

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, JUNE 17, 2010**

Present: Jackson, Cleary, Flintoft, Frisinger, Heydlauff, Holman, Lindauer, Morrel-Samuels, Myles, Pierce, Schwarz, Hanifan

Absent: Winans

Others Present: Brad Roberts, Utilities Supervisor; Christine Linfield, City Engineer; Mary Tobin, Chelsea Farmers Market; Jan Bernath, Cathy Clark, Carey Church, Diane Goode, Tom Knox, Elsie Swanburg

President Jackson opened the meeting at 7:30 a.m.

1. **Motion by Frisinger, Second by Morrel-Samuels to approve the minutes of the April 27, 2010 Special DDA Board Meeting as re-written by Morrel-Samuels and submitted to the Board via email. Motion carried. Flintoft abstained. He had not attended the 4/27 meeting.**
2. **Motion by Frisinger, second by Heydlauff to approve the minutes of the April 15, April 20, and May 20, 2010 DDA Board of Directors meetings. Motion carried.**
3. President Jackson announced a proposed time to meet with Biff Weber regarding the Palmer property. After consulting with board members it was decided to try to set up a meeting for July 1 at 9 a.m. at the City office.
4. **Maintenance Report – Hanifan** (a) Names on the signs in the alleyway have been removed and new ones will be installed very soon; (b) Maintenance has been done around the Longworth property; (c) The new light at Main & Middle Sts. will be installed Tuesday morning; (d) Roberts is researching possibility of creating parking on the DDA lot on Park St. next to Purple Rose. (e) The sculptures have been installed and look great. annarbor.com carried a story about them. (f) Heydlauff asked about the installation of new bricks. Roberts explained about installing bricks with the nubs already on them to replace the pads currently in use. This will be a one year pilot on the four corners of Main & Middle Sts. (g) The railroad crossing will be repaired the third week of July. The crossing will be closed 24\7 for about a week. Detours are being worked out. NIXEL.com is a good source of information about the closing. (h) Mary Tobin, Farmers Market Manager, requested that the parking spaces in the Park St. lot be stenciled with numbers to improve vendor placement. Areas are being changed to improve circulation to meet needs of those in wheel chairs. The City will take care of this.
5. **Maintenance Report #2 – Linfield** Responding to Jim Myles complaint regarding odors coming from the common dumpster in the parking lot behind his Inn. Linfield did a comprehensive review of possible relocation spots for the dumpster. Her conclusion was that it is difficult. After a discussion it was informally decided that the City would purchase odor mitigation bombs and Cleary's dishwasher would toss one into the dumpster each evening as he leaves the restaurant. Myles will await the result.
6. **Alleyway Art** – The intention is to place a series of wrought iron arches over the alleyways next to Vogel's & Foster's and Winans Jewelry. A model was presented at a past meeting. Ric Detroyer, who proposed this project, was not present at the meeting. The Board postponed

- making a decision for lack of information.
7. **Budget Update – Heydlauff** Treasurer Heydlauff distributed copies of the 2010-2011 budget with the 2009-2010 YTD totals through June 30. Tax collections are expected to be lower in the next fiscal year.
 8. **McKinley Update – Jeff Holman** (a) JETS Pizza has received its liquor license. (b) Jiffy Burgers has sub-leased the space in the Chocolate Cafe formerly occupied by the Historical Society.
 9. **Library Update – Bill Harmer** (a) Acknowledged efforts by the Chamber to promote the Gateway to Waterloo project and the success at MIS at promoting recreation in the area. (b) The Summer Reading Program has 500 children registered. There are incentives and prizes to encourage them to participate. (c) There is an adult Summer Ready Program, as well, with incentives and prizes donated by local businesses. (d) During Sounds & Sights tonight, the last Comedy Central performance will take place. (e) The Board and staff are in the budget planning process with the goal of July approval. There will be a public hearing in August for the public to review the budget. Revenue is down from previous years.
 10. **Chamber of Commerce Update – Bob Pierce** (a) The weekend at MIS to promote the Gateway initiative was a success. Other communities are looking to Chelsea to do regional planning for tourism, eco-tourism. Bob Pierce dropped the green flag for the race. (b) Pierce distributed copies of “**Lake Magazine**”. Photos and stories about Chelsea were featured. The editor visited Chelsea and wants to feature Chelsea in the next issue, which is focused on Washtenaw County.
 11. **City Manager's Report – John Hanifan** (a) The Town Hall Meeting held at the Methodist Church on June 10th was attended by about 50-60 residents. It is available on Cable Channel 18. The next meeting will be held July 29th at the same location. (b) The RFP for the Longworth property is due July 15th. There will be no discussion regarding that at the DDA meeting held that day.
 12. **Accessibility Issue – Paul Frisinger** Paul distributed the report from the first meeting of the Committee. The committee consulted with other communities for ideas. Scott McElrath surveyed the entrances of the buildings. The Committee wrote a Mission Statement and scheduled a second meeting for 8 a.m., July 19th at the McKune Library. The public is invited.
 13. **Sculpture Walk – Patti Schwarz** The Sculptures have been installed and the brochure will be ready today. Patti will distribute them to the businesses. This summer there will be an opportunity for the public to vote for their favorite one. The winner will receive \$500 for “Best in Show”. Patti requested that the tree lights be turned on for Sounds & Sights. Hanifan agreed to have the City take care of that. Southtown folks are interested in exploring possibility of having sculptures there, as well.
 14. **Chelsea First Discussion – Pat Cleary** (a) The “Meet & Greet” to introduce Marketing Director Dania Dunlop-Hurden was held on June 7th at Las Fuentes. (b) The idea of “Play, Play and Stay” will be promoted. (c) Business owners will be coached on what activities are available for visitors, for example Waterloo, so they can be promoted. (d) The Marketing Committee has great representation of businesses and organizations. (e) An RFP for a Marketing Company to develop a brand and logo is in the works, with a target date to launch of 10-10-10.
 15. **By-laws Discussion – Palmer Morrel-Samuels** A copy of by-laws cut and pasted together from other DDA's by-laws, was distributed to the Board for its review.
 16. **Public Participation** – Jan Bernath noted that Kincaid-Henry requested the 7\15 RFP extension and there has been no contact with them. “Where is the opportunity for discussion?”
 17. **New Business – Jim Myles** noted that previews for the new play start tonight and he is getting

booked with visitors specifically coming for Sounds & Sights.

18. **Motion by Pierce, second by Cleary to adjourn at 9:16 a.m. Motion carried.**