

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD  
APPROVED 4/11/2023**

Meeting date of Tuesday, March 14, 2023 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, Nicholas Lusardi, Quintin Meek, Rachel Smolinski, Matt Wojda

Absent: Corey Canute, Mike Mahler

Staff Present: Anne Gentry

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**AGENDA ITEMS**

- 1. Call to Order:** The meeting was called to order at 3:00 pm by Vice Chairman Meek.
- 2. Citizens Appearing before the Authority:** None.
- 3. Late Additions to the Agenda:** None.
- 4. Review and Adoption of Minutes of Previous Meetings (February 2023)** It was moved by Wojda and supported by Smolinski to approve the minutes from the February 2023 Board Meeting as presented. All ayes. Motion carries.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry gave an update on the Michigan Downtown Association Summer Workshop being held in Alpena this June, flower fundraising, the boundary expansion, and her submission of Façade Restoration Initiative grant request to the Michigan Economic Development Corporation for \$375,000. Next month, she will be working on the alleyway closure request, Fresh Waves promotions, and the Flower Festival details.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (February 2023) & Budget Amendment: Economic Development Fund Balance + Recruitment Grants:** It was moved by Smolinski and supported by Britton to approve the financials for February 2023 as presented. All ayes. Motion carries.
- 9. Committee Reports:**
  - a. Budget/ Finance: The budget committee met this month and prepared a draft of the budget which was included in the Board Materials.

- b. Education & Promotion: Johnson gave an update from the committee. They reviewed the Cocoa Crawl event and brainstormed ideas for next year and set the structure for the new event, the Flower Festival, which will be held Friday June 2 and Saturday June 3.
- c. Design & Beautification: Did not meet.
- d. Economic Development: Did not meet.
- e. Parking: Did not meet.
- f. Boundary Expansion: Did not meet.
- g. Personnel Committee: Did not meet.

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

- The Michigan Municipal League has opened another round of their Main Street Micogrants, which she sent to Anne to review and see if there may be a downtown project that is eligible.
- The Culligan Plaza design has been finished. The new design is nearly double the cost. The City is submitting a CDBG grant request that is due in April and hoping for construction to begin in late 2023 or 2024.
- It's budget season at the City, so she has been meeting with all Department Heads and Anna Soik to work on their respective budgets.

**11. Unfinished Business:**

- Budget Draft: Gentry gave an overview of the budget for FY23-24 and FY24-25, as well as projections on how this fiscal year will end up.

**12. New Business:** None.

**13. Adjournment:** It was moved by Smolinski and supported by Wojda to adjourn the meeting. The meeting adjourned at 3:20 pm.

*Minutes prepared and submitted by Anne Gentry.*