

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

Held on Thursday, May 19, 2005  
In Council Chambers at City Hall

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

Members Absent: Dumas, Hoppes, Schrauben

Guests: Kathy Parsons, Michelle Vanslambrook, Vicki Ponz

Vice-Chair Antaya called the meeting to order at 3:31 P.M.

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

Motion by Kolarik, supported by Kavanagh, to approve the minutes of the of the April 21, 2005 meeting.  
All in favor. Adopted

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

D.D.A. Director introduced Michelle Vanslambrook and Vicki Ponz who will be opening a business called "The Art of Giving" in the former About You space. Ms. Ponz stated that Michelle and she both grew up in Portland, and is eager to move back to start their business. She stated that both women place a high value on customer service. She stated they will provide unique and custom gifts as well as a small bakery and coffee shop. She also stated they will perform special or alternative services for those who have passed away. Such as planting a tree with a memory plaque, or memory boxes. She said she has received her nursery license. She also stated they are planning to tie the history of the building into their business, and are planning to open their business in mid-June.

Mr. Flanders stated Dave Brown from Rivertown Book Store would be available at next month's meeting to discuss the Portland Area Marketing and Advertising Cooperative.

Boardmember Ward stated the Streetscape project prepared by Fleis and Vandenbrink was about 95% complete at last month's meeting; however, she has not heard anything regarding the project since. She asked that the Manager or Director contact Fleis for an update. City Manager Dempsey stated Rick from Fleis and Vandenbrink has a draft copy of the application for the Enhancement Grant for the Streetscape project. He stated it would go back to the Design Committee for comments before it is sent to the D.D.A. for approval.

Director Flanders stated we are waiting patiently on D.E.Q. to work out an agreement with City Engineers for the approval of the plan that Fleis and Vandenbrink have developed for the boardwalk. He stated that D.E.Q. has much to say about the protection of the river, and what we are building along the riverbank.

Director Flanders stated the first year's recipients of the Design Services on downtown buildings Mark Lewanski, Mary Kay Steffes, and Wanda Urie programs are underway, and are working to select engineering firms and architects to prepare their buildings for the facades. He also stated he has talked to one of the second year winners, Lori Rademacher regarding her building located at 131 Kent Street, to work on the roof and façade in June or July. Dick Keusch is working with a contractor to get a proposal in for his building. He also stated there is no update on the Community Theater Building.

Vice-Chair Antaya stated the 17<sup>th</sup> edition of "On the Street" was mailed this month.

Director Flanders stated he met with Mr. Garcia the Regional Director for the Small Business Technology Centers to develop a plan of action to secure a location for Portland Assistance Center. He stated he would report back to us in the next month or two when they get the issues resolved.

Director Flanders stated he has been working with six prospects for both the uptown and downtown area for about six months. He stated one prospect is looking to add a restaurant facility in the downtown area, and has talked to Mr. Garcia for a business plan for funding of his business.

Mr. Flanders commended Mr. Kolarik and A.D.M. Nutrition for the upgrades to the business. Boardmember Kolarik stated A.D.M. is in the process of trying to get some new technology equipment at their feed mill and expect to increase the tonnages from 15 to 20% over last year. He stated this is a about a half-million dollar investment in the feed mill. He said these are exciting times for A.D.M. of Portland.

Director Flanders stated that Bob Christianson from the State Historic Department is working diligently for Portland for its historic designation. He stated our case file has been submitted to Washington D.C. and we should be hearing something from them by the middle of June. Mr. Flanders stated he has talked to the State about placing placards and monuments at the entrances of Portland denoting our historic downtown. He stated he would keep the Board apprized of the progress.

Mr. Flanders stated he will be working with the City Manager and the Finance Officer on a three-year budget plan for the D.D.A., and will discuss it in detail at next month's meeting. Vice-Chair Antaya asked how low could a fund balance go? City Manager Dempsey answered that City Auditors recommends maintaining a fund balance of 10 to 15% of your budget.

Director Flanders stated he had the opportunity to work with Frank Quinn from Marshall to put on a program at the Annual Affordable Housing Program at the Lansing Center. He stated their program was on "How does downtown survive", and explained what a Downtown Development Program was.

Director Flanders stated the City has received an additional \$385,000 for the development of an additional 25 loft apartments.

Vice-Chair Antaya stated the Director Evaluation would be presented at next month's meeting.

Motion by Kavanagh, supported by Ward, to adjourn the meeting at 4:10 P.M.

All in favor. Adopted

Respectfully submitted,

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Becky Ward, Secretary