

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, May 11, 2021**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 12:03 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, Ryan Mitchell (virtually in the City of DeWitt, Clinton County, Michigan), Kelly Preston, and Corey Rees

Directors Absent: Emmie Musser

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

APPROVAL OF AGENDA: Motion by Director Leeming, seconded by Director Rees, and carried by unanimous vote of the board to amend the Agenda to include a draft of the Downtown DeWitt Business Survey. **MOTION CARRIED.**

APPROVAL OF THE APRIL 13, 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 THE APRIL 29, 2021 SPECIAL MEETING MINUTES: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

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

RECEIVE AND FILE APRIL 2021 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

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, May 11, 2021**

OLD BUSINESS: None

NEW BUSINESS

1. Downtown DeWitt Business Survey

Motion by Director Preston, seconded by Director Joslyn, and carried by unanimous vote of the board to approve \$32/month and \$384 annually for SurveyMonkey Advantage Annual plan and discussion regarding Downtown DeWitt Business Survey.

MOTION CARRIED.

2. Hometown Pharmacy

Discussion

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

Update on 2021 Farmers Market layout and vendors and Downtown Crosswalk Painting Project

2. City Administrator Report

Update on road construction, Budget Committee recommendations from April 29, 2021 Special Meeting, and new guidelines regarding federal funds distributed to municipalities from the State of Michigan.

3. Council Report

Update on development of Bridge/Main St. lot and use guidelines for City Hall Community Room.

ADJOURNMENT: Meeting adjourned at 1:23 p.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary