

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES

7:30 AM, Thursday, July 19, 2018

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

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

Absent: Phil Tolliver, Ron Livengood

Others Present: Monica Monsma – Chelsea Chamber

1. President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment – None
3. **Motion by Finger, Seconded by O'Reilly to approve Regular Agenda. All ayes.**
4. **Motion by Fairfield, Seconded by Finger to approve Meeting Minutes of June 21, 2018 Regular Meeting. All ayes.**
5. **Motion by Finger, Seconded by Galvin to approve Meeting Minutes of July 12, 2018 Study Session. All ayes.**
6. Submission of bills – Note from Ron Livengood (in his absence) expressing concerns about delays in the Palmer project.
7. Communications to the board – none.
8. Reports from City Manager & Officers:
  - Palmer Lot Project:
    - For unexplained reasons, the project has fallen a month further behind schedule and is now expected to be completed by the end of August. Discussion took place about shared concerns for this latest delay though all agreed that there is little recourse at this late date. However, the events will be taken into consideration when considering future projects & awards.
  - Federal Screw Works property:
    - Meetings continue between City representatives, the owner's representatives, and Ann Arbor SPARK on possible development plans. Possible State of Michigan and other incentives are being explored.
  - Mack Building Update:
    - Things are moving along. Jackson Street was set to be reopened on July 13<sup>th</sup> but that has been delayed until July 25<sup>th</sup> (follow-up note: 2<sup>nd</sup> target met).
9. Unfinished Business: None

10. New Business:

- Long-term Planning - As agreed at the 12 July 2018 Study Session, discussion took place on future DDA plans. The discussion focused primarily on Operations and maintenance priorities. Doris Galvin present hand-outs to facilitate the discussion. Some items of note:
  - Light pole painting by a professional crew would run about \$200 each and there are approximately 100 poles in the DDA boundaries. It was felt we should target setting-up a 4 year plan, tacking 255 of them per year.
  - New benches would run approximately \$1,000 each.
  - New trees would run approximately \$200 each.
- The discussion will continue at the next meeting and focus on Arts & Culture.

11. Announcements:

- Chamber of Commerce Update:
  - Provided by Monica Monsma – Award nominations for Person of the Year and Lifetime Achievement are being accepted. The car raffle is underway. Available job postings from local businesses at the chamber website are being developed. Sounds & Sights Festival kicks off today.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Johnson; all ayes. Meeting adjourned at 8:50 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary