

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 9/1/2020**

Meeting date of August 5, 2020 @ 3:00 pm

Meeting was held in person at City Hall Council Chambers, 208 N. First Ave. Board members and members of the public were able to participate either in person or virtually through Go-To Meeting under Executive Order No. 2020-154.

Present: Todd Britton, Joanna Cooper, Griffin James, Mike Mahler, Rachel Smolinski (attended virtually) Shawn Straley, Matt Wojda

Absent: Kyrie Momrik

Staff Present: Anne Gentry, Kingsli Kraft (attended virtually)

AGENDA ITEMS

1. Call to Order: The meeting was called to order at 3:01 pm by Chairman Mahler.

2. Citizens Appearing before the Authority:

- Ben Young, owner of Player’s Pub, addressed the Board on expanding the DDA District Boundaries. He has reviewed the Development Plan from 2003 and is excited about the projects and the priorities that the DDA has set and is working on. He has talked to other businesses around Player’s, and they are interested in being a part of the DDA district as well. TIF could be a useful tool to improve the district where his business is located. He requested the DDA Board consider expanding the boundaries to include from 9th Ave. to 11th Ave. He would be happy to help research what it would entail.

3. Late Additions to the Agenda: None. Chairman Mahler shared with the Board that earlier this week, Aaron Buza sent in his resignation from the DDA Board of Directors due to increasing work and personal commitments.

4. Review and Adoption of Minutes of Previous Meeting (July 2020): It was moved by Wojda and supported by Britton to approve the minutes from the July 2020 Meeting of the Board. Roll call vote was taken:

Britton- yes	James- yes	Smolinski- yes	Wojda- yes
Cooper- yes	Mahler- yes	Straley- yes	

Total votes: Yes (7), No (0), Absent (1). Motion passes.

5. Hearings: None.

6. Executive Director’s Report: Gentry provided an oral and written report. She discussed Fresh Waves 2020: the first mural has been completed on the side of Salon 125 and has received great feedback from the public, the artist’s experience, and has seen people taking photos with it nearly every day. The second mural at Thunder Bay Theatre will be postponed to later August due to the fire on Second Ave. She also discussed the Social Media Boosted Post Matching Program that Kingsli has been working on, an order placed for 23 downtown trees to be planted Labor Day weekend, and other updates on activities (Sidewalk Sales, Meet the Merchants, and Reopening Video).

- Employee time off (update): Gentry gave an update on paid time off policies for employees. Following the City’s policy, up to five days of paid vacation time can be carried over each year. For each paid day off, Kingsli Kraft will be paid for eight hours of work and Savannah Peterson will be paid for six hours of work. Each employee will be offered 10 vacation, 5 personal, and paid holidays.

7. Correspondence: None to report.

8. Review and Acceptance of Monthly Financial Reports (July 2020): James moved and Straley supported to approve the financial reports for July 2020. Roll call vote was taken:

Britton- yes	James- yes	Smolinski- yes	Wojda- yes
Cooper- yes	Mahler- yes	Straley- yes	

Total votes: Yes (7), No (0), Absent (1). Motion passes.

9. Committee Reports

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Gentry gave an update on Fresh Waves 2020 and Coffee & Cars, which will be continued every Saturday from 8 am- 12 pm through September 7 due to positive feedback from the two July events.
 - Chili Chowder Cook-off. The committee discussed the 2020 Chili Chowder Cook-off, which was scheduled for early October. Due to concerns surrounding Covid-19, the committee recommended to cancel the 2020 event. The committee will be looking into other smaller events that could be held this fall in a safe manner.
- c. Design & Beautification: Britton gave an update on the committee’s discussion about downtown trees and alleyway improvements.
- d. Economic Development: Mahler gave an update. The committee met and discussed additional grant funds for small businesses through the MEDC and new opportunities for businesses that hold liquor licenses (social districts and cocktails to-go).
- e. Parking: Did not meet this month.

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

- At Monday's City Council meeting, the updated Comprehensive Plan was discussed. It will be under review for 60 days, and a hearing will be held Planning Commission meeting. After that, it will be sent back to Council for final approval.
- A second round of interviews are scheduled for next week for the Planning and Development Director position.
- Applications for marijuana permits are closing August 17. None have been received so far, although there has been interest expressed.

11. Unfinished Business:

- Business Restart Grant update: Mahler gave an update on the Business Restart Grant program through the MEDC available to small businesses. Applications close tonight at 11:59 pm. As of Monday, 400 applications had been received; 141 were for Alpena County. The MEDC's deadline for award notifications is September 1 with funds distributed by September 30, but Target Alpena is hoping to have funds distributed before then.
- DDA Boundary Expansion: A committee will be formed to research the process on expanding the DDA boundaries and to make a recommendation, if it the committee sees it fit. A meeting will be held before next board meeting. Gentry has done some research and will share with the committee. Smolinski has gone through the process in Harbor Springs and will also help. Britton, Wojda, and Cooper volunteered to serve on the committee, as well as Ben Young.

12. New Business:

- All in for Alpena- For Jon: Mahler shared \$46,000 total was raised for All in for Alpena which was redistributed to small businesses. Jen Calery created another campaign for Jon Benson after the loss of the John A. Lau. So far \$13,000 has been raised.
- Board & Committee Attendance: Mahler shared that currently, there is nothing in the by-laws about an attendance policy for board or committee members. Wojda commented nothing would prohibit us from adding a policy, such as a maximum of meetings one could miss in a row or per calendar year. An attendance policy, along with a general by-law update, will be added to next month's agenda.

13. Adjournment: It was moved by Wojda and supported by Britton to adjourn. The meeting adjourned at 3:51 pm.

Minutes recorded and prepared by Anne Gentry.