

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

Held on Thursday, January 20, 2011
In Council Chambers at City Hall

Members Present: Dumas, VanSlambrouck, Urie, Sunstrum, Blastic, Clement, Antaya

Absent: Dempsey, Barnes, Briggs

Staff: DDA/Main Street Director Reagan, City Clerk Miller

The meeting was called to order at 3:33 P.M.

Motion by Clement, supported by VanSlambrouck, to approve the Agenda as presented with the excusal of Barnes and Dempsey.

All in favor. Adopted.

Motion by VanSlambrouck, supported by Clement, to approve the Minutes of the December 16, 2010 as presented.

All in favor. Adopted.

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

All in favor. Adopted.

Under New Business, Director Reagan presented a letter of resignation from Member Trappen due to the need for her to spend more time in her business.

Motion by Dumas, supported by Clement, to accept the letter of resignation and extend their appreciation for her time spent on the DDA. They further stated that she would be missed.

All in favor. Adopted.

There was discussion of the procedure for appointing someone to replace Member Trappen.

Director Reagan stated that the Market Analysis Update will be done by MSU Practicum Students starting next week and will begin with questionnaires distributed in the Downtown. Information from the study should be received within a month.

Under the Director's Report, Director Reagan stated that he would be attending the National Main Street Conference in Des Moines, Iowa on May 22nd – 25th.

Under Committee Updates, Director Reagan stated the Design Committee has received some of the way finding signage which will begin to be installed next week by the DPW. The pole signs will be installed in the spring. The Design Committee is also in the process of receiving applications for the Sign Incentive Grant.

The Promotions and Marketing Committee has scheduled the Downtown Block Party for May 21st and is in the process of planning the event.

The Economic Revitalization Committee is working with the MSU Practicum students on the Market Analysis Update.

The Organization & Finance Committee continues to produce the Main Street monthly newsletters compiled by Julie Clement.

The 2011 Riverfest Committee will hold a meeting tonight at 6:30 P.M. on the 2nd floor of City Hall. Riverfest will be held the 3rd weekend in August.

Motion by Urie, supported by Clement, to adjourn the meeting at 3:46 P.M.
All in favor. Adopted

Respectfully submitted,

Monique I. Miller, City Clerk