

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

Held on Thursday, September 20, 2012

In Council Chambers at City Hall

Members Present: Dumas, Barnes, Dempsey, VanSlambrouck, Blastic, Smith, Sunstrum, Antaya

Absent: Briggs, Urie, Clement

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

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

Motion by VanSlambrouck, supported by Barnes, to excuse the absence of Briggs, Urie, and Clement.

All in favor. Adopted.

Motion by Blastic, supported by VanSlambrouck, to approved the revised Agenda with the addition under New Business to consider a pay increase for DDA/Main Street Director Reagan.

All in favor. Adopted.

Motion by Dempsey, supported by VanSlambrouck, to approve the Minutes of the August 16th Regular Meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Blastic, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under New Business, Director Reagan requested and recommended the approval of the reimbursement to Looking Grand Café for the Local Sign Incentive Grant they utilized. The grant is structured as a 50/50 matching grant. The new sign that was installed turned out very well.

Motion by Dempsey, supported by Dumas to approve the reimbursement of the Local Sign Incentive Grant to Looking Grand Café.

All in favor. Adopted.

Treasurer VanSlambrouck stated that the Annual Review by the Michigan Main Street Center (MMSA) had just been completed; and went very well. Since Director Reagan has been on board with the Portland Main Street program it has continued to receive excellent reviews. Portland Main Street seems to be setting the standard for Main Street programs now. Treasurer VanSlambrouck recommended a pay increase for Director Reagan retroactive to the July 1st; the beginning of the Fiscal Year.

Motion by Dempsey, supported by Blastic, to approve a pay increase for DDA/Main Street Director Reagan to \$40,000 per year retroactive to July 1st; the beginning of the Fiscal Year. All in favor. Adopted.

City Manager Dempsey noted this is slightly more than a 10% increase.

Director Reagan thanked the Board and all the volunteers involved with the Main Street program.

Under the Director's Report, Director Reagan stated that the Michigan Main Street Center (MMSC) Managers' Retreat was held September 17th & 18th in Petoskey. The Retreat was very interesting and informative. There was a lot of talk about the Portland Main Street program and how everything is being done correctly.

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

Under Committee Updates, the Design Committee held a downtown weeding project. City Manager Dempsey, Director Reagan, Design Committee Chair Perry, and DDA Member Briggs along with the Portland Garden Club weeded the flower beds in the Downtown. They did a fantastic job. This will be done periodically next year. Director Reagan extended his thanks to the Garden Club.

The Promotions & Marketing Committee held Portland Pay Day prize drawing on Thursday, August 30th at 7:00 P.M. in conjunction with the final Thursdays on the Grand event of the summer. There were over 6,450 entries this year; keeping over \$64,500 in Portland. Over the past 5 years of the event over \$247,500 has been kept in Portland. Thanks to Kathy McCann for spearheading the Pay Day efforts.

Final numbers on the "Wine the Walk" event show a profit of approximately \$200. The event was very well attended with over 500 attendees. There were many positive comments about the event.

The Economic Revitalization Committee will now be chaired by Chris Tyler of Allstate Insurance.

Becky Ward is now the Opera House Committee Chairperson. The group is working on cleaning up the Opera House and working to display the original Opera House sign in some manner.

The Organization and Finance Committee published its September 2012 issue of the "On the Street" Newsletter with the help of Julie Clement. Advertising spaces are being sold in the newsletter.

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.

Under Board Comments, Mayor Barnes welcomed anyone watching the broadcast of the meeting to volunteer with the DDA/Main Street. Don't have to be on a committee; "event specific" volunteers are also needed.

Motion by VanSlambrouck, supported by Blastic, to adjourn the meeting at 3:51 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary