

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

Call to Order

Present: Mayor Henson, Council Members Angus, Bullerman, Iannelli, Keaton, Merkel, Stump, City Manager Cole, Deputy Clerk Money

Absent:

Mayor Henson called the meeting to order at 7:00 p.m.

Pledge of Allegiance to the Flag of the United States

Approval of Consent Agenda

1. Meeting Minutes of August 10, 2026
2. Approval of Bills
3. Approval of Block Party Permit – Susan Drive
4. Approval of Appointment of MERS Delegate
5. Approval of Sale of Surplus Property – Ford Taurus
6. Approval of Contract Renewal with ADP
7. Approval of Agreement for Chandler Street Engineering Services
8. Approval of Purchase of 20 Lumecon Ring of Fire Lights
9. Approval of Purchase of Semi-Truck Computer
10. Approval of Block Party Permit – Congdon/Summit

MOTION Angus SECONDED Bullerman to approve the amended consent agenda, removing items 6 and 7 from the Regular Agenda, and moving items 5, 7 and 11 from the Consent Agenda to the Regular Agenda. All ayes. Motion carried.

Approval of Regular Agenda

MOTION Stump SECONDED Angus to approve the regular agenda removing items 6 and 7, and adding items 5, 7, and 11 from the Consent Agenda to the Regular Agenda. All ayes. Motion carried.

Public Comments (available in person and via Zoom)

Moe Tate, a Chelsea City resident, was present to speak about the sidewalk crossing bridge over Letts Creek. She feels that Chelsea should have a temporary fix until MDOT is able to fix it. She is also pleased that Chelsea is going to have a discussion about the deer population with the Department of Natural Resources.

Tristan Cooke, a Chelsea resident, spoke about the pedestrian crossing at the Holmes Family Park and the need to address safety concerns.

John Welch, a Chelsea resident, also spoke about safety concerns with pedestrian crossings. He then spoke about the need for more planting of trees in the area. Mr. Welch thanked Mr. Iannelli for visiting the parks with him to evaluate the open tree grates.

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

MOTION Henson SECONDED Keaton to amend the Consent Agenda to add a Block Party Permit for West Congdon Street and amend the Regular Agenda to add a potential Closed Session for a personnel matter. All ayes. Motion carried.

Presentation

1. Human Resources Support Progress – Deputy City Manager Sebestyen, Traci Haynes, Yeo & Yeo

Traci Haynes of Yeo & Yeo HR Advisory Solutions presented the proposed HR program for the City of Chelsea. She spoke about the assessment and review of the existing system and spoke about the plan moving forward to develop the Human Resources Department.

Public Hearing

Council Business

1. Approval of 2026-2027 Expenditures for Sidewalk Replacements (Superintendent Burby)

Historically, the City has completed sidewalk replacements in multiple small sections throughout the community. Scheduling these locations together allows the City's contractor to coordinate the work efficiently, reduce mobilization costs, and complete more sidewalk improvements during the fiscal year.

Following clarification of the expenditure threshold requiring City Council approval, many individual sidewalk locations would need to return to Council for separate authorization before work could begin. This could create scheduling delays, reduce contractor efficiency, and limit the amount of sidewalk work completed during the fiscal year.

To maintain an efficient and timely sidewalk replacement program, the Department of Public Works requested City Council authorization to complete Fiscal Year 2026–2027 sidewalk replacement work through Grass Lake Concrete Co., Inc., the contractor that began this work during Fiscal Year 2025–2026. Expenditures would be limited to the amounts appropriated in the adopted budget.

MOTION Iannelli SECONDED Stump to authorize the City Manager to approve Fiscal Year 2026–2027 sidewalk replacement work with Grass Lake Concrete Co., Inc. in a total amount not to exceed \$120,000, subject to the limits of each identified general ledger account, the availability of appropriated funds, and compliance with the City's purchasing requirements. All ayes. Motion carried.

2. Approval of Blanket Purchase of Fuel (Director Bollinger)

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

The City of Chelsea partners with the Chelsea School District to utilize the gasoline and diesel fuel pumps located at the Chelsea School District Operations Department facility. The Police, DPW, Wastewater, Electric, and Water Departments utilize these pumps to fuel department vehicles at the cost paid by the Chelsea School District.

The Chelsea School District then invoices the City based on the amount of fuel used. As the monthly invoice normally exceeds the City Manager's \$5,000 approval limit, we would like to obtain blanket purchase approval for fuel purchases.

MOTION Keaton SECONDED Bullerman to approve the blanket purchase of fuel. All ayes. Motion carried.

3. Approval of Strategic Plan Professional Services Agreement (Manager Cole)

Chelsea has already completed the foundational visioning work through its Master Plan (15–20-year plan) and current visioning. This engagement is not meant to create another shelf document; it will translate those adopted priorities into a focused, measurable, implementation-ready three-year plan.

Staff requested comparative quotes from qualified firms with different strengths. The recommended engagement with Kelly Petrock and The LEAD Institute is based on the proposed facilitation process, its focus on organizational alignment and execution, and a fee that is within the anticipated project range.

Ms. Petrock's documented experience is centered on strategic facilitation, visioning, strategy and execution, organizational culture, leadership, and change management. Her proposed process includes staff discovery interviews, a project kickoff, pre-work and data collection, a facilitated strategic-planning retreat, and plan finalization.

For transparency, Mayor Henson previously worked with The LEAD Institute and has firsthand knowledge of its facilitation approach and performance. This prior professional connection is disclosed to Council and the public. The recommendation is based on the City's independent comparison of scope, qualifications, expected deliverables, fit with Chelsea's needs, and cost.

Council Member Bullerman stated that she requested that this item be pulled from the Consent Agenda because she prefers the submission from Yeo & Yeo, as they have municipal experience, they have benchmarks, explicit deliverables, and more accountability. She was hopeful that they could have a broader discussion.

MOTION Bullerman SECONDED Keaton to table this item until Council is provided more information from the vendors. All ayes. Motion carried.

4. Approval of Appointments to the Architectural Control Committee (Attorney Fink)

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

A protective covenant established by the City of Chelsea as the property owner in 1985 governs properties within the Chelsea Industrial Park and includes architectural and material standards applicable to development. The covenant also establishes an Architectural Control Committee with authority to administer, enforce, and amend the agreement.

The Architectural Control Committee does not appear to be active currently. Reestablishing the committee would provide a process for reviewing future site plans involving properties within the Industrial Park, as contemplated by the covenant. The committee should include representatives of the City Council and property owners within the Industrial Park. City Council is therefore being asked to appoint two of its members to serve on the Architectural Control Committee and to authorize the Community Development Department to contact Industrial Park property owners to identify additional individuals willing to serve.

Because the Community Development Department receives and reviews site plan applications that may be subject to the covenant, the department would coordinate committee meetings as needed and facilitate the review of applicable development proposals.

MOTION Iannelli SECONDED Merkel to appoint Council Member Keaton and Council Member Stump to the Architectural Control Committee. All ayes. Motion carried.

5. Adopt at Second Reading Ordinance No. 195 Sidewalk Ordinance (Attorney Fink)

This amendment expands the pedestrian-only sidewalk area to include sidewalks south to Van Buren to encompass the new Holmes Family Park and prohibits additional types of wheeled "vehicles," including all motorized vehicles not allowed under the ADA.

MOTION Keaton SECONDED Merkel to adopt at Second Reading Ordinance No. 195 Sidewalk Traffic. All ayes. Motion carried.

6. Approve at First Reading Ordinance No. 197 Bicycles (Attorney Fink)

The bicycle ordinance in Chelsea is from the 1960s. It has a licensing and registration program that is burdensome and no longer used. Additionally, there is a desire to expand the pedestrian-only portion of downtown to align with the sidewalk traffic ordinance. The amendments remove the licensing and registration requirement and clarify the pedestrian-only portion of the downtown sidewalks.

MOTION SECONDED to approve at Second Reading Ordinance No. 197 Bicycles. All ayes. Motion carried.

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

**CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118**

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

7. Approve at First Reading Ordinance No. 198 Lawn Extensions (Attorney Fink)

Amendments to the Lawn Extension Ordinance (Article V of Chapter 26) are proposed to align with online instructions for residents to place brush out for pick-up by the City. Additionally, Public Act 264 of 1990 prohibits the transfer station from collecting yard clippings. The current ordinance was adopted in 1985 and still allows for lawn clippings to be placed on the extension. This amendment aligns the ordinance with the statute.

MOTION Stump SECONDED Keaton to approve at Second Reading Ordinance No. 198 Lawn Extensions. All ayes. Motion carried.

8. Approval of Chelsea Milling Parking Lot Lease (Manager Cole)

The City of Chelsea has historically leased property from Chelsea Milling Company north of Heydlauff's and adjacent to the railroad tracks for public parking. The original lease expired on June 5, 2022; however, both parties have continued operating under the prior arrangement.

The proposed Amended and Restated Parking Lot Lease, which has been reviewed by Attorney Fink, formalizes the continued use of the existing parking area and expands the leased premises to include an additional parking area farther west along West Middle Street (approximately 40 spots). The expanded lease supports the City's ongoing efforts to increase accessible public parking and reflects the longstanding cooperative relationship between the City and Chelsea Milling Company.

MOTION Iannelli SECONDED Bullerman to approve the Amended and Restated Parking Lot Lease between the City of Chelsea and Chelsea Milling Company, effective June 6, 2026, and authorize the Mayor and City Clerk to execute the agreement. All ayes. Motion carried.

9. Approval of Lift Station Upgrade (Superintendent Chandler)

The Wastewater Department is requesting approval for engineering services to upgrade the Freer Road Pump Station. This pump station was put into service in 2001 with a capacity of 630 gallons per minute (GPM). The lift station is currently operating at 510 GPM. A developer recently approached the city and would like to develop the Wolf property. The Wolf property subdivision alone would add an estimated 157 GPM, putting the existing pump station over capacity.

IMEG has provided the wastewater department with a quote of \$30,000.00 to perform the engineering, design, and specifications required to upgrade this pump station to a capacity of 800-1000 GPM. This upgrade would allow for future development along the Freer Road corridor. This quote also covers EGLE permitting and bid assistance. IMEG has been the engineer of choice for the wastewater plant on every large project since

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

2010, from every pump station throughout the city to the plant expansion and everything in between.

The Wastewater Department recommended selecting IMEG for this project based on their extensive knowledge in this field and historical partnership

MOTION Keaton SECONDED Stump to approve the engineering services quote from IMEG at a total cost of \$30,000, and to amend the budget accordingly. All ayes. Motion carried.

10. Approval of Underground Storage Tank Repairs (Superintendent Chandler)

The Wastewater Department needs to repair an underground storage tank. The 1.2-million-gallon biosolids storage tank experienced a significant amount of cracking and degradation over the years and is currently in the CIP to be repaired under the 2028/2029 fiscal year. However, this past winter was particularly hard on the structure, and after consulting professionals, the determination was made that the repairs need to be made sooner than anticipated. Initially, JWC, a local concrete company, was contacted to request a quote. JWC determined the work needed to repair the tank was too intensive for a company of their size. Staff then received quotes from three commercial concrete contractors who can perform the work.

MOTION Bullerman SECONDED Stump to approve the tank repair quote from Pullman and allow a 20% contingency for a not-to-exceed amount of \$114,000 and to amend the budget accordingly. All ayes. Motion carried.

11. Adoption of Resolution #2026-42 Participation with CLEMIS Authority (Chief Kazyak)

The City of Chelsea is required to pass a resolution to exercise powers, privileges, and authorities jointly with Oakland County, the Charter Township of Bloomfield, the Charter Township of White Lake, and other participating public agencies under an interlocal agreement creating the Courts and Law Enforcement Management Information System (CLEMIS) Authority and become a participating public agency under and a party to the CLEMIS Interlocal Agreement.

MOTION Stump SECONDED Angus to adopt Resolution #2026-42 recommending the City of Chelsea become a participating public agency under and a party to the CLEMIS Interlocal Agreement.

12. Approval of CLEMIS Authority Contract (Chief Kazyak)

The Chelsea Police Department has been a partner agency with CLEMIS since 2008, for all of its Records Management System's needs, including computer-aided dispatching, report writing, fingerprinting, and mugshot photographs.

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

For the last 60 years, CLEMIS has operated as a regional collaboration within Oakland County government. In 2025, CLEMIS moved to become an Authority that will officially take effect on October 1, 2026.

MOTION Angus SECONDED Keaton to approve the contract for CLEMIS services for \$22,747.00 for the 2026-2027 fiscal year. All ayes. Motion carried.

13. Discussion Regarding City Manager Review Process (Mayor Henson)

The personnel committee was tasked with creating a review process for the City Manager. Mayor Henson reviewed the draft process and asked for feedback.

Staff Reports

Manager Cole stated that the Holmes Family Park was open and busy. She spoke about the crosswalk and the metrics needed to warrant the crosswalk.

Council Reports

Council Member Iannelli will attend the Western Washtenaw Recycling Authority meeting this week but had no other report.

Council Member Bullerman shouted out to the park and informed everyone of her participation in the Fair's derby.

Council Member Angus attended the 2nd Walk Chelsea Session last Wednesday, which was well attended. He will be at the Senior Center this Friday and September 9th to continue the discussion. The new Chelsea Run Club has met four times so far.

Council Member Stump had no meetings to report on. He has a WAVE meeting this week where they will be talking about the work WAVE is doing with the Chelsea School District.

Council Member Merkel attended a Chelsea Area Fire Authority meeting on August 18th. They appointed Adam Farrell to the at-large seat on the board. They moved forward to update the Fire Authority website and selected an outside firm to hire the new Fire Chief. They also hired former Chief Jim Payeur to assist temporarily with some operational needs.

Council Member Keaton has the Housing Commission meeting tomorrow.

Mayor Henson reported that the kids' Fair Parade will be tomorrow. She met with the HR committee for CAFA this morning. The Western Washtenaw Regional Advisory Group met last Wednesday. The Community Key Stakeholders meeting was also last week. They talked about the Community Social Worker contract renewal. The DDA met last Thursday. The mural project is moving forward, and planters are coming this week. Lastly, Mayor Henson attended the Holmes Family Park.

CITY COUNCIL MEMBERS
Kate Henson, Mayor
Tony Iannelli, Mayor Pro Tem
Sam Angus
Jacquelyn Bullerman
Eric Keaton
George Merkel
Felix Stump

CITY OF CHELSEA
REGULAR COUNCIL MEETING
MONDAY, AUGUST 24, 2026, AT 7:00 PM
311 S. MAIN ST.
CHELSEA, MI 48118

CITY MANAGER
Elle Cole

CITY CLERK
Lyn Sebestyen

DEPUTY CLERK
Ashley Money

CLOSED SESSION –

MOTION Merkel SECONDED Stump to enter into Closed Session. All ayes. Motion carried.

MOTION Merkel SECONDED Stump to exit Closed Session and enter into Regular Session.
All ayes. Motion carried.

MOTION Keaton SECONDED Merkel to direct the City Attorney to take the recommended
action. All ayes. Motion carried.

Adjournment

MOTION Stump SECONDED Keaton to adjourn at 8:42 p.m. All ayes. Motion carried.

Approved:

Kate Henson, Mayor

Lyn Sebestyen, Clerk