

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, May 12, 2009

CALL TO ORDER:

Vice-President Herendeen called the meeting to order at 7:10 p.m.

Directors Present: John Coscarelli, Theresa Dubiel, Don Fletcher,  
Paul Hartlieb, Beth Herendeen, Mike Lee, Fred Motz,  
Jim Rundborg

Directors Absent: Bill Sermak

Others Present: Kellie Warner, DDA Coordinator  
Kara Villarreal, DDA Administrative Assistant  
Chris Olson, City Administrator  
Jeff Crowley, DCG, DeWitt High School

APPROVAL OF AGENDA:

On a motion by Mayor/Director Rundborg, seconded by Director Coscarelli 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 Dubiel and carried by vote of the Board to approve the Minutes of the April 14, 2009 Board Meeting, as presented.

APPROVAL OF RECEIPT OF MARCH & APRIL, 2009 TREASURER'S REPORTS:

On motion by Director Hartlieb, seconded by Director Dubiel and carried by vote of the Board to approve receipt of the March and April, 2009 Treasurer's Reports, as presented.

PUBLIC COMMENTS:

Jeff Crowley presented a request for a contribution of \$850.00 for the River Bash 2009. He explained the set up. Logistics and previous year's problems were discussed. Road closures were not in place and City approval had not been met. It was moved by Director Coscarelli and seconded by Director Fletcher to approve the \$850.00 request. Discussion followed with Director Herendeen suggesting that the DDA not provide the full \$850.00 and that Mr. Crowley look into utilizing other sponsors for the balance. She would agree to \$500.00, subject to City approval of street closing. After further discussion, Director Coscarelli amended his motion to approval of \$850.00 subject to Council approval and street closure approval. Vote of the Board was not unanimous. Roll call vote as follows: Hartlieb – nay; Motz – yea; Coscarelli – yea; Fletcher – yea; Herendeen – nay; Lee – yea; Rundborg – yea; Dubiel – yea; Kramer – yea. Motion passed with majority of 7 yeas and 2 nays.

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COORDINATOR'S REPORT:

Ms. Warner advised she was working on the Farmer's Market and Cruise-In. She presented the format for the Cruise-In coupons. Suggestions were made to improve. Balance of her work was outlined on her written report.

OLD BUSINESS:

1. 2008/2009 Second Amended Budget Approval:  
Director Coscarelli, seconded by Director Hartlieb and carried by vote of the Board to amend the 2008/2009 Budget for the second time to adjust expenses to \$92,300.00 by way of adding \$1,000.00 to Christmas Decorations and \$2,000.00 to Farmer's Market line items.
2. 2009/2010 Budget Approval: After discussion, on motion by Director Coscarelli, seconded by Mayor/Director Rundborg and carried by vote of the Board to approve the 2009/2010 Budget, under the #1 Option with income of \$125,000.00 and expenses of \$124,000.00 after line item adjustments.

NEW BUSINESS:

1. Event Criteria Procedure List:  
Criteria distributed by Administrator Olson as an outline for review. Discussed value. Director Hartlieb suggested designating between public and private funding. Board to email Administrator Olson with their comments.

OTHER BUSINESS:

1. Planning Commission Report: Chairman Lee reported the next Planning Commission Meeting would be focusing on the projected pictures of block criteria. This meeting will be on the 4<sup>th</sup> Thursday of the month.
2. Economic Development Committee Report: Committee Chairman Hartlieb had no report. Chairman Lee advised that objectives were discussed with focus on showcase project. Administrator Olson advised that the previous façade program is being reviewed.
3. Design Committee Report: Committee Co-Chairman Lee reported no meeting held. May look into façade grant.
4. Organization and Promotion Committee Report: Chairman Fletcher reported that he would like to be removed as Chair but would stay one more month. Director Herendeen would like to get web site up. Picnic in the Park need to be addressed with cancellation of the June event. Director Herendeen and Coordinator Warner to provide a list of needed preparations for this event.

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5. Council Report: Mayor/Director Rundborg advised that Council is pursuing property purchase. Council had no opposition to River Bash but need for plan in advance for future events. Working on City Budgets.

ADJOURNMENT:

On motion by Director Hartlieb, seconded by Mayor/Director Rundborg and carried by vote of the Board to adjourn at 9:01 p.m.

Respectfully Submitted:

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