

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, October 18, 2018

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

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

Absent: Phil Tolliver, Stephanie Moran

Others Present: Monica Monsma – Chelsea Chamber; Tom Colis of Miller Canfield

1. President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comment – None
3. **Motion by O'Reilly, Seconded by Finger to approve Regular Agenda. All ayes.**
4. **Motion by Galvin, Seconded by Finger to approve Meeting Minutes of September 20, 2018 Regular Meeting. All ayes.**
5. **Motion by Finger, Seconded by Galvin to approve Meeting Minutes of August 30, 2018 Study Session. All ayes.**
6. Submission of bills – None
7. Communications to the board – Letter from Joe Ziolkowski of the Mack Building development regarding parking in the Jackson Street corridor. Discussion held for general discussion on parking later on the agenda.
8. Reports from City Manager & Officers:
 - Palmer Lot Project:
 - All are still frustrated that the final pieces still remain – primarily finish the landscaping and the arch is still due. Hope continues for a completion soon. Sizeable amounts are still due to the contractor and designer.
 - Palmer Lot rental policy draft:
 - A revised draft was sent to all yesterday which reflects lower rates for non-profits; a clearer description of the rental space; and language allowing the City Council to consider special arrangements on costs with community groups. After discussion, it was agreed to forward the document to the City Council for their review and approval with the following revision under section 5: "City Council may authorize a reduced rate for Chelsea Non-Profits which utilize the space for events which are free and open to the public."
 - **Motion to approve by Fairfield, Seconded by Johnson. All ayes.**

9. Unfinished Business: None

10. New Business:

- Bonds - Report by Tom Colis of Miller Canfield on the possibilities of reviewing and refinancing the current bonds. The 2009 bond goes through 2029 and is able to be called starting in July of 2019; the 2014 bond goes through 2024 and can be called anytime; the 2017 bond goes through 2037 and already has a good, low interest rate of 1.07% to 1.37%. It is suggested we revisit the 2009 and 2014 bonds mid-year 2019 with the possibility of reducing the long terms expense of these bonds. It was agreed that we bring this up for discussion again at the March 2019 DDA meeting with a goal of having a recommendation in place for the City Council no later than July 1, 2019. If approved, the timing of the action would be somewhat fluid for the fall of 2019. And such change, if any, would not impact the maturity dates of the bonds.
- Palmer Lot Installment purchase – the final payment was made in September. We still have until June 30, 2019 to decide what, if anything, to do with what is anticipated to be a \$130,000 remaining balance. As much as \$100,000 can be earmarked towards the final installment payment. It was agreed to hold on a decision until later this year.
- Palmer Lot Naming Process – It was agreed to get an announcement out to the public as soon as possible encouraging their input on the name. We will give them until November 8th with the plan that we will agree on our final recommendation(s) at the November 15th meeting and forward it to the Council.
- Palmer Lot Maintenance – currently budgeted for \$24,000 annually. This will be reviewed later in 2019 as actual costs are known.
- Strategic Planning on Parking city-wide – Discussion took place on a variety of ideas related to parking in general. It was noted that 4 additional lots have been added since the 2001 study. A request was made of City Manager Hanifan to summarize the overall parking “inventory” and options by the next meeting.

11. Announcements:

- Chamber of Commerce Update - Provided by Monica Monsma:
 - The awards ceremony will be held October 25th; the School Board candidate forum and Smoke & Ale were both successes. Ugly Dog Distillery ribbon cutting this evening & Timber Creek’s November 1st.
 - Wine, Women & Shopping event Nov. 10th – update by Jennifer Fairfield.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Livengood; all ayes. Meeting adjourned at 8:55 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary