

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, April 20, 2017**

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

**Absent:** Patrais, Schwarz

**Others Present:** City Council Member Albertson; Lisa Allmendinger Chelseupdate.com

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 – none
5. **Motion by Lindauer second by O'Reilly to approve the regular agenda. All Ayes.**
6. **Motion by "Fairfield second by Sanville to approve the minutes of the March 16, 2017 Board of Directors meetings. All Ayes.**
7. Submission of bills – no bills submitted
8. Communications to the Board - none
9. **Reports from Officers and City Manager**
  - Hanifan indicated the City is finalizing a survey on 3 parcels to confirm the legal descriptions for the closing with Mack Building LLC. Construction is targeted to begin in May 2017.
  - Hanifan reported he met with MC Smith 4/19/17 to refine the Budget and review the Planning & Construction schedule. Discussed the schedule and bid strategy; DDA Board will receive the updated plan before it goes to bid. The TIFF amendment was unanimously approved 4/18/17, which includes the Palmer Project and the Municipal Parking Lot maintenance.
10. **New Business**
  - Hanifan requested a Special Meeting on May 4, 2017 at 7:30 a.m. to review the changes to the 2017-2018 DDA Budget prior to City Council budget discussions.
  - Heydlauff requested a spring walk-through of downtown to review maintenance and landscape needs, and indicated we should look at re-painting the light poles this summer.
11. **Unfinished Business** – none
12. **Announcements**

Hanifan announced that Bob Pierce is retiring from the Chamber of Commerce, and the goal is to have a new Director hired by 5/1/17 so they can overlap with Bob.

**Adjournment – Motion by Lindauer 2<sup>nd</sup> by Finger to adjourn the meeting at 7:50 am. All Ayes.**

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the Board of Directors Meeting May 18, 2017