

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES

7:30 AM, Thursday, January 18, 2018

Board Present: Tim Merkel, Jennifer Fairfield, Kathy Finger, Bill O'Reilly, Ron Livengood, Dana McGrath, Phil Tolliver, Charles Wiseley, Mayor Melissa Johnson

City of Chelsea: City Manager John Hanifan

Absent: None

Others Present: Monica Monsma – Chamber of Commerce; Lisa Allmendinger – ChelseaUpdate.com

1. President Merkel opened the meeting at 7:30 am noting a quorum was present.
2. Public Comment – None.
3. **Motion by Finger, Seconded by O'Reilly to approve Regular Agenda correcting date for the approval of the previous meeting minutes to "December 21, 2017". All ayes.**
4. **Motion by Livengood, Seconded by Fairfield to approve Meeting Minutes of December 21, 2017 correcting members present not to include Patrias. All ayes.**
5. Submission of bills – none.
6. Communications to the board – none.
7. Reports from City Manager & Officers:
 - Mac Building Update:
 - Joe Ziokowski has been in communications with MEDC and is working to reduce costs and address need for prevailing wage and other issues. The goal is to set a meeting between him and MEDC to see what can be done to resolve issues and possibly getting additional MEDC funds. We are in a wait & see position and hope to have more news next month. Building sale is yet to be closed on.
 - Palmer Lot Update:
 - On schedule; site work dependent on weather.
 - DDA e-mail account:
 - Set to go but not yet on webpage. The idea is to have available to the public a means to communicate questions and concerns to the DDA.
8. Unfinished Business – none.

9. New Business:

- 2018 Budget and Financial Work Session – **Motion to set study session for this on February 1, 2018 at 7:30 made by Finger, Seconded by Tolliver.**
- Number of DDA Board Positions:
 - State law requires 8 to 12 positions. DDA currently at 12 which is highest of any City committee. We currently have 9 members and there are 2 applicants pending. Quorum currently at 7.
 - **Motion to request change in Bylaws and approval by City Council made by Livengood; Seconded by McGrath.**
- Palmer Lot Naming:
 - Ultimate decision lies with the City Council. There is currently no set policy in place for such an action as naming a park, etc.
 - **Motion to recommend to City Council that they create a process for the public to make suggestions for the name with final approval to be with either the DDA and / or City Council made by Finger; Seconded by Fairfield.**

10. Announcements:

- Monica Monsma made the following announcement:
 - Working on this year's business awards; announcements soon.
 - Chamber sold holiday ornaments in 2017 and are looking to expand the offerings in 2018.
 - Curling Fest February 9th to 11th looking to be quite an event with lots of participants.
 1. Note – Chocolate Extravaganza is also on Saturday the 10th.
 - New Chamber Communications & Administrative person has been hired.
 - Business Boosters program showing good results

11. Adjournment – **Motion for adjournment made by Finger; Seconded by O'Reilly; all ayes. Meeting adjourned at 8:18 am**

Minutes respectively submitted,

Bill O'Reilly, Secretary