

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, April 18, 2019

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

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

Absent: Stephanie Moran

Others Present: Monica Monsma – Chelsea Chamber; Gary Munce - CAFE

1. President Merkel opened the meeting at 7:31 a.m. noting a quorum was present.
2. Public Comments – None
3. **Motion by Finger, Seconded by O’Reilly to approve Regular Agenda. All ayes.**
4. **Motion by Finger, Seconded by Galvin to approve Meeting Minutes of March 21, 2019 regular meeting. All ayes.**
5. **Motion by Fairfield, Seconded by Galvin to approve Meeting Minutes of April 4, 2019 special meeting. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager – None (covered under New Business)
9. Unfinished Business - None
10. New Business:
 - Presentation - Nathan Vogt – Washtenaw Cty. Brownfield Redevelopment Auth.
 - PowerPoint presentation provided to DDA members prior to meeting.
 - In essence, there are funds available though the county for a number of brownfield projects.
 - The Federal Screw Works property may well qualify for these funds if / when we get to the stage or pursuing this program further.
 - Presentation by Gary Munce – Chelsea Area Festivals & Events
 - As noted in the PowerPoint presentation provided to DDA members prior to the meeting, CAFE continues to do an excellent job of managing a wide variety of events & projects throughout the city, throughout the year.
 - 2019-2020 Budget –
 - DDA members were sent an updated draft on April 16th entitled “draft 2019-2020 dda budget.final.april19”. Following discussion, a vote was taken to submit these budget items, as is, to City Council.
 - **Motion by Livengood, Seconded by Finger to approve the budget as submitted and forward to City Council for their consideration. All ayes.**
 - ***Doris Galvin abstained***
 - John Hanifan noted the council’s study session if May 13th at 6:00 p.m.

- Palmer Commons Remaining Bond Funds
 - Discussion centered around what to do with the approximately \$79,000 projected to be remaining in the bond fund once all work is complete. The options available are:
 - Use some or all of the funds to reduce the bond itself.
 - Use some or all of the funds towards the final installment payment made on the property this current fiscal year; in which case that amount of funds would be available for any DDA project / expenditure.
 - a. If we were to do this, we would need to indicate what specific category / project(s) the funds would be used for.
 - Leave some or all of the funds in the account and they can be used over the next several years for additional items and / or maintenance of the property.
 - A decision on this must take place no later than the May meeting since we would need to act in the current fiscal year.
 - **Motion by Livengood, Seconded by Finger to use \$60,000 of the fund balance towards the last installment payment; the remainder would be available for items related to the property. Seconded by Finger.**
 - It was agreed that we should have harder numbers on the repairs to parking lots before deciding so John Hanifan will work on getting those.
 - **Motion by O'Reilly, Seconded by Galvin to table this motion until the May meeting. All ayes.**
- Palmer Commons Value Engineering –
 - Purchases are underway and the type of bike rack was agreed to.
 - Tree plantings should get underway no later than next week.

11. Announcements:

- Chamber of Commerce Update - Provided by Monica Monsma:
 - "Eat, Drink & Enjoy Chelsea" is well; Golf Outing June 5th; they are updating the Community Profile; renovations are planned for their space to make it more visitor friendly; Distillery tour on July 13th; Curling Session planned for August 17th & 18th; Manufacturing Day October 4th.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Fairfield. All ayes. Meeting adjourned at 8:45 a.m.**

Minutes respectively submitted,

Bill O'Reilly, Secretary