

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

Held on November 20, 2014
In Council Chambers at City Hall

Members Present: Blastic, Grimminck, Tyler, Dumas, Briggs, Barnes, Gorman, and Antaya

Members Absent: Smith, Urie, Clement

Staff: DDA/Main Street Director Reagan, City Clerk Miller

The meeting was called to order at 4:00 P.M. by Chair Dumas.

Motion by Briggs, supported by Barnes, to approve the Proposed Agenda as presented.
All in favor. Adopted.

Motion by Barnes, supported by Blastic, to approve the Minutes of the October 16, 2014 Regular Meeting as presented.
All in favor. Adopted.

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

Under New Business, Director Reagan presented the Michigan Main Street Program Community Requirements and Expectations Agreement for review by the board. The Main Street Board approved the agreement and recommended it for approval.

Motion by Dumas, supported by Antaya, to approve the Michigan Main Street Program Community Requirements and Expectations Agreement and recommended it to City Council for approval.
All in favor. Adopted.

Director Reagan welcomed new DDA Member Cory Grimminck, Librarian for the Portland District Library.

Under the Director's Report, Director Reagan stated the Michigan Main Street Center Quarterly Training will be held in Niles on December 8th and 9th. Volunteers of the Main Street program are welcome and encouraged to attend.

Patrice Martin presented Fund Development Training, a service from the Michigan Main Street Center that provided information on developing stake holders in the downtown.

The Main Street Annual Retreat was also held recently where goals, mission and vision statements were evaluated. The program is on track to bring exciting new things to Downtown Portland.

Under Committee Updates, Director Reagan reported the Promotions & Marketing Committee will host HolidayFest November 21st and 22nd which will feature carriage rides, an ice sculptor, a light parade, the snowball drop and many other activities. Volunteers are still needed.

The Economic Revitalization Committee will hold a customer service training sometime in the spring.

The Organization and Finance Committee published the November 2014 On the Street Newsletter that was mailed with the City utility bills. The Main Street social media posts and website are seeing more traffic and are being constantly updated.

Under Board Member Comments, Mayor Barnes thanked City Finance Officer Schrauben for the breakdown of the Treasurer's Report.

City Manager Gorman acknowledged Director Reagan for all of his work and efforts for the upcoming HolidayFest event.

Motion by Antaya, supported by Blastic, to adjourn the meeting at 4:13 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary