

CITY OF MT. MORRIS
DOWNTOWN DEVELOPMENT AUTHORITY MEETING

January 16, 2019
1:30 P.M.

1. **MEETING CALLED TO ORDER:** City Clerk Kristina Somers.
2. **ELECTION OF CHAIRMAN:**
3. **SWEARING IN OF CHAIRMAN:**
4. **ELECTION OF VICE CHAIRMAN:**
5. **SWEARING IN OF VICE CHAIRMAN:**
6. **APPROVAL OF AGENDA**
7. **APPROVAL OF MINUTES:** Regular meeting minutes of December 19, 2018.
8. **COMMUNICATIONS:**
 - a. **DDA Map, and By-Laws and Rules of Procedure.**
 - b. **TIF.**
9. **APPROVAL OF TREASURER REPORT**
10. **PUBLIC COMMENT**
11. **UNFINISHED BUSINESS:**
 - a. **City Welcome Signs.**
12. **NEW BUSINESS:**
 - a. **None.**
13. **PUBLIC COMMENT**
14. **DDA MEMBER COMMENTS**
15. **ADJOURNMENT**

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

PUBLIC COMMENT:

Tim Elder – 567 Wilson Ave. – Discussed property on Saginaw, and Maple Street that was acquired by the city. Stated that he wished the DDA was notified of the property being available. Suggested that the Spicer Group be contacted about getting the TIF plan going again.

UNFINISHED BUSINESS:

a. None.

NEW BUSINESS:

a. Approval of 2019 meeting dates.

The DDA asked that the December 18th, 2019 meeting be set as needed.

A motion was made by Duane K. Dunckel, seconded by Shirley Corcoran to approve the 2019 Downtown Development Authority meeting dates as amended.

All Ayes.
Motion carried.

b. City welcome sign placement.

A motion was made by Duane K. Dunckel, seconded by Richard Young to table this topic until next meeting.

All Ayes.
Motion carried.

c. Wreaths.

Shirley Corcoran stated that there were 13 entry's for the wreath decorating competition. The top three winners being; 1- Family Salon 2- Union Pharmacy 3- The Parlour at 713. Shirley thanked all the businesses that had voting boxes at their locations, and excited to do it again next year.

PUBLIC COMMENT:

Tim Elder – 567 Wilson Ave. – Informed everyone in attendance of the Christmas Eve Dinner being held at the community room for all Police/Ems/Fire/first Responders.

DDA MEMBER COMMENTS:

Richard Young discussed pillars, applications to post banners, and feeling personally attached in regards to the donation of these pillars. Stated again that he will be paying for all labor, and materials involved with the pillars. Asked if there were any city ordinances about the hanging of the banners, and if the attorney, or MDOT was contacted about the placement of the pillars, and that the DDA Maps be handed out at the next meeting. Asked Mr. Dixon about the First Responded dinner that he is holding at the community room on Christmas Eve, and thanked him for holding this event.

Shirley Corcoran wished everyone a Merry Christmas, and a Happy New Year.

Mallory Young wished everyone a Merry Christmas, and thanked everyone for voting in the wreath competition.

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Duane K. Dunckel commented on the great relationship the group has, and it helping to get things completed. Agreed with Tim Elder on getting the TIF plan back up and starting a Parks and Recreation. Discussed getting permission for hanging the banners, applications, and permits.

Lou Templeton thanked everyone for coming, thanked Paul and Richard for all they have done to get the banner poles in place, and all they do for the city. Thanked Shirley for all that she does, and Mallory for coming to the city with her new business. Thanked Mayor Duane K. Dunckel for all he does, and stated he is a great mayor. Wished everyone a Merry Christmas.

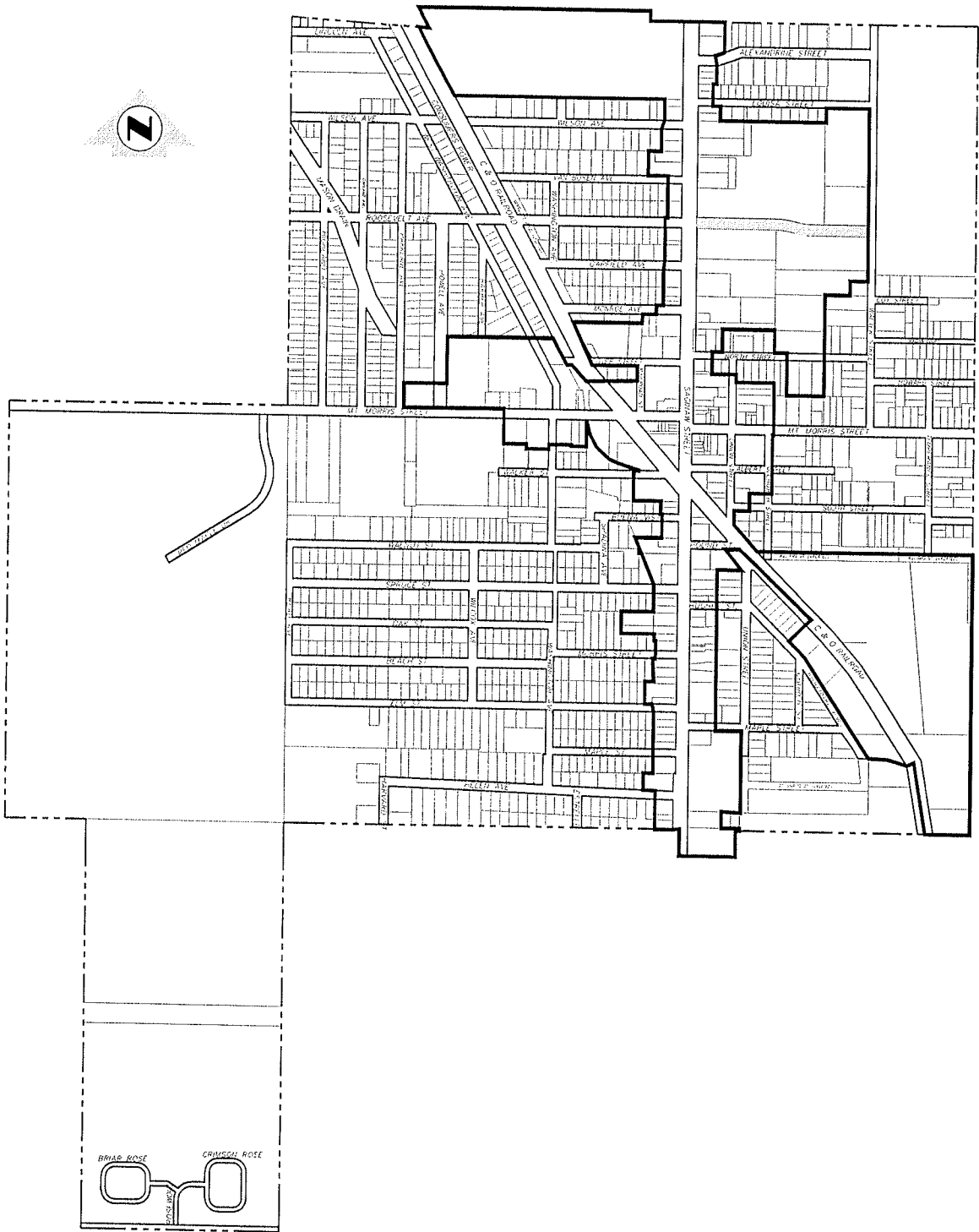
ADJOURNMENT:

There being no further business, the meeting was adjourned at **2:45 p.m.**

Kristina K. Somers, City Clerk

City of Mt. Morris DDA Boundary Map

2-5-15



ROWE PROFESSIONAL SERVICES COMPANY
540 SOUTH SAGINAW ST, STE 200
FLINT, 48502
(810) 341-7500

**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.

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.



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

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Public Funds Analyzed Checking

Account: 01388362498

Statement Activity From: 12/01/18 to 12/31/18		Beginning Balance	\$23,362.74
		Credits (+)	16.82
		Electronic Deposits	16.82
Days in Statement Period	31	Debits (-)	125.91
		Electronic Withdrawals	125.91
Average Ledger Balance*	23,300.58	Ending Balance	\$23,253.65
Average Collected Balance*	23,300.58		

* The above balances correspond to the service charge cycle for this account.

Other Credits (+)

Account: 01388362498

Date	Amount	Description
12/18	16.82	BUS ONL TFR FRM CHECKING 121818 01388351399

Other Debits (-)

Account: 01388362498

Date	Amount	Description
12/10	50.93	BUS ONL TFR TO CHECKING 121018 01388351399
12/11	35.16	BUS ONL TFR TO CHECKING 121118 01388316790
12/11	4.31	BUS ONL TFR TO CHECKING 121118 01388351386
12/26	35.51	BUS ONL TFR TO CHECKING 122618 01388316790

Balance Activity

Account: 01388362498

Date	Balance	Date	Balance	Date	Balance
11/30	23,362.74	12/11	23,272.34	12/26	23,253.65
12/10	23,311.81	12/18	23,289.16		

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

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PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 12/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			NORM (ABNORM)	BALANCE	
Fund 276 - Downtown Development Authority								
Revenues								
Dept 000								
276-000-403.000	CURRENT PROPERTY TAXES	14,300.00	14,300.00	12,545.96	(37.16)	1,754.04	87.73	
276-000-405.000	CURRENT PROPERTY TAX PENALTY	100.00	100.00	31.33	3.05	68.67	31.33	
Total Dept 000		14,400.00	14,400.00	12,577.29	(34.11)	1,822.71	87.34	
TOTAL REVENUES		14,400.00	14,400.00	12,577.29	(34.11)	1,822.71	87.34	
Expenditures								
Dept 103 - AUTHORITY BOARD								
276-103-701.000	SALARY & WAGES	2,550.00	2,550.00	2,570.36	46.24	(20.36)	100.80	
276-103-714.000	FRINGE BENEFITS	1,750.00	1,750.00	970.90	24.43	779.10	55.48	
276-103-740.000	OPERATING EXPENSE	1,000.00	1,000.00	1,051.69	0.00	(51.69)	105.17	
276-103-880.000	COMMUNITY PROMOTIONS	2,000.00	2,000.00	1,250.00	0.00	750.00	62.50	
276-103-940.000	RENTAL	1,000.00	1,000.00	1,301.47	4.31	(301.47)	130.15	
276-103-970.000	CAPITAL OUTLAY	6,500.00	6,500.00	6,900.00	0.00	(400.00)	106.15	
276-103-971.000	LAND ACQUISITION	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	
Total Dept 103 - AUTHORITY BOARD		19,800.00	19,800.00	14,044.42	74.98	5,755.58	70.93	
TOTAL EXPENDITURES		19,800.00	19,800.00	14,044.42	74.98	5,755.58	70.93	
Fund 276 - Downtown Development Authority:								
TOTAL REVENUES		14,400.00	14,400.00	12,577.29	(34.11)	1,822.71	87.34	
TOTAL EXPENDITURES		19,800.00	19,800.00	14,044.42	74.98	5,755.58	70.93	
NET OF REVENUES & EXPENDITURES		(5,400.00)	(5,400.00)	(1,467.13)	(109.09)	(3,932.87)	27.17	