

C U M B E R L A N D
D O W N T O W N D E V E L O P M E N T C O M M I S S I O N
A Main Street Maryland Community

MEETING MINUTES
APRIL 8, 2021
9:00 AM - Via WebEx

Call to Order

Board Chair, Sandi Saville, called the meeting to order at 9:05AM.

Attendance

In Attendance: Sandi Saville, Dave Romero, Kathy McKenney, Ruth Davis-Rogers, Melinda Kelleher, Stu Czapski, John Buchanan, Councilwoman Laurie Marchini, Lori Lepley, Daniel Taylor-Neumann, Matt Miller, Mayor Ray Morriss, Doug Schwab, Dan Bowser, Bob Mayhew, Lindsey Renner-Wood – Cumberland Times-News

Minutes

March meeting minutes accepted as submitted.

Treasurer's Report – Sandi Saville in Ed Huber's absence

- Reviewed March Budget Performance Report and Balance Sheet.
- We are 9 months through our fiscal year and expenses are at 78%, which is on target. We are at 68% of payroll.
- We are still working through the FY22 budget and will have a budget to share with the Board soon.

Report from Executive Director – Melinda Kelleher

Completed:

- Completed Main Street Maryland report for March and submitted.
- Participated in two weekly Baltimore Street Project Workgroup meetings, one Marketing Committee meeting, three Website Committee meetings, and the Canal Place board meeting.
- Participated in the briefing for the Cumberland Times-News about the Baltimore Street Project ahead of the public kick-off event.
- Organized the first meeting of the new Main Street Maryland Cumberland Promotions Committee and participated.
- Met with Police Chief and Fire Chief about special events protocols and permitting.
- Helped organize and attended the Easter Bunny event on the mall and assisted with photos and goodie bags.
- Attended ribbon cutting for new business, Fore Axes.
- Attended DDC Executive Committee meeting (call).
- Led review of content for the new website and turned over to the website designers.

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Completed continued:

- Conducted interviews for summer marketing intern and hired intern who will begin late May/early June.

Completed continued:

- Executed March social media calendar and created April calendar.
- Met with Mall Maintenance Manager for March check-in.

April/May Projects:

- Work with City Finance to cut checks for Main Street COVID Relief grant payments to merchants and hand-deliver awards.
- Hand-deliver restaurant outdoor dining agreements for season.
- Work with Baltimore Street Project Marketing Committee to review drafts of the new website and make changes, etc.
- Launch new website.
- Participate in the selection of the new downtown logo and work with website designers to include in new website. Also, add to social media pages.
- Create project plan for summer intern.
- Attend Main Street Maryland Conference for three days (online).
- Main Street Maryland April report.
- Continue work on FY2022 DDC Budget.
- Continue marketing and social media execution to promote support of local downtown retailers and restaurants.
- Attend weekly Baltimore Street Project meetings, Marketing Committee meetings, and monthly Chamber Economic Development Committee meetings.

Old Business

Matt Miller, Exec. Dir. CEDC

Baltimore Street Renovation Update – William Cochran has sent his remarks for the final drawings that will go to State Highway for approval. There will be a final internal review next week of plan before being sent off. This will end his contract. Baltimore Street Workgroup is now meeting every two weeks instead of each week. The public unveiling went very well and we have received positive feedback.

CEDC Update – The CEDC offices are moving to 15 South Centre Street by May 1st. Rolling Mill – land is razed for phase one; plans for phases one and two are complete. Eastside Elementary School – some dirt moving at the site – site will be workforce housing.

Sandi Saville, Board Chair, DDC

We have received three logo designs for the new downtown logo. Committee is meeting tomorrow to select final logo and then work with the designer to make final tweaks.

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Kathy McKenney, Cumberland Historic Preservation Coordinator

Façade grant is still available and deadline is April 30. This is for the central business district, not just the businesses in the taxing district. It can be used for signage and larger façade improvements.

Main Street Maryland Committee Updates

Promotions – Bob Mayhew, Committee Chair, shared that the group met in late March and it was a listening and thinking session. The promotions will not be just music. We may have support from Steve Gray at Northrup Grumman to help defray costs for businesses hiring live music or other entertainment for their venues. We could have a cap on what the fund would pay.

Organization – Ruth Davis-Rogers, Committee Chair, shared that Sandi will be taking the lead on the DDC Bylaws and Ruth will be working with the committee on a mission and vision statement for the DDC.

New Business

The Executive Committee of the DDC met and discussed putting together a list of concerns with the Baltimore Street Project. We want to put this in the bid package so that the contract has mitigation language in it. We are gathering feedback and suggestions from everyone for Sandi to finalize.

Sandi also shared that we are moving forward with giving attention to the public art needs for the city and project.

Fore Axes opens officially on Saturday and Wheels Up has a soft opening on Saturday.

Public Comment

There were no comments.

Doug Schwab moved and Dan Bowser seconded for the board to close the public meeting to convene a closed meeting pursuant to Maryland Open Meetings Act General Provisions Article 3-305 (1) to discuss a personnel matter.

There being no further business for the public meeting, the meeting was adjourned at 9:45AM.

**THE NEXT REGULAR MEETING WILL BE HELD
Thursday, May 13, 2021 at 9AM via WebEx**

**TEMPLATE FOR CLOSED-SESSION SUMMARY
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING
(General Provisions Article § 3-306(c))**

Instructions: When a public body meets in a session closed under § 3-305 of the Open Meetings Act, it must disclose the following four sets of information in the minutes either of its next open session or in the minutes of the open session that it held that day, so long as the public knows to look there. This template provides a checklist for the required information. The worksheet at the bottom of the model closing statement contains a shorter form of the same checklist. Use of these forms is optional; the formatting of the summary is up to the public body so long as the public body includes the required information in its minutes at the required time.

The four sets of information required by § 3-306(c) are:

1. A statement of the time, place, and purpose of the closed session.
2. A record of the vote of each member as to closing the session.
3. Statutory authority to close session.
4. A listing of the actual topics of discussion, persons present, and each action taken in the session.

SUMMARY OF CLOSED SESSION HELD ON [DATE]

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 9:45 am _____

Place (location) of closed session: Zoom _____

Purpose of the closed session: Discuss a personnel matter _____

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Doug Schwab, Dave Romero, Dan Bowser, Daniel Taylor Neuman, Ruth Davis-Rogers, John Buchannan, Bob Mayhew, Lori Lepley _____

Members opposed: None _____ Abstaining: None _____

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ *Topic #1: § 3-305(b) (1)* → *Topic #2: § 3-305(b) ()* → *Topic #3: § 3-305(b) ()*
(add others as needed)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1:Personnel matter	All persons listed above	None
#2:		
#3:		