

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, FEBRUARY 12TH, 2025
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

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

ABSENT:

ALSO PRESENT: Andrew Stafford, Nicole Kaminski, Councilmember Grabowski, Ed Bradford, T. Eftaxiadis, Sara Herberger, News Advocate - Kyle Kotecki

1. **CALL TO ORDER**

Meeting called to order by the Chair at 8:30 a.m.

2. **APPROVAL OF AGENDA**

MOTION by Sammie Lukaskiewicz, second by Bruce Allen to adopt the agenda as presented.

Voice vote—Motion approved.

3. **PUBLIC COMMENT**

None

4. **APPROVAL OF MINUTES FROM THE REGULAR JANUARY 8, 2025 MEETING**

MOTION by Bruce Allen, second by Lindsey Swidorski to approve the minutes from the January 8, 2025, regular meeting.

Voice vote—Motion approved.

5. **APPROVAL OF MINUTES FROM THE SPECIAL JANUARY 27, 2025 MEETING**

MOTION by Bruce Allen, second by Karen Goodman to approve the minutes from the January 27, 2025, special meeting.

Voice vote—Motion approved.

6. **APPROVAL OF FINANCIAL REPORTS**

- a. **January 2025:** Expenses were typical for the month, with two exceptions: the Pioneer fee for publishing the TIF Public Hearing Notice and an additional charge from Richards & McDougall for the 1099 search and filing.

MOTION by Bruce Allen, second by Ben Crowley to accept the January 2025 financials.

Voice vote—Motion approved.

7. **EXECUTIVE REPORTS** – Andrew Stafford

- a. **RAP Grant:** Has been completed and submitted, this application consumed a lot of time in January.
- b. **The Music Vault Property:** Still on the market with interest from buyers, but no deals have closed.

8. **REPORTS FROM SUB COMMITTEES**

- a. Facade Grant - Andrew Stafford
 - a. Projects awarded in the Fall are expected to start in April. Regular check-ins with façade recipients continue, with some MEDC-awarded projects requiring payouts.
- b. Streetscape - Andrew Stafford / Bill Gambill
 - a. RAP Grant: This has been completed and submitted, which consumed a lot of time in January. We will know if we receive the grant in March. The Grant only covers Oak to Spruce Street.
- c. Events - Andrew Stafford / Bill Gambill
 - a. Motion to recommend approval of the closure of River Street for the Independence Day Parade on July 4th, 2025.

MOTION by Bill Gambill, second by Deanna Marsh, to recommend approval of the closure of River Street for the Independence Day Parade on July 4th, 2025.

Voice vote—Motion approved.

- b. Manistee Car Show organized by The Outsider

MOTION by Bruce Allen, second by Sammie Lukaskiewicz, to recommend approval of the street closure of Pine to Spruce, closing the triangle of River Street, for the Manistee Car Show organized by The Outsider upon the amendment of the application to include requested street closures on the first page of the application.

Voice vote—Motion approved.

- d. Gap Financing - Tyler Leppanen / Andrew Stafford
 - a. Public hearing and Council presentation scheduled for February 18th.

9. **OLD BUSINESS**

- a. Riverwalk - Bill Gambill
 - i. The project has started. There is an EDA sign by the WSCC/Chamber access. The Riverwalk boards are currently being removed and replaced.
- b. Social District - Andrew Stafford
 - i. No updates at this time.

- c. Banners - Sammie Lukaskiewicz
 - i. Sammie Lukaskiewicz is working with Rightside Design to map the Riverwalk and align banner placement with the Riverwalk and Streetscape projects for optimal downtown visibility.
- d. Financial Policy - Andrew Stafford
 - i. The audit company requested, for best practices purposes, that the financial policy be updated.

MOTION by Ben Crowley, second by Bruce Allen to approve the DDA amended Financial Policy.

Voice vote—Motion approved.

- e. DDA Strategic Planning Meeting - Andrew Stafford
 - i. The meeting was originally scheduled for February 17th. This meeting will be moved to March to coordinate with Brandon Jensen from Rightside Design Group, who will facilitate this meeting.

10. NEW BUSINESS

- a. a. Response to Accounting Services RFP
 - i. Richards & McDougall
 - 1. Motion to approve the proposal from Richards & McDougall and have board commitment to continue with one-year contracts for three consecutive years.

MOTION by Bill Gambill, second by Bruce Allen, to approve the proposal from Richards & McDougall and commit to a one-year contract but ask if Richards & McDougall would commit to a three-year contract.

Voice vote—Motion approved.

- b. Motion to approve Carmen Kott to the DDA West Shore Bank Account

MOTION by Deanna Marsh, second by Karen Goodman to approve Carmen Kott to the DDA West Shore Bank Account.

Voice vote—Motion approved.

- c. Brownfield Resolution for Little River Holding's 'Gateway Project'
 - i. Tyler Leppanen has recused himself from the vote.
 - ii. The City, Brownfield Authority, and LRH will have an agreement regarding quality control, timeline, etc, for the 'Gateway Project'

MOTION by Bill Gambill, second by Bruce Allen to approve the Brownfield Resolution for Little River Holding's 'Gateway Project'

Roll Call vote this motion passed 8 to 0.

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

NAYES: None

ABSENT: None

ABSTAIN: Tyler Leppanen

MOTION APPROVED.

11. PUBLIC COMMENT

- a. None

12. BOARD COMMENT


- a. Sammie Lukaskiewicz: The Tourism Authority is redesigning its website and seeking feedback; the survey takes six minutes to complete. Manistee County has recorded 136.6 inches of snow, up from 59 inches last year at this time last year.
- b. Deanna Marsh: Frostbite Festival is Saturday, February 15, 2025, from 1–3 PM, with an after-party at 4 PM. To be held at The Elks Lodge.
- c. Bruce Allen: The City DPW snow removal efforts are greatly appreciated.

13. ADJOURN

Next meeting is scheduled for Wednesday, March 12, 2025 at 8:30 a.m. in the WSCC Education Center, 400 River Street.

MOTION by Ben Crowley, second by Deanna Marsh **to adjourn at 9:06 a.m.**

Nicole Kaminski


Acting Recording Secretary