

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

CALL TO ORDER:

Chair Herendeen called the meeting to order at 7:34 a.m.

Directors Present: Beth Herendeen, Sue Leeming, Andy Joslyn, Christine Callahan, Randall Chambers, Kelly Preston, Justin King.

Directors Absent: Corey Rees and Fred Motz

Others Present: Dan Coss, City Administrator; Rebekah Favior, DDA Coordinator

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

APPROVAL OF AUGUST 16, 2017 MEETING MINUTES: Motion by Director Leeming, seconded by Director Joslyn and carried by unanimous vote of the Board to approve the minutes as presented.

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

RECEIVE AND FILE JULY 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.

PUBLIC COMMENTS: None.

OLD BUSINESS: None

NEW BUSINESS:

1. **Review DDA Coordinator Job Description.** The Board postponed discussion until the October 10 DDA Meeting until the Executive Director, Dan Coss could gather more information. No Motion.
2. **Review Financials for Farmers Market, Christmas Market and Marketing/Advertising.** The Board discussed the FY2017-2018 Budget.

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NEW BUSINESS (Con't):

3. **Appoint Christmas Market Committee.** No action was taken in regards to appointing Board Members to the Christmas Market Planning Committee.

STAFF AND COMMITTEE REPORTS:

1. Website update: None
2. Coordinator's Report: Farmers Market Manager, Rebekah Favior gave a brief update on the Farmers Market.
- 3.
4. City Administrator's Report: None
5. Council Report: None
6. Budget Committee: None

ADJOURNMENT: Meeting adjourned at 8:47 a.m.

Respectfully Submitted:

Andrew Joslyn, Board Secretary