

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

Held on Thursday, May 18, 2017  
In Council Chambers at City Hall

Members Present: Antaya, Briggs, Barnes, Gorman, Blastic, Urie, Grimminck, Frewen

Members Absent: VanSlambrouck

Staff: DDA/Main Street Director Conner Wellman, City Clerk Miller, Deputy Treasurer Tolan

Guests: None

Chair Briggs called the meeting to order at 3:30 P.M.

Motion by Barnes, supported by Antaya, to approve the agenda with the addition of the excusal of Member VanSlambrouck who is out of town on business.

All in favor. Adopted.

Motion by Grimminck, supported by Blastic, to approve the minutes of the April 20, 2017 regular meeting as presented.

Frewen abstained as not present for meeting.

All in favor. Adopted.

Motion by Grimminck, supported by Antaya, to approve the minutes of the April 20, 2017 closed meeting as presented.

Frewen abstained as not present for meeting.

All in favor. Adopted.

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

All in favor. Adopted.

Under New Business, Chair Briggs welcomed Terry Frewen to the board.

Member Frewen provided his background and history of involvement with the Portland area and community.

Chair Briggs noted that she received a letter of resignation from Rush Clement.

Chair Briggs noted the year end finance update through April 2017 was provided in the packet for review by the DDA Board and the committees.

There was discussion.

Chair Briggs suggested the bylaws of the DDA and Main Street boards be merged.

There was discussion about what might be included in a new set of bylaws.

Chair Briggs suggested retaining Ken Lane of Clark Hill PLC be retained to amend the bylaws.

Motion by Urie, supported by Antaya to hire Ken Lane to merge the DDA and Main Street bylaws.

All in favor. Adopted.

Member Frewen inquired about which year's budget funds would come from for this service.

City Manager Gorman stated that the funds would likely come from this year's budget. Planning during this upcoming year will help to determine next year's budget.

Director Conner Wellman provided an update on the Block Party.

Member Blastic left the meeting at 4:00 P.M.

Director Conner Wellman asked for approval, in effort to keep good records and ensure transparency, to use some of the comp time accrued during attendance at the National Main Street Conference and during the Block Party.

There was discussion.

Mayor Barnes stated that according to the policy the approval of time off by the entire board is not needed. It only needs to be approved by the Board Chair and should be used in the same manner as City employees.

He further stated that previous issues with tracking of time have been addressed in the new employee contract.

Deputy Treasurer Tolan left the meeting at 4:08 P.M.

Director Conner Wellman stated that she has been reviewing retention schedules in order to understand what files need to be retained. She is looking for volunteers to help clean out old DDA/Main Street files on Tuesday, May 23, 2017.

Director Conner Wellman requested approval of the Special Event Liquor License, the Liquor Liability insurance and the agreement with Paul Starr for the Beerfest on the Bridge which is scheduled to be held on August 12, 2017.

Motion by Antaya, supported by Gorman, to approve the application for a Special Event Liquor License, and to obtain Liquor Liability insurance for the Beerfest on the Bridge on August 12, 2017.

All in favor. Adopted.

There was discussion of the agreement with Paul Starr of I'm a Beer Hound.

Member Frewen asked if an overflow area for Beerfest on the Bridge has been considered as he anticipates the growth of this event.

There was discussion of considering this issue during planning for the event.

Member Urie asked how much will be paid to Paul Starr as he was paid more last year but revenues were down.

Director Conner Wellman stated the \$3,500 approved in the agreement is an “up to” amount.

Mayor Barnes stated there are more variables in terms of the effort that is put into this event outside of the efforts by Mr. Starr.

There was continued discussion.

Member Urie asked that there be clarification of the expectations.

Mayor Barnes noted that the contract with Mr. Starr is very specific.

Director Conner Wellman suggested doing the same as last year and see how things go.

Motion by Urie, supported by Barnes to enter into an agreement with Paul Starr of I’m a Beer Hound for organization and promotion of Beerfest on the Bridge on August 12, 2017 in an amount up to \$3,500.00.

All in favor. Adopted.

Under Old Business, Chair Briggs provided an update on communications with former DDA Director Perry’s attorney regarding the FOIA request that was submitted. A response to the FOIA request will be sent by the deadline of May 24, 2017.

Director Conner Wellman noted that the Main Street Board Refresh Training will be held June 1, 2017 from 2:00 – 5:00 P.M. on the 2<sup>nd</sup> floor of City Hall. The goal is to develop communication and plan for the next Refresh phase.

Under the Chair Report, Chair Briggs stated her goal is to get back to focusing on developing plans and setting priorities. This process will begin at the June DDA meeting.

Under the Directors Report, Director Conner Wellman provided a report/summary of the National Main Street Conference she attended in Pittsburgh, PA in May.

Director Conner Wellman asked each team to submit an article for the On the Street Newsletter by Friday, May 26, 2017.

Director Conner Wellman stated that she will present a program for managing contacts, interactions, and web directory, and a community calendar at the June DDA meeting along with a review/assessment of the website.

Director Conner Wellman noted that she will be on a vacation that was scheduled prior to her hiring and will miss the June 15, 2017 DDA meeting.

There was discussion.

Motion by Barnes, supported by Gorman, to move the regularly scheduled DDA meeting from June 15, 2017 to June 29, 2017.

All in favor. Adopted.

City Manager Gorman left the meeting at 4:48 P.M.

Under Committee Reports, Mayor Barnes stated that the Organization and Finance Committee will start aligning its goals after the Refresh training.

The Economic Revitalization Committee met in April and will meet again in June to refocus. Their goal is to cut down on the number of projects and focus on business inventory and to provide a packet of relevant information for potential developers.

The Promotions and Marketing Committee are planning Block Party. Volunteers are still needed.

The Design Committee still has openings for Sign, Façade, and Awning Grants.

Under Board Member Comments, Member Grimminck noted the Portland District Library will offer an Adult Summer Reading Program this summer and is looking for donations for gift baskets that will be awarded.

Member Urie noted that the Summer Theatre program will be starting soon.

Motion by Antaya, supported by Barnes, to adjourn the meeting at 4:55 P.M.

All in favor. Adopted

Respectfully submitted,

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Kory Blastic, Secretary