



Portland Downtown Development Authority Meeting Agenda

Monday, NOVEMBER 24, 2025 6:00 P.M.
Council Chambers, Portland City Hall, 259 Kent St.



6:00pm	I. Call to Order – Chairperson: April Vogl		
	II. Attendance		
6:03pm	IV. Approval of Agenda	Motion	2:
	III. Public Comment		
	V. Approval of Minutes	Motion	2:
	VI. Approval Treasurer Report	Motion	2:
6:08pm	VII. Positively Portland #SmallBizSat / HolidayFest / Plaza / an initial look at survey		
6:15pm	VIII. OLD BUSINESS		
	A. Updates on MDA Annual Conference		
	B. Parade Reversal		
	C. Survey Summary	Attached	
	D. MDA – in Person Presentation	Attached	
6:30pm	IX. NEW BUSINESS		
	A. No Meetings, No Guilt December = each Board Member contribution to HolidayFest Sign up Genius (printed and emailed)		
	B. 2026 no Sounds Summer / Brews-Pours. Communication	Motion	2:
	C. Amend Budget for 2025-2026	Motion	2:
	1. Revenue <\$12K > BrewPour -\$11.8k		
	2. Expense <\$12K > Plaza +\$5.8K BP -\$14.3K SSMusic -\$2.2K		
	3. Net Zero Spend \$107K Encumbered Funds		
	D. Contracting: 25/26 budget; DT Music \$2K/yr, Parade Barrier Post \$350. 26/27 Budget consideration; Winter Building Lighting & 8 Shows \$6K/yr,	Motion	2:
	E. Road Diet – 25 mph speed limit 200 Block of Kent to Hwy / Hwy to Bridge St.		
6:50pm	X. Director Report		
	Community Investment Summary		
	Stakeholder Outreach – Calling Cards		
	Operations and Projects – Plaza, SBS, HolidayFest		
	Communications & Other Info / Events		
	XI. Board Member Comments / Announcements		
7:00pm	Motion to Adjourn	Motion	2:

HolidayFest Saturday Dec 13. TeamWork (Projects & Budget) Tuesday January 13, 2026
Next regular DDA Board Meeting: Monday January 26, 2026

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

Held on Tuesday, October 27, 2025

In the Council Chambers at City Hall

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

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller, Finance Director Tolan

Guests: Tim Fuller, Anthony Vogl, Roy Vogl

Chair Vogl called the meeting to order at 6:00 P.M.

Motion by Briggs, supported by Member Schneider, to approve the agenda with the addition of Item D under New Business, to add Chair Vogl to the DDA bank accounts.
All in favor. Adopted.

There was no Public Comment.

Motion by Barnes, supported by Briggs, to approve the minutes of the October 7, 2025, regular meeting as presented.
All in favor. Adopted.

Under Presentations, Finance Director Tolan presented information regarding transparency and eliminating risk to the City of Portland, particularly pertaining to the distribution of the invoices included in the Treasurer's Report to the DDA. She recommended the board members be provided with City of Portland email addresses and that the Treasurer's Report be distributed as a pin protected pdf document.

Mayor Barnes thanked Finance Director Tolan for the information and noted his concern is that he would like the DDA to have the same information from the Treasurer's Report that he has as the Treasurer. He agreed with the recommendation by Finance Director Tolan.

City Manager Dymczyk concurred.

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

Under the Team Reports, Director ConnerWellman stated there was discussion at the Team Meeting about how to support and enhance the DeLIGHTfully Portland Light & Music Shows.

Tim Fuller presented information on the DeLIGHTfully Portland Light & Music Shows and a request to control the city streetlights to turn them off for better viewing of the light show.

There was discussion.

Under Old Business Director ConnerWellman presented information on the responses to date for the Stakeholder Survey that is underway. So far there have only been 20 responses and 70 are needed for statistical validity.

There was discussion.

Motion by Dymczyk, supported by Schneider, to change the cutoff date for the Stakeholder Survey to Monday, November 10, 2025, with the results to be distributed at the Team Meeting on Wednesday, November 12, 2025.

All in favor. Adopted.

Director ConnerWellman presented information on the in-person workshop offered through the Michigan Downtown Association titled “Strengthening MI Downtowns”. She asked the board if she should pursue a date for this training to facilitate community cohesiveness.

Under New Business, Director ConnerWellman noted that as noted in the discussion around controlling the streetlights for the DeLIGHTfully Portland Light & Music Shows pursuing a Temporary Special Event Use Permit is not relevant at this time.

Director ConnerWellman suggested the Plaza Grand Opening be rescheduled to Saturday, November 22, 2025, from 11:00 A.M. to 2:00 P.M., in conjunction with Small Business Saturday.

Motion by Ward, supported by O’Connell, to reschedule the Plaza Grand Opening to Saturday, November 22, 2025, from 11:00 A.M. to 2:00 P.M.

All in favor. Adopted.

Director ConnerWellman noted that HolidayFest parade safety has been discussed and asked if the board would like to have a stand still parade or move forward with the same parade that was been held in previous years.

There was discussion.

Motion by Ward, supported by Barnes, to move forward with a moving parade for HolidayFest. All in favor. Adopted.

Director ConnerWellman stated the signers on the DDA account at Huntington National Bank and Independent Bank, for Portland Prime, need to be updated. Dr. Jason Williamson should be

removed, Mayor James E. Barnes should remain on the accounts, and April Vogl should be added to the accounts.

Motion by Ward, supported by Briggs, to remove Dr. Jason Williamson, leave Mayor James E. Barnes, and add April Vogl as signers on the DDA account at Huntington National Bank and the Portland Prime account at Independent Bank.
All in favor. Adopted.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, City Manager Dymczyk reminded residents that trick-or-treating will take place on Friday, October 31, 2025, from 6:00 to 8:00 P.M. Ionia County Central Dispatch will not sound the sirens to start and end trick-or-treating.

City Manager Dymczyk stated his feeling that a 3rd party vendor should be considered to help evaluate and provide some enhancement to the process of distributing invoices to the board. He also stated that a Human Resource vendor should be considered to serve as a resource to the DDA.

There was discussion.

Member Briggs noted her concern with the speed of traffic on Kent Street. She noted some solutions that might be implemented to reduce speeds.

Motion by Schneider, supported by Barnes, to approve the recommendation by Finance Director Tolan to set up City of Portland email addresses for the DDA members and to distribute the DDA Treasurer's Report via secure PDF.
All in favor. Adopted.

Motion by Ward, supported by Briggs, to adjourn the meeting at 8:02 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary



Date: November 24, 2025

REPORT OF FUNDS IN DDA AS OF: October 31, 2025

PRINCIPAL & INTEREST ACCOUNT

PREVIOUS BALANCE:	<u>9/30/2025</u>	<u>\$ 501.78</u>
NEW BALANCE:	<u>10/31/2025</u>	<u>\$ 501.78</u>

PRIME ACCOUNT

PREVIOUS BALANCE:	<u>9/30/2025</u>	<u>\$ 24,371.52</u>
Net Activity:		\$ (411.03)
NEW BALANCE:	<u>10/31/2025</u>	<u>\$ 23,960.49</u>

REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>9/30/2025</u>	\$ 406,518.87
INTEREST EARNED:		\$ 141.82
DEPOSITS:		\$ 245,429.46
Summer Tax Capture		\$ 1,500.00
Donations: Plaza Project - R. Pung		\$ 66,233.47
Local Community Stabilization		

DRAFT

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge	\$ 2,000.00
	Bank fee - Fraud Protection	\$ 30.00
	VOID 2665 Lighting Matches, LLC	\$ (300.00)

In-Between Checks

2718	Goodrich Masonry, Masonry work at 103. E Grand River Ave, Plaza	\$ 34,019.36
2719	City of Portland, Credit card reimb, newsletter, postage	\$ 838.56
2720	ConfluxCity Brewing Company, LLC, Turkey Trot Sponsorship	\$ 300.00
2724	Kurt Fedewa, Article	\$ 25.00
2721	Fleis & Vandenbrink, Engineering Svc. 103 E. Grand River - Plaza work	\$ 11,760.00
2722	Fox Tree Farm, trees for Plaza project	\$ 2,100.00
2723	JBM Lawncare, LLC, Garland for downtown fences	\$ 1,697.25
2725	PE Office Solutions, Invites for Grand Opening, small business Saturday postcards	\$ 996.00
2726	S&K Printing, Small business Saturday signs	\$ 562.00
2727	Tina Conner-Wellman, Reimb. Cell phone & Mileage	\$ 255.60

\$ (54,283.77)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 10/1/2025 - 10/31/2025 \$ (6,538.11)

TOTAL EXPENSES: \$ (60,821.88)

NEW BALANCE: **\$ 659,001.74**

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