

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, May 19, 2016**

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

Absent: Patrais, Weiser

Others Present: City Council Members Albertson, Pacheco & White; Lisa Allmendinger ChelseaUpdate.com, Joe Ziolkowski, Hank Muir, David Steinhauer, & 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 - none
5. **Motion by Lindauer second by Schwarz to approve the regular agenda. All Ayes.**
6. **Motion by Sanville second by Lindauer to approve the minutes of the April 21, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board – none
9. **Reports from Officers and City Manager**
 - City Manager Hanifan & Joe Ziolkowski of Ronlon LLC reported MDEC federal grant money is approved for up to 50% of the project (MDEC \$500K, Developer \$500K, and DDA \$200K); in planning phase now and are targeting a construction start of 9/1/16 as soon as MDEC funds are received.
 - Hanifan provided a review of the original study concept for the Palmer Lot; after discussion recommended a next step to be some site visits (i.e. Riley Park in Farmington, Royal Oak, Birmingham ...). [Visits for 3-4 sites were later scheduled for June 8th.]
10. **New Business**
 - Hanifan presented a handout and overview of the current Wayfinding signage (consider color schemes); he will get some samples for the next meeting so we can target this as a 2016-17 Project. Kiosks will also need to be replaced/updated.
11. **Unfinished Business**
 - Projects under consideration: Railroad barrier project, finishing 2 stamped cross walks (\$18K/crosswalk +/-), repair/repaint existing crosswalks, 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. Announcements

- Bob Pierce, Chamber of Commerce – offered assistance on Wayfinding project (helped with initial project). Reported on start of festival season (6/9/16) for next 11 weeks; have placed several new historic plaques and will be scheduling a ribbon cutting ceremony; will be reprinting the Historical Walking Tour brochure; and working on the upcoming WW1 Library Project (targeted ribbon cutting July 30th).
- Bob also extended a thank you for funding to the DDA for support of Chelseamich.com; will be reconvening the steering committee to plot strategy for market the City.
- First Big 400 Open House was very successful (over 50 attended); first 400 Members = \$4 membership; second Big 400 Open House & Tour will be June 24th (Western area).

Adjournment – Motion by Lindauer, 2nd by Finger to adjourn the meeting at 7:50 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the June 16, 2016 DDA Board Meeting