

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
7:30 AM, Thursday, December 20, 2018

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

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

Absent: None

Others Present: Monica Monsma – Chelsea Chamber

1. President Merkel opened the meeting at 7:30 a.m. noting a quorum was present.
2. Public Comments – None
3. **Motion by O'Reilly, Seconded by Finger to approve Regular Agenda. All ayes.**
4. **Motion by Finger, Seconded by Johnson to approve Meeting Minutes of November 15, 2018. All ayes.**
5. Submission of bills – None
6. Communications to the board – None
7. Reports from City Manager & Officers:
 - Mayor Johnson noted that the Chamber of Commerce is working on a grant application for development of a "Parking App" which should, if approved and implemented, assist those seeking parking spots downtown.
 - At its last meeting, the Chelsea City Council approved the name of "Palmer Commons" for the new event space.
8. Unfinished Business - None
9. New Business:
 - Financial Statements – John Hanifan ran through a variety of financial reports which were sent to Board Members earlier in the week and addressed questions which had been raised. He offered that a representative from Plante Moran could attend a DDA meeting this coming fall to review the then current reports and address any additional questions the DDA may have.
 - As currently estimated, there will be a surplus of \$125,000 for the Palmer Commons event space. The DDA should plan on how to allocate those funds in the coming months.
 - Palmer Commons parking – The discussion centered around the dozen or more potentially additional parking spots which could be made available along the north side of the area (adjoining the Palmer automobile service's lot). MDOT does not allow that exit / entrance to be used however we might consider making these spaces available. Agreed to revisit in the spring months.

- Strategic Planning on Parking city-wide – As previously agreed, we will 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.
 - 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.

10. Announcements:

- Chamber of Commerce Update - Provided by Monica Monsma:
 - New board members are assuming their positions; the Chamber is accepting applications for small & large business leadership awards; there will be a business breakfast in January; the Annual General Meeting will take place on February 21st; Christmas ornaments are still available.

11. Adjournment – **Motion for adjournment made by Finger; Seconded by Galvin. All ayes. Meeting adjourned at 8:20 a.m.**

Minutes respectively submitted,

Bill O’Reilly, Secretary