

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING MINUTES – BOARD OF DIRECTORS
Monday, January 24, 2022**

CALL TO ORDER:

Chair Joslyn called the DeWitt Downtown Development Authority Board of Directors meeting to order at 12:01 pm.

Directors Present: Andy Joslyn, Joel Dillingham, Sheryl Landgraf, Sue Leeming,
Corey Rees, Christy Callahan

Directors Absent: Ryan Mitchell, Emmie Musser, Kelly Preston

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

APPROVAL OF THE DECEMBER 14, 2021 MEETING MINUTES: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the minutes. **MOTION CARRIED.**

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

RECEIVE AND FILE DECEMBER 2021 TREASURER’S REPORTS: Motion by Director Leeming 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. Reimbursement Request from Evergreen DeWitt, LLC (3LD Yoga + Strength) for the 2021 Façade Grant

Administrator Coss gave an overview of the façade grant requirements that Evergreen DeWitt, LLC was required to meet and presented that they have fulfilled all the requirements of the grant program and are eligible for the reimbursement as outlined in the grant agreement.

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Motion by Director Callahan, supported by Director Landgraf, to approve the reimbursement request from Evergreen DeWitt, LLC in the amount of \$5,000.00 **Motion carried unanimously.** (Director Musser was not present at the meeting)

2. **Discussion and establish workgroup for the 2022 Cabin Fever Reliever**
The board held a discussion on all the facets and timelines of the holding a Cabin Fever Reliever in March of 2022. Director’s Musser, Dillingham and Rees were appointed by the Chair Joslyn to serve on the organizing workgroup.
3. Establish an Interview Group for the DDA Coordinator Position
Chair Joslyn appointed Director Preston, Administrator Coss and himself to serve as the interview group for the DDA Coordinator position.

EXTENDED PUBLIC COMMENTS: None.

STAFF AND COMMITTEE REPORTS:

1. City Administrator: Informed the board that closing on 110 South Bridge Street was scheduled for Feb 11, provided the 2022 Bridge+Main Market event schedule and relayed to the board Bridge Street Social was purchasing the building they have been leasing.
2. Council Report: Director Leeming reported that the Parks and Recreation Commission was moving forward on an extensive parks improvement plan endorsed by City Council and that Riverside Park upgrades will be beneficial to the downtown district

ADJOURNMENT. Meeting was adjourned at 1:02 (Motion by Director Callahan, seconded by Director Landgraf, unanimous vote.)

Respectfully submitted,

Sheryl Landgraf, Board Secretary