

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

Held on Thursday, May 21, 2009
In Council Chambers at City Hall

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

Absent: Urie, Briggs

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

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

Motion by Dempsey, supported by Barnes to approve the Agenda as presented and excuse Member Briggs due to health reasons.
All in favor. Adopted.

Motion by Barnes, supported by Antaya to approve the Minutes as edited.
All in favor. Adopted.

On the Treasurer's Report, Member Kavanagh noted that check number 859 for Director Reagan should be check number 862.

Member Trappen inquired if the moving expenses for Director Reagan were deducted from the Main Street or DDA Budget.

City Manager Dempsey stated that the moving expenses should be out of the same budget as his compensation.

Motion by Trappen, supported by VanSlambrouck to approve the Treasurer's Report with the change of check number 859 to 862.
All in favor. Adopted.

DDA/Main Street Director Patrick Reagan gave his Director's Report.

Director Reagan presented a letter from the Michigan Main Street Center that outlined a preliminary remediation plan for the Portland Main Street program. He stated that he and Main Street Chairman VanSlambrouck had gone over the plan and came up with strategies to meet the requirements to become accredited. He went over the plan and laid out the proposed strategies.

Director Reagan commended the students from MSU that conducted the parking study of the Downtown. He stated that it is nice to have the study to show people who see a perceived parking problem that there actually is no parking problem.

Director Reagan informed the Board that he had spoken to all of the businesses affected by the construction at Bridge Street and Maple Street in order to keep them informed. He stated that he

will work with City Manager Dempsey in the future on other construction projects so that businesses will be aware as soon as possible.

Quarterly training will be held in Calumet on June 16th and 17th.

Director Reagan reported that Around the Block Quilt Shop has the green light from the Design Committee on their façade renovation. The State said that they didn't need to see the plans for the project as no State funds were involved. Other businesses have also shown an interest in façade renovation projects. He stated that he had also been approached about CDBG funds which would create jobs.

Director Reagan gave updates on the Committees. The Design Committee will be holding a Main Street Building Basics Presentation on Tuesday, June 9th at City Hall at 6:30 P.M. and a Michigan Historic Preservation Network Presentation on Thursday, June 18th at 4:30 P.M. at City Hall.

The Promotions and Marketing Committee is working on the Portland Pay Day promotion which will be take place from June 1st through August 31st. There are 20 businesses participating this year.

The Economic Revitalization Committee hosted an Unemployment Assistance Seminar and had 9 people attend. This seminar provided businesses with information on this topic and gave tips for getting through the system. The Green Seminar Series will be held on Thursday, June 25th at 6:30 P.M. The Committee is working on setting up SBTDC Seminars which provides many services to business owners. This series would be free but need 10 people to participate.

The Organization and Finance Committee is working on the completion of a volunteer presentation. Plans for Oktoberfest are also underway and will be held October 16th and 17th in the City Hall parking lot.

Mayor Barnes inquired about the dollar figure associated with parking spaces in relation to the recently completed parking study of the Downtown.

Director Reagan stated that Hyett Palma had done a study and found that when business owners park in front of their building it costs approximately \$150 a day. He stated that he had seen other studies with costs up to \$400 a day. These parking spaces should be left open for customers.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 4:05 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary