

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

Held on Thursday, March 20, 2008  
In Council Chambers at City Hall

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

Members Absent: Clement, Dumas

Staff: DDA/Main Street Director Ulrych, City Clerk Miller

Vice-Chairman Antaya called the meeting to order at 3:34 p.m.

Motion by Barnes, supported by Antaya, to approve the agenda with the addition of Update on the Riverside Façade Project under Old Business.

All in favor. Adopted

Under the Treasurers Report Member Urie questioned the amount that the DDA was paying for the Verizon bill. Director Ulrych stated that the \$29.25 under Economic Development was the correct amount.

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

All in favor. Adopted.

Under Old Business Director Ulrych stated that she purchased a new laptop last month and will purchase a new projector soon.

City Manager Dempsey gave a report on the Riverside Façade Project and stated that the contractors have not remobilized yet for spring work. Some of the buildings have had leaks over the winter and there is a question about whether it is associated with the work completed thus far. At this time money is being held back until this issue is resolved. A meeting will be scheduled with Rivertown Contractors after roofers have evaluated the problems to discuss the second opinion and develop an appropriate response.

Under New Business Director Ulrych stated that Electric Sunshine has been having problems with the parking spot signed for compact cars in front of their building on the corner of Bridge St. and Maple St. Larger vehicles park in the spot which creates a visibility hazard. Police are monitoring this more closely.

There are four new stores opening in Raffael's Marketplace including Gallery d' Art, Marion's Kitchen, Artsy Phartsy and The Bag Lady.

There are increasing requests for information to be put in the Main Street Newsletter. In order to make room for all requests advertisements should be kept to one line.

On April 21<sup>st</sup> – 22<sup>nd</sup> there will be a Merchandising Workshop held on the second floor of City Hall for retailers in the area.

A representative from MSHDA will hold a Design 101 Workshop at some time in the future.

There was discussion between City Manager Dempsey and the members regarding façade projects and inclusion for them in the budget.

Director Ulrych stated that she had attended a Fair Trade Interest Group meeting which meets once per quarter and tries to bring more fair trade items into the community.

Golden Bridge Manor has a virtual tour of their facilities online and has units available for people age 55 or older.

Under the Directors Report Director Ulrych reported that she has been working on the budget and would like to add a line item for training. The committees are putting together work plans to fund the needs for more money.

The Organization and Finance Committee is working on Oktoberfest which will be held the 1<sup>st</sup> weekend in October. The goal is to turn the downtown into an old Germantown with vendors that specialize in German merchandise. There will be a sponsored beer tent and German food. Volunteers are needed for this specific event. They are also working on a PowerPoint program to explain Main Street for more community education.

The Design Committee made a recommendation to the City Council regarding the 3-lane versus 4-lane decision for Grand River Ave stating that they would prefer the 3-lane option but were undecided on the issue of bike lanes. The Committee is also considering signage for the boardwalk and is accepting input at this time.

The Economic Revitalization Committee is gathering information on downtown businesses which will be available on the Main Street website [www.portlandmainstreet.org](http://www.portlandmainstreet.org).

City Manager Dempsey stated that the City would create a link from their website to the Main Street website.

Member Trappen commented that it would be beneficial to have links from the Main Street website to websites for the downtown businesses.

The Promotion and Marketing Committee is making headway on work plans for Portland Pay Day and a treasure hunt downtown. It is also trying to develop a work plan to use the post cards that were printed.

Director Ulrych reported that she will be attending the Main Street Conference with Main Street volunteer Holly Clement. There are many great sessions available so they are both attending in order to gather more information. They are checking into getting recordings of all the sessions.

Under Member Comments Member Briggs commented that the Annual Easter Egg Hunt sponsored by the Chamber of Commerce would be held on Saturday, March 22<sup>nd</sup> at Noon at Bogue Flats. She also stated the planning for the 4<sup>th</sup> of July festivities is underway and the Chamber of Commerce is looking for involvement from other organizations including the Main Street and DDA.

Motion by Trappen, supported by Urie to approve the Minutes of the February 21, 2008 meeting of the DDA.

All in favor. Adopted.

Mayor Barnes acknowledged Director Ulrych for her efforts to be involved, including her attendance at the City Council meetings, and her reports of the committee meetings.

Motion by Dempsey, supported by Barnes, to adjourn the meeting at 4:02 P.M.

All in favor. Adopted

Respectfully submitted,

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Monique I. Miller, City Clerk