

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

Held on Monday, February 27, 2023  
In the Council Chambers at City Hall

Members Present: Grimminck, Barnes, Gorman, Ward, Briggs, Antaya, Williamson

Members Absent: Madarang

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

Chair Grimminck called the meeting to order at 7:00 P.M.

Director ConnerWellman presented the Winter Digest, Bi-Annual Public Presentation and Information.

There was discussion.

Motion by Williamson, supported by Antaya, to approve the agenda as presented.  
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Williamson, to approve the minutes of the January 23, 2023, with a minor grammatical correction.  
All in favor. Adopted.

Motion by Briggs, supported by Williamson, to approve the February 2023 Treasurer's Report with revision to correct the check to the City of Portland.  
All in favor. Adopted.

Under Team Reports, Director ConnerWellman noted the Façade Competition Pitch program has been reviewed and updated as suggested by a legal review. A method for judging/scoring each of the façade pitches has been developed.

There was discussion.

Each DDA member reported on an assigned section of the webinar, What Makes an Effective Board and Board Member.

Under Old Business, Director ConnerWellman presented the proposed Fiscal Year 2022/2023 Budget and noted there are small changes to the revenues she needs to clarify with the City Finance Director.

Motion by Barnes, supported by Williamson, to approve the proposed Fiscal Year 2022/2023 Budget with minor changes as required.  
All in favor. Adopted.

Director ConnerWellman presented a proposal to expand Beerfest by 30% and expand the use of Toan Park for the event; the splash pad and play equipment would be carved out and not included in the area used for Beerfest.

City Manager inquired if Director ConnerWellman had spoken to the Parks & Recreation Director about expanded use of the park.

There was discussion that the Parks & Recreation Director will be consulted on the logistics of using more of the park for the event.

Motion by Williamson, supported by Barnes, to expand Beerfest by 30% with expanded use of Toan Park.  
All in favor. Adopted.

Director ConnerWellman presented a request to contract with 5475 Days for the Beerfest event at a cost of \$4,500.00. She further noted there would be a 50/50 split of net income once the net income has exceeded \$13,000.00. 5475 will take on more of the responsibility of the event.

Motion by Antaya, supported by Williamson, to approve the contract with 5475 Days with the proposed terms.  
All in favor. Adopted.

Director ConnerWellman requested approval of the Façade Pitch Competition which is scheduled to roll out on March 7, 2023.

Motion by Williamson, supported by Briggs, to approve the Façade Pitch Competition.

City Manager Gorman noted there are small changes that still need to be made after the legal review.

The motion was made contingent on the changes suggested from legal review.

The vote for the motion on the floor was held.  
All in favor. Adopted.

Under New Business, Director ConnerWellman presented a request to apply for a liquor license for Beerfest 2023.

Motion by Antaya, supported by Williamson, to approve the request to apply for a liquor license for Beerfest 2023.  
All in favor. Adopted.

Under the Director’s Report, Director ConnerWellman presented the Business/Property Owner Stakeholder document and provided updates on businesses.

Under Board Member Comments, City Manager Gorman provided updates on local businesses.

Motion by Barnes, supported by Antaya, to excuse the absence of Madarang.  
All in favor. Adopted.

Motion by Williamson, supported by Briggs, to adjourn the meeting at 8:15 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary