

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
7:30 AM, Thursday, April 4, 2019

Board Present: Tim Merkel, Jennifer Fairfield, Kathy Finger, Bill O'Reilly, Ron Livengood, Stephanie Moran, Doris Galvin, Charles Wiseley, Dana McGrath

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

Absent: Mayor Melissa Johnson, Phil Tolliver

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.**
  - It was clarified that other items related to Chelsea Commons could be discussed.
  - The purpose of this special meeting was to review and vote on Site Amenities related to Palmer Commons
4. Palmer Commons Value Engineering / Site Amenities
  - Thanks were expressed to City Manager Hanifan for compiling the materials on the various components which were considered.
  - Following discussion and explanations of the various options, the following purchases were approved:
    - \$ 5,000 – Filling in front grass area with pavers or stamped concrete
    - \$ 1,500 – Painting fence along south perimeter
    - \$ 5,000 – Sailcloth and supporting elements
    - \$ 2,500 – Signage
    - \$12,280 – Tables & Chairs
    - \$10,000 – Benches
    - \$ 500 – Bike rack(s)
    - \$ 2,000 – Trash containers
    - \$ 500 – Miscellaneous Games
    - \$ 5,720 – Contingency
    - \$45,000 – Not to exceed total (individual figures above are estimates)
  - It was agreed to hold off for now on consideration of an ice rink and temporary stage though they can be reconsidered at a later date.
  - It was agreed to have City staff stripe the parking spaces on the north end of the parking lot and angle the spaces from west to east so that vehicles entering the north entrance from Main Street would pull directly into these spots. This north entrance will remain an entrance only due to MDOT regulations.
  - Weather permitting, the trees should be planted later this month.
  - **Motion to approve the above purchases by O'Reilly, Seconded by Wiseley. All ayes.**

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5. Adjournment – **Motion for adjournment made by Fairfield; Seconded by Galvin. All ayes. Meeting adjourned at 8:15 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary