

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

Held on Thursday, December 17, 2015

In Council Chambers at City Hall

Members Present: Barnes, Gorman, VanSlambrouck, Tyler, Briggs, Blastic, Urie

Absent: Dumas, Antaya, Clement, Grimminck

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

Guests: None

The meeting was called to order at 3:32 P.M.

Barnes noted the absences of Dumas, Antaya, and Grimminck are excused.

Motion by Briggs, supported by Blastic, to approve the Agenda as presented.

All in favor. Adopted.

Motion by Briggs, supported by VanSlambrouck, to approve the minutes of the November 19, 2015 meeting as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Director Perry gave a brief review of the Treasurer's Report.

There was discussion of the purchasing policy at Tom's Food Center which requires all purchases be made with a City of Portland purchase order. Director Perry stated that this requirement is not often convenient during an event if a volunteer has to make a purchase on her behalf. Methods to achieve this requirement and reimbursement of sales tax were specifically discussed.

Under Old Business, dates for the DDA Board Retreat were discussed. It was decided to do on a morning of a work date.

Under New Business, Director Perry presented the contract from Verdin for maintenance of the clock on the corner of Kent St. and Bridge St.

City Manager Gorman noted it looks like it needs to be cleaned.

Director Perry stated the clear covers have yellowed and become hazy over time. Options to have them replaced have been discussed.

City Manager Gorman suggested the DDA look at its goals and priorities for when City Hall is paid off.

Motion by Blastic, supported by Tyler to approve the Verdin clock maintenance contract.  
All in favor. Adopted.

Director Perry stated that Treasurer Kinde needs direction for reimbursement of sales tax on purchases made at Tom's Food Center without a purchase order that were not charged to the City of Portland account.

Mayor Barnes stated the sales tax should be reimbursed.

Director Perry stated the Ionia County Library Association is promoting a countywide project "1000 Books before Kindergarten" which will include a book bag with business logos and this may be good opportunity to promote the DDA/Main Street logo. This was not a budgeted item, but other funds not expended could be used. The deadline is January 31<sup>st</sup>.

There was discussion.

Motion by Blastic, supported by Urie, to table discussion of the Ionia County Library Association "1000 Books before Kindergarten" advertising decision to get input from Member Grimminck.  
All in favor. Adopted.

Under the Director's Report, Director Perry reported she recently attended the Main Street Quarterly Training in Otsego which focused on Economic Development. A lot of good information was shared.

The dumpsters on Kent Street in front of the Opera House will be in place at least another two weeks. Crews are cleaning out everything damaged by water, the building is virtually empty at this point.

Director Perry presented a report on Holidayfest. The parade had the best attendance to date with 32 entries. Profits and cost were virtually equal, overall the event was another success.

A new comic book business has opened in the Peake building on the corner of Kent St. and Bridge St. and Jeneen's Nails, a full day spa, has also opened on Kent St.

Director Perry stated she will be meeting with each committee chair to discuss 2016-2017 work plans.

The National Main Street Conference will be held May 23<sup>rd</sup> – 25<sup>th</sup> in Milwaukee, WI. There is still \$5,900 in budgeted funds available for this use.

Mayor Barnes suggested at this point anyone interested in attending should do so.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee held a successful Holidayfest on Saturday, December 12, 2015. Planning for the May 21<sup>st</sup> Block Party is underway.

Member Briggs reported the Design Committee is looking for a place to store the planters, water tank and wagon.

Member Tyler reported the Economic Revitalization Committee will host the January “Business After Hours” They are also still working on developing a brochure to distribute to potential developers.

Committee Chair Barnes reported that the Organization and Finance Committee published the December 2015 “On the Street” newsletter featuring Holidayfest, businesses and activities. They continue to work on volunteer and sponsor recruitment. Facebook is up to 2078 “likes” and had a post reach 4,925 individuals this week.

Motion by Blastic, supported by Gorman, to adjourn the meeting at 4:18 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary