

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

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

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

Absent: Urie, Antaya

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

Guests: None

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

Motion by Barnes, supported by Briggs, to approve the Agenda with the addition of item D under New Business.

All in favor. Adopted.

Motion by Tyler, supported by Blastic, to approve the minutes of the March 17, 2016 meeting as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under New Business, Director Perry gave an update on sponsorships and volunteers for the Block Party to be held on Saturday, May 21, 2016. There are currently 9 crafters and 5 teams for the barbecue contest. \$3,150.00 has been raised in sponsorships. Volunteers are still needed.

Director Perry presented the idea of splitting the cost of painting the light poles in the DDA with the Electric Department 50/50.

There was discussion.

Motion by Briggs, supported by VanSlambrouck to approve further exploring the idea of splitting the cost of painting the light poles in the DDA with Electric Department in order to determine what the cost will be.

All in favor. Adopted.

Director Perry presented the Fiscal Year 2016/2017 work plans and budget for approval.

There was discussion.

Motion by Dumas, supported by VanSlambrouck to recommend the Fiscal Year 2016/2017 Budget to the City Council for approval.  
All in favor. Adopted.

Director Perry recommended using a picture from the design services that Main Street was previously awarded in cooperation with the Chamber of Commerce for a billboard on I-96. She specifically asked for permission to “tweak” one of the pictures in order to better represent Portland. The Chamber of Commerce will pay for the billboard advertising.

Motion by Barnes, supported by Blastic, to approve the use and editing of a picture provided through the Main Street design services for a billboard on I-96.  
All in favor. Adopted.

There was further discussion.

Under the Director’s Report, Director Perry reported that 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. There is still room available if anyone is interested in attending.

Director Perry provided a status report on the downtown buildings. Country Cupboard will be moving to Grand River Ave. and will leave its current building at 268 Kent St. vacant. Future plans for the building are uncertain. The Pizza Shop at 252 Kent St. is considering the installation of awnings on its building. Hiit Fitness at 220 Kent St. is looking to relocate as it has outgrown the facility. A possible sale is pending on Gerdes at 128 Kent St. David Lange has opened an accounting office in his building at 117 E. Grand River Ave., the former location of the Portland Café. The Chocolate Moose at 116 E. Bridge St. has several interested parties in purchasing the business.

Terry Frewen has submitted an application for a DDA Sign Grant by the deadline but they were lacking the final bid information.

The DDA concurred the application should be considered.

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 will not have hanging planters in the downtown this year but will be working with the Garden Club to enhance the current planted areas.

Member Tyler reported the Economic Revitalization Committee is still working on developing brochures. One for developers and one that would include advertisements for distribution in the community. They are also making progress on hosting a seminar sometime during the 2<sup>nd</sup> Quarter.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the April utility bills.

The committee has also had discussion in regard to the Beerfest event and scheduled the event to be held August 13, 2016. The event will be similar to last year.

There was discussion.

The board concurred that a work plan/contract for the Beerfest event should be developed and signed by Paul Starr of I'm a Beer Hound who will be involved with the event.

Mayor Barnes stated that a date for Wine the Walk is still under consideration.

Director Perry distributed a survey for members to rank the importance of projects in the DDA plan passed in 2014.

Motion by Barnes, supported by Blastic, to adjourn the meeting at 4:32 P.M.

All in favor. Adopted

Respectfully submitted,

---

Kory Blastic, Secretary