

**MILAN MAIN STREET / DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MINUTES  
Tuesday, January 22, 2019 at 5:30 p.m.  
City Hall**

- 1) **CALL TO ORDER:** Doug Strader called the meeting to order at 5:30 p.m.
- 2) **ROLL CALL OF MEMBERS PRESENT:** Dominic Hamden, Barbara Gardinier, Carrie Ritchie, Dave Snyder, Doug Strader, & Shannon Dare Wayne  
  
**MEMBERS ABSENT:** Sal Calabrese, Ryan Royal, Doug Strader, & Ryan Wilman  
  
**OTHERS PRESENT:** Shannon Budd, Jade Smith & Jill Tewsley
- 3) **APPROVAL OF AGENDA:** Motion by Carrie Ritchie, supported by Dave Snyder to approve the January 22, 2019 agenda. Motion carried unanimously.
- 4) **APPROVAL OF PREVIOUS MEETING MINUTES:** Motion by Carrie Ritchie, supported by Barbara Gardinier to approve the October 15, 2018 meeting minutes. Motion carried unanimously.
- 5) **ELECTION OF OFFICERS:**
  - a) **Chair** – Motion to nominate Ryan Royal as Chairman by Carrie Ritchie & supported by Barbara Gardinier. Motion to approve Ryan Royal as Chairman by Carrie Ritchie & supported by Barbara Gardinier. Motion approved by acclamation.
  - b) **Vice Chairperson** – Motion to nominate Dave Snyder as Vice Chairman by Shannon Dare Wayne & supported by Barbara Gardinier. Motion to approve Dave Snyder as Vice Chairman by Shannon Dare Wayne & supported by Barbara Gardinier. Motion approved by acclamation.
  - c) **Secretary** – Motion to nominate Shannon Dare Wayne as Secretary by Dave Snyder & supported by Carrie Ritchie. Motion to approve Shannon Dare Wayne as Secretary by Dave Snyder & supported by Carrie Ritchie. Motion approved by acclamation.
  - d) **Treasurer** – Motion to nominate Carrie Ritchie as Treasurer by Dave Snyder & supported by Barbara Gardinier. Motion to approve Carrie Ritchie as Treasurer by Dave Snyder & supported by Barbara Gardinier. Motion approved by acclamation.
- 6) **RECEIVED AND FILED**
  - a) **2019 MMS Board Reappointments:** Three people to be appointed. MMS to determine descriptions of the appointment position prior to filling the position.
  - b) **MMS/DDA Fund Balance**
  - c) **2018 Annual Report Narrative (submitted to the State)**
  - d) **Ryan Wilman resignation from Milan Main Street Board**
  - e) **Doug Strader resignation from Milan Main Street Board**
    - Motion to accept all items Received & Filed by Carrie Ritchie & supported by Dominic Hamden. Motion carried.
- 7) **OLD BUSINESS**
  - a) Second review of sign grant for Life is Sweet sign: Motion to approve sign grant up to \$500 for Life is Sweet sign by Shannon Dare Wayne & supported by Barbara Gardinier. Dave Snyder abstained. Motion carried.
- 8) **NEW BUSINESS**
  - a) Magnolia on East Main sign grant review: Motion to approve sign grant for Magnolia on East Main for up to \$500 after receipts are produced. Motion by Carrie Ritchie & supported by Barbara Gardinier. Dave Snyder abstained. Motion carried.

**b) 2019 MMS Board Development**

- (a) **2019 Work Sessions:** Conduct regular monthly board meetings at 5:30 p.m. with working sessions at 6:30 p.m. every 3<sup>rd</sup> Monday.
- (b) **2019 Project Leads:** Every project should be championed by a Board Member.
- (c) **Board Retreat:** Month of June and go off-site for Strategic Planning. Jade Smith to lead. Jill Tewsley suggests that because the National conference is in Seattle. Proposal to re-allocate travel budget to the retreat.

**c) 2019 Planning Calendar**

- (a) **National and Michigan Main Street trainings and conferences:**
  - National Conference is in March in Seattle
  - Michigan Main Street meetings: June - Owosso & July - Grand Haven
- (b) **February -- Work plan reviews**
- (c) **Let's Chill Winter Fest:** Only a week away & is the largest event of the year. Email Jill Tewsley your availability to volunteer. 425 tickets were sold. 75 sponsor tickets.
- (d) **Grubstake:** Presentations available to teach both entrepreneurs and first time investors. Will be held March 21 6:30 – 8:00 in Milan at the Center.

**9) VISITOR COMMENTS:**

- a. Doug Strader reports that Joe O'Donnell passed away and funeral will be Feb 2 at Milan Baptist Church. Service is at 11 a.m. with a meal to follow. This will be the same day as Let's Chill Winter Fest. Jade Smith to discuss logistics with the Police Chief.
- b. Jade Smith discussed Grubstake and recommends that Milan also participates in the marketing of the event.
- c. Carrie Ritchie reports that Kroger ribbon cutting January 23 at 9 a.m. Will have appetizers available. Magnolia on East Main will have their ribbon cutting on February 1 at 10 a.m.
- d. Jill Tewsley reports that 10 tickets were offered to Joe O'Donnell's family for the Big Freeze.

**10) ADJOURNMENT:** Motion by Carrie Ritchie, supported by Dominic Hamden to adjourn the meeting at 6:31 p.m.

**NEXT MEETING DATE:** Tuesday, February 19, 2018 at 5:30 p.m., Milan City Hall Conference Room

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Doug Strader, Chairperson

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Shannon Dare Wayne, Secretary