

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, January 10, 2017**

CALL TO ORDER:

Chair Beth Herendeen called the meeting to order at 7:30 a.m.

Directors Present: Jim Rundborg, Christine Callahan, Andy Joslyn,
Beth Herendeen, Kelly Preston, Jennifer Whitman, Fred
Mozt

Directors Absent: Randall Chambers, Vacant

Others Present: Dan Coss, City Administrator, Sue Leeming, Mayor Pro-
Tem

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

APPROVAL OF December 13, 2016 MEETING MINUTES: On motion by Director Preston, seconded by Director Mozot and carried by unanimous vote of the Board to approve the minutes as is.

ACCOUNTS PAYABLE January 2017 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 December 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: NONE

OLD BUSINESS: None

NEW BUSINESS:

1. Review Survey Results and Brand Platform from the Avant Group Marketing/Branding Community Survey
City Administrator Coss went over the raw data of the survey and the components of the Brand Platform.

General discussion was held by the board on the survey results and brand platform recommendations. The Board instructed City Administrator Coss to set up a conference call with Avant to get greater detail on how the survey helped develop the Brand Platform.

2. **Review of DDA Coordinator Job Posting and Pay Range**
City Administrator Coss went over the Job Posting and Pay Range for the position. The Board asked about offering partial benefits in the form of Paid Time Off, as that may help attract candidates. The board also discussed amending the Job Description to have the DDA Coordinator report directly to the City Administrator on a day-to-day basis as a way for the position to be more efficient and maintain continuity with the projects that are underway.

On a motion by Callahan, supported by Rundborg, to proceed with the Job Posting, adding Paid Time Off partial benefit and amendments to the Job Description as discussed. **Motion Passed Unanimously.**

3. **Appointment of Interview Committee**
On a motion by Preston, supported by Joslyn to appoint Director Leeming, Herendeen, Preston and Callahan as an alternate to the interview committee. **Motion Passed Unanimously.**

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report: none
2. City Administrator's Report: Discussed the Skyline replacement for South Bridge and went over a cost estimate to clear all sidewalks in the DDA District. City Administrator will continue to look at options for sidewalk clearing, which may include advertising for competitive bids.
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 9:05 am.

Respectfully Submitted:

Daniel Coss, City Administrator
For Andrew Joslyn, Board Secretary