

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, December 6, 2011**

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:41 a.m.

Directors Present: Mike Lee, Fred Motz, Kim Lawrence,
Bill Sermak, Beth Herendeen,
Directors Absent: Theresa Dubiel, Paul Hartlieb, Jim Rundborg
Others Present: Kellie Warner, DDA Coordinator
Daniel Coss, City Administrator
Sue Erickson, Mayor Pro Tem

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

APPROVAL OF MINUTES: On motion by Director Lawrence, seconded by Director Motz, and carried by vote of the Board to approve the Minutes of October 4, 2011 Board Meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE: On motion by Director Motz, seconded by Director Herendeen, and carried by vote of the Board to pay City of Dewitt \$1804.96 for reimbursement of supplies for installation of bike racks, charging station cards, LED lights, lamps for street poles, purchase of trees; Michigan Municipal League \$368.75 Social Networking Seminar; Instant Shade \$715.00 for planting of trees; Kellie Warner \$145.21 reimbursement for cookies, marshmallows, gloves, power strips.

RECEIVE AND FILE OCTOBER 2011 & NOVEMBER 2011 TREASURER'S REPORTS: Received and Filed

PUBLIC COMMENTS: None

OLD BUSINESS:

1. **Parking Lot Acquisition:** City Administrator Coss presented a memo showing what other DDAs have spent to purchase and build public parking lots. Chairman Lee advised Board to review and do some calculations for maintenance, purchase, build and funding and determine how the DDA wants to proceed.
2. **Website:** On motion by Director Herendeen, seconded by Director Motz, and carried by vote of the Board to proceed to have IT Right create website for DDA using current website information and have IT Right maintain. It was also discussed to start a business DDA Facebook page. Director Herendeen will create it and it will be open to everyone.

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3. Trees: City Administrator Coss advised the Mt St Helen Plum trees have been planted. They will have a pinkish off white bloom with a maroon burgundy leaf.
4. 116 S Bridge Street: Chairman Lee would like to have a committee make a presentation to City Council at their December 27, 2011 meeting on a rehabilitation plan for this property. Director Motz and Director Herendeen agreed to be part of the committee with Chairman Lee.

NEW BUSINESS:

1. 2012 Board Meeting Schedule: On motion by Director Herendeen, seconded by Director Motz and carried by vote of the Board, to continue to meet the first Tuesday of each month for 2012. Director Sermak advised the Board that his term will expire December 17, 2011 and he will not be renewing his term. The DDA Board has 2 open spots.
2. Receive and File 2010-2011 FY Audit: City Administrator Coss reviewed the audit with the Board. Received and filed.

STAFF AND COMMITTEE REPORTS:

1. Website Updates: None
2. Coordinator's Report: Mrs. Warner submitted October and November written reports.
3. City Administrator's Report: None
4. Council Report: None

ADJOURNMENT: On motion by Director Herendeen, seconded by Director Motz and carried by vote of the Board to adjourn at 8:40 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator
for Paul Hartlieb, Board Secretary