

CITY OF MT. MORRIS
Downtown Development Authority Meeting
March 20th, 2024
1:30 P.M.

1. **MEETING CALLED TO ORDER:** Chairperson, Lou Templeton
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES:** Regular meeting minutes of February 21st, 2024.
6. **COMMUNICATION:**
None.
7. **APPROVAL OF TREASURER REPORT**
8. **PUBLIC COMMENT**
9. **UNFINISHED BUSINESS:**
 - a. Future / current Christmas decorations
 - b. 2024 Food Truck Events (May – August)
10. **NEW BUSINESS:**
 - a. None.
11. **PUBLIC COMMENT**
12. **DDA MEMBER COMMENTS**
13. **ADJOURNMENT**

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

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
February 21st, 2024

At **1:30 p.m.** City Manager/Clerk Spencer Lewis called the meeting to order.

PRESENT: Bryan Lehr, Matt Gunn, Mayor Sara Dubey, Shirley Corcoran, and Lou Templeton.

ABSENT: Chris Dixon, Joyce Bartos, Mike Cummings, Rich Young, and Mallory Young.

OTHERS: DPW Superintendent Paul Zumbach.

ROLL CALL:

A motion was made by Lou Templeton, and seconded by Shirley Corcoran to approve absent members listed above.

All ayes.

Motion carried.

AGENDA:

A motion was made by Mayor Sara Dubey, seconded by Matt Gunn to approve the agenda.

All ayes.

Motion carried.

MINUTES:

A motion was made by Bryan Lehr, seconded by Shirley Corcoran to approve the regular meeting minutes for January 17th, 2024.

All Ayes.

Motion carried.

COMMUNICATIONS:

None.

APPROVAL OF TREASURER REPORT:

A motion was made by Shirley Corcoran, seconded by Matt Gunn to approve the Treasurers report.

Roll call: ___ 5 ___ Ayes ___ 0 ___ Nays ___ 5 ___ Absent

(Dixon)

(Bartos)

(Rich Young)

(Mallory Young)

(Cummings)

Motion Carried.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS:

a. Future/current Christmas decorations

City Manager/Clerk Spencer Lewis distributed a list of current decorations/lights that the DPW has stored away at their garage.

DDA members discussed looking for garland to be able to hang around the light posts around the holiday season. The consensus of the DDA members was to look at pricing over the next month until the next meeting, and come back with pricing.

b. 2024 Food Truck Events (May-August)

Matt Gunn led the discussion that settled upon 8 food trucks maximum per event, 2:00 p.m. – 3:30 p.m. setup time for food trucks and a 3:30 p.m. deadline for vendors, and pricing for the food truck event this year being \$150.00 for food trucks, \$50.00 for desert trucks, and \$20.00 for vendor tables.

Matt Gunn stated that he had a food truck representative ask about bringing a bounce house/obstacle course for the kids to play on during the events. Whether it is charging per kid, or one flat cost. It was then mentioned that the fire department here has a bounce house that was used previously at an event. We will contact the fire chief and ask if he is interested in being part of the event and coming up to set up the bounce house for the kids.

Matt Gunn said 3rd Degree Burns has been booked for August for music, and Lou Templeton stated that John Vance has stated that he could do one event.

NEW BUSINESS:

a. D.D.A. Parking Lot

Lou Templeton stated that Nate Shango is wanting to put a gas station where the old blue hotel building is currently, and if it does happen that Nate would want to purchase the D.D.A. parking lot there next to the building. There could be an easement or agreement between us which would allow for downtown parking still. Lou was just throwing the idea out there, and we will see where it goes, if it moves forward.

PUBLIC COMMENT

None.

DDA MEMBER COMMENTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at **2:35 p.m.**

Spencer Lewis, City Clerk

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-402.000	CURRENT PROPERTY TAXES	15,000.00	16,237.81	104.01	(1,237.81)	108.25
248-000-445.000	CURRENT PROPERTY TAX PENALTY	100.00	38.24	5.22	61.76	38.24
248-000-672.000	OTHER REVENUE	0.00	993.43	0.00	(993.43)	100.00
248-000-675.100	FOOD TRUCK REVENUE	1,800.00	2,015.00	40.00	(215.00)	111.94
Total Dept 000		16,900.00	19,284.48	149.23	(2,384.48)	114.11
TOTAL REVENUES		16,900.00	19,284.48	149.23	(2,384.48)	114.11
Expenditures						
Dept 103 - AUTHORITY BOARD						
248-103-701.000	SALARY & WAGES	6,000.00	2,940.89	0.00	3,059.11	49.01
248-103-714.000	FRINGE BENEFITS	2,500.00	881.45	0.00	1,618.55	35.26
248-103-740.000	OPERATING EXPENSE	4,000.00	1,698.82	0.00	2,301.18	42.47
248-103-880.000	COMMUNITY PROMOTIONS	1,500.00	700.00	0.00	800.00	46.67
248-103-940.000	RENTAL	1,200.00	456.44	39.45	743.56	38.04
248-103-970.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 103 - AUTHORITY BOARD		17,200.00	6,677.60	39.45	10,522.40	38.82
TOTAL EXPENDITURES		17,200.00	6,677.60	39.45	10,522.40	38.82
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		16,900.00	19,284.48	149.23	(2,384.48)	114.11
TOTAL EXPENDITURES		17,200.00	6,677.60	39.45	10,522.40	38.82
NET OF REVENUES & EXPENDITURES		(300.00)	12,606.88	109.78	(12,906.88)	4,202.29



CITY OF MT MORRIS
 11649 N SAGINAW ST
 MT MORRIS MI 48458-2020

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Huntington Public Funds Analyzed Checking **Account: -----2498**

Statement Activity From:		Beginning Balance	\$52,797.14
02/01/24 to 02/29/24		Credits (+)	149.23
		Regular Deposits	40.00
		Electronic Deposits	109.23
Days in Statement Period	29	Debits (-)	39.45
Average Ledger Balance*	52,823.44	Electronic Withdrawals	39.45
Average Collected Balance*	52,823.44	Ending Balance	\$52,906.92

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

Deposits (+) **Account:-----2498**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
02/29	40.00		Brch/ATM				

Other Credits (+) **Account:-----2498**

Date	Amount	Description
02/05	25.92	BUS ONL TFR FRM CHECKING 020524 XXXXXXXX1399
02/22	83.31	BUS ONL TFR FRM CHECKING 022224 XXXXXXXX1399

Other Debits (-) **Account:-----2498**

Date	Amount	Description
02/15	39.45	BUS ONL TFR TO CHECKING 021524 XXXXXXXX1386

Balance Activity **Account:-----2498**

Date	Balance	Date	Balance	Date	Balance
01/31	52,797.14	02/15	52,783.61	02/29	52,906.92
02/05	52,823.06	02/22	52,866.92		

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248	FUND DOWNTOWN DEVELOPMENT AUTHORITY										FY 23-24 AMENDED
	AUTHORITY BOARD										
	FY 16-17 ACTUAL	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 ACTUAL	FY 23-24 COUNCIL ADOPTED			
402	14,170	14,138	14,205	14,471	15,665	14,400	15,653	15,000			
445	128	52	100	121	104	72	85	100			
665	-	-	1,175	-	-	-	-	-			
672	1,330	-	-	75	451	3,618	5,607	-			
675	-	985	2,017	-	-	3,380	1,560	-			
675 100	-	-	-	-	-	-	3,130	1,800			
390	-	-	-	-	-	-	-	-			
TOTAL	\$ 15,628	\$ 15,175	\$ 17,497	\$ 14,667	\$ 16,220	\$ 21,470	\$ 26,035	\$ 16,900	\$ 43,502		
REVENUES OVER (UNDER) EXPENDITURES	\$ 9,255	\$ 943	\$ 176	\$ 9,756	\$ 9,627	\$ (9,146)	\$ 5,529	\$ (300)	\$ 43,502		
FUND BALANCE BEGINNING OF YEAR	\$ 13,745	\$ 23,000	\$ 23,943	\$ 24,119	\$ 33,875	\$ 43,502	\$ 34,356	\$ 43,502	\$ 43,502		
APPROPRIATION FROM FUND BALANCE											
FUND BALANCE END OF YEAR	\$ 23,000	\$ 23,943	\$ 24,119	\$ 33,875	\$ 43,502	\$ 34,356	\$ 39,885	\$ 43,202	\$ 43,502		
248	FUND DOWNTOWN DEVELOPMENT AUTHORITY										FY 23-24 AMENDED
103	AUTHORITY BOARD										
	FY 16-17 ACTUAL	FY 17-18 ACTUAL	FY 18-19 ACTUAL	FY 19-20 ACTUAL	FY 20-21 ACTUAL	FY 21-22 ACTUAL	FY 22-23 ACTUAL	FY 23-24 COUNCIL ADOPTED			
701	1,949	1,489	3,282	1,849	3,441	4,744	4,494	6,000			
714	1,317	644	1,249	669	1,296	1,844	1,362	2,500			
740	1,248	726	1,057	1,504	1,375	15,045	9,160	4,000			
801	-	-	2,037	-	-	-	-	-			
880	1,770	1,168	1,373	500	-	1,500	1,075	1,500			
940	89	205	1,423	369	479	2,060	1,512	1,200			
970	-	10,000	6,900	-	-	5,623	2,902	2,000			
971	-	-	-	-	-	-	-	-			
990	-	-	-	-	-	-	-	-			
995	-	-	-	-	-	-	-	-			
TOTAL	\$ 6,373	\$ 14,232	\$ 17,321	\$ 4,911	\$ 6,593	\$ 30,616	\$ 20,506	\$ 17,200	\$ 43,502		

Think About budget numbers for FY 24/25.
 - We will decide and adopt @ the April D.D.A. meeting.

- SPENCER