

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, September 19, 2019

Board Present: Tim Merkel, Jennifer Fairfield, Kathy Finger, Bill O'Reilly, Charles Wiseley, Ron Livengood, Stephanie Moran, , Mayor Melissa Johnson

City of Chelsea: City Manager John Hanifan; City Council President Cheri Albertson; Community Development Director Julia Upfal

Absent: Dana McGrath

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order - President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comments – None
3. Consent Agenda – No items suggested.
4. Regular Agenda - **Motion by Finger, Seconded by O'Reilly to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Finger, Seconded by Fairfield to approve Meeting Minutes of August 15, 2019 regular meeting. All ayes.**
6. Submission of bills –
 - *Lucas Custom Decorating* - \$10,000 for Light pole painting & repairs
 - **Motion to approve by Livengood; Seconded by Finger. All Ayes.**
 - *Right-Way Asphalt* - \$24,666 for repairs to parking lot east of Main St.
 - **Motion to approve by O'Reilly; Seconded by Livengood. All Ayes.**
 - *CAFE (Chelsea Area Festivals & Events)* - \$6,500 Sculpture Walk grant.
 - Concern was expressed that this was higher than the \$5,000 discussed previously.
 - **Motion to approve by O'Reilly; Seconded by Fairfield. 6-2.**
 - a. Livengood & Wisely dissenting.
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - *Federal Screw Works Property* – As best is currently known, the developer is looking at mixed-use development with approximately 100 residential units. It is still hoped that the deed restriction can be mitigated.
 - *Rockwell Building* – A project overview was provided. Looking at 36 apartments. Will be asking for on-street parking on East Street.
 - *City Council Study Session to be held on September 23rd at 6:00*

9. Unfinished Business:

- Palmer Commons – Second round of tree planting to take place in the coming weeks. Landscaping on-going. Sailcloth still being explored.
- M-52 / Main Street construction – “It’s been challenging”. There unfortunately have been starts & stops. Biggest portion of repaving to take place over two (to be determined) weekends.

10. New Business:

- Budget Update – Overview reports provided. As expected, we were at “break-even” last fiscal year. Audit underway and results due soon.

11. Announcements: Chamber of Commerce Update - Provided by Monica Monsma:

- Saturday will see the first Backyard Beer Garden – at Palmer Commons. They are spreading the word about businesses being open during construction. 9/26 Business after-hours at Serendipity Books. Manufacturing Day coming for high school students. Chamber to host City Council Candidate Forum on 10/16. Oct. 24th will be the Lifetime Achievement and Citizen of the Year event & dinner. The raffle is on-going.
- Announcement by Charles Wiseley that the Master Plan discussion event will take place at WESC.

12. Adjournment – **Motion for adjournment made by O’Reilly; Seconded by Finger. All ayes. Meeting adjourned at 8:06 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary