

Boardmember Urie updated the Board on the dates and festivities scheduled for HolidayFest and Home for the Holidays.

City Manager Dempsey informed Boardmembers that the City would be doing something different this year for a Community Christmas Tree. He stated that a tree will be planted in Scout Park and one near City Hall to be used for the Community Christmas Trees. He stated under the old plan a tree was found, cut down, moved to Scout Park, and then removed after Christmas, costing the Electric Department about \$1,000 in labor and vehicle costs. He stated that after the trees becomes too large, they will be cut down and new trees will be planted in their place.

Motion by Barnes, supported by Antaya, to adjourn the meeting at 4:38 P.M.
All in favor. Adopted

Respectfully submitted,

Vicki Pontz, Secretary

City Manager Dempsey stated they are moving very quickly on hiring a new Director, because of the fact the City of Portland will be having their Annual Main Street Evaluation on November 21st. He stated he hopes that Ms. Bennett will be available for the evaluation process.

Boardmembers discussed the Michigan Main Street/Community Requirement and Expectations Agreement as revised. The application needs to be signed by the City Manager, and is due by October 31, 2006. The contract has also been extended from three years to five years.

Motion by Kavanagh, supported by Clement, to ask that the City Manager sign in support of the Michigan Main Street/Community Requirement and Expectations Agreement on behalf of the D.D.A.

All in favor. Adopted

Boardmember Clement left the meeting at 4:07 P.M.

City Manager Dempsey updated Boardmembers on the Boardwalk project stating that Midwest Bridge has done a great job. He stated he hopes that the permanent rails will be installed in 3 to 4 weeks, and the joints will be replaced in the spring. A slide show of the Governors visit to Portland today walking the boardwalk was shown complements of Fleis and VandenBrink Engineering.

Motion by Antaya, supported by Briggs, to approve the contract with Kenmark, Inc. for Christmas Decorations for the next three-years for \$3,640.00, and \$40.00 per each additional pole.

All in favor. Adopted

Chairman Dumas stated the Organization and Financing Committee has recommended the City signing up for E-newsletters for \$15.00 per month less 20% for being a non-profit. He stated that would be for 500 e-mail addresses. If there is enough interest we could have 2,500 e-mail addresses for \$30.00 per month less 20% for being non-profit.

Motion by Dempsey, supported by Pontz, to follow the recommendation of the work plan for the Finance and Organization Committee to sign up for the e-newsletters for 2,500 email addresses for a 1-year trial period.

All in favor. Adopted

Director Bennett informed Boardmembers of the following Conferences and updates.

Cool City Conference on December 7th in Lansing.

Finance Today's Entrepreneur November 10th in Lansing.

Planning Our Future: Wise Growth and Conservation November 2nd in Ionia.

Prosperity Summit and Grant Opportunity, February 19th.

Hamburger Helper Grant Opportunities Deadline May 2007.

Thank You from the Main Street Committee for their donation of postcards.

New Main Street Architect Kelly Larson starts on October 23rd.

National Trust and Main Street Evaluation in Portland on November 21st.

Training date for Main Street Managers November 2nd.

National Main Street Network Membership Bulletin for August 2006.

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

Held on Thursday, October 19, 2006
In Council Chambers at City Hall

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

Members Absent: Hoppes, Kolarik,

Guests: Kathy Parsons

Chairman Dumas called the meeting to order at 3:36 P.M.

Motion by Barnes, supported by Urie, to approve the agenda as amended with the addition of G. Consideration of Christmas Decorations Contract, and H. Report on Consultant Services Contract, under New Business.

All in favor. Adopted

Motion by Barnes, supported by Clement, to approve the minutes of the September 21, 2006 meeting after a correction.

All in favor. Adopted

Motion by Clement, supported by Briggs, to approve the Treasurer's Report.

All in favor. Adopted

Chairman Dumas began discussion on the D.D.A. Director/Main Street Manager stating that Carolyn Bennett was offered and declined the full-time position. He thanked Ms. Bennett for her professionalism in working with the City. The job description was discussed along with the changes in the DDA Director/Main Street Manager Consultant Services Agreement. City Manager Dempsey stated that the job description was discussed prior to this meeting with the sub-committee. He also stated that Joe Borgstrom from MSHDA has put together model contracts for the Main Street position, and this was used for the new City of Portland Contract.

Motion by Pontz, supported by Antaya, to approve the Consultant Services Agreement as presented.

All in favor. Adopted

Boardmembers reviewed a list of 8 newspapers, websites, and newsletters where the D.D.A. Director/Main Street Manager's position will be advertised.

Motion by Dempsey, supported by Clement, to authorize the Director to advertise the D.D.A. Director position as detailed and described for an amount of about \$845.00.

All in favor. Adopted

Boardmembers reviewed and approved the timeline for the advertising, interviewing, and hiring of a new D.D.A. Director/Main Street Manager.