

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, March 17, 2016**

Present: Executive Director & City Staff Liaison Hanifan, Fairfield, Finger, Heydlauff, Lindauer, Merkel, Patrais

Absent: Sanville, Schwarz, Weiser

Others Present: City Council Members Albertson & Pacheco; Lisa Allmendinger ChelseaUpdate.com, Jan Bernath, Joe Ziolkowski & Bob Pierce Chamber of Commerce

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
 - Jan Bernath clarified Hanifan is acting Chair of DDA as Executive Director.
 - Lori Coryell, the new Library Director, introduced herself.
5. **Motion by Lindauer second by Heydlauff to approve the regular agenda. All Ayes.**
6. **Motion by Merkel second by Fairfield to approve the minutes of the March 3rd, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board:
 - Received a letter from the Chelsea Historical Society to update way finding signs for the Historical museum and the Depot. Take under advisement.
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager**
 - City Manager Hanifan continues to work with Joe Ziolkowski of Ronlon LLC on moving forward with the additional environmental assessment work, being completed this week, and drafting a Development Agreement. Targeting May 2016 for a closing.
 - City Manager Hanifan commented on the 2016-17 DDA Draft Budget: the City projects DDA may lose \$100K from the tax incremental funding due to 2016 Tax Reforms and the loss of Personal Property tax on many small businesses, but government may make these monies up. Will discuss budget at next meeting.
 - Discussed Palmer Lot and proposed timeline.
11. **Unfinished Business**
 - Projects under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, wayfinding signage updated (new color scheme), coordinate signage for parks and other areas of town to be consistent. Historic building lighting in the past mentioned the court house, depot and parking new parking lot behind the Church (plan for and add to budget cycles).

12. New Business

13. Announcements

- Bob Pierce, Chamber of Commerce – reported that the Chamber is pursuing a 2016 grant to help cover the walking tour maps, agri-tourism (farmers markets), the WW1 Project with Chelsea Library.

Adjournment – Motion by Lindauer, 2nd by Finger to adjourn the meeting at 8:00 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the April 21, 2016 DDA Board Meeting