

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

Held on September 19, 2013
In Council Chambers at City Hall

Members Present: Dumas, Barnes, VanSlambrouck, Urie, Smith, Briggs, Sunstrum, Blastic, Clement

Absent: Dempsey, Antaya

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

The meeting was called to order at 3:32 P.M. by Chair Dumas.

Motion by VanSlambrouck, supported by Sunstrum, to excuse the absence of Dempsey and Antaya.

All in favor. Adopted.

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

All in favor. Adopted.

Motion by VanSlambrouck, supported by Sunstrum, to approve the Minutes of the August 15, 2013 Regular Meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Dumas, to approve the September 2013 Treasurer's Reports as presented.

All in favor. Adopted.

Under New Business, Director Reagan presented a request to approve a sign grant reimbursement in the amount of \$957.18 to Simon Insurance. The request was already approved by both the Design Committee and the Main Street Board.

Motion by Urie, supported by Sunstrum, to approve the sign grant reimbursement to Simon Insurance in the amount of \$957.18

All in favor. Adopted.

Director Reagan presented information on the possible extension of the City of Portland's DDA. In 2016 the last payment on City Hall will be made and following shortly after the cessation of the DDA will take place unless its life span is extended. Now is the time to start looking at and planning this extension. A 15-year life span is being considered; the same as the time span currently in place. The first step in this process is to get input from the DDA Board, the Main Street Board and the public.

There was continued discussion of a possible meeting date to gather input and talking points.

Under the Director's Report, Director Reagan stated that he attended the Michigan Main Street Center (MMSC) Quarterly Training held September 9th – 10th in Iron Mountain. The training was very interesting; many ideas for programs were presented.

Under Committee Updates, Director Reagan reported the Design Committee has purchased black metal trash receptacles to be placed in the downtown. The should be put in place by the Department of Public Works by the end of the week.

The Promotions & Marketing Committee's Portland Pay Day event was once again a success in downtown Portland with 18 businesses participating this year and 9,294 entries. At \$10 per entry, Portland Pay Day helped to keep \$92,940 in the Portland Community. Over the past five years, this shop local campaign has helped to keep \$339,940 in participating businesses. Special thanks to Cathy McCann; one of the owners of Around the Block Quilt Shop, for soliciting the businesses to participate, planning the prize party, and working hard to make this a successful event.

"Wine the Walk" was held Saturday, August 17th from 4:00 – 11:00 P.M. on the Boardwalk and brought in over 500 people to downtown Portland. This fun-filled event featured craft beer and Michigan made wines.

The Economic Revitalization Committee will be hosting MI-SBTDC seminars starting in January for small businesses.

The Organization and Finance Committee published the 2013 Decade Report in September. This was a full color newsletter distributed with the City of Portland utility bills. The 2013 "Big Beer 5K Run" will be held Saturday, October 19th. The application to hold the raffle fundraiser for travel vouchers has been submitted to the State of Michigan. The drawing for this raffle will be held during Holidayfest. The raffle for travel vouchers is replacing Oktoberfest.

Motion by VanSlambrouck, supported by Sunstrum, to adjourn the meeting at 3:48 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary