

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

Held on Thursday, July 26, 2007
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Briggs, Clement, Dempsey, Trappen, Urie

Members Absent: Dumas, Kavanagh, Kolarik (resigned), Pontz

Guests: Kathy Parsons

Vice-Chair Antaya called the meeting to order at 3:38 P.M.

Motion by Barnes, supported by Clement, to approve the agenda as presented after adding Introduction of new Boardmember Georgina Trappen and Presentation from Kathy Parsons Design Committee, under new business and Synopsis from Director on the I.C.S.C Conference, under Director's Report.

All in favor. Adopted

Motion by Barnes, supported by Antaya, to approve the minutes of the June 21, 2007 meeting after corrections.

All in favor. Adopted

City Manager Dempsey explained that the deposits on the Treasurer's Report are a pass through from Brad Foltz and Ed Bishopp for the Riverside Façade Grant, and reimbursement for the Riverside Façade Plans.

Motion by Dempsey, supported by Urie, to approve the Treasurer's Report.

All in favor. Adopted

D.D.A. Director Christensen introduced the newest Boardmember Georgina Trappen and thanked her for volunteering for the D.D.A. She is part owner of "Cheeky Monkeys" formally known as "The Art of Giving". Boardmember Trappen stated they are hoping to open on August 15th and their biggest investment is a new Espresso Machine that they will use to make fancy coffees.

Director Christensen supplied invoices from Mark Lewanski for the façade restoration of his building located at 170 Kent Street totaling over \$12,600. The D.D.A. has agreed to reimburse Mr. Lewanski for restoration at a 50% match up to \$5,000. Mr. Lewanski is asking that the City retain \$4,000 for the Riverside Façade Project, which is his commitment for the Riverside Façade Project, and send him a check for the remaining amount of \$1,000.

Vice-Chair Antaya asked Ms. Christensen if Mr. Lewanski has fulfilled his obligation under the terms of the Façade Grant.

Director Christensen stated that Mr. Lewanski's project was been going on for several years and was given a time line to complete his project. She stated she feels that Mr. Lewanski has gone beyond what he was asked to do to the front of the building.

City Manager Dempsey stated that Mr. Lewanski has not billed for all his work and time on the building he is only asking for the maximum amount of reimbursement the \$5,000. He asked Ms. Christensen if Mr. Lewanski has before and after pictures. Ms. Christensen replied that he does have photos; however, he is currently out of town.

Motion by Barnes, supported by Clement, to approve the request from Mr. Lewanski to roll over \$4,000 from the Façade Improvement Grant to his commitment to the Riverside Façade Project and send him a check for \$1,000, contingent upon receipt of before and after pictures and documentation pursuant to the procedure that we have in place.

All in favor. Adopted

Boardmember Clement asked to get a list of criteria for the Façade Improvement Project, because it has changed several times over the years.

Mayor Barnes stated he does not want to set precedence for reimbursing for Façade Improvements without having before and after pictures.

Boardmember Briggs arrived at 3:55 P.M.

Main Street Design Committee Chair Kathy Parsons was available to discuss their 2007-2008 Work Plans and budget.

City Manager Dempsey stated there is a budget for all the Main Street Committees and they will need to present their request to the D.D.A., and they will need to prioritize the request and make their recommendations to City Council.

Ms. Parsons stated with D.D.A. approval they will be going ahead with the sign survey for the downtown business and property owners. The Board approved her request. Boardmember Urie thanked the Design Committee for their hard work in completing their Work Plan and submitting it in a timely manner.

Director Christensen updated the Board on the International Council for Shopping Centers Conference that she attended last week in Novi with City Manager Dempsey stating it was a good educational process for her. She stated she received a lot of information from other communities that she will share with the D.D.A. and business owners.

City Manager Dempsey stated the Riverside Façade Project was supposed to open bids on July 18th; however, only two bids were received. He stated he talked to a restoration specialist and if the City extends the time to turn in the bids, he could get more people to bid the project. With more people bidding we would probably get better bids and would fall within our budget. He stated we can extend the bid date and still get the bids back and have Council award the project on August 6th. We are still looking at having final completion in about 12 weeks, and expecting to have four bids for the project. A power lift will be utilized to access the building which will comply with the weight restrictions of the boardwalk.

Director Christensen stated the year-end evaluation from MSHDA is due soon, and Boardmembers are asked to turn in the Self Assessment Forms to her by Friday. She stated the assessment will be only a half day this year and asked Boardmembers what would work for them.

Motion by Barnes, supported by Dempsey, to change the D.D.A. meeting date for next month to August 22nd to coincide with the assessment with MSHDA.

All in favor. Adopted

City Manager Dempsey left the meeting at 4:25 P.M.

Director Christensen updated the Board on the Small Incentives Program Seminar that was held at the Peppermint Twist on July 10th.

Director Christen updated the Board on the Portland Pay Day Awards ceremony at the bandshell on August 1st. She informed the Board that Lon Platte from Platte Appliance has donated other prizes that will also be awarded. Distinctive Occasions has also agreed to give away flowers every month for one year, and Portland Clinical Message has also donated gift certificates. The last day to hand in receipts from participating merchants is July 31st 5:00 P.M. If it rains on August 1st the location for the drawing will be changed to the second floor of City Hall.

Boardmember Commitment Forms for Main Street Committees are to be filled out and given to Ms. Christensen as soon as possible.

Boardmember Urie asked if there has been progress in new D.D.A. Member Orientation. Director Christensen stated she will be meeting with Boardmember Pontz tomorrow and they will be talking about it. Mayor Barnes noted that Ms. Pontz's job is leadership development.

Boardmember Trappen asked if there was an opportunity to have another Portland Pay Day. Director Christensen stated they would love to do it again around the holidays, but will have to see how the current Portland Pay Day works out.

Boardmember Urie stated at the customers that she talked to were very impressed with the program, and it has been a very positive program to do. She stated this is our way of saying thank you for shopping in Portland.

Motion by Urie, supported by Clement, to adjourn the meeting at 4:31 P.M.

All in favor. Adopted

Respectfully submitted,

Vicki Pontz, Secretary