

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes– BOARD OF DIRECTORS MEETING
Tuesday, December 12, 2023**

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, Christy Callahan, Joel Dillingham, Cathy Mitchell, & Kelly Preston (left at 1:17pm)

Directors Absent: Emmie Musser, Sheryl Landgraf, & Corey Rees

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

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

APPROVAL OF THE NOVEMBER 14, 2023, MEETING MINUTES: Motion by Director Leeming, seconded by Director Preston, and carried by unanimous vote of the board to approve the minutes. **MOTION CARRIED.**

APPROVAL OF NOVEMBER 2023 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Joslyn 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 2023 TREASURER’S REPORTS: Motion by Director Leeming seconded by Director Joslyn 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. Review the 2024 DDA Board of Directors Regular Meeting Calendar**
Motion by Director Leeming and seconded by Director Dillingham and carried by unanimous vote of the board to approve the 2024 DDA Board of Directors regular meeting calendar as presented. **MOTION CARRIED**

2. Review the 2024 DDA Event Calendar

Motion by Director Leeming and seconded by Director Dillingham and carried by unanimous vote of the board for approval of the 2024 DDA event calendar as presented. **MOTION CARRIED**

3. Ox Roast Funding

Motion by Director Leeming and seconded by Director Joslyn and carried by unanimous vote of the board to authorize paying some of the vendor up-front costs for the 2024 DeWitt Ox Roast. **MOTION CARRIED**

EXTENDED PUBLIC COMMENTS: None.

STAFF AND COMMITTEE REPORTS:

1. **Coordinators Report** – Gave updates on Christmas Market and Toys for Tots.
2. **City Administrator:** - Gave an update on the purchase of the Ritter properties acquisition. The purchase agreement has been signed in the amount of 380k for both properties. The purchase of this property will be a partnership between the DDA and the City.
3. **Council Report:** - Grant for McGuire Park has been secured. McGuire Park will be getting pickleball courts, updated paths, and new playground equipment.

ADJOURNMENT. Meeting was adjourned at 1:18 pm (Motion by Director Callahan seconded by Director Dillingham, unanimous vote.)

Respectfully submitted,

Corey Rees, Board Secretary