

CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING MINUTES
7:30 AM, Thursday, February 18, 2021
HELD VIA CONFERENCE CALL DUE TO THE COVID-19 SITUATION

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

Absent: Rob Mida, City Manager John Hanifan

City of Chelsea: 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 Finger, Seconded by Johnson to approve Regular Agenda.**
 - **All ayes.**
5. Meeting Minutes –
 - **Motion by Finger, Seconded by O'Reilly to approve Meeting Minutes of January 21, 2021 regular meeting minutes.**
 - **All ayes.**
6. Submission of bills – None
7. Communications to the board – None
8. Reports from City Manager & Officers: (provided by Julia Upfal)
 - Extension of Outdoor Seating – This has been extended for another 180 days.
 - Kaboom Grant – This \$46,000 grant for parklets and related items has been approved and will be moved forward. One requirement is a Steering Committee to oversee the program. This committee will be made up of members from various city committees so one member of the DDA will be included. Applications are now being accepted.
9. Unfinished Business:
 - Nominations & selections of officers – Secretary position remains open. The city might be able to provide someone to take meeting minutes which might make it more manageable for a DDA member to take on the Secretary position
10. New Business:
 - Budget Update – Planning now for the 2021/2022 budget. Mr. Merkel provided photos of current conditions in the main (East Main Street) parking lot and the alleyways. All agreed that these should be a priority and are in keeping with our strategic plan.
 - Questions were also raised about the status on the light poles and signage, as well as the upgrading of lights to LED.

- Mr. O'Reilly encouraged DDA members to go to Google Images and search "Improved Commercial Alleyway" for ideas on how these might look. Among the early results there is a photo captioned "Value Added Alleys for Small Towns and Cities" – clicking on this leads to a study by the University of North Carolina School of Government.
 - Ms. Upfal noted that the State of Michigan has a CrowdFund program which might provide matching funds for such projects.
 - **A request for city management to provide the following by the March meeting:**
 - The status of the work to the light poles and signage – about what percent is complete. Likewise on the changeover to LED lighting.
 - What funds remain in the Special Projects or discretionary funding for the 2020 / 2021 fiscal year.
 - What funds remain from the Palmer Commons fund.
 - What is the current estimate of discretionary funds the DDA will have available to budget or plan for in the 2021 / 2022 budget.
11. Chamber Announcements: Terris Ahrens provided an update. Sweet Savor Saturdays continue to grow including pop-up shops – more coming in March. The Chelsea Trail Challenge is going well – keep the photos coming. A reminder that applications are now being accepted for the business leadership awards and area non-profit. Planning for June's annual Golf Outing are underway. Multiple updates are underway including for maps which are interactive.
12. Adjournment – **Motion for adjournment made by Finger; Seconded by O'Reilly. All ayes. Meeting adjourned at 8:10.**

Minutes respectively submitted,

Bill O'Reilly