

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

Held on Monday, October 28, 2024
In the Council Chambers at City Hall

Members Present: Sandborn, Barnes, Vogl, Ward, Williamson, Briggs, City Manager Dymczyk

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: Lora Salisbury

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

Motion by Barnes, supported by Vogl, to approve the agenda as presented.
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Vogl, to approve the minutes of the September 30, 2024, regular meeting.
All in favor. Adopted.

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

Director ConnerWellman stated there was no Team Meeting in October as the Board Members were completing a project list.

Under Old Business, Director ConnerWellman provided strategic planning opportunities for October through July 2025 and asked Board Members to name their commitment to upcoming projects.

Director ConnerWellman presented a revised budget for the upcoming Looking Glass Plaza Project at 103 E. Grand River Ave. There is expected to be a savings of \$30,000.00 for the building demolition due to the required wastewater crossing work but these savings will be used to cushion other expenses.

Director ConnerWellman provided an update on the RAP 2.0 Grant.

Under New Business, City Manager Dymczyk provided an update on the Looking Glass Plaza Project at 103 E. Grand River Ave. He is working with the property owner to reach an agreement. He plans to present a clarifying document to the Donation Agreement at November 4, 2024, City Council meeting. Demolition of the building may begin as soon as November 5, 2024.

Director ConnerWellman presented a request to purchase 500 LED wrist lights and a controller for Holidayfest at a cost of \$1,400.00. The wrist lights will be programmed to the music that will be played throughout the downtown.

Motion by Barnes, supported by Sandborn, to approve the purchase of 500 LED wrist lights and a controller for \$1,400.00.
All in favor. Adopted.

Director ConnerWellman presented a request to purchase a safety barrier in the amount of \$2,483.12, for crowd control for the Holidayfest parade. The safety barrier would be installed along Kent St. from Academy St. to Grand River Ave. The safety barriers will be used for future events.

There was discussion.

Motion by Sandborn, supported by Vogl, to approve the purchase of a safety barrier for crowd control in the amount of \$2,483.12.
All in favor. Adopted.

Director ConnerWellman presented a 4-year proposal from Small Town Saturday Night Fireworks to provide a fireworks display on Friday prior to the 4th of July in the amount of \$8,000.00 each year.

Motion by Briggs, supported by Vogl, to approve the fireworks proposal from Small Town Saturday Night Fireworks.
All in favor. Adopted.

The floor was opened for nominations of a new Chair to replace Member Madarang.

Motion by Vogl, supported by Briggs, to nominate Williamson as Chair.
All in favor. Adopted.

Motion by Briggs, supported by Barnes, to nominate Ward as Vice Chair.

Member Ward declined the nomination.

Motion by Barnes, supported by Ward, to nominate Vogl as Vice Chair.
All in favor. Adopted.

Director ConnerWellman provided the Director's Report.

Under Board Member comments, Member Vogl noted the Haunted Mill held this past weekend went very well.

Member Ward inquired about indoor locations that might be available for winter Homecoming photos.

Motion by Briggs, supported by Sandborn, to adjourn the meeting at 7:44 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary