

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

Held on Monday, August 25, 2025
In the Council Chambers at City Hall

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

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: Roy Vogl

Chair Vogl called the meeting to order at 7:02 P.M.

There was discussion about whether DDA Director ConnerWellman should be a part of the By-Law Review Committee.

DDA Director ConnerWellman stated she is not aware of directors who serve on boards that are not part of the review of bylaws.

Mayor Barnes stated DDA Director ConnerWellman can do whatever before, after, and so forth but given the nature of the bylaws and the possible changes the actual review should be for the board.

Motion by Barnes, supported by Ward, to approve the agenda stating the bylaws review group should include Members Vogl, Schneider, Ward, and City Manager Dymczyk.
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Schneider, to approve the minutes of the July 28, 2025, regular meeting as amended for grammatical corrections.
All in favor. Adopted.

Under the Treasurer's Report, Mayor Barnes noted that sensitive credit card information was included in the report posted on the website.

City Manager Dymczyk explained the steps taken to address the issue, including stopping the credit card and further evaluation of fraud prevention measures. He suggested going forward the Treasurer's Report for DDA be handled similarly to how it is for City Council.

There was discussion regarding what the DDA packet should include in the future.

Mayor Barnes stated his preference to continue with the current detail in the DDA Treasurer's Report but ensuring that no sensitive financial information is included in the documentation.

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

There was no Team Report as there was not a Team meeting in August.

Under Old Business, Director ConnerWellman presented a detailed synopsis of the revenue and expenses for the Brews & Pours event, noting a significant shortfall in ticket sales. She further noted she has learned there has been a decline in attendance at beer festivals as a whole. She shared some ideas from a festival she recently attended in Grand Rapids.

There was discussion.

Director ConnerWellman noted the Bi-Annual DDA-TIF Public Meeting will be held at 7:00 P.M. on Monday, Sep 22, 2025.

City Manager Dymczyk stated the subcommittees met today for review of both the DDA Director Job Description and By-Laws and presented information on some of their findings to date. There is no recommendation from either subcommittee at this time. He further noted there have been changes to Public Act 57 since the DDA By-Laws were last updated in 2017. The current review of By-Laws should be updated accordingly to reflect any changes in the law.

There was discussion.

Director ConnerWellman stated the current By-Laws were compliant when reviewed by she and the former City Manager in 2019. She outlined how the By-Laws are compliant with Public Act 57 in the composition of the board, advisory committees, and that the DDA Director serves at the pleasure of the board.

There was discussion.

Director ConnerWellman asked for clarification on the motion from the July 28, 2025, meeting that sponsorships should be approved by the DDA Board prior to an event.

There was discussion.

The Board concurred that sponsorships can be approved at the beginning of each year, which would qualify as being approved prior to an event.

Member Schneider asked for clarification as to what part Director ConnerWellman should play in the review of the DDA Job Description and By-Laws as she has knowledge in these areas.

Mayor Barnes stated that since Director ConnerWellman has a vested interest in the outcome of the subcommittee meetings it is not uncommon that she would be excluded.

City Manager Dymczyk asked what expectations the Board has for the subcommittee.

There was discussion.

Director ConnerWellman offered to inquire on the Michigan Downtown Association list serve as to who the DDA Director reports to in communities with a population less than 10,000. She noted the intent of Public Act 57 is that the DDA and the municipality are separate entities.

Member Schneider stated he would welcome this information. He noted his opinion that Director ConnerWellman should be involved in the review of the By-Laws and not in the job description and reporting structure committee.

Under New Business, Director ConnerWellman suggested the planning session for the upcoming 18 months of priorities be delayed until after the community survey that has been discussed is complete.

City Manager Dymczyk suggested getting sample questions from other DDA's that have conducted surveys.

Director ConnerWellman provided information/site plans for using some of the unused contingency funds for the 103 E. Grand River Ave. Plaza project to add some finishing touches. Options included the addition of trees, shade sails, or a combination of both.

There was discussion.

Motion by Dymczyk, supported by Briggs, to proceed with a combination to include October Glory Red Maple trees and shade sails.
All in favor. Adopted.

There was further discussion as to whether there should be plantings or a flat surface around the trees.

Motion by Dymczyk, supported by Ward, to use the plexi-pave tree rings for Option No. 3.
All in favor. Adopted.

Member Schneider asked that the trees be purchased from Fox Tree Farm as they have been great supporters of the community.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, Member Ward suggested that next summer Sounds of Summer should be held at the Red Mill Pavilion due to the planned reconstruction of the Divine Hwy. Bridge Project and potential parking issues that might be associated.

There was discussion.

City Manager Dymczyk stated the next phase on the 103 E. Grand River Ave. Plaza Project is pouring concrete. The plaza is expected to open mid-September.

He further stated the preliminary design for the Divine Hwy. Bridge Project is being submitted to MDOT for approval.

Motion by Schneider, supported by Briggs, to adjourn the meeting at 8:45 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary