

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
7:30 AM, Thursday, September 20, 2018

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

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

Absent: Jennifer Fairfield

Others Present: Monica Monsma – Chelsea Chamber; Denise Cugliari – CAFÉ; Chief Toth

1. President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment – Denise Cugliari of Chelsea Area Festivals & Events spoke of the upcoming Hometown Holidays events and their looking forward to using the new Palmer space as part of that.
3. **Motion by Finger, Seconded by O'Reilly to approve Regular Agenda. All ayes.**
4. **Motion by Finger, Seconded by O'Reilly to approve Meeting Minutes of August 16, 2018 Regular Meeting. All ayes.**
5. Submission of bills – None
6. Communications to the board – Proposal from Stadium Development for our leasing of their parking space on West Middle Street. Discussion held for Closed Session.
7. Reports from City Manager & Officers:
  - Palmer Lot Project:
    - In finals stages – Work should be wrapped-up within a couple of weeks. Waiting on metal archway. There is approximately \$300,000 remaining in the bond fund with approximately half of that earmarked for anticipated remaining expenses. That will leave approximately \$130,000 to \$150,000 available for remaining items tied to the project.
    - Financing – It was noted by Ron Livengood that we previously discussed using some of that remainder towards the final \$100,000 payment on the lot thus freeing-up funds in the DDA budget for a reserve / other expenses. It was decided to put this on the October agenda and vote on it then.
    - Rental Policy for this space – Discussion regarding the draft agreement form took place. Part of the discussion concerned charging non-profits, in particular those using it for public events like Sounds & Sights and the Farmer's Market. It was also felt the agreement should have language related to Exclusive Use. Decision was to hold the vote until October.

- Quote for repairs for the public lot off of Park Street:
  - A quote was received for \$19,500 of which \$7,500 would be for storm sewer repairs which would come out of City funds thus meaning the cost to the DDA would be approximately \$12,000. The repairs would address the worst of the current issues and cover approximately 20% of the entire lot.
  - **Motion by Wiseley, Seconded by Galvin to approve up to \$15,000 in repairs to the lot. All ayes.**
- 8. Unfinished Business: None
- 9. New Business:
  - Long-term Planning – Discussion continued on long-term planning with a focus today on New Development. It was noted that we should seek out and support increased residential opportunities in the downtown area. We also should support better use of the alleyways leading to Main Street and to West Middle from the parking lots. John Hanifan noted the focus has been on Place Making with the idea that would spur other activities and development. A question arose about the status of the Rockwell Building. John Hanifan reported that it is owned by Norfolk and while they have plans to develop it for residential use, with their many other current projects, it is on their back burner. Bill O'Reilly presented a document expressing concerns of any possible move to make Jackson Street one-way at Main Street. No action needed at this time as it is not under consideration.
  - The discussion will continue at the next meeting and focus on Communications and Marketing.
- 10. Announcements:
  - Chamber of Commerce Update - Provided by Monica Monsma:
    - Update on upcoming Smoke & Ale; Candidate forum for school board candidates coming; a Manufacturing careers event is coming in November for high school students; ChelseaMich website updates in progress; Curling event returning; Looking at restaurant themed event in March.
- 11. Call for closed session to discuss lease proposal from Stadium Development for West Middle parking lot.
  - **Motion by Johnson, Seconded by Livengood to move to Closed Session. Kathy Finger recused herself due to personal ties to Stadium Development. All ayes.**
  - **Motion by Johnson, Seconded by Livengood to end Closed Session.**
- 12. Adjournment – **Motion for adjournment made by O'Reilly; Seconded by Galvin; all ayes. Meeting adjourned at 9:10 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary