

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 6/7/2022**

Meeting date of Tuesday, May 3, 2022 @ 3:00 pm

Meeting was held at City Hall Council Chambers, 208 N. First Ave. Members of the public were invited to join virtually.

Present: Todd Britton, Corey Canute, Cristi Johnson, Mike Mahler, Quintin Meek, Rachel Smolinski, Matt Wojda

Absent: Jennifer Calery (tuned in virtually)

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:** It was moved by Wojda and supported by Smolinski to add Griffin James' Board Resignation to Unfinished Business. All ayes. Motion carries.
- 4. Review and Adoption of Minutes of Previous Meeting (February 21, 2022):** It was moved by Smolinski and supported by Johnson to approve the minutes from the February 21, 2022 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written update on the Match on Main award to JJ's, downtown bike racks, fundraising efforts to add flowers around the tree bases, and review of 16 applications that were submitted for Fresh Waves 2022. She also gave an update on the grant application being prepared by Target Alpena for the Revitalization & Placemaking Program for the project at 400 W. Chisholm St. and their possible application for a Façade Grant to demonstrate local support in 2023-2024.
 - Government for Tomorrow Position: Nicholas Lusardi. The selections committee of Government for Tomorrow interviewed three candidates for a student position on the DDA Board and recommended Nicholas Lusardi for appointment. Nicholas introduced himself to the board and shared his interest in getting involved in local government and serving the community in this role. It was moved by Wojda and supported by Canute to recommend the appointment of Nicholas Lusardi for a one-year student position on the DDA Board. All ayes. Motion passes.

8. Review and Acceptance of Monthly Financial Reports (March 2022 & April 2022): It was moved by Britton and supported by Meek to approve the financials for both months as presented. All ayes. Motion passes.

9. Committee Reports

- a. Budget/ Finance:
 - o Updated Budget Draft: Gentry gave an overview of the updates to the DDA Budget for FY22-23 and FY23-24 after meeting with Anna Soik & Rachel Smolinski. The budget will be presented at the May 16, 2022 City Council Meeting. Johnson moved and Smolinski supported to approve the updated budget as presented. All ayes. Motion carries.
- b. Education & Promotion: Johnson gave an update on Fresh Waves applications received, the Live Mannequin shopping event on June 10, and partnering with Thunder Bay Arts and Fresh Palate to combine efforts on October 1 for a Fall Festival that will include the Chili Chowder Cook off.
- c. Design & Beautification: Britton gave an update on tree beautification, flowers, and downtown bike racks.
 - o Façade Grant Request: 205 W. Chisholm St. The committee reviewed a Façade Grant application for 205 W. Chisholm St. and recommended a \$5,000 grant award. Britton abstained from any deliberation or discussion. It was moved by Canute and supported by Meek to award a \$5,000 Façade Grant to Ezra Preston LLC for their property at 205 W. Chisholm St. Ayes (6), Abstain (1), Nays (0). Motion carries.
- d. Economic Development: Mahler gave an update on the committee's meeting and discussion on the Retail Recruitment Grant application submitted by Joshua Tree Studio & Spa at 420 N. Second Ave.
 - o Recruitment Grant Application: Joshua Tree Studio & Spa. It was moved by Wojda and supported by Smolinski to award Joshua Tree Studio & Spa a \$5,000 grant award through the Recruitment Grant Program to be contributed towards capital improvements to the space: heating and cooling updates, purchase of fixtures and wellness bar construction, and signage. Canute abstained from any deliberation or discussion. Ayes (6), Abstain (1), Nays (0). Motion carries.
- e. Parking: Mahler gave an update on the committee's continued discussion on paid parking and revisiting an escalating fee schedule for repeat offenders.
 - o Memo to City Council: Wojda moved to forward the memo regarding downtown parking enforcement and implementing an escalating fee schedule for repeat offenders to Alpena City Council for discussion at their May 16, 2022 meeting. Johnson supported. All ayes. Motion carries.
- f. Boundary Expansion: Mahler gave an update on the committee's discussion with Beckett & Raeder on boundary expansion. New areas must be contiguous to existing boundaries. The review of existing boundaries is complete, and a new legal description

has been written. The committee will be meeting again this month to review the proposed boundary expansion, outreach to affected properties, and meetings with taxing authorities.

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

- Montiel put together a guide for food trucks hoping to operate within the City with information about regulations and the approval process.
- The Historic District Commission & Historic District Study Committees have a joint meeting in June to discuss historic preservation and opportunities within the City.
- The leases for the Alpena Marina building for All Marine and Cochon Gourmet Market were both approved by City Council.
- The Viking Cruise Ship is planning seven stops in Alpena this season.
- The use of American Rescue Plan Funds was discussed and approved by City Council, which included designating funds for renovating Culligan Plaza.

11. Unfinished Business:

- James Resignation: Wojda moved and Smolinski supported to accept Griffin James' resignation from the DDA Board. Mahler thanked him for his service. All ayes.

12. New Business:

- Social District Expansion: Gentry gave an overview of changes to Social District legislature, eliminating the sunset date and allowing non-profit special licenses to be issued within the district. Johnson moved and Wojda supported to send the recommendation to expand the Social District boundaries as proposed to City Council for consideration. All ayes. Motion carries.
- Brownfield Request: Mac McClelland, Manager of Brownfield Redevelopment for Otwell Mawby, gave a presentation on Brownfield funding and the request to the Alpena DDA to approve an interlocal agreement between the DDA and Alpena Authority for Brownfield Redevelopment for the redevelopment of the former Alpena Power Property at 123 Water St. It was moved by Smolinski to authorize the Chair to sign the Interlocal Agreement between the Alpena Downtown Development Authority and the Alpena Authority for Brownfield Redevelopment to transfer local tax capture to the AABR for reimbursement of approved Brownfield Eligible Activities as described in the Brownfield Plan for the redevelopment of the former Alpena Power Company property, known as the 123 Water Street Redevelopment Project. Wojda supported. All ayes. Motion carries.

- Executive Director Evaluation: Gentry opted to stay in open session to discuss her evaluation. Mahler reviewed the Executive Director Evaluation that was completed this month, including review of goals set at last year's evaluation and priorities for the upcoming year. It was moved by Britton and supported by Smolinski to approve the evaluation and alter Gentry's salary to \$55,500 to retroactive to Gentry's hiring date in April. All ayes. Motion carries.
- Organizational Meeting: Election of Chair & Vice-Chair. It was moved by Wojda and supported by Smolinski to postpone election of Chair & Vice-Chair to the June meeting. All ayes. Motion carries.

13. Adjournment: There being no other business, it was moved by Smolinski and supported by Wojda to adjourn the meeting. The meeting adjourned at 4:41 pm.

Minutes prepared and submitted by Anne Gentry.