

**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.