

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, July 14, 2009

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:05 p.m.

Directors Present: John Coscarelli, Theresa Dubiel, Paul Hartlieb, Beth Herendeen, Kris Kramer, Mike Lee, Fred Motz, Jim Rundborg, Bill Sermak

Directors Absent: None

Others Present: Chris Olson, City Administrator
Tony Stoker, City Council
Sheryl Strouse, City Council
Kara Villarreal, DDA Administrative Assistant
Rob Nesbitt, LSL Planning, Inc.
Robert Erskine, Web Designer

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

On a motion by Director Herendeen, seconded by Director Hartlieb and carried by vote of the Board to approve the Minutes of the May 12, 2009 Board Meeting, as presented.

RECEIVED AND FILED MAY AND JUNE, 2009 TREASURER'S REPORT:

PUBLIC COMMENTS: None

OLD BUSINESS:

1. Web Site Review:
Proposals reviewed. Director Hartlieb felt cost was biggest factor. Director Dubiel felt product display important. Director Herendeen explained the contract. On a motion by Mayor/Director Rundborg, seconded by Director Dubiel and carried by vote of the Board, after discussion, to approve the Fenska contract, as the accepted website designer, for a period of two (2) years.

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2. **Event Criteria Procedure List:**
Draft was reviewed. Chairman Lee requested explanation as to procedure for check list. Administrator Olson explained it would be used to provide a framework to deal with issues. Administration takes to Council which is then taken to DDA. Mayor/Director Rundborg requested that a time line of 3 to 6 months prior to events be included. Chairman Lee requested that it be put on a gant chart to be distributed to Council and DDA for review. Director Coscarelli also requested that it be put on website.
3. **Improvement Grant Program:**
Chairman Lee advised there needs to be a Design Committee Meeting to create program. Director Motz gave information as to previous programs. Chairman Lee suggested that Board listen to the presentation, next on Agenda, as to Design Guidelines. After listening, it was determined that Design Committee would meet and prepare a program with guidelines to present at next Board Meeting.

NEW BUSINESS:

1. **Design Guideline Presentation:**
Rob Nesbitt, of LSL Planning, Inc., presented design guidelines for downtown in order to show ideas of elements suggested. He showed an example of the first block on the north side of Main Street – East of Bridge Street. He also showed examples from prospectus in angles and emphasized the need for setback guidelines. Asked for DDA input. Discussion was held on parking situation with some suggestions. Director Hartlieb would like to look at Farmer block with 3 options. Chairman Lee would like more façade design guidelines. Board was advised the cost to complete the balance of the downtown guidelines would be \$3,000.00. Council had already paid for the first block. Additional dollars would be required for the 3 alternative options for the Farmer block. On motion by Mayor/Director Rundborg, seconded by Director Motz and, after discussion, carried by vote of the Board to approve the expenditure of \$3,000.00 to LSL Planning, Inc. to complete the guidelines for the balance of the downtown area and, at the next meeting, approve or disapprove alternatives cost on the Farmer block.
2. **Property Acquisition:**
Administrator Olson advised the Board of a property that is available which is in foreclosure. DeWitt Township had requested a possible cooperative venture. Chairman Lee objected due to it being outside the DDA district. Discussion was held with the consensus being that the Board is not interested in pursuing.
3. **2009/10 DDA Goals:**

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Administrator Olson gave overview of spreadsheet budgets carried out five years with options on staffing. Covered fund balances, revenue projections and expenditures. Chairman Lee asked Board to review.

4. Purchase Policy:
Administrator Olson gave overview. City Council adopted Resolution in 2003. Applicable to all Council appointees. Director Dubiel questioned bid process and expense requests over \$500.00 due to time constraints. On motion by Mayor/Director Rundborg, seconded by Director Herendeen and, after discussion, carried by vote of the Board to allow the Organization and Promotion Committee to spend up to \$1,000.00 for the Ice Cream Social/Picnic in the Park events.
5. Election of 2009/2010 Officers:
On motion by Mayor/Director Rundborg, seconded by Director Dubiel and carried, after discussion, by vote of the Board to nominate and elect the existing slate of officers for the 2009/2010 fiscal year.
6. DDA Handbook:
Chairman Lee explained his wish to prepare said book and present to Board.
7. DDA Communications:
Chairman Lee wants policy adhered to as to when DDA Board meets, they are members, but, after meeting, they are individuals. Members should tell outside citizens to come to full Board meeting with their concerns and requests.
8. Committee Meet Dates: Must be set.

OTHER BUSINESS:

1. Coordinator's Report: Director Herendeen reported on Coordinator Report. Ms. Warner had asked the Board to reconsider moving the Farmer's Market barricades to the light to allow more spaces and avoid accidents. Mayor/Director Rundborg advised she should come to City Council with request for change. Balance of her report was reviewed. Suggested getting DDA shirts. Ms. Warner to obtain quotes.
2. Planning Commission Report: No Report. Covered in previous Agenda Items.
3. Economic Development Committee Report: No Report.
4. Design Committee Report: Committee Co-Chairman Lee reported no meeting held.
5. Organization and Promotion Committee Report: Chairman Dubiel reported first Ice Cream Social is July 21. Need volunteers. May want to tie in park grand opening with August 18 Picnic in the Park. Planning Harvest Festival and

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Christmas Market. Committee meets every Tuesday morning. Working on D/B Review write-up.

6. Council Report: Mayor/Director Rundborg will be asking Council to look at condemnation of the building in the first block south of Main Street on Bridge Street. Parties reported and inhabitable. Administrator Olson reported on the Farmer building. IRS liens not waived yet. Pulled from the process but City is still first in line for purchase.

ADJOURNMENT:

Meeting adjourned at 9:15 p.m.

Respectfully Submitted:

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