



*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, February 12th, 2025, 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 January 8th, 2025**
  5. **Approval of Minutes from the Special Meeting January 27th, 2025**
  6. **Approval of Financials from January 2025**
    - a. Approval of Expenses
  7. **Executive Report - Andrew Stafford**
  8. **Reports From Sub-Committees**
    - a. **Facade Grant - Andrew Stafford**
    - b. **Streetscape - Andrew Stafford / Bill Gambill**
    - c. **Events - Andrew Stafford / Bill Gambill**
      - i. Motion to recommend approval of the closure of River Street for the Independence Day Parade on July 4th, 2025.
      - ii. Manistee Car Show organized by The Outsider
    - d. **Gap Financing - Tyler Leppanen / Andrew Stafford**
  9. **Old Business**
    - a. **Riverwalk - Bill Gambill**
    - b. **Social District - Andrew Stafford**
    - c. **Banners - Sammie Lukaskiewicz**
    - d. **Financial Policy - Andrew Stafford**

- i. MOTION to approve the DDA amended Financial Policy.
- e. DDA Strategic Planning Meeting - Andrew Stafford

## **10. New Business**

### **a. Response to Accounting Services RFP**

#### **i. Richards & McDougall**

- 1. Motion to approve the proposal from Richards & McDougall and have board commitment to continue one contract with them for three consecutive years.**

### **b. Motion to approve Carmen Kott to the DDA West Shore Bank Account**

### **c. Brownfield Resolution for Little River Holding's 'Gateway Project'**

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

## **12. Comments by Board Members**

## **13. Adjourn**

### **Attachments:**

Minutes January Regular Meeting

Minutes January Special Meeting

Financial Reports

Budget vs Actual

Unpaid Bills Report

MIClass Statement

Economic Development Report - January 2025

Forest Festival Street Closure Request Documents

Manistee Car Show Street Closure Request Documents

Updated DDA Financial Policy

Richards & McDougall Proposal

'The Gateway' Brownfield Resolution