

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

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

Members Present: Barnes, Dumas, Antaya, Dempsey, Kavanagh, Briggs

Members Absent: Urie, Trappen

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

Guests: Main Street Chairman Joel VanSlambrouck

Chairman Dumas called the meeting to order at 3:34 P.M.

Motion by Barnes, supported by Antaya to approve the Agenda as presented.  
All in favor. Adopted.

Motion by Barnes, supported by Dempsey to approve the agenda with the correction of the date in the heading of the minutes from Friday, October 17<sup>th</sup>.  
All in favor. Adopted.

On the Treasurers Report Member Kavanagh brought to the attention of the Board that check numbers 807 forward were off by one number.

Motion by Kavanagh, supported by Antaya to approve the Treasurers Report with the noted adjustment to the check numbers.  
All in favor. Adopted.

Director Clement reviewed the goals that were laid out by the State as a result of the 2007 Annual Review of the Main Street program. He discussed how these goals had been achieved over the past year. The State will be in town to do its year end evaluation of the Main Street program on Monday, November 24<sup>th</sup>.

City Manager Dempsey gave an update on the construction projects. The pavers arrived yesterday, a day early to pave the Scout Park Parking Lot and will be in tomorrow to complete some other areas as well. The company that is doing the striping will be in this afternoon to stripe Scout Park and restripe the bridge over the Grand River to add a right only turn lane from Grand River Ave. onto Kent St.

City Manager Dempsey commented on all of the inquiries that he has gotten recently as to why the decorative pavers at Bridge and Maple Sts. are not centered. It actually is centered between the curbs, as there is a larger parking lane on the north side of Bridge it gives the appearance that the pavers are not centered.

Chairman Dumas asked City Manager Dempsey to explain what is being constructed in the grass area between City Hall and Maple St.

City Manager Dempsey stated that a plaza is being constructed that will include planters and pergolas with a large evergreen tree in the middle. This will serve as a gathering area that can be decorated during the Holidays.

Under New Business Director Clement presented the committee work plans.

Motion by Antaya, supported by Briggs to approve the committee work plans.  
All in favor. Adopted.

Director Clement stated that the Main Street Board held a retreat to form Board goals which will be used to form next years work plans. This was a recommendation from the State for accreditation and the Board found that it was very successful.

Director Clement gave a report on the Main Street committees. The Design Committee is seeing the fruition of its involvement in the Downtown design as the construction progresses.

The Promotions and Marketing Committee has been working hard to promote Holidayfest which begins tonight.

The Economic Revitalization Committee has shifted some money to an Infrastructure subcommittee to look at downtown access and parking.

The Organization and Finance Committee is becoming more organized and completing many tasks including a volunteer recognition party, volunteer recruitment, the Main Street Gab and a Main Street Manager Evaluation.

Mayor Barnes commended Main Street Chairman VanSlambrouck and Director Clement for the changes that they have affected since they have been involved in the Main Street program.

Director Clement present the Main Street Gab which will be issued quarterly and will contain news and happenings for the downtown merchants and residents.

City Manager Dempsey stated that there is a high demand for parking in the downtown as a result of the Main Street program. He encouraged residents who are in town for more than 2 hours to use the City parking lots.

Motion by Antaya, supported by Kavanagh, to adjourn the meeting at 4:09 P.M.  
All in favor. Adopted

Respectfully submitted,

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Georgina Trappen, Secretary