

**CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**January 20, 2016
1:30 P.M.**

1. **MEETING CALLED TO ORDER:** City Clerk Kristina Somers.
2. **SWEARING IN OF MEMBERS:** Timothy Hacker.
3. **ELECTION OF CHAIRMAN:**
4. **SWEARING IN OF CHAIRMAN:**
5. **ELECTION OF VICE CHAIRMAN:**
6. **SWEARING IN OF VICE CHAIRMAN:**
7. **APPROVAL OF MINUTES:** Regular meeting minutes of December 17, 2015.
8. **COMMUNICATIONS:**
 - a. **None.**
9. **UNFINISHED BUSINESS:**
 - a. **2017 Sesquicentennial.**
10. **NEW BUSINESS:**
 - a. **Revenue/Expenditure Report.**
 - b. **Budget.**
11. **PUBLIC COMMENT**
12. **DDA MEMBER COMMENTS**
13. **ADJOURNMENT**

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

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
December 17, 2015

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

PRESENT: Shirley Corcoran, Don Lemmon, Matt Gunn, Lou Templeton and Dorothy Lindsey.

ABSENT: Jay Lanphear, Daniel Lavelle, Mark Brigolin, Adam Martin, and Joyce Bartos.

SWEARING IN OF MEMBERS: Timothy Hacker (Absent)

OTHERS: City Manager Elena Danishevskaya, and City Clerk Kristina K. Somers.

MINUTES:

A motion was made by Shirley Corcoran and seconded by Matt Gunn, to approve the regular meeting minutes of November 19, 2015.

Motion carried.

COMMUNICATIONS:

- a. None.

UNFINISHED BUSINESS:

- a. Banners.

Chairman Don Lemmon let Mayor Daniel Lavelle know that he would like to meet with him to go over the plan for the 2017 Sesquicentennial banners. Chairman Don Lemmon stated he will keep the DDA members posted, and make sure this topic is on the next meeting's agenda.

NEW BUSINESS:

- a. **2017 Sesquicentennial**

Chairman Don Lemmon has been in contact with the Michigan Downtown Association trying to get info on running the 2017 Sesquicentennial. Chairman Don Lemmon stated he has talked to Mr. Sims who would like to be involved with the Sesquicentennial, but is not interested in being in charge. Chairman Don Lemmon asked the DDA members if they would like to go forward with heading the 2017 Sesquicentennial.

DDA member Dorothy Lindsey stated she has talked to Randy Stevens and he said that planning for this type of event takes at least 3 years. Discussed list of events the City had 50 years ago to celebrate, and how a company came in to do all the planning. Dorothy is going to contact John Herington, Bob Slattery Sr., and Sim Boggs, to see if they have any info on the celebration 50 years ago.

DDA member Matt Gunn thought that maybe the Michigan Downtown Association has some kind of outline for the planning of these events.

City Manager Elena Danishevskaya went over some events that she has experienced in other cities. Elena stated she would like to see the churches and schools get involved in the celebration planning as well.

Discussion was made on setting a date for this event, parking issues, and budget.

b. Budget Committee.

Chairman Don Lemmon asked who would like to work on the budget. Don let the DDA members know that with the help of Vicki, and Jeff, he was able to complete last year's budget and would be willing to do it again this year. Will bring some figures to the January meeting so they can set up a budget to plan for the 2017 Sesquicentennial.

c. Approval of 2016 Calendar of meetings.

After discussion the September 14, 2016 date listed was incorrected, September 21, 2016, is the correct date.

A motion was made by Dorothy Lindsey and seconded by Matt Gunn to approve the 2016 Calendar of meetings as amended.

All Ayes.
Motion Carried.

PUBLIC COMMENT:

None.

DDA MEMBER COMMENTS:

Matt Gunn – Wished everyone a happy holiday, and looks forward to next year and working on the 2017 Sesquicentennial.

Shirley Corcoran would like to see the DDA members start looking into the city's 2017 Sesquicentennial, and add the topic to the next meeting's agenda. Believes that we need to get the community together and organize a sub group, discuss with city council, and build a committee to get this started. Shirley Corcoran also suggested the city post something asking if there is any type of committee or group already planning for this event.

Dorothy Lindsey –Discussed how for the 100th anniversary in 1967, the city had hired a company to oversee the events. Dorothy wishes there were more people willing to get involved with the planning of this event.

Chairman Don Lemmon – Would like to thank Shirley for all her hard work on the banners, wished Mark Brigolin the best, and thanked everyone for their support to the DDA.

ADJOURNMENT:

There being no further business, the meeting was adjourned at **2:40 p.m.**

Kristina K. Somers, City Clerk

REVENUE/EXPENDITURE REPORT

City of MtMorris

For the Period: 7/1/2015 to 12/31/2015	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	12,161.48	0.00	0.00	1,838.52	86.9
405.000 CURRENT PROPERTY TAX PENALTY	100.00	100.00	8.48	0.00	0.00	91.52	8.5
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	595.00	-180.00	0.00	-595.00	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	13,133.71	-180.00	0.00	981.29	93.0
Revenues	14,115.00	14,115.00	13,133.71	-180.00	0.00	981.29	93.0
Expenditures							
Dept: 103.000 AUTHORITY BOARD							
701.000 SALARY & WAGES	2,000.00	2,000.00	1,500.90	614.90	0.00	499.10	75.0
714.000 FRINGE BENEFITS	1,280.00	1,280.00	1,214.10	510.90	0.00	65.90	94.9
740.000 OPERATING EXPENSE	800.00	800.00	458.49	67.74	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	372.08	276.74	0.00	627.92	37.2
AUTHORITY BOARD	7,080.00	7,080.00	3,945.57	1,470.28	0.00	3,134.43	55.7
Expenditures	7,080.00	7,080.00	3,945.57	1,470.28	0.00	3,134.43	55.7
Net Effect for Downtown Development Authority Change in Fund Balance:	7,035.00	7,035.00	9,188.14 9,188.14	-1,650.28	0.00	-2,153.14	130.6
Grand Total Net Effect:	7,035.00	7,035.00	9,188.14	-1,650.28	0.00	-2,153.14	

CITY OF MT. MORRIS
2016-2017 PROPOSED
FISCAL YEAR BUDGET

		FUND DOWNTOWN DEVELOPMENT AUTHORITY									
		AUTHORITY BOARD									
		FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY 16-17	FY 16-17	FY 16-17
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	COUNCIL	ADOPTED	MANAGER	COUNCIL	RECOMMENDS	ADOPTED
403	CURRENT PROPERTY TAXES	11,476	10,734	10,644	10,161	14,000					
405	CURRENT PROPERTY TAX PENALTY	169	121	118	149	100					
665	INTEREST ON INVESTMENTS	7	9	7	-	15					
675	DDA BANNER DONATIONS				1,950						
694	OTHER REVENUES										
390	APPROPRIATION FROM FUND BALANCE										
TOTAL		\$ 11,652	\$ 10,864	\$ 10,769	\$ 12,260	\$ 14,115	\$ -	\$ -	\$ -	\$ -	\$ -
	REVENUES OVER (UNDER) EXPENDITURES	\$ 1,522	\$ 754	\$ (2,948)	\$ 4,373	\$ 7,035	\$ -	\$ -	\$ -	\$ -	\$ -
	FUND BALANCE BEGINNING OF YEAR	\$ 2,295	\$ 3,817	\$ 4,571	\$ 1,623	\$ 5,996	\$ 5,996	\$ 5,996	\$ 5,996	\$ 5,996	\$ 5,996
	APPROPRIATION FROM FUND BALANCE										
	FUND BALANCE END OF YEAR	\$ 3,817	\$ 4,571	\$ 1,623	\$ 5,996	\$ 13,031	\$ 5,996	\$ 5,996	\$ 5,996	\$ 5,996	\$ 5,996
276	FUND DOWNTOWN DEVELOPMENT AUTHORITY										
103	AUTHORITY BOARD										
		FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 16-17	FY 16-17	FY 16-17	FY 16-17
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	COUNCIL	ADOPTED	MANAGER	COUNCIL	RECOMMENDS	ADOPTED
701	SALARY & WAGES	3,755	3,860	5,570	2,957	2,000					
714	FRINGE BENEFITS	2,525	2,651	3,193	2,095	1,280					
740	OPERATING EXPENSES	1,249	663	1,118	886	800					
801	PROFESSIONAL SERVICES	45	-	-	-	-					
880	COMMUNITY PROMOTIONS			700	700	2,000					
940	RENTAL	2,566	2,936	3,136	1,249	1,000					
970	CAPITAL OUTLAY	-	-	-	-	-					
TOTAL	EXPENDITURES - DDA	\$ 10,130	\$ 10,110	\$ 13,717	\$ 7,887	\$ 7,080	\$ -	\$ -	\$ -	\$ -	\$ -
701	DPW										
880	FUND SPECIAL EVENTS										