

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, July 13, 2010**

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CALL TO ORDER:

Chairman Lee called the meeting to order at 7:34 a.m.

Directors Present: Paul Hartlieb, Beth Herendeen, Jim Rundborg,
Theresa Dubiel, Fred Motz, Mike Lee, Bill Sermak
Directors Absent: John Coscarelli, Kris Kramer,
Others Present: Kellie Warner, DDA Coordinator
Chris Olson, City Administrator

APPROVAL OF AGENDA: On 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 motion by Director Dubiel, seconded by Director Hartlieb and carried by vote of the Board to approve the Minutes of June 8, 2010 Board Meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE: None presented

RECEIVE AND FILE JUNE 2010 TREASURER'S REPORT: Received and filed, after explanations.

PUBLIC COMMENTS: None

OLD BUSINESS:

1. River Bash: Event was held and no issues or concerns to report.
2. Committees and Goals: Chairman Lee advised still working on them.
3. DDA services in DDA District: Chairman Lee assigned Director Dubiel to explore options.
4. Business Development Update: Director Hartlieb is seeking committee members. Welcome packets for new businesses were questioned. DDA Coordinator and Director Herendeen will work together on getting this out.

NEW BUSINESS:

1. Elect Officers: On motion by Mayor/Director Rundborg, seconded by Director Hartlieb, and carried by vote of the Board to have same officers for 2010/2011 Fiscal year as 2009/2010 Fiscal year.

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2. Michigan Main Street Associate Level: City Administrator Olson advised there is no cost for training other than travel expenses. The DDA will be the local organizations seeking the assistance. There are 4 seminars that must be attended and this is a one year commitment. On motion by Mayor/Director Rundborg, seconded by Director Hartlieb and carried by vote of the Board to approve Chairman Lee signing the Michigan Main Street Associate Level Agreement on behalf of the DDA. It was decided that the main lead/contact person will be DDA Coordinator, Kellie Warner.
3. Downtown Design Guidelines: Chairman Lee will be scheduling a meeting to work on this. City Administrator Olson will be forwarding the guidelines to those that requested copies.

OTHER BUSINESS:

1. Coordinator's Report: Coordinator Warner submitted her written report. She reported Kiwanis invited DDA to speak at the monthly meeting. Chairman Lee, Vice Chair Herendeen and Treasurer Motz will make the presentation.
2. City Administrator's Report: Administrator Olson reported on some tree work within the DDA District. He advised of MDA Meeting in Charlevoix on Business Recruitment. Public Hearing was held by Planning Commission on relaxation of public parking on June 24, 2010. The Planning Commission held off on making recommendation and would like additional information on employee parking. Fred Motz presented a parking lot proposal at the hearing and also discussed employee parking.
3. Planning Commission Report: Nothing to report other than what City Administrator previously reported.
4. Economic Development Report: None
5. Design Committee Report: Chairman Lee will be setting up a meeting. Nothing to report at this time.
6. Organization and Promotion Committee Report: None
7. Council Report: Mayor Rundborg reported that City Council is forming an Economic Committee that will be headed by Councilman Lancaster.

ADJOURNMENT: On motion by Director Herendeen, seconded by Director Dubiel and carried by vote of the Board to adjourn at 8:17 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator for
Paul Hartlieb, Board Secretary