

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, March 15, 2016**

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**CALL TO ORDER:**

Chair Beth Herendeen called the meeting to order at 7:35 a.m.

Directors Present: Beth Herendeen, Andy Joslyn, Jennifer Whitman, Christine Callahan, Dr. Randall Chambers (8:05am arrival), Fred Motz, Kelly Preston  
Directors Absent: Kim Lawrence, Jim Rundborg  
Others Present: Linda Kahler, DDA Coordinator  
Daniel Coss, City Administrator

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

**APPROVAL OF FEBRUARY 9, 2016 MEETING MINUTES:** On motion by Director Callahan, seconded by Director Preston and carried by a vote of the Board to approve the minutes as with amendments to the Directors Present and the Directors Absent listings.

**ACCOUNTS PAYABLE FEBRUARY 2016** On motion by Director Joslyn, seconded by Director Motz and carried by vote of the Board to approve accounts payable as presented.

**RECEIVE AND FILE FEBRUARY 2016 TREASURER’S REPORTS:** Received and filed.

**PUBLIC COMMENTS:** None.

**OLD BUSINESS:** Updates of the RFP and branding initiative given by Coordinator Kahler.

**NEW BUSINESS:**

1. On motion from Director Preston, supported by Director Motz, the Board approved working with Chelsea Lumber and Beck Trailer to have modifications, a

- service window and awning, and retrofitting done to the DDA trailer, accommodate operations, service and storage needs, not to exceed \$1,500.
2. The DDA Board reviewed the recommendations from the DDA Budget Review Committee and will forward to City Council for approval.
  3. On motion from Director Motz, supported by Director Joslyn and carried by a full vote of the Board, a \$30 per month cell phone reimbursement for the DDA Assistant was approved.
  4. The draft DDA Coordinator Job Description was reviewed. The Board agreed to make edits and changes to the draft job description, and will revise the DDA Assistant job description. City Administrator Coss will revise, and send the revisions to the DDA Board, to expedite posting the position.

**STAFF AND COMMITTEE REPORTS:**

1. Website Updates: Coordinator Kahler reported that some general modifications and updates had been made.
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

**ADJOURNMENT:** On motion by Director Motz seconded by Director Joslyn, and carried by vote of the Board to adjourn at 8:54 am.

Respectfully Submitted:

Linda Kahler, DDA Coordinator  
For Andrew Joslyn, Board Secretary