

MINUTES OF A REGULAR MEETING OF
THE MILAN MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY BOARD
HELD ON MONDAY, FEBRUARY 21, 2017, AT 5:30 P.M. IN THE CONFERENCE ROOM OF MILAN CITY HALL.
147 WABASH ST., MILAN, MI 48160

The meeting was called to order at 5:30 P.M. by Chair Doug Strader.

MEMBERS PRESENT: Michael Armitage, Sal Calabrese, Barbara Gardinier, Robert Miller, Carrie Ritchie, Ryan Royal, Dave Snyder, Doug Strader, and Ryan Wilman. Executive Director Jill Tewsley and VISTA member Tori Dillinger were also present.

ABSENT: Jade Smith (excused).

VISITORS: Mary Kerkes, Karen Samborski, Tammy Richards.

APPROVAL OF AGENDA: for February 21, 2017. Moved by Ritchie, seconded by Royal. Approved unanimously.

APPROVAL OF MINUTES:

Minutes for January 9, 2017, were presented for approval. Moved by Miller, seconded by Gardinier that the minutes be approved. Passed unanimously.

INFORMATION TO RECEIVE AND FILE:

1. Financial Report—The financial report from the City Treasurer was presented.
2. Monthly Status Report of staff activities was in the packet.
3. Michigan Main Street Monthly Report—The report was included in the packet.
4. Committee Reports—Reports from Economic Vitality and Design were included in the packet.
5. Slides from the Alignment meeting (a report) were included in the packet.

Motion to receive and file by Ritchie, seconded by Calabrese. Passed unanimously.

OLD BUSINESS DISCUSSION:

1. Marketplace Update—A report on the success of the Marketplace was presented and discussed. It provided a substantial amount of data on the feasibility of retail businesses in downtown Milan. Over three months there were more than \$14,000 worth of transactions and income of \$3,211 was earned for the organization. A case study of the experience was included in the packet.
2. Let's Chill Winter Fest Recap—A summary of Let's Chill was presented. Approximately 5000 people attended. The organization produced a net income of approximately \$21,000 from sponsorships, grants, and activity income after expenses.
3. Robotics Team—After reviewing the report and hearing about the
4. Winter Fest contributions of the HS Robotics Team, it was moved by Calabrese, seconded by Armitage, that \$139 in earnings from Mini-Golf (which they operated for us) be donated to the Robotics Team (this one time) with a thank you for their support. Passed unanimously.

NEW BUSINESS DISCUSSION:

1. Work Plan: Downtown Banner—There was a brief presentation of a plan for placing banners on Dexter Street and Main Street. The City has budgeted money for the banner clamps (beyond those we already have). The Design Committee proposed a plan for identifying individuals in the

community whose faces would be placed on the first banners. Though no funding was approved, it was moved by Royal, seconded by Wilman, that the Design Committee be encouraged to proceed and bring ideas to the group at the next meeting (and perhaps prior). Approved unanimously.

2. Fundraising and Development Planning—A report on contributions to the fund drive and other sources of income was presented. We are learning that the mix of where money comes from will probably be different than during our initial fund drive a year ago and from our projections.
3. 2017-18 Budget Planning—All committees are asked to have drafts of work plans (and related funding needs) for implementation during the coming fiscal year (starting July 1) submitted by March 1. Our next meeting will focus on determining budget priorities and working toward a budget to be presented as part of the City's budget.
4. Work Plan: Business Support Took Kit—The Economic Development Committee proposed a plan for creating a set of information and tools for existing and prospective businesses to support their success. It was moved by Calabrese, seconded by Wilman, that the EV Committee be approved to proceed with developing this tool kit. Approved unanimously.
5. Committee Structure—There was a short report by ED Tewsley and a short discussion about a more collaborative approach to committee work as presented at Quarterly Training. More to come.
6. Main Street Office Location—There is concern that we have outgrown our current site at CoMilan. It was moved by Armitage, seconded by Calabrese, that ED Tewsley explore alternatives and present options to the Board for consideration at a future meeting.
7. CTAP update—The Board was presented three options (Tolan lighting, tourism app, and performing arts center) that had been discussed for grant funding from the Washtenaw County CVB. This is a \$10,000 grant (with a partial match required). We are waiting for feedback on the options that we presented before making a decision. Further information at an upcoming meeting.
8. Election of Officers—Doug Strader was nominated for Chair. Ryan Royal was nominated for Vice-Chair. Dave Snyder was nominated for Secretary. Carrie Ritchie was nominated for Treasurer. All were approved by acclamation.

VISITOR COMMENTS: Tori Dillinger spoke briefly about a presentation she would make at a future meeting.

ADJOURNMENT: Motion by Calabrese, seconded by Wilman to adjourn meeting at 6:55 PM. Motion carried unanimously.

Next regularly scheduled meeting is Monday, March 20, 2017, at 5:30 PM.

Doug Strader, Chair

David W. Snyder, Secretary