

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

DRAFT

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

**Absent:** Patrais, Sanville, Schwarz, Wisley

**Others Present:** Cherri Albertson City Council, Monica Monsma – Chamber of Commerce, Hank Muir, Rick Catherman

1. Executive Director Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment - None
3. **Motion by Lindauer second by Fairfield to approve the regular agenda. All Ayes. Motion by O'Reilly second by Heydlauff to approve the minutes of June 15 2017. All Ayes.**
4. Submission of bills - None
5. Communications to the Board – None
6. Reports from Officers and City Manager
  - Palmer Lot Project Review - the Board discussed the project, scope, amended budget with last month's suggested revisions (\$1,080,000). After discussion, the following motion was made and approved:  
**Lindauer made a motion, seconded by Heydlauff, to approve the Palmer City Center Project with the refined scope and budget as presented with a not-to-exceed cost of \$1.5M; Construction Bid of \$1,080,000 from Blue Spader Contractors, MC Smith services of approximately \$120,000, balance of about \$200,000 is set as contingency. All Ayes, No Nays.**
7. Announcements
  - Monica Monsma - Chelsea Chamber Director announced recent Chamber activities, including the upcoming Sights & Sounds festival next week and that the Chamber is looking for nominations for the Citizen of the Year and Lifetime Achievement Award; Chamber is extending an invitation to any DDA Board member who would like to be part of the selection committee. Thank you to Lisa Allmendinger for her focus on Chamber Members and local businesses. Smoke & Ale Festival is planned for October 13-14, 2017. Planning to bring Curling to the Chocolate Extravaganza weekend (February 10-11, 2018).

A motion by Lindauer second by Merkel to adjourn the meeting at 8:05am; All Ayes; meeting was adjourned.

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary