

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

Held on Monday, November 25, 2024  
In the Council Chambers at City Hall

Members Present: Schneider, Vogl, Ward, Mayor Barnes, City Manager Dymczyk, Williamson

Members Absent: Sandborn, Briggs

Staff: Director ConnerWellman, City Clerk Miller

Guests: Shirley Teachout

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

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

There was no Public Comment.

Motion by Barnes, supported by Ward, to approve the minutes of the October 28, 2024, regular meeting.  
All in favor. Adopted.

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

Under Updates, Director ConnerWellman provided information on 2025 projects and explained Project Champions will be individuals that will lead specific endeavors. She further provided updates around Small Business Saturday and Holidayfest.

City Manager Dymczyk provided an update on the Looking Glass Plaza project at 103 E. Grand River Ave. Demolition of the building is expected to take place this week or next.

Under Old Business, Director ConnerWellman provided an update and information on the Michigan Downtown Association Annual Conference and the Place Matters Summit she attended.

Director ConnerWellman provided an update on the barriers for crowd control that need to be put together and wristbands for the light show for Holidayfest and expressed the need for volunteers to help with both projects.

Under New Business, Director ConnerWellman noted there will not be a DDA meeting in December and asked each board member to consider contributing time to help with Holidayfest instead.

Chair Williamson arrived at 7:22 P.M.

Director ConnerWellman presented a request to amend the Fiscal Year 24/25 to reflect additional revenue and expenses with a total net increase to revenues of \$16,400.00.

Motion by Schneider, supported by Williamson, to approve the amendment to the Fiscal Year 24/25 budget as requested.

All in favor. Adopted.

Director ConnerWellman provided the Director's Report.

There were no Board Member comments.

Motion by Barnes, supported by Williamson, to adjourn the meeting at 7:43 P.M.

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary