

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

Held on Thursday, March 17, 2016  
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Gorman, VanSlambrouck, Blastic, Tyler, Briggs, Grimminck

Absent: Dumas, Clement, Urie

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

Guests: None

The meeting was called to order at 3:35 P.M.

Motion by Barnes, supported by Tyler, to excuse the absence of Members Dumas and Clement.  
All in favor. Adopted.

Motion by Briggs, supported by Grimminck, to approve the Agenda with the addition to add a Request to Amend the Budget under New Business.  
All in favor. Adopted.

Motion by Barnes, supported by Blastic, to approve the minutes of the February 18, 2016 meeting as presented.  
All in favor. Adopted.

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

Under Old Business, Director Perry presented the layout for the Michigan Trails advertisement to be submitted for the next edition of the magazine.

There was discussion of advertisements and maps to be included in the layout.

Under New Business, Director Perry presented a request to adopt a DDA Sign Grant Policy to include a request in the DDA District but not in the downtown. This would require moving funds.

There was discussion of the request.

Motion by Barnes, supported by Briggs to allocate \$1,000 for a sign grant outside the downtown and to approve the revised DDA Sign Grant Policy.  
All in favor. Adopted.

There was discussion about what types of signs would be allowed.

There was discussion if another grant round should be opened or when other applications should be accepted.

Motion by Barnes, supported by VanSlambrouck, that the proposed application be approved as there were no other applications pending approval by the Design Committee and to reopen the Sign Grant for others to apply and to transfer another \$1,000 if needed.

City Clerk Miller read the motion to confirm it was correct.

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

Under the Director's Report, Director Perry reported that Quarterly training was held in Farmington on March 8<sup>th</sup>. The topic covered was how to promote small business.

The Main Street National Conference will be held in Milwaukee, WI on May 23<sup>rd</sup> through the 25<sup>th</sup>. The theme is economic revitalization.

The work plans for 2016-2017 are being updated by the committees for the budget process and will be ready for approval next month.

The Chocolate Moose is for sale, there are several interested parties.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee is planning for the May 21<sup>st</sup> Block Party.

Member Briggs reported the Design Committee has a few spots left for advertisers on the light pole banners for the Block Party event. They are also still working on getting planters for the downtown.

Member Tyler reported the Economic Revitalization Committee is still working on developing brochures for prospective business developers. They are also making progress on hosting a customer service workshop in May or June this year.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the March utility bills. The Comic Book Store will be highlighted in the April issue. He further stated there have been discussions of combining Beerfest and Wine the Walk on the 2<sup>nd</sup> weekend in August. Sponsorships and volunteers are need for the Block Party on Saturday, May 21<sup>st</sup>.

Under Board Member Comments, City Manager Gorman suggested the members look at the DDA plan adopted in 2014 to start making future plans as City Hall will be paid off next year.

There was discussion of ideas.

Motion by Gorman, supported by VanSlambrouck, to adjourn the meeting at 4:22 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary