

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED**

Meeting date of Tuesday, January 2, 2024 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, Cristi Johnson, Mike Mahler, Quintin Meek, Brian Peterson, Rachel Smolinski, Ben Young

Absent: Corey Canute, Melissa Tolan Halleck, Loren Jackson, Matt Wojda

Staff Present: Anne Gentry

Others Present: Cassandra VanHorn

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:** None.
- 4. Review and Adoption of Minutes of Previous Meetings (December 2023):** It was moved by Smolinski and supported by Meek to approve the minutes from the December 2023 Board Meeting as presented. All ayes. Motion carries.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry gave an update on wrapping up the boundary expansion, end of year reporting, the Façade Restoration Initiative Grant, holiday promotions, Downtown Dollar sales, and projects and priorities for January.
 - Match on Main 2024: Gentry shared that the Michigan Economic Development Corporation (MEDC) is opening a round of Match on Main on January 15. The board was in consensus to call for applications for eligible projects to review at the February 6 DDA Board Meeting. Complete applications must be turned in by February 1 at 5 pm to Gentry.
- 7. Correspondences:** None to share.
- 8. Review and Acceptance on Monthly Financial Reports (December 2023):** It was moved by Peterson and supported by Calery to approve the monthly financial reports from December 2023. All ayes. Motion carries.
- 9. Committee Reports:**

- a. Budget/ Finance: Mahler discussed setting a meeting time in January to discuss budgeting for funds related to the boundary expansion. Smolinski, Mahler, Britton, Wojda, and Peterson volunteered to serve on the committee.
- b. Education & Promotion: Johnson gave an update on the upcoming Cocoa Crawl on Saturday, January 27. The committee also discussed Ice Festival 2025.
- c. Design & Beautification: Did not meet.
- d. Economic Development: Did not meet.
- e. Parking: Smolinski requested the committee take a six month hiatus and reconvene in July to discuss long term parking strategy.
- f. Boundary Expansion: Did not meet.

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

- Kevin Fisher began on December 12 in his role as Harbor Master and Parks and Rec Director. He previously worked in Marquette in a similar role.
- The Culligan Plaza renovation planning is moving along. The City would still like to begin construction in the spring.

11. Unfinished Business: None.

12. New Business:

- Government for Tomorrow: Cassandra VanHorn Appointment: Government for Tomorrow reviewed applications and recommended the appointment of Cassandra VanHorn for our student position on the DDA Board. VanHorn introduced herself to the Board. It was moved by Peterson and supported by Meek to recommend VanHorn's appointment to the DDA Board for a one-year term. All ayes. Motion carries.

14. Adjournment: It was moved by Smolinski and supported by Johnson to adjourn the meeting. The meeting adjourned at 3:30 pm.

Minutes prepared and submitted by Anne Gentry.