

**CITY OF MT. MORRIS**  
**Downtown Development Authority Meeting**  
**July 17<sup>th</sup>, 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 June 19<sup>th</sup>, 2024.
- 6. COMMUNICATION:**  
None.
- 7. APPROVAL OF TREASURER REPORT**
- 8. PUBLIC COMMENT**
- 9. UNFINISHED BUSINESS:**
  - a. 2024 Food Truck Events (May – August)
- 10. NEW BUSINESS:**
  - a. Downtown electronic sign
- 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  
June 19<sup>th</sup>, 2024**

**At 1:30 p.m.** Vice-Chairperson Rich Young called the meeting to order.

**PRESENT:** Matt Gunn, Mike Cummings, Bryan Lehr, Rich Young, Mallory Young (1:45), Chris Dixon, and Shirley Corcoran.

**ABSENT:** Mayor Sara Dubey, Joyce Bartos and Lou Templeton.

**OTHERS:** DPW Superintendent Paul Zumbach and City Manager/Clerk Spencer Lewis.

**ROLL CALL:**

A motion was made by Rich Young and seconded by Chris Dixon to approve absent members listed above.

All ayes.

Motion carried.

**AGENDA:**

A motion was made by Shirley Corcoran, seconded by Bryan Lehr to approve the agenda.

All ayes.

Motion carried.

**MINUTES:**

A motion was made by Shirley Corcoran, seconded by Bryan Lehr to approve the regular meeting minutes from May 15<sup>th</sup>, 2024.

All Ayes.

Motion carried.

**COMMUNICATIONS:**

None.

**APPROVAL OF TREASURER REPORT:**

A motion was made by Rich Young, seconded by Chris Dixon to approve the Treasurers report.

Roll call:                    \_\_\_6\_\_\_ Ayes                    \_\_\_0\_\_\_ Nays                    \_\_\_4\_\_\_ Absent  
(Lou Templeton)  
(Mayor Sara Dubey)  
(Joyce Bartos)  
(Mallory Young)

Motion Carried.

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS:**

**a. 2024 Food Truck Events (May-August)**

A motion was made by Chris Dixon, seconded by Matt Gunn to approve up to \$1,000.00 for The John Vance Band for the July food truck event.

Roll call:                    \_\_\_6\_\_\_ Ayes                    \_\_\_0\_\_\_ Nays                    \_\_\_4\_\_\_ Absent  
(Lou Templeton)  
(Mayor Sara Dubey)  
(Joyce Bartos)  
(Mallory Young)

Motion Carried.

Matt Gunn stated that he was contacted by Cone Appetit and they were wondering if they would be able to be considered a desert truck, versus a food truck and paying the flat \$150.00. A majority of their food items are desert related, and their price point is low compared to other food trucks.

Consensus of the DDA members was to move Cone Appetit to a desert truck (\$50) instead of a food truck (\$150).

A motion was made by Mike Cummings, seconded by Chris Dixon to consider Cone-Appetit a desert truck (\$50) after verifying sales of more deserts than entrees @ 60%/40%.

Roll call:                    \_\_\_7\_\_\_ Ayes                    \_\_\_0\_\_\_ Nays                    \_\_\_3\_\_\_ Absent  
(Lou Templeton)  
(Mayor Sara Dubey)  
(Joyce Bartos)

Motion Carried.

A motion was made by Rich Young, seconded by Matt Gunn to approve up to \$700.00 for Vic's Party Rental for a tent, tables and chairs for the July food truck event.

Roll call:                    \_\_\_7\_\_\_ Ayes                    \_\_\_0\_\_\_ Nays                    \_\_\_3\_\_\_ Absent  
(Lou Templeton)  
(Mayor Sara Dubey)  
(Joyce Bartos)

Motion Carried.

**NEW BUSINESS:**

**a. Mary Jo Schultz's request for donation for mural project downtown.**

City Manager/Clerk Spencer Lewis stated that Mary Jo received a variance from the city council last week to complete a mural on the Spartan X-Ray building downtown on the East facing wall. She is requesting a donation of \$300.00 to cover the cost of the variance. City Manager/Clerk Spencer Lewis stated that he doesn't believe that the D.D.A. can donate money to a private project that they didn't have any part in.

Mary Jo Schultz stated that she didn't expect an answer or the money today, just figured she would ask and see what can happen.

City Manager/Clerk stated that he will check with the city attorney about donating funds to private entities.

**PUBLIC COMMENT**

**Erika Ratkov, Metaphysical Store** – Erika stated that she is renting the old eye doctor business next to Dollar General, and it is going to be a metaphysical store. She was questioning signage and different aspects of the business and what was allowed and not allowed.

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June 19<sup>th</sup>, 2024.  
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City Manager/Clerk Spencer Lewis stated that he will put Erika in touch with the zoning administrator and code enforcement to cover all those bases with her.

**DDA MEMBER COMMENTS:**

Mallory Young discussed the homeless lady that has gained some attention downtown, and also questioned if and when the DPW was going to repair the apron off of Union Street into the parking lot there of the courthouse?

Chris Dixon thanked Matt Gunn personally for all his hard work and effort he puts into the food truck events.

Shirley Corcoran welcomed Erika and her business to town.

Rich Young questioned if anything was known about the old ERA Ministries building?

Mike Cummings stated that it looks like construction should start on the Bigby Coffee after the 4<sup>th</sup> of July.

Matt Gunn welcomed Erika and her business to the city, and thanked Mary Jo for the mural.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at **3:01 p.m.**

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Spencer Lewis, City Clerk



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

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**Huntington Public Funds Analyzed Checking**

**Account: -----2498**

<b>Statement Activity From:</b> 06/01/24 to 06/30/24		<b>Beginning Balance</b>	<b>\$54,325.37</b>
Days in Statement Period		<b>Credits (+)</b>	<b>2,737.53</b>
Average Ledger Balance*		Regular Deposits	2,720.00
Average Collected Balance*		Electronic Deposits	17.53
* The above balances correspond to the service charge cycle for this account.		<b>Debits (-)</b>	<b>1,825.56</b>
		Electronic Withdrawals	1,825.56
		<b>Ending Balance</b>	<b>\$55,237.34</b>

**Deposits (+)**

**Account:-----2498**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
06/03	20.00	182368252	Brch/ATM	06/13	40.00	182368245	Brch/ATM
06/05	510.00	182368251	Brch/ATM	06/20	250.00	182368244	Brch/ATM
06/05	320.00	182368248	Brch/ATM	06/20	20.00	182368246	Brch/ATM
06/10	1,520.00	182368249	Brch/ATM	06/27	20.00	182368243	Brch/ATM
06/10	20.00	182368247	Brch/ATM				

**Other Credits (+)**

**Account:-----2498**

Date	Amount	Description
06/10	17.53	BUS ONL TFR FRM CHECKING 061024 XXXXXXXX1399

**Other Debits (-)**

**Account:-----2498**

Date	Amount	Description
06/03	441.89	BUS ONL TFR TO CHECKING 060324 XXXXXXXX6790
06/03	15.93	BUS ONL TFR TO CHECKING 060324 XXXXXXXX1386
06/03	4.97	BUS ONL TFR TO CHECKING 060324 XXXXXXXX6787
06/11	775.00	BUS ONL TFR TO CHECKING 061124 XXXXXXXX6787
06/17	213.37	BUS ONL TFR TO CHECKING 061724 XXXXXXXX6790
06/20	49.40	BUS ONL TFR TO CHECKING 062024 XXXXXXXX1386
06/20	325.00	BUS ONL TFR TO CHECKING 062024 XXXXXXXX6787

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

Date	Balance	Date	Balance	Date	Balance
05/31	54,325.37	06/10	56,270.11	06/17	55,321.74
06/03	53,882.58	06/11	55,495.11	06/20	55,217.34
06/05	54,712.58	06/13	55,535.11	06/27	55,237.34

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

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User: SPENCER  
DB: Mt Morris

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000							
248-000-402.000	CURRENT PROPERTY TAXES	16,356.00		16,356.24	0.00	(0.24)	100.00
248-000-445.000	CURRENT PROPERTY TAX PENALTY	45.00		45.34	0.00	(0.34)	100.76
248-000-672.000	OTHER REVENUE	993.00		993.43	0.00	(0.43)	100.04
248-000-675.100	FOOD TRUCK REVENUE	7,645.00		7,665.00	2,700.00	(20.00)	100.26
Total Dept 000		25,039.00		25,060.01	2,700.00	(21.01)	100.08
TOTAL REVENUES							
		25,039.00		25,060.01	2,700.00	(21.01)	100.08
Expenditures							
Dept 103 - AUTHORITY BOARD							
248-103-701.000	SALARY & WAGES	3,591.00		3,590.96	485.67	0.04	100.00
248-103-714.000	FRINGE BENEFITS	1,095.00		1,095.40	169.59	(0.40)	100.04
248-103-740.000	OPERATING EXPENSE	4,207.00		4,206.82	1,100.00	0.18	100.00
248-103-880.000	COMMUNITY PROMOTIONS	700.00		700.00	0.00	0.00	100.00
248-103-940.000	RENTAL	547.00		547.06	70.30	(0.06)	100.01
Total Dept 103 - AUTHORITY BOARD		10,140.00		10,140.24	1,825.56	(0.24)	100.00
TOTAL EXPENDITURES							
		10,140.00		10,140.24	1,825.56	(0.24)	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		25,039.00		25,060.01	2,700.00	(21.01)	100.08
TOTAL EXPENDITURES		10,140.00		10,140.24	1,825.56	(0.24)	100.00
NET OF REVENUES & EXPENDITURES		14,899.00		14,919.77	874.44	(20.77)	100.14