

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 11/10/2020**

Meeting date of October 6, 2020 @ 3:00 pm

Meeting was held in person at City Hall Council Chambers, 208 N. First Ave. Board members and members of the public were able to participate either in person or virtually through Go-To Meeting under Executive Order No. 2020-154.

Present: Todd Britton, Joanna Cooper, Griffin James, Mike Mahler, Kyrie Momrik, Matt Wojda

Absent: Rachel Smolinski, Shawn Straley

Staff Present: Anne Gentry

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 (September 2020):** It was moved by Momrik and supported by James to approve the minutes from the September 2020 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written report on her activities from the last month. She reported that the Downtown Dollars fall promotion launched October 1, and nearly \$1,000 had been issued in bonus dollars already. She also gave an update on Flannel Fun Night, a shopping event the DDA is helping organize October 22 from 5-8 pm, the Place-Based Learning Class she and Kingsli have been helping with, an updated inventory of downtown apartments and residences, and her discussions with businesses in the mall interested in re-locating downtown.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (September 2020):** Momrik moved and Britton supported to approve the Financial Reports for September 2020 as presented. All ayes. Motion passes.
 - FY19-20 Financials: Gentry included updated Financial Reports for FY19-20 to show how the fiscal year ended once accruals and final accounting took place, including the accrual of \$20,000 for façade grant reimbursement for 109 & 111

River St., accrual for All in for Alpena matching grants over \$1,000, and items moved out of Capital-Land Improvements as they did not exceed \$5,000. It was moved by Britton and seconded by Cooper to approve the final report for FY19-20 with included adjustments. All ayes. Motion passes.

9. Committee Reports

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Gentry gave an update on the fall marketing campaign and the upcoming Flannel Fun Night shopping event.
- c. Design & Beautification: Britton reported that the committee is looking into updating planters and smaller bike racks downtown, as well as a plaque program for historic buildings. The committee also decided to have Falls Creek Produce & Flowers decorate Culligan Plaza again this year with live greens.
- d. Economic Development: Mahler reported that the group met to discuss the Welcome to Downtown packet and a check-in survey that will be sent to all downtown businesses to gather feedback about how the summer season went.
- e. Parking: Did not meet this month.
- f. Boundary Expansion: Mahler gave an update that Wojda and Smolinski are researching the questions that have come up about what expanding our boundaries would entail and how it may impact our funding.

10. Report from the City of Alpena: Don Gilmet was in attendance and gave an update on behalf of the City:

- Andrea Kares, the new Planning & Development Director, will be starting in her position on Monday.
- Work has continued on the façade of the Royal Knight Cinema building.

11. Unfinished Business:

- Board of Directors: Applications. Mahler discussed current membership on the Board; currently there are 8 members, which is the minimum number we are able to have. Mahler and Gentry collected applications from three individuals who were interested in joining the Board: Cristi Johnson, Jennifer Calery, and Corey Canute. Johnson and Canute were in attendance and introduced themselves to the Board. It was moved by James and supported by Momrik to appoint Cristi Johnson, Jennifer Calery, and Corey Canute to the DDA Board of Directors for four-year terms. All ayes. Motion passes. All three appointments will be passed along to City Council for full approval.
- Momrik Resignation: Momrik indicated her resignation from the DDA Board, as she and her family are moving to Florida. Her resignation will be effective after this Board Meeting. Mahler thanked her for her service to the DDA.

12. New Business:

- By-law Committee: Mahler shared that a By-law Committee needs to form to review the existing DDA By-laws and recommend any necessary updates, including a potential attendance policy. Mahler, Britton, James, and Wojda all volunteered to join the committee. Gentry will set up a meeting before next month's Board meeting.

13. Adjournment: It was moved by Britton to adjourn. The meeting adjourned at 3:50 pm.

Minutes recorded and prepared by Anne Gentry.