

**Electronic Meeting of the Niles DDA Main Street Board of Director**  
**Virtual Conferencing Meeting Notice**  
**Monday, July 19, 2021 at 6:30pm**

In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations designed to prevent the spread of Coronavirus Disease 2019 (COVID-19) and Executive order 2020-15 declaring public bodies subject to Open Meetings Act can use telephone or video conferencing to meet and conduct business, the City of Niles Downtown Development Authority Main Street Board of Directors will hold such a virtual meeting at 6:30 pm on Monday, July 19, 2021 for the purpose of conducting DDA Main Street business while complying with the Governor's Executive Orders related to COVID-19. For current up-to-date information about Coronavirus, go to:

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus) or [www.CDC.gov/coronavirus](http://www.CDC.gov/coronavirus)

Lisa Croteau is inviting you to a scheduled Zoom meeting.

Topic: July 2021 DDA Board Meeting Time: Jul 19, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting <https://us06web.zoom.us/j/86221801711?pwd=aXoxY1BmN3FDY09zMCtEeTFMSThyUT09>

Meeting ID: 862 2180 1711

Passcode: 302211

One tap mobile

+19292056099,,86221801711#,,,,\*302211# US (New York)

+13017158592,,86221801711#,,,,\*302211# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Find your local number: <https://us06web.zoom.us/u/kba9FfPFRH>

The following are the procedures by which persons may contact members of the public body to provide input or to ask questions about any business that will come before it.

- To help meeting flow and organization, all public comments will be taken at the beginning of the meeting during the public comment section.
- When called on, please state your name and your comment or question.
- The time limit for an individual's public comment shall be 3 minutes.

DDA Main Street Board Members

**BRYAN WILLIAMS - President**

JUSTIN FLAGEL– Vice President

FREDDA ZEITER -Secretary

CHARLIE SPILMAN-Treasurer

SANDY WHITMYER

**WENDY HALDER**

APRIL GARGIS

**LUIGI ALBERGANTI**

**ELIZABETH KELLER**

**PAUL KLIMSON**

**MELANIE KENNEDY**

TRAVIS TIMM – Council Liaison

MAYOR NICK SHELTON

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STAFF

LISA CROTEAU

[lcroteau@nilesmi.org](mailto:lcroteau@nilesmi.org)

**Niles DDA Main Street**

**Niles DDA Main Street**  
**Board Meeting Agenda June 21, 2021 6:30pm**

**CALL TO ORDER**  
**CITIZEN PARTICIPATION**  
**CHAIR REPORT**

**CONSENT AGENDA 6:30-6:35**

1. Consideration of approving the minutes from the June 21, 2021
2. Consideration of approving the Manager report.

**TREASURER'S REPORT 6:35 -6:45**

3. No new financials

**STAFF REPORT 6:45-7:00** Items for Board Action Introduction of Items for Discussion

4. Social District update
5. NODE Update

**BOARD OPENINGS -1 opening**

**OLD BUSINESS -none**

**WORKING MEETING -nothing at this time**

**DIRECTORS REPORTS**

Justin Flagel – Vice Chair, EV Chair  
Fredda Zeiter – Secretary, Design Chair  
Charlie Spilman- Treasurer  
April Gargis  
Elizabeth Keller  
Luigi Alberganti  
Paul Klimson  
Sandy Whitmyer  
Wendy Halder  
Travis Timm, Council Liaison  
Nick Shelton, Mayor

**ADJOURNMENT**

**(1)**



**BOARD MEETING MINUTES**

**DATE/TIME:** June 21, 2021

**ISSUED:** July 15, 2021

**LOCATION:** Virtual Zoom Board Meeting (In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' recommendations)

**PRESENT:** April Gargis, Charlie Spilman, Fredda Zeiter, Wendy Halder, Justin Flagel, Bryan Williams, Paul Klimson, Elizabeth Keller, Luigi Alberganti, Mayor Nick Shelton

**EXCUSED ABSENCE:** Sandy Whitmyer, **ABSENT:** Travis Timm – City Council Rep

**VISITORS:** Daniel Ashley, Melanie Kennedy

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

**COPIES:** All members

**CALL TO ORDER** Called to order at 6:30pm by Chair Bryan Williams

**CITIZEN PARTICIPATION-** none

**CHAIR REPORT-**none

**CONSENT AGENDA**

6. Consideration of approving the minutes from the May 17, 2021
7. Consideration of approving the Manager & Committee reports.

**A. MOTION WAS MADE BY CHARLIE SPILMAN TO ACCEPT THE May 17, 2021 DDA BOARD MEETING MINUTES AND MANAGER REPORT, AND WAS SECONDED BY APRIL GARGIS.**

**Discussion: None**

**MOTION CARRIED BY UNANIMOUS CONSENT**

**TREASURER’S REPORT – Charlie Spilman**

We are in good financial condition with \$140k in cash with liabilities of \$108000 in May.

**Social District update :** Niles Brewing Company has received their license Social District license. Front Street will not be participating at this time. The Nuggett is transferring ownership. Iron Shoe nor Brass Eye have applied as of yet.

**Budget-**Board reviewed and approved the budget for submission to the City.

**B. MOTION WAS MADE BY APRIL GARGIS TO ACCEPT THE 2022 DDA BUDGET AS PRESENTED AND SUBMIT TO THE CITY, AND WAS SECONDED BY CHARLIE SPILMAN.**

**Discussion: None**

**MOTION CARRIED BY UNANIMOUS CONSENT**

**Streetscape –** motion to approve design as done at NW section of 4<sup>th</sup> and Main.

**C. MOTION WAS MADE BY FREDDA ZEITER TO ACCEPT APPROVE THE STREETSCAPE AT SW CORNER OF 4<sup>TH</sup> AND MAIN AS THE TEMPLATE FOR ALL OF DOWNTOWN STREETSCAPE SHOULD THE CITY FIND THE FUNDING, AND WAS SECONDED BY APRIL GARGIS.**

**Discussion: None**

**MOTION CARRIED BY UNANIMOUS CONSENT**

**BOARD OPENINGS -**BOARD RECOMMENDS MELANIE KENNEDY TO BE APPOINTED TO FILL ONE OF THE VACANCIES.

**OLD BUSINESS** The Node Update - Daniel will attend the next NODE COMMITTEE MEETING.

**WORKING MEETING** - none

**DIRECTORS REPORTS**

- Justin Flagel – Vice Chair, EV Chair
- Fredda Zeiter – Secretary, Design Chair
- Charlie Spilman- Treasurer
- April Gargis
- Elizabeth Keller
- Luigi Alberganti
- Paul Klimson
- Sandy Whitmyer
- Wendy Halder
- Melanie Kennedy
- Travis Timm, Council Liaison
- Nick Shelton, Mayor

**ADJOURNMENT**

**Next Board meetings will occur Monday, July 19, 2021**

**(2) Manager Report** June – Computer crashed June 21 and was returned restored June 29- Thank you to City IT staff!

**Business Update:** none

**NECI:** no update.

**MEDC/MMS/RRC:** Entrepreneur Ecosystem is the service we’ll be receiving from National and MMS this year. I have attached information. They found it was more impactful done via ZOOM over 6 or so weeks vs 1 day in person, so we’ll be doing the ZOOM option.

**NODE/Street Furniture/ Outdoor Dining / Social District/ Common Area:** We are working on a proposal for a local foundation that is interested in supporting the NODE project.

**OLD Y DEVELOPMENT:** no update.

**Third Thursday:** Thursday May 20 – raised over \$900 for U93 Roofsit

**Streetscape:** no update

**Parking:** No update.

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**3. FINANCIALS – Charlie** no new financials since May

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**4. Social District:** Tamper Proof Sticker for cups arrived. Street Boundary Stickers are in the works.

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**5. The Node:** Update including discussion re: interim design-and foundation offer.