

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

Held on Thursday, February 15, 2018
In Council Chambers at City Hall

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

Members Absent: Blastic

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

Guests: None

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

There was no public comment.

Motion by Barnes, supported by VanSlambrouck, to approve the agenda as presented.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Hodge, to approve the minutes of the January 18, 2018 meeting.

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Restructuring and Project Follow-up Director Conner Wellman presented information on how the February 2, 2018 meeting and how the teams should be combined. Projects the combined teams will be working on was also presented.

Member Antaya arrived at 3:38 P.M.

City Manager Gorman presented high level/conceptual information for a potential splash pad at Powers Park. The City is planning to submit a grant application to the DNR Trust Fund by April 1, 2018 for the project.

There was discussion of this project and a potential Kent St. project.

Chair Grimminck distributed building inventory sheets to the members; each member will be responsible for completing the information on their sheets. The updated building inventory information should be returned at the next DDA meeting.

Under New Business, Director Conner Wellman presented the timeline for the budget request review and the budget request.

Director Conner Wellman presented a request to apply for a Liquor License for Beerfest.

Motion by Barnes, supported by Gorman, to approve the request to apply for the Beerfest Liquor License.

All in favor. Adopted.

Director Conner Wellman presented a request to contract with Paul Starr of I'm a Beer Hound to coordinate Beerfest.

There was discussion regarding the benefits of hiring Mr. Starr.

Motion by VanSlambrouck, supported by Briggs, to approve hiring Paul Starr of I'm a Beer Hound to coordinate Beerfest.

All in favor. Adopted.

Director Conner Wellman presented information on the MI Portland display at the Ionia Expo on Saturday, March 3, 2018 and requested volunteers to work at the event.

Under the Director Report, Director Conner Wellman reported that Portland won \$1,000 and statewide recognition for the photo submission of Downtown Portland.

Director Conner Wellman also reported that the business owner workshop, Online Branding, held on January 24, 2018 was well attended. The attendees found the information provided to be valuable.

Director Conner Wellman also provided updates on property and business changes in the Downtown as well as information on usage of the website, and upcoming trainings.

There was discussion in regard to the need to move the March DDA meeting due to a training scheduled for March 15, 2018.

Motion by Barnes, supported by VanSlambrouck, to move the March 15, 2018 DDA meeting to March 22, 2018 at 3:15 P.M.

All in favor. Adopted.

Under Board Member Comments, Director Conner Wellman stated that she received a resignation from Mr. Frewen from the DDA Board.

City Manager Gorman stated that the City will need some level of commitment from the DDA on whether or not to move forward with the Splash Pad Project.

City Manager Gorman provided an update on the process and recent decisions by the Planning Commission and Zoning Board of Appeals on the request made by Terry Frewen to consider a request for a Special Land Use Permit for the property at 1323 E. Bridge St. (34-300-110-000-045-00), to rent the property as a single-family residence with a cell phone repair business to operate in the front room of the house.

Motion by VanSlambrouck, supported by Hodge, to adjourn the meeting at 4:34 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary