

NILES DDA MAIN STREET BOARD REGULAR MEETING AGENDA Monday, April 18, 2022 6:30 PM

**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 4:00 PM prior to the meeting:

- Chair, _____:
- Vice Chair, _____:
- 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**

6:30 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 THE MINUTES FROM THE MARCH 21, 2022 & APRIL 4, 2022 SPECIAL MEETING.
2. CONSIDERATION OF APPROVING THE MANAGER REPORT.

TREASURER'S REPORT:

3. UPDATE ON FINANCIALS - NO NEW FINANCIALS SINCE LAST MEETING

DIRECTOR'S REPORT:

Introduction of Items for Discussion
Items for Board Action

4. DISCUSSION AND UPDATE ON 2ND STREET PARKING LOT MURAL

WORKING MEETING:

5. DISCUSS RAP GRANT APPLICATION

BOARD APPLICATIONS/REVIEW:

BOARD MEMBER'S REPORTS:

- Nick Shelton, Mayor
- Luigi Alberganti
- Justin Flagel –Promotions Chair
- Elizabeth Keller
- Melanie Kennedy – EV Chair
- Ambrosia Neldon
- Cindy Ray
- Charlie Spilman- Org Chair
- Sandy Whitmyer
- Fredda Zeiter-Design Chair
- Travis Timm, Council Liaison

CHAIR'S REPORT:

ADJOURNMENT

DDA REPORT	ITEM 1
Date: April 18, 2022 Subject: Approval of Minutes from Feb 21, 2022 Niles DDA Main Street Board meeting	
<p><u>Background:</u> The Attached Niles DDA Main Street Meeting Minutes are presented to the board for approval along with corrections, if any.</p> <p><u>Policy Question:</u> Consideration of approving the Niles DDA Main Street Meeting Minutes along with corrections, if any.</p> <p><u>Budget Impact:</u> none</p> <p><u>Recommendation:</u> Recommend accepting the Niles DDA Main Street Meeting Minutes inclusive of any corrections the board deems necessary.</p> <p><u>Supporting Documents:</u> Minutes from March 21 & April 4, 2022.</p> <p>Prepared by: Lisa Croteau, Program Manager</p> <p>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, March 21, 2022 at 6:30pm**

DATE/TIME: March 21, 2022

ISSUED: March 22, 2022

LOCATION: City Hall, Third Floor Conference Room

PRESENT: Nick Shelton, Justin Flagel, Sandy Whitmyer, Fredda Zeiter, Charlie Spellman, Luigi Alberganti, Elizabeth Keller, Travis Timm - City Council Rep

EXCUSED ABSENCE: Melanie Kennedy, Ambrosia Neldon, Cindy Ray

ABSENT:

VISITORS: Bruce Vosburg

STAFF: Lisa Croteau – DDA / Main Street Manager

COPIES: All members

REGULAR BOARD MEETING

CALL TO ORDER: 6:30 P.M. BY MAYOR NICK SHELTON

ROLL CALL: REFER TO ABOVE

PRESENT: 7 Voting Members

ABSENT: 3

STAFF: Lisa Croteau – DDA / Main Street Manager

ADOPTION OF THE AGENDA:

Board Members Flagel moved, Spilman seconded to accept the Agenda as presented.

Discussion - None

Motion passed unanimously

CITIZEN PARTICIPATION (PUBLIC COMMENT): NONE

CONSENT AGENDA:

5. CONSIDERATION OF APPROVING THE MINUTES FROM THE FEBRUARY 21, 2022.
6. CONSIDERATION OF APPROVING THE MANAGER REPORT.
7. CONSIDERATION OF APPROVING THE DESIGN COMMITTEE AND ECONOMIC VITALITY COMMITTEE REPORTS.

Board Members Spilman moved, Alberganti seconded to accept the Consent Agenda as presented.

Discussion - None

Motion passed unanimously

TREASURER'S REPORT: CHARLES SPILMAN

8. REFER TO BOARD MEETING PACKAGE FOR DETAILS

MANAGER'S REPORT:

Introduction of Items for Discussion
Items for Board Action

Manager Croteau reviewed the items in her report included in the Board Meeting package. (2 new businesses, successful restaurant week, Winter Cities Report to City Council April 11, NODE preliminary online meeting – Site visit May 9 – 10 / survey of amenities and locations being developed, Story Telling podcast being developed by Kristin Bevin Flagel featuring Gabrezitos and Veni's, Optimize Main Street – we applied for and received 10 grants, MoM - submitted 1 application, RRC – Ric Huff will be working on this, Vitality Grant for \$20,000 applied for, RAP Grant – a large grant is available which we will apply for possibly toward Streetscape or downtown Broadband, Social District pavement stencil received, Ric Huff is Anticipating Streetscape to happen in 2023, Old Y property development being looked out again, Board Handbook has been updated, and working on revenue and restoring water at NECI)

9. NATIONAL MAIN STREET CONFERENCE UPDATE AND REQUEST

Board Members Spilman moved, Zeiter seconded, to include financially underwriting a volunteer up to \$1,000 to attend the National Main Street Conference, as presented.

Discussion - None

Motion passed unanimously

10. DISCUSS ORDINANCE CHANGE THAT WILL BE FOLLOWED BY DDA MAIN STREET BY-LAW CHANGE TO:

“The Downtown Development Authority shall be under the supervision and control of a board consisting of the Mayor or his designee from the City Council and not less than eight (8) or more than twelve (12) appointed by the Mayor subject to approval by the Niles City Council. Not less than a majority of the members shall be persons having an interest in property located in

the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in downtown district. Not less than one (1) of the members shall be a resident of the downtown district if the downtown district has one hundred (100) or more persons residing within it."

Board Members Flagel moved, Keller seconded, to update the DDA/Main Street bi-laws relating to the number of people required match the City's and MI Act 51, as presented.

Discussion - None

Motion passed unanimously

WORKING MEETING:

11. DISCUSS VOLUNTEER AND BOARD RECRUITMENT PLAN/REVIEW PROJECT LIST

The Mayor discussed the meeting held this week at Smokin Jim's Café involving interested parties and business owners to discuss the work and volunteer needs of the DDA/Main Street. **Mayor Nick will get us the list of the 7 people who signed up for a committee. Committee Chairs to review lists below to modify or accept items by next meeting.**

ECONOMIC VITALITY COMMITTEE 2021 Projects (*Melanie Kennedy, Chair*)

- BUSINESS DEVELOPMENT TEAM *building relationships with our downtown businesses/recruiting and placing new businesses (EV)*
- RESIDENTIAL DEVELOPMENT (EV/D) *encourage development and funding sources*
- BUILDING MANAGEMENT (EV/D) *maintain data base of all building info*
- SOCIAL DISTRICT (EV/P/O) *manage commons area with businesses in district*
- ENTREPRENEURIAL ECOSYSTEM (EV) *more to come*

DESIGN COMMITTEE 2021 Projects (*Fredda Zeiter, Chair*)

- FAÇADE AND SIGN GRANTS (D)
- STREETSCAPE *sidewalks, parking, decor, etc. (D/EV/O)*
- LQC GRANT *PlaceMaking Grant (D)*
- HISTORIC MARKERS (D)
- WAYFINDING(D)
- ART IN THE ALLEY (D) *downtown public art*
- NODE DESIGN (D,P, EV,O) *with Downtown Professional Network*
- WINTER CITIES (D,P,EV) *coordinate using outdoor downtown space year round*
- DECORATE DOWNTOWN (D,EV,O) PARTNERING WITH RIVER ESSENCE

PROMOTIONS COMMITTEE 2021 Projects (*Justin Flagel, Chair*)

- HUNTER ICE FESTIVAL (P/D/EV/O)
- SAFE DOWNTOWN TRICK OR TREAT (P)
- BIG BASH DASH 2022 - a 5K run (P/EV/O)
- DOWNTOWN CONCERTS (P/O)
- HOMETOWN MARKET (P/O/EV) **Kristin Bivens project chair -summer, fall, winter, spring*
- JINGLE JANGLE PARADE (P/O/EV)
- THIRD THURSDAY (P,D,EV,O) *monthly events to highlight businesses and create attractions*
- SMALL BUSINESS SATURDAY (P,D,EV,O) *annual event on Saturday after Thanksgiving with attractions*

ORGANIZATION COMMITTEE 2021 Projects (*Charlie Spilman, Chair*)

- VOLUNTEER RECRUITMENT (O) *for projects and programs*
- VOLUNTEER MANAGEMENT (O) *create and maintain volunteer database*
- FUNDRAISING(O) *for projects and programs*
- SHELF LIFE *our community book store that serves as a fundraiser for the program (O)*

COMMITTEE REPORTS & UPDATES (POTENTIAL FOR ACTION):

- Design Committee, Zeiter – Will meet 3d Wednesday of each month at 1pm
- Economic Vitality, Kennedy - Meeting time TBD
- Promotion Committee, Flagel - Meeting time TBD
- Organization Committee, Spelman - Meeting time TBD

BOARD APPLICATIONS/REVIEW:

BOARD MEMBER'S REPORTS:

- Nick Shelton, Mayor – Reported on Downtown meeting,
- Luigi Alberganti – working with Flagel on restaurant week
- Justin Flagel – Working on social media presence, MEDC, Third Thursday, Jr Main Street
- Elizabeth Keller – introduced idea for Niles Artesian Market
Board Members Flagel moved, Alberganti seconded, to support Keller's proposal for a Niles Artesian Market to occur in the early fall after the Apple Festival, as presented.
Discussion – There is a potential of 120 vender spaces at \$75 per space

Motion passed unanimously

- Melanie Kennedy – Absent
- Ambrosia Neldon – Absent
- Cindy Ray – Absent
- Charlie Spilman – Needs volunteer, developing a volunteer request form
- Sandy Whitmyer – None
- Fredda Zeiter – None
- Travis Timm, Council Liaison – None
-

CHAIR'S REPORT:

Need to fill Chair and Vice Chair seats, Discussed possible Food Truck Monday

ADJOURNMENT: 7:50 PM BY MAYOR SHELTON

**Meeting of the Niles DDA Main Street Board of Director
IN PERSON SPECIAL Board Meeting at City Hall
333 N 2nd Street, 3rd Floor Conference room behind DDA offices Niles, MI 49120
Monday, April 4, 2022 at 6:00pm**

DATE/TIME: April 4, 2022 at 6:00 pm

ISSUED: April 5, 2022

LOCATION: City Hall, Third Floor Conference Room

PRESENT, Sandy Whitmyer, Fredda Zeiter, Charlie Spilman, Elizabeth Keller, Melanie, Kennedy, Cindy Ray

EXCUSED ABSENCE: : Nick Shelton, Justin Flagel, Luigi Alberganti

ABSENT: Ambrosia Neldon, Travis Timm - City Council Rep

VISITORS: Ric Huff – City Manager

STAFF: Lisa Croteau – DDA / Main Street Manager

COPIES: All members

SPECIAL BOARD MEETING

CALL TO ORDER: 6:01 P.M. BY CHARLES SPILMAN

ROLL CALL: REFER TO ABOVE

PRESENT: 6 Voting Members

ABSENT: 4

STAFF: Lisa Croteau – DDA / Main Street Manager

Board Members Spilman moved, Ray seconded to accept the excused absence of Luigi Alberganti.

Discussion - None

Motion passed unanimously

ADOPTION OF THE AGENDA:

Board Members Ray moved, Kennedy seconded to accept the Agenda as presented.

Discussion - None

Motion passed unanimously

CITIZEN PARTICIPATION (PUBLIC COMMENT): NONE

PRESENTATIONS: *Removed for Special Meeting Agenda*

CONSENT AGENDA: *Removed for Special Meeting Agenda*

TREASURERS REPORT: *Removed for Special Meeting Agenda*

MANAGER'S REPORT:

Introduction of Items for Discussion

Items for Board Action

Board Members Kennedy moved, Spilman seconded to recommend that the agreement between CGI Communications inc. D/B/A Digital and City of Niles be approved to provide, care for and supply all necessary hardware, a minimum of 25 business sponsored decorative flags on the path light poles in Riverside Park at no charge to the City for a period of 3 years.

Discussion – Cindy Ray, Parks Board Chair is enthusiastic about this opportunity for Public Art to provide some

brightness and color to the Park. Cindy will attend the Public Arts Commission to seek their approval of this project. When the flag designs are finalized Cindy will present them to the DDA Board and PAC for approval.

Motion passed unanimously
Yes – 6
No – 0

Refer to details below:

CONSIDERATION OF SIGNING AN AGREEMENT WITH CGI Communications, Inc. D/B/A CGI Digital THAT WILL ALLOW, WITH APPROVAL FROM NILES CITY COUNCIL, THE NILES PARKS BOARD TO WORK WITH CGI DIGITAL UNDER FOLLOWING CIRCUMSTANCES:

The agreement shall remain in effect from the date it is signed by both parties until the completion of the three (3) years of banner display, as described herein.

Community Showcase Banners shall provide the following:

- A minimum of 25 full-color, custom graphic vinyl banners for all permissible poles
- Business sponsors featured on the bottom 30% of the banner
- Artwork, design and size customized to meet your community's specifications (standard size 30" x72")
- All brackets, hardware, installation and maintenance
- Quantity of banners determined by number of sponsor participants
- Duration of sponsor participation will be one (1) year with the option to renew each following year of the agreement
- Sponsorship fulfillment including all related aspects of marketing, production, and printing

The City of Niles will assume no cost or liability for the sales and production of the banners for this project

The City of Niles shall provide the following:

- Letter of introduction supporting the program on your organization's letterhead
- The right for Community Showcase Banners to use organization's name in connection with the preparation, production and marketing of the program set forth herein only
- Identification of, access to, and permission to utilize the preferred pole sites for proper banner placement
- Identification of and access to a minimum of 25 poles for banner placement

We, the undersigned, understand the above information and have full authority to sign this agreement.

The validity of this agreement is contingent upon the Public Arts Commission recommendation and Niles Michigan City Council's approval at their meeting on April 11, 2022. This agreement is terminated if the Council does not vote to approve it on that date.

WORKING MEETING: *Removed for Special Meeting Agenda*

BOARD APPLICATIONS/REVIEW: *Removed for Special Meeting Agenda*

BOARD MEMBER'S REPORTS: *Removed for Special Meeting Agenda*

- Nick Shelton, Mayor –
- Luigi Alberganti –
- Justin Flagel –
- Elizabeth Keller –
- Melanie Kennedy –
- Ambrosia Neldon –
- Cindy Ray –
- Charlie Spilman –
- Sandy Whitmyer –
- Fredda Zeiter –
- Travis Timm, Council Liaison –

CHAIR'S REPORT: *Removed for Special Meeting Agenda*

ADJOURNMENT: 6:35 PM BY CHARLES SPILMAN

DDA REPORT	ITEM 2
Date: April 18, 2022 Subject: Approval of 2.15-3.15 Managers report	
Background: The attached Managers Report gives a recap of the previous month's Manager's activities Policy Question: Consideration of approving the Mar 15—April 13, 2022 Managers Report Budget Impact: none Recommendation: Recommend accepting the Managers report Supporting Documents: Managers Report Mar 15 – April 13, 2022 Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager	

Manager Report 3.13. - 4.14.22

Business Update:

New: None.

MMS/MEDC:

Winter Cities: Christopher Germain, MEDC was at the April 11, 2022 Council to recap the report.

NODE: As of April 13th, the survey count was 1201. Please be available for any meetings we are asked to attend during Downtown Professionals Network visit to town May 9 & 10. I will share the itinerary as soon as I receive one.

Story Telling: April 13, we started posting the Storytelling videos.

Optimize Main Street: Ultimately, we were able to get this opportunity for 11 vs 5 downtown businesses.

MoM: Unfortunately Niles / Front Street Pizza Pub was not chosen as a recipient of the most recent Match on Main grants.

RRC: no update

Vitality Grant: Niles DDA Main Street was one of 8 communities in Michigan awarded a \$20,000 from the Vitality Grant, including lighting trees at Riverfront Park into Downtown as recommended in the Winter Cities Plan as well as funds for the redesign of the Outdoor Hub area. Melissa Fish, Regional Liaison for Governor Whitmer's office will be in town on April 20 at 2pm, and you are welcome to join us if you are free.

RAP Grant: MEDC is releasing a new grant opportunity : [Revitalization and Placemaking \(RAP\) program](#) which utilizes \$100 million in federal American Rescue Plan dollars to support investments that will repurpose vacant, underutilized, blighted or historic buildings and place-based infrastructure. The application is planned to be released by April and then there will be a 60 day application window. Regional applications will likely have a better chance than stand-alone, so Ric is investigating adding projects to a regional application. ***Item 5 on the agenda.*

Social District/ Commons Area: Stencils are in and when weather permits, we can paint the boundaries on the sidewalk. The Rage has not yet applied for their Social District License.

Streetscape: See RAP Grant Item #5

OLD Y DEVELOPMENT: No update.

BOARD HANDBOOK: We'll make the change to the bylaws as soon as the City ordinance change goes into effect.

Lisa's Issues Parking Lot :

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

NECI: working to restore hot water to the kitchen to allow some limited use of the space.

Parking: no update

DDA REPORT	ITEM 3
Date: April 18, 2022 Subject: No new financials since last meeting	
Background: No new financials since last meeting Policy Question: No question Budget Impact: none Recommendation: no action required Supporting Documents: February 2022 Balance Sheet. Bills paid Mar – Apr 13 15, 2022 Prepared by: Lisa Croteau, Program Manager Submitted by: Lisa Croteau, Program Manager	

Bills paid since last meeting thru 4.14.22

211-137-642-001 RESTAURANT WEEK / 211-000-001-413 CASH ACCOUNT
\$1600.00 Restaurant Week On Base Productions
\$1036.00. UPSStore Banners

211-836-932-001. RESTROOMS
\$400.00 Michiana Sanitation Clean RestroomsFEB
\$400.00 MAR

211-833-920-001 NECI – UTILITIES
\$218.44. Neci utilities Comcast. internet
\$367.71. SEMCO

211-848-850-001 COMMUNICATIONS
\$82.54. GO DADDY

211-848-820-001 TRAVEL AND TRAINING
\$397.20 Delta flight Bivens Conference
\$397.20 Delta Flight Fligel
\$930.00 National Main Street Conference Registration

211.848-727-001 OFFICE SUPPLIES
\$57.19 Amazon. Laminate sleeves
\$5.81 Amazon. Batteries for Shelflife Door Alarm

211-848-956-008. MISC
\$147.57?? I am working on finding out what this is

CITY OF NILES
BALANCE SHEET
FEBRUARY 28, 2022

FUND 211 - TIFA FUND

<u>ASSETS</u>			
211-000-001-400	CASH - CHECKING	77,082.73	
211-000-001-402	CASH - WEED MAINT/PLANTING	3,624.42	
211-000-001-403	CASH - BENCH PROJECT	1,905.54	
211-000-001-404	CASH - RIVERFEST	61.56	
211-000-001-405	CASH - NECI	2,080.08	
211-000-001-410	CASH - DESIGN COMMITTEE BOOKS	1,469.06	
211-000-001-411	CASH - DESIGN COMMITTEE SIGNS	2,227.19	
211-000-001-412	CASH - GRILLS FUND GRANT	11,033.57	
211-000-001-413	CASH - RESTAURANT WEEK	2,144.96	
211-000-001-420	CASH - ECON DEV-BUILDINGS	48,750.60	
211-000-004-001	PETTY CASH	500.00	
211-000-062-001	LOAN RECEIVABLE-J. MORRIS	.02	
211-000-062-002	LOAN RECEIVABLE-C.MITCHELL	(260.98)	
	TOTAL ASSETS		<u>150,618.75</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
211-000-257-001	ACCRUED PAYROLL	6,949.30	
	TOTAL LIABILITIES		6,949.30
 <u>FUND EQUITY</u>			
211-000-390-001	FUND BALANCE	142,694.03	
	REVENUE OVER EXPENDITURES - YTD	975.42	
	TOTAL FUND EQUITY		<u>143,669.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>150,618.75</u>

DDA REPORT

ITEM 5

Date: April 18, 2022

Subject: DISCUSS RECOMMENDING APPROVAL OF DRAFT REVITALIZATION AND PLACEMAKING GRANT TO CITY COUNCIL

Background: MEDC is releasing a new grant opportunity : [Revitalization and Placemaking \(RAP\) program](#) which utilizes \$100 million in federal American Rescue Plan dollars to support investments that will repurpose vacant, underutilized, blighted or historic buildings and place-based infrastructure. The application is planned to be released by April and then there will be a 60 day application window. Regional applications will likely have a better chance than stand-alone, so Ric is investigating adding projects to a regional application. The grant will fund 50% of approved projects.

This is truly a once in a generation opportunity. While there is \$100Million dollars funding this opportunity, Regions are eligible to apply for up to \$20M. If that happens, then 5 regions will be funded. In order to give Niles the best chance at approval, we have tied all requests back to a service, study or report that has been done for Niles in the recent past. Niles has matching funds for all proposed Niles projects because of American Rescue Plan (COVID) Funds.

Ric Huff and Lisa Croteau met with Dan Fette Community Development Director for County of Berrien to discuss Niles participating in the Regional Application, and he feels our approach is a good one.

Lisa sent out communication to all district businesses and owners asking if they had a project to include.

We would like to apply for funding for the following projects:

REPORT: T.M.A.
Project: Market Rate Apartments 115 Main Street
Market Rate Apartments 222/224 E Main

Winter Cities & MML Place Plans

Skating Rink <https://www.d1backyardrinks.com> (\$60k-80K) (*non refrigerated Synthetic Ice*)
Pavilion: <https://cadillaccommons.com> (\$750k- \$1M)

Economic Ecosystems/ include 3rd spaces

Incubator Market space in Pavilion (above)
210 Main Street-grow spaces for businesses/ keep current
Life in Balance-grow space for business

Working on *Reimburse Iron Shoe**
*Leader Roof**
*Jim's Patio**

PLUS

Streetscape (\$1M-1.2M)
5 Digital Banners for Communication like in Cassopolis (\$5k-\$7.5k each)
<https://www.sternberglighting.com/projects/102/cassopolis>

Policy Question: Should the board recommend to Council that these projects be submitted for the Niles Portion of the Berrien County RAP Grant Application.

Budget Impact: none

Prepared by: Lisa Croteau, Program Manager

Submitted by: Lisa Croteau, Program Manager