

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL 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 9:05AM.

2. **APPROVAL OF AGENDA**

*MOTION* by Sammie Lukaskiewicz, second by Ben Crowley to approve the agenda as presented. Voice vote—Motion approved.

3. **PUBLIC COMMENT**

a. None

4. **NEW BUSINESS**

a. Budget Update

i. Budget Recap - High-Level Bullet Points

1. Manistee County Cash

a. \$8,455 spent in downtown (Jan-Nov, including Small Biz Saturday)

b. 19 downtown businesses participating out of 30 total

2. Downtown Dollars - Expires December 2025

3. Leases:

a. Executive Director Service Agreement: \$80,000

b. WSCC Lease Agreement: \$20,000

c. DDA Economic Development Agreement: \$20,000

4. Budget Categories:

a. Miscellaneous Income: Michigan Class & bank interest, outdoor permits with fees

b. TIF: Based on payments from City of Manistee

c. Delinquent Taxes: DDA received a portion of delinquent taxes

d. Local Comm Stabilization Authority Share: Reimbursements for taxable value declines and EMPP acquisition costs

e. Advertising: Social District supplies, Eagle 101.5 partnership. \$9,000 remaining in the budget line.

- f. Downtown Decorations: Flowers, planters, winter decorations, DDA events trailer, ice skid melt. \$19,000 remaining in the budget line.
- 5. **Annual Audit:** Anderson and Tackman (5-year contract via City of Manistee)
- 6. **Special Meeting:** February discussion on 2025/2026 Budget

b. Development / TIF Plan Review

- i. The plan outlines the direction for projects over the next 20 years, with key initiatives identified:
  - 1. **Streetscape:** Facade improvements and deck grants are included, alongside capital improvements for the Riverwalk.
  - 2. **WSSC Riverwalk Plaza:** A \$400,000 line item for improvements within the TIF budget, specifically for the Riverwalk Plaza.
  - 3. **Gateway Streetscape:** Improvements for the intersection of River and US-31, with approval needed for a brownfield at a later date.
  - 4. **Redevelopment:** Land acquisition is budgeted at \$500,000 for purchasing River Street property, with the goal of redevelopment and eventual sale within the DDA District.
  - 5. **Marketing, Promotions, and Events**
- ii. The projected taxable valuation and expected tax capture are under review, with an expected growth rate of approximately a quarter of a percent.

c. Financial Policy

- i. A Bad Debt Policy Addition was proposed.
- ii. A Conflict of Interest Addition was proposed.
- iii. The board recommends the executive committee review the policy and propose changes to the full board for approval.

d. DDA Year in Review

- i. This review is available on the DDA website. The reporting period is January 2024 - November 2024.
  - 1. Six new businesses in Downtown Manistee
  - 2. \$12,363 spent on downtown beautification
  - 3. \$5,889 spent on the social district in 2024.
  - 4. 11 active businesses in the social district
  - 5. Creation of the Downtown events trailer
  - 6. \$125,000 allocated in FY24/25. Another round of Facade Grants awarded, in November.

5. **PUBLIC COMMENT**

- a. None

6. **BOARD COMMENTS**

- a. Karen Goodman: asked the DDA year in Review be sent to Lisa Sagala.
- b. Ben Crowley: Complimented the Chamber Team for their job on operating the DDA.

- c. Kyle Mosher: Wished everyone a Merry Christmas and a Happy New Year.
- d. Deanna Marsh: Reminded everyone that Ladies Night is tonight.

7. ADJOURN

Next meeting is scheduled for Wednesday, January 8th, 2024, at 9:30 a.m. in the WSCC Education Center, 400 River Street.

*MOTION* by Sammie Lukaskiewicz supported by Lindsey Swidorski **to adjourn at 9:30AM**

Nicole Kaminski  
Acting Recording Secretary

*Nicole Kaminski*