

**CITY OF ALPENA, DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF A REGULAR MEETING OF THE AUTHORITY BOARD
APPROVED 6/4/2024**

Meeting date of May 7, 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: Jen Calery, Corey Canute, Loren Jackson, Cristi Johnson, Mike Mahler, Quintin Meek, Brian Peterson, Rachel Smolinski, Melissa Tolan-Halleck, Cassandra VanHorn,

Absent: Todd Britton, Matt Wojda, Ben Young

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:

- Bill Hanley addressed the Board. He shared he recently moved to Hillman from Washington DC and is looking for ways to get involved and learn more about the community.

3. Late Additions to the Agenda: Non.

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

5. Hearings: None.

6. Executive Director's Report: Gentry gave an update on the permanent closure of the alleyway between 2nd and 3rd Avenue and next steps. She also shared Fresh Waves had 32 artist and 8 location applications; the committee is targeting 5 murals this year. She gave an update on the Flower Festival and shared that there are 38 confirmed sponsors so far. She also gave an update on flower fundraising, interest in the Center Building space, and upcoming Façade Grant deadlines.

7. Correspondences: None to share.

8. Review and Acceptance on Monthly Financial Reports (April 2024): It was moved by Calery and supported by Jackson to receive and file the monthly financial reports from April 2024. All ayes. Motion carries.

9. Committee Reports:

- a. Budget/ Finance: Did not meet.
- b. Education & Promotion: Johnson shared that the committee met to review Fresh Waves applications. They received 32 artist applications from all over the country and 8 location applications. The committee selected their top 4 locations and artists. The Sunset Project is planning on sponsoring an additional 5th mural at Clem's Bait & Tackle.

- c. Design & Beautification: Gentry gave an update. The committee discussed the alleyway closure and a shared dumpster system. Gentry also shared updates on flower fundraising, the Flower Planting Day on May 25, and zoning review.
- d. Economic Development: Did not meet.
- e. Personnel Committee: Mahler reviewed the Performance Evaluation created by the Personnel Committee for the Executive Director, including goals for next year.
 - Executive Director Performance Evaluation & Goals: It was moved by Calery and supported by Smolinski to approve the report and goals for next year and increase the Executive Director's Salary to \$70,000/ year effective with Gentry's hiring date in April. Roll call vote was taken. All ayes.

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

- North Second Avenue construction is well under way. Construction started at the end of April and is set to finish within the DDA district by August.
- City Council approved the closure of the alleyway between 2nd and 3rd Avenue permanently to automobile traffic.
- City staff are working through the grant process to begin construction on Culligan Plaza. Construction will not start until after July 4.
- The marina is gearing up for the summer season; construction includes installing new fuel lines, building the Bay View restrooms, and installing new docks.
- The City is working with Huron Pines and the DDA on a green infrastructure grant for rain gardens throughout the downtown.

11. Unfinished Business:

- Election of Officers: The floor was open for nominations. It was moved by Johnson and supported by Calery to nominate Mike Mahler as Chairman and Quintin Meek as Vice Chairman as the DDA Board. All ayes. Motion carries.

12. New Business:

13. Adjournment: It was moved by Smolinski and supported by Calery to adjourn the meeting. The meeting adjourned at 3:43 pm.

Minutes prepared and submitted by Anne Gentry.