

CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
7:30 AM, Thursday, December 17, 2020  
HELD VIA CONFERENCE CALL DUE TO THE COVID-19 SITUATION

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

Absent: Ron Livengood

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

1. Call to Order – Chairperson Merkel opened the meeting at 7:34 a.m.
2. Public Comments – None
3. Consent Agenda – No items suggested.
4. Regular Agenda - **Motion by Finger, Seconded by O'Reilly to approve Regular Agenda.**
  - **All ayes.**
5. Meeting Minutes –
  - **Motion by Finger, Seconded by Fairfield to approve Meeting Minutes of November 19 22, 2020 regular meeting.**
  - **All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers:
  - Upcoming Meetings – Extension made in remote meetings guidelines so as of now, we will continue to meet remotely through at least March.
  - Extension of Outdoor Seating – As noted previously, this has been extended through March 31, 2021 for now.
    - Kaboom Grant – Julia Upfal reported the likelihood of the city receiving this grant of approximately \$50,000 via the Ralph C. Wilson fund for new parklets (to replace the somewhat pallet ones currently in use). These would be more modular (and mobile) and play features would be incorporated. Other locations being considered.
9. Unfinished Business:
  - DDA Board Seats – There was a discussion covering the history and wisdom of adjusting from the current 9 seats (with 3 seats then open starting next month). Ultimately, it was felt that 7 seats, which mirrors the city council, makes the most sense currently.
    - **Motion by O'Reilly, Seconded by Finger to recommend to the City Council that the number of DDA Board seats be reduced to 7 effective January 2021.**
    - **All ayes.**

- Art Project Proposal – A revised proposal was submitted related to establishing a program to have rotating art pieces displayed on the east wall of the Palmer Commons building. It was noted that such a program might possibly be used in the alleyways. While there was general support for such a project, it was ultimately felt that more detail was needed as to how the project would be managed.
  - Item tabled

10. New Business:

- Budget Update – Nothing too significant to report. There are still some discretionary funds available. The signage reskinning is on hold until the new year but will be completed by Q2.
- 2021 Meeting schedule – a draft was provided which follows the same pattern as has been the case in the past – 3<sup>rd</sup> Thursday of each month at 7:30 am.
- Nominations of DDA Officers for 2021 –
  - **Chair – Nomination of Tim Merkel – Nomination by Johnson / Seconded by O’Reilly**
    - **All Ayes.**
  - **Vice-Chair – Nomination of Bill O’Reilly by Johnson / Seconded by Finger**
    - **All Ayes.**
  - **Treasurer – Nomination of Kathy Finger by O’Reilly / Seconded by Moran**
    - **All Ayes.**
  - **Secretary** – No candidates at this time. Will revisit at the January meeting.

11. Chamber Announcements: Terris Ahrens reported that the Hometown Holiday events are well underway. For the light post decorations 5,300 votes have been cast to date; 500 to date for the trees. Holiday Homes contest is also underway. Numerous other activities are going on as well. There is strong hope for small business grant opportunities coming up.

12. Farewell to Jennifer Fairfield – All thanked Jennifer Fairfield for her years of service to the DDA and the city. We wish her well!

13. Adjournment – **Motion for adjournment made by O’Reilly; Seconded by Finger. All ayes. Meeting adjourned at 8:45.**

Minutes respectively submitted,

Bill O’Reilly, Secretary