

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, January 13, 2009

CALL TO ORDER:

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

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

Directors Absent: John Coscarelli, Fred Motz

Others Present: Kellie Warner, DDA Coordinator
Kara Villarreal, DDA Administrative Assistant
Lisa Grysen, Interim City Administrator
Jim Lancaster, Council Representative
Loretta Spinrad, DACA/Chamber Representative

APPROVAL OF AGENDA:

After additions of Welcome Baskets and Introduction of New Members to New Business, on motion by Director Hartlieb, seconded by Mayor/Director Rundborg and carried by vote of the Board to approve the Agenda, as presented.

APPROVAL OF MINUTES:

On a motion by Director Hartlieb, seconded by Director Sermak and carried by vote of the Board to approve the Minutes of the December 9, 2009 Board Meeting, as presented.

PUBLIC COMMENTS: Director Fletcher indicated that he will be putting together a \$5.00 coupon program to be presented at the next meeting.

COORDINATOR'S REPORT: Ms. Warner reported working on the Christmas Market, advertising grant letters, letter to DACA, wayfinding and attending Design Committee meeting.

OLD BUSINESS:

1. DACA/Chamber Conversion: Ms. Warner indicated no response from DACA as to her letter. Ms. Spinrad explained that the conversion had take place and the need for it. She submitted the Bylaw changes and Press Release. Chamber will focus on local business support. There are 24 existing members with a planned membership drive. Dues are \$250.00 per year with monthly meetings provided by sponsors.

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2. Revisions to Draft Comprehensive Development Plan and City Zoning Ordinance:
Chairman Lee explained the Planning Commission work on Draft with focus to be retail business for the downtown area. Commission had resistance to closing off office areas.

Councilman Lancaster reviewed the history and purpose of the Comprehensive Development Plan along with his Memorandum regarding revisions to same. The DDA had previously resolved to focus on retail businesses for downtown. He emphasized that retail not to be subject to parking requirements and office use to be special land use. He asked that the desires of the DDA be made known to the Planning Commission and address the parking situation (and enforcement), business incentives and the need for properties to market. Chairman Lee indicated that the three focus groups should work on parking requirements, buying opportunities and façade improvements. He recited measurements on space per population for parking requirements.

There was considerable discussion on the Memorandum wording and what focus should be. On motions by Director Fletcher, seconded by Director Hartlieb and carried by vote of the Board to direct Chairman Lee to draft a letter, for DDA Board review, as to the wishes of the Board relative to said discussion.

Councilman Lancaster also requested support on the Zoning Ordinance Amendments with the intent being that non retail uses are only by Special Use Permit. This was verbally agreed on.

NEW BUSINESS:

1. Introduction of New Board Members:
Kristopher Kramer and Theresa Dubiel introduced themselves as did each existing Board Member and support staff.
2. Welcome Baskets:
Director Hartlieb requested that Welcome Baskets be prepared for new incoming businesses. Chairman Lee referred this project to the Organization and Promotion Committee.
3. Committee Assignments:
Directors Dubiel and Kramer were assigned to the Organization and Promotion Committee.

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OTHER BUSINESS:

1. Economic Development Committee Report: Committee Chairman Hartlieb advised that the Committee met and is utilizing Mr. Hunnicutt's expertise. Brainstorming for packages regarding financial tax incentives and qualifications. Assignments given.
2. Design Committee Report: Committee Co-Chairman Lee reported that on the Planning Commission Agenda are façade guidelines and standards. DDA can then create a funding mechanism to meet these standards.
3. Organization and Promotion Committee Report: Chairman Fletcher – nothing to report at this time. Meeting to commence.
4. Treasurer's Report: After review, on motion by Chairman Lee, seconded by Mayor/Director Rundborg and carried by vote of the Board to approve the Treasurer's Report as presented.
5. Council Report: Mayor/Director Rundborg reported that the Administrator position should be voted on January 20, 2009. Background checks are in process. Movies in the Park needs to be revisited because of problems that had occurred. Must decide if wish to continue. Organization and Promotion Committee to evaluate.

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

Respectfully Submitted:

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