

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 1/2/2024**

Meeting date of Tuesday, December 5, 2023 at 3:00 pm

Meeting was held at City Hall Council Chambers, 208 N. First Ave. with the option for members of the public to join virtually.

Present: Cristi Johnson, Mike Mahler, Quintin Meek, Rachel Smolinski, Matt Wojda (arrived 3:23 pm).

Absent: Todd Britton, Jen Calery, Corey Canute

Staff Present: Anne Gentry

AGENDA ITEMS

1. Call to Order: The meeting was called to order at 3:08 pm by Chairman Mahler. There was not a quorum, so reports were given where no action was needed.

2. Citizens Appearing before the Authority: None.

3. Executive Director's Report: Gentry gave an update that the boundary expansion was approved and the two associated ordinances were adopted at City Council's meeting on November 20. She is working on documentation and plans to meet with stakeholders in January. Gentry also gave an update on the Façade Restoration Initiative Grant, and holiday activities including the tree lighting ceremony, holiday mailer, Holiday Open House, and Visit with Santa events.

4. Correspondence: Gentry shared the Board received a thank you from Thunder Bay Arts for our partnership on the Shades of Fall event.

5. Committee Reports:

- a. Budget/ Finance: Mahler shared that the committee will meet in January now that boundary expansion has been approved. The committee will discuss projects and priorities for the funds received from the County per the interlocal agreement in the expanded area.
- b. Education & Promotion: Did not meet.
- c. Design & Beautification: Gentry reported on the Design committee's discussions on the Façade Restoration Initiative (FRI) grant, zoning in the expanded boundary, and holiday decorations.
 - Façade Grant Packet: Proposed Updates. Gentry reviewed proposed edits to the Façade Grant packet to accommodate requests for funding through the FRI grant program. The application process will be the same, but properties will be able to request up to 50% of eligible façade renovation costs. The committee will run

two rounds that will be due on February 23 and May 24. Depending on interest, an additional round may be opened up in 2024.

- d. Economic Development: Did not meet.
- e. Parking: Did not meet.

Matt Wojda arrived at 3:23 pm, establishing a quorum for the DDA Board.

6. Late Additions to the Agenda: None.

7. Review and Adoption of Minutes of Previous Meetings (November 2023): Johnson noted the direct mailer number was 2,000 pieces, not 20,000. It was moved by Smolinski and supported by Meek to approve the minutes from the November 2023 Board Meeting as amended. All ayes. Motion carries.

8. Hearings: None.

9. Review and Acceptance of Monthly Financial Reports (November 2023): It was moved by Meek and supported by Johnson to approve the financials for November 2023 as presented. All ayes. Motion carries.

10. Committee Report: Boundary Expansion: Mahler reported the boundary expansion was approved and next steps for 2024.

- Boundary Expansion & Façade Program for Residential Properties. The Board discussed developing a Façade Improvement Grant program for residential properties in the DDA district. It was moved by Wojda and supported by Smolinski to defer to the Design & Beautification committee to evaluate a Façade Improvement Grant program for residential properties in the district. Roll call vote was taken; all ayes. Motion carries. The committee will discuss at their January 2024 meeting.

11. Report from the City of Alpena: Smolinski gave an update on the following:

- The tree lighting ceremony after the Holiday Parade was a success. A better sound system will be place next year when the remodel of Culligan Plaza is complete.
- The City has hired a new Harbormaster and Parks and Rec Director. His first day will be December 12, and he will be introduced to Council on December 16. This will help the City continue to improve the marina and the 100+ acres of park space within the City limits.

12. Unfinished Business:

- Board Member Applications: It was moved by Johnson and supported by Meek to recommend to the Mayor the appointment of Ben Young, Brian Peterson, Melissa Tolan-Halleck, and Loren Jackson to the DDA Board of Directors for four year terms. All ayes. Motion carries.

13. New Business:

- Resolution 2023-1: Resolution Committing Funds to the Alpena Downtown Development Authority (DDA) Façade Improvement Grant Program. It was moved by Wojda and supported by Smolinski to approve Resolution 2023-1 as presented. All ayes. Motion carries.
- DDA Capital Improvement Project Entries: 2025-2030. Gentry removed the CIP entries as submitted for internal City staff review. Meek moved and Johnson supported to approve the CIP Entries for 2025-2030 as presented. All ayes. Motion carries.

14. Adjournment: It was moved by Wojda and supported by Smolinski to adjourn the meeting. The meeting adjourned at 3:54 pm.

Minutes prepared and submitted by Anne Gentry.