

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

Held on Thursday, June 16, 2005  
In Council Chambers at City Hall

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

Members Absent: Hoppes, Kolarik, Schrauben

Guests: Dave Brown, Dick Williams

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

Motion by Barnes, supported by Kavanagh, to approve the agenda as presented with the addition of E. Approve submission of a grant application to MDOT for financing street furniture, planters, and trash receptacles, F. Approve recommendation to City Council for 2-hour parking on the west side of Kent Street, G. Approve recommendation to City Council of plan for submission to MDOT for funding, under New Business.

All in favor. Adopted

Motion by Antaya, supported by Barnes, to approve the minutes of the May 19, 2005 meeting after corrections.

All in favor. Adopted

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

All in favor. Adopted

Dave Brown of Rivertown Book Store stated he was at a D.D.A. meeting several months ago to discuss the Portland Area Marketing and Advertising Cooperative. He said it has evolved throughout the business community. He stated that he along with Boardmember Urie are actively recruiting members to the Cooperative, and hope to have an initial meeting within the next two weeks.

Boardmember Ward stated the Design Committee is ready to submit to the D.D.A. their proposal for the Downtown Enhancement Guidelines. She stated they have decided to proceed with improvements to Maple Street. She stated that Boardmembers were handed a copy of the application and a copy of the Downtown Enhancement Guidelines, and will review them before the next D.D.A meeting. City Manager Dempsey stated the Design Committee is looking at the Downtown Enhancement Guidelines or the Streetscape Master Plan, and will have a recommendation by the next D.D.A meeting. He stated he wanted D.D.A. members to have a copy of the plan so they have an informed idea of what they might be asked to approve. Director Flanders stated he is very happy with the dedication of the Design Committee to move along with the Downtown Enhancement Guidelines.

City Manager Dempsey passed out a copy of the grant application form and stated the total project cost for Maple Street is \$1,148,650. He said if successful the grant would be for \$437,560.

He stated the local match would be \$109,390. The D.D.A. would not have enough funds to fund the balance of the project; however, Council could appropriate funds from income tax to help fund the street improvement project.

Motion by Urie, supported by Clement, that the D.D.A. endorses the application for the MDOT Streetscape Enhancement Grant, and recommend it to City Council for approval.

All in favor. Adopted

Director Flanders stated he is working hard for a mutual understanding with D.E.Q. regarding the width of the boardwalk. He stated the boardwalk will be used as a second exit for the loft apartments and enjoyment of the community. He stated that we need to communicate our concerns to the Governor's office. Mayor Barnes stated he is currently working with the staff of M.E.D.C. regarding the Boardwalk Project.

Boardmember Antaya asked Mr. Flanders how long does the City have to take action on the Boardwalk? Mr. Flanders stated one year; however he'd like to see it done this year.

Director Flanders stated he has been in contact with all the recipients of the awards for Façade Services, and the all are at various stages of getting proposals from contractors.

Director Flanders stated he has been in contact with Bo Garcia, head of Lansing Community College Operation for Small Business and Technology Centers, and he is willing to help in anyway he can to set up a center in the Portland community. He stated a 1,200 sq. ft. office space is needed for the four computers and shelving for all the manuals.

Chairman Dumas stated the 18<sup>th</sup> edition of "On the Street" was mailed this month.

Director Flanders stated that Boardmember Urie was the only business member from all seven Main Street communities to attend the Michigan Main Street Quarterly Meeting in Muskegon June 8<sup>th</sup> & 9<sup>th</sup>. Mr. Flanders stated she did a wonderful job representing the business community at the event. Ms. Urie stated at the Main Street Meeting there was a full day seminar on customer service and improving the quality of customer service in your community. She also stated they will be working with the Economic Restructuring Committee to bring the seminar information to Portland's business community.

Director Flanders stated that Portland has finally received its Downtown District Designation in the National Register of Historic Locations. He stated that tax credits are available for business owners fixing up their buildings.

Boardmember Clement stated that "Thursdays on the Grand" has begun and is held from 6:00 P.M. to 8:00 P.M. He said they have a lot of local talent scheduled for this year.

Boardmember Clement stated the Portland Arts Council has scheduled a Chalk Walk and Music Festival for Saturday, June 18<sup>th</sup>. He also stated that local businesses would be holding sidewalk sales.

Boardmember Urie stated the Main Street Birthday Party planned for this weekend will include free food and cake, a treasure hunt, balloons for the kids, and balloon animals and face painting sponsored by a local youth group.

City Manager Dempsey stated the Portland Fire Department would have some fire equipment available at the festival.

City Manager Dempsey asked for D.D.A. support for a resolution to designating all the parking spaces on the west side of the 100 block of Kent Street as 2-hour parking. Boardmember Urie said, "The more convenient we make parking for our customers, the more likely they are to stop". After considerable discussion regarding parking on Kent Street, the following motion was made.

Motion by Clement, supported by Urie, to recommend to City Council an amendment to their resolution to institute 2-hour parking on the entire west side of the 100 block of Kent St.  
All in favor.

D.D.A. Director Flanders stated he is currently working with six prospects for business space in the uptown and downtown area. He stated he is working with realtors to generate a list of vacant building in the uptown and downtown area, for use in marketing the properties.

D.D.A. Director Flanders stated the three-year projection budget for the D.D.A. is the culmination of the City Manager and the Finance Director. He stated he had nothing to do with the proposed budget. He stated the only significant changes are in the indebted payments. He stated the School Board could get out of paying any indebted payments because of legislation adopted in 1994. Chairman Dumas explained the 1994 legislation. Director Flanders stated he would have an extension of the budget process in the ensuing months.

Chairman Dumas presented the D.D.A. Directors Evaluation.

Motion by Antaya, supported by Ward, to adjourn the meeting at 4:32 P.M.  
All in favor. Adopted

Respectfully submitted,

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Becky Ward, Secretary