

She stated when a phase I assessment is done it eliminates the liability for the property owner, so it is important to inform the owners of the assessment.

The Citizen Planner meeting was held in Portland on Wednesday, June 21st with about 50 people in attendance. Director Bennett stated because of the rain the walking tour was canceled so a presentation was given at City Hall. She also stated that Citizen Planners look at how smaller community work with community development. Mayor Barnes stated he gets asked many times, how do all the entities work so well together for Portland, and he replied that the common good of the community is more important than individual agendas. Ms. Bennett thanked Diane Smith from I.C.E.A. for her arranging the Citizen Planner visit.

Ms. Bennett thanked all those who participated in the Boardwalk Ground Breaking and the Main Street Birthday Party.

Ms. Bennett thanked the Chamber of Commerce for the new Portland brochure.

Ms. Bennett thanked the Design Committee for supplying minutes of their meetings.

Ms. Bennett stated the Design Committee is working very diligently with moving the Façade Program ahead. A letter was sent to the façade recipients checking on the status of their projects. She stated she would like to institute a new program that when someone completes a façade improvement, that they would be given a small golden hammer.

Ms. Bennett stated the Promotion and Marketing Committee have selected four designs for the Portland postcard. Boardmember Urie stated that Gary Hattis from Grand River Photograph is working on the postcards and hopes that they will be available for Riverfest. Ms. Bennett stated the postcards will cost about \$2,000, and the money will be taken from the Promotion and Marketing's budget and they will be displayed in local businesses. Ms. Urie stated we are asking the D.D.A. to approve using the Spring Fever budget funds for purchasing the postcards. She also said the suggested amount for the business owners selling the post cards is \$.50.

Motion by Dempsey, supported by Barnes, to approve up to \$2,500 from the Promotions and Marketing's budget to pursue getting post cards and display racks.
All in favor. Adopted

City Manager Dempsey asked Director Bennett in the future to lay out the information from the committees to include estimates or quotes and send them in the D.D.A. packets.

Motion by Barnes, supported by Antaya, to adjourn the meeting at 4:15 P.M.
All in favor. Adopted

Respectfully submitted,

Vicki Pontz, Secretary

Chairman Dumas introduced Guy Williams from Williams and Associates to discuss Brownfield Redevelopment Authority. Mr. Williams stated the main reason he is here is to encourage the City to think about how we can utilize the blighted and contaminated property in our community to enhance the city, build value, and to increase our tax base. He stated he knows that Ionia County has already developed a Brownfield Development Authority and that gives us a leg up in terms of the legal infrastructure that we would need to move ahead. He stated that he and his firm are in the business to promote redevelopment in urban areas, and he hopes that the City would consider him when some of the projects come along. Mr. Williams noted a list of his cliental, gave his qualifications, and stated he would be willing to research similar Brownfield Areas to those in Portland.

D.D.A. Director Bennett reiterated a letter received from MSHDA informing the City that we did not receive the grant for our Notice of Intent. She stated we had very short notice to submit our proposal and hopefully next April we would be more prepared and have adequate time to submit an application.

Motion by Barnes, supported by Kolarik, to approve the Design Committee's recommendation to purchase trees for the downtown for and amount of \$1,920.00.
All in favor. Adopted

Director Bennett stated that Boardmember Pontz sent a letter to MSHDA expressing her gratitude for the fine assistance and grants that the City of Portland has received from the State of Michigan. Ms. Bennett stated that she appreciates the letter that Ms. Pontz sent.

Director Bennett stated that State Architect, Megan Melinat has finished the facade designs for the Grapentien and Fryover buildings; however, she has submitted her resignation. Ms. Bennett stated someone should be hired in the near future to replace Ms. Melinat.

Chairman Dumas stated that the International Council of Shopping Centers meets on July 13th in Novi. Director Bennett stated that Boardmembers received an addendum today for the cost. She stated the City of Portland joined the I.C.S.C. when she came on board in January 2006. She stated the conference cost is \$150.00, and she and the City Manager want to attend and would encourage any of the D.D.A. members to also attend.

Motion by Kolarik, supported by Barnes, to authorize the D.D.A. Director and the City Manager to attend the International Council of Shopping Centers meeting on July 13th and approve an additional \$150.00 each for any other D.D.A. members to attend, and to cap the number of D.D.A. members attending to five.
All in favor. Adopted

Director Bennett passed around pictures and updated Boardmembers on her trip and training in New Orleans.

Director Bennett reminded Boardmembers that she is on the Ionia Brownfield Committee and stated there is an EPA grant for \$400,000, which would include phase I & II Environmental Assessments at no cost for property owners. She stated there is a Brownfield property on E. Grand River that we may take advantage of.

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

Held on Thursday, June 22, 2006
In Council Chambers at City Hall

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

Members Absent: Pontz

Guests: Dick Williams, Guy Williams

Chairman Dumas called the meeting to order at 3:31 P.M.

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

Motion by Barnes, supported by Clement, to approve the minutes of the May 11, 2006 meeting.
All in favor. Adopted

Mayor Barnes looking over the Treasurer's Report questioned if the D.D.A. authorized the purchase of trees for the downtown area for an amount of \$1,920.00. Ms. Bennett stated that the Design Committee had an opportunity to purchase the trees and had to act quickly to get a discount. She stated a memo was sent to the Finance Officer for a request for the funds. Mayor Barnes said, "That is well and good, but the D.D.A. is giving up its authority to make decisions on what is going on downtown area if we are shown invoices after the fact." He also said, "We may all be in favor of having trees in the downtown, but in the future those decisions need to be made in advance even if it may cost us a little more money."

Boardmember Briggs stated during the Design Committee meeting they got very enthusiastic about acquiring the trees, and thought the somehow it had been through the process for approval. She stated she did not realized until she saw the agenda that it had not been approved.

Mayor Barnes stated even though the trees came through the Design Committee, this is a perfect example of why the D.D.A. was made the approving board for activities.

Boardmember Urie stated she thought that once the budgets were approved for the committees that gave them the authority to use the money that was on their work plan.

Boardmember Clement asked if the replacement of the trees in the downtown area was in the City's budget. Chairman Dumas stated that typically trees, sidewalks, signage, lights, bricks and other things that are esthetic in the downtown area are paid through the D.D.A. budget.

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