

# CITY OF MUSKEGON

## DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

**May 12, 2026 @ 10:30 AM**

**CONFERENCE ROOM 204**

**933 TERRACE STREET, MUSKEGON, MI 49440**

### AGENDA

- CALL TO ORDER:
- APPROVAL OF MINUTES:
  - I. April 14, 2026 DDA/BRA Meeting Minutes Economic Development
- ROLL CALL:
- PUBLIC COMMENT ON AGENDA ITEMS:
- PUBLIC HEARINGS:
- NEW BUSINESS:
  - I. BRA: Development and Reimbursement Agreement for Encore at Harbor Theatre, 1937 Lakeshore Dr. Economic Development
  - II. DDA: Acceptance of Financial Report for April 30, 2026 Economic Development
  - III. DDA: Pine Street Live Sponsorship Economic Development
  - IV. DDA: 2026-2027 Budget Presentation Economic Development
  - V. DDA: Michigan Makers Market/Girlfriends Getaway Weekend Sponsorship Economic Development
- ANY OTHER BUSINESS:
- 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](http://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](mailto:clerk@shorelinecity.com)

# CITY OF MUSKEGON

## DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY MEETING

**April 14, 2026 @ 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 10:33 and roll was taken.

MEMBERS PRESENT: Martha Bottomley, Kiel Reid, Sherri Black, Michael Kleaveland, James Curtis, Andrew Boyd, Brad Hastings, Jeanette moore, Jonathan Seyferth, JoAnn Dornbos, Chad Doane

MEMBERS EXCUSED: Bob Tarrant, Kathyne Lynnes

STAFF PRESENT: J. Hines, W. Webster, J. Eckholm, I. Gonzalez, L. Mikesell, S. Wilson

OTHERS PRESENT: R. Gorman, J. Bordon for 1937 Lakeshore Dr, R. Wilson from Fishbeck for 1937 Lakeshore Dr, D. Ja

#### **APPROVAL OF MINUTES**

#### **I. Tuesday, March 17, 2026 Meeting Minutes Economic Development**

A motion to Tuesday, March 17, 2026 Meeting Minutes was made by B. Hastings, supported by A. Boyd, all in favor.

#### **ROLL CALL**

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**PUBLIC HEARINGS**

None

**NEW BUSINESS**

**I. BRA: Brownfield Plan Amendment, 1937 Lakeshore Dr. — Randers Engineers and Constructors, INC** Economic Development

The Brownfield Plan Amendment will help facilitate the redevelopment of the former Harbor Theatre site located at 1937 Lakeshore Dr. This amendment will enable the use of Tax Increment Financing (TIF) to reimburse Randers Engineers and Constructors, INC for eligible environmental and site redevelopment activities supporting the creation of new housing units and a commercial space.

The former Harbor Theater, now known as the Encore, has remained vacant and blighted for quite some time and will be programmed into a three-story, 11-unit mixed-use building, with the lower level acting as commercial space with parking. These market rate units will be three 1-bed units, seven 2-bed units, and one 3-bed unit. The total project investment is \$3,750,000.

Eligible activities: The plan covers a wide range of eligible activities necessary for site redevelopment, including:

- Infrastructure and Safety Improvements Necessary to Support Housing — \$525,000
- Demolition--\$165,000
- Brownfield Plan Amendment Preparation — \$20,000
- Brownfield Plan Amendment Implementation — \$10,000
- Contingency - \$103,500
- Authority Administration Cost — \$62,314
- Local Brownfield Revolving Fund (LBRF) — \$360,460

The reimbursement period is anticipated to last until 2052, with collection of TIF revenues beginning in 2027. The LBRF could potentially start collecting revenue in 2049. The timeline of the reimbursement period may be adjusted pending approval of a Neighborhood Enterprise Zone (NEZ) certificate or an Obsolete Property Rehabilitation (OPRA) certificate.

**Motion by J. Seyferth, second by M. Kleaveland, to approve the resolution for the Brownfield Plan Amendment located at 1937 Lakeshore Dr. and further request staff to set a public hearing before the Muskegon City Commission to consider adoption of the plan.**

**ROLL VOTE: Ayes: J. Curtis, M. Kleaveland, A. Boyd, B. Hastings, M. Bottomley, S. Black, J. Moore, C. Doane, J. Dornbos, J. Seyferth  
Nays: K. Reid**

**MOTION PASSES**

**II. DDA: Acceptance of Financial Report for March 31, 2026 Economic Development**

City staff is requesting approval of the financial report for the period ending March 31, 2026. The current projected fund balance is \$454,964.56. Significant March revenues were Property Tax Revenue in the amount of \$513,921 and reimbursement of TIF loss from the State of Michigan in the amount of \$2,057.91. Significant March expenses were staffing.

**Motion by B. Hastings, second by J. Moore, to approve the March 31, 2026 financial report as presented.**

**ROLL VOTE: Ayes: J. Curtis, M. Kleaveland, A. Boyd, B. Hastings, M. Bottomley, S. Black, J. Moore, C. Doane, J. Dornbos, J. Seyferth, K. Reid  
Nays: None**

**MOTION PASSES**

**III. DDA: Facade Grant for 380 W. Western Ave Suite 140 Economic Development**

ZINI LLC submitted a façade improvement grant request in the amount of \$12,551 to assist with the purchase and installation of an exterior sign, with a total project cost of \$25,103.

ZINI will be operating out of the former Subway location at 380 W. Western Ave., Suite 140. The business plans to offer premium craft cocktails, mocktails, and Asian-inspired small bites.

In addition, the owner intends to utilize the space as a hospitality training hub and incubator for aspiring hospitality entrepreneurs.

**Motion by J. Seyferth, second by J. Curtis, to approve a facade improvement**

grant up to \$12,551 for ZINI LLC.

**ROLL VOTE:** Ayes: J. Curtis, M. Kleaveland, A. Boyd, B. Hastings, M. Bottomley, S. Black, J. Moore, C. Doane, J. Dornbos, J. Seyferth  
Nays: K. Reid

**MOTION PASSES**

**IV. DDA: Heritage Village Street Lamps** Manager's Office

The City Commission approved a contract for street lighting with the Muskegon Heritage Association, Inc. in late 2016. At that time, the Heritage Association owned the lamps and desired to retrofit them to LED fixtures such that the city would take ownership of them. Several of the lamps and wiring need to be repaired, and the estimated cost of repair is \$6,000. The city's entire budget for street lighting repairs this year is \$10,000 leaving little for the rest of the city after the Heritage Village lamp expense.

**Motion by K. Reid, second by S. Black, to approve the \$3,000 expense toward repairing the street lamps in Heritage Village..**

**ROLL VOTE:** Ayes: J. Curtis, M. Kleaveland, A. Boyd, B. Hastings, M. Bottomley, S. Black, J. Moore, C. Doane, J. Dornbos, J. Seyferth, K. Reid  
Nays: None

**MOTION PASSES**

**V. DDA: Economic Development Director Position** Economic Development

The Development Services Division has not had the Economic Development Director department head role filled since 2021. We decided to grow the operations of ED from the bottom up and created the Development Analyst position to serve as board liaison to various entities and conduct outreach to the city's various commercial corridors. That initiative has proven very fruitful, and the workload has grown beyond the capacity of 2 FTEs. The intention since 2021 has always been to build capacity in conducting community-wide economic development services and programming in order to justify the Economic Development Director role, and this has been successful.

A pivot that we are faced with is that we wish to be responsive to the DDA's expressed desire to have a full-time Development Analyst focused solely on the DDA area and BRA work. We are proposing that the City of Muskegon fund 75% of the Economic Development Director role, with the DDA funding the other

25%. As a result, this individual will take the additional outreach and liaison responsibilities for smaller corridors from one Analyst role and allow a full-time DDA/BRA focused FTE. Additionally, this person will be the direct supervisor for the DDA/BRA Analyst, so they will be working on its behalf as well. They will also have primary responsibility for business retention, expansion, and attraction projects in the DDA. Budgeting conservatively at the top of the wage schedule, the pay and benefits for this department head role will cost \$192,000. We propose the DDA/BRA cover \$48,000 of this budgeted expense and the city fund the remainder. This would be incorporated into the upcoming fiscal year beginning July 1, 2026.

**Motion by K. Reid, second by B. Hastings, to agree to incorporate 25% of the Economic Development Director role salaries and wages into the Muskegon DDA budget as presented.**

**ROLL VOTE: Ayes: J. Curtis, M. Kleaveland, A. Boyd, B. Hastings, M. Bottomley, S. Black, J. Moore, C. Doane, J. Dornbos, J. Seyferth, K. Reid  
Nays: None**

**MOTION PASSES**

### **ANY OTHER BUSINESS**

**I. DDA: Western Market Pitch Competition Update** Economic Development  
At the March 17, 2026 meeting, the Downtown Development Authority (DDA) approved covering the cost of two chalet vendor spaces, consistent with prior years.  
City staff are tentatively planning for the DDA to host the Western Market Pitch Competition on Tuesday, May 5, 2026, at 5:00 p.m. at Aldea Roastery. Following the DDA meeting, all accepted chalet vendors will be notified of this opportunity.

An outline of the proposed pitch competition format was presented. Kiel will present a judging rubric for the DDA's review and consideration. All currently accepted vendors will be eligible to participate.

Pitch Criteria:

Participants must address the following in their pitch:

- Business Plan – Overview of the business concept and goals for operating in the Western Market.

- Product & Services – Clear explanation of offerings and unique features that contribute to Downtown Muskegon.
- Target Audience – Identification of key customers in Muskegon.
- Why Muskegon? – Reasons for launching or expanding their business in Muskegon

**II. M. Bottomley welcomed C. Doane as a new member.**

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:41.

Respectfully Submitted,

Ann Marie Meisch, MMC City Clerk



# Agenda Item Review Form

## Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

<b>Commission Meeting Date:</b> May 12, 2026	<b>Title:</b> BRA: Development and Reimbursement Agreement for Encore at Harbor Theatre, 1937 Lakeshore Dr.							
<b>Submitted by:</b> Jocelyn Hines, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> Lakeside Development Properties, LLC has submitted a development and reimbursement agreement for the approved Brownfield Plan for 1937 Lakeshore Dr., a redevelopment project at the old Harbor Theatre building.								
<b>Detailed Summary &amp; Background:</b> Lakeside Development Properties, LLC is requesting approval of the Development and Reimbursement Agreement for the Encore at Harbor Theatre project.  The former Harbor Theatre property has remained vacant and blighted for an extended period of time and is proposed to be redeveloped into a three-story, 11-unit mixed-use building. The project includes commercial space and parking on the lower level.  The Brownfield Plan is anticipated to remain in effect until 2052, or until all eligible activities have been reimbursed, whichever occurs first. The Brownfield Plan was approved by the Brownfield Redevelopment Authority (BRA) at its April 14, 2026 meeting. Upon approval of the Development and Reimbursement Agreement by the BRA, staff will forward a recommendation to the City Commission for consideration on May 12, 2026.  The Development and Reimbursement Agreement complements the Brownfield Plan Amendment by defining the specific terms, conditions, and timeline for reimbursement.								
<b>Goal/Action Item:</b> 2027 Goal 2: Economic Development Housing and Business								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"><input type="checkbox"/></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"><input type="checkbox"/></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"><input checked="" type="checkbox"/></td> <td style="width: 12.5%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b>					
	Yes		No		N/A	x

**Recommended Motion:**  
 I move to approve/disapprove the Development and Reimbursement Agreement for the approved Brownfield Plan for Encore at Harbor Theatre (1937 Lakeshore Dr.) as presented.

**Approvals:**

Immediate Division Head	X	
Information Technology		
Other Division Heads		
Communication		
Legal Review	X	

**Name the Policy/Ordinance Followed:**

Act 381, Public Acts of Michigan, 1996, as amended

## **BROWNFIELD PLAN DEVELOPMENT AND REIMBURSEMENT AGREEMENT**

THIS BROWNFIELD PLAN DEVELOPMENT AND REIMBURSEMENT AGREEMENT (the "Agreement"), is entered into on \_\_\_\_\_, 2026, between the **CITY OF MUSKEGON BROWNFIELD REDEVELOPMENT AUTHORITY**, a Michigan public body corporate established pursuant to Act 381 of the Public Acts of 1996, as amended, MCL 125.2651 et seq. ("Act 381"), whose address is 933 Terrace Street, Muskegon, Michigan 49440 (the "Authority"), and **LAKESIDE DEVELOPMENT PROPERTIES, LLC** a Michigan limited liability company, whose address is 3597 Henry Street, Suite 200, Muskegon, Michigan 49441 (the "Developer").

### **RECITALS**

- A. The Authority was created by the City of Muskegon (the "City") pursuant to the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of Michigan of 1996, as amended ("Act 381"). Pursuant to Act 381, the Authority has prepared a Brownfield Plan, which was duly approved by the City of Muskegon Board of Commissioners (the "Brownfield Plan").
- B. The Developer owns approximately 0.21 acres of property in the City of Muskegon at street addresses 1937 Lakeshore Drive, Muskegon, Muskegon County, Michigan (the "Property"), which is legally described in the attached Brownfield Plan Amendment (the "Plan Amendment") attached as Exhibit A, and which is a "housing property" as defined in Act 381.
- C. The Plan Amendment was recommended for approval by the MBRA on April 14, 2026, and approved by the City of Muskegon Board of Commissioners on May 12, 2026.
- D. The Developer proposes to repurpose the existing structure into a three-story, mixed-use building including lower-level commercial space and integrated parking with upper levels comprised of 11 owner-occupied, market rate residential units. The Project will have the effect of assisting in the redevelopment of the Property, increasing housing inventory, increasing the tax base, creating jobs, otherwise enhancing the economic vitality and quality of life in the County.
- E. Act 381 permits the Authority to capture and use the property tax revenues generated from the incremental increase in property value of a redeveloped brownfield site constituting an "eligible property" under Act 381 to pay or to reimburse the payment of costs of conducting activities that meet the requirements under Act 381 of "eligible activities" (hereinafter the "Eligible Costs").
- F. By undertaking the Project, the Developer incurred and will incur Eligible Costs, which include costs associated with building demolition, infrastructure improvements to support housing activities, Plan Amendment preparation and development, and Plan Amendment implementation, all as defined in the Plan Amendment.

- G. The Authority has incurred and will incur certain eligible administrative expenses associated with the Plan Amendment (the “Administrative Costs”), for which it seeks reimbursement from Local Tax Increment Revenue (“Local TIR”), including Plan Amendment implementation.
- H. Following reimbursement of all amounts due the Developer and all amounts payable to the Authority as Administrative Costs from applicable Local TIR (as defined below), additional tax increment revenues will be deposited into the local brownfield revolving fund for up to five full years, which is in accordance with Section 13(5) of Act 381, which limits such deposits to be made for no more than five years after the time that capture is required to pay the Eligible Costs.
- I. In accordance with Act 381 and subject to the terms of this Agreement, the parties desire to use the Local TIR that are generated from an increase in the taxable value of the real and personal property resulting from the redevelopment of the Property to which the Authority is entitled to receive (the “Tax Increment Revenues”) to reimburse the Developer for the Eligible Costs, to pay the Authority for Administrative Costs and to fund a local brownfield revolving fund pursuant to Act 381.
- J. The parties are entering into this Agreement to establish the procedure for such reimbursement and funding.

## Terms and Conditions

Therefore, in exchange for the consideration in, and referred to, by this Agreement, the parties agree as follows:

1. **Capture of Taxes:** During the Term of this Agreement, the Authority shall capture only those Tax Increment Revenues that are lawfully eligible for capture under Act 381 and that are specifically authorized for capture in the Brownfield Plan and any approved Plan Amendment for the Property ~~all available Tax Increment Revenues from the Property~~ and use those Tax Increment Revenues as provided in this Agreement.

2. **Submission of Costs:** For those Eligible Costs for which the Developer seeks reimbursement from the Authority, the Developer shall submit to the Authority:

(a) a written statement detailing the costs;

(b) a written explanation as to why they are Eligible Costs;

(c) copies of invoices from contractors, engineers or others who provided such service, or, for the Developer's personnel for whose services reimbursement is being sought, detailed time records showing the work performed by such individuals; and

(d) copy of occupancy permit

(e) copies of local required building permits, inspection reports, and any other information which may be required by the Authority or its auditors.

3. **Payments:**

- a. The Tax Increment Revenues received by the Authority shall be paid to the Developer to reimburse it for Eligible Costs actually paid by the Developer. Local TIR generated from the Property shall first be retained by the Authority in an amount equal to 5% of the annual Tax Increment Revenues up to the maximum amount allowed annually for Administrative Costs under Act 381 for all Authority projects. After retention of such Local TIR, Tax Increment Revenues shall be used to reimburse the Developer for Eligible Costs, *provided, however*, if Developer has not paid any applicable professional fees and costs (legal, environmental, etc.) incurred by the Authority related to

Developer's request to use Project Tax Increment Revenues to reimburse it for Eligible Costs within 30 days of being invoiced for such costs, the Authority is authorized to pay such costs from Project Tax Increment Revenues before such Project Tax Increment Revenues are used to reimburse Developer. The amount of Project Tax Increment Revenues used to pay such costs shall be subtracted from Developer total Eligible Costs and Developer shall not be entitled to reimbursement of such amount. The Authority shall have no obligation to reimburse the Developer for Eligible Costs from Tax Increment Revenues captured and received by the Authority after the 22-year Developer reimbursement period. Tax Increment Revenues shall be distributed according to the Cost Table included as Exhibit B.

- b. Unless the Authority disputes whether such costs are Eligible Costs or the accuracy of such costs, the Authority shall, after review by an Authority Board member or the City Economic Development Coordinator and approval by the Authority Board, pay to the Developer the amounts for which submissions have been made pursuant to Section 2 of this Agreement within 30 days after the Authority Board has approved such payment provided Tax Increment Revenues have been received from which the submission may be wholly or partially paid and provided, further, an occupancy permit shall have been issued for those portions of the Project for which there are Eligible Costs. If a partial payment is made by the Authority because of insufficient Tax Increment Revenues, the Authority shall make additional payments toward the remaining amount within 30 days of its receipt of additional Tax Increment Revenues until all of the amounts, for which submissions have been made, have been fully paid to the Developer or to December 31, 2048, whichever occurs first.
- c. **Adjustments:** If, due to an appeal of any tax assessment or reassessment of any portion of the Property or for any other reason, including but not limited to fraud, misrepresentation, use of funds for ineligible costs, failure to complete the Project as approved, the Authority is required to reimburse any Tax Increment Revenues to the County, City, or any other tax levying unit of government, the Authority may deduct the amount of any such reimbursement, including interest and penalties, from any amounts due and owing the Developer. If all amounts due the Developer under this Agreement have been fully paid or the Authority is no longer obligated to make any further payments to the Developer, the Authority shall invoice the Developer for the

amount of such reimbursement and the Developer shall pay the Authority such invoiced amount within 30 days of the Developer's receipt of the invoice. Amounts invoiced and paid to the Authority by the Developer pursuant to this paragraph shall be reinstated as Eligible Costs for which the Developer shall have the opportunity to be reimbursed in accordance with the terms, conditions and limitations of this Agreement. Nothing in this Agreement shall limit the right of the Developer to appeal any tax assessment.

4. **Reporting:**

a. The Developer shall provide to the Authority, within 30 days after the Project receives an occupancy permit, and annually thereafter no later than May 1 of each year during the Term of reimbursement under this Agreement, a report of the following, as applicable, for the preceding calendar year pursuant to reporting requirements under Section 16 of Act 381:

1. Total investment and new capital investment since the prior year's report.
2. Square footage of new construction or renovation, whether residential, commercial, or other use, and use of new or renovated space.
3. New jobs created.
4. Total number of housing units.
5. Other information required to be reported to the State of Michigan to verify compliance with Act 381 unless that information is readily available to the Muskegon County Treasurer.

5. **Interpretation:** This is the entire agreement between the parties as to its subject. It shall not be amended or modified except in writing signed by the parties. ~~It shall not be affected by any course of dealing and~~ the waiver of any breach shall not constitute a waiver of any subsequent breach of the same or any other provision.

6. **Assignment - Binding Effect:** This Agreement and the rights and obligations under this Agreement shall not be assigned or otherwise transferred by either party without the consent of the other party, which shall not be unreasonably withheld, *provided, however*, the Developer may assign its interest in this Agreement to an affiliate without the prior written consent of the Authority, *provided*,

any such assignee shall acknowledge to the Authority in writing on or prior to the effective date of such assignment its obligations upon assignment under this Agreement, *provided, further*, that the Developer may make a collateral assignment of the Tax Increment Revenues after review of such assignment and consent by the Authority's legal counsel and approval of the Authority. As used in this paragraph, "affiliate" means any corporation, company, partnership, limited liability company, trust, sole proprietorship or other individual or entity which (a) is owned or controlled by the Developer, (b) owns or controls the Developer or (c) is under common ownership or control with the Developer. This Agreement shall be binding upon any successors or permitted assigns of the parties.

7. **Indemnification:** Developer agrees to indemnify and hold City of Muskegon, the City of Muskegon Brownfield Redevelopment Authority, as well as all officers, agents, employees, and assigns thereof harmless, including attorneys fees, against (a) any and all claims by any person claiming for personal or property injuries or damage due to the Developer's redevelopment of the Property provided pursuant to the terms of this Agreement, and/or (b) claims by any third parties which may arise out of, or be related to, the Developer's redevelopment of the Property pursuant to this Agreement. Developer shall not be obligated to indemnify any persons under this section if the liability arises out of the person's negligence, willful misconduct, or breach of this Agreement or the negligence or willful misconduct of any person or entity acting by, through or under any such persons.

8. **Term:** This Agreement shall terminate when all reimbursements and payments contemplated under this Agreement have been paid or DATE.

8.9.

**WHEREFORE**, this Agreement has been executed as of the date first written above.

**CITY OF MUSKEGON BROWNFIELD  
REDEVELOPMENT AUTHORITY**

\_\_\_\_\_

By:

Its:

**CITY OF MUSKEGON**

\_\_\_\_\_

By:

Its:

\_\_\_\_\_

By:

Its:

**LAKESIDE DEVELOPMENT PROPERTIES, LLC**

\_\_\_\_\_

By:

Its:

DRAFT

**EXHIBIT A**

**Brownfield Plan Amendment**

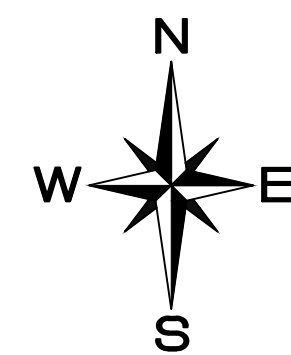
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## EXHIBIT B

### Financial Consideration Between the Parties

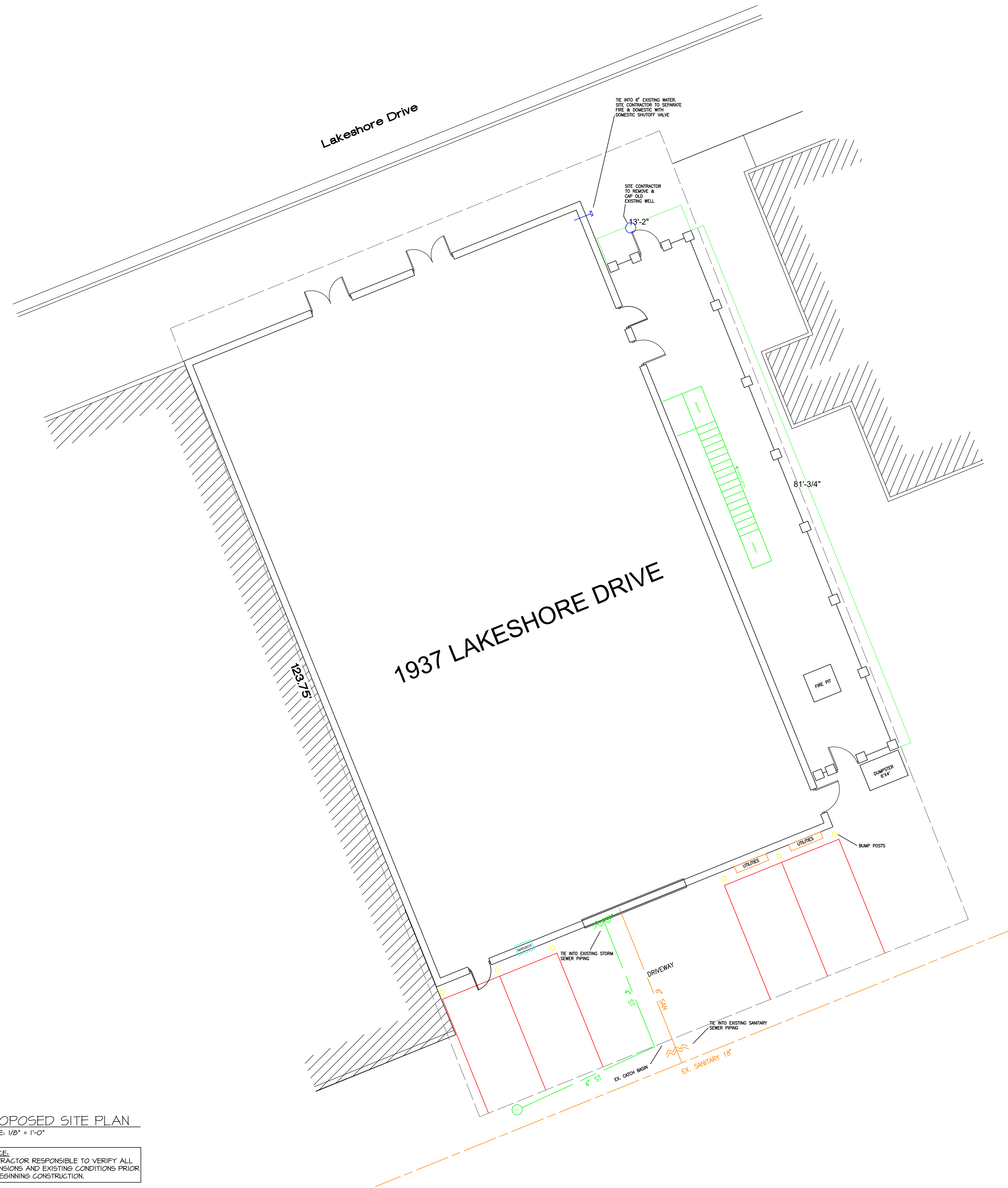
Summary of approved Eligible Costs

Eligible Activities	Cost
<b>To the Authority</b>	<b>\$62,265</b>
Administration (5%)	\$62,265
<b>To the Developer</b>	<b>\$823,500</b>
Local	\$823,500
<b>To Brownfield Revolving Funds</b>	<b>\$359,526</b>
Local	\$359,526
<b>Total approved costs</b>	<b>\$1,245,291</b>
Local TIR	\$1,245,291

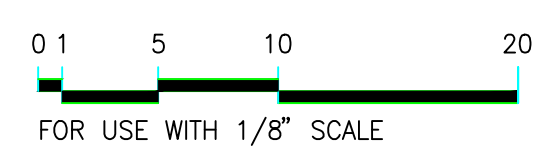


PROPOSED SITE PLAN  
SCALE: 1/8" = 1'-0"

NOTICE:  
CONTRACTOR RESPONSIBLE TO VERIFY ALL  
DIMENSIONS AND EXISTING CONDITIONS PRIOR  
TO BEGINNING CONSTRUCTION.



- LEGEND**
- SANITARY LINE
  - STORM SEWER
  - PROPERTY LINE
  - BUILDING PERIMETER



KEYNOTES

Rev.	Description	Date	By

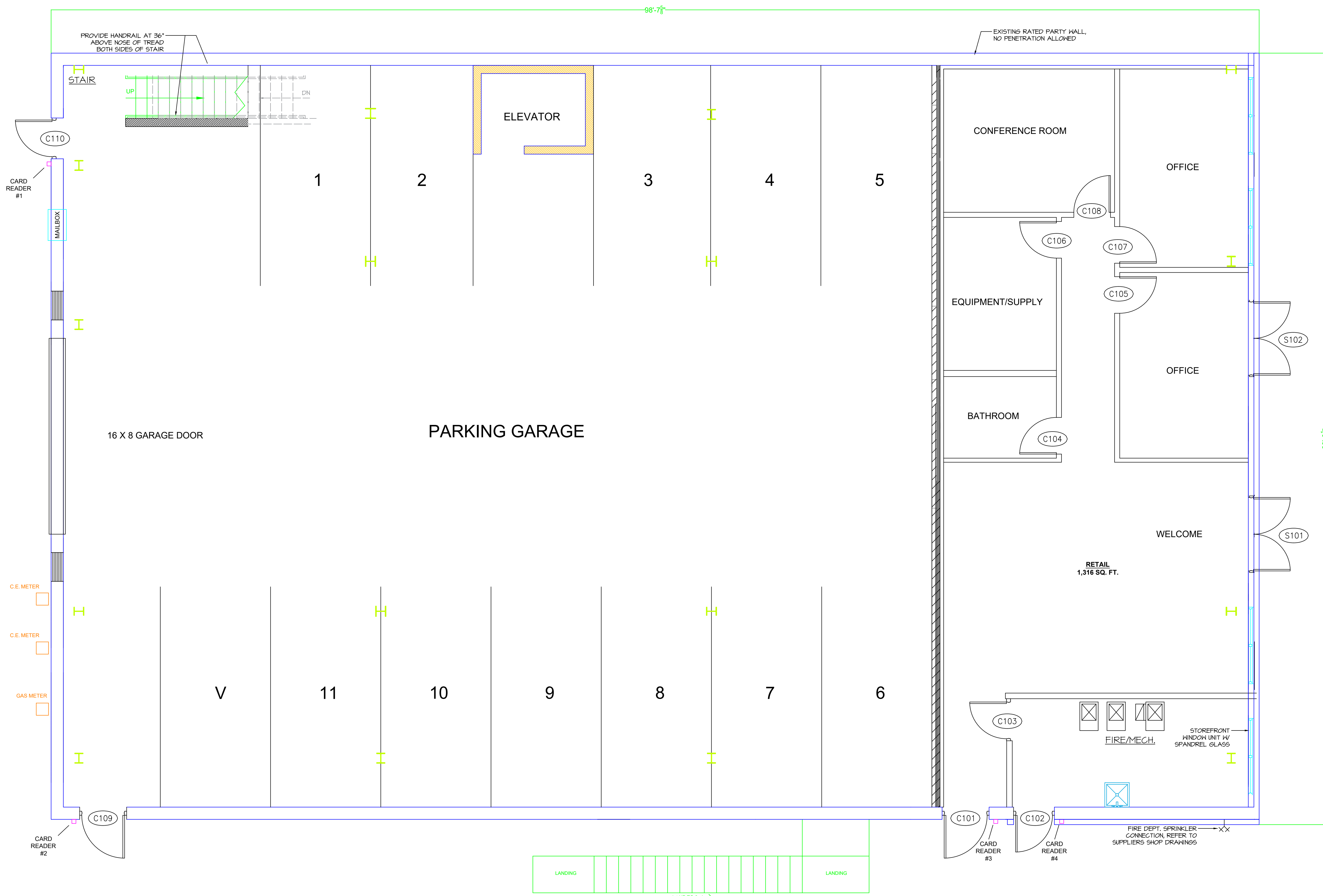
Drawn \_\_\_\_\_  
Checked \_\_\_\_\_  
Scale 1/8" = 1'-0"  
Date \_\_\_\_\_  
Rev. By \_\_\_\_\_  
Rev. Date 4/15/26

HARBOR THEATER CONDOMINIUMS & RETAIL  
1937 LAKESHORE DR.  
MUSKEGON, MI 49441  
PROPOSED SITE PLAN

**Randers**   
ENGINEERS & CONSTRUCTORS, INC.  
Design Development Construction  
3597 Henry Street, Suite 200 • Muskegon, Michigan 49441 • Tel: (231) 780-1200 • Fax: (231) 780-0211  
www.randers.com

OWNER APPROVAL  
Date \_\_\_\_\_  
By \_\_\_\_\_  
Job \_\_\_\_\_

File Name  
12513SD01  
Sheet  
SD-1



- KEYNOTES**
- 1 ALL INTERIOR WALLS IN RETAIL SPACE ARE 2x4 WD STUDS
  - 2 WRAP COLUMNS IN WOOD AND DRYWALL IN COMMERCIAL SPACE

Rev.	Date	Description

Drawn	Checked	Scale	Date	Rev. By	Rev. Date
		1/4" = 1'-0"			4/15/25

**HARBOR THEATER CONDOMINIUMS & RETAIL**  
 1937 LAKESHORE DR.  
 MUSKEGON, MI 49441  
**1ST FLOOR PLAN**


**Randers**   
 ENGINEERS & CONSTRUCTORS, INC.  
 Design Development Construction  
 3597 Henry Street, Suite 200 • Muskegon, Michigan 49441 • Tel: (231) 780-1200 • Fax: (231) 780-0211  
 www.randers.com

<b>OWNER APPROVAL</b>	
Date	By
Job	12513
File Name	12513A01
Sheet	A-1

**1ST FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

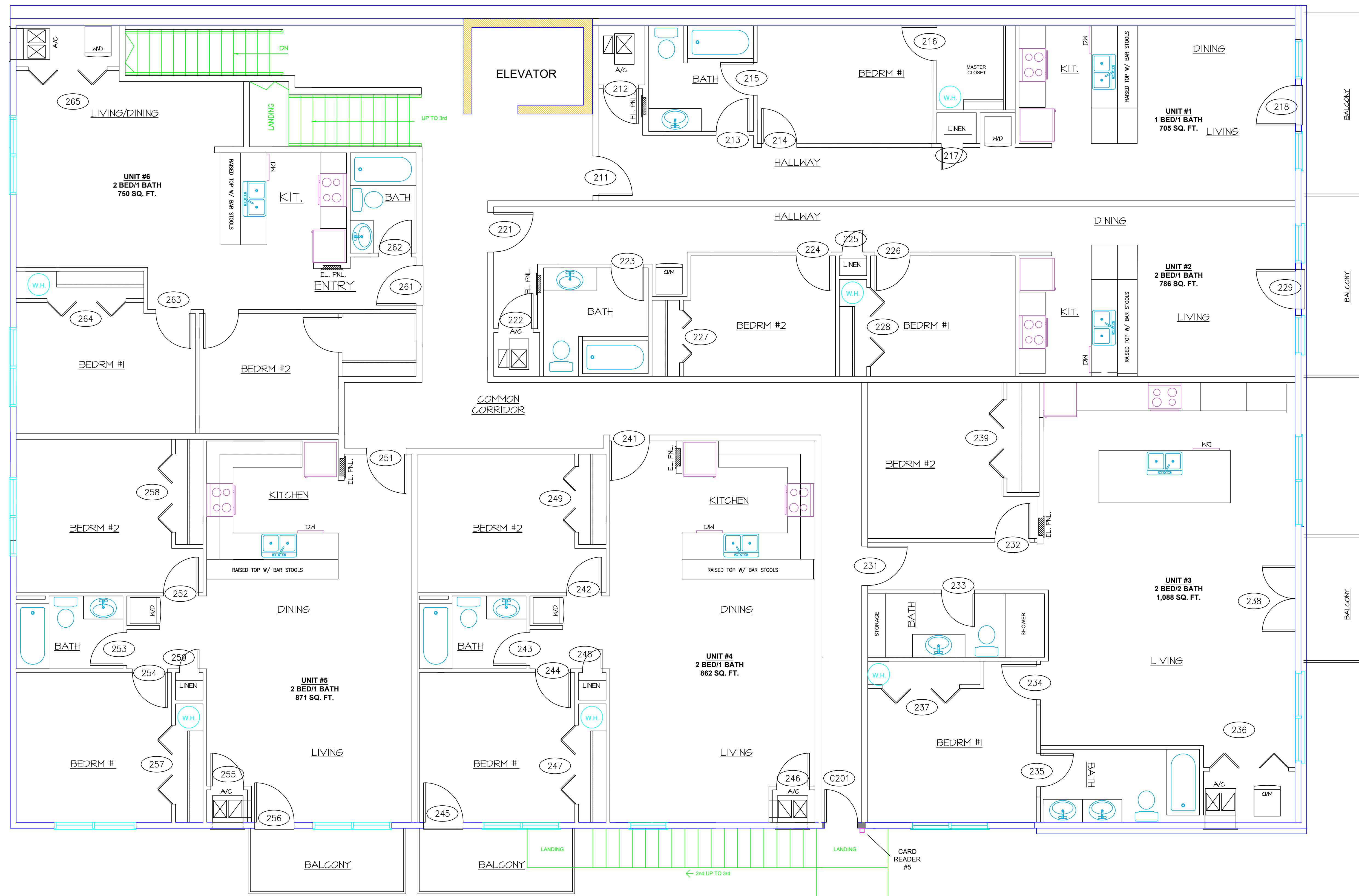
**NOTICE:**  
 CONTRACTOR RESPONSIBLE TO VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.

**PLAN LEGEND:**

	NEW W.D. STUD WALL
	NEW 8" C.M.U. WALL

**KEYNOTES**

1 KEY CARD LOCATIONS BY OUTSIDE DOORS IN MAGENTA



**2ND FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

NOTICE:  
CONTRACTOR RESPONSIBLE TO VERIFY ALL  
DIMENSIONS AND EXISTING CONDITIONS PRIOR  
TO BEGINNING CONSTRUCTION.

**PLAN LEGEND:**

NEK WD. STUD HALL

Drawn	Checked	Scale	Date	Rev. By	Rev. Date	Description
		1/4" = 1'-0"			4/23/26	

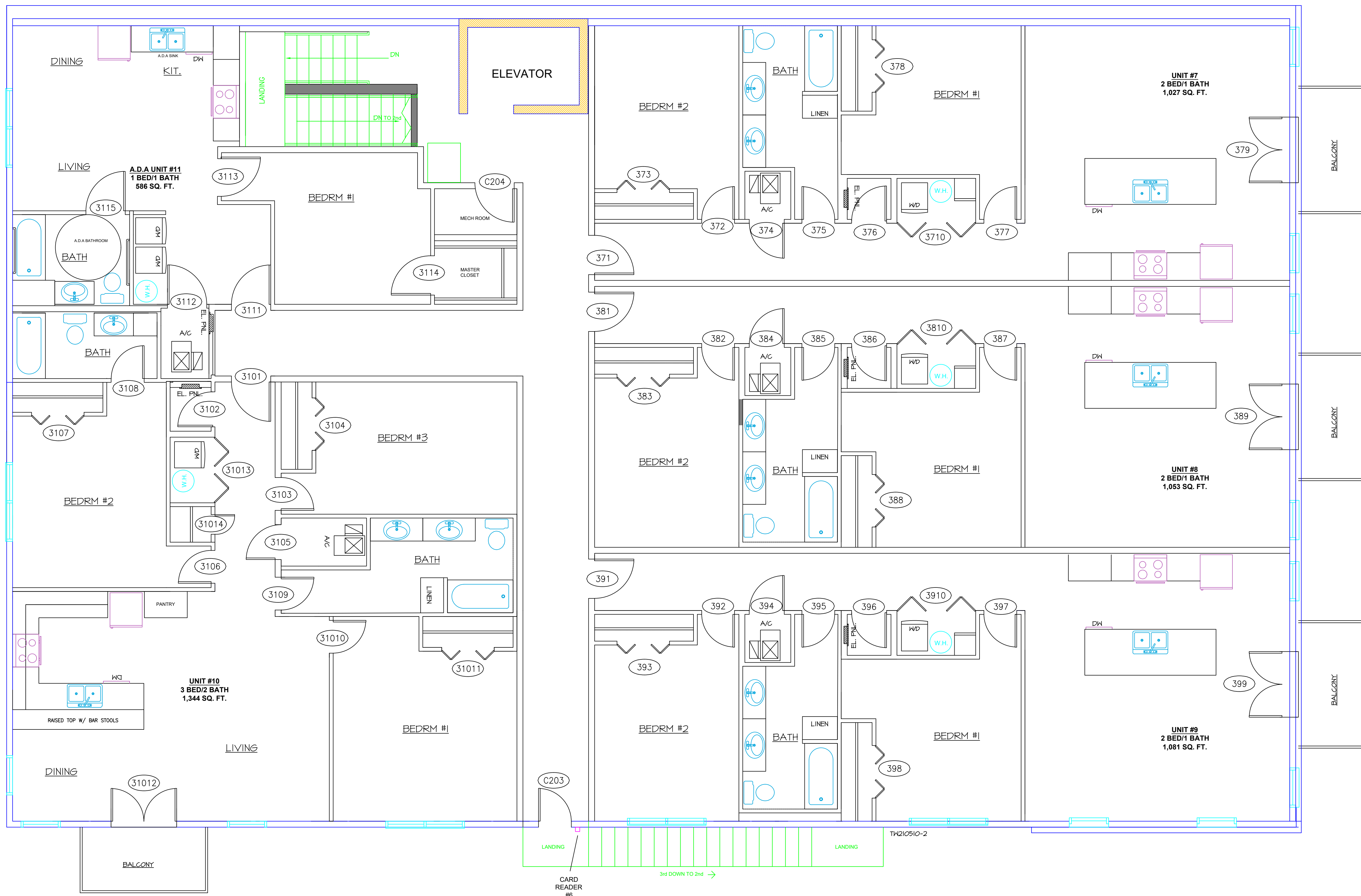
**HARBOR THEATER CONDOMINIUMS & RETAIL**  
1937 LAKESHORE DR.  
MUSKEGON, MI 49441  
**2ND FLOOR PLAN**

**Randers**  
ENGINEERS & CONSTRUCTORS, INC.  
Design Development Construction  
3597 Henry Street, Suite 200 • Muskegon, Michigan 49441 • Tel: (231) 780-1200 • Fax: (231) 780-0211  
www.randers.com

OWNER APPROVAL	
Date	By
Job	12513
File Name	12513A02
Sheet	A-2

**KEYNOTES**

1 KEY CARD LOCATIONS BY OUTSIDE DOORS IN MAGENTA

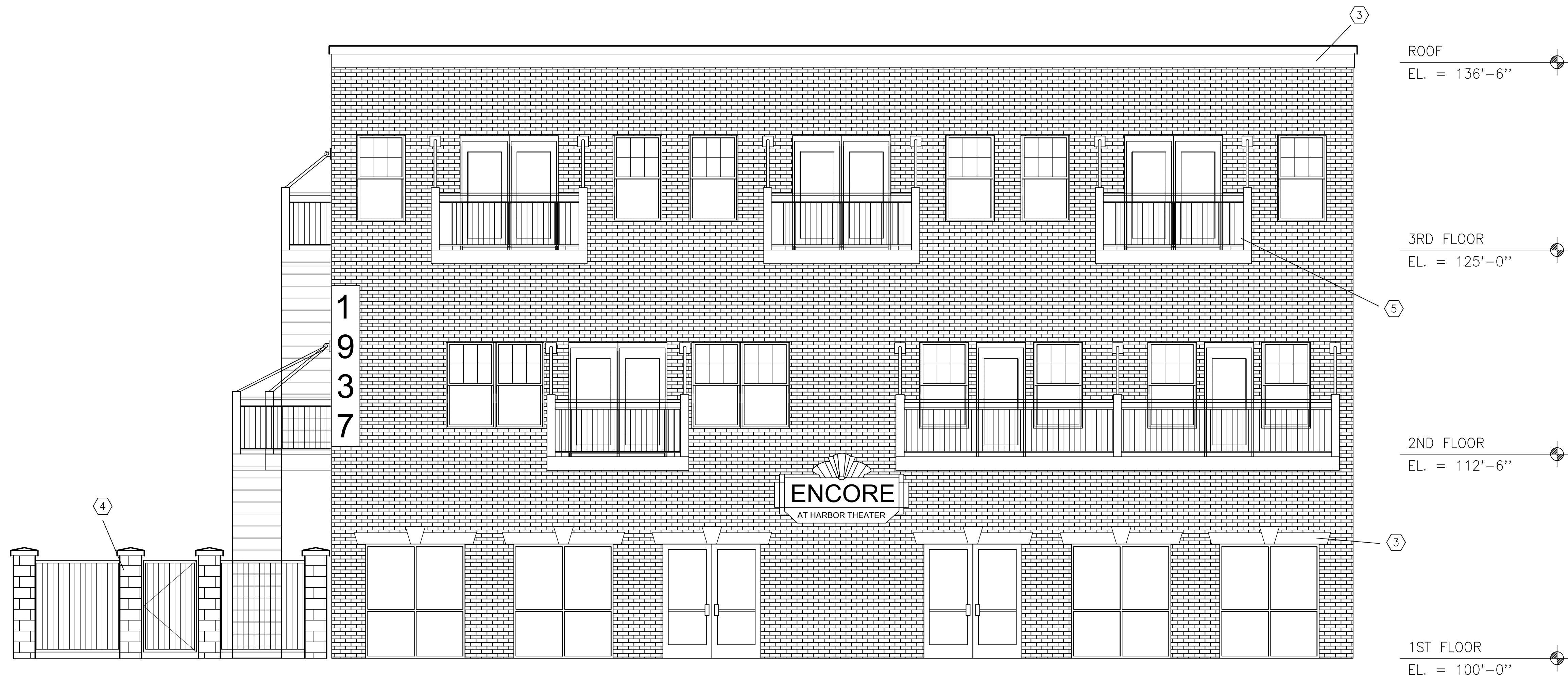


**3RD FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

PLAN LEGEND:  
 NEK WD, STUD WALL

NOTICE:  
 CONTRACTOR RESPONSIBLE TO VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.

<p><b>Randers E</b>                  ENGINEERS &amp; CONSTRUCTORS, INC.                  3597 Henry Street, Suite 200 • Muskegon, Michigan 49441 • Tel: (231) 780-1200 • Fax: (231) 780-0211                  www.randers.com</p>		<p><b>HARBOR THEATER CONDOMINIUMS &amp; RETAIL</b>                  1937 LAKESHORE DR.                  MUSKEGON, MI 49441</p>		<p><b>3RD FLOOR PLAN</b></p>	
<p>Design Development Construction</p>	<p>Drawn: _____                  Checked: _____                  Scale: 1/4" = 1'-0"                  Date: _____                  Rev. By: _____                  Rev. Date: 4/23/25</p>	<p>OWNER APPROVAL                  Date: _____                  By: _____</p>	<p>Job: <b>12513</b></p>	<p>File Name: <b>12513A03</b></p>	<p>Sheet: <b>A-3</b></p>
<p>By: _____                  Date: _____</p>		<p>Description: _____</p>		<p>Rev. _____</p>	



PROPOSED FRONT ELEVATION AS VIEWED FROM LAKE SHORE DRIVE  
 SCALE: 1/4" = 1'-0"

**KEYNOTES**

- ① BRICK STANDARD TYPE & COLOR TO BE CONFIRMED
- ② VINYL SIDING TYPE & COLOR TO BE CONFIRMED
- ③ KEYSTONE STONE HEADER ABOVE WINDOWS & DOORS AT 1ST FLOOR ALONG WITH TOP PARAPET STONE BAND. TYPE & COLOR TO BE CONFIRMED
- ④ SMOOTH BLOCK TYPE & COLOR TO BE CONFIRMED
- ⑤ MANUFACTURED METAL BALCONIES TO BE FURNISHED & INSTALLED BY SUPPLIER

Rev.	Date	Description

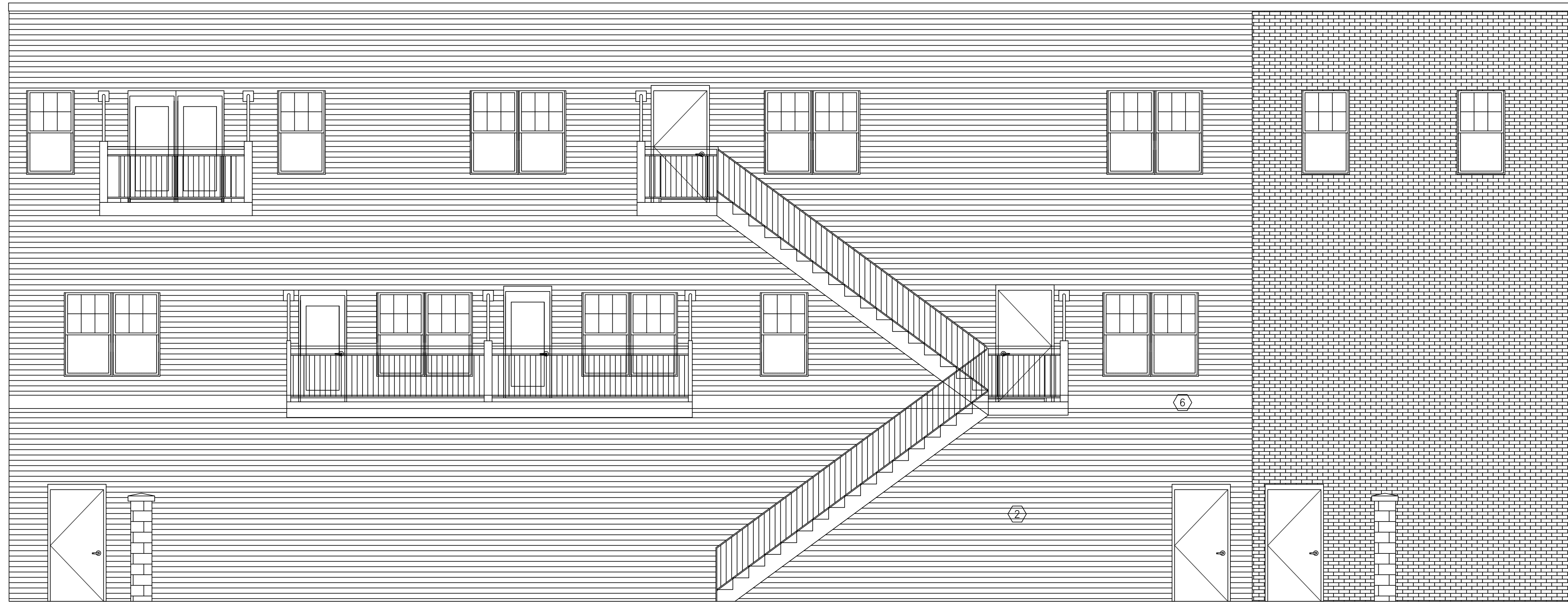
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 Scale: 1/4" = 1'-0"  
 Date: \_\_\_\_\_  
 Rev. By: \_\_\_\_\_  
 Rev. Date: 2/23/26

**HARBOR THEATER CONDOMINIUMS & RETAIL**  
 1937 LAKE SHORE DR.  
 MUSKEGON, MI 49441

**PROPOSED ELEVATION PLAN**

**Randers**  
 ENGINEERS & CONSTRUCTORS, INC.  
 Design Development Construction  
 3597 Henry Street, Suite 200 • Muskegon, Michigan 49441 • Tel: (231) 780-1200 • Fax: (231) 780-0211  
 www.randers.com

**OWNER APPROVAL**  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Job: **12513**  
 File Name: **12513A05**  
 Sheet: **A-5**



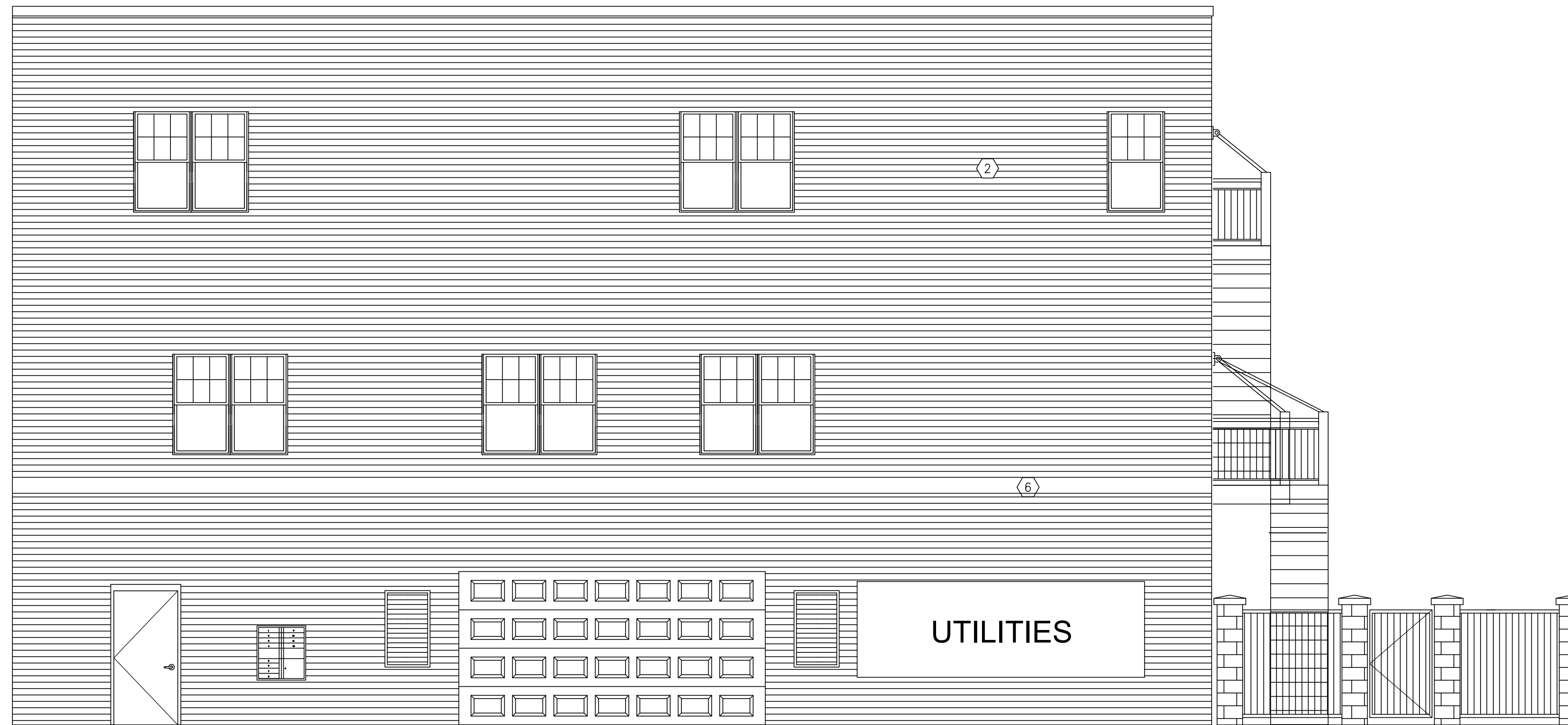
PROPOSED SIDE ELEVATION AS VIEWED FROM COURTYARD  
SCALE: 1/4" = 1'-0"

ROOF  
EL. = 136'-6"

3RD FLOOR  
EL. = 125'-0"

2ND FLOOR  
EL. = 112'-6"

1ST FLOOR  
EL. = 100'-0"



PROPOSED REAR ELEVATION AS VIEWED FROM ALLEY  
SCALE: 1/4" = 1'-0"

ROOF  
EL. = 136'-6"

3RD FLOOR  
EL. = 125'-0"

2ND FLOOR  
EL. = 112'-6"

1ST FLOOR  
EL. = 100'-0"

**KEYNOTES**

- ① BRICK STANDARD TYPE & COLOR TO BE CONFIRMED
- ② VINYL SIDING TYPE & COLOR TO BE CONFIRMED
- ③ KEYSTONE STONE HEADER ABOVE WINDOWS & DOORS AT 1ST FLOOR ALONG WITH TOP PARAPET STONE BAND. TYPE & COLOR TO BE CONFIRMED
- ④ SMOOTH BLOCK TYPE & COLOR TO BE CONFIRMED
- ⑤ MANUFACTURED METAL BALCONIES TO BE FURNISHED & INSTALLED BY SUPPLIER
- ⑥ BANDBOARD TYPE & COLOR TO BE CONFIRMED

Drawn	Checked	Scale	Date	Rev.	By	Date	Description
		1/4" = 1'-0"					

HARBOR THEATER CONDOMINIUMS & RETAIL  
1937 LAKESHORE DR.  
MUSKEGON, MI 49441  
PROPOSED ELEVATION PLAN

**Randers**   
ENGINEERS & CONSTRUCTORS, INC.  
Design Development Construction  
3597 Henry Street, Suite 200 • Muskegon, Michigan 49441 • Tel (231) 780-1200 • Fax (231) 780-0211  
www.randers.com

OWNER APPROVAL	
Date	By
Job	12513
File Name	12513A06
Sheet	A-6



# Agenda Item Review Form

## Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

<b>Commission Meeting Date:</b> May 12, 2026	<b>Title:</b> DDA: Acceptance of Financial Report for April 30, 2026							
<b>Submitted by:</b> Jocelyn Hines, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> City staff is requesting the approval of the financial report for April 30, 2026.								
<b>Detailed Summary &amp; Background:</b> City staff requests approval of the financial report for the period ending April 30, 2026. The current projected fund balance is \$454,964.56. Significant expenses for April include staff costs and the Barry's Greenhouse contract.  The report also reflects revenue and expenses related to the Lakeshore Art Festival; however, please note that the DDA serves solely as a pass-through for these funds.								
<b><u>Goal/Action Item:</u></b>								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Recommended Motion:</b> I move to approve the April 30, 2026, financial report as presented.								
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Immediate Division Head</td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Information Technology</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>	Immediate Division Head	<input checked="" type="checkbox"/>		Information Technology	<input type="checkbox"/>		<b><u>Name the Policy/Ordinance Followed:</u></b>	
Immediate Division Head	<input checked="" type="checkbox"/>							
Information Technology	<input type="checkbox"/>							

Other Division Heads			
Communication			
Legal Review			

DDA FOR CITY OF MUSKEGON

Balance As of 04/30/2026

GL Number	Description	YTD Balance 04/30/2025	25-26 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026
<b>Fund: 394 DOWNTOWN DEVELOPMENT AUTH DS</b>					
<b>Account Category: Assets</b>					
<b>Department: 000</b>					
394-000-001	CASH IN BANK	591,872.81		752,075.55	13,449.92
Total Department 000:		591,872.81		752,075.55	13,449.92
Assets		591,872.81		752,075.55	13,449.92
<b>Account Category: Liabilities</b>					
<b>Department: 000</b>					
394-000-202	ACCOUNTS PAYABLE	568.80		0.00	(25,382.75)
Total Department 000:		568.80		0.00	(25,382.75)
Liabilities		568.80		0.00	(25,382.75)
<b>Account Category: Fund Equity</b>					
<b>Department: 000</b>					
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
<b>Account Category: Revenues</b>					
<b>Department: 000</b>					
394-000-402	PROPERTY TAX	516,659.00	537,000.00	513,921.00	0.00
394-000-428	REIMBURSEMENT STATE	0.00	0.00	39,469.06	0.00
394-000-540	STATE GRANTS	12,000.00	0.00	0.00	0.00
394-000-569	STATE GRANTS OTHER	0.00	0.00	4,015.84	0.00
394-000-613	EVENT REVENUE	77,676.61	100,000.00	65,575.97	48,497.18
394-000-665-004970	INTEREST INCOME	1,598.87	1,300.00	1,243.15	0.00
394-000-679-004847	SPONSORSHIP REVENUE - MUSK ART FAIR	13,500.00	12,000.00	34,500.00	18,000.00
394-000-699-200000	OP. TRANS FROM SPECIAL REVENUE	600.00	0.00	0.00	0.00
Total Department 000:		622,034.48	650,300.00	658,725.02	66,497.18
Revenues		622,034.48	650,300.00	658,725.02	66,497.18
<b>Account Category: Expenditures</b>					
<b>Department: 703 DOWNTOWN MUSKEGON BID</b>					
394-703-702	BUDGETED SALARIES & BENEFITS	0.00	138,284.00	0.00	0.00
394-703-703	SALARY PERMANENT	65,892.97	0.00	66,879.46	6,302.32
394-703-707	OVERTIME	2,442.90	0.00	2,473.51	0.00
394-703-708	VACATION PAY	2,939.23	0.00	3,468.34	687.44
394-703-710	PERSONAL & OTHER LEAVE	469.39	0.00	1,871.74	76.38
394-703-711	HOLIDAY PAY	3,334.63	0.00	3,476.50	0.00
394-703-712	RETIREE HEALTHCARE - GENERAL	2,177.89	0.00	2,116.39	209.31
394-703-714	MERS RETIREMENT SYSTEM	6,773.41	0.00	6,510.84	633.30
394-703-717	HEALTH INSURANCE	18,969.81	0.00	5,998.12	792.85
394-703-718	LIFE INSURANCE	301.28	0.00	296.85	28.09
394-703-719	DENTAL INSURANCE	927.27	0.00	447.32	36.93
394-703-721	DISABILITY INSURANCE	273.99	0.00	272.20	26.99
394-703-722	SOCIAL SECURITY	5,599.63	0.00	5,462.74	519.95
394-703-723	WORKERS' COMPENSATION	647.25	0.00	582.82	32.69
394-703-724	UNEMPLOYMENT	9.36	0.00	5.77	0.00
394-703-727	BUDGETED SUPPLIES	4,460.00	0.00	3,129.40	0.00
394-703-801	CONTRACTUAL SERVICES	31,472.12	100,000.00	30,130.28	0.00
394-703-850	TELEPHONE	235.10	0.00	61.42	0.00
394-703-861	CONFERENCE, TRAINING AND TRAVEL	0.00	0.00	450.00	0.00
394-703-944	VEHICLE RENTAL	0.00	0.00	7,355.31	0.00
Total Department 703:		146,926.23	238,284.00	140,989.01	9,346.25
<b>Department: 778 LAKESHORE ART FESTIVAL</b>					
394-778-749	MISCELLANEOUS MATERIAL & SUPPLIES	2,150.60	2,000.00	7,296.70	0.00
394-778-801	CONTRACTUAL SERVICES	11,016.43	20,000.00	10,641.76	500.00
394-778-850	TELEPHONE	687.35	700.00	68.71	0.00
394-778-903	ADVERTISING	7,724.44	7,000.00	8,352.34	23.18
Total Department 778:		21,578.82	29,700.00	26,359.51	523.18
<b>Department: 780 TASTE OF MUSKEGON</b>					
394-780-749	MISCELLANEOUS MATERIAL & SUPPLIES	15.99	0.00	0.00	0.00
394-780-801	CONTRACTUAL SERVICES	25,115.20	0.00	0.00	0.00
Total Department 780:		25,131.19	0.00	0.00	0.00
<b>Department: 808 FARMERS &amp; FLEA MARKET</b>					
394-808-801	CONTRACTUAL SERVICES	1,023.00	0.00	0.00	0.00

DDA FOR CITY OF MUSKEGON

Balance As of 04/30/2026

GL Number	Description	YTD Balance 04/30/2025	25-26 Amended Budget	YTD Balance 04/30/2026	Activity For 04/30/2026
<b>Fund: 394 DOWNTOWN DEVELOPMENT AUTH DS</b>					
<b>Account Category: Expenditures</b>					
<b>Department: 808 FARMERS &amp; FLEA MARKET</b>					
	Total Department 808:	1,023.00	0.00	0.00	0.00
<b>Department: 809 EVENTS</b>					
394-809-749	MISCELLANEOUS MATERIAL & SUPPLIES	2,393.58	0.00	2,455.94	0.00
	Total Department 809:	2,393.58	0.00	2,455.94	0.00
<b>Department: 906 DEBT SERVICE</b>					
394-906-801	CONTRACTUAL SERVICES	164,663.77	145,000.00	191,809.57	17,795.08
394-906-995-400000	OPER. TRANS TO CAPITAL PROJECT	130,000.00	130,000.00	0.00	0.00
	Total Department 906:	294,663.77	275,000.00	191,809.57	17,795.08
	Expenditures	491,716.59	542,984.00	361,614.03	27,664.51



# Agenda Item Review Form

## Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

<b>Commission Meeting Date:</b> May 12, 2026	<b>Title:</b> DDA: Pine Street Live Sponsorship							
<b>Submitted by:</b> Jocelyn Hines, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> Pine St. vintage businesses are requesting sponsorship support in the amount of \$2,000 for Pine Street Live								
<b>Detailed Summary &amp; Background:</b> Pine Street vintage businesses, in collaboration with other Pine Street merchants, are organizing Pine St. Live on Saturday, May 23rd, from 10am-5pm, an event designed to promote local businesses and increase foot traffic in the district. The event will feature free food and live music, creating an inviting atmosphere for residents and visitors to explore the area.  The total event budget is \$4,000, and organizers are requesting \$2,000 in support to assist with costs related to musical performers, infrastructure, and marketing. Historically, this event has been fully funded by participating business owners; however, additional financial support is now needed to sustain and grow the event's impact.								
<b>Goal/Action Item:</b> 2027 Goal 3: Community Connection								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> \$2,000	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;">No</td> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Fund(s) or Account(s):</b> 394-703-801	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Yes</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;">No</td> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;">N/A</td> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 15%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Recommended Motion:</b> I move to approve/disapprove a sponsorship in the amount of \$2,000 for Pine Street Live.								
<b>Approvals:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Immediate Division</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 30%;"></td> </tr> </table>	Immediate Division	X		<b>Name the Policy/Ordinance Followed:</b>  				
Immediate Division	X							

Head		
Information Technology		
Other Division Heads		
Communication		
Legal Review		

Kick off Memorial Day weekend with good vibes... great music... and even better company.

Pine Street comes alive Saturday May 23 for an all-day market featuring live music + food trucks and lots of good finds!



# PINE STREET LIVE



*featuring*

**ALEX TELLER  
RED THYME  
JUSTIN AVDEK  
DEREK DILE &  
JASON BRYANT**

**SHOP LOCAL, LISTEN LIVE,  
JOIN COMMUNITY <3**

**FOOD TRUCKS LIVE MUSIC**

**30+ VENDORS FREE ENTRY**

**SATURDAY  
MAY 23**

memorial weekend

**VINTAGE ROW**

 **PINE STREET  
MUSKEGON**

**EXPLORE COLLECTED,  
CURATED AND CRAFTED AT**

**PINE ST.  
MARKET**

**PINE ST.  
LIVE**

Brassmoon Vintage  
Bellwether Vintage  
metamade

Gathered Goods  
Pine St. Mercantile  
Vintage Deluxe

**HOSTED BY:**

**FOOD TRUCKS**

**LIVE MUSIC**

**50+ VENDORS**

**FREE ENTRY**

**SAT.  
23  
MAY**



**EXPLORE COLLECTED,  
CURATED AND CRAFTED AT**

**PINE ST.  
MARKET**

**VINTAGE ROW**



**PINE STREET  
MUSKEGON**



**HOSTED BY:**

Brassmoon Vintage  
Bellwether Vintage  
Metamade

Gathered Goods  
Pine St. Mercantile  
Vintage Deluxe

# PINE STREET LIVE!

PRESENTED BY  
BRASS MOON & BELLWETHER

Join us for vintage country, classic folk sounds and more with performances by an incredible lineup of local artists.



Performances by

**ALEX TELLER | RED THYME | JUSTIN AVDEK  
DEREK DILE & JASON BRYANT**

**SAT, MAY 23**

**LIVE MUSIC ALL DAY**

**BRASS MOON & BELLWETHER  
758 PINE STREET, MUSKEGON**

**FREE  
ADMISSION**

## **Pine St. Vintage Row Memorial Day Event**

**What:** An event to promote Pine Street corridor businesses, especially the unique vintage shopping experience. The event includes food, live music and vintage vendors.

**When:** Saturday, May 23, 2026

**Why:** This event is the main attraction currently highlighting the unique aspects of the Pine St. corridor. It brings customers to all the businesses along the street and creates new regular customers on a yearly basis.

**Budget:** The event has an estimated total budget this year of \$4000. The main expenses include musical artists, stage and sound system, porta potties and marketing materials, including a billboard.

**Request:** All expenses are out of pocket from the businesses putting on the event. The businesses putting on the event would like to request \$2000 to cover a portion of expenses, especially since the event promotes the corridor as a whole.



# Agenda Item Review Form

## Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

<b>Commission Meeting Date:</b> May 12, 2026	<b>Title:</b> DDA: 2026-2027 Budget Presentation							
<b>Submitted by:</b> Jocelyn Hines, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> Staff has drafted the 2026/2027 fiscal year DDA budget.								
<b>Detailed Summary &amp; Background:</b> Staff is presenting the draft FY 2026–2027 DDA budget. The proposed budget is designed to return the DDA to a neutral or positive cash flow position while addressing immediate operational needs. It also positions the DDA to consider long-term goals and investments, such as property acquisition, staffing, and entrepreneurial support initiatives.  The DDA wil vote on the budget at their June meeting.								
<b>Goal/Action Item:</b> 2027 Goal 4: Financial Infrastructure								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> N/A	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Fund(s) or Account(s):</b> N/A	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">No</td> <td style="width: 25%;"><input type="checkbox"/></td> <td style="width: 25%;">N/A</td> <td style="width: 25%;"><input checked="" type="checkbox"/></td> <td style="width: 25%;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Recommended Motion:</b> Discussion Only								
<b>Approvals:</b> <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;">X</td> <td style="width: 20%;"></td> </tr> <tr> <td>Information</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information			<b><u>Name the Policy/Ordinance Followed:</u></b>	
Immediate Division Head	X							
Information								

Technology		
Other Division Heads		
Communication		
Legal Review		

BUDGET REPORT FOR CITY OF MUSKEGON  
Calculations As of 06/30/2027

GL Number	Description	24-25 Activity	25-26 Activity	25-26 Amended Budget	26-27 Requested	26-27 Recommended	26-27 Activity	26-27 Approved	25-26 Projected	24-25 Requested	25-26 Requested
<b>Fund: 394 DOWNTOWN DEVELOPMENT AUTH DS</b>											
<b>Account Category: Estimated Revenues</b>											
394-000-402	PROPERTY TAX	516,659.00	513,921.00	537,000.00	524,621.00	524,621.00	0.00	0.00	537,000.00	510,544.00	537,000.00
394-000-428	REIMBURSEMENT STATE	0.00	39,469.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-540	STATE GRANTS	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-569	STATE GRANTS OTHER	0.00	4,015.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-613	EVENT REVENUE	98,381.95	65,575.97	100,000.00	100,000.00	100,000.00	0.00	0.00	100,000.00	115,000.00	100,000.00
394-000-665-004970	INTEREST INCOME	2,071.18	1,243.15	1,300.00	1,600.00	1,600.00	0.00	0.00	1,300.00	1,300.00	1,300.00
394-000-679-004845	FUNDRAISING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
394-000-679-004846	SPONSORSHIP REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00	0.00
394-000-679-004847	SPONSORSHIP REVENUE - MUSK ART F	24,000.00	34,500.00	12,000.00	33,500.00	33,500.00	0.00	0.00	12,000.00	65,000.00	12,000.00
394-000-684-004800	MISC. & SUNDRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-699-100000	OP. TRANS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-699-200000	OP. TRANS FROM SPECIAL REVENUE	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-699-300000	OP. TRANS FROM DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-000-699-400000	OP. TRANS FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	653,712.13	658,725.02	650,300.00	659,721.00	659,721.00	0.00	0.00	650,300.00	1,046,844.00	650,300.00
<b>Account Category: Appropriations</b>											
394-703-702	BUDGETED SALARIES & BENEFITS	0.00	0.00	138,284.00	140,209.00	140,209.00	0.00	0.00	138,284.00	116,125.00	137,792.00
394-703-703	SALARY PERMANENT	70,695.55	69,515.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-707	OVERTIME	2,442.90	2,473.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-708	VACATION PAY	7,659.99	4,232.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-709	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-710	PERSONAL & OTHER LEAVE	469.39	1,871.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-711	HOLIDAY PAY	3,803.62	3,476.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-712	RETIREE HEALTHCARE - GENERAL	2,430.30	2,218.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-714	MERS RETIREMENT SYSTEM	7,535.81	6,816.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-717	HEALTH INSURANCE	19,805.39	6,358.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-718	LIFE INSURANCE	338.77	310.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-719	DENTAL INSURANCE	967.40	463.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-721	DISABILITY INSURANCE	306.29	285.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-722	SOCIAL SECURITY	6,235.72	5,713.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-723	WORKERS' COMPENSATION	686.77	594.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-724	UNEMPLOYMENT	9.93	5.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-727	BUDGETED SUPPLIES	4,460.00	3,129.40	0.00	4,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00
394-703-728	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
394-703-749	MISCELLANEOUS MATERIAL & SUPPLIE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-801	CONTRACTUAL SERVICES	38,583.62	30,130.28	100,000.00	40,000.00	40,000.00	0.00	0.00	100,000.00	261,356.00	100,000.00
394-703-850	TELEPHONE	259.72	61.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-861	CONFERENCE, TRAINING AND TRAVEL	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-703-944	VEHICLE RENTAL	0.00	7,355.31	0.00	6,500.00	8,000.00	0.00	0.00	0.00	0.00	0.00
394-778-749	MISCELLANEOUS MATERIAL & SUPPLIE	16,597.60	7,296.70	2,000.00	17,000.00	17,000.00	0.00	0.00	2,000.00	0.00	2,000.00
394-778-801	CONTRACTUAL SERVICES	68,660.12	10,641.76	20,000.00	12,000.00	12,000.00	0.00	0.00	20,000.00	160,000.00	20,000.00
394-778-810	ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-778-850	TELEPHONE	824.95	68.71	700.00	700.00	700.00	0.00	0.00	700.00	0.00	700.00
394-778-861	CONFERENCE, TRAINING AND TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-778-903	ADVERTISING	13,272.25	8,352.34	7,000.00	8,500.00	8,500.00	0.00	0.00	7,000.00	0.00	7,000.00
394-778-963	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-780-749	MISCELLANEOUS MATERIAL & SUPPLIE	15.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-780-801	CONTRACTUAL SERVICES	25,115.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00	0.00
394-780-850	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

BUDGET REPORT FOR CITY OF MUSKEGON  
Calculations As of 06/30/2027

GL Number	Description	24-25 Activity	25-26 Activity	25-26 Amended Budget	26-27 Requested	26-27 Recommended	26-27 Activity	26-27 Approved	25-26 Projected	24-25 Requested	25-26 Requested
<b>Fund: 394 DOWNTOWN DEVELOPMENT AUTH DS</b>											
<b>Account Category: Appropriations</b>											
394-780-902	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-780-903	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-808-801	CONTRACTUAL SERVICES	1,277.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-809-749	MISCELLANEOUS MATERIAL & SUPPLIE	2,393.58	2,455.94	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00
394-809-850	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-778	BUDGETED OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-801	CONTRACTUAL SERVICES	204,884.93	191,809.57	145,000.00	216,000.00	216,000.00	0.00	0.00	145,000.00	0.00	145,000.00
394-906-861	CONFERENCE, TRAINING AND TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-903	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-963	REFUNDS/RESALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-992	PRINCIPAL EXP (BONDS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-994	INTEREST EXPENSE (BONDS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
394-906-995	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130,000.00	0.00
394-906-995-400000	OPER. TRANS TO CAPITAL PROJECT	130,000.00	0.00	130,000.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00	130,000.00
394-999-995-400000	OPER. TRANS TO CAPITAL PROJECT	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriations		659,733.69	366,088.34	542,984.00	574,909.00	576,409.00	0.00	0.00	542,984.00	764,481.00	542,492.00
Fund 394 - DOWNTOWN DEVELOPMENT AUTH DS:											
TOTAL ESTIMATED REVENUES		653,712.13	658,725.02	650,300.00	659,721.00	659,721.00	0.00	0.00	650,300.00	1,046,844.00	650,300.00
TOTAL APPROPRIATIONS		659,733.69	366,088.34	542,984.00	574,909.00	576,409.00	0.00	0.00	542,984.00	764,481.00	542,492.00
NET OF REVENUES & APPROPRIATIONS:		(6,021.56)	292,636.68	107,316.00	84,812.00	83,312.00	0.00	0.00	107,316.00	282,363.00	107,808.00



# Agenda Item Review Form

## Muskegon Downtown Development Authority/Brownfield Redevelopment Authority

<b>Commission Meeting Date:</b> May 12, 2026	<b>Title:</b> DDA: Michigan Makers Market/Girlfriends Getaway Weekend Sponsorship							
<b>Submitted by:</b> Jocelyn Hines, Development Analyst	<b>Department:</b> Economic Development							
<b>Brief Summary:</b> The organizers of Michigan Makers Market/Girlfriends Getaway Weekend are requesting sponsorship for their Michigan Makers Market/Girlfriends Getaway Weekend.								
<b>Detailed Summary &amp; Background:</b> <p>The organizers of Girlfriends Getaway Weekend/Michigan Makers Market have reached out regarding a potential sponsorship for their event taking place November 13–15, 2026, at the Delta Hotel and VanDyk Mortgage Convention Center.</p> <p>The event is designed to bring women together for a weekend of shopping, creative workshops, and participation in the Michigan Makers Market on Saturday, November 14. Organizers also aim to promote and feature downtown Muskegon businesses, encouraging attendees to explore all that downtown has to offer.</p> <p>Last year, DDA members and City staff attended the event, and the DDA's vendor booth was utilized by one of our Chalet vendors. Depending on the sponsorship level selected, there may be an opportunity to offer similar support again this year.</p> <p>The DDA supported the event last year in the amount of \$5,000. Depending on the proposed sponsorship level, additional support could be considered as part of the FY 2026–2027 budget discussions.</p>								
<b>Goal/Action Item:</b> 2027 GOAL 3: COMMUNITY CONNECTION - More connected and cohesive community								
<b>Is this a repeat item?:</b> <b>Explain what change has been made to justify bringing it back to Commission:</b>								
<b>Amount Requested:</b> up to \$5,000	<b>Budgeted Item:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>	Yes	X	No		N/A		
Yes	X	No		N/A				

<b>Fund(s) or Account(s):</b> 394-703-801	<b>Budget Amendment Needed:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">Yes</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;">No</td> <td style="width: 12.5%;">X</td> <td style="width: 12.5%;">N/A</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>	Yes		No	X	N/A		
Yes		No	X	N/A				

**Recommended Motion:**  
 I move to approve/disapprove the Girlfriends Getaway Weekend/Michigan Makers Market sponsorship in the amount of \$XXXX

<b>Approvals:</b> <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;">X</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> <tr> <td>Communication</td> <td></td> <td></td> </tr> <tr> <td>Legal Review</td> <td></td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads			Communication			Legal Review			<b><u>Name the Policy/Ordinance Followed:</u></b>     
Immediate Division Head	X															
Information Technology																
Other Division Heads																
Communication																
Legal Review																

# Two For One! Sponsor the First-Ever Girlfriends Getaway & the Return of Michigan Makers Market!



Be part of an exciting new tradition! Girlfriends Getaway (GFG) Weekend brings women together in Downtown Muskegon for shopping, creative workshops, entertainment and more! The Michigan Makers Market (MMM), returns as a local favorite featuring a juried market showcases the creative talents of Michigan-based artists and makers.

Learn more here: [www.girlfriendsgetaway.org](http://www.girlfriendsgetaway.org) & [michiganmakersmarket.org](http://michiganmakersmarket.org)

**GFG - NOVEMBER 13-15, 2026**

**MMM - NOVEMBER 14, 2026**

**AT THE DELTA HOTEL & VANDYKE MORTGAGE CONVENTION CENTER**

<b>\$10,000</b>	<b>PRESENTING SPONSOR</b>	<ul style="list-style-type: none"> <li>✓ 20 MMM tickets</li> <li>✓ 8 Wreath Workshop <i>or</i> GFG <i>or</i> Combo (pre-register)</li> <li>✓ Double booth at MMM event if so desired</li> <li>✓ Logo on printed &amp; digital promotional materials</li> <li>✓ Recognition on location during event</li> </ul>
<b>\$5,000</b>	<b>PLATINUM SPONSOR</b>	<ul style="list-style-type: none"> <li>✓ 10 MMM tickets</li> <li>✓ 4 Wreath Workshop <i>or</i> GFG <i>or</i> Combo (pre-register)</li> <li>✓ Single event booth at MMM if so desired</li> <li>✓ Logo on printed &amp; digital promotional materials</li> <li>✓ Recognition on location during event</li> </ul>
<b>\$2,500</b>	<b>GOLD SPONSOR</b>	<ul style="list-style-type: none"> <li>✓ 6 MMM tickets</li> <li>✓ 2 Wreath Workshop <i>or</i> GFG <i>or</i> Combo (pre-register)</li> <li>✓ Single event booth at MMM if so desired</li> <li>✓ Logo on printed &amp; digital promotional materials</li> <li>✓ Recognition on location during event</li> </ul>
<b>\$1,000</b>	<b>SILVER SPONSOR</b>	<ul style="list-style-type: none"> <li>✓ 4 MMM tickets</li> <li>✓ Single event booth at MMM if so desired</li> <li>✓ Logo on printed &amp; digital promotional materials</li> <li>✓ Recognition on location during event</li> </ul>
<b>\$500</b>	<b>BRONZE SPONSOR</b>	<ul style="list-style-type: none"> <li>✓ 2 MMM tickets</li> <li>✓ Single event booth at MMM if so desired</li> <li>✓ Logo on printed &amp; digital promotional materials</li> </ul>
<b>\$250</b>	<b>DISPLAY BOOTH ONLY</b> (1 <sup>st</sup> year rate)	<ul style="list-style-type: none"> <li>✓ Single event booth</li> <li>✓ Name listed in itinerary</li> <li>✓ Upgrade to double booth for \$500</li> </ul>

# SPONSORSHIP FORM

Organization \_\_\_\_\_  
Contact name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sponsorship Level: (Booth @ MMM 11/14/26)

Presenting \$10,000  Yes, we would like a booth  
 Platinum \$5,000  Yes, we would like a booth  
 Gold \$2,500  Yes, we would like a booth  
 Silver \$1,000  Yes, we would like a booth  
 Bronze \$500  Yes, we would like a booth  
 Display Booth Only \$250  
 In Kind Donation \$ \_\_\_\_\_ (value) Description of in kind donation \_\_\_\_\_

Check Enclosed  
(Check payable to "CMF Marketing"/Mail to: CMF Marketing, 6321 Silverton Dr, Norton Shores, Mi 49444 )  
 Paying via Credit Card\*  
Card Number \_\_\_\_\_  
Name on Card \_\_\_\_\_ Exp. \_\_\_\_\_ Security Code \_\_\_\_\_  
Signature \_\_\_\_\_

Invoice Needed. If invoice address is different from above address please insert billing address here: \_\_\_\_\_

### SPONSORS:

Please email form and high-resolution logo to:  
carla@cmfmarketing.org

### QUESTIONS:

Contact Carla M. Flanders at  
carla@cmfmarketing.org or  
(616) 893-5459



Learn more here: [www.girlfriendsgetaway.org](http://www.girlfriendsgetaway.org) & [michiganmakersmarket.org](http://michiganmakersmarket.org)



@girlfriendsgetawaymkg @michiganmakersmarket