

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, January 21, 2016**

Present: Acting Chair Hanifan, Fairfield, Finger, Heydlauff, Merkel, Patrias, Schwarz, Weiser

Absent: Lindauer, Sanville

Others Present: City Council Member Albertson; Lisa Allmendinger ChelseaUpdate.com, Stephanie Willette Farmers Market Manager

1. Standing in as Chair John Hanifan opened the meeting at 7:35 a.m. noting a quorum was present and thanking Peter Flintoft and Chris Martinson for their years of service to the DDA as their terms expired in December.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment - none
5. **Motion by Fairfield second by Patrias to approve the regular agenda. All Ayes.**
6. **Motion by Heydlauff second by Schwarz to approve the minutes of the December 17, 2015 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board - none
9. Reports from Board Committees – none
10. **Reports from Officers and City Manager**
 - City Manager Hanifan commented that a long time business owner and former DDA Member, Jim Myles, sold his business and has resigned from City Council as he is moving out of the area. February 1st there will be a City Council opening and Hanifan encourages anyone interested to submit an application and go through the interview process (must be a qualified elector, reside in the City, and be 18 or older).
 - There was a great turn out at the City Council’s Master Plan Work Session January 20, 2016.
11. **Unfinished Business**
 - Hanifan reported he is meeting with Joe Ziolkowski today regarding the Mack Building project and reported he is coordinating with Joe and Washtenaw Country to submit a Brownfield Grant request to assist with additional environmental clean-up funds. Confirmed that the City & Ziolkowski agreed not to tarp the building this winter, and the LOI was extended 90-days in December.
 - Hanifan reported there is a lot of activity in the DDA district with new business and projects, and commented City Council approved a Redevelopment Liquor License application for ZouZou’s Monday (1/19/16) who is planning an expansion.
 - City Council begins their Budget Renew February 17th.
 - Hanifan asked that DDA Board plan to meet with City Council on February 8th at 6:00 p.m.

for a Work Session and discussion including Economic Development and the Palmer Lot. Subject to confirmation at the next Council meeting.

- Hanifan will provide a draft DDA Budget at the February Meeting (7/1/16-6/30/17), and will include funds available in the current budget for projects. The DDA needs to look at light poles and all wayfinding signage for updating, possible new color scheme. Historic building lighting in the past mentioned the court house, depot and parking behind Church with the new parking lot.
- 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 February agenda; planning to get (2) additional bids and target fall for new banner install.

12. New Business

- Discussion regarding the 2016 DDA Meeting schedules and work sessions, Hanifan commented that a start time can be changed at a future date if Board so chooses.
Motion by Heydlauff, 2nd by Schwarz to approved the 2016 DDA Board Meeting Schedule for the 3rd Thursday each month at 7:30 a.m. (per handout). All ayes.

13. Announcements

- Weiser provided an update on the Clocktower complex indicating he has signed a spot in the NE warehouse space for a new CrossFit Gym and has a Lease signed for a Sporting Goods/T-shirt printing company in the SE retail/warehouse. He also is talking to a new Mexican Restaurant chain to take over the restaurant space, subject to approval of a Liquor License.

Adjournment – Motion by Merkel, 2nd by Fairfield to adjourn the meeting at 8:15 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the March 3, 2016 DDA Board Meeting