



*The Mission of the Manistee Downtown Development Authority is to foster the development and promotion of an identifiable and attractive downtown area that will strengthen business and a sense of community ownership.*

**City of Manistee DDA**

**Wednesday, August 14, 2024 at 8:30 a.m.**

**Meeting Location: 400 River Street - Classroom B**

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1. **Call to Order** – Chair, Kyle Mosher
  2. **Approval of Agenda**
  3. **Public Comments on Agenda Items** (5-minute limit)
  4. **Approval of Minutes from the Regular Meeting July 10th, 2024**
  5. **Approval of Minutes from the Special Meeting August 7th, 2024**
  6. **Annual Compiled Financial Report - Richards & McDougall**
  7. **Approval of Financials from July 2024**
    - a. Approval of Expenses
  8. **Executive Report** - Andrew Stafford
  9. **Reports From Ad Hoc Committees**
    - a. **Facade Grant** - Andrew Stafford
      - i. Facade Application and Guidelines

MOTION to approve the Facade Grant Application with suggested changes.

- b. **Streetscape** - Andrew Stafford / Bill Gambill
  - i. Presentation by RightSide Design
- c. **Events** - Andrew Stafford/Bill Gambill
  - i. Event Trailer Brochure
  - ii. Event Trailer Items
- d. **Gap Financing** - Tyler Leppanen / Andrew Stafford

## **10. Old Business**

- a. Downtown Window Appearance** - Andrew Stafford
- b. Revolving Loan Fund** - Andrew Stafford
- c. DDA Bylaw Changes** - Andrew Stafford
- d. Riverwalk** - Bill Gambill
- e. Social District** - Andrew Stafford
- f. Shine Update and Options** - Andrew Stafford/Kyle Mosher

## **11. New Business**

- a. Food Truck Rules and Regulations** - Andrew Stafford
- b. Board On-Boarding Packet** - Andrew Stafford

## **12. Public Comment (5-minute limit)**

## **13. Comments by Board Members**

## **14. Adjourn**

### **Attachments:**

Minutes July Regular Meeting  
Minutes August 7th Special Meeting  
Financial Reports  
Budget vs Actual  
Unpaid Bills Report  
Economic Development Report - July 2024  
Facade Grant Application and Guidelines  
Event trailer Excel Sheet and Brochure  
DDA Event trailer - Cornhole & High Top Tables  
Social District Flyer  
Shine Budget Options  
Shine Invoices  
Food Truck Rules and Regulations  
Board On-Boarding Packet