

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED**

Meeting date of June 5, 2018 @ 3:00 pm | City Hall, 208 N. First Avenue, Alpena, Michigan

Present: Aaron Buza, Mike Mahler, Jeffrey Mindock, Kyrie Momrik, Shawn Straley, Greg Sundin, Matt Wojda

Absent: Todd Britton, Joanna Cooper, Chad Esch

Staff Present: Anne Gentry

City Staff: Adam Poll

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 (April 2018):** It was moved by Straley and seconded by Buza to approve the minutes of the April 2018 Regular Meeting of the DDA Board. Motion carries.
5. **Hearings:** None.
6. **Executive Director's Report:** Gentry provided a written and oral report on the marketing & communications plan from Q+M, the Façade Restoration Initiative grant application, and the summer intern, Kingsli.
 - a. DDA Strategic Planning Meeting + Facilitator: The board discussed aiming for a September meeting. Anne and the Economic Development committee will create a specific RFP.
7. **Correspondence:** None.
8. **Review and Acceptance of Monthly Financial Reports:** It was moved by Wojda and seconded by Momrik to approve both the Financial Reports for April 2018 and May 2018. Motion carries.
9. **Committee Reports**
 - a. Budget/ Finance: Did not meet.

- b. Education & Promotion: Gentry provided an update to the group about the marketing plan and the committee's recommendation to utilize Don La Barre as a contract photographer.
- c. Design & Beautification: Gentry updated the group about the two façade grants that the committee approved for 129 W. Chisholm St. and Thunder Bay National Marine Sanctuary to reprint scrim, as well as the arrival of flower baskets and bike racks.
- d. Economic Development: Mahler reviewed a collaborative window scrim project with Art in the Loft, which was presented to and recommended by the Economic Development committee to support. Sundin moved to pilot the program this summer and fund up to \$1,000 of scrim, with staff to work on a bigger project and marketing for next summer. Wojda seconded. Motion carries.
- e. Parking: Gentry provided an update on a survey that was sent out this week to downtown stakeholders.

10. Report from the City of Alpena: Poll updated the group:

- The Dog Park is under construction with an anticipated open date towards the end of the summer
- A kayak rental business was approved to operate in the marina
- The City of Alpena has received Redevelopment Ready Certification; a ceremony will take place 6/8 at 11 am at the Alpena Power site
- The Splash Park is under construction and should be open by July 4.

11. Unfinished Business: none.

12. New Business

a. Second Avenue Restriping: funding request. Rich Sullenger presented on a restriping project for Second Avenue that should take place this fall. From Chisholm to the river, it is planned to grind, seal, and repaint Second Avenue to incorporate more parking. It was moved by Sundin and seconded by Momrik to fund up to half of the project, not to exceed \$10,000 for the DDA to fund. Motion carries.

13. Adjournment: There being no other business, the meeting adjourned at 3:58 pm.

Minutes recorded and prepared by Executive Director Anne Gentry.