

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

Held on Thursday, September 15, 2005
In Council Chambers at City Hall

Members Present: Barnes, Dumas, Dempsey, Hoppes, Kavanagh, Kolarik, Williams

Members Absent: Antaya, Clement, Schrauben, Urie, Ward

Guests: Matt Robertson

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

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

Motion by Barnes, supported by Kolarik, to approve the minutes of the August 18, 2005 meeting.
All in favor. Adopted

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

Economic Development Director Flanders stated there will be a Promotion & Marketing Meeting at Amy's Place on September 19, 2005 at 7:00 P.M. Business and property owners of the downtown are encouraged to attend.

Chairman Dumas stated there was an editorial in the Lansing Stated Journal today regarding Portland. He stated D.E.Q. had a response to the Lansing State Journal article that had accused them of mucking things up regarding the Cool Cities Grants. He stated they are clearing things up and are anticipating the submission of our applications soon.

Director Flanders stated we gave submitted our application to MDOT for the Enhancement Streetscape Project, and we are awaiting their approval or questions regarding the project.

City Manager Dempsey stated regarding the Boardwalk Project we are very close to submitting the application for the D.E.Q. permits. He said they have met with them several times, and we are in agreement with everything that needs to be turned in. He said, "We are putting the finishing touches to the application before we turn it in".

Director Flanders stated he went to Lansing to meet with the Department of History and Arts with Wanda Urie and Mark Lewanski to meet with the people responsible for helping us with the Façade Improvement Program. He said they received excellent news regarding their plans for improvements. He also stated that Mary Kay Steffes-Rosset has received a building permit to remove her mansard roof

in front of her building. He stated the same would be happening to Wanda Urie's roof. He also stated that Mark Lewanski will be moving along very quickly with his facade improvements.

Director Flanders stated he met with Bo Garcia from Lansing Community College to discuss the Small Business and Technology Development Center. He stated they will be meeting with the Portland District Library Board on September 23, 2005 at 9:00 A.m., along with Chairman Dumas and Mayor Barnes to discuss setting up the center at the Library.

Chairman Dumas stated the 21st. edition of "One the Street" was mailed this month. He said that Rush Clement was featured as volunteer of the month.

Director Flanders stated he attended the Michigan Main Street Quarterly Meeting and stated it was an excellent two-day program. He gave Boardmembers some of the information received at the meeting regarding the Main Street Program. He stated representatives from Main Street will be interviewing D.D.A. members and Chairpersons of the Main Street Committees on November 23rd. He stated they also had a training session on "How To Market Your Products" via e-mail.

Matt Robertson representing the Chamber of Commerce stated this year's Riverfest Extravaganza was extravagant for the most part. He thanked the D.D.A., the City, and all the volunteers for all their support. He stated this year was bigger and better than previous years.

Director Flanders stated there was a Façade Design Services Workshop held on September 13. He stated there were several people interested in applying for façade improvements.

Director Flanders stated he is working with 5 prospects for both the downtown and uptown area. He stated they are having serious discussion with filling the buildings downtown. He stated the Art of Giving opened during Riverfest, and will be hosting a Ribbon Cutting Ceremony on September 21st at 5:30 P.M. He also said the arts and crafts booths are open in the Agape Building.

Director Flanders stated the D.D.A. accepted the offer from Julie Clement to host the Portland Main Street web site. He thanked Ed Hermelyn for his previous services.

Boardmember Dempsey questions the monthly totals for the On Site Evaluations for Main Street.

Mayor Barnes stated there was a letter from Mrs. Thomas A. Bandfield regarding a story published in My Home Town- A Boost for Main Street. It was written from a native of Portland Mr. Clarence Buddington Kelland. He said there are a lot of artifacts and examples of his writings at the Art of Giving.

Motion by Dempsey, supported by Kavanagh, to adjourn the meeting at 3:58 P.M.
All in favor. Adopted

Respectfully submitted,

Yvonne M. Miller, City Clerk