

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

Held on Thursday, February 16, 2012
In Council Chambers at City Hall

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

Absent: Sunstrum, Briggs, Clement

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

The meeting was called to order at 3:30 P.M.

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

Motion by Dempsey, supported by Antaya, to excuse Board Members Briggs and Sunstrum.
All in favor. Adopted.

Motion by Dempsey, supported by VanSlambrouck, to approve the Minutes of the January 19, 2012
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 New Business, Director Reagan presented information on a proposed 3-year contract for
Holiday decorations with Kenmark, Inc. The decorations will be a bit different than in previous
years. LED lights are not available at this time through Kenmark so they will not be able to decorate
the pergola at City Hall as LED lights are preferred. There may be a possibility of this in the future.

Motion by VanSlambrouck, supported by Urie, to approve a 3-year Contract with Kenmark, Inc. for
Holiday Decorations.
All in favor. Adopted.

Director Reagan requested approval to submit a Liquor License Application for the 2012
Downtown Block Party. The Main Street Board has approved the application. The serving area will
be set up in the same area as last year. Spirits will not be served this year. The application fee is
\$25.

Motion by Dempsey, supported by Barnes, to approve the submittal of a Liquor License
Application for the 2012 Downtown Block Party.
All in favor. Adopted.

Director Reagan reported, with regret, that although the Portland Main Street program finished in
the Top 10 for the Great American Main Street Award (GAMSA) it did not finish in the Top 5. He
stated his belief that Portland Main Street will finish in the Top 5 next year when an application will
again be submitted. All of those involved in Portland Main Street should be proud of the work that
has been accomplished.

Member Smith commented that finishing in the Top 10 of all Main Street programs in the United States is a great recognition and something to be proud of.

Under the Director's Report, Director Reagan stated that he will be attending the National Main Street Conference in Baltimore, Maryland with Eric Frederick, Joel VanSlambrouck, Julie Clement, and Chuck Dumas April 1st – 4th. This is a great conference. A lot of good information is obtained at this conference that helps the Portland Main Street program be successful.

City Manager Dempsey stated that next year's National Main Street Conference may be held in Detroit. If so, it will be easier to send even more people to the conference. He encouraged as many as possible to consider attending.

Under Committee Updates, Director Reagan stated the Design Committee hosted a "Building Basics Webinar" on Tuesday, January 31st at 8:30 a.m. at City Hall by Kelly Larson, the Michigan Main Street Center historic architect with 3 attendees. The Committee expects to receive at least 2 applications for the 2012 Façade and Sign Grants. The application period will be March 15th through May 15th.

The Promotions and Marketing Committee is planning the Downtown Block Party to be held on May 19th.

The Economic Revitalization Committee will hold an Opera House Meeting on Saturday, February 18th at 10:00 a.m. at the Portland District Library; this is an opportunity to explore a unique possibility.

Member Smith commented that the focus this year is to focus on cleaning up the Opera House site and identifying its contents and to evaluate the community's interest in a possible project.

The February 2012 issue of "On the Street" was mailed with the monthly utility bills thanks to the efforts of Organization & Finance Committee Chair Julie Clement. Director Reagan commented that there is a lot of effort put in each month to produce a first class newsletter. He also thanked the City for its help in mailing the newsletter each month with its utility bills.

Under Board Comments, Member VanSlambrouck stated that the Branding Committee is almost half way through the process and the branding is beginning to come to life.

Motion by Antaya, supported by Urie, to adjourn the meeting at 3:48 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary