

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

Held on Thursday, September 17, 2009  
In Council Chambers at City Hall

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

Absent: Clement

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

Chairman Dumas called the meeting to order at 3:31 P.M.

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

Motion by Trappen, supported by VanSlambrouck, to approve the Minutes of the August 20, 2009 meeting as edited  
All in favor. Adopted.

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

Under New Business, Director Reagan presented information on the need to amend the DDA Bylaws. A permit for a charitable gaming license has been issued by the State but correspondence from their office states that a provision in the bylaws indicating that the DDA will remain nonprofit forever needs to be made in order to receive licenses in the future.

Motion by Antaya, supported by VanSlambrouck, to make an amendment to the DDA Bylaws that the DDA will be a nonprofit organization forever.  
All in favor. Adopted.

Director Reagan presented information for the installation of an electric panel on the North side of the City Hall parking lot, near Maria's Tacos. This service would allow for inflatable rides for children at the Oktoberfest celebration. The City is paying for the installation of an electric service on the Maple St. side of the City Hall parking lot and is willing to pay the labor for installation of this second electric service. The DDA would only be required to pay for the material costs for this service. The second electric service will allow more events to be held Downtown, the core area for events. Funds for this project would be taken from the Contractual Service line item; there are enough funds to cover this expenditure.

There was discussion of the need for a second electric service.

Motion by Trappen, supported by Barnes, to have a second electric service installed on the North side of the City Hall parking lot, with the City paying the labor and the DDA paying for materials.  
All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he and DDA Members Clement and VanSlambrouck had attended the Michigan Downtown Conference on September 15<sup>th</sup> and 16<sup>th</sup> in Lansing. Information covered at the Conference included details on tax incentives and promoting Downtowns. It was a fantastic event and added a lot to the knowledge base for Portland.

Director Reagan reported that the Main Street Board Meeting Dates have been changed to the 2<sup>nd</sup> Wednesday of each month.

The Design Committee is working on way finding signage for the Downtown. Drafts of proposed signs are being circulated. The Committee is coming up with great ideas and plans that will look good in the Downtown and help people find their way.

The Promotions and Marketing Committee held the Portland Payday Celebration on September 9<sup>th</sup> at the Band Shell. The event was very well attended. Cash and prizes were given away. The grand prize winner was Becky Beard. The next "3<sup>rd</sup> Fridays" event will be held on Friday, September 18<sup>th</sup> in the Downtown. Arts and entertainment will be hosted by Downtown businesses that will stay open late.

The Economic Revitalization Committee will host its final seminar of the SBTDC Seminar Series on September 22<sup>nd</sup> at 6:00 P.M. at City Hall. This seminar will discuss writing business plans. The Committee is also trying to get more training in the Downtown and is circulating a survey to find out what business owners would like to get more information on.

The Organization and Finance Committee continues planning for the upcoming Oktoberfest which will be held October 16<sup>th</sup> and 17<sup>th</sup>. There will be food vendors, the First Annual "Big Beer Run 5K", children's activities and the U.S. Army is bringing a humvee and a rock climbing wall. The "3<sup>rd</sup> Fridays" event will be incorporated with the celebration. The Main Street Accreditation Celebration was held on August 27<sup>th</sup>. There were many people that came out to participate and enjoy the food and beverages. Director Reagan thanked the community for its support.

Member Briggs acknowledged Director Reagan for his entertainment as the emcee of the Payday Celebration.

City Manager Dempsey acknowledged Director Reagan, the Around the Block Quilt Shop, and Distinctive Occasions for their efforts in organizing the Payday Event.

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

Respectfully submitted,

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Georgina Trappen, Secretary