

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, October 13, 2015**

CALL TO ORDER:

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

Directors Present: Dr. Randall Chambers, Beth Herendeen, Mayor Jim Rundborg, Dr. Jennifer Whitman, Kim Lawrence, Christine Callahan, Andy Joslyn, Fred Motz
Directors Absent: Dr. Jennifer Whitman, Kim Lawrence
Others Present: Linda Kahler, DDA Coordinator
Daniel Coss, City Administrator
Rebekah Faivor
Jeff Shannon, Resident at 204 S. Bridge Street, DeWitt, MI

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

APPROVAL OF September 8, 2015 Meeting Minutes: On motion by Director Herendeen, seconded by Director Rundborg and carried by a vote of the Board to approve the minutes as prepared. Directors Joslyn and Motz abstained.

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

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

PUBLIC COMMENTS: Jeff Shannon resident, addressed the DDA Board regarding the DDA Façade Grant Program. Shannon stated that his application has been denied two years in a row. He asked the DDA Board to modify the Façade Grant Program language requirements, and criteria to allow single family, residential homes to be eligible for grant funding.

OLD BUSINESS: The DDA Board discussed the status of the former Post Office Property located at 221 N. Bridge Street. Dan Coss, City Administrator, reported that the City Attorney, Brian Goodenough, has filed the appropriate paperwork to proceed with evicting the tenant.

NEW BUSINESS:

1. Dru Montri, President of Michigan Farmers Market Association, presented a comprehensive report of the MIFMA Analysis of the Downtown DeWitt Farmers Market, July 14, 2015. Montri explained the conclusions of the report, and provided recommendations for the DDA to consider relative to growing and improving the farmers market operations and efficiencies. Montri stated that current market operations are excellent and that the market is a valued asset for the City.
2. Dan Coss, City Administrator presented a report along with 3 bids for Wayfinding Plan for the DDA Board to approve. The proposal will require a budget amendment. DeWitt Township has expressed interest in collaborating on this project. On motion from Director Rundborg, seconded by Director Joslyn, and carried by full support of the Board, a motion was made to approve Coss's recommendation to hire Spicer Group to complete a Wayfinding Plan for the City of DeWitt for a cost of \$5,700.
3. The DDA Board of Directors formally accepted a letter request from T & K Tax Services, asking for Façade Grant funding. It was determined that the request was not within the scope of the 2015 Façade Grant Requirements, therefore no action was necessary.
4. A general discussion was had regarding the future of the 2016 Façade Grant Program. There are several other projects for the DDA to consider, and it was discussed to eliminate the Façade Grant Program for 2016, to focus on other DDA priority projects.
5. Director Chambers agreed to sponsor the Volunteer Appreciation dinner at Sweetie-licious Bakery & Café and Scoopy Doo's for DDA 2015 Downtown DeWitt Farmers Market volunteers.
6. Coordinator Kahler, presented the suggestion to move the DDA Merchant Mixers to a new and later starting time for 2016. The current time is 7:00 am every other month on the last Friday. The new proposed start time would be 8:00am, which would make it possible for more business owners to attend the DDA Mixers. On motion made by Director Rundborg, seconded by Director Chambers, and supported by a full vote of the Board, the time change was approved.
7. On motion by Director Chambers, seconded by Director Motz, and carried by full support of the Board, the DDA agreed to send 1 or 2 DDA representatives to the

upcoming Michigan Downtown Association Conference 10/22/15-10/23/15, in Kalamazoo, MI.

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 Mayor Rundborg seconded by Director Lawrence, and carried by vote of the Board to adjourn at 9:05 am.

Respectfully Submitted:

Linda Kahler, DDA Coordinator
For Andrew Joslyn, Board Secretary