

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, January 4, 2011**

Page 1

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:33 a.m.

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

Directors Absent: John Coscarelli, Bill Sermak, Beth Herendeen

Others Present: Kellie Warner, DDA Coordinator
Lisa Grysen, Interim City Administrator
Dennis Deatruck, Mid Michigan Bio Medical
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 Hartlieb, seconded by Director Motz and carried by vote of the Board to approve the Minutes of November 9, 2010 Board Meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE: No Accounts Payable to approve.

RECEIVE AND FILE November and December 2010 TREASURER'S REPORTS:
Received and filed November 2010. December 2010 not ready by meeting, since month end just occurred.

PUBLIC COMMENTS: Dennis Deatruck advised of GROUPON. This is a new coupon type business that services type businesses may be interested into checking into. Helps get people into your business.

OLD BUSINESS:

1. **Parking lot:** Chairman Lee advised that he is to meet with Directors Motz and
2. **DPS Hours/Bill:** Supervisor Miller supplied documentation of what services were done and the cost for July 2010 through December 2010. Mr. Miller suggested a flat rate of pay for the services. On Motion by Mayor/Director Rundborg, seconded by Director Dubiel and carried by vote of the Board to pay \$1000.00 a month for the first 6 months of 2011 for normal and routine tasks performed by DPS in the DDA District and then revisit. Mr. Miller will come back to the February Board meeting to present extra jobs that he believes will need to be done in the DDA District. On Motion by Mayor/Director Rundborg, seconded by

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Page 2

Director Hartlieb and carried by vote of the Board to pay \$1000.00 a month for DPS services in the DDA District for July 2010 through December 2010 for normal and routine tasks. Other tasks and extra jobs that were done during July 2010 through December 2010 will be considered at the February Board meeting when additional documentation is presented.

3. Downtown Trees: Mr. Miller supplied a map of the trees in the DDA District. Mr. Miller pointed out that approximately 12 trees are candidates at this time for removal. He advised it would cost approximately \$700 to remove, grind and replace each tree. Chairman Lee advised that he would like Director Motz, and himself get with Mr. Miller and review and get more quotes and report back to the Board.

NEW BUSINESS:

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report: Coordinator Warner submitted her written report for November and December 2010.
2. City Administrator's Report: Mayor/Director Rundborg advised interviews for City Administrator are January 10th and 11th and are open to the public.
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 Hartlieb, seconded by Mayor/Director Rundborg 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