

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, September 8, 2015**

CALL TO ORDER:

Chair Beth Herendeen called the meeting to order at 7:37 a.m.

Directors Present: Dr. Randall Chambers, Beth Herendeen, Mayor Jim Rundborg, Dr. Jennifer Whitman, Kim Lawrence, Christine Callahan
Directors Absent: Dr. Jennifer Whitman, Andy Joslyn, Fred Motz
Others Present: Linda Kahler, 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 14, 2015 Meeting Minutes:

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

RECEIVE AND FILE AUGUST 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 has purchased the property, is working through a formal eviction process.

NEW BUSINESS:

1. On Motion by Director Callahan and seconded by Director Rundborg, the DDA Board set the rental fees for the Annual Christmas Market to be \$15 for a 6ft. space, \$20 for an 8ft. space, with an additional charge of \$5 for electricity if needed. This motion was supported by a full vote of the Board.
2. A verbal report was given by Coordinator Kahler about the Annual Christmas Market, set for Saturday, Dec. 5, 2015. The Board decided to get pricing on the addition of a photo booth attraction to add a new element to the Christmas Market Event.

STAFF AND COMMITTEE REPORTS:

1. Website Updates: Coordinator Kahler reported that some modifications had been made to the calendar, per the Michigan Farmers Market Association's (MIFMA), plus other updates.
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 8:35 am.

Respectfully Submitted:

Linda Kahler, DDA Coordinator
For Andrew Joslyn, Board Secretary