

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, July 17, 2014**

Present: Finger, Heydlauff, Martinson, Merkel, Patrias, Sanville
Absent: Cleary, Flintoft, Holman, Lindauer, Schwarz
Others Present: City Manager Hanifan; City Council Member Albertson; Lisa Allmendinger
Chelseupdate.com; Dana Beehr The Sun Times; Howard Flintoft; Bob Pierce
Chelsea Chamber of Commerce; Mary Randolph; Greg Raye; Bill Harmer, Gary
Zenz & Robert Wagner of the Chelsea Library; Jim Valenta MCI Consulting

1. Heydlauff opened the meeting at 7:30 a.m. in the absence of President Flintoft, and noted a quorum was present
2. Public hearings on matters under consideration – none
3. Public Comment
 - Bill Harmer, Gary Zenz & Robert Wagner spoke regarding the upcoming millage vote for the Chelsea District Library August 5th (.32 Mills proposed - \$24/year for a \$150K home).
4. Approval of the consent agenda – none
5. **Motion by Patrias second by Merkel to approve the regular agenda. Motion carried.**
6. **Motion by Sanville second by Merkel to approve the minutes of the June 19, 2014 Board of Directors meeting. Motion carried.**
7. Submission of bills – No bills submitted
8. Communications to the Board – none
9. **Reports from Board Committees**
 - Chelsea First** – Cleary not present, in the future this report will be combined with the Chamber Report.
10. **Reports from Officers and City Manager:**
 - Hanifan reported that the City has received (3) bids for the Longworth Demo portion of the Alley Project (removing Livery building, alley loading dock and tanks; the Mack building stays = \$59K, \$59K and \$82K). He recommends the low bid from Smalley Construction, the same company that demo'd the showroom. Work is targeted to begin the 1st week of August, with a goal of 1-2 days between demo and the start of the parking lot/sidewalk/buried utility install. Bids for the Parking Lot/sidewalk/buried utility work are in process.
 - Motion by Sanville 2nd by Merkel to accept the low bid for demo work (removing the Livery building, alley loading dock and tanks) from Smalley Construction at \$59K. Motion carried.**
 - Jim Valenta of MCI Consulting presented and reviewed the Engineering Drawings for East Middle to Jackson Street Alley Project (16 surface parking spaces, walkways). Reviewed and discussed the (3) easements needed, Church's input, Greg Raye's input, buried city utilities, curbs, storm water drains, catch basins and landscaping. Add to RFB an alternate design feature

in the bid process for the walkways – add some character with banded cement and stamped asphalt walks. Also, include the option to add a curb at M52 (between Sylvan Building and Mack Building only foot traffic, no more car traffic).

-- Greg Raye also asked how his building will be protected through demo and the construction of a support wall. He also raised a concern about water flow to drain basins.

-- Jim Valenta will provide the updated drawings to City/DDA with new RFB options discussed (cement options for sidewalks, curb option, drain options and plantings); to be voted on at the August DDA meeting.

-- Once the Alley Project is underway then the DDA will review the Fencing Project and obtain updated bids to install Black decorative fencing similar to Park Street along the RR tracks to prevent illegal crossings. Need to get the Depot Association's input and let them know we are getting close on this project. Current RR speeds are 80-85; new speeds could be up to 110mph.

11. **Unfinished Business** - none

12. **New Business** - none

13. **Announcements**

- Pierce announced that the City Council approved the Chelsea First funding, at Cleary's request. Chamber is looking at 5-year plan for Chelseamich. Summerfest is ready to roll next week, Chief Toth requested signage by RR tracks to dissuade anyone from crossing tracks except at sidewalks which the committee will be putting up. Thanks to City Manager Hanifan and all the staff that supports Summerfest!
- Pierce indicated the Chamber is working on a Membership Business Boosters (\$50) – increase memberships and offer discounts/specials at participating members.

14. **Adjournment – Motion by Merkel, 2nd by Finger to adjourn the meeting.**

Motion carried.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes Approved at the August 19, 2014 DDA Board Meeting