

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, January 12, 2021**

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), Ryan Mitchell (virtually in the City of DeWitt, Clinton County, Michigan), and Kelly Preston (virtually in the City of DeWitt, Clinton County, Michigan)

Directors Absent: Corey Rees

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

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

APPROVAL OF THE DECEMBER 8, 2020 MEETING MINUTES: Motion by Director Leeming, seconded by Director Mitchell, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

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

RECEIVE AND FILE DECEMBER 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 the DDA website and DDA Board Member term dates and succession planning.

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OLD BUSINESS: None

NEW BUSINESS

1. Façade Grant for Lacy Properties LLC

Motion by Director Joslyn, seconded by Director Dillingham, and carried by unanimous vote of the board to approve the \$5,000 façade grant reimbursement request for Lacy Properties LLC located at 114 W. Main St. DeWitt, MI 48820

MOTION CARRIED.

2. DDA Board Vacancy

Discussion. Mayor Leeming advised the DDA Board on process for new DDA Board member. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

Update on 2021 Farmers Market, downtown StoryWalk project with the DeWitt Public Library, and school coupons for downtown businesses.

2. City Administrator Report

Update on annual DDA meeting in February 2021, vacant lot at Bridge and Main, and future downtown bridge closures

3. Council Report

Update on Public Participation Planning document, community room fee schedule, vacancy on Board of Review Committee, and duathlon in May 2021.

ADJOURNMENT: Meeting adjourned at 12:47 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary