

**Meeting of the Niles DDA Main Street Board of Director**  
**Regular Board Meeting at City Hall**  
**333 N 2nd Street, 3rd Floor Conference room behind DDA offices Niles, MI 49120**  
**Monday, October 16, 2023, at 4:30 p.m.**

MISSION: Strengthen downtown through economic development and encourage historic preservation to promote economic growth.  
www.uncoverniles.com

**CALL TO ORDER** by President Flagel at 4:30 p.m.

**ROLL CALL:**

**PRESENT:** Justin Flagel, Fredda Zeiter, Nick Shelton, Mark Weber, Jessica Nelson, Linda Casperson, Tracy Waggoner, Cindy Ray,

Melanie Kennedy

**ABSENT:** Council Liaison Gretchen Bertschy

**VISITORS:** None

**STAFF:** Lisa Croteau, Ric Huff (4:44)

**ADOPTION OF THE AGENDA:**

**Motion:** Shelton made a motion to approve the agenda, Zeiter seconded. Motioned carried unanimously.

**PUBLIC COMMENT:** None

**PRESENTATIONS:** None

**CONSENT AGENDA:**

1. Board Meeting Minutes of September 18, 2023.
2. Approving the Managers and Committee Reports.

**Motion:** Shelton made a motion to approve the Consent Agenda as presented, Nelson seconded. Motion carried unanimously.

**TREASURER'S REPORT:**

3. Financial Updates:

August financials were distributed to the board members. There was discussion regarding the delay of getting a more recent financial report. It was explained that it was a matter of timing.

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

4. MSUE FIT Grant: MSU conducts a first impression tourism assessment at no cost to the city. Lisa stated that enFocus will help us prepare the grant application.

**Motion:** Shelton made a motion to apply for the MSUE FIT grant. Weber seconded the motion. Motion carried unanimously.

5. Forge Update: Ric Huff entered at 4:44pm. Wightman and Associates Engineering is working with the Forge Designer Michael Schroeder of Downtown Professionals Network, Ric Huff and Joe Ray. There were concerns on the delay of the project. The goal is tentatively scheduled to go out for bid in December or January.

**BOARD APPLICATIONS/REVIEW**

None

**WORKING MEETING:**

6. Review and Discuss Changes to Niles DDA Main Street Bylaws and Recommend Council Adopt the Changes.

**Motion:** Nelson made a motion to accept the changes to the DDA Main Street Bylaws and recommend to the Niles City Council to adopt the changes as discussed. Waggoner seconded the motion.

Discussion: There was a lengthy discussion regarding Section 8 – Annual Meeting specifically the Annual Meeting date to be in September; Goals and Accomplishments date to coincide with Council year end by December; and Election of Officers in January.

Article 5 Standing Committees, Section 4 Chairperson: The Chairperson of a standing committee must also be a member of the DDA/Main Street Board. It was recommended to remove this section as long as there is a board member on the committee. Weber left at 5:04.

Motion carried unanimously.

7. Review and accept DDA Board and Policy Handbook

**Motion:** Nelson moved to accept the DDA Board and Policy Handbook with the recommended changes as discussed. Shelton seconded the motion.

Discussion: Zeiter recommended that the French Market be removed. Add Freedom of Information Policy and DDA Policies and Procedures – Personnel Policy, Purchasing Policy.

Motion carried unanimously.

8. Board Members Sign the Contract

**Motion:** Ray moved to approve the Board Members contract affirmation of service form. Zeiter seconded the motion.

Discussion: The Board Member contract affirmation of service form was created to have a clear understanding of their responsibilities as a board member.

Motion carried unanimously.

9. Adopt City Policy for Any Situation Not Covered by a Separate DDA Policy

**Motion:** Nelson moved to adopt the City's policies for any situation not covered by the DDA's policies. Kennedy seconded the motion.

Discussion: Lisa explained that it is virtually impossible to anticipate all issues that could arise therefore, it would be prudent to adopt the City's policies not covered by the DDA's policies.

Motion carried unanimously.

10. Draft Sponsorship Packet

Board Members were asked to review the Sponsorship Packet and give advice by the next meeting.

**BOARD MEMBER'S REPORT:**

**Shelton** asked the other board members their input on the Potawatomi's request to change the City's logo and drop the motto: "City of Four Flags." There were mixed responses.

**Zeiter:** Encouraged the DDA Board Members to see the mural that Ruth Slater painted at the Riverfront Park in front of the amphitheater.

**Waggoner:** Chili Crawl will be going on during the Niles Fall Festival on Sunday, October 29 from 12:00pm until 3:00pm.

**Flagel:** Promotions Committee is busy with Small Business Saturday and Hunter Ice Festival plans. He requested that the DDA Board approve the expenditure of up to \$1,200 to cover the carriage rides.

**Motion:** Casperson motioned to approve the expenditure of up to \$1,200 to cover the cost of the carriage rides during the Small Business Saturday. Waggoner seconded the motion. Motion carried unanimously.

**ADJOURNMENT**

Shelton moved to adjourn at 5:40 p.m

Respectfully submitted:

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Linda Casperson, Secretary

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Date