

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

Held on Monday, May 22, 2023  
In the Council Chambers at City Hall

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

Members Absent: Ward, Madarang

Staff: Director ConnerWellman, City Clerk Miller

Guests: Mike Judd; April Vogl of Om's Garden

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

Motion by Williamson, supported by Barnes, to excuse the absence of Members Ward and Madarang.

All in favor. Adopted.

Motion by Barnes, supported by Williamson, to approve the agenda as presented.

All in favor. Adopted.

Under Public Comment, Mike Judd asked for clarification of the use rules for businesses located along the Boardwalk, especially considering the upcoming construction on Kent St.

City Manager Gorman noted the City is working to balance use of the Boardwalk with businesses and as a public sidewalk.

Motion by Briggs, supported by Williamson, to approve the minutes of the April 24, 2023, as presented.

All in favor. Adopted.

Motion by Williamson, supported by Briggs, to approve the May 2023 Treasurer's Report as presented.

All in favor. Adopted.

There was nothing to report under Team Reports as there was no meeting to report on.

Under Old Business, Director ConnerWellman presented information on a Mural Policy for the City Manager to consider.

Motion by Williamson, supported by Briggs, to recommend a Mural Policy to the City Manager for review.

All in favor. Adopted.

Director ConnerWellman proposed a PRIME – Expired Funds Policy to clarify how unused funds in the PRIME program should be handled.

Motion by Barnes, supported by Madarang, to accept the PRIME – Expired Funds Policy.

All in favor. Adopted.

Director ConnerWellman stated the RAP Revitalization & Placemaking Grant 2.0 is due next week. The application that was submitted last year is being revised based on feedback from last year's process.

Director ConnerWellman sponsorships for the 4<sup>th</sup> of July fireworks on Friday, June 30, 2023, have been coming in. Still looking for volunteers for the event.

There was discussion regarding vendor permits for the 4<sup>th</sup> of July events. City Manager Gorman noted this event is covered under the Blanket Transient Trader Permit passed some years ago by the City Council.

Under New Business, Director ConnerWellman the terms of Chair Grimminck and Member Williamson are expiring at the end of June. Both have submitted their applications for reappointment.

Director ConnerWellman requested the June DDA Meeting be moved to Monday, June 19, 2023, at 6:00 P.M. before the City Council meeting or Tuesday, June 20, 2023, at 7:00 P.M as she will be out of town on the regularly scheduled date.

The Board agreed to move the June DDA Meeting to Tuesday, June 20, 2023, at 7:00 P.M.

Director ConnerWellman provided an update on the 9-person Citizen Council required for the TIF update. More residents in the DDA District are needed to serve in this capacity.

Director ConnerWellman presented information on changes to the administrative charges to the DDA by the City. Currently, the DDA pays \$300.00 per month for these services. Based on a cost allocation study the City is asking for \$900.00 per month. The cost allocation study recommended \$4,625.00 per month. Director ConnerWellman stated a decision will need to be made at the June meeting as to how the budget should be amended to support this increase.

Under the Director's Report, Director ConnerWellman presented her downtown report.

Under Board Member Comments, Director ConnerWellman stated that State Representatives Johnson and Outman have prepared an official recognition for Tom Antaya and his service to the DDA. There was discussion of when to present this to him.

City Manager Gorman provided updates on City-related business.

Chair Grimminck noted the Portland District Library will host Summer Reading Extravaganza on Friday, June 9, 2023.

Motion by Williamson, supported by Barnes, to adjourn the meeting at 7:42 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary