

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

Held on Thursday, September 18, 2008
In Council Chambers at City Hall

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

Members Absent: Clement

Staff: DDA/Main Street Director Ulrych, City Clerk Miller

Guests: Main Street Chairman Joel VanSlambrouck

Chairman Dumas called the meeting to order at 3:32 P.M.

Motion by Antaya, supported by Kavanagh to approve the Minutes of the August 21, 2008 meeting as presented.

All in favor. Adopted.

Motion by Trappen, supported by Urie to approve the agenda as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Main Street Chairman Joel VanSlambrouck gave a report on the happenings of the Main Street Board. The Main Street Board has set initiatives to organize and use all four points of the Main Street organization in order to revitalize.

Main Street Chairman VanSlambrouck congratulated all of those individuals involved with the Boardwalk and Riverside Façade Projects for the Cool City Award that was won at the Michigan Downtown Conference.

Main Street Chairman VanSlambrouck commented that the Oktoberfest celebration will be held on October 17th and 18th with entertainment and family events. The goal is to involve the entire community and Downtown.

Under Old Business DDA/Main Street Director Katie Ulrych stated that the requirements for accreditation have been addressed. The organization of the Main Street program is coming together, work plans are done, the mission/vision statement is done and the ten points have been hit. An onsite evaluation will be done November 20th which when completed will determine if accreditation has been achieved.

City Manager Dempsey encouraged participation in the Oktoberfest celebration in order to help Main Street with its fundraising which is one of the requirements of accreditation.

Under New Business Director Ulrych presented the revised Façade Grant Application. Wording was changed throughout the document to state that funding is through the DDA. Although the process is basically the same the wording was changed some.

Chairman Dumas inquired as to what the process is.

Director Ulrych stated that applications would start with the Main Street Design Committee then go to the Main Street Board and finally to the DDA for approval.

City Manager Dempsey expressed concern that the same façade opportunities be available for other businesses in the DDA who are not part of Main Street.

Mayor Barnes stated one of the aspects of the façade program was to adhere to the historic preservation of properties. There may be a need for a separate program for those businesses that do not have historic properties.

City Manager Dempsey stated that priorities were listed in the previous program and historic preservation was listed but was not exclusive. One of the other purposes was to prevent blight.

There was a discussion between the members regarding the purpose and the requirements of the façade program.

Member Urie stated there is a need for a separate program for non historic properties with a list of guidelines.

Motion by Dempsey, supported by Urie to approve the Main Street Façade Improvement Program Application as presented. This entails the Main Street district. The DDA is interested in providing façade grants for those outside of the Main Street but inside the DDA.

All in favor. Adopted.

Chairman Dumas stated that a DDA Secretary was needed and explained the obligations of the office which include signing the minutes of the meetings.

Georgina Trappen volunteered for the position.

Motion by Barnes, supported by Kavanagh to nominate Georgina Trappen as Secretary of the DDA. All in favor. Adopted.

Director Ulrych gave the Committee Reports. The Promotions and Marketing Committee completed Portland Pay Day with an attendance of about 200 people. Their efforts are now focused on Holidayfest which will be held November 21st-22nd and a Spring Event that may be themed "Going Green" which will concentrate on teaching people different ways to recycle, etc.

The Organization and Finance Committee is working on the Oktoberfest Celebration and is receiving a positive response from businesses downtown. They are also working on planning a retreat for the work plan process and planning a volunteer recognition party.

The Economic Revitalization Committee is working on a more in-depth building inventory for the downtown.

The Design Committee has been working on the Façade Application. There are many individuals that have expressed interest in getting the application. The committee is also working on banner and wayfinding signs.

Director Ulrych gave her Director's Report and presented information from the classes that she attended at the Michigan Downtown Conference. She anticipates approximately 5 to 8 people will attend the Entrepreneurial Conference that will be held on October 6th – 8th. The license agreement for Maria's Tacos was passed by Council so they should be opening soon.

Member Urie commented that she had also attended the Michigan Downtown Conference and stated that it was a quality conference. All of the sessions that she attended were very good.

Director Ulrych presented the Cool City Award that the City received at the Michigan Downtown Conference for the Boardwalk and Riverside Façade Projects.

City Manager Dempsey gave a construction update on the Grand River Avenue Improvement and the Maple Street Projects.

Member Briggs informed the Board that the Breakfast with Santa would be held on Saturday, December 6th and the first Portland 4th of July/Riverfest meeting will be held on Tuesday, December 9th.

Secretary Trappen stated that Cheeky Monkeys will be supplying volunteers for the Extreme Makeover Home Edition Show with cinnamon rolls when they are doing a project in the Lansing area.

Motion by Urie, supported by Trappen, to adjourn the meeting at 4:38 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary