

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

Meeting date of March 5, 2019 @ 3:00 pm | City Hall, 208 N. First Avenue, Alpena, Michigan

Present: Todd Britton, Aaron Buza, Joanna Cooper, Chad Esch, Griffin James, Mike Mahler, Jeffrey Mindock (arrived 3:02 pm), Kyrie Momrik, Shawn Straley, Greg Sundin

Absent: Matt Wojda

Staff Present: Anne Gentry, Kingsli Kraft

City Staff: Rich Sullenger

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:

- Ellen Gould, Owner, Myer's Furs & Fashions, addressed the board:
 - Stated that snow removal is a continual problem in the downtown, especially on-street parking on Third Avenue. The snow build-up is causing people not to come downtown and shop.
 - Requested that the DDA look into renting or entering into an agreement with businesses that have large, underutilized parking lots (such as Huntington or Frontier) that could be used for employee parking.
 - Requested that snow be removed in front of City Parks and downtown parks, such as the Pocket Park.

3. Late Additions to the Agenda: None.

4. Review and Adoption of Minutes of Previous Meeting (February 2019): It was moved by Esch and supported by James to approve the minutes of the February 2019 Regular Meeting of the DDA Board. All ayes.

5. Hearings: None.

6. Executive Director's Report: Gentry provided a written and oral report on the downtown mural project launching this summer, her appointment to the Michigan Downtown Association Board, and rescheduling the upcoming board meeting to Monday, April 8, 2019 at 3 pm.

- Strategic Planning Session: Gentry discussed the format for the upcoming Strategic Planning session scheduled on May 8, 2019 from 3-6 pm.

- Employee Compensation: It was moved by Esch and supported by James to adjust compensation for our two part-time employees as proposed. A budget amendment will be prepared for next meeting if necessary. All ayes.
 - Kingsli (Marketing & Outreach Coordinator): Able to work up to 35 hrs/week. Raise wage to \$11.50/hr immediately, raise to \$13/hr effective July 1, 2019, and evaluate performance annually (September).
 - Savannah (Parking Attendant): Raise wage to \$10/hr immediately, raise to \$11/hr effective July 1, 2019, and evaluate performance annually (February).

7. Correspondence: None to report.

8. Review and Acceptance of Monthly Financial Reports (February 2019): It was moved by Esch and supported by Britton to approve the Financial Reports for February 2019. All ayes.

9. Committee Reports

- a. Budget/ Finance: Gentry reported on the first draft of the budget for FY 2019/2020.
- b. Education & Promotion: Gentry provided an update on the Blues Fest move downtown, the DDA's portion of activities for the afternoon, and a digital marketing plan to be executed this summer.
- c. Design & Beautification: Gentry provided an update on researching new bike racks and planters for the downtown and launching a banner competition to replace the existing banners downtown.
- d. Economic Development: Gentry provided an update on the format for the strategic planning session and a brief discussion about listing the downtown as a district on the National Register of Historic Places.
- e. Parking: Gentry provided an update on the new parking attendant and bike parking.
 - Bike Parking: Sundin reviewed the plan for consolidated bike parking as prepared by City staff and reviewed by the DDA Parking committee. The plan is to install two shelters this year and an additional in the next fiscal year, all pending City Council Approval. It was moved by Esch and supported by Straley to contribute \$10,000 from fund balance to Phase I of the updates. All ayes.

10. Report from the City of Alpena: A brief update was given about snow removal and Sundin's announcement of retirement at the end of this year.

11. Unfinished Business:

- Potential Property Acquisition: It was moved by Esch and seconded by Straley to move to closed session to discuss potential property acquisition. Roll call vote was taken, all ayes. (4:23 pm).

(Esch left at 4:45 pm).

At 4:52 pm, Momrik moved and Britton seconded to move out of Closed Session. Roll call vote was taken, all ayes.

Mindock moves and Straley supports to approve Anne to negotiate an option agreement to purchase the property located at 101 S. Second Ave up to \$250,000, subject to a recommendation on next steps from the Michigan Economic Development Corporation. All ayes.

12. New Business: None.

13. Adjournment: There being no other business, the meeting adjourned at 4:55 pm.

Minutes recorded and prepared by Executive Director Anne Gentry.