

**CITY OF CHELSEA DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING 7:30 A.M.,
THURSDAY, August 18, 2016**

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

Absent:

Others Present: City Council Member Albertson & Pacheo, Lisa Allmendinger C helseaUpdate.com, Joe Ziolkowski, Bob Pierce Chamber of Commerce, Stephanie Willette Farmers Market, Erin Smith, David Steinhauer

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
 - Stephanie Willette introduced Erin Smith who is shadowing her for the Farmer’s Markets.
5. **Motion by Lindauer second by Schwarz to approve the agenda. All ayes.**
6. **Motion by Sanville second by Lindauer to approve the minutes of the July 28, 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**
 - Hanifan reviewed a DRAFT of the 5-year Capital Plan. Expects a TIF increase due to changes and restructure, should have the final numbers in September for review.
 - Continuing to work with Joe Ziolkowski and MDEC through the bond process and Special Land Use permit. Joe Ziolkowski indicated the Sept 1st, 2016 closing won’t happen, but he hopes to get the process going very soon and wants to get a temporary roof on the Mack Building before winter. Hager Consulting has been hired to assist with the state grant process.
 - Discussed Palmer Lot Project. Had a very productive work session and drafted an RFP to capture elements to obtain updated drawings. Hope to have RFQ out and responses back prior to the September DDA meeting. (DDA has final approval)
10. Unfinished Business
 - DDA Project List: RR fencing, stamped crosswalks, alleys, new lighting of historic buildings(s), update trash bins, paint light posts.
11. **New Business**
 - Schwarz extended thanks to the Building Owners & City for assistance with the WW1 Project.
12. **Announcements**
 - Pierce announced that overall it was a very successful event weekend (Sights & Sounds), really appreciated the City & DDA support. Purple Rose Theatre had its 25th Gala Saturday night of the festival weekend, it was the best ever event! Chamber is working on Historic Walking Tour Maps and WW1 project (have had lots of visitors). Maintaining Chelseamich.com, and will be working on fall planning next month. Thanked DDA for funding.
13. Motion by Lindauer second by Patrias to Adjourn. All Ayes. Meeting adjourned at 8:00am

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary
Approved September 15, 2016