

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING MINUTES
7:30 AM, Thursday, November 18, 2021
VIA ZOOM

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

Absent: Kathy Finger

City of Chelsea: John Hanifan, Julia Upfal

1. Call to Order – Chairperson Merkel opened the meeting at 7:30 a.m.
2. Public Comments – None
3. Consent Agenda – No items suggested.
4. Regular Agenda - **Motion by O'Reilly, Seconded by Moran to approve Amended Agenda to include 2021 Financials.**
 - **All ayes. Motion is approved**
5. Meeting Minutes – **Motion by O'Reilly, Seconded by Livengood to approve the September 16th, 2021 meeting minutes as presented, and amend the October 21st meeting minutes, as noted by Mr. Livengood's comments, to include the current and previous year's fiscal reports.**
 - **All ayes. Motion is approved**
6. Submission of bills – None
7. Communications to the board – None
8. Presentations –None
9. Reports from City Manager & Officers:
 - Project Updates –
 - Hanifan reported the holiday lights were put up a bit early this year to support the Wine, Women and Shopping Event. Also, we're going to be doing the light pole decoration. It's the friendly contest of adopt a light pole in the Downtown. I think that was met with great success last year. I think there's around 44 or 45 poles that folks have already signed up for.
 - Township Fiber Project: Hanifan reported the Lyndon Township's fiber project that will impact the west side of M-52 (South Main Street was mostly complete with just a few minor items to finish up.

Rockwell Building 24-hour Parking Request—Ms. Upfal presented a request from the developer to allow 24-hour public parking on N. East Street for 7 parking spaces. There was much discussion about parking in that area.

Motion by O'Reilly, second by Mida to allow for 24-hour parking on the west side of North East Street for up to seven parking spots.
 - **All ayes. Motion is approved**

- Parking lot patching: Hanifan reported that Right Way Asphalt completed its work for this fall and the plan is to consider doing more in the Spring.

10. Unfinished Business: None

11. New Business:

First Quarter Financials 2021 -22: Hanifan gave an overview of the financials for July, August and September 2021.

There was much discussion about the year end balances and if there is a surplus, do the funds carry over from year to year and would those funds be available for projects.

12. Chamber Announcements:

Mr. Ahrens reported on Shop Small Saturdays, Hometown Holidays, the Light Parade, the Festival of Trees and Light Pole Decorating Contest. He also spoke about the Chamber's new and improved Visitor Center.

13. Adjournment – **Motion for adjournment made by Livengood; Seconded by O'Reilly. All ayes. Meeting adjourned at 8:28 am.**

Minutes respectively submitted,

John P. Hanifan