

Minutes of the Downtown Development Authority
City of Portland, Special Meeting
Held on Thursday, November 3, 2005
In Council Chambers at City Hall

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

Members Absent: Hoppes, Schrauben

Guests: Dick Williams

Chairman Dumas called the meeting to order at 3:35 P.M.

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

Boardmembers reviewed a letter of resignation from D.D.A. Director Flanders stating because of failing health he would no longer be able to perform his duties in the way he would like to.

Chairman Dumas referencing Mr. Flanders' Economic Development Consultant Service Agreement stated that either party could terminate the contract with 60-days prior notice. Chairman Dumas stated that he thought the D.D.A. Board should officially accept Mr. Flanders resignation with regret.

Motion by Barnes, supported by Clement, to accept the resignation of Don Flanders as the D.D.A. Director with regret.
All in favor. Adopted

Chairman Dumas asked the Board if they indeed wanted to replace the DDA Director/Main Street Manager/ Economic Development Coordinator. Mayor Barnes stated there was a meeting last night of the Main Street Chairs, and they voted to recommend that the replacement for Mr. Flanders have duties consistent with the D.D.A. contract with M.E.D.C. He said that would be to replace Mr. Flanders with someone who would have responsibilities exclusively to the D.D.A., and the Main Street Program, but not an Economic Development Director. He said it has always been a problem at the Main Street level, National and State level that Mr. Flanders was working as the Economic Development Director outside of the D.D.A. He also stated that the Main Street Chairs recommended that we change the roll that the new person be only the Main Street Administrator and the D.D.A. Administrator.

Chairman Dumas referencing the contract for Mr. Flanders salary of \$40,000 per year stated the D.D.A. is paying \$24,000 per year for Don's salary and the City is paying \$16,000 for the Economic Development portion of his salary.

Boardmember Antaya asked how much time a person would need to spend as a Main Street/D.D.A. Director, and Mayor Barnes replied besides the 9:00 – 5:00 daily work, you also need to facilitate the night meetings as well. Mr. Flanders stated the job is about a 50-hour a week job.

Boardmembers discussed related qualifications for the position, that it should remain a contracted employee position, the pay range, job description, where the position will be advertised, and the schedule for filing applications and making a decision on the applicants.

Chairman Dumas recommend that the Mayor, City Manager, and himself to review the applications. Chairman Dumas, Mayor Barnes, City Manager Dempsey, and Main Street Chair Marion Hilligan, or any other Main Street Sub-Chair interview the candidates and to make a recommendation to the D.D.A. Board. Any D.D.A. Boardmember will be able to review all the applications if desired.

Motion by Barnes, supported by Antaya, that the D.D.A. has agreed to replace Mr. Flanders for the D.D.A. and Main Street Administrator, the applicant must have a minimum of a Bachelor Degree or experience in this field preferring they are familiar with Cool Cities and Main Street Programs, hire as a contracted employee from between \$24,000 to \$30,000 per year, advertise on the Michigan Municipal League's web site, the Lansing State Journal, Mr. Flanders will get an article in the State Journal, the Michigan Downtown Association, and the R & O.
All in favor. Adopted

Motion by Barnes, supported by Antaya, to adjourn the meeting at 4:18 P.M.

Respectfully submitted,

Yvonne M. Miller, City Clerk