

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

Held on Wednesday, May 14, 2008
In Council Chambers at City Hall

Members Present: Kavanagh, Dumas, Clement, Barnes, Dempsey, Trappen, Antaya, and Urie

Members Absent: Briggs

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

Chairman Dumas called the meeting to order at 3:31 P.M.

Motion by Barnes, supported by Clement, to approve the agenda.
All in favor. Adopted

Motion by Barnes, supported by Trappen to approve to the minutes of the April 17, 2008 meeting.
All in favor. Adopted.

Motion by Dempsey, supported by Kavanagh to approve the Treasurer's Report.
All in favor. Adopted.

Under New Business DDA/Main Street Director Ulrych stated that work on the Riverside Façade Project is wrapping up and would like approval for the installation of a heat trace system in the eaves along the back of the buildings at a cost of \$3,750 to the DDA. The total cost of this system is \$7,500 of which the State has agreed to pay half. This system would prevent build up of snow and ice in the gutters over the winter.

City Manager Dempsey stated that there were complaints last year about leaking roofs and there is potential for ice damming and water build up on the roofs of these buildings. The heat trace system would also prevent icicles from forming along the buildings and would prolong the life of the gutter systems. He stated that this was part of the original bid on the project but was too expensive to include in the project. The State has since agreed to help pay for this installation.

Member Antaya stated that he was in favor of this system as falling icicles are a potential safety hazard to people on the boardwalk.

Member Kavanagh stated that he was comfortable with the additional expense as long as there is money in the budget.

City Manager Dempsey stated that there should be money left from the project to be transferred back to the DDA after reimbursing the City's General Fund and there should be money left in other funds as the fiscal year comes to an end.

Motion by Antaya, supported by Kavanagh for the DDA to pay the 50% of the installation of the heat trace system as proposed.
All in favor. Adopted.

DDA/Main Street Director Ulrych presented information and photos for approval of the completion of façade improvement projects at 216/220 Kent St.

Motion by Trappen, supported by Clement to reimburse 216/220 Kent St. façade improvements as presented by DDA/Main Street Director Ulrych.

All in favor. Adopted.

Under the Director's Report Director Ulrych commented that Iron Bridge Antiques has moved out of 100 E. Bridge St. and Cindy Lott is expanding her business Fluff n' Stuff into the space. She noted that this will be a nice addition to the downtown.

Director Ulrych commented that she has been reviewing the Hyett Palma Report from 2003 and where the DDA wanted to be in the year 2008. She suggested that the DDA review where they wanted to be, what remains to be done and where they want to go in the future.

City Manager Dempsey read some sections of the report pointing out the great strides that have been accomplished toward the goals that were set.

Director Ulrych noted that a Merchandising Workshop was held in April by Scott Day with many downtown merchants in attendance who received some very valuable information. Mr. Day also walked around the downtown and gave suggestions to the merchants.

Director Ulrych stated that she had attended the Green Street Fair in Plymouth, Michigan while volunteering for Handmade Detroit. Her goal was to gather more information on becoming green friendly and to possibly find vendors on consignment that would be willing to display items at Artsy Phartsy. She stated that she had received a lot of valuable information.

Director Ulrych gave an update on the Main Street Committees. The Economic Revitalization Committee is going to be working toward bringing people downtown during the construction process on Grand River Ave. in order to make it an "event" and not a "struggle".

The Promotions and Marketing Committee is working on Portland Pay Day and so far has 10 to 15 participants. They are also sponsoring a Portland Architectural Treasure Hunt which is available in stores in the downtown. The goal is to take a closer look at the architecture in our downtown. Gift certificates from retailers downtown will be awarded.

The Design Committee is working on addressing signs on the Boardwalk including wayfinding and historic signs as mentioned in the Hyett Palma study.

The Organization & Finance Committee is working on articles for the R&O to inform the public of what is going on with the Main Street organization. They are also still working on Oktoberfest activities and are still in need of volunteers.

City Manager Dempsey commented that he has been received many positive remarks about the Riverside Façade Project improvements.

Motion by Antaya, supported by Clement, to adjourn the meeting at 3:54 P.M.
All in favor. Adopted

Respectfully submitted,

Monique I. Miller, City Clerk