

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 A.M., THURSDAY, November 16, 2017

DRAFT

Board Present: Executive Director & City Staff Liaison Hanifan, Heydlauff, Mayor Johnson, Fairfield, Finger, O'Reilly, Patrias, Tolliver, Wisely

Absent: McGrath, Merkel

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

1. Executive Director Hanifan opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment – none
3. **Motion by O'Reilly second by Wisely to approve the regular agenda correcting the date for approval of the minutes of the 'October 19, 2017' meeting. All ayes.**
4. **Motion by Patrias second by Fairfield to approve the minutes of October 19, 2017. All ayes.**
5. Submission of bills – none
6. Communications to the Board – none
7. Reports from City Manager & Officers
 - Hanifan overviewed the 2017-2018 DDA Budget and cash position, and indicated the board concurs the next large project is the Municipal Parking Lot; he also discussed the TIFF capture process. A separate work session was recommended to review the Budget in greater detail.
 - Discussed the possible scope of Municipal Lot Project and need to determine the scope of the project, then a budget at which point funding options including grants and a bond can be reviewed. Heydlauff referenced that the original streetscape project was partially funded with private donations matched by a city budget, private funds covering the gap between bond and total project cost.
8. Unfinished Business
 - Fairfield made a **motion to amend the current 2017-2018 DDA Budget to accommodate a \$5,000 request for funds from CAFÉ from the DDA; after discussion, Heydlauff seconded the motion. 7 ayes 1 nay, motion approved.**
 - Hanifan reported that Joe Ziokowski has been meeting with MEDC reviewing the Grant Budget as the construction bids have come in higher than expected. He is hoping the State may increase the budget, if not he may re-approach the DDA. His other option is to increase his own funding.
 - Hanifan also reported that good progress is being made on the Palmer Lot project, the underground work is mostly complete and masonry is starting. There was discussion about a private donor process to add back **optional** features; Wisely indicated he would like to take the lead and pursue this option. Further discussed putting a photo board up at the site to advertise the project and look at a name for the space (it is not a park under the current city designations).

9. Nomination and Vote on Board Officers:

- A motion was made to nominate the following slate of officers effective January 1, 2018 by Livengood, second by Finger. All ayes, motion unanimously carried.

Chair	Tim Merkel
Vice Chair	Jennifer Fairfield
Treasurer	Kathy Finger
Secretary	O'Reilly

Hanifan confirmed the City will function as the Recording Secretary.

Note: several Board Members await appointment or re-appointment whose terms expire 12/31/17.

10. Announcements

- Monica Monsma provided an update on the activities of the Chamber of Commerce.
- Fairfield indicated that the Wine Women & Shopping weekend was very successful.
- Finger announced Zou Zou's celebration this weekend of their 20th Anniversary.

A motion was made by Fairfield, second by Finger to adjourn the meeting at 8:25 am, all ayes.

Minutes respectfully submitted,
Kathy Dun Finger, Secretary