

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

Held on Thursday, February 17, 2011
In Council Chambers at City Hall

Members Present: Dumas, VanSlambrouck, Barnes, Sunstrum, Blastic, Clement, Dempsey, Briggs

Absent: Urie, Antaya

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

The meeting was called to order at 3:33 P.M.

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

Motion by VanSlambrouck, supported by Blastic, to approve the Minutes of the January 20, 2011 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 his request for a Special Event Liquor License for the 2011 Downtown Block Party.

Motion by Barnes, supported by VanSlambrouck, to approve the request for the Special Event Liquor License for the 2011 Downtown Block Party.
All in favor. Adopted.

Director Reagan presented the 2011/2012 DDA Budget for approval.

City Manager Dempsey stated that in the future it will take effort to maintain the budget running in the black. Especially over the next few years when the principal payments on City Hall will go up.

Motion by Barnes, supported by Dumas, to approve the 2011/2012 DDA Budget.
All in favor. Adopted.

Director Reagan presented information on the Michigan State Senate Bill 34 which would eliminate the personal property taxes. This would cost the DDA approximately \$50,000 per year in revenues. There is currently no proposed replacement revenue.

Director Reagan presented the Sign Incentive Grant Application from Duff, Chadwick and Associates for a very nice looking, 3D wall sign. This application has been approved by both the Design Committee and Main Street Board. The cost of the sign is \$2,360, the reimbursement would be \$1,000.

Motion by Clement, supported by VanSlambrouck, to approve the Sign Incentive Grant for Duff, Chadwick and Associates.

All in favor. Adopted.

Director Reagan requested approval for the DDA to become a member of the Portland Area Chamber of Commerce. Membership would aid the Chamber of Commerce remain strong and would in turn help the Downtown remain strong.

Member Blastic abstained from the vote due to his affiliation with the Chamber of Commerce.

Motion by Dempsey, supported by Briggs, to become a member of the Portland Area Chamber of Commerce.

All in favor. Adopted.

Nominations and elections for office of secretary of the DDA were held.

City Manager Dempsey nominated Member Blastic as secretary.

The vote for the nomination of Blastic as secretary was held.

All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he would be attending the Michigan Main Street Center Quarterly Training in Wayland on March 29th and 30th which will focus on building sponsorships. He stated he will also be attending the National Main Street Conference in Des Moines, Iowa on May 22nd – 25th with Joel VanSlambrouck and Diane Smith.

Under Committee Updates, Director Reagan stated the Design Committee has approved the Sign Incentive Grant application from Duff, Chadwick and Associates.

The Promotions and Marketing Committee has been planning the 2011 Downtown Block Party which will be held May 21st.

The Economic Revitalization Committee is working with the MSU Practicum students on the Market Analysis Update. Director Reagan thanked the businesses for their cooperation in completing the surveys. Results will be received in April.

The Organization & Finance Committee will hold its Rummage Sale on April 15th & 16th on the 2nd Floor of City Hall.

The 2011 Riverfest Committee will hold a meeting tonight at 6:30 P.M. on the 2nd floor of City Hall. Riverfest will be held the 3rd weekend in August.

Member VanSlambrouck stated his appreciation to local businesses for their participation in planning the event.

Member Blastic stated that there has been a great turnout and many great ideas shared.

Motion by Clement, supported by VanSlambrouck, to adjourn the meeting at 4:04 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary