

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A NORMAL MEETING OF THE AUTHORITY BOARD
APPROVED 10/1/19**

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

Present: Todd Britton, Aaron Buza, Chad Esch, Mike Mahler, Kyrie Momrik, Shawn Straley, Greg Sundin

Absent: Joanna Cooper, Griffin James, Jeffrey Mindock, Matt Wojda

Staff Present: Anne Gentry, Kingsli Kraft

City Staff: 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 the Agenda:** None.
4. **Review and Adoption of Minutes of Previous Meeting (August 2019):** It was moved by Straley and supported by Momrik to approve the minutes of the August 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 Longest Table event held on August 25, collaboration with a new Project Based Learning class at the High School about community development, and organizing a downtown artisan pop-up market.
 - Special Liquor License: It was moved by Britton and seconded by Straley to recommend the application for a Special 24-hour Liquor License for the Downtown Artisan Pop-Up Market on Saturday, October 26, 2019. All ayes.
7. **Correspondence:** None to report.
8. **Review and Acceptance of Monthly Financial Reports (August 2019) and BA 216 & 217 (Health Insurance) and 216 (Community Promo):** It was moved by Momrik and supported by Esch to approve the financials for August 2019 and the three Budget Amendments as proposed. All ayes.
9. **Committee Reports**
 - a. Budget/ Finance: Did not meet this month.

- b. Education & Promotion: Gentry provided an update on applications for Fresh Waves 2020, the Chili Chowder Cook-off, Bard at the Bar, and a shopping campaign for this upcoming holiday season.
- c. Design & Beautification: Britton provided an update on winter banners, bike racks, and updates to the Façade Grant program.
 - Outdoor Seating: The committee will work with Planning and Engineering staff from the City to determine a policy for placement of outdoor seating, tables, bike racks, and signage.
 - NEMROC Employees: At its August meeting, the Design Committee recommended to extend the seasonal employment for NEMROC employees to October 30 and hire them again in 2020. It was moved by Sundin and seconded by Straley to extend their 2019 employment through October 30, 2019 and hire them in 2020 for 20 hrs/wk cumulatively from May 1- October 30. All ayes.
- d. Economic Development: The committee did not meet this month.
- e. Parking: Mahler updated the board on continuing research about paid parking downtown. Sundin reported on some concerns expressed by City Council, which he had met with Anne about and discussed how to better communicate updates with them.

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

- MEDC has some changes in policy for grant requests. Existing projects won't change, but some parameters will change for projects moving forward.
- City Council had its first reading for the Bingham School rezoning.
- The city-wide goose hunt begins Thursday.

11. Unfinished Business:

- Director Benefits: 457 Contribution +HSA: Mahler reported that the Personnel Committee met to discuss the additional benefits the City offers currently not offered to the DDA Executive Director. It was recommended to include a 457 contribution of 4% of wages and include an HSA deposit (1/3 in July, 2/3 in January) for the Executive Director to mimic the City's policy for other department heads. Anne will check with the City on whether the first HSA deposit can be prorated or not. Sundin moved to approve the recommendation to offer the additional benefits; Esch seconded. All ayes.
- Potential Property Acquisition: Due to a lack of 2/3 of all DDA Board members, the board was unable to move into closed session. Anne will call a special meeting to do so in the next week.

12. New Business: None.

13. Adjournment: There being no other business, the meeting adjourned at 3:55 pm.

Minutes recorded and prepared by Executive Director Anne Gentry.