

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

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:36 a.m.

Directors Present: Mike Lee, Fred Motz, Kim Lawrence,
Paul Hartlieb, Theresa Dubiel, Jim Rundborg,
Beth Herendeen
Directors Absent: Bill Sermak
Others Present: Kellie Warner, DDA Coordinator
Daniel Coss, 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 amended.

APPROVAL OF MINUTES: On motion by Director Hartlieb, seconded by Director Lawrence, and carried by vote of the Board to approve the Minutes of September 6, 2011 Board Meeting, as presented. On motion by Director Hartlieb, seconded by Director Lawrence, and carried by vote of the Board to approve the Minutes of September 12, 2011. Mayor/Director Rundborg abstained from voting on both minutes, as he was not at either meeting.

APPROVAL OF ACCOUNTS PAYABLE: City of Dewitt \$2397.33 for reimbursement of appraisals, maps, planning services, sand for bike rack installation and annual website hosting fee; American Rentals \$150.00 for portable potty for Farmers' Market area; Charge Now \$7100.00 for installation of electric charging station; DeWitt Area Chamber \$100.00 for annual membership.

RECEIVE AND FILE September 2011 TREASURER'S REPORTS: Received and Filed

PUBLIC COMMENTS: None

OLD BUSINESS:

1. **Parking Lot Acquisition:** Director Motz adjourned himself at 7:55 a.m. Cost estimates were received from C2AE. Four options were given. City Administrator Coss will collect additional information and report back at November meeting. Director Motz returned to the room at 8:13 a.m.

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2. Website: Coordinator Warner was asked to email website information to the Board. Discussions were tabled to the November meeting.
3. Christmas Market: Chairman Lee advised we are in need of a Board member to chair this event. Director Herendeen and Coordinator Warner will plan the event. Chairman Lee will be the point person the day of the event. Director Dubiel, Director Motz, Mayor/Director Rundborg and Administrator Coss advised they will be available the day of the event to help.

NEW BUSINESS:

1. Review and Accept Design Guidelines: On motion by Director Herendeen, seconded by Director Hartlieb, and carried by vote of the Board to approve the Downtown Design Guidelines.
2. Approval of selected 2011 Building Improvement Applications: Director Hartlieb abstained from voting. On motion by Director Herendeen, seconded by Director Lawrence, and carried by vote of the Board to approve the DDA Match on all submissions in the amount of \$34,944.80.stage and heaters.
3. 116 S Bridge Street: General discussions took place regarding future options.

STAFF AND COMMITTEE REPORTS:

1. Website Updates: None
2. Coordinator's Report: Mrs. Warner submitted September written report.
3. City Administrator's Report: None
4. Council Report: None

ADJOURNMENT: On motion by Director Herendeen, seconded by Director Hartlieb and carried by vote of the Board to adjourn at 8:49 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator
for Paul Hartlieb, Board Secretary