CITY OF MT. MORRIS

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

January 15, 2015
1:30 P.M.

1. **MEETING CALLED TO ORDER:** City Clerk Tema J. Lucero.

2. **SWEARING IN OF MEMBERS:** Tim Callahan and Matt Gunn.

3. **ELECTION OF CHAIRMAN:**

4. **SWEARING IN OF CHAIRMAN:**

5. **ELECTION OF VICE CHAIRMAN:**

6. **APPROVAL OF MINUTES:** Regular meeting minutes of December 16, 2014.

7. **COMMUNICATIONS:**

   a. **Revenue/Expenditure Report.**

   b. **Copy of Banner payment.**

10. **UNFINISHED BUSINESS:**
No Unfinished Business.

11. **NEW BUSINESS:**

   a. **Approval of Updated By-Laws.**

   b. **Veteran's Park.**

   c. **New Banners.**

   d. **Open Discussion.**

12. **PUBLIC COMMENT**

13. **DDA MEMBER COMMENTS**

14. **ADJOURNMENT**

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

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting Minutes
December 16, 2014

Chairman Don Lemmon called the DDA meeting to order at **2:00 p.m.** in the Council Chambers of City Hall.

PRESENT: Don Lemmon, Matt Gunn, Dorothy Lindsey, Shirley Corcoran, Tim Callahan, Amanda Tiong, Jan Engler, Mark Brigolin and Jay Lanphear (2:02).

ABSENT: Adam Martin and Dan Lavelle.

OTHERS: DPW Superintendent Jeff Roth and City Clerk Tema Lucero.

MINUTES:

A motion was made by Amanda Tiong, and seconded by Shirley Corcoran to approve the regular meeting minutes of November 18, 2014.

All Ayes.
Motion carried.

COMMUNICATIONS:

Chairman Don Lemmon let the board know the MDA meeting will be in Flint on April 17th, they have another meeting in Lansing on February 25th. He will bring more information to the next meeting.

UNFINISHED BUSINESS:

a. Feedback on Banners.

Chairman Don Lemmon thanked Jeff Roth and the DPW, the banners were delivered late and they were able to get them up in time for Unwrapped. He really appreciates them going the extra step.

Shirley Corcoran handed out a thank you letter that she would like to send to everyone that purchased a banner. She has been asked if more light poles could be used, and why the print wasn't bigger, but all feedback has been positive. The board agreed to send the letters, and that the banners really look nice downtown.

NEW BUSINESS:

a. Approval of 2015 Calendar of meetings.

Chairman Don Lemmon said the City has asked for the meeting time be changed to 1:30 due to them being closed from 12:00 to 1:00.

A motion was made by Amanda Tiong and seconded by Tim Callahan to approve the dates as presented and amend the time of the meetings to 1:30pm.

Roll call:	__8___Yeas	___1__Nays (Lindsey)	___2__Absent (Martin, Lavelle)

Motion carried.

b. Discussion on update to By-Laws.

Chairman Don Lemmon said that the City Clerk had all of the changes approved by City Attorney Charles Forrest, the changes have to be submitted to Council for approval. The city attorney mentioned that Council may not approve the quorum being only 5 when general rule of thumb is half the members plus one.

City Clerk Tema J. Lucero gave them all a copy of section 3.7 that was reworded by the city attorney, being it's a lot of information the city attorney recommended they review the changes and make a decision at the next meeting to send it to council.

c. Discussion on budget.

Chairman Don Lemmon wanted everyone to start thinking about this year's budget, he asked if they could have a copy of where they are at this year. City Clerk Tema J. Lucero said the Revenue/Expenditure report should be available by then.

d. Open Discussion.

Jay Lanphear handed out information for a Veteran's Memorial Park, he suggested turning one of the parking lots that the DDA loses money on into one. He's not sure what the startup and maintenance would be but it would be based on donations.

Chairman Don Lemmon said he was completely for the idea but, he feels that if they use one of the parking lots they would be criticized for taking away parking downtown. Also, if they used the one next to B's flowers it could hurt her business.

Jay Lanphear said he would contact Mike Young and see if there was any interest in him donating the car wash lot.

Shirley Corcoran asked if his contact from Genesee Township could come talk to the board, Jay said he would ask her.

PUBLIC COMMENT:

None.

DDA MEMBER COMMENTS:

Amanda Tiong – wished everyone Happy Holidays.

Tim Callahan – wished everyone Happy Holidays.

Matt Gunn – wished everyone a Merry Christmas.

Mark Brigolin – wished everyone Merry Christmas. Mentioned that all the Angelo's restaurants are for sale. He said he heard on the radio from Pure Michigan how important a positive attitude is. He'd like to see the DDA come up with a positive campaign for Mt. Morris.

Jan Engler – wished everyone Merry Christmas.

City Clerk Tema J. Lucero – asked Matt and Tim if they were renewing their term, both said yes. Wished everyone a Merry Christmas.

City Manager Tom Darnell – wished everyone Merry Christmas.

Chairman Don Lemmon – wished everyone Merry Christmas and Happy New Year.

ADJOURNMENT:

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

_____
Matt Gunn, Secretary/Treasurer

_____
Tema J. Lucero, City Clerk

REVENUE/EXPENDITURE REPORT

City of MtMorris

1/12/2015
5:33 pm

For the Period: 7/1/2014 to 12/31/2014	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	10,500.00	10,500.00	8,929.03	137.21	0.00	1,570.97	85.0
405.000 CURRENT PROPERTY TAX PENALTY	100.00	100.00	74.73	8.23	0.00	25.27	74.7
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	1,425.00	-1,425.00	0.00	-1,425.00	0.0
Dept: 000.000	10,615.00	10,615.00	10,428.76	-1,279.56	0.00	186.24	98.2
Revenues	10,615.00	10,615.00	10,428.76	-1,279.56	0.00	186.24	98.2
Expenditures							
Dept: 103.000 AUTHORITY BOARD							
701.000 SALARY & WAGES	2,000.00	2,000.00	1,247.28	676.23	0.00	752.72	62.4
714.000 FRINGE BENEFITS	1,280.00	1,280.00	932.50	516.91	0.00	347.50	72.9
740.000 OPERATING EXPENSE	800.00	800.00	669.36	118.45	0.00	130.64	83.7
880.000 COMMUNITY PROMOTIONS	2,000.00	2,000.00	700.00	0.00	0.00	1,300.00	35.0
940.000 RENTAL	1,000.00	1,000.00	438.23	277.03	0.00	561.77	43.8
AUTHORITY BOARD	7,080.00	7,080.00	3,987.37	1,588.62	0.00	3,092.63	56.3
Expenditures	7,080.00	7,080.00	3,987.37	1,588.62	0.00	3,092.63	56.3
Net Effect for Downtown Development Authority	3,535.00	3,535.00	6,441.39	-2,868.18	0.00	-2,906.39	182.2
Change in Fund Balance:			6,441.39				
Grand Total Net Effect:	3,535.00	3,535.00	6,441.39	-2,868.18	0.00	-2,906.39	

☆ This is the line item where all donations were deposited, and is the current balance.

☆ Money deducted for paying for banners.

★ Shows negative because it was not budgeted.

Vendor: 0725 GENESEE COUNTY HERALD

036542

Invoice #	Invoice Date	Description	Distribution	Amount
16518	12/22/2014	19 DDA BANNERS		1,425.00
		276-000.000-675.000	1,425.00	
H136817CL	12/19/2014	ORDINANCE ADOPTION		25.50
		101-215.000-740.000	25.50	
			Check Amt Total:	1,450.50

PRINTING SYSTEMS • Taylor, MI • 1-800-95-12345

Date: 12/22/2014

CITY OF MT. MORRIS • MT. MORRIS, MICHIGAN 48458-2092

Date	Description	Amount
12/05/14	19 Boulevard Banners (DDA)	$ 1,425.00

TOTAL DUE -----> $ 1,425.00

276.000.000.675.000

PAID
#036542
12-23-14

RECEIVED
DEC 08 2014
CITY OF MT. MORRIS

A charge of 1.5% per month (18% annual rate, $ 2.00 minimum) will be applied to all balances outstanding for 30 days or more.

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY

BY-LAWS AND RULES OF PROCEDURE

1. **AUTHORITY**

These rules of procedure are adopted by the Downtown Development Authority (hereinafter referred to as the DDA) pursuant to the applicable state statute and Ordinance NO. 293, and Public Act 267 of 1976, as amended, the Open Meetings Act.

2. **OFFICERS**

2.1 Selection. At the January meeting of each year, the DDA shall select from its membership a Chairperson and Vice-Chairperson.

2.2 Duties.

(a) Chairperson. The Chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein.

(b) Vice-Chairperson. The Vice-chairperson shall act in the capacity of the Chairperson in the absence of the Chairperson and shall succeed to the office of chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of vice-chairperson at the earliest practicable time.

(c) Recording Secretary/Treasurer. A Recording Secretary/Treasurer (not a member of the DDA) shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the DDA, issuing notices of public hearings, and performing related administrative duties to assure efficient and informed DDA operations. In the event the Recording Secretary/Treasurer plans to be absent from a meeting, he/she shall appoint a temporary Recording Secretary/Treasurer for such meeting.

2.3 Tenure. The officers shall take office immediately following their selection. They shall hold their office for a term of one year, or until their successors are selected and assume office.

3. **MEETINGS**

3.1 Meeting Notices. All meetings shall be posted at the Mt. Morris City Hall in accordance with the Open Meetings Act. The notice shall include the date and time of the meeting.

3.2 Regular Meetings. Regular meetings of the DDA shall be held once a month at the Mt. Morris City Hall. The dates and times shall be posted at the Mt. Morris City Hall. Any changes in the date or time of the regular meeting shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the DDA shall select a suitable alternate date in the same month, and notice shall be given in accordance with the Open Meetings Act.

3.3 Special Meetings. A special meeting may be called by two members of the DDA upon written request to the City Clerk, or by the Chairperson. The business which the DDA may perform shall be conducted at a public meeting of the DDA held in compliance with the Open Meetings Act. Public notice of the date, time and place of the special meeting shall be given in the manner prescribed by the Open Meetings Act.

3.4 Public. All regular and special meetings, hearings, records, and accounts shall be open to the public.

3.5 Quorum. In order for the DDA to conduct business or take any official action, a quorum consisting of five (5) of the members of the DDA shall be present. When a quorum is not present, no official action, except for closing of the meeting, may take place. The members of the DDA may discuss matters of interest, but can take no action until the next regular or special meeting.

3.6 Motions. Motions shall be restated by the Chairperson or Recording Secretary/Treasurer before a vote is taken. The name of the maker and supporter of the motion shall be recorded. All motions shall be stated in the affirmative, if possible.

3.7 Voting and Conflict of Interest.

(a) Voting Requirements. An affirmative vote of the majority of the entire membership of the DDA shall be required as follows:

(i) ACTION PURSUANT TO DOWNTOWN DEVELOPMENT AUTHORITY ACT, P.A. 1975, NO. 197, AS AMENDED (MCL 125.1651 et seq.) action on any matter set forth in Section 7 of the Downtown Development Authority Statute to wit; MCL 125.1657, any action with respect to a tax increment financing plan (TIFA) and any other action pursuant to matters specifically covered by the said Statute;

(ii) ACTION PURSUANT TO CITY COUNCIL OR PLANNING COMMISSION REFERRALS FOR ADVISORY ACTION for the approval of any matter which comes before the Commission pursuant to or by virtue of PA 2008, No. 33 (the Michigan Planning enabling statute), or any other statute of the State of Michigan wherein Planning Commission action is required or permitted including, but not limited to, PA 1921, No. 207, as amended, (the Zoning Enabling Act) and Ordinance No. 184, as amended, the Zoning ordinance of the City of Mt. Morris;

(iii) PROCEDURAL MATTERS provided, however, that a strictly procedural matter shall require only a simple majority; and

(iv) VOTING shall be by roll call vote for all matters other than procedural matters; provided, however, that a roll call vote on a procedural matter shall be required if requested by any DDA member.

(b) Conflict of Interest. Members of the DDA shall vote on all matters. A member may be excused from voting only if that person has a legally recognizable conflict of interest. A member shall disclose a potential conflict of interest before proceeding on a matter and a determination as to whether a conflict exists shall take place before discussion or voting on any issue before the DDA. The Chairperson shall, in consultation with the City Attorney, make determinations with respect to the existence of a conflict of interest which shall disqualify a member from voting on a particular issue;

provided, however, that such determination shall be subject to a roll call vote of the DDA upon request of any member and a majority vote of the remaining (excluding the member whose vote is at issue) members of the DDA shall be required on any issue involving conflict of interest. Any member abstaining from a vote shall not participate in the discussion of that item.

3.8 Rules of Order. All meetings of the DDA shall be conducted in accordance with the generally accepted parliamentary procedure, as governed by "Robert's Rules of Order" unless otherwise specified by these By-laws.

4. MINUTES

4.1 DDA minutes shall be prepared by the Recording Secretary/Treasurer. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance.

5. REMOVAL FOR CAUSE

5.1 The DDA recognizes that the subject of removal of a DDA member is covered by State law. The State law provides that members may, after a public hearing, be removed by the Mayor or the Council for inefficiency, neglect of duty or malfeasance in office. The DDA does hereby express its view that three consecutive unexcused absences or four unexcused absences within a one year period should constitute grounds for removal and will recommend the same to the Mayor and/or the City Council and request a public hearing for removal. However, before making such a recommendation a letter will be issued to the nonperforming member expressing the view that he or she should resign. In doing so the DDA recognizes that authority for removal lies with the legislative body.

6. AMENDMENTS

6.1 These rules may be amended by the DDA, subject to approval of the City Council pursuant to Section 4 of the Statute, MCL 125.1654(3), by a concurring vote pursuant to subsection 3.8, during any regular meeting, provided that all members have received an advance copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

6.2 The body may by a majority vote of its entire membership amend these by-laws and create additional offices, as needed upon compliance with the requirements of law.

9. FISCAL YEAR

9.1 The fiscal year of the DDA shall be the same as the fiscal year of the City of Mt. Morris.