

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, August 11, 2009

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:00 p.m.

Directors Present: Theresa Dubiel, Paul Hartlieb, Beth Herendeen, Kris Kramer, Mike Lee, Jim Rundborg and Bill Sermak

Directors Absent: John Coscarelli, Fred Motz

Others Present: Chris Olson, City Administrator
Kara Villarreal, DDA Administrative Assistant
Rep. Paul Opsommer, State House Representatives

APPROVAL OF AGENDA:

On a motion by Mayor/Director Rundborg, seconded by Director Herendeen and carried by vote of the Board to approve the Agenda, as amended.

APPROVAL OF MINUTES:

On a motion by Director Hartlieb, seconded by Director Dubiel and carried by vote of the Board to approve the Minutes of the July 14, 2009 Board Meeting, as presented.

RECEIVED AND FILED JULY, 2009 TREASURER'S REPORT

PUBLIC COMMENTS: Rep. Opsommer complimented Kellie Warner on the Farmer's Market. He reported how the State Budget is severely reduced. He explained deficits, revenue sharing cuts, school cuts, tax increases, and loophole closings. The top four budget items are, K-12 Funding, Community Health, Welfare and Corrections.

OLD BUSINESS:

1. Web Site Update:
Chairman Lee and Director Herendeen explained the need to establish a credit card for domain and hosting fees. After discussion of options, it was determined to use the City credit card with the City then billing the DDA.
2. Event Criteria Procedure List:
Mr. Olson advised that the City will take applications and administer. Final list will be in checklist form. Director Herendeen requested that list be emailed to the Board and be placed on the website. List will be modified and ready within one to two months.

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3. Improvement Grant Program:
Chairman Lee reported no meeting had taken place. No report.
4. DDA Handbook:
Chairman Lee reported no progress. Mr. Olson advised there are models that Planning Commission and Zoning Board utilize.

NEW BUSINESS:

1. Design Guideline Update:
Rob Nesbitt, of LSL Planning, Inc., quoted to Mr. Olson and estimate of \$1,200.00 for additional options for the Farmer block. Mr. Olson explained bonding program. EDC to review tools to utilize for future projects.
2. Vacant Building Update:
Mr. Olson reported that the Inspector had inspected the building on north side of Pharmacy. Letter was sent by Building Official for compliance of the building code for occupancy. Director Hartlieb requested clarification as to what was going to be done with building repairs, other than for occupancy requirements which may never occur. He was advised that condemnation and demolition is not an option at this point. Discussion was held as to financial help to restore. EDC to review options and encouragement. Mr. Olson to check on deadlines. Mayor/Director Rundborg requested a meeting with the owner.

OTHER BUSINESS:

1. Coordinator's Report: Ms. Warner's Report was reviewed by Ms. Villarreal. Ms. Warner needed direction as to shirt order. Bids and quality were discussed. Ms. Warner directed to order 12 shirts from BLT's in color orange. Sizes were given to Ms. Villarreal.

Ms. Warner requested permission to purchase a new computer. After discussion, it was determined to purchase a laptop for DDA use. Ms. Warner to confer with City Staff as to requirements for hookup and get bids up to \$1,000.00 to include necessary software. Board was comfortable with her then getting final approval for purchase from Chairman Lee and Vice-Chairman Herendeen.

Ms. Warner requested volunteers to cover the September 15, 2009 Farmer's Market due to her being out of town. Two hour shifts were suggested with Director Kramer volunteering to open, Chairman Lee volunteered to work middle and Mayor/Director Rundborg volunteered to close.

2. Planning Commission Report: No Report.

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3. Economic Development Committee Report: No Report. Meeting soon per Director Hartlieb.
4. Design Committee Report: Committee Co-Chairman Lee reported no meeting held.
5. Organization and Promotion Committee Report: Chairman Dubiel reported Picnic in the Park for August 18. Food, signs, games, balloons, face paint, and music reported on. She was advised that the ribbon cutting and Grand Opening for the All Kids Playground would be held in conjunction with the Picnic starting at 5:30. It was determined to order cakes from Meijer's, as they were considerable contributors. Director Dubiel recapped the Ice Cream Social. Need volunteers for the picnic.
6. Council Report: No Report.
7. Certificates of Deposit Determination: Ms. Villarreal reported on two maturing CD's along with a request for determination of how to invest current Tax Levy funds. It was determined a \$100,000.00 13 month CD be opened at National City Bank with the Firstbank CD being renewed for 9 months and NuUnion CD to be renewed for 6 months, or a term where better interest may be achieved. Board felt best to stagger CD's for future withdrawal, when needed.

ADJOURNMENT: On a motion by Director Hartlieb, seconded by Director Sermak and carried by vote of the Board to adjourn at 8:15 p.m.

Respectfully Submitted:

Kara L. Villarreal, on behalf of
Paul Hartlieb, Board Secretary