

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, September 10, 2019**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:32 a.m.

Directors Present: Christy Callahan, Joel Dillingham, Andy Joslyn, Sheryl Landgraf, Sue Leeming, Kelly Preston, and Corey Rees

Directors Absent: Ryan Mitchell
Fred Motz

Others Present: Daniel Coss, City Administrator (left at 8 a.m.)
Andrea Schowengerdt, DDA Coordinator

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

APPROVAL OF THE AUGUST 13, 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 AUGUST 2019 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Landgraf, seconded by Director Joslyn, and carried by unanimous vote of the board to approve the accounts payable. **MOTION CARRIED.**

RECEIVE AND FILE AUGUST 2019 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Landgraf, 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. Christmas Market

Motion by Director Leeming, seconded by Director Rees, and carried by unanimous vote of the board to approve the Downtown DeWitt Christmas Market Application and set the date for December 7, 2019. **MOTION CARRIED.**

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2. Christmas Commercial Campaign

Motion by Director Joslyn, seconded by Director Preston, and carried by unanimous vote of the board to approve a maximum \$2,500 match with WLNS and downtown businesses to create downtown promotional commercials to benefit the downtown district. **MOTION CARRIED.**

3. Halloween Event

Motion by Director Landgraf, seconded by Director Rees, and carried by unanimous vote of the board to approve a Halloween event with a budget not to exceed \$1,000. **MOTION CARRIED.**

4. Banners

Motion by Director Joslyn, seconded by Director Preston, and carried by unanimous vote of the board to approve a budget of \$3,528 (plus art costs and set-up fees) for 36 banners from Display Sales. **MOTION CARRIED.**

5. Downtown Event for February 2020

Discussion

6. Band/Concert for Fall or Spring

Discussion

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

None

2. City Administrator's Report

None

3. Council Report

Mayor gave the DDA Board an update on duathlon for May 2020 and upcoming work on Bridge St.

ADJOURNMENT: Meeting adjourned at 8:48 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary