

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

Held on Thursday, May 20, 2010
In Council Chambers at City Hall

Members Present: Dumas, Antaya, Barnes, Dempsey, Kavanagh, Trappen, Urie, Clement, Briggs

Absent: VanSlambrouck

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

Chairman Dumas called the meeting to order at 3:33 P.M.

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

Motion by Antaya, supported by Trappen, to approve the Minutes of the April 15, 2010 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 Director's Report, Director Reagan reported that he had attended the National Main Street Conference in Oklahoma City on May 2nd – 5th with Rush Clement and Diane Smith and learned some very valuable information.

Under Committee Updates, the Design Committee is working on a Downtown Parking Program designed to welcome visitors who park on the street and reward downtown business employees who use the public lots while at work.

The Promotions and Marketing Committee held its 1st Annual Block Party on May 15th which was a big success. Director Reagan thanked the City Employees, volunteers, and all individuals that were involved with the event. The Portland Pay Day event will begin on June 1st with 18 businesses participating.

The Economic Revitalization Committee will be hosting business training in conjunction with the Michigan Small Business & Technological Development Center. The training on June 15th will cover the Fundamentals of Marketing and will be held at City Hall. The training on July 20th will be a round table structure at City Hall and will cover Team and Small Business Administration and Finance.

The Organization and Finance Committee held its first Rummage Sale in April which was a big success. Oktoberfest planning is now underway.

Upcoming events include the 4th of July parade which will be held on July 3rd at 5:30 P.M.; Thursday's on the Grand will begin June 3rd; and the 3rd Friday Artwalk's will begin on June 18th.

Under Member Comments, Secretary Trappen commended Director Reagan for his hard work on the Downtown Block Party.

Mayor Barnes commented that he had been in contact with Linda Fox, PHS Varsity Cheerleading Coach, in regard to a fundraiser for the Make a Wish Bike Tour which is held each year. They would like to include Portland in their tour next year with an overnight stay. He stated that he would forward the information to Director Reagan and City Manager Dempsey to facilitate the effort.

Motion by Trappen, supported by Kavanagh, to adjourn the meeting at 3:46 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary