

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
7:30 A.M., THURSDAY, December 21, 2017

DRAFT

Board Present: Merkel – President/Chair, Fairfield, Finger, Heydlauff, Mayor Johnson, Livengood, McGrath, O’Reilly, Patrias, Tolliver, Wisely

Absent: Patrias

Others Present: City Staff Liaison Hanifan, Cherri Albertson City Council; Monica Monsma – Chamber of Commerce; Lisa Allmendinger – Chelseaupdate.com; Denise Cugliari - CAFE

1. Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment – none
3. **Motion by O’Reilly to add a Budget Explanation and Palmer Lot photo request to the agenda, second by Livengood to approve the amended regular agenda. All ayes.**
4. **Motion by Fairfield second by Heydlauff to approve minutes of November 16, 2017. All ayes.**
5. Submission of bills – none
6. Communications to the Board – none
7. Reports from City Manager & Officers
  - Hanifan stated that he had received Becky Patrias’ resignation from the Board, and thanked her for her service.
  - Hanifan reported he met with Joe Ziolkowski and that he has not heard back from MDEC.
  - Hanifan reported that the contractor is progressing on schedule at the Palmer site, there have been no change order requests to date, and weather permitting, they should finish on target. The large site photo to be placed at the site is on order and should be picked up very soon and installed (40x72).
  - Discussed having (1) DDA E-mail address up on the website, monitored by City Staff, who would then forward any/all communications to the DDA Board; cost is \$50/year.
  - Hanifan discussed the 2017-2018 DDA Budget, cash position, and annual auditing and reporting process. A request was made to distribute monthly financial reports to the DDA Board in advance of each meeting. Discussed having the DDA Board see the annual reports (final) before they are published to the public; Hanifan suggested adding this to the annual October agenda. Finger (Treasurer) will coordinate a meeting with Hanifan and new Administrative Director.
  - Hanifan reminded the Board that all DDA business is to be conducted according to the Open Meetings Act; he will forward a copy of the Open Meetings Act via email to the Board.
  - All open City positions are posted on the City website, including the open DDA Board positions.

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8. New Business

- O'Reilly made note that the DDA Board is losing a very valuable resource with Mark Heydlauff choosing not to seek reappointed. Heydlauff stated he is very proud of his work for the City and his accomplishments! The Board thanked him for his service.
- Merkel thanked both the outgoing DDA Board Officers and the new Officers for 2018.
- **Finger made a motion to approved the 2018 DDA Board Meeting Schedule (third Thursday's at 7:30 a.m.), Fairfield seconded. All ayes.**

9. Unfinished Business – none

10. Announcements

- Monica Monsma provided an update on the activities of the Chamber of Commerce. The Chamber is working on their 2018 Membership drive (267 paid business memberships in 2017). Curling Fest is coming 2/9-10/2018. 2018 they plan to implement a workforce development plan (jobs portal).

A motion was made by O'Reilly, second by Finger to adjourn the meeting at 8:02 am, all ayes.

Minutes respectfully submitted,  
Kathy Dun Finger, Secretary