

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

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

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

Members Absent: Antaya, Urie, Frewen

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

Guests: Council Member Johnston

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

Under Public Comment, Council Member Johnston addressed the Board and voiced her support for the permanent lighting of the Veteran's Memorial Bridge. She suggested that the bridge should be highlighted as a centerpiece in Portland and the lighting could be changed for various holidays.

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

Motion by VanSlambrouck, supported by Blastic, to approve the minutes of the September 21, 2017 meeting with minor edits submitted by Mayor Barnes.  
All in favor. Adopted.

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

Under Team Reports, Organization & Finance, Mayor Barnes reported that the theme for the Volunteer Recognition Event has been determined. The event will be held on Thursday, November 9, 2017.

Under Business Enhancement, Cory Grimminck reported that work continues on the business inventory.

Under Promotions & Marketing, Michelle VanSlambrouck reported that they continue to work on the development of the new website. Facebook posts continue to be made as well.

Under Design, Margery Briggs reported that the Scout Park enhancement is almost complete and looks great. Decisions on this season's Christmas lighting have been made. The team has also been working on the Façade Grant process and review of the Sign Grant process. They have determined that no changes are needed to the Sign Grant process.

Under Old Business, Director Conner Wellman thanked Member Pung and the Design Team for their work on the update of the Façade Grant process.

There was discussion that the document can be fluid with changes in budget funding and dependent on the DDA's discretion.

City Manager Gorman commented that the process and procedure set forth is great.

Motion by Barnes, supported by Hodge to approve the Façade Grant process as presented.

There was discussion regarding the perception that could come from changing the funding level each year.

Member Pung stated that the funds available through the grant are minimal in terms of making a substantial impact.

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

Under New Business, Director Conner Wellman presented the Organization & Finance Board Member Agreement. She stated that this agreement was suggested by the Michigan Main Street Center and should be signed by all members annually.

There was discussion regarding the required time commitment and ways to serve outside of meeting attendance that would still be significant.

Director Conner Wellman presented the invitation and overview for the Volunteer Recognition Event which will be held Thursday, November 9, 2017 at the Escape Room.

Director Conner Wellman presented information and quotes on the potential lighting of the Veteran's Memorial Bridge. She noted that this project is outlined in the TIF plan in two locations. The funds for the project would come from the fund balance. During the budget process it was assumed that some of the fund balance would be used for various projects. Director Conner Wellman noted that only 15% of 1<sup>st</sup> quarter funds have been expended for the current fiscal year.

Member Pung inquired about the operation costs of lighting the bridge.

Director Conner Wellman stated she has been told the cost is very minimal as the lighting will be LED.

There was discussion of where the operational costs would be expended.

City Manager Gorman stated he would recommend to the City Council that the City should absorb the labor costs of the Electric Department for the project and the ongoing maintenance of the electric costs.

Motion by Barnes, supported by Briggs, to employ Jason Klees to light the Veterans Memorial Bridge per the quote in the amount of \$10,432.00 contingent upon the expertise of City staff.  
All in favor. Adopted.

Under the Director Report, Director Conner Wellman presented the new website miportland.org.

Director Conner Wellman provided information on a product and/or contact information for individuals to hire for cleanup of the boardwalk awnings and entryway cleanup.

The locally owned McDonald's Grand Opening held on September 28, 2017 was awesome. McDonald's will be a great addition to the community.

Strategy Implementation and Committee Work Planning will be held at City Hall on Thursday, October 26, 2017 from 1:30 – 4:30 P.M.

Holidayfest will be held on Saturday, December 9, 2017.

Under Board Member Comments, Member VanSlambrouck suggested the board get together to go over the TIF Plan.

City Manager Gorman noted that the Parks and Recreation 5-Year Master Plan process is underway. A survey will be distributed tomorrow.

Motion by Pung, supported by VanSlambrouck, to adjourn the meeting at 4:30 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary