

# CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY MINUTES OF A RESCHEDULED MEETING OF THE AUTHORITY BOARD APPROVED

Meeting date of April 8, 2019 @ 3:00 pm | City Hall, 208 N. First Avenue, Alpena, Michigan

Present: Todd Britton (arrived 3:15 pm), Aaron Buza, Chad Esch, Mike Mahler, Kyrie Momrik, Greg Sundin

Absent: Joanna Cooper, Griffin James, Jeffrey Mindock, Shawn Straley, Matt Wojda

Staff Present: Anne Gentry, Kingsli Kraft

City Staff: Adam Poll

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## AGENDA ITEMS

1. **Call to Order:** The meeting was called to order at 3:15 pm by Chairman Mahler.
2. **Citizens Appearing before the Authority:** None.
3. **Late Additions to the Agenda:** None.
4. **Review and Adoption of Minutes of Previous Meeting (March 2019):** It was moved by Sundin and supported by Esch to approve the minutes of the March 2019 Regular Meeting of the DDA Board with one amendment. All ayes.
5. **Hearings:** None.
6. **Executive Director's Report:** Gentry provided a written and oral report on the downtown mural project, the banner competition, our tax settlement with the county for this year's TIF amount, which was deposited this March, and new reporting requirements for DDA's.
  - **Director Evaluation:** Mahler passed out this year's evaluation for Executive Director Anne Gentry, which was prepared by the Personnel Committee and delivered to her this week. Mahler gave an oral report on performance and goals for the upcoming year. Sundin recommended in future years to give salary updates to coincide with the fiscal year. Esch moved and Britton supported to accept the evaluation as presented and increase pay to \$44,000, effective immediately. All ayes.
7. **Correspondence:** None to report.
8. **Review and Acceptance of Monthly Financial Reports (March 2019):** It was moved by Esch and supported by Momrik to approve the Financial Reports for March 2019. All ayes.

## 9. Committee Reports

- a. Budget/ Finance: Gentry reported on the budget for FY 2019/2020. Pending the adjustment of the line item for TIF funds received and adjustment to wages, it was moved by Momrik and seconded by Buza to approve the budget for the remainder of FY 18/19 and FY19/20 as presented. All ayes.
- b. Education & Promotion: Kingsli Kraft gave an update on involvement with Art Walks, the summer digital marketing campaign with Q+M agency, and seasonal videos to promote the downtown.
- c. Design & Beautification: Momrik provided an update on flower planter and bike rack research and the downtown banner competition, which was launched mid-March and ends April 20.
- d. Economic Development: The committee did not meet this month.
- e. Parking: The committee did not meet this month.

## 10. Report from the City of Alpena: Poll gave an update:

- The basement of City Hall is being cleaned up after a mercury spill, including replacing flooring. The basement is still closed.
- Mich-e-kewis had its first public input session.
- The Planning Commission will be meeting tomorrow to discuss medical marijuana facilities and will be seeking DDA input.
- Met with MEDC about a grant for NOAA and riverfront.

Sundin also gave an update on bike racks after being presented at the last City Council meeting. Feedback was given about the need for shelters, the ability to fabricate them locally, and money perhaps being better spent with smaller racks throughout city parks.

## 11. Unfinished Business:

- Potential Property Acquisition: The board did not move into closed session, due to the lack of 2/3 of all members.

## 12. New Business:

- Meeting Dates 2019: It was moved by Esch and supported by Buza to approve the meeting dates for the remainder of 2019 as presented. All ayes.
- Election of Officers: Election of officers was moved to next month's meeting.

## 13. Adjournment: There being no other business, the meeting adjourned at 4:25 pm.

*Minutes recorded and prepared by Executive Director Anne Gentry.*