

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, December 11, 2018**

CALL TO ORDER:

Chair Callahan called the DDA Board Meeting to order at 7:31 a.m.

Directors Present: Sue Leeming, Joel Dillingham (arrived at 7:33), Christy Callahan, Ryan Mitchell, Kelly Preston and Corey Rees (arrived at 7:35)

Directors Absent: Denise Donohue and Fred Motz

Others Present: Daniel Coss, City Administrator

APPROVAL OF AGENDA: Motion by Director Leeming, seconded by Director Joslyn, and carried by unanimous vote of the Board to approve the Agenda. **MOTION CARRIED.**

APPROVAL OF THE November 13, 2018 MEETING MINUTES: Motion by Director Mitchell, seconded by Director Preston, and carried by unanimous vote of the Board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL of November 2018 ACCOUNTS PAYABLE and PAYROLL: Motion by Director Leeming, seconded by Director Joslyn, and carried by unanimous vote of the Board to approve the Accounts Payable. **MOTION CARRIED.**

RECEIVE AND FILE November 2018 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Mitchell, and carried by unanimous vote of the Board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None.

OLD BUSINESS: None.

NEW BUSINESS

1. Review Employment Agreement for Andrea Schowengerdt

The DDA Board approved the employment agreement for Andrea Schowengerdt with an expiration of December 31, 2019. Motion by Director Leeming, supported by Director Rees, to authorize the Chair, Christine Callahan, to sign the agreement on behalf of the DDA. **MOTION CARRIED.**

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2. Resolution Authorizing Chair, Vice Chair, and Treasurer to Sign Financial Instruments on behalf of the DDA

Motion by Director Mitchell, supported by Director Leeming, to approve the Resolution allowing Chair Callahan, Vice-Chair Joslyn, and Treasurer Preston to sign financial instruments on behalf of the DeWitt Downtown Development Authority. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Website update: None
2. Farmers Market Manager Report : None
3. City Administrator's Report: Recapped the Christmas Market Events
4. Council Report:

ADJOURNMENT: Motion by Director Joslyn, and supported by Director Preston, to adjourn the meeting at 8:41 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary