

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

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

Members Present: Dumas, Barnes, Gorman, Blastic, VanSlambrouck, Urie, Grimminck

Members Absent: Antaya, Clement

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

Guests: Laura Krizov of the MEDC; Mike Judd

Chair Dumas called the meeting to order at 3:05 P.M.

Motion by VanSlambrouck, supported by Barnes, to excuse the absences of Vice Chair Antaya and Member Clement.

All in favor. Adopted.

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

All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of the February 16, 2017 meeting as presented.

All in favor. Adopted.

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

All in favor. Adopted.

The Chair had nothing to report for the Chair's Report.

Under Old Business Action Item for Approval, DDA/Main Street Transitional Coordination Director Briggs informed the Board that the \$1,000 payment for the 2016 Sign Grant to Terry Frewen had not been paid after he followed up with the required paperwork.

Motion by Gorman, supported by Urie, to approve the \$1,000 payment to Terry Frewen for the 2016 Sign Grant.

All in favor. Adopted.

DDA/Main Street Transitional Coordination Director Briggs and Finance Officer Kinde presented the Fiscal Year 2017/2018 DDA Budget for discussion and approval.

The board reviewed and discussed the budget.

City Manager Gorman noted that if the new director opts out of health insurance coverage the funds budgeted for that purposed will not be available to them “in lieu of” cash form.

Motion by VanSlambrouck, supported by Gorman, to approve the Fiscal 2017/2018 Budget as presented and recommend it to City Council for approval.
All in favor. Adopted.

Finance Officer Kinde left the meeting at 3:15 P.M.

Under New Business, Director Briggs stated that May is National Historic Preservation Month. The Design Committee is asking for DDA approval to request that City Council recognize Historic Downtown Portland in a proclamation signed by Mayor Barnes.

Motion by Dumas, supported by Urie, to request that City Council recognize Historic Downtown Portland in a proclamation signed by Mayor Barnes.
All in favor. Adopted.

Director Briggs requested approval to apply for all required licenses, insurance, bonds, contracts, permits, raffles, etc. for the Block Party scheduled to be held on Saturday, May 20, 2017.

Motion by Barnes, supported by VanSlambrouck, to approve the Block Party scheduled to be held on Saturday, May 20, 2017 and to apply for all required licenses, insurance, bonds, contracts, permits, raffles, etc.
All in favor. Adopted.

Director Briggs requested Board approval for attendance at the National Main Street Conference in Pittsburgh, PA, April 30, 2017 through May 4, 2017 for the new DDA/Main Street Director and at least two Main Street volunteers.

Motion by VanSlambrouck, supported by Urie, to approve attendance at the National Main Street Conference in Pittsburgh, PA, April 30, 2017 through May 4, 2017 for the new DDA/Main Street Director and at least two Main Street volunteers.
All in favor. Adopted.

Mayor Barnes stated that he spoke with Member Clement last week in regard to his lack of attendance at DDA meetings. Member Clement told him that he hasn't been able to attend due to circumstances with his business. Mayor Barnes further stated that he thanked Member Clement for his service to the DDA over the years. He further told Member Clement that per the DDA Bylaws Article III, Section 4, “Pursuant to notice and an opportunity to be heard, a member of the Board may be removed from office for neglect of duty, including non-attendance at three (3) or more meetings per year, misconduct, malfeasance, or any other good cause by a majority of the City Council.”. Member Clement has missed several meetings. He will be provided an opportunity to address the issue. His participation with the Board is needed. A formal letter will be sent to him advising him of the situation and indicating the intent that if there is another unexcused absence then his term with the DDA will be terminated.

There was discussion of how many member are needed on the DDA and if the number of members should be reduced.

Director Briggs presented the DDA calendar for the National Main Street visit for the Refresh Transformation Strategy Process.

Laura Krizov of the MEDC provided information on who will be attending the meetings from the MEDC office.

Under Board Comments, City Manager Gorman commented that he appreciates the effort from everyone over the past year. He further stated that he is looking forward to a new level of professionalism in a new DDA/Main Street Director. The past year has taken a significant toll on City staff. He thanked Finance Officer Kinde, Deputy Treasurer Tolan, and City Clerk Miller for their patience and hard work. He also thanked DDA/Main Street Transitional Coordination Director Briggs for her efforts; she has been great to work with.

Member Urie commented that there is a new performance at the Portland Civic Players starting this weekend.

Deputy Treasurer Tolan joined the meeting at 3:39 P.M.

The DDA held the interview for Tina Conner Wellman for the DDA/Main Street Director position.

The Board took a recess at 4:01 P.M.

The Board resumed the meeting at 4:08 P.M.

The DDA held the interview for Wanda M. Norman for the DDA/Main Street Director position.

The interviews were complete at 4:17 P.M.

The Board discussed the candidates for the DDA/Main Street Director position.

The Board concurred on the front runner for the position.

Motion by Urie, supported by VanSlambrouck to approve Tina Conner Wellman for the DDA/Main Street Director position with the hiring process to be carried out by Chair Dumas and Deputy Treasurer Tolan.

All in favor. Adopted.

Chair Dumas noted that clarification is needed in terms of salary exclusive of health insurance.

There was discussion.

Motion by VanSlambrouck, supported by Urie, to allow Chair Dumas and Deputy Treasurer Tolan to offer \$55,000 salary to Tina Conner Wellman with a 1-week vacation with the option to offer 2-week vacation if needed for negotiation purposes.

All in favor. Adopted.

Deputy Treasurer noted hiring would be conditional on successful background check, physical, and Council approval.

The Board concurred.

Director Briggs noted that Mrs. Conner Wellman had noted she would be able to start in 4-weeks and will be able to attend the Main Street Refresh training.

There was discussion of whether the position would be offered to Ms. Norman if Mrs. Conner Wellman does not accept.

The Board concurred they would not offer Ms. Norman the position as they don't have the confidence in her level of experience.

Director Briggs mentioned that the committee had decided they would pay for a hotel room for candidates.

Motion by Barnes, supported by Urie, to pay the hotel bill for candidate Wanda M. Norman.
All in favor. Adopted.

Motion by Blastic, supported by Urie, to adjourn the meeting at 4:49 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary