

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

Held on Wednesday, June 23, 2010
In Council Chambers at City Hall

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

Absent: Kavanagh

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

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

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

Motion by VanSlambrouck, supported by Barnes, to approve the Minutes of the May 20, 2010 meeting as presented.
All in favor. Adopted.

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

Under New Business, Director Reagan presented the DDA Bylaw Amendments. Under Article III, Section 1 the bylaws would change to state the DDA would consist of the Mayor and ten (10) members. Under Article IV, Section 1, the amendment would set the annual election of officers for the first regular meeting in July.

There was some discussion of the proposed amendments.

Motion by Dumas, supported by Trappen, to approve the proposed DDA Bylaw amendments.
All in favor. Adopted.

Director Reagan presented the contribution to the Portland Area Chamber of Commerce 4th of July fireworks to the board for approval. This contribution has been made annually for quite some time.

Motion by Antaya, supported by Briggs to approve the contribution to the Portland Area Chamber of Commerce 4th of July fireworks.
All in favor. Adopted.

Director Reagan stated that Kory Blastic has submitted an application to be appointed to the DDA to fill the current vacancy.

Director Reagan stated that the Design Committee is planning to make a public announcement on July 6th in regard to 2010-2011 DDA Façade Grant opportunities. A meeting will be held on July 29th to answer questions in regard to the Façade Grants.

Under Director's Report, Director Reagan reported that he will attend the Michigan Downtown Conference on September 13th and 14th in Bay City.

Under Committee Updates, the Design Committee presented the Design Services Renderings done by Kelly Larson, Michigan Main Street Architect, for buildings owned by Bernie Pelc, John Wooden and Ed Bishop. These design services are a \$15,000 value that were done for free.

There was some discussion about short and long term aspects of the designs.

The Promotions and Marketing Committee reported a profit of \$1,222.30 on the Downtown Block Party held in May. This event is considered to be a very big success. Portland Pay Day is under way through August 31st with 18 businesses participating.

The Economic Revitalization Committee will be hosting free trainings with the Michigan Small Business and Technology Development Center at City Hall. The first is entitled "Marketing Your Business" and was held on June 15th. The second will be July 13th and is a "Small Business Administration Roundtable".

The Organization and Finance Committee has updated the Main Street website which continues to get many, many hits. Information is also being posted on Facebook. The Main Street newsletter has been expanded and now includes more advertisements. A Volunteer Recognition Party will be held on July 29th at Two Rivers Park.

Upcoming events include the 4th of July parade which will be held on July 3rd at 5:30 P.M.; Thursday's on the Grand; and the 3rd Friday Artwalks.

Cool City Intern Natalie Youakim will be working on an Arts and Cultural Master Plan for the City of Portland this summer.

Director Reagan reported that parking continues to be an issue in the downtown, specifically in finding parking spaces at various times during the weekdays. The Design Committee is working to resolve this issue by reminding business owners and employees that to best serve their business and the downtown as a whole; parking is available in several parking lots in the downtown. To assist in this effort, the Design Committee has designed leaflets that will be placed on vehicle windshields throughout the month welcoming visitors to downtown and reminding business owners of alternative parking options. Leaflets with 10% off at Cheeky Monkeys Coffeehouse will be placed on vehicles that are parked in downtown parking lots, thanking them for saving the "street spaces" for visitors and customers. The Design Committee will also be performing an informal parking study.

Under Member Comments, Mayor Barnes commented that the flowers in the DDA, specifically at Bridge St. and Kent St. look beautiful. He also stated how nice the flowers in front of the Shell gas station on Grand River Ave. look.

Mayor Barnes reminded everyone that the Verlen Kreuger Memorial Dedication would be held on Saturday, June 26th.

Mayor Barnes inquired if any progress had been made on the Make-a-Wish Bike Tour coming through Portland on its tour next year.

City Manager Dempsey stated that there has been some discussion with various individuals, but no commitments have been made.

Chairman Dumas stated that he would make inquiries into the planning of the event.

Member Clement stated that the Verlen Kreuger Memorial is a life size statue done by local art teacher Derek Rainey.

City Manager Dempsey stated that the flowers in the Downtown are maintained by the Portland Garden Club. He further stated that Donna Schrauben has offered to maintain the flowers at Bridge and Maple Streets.

City Manager Dempsey acknowledged Director Reagan for his great work on the Main Street website.

Motion by Clement, supported by Antaya, to adjourn the meeting at 4:08 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary