

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 7/2/2024**

Meeting date of June 4, 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, Corey Canute, Loren Jackson, Cristi Johnson, Mike Mahler, Quintin Meek, Melissa Tolan-Halleck, Matt Wojda, Ben Young

Absent: Brian Peterson, Rachel Smolinski, Cassandra VanHorn

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:** None.
- 4. Review and Adoption of Minutes of Previous Meetings (May 2024):** It was moved by Johnson and supported by Young to approve the minutes from the May 2024 Board Meeting as presented. All ayes. Motion carries.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry gave an update on the Flower Festival this weekend, including the 45 installations, schedule of activities, and printed map being distributed. Gentry also gave an update on discussions with Michigan Department of Transportation staff regarding pedestrian safety downtown and the submission of a Shared Streets grant application for adding pedestrian lighting. Gentry also reported on the alleyway closure and new flower bed, the flower planting day held in May, and grant applications.
- 7. Correspondences:** None to share.
- 8. Review and Acceptance on Monthly Financial Reports (May 2024):** It was moved by Meek and supported by Calery to accept the monthly financial reports from May 2024. All ayes. Motion carries.
- 9. Committee Reports:**
 - a. Budget/ Finance: Did not meet.
 - b. Education & Promotion: Johnson gave an update on the three determined locations for 2024 Fresh Waves as well as a new Social District Happy Hour promotion for Brown Trout Festival.
 - c. Design & Beautification: Britton gave an update. The committee discussed the alleyway closure and a shared dumpster system. The committee also reviewed and recommended grant awards for the Façade Restoration Initiative grant; projects for approval are later on the agenda.

- d. Economic Development: Mahler shared the committee's discussion on possible grant incentives offered through the DDA to help fill vacancies downtown. The committee will continue to discuss and review vacancies downtown at its next meeting.

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

11. Unfinished Business: None.

12. New Business:

- Façade Grant Awards: Gentry reviewed the projects being recommended for grant awards through the Façade Restoration Initiative grant program. Tolan-Halleck, Britton, and Young abstained from any discussion or vote. It was moved by Wojda and supported by Calery to approve the grant awards as proposed. Ayes (7), Abstain (3), Absent (2). Motion carries.
 - 102 S. Third Ave.- \$75,000
 - 309-313 N. Second Ave.- \$91,050
 - 304 N. Ninth Ave.- \$44,000
 - 712 N. Second Ave.- \$16,105
 - 106 N. Second Ave.- \$4,000
 - 113 S. Ninth Ave.- \$16,050 (additional award)
- DDA Office Building: Mahler gave an update on discussions surround the DDA Office Building at 124 E Chisholm St. No action was taken.
- Economic Development Administration (EDA)- Feasibility Grants: Mahler gave an overview of grants available through the EDA to access the feasibility of a business incubator. Mahler shared Target Alpena is looking into this grant program. He and Gentry have discussed a potential partnership and commitment of funds if the grant is applied for.
- Strategic Planning Report Presentation: Cristina Sheppard-Decius of POW Strategies presented an overview of the Strategic Plan as drafted from the session held in April. The report and work plan will come back to the Board at its next meeting.

13. Adjournment: It was moved by Britton and supported by Meek to adjourn the meeting. The meeting adjourned at 4:23 pm.

Minutes prepared and submitted by Anne Gentry.