

Historic Downtown Oak Grove

March 22nd, 2018

Meeting Minutes

Attendees:

Annette Guarriello, Fallon Kraxberger, Bobbie Paredes, Sharon Flaherty, Sarah Shay, Kathy Witkowski, Steve Sharp, Gary Rifkin, Jan Valerio, Pastor Heather, Ed Riddle

1. Old Business

a. Design Committee Update

The Design committee met and put together a long term plan for a streetscape design that addresses trees, better lighting, sidewalks and parking. Gary submitted a tree design plan to the county and is waiting for their review. Annette will be submitting a lighting proposal to the county on Monday and will wait for their analysis.

Pastor Heather suggested any future parking plan might include use of the Church's parking lot.

b. Promotion Committee Update

Fallon will be in contact with North Clackamas Parks & Rec who have offered the use of their graphic designer for our festival banners and flyers. Sarah has been working on our HDOG logo and it should be ready very soon. The committee will be charging \$10 booth fee for community vendors, \$25 for craft vendors and \$50 for food vendors. They have also worked on a task timeline for the event. Eleanore has revised Bobbie's speech from the MSA Follow Up meeting. Bobbie will be contacting the Clackamas review to submit the letter and announce the improvements to her buildings downtown. Fallon's neighbor Abby has been working on an HDOG website and it will be ready any day to go live. Sharon donated \$150 to make it happen. There is a link on the website for vendors and sponsors for events to pay for their fees through PayPal.

c. Main Street America (MSA) Level-Exploring Downtown

HDOG has moved up one level in the MSA Program from Affiliate level to Exploring Downtown. This is an organizational step which makes HDOG closer to becoming official. It includes creating bylaws, nominating a board, more available resources for

grants and technical support from the Oregon MSA Program.

d. Bylaws Update

Fallon and Eleanore have been working on formal definitions and requirements of members, committees and board members. They have also been working on a draft of the bylaws. Fallon has completed a boundary map that Gary will revise on a plat map.

2. New Business

a. Insurance

Bobbie has been getting quotes for event insurance. She has compared other MSA towns insurance plans. A general liability policy runs around \$1100 per year. It includes all events and community meetings. Board member insurance runs \$300 per year and covers each board member from personal liability. Additional Medical Injury insurance runs \$300 per year. We have an option of a single event rate of \$750 per event.

b. Bike Rack Parking Grant Update

Bobbie reported that the grant's original deadline was March 5th and it has been extended to March 26th. Thelma has been key in acquiring a large volume of support letters from the community. Scott and Mallorie from the County will be submitting the grant on the 26th.

c. Jeff Hogan Contract

Bobbie found an attorney in Milwaukie who will draw up a contract between Jeff Hogan and HDOG and will take his fee with an in kind \$500 sponsorship to the summer fest. Bobbie and Gary are meeting with Jeff Hogan today to write down the specifics of the agreement, which will then be sent to the attorney for a draft. Pastor Heather has contacted the New Urban High School looking for a volunteer/intern to take care of the maintenance on Jeff Hogan's property.

d. Other Business

Jan announced that she has just been hired by Paul Savas campaign for reelection as County Commissioner. She is his new campaign manager

and they have rented a space at The Station at Oak Grove for his campaign office.

Sharon is working on organizing a car show for the summer fest. She has scheduled The Norman Sylvester Band for one of the bands at the after hours show for the summer fest at Vinyl Tap.

Next meeting will be April 26th at 11am, Vinyl Tap.