

**Electronic Meeting of the Niles DDA Main Street Board of Director**  
**Virtual Conferencing Meeting Notice**  
**Monday, May 17, 2021 at 6:30pm**

In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations designed to prevent the spread of Coronavirus Disease 2019 (COVID-19) and Executive order 2020-15 declaring public bodies subject to Open Meetings Act can use telephone or video conferencing to meet and conduct business, the City of Niles Downtown Development Authority Main Street Board of Directors will hold such a virtual meeting at 6:30 pm on Monday, May 17, 2021 for the purpose of conducting DDA Main Street business while complying with the Governor's Executive Orders related to COVID-19. For current up-to-date information about Coronavirus, go to:

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus) or [www.CDC.gov/coronavirus](http://www.CDC.gov/coronavirus)

Lisa Croteau is inviting you to a scheduled Zoom meeting.

Topic: May Niles DDA Main Street Board Meeting

Time: May 17, 2021 6:15 PM Eastern Time (US and Canada) *\*early sign in for new board members being sworn in.*

Join Zoom Meeting <https://zoom.us/j/98003572536?pwd=bnhqY0xDeIFclZkZS82b1c3ZTVWdz09>

Meeting ID: 980 0357 2536 Passcode: 227970

One tap mobile

+13017158592,,98003572536#,,,,\*227970# US (Washington DC)

+13126266799,,98003572536#,,,,\*227970# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Find your local number: <https://zoom.us/u/adXfv9topD> This meeting will be recorded.

The following are the procedures by which persons may contact members of the public body to provide input or to ask questions about any business that will come before it.

- To help meeting flow and organization, all public comments will be taken at the beginning of the meeting during the public comment section.
- When called on, please state your name and your comment or question.
- The time limit for an individual's public comment shall be 3 minutes.

DDA Main Street Board Members

BRYAN WILLIAMS - President

[thebrasseyelounge@gmail.com](mailto:thebrasseyelounge@gmail.com)

JUSTIN FLAGEL- Vice President

[Justin.flagel@gmail.com](mailto:Justin.flagel@gmail.com)

FREDDA ZEITER -Secretary

[fczeiter@gmail.com](mailto:fczeiter@gmail.com)

CHARLIE SPILMAN-Treasurer

[chspilman@gmail.com](mailto:chspilman@gmail.com)

SANDY WHITMYER

[slw2215@comcast.net](mailto:slw2215@comcast.net)

WENDY HALDER

[wendishen@gmail.com](mailto:wendishen@gmail.com)

AMBROSIA NELDON

[ambrosia.neldon@leaderpub.com](mailto:ambrosia.neldon@leaderpub.com)

APRIL GARGIS

[pulsar1994@hotmail.com](mailto:pulsar1994@hotmail.com)

LUIGI ALBERGANTI

[lalberganti@gmail.com](mailto:lalberganti@gmail.com)

ELIZABETH KELLER

[ebdgn@yahoo.com](mailto:ebdgn@yahoo.com)

PAUL KLIMSON

[paul@theoryoneproductions.com](mailto:paul@theoryoneproductions.com)

TRAVIS TIMM – Council Liaison

[ttimm@nilesmi.net](mailto:ttimm@nilesmi.net)

MAYOR NICK SHELTON

[mayor@nilesmi.org](mailto:mayor@nilesmi.org)

STAFF

LISA CROTEAU

[lcroteau@nilesmi.org](mailto:lcroteau@nilesmi.org)

**Niles DDA Main Street**  
**Board Meeting Agenda      May 17, 2021 6:30pm**

**CALL TO ORDER**  
**CITIZEN PARTICIPATION**  
**CHAIR REPORT**

**CONSENT AGENDA 6:30-6:35**

1. Consideration of approving the minutes from the April 19, 2021
2. Consideration of approving the Manager & Committee reports.

**TREASURER'S REPORT 6:35 -6:45**

3. March financials

**STAFF REPORT 6:45-7:00** Items for Board Action Introduction of Items for Discussion

4. Bathrooms Renovations
5. Social District update and needs
6. Approve Mural on 2<sup>nd</sup> Street Parking Lot wall
7. Streetscape – design at sw 4<sup>th</sup> & Main and signage
8. Budget

**BOARD APPLICATIONS -1 opening.**

**OLD BUSINESS**

9. The Node Update

**WORKING MEETING**

10. Restart committees QUESTION Movies in the Park.

**DIRECTORS REPORTS**

Justin Flagel – Vice Chair, EV Chair  
Fredda Zeiter – Secretary, Design Chair  
Charlie Spilman- Treasurer  
April Gargis  
Ambrosia Neldon  
Elizabeth Keller  
Luigi Alberganti  
Paul Klimson  
Sandy Whitmyer  
Wendy Halder  
Travis Timm, Council Liaison  
Nick Shelton, Mayor

**ADJOURNMENT**

**DATE/TIME:** April 19, 2021**ISSUED:** April 20, 2021**LOCATION:** Virtual Dial in Phone Board Meeting (In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations)**PRESENT:** Ambrosia Neldon, April Gargis, Charlie Spilman, Sandy Whitmyer, Fredda Zeiter, Justin Flagel, Travis Timm – City Council, Nick Shelton - Mayor**EXCUSED ABSENCE:** **ABSENT:** Wendy Halder, Bryan Williams**VISITORS:** Luigi Alberganti - Gabrizio's, Paul Klimson – Roadie Clinic, Elizabeth Bradford Keller – Upcycled Artisan**STAFF:** Lisa Croteau – DDA / Main Street Manager**COPIES:** All members**CALL TO ORDER:** 6:30 pm by Vice Chair Justin Flagel**CITIZEN PARTICIPATION:** None**CHAIR REPORT:** None**CONSENT AGENDA** 6:30-6:43

1. Consideration of approving the minutes from the March 15, 2021 and April 9, 2021 Special Meeting
2. Consideration of approving the Manager report.

**A. MOTION WAS MADE BY AMBROSIA NELDON TO ACCEPT THE MARCH 15, 2021, APRIL 9, 2021 MEETING MINUTES AND MANAGER REPORT, AND WAS SECONDED BY APRIL GARGIS.**

**Discussion:** None**MOTION CARRIED BY UNANIMOUS CONSENT****TREASURER'S REPORT – Charlie Spilman**

3. **Niles DDA Financials Summary January - February TIFF FUND (211) 31-Dec-20 Jan,31,2021 CASH \$ 131,833.58 \$ 115,018.00 Loans Receivable \$ 802.97 \$ 802.97 Due from General Fund \$ 8,509.70 \$ 8,509.70 Total Assets \$ 141,146.25 \$ 124,330.67 Comm Dev Fund (280) \$ 120.68 \$ 120.70 Downtown Rev Loan Fund (281) \$ 1,777.22 \$ 1,777.57 DDA Total Assets \$ 143,044.15 \$ 126,228.94 Total Liabilities \$ 10,857.19 \$ 10,857.19 Revenue Hunter Ice \$ 7,562.97 Inter Fund Trans Sale of Property \$ 2,747.51 Sale of Property Interest \$ 23.99 Interest Total \$ 10,334.47 Hunter Ice Total Expenditures Hunter Ice \$ 20,000.00 Hunter Ice Utilities \$ 398.94 Utilities General / Admin \$ 6,154.05 General / Admin Misc \$ 96.45 Misc Total \$ 26,649.44 Total**

**B. MOTION WAS MADE BY APRIL GARGIS TO ACCEPT CHARLES SPILMAN'S FINANCIAL SUMMARY FOR JANUARY AND FEBRUARY, AND WAS SECONDED BY AMBROSIA NELDON.**

**Discussion:** It was noted that we were much more financially stable than last year**MOTION CARRIED BY UNANIMOUS CONSENT****STAFF REPORT:** 6:35-6:43

Items for Board Action or Introduction of Items for Discussion

4. Bathroom Renovation – The public bathrooms will be painted by a volunteer for the price of a Plym Park Membership of \$375.00.  
We are looking for a quote to update the restrooms to be handicap accessible and to update the toilet stalls to include doors.

**C. MOTION WAS MADE BY APRIL GARGIS TO ALLOCATE \$375.00 TO PAY FOR PLYM PARK MEMBERSHIP IN EXCHANGE FOR ASSUMING THE RESPONSIBILITY OF PAINTING THE PUBLIC RESTROOMS, AND WAS SECONDED BY CHARLES SPILMAN.**

**Discussion:** The price includes the paint and labor.**MOTION CARRIED BY UNANIMOUS CONSENT**

5. Social District – Lisa will be acquiring cups to be used in the Social District. Alcoholic beverages will only be available from business licensed in the Social District. There are the potential 6 possible licenses. The cost is \$150.00 Local and \$250.00 to the State. We hope to be up and running by May. Alcoholic beverages can only be available from licensed distributors and this includes the NODE area.

**BOARD APPLICATIONS** –(1 opening). Paul Klimson – Niles Brewing, Elizabeth Bradford Keller – Upcycled Artisan and Luigi Alberganti – Gabrizio's, will likely be officially appointed at the City Council Meeting April 26<sup>th</sup>. Melanie Kennedy and Stephanie Reno also submitted applications and have been asked by the Mayor to join a Committee, regularly attend DDA meetings for a period of 3 months and view sessions a Small Business Day which will be available for 1 year. Both have gotten involved with Third Thursday and have links to the Small Business Day at the National Conference.

#### **OLD BUSINESS - The NODE**

There has been a donation of \$400.00 a month for a year to help with the cost to upgrade and maintain the NODE aesthetically as well as cost for burying the gas line and the cost of the gas for the fire pit.

Lisa will apply for a \$20,000.00 Grant to help with the cost of upgrading furnishings etc. She will develop a prioritized list of needs to be presented to the Board at the May Board Meeting for approval.

#### **D. MOTION WAS MADE BY CHARLES SPILLMAN TO ACCEPT NILES CITY COUNCIL PROPOSAL THAT STATES THAT THE DDA / MAIN STREET WILL ASSUME THE EXPENSES AND RESPONSIBILITY OF THE NODE FOR ONE YEAR, AND WAS SECONDED BY APRIL GARGIS.**

**Discussion:** The board feels they are in the position to take on this responsibility for a year. **Mayor Nick** suggested that we reach out to those that may not be enthusiastic about the NODE or its location.

**Elizabeth, Luigi, Justin, Charles and Paul have agreed to be on the committee to spear head this reimagining the NODE's appearance.**

#### **MOTION CARRIED BY UNANIMOUS CONSENT**

#### **WORKING MEETING 6:43 – 7:05**

6. Restart the Committee – The Board will review the list of potential projects under each committee, developed by Lisa, and we will prioritize them at the next meeting and determine our committees' approach.

#### **DIRECTORS REPORTS**

Bryan Williams: Absent  
Justin Flagel: Reviving event section of our web site. Pivoting emphasis to Third Thursday and Bridge Bash. Needs a committee for Bridge Bash.  
Fredda Zeiter: Restart Design Committee  
Charlie Spilman: Good shape financially  
Sandy Whitmyer: None  
Wendy Halder: Absent  
April Gargis: None  
Ambrosia Neldon: None.  
Nick Shelton: Thank you to DDA / Board for all they do.  
Travis Timm: None

#### **ADJOURNMENT:**

#### **A MOTION WAS MADE TO ADJORN AT 7:22 PM**

**Next Board meetings will occur Monday, May 17, 2021**

We believe these minutes reflect the intent of the events, discussions and decisions made during the meeting.  
Respectfully submitted,

Fredda Zeiter

#### **UPCOMING EVENTS:**

#### **ADJOURNMENT**

## (2) Manager Report May

**Business Update:** The Nuggett sold for \$300,000. Dave Dulemba will continue working with the new owners for a while. Swirlyz has opened for the season.

**NECI:** still on hold due to COVID. Leader building does have an interested buyer, so NECI will likely end.

**MEDC/MMS/RRC:** MATCH ON MAIN: We are still waiting on the grant agreement for Match on Main. They anticipate to have them out by to all communities by June. INITIATE TRAINING: I have been accepted to the Initiate Business Retention Training. Goes through June 16.

**NODE/Street Furniture/ Outdoor Dining / Social District/ Common Area:** The grant was submitted. We will be notified if we received it or not by May 21<sup>st</sup>. Have Sponsorship form. Want to wait 'til at least one barrier is covered to put out and solicit sponsorships bc I believe looks matter.

**OLD Y DEVELOPMENT:** no update.

**Third Thursday:** Thursday My 20 – It's a Paw-ty with a portion of special sales going to the Humane Society.

**Streetscape:** Agenda item. Please review the plans to be ready in case funds become available.

**Parking:** No update.

---

### 3 FINANCIALS – Charlie

March 2021 \$71,674.22 2020 \$50,991.43

+\$20,683 over 2020(+\$17,733 due \$9060 Hunter \$5673pd April \$3000insurance)

---

**4. Bathrooms Renovations:** Bryan has a painter that will paint for a membership to Plym Park Golf \$375. Toilet replacement less than \$2500. Need quote on redoing stalls to handicap.

---

**5. Social District:** Niles Brewing Company has submitted all paperwork and will apply for Social District License. Quote coming for labels for cups, sidewalk boundaries and businesses.

---

**6. 2<sup>ND</sup> Street Mural.** Approve draft design to be done by Russell PAIN Corrado owner of Order & Chaos Tattoo Emporium. Al Capone will be replaced with Chapin Mansion and other pictures suggested by Christina Arseneau. NPAC has approved.





**7. Streetscape.** Please go and look at the streetscape change that is outside the Post Office Apartments at the sw corner of 4<sup>th</sup> & Main. That is what the city proposed to do should we be able to find funding. The developers at that project worked with MiSHPO and Robb McKay so it does have the approval of the State Historic Preservation Office. ALSO please review these revised signs for the Bike Trail and either approve the design or make additional recommendations:



# HISTORICAL BIKE TRAIL



Post Coaches - The local newspapers followed the construction of the Chapin Mansion. This photo shows the post coaches, a covered entrance for horse-drawn carriages, which is no longer standing.



Many original elements still exist inside the Chapin Mansion, including painted ceilings, hand-carved woodwork and ornate chandeliers.



Carnegie Library - Niles' Carnegie Library was built in 1914 with funding from the Carnegie Foundation. Though more than 1000 Carnegie libraries were built during the early 20th century across America.



Children's Depot - Inspired by Niles' railroad history, a new Children's area was added to the library in 1995.

**Niles History Center and Niles District Library**  
Serving as a cultural campus at the eastern end of Niles' Historic Downtown District, these two organizations often collaborate on community programs and projects.

**Niles History Center**  
Comprised of the Historic Chapin Mansion and Fort St. Joseph Museum, the Niles History Center's mission is connecting the past, present and future. Henry and Ruby Chapin constructed their landmark home in 1884. From 1932 until 2012, the building housed Niles' City Hall. Today, the Niles History Center offers tours and educational programs at the Mansion while the Fort St. Joseph Museum displays interactive exhibits ranging from the prehistoric to the modern industrial era.

**Niles District Library**  
The new library building opened in 1963, replacing a Carnegie Library on the corner of Main and 4th Streets. Niles philanthropist Jennie Plym provided the funding for the building, designed by local architect Trace Christanson Jr. A key feature is the pentadecagon-shaped rotunda. The library grew with additions in the 1970s and 1990s, expanding on their mission to provide the community with access and guidance to resources that inform, entertain, and enrich.

**Points of Interest**

1. Plym Park
2. Amtrak Station
3. 2nd Baptist Church
4. Ferris School
5. Niles District Library
6. Historic Chapin Mansion
7. Four Flags Hotel
8. New Journey United Methodist Church
9. Trinity Episcopal Church
10. Ring Lardner House
11. Fort St. Joseph Monuments
12. Father Allouez Monuments
13. Silverfront South / French Paper Mill Dam
14. Pawing River Crossing Monuments
15. Island Park
16. Riverfront Park Central
17. Railroad Bridge and 2nd Street Rail.





INDIANA + MICHIGAN  
RIVER VALLEY TRAIL



BERRIEN COUNTY  
HEALTH DEPARTMENT  
better health. stronger communities.

Scan with camera  
for full map



Visit [nilesml.org](http://nilesml.org) for more  
about the City of Four Flags.

BIKE TRAIL ↑

BIKE TRAIL

DESTINATION 7

YOU ARE HERE

DOWNTOWN →

**8. Budget.** Charlie and I will prepare a draft budget and send it out for the board to review.

Timeline for budget is:

06/07/2021	Budget due from department heads
07/05/2021	Preliminary budget produced by Finance
07/08/2021	Preliminary budget sent to Council
07/26/2021	Council budget work session
07/27/2021	Budget displayed for public inspection
08/09/2021	Budget public hearing
08/09/2021	Adoption of final budget

**9. The Node:** Update including discussion re: interim design. What to do if we do *not* get the grant. Discuss Daniel Ashley plan.

VIBRANCY GRANT RELATED					
Covers for Road Barriers	EV	CHARLIE SPILMAN	5.15.21		\$ 2,500.00
Plants and Planters	EV	CHARLIE SPILMAN	5.31.21		\$ 1,000.00
Signage with Solar Lighting	EV	JUSTIN	5.15.21		\$ 500.00
Drop current gasline into sidewalk	EV	CITY/LISA	6.1.21		\$ 1,500.00
Large Games	EV/PROMO	EV	6.1.21		\$ 1,000.00
Furnishings	BOARD	LISA ORDER/EV CONSTRUCT	6.1.21		\$ 13,346.00
Automatic Ignition for Fire Pit	EV	LISA ORDER/PROTEMP INSTALL	6.1.21		\$ 5,000.00
Timed Locks for Public Restrooms	EV	LISA ORDER/CITY INSTALL	6.1.21		\$ 1,200.00
<b>GRANT REQUEST TOTALS</b>					<b>\$ 26,046.00</b>

## 10. Restart Committees for project

**\*\*Movies in the Park discussion\* \* Maybe 1 a month (ALL movies are \$395-\$450)? Maybe supplement with Public Domain (primarily OLD movies with no license fee [Public Domain Movies |](#)) Movies at The NODE?**

### PROMOTIONS

HUNTER ICE FESTIVAL 2022 -ALL

NILES MARKET -Justin & Lisa

BIG BASH DASH - Justin

SOCIAL DISTRICT – Bryan

MEET ME DOWNTOWN – Justin & Charles

SAFE DOWNTOWN TRICK OR TREAT

### DESIGN -FREDDA

STREETSCAPE

-Planter Contest

-Maintenance

DECORATE DOWNTOWN

-Spring/Summer/ Fall

-Holiday \*refurbish decorations

ART IN DOWNTOWN

-CROSSWALKS

-2<sup>nd</sup> Street Lower Parking Lot Wall

WAYFINDING

-Parking

-Corner Signage for Side Street Businesses

PARKING

RESIDENTIAL DEVELOPMENT

- New Construction

-2<sup>nd</sup> /3<sup>rd</sup> Stories

### ECONOMIC VITALITY-JUSTIN

THIRD THURSDAY -Justin

SMALL BUSINESS SATURDAY

RESTAURANT WEEK -Justin

RESIDENTIAL DEVELOPMENT

BUSINESS DEVELOPMENT TEAM

### ORGANIZATION-AMBROSIA

SHELF LIFE

NODE

-Grants/Sponsorships

-Market

FUND RAISING

VOLUNTEER MANAGEMENT

JUNIOR MAIN STREET PROGRAM WITH NILES NEW TECH