

**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