

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

Held on Thursday, February 21, 2019  
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 3:32 P.M.

There was no public comment.

Motion by VanSlambrouck, supported by Pung, to approve the agenda as presented.  
All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of January 17, 2019 DDA meeting.  
All in favor. Adopted.

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

Under Team Reports, Member Pung commented that the Organization & Finance Team has reviewed the upcoming budget and made some suggestions. The Team is also working on survey results and reaching out to business owners for recruitment efforts.

Chair Grimminck reported that the Business Enhancement Team continues to work on the database and budget review.

Director ConnerWellman noted that the Promotions & Marketing Team will be attending the Business Expo in Ionia County. She is asking for support from the DDA Board and Team members to share what they love about Portland.

Under the Design Team Report, Member Briggs noted that the Michigan Historic Commission has approved the historic sign. They have also been working on budget review.

Director ConnerWellman provided an overview and information on how the recent ice jam in Portland has affected the businesses in downtown Portland. She further outlined upcoming events that will be held in support of the businesses affected.

City Manager Gorman provided an update and overview of the ice jam and recent flooding.

Member Antaya arrived at 3:56 P.M.

Under New Business, Director ConnerWellman presented the Fiscal Year 2019/2020 budget request for review and comment.

There was discussion.

Director ConnerWellman presented a request for approval to apply for the liquor license for Beerfest 2019.

Motion by Pung, supported by VanSlambrouck, to approve the application for the liquor license for Beerfest 2019.

All in favor. Adopted.

Director ConnerWellman presented a request to enter into a contract with Paul Starr of I'm a Beer Hound to coordinate Beerfest. She explained there would be some modifications to the contract from previous years to adjust for expenses that he typically incurs and charges beyond the contract after the event.

There was discussion.

Motion by Pung, supported by Madarang, to approve hiring Paul Starr of I'm a Beer Hound to coordinate Beerfest.

All in favor. Adopted.

Director ConnerWellman explained that the TIF Report now requires two public information meetings per year. She proposed doing this as part of the DDA meetings in March and September in 2019 and the February and August meetings going forward.

Motion by Barnes, supported by Briggs, to hold two public information meetings, March and September in 2019 and February and August going forward, as required under the TIF Reporting requirements.

All in favor. Adopted.

Under the Director Report, Director ConnerWellman reported that Portland won \$1,000 and statewide recognition for a drone photo submitted of the holiday lighting of the 100 block of Kent St.

A workshop series will be held that will cover protecting your business and property and a marketing round table. The business workshop in February had 33 attendees.

Director ConnerWellman provided business and property updates.

Director ConnerWellman further stated that after the January DDA meeting, she attended the Grubstake meeting in Owosso that addressed raising interest in local business investment.

The Portland Prime initiative continues to do well. Approximately \$6,000 has been sold.

Under Board Member Comments, Mayor Barnes noted that Mayor Exchange planning is underway with the City of South Haven who is also celebrating their sesquicentennial this year.

Member VanSlambrouck stated that the VFW will host a fundraiser on March 1, 2019 beginning at 3:00 P.M. for the Portland Community Fund to raise money for the Ice Jam/Flood Relief. She also noted that Backpacks for Bellies will begin packing weekend meals for children in need.

Member Briggs noted the upcoming Festival of Tables fundraiser for the Portland Area Ministerial Association.

Motion by VanSlambrouck, supported by Madarang, to adjourn the meeting at 4:17 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary