

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

Held on Thursday, May 19, 2016  
In Council Chambers at City Hall

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

Absent: Dumas, Clement

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

Guests: Eric Proctor; Jeff Sandborn; Nick Sandborn; Paul Starr of I'm a Beer Hound; Kathy Parsons

The meeting was called to order at 3:38 P.M.

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

Motion by Urie, supported by Blastic, to approve the minutes of the April 21, 2016 meeting with the correction of Clement as being present.  
All in favor. Adopted.

Mayor Barnes noted the change from the original version of the Treasurer's Report and the one distributed before the meeting on the payment to the City from \$496.27 to \$117.60.

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

Under Old Business, Director Perry stated that she has been working with the Electric Department on getting pricing for the light pole painting project from a company that hires college students to paint in the summer. The pricing includes all of the street lights and is expected to be a 50/50 split with the Electric Department for a cost of approximately \$30,000.00. The DDA share would be about \$15,000.00. This cost is not included in the current budget but an amendment to the budget is possible.

City Manager Gorman suggested that although this seems to be a good price, two more quotes should be obtained to show due diligence.

There was discussion.

Director Perry stated that the DDA has partnered with the Chamber of Commerce by using design services it previously received to create a billboard design to be displayed on I-96. The Chamber is paying for the cost of the advertising. If it is possible to leave the billboard in place

for a longer period of time for a reasonable cost the DDA/Main Street will pay the additional costs. There are budgeted funds for this type of expenditure.

Under New Business, Director Perry stated that she has previously distributed a draft of the contract with I'm a Beer Hound for the Beerfest event this summer and that any suggestions or edits should be sent to her. She suggested that a sub-committee of the DDA be formed to edit the final contract.

Mayor Barnes suggested the Organization & Finance Committee already serves in that capacity and could review and edit the contract.

Member Blastic inquired if anyone else would be able to sign the license for the event as he will be out of town during the event.

There was discussion.

Motion by Barnes, supported by Urie, that a sub-committee be formed to draft a contract with Paul Starr of I'm a Beer Hound comprised of Members Urie, Grimminck, Barnes, and Gorman. All in favor. Adopted.

Paul Starr stated that the festival is now only a couple of months away so the organization and promotion of the event needs to begin very soon so the contract needs to be put in place soon.

The sub-committee made plans to meet on Saturday, May 28, 2016.

City Manager Gorman noted that his goal is to ensure that all of the appropriate laws and rules are followed.

There was continued discussion.

Under the Director's Report, Director Perry reported that the Main Street National Conference will be held in Milwaukee, WI on May 23<sup>rd</sup> through the 25<sup>th</sup>.

She stated that she attended the Building Michigan Communities Conference in Lansing April 25-27<sup>th</sup>. She further noted that this was an excellent, very beneficial opportunity.

The "Connecting Entrepreneurial Community Boot Camp" will be held in Sault Ste. Marie June 7-8<sup>th</sup>.

If anyone is interested in the results of the DDA Project Priority Survey, Director Perry stated that she has the results available.

Director Perry noted that the owner of the Chocolate Moose have shown the property several times to interested parties but no sale has been reported at this time.

There was discussion of options the DDA might have to invest in Downtown buildings in order to incentivize business growth.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee will host the Block Party this weekend on Saturday, May 21, 2016.

Member Briggs, Design Committee Chair, reported there will not be hanging planters in the downtown this year but will be working with the Garden Club to enhance the current planted areas. The committee is also developing a historical registry designation and considering placement of a historical marker.

Member Tyler, Economic Revitalization Committee Chair, reported the committee is developing content for the Portland Visitors Guide. Great Lakes Publishing is working on securing advertising that will include Portland area businesses.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the May utility bills. The committee is also working out contract details and planning for the Beerfest event later this summer. The volunteer “Welcome Tent” at Saturday’s Block Party will be staffed by the Organization & Finance Committee.

Under Board Member Comments, City Manager Gorman commented that the downtown development issues have been ongoing for years and the focus should remain on improvements in order to maintain the City’s identity and infrastructure.

Motion by Barnes, supported by Urie, to adjourn the meeting at 4:30 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary