

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

Held on Thursday, December 15, 2016
In Council Chambers at City Hall

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

Members Absent: Urie, Clement

Staff: DDA/Main Street Transitional Coordination Director Briggs, City Clerk Miller, Finance Officer Kinde

Guests: Laura Krizov of the MEDC, Mike Judd

Chair Dumas called the meeting to order at 3:33 P.M.

Motion by Antaya, supported by Blastic, to excuse the absence of Member Grimminck.
All in favor. Adopted.

Motion by Barnes, supported by Antaya, to approve the Agenda with the addition of Item 8A to accept the resignation of Member Tyler.
All in favor. Adopted.

Motion by Antaya, supported by Blastic, to approve the revised minutes of the November 17, 2016 meeting with grammatical corrections.
All in favor. Adopted.

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

Under Chair's Report, Transition Coordination Director Briggs stated that she would report under New Business.

Under Action Items, Chair Dumas stated what the responsibilities of the DDA/Main Street Transitional Coordination Director will be and that she will be paid at minimum wage.

Chair Dumas further thanked Transition Coordination Director Briggs and Mike Judd for stepping up to help with this transition process.

Motion by Antaya, supported by Blastic, to approve the responsibilities and pay/compensation for the DDA/Main Street Transitional Coordination Director.
All in favor. Adopted.

Chair Dumas noted that Member Tyler provided a letter of resignation from the DDA as he has accepted the position of head wrestling coach at Waverly High School and it will occupy his time.

Member Grimminck arrived at 3:40 P.M.

City Manager Gorman thanked Mr. Tyler for his time and commitment to Portland.

Motion by Barnes, supported by VanSlambrouck, to accept the resignation of Member Tyler.
All in favor. Adopted.

Under Old Business, Transition Coordination Director Briggs played the finished Beerfest Video produced by Quarterline Media. The Organization & Finance Committee recommends the final payment on the video.

City Manager Gorman thanked Quarterline Media for the great video; Portland is showcased very well.

Motion by Gorman, supported by Barnes, to make the final payment on the Beerfest video.
All in favor. Adopted.

Under New Business, Transition Coordination Director Briggs explained that she had sent an email asking if Hometown Decoration and Display, the contractor for the Christmas decorations, would accept a proposal for a one year contract so the DDA could determine what changes it would like to make in the future. The Design Committee will review this project under Streetscapes and make a proposal back to the DDA.

Transition Coordination Director Briggs also mentioned the idea of having loudspeakers placed in the Downtown for events and seasonal use. Many communities have loudspeakers installed so that announcements as well as music can be played. City Manager Gorman received information from some communities on the systems they use. The Design Committee will also review this as a potential Streetscape project and make a proposal to the DDA.

Transition Coordination Director Briggs stated that the National Main Street Program will be using Michigan as a Pilot Site for a new Refresh Program of Main Street Programs. The Michigan Main Street will meet in Portland with DDA/Main Street members on January 25-26, 2017 on the subject of Strategy Development/Alignment/Organizational Structure.

Chair Dumas provided information on the recruitment of a new DDA/Main Street Director and noted that with the help of Laura Krizov of MEDC a job description and job posting have been developed. The committee has met and decided they are looking for someone with a focus on economic development. Other key duties would include maintaining the website and Facebook, public speaking, and contact with businesses.

The Board discussed and edited the desired qualifications.

The interview process and timeline were discussed. The final round of interviews will be held on February 2, 2017 at a Special DDA Meeting.

Motion by Antaya, supported by Blastic, to adopt the employment posting for the DDA/Main Street Executive Director as edited.

All in favor. Adopted.

The Board discussed and edited the job description for the DDA/Main Street Director position. There was also discussion as to whether this position should be under the day to day supervision of the City Manager and what the required work hours will be.

Motion by Blastic, supported by VanSlambrouck, to approve the DDA/Main Street Director job description as edited.

All in favor. Adopted.

Blastic exited the meeting at 4:48 P.M.

Barnes exited the meeting at 4:52 P.M.

Under the Director's Report, Interim DDA/Main Street Director Briggs stated that Holidayfest was very successful and was a wonderful event.

Interim DDA/Main Street Director Briggs stated that she attended the Michigan Main Street Quarterly Training in Lansing on December 5, 2016 and learned that the DDA is on the right track in terms of time keeping.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 4:53 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary