

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, February 20, 2020

Board Present: Tim Merkel, , Ron Livengood, Stephanie Moran, Bill O'Reilly, Tammy Lehman, Mayor Melissa Johnson

City of Chelsea: City Manager John Hanifan; Payor Pro Tem Cheri Albertson; Community Development Director Julia Upfal

Absent: Jennifer Fairfield, Kathy Finger

Others Present: Monica Monsma & Terris Ahrens – Chelsea Chamber of Commerce

1. Call to Order – Chairperson Merkel opened at 7:31 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 Moran to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Livengood, Seconded by Johnson to approve Meeting Minutes of January 16, 2020 regular meeting. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Election of DDA Officers for 2020
 - Chair: Nominee – Tim Merkel. Motion by O'Reilly, Seconded by Johnson.
 - **All Ayes**
 - Vice-Chair: Nominee - Jennifer Fairfield. Motion by Johnson, Seconded by Moran.
 - **All Ayes**
 - Treasurer: Nominee – Kathy Finger. Motion by Livengood, Seconded by Moran.
 - **All Ayes**
 - Secretary: Nominee – Bill O'Reilly. Motion by Lehman, Seconded by Moran.
 - **All Ayes**
9. Presentation on Sustainability by Tom Girard
 - Mr. Girard, who chaired the commission, reviewed the PowerPoint presentation he and the commission had put together. It was agreed that the overall theme of Sustainability will be considered as the DDA revises its future plans.
10. Reports from City Manager & Officers:
 - Rockwell Building – Julia Upfal reported that while JP Commercial has pulled out of the project, there is interest by at least one other party and it is hoped that something solid can be announced soon.
 - Federal Screw Works Property – John Hanifan indicated that due diligence continues and that the Ann Arbor Brownfield group is part of the discussions.

11. Unfinished Business:

- DDA Strategic Plan – It was agreed to set March 5th at 8:00 am for a Planning Session to review and update DDA plans. The focus will be on priorities.
 - Bill O'Reilly will provide an updated draft of the DDA Plan prior to that meeting.
- 2020/2021 Budget – Timing will be for prep in March and April. A Planning Session can be set next month – likely for April.
- City Council Visioning Session – It was held last week. It included discussion on economic development. It was noted that the Michigan Economic Development Authority is stressing economic redevelopment.
- Palmer Commons amenities – There is currently about \$86,000 still available. Discussion took place regarding the options presented for cantilevered umbrellas for the space in front of the building.
 - **Motion by Livengood, Seconded by Moran** to authorize the City Manager **to purchase a Cantilevered Umbrella(s) at a price not to exceed \$11,000. All Ayes.**
 - Though no action was taken on other purchases, it was noted that benches similar to those at Palmer Commons cost about \$1,300 for 4', \$1,400 for 6'.

12. New Business:

- Budget Update – Updated reports provided. Nothing significantly off budget.

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

- Welcome to Terris Ahrens who will be taking over the position of Executive Director as Monica Monsma will be stepping down. February 27th will be the Annual Meeting and business awards. March 11th from 5:00 to 7:00 will be the ribbon cutting for Toe Dal Wellness. Family Fun Night at Chelsea Lanes on March 21st.
- All thanked Monica Monsma for her years of service and dedication. We wish her well.

14. Adjournment – **Motion for adjournment made by O'Reilly; Seconded by Lehman. All ayes. Meeting adjourned at 8:35 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary