

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

Held on Thursday, October 15, 2015
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Blastic, Briggs, Gorman, VanSlambrouck, Grimminck, Urie and Clement

Absent: Antaya

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

Guests: None

The meeting was called to order at 3:35 P.M.

Motion by Gorman, supported by Urie, to approve the Agenda as presented.
All in favor. Adopted.

Motion by Barnes, supported by Briggs, to approve the minutes of the September 17, 2015 meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Clement to approve the Treasurer's Report as revised to reflect a bookkeeping change that affects the DDA capture amount.
All in favor. Adopted.

Under New Business, Director Perry presented the 3rd quarter budget review and stated the need to decide what to do with \$11,000 difference budgeted for pension between eligible amounts for Director Reagan and Director Perry.

Chair Dumas suggested moving funds to contractual services for a "wash" and add the remaining amount to the fund equity.

Motion by Barnes, supported by Dumas, to move the unneeded funds that were budgeted for pension expenses to the contractual services and add the remaining funds to the fund equity.
All in favor. Adopted.

Director Perry presented information on the Façade Grant Application submitted by Terry Piggott. The Design Committee is still in the process of reviewing the application.

There was discussion.

Member Blastic arrived at 3:45 P.M.

Motion by Dumas, supported by VanSlambrouck, to approve the Façade Grant Application submitted by Terry Piggott for his property at 226 Kent St. contingent on the recommendation to the DDA for approval by the Design Committee.

All in favor. Adopted.

Director Perry stated that a 3-year contract for Christmas decorations was previously approved by the DDA. The contract does not include decorations for Scout Park and the decorations that have been used there are in poor condition. At this time plans are to decorate the park as has been done in prior years.

Member VanSlambrouck suggested all entrances to the City should have decorations; not just the DDA.

There was discussion.

Director Perry asked is more lights that are compatible with what was done last year should be purchased with funds left in the budget.

Motion by Clement, supported by Blastic, to use the funds left in the budget for Christmas decorations to purchase more lights compatible with what was done last year for Scout Park. All in favor. Adopted.

Under the Director's Report, Director Perry stated that the roof is complete at Fabiano's River House Grill for which they were awarded a façade grant and will be paid with today's approval of the Treasurer's Report.

The Downtown History Walk sponsored with the Portland Area Historical Society will be held Sunday, October 25, 2015.

The Portland Main Street's Organization & Finance Committee in partnership with Dr. Jason Williamson of Willemin Chiropractic and St. Patrick's Fall Fest Committee combined efforts to bring a great weekend of events on October 10-11, 2015. The Healthy Portland & the Rockin' River Color Run had 72 runners on the river trail.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee will hold Holidayfest on Saturday, December 12, 2015 this year and will feature many changes. The theme is "Old Time Christmas". Events will include an eggnog contest, horse and wagon group tours, crafts, music and a light parade.

Director Perry reported on the activities of the Economic Revitalization Committee. Emily Pantera from the Michigan Main Street Center will address the group on October 19, 2015 for training. The Business After Hours event, hosted in conjunction with the Portland Area Chamber of Commerce, was held on October 1, 2015 at the Wagon Wheel and was well attended. A survey of the businesses on Kent St. is being conducted.

Committee Chair Barnes reported that the Organization and Finance Committee will host the Volunteer Recognition Event on Monday, October 26, 2015. The Rockin' River Color Run was a good event with 72 runners. The Facebook page is now at almost 2,015 likes and is growing consistently. An internal group page titled "Portland Main Street Volunteers" has been created for internal communication.

Under Member Comments, Mayor Barnes thanked everyone for taking time to attend the meeting and serve on the DDA.

Member VanSlambrouck asked if there is a way to have a community event page and Director Perry stated that she is working on developing something.

There was discussion.

Motion by Barnes, supported by Clement, to excuse the absence of Vice Chair Antaya.
All in favor. Adopted.

City Manager Gorman suggested ideas for the Design Committee to consider including lighting the bridge and having the theatre show movies. He stated that he would like to at least have the conversation to consider the ideas.

There was discussion.

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

Respectfully submitted,

Kory Blastic, Secretary