Minutes of the Downtown Development Authority Special Meeting
City of Portland
Held on Thursday, August 13, 2015
In Council Chambers at City Hall

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

Absent: Dumas, Urie, VanSlambrouck

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

Guests: Heather Wiborn, Eric Proctor

The meeting was called 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 Barnes, supported by Clement, to approve the minutes of the Special Meeting held on July 9, 2015.
All in favor. Adopted.

Motion by Barnes, supported by Gorman to approve the Revised Treasurer's Report.
All in favor. Adopted.

Gorman was excused at 3:34 P.M.

Under New Business, Interim Director Perry noted that the period for accepting applications for Façade Grants has opened. Bernie Pelc of PCMI and Terry Piggott of the Family Groom Room have expressed interest in pursuing this grant funding.

Upcoming events include the Volunteer Recognition Event with the date to be determined. The Portland Pay Day prize drawing will be held on August 27th. The 5k run will be held October 10th. The Downtown History Walk will be held on October 25th. The Business Afterhours with the Chamber of Commerce will be held on September 3rd. The date for Holidayfest is still being considered but will be held in November or in the beginning of December.

Under the Director's Report, Interim Director Perry stated that the Fabiano's River House Grill was awarded a façade grant with work planned to commence next week. They were granted an extension for completion due to the tornado causing the contractors to be delayed in getting to the project.

Interim Director Perry stated she is going through the Redevelopment Ready Communities (RRC) training, others are encouraged to attend as well, and evaluating along with City Manager Gorman if this is something in which Portland should participate.

Under Committee Reports, Committee Chair Heather Wiborn reported that the Promotions & Marketing Committee will hold the Portland Pay Day prize drawing on Thursday, August 27, 2015 at the Thursdays on the Grand event. The event will be expanded this year to include crafters and other vendors. She also reported that Wine the Walk will be held on Saturday, August 15, 2015 from 4:00 to 11:00 P.M.

Committee Chair Margery Briggs reported that the Design Committee has opened the Sign Grant opportunity. Applications are due by September 11, 2015. The hanging flower baskets were removed as the watering was unable to be maintained and the flowers dried up. Other options are being considered for next year.

Interim Director Perry reported that the Economic Revitalization Committee is working on developing a free customer service training for employees of local businesses. More information will be distributed. A meeting will be held with Emily Pantera from the Michigan Main Street Center on August 17, 2015 to determine if there is any help from a historical aspect for downtown businesses. A location is being evaluated for the next Business After Hours to be held in conjunction with the Portland Area Chamber of Commerce.

Committee Chair Barnes reported that the Organization and Finance Committee published the August 2015 On the Street Newsletter and thanked Interim Director Perry for her efforts. Mayor Barnes further reported that the "Beerfest on the Bridge" was held on August 1, 2015 and was very successful. He thanked Interim Director Perry and Eric Proctor for their efforts. Mayor Barnes also noted that the date of the Volunteer Recognition Event date is being determined and will be announced soon. A 5k run will be held with Willemin Chiropractic on October 10, 2015. The Facebook page is now at almost 2,000 likes and is growing consistently.

Motion by Barnes, supported by Clement, to adjourn the meeting at 3:58 P.M.
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary