

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

Held on Thursday, January 18, 2018
In Council Chambers at City Hall

Members Present: Gorman, VanSlambrouck, Briggs, Grimminck, Pung, Antaya, Blastic

Members Absent: Barnes, Frewen, Hodge

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

Guests: None

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

There was no public comment.

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

All in favor. Adopted.

Motion by Pung, supported by VanSlambrouck, to approve the minutes of the December 21, 2017 meeting with correction of “in one year” to “at one year” in the 10th paragraph on the first page.

All in favor. Adopted.

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

All in favor. Adopted.

There were no Team Reports.

Under Old Business, Director Conner Wellman reminded everyone about the Crowdfunding Small Business opportunity. Businesses can raise up to \$25,000.00 with a match from MEDC.

Director Conner Wellman noted that she has emailed the DDA Board Member Agreements to those board members she has not received a signed agreement from. She also noted that there are some board members still need to sign the Conflict of Interest agreements.

Under New Business, Member Briggs stated that the sign for the Portland Family Chiropractic has been completed as approved. She stated that the Design Committee recommends approval of the disbursement of funds for the Sign Grant.

Motion by VanSlambrouck, supported by Pung, to disburse the funds for the Sign Grant approved for Portland Family Chiropractic.

City Manager Gorman stated he wants to ensure that the DDA continues to evaluate the grant processes.

Member Antaya stated that he disagrees with approving this Sign Grant as he doesn’t feel that funding should be provided for a sign change due to a change of business ownership.

There was discussion.

The vote for the motion on the table was held.
All in favor. Adopted.

Director Conner Wellman read the Mission Statement.

Director Conner Wellman noted that she has created a preparation packet for the planning session that will be held on Friday, February 2, 2018 from 3:00 – 5:30 P.M. to discuss future planning and the Fiscal Year 2018/2019 Budget.

Director Conner Wellman noted that there has been discussion of merging the Organization & Finance Team with the Promotions & Marketing Team and the Design Team with the Business Enhancement Team. She inquired if the Board wants to merge them now or later.

The DDA Board concurred they should not be merged until after the February 2, 2018 planning meeting.

Director Conner Wellman stated that the National Main Street Conference will be held in Kansas City, MO, March 25-29, 2018. Council Member Johnston is Chair of the Promotions & Marketing Team and has asked to attend.

Under the Director Report, Director Conner Wellman reported that a business owner workshop, Online Branding, will be held on January 24, 2018.

The Promotions & Marketing Team will be inviting two students from both St. Patrick and Portland High School to join the team. The team is interested in getting a new perspective.

The Community Guides have been sent out to the State Welcome Centers.

The Portland Area Chamber of Commerce will hold its annual Awards Banquet on Monday, January 22, 2017 at the Wagon Wheel.

Under Board Member Comments, Member Blastic asked if he could get a digital volunteer application that could be posted to social media feeds.

City Manager Gorman noted that the Portland Area Chamber of Commerce will honor Rev. Marilyn Danielson of the Congregational Church and Father Larry King of St. Patrick Church at its annual Awards Banquet.

Motion by VanSlambrouck, supported by Blastic, to adjourn the meeting at 3:59 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary