

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

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

Members Present: Barnes, Briggs, Blastic, Antaya, VanSlambrouck, Clement

Absent: Dempsey, Dumas, Sunstrum, Smith, Urie

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

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

Motion by Clement, supported by VanSlambrouck, to excuse the absence of Dempsey, Dumas, Sunstrum, and Smith.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approved the revised Agenda as presented.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Blastic, to approve the Minutes of the June 21st 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, for the Nomination and Election of the DDA Officers Director Reagan stated Chair Dumas had told him he would be glad to continue to serve as Chair.

Motion by Barnes, supported by Antaya, to retain the same officers as currently serving.

All in favor. Adopted.

Director Reagan presented a Sign Grant Application from Looking Grand Café for a new sign to be placed over the entrance. The sign meets the requirements of the Sign Ordinance. The cost of the sign is \$1,782 including a change in brackets so they won't be seen from the road. The application has been approved by both the Design Committee and the Main Street Board. It has been discussed with the business owner that neither the DDA nor Main Street would be responsible for any damage done to the building during installation of the sign, and also that the sign must look like the original mockup.

Motion by Barnes, supported by Blastic to approve the Sign Grant Application for Looking Grand Café.

All in favor. Adopted.

Director Reagan presented a Façade Grant Application for Edwin Bishopp for his property at 108 Kent St. The proposed work is based on the drawings and colors by Kelly Larson during the design services from the Michigan Main Street Center. There is a provision for façade grants that any painting not exceed 50% of the cost of the project. This proposed plan involves only painting. The Design Committee approved the application with a recommendation the DDA waive this requirement as this painting will involve lead paint abatement as the current paint is likely lead based.

Motion by Blastic, supported by VanSlambrouck, to approve the Façade Grant Application for Edwin Bishopp, property owner of 108 Kent Street, and to waive the requirement that painting under the façade grant not exceed 50% of the cost of the project.

All in favor. Adopted.

Director Reagan requested the DDA approve a contribution to the Ionia County Economic Alliance (ICEA) in the amount of \$1,327.50. This is the DDA's portion of a 50/50 split with the City of Portland.

Motion by VanSlambrouck, supported by Barnes, to approve a contribution to the Ionia County Economic Alliance in the amount of \$1,327.50.

All in favor. Adopted.

Director Reagan reported the milling on Kent Street was done yesterday, July 18th. Sidewalks are now being repaired. The contractor will not pull sidewalk to be replaced unless it can be poured the next day; this will all be weather dependent. The project is scheduled to be completed by August 6th. Water will be off in the construction area from 2:00 to 6:00 P.M. on Saturday, July 21st while work on water valves and hydrants is done. Asphalt will be the next step; this street will be closed that day. Emails and letters have been sent, updates have been made on Facebook and commercials have been placed on WION all in an effort to keep residents and businesses informed about the project.

Director Reagan requested approval of a payment to S&K Trophies for the Woodwind Sculpture plaque in the amount of \$580. This has been billed to the Design Committee, \$500 of which has come from the Arts Council to cover this expense.

Motion by Barnes, supported by VanSlambrouck, to approve the payment to S&K Trophies for the Woodwind Sculpture plaque.

All in favor. Adopted.

Under Committee Updates, Director Reagan stated that Kathy Parsons has resigned as Chair of the Design Committee. He further stated that she will be missed, but she will remain as a volunteer. Due to the recent heat wave, the volunteers have been unable to keep up with the watering of the hanging baskets as needed. The reservoirs in the bottom of the baskets couldn't hold enough water to keep up with the extreme heat. New plants are being planted in the pots on Maple Street, and after the Kent Street project is completed, those pots will be replanted as well.

The Promotions & Marketing Committee has the Portland Pay Day event underway through August 24th with a chance to win \$1,200. The prize drawing will be held Thursday, August 30th at 7:00 P.M. in conjunction with the final Thursdays on the Grand event of the summer. They will also host the Wine the Walk event during Riverfest on Saturday, August 18th from 4:00 – 10:00 P.M.

The Economic Revitalization Committee, under the direction of Diane Smith is moving forward with activities related to the Opera House including removing some artifacts.

The Organization and Finance Committee will hold its 2012 Volunteer Recognition Event on Thursday, July 26th at Two Rivers Park in conjunction with the Thursdays on the Grand event. Due to weather, the event was rescheduled from the original planned date of July 19th.

The July 2012 issue of the “On the Street” Newsletter was published with the help of Julie Clement.

Director Reagan also reported that Riverfest will be held August 17th – 20th. A circus will be held on Monday, August 20th at Bogue Flats with shows at both 4:30 and 7:30.

Under Board Comments, Secretary Blastic stated the Grand Ledge Rotary will hold their meeting in Portland on August 15th from 12:00 – 1:30 P.M. at the Wagon Wheel Oak Room. Everyone is invited to attend and see what Rotary is all about.

Mayor Barnes stated there will be Ribbon Cutting ceremony on Saturday, July 21st at 2:00 P.M. for Endless Etching at 1126 E. Grand River Ave.

Motion by Clement, supported by Briggs, to adjourn the meeting at 3:56 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary