

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD  
APPROVED 2/4/2025**

Meeting date of Tuesday, January 7, 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, Cristi Johnson, Mike Mahler, Brian Peterson, Rachel Smolinski, Melissa Tolan-Halleck, Matt Wojda, Ben Young

Absent: Jen Calery, Loren Jackson, Quintin Meek, Cassandra VanHorn

Staff Present: Anne Gentry

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**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:** Johnson requested to add her resignation from the Board to New Business. It was moved by Wojda and seconded by Peterson to approve the agenda as amended. All ayes. Motion carries.

**4. Review and Adoption of Minutes of Previous Meetings (December 2024):** It was moved by Britton and seconded by Johnson to approve the minutes from the December 2024 Board Meeting as presented. All ayes. Motion carries.

**5. Hearings:** None.

**6. Executive Director's Report:** Gentry reported that the New Year's Eve event was a huge success, and multiple businesses shared they had their best sales day of the year during that evening. Gentry shared the event wouldn't have been possible without the support the City's Department of Public Works, Fire Department, and HPC Credit Union. Gentry also reviewed successes from 2024, including eight new businesses opening, five murals completed, twelve façade projects funded through the Façade Restoration Initiative, new branding and logo created, permanent closure of the alleyway, and progress in the expansion area. Gentry shared upcoming grant deadlines for January and priorities for 2025.

**7. Correspondences:** None to share.

**8. Review and Acceptance on Monthly Financial Reports (December 2024):** It was moved by Britton and seconded by Canute to receive and file the financial reports from December 2024. All ayes. Motion carries.

**9. Committee Reports:**

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Did not meet.
- c. Design & Beautification: Tolan-Halleck shared the committee's discussions about the New Year's Eve event, upcoming Ice Festival on February 15<sup>th</sup>, and Cozy Crawl on January 25<sup>th</sup>.

- d. Economic Development: Mahler reported the committee met to discuss activating the former Alpena Power Company site and progress finding a tenant for the first floor of the Center Building.
- 123 Water St: Mahler shared the committee's discussion about investing in pop-up shops/ chalet style building on 123 Water St (the former Alpena Power Company site) that could be rented out to businesses on a seasonal basis. The board was generally supportive of the committee further researching the possibility of such a project and other examples throughout the state.

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

- The new zoning ordinance was approved by City Council and went into effect in December. The former Decorative Panels International (DPI) site was rezoned to Waterfront District based on resounding community feedback and staff recommendations. An auction is scheduled later in January. A presentation will be given to Council in January about PFA's contamination on the site.
- Council received ten applications for an open seat. Council appointed Kevin Currier for a two-year appointment. New Council member Bridget Hollinshead was also sworn in for the January meeting.

**11. Unfinished Business:** None.

**12. New Business:**

- DDA Insurance Quotes: Gentry reviewed two proposals for property and liability insurance for the DDA. The DDA needs its own policy since it has its own EIN. It was moved by Wojda and seconded by Young to accept the Michigan Municipal League proposal as presented. All ayes. Motion carries.
- Johnson Resignation: Johnson shared that her schedule has changed, and she is no longer able to attend monthly Board meetings. She intends to remain on DDA committees but will resign from the Board. It was moved by Wojda and seconded by Smolinski to accept Johnson's resignation from the DDA Board. All ayes. Motion passes.

**13. Adjournment:** It was moved by Peterson and seconded by Mahler to adjourn the meeting. The meeting adjourned at 3:39 pm.

*Minutes prepared and submitted by Anne Gentry.*