

**DEWITT DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – BOARD OF DIRECTORS
Tuesday, August 11, 2020**

CALL TO ORDER:

Chair Callahan called the DeWitt Downtown Development Authority (“DDA”) Board of Directors meeting to order at 12:02 p.m.

Directors Present: Christy Callahan (virtually), Joel Dillingham, Andy Joslyn, Sheryl Landgraf, Sue Leeming, Ryan Mitchell (virtually), and Corey Rees

Directors Absent: Kelly Preston
Fred Motz

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

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

APPROVAL OF THE JULY 14, 2020 MEETING MINUTES: Motion by Director Landgraf, seconded by Director Leeming, and carried by unanimous vote of the board to approve the minutes as presented. **MOTION CARRIED.**

APPROVAL OF JULY 2020 ACCOUNTS PAYABLE AND PAYROLL: Motion by Director Rees, seconded by Director Mitchell, and carried by unanimous vote of the board to approve the accounts payable and payroll. **MOTION CARRIED.**

RECEIVE AND FILE JULY 2020 TREASURER’S REPORTS: Motion by Director Landgraf, seconded by Director Joslyn, and carried by unanimous vote of the board to receive and file the treasurer’s reports. **MOTION CARRIED.**

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS

1. Approve DDA Arts Subcommittee’s Recommendation for Downtown Painted Crosswalk Project

Motion by Director Joslyn, seconded by Director Rees, and carried by unanimous vote of the board to approve Emily Frushour’s Proposal for the Painted Crosswalk

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Project, approve a \$2,600 match to the Arts Council of Greater Lansing grant, and authorize \$2,600 payment to Emily Frushour for supplies. **MOTION CARRIED.**

2. 2020 Downtown DeWitt Christmas Market

Discussion. Given the current COVID-19 restrictions on outdoor gatherings, it is difficult to imagine holding the Downtown DeWitt Christmas Market as usual. The Board discussed alternative ideas for the Christmas Market.

3. Advertising in the DeWitt News and Events Magazine published by the DeWitt Area Chamber of Commerce

Motion by Director Leeming, seconded by Director Rees, and carried by unanimous vote of the board to approve the DDA advertising in the 2020 DeWitt News and Events Magazine published by the Area Chamber of Commerce and authorize funds of \$300 from the DDA Advertising Budget

4. DDA Board of Directors Meeting Schedule

Motion by Director Leeming, seconded by Director Landgraf, and carried by unanimous vote of the board to amend the DDA Meeting Schedule to noon on the second Tuesday of each month for September, October, November, and December 2020.

5. Add Additional Signing Party of DDA Checks

Discussion. DDA Executive Director will contact City Attorney about amending by-laws to allow for DDA staff member to be a signing party

STAFF AND COMMITTEE REPORTS:

1. Coordinator's Report

DDA Coordinator provided report on 2020 Downtown DeWitt Farmers Market and upcoming Crosswalk Painting Project

2. City Administrator Report

City Administrator provided report on bridge closures

3. Council Report

ADJOURNMENT: Meeting adjourned at 1:03 p.m.

Respectfully Submitted:

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Ryan Mitchell, Board Secretary