

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, September 13, 2016**

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**CALL TO ORDER:**

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

Directors Present: Beth Herendeen, Jim Rundborg, Kelly Preston, Jennifer Whitman, Andy Joslyn, Fred Motz, Christine Callahan, and Kim Lawrence

Directors Absent: Randall Chambers

Others Present: Heather Tracy, DDA Coordinator  
Daniel Coss, City Administrator

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

**APPROVAL OF August 9, 2016 MEETING MINUTES:** On motion by Director Whitman, seconded by Director Preston and carried by a vote of the Board to approve the minutes as is.

**ACCOUNTS PAYABLE September 2016** On motion by Director Rundborg, seconded by Director Lawrence and carried by a vote of the Board to approve the Accounts Payable.

**RECEIVE AND FILE June 2016 TREASURER’S REPORTS:** On motion by Director Rundborg, seconded by Director Whitman and carried by vote of the Board to receive and file the reports.

**PUBLIC COMMENTS:** None.

**OLD BUSINESS:**

1. Marketing Initiative Recommendation to hire Avant Marketing Group  
On motion by Director Rundborg, seconded by Director Joslyn, and carried by a vote of the Board to enter into contract with Avant Marketing Group to achieve the goals specified in the approved RFP and to not exceed the cost of \$11,800.

**NEW BUSINESS:**

1. Michigan Downtown Association Annual Conference-Approve the Coordinator's Attendance. On motion by Director Rundborg, seconded by Director Whitman and carried by a vote of the Board to approve the Director's attendance at the conference.

**STAFF AND COMMITTEE REPORTS:**

1. Coordinator's Report: Mrs. Tracy provided a written and verbal report.
2. City Administrator's Report: Mr. Coss provided a verbal report.
3. Council Report: None

**ADJOURNMENT:** On motion by Director Motz seconded by Director Rundborg, and carried by vote of the Board to adjourn at 8:28 am.

Respectfully Submitted:

Heather Tracy, DDA Coordinator  
For Andrew Joslyn, Board Secretary