

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, February 21, 2019

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

City of Chelsea: City Manager John Hanifan; City Council President Cheri Albertson

Absent: Doris Galvin, Dana McGrath, Phil Tolliver

Others Present: Monica Monsma – Chelsea Chamber

1. President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comments – None
3. **Motion by O’Reilly, Seconded by Finger to approve Regular Agenda. All ayes.**
4. **Motion by Fairfield, Seconded by Finger to approve Meeting Minutes of January 17, 2019. All ayes.**
5. Submission of bills – None
6. Communications to the board – None
7. Reports from City Manager & Officers:
 - To be presented as part of New Business.
8. Unfinished Business - None
9. New Business:
 - City Budget Process – John Hanifan walked through the “Annual Budget / Rate Setting Process” document he sent out earlier this week. The DDA is on schedule in this regard. It is suggested that DDA members attend the City Council session on Mary 13th at 6:00 pm where the budget will be discussed.
 - **Motion to set Budget Study Session for March 7th at 7:30 am by Fairfield, Seconded by Moran to approve this budget session.**
 - Strategic Planning – It was agreed to postpone discussion on this until the March meeting when Doris Galvin is expected to be present. Once we agree on a final draft of this plan, we should anticipate and schedule a study session with the City Council to review this plan.
 - Palmer Commons Value Engineering – We are at the point in this project that we can start taking action to purchase equipment such as benches, etc. from the available remaining funds. Discussion took place on what can be included and while the final details may take many months, it was agreed that we should act sooner than later to start the process and get the basic items ordered.
 - To that end, John Hanifan will obtain pricing on items such as benches, tables, trash cans, signage, bike racks, and stage area enhancements.

- John Hanifan will also touch base with the neighbors who back to the existing fence along the west side to see if they still object to a new fence. If so, a contractor will be sought out to paint the Palmer Commons side of the fence as soon as reasonably possible.
- A contractor will also be found for placing pavers in the small grass area in front of the archway.
- Pricing will also be sought for items like refrigeration and related equipment for a possible ice rink though any decision on that will be held to a later date.
- The plan will be to vote at the March DDA meeting on the initial equipment such as benches, etc. for installation in April or May.
- Palmer Commons – Farmers Market & CAFE – City Council has reached agreement with the Farmers Market organizers and those will be held on Saturdays starting in the Spring. The Wednesday markets will continue in the CSB lot at Old U.S. 12 & Main Street. CAFE organizers had initially considered using the space for all Thursday nights during Sounds & Sights however they are now reconsidering it and may only use it for about half the nights.

10. Announcements:

- Chamber of Commerce Update - Provided by Monica Monsma:
 - The Curling Festival (February 8-10) and Chocolate Extravaganza (February 9th) were successes though the weather called for more Fowling than Curling. Plans are underway to help develop a stronger local workforce. Networking with other communities is underway starting with Saline. Plans are underway for the June 5th annual Golf Outing. Tonight is the Chamber's annual meeting which will feature the presentation of the Large and Small Businesses of the Year.
- John Hanifan – MDOT will begin the resurfacing project on Main Street from Old U.S. 12 to Sibley starting in June and should take about 90 days. Likewise, the County will be resurfacing Old U.S. 12 this summer from Freer to the western city boundary.

11. Adjournment – **Motion for adjournment made by Wiseley; Seconded by Finger. All ayes. Meeting adjourned at 8:30 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary