

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, JUNE 16, 2011
McKUNE ROOM- CHELSEA DISTRICT LIBRARY**

Present: Flintoft, Cleary, Finger, Heydlauff, Lindauer, Merkel, Morrel-Samuels, Myles, Pierce, Schwarz, Hanifan

Absent: Frisinger, Winans

Others Present: Library Director Bill Harmer, Bill Altenberg, Jan Bernath, Cathie Clark, Carey Church, Ann Feeney, Howard Flintoft, Elsie Swanberg,

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

1. Morrel-Samuels had items he wished to add to the agenda, but after a short general discussion, ~~City Manager Hanifan~~ President Flintoft advised that the agenda would have to be formally amended to accommodate late additions. **Motion by Morrel-Samuels, second by Myles to add issues related to the Longworth Property to the agenda. Motion defeated 7 – 3 (yes Morrel-Samuels, Myles, Merkel)** An update on Longworth Property will be added to each agenda in the future.
2. **Motion by Myles, second by Merkel to approve the minutes of the May 19, 2011 Board of Directors meeting with three corrections. Motion carried.**
3. **Budget – Heydlauff** No new information. The budget is on schedule. Year end is 6\30. There will be more information at the July meeting.
4. **Bill Altenberndt request** - Chelsea Amateur Radio Club represents 34 years of public service, helping with parades, traffic control, etc. June 25, 26th CARC will be having their annual Field Day and request use of the Palmer Lot from 2 p.m. Saturday, to 2 p.m. Sunday. The Board agreed without the need for a formal motion, and thanked the Club for their years of service.
5. Report from June 9th Workshop with Deardorff & Poley. They will submit large scale streetscape drawings and some for the east parking lot. They are still under contract with the DDA and will bring projects back to the DDA. **Motion by Myles, second by Merkel to give Deardorff and MCI authorization to prepare construction documents for streetscape changes and for Park Street parking lot accessibility improvements. Motion carried.**
6. **Accessibility Committee** – No report
7. **Chelsea First Committee Report – Cleary** The process is going absolutely great. It is 6 weeks until the formal launch of the website. They are working closely with Pryor Design and Matt Friedman. Cleary is meeting with business owners to secure advertisers for the website. The formal launch will be July 29th during the Summer Festival.
8. **Library Report – Bill Harmer a)** Kids Read is Saturday and Sunday June 18, 19 He expects 1,000 participants, workshops all over downtown. It will run 10-6 Sat. and 15-5 Sunday. **b)** Sounds & Sights Comedy Showcase tonight, performer is Toby Maxwell
9. **Chelsea Chamber of Commerce report – Pierce a)** S & S has added space in alley next to Vogel's & Foster's. **b)** Golf Outing with Dexter was a great success; **c)** Fam Travel Writers Tour will visit Chelsea next week, tour Teddy Bear Factory and lunch at Common Grill. **d)** The Membership Directory is completed, incorporating the Chelsea First logo wherever possible.

- e)The Gateway Initiative will have a fundraiser at Sandhill Crane Winery featuring Missy Raines.
10. **Public Participation:** a)Jan Bernath noted that volunteers cleaned up the Longworth Showroom before Saturday historic tours. b)Longworth is not secured. Teenagers break in. Asked if DDA is going to package the buildings to attract developers? Selling to a developer for \$1, REU assistance and an aggressive marketing campaign could attract investment. c) Sue Aisendarian reported viewing the Longworth property, hoping to collect siding if the building changed. She observed that if everyone wanted a solution, satisfactory to everyone, be more fun and good for everyone, put an effort into a solution.
 11. **National Register Ceremony – Myles** He displayed the beautiful plaque which the DDA funded, but noted that there has not been a permanent location selected, staying at the Library. He praised the work by Preservation Chelsea and Chelsea Area Historical Society in securing this designation. Carey Church showed a model of possible interpretive plaques which could be installed on the 18 buildings he identified as significant. They cost \$986 each. Many suggestions were contributed, but Hanifan suggested using marks on the downtown map to indicate the qualified sites, meet with owners and come back to the Board with time line. Heydlauff and Flintoft are currently working with them. **Motion by Morrel-Samuels, second by Finger to thank CAHS and Preservation Chelsea for all their effort. Motion carried.**
 12. **Old Business** – Morrel-Samuels did research and found that City Council had not formally approved the DDA By-Laws. **Motion by Morrel-Samuels, second by Merkel to present a draft of the DDA By-Laws to Council for its approval. Motion carried.**
 13. **Additional Business** – The owners of the new bakery going into space formerly occupied by Mission Market Place paid its \$28,000 REU fees to City. ~~They are requesting assistance with that in the new program.~~
 14. Information – Hanifan distributed a chart of REU fees via email to the Board. **Chelsea' are well within the range and in many cases, lower.**
 15. Motion by Cleary, second by Lindauer to adjourn at 8:30 a.m., Motion carried.