

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

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

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

Absent: Dumas, Barnes, Clement

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

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

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

Motion by Trappen, supported by VanSlambrouck, to approve the Minutes of the November 19, 2009 meeting as presented.  
All in favor. Adopted.

Director Reagan commented on two payments on the Treasurer's Report. Check number 931 to My Sweet Holly should be \$266.78 not \$281.38 as sales tax was included in error. Check number 938 to Around the Block Quilt Shop in the amount of \$2,124.85 for the Façade Grant still needs to be approved by the DDA. He suggested the Treasurer's Report be approved with this payment contingent on its approval.

Motion by Dempsey, supported by Trappen, to approve the Treasurer's Report with the changes as noted by Director Reagan.  
All in favor. Adopted.

There was not any Old Business for discussion.

Under New Business, Director Reagan presented information for the approval of the Façade Grant Payment to Around the Block Quilt Shop for painting that was completed on their building and a new awning that was installed. The Design Committee has approved the payment and recommended it to the DDA for payment.

Motion by Dempsey, supported by Briggs, to approve the Façade Grant Payment to the Around the Block Quilt Shop.  
All in favor. Adopted.

Director Reagan stated that he has reminded business owners that it is very important to keep sidewalks around and in front of their business clear of snow during the winter season. He stated that per City Ordinance, a notice is sent to the owner if snow is not removed. If no action is taken then the City will remove the snow and will bill the property owner.

There was discussion of the removal of snow and the responsibilities of the City and property owners.

Under the Director's Report, Director Reagan reported that he attended the Michigan Main Street Center Quarterly Training in Manistee on December 8<sup>th</sup> and 9<sup>th</sup>. It was a very informative training; he got some very useful information. He stated that he was very proud to represent Portland, which has only 2 vacancies in its Downtown due to its successful Main Street Program while many other communities are struggling.

The Michigan Main Street will hold a Design Services Webinar in Portland on January 26<sup>th</sup> at 8:30 a.m. with the location to be determined. This will provide more information on available design services. There are more façade grants available.

The Main Street Board will hold Associate Level trainings in Portland for the Michigan Main Street Center on January 21<sup>st</sup> at City Hall. This will be an excellent opportunity to show off Portland, as many people will be here for the first time.

The Main Street Committees are diligently working on committee work plans. There are many creative projects being planned.

The Design Committee still has Façade Grants available. Some businesses have shown interest in these grants and will likely be submitting applications soon.

The Promotions and Marketing Committee hosted a very successful Holidayfest on November 19<sup>th</sup> – 21<sup>st</sup>. There were many people Downtown for the event.

The Economic Revitalization Committee is working on a proposed Downtown Market Analysis as the last one completed for Portland was in 2003. Many things have changed over the past few years. There is a 50% matching grant available through the Michigan Main Street Center.

The Organization and Finance Committee has completed its monthly newsletter with Business Profiles on the back. The final report on Oktoberfest showed that more money was earned and also spent on the event. Discussions are being held on how to tighten the finances for this event in the future.

Motion by Dempsey, supported by VanSlambrouck, to adjourn the meeting at 4:02 P.M.  
All in favor. Adopted

Respectfully submitted,

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Georgina Trappen, Secretary