

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, February 9, 2010**

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CALL TO ORDER:

Chairman Lee called the meeting to order at 7:33 a.m.

Directors Present: Jim Rundborg, Theresa Dubiel, Mike Lee, Paul Hartlieb,
Kris Kramer, Fred Motz, Beth Herendeen, Bill Sermak
Directors Absent: John Coscarelli
Others Present: Chris Olson, City Administrator
Kellie Warner, DDA Coordinator

APPROVAL OF AGENDA: On motion by Director Hartlieb, seconded by Director Dubiel and carried by vote of the Board to approve the Agenda, as amended.

APPROVAL OF MINUTES: On motion by Director Hartlieb, seconded by Director Dubiel and carried by vote of the Board to approve the Minutes of the January 12, 2010 Board Meeting, as presented.

RECEIVED AND FILED JANUARY, 2010 TREASURER'S REPORT

PUBLIC COMMENTS: None

OLD BUSINESS:

1. Christmas Decoration Order Approval: Quote from Bronner's in the amount of \$2592.00 (without shipping) for 12 – 12" x 20" pine pole wrap with LED lights was presented. On motion by Mayor/Director Rundborg, seconded by Director Dubiel and carried by vote of the Board to approve payment in the amount of \$2592.00 plus shipping.
2. LSL Billing Update: Previous decision stands. Administrator Olson will send letter to LSL with copy of Minutes showing Motion of amount approved and documentation of LSL representative present at meeting.

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3. Code Violation Report: Administrator Olson reported E Main given until January 25, 2010 to perform remaining tasks. This was not met and a No Show Cause was issued. 107 S. Bridge – Acknowledged receipt of Nuisance letter. Proceeding along as planned. 116 S. Bridge – Mess up with Treasury Department, in that deadline on letter missed 2 years in a row. Setting up meeting with Treasury to discuss options.

4. Speaker System Update: Nothing to report

NEW BUSINESS:

1. Committees and Goals: Chairman Lee advised he will be sending Board all committees' goals and objectives to review.

2. Clinton County Economic Alliance: Received final bill for the 3 year commitment. Payment approved, as previously discussed and budgeted. Mr. Czarnacki unable to attend DDA Meetings, as they are same time as CCEA monthly meetings. Administrator Olson will invite him to City Council meeting on March 2, 2010. The DDA Board invited to that meeting to get report at same time as Council.

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report: Ms. Warner distributed her written report which indicated her training on website updates and additions; finishing up the Advertisement Coop grant and tentative dates for 2010 Farmers' Market. Received reimbursement request from DeWitt Millennium Garden Club for downtown planters. On motion by Mayor/Director Rundborg, seconded by Director Hartlieb and carried by vote of the Board to approve payment in the amount of \$235.84.

2. Planning Commission Report: Chairman Lee reported guidelines provided in paper. Comments, questions or concerns need to be sent to Rob Nesbitt within 30 days.

3. Economic Development Committee Report: None

4. Design Committee Report: Chairman Lee is working on a Preliminary Facade Program.

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5. Organization and Promotion Committee Report: None
6. Council Report: Administrator Olson reported the City may be receiving a Grant to resurface Bridge Street north of the light. Will update Board as soon as final decision made.

ADJOURNMENT: On motion by Mayor/Director Rundborg, seconded by Director Hartlieb and carried by vote of the Board to adjourn at 8:40 a.m.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Kellie Warner". The signature is written in black ink and is positioned above the typed name and title.

Kellie Warner, DDA Coordinator for
Paul Hartlieb, Board Secretary