

**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, September 18, 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, and Cindy Ray (5:26)

**ABSENT:** Melanie Kennedy and Council Liaison Gretchen Bertschy

**VISITORS:** Bruce Vosburgh (5:16)

**STAFF:** Lisa Croteau

**ADOPTION OF THE AGENDA:**

- 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 July 17, 2023.
2. Approving the Managers and Committee Reports.

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

**TREASURER'S REPORT:**

3. Financial Updates:

Financials were distributed to the board members. Nothing further to report.

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

4. Forge furniture: Design Committee approved outdoor furniture style. The furniture would be left outdoors during the fall and winter because at this time there is no place to store it. A question was raised about cost increase. Lisa will contact the company.

Motion: Zeiter made a motion to wait until Spring or when the bid process has been completed for the Forge construction. Casperson seconded the motion. Motion carried unanimously.

5. Discuss Large Old Christmas Decorations.

The old Christmas decorations that were displayed on the downtown lampposts many years ago are currently being stored at the Utilities' facility on 13<sup>th</sup> Street. The Utilities Department wants to get rid of them. There are three (3) options: 1) Auction them through Municbid.com or Biddergy.com; 2) Throw them away by proving they have no value; 3) Figure out a way to rent them to Four Flags Antique Mall for their Christmas display until we know what to do with them.

Motion: Shelton made a motion, with the City permission, to allow the DDA to rent the Christmas decorations to the Four Flags Antique Mall for their Christmas display for a fee set by the DDA Director's discretion. Nelson seconded the motion. Motion carried unanimously.

6. Yiftee

Yiftee offers a gift card for merchants that can only be redeemed by local businesses. This comes highly recommended by the Charlevoix and SW Michigan Chamber of Commerce. There is no cost to the business. The buyer pays the fees of \$1 plus 5% of purchase. It was suggested that the DDA approve \$1,000.00 to be deposited to cover 5% of \$20,000 worth of cards. Lisa also suggested that we reach out and secure sponsorship for BOGO cards to be offered during the October 28<sup>th</sup> Fall Festival to encourage Shopping Local for the holiday season.

Motion: Flagel made a motion to allow Lisa Croteau to pursue Yiftee gift card program. Waggoner supported the motion. Motion carried unanimously.

**BOARD APPLICATIONS/REVIEW**

7. Accept resignations of Luigi Alberganti and Paul Klimson

Both members have been unable to attend board meetings due to their professional commitments. This will make four opening on the DDA Board. Lisa is working on filling those positions.

Motion: Nelson made a motion to accept the resignation of Luigi Alberganti and Paul Klimson. Zeiter supported the motion. Motion carried unanimously.

**WORKING MEETING:**

8. Review and Accept DDA FOIA (Freedom of Information Act) POLICY

Motion: Zeiter made a motion to accept the DDA FOIA written policy and guidelines as presented. Nelson seconded the motion.

Discussion: It was suggested that a line item be added to the budget for legal fees. The FOIA policy issued to the board members is based on the City's current FOIA policy and guidelines. Motion carried unanimously.

Public Attendee: Bruce Vosburgh arrived at 5:16pm.

9. Review and Accept DDA Board and Policy Handbook

The board was assigned this item as homework and was asked to send any suggestions for changes to Lisa by October 2<sup>nd</sup>, and for Lisa to have revisions back to the board for review October 9<sup>th</sup>, with decision to adopt being made at the October 16<sup>th</sup> Board Meeting

**BOARD MEMBER'S REPORT:**

Shelton inquired about the 2<sup>nd</sup> Street lower parking lot mural agreement. Croteau explained that the DDA Design Committee agreed to pay the artist based on the ambiguous wording in the agreement. The Design Committee will be more vigilant prior to approval of an agreement.

Shelton also asked about clarification on the number of DDA board members and excused absences. This will be discussed at the next meeting.

Flagel mentioned that the next crawl will be in September. Lisa will be on vacation next week and he asked that everyone refrain from contacting her during this time.

**ADJOURNMENT**

Shelton moved to adjourn at 5:42 p.m.

Respectfully submitted:

\_\_\_\_\_  
Linda Casperson, Secretary

\_\_\_\_\_  
Date

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