

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

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

Members Present: Dumas, Barnes, Dempsey, VanSlambrouck, Blastic, Trappen, Briggs, Urie

Absent: Antaya, Clement

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

Chairman Dumas called the meeting to order at 3:35 P.M. and welcomed Kory Blastic to the Board.

Motion by Barnes, supported by Dempsey, to approve the amended Agenda with the addition of Items E and F under New Business.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the Minutes of the June 23, 2010 meeting with changes suggested by Barnes.

All in favor. Adopted.

Motion by Trappen, supported by VanSlambrouck, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under New Business, the Election of Officers was held. Director Reagan stated that Member Kavanagh resigned his position on the Board and was serving as Treasurer.

Motion by Barnes, supported by Trappen, to nominate Dumas as Chair.

All in favor. Adopted.

Motion by Trappen, supported by Barnes, to nominate Antaya as Vice Chair.

All in favor. Adopted.

Motion by Barnes, supported by Dempsey, to nominate Trappen as Secretary.

All in favor. Adopted.

Motion by Barnes, supported by Urie, to nominate VanSlambrouck as Treasurer.

All in favor. Adopted.

Director Reagan presented the Board with a request to authorize the application for a Special Event Liquor License for the October 16, 2010 "Oktoberfest" event. The event will be the same as in previous years, except that it will be a one-day event as opposed to a two-day event.

Motion by Dumas, supported by Trappen, to authorize the application for a Special Event Liquor License for the October 16, 2010 "Oktoberfest" event.

All in favor. Adopted.

Director Reagan presented the Board with a request to authorize the application for a Charitable Gaming License for the October 16, 2010 “Oktoberfest” event for 50/50 and raffle drawings. The presale of raffle tickets will take place this year.

Motion by VanSlambrouck, supported by Briggs, to authorize the application for a Charitable Gaming License for the October 16, 2010 “Oktoberfest” event.
All in favor. Adopted.

Director Reagan presented mockups of Downtown Wayfinding Signage that have been developed with Dornbos Sign Company. This effort continues to move forward, currently issues with the font are being worked out. All other aspects of the design have been approved.

The August DDA meeting date was changed from August 19th to August 12th due to Director Reagan’s vacation.

Chairman Dumas stated that a merit increase of 3% was included in the 2010/2011 Budget for the Board to consider for Director Reagan. Director Reagan has had a significant impact on the program in Portland and continues to work very hard and is very deserving of an increase, although it is modest.

Motion by VanSlambrouck, supported by Dempsey, to approve a 3% merit increase for Director Reagan to be retroactive to July 1, 2010.

Chairman Dumas concurred with the decision of the Board and further stated that Director Reagan makes being on the DDA much easier. He is doing a great job.

Mayor Barnes stated Director Reagan’s current rate is the same as when he started. This increase will be a reflection of how well he is doing.

The vote for the motion on the floor was taken.
All in favor. Adopted.

Director Reagan thanked the Board and said that it is an honor and a pleasure to work with everyone.

Director Reagan reported that he would be attending the Michigan Downtown Conference September 13th and 14th in Bay City. This is a very informative conference. It is well suited for a DDA as it is all about Downtowns. Main Street awards will be presented at this conference.

Under Committee Updates, Director Reagan stated that the Design Committee has completed a parking study, which was done by he and Chair Kathy Parsons. Open parking spaces were counted at various times of the day, generally between 11:00 A.M. and 1:00 P.M., an average of 104 spaces were available. Handicapped and permitted parking spaces were not counted. With the parking lot on Canal St. excluded from the count there was still an average of 67.6 parking spaces available. The conclusion from the parking study is that there are parking spaces available, but not necessarily right where individuals would like to park. They may have to walk to their destination.

Member Trappen stated she doesn't believe that this study is all inclusive. She further stated that it's not reasonable to say there is not a parking problem. There are issues in certain areas.

City Manager Dempsey stated that the times the observations were made, during the middle of the day, suggests there are spaces available. This was an observational study, and is not exhaustive. parking management is an ongoing process.

Member Urie stated that she is glad to have the parking issue; it means people are coming downtown.

There was further discussion in regard to the parking issue.

The Design Committee will host a Downtown Sign Workshop on July 21st at 6:00 P.M. at City Hall.

The Promotions & Marketing Committee has completed the 2010 Downtown Brochure at only \$.21 per unit. These flyers will be placed in every Welcome Center around the State. Portland Pay Day is underway through August 31st, with the drawing to be held in early September. This is a great promotion to keep money in the community.

The Economic Revitalization Committee held a SBA Roundtable MiSBTDC Training on July 13th at City Hall. Discussion involved working with the SBA and programs that are available. Training will be held on August 17th entitled "People, Practices, and Butterflies".

The Organization and Finance Committee continues to produce the "On the Street" newsletter each month to send out with City utility bills. A Volunteer Recognition Event will be held on July 29th at Two Rivers Park.

Upcoming events include Thursdays on the Grand and the Third Friday Artwalk.

Under Member Comments, Member Urie stated that Portland may be featured in the Grand Rapids Press soon in regard to the Grand River Expedition and Portland's role in it.

Treasurer VanSlambrouck stated that Portland has been striving to get public recognition. It's exciting to see that newspapers are seeking out articles and information about Portland.

Mayor Barnes inquired about the status of plans for the Make a Wish Bike Tour. He further stated that he would hate for Portland to miss out on this opportunity.

Director Reagan and City Manager Dempsey stated that there is still has not been an approval from the School.

City Manager Dempsey stated that the Main Street Program is working with Cool Cities to develop an Arts & Cultural Master Plan. Surveys are still available. He further acknowledged Bill Kavanagh's many years of service to the DDA Board. He has taken employment outside of the community.

Motion by VanSlambrouck, supported by Urie, to adjourn the meeting at 4:12 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary