

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, February 12, 2019**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:32 a.m.

Directors Present: Sue Leeming, Christy Callahan, Joel Dillingham, Sheryl Landgraf, Ryan Mitchell, and Corey Rees

Directors Absent: Andy Joslyn
Fred Motz
Kelly Preston

Others Present: Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator
Loretta Spinrad, Chair of Ox Roast Events Committee
Angie Kemppainen, President of DeWitt Memorial Assoc.
Wayne Lacy, owner of 114 W. Main St.

APPROVAL OF AGENDA: Motion by Director Callahan, seconded by Director Leeming, and carried by unanimous vote of the board to approve the Agenda. **MOTION CARRIED.**

APPROVAL OF THE JANUARY 8, 2019 MEETING MINUTES: Motion by Director Leeming, seconded by Director Mitchell, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF January 2019 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Callahan, seconded by Director Leeming, and carried by unanimous vote of the board to approve the accounts payable. **MOTION CARRIED.**

RECEIVE AND FILE DECEMBER 2018 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS: Loretta Spinrad and Angie Kemppainen gave an update on the 2019 Ox Roast Festival.

OLD BUSINESS: None.

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NEW BUSINESS

1. Website Design Quote

Motion by Director Landgraf, seconded by Director Mitchell, to authorize website redesign fees of \$1,000. **MOTION CARRIED.**

2. Approval of DDA Coordinator to attend Michigan Downtown Association (MDA) Workshop in East Lansing on March 14, 2019:

Motion by Director Leeming, seconded by Director Mitchell, to approve DDA Coordinator to attend MDA Workshop on March 14, 2019 and authorize registration fees of \$85.00. **MOTION CARRIED.**

3. Approval of DDA Coordinator to attend Michigan Municipal League (MML) Capital Conference in Lansing on March 20, 2019

Motion by Director Landgraf, seconded by Director Rees, to approve DDA Coordinator to attend MML Capital Conference on March 20, 2019 and authorize registration fees of \$250.00. **MOTION CARRIED.**

4. Approval of the 2019 Farmers Market Calendar and Reimbursement for Season Vendors

Motion by Director Leeming, seconded by Director Rees, to approve the 2019 Farmers Market Calendar and set the Seasonal Incentive Fund at 30%.

EXTENDED PUBLIC COMMENTS: Wayne Lacy, 114 W. Main St., inquired about the vacant Hovey Property and future façade grants.

STAFF AND COMMITTEE REPORTS:

1. Website Update

None

2. Coordinator's Report

Coordinator will draft a community survey for the Hovey Property

3. City Administrator's Report

City Administrator Coss gave update on the City Hall construction which is scheduled to start in April 2019.

4. Council Report

None

ADJOURNMENT: Meeting adjourned at 9:05 a.m.

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Respectfully Submitted:

Ryan Mitchell, Board Secretary