

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, APRIL 21, 2011
McKUNE ROOM CHELSEA DISTRICT LIBRARY**

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

Absent: Morrel-Samuels

Others Present: Cheri Albertson, Ann Feeney, City Council; Bill Harmer, Library Director; Tim Merkel, Kathy Finger, Pam Conn, Bill Conn, Ron Kiel, Howard Flintoft, Cathy Clark, Jim Drolett, Michelle McClellan, Lucy Swanberg

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

1. **Motion by Pierce, second by Lindauer to approve the minutes of the March 17, 2011 Board of Directors meeting. Motion carried**
2. **Motion by Winans, second by Lindauer to approve the agenda as presented. Motion carried.**
3. **National Register of Historic Places discussion – Jim Myles** As of February 22, 2011 Chelsea's downtown has been placed on the National Register of Historic Places. On June 11 the Chelsea Area Historical Society will celebrate the official opening of their Historical Museum. This an opportunity for a joint celebration, but the NRHP does not provide any official marker to designate this honor. Myles has done research on size and cost of plaques. After a broad discussion, it was decided to fund the purchase of a large, two-sided marker. There is information on smaller markers which could be mounted on individual buildings, but Mark Heydlauff described a large plaque which has written history and pictures which Heydlauff's is purchasing for the store. He suggested, and CAHS President Michelle McClellan agreed, to develop a list of a dozen significant buildings which could be designated with a marker, and be part of a future historic walk. **Motion by Frisinger, second by Cleary to approve the purchase of a double-sided historic marker to note that the downtown area has been listed on the National Register of Historic Places by the U. S. Dept of the Interior, at a cost not to exceed \$3,400. Motion carried.**
4. **Budget Update – Heydlauff** reviewed the budget, which is an attachment to the minutes. At this time only 35% of budget has been dispensed. The 2011\12 TIF income is 2 1\2% lower. Personal Property tax is up slightly. The capital outlay and depreciation line items total \$246,000 which is basically the capital available for projects. There are ongoing maintenance projects such as brick repair, parking lot seam repair. **Motion by Myles, second by Pierce to approve the 2011\12 DDA Budget as presented. Motion carried.**
5. **REU Discussion – Flintoft.** President Flintoft presented a draft of a plan to assist in funding the cost of REU fees which are required when a redeveloped property will exceed it prior use, such as a restaurant in the space where there had been a retail shop. The board discussed the response by the business community if it only applied to downtown. Hanifan explained that the TIF revenue comes only from downtown, in addition to the 1.6 mills levied against downtown buildings and businesses. Heydlauff pointed out the efforts of the DDA to keep the heart of the

city viable and vibrant. Myles noted the increase of requirements by the MDNR on city systems which increases costs. The conclusion of the discussion was the DDA needs to approve the findings, adopt a policy on this issue, then adopt a budget\allocation, get public input and City Council support. **Motion by Lindauer, second by Myles to send to City Council the findings on the matter of REU fees and a draft proposal, for its reaction and approval. Motion carried.**

6. **Palmer Ford Lease** – City Engineer Linfield designed a plan for the portion of the Palmer lot which is usable. There are large retention bases in the rear, which only allows for 42 parking spaces. Howard Deardorff has a different idea for the space. It could be used for event space, but must be striped to use for parking. **Motion by Heydlauff, second by Pierce to add language to the lease agreement to allow for other uses moving forward, and to secure the lease. Motion carried.** Heydlauff suggested that the CCH Bushel Basket Farmer's Market, which is held each Wednesday afternoon from May to October, should be invited to bring the market to this site. It would bring some excitement to that area of downtown and they have been looking for a permanent site for awhile. Drolett noted that there is already an ordinance in place which requires Council approval for a Farmer's Market
7. **Long Term Development Plan** - Deardorff and Poley want to meet with the DDA Board at 8 a.m., Thursday, May 5 in the McKune Room at the Library. The next public meeting will be Wednesday, May 25 from 7-9 p.m., at the Library. They also want to work with MDOT on some traffic calming efforts for Main Street.
8. **Accessibility Report – Frisinger (a)** Pat Cleary met with Architect Scott McElrath to address the matter of handicap accessibility at Cleary's front entrance. It would be an engineering challenge and very expensive to make the changes necessary. Frisinger described a plan he saw in Chicago which provides a portable ramp to anyone who rings the doorbell and requests one. Cleary will look into that solution. **(b)** Frisinger, as an effort at public relations, spoke with tenants at The Pines, describing the history of Chelsea DDA. Heydlauff agreed there needs to be a road show to showcase the DDA and all it does and has done to improve the downtown.
9. **Library Report – Bill Harmer(a)** The 3rd Annual Literary Walk was a big success, bringing 250 people downtown to hear authors and poets. It was made possible through a grant from the Chelsea Community Foundation and in collaboration with CCA. There were 4 locations and many visitors from out of town. **(b)** The Library is collaborating with the Chelsea Wellness Foundation to create a culture of wellness. This year's "Read Together" held in October will feature Blue Zones by D. Buettner which focuses on wellness issues. There will many copies available to the public.
10. **Public Participation – (a)** Pam Conn, owner of The Mule Skinner, complained that Sounds & Sights hurts their business. It takes away parking in the lot behind the store and keeps customers away. Heydlauff agreed there needs to be more event space to free up lots, pointedly Palmers. **(b)** Cathie Clark of the Chelsea Area Historical Society announced an "Old-Fashioned Community Picnic" to be held at the Museum Grounds June 11th. She asked for help with an invitation mailing list and Pierce agreed to help her. See information in Item #3.
11. **Chamber of Commerce Update - Pierce – (a)** B.A.H. held at Chelsea Milling's new welcome center was very nice and Howdy Holmes a gracious host. **(b)** Special Olympics Bike competition will be held Sept. 10 at Chrysler Proving Grounds. There will be 150 athletes. **(c)**The Gateway Initiative group has a meeting 4\27 with Travel Michigan leadership to help build a brand, and include more hunting and fishing as options in the area.
12. **Board Nominations – Lindauer.** The Mayor is happy to recommend Tim Merkel and Kathy

Finger to join the DDA Board of Directors. He will be taking the recommendation to City Council at the next meeting Tuesday April 26th.

13. **Chelsea First – Cleary** The work is on schedule to launch the P.R. Campaign and the website June 1st.
14. **Sculpture Walk – Schwarz** There a many good submissions. The deadline is April 30.
15. **City Manager's report** - The official groundbreaking for the new Police Station is scheduled for 10 a.m., Thursday, May 5th.
16. **New Business** – Board member Morrel-Samuels was in the hospital on Wednesday but is home.
17. **Motion by Frisinger, second by Pierce to adjourn the meeting at 9:10 a.m.. Motion carried.**