

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

Held on Thursday, May 17, 2012
In Council Chambers at City Hall

Members Present: Dumas, Barnes, VanSlambrouck, Sunstrum, Dempsey, Briggs, and Urie

Absent: Antaya, Blastic, Smith and Clement

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

The meeting was called to order at 3:37 P.M.

Motion by Urie, supported by Sunstrum, to excuse the absence of Members Blastic and Antaya.
All in favor. Adopted.

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

Motion by Barnes, supported by VanSlambrouck, to approve the Minutes of the April 19th
meeting with a typographical correction.
All in favor. Adopted.

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

Under New Business, Director Reagan stated the Branding Process is finishing up and is
scheduled to launch on May 24th at 7:00 P.M. at City Hall. Julie Clement is putting a lot of effort
into finishing the website.

Director Reagan presented the new banners that will be hung on street lights in the Downtown
that are the result of the Branding Process.

Director Reagan stated that he and City Manager Dempsey have been working on the Woodwind
Sculpture Base with local contractors. Originally, specifications required a 42" deep foundation
but during excavation it was discovered that the foundation would have to be much deeper due to
the depth of the black dirt. This will increase the cost of the foundation. The revised estimate for
the project is \$9,684.80. There are funds to cover this increased cost.

Director Reagan recommended the approval of the additional funds in order for the project to be
completed correctly.

Motion by Barnes, supported by VanSlambrouck, to authorize up to \$10,000 to accommodate the
appropriate foundation for the Woodwind Sculpture.
All in favor. Adopted.

Director Reagan thanked the Board for their decision. The sculpture dedication is scheduled to be held on May 31st at 8:00 P.M.

Under the Director's Report, Director Reagan stated that the Michigan Main Street Center Quarterly Training will be held June 4th – 5th in Boyne City. The topic will be Codes in downtowns.

Under Committee Updates, Director Reagan stated the Design Committee has received 4 Sign Grant Applications and 2 Façade Grant Applications. It will review the application at its next meeting.

The Promotions & Marketing Committee is holding its Downtown Block Party this weekend, May 19th. He thanked the many sponsors for their participation and stated the expectation that there will be 200 to 300 cars present for the car show. Events will also include a petting zoo, inflatables, and a softball tournament.

Member Sunstrum also stated there will be full music lineup all day along with vendors and carnival food.

Director Reagan thanked the DPW, Water, and Electric Departments along with the Parks and Recreation Department for all of their help as well.

He further thanked the volunteers and businesses for their help and cooperation.

Director Reagan stated that businesses are still needed for the Portland Pay Day event. Registrations are due by May 21st. Last year over \$77,000 was kept in Portland.

The Economic Revitalization Committee will hold another Social Media Seminar on May 22nd at the High School in partnership with the MSU Extension Office.

The Organization and Finance Committee published another edition of the On the Street Newsletter thanks to the efforts of Julie Clement.

Under Member Comments, Director Reagan wished a Happy 50th Birthday to City Manager Dempsey.

Member VanSlambrouck thanked the Downtown Block Party Committee for allowing the VFW to bartend the entertainment tent from 6 – 11 P.M. All proceeds will be added to the New Roof Fund for the VFW. Raffle tickets will also be sold.

City Manager Dempsey reminded everyone that the Veterans Parade will be held on Memorial Day, May 28th.

Member Briggs commented that the Opera House Committee will play a video during the Block Party. Postcards have also been made.

Motion by VanSlambrouck, supported by Urie, to adjourn the meeting at 4:02 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary