

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

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

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

Absent: Urie

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

The meeting was called to order at 3:31 P.M. by Chair Dumas.

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

Motion by Smith, supported by Sunstrum, to approve the Minutes of the June 19, 2014 Regular Meeting as presented.
All in favor. Adopted.

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

Under New Business, the nomination and Election of Officers for the 2014-2015 Fiscal Year was held.

Motion by Barnes, supported by Briggs to keep the same officers as last year.
All in favor. Adopted.

DDA Director Reagan welcomed City Manager Gorman and stated that he has accepted a temporary position as Interim Assistant City Manager for a period of 3 months. He requested that the DDA rescind the termination letter submitted to Interim Main Street Manager Perry in order to retain her services at least through October 14, 2014.

Motion by Briggs, supported by Sunstrum, to rescind the termination letter submitted to Interim Main Street Manager Perry in order to retain her services at least through October 14, 2014.
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. She further reported that she had attended the Michigan Museum Association Seminar on June 20th with the Historical Society to learn how to start a historical museum sometime in the future. She also attended Community Reinvestment Act (CRA) Training on July 15th in Lansing which discussed how to tell people about the Main Street program and get them excited about it.

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 Thursday's on the Grand on August 28th.

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

The Design Committee is making sure the hanging baskets in the downtown stay watered.

The Economic Revitalization Committee will hold a MI-SBDC workshop event, tentatively scheduled for August 20th. They are also working on a vacant window program, "Showcase Find-a-Place", for home businesses that would like to advertise. This program also makes vacant windows in downtown buildings look more active.

The Organization and Finance Committee will host its Volunteer Recognition Event tonight, in conjunction with Thursday's on the Grand. They will also be celebrating the 20-year extension of the DDA.

Motion by Antaya, supported by Blastic, to adjourn the meeting at 3:40 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary