

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

Held on Thursday, January 15, 2009
In Council Chambers at City Hall

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

Members Absent: None

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

Guests: None

Chairman Dumas called the meeting to order at 3:32 P.M.

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

Under Old Business City Manager Dempsey reported that the Maple St. Enhancement Project is currently under a winter suspension.

Under New Business Member VanSlambrouck stated that according to the State a stipulation for accreditation is the hiring of a full time Main Street Manager by the end of March. The State suggested that this position be on a similar scale to other Main Street communities with a salary between \$30,000 and \$35,000 plus benefits which could be up to \$27,000. The rationale for the increase in salary and benefits is that more qualified individuals may be attracted to the position which may help end the high turnover rate that has been established.

There was discussion between the Members regarding the cost of hiring a full time individual and offering benefits. The difference between hiring an employee of the DDA versus a contract employee was also discussed.

City Manager Dempsey stated that if an individual was hired as an employee of the DDA that person would be entitled to the same benefits as other civil servants of the municipality and must also be approved by the City Council.

There was discussion between the Members of how to pay for a full time position and whether the position would need to be posted or whether Interim Director Clement could be appointed as he has shown interest in the position.

Chairman Dumas stated that he felt the position should be posted at least locally so that credibility in changing positions will be maintained.

There was discussion as to where and how the position should be advertised.

City Manager Dempsey suggested that it be advertised on the MML website and the Review & Observer.

There was discussion regarding the available funds for the position and the anticipated return in funding a full time position as DDA funds would likely not be in a position to have funds for other investments for some time.

Mayor Barnes stated that the intent of the Main Street program is that it is self sustaining and ideally a good manager should be able to generate funds for the program to pay for itself and more.

City Manager Dempsey suggested advertising the position as full time with benefits with the wage dependent on qualifications. In the interim the wage to be paid can be evaluated.

Motion by Barnes, supported by Dempsey to hire a full time Main Street Manager with a benefits package with the wage dependent on experience with the search to be conducted on the MML website listing and in the Review & Observer.

All in favor. Adopted.

Chairman Dumas suggested that Dempsey, Urie and VanSlambrouck review the applicants and bring their recommendations to the February DDA meeting.

Motion by Barnes, supported by Antaya to reschedule the February DDA meeting to the fourth Thursday, February 26th, to allow more time to post the position appropriately and review the applicants.

All in favor. Adopted.

Under the Directors Report Interim Director Clement went over training that has taken place and that is planned with the State. On January 7th the Board had training with the State where the basics of the Main Street program were covered. The Promotions and Marketing Committee will have training with the State on January 20th. Any new volunteers are encouraged to attend these training sessions. Training for the Economic Revitalization and Organization and Finance Committees will be held on January 22nd. There will be intensive work plan training held on February 2nd – 5th for all committees where 2009 will be addressed.

Director Clement stated that there are a number of individuals that will be attending training February 18th – 20th that will focus on the revitalization of buildings. This training is open to anyone who wishes to attend.

Interested candidates attended an informational meeting about the MSHDA Downtown Rental Rehabilitation Program on January 12th.

Director Clement commended the Board members for stepping up and getting things done and attracting new volunteers.

Maria's Tacos opened last week for business and has been very busy.

Member Trappen commented on the meeting that she had with the City Treasurer where they went through the Fiscal Year information. The Treasurer informed Member Trappen that any money earned stayed in the DDA fund unless it was requested that it be transferred to the Main Street budget.

Member Trappen presented a request for the \$8250.20 raised by Main Street to be transferred to the Main Street budget to cover expenses this Fiscal Year.

City Manager Dempsey stated that the Main Street budget will need to be amended to reflect the \$8250.20 raised. He also voiced concern that an amendment for this request not be made until after the finances for the full time Main Street Manager position are analyzed.

Motion by Dempsey, supported by Barnes to table the motion to amend the Main Street Budget to include the \$8250.20 raised for Fiscal Year 2008/2009 until the February meeting of the DDA. All in favor. Adopted.

Motion by Barnes, supported by Trappen, to adjourn the meeting at 4:50 P.M. All in favor. Adopted

Respectfully submitted,

Georgina Trappen, Secretary