

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, May 16, 2019

Board Present: Tim Merkel, Jennifer Fairfield, Kathy Finger, Bill O’Reilly, Charles Wiseley, Stephanie Moran, Doris Galvin

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

Absent: Dana McGrath, Ron Livengood, Phil Tolliver, Mayor Melissa Johnson

Others Present: Monica Monsma – Chelsea Chamber

1. President Merkel opened the meeting at 7:34 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 Finger, Seconded by Fairfield to approve Meeting Minutes of April 18, 2019 regular meeting. All ayes.**
5. Submission of bills – None
6. Communications to the board – None
 - o Reports from City Manager & Officers: See “New Business”
7. Unfinished Business:
 - o Palmer Commons Remaining Bond Funds – Discussion centered on using a portion of the remaining bond funds towards the final installment payment to the Palmer estate for the property. John Hanifan advised not to allocate more than half of the approximately \$79,000 remaining from the bond.
 - o **Motion by O’Reilly, Seconded by Finger to allocate \$35,000 of the remaining bond funds towards the final installment payment. This amount, now available in the current budget year, will be used towards the Park Street parking lot improvements and the needed maintenance on the light poles.**
 - o **Ayes by Merkel, Fairfield, Finger, O’Reilly, Galvin, Moran. No: Wiseley.**
 - o **Motion carried**
 - o The remaining bond funds are still available as needed for Palmer Commons.
 - o Palmer Commons Amenities Update: The main sign is now in; things are coming along; the furniture should arrive soon; the sailcloth should be installed in about a month; additional trees will be planted.
8. New Business:
 - o Mack Building area Parking Request – Joe Ziolkowski –
 - o Joe reported that he expects 3 businesses in the restored Mack Building (2 are set, a 3rd is due) and some of the 4 apartments are now occupied.

- Joe presented a drawing of the parking spaces in the area with a request for 3 of the spots along Jackson adjoining the railroad tracks and 3 along the east side of the building, in the Livery Parking Lot, be designated 15 minute parking. Businesses are expected to open in late June. Open 7-7.
 - After discussion, it was agreed that 30 minute parking made more sense.
 - Discussion continued about the parking situations in general. It was felt that 6 such spots at this time might be too much so three made more sense at least initially.
 - **Motion by O’Reilly, Seconded by Fairfield to designate 3 of the parking spots on Jackson facing the railroad tracks (spaces 4, 5 & 6 in the drawing provided) as “30 Minute Parking, 7:00 am to 7:00 pm daily”.**
 - **All Ayes, motion carried.**
 - Marketing – Coming along well, a stepped-up effort is planned.
 - City Parking Lot Improvement – John Hanifan presented an aerial view of the Park Street parking lot showing the work completed in 2018 and what can be done in 2019. It is anticipated that 2019 work can be completed for \$25,000. All seemed to be in agreement though no vote was put forth. It was also indicated that it is hoped that improvements can also be made in the alley leading from this lot to East Street – such work would be paid from non-DDA funds.
 - Main Street road work – it is now looking like this will begin in late July and run approximately 30 days. Resurfacing work only; no utility work is planned.
9. Announcements:
- Chamber of Commerce Update - Provided by Monica Monsma:
 - With the Community Tourism Grant, one project in process is a Parking Map; Chelsea First Initiative 2.0, marketing efforts being discussed; Working on 2019 nomination forms for Citizen of the Year & Lifetime Achievement Awards; 6/5 – Chamber Golf Outing, their largest fundraiser; a new event, Distillery Tour planned; Community Profile Directory, reformatted to “tourist format” goes to publishing next week - on-line at www.chelseami.org ; 9/21 Chamber FR at Palmer Commons ‘Backyard Beer Garden’ – food, beverages & games; 10/3 Manufacturing Day planned for area High Schools, will tour (4) businesses and learn about manufacturing jobs.
10. Adjournment – **Motion for adjournment made by Finger; Seconded by Moran. All ayes. Meeting adjourned at 8:40 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary