

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

Held on Wednesday, February 1, 2017
In Council Chambers at City Hall

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

Members Absent: Clement, Antaya

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

Guests: Ken Lane of Clark Hill PLC; Norma Ramires de Miess of National Main Street; Laura Krizov of the MEDC; Mike Judd

Chair Dumas called the meeting to order at 3:01 P.M.

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

Under Informational Items, Chair Dumas provided an update on the hiring process for a DDA/Main Street Director. Both candidates that were selected for the 1st round of interviews withdrew their resumes so the hiring process will begin again. The position will be posted from February 3, 2017 – March 3, 2017. The tentative interview schedules were also proposed.

Under Action Item #1, Chair Dumas stated that a decision is needs to be made on whether or not the Block Party will be held on May 20, 2017.

Director Briggs stated her feeling that the event should be held as it has already been advertised and a negative message may be sent if it is cancelled.

Member VanSlambrouck suggested it may be a good time to get the Chamber of Commerce involved.

Director Briggs commented that was a possibility. The Friends of the Red Mill have reached out and offered their assistance. There is support from the community.

Motion by Blastic, supported by Gorman, to hold the Block Party on May 20, 2017.
All in favor. Adopted.

Under Action Item #2, Chair Dumas suggested that compensation for Director Briggs be adjusted as taking on the role of DDA/Main Street Transitional Coordination Director has been a larger task than anticipated. For the most part she is working a 40-hour work week. Chair Dumas noted that when Rush Clement served as the Interim Director he was paid the same wage as the

acting director was. He further suggested Director Briggs be paid \$20.00 per hour with no benefits and that she will be required to submit time sheets.

Motion by Barnes, supported by Gorman, to compensate DDA/Main Street Transitional Coordination Director Briggs at \$20.00 per hour with no additional benefits.
All in favor. Adopted.

Under Action Item #3, the Board considered going into Closed Session.

Motion by Urie, supported by VanSlambrouck, to go into Closed Session as permitted under Section 8 (h) of the Michigan Open Meetings Act to discuss a confidential memorandum with legal counsel.

Yeas: Urie, VanSlambrouck, Dumas, Gorman, Barnes, VanSlambrouck, Blastic, Grimminck

Nays: None

Adopted

The board went into Closed Session at 3:06 P.M.

Motion by Urie, supported by Barnes, to adjourn the Closed Session at 3:40 P.M.
All in favor. Adopted.

Director Briggs joined the board at the dais.

Mrs. Krizov and Mrs. Ramires de Miess joined the meeting at 3:47 P.M.

Mrs. Ramires de Miess gave a presentation and information in order to highlight aspects of the Main Street Program in general and to have a conversation regarding Portland's Main Street Program. Specifically to see the program's value, how to utilize the program, and to decide if this is still a good framework for Portland to follow. She further stated that Main Street is a comprehensive strategy to develop a downtown.

There was discussion of what has been done in Portland under each of the four areas of the framework to implement the Main Street Approach and where there are areas for improvement.

There was discussion about communicating with the public and how to make them see the benefits of the program.

Mrs. Ramires de Miess explained the "Refreshed" Main Street approach.

There was further discussion.

Member Blastic left the meeting at 5:00 P.M.

Member Grimminck left the meeting at 5:14 P.M.

Motion by Barnes, supported by Urie, to pursue the Master Level Agreement and any other agreements that need to be signed to remain a Master Level Main Street Community.
All in favor. Adopted.

Chair Dumas noted that he asked Members Blastic and Grimminck their opinions before they left the meeting. Member Blastic said he was in favor and Member Grimminck said she was on the fence.

Motion by Urie, supported by Briggs, to adjourn the meeting at 5:18 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary