

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

Held on Thursday, March 15, 2012
In Council Chambers at City Hall

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

Absent: Urie, Clement

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

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

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

Motion by VanSlambrouck, supported by Blastic, to approve the Minutes of the February 16, 2012 Regular Meeting as presented.
All in favor. Adopted.

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

Under New Business, Director Reagan presented the FY 2012-2013 DDA Budget.

Motion by Dumas, supported by Briggs to recommend the FY 2012-2013 to the City Council for approval.
All in favor. Adopted.

Director Reagan requested approval to submit a Charitable Gaming License for the 2012 Portland Pay Day Promotion which will be held June 1st through August 30th. This request was unanimously supported by the Main Street Board.

Motion by Dempsey, supported by Sunstrum, to approve the submittal of a Charitable Gaming License for the 2012 Portland Pay Day Promotion.
All in favor. Adopted.

Director Reagan requested approval to pay WION for cooperative radio advertising in the amount of \$2,640. This is a prorated invoice as there were not as many participants as were anticipated.

Motion by Briggs, supported by Dumas, to approve payment to WION for cooperative radio advertising.
All in favor. Adopted.

Director Reagan presented the proposal from Fleis & VandenBrink for the Kent Street Improvement Project.

City Manager Dempsey further explained the project. This project will include the milling and resurfacing of Kent Street between Academy St. and Grand River Ave., the replacement of bad sidewalk, and the replacement of two old water services and a fire hydrant. The DDA would be responsible for funding the non-water items included in the project. The project is planned to be constructed after the 4th of July and should be complete within 3 weeks. Specification and bids will go out in May so work can be done in July. If the DDA wishes to move forward with the project it should make a recommendation to the City Council for approval of the project.

Director Reagan stated that Portland has a great downtown but the street is starting to show wear and tear and there are several portions of sidewalk in need of replacement. After the project the Downtown will be better looking.

City Manager Dempsey stated the project will be treated the same as a City project. The whole road is not being reconstructed and will only be closed for short periods of time.

There was further discussion of the proposed project.

Motion by Smith, supported by Antaya, to recommend to the City Council the approval of the Kent Street Improvement Project.

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 Eric Frederick, Joel VanSlambrouck, Julie Clement, and Chuck Dumas April 1st – 4th.

The Michigan Main Street Center will hold its quarterly training in December 2012 in Portland.

Under Committee Updates, Director Reagan stated the Design Committee began accepting applications for the Façade Grant program on March 15th and will accept them through May 15th.

The Promotions and Marketing Committee is planning the Downtown Block Party to be held on May 19th. Efforts are being made to have a larger car show this year, as well as great music, great local food, and the return of the "Party Pavilion" and other fun activities from bouncers to the Portland Rodeo.

The Portland Pay Day Promotion will be held June 1st through August 30th. More information will be coming soon.

The Economic Revitalization Committee will hold an Opera House Meeting on Saturday, March 24th at 10:00 a.m. at the Portland District Library.

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

Under Board Comments, City Manager Dempsey stated he will be speaking on leveraging resources as an economic development tool at the "Building Michigan Communities" conference April 23rd – 25th.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 3:53 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary