

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

Held on December 18, 2014  
In Council Chambers at City Hall

Members Present: Antaya, Gorman, Grimminck, Blastic, Barnes, Smith, Briggs, Clement

Members Absent: Dumas, Tyler, Urie

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

The meeting was called to order at 4:03 P.M. by Vice Chair Antaya.

Motion by Briggs, supported by Smith, to excuse Members Tyler & Dumas.  
All in favor. Adopted.

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

Motion by Blastic, supported by Clement, to approve the Minutes of the November 20, 2014  
Regular Meeting as presented.  
All in favor. Adopted.

Motion by Barnes, supported by Smith, to approve the December 2014 Treasurer's Report as  
presented.  
All in favor. Adopted.

Under New Business, Director Reagan presented a request to approve the contract renewal with  
The Verdin Company for maintenance of the downtown clock. This summer the clock did  
require maintenance, due to the maintenance contract that was in place it was repaired at no cost.

Motion by Barnes, supported by Gorman, to approve the contract renewal with The Verdin  
Company for downtown clock maintenance.  
All in favor. Adopted.

Director Reagan presented a request to solicit quotes for 2015 Holiday decorations to include  
additional decorations out to I-96 on Grand River Ave. and to add the lighting of the trees at  
Scout Park and in the pergola at City Hall with LED lights which would save electricity. The  
current contract with Hometown decorating, formerly Kenmark, Inc., has ended and cost  
approximately \$6400 per year. After quotes are obtained they will be presented to the DDA for  
approval.

Motion by Briggs to solicit quotes for the 2015 Holiday decorations with an increase in the  
number of decorations and to change to LED lighting.

City Manager Gorman suggested that decorations similar to what Ionia has this year, simple wreaths with bows be considered.

Second by Member Blastic for the motion on the floor.  
All in favor. Adopted.

Under the Director's Report, Director Reagan noted the memo for City Assessor Litts included in the packet recommending the settlement of the tax appeal filed by the Best Western in 2013. Settlement would save the City a significant amount of money but will bear a cost of approximately \$1,300 for 2013 and \$1,200 for 2014. As the property is located within the DDA, the funds for the refund would actually come out of the DDA capture.

City Manager Gorman further noted the fight of the appeal would be rather costly, it would be a better use of City funds to settle.

Director Reagan stated he attended the Michigan Main Street Center Quarterly Training in Niles on December 8<sup>th</sup> and 9<sup>th</sup>. The training was very informative.

The 2015 National Main Street Conference will be held in Atlanta, GA on March 30<sup>th</sup> – April 2<sup>nd</sup>. There are openings for any Main Street volunteers that would like to attend.

Director Reagan presented the 2014 Holiday Fest final numbers hosted by the Promotions & Marketing Committee. This was a very nice event that brought many people to downtown Portland at a cost of approximately \$230.

The Economic Revitalization Committee will hold a customer service training sometime in the spring.

The Organization and Finance Committee published the December 2014 On the Street Newsletter that was mailed with the City utility bills.

Under Board Member Comments, Mayor Barnes noted the opening of Fabiano's River House Grill, formerly Duke's, early this week.

Director Reagan commented that they another addition to the great restaurants in Portland.

Motion by Barnes, supported by Blastic, to adjourn the meeting at 4:17 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary