

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

Held on Thursday, February 21, 2008
In Council Chambers at City Hall

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

Members Absent: None

Guests: Councilmember Joel VanSlambrouck

Chairman Dumas called the meeting to order at 3:32 p.m.

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

Motion by Barnes, supported by Antaya, to approve the minutes of the January 17, 2008 meeting.
All in favor. Adopted

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

DDA/Main Street Director Katie Ulrych gave an update on the Main Street Accreditation Plan. She informed the Board that the Mission, Vision and Bylaws need to be approved and forwarded to the State. The Mission Statement was developed by the Main Street Board. The Vision Statement is in the format of the Michigan Main Street Vision and is a picture of what Portland will look like in the year 2025 and has been approved by the Chairs Committee. The Bylaws are based on an example by Ferndale as suggested by the State.

Mayor Barnes recommended that changes be made in the Bylaws from "calendar year" to "fiscal year" and that under Section 7A the annual meeting be held in July. He also noted that per the recommendation of the State the involvement by the DDA members in the Main Street process is very important. In the future it will be a criterion for membership on the DDA Board.

City Manager Dempsey noted that volunteerism by the DDA members is a way to show the State that there is "buy-in" to the program and there will be many ways to donate time including event specific commitments. He also noted that the new Bylaws adopted by the DDA Board would be sent to the City Council for their approval.

Motion by Urie, supported by Briggs, to approve the Mission, Vision, and Bylaws for the Portland Main Street Board with changes to the Bylaws to include July as the month for the annual meeting and to change "calendar year" to "fiscal year".
All in favor. Adopted.

Director Ulrych informed the Board that the Main Street Board is getting information on applying for a tax id number in order to be a separate entity with a separate bank account.

Director Ulrych informed the Board that she is looking for approval for the purchase of a Dell laptop computer for education and training purposes. This will be utilized for presentations to train volunteers and show the community what Main Street is all about. The laptop is \$800 and would be purchased from Best Buy. There has also been consideration for the purchase of a projector for training and presentation purposes. The cost has not been determined yet but City Manager Dempsey stated that the City may share the cost of this with the DDA as it could be used for presentations on the second floor of City Hall.

Motion by City Manager Dempsey, supported by Clement to approve the purchase of a Dell laptop computer for \$800 from Best Buy.
All in favor. Adopted.

Director Ulrych gave her Directors Report which included an update on the Winter Ball hosted by the Arts Council. She also reported that Portland was mentioned in an article about Cool Cities in the Ionia Sentinel-Standard. Joel VanSlambrouck and Rush Clement attended a training session in Kalamazoo that covered ideas for acquiring funding. Joel VanSlambrouck and she attended work plan training in Scottville. She met with Laura Krisov and Kelly Larson from Michigan Main Street to discuss Portland's history with Main Street, the Main Street Director's job, and the accreditation process. In downtown events Distinctive Occasions opened its new loft apartments and Cheeky Monkeys held its Grand Opening.

Director Ulrych stated that the committees have all been addressing their work plans but gave an update on the activities of each. Organization and Finance has been working on fundraising, creating membership to get more people involved and training and education. The Design Committee has recently been involved with the purchase of new furniture for the boardwalk, working with the City on the Grand River Ave. and Maple St. projects and developing wayfinding signs. The Economic Revitalization Committee is looking at bringing education to Downtown Portland to attract young professionals. They are also looking at bringing workshops Downtown including infrastructure research for parking and green downtown thinking. The small incentives program will also continue. The Promotion and Marketing Committee is looking to continue the Portland Pay Day challenge and is considering options for a contest about historic downtown Portland.

Mayor Barnes addressed the passing of Marion Hilligan who served as Mayor of the City of Portland from 1999 to 2003 and whose impact will be felt for years to come. She loved Portland and being involved with its progress. She worked on the City Hall project to secure funding through the DDA for its construction. She was a visionary and championed many programs for Portland including Main Street, Cool Cities, the Grand Dam Art Center, and Riverfest. She was involved with numerous committees and made Portland a better place to work, learn and play. A moment of silence was held in her honor.

Chairman Dumas stated that he had also had the privilege of working with Marion and she had also left her mark on the Portland Public School system. She was involved with the sale of the Brush St. school property and its proper use and the manufactured home issues with both Portland and Eagle. She was on the original Blue Ribbon Committee for technology for the schools, was involved with the 2001 bond issues and instigated the cooperative agreement between the City of Portland and the school system for the fiber networks that are the envy of many school districts and communities.

Motion by Trappen, supported by Antaya, to adjourn the meeting at 3:56 P.M.
All in favor. Adopted

Respectfully submitted,

Monique I. Miller, City Clerk