

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, January 14, 2020**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:31 a.m.

Directors Present: Christy Callahan, Joel Dillingham, Andy Joslyn, Sheryl Landgraf, Sue Leeming, Ryan Mitchell, Kelly Preston, and Corey Rees (arrived at 7:45 a.m.)

Directors Absent: Fred Motz

Others Present: Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator

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

APPROVAL OF THE DECEMBER 10, 2019 MEETING MINUTES: Motion by Director Leeming, seconded by Director Mitchell, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

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

RECEIVE AND FILE DECEMBER 2019 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Preston, 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. **Approval of the 2020 DDA Board of Directors Meeting Calendar:**
Motion by Director Landgraf, seconded by Director Mitchell, and carried by unanimous vote of the board to approve the 2020 DDA Board of Directors meeting calendar. **MOTION CARRIED.**

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- 2. Approval of Band for DeWitt Cabin Fever Reliever**
Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve Be Kind Rewind to play at the 2020 DeWitt Cabin Fever Reliever and authorize payment of \$1,800. **MOTION CARRIED.**
- 3. Approval of Tent Layout for DeWitt Cabin Fever Reliever**
Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the board to approve a 20x20 tent and either a 40x40 tent (good weather) or 40x80 tent (bad weather) for the 2020 DeWitt Cabin Fever Reliever and authorize funds up to \$6,000 for tent rentals. **MOTION CARRIED.**
- 4. Approval of Games for DeWitt Cabin Fever Reliever**
Motion by Director Mitchell, seconded by Director Joslyn, and carried by unanimous vote of the board to approve renting LED 6-hole miniature golf from ACME and authorizing up to \$1,500 for games for the 2020 Cabin Fever Reliever. **MOTION CARRIED.**
- 5. Approval of Glasses for DeWitt Cabin Fever Reliever**
Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve purchasing 1,000 glasses for the 2020 Cabin Fever Reliever and authorize funds up to \$3,000. **MOTION CARRIED.**
- 6. Approval of Logo Design and Marketing for DeWitt Cabin Fever Reliever**
Motion by Director Mitchell, seconded by Director Landgraf, and carried by unanimous vote of the board to approve Creative Solutions by Design to design logo and marketing materials for the 2020 Cabin Fever Reliever and authorize funds of \$3,000. **MOTION CARRIED.**
- 7. Approval of Media and Outreach for DeWitt Cabin Fever Reliever**
Motion by Director Leeming, seconded by Director Rees, and carried by unanimous vote of the board to authorize funds up to \$5,000 for outreach (radio, social media, and banners). **MOTION CARRIED.**
- 8. DDA Coordinator Wage Adjustment**
Motion by Director Leeming, seconded by Director Mitchell, and carried by unanimous vote of the board to approve wage adjustment for Andrea Schowengerdt, DDA Coordinator, to \$28,000.00 annually, or \$2,333.33 monthly, effective January 13, 2020. **MOTION CARRIED.**

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STAFF AND COMMITTEE REPORTS:

1. **Website Update**
None
2. **City Administrator Report**
None
3. **Council Report**
None

ADJOURNMENT: Meeting adjourned at 9:07 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary