

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, July 13, 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, Andy Joslyn, Sheryl Landgraf, Sue Leeming (virtually in Oakfield Township, Kent County, Michigan), Emmie Musser, Kelly Preston, and Corey Rees

Directors Absent: Joel Dillingham
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 as presented. **MOTION CARRIED.**

APPROVAL OF THE JUNE 8, 2021 AND JUNE 14, 2021 MEETING MINUTES: Motion by Director Preston, seconded by Director Rees, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

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

RECEIVE AND FILE JUNE 2021 TREASURER’S REPORTS: Motion by Director Landgraf, 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. Appointment of Officers – Chair, Vice-Chair, Secretary, and Treasurer

Motion by Director Callahan, seconded by Director Joslyn, and carried by unanimous vote of the board to appoint the following officers. **MOTION CARRIED**

Chair: Andy Joslyn

Vice-Chair: Corey Rees

Treasurer: Kelly Preston

Secretary: Sheryl Landgraf

2. Reschedule Car Cruise-In and Discussion of September Downtown Event

Car show is rescheduled for August 3, 2021. DDA Board would like to move forward with a downtown event in September. **MOTION CARRIED.**

3. DDA Meeting Time

Motion by Director Joslyn, seconded by Director Landgraf, and carried by unanimous vote of the board to amend the DDA Board of Directors meeting time to 7:30 a.m. on the second Tuesday of the month for August and September. **MOTION CARRIED**

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

Farmers Market Update, Crosswalk Art Update, Façade Grant Application Update & Business Survey Update

2. City Administrator Report

Federal Funds Update, Downtown Building(s) Update (126 East Main, 128 South Bridge)

3. Council Report

Hoping to hold Joint Meeting (City Council, DDA & Planning Commission) in August

ADJOURNMENT: Meeting adjourned at 1:33 p.m.

Respectfully Submitted:

Sheryl Landgraf, Board Secretary