

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

Held on Thursday, August 24, 2017
In Council Chambers at City Hall

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

Members Absent: Hodge

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

Guests: Mike Judd

Chair Grimminck called the meeting to order at 3:00 P.M.

Motion by Frewen, supported by Barnes, to approve the agenda moving XI (Team Reports) before VIII (Old Business).

All in favor. Adopted.

There was no public comment.

Motion by Barnes, supported by Blastic, to approve the minutes of the July 20, 2017 regular meeting and the August 3, 2017 Special Meeting as presented.

All in favor. Adopted.

Mayor Barnes noted that he has all documentation for the Treasurer's Report if any members want to look at it.

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

All in favor. Adopted.

Under Team Reports, Member Briggs gave a report on the Design Committee. She noted that the committee is working on the development of policies and procedures for the Façade Grant process and will have a draft for review at the next DDA meeting.

Member Pung stated that she would be glad to take a look at the draft as well.

Mayor Barnes noted that the current process and questions were presented at the last DDA meeting.

There was discussion.

Member Briggs further reported that the Design Committee is working with the City on Phase I of the renovation of Scout Park which will begin with its cleanup after Labor Day.

City Manager Gorman further explained that Phase I will include cleaning the area so that it is manageable. There is no real design or plan in place at this time it just a general maintenance issue that needs to be addressed.

Member Briggs excused herself at 3:17 P.M.

Mayor Barnes provided a report for the Organization & Finance Committee. Beerfest on the Bridge was held on Saturday, August 12, 2017 and was a very successful event. The final numbers are still coming in but it was the most successful event to date.

Chair Grimminck provided a report for the Economic Revitalization Committee. She noted that Member Blastic has stepped down as Vice Chair of the committee and thanked him for his service. She reported that a postcard will be sent to all businesses requesting email addresses. A property survey will then be distributed. All businesses that do not respond will be visited.

Member VanSlambrouck provided a report on the Promotions & Marketing Committee. She stated they are working on the distribution of the new Chamber Guide.

Under Old Business, Director Conner Wellman presented the amended DDA By-Laws for consideration.

Member VanSlambrouck noted her concern with Article III, Section 1, which seems to be more restrictive regarding who can serve on the board than the State requirements. In particular, the phrase “located within the authority’s downtown district”.

Member Urie arrived at 3:25 P.M.

There was discussion of the proposed amendments to the DDA By-Laws. Specifically, that the membership requirements should be defined by Act.

Motion by Barnes, supported by Gorman, to recommend the adoption of the proposed by-laws with the deletion of the phrase under Article III, Section 1, after “...requirements of the Act...”. All in favor. Adopted.

Motion by Pung, supported by Urie, to revoke the Main Street Program By-Laws. All in favor. Adopted.

City Manager Gorman commented that the City is still in the process of becoming a Redevelopment Ready Community. The process continues to move forward.

City Manager Gorman encouraged everyone to attend the Red Mill Community Day on Saturday, August 26, 2017.

City Manager Gorman left the meeting at 3:34 P.M.

Director Conner Wellman proved an update on Special Meeting held on August 3, 2017. It was decided that current process that has been followed regarding Façade and Sign Grants will be followed until a new procedure is approved.

There was discussion.

As a point of clarification, Director Conner Wellman explained that the DDA did not need to approve the Façade Grant Application last month as that is not what was done as past practice. The Design Committee is in the process of developing a new approval process.

Under New Business, Director Conner Wellman welcomed new board member Lisa Pung.

Member Pung provided her background and stated she is happy to serve on the DDA board.

Director Conner Wellman stated that the Michigan Main Street Quarterly Training will be held in Howell on September 18-19, 2017 and will focus on “Cultivating Place”.

Under the Director’s Report, Director Conner Wellman reported the Timothy Fuller, the developer of the properties on Kent St., has created two new companies; Opera Block Properties Inc. and Portland Hospitality Group. Both of these new businesses operate from 136 Kent St. He expects to enroll 18 full-time employees. He has applied for a Façade Grant for the back of building #4 which has been approved. A meeting has been facilitated with SHPO and MMS as he may be interested in some of the Federal Tax Credits available.

Dale Anderson of the Small Business Development Center has been connected with the owners of the old China Buffet property at Grand River Ave. and the Café Bakery & Coffee that has expressed interest in expanding to Portland.

Beerfest on the Bridge was a very successful event, it sold out at 5:30 P.M. Early numbers show a projected net of over \$13,000 on a budget of \$5,000. Director Conner Wellman expressed her thanks to all of those involved in making the event successful.

Director Conner Wellman provided information on new volunteers to the DDA teams.

Per the DDA By-Laws Member Frewen noted his financial interest in the listing for the New China Buffet property.

There were no Board Member Comments.

Motion by Blastic, supported by VanSlambrouck, to adjourn the meeting at 4:11 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary