

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

Held on Thursday, June 16, 2016
In Council Chambers at City Hall

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

Absent: Dumas, Clement, Urie, Blastic

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 Grimminck, to approve the Agenda with the removal of Chair Dumas to call the meeting to order.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Blastic, to approve the minutes of the May 19, 2016 as presented.

All in favor. Adopted.

Motion by Barnes, supported by Gorman, to approve the Treasurer's Report as reported.

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. She is currently waiting for a breakdown of the quote in order to change the scale of the project.

City Manager Gorman noted that starting the project on a smaller scale will allow evaluation of the quality of the work.

City Manager Gorman note that he has talked with City engineers about possible resource to have the bridges painted at some point in the future. He will pass along the information he receives.

Director Perry stated that she met with Paul Starr of I'm a Beer Hound in regard to the Beerfest contract. It was a great meeting, they were able to work out all of the details. The contracts have now been signed. Volunteers for the event be given six tickets and a commemorative glass for working a 2-hour shift. They will be able to purchase more tickets if they choose to.

Wine the Walk will not be held this year, but some wine will be featured at the event.

The event was discussed.

Under New Business, Director Perry requested approval to apply for a Special Liquor License for the Beerfest on the Bridge to be held August 13, 2016.

Motion by Grimminck, supported by Tyler, to approve the request to apply for a Special Liquor License for the Beerfest on the Bridge to be held August 13, 2016.
All in favor. Adopted.

Director Perry presented information on the Michigan Main Street Annual Self-assessment Survey.

Under the Director's Report, Director Perry reported that the Main Street National Conference held in Milwaukee, WI on May 23rd through the 25th was a fantastic conference and providing a lot of great networking opportunities. She learned a lot of valuable information.

Director Perry noted the Chocolate Moose has a potential buyer and two other interested parties.

Director Perry gave a report on downtown buildings.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee hosted a very successful Block Party on Saturday, May 21, 2016. The event realized a profit of approximately \$7,000 which is about a 700% increase over last year's event.

There was discussion of the event.

A Downtown Murder Mystery Event, modeled after the game Clue, is being planned to replace the Portland Pay Day event.

Member Briggs, Design Committee Chair, reported that the planters are being watered and maintained. The committee is in the process of determining a location and the verbiage for a historical registry designation. The committee would also like to install signs that name the rivers.

Member Tyler, Economic Revitalization Committee Chair, reported the committee is wrapping up the content for the Portland Visitors Guide and now they are working on securing advertising.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the June utility bills. The committee is working on the Beerfest event. They are expecting another successful event.

Under Board Member Comments, Member Briggs reminded everyone that the Tornado Recovery Event will be held Wednesday, June 22, 2016.

Director Perry noted other events in the community this summer; Thursdays on the Grand at the Band Shell and the Farmer’s Market on Saturday mornings. The summer theatre has 80 children participating this summer.

City Manager Gorman stated that he is still working with ADM on their potential donation of the property on the corner of Grand River Ave. and Divine Hwy. where the silos were removed. This is part of a larger plan that could possibly be used for replacement of the Divine Hwy. Bridge.

Motion by Barnes, supported by Gorman, to adjourn the meeting at 4:20 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary