

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

Held on Thursday, June 18, 2015
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Gorman, Urie, Briggs, VanSlambrouck, Grimminck

Absent: Tyler, Antaya, Clement, Blastic

Staff: Interim Main Street Director Perry, City Clerk Miller

The meeting was called to order at 4:00 P.M.

Motion by Urie, supported by Briggs, to approve the Agenda amended to add the discussion of meeting dates under New Business.

All in favor. Adopted.

Motion by Briggs, supported by Grimminck, to approve the minutes of the Regular Meeting held on May 14, 2015 as presented.

All in favor. Adopted.

Mayor Barnes commended Interim Main Street Director Perry and City Treasurer Kinde for the Treasurer's Report.

Interim Director Perry noted that check # 1458 to the State of Michigan is the first payment for the Organization & Finance Committee for a liquor license for the Beer on the Bridge event and that check # 1459 to the State of Michigan is the second payment for the Promotions & Marketing Committee for a liquor license for the Wine the Walk event.

Motion by Barnes, supported by Gorman to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Old Business, Interim Director Perry presented samples that Fabiano's River House Grill would like to use for the roof of their building. Asphalt shingles were approved at the last DDA meeting. They would now like to use a local business to install a metal roof and amend the façade grant for this purpose. The associated costs would qualify for a reimbursement up \$5,000. The Design Committee made a recommendation to the DDA to amend the previously approved Façade Grant for Fabiano's River House Grill.

Motion by Barnes, supported by Urie, to approve the Design Committee's recommendation to the DDA to amend the previously approved Façade Grant for Fabiano's River House Grill.

All in favor. Adopted.

Under New Business, Interim Director Perry presented a memo from City Assessor, Erik Litts stating that the State of Michigan has elected to conduct an Audit of Minimum Assessing

Requirements (AMAR) on all jurisdictions in Ionia County as part of a statewide review. Part of this process will include visits to properties in the City to verify the accuracy of property records.

There was discussion of the request to submit a Special Event Liquor License Application for the August 1, 2015 Beerfest on the Bridge and the August 15, 2015 Wine the Walk events. There was further discussion that a request had already been approved.

There was discussion of whether to change the time of the DDA on the third Thursday of each month back to the original time of 3:30 rather than 4:00 since the Main Street Board will not be meeting before the DDA meeting any longer.

Motion by Gorman, supported by Barnes, to move the time of the DDA meetings to 3:30 from 4:00 on the third Thursday of each month.
All in favor. Adopted.

Under the Director's Report, Interim Director Perry stated she attend the Michigan Main Street Center Quarterly Training on June 8th and 9th in Owosso, Michigan. The topic was "Building a Strong Board". She suggested that the committee chairs give a report at each DDA meeting in order to keep everyone informed and to keep the boards on track.

There was a webinar on Tuesday, June 16th that covered "The Board's Role in Succession Planning".

Interim Director Perry reported that the Promotions & Marketing Committee's Portland Pay Day campaign is underway. The prize drawing will be held on Thursday, August 27, 2015 at the Thursdays on the Grand event.

The Wine the Walk event will be held on August 15, 2015. Volunteers are needed for the event.

The Design Committee has inventoried the wrought iron furniture in the downtown and optimized the locations of placement. The need for bike racks is being evaluated. One has been delivered to the DPW until it can be determined where it should be placed.

The hanging flower baskets have been hung. An individual that needs to do community service has volunteered to water the baskets.

There have been two ash towers for cigarette butts ordered to be placed in the downtown.

City Manager Gorman challenged the members to find a way to keep the downtown cleaned up. Some of the basic needs like weeding and cleanup need to be addressed.

City Manager Gorman provided information on the ADM Nutrition's planned demolition of the silos on the corner of Divine Hwy. and Grand River Ave. There are ongoing discussion in regard to the possible installation of fencing around that area to match the rest of the downtown.

The Economic Revitalization Committee will host a business networking session in conjunction with the Portland Area Chamber of Commerce today June 18, 2015 at 6:30 P.M. at Fabiano's River House Grill.

The Organization and Finance Committee published the June 2015 On the Street Newsletter that was mailed with the City utility bills. Other locations for placement of the On the Street Newsletter are being evaluated.

Planning for Beerfest on the Bridge on August 1, 2015 is also underway. There are currently 14 breweries committed to the event.

There was further discussion of the event.

Interim Director Perry commented that social media contacts continue to grow and become more interactive. The property listings on the website have been expanded.

Motion by Urie, supported by Barnes, to adjourn the meeting at 4:39 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary