

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

**City of Portland**

Held on March 21, 2013

In Council Chambers at City Hall

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

Absent: Antaya, Clement

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

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

Motion by Barnes, supported by Dumas, to excuse the absence of Antaya and Clement.  
All in favor. Adopted.

Motion by Dempsey, supported by VanSlambrouck, to approve the Revised Agenda.  
All in favor. Adopted.

Motion by Smith, supported by Sunstrum, to approve the Minutes of the February 21, 2013 Regular Meeting as presented.  
All in favor. Adopted.

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

Under New Business, Director Reagan presented and gave an analysis of the Fiscal Year 2013/2014 DDA Budget.

The Board discussed the proposed Budget.

Motion by Dumas, supported by Briggs, to approve the Fiscal Year 2013/2014 DDA Budget as presented.  
All in favor. Adopted.

Under the Director's Report, Director Reagan reported the National Main Street Conference will be held in New Orleans, Louisiana April 14<sup>th</sup> – 16<sup>th</sup>. Three board members will attend with the conference with him.

The 5<sup>th</sup> Annual Local First Sustainability Conference will be held Wednesday, March 27<sup>th</sup> at Aquinas College in Grand Rapids. Bernie Pelc will be attending the conference.

Under Committee Updates, Director Reagan reported the Design Committee received two bids for the fencing project in Scout Park. B&D Masonry was the low bidder at \$3,500. The desired completion date is May 1<sup>st</sup>. The Committee is also working with the Electric Department to replace some of the broken light pole bases in the Downtown. The bases have been ordered. The project is expected to be complete by the end of April or early May.

The Design Committee has chosen two buildings to receive the final 2 design services of the 15 provided by the Michigan Main Street Center (MMSC) to each Main Street Community. These free services are to be used within 3 years. Perennial Financial at 112 Kent St. and The Chocolate Moose at 116 E. Bridge St. will receive these services valued at \$3,000 - \$5,000. Kelly Larson, from the MMSC and the State Historic Preservation Office, will be working with the two building owners to go over budgets, materials, and ideas for the buildings in an effort to develop schematic drawings.

The Design Committee has also opened up its grant round for the 2013 Sign Incentive Grant. This grant is a 50/50 matching grant for creative signage in the Main Street District. Applications have been sent to the downtown businesses and are due by April 9<sup>th</sup>.

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 competition is open to 12 teams and requires a \$60 entry fee.

Portland Pay Day will be held June 1<sup>st</sup> through August 23<sup>rd</sup>. Over the past four years, this promotion has kept over \$247,000 in the Portland community.

The Economic Revitalization Committee is planning to host a Local First initiative which will include a Meet & Greet to explain more about the program and what it is trying to accomplish. The date is to be determined.

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

Under Member Comments, City Manager Dempsey noted that the Mayor and City Manager from Wayland would be visiting Portland on Thursday, March 28<sup>th</sup>. This transpired after they had a discussion with Director Reagan about the Portland DDA and Main Street Program. Director Reagan will visit their DDA in the near future.

Member Briggs commented that the Portland Historical Society will host a Downtown Guided Historic Tour on Saturday, March 23<sup>rd</sup> at 10:30 A.M. The tour will end at Cheeky Monkeys for refreshments. The Portland Historical Society will meet on March 26<sup>th</sup> to talk about archiving historical photos.

Member Briggs also noted the Portland Garden Club’s annual Geranium Sale is coming up. The flowers are sold for \$1.75 each with delivery before Mother’s Day. This year is the 25<sup>th</sup> Anniversary of the Garden Club. They are trying to host several different activities on community education and getting individuals more involved in gardening.

Motion by Barnes, supported by VanSlambrouck, to adjourn the meeting at 3:57 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary