

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

Held on Thursday, August 16, 2018
In Council Chambers at City Hall

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

Members Absent: Briggs

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

Guests: None

Chair Grimminck called the meeting to order at 3:32 P.M.

There was no public comment.

Motion by Madarang, supported by Pung, to approve the agenda as presented.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Madarang, to approve the minutes of the July 19, 2018 with minor changes as suggested by Mayor Barnes.

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Reports, Mayor Barnes reported for the Organization & Finance team and stated that Beerfest was held on Saturday, August 11th and was another successful event. Planning for the 2019 sesquicentennial celebration continues.

Chair Grimminck reported that the Business Enhancement Team has continued work on the business database and has been working with Director Conner Wellman on training the new VISTA volunteer.

Member VanSlambrouck stated that the Promotions & Marketing Team has been working on the google calendar.

Under the Design Team Report, Member Madarang stated that painting of the light posts is still underway. The historic sign application has officially been submitted and processed.

City Manager Gorman noted that many comments have been received regarding the gold trim being repainted on to the light posts. The light posts that are not in the DDA, the gold trim is being repainted.

City Manager Gorman also noted that a manifest has been developed regarding trash receptacles located in the downtown. A location for a shared location for trash still needs to be identified.

Under Old Business, Director Conner Wellman noted that the Portland Prime Community Gift Certificate program is moving forward.

The Michigan Main Street Progress Visit will be held Thursday, August 30, 2018. A survey has been distributed to DDA members which needs to be completed by August 20, 2018.

Director Conner Wellman listed project ideas that might be eligible for CDBG funding.

Under New Business, the Election of Officers was held.

Motion by Antaya, supported by Gorman, to reelect the same as officers that have been serving. All in favor. Adopted.

Director Conner Wellman noted that the Red Mill Community Day will be held Saturday, August 25, 2018. Volunteers are needed to assist with Portland Downtown Promotion. Six volunteers are needed to each serve two hours.

Under the Director Report, Director Conner Wellman reported that Beerfest was another successful event with a 42% increase in attendance.

Director Conner Wellman stated that the VISTA candidate, Dana Hengesbach, is doing some orientation and will officially start the position on August 27, 2018.

Director Conner Wellman provided business updates.

Under Board Member Comments, City Manager Gorman noted that Mayor Exchange with the Village of Middleville was held yesterday when they visited Portland.

City Manager Gorman further noted that Consumers Energy will be in Portland beginning Friday, August 17th through the weekend to repair gas lines on Kent St.

He also noted that the City is conducting a feasibility study to explore the potential to bring broadband to City residents.

Motion by VanSlambrouck, supported by Antaya, to adjourn the meeting at 4:08 P.M. All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary