

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, January 16, 2020

Board Present: Jennifer Fairfield, Ron Livengood, Kathy Finger, Bill O’Reilly, Tammy Lehman, Mayor Melissa Johnson

City of Chelsea: City Manager John Hanifan; City Council President Cheri Albertson; Community Development Director Julia Upfal

Absent: Stephanie Moran

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order – Acting President Fairfield opened 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 Fairfield to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Finger, Seconded by Livengood, to approve Meeting Minutes of December 19, 2019 regular meeting (with correction to show it was VP Fairfield (rather than McGrath). All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - Rockwell Building – Unfortunately, JP Sales is no longer interested in pursuing the project. It is hoped that others will step forward. Since much of the procedural prep work is completed, it should help move things along with the next developer.
 - Federal Screw Works Property – Due diligence phase is still moving forward Things are moving in a positive direction.
9. Unfinished Business:
 - DDA Strategic Plan – Focus was on page 3 of the plan – we need to look into updating the original version. Mayor Johnson noted the wisdom of considering the Sustainability Plan in any updates to the DDA Plan. Tom Gerard, of the Sustainability team, will speak at our February meeting.
 - Other items mentioned: Bike “garage”; garbage recycling in DDA footprint; Alley enhancements & signage; reskinning wayfinding signs; make the plan long-term and flexible for future needs; evaluate the two-step sidewalks; signs for Info / Chamber; Mr. Hanifan noted that Energy Efficient funds for items like solar power are available from the State of Michigan.

10. New Business:

- Budget Update – Updated reports provided. All is in order and on track.

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

- The Chocolate Extravaganza will be February 8th. Curling returns to the Artic Coliseum in February as well. Nominations deadline near for small and large business awards. Website improvements continue. In 2019 there were 110,000 unique visits to the website. There is new furniture in the Chamber offices. Signage still needed. February 22nd for the Annual Meeting and Business Leadership awards. Toe-dal Wellness ribbon cutting on March 11th.
- Acting President Fairfield welcomed our newest DDA Member, Tammy Lehman.
- Voting of DDA Officers to take place at February meeting.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by O'Reilly. All ayes. Meeting adjourned at 8:00 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary