



Portland Downtown Development Authority Meeting Agenda

Monday, AUGUST 25, 2025 7:00 P.M.

Council Chambers, Portland City Hall, 259 Kent St.



7:00pm	I. Call to Order – Chairperson: April Vogl		
	II. Attendance		
7:03pm	III. Approval of Agenda	Motion	2:
	IV. Public Comment		
	V. Approval of Minutes	Motion	2:
	VI. Approval Treasurer Report	Motion	2:
7:10pm	VII. Team Reports – No Meeting July 2nd to Brews Pours		
7:11pm	VIII. OLD BUSINESS		
	A. BREWs & POURs Review (attached)		
	B. Bi-Annual DDA-TIF Public Meeting ? Monday Sept 22, 2025 7pm Council Chambers		
	C. DDA Job Description on hold until By-Laws Review Group (April, Lee, Becky, Tina) meets to coordinate By Laws with Job Description, has attorney review suggested changes, presents to Board for 1 st review, 2 nd review and vote the following meeting.		
7:20pm	IX. NEW BUSINESS		
	A. Schedule Planning Session for Upcoming 18 months of priorities – Tues Sept 9?		
	B. 103 E.Grand River – Able to add finishing touches back in. (3 attached)		
	Motion for Trees / Shade Sails / Combination	Motion	2:
7:35pm	X. Director Report		
	A. By the Numbers		
	B. Stakeholder Outreach 21 / New Biz Bridge St / Port Changes / Rivers Edge		
	C. Operations & Projects – Work on Dates / Times for Presentations – DT Aesthetics & TEAM Portland		
	D. Communications & Other Info / Events MI Pitch – Portland Contenders		
7:43pm	XI. Board Member Comments / Announcements		
7:48pm	Motion to Adjourn	Motion	2:

Next regular DDA Board Meeting: 7pm Monday Sept 22 , 2025?

Annual Project Planning Date prior ?

Portland MI DDA – Current By-Laws

Article III, Board of Directors.

Section 1. The Authority shall be under the supervision and control of a Board of Directors (the "Board") and the Board members shall be appointed pursuant to Section 4(1) of the Act, as amended. **The membership composition of the Board shall comply with the requirements of the Act.** The Board shall have the powers and responsibilities provided in Section 7 of the Act, as amended. The Board shall consist of the Mayor of Portland (during his/her term in office) and eight (8) to ten (10) members.

Act 57 of 2018

an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality or his or her designee from the governing body of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district,

Section 7. The Board may establish advisory committees as necessary ... Committee members shall be **appointed by the chairperson of the Board**, with concurrence from the Board. The purpose, functions, and term of each committee shall be defined and established by the Board. Each committee shall be comprised of **less than a quorum** of the Board

Article V. Employees and Personnel.

Section 1. The Board may employ such personnel as it deems necessary to fulfil its responsibilities and goals. Personnel may include, but shall not be limited to, a director and legal counsel. **The director is accountable to the Board as a whole, with the chairperson leading communications.** The terms of any employment shall be determined by the Board.

Act 57 of 2018

*(1) The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. **The director shall serve at the pleasure of the board.** A member of the board is not eligible to hold the position of director.*

Article VIII. Voting.

Section 1. An **affirmative vote by a majority of Six (6) members of the Board** shall constitute a quorum for the transaction of business at meetings **and shall be required for the approval of any request action or motion made by the Board.**

Minutes from Last July 2025 Meeting (following not added to the agenda)

Under Funding Initiatives, City Manager Dymczyk stated his feeling that sponsorship dollar amounts should be approved by the DDA moving forward.

*Motion by Dymczyk, supported by Barnes, to have sponsorships authorized by the DDA Board prior to an event.
Yeas: Dymczyk, Barnes, Vogl · Nays: Schneider, Ward · Abstain: Briggs · Adopted*

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

Held on Monday, July 28, 2025
In the Council Chambers at City Hall

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

Members Absent: Williamson

Staff: Director ConnerWellman, City Clerk Miller

Guests: Merry Hass of The Port

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

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

Under Public Comment, Merry Hass of The Port recapped and provided information on the problems she has experienced with the DDA.

Motion by Barnes, supported by Briggs, to approve the minutes of the June 30, 2025, regular meeting with the addition of the word "stated" in Paragraph six, page four.
All in favor. Adopted.

Under the Treasurer's Report, Mayor Barnes explained the charge for the Uhaul one month and mileage the following month. He noted the process for submitting expenses and asked that the expense report process be improved so it is easier to tie items together. He would like to see more complete information.

Vogl asked for more information on the vendor used for the t-shirts for the Brews & Pours event.

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

Under Team Reports, City Manager Dymczyk proved an update on the Looking Glass Plaza Project. The work on Grand River Avenue is almost finished so he expects Grand River Avenue to be fully open later this week. Work on the plaza will take place during the month of August.

Director ConnerWellman stated she has received a lot of community input at the TeamWork meetings and would like to keep these meetings and have them evolve into something else called Team Portland that would include other organizations in the City. She provided information on a contact she has from Rogers City who is willing and anxious to share how he has implemented something like this in his community.

Director ConnerWellman noted she emailed the sign-up sheet for volunteers for Brews & Pours to the board members and asked them to sign up for a time slot and to share it with their contacts.

Under Old Business, Director ConnerWellman noted presented the DDA Director Job Description with edits/suggestions prepared by her and Finance Director Tolan to reflect duties she does/has done that previous DDA Directors have not done and that might hinder other department's ability to work effectively.

There was discussion about the proposed job description, including where or not the DDA Director should report to the City Manager.

Director ConnerWellman stated she received a text from Chair Williamson resigning from the DDA effective immediately.

There was discussion around whether a new subcommittee should be formed and whether other board members beside the Board Officers could be a part of the subcommittee.

Motion by Barnes, supported by Schneider, to table approval of the DDA Job Description until the next DDA meeting and the subcommittee, comprised of the Chair, Vice Chair, and City Manager, have a chance to review and make recommendations on the same.
All in favor. Adopted.

Under Funding Initiatives, City Manager Dymczyk stated his feeling that sponsorship dollar amounts should be approved by the DDA moving forward.

Member Schneider stated that this would hinder the DDA Director from doing her job. Her ability to make changes to sponsorships allows her to pivot quickly when necessary. Unless there is a legal issue, he feels that changing this process seems to be excessive oversight. DDA Director ConnerWellman has done a great job and can be trusted.

There was discussion around how approvals might be accomplished and the difference between sponsorships and donations.

Motion by Dymczyk, supported by Barnes, to have sponsorships authorized by the DDA Board prior to an event.

Yeas: Dymczyk, Barnes, Vogl

Nays: Schneider, Ward

Abstain: Briggs

Adopted

Under New Business, the Election of Board Officers was held.

Motion by Ward, supported by Dymczyk, that Vogl be Chair, Schneider be Vice Chair, Barnes be Treasurer, and Briggs be Secretary.
All in favor. Adopted.

Director ConnerWellman presented a request that checks be cut ahead of the Brews & Pours event.

Motion by Briggs, supported by Schneider, to cut checks to facilitate the cash flow required for the Brews & Pours event.
All in favor. Adopted.

Director ConnerWellman stated the Bi-Annual DDA-TIF Public Meeting will be held at 7:00 P.M. on September 22, 2025, with the DDA meeting to follow.

There was discussion about forming a By-Laws Review Group.

Motion by Barnes, supported by Briggs, the same subcommittee that is reviewing the DDA Job Description review the By-Laws, in addition to Member Ward.
All in favor. Adopted.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, City Manager Dymczyk provided an update on City activities.

Member Ward inquired about equipment staging for the Divine Highway Bridge Project next year. She suggested if the parking lots on either side are filled with construction equipment property owners on the north side of the Looking Glass River won't be able to park a vehicle on either side of the bridge.

Motion by Dymczyk, supported by Briggs, to adjourn the meeting at 8:28 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: August 25, 2025
 REPORT OF FUNDS IN DDA AS OF: July 31, 2025

PRINCIPAL & INTEREST ACCOUNT

AMOUNTS

PREVIOUS BALANCE: 6/30/2025 \$ 501.78
 NEW BALANCE: 7/31/2025 \$ 501.78

PRIME ACCOUNT

PREVIOUS BALANCE: 6/30/2025 \$ 24,403.22
 Net Activity: \$ 29.47
 NEW BALANCE: 7/31/2025 \$ 24,432.69

REGULAR ACCOUNT

PREVIOUS BALANCE: 6/30/2025 \$ 562,521.42
 INTEREST EARNED: \$ 120.94
 DEPOSITS:
 Splash Pad \$ 1,000.00
 Brews & Pours \$ 1,975.00
 TRANSFERS: Kent Street Project Total: 3898.31 \$ -

CHECKS WRITTEN:

Ck No.	Payee:	AMOUNTS
	Admin charge	\$ 2,000.00
	Bank fee - Fraud Protection	\$ 30.00

IN -Between Checks

2685	State of Michigan, MLCC License	\$ 50.00
2703	BMH Ventures, Wine -Brews & Pours	\$ 653.40
2686	Boss Cider Company, Brews & Pours	\$ 360.00
2688	Cascade Winery, Inc.	\$ 399.00
2687	Brewery Outre,	\$ 337.00
2690	ConfluxCity Brewing	\$ 440.00
2691	Courageous Coffee,	\$ 235.00
2692	EagleMonk Brewing Company, Inc.	\$ 225.00
2695	Odd Brothers Craft Cider	\$ 580.00
2701	Sleepwalker Spirits and Ale, Inc.	\$ 340.00
2702	West Side Beer Distributing,	\$ 986.96
2700	Seritas Black Rose LLC,	\$ 1,500.00
2693	Fabiano's Westside Grocery,	\$ 202.80
2694	Hometown Sports,	\$ 1,580.00
2697	Cash - Set up and Tear Down help & Starter bank	\$ 1,760.00
2696	PE Office Solutions, banners	\$ 820.00
2689,2698, 2699	Sounds of Summer Bands	\$ 800.00
2704	City of Portland, Credit Card Reimbursement, Postage	\$ 1,743.58
2705	EcTownUSA, LLC	\$ 273.95
2706	Tina Conner-Wellman, phone & mileage reimbursement	\$ 109.30
		\$ (15,425.99)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 7/1/2025 - 07/31/2025 \$ (7,093.49)

TOTAL EXPENSES: \$ (22,519.48)

NEW BALANCE: 7/31/2025 \$ 543,097.88

"The City of Portland is an equal opportunity provider and employer."

2960 Lucerne Drive SE
Grand Rapids, MI 49546
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FLEIS & VANDENBRINK
DESIGN. BUILD. OPERATE.

F&V PROJECT NO.
863880

CITY OF PORTLAND
103 E GRAND RIVER PLAZA

PLEXI-PAVE EXAMPLE



LIRIOPE EXAMPLE



SITE FURNITURE PROVIDED
BY OTHERS. LAYOUT &
FURNITURE TYPE TO BE
DETERMINED

(3) OCTOBER GLORY
RED MAPLE WITH 5'
TREE RING OPTION TO
FILL TREE RING WITH
PLEXI-PAVE OR WITH
LIRIOPE

SELF-WATERING
PLANTERS &
PLANTINGS BY
OTHERS

104 W. GRAND RIVER AVE.
(FABIANO'S)

SITE PREPARATION AND
EVERGREEN TREE BY OTHERS
(COORDINATE AS REQD)

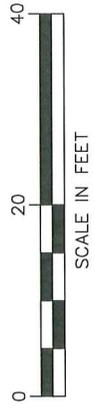
PLANTER WALL
WITH BENCHES

E. GRAND RIVER AVE.

111 E. GRAND RIVER AVE.



NORTH



SCALE IN FEET

TREE PLANTING OPTION

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CITY OF PORTLAND
 103 E GRAND RIVER PLAZA

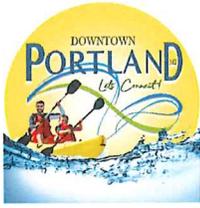
PLEXI-PAVE EXAMPLE



LIRIOPE EXAMPLE



COMBINATION OPTION



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	2025 Actual	2025 Budget	2024 Reference
Ticket Sales	332 & 144 = 476	850 / 640	559 / 400
Humanitix	\$ 8,848.00	\$ 20,800.00	\$ 13,706.00
Credit Card@Event		\$ 3,150.00	\$ 1,653.85
Cash @ Event	\$ 2,170.00	\$ 1,800.00	\$ 1,481.00
Portland Party Store	\$ 4,200.00	\$ 3,500.00	\$ 1,960.00
	\$ 15,218.00	\$ 29,250.00	\$ 18,800.85
Food Vendors		<i>Preference for NO Pizza, Burgers, Subs, BBQ</i>	
Fire & Rice (Paid July 4 - Bust)	\$ -	\$ 250.00	\$ 250.00
Big Cheezy(left nopay) not allowed back	\$ -	\$ 250.00	\$ 250.00
Rivers Edge Grill	\$ 250.00	\$ 250.00	\$ -
Criminal Cookies (cash @ event)	\$ 100.00	\$ 100.00	\$ 150.00
Pronto Pups	\$ 50.00	\$ 50.00	\$ 150.00
	\$ 400.00	\$ 900.00	\$ 800.00
Vendors			
Elevated Caps	\$ 225.00	\$ 150.00	\$ 250.00
Permanent Jewelry	\$ 50.00	\$ 150.00	\$ 50.00
Smith & Blossom	courtesy	\$ 150.00	https://drive.google.com/file/d/162_x1V
Tarrot Card	\$ 50.00	\$ 50.00	https://drive.google.com/file/d/1fFj
		\$ 50.00	https://drive.google.com/file/d/1quENJOSS
	\$ 325.00	\$ 550.00	\$ 300.00
Sponsorship			
\$ 12,000.00		\$ -	
7 8 Banner Sponsors @ \$250	\$ 2,250.00	\$ 2,750.00	\$ 2,500.00
3 4 Show & Tell @ \$450 NO 10x10	\$ 1,350.00	\$ 1,350.00	\$ 900.00
VIP Lounge 118	\$ 500.00	\$ 500.00	\$ 500.00
2 VIP Food - in kind Belgiosio VanErden	\$ 900.00		\$ -
2 2 Music Sponsors @ \$500	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00
3 4 surround the Fest Sponsors @ \$550	\$ 1,650.00	\$ 2,100.00	\$ 2,100.00
2 3 Shirt & P.Strong Spons @ \$750	\$ 1,500.00	\$ 2,250.00	\$ 2,250.00
Feature Brew	\$ 750.00	\$ 750.00	\$ 750.00
Biz 10x10 DDA \$450 Outside \$1000	\$ 1,000.00	\$ 1,000.00	
Wristband	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
Glasses	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Stage - BluWater	\$ 2,000.00		\$ 2,000.00
		\$ -	\$ -
	\$ 16,250.00	\$ 15,050.00	\$ 15,850.00
Revenue Total	\$ 32,193.00	\$ 45,750.00	\$ 35,750.85
Expenses			
Banners & Posters (PE)	\$ 2,090.00	\$ 660.00	\$ 2,700.00
T-Shirts	\$ 1,349.00	\$ 2,000.00	\$ 2,052.00
Music	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Stage	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00
Sound	\$ 500.00	\$ 500.00	\$ -
Rentals	\$ 900.00	\$ 3,000.00	\$ 1,000.00
MLCC Licensing	\$ 50.00	\$ 50.00	\$ 50.00
Insurance	\$ 884.00	\$ 900.00	\$ 884.00
Coasters	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Graphic Design	\$ 425.00	\$ 500.00	\$ 400.00
AD-DayNew / IFF / misc	\$ 875.00	\$ 1,500.00	\$ 375.00
Social Media Advertisement	\$ 1,500.00	\$ 1,500.00	\$ 1,301.24
Glasses (1008)	\$ 2,585.00	\$ 2,000.00	\$ 2,265.00
Pint Glasses Pre-Sales & DD (144)	\$ -	\$ 500.00	\$ 403.61
Drink Tokens	\$ 350.00	\$ 400.00	
VIP Wristbands & Bag	\$ 575.00	\$ 600.00	\$ 250.00
Wristbands	\$ -	\$ 1,000.00	\$ 980.00
Craft Beverage	\$ 6,680.00	\$ 9,000.00	\$ 8,063.00
Ice	\$ 202.00	\$ 500.00	\$ -
Misc	\$ 373.00	\$ 800.00	\$ 524.00
Sales Tax	\$ 387.30	\$ 700.00	\$ 415.00
Hospitality Tent 118	\$ 500.00	\$ 500.00	\$ 500.00
VIP Hospitality Food	\$ 900.00	\$ 900.00	\$ 900.00
Food Vendor Coupons Hospitality 110	\$ 25.00	\$ 550.00	\$ 220.00
Games	\$ 45.00	\$ 600.00	\$ 245.00
chairs	\$ 175.00	\$ 300.00	\$ 480.00
Set Up / Clean Up	\$ 1,750.00	\$ 1,500.00	\$ 1,250.00
Expense Total	\$ (29,120.30)	\$ (30,800.00)	\$ (31,256.00)
NET of Rev / Exp	\$ 3,072.70	\$ 14,950.00	\$ 4,494.85

City of Portland
103 E. Grand River Avenue Plaza Improvements
Project Budget Status



Project No.: 863880
 By: JWM
 Date: 8/5/2025

<u>Project Funding</u>	<u>Amount</u>	<u>Comments</u>
MEDC RAP Grant	\$ 200,000.00	
DDA Local Match	\$ 280,000.00	
DDA Additional Funding	\$ 150,000.00	
F&V Foundation Donation	\$ 5,000.00	
Board of Light and Power Contribution	\$ -	BLP handling service panel
Total Project Funding	\$ 635,000.00	

<u>Costs to Date</u>	<u>Amount</u>	<u>Comments</u>
Design Engineering (F&V)	\$ 16,800.00	Complete
Demolition Management (F&V)	\$ 22,600.00	Complete
Bidding (F&V)	\$ 1,800.00	Complete
Construction Engineering (F&V)	\$ 5,580.00	Invoiced to date
Building Demolition (FVC/Georgetown)	\$ 77,247.00	Invoiced to date
Masonry Repairs (Goodrich)	\$ 23,880.48	Complete
Building Wall Restoration	\$ 12,000.00	Per Agreement
Retaining Wall Repairs (FVC/Georgetown/Jelsema)	\$ 65,000.00	Invoiced to date
Total Cost to Date	\$ 224,907.48	

<u>Remaining Known/Planned Costs</u>	<u>Amount</u>	<u>Comments</u>
Demolition Management (F&V)	\$ -	
Building Demolition (FVC/Georgetown)	\$ 7,000.00	Remaining Contingency*
Construction Engineering (F&V)	\$ 11,220.00	
Retaining Wall Repairs (FVC/Georgetown/Jelsema)	\$ 38,137.00	Including Contingency*
Plaza Construction (MWT)	\$ 236,816.00	Contract amount
Total Remaining Known/Planned Costs	\$ 293,173.00	

* \$15,300 DB contingency is anticipated to cover underpinning work, plaza storm and concrete removal, and partial curb replacement.

<u>Remaining Estimated Costs</u>	<u>Amount</u>	<u>Comments</u>
Brick Columns	\$ 8,000.00	Per Goodrich Estimate
Dumpster Enclosure Masonry	\$ 35,000.00	Per Goodrich Estimate
Tree and Plantings Budget	\$ 1,500.00	
Site Furnishings Budget	\$ 6,000.00	
Dumpster Approach Concrete Replacement	\$ 10,000.00	Estimate
Remaining Contingency	\$ 56,419.52	
Total Remaining Estimated Costs	\$ 116,919.52	

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F&V PROJECT NO.
863880

CITY OF PORTLAND
103 E GRAND RIVER PLAZA



SHADE SAIL OPTION

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F&V PROJECT NO.
 863880

CITY OF PORTLAND
 103 E GRAND RIVER PLAZA

2

PLEXI-PAVE EXAMPLE



LIRIOPE EXAMPLE



SITE FURNITURE PROVIDED BY OTHERS. LAYOUT & FURNITURE TYPE TO BE DETERMINED

(3) OCTOBER GLORY RED MAPLE WITH 5' TREE RING OPTION TO FILL TREE RING WITH PLEXI-PAVE OR WITH LIRIOPE

SITE PREPARATION AND EVERGREEN TREE BY OTHERS (COORDINATE AS REQ'D)

PLANTER WALL WITH BENCHES

SELF-WATERING PLANTERS & PLANTINGS BY OTHERS

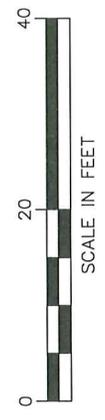
104 W. GRAND RIVER AVE.
 (FABIANO'S)

111 E. GRAND RIVER AVE.

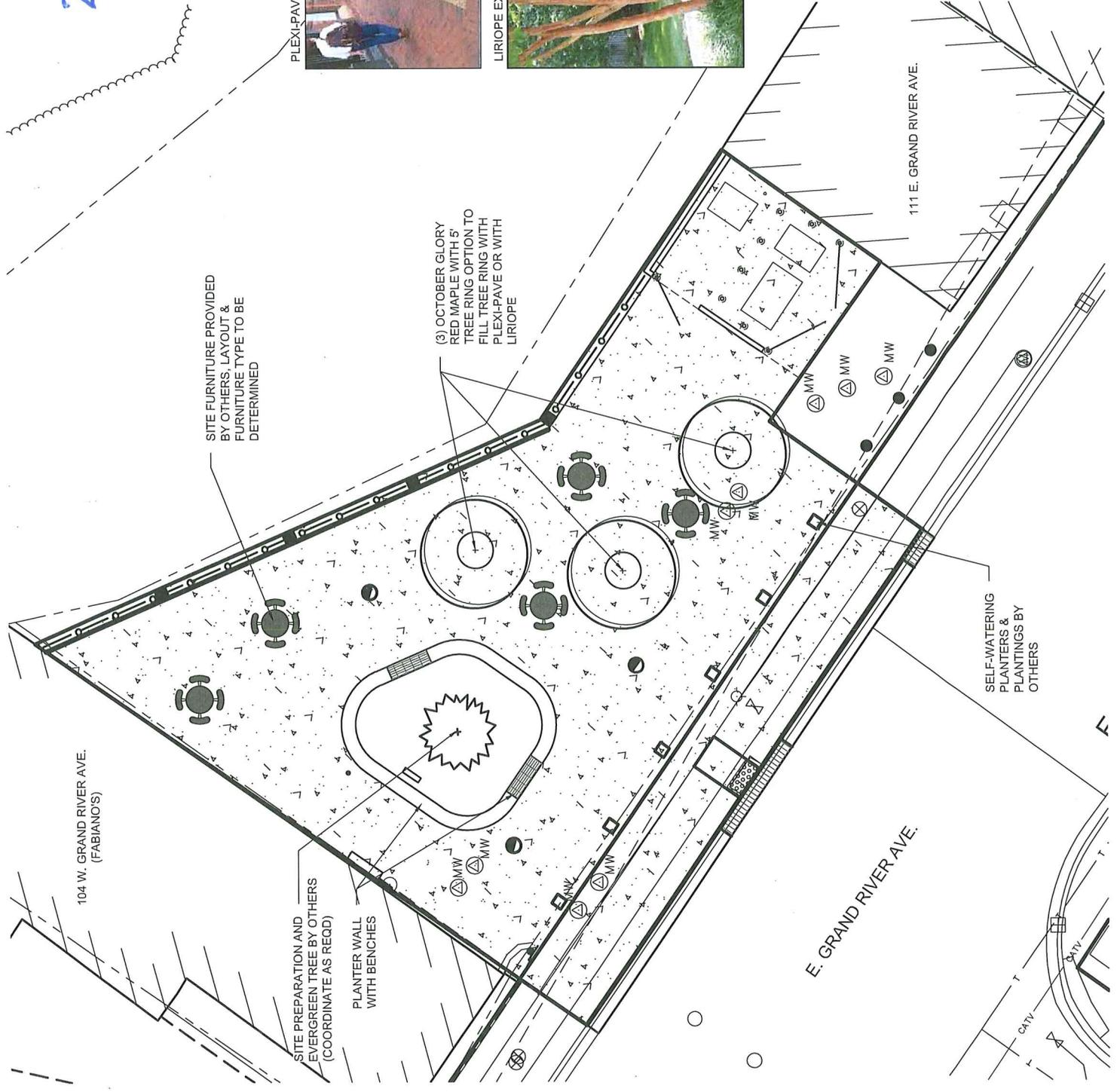
E. GRAND RIVER AVE.



NORTH



TREE PLANTING OPTION



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F&V PROJECT NO.
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CITY OF PORTLAND
 103 E GRAND RIVER PLAZA

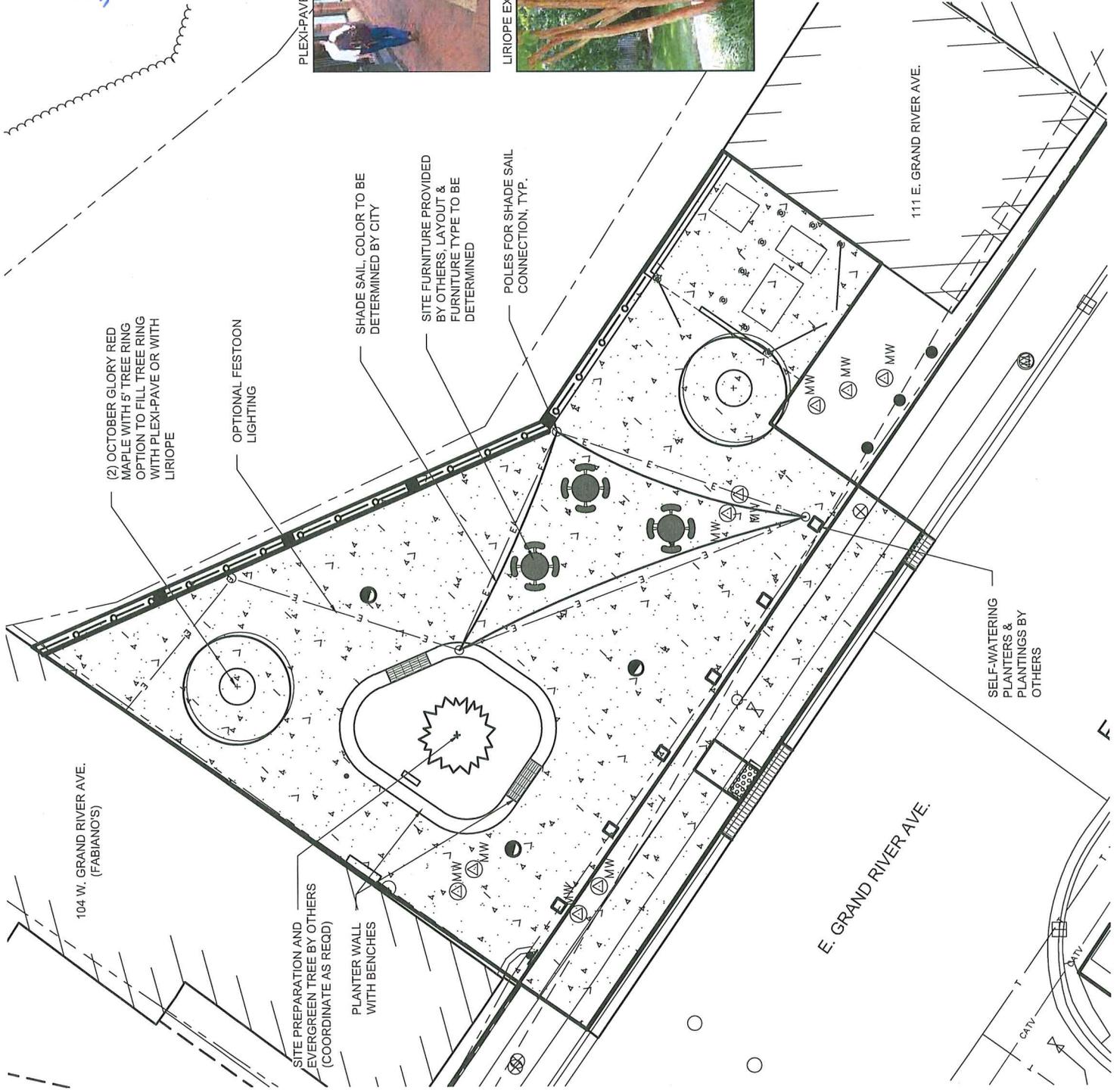
3



PLEXI-PAVE EXAMPLE



LIRIOPE EXAMPLE



NORTH



COMBINATION OPTION