

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, February 14, 2017**

CALL TO ORDER:

Member Callahan, appointed by members present, called the meeting to order at 7:40 a.m.

Directors Present: Christine Callahan,
Beth Herendeen (arrived at 7:42 am), Sue Leeming, Kelly
Preston, Jennifer Whitman, Justin King
Directors Absent: Randall Chambers, Andy Joslyn, Fred Motz (all excused)
Others Present: Dan Coss, City Administrator

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

APPROVAL OF January 10, 2017 MEETING MINUTES: On motion by Director Leeming, seconded by Director Whitman and carried by unanimous vote of the Board to approve the minutes as presented.

ACCOUNTS PAYABLE January 2017 On motion by Director Preston, seconded by Director Callahan and carried by unanimous vote of the Board to approve the Accounts Payable.

RECEIVE AND FILE January 2017 TREASURER’S REPORTS: On motion by Director Leeming, seconded by Director Callahan and carried by unanimous vote of the Board to receive and file the reports.

PUBLIC COMMENTS: NONE

OLD BUSINESS: None

NEW BUSINESS:

1. Review Final Brand Platform, Logo and Tagline with Avant via conference call.

Paul VandenElzen, Avant Group, went over the changes to the Logo and Tagline based on the comments that were submitted by the Board of Directors.

General discussion was held by the board on the amendments and any additional recommendations should be submitted to the City Administrator by February 28 to be forwarded to Avant. The Board discussed setting up a joint meeting with City Council to discuss the Marketing/Branding Project.

2. Appointment of Stephanie Murray as the DDA Coordinator and approval of an employment agreement for a term of one (1) year.

On a motion by Leeming, supported by Callahan, to appoint Stephanie Murray as the DDA Coordinator, approve the Employment Agreement as presented and authorize the Chair Herendeen to sign the Employment Agreement on behalf of the DDA. **Motion Passed Unanimously.**

Board members Leeming and Whitman left at 8:40 am. No longer a quorum present.

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report: none
2. City Administrator's Report: verbal report given by the City Administrator updating the Board on activities in the downtown district.
3. Council Report: Mayor-Director Leeming provided a verbal report.

ADJOURNMENT: Meeting adjourned at 8:45

Respectfully Submitted:

Daniel Coss, City Administrator
For Andrew Joslyn, Board Secretary