

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

Meeting date of April 7, 2020 @ 3:00 pm

Meeting was held virtually through GoTo Meeting due to the Governor’s Stay Home Stay Safe Order and through Executive Order No. 2020-15. Board members present either called in via phone or video. Members of the public were invited to join virtually as well.

Present: Todd Britton (via phone) Mike Mahler, Rachel Smolinski, Shawn Straley (via phone), Matt Wojda

Absent: Aaron Buza, Joanna Cooper, Griffin James, Kyrie Momrik

Staff Present: Anne Gentry, Kingsli Kraft

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**AGENDA ITEMS**

- 1. Call to Order:** The meeting was called to order at 3:01 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 (March 2020 Regular Meeting of the Board & March 19, 2020 Special Meeting of the Board):** Wojda recommended any roll call vote to be recorded in the minutes with each member’s name and how they voted. It was moved by Wojda and supported by Straley to approve both sets of minutes with that change. Roll call vote was taken:  

Britton- yes	Smolinski- yes	Wojda- yes
Mahler- yes	Straley- yes	

Total votes: Yes (5), No (0), Absent (4). Motion passes.
- 5. Hearings:** None.
- 6. Executive Director’s Report:** Gentry provided an oral and written report on her recent activities, including support for businesses during these times, marketing for businesses, website updates, webinars attended, and a virtual Merchant Meet-up held the previous week to discuss Covid-19 related-resources.
- 7. Correspondence:** None to report.

**8. Review and Acceptance of Monthly Financial Reports (March 2020):** Smolinski moved and Britton supported to approve the financial reports for March 2020. Roll call vote was taken:

Britton- yes                                      Smolinski- yes                                      Wojda- yes

Mahler- yes                                      Straley- yes

Total votes: Yes (5), No (0), Absent (4). Motion passes.

**9. Committee Reports**

- a. Budget/ Finance: Gentry sent an updated version of the budget after receiving this year’s TIF settlement and meeting with the City Treasurer & Manager. The board will organize a special meeting to review and approve this updated version before it goes to City Council on May 4.
- b. Education & Promotion: Gentry gave an update. The committee met virtually and reviewed six applications for locations and five applications for artists. The committee is still hoping to have two murals completed this summer with the potential for postponing the event.
- c. Design & Beautification: The committee did not meet this month.
- d. Economic Development: The committee did not meet this month.
- e. Parking: Gentry updated the board that the committee is looking at adding additional reserved parking in Lot 8 and is gathering information and feedback from surrounding businesses.

**10. Report from the City of Alpena:** Smolinski gave an update that the City is busy with Covid-related activities and planning for what is to come. Anne has been included in weekly staff meetings. Smolinski has also been involved with the Business Task Force to support our area’s businesses and response.

**11. Unfinished Business:** Wojda shared there was no update on Potential Property Acquisition.

**12. New Business:** None.

**13. Adjournment:** There being no other business, the meeting adjourned at 3:30 pm.

*Minutes recorded and prepared by Anne Gentry.*