

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

Held on Thursday, February 16, 2017
In Council Chambers at City Hall

Members Present: Barnes, Antaya, Gorman, Blastic, VanSlambrouck, Urie

Members Absent: Dumas, Grimminck, Clement

Staff: DDA/Main Street Transitional Coordination Director Briggs, City Clerk Miller, Finance Officer Kinde

Guests: Mike Judd

Vice Chair Antaya called the meeting to order at 3:35 P.M.

Motion by Barnes, supported by Blastic, to excuse the absences of Chair Dumas and Member Grimminck.

All in favor. Adopted.

Motion by Urie, supported by Gorman, to excuse the absence of Mayor Barnes from the January 19, 2017 DDA meeting.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the agenda as presented.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of the January 19, 2017 meeting as presented.

All in favor. Adopted.

Motion by Urie, supported by VanSlambrouck, to approve the minutes of the February 1, 2017 special meeting as presented.

All in favor. Adopted.

Motion by Urie, supported by VanSlambrouck, to approve the minutes for the February 1, 2017 Closed session as presented.

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the Treasurer's Report as presented.

All in favor. Adopted.

Under the Chair's Report, Vice Chair Dumas provided information regarding communications from Clark Hill PLC regarding Shelley Perry.

Under Old Business, DDA/Main Street Transitional Coordination Director Briggs distributed two copies of the Conflict of Interest Policy to each board member. One for each member to keep and one to sign and return to Director Briggs.

Director Briggs submitted the minutes of the October 15, 2015 DDA meeting that states during the 3rd quarter budget review, that then Director Perry asked how the \$11,000 difference budgeted for pension between eligible amounts for former Director Reagan and herself should be allocated. At that time the DDA Board decided to have the funds revert to the DDA's fund balance. These are the funds to which Ms. Perry recently alleged she was entitled.

Under Brief Discussion, Director Briggs stated that the Block Party to be held on May 20, 2017 and an event committee will be a joint effort between all Main Street committees and other community organizations.

There was discussion about the integration of the committees' work plans.

There was discussion about event planning and organization.

Member Urie suggested naming specifically what the profits from events will be allocated to.

There was discussion.

Under New Business, Director Briggs presented the proposed Fiscal Year 2017/2018 DDA Budget for review and discussion. She proposed realignment with the 2014 DDA Plan and the City's Master Plan to ensure implementation and funding of both of the plans' ongoing priorities.

City Finance Officer Kinde assisted Director Briggs in the presentation of the Budget.

There was discussion of the budget.

There was discussion regarding the administrative burden on the DDA and the possibility that the DDA/Main Street Director should be an employee of the City and serve at the pleasure of the Board.

Finance Officer Kinde and Director Briggs stated that they are looking for input from the Board on the direction they would like the budget to take or specific items they'd like to see included.

The Board concurred that Finance Officer Kinde and Director Briggs should generate the budget document based on what they have already started. The budget can be adjusted as needed once a new Director is hired.

Under Action Item, Director Briggs stated that the Design Committee has made a request to open the process for Sign Grants, Façade Grants and adding Awning Grants during the month of March.

Motion by Barnes, supported by Gorman to open the process for Sign Grants, Façade Grants and Awning Grants.

All in favor. Adopted.

Director Briggs stated that the Organization & Finance Committee met last night and discussed starting the planning process for Beerfest.

Mayor Barnes stated that Beerfest has had some success the past couple of years. The O&F Committee would like to start marketing the event early but wanted to first get approval from the DDA to start the process.

There was discussion.

Blastic left the meeting at 4:50 P.M.

Member Urie stated that she is not in favor, at this point, until a strategy is developed with the Refresh program.

There was continued discussion including the possibility of other groups getting involved.

Mayor Barnes stated there is not a quorum present to make a decision. There is still plenty of time to make a decision as Beerfest is held in August.

There was continued discussion.

Motion by Barnes, supported by VanSlambrouck, to adjourn the meeting at 5:03 P.M.

All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary