

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

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

Members Present: Antaya, Barnes, Dempsey, VanSlambrouck, Sunstrum, Briggs, Smith, Urie, and Clement

Absent: Dumas, Blastic

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

Guests: Amy Deel of Local First

The meeting was called to order at 3:30 P.M. by Vice Chair Antaya.

Motion by Smith, supported by VanSlambrouck, to excuse the absence of Dumas and Blastic. All in favor. Adopted.

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

Motion by Barnes, supported by Sunstrum, to approve the Minutes of the October 18<sup>th</sup> Regular Meeting as presented. All in favor. Adopted.

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

Under Presentations, Amy Deel of Local First gave some background on their organization and explained changes they were part of making in Grand Rapids over the past few years and what they would like to do for Portland. Local First was founded 10 years ago by business owners to have a voice in the community. It is a non-profit organization the focuses on economic development. They are currently working with the MEDC to secure funding to expand services; they would like to do work in Portland. Their mission is to create a vibrant, sustainable community in West Michigan which will ultimately grow the economy as a whole. Their goal is to educate the community on why spending dollars locally is so important.

Member Smith asked if Local First would be selling ads in Portland.

Ms. Deel stated that Local First would be looking at the community to what its needs are. Membership with their organization would bring them to the community to meet and discuss with business owners to assess their needs.

Ms. Deel stated their goal is to create an environment where businesses work together to keep each other strong.

Mayor Barnes inquired if Local First works with service businesses.

Ms. Deel stated that they do. They work with all types of businesses; there are different membership categories available.

Under New Business, Director Reagan presented a request for approval to transfer funds from the DDA to the City of Portland in the amount of \$101,630.48 for the Kent Street Improvement Project. He presented a breakdown of the project costs and the amounts the DDA, the Water Department, and the Local Streets Department are paying. This was a very good project; it turned out very well.

City Manager Dempsey noted that the project came in under budget.

Motion by Dempsey, supported by Clement, to approve the transfer of funds from the DDA to the City of Portland in the amount of \$101,630.48 for the Kent Street Improvement Project. All in favor. Adopted.

Mayor Barnes commented that Cook Brothers Excavating is very judicious in their business and were instrumental in the project coming in under budget.

Director Reagan stated that last year the Portland Main Street program finished in the Top 10 of the Great American Main Street Award (GAMSA) although a community must finish in the Top 5 to be awarded the designation of being a Great American Main Street. The Portland Main Street program is applying again this year for the designation; applications are due December 3<sup>rd</sup>. Letters of recommendation from residents, businesses, and community organizations both inside and outside of the community are needed.

Under the Director's Report, Director Reagan stated that the Main Street Quarterly Training will be held in Portland on December 3<sup>rd</sup> and 4<sup>th</sup> at City Hall.

Under Committee Updates, the Promotions & Marketing Committee has been planning the Holidayfest celebration to be held November 16<sup>th</sup> and 17<sup>th</sup> in Downtown Portland.

The Organization and Finance Committee has the final numbers on the Oktoberfest celebration. Due to sponsorships being down from last year and competition from the MSU vs. U of M game the event had a loss of \$629. Next year the event is expected to have a better result. The committee continues its offering of advertising space in the "On the Street" newsletter each month. Special thanks to Julie Clement, editor of the newsletter, for its publication.

Under Council Comments, Member Urie stated the play; "Noises Off" at the Portland Civic Theatre is very beautiful.

Mayor Barnes reminded everyone that a listing of Holidayfest events can be found at [www.portlandmainstreet.org](http://www.portlandmainstreet.org).

City Manager Dempsey commented that the City had received a letter from the Department of Licensing and Regulatory Affairs stating that Ken and Diane Bush of the Grand River Inn had submitted an application for the former Jerry's Restaurant.

Motion by Dempsey, supported by Urie, to adjourn the meeting at 4:07 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary