

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

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

Members Present: Barnes, Clement, Dempsey, Dumas, Hoppes, Kolarik, Schrauben, Urie, Ward, Williams

Members Absent: Antaya, Kavanagh

Staff Absent: Economic Development Director, Don Flanders

Chairman Dumas called the meeting to order at 3:32 P.M.

Chairman Dumas welcomed new members Karen Hoppes, and Marti Schrauben to the D.D.A.

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

Motion by Barnes, supported by Kolarik, to approve the minutes of the July 8, 2003 meeting.
All in favor. Adopted

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

Boardmember Urie questioned the checks that were from the participating merchants for late night shopping for newspaper ad reimbursement. She stated the checks were given to the Treasurer, but were not itemized in the Treasurer's Report. It was determined that the amount indicated was the total of the checks in question.

Motion by Ward, supported by Kolarik, to approve an extension for the time frame for grants to assist façade improvements at 154, 160, and 170 Kent Street, due to Architect plans just being received August 2, 2004, and utility work not being complete.
All in favor. Adopted

Chairman Dumas stated the 8th edition of "On the Street" was mailed with the City of Portland's utility bills.

Boardmember Clement stated Music on the Grand tonight features "We Three Strings" beginning at 6:00 P.M. He stated the weather hasn't been cooperating well this year. He stated there are two more weeks scheduled. Next week will be a blues group called "First Cut", and the following week will be a jam session from 5:30 to 8:30 P.M.

Kathy Parsons stated the Chamber met today to finalize the schedule for Riverfest. She stated they need entrants for the water parade and the bed race.

Some of the events are a rock climbing wall sponsored by the Michigan National Guard, 5-K run, music at the bandshell, crafts, merchants booths, games, petting zoo, hot air balloon rides, helicopter rides Friday, Saturday, and Sunday, the nightglow, a golf outing, and entertainment tent, just to name a few. Boardmember Urie stated there are flyers around town highlighting the events and times.

Boardmembers reviewed several quotes for purchasing Main Street and Cool Cities banners to be placed around town.

Motion by Ward, supported by Barnes, to approve the quote for 40 banners for Main Street and Cool Cities for \$4,960.00 from Consort Display Group.

All in favor. Adopted

Chairman Dumas referencing the amended Economic Development Consultant Service Agreement stated all references of the Chamber of Commerce have been removed from the contract. Chairman Dumas stated the prior commitment from the Chamber for Don's wages have been picked up proportionately between the D.D.A. and the City. City Manager Dempsey stated this contract has already been presented to City Council, and has been approved. Boardmember Ward asked if this contract should include a job performance evaluation. Chairman Dumas stated there is a Main Street Administrator Evaluation, which they are intending to use for Don's evaluation. There is not one in this contract at this time. Mayor Barnes stated if there are any changes to this contract it would have to go back to Council for review and approval. Chairman Dumas stated this is a Service Agreement; Don is technically not an employee of the City. If he does not fulfill his contract, there is a termination clause in the contract. Chairman Dumas stated he is making a note to work on some kind of annual evaluation for Don aside from this contract, for Don's sake as well as the D.D.A.

Motion by Kolarik, supported by Williams, to accept the amendments to the Economic Development Consultants Service Agreement as submitted.

All in favor. Adopted

Rob Holman of F & V Construction Management, Inc. updated the Board on the progress of the Kent Street Utilities Project. Mr. Holman stated the project has not gone according to plans. Mr. Holman stated there are many unforeseen circumstances that have delayed the completion of the project. Some of which were boring through stone foundations, unmarked water and gas mains, water shut off valves, electric conduit within the sidewalk. Mr. Holman stated the total contract price was \$62,000, and they will be lucky to make a profit of \$3,400. He stated the cost for the asphalt has increased about 2 ½ times higher than his quote, and he is hoping to find a contractor to pave the road next week.

Chairman Dumas stated Boardmembers have received a 90-page copy of the Year End Main Street Assessment by National Main Street. He stated the Executive Summary is on pages 4 & 5. Chairman Dumas also stated the National Main Street Report recommends that Don's position be a full time position. Chairman Dumas stated Don is already working over 40 hours a week.

City Manager Dempsey stated the Cool Cities Presentation of a check for \$100,000 for the Catalyst Grant to build a boardwalk behind the 100 block of Kent Street was held on Tuesday, August 10th.

He stated this is a very beneficial program because of all the contacts with the State Agencies that came to Portland, many for the first time to see our downtown to see how their programs will work here.

City Manager Dempsey stated on Wednesday, August 11th a walkability expert Dan Burden from M.D.O.T. was here to visit Portland. He stated through visits from State Agencies their recommendations could help Portland for years to come. He stated they did their assessment of Portland, and came up with some fantastic ideas of thing we can do to make our community more walkable and safe, without having to spend a great deal of money. City Manager Dempsey stated both meetings were taped, and residents can watch the local access channel for dates and times of the broadcasts.

City Manger Dempsey commented on the fact that the D.D.A. extended the Façade Improvement Programs for the three properties on Kent Street. He stated if the project goes beyond June 30, 2005, the funds must be included in the next fiscal year budget.

Motion by Ward, supported by Clement, to adjourn the meeting at 4:25 P.M.
All in favor. Adopted

Respectfully submitted,

Becky Ward, Secretary