

**Minutes of the Downtown Development Authority Meeting
City of Portland**

Held on Thursday, January 19, 2017
In Council Chambers at City Hall

Members Present: Dumas, Antaya, Gorman, VanSlambrouck, Blastic, Grimminck, Urie

Members Absent: Barnes, Clement

Staff: DDA/Main Street Transitional Coordination Director Briggs, City Clerk Miller

Guests: Laura Krizov of the MEDC, Mike Judd

Chair Dumas called the meeting to order at 3:32 P.M.

Motion by Antaya, supported by Blastic, to approve the Agenda as presented.
All in favor. Adopted.

Motion by Antaya, supported by VanSlambrouck, to approve the minutes of the December 15, 2016 meeting as presented.
All in favor. Adopted.

Member Urie inquired about the check made payable to the City of Portland and asked that it be presented itemized rather than in a lump sum.

Director Briggs stated that the information is easily available.

Chair Dumas stated that Mayor Barnes is the Treasurer and receives and reviews all information prior to the meeting.

Member Urie commented that it may be seen as a conflict as he is the Mayor.

Motion by Antaya, supported by VanSlambrouck, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Updates, Director Dumas provided information on hiring process for the DDA/Main Street Director Position. There were a total of 27 applications received that were narrowed down to seven that met the minimum qualifications. Three of those will be interviewed on Thursday, January 26, 2017. The committee will recommend who will be invited back for 2nd interviews. A mixer will be held on February 1, 2017 to meet with the final candidates and the 2nd round interviews with all board members will be held on February 2, 2017.

There was discussion.

Chair Dumas stated that Director Briggs and Member Grimminck will work on developing an evaluation tool. They have samples they will work from.

City Manager Gorman suggested that at some point in the future the Board should consider revising the bylaws so there is one set rather than having a set of bylaws each for the DDA and the Main Street Board.

Director Briggs presented the Conflict of Interest Policy and the City of Portland Ethics Policy. The Conflict of Interest Policy was finalized based on communications with legal counsel.

There was discussion. It was the consensus that board members can sign the policies at the February 16, 2017 DDA meeting.

Motion by Dumas, supported by VanSlambrouck, to approve the Conflict of Interest Policy as presented.

All in favor. Adopted.

Director Briggs presented the Office of Employment Agreement which was finalized based on communications with legal counsel.

Member VanSlambrouck asked if this document is open to negotiation for a potential candidate or if this is a final document.

Chair Dumas stated that this will be the final document. It is not open to negotiation.

Motion by Urie, supported by VanSlambrouck to approve the Offer of Employment Agreement as presented.

Chair Dumas updated the board on communication he received from Attorney Duff who is representing former Director Perry. The communication states their belief that compensation may still be due. Legal counsel has been consulted to respond on the DDA's behalf. There has been no further response.

Director Briggs provided information on Public Acts 506 of 2016, signed into law on January 5, 2017, which allows Library's to opt out of the DDA in order to receive what would be their portion of funding. This would be approximately \$20,000 for Portland's DDA.

There was discussion of strategy to begin implementation of the projects identified as priorities in the January 2014 City of Portland DDA Amended Development Plan and TIF Plan. Director Briggs suggested not waiting to get started on this planning.

The DDA budget process and timelines were discussed. Member Briggs will begin work on the budget for further discussion at the February 16, 2017 DDA meeting so that the City budget deadlines can be met.

There was discussion of the DDA and Main Street Districts. Specifically, the size and funding of each and how they work together.

Director Briggs stated that she would send out the City of Portland DDA Amended Development Plan and TIF Plan to everyone for evaluation.

Director Briggs stated that Portland has been offered a shorted condensed schedule for the National Main Street Strategy and Refresh Training rather than the schedule that was previously proposed.

Mrs. Krizov provided information regarding the plans for the training. She further suggested that National Main Street may still be able to come in at the end of January to gather information and find out the expectations for the program.

Director Briggs noted that there are many specific details that the board needs to determine regarding whether they want to make a further commitment to the Main Street program.

The board concurred that February 1, 2017 at 4:00 P.M. would work best for most to meet with representatives of the National Main Street Program.

Director Briggs noted that a full training for the Main Street program will be held March 22 -23, 2017. She suggested that the board members go through the packet emailed to them by Mrs. Krizov in order to familiarize themselves with the requirements and details of the program.

Director Briggs stated that Quarterly Training will be held February 6 – 7, 2017 in Wayland. The training will be conducted by National Main Street and will focus on the Refresh Program.

Under Committee Reports, Director Briggs stated that the Design Committee is looking at opening another round of funding for Façade and Sign Grants. They are also considering the addition of Awning Grants. Before doing so, they will be updating the grant process.

Chair Dumas noted that there has been discussion of “beefing up” the program as now there are more funds available.

Member Urie suggested working with a local lending institution to provide very low interest loans to businesses that participate.

There was discussion.

Chair Dumas exited the meeting at 4:32 P.M.

City Manager Gorman noted the City will host the Grand River Water Trail Meeting at City Hall on January 26, 2017 from 9:00 A.M. to 12:00 P.M.

Member Grimminck stated that the 2nd Annual Portland Creates is now accepting art submissions.

Motion by Urie, supported by Gorman, to adjourn the meeting at 4:36 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary