

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, DECEMBER 16, 2010**

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

Absent: Holman, Myles, Schwarz, Winans

Others Present: Cheri Albertson, Ann Feeney, City Council; Bill Harmer, Sarah Wedell, Chelsea District Library; LuAnn Koch, Sylvan Twp.; Lisa Allmendinger, AAnews.com; Jan Bernath, Elsie Swanberg

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

1. **Motion by Lindauer, second by Morrel-Samuels to approve the minutes of the November 18, 2010 Board of Directors meeting. Motion carried.**
2. **Sarah Wedell Library Report**(Library Website – The Library launched the Oral History Project – Chelsea Stories, in 2008, including One Room School House Stories, with support from a \$25,000 grant from Chelsea Community Foundation. The latest collection is of World War II Veterans Stories, which is available on the website, including individual interviews. Linda Meloche has given her interview collection to the library for the collection. The next projects will be on Farming, Village Life and Landmarks.
3. **Maintenance Report** – Rob Winans noted ice at Middle and Main St.. City will monitor
4. **Budget Update – Mark Heydlauff** The City has collected 80% of expected revenue. In November, \$12,299 in expenditures, which is 16% of budget. There is a good cash balance. Morrel-Samuels asked for an itemized summary of the expenditures. It will be provided.
5. **Police Station Project Update – Hanifan** The Site Plan Review is on the January Planning Commission agenda. The footprint is 83' x83', 16% smaller than the original design. First floor is 7,000 sq. ft.. Overhead lines will go underground; landscaping will protect privacy for residents. Groundbreaking when weather breaks. DDA is contributing \$500,000 in site improvements and \$500,000 toward building costs.
6. **Long Term Development Plan – Architects RFP** The two bidders, Deardorff\Poley and Carlisle-Wortman were discussed. Comparing hourly rates, there is less than \$10\hr difference, total of \$4,000. Deardorff is stressing historic preservation, works with Midwest Consulting and a traffic engineer. C-W's plan called for 4 community meetings, Deardorff listed 15. **Motion by Heydlauff, second by Lindauer to hire Deardorff\Poley in an amount not to exceed \$50,000. Motion carried 6 years, 2(3) nays(Morrel-Samuels, Pierce, Frisinger).(corrections)**
7. **CAFA building repairs – LuAnn Koch, CAFA Chair.** The CAFA Board approved building improvements to fire station, which is owned by the City and occupied rent free by CAFA. Koch noted the problem with investing money in a building CAFA does not own. There are roof leaks and facade issues. The intention is to square off the building front below the overhang. The project is expected to cost \$130,000 from the \$160,000 currently in a building fund. There was an extensive discussion. Some comments: Possible sub-station in Lima Township. Heydlauff noted that DDA needs to discuss matter with City representative Rod Anderson.

Frisinger questioned whether other municipalities would contribute? Perhaps a CAFA\City Council meeting? Heydlauff suggested the fire station might be part of the long term plan for downtown. Morrel-Samuels expressed support for contributing \$30,000.

8. **Retail Lease Service** – No Report
9. **Accessibility Update** – **Paul Frisinger** There has not been a meeting since October. He is beginning work on the application for building owners who wish to improve accessibility. The Committee will come to the DDA for funds to hire an architect for design suggestions. Chelsea State Bank will have a fund for low cost loans for improvements to entrances\exits.
10. **Longworth Process** – **Next Steps**. There is a plan in process to list the scope of work which needs to be done for asbestos removal and pollution control. Hanifan discussed the matter of using TIF monies for clean-up with Miller-Canfield attorney Donal Keim. He agreed it qualified as a legitimate expense. Pierce suggested replacing the outdated Sounds & Sights posters in the windows, with Purple Rose posters. Alan Ribant will be asked.
11. **City Manager's Report** – **Hanifan** Two push buttons door openers have been installed at City Office, one on Main St. and on the inside office door, at the cost of \$2,000.
12. **Chelsea First Report** – **Pat Cleary** The Committee met with Scott Pryor of Pryor Design regarding website development. AAACVB & YpsiCVB will link to website. Jan 5 the committee will meet with company which designs applications for smart phones. When the efforts have been completed, there will be another town meeting as a “REVEAL”, inviting especially those who participated in the focus group meetings last January. Chelsea First plans to have more than one meeting per year.
13. **Chamber of Commerce Report** – **Bob Pierce** a) Hometown Holiday was a success, videoing the parade in real time, by the Library. b) Gateway Initiative is meeting, expanding steering committee to include 5 communities. c) There was an increase in Chamber membership this year, to 285 with a lot of effort to continue in 2011. d) “Gateway Chelsea Magazine” publishes an April\May issue. Pierce asked business owners to advertise in the magazine. e) CACC is working with MDOT to minimize disruption when work is being done on M-52
14. **McKinley Discussion** – Holman's official term is up December 31st. The Board can renew his term or appoint another. St. Joe's is renting space during expansion project at Chelsea Hospital.
15. **By-Laws Discussion** – Tom Colus of Miller-Canfield noted Article 6, Section 5 referencing audit language which should be changed because of the inclusion of DDA in city audit. There will be a final draft for the next meeting.
16. **Public Participation** - a) Jan Bernath spoke about recording DDA meetings at a cost of \$2750\year, to make information more accessible to public. **Motion by Morrel-Samuels, second by Heydlauff to video record DDA Board meetings for broadcast on Channel 18, and move the monthly meetings to the McKune Room at the Library effective January, 2011. Motion carried.** b) Monica English of “Suntimes Newspaper” introduced herself.
17. **New Business** – Soon a meeting will have to be scheduled, with Deardorff & Poley to discuss budget, project list, opportunity sites. Tentatively it is set for Monday, January 27th.
18. **Adjournment** – Motion by Morrel-Samuels, second by Lindauer to adjourn the meeting at 9:17 a.m. Motion carried.