

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 6/6/2023**

Meeting date of Tuesday, May 2, 2023 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, Jen Calery, Corey Canute, Mike Mahler, Quintin Meek, Rachel Smolinski, Matt Wojda

Absent: Cristi Johnson, Nicholas Lusardi

Staff Present: Anne Gentry

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. Review and Adoption of Minutes of Previous Meetings (April 2023): It was moved by Smolinski and supported by Calery to approve the minutes from the April 2023 Board Meeting as presented. All ayes. Motion carries.

5. Hearings: None.

6. Executive Director's Report: Gentry gave an update on the boundary expansion discussions with the County and next steps, Fresh Waves review of thirty artist applications, marketing and outreach responsibilities, the Michigan Downtown Association Summer Workshop being held in Downtown Alpena this June.

- Michigan Arts & Culture Council- Project Support Grant for FY 24-25. It was moved by Calery and supported by Wojda to approve the submission of a Michigan Arts & Culture Council Project Support Grant on behalf of the Downtown Development Authority. All ayes. Motion carries.
- Irving Entertainment Contract. It was moved by Meek and supported by Smolinski to approve the proposed year-long contract for videography and photography from Irving Entertainment as presented. All ayes. Motion carries.
- Wayfinding: Gentry gave an update on discussions with the Alpena Area Convention & Visitors Bureau and Omega Electric to update the wayfinding signage with the current logo and updated destinations. It was moved by Smolinski and supported by Meek to authorize a budget amendment for this fiscal year for \$1130 for the cost. All ayes. Motion carries.

7. Correspondence: None to report.

8. Review and Acceptance of Monthly Financial Reports (April 2023): It was moved by Smolinski and supported by Canute to approve the financials for April 2023 as presented. All ayes. Motion carries.

9. Committee Reports:

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Gentry gave an update on the Flower Festival scheduled for June 2 & June 3 and the committee's review of 30 artist applications and 5 location applications for Fresh Waves 2023.
- c. Design & Beautification: Britton gave an update on flower planters and the alleyway project.
- d. Economic Development: Did not meet.
- e. Parking: Did not meet.
- f. Boundary Expansion: Did not meet.
- g. Personnel Committee- Director Evaluation. Gentry opted to have her performance evaluation conducted in open session. Calery gave a update on the committee's evaluation of Gentry's performance over the last year and update on projects and priorities as set by the committee, as well as priorities for this new year. Wojda moved to adopt the evaluation as prepared and increase Gentry's salary to \$60,000/year, retroactive to her hiring date in April. Calery supported. All ayes. Motion passes.

10. Report from the City of Alpena: Smolinski gave an update from the City. They have submitted a grant request through the Michigan Economic Development Corporation's Public Gathering Spaces grant for Culligan Plaza. In addition to the new design, they also included public restrooms that would be near the DDA Office.

11. Unfinished Business: None.

12. New Business: None.

13. Adjournment: It was moved by Smolinski and supported by Mahler to adjourn the meeting. The meeting adjourned at 3:45 pm.

Minutes prepared and submitted by Anne Gentry.