

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, August 20, 2015**

Present: President Flintoft, Fairfield, Finger, Heydlauff, Merkel, Weiser

Absent: Lindauer, Martinson, Patrias, Sanville, Schwarz

Others Present: City Manager Hanifan, City Council Member Albertson & Pacheco; Lisa Allmendinger ChelseaUpdate.com, Cathy Bean Preservation Chelsea, Jan Bernath, Bob Pierce Chelsea Chamber of Commerce, Joe Ziolkowski of Ronlon LLC, Charles Wisely McKinley Properties

1. President Flintoft opened the meeting at 7:45 a.m., when a quorum was present (6).
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
 - Cathy Bean of Preservation Chelsea handed out the new Historic Walking Self-Guided Tour Brochure. She also asked about the status of the letter send to the DDA from Preservation Chelsea dated July 7, 2015.
5. **Motion by Heydlauff second by Merkel to approve the regular agenda. All Ayes.**
6. **Motion by Flintoft second by Merkel to approve the minutes of the July 16, 2015 Board of Directors meeting. All Ayes.**
7. Submission of bills – No bills submitted
8. Communications to the Board
 - Thank you Letter from the First Congregational United Church of Christ.
 - Joe Ziolkowski of Ronlon LLC proposal to the DDA Board (Mack Building).
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager:**
 - Hanifan reported that he has received the final CD Hughes bill and is working on the last few punch list items; expects to have about \$20K-\$25K remaining on the Bond for projects. There were a few cost overages on the environmental side of the alley project than expected.
 - The 2015 projects for the remaining bond money could be the railroad fencing at \$18K per side, or about \$39K for the Middle Street & Park Street crosswalks [cost per attached estimated of June 17, 2015]. Hanifan will get fencing and crosswalk cost option updates for the next meeting. Also he will review with the Depot Association; most likely we will be able to do 1-side since the other side will require an easement from the private property owner and additional funds.
 - Hanifan reported a bid was received from Joe Ziolkowski on Ronlon LLC for the Mack Building, and that Joe provided a good overview of existing conditions and the state of deterioration of the building and challenges to work through Environmental issues. After some discussion with Joe Z. and DDA Board Members, the following motion was

made and a **work session set for Thursday, September 3, 2015 at 7:30 a.m.** to review bid in greater detail with both parties providing some additional information/research.

Motion by Weiser, 2nd by Fairfield for the DDA to approve funds up to \$5,000.00 and authorize City Manager Hanifan to have the building tarped, broken windows and doors boarded up, and secure the Mack Building to avoid further deterioration. All Ayes.

Weisner offered to work with Joe on review of construction points and private versus City costs, as well as costs and challenges on brickwork.

Hanifan will also get some numbers from our consultant on additional environmental work that may be needed and requirements (i.e. is capping is sufficient for DNR approval).

11. Unfinished Business

- Rene Papo has contacted the City about starting a revised Post Office project this year, and inquired about the REU Program.

12. New Business

- Bob Pierce reported we had a very successful Chelsea Sights & Sounds Festival season, and Patti Schwarz did a great job with the Art Market.
Chamber Business Breakfast is September 11, 2015 7:30 – 9:00 at the Comfort Inn Conference Center.
Inaugural Event on October 20, 2015 the new Smoke & Ale Fall Festival at the Chelsea Fairgrounds (Noon – 11:00 p.m.).
Chamber Membership is up more than the past 2-years; 281 current members.
Heritage Tourism Grant – completed the Historic Walking Tour Brochure will install (3) additional Historic Plaques and will then integrate on www.chelseamich.com website.
Farmers Market move to Main Street (Wednesday & Saturday) location has been very successful. 1100 attendees estimated on Sights & Sounds Saturday, and 900 last Saturday.
- Weisner reported that he has more companies looking at space in the town in the past 2 months than in the past 2 years. Reported on a couple businesses looking at spaces.

13. Announcements

- DDA Board is invited to attend the City Council session on Monday, August 31, 2015 at 6:00 p.m. discussing Economic Development.

14. Adjournment – Motion by Merkel, 2nd by Fairfield to adjourn the meeting. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the Sept 17, 2015 DDA Regular Board Meeting