

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY MINUTES
OF A REGULAR MEETING OF THE AUTHORITY BOARD APPROVED
5/3/2022**

Meeting date of February 21, 2022 @ 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, 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 3:00 pm by Chairman Mahler.
- 2. Citizens Appearing before the Authority:** None.
- 3. Late Additions to the Agenda:** It was moved by Calery and supported by Canute to approve the agenda as presented. All ayes. Motion passes.
- 4. Review and Adoption of Minutes of Previous Meeting (February 1, 2022):** It was moved by Johnson and supported by Canute to approve the minutes from the February 1, 2022 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written update on the success of the Ice Festival on February 12, Restaurant Week, participation in the Rural Innovation Exchange, and the Government for Tomorrow student position.
 - Zoning Ordinance Amendment: Outdoor Dining. Gentry gave an update on the proposed amendment to the Zoning Ordinance related to outdoor dining. The Design Committee has been working with Montiel on updating guidelines to maintain 3 feet of clearance on sidewalks and implementing a one-time application process. The Planning Commission will be discussing on March 8.
 - DDA Board Member Application: Quintin Meek. Quintin Meek introduced himself to the Board after submitting an application and serving on the Economic Development & Parking Committees. Wojda moved and Calery supported to recommend Quintin Meek to a four-year term on the DDA Board of Directors. All ayes. Motion carries.
- 7. Correspondence:** Gentry shared a thank you note that was sent to the DDA from Thunder Bay Arts, thanking us for the support and partnership on the Alpena Ice Festival.

8. Review and Acceptance of Monthly Financial Reports (through February 21, 2022): It was moved by Britton and supported by Smolinski to approve the Financial Reports through February 21, 2022 as presented. All ayes. Motion passes.

9. Committee Reports

a. Budget/ Finance:

- o Budget Draft: Mahler reported that the committee met and discussed the first draft of the budget for the next two fiscal years, as included in the Board Packet. The budget will be discussed further at the City budgeting meeting later this month.

b. Education & Promotion: The monthly committee meeting is this week. Gentry shared they will be discussing Fresh Waves 2022 and upcoming spring events.

c. Design & Beautification: The monthly committee meeting is scheduled for this week.

d. Economic Development: Did not meet.

e. Parking: Gentry shared the request from Mike Lamb to add reserved spaces for downtown apartment tenants in Lot 6. The committee reviewed the request and recommended to offer him spaces in the Lockwood Street lot across the street, which has 15 spaces available for rent rather than removing additional spaces from public use. It was moved by Wojda and supported by Smolinski to offer six spaces to residents, subject to availability, in the Lockwood Street lot that the DDA owns. All ayes. Motion carries.

Gentry also gave an update on the committee's discussion on parking permits for AirBnb tenants and mapping which areas would be recommended to have parking meters.

f. Boundary Expansion: Did not meet.

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

11. Unfinished Business:

- DDA Bylaws Addition: Student Position: It was moved by Smolinski and supported by Calery to approve the amendment to the DDA Bylaws as presented to accommodate a non-voting Student Position. All ayes. Motion carries.
- Match on Main Applications: Gentry reviewed the three submissions to be considered to apply for the Match on Main grant this round. All downtown businesses were notified via email of the opportunity with instructions of what materials were needed by Friday, February 18 to be considered. Gentry shared that one application (JJ's) was submitted with all necessary materials and on time. The other two applications submitted (My Glass Wings and Joshua Tree Studio & Spa) were incomplete. After discussion, it was moved by Mahler and supported by Wojda to submit on behalf of JJ's and to submit the second application based on who submits the complete information that was requested.

If both are complete, Gentry has the discretion to submit which one makes a stronger case. Ayes (6). Nays (1). Motion carries.

12. New Business:

- MEDC & City Grant Agreement: It was moved by Wojda and supported by Britton to authorize Smolinski to sign the grant agreement for Technical Assistance between the City of Alpena and Michigan Economic Development Corporation for the DDA's Boundary Review & Development Plan and TIF Plan Update. All ayes. Motion carries.
- Beckett & Raeder Kick-off: John Iacoangeli from Beckett & Raeder attended the meeting and gave a presentation to the DDA Board. In his presentation, Iacoangeli provided an orientation on the role of Downtown Development Authority's and how a development plan and tax increment plan work together to advance revitalization efforts.

13. Adjournment: There being no other business, it was moved by Smolinski and supported by Wojda to adjourn the meeting. The meeting adjourned at 4:42 pm.

Minutes prepared and submitted by Anne Gentry.