

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, February 1, 2011**

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CALL TO ORDER:

Chairman Lee called the meeting to order at 7:37 a.m.

Directors Present: Jim Rundborg, Fred Motz, Mike Lee, Theresa Dubiel,
Paul Hartlieb, Bill Sermak

Directors Absent: John Coscarelli, Beth Herendeen

Others Present: Kellie Warner, DDA Coordinator
Lisa Gysen, Interim City Administrator
Rich Miller, DPS Supervisor

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

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

APPROVAL OF ACCOUNTS PAYABLE: On motion by Director Motz, seconded by Director Hartlieb and carried by vote of the Board to approve payment to Clinton County Economic Alliance for 2011.

RECEIVE AND FILE December 2010 TREASUER’S REPORTS: Received and filed.

PUBLIC COMMENTS: None

OLD BUSINESS:

1. Parking Lot Update: Chairman Lee advised a meeting has not been taken place since last Board of Directors meeting.
2. Extra 2010 DPS Services: A bill was presented in the amount of \$2117.30 for Sidewalk Repairs. On motion by Director Dubiel, seconded by Director Sermak and carried by vote of the Board to approve payment for 75% of the bill and City to pay 25%. Mr. Miller presented an email with hours and expenses incurred for brick paver repairs. The Board asked Mr. Miller to provide an actual invoice at next Board of Directors Meeting.
3. Downtown Trees: Chairman Lee, Director Motz and Mr. Miller walked around downtown to view existing trees. They reported Main Street is worst, then North Bridge and then South Bridge. Some of Main Street trees are in electrical wires. Mr. Miller is going to get quotes and report back to Board.

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NEW BUSINESS:

1. Downtown Trash Canisters: Chairman Lee advised trash canisters were being moved and we needed to consider if we needed to order more. It was reported that we currently have 8 decorative canisters and we could use 2 more. On motion by Chairman Lee, seconded by Mayor/Director Rundborg and carried by vote of the Board to approve Mr. Miller to research and purchase best price. Mr. Miller will supply the Board with a map of where all dumpsters are located downtown.
2. Michigan Main Street Associate Level: Chairman Lee advised there are 21 Cities in the Associate Level program at this time. Up to 3 of the 21 could be chosen for the Selective Level program. Chairman Lee presented summary of the Associate Level program and the requirements for the Selective Level. Chairman Lee advised we are not ready for the next level. Chairman Lee provided some suggestions of things the DDA could do to work towards getting to the next level. Mayor/Director Rundborg advised the City now has an Economic Development Commission lead by Jim Lancaster. It was suggested Chairman Lee get with Mr. Lancaster and then discuss further at March meeting.

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report: Coordinator Warner submitted her written report for January 2011.
2. City Administrator's Report: None
3. Planning Commission Report: None
4. Economic Development Report: None
5. Design Committee Report: None
6. Organization and Promotion Committee Report: None
7. Council Report: None

ADJOURNMENT: On motion by Director Motz, seconded by Director Hartlieb and carried by vote of the Board to adjourn at 8:45 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator for
Paul Hartlieb, Board Secretary