



# Portland Downtown Development Authority

## Meeting Agenda

Tuesday JANUARY 26, 2026 6:00P.M.

Council Chambers, Portland City Hall, 259 Kent St.



6:00pm	I. Call to Order – Chair, April Vogl		
	II. Excuse Members:	Motion	2:
6:03pm	III. Attendance. Approval of Agenda	Motion	2:
	IV. Public Comment		
6:15pm	V. Approval of Minutes Nov 24, 2025	Motion	2:
	VI. Approval Treasurer Report Combined Dec 25-Jan 26	Motion	2:
6:20pm	VII. Positively Portland - 4 Board Members, 3 Volunteers Attended		
	A. Ask 3 Board Members to Complete Poll		
	B. Review Program / Initiative Poll		
	1. Obligated Hours / Regular-Normal Hours		
	2. Most Desired New Programs; Ordinance, Standard, Expectations w/ City - Build Resources and Information for Property Development - Youth Art/Craft/ Made sales at Plaza - Student Based Art Prize - PRIME Upgrades Website/Directory Upgrades - HELP		
	3. Other Interest in New Programs; Launch Kit & AI, Pure MI, River Trail Signs Personal Property, Downtown Sidewalks		
6:40pm	VIII. OLD BUSINESS		
	A. Fireworks - July 3, 2026 - Jason Williamson, Volunteer SmTown SatNight \$8K Recommend to city council for approval Feb 2		
	B. MDA Director Presentation - Tues Feb 10		
	C. Contracting: DT Music \$2K/yr, Parade Barrier Post \$350. Winter Building Lighting & 8 Shows \$8K/yr,		
	D. Road Diet – 25 mph speed limit 200 Block of Kent to Hwy / Hwy to Bridge St.		
6:50pm	IX. NEW BUSINESS		
	<b>Winter Digest – Semi-Annual public presentation &amp; information session Feb. 23 6pm</b>		
	<b>A. 1st Review of 2027 - 2028 Budget</b>		
	B. 2026 / 2027 Work Plan	Motion	2:
7pm	X. Director Report		
	A. 2025 Review / Highlights		
7:06pm	XI. Board Member Comments / Announcements		
7:10pm	Motion to Adjourn	Motion	2:
	<b>Positively Portland with MDA Presentation- Tuesday, February 10, 6pm</b>		
	Next regular DDA Board Meeting with Semi-Annual Update: Monday February 23 6pm		

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

Held on Tuesday, November 24, 2025

In the Council Chambers at City Hall

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

Members Absent: City Manager Dymczyk

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

Guests: Roy Vogl

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

Motion by Barnes, supported by Briggs, to approve the proposed agenda.  
All in favor. Adopted.

Under Public Comment, Finance Director Tolan asked for clarification as to whether the DDA Treasurer Report should be sent to Mayor Barnes ahead of each meeting or to the entire board at the same time.

There was discussion.

It was agreed that Finance Director Tolan will prepare the Treasurer Report for Director ConnerWellman who will then send it to the Board via password protected email.

Finance Director Tolan also explained the administrative fee, included in the Treasurer Report, that is charged to the DDA. The administrative fee was determined by a cost allocation study and includes services for payroll, human resources, and financial services.

Motion by Barnes, supported by Briggs, to approve the minutes of the October 27, 2025, regular meeting as presented.  
All in favor. Adopted.

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

Under Positively Portland, Director ConnerWellman stated the Team Meeting included discussion of SmallBizSat, HolidayFest, the Looking Glass Plaza Project, and the survey results.

Under Old Business Director ConnerWellman provided an update on takeaways from the Michigan Downtown Association (MDA) Annual Conference.

Director ConnerWellman provided an update on the HolidayFest parade and noted the route will be reversed; like the Portland High School Homecoming parade, to improve safety. She also provided information on how and when candy will be allowed to be distributed.

Director ConnerWellman presented the summary of results for the Downtown Priorities and Community Vision Survey that was conducted.

There was discussion.

Director ConnerWellman presented information on what the MDA In-Person Presentation would include.

Member Schneider stated he felt this would be valuable information and would like to proceed with scheduling this presentation.

There was discussion.

Motion by Ward, supported by O'Connell, to move forward with scheduling the MDA In-Person Presentation.

All in favor. Adopted.

Under New Business, Director ConnerWellman noted there will not be a DDA meeting in December but asked each Board Member to volunteer to help with HolidayFest on Saturday, December 13, 2025.

Director ConnerWellman suggested that in 2026 the Sounds of Summer concert series and the Brews & Pours events not be held to provide an opportunity to evaluate how to move forward with them in the future.

Motion by Schneider, approved by O'Connell, to not hold the Sounds of Summer concert series and the Brews & Pours events in 2026.

All in favor. Adopted.

Director ConnerWellman presented information on the Fiscal Year 2025-2026 Budget and requested amendments be made that will have a net zero effect.

Motion by Barnes, supported by Briggs, to amend the Fiscal Year 2025-2026 Budget as requested.

All in favor. Adopted.

Director ConnerWellman presented information and a proposal to contract music in the downtown and placement of the parade barrier posts to Opera Block Properties in the Fiscal Year 2025-2026 Budget. She also proposed consideration of contracting the winter building lighting and eight light shows to Opera Block Properties in the Fiscal Year 2026-2027 Budget.

There was discussion.

Motion by Barnes, supported by O'Connell, to explore the type of contract that would facilitate the downtown music, winter building lighting, and light shows.

All in favor. Adopted.

Director ConnerWellman asked the DDA Board if they would like her to work with City staff and the Police Department to consider measures to lower the speed of traffic on Kent Street.

The Board concurred.

DDA Director ConnerWellman presented the Director Report.

Under Board Member Comments, Member Briggs noted the Portland Orchestra will perform at 7:00 P.M. on Saturday, December 13, 2025, after the HolidayFest parade.

Mayor Barnes extended his thanks to Director ConnerWellman on the successful Looking Grand Plaza Grand Opening event held on Saturday, November 22, 2025.

Chair Vogl noted the Christmas Farmers Market will be held at the Red Mill on Saturday, December 13, 2025.

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

All in favor. Adopted

Respectfully submitted,

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Margery Briggs, Secretary



Date: January 26, 2025  
 REPORT OF FUNDS IN DDA AS OF: December 31, 2025

**PRINCIPAL & INTEREST ACCOUNT**

		<u>AMOUNTS</u>
PREVIOUS BALANCE:	<u>10/31/2025</u>	\$ 501.78
<b>NEW BALANCE:</b>	<b><u>12/31/2025</u></b>	<b><u>\$ -</u></b>

**PRIME ACCOUNT**

PREVIOUS BALANCE:	<u>10/31/2025</u>	\$ 23,960.49
Net Activity:		\$ 1,919.84
<b>NEW BALANCE:</b>	<b><u>12/31/2025</u></b>	<b><u>\$ 25,880.33</u></b>

**REGULAR ACCOUNT**

PREVIOUS BALANCE:	<u>10/31/2025</u>	\$ 659,001.74
INTEREST EARNED:		\$ 264.56
DEPOSITS:		
HolidayFest Receipts		\$ 1,100.00
State Grant for Plaza #1		\$ 77,583.74
Transfer balance from escrow account		\$ 501.78

**CHECKS WRITTEN:**

Ck No.	Payee:	<u>AMOUNTS</u>
	Admin charge (Nov & Dec)	\$ 4,000.00
	Bank fee - Fraud Protection (Nov & Dec)	\$ 60.00
void check 2724	Kurt Fedewa - lost in mail	\$ (25.00)
<b><u>In-Between Checks</u></b>		
2728	Ethan Phillips, Live music for plaza opening	\$ 400.00
2729	Kurt Fedewa, Replacement check for 2724	\$ 25.00
2730	Action Awards, Holiday Fest Ribbons	\$ 264.00
2731	Kurt Fedewa, January Article	\$ 25.00
2732	MWT, LLC - Plaza payment no. 2	\$ 213,240.83
2733	PE Office Solutions, Banner For wagon, flyers & posters, cards for scavenger hunt	\$ 933.00
2734	Tim Marshall - Roseview Farms, Sleighbell horse & wagon rides	\$ 800.00
2735	Signature Streetscapes, plaques for plaza	\$ 2,448.50
2736	Hometown Decoration and Display LLC, lighted holiday decorations	\$ 6,588.00
<b>Checks dated 1/26/26</b>		
2737	City of Portland, Reimb. two credit card statements, Tom's receipt, postage	\$ 9,556.07
2738	*void (has stub information for previous check)	\$ -
2739	Kurt Fedewa, Article	\$ 25.00
2740	Menards, Full LP tank, hand warmers	\$ 231.14
2741	MWT, 103. E Grand River - Plaza - Final payment	\$ 5,000.00
2742	Small Business Association of Michigan, membership	\$ 269.00
2743	The Verdin Company, Maintenance Service Agreement	\$ 720.00
2744	Tina Connerwellman, 2 months phone reimb and mileage	\$ 203.20

\$ (243,840.54)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 11/1/2025 - 12/31/2025 \$ (17,652.90)

TOTAL EXPENSES: \$ (261,493.44)

**NEW BALANCE:** **12/31/2025** **\$ 476,958.38**

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