



**DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS
IN-PERSON MEETING AGENDA
TUESDAY, NOVEMBER 9, 2021
DEWITT CITY HALL
414 EAST MAIN STREET
12:00 PM**

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES FROM [OCTOBER 12, 2021](#)

APPROVAL OF OCTOBER 2021 [ACCOUNTS PAYABLE](#) and [PAYROLL](#)

RECEIVE AND FILE OCTOBER 2021 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. DDA Coordinator Position – [Staff Report](#) & [Job Description](#)

Recommended Action: Discussion

2. Approval of Proposal with A Complete Rental – [Staff Report](#) & [A Complete Proposal](#)

Recommended Action: Approve proposal in an amount not-to-exceed \$6,344.50 with A-Complete Rental for Christmas Market tent rental and authorize the Executive Director to sign on behalf of the DDA.

3. Review DeWitt Door-to-Door Holiday Coupon Promo – [Staff Report](#)

- [Sample Ad 1](#) & [Sample Ad 2](#)

Recommended Action: Discussion on DDA participation of holiday coupon promotion with the DeWitt Door-to-Door magazine.

EXTENDED PUBLIC COMMENTS:

STAFF AND COMMITTEE REPORTS:

1. City Administrator's Report – [Christmas Market Poster](#)
2. 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: November 5, 2021