

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 4/9/2024**

Meeting date of Tuesday, March 5, 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, Loren Jackson, Cristi Johnson, Quintin Meek, Brian Peterson (arrived 3:12 pm), Rachel Smolinski, Melissa Tolan-Halleck, Cassandra VanHorn, Matt Wojda, Ben Young

Absent: Corey Canute, Mike Mahler (listened in virtually)

Staff Present: Anne Gentry

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: It was moved by Wojda and supported by Smolinski to add Personnel Committee to the agenda under Committee Reports. All ayes. Motion carries.

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

5. Hearings: None.

6. Executive Director's Report: Gentry gave an update that the Social District expansion was approved by City Council. She also gave updates on Fresh Waves applications which are due April 20, the launch of the new logo, beautification projects for the upcoming summer, and the first round of Façade Grant applications the Design Committee reviewed.

- Match on Main 2024: Gentry shared the Michigan Economic Development Corporation (MEDC) just announced a funding round of Match on Main that is due on April 17. Gentry will call for applications of interested projects for the Board to review at their April Board Meeting.

7. Correspondences: None to share.

8. Review and Acceptance on Monthly Financial Reports (February 2024): It was moved by Smolinski and supported by Calery to receive and file the monthly financial reports from February 2024. All ayes. Motion carries.

9. Committee Reports:

- Budget/ Finance: Mahler (attended virtually) gave an update. The Budget Committee met to review a draft budget for FY24/25 and FY25/26. The fund balance is set to increase about \$100,000 over the next year.
- Education & Promotion: Johnson gave an update. The committee does not meet until later this week.
- Design & Beautification: Tolan-Halleck gave an update. The committee reviewed seven applications for this first round of Façade Grants and is recommending two be approved, which is later on the agenda.
- Economic Development: Did not meet.
- Personnel Committee: Calery is taking the lead on the annual review for the Executive Director. The review will be on the May board meeting agenda.

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

- The City is in full-on budget season over the next month, meeting with the department heads to set the budget for the next two years.
- The Recycling Authority has been discussing cardboard recycling for businesses. There is some discussion about placing a recycling bin downtown for cardboard that would be by permit-only for downtown businesses. If anyone has feedback they should contact Smolinski.

11. Unfinished Business: None.

12. New Business:

- Façade Grant Requests: 110, 108, 106 Third Ave. and 135, 133, 131 W. Chisholm St. and 311 W. Chisholm St. It was moved by Young and supported by Tolan-Halleck to approve a \$50,000 façade grant to the block of buildings at 110, 108, 106 Third Ave. and 135, 133, 131 W. Chisholm St. and to approve a \$71,000 façade grant to 311 W. Chisholm St. Roll call vote was taken. Britton abstained from discussion and the vote. All ayes.
- April 2024 Board Meeting Date: It was moved by Wojda and supported by Calery to move the April 2024 DDA Board Meeting Date to Tuesday, April 9, 2024 at 3:00 pm. All ayes. Motion carries.

14. Adjournment: It was moved by Wojda and supported by Johnson to adjourn the meeting. The meeting adjourned at 3:30 pm.

Minutes prepared and submitted by Anne Gentry.