

MILAN MAIN STREET / DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MINUTES
Tuesday, March 18, 2019 at 5:30 p.m.
City Hall

- 1) **CALL TO ORDER:** Ryan Royal called the meeting to order at 5:30 p.m.
- 2) **ROLL CALL OF MEMBERS PRESENT:** Dave Baldwin, Dominic Hamden, Barbara Gardinier, Carrie Ritchie, Ryan Royal, Jade Smith, Dave Snyder, & Shannon Dare Wayne

MEMBERS ABSENT: None

OTHERS PRESENT: Jill Tewsley & Shannon Budd
- 3) **APPROVAL OF AGENDA:** Motion by Jade Smith, supported by Barbara Gardinier, to approve the March 18, 2019 agenda. Motion carried unanimously.
- 4) **APPROVAL OF PREVIOUS MEETING MINUTES:** Motion by Jade Smith, supported by Carrie Ritchie, to approve the February 19, 2019 meeting minutes. Motion carried unanimously.
- 5) **RECEIVED & FILED**
 - a) **MMS/DDA Fund Balance:** \$7,400 in funds from Square not reflected in the fund balance. We are falling significantly short on local contributions each year.
 - b) **Monthly Reports to the State:** As filed. All reports are caught-up with the State.
 - c) **Homefront Magazine Advertisement:** Board was positive about the ad. Reflects that there is a lot going on in the City. Ad also coordinates with the signs in town.
- 6) **OLD BUSINESS** - None
- 7) **NEW BUSINESS**
 - a) **2020 Budget Review:**
 - Current fund balance of about \$74,000. Proposed Expenditures of \$168,915 and proposed Revenues of \$170,685.
 - General Fund money was reduced by \$2,000. Request that the City considers bringing funding back up the \$26,000 as in year 1. Falling short in donations. Budgeted \$27,000 but only \$4,000 YTD. Proposed budget assumes that we add in a banner promotion & continue Route 23 event. Wages remain consistent from last year.
 - Proposal to share the rent with the Chamber of Commerce of \$2,000 per year. \$3,000 allocated for additional dumpster corrals.
 - Budget will be discussed with the City on Saturday, March 23. Milan Main Street Board to approve budget at the April meeting.
 - b) **Board Member Job Description:** Discussion on the proposed Job Description. Shannon Dare Wayne expressed concern with the line item "Contribute financially to the organization; encourage the same of others." Verbiage proposed as follows, "To promote the fundraising and fiscal sustainability of the organization." Motion to approve by Carrie Ritchie and seconded by Barbara Gardinier. Motion passes unanimously.
 - c) **April 20th Clean-Up Day:** Ryan Royal attended the Moving Milan Forward meeting. Ed Kolar and Milan Cares will be coordinating this year. Event will start at noon. Would be a good opportunity for Milan Main Street to focus on cleaning downtown.
 - d) **Monthly Meeting Location:** Meetings may be held in Tolan Square as weather permits.
 - e) **Out of the Box Fundraising:** Next work session to focus on fundraising. Suggestion to round-up on all bills/receipts at the register on 3rd Thursdays. We need to tell our story and dimension the value to the community.
 - f) **Econ Vitality:** Conversation to be discussed in the work session.

8) OPEN/ VISITOR COMMENTS:

- a) Grubstake event is at 6 p.m. on Thursday 3/21. Event is to encourage local investment.
- b) Dave Baldwin visited on behalf of Moving Milan Forward and their upcoming projects for 2019-2020. All Moving Milan Forward events have a project lead and volunteers dedicated. At least three block parties will be hosted through the City. There will be at least three recycling days partnering with Waste Management. Christmas Town is being proposed where we have horse drawn carriages and it would be the day of the parade. Moving Milan Main Street also proposing outlining all the buildings in downtown Milan with white winter lighting (currently getting quotes). Design competition for a City Flag. Gaga ball pit. Milan Events Website to be created so anyone can post events in the City with the ability to notify when new events are planned. Moving Milan Forward will be the volunteer for the last 3rd Thursday but may be able to pick-up a second date.
- c) 3rd Thursdays Themes:
 - o June: Just My Imagination – Chalk Artist
 - o July: All that Jazz
 - o August – Especially in Michigan
 - o September – Walk this Way (stilt walker)
 - o October – Harvest Time

- 9) **ADJOURNMENT:** Motion by Dominic Hamden, supported by Barbara Gardinier to adjourn the meeting at 6:44 p.m.

NEXT MEETING DATE: Monday, April 15, 2018 at 5:30 p.m., Milan City Hall Conference Room

Ryan Royal, Chairperson

Shannon Dare Wayne, Secretary