

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

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

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

Absent: None

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

Guests: Eric Proctor

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

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

Motion by Clement, supported by Blastic, to approve the minutes of the June 16, 2016 as presented.
All in favor. Adopted.

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

Under Old Business, Director Perry stated that the street light pole painting project is underway and going well. Treasurer advises that \$3,300 from years fund balance from unspent funds by the Design Committee be moved to this year's budget to cover costs of this project. The Electric Department has agreed to split this cost with the DDA at this time so the total cost to the DDA at this time is \$1,650.

There was discussion.

Motion by Antaya, supported by Urie, to approve the transfer of \$1,650 from the Fund Balance to the DDA budget for the painting of the street light poles.

Director Perry reminded the members that the Michigan Main Street Self-Assessment Survey is due July 29th.

Under New Business, the Election of Officers was held. Currently, Chuck Dumas is the Chair, Tom Antaya is the Vice-Chair, and Kory Blastic is the Secretary, and Jim Barnes is the Treasurer.

Motion by Gorman, supported by Urie, to keep the officers the same.
All in favor. Adopted.

Director Perry advised that the Main Street – Year End National Accreditation visit will be on Wednesday, November 9, 2016.

There was discussion of the preferences for the DDA/Main Street meeting structure and whether a time frame should be set for the time frame of the Main Street Chair Persons.

Under the Director’s Report, Director Perry reported that the old Maynard Allen bank building on Kent Street has been sold to the Hans family who run the Sunny Bunch Day Care.

Director Perry noted the sale of the Chocolate Moose should be closing any time. It will be a coffee and ice cream shop.

Director Perry stated there will be a training opportunity on August 19, 2016 in Grand Haven sponsored by the Michigan Downtown Association. The theme is strengthening downtowns.

Director Perry gave a report on downtown buildings.

Director Perry stated that the community service projects she has been supervising have been a great opportunity to make contact with downtown business owners.

Under Committee Reports, Director Perry reported the Promotions & Marketing Committee recently hosted a Pokémon Go party and is planning a Downtown Murder Mystery Event, modeled after the game Clue, to take place this Fall.

Under the Design Committee Report, Director Perry reported that mulch has been delivered for the downtown area.

Member Tyler, Economic Revitalization Committee Chair, reported the work continues on finalizing the Portland Visitors Guide. The quarterly “Business After Hours” event will be held this evening at the Band Shell.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the July utility bills. The committee is working on the Beerfest event that will be held Saturday, August 13, 2016 and a 5k run that will be held Saturday, September 24, 2016.

Under Board Member Comments, City Manager Gorman noted that the Kent Street Improvement Project is underway and new signage will be placed on I-96 to direct traffic accordingly. This project will provide a beautiful new gateway into the downtown.

City Manager Gorman also noted that Muffler Man is planning to come back to its location on Grand River Ave. They will be making some extensive renovations to the current building.

Member Grimminck stated the Portland District Library will hold a Harry Potter book release party on Saturday, July 30, 2016. She further reminded everyone to vote on Library Millage during the Primary on August 2, 2016.

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

Respectfully submitted,

Kory Blastic, Secretary