

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

Held on Thursday, March 18, 2004  
In Council Chambers at City Hall

Members Present: Barnes, Clement, Dempsey, Dumas, Kavanagh, Urie, Williams, Ward

Members Absent: Antaya, Kolarik, Neller, Rademacher.

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

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

Motion by Kavanagh, supported by Williams, to approve the minutes of the February 12, 2004 meeting.  
All in favor. Adopted

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

Boardmember Urie outlined the upcoming events of "Spring Fever" which is being sponsored by the Main Street Committees, and will be held in downtown Portland on March 19<sup>th</sup> and 20<sup>th</sup>.

Chairman Dumas stated the third edition of "On the Street" was sent out this month, and as always was informational and entertaining.

Chairman Dumas recommended approving the Resolution giving credibility to the Main Street Action Committees. It outlines their purpose in the Main Street Program, and gives them some authority to act on behalf of the D.D.A.

Motion by Barnes, supported by Urie, to approve the resolution giving the Main Street Action Committee the charge of coordinating and facilitating the Work Plans of the Main Street Committees.  
All in favor. Adopted

Economic Development Director, Flanders outlined the major changes in revenues and expenditures for the D.D.A. 2004-2005 FY Budget. Mr. Flanders stated he is expecting a 5% increase in revenues in the D.D.A. District due to new development and personal property for the upcoming fiscal year. He stated we will have new growth because of Jim Lakin's 23-condo project, which will be started soon, and the 15 loft apartments that will be built above the stores in the downtown. However, we will still need to transfer about \$49,068 from fund balance to balance the 2004-05 FY Budget. City Manager Dempsey stated we have not yet transferred this year's tax capture of \$241,000 from the General Fund to the D.D.A.

The amount of the Treasurer's report will be increased by the \$241,000, bringing the balance of funds on hand for the D.D.A. to \$378,447.39. Mr. Dempsey stated with that amount of money on hand we will probably not be spending into this year's fund balance with this year's budget. Mr. Flanders stated in the future the D.D.A. will discuss sharing in the costs with the City and property owners for the infrastructure needed for the loft apartments. He stated our revenue potential for the loft apartments per year will eventually exceed the cost for the infrastructure. City Manager Dempsey stated the estimated costs to upgrade the infrastructure for electric, water and sewer is about \$30,000 to \$40,000, but we are still waiting on the Engineers' estimates.

Boardmember Clement entered the meeting at 4:13 P.M.

Boardmember Clement stated originally when we started the billboard on I-96 there were 15 downtown merchants that were sharing in the expenses. He stated currently three businesses have backed out, and they are looking for 3 or 4 more participants to share in the expense. He stated it was a 3 to 6 month contract, and the first three months are up. He stated that we need to decide quickly if we will continue for the next three months. City Manager Dempsey stated the D.D.A. is fronting the money for the billboards, and invoices are being sent out monthly to the merchants. Mr. Dempsey wanted the D.D.A. to know if merchants do not pay their portion of the billboard, then the D.D.A. is paying for it. Mr. Flanders stated he has had great response from both the community and outside of the community for the billboard in bringing people to the downtown.

City Manager Dempsey stated that Mr. Flanders recommended lighting the bridges during the holidays. He stated many communities light their bridges all year, and we might want to consider leaving them lit for the entire year also. He stated once the lights are strung the work is done.

Motion by Barnes, supported by Clement, to approve the proposed 2004-05 FY Budget.  
All in favor. Adopted

Motion by Dumas, supported by Barnes, to approve the request from Economic Development Director, Flanders to approve the additional expense of \$125.00 for the Minding the Store Program, \$550.00 to design the Main Street web site, and \$116.66 for dinners for presenters and recipients of the 2003 Main Street Façade Designs.

All in favor. Adopted

Economic Development Director, Flanders stated he has been working on bringing in developments in the downtown, and for an Industrial District.

Mr. Flanders stated he is working on signing up new businesses to the Chamber of Commerce. Mr. Flanders stated the most important thing for him to do is to coordinate not only the Main Street Program, but to work with the entire D.D.A. District for commercial development. He thanked City Council for approving the Annexation Agreement, and stated we now have potential for industrial growth. He stated industrial growth is important to a community as long as it does not harm our environment.

Boardmember Urie left the meeting at 4:34 P.M.

Economic Development Director, Flanders stated we will have four full days dedicated for the Main Street Resource Team Visit March 30<sup>th</sup> - April 2<sup>nd</sup> with members of National Main Street and MEDC.

Motion by Barnes, supported by Ward, to approve the expenses for the Main Street Committee to seek volunteers to cleanup the shore along the Grand River between the Band Shell and Bridge Street, in conjunction with Earth Day on April 24, 2004.

All in favor. Adopted

Motion by Dumas, supported by Barnes, approving reimbursement of the expenses for hosting the Resource Team Visit up to \$500.00.

All in favor. Adopted

Motion by Barnes, supported by Clement to adjourn the meeting at 4:37 P.M.

All in favor. Adopted

Respectfully submitted,

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Becky Ward, Secretary