

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING  
7:30 AM, Thursday, August 20, 2020  
HELD VIA CONFERENCE CALL DUE TO THE COVID-19 SITUATION

Board Present: Tim Merkel, Jennifer Fairfield, Stephanie Moran, Tammy Lehman, Bill O'Reilly, Mayor  
Melissa Johnson

Absent: Kathy Finger, Ron Livengood

City of Chelsea: City Manager John Hanifan

1. Call to Order – Chairperson Merkel opened the meeting at 7:30 a.m.
2. Public Comments – None
3. Consent Agenda – No items suggested.
4. Regular Agenda - **Motion by O'Reilly, Seconded by Lehman to approve Regular Agenda.**
  - **All ayes.**
5. Meeting Minutes –
  - **Motion by Fairfield, Seconded by Lehman to approve Meeting Minutes of July 16, 2020 regular meeting.**
  - **All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
  - Reopening Plans & Palmer Commons – Breathe Yoga has moved from Palmer Commons to the Library lawn for the shade. Considerations are being given to a Holiday Market though this might not be the year for it. Farmers Market is going as well as can be expected given the adversities of COVID. Delays have been incurred in obtaining the sailcloth shade materials so that may have to wait until next year. Large umbrellas are being considered and quite a few more trees will be planted this fall.
  - September Meeting – Meetings will continue to be held via Zoom indefinitely.
9. Unfinished Business:
  - Wayfinding Signs & Alleyways – Some changes were necessary in the font. A half-dozen of the signs will be worked on at a time. It is hoped that this can be finished by winter.
  - DDA Strategic Plan – The goal is to share a synopsis of the plan with DDA businesses and residents. Section #5 will be updated.
  - Parklets – Being well received and may be expanded. They may also become a summer-time fixture. A grant application for this potential expansion is being considered.

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10. New Business:

- MLive advertising update – Terris Aherns reported that the ads will continue to run through the end of August. The sidewalk sale and recreations options are the current themes. Page views are up 19% in July – a total of 8,500.
- Current Budget Update – Auditor to provide a review at the October meeting.

11. Chamber Announcements: Sidewalk Sale event this weekend. Golf Outing scheduled for September 9th

12. Adjournment – **Motion for adjournment made by O’Reilly; Seconded by Fairfield. All ayes. Meeting adjourned at 8:04.**

Minutes respectively submitted,

Bill O’Reilly, Secretary