

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, November 19, 2015**

**Present:** Acting Chair Lindauer, Fairfield, Finger, Heydlauff, Martinson, Merkel, Schwarz

**Absent:** Flintoft, Patrias, Sanville, Weiser

**Others Present:** City Manager Hanifan, City Council Member Albertson & Pacheco; Lisa Allmendinger ChelseaUpdate.com

1. Acting Chair Lindauer 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 - none
5. **Motion by Merkel second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Heydlauff second by Finger to approve the minutes of the October 15, 2015 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none known
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager:**
  - Hanifan reported he continues to work on grants for the Mack Building, and we are still eligible for some of the Downriver Brownfield Grant funds (2 avenues: Grant monies and Revolving low interest loans). He has continued to work with Joe Ziolkowski under the current LOI. He noted the current LOI expires in December and recommends the DDA review and consider an extension at the December. Hanifan continues to work with Ziolkowski and has had 2 different contractors decline to tarp the building for the winter; one of which did recommend leaving it as is for 2015-2016 winter. He will check on the boarding of the windows.
  - Hanifan also reported that the City's 2016-17 Budget Planning process begins in January, and the DDA should also begin a project review process for their 2016-17. Some maintenance items may still be addressed in the current budget. Items to review: Maintenance of light poles & parking lots, fencing, & crosswalks downtown.
11. **Unfinished Business**
  - Heydlauff also indicated some projects on the list should be: lighting of historic buildings, updating of downtown trash containers, and getting a work session set with City Council regarding the Palmer Lot.
12. **New Business**
  - **Sculpture Walk** – Patti Schwarz provided an update on the 2015 Sculpture Walk and reported she begins work on the 2016 event in January. She will review the interactive proposal (Otocast Audio Guides).

**13. Announcements**

- John Hanifan reported that the Chelsea Chamber of Commerce Annual Meeting is tonight (4-8 pm) and in Bob Pierce's absence reported the 2015 Hometown Holiday events are coming soon [December 4-6, 2015].

**14. Adjournment – Motion by Merkel, 2<sup>nd</sup> by Finger to adjourn the meeting at 7:45 am. All Ayes.**

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the December 17, 2015 DDA Regular Board Meeting