

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, June 11, 2019**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:32 a.m.

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

Directors Absent: Fred Motz
Andy Joslyn
Ryan Mitchell

Others Present: Daniel Coss, City Administrator

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 MAY 14, 2019 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 MAY 2019 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Preston, seconded by Director Landgraf, and carried by unanimous vote of the board to approve the accounts payable. **MOTION CARRIED.**

RECEIVE AND FILE MAY 2019 TREASURER’S REPORTS: Motion by Director Leeming, seconded by Director Preston, 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. Approval of the Fiscal Year 2018-2019 Budget Amendments

Motion by Director Landgraf, seconded by Director Dillingham, and carried by unanimous vote of the board to approve Fiscal Year 2018-2019 Budget Amendments for the Downtown Development Authority as presented and commit \$1,000.00 to the Parking Lot Maintenance Fund. **MOTION CARRIED.**

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2. Approval of the Fiscal Year 2019-2020 Operating Budget

Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to approve of the Fiscal Year 2019-2020 Downtown Development Authority Budget as recommended by the DDA Board and approved by DeWitt City Council on May 28, 2019. **MOTION CARRIED.**

3. Review Waiver of Farmers Market Vendor Fees for Downtown Businesses

Motion by Director Leeming, seconded by Director Rees, and carried by unanimous vote of the board (Director Preston abstained) to waive Farmers Market Vendor Fees for downtown businesses with a physical presence in the DDA District that meet the requirements of Market Vendors on a first-come, first-serve basis. **MOTION CARRIED.**

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

Coordinator provided written report

2. City Administrator's Report

3. Council Report

ADJOURNMENT: Meeting adjourned at 9:03 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary