

Potterville DDA Board Agenda

Monday, February 11, 2019 @ 6:30 p.m. – Potterville City Hall, 319 N. Nelson Street

1. **Call the Meeting to Order:**
2. **Pledge of Allegiance:**
3. **Roll Call:** Joe French ____, Rodney Ross ____, Library ____, Schools ____, Alro Steel ____, Linda Edgar ____, Citizens LLC ____, Vacant ____, Vacant ____, Bob Nichols-Dir. ____, Secretary ____
4. **Agenda Approval:**
5. **Approval of Minutes:**
 - a. Minutes from meeting December 10, 2018
6. **Approval of Bank Reconciliation:**
 - a. Director will provide monthly bank reconciliations
 - b. Review checks cleared from last twelve months
7. **Approval of Bills:**
 - a. Sheldon Accounting
 - b. Director – Bob Nichols
 - i. Pay quarterly. Q1 payment at March meeting.
 - ii. Reimbursements
 - c. Secretary - vacant
 - d. Comcast Spotlight
 - e. Other bills
8. **Public Comment – Items on the Agenda:**
9. **Old Business:**
 - a. Williams and Works Invoices
10. **New Business:**
 - a. Approval of 2019 meeting schedule
 - b. Approve check signers and issuers
 - c. Appoint Secretary
 - d. Approve purchase Safe/Lockbox/Locking Cabinet
 - e. Fire Dept. Request – Scott 30 minute carbon cylinder 2216 psi (DDA or TIFA?)
 - f. Discussion - Amend Bylaws (See Article VIII, Section 2)
 - g. Fiscal Year-End June 30, 2018 Audit
11. **Public Comment – Items Not on the Agenda**
12. **Next Meeting:** Monday, March 11, 2019 at 6:30 p.m.
13. **Administrative Report:**
14. **Excuse absent Members:**
15. **Motion to Adjourn:**

Posted website: 2/8/2019

Posted at City: 2/8/2019

Posted by: Stephanie Wilson, City Clerk