

# Potterville DDA Board Agenda

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

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1. **Call the Meeting to Order:**
2. **Pledge of Allegiance:**
3. **Roll Call:** Carol Kirvam/Library \_\_\_\_, Rodney Ross \_\_\_\_, Amy McDowell/Schools \_\_\_\_, Alro Steel \_\_\_\_, Linda Edgar \_\_\_\_, Citizens LLC \_\_\_\_
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. Error in Checks Feb 2019. DDA Checks and TIFA Checks backwards. TIFA should write check to DDA for \$11,832.25 (\$7,500 Library and \$4,332.25 First Due) and DDA should write check to TIFA for \$5,028.25 (\$2,719 Comcast and \$2,309.25 Sheldon)
7. **Approval of Bills:**
  - a. Director & Secretary Pay & Reimbursements
    - i. Pay quarterly. Q1 payment at March meeting
  - b. Other bills?
8. **Public Comment – Items on the Agenda:**
9. **Old Business:**
10. **New Business:**
  - a. Approval of 2019 meeting schedule
  - b. Approve Resignation of Joe French
  - c. New Member Application
    - i. City Manager – Aaron Sheridan
    - ii. Duston Twichell
  - d. Lighting Project – Modern Electric Quote
  - e. Williams and Works Invoices
  - f. Approve check signers and issuers
  - g. Appoint Secretary – Kayla Schwartz
  - h. TIFA checking account is interest bearing, but DDA is not. Consider switching to interest bearing account similar to TIFA and consider other higher short-term interest-bearing options with current bank for a portion of funds not immediately being drawn upon.
  - i. Discussion - Amend Bylaws (See Article VIII, Section 2)
  - j. Prepare Budget For 18/19 (unless already completed) and 19/20. Locate 17/18 Budget
  - k. Discussion - Future Projects
11. **Public Comment – Items Not on the Agenda**
12. **Next Meeting:** Monday, April 15, 2019 at 6:30 p.m.
13. **Excuse absent Members:**
14. **Motion to Adjourn:**