

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

Held on Thursday, October 16, 2008
In Council Chambers at City Hall

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

Members Absent: Kavanagh

Staff: City Clerk Miller

Guests: Main Street Chairman Joel VanSlambrouck

Chairman Dumas called the meeting to order at 3:38 P.M.

Motion by Dempsey, supported by Antaya to approve the Minutes of the September 18, 2008 meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Trappen to approve the agenda with the addition of a closed session to be held after the Treasurer's Report.

All in favor. Adopted.

Member Urie questioned check number 794 as to whether the reimbursement for cakes she purchased for Portland Pay Day was included. If it is determined after the meeting that it was not, then the check should be reissued.

City Manager Dempsey requested that check number 802 be held until after the discussion held during the Closed Session.

City Manager Dempsey requested that the DDA approve payment to the contractors for the Riverside Façade Project as requested by Council when the required documentation is received from the contractor.

Member Urie noted that it was not clear if a reimbursement to Fluff-n-Stuff was included in check number 799 for prizes for Portland Pay Day. It was determined that if the reimbursement was not included that a check should be issued.

Motion by Antaya, supported by Clement to approve the Treasurer's Report with the noted changes.
All in favor. Adopted.

Motion by Antaya, supported by Urie to adjourn to Closed Session to discuss personnel issues.

Yeas: Trappen, Urie, Clement, Barnes, Dempsey, Antaya, Briggs, Dumas

Nays: None

Meeting adjourned to Closed Session at 3:46 P.M.

Motion by Dempsey, supported by Barnes to terminate the Main Street Manager contract with Katie Ulrych effective immediately and to amend the Treasurers Report to reflect a payment to Katie Ulrych for services to date in the amount of \$1,041.

All in favor. Adopted.

City Manager Dempsey addressed the issue of getting a replacement for the DDA/Main Street Director position. He stated that he had a discussion with the State regarding the Main Street evaluation for accreditation to take place in November and they stated that not having a Main Street Manager should not have a negative impact on accreditation. If accreditation is not achieved in November then an additional 6 months will be granted in order to achieve this goal.

City Manager Dempsey stated that he asked the State if they were aware of any individuals who were available as Main Street Managers and he received a couple of leads. DDA Board Member Clement has offered to step in as Interim Main Street Manager after resigning his seat on the DDA Board as he is familiar with the Main Street program.

There was discussion amongst the Board of the possibilities for a Main Street Manager.

Motion by Trappen, supported by Briggs to put a committee together to negotiate a contract with Rush Clement to serve as Interim Main Street Manager until the goal of accreditation is or is not met contingent upon his resignation from the DDA and Main Street Boards.

All in favor. Adopted.

Motion by Dumas, supported by Trappen to appoint Main Street Chairman VanSlambrouck, City Manager Dempsey and DDA Vice Chairman Antaya to an ad hoc committee to negotiate a contract with Rush Clement.

All in favor. Adopted.

A special meeting of the DDA was set to be held on Friday, October 17th to discuss a contract with Rush Clement.

Motion by Dumas, supported by Barnes to accept the resignation of Rush Clement effective immediately contingent on the successful negotiation of a contract for Interim Main Street Manager.

All in favor. Adopted.

City Manager Dempsey gave a construction update. The Grand River Avenue Improvement Project is almost complete, with pavement marking to take place soon. The Maple Street Improvement Project is moving as quickly as possible as they have to maintain access to the Funeral Home. The parking lot at Scout Park is not in very good shape and the price to remove the asphalt and regrade is \$12,552. Funds were not budgeted for this purpose.

There was discussion of available funds in the budget for this project and the public and private portions of this parking lot.

Motion by Trappen, supported by Antaya to amend the budget to include the removal and repaving of the parking lot located at Scout Park for a cost of \$12,552.

All in favor. Adopted.

Motion by Antaya, supported by Trappen, to adjourn the meeting at 4:47 P.M.
All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary