**Meeting of the Niles DDA Main Street Board of Director**

**IN PERSON Regular Board Meeting at City Hall**

**333 N 2nd Street, 3rd Floor Conference room behind DDA offices Niles, MI 49120**

**Monday, September 19, 2022 at 5:30pm**

**MISSION: STRENGTHEN DOWNTOWN THROUGH ECONOMIC DEVELOP**MEN**T AND**

**ENCOURAGE HISTORIC PRESERVATION TO PROMOTE ECONOMIC GROWTH**

**DATE/TIME:** September 19, 2022

**ISSUED:** September 20, 2022

**LOCATION:** City Hall, Third Floor Conference Room

**PRESENT:** Nick Shelton, Melanie Kennedy, Cindy Ray, Fredda Zeiter, Paul Klimson, Justin Flagel

**EXCUSED ABSENCE:** Charles Spilman, Luigi Alberganti, Gretchen Bertschy-Council Liaison

**ABSENT:** Ambrosia Neldon

**VISITORS**: Vikki Jurgonski – River Essence Group, Bruce Vosburgh, Don Kennedy

**STAFF:** Lisa Croteau – DDA / Main Street Manager

**COPIES:** All members

**6:30 PM**

**REGULAR BOARD MEETING**

**Call to Order:** Nick Shelton

**Roll Call:** Nick Shelton - There is quorum

**ADoption of the agenda:**

***Board Member Flagel moved and Board Member Shelton seconded to accept the agenda.***

***Motioned carried unanimously***

**citizen Participation (public Comment):**

Vikki Jurgonski noted that the Corn Fest planning is in progress

**Presentations:** none

**consent AGENDA:**

1. BOARD MEETING MINUTES:

***Board Member Flagel moved and Board Member Kennedy seconded to approval of the August 15, 2022 Board Minutes.***

***Discussion: none***

***Motion carried unanimously***.

1. MANAGER AND COMMITTEE REPORTS:

***Board Member Flagel moved and Board Member Kennedy seconded to approval of the August 15, 2022 Committees and Manager report.***

***Discussion: none***

***Motion carried unanimously.***

**Treasurer’s Report:**

1. financials

August cash 2022 – $99,348.99

(Includes $30,000 allocated for NODE vs 2021 $28,494.73)

**director’s Report: Introduction of Items for Discussion / Items for Board Action**

1. MMS ACCREDIDATION cALL

The call will occur October 25, 2022 between 12 and 1 pm. Paul and Justin will participate in the call.

1. MMS SERVICE – BUSINESS RECRUTMET

After discussion of available options Business Recruitment Strategy service was decided on.

***Board Member Klimson moved and Board Member Zeiter seconded to accept MMS Service of Business Recruitment training.***

***Discussion: none***

***Motion carried unanimously.***

1. RAP GRANT UPDATE AND DNR GRANT APPLICATION

RAP Grant - We received 59.1% of our ask which will fully fund 4 Private projects and 3 Public projects leaving approximately $288,714 in excess funds. The 3 Public projects will be Streetscape, NODE and Public Restrooms.

DNR Grant – We will apply when it goes live.

6a. NODE – Downtown Professionals Network presented a proposal for Design Services regarding the redesign of the NODE with the following parameters and deliverables for $10851.10:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PARAMETERS |  |  |  |  |  |
| a) | Pursue "street" option for NODE with location between Main Street and alley on Second Street North |
| b) | Maintain two 11-foot lanes for traffic with shifted centerline |  |
| c) | Limit work to east side of the realigned street and surface improvements |
| d) | … |  |  |  |  |  |
| e) | Recognize a budget of $125,000 |  |  |
| f) | Employ a "design charette" method to maintain a high degree of engagement |
| g) | Use a base map from City of Niles |  |  |
| h) | Execute drawings with signatures for certification by City of Niles |  |
| i) | Perform on-site work during a two-day work session |  |
| DELIVERABLES |  |  |  |  |  |
| a) | Drawings and details suitable for incorporation into City Engineer/Public Works Director's project drawings for bidding and construction |
| b) | Manufacturer information including model number, specification, color, special features  |
| c) | Outline specifications for use by City Engineer/Public Works Director |  |
| d) | Estimate of probable costs for project implementation prepared in collaboration with City Engineer/Public Works Director |
| e) | Outline of program for NODE |  |  |  |

***Board Member Shelton moved and Board Member Klimson seconded to approve Downtown Professionals Network $10,851.10 professional fee to finalize NODE design an execution.***

***Discussion:*** *Lisa will provide detailed, signed fee proposal before the process begins.*

***Motion carried unanimously.***

**Board Applications/Review:**

1. WELCOME PAUL KLIMSON

***THE BOARD ENTHUSIASTICALLY WELCOMES PAUL BACK.***

1. DISCUSS TRACY WAGGONER

General discussion took place amongst the board regarding the recommendation that the board has followed that wants anyone being appointed to the board to have been involved in the program prior to being appointed. It was agreed by all that involvement with the program will be strongly recommended, but referring to the Michigan Main Street Board Matrix, the skill set or network that someone can bring to the board is also important and so each applicant will be evaluated by the Mayor and a decision made on an individual basis.

1. ***Board Member Shelton moved and Board Member Kennedy seconded to recommend that Tracy Waggoner be appointed to the DDA Board.***

***Discussion****: Ask Tracy to attend the next meeting to determine if there might be a meeting date/time conflict.*

***Motion carried unanimously.***

***Roll Call Vote:***

***Shelton- Yes***

***Kennedy-Yes***

***Zeiter – Yes***

***Flagel – Yes***

***Ray – Yes***

***Klimson – Yes***

***Motion Carried 6/0***

1. ***Board Member Shelton moved and Board Member Kennedy seconded to recommend that Mark Weber be appointed to the DDA Board.***

***Discussion****: All felt he would be an asset to the Board*

***Motion carried unanimously.***

1. ***Board Member Shelton moved and Board Member Ray seconded to remove Ambrosia Neldon as a DDA Board member do to lack of attendance.***

***Discussion****:*

***Motion carried unanimously.***

**Working Meeting:**

1. REVIEW AND DISCUSS MARKET SNAPSHOT

Lisa asked the Board to review this material by the next meeting.

**Board Member’s Reports:**

* Nick Shelton, Mayor – See below
* Luigi Alberganti – Absent
* Justin Flagel , Promotions Chair - Working on Small Business Saturday
* Melanie Kennedy, EV Chair – May need to step away as EV Chair
* Paul Klimson – None
* Ambrosia Neldon - Absent
* Cindy Ray – Reported on Banners
* Charlie Spilman- Absent, ,
* Fredda Zeiter, Design Chair – Noted that the brick at Public Restrooms was painted even though this is not allowed by the Historic District Commission. There will be a Design meeting on Wednesday.
* Gretchen Bertschy, Council Liaison - Absent

**CHAIR’S REPORT**

Nick noted that a Christmas Parade is being suggested this year. This would need to be discussed with Joe Ray. This could

 also be Caroling.

**Adjournment 6:49pm**