

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 1/4/22**

Meeting date of December 7, 2021 @ 3:00 pm

Meeting was held at City Hall Council Chambers, 208 N. First Ave. Members of the public were invited to join virtually.

Present: Todd Britton, Jennifer Calery, Corey Canute, Joanna Cooper, Cristi Johnson, Mike Mahler, Rachel Smolinski, Matt Wojda

Absent: Griffin James

Staff Present: Anne Gentry

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:** There were no late additions to the agenda, but Mahler announced the item under Unfinished Business (TIF Plan Update & Boundary Review- Quotes) would be moved up in the agenda before the Executive Director's Report.
- 4. Review and Adoption of Minutes of Previous Meeting (November 2021):** It was moved by Johnson and supported by Britton to approve the minutes from the November 2021 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. TIF Plan Update & Boundary Review- Quotes:** Gentry reported that she received two additional quotes from Knepper Development Strategies and Giffels Webster to review our existing boundaries and update our Downtown Development & Tax Increment Financing Plan. The Board discussed these two new quotes as well as the quote from Beckett & Raeder provided in October. It was moved by Smolinski to engage Beckett & Raeder and to authorize 25% of the expenditure match subject to the Michigan Economic Development Corporation's commitment for the remainder of the expense through the Redevelopment Ready Community Technical Assistance Grant. Roll call vote was taken:

Britton- aye	Cooper- aye	Smolinski- aye
Calery- aye	Johnson- aye	Wojda- aye
Canute- aye	Mahler- aye	

All ayes. Motion passes.

7. Executive Director's Report: Gentry provided an oral and written report on her activities from the past month, including the submission of two Match on Main grant requests through the MEDC, holiday event updates, City Council's discussion on parking, and end of year reporting requirements. She also shared that Fresh Waves received a Best Placemaking Project award at the Michigan Downtown Association Annual Conference.

Smolinski left the meeting at 3:35 pm.

8. Correspondence: None to report

9. Review and Acceptance of Monthly Financial Reports (November 2021): It was moved by Britton and supported by Calery to approve the Financial Reports for November 2021. All ayes. Motion passes.

10. Committee Reports

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Johnson gave an update on partnering with Chippewa Valley Mercantile & Leatherworks on a Meet the Maker event, holiday updates, Small Business Saturday, the upcoming Ice Festival being organized by Thunder Bay Arts, and the spring Fashion Show.
- c. Design & Beautification: Did not meet.
- d. Economic Development: Did not meet.
- e. Parking: Did not meet.
- f. Boundary Expansion: Mahler reported that the committee met to discuss possible areas and parcels to add to our DDA district. Gentry will be submitting the grant request to the MEDC for Technical Assistance by December 15 for December 20 review.

11. Report from the City of Alpena: No report was given.

12. Unfinished Business: None.

13. New Business:

- CIP Forms 2022-2027. Gentry reviewed CIP Forms she prepared based on the project prioritization activity at the last Board Meeting and collected feedback from the Board. CIP entries will be reviewed by City staff and approved by the Planning Commission and City Council in the new year.

14. Adjournment: There being no other business, it was moved by Wojda and supported by Calery to adjourn the meeting. The meeting adjourned at 4:04 pm.

Minutes prepared and submitted by Anne Gentry.