

City of Portland Downtown Development Authority
Meeting Agenda 3:30 pm – January 21, 2016
Council Chambers, Portland City Hall, 259 Kent Street

- I. Call to Order – Chairperson Dumas
- II. Attendance
- III. Approval of Agenda
- IV. Approval of December 2015 Minutes
- V. Treasurer’s Report
- VII. Old Business
 - A. Ionia County Library Association “1000 Books Before Kindergarten”
- VIII. New Business
 - A. Request to submit Charitable Gaming License Application for 2016 Block Party
 - B. Michigan Trails Magazine advertizing opportunity
- IX. Director’s Report
 - A. Board Training up-date
 - B. Opera House up-date
 - C. New businesses downtown
 - D. Work Plans 2016-2017
 - E. National Conference – Milwaukee, WI – May 23-25
- X. Committee Report’s
 - A. Promotions and Marketing Committee
 - 1. Block Party date – May 21
 - B. Design Committee
 - 1. Storage of water tank, follow-up
 - C. Economic Revitalization Committee
 - 1. Business After Hours – January 28 –The Gallery Brewery
 - 2. Downtown Brochures
 - D. Organization and Finance
 - 1. Newsletter – published Jan. 1
 - 4. Social Media
- XI. Board Member Comments
- XII. Adjournment

Next meeting: February 18

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

Held on Thursday, December 17, 2015

In Council Chambers at City Hall

Members Present: Barnes, Gorman, VanSlambrouck, Tyler, Briggs, Blastic, Urie

Absent: Dumas, Antaya, Clement, Grimminck

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

Guests: None

The meeting was called to order at 3:32 P.M.

Barnes noted the absences of Dumas, Antaya, and Grimminck are excused.

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

Motion by Briggs, supported by VanSlambrouck, to approve the minutes of the November 19, 2015 meeting as presented.
All in favor. Adopted.

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

Director Perry gave a brief review of the Treasurer's Report.

There was discussion of the purchasing policy at Tom's Food Center which requires all purchases be made with a City of Portland purchase order. Director Perry stated that this requirement is not often convenient during an event if a volunteer has to make a purchase on her behalf. Methods to achieve this requirement and reimbursement of sales tax were specifically discussed.

Under Old Business, dates for the DDA Board Retreat were discussed. It was decided to do on a morning of a work date.

Under New Business, Director Perry presented the contract from Verdin for maintenance of the clock on the corner of Kent St. and Bridge St.

City Manager Gorman noted it looks like it needs to be cleaned.

Director Perry stated the clear covers have yellowed and become hazy over time. Options to have them replaced have been discussed.

City Manager Gorman suggested the DDA look at its goals and priorities for when City Hall is paid off.

Motion by Blastic, supported by Tyler to approve the Verdin clock maintenance contract.
All in favor. Adopted.

Director Perry stated that Treasurer Kinde needs direction for reimbursement of sales tax on purchases made at Tom's Food Center without a purchase order that were not charged to the City of Portland account.

Mayor Barnes stated the sales tax should be reimbursed.

Director Perry stated the Ionia County Library Association is promoting a countywide project "1000 Books before Kindergarten" which will include a book bag with business logos and this may be good opportunity to promote the DDA/Main Street logo. This was not a budgeted item, but other funds not expended could be used. The deadline is January 31st.

There was discussion.

Motion by Blastic, supported by Urie, to table discussion of the Ionia County Library Association "1000 Books before Kindergarten" advertising decision to get input from Member Grimminck.
All in favor. Adopted.

Under the Director's Report, Director Perry reported she recently attended the Main Street Quarterly Training in Otsego which focused on Economic Development. A lot of good information was shared.

The dumpsters on Kent Street in front of the Opera House will be in place at least another two weeks. Crews are cleaning out everything damaged by water, the building is virtually empty at this point.

Director Perry presented a report on Holidayfest. The parade had the best attendance to date with 32 entries. Profits and cost were virtually equal, overall the event was another success.

A new comic book business has opened in the Peake building on the corner of Kent St. and Bridge St. and Jeneen's Nails, a full day spa, has also opened on Kent St.

Director Perry stated she will be meeting with each committee chair to discuss 2016-2017 work plans.

The National Main Street Conference will be held May 23rd – 25th in Milwaukee, WI. There is still \$5,900 in budgeted funds available for this use.

Mayor Barnes suggested at this point anyone interested in attending should do so.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee held a successful Holidayfest on Saturday, December 12, 2015. Planning for the May 21st Block Party is underway.

Member Briggs reported the Design Committee is looking for a place to store the planters, water tank and wagon.

Member Tyler reported the Economic Revitalization Committee will host the January “Business After Hours” They are also still working on developing a brochure to distribute to potential developers.

Committee Chair Barnes reported that the Organization and Finance Committee published the December 2015 “On the Street” newsletter featuring Holidayfest, businesses and activities. They continue to work on volunteer and sponsor recruitment. Facebook is up to 2078 “likes” and had a post reach 4,925 individuals this week.

Motion by Blastic, supported by Gorman, to adjourn the meeting at 4:18 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary

MINUTES
of the
ORGANIZATION AND FINANCE COMMITTEE
of the
Portland Main Street Program

December 16, 2015, Wednesday

1. CALL TO ORDER

The meeting was called to order by Chairperson Barnes at 7:00 P.M.

2. ROLL CALL

Present: Jim Barnes (Chairperson), Joel VanSlambrouck, Jason Williamson

Guests: None

3. AGENDA

There was a motion by Jason, supported by Joel and carried to approve the agenda.

4. MINUTES

There was a motion by Jason, supported by Joel and carried to approve the minutes of the November 18, 2015 meeting.

5. TRAINING OPPORTUNITIES

Shelley reported that the training in Otsego on 12-7 and 12-8 was “amazing.” She explained that it might be possible for the DDA to provide a “Gap Grant” to new businesses who have a “gap” between the cash they have to begin the business and the cash they need to operate before they experience a cash flow. The Main Street Manager from Manistee, David Kay stated that he would help communities interested in such a program with information and forms to use.

6. MANAGER’S REPORT

Shelley reported that some communities are involved in a revolving loan program where business and property owners can receive a 1% loan to improve their businesses or properties.

Shelley stated that there was a discussion concerning “developers” who used to invest their own money when developing projects. The trend now is to work with investors’ money.

There was a discussion regarding the repair of damages to the properties that comprise the opera house and what might happen in the future concerning the building and businesses. At this

point nothing has been decided.

6. MANAGER'S REPORT (Continued)

There was a discussion concerning HolidayFest which was very successful with 32 parade entries but there was a need for more volunteers to help with the parade formation and along the route.

Newsletter – The January edition of the “On the Street” newsletter will be about the success of HolidayFest and thanking volunteers and sponsors. There was also discussion of taking out an ad in the “Weekender” newspaper to thank the sponsors and volunteers that made HolidayFest possible.

7. NEW BUSINESS

Shelley sent copies of the workplans to each of the committee members and asked anyone who has a task to review the workplan and ensure their role is appropriate and complete. Shelley suggested that handwritten notations could be made to the document for formalization later. The workplans need to be completed next month so they can be approved and included as part of the DDA and City budget process. Lastly, Shelley offered the advice that “less is more.” We should pare down the committee’s activity so we do a few events and projects well rather than try to do too much and have poor results.

8. MEMBER COMMENTS

Jason stated that the “Giving Tree” at their office was a huge success. They contacted Mr. Dumas at the Portland Public Schools who was able to designate two families with six children to receive the donation of gifts anonymously.

9. VOLUNTEER HOURS

Jason – 20, Jim – 5, Joel – 7

10. OTHER COMMENTS

There were no other comments

11. NEXT MEETING

The next meeting of the O&F Committee is scheduled for Wednesday, January 20, 2016.

12. ADJOURNMENT

Motion by Joel, supported by Jason and carried to adjourn the meeting at 7:49 P.M.

Chairperson

Dated



Portland Michigan

on the Street

YOUR DOWNTOWN CONNECTION

JANUARY 2016

Business Spotlight - Jeneen's Nails and Day Spa

Jeneen Savage is the proud owner of *Jeneen's Nails and Day Spa* located at 250 Kent Street in Portland. The business opened fully in mid-December. Savage specializes in facials, massage, and body waxing. The spa houses two massage therapists and three nail technicians.

Savage's philosophy of effective business is simple, "I love to cater to my clients' needs," she says. "I want them to be comfortable and to enjoy themselves."

The spa is actually a cooperative of two businesses: *Styles on the Grand* hair salon and *Jeneen's Nails and Day Spa*. Clients can have their hair done, get their nails done, and even enjoy a massage without leaving the building, as the two businesses are connected in the interior.

Jeneen is originally from St. Johns, MI, and attended beauty school in Dayton, Ohio. The nail business has been her main focus for the last seventeen years, but owning spa had always been her dream.

"I love doing what I do. I also specialize in people who are diabetic, as well as, senior citizens. I am trained in spotting ominous health issues. This is a very important aspect of what I do; it can save a life."

Savage is very positive about living and working in Portland. "This is my home. It's the best place I've ever lived."

The spa welcomes walk-ins. Appointments can be made by calling 647 - 4901. Hours are Mon. - Thurs. 9 am - 7 pm, Friday 9 am - 6 pm, and Saturday 9 am - 4 pm.

By Kurt Fedewa, Main Street volunteer

Happy New Year from Portland Main Street!

The Portland DDA/Main Street Board of Directors would like to wish everyone a safe, happy, and prosperous 2016! We encourage everyone to stay active and to get involved with the revitalization of your downtown!

For details on how you can get involved and volunteer, please contact the Main Street office at (517) 647-5027 today!



Contact Us

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www.portlandmainstreet.org
(517) 647 5027

Holiday Fest on the Grand 2015



A big "Thank you" to everyone that had a part in bringing another great Holiday Fest celebration to downtown Portland! "Olde Tyme Christmas" was a fun theme for the event with horse drawn wagon rides, roasted chestnuts, candle dipping, caroling, an Eggnog contest, wreath making, a 32-entry Light Parade and a whole lot more!

Meeting Announcement:

Community Center Exploratory Meeting -- a group of private citizens, local business owners, and elected officials will be meeting at the Portland District Library in the Community Room at 6:30 pm on Thursday, January 14th to explore the idea of bringing a community center into our beautiful city. All who are interested in this type of project are welcome to attend. Please contact Liz Miller (millerinmotion@gmail.com) or Carrie Johnson (647-2643) for meeting agenda and more information.

“Go out and love our local independent businesses. They are a part of our world. Help them STAY..... a part of our world.”

What's Happening

MAIN STREET PROGRAM MEETING SCHEDULE

- ◆ **DDA Board** - Thursday, Jan.21, 3:30 pm, Portland City Hall
- ◆ **Design** - Thursday, Jan 14 , 2:30 pm, Portland City Hall
- ◆ **Economic Revitalization** - Monday, Jan. 11, 12:00 pm, Gallery Brewery
- ◆ **Organization & Finance** - Wednesday, January 20, 7:00 pm, Port. City Hall
- ◆ **Promotions & Marketing** - Wednesday, Jan. 27, 3:00 pm Gallery Brewery

COMMUNITY CALENDAR

- ◆ **Portland Civic Club** -- January 5 and 19, 12:00 noon at the Red Tomato, all welcome
- ◆ **Portland Area Chamber of Commerce** - Legislative Lunch, January 11, noon, Wagon Wheel, open to the public
- ◆ **Portland Civic Players** - Spring play tryouts, Tuesday, January 11, 7:00 pm “Soap Dish,” adapted for the stage by Dr. Roger Miller, large cast
- ◆ **Portland Garden Club** -- Jan. 14, 6:30 pm, Senior Center
- ◆ **Community Center Exploratory Meeting** -
January 14, 6:30 pm, Portland District Library’s Community Room, hosted by Liz Miller of Miller in Motion and Carrie Johnson
- ◆ **Portland Main Street /Chamber of Commerce** - Business After Hours Event
Thursday, January 21, 4:30 -6:30 pm, The Gallery Brewery, 143 Kent St.
- ◆ **Portland Area Historical Society** -- Jan. 26, Portland Dist. Library, 6:30 pm
- ◆ **Portland St. Pat’s** - Jan. 31, 8:30 - 11:30 am, annual Catholic Schools’ Week Pancake Breakfast, St. Pat’s Cafeteria, a “Thank You” to the community, all welcome, donations accepted

Call 517 647 5027 to add your club dates or special events to this calendar.

Notes & Reminders

SIDEWALK MAINTENANCE

City Ordinances require property owners to clear snow from all sidewalks within 10 hours of receiving snow. Let’s all pitch in and have a safe winter!

WINTER PARKING

In order for City crews to safely clear streets during the winter months and to allow for the easy passage of emergency vehicles the winter parking ban went into effect November 1st. Per City Ordinance, NO PARKING is allowed on any City Street between the hours of 2 am - 6 am. Violators will be ticketed. If you have any questions, please call the Police Department at 647-2947.



Follow Portland Main Street on Facebook! Just search “Portland Michigan Main Street” and like our page today!

DDA Board

Chuck Dumas
Board Chairperson

Tom Antaya
Board Vice Chair

Margery Briggs
Design Committee Chair

Wanda Urie
Board Member

Jim Barnes
Organization & Finance Chair

Chris Tyler
Economic Revitalization Chair

Rush Clement
Board Member

Michelle VanSlambrouck
Board Member

Cory Grimminck
Board Member

Kory Blastic
Board Secretary

Heather Wiborn
Promotions & Marketing Chair

The goal of the Portland Main Street program is to actively revitalize Portland’s charming and unique downtown into a gathering place—one that uses broad-based community support to (1) provide opportunities to entrepreneurs; (2) sustain a strong economic foundation for the region; and (3) safeguard history, tradition, and a sense of community for residents and visitors. For more information on how you can be part of this mission, visit the Portland Main Street website at: www.portlandmainstreet.org or call the Portland Main Street offices at (517) 647-5027.