

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

Held on Thursday, June 21, 2018
In Council Chambers at City Hall

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

Members Absent: Pung, Briggs

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

Guests: None

Chair Grimminck called the meeting to order at 3:31 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 Gorman, to approve the minutes of the May 17, 2018 with minor grammatical changes.

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Reports, Mayor Barnes reported that the Organization & Finance team has begun the planning process for the sesquicentennial celebration which will be held September 20th – 22nd, 2019. He also reported that Beerfest planning is going well. The sponsorships are coming in and many tickets have already been sold. A maximum of 800 tickets will be sold.

Chair Grimminck reported that the Business Enhancement Team is finishing the data collection and data entry for the business database.

Director Conner Wellman stated that the Promotions & Marketing Team is supporting the other teams at this time. An agreement has been made with area radio stations for six 1-hour spots throughout the year.

Director Conner Wellman reported that the Design Team is continues efforts on placement of a historical sign. The lamp post painting project will begin soon.

Under Old Business, Director Conner Wellman provided an update on the AmeriCorps Vista position. A qualified candidate was interviewed and will begin work on August 20, 2018.

Director Conner Wellman presented an annual Bridge Lighting Schedule for Veterans Memorial Bridge.

Motion by VanSlambrouck, supported by Antaya, to approve the proposed bridge lighting schedule.

All in favor. Adopted.

Under New Business, Director Conner Wellman welcomed new member Leo Madarang.

Under the Director Report, Director Conner Wellman reported that an application has been submitted for \$400,000 in Façade Improvement Program funds piloted by the State of Michigan to support the existing local façade program. Three communities will be selected.

City Treasurer Kinde found an opportunity with the State of Michigan for reimbursement of tax increment personal property tax loss for DDA's. The required paperwork has been completed and submitted. The State Treasury will now verify and apply formulas.

A weed control specialist and landscaper have been hired for the season to help with the streetscape appearance in the downtown. A maintenance schedule has also been created with the DPW and Parks & Recreation Seasonal employees to clean up the spiderwebs from the lamp posts and bridge/boardwalk railings.

An outdoor flea market will be held the 1st Saturday of each month from June through October in the parking lot between Scout Park and Maple St. Proceeds will go toward promoting the core downtown businesses.

Beerfest is up and running with 234 tickets sold to date. Promotions have been printed and distributed with more to come. The sponsorships have nearly been filled.

ConfluxCity Brewing opened with huge success, they have shut down for three weeks in order to brew enough beer to re-open and ensure they don't run out again. They expect to re-open right after the 4th of July.

Vintage Tanning is expected to open in the first week of July.

Under Board Member Comments, City Manager Gorman noted that the City will not be approving any permits for Consumers Energy to do work in the City until they have restored previous projects that have been started but not completed.

Motion by VanSlambrouck, supported by Antaya, to adjourn the meeting at 3:55 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary