

**CITY OF MT. MORRIS**  
**Downtown Development Authority Meeting**  
**January 18<sup>th</sup>, 2023**  
**1:30 P.M.**

1. **MEETING CALLED TO ORDER:** City Clerk, Spencer Lewis
2. **SWEARING IN OF MEMBERS:** Mallory Young and Rich Young, terms ending December 2025
3. **ELECTION and SWEARING IN OF CHAIRMAN:**
4. **ELECTION and SWEARING IN OF VICE-CHAIRMAN:**
5. **ROLL CALL**
6. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES:** Regular meeting minutes of November 16<sup>th</sup>, 2022.
6. **COMMUNICATION:**  
None.
7. **APPROVAL OF TREASURER REPORT**
8. **PUBLIC COMMENT**
9. **UNFINISHED BUSINESS:**  
None
10. **NEW BUSINESS:**
  - a. Presentation of Wreath Decorating Contest Trophy to Hungry Howie's
  - b. Approval of 2023 meeting dates
  - c. Repairing the post on Saginaw St., north city limits
  - d. Future Christmas decorations – invoice from Joyce Bartos for repairs to wreaths
11. **PUBLIC COMMENT**
12. **DDA MEMBER COMMENTS**
13. **ADJOURNMENT**

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING.**

**CITY OF MT. MORRIS  
DOWNTOWN DEVELOPMENT AUTHORITY  
Meeting Minutes  
November 16<sup>th</sup>, 2022**

**At 1:30 p.m.** Chairperson Lou Templeton called the meeting to order.

**PRESENT:** Bryan Lehr, Mayor Dubey, Rich Young, Mike Cummings, Mallory Young, and Lou Templeton.

**ABSENT:** Matt Gunn, Chris Dixon, Shirley Corcoran, and Joyce Bartos.

**OTHERS:** City Clerk Spencer Lewis

**ROLL CALL:**

None.

**AGENDA:**

A motion was made by Lou Templeton, seconded by Bryan Lehr to approve the agenda.

All Ayes.

Motion carried.

**MINUTES:**

A motion was made by Bryan Lehr, seconded by Mallory Young to approve the regular meeting minutes for October 19<sup>th</sup>, 2022.

All Ayes.

Motion carried.

**COMMUNICATIONS:**

None.

**APPROVAL OF TREASURER REPORT:**

A motion was made by Mallory Young, seconded by Lou Templeton to approve the Treasurers report.

Lou Templeton questioned what the \$1474.84 on the council warrant #22-19?

City Clerk Spencer Lewis stated that the majority of that was half of the cost of the welcome sign for the west city limits, and the rest were supplies from Menards for installation of the sign.

Roll call:	_____ 6 _____	Ayes	_____ 0 _____	Nays	_____ 4 _____	Absent
					(Gunn)	
					(Dixon)	
					(Bartos)	
					(Corcoran)	

Motion Carried.

DDA Minutes.  
November 16<sup>th</sup>, 2022.  
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**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**a. Applying for possible grants**

Lou Templeton stated that this topic was requested to be put on this agenda by Chris Dixon, who is not present today, so we will simply bring this back next month as well.

Rich Young stated that we should look into registering Mt. Morris with the National Register of Historic Places. There are a bunch of grants that are for these historical places, but you must be registered as a historical place first.

**b. DDA members / board requirements**

City Clerk Spencer Lewis stated that after looking into the DDA requirements through the state, is that if there are more than 100 people living in the DDA district, then at least one of the seats on the DDA board needs to be filled by a resident of that district or the seat must be left open.

Rich Young questioned if the City Charter says anything otherwise?

City Clerk Spencer Lewis stated that he would look into it, and report back next month with a definitive answer.

**c. DDA credit card**

City Clerk Spencer Lewis stated that previously Joyce Bartos had the DDA credit card and she would make purchases necessary for what the DDA needed, but with that being said we (City Manager & I) figured it might be easier if we just went with a commercial card that was kept here at City Hall and then anyone who may need to use it to purchase something for the DDA can come to city hall and get the card and a tax exemption form.

Lou Templeton said that this would be a much better idea, and no one's name would be attached to it as well.

**d. Kiwanis Club Holiday Night (Unwrapped)**

Lou Templeton said that the event will be happening on December 3<sup>rd</sup> in the downtown area. We have a sponsorship form attached here, and she questioned what everyone thought on donating some money to sponsor an event. Templeton also asked what we have left budgeted for community promotions?

City Clerk Spencer Lewis stated that we have used \$1000.00 and have \$500 left.

Mallory Young stated that we should make sure we keep in mind the food truck events we have starting up again in May.





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

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 businessresources

**Huntington Public Funds Analyzed Checking**

**Account: -----2498**

<b>Statement Activity From:</b> 12/01/22 to 12/31/22		<b>Beginning Balance</b>	<b>\$41,909.85</b>
		<b>Debits (-)</b>	<b>2,427.45</b>
		Electronic Withdrawals	2,427.45
<b>Days in Statement Period</b>	<b>31</b>	<b>Ending Balance</b>	<b>\$39,482.40</b>
<b>Average Ledger Balance*</b>	<b>39,805.07</b>		
<b>Average Collected Balance*</b>	<b>39,805.07</b>		

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

**Other Debits (-)**

**Account:-----2498**

Date	Amount	Description
12/05	2,134.19	BUS ONL TFR TO CHECKING 120522 XXXXXXX6790
12/06	293.26	BUS ONL TFR TO CHECKING 120622 XXXXXXX1386

**Balance Activity**

**Account:-----2498**

Date	Balance	Date	Balance	Date	Balance
11/30	41,909.85	12/05	39,775.66	12/06	39,482.40

**In the Event of Errors or Questions Concerning Electronic Fund Transfers** (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

**Verification of Electronic Deposits** If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

**Balancing Your Statement** - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23		MTD BALANCE		ACTIVITY FOR		% BGD		
		AMENDED BGDGT	NORMAL (ABNORMAL)	12/31/2022	(ABNORMAL)	MONTH 12/31/2022	INCREASE (DECREASE)	NORMAL	ABNORMAL	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Revenues										
Dept 000										
248-000-402.000	CURRENT PROPERTY TAXES	14,800.00		14,087.53		0.00		712.47		95.19
248-000-445.000	CURRENT PROPERTY TAX PENALTY	100.00		0.00		0.00		100.00		0.00
248-000-572.000	OTHER REVENUE	0.00		4,736.80		0.00		(4,736.80)		100.00
Total Dept 000		14,900.00		18,824.33		0.00		(3,924.33)		126.34
TOTAL REVENUES		14,900.00		18,824.33		0.00		(3,924.33)		126.34
Expenditures										
Dept 103 - AUTHORITY BOARD										
248-103-701.000	SALARY & WAGES	6,000.00		3,375.27		1,518.89		2,624.73		56.25
248-103-714.000	FRINGE BENEFITS	2,500.00		1,269.59		615.30		1,230.41		50.78
248-103-740.000	OPERATING EXPENSE	4,000.00		4,316.14		0.00		(316.14)		107.90
248-103-880.000	COMMUNITY PROMOTIONS	1,500.00		1,075.00		0.00		425.00		71.67
248-103-940.000	RENTAL	1,200.00		1,215.01		293.26		(15.01)		101.25
248-103-970.000	CAPITAL OUTLAY	2,000.00		2,901.80		0.00		(901.80)		145.09
Total Dept 103 - AUTHORITY BOARD		17,200.00		14,152.81		2,427.45		3,047.19		82.28
TOTAL EXPENDITURES		17,200.00		14,152.81		2,427.45		3,047.19		82.28
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
TOTAL REVENUES		14,900.00		18,824.33		0.00		(3,924.33)		126.34
TOTAL EXPENDITURES		17,200.00		14,152.81		2,427.45		3,047.19		82.28
NET OF REVENUES & EXPENDITURES		(2,300.00)		4,671.52		(2,427.45)		(6,971.52)		203.11

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

**WHEREAS:** Public Act No. 267 of 1976, Michigan’s Open Meeting Act, requires that within ten (10) days of the first meeting of a public body in each calendar year the body must publicly post a list stating the dates, times and places of all it’s regular meetings.

**NOW THEREFORE BE IT RESOLVED:**

That the Downtown Development Authority of the City of Mt. Morris will meet for regularly scheduled meetings on the third (3<sup>rd</sup>) Wednesday of each Month at 1:30 p.m. in the City Council Chambers, 11649 N. Saginaw Street, Mt. Morris, unless that Day conflicts with a holiday.

Specifically, the meeting dates 2023 shall be:

January	18
February	15
March	15
April	19
May	17
June	21
July	19
August	16
September	20
October	18
November	15*
December	20*

\*Downtown Development Authority will meet only if needed.

Moved by DDA member \_\_\_\_\_, seconded by DDA member \_\_\_\_\_, and thereafter adopted by the Downtown Development Authority of the City of Mt. Morris at a regular meeting held Wednesday, January 18, 2023, at 1:30 p.m.

\_\_\_\_\_ Yea

\_\_\_\_\_ Nay

\_\_\_\_\_ Absent

\_\_\_\_\_  
Lou Templeton, Chairperson

\_\_\_\_\_  
Spencer Lewis, City Clerk