

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
Meeting Minutes– BOARD OF DIRECTORS MEETING  
Tuesday, November 14, 2023**

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**CALL TO ORDER:**

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

Directors Present: Sue Leeming, Andy Joslyn, Sheryl Landgraf, Joel Dillingham, Cathy Mitchell, Kelly Preston, Emmie Musser (arrived at 12:02pm) & Corey Rees

Directors Absent: Christy Callahan

Others Present: Daniel Coss, City Administrator  
Jennifer Roberts, DDA Coordinator

**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 OCTOBER 10, 2023, 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 OCTOBER 2023 ACCOUNTS PAYABLE AND PAYROLL:** Motion by Director Dillingham and seconded by Director Musser and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

**RECEIVE AND FILE OCTOBER 2023 TREASURER’S REPORTS:** Motion by Director Leeming 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. Brothers Liquor (Family Tree Café) Façade Grant Reimbursement**

Motion by Director Landgraf and seconded by Director Leeming and carried by unanimous vote of the board to approve the reimbursement request for Brothers Liquor (Family Tree Café) for \$1,950.00 **MOTION CARRIED**

**2. Cabin Fever Reliever Liquor License**

Motion by Director Landgraf and seconded by Director Preston and carried by unanimous vote of the board for approval for the DeWitt Downtown Development Authority to apply for a special liquor license for the 2024 Cabin Fever Reliever. **MOTION CARRIED**

**3. More To Your Door**

Motion by Director Landgraf and seconded by Director Musser and carried by unanimous vote of the board to approve up to \$750 for More to your door holiday ad campaign. **MOTION CARRIED**

**EXTENDED PUBLIC COMMENTS:** None.

**STAFF AND COMMITTEE REPORTS:**

1. **Coordinators Report** – Gave updates on Christmas Market planning. Updates on Cabin Fever Reliever and Ox Roast.
2. **City Administrator:** - There is an opportunity to get a grant for updating McGuire park looks very promising. Gave an update on Craig Ritter's property.
3. **Council Report:** - Nothing new to report

**ADJOURNMENT.** Meeting was adjourned at 1:05 pm (Motion by Director Landgraf seconded by Director Rees, unanimous vote.)

Respectfully submitted,

Corey Rees, Board Secretary