

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

Held on Thursday, December 18, 2008  
In Council Chambers at City Hall

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

Members Absent: Urie, Dumas

Staff: DDA/Main Street Director Clement, Camera Operator Cummins

Guests: Main Street Chairman Joel VanSlambrouck

Chairman Dumas called the meeting to order at 3:30 P.M.

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

Motion by Barnes, supported by Kavanagh to approve the Minutes as presented.  
All in favor. Adopted.

Motion by Dempsey, supported by Antaya to approve the Treasurers Report as presented.  
All in favor. Adopted.

Under Old Business Director Clement went over the status of the Main Street accreditation. A letter was received from the State postponing accreditation for 6 months to ensure that all requirements have been met. Some of the recommendations from the State include having a full time Main Street Manager, not interim and realigning tasks to different committees that were designated incorrectly. Training has been scheduled with the State on the requirements that still need to be met. They will also help with more comprehensive local trainings. The State noted the improvement in the Main Street program over the past year.

City Manager Dempsey and the Board discussed how members are appointed to the Main Street Board in order to ensure that the changing of members is handled correctly.

Director Clement stated that he has been evaluating where the Façade Program was left when former Director Ulrych left. He stated that he had found Façade Grant Application that had been turned in.

City Manager Dempsey stated that the program had been postponed until training could be done on façade restorations and then a call would be sent out for new projects.

There was discussion among the Board of where the project had left off and the budget for proceeding with new projects.

Under New Business Director Clement stated that the Michigan Main Street was hosting a Community Initiated Development Training for Historic Preservation February 18<sup>th</sup> – 20<sup>th</sup>. This training is highly recommended for the development of old buildings.

Under the Directors Report Director Clement reported that each committee will be meeting with Main Street Board Members and with representatives of the State to go over work plans. The State will then be training each committee.

Director Clement acknowledged the repayment approved by the City Council for half of the paving of the Scout Park parking lot.

Motion by Trappen, supported by Kavanagh, to adjourn the meeting at 3:53 P.M.  
All in favor. Adopted

Respectfully submitted,

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Georgina Trappen, Secretary