

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 10/6/2020**

Meeting date of September 1, 2020 @ 3:00 pm

Meeting was held in person at City Hall Council Chambers, 208 N. First Ave. Board members and members of the public were able to participate either in person or virtually through Go-To Meeting under Executive Order No. 2020-154.

Present: Todd Britton, Griffin James, Mike Mahler, Kyrie Momrik (attended virtually) Rachel Smolinski (attended virtually) Matt Wojda

Absent: Joanna Cooper, Shawn Straley

Staff Present: Anne Gentry

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:** It was moved by Britton and supported by Smolinski to approve the agenda as presented. All ayes. Motion passes.
- 4. Review and Adoption of Minutes of Previous Meeting (August 2020):** It was moved by Britton and supported by James to approve the minutes from the August 2020 Meeting of the Board. All ayes. Motion passes.
- 5. Hearings:** None.
- 6. Executive Director's Report:** Gentry provided an oral and written report. She reported that the second mural of Fresh Waves 2020 was completed on the side of the warehouse of Thunder Bay Theatre and that she had heard much positive feedback from the community and the artist about her experience working in Alpena. She also shared that each page of the website had been reviewed and updated. Some of her other activities have included working on volunteer recruitment and management, updating the Board application, finishing the first draft of the Welcome to Downtown packet, and preparing another order of updated Downtown Dollars.
- 7. Correspondence:** None to report.
- 8. Review and Acceptance of Monthly Financial Reports (August 2020):** Britton moved and James supported to approve the Financial Reports for August 2020 as presented. All ayes. Motion passes.

9. Committee Reports

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Gentry gave an update on the Social Media Boosted Post Matching Program and possible smaller fall events, including a Chalk Art night and more times for the Street Performers to perform. She also updated the group on the committee's discussion about the upcoming holiday season's marketing and Santa.
- c. Design & Beautification: Britton reported that the winter banners will be ordered in the next week and trees will be planted Labor Day weekend. A group of business owners has met about renovating the alleyway that runs adjacent to the Center Building, so the committee discussed how to support their efforts.
- d. Economic Development: Mahler reported that the committee met and discussed the Business Restart Grants through the MEDC and reviewed a first draft of a Welcome to Downtown Packet that Gentry and Kraft prepared.
- e. Parking: Did not meet this month.
- f. Boundary Expansion: Wojda gave an update that the committee had its first meeting this month, which included Britton, Smolinski, Gentry, and Ben Young (owner of Player's). The primary question the committee needs to answer is if expanding boundaries could allow our current TIF funding to be re-evaluated or removed by taxing jurisdictions. Wojda and Smolinski will be looking into this before the committee meets again.

10. Report from the City of Alpena: Smolinski reported that the City gave an offer to an individual for the Planning and Development Director position, and they accepted. Once pre-screening is done and a start date is set, then the individual will be announced.

11. Unfinished Business:

- Business Restart Grant update: Mahler gave an update on the Business Restart Grant program through the MEDC available to small businesses. Applications closed August 5. By August 21, nearly all 384 checks had been issued through the Chamber/Target Alpena to businesses who received funding. In Alpena County, 150/170 applications were approved. Most awards were \$5,000 and above.

12. New Business:

- Director Evaluation: Wojda gave an update on behalf of the Personnel Committee, which met this month to conduct an annual performance review of Executive Director Gentry. Wojda met with Gentry to discuss the evaluation and goals for the year ahead. A copy of the evaluation was passed out to Board Members in advance of the meeting for review. The Personnel Committee recommended an increase in salary to reflect the experience Gentry now has in the role, her performance in the last year, and projects that lie ahead. Britton moved and James supported to approve the Director Evaluation

as proposed and a salary increase to \$50,000, including back-pay to make the salary increase effective April 2020 (her hiring date). All ayes. Motion passes.

- Open Board Seats: Mahler led the discussion on recruiting new board members. With three recent resignations in the last year and Momrik moving to Florida, the Board will need to replace at least one member. Currently, the Board has 8 members, which is the minimum, but may have up to 12. Mahler and Gentry have identified and reached out to three individuals, who have all expressed interest in joining. Gentry will collect completed applications and resumes and send along to the Board before next month's meeting. The Board will need to discuss how many seats they would like to fill.

13. Adjournment: It was moved by Wojda and supported by Britton to adjourn. The meeting adjourned at 3:50 pm.

Minutes recorded and prepared by Anne Gentry.