

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

Held on February 21, 2013
In Council Chambers at City Hall

Members Present: Barnes, Dumas, Briggs, Blastic, Antaya, Dempsey, Sunstrum, Urie, VanSlambrouck, Clement, Smith

Absent: None

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

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

Motion by Antaya, supported by Clement, to approve the Agenda with the removal of the Motion to Excuse Member Clement.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Antaya, to approve the Minutes of the January 17, 2013 Regular Meeting as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under New Business, Director Reagan requested approval to submit an application for a Charitable Gaming License for Portland Pay Day which will be held June 1st through August 29th.

Motion by Smith, supported by Briggs, to approve the request to submit an application for a Charitable Gaming License for Portland Pay Day.

All in favor. Adopted.

Director Reagan requested approval to submit an application for a Special Event Liquor License for the 4th Annual Downtown Block Party scheduled to be held Saturday, May 18th. Instead of a car show as has been a part of the Block Party in the past, this year a BBQ Competition will be held along with the other activities that have been held in the past.

Motion by Barnes, supported by Clement, to approve the request to submit an application for a Special Event Liquor License for the 4th Annual Downtown Block Party.

All in favor. Adopted.

Under the Director's Report, Director Reagan reported that the Rental Rehabilitation Meeting was held in the City Council Chambers on Tuesday, January 22nd at 6:30 P.M. There were approximately 6 attendees interested in rehabbing up to possibly 9 apartments.

A “Building Basics” webinar was held in the Executive Conference Room at City Hall at 8:30 A.M. on Thursday, February 7th. The meeting has 2 attendees and was a kick-off point for the Design Committee to select downtown buildings to receive design services intended to facilitate the rehabilitation of a building’s façade. Any building located within the Main Street District is eligible to receive the no-cost design services that include a schematic drawing of the proposed façade improvement, paint samples, and other information to assist with the improvements. The design services are provided by the State Historic Preservation Office in the Michigan State Housing Development Authority.

Each Main Street Community is allowed to host 15 of these seminars at no cost. Portland has had 13 and will have 2 more it can use. The last 2 webinars will be used wisely.

Member VanSlambrouck asked if there are any building owners that have attended one of the webinars. He inquired if the last two need to be more targeted.

Director Reagan stated they should be able to gauge more specifically who should be in attendance at the future webinars. A mailing will be done soon to all building owners.

The National Main Street Conference will be held in New Orleans, Louisiana April 14th – 16th. Three board members will attend with Director Reagan.

Main Street Board Member training was held on Tuesday, February 19th. The training was fantastic.

Under Committee Updates, Director Reagan reported the Design Committee is currently accepting bids for a proposed fence in Scout Park that would look very similar to the brick piers and fencing located along Maple Street. The fence would replace the wooden, split rail fencing that was pulled out approximately 1 year ago due to deterioration.

The Design Committee is also working with the City and the Electric Department to replace fixtures on a portion of street lights in the Downtown. Lower bases and upper bases will be replaced on the broken lights in the Downtown District. The City will be replacing some light fixtures along the River Trail and along Water Street, especially in front of Frosty Boy on the corner of Grand River Ave. and Water Street.

The Promotions & Marketing Committee will host the 2013 Block Party on Saturday, May 18th and will feature a BBQ competition along with a petting zoo, live music, a party pavilion and inflatables for the kids.

The Organization and Finance Committee continues its publication efforts with the “On the Street” Newsletter with a new look thanks to Charilse Abel; the newsletters new Editor.

City Manager Dempsey noted the light pole project may be held up a bit due to the need to add other supplies to the order. The damage to the light poles needing repair has happened over a long period of time.

Under Member Comments, Member Clement noted the Arts Council will host the Winter Ball this Saturday, February 23rd at Willow Wood.

Member VanSlambrouck stated the VFW will hold a fund raiser on Friday, February 22nd to restore the floor throughout the building. Dinner will be served from 5:00 – 8:00 P.M. Music will begin at 6:00 P.M. by Rush Clement.

Member Clement also stated an Open House will be held at Rush Hour Studios on Saturday, February 23rd.

Member Blastic stated the Rotary lunch will be held next Thursday, February 28th at Noon at the Wagon Wheel.

Motion by Barnes, supported by VanSlambrouck, to adjourn the meeting at 3:51 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary