

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

Held on Thursday, January 19, 2006
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Clement, Dempsey, Hoppes, Kavanagh, Pontz

Members Absent: Dumas, Kolarik, Urie, Williams

Guests: None

Vice-Chair Antaya called the meeting to order at 3:30 P.M.

Motion by Dempsey, supported by Kavanagh, to approve the agenda as presented
All in favor. Adopted

Motion by Barnes, supported by Kavanagh, to approve the minutes of the December 15, 2005 meeting as corrected.
All in favor. Adopted

Motion by Kavanagh, supported by Barnes, to approve the Treasurer's Report.
All in favor. Adopted

Director Bennett thanked the Board for appointing her to the position of D.D.A. Director/ Main Street Administrator stating that she is glad to be in Portland.

Director Bennett stated on January 24, 2006 the Portland District Library will be hosting a reception for the opening of the Small Biz Resource Center. She stated that the Library has been working on this along with Mr. Flanders. She stated that funds have been received for opening the Biz Center in the Library that Portland can be proud of. She stated the Resource Center is open to the public, and it will allow people to investigate information for many different kinds of business. It will help them do small business planning. Businesses can also get one-to-one courses at L.C.C. She said it is created by the Small Business Administration and is available at several locations throughout the State of Michigan. Director Bennett encouraged all D.D.A. members to attend the reception.

Director Bennett stated she has met a number of business owners and has also scheduled a number of meetings with property owners to discuss their property. She has scheduled an interview for the Main Street Newsletter, and held a meeting with the Chairs of the Main Street Committees. She also stated she attended a 21st Century Jobs Fund meeting on the 18th, and was pleased to see the Governor there.

She stated the Governor is looking at commercialization of university research. She stated she has information from the meeting in the event anyone wants to review it.

Mayor Barnes asked Director Bennett how Portland would be involved in the 21st Century Jobs Fund. Director Bennett stated that there are two industrial facilities in Portland and either of them can take advantage of it.

Director Bennett stated she and the City Manager have created a proposed Reimbursable Expenses Policy so the D.D.A. can feel more comfortable about how we are spending money. She stated she would like the D.D.A. to have policies in place so that who ever comes into this position will feel comfortable in what they are doing and is consistent with the goals set by the D.D.A. City Manager Dempsey stated he wanted the policy to reflect the City's policies on reimbursable costs. He stated the D.D.A. would be able to deviate from the policy with the approval of the D.D.A.

Motion by Dempsey, supported by Pontz, to adopt the proposed Reimbursement Policy with the six points that more closely mirror the City policy on reimbursements.
All in favor. Adopted

Motion by Barnes, supported by Kavanagh to appoint Boardmember Pontz as Secretary for the D.D.A.

City Manager Dempsey made a motion to close nominations and cast a unanimous ballot for Vicki Pontz as Secretary.
All in favor. Adopted

Motion by Barnes to adjourn the meeting at 3:52 P.M.
All in favor.

Respectfully submitted,

Vicki Pontz, Secretary