

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

Held on Thursday, August 18, 2016
In Council Chambers at City Hall

Members Present: Barnes, Gorman, Blastic, Grimminck, Antaya, Tyler, Briggs, and Urie

Absent: Dumas, VanSlambrouck, Clement

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

Guests: None

The meeting was called to order at 3:31 P.M.

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

Motion by Blastic, supported by Gorman, to approve the minutes of the July 21, 2016 as presented.
All in favor. Adopted.

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

Members Urie and Briggs arrived at 3:32 P.M.

Mayor Barnes stated that he received this month's report prior to the meeting to verify what is scheduled to be paid. He made a couple of minor changes on the 1st draft and then when the report was finalized the 2nd draft was sent. This will be the practice from now on.

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

Under Old Business, Director Perry reminded the members that the Main Street – Year End National Accreditation visit will be on Wednesday, November 9, 2016 at 8:00 A.M.

There was no New Business.

Under the Director's Report, Director Perry reported the Beerfest on the Bridge held over the weekend, on Saturday, August 13, 2016 was a fantastic event. The attendance was at least the same as last year, if not more. Founders Brewing Co. would like to participate in the event next year.

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

The Chocolate Moose reopened last Saturday under new ownership. They have improved the ice cream recipe and have very generous servings. The Ribbon Cutting Ceremony will be held Friday, August 19, 2016 at 7:00 P.M.

The Escape Room will open Friday, August 19, 2016 at the corner of Kent St. and Bridge St. The theme is a nuclear bunker that you need to escape from using the provided clues.

In other downtown news, Beauty & Baskets is now open at 110 E. Bridge St. The Smoke Shop at 244 Kent St. has a for sale sign posted. Director Perry also reported that she met with Ken Bush, owner of 128 Kent St., last week about plans for his building.

The Annual Main Street Report was filed yesterday.

Director Perry further reported that she will meet with Linda Curtis, Ionia DDA Director, next week to share ideas. In particular they will discuss the grant writer that Ionia uses.

Under Committee Reports, Member Urie reported the Promotions & Marking Committee has recently been involved with planning of Beerfest on the Bridge. They are now getting ready to move onto planning for Holidayfest.

Under the Design Committee Report, Member Briggs reported they are working on educating downtown business owners on the upkeep of their buildings and why historic downtown preservation is important. There has been discussion of moving the Newman Fountain back to the downtown, where it was historically located, from Alton Park. The committee has also been looking at signage for the downtown and a historic marker.

Member Tyler, Economic Revitalization Committee Chair, reported the work continues on finalizing the Portland Visitors Guide. The quarterly “Business after Hours” event was held last month and had a decent turnout. The Chamber of Commerce will host the next “Business after Hours” event in October.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the August utility bills. The Beerfest on the Bridge was held over the weekend and was another great event. There has been discussion of adding some kind of event that would incorporate the river next year. The Healthy Portland will not be held this fall. They will plan to hold it next year.

Under Board Member Comments, Mayor Barnes noted that the new Department of Labor laws go into effect December 1, 2016 and Director Perry’s revised contract needs to be in place by that time.

Director Perry stated that she would distribute her job description and contract to the members soon.

There was discussion about the billboard currently posted on I-96.

City Manager Gorman thanked everyone for their hard work on the Beerfest on the Bridge event.

City Manager Gorman also noted that the Kent St. Improvement Project should be wrapping up within the next week or two.

City Manager Gorman commented that a resident who received a notice about grass clippings complained about the weeds that are present in the downtown. There needs to be more attention to keeping the downtown cleaned up.

Member Urie suggested having a feasibility study done on the possible renovation of the Opera House.

Director Perry agreed and stated that she has someone coming in next month to discuss this with the owners of the property.

Motion by Barnes, supported by Blastic, to adjourn the meeting at 4:07 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary