

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 11/6/18**

Meeting date of October 2, 2018 @ 3:00 pm | City Hall, 208 N. First Avenue, Alpena, Michigan

Present: Todd Britton, Aaron Buza, Joanna Cooper, Chad Esch, Mike Mahler, Jeffrey Mindock, Kyrie Momrik, Shawn Straley, Rich Sullenger (acting as City Manager), Matt Wojda

Absent: None

Staff Present: Anne Gentry

City Staff: Don Gilmet

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:** It was moved by Wojda and seconded by Britton to move the agenda item concerning Griffin James' Board Application to Unfinished Business. All ayes.
- 4. Review and Adoption of Minutes of Previous Meeting (September 2018):** It was moved by Esch and seconded by Straley to approve the minutes of the September 2018 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 Chowder & Chili Cook-off, the upcoming Shakespearean Bar Crawl, Christmas Events scheduled for the season, and potential committee policies.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports:** It was moved by Momrik and seconded by Wojda to approve the Financial Reports for September 2018. All ayes.
- 9. Committee Reports**
 - a. Budget/ Finance: Did not meet.
 - b. Education & Promotion: Gentry provided an update on the Chowder & Chili Cook-off, Christmas activities, and the Summer Solstice event.

- c. Design & Beautification: Britton updated the group on the committee’s recommendation to approve the patio extension out by 2 ft 8 inches and the proposal for Christmas decorations, which will be determined next month.
- d. Economic Development: Gentry provided an update on the group’s discussion about a parking garage downtown.
- e. Parking: Gentry updated the group on the parking committee’s recommendation to adjust reserved parking spaces downtown.
 - Parking Space Requests: Center Building & Dry Dock. It was moved by Wojda and seconded by Esch to add four reserved spaces behind the Center Building and remove eight reserved spaces behind the Dry Dock building and to adjust signage when needed. All ayes.

10. Report from the City of Alpena: Don Gilmet provided the update that the cruise ship’s first visit was yesterday, will follow up with merchants to see how the visits went. Restriping of Second Avenue should take place in the spring.

11. Unfinished Business:

- Pocket Park Amended Design & Budget Request: Gentry provided a summary of the proposed Pocket Park updates, as well as the committee’s recommendations. It was moved by Straley and seconded by Wojda to approve the recommendation by the design committee to increase the budget allocation to the park by \$8,500 and pay for maintenance each year for the park. All ayes.
- DDA Board Member Application: Griffin James. It was moved by Cooper and seconded by Buza to appoint Griffin James to a four year term on the DDA Board of Directors. Roll call vote:

Mindock- aye	Cooper- aye
Straley- no	Esch- no
Buza- aye	Britton- aye
Sullenger- no	Momrik- aye
Mahler- aye	Wojda- aye

Motion carries.

12. New Business: None.

13. Adjournment: There being no other business, the meeting adjourned at 4:07 pm.

Minutes recorded and prepared by Executive Director Anne Gentry.