

Dear Downtown Business Improvement District Member:

On November 5, 2024, the Manhattan City Commission gave final approval to Ordinance No. 7722 levying 2025 fees for the Downtown Business Improvement District (DBID). An ordinance summary was published in the legal notice section of *The Manhattan Mercury* on November 9, 2024.

Enclosed is your DBID fee statement for 2025 (please note that DBID fees increased by 3% from 2024). Also, please note that this fee is due at City Hall by Monday, March 3, 2025, by 5:00 pm or postmarked prior to this date.

BID fee payments that are not received or postmarked by this date will be considered ‘past due’ and a late fee of 25% will be assessed in addition to the BID fee.

A business may appeal its assessment or the calculation of its BID fee. Such an appeal must be submitted in writing on or before Monday, February 3, 2025. Appeals submitted after February 3, 2025 shall not be accepted. Appeal forms are available on the City’s website. <https://cityofmnhk.com/437/Advisory-Boards-Committees>.

It is unlawful for any person who is the owner, manager, or person in control of a business that has been assessed a BID fee to continue to operate such business on any date after Wednesday, April 2, 2025, if such BID fee has not been paid on or before April 2, 2025.

If you have any other questions regarding the Downtown BID or the appeal process, please contact your Downtown Executive Director at 785-537-9683 or by email at historicdowntown@gmail.com.

If you need assistance in signing up for Downtown BID reminder emails, please do not hesitate to contact Brianna Wolf at 785-587-2465 or by e-mail at brianna.wolf@cityofmnhk.com.

**To pay online, please visit the following website:
<http://tinyurl.com/ARFeePayment> or use this QR Code:**



Sincerely,



Rina D. Neal
Director of Finance

Enclosed: 2025 BID fee statement