

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

Held on Monday, April 22, 2024  
In the Council Chambers at City Hall

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

Members Absent: Briggs, Sandborn

Staff: Director ConnerWellman, City Clerk Miller; Finance Director Tolan

Guests: None

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

Motion by Barnes, supported by Williamson, to approve the proposed agenda.  
All in favor. Adopted.

There was no Public Comment.

Motion by Williamson, supported by Vogl, to approve the minutes of the March 26, 2024, regular meeting.  
All in favor. Adopted.

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

Under Presentations, DDA Director Tolan presented information related to the increase to the DDA Administrative Charges from \$900/month to \$2,000/month. The results of a Cost Allocation Study determined the actual administrative charge that should be charged to the DDA is more than double the proposed \$2,000/month.

City Manager Gorman provided additional information including the history of and need for the administrative charges. There were previously no criteria to determine the administrative charged to each department of the City so Cost Allocation Study conducted.

There was discussion.

Under Old Business, there was discussion of budget amendments and potential storage options for the DDA as the building at 103 E. Grand River Ave. where items are currently stored will be demolished for the development of the new plaza overlooking the Looking Glass River.

Under New Business, Director ConnerWellman stated there is potential for funding through a new TIF State Reimbursement. Filing must be completed by April 30, 2024.

Director ConnerWellman stated the next DDA Meeting is scheduled to be held Monday, May 28, 2024, which is Memorial Day. She proposed moving the meeting to Tuesday, May 29, 2024.

Motion by Ward, supported by Vogl, to move the May DDA meeting to Tuesday, May 29, 2024.  
All in favor. Adopted.

Motion by Ward, supported by Williamson, to move all future DDA meetings that would be scheduled on Memorial Day to Tuesday.  
All in favor. Adopted.

Director ConnerWellman presented the Director's Report.

Under Board Member comments, City Manager Gorman provided information on the current Kent Street Reconstruction Project and related Temporary Traffic Control Orders.

Motion by Williamson, supported by Vogl, to adjourn the meeting at 7:50 P.M.  
All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary