

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

Held on Thursday, November 17, 2005
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Clement, Dempsey, Dumas, Hoppes, Kolarik

Members Absent: Kavanagh, Schrauben, Urie, Williams

Guests: None

Chairman Dumas called the meeting to order at 3:39 P.M.

Motion by Barnes, supported by Hoppes, to approve the agenda as presented after adding D. Approval of Job Description for D.D.A. Director/Main Street Program Manager, under New Business.

All in favor. Adopted

Motion by Barnes, supported by Clement , to approve the minutes of the October 20, 2005 meeting.

All in favor. Adopted

Motion by Dumas, supported by Dempsey, to approve the minutes of the November 3, 2005 meeting after corrections.

All in favor. Adopted

Motion by Antaya, supported by Kolarik, to approve the Treasurer's Report.

All in favor. Adopted

Economic Development Director Flanders stated all the Main Street Façade Improvement participants are working hard on the 3rd year Façade Improvement Programs. He stated we do not have a full set of applicants as yet for the third year, and at the suggestion of the State Main Street Architect, he is asking for approve to extend the deadline in hopes of obtaining more applications.

Motion by Barnes, supported by Clement, to defer the deadline for the Facade Improvement Project, until April 1, 2006.

All in favor. Adopted

Director Flanders stated the 1st year recipients for the Façade Improvement Program, Mark Lewanski, Wanda Urie, and Mary Kay Steffes- Rossett are still working on different phases of their projects. He stated the 2nd year recipients are also working hard. The Portland Theatre has been painted, and is awaiting the installation of bulbs and Kevin and Lori Rademacher are working on their plans for Ted's Barber Shop.

The owners of Keusch Super Service Station are working with a nationwide firm to replace their façade with a retro type design for their gas station.

Chairman Dumas stated the 23rd edition of “On the Street” was mailed this month.

City Manager Dempsey informed the Board that the closing for Jim Lakin’s MSHDA Senior Housing Project should be complete as we speak. He stated his plans and building permit have been approved, and he expects to begin construction in a few weeks.

Motion by Barnes, supported by Antaya, to approve the job description for the DDA Director/Main Street Program Manager.
All in favor. Adopted

Director Flanders stated he has had no new contacts to report this month, other than there is a gentleman that is requesting funding to purchase personal property to open a new business in Portland. He stated he is working with MEDC, Rural Development, and seeking other grants to help him establish a business in Portland.

Director Flanders reminded the Board and the viewing public that Holidayfest would be held November 17th, 18th and 19th. He stated that 1,300 luminaries have been created by school children for Kent Street from Grand River Ave. to the Library, and across the Bridge Street Bridge to Maple Street. He thanked Karen Hoppes for all her hard work.

Boardmember Clement left at 4:08 P.M.

Director Flanders stated the State of Michigan is cutting staffing at the M.E.D.C. Offices, and are relocating them to M.S.H.D.A.

Director Flanders suggested that the D.D.A. Chair, the Mayor, and City Manager sit down to meet with financial institutions to set up a Business Loan Program, with possible matching funds from the D.D.A. City Manager Dempsey stated he has serious concerns with being involved in a Business Loan Program stating that we are not qualified to determine if someone is capable of borrowing or paying back a loan.

Chairman Dumas stated the DDA Director/Main Street Program Manager position has been posted in five publications. He stated he has received 12 applications so far, half of them have a degree in related fields, and the other half are working in similar type jobs.

Chairman Dumas, Mayor Barnes, and City Manager Dempsey will be meeting at 9:00 A.M. on November 30th to review the applications.

Motion by Kolarik, supported by Antaya, to adjourn the meeting at 4:22 P.M.
All in favor. Adopted

Respectfully submitted,

Yvonne M. Miller, City Clerk

