

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, December 15, 2016**

DRAFT

Present: Executive Director & City Staff Liaison Hanifan, Finger, Heydlauff, Lindauer, O'Reilly, Merkel, Patrais, Weiser

Absent: Fairfield, Livengood, Sanville, Schwarz

Others Present: City Council Member Albertson; Lisa Allmendinger ChelseaUpdate.com, Bob Pierce Chelsea Chamber of Commerce; Tiffany Smith & Melinda Whitner of MC Smith Associates

1. Executive Director John Hanifan opened the meeting at 7:45 a.m. once a quorum of 7 was present, and welcomed our guests from MC Smith Associates.
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 Heydlauff to approve the regular agenda. All Ayes.**
6. **Motion by O'Reilly second by Weiser to approve the minutes of the November 17, 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 provided a brief update on the Mack Building; the State of Michigan approved Phase 2 in the grant process last night (12/14/16). At the January DDA Meeting we expect to be approving the Purchase Agreement for the building to be purchased by 'Mack Building LLC'.
10. **New Business**
 - **A Motion was made by Finger, seconded by Lindauer, to approve the 2017 DDA Board of Directors Meeting Schedule as presented (the 3rd Thursday of every month @ 7:30 a.m. in the Chelsea Municipal Building – Council Chambers). All Ayes.**
 - Hanifan introduced our guests, Tiffany Smith & Melinda Whitner of MC Smith Associates who then reviewed their company and process, the DDA/Public input from our previous design concept, and open discussion of design elements for the Palmer Lot/City Center project. MC Smith is scheduled to attend the January 19th, 2017 DDA Board Meeting and present a Concept Plan. We are then hoping for Public Meeting(s) and final drawings for the February meeting. Construction drawings are targeted for the March meeting in order to make this a 2017 construction project.

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11. Unfinished Business

- Project list 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

Bob Pierce reported that the Chelsea Area Festival / Home Town Holiday weekend was very successful, best attendance in 12 years! Chamber is closing out 2016 and looking forward towards 2017.

Adjournment – Motion by Merkel 2nd by Lindauer, to adjourn the meeting at 8:30 am. All Ayes.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary