

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

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

Absent: Merkel, Sanville

Others Present: City Council Member Albertson; Bob Pierce Chelsea Chamber of Commerce; Tiffany Smith, Melinda Whitner & Jolanta (Architect) of MC Smith Associates, Hank Muir

1. Executive Director John Hanifan opened the meeting at 7:30 a.m. noting 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 Lindauer to approve the minutes of the December 15, 2016 Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board
 - Hanifan distributed a letter regarding taxes levied for library purposes and tax incremental financing authorities; more information to follow.
9. **Reports from Officers and City Manager**
 - Hanifan provided a brief update on the Mack Building; the Grant Agreement was signed with the State of Michigan yesterday; this document needs to be part of the Purchase Agreement for the sale of the Mack Building.
 - We will review the Purchase Agreement at a Special DDA Board meeting set for February 2, 2017 at 7:30 a.m. We will also review long term projects and financing options (Palmer Lot Project & Municipal Lot).
10. **New Business**
 - MC Smith Associates presented an overview of their Site Context Plan for the Palmer Lot Event Space, as well as a Planning & Construction Schedule and itemized cost schedules. The next steps are to review the cost options, enter into a Professional Services Contract, have a site survey completed, and develop Construction Drawings.
 - The Plan presented is in line with the DDA requested options; the DDA needs to review for scope, overall project details and cost.

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 announced the Chamber's Business Leadership Awards: Large Business – Silver Maples, Small Business – Chelsea Senior Center. The Chamber has made a couple staff adjustments (Lee Schwarz – Administrative Assistance, Leslie Alvarez – Membership Coordinator). This evening is the ribbon cutting for the new WAVE office, the Chocolate Extravaganza is upcoming February 11th, and the annual meeting February 16th.

Adjournment – Motion by Finger 2nd by Schwarz, to adjourn the meeting at 9:45 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the February 16, 2017 DDA Board of Directors Meeting