

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS BOARD MEETING
7:30 A.M., THURSDAY, October 19, 2017**

DRAFT

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

Absent: Patrias

Others Present: Cherri Albertson City Council; Monica Monsma – Chamber of Commerce; Lisa Allmendinger Chelseaupdate.com; Hank Muir; Craig Common, Denise Cugliari, Gary Munce, & Bob Pierce of CAFÉ,

1. Executive Director Hanifan opened the Board Meeting at 7:30 a.m. noting a quorum was present, and stated Randy Lee sent his apologies as he is unable to attend and record this meeting.
2. Public Comment – None
3. **Motion by Lindauer second by Fairfield to approve the regular agenda. All Ayes.**
Motion by Livengood second by O'Reilly to approve the minutes of September 21, 2017. All Ayes.
4. Submission of bills – None
5. Communication to the Board
 - Craig Common addressed the Board on behalf of CAFÉ & Hometown Holidays with a request for \$5,000 from the 2017-2018 DDA Budget.
 - Denise Cugliari (CAFÉ's Event Coordinator) introduced herself and provided a brief overview of CAFÉ events and focus to expand events and promote the message and marketing of 'Shop Local'.
6. Board Development
 - Hanifan indicated the City received a request for DDA Board Members to publish email addresses on the City website; these could be city issued addresses.
 - Board Officers nomination process: Board Member(s) can nominate a fellow member to an office or a Member can let others know if they are interested in an office, then the full Board votes at a regular Board Meeting. Reference the DDA Bylaws on the City Website for an overview of Membership and Offices.
 - Reviewed office positions – Chair/President, Vice-Chair/VP, Treasurer, Secretary/Recording Secretary and discussed:
Members whose terms expire in 2017: Heydlauff indicated he is coming off the Board and recommends Finger as Treasurer. Finger indicated she would seek another term and would like to be considered for Treasurer, and recommends the appointment of a 'Recording Secretary' who does not necessarily need to be a Board Member (for minutes & web-postings). O'Reilly indicated he would seek another term, and would consider the Secretary position (if needed) with the potential appointment of a Recording Secretary.

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- Merkel indicated he would consider the Chair/President role, and Fairfield indicated she would consider the Vice-Chair/VP role.
 - November meeting the Board will nominate and vote on the Officer positions.
7. Reports from Officers and City Manager
- Mack Building – Joe Ziolkowski is working on paperwork requirements and MDEC bid requirements; plan is to get structure and roof in place in 2017.
 - Palmer Project – Blue Spader was kicked off on construction and the construction schedule reviewed. City was able to use some funds to address some old catch basin issues in the lot (SAW Grant). Hanifan to forward a final MC Smith drawing to Board. Discussed re-naming this project space, and posting a rendering at the site. Completion March-April '18.
8. Unfinished Business
- Board discussed CAFÉ Budget request and funding their efforts in 2017-2018 (\$5,000). Budget would need to be amended re-allocating some Reserve Funds. Discussed overall City vs DDA funding of Chelsea marketing efforts.
9. New Business
10. Announcements
- Monica Monsma - Chelsea Chamber Director provided a review and update of events and chamber activities (Smoke & Ale Fest Oct 14-15, Hometown Holidays – 1st weekend in December, Chocolate Extravaganza Feb 20, 2018, CTAP Grant – Gateway sign and street banners, website traffic updates).
 - Fairfield reminded everyone about the Wine, Women & Shopping event put on by the merchants November 11, 2017.

A motion by Fairfield second by O'Reilly to adjourn the meeting at 8:22am; All Ayes; meeting was adjourned.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary