

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, October 17<sup>th</sup> 2013**

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

**Absent:** Povlich

**Others Present:** City Manager Hanifan, City Council Members Albertson, Anderson & Parker, Susan Moore Chelsea Area Garden Club, Lisa Allmendinger Chelseaupdate.com, Dana Beehr The Sun Times, Jim Myles Chelsea House Victorian Inn, Greg Raye Chelsea Farmers Supply, Ashley Miller Helmboldt Farmers Market, Ron Gordon Congregational Church

1. President Flintoft called the meeting to order with a quorum of the Board at 7:30 a.m.
2. Public hearings on matters under consideration – none
3. Public Comment:
  - Jim Myles – spoke on behalf of the Historic Plaque Committee, 2 additional plaques are ready to go to manufacture and the production cost has increased \$300/plaque; from the original \$1500/plaque to \$1800/plaque. In addition, he asked the DDA to consider an additional stipend for labor, for work previously done on a volunteer basis.
  - Greg Raye (7:35am) – Presented an alternate Longworth plan drawing which he feels has better use, more parking spaces, a safer drive through from East Middle to Jackson Street, and better dumpster placement (Dwg dated 10/16/13). He'd like to review the more detailed engineering plan covering the Livery Building demo, as he has a concern about the condition of the building and if it falls or implodes adjacent to his property.
4. Approval of the consent agenda – no items
5. **Motion by Merkel, second by Sanville to approve the regular agenda. Motion carried.**
6. **Motion by Sanville, second by Lindauer to approve the minutes of the September 19, 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 – a Marketing Coordinator has been hired and will be starting 11/1/2013.
10. **Reports from Officers and City Manager:**
  - Hanifan reported that the detailed Longworth Alley alternative plans were reviewed at the 10/3/2013 work session. He estimates approximately 60 days for Design and bid process with a more detailed concept drawing (MCI Engineering review/input from Deardorff and Raye drawings).

11. **Unfinished Business:**

--Marketing Plan Longworth Building – Heydlauff reported he continues to stay in touch with interested parties in the Mack Building. Feels once the DDA moves on the new Longworth Alley Plan it will add value and we will be in a better selling position.

12. **New Business**

--Hanifan listed estimated costs of the three pending projects: Additional streetscape/crosswalk work \$50K-\$75K, Phase 1 at Palmer Lot \$500K-\$600K, and the Longworth Alley Project approximately \$250K = almost \$1M. Reviewed possible Bond options including an option to refinance the existing bond and combine it with the funding for these three current projects. (DDA has about \$414K/annual operating revenue).

**Motion: Cleary moved that the DDA direct the City Manager to obtain final engineering design and cost estimates for the Palmer Lot Phase 1 Project. Lindauer seconded, Motion carried unanimously.**

-- To ensure the Palmer Lot Project is multi-use and we receive public input, a **DDA Work Session is scheduled for Thursday, October 31, 2013 at 7:30 a.m.** The Chelsea Wellness Coalition, Farmer's Market and Chelsea Garden Club will be invited.

-- Chelsea Historic Plaques – it was noted that a budget is in place which covers the cost to produce the plaques; Jim was given the direction to use the existing budget for production cost even if we end up producing 1 less plaque within the previously approved budget. Heydlauff suggested possibly approaching business owners to cover the labor cost to compile the plaque data for their building;s, they may be open to cover a few hundred dollars.

-- Heydlauff commented that he'd like to see the Longworth Alley design alternatives (Deardorff's and Raye's) reviewed and turned over to MCI Engineering with a target of getting the project ready to go to bid by late winter and make this a spring project.

**Motion: Heydlauff moved to turn over the Longworth Alley Project Drawings from Deardorff and Greg Raye to MCI engineering to move forward with Engineering.**

Hanifan commented that he had what he needed to move forward; this was taken care of so the motion did not need to be voted on.

13. **Announcements**

--Pierce made many announcements regarding recent Chamber activities;

--Citizen of the Year & Lifetime Achievement Awards will be presented this evening 10/17 at the Village Conference Center 6:30 pm.

--The Chamber office move to the Palmer Service building is nearly complete; thank you Jeff Holman and McKinley for 7 years in the Clocktower office space.

--The Michigan Cares for Tourism Event was attended by 100+ tourism professionals. Thank you to Jiffy (Howdy) for the kick-off breakfast. It was a very successful event!

14. **Adjournment – Motion by Merkel, 2<sup>nd</sup> by Lindauer to adjourn the meeting at 8:02 a.m. Motion carried.**

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary  
Minutes approved at the November 21, 2013 Board Meeting