

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 a.m. THURSDAY, NOVEMBER 21, 2013

Present: Cleary, Flintoft, Heydlauff, Holman, Martinson, Pierce, Schwarz
Absent: Finger, Lindauer, Merkel, Povlich, Sanville
Others Present: City Manager Hanifan; City Council Members Albertson, Anderson and Pacheco; County Commissioner Martinez-Kratz; Chelsea Library Director Bill Harmer; Susan Moore, Mary Randolph of Chelsea Area Garden Club; Bridget Fayer, Chelseamich Marketing Director; Lisa Allmendinger, ChelseaUpdate.com; Ashley Miller Helmholdt of Farmers Market; Ron Gordon, Congregational Church; Dana Beehr of The Sun Times; Charles Taylor of Wellness Coalition; and Ann Feeney.

1. President Flintoft called the meeting to order at 7:30 a.m. Roll call.
2. Public hearings on matters under consideration – None scheduled
3. Public Comment: - Commissioner Martinez-Kratz reported on County 1 year budget with its 4 year outlook. It is cutting \$30\household in spending and increasing each household .01 mills in spending on economic development. The Equalization Dept. reports a CPI of 1.5%. It has worked with Dexter on annexations issues and is tackling County retirement costs.
4. Approval of the consent agenda – No items suggested for a consent agenda.
5. **Motion Holman, second Pierce to approve the Regular Agenda. Motion carried.**
6. **Motion by Pierce, second by Cleary to approve the minutes of the October 17, 2013 Board of Directors meeting. Motion carried.**
7. Submission of Bills – None submitted
8. Communications to the Board – None presented
9. Reports from Board Committees –
 - Pat Cleary – Chelsea First: **(a)**Bridget Fayer was introduced as the new Marketing Director of Chelseamich.com. She noted the website and other efforts have made an impact on Chelsea tourism. **(b)**Cleary displayed the new Kiosk design. It is prepared for easy updates and changes. It displays a link to the website. The Visitiks on the website are designed to allow viewers to design their own trips. These features should be ready in January. **(c)**There were 6500 visitors to the website in October. **(d)**Bob Pierce thanked Patti Schwarz for all her work through the years on the kiosk development and maintenance. **(e)** Schwarz said the structures are showing wear.
10. Reports from Officers and City Manager
 - Project(s) timelines and Bond considerations: “Resolution Requesting Issuance of 2014 Downtown Development Bonds (Limited Tax General Obligation) and Pledging Tax Increment Revenues” was in the Board packets. Approval of the resolution only starts the process. On January 6, 2014 it will presented to City Council for its approval. This is followed by a

45 day referendum. DDA determines its available resources and mid March the bonds are sold. The City actually issues the bonds and DDA pledges its resources to repay them. The bonds repayment schedules could be 10 or maximum of 15 years. Current obligations - Old bonds - 2014 \$85,000; bonds to purchase Palmer Lot payment in 2014 is \$150,000. With these and additional commitments, it reduces discretionary income. The bonds will be callable and repayable earlier if funds become available. The bonds are limited to spending on stated projects, but these projects always including expenditures for parking. **Motion by Cleary, second by Heydlauff to approve the "Resolution Requesting Issuance of 2014 Downtown Development Bonds(Limited Tax General Obligation) and Pledging Tax Increment Revenues". Motion carried unanimously.**

- Longworth \Jackson Street Plan: The engineer's estimate of costs to do the plan designed by Howard Deardorff is \$200,000, excluding cost for moving electricity underground. Greg Raye's ideas may be included, but the basic costs will remain the same.
- Palmer Lot site plan and buffer: Hanifan cautioned the committee on spending any more money to determine buffer design and consequences. Several issues discussed: ingress, egress; the actual available working space; farmers market design; speaking with adjacent property owners,. ***A Work Session is scheduled for 7:30 a.m., Thursday, December 5.*** Hanifan thanked Charlie Taylor and Ashley Miller-Helmholdt for their help in the process, and noted that if this process and plan takes a year, it is okay.

11. Unfinished Business - Marketing update Mack & Livery Building(s). Heydlauff. No update, but more movement will occur after Livery is gone.

12. New Business - None

13. Announcements:

Library - Bill Harmer: (a) Harmer displayed the board with years from 1873 to the present listed, with the name of the person who has pledged to cover the cost of digitizing that year's papers. Copies of local newspapers including the Chelsea Standard are all on microfilm currently. The current Chelsea Stories Project is to raise enough money - \$100 for each year - to digitizes all the papers to be searchable. So far about half the years are covered. Harmer suggests giving a year\ \$100 as a gift to someone. **(b)** Harmer spoke of the Veterans Day ceremony at Vets Park and the wonderful unveiling of the Vietnam Veterans Documentary at Comfort Inn. This is another Chelsea Stories Project. Additional showing will be held at the Senior Center & Alehouse.

Chamber of Commerce - Bob Pierce - Hometown Holidays weekend is readying. The schedule is on **Chelseafestivals.com**.

Meeting adjourned,

Draft Minutes submitted by Ann Feeney

Approved at the December 19th, 2013 DDA Board Meeting