

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, November 21, 2019

Board Present: Tim Merkel, Kathy Finger, Bill O'Reilly, Dana McGrath, Stephanie Moran, Mayor Melissa Johnson

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

Absent: Jennifer Fairfield, Ron Livengood

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order – Vice President Fairfield opened the meeting at 7:33 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 Finger to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Finger, Seconded by McGrath to approve Meeting Minutes of October 17, 2019 regular meeting. All ayes.**
6. Submission of bills – Annual Mack Building payment of \$50,000
 - o **Motion by Finger, Seconded by Moran to approve payment**
7. Communications to the board – None
8. Reports from City Manager & Officers:
 - o Federal Screw Works Property – The developer has been approved to apply for brownfield funds. They are looking at a 10 year tax abatement. The developer is still very much interested in the property & project.
9. Unfinished Business:
 - o Palmer Commons – An art project with picnic tables is planned for spring.
 - o M-52 / Main Street construction – The majority of the painting / striping is still to be completed. Walkways will be better highlighted. Weather has played a factor so it's hoped this will be completed soon.
 - o 2019 / 2020 Audit – Presented to the City Council last month. We will look at a study session early in the new year and a more complete review can take place then. We did again receive the highest ratings.
 - o DDA Strategic Plan – We need to revive our discussion on this and will look to include in the study session noted above. It will include the TIF plan.
 - o Board Vacancies / Appointments – With Charles Wiseley's election to City Council, he can no longer serve on the DDA. Tim Merkel, Dana McGrath, and Ron Livengood each have terms ending 12/31/2019. Dana McGrath has indicated that she will be stepping down then.

10. New Business:

- Rockwell Building – A discussion took place regarding the many items related to this project that DDA members were provided previously. As noted, the City Council had approved a Commercial Rehabilitation Exemption for the real property for a period of 10 years (commencing 12/31/20). It was proposed then that the DDA consider an “Interlocal Agreement to use local tax increment revenues for the Rockwell Building brownfield redevelopment project”.
 - Representatives from the Washtenaw County and the developer, JP Commercial were present to answer questions from DDA Members – These were Nathan Voght from the Washtenaw County Brownfield Authority; and Tyler Burgonn from JP Commercial.
 - It is hoped that work can begin in April 2020 and be completed in about 2 years.
- **Motion by Finger, Seconded by O’Reilly to approve agreement**
 - Agreement was duly signed by President Merkel and Secretary O’Reilly following the meeting.
- Budget Update – Updated reports provided. Still awaiting the payments from the State of Michigan.

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

- La Maison is celebrating its 5th anniversary. Work is well underway for the upcoming Hometown Holidays including the Letters to Santa. Over the past year, the chamber has fielded 1,500+ calls, 600+ visits to its office; and provided over 300 referrals to local businesses. Washtenaw County is working on new tourism opportunities.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Moran. All ayes. Meeting adjourned at 8:03 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary