

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, October 12, 2021**

CALL TO ORDER:

Chair Joslyn called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:35 a.m.

Directors Present: Joel Dillingham, Andy Joslyn, Sheryl Landgraf, Sue Leeming, Kelly Preston, and Corey Rees

Directors Absent: Christy Callahan
Ryan Mitchell
Emmie Musser

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

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 SEPTEMBER 14, 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 SEPTEMBER 2021 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

RECEIVE AND FILE SEPTEMBER 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

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, October 12, 2021**

NEW BUSINESS

**1. FISCAL YEAR 2020-2021 AUDIT PRESENTED BY AARON STEVENS – MANER
COSTERISAN**

Motion by Director Dillingham, seconded by Director Rees, and carried by unanimous vote of the board to receive and place on file the Fiscal Year 2020-2021 Annual Audit prepared by Maner Costerisan. **MOTION CARRIED**

2. 2021 TV HOLIDAY COMMERCIAL CAMPAIGN

Motion by Director Leeming, seconded by Director Rees, and carried by unanimous vote of the board to approve a \$2,500 match with WLNS and downtown businesses to create commercials to promote downtown DeWitt. **MOTION CARRIED.**

3. 2021 DOWNTOWN DEWITT CHRISTMAS MARKET

Motion by Director Leeming, seconded by Director Dillingham, and carried by unanimous vote of the board to approve Christmas Market Applications, appoint Director Leeming, Director Dillingham, and Director Joslyn to the Christmas Subcommittee, and authorize Christmas Subcommittee to use budgeted Christmas Market funds for marketing and advertising. **MOTION CARRIED**

4. DDA BOARD OF DIRECTORS MEETING SCHEDULE

Motion by Director Rees, seconded by Director Dillingham, and carried by unanimous vote of the board to set the November 2021 and December 2021 meeting time at 12:00 p.m.

STAFF AND COMMITTEE REPORTS:

1. Coordinator’s Report

Crosswalk Art Update

2. City Administrator Report

Updates on downtown road painting, façade grants, and road projects

3. Council Report

Mike Lee appointed to Planning Commission Board, drug drop-off box will be installed in City Hall, and MML Conference

ADJOURNMENT: Meeting adjourned at 9:13 a.m.

Respectfully Submitted:

Sheryl Landgraf, Board Secretary