

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

Held on Thursday, June 21, 2012
In Council Chambers at City Hall

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

Absent: Barnes, Blastic, VanSlambrouck, Urie, Clement

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

The meeting was called to order at 3:35 P.M.

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

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

Motion by Smith, supported by Dempsey, to approve the Minutes of the May 3rd Special Meeting and the May 17th Regular Meeting.
All in favor. Adopted.

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

Under New Business, Director Reagan presented information a request that the DDA approve a donation of \$2,500 to the Portland Area Chamber of Commerce for the 4th of July fireworks.

Motion by Dumas, supported by Briggs to approve a donation of \$2,500 to the Portland Area Chamber of Commerce for the 4th of July fireworks.
All in favor. Adopted.

Director Reagan presented photos of the proposed sign for Rush Hour Studios to be installed through the DDA/Main Street Sign Grant process. The application and design has been approved by the Design Committee and the Main Street Board.

Motion by Smith, supported by Sunstrum to approve the Sign Grant Application for Rush Hour Studios.
All in favor. Adopted.

Director Reagan presented a request for approval to submit an application for a Special Event Liquor License for the "Wine the Walk" festivities to be held August 17th as part of the Riverfest celebration.

Motion by Sunstrum, supported by Antaya, to approve the submittal of an application for a Special Event Liquor License for “Wine the Walk”.

All in favor. Adopted.

Director Reagan reported that the “Woodwind” Sculpture Dedication Ceremony held on Sunday, June 10th was very nice. The sculpture is very nice addition to the downtown. The Design Committee is proud to have been a part of the process. The foundation installation came in under budget.

Director Reagan sadly reported that a snake, which was part of the sculpture, has been stolen. If anyone has seen or has the snake they are encouraged to return it.

City Manager Dempsey stated that the snake can be returned to City Hall with no questions asked.

Under the Director’s Report, Director Reagan stated that he attended the Michigan Main Street Center Quarterly Training held June 4th – 5th in Boyne City. The topic was Codes in downtowns, and was very informational.

Under Committee Updates, Director Reagan stated the Design Committee placed flower baskets in the downtown with the help of local Girl Scouts and the DPW.

The Promotions & Marketing Committee held the Downtown Block Party on Saturday, May 19th. This year’s event did not meet expectations. There were great comments about the vendors, entertainment and other activities. The problem was in not having participation from the Car Show that was promised. The event lost just under \$1,000. The costs were higher and didn’t get as many sponsors as were anticipated.

The Portland Pay Day event is now 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.

The Economic Revitalization Committee, under the direction of Diane Smith is moving forward with activities related to the Opera House.

Member Smith reported that items of historical significance of been removed from the Opera House. They will be cleaned and stored appropriately. Photos of the items will be taken and displayed on the web. The group will also be working on future plans.

Director Reagan thanked Member Smith for her hard work and that she will be missed when she steps down at the end of August.

The Organization and Finance Committee will hold its 2012 Volunteer Recognition Event on Thursday, July 19th at Two Rivers Park in conjunction with the Thursdays on the Grand event.

The June 2012 issue of the “On the Street” Newsletter was published with the help of Julie Clement and Charlsie Abel using the new branding services in its layout.

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

Respectfully submitted,

Kory Blastic, Secretary