

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

Held on Thursday, February 12, 2004  
In Council Chambers at City Hall

Members Present: Barnes, Clement, Dempsey, Dumas, Kavanagh, Kolarik, Neller, Rademacher, Ward, Williams

Members Absent: Antaya, Urie

Staff: Bailey, Flanders

Chairman Dumas called the meeting to order at 3:34 P.M.

Motion by Barnes, supported by Clement, to approve the agenda as presented.  
All in favor. Adopted

Motion by Dempsey, supported by Barnes, to approve the minutes of the January 8, 2004 meeting.  
All in favor. Adopted

Motion by Barnes, supported by Neller, to approve the Treasurer's Report after changing the amount approved for the pedestals from \$1,200 to \$600.00.  
All in favor. Adopted.

Motion by Dempsey, supported by Rademacher, to approve the Economic Development Consultant Service Agreement.  
All in favor. Adopted

Economic Development Director, Flanders stated on March 15<sup>th</sup> M.E.D.C., and the State Historic Preservation Office will be in town to meet with the recipients of the Design Grants for Main Street. He stated there will be three storefronts for three consecutive years to receive free Design Services for their storefronts, which will significantly improve Main Street.

Mr. Flanders stated we are in the midst of the 3 to 6 month Billboard Project. Mr. Flander stated the property owners are paying their share of the sign, and the billboard has been moved lower and closer to the highway.

Mr. Flanders stated on March 19 & 20 we will host "Spring Fever". It will consist of kite building, a fashion show, and a gardening segment. Various businesses will hold demonstrations, and there will also be a kite-flying contest.

Mr. Flanders stated the Gold Gift Certificates are going well. There are about 20 to 22 business participating in the program.

Mr. Flanders stated this month's edition of "On the Street" was sent out with the City's utility bills and newsletters. He said the cost for this was about \$42.60. Mr. Flanders stated the newsletter will go out monthly, and the authors want to remain anonymous. Chairman Dumas asked Mr. Flanders to convey the Boards complements for a great job.

Mr. Flanders stated March 29, 30, and April 1 & 2 will be a review by MEDC, and the National Main Street Program of what we have been doing all year. He stated they will help us evaluate our efforts, and help to develop our work plans. He stated all members of the community are invited to join a Main Street Committee.

Mr. Flanders stated he will be meeting with the Main Street Chairs to discuss expenditure needs in respect to next year's budget. He also stated he is working with the City Assessor on assessment growth figures to provide property growth figures for the D.D.A. District. He stated the City Assessor has projected a 2.3% increase on the real property value for 2004-2005. Mr. Flanders stated he will also be meeting with Chairman Dumas regarding the budget for the D.D.A. and Main Street.

Mr. Flanders stated the City has secured an attachment for the folding machine for \$866.00, which will be used to send the "On the Street" flyers along with the City newsletter. This is a one-time expense, and Mr. Flanders asked the D.D.A. to approve the expenditure.

Motion by Ward, supported by Rademacher, to approve the expenditure of \$866.00 for an additional attachment for the City's folding machine to send "On the Street" flyers with the City's newsletters.

All in favor. Adopted

Mr. Flanders stated it is a requirement of the Main Street Program to host a quarterly meeting for the Main Street Managers. He stated it is Portland's turn to host the statewide meeting on March 11<sup>th</sup>. He stated the Organization and Finance Committee adopted a motion requesting allocation of funds from the D.D.A. in the amount of \$250.00 for necessary expenses. He stated Bower Catering will provide the refreshments. Presenters have been hired to discuss techniques for improving the business owner's operational procedures, and window treatments. This will take place on March 11<sup>th</sup> from 3:00 to 6:00 on the second floor of City Hall.

Motion by Neller, supported by Rademacher to approve the expenditure up to \$250.00 for the quarterly Main Street meeting.

All in favor. Adopted

Mr. Flanders stated he has met with a prospect, and toured the City to find a vacant property for a new business to move to Portland.

Boardmember Rademacher asked when the City would be accepting applications for the Façade Grant. Director Flanders stated people can submit applications at anytime; however, there is no money available at this time.

Becky Ward stated she has gotten familiar with the Hyett/Palma Downtown Market Study, and she is more aware of what Mr. Flanders is doing with the downtown. She stated she can see how people's opinion of the downtown, and the Planning Commission is blurred. She stated reading the Market Study has answered many questions for her.

City Manager Dempsey thanked City Clerk Bailey for her efforts in updating the Downtown Development and Financing Plan.

Director Flanders reminded everyone of the Winter Ball on Saturday, February 14<sup>th</sup> from 8:00 P.M. to midnight in the Wagon Wheel Banquet Room. He said, "Tickets are \$35.00 each or \$60.00 per couple, and women are encouraged to wear, white, red, or black dresses". The attire for men is Black Tie optional.

Motion by Dempsey, supported by Ward to adjourn the meeting at 4:29 P.M.  
All in favor. Adopted

Respectfully submitted,

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Becky Ward, Secretary