

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

Held on Thursday, September 9, 2004

In Council Chambers at City Hall

Members Present: Antaya, Barnes, Clement, Dempsey, Dumas, Hoppes, Kavanagh, Schrauben, Urie, Ward, Williams.

Member Absent: Kolarik

Staff: Bailey, Flanders

Guests: Dick Williams, Dixie Gielarowski

Chairman Dumas called the meeting to order at 3:30 P.M.

Motion by Ward, supported by Kavanagh, to approve the agenda as presented, after adding Renewal of National Main Street Membership, under Director's Report.

All in favor. Adopted

Motion by Ward, supported by Clement, to approve the minutes of the August 12, 2004 meeting after corrections.

All in favor. Adopted

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

All in favor. Adopted

Boardmember Clement stated that "Music on the Grand" is finished for this year.

Boardmember Urie stated Riverfest was a success again this year. She stated there were lots of people this year in spite of the threatening weather. She stated they are putting together ideas for next year's festivities.

Economic Development Director, Don Flanders stated the Main Street and Cool Cities banners have been order at a reduced cost of about \$4,700. They should be delivered in 2 - 3 weeks.

Motion by Barnes, supported by Ward, to authorize the purchase of 1 Main Street Flag, and 1 Cool Cities Flag for an amount of \$575.00.

All in favor. Adopted

Mayor Barnes and Don Flanders discussed the possibility of creating Main Street/Cool Cities t-shirts. Several designs are being worked up for Board approval. Mr. Flanders stated we have a quote for 50 t-shirts for an amount of \$493.00. The t-shirts will be sold at various businesses around town, and awarded to volunteers.

Mr. Flanders stated the 9th edition of "On the Street" was mailed this month.

Mr. Flanders stated we are in the process of obtaining quotes to put the Main Street/Cool Cities logo at the Keusch property, and on the new water tower.

Boardmember Clement voiced his concerns about spending money on various Main Street Projects. He stated the Main Street Committees are comprised of volunteers, and several of the committees are left with only one or two volunteers. He stated Mr. Flanders is doing most of the work of the committees. He stated we need to revitalize the committees' membership. He also stated it was not in the original plan to pay for putting a Main Street Sign on the new water tower. Mayor Barnes stated we do have a little latitude with the budget. He stated it is important for Don to maintain creditability in the community. Mr. Flanders stated that committee meetings are often held on the same night, and that is not always a good idea. Mr. Flanders reiterated that we need to recruit more members. Boardmember Ward stated we should not delay the volunteer training sessions to the second year of the program. Training for volunteers should begin the first year. City Manager Dempsey is working with the City Engineers for the cost of putting the Main Street/ Cool Cities logo on the new water tower. A decision may have to be made in a hurry to put the logo on the water tower, because the painting is scheduled to be complete in October. Mr. Flanders stated he has the authority to authorize up to \$2,500 for a project with direction from Chairman Dumas and the City Mayor. He will however; contact the other Boardmembers for their approval. Mr. Flanders stated Main Street and Cool Cities is certainly an advantage to the D.D.A. District.

Mr. Flanders stated Phil Lund is in the process of purchasing the commercial complex on E. Grand River Ave. Mr. Lund will be looking to fill one of the vacant buildings, and will be remodeling the buildings in two phases. The building complex will henceforth be known as the "Looking Glass Plaza".

Mr. Flanders introduced Dixie Gielarowski who will be opening an apparel shop in the Frewen Building on E. Grand River Ave. Mrs. Gielarowski stated she is a Sign Language Interpreter by trade, but decided to open a 2,500 sq. ft. apparel shop on E. Grand River. She stated the shop will include men's, women's, children's, plus and petite sizes. She plans on being open for business on October 1st.

Mr. Flanders stated business owners will be sponsoring an End of Construction Luau on Friday, September 17th. There will be free hotdogs and live music from 5:00 to 8:00 P.M. People wearing Hawaiian Shirts will receive special discounts from participating businesses. Boardmember Clement thanked City Council for putting the ad in the paper advertising the Luau.

Mr. Flanders stated they would like to promote Main Street and Cool Cities by putting a 4' x 8' metal sign at the Portland Public School Athletic Fields. He stated the sign will be moved around for various events. Mr. Flanders stated that Portland is unique in being the only Main Street and Cool Cities Community in Michigan.

Motion by Clement, supported by Dempsey, to authorize \$250.00 to the Portland Athletic Association for a 4' x 8' metal sign for Main Street and Cool Cities.

All in favor. Adopted

Mr. Flanders stated volunteers are needed to help cleanup the shores along the Grand and the Lookingglass Rivers. He stated Jim Lakin Sr. is spearheading the cleanup efforts.

Boardmember Dempsey arrived at 4:17 P.M.

Mr. Flanders gave a report on the Cool Cities Grant Presentation on August 10th.

Mr. Flanders gave a report on the MDOT Cool City Walkability Study on August 11th. He stated we received several good ideas on making Portland a more walkable community.

Mr. Flanders stated he was unable to attend the Main Street Quarterly Session in Boyne City today because of the D.D.A. meeting.

Mr. Flanders stated there will be a Main Street Marketing Program held in Bay City October 26 – 28, and stated it is important for as many of the business owners in the community to attend as possible.

Mr. Flanders stated the Quarterly MEDC Main Street meetings are held on the second Thursday of the month the same as our D.D.A. meetings. Boardmembers agreed to change future D.D.A. meetings to the third Thursday of the month beginning in October.

Mr. Flanders stated that David Lange and Tony Kolarik of ADM Alliance, worked together to repave the parking lots between the two properties.

Motion by Dumas, supported by Dempsey, to authorize payment of \$195.00 for the 2004/05 National Main Street Membership.

All in favor. Adopted

Boardmember Clement left at 4:30 P.M.

City Manager Dempsey stated the Downtown Development Act was recently amended to increase the powers of the Board, to create, operate, and fund marketing initiatives that benefit only retail and general marketing of the Downtown District. He stated it also amends the Act to allow contracts for Broadband Services, and Wireless Technology Services in the downtown. He stated we had discussions in the past about using D.D.A. money for promotional purposes in the past, now the Legislature has determined that the D.D.A. can use funds for promotional purposes.

Boardmember Ward stated the Design Committee is working on a Streetscape Plan. She stated she would like to get business and property owners involved in Committees so when projects come forth, they will be more involved in the process.

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

All in favor. Adopted

Respectfully submitted,

Becky Ward, Secretary