

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

Held on Thursday, May 17, 2018
In Council Chambers at City Hall

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

Members Absent: Pung

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 Briggs, to approve the agenda as presented.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Antaya, to approve the minutes of the April 19, 2018 as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Reports, Mayor Barnes reported that the Organization & Finance team is beginning to plan the sesquicentennial celebration. He also reported that tickets sales for Beerfest on the Bridge are underway and that volunteers for the events are still needed. Jason Williamson is planning the Volunteer Appreciation event.

Chair Grimminck reported that the Business Enhancement Team continues to work on the business database.

Director Conner Wellman stated that the student ambassadors are working with the Promotions & Marketing Team to create a google calendar that all workplans can be posted to for reference.

Member Briggs reported that the Design Team is working on placement of the historical sign.

Under Old Business, Director Conner Wellman proposed the following vision statement, "MI Portland Downtown: Working together as a community to model a vibrant downtown, positioning Portland as Mid Michigan's favorite small-town connection – for families to grow, friends to celebrate, and visitors to treasure." She stated that a vision statement is a requirement of the TIF plan and Michigan Main Street. She asked for suggestions and comments.

Motion by Briggs, supported by Barnes, to approve the vision statement as proposed.

All in favor. Adopted.

Under New Business, Director Conner Wellman provided an overview of the AmeriCorp Vista Recruitment program and the requirements of the position. The position will be posted on the website, Facebook, etc.

There was discussion.

Chair Grimminck provided information on the Public Art Grant that she wrote and applied for. The grant was denied but with the foundation developed it will be easier to apply for other grants.

Director Conner Wellman stated that she has been working with Member Pung on the Façade Restoration Initiative Funding. She further shared information on the creation of a pipeline (segment of the downtown) that could be targeted for funding with a State match. The amount of matching funds to be committed by the DDA and property owners needs to be determined.

There was discussion.

Director Conner Wellman stated that a resident of the downtown made a request that the Parking Ordinance be reviewed. The Business Enhancement Team has decided to add this to its work plan for 2019-2020.

The parking issue in the downtown was discussed.

Under the Director Report, Director Conner Wellman stated that weed control specialists have been hired for the season. They will begin work this week. A prep and maintenance schedule has been developed with the DPW and Parks & Recreation seasonal employees to ensure that the flower beds and streetscapes are complete and maintained. Work will also be done to eradicate and clean up the spiderwebs from lamp posts, bridge and boardwalk railing areas.

The Outdoor Flea Market will be held the 1st Saturday of each month, June through September at the parking lot between Scout Park and Maple St.

Beerfest on the Bridge is up and running; tickets are being sold, sponsors are coming in, and promotions are ready to print.

ConfluxCity Brewery is expected to announce their opening in the next few weeks.

Courageous Coffee has purchased 129 E. Bridge St. and will take on their build out slowly; they anticipate an opening of a coffee shop with local bakery items within a year.

Director Conner Wellman will attend the Michigan Main Street Quarterly Training on June 4th – 5th in Niles, Michigan.

Under Board Member Comments, Member Briggs stated that the Historical Society is working with the VFW and the American Legion to commemorate the 100 years since the ending of World War I. They will remember Dale Hyland, a Portland resident killed in the war.

Chair Grimminck noted that the Portland District Library has new software that will help authors with the publishing of ebooks. A music feature will be added to the Storytime Garden at the library as well. The Children's Librarian is leaving; the library will hire a new person for this position.

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

Respectfully submitted,

Margery Briggs, Secretary