

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, October 17, 2019

Board Present: Jennifer Fairfield, Kathy Finger, Bill O'Reilly, Charles Wiseley, Dana McGrath, Mayor Melissa Johnson

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

Absent: Tim Merkel, Ron Livengood, Stephanie Moran

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order – Vice President Fairfield opened the meeting at 7:33 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 Wiseley to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Finger, Seconded by Wiseley to approve Meeting Minutes of September 19, 2019 regular meeting. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - o Federal Screw Works Property – True North (developer) is still exploring their options. Their main focus currently seems a much larger project in Meridian Township. Things are hopeful but many unknowns remain.
 - o Rockwell Building – Things are still in the works. Developer is working out their incentives options. They hope to lock things down by the end of November. It's estimated to be an \$8 million project.
9. Unfinished Business:
 - o Palmer Commons – Tree planting is hoped for this week or next. Sailcloth still being explored – may have to hold off until spring now.
 - o M-52 / Main Street construction – Paving appears to be in the final stage. Well behind schedule but it is hoped to be completed very soon. Area near the railroad tracks and north could be an issue and may take until spring.
10. New Business:
 - o Budget Update – Updated reports provided. \$85,975 remains in Palmer Commons bond fund.
 - o 2019 / 2020 Audit – Complete and will be presented to the City Council next week. Some new regulations are in place but all is well.

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11. Announcements: Chamber of Commerce Update - Provided by Monica Monsma:
 - A City Council candidates forum was held last night. Manufacturing Day brought over 250 high school student to the town and they visited 5 sites. October 24th will be the Lifetime Achievement & Citizen of the Year awards dinner. Wine, Women & Shopping set for November 11th. Hometown Holidays coming together for the weekend of December 7th. New website features being developed.
12. Adjournment – **Motion for adjournment made by O'Reilly; Seconded by Finger. All ayes. Meeting adjourned at 7:54 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary