

CITY OF MT. MORRIS
Downtown Development Authority Meeting
February 16th, 2022
1:30 P.M.

- 1. MEETING CALLED TO ORDER:** Chairman Lou Templeton
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES:** Regular Meeting Minutes of January 19th, 2022.
- 5. COMMUNICATION:**
None.
- 6. APPROVAL OF TREASURER REPORT**
- 7. PUBLIC COMMENT**
- 8. UNFINISHED BUSINESS:**
 - a. Banners for the light posts (designs / order forms)
 - b. Solar light for veteran's memorial / dedication / flags
- 9. NEW BUSINESS:**
 - a. Fun Days / Back to the Bricks
- 10. PUBLIC COMMENT**
- 11. DDA MEMBER COMMENTS**
- 12. ADJOURNMENT**

PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING.

CITY OF MT MORRIS
Downtown Development Authority
Meeting Minutes
January 19th, 2022

At 1:31 p.m., City Clerk Spencer Lewis called the Downtown Development Authority Meeting to Order.

PRESENT: Shirley Corcoran, Mayor Jeffrey Roth, Mallory Young, Rich Young, Chris Dixon, Bryan Lehr, Lou Templeton.

ABSENT: Joyce Bartos, Matt Gunn, Kevin Bois

OTHERS: City Clerk Spencer Lewis and DPW Superintendent Paul Zumbach

SWEARING IN OF MEMBERS: Chris Dixon, Lou Templeton and Bryan Lehr, terms ending 2024.

ELECTION OF CHAIRMAN AND OATH OF OFFICE:

City Clerk Spencer Lewis opened the floor for nominations for the Election of Chairman to the Downtown Development Authority at 1:32 p.m.

A motion was made by Shirley Corcoran, and seconded by Rich Young to nominate Lou Templeton as Chairperson to the Downtown Development Authority.

With no further nominations the floor was closed for nominations for the Election of Chairman at 1:32 p.m.

Vote for the Election of Lou Templeton as Chairperson to the Downtown Development Authority:

All Ayes.

Motion Carried.

Lou Templeton was sworn in as Chairman of the Downtown Development Authority for 2022 by City Clerk Spencer Lewis.

ELECTION OF VICE-CHAIRMAN AND OATH OF OFFICE:

City Clerk Spencer Lewis opened the floor for nominations for the Election of Vice-Chairperson to the Downtown Development Authority at 1:34 p.m.

A motion was made by Chris Dixon, seconded by Shirley Corcoran to nominate Rich Young as Vice-Chairperson to the Downtown Development Authority.

With no further nominations, City Clerk Spencer Lewis closed the floor for nominations for the Election of Vice-Chairperson to the Downtown Development Authority at 1:34 p.m.

Vote for the Election of Rich Young as Vice-Chairman to the Downtown Development Authority.

All ayes.

Motion carried.

Rich Young was sworn in as Vice-Chairperson of the Downtown Development Authority for 2022 by City Clerk Spencer Lewis.

APPROVAL OF AGENDA:

A motion was made by Mayor Jeff Roth, seconded by Rich Young to approve the agenda.

All Ayes.

Motion Carried.

APPROVAL OF MINUTES:

A motion was made by Shirley Corcoran, seconded by Mayor Jeff Roth to approve the minutes of the regular meeting held on November 17th, 2021.

All ayes.

Motion carried.

COMMUNICATIONS:

None.

APPROVAL OF TREASURER REPORT:

A motion was made by Mayor Jeff Roth, seconded by Chris Dixon to approve the treasurers report.

Roll call: 7 Ayes 0 Nay 3 Absent
(Joyce Bartos)
(Matt Gunn)
(Kevin Bois)

Motion Carried.

PUBLIC COMMENT:

None.

UNFINISHED BUSINESS:

a. Banner designs for winter & veterans/service members

Mallory Young stated that she is heading to Zodiac to pick up a couple other things, and will look at designs for both banners. Also, Mallory stated that she would work up a form for the veterans/service members who would like to participate.

Consensus of DDA members to visit this again at February's meeting.

b. Wreath contest review

Shirley Corcoran stated that on the winner's sheet, it should list Dana Whitehead, and not Donna Whitehead. She also stated that some people were asking why we allowed in store voting, and online voting? Shirley stated that we did it this way to allow more people to vote.

City Clerk Spencer Lewis stated that the turnout on Facebook was great & we had lots of votes for all the different wreaths.

Chris Dixon stated that on Facebook we could simply set the event date for the last day of voting and it will be more sufficient, and will give people an idea of when they can vote until.

Lou Templeton stated that everything was a great turnout, and that we should just start it a little earlier next year.

NEW BUSINESS:

a. Downtown Development Authority Meeting Dates for 2022.

A motion was made by Mayor Jeffrey Roth, and seconded by Shirley Corcoran to approve **Downtown Development Authority Meeting Dates for 2022.**

Chris Dixon questioned if we should just move up the December meeting a week previously so we can meet if needed?

DDA members discussed, and consensus was that we should change the December date on the calendar of dates to December 14th.

Mayor Jeffrey Roth amended his first motion.

A motion was made by Mayor Jeffrey Roth, and seconded by Shirley Corcoran to approve **Downtown Development Authority Meeting Dates for 2022, as amended.**

All Ayes.
Motion Carried.

b. Solar light for veteran's memorial

Lou Templeton stated that she would like the DDA to purchase a solar light for the veteran's memorial, so it can be lit up and visible at night.

DPW Superintendent Paul Zumbach stated he will look into a few places that sell nice, solar lights, and will get a couple quotes.

Shirley asked if we would need a pole for the light, and DPW Superintendent Paul Zumbach stated that he will look into a few different options, and probably will end up cementing in a pole, and then bolting the light to it, so it is not vandalized or tampered with.

Rich Young stated that he believes the light will probably be in the \$300-\$500 range for a good one that will hold up with the weather.

PUBLIC COMMENT:

None.

UPDATE:

None.

DDA MEMBER COMMENTS:

Shirley Corcoran wanted to thank everyone who helped out with the wreath contest this year, from business owners to individuals who helped out.

Mallory Young stated that she will check into banner designs, and will put together a memo/informational piece for the veterans/service member banners.

Rich Young questioned DPW Superintendent Paul Zumbach if the Consumers Energy power poles still have the outlet plugs on them? Rich Young also stated we should re-visit the thought of bringing back the fun days, along with the back to the brick's car show.

Mayor Roth stated he believed that Consumers has removed most of them.

DPW Superintendent Paul Zumbach stated that he will try to get in touch with the rep from Consumers about it.

Mayor Roth stated that in the past when the City has done the big Christmas decorations around town, that usually they would rent them from a company, who would come out and hang them up for the season.

Chris Dixon stated we needed to revisit some grant writing soon and asked Mayor Jeffrey Roth if he would get an authorization letter from him stating that he gives authorization from the City to apply for grants.

Bryan Lehr stated that some members of the car show might be upset if we do a carnival/fun day in tandem with the car show, and take away traffic from the car show.

Lou Templeton thanked everyone for nominating her again for chairperson, and she will do her best.

Mayor Roth stated that he would like to see the scarecrow contest back around Halloween for the community to participate in.

ADJOURNMENT:

With no further business, the meeting was adjourned at **2:01 p.m.**



CITY OF MT MORRIS
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 MT MORRIS MI 48458-2020

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Huntington Public Funds Analyzed Checking

Account: -----2498

Statement Activity From:		Beginning Balance	\$43,771.65
01/01/22 to 01/31/22		Credits (+)	94.53
		Electronic Deposits	94.53
Days in Statement Period	31	Debits (-)	852.44
		Electronic Withdrawals	852.44
Average Ledger Balance*	43,358.08	Ending Balance	\$43,013.74
Average Collected Balance*	43,358.08		

* The above balances correspond to the service charge cycle for this account.

Other Credits (+)

Account:-----2498

Date	Amount	Description
01/06	3.82	BUS ONL TFR FRM CHECKING 010622 XXXXXXXX1399
01/20	90.71	BUS ONL TFR FRM CHECKING 012022 XXXXXXXX1399

Other Debits (-)

Account:-----2498

Date	Amount	Description
01/12	186.57	BUS ONL TFR TO CHECKING 011222 XXXXXXXX1386
01/12	267.12	BUS ONL TFR TO CHECKING 011222 XXXXXXXX0218
01/18	290.75	BUS ONL TFR TO CHECKING 011822 XXXXXXXX6790
01/24	108.00	BUS ONL TFR TO CHECKING 012422 XXXXXXXX6787

Balance Activity

Account:-----2498

Date	Balance	Date	Balance	Date	Balance
12/31	43,771.65	01/12	43,321.78	01/20	43,121.74
01/06	43,775.47	01/18	43,031.03	01/24	43,013.74

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GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 01/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/22 INCR (DECR)	AVAILABLE BALANCE/ NORM (ABNORM)	% BDOT USED
Fund 276 - DOWNTOWN Development Authority							
Revenues							
Dept 000							
276-000-403.000	CURRENT PROPERTY TAXES	14,500.00	14,500.00	13,787.30	89.40	712.70	95.08
276-000-405.000	CURRENT PROPERTY TAX PENALTY	100.00	100.00	27.84	5.13	72.16	27.84
276-000-694.000	OTHER REVENUES	0.00	0.00	251.00	0.00	(251.00)	100.00
Total Dept 000		14,600.00	14,600.00	14,066.14	94.53	533.86	96.34
TOTAL REVENUES		14,600.00	14,600.00	14,066.14	94.53	533.86	96.34
Expenditures							
Dept 103 - AUTHORITY BOARD							
276-103-701.000	SALARY & WAGES	4,000.00	4,000.00	3,187.02	209.37	812.98	79.68
276-103-714.000	FRINGE BENEFITS	2,500.00	2,500.00	1,177.16	81.38	1,322.84	47.09
276-103-740.000	OPERATING EXPENSE	2,000.00	2,000.00	2,068.02	108.00	(68.02)	103.40
276-103-801.000	PROFESSIONAL SERVICES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
276-103-880.000	COMMUNITY PROMOTIONS	1,500.00	1,500.00	1,500.00	0.00	0.00	100.00
276-103-940.000	RENTAL	1,750.00	1,750.00	878.68	453.69	871.32	50.21
276-103-970.000	CAPITAL OUTLAY	500.00	500.00	5,622.84	0.00	(5,122.84)	1,124.57
Total Dept 103 - AUTHORITY BOARD		18,250.00	18,250.00	14,433.72	852.44	3,816.28	79.09
TOTAL EXPENDITURES		18,250.00	18,250.00	14,433.72	852.44	3,816.28	79.09
Fund 276 - DOWNTOWN Development Authority:							
TOTAL REVENUES		14,600.00	14,600.00	14,066.14	94.53	533.86	96.34
TOTAL EXPENDITURES		18,250.00	18,250.00	14,433.72	852.44	3,816.28	79.09
NET OF REVENUES & EXPENDITURES		(3,650.00)	(3,650.00)	(367.58)	(757.91)	(3,282.42)	10.07