

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY MEETING

January 18, 2017
1:30 P.M.

1. **MEETING CALLED TO ORDER:** City Clerk Kristina Somers.
3. **SWEARING IN OF MEMBERS:** Nate Shango term ending December, 2019.
4. **ELECTION OF CHAIRMAN:**
5. **SWEARING IN OF CHAIRMAN:**
6. **ELECTION OF VICE CHAIRMAN:**
7. **SWEARING IN OF VICE CHAIRMAN:**
8. **APPROVAL OF AGENDA**
9. **APPROVAL OF MINUTES:** Regular meeting minutes of December 21, 2016.
10. **COMMUNICATIONS:**
 - a. None.
11. **APPROVAL OF TREASURER REPORT**
12. **PUBLIC COMMENT**
13. **UNFINISHED BUSINESS:**
 - a. Downtown Development Authority application for credit card.
14. **NEW BUSINESS:**
 - a. Ideas for the future “Moving Forward”.
15. **PUBLIC COMMENT**
16. **DDA MEMBER COMMENTS**
17. **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 21, 2016**

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

PRESENT: Mayor Duane Dunckel, Shirley Corcoran, Don Lemmon, Joyce Bartos, Tim Elder, Lou Templeton and Dorothy Lindsey.

ABSENT: Matt Gunn, Adam Martin.

SWEARING IN OF MEMBERS: Don Lemmon.

OTHERS: City Clerk Kristina K. Somers.

AGENDA:

A motion was made by Tim Elder and seconded by Shirley Corcoran, to approve the agenda.

All ayes.

Motion carried.

MINUTES:

A motion was made by Tim Elder and seconded by Duane Dunckel, to approve the regular meeting minutes of November 23, 2016.

All Ayes.

Motion carried.

COMMUNICATIONS:

a. None.

APPROVAL OF TREASURER REPORT:

A motion was made by Tim Elder and seconded by Duane Dunckel, to approve the Treasurers report.

Tim Elder discussed DPW charges, and questioned numbers on the Treasurers report.

After discussion, motion was tabled for next meeting where Treasurer/Interim City Manager Vicki Fishell, and DPW Superintendent Paul Zumbach will be available for questions on this report.

UNFINISHED BUSINESS:

a. **Approval to reimburse funds to members Joyce Bartos, and Shirley Corcoran.**

Invoices were given to the City Clerk for reimbursement.

Chairman Don Lemmon moved item (d) from New Business to be discuss now since the commission was already talking about the budget.

c. **Approval of Downtown Development Authority to file application for credit card.**

A motion was made by Don Lemmon seconded by Lou Templeton to approve DDA to file an application for a Credit card, in Joyce Bartos name, with a \$500 credit limit.

Roll call: ___7___ Ayes

 ___0___ Nays

 ___2___ Absent
 (Matt Gunn)
 (Adam Martin)

Motion carried.

Chairman Don Lemmon discussed the benefits of the DDA applying for a credit card for purchases, what name would be listed on the card, and what the credit limit would be.

b. Approval of 2017 Meeting Schedule.

A motion was made by Tim Elder and seconded by Shirley Corcoran, to approve the 2017 meeting schedule.

All Ayes.
Motion carried.

NEW BUSINESS:

a. Christmas budget.

A motion was made by Joyce Bartos and seconded by Tim Elder to approve setting a \$500 Christmas decoration budget.

Chairman Don Lemmon discussed setting a budget for Christmas decorations, and talked about Joyce getting greater discounts on decorations after Christmas.

Joyce Bartos discussed different ideas for decorations for the upcoming Sesquicentennial year.

b. Christmas 2017: Guinness Record.

Joyce Bartos discussed the Guinness Record currently held for a live nativity scene, and looking to break the current record during the 2017 Unwrapped event.

Chairman Don Lemmon discussed he is looking into what needs to be done to make it a Guinness Record.

c. Parks and Recreation.

Tim Elder discussed getting a Parks & Recreation together, listed some of the funds that the surrounding communities have received. Discussed the park located in the City that is owned by the school, and the school board would like to look into getting grants to maintenance the park. Asked if the DDA would be for holding public hearings to start a Parks & Recreation. Goal is to have a Parks & Recreation plan completed and turned in a year from now.

Mayor Dunckel stated he believes maintenance of the park is a great idea, and asked if the Council would have to approve a Parks & Recreation.

Joyce Bartos discussed Tim Elder getting a plan together, and *then* submitting plan for approval.

PUBLIC COMMENT:

None.

DDA MEMBER COMMENTS:

Shirley Corcoran discussed some complaints about the DDA warming tent for Unwrapped, no lights inside the tent, lack of adult supervision, and more trash cans. Would like to purchase more lights, and heaters for next year.

Lou Templeton stated she believes we are heading in the right direction.

Joyce Bartos thanked Kiwanis for the card, thanked Dorothy for working with the kids during Unwrapped, and let Tim Elder know that she likes where he is heading with a Parks & Rec commission. Wished everyone a Merry Christmas.

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December 21, 2016
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Mayor Duane Dunckel let everyone know that Nate from Valley Liquor is going to join the DDA, let Tim know that he is willing to help just let him know.

City Clerk Kristina Somers let everyone know they are doing a great job, and wished everyone a Merry Christmas.

Don Lemmon wished everyone a Merry Christmas.

ADJOURNMENT:

There being no further business, the meeting was adjourned at **2:44 p.m.**

Kristina K. Somers, City Clerk

FirstMerit Bank
 295 FirstMerit Circle
 Akron Ohio 44307-2359



Now part of The Huntington National Bank

Statement Period
 Dec 1, 2016 to
 Dec 31, 2016
Primary Account
 45 2312 8702

Questions?
 1-888-283-2303

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

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Summary of Accounts

Deposit Accounts

GOVT BANKING FREE	45 2312 8702	24,028.43
Total Deposit Accounts		24,028.43

GOVT BANKING FREE
 45 2312 8702

CITY OF MT MORRIS
 DOWNTOWN DEVELOPMENT

Account Summary

Beginning Balance as of Dec 1, 2016	24,787.53
1 Deposits and Credits	41.42
3 Withdrawals and Debits	800.52
Ending Balance as of Dec 31, 2016	24,028.43

Other Transactions

Date	Description		Withdrawals	Deposits
Dec 14	TRANSFER DB/E-CONNECT	CHECKING ACCOUNT *5045	68.26	
Dec 15	TRANSFER DB/E-CONNECT	CHECKING ACCOUNT *3699	16.30	
Dec 20	TRANSFER CR/E-CONNECT	CHECKING ACCOUNT *3715		41.42
Dec 28	TRANSFER DB/E-CONNECT	CHECKING ACCOUNT *4881	715.96	

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
Nov 30	24,787.53	Dec 15	24,702.97	Dec 28	24,028.43
Dec 14	24,719.27	Dec 20	24,744.39		

User: VICKI
 DB: Mt Morris
 PERIOD ENDING 12/31/2016

GL NUMBER	DESCRIPTION	2016-17		ACTIVITY FOR MONTH 12/31/2016	YTD BALANCE 12/31/2016	AVAILABLE BALANCE	% BDT, USEL)
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 276 - Downtown Development Authority							
Revenues							
Dept 000							
276-000-403.000	CURRENT PROPERTY TAXES	14,000.00		39.08	12,564.22	1,435.78	89.74
276-000-405.000	CURRENT PROPERTY TAX PENALTY	100.00		2.34	31.69	68.31	31.69
276-000-675.000	DDA BANNER DONATIONS	0.00		0.00	1,330.00	(1,330.00)	100.00
Total Dept 000		14,100.00		41.42	13,925.91	174.09	98.77
TOTAL REVENUES		14,100.00		41.42	13,925.91	174.09	98.77
Expenditures							
Dept 103-AUTHORITY BOARD							
276-103-701.000	SALARY & WAGES	2,300.00		44.90	1,477.45	822.55	64.24
276-103-714.000	FRINGE BENEFITS	1,500.00		23.36	1,071.05	428.95	71.40
276-103-740.000	OPERATING EXPENSE	800.00		715.96	1,092.00	(292.00)	136.50
276-103-880.000	COMMUNITY PROMOTIONS	2,000.00		0.00	700.00	1,300.00	35.00
276-103-940.000	RENTAL	1,000.00		16.30	81.05	918.95	8.11
Total Dept 103-AUTHORITY BOARD		7,600.00		800.52	4,421.55	3,178.45	58.18
TOTAL EXPENDITURES		7,600.00		800.52	4,421.55	3,178.45	58.18
Fund 276 - Downtown Development Authority:							
TOTAL REVENUES		14,100.00		41.42	13,925.91	174.09	98.77
TOTAL EXPENDITURES		7,600.00		800.52	4,421.55	3,178.45	58.18
NET OF REVENUES & EXPENDITURES		6,500.00		(759.10)	9,504.36	(3,004.36)	146.22