

CITY OF MUSKEGON

DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

January 13, 2026 @ 10:30 AM

CONFERENCE ROOM 204

933 TERRACE STREET, MUSKEGON, MI 49440

AGENDA

CALL TO ORDER:

APPROVAL OF MINUTES:

December 9, 2026 Meeting Minutes

I. December 9, 2025 Meeting Minutes Economic Development

ROLL CALL:

PUBLIC COMMENT ON AGENDA ITEMS:

PUBLIC HEARINGS:

NEW BUSINESS:

I. Approval of 2026 Meeting Dates Economic Development

II. DDA Agenda Item: Acceptance of Financial Report for December 31, 2025 Economic Development

ANY OTHER BUSINESS:

I. Civic Plus Tutorial Economic Development

ADJOURNMENT:

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone

number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting with twenty-four (24) hours' notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following:

Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com

CITY OF MUSKEGON

DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

December 9, 2025 @ 10:30 AM

CONFERENCE ROOM 204

933 TERRACE STREET, MUSKEGON, MI 49440

MINUTES

AGENDA

CALL TO ORDER

M. Bottomley called the meeting to order at 10:35 and roll was taken.

ROLL CALL

Members Present: Martha Bottomley, Kiel Reid, Sherri Black, Michael Kleaveland, Heidi Sytsema, James Curtis, Brad Hastings, Jonathan Seyferth

Member(s) Absent: Kaja Thornton

Member(s) Excused: Bob Tarrant, Joann Dornbos, Andrew Boyd, Jeanette Moore

Staff Present: J. Hines, J. Eckholm, W. Webster

Others Present:

APPROVAL OF MINUTES

I. Approval of Minutes City Clerk

K. Reid made a motion to approve the minutes from 12/2/25 (Special Meeting) and supported by B. Hastings. All in favor

B. Hastings made a motion to approve the minutes from 11/10/25 and supported by S. Black. All in favor

PUBLIC COMMENT ON AGENDA ITEMS

No public comments were received

PUBLIC HEARINGS

NEW BUSINESS

I. DDA Agenda Item: Acceptance of Financial Report for November 30, 2025 Economic Development

City staff is requesting approval of the financial report for the period ending November 30, 2025. The current projected fund balance is \$460, 986.12, with no unexpected changes to the budget. Some of November expenses were purchasing of snowflakes, Lakeshore Art Festival expenses and staffing expenses..

Motion by K. Reid, second by H. Sytsema, to move to approve the November 30, 2025 financial report as presented..

**ROLL VOTE: Ayes: K. Reid, M. Kleaveland, H. Sytsema, J. Curtis, M. Bottomley, B. Hastings, S. Black, J. Seyferth
Nays: None**

MOTION PASSES

II. BRA AGENDA ITEM: Brownfield Plan Amendment #2 for Betten Economic Development

In 2008, the BRA and the City of Muskegon approved a brownfield plan amendment for 2410, 2474, 2477, & 2501 South Henry Street. This brownfield tax capture was used to reimburse any eligible activities for the Betten project with additional interest at 6.5% until reimbursement was complete. The total capture was around \$16 million for a 16-year period which ends December 31, 2025.

The Brownfield Plan was experiencing low performance so the City loaned the BRA \$1.66 million to pay off the Betten brownfield and to reduce the interest burden and accelerate the reimbursement commitment. The BRA would then repay the City over several years at an interest rate of 3.25 through tax increments on the property. Because this plan ends this year, it has not

performed enough to be able to pay the City the whole \$1.6 million, coming about \$613,000 short.

A few things to note:

- Table 3 – Row 19. Per the original agreement, the BRA should have been receiving \$10,000 per annum. I have made sure to model this for the full cycle.
- Table 3 – Simple Interest Expenses: It started at 6.5%, was reduced to 3.5%, and then I have it coming back to 5% to bring it back to the standard that is being used with every other property. This should be included with the BRA amendment.
- Timeline: I am showing the following:
 - The last amended plan had this completing December 31, 2025.
 - Once amended, this should be complete in 2031.
 - The 5 year capture will end in 2036.
 - I recommended adding 14 years to the plan to bring this to a full 30 year term regardless, to ensure enough time even if this doesn't perform as I forecasted it.
- Financials
 - Presently the Brownfield is underperforming by \$613k.
 - Once amended, it will break even in 2031.
 - The 5 year capture is forecasted at \$778k
 - This is a total swing of \$1,391,000, taking the brownfield from being in the red to being in the black.

○

Motion by B. Hastings, second by H. Sytsema, to move to approve th for Brownfield Plan Amendment #2 for Betten Brownfield and further r to set a public hearing before the Muskegon City Commission to cor adoption of the amended plan..

ROLL VOTE: Ayes: K. Reid, M. Kleaveland, H. Sytsema, J. Curtis, M. B Hastings, S. Black, J. Seyferth

Nays: None

MOTION PASSES

UNFINISHED BUSINESS

I. Harbor 31 Hotel ADA Compliance Economic Development

Staff spoke with the developer of Harbor 31 Hotel to make sure there was an understanding of the ADA and City's requirements for ADA-compliant rooms. The site plan is being modified to include all the required ADA-compliant rooms. - Discussion Only. B. Hastings requested any future designs and design changes should be shared with the DDA

ANY OTHER BUSINESS

J. Hines brought up a few vacancy opportunities. Encouraged the board to spread the word.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:58

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



Agenda Item Review Form

Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

Commission Meeting Date: January 13, 2026	Title: Approval of 2026 Meeting Dates									
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development									
Brief Summary: The board must approve the meeting dates for the 2026 calendar year.										
Detailed Summary & Background: DDA/BRA must approve the meeting dates for the 2026 calendar year. Please note that the March meeting is recommended for the 3rd Tuesday in March (March 17) as the staff liaison, Jocelyn Hines, will be away at a conference. Our meetings take place every 2nd Tuesday of every month (as needed) at 10:30am in Conference Room 204 in the City of Muskegon Hall.										
<u>Goal/Action Item:</u>										
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:										
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%; background-color: black;"></td> </tr> </table>	Yes	No	N/A						
Yes	No	N/A								
Fund(s) or Account(s): N/A	Budget Amendment Needed: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%; background-color: black;"></td> </tr> </table>	Yes	No	N/A						
Yes	No	N/A								
Recommended Motion: I move to approve the 2026 Meeting Dates for the Downtown Development Authority/Brownfield Development Authority.										
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td></td> <td></td> </tr> </table>	Immediate Division Head			Information Technology			Other Division Heads			<u>Name the Policy/Ordinance Followed:</u>
Immediate Division Head										
Information Technology										
Other Division Heads										

Communication			
Legal Review			



**DOWNTOWN DEVELOPMENT AUTHORITY
BROWNFIELD DEVELOPMENT AUTHORITY**

2026 MEETING DATES

2nd Tuesday of every month

10:30 AM

Conference Room 204

January 13, 2026

February 10, 2026

March 17, 2026*

April 14, 2026

May 12, 2026

June 9, 2026

July 14, 2026

August 11, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026



Agenda Item Review Form

Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

Commission Meeting Date: January 13, 2026	Title: DDA Agenda Item: Acceptance of Financial Report for December 31, 2025									
Submitted by: Jocelyn Hines, Development Analyst	Department: Economic Development									
Brief Summary: City staff is requesting the approval of the financial report for December 31, 2025.										
Detailed Summary & Background: City staff is requesting approval of the financial report for the period ending December 31, 2025. The current projected fund balance is \$454,964.56, no unexpected changes to the budget. Significant December revenue was \$39,469.06 for the Local Community Stabilization Act Authority distribution, cookie crawl reimbursement, and Lakeshore Art Festival software reimbursement. Significant December expenses were Barry's Greenhouse expenses, GLOW lighting event expenses, and snow plowing expenses.										
Goal/Action Item:										
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:										
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	N/A	<input checked="" type="checkbox"/>					
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Yes	No	N/A	<input checked="" type="checkbox"/>							
Recommended Motion: I move to approve the December 31, 2025 financial report as presented.										
Approvals: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	Immediate Division Head	<input checked="" type="checkbox"/>		Information Technology	<input type="checkbox"/>		Other Division Heads	<input type="checkbox"/>		Name the Policy/Ordinance Followed:
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Other Division Heads	<input type="checkbox"/>									

Communication			
Legal Review			

DDA FOR CITY OF MUSKEGON

Balance As of 12/31/2025

GL Number	Description	YTD Balance 12/31/2024	25-26 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025
Fund: 394 DOWNTOWN DEVELOPMENT AUTH DS					
Account Category: Assets					
Department: 000					
394-000-001	CASH IN BANK	245,277.75		353,770.95	(1,031.81)
Total Department 000:		245,277.75		353,770.95	(1,031.81)
Assets		245,277.75		353,770.95	(1,031.81)
Account Category: Liabilities					
Department: 000					
394-000-202	ACCOUNTS PAYABLE	0.00		495.00	(1,940.00)
394-000-293	OTHER LIABILITIES	0.00		0.00	(700.00)
Total Department 000:		0.00		495.00	(2,640.00)
Liabilities		0.00		495.00	(2,640.00)
Account Category: Fund Equity					
Department: 000					
394-000-399	FUND BALANCE UNRESERVED	460,986.12		454,964.56	0.00
Total Department 000:		460,986.12		454,964.56	0.00
Fund Equity		460,986.12		454,964.56	0.00
Account Category: Revenues					
Department: 000					
394-000-402	PROPERTY TAX	0.00	537,000.00	0.00	0.00
394-000-428	REIMBURSEMENT STATE	0.00	0.00	39,469.06	39,469.06
394-000-540	STATE GRANTS	12,000.00	0.00	0.00	0.00
394-000-569	STATE GRANTS OTHER	0.00	0.00	1,957.93	0.00
394-000-613	EVENT REVENUE	9,309.20	100,000.00	7,361.59	8,592.59
394-000-665-004970	INTEREST INCOME	966.07	1,300.00	702.38	0.00
394-000-679-004847	SPONSORSHIP REVENUE - MUSK ART FAIR	1,000.00	12,000.00	7,500.00	0.00
394-000-699-200000	OP. TRANS FROM SPECIAL REVENUE	600.00	0.00	0.00	0.00
Total Department 000:		23,875.27	650,300.00	56,990.96	48,061.65
Revenues		23,875.27	650,300.00	56,990.96	48,061.65
Account Category: Expenditures					
Department: 703 DOWNTOWN MUSKEGON BID					
394-703-702	BUDGETED SALARIES & BENEFITS	0.00	138,284.00	0.00	0.00
394-703-703	SALARY PERMANENT	37,496.90	0.00	35,063.10	8,237.73
394-703-707	OVERTIME	0.00	0.00	705.68	705.68
394-703-708	VACATION PAY	1,398.15	0.00	1,356.92	96.67
394-703-710	PERSONAL & OTHER LEAVE	0.00	0.00	468.93	0.00
394-703-711	HOLIDAY PAY	1,563.88	0.00	1,289.49	586.16
394-703-712	RETIREE HEALTHCARE - GENERAL	1,234.82	0.00	1,184.52	249.97
394-703-714	MERS RETIREMENT SYSTEM	3,753.04	0.00	3,586.55	827.54
394-703-717	HEALTH INSURANCE	10,624.16	0.00	974.53	865.74
394-703-718	LIFE INSURANCE	176.69	0.00	156.47	30.75
394-703-719	DENTAL INSURANCE	506.24	0.00	254.63	81.06
394-703-721	DISABILITY INSURANCE	154.59	0.00	139.62	32.16
394-703-722	SOCIAL SECURITY	3,067.64	0.00	3,018.77	714.25
394-703-723	WORKERS' COMPENSATION	241.06	0.00	273.53	149.88
394-703-801	CONTRACTUAL SERVICES	15,347.24	100,000.00	22,044.50	1,534.50
394-703-850	TELEPHONE	147.65	0.00	(93.67)	(18.67)
394-703-861	CONFERENCE, TRAINING AND TRAVEL	0.00	0.00	450.00	0.00
394-703-944	VEHICLE RENTAL	0.00	0.00	3,840.70	3,577.00
Total Department 703:		75,712.06	238,284.00	74,714.27	17,670.42
Department: 778 LAKESHORE ART FESTIVAL					
394-778-749	MISCELLANEOUS MATERIAL & SUPPLIES	19.99	2,000.00	2,465.52	0.00
394-778-801	CONTRACTUAL SERVICES	7,562.33	20,000.00	9,633.96	0.00
394-778-850	TELEPHONE	343.27	700.00	68.71	0.00
394-778-903	ADVERTISING	4,793.42	7,000.00	6,939.21	13.52
Total Department 778:		12,719.01	29,700.00	19,107.40	13.52
Department: 780 TASTE OF MUSKEGON					
394-780-801	CONTRACTUAL SERVICES	25,115.20	0.00	0.00	0.00
Total Department 780:		25,115.20	0.00	0.00	0.00
Department: 808 FARMERS & FLEA MARKET					
394-808-801	CONTRACTUAL SERVICES	1,023.00	0.00	0.00	0.00
Total Department 808:		1,023.00	0.00	0.00	0.00
Department: 809 EVENTS					

DDA FOR CITY OF MUSKEGON

Balance As of 12/31/2025

GL Number	Description	YTD Balance 12/31/2024	25-26 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025
Fund: 394 DOWNTOWN DEVELOPMENT AUTH DS					
Account Category: Expenditures					
Department: 809 EVENTS					
394-809-749	MISCELLANEOUS MATERIAL & SUPPLIES	2,346.74	0.00	0.00	0.00
Total Department 809:		2,346.74	0.00	0.00	0.00
Department: 906 DEBT SERVICE					
394-906-801	CONTRACTUAL SERVICES	122,667.63	145,000.00	64,857.90	28,769.52
394-906-995-400000	OPER. TRANS TO CAPITAL PROJECT	0.00	130,000.00	0.00	0.00
Total Department 906:		122,667.63	275,000.00	64,857.90	28,769.52
Expenditures		239,583.64	542,984.00	158,679.57	46,453.46



Agenda Item Review Form

Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

Commission Meeting Date: January 13, 2026	Title: Civic Plus Tutorial															
Submitted by:	Department: Economic Development															
Brief Summary: A brief tutorial will be provided regarding how to navigate CivicPlus.																
Detailed Summary & Background: A brief tutorial will be provided regarding CivicPlus, our new meeting software. CivicPlus is where you will access all meeting documents.																
Goal/Action Item:																
Is this a repeat item?: Explain what change has been made to justify bringing it back to Commission:																
Amount Requested: N/A	Budgeted Item: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">N/A</td> <td style="width: 25%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	N/A	<input checked="" type="checkbox"/>											
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Recommended Motion: Presentation Only																
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