

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 3/11/2025**

Meeting date of Tuesday, February 4, 2025 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, Corey Canute, Loren Jackson, Mike Mahler, Brian Peterson, Rachel Smolinski, Melissa Tolan-Halleck, Ben Young

Absent: Jen Calery, Quintin Meek, Matt Wojda, Cassandra VanHorn

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. Approval of the Agenda: It was moved by Tolan-Halleck to add the reappointment of Cassandra VanHorn to the DDA Board for a 1-year term as a student through Government for Tomorrow and approve the agenda as amended. Canute seconded the motion. All ayes. Motion passes.

4. Review and Adoption of Minutes of Previous Meetings (January 2025): It was moved by Britton and seconded by Young to approve the minutes from the January 2025 Board Meeting as presented. All ayes. Motion carries.

5. Hearings: None.

6. Executive Director's Report: Gentry reported on two lengthy grant submissions she worked on this month- a Revitalization & Placemaking (RAP) Grant for façade projects totaling \$839,401 and a \$41,000 Technical Assistance grant request through the Healthy Food Financing Initiative. Gentry also reported on the Cozy Crawl that happened on January 25th and the upcoming Ice Festival on February 15th. Gentry also shared downtown updates, including Soaps & Such new location, new owners at My Glass Wings, and the opening of Mango's walk-up bar and food area in the alleyway.

7. Correspondences: None to share.

8. Review and Acceptance on Monthly Financial Reports (January 2025): It was moved by Britton and seconded by Jackson to receive and file the financial reports from January 2025. All ayes. Motion carries.

9. Committee Reports:

- a. Budget/ Finance: Mahler shared that the committee will need to meet this month to review the draft budget for FY25-26 and FY26-27.
- b. Education & Promotion: Gentry gave an update on the committee's discussion about the Cozy Crawl, Ice Festival, and Fresh Waves 2025.

- c. Design & Beautification: Britton reported on the RAP grant submission and façade projects included, spring and summer projects, and removing the stones from the Pocket Park. The committee will discuss riverfront activation at its upcoming meetings.
- d. Economic Development: Mahler reported on the committee's progress around 123 Water Street and renting out small shed structures on a seasonal basis to business. The committee is getting additional information from communities who have done similar projects and cost estimates for the project.

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

- The City is officially in budget season. Departments are preparing their budget and will be meeting with her and Anna Soik.
- The joint meeting with City Council and the Planning Commission is coming up this month to review all submissions for Capital Improvement Planning projects.

11. Unfinished Business: None.

12. New Business:

- DDA Board Member Application: Andrea Yoxsimer. Yoxsimer introduced herself to the DDA Board. She works as contractor for Thunder Bay National Marine Sanctuary and resides within the DDA district. It was moved by Jackson and seconded by Britton to recommend her appointment to the DDA Board for a four-year term to Alpena City Council. All ayes. Motion passes.
- March Meeting Date: It was moved by Smolinski and seconded by Tolan-Halleck to move the March 2025 DDA Board Meeting to Tuesday, March 11 at 3:00 pm. All ayes. Motion passes.
- Cassandra VanHorn: It was moved by Smolinski and seconded by Canute to recommend the appointment to Alpena City Council of Cassandra VanHorn to a one-year term on the DDA Board as a non-voting student member through Government for Tomorrow. All aye. Motion passes.

13. Adjournment: It was moved by Britton and seconded by Peterson to adjourn the meeting. The meeting adjourned at 3:44 pm.

Minutes prepared and submitted by Anne Gentry.