

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD  
APPROVED 7/6/2021**

Meeting date of June 1, 2021 @ 3:00 pm

Meeting was held at City Hall Council Chambers, 208 N. First Ave. Board Members could attend in person or virtually.

Present: Todd Britton, Jennifer Calery, Corey Canute, Griffin James (called in), Cristi Johnson, Mike Mahler, Rachel Smolinski, Matt Wojda (arrived 3:27 pm).

Absent: Joanna Cooper

Staff Present: Anne Gentry, Kingsli Kraft    City Staff Present: Andy Marceau, Steve Schultz

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**AGENDA ITEMS**

- 1. Call to Order:** The meeting was called to order at 3:01 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 Meeting (May 2021):** It was moved by Smolinski and supported by Johnson to approve the minutes from the May 2021 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written update on the Social District which was established by City Council at its May 17 meeting and the following:
  - Fresh Waves 2021 Artists: The Promotions & Marketing Committee reviewed artist applications for Fresh Waves 2021 and selected eight artists to paint twelve pieces of artwork on six structures. Gentry reviewed the artists selected, many of which were based in Northeast Michigan.
  - August & September 2021 Meeting Dates: Both month's Board Meetings have been rescheduled one week later for August 10, 2021 and September 14, 2021, since Gentry will be out of town.
  - Marketing & Outreach Coordinator Evaluation: Gentry reviewed the performance evaluation she gave Kingsli Kraft this past month, including goals for the next year. It was moved by Johnson and supported by Britton to approve changing her wages to \$15/hour and offering her a health insurance plan similar to what is offered to the Executive Director effective July 1, 2021. All ayes. Motion passes.

**7. Correspondence:** None to report.

**8. Review and Acceptance of Monthly Financial Reports (May 2021):** It was moved by James and supported by Smolinski to approve the Financial Reports for May 2021. All ayes. Motion passes.

## **9. Committee Reports**

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Kraft gave an update. The committee reviewed Fresh Waves artist applications and selected eight artists for this year's project. The committee also decided to host Coffee & Cars each Saturday this summer from 8 am- noon and are launching a new "Fishing for Downtown Dollars" promotion as part of Sidewalk Sales from July 15- July 17.
- c. Design & Beautification: Britton gave an update. Glik's submitted a Façade Grant request, but they were ineligible as work had already been completed before review of the grant.
  - Zoning Ordinance: The Planning Commission is reviewing Zoning Ordinances and was looking for feedback on the Downtown Overlay District. The committee reviewed the ordinance and suggested to remove the design standard requirements but to keep other requirements as recommended by MEDC Redevelopment Ready Bests Practices. The Board will review and make a recommendation at a future meeting.
- d. Economic Development: Mahler gave an update. The committee received an update on the Social District and had a brief discussion about Electric Car charging stations downtown.
- e. Parking: Did not meet.
- f. Boundary Expansion: Did not meet this month.
- g. By-Law Committee:
  - Proposed By-Law Updates: Wojda updated the by-laws with an attendance policy as discussed by the Board. An updated version of the by-laws was attached in the Board packet. It was moved by Britton and supported by Calery to approve the updated DDA By-laws as proposed. All ayes. Motion passes.

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

- She met with Anne, Rich, and Steve about the Social District and its launch, including recycling bins, signage, and recyclable cups.
- City Staff has been working with Dustin Black about the Alleyway Project.
- The City will be purchasing new recycling bins to distribute throughout public parks and working with the recycling committee to determine placement and what types of cups will be best for the Social District.

- Interviews will begin for the Director of Planning, Development, and Zoning in July.

**11. Unfinished Business:** None.

**12. New Business:**

- Executive Director Evaluation: Mahler reviewed the Performance Evaluation that was prepared and given by the Personnel Committee to Gentry, including projects and priorities for the next year. It was moved by Wojda and supported by James to approve the Evaluation and change Gentry’s salary to \$53,000/year retroactive to April 2021 and offer five additional vacation days. Roll call vote was taken:

Britton- yes	James- yes	Smolinski- no
Calery- yes	Johnson- yes	Wojda- yes
Canute- yes	Mahler- yes	

Total votes: Yes (7), No (1), Absent (1). Motion passes.

- Alleyway Project Presentation: Dustin Black gave a presentation with the request to the close the alleyway that runs from Second Ave to Third Ave to car traffic as a pilot project. Black has met with City staff to organize details and included a signed letter of approval from downtown businesses that are adjacent to the alleyway. Andy Marceau from the Fire Department did a trial with a fire truck, which will still be able to have access with 14 feet of clearance. Steve Schultz said the City would commit to providing barriers for car traffic. It was moved by Britton and supported by James to recommend closing the alleyway as a Pilot Project as presented. All ayes. Motion passes. Black will be at the next City Council meeting to present and request final approval.

**13. Adjournment:** There being no other business, Britton moved and Wojda supported to adjourn the meeting. The meeting adjourned at 4:43 pm.

*Minutes prepared and submitted by Anne Gentry.*