

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, June 7, 2011**

Page 1

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:35 a.m.

Directors Present: Jim Rundborg, Mike Lee, Beth Herendeen,
Fred Motz, Bill Sermak, Theresa Dubiel

Directors Absent: John Coscarelli, Paul Hartlieb

Others Present: Kellie Warner, DDA Coordinator
Daniel Coss, City Administrator
Rich Miller, DPS Supervisor

APPROVAL OF AGENDA: On motion by Director Dubiel, seconded by Mayor/Director Rundborg, and carried by vote of the Board to approve the Agenda as presented.

APPROVAL OF MINUTES: On motion by Director Motz, seconded by Director Sermak and carried by vote of the Board to approve the Minutes of May 17, 2011 Board Meeting, as presented.

APPROVAL OF ACCOUNTS PAYABLE: No Accounts Payable presented

RECEIVE AND FILE MAY 2011 TREASURER'S REPORTS: Received and filed.

PUBLIC COMMENTS: NONE

OLD BUSINESS:

1. **Parking Lot Acquisition:** A sample letter was submitted to send out to downtown property owners/business owners inviting them to an open forum meeting in regards to a proposed public parking lot. The letter was approved and the open forum meetings are scheduled for June 28, 2011 at City Hall. There will be two meetings. One at 9:00 a.m. and one at 6:00 p.m. City Administrator Coss indicated he is moving forward on the boundary amending process. LSL is putting together a proposal. He suggested the DDA move forward with negotiations on the property while the amendment process is taking place.
2. **Update on Community Meet Up:** There has been a problem with rescheduling. Chairman Lee is working on rescheduling and will notify the Board when a new date has been set.

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Page 2

NEW BUSINESS:

1. Tree Replacement: The downtown trees have been removed. They are waiting on the stumps to be ground. Hoping to schedule this for a Sunday when there is less activity downtown. The DDA needs to determine what type of tree is wanted for replacement. City Administrator Coss will come up with some pictures of trees to pick from and Coordinator Warner will email out to the Board for an email vote.
2. Facade Program: 2011 Guidelines, Agreement, and Application were presented for review. The program will open July 1, 2011 and close on September 16, 2011 at 5:00 p.m. The DDA will select projects no later than the October 2011 meeting. Projects selected must be completed by June 1, 2012.

STAFF AND COMMITTEE REPORTS:

1. Website Updates: None
2. Coordinator's Report: Mrs. Warner submitted written report for May 2011. Mrs. Warner questioned the July 5, 2011 meeting, as this is the day after a holiday. It was determined there would not be a quorum. The July meeting has been rescheduled for July 12, 2011.
3. City Administrator's Report: City Administrator Coss reported that a few local communities applied for and received a Grant for "Creating Entrepreneurial Communities". The City has been invited to participate. Participation in the program is on the June 7, 2011 Agenda for City Council to review and decide. The program is sponsoring "Creating Entrepreneurial Communities Business Awards" on June 16, 2011. The DDA is invited to attend. Mary, the new owner of Sam's Kitchen is the recipient of one of the awards. Mr. Coss advised of a few Grants that the City has applied for.
4. Council Report: None

ADJOURNMENT: On motion by Mayor/Director Rundborg, seconded by Director Herendeen and carried by vote of the Board to adjourn at 8:40 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator for
Paul Hartlieb, Board Secretary