

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

Board Present: Tim Merkel, Jennifer Fairfield, Kathy Finger, Bill O'Reilly, Ron Livengood, Phil Tolliver, Stephanie Moran, Doris Galvin, Mayor Melissa Johnson

City of Chelsea: City Council President Cheri Albertson

Absent: Charles Wiseley, Dana McGrath, John Hanifan

Others Present: Monica Monsma – Chelsea Chamber; Crystal Scott - CAFE

1. President Merkel opened the meeting at 7:32 a.m. noting a quorum was present.
2. Public Comments – None
3. **Motion by Finger, Seconded by Galvin to approve Regular Agenda. All ayes.**
 - **Added item under New Business for Palmer Commons Value Engineering**
4. **Motion by Finger, Seconded by Fairfield to approve Meeting Minutes of February 21, 2019 regular meeting. All ayes.**
5. **Motion by Finger, Seconded by Galvin to approve Meeting Minutes of March 7, 2019 Study Session. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
 - Reports from City Manager & Officers: Nothing reported.
8. Unfinished Business - None
9. New Business:
 - DDA Budget Process –
 - Reviewed the items discussed at the March 7th Study Session.
 - Mayor Johnson noted that a correction was necessary – there are only 100 light poles in the DDA (rather than the 350 to 400 reported previously) – and about 300 total in the city. Thus, at \$200 / pole, \$20,000 for all the DDA poles rather than \$80,000.
 - Jennifer Fairfield questioned the need for as much as \$60,000 in parking lot repairs when the \$15,000 spent last year was so effective.
 - Mayor Johnson indicated that one of the Debit Service Principal payments noted on the draft budget may actually be \$45,000 rather than \$40,000 so that will have to be reviewed.
 - Jennifer Fairfield noted that no funds were showing in the draft for the RU program which incurred expenses in previous years – review needed.
 - It was also noted that “Other Income” was previously showing \$6,400 and now shows a zero balance on the draft budget.
 - Mayor Johnson indicated that in terms of Signage, to re-skin a current sign would cost \$100 to \$200 / sign.

- Following our discussions, the funds allocation currently being considered are:
 - \$30,000 – Parking lot repairs & improvements
 - \$10,000 – Utility poles (1/2 in 2019/20 & 1/2 in 2020/21)
 - \$ 5,000 – Alley-way improvements
 - \$ 5,000 – Signage
 - \$ 5,000 – Marketing
 - \$ 5,000 – RU program
 - \$ 5,000 – Sculpture Walk
 - \$10,000 - \$15,000 – General Maintenance
 - \$65,000 - \$70,000 Total
- DDA Plan Update –
 - Doris Galvin gave an overview of the latest draft of the summary documentation she has been maintaining. All agreed there has been good progress and we should be able to get it to a final draft soon.
- Sculpture Walk
 - Crystal Scott, Visual Arts Coordinator for CAFE, spoke. They have selected 12 sculptures for the existing 12 pads and hope for a 13th. The total budget is approximately \$20,000 though she will provide the details to the DDA shortly. \$3,600 is coming from a Michigan grant; \$1,500 from sponsorships; \$5,000 from CAFE. They are requesting \$6,500 from DDA.
- Palmer Commons Value Engineering –
 - Mayor Johnson noted that the remaining funds from the Palmer Bond, which we are considering using for Palmer Commons items such as benches, etc.; and possibly to go towards the last installment payment, are not part of the budget and thus should not be included in the budget.
 - It was agreed that the following, in order, would be the priorities in terms of spending for equipment and other items: Benches & Tables; Bike racks; Trash containers; Signage; Sail cloth or similar aesthetic improvements for “stage area”; Games; possible ice rink
 - Other items believed to already be covered in allocated funds include: Shrubbery and pavers in the front sidewalk (to replace grass). It is uncertain where things stand with the fence on the south boundary.
 - John Hanifan will obtain pricing on items such as benches, tables, trash cans, signage, bike racks, and stage area enhancements.
 - Request by O’Reilly to also decide on making north lot available for parking when needed for special events (to include striping & signs).
- **Motion to hold Special Meeting for April 4, 2019th at 7:30 am to vote on Palmer Commons enhancements by Finger, Seconded by Fairfield. All ayes.**

10. Announcements:

- Chamber of Commerce Update - Provided by Monica Monsma:
 - April will see “Eat, Drink & Enjoy Chelsea” on Wednesdays. Part of this campaign is funded by a community tourism grant. Workforce development plans continue including internships and ways to bring in more qualified applicants.

11. Adjournment – **Motion for adjournment made by Moran; Seconded by Fairfield. All ayes. Meeting adjourned at 8:55 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary