

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

Held on June 20, 2013

In Council Chambers at City Hall

Members Present: VanSlambrouck, Dempsey, Smith, Urie, Sunstrum, Antaya, Briggs

Absent: Dumas, Barnes, Blastic, Clement

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

The meeting was called to order at 3:31 P.M. by Vice Chair Antaya.

Motion by VanSlambrouck, supported by Sunstrum, to excuse the absence of Dumas, Barnes and Blastic.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Dempsey, to approve the proposed Revised Agenda.

All in favor. Adopted.

Motion by Smith, supported by Sunstrum, to approve the Minutes of the May 16, 2013 Regular Meeting as presented.

All in favor. Adopted.

Motion by Smith, supported by VanSlambrouck, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under New Business, Director Reagan presented a request for approval of a donation of \$2,500 to the Portland Area Chamber of Commerce's 4<sup>th</sup> of July Fireworks Display. A rain date of Saturday, July 6<sup>th</sup>, has been set if the show on the 4<sup>th</sup> of July is cancelled by Melrose Pyrotechnics, Inc.

Motion by Urie, supported by Sunstrum, to approve a donation of \$2,500 to the Portland Area Chamber of Commerce's 4<sup>th</sup> of July Fireworks Display.

All in favor. Adopted.

City Manager Dempsey commented that the DDA contributes \$2,500 to the 4<sup>th</sup> of July Fireworks and acknowledged the donations of the Portland Area Chamber of Commerce members that donate the other \$2,500.

Director Reagan presented a request to approve an application for a Special Event Liquor License for the August 17<sup>th</sup> "Wine the Walk" event which will be held on the Boardwalk and will feature craft beer and Michigan made wines. In 2012 over 500 people attended this event.

Motion by Dempsey, supported by Sunstrum, to approve the application for a Special Event Liquor License for the August 17, 2013 "Wine the Walk" event.

All in favor. Adopted.

Director Reagan presented a request to approve an application for a Charitable Gaming License to raffle a trip in October. This raffle will be held in lieu of holding the Oktoberfest that has been held over the past several years.

Motion by Sunstrum, supported by VanSlambrouck, to approve an application for a Charitable Gaming License for an October Raffle.

All in favor. Adopted.

Under the Director's Report, Director Reagan attended the Michigan Main Street Center Quarterly Training held June 3<sup>rd</sup> and 4<sup>th</sup> in Grand Haven. The training addressed interesting ways to look at historic buildings.

The Michigan Main Street Center (MMSA) will hold training in Portland on Wednesday, July 17<sup>th</sup> entitled "Main Street in Practice".

Under Committee Updates, Director Reagan reported the Design Committee will receive the fencing for Scout Park next week. Depending on the schedule of the Department of Public Works it should be installed shortly after its arrival. The project is near complete.

The Design Committee will be discussing the 2013 Sign Incentive Grant Applications at its meeting tonight.

The Promotions & Marketing Committee held a very successful 4<sup>th</sup> Annual Block Party on Saturday, May 18<sup>th</sup> in Downtown Portland. Events included a petting zoo, live music, a party pavilion, inflatables for the kids, and a BBQ competition offering a first prize of \$500, second prize of \$200, and a third prize of \$100. Many positive comments have been received; and very few criticisms. The cost to host the event was \$257; which is nominal in bringing this great event to the Downtown.

Director Reagan extended his appreciation to the volunteers who invested over 300 hours in making this event the success that it was.

Member VanSlambrouck also commended all of the volunteers for their hard work.

Director Reagan also reported the Promotions & Marketing Committee has the Portland Pay Day event underway through August 23<sup>rd</sup> with the prize party scheduled for August 29<sup>th</sup>. There are 19 businesses participating. Over the past four years, this promotion has kept over \$247,000 in the Portland community. They will also host the "Wine the Walk" event on Saturday, August 17<sup>th</sup> from 4:00 – 11:00 p.m. on the Boardwalk which will feature craft beer and Michigan made wines. In 2012 over 500 people attended this event.

The Organization and Finance Committee continues its publication efforts with the "On the Street" Newsletter. The Volunteer Recognition Event will be held Thursday, July 18<sup>th</sup> in conjunction with the Portland Community Arts Council's "Thursdays on the Grand" concert

series. This event will celebrate 10 years of being a Main Street community as well as recognizing all of the great volunteers.

Motion by Dempsey, supported by Sunstrum, to adjourn the meeting at 3:47 P.M.  
All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary