

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, JULY 15, 2010**

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

Absent:

Others Present: Cheri Albertson and Ann Feeney, City Council; Tom Girard, Scott McElrath, Dania Dunlop-Hurdin, Jan Bernath, Brian McLaughlin and Bill Harmer, Chelsea District Library

President Jackson opened the meeting at 7:30 a.m. and noted that the RFP for the Longworth Property had been received and there would be no discussion of it at this meeting.

1. **Motion by Morrel-Samuels, second by Pierce to approve the minutes of the June 17, 2010 DDA Board of Directors meeting. Motion carried.**
2. **Maintenance Report** – a) City will be replacing regular brick pavers at the intersections with bricks with truncated domes on them. This will go on throughout the summer. b) Heydlauff pointed out that the landscaping in front of Jiffy and next to Heydlauff parking lot, had become very weedy. c) Some of the bike racks are in need of replacing. d) During the heavy downpour it appeared the storm drains in Lot #1 were clogged. Hanifan will check on these items.
3. **Banner Request from Kim Garland** – Hanifan suggested that when the marketing plan with brand and logo is launched, these banner locations could be filled with new banners which reflect the new marketing effort.
4. **Marketing Director Introduction** – Dania Dunlop-Hurdin listed for the board the many steps which have already been taken to meet the public and get the message out. An RFP for marketing companies to develop a Chelsea brand and logo, has been published. The return date is late July. The launch date is tentatively set for 10-10-10. The Advisory Committee is working on a budget and Dania is working on a forward planning calendar and a website is in the works. A Chelsea DVD is in process with private funding and the help of Jeff Daniels.
5. **Accessibility Update – Paul Frisinger** Progress has been made: a) Shauna Mote has done a roll through of downtown, noting areas which need some assistance; b) Scott McElrath has done a study of accessible issues with all downtown locations; c) The committee is seeking input from all the businesses and City Manager is researching grant possibilities. The next meeting is at 8 a.m., Monday July 19th at the Library.
6. **Alleyway Archway additions** – No report from Ric Detroyer. Dania noted efforts to install sculptures in areas in southtown.
7. **Budget Update – Heydlauff** – The new budget was presented at the last meeting. After the city audit is completed, the board will re-visit the numbers. Hanifan assured the board that after that, there will be a monthly report because the accounting reporting format has been improved to make it possible
8. **McKinley Update – Holman** There are two new tenants in the complex and a potential new tenant meeting with Holman today.
9. **Library Update – Bill Harmer** a) C.I.L. did an accessibility audit of the library and found it

meeting ADA code. There is an issue with the spot in the parking lot. There will be staff training to provide assistance technology; improve access to computer stations. Lions Club is providing large print books. They are working with Washtenaw County Office for the Blind for suggestions. The Library needs to market what IS available. **b)** They are expanding partnership with the Senior Center for the home delivery program and will train senior volunteers to deliver the material. **c)** They have broken ground for the pergola project, which Scott McElrath designed. They will work on it over the summer. **d)** The budget process is complete. There will be a public hearing August 17th. **e)** Harmer's annual evaluation was good.

- 10. Chamber of Commerce Update – Pierce** **a)** They have received approval for the grant for the Gateway Project. There is a 9\15 kick-off for the “Dollars and Cents to Protect the Community Character”, at WSEC. There will be a three day training session to get 6 teams trained to improve the visibility of the Waterloo Recreation Area. **b)** Patti Schick will work three days at the Chamber office. **c)** The Chamber will have a table at the AA Art Fair Townie Party from 5 – 8:30 pm, Monday July 19; **d)** Chelsea is featured in the latest “Lakes Magazine”, and will have more about Chelsea in the August issue. **e)** The Make-a-Wish Bicycle Ride is set for July 25 and will end at the fairgrounds between 8 and 3.
- 11. Sculpture Walk & LED Lights – Patti Schwarz** **a)** Brochures are now at the motels. Voting for your favorite will end on the last night of Sounds & Sights. **b)** Questions were asked about extending the lighting on the poles to the rest of the DDA District to the south. Hanifan will look into getting electric outlets to the poles. **c)** Myles received an email from someone regarding an October Art Walk. Patti will look into this.
- 12. By-Law Discussion – Palmer Morrel-Samuels** There was a brief discussion on how to proceed. Flintoft remarked that those who adopt by-laws do so because of a staffing issue and wonder why Morrel-Samuels is doing this when there is no need. **Motion by Winans, second by Frisinger to table the discussion of by-laws until a special work session can be scheduled. Motion carried, 11 yes, 1 no (Morrel-Samuels.)**
- 13. Public Participation –** Tom Girard briefly outlined the content of the RFP as presented today and volunteered to answer any questions. He announce the “Jackson Street Jam” fundraiser to be held on Jackson Street near the depot on August 6th.
- 14. Old Business –** Jim Myles resigned as the person in charge of odor abatement of the dumpster behind his home **B & B. Odor continues to be a problem, especially in the hotter weather.**
15. New Business - None
 - 16. Motion by Heydlauff, second by Winans to go into closed session at 8:35 a.m., to discuss possible property purchase. Motion carried.**
 - 17. Motion by Heydlauff, second by Pierce to return to open session at 9:15 a.m. Motion carried.**
 - 18. Motion by Heydlauff, second by Pierce to adjourn at 9:15 a.m., Motion carried.**