

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

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

Members Present: Barnes, Gorman, Vogl, Ward, Madarang, Williamson, Briggs

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

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

Motion by Williamson, supported by Barnes, to approve the revised agenda with addition of C under New Business to consider the Façade Improvement Agreement Reimbursement for Bill Fabiano.

All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Williamson, to approve the minutes of the October 23, 2023, regular meeting with changes noted by Mayor Barnes

All in favor. Adopted.

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

All in favor. Adopted.

Under Team Reports, Director ConnerWellman presented information on the items discussed at the Team Meeting.

Under Old Business, City Manager Gorman provided a brief update on the Kent Street Improvement Project. The project will be let for bids in December.

Director ConnerWellman distributed a list of opportunities for Board Member to sign up for as part of the Strategic Planning for October 2023 through July 2025.

Director ConnerWellman presented the request for reimbursement from Bill Fabiano for his Façade Improvement Grant for his property at 104 W. Grand River Ave.

Motion by Barnes, supported by Williamson, to approve the Façade Improvement Grant Reimbursement for Bill Fabiano.

All in favor. Adopted.

Under New Business, Director ConnerWellman suggested the DDA not meet in December.

Motion by Williamson, supported by Vogl, to not hold a DDA Meeting in December.

All in favor. Adopted.

Director ConnerWellman presented a request for volunteers for HolidayFest on Saturday, December 9, 2023.

Director ConnerWellman presented a Budget Summary to date for Fiscal Year 2023/2024 and recommended adjustments.

Motion by Barnes, supported by Williamson, to approve the suggested Budget Amendments to the Fiscal Year 2023/2024 Budget.

All in favor. Adopted.

Director ConnerWellman presented the Director's Report.

Under Board Member comments, Mayor Barnes suggested that since January 2024 has five Mondays, the City Council meetings will be rescheduled to the 2<sup>nd</sup> and 4<sup>th</sup> Mondays and the DDA may want to consider moving its meeting to the 5<sup>th</sup> Monday, which is January 29, 2024.

Motion by Barnes, supported by Williamson, to move the January DDA meeting to Monday, January 29, 2024.

All in favor. Adopted.

Motion by Williamson, supported by Vogl, to adjourn the meeting at 7:45 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary