

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, July 18, 2019

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

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

Absent: Phil Tolliver, Doris Galvin

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order - President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comments – None
3. Consent Agenda – no items suggested.
4. Regular Agenda - **Motion by O’Reilly, Seconded by Finger to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Fairfield, Seconded by Finger to approve Meeting Minutes of June 20, 2019 regular meeting. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers: *See “New Business”*
9. Unfinished Business:
 - Palmer Commons Amenities Update – Stone work out front was budgeted for \$5,000, came in at \$3,500; Fence was painted for \$1,500; Signage has an allowance of \$2,500, spent \$750 on “Palmer Commons” sign; \$22,300 for tables, chairs, benches, bike racks. Waiting on trash cans. Games still under review. Many more trees still to come. Overall, \$48,000 in allowances for amenities, \$18,000 remain.
 - Sailcloth – permanent structure could be as much as \$100,000. Discussion centered around options for sailcloth solution.
 - a. **Motion by O’Reilly, Seconded by Livengood to authorize up to \$5,000 for Sailcloth, hardware, and installation. All ayes.**
 - There is still approximately \$79,000 left in the bond fund.
 - City Parking Lot –\$25,000 authorized for repairs. Will begin about July 29th and take several days.
 - Light Poles - \$10,000 authorized and bids came in at \$225 / pole. Starting July 29th and will work on about 5 to 7 at a time.

10. New Business:

- Main Street / M52 Construction – Scheduled to start July 29th. Traffic will continue in both directions for nearly the entire time. Will last about 1 month. Expected to be working over 2 weekends but will avoid events such as the Fair Parade. Work on Old US 12 has been delayed – could be on hold until next year.
- Introduction of Julia Upfal – City Manager Hanifan introduced the newest City of Chelsea employee – Julia Upfal, Community Development Director.

11. Announcements: Chamber of Commerce Update - Provided by Monica Monsma:

- Sidewalk Sale & Indoor curling on August 17th; Lifetime achievement & Citizen of the Year nominations accepted until July 29th; Pure Michigan will be in town to provide presentations of what they can do for Chelsea on August 2nd at 9:00 am and 1:00 pm. Winner's Choice Raffle about to be released - \$20 each or 6 for \$100 – with \$15,000 in local merchants' prizes. Beer Fest event at Palmer Commons on September 21st. Distillery Tour went well; Manufacturing Day set for October 3rd with goal of increasing interest in manufacturing jobs & careers.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Fairfield.**
All ayes. Meeting adjourned at 8:17 a.m.

Minutes respectively submitted,

Bill O'Reilly, Secretary