

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 8/9/2022**

Meeting date of Tuesday, July 12, 2022 @ 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, Jennifer Calery, Corey Canute, Cristi Johnson, Nicholas Lusardi (virtual), Mike Mahler, Rachel Smolinski

Absent: Quintin Meek, Matt Wojda

Staff Present: Anne Gentry, Kady Gehrke

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:

- Diane Bauer, resident of Alpena, addressed the DDA Board and shared her concerns about ADA (Americans with Disabilities Act) guidelines being followed and enforced throughout downtown, specifically on sidewalks. Bauer distributed paper copies of ADA guidelines with the Board and staff. Bauer applauded the DDA and City for developing the Sidewalk Café Ordinance earlier this year but noted that many businesses were not keeping the required 36" of clearance on sidewalks. Bauer noted there seemed to be a knowledge deficit about the importance of keeping 36" clear to keep sidewalks accessible.

3. Late Additions to the Agenda: None.

4. Review and Adoption of Minutes of Previous Meetings (June 7, 2022): It was moved by Smolinski and supported by Britton to approve the minutes from the June 7, 2022 Board Meeting as presented. All ayes. Motion carries.

5. Hearings: None.

6. Executive Director's Report: Gentry gave an update on the alleyway closure between 2nd and 3rd Avenue, upcoming summer promotions (Fishing for Downtown Dollars and Sidewalk Sales), the first mural of Fresh Waves 2022 that was completed at the Alpena Marina building, and applications for outdoor dining. Kady Gehrke, the new Marketing & Outreach Coordinator, started full-time in July and introduced herself to the Board.

7. Correspondence: None to report.

8. Review and Acceptance of Monthly Financial Reports (June 2022): It was moved by Calery and supported by Canute to approve the financials for June 2022 as presented. All ayes. Motion carries.

9. Committee Reports:

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Did not meet.
- c. Design & Beautification: Did not meet.
- d. Economic Development: Mahler gave an update on the committee's two meetings that were held this month. At the first, the committee discussed keeping and/or editing the Recruitment Grant program to have a greater emphasis on reactivating underutilized space (aligning with the Match on Main program). At the second meeting, the committee reviewed two Recruitment Grant applications.
 - a. Recruitment Grant Application: Presque Isle Farm. It was moved by Canute and supported by Johnson to award a \$3,500 Recruitment Grant to Presque Isle Farm to contribute towards signage for their new tasting room located at 205 W. Chisholm St. All ayes. Motion carries.
 - b. Recruitment Grant Application: Cochon Gourmet Market. It was moved by Canute and supported by Britton to award a \$3,085 Recruitment Grant to Cochon Gourmet Market to go specifically towards their new check-out counter (\$1,985) and signage and banners (\$1,100) for their location at the Alpena Marina Building at 400 E. Chisholm St. All ayes. Motion carries.
- e. Parking: Mahler gave an update that the committee reviewed a quote from Traffic & Safety for pay stations for parking and will be soliciting other quotes. Alpena City Council approved the edits to the Parking Ordinance, which included raising ticket fines.
- f. Boundary Expansion: Gentry reviewed the updated proposed boundary expansion map, which included removing thirty residential properties on River St. Each will receive a letter notifying them of their removal. The committee has been meeting with the taxing jurisdictions about the expansion and the TIF implications.

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

- A work group has been developed to propose a plan for Culligan Plaza. The City has set aside \$200,000 from American Rescue Plan funds and has an additional \$20,000 from a county Youth & Rec grant that must be spent by the end of the year. The First Federal Legacy Foundation has also designated funding for the program. Mike Kendziorski and Thunder Bay Arts have also been part of the group to determine a plan, which will come to Council this summer.
- The City will receive \$6 million for clean water and well updates at the water treatment through a budget appropriation.
- The City has been helping with the hotel project at 123 Water St., which has received a \$650,000 grant through EGLE and a \$415,000 loan.

11. Unfinished Business:

- Election of Vice-Chair: It was moved by Johnson and supported by Calery to appoint Quintin Meek as the Vice-Chair of the DDA Board for the next year. All ayes. Motion carries.

12. New Business:

- DDA Employee Compensation: Gentry gave an overview of her recommendation to adjust compensation for Savannah Peterson & Kady Gehrke. It was moved by Britton and supported by Smolinski to raise Peterson's hourly wage to \$13.50/hour and Gehrke's to \$15.50/hour effective the pay period beginning Tuesday, July 12, 2022. Ayes (5), Nay (1). Motion carries.

13. Adjournment: It was moved by Britton and supported by Canute to adjourn the meeting. All ayes. The meeting adjourned at 4:02 pm.

Minutes prepared and submitted by Anne Gentry.