

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS**

Tuesday, March 10, 2015

CALL TO ORDER:

Vice-Chair Beth Herendeen called the meeting to order at 7:33 a.m.

Directors Present: Matthew Cooper, Kim Lawrence, Dr. Randall Chambers,
Beth Herendeen, Andy Joslyn
Directors Absent: Paul Hartlieb, Mayor Jim Rundborg, Fred Motz
Others Present: Linda Kahler, DDA Coordinator
Daniel Coss, City Administrator
Rebekah Faivor, DDA Assistant

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

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

RECEIVE AND FILE FEBRUARY 2015 TREASURER’S REPORTS: Received and filed.

PUBLIC COMMENTS: NONE

OLD BUSINESS:

1. Confirmed receipt of new Christmas pole wraps.

NEW BUSINESS:

1. Introduction of Rebekah Faivor, new DDA Assistant and New DDA Board Member, Director Andrew Joslyn
2. DDA Coordinator Kahler, recommended the hiring of MIFMA (Michigan Farmers Market Association) for a Rapid Market Assessment to insure long-term sustainability. MIFMA would also evaluate Farmers Market Operations, Policies and Procedures and include a July site visit. MIFMA quote of \$50/hour – not to exceed 10 hours. A motion was made by Director Cooper, seconded by Director Chambers and carried by a vote of the Board to hire MIFMA for a Rapid Market Assessment in 2015.
3. Directors Herendeen, Cooper, Chambers and Joslyn agreed to be on the Budget Committee for 2015. Treasurer Fred Motz will also be a part of the

- Committee. DDA Coordinator Kahler, will send out, via email, possible dates and times prior to the April 14 regular DDA Board Meeting.
4. A brief discussion was had regarding a vacancy on the Board. It was noted that Chairman Dustin Preston passed away suddenly on February 23, 2015. His service and leadership was acknowledged. Applications may be obtained at City Hall or from the City of DeWitt website.
 5. New 2015 Farmers Market Vendor Rates were presented by DDA Coordinator Kahler. A new seasonal rate of \$210 with up to a 25% refund (if attendance requirements have been met) as well as a weekly rate of \$12, and lastly a New category and rate "Table Vendors" for a weekly rate of \$9. On a motion from Director Cooper, Seconded by Director Lawrence and carried by a vote of the Board to approve all proposed 2015 vendor rates.
 6. A discussion was had regarding the lack of DDA storage and the supplies needed to conduct and run events. The potential purchase of a trailer for DDA use was discussed. Pricing for new and used trailers will be sought by DDA Coordinator Kahler.

STAFF AND COMMITTEE REPORTS:

1. Website Updates: None
2. Coordinator's Report: Mrs. Kahler gave written report
3. City Administrator's Report: Mr. Coss provided a verbal report
4. Council Report: None

ADJOURNMENT: On motion by Director Cooper, seconded by Director Chambers, and carried by vote of the Board to adjourn at 8:32 a.m.

Respectfully Submitted:

Linda Kahler, DDA Coordinator
for Paul Hartlieb, Board Secretary