



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

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**CALL TO ORDER:**

Vice-Chair Beth Herendeen called the meeting to order at 7:34 a.m.

Directors Present: Christy Callahan, Dr. Randall Chambers, Beth Herendeen,  
Andy Joslyn, Matthew Cooper, Mayor Jim Rundborg, Dr.  
Jennifer Whitman, Kim Lawrence, Fred Motz

Directors Absent: None

Others Present: Linda Kahler, DDA Coordinator  
Daniel Coss, City Administrator

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

**APPROVAL OF June 9, 2015 Meeting Minutes:** On motion by Director Whitman, seconded by Director Joslyn and carried by vote of the Board to approve the Agenda.

**ACCOUNTS PAYABLE:** On motion by Mayor Rundborg, seconded by Director Cooper and carried by vote of the Board to approve accounts payable as presented, with the exception to review and withdraw for payment, invoice to Mi.com for \$175. Director Motz abstained from voting.

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

**PUBLIC COMMENTS:** NONE

**OLD BUSINESS:** The DDA Board discussed the status of the former Post Office Property located at 221 N. Bridge Street. The City is in process of purchasing property with a goal to have the DDA purchase and determine the best use of the property.

**NEW BUSINESS:**

1. New Director Christine Callahan was introduced to DDA Board.
2. New officers were appointed to the following roles:  
Chairperson – Beth Herendeen  
Vice-Chair – Dr. Randall Chambers  
Secretary – Matthew Cooper



Treasurer – Fred Motz

Additionally, Director Cooper and Director Chambers would be added to the account as check signers. A motion was made by Director Rundborg, seconded by Director Joslyn and carried by a full vote of the Board to appoint the Officers and check signers for the 2015/2016 fiscal year.

3. An update of the 2014 Façade Grant Improvement Program was verbally presented by DDA Coordinator Linda Kahler. Three of four extended projects have been completed. Hartlieb LLC, Sermak Enterprises and Fred Motz Builders, have all been completed. The only project left on extension is Preston Commercial Property, which had been granted a 90 day extension – which would close the project Sept. 30, 2015.

Regarding the 2015 Façade Grant Program it was determined to have a Review Committee consisting of DDA Board Members. Directors Cooper, Callahan and Lawrence volunteered to be on the Committee. Coordinator Kahler will organize, a meeting to occur prior to the next meeting of the full Board, which is scheduled for Tuesday, August 11, 2015.

4. Update given verbally, by Coordinator Kahler, on the August 19, 2015 US-127 Car Tour Stop, which the DDA sponsors. Volunteers still needed, and a meeting will be set within 2 weeks, with all stakeholders.
5. A brainstorm session was had to work collectively on driving Farmers Market attendances. It was determined to investigate options such as direct mail, Comcast, and Instagram. All Board members agreed to share FB posts – to help share information coming from the DDA to help promote the Downtown DeWitt Farmers Market.
6. The Board of Directors determined that for new businesses opening in the DDA District, the DDA would help organize a red-ribbon cutting ceremony and submit a press release to the DeWitt Bath Review, with a disclaimer that the DDA can't promise printing of any press release. This will be the standard DDA offering for all businesses opening in the DDA District.
7. The Board of Directors discussed beginning a "flower fund" that would collectively express DDA Business "sympathy" or "congratulations" to fellow DDA Businesses. It was determined that Director Herendeen would begin this initiative via email or Facebook, and that this would be a personal business initiative; therefore, the DDA would not be involved.



8. The Board of Directors discussed support labor for the DDA functions and operations, due to DDA Assistant Rebekah Faivor's impending maternity leave. A motion was made by Director Rundborg, supported by Director Cooper and supported by a full vote of the Board, to hire temporary help to support the DDA during Faivor's maternity leave, which is expected to be 6 weeks. The Board wants to look at DDA volunteers first – to see if any qualified candidates would be interested. If none would be interested, other candidates may be pursued.

A general discussion was had regarding the use and convenience of an ATM in the DDA District. The Board decided the ATM/cash advance system at Terranova's Market should be promoted. Further, it was decided to gather information about potential installation of a machine from a local financial institution, such as Lake Trust Credit Union, MSUFCU, or an independent company that provides ATMs and service. Coordinator Kahler reported that 5/3 Bank denied a previous 2015 DDA request for an ATM, stating too many other ATM units in proximity as a prime reason, as well as the ROI was not favorable for 5/3 – based on their 2015 analysis and corporate requirements.

#### **STAFF AND COMMITTEE REPORTS:**

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

#### **CLOSED SESSION:**

On a Motion by Rundborg and supported by Herendeen **to go into Closed Session per section 15.268 Section 8(a) of the Open Meetings Act to discuss employee evaluation.**

#### **ROLL CALL:**

**Yes: All**

**No: None**

**Adjourned from Closed Session at 8:30 a.m.**

**On a motion by Rundborg, supported by Herendeen to authorize the monthly salary of Coordinator Kahler to be set at \$1,500 per month, to be reviewed in 60 days and have the City Administrator prepare a salary comparison of other municipalities DDA position. Passed unanimously.**

**ADJOURNMENT:** On motion by Mayor Rundborg seconded by Director Whitman, and carried by vote of the Board to adjourn at 8:40 a.m.



Respectfully Submitted:

Linda Kahler, DDA Coordinator  
For Matthew Cooper Board Secretary