

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, April 9, 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, Christy Callahan, Joel Dillingham, Sheryl Landgraf, Ryan Mitchell, Fred Motz , Kelly Preston, and Corey Rees

Directors Absent: Andy Joslyn

Others Present: Daniel Coss, City Administrator  
Andrea Schowengerdt, DDA Coordinator  
Jackie Pawluk, Farmers Market Manager

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

**APPROVAL OF THE MARCH 12, 2019 MEETING MINUTES:** Motion by Director Landgraf, seconded by Director Leeming, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

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

**RECEIVE AND FILE MARCH 2019 TREASURER’S REPORTS:** Motion by Director Landgraf, 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. Downtown DeWitt Future Development Survey**

Board reviewed and discussed survey results. Coordinator will continue to collect survey results and summarize results in a 1 page document

**2. Farmers Market Manager Update**

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, April 9, 2019**

---

Farmers Market Manager gave an update regarding the 2019 farmers market vendors and kids activities. Board requested that Market Manager design and distribute a flyer to downtown businesses advising of the kids activity days and ascertain interest in sponsoring or participating in the activities.

**3. Making Downtown DeWitt a Destination Presentation**

Workgroup formed including Director Dillingham, Director Preston, and Director Landgraf to propose a downtown events calendar that will be presented to downtown businesses in May to request participation

**STAFF AND COMMITTEE REPORTS:**

**1. Coordinator's Report**

Written Coordinator's Report

**2. City Administrator's Report**

City Administrator Coss gave update on the Budget Committee Meeting and new city hall construction

**3. Council Report**

Director Leeming informed the board that there will be a ground-breaking ceremony when city hall construction begins.

**ADJOURNMENT:** Meeting adjourned at 8:57 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary