

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

Held on Thursday, December 16, 2004
In Council Chambers at City Hall

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

Members Absent: Antaya, Clement, Hoppes, Kavanagh.

Guests: Rob Holman, Kathy Parsons, Dick Williams.

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

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

Motion by Dempsey, supported by Ward, to approve the minutes of the November 30, 2004 special meeting as presented.
All in favor. Adopted

Motion by Barnes, supported by Kolarik, to approve the Treasurer's Report after removing the bill for \$60.00 for Portland Printing, which was not a D.D.A. invoice.
All in favor. Adopted

D.D.A. Director Flanders stated this year's winners of the free Architectural Façade Design Services are Keusch Brothers for 118 E. Grand River Ave., Civic Players for 231 Maple St., David Roderick for 131 Kent St., and alternate David Lange for 117 E. Grand River.

Boardmember Ward stated the Design Guidelines for downtown buildings should be ready for review the 1st of the year.

D.D.A. Director Flanders stated the new Main Street and Cool Cities sign have been placed on the Keusch building. He is also looking at businesses being able to purchase Main Street/Cool Cities decals to place in their windows.

Motion by Barnes, supported by Dempsey to approve the invoice with F & V Construction for \$10,272.00 for the Kent Street Utilities Project.
All in favor. Adopted

Mr. Flanders discussed a Cooperative Marketing Program to help promote Portland.
Boardmember Urie stated we want residents to think of Portland first for services and needs.

Mr. Flanders stated the 12th edition of On the Street was mailed this month.

Mr. Flanders stated he is working with a representative MDOT on a Downtown Streetscape Project.

Mr. Flanders stated the State Architect will be meeting with the 3 building owners selected for Façade Design Services on Wednesday, January 5, 2005.

Mr. Flanders stated the Seasonal TV Business Promotion for the five participating business is progressing well. Each business owner contributed \$50.00, and the D.D.A. also contributed \$250.00 towards the program.

Mr. Flanders stated he is working with a native of Portland who is currently living in Florida, and is anxious to move back to Portland and start a business. Mr. Flanders is hoping to find a building for him to start a new business.

Mr. Flanders asked D.D.A. members to consider purchasing the 20" x 40" Main Street print depicting downtown Portland for \$375.00, and framing for an additional \$370.00 to hang some where in City Hall. There is a possibility of Council sharing in the cost. Chairman Dumas stated we have no recommendation at this time.

Motion by Ward, supported by Dempsey, to approve the Director Performance Review Process, and attach a copy to the minutes.

All in favor. Adopted

Boardmember Barnes stated there are still some Historic Society calendars available at the Rivertown Book Store, and the Portland District Library.

Motion by Barnes, supported by Ward, to adjourn the meeting at 4:22 P.M.

All in favor. Adopted

Respectfully submitted,

Becky Ward, Secretary