

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

Held on Thursday, May 13, 2004
In Council Chambers at City Hall

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

Members Absent: Kolarik, Neller, Rademacher, Williams

Chairman Dumas called the meeting to order at 3:37 P.M.

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

Motion by Dempsey, supported by Ward, to approve the minutes of the March 18, 2004 regular meeting, the April 8, 2004 regular meeting after one correction, and the April 26, 2004 special meeting.
All in favor. Adopted

Motion by Antaya, supported by Kavanagh, to approve the Treasurer's Report with the addition of invoices to Portland Printing for \$391.60 for 10 copies of applications for Cool City Catalyst Grant, to Don Flanders for \$65.80 for business cards, and to Fleis & Vandenbrink Engineering for \$566.50 for professional services for the utilities of five Kent Street properties.
All in favor. Adopted

Economic Development Director, Don Flanders is recommending that the downtown merchants retire the Billboard Program on I-96 after the 6-month contract. He stated three of the merchants no longer want to continue after the contract ends. He stated he would personally contact additional business owners to see if they would be interested in supporting the billboard. Becky Ward suggested contacting businesses on the Grand River Corridor.

Mr. Flanders stated the 5th edition of "On the Street" was mailed this month. He stated there is great interest in the flyers, and the Finance Committee is receiving appreciation of the businesses mentioned in the flyers. City Manager, Dempsey stated that "On the Street" is receiving glowing praises, and we have requests to reach a wider audience. He stated that "On the Street" flyers would be posted on the City and Main Street web sites, and the City Access Channel. Don Flanders stated that all five issues of "On the Street" would appear on the Main Street web site.

Mr. Flanders stated he has received a letter of withdrawal from the Chamber of Commerce for his contract for Economic Development Services. The letter stated because of limited resources for the upcoming year, they would no longer be able to fund the position. His contract will be terminated pursuant to the 60-day termination clause. Chairman Dumas stated with the Chamber terminating the Economic Development/Main Street Contract, we will need to alter the contract for the \$40,000. Mr. Flanders stated the Chamber is trying to build up the membership through recruitment of businesses and industry into the community.

Mayor Barnes stated there are two ways to approach this issue. He stated we do not want to short Don's wages. We can either ask the D.D.A. to pick up the additional \$6,500, or the City and the D.D.A. share the costs proportionally as it is broken down now. He stated he does not have the authority on his own to make a decision on behalf of the Council. City Manager Dempsey stated the City was paying \$13,500 of Don's wages, the Chamber was paying \$6,500, and the D.D.A. was paying \$20,000. Chairman Dumas stated with the Chamber backing out of the contract it would be a 60/40 split with the City being the 40%. City Manager Dempsey stated he doesn't have the authority to approve the additional amount for Mr. Flanders. He stated next year's budgeted amount for Mr. Flanders is \$13,500.

Motion by Dempsey, supported by Antaya, for the D.D.A. to pick up the \$6,500 until which time the City and the D.D.A. could reach new terms of the contract.
All in favor. Adopted

Chairman Dumas recommended a 60/40 split of the \$6,500 be referred to Council. He also stated that it is a recommendation of the National Main Street Committee to make the Main Street Manager a full-time position in the future. Mr. Flanders pledges as the Main Street Manager to work hard for the community as a whole.

Motion by Dumas, supported by Dempsey, that the D.D.A. recommend that the City approve paying \$6,500, which was the Chambers portion in the same fashion a splitting the rest of the costs 60% for the D.D.A., and 40% for the City for the Economic Development Contract.
All in favor. Adopted

Mr. Flanders stated he has had several meetings in the past month with in and out-of-state prospects for economic growth for Portland.

Mr. Flanders stated the City has filled out an application for the Cool Cities Grant, and hand carried it to the MSHDA office last week.

Mr. Flanders stated he was been working with local businesses on expanding their businesses internally.

Mr. Flanders stated the concept of the Main Street Program is volunteerism, and we have the best volunteers working with us here in Portland. A thank you goes out to all volunteers.

Mr. Flanders stated the D.D.A. and City Council sent a Notice of Intent to file an application for a grant to build a boardwalk behind the buildings on the west side of the 100 block of Kent Street. He stated the Cool Cities Catalyst Grant could provide up to \$100,000 for the project as long as the City can come up with the 10% match. He stated there would need to be commitment from the businesses to add to the economic base of the community, and to create new jobs. Mr. Flanders outlined the upcoming projects that could count towards our 10% match. He stated that several businesses are interested in having seating areas near their businesses on the boardwalk. Vice-Chair Antaya asked if the City had commitment from all the businesses for the boardwalk.

He stated when they were approached about a boardwalk several years ago there were several business owners that did not support the project. Mr. Flanders stated he would be talking to all business owners affected by the boardwalk.

City Manager Dempsey stated the D.D.A. approved an invoice to upgrade the utilities on the 100 block of Kent Street for \$51,000. However, since the approval of the invoice the City Engineer's have recommended increasing the project to replace several other water and sewer services, so that the streets would not need to be torn up again for future utility replacement. The preliminary budget has been increased to \$62,307.00 plus an additional 10% or \$850.00 for contingencies. Vice-Chair Antaya asked if conduit could be added in the project to update the electric sockets for lights for the trees on Main Street. City Manager Dempsey stated it is not currently in the project; however, it could be added for an additional expense.

Motion by Antaya, supported by Clement, to approve the revised invoice for the utility service upgrade for the Kent Street Project, and to include the 10% contingency towards the conduit for the trees.

All in favor. Adopted

Abstain: Urie abstained due to financial interest.

Commissionmember Clement left at 4:32 P.M.

Commissionmember Urie stated that several businesses in the downtown have coordinated late night shopping on Thursdays until 8:00 P.M. for May, and 9:00 P.M. for June, July, and August.

City Manager Dempsey stated there would be a Zoning Workshop on Wednesday, May 19th at 7:00 P.M. in Council Chambers. The purpose of the workshop is to discuss the overview of zoning, and the roles and responsibilities of Board and Commission Members. The public is cordially invited to attend.

Mayor Barnes stated on May 25th M.E.D.C. would be presenting awards to the Main Street Cities along with several other Economic Awards at the Capital Rotunda in Lansing.

Mayor Barnes stated the City will be hosting Mayor Exchange with the City of Vassar on Wednesday, May 19th, and will be traveling to Vassar on May 26th for Mayor's Exchange.

Motion by Dempsey, supported by Antaya, to adjourn the meeting at 4:30 P.M.

All in favor. Adopted

Respectfully submitted,

Becky Ward, Secretary

