

NILES DDA MAIN STREET BOARD : REGULAR MEETING AGENDA Thursday, FEBRUARY 1, 2024 4:30 PM

This meeting is held in person in the Third Floor Conference Room of City Hall, behind the DDA Office. 333 N. 2nd 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 Flager](mailto:Justin.Flager@uncoverniles.com) [justin@uncoverniles.com](mailto:Justin.Flager@uncoverniles.com)
Director, Lisa Croteau: LCroteau@nilesmi.org

Vice Chair, [Jessica Nelson](mailto:Jessica.Nelson@uncoverniles.com) jnelson@uncoverniles.com
Mayor, Nick Shelton: 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: NONE

CONSENT AGENDA:

1. CONSIDERATION OF APPROVING BOARD MEETING MINUTES FROM JANUARY 4, 2024
2. CONSIDERATION OF APPROVING COMMITTEE REPORTS.

TREASURER'S REPORT:

3. UPDATE ON FINANCIALS

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

4. REVIEW MANAGERS REPORT
5. UPDATE ON THE FORGE
6. UPDATE ON HUNTER

BOARD APPLICATIONS/REVIEW: NONE

WORKING MEETING:

7. DISCUSS CONCRETE SIDEWALK DETERIORATION
8. DISCUSS ENFORCING TRASH CAN AND SIDEWALK SNOW REMOVAL CODE ORDINANCE IN THE DDA DISTRICT
9. DISCUSS FORMING A BUSINESS WELCOME TEAM
10. DISCUSS SIGNAGE FOR ART INSTALLATIONS
11. DISCUS MONTHLY PROJECT & ACCOMPLISHMENT SHEET DRAFT
12. DISCUSS ATTENDANCE AT NATIONAL MAIN STREET CONFERENCE IN BIRMINGHAM AL MAY 6-8, 2024

BOARD MEMBER'S REPORTS:

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

CHAIR'S REPORT:

REMINDER- NEXT MEETING THURSDAY MARCH 7 2024 4:30PM

| DDA REPORT | | ITEM 1 |
|---|--|--------|
| DATE: | FEBRUARY 1, 2024 | |
| SUBJECT: | APPROVAL OF DECEMBER 18, 2023 NILES DDA MAIN STREET BOARD MEETING MINUTES | |
| Background: The Attached Niles DDA Main Street Meeting Minutes are presented to the board for approval along with corrections, if any. | | |
| Policy Question: Consideration of approving the Niles DDA Main Street Meeting Minutes along with corrections, if any. | | |
| Budget Impact: none | | |
| Recommendation: Recommend accepting the Niles DDA Main Street Meeting Minutes inclusive of any corrections the board deems necessary. | | |
| Supporting Documents: Minutes from January 4, 2024 (BELOW) | | |
| Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager | | |

**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, January 4, 2024, 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 Chair Justin Flagel 4:30 p.m.

ROLL CALL:

PRESENT: Justin Flagel, Fredda Zeiter, Nick Shelton, Jessica Nelson, Linda Casperson, Tracy Waggoner.

ABSENT: Mark Weber, Cindy Ray, Council Liaison Gretchen Bertschy

VISITORS: Ric Huff

STAFF: Lisa Croteau

ADOPTION OF THE AGENDA:

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

PUBLIC COMMENT: None

PRESENTATIONS: None

CONSENT AGENDA:

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

Motion: Casperson made a motion to approve the Consent Agenda as presented, Sheldon seconded. Motion carried unanimously.

TREASURER'S REPORT:

3. No update

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

4. Review Manager's Report:
 - In 2002 Nancy Butler made a 20-year commitment for an annual \$10k donation to the Main Street program through Leighton- Oare Foundation. We received two \$10k checks – one for previous year and this year. Which we did not anticipate receiving a check for this year.
 - Souldier guitar strap company had a pop-up retail shop opening in the newly renovated Niles Daily Star building. She partnered with local artisans and vintage shops. They will be open during the Hunter Ice Festival. They will be offering guitar listens, Groove School. Eight scholarships have been given out to junior and senior high school students. Lessons will begin January 9.
 - Salon 414 at 202 E. Main Street anticipates being open during the Hunter Ice Festival.
 - Vagabond Girls shop will be closing. Dani Morgan's Boutique at 111 E. Main Street is doing very well. Discussion followed regarding power of social media marketing.
 - Forge Update: Bids will be ready to go out January.
 - MEDC: RAP 1.0 we are the first sub-group that will be reimbursed.

- Social District Commons Area: State Liquor Control hasn't issued licenses. 2nd & Main Coffeehouse and Wine Bar was hoping to get their liquor license before Hunter Ice Festival.
- Hunter Ice Festival Update: Ice cream scoopers are needed for Saturday and Sunday. Price for ice cream is \$3 or 2/\$5. If people request quarts of ice cream, they will be directed to Culver's. TV promotions are scheduled with B100, ABC 57, Hometown Living and WNDU.

Downtown Trash: Lisa contacted Jason Liebetrau to see if he was interested in picking up trash in the allies. Business owner will need to be contacted.

BOARD APPLICATIONS/REVIEW

Board Members are needed. There are currently eight members. Charles Nelson agreed to chair the Organization Committee.

WORKING MEETING: none

BOARD MEMBER'S REPORT:

Shelton announced that he is running for another 4-year term for Mayor.

Nelson submitted a spreadsheet that shows the tiers for event sponsorships.

Casperson stated that Casperson Books had a surge in business after an influencer posted a review on Facebook.

ADJOURNMENT

Shelton moved to adjourn at 5:14 p.m.

Respectfully submitted:

 Linda Casperson, Secretary

 Date

| DDA REPORT | ITEM 2 |
|---|--------|
| DATE: FEBRUARY 1, 2024 | |
| SUBJECT: APPROVAL COMMITTEE REPORTS | |
| <p>Background: Promotions & Design Committee Meeting Minutes below</p> <p>Policy Question: Consideration of approving the attached Reports</p> <p>Budget Impact: none</p> <p>Recommendation: Recommend accepting the attached reports/minutes.</p> <p>Supporting Documents: Promotions & Design minutes (BELOW)</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

Meeting of the Niles DDA Main Street Promotions Committee

Main Street Conference Room at City Hall January 23, 2024/5pm

PRESENT: Brandon Townsley,

Bettina Payton ,

Justin Flagel , Marci Taylor, Andrea Burns

ABSENT: Kristin Bivens, Jessica Nelson, Charles Nelson, Hank Nelson VISITORS: Mark Weber

STAFF: Lisa Croteau – DDA / Main Street Manager

CALL TO ORDER: 5:00

Hunter Ice Festival Recap

- Numbers from festival weekend show about 10% of what we usually see
- Saturday of our "extra weekend" had decent foot traffic
- Great sponsorships, we covered our expenses, maybe more
- We were short on ice carver labor this year
 - There are less carvers in the world and they are more expensive
 - We need to start thinking ahead about the evolution of this festival to adjust for less or different ice carving
- Lisa will start to talk to Aaric in March after ice festival season to see what next year will look like from the carver perspective
 - How do we evolve the festival?
 - Can we raise more money?
 - To cover growing expense of carvers to keep the best here

- Different styles of ice
 - To accommodate for less carvers and less labor available
 - Bigger carvings placed closer to carving area
- Other attractions
 - Winter is less reliable, so there has to be more than ice
 - Attractions other than ice sculptures
 - Everyone send Justin one idea for an item to grow/evolve the festival
 - Light show
 - Igloos (like they use at wineries in the winter)
 - Outdoor winter food event
- The goal is to bring people into businesses

Next Project/Event

- Restaurant Week: March 4-10, 2024
- This is our next project
 - Justin will reconnect with Ryan @ the Chamber to see what is needed from us
- The next crawl
 - Wait til after Restaurant Week
 - St. Patrick's Day
 - Something Green
 - Justin will champion
 - All businesses can participate, not just restaurants
 - Intentionally keeping it vague for wider participation: food, retail, service, etc.

Holiday Gingerbread Competition Event Idea for Next year from Marci Taylor

- Parking Lot for holidays next year
- Talk to Steve Gargis- this is on my calendar for when we start planning Small Business Saturday
 - He does a thing with students
- Research DTSB Event

Mark Weber- Music crawl- stops with musicians in front of sponsors

- Send out survey to see when community would support it
- Thursday evenings?

Forge

- Bids at end of January
- Out for three weeks
- Hard finish date would be end of August, so no Forge for summer

Ideas for Promotion Main Street Promotion

- Impact Report Promotion Templates
- Raising public awareness
 - Social Media
 - Newspapers
 - Website
 - Bettina- Advertise website on signs, flyers, storefronts, stickers at businesses
 - Meet Me profiles
 - Events Calendar
 - Create that ecosystem to bring people to the website to the social media to the website etc.
- Press Releases
 - <https://www.prnewswire.com/account/online-membership-form/>
 - Research other options
 - Utilize the skills of the Junior Main Street Program (once we get it running, talk to Chuck)
 - Collabs with Chamber, Enfocus
 - Create a collaborative plan among all stakeholders

- City Council & the decision makers/stakeholders
 - **Monthly Impact Work Page**
 - Present before council each month
 - A different person (board or committee) to present it each month
 - Lisa and Justin will work together to create a template, then we will present what we've done to city council once a month. We'll need people willing to take turns going before council each month. With as many of us as there are on all the committees and boards, we should each only have to do this once or twice a year
- Need a budget for promotion- Board Level **Have Andrea email me events list**

Send message to Business to Business page about emailing me their events

ADJOURNMENT: 6:00pm

DESIGN

**NILES MAIN STREET
DESIGN COMMITTEE**

Meeting Minutes

Date: January 17, 2024
Issued: January 28, 2024
Location: City Hall, 333 N 2nd Street, 3rd floor back conference room.
Time: 1:00 PM
Present: Lisa Croteau, Linda Casperson, Lesley Andrea Burns (1:17), Ruth Slater, Sandy Whitmyer, Dawn Summerton, Fredda Zeiter
Absent: Cindy Ray, Lesley Bookout, Sandy Williams, Vikki Jurgonski, Betty Knoll, Melanie Kennedy, Cheri Hallwood, Nancy DiCicco
Visitors: None
Copies To: All Members

The meeting was called to order at 1:00 pm by Fredda Zeiter.

Meeting Minutes:

MOTION: A motion was made by Witmeyer to approve the meeting minutes of November 15, 2023, as submitted. Dawn Summerton seconded the motion. The motion was approved unanimously.

Financial Report: December 2023

| | |
|---------|-------------|
| Books: | \$1,274.65 |
| Bench: | \$710.48 |
| Sign: | \$1,934.46 |
| Façade: | \$33,660.88 |

LHDC Report: No report.

NPAC Report: No report.

Board Meeting Report:

Lisa gave an update on the DDA Board meeting. Hunter Ice Festival sponsorship has approximately \$51,000 committed. The weather deterred people from coming out. Ice cream sales were down significantly. They will try to extend the invite next weekend to get people to come see the ice sculptures. Culvers supplied ice cream and employees to help with the sale. Lisa mentioned that ice carvers are becoming harder to find making the future of the Hunter Ice Festival questionable. The sponsorship from Modineer was instrumental in this year's festival.

Unfinished Business:

- A. Approve "Dance of Life" sidewalk mural sign contract price from Next Gen Graphics – **Fredda** (copies of the proposal was distributed). The proposal will go before the Parks Boards for their approval. The City will provide the stand to mount the sign. Funds will be taken from the Book Account.
Motion:
Sandy Whitmyer made a motion to approve the expenditure of \$850 to Next Gen Graphics for the "Dance of Life" sidewalk mural sign. **Linda Casperson** seconded the motion. Motion carried unanimously.
- B. Forge design documents update for bidding - Lisa

There was discussion and questioning of the pre-bid meeting. Lisa will also ask that someone from the DDA be present at the Forge meetings.

- C. There is a meeting scheduled to go over bid process.
 Street Furniture – Lisa / Cindy
 No update.

Application: None

Façade Grant Application: None

New Business:

Art in the Alley: No report.

General Comments:

New Projects: Fredda Zeiter mentioned taking on new project. She requested that the members submit ideas. Wayfinding signage around town was discussed. Lisa will be seeking grants to see if it would be viable project.

ADJORN: Adjourned at 1:37 p.m.

NEXT MEETING: February 21, 2024 at 1 p.m. DDA Conference Room

 Chair, Fredda Zeiter

 Recording Clerk, Linda Casperson

| DDA REPORT | ITEM 3 |
|--|--------|
| DATE: FEBRUARY 1, 2024 | |
| SUBJECT: FINANCIALS | |
| <p>Background: Financials are caught up. September year end attached, as well as December.</p> <p>Policy Question: No question – informational</p> <p>Budget Impact: Report</p> <p>Supporting Documents: September year end and December Monthly sent as separate attachments</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

| DDA REPORT | ITEM 4 |
|---|--------|
| DATE: FEBRUARY 1, 2024 | |
| SUBJECT: 1.3 – 1.26 MANAGER REPORTS | |
| <p>Background: Managers Report below give a recap of the previous weeks</p> <p>Policy Question: Consideration of approving the attached Reports</p> <p>Budget Impact: none</p> <p>Recommendation: Recommend accepting the attached reports/minutes.</p> <p>Supporting Documents: Manager Report recap below</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

MANAGER 1/3-1/26 Focus on Hunter Ice Festival

BUSINESSES:

Groove Music, Music school has opened, and added Piano, Violin, Drums and “Rock Band classes
 Souldier opened their first retail space and have named it Souldier Goods
 Horizon Realty Group has opened at 218 N Front Street
 Gather Air BnB – 3rd floor finished
 2TEN a Coworking - Community – Collaboration has opened at 210 E Main Street on the east side 2nd floor.

FORGE/Outdoor HUB: Pre-bid meeting will be held January 30, 2024.

HUNTER ICE FESTIVAL: Weather was too fierce for people, with attendance being guestimated at 1200-1500 people, and was validated by PLACER.AI. Businesses extended specials to the following weekend, but weather was not much better. Ice stayed until it melted. Current coordinating carver has bought his fathers business and is not sure if he will be doing festivals this coming year. I will know more in March.

Great Media Coverage, with all 3 local TV stations spending much of the weekend in Niles, long with featuring the festival on 4 different morning shows.

MICHIGAN MAIN STREET:

Match on Main: MEDC has put a temporary hold on the Match on Main program.

MSUE FIT : MSUE can be hired to do this service, but they will not have availability until 2025.

MEDC: RAP 1.0: Waiting on reimbursement check for Streetscape and 115. 210 is in review, and 3 N 3rd is on-deck.

SOCIAL DISTRICT / Commons Area: Underground Laugh Lounge/The Study has been approved and received their Social District permit, but will not be activating it until May 1, 2024. 2nd & Main Coffeehouse and Wine Bar has hit a glitch with MLCC using “and” and their insurance using “&”, as their LLC is listed. They are working through this issue to find a solution acceptable to both entitie

WEBSITE: Continuing to update info for/with Justin. Have new format for Available properties.

YIFTEE: .still working to onboard businesses

Maestro: still working on databases.

Lisa’s Issues Parking Lot @ 1.26.24-everything we with no update:

REVENUE: Working on identifying all properties that have been made non-taxable per previous discussion. The Maestro Database we are creating will provide this information.

NECI: closed

Parking: and Speed limit on Niles parking lot to be discussed with City in Streetscape & new Outdoor HUB discussions. Working with Ric to facilitate a Committee of the Whole meeting to discuss downtown parking

FOOD TRUCKS: no new

MMS:

Vitality Grant: No update

OPTIMIZE Main Street: No update.

NODE Case Study: no update

Monthly Report: no update

Main Street America Community of Practice: no update

BOOKSTORE: no update.

NILES HIGH SCHOOL: no update

DESIGN COMMITTEE: no update .

OLD CHRISTMAS DECORATIONS: no update

enFocus: no update.

Board: no update

-lisa

| DDA REPORT | ITEM 5 |
|--|--------|
| DATE: FEBRUARY 1, 2024 | |
| SUBJECT: UPDATE ON FORGE | |
| <p><u>Background:</u> Pre-bid meeting Jan 30, 2024</p> <p><u>Policy Question:</u> Information only</p> <p><u>Budget Impact:</u> None at this time</p> | |

Recommendation: None at this time

Supporting Documents – INFORMATION ONLY:

Prepared by: Lisa Croteau, Program Manager
 Submitted by: Lisa Croteau, Program Manager

| DDA REPORT | ITEM 6 |
|--|--------|
| DATE: FEBRUARY 1, 2024 | |
| SUBJECT: HUNTER ICE FESTIVAL | |
| <p>Background: Weather was great for ice, too fierce for people. Appx 1/10th the visitors to downtown than came last year. Businesses extended promotions to the following weekend, and a few more folks came out, but still not at the levels of recent years. PlacerAI report validated that appx 1500 people downtown on Saturday</p> <p>Policy Question: information only.</p> <p>Budget Impact: The festival should not have a negative impact in 2024 budget. Budget to date below.</p> <p>Recommendation: None.</p> <p>Supporting Documents: Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |


| Hunter 2024 worksheet | | |
|--|---------------------|---------------------|
| REVENUE: | Budgeted 2024 | 2024 ACTUAL |
| Description | Amount | |
| Ice Cream Sales | \$ - | \$ - |
| Ice Cream Sales | | \$ 607.00 |
| Ice Festival Sponsors: | \$ 40,000.00 | \$ 39,111.00 |
| Corp.Foundation/Private Support | | |
| Foundation Monies | \$ 10,000.00 | \$ 10,000.00 |
| other | \$ 10,000.00 | |
| Fundraisers | \$ - | |
| DDA Main Street contribution | | |
| Chili Crawl | \$ 4,000.00 | \$ 2,235.00 |
| TOTAL | \$ 64,000.00 | \$ 51,953.00 |
| EXENDITURES | Budgeted | |
| Description | Amount | |
| Ice Carvers: | \$ 25,000.00 | \$ (19,500.00) |
| Food 7 carvers/5 days | | |
| Hotel (\$70 per night) Tues - Sat x 5 | \$ 3,500.00 | \$ (2,493.12) |
| actual 7 nights/\$90/night x 4 | | |
| Ice- | \$ 25,000.00 | |
| Bobcat Gas/Diesel | | \$ (25,000.00) |
| Porta Potties | | \$ (270.00) |
| Ice Cream - 60 2.5gal 75(quart) | | |
| Event License | | \$ (100.00) |
| napkins, spoons | \$ 1,000.00 | |
| Misc. Expenses | | |
| sponsor signage | \$ 1,000.00 | \$ (1,000.00) |

| | | |
|---|--------------|----------------|
| fire & ice music | | \$ (400.00) |
| | | |
| TOTAL | \$ 55,500.00 | |
| | | \$ (48,763.12) |
| | | |
| <i>Approved Budget 2023</i> | \$55,000.00 | \$ 51,953.00 |
| <i>left...plenty to get someone to clean up</i> | | \$ 3,189.88 |

| 2024 SPONSORS | HAVE 2024 | |
|-----------------------------------|-------------|------|
| 2nd & Main coffeehouse | \$ 325.00 | |
| Advantage Plumbing | \$ 325.00 | paid |
| Bee Crafty | \$ 225.00 | paid |
| Brentood at Niles | \$ 325.00 | |
| Brown Funeral Home | \$ 1,000.00 | paid |
| Camden | \$ 1,000.00 | |
| Casperson Books | \$ 325.00 | |
| Childrens Center | \$ 1,500.00 | |
| Circle Credit Union | \$ 225.00 | |
| Corewell Health South | \$ 1,000.00 | paid |
| Four Flags Antique Mall | \$ 325.00 | paid |
| General Capital | \$ 700.00 | paid |
| Post Office Apartments | \$ 700.00 | paid |
| Green Stem | \$ 2,650.00 | paid |
| History Center | \$ 700.00 | |
| Howell Electric | \$ 325.00 | paid |
| Indeck | \$ 5,000.00 | paid |
| MAAC | \$ 700.00 | paid |
| Main Street Antique Mall | \$ 300.00 | paid |
| New Journey Methodist | \$ 325.00 | paid |
| Niles Brewing Company | \$ 325.00 | |
| OnBase | \$ 325.00 | |
| Paragon | \$ 1,000.00 | paid |
| Pizza Transit | \$ 700.00 | paid |
| Remarkable Inc | \$ 325.00 | paid |
| Tyler Automotive | \$ 325.00 | paid |
| UFCU | \$ 225.00 | paid |
| underground laugh lounge | \$ 225.00 | |
| Veni's | \$ 325.00 | |
| SEMCO ENERGY | \$ 700.00 | paid |
| YMCA | \$ 325.00 | |
| Modineer | \$ 1,000.00 | |
| NEW | | |
| Nelson Family | \$ 1,000.00 | paid |
| Shelton Farms | \$ 325.00 | paid |
| Gretchen Bertchy | \$ 500.00 | paid |
| Dani Morgan | \$ 1,000.00 | paid |
| Jen Strickland | \$ 325.00 | paid |

| | | | |
|------------------|----|-----------------|-------------|
| Firefly | \$ | 700.00 | paid |
| IMS | \$ | 325.00 | paid |
| UltraCamp | \$ | 700.00 | paid |
| Modineer | \$ | 8,000.00 | |
| Bookout | \$ | 225.00 | |

| | | | |
|---|------|----------------------|-------------|
| <i>Sport Track Physical Therapy and Human Performance</i> | | | \$325.00 |
| Horizon Realty Group | \$ | 325.00 | paid |
| Carmi Design Group | \$ | 325.00 | paid |
| Edward Jones | \$ | 900.00 | paid |
| Hunter | \$ | 10,000.00 | paid |
| Culvers Ice Cream | \$ | 607.00 | done |
| Crawl \$\$ | \$ | 2,235.00 | paid |
| Red Chuck Productions | \$ | 136.00 | |
| Gary Grathwohl | \$ | 550.00 | paid |
| Psi Iota Xi | \$ | 400.00 | paid |
| | \$\$ | <i>87% collected</i> | |
| | ## | <i>71% paid</i> | |

| DDA REPORT | ITEM 7 |
|---|--------|
| DATE: FEBRUARY 1, 2024 | |
| SUBJECT: DISCUSS CONCRETE SIDEWALK DETERIORATION | |
| <p>tBackground: After Freeze Thaw of recent weeks, the sidewalk has sever deterioration. Joe Ray has connected with the contractors. They will be taking core samples to analyze the mix.</p> <p>Policy Question: none at this time</p> <p>Budget Impact: tbd</p> <p>Recommendation: Information only.</p> <p>Supporting Documents: sample picture</p> | |
|  | |
| <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

| DDA REPORT | ITEM 8 |
|--|--------|
| DATE: FEBRUARY 1, 2024 SUBJECT: DISCUSS ENFORCING TRASH CAN AND SIDEWALK SNOW REMOVAL CODE ORDINANCE IN THE DDA DISTRICT | |
| <p>Background: Trash - Trash containers should not be left at the street or in front of the house. Containers should be placed at the curb no sooner than 24 hours prior to pickups and should be returned following pick up. <i>*could not find snow removal code, plus there's the above sidewalk issue-will ask Ric</i></p> <p>Policy Question: Asking for Board input.</p> <p>Budget Impact: none</p> <p>Recommendation: discussion</p> <p>Supporting Documents: none at this time.</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

| DDA REPORT | ITEM 9 |
|--|--------|
| DATE: FEBRUARY 1, 2024 SUBJECT: DISCUSS FORMING A BUSINESS WELCOME TEAM | |
| <p>Background: *Nick Shelton</p> <p>Policy Question: Asking for Board input.</p> <p>Budget Impact: none</p> <p>Recommendation: discussion.</p> <p>Supporting Documents: none at this time.</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

| DDA REPORT | ITEM 10 |
|--|---------|
| DATE: FEBRUARY 1, 2024 SUBJECT: DISCUSS SIGNAGE FOR ART INSTALLATIONS | |
| <p>Background: *Fredda – discuss pedestal or raised signage for art installations</p> <p>Policy Question: Asking for Board input.</p> <p>Budget Impact: depends</p> <p>Recommendation: discuss</p> <p>Supporting Documents: none at this time.</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

| DDA REPORT | ITEM 11 |
|---|---------|
| <p>DATE: FEBRUARY 1, 2024</p> <p>SUBJECT: DISCUSS MONTHLY PROJECT & ACCOMPLISHMENT SHEET DRAFT</p> | |
| <p>Background: We need to start talking about accomplishments to show the value of the program.</p> <p>Policy Question: Asking for Board input.</p> <p>Budget Impact: none</p> <p>Recommendation: discuss</p> <p>Supporting Documents: none at this time.</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |

2024 Monthly Projects and Accomplishments (draft)

January

New Businesses Opened: total + 4FT/10PT (PT=Part Time FT/ FT=Full Time employees)

| | | |
|---|------------------------------|---------------------------------------|
| Groove Music | +3PT | Music School |
| Souldier Goods | +1PT | Retail |
| Horizon Realty Group | +1FT | Real Estate Office |
| Salon 414 | +2PT* | Salon |
| Dani Morgan Warehouse | +2FT/4PT**business expansion | Warehouse |
| Gather Air BnB – 3 rd floor finished | | AirBnB |
| 2TEN | +1FT | Coworking - Community - Collaboration |

Businesses Closed/Moved: total - 6FT/1PT (PT=Part Time FT/ FT=Full Time employees)

| | | |
|--|------------|--|
| 1 st Source Bank moved to S 11 th ./ Niles Twp | -4FT | Bank / space has rented to Dani Morgan for warehouse |
| Vagabond Girls(closing Jan 27) | -1FT / 1PT | Retail / available |
| Lori Diane Photography | -1FT | Photography/ available |

Buildings currently For SALE

| | |
|-----------------------|-----------|
| 306 E Main | \$650,000 |
| 218 N Front | \$450,000 |
| 405 N 2 nd | \$249,000 |
| 24 N St. Joseph | unpriced |

District Property currently For LEASE/RENT

- 24 N St. Joseph
- 218 N Front (Vagabond Girls)
- 223 E Main (Lori Diane Photography)
- 114 N 3rd Street
- 306 E Main *space available
- 210 E Main *space available

Property SOLD/Closed this month

215 E Main \$215,000 1.17.24

Property that has RENTED or been taken off the market this month:

311 E Main Street/Hobby Shop

Development Incentives we've given to businesses

1.10.24 2nd & Main Coffeehouse and Wine Bar Second business to receive \$10k grant for DDA Liquor License.

Business Assistance we've given to District business owners

\$5k to Jim Morris for emergency Furnace replacement at 402 Wayne Street

ARPA/RAP Funds:

The Forge Pre-bid meeting 1.30.2024

Events:

January 12-14 Hunter Ice Festival: fierce weather. Guestimate 1500-2500 attendance over 2 weekends 12-14 and 19-21 *appx 1/10th of the visitors that were anticipated with better weather. Sponsorships: \$\$ 87% collected # 71% collected

| DDA REPORT | ITEM 12 |
|--|---------|
| DATE: FEBRUARY 1, 2024 SUBJECT: DISCUSS ATTENDANCE AT NATIONAL MAIN STREET CONFERENCE IN BIRMINGHAM AL MAY 6-8, 2024 | |
| <p>Background: National Conference is in Birmingham Alabama this year. Appx cost per attendee \$2500 (airfare, hotel, conference, food).</p> <p>Policy Question: Who would like to go. Do we have funding? \$10,000 in 23-24 budget for travel/conferences</p> <p>Budget Impact: depends</p> <p>Recommendation: find a way for anyone that wants to attend to attend</p> <p>Supporting Documents: https://www.mainstreet.org/howwecanhelp/mainstreetnow/now2024</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p> | |