

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

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

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

Absent: Briggs, Antaya

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 Clement, supported by Smith, to excuse Members Briggs and Antaya.
All in favor. Adopted.

Motion by Dempsey, supported by Dumas, to approve the proposed Revised Agenda with the addition of the nomination and election of a Treasurer.
All in favor. Adopted.

Motion by Urie, supported by Blastic, to approve the Minutes of the October 17, 2013 Regular Meeting as presented.
All in favor. Adopted.

Motion by Sunstrum, supported by Smith, to approve the Minutes of the October 17, 2013 Special Meeting minutes.
All in favor. Adopted.

Motion by Barnes, supported by Sunstrum, to approve the November 2013 Treasurer's Reports with a revision to add check #1324 to Quarterline Media for a \$300 deposit for a "Webisode" Video Creation Project.
All in favor. Adopted.

Under New Business, Director Reagan introduced information on a proposed amendment of the City of Portland's DDA's Development and Tax Increment Financing Plan. With the development that has occurred in the DDA over the years the population in the DDA is now over 100. This population growth creates the need for a Development Area Citizen's Council for the extension of the life of the DDA; due to expire in 2018. There are currently 211 residents and 88 properties in the DDA.

Director Reagan further explained the three options the DDA has. Option 1 is to let the DDA expire in 2018. Option 2 is to remove certain properties from the DDA in order to reduce the population to less than 100. Director Reagan presented a spreadsheet proposing that those on the top half be removed from the DDA at a cost of just over \$6,000. This option would not require the creation of a Citizen's Council. Option 3 is to move forward with the current DDA structure

and create the Citizen's Council. These could be somewhat difficult as it is sometimes difficult to fill board seats, meet quorums for meetings, etc.

Director Reagan stated his need for guidance and direction from the DDA.

There was discussion.

Chair Dumas stated that it makes practical sense to remove the proposed properties from the DDA; it seems to be the simplest solution.

Member Sunstrum concurred.

City Manager Dempsey stated the properties affected would not be adversely affected by being removed from the DDA as they would still see improvements in their areas. This could also be seen favorable by other jurisdictions in reestablishing the DDA.

Motion by Barnes, supported by Sunstrum, to pursue the proposed plan to remove the noted properties from the DDA and pursue how the plan would be put in affect, in terms of boundaries and financing.

Member Urie stated she would like to see both 239 and 247 Maple Street stay in the DDA.

Member Clement stated he wasn't sure it would matter either way; if 239 and 247 Maple Street were in the DDA. The numbers would be very close by not eliminating those properties; why not eliminate them.

City Manager Dempsey stated the DDA will take input from the public. If someone has concerns about the proposed properties the DDA will take note.

The vote for the motion on the floor was held.
All in favor. Adopted.

Director Reagan presented Resolution 12-110 and an email from Craig Patterson of The Woda Group, Inc. requesting the City of Portland designate Old School Manor as a targeted property revitalization area. The WODA Group, out of Ohio, has been developing a plan and working to secure funding to rehabilitate the property. They have previously completed a similar project in Durand called "The Sycamore House" targeted as senior housing. Their original plan for Old School Manor was intended for senior housing but it did not meet the requirements to secure funding. They are now looking at an affordable housing mixed residency use. In an effort to have the project looked upon favorably for funding, the WODA Group is asking the City to designate the property as a targeted revitalization area. The Planning Commission approved this recommendation to the City Council at its meeting on November 13th. This project would bring additional residents to Downtown Portland.

City Manager Dempsey stated he has been working with The WODA Group in their effort to redevelop the Old School Manor property into affordable housing. Their original plan was for

senior housing but they were unable to secure funding. They are now looking at affording housing for families. They feel that if the property is designated as a Targeted Property Revitalization Area the project will be looked upon more favorably for funding.

City Manager Dempsey further stated the property is nearly beyond repair. The cost to demolish the building is approximately \$350,000 to \$400,000.

Motion by Smith, supported by Dumas, recommended to the City Council to designate Old School Manor as a Targeted Property Revitalization Area.
All in favor. Adopted.

Motion by Urie, supported by Clement, to nominate Member Smith as the DDA Treasurer.
All in favor. Adopted.

Under the Director's Report, Director Reagan thanked former Member VanSlambrouck for his time serving the DDA. He will not be serving on the Portland Area Fire Authority. In the recent Portland City Council Election, Member Sunstrum was elected to the City Council which created a quorum of the Council present at DDA meetings. Member VanSlambrouck stepped down from his position.

Director Reagan further stated that he will be attending the Michigan Main Street Quarterly Training in Howell on December 9th and 10th. He also noted the 2014 National Main Street Conference will be held in Detroit on May 18th – 20th.

Under Committee Updates, Director Reagan reported the Design Committee has spent time putting up additional decoration in Scout Park for the Holidays.

The Promotions & Marketing Committee will host Holidayfest on November 22nd & 23rd with many of the same activities held previously, including the Holidayfest Parade, the snowball drop, and carriage rides. This year include the addition of a pancake breakfast hosted by the Portland Area Service Group. The Portland Community Arts Council will also be hosting a juried art show, a wreath making workshop, the annual "Luminary Lane", a "Small Works of Art Sale", and a graham cracker house building workshop.

The Organization and Finance Committee held the 2013 "Big Beer 5K Run" on Saturday, October 19th and made approximately \$1,300 with 52 runners participating. A raffle for \$4,000 in travel vouchers from Stiffler Travel and Tours in Mulliken is being held this year in place of Oktoberfest. This is a unique raffle in that only 100 tickets will be sold at a cost of \$100 each. Three prizes will be awarded for this raffle; the first prize is the travel vouchers worth \$4,000, the second prize is \$200 and the third place prize is \$100. Main Street board members will be selling the raffle tickets. The drawing will be held in conjunction with the annual Holidayfest on Saturday, November 23rd immediately following the annual Holidayfest parade, in Scout Park.

Under Board Member Comments, Member Sunstrum noted that a Pet Costume Parade Contest will also be held during Holidayfest and there will be guest commentators from Fox 17 for the Holidayfest Parade.

Member Urie congratulated all those involved with award the Box Culvert Award the City received on the Rivertrail Project.

City Manager Dempsey noted the box culvert under I-96 for the River Trail is the longest, lighted tunnel in the State of Michigan.

Member Blastic stated that Director Reagan did a good job hanging the holiday lights on the Boardwalk.

Mayor Barnes thanked Electric Superintendent Hyland and the Electric Department for their help getting power to the Boardwalk for the lights to be strung.

Motion by Barnes, supported by Sunstrum, to adjourn the meeting at 4:15 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary