

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

Held on Monday, March 26, 2024  
In the Council Chambers at City Hall

Members Present: Madarang, Briggs, Sandborn, Ward, Vogl, Gorman

Members Absent: Barnes, Williamson

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

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

Motion by Briggs, supported by Vogl, to approve the proposed agenda.  
All in favor. Adopted.

There was no Public Comment.

Motion by Briggs, supported by Sandborn, to approve the minutes of the February 26, 2024, regular meeting.  
All in favor. Adopted.

Motion by Briggs, supported by Vogl, to approve the Treasurer's Report as presented.  
All in favor. Adopted.

Under Projects and Work Plans, City Manager Gorman provided an update on the Kent Street Improvement Project scheduled to begin April 15, 2024.

There was discussion regarding consideration of Temporary Traffic Control Orders during the construction project to better facilitate parking for access to the downtown businesses.

Member Vogl provided an update on promotions and incentives being planned throughout the construction project.

Chair Madarang and Director ConnerWellman provided an update on planning for Brews on the Bridge to be held Saturday, August 10, 2024.

There was no Old Business.

Under New Business, Director ConnerWellman presented the proposed budget for Fiscal Year 2024/2025 and suggested the additional allocation of funds to purchase a shipping container for storage of supplies. The shipping container would be housed at the DPW Complex.

There was discussion of the shipping container. City Manager Gorman expressed some reservation related to potential zoning issues.

City Manager Gorman noted the increase this year to the administrative fee from \$10,000 to \$25,000. The cost-of-service study performed by MGT a couple of years ago actually suggested an administrative fee of \$60,000 for the DDA.

There was discussion of the proposed administrative fee.

Director ConnerWellman stated the Sounds of Summer events will be held on Wednesdays during the months of June, July, and August from 7:00 – 8:30 p.m. at the Band Shell.

The Wednesday Night Marketplace will be held during the months of June, July, and August from 4:00 – 7:00 p.m.

Director ConnerWellman presented the Director's Report.

Under Board Member comments, Member Vogl stated she was approached by the Friends of the Red Mill about the City contributing sealant to apply to the floor after the bicycle skid marks are removed.

City Manager Gorman stated this should be addressed to the Parks and Recreation Department.

Member Briggs noted the Garden Club Geranium Sale is underway.

Motion by Ward, supported by Sandborn, to adjourn the meeting at 8:04 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary