

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, January 8, 2019**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:30 a.m.

Directors Present: Sue Leeming, Joel Dillingham, Christy Callahan, Ryan Mitchell, Kelly Preston, Corey Rees, Fred Motz, and Andy Joslyn

Directors Absent: Denise Donohue

Others Present: Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator

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

INTRODUCTION OF NEW DDA COORDINATOR, ANDREA SCHOWENGERDT

APPROVAL OF THE DECEMBER 11, 2018 MEETING MINUTES: Motion by Director Mitchell, seconded by Director Preston, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF DECEMBER 2018 ACCOUNTS PAYABLE: Motion by Director Leeming, seconded by Director Joslyn, 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 Motz, seconded by Director Leeming, and carried by unanimous vote of the board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None.

OLD BUSINESS: None.

NEW BUSINESS

1. **Approval of the 2019 DDA Board of Directors meeting calendar:**
Motion by Director Leeming, seconded by Director Mitchell, to approve the 2019 DDA Board of Directors meeting calendar. Note that Chair Callahan will be

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absent from the August 13, 2019 and the November 12, 2019 DDA Board of Directors Meetings. **MOTION CARRIED.**

2. **Approval of DDA Coordinator to attend MEDA (Michigan Economic Development Association) Capitol Day in Lansing on February 19, 2019:**
Motion by Director Leeming, seconded by Director Joslyn, to approve the DDA Coordinator to attend the MEDA Capitol Day on February 19, 2019 and authorize registration fees of \$180.00. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. **Website Update**
DDA Coordinator updated the board regarding plans to update the DDA website and the farmers market website. Both websites will have branding and logo consistency and will tie in with Facebook, Instagram, and Twitter.
2. **City Administrator's Report**
City Administrator Coss updated the board on the Main Street Project and the Ox Roast Festival. Request was made that the Ox Roast carnival equipment not block the entrance to Looking Glass Brewery, Scoopy Doo's, Sweetie-licious, and The Crafted Bean as it did in 2018. Also, in the future, more business owners would like to be notified of the TV commercials for possible participation. The DDA Coordinator will reach out to all downtown Dewitt businesses to gauge interest and hopefully increase participation for future commercials.
3. **Council Report**
Director Leeming gave update on Ox Roast Festival and committee.

ADJOURNMENT: Meeting adjourned at 8:17 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary