

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

Held on Tuesday, August 26, 2024  
In the Council Chambers at City Hall

Members Present: Madarang, Vogl, Ward, Williamson, Briggs, Interim City Manager Terry

Members Absent: Barnes, Sandborn

Staff: Director ConnerWellman, City Clerk Miller

Guests: Jon Moxey of Fleis & VandenBrink

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

Motion by Williamson, supported by Briggs, to excuse the absence of Mayor Barnes and Member Sandborn.

All in favor. Adopted.

Motion by Williamson, supported by Briggs, to approve the amended agenda, removing Item C under New Business.

All in favor. Adopted.

There was no Public Comment.

Motion by Terry, supported by Williamson, to approve the minutes of the July 22, 2024, regular meeting.

All in favor. Adopted.

Motion by Williamson, supported by Terry, to approve the August Treasurer's Report.

All in favor. Adopted.

There were no Team Reports as there was no one in attendance at the August 6, 2024 meeting.

Under Old Business, Director ConnerWellman presented a review of the Brews & Pours event held on August 10, 2024.

Director ConnerWellman noted she will be on vacation September 20 – 29, 2024 and asked that the September DDA meeting be changed to Monday, September 30, 2024, and the Bi-Annual DDA-TIF Public Meeting be held at that time.

Motion by Ward, supported by Terry, to change the September 23, 2024, DDA meeting to September 30, 2024.

All in favor. Adopted.

Under New Business, Director ConnerWellman suggested the upcoming 18-month planning session be held September 10, 2024.

Motion by Williamson, supported by Vogl, to schedule the planning session for September 10, 2024.

All in favor. Adopted.

Jon Moxey of Fleis & VandenBrink provided information and updates on the proposed Looking Glass Plaza Project at 103 E. Grand River Ave. One bid was received that was significantly over budget.

Director ConnerWellman presented information related to the budget and proposed adjustments to add \$150,000.00 to the budget to get \$430,000.00 required for the project. The proposed adjustments would leave no additional funding until Fiscal Year 25-26 for other items outlined in the TIF Plan.

Motion by Williamson, supported by Vogl, to approve the additional \$150,000.00 for the Looking Glass Plaza Project as requested.

All in favor. Adopted.

Motion by Williamson, supported by Vogl, to approve the RAP 2.0 Grant Agreement for \$200,000.00 in funding.

All in favor. Adopted.

Director ConnerWellman provided information to consider an application for Juke to install an Electric Vehicle charging station in the ADM Parking Lot. The decision would be dependent on whether the Electric Department can provide the appropriate service.

There was discussion.

Director ConnerWellman inquired if the DDA would like to hold a recognition of the completion of the Kent Street Improvement Project when it is complete.

There was discussion.

Director ConnerWellman provided the Director's Report.

Under Board Member comments, Member Ward inquired about the zoning of the 50 acres owned by the City at Grand River Ave. and Cutler Rd.

Motion by Terry, supported by Williamson, to adjourn the meeting at 7:57 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary