

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

Held on Thursday, December 15, 2011
In Council Chambers at City Hall

Members Present: Blastic, Briggs, Dumas, Antaya, Barnes, Dempsey

Absent: Urie, VanSlambrouck, Clement, Smith, Sunstrum

Staff: DDA/Main Street Director Reagan

The meeting was called to order at 3:38 P.M.

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

Motion by Briggs, supported by Antaya, to approve the Minutes of the November 17, 2011 Regular Meeting as presented.
All in favor. Adopted.

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

Under New Business, Director Reagan reported that the HolidayFest events resulted in a loss of \$400, which was expected. This was a great downtown event that allowed businesses to show off their products, goods, and services to both existing and new customers. This year's Holidayfest included the addition of a very successful lighted parade with approximately 34 entries.

The Branding Services awarded to Portland by the Michigan Main Street Center have begun. The process is underway with results expected sometime this spring.

The Portland Main Street program is a semi-finalist for the 2012 Great American Main Street Award. It is one of ten communities across the nation, with only 5 to be chosen and awarded the designation. The application for this honor is due by January 15th. There will be a video shot, letters of support, and newspaper articles demonstrating the successes and support for Portland Main Street.

City Manager Dempsey reported that a re-financing request was submitted to take advantage of historically low interest rates on the DDA-USDA Bonds for City Hall. An anticipated savings is expected of approximately \$100,000 between now and 2018 due to the savings in interest payments. Tax revenues are projected to decrease or at least remain flat over the next five years. Rates on re-financing have been quoted from Huntington Bank and PNC.

Motion by Dumas, supported by Antaya, to adopt a resolution to re-finance the bond as recommended.
All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he attended the Michigan Main Street Quarterly Training held in Hart on December 5th & 6th.

There will be a “Building Basics Design Webinar” held on Tuesday, January 31st at 8:30 a.m.

Under Project Updates, Director Reagan stated the DDA needs more businesses to sign on for the Cooperative Radio Advertising Program with WION.

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 hold the “Building Basics Design Webinar” on Tuesday, January 31st to mark the beginning of the Façade and Sign Grant process.

The December 2011 issue of “On the Street” was mailed with the monthly utility bills thanks to the efforts of Committee Chair Julie Clement.

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

Respectfully submitted,

Kory Blastic, Secretary