

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

Held on Thursday, October 18, 2012
In Council Chambers at City Hall

Members Present: Dumas, Barnes, Dempsey, VanSlambrouck, Blastic, Briggs, Smith, Urie, and Antaya

Absent: Sunstrum, Clement

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

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

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

Motion by Antaya, supported by VanSlambrouck, to approve the Agenda as presented.
All in favor. Adopted.

Motion by Barnes, supported by Smith, to approve the Minutes of the September 20th Regular Meeting as presented.
All in favor. Adopted.

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

Under New Business, Director Reagan presented a request for reimbursement of a Local Façade Grant to Edwin Bishopp for his property at 108 Kent St. in the amount of \$3,750.00. This includes a one-dollar payment for the DDA's lease of the façade. Before and after photos were presented displaying how the design drawings were followed almost exactly.

Motion by Briggs, supported by Blastic, to approve reimbursement of a Local Façade Grant to Edwin Bishopp for his property at 108 Kent St.
All in favor. Adopted.

Under the Director's Report, Director Reagan stated that he attended the Michigan Main Street Center (MMSC) Managers' Retreat held September 17th & 18th in Petoskey. The Retreat provided opportunities for networking with other Main Street communities and their volunteers.

The MMSC Evaluation was held Wednesday, September 12th; the formal results will be delivered in December.

Under Committee Updates, the Design Committee has continued the downtown weeding project. Shelley Perry has been working with the Portland Garden Club in continuing this effort.

The Promotions & Marketing Committee has been planning the Holidayfest celebration to be held November 16th and 17th in Downtown Portland.

The Economic Revitalization Committee is developing a new website to address building vacancy information requests. Information is being collected from building owners to put on the website.

The Organization and Finance Committee continues its offering of advertising space in the “On the Street” newsletter each month. Special thanks to Julie Clement, editor of the newsletter, for the publication of its 105th issue.

Oktoberfest will be held Saturday, October 20th. The event will include the Big Beer Run, a Craft Fair, live entertainment, a beer tent, and other activities.

Motion by Dempsey, supported by Antaya, to adjourn the meeting at 3:45 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary