

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

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors virtual meeting to order at 12:02 p.m.

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

Directors Absent: Fred Motz

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

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

APPROVAL OF THE MARCH 10, 2020 MEETING MINUTES: Motion by Director Landgraf, seconded by Director Rees, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF MARCH 2020 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Landgraf, seconded by Director Leeming, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

RECEIVE AND FILE MARCH 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 treasurer’s reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS

1. Downtown DeWitt Painted Crosswalk Project

Motion by Director Leeming, seconded by Director Mitchell, and carried by unanimous vote of the board to approve the mini-grant contract with the Arts Council of Greater Lansing and authorize DDA Chair Callahan to sign on behalf of the DDA. **MOTION CARRIED.**

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

2. Farmers Market Update

Discussion. The 2020 Downtown DeWitt Farmers Market will be held at its usual location on Bridge St., just north of Main St. DDA Coordinator and Farmer Market Manager will continue to monitor the guidance from Michigan Farmers Market Association (MIFMA) regarding safety procedures relating to COVID-19.

STAFF AND COMMITTEE REPORTS:

1. Coordinator’s Report

Final financial statement for 2020 Cabin Fever Reliver, MIFMA guidance regarding COVID-19, and various loans and grants available to Michigan small business owners

2. City Administrator Report

DDA Budget Committee Meeting tentatively scheduled for May 5th

3. Council Report

DeWitt City Council update and new City Hall

ADJOURNMENT: Meeting adjourned at 12:50 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary

DRAFT