

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

Held on Thursday, August 20, 2009
In Council Chambers at City Hall

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

Absent: Barnes, Clement

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

Chairman Dumas called the meeting to order at 3:30 P.M.

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

Motion by Trappen, supported by VanSlambrouck, to approve the Minutes of the July 16, 2009 meeting as presented.
All in favor. Adopted.

City Manager Dempsey noted that the City Council approved the advancement of \$65,000 of the 2009 summer tax collection to the DDA.

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

Director Reagan presented the Board with the Main Street Master Level Agreement and informed them that this agreement is a restatement that the Main Street approach will be followed and will continue as in the past. The agreement has been approved by both the Main Street Board and the City Council.

Chairman Dumas recognized all those involved in getting the Main Street program to this level.

Member VanSlambrouck stated that this achievement provides a great sense of pride in this accomplishment and extended thanks to all of those involved in the program.

Director Reagan presented the Board with the contract from Kenmark, Inc. for 100 red & silver Christmas decorations for the street lights in town. The contract will be for a period of 3 years and will include the installation and takedown of the decorations.

Motion by Urie, supported by Kavanagh to approve the 3-year contract with Kenmark, Inc. for Christmas decorations.
All in favor. Adopted.

Under the Director's Report, Director Reagan explained that City property tax bills are sent out in July and are due September 30th. The DDA requires an advance on the 2009 summer tax collection to continue operating until the tax collection is completed. The City Treasurer, himself and the City Manager met and reviewed the anticipated expenses for August and September and recommended

to the Council the advancement of \$65,000 of the anticipated 2009 summer tax collection. The Council approved this proposal at its August 17th meeting.

Director Reagan stated that the Michigan Downtown Conference will be held September 15th and 16th in Lansing. Members Urie, VanSlambrouck, Clement and himself will be attending.

Under the Committee Updates, Director Reagan stated that the Design Committee is still working on wayfinding signage for the downtown. Recently, some of the members visited Rockford, Coopersville and Grand Rapids to look at their signage and gather ideas. Examples should be available in the next month or two.

The Promotions and Marketing Committee updated its work plan after collaborating with the Arts Council in order to market the Third Fridays event. The work plan update took \$200 from the Holidayfest budget for this event. This change has been approved by the Main Street Board. The next Third Friday event will be held on Friday, August 21st. Arts and entertainment will be provided by the participating businesses that will remain open later than normal. The Pay Day Celebration will be held on Wednesday, September 9th at the Bandshell. \$1500 in cash and other prizes will be given away. Holidayfest planning is underway and will be held November 19th – 21st.

The Economic Revitalization Committee is currently holding a SBTDC Seminar Series. A seminar on Business Financing was held on August 18th and on September 22nd a seminar on Business Plans will be held at 6:00 P.M. at City Hall.

Council Member VanSlambrouck commented that this information is presented in a very understandable format and questions can be asked.

Director Reagan stated that individuals are coming from all over West Michigan for this training; some of them are coming to Portland for the first time.

The Organization and Finance Committee is currently working on the planning for Oktoberfest which will be held October 16th and 17th. This event will be advertised on the radio. Many great sponsors will help to make this a signature event in Portland. The Main Street Accreditation Celebration will be held on Thursday, August 27th at the Bandshell in conjunction with Thursdays on the Grand. Cake will be supplied by The Sweet Cake Company and food will be provided.

City Manager Dempsey thanked Director Reagan for including the committee minutes in the packet.

Member Trappen stated that Cheeky Monkeys is celebrating its 2-year anniversary.

Member Urie stated that the ribbon cutting ceremony for The Sweet Cake Company will be held on Friday, August 21st at 5:00 P.M.

Director Reagan reported that two new businesses are coming to Downtown Portland. Kory Blastic will be opening an Edward Jones investment office at the corner of Kent St. and Bridge St. in the Kramer Building within the next two months. Joe May is opening Midwest Business Equipment at 126 E. Bridge St. and will be offering office equipment and printing services. Director Reagan also reported that Maria's Tacos is expanding its business to the Bridge St. entrance.

Member Urie recognized Director Reagan and explained that he was asked to be a guest blogger on the Michigan Main Street blog which was picked up the National Main Street organization.

Motion by VanSlambrouck, supported by Trappen, to adjourn the meeting at 3:57 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary