

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

Held on Thursday, March 15, 2007
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Dumas, Kavanagh, Kolarik, Pontz, Urie

Members Absent: Briggs, Clement, Dempsey

Guests: None

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

Motion by Antaya, supported by Kavanagh, to approve the agenda as presented
All in favor. Adopted

Motion by Barnes, supported by Kolarik, to approve the minutes of the February 15, 2007
meeting.
All in favor. Adopted

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

D.D.A. Director Melissa Christensen stated that City Engineer Aaron Caitlin has been working
on the final plans for the Riverside Façade Improvement Project. Mr. Caitlin is in the process of
getting all the property owners signing off on the final plan.

Ms. Christensen stated that the Art of Giving will be expanding and moving in May to 176 Kent
Street and will also be changing their name. She stated they will be adding a commercial sized
kitchen in the new building.

Ms. Christensen stated that Professional Contract Management, Inc. (PCMI) is located at 140
Kent Street. They have been opened for a short time and will be having an official opening soon.

Ms. Christensen stated that Perfect Balance moved over to the former Casa Bella building. She
stated it is a great place for a salon and they are real excited about the move. She hopes they will
have a Ribbon Cutting Ceremony soon.

Boardmembers received a letter of resignation from Karen Hoppes from the D.D.A. stating
because of personal commitments, she is unable to devote her time to the D.D.A. Ms.
Christensen stated there are two positions available on the D.D.A. Board. Mayor Barnes stated
that applications are available on the City website or are available at City Hall.
Chairman Dumas publicly thanked Ms. Hoppes for her years of service to the Portland
community.

Ms. Christensen stated she is putting the rumors to rest that she is taking over organizing Riverfest. She stated she was approached by several Chamber of Commerce members to organize Riverfest; however, she does not have the time to do it this year. She stated she talked to Chamber President R.J. Niklas and informed him that Main Street would like to be involved with Riverfest.

Ms. Christensen stated she would like to put together a team to clean underneath the new boardwalk. She stated she would like to work together with the City during the City Wide Clean-up and the Riverwalk Clean-up. She invited the Boardmembers and viewing public to join her under the boardwalk at 9:00 A.M. on the 21st. of April. Boardmember Antaya commented that the property under the boardwalk looks better today than it has for the past 25 years after the removal of trees, brush and junk.

Ms. Christensen informed the Board that she has been working with the City Treasurer on the D.D.A. budget and will have copies for them at the April meeting.

Ms. Christensen stated the Organization & Finance Committee is working on a fund raiser for the Portland Area Service Center. She stated they are having trouble coming up with the match money for the Riverside Façade Improvements Project. The Organization & Finance Committee is suggesting a pancake breakfast as a fund raiser for some time in May. She stated she will be meeting with them next week to get the ball rolling. She stated they would like to do it in conjunction with the opening of the boardwalk. Ms. Christensen stated the Service Center's commitment for the façade improvement is \$3,000 and they have about \$1,500 now.

Ms. Christensen stated that some of the rails for the boardwalk have been re-fabricated and should be received and installed next week. She stated she hopes to have a Ribbon Cutting Ceremony some time in April.

The Promotion & Marketing project is going to be called "Portland Pay Day". She stated there still needs to some fine tuning with the plan. She stated we need to get word out to the public and to get merchants involved in the project. She stated it is a program that rewards hometown shoppers by rewarding them for each dollar spent in Portland they will be entered into a cash drawing prizes.

Ms. Christensen stated that Julie Clement attended a four-day retreat for the MSU Creating Entrepreneurial Communities, and as soon as she gets an update on the retreat it will be passed along to Boardmembers.

Motion by Kolarik, supported by Antaya, to adjourn the meeting at 3:45 P.M.
All in favor. Adopted

Respectfully submitted,

Vicki Pontz, Secretary