

Village of Holly, Michigan

300 East Street, Holly, MI 48442

Downtown Development/ Main Street Manager/Assistant Village Manager Contract

This contract made this 10th day of May in the year 2019 by the Village of Holly on behalf of the DDA, a municipal corporation, herein "Village" and Katy L. Golden herein 'DDA/Main Street Manager/Assistant Village Manager.'

The Village of Holly desires to contract managerial services for the Village Downtown Development Authority of the Village of Holly. Katy L. Golden is willing to provide such service as the DDA/ Main Street Manager/Assistant Village Manager.

NOW THEREFORE, in consideration of the mutual promises contained therein, the parties agree as follows:

1. SERVICES PROVIDED:

The DDA/ Main Street Manager/Assistant Village Manager shall perform the following services pursuant to this agreement:

- a. Plans and directs the DDA of the Village of Holly in accordance with state and federal regulations under the authority of the DDA Board of Directors and the day to day supervision of the Village Manager.
- b. Assists in formulating policies and procedures, prepares and administers the annual operation budget, operates under budget adopted by the Village Council and make recommendation for amendments and performs other administrative functions as directed.
- c. Will provide work schedule to the Village Manager and will work other hours as directed.
- d. Will have capital expenditures exceeding \$500.00 approved by Village Manager.
- e. Will perform other duties as directed, including but not limited to, the areas of Planning, Zoning, Website Development as directed by the DDA Board and/or Village Manager.

2. OBLIGATIONS of the VILLAGE:

- a. The use of a laptop computer to conduct official village business; the laptop will remain property of the Village.
- b. It is understood that all records, forms, and supporting data shall be property of the Village.
- c. Mileage reimbursement at the IRS standard rate to a limit of 2,000 miles. Mileage reimbursement up to 2,000 miles will be approved by the Village Manager and reported to the DDA Board of Directors. Reimbursement in excess of \$2,000.00 will require DDA Board of Directors Approval.
- d. Provide a telephone allowance of \$50.00 per month.
- e. A budget line item not to exceed \$1200.00 for business expenses, subject to the oversight of the DDA Board of Directors and/or the Village Manager.
- f. A budget line item not to exceed \$500.00 for professional development and conference opportunities, subject to the oversight of the DDA Board of Directors

Effective Upon Signature of All Parties

3. TERMS of AGREEMENT:

This agreement shall be in full force and effect from May 10, 2019 through June 30, 2020 or until either party terminates contract per provisions below.

4. WORKING HOURS:

- a. As a salary employee work hours, will be flexible and employee shall work hours as may be necessary to administer his department and assigned duties as determined by the DDA Board of Directors and/or Village Manager.
- b. Employee may be required to work Friday, Saturday, or Sunday if needed for special events.

5. COMPENSATION:

For the services provided under this agreement, the Director will be paid a sum of Fifty-Two Thousand dollars (\$52,000) annually which will be paid at the same cycle as other village employees.

6. Employee is eligible for the following benefits.

- a. 40 hours of vacation time after 90 days' employment, additional 40 hours after 180 days. Totaling 80 hours paid vacation time.
- b. The DDA through the Village will provide the DDA Director with health insurance. The DDA shall pay the cost for the employee only, and the Village shall pay the costs for other eligible family members.

****No other benefits are offered or are available to the employee**

7. TERMINATION:

This contract may be terminated by either party upon thirty (30) days written notice to the other. Upon termination, all rights and obligations of each of the parties to the other shall be of no further force or effect.

8. ENTIRE AGREEMENT:

This document contains the entire agreement between the parties hereto with respects to this agreement, and supersedes any and all other written or oral promises made in writing and signed by all parties hereto.

9. INTERPERTATION of CONTRACT:

The pronouns and relative words herein used are written in singular. Said words shall be read as if written in plural, feminine or neutral, respectively.

DDA/ Main Street Manager/Assistant Village Manager

5/10/2019

Date

Richard Rossell, DDA Board Chair

5/10/2019

Date

Deborah J. Bigger, Clerk/Treasurer

5/10/2019

Date

Effective Upon Signature of All Parties