

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, April 14, 2015**

CALL TO ORDER:

Vice-Chair Beth Herendeen called the meeting to order at 8:00 a.m.

Directors Present: Paul Hartlieb, Dr. Randall Chambers, Beth Herendeen,
Andy Joslyn, Fred Motz
Directors Absent: Matthew Cooper, Mayor Jim Rundborg, Kim Lawrence
Others Present: Linda Kahler, DDA Coordinator
Daniel Coss, City Administrator

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

ACCOUNTS PAYABLE: On motion by Director Hartlieb, seconded by Director Motz, and carried by vote of the Board to approve accounts payable as presented.

RECEIVE AND FILE MARCH 2015 TREASURER’S REPORTS: Received and filed.

PUBLIC COMMENTS: NONE

OLD BUSINESS:

NEW BUSINESS:

1. The 2015/2016 DDA Budget was presented to the full DDA Board. It was reviewed and discussed. On motion from Director Motz, seconded by Director Hartlieb, the budget was approved, backed by the recommendation from the DDA Budget Committee, to present the 2015/2016 Budget to the DeWitt City Council.
ROLL CALL VOTE: Herendeen-Yes, Hartlieb-Yes, Chambers-Yes, Motz-Yes Joslyn-Yes, Absent – Cooper, Lawrence, Rundborg
2. Quotes were reviewed from Tom McComb and Two Veterans Lawn Care for maintenance of the DDA Parking Lot. Services include complete care: snowplowing, salting, weeding, maintenance, mulching and lawn care. On motion from Director Motz, seconded by Director Chambers, and carried by the full Board, the yearly service agreement was awarded to Two Veterans Lawn Care.

3. A used trailer, 2015 model, that will meet the needs of the DDA was found offered for sale by a private owner in Okemos, MI. The trailer had been physically inspected by both DDA Coordinator Linda Kahler and DPS Supervisor Rich Miller. It has been determined that the trailer is in excellent condition. The price is \$3,500 would be a savings of approximately \$2,700, compared to a quote on a new trailer from US27 Trailers. On Motion by Director Hartlieb, and seconded by Director Joslyn, the purchase of the used trailer was approved.

ROLL CALL VOTE: Herendeen-Yes, Hartlieb-Yes, Chambers-Yes, Motz-Yes
Joslyn-Yes, Absent – Cooper, Lawrence, Rundborg

STAFF AND COMMITTEE REPORTS:

1. Website Updates: None
2. Coordinator's Report: Mrs. Kahler gave written report
3. City Administrator's Report: Mr. Coss provided a verbal report
4. Council Report: None

ADJOURNMENT: On motion by Director Cooper, seconded by Director Chambers, and carried by vote of the Board to adjourn at 8:47 a.m.

Respectfully Submitted:

Linda Kahler, DDA Coordinator
for Paul Hartlieb, Board Secretary