

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, NOVEMBER 18, 2010**

Present: Jackson, Cleary, Flintoft, Frisinger, Heydlauff, Lindauer, Pierce, Schwarz, Winans, Hanifan

Absent: Morrel-Samuels, Myles

Others Present: Cheri Alberson, Ann Feeney, City Council; Lisa Allmenger, Heritage; Jane Cresswell, Howard Flintoft, Jan Bernath, Lucy Swanberg

President Jackson opened the meeting at 7:30 a.m. He reported attending the Chelsea District Library Board of Directors meeting as a way to stay in touch.

1. **Motion by Lindauer, second by Winans to approve the minutes of the October 21, 2010 Board of Directors meeting. Motion carried.**
2. **Maintenance Report** – Christmas lights are ready to be turned on. The DDA worker cleaned out the areas near the former post office and around the island in the parking lot next to the tracks. John Scott continues to replace truncated domes at the Main St. intersections.
3. **Budget report** – **Heydlauff** There has little expenditure activity. This is early in the budget year. In the future there will be a quarterly report. During a project, those costs will be separated from the everyday expenses.
4. **Long Term Development Plan -Architects' RFP.** There were two responses: Carlyle Wortman and Deardorff\Poley. The responses will be reviewed and a decision made in December.
5. **Retail Lease Service** – **Jackson** learned of a service which recruits retail businesses for a community, for a fee. Commercial realtors do this with no charge. Chelsea First activities will generate interest in Chelsea.
6. **Accessibility Update** – **Frisinger** met with Ken Gietzen at Chelsea State Bank regarding setting up a low interest loan fund for the purpose of improving handicap accessibility for entrances both front and alley. DDA could review projects to see if feasible i.e. costs, etc. Dangerous Architects has done a comprehensive study of all the buildings in the DDA District to assess accessibility. An architect hired for a development plan, could help with design.
7. **Longworth process** – No activity
8. **City Manager's Report** – **Hanifan (a)** The police station site plan review is on the December Planning Commission agenda. **(b)** Chelsea received a 5-Star Award through the E-Cities project from UM\Dearborn. This is based on Chelsea's commitment to technology and to business. **(c)** There was also a Silver Metal Fitness Award. **(d)** Chelsea Wellness Foundation is sponsoring a 5 Healthy Towns Project through the Wellness Coalition. **(e)** Hanifan suggested the DDA add the old police station as a future project. It could be an opportunity project.

9. **Chelsea First Report – Cleary** The Committee met with Public Relations specialist Matt Friedman regarding moving forward effectively. A really good website should be the first effort. Pryor Design will do that. It may take up to 4 months to complete. Cleary stressed the process as “discuss, debate and vote”. Schwarz suggested that the community be kept updated on progress. Cleary plans to do a monthly email update to the merchants. Another future initiative might be a smart phone app featuring the city. What media to use generated discussion regarding non-tech-savy people, and the need to use traditional media as well.
10. **Chamber of Commerce Report –Bob Pierce** (a) Hometown Holiday planning underway. Urged folks to don lights and walk in the parade Saturday night. (b) Fifteen travel writers visited Chelsea, sponsored by AAACVB.(c)New businesses: Biggy Coffee, Antique Mall and Fair Trade Shop downtown. Pierce's Pastries have new owners, M\M Towler. (d) Chamber Board Retreat is this evening.
11. **Library Report – Bill Harmer** (a)Collaboration between River Gallery, Library, CACC for the 7:30 p.m., Saturday, December 5 event featuring the High Strung Band at the Gallery. (b) Thanks to Mike Jackson for attending the Board meeting. (c)There were 120 in attendance at CRC for the premier to the WW II Oral History Project video. These stories and videos will available online at www.storiesofchelsea.org. (d)The next oral history project will feature the farming community, with up to 25 stories. The goal is to preserve Chelsea's heritage. (e) The next large project will feature landmark stories.
12. **McKinley Update** – There were questions regarding the future representative.
13. **By-Law Discussion – Hanifan** Tom Colis of Miller Canfield noted some redundancy in the by-laws regarding the audit and the TIF report. It will come to the Board in December.
14. **Public Participation** (a) Cheri Albertson reported on the great experience her sister had while visiting Chelsea. Cheri complemented the Library and noted that the work of the DDA is far reaching. (b) Jan Bernath shared Wine, Women and Shopping with 9 friends. She also reported that Chelsea's downtown will be listed on the National Register of Historic Places and wants to include the DDA in plans for the celebration. She also suggested the DDA meetings be video taped for broadcast. The Michigan Historic Preservation office will sponsor Tax Credit Work Shops in Chelsea. (c)Comments were added regarding new legislation for wine tastings
15. **New Business**–River Gallery has visitors coming from Howell to learn about the sculpture walk.
16. **Additional Business** – There were questions regarding expanding the Sculpture Walk. The cost of each display is \$500. The DDA sponsors those in the district, but to expand the walk would require sponsorship of additional sites at that level. Harmer suggested filming the art and artists and add it to the Library website.
17. **Motion by Flintoft, second by Cleary to go into closed session at 8:32 a.m. for the purpose of discussion of property purchase. Motion carried by a roll call vote.**
18. **Motion by Flintoft, second by Lindauer to go out of closed session at 9:03 a.m. Motion carried.**
19. **Motion by Flintoft, second by Frisinger to adjourn at 9:03 a.m. Motion carried.**