

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING
7:30 A.M., THURSDAY, August 24, 2017**

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

Absent: Schwarz

Others Present: Cherri Albertson City Council, Peter Flintoft, Monica Monsma – Chamber of Commerce

1. Executive Director Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment - None
3. **Motion by Lindauer second by Fairfield to approve the regular agenda, amended to add Mack Building Easement under unfinished business. All Ayes.
Motion by Heydlauff second by Finger to approve the minutes of July 20, 2017. All Ayes.**
4. Submission of bills - None
5. Communications to the Board – Hanifan received a Board Member resignation from Patti Schwarz, and thanked her for her many contributions to the DDA! He indicated it is wise for the Board to review and appoint a Chair/President moving forward, within the next few months. He also acknowledged that Guy Sanville did not seek reappointment to the Board (12/31/16). With there being several DDA Board vacancies, please forward any recommendations for consideration as a new DDA Board Member (a candidate must live in the City, and/or be involved with or own a business in the district).
6. Reports from Officers and City Manager
 - Palmer Lot Project Review - the Board discussed the amended construction bid of \$1.18M (\$1,080,000 approved last month); after many conversations between MC Smith, Hanifan and Blue Spader, Blue Spader has indicated they will do the project for no less than \$1.18M. After much board discussion the following motion was made and amended:
Motion by Patrias, seconded by Lindauer, amended by Heydlauff to approve the construction budget amendment for the Palmer Lot Project to \$1.18M and contract Blue Spader to do the work provided Blue Spader will work with the City and deliver/add back additional hardscape items into the project so we receive value for the \$100K increase. 7 Ayes, 2 Nays. Motion carried.
7. Unfinished Business
 - Mack Building Easement – Flintoft reviewed the drafted ‘Agreement to Modify Easements’ which is a final requirement to get Joe Ziolkowski a Deed for the Mack Building; easement is for staircase(s) on the south side of the building for 2nd floor apartment access (the drawing with the exterior stair was part of the Purchase Agreement in May 2017). After discussion:
Motion by Merkel seconded by Lindauer to approve the ‘Agreement to Modify Easements’ as negotiated with the City, Ziolkowski & McKinley Properties (Sylvan Building). 7 Ayes, 2 Nays. Motion carried.

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8. New Business

- Discussed the future projects that the DDA should be looking towards; Heydlauff summarized some in the pipeline from the 2011 DDA Long Range Plan (Plan was redistributed to Board Members after this meeting); including additional downtown streetscape items (paint light poles, furniture & benches, alley updates, etc.), Municipal Parking Lot (next big project), Federal Screw Property. This will be an agenda item for the next board work session and meeting September 21st, 2017.
- Heydlauff recommended that we set the September 21st meeting to start with a 30-minute work session at 7:30 am and change the formal board meeting time to 8:00 am.

9. Announcements

- Monica Monsma - Chelsea Chamber Director announced recent Chamber activities, including the success of the Sights & Sounds Festival, the upcoming Smoke & Ale Festival October 13-14, 2017, Hometown Holidays work has started, and the Chocolate Extravaganza weekend (February 10-11, 2018) set. Chamber is also updating the website, and working on a new Work Force Development plan. Contact Monica if you are interested in working on the Citizen of the Year & Lifetime Achievement Awards process.

A motion by Lindauer second by Finger to adjourn the meeting at 8:20am; All Ayes; meeting was adjourned.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary
Minutes approved at the Sept 21, 2017 Board Meeting