

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

Held on Thursday, April 21, 2005  
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Clement, Dempsey, Hoppes, Kavanagh, Kolarik, Urie, Ward, Williams

Members Absent: Dumas, Schrauben

Guests: Kathy Parsons, Brenda Schrauben, Dick Williams, Matt Robertson, Mary Steffes-Rossier.

Vice-Chair Antaya called the meeting to order at 3:33 P.M.

Motion by Kavanagh, supported by Clement, to approve the agenda as presented.  
All in favor. Adopted

Motion by Clement, supported by Kavanagh, to approve the minutes of the March 17, 2005 meeting.  
All in favor. Adopted

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

D.D.A. Director Flanders introduced Mary Steffes-Rossier owner of the property located at 154 Kent Street. Ms. Steffes-Rossier stated her building would now be housing two businesses, Agape and Two Rivers Crafts and Antiques. She stated the building will house 10 vendors and at least two vendors will be working in the store Tuesday through Saturday from 10:00 A.M. to 5:00 or 6:00 P.M. Ms. Steffes-Rossier also stated that the building houses two loft apartments. She stated the back apartment cannot be utilized until an emergency exit is installed at the back of the building and attached to the boardwalk.

Mr. Flanders stated next month Vicki Pontz and Michelle Van Slam Brouck will be present to talk about the new business they will be opening in the former "About You" office on W. Bridge Street. He said their business will be called "The Art of Giving".

Commissionmember Ward stated she talked to Rick Stout regarding the Streetscape Project, and the drawings and plans are about 95% complete. She stated the project will be put into a guideline booklet, and a recommendation will be made to Council.

Mr. Flanders stated the Boardwalk Project is at a standstill at this time and waiting for approval from D.E.Q. to allow the project to infringe on the Grand River.

Mr. Flanders stated the Façade Design Program for the six candidates is going well. He said that three of the candidates will be presented with a list of suggested materials to be used for the facades. City Manager Dempsey stated that the D.D.A. has pledged \$5,000 each in facades grants for the six recipients of Design Services.

Vice-Chair Antaya stated the 16<sup>th</sup> edition of On the Street was mailed this month.

Mr. Flanders stated he attended a Small Business & Technology Seminar offered by staff at Grand Valley and Lansing Community College. Mr. Flanders stated he is looking to find a location at little cost to the to implement a Small Business & Technology Development Center for business owners to utilize.

Mr. Flanders congratulated Tom Antaya for the new business “Beaners” opening up in his store on May 17<sup>th</sup>.

Mr. Flanders stated Phil Lund owner of the Lookingglass Plaza is finished with the remodeling inside his building located on E. Grand River. He said Mr. Lund is upgrading the electrically service, and will be working on the front façade this summer.

Mr. Flanders stated he met with a representative Tom Durkee of M.E.D.C. and TRW representative Alan Benhke to discuss the future of TRW. Mr. Flanders stated that TRW has projected a 5% increase in business this year. He also stated TRW currently has 280 employees, and may be hiring additional employees this year. Mr. Flanders stated M.E.D.C. offers several programs to assist in proving a better product, training, and safety programs.

Mr. Flanders stated that Dave Brown of Rivertown Book Store made a presentation to the Chamber regarding the Portland Area Marketing and Advertising Cooperative (PAMAC).

Mr. Flanders stated he is still waiting to hear from Robert Christianson if Portland will be named as a Historic Site. He stated black and white photos were taken of the downtown, which is a requirement of the application process.

Vice-Chair Antaya asked all D.D.A. members to fill out the Annual Performance Review for Mr. Flanders, and sent them to Chairman Dumas in a sealed envelope by May 9<sup>th</sup>.

City Manager Dempsey began discussion on the 2005-06 FY Budget for the D.D.A. and discussed recommended changes to prevent the fund from ending in a deficit. City Manager Dempsey asked the Commission to approve his recommendation, and stated the D.D.A. can approve amendments to the budget at the end of the fiscal year.

Motion by Barnes, supported by Kavanagh, to approve the recommendations of the City Manager for the D.D.A. 2005 – 2006 FY Budget, and send them to City Council for approval.  
All in favor. Adopted

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

Respectfully submitted,

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Becky Ward, Secretary