

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED AS AMENDED 12/5/2023**

Meeting date of Tuesday, November 7, 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, Cristi Johnson, Mike Mahler, Quintin Meek, Rachel Smolinski, Matt Wojda

Absent: Jen Calery, Corey Canute

Staff Present: Anne Gentry (Virtual)

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 (October 2023): It was moved by Meek and supported by Britton to approve the minutes from the October 2023 Board Meeting as presented. All ayes. Motion carries.

5. Hearings: None.

6. Executive Director's Report: Gentry gave an update on fall events, including the Chili Chowder Cook-off and Witches Night Out held in October, and upcoming holiday activities, including events, updates to holiday décor downtown, and the direct mailer going out. Gentry received a grant agreement for the Façade Restoration Initiative and gave an update on the timeline. She also gave an update on the boundary expansion and end of year activities.

- End of Year Informational Meetings: The DDA will hold two informational meetings on the following dates. There will be no official business of the Authority; the meetings are for informational purposes only.
 - Tuesday, December 5, 2023 at 2:00 pm
 - Thursday, December 14, 2023 at 5:30 pm
- Government for Tomorrow Student Position: Gentry shared an update that a student has been selected through Government for Tomorrow.

7. Correspondence: None to report.

8. Review and Acceptance of Monthly Financial Reports (October 2023): It was moved by Britton and supported by Smolinski to approve the financials for October 2023 as presented. All ayes. Motion carries.

9. Committee Reports:

- a. Budget/ Finance: Mahler gave an update on the County's contribution to the boundary expansion. The committee will meet in the new year once the expansion is approved to discuss how to budget the two large payments in the first two years.
- b. Education & Promotion: Johnson gave an update on the committee's activities. They debriefed fall events including the Chili Chowder Cook-off and Witches Night Out and planned for upcoming holiday events. A direct mailer is going out the week of Thanksgiving to 2000 addresses; businesses can advertise for \$100. The committee also began discussing Q1 events and promotions.
- c. Design & Beautification: Britton gave an update. The committee discussed changes to the zoning ordinance in the expanded district, updating Christmas decorations to live greens, and the alleyway closure through the winter.
- d. Economic Development: Did not meet.
- e. Parking: Did not meet.
- f. Boundary Expansion: Mahler gave an update. City Council has had its first and second readings of the ordinance but are waiting on clarification on whether we can issue a residential rebate of taxes.

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

- Mayor Waligora submitted his resignation effective December 30, 2023. This was expected as terms extended for one additional year. Council has until the end of January to appoint a Council Member; an application process will be announced soon.
- Culligan Plaza planning is moving along. They met with a grant administrator and are on track for spring construction.
- Shannon Smolinski is the new Department of Public Works Division Head as of the end of October. The City will be conducting interviews for a Parks Coordinator and Harbormaster in the next month.

11. Unfinished Business:

- Board Member Interview: Ben Young. The Board interviewed Ben Young for the DDA Board of Directors.
- Board Member Applications: A recommendation on applications will be made after the boundary expansion has been voted on, as a majority of Board members must have an interest in the district.

12. New Business: None.

13. Adjournment: It was moved by Britton and supported by Wojda to adjourn the meeting. The meeting adjourned at 3:45 pm.

Minutes prepared and submitted by Anne Gentry.