

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, February 13, 2018**

CALL TO ORDER:

Chair Chambers called the DDA Board Meeting to order at 7:30 a.m.

Directors Present: Sue Leeming, Randy Chambers, Andy Joslyn (7:34 a.m.)
Kelly Preston, Christine Callahan, Justin King, Ryan Mitchell
and Corey Rees

Directors Absent: Fred Motz

Others Present: Dan Coss, City Administrator, Rebekah Faivor

APPROVAL OF AGENDA: Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the Board to approve the Agenda. **MOTION CARRIED.**

APPROVAL OF January 9, 2018 MEETING MINUTES: Motion by Director Leeming, seconded by Director Preston and carried by unanimous vote of the Board to approve the minutes as presented. **MOTION CARRIED.**

ACCOUNTS PAYABLE JANUARY 2018 Motion by Director Leeming, seconded by Director Joslyn and carried by unanimous vote of the Board to approve the Accounts Payable. **MOTION CARRIED.**

RECEIVE AND FILE JANUARY 2018 TREASURER'S REPORTS: Motion by Director Leeming, seconded by Director Callahan and carried by unanimous vote of the Board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None.

OLD BUSINESS: None.

NEW BUSINESS

1. Review Riverside/Memorial Park Master Plan

A brief presentation was given by Executive Director Coss about the different amenities identified for the Parks, cost estimates for the improvements and potential funding sources for each of the improvements.

2. Review Burying Overhead Utilities as part of the Main Street Reconstruction Project

Coss went over the cost estimates from each of the utilities; Comcast, WBI, Inc and Frontier are estimating \$58,809 each and Consumers Energy is estimating \$148,000 for a total cost of \$324,589.00. The City would be required to put the conduit underground during the road project.

Chair Chambers asked how the costs would be covered.

Coss indicated the costs could be shared by the City and the DDA as this was a priority project identified during the Joint Meeting with the City Council and the DDA.

Mayor Leeming indicated this is an opportune time to get the utilities buried, as the street will not be under construction again for many years and that the City was willing to share some of the costs.

Chair Chambers had some reservations about the DDA not having the available funds to cover some of the costs for public improvements to Riverside Park, which is in the DDA District.

Director Callahan talked about the improvements in the park being eligible for Grant Funds, but the utility project does not have Grant Funds available.

Mayor Leeming recommended the DDA and City split the costs evenly and that the DDA would receive a loan payable over 10 at 1.19% interest for a maximum amount of \$162,294.00.

On a motion by Leeming, supported by Joslyn, to approve a Resolution entering in to an advance loan agreement with the City of DeWitt in an amount not-to-exceed \$162,294 for a term of 10 years at 1.19% interest rate with 10 annual payments of an equal amount and authorize Chairperson Chambers to sign on behalf of the DDA.

STAFF AND COMMITTEE REPORTS:

1. Website update: None
2. Farmers Market Manager Report : FM Manager Favior gave an update on the 2018 Market Season
3. City Administrator's Report: None
4. Council Report: None

ADJOURNMENT: Meeting adjourned at 9:00 a.m.

Respectfully Submitted:

Andrew Joslyn, Board Secretary