

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

Meeting date of August 6, 2019 @ 3:00 pm | City Hall, 208 N. First Avenue, Alpena, Michigan

Present: Todd Britton, Joanna Cooper (left 3:57 pm), Chad Esch, Griffin James, Mike Mahler, Jeffrey Mindock, Shawn Straley, Greg Sundin, Matt Wojda

Absent: Aaron Buza, Kyrie Momrik

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 3:00 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 (June 2019):** It was moved by Sundin and supported by Wojda to approve the minutes of the June 2019 Regular Meeting of the DDA Board. All ayes. No meeting was held in July due to a lack of a quorum.
5. **Hearings:** None.
6. **Executive Director's Report:** Gentry provided a written and oral report on the 2019 Blues Festival, Downtown Mural Project event, and new DDA logo. After discussion, the Board requested to see a proposal on how much creating a new logo would cost and what the process would entail before making a decision.
  - Special Liquor License: It was moved by Wojda and seconded by James to recommend the application for a Special 24-hour Liquor License for the Chowder & Chili Cook-off on Saturday, October 5, 2019 from 12-4 pm. All ayes.
  - DDA Board Member Reappointments: It was moved by Esch and seconded by Wojda to recommend to City Council the reappointment of Todd Britton and Shawn Straley to the DDA Board of Directors for another four-year term each. All ayes.
7. **Correspondence:** None to report.
8. **Review and Acceptance of Monthly Financial Reports (June & July 2019):** It was moved by Sundin and supported by Esch to approve the financials for June & July 2019. All ayes.

## 9. Committee Reports

- a. Budget/ Finance: Mahler updated the group on the committee's meeting to develop a budget and discuss the financial viability of a potential project.
- b. Education & Promotion: Gentry provided an update on the collaboration with the United Way on the Longest Table, downtown welcome bags, events for the rest of the calendar year, parameters for Fresh Waves 2020, and a pop-up market in October.
- c. Design & Beautification: Britton provided an update on bike racks, Old Town Sign, and proposed updates to the Façade Grant package.
  - Façade Grant Updates: Gentry reviewed the updates as proposed by the Design Committee. Sundin had some additional feedback which he shared with the Board. The committee will review the additional changes and add it to next month's agenda.
  - Old Town Sign: After reviewing feedback from property owners on the North Side of downtown and the Design Committee's recommendation, it was moved by Esch and seconded by Mindock to remove the Old Town sign on Second Ave. and Fletcher St. All ayes.
- d. Economic Development: Gentry updated the board on a summer check-in survey that Kingsli prepared and feedback provided by the committee.
- e. Parking: Mahler updated the board on monitoring parking lot usage, parking garage discussion points, and ongoing discussions about paid parking downtown.

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

- The MML Conference was held downtown the end of July, with over 100 City Managers in attendance.
- Rezoning request (outside of DDA) for Bingham School property to become income-based senior living.
- Planning commission is still moving forward on medical marijuana.

## 11. Unfinished Business: None.

## 12. New Business:

- Director Benefits: 457 Contribution +HSA (Greg): Sundin reviewed which benefits Department Heads receive within the City receive. The personnel committee will meet to review benefits (457 contribution and HSA deposit) and make a recommendation to the board.

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

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