

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES

7:30 AM, Thursday, February 15, 2018

Board Present: Tim Merkel, Jennifer Fairfield, Bill O'Reilly, Dana McGrath, Phil Tolliver, Charles Wiseley, Doris Galvin, Stephanie Moran

City of Chelsea: City Manager John Hanifan

Absent: Kathy Finger, Melissa Johnson, Ron Livengood

Others Present: Denise Cugliari - CAFE; Lisa Allmendinger – ChelseaUpdate.com

1. President Merkel opened the meeting at 7:30 am noting a quorum was present.
2. Public Comment – Denise Cugliari of CAFÉ thanked the DDA for their support and provided an update on the Sounds & Sights.
3. **Motion by O'Reilly, Seconded by Fairfield to approve Regular Agenda. All ayes.**
4. **Motion by Fairfield, Seconded by Galvin to approve Meeting Minutes of January 18, 2018 Regular Meeting. All ayes.**
5. **Motion by Wiseley, Seconded by Tolliver to approve Minutes of February 1, 2018 Study Session, correcting members present to include McGrath; member absent to reflect Moran. All ayes.**
6. Submission of bills – none. Discussion on dropping this item from the agenda.
7. Communications to the board – none.
8. Reports from City Manager & Officers:
  - Mac Building Update:
    - Joe Ziokowski is currently out of town but does plan to attend the March DDA Meeting and provide an update. He is awaiting the results of new bids and other project details.
  - Palmer Lot Update:
    - Continues to be on schedule; little activity at present due to the winter weather.
  - DDA membership total:
    - The City Council approved the DDA's request to reduce the DDA membership to eleven.
  - Palmer Lot Naming Process:
    - The City Council is working on this and community input will be part of the process.

- Rockwell Building:
    - No news.
  - Budget & Financials:
    - Updated reports provided.
  - Unfinished Business – none.
9. New Business:
- None
10. Announcements:
- Chamber of Commerce Update:
    - Provided by John Hanifan – Hard at work on the rescheduled Curling Festival this weekend; Annual Meeting tonight; the Community Guide is in the process of being updated.
  - Snow clean-up during Chocolate Extravaganza:
    - Comment by Jennifer Fairfield about the outstanding job the City crews did in clearing the streets and sidewalks for this event. All agreed.
11. Adjournment – **Motion for adjournment made by Fairfield; Seconded by Galvin; all ayes. Meeting adjourned at 8:08 am**

Minutes respectively submitted,

Bill O'Reilly, Secretary