

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

Meeting date of October 1 2019 @ 3:00 pm | City Hall, 208 N. First Avenue, Alpena, Michigan

Present: Griffin James, Mike Mahler, Jeffrey Mindock, Shawn Straley, Greg Sundin, Matt Wojda

Absent: Todd Britton, Aaron Buza, Joanna Cooper, Kyrie Momrik

Staff Present: Anne Gentry

City Staff: Adam Poll

AGENDA ITEMS

1. **Call to Order:** The meeting was called to order at 3:07 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 Sundin to remove agenda item 11. Potential Property Acquisition (Closed Session) from the agenda. All ayes.
4. **Review and Adoption of Minutes of Previous Meeting**
 - **September 2019 and Special Meetings (September 9, 2019 & September 17, 2019):** It was moved by Sundin and supported by Wojda to approve the minutes of the September 2019 Regular Meeting & two Special Meetings of the DDA Board. All ayes.
5. **Hearings:** None.
6. **Executive Director's Report:** Gentry provided a written and oral report on the Project Based Learning Class with Alpena High School, Chili Chowder updates, website updates, Merchant Meet-Ups, MEDC training, and Kingsli's evaluation done this September.
 - DDA Employee Compensation—Schedule. After discussion, it was moved by Wojda and supported by Sundin to move staff wage changes to correlate with the fiscal year and to conduct annual performance evaluations ahead of that in the spring. All ayes.
7. **Correspondence:** None to report.
8. **Review and Acceptance of Monthly Financial Reports (September 2019):** It was moved by Mindock and supported by James to approve the financials for September 2019.
 - BA 217: Personal Property Taxes. Decision was postponed to next month's meeting pending more information from Anna.

Mindock left at 3:35 pm.

9. Committee Reports

- a. Budget/ Finance: Did not meet this month.
- b. Education & Promotion: Gentry provided an update on Witches' Night Out, pumpkin carving competition, and holiday updates and activities (Small Business Saturday, Jingle Bell Run, 12 Days of Christmas promotion).
- c. Design & Beautification: Gentry provided an update. Falls Creek will be decorating Culligan Plaza this year with live greens, with \$1500 out of the Design budget. The committee will be continuing to work on an outdoor seating policy and new bike racks.
- d. Economic Development: Gentry updated the board on the new Available Properties page on the website and responses to the summer survey sent to businesses.
- e. Parking: Mahler updated the group on parking concerns and questions, meeting with Tom Neff from Traffic & Safety, and updating City Council on discussions and progress.

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

- The site plan for hospital updates has gone to Planning Commission.
- The development at Bingham Schools has been approved.
- Domino's Pizza has sought a variance for the previous 7-11 site.
- Updates on water and sewer work throughout the City.

11. Unfinished Business: None, due to Potential Property Acquisition being removed from the agenda.

12. New Business: None.

13. Adjournment: There being no other business, the meeting adjourned at 3:50 pm.

Minutes recorded and prepared by Executive Director Anne Gentry.