

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, December 10, 2019**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 7:31 a.m.

Directors Present: Christy Callahan, Joel Dillingham (arrived at 7:35 a.m.), Andy Joslyn, Sheryl Landgraf, Sue Leeming, Ryan Mitchell, and Kelly Preston

Directors Absent: Fred Motz and Corey Rees

Others Present: Daniel Coss, City Administrator
Andrea Schowengerdt, DDA Coordinator
Aaron Stevens, Maner Costerisan

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

APPROVAL OF THE NOVEMBER 12, 2019 MEETING MINUTES: Motion by Director Landgraf, seconded by Director Preston, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF NOVEMBER 2019 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 SEPTEMBER 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

NEW BUSINESS

- 1. Fiscal Year 2018-2019 Audit Presented by Aaron Stevens – Maner Costerisan**
Motion by Director Mitchell, seconded by Director Preston, and carried by unanimous vote of the board to receive and place on file the Fiscal Year 2018-2019 Annual Audit prepared by Maner Costerisan

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2. Review Contract for Services with Lions Club of DeWitt

Motion by Director Leeming, seconded by Director Landgraft, and carried by unanimous vote of the board to approve the contract for services with Lions Club of DeWitt, authorize advance payment of \$3,000, and authorize the Chair to sign on behalf of the DDA

3. Approve Extension of Employment Contract for DDA Coordinator

Motion by Director Joslyn, seconded by Director Leeming, and carried by unanimous vote of the board to approve the extension of existing employment contract for DDA Coordinator through December 31, 2020

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

None

2. City Administrator's Report

Update new businesses downtown

3. Council Report

ADJOURNMENT: Meeting adjourned at 8:50 a.m.

Respectfully Submitted:

Ryan Mitchell, Board Secretary