

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, June 20, 2019

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

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

Absent: Tim Merkel, Phil Tolliver

Others Present: Monica Monsma – Chelsea Chamber of Commerce

1. Call to Order - Vice President Fairfield opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comments – None
3. Consent Agenda – no items suggested.
4. Regular Agenda - **Motion by O'Reilly, Seconded by Finger to approve Regular Agenda. All ayes.**
5. Meeting Minutes - **Motion by Finger, Seconded by Moran to approve Meeting Minutes of May 16, 2019 regular meeting. All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers: *See "New Business"*
9. Unfinished Business:
 - Palmer Commons Amenities Update - The sailcloth / cover is still in flux – alternatives are being considered (permanent vs. temporary). The trash containers are due soon. The Garden Club is ready to assist with the planters. About one-quarter of the trees are in place – more in the fall and / or spring. A request was made to obtain pricing for a small temporary stage. The now painted existing fence is a big improvement.
 - There is still approximately \$79,000 left in the bond fund.
 - Marketing – Still under development.
 - City Parking Lot – City Council did not take action on the budget amendment to put additional funds into the lot and painting of the light poles. However, there is still \$25,000 available for the parking lot repairs and \$10,000 for the light poles.
10. New Business:
 - Palmer Commons North Lot – This area will be closed for events on the site due to concerns for pedestrians. Further discussion showed that some would like this turned into a "plaza" area and others feel it should stay available for parking. No further actions taken at this time.

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11. Announcements: Chamber of Commerce Update - Provided by Monica Monsma:

- The marketing plan is being revised and updated; working with the Pure Michigan campaign. On July 9th is the ribbon cutting for D&B Marketing. The Chelsea Raffle – the prize will now be \$15,000 in merchandize for local merchants (winner’s choice). On July 10th is a networking event at the Jolly Pumpkin in Dexter (5:00 – 7:00). July 13th is the distillery tour. A parking Map is being developed. Summer Curling Event set for August 17th. On September 21st will be a Backyard Beer Garden at the Palmer Commons.

12. Adjournment – **Motion for adjournment made by Finger; Seconded by Galvin.**

All ayes. Meeting adjourned at 8:12 a.m.

Minutes respectively submitted,

Bill O’Reilly, Secretary