

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

Held on Monday, July 29, 2019
In Council Chambers at City Hall

Members Present: Grimminck, Gorman, Barnes, Briggs, Williamson, Abel

Members Absent: Antaya, Madarang

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

Guests: Mike Judd, Tom St-Amour

Chair Grimminck called the meeting to order at 7:03 P.M.

There was no public comment.

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

All in favor. Adopted.

Motion by Barnes, supported by Williamson, to approve the minutes of the June 24, 2019 meeting as presented.

All in favor. Adopted.

Motion by Gorman, supported by Abel, 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.

Director ConnerWellman 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, Member Briggs stated they have been considering standards for the downtown and how to help businesses with maintenance. They have also been working on weed maintenance and with the Garden Club on the downtown planters.

Chair Grimminck stated the Business Enhancement Team has been planning business workshops.

Under Old Business, the DDA considered an amendment to the Michigan Main Street Program Agreement as presented by the Michigan Economic Development Center.

Chair Grimminck stated the committees have discussed the proposed amendment and feel that it is time for Portland to graduate from the Michigan Main Street Program.

Motion by Williamson, supported by Abel, to graduate from the Michigan Main Street Program.

There was no discussion.

The Chair held the vote for the motion on the floor.

All in favor. Adopted.

The DDA considered renewal with the National Main Street Program.

It was noted that the Organization and Finance Committee recommends not renewing with the National Main Street Program.

Motion by Barnes, supported by Williamson, to not renew with the National Main Street Program.

All in favor. Adopted.

The DDA considered a payment in the amount of \$475.00 to The Escape Room for façade improvements at 100 Kent St. and 205 E. Bridge St.

Motion by Barnes, supported by Abel, to approve the payment in the amount of \$475.00 to The Escape Room for façade improvements at 100 Kent St. and 205 E. Bridge St.

All in favor. Adopted.

Under New Business, Director ConnerWellman reminded the DDA board members to sign the renewal of the Board Member Agreements.

Chair Grimminck held the election of officers.

Mayor Barnes nominated Member Williamson to be Vice Chair.

Member Williamson stated that he does not feel comfortable being Vice Chair at this time.

Motion by Barnes, supported by Williamson, to nominate Member Abel to be Vice Chair and the rest of the officers to remain the same.

All in favor. Adopted.

The DDA considered whether to proceed with development of a splash pad with or without approval of the DNR Grant that was applied for.

Chair Grimminck provided a background on the process to date.

The committees have recommended moving forward with the splash pad if funding from the grant is not received.

Motion by Williamson, supported by Barnes to move forward with the splash pad if funding from the DNR grant is not received.

Member Briggs commented that this project is included in the DDA's TIF Plan.

Chair Grimminck held the vote for the motion on the floor.

All in favor. Adopted.

Director ConnerWellman stated that there has been discussion about 2-hour parking in the downtown. It is currently in place in the 100 block of Kent St. on the Boardwalk side of the street as well as some parking spaces in the 200 block of Kent St. but has not been recently enforced.

The City Council will be considering implementing 2-hour parking in the downtown from Academy St. to Grand River Ave. on Kent St. and on Bridge St. between Kent St. and Maple St. to help facilitate commercial business.

The DDA Will be looking at ways to help with educating the business owners and the public.

City Manager Gorman commented that there is no easy way to implement 2-hour parking. City Hall receives complaints regarding individuals who park in the same location all day.

Motion by Williamson, supported by Abel, to recommend 2-hour parking enforcement in the downtown.

All in favor. Adopted.

Director ConnerWellman stated that after evaluation it has been decided that two parking spots in the Scout Park parking lot will be utilized for trash receptacles that belong to the residences on the river side of Kent St. This change will be phased in. The DDA Will working with property owners to educate them of this change.

Motion by Abel, supported by Williamson, to establish a location for trash receptacles that belong to residences on the river side of Kent St. in two parking spots in the Scout Park parking lot.

All in favor. Adopted.

Director ConnerWellman stated that sidewalk damage from the ice jam/flooding in February has been discovered on Kent St. It appears to have been caused by settling after the water rushed into the basements and then back out. Bids for sidewalk repair have been sought. The DDA will work with the City on this project.

Director ConnerWellman also stated that \$12,500.00 has been budgeted for completion of the street light lamp post painting. This project will be completed soon.

Motion by Barnes, supported by Briggs, to proceed with the bid from Moyer Construction for repair of the damaged sidewalk on Kent Street.

All in favor. Adopted.

Under the Director Report, DDA Director ConnerWellman stated that she is diligently working on planning for Beerfest which will be held on Saturday, August 10th. Director ConnerWellman also provided updates on business and property in the DDA District along with other projects, recent activities, and community events.

Under Board Member Comments, Member Briggs provided information on the recent Garden Club Garden Tour.

Director ConnerWellman noted that the Red Mill Community Day will be held on Saturday, August 24, 2019.

Motion by Williamson, supported by Abel, to adjourn the meeting at 7:38 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary