

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, August 14, 2015**

\*\*\*\*\*

**CALL TO ORDER:**

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

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

Directors Absent: Christine Callahan

Others Present: Linda Kahler, DDA Coordinator  
Daniel Coss, City Administrator

**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 July 14, 2015 Meeting Minutes:** On motion by Director Whitman, seconded by Director Rundborg and carried by vote of the Board to approve the Agenda.

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

**RECEIVE AND FILE JULY 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 waiting for title work to be complete, with a goal to have the DDA purchase and determine the best use of the property.

**NEW BUSINESS:**

1. On Motion by Director Herendeen and seconded by Director Rundborg, Andy Joslyn was appointed as Board Secretary and will be an authorized signer for accounts payable.
2. A full report was given to the DDA Board, by the members of the DDA Façade Grant Review Committee. On motion by Director Rundborg, seconded by Director Lawrence the Reed, and followed by the DDA Board approved the

Review Committee's recommendation as presented and approved \$21,282.50 to be invested in the 2015 Façade Grant Improvement Program.

3. The DDA Board was updated on the US-127 Motor Tour event, scheduled for August 19, 2015 by City Administrator Dan Coss and DDA Coordinator Linda Kahler. The recommendation for signage for the event was not approved.
4. A general discussion was had to establish a Christmas Market Committee, to support the upcoming December 5, 2015 Christmas Market Event. It was determined that a volunteer group should be assembled to help with associated event tasks.
5. Two quotes for event tents and equipment were received and reviewed for the Christmas Market Event. It was determined to award the 2015 contract to A Complete Rental for a total of \$5,898.00. On motion from Director Rundborg, seconded by Director Whitman, and carried by a full support of the Board to use A Complete Rental for Equipment and services for the Christmas Market.
6. A Staff report from Administrator Coss was presented to the DDA Board, requesting the DDA convert 12 old street light post-top lights to LED retro-fit fixtures. Additionally, the Downtown DeWitt Farmers Market at its current vendor capacity, is drawing more power than in year's past – which is constantly causing circuit failures in the Downtown DeWitt Farmers Market space along North Bridge Street. Additional 120V 20 amp outlets are needed on both West and East sides of Bridge Street to insure vendors have enough electricity to conduct business without electrical power shut-downs. H & R Electric has quoted the work at \$3,264.46 for the post-top lights and \$500 for the additional amp outlets. On motion from Director Chambers, seconded by Director Joslyn and supported by the full board, a second quote has been requested from T & K Electric and the work is to be given to the lowest bidder.
7. On motion from Director Rundborg, seconded by Director Motz and carried by a full vote of the Board The Board of Directors approved the expense for 8 new road barricades to be used for the Downtown DeWitt Farmers Market, for a total of 1,077.60 plus shipping.

#### **STAFF AND COMMITTEE REPORTS:**

1. Website Updates: None
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