

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

Held on Thursday, November 16, 2017
In Council Chambers at City Hall

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

Members Absent: Blastic, Hodge

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

Motion by Barnes, supported by Briggs, to approve the minutes of the October 19, 2017 meeting as presented.
All in favor. Adopted.

There was discussion regarding reimbursements from the City of Portland for credit card purchases.

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

Under Team Reports, Organization & Finance, Mayor Barnes reported that the Volunteer Recognition Event was a great event. Discussion of work plans will take place in January.

There was discussion of TIF Funding.

Under Business Enhancement, Cory Grimminck reported that work continues on the business inventory. They will not meet again until January.

Under Promotions & Marketing, Michelle VanSlambrouck reported they have a meeting tomorrow. Director Conner Wellman stated that they will be looking at promotion of the new website.

Under Design, Margery Briggs reported that the planters have been installed at Scout Park and will have plantings installed for the Holidays. Madarang has withdrawn their application for the Facade Grant at this time. They plan to resubmit at a later date. They will be submitting paperwork for the reimbursement on the Sign Grant. The Design Committee is also assisting with planning of Holidayfest.

Under Old Business, Director Conner Wellman stated that she had to get quotes for installation of the electrical service for the lighting of the Veteran's Memorial Bridge. She recommended approval of the quote from G&D Electric, Inc. in the amount of \$6,850.00.

Motion by Briggs, supported by Barnes, to approve the quote from G&D Electric, Inc. in the amount of \$6,850.00 to install electrical service on the Veteran's Memorial Bridge.

There was discussion regarding transparency and the goal to not rush projects through. This year is an anomaly as Director Conner Wellman started work with the DDA halfway through the year and was not part of the budget/planning process for the year. These kind of budget changes were expected but have been part of the TIF plan. Planning for 2018 will involve more strategy, discussion and planning.

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

The DDA Board Members signed the O & F Board Member Agreement.

There was discussion that Board Members are required to join a committee.

Under New Business, there was discussion of a January date/time for the Finance/TIF Plan Review and Strategic Planning Session. It was decided to be held on Thursday, January 11, 2017 from Noon – 5:00 P.M.

Chair Grimminck noted that the 6-month Managing Director Evaluation is in the packet. She asked that Board Members return it to her by December 1st.

Under the Director Report, Director Conner Wellman stated that a workshop for property owners was held on Friday, October 27th with the RRC and MI Grant Administrators. There were 22 attendees, 4 from neighboring communities. She has located and vetted two services to provide general cleanup at reasonable rates. She will be sending the information to business and property owners regarding the availability of services. Small Business Saturday will be held Saturday, November 25th. The Volunteer Appreciation Event was held on Thursday, November 9th and was a great event. The materials for the Annual Michigan Main Street (MMS) Report have been turned in; she is still in need of property owner/business owner information. The MMS has waived this portion, noting that incremental progress is being made. The glass in the Kent Street clock has been replaced.

Director Conner Wellman noted that the MMS Annual Conference will be held in Kansas City, MO on March 26-28. There is room for 1 to 2 attendees that are willing to bring 3 items back to the group and lead implementation on.

Under Board Member Comments, Member Urie submitted her resignation from the DDA as she is moving out of state next month. The Board Members thanked her for her service to the community.

City Manager Gorman noted that the Parks & Recreation Master Plan Survey closed on November 9th with 430 responses. A public workshop will be held Thursday, November 30th to review results of the survey.

Motion by VanSlambrouck, supported by Antaya, to adjourn the meeting at 4:28 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary