

**Portland Downtown Board of Directors**  
Board Meeting minutes  
**Thursday March 16, 2017**  
**549 Congress St**



**Present:** Kim Volk, Josh Benthien, Ken Cianchette, Anastasia Contos (on phone), Denine Leeman, Sarah Martin, Brad McCurtain, Mike McDonald, Greg Mitchell, David Packard, Alen Saric, Penny St. Louis, Erik Urbanek, Matt Veith, Robyn Violette

**Excused:** Phil Haughey, Trish McLellan, Suzie Rephan

**Staff:** Taffy Eaton

**Minute 1.** Kim called the meeting to order and welcomed everyone present as well as Anastasia and Brad who were on the phone.

**Minute 2.** Motion to accept

- a) **February 16, 2017 Board meeting minutes:** On a motion made by Denine Leeman, seconded by Mike McDonald and unanimously adopted, it was

**RESOLVED:** That the minutes of the Board Meeting of **February 16, 2017** be and hereby are accepted as proposed.

- b) **February Treasurer's Report:** Erik reviewed his summary report.

- Income:
  - i. We are tracking \$2,900 under budget to date
  - ii. Assessment revenue is on budget
  - iii. The Green Drinks event petty cash will be recategorized by Mary Eshelman, the bookkeeper to expenses and income accordingly.
- Expenses:
  - i. Supplemental Services contract is on budget
  - ii. Quarterly bonuses cause the perception of expenses YTD varied from budget
  - iii. Slight uptick in rent and CAM expenses from budget
  - iv. Tracking similarly to last month
- Kim mentioned that the Park & Shop program still has a liability on the balance sheet. That liability will be reduced, and the money brought in to the income statement, as we start paying for our portion of the Board approved uses of the funds for parking study and the multi-modal marketing study. The parking study is in the first 1/3 of the process - all Board members received the draft. Future inventory needs will be the next phase and the final phase will be position items for going forward.

On a motion made by Josh Benthien, seconded by Mike McDonald and unanimously adopted, it was

**RESOLVED:** that the February financial statements and Treasurer's report be and hereby are accepted as presented.

### Minute 3. Committee minutes:

The Chair requested acknowledgement of the enclosed committee reports: Events, Merchant, Panhandling, District & Community Services, Night Life Oversight, Parking & Transportation, Legal Affairs

On a motion made by Josh Benthien, seconded by Denine Leeman and unanimously acknowledged following a discussion in which the following points were raised:

- Legal Affairs Committee: There was a discussion at the February Executive Committee of getting a PO Box for the purpose of receiving nomination forms and ballots. At the March Legal Affairs Committee meeting, Brad offered to work on finding an accounting firm that will volunteer to accept Portland Downtown Board election mail. Brad has secured Albin Randall & Bennett. Sherry Walker will assign their mail person to separate and store Portland Downtown mail securely, as well as make a conference room available in which we can do the ballot count. There will be a change to the language, “for a PO Box” as amended per discussion at the Executive Committee meeting. In the February Executive Committee minutes, Minute 2, item b, final bullet “We will get a PO Box for return of Board voting ballots” will be removed from the minutes. Further discussion of the Election process will take place later in the meeting, once Brad is present in the room.

it was

**RESOLVED:** That the following Minutes of recent Committee Meetings be and hereby are acknowledged:

- Events Committee (2/1/17)
- Merchant (Retail) Committee (2/2/17)
- Panhandling Ad hoc Committee (2/2, 2/16, 2/23/17)
- District & Community Services (2/8/17)
- Marketing Committee (cancelled due to snow storm)
- Night Life Oversight Committee (2/21/17)
- Parking & Transportation Committee (2/22/17)
- Legal Affairs Committee (3/7/17) *These were not available at the 3/9/17 Executive Committee meeting.*

### Minute 4. Other committee Reports:

#### 1. Advocacy:

- Parking: Kim reminded the Board that we have a draft of the first part of the City’s parking study in hand. The Parking & Transportation committee meeting next week will focus on this draft. Denine mentioned that the draft was talked about at the MEREDA breakfast meeting this week. The study was conducted off-season with projected estimates for summer. There may be discrepancies between our actual experiences and those projections. Comments from all interested Board members are encouraged.
  - Anastasia asked whether there is a possibility of having the consultants present during feedback. Greg suggested Anastasia put her technical questions in an email and the City will be sure she gets answers. Nell Donaldson might be able to serve as a conduit between Anastasia and the engineers and Greg believes the City can get the consultants to a meeting if needed (follow-up is possible). Now is the time to get engaged.
- Sound: Denine said that the City’s Health & Human Services Committee’s first meeting addressing sound issues is on March 28<sup>th</sup> at 5:30pm, 2<sup>nd</sup> floor of City Hall. The public is welcome to attend.
- Panhandling: Ken said the committee work is on track. Mark Swann at Preble Street would like to meet with the committee alone. That meeting will be on either April 6<sup>th</sup> or April 13<sup>th</sup>. The Economic group will meet on March 23<sup>rd</sup> and the Legal group will meet on March 30<sup>th</sup>.
  - Ken said the committee needs the Boards’ approval by the April Board meeting to hold a public forum. He would like the forum to take place in the first 2 weeks of May. The goal is

to have the ad hoc committee's work complete by June 30<sup>th</sup> and they need time to put together a plan of action.

Josh Benthien made a motion to allow the ad hoc committee to organize a public forum in next 90 days. Denine seconded the motion and the vote was unanimous.

- **Graffiti:** Josh reviewed the meeting with City Manager Jon Jennings attended by Casey, Josh, Ken, Heather and Tim from Learning Works, Rebecca and Rich Bianculli in Jon's office. Learning Works is eager to change the program back to having them provide more complete removal services. They are looking for \$40,000 needed for hiring and training.
  - They discussed how to sort and prioritizing requests. Jon, Casey and Heather will try and sort out a plan.
  - Of the \$40,000 how much is committed to downtown. Rich estimates 50%. It would be good to know how many properties the \$40,000 will cover.
  - Jon said the City will contribute and asked Learning Works to determine the cost of downtown graffiti removal.
  - Portland Downtown can go back to a \$12,000 contribution. Josh suggested Portland Downtown could work on raising money for the remainder if we know dedicated services are the result. Need to dig into data.
  - Brad asked if the \$40,000 is covering salaries only. There are creative solutions to personnel issues like using Workfare people, which Learning Works is hesitant to do. Ken mentioned Julie Sullivan with the City's Panhandling pilot program, might partner panhandlers with Learning Works.
  - Josh mentioned that the City has a water truck they are willing to let Learning Works use.
  - It will still be 1<sup>st</sup> floor work only.

**Minute 5.** Discussion of Memorandum of Understanding with CVB for summer 2017 (Tommy's Park Visitor Information Booth): Kim asked whether the Board would like to come up with a contract or just vote in favor of working with CVB? Discussion:

- We need to define the training process, as far as directing visitors to downtown businesses. The CVB has staffing and training practices in place, specifically for visitors.
- Additions:
  - Portland Downtown has some type of say if there is a detrimental individual working there. We need to preserve our rights and reputation.
  - CVB agrees to put an emphasis on downtown
  - Need to add booth operation times – minimum days and hours
  - Get a weekly schedule of employees in the booth in order to track successes and issues
  - Change the word “partnership” to “collaboration”
- Penny will redline the document in Google docs
- Casey is hoping to have the MOU finalized in March
- We are holding the final \$2,000 budgeted for use in the Fall if the program is successful

Ken made a motion to accept the MOU with modifications of “collaboration” instead of “partnership” and preserving Portland Downtowns' rights concerning our reputation. Need further clarity of CVB making emphasis on downtown, add booth open times and schedules, confirm workers comp coverage by CVB (they would be employees of CVB).

Following further discussion, Denine and Ken made an amended motion: The Portland Downtown Board approves the idea of an MOU with the CVB, subject to redlines, authorizing the Chair to execute based on concepts discussed today. Brad seconded the amended motion. The vote was unanimous.

**Minute 6.** Legal Affairs Committee - Election Policies and Procedures:

- Brad addressed his transparency concerns. Josh assured Brad and the Board that the Legal Affairs Committee will make the process of determining nominations very clear and have better communication with nominees.
- Brad also requested a better process of Board members recusing themselves from certain discussions
- No one who is up for election may participate in vote counting
- Ballots and nomination forms will go to Albin Randall
- For future years, could the public be invited to the ballot counting? No because the ballots are not secret, so until there's a more anonymous way to vote, this is not possible.
- Legal Affairs will have policies and procedures for releasing the vote count. This is very important and will help in the future. The results may be put on our website.
- Should the private party overseeing the count be defined?
- Josh will run the election because he's not running – volunteers are needed.
- The Legal Committee will write an election policy manual

**Minute 7.** Executive Directors update: Board members reviewed Casey's handouts for January and February 2017. There was no discussion. Penny St. Louis made a motion to accept Casey's summaries as presented. Mike McDonald seconded the motion and the vote was unanimous.

**Minute 8.** Other business:

1. Board retreat information will be posted on the Board section of the website. Kim encouraged the Board to review the retreat documents and particularly liked where we each talked about what we enjoy about downtown.
2. Supplemental Services Agreement ad-hoc Committee: the District & Community Services Committee voted to recommend the draft budget to the Board with one condition. Josh made a motion that the Board accepts the draft budget and be diligent with Amy tracking the performance of the cleaning of the Fox Court bathrooms, knowing that these funds might be available in 2017/18 to reallocate. Mike McDonald seconded the motion and the vote was unanimous.
  - Further discussion of Fox Court bathrooms:
    - Could the \$9,500 (\$30 per day, 315 days) go to something else? The City doesn't clean it on schedule or it is not being cleaned at all. They are constructed so that they can be power washed but they are not.
    - City staff maintains they maintain and open it on time. Perhaps this could be addressed at Portland Downtown's monthly meeting with City public works staff.
    - Denine mentioned that the City has an easement on the bathrooms through 2020. When the easement expires, East Brown Cow has a choice to take ownership back.
    - New development on the back side of the garage is helping the area. Hopefully the new development will encourage improved cleaning.
    - It will be important to track cleaning with photos this summer
    - Could a private company clean more economically?
    - Greg suggested taking concerns to the department head first, rather than Jon Jennings.
    - All downtown public bathrooms are hidden and therefore dangerous. Perhaps have a pay to use bathroom which self-cleans as seen in other cities.
3. Upcoming elections – the Legal Affairs Committee will have a policies and procedures document ready by the April Board meeting. Only Property Owners will be voting this year. There are 6 positions up for

election – David Packard, Matt Veith, Denine Leeman, Kim Volk, Erik Urbanek and Josh’s seat. Josh is not running again but Kim asked that he would reconsider.

4. The Budget discussion is carried to the April meeting when Casey will be here. Board members should bring ideas forward before then.
  - Initial ideas discussion:
    - IT improvements at Portland Downtown
    - Concept of the educational development/conferences for Portland Downtown employees.
    - Ken suggested having a reserve in the 2017/18 budget to use for future employment of workers successful in the City’s Panhandling pilot program.
    - Ken asked about assessment revenue - how are we obtaining assessments? We need to even valuations of ALL properties to market rate. Kim said the Board will meet with the new assessor to find out his intent.
    - Greg said there is a discussion of a Citywide reassessment in the FY 2018/19 budget
    - The City’s survey of 24 panhandlers has useful information in it. If the program gets positive press, it could be a next step job fair for them, introducing them to possible employers.
5. Sarah overheard Portland residents talking about the beautiful holiday lights downtown that the City puts up. She told them about Pandora and her light designs, and how Portland Downtown sponsored them.

There being no further business to come before the Board, Kim adjourned the meeting.

Respectfully submitted,  
Taffy Eaton, Recorder