

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

Held on Thursday, July 16, 2009  
In Council Chambers at City Hall

Members Present: Antaya, VanSlambrouck, Barnes, Dempsey, Kavanagh, Trappen, Urie

Absent: Dumas, Clement, Briggs

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

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

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

Motion by Barnes, supported by Trappen, to approve the Minutes of the June 18, 2009 meeting with the clarification of the comment by Mayor Barnes that, "items such DDA charges on the Verizon phone bill be more clearly identified."  
All in favor. Adopted.

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

Director Reagan presented Resolution 09-01 to authorize the President to sign an application for a Special License for the sale of beer and wine and a Charitable Gaming License to allow a raffle and 50-50 drawings in the Oktoberfest Entertainment Tent on October 16<sup>th</sup> and 17<sup>th</sup>. The DDA Main Street Board is requesting that the DDA authorize incurring costs for the event, including the application fees, bonds, and special event liability insurance.

City Manager Dempsey stated that at the July 20<sup>th</sup> meeting of the City Council they will be asked to consider recognizing the DDA as a non-profit organization operating in the City. This is a requirement to obtain the Charitable Gaming License.

Motion by VanSlambrouck, supported by Trappen, to approve Resolution 09-01 approving, authorizing and directing the President to sign an application for a Special License and a Charitable Gaming License for the Portland Main Street Oktoberfest entertainment tent.

Yeas: Antaya, VanSlambrouck, Barnes, Kavanagh, Dempsey, Trappen, Urie

Nays: None

Absent: Dumas, Briggs, Clement

Adopted

Director Reagan stated that according to the DDA Bylaws officers are to be elected annually.

Motion by Barnes, supported by Dempsey, to retain the current officers for the FY 2009/2010.  
All in favor. Adopted.

The officers that will continue to serve are; Charles Dumas as Chairman, Tom Antaya as Vice-Chairman, Bill Kavanagh as Treasurer, and Georgina Trappen as Secretary.

Director Reagan gave his Director's Report. He recapped the Riverfest events and commented on the great turnout in the Downtown for the car show. He commended the efforts of the Chamber of Commerce in organizing the Riverfest event.

The Portland Main Street Quarterly Forum will be held in September at City Hall and is entitled, "Web Strategies for Businesses." This will be instructed by Director Reagan and Member Clement and will cover how to better use your website. On July 21<sup>st</sup> the seminar "Marketing Your Business" will be held at 6:00 P.M. at City Hall and will be instructed by Gordon Ferguson. This is a free seminar. There are already 40 individuals signed up.

Director Reagan asked the Board if they would like to approve his vacation from July 30<sup>th</sup> to August 4<sup>th</sup>. The Board noted that he would be on vacation.

The Design Committee is still working on way finding signage for the Downtown. Examples should be available within the next couple of months.

The Promotions and Marketing Committee is working on Portland Pay Day which continues to be very successful. There are many receipts being turned in which means that people are spending money locally. The "3<sup>rd</sup> Friday" Series is being planned. There are currently 12 businesses that will stay open until 8:00 P.M. and provide art and entertainment. Thursdays on the Grand continues to be successful and bring a positive energy to the Downtown.

The Economic Revitalization Committee is working on the SBTDC Seminar Series. On August 18<sup>th</sup> they will hold a seminar entitled Business Financing and on September 22<sup>nd</sup> they will hold a seminar that will address Business Plans.

The Organization and Finance Committee continues to work on the newsletters and has been sending out many press releases to the Review & Observer and the Lansing State Journal in an effort to get Portland's name well known to the public. Oktoberfest planning continues to progress. Some of the new events being planned include the 5K Big Beer Run, and inflatables for children. Three businesses have already committed to sponsoring the event.

Vice Chairman Antaya extended congratulations on the accreditation of the Main Street program.

Member Urie commented that she had recently talked to a couple who chose to live in Portland because they had heard nothing but good things about it.

Motion by Antaya, supported by Urie, to adjourn the meeting at 3:52 P.M.  
All in favor. Adopted

Respectfully submitted,

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Georgina Trappen, Secretary