

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, February 9, 2016**

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**CALL TO ORDER:**

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

Directors Present: Beth Herendeen, Mayor Jim Rundborg, Kim Lawrence,  
Christine Callahan, Dr. Randall Chambers, Fred Motz, Kelly  
Preston

Directors Absent: Andy Joslyn, Dr. Jennifer Whitman

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 JANUARY 12, 2016 MEETING MINUTES:** On motion by Director Rundborg, seconded by Director Motz and carried by a vote of the Board to approve the minutes as with amendments to the Directors Present and the Directors Absent listings.

**ACCOUNTS PAYABLE JANUARY 2016** On motion by Director Callahan, seconded by Director Preston and carried by vote of the Board to approve accounts payable as presented.

**RECEIVE AND FILE JANUARY 2016 TREASURER'S REPORTS:** Received and filed.

**PUBLIC COMMENTS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. A discussion was had regarding branding and promotion of the DDA, City of DeWitt Downtown area. It was determined to create a one-page statement of what the DDA is looking for, and use it as the basis to request PR/Branding work through sending out an RFP (Request for Proposal).

**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 Director Rundborg seconded by Director Motz, and carried by vote of the Board to adjourn at 8:47 am.

Respectfully Submitted:

Linda Kahler, DDA Coordinator  
For Andrew Joslyn, Board Secretary