

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

Held on Thursday, January 19, 2012
In Council Chambers at City Hall

Members Present: Dumas, Antaya, VanSlambrouck, Urie, Blastic, Clement

Absent: Barnes, Dempsey, Smith, Sunstrum

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

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

Motion by VanSlambrouck, supported by Blastic, to approve the Revised Agenda to add the excusal of Board Members Barnes, Dempsey, and Sunstrum.

All in favor. Adopted.

Motion by Clement, supported by Dumas, to excuse Board Members Barnes, Dempsey, and Sunstrum.

All in favor. Adopted.

Motion by Antaya, supported by Blastic, to approve the Minutes of the December 15, 2011 Regular Meeting as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under New Business, Director Reagan presented the video submitted with the Great American Main Street Award (GAMSA) application. The video was done by Eric Proctor, a City of Portland resident and Organization & Finance Committee member, and Director Reagan.

Member VanSlambrouck thanked Director Reagan and Mr. Proctor for all of their efforts in putting together the excellent video which should put Portland's application over the top.

Director Reagan stated that he and City Manager Dempsey have been working with Paul Galdes of Fleis & VandenBrink to get a preliminary estimate of \$117,600 on a mill and fill project on the first two blocks of Kent St. The street is in rough shape. The Paser map rates it as a yellow, for fair condition, which means repairs need to be considered. The City is no position to do this project at this time. The DDA has a projected fund balance that could be used.

Director Reagan stated that the proposed project would take approximately 2 to 3 weeks. The street would only be closed when the paver is working; which can be done on a Saturday. There are some water valve repairs that can be done in conjunction with the street work. This would not close the street either.

Director Reagan further stated he chose to come to the DDA with the proposition before the Main Street Board since the project would be paid for with DDA funds. Main Street input will be needed if this project moves forward.

Chairman Dumas stated this project would enhance the appearance of Downtown Portland as the street is in rough shape.

The project was further discussed.

Motion by Dumas, supported by VanSlambrouck, to add a line item to the DDA Budget to cover a mill and fill project in the first two blocks of Kent St.

All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he will be attending the National Main Street Conference in Baltimore, Maryland with Joel VanSlambrouck, Julie Clement, and Chuck Dumas April 1st – 4th.

Under Project Updates, Director Reagan stated the DDA Cooperative Radio Advertising Program is now up and running. There are only 10 businesses participating. They had hoped for 15 to 20 participants.

Director Reagan stated the contractor on the 136 and 140 Kent St. Façade Project is still working with the MEDC on contract language.

Under Committee Updates, Director Reagan stated the Design Committee will host 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. The Design Committee will choose up to three buildings to receive design services through the MMSC, worth approximately \$5,000 each. This is also the kickoff for the DDA's façade grant program; there will be two matching grants up to \$5,000 for façade improvement in downtown Portland. This is also the starting point for Portland Main Street's "Sign Incentive Grant" which is a 50/50 matching grant up to \$1,000 for the creation and implementation of creative signage in the downtown.

The Economic Revitalization Committee will hold an Opera House Meeting on Saturday, January 21st at 10:00 a.m. at the Portland District Library.

The January 2012 issue of "On the Street" was mailed with the monthly utility bills thanks to the efforts of Committee Chair Julie Clement.

Under Board Comments, Member VanSlambrouck reminded everyone that the Portland Plunge and Winter Run will be held this Saturday, January 21st.

Motion by Antaya, supported by Urie, to adjourn the meeting at 4:02 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary