

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

Held on Thursday, October 18, 2018
In Council Chambers at City Hall

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

Members Absent: Grimminck

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

Guests: None

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

There was no public comment.

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

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Reports, Mayor Barnes presented the invitations for the Volunteer Recognition Event and stated that planning with Team 150 for the 2019 sesquicentennial celebration continues.

Motion by Barnes, supported by Antaya, to approve the Minutes of the September 20, 2018 meeting as presented.

All in favor. Adopted.

Director Conner Wellman reported that the Business Enhancement Team has partnered with Dana Hengesbach, VISTA volunteer, to bring the Business in a Box to the Portland District Library. This resource is available to both business startups and current business owners.

Director Conner Wellman suggested that the Promotions & Marketing Team be reevaluated, they will discuss at their next meeting.

Under the Design Team Report, Member Briggs stated they are working on the submittal for the language on the historic sign.

Under Old Business, Director Conner Wellman stated that the City received the preliminary scoring on the collaborative DNR Grant Application between the DDA and Parks and Recreation Department for the Toan Park Improvement Project. The feedback received from the DNR allowed an opportunity to provide supplemental information to improve the scoring. Many organizations throughout the community provided letters of support for the proposed project. This process is still in the preliminary stages and would possibly be a project slated for 2020/2021.

Director Conner Wellman stated that she and Vista Volunteer Dana Hengesbach will attend the MEDC's Pro Forma Training in Lansing tomorrow, Friday, October 19, 2018.

The Programming Alignment and Gap Assessment has been distributed to the Board for the Strategic Implementation session scheduled for Thursday, November 1, 2018 from 2:30 – 4:30 P.M.

Under New Business, Director Conner Wellman provided an overview of the Volunteer Appreciation Event.

Under the Director Report, Director Conner Wellman stated that Portland Prime sales will begin Monday, October 22, 2018 with 22 businesses on board at this time. Local businesses have been invited via email to participated with Small Business Saturday. This year's theme for the Holiday Window Decorating Contest is Ugly Sweater Party. Judging will take place on Friday, November 16, 2018. Holiday Fest will be held on Saturday, December 8, 2018.

The stakeholder '150 Reveal' and workshop went well with 28 attending and 6 others requesting information.

The replacement of the internal mechanisms of the downtown clock was completed this past week.

Director Conner Wellman provided a business update.

The Michigan Main Street Quarterly Director Training was held October 7th – 9th, 2018.

Under Board Member Comments, City Manager Gorman provided an update on City business.

Motion by Madarang, supported by Briggs, to adjourn the meeting at 4:06 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary