

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

Held on Thursday, November 19, 2015

In Council Chambers at City Hall

Members Present: Dumas, Barnes, Gorman, Antaya, Grimminck, VanSlambrouck, Tyler, Briggs, Blastic

Absent: Clement, Urie

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

Guests: None

The meeting was called to order at 3:30 P.M.

Motion by VanSlambrouck, supported by Tyler, to approve the Agenda as amended to add Item A. under New Business.

All in favor. Adopted.

Motion by Barnes, supported by Gorman, to approve the minutes of the October 15, 2015 meeting as presented.

All in favor. Adopted.

Motion by Antaya, supported by Gorman, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under Old Business, Director Perry stated details are still being discussed with Mr. Piggott in regard to his Façade Grant Application for his property at 226 Kent Street.

Under New Business, Director Perry stated the Michigan Main Street Center would like to hold a Board retreat to provide a training opportunity before the 2016 work plans are developed.

There was discussion in regard to scheduling.

Under the Director's Report, Director Perry reported Portland Main Street and the Portland Area Historical Society held their 5th Annual History Walk on Sunday, October 25, 2015. Participants were greeted by past Portland business people at their former places of business. Portland Main Street also held its 12th Annual Volunteer Recognition event on Monday, October 26, 2015 at The Gallery Brewery with approximately fifty people in attendance.

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. Ameri-Pro will begin repairs to the roof of the

Opera House this week. They will also remove decaying interior aspects of the property. Several parking spaces in front of the building will be blocked off for placement of dumpsters.

Director Perry also reported the Christmas decorations have been put up per the 3-year contract that was signed. This is the first year of the contract. The DDA is responsible for decorating Scout Park and the pergola at City Hall.

Under Committee Reports, Director Perry reported the Promotions & Marketing Committee are planning Holidayfest which will be held Saturday, December 12, 2015 with the theme “Old Tyme Christmas”. Many family fun activities are planned. A Halloween Spooktacular was held at the Library with approximately 500 individuals in attendance.

Member Briggs reported the Design Committee is still in discussions with Mr. Piggott in regard to his Façade Grant Application submitted for his property at 226 Kent St.

Member Tyler reported the Economic Revitalization Committee met with Emily Pantera from the Michigan Main Street Center. They are working on developing a brochure to distribute to potential developers. They would also like to implement quarterly small business trainings through SBTDC. Webisodes are also being developed.

Committee Chair Barnes reported that the Organization and Finance Committee has discussed the proposed Michigan Main Street Center training. The Committee would also like to self-assess the Main Street Board and how to best get “engagement” to make ideas happen more effectively. He also stated the VFW will host a Burger Night to benefit the Red Mill Pavilion Project on December 4, 2015.

Committee Chair Barnes stated that Holly Huff and he husband are the owners of a soil erosion business here in Portland and have proposed a “Portland Day” at the end of May that would incorporate the Clean up Day, a planting day, and a community event.

There was discussion.

Secretary Blastic arrived at 3:56 P.M.

Under Member Comments, City Manager Gorman stated the VFW will provide a free, home cooked Thanksgiving meal to the public on Thanksgiving, Thursday, November 26, 2015.

Motion by Antaya, supported by VanSlambrouck, to adjourn the meeting at 3:57 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary