

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

Held on Monday, October 28, 2019
In Council Chambers at City Hall

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

Members Absent: Williamson

Staff: DDA Director ConnerWellman; City Clerk Miller

Guests: None

Chair Grimminck called the meeting to order at 7:30 P.M.

There was no public comment.

Member Antaya suggested adding item B under New Business, to consider cancelling the December DDA meeting due to the Christmas Holiday.

Motion by Madarang, supported by Barnes, to approve the agenda with the addition of Item B under New Business, to consider cancelling the December DDA meeting due to the Christmas Holiday.

All in favor. Adopted.

Motion by Madarang, supported by Abel, to approve the minutes of the September 23, 2019 meeting as presented.

All in favor. Adopted.

Motion by Briggs, supported by Madarang, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Team Reports, Chair Grimminck noted that neither the Organization & Finance Team nor the Promotions & Marketing have met so there is nothing new to report.

Chair Grimminck reported the Business Enhancement Team has made some changes to the training that VISTA volunteer Dana Hengesbach is doing.

Under the Design Team Report, Member Briggs stated they have been reviewing the Sign Ordinance and the International Property Maintenance Code. They have also issued one Sign Grant to The Port.

Under Old Business, Director ConnerWellman presented the results of the strategic planning held on October 10, 2019. She requested that each board member rank the projects they are willing to work on over the next 18 months from #1 to #3.

Director ConnerWellman presented information on the Sign Incentive Grant to BMH Ventures (The Port) in the amount of \$287.27.

Motion by Madarang, supported by Abel, to approve payment on the Sign Incentive Grant to BMH Ventures (The Port) in the amount of \$287.27.

All in favor. Adopted.

Under New Business, Director ConnerWellman stated that she will be attending the Michigan Downtown Association Annual Conference in Holland on November 7th and 8th.

Motion by Antaya, supported by Madarang, to cancel the December DDA and Team meetings due to the Christmas Holiday.

All in favor. Adopted.

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.

There were no Board Member comments.

Motion by Madarang, supported by Abel, to adjourn the meeting at 7:53 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary