

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, December 17, 2015**

**Present:** President Flintoft, Lindauer, Fairfield, Finger, Heydlauff, Martinson, Merkel, Patrias, Sanville, Schwarz, Weiser

**Absent:** City Manager Hanifan

**Others Present:** City Council Members Albertson & Pacheco; Lisa Allmendinger  
ChelseaUpdate.com, Stephanie Willette Farmers Market Manager, Tom Girard,  
Joe Ziolkowski Ronlon LLC

1. President Flintoft opened the meeting at 7:30 a.m. noting a quorum was present and City Manager Hanifan would not be attending the meeting.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment:
  - Stephanie Willette Farmers Market Manager provided a handout and reviewed the successful Chelsea & Bushel Basket Farmer’s Markets and announced the 1<sup>st</sup> Winter Market inside Washington Street Education Center was wrapping up Saturday 12/19. Over 70 businesses participated in 2015, averaging 657 customers on Saturday’s and 340 customers on Wednesday’s.
  - Tom Girard wanted to encourage the DDA Board to continue to take proactive measures regarding the Ronlon LLC offer on the Mack Building and keep the project moving forward.
- 5. Motion by Merkel second by Heydlauff to approve the regular agenda. All Ayes.**
- 6. Motion by Schwarz second by Fairfield to approve the minutes of the November 19, 2015 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board
  - Foremost offer – sent to Flintoft. DDA is not in a position to take action without serious City Council direction. No DDA response at this time.
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager** – No report, absent
- 11. Unfinished Business**
  - Mack Building LOI is coming up in December; recommendation is to extend it for another 90-days. Joe Ziolkowski provided an update that he is working on getting help from the State for Environmental clean-up, understands and waives requirement to tarp the building (2 guys declined to do the work due to safety concerns), and that he is very much still on board with this Project.

**Heydlauff moved, Schwarz 2<sup>nd</sup>, that the DDA extend the Letter of Intent with Ronlon LLC for an additional 90-days while work continues on the contingencies. All ayes, Motion unanimously passed.**

- Heydlauff requested a DDA project list stay on agenda: maintenance of light poles, parking lots, alleys, fencing, crosswalks, lighting of historic buildings, updating of downtown trash containers and banners, and getting a work session set with City Council regarding the Palmer Lot.
- Schwarz is working on obtaining bids to update the downtown banners and asked to be on the January agenda.

#### **12. New Business**

- Pacheco indicated that there is a city visioning session January 20<sup>th</sup> for Public Outreach Input and Comment at the McKune Room at Chelsea Library and all public (and DDA) are welcome. She indicated about 2 weeks after this meeting the Planning Commission will meet with City Council. Council hopes to schedule a visioning session with DA before the 1/20/16 meeting.
- Weiser provided an update on the Clocktower complex indicating he is actively talking with multiple tenants and is expecting 2 new leases along the northwest portion of the building very soon. He has an LOI on the old Mexican restaurant space.

#### **13. Announcements**

- Sanville announced the Purple Rose's 25<sup>th</sup> anniversary and there was a nice PBS Program which aired recently and an upcoming book signing.

**Adjournment – Motion by Sanville, 2<sup>nd</sup> by Schwarz to adjourn the meeting at 7:52 am. All Ayes.**

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Approved at the DDA Board of Directors Meeting January 21, 2016