

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

Held on Monday, March 24, 2025
In the Council Chambers at City Hall

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

Members Absent: Ward, Sandborn

Staff: Director ConnerWellman, City Clerk Miller

Guests: None

Chair Williamson called the meeting to order at 7:01 P.M.

Motion by Briggs, supported by Barnes, 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 February 24, 2025, regular meeting. All in favor. Adopted.

Under the Treasurer Report, Mayor Barnes suggested the entire report be sent to the Board so they can see all financial activity.

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

Under Progress on Projects and Work Plans, Director ConnerWellman provided an update on the upcoming Brews & Pours event. A board member is needed to be a part of the team for this event as a couple of volunteers have stepped down.

City Manager Dymczyk provided an update on the Plaza Project at 103 E. Grand River Ave. A construction project meeting will be held tomorrow, March 25, 2025.

Director ConnerWellman provided photos the proposed furnishings and seating for the Plaza.

Member Vogl stated the team has decided to move to sidewalk "standards" rather than ordinance and permits. The team is also considering rewards for "Storefront of the Month".

Chair Williamson stated that he and Member Vogl have met with City Manager Dymczyk to work on the DDA Director job description and communication policy.

City Manager Dymczyk noted they will with the DDA Director next and then provide a recommendation to the Board.

Under Old Business, Director ConnerWellman presented a document to be used for onboarding new business and property owners.

There was a discussion.

Under New Business, Director ConnerWellman presented the proposed Budget for Fiscal Year 2025/2026.

There was a discussion.

Motion by Briggs, supported by Dymczyk to approve the proposed Budget for Fiscal Year 2025/2026.

All in favor. Adopted.

Director ConnerWellman provided the dates for the Sounds of Summer concert series to be held at the Band Shell.

Director ConnerWellman provided the Director's Report.

Under Board Member Comments, Member Briggs stated the Portland Garden Club Annual Geranium Sale will begin April 1st.

City Manager Dymczyk stated there has been a request for the DDA Agenda to be posted on the City website prior to each meeting. The agenda for today's meeting was posted on the website and will continue to be so.

City Manager Dymczyk further noted the concrete pops on the new sidewalk along Kent Street will be restored this Spring. This is not a structural issue but cosmetic related to the use of salt for ice during the winter months.

He also noted Cleanup Day will be held Saturday, May 3, 2025, at the Department of Public Works and there will be a scheduled power outage on Monday, March 31, 2025, from 5:00-7:00 A.M. for repairs to the system.

Motion by Schneider, supported by Briggs, to adjourn the meeting at 7:47 P.M.

All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary