

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, November 10, 2015**

CALL TO ORDER:

Chair Beth Herendeen called the meeting to order at 7:32 a.m.

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

Others Present: Linda Kahler, DDA Coordinator
Daniel Coss, City Administrator
Jeff Shannon, Resident at 204 S. Bridge Street, DeWitt, MI

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

APPROVAL OF OCTOBER 13, 2015 MEETING MINUTES: On motion by Director Rundborg, seconded by Director Lawrence and carried by a vote of the Board to approve the minutes as prepared.

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

RECEIVE AND FILE OCTOBER 2015 TREASURER'S REPORTS: Received and filed.

PUBLIC COMMENTS: Jeff Shannon expressed concerns about the current DDA Façade Grant Program criteria. He is asking for continuation of the program, and that the Board would consider changing the current criteria of eligible projects, to include individual residential properties.

OLD BUSINESS: None.

NEW BUSINESS:

1. Introduction and welcome of Kelly Preston, new DDA Director
2. Aaron M. Stevens, CPA for Abraham & Gaffney, P.C. presented the DDA Annual Audit. The DDA received the highest professional opinion, and the financial statements have been presented fairly, in all material respects, in accordance

with accounting principles generally accepted in the US. Stevens wished to thank Lisa Grysen, City Treasurer/Clerk for her work and cooperation.

3. Dan Coss, City Administrator, presented a Staff Report following up to the Board request for a DDA Coordinator Salary Comparison. Coss reported that the salary comparison was easy, but determining the scope of work for each position was not. It has been determined that the DDA 2016 Budget Committee shall review the information further, and consider making adjustments based on findings. Directors Herendeen, Joslyn, Preston and Callahan agreed to be on the 2016 Budget Committee, that will work on the next fiscal year budget and evaluate the compensation and scope of the DDA Coordinator Position. On motion by Rundborg, seconded by a full vote of the Board, the committee shall meet in January.
4. Coordinator Kahler presented a Christmas Market update – volunteers are still needed. Market plans are moving forward efficiently.
5. The 2016 Schedule for DDA Board Meetings was set, all meetings will be on the second Tuesday of each month, at 7:30am, at City Hall. The 2016 meetings dates will be:

January 12, February 9, March 8, April 12, May 10, June 14, July 12,
August 9, September 13, October 11, November 8, December 13

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 Rundborg seconded by Director Herendeen, and carried by vote of the Board to adjourn at 8:31 am.

Respectfully Submitted:

Linda Kahler, DDA Coordinator
For Andrew Joslyn, Board Secretary