



Portland Downtown Development Authority

Meeting Agenda

Monday, OCTOBER 27, 2025 6:00 P.M.

Council Chambers, Portland City Hall, 259 Kent St.



7:00pm
7:05pm
7:10pm
7:11pm
7:30pm
7:39pm
7:50pm

- I. Call to Order – Chairperson: April Vogl**
- II. Swearing In and Welcome Board Member – Cory O’Connell**
- III. Attendance**
- IV. Approval of Agenda** **Motion** **2:**
- III. Public Comment**
- V. Approval of Minutes** **Motion** **2:**
- VI. Approval Treasurer Report** **Motion** **2:**
- VII. Team Reports**
 - A. Discussion surrounded deLIGHTfully Portland Light & Music Shows, how to support and enhance them.
- VIII. OLD BUSINESS**
 - A. City Finance Director Presentation on Transparency and Safeguarding Risk Decision on how to proceed **Motion** **2:**
 - B. Stakeholder Survey – Sent out 3x to 204 with a cumulative 375 opens 62% OR– only 18 responses. Trying to reach 70 for statistical validity. Have you answered the survey?
 - C. MDA ‘Strengthening MI Downtowns’ In person workshop. Help with heavy topics Here, 90 minutes Board, Council City Staff and Stakeholders **Motion** **2:**
- IX. NEW BUSINESS**
 - A. Streetlights During deLIGHTfully Portland:
 - B. Temporary Special Event Use Permit. **Motion** **2:**
 - C. Plaza Grand Opening (Nov.22) **Motion** **2:**
 - D. Parade Safety \$2,483.12 (last year barriers) **Motion** **2:**
- X. Director Report**
 - A. Community Investment Summary
 - B. Stakeholder Outreach
 - C. Operations & Projects
 - D. Communications & Other Info / Events
- XI. Board Member Comments / Announcements**
 - Motion to Adjourn** **Motion** **2:**

Team Workshop 6pm Tuesday Nov 11, 2025

Next regular DDA Board Meeting: **6pm** Monday Nov 24 , 2025

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

Held on Tuesday, October 7, 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: None

Chair Vogl called the meeting to order at 5:00 P.M.

Motion by Schneider, supported by City Manager Dymczyk, to approve the agenda as presented. Director ConnerWellman noted that the Summer Digest was presented to the public in attendance on September 22, 2025. It was not presented again as no one from the public was present.

All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Briggs, to approve the minutes of the August 25, 2025, regular meeting as amended to change "Vice Chair Vogl" to reflect the current "Chair Vogl", and correcting a line about "no team report as there was not a team meeting in July" to reference August instead.

All in favor. Adopted.

Under the Treasurer's Report, Mayor Barnes expressed his concern with the lack of detail included in the Treasurer's Report. He stated that while he has reviewed the receipts as treasurer, he feels all board members should have this information.

Director ConnerWellman explained that the City Treasurer has concerns about sending invoices by email due to security concerns, citing potential phishing and scamming risks.

There was an extensive discussion.

Member Schneider suggested creating a secure FTP site where board members could log in to view the Treasurer's Report.

There were also suggestions for having a printed Treasurer's Report available at meetings or providing city email addresses to board members so the report could be emailed to them.

After thorough discussion, the board decided to pursue the secure portal option while still requiring the Treasurer's Report to be emailed for the next meeting cycle.

City Manager Dymczyk stated he would follow up with the City Treasurer and the City's IT to set up a secure portal.

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

Director ConnerWellman asked for clarification of what is expected for the Treasurer's Report for next month's DDA meeting.

There was discussion.

Motion by Barnes, supported by Ward, that the receipts for next month's Treasurer's Report be emailed to each board member.

All in favor. Adopted.

City Manager Dymczyk clarified this is in lieu of a secure FTP site being set up.

Member Schneider asked if the Board is willing to live with the potential risk of distributing the materials included in the Treasurer's Report.

Member Vogl stated she expects there might only be this one meeting while the FTP site is being set up.

Member Vogl clarified the Board does not need the invoice breakdown provided by Director ConnerWellman.

Under TEAMwork, Director ConnerWellman presented the survey sample questions following the board's previous feedback. The board reviewed the survey and addressed a few minor issues.

The board agreed that the survey would be tested by sending it to board members first to identify any issues before distributing it to stakeholders. They discussed distribution methods, including QR codes and options for people who might not be comfortable with technology.

Motion by Schneider, supported by Ward, to accept the survey questions and proceed with the trial survey to board members to identify any issues before distributing them to stakeholders.
All in favor. Adopted.

Items B and C under TEAMwork were not discussed as the discussion took place on September 22, 2025.

Under Old Business, Director ConnerWellman presented proposed recognition plaques for the plaza project. One plaque would recognize all contributors, while a separate plaque would acknowledge the Fabiano family's contribution as requested by Bill Fabiano. Board members discussed:

- The placement of the plaques
- The size difference between the plaques
- Whether to include Gabe Goodrich, who was inadvertently left off the draft
- The potential for adding city wastewater staff to the acknowledgment

Motion by Barnes, supported by Ward, to approve the plaques with the addition of Gabe Goodrich.

All in favor. Adopted.

Motion by Dymczyk, supported by Briggs, to include Wastewater Superintendent Smith, DPW Director Gensterblum, and Electric Superintendent Daylin on the plaque contingent upon their approval.

All in favor. Adopted.

City Manager Dymczyk provided an update that the plaza opening was still on track for October 25th, though contractors had expressed some concern about completing everything. The city decided to maintain the date since it aligned with other downtown events.

Under New Business, Director ConnerWellman explained the proposed budget amendment was related to the Looking Glass Plaza Project.

Mayor Barnes noted this was primarily a housekeeping item, as money that wasn't spent in the prior fiscal year needs to be moved to the current fiscal year to reflect when it will be spent.

Motion by Barnes, supported by Dymczyk, to approve the proposed Budget Amendments for Fiscal Year 2025-2026.

All in favor. Adopted.

Director ConnerWellman explained that the contract for Christmas garland installation had ended in 2024, and SID's Flower Shop, who had been doing the installation since 2016, would no longer be providing the service. A new contractor, JBM Lawn Care, would charge \$3,400.00, more than double the previous rate of \$1,550.00.

The board discussed options including:

- Limiting garland installation to only the bridges and the new plaza
- Whether decorating the fences along Grand River and Maple Street was necessary

- How the planters at the plaza could be incorporated into holiday decorations

Motion by Dymczyk, supported by Barnes to approve Christmas garland not to exceed \$2,000.00 with a priority towards the bridge and plaza.

All in favor. Adopted.

City Manager Dymczyk noted the city is working on a communication plan for the Divine Highway Bridge project. They are planning a meeting with engineers to discuss emergency response considerations and traffic flow during the 2026 project.

Director ConnerWellman provided samples of bylaws from three other communities for the board's review. There was brief discussion about whether procedural matters should be included in bylaws, with Member Briggs noting that bylaws should provide a framework rather than detailed procedures.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, Mayor Barnes asked about the 5:00 PM meeting time versus the traditional 7:00 PM time for future meetings. Board members generally expressed preference for the earlier time. There was discussion.

City Manager Dymczyk noted that he and Clerk Miller were exploring options for broadcasting meetings and would bring recommendations after completing that process for City Council meetings.

Motion by Dymczyk, supported by Schneider, to adjourn the meeting at 6:42 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: October 27, 2025

REPORT OF FUNDS IN DDA AS OF: September 30, 2025

PRINCIPAL & INTEREST ACCOUNT

PREVIOUS BALANCE:	<u>8/31/2025</u>	<u>\$ 501.78</u>
NEW BALANCE:	<u>9/30/2025</u>	<u>\$ 501.78</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>8/31/2025</u>	<u>\$ 23,962.69</u>
Net Activity:		\$ 408.83
NEW BALANCE:	<u>9/30/2025</u>	<u>\$ 24,371.52</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>8/31/2025</u>	\$ 539,913.68
INTEREST EARNED:		\$ 111.19
DEPOSITS:		\$ 1,920.19
	9/19/2025 Small Business taxpayer exemption (SBTE) Reimbursement from State of MI	

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge	\$ 2,000.00
	Bank fee - Fraud Protection	\$ 30.00
	City of Portland , Credit card reimb, newsletter, postage	\$ 1,635.89
	Fleis & Vandenbrink , Engineering Svc. 103 E. Grand River - Plaza work	\$ 540.00
	F&V Construction , Construction work - Plaza	\$ 45,137.00
	Lyla Normington , corn shocks downtown fall decor	\$ 306.00
	MWT, LLC , Construction work on 103 E. Grand River Plaza	\$ 75,598.84
	Tina Conner-Wellman , Reimb. For thank you cards for BbPp & Cell phone Reimb.	\$ 300.76

\$ (125,548.49)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 9/1/2025 - 09/30/2025 \$ (9,877.70) 3-pay month

TOTAL EXPENSES: \$ (135,426.19)

NEW BALANCE: **\$ 406,518.87**

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