

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, March 10, 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, and Corey Rees

Directors Absent: Sue Leeming
Ryan Mitchell
Fred Motz
Kelly Preston

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

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

APPROVAL OF THE FEBRUARY 11, 2020 MEETING MINUTES: Motion by Director Joslyn, seconded by Director Rees, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF FEBRUARY 2020 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 FEBRUARY 2020 TREASURER’S REPORTS: Motion by Director Landgraf, seconded by Director Joslyn, and carried by unanimous vote of the board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS:

OLD BUSINESS: None.

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NEW BUSINESS

1. Approval of the 2020 Downtown DeWitt Farmers Market Vendor Application and 2020 Calendar

Motion by Director Joslyn, seconded by Director Rees, and carried by unanimous vote of the board to approve the 2020 Downtown DeWitt Farmers Market Calendar and the 2020 Downtown DeWitt Farmers Market Vendor Application, with the exception of the 2020 DeWitt Farmers Market Map (the DDA Board of Directors would like to consider moving the location to Main St.). **MOTION CARRIED.**

2. Appoint DDA Budget Committee

Motion by Director Dillingham, seconded by Director Rees, and carried by unanimous vote of the board to appoint Director Preston, Director Landgraf, Director Leeming, and Director Callahan to the 2020-2021 DDA Budget Committee. **MOTION CARRIED.**

3. Purchase Easter Eggs for Downtown Easter Event

Motion by Director Landgraf, seconded by Director Joslyn, and carried by unanimous vote of the board to approve purchasing Easter eggs not to exceed \$400. **MOTION CARRIED.**

4. Façade Grant for Family Tree Café

Motion by Director Landgraf, seconded by Director Joslyn, and carried by unanimous vote of the board to approve the Family Tree Café Façade Grant Reimbursement Request of \$5,000. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Website Update

None

2. City Administrator Report

Community Showcase and downtown utility report

3. Council Report

None

ADJOURNMENT: Meeting adjourned at 8:56 a.m.

Respectfully Submitted:

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Ryan Mitchell, Board Secretary