

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

Held on Thursday, July 20, 2017
In Council Chambers at City Hall

Members Present: Briggs, Barnes, Gorman, VanSlambrouck, Urie, Grimminck, Frewen, Antaya

Members Absent: Blastic

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller

Guests: Eric Proctor; Mike Judd

Chair Briggs called the meeting to order at 3:31 P.M.

Motion by VanSlambrouck, supported by Antaya, to approve the agenda as presented.
All in favor. Adopted.

There was no public comment.

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of the June 29, 2017 regular meeting as presented.
All in favor. Adopted.

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

Under New Business, the Election of Officers was held.

City Clerk Miller took nominations for Chair.

Member Grimminck nominated herself, Member Urie seconded the nomination.

Member Briggs nominated herself, Member Grimminck seconded the nomination.

There were no other nominations. Nominations for Chair were closed.

Member Frewen called for vote by secret ballot.

City Clerk Miller collected and tallied the votes by secret ballot.

City Clerk Miller announced that Member Grimminck had been elected as Chair.

Chair Grimminck took nominations for the office of Vice Chair.

Member VanSlambrouck nominated herself as Vice Chair, Member Antaya seconded the nomination.

There were no other nominations for Vice Chair. Nominations for Vice Chair were closed.

The vote for Vice Chair was held.

All in favor. Member VanSlambrouck was voted as Vice Chair.

Chair Grimminck took nominations for the office of Secretary.

Mayor Barnes nominated Member Blastic to continue serving as Secretary. Member Urie seconded the nomination.

There were no other nominations for Secretary. Nominations for Secretary were closed.

The vote for Secretary was held.

All in favor. Member Blastic was voted as Secretary.

Chair Grimminck took nominations for the office of Treasurer.

Mayor Barnes nominated himself as Treasurer. Member Antaya seconded the nomination.

There were no other nominations for Treasurer. Nominations for Treasurer were closed.

The vote for Treasurer was held.

All in favor. Mayor Barnes was voted as Treasurer.

Director Conner Wellman presented a proposal from Fleis & VandenBrink to provide for professional services at a cost of \$4,300.00 for a conceptual design and process to explore the development of a splash pad in Portland. Funds for the provided services would come from the budgeted engineering services line item.

There was discussion.

Motion by Antaya, supported by Frewen, to approve the payment of \$4,300.00 for Fleis & VandenBrink to explore the development of a splash pad in Portland.

All in favor. Adopted.

Director Conner Wellman provided information on pedestrian bridge over the Grand River that is need of painting. Estimates for the repainting of the bridge were solicited in 2009 that provided different costs and options for the work. Updated estimates are being pursued at this time.

There was discussion.

Eric Proctor named the sponsors and provided an update on planning for Beerfest on the Bridge.

Director Conner Wellman stated that they are using Sign up Genius for volunteer sign up for the event. She thanked Eric for his hard work on the event.

Under Old Business, Director Conner Wellman presented the newly amended Fiscal Year 2017-2018 Budget approved by the City Council at its meeting on July 17, 2017.

Director Conner Wellman presented the amended DDA By-Laws as edited by Clark Hill Law for review and discussion.

Motion by Barnes, supported by Antaya to table the adoption of the revised DDA By-Laws to the August meeting.
All in favor. Adopted.

Director Conner Wellman stated that suggested revisions will be sent to Clark Hill Law for a final draft that will be sent to board members for review before the August DDA meeting.

Director Conner Wellman presented a plan for addition of decorative lamp posts along Water St. at a cost of \$11,112.00. She stated that Electric Superintendent Hyland recommends using the 13' lamp post that used in the rest of Portland. There are six poles to replace rather than the four that was originally reported.

There was discussion.

Motion by Barnes, supported by Antaya, to follow the recommendation made by Electric Superintendent Hyland to purchase four 13' lamp posts at a cost of \$11,112.00 and to make the appropriate budget adjustments.
All in favor. Adopted.

Under the Director's Report, Director Conner Wellman reported that the Brush St. playground dedication party held on Tuesday, July 11, 2017 hosted by the WODA Group was a great event. It was attended by approximately 75 to 100 individuals.

Director Conner Wellman reported that SHPO and Redevelopment Ready Communities (RRC) have met with the developer of the Opera Block properties.

Development of the new website continues.

The 30 second Portland video that was created will play at the Ionia Free Fair at least 600 times.

Under Committee Reports, Mayor Barnes stated that the Organization and Finance Committee still has planning underway for Beerfest on the Bridge. Everything is going well. The group is also working on policy and procedures associated with the update of the by-laws.

Chair Grimminck stated that the Economic Vitality Committee is working on development of a survey of downtown properties.

Member Urie stated that the Promotions and Marketing Committee has been discussing the new website and has begun planning for Holidayfest.

Member Briggs stated the Design Committee is working on guidelines and eligibility requirements for Façade and Sign Grants.

Under Board Member Comments, City Manager Gorman thanked Members Briggs and Antaya for their service to the community in serving as Chair and Vice Chair.

Motion by Barnes, supported by Antaya, to adjourn the meeting at 4:46 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary