

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 3/14/2023**

Meeting date of Tuesday, February 7, 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: Todd Britton, Jen Calery, Corey Canute, Cristi Johnson, Nicholas Lusardi, Mike Mahler, Quintin Meek, Matt Wojda

Absent: Rachel Smolinski

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:** The April Meeting Date was added to Unfinished Business.
- 4. Review and Adoption of Minutes of Previous Meetings (January 2023):** It was moved by Meek and supported by Johnson to approve the minutes from the January 2023 Board Meeting as presented. All ayes. Motion carries.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry gave an update on the boundary expansion and the County's decision to opt out, two Merchant Meet-Ups held in January, the submission of a Community Impact Grant for the alleyway project, Fresh Waves 2023, and an update on year-end sales and business reimbursement of Downtown Dollars.
 - Updated CIP Entries: Gentry gave an overview of changes to Capital Improvement Project forms after the joint meeting between City Council and the Planning Commission.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (January 2023):** It was moved by Britton and supported by Wojda to approve the financials for January 2023 as presented. All ayes. Motion carries.
- 9. Committee Reports:**
 - a. Budget/ Finance: Mahler, Canute, and Britton volunteered to be on the budget committee this year. Gentry will organize a meeting in the next few weeks.

- b. Education & Promotion: Johnson gave an update on Merchant Meetups, events for the calendar year 2023, and that the Fresh Waves artist and location applications are now open until April 15.
- c. Design & Beautification: Britton gave an update on a façade grant opportunity through the MEDC and the committee's goals for the year.
- d. Economic Development: Mahler reported that the committee discussed the future of the Recruitment Grant program and decided to put a pause on it. With the boundary expansion, the committee may tweak the program to fill more specific needs and be more effective at recruiting businesses who will have a long-term presence in the downtown.
- e. Parking: Did not meet.
- f. Boundary Expansion: Mahler gave an update on the County Commissioner's discussions. At their final January meeting, they voted to opt out of the tax capture for the expansion. There may be interest in a partial capture or some other type of contribution.
- g. Personnel Committee: Mahler shared that it is the time of the year that the committee meets to review the Executive Director's performance. Calery volunteered to be the chair of the committee and will arrange a time to meet.

10. Report from the City of Alpena: None given.

11. Unfinished Business:

- April 2023 Meeting Date: The Board moved its March and April board meeting dates to Tuesday, March 14, 2023 at 3:00 pm and Tuesday, April 4, 2023 at 3:00 pm.

12. New Business:

- Match on Main (closes February 24, 2023): Gentry gave an update on the new Match on Main funding. Two projects that were previously submitted to the Board for consideration but were not selected for submission were still interested in being submitted in this new funding round.
 - It was moved by Calery and supported by Johnson to approve the completed application from Canute Properties for submission to the Match on Main program. Canute abstained from discussion and a vote. Ayes (7), Nays (0), Abstain (1). Motion carries.
 - It was moved by Wojda and supported by Meek to approve the application from Rusty Petunias Marketplace for submission to the Match on Main program. If the application is not completed, Gentry will approve the second completed application received. All ayes. Motion carries.

13. Adjournment: It was moved by Johnson and supported by Wojda to adjourn the meeting. All ayes. The meeting adjourned at 3:52 pm.

Minutes prepared and submitted by Anne Gentry.