

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

Held on Thursday, June 16, 2011
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Sunstrum, Smith, Briggs, Dempsey

Absent: Clement, Antaya Urie, Blastic, VanSlambrouck

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

The meeting was called to order at 3:31 P.M.

Motion by Dempsey, supported by Smith, to excuse members Clement, Antaya, and Urie from the meeting.

All in favor. Adopted.

Motion by Barnes, supported by Smith, to approve the Agenda with the addition to consider obtaining a City credit card to be used for DDA purchases.

All in favor. Adopted.

Motion by Smith, supported by Sunstrum, to approve the Minutes of the May 19, 2011 meeting with a grammatical correction.

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 requested approval to apply for a Special Event Liquor License for the August 20th "Wine the Walk" event.

Motion by Sunstrum, supported by Barnes, to approve the application for a Special Event Liquor License for the August 20th "Wine the Walk" event.

All in favor. Adopted.

Director Reagan requested approval for the Sign Grant Reimbursement to Duff, Chadwick and Associates for \$1,000. Director Reagan presented a photo of the new sign and stated that it was an example of exactly what the goal of the grant program is. He thanked Duff, Chadwick and Associates for their participation in the grant process.

Motion by Briggs, supported by Smith, to approve Sign Grant Reimbursement to Duff, Chadwick and Associates in the amount of \$1,000.

All in favor. Adopted.

Director Reagan requested approval to contribute \$2,500 to the Portland Area Chamber of Commerce for the 4th of July Fireworks display.

Motion by Dempsey, supported by Briggs, to approve the contribution of \$2,500 to the Portland Area Chamber of Commerce for the 4th of July Fireworks display.

All in favor. Adopted.

Director Reagan explained the need for a City credit card to be used for conferences and purchases. This would assist members, as under the current system they have to front the money and wait for reimbursement.

Mayor Barnes stated he would like to avoid sales tax as the City is exempt. Having a City credit card that would be tax exempt would facilitate making reservations, renting cars, etc. with a city credit card rather than individuals using their own cards yet trying to coordinate arrangements. It would also make getting sales tax exemption easier using a card that says “City of Portland” rather than a personal credit card.

Motion by Barnes, supported by Sunstrum, to give Director Reagan authority to investigate the process to obtain a City credit card that would be tax exempt.
All in favor. Adopted.

Under the Director’s Report, Director Reagan stated that the CDBG Grant for the Bernie Pelc’s building at 136/140 Kent St. has been approved and is currently waiting on the environmental reviews to be completed.

Member Smith commended Director Reagan for all his efforts in completing the grant application.

The MMSC Associate Level Training scheduled for May 11th was canceled due to minimal participation. The reasons for the lack of participation were probably the economy and travel costs.

Director Reagan gave a report on the National Main Street Conference held May 22nd – 25th in Des Moines, IA he attended with Member VanSlambrouck and Mayor Barnes. They brought back a lot of valuable information.

On June 21st the Economic Revitalization Committee will hold MI-SBTDC Training entitled, “Fundamentals of Business Marketing” at 6:30 P.M. on the 2nd Floor of City Hall. This training will cover different ways to market a business. This is a free training.

Under Committee Updates, Director Reagan stated that the Design Committee would like to install hanging, self-watering flower baskets on the light poles in the Downtown. This will be another great addition to the Downtown.

The Promotions and Marketing Committee held the 2011 Downtown Block Party on May 21st. This was a quality, money-making event.

The Portland Pay Day event is now underway with 18 businesses participating. The event will take place through August 31st with the Grand Prize drawing to be held September 8th.

The Economic Revitalization Committee will hold trainings over the summer at City Hall. The Fundamentals of Business Marketing will be held June 21st from 6:00 to 8:30 P.M. The Team SBA Financing Roundtable will be held July 19th from 1:00 to 3:30 P.M. The Fundamentals of Business Legal Issues will be held from 6:00 to 8:00 P.M. Pat Duff will speak about business legal issues on August 16th.

The Organization & Finance Committee mailed its monthly “On the Street” Newsletter with the June utility bills.

Mayor Barnes commented on the tornadoes in the south that have caused such destruction. He stated that there are some community efforts underway to help with the cleanup. He encouraged community involvement in these issues.

Mayor Barnes stated that Vollman is holding their 10th Anniversary celebration today.

Member Briggs mentioned the radio spots on WION promoting Downtown businesses and the Main Street program.

City Manager Dempsey acknowledged the efforts of the Garden Club volunteers in helping to make the Downtown look better.

Motion by Dempsey, supported by Briggs, to adjourn the meeting at 4:01 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary