

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

Held on February 19, 2015
In Council Chambers at City Hall

Members Present: Dumas, Antaya, Blastic, Grimminck, Gorman, Tyler, Briggs, Barnes, Urie, and Smith

Members Absent: Clement

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

The meeting was called to order at 4:02 P.M. by Chair Dumas.

Motion by Barnes, supported by Antaya, to approve the Proposed Revised Agenda and to excuse Member Clement.

All in favor. Adopted.

Motion by Antaya, supported by Blastic, to approve the Minutes of the January 15, 2015 Regular Meeting as presented.

All in favor. Adopted.

Motion by Barnes, supported by Gorman, to approve the February 2015 Treasurer's Report as presented.

All in favor. Adopted.

Under Old Business, Director Reagan presented information on the additional quotes for holiday decorations requested at January's DDA meeting. A company that will own the lights and decorations and hang them is desired. The cost of switching from incandescent to LED lights will not be offset by the savings in electricity. Director Reagan recommended staying with incandescent lights from Hometown Decoration & Display at a cost of approximately \$8,300 for a 3-year contract.

Motion by Barnes, supported by Smith, to approve a 3-year contract with Hometown Decoration & Display for incandescent holiday lighting per quote.

All in favor. Adopted.

Under New Business, Director Reagan requested approval to submit a Special Event Liquor License Application for the May 16, 2015 Downtown Block Party.

Motion by Urie, supported by Antaya to approve the request to submit a Special Event Liquor License for the May 16, 2015 Downtown Block Party.

Director Reagan requested approval to submit a license application for the 2015 Portland Pay Day promotion approved by the Main Street Board at its meeting earlier today.

Motion by Smith, supported by Urie, to approve the request to submit a license application for the 2015 Portland Pay Day promotion.

All in favor. Adopted.

Director Reagan requested approval of the changes to the DDA Façade Grant Application and to open the 2015 DDA Façade Grant application round. The Design Committee would like to award 1 grant this year; \$5,000 has been budgeted for this purpose.

Motion by Barnes, supported by Blastic, to approve changes to the DDA Façade Grant Application and to open the 2015 DDA Façade Grant application round.

All in favor. Adopted.

There was discussion of a possible donation to the Red Mill Pavilion Project by the DDA. Director Reagan explained the project and that the Friends of the Red Mill are seeking funding. Director Reagan suggested a donation of \$1,000 to the project.

City Manager Gorman stated that he supports the donation but would like to ensure there is no conflict in the City donating to a project that will become City property upon its completion.

Director Reagan stated that he will look into any conflicts and report back at the next meeting.

Member Smith suggested an in-kind donation of City staff, etc.

Director Reagan noted that a meeting is being held with the Friends of the Red Mill tomorrow for that purpose.

Under the Director's Report, Director Reagan stated that he will attend the 2015 National Main Street Conference will be held in Atlanta, GA on March 30th – April 2nd. Kory Blastic, Eric Proctor and Heather Wiborn are also attending.

Director Reagan reported that the Promotions & Marketing Committee will hold the 2015 Block Party on Saturday, May 16, 2015.

The Design Committee will be opening the Sign Incentive Grant Program for two creative signs this year along with the DDA Façade Grant.

The Economic Revitalization Committee will hold Quarterly Business Networking sessions sometime this summer in conjunction with the Chamber of Commerce in order to build cooperation and in an effort to work together.

The Organization and Finance Committee published the February 2015 On the Street Newsletter that was mailed with the City utility bills.

Under Board Member Comments, City Manager Gorman commented that the Chamber of Commerce held a ribbon cutting ceremony for The Gallery Brewery that was very well attended

by both the Chamber of Commerce and the DDA. It was a great collaborative effort and good for the Downtown.

Motion by Antaya, supported by Gorman, to adjourn the meeting at 4:21 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary