

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

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**CALL TO ORDER:**

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 12:10 p.m.

Directors Present: Christy Callahan, Sheryl Landgraf, Sue Leeming, Ryan Mitchell, and Kelly Preston

Directors Absent: Joel Dillingham  
Andy Joslyn  
Fred Motz  
Corey Rees

Others Present: Daniel Coss, City Administrator  
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 JUNE 9, 2020 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 JUNE 2020 ACCOUNTS PAYABLE AND PAYROLL:** Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

**RECEIVE AND FILE JUNE 2020 TREASURER’S REPORTS:** Motion by Director Leeming, seconded by Director Preston, 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. Appointment of Officers – Chair, Vice-Chair, Secretary, and Treasurer**

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Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to nominate and reappoint the FY 2019-20 Officers to the FY 2020-21 DDA Board.

Chair – Christie Callahan

Vice-Chair – Andy Joslyn

Treasurer – Kelly Preston

Secretary – Ryan Mitchell

**MOTION CARRIED.**

**2. Façade Grant for Family Barbershop II (Sermak Enterprises, LLC)**

Motion by Director Landgraf, seconded by Director Leeming, and carried by unanimous vote of the board to approve the Façade Grant Reimbursement Request and allocate \$1,500 from the Façade Grant Improvement Program fund to Sermak Enterprises. MOTION CARRIED.

**STAFF AND COMMITTEE REPORTS:**

**1. Coordinator’s Report**

DDA Coordinator provided report on 2020 Downtown DeWitt Farmers Market, upcoming Crosswalk Painting Project, and Passport Program hosted by the DeWitt Area Chamber of Commerce.

**2. City Administrator Report**

City Administrator provided report on burying remaining downtown power lines and discussed a 50/50 split with the City of DeWitt which would amount to \$67,451 for the DDA

**3. Council Report**

**ADJOURNMENT:** Meeting adjourned at 1:01 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary