

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, February 16, 2017**

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

Absent: Schwarz

Others Present: City Council Member Albertson; Bob Pierce Chelsea Chamber of Commerce; Tiffany Smith, Hank Muir, Mike Jackson, Thomas Colis Miller Canfield

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 O'Reilly to approve the regular agenda. All Ayes.**
6. **Motion by Finger second by Heydlauff to approve the minutes of the January 19, 2017 and February 2, 2017 Board of Directors meetings. 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 sale of the Mack Building to Mack Building LLC, a resolution is required by the Closing Company; the closing is eminent.
Motion by Lindauer second by Heydlauff the Chelsea DDA Board of Directors approves the sale of the Mack Building to Mack Building LLC and authorizes the City Manager, John Hanifan, to sign the necessary documents for the Closing. All Ayes, motion approved.
 - Hanifan also reported that he has reviewed a revised scope of work for the Palmer Improvement Project and will be forwarding the details to the board next week. MC Smith has the Site Survey done and will be doing soil borings next week; so the project remains on schedule. A DDA Work Session was set for Thursday, March 2, 2017 at 7:30 a.m. to review the revised Palmer Project Plan from MC Smith Associates.
10. **New Business**
 - Hanifan introduced Thomas Colis from Miller Canfield, the City of Chelsea Bond Attorney, who reviewed the Bond process and options, and answered questions. Currently we are looking at Bond Financing for the Palmer Improvement Project (proposed \$1.5M).
 - In preparation for the DDA Projects (Palmer & the Park-East Street lot) Hanifan presented an 'Amendment to Tax Increment Financing and Development Plan' and after discussion:
Motion by Lindauer second by Patrias the Chelsea DDA Board of Directors approves the Amendment to Tax Increment Financing and Development Plan dated February 16, 2017, which incorporates the Palmer Improvement Project and the Park and East Street Parking Lot project. All Ayes, motion approved.

11. **Unfinished Business** - none

12. **Announcements**

Bob Pierce announced the Chamber's Annual Meeting is this evening and they will be presenting the Business Leadership Awards: Large Business – Silver Maples, Small Business – Chelsea Senior Center. Bob also reviewed the Chamber activities and 2016 reports.

Adjournment – Motion by Finger 2nd by Lindauer, to adjourn the meeting at 8:15 am. All Ayes.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the March 16, 2017 DDA Regular Board Meeting