

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, May 14, 2019**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:34 a.m.

Directors Present: Sue Leeming, Christy Callahan, Joel Dillingham, Andy Joslyn, Sheryl Landgraf, Ryan Mitchell, Kelly Preston, and Corey Rees

Directors Absent: Fred Motz

Others Present: Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator

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

APPROVAL OF THE APRIL 9, 2019 MEETING MINUTES: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF THE APRIL 29, 2019 SPECIAL MEETING MINUTES: Motion by Director Landgraf, seconded by Director Rees, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF APRIL 2019 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the accounts payable. **MOTION CARRIED.**

RECEIVE AND FILE APRIL 2019 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to receive and file the reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None

OLD BUSINESS: None

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NEW BUSINESS

1. Review the Fiscal Year 2019-2020 Operating Budget

Board reviewed and discussed the DDA 2019-2020 Operating Budget. The Operating Budget will go to City Council for approval during its May 28, 2019 meeting.

2. Approve Licensing Fees for Farmers Market Music

Motion by Director Landgraf, seconded by Director Preston, and carried by unanimous vote of the board to authorize yearly licensing fees of \$358 to BMI and \$348 to ASCAP for music. **MOTION CARRIED.**

3. Approve Printing Fees for Downtown DeWitt Classic Car Cruise-in Dash Plaques

Motion by Director Landgraf, seconded by Director Joslyn, and carried by unanimous vote of the board to authorize printing fees of \$500 to print 200 dash plaques for the Car Cruise-in. **MOTION CARRIED.**

4. Approve Printing Fees for Farmers Market Yard Signs

Motion by Director Callahan, seconded by Director Leeming, and carried by unanimous vote of the board to authorize printing fees of \$469.40 for printing 30 yard signs. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

Coordinator provided update on Car Cruise-in, Farmers Market, and website

2. City Administrator's Report

City Administrator Coss gave update on new city hall construction, downtown construction progress, and future bridge work

3. Council Report

Director Leeming reminded the DDA Board of Memorial Day Parade on Saturday, May 25, 2019 at 10 a.m.

ADJOURNMENT: Motion to adjourn by Director Mitchell, seconded by Director Joslyn, to adjourn the meeting at 8:40 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary