



**Board of Directors
Meeting Agenda
Tuesday, December 11, 2018
CITY HALL 414 EAST MAIN STREET
7:30 AM**

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL of Meeting Minutes from the November 13, 2018

APPROVAL of November 2018 ACCOUNTS PAYABLE and PAYROLL

RECEIVE AND FILE November 2018 TREASURER'S REPORTS

PUBLIC COMMENTS: The public is encouraged to address the DDA Board at this time. Citizens will have an additional opportunity under Extended Public Comment. Each member of the public is limited to seven (7) minutes.

OLD BUSINESS: NONE

NEW BUSINESS ITEMS:

1. Review Employment Agreement for Andrea Schowengerdt

Recommended Action: To approve the employment agreement fixing compensation at \$26,000 per year, \$30.00 per month phone allowance and 4 hours per month of paid-time-off (PTO) with an expiration of December 31, 2019 and authorize the Chair to sign on behalf of the Downtown Development Authority

2. Resolution Authorizing Chair, Vice-Chair and Treasurer to Sign Financial Instruments on behalf of the DDA

Recommended Action: Approval of a resolution allowing the Chair, Vice-Chair and Treasurer to sign financial instruments on behalf of the DeWitt Downtown Development Authority.

3. Discussion on the Marketing/Use for 110 South Bridge Street

Recommended Action: Discussion

PUBLIC COMMENTS:

STAFF AND COMMITTEE REPORTS:

1. Website Updates
2. City Administrator's Report – Recap of the Christmas Market
3. Council Report

ADJOURNMENT

Official minutes of the Board Meetings are available for public inspection at City Hall, 414 E. Main Street, DeWitt, Michigan 48820. The City of DeWitt will provide to individuals with disabilities, reasonable auxiliary aids and services which are needed to fully participate in any meeting provided a 72 hour notice is received by phone or in writing. Contact the City Clerk at 414 E Main Street, DeWitt, Michigan 48820 or by calling (517)669-2441.

Posted: December 7, 2018