

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, December 8, 2020**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 12:01 p.m.

Directors Present: Christy Callahan (virtually in the City of DeWitt, Clinton County, Michigan), Joel Dillingham (virtually in the City of DeWitt, Clinton County, Michigan), Andy Joslyn (virtually in the City of DeWitt, Clinton County, Michigan), Sheryl Landgraf (virtually in the City of DeWitt, Clinton County, Michigan), Sue Leeming (virtually in the City of DeWitt, Clinton County, Michigan), Kelly Preston (virtually in the City of DeWitt, Clinton County, Michigan), and Corey Rees (virtually in the City of DeWitt, Clinton County, Michigan)

Directors Absent: Ryan Mitchell
Fred Motz

Others Present: Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator
Christine Leese, member of the public

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 NOVEMBER 10, 2020 MEETING MINUTES: Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

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

RECEIVE AND FILE NOVEMBER 2020 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to receive and file the treasurer’s reports. **MOTION CARRIED.**

PUBLIC COMMENTS: Ms. Leese addressed the DDA Board regarding changes and updates to the DDA website.

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OLD BUSINESS: None

NEW BUSINESS

1. Approve 2021 DDA Board of Directors Meeting Calendar

Motion by Director Dillingham, seconded by Director Leeming, and carried by unanimous vote of the board to approve the proposed calendar setting the meeting schedule for the Downtown Development Authority Board of Directors meetings as the second Tuesday of the month at 12:00 p.m. **MOTION CARRIED.**

2. Approve Extension of Employment Contract for DDA Coordinator

Motion by Director Leeming, seconded by Director Joslyn, and carried by unanimous vote of the board to approve extension of employment contract for DDA Coordinator through December 31, 2021. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

Update on radio commercials, TV commercials, downtown business coupon book, and 2020 3-Legged Dog Yoga Turkey Trot.

2. City Administrator Report

Update on coupon program with DeWitt Public Schools and downtown businesses

3. Council Report

Update on DeWitt Bath Community Resource Guide and online form for potential DDA Board members

ADJOURNMENT: Meeting adjourned at 1:13 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary