

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, December 19, 2019

Board Present: Tim Merkel, Jennifer Fairfield, Ron Livengood, Bill O'Reilly, Dana McGrath, Stephanie Moran, Mayor Melissa Johnson

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

Absent: Kathy Finger

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order – President Merkel opened at 7:35 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 Livengood, Seconded by Fairfield to approve Meeting Minutes of November 21, 2019 regular meeting (with correction to show it was President Merkel who led the meeting, not VP McGrath). All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - Rockwell Building – Extension of their option approved. Expect to start work in the spring. Occupancy expected late 2021 or early 2022.
 - Federal Screw Works Property – Due diligence phase in progress. Their architect is working on a concept plan which they hope to be able to share in the first quarter of next year. The hope to also save the “sawtooth” bldg.
 - Main Street / M52 paving – Some additional paving to be done by the rail-road tracks in the spring. Striping of parking spaces also still due.
9. Unfinished Business:
 - DDA Strategic Plan – A brief discussion to place on revisiting it to review what still remained to be done. Mayor Johnson noted that the Chelsea Sustainability Advisory Commission recently presented their Executive Summary to City Council (the full report is due in the next couple of months). She will ask their Chair, Tom Gerard, to give an overview at the next DDA meeting. Knowing their outlook could help form our ideas going forward. We will plan on a Study Session to review our plan early next year.
10. New Business:
 - Budget Update – Updated reports provided. Depreciation Expense was reviewed.

- 2020 Meeting Schedule reviewed – will follow the same pattern.

a. Motion by O'Reilly, Seconded by Fairfield to approve 2020 Meeting Schedule. All ayes.

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

- Nominations for Small and Large Business Awards underway. Award event is February 27th. Chamber is phasing out their old website and all will now be handled under the ChelseaMich.com website. In 2019 there were nearly 2,000 walk-in visitors to the chamber offices; and nearly 400 referrals to chamber members.
- President Merkel expressed thanks to DDA Member Dana McGrath for her service to the DDA as she is stepping down.

12. Adjournment – Motion for adjournment made by O'Reilly; Seconded by Moran. All ayes. Meeting adjourned at 8:05 a.m.

Minutes respectively submitted,

Bill O'Reilly, Secretary