

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

Held on Tuesday, June 18, 2024  
In the Council Chambers at City Hall

Members Present: Madarang, Williamson, Vogl, Barnes, Briggs, Sandborn

Members Absent: Gorman, Ward

Staff: Director ConnerWellman, City Clerk Miller

Guests: Mike Judd

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

Motion by Williamson, supported by Briggs, 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 May 28, 2024, regular meeting.  
All in favor. Adopted.

There is no Treasurer Report due to the early meeting date.

Under Team Reports, Director ConnerWellman provided an update on the Kent Street Construction and the Looking Glass Plaza Projects. The Kent Street Project is well ahead of schedule, there is a possibility the street will be open by Labor Day. The Plaza Project is going out to bid this week, construction is expected to begin in August.

Member Vogl provided an update on the Biz Promo's taking place throughout the Kent Street Project. There was nothing new to report but she noted the "Walk about Wednesday" events have been going well. There has been good attendance and positive feedback.

Member Williamson reported volunteers are secured and preparations are complete for the 4<sup>th</sup> of July fireworks to be held at dusk on Friday, June 28, 2024, at Bogue Flats.

Under Old Business, Director ConnerWellman noted the terms for both Chair Madarang and Secretary Brigg's would be renewed this month.

Chair Madarang stated he will be resigning his term and his last meeting will be in September so that he can spend more time with his family.

Under New Business, Director ConnerWellman distributed the Annual Agreement & Conflict of Interest for review and signature by each of the members.

Director ConnerWellman presented a request to amend the budget for Fiscal Year 2023-2024 to add \$14,000.00 for the placement of infrastructure for downtown lighting and music displays and \$500.00 - \$800.00 for removal of the tree at Scout Park.

Motion by Williamson, supported by Vogl to approve the request to amend the budget for Fiscal Year 2023-2024 as written.

All in favor. Adopted.

Director ConnerWellman presented requests to amend the budget for Fiscal Year 2024-2025 to spend \$28,000.00 from the \$40,000.00 savings for TIF projects.

Motion by Briggs, supported by Sandborn, to amend the budget in the amount of \$14,000.00 for Fiscal Year 2024-2025 for increase in administrative fees to the City.

Mayor Barnes recused himself due to his role on the City Council.

All in favor. Adopted.

Motion by Williamson, supported by Sandborn, to amend the budget in the amount of \$5,000.00 for Fiscal Year 2024-2025 for a storage facility that will be an accessory structure to the DPW building.

All in favor. Adopted.

Motion by Williamson, supported by Vogl, to amend the budget in the amount of \$5,000.00 for Fiscal Year 2024-2025 for a living fence to serve as camouflage from the utilities and parking lot at Scout Park.

All in favor. Adopted.

Motion by Williamson, supported by Barnes, to amend the budget in the amount of \$6,000.00 for Fiscal Year 2024-2025 to purchase movable site furnishings for both the Looking Glass Plaza and Scout Park.

All in favor. Adopted.

Director ConnerWellman provided names of area residents and business owners for possible recruitment to serve on the DDA board.

There was a discussion.

Director ConnerWellman provided the Director's Report.

Under Board Member comments, Mayor Barnes provided an update and information on the hiring of Interim City Manager Doug Terry and the process to hire a new City Manager.

There was a discussion.

Motion by Williamson, supported by Briggs, to adjourn the meeting at 7:51 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary