

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

Held on Thursday, August 18, 2011
In Council Chambers at City Hall

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

Absent: Urie

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

The meeting was called to order at 3:30 P.M.

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

Motion by Barnes, supported by Clement, to approve the Minutes of the July 21, 2011 Regular Meeting as presented.
All in favor. Adopted.

Motion by Clement, supported by Blastic, to approve the Minutes of the July 27, 2011 Special Meeting as presented.
All in favor. Adopted.

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

Under New Business, Director Reagan requested approval to submit an application for a Temporary Liquor License for the 2011 "Oktoberfest" to be held on October 29th. AT&T will be the main sponsor for the event with a donation of \$3,000.

Motion by Smith, supported by Sunstrum, to approve the submittal of an application for a Temporary Liquor License for the 2011 "Oktoberfest" on October 29, 2011.
All in favor. Adopted.

Director Reagan requested approval to submit an application for a Charitable Gaming License for the 2011 "Oktoberfest" on October 29, 2011.

Motion by Clement, supported by VanSlambrouck, to approve the submittal of an application for a Charitable Gaming License for the 2011 "Oktoberfest" on October 29, 2011.
All in favor. Adopted.

Director Reagan made a request to reschedule the September DDA Meeting from September 15th to September 22nd as the original date conflicts with the Michigan Downtown Conference which several of the DDA members will be attending.

Motion by Smith, supported by Briggs, to reschedule the September DDA Meeting to September 22nd.

All in favor. Adopted.

Under the Director's Report, Director Reagan stated the Michigan Main Street "Check In" will be held on August 26th. This is done every other year, between accreditation years, for Master Level Main Street Communities.

The Michigan Downtown Conference will be held September 14th – 15th in Kalamazoo. Director Reagan noted some of the scheduled speakers.

Under Committee Updates, Director Reagan stated that the Design Committee still has the CDBG Grant for façade rehabilitation at 136 and 140 Kent St. in progress. There has been no public comment received on the project. The committee is currently waiting for input from the DEQ and the EPA. No City funds will be spent on this project. This project will make a significant impact on Downtown Portland.

The Promotions and Marketing Committee will hold the First Annual "Wine the Walk" event as part of the Riverfest celebration this weekend on Saturday, August 20th from 4:00 to 10:00 P.M. The event will include craft beer and wine tasting along with live music. The "Pay Day" event is also underway through August 31st. The prize drawing will be held on September 8th at 7:00 P.M. at City Hall.

The Economic Revitalization Committee held a free Fundamentals of Business Legal Issues on August 16th hosted by local attorneys Pat Duff and Tom Chadwick, of Duff, Chadwick & Associates. The workshop was attended by 13 individuals, many of whom were from outside of Portland.

The Organization and Finance Committee sent out another edition of the "On the Street" Newsletter with the efforts of Julie Clement. The 2011 "Oktoberfest" will be held on Saturday, October 29th in conjunction with Halloween.

Under Board Member Comments, Director Reagan presented a Riverfest map and information.

Motion by Dempsey, supported by Clement, to adjourn the meeting at 3:45 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary