

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

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

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

Members Absent: Blastic, Antaya

Staff: DDA/Main Street Director Conner Wellman, City Finance Director/Treasurer Kinde

Guests: None

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

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

Motion by Pung, supported by VanSlambrouck, to approve the minutes of the November 16, 2017 meeting as presented.
All in favor. Adopted.

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

Under Team Reports, under Business Enhancement, Cory Grimminck reported changes in membership. Bernie Pelc has left the committee but will be replaced by Kris Horvath. Julie Clement has taken a 9-5 job and will serve the committee in a different capacity.

Under Design, Margery Briggs reported that a sign request has been received from Dr. Jason Williamson to change sign from Willemin Chiropractic to Portland Family Chiropractic. The committee determined all criteria have been met and will contribute \$1,000.00.

Under Old Business, Chair Grimminck distributed a recap of the 6-month Managing Director Evaluation with Director Conner Wellman. There were 5 board members that turned in evaluations. Overall, the board is happy with the job she is doing. Director Conner Wellman's self-evaluation was in line with the reviews returned. Goals were set for the next 6 months. A more in-depth evaluation will be completed in one year.

Director Conner Wellman stated that 5 board members have turned in the DDA Board Member Agreement. Asked board members to sign and turn in before the end of the year.

There was discussion regarding the upcoming DDA Strategic Planning Meeting on January 11, 2018 from Noon – 5:00 P.M. Director Conner Wellman distributed a packet to the board to prepare for the meeting. She is in the process of scheduling a facilitator for the meeting.

Under New Business, Director Conner Wellman presented information for approval of disbursements for the Façade Grant at 128 Kent St. and to Madarang Hoort for a Sign Grant at 230 Kent St.

The total receipts for the rear façade at 128 Kent St. were \$17,137.00. The Design Committee has approved the criteria and payment of \$5,000.00.

Motion by VanSlambrouck, supported by Barnes, to approve the disbursement of \$5,000.00 for the Façade Grant at 128 Kent St.

All in favor. Adopted.

Motion by Frewen, supported by Hodge, to approve disbursement of \$850.00 for the Madarang Hoort sign at 230 Kent St.

All in favor. Adopted.

Director Conner Wellman stated that the National Main Street Conference will be held in Kansas City, MO on March 25 – 29, 2018. Board members are invited to attend.

Director Conner Wellman provided information for Crowdfunding Grant up to \$25,000.00 for small businesses.

There was discussion that Portland has used all of its Design services available through Michigan Main Street.

Under the Director Report, Director Conner Wellman reported that Holidayfest, held on December 9, 2017 was a very nice, successful, community event. She outlined successes and foreseen changes for next year's event. She requested that as a board when making work plans for next year the necessity of volunteer support by the board members is considered.

There was discussion.

Director Conner Wellman presented the video of the Holidayfest event.

A business owner workshop, Online Branding, will be held on January 24, 2018. There are already businesses planning to attend.

The Michigan Main Street Annual Report has been submitted by the deadline. Director Conner Wellman provided an overview of notable accomplishments in 2017.

Photos have been submitted to Michigan Main Street in all 5 categories for the contest. Winners of each segment will be announced in January.

Under Board Member Comments, City Manager Gorman thanked the board for their involvement in Holidayfest. It was a great event. He also thanked City staff for their assistance.

He further stated that he is looking forward to the Strategic Planning Meeting on January 11, 2018.

Chair Grimminck noted that the Portland District Library is conducting a patron survey to determine what they are doing/not doing well. Spread the word; they would love to have the communities comments.

Motion by VanSlambrouck, supported by Hodge, to adjourn the meeting at 4:24 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary