

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

Meeting held March 6, 2018 @ 3:00pm  
City Hall, 208 N. First Avenue, Alpena, Michigan

*The mission of the Alpena DDA is to implement positive economic, physical, and aesthetic changes in the downtown.*

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Present: Todd Britton, Aaron Buza, Chad Esch, Mike Mahler, Jeff Mindock, Kyrie Momrik (arrived 3:01 pm), Shawn Straley, Greg Sundin, Matt Wojda (arrived 3:02 pm)

Absent: Joanna Cooper

Staff Present: Anne Gentry

City Representation: 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 agenda (requires unanimous consent):** None.
4. **Review and adoption of minutes of previous meeting:** It was moved by Straley and seconded by Buza to approve the minutes of the February 2018 Regular Meeting of the Board, as amended. Motion carries.
5. **Hearings:** None.
6. **Executive Director's report:** Gentry provided a written and oral report on the kick-off meeting with Q+M Marketing and their attached creative brief, conversations with potential strategic planning facilitators, updates to our downtown wayfinding, and attendance at the Small Town + Rural Development Conference in April. Gentry also gave an overview of DDA CIP Projects.
7. **Correspondence:** None.
8. **Review and acceptance of monthly financial reports:** It was moved by Esch and supported by Wojda to approve the financial reports for February 2018 and the two budget amendments as presented (one for 216 and one for 217). Motion carries.
9. **Committee reports :**
  - o Budget & Finance: Gentry has prepared a draft of the budget for 2018/2019. Committee will be meeting at the end of the month.
  - o Education & Promotion: Did not meet this month due to the Q+M visit. Mindock provided additional details about their visit and committee projects.

- Design: Gentry provided an update on the hanging flower baskets for this summer, which have been delivered to Cherry Hill Greenhouse, the garden club's request to fabricate flower baskets on the 2<sup>nd</sup> Ave bridge, and potential projects for the Spring 2018 round of Façade Grants.
- Economic Development: Mahler provided an update on marketing and maintenance of vacant properties, as well as developing a business recruitment strategy.

**10. Report from the City of Alpena:** Poll provided an update on the following topics:

- Farmers' Market move to Michekewis Park this summer
- Street updates
- Purchase of ATI
- Splash Park: contract has been awarded to Meridian Contracting, work should begin mid-summer
- Potential development of a local Rental Rehab program

**11. Unfinished business:** None.

**12. New Business:** None.

**13. Adjournment:** There being no other business, the meeting adjourned at 3:38 pm.

*Minutes recorded and submitted by Anne Gentry, Executive Director.*