

**NILES DDA MAIN STREET BOARD
REGULAR MEETING AGENDA
Monday, January 16, 2023
4:30 PM – NEW TIME**

**This meeting will be 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.
- A person wishing to address an agenda item may reserve time to address that item immediately prior to the time that 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, _____: Vice Chair, [Justin Flagel](mailto:Justin.Flagel@nilesmi.org)
- Director, Lisa Croteau: LCroteau@nilesmi.org 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

CONSENT AGENDA:

1. CONSIDERATION OF APPROVING BOARD MEETING MINUTES FROM DECEMBER 19, 2022
2. CONSIDERATION OF APPROVING MANAGER & COMMITTEE REPORTS.

TREASURER'S REPORT:

3. UPDATE ON FINANCIALS *FINANCE SAYS DO NOT EXPECT YEAR END TIL MID JANUARY

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

4. Hunter Recap

BOARD APPLICATIONS/REVIEW: NONE

WORKING MEETING:

5. Hunter Clean-up plan

BOARD MEMBER'S REPORTS:

- Nick Shelton, Mayor
- Luigi Alberganti
- Justin Flagel –Promotions Chair
- Melanie Kennedy – EV Chair
- Paul Klimson
- Cindy Ray
- Mark Weber
- Tracy Waggoner
- Charlie Spilman- Org Chair
- Fredda Zeiter-Design Chair
- Gretchen Bertschy, Council Liaison

CHAIR'S REPORT:

ADJOURNMENT

DDA REPORT	ITEM 1
Date: January 16, 2023 Subject: Approval of Minutes from December 19, 2022 Niles DDA Main Street Board meeting	
<p>Background: The Attached Niles DDA Main Street Meeting Minutes are presented to the board for approval along with corrections, if any.</p> <p>Policy Question: Consideration of approving the Niles DDA Main Street Meeting Minutes along with corrections, if any.</p> <p>Budget Impact: none</p> <p>Recommendation: Recommend accepting the Niles DDA Main Street Meeting Minutes inclusive of any corrections the board deems necessary.</p> <p>Supporting Documents: Minutes from December 19, 2022 (BELOW)</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p>	

**Meeting of the Niles DDA Main Street Board of Director
IN PERSON Regular Board Meeting at City Hall
333 N 2nd Street, 3rd Floor Conference room behind DDA offices Niles, MI 49120
Monday, December 19, 2022**

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

DATE/TIME: December 19, 2022 at 4:30 pm

LOCATION: City Hall, Third Floor Conference Room

PRESENT: Nick Shelton, Melanie Kennedy, Paul Klimson, Fredda Zeiter, Justin Flagel, Mark Weber

EXCUSED ABSENCE: Cindy Ray, Traci Wagoner, Charles Spilman, Luigi Alberganti, Gretchen Bertschy-Council Liaison

ABSENT:

VISITORS: Vikki Jurgonski – River Essence Group

STAFF: Lisa Croteau – DDA / Main Street Manager

COPIES: All members

REGULAR BOARD MEETING 4:30 PM

CALL TO ORDER: NICK SHELTON

ROLL CALL: NICK SHELTON - THERE IS QUORUM

ADOPTION OF THE AGENDA:

Board Member Flagel moved and Board Member Klimson seconded to accept the agenda.

Discussion: None

Motioned carried unanimously

CITIZEN PARTICIPATION (PUBLIC COMMENT): NONE

PRESENTATIONS: NONE

CONSENT AGENDA:

1. BOARD MEETING

Board Member Zeiter moved and Board Member Flagel seconded approval of the Nov 21, 2022 Board Minutes.

Discussion: none

Motion carried unanimously.

2. MANAGER AND COMMITTEE REPORTS:

Board Member Zeiter moved and Board Member Flagel seconded approval of the Committees & Manager reports.

Discussion: Lisa confirmed that there will be no Chili Crawl at Hunter Ice Festival. As of January we will only be paying \$425.00 a month for bookstore rental space. There will be a call tomorrow morning between the 'Node/Forge' design team to finalize the bidding process and the date for releasing the bid documents.

Motion carried unanimously.

TREASURER’S REPORT:

- 3. FINANCIALS – UPDATE – NONE TILL MID JANUARY

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

- 4. Resolution of support for S & K Cornerstone, LLC to apply for a MI Class C Redevelopment Liquor License.

Board Member Flagel moved and Board Member Kennedy seconded to approve a resolution of support for S & K Cornerstone to apply for a MI Class C Redevelopment Liquor License.

Discussion: none

Motion carried unanimously.

Resolution of Support:

At a regular meeting of DDA Niles Main Street of the City of Niles, a Michigan municipal corporation, held in the DDA Niles Main Street office, 333 N 2nd Street, Niles, Michigan (49120), on the 19th day of December, 2022 at 4:30 p.m. o'clock, local time, the following resolution for the application to MLCC for a Class C Redevelopment License for S & K Cornerstone, LLC. to be located at 205 North 4th Street, Niles, MI 49120. A Class C License is a place licensed to sell, at retail, beer, wine, mixed spirit drink, and spirits for consumption on the premises. A Redevelopment License attaches itself to the building address and has no value other than at that address.

RESOLUTION #

_____ offered the following resolution and moved for its adoption, seconded by _____

RESOLVED BY: Niles DDA Main Street, City of Niles, Michigan, under Section 521a (1)b of PA 501 of 2006.

WHEREAS, S & K Cornerstone, LLC.. is opening a new business at 127 East Main Street; and

WHEREAS, S & K Cornerstone, LLC.. wishes to obtain a MLCC Class C Redevelopment Liquor License; and

NOW, THEREFORE, BE IT RESOLVED that Niles DDA Main Street of the City of Niles, Michigan does hereby grant permission S & K Cornerstone, LLC. to apply for a MLCC Redevelopment Liquor License

APPROVAL

DISAPPROVAL

Yeas: _____ 6 _____	Yeas: _____ 0 _____
Nays: _____ 0 _____	Nays: _____ 0 _____
Absent: _____ 4 _____	Absent: _____ 0 _____

I hereby certify the foregoing resolution is a true and complete copy of a resolution adopted by Niles DDA Main Street, County of Berrien, State of Michigan, at a regular meeting held on December 19, 2022 and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Freda Zeiter, Secretary -Niles DDA Main Street

- 5. Review & Approve attendees for National Main Street Conference in Boston March 25-29, 2023

Board Member Zeiter moved and Board Member Klimson seconded to approve a budget of up to \$10,000 for members to attend the National Main Street Conference in Boston on March 25 – 29 2023.

Discussion: To date Lisa, Justin and Kristin will be attending. It will cost about \$2,500 +- per person

Motion carried unanimously

BOARD APPLICATIONS/REVIEW: NONE

WORKING MEETING:

- 6. The Board reviewed 2023 MMS Impact report.
- 7. Review Hunter Work Plan – January 13 – 15
 - \$9,650 pledged to date and \$10,000 pledged from foundations
 - Ice arrives on Friday Jan 7 and carvers arrive on Monday Jan 9
 - Times are Friday 5 pm to 7 pm, Saturday 10 am to 7 pm, Sunday 12 pm to 5 pm
 - No street closing is required
 - Volunteers needed for:
 1. Marketing
 2. Poster – Kristin design, need distribution
 3. Cindy Ray will have a beer/wine tasting at Front Street
 4. Event Page
 5. Pass Port ?

6. Music – Justin and Paul (Justin will provide a cost to help under write wear and tear on equipment)
7. Press – Justin, Lisa
8. Hand Outs – Paul
9. Amphitheater carpet – Paul
10. Promotions - Mark

BOARD MEMBER’S REPORTS:

- Luigi Alberganti – Absent
- Justin Flagel , Board Vice Chair, Promotions Chair - Small Business Saturday was a great success. The Chamber will be taking over Restaurant Week.
- Melanie Kennedy, EV Chair – None
- Paul Klimson – None
- Cindy Ray – Absent
- Mark Weber – Thank for support of Town Hall
- Tracy Waggoner – Absent
- Charlie Spilman – Absent
- Fredda Zeiter, Design Chair – None
- Gretchen Bertschy, Council Liaison – Absent
- Nick Shelton, Mayor – The Carnegie Library façade alterations required for safer exiting and approved by the HDC will be coming up at City Council meeting tonight for their approval.

CHAIR’S REPORT

ADJOURNMENT 5:16 PM

DDA REPORT	ITEM 2
Date: January 16, 2023	
Subject: Approval 12.14.22 Manager & Committee reports	
<p>Background: Managers Report below give a recap of the previous month’s activities</p> <p>Policy Question: Consideration of approving the attached Promotions, and October 14-November 15, 2022 Managers Report</p> <p>Budget Impact: none</p> <p>Recommendation: Recommend accepting the attached reports/minutes.</p> <p>Supporting Documents: December 14, 2022 - January 11, 2023 Manager & Committee Reports (BELOW)</p> <p>Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager</p>	

Manager Report December 14, 2022 -January 11,2023

Business Update: - 2nd & main working to open for Hunter. 105 Main Street is now Gather Event Space.

MMS/MEDC:

NODE/Outdoor HUB: DPN is working with Joe on a final design to send to bid. The committee has met virtually to review final design changes. DPN is finalizing the necessary documents for bid.

RRC: no update.

Vitality Grant: no update.

RAP Grant: No update.

MATCH on MAIN: New round opens January 28, 2023. Will reapply for 2nd & Main.

NATIONAL CONFERENCE: Justin, Kristin & myself will be attending.

SOCIAL DISTRICT/ Commons Area: We need to paint the boundaries on the sidewalk. I have stencils bc the stickers will not stick on the pavers. Still only Niles Brewing Company and Brass Eye have their Social District Licenses.

NILES COMMUNITY SCHOOLS: We'll get started with the learners next week.

HUNTER ICE FESTIVAL: January 13-15, 2023. Taking up most of my time since the week before Christmas. 60 sponsors totaling \$36925 in cash and appx 12,000 in in-kind services. Ice Cream partner PaddyShack.

OLD Y DEVELOPMENT: Still anticipating a design from interested developer sometime in January.

CODE ENFORCEMENT: no update.

BOOKSTORE: moved lots of books to trailer storage. Working on Amazon. Will be partnering with Souldier to make journals that they sell for \$15each. Will be moving to space next door this spring.

SOCIAL MEDIA: Kristin Bivens has taken over our Social Media FB and Instagram accounts and is doing a wonderful job.

Lisa's Issues Parking Lot :

REVENUE: Working on identifying all properties that have been made non-taxable per previous discussion.

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.

DDA REPORT	ITEM 3
Date: JANUARY 16, 2023 Subject: December 2022 Financials	
Background: It is Year-End. DO NOT expect new financials until the end of January 2023. AUGUST CASH 2022 \$99,348.99 *includes \$30,000 allocated for NODE VS 2021 \$28,494.73 Policy Question: No question Budget Impact: none Supporting Documents: NO UPDATE Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager	

December PAID 2022 \$1,253.38

\$1,252.38				
\$ 462.08	211-812-880-001	HOLIDAY HOMECOMING		
	\$ 149.97	UPS STORE	BANNER FOR SBS	
	\$ 70.00	printing	PASSPORTS	
	\$ 204.61	WALMART	hot chocolate, coffee supplies, tables	
	\$ 37.50	DOLLAR GENERAL	Candy Canes	
\$ 38.00	211-833-920-001	NECI – UTILITIES		
	\$ 38.00	SEMCO	BOOKSTORE HEAT	
\$ 55.53	211-848-820-001	TRAVEL, TRAINING & CONFERENCE		
	\$ 9.33	HARDINGS	FORGE MEETING food	
	\$ 46.20	Hardings	forge meeting food	
\$ 128.15	211-833-820-001	NECI - TRAINING – MERCHANT (co-working)		
	\$ 43.15	PIZZA TRANSIT	VOLUNTEER DINNER	
	\$ 76.52	COMCAST	INTERNET	
	\$ 8.48	MINUTE KEY	NEW KEYS	
\$ 88.62	211-848-850-001	COMMUNICATION		
	\$ 50.00	Maestro	DATABASE	
	\$ 23.00	Sparklite.com	Four Eyes Survey	
	\$ 5.99	GoDaddy	EMAIL	
	\$ 9.63	GoDaddy		
\$ 180.00	211-848-736-001	POSTAGE EXPENSE		
	\$ 180.00	USPS	STAMPS	
\$ 300.00	211-836-932-001	RESTROOMS		
	\$ 300.00	Michiana Sanitation	Cleaning	

DDA REPORT	ITEM 4
Date: January 16, 2023 Subject: HUNTER ICE FESTIVAL RECAP	
<u>Background:</u> Recap the 2023 HUNTER ICE FESTIVAL. <u>Policy Question:</u> No question <u>Budget Impact:</u> none Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager	