

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

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

Present: Antaya, Barnes, Dempsey, Dumas, Hoppes, Kavanagh, Urie, Ward, Williams

Absent: Clement, Kolarik, Schrauben

Staff: Bailey, Flanders

Guests: Phil Lund, Kathy Parsons

Chairman Dumas called the meeting to order at 3:33 P.M.

Motion by Dumas, supported by Antaya, to approve the agenda as presented after moving item IX A. Introduction of Mr. Phil Lund, Developer of the Looking Glass Plaza after the Treasurer's Report, and adding approval of invoice to D.L. Moody for \$900.00 for the Cool Cities Sign located on the side of the building at 111 Kent St. to the Treasurer's Report.
All in favor. Adopted

Motion by Barnes, supported by Antaya, to approve the minutes of the October 21, 2004 meeting after a correction.
All in favor. Adopted

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

Mr. Flanders stated he would address the D.D.A. budget concerns at the next meeting.

D.D.A. Director Flanders introduced Mr. Phil Lund, who along with his partners purchased the property located at 1455 – 1495 E. Grand River, and henceforth it will be known as the Looking Glass Plaza. D.D.A. members welcomed Mr. Lund to the community. Mr. Lund stated he and his partners closed on the property on September 30th, and it is their plan to make their tenants happy. He stated this will be a successful venture for Portland. He also stated there are issues with the façade of the building, which he will begin working on in the spring of 2005. He stated he will be replacing the roof, making improvement to the back of the building, and eventually paving the back parking lot. Mr. Lund stated this venture is going to be a 7-unit condominium establishment where the tenants would be able to purchase their own components. Future plans include 24ft. by 10 ft. storage units in the back of the property. He also stated an association will be created for removal of snow, and to pay for outdoor lighting.

Mr. Flanders stated one application has been received for a Façade Grant, and it has been forwarded to the Design Committee Assistance Program. Applications can be received up to 4:30 p.m. on November 30th, and will be reviewed by the Committee at their December 1st meeting.

Mr. Flanders showed the new Main Street/Cool City volunteers t-shirts. He stated they can also be purchased for \$10.00 from several local businesses or himself.

City Manager Dempsey stated the City received an invoice for around \$30,000 from F & V Construction for additional work done on the Kent Street Utilities Project. He stated the invoice is not all the money that should be billed to the D.D.A. He said the electric department would be paying a portion of the amount along with the water department and the sidewalk fund. He stated the amount remaining for the D.D.A. to pay is \$10,277.50 for the items listed above the original contract of \$62,000, plus a 10% contingency or \$6,200. He stated they are asking for the \$4,072 above the 10% contingency amount. Rob Holman from F & V Construction was scheduled to address these items with the D.D.A., but was ill and will reschedule the meeting to next month. Mr. Flanders stated he would like to talk to Mr. Holman regarding the additional amounts, before making a recommendation to the Board for approval. Mr. Dempsey stated this invoice has been out there for a while, and it should be addressed. He stated Mr. Holman was at the July D.D.A. meeting, and explained the additional costs. Mayor Barnes asked if the City had a breakdown of the \$62,000 to see if some of those figures could be charged to other funds. Mayor Barnes stated the D.D.A. approved the \$62,000 in the beginning because of the expedience of the project, and it was located in the D.D.A. District. He said with the \$62,000 that has already been paid, but maybe some of those amounts could be charged back to the streets or utilities funds. He said, "The bottom line here is what is good for the entire City, and what we are trying to do is to promote as much growth as we can". He said, "At this point if we are going to continue being successful in doing the things we are doing, we need to be as careful as we can about where those funds are coming from". Mr. Flanders reiterated that he needs to review the invoice with Mr. Holman to make sure they are justified expenses to the D.D.A. Chairman Dumas stated we have three options, 1- pay the invoice out of D.D.A. funds, 2- see if this items that could be chargeable to other funds, and 3- or wait until Mr. Flanders can talk to F & V to go through the charges in order to make a recommendation for payment. Boardmember Kavanagh also suggested the D.D.A. pay the invoice now, and get reimbursed by the City at a later date. Mr. Kavanagh asked how long should we make F & V wait for their money. Chairman Dumas stated we could wait a few more weeks to pay the invoice, because F & V took what was supposed to be a three to five week project, and it turned out to be an all summer project.

Motion by Antaya, supported by Ward, to table paying the invoice until the next meeting.

Yeas: Antaya, Ward, Barnes, Dumas, Hoppes, Kavanagh, Ward, Williams

Nays: Dempsey

Adopted

Mr. Flanders stated there were two meetings held within the past two weeks with the Promotion and Marketing Committee to promote "Shop Portland First". Mr. Flanders stated Book Store owner, Dave Brown brought the idea to light. They are developing goals that they would like to achieve through the Promotion and Marketing Committee. He thanked local business owners for helping develop a plan of action. Boardmember Urie stated they hope to have a complete plan to present to the Committee before the next meeting. Mr. Flanders stated they are hoping to work with the D.D.A. on a possible cooperative program.

The 11th issue of "On the street" was mailed this month.

Mr. Flanders stated the Design Committee is working with Fleis & Vandenbrink on the Downtown Streetscape Project. F & V has finished the survey, and the Committee is working to come up with a plan of action.

Boardmember Ward stated there is a walking tour of Portland scheduled for November 30th at 9:00 A.M. She stated with the help of the Engineers, Design Committee Members, and City department heads we will be able to trouble shoot all the work that has been done so far. Mr. Flanders publicly thanked Rob Sherman a former employee of F & V for his help with the streetscape drawings.

Mr. Flanders stated he has been unable to meet with the electricians for the Bridge Lighting Project, and will put the project on hold until next year. Mr. Flanders stated that a member of the Resource Team recommended flood lighting all the bridges in Portland, instead of putting strings of lights on them. Mr. Flanders stated the Kenmark would be in town shortly wrapping all the streetlights in the D.D.A. District with Christmas lights. He said the Electric Department has also installed the holiday banners.

D.D.A. Director Flanders stated he received two proposals for seasonal TV business promotions, and decided to go with Comcast. He stated Comcast was briefer, and less expensive. He said, "We got a good deal for 5 merchants and the City". He stated they will be having a crawl on the weather channel for 14 times a day for the next four weeks. He stated the total price is \$500.00, in which \$250.00 is paid by the courtesy of the D.D.A., and \$50.00 from each of the five participating businesses.

Mr. Flanders reminded residents of the Holiday Fest beginning November 19th through November 20th.

Mr. Flanders stated the Portland Café has had an outstanding reception by the public after it's reopening.

Mr. Flanders stated Bob Christianson came to town to do a lot of research on our community, and prepared a report for the National Register. He stated the report was submitted to the State Historical Preservation Board, and they unanimously approved our plan to become a part of the National Register. He stated the next step is to submit a report to the National Parks Service by the middle of December, and they then have 45 days to react. He stated what that means, if accepted property owners will receive Federal and Stated tax credits for restoring their historic buildings. He stated it allows them to get some help from an architect at the State level, so that the proposals they are submitting are compatible to the buildings and its history. He also stated that 6 facades in the downtown will be worked on next summer. Mr. Flanders clarified that the program would not prohibit property owners from fixing up their buildings the way they want to, it is just a tool if they desire to use it.

Mr. Flanders handed out handouts that were utilized at the Revitalization Conference in Bay City. He stated along with Mayor Barnes, Kathy Parsons, George Vollman, and himself they met with a lot of interested people. Mayor Barnes stated it is exciting to able to meet the people that work for the State that makes the decisions on grants. He said we got a lot of positive feedback.

Boardmember Ward stated they are continuing to work on the Design Guidelines for Façade Grants in the downtown area. She thanked City Manager Dempsey, Kathy Parsons, Jim Lakin, Dick William, and Rob Sherman for all their help.

City Manager passed out copies of the D.D.A. cash flow analysis. He stated there are a few items that the D.D.A. should be aware of to make further financial commitments. Mr. Dempsey went over the revenues, expenditures, and anticipated revenues and expenditures through June 30, 2005. He also stated with the bond payments due through October 31, 2005 there is be a deficit of \$52,114.83. He stated because of the forecasted deficit we will have to transfer our captured taxes from the summer taxes of 2005 to the fall of 2005 to cover expenses. However, he stated that is only a temporary solution at this time. He said we are looking at the Cool Cities Program and the Boardwalk Project and we are asked to firm up a commitment on that project with the D.D.A. for about \$75,000. He stated that will be our local commitment. He said, "If we modify our budget processes, in terms of where you are spending money, it is possible to do that out of next years capture". He stated we could eliminate or modify next year's expenses for billboards, brochures, trim \$20,000 for facades, miscellaneous expenses, fireworks, and Main Street Programs. He stated if we trim those figures we could save \$58,700, which would eliminate the deficit. Chairman Dumas said, "We need to pay closer attention to making financial commitments, particularly large ones, because our budget is based on our old model prior to Main Street and City Hall days". He stated the D.D.A. has made a huge transformation over the past two or three years. He said we need to change how we spend our money. Mr. Flanders stated hopefully we will find a change in revenues because of development, Main Street, and Cool Cities. He said, "We need to look at what we want to do, and how we are going to do it".

Chairman Dumas supplied copies of an annual performance review for a Main Street Manager/ D.D.A. Director. He stated with prototypes from Mr. Flanders and the Main Street Program, he edited them and put together a draft. He stated this is only a draft and will take any suggestions or comments for changes. He asked each of the D.D.A. members to do an evaluation of Don in April or May and give them to him to do a summary. He asked the Boardmembers to get them back to him before the June meeting. He stated the performance review would be on the agenda for adoption at the December D.D.A. meeting. Chairman Dumas stated what will be a matter of public record, will be the compiled summarized version.

Motion by Antaya, supported by Ward, to adjourn the meeting at 4:45 P.M.
All in favor. Adopted

Respectfully submitted,

Becky Ward, Secretary

