

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

CALL TO ORDER:

Chair Joslyn called the DeWitt Downtown Development Authority Board of Directors meeting to order at 12:02 pm.

Directors Present: Andy Joslyn, Joel Dillingham, Sheryl Landgraf, Sue Leeming,
Kelly Preston, Corey Rees, Emmie Musser, Christy Callahan
Directors Absent: Ryan Mitchell

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

APPROVAL OF THE NOVEMBER 9, 2021 MEETING MINUTES: Motion by Director Landgraf, seconded by Director Preston, and carried by unanimous vote of the board to approve the minutes. **MOTION CARRIED.**

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

RECEIVE AND FILE NOVEMBER 2021 TREASURER’S REPORTS: Motion by Director Rees and seconded by Director Landgraf, and carried by unanimous vote of the board to receive and place on file the treasurer’s report. **MOTION CARRIED.**

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

1. DDA Board of Directors 2022 Meeting Calendar

The presented calendar was amended to move the regular DDA Board of Director’s meetings to the second (2nd) Monday of the month beginning at 12:00 PM. On a motion by Joslyn and supported by Leeming. **Motion carried unanimously.**

2. Review Façade Grant Reimbursement Request from Looking Glass Brewing Company.

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Director Dillingham excused himself from the meeting and left the meeting room, as the reimbursement request was from his business. Director Dillingham did not participate in the discussion.

The board reviewed the before and after pictures of the project. The project was completed as required in the grant agreement.

On a motion by Leeming, supported by Landgraf, the board voted unanimously to approve the façade grant reimbursement request from Looking Glass Brewing Company in the amount of \$5,000.00. **Motion Carried** (Director Dillingham abstained from the vote).

Director Dillingham rejoined the meeting.

EXTENDED PUBLIC COMMENTS: None.

STAFF AND COMMITTEE REPORTS:

1. City Administrator: Informed the board of the ten (10) downtown businesses that received a Small Business Relief Grant from Clinton County, updated that board that the former Hometown Pharmacy did have a signed purchase agreement with a group of dentist's from East Lansing and gave an update on the DDA Coordinator Job Posting.
2. Council Report: Director Leeming reported that the Parks and Recreation Commission submitted a capital improvement plan to City Council for priorities in six (6) City Parks, including Riverside Park, which is in the DDA District.
3. The Board held a discussion on possible changes to the Christmas Market for 2022 and want to start planning for the Market at the August 2022 board meeting.

ADJOURNMENT. Meeting was adjourned at 1:13 (Motion by Director Leeming, seconded by Director Callahan, unanimous vote.)

Respectfully submitted,

Sheryl Landgraf, Board Secretary