

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, December 12, 2017**

CALL TO ORDER:

Chair Herendeen called the meeting to order at 7:30 a.m.

Directors Present: Sue Leeming, Beth Herendeen, Kelly Preston, Christine Callahan, Justin King, Randy Chambers and Corey Rees (Arrived at 7:35 a.m.)

Directors Absent: Andy Joslyn & Fred Motz

Others Present: Dan Coss, City Administrator

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

APPROVAL OF NOVEMBER 14, 2017 MEETING MINUTES: Motion by Director Leeming, seconded by Director Callahan and carried by unanimous vote of the Board to approve the minutes as presented. **MOTION CARRIED.**

ACCOUNTS PAYABLE NOVEMBER 2017 Motion by Director Leeming, seconded by Director Callahan and carried by unanimous vote of the Board to approve the Accounts Payable. **MOTION CARRIED.**

RECEIVE AND FILE NOVEMBER 2017 TREASURER'S REPORTS: Motion by Director Leeming, seconded by Director Callahan 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. **Review DDA Coordinator Job Posting.** Motion by Director Callahan, seconded by Director Leeming to approve the job posting for the DDA Coordinator position. **MOTION CARRIED.**

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2. **Discuss Farmers Market Location for 2018.** Various alternative locations for the Farmers Market were discussed while Main Street is under construction.
3. **Review Main Street Reconstruction Plans.** Motion by Director Leeming, seconded by Director Callahan to approve participation in the Main Street Reconstruction project in an amount not to exceed \$100,000.00. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Website update: None
2. Farmers Market Manager Report : None
3. City Administrator’s Report: None
4. Council Report: None

ADJOURNMENT: Meeting adjourned at 8:50 a.m.

Respectfully Submitted:

Andrew Joslyn, Board Secretary