

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

Held on June 19, 2014

In Council Chambers at City Hall

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

Absent: Dumas, Urie, Clement

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

The meeting was called to order at 3:32 P.M. by Chair Dumas.

Motion by Barnes, supported by Sunstrum, to approve the agenda and to excuse the absence of Member Dumas.

All in favor. Adopted.

Motion by Smith, supported by Briggs, to approve the Minutes of the May 15, 2014 Regular Meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Blastic, to approve the June 2014 Treasurer's Report as presented

All in favor. Adopted.

Under New Business, Director Reagan presented a request to submit a Special Event Liquor License Application for the August 16, 2014 Wine the Walk event.

Motion by Smith, supported by Sunstrum, to approve the submittal of a Special Event Liquor License Application for the August 16, 2014 Wine the Walk event.

All in favor. Adopted.

Director Reagan stated the City Council has hired S. Tutt Gorman as City Manager. As previously agreed, when a new City Manager was hired would move back to his position as DDA Director and Main Street Manager. He further stated Shelley Perry has done a fantastic job filling in as Interim Main Street Manager while he has been Interim City Manager. Per the agreement, a 14-day termination letter needs to be written and submitted to Mrs. Perry.

Motion by Barnes, supported by Sunstrum, to submit a letter to Shelley Perry, no later than July 7th that the contract will be terminated on July 21st.

All in favor. Adopted.

Under the Director's Report, Director Reagan stated the updated DDA TIF and Development Plan has been approved by City Council. There were no formal comments received during the comment period, there were some phone inquiries asking if taxes would be raised. There is no

change in the tax amounts. The DDA is now in place through 2038, and includes a capital intensive development plan.

Mayor Barnes commented this is a very big deal.

Member Sunstrum suggested preparing an announcement for social media and the newsletter.

Under the Manager's Report, Main Street Manager Perry reported she attended new Manager training in Grayling June 9th & 10th. It was a very information training that she learned a lot from.

The Main Street program received several thank-you notes; including one from the State of Wyoming for their visit to Portland. They were very impressed with uniqueness of Portland and the River Trail. Bouncers & More and the face painter that participated in the Block Party both sent thank you notes for being able to participate as they had a very good turnout. A thank you was also received from a community college that found the business links on the website very helpful.

Main Street Manager Perry stated she took pies to the Block Party sponsors that donated over \$300; they were very appreciative.

Under Committee Updates, Main Street Manager Perry reported the Promotions & Marketing Committee held the 5th Annual Block Party on Saturday, May 17th. She presented the financial report for the event, there was a profit of just over \$1,000 making it the most successful Block Party held to date.

The Portland Pay Day event is underway through Thursday, August 28th when the raffle drawing will be held at the Band Shell in conjunction with Thursday's on the Grand.

Wine the Walk will be held on Saturday, August 16th.

The Design Committee has had the hanging baskets on Kent Street hung. They continue to work with Ed Bishop on a Façade Grant Application, it should be ready during the next grant round.

The Economic Revitalization Committee will hold a MI-SBDC workshop event, tentatively scheduled for August 20th.

A vacant window program, "Showcase Find-a-Place", has been implemented for home businesses that would like to advertise.

The Organization and Finance Committee has been collecting newsletter content by committee chairs. They are also working on an application based service update. The June 2014 edition of the "On the Street" newsletter was also completed and mailed with City utility bills. Facebook "likes" are now up to 1,640.

Mayor Barnes asked when the Volunteer Recognition Event will be held.

Main Street Manager Perry stated it will be held on July 17th at the Band Shell in conjunction with Thursdays on the Grand. There have been almost 1,500 hours volunteered this year.

Mayor Barnes stated a downtown business owner had a major house fire yesterday, June 18th. Donations are being collected.

Main Street Manager Perry stated the link to donate is available on the Main Street webpage.

Motion by Sunstrum, supported by Briggs, to adjourn the meeting at 3:50 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary