

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 5/4/2021**

Meeting date of April 6, 2021 @ 3:00 pm

Meeting was held at City Hall Council Chambers, 208 N. First Ave. Board Members were required to participate in-person but members of the public were invited to join virtually.

Present: Todd Britton, Joanna Cooper, Griffin James, Cristi Johnson, Mike Mahler, Matt Wojda

Absent: Jennifer Calery, Corey Canute, Rachel Smolinski (listened in virtually)

Staff Present: Anne Gentry, Kingsli Kraft (virtual)

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 (March 2021):** It was moved by Wojda and supported by Britton to approve the minutes from the March 2021 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 month. Two Match on Main grant applications for submitted (Family Enterprise and Red Brick Tap & Barrel); Red Brick was awarded a grant. She also gave an update on Welcome to Downtown packets, Michigan Downtown Association activities, interested businesses in our grant programs, and website reorganization.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (March 2021):** It was moved by Britton and supported by James to approve the Financial Reports for March 2021. All ayes. Motion passes.
- 9. Committee Reports**
 - a. Budget/ Finance:
 - Budget FY21-22 & FY22-23. Mahler gave an update on the budget for the next two fiscal years. Since we received this year's TIF settlement, some items were added back into the budget such as Façade Grants. The budgets as presented will

be included for City Council's review in May. Wojda moved and James supported to approve the budgets as presented. All ayes. Motion passes.

- b. Education & Promotion: Johnson gave an update on the Spring Fever Shoptacular, the upcoming Small Business Showcase, Fresh Waves 2021 and Blues Fest. Cooper shared some feedback she had heard about Fresh Waves, and there was discussion by the Board about how to incorporate local artists into the project.
- c. Design & Beautification: Britton gave an update on keeping the areas around the trees downtown more well-kept.
 - Facade Grant Program: Gentry reviewed the proposed changes to the Facade Grant Program information packet as discussed by the committee and included in the Board Packet. Wojda moved and Cooper supported to accept the changes as presented with the additional change to 8.2 Appeal Process. All ayes. Motion passes.
- d. Economic Development: Mahler gave an update. The committee met and discussed interest in the Retail Recruitment program by Florence & Flint Cookie Company; however, since they have only been established six months, the committee did not recommend they apply.
 - Social District: The committee also discussed establishing a Social District throughout the downtown, which would allow customers to purchase an alcoholic beverage from restaurant/bars who apply for a Social District Permit from the Liquor Control Commission and consume it in public places. Hearing no strong objections from the Board, the committee will prepare more information to present at the next DDA Board Meeting.
- e. Parking: Did not meet this month.
- f. Boundary Expansion: Did not meet this month.
- g. By-Law Committee: The By-Law Committee met and discussed including changing quorum requirements and adding an attendance policy. Wojda sent along suggested edits, which were a late addition to the Board Packet. The Board discussed allowing excusable absences. Wojda will review the by-laws and bring them back to the Board.

10. Report from the City of Alpena: Smolinski gave an update that she is continuing to work remotely until next week. Andrea Kares sent in her resignation but is helping part-time with the transition until the role is filled.

11. Unfinished Business: None.

12. New Business: None.

13. Adjournment: There being no other business, Wojda moved and Johnson supported to adjourn the meeting. The meeting adjourned at 4:20 pm.

Minutes prepared and submitted by Anne Gentry.