

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

Held on October 16, 2014  
In Council Chambers at City Hall

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

Members Absent: Clement

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

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

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

Motion by Smith, supported by Briggs, to approve the Minutes of the September 18, 2014 Regular Meeting as presented.  
All in favor. Adopted.

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

Mayor Barnes thanked City Treasurer Schrauben for the breakdown of charges to the City.

Under the Director's Report, DDA Director Reagan presented information from the Michigan Municipal League calling for Letters of Interest in a planning program to help cities. Director Reagan will be working with City Manager Gorman to submit a letter by the due date of November 3<sup>rd</sup>.

Director Reagan thanked Interim Main Street Manager Perry for her assistance while he was acting as Interim City Manager, she has done a great job. He will present her with the required 14-day notice tomorrow with her last day to be Friday, October 31<sup>st</sup>.

Under the Manager's Report, Main Street Manger Perry stated the National Main Street Accreditation meetings were held in Portland on September 25<sup>th</sup>. The Portland Main Street program achieved National Accreditation. This was a great opportunity to also receive constructive criticism to improve the program.

The Big Beer Run is to be held this Saturday, October 18<sup>th</sup>.

Interim Main Street Manager Perry noted she is the recipient of the 2014 Bob Addy Scholarship Award from the Mid-America Economic Development Council which will allow her to attend a conference the first week of December in Chicago.

The Main Street program will partner with the Portland Area Historical Society for a “Historic Cemetery Walk” on Sunday, October 26<sup>th</sup> at 3:00 P.M.

Under Committee Updates, Interim Main Street Manager Perry reported the Promotions & Marketing Committee will host “Trick-or-Treat on Kent Street” on October 31<sup>st</sup> from 6:00 – 8:30 P.M. The Portland Area Service Group will host activities.

HolidayFest will be held November 21<sup>st</sup> and 22<sup>nd</sup> and will feature carriage rides, an ice sculptor, a light parade, the snowball drop and many other activities.

The Design Committee has an ongoing effort to clean up the flower beds in the downtown. The new sign for the Gallery Brewery, which was a recipient of a Sign Grant, is now in place.

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

The Organization and Finance Committee has a newly designed On the Street Newsletter. The Main Street website is constantly being updated. Interim Main Street Manager Perry stated she had received compliments on Main Street’s Facebook page from several individuals at the Main Street Manager’s Retreat.

Under Board Member Comments, Mayor Barnes commented there is an opening on the DDA with the recent resignation of Nicole Sunstrum due to her relocation to the Ann Arbor area. Interested individuals can apply through City Hall.

Chair Dumas thanked Interim Main Street Manager Perry for her service and for doing a great job.

Motion by Antaya, supported by Blastic, to adjourn the meeting at 4:09 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary