

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
7:30 AM, Thursday, November 19, 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: Tim Merkel

City of Chelsea: City Manager John Hanifan, Cheri Albertson

1. Call to Order – Vice-Chairperson Fairfield opened the meeting at 7:42 a.m. (delayed waiting for a quorum)
2. Public Comments – None
3. Consent Agenda – No items suggested.
4. Regular Agenda - **Motion by O'Reilly, Seconded by Finger to approve Regular Agenda with correct of previous meeting to October 22<sup>nd</sup> and the addition of the topic of Alleyways.**
  - **All ayes.**
5. Meeting Minutes –
  - **Motion by Finger, Seconded by Moran to approve Meeting Minutes of October 22, 2020 regular meeting.**
  - **All ayes.**
6. Submission of bills – None
7. Communications to the board – Tammy Lehman has submitted her resignation from the DDA. Jennifer Fairfield noted that she will be stepping down from DDA when her term expires in December but hopes to get reinvolved at a later date.
8. Reports from City Manager & Officers:
  - Upcoming Meetings – We will plan on a remote meeting in December and as of now, we should expect to be meeting in person starting in January.
  - Extension of Outdoor Seating – This has been extended through March 31, 2021.
  - Holiday Events – Lights are up on Main Street. See Chamber Announcements for more details on upcoming events.
9. Unfinished Business:
  - Alleyways – There have been some cement repairs on the west alleyway. There was discussion about the feasibility of moving utility wires – can be revisited. There was also discussion about the trash receptacles in the alleyways and behind businesses.

10. New Business:

- DDA Board Open Seats – With Tammy Lehman stepping down and Jennifer Fairfield about to, there will soon be only six members. Among the issues that will create is meeting the quorum requirements if there are 9 seats. John Hanifan pointed out that there are only 7 positions on the City Council. We will have to reconsider this at our December meeting.
- Budget Update – A review of financial reports took place. John Hanifan gave a recap of his recent presentation to and discussion with the library board.

11. Chamber Announcements: Terris Ahrens reported that there have been 4 recent ribbon-cuttings and another coming this week. Wine Women & Shopping was a success. Chelsea State Bank is currently sponsoring Sweet Savor Saturdays. CAFE and the Chamber are overseeing the many holiday events which are upcoming – not the normal holiday season but many activities are planned and the decorating of the light poles and the Festival of Trees will be major events.

12. Adjournment – **Motion for adjournment made by O’Reilly; Seconded by Moran. All ayes. Meeting adjourned at 8:35.**

Minutes respectively submitted,

Bill O’Reilly, Secretary