

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING
7:30 A.M., THURSDAY, September 21, 2017**

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

Absent: Heydlauff

Others Present: Cherri Albertson City Council; Monica Monsma – Chamber of Commerce, Lisa Allmendinger Chelseaupdate.com; Hank Muir, Denise Cugliari

1. Executive Director Hanifan opened the Work Session at 7:30 a.m. noting a quorum was present, and the Board discussed various projects including the Park Street (Municipal) Lot.
2. Executive Director Hanifan opened the Board Meeting at 8:00 a.m. noticing a quorum was present, and welcomed our two new Board Members Dana McGrath and Phil Tolliver.
3. Public Comment - None
4. **Motion by Lindauer second by Patrais to approve the regular agenda. All Ayes.
Motion by O'Reilly second by Lindauer to approve the minutes of August 24, 2017. All Ayes.**
5. Submission of bills – None
6. Board Development –
 - Members whose terms expire in 2017 please let Jason Lindauer know if you wish to seek reappointment.
 - Reviewed office positions – Chair/President, possible Vice-Chair/VP, Treasurer, Secretary
 - October meeting will review nominations for offices.
7. Reports from Officers and City Manager
 - Mack Building – the easement was signed, just awaiting closing. Joe Ziolkowski is working on paperwork requirements.
 - Palmer Project – met with Blue Spader and working out the construction schedule. Demo is planned tentatively for October 1, 2017 (weather permitting). Completion March-April '18. Need to be considering naming this new space.
 - Provided a reviewed of some of the new development projects in town.
8. Unfinished Business
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, Worldwide Photo Walk Oct 7, 2017).

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Announcements (cont.)

- Bill O'Reilly announced the 2nd Annual Tea for the Historical Society is Oct 14, 2017.
- Jennifer Fairfield also announced the Wine Women & Shopping Event Nov 11, 2017.

A motion by Lindauer second by Merkel to adjourn the meeting at 8:30am; All Ayes; meeting was adjourned.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary
Minutes approved at the October 19, 2017 Board of Directors Meeting