

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

Held on September 18, 2014
In Council Chambers at City Hall

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

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

The meeting was called to order at 4:01 P.M. by Chair Dumas.

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

Mayor Barnes noted grammatical corrections that were corrected.

Motion by Barnes, supported by Smith, to approve the Minutes of the August 14, 2014 Regular Meeting with the noted grammatical corrections.
All in favor. Adopted.

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

Under New Business, Interim Assistant City Manager & DDA Director Reagan stated that his last day serving as Interim Assistant City Manager will be October 17th. In order to work with Interim Main Street Manager Perry for a couple of weeks to get up to speed on current developments he requested her contact be extended through Friday, October 31st.

Motion by Dumas, supported by Blastic, to extend the Interim Main Street Manager contract through October 31st.
All in favor. Adopted.

Under the Director's Report, DDA Director Reagan stated he had the opportunity to present to the Charlevoix DDA/Main Street program on Portland and all of the wonderful things happening here. He received many positive comments from others in regard to Portland.

Under the Manager's Report, Main Street Manger Perry also stated she attended the Michigan Main Street Center's Managers Retreat on September 8th and 9th in Roscommon and the National Main Street Accreditation meetings will be held here in Portland on September 25th.

Under Committee Updates, Main Street Manager Perry reported the Promotions & Marketing Committee held the raffle drawing for the Portland Pay Day event on Thursday, August 28th and

presented photos of the winners. Tickets valuing \$8,700 were turned in for the prize drawing. Each ticket represents \$10 spent. This year's total was \$87,300 kept in the Downtown. Over the programs five years \$427,240 has been kept in Downtown Portland. She also presented photos of the very successful Wine the Walk event held in August. The event grew by 25% over the previous year both financially and attendees. She received many great comments about the event.

The Economic Revitalization Committee will held a MI-SBDC workshop event on August 20th and will hold a customer service training sometime in the Spring.

The Organization and Finance Committee has a newly designed On the Street Newsletter and Interim Main Street Manager Perry stated that copies are now available at Cheeky Monkey's and Distinctive Occasions. 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. The Big Beer Run will be held on Saturday, October 18th.

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.

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

Respectfully submitted,

Kory Blastic, Secretary