

Motion by Barnes, supported by Clement to authorize to proceeding with the Downtown Façade Improvement Project as delineated by Fleis & VandenBrink Engineering contingent upon being a recipient of the Grant.
All in favor. Adopted.

Mayor Barnes stated that Main Street Chairs had nothing to report at this time.

Motion by Dempsey, supported by Barnes, to adjourn the meeting at 4:16 p.m.
All in favor. Adopted

Respectfully submitted,

Vicki Pontz, Secretary

He stated that the two-hour parking is between the hours of 8:00 a.m. and 5:00 p.m. to provide more turnovers in those parking spaces during business hours.

There was some discussion between the Board and City Manager Dempsey regarding some of the history of the parking issues and the enforcement and possible expansion of the parking regulations.

Director Bennett presented the three big holiday weekends and activities that would take place Downtown. She stated that they had advertised in newspapers, had posters made, sent mailings to area and local churches, had bag stuffers made, and had billboards at Keusch's and Builders Lumber put up.

City Manager Dempsey gave some updated information to the DDA in regards to submitting a new NOI for facades along the boardwalk. He stated that they were aware that there was going to be a grant round in the spring and that the Design Committee was trying to be prepared for that. He stated that there was an application in the packets dated November 6, 2006 and that they had solicited some services with the building owners and professional engineers to determine the condition of the buildings in order to put together an NOI that would have engineered preliminary estimates. He stated that they were looking for a plan and further documentation in terms of the job creation element in terms of commitment letters, and that there be a resolution of liens that be on the properties and that the Boardwalk be completed.

City Manager Dempsey stated that they had learned there were other communities with applications submitted that were not going to be able to fulfill their commitments and that there may be additional monies available. He stated that the Members had now a new proposal that helps with the design and facades and also includes doing the design work, putting together bids, and having the City oversee the construction. He stated that the concept was that in consolidating some of this better pricing may be received and the construction may get completed in a timelier manner.

City Manager Dempsey stated that assuming that the new NOI is accepted the plan would include meeting with the building owners in December, the property owners in mid December or January, put together plans and estimates by the end of January, prepare final plans and specifications in February, bid the projects in early March, and actually do construction in mid April through June so that the façade improvements would be done earlier in the year.

Mayor Barnes asked City Manager Dempsey to explain the NOI and the grant process.

City Manager Dempsey explained that MSHDA has the façade improvement grants and that they require a dollar for dollar match for those grants. He stated that there is cap of \$200,000 on what is available. He stated that the DDA would be looking for \$100,000 of those monies so that they would only have to come up with at \$100,000 match but would end up with \$200,000 in improvements to the facades. He stated that there is a job creation component that goes along with the grant. He stated that there must be one job created for each \$20,000 in CDBG funds. He stated that if the DDA is looking for \$100,000 there would need to be a commitment of five job creations.

There was discussion of the pros and cons of a single contractor doing all work and the incentive to the property owners that \$1 of their money spent would equal \$4 and what a unique opportunity this was.

Clement, Mayor Barnes, City Manager Dempsey and himself had interviewed the candidates. He stated that it was the consensus of the interviewers that Melissa Christensen was the top candidate for the position.

Chairman Dumas clarified that this position is now a full time position that will be 40 hours per week with adjustments as needed in the event of sickness, vacation, and for flexibility in extra hours worked. He stated this position is now in full compliance with all programs as directed by Joe Borgstrom. He stated that this position is being offered to Melissa for one year starting immediately with the contract running from January 1st – December 31st of the following year and being prorated for the time she works between now and the end of this year. He stated that her salary would start at \$28,000 annually and would increase to \$29,000 with the completion of a degree which could be as soon as January. He stated that the salary would be increased to \$30,000 the second year should it be decided to continue the contract.

Motion by Briggs, supported by Clement to enter into a contracted services agreement with Melissa Christensen starting today with the contract terminating December 31, 2007 as per the contract with a mutual roll over.

All in favor. Adopted.

City Manager Dempsey gave an update on the Boardwalk project. He informed the Members that they are still waiting for the delivery of the railing which is supposed to be this week. He stated that the sections should be installed as they are delivered as the rest of the railing is being completed. He stated that the restoration work has been mostly completed including the alley behind the buildings. He stated that the project should be wrapped up soon.

Director Bennett reminded the Members of the Main Street Evaluation to be on Tuesday, November 21st. She went over the proposed agenda for the Evaluation.

Director Bennett also discussed the Cool Cities Conference with the Members. She stated that the State was paying for one attendee to the Conference.

There was discussion of those who would be attending the meeting, how many could attend, and the cost per person.

Chairman Dumas stated that anyone interest in attending the Conference could attend and the DDA would pay their way.

City Manager Dempsey gave a report on the development of parking issues in the Downtown. He stated that previously the Design Committee had done a parking study with Dick Williams. There had been educational pieces distributed and two-hour parking signs were installed along one side of Kent Street. Recently there have been complaints from business owners that people are parking all day long in parking spaces in front of their buildings. He stated that two-hour parking signs are being installed in those areas on an experimental basis to see if it helps alleviate the problem and if any other issues develop. If it helps the situation, then they will consider making those changes permanent. He stated that he wanted to make everyone aware that the two-hour parking had been extended around the corner in front of The Art of Giving and that they are also looking at signs on the east side of Kent St. south of Bridge St. along side of the Peake building.

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

Held on Thursday, November 16, 2006
In Council Chambers at City Hall

Members Present: Dempsey, Barnes, Clement, Kolarik, Dumas, Kavanagh, Briggs

Members Absent: Antaya, Pontz, Urie, Hoppes

Guests: Mel Christensen, Daryl Place with ACD

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

Motion by Kavanagh, supported by Clement, to approve the agenda as amended with the change under New Business to add item A Consultant Services Termination for convenience to legally terminate services with Carolyn Bennett and to add item B Consultant Services Agreement Approval of Hire.

All in favor. Adopted

Motion by Barnes, supported by Briggs, to approve the minutes of the October 19, 2006 meeting as edited.

All in favor. Adopted

Motion by Barnes, supported by Kavanagh, to approve the Treasurer's Report with the addition of a payment of \$100 to Wanda Lowe for the delivery of posters.

All in favor. Adopted

Daryl Place of ACD presented the DDA with an update on the wireless connection for the Downtown. He stated that he had been working with the City since May when the State of Michigan decided to end its Broadband Authority. He stated the State still had money to fund projects and that his company has done surveys of communities to find those that might qualify as underserved. He stated that they are interested in providing wireless service to Portland. He stated that they are waiting on funding through the Michigan Broadband. He also stated that the equipment they use is unique in that it is powered by DSL phone lines; which are unique in that if there is a power outage the DSL would still operate because an electric current is sent over the phone lines.

Director Bennett commented that the City was part of the application process. She stated that the Mayor had signed an affidavit that the City was interested in having this service provided in the Downtown.

Motion by Briggs, supported by Clement to support the authorization of the letter to Carolyn Bennett for the termination for convenience of her contract through November 30, 2006.

All in favor. Adopted.

Chairman Dumas informed the Members that there had been six applicants for the Main Street Manager position and that four of them had been interviewed. He stated Joe Borgstrom, Julie