

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, November 15, 2018

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

City of Chelsea: City Council President Cheri Albertson

Absent: Phil Tolliver; City Manager John Hanifan

Others Present: Monica Monsma – Chelsea Chamber

1. President Merkel opened the meeting at 7:33 a.m. noting a quorum was present.
2. Public Comments – None
3. Public Hearing on Naming of “Palmer Event Space” – No public comments received at this time however we did receive 69 total suggestions from 35 different community members. There were some duplicates in the 69 resulting in 55 unique suggestions.
4. **Motion by Finger, Seconded by Johnson to approve Regular Agenda. All ayes.**
5. **Motion by Finger, Seconded by Johnson to approve Meeting Minutes of October 18, 2018. All ayes.**
6. Submission of bills – First annual payment for Mack Building project. An invoice for \$40,000 was submitted.
 - **Motion by Livengood, Seconded by Finger to approve payment. All ayes.**
7. Communications to the board – The naming suggestions received from the public as noted above under Public Hearing.
8. Reports from City Manager & Officers: None
9. Unfinished Business:
 - It was noted that the Chelsea City Council approved the Event Space contract language and that will soon be publicly available for rentals.
 - Discussion on the closed loop of the new Event Space parking as the space along the north side is not available for parking. MDOT requirements prohibit through traffic in that space.
10. New Business:
 - Palmer Lot Naming Process – As agreed previously, public announcements were made to encourage the community to provide their suggestions for this space. 35 people submitted 69 suggestions – 55 of these were unique (i.e. there were some suggestions which were submitted by 2 or more people). These 55 were shared with DDA members prior to today's meeting with their being encouraged to submit their “top 3” and / or include their own. As a result, the list was narrowed to 16 suggestions for consideration at today's meeting.

- Discussion took place regarding the names. It was noted that officially designating it “ ____ Park” carries some possible restrictions / issues so it was suggested we avoid using the word Park in the name. Discussion also took place on the wisdom of naming it for a particular family or individual – there were arguments for and against this approach.
 - It was decided that a sheet containing the 16 “finalists” be passed around and each council member present had the option of voting for their top 3. The tally sheet is attached to these minutes. As a result of this voting, “City Square” and “Chelsea Commons” each received 5 votes; and “Palmer Commons” received 4 votes. A vote was taken on submitting these 3 names to the City Council for consideration.
 - **Motion by O’Reilly, Seconded by Moran to submit the choices of “City Square”, “Chelsea Commons”, and “Palmer Commons” to the Chelsea City Council for their consideration. All ayes.**
 - Strategic Planning on Parking city-wide – As with our last meeting, discussion took place on a variety of ideas related to parking in general. After some discussion, **it was decided to hold a Study Session on January 10, 2019 at 7:30 am to finalize the process of encouraging public input on the DDA long term plans.** From that we hope to move the process forward and start developing an Action Plan for the next steps in the process.
 - **City Manager Hanifan to summarize and provide an overall parking “inventory” and options by the time of this study session.**
 - **DDA Member Galvin to prepare a summary for our consideration before this study session as well.**
 - Request by Member Livengood to include on the December meeting agenda time for a discussion on 5 items related to financial statements he would like covered. These have been provided to City Manager Hanifan. Attached here as well.
11. Announcements:
- Chamber of Commerce Update - Provided by Monica Monsma:
 - Last month saw the awards for Citizen of the Year and Lifetime Achievement. The car raffle will be November 20th. Work continues on Hometown Holidays. CAFE to obtain Santa Mailbox. Website improvements continue.
12. Adjournment – **Motion for adjournment made by Livengood; Seconded by Johnson. All ayes. Meeting adjourned at 8:28 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary