

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING MINUTES
7:30 AM, Thursday, March 18, 2021
HELD VIA CONFERENCE CALL DUE TO THE COVID-19 SITUATION

Board Present: Tim Merkel, Kathy Finger, Ron Livengood, Stephanie Moran, Bill O'Reilly, Rob Mida
Mayor Melissa Johnson

Absent: None

City of Chelsea: John Hanifan, Cheri Albertson, Julia Upfal

1. Call to Order – Chairperson Merkel opened the meeting at 7:34 a.m.
2. Public Comments – None
3. Consent Agenda – No items suggested.
4. Regular Agenda - **Motion by Finger, Seconded by Johnson to approve Regular Agenda.**
 - **All ayes.**
5. Meeting Minutes –
 - **Motion by O'Reilly, Seconded by Mida to approve Meeting Minutes of February 18, 2021 regular meeting minutes.**
 - **All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - Remote Meetings – The City Council has extended this through June 30th.
 - Parklets / Kaboom Grant – The Steering Committee is being pulled together and Kathy Finger is likely to be our representative. The system for temporary outdoor seating applications (and liquor license) is now in place.
 - Project Updates –
 - Rockwell Building – It is back under contact to a new developer. Where the previous developer envisioned 39 units, the new developer envisions 51 units. They plan a presentation at our April meeting and we should expect that they will be requesting financial considerations from the DDA.
 - Federal Screw Works – Still a work in progress and still dealing with Brownfield related items.
9. Unfinished Business:
 - Nominations & selections of officers – Secretary position remains open. It was noted again that the city is able to provide someone to take meeting minutes.
 - Ron Livengood volunteered to be considered for the position of Secretary.
 - **Motion by O'Reilly, Seconded by Finger to name Ron Livengood DDA Secretary.**
 - **All ayes. (Thank you Ron!)**

- Budget Update – The latest numbers were reviewed. It is anticipated that the light poles and signage projects will be completed by fiscal year end (June 30th). The current estimate is that there will be approximately \$6,500 to \$7,000 available for projects between now and June 30th. Priorities mentioned including marketing, as done in the past, the benches, and alleyways.
 - LED lighting project continues and is funded by a grant (no DDA funds).
 - For the 2021 / 2022, the above priorities will be considered along with others based on what can be completed with the currently available funds.
 - DDA Board Members should send any of their ideas for budget priorities to Mr. Hanifan who will compile them.
 - The City Council will be approving the final 2021/2022 budget on May 3rd.

- 10. Chamber Announcements: Terris Ahrens provided an update. The Chelsea Trail Challenge continues with the sponsorship of the Ugly Dog Distillery. Special events are planned for this week's Sweet Savor Saturdays including pop-up shops. Many more activities on the horizon. Our thanks to all those who make the many events possible!

- 11. Adjournment – **Motion for adjournment made by Finger; Seconded by O'Reilly. All ayes. Meeting adjourned at 8:32**

Minutes respectively submitted,

Bill O'Reilly