

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

Held on Monday, September 23, 2019
In Council Chambers at City Hall

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

Members Absent: Barnes, Antaya

Staff: DDA Director ConnerWellman

Guests: None

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

There was no public comment.

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

Motion by Abel, supported by Madarang, to approve the minutes of the August 26, 2019 meeting as presented.
All in favor. Adopted.

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

Under Team Reports, there was no report from the Organization & Finance Team.

Member Williamson stated that Promotions & Marketing Team has also been working on budget planning.

Chair Grimminck reported the Business Enhancement Team will be creating a training site where articles and information will be posted rather than holding workshops.

Under the Design Team Report, Member Briggs stated the historic sign was dedicated on Saturday, September 21, 2019. They are also seeking bids for lighting of the Opera Block. They will also be looking at implementing the property maintenance code.

Under Old Business, Director ConnerWellman presented the revenue-expense summary for the 2019 Beerfest. Despite lower than normal ticket sales, the budgeted revenue of \$12,500.00 was met.

Director ConnerWellman noted that strategic planning for a potential splash pad, the TIF Plan, a resident advisory group will be held on October 10, 2019 from 2:30 – 5:00 P.M. on the 2nd floor of City Hall.

Director ConnerWellman noted that a check in the amount of \$9,511.15 for façade improvements to Bootu Partners at 220 Kent St. should be made as they have completed their project.

Motion by Williamson, supported by Abel, to approve reimbursement in the amount of \$9,511.15 to Bootu Partners for façade improvements.
All in favor. Adopted.

Under New Business, Director ConnerWellman presented the amended budget for Fiscal Year 2019-2020 to move unexpended funds from the Fiscal Year 2018-2019 budget into the current year.

Member Williamson stated the Promotions & Marketing Team supports the amended budget moving the following funds from the Fiscal Year 2018-2019 Budget to the Fiscal Year 2019-2020 Budget; \$20,000 from the Façade Budget, \$15,000 from the Capital Outlay Budget, and \$9,500 from the Fund Balance to Contractual Services.

Motion by Williamson, supported by Madarang, to approve the amended budget as proposed.
All in favor. Adopted.

Director ConnerWellman stated that per TIF requirements a second public update meeting must be held. She suggested holding the meeting after the next DDA meeting on Monday, October 28, 2019 at 7:30 P.M. The DDA meeting would be held at 6:30 P.M. rather than 7:00 P.M. Notices will be distributed.

Motion by Williamson, supported by Abel, to schedule the meetings as suggested by Director ConnerWellman.
All in favor. Adopted.

Director ConnerWellman stated that she will meet with the SBDC (Small Business Development Center) in Grand Rapids on Wednesday, September 25, 2019.

Under the Director Report, Director ConnerWellman provided updates on business and property in the DDA District along with other projects, recent activities, and community events.

Director ConnerWellman stated that she is working closely with the City on 2-hour parking enforcement, relocation of trash and recycling receptacles, and awareness and enforcement of the International Property Maintenance Code in the interest of improving standards for property owners and potential investors. The DDA is requesting bids for painting of the boardwalk railings and electrical work for synchronized lighting of the Opera Block during specific hours. The DDA will also be focusing on consideration of construction of a splash pad.

Director ConnerWellman thanked all of those involved with the successful Sesquicentennial celebration held over the weekend.

There were no Board Member comments.

City Manager Gorman thanked Director ConnerWellman for the excellent job in spearheading the Sesquicentennial celebration.

Motion by Williamson, supported by Madarang, to adjourn the meeting at 7:34 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary