

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, SEPTEMBER 17, 2009**

Present: Jackson, Feeney, Morrel-Samuels, Myles, Pierce, Schwarz, Winans, Hanifan
Absent: Flintoft, Frisinger, Galvin, Heydlauff, Holman
Others Present: Library Director Bill Harmer; Jan Bernath, Kathy Clark, Carey Church; Zoning Supervisor Jim Drolett, DPW Superintendent Craig Maier; Councilman Jason Lindauer

President Jackson opened the meeting at 7:30 a.m. Jackson and the Marketing Committee are working on a 29 year plan. He will bring the information to a future board meeting

1. **Motion by Myles, second by Pierce to approve the minutes of the September 3, 2009 Board of Directors meeting with the change in #5 to read "Culturality" instead of Culture Alley. Motion carried.** It was also noted that business owners in the DDA District would like to get more information, such as a newsletter or news articles. Perhaps the minutes could be forwarded to them via email.
2. **Public participation** – Jan Bernath asked the board to consider changing the meetings to the evening, or having them recorded for showing on Channel 18. City Manager Hanifan noted that even if the meetings were recorded, viewers would be seeing them after the fact. In a new city office, their may be the capability of recording and broadcasting in real time.
3. **Budget update** – No report
4. **Maintenance report** – Craig Maier (a)Crack fill will be done in the parking lots next week; (b)the fire station lot will be finished next week; (c) Anderson Construction will be repairing the downtown sidewalks starting next week. He warned that it would inconvenience some downtown businesses for awhile and it would be messy and dusty work.(d) The brick sidewalk in front of Palmer Ford will be restored to level and the sidewalk repaired.(e) The trees in front of the Clocktower need replacing but the electric conduit is attached to each one. In addition winter salt application is damaging to any tree that is planted there.
5. **Nominating Committee – Winans** There was a general discussion on how DDA Board members are chosen. Actually the Committee makes a recommendation to the Mayor who then brings the name to City Council for approval. Pat Cleary has submitted an application, but currently there is not a vacancy. He could attend as a non-voting member until a vacancy occurs.
6. **McKinley update** – No report
7. **City Manager's Report – Hanifan**(a) The Police Building project has gone out for bids, which are due back October 1st. (b) The Energy Optimization Program will be ready October 1st. There will be approximately \$40,000 available for programs which will reduce energy consumption. There are several large energy users such as Chelsea Milling, which could absorb available funds pretty quickly. By 2012 there will \$120,000 available to fund energy reduction projects.(c)The detour route around the railroad tracks for the repair project has not been finalized.
8. **Chelsea Area Chamber of Commerce update – Bob Pierce** (a) The ribbon-cutting at the

Goodwill Industries office on S. Main was last Friday. It is a drop-off site only at this time.

(b)The Business Breakfast held Sept 15 was a big success with 37 Chamber members present, who has a chance to stand up and talk about their particular business. They will hold these events quarterly. (c)The Chamber added 40 new members so far this year. Last year they added 26 throughout the entire year, with a 75% renewal rate. (d) The Farmers Market group are interviewing candidates for Market Director. (e) Jackson noted that the downtown merchant group has met to plan for future events.

9. **Chelsea District Library report – Bill Harmer**(a) In partnership with the Chamber, WCC and SCORE the library is sponsoring monthly free counseling sessions for entrepreneurs who learn about finances, marketing or other business related questions. Every session has been full up to now. (b) The next step will be workshops on all aspects of starting a new business such as writing a business plan. (c)On Nov. 2 the subject will be food \farming and (d) November 16 it will be on marketing for a small business. The idea of counseling small business is a concept which is being duplicated countywide. (e) Saturday September 19 the Library will celebrate its 50th anniversary with food from Chef Chris, 50's Rockability music and a 50's car show.
10. **Location of dumpster in Park St. Lot** – Myles has complained in the past about the odor which emanates from the large dumpster behind the Inn. Every effort has been made to work with Waste Management to control this problem with no solution provided. It appears that it will probably have to be moved. City Manager Hanifan will bring a recommendation of how to solve this matter, at the October meeting.
11. **New Business** – Pierce said that Aubrey Martinson from CCA will be bringing a request of reimbursement for money approved by the Board for the 175th Mural project. The Board approved up to \$2,000.
12. **Additional Business – Jim Myles** The Board\Mayor asked Jim to write a resolution regarding the understanding of the plans for the Longworth-Jackson Street corridor. He is understandably finding it a difficult task. Since it was agreed at the last meeting that this matter would not be discussed at this meeting when so many board members has to be absent, no resolution was presented.
13. **Motion by Pierce, second by Myles at 8:55 a.m. to go into closed session to discuss the purchase of property. Roll call vote all ayes.**
14. **Motion by Pierce second by Myles to return to open session at 9:05 a.m., Motion carried.**
15. **Motion by Pierce second by Myles to adjourn at 9:05 a.m.**