

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, October 20, 2016**

Present: Executive Director & City Staff Liaison Hanifan, Fairfield, Finger, Heydlauff, Merkel, Patrais, Sanville, Weiser

Absent: Lindauer, Livengood, Schwarz

Others Present: City Council Members Albertson & Pacheco; Lisa Allmendinger ChelseaUpdate.com, Bob Pierce Chamber of Commerce, David Steinhauer, Michael Jackson of Vogel's & Fosters, Pam Conn of Wines on Main, Hank Muir, Bill O'Reilly of CAHS, Stephanie Willette Chelsea Farmers Market

1. Executive Director John Hanifan opened the meeting at 7:45 a.m. once a quorum was present.
2. Public hearings on matters under consideration – none
3. Approval of the consent agenda – none
4. Public Comment
 - Michael Jackson asked about the Parking Lot Plan for the repair of the Municipal Parking Lot behind Vogel's & Fosters, it is in bad repair.
 - Bill O'Reilly introduced himself as the new President for the Chelsea Historical Society & Museum and extended an invitation to the Grand re-opening celebration Thursday, November 10, 2015 (5-8pm).
5. **Motion by Fairfield second by Finger to approve the regular agenda. All Ayes.**
6. **Motion by Merkel second by Sanville to approve the minutes of the September 15, 2016 Board of Directors meeting, with a corrected spelling of R. Weiser's name. 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 reviewed the REU Assistance Application from Bill & Pam Conn for the 'Winey Donkey dba Wines on Main'; \$15,000 with a 10-year special assessment (\$1500/year credit).
Merkel made a motion to approve the REU Application to the DDA for 'Winey Donkey dba Wines on Main' in the amount of \$15,000 with a 10-year special assessment agreement; Patrias seconded the motion. All Ayes.
 - Hanifan reported the MDEC approval process of the Mack Building redevelopment has received Part 1 review & approval, and Part 2 approval is in process and expected soon (up to a \$500K incentive). State has authorized Joe Ziolkowski to spend some funds to shore up the roofing for winter.
 - Hanifan reported the City has received (5) solid bids from great companies for the Design Process of the Palmer/City Center project. After some discussion, a Work Session for October 27, 2016 was called to review the (5) bids in greater detail and be ready to vote at the November DDA meeting.

10. New Business - none

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). Municipal Parking Lot repairs.

12. Announcements

- Fairfield announced the Wine Women & Shopping event coming up November 12, 2016. Thank you to the City for getting up the downtown banners.
- Weiser announced the Sylvan Building had 3 vacancies; all are now filled and provided an update on the Clocktower building.
- Bob Pierce, Chamber of Commerce – announced the Chelsea Ale Fest was a great success this year! He also reminded everyone that the Chambers Lifetime Achievement (Dudley Holmes) & 2016 Citizen of the Year (Art Finger) Award Dinner is this evening.
- October 27, 2016 from 7-9 pm at the WSEC the Chamber is hosting a School Board forum with the 6 candidates running for 3 seats.
- Chelseamich.com has a work session with City Council schedule for their November 22, 2016 meeting.
- Hanifan commented that the question regarding the Municipal Parking Lot maintenance is the next large project the DDA will be addressing.

Adjournment – Motion by Merkel, 2nd by Heydlauff to adjourn the meeting at 8:05 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the DDA Board Meeting November 17, 2016