

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD  
APPROVED 5/7/2024**

Meeting date of Tuesday April 9, 2024 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, Corey Canute, Loren Jackson, Cristi Johnson, Quintin Meek, Brian Peterson, Melissa Tolan-Halleck, Cassandra VanHorn, Matt Wojda, Ben Young

Absent: Jen Calery, Mike Mahler (listened in virtually), Rachel Smolinski

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 Vice-Chairman Meek.

**2. Citizens Appearing before the Authority:**

- Tyler Witulski of Moth Bear Outfitters addressed the Board. He is partnering with Melissa and Matt Halleck at Clem's Bait & Tackle. His business is moving into some of the unused space to have a brick-and-mortar presence and offer additional fly-fishing equipment and other merchandise. The renovation of Clem's will be multiphase: first, expanding the products and giving the retail space a fresh look; second, updating the façade, parking lot, and adding a new mural and space for food trucks, and third; transforming the unused storage space into an axe throwing facility and bar. He shared his desire for their project to be considered for the Match on Main grant submission.

**3. Late Additions to the Agenda:** Vice-Chairman Meek noted that Election of Officers will be added under New Business.

**4. Review and Adoption of Minutes of Previous Meetings (March 2024):** It was moved by Young and supported by Johnson to approve the minutes from the March 2024 Board Meeting as presented. All ayes. Motion carries.

**5. Hearings:** None.

**6. Executive Director's Report:** Gentry gave an update on the Strategic Planning session being held on Friday, April 19 from 12-3 pm, the launch of the Residential Façade Grant program, applications to the Façade Restoration Initiative Grant, Match on Main applications, the Flower Festival (June 7-9), flower fundraising efforts, and marketing projects for the summer. Gentry shared she was also working with Karen Bennett, the owner of the Center Building, on screening and recruiting businesses interested in the Fresh Palate space.

**7. Correspondences:** None to share.

**8. Review and Acceptance on Monthly Financial Reports (March 2024):** It was moved by Tolan-Halleck and supported by Peterson to receive and file the monthly financial reports from March 2024. All ayes. Motion carries.

**9. Committee Reports:**

- a. Budget/ Finance: Mahler (attended virtually) gave an update. Gentry met with the City Clerk/Treasurer and Manager to review the FY24/25 and FY25/26 budget. There were a few edits; an updated draft was included in the board packet.
- b. Education & Promotion: Johnson gave an update. Big Sandwich Day will be a focus for 2025. The committee also discussed partnerships with the Brown Trout Festival, Sidewalk Sales being held August 9-10, a summer mailer, and Fresh Waves 2024.
- c. Design & Beautification: Gentry gave an update. The committee reviewed additional information from first round applicants for Façade Grant funding where additional information was requested, banners for the expanded DDA district, and the permanent closure of the alleyway between 2<sup>nd</sup> and 3<sup>rd</sup> Ave.
- d. Economic Development: Gentry gave an update. The committee reviewed a matrix of all businesses downtown by category and a map of where restaurants, anchor businesses, and retail businesses are located. The committee also discussed the closure of the Fresh Palate and possible tenants.
- e. Personnel Committee: Mahler shared the committee drafted an evaluation of the Executive Director and needs to finalize goals and a salary recommendation. This should be on the May meeting.

**10. Report from the City of Alpena:** None was given.

**11. Unfinished Business:** None.

**12. New Business:**

- Alleyway Closure & Handicap Spaces: It was moved by Tolan-Halleck and supported by Johnson to request the closure of the alleyway between 2<sup>nd</sup> and 3<sup>rd</sup> Ave. permanently to automobile traffic AND relocate the two handicap spaces into Lot 1. All ayes. Motion passes. Gentry will prepare a memo and request the closure from City Council.
- Façade Grant Requests: Peterson, Young, and Britton abstained from deliberation and vote. It was moved by Wojda and supported by Jackson to approve the following Façade Grant Requests: 626 N. Second Ave. (\$12,795), 835 W. Chisholm St. (\$25,000), 113 S. Ninth Ave. (\$65,000). Ayes (6); Nays (0); Abstain (3). Motion passes.
- Match on Main Grant Requests: The Board reviewed 7 Match on Main applications for consideration to be submitted to the Michigan Economic Development Corporation (MEDC). It was moved by Johnson and supported by Wojda to select the projects from Clem's Bait & Tackle (304 N. 9<sup>th</sup> Ave.) and Mango's of Alpena (121 W. Chisholm St). for submission to the MEDC. Britton and Tolan-Halleck abstained from deliberation and vote. Ayes (7); Nays (0); Abstain (2). Motion passes.
- August and November 2024 Meeting Dates: It was moved by Peterson and supported by Wojda to move the August and November 2024 Meeting Dates of the DDA Board to August 13 and November 12, respectively. All ayes. Motion passes.
- Election of Officers: It was moved by Wojda and supported by Johnson to move the Election of Officers to the May Board Meeting. All ayes. Motion passes.

**14. Adjournment:** It was moved by Wojda and supported by Johnson to adjourn the meeting. The meeting adjourned at 3:43 pm.

*Minutes prepared and submitted by Anne Gentry.*