MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF WEDNESDAY, JUNE 10TH, 2026
8:30 A.M., WSCC EDUCATION CENTER
400 RIVER STREET, MEETING ROOM B

PRESENT: Bill Gambill, Brandon Ohman, Sammie Lukaskiewicz, Lindsey Swidorski, Deanna Marsh, Jamil Alam

ABSENT: Kyle Mosher, Ben Crowley

Also Present: Andrew Stafford, Nicole Kaminski, Councilmember Grabowski, Kaylie Jensen, Laura Heintzelman

1. CALL TO ORDER

Meeting called to order by the Chair at 8:33 AM

2. APPROVAL OF AGENDA

Andrew Stafford recommends amending the agenda to include discussion of the bylaws under old business.

MOTION by Sammie Lukaskiewicz second by Brandon Ohman to amend the agenda with the noted changes.
Voice vote—Motion approved.

3. PUBLIC COMMENT

a. None.

4. APPROVAL OF MINUTES FROM THE REGULAR MAY 13, 2026, MEETING

MOTION by Deanna Marsh, seconded by Lindsay Swidorski to approve the minutes from the May 13, 2026, regular meeting.
Voice vote—Motion approved.

5. APPROVAL OF FINANCIAL REPORTS

a. May 2026:
    i. MIClass Account: $162,590.45
    ii. West Shore Bank: $535,035.92
    iii. The total of the unpaid bills in the packet was $510,858.55
    iv. Amended to include a $20,000 reimbursement check for the Piping Plover, new total is $530,858.55
    v. 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. The Piping Plover: Facade Grant Reimbursement: $20,000.00
2. City of Manistee: Quarter Four - City Service Agreement - $8,376.88
3. City of Manistee: RAP Grant - Streetscape, DDA Match - $495,000.000
4. James Pawlowski: Spring Planters - $275.00

MOTION by Sammie Lukaskiewicz, second by Jamil Alam to accept the May 2026 financials. Voice vote—Motion approved.

6. <u>Executive Reports</u> – Andrew Stafford

a. Board Update
   i. Conducted 21 downtown economic development contacts, including several downtown retention visits related to the Streetscape Project to maintain one-on-one connections with local businesses as this remains a priority.
   ii. Awaiting a decision in late August regarding the SHPO Grant for the PNC Building.
   iii. Anticipated response from MEDC in early July regarding the Match on Main grant opportunity.

7. <u>Reports from sub-committees</u>

a. Facade Grant - Andrew Stafford
   a. New Application Scorecard
      i. Andrew worked with the committee this month to develop a new application scorecard, including scoring categories and evaluation criteria.
   b. 385 River Street - Piping Plover
      i. The work outlined in the original application has been completed.
      ii. Additional work is still underway under a separate contract and is not associated with the original grant scope.
      iii. This project was the final applicant to receive the $20,000 in grant funding.
   c. 340 River Street - Application
      i. An application was submitted for exterior painting on the front and rear of the building, as well as installation of new front windows.
      ii. The application received a score of 50 points with the new application scorecard, as the building is currently in good condition and the proposed work was not considered urgent.

MOTION by Jamil Alam, second by Lindsay Swidorski to not approve the 340 River Street

Facade Application
Voice vote—Motion approved.

b. Streetscape - Andrew Stafford / Bill Gambill
    a. Significant progress has continued throughout May, with contractors moving efficiently through the project areas.
    b. The plaza area is expected to have all major work completed, with the exception of paver installation, prior to the Fourth of July. Installation of the pavers will require additional time.
    c. Following the Fourth of July, construction activity will shift north toward Oak Street.
    d. Ongoing communication with downtown businesses and the community has remained a priority throughout the project.
    e. Additional design elements will be incorporated into the project, including improvements to the fountain area in partnership with the Community Foundation. Due to these additions, contractor presence on-site is expected to continue longer than originally anticipated.
    f. Completion of this section of the project is currently anticipated for late September or early October.
    g. Three potential route options for the 2026 Independence Day Parade are currently being considered.
    h. Progress on reopening portions of the area to traffic will depend on completion of the subbase installation by contractors.
    i. Certain sections will remain closed to pedestrians during construction due to gravel and ongoing site work.

c. Events - Andrew Stafford
    a. Event Application - 344 River Street

MOTION by Sammie Lukaskiewicz, second by Deanna Marsh to recommend approval of the 344 River Street event application.
Voice vote—Motion approved.

    b. Run the Town Pink - Event Application

MOTION by Jamil Alam, second by Brandon Ohman to recommend approval of the Run the Town Pink event application.
Voice vote—Motion approved.

    c. Farmer’s Market - Event Application

MOTION by Sammie Lukaskiewicz, second by Lindsay Swidorski to recommend approval of the Farmer’s Market event application.
Voice vote—Motion approved.

8. Old Business

a. Bylaws Changes

i. Revised language was provided by the City Attorney regarding the Mayor's interest in serving on the DDA Board.
ii. Previously discussed language did not address situations involving expiration of a council term. The revised language provides additional clarity.
iii. Bill Gambill will consult with the City Attorney regarding potential conflict-of-interest considerations.

MOTION by Sammie Lukaskiewicz, second by Deanna Marsh to change the Bylaws with updated language.
Voice vote—Motion approved.
Roll Call Vote:
Jamil Alam: Yes
Lindsey Swidorski: Yes
Sammie Lukaskiewicz: Yes
Bill Gambill: Yes
Brandon Ohman: No
Deanna Marsh: Yes
Roll Call Vote—Motion approved.

9. NEW BUSINESS

a. Land Acquisition Fund

MOTION by Sammie Lukaskiewicz, second by Jamil Alam to allocate $15,000 towards restricted funding for the Land Acquisition Fund.
Voice vote—Motion approved.

b. Downtown Dollar Program

MOTION by Sammie Lukaskiewicz, second by Lindsay Swidorski to close the Downtown Dollar Program account and move remaining funds to the main account, resulting in these becoming non-restrictive, general fund dollars.
Voice vote—Motion approved.

c. North Channel - Social District

MOTION by Sammie Lukaskiewicz, second by Brandon Ohman to recommend support for North Channel to join the Social District.
Voice vote—Motion approved.

10. PUBLIC COMMENT

a. None

11. BOARD COMMENT

a. Jamil Alam shared that including North Channel in the Social District benefits all participating businesses by creating additional visibility, activity, and space within the district.
b. Sammie Lukaskiewicz announced an upcoming open house for Manistee Tourism scheduled for June 25 at 3:00 PM.

c.

12. ADJOURN

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

MOTION by Deanna Marsh second by Sammie Lukaskiewicz to adjourn at 9:16 AM.

Kaylie Jensen

Acting Recording Secretary