

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

Held on Thursday, September 21, 2017
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Hodge, Pung, Briggs, Grimminck, Frewen, VanSlambrouck

Members Absent: Antaya, Blastic, Urie

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

Guests: None

Chair Grimminck called the meeting to order at 3:30 P.M.

Motion by Barnes, supported by Frewen, to approve the agenda as presented.
All in favor. Adopted.

There was no public comment.

Motion by VanSlambrouck, supported by Frewen, to approve the minutes of the August 24, 2017 meeting with elimination of "and Sign" in the 5th paragraph from the bottom of page 1.
All in favor. Adopted.

Under Treasurer's Report, Mayor Barnes provided a recap of his review of the Treasurer's Report.

Member Frewen asked if the board would receive a written report on Beerfest.

Director Conner Wellman stated that she would provide a report on Beerfest next month.

City Manager Gorman commented that a written report would be provided after events.

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

Under Old Business, Director Conner Wellman stated that cleanup of Scout Park has begun with the help of the Department of Public Works (DPW). She further provided an estimate of \$14,100 to complete a new path, trees, planters, grass seed, irrigation and labor by the DPW staff.

There was discussion of who will maintain Scout Park.

Director Conner Wellman noted that Scout Park has not been maintained for several years which has led to this project.

There was further discussion of the costs and whether the expense is the best use of funds if other changes are going to be considered in the future.

Director Conner Wellman noted that funds for the project would come from the Design Committee Budget, funded by the DDA not the City. The expense can be claimed as investment on future grant applications for projects at Scout Park. The irrigation that would be installed will be “movable” in order to be adapted for future uses.

Motion by Frewen, supported by Barnes, to allot \$14,100 for the proposed plan for Scout Park. All in favor. Adopted.

Director Conner Wellman presented the proposed Façade Improvement Program Overview, Façade Grant Guidelines and Standards, and related documents. She stated that she has reached out to other communities to learn out their Façade Grant processes and presented her findings.

There was discussion.

Member Pung will further review and edit the documents.

There was continued discussion regarding the Façade Grant process, objectives, guidelines, and standards.

Director Conner Wellman requested that the board continue to review the documents as they can be further refined. She further requested approval for the Design Committee to continue to award Façade Grants and when the work is completed the DDA approve the disbursement of funds.

Motion by Barnes, supported by VanSlambrouck, that the responsibility for approval of Façade Grant requests lie with the Design Committee and the ultimate disbursement of funds is the responsibility of the DDA.

There was continued discussion.

The vote for the motion on the floor was held.
All in Favor. Adopted.

Under New Business, Director Conner Wellman welcomed new member Randy Hodge. He provided his background and noted that he is a lifelong resident of the Portland community and has been principal of St. Patricks School for 10 years.

Director Conner Wellman brought up the issue of maintenance in the downtown as there is an abundance of spider webs and weeds throughout the area. She has contacted local lawn/landscape businesses to obtain quotes for cleanup. She suggested accepting the low bid of \$500.00.

City Manager Gorman stated his feeling that it is time to consider an ongoing maintenance program for the downtown.

Member Pung stated her feeling that this topic requires a larger discussion and that the intent of the Tax Increment Financing and funds captured need to be considered as money should not be taken from other programs.

There was discussion regarding whether City, DDA, or property owner funds should be used for maintenance of the downtown.

Director Conner Wellman stated there is also an issue with the area around the trees along Kent St. The trees along Maple St. are in good condition. She has received a quote of \$1,500.00 to have a porous pavement poured to fill in the areas around the trees. This material would allow rain to run through and prevent weeds from growing.

Member Pung stated that this project should be discussed at a later date.

Member Hodge left the meeting at 4:41 P.M.

It was the consensus of the board to hold off on the porous paving project at this time.

Under the Director Report, Director Conner Wellman noted the correction that was made on the DDA By-laws to clarify that an affirmative vote by a majority of six members of the board will constitute a quorum for the transaction of business at meetings and will be required for the approval of any request or motion made by the board.

Director Conner Wellman recently attended the MMS Quarterly Training, “Cultivating Place” in Howell.

The primary focus over the next couple of weeks is the new website. The hope is to launch the new website prior to the next meeting.

The Annual Main Street Report is due October 10, 2017. Director Conner Wellman stated that she would be contacting each member to provide a summary of what they worked on and what was accomplished.

McDonald’s will be opening next week. The VIP Opening will be held Tuesday, September 26, 2017 from 5:30 – 7:00 P.M. and the Grand Opening will be held Thursday, September 28, 2017 at 10:00 A.M.

Director Conner Wellman stated that she attended the Red Mill Community Day with the Portland Area Chamber of Commerce and was able to highlight Downtown Portland and the #miportland video. She made contact from a dozen prospective volunteers.

The Café Bakery & Coffee has expressed interest in expanding to Portland. They have recently asked to delay conversations until November when their business slows down a bit.

Portland is enjoying fame beyond its borders thru the music industry. Gunner & the Grizzly Boys video highlights the Veterans Memorial Bridge. The producer of the video is connecting to work in Portland again soon on other projects. Shelby Ann-Marie Miller recently released “Portland”, a music recording from Nashville.

Under Team Reports, Mayor Barnes provided a report for the Organization & Finance Committee. Beerfest on the Bridge was a very successful event. A final report on the event will be presented at the next meeting. The Volunteer Recognition Dinner will be held in November.

Chair Grimminck provided a report for the Economic Revitalization Committee. There was no meeting last month so nothing to report at this time.

Member VanSlambrouck provided a report on the Promotions & Marketing Committee. She was unable to attend the meeting last month so nothing to report at this time.

Member Briggs noted that the activities of the Design Committee were discussed earlier in the meeting.

Under Board Member Comments, City Manager Gorman suggested the DDA meetings should start at 3:00 P.M. He further thanked everyone for their hard work as there is a lot going on.

Chair Grimminck noted that the Portland District Library will host the Annual Spooktacular.

Motion by Pung, supported by VanSlambrouck, to adjourn the meeting at 4:56 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary