

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS SPECIAL MEETING  
7:30 A.M., THURSDAY, June 15, 2017**

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

**Absent:** Sanville, Schwarz

**Others Present:** Cherri Albertson City Council, Tom Girard, David Steinhauer, Emily Griswold, Monica Monsma – Chamber of Commerce

1. Executive Director Hanifan opened the meeting at 7:32 a.m. noting a quorum was present.
2. Public Comment
  - Tom Girard & Emily Griswold gave comments on the Palmer Project.
3. **Motion by Lindauer second by O'Reilly to approve the regular agenda. All Ayes.**  
**Motion by Lindauer second by O'Reilly to approve the minutes of May 18, 2017. All Ayes.**  
**Motion by Finger second by Heydlauff to approve the minutes of June 8, 2017. All Ayes.**
4. Submission of bills - None
5. Communications to the Board – Email from Tom Girard at 10:54pm last night to Hanifan; in public comment Tom reviewed his email communication.
6. Reports from Officers and City Manager
  - Palmer Lot Project Review - the Board discussed the project, scope, budget, and suggested revisions. It was noted that the \$1.5M Bond for this project is approved and setup is being completed this week and clarified that even with discussed revisions the design concept and scope of the project hasn't substantially changed.
  - Request was made to have MC Smith provide the cost revision and updated drawing to reflect discussed parking expansion option on south side of greenspace, fence change, and reduced tree planting for the July 20<sup>th</sup> Board Meeting.
7. Announcements
  - Monica Monsma - Chelsea Chamber Director announced recent Chamber activities, and provided updates on the new Chamber Community Guide now available, Sounds & Sights, and the Chamber's gateway plans (grant for banners connecting downtown with the south-town areas).

A motion by Fairfield second by Merkel to adjourn the meeting at 8:40am; All Ayes; meeting was adjourned.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Minutes approved at the DDA Board of Directors meeting July 20, 2017