

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

Held on Monday, November 22, 2021  
In the Council Chambers at City Hall

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

Members Absent: None

Staff: DDA Director ConnerWellman, City Clerk Miller

Guests: Becky Ward

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

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

There was no Public Comment.

Motion by Williamson, supported by Madarang, to approve the minutes of the October 25, 2021 meeting.  
All in favor. Adopted.

Motion by Hengesbach, supported by Antaya, to approve the Treasurer's Report for October 2021.  
All in favor. Adopted.

Motion by Antaya, supported by Madarang, to approve the Treasurer's Report for November 2021.  
All in favor. Adopted.

There were no team reports as they have not met.

Under Old Business, Director ConnerWellman presented information regarding her suggestion that the two teams be combined and two meetings be held each month. One would be a "working" meeting of the combined teams and the other would be the DDA Board meeting. The "working" meeting would be a "no decision" meeting.

City Manager Gorman stated he wants to ensure the board topics are not too broad and noted the proposed structure goes back to the Main Street program. He further suggested that if this meeting format will be permanent, it should be part of the DDA bylaws.

Director ConnerWellman noted there has been a lot of overlap between the two teams. Only the team members that have work progress to report/discuss would need to attend the “working” meeting.

There was discussion.

Director ConnerWellman suggested the “working” meeting should be held the 2<sup>nd</sup> Tuesday of each month at 5:30 P.M. with the first meeting to be held Tuesday, January 11, 2022.

City Manager Gorman reported the underground radar assessment of the property at 103 W. Grand River Ave. was completed last week. There were no underground tanks located. He reminded the board the first consideration in accepting the donation of the property should be the TIF Plan.

There was discussion.

Motion by Barnes, supported by Williamson, to draft a donation agreement with Bill Fabiano for the property located at 103 W. Grand River Ave.

All in favor. Adopted.

Director ConnerWellman noted the Rivers Edge Grill Liquor License was approved by City Council. It still needs to be approved by the State of Michigan.

Under New Business, Director ConnerWellman noted there would not be a DDA meeting in December.

Motion by Williamson, supported by Madarang, to not hold a DDA meeting in December.

All in favor. Adopted.

Director ConnerWellman noted that volunteers are still needed for HolidayFest.

Under the Director Report, Director ConnerWellman presented the November 2021 Director’s Report and the Community Investment Summary.

Under Board Member Comments, City Manager Gorman noted the City has several large products planned over the next few years. Projects include a \$10 million Wastewater Treatment Plant Improvement Project which will require a rate increase, the Kent Street Improvement Project, and replacement of the Divine Hwy. Bridge.

Motion by Williamson, supported by Antaya, to adjourn the meeting at 7:42 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary