

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, September 6, 2011**

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**CALL TO ORDER:**

Chairman Lee called the meeting to order at 7:50 a.m.

Directors Present: Mike Lee, Fred Motz, Kim Lawrence,  
Bill Sermak, Paul Hartlieb

Directors Absent: Theresa Dubiel, Jim Rundborg, Beth Herendeen

Others Present: Kellie Warner, DDA Coordinator  
Daniel Coss, City Administrator

**APPROVAL OF AGENDA:** On motion by Director Motz, seconded by Director Hartlieb, 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 August 2, 2011 Board Meeting, as presented.

**APPROVAL OF ACCOUNTS PAYABLE:** Farmers' Market Seasonal Vendor half refunds \$940.00; American Rental \$150.00 for Portable toilet in farmers' market area; Abraham & Gaffney \$1050.00 for 2010-2011 FY audit; The Park It Bike Racks Company \$927.31 for 6 bike racks for downtown. On motions by Director Motz, seconded by Chairman Lee, and carried by vote of the Board to approve all accounts payable.

**RECEIVE AND FILE July 2011 & August 2011 TREASURER'S REPORTS:**

Received and Filed

**PUBLIC COMMENTS:** Bill Sermak questioned his work that was previously done on the Barber Shop for façade grant. He advised he has come to Board several times prior to the work for guidance. It was suggested he submit it to the Review Board for consideration.

**OLD BUSINESS:**

1. **Parking Lot Acquisition:** Director Motz adjourned himself at 8:20 a.m. With Director Motz out of the room, there was not a quorum. Chairman Lee scheduled a Special Meeting for Monday, September 12, 2011, at 6:30 p.m. at City Hall. Director Motz returned to the room at 8:28 a.m.

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2. Website: Coordinator Warner submitted written report showing IT Right pricing and web link to view some of the sites they have done. Chairman Lee advised Board to Review info and then discuss at October Meeting. City Administrator Coss advised he has spoken with Michigan Municipal League and they can come to November 1, 2011 meeting and do presentation on Social Media for \$300. The Board agreed to date and invites will also go out to downtown businesses.
3. Trees Update: Not able to get Mt St Helen Plum trees in the fall. Will have to wait until the spring. City Administrator Coss discussed similar trees to what was originally wanted. On Motion by Director Hartlieb, seconded by Director Sermak and carried by vote of the Board to proceed now with Royal Plum trees.
4. Car Charging Station Update: The station has been installed and striping is scheduled for this week. Greater Lansing Area Clean Cities Coalition would like to be present at Ribbon Cutting Ceremony and put an article in their newsletter. The ceremony has been scheduled for Tuesday, September 13, 2011 at 6:00 p.m.
5. Bike Rack Update: These are being installed now. Director Motz suggested a press release with “What the DDA is up to” and include trees and bike racks.

**NEW BUSINESS:**

1. Winter Market: Chairman Lee advised we need a committee for this event. Coordinator Warner will reserve tents, chairs, tables, stage and heaters. We will put this on October Agenda to discuss new committee.

**STAFF AND COMMITTEE REPORTS:**

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

**ADJOURNMENT:** On motion by Director Hartlieb, seconded by Director Sermak and carried by vote of the Board to adjourn at 8:50 a.m.

Respectfully Submitted:

Kellie Warner, DDA Coordinator  
for Paul Hartlieb, Board Secretary