

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, December 13, 2016**

CALL TO ORDER:

Co-Chair Randall Chambers called the meeting to order at 7:40 a.m.

Directors Present: Jim Rundborg, Kim Lawrence, Christine Callahan, Andy
Joslyn, Randall Chambers
Beth Herenden arrived at 7:42a.m.
Kelly Preston arrived at 7:45a.m.

Directors Absent: Jennifer Whitman and Fred Motz

Others Present: Heather Tracy, DDA Coordinator
Dan Coss, City Administrator
Sue Leeming, Mayor Elect

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

APPROVAL OF November 11, 2016 MEETING MINUTES: On motion by Director Rundborg, seconded by Director Lawrence and carried by unanimous vote of the Board to approve the minutes as is.

ACCOUNTS PAYABLE December 2016 On motion by Director Rundborg, seconded by Director Joslyn and carried by unanimous vote of the Board to approve the Accounts Payable.

RECEIVE AND FILE October and November 2016 TREASURER'S REPORTS: On motion by Director Rundborg, seconded by Director Callahan and carried by unanimous vote of the Board to receive and file the reports.

PUBLIC COMMENTS: Mayor-Director Jim Rundborg introduced Mayor Elect, Sue Leeming.

OLD BUSINESS: None.

NEW BUSINESS:

1. Utility Pole Replacement/Review of Cost Proposal from Consumers Energy
Table the discussion until January. Hoping for the proposal from Frontier and waiting for Christmas Decoration information.

2. 2017 DDA Board Meeting Schedule
On motion by Director Callahan, seconded by Director Joslyn and carried by unanimous vote of the Board to accept and schedule the Board Meetings as outlined:
January 10th, February 14th, March 14th, April 11th, May 9th, June 13th, July 11th, August 8th, September 12th, October 10th, November 14th, December 12th.
3. Marketing Photograph Storage
Table the discussion after quoting a few photographers and inquiring about contracting one for the next year.

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report: Mrs. Tracy provided a written report and verbal resignation.
2. City Administrator's Report: Mr. Coss provided a verbal report.
3. Council Report: Mayor-Director Rundborg provided a verbal report.

ADJOURNMENT: On motion by Director Callahan seconded by Director Joslyn, and carried by vote of the Board to adjourn at 8:45 am.

Respectfully Submitted:

Heather Tracy, DDA Coordinator
For Andrew Joslyn, Board Secretary