

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING
7:30 AM, Thursday, October 22, 2020
HELD VIA CONFERENCE CALL DUE TO THE COVID-19 SITUATION

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

Absent: Kathy Finger, Tammy Lehman

City of Chelsea: City Manager John Hanifan, Cheri Albertson, Julia Upfal

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 Fairfield to approve Regular Agenda.**
 - **All ayes.**
5. Meeting Minutes –
 - **Motion by Fairfield, Seconded by Moran to approve Meeting Minutes of September 17, 2020 regular meeting.**
 - **All ayes.**
6. Submission of bills – None
7. Communications to the board – None

8. Annual Audit - Report by Plante Moran on annual audit: Presented by David Helisek and Elizabeth Addy. They presented an unmodified opinion which is the highest rating. Full details of the audit are available at the city's website.

9. Budget Update: Things are still running behind but hope to have by the next meeting.

10. Reports from City Manager & Officers:
 - Extension of Outdoor Seating – This has been extended to November 30th.
 - Holiday Events – Some are planned but scaled back.
 - November Meeting – Remote meetings extended to December 31st.
 - Julia Upfal / business update – Despite COVID, there has been quite a bit of activity. A new business is preparing to move into the old Westside Gym locations; 3 new businesses are going into the Clock Tower complex; Ann Arbor Spark has a restart program going. Working on grant application for parklets program for 2021.

11. Unfinished Business:
 - Painting of Signs & Light poles – Starting to rotate out signs for work. The painting / repainting of poles may not happen until spring.

12. New Business:

- Hometown Holidays – Joe Ziolkowski made a presentation in support of an art program for the east facing wall of the building at Palmer Commons. It would involve installing channels (which could later be removed) for a couple hundred dollars. An art organization has offered to manage the project and change out the artwork every quarter or so. It was pointed out that in spite of the low cost, it would still likely have to go through the city's bid process. City administration to follow-up on next steps.
- MLive advertising update – Terris Aherns reported – though the program we paid for is complete, there were 3,400 views in August; 8,800 in August; and 7,600 in September which is exciting considering the program ended at the end of August. MLive still has a matching program so he will explore the options on a second run of this program.

13. Chamber Announcements: More ribbon cuttings are on tap. Wine, Women & Shopping returning November 14th to 22nd. Working with CAFE on holiday events thought they will of course be scaled back. Dick Dice was awarded the Lifetime Achievement award and Nancy Graebner was awarded the Citizen of the Year.

14. Adjournment – **Motion for adjournment made by O'Reilly; Seconded by Fairfield. All ayes. Meeting adjourned at 8:33.**

Minutes respectively submitted,

Bill O'Reilly, Secretary