

**Downtown Development Authority  
Minutes of the Regular Meeting  
February 23, 2018**

Meeting called to order at 7:30 am by Jim Delemeester.

Members present: Jim Delemeester, Joe Kline, Bob Burns, Sue Bare, and Kathy Westervelt

Members Absent: John Gerber, Pam Ginderske, Karen Wood

Others Present: Matt Lane, Marie Roe

No Adjustments to the Agenda

Motion by Westervelt, second by Bare to approve the payment of claims in the amount of \$108,735.68.  
Motion Carried.

Delemeester inquired about what the \$1,000 in membership and dues was for. Lane advised he did not know on the spot but would look into it and come back with an answer at the next meeting.

Motion by Bare, second by Westervelt to approve the January D.D.A. minutes. Motion carried.

Village Council Minutes were accepted and filed.

Lane gave an update on the Library Grant and advised that he now expects to complete grant payments to the Library in the current fiscal year. The Library was having some trouble with one of the contractors but that it has been ironed out. Much of the approved grant funding has been paid out and will most likely be completed by the end of March. Lane advised that they did have some surprise expenses along the way and advised that the Library inquired if the Village/DDA would be interested in purchasing the old library building.

There was some discussion regarding possible uses and whether the DDA could afford it. The DDA instructed Lane to do some fact-finding to identify the costs of operation and any potential structural deficiencies with the building. Lane advised he will tour the building with Rob Kehoe, the Village building inspector and report back what they find at the next meeting. Discussion regarding the building will be had at the next meeting, potentially in closed session. Members declined to enter closed session, at this time, because there were no members of the general public present.

Lane mentioned that Hometown Decorations and Display, LLC needed to renew their contract. Since the DDA pays for it, they need to approve it. Lane advised that the new decorations will be LED and save on energy costs. The new decorations will end up being about \$400 more per year than the old ones.

Motion by Bare, second by Westervelt to approve the three-year agreement and allow Matt to execute the agreement on the DDA's behalf.

No public comment.

Motion by Westervelt, second by Kline to adjourn at 8:00 am. Motion carried.

Respectfully submitted,  
Matthew S. Lane, Village Manager/DDA Executive Director