

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 3/2/2021**

Meeting date of February 2, 2021 @ 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. 2020-154. Board members present either called in via phone or video. Members of the public were invited to join virtually as well.

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

Absent: Joanna Cooper

Staff Present: Anne Gentry, Kingsli Kraft

AGENDA ITEMS

- 1. Call to Order:** The meeting was called to order at 3:02 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 (January 2021):** It was moved by Smolinski and supported by Britton to approve the minutes from the January 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 including work on the Recruitment Grant and a call for committee members that will be sent out to downtown businesses and as a press release. She also gave an update on an upcoming grant program that the DDA could apply for on behalf of up to two downtown businesses, Match on Main, that is available through the MEDC.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (January 2021 & BA 216):** It was moved by Britton and supported by James to approve the Financial Reports for January 2021 and a Budget Amendment for Fund 216 as presented. All ayes. Motion passes.
- 9. Committee Reports**
 - a. Budget/ Finance: The Budget Committee will need to meet before our next Board Meeting to prepare a budget for FY21-22 & FY22-23. Mahler and Britton volunteered to serve on the committee again.

- b. Education & Promotion: Kraft gave a summary of the presentation she gave at the committee meeting about this year's marketing campaign (Vibrant, Artsy, Growing), Fresh Waves, and an overview of annual events.
- c. Design & Beautification: Britton gave an update. The committee discussed ordering three new smaller bike racks this fiscal year and three next year, ordering hanging flower baskets from CherryHill Greenhouse, and is continuing to discuss flower planters.
- d. Economic Development: Mahler gave an update on the Recruitment Grant program and the information packet that was attached. Wojda clarified that business will first meet with the Executive Director to determine if they should apply. Once an application is submitted, it will be reviewed by the Economic Development Committee and a recommendation will be passed to the Board of Directors.
 - Retail Recruitment Grant: Wojda moved and Calery supported to approve the DDA Retail Recruitment Grant program and guidelines as presented. All ayes. Motion passes.
- e. Parking: Mahler gave an update on the committee's discussion about parking enforcement downtown.
- f. Boundary Expansion: Did not meet.

10. Report from the City of Alpena: Smolinski shared that the marina is a priority moving forward; the Harbor Advisory Committee has been meeting monthly and will be looking at funding options for necessary improvements.

11. Unfinished Business: None.

12. New Business:

- MEDC Small Business Relief Grants: Mahler gave an update on the most recent round of relief grants through the MEDC administered by Target Alpena. From our five-county region, 329 applications were received and just over 60% received funding with an average award of \$10,000. All checks were sent out last Friday. Calery commented she appreciated the efforts of the Chamber to quickly distribute relief funding to businesses who need it.

13. Adjournment: There being no other business, Britton moved and Smolinski supported to adjourn the meeting. The meeting adjourned at 3:50 pm.

Minutes prepared and submitted by Anne Gentry.