

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

Held on Thursday, November 15, 2018
In Council Chambers at City Hall

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

Members Absent: None

Staff: DDA/Main Street Director ConnerWellman, 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 Madarang, to approve the agenda as presented.
All in favor. Adopted.

Motion by VanSlambrouck, supported by Antaya, to approve the minutes of October 18, 2018 minutes as amended with grammatical corrections.
All in favor. Adopted.

Motion by Grimminck, supported by Pung, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Team Reports, Mayor Barnes reported that the Organization & Finance Team continues to work on the sesquicentennial celebration. Team 150 touched base last week with the Arts Council. They would like to be involved with celebration. The City Council will participate in Mayor's Exchange this year with the City of South Haven who is also celebrating their sesquicentennial this year.

Mayor Barnes further stated that the Volunteer Recognition Party this past weekend was an enjoyable event.

Chair Grimminck reported that the Business Enhancement Team continues work on the business database and the Business in the Box available at the Portland District Library.

Nothing new to report for the Promotions & Marketing Team.

Under the Design Team Report, Member Briggs stated the work continues on the submittal for the language on the historic sign and they have reviewed Façade Improvement Applications.

Under Old Business, Director ConnerWellman stated that Façade Improvement Applications have been received from Sandborn Reality at 100 Kent St. in the amount of \$1,625.00 and from the Escape Rooms at 100 E. Bridge St./205 Kent St. with property owners' consent.

There was discussion regarding the applications.

Member Pung noted that the application for 100 E. Bridge St./205 Kent St. does not include the “cornice” of the building. It currently matches the paint colors that are planned to be repainted. She further stated her opinion that if public funds are being used then the work should be done correctly.

There was continued discussion.

The board concurred that Director ConnerWellman will talk to the property owners and inquire about additional paint to the cornice so it will match the rest of the building.

Director ConnerWellman provided information and an update on the Portland Prime initiative.

Under New Business, Director ConnerWellman presented the project list based on the strategy alignment developed on November 1, 2018.

Antaya left the meeting at 4:05 P.M.

Motion by Gorman, supported by Barnes to accept the project list.
All in favor. Adopted.

Director ConnerWellman stated that the National Main Street Conference will be held in Seattle, WA on March 25-27, 2019. There are opportunities for volunteers to attend.

Director ConnerWellman stated that volunteers are still needed for Holidayfest on December 8, 2018.

Director ConnerWellman proposed cancelling the December DDA meeting due to a lack of business.

Motion by Barnes, supported by Pung, to cancel the December 20, 2018 DDA meeting.
All in favor. Adopted.

Under the Director Report, Director ConnerWellman stated the Volunteer Appreciation event held on Saturday, November 10, 2018 was a great evening and a nice event. By claiming the DDA’s share of the Local Community Stabilization Act \$40,300.69 has been added to the fiscal year income.

Small Business Saturday will take place on Saturday, November 24, 2018 with 13 businesses participating. The DDA will host a welcome center inside the Escape Rooms.

Holidayfest will be held on Saturday, December 8, 2018. This year’s theme for the window decorating contest is, Ugly Sweater Party. Judging will take place on Friday, November 16, 2018.

Under Board Member Comments, City Manager Gorman provided an update on City business. The City has contracted Fleis & VandenBrink to conduct a feasibility study for a new police station. The newly acquired ADM property at Grand River Ave. and Divine Hwy. and the parking lot at Grand River Ave. and Maple St. are being considered as possible locations.

The City received the preliminary scoring on the collaborative DNR Grant Application 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.

City Manager Gorman further noted that he has been lobbying for monies from the State to assist in the painting of the pedestrian bridge over the Grand River. This project will have a very substantial cost. He will continue to push.

Chair Grimminck noted that the Halloween Spooktacular held at the Portland District Library had 675 attendees and 5 businesses participating. It was a great event.

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

Respectfully submitted,

Margery Briggs, Secretary