

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

Held on Thursday, February 18, 2016
In Council Chambers at City Hall

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

Absent: Tyler, Grimminck

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

Guests: None

The meeting was called to order at 3:34 P.M.

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

Motion by Clement, supported by Blastic, to approve the minutes of the January 21, 2016 meeting as presented.
All in favor. Adopted.

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

Under Old Business, Director Perry presented an example of the proposed layout for the Michigan Trails advertisement and explained the sponsors/businesses that would like to participate. Main Street will have the rights to the layout so it can also be used to create brochures.

Under New Business, Director Perry requested permission to submit an application for a Special Event Liquor License for the May 21, 2016 Block Party.

Motion by Antaya, supported by Clement, to submit an application for a Special Event Liquor License for the May 21, 2016 Block Party.
All in favor. Adopted.

Director Perry requested permission to submit an application for a Charitable Gaming License for the 2016 Portland Pay Day promotion that will begin in June 2016.

Motion by Antaya, supported by Urie, to submit an application for a Charitable Gaming License for the 2016 Portland Pay Day promotion
All in favor. Adopted.

Under the Director's Report, Director Perry reported that Quarterly training will be held in Farmington on March 8th. Volunteers are welcome to attend as well.

The Main Street National Conference will be held in Milwaukee, WI on May 23rd through the 25th. The theme is economic revitalization.

The work plans for 2016-2017 are being updated by the committees for the budget process.

A blanket permit for Block Party Rib Burn has been granted so all vendors will be able to sell ribs to customers.

The Economic Revitalization Committee continues to work on brochures.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee is planning for the May 21st Block Party.

Member Briggs reported the Design Committee will accept applications for Façade grants through March 11th. Some interest has been shown.

Bids have been received for 10 light pole banners to advertise the Block Party event. There will be an area for businesses to sponsor a banner. RCP is the lowest price bid.

Member Briggs also stated that Director Perry has found a planter that has a large reservoir that will hold water at the bottom. These planters will not require as much labor to water over the summer.

Director Perry reported the Economic Revitalization Committee is still working on developing brochures.

Committee Chair Barnes reported for the Organization and Finance Committee. They continue to develop their work plans for the upcoming Fiscal Year. The "On the Street" publication and website continue to be published and updated. Another run is being considered later this year. The dates will be clarified to avoid a conflict with St. Patrick's. The Beerfest will be sponsored by another organization this year, not by Main Street.

There was discussion of a date for Wine the Walk.

Under Board Member Comments, City Manager Gorman noted the Kent Street Improvement Project will begin this summer from Academy St. to the City limits. There are some trees that require removal for the project. They will be removed by April 1st.

Motion by Barnes, supported by Clement, to adjourn the meeting at 4:10 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary