

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, August 15, 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

Absent: None

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 Finger, Seconded by O’Reilly to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Fairfield, Seconded by Finger to approve Meeting Minutes of July 18, 2019 regular meeting. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - Federal Screw Works Property – A purchase is in process and the development team is doing their due-diligence. They hope to mitigate the deed restriction on residential use. They are looking at making this residential use but nothing is at all certain at this point.
 - Rockwell Building – A development group is looking to turn it into residential use. The developers have concerns about available parking.
9. Unfinished Business:
 - Palmer Commons Amenities Update – Sail cloth still in the works – not an easy undertaking. The lights were installed for significantly less than anticipated. Games Night this Saturday the 17th.
 - City Parking Lot – Patch work complete. The “alley” from the lot out to East Street still needs to be done but will be completed this year.
 - Light Poles – Just getting underway,
 - M-52 / Main Street construction – Well underway. It appears that for now things are on schedule.
10. New Business:
 - DDA Membership – With the resignations of Phil Tolliver and Doris Galvin, DDA membership stands at 9 with 11 the maximum number of seats. After discussion, a motion was taken for a recommendation to Council.

- **Motion by O'Reilly, Seconded by Fairfield to recommend to the City Council that the DDA membership maximum be reduced from 11 to 9. All ayes.**
 - City Manager Hanifan indicated that due to timing, this will not be on the City Council agenda until their first meeting in September.
- 11. **Announcements:** Chamber of Commerce Update - Provided by Monica Monsma:
 - Last Sounds & Sights of the season is tonight. Sidewalk Sale & Indoor curling on August 17th; Winner's Choice Raffle is now in operation - \$20 each or 6 for \$100 – with \$15,000 in local merchants' prizes. Multi-city networking event taking place on September 25th. Beer Fest event at Palmer Commons on September 21st. The Chelsea Fair starts in the next few days. There will be a candidate forum in October. Manufacturing Day set for October 3rd - goal is to increase interest in manufacturing jobs & careers.
- 12. **Adjournment** – **Motion for adjournment made by Finger; Seconded by O'Reilly. All ayes. Meeting adjourned at 8:08 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary