

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

Held on May 16, 2013
In Council Chambers at City Hall

Members Present: Dumas, Blastic, Antaya, Smith, Dempsey, Barnes, Briggs, Sunstrum

Absent: Clement, Urie, VanSlambrouck

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

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

Motion by Antaya, supported by Dempsey, to excuse the absence of Urie and Clement.
All in favor. Adopted.

Motion by Barnes, supported by Antaya, to approve the proposed Revised Agenda.
All in favor. Adopted.

Motion by Dumas, supported by Antaya, to approve the Minutes of the April 18, 2013 Regular Meeting as presented.
All in favor. Adopted.

Director Reagan explained the \$44,000 transferred from the escrow account was to alleviate the cash flow issue created by the increased payments on City Hall. He worked with the City Manager and Finance Officer to come to this solution. This will continue to be an issue over the next few years and will required close monitoring.

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

Under the Director's Report, Director Reagan will attend the Michigan Main Street Center Quarterly Training to be held June 3rd and 4th in Grand Haven. Marjorie Briggs, Shelley Perry and Mike Judd are planning to attend with Director Reagan.

Under Committee Updates, Director Reagan reported the Design Committee is overseeing good progress on the fence project at Scout Park. Thanks to City crews for excavating the holes in order for the fence columns to be set and completed. The fencing is being purchased at this time.

The Design Committee also received 2 applications for the 2013 Sign Incentive Grant. This grant is a 50/50 matching grant for creative signage in the Main Street District. The Committee sent recommendations back to the applicants for a bit more creativity; the applicants are currently working with their sign companies. The grant will be awarded by the end of May.

The Promotions & Marketing Committee will host the 4th Annual Block Party on Saturday, May 18th in Downtown Portland. Events will include 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.

Member Sunstrum arrived at 3:39 P.M.

The 7th Annual Portland Pay Day promotion will begin June 1st and run through August 29th. During the past four years over \$247,000 has been kept in the Portland community. The grand prize drawing will be held on August 29th at the Thursdays on the Grand event.

The Wine the Walk event will be held Saturday, August 17th.

The Organization and Finance Committee continues its publication efforts with the “On the Street” Newsletter. The Volunteer Recognition Event will be held Thursday, July 18th at Thursdays on the Grand. This event will celebrate the over 2400 hours of work done by volunteers for the Portland Main Street program.

Motion by Antaya, supported by Briggs, to adjourn the meeting at 3:43 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary