



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, January 9, 2019
7:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Approval of the following DDA Minutes:
 - a. December 5, 2018
6. Treasurer Report
 - a. Treasurer Reports
 - b. Invoices totaling \$5,533.50

NEW BUSINESS

7. The DDA will discuss a possible application to the ACCF "Love Your Hometown" Grant Program.
8. The DDA will discuss salting of the sidewalks in the district during the winter months.
9. The DDA will discuss the possible application for a TAP Grant for the streetscape extension project.
10. The DDA will discuss an RFQ for real estate services for the sale of the downtown lots.
11. Committee Reports:
 - a. Economic Development
 - b. Marketing and Promotion
 - c. Physical Elements
 - d. Goose Festival
 - e. City Commission
12. Miscellaneous
13. Adjournment
 - a. Next meeting is February 6, 2019

DOWNTOWN DEVELOPMENT AUTHORITY
City hall, 222 South maple street, Fennville MI 49408
Wednesday, December 5, 2018
7:00 p.m.

1. Meeting called to order at 7:03 pm
2. Roll call: Ramos, Radabaugh, Schrock, Cook, Bushee, Sharak. Also present: Amanda Morgan, City Administrator
3. Pledge of Allegiance
4. No public comments
5. Approval of minutes from the November meeting. Motion by Michelle supported Schrock, motion carries.
6. Treasurer's report: Bills totaling \$1,843.13 towards items for holiday celebration, and electrical work during the Goose festival. Motion by Cook, second by Ramos. Motion carries.
7. The DDA reviewed budgeting for the 2018 holiday celebration
8. DDA reviewed the 2019 meeting calendar, Motion to approve 2019 board meeting schedule by Cook, Supported by Bushee, motion passes.
9. Committee reports
 - A. Economic development: Committee has not met, meetings scheduled.
 - B. Marketing: Meeting to be held an hour earlier at the next DDA meeting.
 - C. Physical elements: A few trees around town not lit right now, an electrician will be called to service them. Stripes on the parking spaces seem to be effective with reducing blind spots.
 - D. Goose festival: Committee will meet soon to discuss marketing revisions and plans for the 2019 festival.
 - E. City commission: DPW is undergoing changes at the management level and working towards incorporating the DDA and city as a more unified entity.
10. Misc: 6 tickets to the winter banquet to be purchased by the DDA, motion by Cook, supported by Ramos. Motion carries.
11. Meeting adjourned at 7:51 pm

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	125,609.57
248-000-003.000	INVESTMENTS	0.00
248-000-067.000	DUE FROM OTHER FUNDS	1,144.60
248-000-078.000	STATE-ACCTS RECEIVA	0.00
248-000-147.000	LAND	456,466.96
248-000-147.500	LAND IMPROVEMENTS	121,745.00
248-000-149.000	DEPRECIATION ALLOWAN	4,058.00
248-000-149.500	AD LAND IMPROVEMENTS	(4,058.00)
Total Assets		704,966.13
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-230.000	DUE TO OTHER GOVERN	0.00
248-000-290.000	DUE TO OTHER FUNDS	0.00
248-000-314.000	ADVANCES FROM OTHER FUNDS	303,000.00
Total Liabilities		303,000.00
*** Fund Balance ***		
248-000-390.000	BEGINNING FUND BALANCE	388,040.64
Total Fund Balance		388,040.64
Beginning Fund Balance		388,040.64
Net of Revenues VS Expenditures		13,925.49
Ending Fund Balance		401,966.13
Total Liabilities And Fund Balance		704,966.13

PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	AVAILABLE	PERIOD	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	BALANCE (ABNORMAL)	BALANCE DR (CR)	
Fund 248 - DDA						
Revenues						
Dept 000 - GENERAL						
248-000-403.000	PROPERTY TAX	46,782.00	46,782.00	2,878.52	(43,903.48)	6.15
248-000-667.000	RENTAL REVENUE	10,200.00	10,200.00	4,250.00	(5,950.00)	41.67
248-000-671.000	MISCELLANEOUS	0.00	0.00	(1,500.00)	(1,500.00)	0.00
248-000-676.000	DONATION	0.00	0.00	(1,350.00)	(1,350.00)	0.00
Total Dept 000 - GENERAL		56,982.00	56,982.00	4,278.52	(52,703.48)	7.51
TOTAL REVENUES		56,982.00	56,982.00	4,278.52	(52,703.48)	7.51
Expenditures						
Dept 000 - GENERAL						
248-000-702.000	WAGES	5,150.00	5,150.00	2,515.78	2,634.22	48.85
248-000-715.000	SOCIAL SECURITY	0.00	0.00	(195.63)	195.63	0.00
248-000-727.000	SUPPLIES	100.00	100.00	(441.28)	541.28	(441.28)
248-000-727.220	SUPPLIES	100.00	100.00	100.00	0.00	100.00
248-000-818.000	CONTRACTED SERVICES	10,660.00	10,660.00	324.24	10,335.76	3.04
248-000-818.220	CONTRACTED SERVICES	2,434.00	2,434.00	1,588.60	845.40	65.27
248-000-826.000	LEGAL FEES	3,000.00	3,000.00	3,000.00	0.00	100.00
248-000-864.000	CLASSES AND CONFEREN	250.00	250.00	250.00	0.00	100.00
248-000-868.020	INTEREST ON LOAN	12,167.00	12,167.00	7,000.35	5,166.65	57.54
248-000-880.000	COMMUNITY PROMOTION	8,500.00	8,500.00	2,172.18	6,327.82	25.56
248-000-880.049	STREETSCAPE COSTS OTHER	500.00	500.00	(168.77)	668.77	(33.75)
248-000-910.000	LIABILITY INSURANCE	2,200.00	2,200.00	1,424.00	776.00	64.73
248-000-920.000	PUBLIC UTILITIES	3,200.00	3,200.00	1,435.74	1,764.26	44.87
248-000-920.220	PUBLIC UTILITIES	4,400.00	4,400.00	2,102.89	2,297.11	47.79
248-000-955.000	WEB SITE	400.00	400.00	400.00	0.00	100.00
248-000-956.000	MISC EXPENSE	500.00	500.00	500.00	0.00	100.00
248-000-958.000	MEMBERSHIP DUES	650.00	650.00	380.00	270.00	58.46
248-000-967.000	PROJECT COSTS	0.00	0.00	(6,000.00)	6,000.00	0.00
Total Dept 000 - GENERAL		54,211.00	54,211.00	16,388.10	37,822.90	30.23
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,000.00	5,179.88	820.12	86.33
248-751-956.000	MISC EXPENSE	500.00	500.00	365.03	134.97	73.01
Total Dept 751 - PARKS & RECREATION		6,500.00	6,500.00	5,544.91	955.09	85.31
TOTAL EXPENDITURES		60,711.00	60,711.00	21,933.01	38,777.99	36.13
Fund 248 - DDA:						
TOTAL REVENUES		56,982.00	56,982.00	4,278.52	52,703.48	7.51
TOTAL EXPENDITURES		60,711.00	60,711.00	21,933.01	38,777.99	36.13
NET OF REVENUES & EXPENDITURES		(3,729.00)	(3,729.00)	(17,654.49)	13,925.49	(273.44)

Fund 248 - DDA

GL Number	Description	2018-19 Amended Budget	YEAR-TO-DATE THRU 12/31/18	ACTIVITY FOR MONTH ENDED 12/31/2018	Available Balance	% Used
Revenues						
Department 000: GENERAL						
248-000-403.000	PROPERTY TAX					
12/31/2018	PT DDA CAPTURE FOR DEC 2018		38273	653.53		JE: '0' Ref Num1: '2803
248-000-403.000	PROPERTY TAX	46,782.00	43,903.48	653.53	2,878.52	93.85
248-000-667.000	RENTAL REVENUE					
12/26/2018	CR 12/26/2018		38120	850.00		12/26/2018
248-000-667.000	RENTAL REVENUE	10,200.00	5,950.00	850.00	4,250.00	58.33
248-000-671.000	MISCELLANEOUS	0.00	1,500.00	0.00	(1,500.00)	100.00
248-000-676.000	DONATION	0.00	1,350.00	0.00	(1,350.00)	100.00
Total - Dept 000		56,982.00	52,703.48	1,503.53	4,278.52	92.49
Total Revenues		56,982.00	52,703.48	1,503.53	4,278.52	92.49
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
12/06/2018	PR SUMMARY PR 12/06/2018		37944	99.03	750	
12/13/2018	PR SUMMARY PR 12/13/2018		37987	257.50	751	
12/20/2018	PR SUMMARY PR 12/20/2018		38072	99.03	752	
12/27/2018	PR SUMMARY PR 12/27/2018		38110	99.03	753	
248-000-702.000	WAGES	5,150.00	2,634.22	554.59	2,515.78	51.15
248-000-715.000	SOCIAL SECURITY					
12/06/2018	PR SUMMARY PR 12/06/2018		37944	7.34	750	
12/13/2018	PR SUMMARY PR 12/13/2018		37987	19.47	751	
12/20/2018	PR SUMMARY PR 12/20/2018		38072	7.34	752	
12/27/2018	PR SUMMARY PR 12/27/2018		38110	7.34	753	
248-000-715.000	SOCIAL SECURITY	0.00	195.63	41.49	(195.63)	100.00
248-000-727.000	SUPPLIES	100.00	541.28	0.00	(441.28)	541.28
248-000-727.220	SUPPLIES	100.00	0.00	0.00	100.00	0.00
248-000-807.000	AUDIT FEES	0.00	0.00	0.00	0.00	100.00
248-000-818.000	CONTRACTED SERVICES					
12/04/2018	AP CARDMEMBER SERVICE/CREDIT CARD STATEMENT		37910	118.32		Inv #: '112618' Vendor 'CA003'
12/06/2018	AP JR ELECTRIC, LLC/DDA PARKING LOT ELECTRIC EXTENTION		37960	1,080.18		Inv #: '16-501' Vendor 'JR001'
12/31/2018	AP /SERVICES FOR DDA: DEC 2018		38272	400.00		Inv #: '2802' Vendor ''
248-000-818.000	CONTRACTED SERVICES	10,660.00	10,335.76	1,598.50	324.24	96.96
248-000-818.030	MARKETING	0.00	0.00	0.00	0.00	100.00
248-000-818.220	CONTRACTED SERVICES					
12/07/2018	AP MOSS, CLEAMOND/CITY HALL/220 BLDG CLEANING		37974	51.75		Inv #: 'STATEMENT' Vendor 'MO011'

Fund 248 - DDA

GL Number	Description	2018-19 Amended Budget	YEAR-TO-DATE THRU 12/31/18	ACTIVITY FOR MONTH ENDED 12/31/2018	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
12/21/2018	AP MOSS, CLEAMOND/CITY HALL/220 BLDG CLEANING		38086	34.50	Inv #: 'STATEMENT' Vendor 'MO011'	
248-000-818.220	CONTRACTED SERVICES	2,434.00	845.40	86.25	1,588.60	34.73
248-000-826.000	LEGAL FEES	3,000.00	0.00	0.00	3,000.00	0.00
248-000-864.000	CLASSES AND CONFEREN	250.00	0.00	0.00	250.00	0.00
248-000-868.020	INTEREST ON LOAN	12,167.00	5,166.65	0.00	7,000.35	42.46
248-000-871.000	FACADE GRANT	0.00	0.00	0.00	0.00	100.00
248-000-880.000	COMMUNITY PROMOTION					
12/04/2018	AP CARDMEMBER SERVICE/CREDIT CARD STATEMENT		37910	618.31	Inv #: '112618' Vendor 'CA003'	
12/06/2018	AP PONDEROSA NURSERY INC/DDA - GARLAND		37961	748.00	Inv #: '28389' Vendor 'PO001'	
12/06/2018	AP COLLEEN LASHELL/2018 HOLIDAY CELEBRATION SUPPLIES		37959	14.95	Inv #: 'MISC' Vendor 'MISC'	
248-000-880.000	COMMUNITY PROMOTION	8,500.00	6,327.82	1,381.26	2,172.18	74.44
248-000-880.049	STREETScape COSTS OTHER					
12/04/2018	AP CARDMEMBER SERVICE/CREDIT CARD STATEMENT		37910	368.77	Inv #: '112618' Vendor 'CA003'	
248-000-880.049	STREETScape COSTS OTHER	500.00	668.77	368.77	(168.77)	133.75
248-000-910.000	LIABILITY INSURANCE	2,200.00	776.00	0.00	1,424.00	35.27
248-000-920.000	PUBLIC UTILITIES					
12/07/2018	AP FRONTIER/PHONE SERVICE		37973	264.25	Inv #: '12042018' Vendor 'FR002'	
12/07/2018	AP CONSUMERS ENERGY/ELECTRIC SERVICE		37971	58.48	Inv #: 'VARIOUS' Vendor 'CO001'	
12/07/2018	AP CONSUMERS ENERGY/ELECTRIC SERVICE		37971	166.98	Inv #: 'VARIOUS' Vendor 'CO001'	
12/28/2018	AP COMCAST/INTERNET SERVICES		38126	106.85	Inv #: '12262018' Vendor 'CO003'	
248-000-920.000	PUBLIC UTILITIES	3,200.00	1,764.26	596.56	1,435.74	55.13
248-000-920.220	PUBLIC UTILITIES					
12/28/2018	AP MICHIGAN GAS UTILITIES/GAS UTILITY SERVICES		38129	83.64	Inv #: 'VARIOUS' Vendor 'MI016'	
248-000-920.220	PUBLIC UTILITIES	4,400.00	2,297.11	83.64	2,102.89	52.21
248-000-955.000	WEB SITE	400.00	0.00	0.00	400.00	0.00
248-000-956.000	MISC EXPENSE	500.00	0.00	0.00	500.00	0.00
248-000-958.000	MEMBERSHIP DUES	650.00	270.00	0.00	380.00	41.54
248-000-967.000	PROJECT COSTS	0.00	6,000.00	0.00	(6,000.00)	100.00
Total - Dept 000		54,211.00	37,822.90	4,711.06	16,388.10	69.77
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	820.12	0.00	5,179.88	13.67
248-751-956.000	MISC EXPENSE	500.00	134.97	0.00	365.03	26.99

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
Balances as of 12/31/2018

Fund 248 - DDA

GL Number	Description	2018-19 Amended Budget	YEAR-TO-DATE THRU 12/31/18	ACTIVITY FOR MONTH ENDED 12/31/2018	Available Balance	% Used
Expenditures						
Department 751: PARKS & RECREATION						
Total - Dept 751		6,500.00	955.09	0.00	5,544.91	14.69
Total Expenditures		60,711.00	38,777.99	4,711.06	21,933.01	63.87
NET OF REVENUES AND EXPENDITURES		(3,729.00)	13,925.49	(3,207.53)	(17,654.49)	

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/11/2019	AP	ASCAP COMMUNITY PROMOTION Vnd: AS002 Invoice: STATEMENT	248-000-880.000 248-000-202.000	357.00	357.00
		Expected Check Run: 01/11/2019		<u>357.00</u>	<u>357.00</u>
01/11/2019	AP	CHIPS GROUNDCOVER LLC COMMUNITY PROMOTION Vnd: MISC Invoice: 21581	248-000-880.000 248-000-202.000	4,540.00	4,540.00
		Expected Check Run: 01/11/2019		<u>4,540.00</u>	<u>4,540.00</u>
01/10/2019	AP	DICKINSONS HARDWARE SUPPLIES COMMUNITY PROMOTION SUPPLIES Vnd: DI001 Invoice: STATEMENT	248-000-727.000 248-000-880.000 248-000-727.000 248-000-202.000	45.92 93.93 136.65	276.50
		Expected Check Run: 01/11/2019		<u>276.50</u>	<u>276.50</u>
01/11/2019	AP	EAGLES' NEST STORAGE CO. INC. CONTRACTED SERVICES Vnd: MISC Invoice: STATEMENT	248-000-818.000 248-000-202.000	360.00	360.00
		Expected Check Run: 01/11/2019		<u>360.00</u>	<u>360.00</u>
				<u>5,533.50</u>	<u>5,533.50</u>
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	248-000-202.000		5,533.50
			TOTAL INCREASE IN PAYABLE:		5,533.50



The ACCF wants to celebrate your hometown!

Hometowns in each of the following school districts will be awarded a \$1,000 grant!

***Allegan Fennville Hopkins Hamilton Wayland Saugatuck
Bloomingdale Otsego Martin Plainwell***

How Love Your Hometown Works:

- By yourself or with a team (co-workers, scout troop members, family, sports team, youth groups, classmates, neighbors, etc.) develop a project that would benefit your community.
- Submit a completed application for review and approval.
- Encourage everyone you know to vote for your idea!
- Everyone gets to vote online for their favorite project once per day.
- Voting starts on February 14 and ends on March 31, 2019.

Here are some sample ideas...

Build a little library! ♥ Add a park bench on your favorite walking path! ♥ Replace a net at a community tennis court! ♥ Work with the fire department to paint hydrants! ♥ Replace the wood chips at the children's playground! ♥ Ideas are limited only by your imagination!

Your project should...

- Benefit your entire hometown
- Enhance, improve, or beautify your hometown

Your project should NOT...

- Be for the purpose of providing funds to a business or organization
- Be for the purpose of supporting repetitive operational needs, but rather for a specific initiative
- Be for the benefit of a person, church, loan, office equipment, capital campaign, routine maintenance, administrative costs or for political purposes

Love Your Hometown Timeline

Applications due to the Allegan County Community Foundation by.....**January 14, 2019**
Applicants notified of approval/decline of project by**February 10, 2019**
Voting Takes Place Between.....**February 14 – March 31, 2019**
Grant Check Presentations.....**Between April 15 and July 1, 2019**
Projects must be completed by.....**December 31, 2019**

Submit application by email to: LoveYourHometown@alleganfoundation.org, by fax: 269.673.8745, or by mail: ACCF PO Box 278 Allegan MI 49010. Please contact Jennifer at 269.673.8344 with questions.

Frequently Asked Questions:

Can I apply if I live in Dorr (Allegan Township, Glenn, Lee Township, etc.)? If your project benefits a hometown in Allegan County OR Bloomingdale, you are welcome to apply.

Do I need to be a resident of the town I am submitting the project for? No.

I live in Florida now, can I still submit a project? Yes!

Can I submit more than one project? Yes.

How does a project win a grant? People will vote online for the project they would like to see happen in their hometown. The project that has the most votes wins!

If my project wins, when will I get the check? The Allegan County Community Foundation is not able to write checks to people, just tax-exempt organizations. The ACCF will arrange a tax-exempt organization responsible for accepting the check and overseeing the project expenses.

Can my boy scout/girl scout/4-H Club/men's group/women's group, etc. submit a project? Absolutely! Just be sure to have an adult sign the application if you are under 18.

How do people vote? By going to www.alleganfoundation.org

How often can people vote? One time per day.

Is there a limit to how many people can participate in a project? No! The more the merrier.

Is every project submitted eligible for votes? Each project will be reviewed for appropriateness, adherence to eligibility, and for community benefit. Projects that involve public land will need to be approved by a local municipality. The Foundation will seek approval on your behalf. The Foundation reserves the right to decline applications that do not meet the eligibility requirements.

What should I expect after I submit a project? Each applicant will receive either a Participant Packet or a decline notification by February 10, 2019.

What is a Participant Packet? Participant Packets include:

- Promotional materials to help you explain the project to others (and encourage them to vote!)
- Two t-shirts! (additional shirts are \$12 each)
- Electronic information: logo, social media information, etc.

 *Love* your hometown is brought to you by:



Grant Application

Applications may be hand-written or downloaded: www.alleganfoundation.org

Applicant Name: _____ Phone: _____

Applicant's Mailing Address: _____

Applicant's Email: _____

If you are working with a team, please list how many members are on your team: _____

1. Describe your project. (In 100 words or less)

2. What benefit does your project provide to your hometown?

3. Why is this project important to you?

4. What are the start and finish dates of your project?

Start Date:

Finish Date:

5. Provide the budget for your project.

Project Expenses (be specific)	Cost per item

Total Project Cost: _____

6. Love Your Hometown grants are limited to \$1,000 or less. If your budget exceeds \$1,000, describe where the remainder of the project expenses are coming from.

Applicant Signature: _____

***Parent/Guardian Signature if Applicant is under age 18:** _____

Approved projects will receive a packet at the address provided on the application. Packets will include two t-shirts. Additional shirts may be purchased for \$12 each. Please print the name(s) and t-shirt size(s) below. Add a separate page with the same information and a check made out to ACCF if ordering additional shirts.

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Name _____ Adult Size: _____ Child Size: _____

Have fun, be creative, and show us your hometown pride!

RFP FOR REAL ESTATE SERVICES

The City of Fennville Downtown Development Authority (Fennville DDA) seeks a real estate firm specializing in commercial real estate to provide services for property owned by the City/DDA located on West Main Street, Fennville, MI. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the Fennville DDA to supply real estate services as outlined herein. The property is located in the Central Business District.

The firm is expected to market and sell the property to budding entrepreneurs, existing firms and new firms seeking a new Chelsea location.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the City/DDA and provide monthly reports to the City Manager.

Sealed proposals should be submitted to the City of Fennville DDA, Attn: Amanda Morgan, City Administrator, 222 S Maple Street, PO Box 666, Fennville, MI 49408 no later than 4:30 p.m. on Thursday, January 31, 2019; clearly marked on the outside "Proposal – Real Estate Services".

All proposals should include the following:

- Firm Overview: Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy.
- Proposed Services: Define the resources you would devote to the sale of the properties.
- Staff: Provide biographies for key staff.
- Relevant Experience: Provide an overview of any relevant experience of your firm or its staff.
- Commission: Include the amount of the commission collected upon the sale of the property.

The Fennville DDA reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the Fennville DDA.

All questions should be sent to Amanda Morgan, City Administrator by e-mail at amorgan@fennville.com or phone at (269) 561-8321.