



**HOWELL DOWNTOWN DEVELOPMENT  
AUTHORITY MEETING AGENDA**  
City Council Chambers, Lower Level – 6:30 P.M.  
611 E. Grand River, Howell, MI 48843



Visit the City of Howell website at [www.CityofHowell.org](http://www.CityofHowell.org)  
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**Wednesday, December 6, 2023**

Members and other  
officials normally in  
attendance:

1. Robert Ellis  
*Mayor*
2. Marc Harlow  
*President*
3. Heather KS Nalley  
*Vice President*
4. Blythe Patterson  
*Treasurer*
5. Jennifer Webb  
*Secretary*
6. Kathryn Tuck
7. Kevin Hinkley
- Kate Litwin  
*Director*
- Lexie Wilcox  
*HMS Outreach  
Coordinator*

1. Regular Meeting Called to Order
2. Citizens' Comments (items not on the agenda)
3. Approval of DDA Minutes
  - A. Information Session Meeting Minutes, October 25, 2023
  - B. Regular Meeting Minutes, October 25, 2023
  - C. Executive Committee Meeting Minutes, November 27, 2023
4. Correspondence
5. Officers' Reports:
  - A. Director's Report: Kate Litwin
  - B. President's Report: Marc Harlow
  - C. Treasurer's Report: Blythe Patterson  
*(Motion required to place reports on file.)*
6. Payment of Bills  
***Motion to pay the bills in the amount of \$93,328.05, plus payroll for November, 2023.***
7. Discussion: 118 W. Clinton St. Update (Kate)
8. Discussion: Joint Session Re-cap (Kate/Marc)
9. Discussion: Budget Session (Marc/Kate)
10. Discussion: Board Member Resignation: Kathryn Tuck (Marc/Mayor Ellis)
11. Business Updates
12. Old Business
13. New Business
14. Absences
15. Adjournment  
*(Motion required for adjournment)*

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**Public Comment Guidelines**

Members of the public are permitted to address a meeting of the DDA upon recognition by the Chairperson. Each person shall begin by stating their name and address and shall be permitted to speak once on each agenda item for three (3) minutes. Agenda item 2 allows for Citizens' Comments on any non-agenda item. The Chairperson may allow additional time at his/her discretion.

All remarks shall be addressed to the DDA Board as a body, and not to any member. No person, other than members of the DDA Board and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked to the Board Members, except through the Chairperson. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous, while addressing the DDA Board may be requested to leave the lectern.

Interested parties, or their authorized representatives, may address the DDA Board by written communication in regard to any matter concerning the DDA's business or over which the DDA has control at any time by direct mail or by addressing the DDA Director, and copies will be distributed to Board Members.