

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING MINUTES OF WEDNESDAY, DECEMBER 11TH, 2024**  
**8:30 A.M., WSCC EDUCATION CENTER**  
**400 RIVER STREET, MEETING ROOM B**

PRESENT: Bruce Allen, Sammie Lukaskiewicz, Karen Goodman, Ben Crowley, Bill Gambill, Tyler Leppanen, Kyle Mosher, Lindsey Swidorski, Deanna Marsh

ABSENT:

ALSO PRESENT: Andrew Stafford, Nicole Kaminski, Carmen Kott, Councilmember James Grabowski, T Eftaxiadis, Sara Herberger, Kyle Kotecki - News Advocate

1. **CALL TO ORDER**

Meeting called to order by the Chair at 8:31AM.

2. **APPROVAL OF AGENDA**

*MOTION* by Sammie Lukaskiewicz second by Bruce Allen to approve the agenda as presented.  
Voice vote—Motion approved.

3. **PUBLIC COMMENT**

a. None

4. **APPROVAL OF MINUTES FROM THE NOVEMBER 13TH, 2024 REGULAR MEETING**

*MOTION* by Bill Gambill, second by Bruce Allen to amend the November 13, 2024 meeting minutes to reflect the correct figures: the revolving loan amount should be updated to \$27,850.04 and the shortfall should be revised to \$1,149.96.

Voice vote—Motion approved.

*MOTION* by Deanna Marsh, second by Lindsey Swidorski to approve the amended the November 13, 2024 meeting minutes.

Voice vote—Motion approved.

5. **APPROVAL OF FINANCIAL REPORTS**

*MOTION* by Ben Crowley, second by Bruce Allen to approve the October 2024 financials.  
Voice vote—Motion approved.

6. **EXECUTIVE REPORTS**

- a. Andrew Stafford provided an executive report update to the board, highlights include:
  - i. The sale of the Music Vault property has fallen through and will not proceed.
  - ii. A Request for Proposals (RFP) has been released for stabilization work on the 141 Washington Street property, with bids to be reviewed at the upcoming Land Bank meeting next Monday.

- iii. Continued collaboration with several downtown property owners to address vacancies and attract new tenants.

**7. REPORTS FROM SUB-COMMITTEES**

a. Facade Grant

i. Recommendation for 433 Water Street

- 1. The committee reviewed the application and recommended approval of \$20,000 in façade grants.

*MOTION* by Sammie Lukaskiewicz, second by Bruce Allen to award 433 Water Street \$20,000 in Facade Grants.

Voice vote—Motion approved.

b. Streetscape

- i. Preliminary engineering cost estimates from Spicer have been received, and discussions on the streetscape option are ongoing. A full board review is scheduled in the coming months.

d. Gap Financing - Proposed TIF Plan Addition

- i. We are still awaiting the opportunity to present this to the City Council. A review by the city attorney is required first.

**8. OLD BUSINESS**

a. Revolving Loan Fund

- i. The check has been signed, and the funds will be sent to Venture North.
- ii. Tyler Leppanen identified where the adjustment in the revolving loan was made, it happened in 2018.

b. Shine

They repaired three trees before Sleighbell Weekend. The repairs are covered under a one-year warranty, after which all service calls will require payment.

c. Riverwalk

- i. Five bidding packages were issued for the South Riverwalk project.
- ii. Reviewing how to award each package and awaiting EDA approval for the scope reduction.
- iii. Meetings with various partners have been held to finalize details and get items on the necessary agendas. Approvals are expected to come together this week.

d. Social District

- i. The Milwaukee House was approved by the council for inclusion in the social district.
- e. RFP
  - i. Sent to:
    1. Richards & McDougall
    2. Salt City CPA
    3. Michael Thompson CPA
- f. Audit Update
  - i. During the last meeting, the board requested additional time to review the audit. No corrections were recommended by the Board.

*MOTION* by Ben Crowley, second by Karen Goodman to approve the final 2023/2024 DDA Audit with no further corrections.  
Voice vote—Motion approved.

## 9. NEW BUSINESS

- a. Little River Holdings LLC - Gateway Project
  - i. Project status as of December 2024:
    1. An update on the project was provided, which includes a hotel complex on the north side and two mixed-use buildings with residential, commercial, and townhome spaces on the south side of River Street. A three-level parking structure with entrances from River and Division Streets is also planned.
    2. **Phase 1 (South Complex):** 8 townhouses, 47 apartments, studios, LRH offices, and a 210-space public parking deck, with an estimated cost of \$33 million.
    3. **Phase 2 (Hotel Complex):** A hotel with a restaurant, rooftop bar, native heritage venue, conference center, spa, and 97 hotel rooms, with an estimated cost of \$45 million.
    4. The total project cost is \$81 million, with no significant inflation increases expected for Phase 1. The streetscape plan is still being developed in collaboration with Spicer Incorporated and must be finalized soon to ensure accurate financial modeling for bank approvals.
  - ii. Love Wines LLC Off-premise Liquor License
    1. A request for an off-premise liquor license has been submitted by a winery based in Ludington, specifically for a tasting room at 431 River Street. Local government approval is required.

*MOTION* by Bill Gambill, second by Bruce Allen to recommend approval to City Council for Love Wines LLC Off-premise Liquor License.  
Voice vote—Motion approved.

**10. PUBLIC COMMENT**

- a. None

**11. BOARD COMMENTS**

- a. Bill Gambill commented thanking Sammie Lukaskiewicz and the downtown businesses for the help with Sleighbell Weekend.
- b. Bruce Allen: commented that he is glad Kyle Mosher is back after an absence at the last two meetings
- c. Deanna Marsh; commented that Bruce Allen did a good job filling in for Kyle Mosher
- d. Sammie Lukaskiewicz offered thanks to the City of Manistee for their efforts for Sleighbell Weekend.
- e. Kyle Mosher: complimented Sleighbell Weekend.

**12. ADJOURN**

Next meeting is scheduled for Wednesday, January 8th, 2024, at 8:30 a.m. in the WSCC Education Center, 400 River Street.

*MOTION* by Deanna Marsh supported by Bill Gambill **to adjourn at 9:05AM**

Nicole Kaminski  
Acting Recording Secretary

*Nicole Kaminski*