

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD  
APPROVED 10/5/2021**

Meeting date of September 14, 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, Jennifer Calery, Corey Canute, Joanna Cooper, Griffin James, Cristi Johnson, Rachel Smolinski

Absent: Mike Mahler, Matt Wojda

Staff Present: Anne Gentry

---

**AGENDA ITEMS**

- 1. Call to Order:** The meeting was called to order at 3:00 pm. In the absence of Chairman Mahler and Vice-Chairman Wojda, City Manager Rachel Smolinski was appointed to lead the meeting.
- 2. Citizens Appearing before the Authority:** None.
- 3. Late Additions to the Agenda:** None.
- 4. Review and Adoption of Minutes of Previous Meeting (August 2021):** It was moved by Johnson and supported by Britton to approve the minutes from the August 2021 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written report on the Fresh Waves Documentary Viewing and other activities from the last month.
  - Marketing & Outreach Coordinator Position: Gentry reviewed the job description for the Marketing & Outreach Coordinator. The Board suggested changing the degree requirements to "Associates Degree preferred" and keeping the position open until filled.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (August 2021):** It was moved by Britton and supported by James to approve the Financial Reports for August 2021. All ayes. Motion passes.

## 9. Committee Reports

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Gentry gave an update on the Back-to-School Shopping Event held on August 21, a possible Fashion Show event in Spring 2022, and the committee's decision to cancel the Chili Chowder Cook-off this fall and possibly reschedule it to be a late winter event.
- c. Design & Beautification: Britton gave an update on the Sidewalk Café ordinance and application, possible Façade Grant applicants and new flower boxes. The Board had a brief discussion about trash removal downtown, as increased foot traffic downtown this summer generated more trash and overflowing trash bins.
- d. Economic Development: Gentry reported that the committee met to review a Retail Recruitment Grant submitted by Style Warehouse but needed additional information from them before making a recommendation.
- e. Parking: Gentry gave an update on continued discussions about handicap parking downtown.
- f. Boundary Expansion: Smolinski gave an update. A meeting is scheduled with the MEDC this month to discuss the availability of funds to contribute towards expanding our boundaries and updating our TIF plan.

**10. Report from the City of Alpena:** Smolinski gave an update that the search continues for a Zoning & Development Director.

**11. Unfinished Business:** None.

**12. New Business:**

- Board Member Reappointment: It was moved by Calery and supported by James to recommend the reappointment of Joanna Cooper to another four-year term on the DDA Board of Directors. All ayes. Motion passes.

**13. Adjournment:** There being no other business, it was moved by Britton and supported by James to adjourn the meeting. The meeting adjourned at 3:29 pm.

*Minutes prepared and submitted by Anne Gentry.*