

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES

7:30 AM, Thursday, April 19, 2018

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

City of Chelsea: City Manager John Hanifan

Absent: Phil Tolliver

Others Present: Monica Monsma – Chelsea Chamber; Lisa Allmendinger – ChelseaUpdate.com; Cheri Albertson – Chelsea City Council

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 Galvin to approve Regular Agenda. All ayes.**
4. **Motion by Livengood, Seconded by Moran to approve Meeting Minutes of March 15, 2018 Regular Meeting. All ayes.**
5. **Motion by Livengood, Seconded by Fairfield to approve Meeting Minutes of April 12, 2018 Budget Study Session. All ayes.**
6. Submission of bills – none.
7. Communications to the board – none.
8. Reports from City Manager & Officers:
  - Mac Building Update:
    - Joe Ziokowski provided an update on the project. He appears to have the necessary funding from the State of Michigan to move forward; is ready to commit to chosen contractor. He is requesting an additional \$60,000 from the DDA – which would require amending the current agreement.
      - Original budget was \$1,317,763 / now \$1,725,001
      - State contribution was \$500,000 / now \$680,00 (39% / 40%)
      - Private contribution was \$752,763 / now \$980,001 (58% / 58%)
      - CBDG Grant Admin staying at \$25,000
    - It was agreed that there is no room in the 2018/19 budget for an additional contribution, so any consideration would be beyond 2018/19.
  - **Motion by Johnson, Seconded by Fairfield to approve Special Meeting on April 26, 2018 at 7:30 to discuss this item further. All ayes.**

- Palmer Lot Update:
  - The work planned for the winter has been completed. Slight delay now due to the weather however it is still hoped that the work will be completed by June 15, 2018. Contractor may be able to attend next week's meeting and provide an update.
- Federal Screw Works property:
  - Further discussions have taken place with Ann Arbor SPARK as to their possible support for developing the property. Still believe it could be used for small businesses and possibly an incubator arrangement. As noted previously, the property has a deed restriction against residential use however revising that can be explored.

9. Unfinished Business: None

10. New Business:

- DDA Budget
- **Motion by Livengood, Seconded by Galvin to approve 2018-2019 DDA budget as presented. All ayes.**

11. Announcements:

- Chamber of Commerce Update:
  - Provided by Monica Monsma – Guitars for Good program being introduced; Spring promotion in the works; Golf Outing set for June 7<sup>th</sup> and will be partnering with Dexter this year and going forward. Looking to introduce a Restaurant Week in 2019. Family Bowling Night was a success.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Moran; all ayes. Meeting adjourned at 8:40 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary