

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

Held on Thursday, April 20, 2017
In Council Chambers at City Hall

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

Members Absent: Clement

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller, Finance Officer Kinde

Guests: Ken Lane of Clark Hill PLC; Mike Judd

Chair Dumas called the meeting to order at 3:31 P.M.

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

Motion by Urie, supported by Antaya, to go into Closed Session to discuss a confidential memorandum with counsel.
All in favor. Adopted.

The board adjourned to Closed Session at 3:32 P.M.

Motion by Antaya, supported by VanSlambrouck to reconvene after Closed Session at 3:58 P.M.
All in favor. Adopted.

Motion by Barnes, supported by VanSlambrouck, to approve the minutes of the March 16, 2017 meeting as presented.
All in favor. Adopted.

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

Under New Business, Chair Dumas noted that an application has been received from Terry Frewen for appointment to the DDA. The City Council will consider the appointment at its meeting on May 1, 2017.

Member Briggs provided a summary of the communication that has taken place with Member Clement regarding his membership on the DDA board. Member Clement has stated that his absences from DDA meetings have been due to the fact that he has been very busy with his business and has not had time to devote to the DDA. He previously stated that he would send a letter of resignation rather than received a notice of non-compliance. To date, a letter of resignation has not been received.

There was discussion.

Motion by Grimminck, supported by Barnes, to send a formal letter informing Member Clement that he has been removed from the DDA.

Eight in favor. One abstention. Adopted.

Chair Dumas offered his resignation/retirement from the DDA board after 26 years of service. He stated that he has enjoyed the time he has served and that the time has served him well. He further noted that a lot of great things have been accomplished over that time.

Motion by Antaya, supported by VanSlambrouck, to accept the resignation of Chair Dumas to be effective at the end of the meeting.

All in favor. Adopted.

There was consideration given to who will serve as the new Chair of the DDA through the July 2017 DDA meeting when the annual Election of Officers will be held.

Motion by Barnes, supported by Dumas to nominate Member Briggs to serve as the Chair of the DDA given her recently acquitted expertise and knowledge.

There was discussion.

The vote for the motion on the floor was held.

All in favor. Adopted.

Motion by Urie, supported by Blastic, to change the signature cards at the financial institutions where the DDA/Main Street accounts are held to remove outgoing Chair Dumas and add new Chair Briggs.

All in favor. Adopted.

Director Conner Wellman requested approval for a monthly mobile phone reimbursement of \$60.00 per month.

There was discussion of landline and mobile phone use. Director Conner Wellman would like to access her email from her personal mobile phone so she doesn't have to carry two mobile phones.

Motion by Antaya, supported by VanSlambrouck, to approve a monthly mobile phone reimbursement of \$60.00 per month.

All in favor. Adopted.

Under Old Business, the PowerPoint slides of the National Main Street Refresh training on March 23, 2017. National Main Street would also like to schedule the next level of training on Tuesday, June 1, 2017.

Director Conner Wellman and Chair Briggs will attend the National Main Street Conference in Pittsburgh April 30th through May 4th.

Director Conner Wellman reported that she has been in the office every week since she has been hired and officially started on Tuesday, April 18, 2017. She is looking forward to getting organized, building relationships, the Main Street Refresh, and the Block Party. She further stated that she plans to meet with the DDA/Main Street Committees to determine their goals to move the community forward.

The DDA Board presented Chair Dumas a gift upon his retirement.

Member Grimminck noted that the Portland District Library will host a speaker on April 27, 2017 at 6:30 P.M. that will discuss hoarding.

City Manager Gorman noted that the City Council executed the purchase agreement with Sparrow at its meeting on April 17, 2017. He also noted that McDonald's will begin redevelopment of its property at the end of the summer and Mr. Hilligan of ConfluxCity Brewery LLC has been issued his building permit and has begun development of his business.

Motion by Blastic, supported by Urie, to adjourn the meeting at 4:41 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary