

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

Held on Thursday, June 24, 2019
In Council Chambers at City Hall

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

Members Absent: Briggs

Staff: DDA/Main Street Director ConnerWellman; VISTA Volunteer Hengesbach; City Clerk Miller

Guests: Council Member Johnston; Jason Williamson, Eric Proctor

Chair Grimminck called the meeting to order at 7:00 P.M.

There was no public comment.

Motion by Madarang, supported by Antaya, to approve the agenda with as presented.
All in favor. Adopted.

Motion by Barnes, supported by Madarang, to approve the minutes of the May 16, 2019 meeting as presented.
All in favor. Adopted.

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

Under Team Reports, Mayor Barnes reported the Organization & Finance Team continues to work on planning for the Sesquicentennial celebration and Beerfest on the Bridge.

Eric Proctor provided information on Beerfest on the Bridge, scheduled for Saturday, August 10, 2019.

Member VanSlambrouck stated that Promotions & Marketing Team has also been working on planning for the Sesquicentennial celebration and Beerfest on the Bridge.

Under the Design Team Report, Director ConnerWellman stated their activities will be covered under New Business.

Chair Grimminck stated the Business Enhancement Team has been planning business workshops. They are considering adding an online component.

Under Old Business, Director ConnerWellman noted that both Chair Grimminck and Member Madarang have recently been reappointed to the DDA. Dr. Jason Williamson and Charlsie Abel will join the DDA at the July meeting.

Mayor Barnes thanked Member VanSlambrouck for her time served as a DDA member as this is her last meeting.

Director ConnerWellman stated that the second year of the AmeriCorp VISTA program is already underway and that VISTA Volunteer Dana Hengesbach has been a valuable addition. As she has more work for Dana to do and because AmeriCorp VISTA offers 3 years of service she would like to renew for another year with this program.

Director ConnerWellman noted that Council Member Johnston and VISTA Volunteer Hengesbach recently attended the National Main Street Conference in Seattle, WA.

Both Council Member Johnston and VISTA Volunteer Hengesbach provided an overview of takeaways from the conference.

Director ConnerWellman noted that she has not received the amendment to the Michigan Main Street Agreement from the MEDC yet.

There was discussion.

Motion by Antaya, supported by Madarang, to table a decision regarding the anticipated amendment to the Michigan Main Street Agreement and possible graduation from the Michigan Main Street Program to the July meeting.
All in favor. Adopted.

Under New Business, Director ConnerWellman presented a Façade Grant Application for Essential Title located at 220 Kent St. Improvements for the updated façade will include paint, repair to the cornices and new windows.

Director ConnerWellman presented a Sign Incentive Grant Application for The Port at 143 Kent St. and pictures of the new signs to be installed.

Director ConnerWellman provided an update on The Escape Room and ongoing improvements. The contractor that was hired to repaint parts of the façade was paid and now will not come back to finish the work. They are now trying to restart the process in order to complete the work.

Under the Director Report, Chair Grimminck noted that she will provide Director ConnerWellman's review at the July meeting. She is planning to create a new review to better reflect what Director ConnerWellman actually does.

DDA/Main Street Director ConnerWellman presented her goals for the 2019-2020 Fiscal Year and her report on downtown activities. Director ConnerWellman provided updates on business and property in the DDA District along with other projects, recent activities, and community events.

Dr. Williamson provided information on the 1860's vintage baseball tournament he attended on June 23, 2019 in Frankenmuth, Michigan. He will use what he learned when he manages the vintage baseball tournament to be held as part of the Sesquicentennial Celebration this year.

Under Board Member Comments, Chair Grimminck noted that the Portland District Library will be adding new streaming options.

Mayor Barnes noted both the upcoming 4th of July Parade in Portland and the Ionia Free Fair Parade.

City Manager Gorman provided development updates. The Brook has received all of the required approvals to begin construction of a 42-unit Senior Living Facility on 10-acres of the Rindlehaven property that they are acquiring from Mayberry Homes. The City will continue to look at solutions to the safety issue at Grand River Ave. and Rowe Ave.

City Manager Gorman stated that he met with representatives of Sparrow to begin the planning/design process for their development on Cutler Rd.

City Manager Gorman stated that he is working on a solution to remove the trash cans from the sidewalks in the downtown.

Motion by Barnes, supported by Madarang, to reschedule the July 22, 2019 meeting to July 29, 2019.

All in favor. Adopted.

Motion by Madarang, supported by VanSlambrouck, to adjourn the meeting at 7:57 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary