

**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, June 19, 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 Mayor Nick Shelton at 4:30 p.m.

**ROLL CALL:**

**PRESENT:** Justin Flagel, Tracy Waggoner, Fredda Zeiter, Nick Shelton, Mark Weber, Melanie Kennedy, Cindy Ray, Jessica Nelson, and Linda Casperson

**ABSENT:** Paul Klimson, Luigi Alberganti, and Council Liaison Gretchen Bertschy

**VISITORS:** None

**STAFF:** Lisa Croteau

**ADOPTION OF THE AGENDA:**

- Flagel made a motion to approve the agenda with addition of Appointment of Officers, Nelson seconded.  
Discussion: The DDA Bylaws require a year on the board before eligibility to be president making Nelson ineligible. Motioned carried unanimously.

**PUBLIC COMMENT:** None

**PRESENTATIONS:** None

**WELCOME NEW MEMBER** Jessica Nelson.

**APPOINTMENT OF OFFICERS**

1. Swap Justin Flagel to President and Jessica Nelson to Vice President to stay compliant with the Bylaws requiring year on the board before eligible to be president.

Shelton asked if there are any nominations for president.

President Nominations:

- Nelson nominated Flagel for president. Shelton asked if there were any other nominees. Hearing none: Nelson made a motion to elect Justin Flagel for president. Waggoner seconded. Motion carried unanimously.

Vice President Nomination:

- Flagel nominated Nelson for Vice-president. Hearing no other nominees: Flagel motioned to elect Jessica Nelson Vice-President. Zeiter seconded. Motion carried unanimously.

**CONSENT AGENDA:**

2. Board Meeting Minutes of May 15, 2023
3. Approving the Managers and Committee Reports.

Nelson made a motion to approve the Consent Agenda as presented. Ray seconded. Motion carried unanimously.

**TREASURER’S REPORT:**

4. Financial Updates: Cash balance looks good with \$38,862.80 not including moneys due from Match on Main, transfer from City, and Indeck-Hunter.

5. Review draft 2023-2024 Budget: There is \$41,000 left to allocate. The DDA board will need to decide where to allocate the funds. In the meantime, the money will be placed in miscellaneous fund.

Lisa Croteau’s evaluation began discussion: Lisa requested that continued discussion be in closed session.

Closed Session: Shelton made a motion to go into closed session to discuss Lisa’s evaluation. Nelson seconded the motion. Motion carried unanimously at 4:39pm.

Open session at 5:10pm.

- Shelton made a motion to give Lisa Croteau a one-time bonus of \$5,000. Waggoner seconded the motion. Motion carried unanimously.
- Shelton motioned to form a Personnel Committee of 5 board members to go over future expectations and goals. Nelson seconded the motion. Motion carried unanimously.
- Shelton motioned to appoint the Executive Committee consisting of the President, Vice-President, Treasurer, Secretary and Board Member Zeiter to the Personnel Committee. Nelson seconded the motion. There was discussion regarding pass practice and evaluation process. Motion carried unanimously.

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

6. Manager’s Report

Lisa is working with local foundation to create a grant for DDA local liquor licenses for downtown businesses. She is still working with potential buyers for the Brass Eye and Golden Nuggett.

7. Forge Update: Elevation survey is complete, and Wightman is working on drawings but, bidding the project this year for completion is unlikely. Lisa talked to Dan Kulwicki at NCSC, and they seemed interested in the project but, they are not sure it can be completed yet this year.

8. Vibrancy Grant:

In April 2022 the DDA received a \$20k Vibrancy Grant for lighting to enhance the connection from Riverfront Park to town and for furnishing for the Forge that was to be spent by June 30, 2023. A request was made to extend the deadline, the extension was approved for August 2024.

9. Review and Approve RAP 2.0 Application

The deadline for the RAP 2.0 application is June 30, 2023. Current interests are from the Koebel's at Underground Laugh Lounge for outdoor seating, Steve and Melissa Smith to create four apartments at 111 E. Main, Jim and Denise Morris to create outdoor courtyard off alley, some kitchen improvements and roof at 402 Wayne Street and Jen Tabor at Souldier to help with the rehab project at the Leader Publication building.

- Weber made a motion to approve the RAP 2.0 sub-grant application and write a letter of support for the projects. Shelton seconded the motion. Motion carried unanimously.

10. Review and accept draft contract with Berrien County for RAP 1.0.

The RAP 1.0 grant was awarded August 2022, we have been waiting for a contract from Berrien County in order to proceed with disbursement of those funds. The contract was received June 12, 2023 it has been sent to Attorney Landgraf for review and recommendation.

- Nelson made a motion to approve the RAP 1.0 sub-grant contract pending approval from Attorney Landgraf and authorize Croteau to sign the contract. Weber supported the motion. Motion carried unanimously.

**BOARD APPLICATIONS/REVIEW:** None

**WORKING MEETING:**

11. Discuss downtown design guidelines for businesses outdoor décor.  
Give businesses option to opt-in the purchase of table and chairs and recommend that the Design Committee draft a letter to businesses.
12. MMS Self-Assessment  
MMS self-assessment forms were distributed to each DDA Board Member to be completed by the next board meeting.

**BOARD MEMBER'S REPORT:**

Flagel reported that the Mac and Cheese was a huge success and sold out within 30 minutes. 300 tickets were sold.

Kennedy stated that the mural at the Second Street lower parking lot above the restrooms will be begin June 20. They were having trouble with the lift equipment.

Nelson mentioned that the mac and cheese event needed more participants. Promotions Committee meets next Tuesday at 5pm if you have any ideas to present.

Waggoner reported that the Father's Day car show was a success. There were approximately 40-50 cars, 4 food trucks and about 200 attendees. There was interest in bringing back the Main Street and Riverfront Park car shows.

**ADJOURNMENT**

Shelton moved to adjourn at 5:54 p.m.

Respectfully submitted:

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Linda Casperson, Secretary

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Date

DRAFT