

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, September 8, 2009

CALL TO ORDER:

Chairman Lee called the meeting to order at 7:07 p.m.

Directors Present: Theresa Dubiel, Fred Motz, Paul Hartlieb, Beth Herendeen, Mike Lee.

Directors Absent: John Coscarelli, Kris Kramer, Jim Rundborg and Bill Sermak

Others Present: Kellie Warner, DDA Coordinator
Kara Villarreal, DDA Administrative Assistant

APPROVAL OF AGENDA: On a motion by Director Hartlieb, seconded by Director Dubiel and carried by vote of the Board to approve the Agenda, as amended.

APPROVAL OF MINUTES:

On a motion by Director Hartlieb, seconded by Director Motz and carried by vote of the Board to approve the Minutes of the August 11, 2009 Board Meeting, as presented.

RECEIVED AND FILED AUGUST 2009 TREASURER'S REPORT

PUBLIC COMMENTS: None

OLD BUSINESS:

1. Web Site Update:
Need to add Motz vacant building . Forward to Director Herendeen who will have Mr. Fenska add. Mr. Fenska will be teaching Director Herendeen and Coordinator Warner how to update site.
2. Improvement Grant Program:
Chairman Lee advised of a packet to be delivered for Committee Meeting which includes façade standards and guidelines. Need for a Design Review Committee. Next step is criteria and assigning a dollar amount to components. Director Lee gave examples of architectural elements. Design standards will come from Planning Commission. Applicants will need to use 3 basic components of 10. DDA payments would be set amounts as opposed to percentage of cost.

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3. Improvement Grant Program:
Chairman Lee showed Planning Commission Guidelines book to use as example for DDA book. Work in progress.
4. LSL Additional Guidelines Expenditure Approval: On a motion by Director Hartlieb, seconded by Director Motz and, after discussion, carried by vote of the Board to allocate an additional \$1,200.00 for LSL Planning to provide the additional 3 options for the Farmer Block .
5. Vacant Building Update: Violations being pursued. Chairman Lee to check with City Administration as to ordinances that can be used to cite. Director Hartlieb suggested that, if there are none, DDA needs to encourage City to create ordinances to cover.

NEW BUSINESS:

None.

OTHER BUSINESS:

1. Coordinator's Report: Coordinator Warner reviewed her report and submitted computer bids. Discussion was held on computer needs. She was advised to check to make sure the choices includes IT/City needs. Leanne Roman will cover Farmer's Market for 9/15/09.
2. Planning Commission Report: Nothing new to report.
3. Economic Development Committee Report: Director Hartlieb reported on last meeting whereby extensive financing was discussed to include bonding, installment loans and amortization schedules. Emphasis to be placed on incremental improvements, business retention and business recruitment. Laid out components available with various options for project funds. Looking into best use of funds. Discussion was held on a specific recruitment. DDA Board Representatives will approach.
4. Design Committee Report: Meeting September 9, 2009.

Organization and Promotion Committee Report: Director Dubiel reported on Picnic in the Park which she felt complimented the Playground opening nicely. Committee is planning Christmas Market. Decided to not participate in the Fall Harvest event and requested that the \$2,500.00 that was allocated for that event be transferred to Advertising and Promotion. On motion by Chairman Lee, seconded by Director Motz and carried by vote of the Board to complete a budget transfer of \$2,500.00 from the line item "Programs & Events – Fall Event" to the line item "Advertising and Promotion."

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1. Council Report: No Report.

ADJOURNMENT: On a motion by Director Hartlieb, seconded by Director Sermak and carried by vote of the Board to adjourn at 8:15 p.m.

Respectfully Submitted:

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