

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

Held on Thursday, September 20, 2018  
In Council Chambers at City Hall

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

Members Absent: Briggs, VanSlambrouck

Staff: DDA/Main Street Director Conner Wellman, Finance Director Kinde

Guests: None

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

There was no public comment.

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

All in favor. Adopted.

Motion by Madarang, supported by Pung, to approve the minutes of the August 16, 2018 as presented.

All in favor. Adopted.

Member Pung inquired of the amount the DDA is over budget when including the amount due for street light painting that cost more than expected.

Director Conner Wellman provided explanation of why the street light painting project went over bid. The original project was approved over a 2-year period. The contractor went ahead and painted more light posts than had been previously approved for year one. Part of the costs will be covered by the City of Portland.

Motion by Pung, supported by Antaya, 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 planning with Team 150 for the 2019 sesquicentennial celebration continues. They are also planning for the Volunteer Recognition Event which will take place in November.

Director Conner Wellman 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.

Director Conner Wellman stated that the Promotions & Marketing Team has been working to support the other work plans at this time.

Under the Design Team Report, Director Conner Wellman stated that they have received a letter from the State of Michigan noting that there was not enough content on this application for the historic sign. The design and content of the sign will need to be reevaluated.

Under Old Business, Director Conner Wellman explained the Portland Prime Community Gift Certificate program and noted it will be available on the DDA/Main Street webpage.

Director Conner Wellman stated that during discussions of project ideas that might be eligible for CDBG funding the idea of turning the Façade Restoration Initiative into a CDBG project was suggested. There will be a meeting with Michigan Main Street and property owners who have projects in mind on October 5, 2018.

Under New Business, Dana Hengesbach, AmeriCorps VISTA volunteer, introduced herself and was introduced to the Board. The board members introduced themselves and explained their history with the DDA.

Director Conner Wellman stated that Sandborn Real Estate has applied for reimbursement of painting for three sides of their façade in the amount of \$1,625.00. The Design Team has approved the project.

Director Conner Wellman noted that ProForma training will be held in Lansing on Friday, October 17, 2018. This training will cover business planning for building enhancements. All property owners that have expressed any interest in enhancements to their business should attend this training.

Director Conner Wellman set the date of Thursday, November 1, 2018 from 2:30 to 4:30 P.M. to begin Strategic Planning/Implementation.

Under the Director Report, Director Conner Wellman provided a business update.

The Michigan Main Street Quarterly Director Training will be held October 7<sup>th</sup> – 9<sup>th</sup>, 2018.

Director Conner Wellman presented information on the Annual Michigan Main Street Report.

Under Board Member Comments, City Manager Gorman stated he has been talking with City Engineers and gotten a preliminary estimate of \$1.89 million for a Kent Street Improvement Project which would include complete infrastructure and substantial streetscape construction. The soonest this project would take place is 2021. The DDA will need to begin planning now. City Council will have to decide to forego other street projects, likely the Grand River Ave. Improvement Project.

There was discussion.

City Manager Gorman stated that the City is engaged in a feasibility study to evaluate bringing fiber optics to the community.

There was further discussion.

City Manager Gorman provided further updates on activities happening in the City.

Director Conner Wellman shared the logo developed by Team 150 for the 2019 sesquicentennial celebration.

Motion by Madarang, supported by Antaya, to adjourn the meeting at 4:27 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary