

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, February 9, 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 Oakfield Township, Kent 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

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

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

APPROVAL OF THE JANUARY 12, 2021 MEETING MINUTES: Motion by Director Landgraf, seconded by Director Preston, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF JANUARY 2021 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Landgraf, seconded by Director Dillingham, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

RECEIVE AND FILE JANUARY 2021 TREASURER’S REPORTS: Motion by Director Leeming, 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

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NEW BUSINESS

1. Approve the 2021 Downtown DeWitt Farmers Market Vendor Application and 2021 Calendar

Motion by Director Rees, seconded by Director Leeming, and carried by unanimous vote of the board to approve the 2021 Downtown DeWitt Farmers Market Vendor Application and Calendar and authorize staff to modify based upon Michigan Department of Health & Human Services (“MDHHS”) orders. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Coordinator’s Report

Update on 2021 Farmers Market, downtown StoryWalk project with the DeWitt Public Library, and notice of Annual Informational Meeting on March 9, 2021

2. City Administrator Report

Update on road and bridge construction during spring/summer 2021 and upcoming events

3. Council Report

Update on DDA Board vacancy and Memorial Association Meeting, building renovations, and upcoming events.

ADJOURNMENT: Meeting adjourned at 12:38 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary