

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

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

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

Members Absent: Smith

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

The meeting was called to order at 4:00 P.M. by Chair Dumas.

Motion by Clement, supported by Barnes, to excuse Member Smith.
All in favor. Adopted.

Motion by Antaya, supported by Blastic, to approve the Proposed Revised Agenda.
All in favor. Adopted.

Motion by Blastic, supported by Briggs, to approve the Minutes of the February 19, 2015 Regular Meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Dumas, to approve the March 2015 Treasurer's Report as presented.
All in favor. Adopted.

Under Old Business, Director Reagan stated that after further research the \$1,000 donation to the Red Mill Pavilion Project discussed at the last meeting is not in the DDA/TIF plan. In order to make the donation the plan would have to be amended.

Main Street Board Chairperson VanSlambrouck suggested working with downtown businesses to put out collection canisters for donation to the Red Mill Pavilion Project.

Under New Business, Director Reagan presented the proposed DDA Budget for Fiscal Year 2015-2016.

Motion by Antaya, supported by Clement, to approve the proposed Fiscal Year 2015-2016 DDA Budget.
All in favor. Adopted.

Under the Director's Report, Director Reagan noted the letter included in the communications from James Hilligan stating his intention to start a microbrewery at 110 Water Street, formerly Willard Auto Sales, mid to late 2016.

Director Reagan stated that he will attend the 2015 National Main Street Conference that 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 annual Block Party on Saturday, May 16, 2015 in downtown Portland and will feature live music at the Party Pavilion, fun entertainment for the kids, crafters, and the return of the BBQ contest. They will also host the annual “Shop Local” campaign, Portland Pay Day, beginning June 1st through Friday, August 22nd. The prize drawing will be held Thursday, August 27th in conjunction with the final “Thursdays on the Grand” concert series.

The Design Committee will be awarding \$5,000 worth of façade reimbursement grants. Applicants must invest at least one half of the total project cost to receive a grant for the other half from the DDA. Applications are due Friday, April 3, 2015. They are also offering their annual “Sign Incentive Grants” for Main Street district businesses. This is a 50/50 matching grant that places a premium on creative signage. Applications are due by Friday, April 3, 2015. They have also purchased two bike racks to be located in the downtown. One is planned to be located near the corner of Kent and Bridge Streets while the second will be located at the front of City Hall, on the parking lot side of the building.

The Organization and Finance Committee published the March 2015 On the Street Newsletter that was mailed with the City utility bills. They are offering a free webisode service to Main Street district businesses. Each webisode is a video about a selected business and will be approximately two minutes in length shot, edited, and produced by Quarterline Media. Applications for this service are also due Friday, April 3, 2015. The committee is also busy planning the August 1, 2015 Beer Fest on the Bridge.

Under Board Member Comments, Member Urie stated the sponsors and volunteers for the Block Party are still needed.

Motion by Urie, supported by Clement, to adjourn the meeting at 4:14 P.M.
All in favor. Adopted

Respectfully submitted,

Kory Blastic, Secretary