

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

Held on Thursday, January 20, 2005  
In Council Chambers at City Hall

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

Members Absent: Antaya, Dumas, Kolarik.

Guests: Dick Williams, Brenda Schrauben, Mary Scheurer, Kathy Parsons, Dick & Connie Keusch.

Treasurer Kavanagh called the meeting to order at 3:32 P.M.

Motion by Ward, supported by Dempsey, to approve the agenda as presented, after removing A. Appearance of Mr. Alan Panter representing City's audit firm Abraham and Gaffney from Visitors Time.

All in favor. Adopted

Motion by Barnes, supported by Ward, to approve the minutes of the December 16, 2004 meeting.

All in favor. Adopted

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

All in favor. Adopted

D.D.A. Director Don Flanders stated enclosed in the Board packets is a summary of revenues for FY 2004 – 2005. He asked that Boardmembers look over the amounts and make recommendations for the 2005 – 2006 FY, which will be discussed further at next month's meeting.

Mr. Flanders stated the State Architect visited the three buildings chosen for free architect services 131 Kent St., 118 E. Grand River Ave., and 231 Maple Street. She measured and inspected the buildings, and will be working on recommendations over the next few months.

Mr. Flanders stated the Promotional Committee is working on a date and details for this year's Spring Fling.

Mr. Flanders stated members of the Promotion & Marketing Committees have been incorporated into a Cooperative Marketing Program along with merchants to institute a plan of action to raise money to promote "Shop Portland First".

Treasurer Kavanagh stated the 13<sup>th</sup> edition of On the Street was mail this month.

Boardmember Becky Ward stated they have been working diligently on the Downtown Development Authority Streetscape Project. Consultant Rick Stout of Fleis and Vandenbrink Engineering highlighted the project. He stated there will be a design guidebook, and will file grant applications through MDOT. Mr. Flanders stated this could be a 5 to 15 year project to complete, and the D.D.A. would need to prioritize the project. He stated Portland is on the top of the list for funding through MDOT and the DNR, because of being both a Cool City and Main Street Community.

Mr. Flanders stated he is continuing to work with new prospects for Portland. He also stated that 16 new units are being built at Parkers Landing, 23 units scheduled for the Lakin property, 25 units projected for Senior Housing at the Hengesbach property, and 11 new loft apartments in the downtown.

Mr. Flanders stated Portland's application for the National Register of Historic Locations is almost complete, and will be forwarded to the National Park Service for consideration.

Mr. Flanders stated there will be a Main Street Training Program on real estate development held on January 19th – 21st, and a Volunteer Recruitment and Training Session held on January 25th. Please see Mr. Flanders for details.

Mr. Flanders stated in the Business Weekly of Michigan out of the 40 largest developments, Portland is rated #17 on the list.

Mr. Flanders stated that Mr. Galdes and Mr. Willoughby from Fleis and Vandenbrink are working on Phase III of the walkway project from Bridge Street to the Library. Mr. Flanders is asking for D.D.A. and Council support.

Mayor Barnes stated on Monday, January 24th at 6:00 P.M. there would be a Streetscape meeting. He stated that we need to get the information out into the community for feedback. Dick Keusch stated that Keusch Super Service couldn't afford the curb cuts near their property, stating you are asking for a lot of accidents if you cut the curbs. Connie Keusch asked Mr. Stout the estimated cost for the Streetscape Project, and Mr. Stout replied about 3.4 to 3.8 million dollars. Mr. Stout also stated that MDOT will be a large participant in funding along with other grants that could be made available. Mr. Flanders stated the longer the project takes to complete, the less opportunity there is for funding. He stated we need to move as quickly as possible.

Motion by Barnes, supported by Dempsey, to adjourn the meeting at 4:29 P.M.  
All in favor. Adopted

Respectfully submitted,

---

Becky Ward, Secretary