

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Wednesday, August 16, 2017**

CALL TO ORDER:

Chair Herendeen called the meeting to order at 7:30 a.m.

Directors Present: Beth Herendeen, Sue Leeming, Andy Joslyn, Christine Callahan, Randall Chambers, Corey Rees

Directors Absent: Kelly Preston, Justin King, Fred Motz

Others Present: Dan Coss, City Administrator; Stephanie Murray, DDA Coordinator

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

APPROVAL OF JULY 11, 2017 MEETING MINUTES: On motion by Director Callahan, seconded by Director Leeming and carried by unanimous vote of the Board to approve the minutes as presented.

ACCOUNTS PAYABLE JULY 2017 On motion by Director Leeming, seconded by Director Joslyn and carried by unanimous vote of the Board to approve the Accounts Payable.

RECEIVE AND FILE JULY 2017 TREASURER’S REPORTS: On motion by Director Leeming, seconded by Director Joslyn and carried by unanimous vote of the Board to receive and file the reports.

PUBLIC COMMENTS: None.

OLD BUSINESS: None

NEW BUSINESS:

1. Review of Façade Grant Application by Terranova’s. The Board discussed the design materials and color schemes that were submitted by the applicant. Vice Chair Chambers discussed focusing more on the Bridge Street Façade vs. the Washington Street Façade. The board discussed utilizing different materials than what was described in the application.

On a motion by Leeming, supported by Callahan, to postpone any action on the application until the September 12 meeting. Passed unanimously.

2. Review of the Executive Director Position

Chair Herendeen explained the Executive Director position and how it could help alleviate the Chairperson from handling the day to day direction that the DDA staff require.

Vice Chair Chambers was concerned that the full board was not in attendance for discussion of the change.

Director Leeming discussed the need for the DDA Coordinator and Assistant Coordinator having a full-time staff person to report to on a day to day basis.

Vice Chair Chambers asked if the City Administrator was appointed would the DDA be required to pay a compensation and could the City Administrator handle the additional responsibilities.

City Administrator Coss indicated that the DDA would not be charged more than the \$18,000 per year and that with realigning the duties this could help make things more efficient.

Chair Herendeen was in favor of appointing an Executive Director, but would have like the full board in attendance for the discussion.

On a motion by Callahan and supported by Herendeen, moved to adopted the Resolution establishing the duties of the Executive Director and appointing City Administrator Coss as the Executive Director.

Roll Call: Yes: Leeming, Callahan, Joslyn and Rees
No: Chambers, Herendeen

Motion passes 4-2.

STAFF AND COMMITTEE REPORTS:

1. Website update: none
2. Coordinator's Report: none

3. City Administrator's Report: Coss gave a brief update on development projects in downtown.
4. Council Report: none
5. Budget Committee: none

ADJOURNMENT: Meeting adjourned at 8:32 a.m.

Respectfully Submitted:

Andrew Joslyn, Board Secretary