

**MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, MAY 13TH, 2026
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B**

PRESENT: Kyle Mosher, Ben Crowley, Bill Gambill (left at 9:17 am), Brandon Ohman, Sammie Lukaskiewicz, Lindsey Swidorski, Deanna Marsh (left at 9:20 am)

ABSENT: Jamil Alam

Also Present: Andrew Stafford, Nicole Kaminski, Carmen Kott, Councilmember Grabowski, Kaylie Jensen, Mike Corby (Zoom), Lily Thompson (Zoom), and Laura Heintzeman

1. CALL TO ORDER

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

2. PUBLIC HEARING: 2026/2027 DDA BUDGET

MOTION by Sammie Lukaskiewicz second by Bill Gambill to open the public hearing

- i. No public comment

MOTION by Sammie Lukaskiewicz second by Lindsey Swidorski to close the public hearing

3. APPROVAL OF AGENDA

Request to make two amendments to the agenda. First noted change, adding line item 4a, the addition of a streetscape presentation by the Manistee County Community Foundation, and adding line item 10a SHPO Grant Resolution under new business.

MOTION by Sammie Lukaskiewicz second by Deanna Marsh to amend the agenda with the noted changes.

Voice vote—Motion approved.

4. PUBLIC COMMENT

- a. None.

4a. Manistee County Community Foundation Streetscape Presentation

- a. Laura H. and Mike Corby presented the Community Foundation's design for the fountain area within the RAP Grant Streetscape project. Looking for a more interesting paver pattern and combining the projects to create a seamless design between the two projects.
- b. Board Discussion felt it adds to and complements the existing project.

MOTION by Ben Crowley, second by Deanna Marsh to support the Manistee County Community Foundation's streetscape design.

Voice vote—Motion approved.

5. APPROVAL OF MINUTES FROM THE REGULAR APRIL 8, 2026, MEETING

MOTION by Ben Crowley, seconded by Sammie Lukaskiewicz to approve the minutes from the April 8, 2026, regular meeting.

Voice vote—Motion approved.

6. APPROVAL OF FINANCIAL REPORTS

a. April 2026:

- i. MIClass Account: \$660,757.25
- ii. West Shore Bank: \$71,611.20
- iii. The total of the unpaid bills in the packet was \$48,725.02
- iv. Expenses this month included:

Recurring:

1. QuickBooks: Monthly Fee: This is taken out as an ACH payment. - \$115.00
2. Manistee Area Chamber: Monthly Executive Director Fee - \$6,666.67
3. Richards & McDougall: Monthly Accounting Fee - \$425.00

Additional:

1. Ken Armour, 350 River Street: Facade Grant Reimbursement: \$15,000.00
2. Spicer Group: Streetscape Project - \$6,250.00
3. Deanna Marsh: Frostbite Reimbursement - \$268.35
4. West Shore Community College: Lease, Per Contract - \$20,000.00

MOTION by Ben Crowley second by Lindsey Swidorski to accept the April 2026 financials.

Voice vote—Motion approved.

7. EXECUTIVE REPORTS – Andrew Stafford

a. Introduction of Kaylie Jensen as the newest member of the Manistee Area Chamber team.

b. Board Update

- i. Streetscape construction is currently focused on the front of The Outsider area for bump-out installation work. Crews are also preparing to dig toward the storm sewer for replacement work within the plaza area.
 1. Streetscape: Businesses have expressed appreciation for the ongoing communication efforts and weekly construction updates. At this time, no significant concerns or issues have been reported regarding the Oak Street closure.
- ii. Match on Main applications have officially been submitted to the state. The group is hopeful to receive updates or award announcements sometime in July.
- iii. Discussion was held regarding the small business attraction/event initiative. Due to limited response and participation from businesses, combined with the busy seasonal timing, the original concept is being

restructured. Additional public marketing opportunities are being explored, with a tentative goal of launching the event in the fall.

8. REPORTS FROM SUB-COMMITTEES

- a. Facade Grant - Andrew Stafford
 - a. 350 River Street Reimbursement
 - i. Don Tequila completed the façade project as outlined in their original proposal and will be moving forward with reimbursement.
- b. Streetscape - Andrew Stafford / Bill Gambill
 - a. Update above in Executive Report.
- c. Events - Andrew Stafford
 - a. 344 River Street Event Application – Karaoke Night
 - i. Applicant requested approval for six karaoke night events throughout the summer. The events would utilize the sidewalks only and would not require a street closure.
 - ii. Discussion included the need for signatures from neighboring businesses/property owners who may be affected by sidewalk occupancy during the events.

MOTION by Ben Crowley, second by Sammie Lukaskiewicz to approve the application contingent upon obtaining the required signatures by the next DDA meeting.

Roll call:

- Ben Crowley – Yes
- Sammie Lukaskiewicz – Yes
- Lindsey Swidorski – Yes
- Bill Gambill – No
- Kyle Mosher – No
- Brandon Ohman – No
- Deanna Marsh – No

Roll call vote: Motion failed.

MOTION by Bill Gambill, second by Brandon Ohman to deny the application until the required signatures are obtained.

Voice-vote - Motion failed.

- iii. No further action will be taken until signatures are completed and submitted. Re-evaluation of the application at the June meeting.
- b. Run the Town Pink Event Application
 - i. Run the Town Pink event is proposed for October 3rd from 9:00 a.m. to 11:00 a.m., with a street closure requested near

- the plaza area.
- ii. Applicant will be advised to complete the updated DDA event application, rather than the previous City event application form.
- iii. No action taken until the DDA application is completed and submitted.

9. OLD BUSINESS

- a. Discover Manistee Attraction Event
 - i. The event did not move forward as originally planned and Target Business Sub-committee is now looking to restructure the concept for a future opportunity.

10. NEW BUSINESS

- a. SHPO Grant Resolution

MOTION by Sammie Lukaskiewicz, second by Lindsey Swidorski to approve the SHPO Resolution contingent upon securing the full project funding amount prior to June 8.
Voice vote—Motion approved.

- b. DDA 2025/2026 Budget Amendment – RAP Grant
 - i. Discussion was held regarding the need to amend the budget to include the RAP Grant expense in the amount of \$495,000.

MOTION by Ben Crowley, second by Brandon Ohman to approve the DDA 2025/2026 Budget Amendment with the creation of a RAP Grant line item for \$495,000.
Voice vote—Motion approved.

- c. DDA Budget Approval for Fiscal Year 2026/2027

MOTION by Brandon Ohman, second by Sammie Lukaskiewicz to approve the DDA Budget for Fiscal Year 2026/2027.
Voice vote—Motion approved.

- d. DDA Bylaws Changes
 - i. No action was taken regarding the proposed DDA bylaw changes.
- e. City Service Agreement
 - i. Board members were asked to review the proposed City Service Agreement and bring feedback and discussion points to the next meeting.
- f. Letter of Support – MEDC Maritime Grant
 - i. Discussion was held regarding a letter of support for the MEDC Maritime Grant application submitted by Seng’s Marina.

MOTION by Ben Crowley, second by Sammie Lukaskiewicz to write a letter of support for Seng Marina's grant application.

Voice vote—Motion approved.

11. PUBLIC COMMENT

- a. Councilmember Grabowski reminded the board that junk pick-up will take place at the Armory this week from 8:00 AM to 12:00 PM.

12. BOARD COMMENT

- a. Kyle Mosher - Questioned on when the next MDOT presentation will be held.
 - i. The next session will be on May 20th at 4:30 PM in the WSCC Downtown Manistee Building

13. ADJOURN

Next meeting is scheduled for Wednesday, June 10, 2026, at 8:30 AM. in the WSCC Education Center, 400 River Street.

MOTION by Sammie Lukaskiewicz second by Lindsey Swidorski, to adjourn at 9:41 AM.

Nicole Kaminski


Acting Recording Secretary