

**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 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 departments' ability to work effectively.

There was discussion about the proposed job description, including whether 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 besides 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