

MINUTES OF A REGULAR MEETING OF
THE MILAN MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY BOARD
HELD ON MONDAY, MARCH 20, 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 5:28 P.M. by Chair Doug Strader.

MEMBERS PRESENT: Michael Armitage, Sal Calabrese, Robert Miller, Carrie Ritchie, Jade Smith, Dave Snyder, Doug Strader, and Ryan Wilman (part of meeting). Executive Director Jill Tewsley and VISTA member Tori Dillinger were also present.

ABSENT: Barbara Gardinier (excused) and Ryan Royal (excused).

VISITORS: Jesse Nie

APPROVAL OF AGENDA: for March 20, 2017. Moved by Snyder, seconded by Calabrese. Approved unanimously.

APPROVAL OF MINUTES:

Minutes for February 21, 2017, were presented for approval. Moved by Smith, seconded by Ritchie, 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. Michigan Main Street Monthly Report—The report was included in the packet.
3. Monthly Status Report of staff activities was in the packet. Committee reports for Organization and Promotions were also included.
4. Budget planning memos and work plan budgets were included in the packet.

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

OLD BUSINESS DISCUSSION:

1. Office Space Recommendation: ED Tewsley presented a recommendation that, on a temporary basis, the Milan Main Street Office be moved to City Hall, effective May 1. It was moved by Snyder, seconded by Armitage, that the Director's recommendation be implemented, that we get a Milan PO Box for our mail, and that this change is approved with the expectation that MMS offices will return offices to downtown Milan as soon as possible. Passed unanimously.
2. Banner Program Update: This project is progressing.
3. CTAP Grant Update: A lighting and decorating project for Tolan Square is being proposed for this \$10,000 grant (match of \$2000+ is required). Our presentation is April 10.

NEW BUSINESS DISCUSSION:

1. 49 E Main: Design Services application was proposed for this building. It was moved by Armitage, seconded by Ritchie, that the application be approved. Approved unanimously.
2. National Main Street Conference: MMS is looking for Board members who may be interested in participating in the Pittsburgh conference in May.
3. Funding Strategy: ED Tewsley provided a draft calendar of funding activities. In addition there was a monthly plan for Board Development Goals and Responsibilities. It was moved by Ritchie, seconded

by Smith that we adopt the concept of the Board sheet and approve the March activity that was scheduled (each Board member bringing a potential grant program for MMS to apply for to the meeting).

4. Work Plan Review and Approval:

- a. Summer Fest: Plan was presented. It was moved by Snyder, seconded by Armitage, that MMS plan a July 28 Concert (one-night event) with the contracted band (Your Generation in Concert) be planned by MMS as a dedication of the new pavilion with the event this year to be in Wilson Park. Further, that MMS assume the custody of Summer Fest funds from Moving Milan Forward and that we assume future responsibility for the event, which will be hosted in the downtown area in 2018 and beyond. Passed unanimously.
- b. Farmers' Market/Third Thursdays: It was moved by Ritchie, seconded by Calabrese, that the work plan be approved. Passed unanimously.
- c. Crooked Tree Play Festival: Concerns were expressed about the contract proposed with Roustabout Theatre Troupe. It was moved Wilman, seconded by Calabrese, to table, with instructions to the committee to do a budget analysis and return with a workable proposal. Passed unanimously.
- d. Milan May Day (Bloom 2017): A group has assembled to develop this idea into a May event. It was moved by Calabrese, seconded by Miller, to approve the work plan and provide \$500 in working funds in addition to any funds raised through sponsorship. Passed unanimously.
- e. Social Media Marketing Strategy: It was moved by Calabrese, seconded by Wilman, that the work plan be approved with a \$100 budget. Passed unanimously.

VISITOR COMMENTS: None

ADJOURNMENT: Motion by Wilman, seconded by Calabrese to adjourn meeting at 7:05 PM. Motion carried unanimously.

Next regularly scheduled meeting is Monday, April 17, 2017, at 5:30 PM.

Doug Strader, Chair

David W. Snyder, Secretary