



*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, November 13, 2024 at 8:30 a.m.**

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

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1. **Call to Order** – Vice Chair, Bruce Allen
  2. **Approval of Agenda**
  3. **Public Comments on Agenda Items** (5-minute limit)
  4. **Approval of Minutes from the Regular Meeting October 9th, 2024**
  5. **Approval of Financials from October 2024**
    - a. Approval of Expenses
  6. **Executive Report** - Andrew Stafford
  7. **Reports From Sub-Committees**
    - a. **Facade Grant** - Andrew Stafford
      - i. Facade Grant Ad Hoc Committee Recommendations
      - ii. Facade Excess Funds
    - b. **Streetscape** - Andrew Stafford / Bill Gambill
      - i. Update
    - c. **Events** - Andrew Stafford / Bill Gambill
      - i. Event Planner Discussion
      - ii. Event Trailer Rental Agreement
      - iii. Event Trailer Pickup/Drop-off Procedure
      - iv. Street Closure Review Criteria
    - d. **Gap Financing** - Tyler Leppanen / Andrew Stafford

- i. Proposed TIF Plan Addition

## **8. Old Business**

### **a. Revolving Loan Fund - Andrew Stafford**

- i. Venture North Resolution
- ii. Motion to Approve to remove \$27,985 from the Revolving Loan Account to Venture North
- iii. Shortfall amount

### **b. Shine - Andrew Stafford**

### **c. Riverwalk - Bill Gambill**

### **d. Social District - Andrew Stafford**

## **9. New Business**

### **a. Ice Melt Skid**

### **b. RFP for Accounting Services**

### **c. Love Wines Off-Premise Liquor License**

### **d. Milwaukee House Liquor License**

### **e. West Shore Bank Account**

- i. Motion to remove Stacie Bytwork and add Nicole Kaminski to the West Shore Bank DDA Account for check and balance purposes.

### **f. Audit Report**

### **g. DDA Financial Policies**

- i. Motion to adopt the presented policies

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

## **11. Comments by Board Members**

## **12. Adjourn**

### **Attachments:**

Minutes October Regular Meeting

Financial Reports

Budget vs Actual  
Unpaid Bills Report  
MIClass Statement  
Economic Development Report - October 2024  
Facade Recommendations  
Events Procedure  
Proposed TIF Plan Addition  
Venture North Resolution  
Ice Melt Skid Lot  
RFP for Accounting Service  
2025 Meeting Dates  
Love Wines Business Plan and Resolution  
Recommendation for Love Wines  
Recommendation for Milwaukee House LLC  
Audit Report  
Financial Policies