



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, September 11, 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 August 14th, 2024**
 5. **Approval of Financials from August 2024**
 - a. Approval of Expenses
 6. **Executive Report** - Andrew Stafford
 7. **Reports From Sub-Committees**
 - a. **Facade Grant** - Andrew Stafford
 - b. **Streetscape** - Andrew Stafford / Bill Gambill
 - c. **Events** - Andrew Stafford/Bill Gambill
 - i. Event Trailer Items - None
 - ii. New Procedure for Street Closure
 - iii. Fall Decoration Quote /
 - d. **Gap Financing** - Tyler Leppanen / Andrew Stafford
 - i. Presentation
 - ii. Proposed TIF Plan addition
 - iii. Proforma Examples

8. Old Business

- a. Revolving Loan Fund - Andrew Stafford**
 - i. Resolution for Fund Transfer
- b. DDA Bylaw Changes - Andrew Stafford**
- c. Shine - Andrew Stafford**
 - i. Invoice
- d. Riverwalk - Bill Gambill**
- e. Trash Collection on River Street - Andrew Stafford**
- f. Social District - Andrew Stafford**
 - i. Compliance Folder for Participating Businesses

9. New Business

- a. Richards & McDougall Annual Contract**
- b. Fall Festival Street Closure Review**

10. Public Comment (5-minute limit)

11. Comments by Board Members

12. Adjourn

Attachments:

Minutes August Regular Meeting
Financial Reports
Budget vs Actual
Unpaid Bills Report
MI Class Statement
Economic Development Report - August 2024
Proposed TIF Plan Addition
Revolving Loan Fund Resolution
Shine Invoices
Quotes for Fall Decoration
Richards & McDougall Annual Contract
Fall Festival Application Review