

**Accreditation Meeting of the Niles DDA Main Street Board of Directors**  
**Special Board Meeting at City Hall**  
**333 N 2nd Street, 3rd Floor Conference Room, October 3, 2024, at 3:45 p.m.**

**CALL TO ORDER** by Chair Justin Flagel at 3:45 p.m.

**ROLL CALL:**

**PRESENT:** Justin Flagel, Nick Shelton, Fredda Zeiter, Tracy Waggoner, Cindy Ray, Michael Reed, Mark Weber, Linda Casperson

**ABSENT:** Jessica Nelson, Gretchen Bertschy

**VISITORS:** Vikki Jurgonski, Tim Rogers, Ann Young, Lisa Thompson, Laura Krizov

**STAFF:** Lisa Croteau

Lisa Thompson, Senior Program Officer for Revitalization Services, National Main Street Center

Laura Krizov, Manager, Michigan Main Street Program

Questions were asked to the board members regarding focusing on present and future for the downtown area. Goals and objectives were discussed. October 28<sup>th</sup> the DDA Board will be meeting to discuss strategic planning for the next five (5) years.

Adjourned at 4:41 p.m.

**Meeting of the Niles DDA Main Street Board of Directors**  
**Regular Board Meeting at City Hall**  
**333 N 2nd Street, 3rd Floor Conference Room, October 3, 2024, at 4:42 p.m.**

**MISSION:** Strengthen downtown through economic development and encourage historic preservation to promote economic growth.

[www.uncoverniles.com](http://www.uncoverniles.com)

**CALL TO ORDER** by Chair Justin Flagel at 4:35 p.m.

**ROLL CALL:**

**PRESENT:** Justin Flagel, Linda Casperson, Fredda Zeiter, Cindy Ray, Michael Reed, Mark Weber, Nick Shelton, Tracy Waggoner

**ABSENT:** Jessica Nelson, Gretchen Bertschy

**VISITORS:** Vikki Jurgonski, Tim Rogers

**STAFF:** Lisa Croteau

**ADOPTION OF THE AGENDA:**

**Motion:** Shelton motioned to approve the agenda; Zeiter seconded. Motion carried unanimously.

**PUBLIC COMMENT:** None

**PRESENTATIONS:** None

**CONSENT AGENDA:**

1. Board Meeting Minutes of **August 26, 2024**

**2. Approving the Managers and Committee Reports.**

**Motion:** Shelton motioned to approve the Consent Agenda as presented; Ray seconded. Motion carried unanimously.

**TREASURER'S REPORT:**

**3. Update on Financials**

Financial Report submitted ending, August 31, 2024.

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

**4. Review Manager's Report:**

- o **Reminder: Strategic Planning Session October 28, 2024, from 8 am to 2 pm.**

**5. Update on the Forge:**

The NODE (Forge) layout was switched to the opposite side because of an electrical chase on the east side of the project. Keeping the current layout would add an additional \$7,000 to move the electrical lines.

Yoder Construction submitted Phase I invoice in the amount of \$94,743.50.

**Motion:** Shelton made a motion to pay Yoder Construction for Phase I of the NODE (Forge) construction project. Waggoner seconded the motion. Motion carried unanimously.

**6. Update on RAP 3**

*There will be a RAP 3 grant. Lisa is working with Souldier and Moore Theatres.*

**Board Applications/Review:**

Chris Sears, Four Flags Antique Mall. There was discussion on the process of appointing members to the DDA Board.

**Working Meeting:**

**7. Discuss Time Limits for five (5) On-Street Parking Spaces on 2<sup>nd</sup> Street North of Main**

After a lengthy discussion, whether it would be setting precedence for other business owners downtown and/or making 2<sup>nd</sup> Street from Sycamore to Cedar loading zones for 20 minutes to accommodate the daycare center; it was decided to wait and see the impact the NODE will bring.

**8. Review Social Media Marketing Proposals:**

Lisa sent out notices seeking social media marketing services. On Base Productions submitted the only bid proposal.

**Motion: Flagel** made a motion to accept the bid from On Base Productions for social media marketing services and create a contract signed by the DDA Chair and On Base Productions. **Waggoner** seconded the motion. Motion carried unanimously.

**9. Discuss Economic Vitality Committee:**

The Economic Vitality Committee has not met. Update at the next meeting.

**Board Members Reports:**

Zeiter asked about Hunter Ice Festival event. Lisa responded that Hunter Ice Festival will be January 17-19, 2025.

Reed stated that he will contact the Design Committee to get help to construct furniture for the NODE.

**Chair Report:**

Flagel stated that he is working with attorney on finalizing contract with the city and DDA administration. He also announced that he will be resigning from the Promotions Committee due to time constraints.

**ADJOURNMENT**

Shelton moved to adjourn at 5:27p.m.

Next Meeting Date:

**Strategic Planning Meeting Monday, October 28, 2024, from 8:00am to 2:00pm.**

**Regular DDA Board Meeting Thursday, November 7, 2024, at 4:30PM.**

Respectfully submitted:

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Linda Casperson, Secretary

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Date

