

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

Held on Thursday, March 22, 2018  
In Council Chambers at City Hall

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

Members Absent: None

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

Guests: Mike Judd; Jon Moxey of Fleis & VandenBrink; Mike Enden of PMI (Preservation Materials International)

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

There was no public comment.

Motion by Barnes, supported by Briggs, to approve the agenda with the additions of the Resignation of Blastic and Consideration of a new secretary and Street Signs/Posts at Kent and Bridge Streets under New Business.

All in favor. Adopted.

Motion by Barnes, supported by Pung, to approve the minutes of the February 15, 2018 meeting. All in favor. Adopted.

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

Under Team Reports, for the Organization and Finance Team Mayor Barnes reported that they will meet next week to process work plans.

Chair Grimminck reported for the Business Enhancement Team that they are still working on the Business/Property Inventory.

Mayor Barnes proposed consideration of a hiring a 3<sup>rd</sup> party for this project in order to provide more consistency in the results.

Member Briggs reported that the Design Team is working on their work plans.

Under Old Business, Mike Enden of PMI presented information on synthetic skating surfaces.

Jon Moxey of Fleis & VandenBrink presented information on the Toan Park Improvement Project. The grant application to the DNR is due April 1, 2018. If awarded, the grant would provide \$300,000 that would require a \$300,000 match. Other funding sources would have to be considered to fully fund the project that is estimated to cost approximately \$1 million. The potential grant award would not come until next year at which time the final design would be completed.

There was discussion.

Motion by Barnes, supported by Hodge, to commit up to \$350,000 over 4 years for the Splash Pad Development.

There was discussion.

Member Pung went on the record to state her feeling that Toan Park is in better shape than most in the City. She further stated her feeling that infrastructure growth on Kent St. to support business development is a priority. She further stated that she feels the board's position has changed some recently in that funds are not being set aside for infrastructure. She stated that she does not have enough details to support the motion on the table.

City Clerk Miller held a roll call vote.

Antaya – Yes

Hodge – Yes

Pung – No

Briggs – Yes

Grimminck – Yes

VanSlambrouck – Yes

Barnes – Yes

Gorman – Yes

Seven in favor. One opposed. Motion passes.

Director Conner Wellman presented the Fiscal Year 2018-2019 Budget.

Motion by Barnes, supported by Briggs to approve the proposed Fiscal Year 2018-2019 Budget.

Member Pung stated that when the Organization & Finance Team met they had discussed reducing the Fund Balance and putting the funds in the Capital Improvement line item.

Director Conner Wellman stated that she had heard this as well, when meeting with the Design Team they had suggested meeting in the middle to reflect what would actually be available each year. The money would still be available when needed.

Member Pung stated that during the O&F meeting it was discussed that \$40,000 should be left in the Fund Balance with the remainder to be moved to Capital Improvements; she recommended moving the funds as discussed.

There was discussion.

City Clerk Miller held a roll call vote.

Antaya – Yes

Hodge – Yes

Pung – No

Briggs – Yes

Grimminck – Yes

VanSlambrouck – No

Barnes – Yes

Gorman – No

Five in favor. Three opposed. Motion Passes.

Under New Business, Director Conner Wellman stated she will be accepting bids for painting of street lights and weed control to take place this summer.

Director Conner Wellman stated that a 15-Year Main Street Celebration will be held on Thursday, July 19, 2018 at the Bandshell prior to the Thursdays on the Grand event.

Director Conner Wellman noted that new reporting regulations will add transparency and credibility to the program. A business and property owner inventory is required.

Director Conner Wellman noted that she received a letter of resignation from Member Blastic and thanked him for his service to the community. As Member Blastic was the secretary of the DDA a nomination for a new secretary is required.

Motion by Barnes, supported by Gorman, to nominate Member Briggs as Secretary.  
All in favor. Adopted.

Director Conner Wellman presented information on the improving the Do Not Enter signs at Kent and Bridge Sts. to look similar to the Stop signs at Maple and Bridge Sts. This project will cost approximately \$1,500.00. The DPW will supply the labor.

Motion by VanSlambrouck, supported by Hodge, to improve the signs at Kent and Bridge Sts.  
All in favor. Adopted.

Under the Director Report, Director Conner Wellman stated that there is progress on the website with stakeholder engagement. She has been attending trainings for the Redevelopment Ready Communities on Capital Improvements, the Michigan Downtown Association on Legislative and Best Practices, the Michigan Main Street Director Training and Best Practices and will attend the National Main Street Conference next week. She has also met with the Garden Club, the Friends of the Red Mill, and the Community Fund. She has upcoming meetings with the Historical Society, the VFW, and the Portland Area Service Group.

There were no Board Member Comments.

Motion by VanSlambrouck, supported by Pung, to adjourn the meeting at 4:50 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary