

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

Held on Thursday, January 21, 2016
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Gorman, VanSlambrouck, Briggs, Blastic, Grimminck, Clement

Absent: Antaya, Tyler, Urie

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

Guests: None

The meeting was called to order at 3:34 P.M.

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

Motion by Briggs, supported by Barnes, to approve the minutes of the December 17, 2015 meeting as presented.
All in favor. Adopted.

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

Under Old Business, Member Grimminck (Librarian at the Portland District Library) explained the "1,000 Books before Kindergarten" program. The program is nationally recognized to promote reading to young children. Prizes are given for each 100 books read up to 1,000 when children receive a bag. Sponsors are listed on information in the initial program folder and on the bag children receive.

Motion by Barnes, supported by Dumas, to donate \$200 to the "1,000 Books before Kindergarten".
All in favor. Adopted.

Under New Business, Director Perry requested permission to submit an application for a Charitable Gaming License application for the 2016 Block Party.

Motion by Clement, supported by Grimminck, to submit a Charitable Gaming License for the 2016 Block Party.
All in favor. Adopted.

Director Perry stated she was approached by the annual Michigan Trails Magazine to participate in an advertising opportunity at a cost of \$2,000. This cost could be divided between businesses

that would be highlighted in the ad. By participating the DDA would receive 75 copies of the magazine at no cost to sell at a suggested price of at least \$5.00. The normal sale price is \$8.00. These sales could be used to recoup the cost of advertising. The ad layout could also be used to create a flyer. The costs could be covered by unused budgeted line items.

There was discussion.

Under the Director's Report, Director Perry reported the Board training conducted by the Michigan Main Street Center was fantastic and provided information on what the focus of the group should be.

A reinforcement beam was recently placed from front to back in the Opera House. The insurance company will be replacing the floor and will continue to do other repairs to the building.

Committee work plans for 2016-2017 will be finalized by the beginning of March.

The Main Street National Conference will be held in Milwaukee, WI on May 23rd through the 25th. The theme is economic revitalization. There are still openings for volunteers that would like to attend.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee is planning for the May 21st Block Party. They are still discussing what changes will be made for this year's event.

Member Briggs reported the Design Committee is discussing and developing their work plans. Member Blastic stated that he will have room in his storage area at the former Builders Lumber property for storage of the water tank used for watering flowers.

Member Tyler reported the Economic Revitalization Committee will host the "Business After Hours" on January 28, 2016 at the Gallery Brewery from 4:30 to 6:30 p.m. They are still working on developing brochures.

Committee Chair Barnes reported for the Organization and Finance Committee. The social media presence is strong. They are working out details to host another Color Run. They are also looking at details to see if the Beer on the Bridge can be held again this year.

Under Board Member Comments, Member Grimminck stated the Portland District Library will be hosting an Art Contest that will be open to all ages. Submittals can be made beginning on February 15, 2016.

Director Perry commented that she took part in a webinar regarding Facebook changes that was very practical and helpful. She suggested this may be something Main Street should offer.

Motion by Barnes, supported by Clement, to adjourn the meeting at 4:15 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary