

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

Held on May 15, 2014
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Antaya, Sunstrum, Blastic, Tyler, Urie, Briggs

Absent: Clement, Smith

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 Antaya, to approve the agenda with the addition to excuse the absence of Member Clement.

All in favor. Adopted.

Motion by Barnes, supported by Antaya, to approve the Minutes of the April 17, 2014 Regular Meeting as presented.

All in favor. Adopted.

Director Reagan noted on the Treasurer's Report that \$55,000 was transferred from the DDA principal and interest escrow account to cover cash flow until tax revenues are received from the summer tax collection. This was also done last year.

Mayor Barnes noted that check no. 1350 to Eric Proctor is for the videos done by Quarterline Media.

Motion by Barnes, supported by Sunstrum, to approve the May 2014 Treasurer's Report as presented

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 will tour the downtown stay for dinner. The goal is to both entertain and educate participants; volunteers are still needed for 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 on a few details.

There are still interested parties in façade grants but no applications have been received.

The Promotions & Marketing Committee will hold the 5th Annual Block Party this Saturday, May 17th. Portland Pay Day will begin on June 1st with 8 businesses participating.

The Organization and Finance Committee has seen the completed webisodes featuring local businesses done by Eric Proctor. Both the Portland Main Street Facebook page and website have been updated. The May 2014 edition of the “On the Street” newsletter was also completed and mailed with City utility bills.

Main Street Manager Perry also noted that the Portland Historical Society has put up a window display in the building on the southeast corner of Bridge and Kent Streets.

Motion by Sunstrum, supported by Blastic, to adjourn the meeting at 3:42 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary