

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

Held on April 17, 2014
In Council Chambers at City Hall

Members Present: Barnes, Blastic, Briggs, Dumas, Antaya, Smith

Absent: Sunstrum, Tyler, Urie, Clement

Staff: Interim City Manager & DDA Director Reagan, Main Street Manager Perry, City Clerk Miller, Barb Brown

The meeting was called to order at 3:33 P.M. by Chair Dumas.

Motion by Antaya, supported by Blastic, to excuse the absence of Member Sunstrum.
All in favor. Adopted.

Motion by Briggs, supported by Antaya, to approve the proposed Revised Agenda.
All in favor. Adopted.

Motion by Blastic, supported by Smith, to approve the Minutes of the March 20, 2014 Regular Meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Dumas, to approve the April 2014 Treasurer's Report as presented
All in favor. Adopted.

Under Presentations, Vanessa Uhlman of Franklin Energy gave an overview of rebates available through the City of Portland 2014 Energy Optimization program.

Under New Business, Director Reagan stated that no applications for Façade Grants were received by the original deadline and proposed extending the deadline to May 30, 2014 as there are still grant funds available.

Motion by Briggs, supported by Smith, to extend the deadline for Façade Grant Applications to May 30, 2014.
All in favor. Adopted.

Under the Manager's Report, Main Street Manager Perry reported the National Main Street Conference will be held in Detroit, May 18th – 20th. There are 5 people attending from Portland. DDA Director Reagan and Member Sunstrum will both be presenting.

The State of Wyoming Main Street group will be bringing two greyhound buses to visit Portland on May 16th. They would like to tour the downtown and will stay for dinner. The goal is to both

entertain and educate participants; volunteers will be needed to help with this event. The keynote speaker will be Joe Borgstrom from Michigan Main Street.

Under Committee Updates, Main Street Manager Perry reported the Design Committee has received two applications for Sign Incentive Grants from Rush Clement for the Gallery Brewery and Wanda Urie for Distinctive Occasions. The committee is waiting for final documentation.

The Promotions & Marketing Committee is planning the 5th Annual Block Party, scheduled for Saturday, May 17th. Planning for Portland Pay Day is also underway, and is scheduled to begin on June 1st.

The Economic Revitalization Committee is working on a business survey to go out sometime this summer. They have also been awarded a customer service workshop.

The Organization and Finance Committee has viewed the finished webisodes featuring local businesses done by Eric Proctor. They are very well done and professional. The April 2014 edition of the “On the Street” newsletter was also completed and mailed with City utility bills.

Under Board Member Comments, Member Briggs reminded everyone that the City Cleanup will be held Saturday, April 26th at the DPW complex from 7:00 A.M. to 3:00 P.M. The Hazardous Waste Cleanup will be held Saturday, May 3rd from 9:00 A.M. to Noon in the Fire Department parking lot.

Motion by Smith, supported by Antaya, to adjourn the meeting at 3:54 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary