

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, May 18, 2017**

**Present:** Executive Director & City Staff Liaison Hanifan, Fairfield, Finger, Heydlauff, Livengood, Merkel, O'Reilly, Wiseley

**Absent:** Lindauer, Patrais, Sanville, Schwarz

**Others Present:** City Council Member Albertson; Lisa Allmendinger Chelseaupdate.com; Bob Pierce & Monica Monsma of the Chelsea Chamber of Commerce; Craig Common of The Common Grill, & Chris Martinson of Chelsea Alehouse

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
  - Craig Common presented an overview on the Sounds & Sights and Hometown Holiday Event Budget with a request to DDA to fund \$10,000 for the 2017 events.
5. **Motion by Merkel second by O'Reilly to approve the regular agenda, amended to include Chelsea Alehouse REU Assistance Request under New Business. All Ayes.**
6. **Motion by Fairfield second by Heydlauff to approve the minutes of the April 20, 2017 Board of Directors meeting. All Ayes.**  
**A second Motion by O'Reilly second by Fairfield to approve the minutes of the May 4, 2017 Special Board of Directors meeting. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board
  - Letter from Mr. Girard forwarded to DDA Board 5/17/17.
9. **Reports from Officers and City Manager**
  - Hanifan reported that the Bid process was completed Monday 5/15, and 2 bids were received (\$1.8M & \$1.7M). MC Smith is doing a scope review and will have a report for the DDA by Friday or Monday at the latest, and feels we can keep the project on budget. After some discussion, a motion was made to call a special meeting;  
**Motion by Finger, second by O'Reilly to call a Special Meeting of the DDA Board of Directors for next Thursday, May 25, 2017 at 7:30 a.m. for the purpose of reviewing the bids and project, and making a bid award. All Ayes, motion carried.**
10. **New Business**
  - Hanifan reviewed the 'Resolution Requesting Issuance of 2017 Downtown Development Bonds (Limited Tax General Obligation) and Pledging Tax Increment Revenues' distributed for the board to review prior to this meeting.  
**Motion by Heydlauff second by Finger, to adopt the Bond Resolution as presented. All ayes, motion carried. No nays.**

## **New Business (cont)**

- Hanifan presented an overview of the REU Assistance request from Chris Martinson of Chelsea Alehouse, for his upcoming move to 115 S. Main Street. Chris presented his plan, and after some discussion the following motion was made:

**Motion by Fairfield second by Heydlauff to approve Chelsea Alehouse's request for REU Assistance under the DDA's REU Program at a cost of approximately \$46,093.65 (about \$3841/year for 12 years). All Ayes, motion carried.**

### **11. Unfinished Business – none**

### **12. Announcements**

Bob Pierce presented his final report on the Chamber of Commerce activities and events, and thanked the DDA for all the support over his tenure as Executive Director of the Chamber and the 11 years served as a DDA Board Member.

4/28/17 a group from the Novi Library came on a Tour Bus to downtown, very good feedback. Ribbon cutting ceremony at Golling last week was well attended. Another new business is having a Ribbon cutting 6/1 (Thriving Minds). The Annual Chamber Golf outing is scheduled for 6/6/17 (largest fund raising event for the Chamber). A film crew from Channel 5 in Saginaw is in town today to film a Prue Michigan Ad to run late spring or early summer. Chelsea Area Festival & Events kicks off Thursday 6/8, and the festival weekend is 7/27-28-29. Big 400 East Side Tour is scheduled for 6/9. Farmers Markets are kicked off and doing well!

Bob introduced Monica Monsma who has been hired as the new Chamber of Commerce Executive Director effective June 1, 2017, who introduced herself. Bob was thanked for his hard work and positivity, and wished a very Happy Retirement!

**Adjournment – Motion by Merkel second by Fairfield to adjourn the meeting at 8:30 am. All Ayes.**

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary

Approved at the DDA Board of Directors Meeting June 15, 2017