

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

Held on Thursday, January 17, 2008
In Council Chambers at City Hall

Members Present: Trappen, Kavanagh, Urie, Antaya, Clement, Barnes, Dempsey, Dumas

Members Absent: Briggs

Guests: Councilmember Joel VanSlambrouck, Katie Ulrych

Chairman Dumas called the meeting to order at 3:40 p.m.

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

Motion by Barnes, supported by Dempsey, to approve the minutes of the December 20, 2007 meeting.
All in favor. Adopted

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

City Manager Dempsey gave an update on the Riverside Façade Project. He stated that there has been a suspension of outdoor work due to the winter weather and the holidays but they would be returning soon to do some work indoors. He also stated that he would be meeting with the contractors next week to address some roof leaks and other issues.

Chairman Dumas gave a recap of the interview process for the Main Street Manager/DDA Director position and stated that it was the consensus of those involved; given her background and work experience that the position should be offered to Katie Ulrych. He stated that the position would be per the Consultant Services Agreement and that her compensation would be \$25,000 per year. He noted that as the compensation was on the low end of the scale she would receive support in terms of training.

Motion by Barnes, supported by Antaya to enter into a contract with Katie Ulrych per the Consultant Services Agreement with compensation of \$25,000 per year.
All in favor. Adopted.

Mayor Barnes noted Chairman Dumas' expertise and exemplary management in the hiring process and extended his thanks to him.

Councilmember Joel VanSlambrouck gave the Main Street Board Update. He stated that the Design Committee had secured a grant for the purchase of furniture, planters, and trash receptacles for the Boardwalk. The Promotions and Marketing Committee has been working on functions upcoming this spring, the Organization and Finance Committee has been working on fundraising projects and the budget, and the Economic Revitalization Committee has been addressing their work plan.

Councilmember VanSlambrouck also mentioned workshops being held. He stated that he and Rush Clement would be attending a workshop hosted by the Michigan Main Street on Thursday, January 24th covering Tools Available for Downtown Development that would also address this year's grant process. There will be a Work Plan Development Workshop held January 29th and 30th in Scottville that will have workshops for each committee. He stated that he, Rush Clement, Wanda Urie, and DDA Director Katie Ulrych would be attending.

He stated that Main Street will be hosting an Urban Development Seminar here in Portland on April 21st and 22nd. This seminar will be covering how America looks at urban spaces and how to make store fronts appealing.

He also stated that the status of accreditation for the Main Street program is good. Main Street is reorganizing based on the Michigan program and that contacts with the State believe that Portland is on track for National accreditation. The Main Street Board is focused on organization and achieving accreditation.

There was some discussion between the members regarding local events including an Open House hosted by Wanda Urie for the completed loft apartment above Distinctive Occasions. Georgina Trappen informed the board that Cheeky Monkeys would hold its grand opening on February 2nd at 11:00 a.m. Mayor Barnes reminded everyone that the Annual Winter Run/Portland Plunge would be held on Saturday, January 19th.

City Manager Dempsey stated that the furniture for the Boardwalk would ship at the end of the month and would be installed mid-February, weather permitting.

He also reminded everyone that there would be public meeting on Monday, January 28th at 7:00 p.m. at City Hall for the Grand River Reconstruction Project. There will be a follow up meeting held on Tuesday, February 19th with the City Council and Engineers to cover proposed changes and receive comments. There will also be a Master Plan Update Meeting on Wednesday, February 13th with Brenda Moore of LSL.

Motion by Antaya, supported by Clement, to adjourn the meeting at 4:04 p.m.
All in favor. Adopted

Respectfully submitted,

Monique I. Miller, City Clerk