

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY MEETING

April 20, 2016
1:30 P.M.

1. **MEETING CALLED TO ORDER:** Chairman Don Lemmon.
2. **APPROVAL OF MINUTES:** Regular meeting minutes of March 16, 2016, and Special Budget meeting of March 30, 2016.
3. **PRESENTATION:**
 - a. **Plante Moran**
4. **COMMUNICATIONS:**
 - a. **None.**
5. **UNFINISHED BUSINESS:**
 - a. **Strategic Planning.**
6. **NEW BUSINESS:**
 - a. **None.**
7. **PUBLIC COMMENT**
8. **DDA MEMBER COMMENTS**
9. **ADJOURNMENT**

**PLEASE TURN OFF ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO
THE MEETING!**

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
March 16, 2016

At **1:30 p.m.**, Chairperson Don Lemmon called the regular DDA meeting to order.

PRESENT: Don Lemmon, Matt Gunn (Arrived at 1:33), Lou Templeton, Boyce A. Judkins, Shirley Corcoran, Dorothy Lindsey, Adam Martin, and City Manager Elena Danishevskaya.

ABSENT: Joyce Bartos, and Tim Hacker.

SWEARING IN OF MEMBERS: Dorothy Lindsey, Adam Martin, Lou Templeton, Tim Elder, and Timothy Hacker (Absent)

City clerk Kristina Somers swore in Dorothy Lindsey, Adam Martin, Lou Templeton, and Tim Elder to the DDA.

OTHERS: City Clerk Kristina K. Somers, and DPW Superintendent Paul Zumbach (late arrival).

MINUTES:

Shirley Corcoran stated she would like her name added to the list of present, since she was not absent.

A motion was made by Shirley Corcoran and seconded by Tim Elder, to approve the regular meeting minutes of February 17, 2016, with amendments.

All Ayes.

Motion carried.

COMMUNICATIONS:

a. Banners.

Shirley Corcoran discussed letter and form set to be distributed to the City businesses for the spring banners.

UNFINISHED BUSINESS:

a. Budget.

Chairman Don Lemmon discussed the DDA budget, and asked for suggestions for proposed budget.

Tim Elder disagrees with DDA funds being used without the approval of DDA. Would like to see a project cost list from the DPW to approve before work is completed, and a revenue/expenditure report in monthly meeting packets.

Mayor Boyce A. Judkins asked City Manager to request a project list from DPW Superintendent, and informed DDA of the downtown planter area brick is breaking down and needs to be repaired. Discussed planning of a clean up the City day for May.

After discussion a special budget meeting was set for March 30, 2016 at 1:30 p.m.

b. Strategic Planning.

City manager Elena Danishevskaya went over the reasons strategic planning is needed for the city, and asked for thoughts to take to City Council.

Mayor Boyce A, Judkins suggested the DDA put together a brochure with city events, and what the city has to offer.

Tim Elder discussed looking for free design software to put together a city website for upcoming events, and other city information.

After discussion DDA agreed to review and complete the strategic planning questionnaire and bring back to next meeting.

c. Update on street projects.

City manager updated DDA on the current status, and issues with street project starting in 2016.

Discussed the road project dates if postponed till 2017, and the conflicts with the planned 2017 City 150th anniversary events.

NEW BUSINESS:

a. Neighborhood Beautification Mini Grant.

City manager Elena Danishevskaya discussed information on a neighborhood beautification grant, and the resources to submit request.

PUBLIC COMMENT:

None.

DDA MEMBER COMMENTS:

Mayor Boyce A. Judkins let DDA members know that James Young has been appointed to fill vacant City Council seat, gave short overview of who is allowed to serve on council.

Shirley Corcoran reminded members that she is available to collect banner money.

Adam Martin thanked the city for lending poll booth divider.

Tim Elder discussed looking at getting the DDA a website, and Facebook page. Would like to see the DDA look into putting together a marketing strategies for the city, and looking at getting an event coordinator for the DDA. Would like the DDA pay for his attendance to the upcoming Michigan Downtown Association meeting, purchase business cards for all DDA members, and training for City staff on what is needed to open a new business in Mt. Morris. Informed DDA of list he is working on with vacant businesses, realtors handling the location, and size of business. Discussed the status of Marcs Place, and the Newland building.

ADJOURNMENT:

There being no further business, the meeting was adjourned at **3:13 p.m.**

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PUBLIC COMMENT:

None.

DDA MEMBER COMMENTS:

Shirley Corcoran corrected the contact number listed for herself on the DDA list.

City Manager Elena Danishevskaya went over the Saginaw St. road and water project being postponed till 2017. Explained that she will inform the businesses in advance of the dates water will be shut off during this project.

Tim Elder commented on his suggestions for a new downtown sign.

Don Lemmon thanked everyone for coming.

ADJOURNMENT:

There being no further business, the meeting was adjourned at **2:34 p.m.**

Kristina K. Somers, City Clerk

REVENUE/EXPENDITURE REPORT

City of MtMorris

For the Period: 7/1/2015 to 3/31/2016	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 276 - Downtown Development Authority							
Revenues							
Dept: 000.000							
403.000 CURRENT PROPERTY TAXES	14,000.00	14,000.00	12,698.25	43.63	0.00	1,301.75	90.7
405.000 CURRENT PROPERTY TAX PENALTY	100.00	100.00	53.14	15.07	0.00	46.86	53.1
665.000 INTEREST ON INVESTMENTS	15.00	15.00	0.00	0.00	0.00	15.00	0.0
675.000 DDA BANNER DONATIONS	0.00	0.00	1,170.00	575.00	0.00	-1,170.00	0.0
694.000 OTHER REVENUES	0.00	0.00	368.75	0.00	0.00	-368.75	0.0
Dept: 000.000	14,115.00	14,115.00	14,290.14	633.70	0.00	-175.14	101.2
Revenues	14,115.00	14,115.00	14,290.14	633.70	0.00	-175.14	101.2
Expenditures							
Dept: 103.000 AUTHORITY BOARD							
701.000 SALARY & WAGES	2,000.00	2,000.00	1,653.50	21.80	0.00	346.50	82.7
714.000 FRINGE BENEFITS	1,280.00	1,280.00	1,342.48	14.94	0.00	-62.48	104.9
740.000 OPERATING EXPENSE	800.00	800.00	458.49	0.00	0.00	341.51	57.3
880.000 COMMUNITY PROMOTIONS	2,000.00	2,000.00	400.00	0.00	0.00	1,600.00	20.0
940.000 RENTAL	1,000.00	1,000.00	460.58	0.00	0.00	539.42	46.1
AUTHORITY BOARD	7,080.00	7,080.00	4,315.05	36.74	0.00	2,764.95	60.9
Expenditures	7,080.00	7,080.00	4,315.05	36.74	0.00	2,764.95	60.9
Net Effect for Downtown Development Authority	7,035.00	7,035.00	9,975.09	596.96	0.00	-2,940.09	141.8
Change in Fund Balance:			9,975.09				
Grand Total Net Effect:	7,035.00	7,035.00	9,975.09	596.96	0.00	-2,940.09	