

Many of them chose to report to the City Manager; however, it is their desire of Main Street to report to the D.D.A. Board instead of the City Manager.

Motion by Clement, supported by Briggs, in order to comply with the Main Street Contract and to move forward with hiring a full time Main Street Manager, and that the position is first to be offered to Ms. Bennett, and if she turns the position down we would enlist the services of the CAT/Team to help in the selection process.

All in favor. Adopted

Chairman Dumas appointed a sub-committee to re-write the job description for a full time position, and to come up with the advertisement and a time line before the next D.D.A. meeting. Mayor Barnes, City Manger Dempsey and Chairman Dumas will be the sub-committee.

Boardmember Urie asked if we are to assume the \$30,000 will be the salary for the full time position. Chairman Dumas stated that is what I am thinking. City Manager Dempsey stated the sub-committee should discuss the wage, and check with Mr. Borgstrom to see what kind of wages are out there. He stated we may want to publish a wage range and see what type of candidates we get.

Chairman Dumas stated we would hope to have someone hired by the 1st of the year.

Motion by Antaya, supported by Clement, to adjourn the meeting at 4:07 P.M.

All in favor. Adopted

Respectfully submitted,

---

Vicki Pontz, Secretary

Chairman Dumas asked Mr. Borgstrom if they thought we would be able to hire a full time Main Street Director for \$30,000 per year, or if we would have to increase the salary. Mr. Borgstrom stated what Portland is offering in salary is about mid-range. You would be offering the position to someone that has very little experience or just out of school, or to someone that is at the end of their career that wants a less stressful job for their final work years. He stated this in an opportunity for some learning and probably after a few years of on the job training, they would be moving on.

Mayor Barnes stated what we are discussing here is completely separate to any kind of performance on the part of Carolyn. Mayor Barnes was informed that was addressed at the beginning of the meeting. Mr. Borgstrom stated this is strictly the issue of having a full time Main Street Manager. Mayor Barnes stated the Main Street Program has always been supportive to Portland. He said we need to do what needs to be done to get with the program, in order to have the framework in order to grow and deal with all the issues that come up with Main Street. He stated I would hope that we can work something out with Carolyn so we can meet the requirements.

City Manager Dempsey asked Mr. Borgstrom if he would be willing to work with the City of Portland to bring us into compliance. Mr. Borgstrom replied, "Certainly, many of our communities have taken us up on that." He said we would also be willing to help with the resume process.

City Manager Dempsey stated we first have to inform Carolyn that this contract will not work for the City, and ask her if she would be willing to work with us until we have someone hired. Chairman Dumas stated he has had a discussion with Carolyn based upon the letter we received about a full time Main Street. He stated she is not interested in a full time position for the salary that we would offer, and because she is very professional, she would be willing to stay under the same arrangement she has now, until such time as we have found a suitable replacement.

Mr. Borgstrom stated that moving ahead to a 40 hour position for a Main Street Manager is a favorable sign. He stated with Carolyn we have had no problem as a Main Street Manager, she has done a fine job; it is the issue of 40 hours.

City Manager Dempsey asked Mr. Borgstrom how long the process would be to hire a new Main Street Manager. Mr. Borgstrom replied 30 to 45 days. He also stated they have recruiting resources with the National Main Street Program, the Michigan Downtown Associations, and other various Organizations.

Boardmember Urie asked what type of turn over communities are getting with hiring younger people right out of college to fill Main Street Manager positions. Mr. Borgstrom replied about two years. He stated it is important for the Main Street Programs to be a success you need to hire Manager with the ability to coordinate events, bring in new ideas, having energy and enthusiasm to bring to the table.

City Manager Dempsey asked Mr. Borgstrom if he thought it were possible to get an ad ready within the next two to three weeks for Board approval. Mr. Borgstrom stated certainly, and we might want to consider putting together a sub-committee to go over the wording in the contract.

Boardmember Briggs asked Mr. Borgstrom who the Main Street Manager is accountable to on a day-to-day basis. Mr. Borgstrom replied that communities vary.

Director Bennett stated that the Promotion and Marketing Committee, along with the Arts Council, and the Chamber of Commerce have extended Holidayfest. She stated it will begin on Thursday, November 16th and continue through the 18th in conjunction with the Arts Council. She stated there will be another activity on November 25th which they will be called Home for the Holidays, and then the 3rd weekend will be called Happy Holidays. She stated this will be a nice change from what was done in the past. Boardmember Briggs stated that we wanted to build on what the Arts Council started. She stated it was the intent of the Arts Council to expand their activities. She stated it kicks off with the women's shopping night, jewelry show, and chili cook off.

Chairman Dumas introduced Mr. Joe Borgstrom who is here from MSDHA to discuss the Director's position for Main Street. Mr. Borgstrom began his discussion stating that in no way does the requirements of Main Street reflect the performance of Carolyn Bennett. He stated that Main Street is aware the Carolyn is only working part time, and that we received a letter from Main Street because of the lack of reporting. He said the main concern that we have is with not have a full time Main Street Manager, which is a requirement of the Michigan Main Street Program. He said, "Every other Main Street Community in Michigan employs a full time director." He stated in 2005 the City of Portland along with the Main Street Organization signed an agreement for a full time Director. He stated we want to make sure you come into compliance.

Mayor Barnes arrived at 3:43 P.M.

Chairman Dumas clarified the requirement for a full time Director stating that being available 24-7 by e-mail or phone does not constitute full time. Mr. Borgstrom stated full time means to have someone physically in Portland 40 hours a week. He said it is important for the businesses in Portland and other members of the community to be able to have face-to-face contact with the Director. He said, "We can not waiver on this." It is such a precedent for the rest of the state.

City Manager Dempsey asked Mr. Borgstrom if most of the Main Street Manager put in more than 40 hours a week. Mr. Borgstrom replied, "Yes". Most of the Manager are salary; however, some are contracted services. He stated we do realize that people have lives out side their jobs, but sometimes working on weekends is important to the program.

Boardmember Clement stated when we were discussing the contract for the Main Street Manager; he knew we were required to have a full time Main Street Manager. He stated I did not realize that we made an amendment to the contract. City Manager Dempsey stated that evolved through the contract negotiations. He stated hours were not specified because we wanted this person to remain a contracted position. He stated Carolyn's hours came up due to her response to the contract. He stated D.D.A. approved her to have a cell phone so that she would be able to be reached 24-7 by phone. Chairman Dumas stated we were looking for a contracted services person to perform this amount of service, for this amount of money. He said, "We never defined the amount of hours that would provide the services needed." City Manager Dempsey stated there was never the expectation that she had to be in the community 40 hours a week. Mr. Borgstrom reiterated that in accordance with the Main Street Contract, the Main Street Manager must be available 40 hours a week.

Chairman Dumas stated Mr. Flanders worked over 40 hours a week because he was an Economic Development Coordinator, Chamber of Commerce representative, and Main Street Manager. He also asked if the City of Portland was the only Main Street Community that does not have a full time Director. Mr. Borgstrom replied, "That is correct."

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

Held on Thursday, September 21, 2006  
In Council Chambers at City Hall

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

Members Absent: Hoppes, Kolarik, Pontz

Guests: Joe Borgstrom- MSHDA

Chairman Dumas called the meeting to order at 3:30 P.M.

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

Motion by Clement, supported by Briggs, to approve the minutes of the August 31, 2006 meeting, after a correction.  
All in favor. Adopted

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

Boardmembers discussed the D.D.A. Directors contract. Chairman Dumas stated that Carolyn came to the City of Portland with a lot of experience, so we offered her the position for \$30,000 per year, which she accepted. He stated the effective date of the contract was December of 2005; however, it was never signed until July 2006. Chairman Dumas reminded Boardmembers that City Manager Tom Dempsey wrote the contract for a contracted employee. City Manager Dempsey noted the additions that were added to the contract was done before signing.

Chairman Dumas wrote a thank you letter to Amy Williams for her years of service on the D.D.A. on behalf of the D.D.A.

D.D.A. Director Bennett informed the Board that the annual Main Street Report has been completed and sent.

Boardmember Urie informed Boardmembers that the Promotion and Marketing Committee is working with the Arts Council and is hard at work on Holidayfest, which will be the weekend before Thanksgiving. She also stated that the Portland postcards are finished and are out in the stores.

Director Bennett stated that 300 postcards have been sold.