

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 4/6/2021**

Meeting date of March 2, 2021 @ 3:00 pm

Meeting was held virtually through GoTo Meeting due to the Governor's Stay Home Stay Safe Order and through Executive Order No. 2020-154. Board members present either called in via phone or video. Members of the public were invited to join virtually as well.

Present: Todd Britton, Jennifer Calery, Corey Canute, Joanna Cooper, Griffin James, Cristi Johnson, Mike Mahler, Matt Wojda

Absent: Rachel Smolinski

Staff Present: Anne Gentry, Kingsli Kraft

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 Wojda and supported by Canute to approve the agenda as presented. All ayes. Motion passes.
- 4. Review and Adoption of Minutes of Previous Meeting (February 2021):** It was moved by Calery and supported by James to approve the minutes from the February 2021 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written report on her activities from the month including the rollout and promotion of the Recruitment Grant, website updates and reorganization, discussions about the Alpena harbor, and outreach about the new Match on Main grant program to downtown businesses.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (February 2021):** It was moved by Canute and supported by Wojda to approve the Financial Reports for February 2021. All ayes. Motion passes.
- 9. Committee Reports**
 - a. Budget/ Finance: The Budget Committee met and reviewed a draft of a budget for FY21-22 & FY22-23, which was included in the Board Packet for review. Gentry will be

meeting with City Clerk Anna Soik & Rich Sullenger to review the budget as prepared. The DDA Board will review the updated budget at our April meeting.

- b. Education & Promotion: Gentry gave an update on the Virtual Shopping event held February 25, this year's Fresh Waves project, and seeking sponsors for upcoming events in 2021, such as Restaurant Week.
- c. Design & Beautification: Gentry gave an update on bike racks and Pocket Park maintenance. The committee will be reviewing the Façade Grant packet at its next meeting to recommend any changes or updates.
- d. Economic Development: Mahler gave an update. The committee met and discussed the program rollout and interest so far in the Retail Recruitment Grant, the marketing piece that Kingsli designed for businesses looking to relocate or grow in downtown, and the upcoming grant program through the MEDC, Match on Main.
- e. Parking: Did not meet this month.
- f. Boundary Expansion: Wojda gave an update; the committee met over the last month to discuss next steps. He shared that the boundaries can be expanded without revisiting our current boundaries. Gentry will be reaching out to Beckett & Raeder to discuss the process and estimate what the revenues may be from such an expansion.

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

11. Unfinished Business: None.

12. New Business:

- Match on Main Grant Application. Gentry reported on the Match on Main grant program that the DDA is able to apply for on behalf of up to two downtown businesses. Information about the grant program was sent via email to all downtown businesses and property owners; anyone who had a project that fit the parameters or wanted to learn more were instructed to let Gentry know. Business/property owners that had projects that fit the parameters were then sent the Project Worksheet forms, including contractor estimates and photos, to complete and send back to Gentry by Monday, March 1. Gentry received three worksheets that were sent to the Board for review: Family Enterprise, Inc., Red Brick Tap & Barrel LLC, and Rusty Petunias Marketplace LLC.

Before discussion or deliberation on the applications began, Wojda shared that any Board Members who may have any personal or financial interest, gain or loss in any of the applications must abstain from any deliberation or vote on the subject.

- Britton stated he had prepared cost estimates for an applicant and abstained from deliberation and vote.
- Canute stated he was one of the business owners and applicants and abstained from deliberation and vote.

- Johnson stated she works for one of the applicants and abstained from deliberation and vote.
- Calery moved and Cooper supported to allow the three identified conflicts of interest to take hold and abstain from deliberation and vote. All ayes.

Gentry gave an overview of each of the three applications submitted. Family Enterprise, Inc., was the only application which was submitted with all the necessary components. It was moved by Wojda and supported by Calery to submit a Match on Main Grant request on behalf of Family Enterprise, Inc. and to submit a second application on behalf of whichever business gets a complete application to Gentry first. Roll call vote was taken:

Britton- abstain	Cooper- aye	Mahler- aye
Calery- aye	James- aye	Wojda- aye
Canute- abstain	Johnson- abstain	

Total: Aye (5), Nay (0), Abstain (3), Absent (1). Motion passes.

13. Adjournment: There being no other business, Wojda moved and James supported to adjourn the meeting. The meeting adjourned at 3:55 pm.

Minutes prepared and submitted by Anne Gentry.