

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

Held on Thursday, January 8, 2004  
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Dempsey, Dumas, Kavanagh, Neller, Urie, Ward, Williams

Members Absent: Clement, Kolarik, Rademacher

Staff: Bailey, Flanders

Vice-Chair Antaya called the meeting to order at 3:35 P.M.

Motion by Williams, supported by Kavanagh, to approve the agenda as presented with the addition of B. Design Committee Recommendation, under New Business.

All in favor. Adopted

Motion by Neller, supported by Urie, to approve the minutes of the December 11, 2003 meeting.

All in favor. Adopted

Motion by Kavanagh, supported by Ward, to approve the Treasurer's Report.

All in favor. Adopted

Economic Development Coordinator, Flanders stated the D.D.A. and City Council have approved his Local Government Services Contract; however, the Attorney for the Chamber has had an accident and has not had an opportunity to review the contract. Mr. Flanders stated he is in the process of acquiring his Liability Insurance, which was required by City Council.

Economic Development Coordinator, Flanders stated that he, Kim Kramer, and Kevin and Lori Rademacher met with the other three Main Street Communities in Marshall today, January 8, 2004.

Economic Development Coordinator, Flanders stated the December 17<sup>th</sup> Main Street Action Committee Meeting and Social was a great success, and all volunteers had a great time.

Economic Development Coordinator, Flanders stated the billboard on I-96 has been relocated closer to the road. He stated the new lettering and lighting makes the billboard more visible. He also stated the merchants will discuss if they want to continue the billboard after the initial three-month period.

Boardmember Urie stated the Portland Gold Certificates sponsored by the merchants is a year long program. She stated several changes would be made to the certificates.

Economic Development Coordinator, Flanders stated 2,129 copies of "On the Street" were distributed to local residents. He said the Main Street Committees would like to get a flyer out monthly, and they would be sending them with the City's utility bills.

Main Street Sub-Committee Chair, Dick Williams presented the results of the parking survey of the downtown area. Mr. Williams stated this report is independent of the Hyatt/Palma Parking Study. Mr. William stated there are approximately 145 parking spaces in the downtown area, and 140 parking spaces in City parking lots. He stated in most cases City parking lots are only 1/3 full. He also stated in numerous cases employers, employees, and seniors are parking on the first block of Kent Street for over three hours. He stated what Portland needs is a quick fix for long-term parking. Mr. Williams stated the Design Committee of the Main Street Program has come up with an Educational Activities Program that will address the parking concerns in the downtown area. He also stated that soon loft apartment tenants would be taking up some of the parking in City lots. The Main Street Design Committee is making the following recommendation to City Council:

Motion by Dumas, supported by Urie, to recommend to City Council, approval of the Educational Activities Program for the downtown area.

All in favor. Adopted

Vice-Chair Antaya thanked Mr. Williams for all his efforts conducting the Parking Survey.

Economic Development Coordinator, Flanders stated sadly the M.E.D.C. Volunteer Recognition Program would be held later this year.

Economic Development Coordinator, Flanders stated the D.D.A. Chair, the Chamber President, the Mayor, and Flanders would be getting together soon to set goals and objective for the year.

Economic Development Coordinator, Flanders stated there are increasing amounts of grants and loan money available from the State and Federal Government for business improvements. He stated he would search the grants to see if there are any programs that would be beneficial to Portland.

Motion by Dumas, supported by Ward, to adjourn the meeting at 4:40 P.M.

All in favor. Adopted

Respectfully submitted,

---

Becky Ward, Secretary