

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, August 2, 2011**

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**CALL TO ORDER:**

Chairman Lee called the meeting to order at 7:35 a.m.

Directors Present: Jim Rundborg, Mike Lee, Fred Motz, Kim Lawrence,  
Theresa Dubiel

Directors Absent: Paul Hartlieb, Bill Sermak, Beth Herendeen

Others Present: Kellie Warner, DDA Coordinator  
Daniel Coss, City Administrator  
Rich Miller, DPS Supervisor

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

**APPROVAL OF MINUTES:** On motion by Director Motz, seconded by Mayor/Director Rundborg, and carried by vote of the Board to approve the Minutes of July 12, 2011 Board Meeting, as presented.

**APPROVAL OF ACCOUNTS PAYABLE:** City of Dewitt \$39.48 for budget binders; American Rental \$150.00 for Portable toilet in farmers' market area. All AP presented were approved.

**RECEIVE AND FILE July 2011 TREASURER'S REPORTS:** No Treasurer's Report presented.

**PUBLIC COMMENTS:** NONE

**OLD BUSINESS:**

1. **Parking Lot Acquisition:** Administrator Coss reported that we are waiting on appraisal from Professional Appraisal Services.
2. **Update on Bike Racks:** Bike racks have been ordered and should be in the week of August 8<sup>th</sup>. Hope to install them the week after Ox Roast. Cost to purchase and install is roughly \$1500.00.
3. **Electric Vehicle Charging Station:** Award letter received. Grant covers the charging station and DDA will owe for the installation of the charging station. On motion by Mayor/Director Rundborg, seconded by Director Motz, and carried by vote of the Board to authorize the City Administrator to execute the necessary agreements and for the DDA to pay for the installation of the charging station in an amount not to exceed \$7,100.00. Discussions were had on a press release of the new charging station.

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4. 2011 Improvement Grant Program: Sue Erickson and Frank Wiggins from Planning Commission were assigned to be on the Application Review & Selection committee. On motion by Mayor/Director Rundborg, seconded by Director Dubiel, and carried by of the Board for Chairman Lee and Director Motz to represent the DDA on the Application Review & Selection committee.
5. Trees: Administrator Coss advised we are awaiting quotes and the hot weather to pass. Mt St. Helen Plums is what will be planted.

**NEW BUSINESS:**

1. DPS Reimbursement Amount of Services: \$21,160.49 is the total amount for DPS in DDA district for 2010/2011 Fiscal Year. \$3,849.00 of it was for special projects. Per previous resolution, the DDA paid \$12,000 a year for routine services and the \$3,849.00 for special projects for a total of \$15,849.00. On motion by Mayor/Director Rundborg, seconded by Director Motz, and carried by vote of the Board to increase DDA payment for routine services from \$1,000.00 per month to \$1,300.00 per month for a total of \$15,600.00 a year, to be paid twice a year (\$7800.00 December & June).
2. Focus for 2011/2012 Fiscal Year: Chairman Lee asked the Board to think about what things they would like to focus on for 2011/2012 Fiscal Year. After discussions, it was determined the DDA website needed updating and brought current so that we can promote downtown events and vacant property better and a social media seminar was suggested.

**STAFF AND COMMITTEE REPORTS:**

1. Website Updates: None
2. Coordinator's Report: Mrs. Warner reported she has been working July markets and the heat had the traffic flow down a bit.
3. City Administrator's Report: Mr. Coss advised we are still waiting to hear on the LED Grant.
4. Council Report: None

**ADJOURNMENT:** On motion by Director Motz, seconded by Mayor/Director Rundborg and carried by vote of the Board to adjourn at 8:28 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator  
for Paul Hartlieb, Board Secretary