

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

Held on Thursday, December 20, 2007  
In Council Chambers at City Hall

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

Members Absent: Kavanagh, Dumas

Guests: None

Vice-Chairman Antaya called the meeting to order at 3:35 P.M.

Motion by Barnes, supported by Antaya, to approve the agenda with the removal of the presentation by DDA Director Christensen due to her absence.

All in favor. Adopted

Motion by Barnes, supported by Dempsey, to approve the minutes of the November 29, 2007 meeting.

All in favor. Adopted

Mayor Barnes questioned the payment to the City of Portland for \$199.00 for supplies, telephone and computer service. He stated that there was no documentation to show what was purchased from Staples for \$159.79.

City Clerk Miller explained how the invoices are received from Staples and broken down to the appropriate departments and line items.

City Manager Dempsey stated that he would request that more information be provided to show how the total is derived.

Motion by Barnes, supported by Trappen, to approve the Treasurer's Report.

All in favor. Adopted

City Manager Dempsey gave an update on the Riverside Façade Project. He stated that the project would soon be going into a winter suspension. He stated that the painting on the rear facades remains to be completed and the awnings still need to be installed. He stated that the windows had been installed and would be primed and painted in the spring and that Riverside Contractors would be vacating the office on Bridge St. they've been using and that the dumpster located there should be removed this week.

Vice Chairman Antaya asked if there were plans for any more loft projects.

City Manager Dempsey stated that the Urie's had lofts pending above Distinctive Occasions and that there were lofts being completed at Bridge St. and Maple St. He stated that this grant expires at the end of the year and that individuals were rushing to get their projects completed.

Vice Chairman Antaya inquired about the furniture that had been purchased for the boardwalk.

City Manager Dempsey stated there were funds not expended from the Rental Rehabilitation Grant and because this amount was less than 10% of the total grant amount an amendment was made for the purchase of furniture for the boardwalk at a cost of \$13,900. He stated that there was a difference of approximately \$73 in the actual cost and the available money and that the consultant Marilyn Smith had paid the difference. He stated that they had received 3 quotes and purchased from the low bidder and were able to get more for their money. He stated that they purchased two eight foot benches, four six foot benches, six trash receptacles and four planters.

City Manager Dempsey presented information regarding Resolution 07-109 adopted by City Council at its December 17, 2007 meeting. He stated that this resolution approved pay request no. 2 in the amount of \$54,226.80 to Rivertown Contractor Inc. for work completed on the Downtown Façade Improvement Project.

Motion by Dempsey, supported by Clement to approve Resolution 07-109 for the release of DDA funds to Rivertown Contractor Inc.

City Manager Dempsey stated that Mel Christensen had a conference call with the Main Street Board Chair Joel VanSlambrouck and the State of Michigan to receive the City's status in its progress toward being accredited and what still needed to be addressed. He stated that he did not know the specifics of the conversation.

Board Member Clement stated that this conversation was addressed at the Organization & Finance meeting and that issues were being evaluated to see what actions need to be taken and that some issues were already being addressed.

Board Member Briggs inquired as to how the hiring process for the new DDA/Main Street Director Position was going.

City Manager Dempsey stated that Chairman Dumas has been handling this and 10 applications had been received so far and that more were expected. He stated that they would be reviewed on January 7, 2008 and that interviews would be held on January 11, 2008 with a recommendation to the DDA at its January 17, 2008 meeting.

City Manager Dempsey noted an article that appeared in the R&O and the Lansing State Journal by Tom Thelen in which he interviewed DDA Director Christensen. He stated that the article addressed the accomplishments and positive changes in the Main Street program and the City of Portland.

Motion by Urie, supported by Barnes, to adjourn the meeting at 3:50 P.M.  
All in favor. Adopted

Respectfully submitted,

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Monique I. Miller, City Clerk