

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

Held on Thursday, August 16, 2012
In Council Chambers at City Hall

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

Absent: Dumas

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

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

Motion by Barnes, supported by Dempsey, to approved the revised Agenda as presented.
All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to excuse the absence of Dumas.
All in favor. Adopted.

Motion by Barnes, supported by Clement, to approve the Minutes of the July 19th Regular Meeting as presented.
All in favor. Adopted.

Director Reagan noted the addendum to the Treasurer's Report requesting a check in the amount of \$1,600 to Nicole Sunstrum for 2012 Portland Pay Day cash prizes.

Motion by Barnes, supported by Clement, to approve the Treasurer's Report with the requested addendum.
All in favor. Adopted.

Under New Business, Director Reagan requested approval to submit an application for a Special Event Liquor License for "Oktoberfest" to be held on Saturday, October 20th.

Motion by Clement, supported by Smith, to approve the request to submit an application for a Special Event Liquor License for "Oktoberfest" to be held on Saturday, October 20th.
All in favor. Adopted.

Director Reagan requested approval to submit an application for a Raffle License for "Oktoberfest" to be held on Saturday, October 20th.

Motion by Smith, supported by Clement, to approve the request to submit an application for a Raffle License for "Oktoberfest" to be held on Saturday, October 20th.
All in favor. Adopted.

Director Reagan requested approval to have D&E Electric install Twist-Lock plugs in the City Hall parking lot electrical services. This will make the electric setup for events in this area much easier.

Motion by Smith, supported by Clement, to approve the installation of Twist-Lock plugs into the City Hall electrical services by D&E Electric.
All in favor. Adopted.

Under the Directors Report, Director Reagan stated that the Michigan Main Street Center (MMSC) Manager's Retreat will be held September 17th & 18th. The location is yet to be determined.

The MMSC Evaluation will be held Wednesday, September 12th.

The MMSC 2011-2012 Annual Report brought mixed reviews. During this period there was an increase of more than 500 volunteer hours. The number of businesses went from 71 to 68 and the number of jobs decreased from 315 to 306. Despite this news Portland's Downtown seems to weathering the economic downturn better than most. There were a total of 8 investment projects and 3 façade improvement projects. There was \$20,750 spent on private investment and \$21,030 spent on public investment for a total of \$41,780 invested in the downtown.

Under Committee Updates, Director Reagan stated that the new chair of the Design Committee is Shelley Perry.

The Promotions & Marketing Committee has the Portland Pay Day event underway through August 24th with a chance to win \$1,200. The prize drawing will be held Thursday, August 30th at 7:00 P.M. in conjunction with the final Thursdays on the Grand event of the summer. They will also host the Wine the Walk event during Riverfest on Saturday, August 18th from 4:00 – 10:00 P.M.

The Economic Revitalization Committee, under the direction of Diane Smith is moving forward and picking up momentum with more people getting involved.

The Organization and Finance Committee published its August 2012 issue of the "On the Street" Newsletter with the help of Julie Clement.

Riverfest will be held August 17th – 20th. This is a community event with many local organizations involved. The Kelly Miller Circus will be held at Bogue Flats on Monday, August 20th with shows at 4:30 and 7:30. A portion of all pre-sale tickets will be used as a fundraiser for Riverfest.

A Friend Raising Event will be held at 9:00 A.M. on Saturday, August 18th at Cheeky Monkeys. A light breakfast will be served. Volunteers and their friends will learn more about Main Street and how they can become more involved.

Under Board Comments, Secretary Blastic stated the Grand Ledge Rotary held their meeting in Portland on August 15th at the Wagon Wheel Oak Room. They were very impressed with and positive about Portland. A Portland Rotary group may be forming soon.

Motion by Urie, supported by Sunstrum, to adjourn the meeting at 3:50 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary