

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, November 10, 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, Sue Leeming (virtually in the City of DeWitt, Clinton County, Michigan), Ryan Mitchell (virtually in the City of DeWitt, Clinton County, Michigan), Kelly Preston (virtually in the City of DeWitt, Clinton County, Michigan), and Corey Rees

Directors Absent: Fred Motz

Others Present: Aaron Stevens, Maner Costerisan
Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator

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

APPROVAL OF THE OCTOBER 13, 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 OCTOBER 2020 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

RECEIVE AND FILE OCTOBER 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

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NEW BUSINESS

- 1. Fiscal Year 2019-2020 Audit Presented by Aaron Stevens – Maner Costerisan**
Motion by Director Landgraf, seconded by Director Leeming, and carried by unanimous vote of the board to receive and place on file the Fiscal Year 2019-2020 Annual Audit prepared by Maner Costerisan. **MOTION CARRIED.**

- 2. Review of Procedures for Electronic Meetings per the Amended Open Meetings Act PA 228 of 2020**
Motion by Director Leeming, seconded by Director Joslyn, and carried by unanimous vote of the board to approve the procedures as required by the Open Meetings Act PA 228 of 2020 dated November 10, 2020 for DDA Public Body Meetings. **MOTION CARRIED.**

- 3. Christmas Market**
The DDA Board discussed and decided that the 2020 Christmas Market (scaled back version) should be cancelled for the health and safety of the community, DPW, City of DeWitt PD, and DDA staff due to increasing COVID in the area. The DDA would like to move forward with a direct mail coupon campaign for participating downtown businesses.

STAFF AND COMMITTEE REPORTS:

- 1. Coordinator’s Report**
Update on radio and TV commercials
- 2. City Administrator Report**
Update on road/bridge construction and downtown building for sale
- 3. Council Report**
Update on meeting with downtown business owners.

ADJOURNMENT: Meeting adjourned at 1:17 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary