

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – BOARD OF DIRECTORS  
Tuesday, November 13, 2018**

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**CALL TO ORDER:**

Chair Callahan called the DDA Board Meeting to order at 7:33 a.m.

Directors Present: Sue Leeming, Denise Donohue (arrived at 7:37), Joel Dillingham, Christy Callahan, Ryan Mitchell, Kelly Preston and Corey Rees

Directors Absent: Fred Motz and Andy Joslyn

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 October 9, 2018 MEETING MINUTES:** Motion by Director Leeming, seconded by Director Mitchell and carried by unanimous vote of the Board to approve the minutes as presented. **MOTION CARRIED.**

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

**RECEIVE AND FILE October 2018 TREASURER’S REPORTS:** Motion by Director Leeming, seconded by Director Donohue 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 A-Complete Tent Rental Contract for 2018 Christmas Market**

The DDA Board approved the A-Complete Contract for the 2018 Christmas Market in an amount not-to-exceed \$5,444.50. Motion by Leeming, supported by Preston to authorize Director Callahan to sign the A-Complete contract on behalf of the DDA. **MOTION CARRIED.**

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**2. The Christmas Commercial Campaign – WLNS**

The DDA Board approved a maximum \$2,500 match with WLNS and downtown businesses to create a downtown promotional commercials to benefit the downtown district. Motion by Mitchell, supported by Joslyn, to approve the Christmas Commercial Campaign. **MOTION CARRIED.**

**STAFF AND COMMITTEE REPORTS:**

1. Website update: None
2. Farmers Market Manager Report : None
3. City Administrator’s Report: Update on the Main Street Reconstruction Project
4. Council Report:

**ADJOURNMENT:** Motion by \_\_\_\_\_ and supported by \_\_\_\_\_ to adjourn the meeting at 8:45 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary