

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

Held on April 18, 2013  
In Council Chambers at City Hall

Members Present: Barnes, Antaya, Blastic, Dumas, VanSlambrouck, Briggs, Sunstrum

Absent: Dempsey, Smith, Clement, Urie

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

Guests: Jennifer Wangler, ICEA Business Development Coordinator; Chris Thelen of Consumers Energy, ICEA Chair; Kathy Jo VanderLaan of Michigan Works!

The meeting was called to order at 3:34 P.M. by Chair Dumas.

Motion by VanSlambrouck, supported by Antaya, to excuse the absence of Dempsey, Smith and Clement.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Antaya, to approve the proposed Revised Agenda.

All in favor. Adopted.

Motion by Briggs, supported by Sunstrum, to approve the Minutes of the March 21, 2013 Regular Meeting as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under Presentations, Jen Wangler presented information on ICEA (Ionia County Economic Alliance) including their mission to strengthen the economy in Ionia County. All of her work is toward that goal. She thanked Portland for its investment in the program. She gave a report of what is happening in Ionia County in terms of economic development.

Kathy Jo VanderLaan presented information on Michigan Works! and what they do in the area of workforce development and how they work with ICEA to support businesses.

Member Briggs inquired if Michigan Works! still provides job training.

Ms. VanderLaan stated job training is dependent on funds availability. On the job training is available. The program is facing funding cuts due to sequestration at the federal level.

Under New Business, Director Reagan presented a request to accept a Master Level Main Street Agreement from the Michigan Main Street Center. The agreement was approved by the Main Street Board at its last meeting.

Motion by Dumas, supported by Sunstrum, to accept the Master Level Main Street Agreement from the Michigan Main Street Center.

All in favor. Adopted.

Under the Director's Report, Director Reagan reported he attended the National Main Street Conference held in New Orleans, Louisiana April 14<sup>th</sup> – 16<sup>th</sup> with Main Street Board members Chris Tyler, Shelley Perry, and Wanda Urie. Michigan will host the 2014 conference in Detroit. This year's conference was very good; more information will be coming.

Director Reagan attended the 5<sup>th</sup> Annual Local First Sustainability Conference on Wednesday, March 27<sup>th</sup> at Aquinas College in Grand Rapids with Bernie Pelc. This was a very informative and interesting conference. There was a lot of information on businesses that have been successful looking "way ahead".

The Michigan Main Street Center Quarterly Training will be held June 3<sup>rd</sup> and 4<sup>th</sup> in Grand Haven. Marjorie Briggs, Shelley Perry and Mike Judd are planning to attend with Director Reagan.

The Michigan Main Street Center will host "Specialist Days". They will send one of their specialists to Main Street Communities upon request to speak to committees on requested topics.

Under Committee Updates, Director Reagan reported the Design Committee is overseeing good progress on the fence project at Scout Park. The Committee has also overseen the replacement of the broken light pole bases in the Downtown.

The Design Committee also received 2 applications for the 2013 Sign Incentive Grant. This grant is a 50/50 matching grant for creative signage in the Main Street District. The Committee sent recommendations back to the applicants for their review.

The Promotions & Marketing Committee will host the 2013 Block Party on Saturday, May 18<sup>th</sup> in Downtown Portland. Events will include a petting zoo, live music, a party pavilion, inflatables for the kids, and a BBQ competition offering a first prize of \$500, second prize of \$200, and a third prize of \$100.

The 7<sup>th</sup> Annual Portland Pay Day promotion will begin June 1<sup>st</sup> and run through August 29<sup>th</sup>. During the past four years over \$247,000 has been kept in the Portland community. The grand prize drawing will be held on August 29<sup>th</sup> at the Thursdays on the Grand event.

The Organization and Finance Committee continues its publication efforts with the "On the Street" Newsletter. The Volunteer Recognition Event will be held Thursday, July 18<sup>th</sup> at Thursdays on the Grand. This event will celebrate the over 2400 hours of work done by volunteers for the Portland Main Street program.

Under Member Comments, Member VanSlambrouck thanked Member Sunstrum for her Downtown Report to the City Council at its April 15<sup>th</sup> meeting in the absence of Director Reagan.

Member VanSlambrouck also commented the VFW will have a Swiss Steak Night on Friday, April 19<sup>th</sup>. The cost is \$8.00.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 4:10 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary