

**NILES DDA MAIN STREET BOARD  
REGULAR MEETING AGENDA  
Monday, September 18, 2023**

**4:30 PM**

**This meeting will be held in person in the Third Floor Conference Room of City Hall,  
behind the DDA Office. 33 N. 2<sup>nd</sup> St. Niles, MI 49120**

**Any interested person or group may address the DDA Main Street Board on any agenda item when recognized by the presiding officer. Also, any interested person or group may address the DDA Main Street Board on any matter of DDA concern not on the Agenda during the agenda item designated Citizen Participation. The comment of any member of the public or any special interest group may be limited in time.**

**MEETING PARTICIPATION**

At any regular or duly called special meeting of the DDA Main Street Board, other than those meetings not subject to the provisions of the Michigan Open Meetings Act, a person desiring to speak on any item(s) on the agenda may do so subject to the following rules:

- Prior to addressing the Board Meeting, the person must provide, for the record, his/her name, permanent address.
- The person must be recognized by the Chair or other presiding officer at the point on the agenda entitled "Citizen Participation."
- The person will be allowed three (3) minutes to present remarks, unless the time restriction is waived by the chair.
- Person's wishing to address an agenda item may reserve time to address it immediately prior to the time the item is discussed by the Board.
- A person may be expelled from the meeting for a breach of the peace committed at the meeting, and if during his/her presentation to the Board becomes loud or unruly, the chair may rule the person out of order and forfeit the person's opportunity to speak further.  
*Resolution 92-11/1003 November 23, 1992*

If you would like to contact the DDA Main Street Board about any matter, on the agenda or otherwise, please do so via the email addresses below by 1:00 PM prior to the meeting:

- Chair, Justin Flagel: Vice Chair, Jessica Nelson Director, Lisa Croteau: [LCroteau@nilesmi.org](mailto:LCroteau@nilesmi.org) Mayor, Nick Shelton: [mayor@nilesmi.org](mailto:mayor@nilesmi.org)

**MISSION: STRENGTHEN DOWNTOWN THROUGH ECONOMIC DEVELOPMENT AND  
ENCOURAGE HISTORIC PRESERVATION TO PROMOTE ECONOMIC GROWTH**

**4:30 PM REGULAR BOARD MEETING**

**CALL TO ORDER:**

**ROLL CALL:**

**ADOPTION OF THE AGENDA:**

**CITIZEN PARTICIPATION (PUBLIC COMMENT):**

**PRESENTATIONS: NONE**

**WELCOME NEW MEMBERS**

**CONSENT AGENDA:**

1. CONSIDERATION OF APPROVING BOARD MEETING MINUTES FROM JULY 17, 2023
2. CONSIDERATION OF APPROVING COMMITTEE REPORTS.

**TREASURER'S REPORT:**

3. UPDATE ON FINANCIALS – ATTACHED

**DIRECTOR'S REPORT: Introduction of Items for Discussion / Items for Board Action**

4. REVIEW MANAGERS REPORT
5. APPROVE METHOD FOR OLD CHRISTMAS DECORATIONS AT THIS TIME
6. YIFTEE.COM SHOP LOCAL

**BOARD APPLICATIONS/REVIEW: ACCEPT RESIGNATIONS**

5. ACCEPT RESIGNATIONS OF LUIGI ALBERGANTI AND PAUL KLIMSON

**WORKING MEETING:**

6. REVIEW AND ACCEPT DDA FOIA POLICY
7. REVIEW AND ACCEPT DDA BOARD AND POLICY HANDBOOK
8. BOARD MEMBERS SIGN THE CONTRACT
9. DISCUSS AND ADOPT POLICY THAT DDA WILL FOLLOW CITY POLICY FOR ANY SITUATION NOT COVERED BY A SEPARATE DDA POLICY
10. **\*\*CLOSED SESSION\*\*** DISCUSS AND APPROVE DIRECTOR ANNUAL REVIEW AND SALARY INCREASE

**BOARD MEMBER'S REPORTS:**

- Justin Flagel –President /Promotions Chair
- Jessica Nelson - Vice President
- Nick Shelton, Mayor
- Linda Casperson - Secretary
- Mark Weber -Treasurer
- Fredda Zeiter-Design Chair
- Melanie Kennedy – EV Chair
- Cindy Ray
- Tracy Waggoner
- Gretchen Bertschy, Council Liaison

**CHAIR'S REPORT:**

**ADJOURNMENT**