

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD  
APPROVED 11/2/2021**

Meeting date of October 5, 2021 @ 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, Joanna Cooper, Griffin James, Cristi Johnson, Mike Mahler, Rachel Smolinski, Matt Wojda

Absent: Jennifer Calery

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 Chairman Mahler.

**2. Citizens Appearing before the Authority:** None.

**3. Late Additions to the Agenda:** None.

**4. Government for Tomorrow Presentation:** Liam Dreyer, CEO of the non-profit Government for Tomorrow, presented to the Board about the organization, which works with cities and schools to create non-voting student positions on local governmental boards. It was moved by Wojda to authorize Government for Tomorrow to begin the process of identifying possible students and to have Gentry work with the selection committee to identify a student for a student position on the DDA Board of Directors. The motion was supported by Smolinski. All ayes. Motion passes.

**5. Review and Adoption of Minutes of Previous Meeting (September 2021):** It was moved by Wojda and supported by Johnson to approve the minutes from the September 2021 Meeting of the Board. All ayes. Motion passes.

**6. Hearings:** None.

**7. Executive Director's Report:** Gentry provided an oral and written report on the job posting for the Marketing & Outreach Coordinator Position, research on electric vehicle charging, the alleyway projects, and parking concerns being discussed at City Council October 14. Gentry also shared that Match on Main will be opening for applications again, which are due November 9. Gentry will collect any interested projects' application materials for Board review at the November 2 meeting with a suggested rubric to score applications to determine which two to submit.

**8. Correspondence:** None to report.

**9. Review and Acceptance of Monthly Financial Reports (September 2021) & BA Fund 246:** It was moved by Wojda and supported by Britton to approve both the Financial Reports for September 2021 and the Budget Amendment for Fund 246. All ayes. Motion passes.

#### **10. Committee Reports**

- a. Budget/ Finance: Smolinski gave an update that she, Gentry, and Anna Soik (City Treasurer) met this month and discussed future project planning and budgeting for the DDA. The committee will need to meet this upcoming month to discuss.
- b. Education & Promotion: Johnson gave an update on shopping events scheduled for the rest of the year, Downtown Trick-or-Treating scheduled for October 29, and scheduling Restaurant Week for early 2022.
- c. Design & Beautification: Britton gave an update on the Sidewalk Café ordinance and application, flower planters, and discussions about beautifying the bases of trees. The committee also recommended having Culligan Plaza decorated with live greens by Falls Creek Produce and Flowers again this year, which is in the budget.
- d. Economic Development: Mahler gave an update that the committee met to review a grant application from Style Warehouse for the Retail Recruitment Grant program and requested additional information to review at the next committee meeting.
- e. Parking: Did not meet.
- f. Boundary Expansion: Gentry gave an update on discussions with the MEDC about technical assistance to update our TIF plan and expand our boundaries. There is an upcoming meeting scheduled with MEDC staff to discuss a timeline of applying for funding.

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

- Monday is the first day for the new Zoning & Development Director, Monteil Birmingham.
- The Planning Commission is also planning on discussing electric vehicle charging stations. They will also be discussing the possible Sidewalk Café ordinance and application.
  - The DDA Board will need to review and make a recommendation on the zoning ordinance concerning the Downtown Overlay District. The Planning Commission would like our review and recommendation on any edits.

**11. Unfinished Business:** None.

**12. New Business:**

- Boundary Expansion: Chisholm St. Property. Mahler shared that he was approached about a project planned right outside our boundaries on Chisholm St. The mixed-use project would have commercial on the first floor and residential above. To be eligible for grant funding, the project would need to be within the DDA boundaries.

Wojda shared the process to update the DDA boundaries, which would take around 90 days to complete with public hearings, notification of involved properties and taxing jurisdiction, and adoption of a new ordinance.

**13. Adjournment:** There being no other business, it was moved by Wojda and supported by James to adjourn the meeting. The meeting adjourned at 4:21 pm.

*Minutes prepared and submitted by Anne Gentry.*