

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, June 20th 2013**

Present: Cleary, Finger, Flintoft, Heydlauff, Holman, Lindauer, Martinson, Merkel, Schwarz

Absent: Pierce, Povlich, Sanville,

Others Present: City Manager Hanifan, Council Members Albertson and White Parker; Susan Moore and Jayetta Edwards Chelsea Area Garden Club, Mat Siddall Chelsea Standard, Fred Hoffman

1. President Flintoft called the meeting to order and roll call of Board at 7:30 a.m.
2. Public hearings on matters under consideration – none
3. Public Comment:
 - Fred Hoffman** – commented about his concerns regarding the purchase of the Palmer property and how it may affect the neighborhood residents and wished to clarify rumors.
4. Approval of the consent agenda – No items
5. **Motion by Martinson, second by Lindauer to approve the regular agenda. Motion carried.**
6. **Motion by Lindauer, second by Schwarz to approve the minutes of the May 16, 2013 Board of Directors meetings. Motion carried.**
7. Submission of bills – No bills submitted
8. Communications to the Board – none
9. **Reports from Board Committees**
 - Chelsea First**, Pat Cleary – reported two billboards are up on US23 & I96, and the kiosks are nearly complete. Chelsea First has great things to offer and he encouraged businesses to use them. Hopefully by fall will have an employee in place to help with marketing efforts.
 - Accessibility** – still need a Chair, Flintoft reported that the Park Street ramp and two handicap spaces are fully compliant for van access and with the completion of the Park Street Ramp Project this is a major addition to Chelsea’s downtown.
10. **Reports from Officers and City Manager:**
 - John Hanifan reported the Park Street ramp is substantially complete and the contractor expects to complete the stamped crosswalks the week of July 1st to finish the streetscape project.
 - Hanifan presented and reviewed the Palmer property timeline; purchase is expected to close on 7/12/13 (apx \$50K in cash required), expecting to meet with neighbors and gather information from the Planning Commission to develop design elements for a buffer plan (complete in mid-October) and meet with the Wellness Coalition in the fall. The goal is to have the project design by January 2014 with Phase 1 project completion targeted for July 2014. Heydlauff commented that the DDA expects to have joint meetings, involve neighbors, look at the design and bids over the winter and construct next summer.

11. Unfinished Business:

--Marketing Plan Longworth Buildings – Mark indicated the property is still posted for sale, and he has a meeting with a previously interested developer and will then have more to report on marketing efforts at next month’s meeting. We need to develop a plan for the cleanup of the alley and Jackson Street corridor. Flintoft added that there are deed and elevation issues to address.

-- Hanifan reported that an RFP is in process for the tear down of the Livery Building and should have a bid with an estimated cost at the next DDA meeting.

12. New Business - None

13. Announcements - None

**14. Adjournment – Motion by Lindauer, 2nd by Merkel to adjourn the meeting at 8:05 a.m.
Motion carried.**

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary
Approved at the August 15, 2013 DDA Regular Meeting