

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

Held on Thursday, April 15, 2010
In Council Chambers at City Hall

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

Absent: Barnes, VanSlambrouck

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

Chairman Dumas called the meeting to order at 3:35 P.M.

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

Motion by Dempsey, supported by Trappen, to approve the Minutes of the March 18, 2010 meeting as presented.
All in favor. Adopted.

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

Under Old Business, Director Reagan presented the revised DDA Budget for consideration with the latest figures from the Assessor and recommendations from City Manager Dempsey.

City Manager Dempsey stated that the updated DDA Budget has been updated with the most accurate and up to date information.

Motion by Clement, supported by Trappen, to approve the Revised 2010-2011 Downtown Development Authority Budget.
All in favor. Adopted.

Under New Business, Director Reagan requested that DJ Tom Meyers be hired to provide entertainment at the Downtown Block Party on May 15th at a cost of \$200. This cost was included in the committee work plan.

Motion by Briggs, supported by Urie, to approve payment for DJ Tom Meyers for the May 15th Block Party in the amount of \$200.
All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he had attended the Michigan Main Street Quarterly Training in Owosso on March 30th and 31st which covered working with the media.

The Main Street Board hosted an Accredited Tech Visit and Training on March 24th and 25th. Mr. Barnum was very impressed with Portland. He gave recommendations, techniques and tips on attracting volunteers.

The National Main Street Conference will be held in Oklahoma City on May 2nd – 5th and will be attended by Director Reagan, Economic Revitalization Chairperson Diane Smith, and Main Street Board Members Joel VanSlambrouck and Rush Clement. The title of the conference is The Power of Main Street.

The Design Committee has chosen the winners to receive Design Services and have met with Kelly Larsen. Schematic drawings will be completed by the end of May.

The Promotions and Marketing Committee will hold the Downtown Block Party on May 15th from 2:00 P.M. to 11:00 P.M. on Kent St. The event will include a car show, sponsors, local food vendors, and great entertainment. The Committee is also planning the Portland Pay Day, shop local campaign, which will be held from June 1st to August 31st. There are expected to be 20 to 25 businesses participating this year.

The Economic Revitalization Committee is investigating the possibility of revitalizing the Opera House. A tour of the building with an expert who specializes in historic Opera Houses was held on April 10th. The expert was very impressed with the building and ideas for its use were discussed.

The DDA further discussed this issue.

The Organization and Finance Committee has updated the Main Street website and has been receiving a sizeable number of hits. It is becoming a source of information for the community. A Rummage Sale will be held at City Hall on April 16th and 17th. Currently, there are 10 vendors participating. The Committee is also working on Oktoberfest planning.

Under Board Member Comments, Treasurer Kavanagh clarified that “We’re Looking Grand” is the Main Street logo and the “City of Two Rivers” is the City of Portland logo.

Board Member Urie stated that donations are being accepted for the Rummage Sale.

Vice-Chairman Antaya stated that the Relay for Life kickoff will be held today at 5:30 P.M. at the Wagon Wheel.

Motion by Clement, supported by Antaya, to adjourn the meeting at 3:55 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary