

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

Held on Thursday, October 21, 2004  
In Council Chambers at City Hall

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

Members Absent: Clement, Hoppes, Kolarik, Urie

Staff: Bailey, Flanders

Guests: Chris (Boomer) Hoppough, Kathy Parsons, Rick Stout, Dick Williams

Chairman Dumas called the meeting to order at 3:30 P.M, and noted that due to technical difficulties the meeting could not be broadcast.

Motion by Antaya, supported by Ward, to approve the agenda as presented.  
All in favor. Adopted

Motion by Barnes, supported by Antaya, to approve the minutes of the September 9, 2004 after corrections.  
All in favor. Adopted

D.D.A. Director Flanders asked that check #452 be removed from the Treasurer's Report, because it is his personal phone bill.

City Manger Dempsey stated today the City received an invoice from F & V Construction Management for the balance of the work done on the Kent Street Utilities Project. He recommended paying the amount on the original contract of \$62,307.00. He stated we previously paid \$31,153.00, and recommend paying the additional \$31,153.00. He also stated F & V is looking for additional change order payments. City Manager Dempsey stated he would like to have F & V attend a meeting to explain the additional costs, and why the project took so long.

D.D.A. Director Flanders stated the D.D.A. originally approved \$52,000 for the project, they came back with overages, and the Manager asked the amount be increased to \$62,000. He stated at that time there was discussion about taking the additional money from the Income Tax Funds. He said, "I would recommend that anything over the \$52,000 be taken from the Income Tax Fund". He stated that we need to save our D.D.A. funds for other projects that are coming up such as the Streetscape and Boardwalk Projects. Clerk Bailey stated she pulled the minutes from previous D.D.A. meetings, and the D.D.A. approved payments up to \$62,000. City Manager stated the D.D.A. approved payment up to \$62,000, and City Council approved an additional \$18,969 for additional concrete work, which will be taken from Income Tax Funds. Mr. Flanders stated he has grave concerns expending more than the \$50,000 that was agreed upon for the original contract. He stated we have other projects that we will be discussing later that need our funding.

He said, "City Council has authorized expenditures from the Income Tax Fund to assist on this project". He also said, "I am just trying to protect the D.D.A.". He stated there are going to be other projects that we are involved with that are going to require large sums of money. Boardmember Antaya asked why F & V was asking for more money. City Manager Dempsey stated change order #1 is for an additional \$30,418.00, plus a 10% contingency. Change order #2 is for \$7,950.00, and change order #3 is for \$3,394.00 for replacement of sidewalk on the east side of Kent Street. He stated that work is being funded for the City by the general fund. He stated change order #2 is for work done with bituminous milling, because we could not get a paving company in here in a timely manner to pave the street. He stated he would like F & V to come back and explain their additional costs. City Manager Dempsey stated the D.D.A. should not be responsible for the entire costs of the change orders.

Chairman Dumas asked the Clerk for the minutes where the D.D.A. approved payments for the Kent Street Utilities Project. Chairman Dumas read portion of the minutes from the April 26, 2004 meeting where the D.D.A. approved \$50,109.00, and the May 13, 2004 where they approved \$12,307.00, plus an additional 10% or \$850.00 for contingencies.

Motion by Antaya, supported by Dempsey, approving the request from F & V Construction Management for \$31,153.00.

All in favor. Adopted

Motion by Antaya, supported by Kavanagh, to approve the Treasurer's Report, after removing check #452 to Verizon Wireless for \$134.34.

All in favor. Adopted

Chairman Dumas stated the Main Street and Cool Cities banners are up around town, and look great.

Chairman Dumas stated the D.D.A.'s sign for the athletic venues is in the process of being put up.

Mr. Flanders stated the Cool Cities signs have been installed at the entrances of the City.

Mr. Flanders stated we are getting the final mock-up of the Main Street/ Cool Cities t-shirts, and they should be delivered by Tuesday or Wednesday of next week. He stated the cost for the t-shirts for the front is \$495.00, and there was additional printing on the back for an additional \$150.00. Mr. Flanders stated he would donate the money for the back of the t-shirts.

Motion by Dumas, supported by Barnes, to authorize the costs of the entire t-shirts even though it is above the \$495.00.

All in favor. Adopted

Chairman Dumas stated the 10<sup>th</sup> edition of "On the street" was mailed this month.

City Manager Dempsey worked out an agreement for business owners to sweep the trash from their sidewalks into the street for City crews to pick up on Fridays, in an effort to keep downtown beautiful.

Mr. Flanders stated he wanted to commend the Design Committee chaired by Becky Ward for developing a plan of action for the streetscape project. Boardmember Becky Ward stated the area for the Main Street Streetscape has been extended on Kent Street from Grand River to Brush St. Mr. Flanders introduced Rick Stout from F & V Engineering. Mr. Stout stated he is a Landscape Architect, primarily working with Cool Cities, M.E.D.C., MISHDA, and streetscape projects. He stated his proposal to provide professional design services for a Downtown Streetscape Master Plan, focusing on a T-21 MDOT Enhancement Grant, which is one of the major funding sources for streetscape projects in the state. Mr. Stout will be working to file a grant application at an engineering cost of \$22,500. Mr. Flanders stated the State of Michigan is responsible for the maintenance of Grand River Avenue from the Grand River Bridge to the intersection of exit 77. He stated we are looking at a 30% to 40% match for the local community for this project. Mr. Flanders stated if we do not pursue now with our ranking as a Cool City, we are making a big mistake. He said, "Even if we have to borrow money, it is better to take the advantage of having 60% to 70% funding for the improvements covered, sharing with MEDC and MDOT". Mr. Flanders recommended approving the proposal for professional design services for a downtown streetscape master plan from F & V Engineering for \$22,500. Mr. Stout stated this proposal would include the grant application, and a Master Plan Guide Book. City Manager Dempsey stated there are a couple of things that will have value in addition to the grant application. The downtown will be surveyed and building elevations and street elevations will be measured. It will be a tool that will be used for a long time. City Manager Dempsey commended Becky Ward for keeping things going, and Rob Sherman who put in a number of hours in helping measure the downtown area, put together graphics that helped the Design Committee focus on what needed to be done, and provide guidance to the engineers. He also thanked Dick Williams and Kathy Parsons for all their help and input for the project.

Motion by Barnes, supported by Dempsey, authorizing the D.D.A. to provide the funding for the initial studies needed for participation in the Downtown Streetscape Project.  
All in favor. Adopted

Mr. Flanders stated 12 additional holiday banners have been ordered to replace those damaged by wind. The estimated cost for replacement is \$804.00. He also stated that Kenmark, Inc. will be installing Christmas light around light poles in the D.D.A. District.

Mayor Barnes stated there is an alternative technique for lighting the bridges. It was suggested by one of the Main Street experts to light the entire structure, not just the outline at holidays and year round.

Mr. Flanders stated there will be a meeting for all downtown business and property owners on November 16<sup>th</sup> at 7:00 P.M. in Council Chambers for the application process to apply for the next round of assistance by architects for the Main Street Façade Program. He stated the Design Committee would select three businesses and one alternate for the free architectural services.

Mr. Flanders stated he contacted Channel 47 and Comcast Cable System for seasonal business promotions. He stated Comcast came up with a proposal for \$750.00 for a six-week program. Channel 47 wanted a four-month commitment for about \$1,600.

Mr. Flanders stated he discussed this with D.D.A Chair Dumas and Mayor Barnes, and suggested the D.D.A. provide half the cost of the program, and participating merchants provide the other half. Mr. Flanders stated he recommended that Comcast bill the participating merchants, and the D.D.A. for services.

Motion by Dumas, supported by Ward, to accept the recommendation of Mr. Flanders to authorize payment up to a maximum of \$375.00 for a contract with Comcast for the seasonal business promotion.

All in favor. Adopted

Mr. Flanders stated "Holiday Fest on the Grand" will be held on November 19th beginning at 5:00 P.M. through 8:00 p.m. on Saturday, November 20<sup>th</sup>. He stated kids would be able to purchase gifts for their parents. There will also be tree trimming, window decorating, a chili cook off, sleigh or wagon rides, Santa will be here, a songfest, and ending with hot chocolate at the Chocolate Moose.

Mr. Flanders asked the D.D.A. to make approve a resolution supporting the D.D.A. Grant Application for the Boardwalk Project. He stated the cost for the project is about \$720,000; we have already received a grant under the Cool Cities Program for \$100,000 for the local match. He said we are looking for job creation of about 32 jobs for a total of \$320,00 to reduce our share of the costs. Dempsey asked if the requested motion included funding as the grant application notes \$90,000 of participation by the D.D.A. Mr. Flanders indicated that he was not requesting approval for funding.

Motion by Dempsey, supported by Antaya, that the D.D.A. support the Boardwalk Project without any financial commitment at this point in time.

All in favor. Adopted

Mr. Flanders introduced Chris "Boomer" Hoppough who is getting involved in community activities. Mr. Flanders stated that Mr. Hoppough is a representative of Edward Jones and is currently working in the community. He will begin working out of the building on Kent Street in January.

Mr. Flanders stated Mr. Phil Lund was unable to attend today's meeting to discuss his plans for the Looking Glass Plaza. However, he plans to attend for the November meeting.

Mr. Flanders stated the Grand Opening for Dixie's Apparel Store was a huge success.

Mr. Flanders stated on October 22<sup>nd</sup> several area residents will be in Lansing for a meeting of the State Historic Preservation Board that will be evaluating a proposal to have the downtown of Portland added to the National Historic Register. He said if successful, it would enable property owners to apply for tax credits for any historic improvement they make to their buildings in the historic downtown district.

Mr. Flanders stated there will be an Economic Restructuring Committee meeting tonight at 6:30 p.m. for anyone that is interested. He stated they are preparing a presentation for the Portland Playhouse Board of Directors relative to how we can work with them.

Mr. Flanders stated Becky Ward, Kathy Parsons, Mayor Barnes, George Vollman, and he will be attending the MEDC Revitalization Conference October 26 – 28<sup>th</sup> in Bay City. He stated we will have an opportunity to provide information about our downtown, and the City of Portland, to developers coming in as to buying property, and developing activities in Portland. He also stated there will be classes on how to market our downtown.

Mr. Flanders stated they met with members of the Small Business Development Council of the State of Michigan and the Business Director of Lansing Community College to have computers available to help the merchants downtown with personnel issues, layout of stores, and marketing training.

Mr. Flanders stated on November 16<sup>th</sup> there will be a Façade Information Session to work on applications for the Façade Improvement Program. Three buildings will be selected to receive \$5,000 each for improvement to their buildings from D.D.A. funds made available in this year's budget.

Mayor Barnes stated he attended the ceremonial purchasing of the Chamber of Commerce Christmas Ornament. He said it was held in front of the Emergency Services Building, which is featured on this year's Christmas ornament. He stated ornaments can be purchased for \$10.00, and are available at Distinctive Occasions, the Chamber Office, Don Flanders Office, and Grider Insurance.

City Manager Dempsey stated included in the D.D.A. packets is a copy of an amortization schedule. He stated he talked to the City Assessor and we are expecting about a \$33,000 increase in captured taxes next year for the D.D. A. He explained if we needed local match for any projects, the schedule shows how much money could we borrow at a 5% interest rate for 20 years. He stated the amortization schedules shows we could borrow up to \$400,000, and if we had a 40% local match, we could do a million-dollar project. He said the schedule was in the packet for illustrative purposes only.

City Manager Dempsey stated the Civic Players are performing "Dearly Departed". He said Chairman Dumas will play a guest corpse one weekend, and he will play the guest corpse the following week.

Motion by Dempsey, supported by Ward, to adjourn the meeting at 4:37 P.M.  
All in favor. Adopted

Respectfully submitted,

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Becky Ward, Secretary