

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

Held on August 14, 2014
In Council Chambers at City Hall

Members Present: Barnes, Blastic, Sunstrum, Gorman, Dumas, Smith, Tyler

Absent: Antaya, Briggs, Urie, Clement

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

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

Motion by Smith, supported by Sunstrum, to excuse the absence of Antaya, Briggs, and Urie. All in favor. Adopted.

Motion by Smith, supported by Blastic, to approve the revised agenda as presented. All in favor. Adopted.

Motion by Sunstrum, supported by Smith, to approve the Minutes of the July 17, 2014 Regular Meeting as presented. All in favor. Adopted.

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

Under New Business, Interim Assistant City Manager & DDA Director Reagan suggested that monthly DDA meetings be held at 4:00 P.M. on the third Thursday of each month instead of 3:30 P.M. so the Main Street Board meetings can be held at 3:00 P.M. on the same day.

Motion by Smith, supported by Dumas, to change the monthly DDA meeting time to 4:00 P.M. on the third Thursday of each month, starting in September. All in favor. Adopted.

Under the Manager's Report, Main Street Manager Perry stated the National Main Street Accreditation meetings will be held here in Portland on September 25th.

Main Street Manager Perry also stated she will be attending the Michigan Main Street Center's Managers Retreat on September 8th and 9th in Roscommon.

Under Committee Updates, Main Street Manager Perry reported the Promotions & Marketing Committee currently has the Portland Pay Day event underway through Thursday, August 22nd. The raffle drawing will be held at the Band Shell in conjunction with Thursdays on the Grand on August 28th.

The Promotions & Marketing Committee will host the Wine the Walk event this Saturday, August 16th.

The Design Committee will hold a Boardwalk cleaning project in preparation for the Wine the Walk event.

The Economic Revitalization Committee will hold a MI-SBDC workshop event on August 20th. They also continue work with the vacant window program, “Showcase Find-a-Place”, for home businesses that would like to advertise. The program has become quite popular, there is now a waiting list for businesses wanting to advertise. Window displays will be changed out soon.

The Organization and Finance Committee published the August On the Street newsletters done by Charlsie Abel who has since stepped down from this role. Volunteers are needed to complete this work.

Motion by Sunstrum, supported by Blastic, to adjourn the meeting at 3:44 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary