

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, November 14, 2017**

CALL TO ORDER:

Vice Chair Chambers called the meeting to order at 7:30 a.m.

Directors Present: Sue Leeming, Andy Joslyn, Beth Herendeen, Corey Rees,
Kelly Preston.

Directors Absent: Christine Callahan, Justin King & Randy Chambers

Others Present: Dan Coss, City Administrator

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

APPROVAL OF OCTOBER 10, 2017 MEETING MINUTES: Motion by Director Leeming, seconded by Director Joslyn and carried by unanimous vote of the Board to approve the minutes as presented. **MOTION CARRIED.**

ACCOUNTS PAYABLE JULY 2017 Motion by Director Leeming, seconded by Director Motz and carried by unanimous vote of the Board to approve the Accounts Payable. **MOTION CARRIED.**

RECEIVE AND FILE JULY 2017 TREASURER’S REPORTS: Motion by Director Motz, seconded by Director Joslyn and carried by unanimous vote of the Board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None.

OLD BUSINESS:

1. Review DDA Coordinator Job Description. Motion by Director Motz, seconded by Director Preston to approve the revised job description for the DDA Coordinator position.

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, November 14, 2017 –Page 2**

NEW BUSINESS:

1. **Presentation of Annual 2016-2017 Fiscal Year Audit by Aaron Stevens, SK&T, P.C.** Motion by Director Motz, seconded by Director Preston to place on file the the FY16-17 Annual Audit and run a report on 2016 & 2017 Operating Expenditures. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Website update: None
2. Farmers Market Manager Report : None
3. City Administrator’s Report: None
4. Council Report: None

ADJOURNMENT: Meeting adjourned at 9:00 a.m.

Respectfully Submitted:

Andrew Joslyn, Board Secretary