

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, September 14, 2021**

CALL TO ORDER:

Chair Joslyn called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:31 a.m.

Directors Present: Christy Callahan (left at 8:57 a.m.), Joel Dillingham, Andy Joslyn, Sheryl Landgraf, Sue Leeming, Emmie Musser (arrived at 7:33 a.m. and left at 7:35 a.m.), and Kelly Preston (left at 8:57 a.m.)

Directors Absent: Ryan Mitchell
Corey Rees

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

APPROVAL OF FAÇADE GRANT COMMITTEE MEETING MINUTES FROM AUGUST 16, 2021: Motion by Director Leeming, seconded by Director Callahan, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF AGENDA: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the agenda as presented. **MOTION CARRIED.**

APPROVAL OF THE AUGUST 10, 2021 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 AUGUST 2021 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Preston, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

RECEIVE AND FILE AUGUST 2021 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: None

OLD BUSINESS: None

NEW BUSINESS

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1. FAÇADE GRANT COMMITTEE RECOMMENDATIONS

Director Musser and Director Dillingham left the room and abstained from discussion, review, and approval of Façade Grant Committee Recommendations. Motion by Director Preston, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the recommendations of the Façade Grant Committee and award 33,700.00 towards the Façade Grant Improvement Program for FY 2021-2022. **MOTION CARRIED**

2. BANNERS FOR DOWNTOWN DEWITT

Motion by Director Preston, seconded by Director Callahan, and carried by unanimous vote of the board to approve banner designs and authorize \$1,440 for 12 patriotic banners and \$2,040 for 24 welcome banners. **MOTION CARRIED.**

3. MICHIGAN DOWNTOWN ASSOCIATION ANNUAL STATEWIDE CONFERENCE

Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the board to authorize DDA Coordinator, Andrea Schowengerdt, to attend MDA Annual Statewide Conference on November 4-5, 2021 and authorize registration fees of \$195.00 **MOTION CARRIED**

4. DOWNTOWN SOCIAL DISTRICT

Discussion

STAFF AND COMMITTEE REPORTS:

1. **Coordinator's Report**
Farmers Market and Crosswalk Art Update
2. **City Administrator Report**
Updates on federal funds, site plan for vacant lot downtown, and Memorial Building
3. **Council Report**

ADJOURNMENT: Meeting adjourned at 9:24 a.m.

Respectfully Submitted:

Sheryl Landgraf, Board Secretary