



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, May 1, 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. April 3, 2019
6. Treasurer Report
 - a. Treasurer Reports
 - b. Invoices – None for April

UNFINISHED BUSINESS

7. The DDA will discuss the status of the sale of the downtown properties.
8. The DDA will discuss plans for the Lakeshore Networking event they are hosting in June.
9. The DDA will be asked to discuss repaving the parking spots on Main Street during the MDOT project in 2020 and will receive cost estimates for the project.
10. The DDA will receive an update on the PPT reimbursement request from the State.

NEW BUSINESS

11. The DDA will be asked to discuss issuing two requests for Interns for the Goose Festival.
12. The DDA will be asked to allow the City Administrator to work with Salt of Earth to install water service on the DDA lot downtown for watering their garden.
13. Committee Reports:
 - a. Economic Development
 - b. Marketing and Promotion
 - c. Physical Elements
 - d. Goose Festival
 - e. City Commission
14. Miscellaneous
15. Adjournment
 - a. Next meeting is June 5, 2019

DRAFT



DOWNTOWN DEVELOPMENT AUTHORITY

**City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, April 3, 2019
7:00 p.m.**

Minutes

1. Call to Order

The meeting was called to order by Chairperson Cook at 7:05 p.m.

2. Roll Call

Present: Pantelleria, Schrock, Shahrak, Cook
Absent: Bushee, Ramos, Rummer

3. Pledge of Allegiance

Pledge of Allegiance was recited.

4. Public Comments

None at this time.

5. Approval of the following DDA Minutes:

a. March 6, 2019

Moved by Schrock, seconded by Pantelleria to approve the minutes with the addition of "seconded by Schrock" to the motion for item #7. Voted Yes: All. Motion carried.

6. Treasurer Report

- a. Treasurer Reports
- b. Invoices – None for March

There were no invoices for DDA approve during the meeting. The City Administrator did note that there was a bill from the attorney charged to the DDA but was paid with the City Commission bills.

UNFINISHED BUSINESS

7. The DDA will receive a proposal from Heather Conley for real estate services for the downtown properties.

Due to an emergency, Heather Conley was unable to attend the meeting. She will be invited to attend the meeting in May.

8. The DDA will be asked to discuss a landscaping contract with LDS for work in the rain garden.

The DDA Reviewed the proposal from Landscape Design Services for work on the raingarden located within the DDA parking lot.

Moved by Pantelleria to accept the proposal from Landscape Design Services in the amount of \$792 for services in the rain garden. Seconded by Schrock. Voted Yes: All. Motion carried.

9. The DDA will discuss the status of the Streetscape Extension grant application.

The City Administrator updated the DDA on status of the streetscape extension grant application. Staff met with the engineer from Abonmarche to review the changes discussed during the last meeting. In addition, after discussions with MDOT, they were asked to include a crosswalk in the plans. Abonmarche to update design and estimates to reflect changes. The will be asked to contact the grant administrator by May 18th to express the DDA's intent to apply.

10. The DDA will discuss plans for the Lakeshore Networking event they are hosting in May.

The DDA will be hosting the Lakeshore Networking event for May. The City Administrator suggested that the DDA consider hosting the event at the Steven's Hotel and use the opportunity to present the preliminary plans for the Streetscape Extension which will include the area in front of that property. The City Administrator will contact the networking event organizer to have them reach out to the hotel.

11. Committee Reports:

- a. Economic Development – committee will be working on proposed budget and plans to have ready for the board to approve during meeting in June.
- b. Marketing and Promotion – committee worked on advertisements. Cook ask the committee to establish marketing guidelines.
- c. Physical Elements – Cook stated that with the additional support coming from the City, this committee will be more project oriented.
- d. Goose Festival – festival committee is working on developing a vision and mission for the festival. Will begin specific group meeting soon.
- e. City Commission - the Mayor informed the commission that he had received some correspondence from a local business owner that was fairly venomous and would expect that the DDA might receive something as well. Also let the DDA know that the City Commission is still working on the purchase of the former Chemical Bank building.

12. Miscellaneous

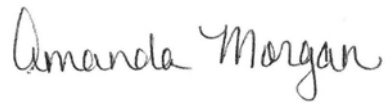
Cook stated her desire to design new banners for the downtown and expressed an interest in coordinating it as an art project with the school.

13. Adjournment

- a. Next meeting is May 1, 2019

Meeting adjourned at 7:43 p.m.

Respectfully Submitted,



Amanda Morgan
City Administrator

Approved by DDA: **DRAFT**

Fund 248 DDA

| GL Number | Description | Balance |
|-------------------------------------------|---------------------------|-------------------|
| *** Assets *** | | |
| 248-000-001.000 | CASH | 106,164.56 |
| 248-000-003.000 | INVESTMENTS | 0.00 |
| 248-000-067.000 | DUE FROM OTHER FUNDS | 0.00 |
| 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 | | 684,376.52 |
| *** 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 | | (6,664.12) |
| Ending Fund Balance | | 381,376.52 |
| Total Liabilities And Fund Balance | | 684,376.52 |

Balances as of 04/30/2019

Fund 248 - DDA

| GL Number | Description | 2018-19 Amended Budget | YEAR-TO-DATE THRU 04/30/19 | ACTIVITY FOR MONTH ENDED 04/30/2019 | Available Balance | % Used |
|-------------------------|---------------------------------------------------------|---------------------------|-------------------------------|-------------------------------------------|-----------------------------------|---------------|
| Revenues | | | | | | |
| Department 000: GENERAL | | | | | | |
| 248-000-403.000 | PROPERTY TAX | | | | | |
| 04/18/2019 | CR 04/18/2019 | | 39110 | 370.69 | 04/18/2019 | |
| 248-000-403.000 | PROPERTY TAX | 46,782.00 | 47,409.88 | 370.69 | (627.88) | 101.34 |
| 248-000-667.000 | RENTAL REVENUE | | | | | |
| 04/01/2019 | CR 04/01/2019 | | 38949 | 850.00 | 04/01/2019 | |
| 04/12/2019 | CR 04/12/2019 | | 39046 | 75.00 | 04/12/2019 | |
| 248-000-667.000 | RENTAL REVENUE | 10,200.00 | 8,575.00 | 925.00 | 1,625.00 | 84.07 |
| 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 | 58,834.88 | 1,295.69 | (1,852.88) | 103.25 |
| Total Revenues | | 56,982.00 | 58,834.88 | 1,295.69 | (1,852.88) | 103.25 |
| Expenditures | | | | | | |
| Department 000: GENERAL | | | | | | |
| 248-000-702.000 | WAGES | | | | | |
| 04/03/2019 | PR SUMMARY PR 04/03/2019 | | 38951 | 99.03 | 768 | |
| 04/10/2019 | PR SUMMARY PR 04/10/2019 | | 39031 | 99.02 | 769 | |
| 04/17/2019 | PR SUMMARY PR 04/17/2019 | | 39049 | 99.03 | 770 | |
| 04/24/2019 | PR SUMMARY PR 04/24/2019 | | 39115 | 99.03 | 771 | |
| 248-000-702.000 | WAGES | 5,150.00 | 4,317.72 | 396.11 | 832.28 | 83.84 |
| 248-000-715.000 | SOCIAL SECURITY | | | | | |
| 04/03/2019 | PR SUMMARY PR 04/03/2019 | | 38951 | 7.34 | 768 | |
| 04/10/2019 | PR SUMMARY PR 04/10/2019 | | 39031 | 7.34 | 769 | |
| 04/17/2019 | PR SUMMARY PR 04/17/2019 | | 39049 | 7.34 | 770 | |
| 04/24/2019 | PR SUMMARY PR 04/24/2019 | | 39115 | 7.34 | 771 | |
| 248-000-715.000 | SOCIAL SECURITY | 0.00 | 320.42 | 29.36 | (320.42) | 100.00 |
| 248-000-727.000 | SUPPLIES | 100.00 | 723.85 | 0.00 | (623.85) | 723.85 |
| 248-000-727.220 | SUPPLIES | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 248-000-818.000 | CONTRACTED SERVICES | | | | | |
| 04/30/2019 | AP /SERVICES FOR DDA: APRIL 2019 | | 39146 | 275.00 | Inv #: '2841' Vendor '' | |
| 248-000-818.000 | CONTRACTED SERVICES | 10,660.00 | 11,941.46 | 275.00 | (1,281.46) | 112.02 |
| 248-000-818.220 | CONTRACTED SERVICES | | | | | |
| 04/02/2019 | AP MOSS, CLEAMOND/CLEANING SERVICES/ CITY HALL&220 BLDG | | 38968 | 34.50 | Inv #: 'STATEMENT' Vendor 'MO011' | |
| 04/05/2019 | AP ORKIN EXTERMINATING CO/DDA: SERVICE AT 220 BLDG | | 39017 | 68.28 | Inv #: '179034229' Vendor 'OR001' | |
| 04/16/2019 | AP MOSS, CLEAMOND/CLEANING SERVICES | | 39068 | 34.50 | Inv #: 'STATEMENT' Vendor 'MO011' | |
| 248-000-818.220 | CONTRACTED SERVICES | 2,434.00 | 2,414.52 | 137.28 | 19.48 | 99.20 |
| 248-000-826.000 | LEGAL FEES | | | | | |

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 04/30/2019

Fund 248 - DDA

| GL Number | Description | 2018-19 Amended Budget | YEAR-TO-DATE THRU 04/30/19 | ACTIVITY FOR MONTH ENDED 04/30/2019 | Available Balance | % Used |
|------------------------------------|-------------------------------------------------------------|---------------------------|-------------------------------|-------------------------------------------|---------------------------------------|-----------|
| Expenditures | | | | | | |
| Department 000: GENERAL | | | | | | |
| 04/02/2019 | AP THRUN LAW FIRM PC/ATTORNEY SERVICES FOR MARCH 2019 | | 38973 | 766.40 | Inv #: '253695/253696' Vendor 'TH007' | |
| 248-000-826.000 | LEGAL FEES | 3,000.00 | 766.40 | 766.40 | 2,233.60 | 25.55 |
| 248-000-864.000 | CLASSES AND CONFEREN | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 248-000-868.020 | INTEREST ON LOAN | | | | | |
| 04/01/2019 | GJ INTEREST PAID ON LOAN TO DDA | | 38997 | 1,033.33 | JE# 2826 | |
| 248-000-868.020 | INTEREST ON LOAN | 12,167.00 | 10,333.30 | 1,033.33 | 1,833.70 | 84.93 |
| 248-000-880.000 | COMMUNITY PROMOTION | 8,500.00 | 12,665.09 | 0.00 | (4,165.09) | 149.00 |
| 248-000-880.049 | STREETScape COSTS OTHER | 500.00 | 668.77 | 0.00 | (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 | | | | | |
| 04/05/2019 | AP FRONTIER/SERVICE FOR 2/20 - 4/27/19 | | 39014 | 40.10 | Inv #: '032019' Vendor 'FR002' | |
| 04/16/2019 | AP CITY OF FENNVILLE/DDA: UB 567 & UB 867 | | 39091 | 30.26 | Inv #: '031819' Vendor 'CI001' | |
| 04/16/2019 | AP CONSUMERS ENERGY/BILLING PEIRODS: 3/1 - 3/31/191 | | 39093 | 52.39 | Inv #: '040119' Vendor 'CO001' | |
| 248-000-920.000 | PUBLIC UTILITIES | 3,200.00 | 2,806.85 | 122.75 | 393.15 | 87.71 |
| 248-000-920.220 | PUBLIC UTILITIES | | | | | |
| 04/05/2019 | AP FRONTIER/SERVICE FOR 2/20 - 4/27/19 | | 39014 | 228.91 | Inv #: '032019' Vendor 'FR002' | |
| 04/05/2019 | AP MICHIGAN GAS UTILITIES/BILLING PERIODS: 2/19 - 3/19/19 | | 39016 | 93.67 | Inv #: '032219' Vendor 'MI016' | |
| 04/16/2019 | AP CITY OF FENNVILLE/DDA: UB 567 & UB 867 | | 39091 | 63.53 | Inv #: '031819' Vendor 'CI001' | |
| 04/16/2019 | AP CONSUMERS ENERGY/BILLING PERIODS: 3/1 - 3/31/191 | | 39093 | 162.01 | Inv #: '040119' Vendor 'CO001' | |
| 04/26/2019 | AP MICHIGAN GAS UTILITIES/BILLING PERIODS: 3/20/19 - 4/16/1 | | 39126 | 65.44 | Inv #: '041719' Vendor 'MI016' | |
| 248-000-920.220 | PUBLIC UTILITIES | 4,400.00 | 3,849.24 | 613.56 | 550.76 | 87.48 |
| 248-000-955.000 | WEB SITE | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 248-000-956.000 | MISC EXPENSE | 500.00 | 183.96 | 0.00 | 316.04 | 36.79 |
| 248-000-958.000 | MEMBERSHIP DUES | 650.00 | 495.00 | 0.00 | 155.00 | 76.15 |
| 248-000-967.000 | PROJECT COSTS | 0.00 | 6,000.00 | 0.00 | (6,000.00) | 100.00 |
| Total - Dept 000 | | 54,211.00 | 58,262.58 | 3,373.79 | (4,051.58) | 107.47 |
| Department 751: PARKS & RECREATION | | | | | | |
| 248-751-818.000 | CONTRACTED SERVICES | | | | | |
| 04/05/2019 | AP LANDSCAPE DESIGN SERVICES INC/RAIN GARDEN PARKING LOT AR | | 39015 | 792.00 | Inv #: '031219' Vendor 'IA007' | |
| 248-751-818.000 | CONTRACTED SERVICES | 6,000.00 | 7,101.45 | 792.00 | (1,101.45) | 118.36 |
| 248-751-956.000 | MISC EXPENSE | 500.00 | 134.97 | 0.00 | 365.03 | 26.99 |
| Total - Dept 751 | | 6,500.00 | 7,236.42 | 792.00 | (736.42) | 111.33 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
Balances as of 04/30/2019

Fund 248 - DDA

| GL Number | Description | 2018-19 Amended Budget | YEAR-TO-DATE THRU 04/30/19 | ACTIVITY FOR MONTH ENDED 04/30/2019 | Available Balance | % Used |
|----------------------------------|-------------|---------------------------|-------------------------------|-------------------------------------------|----------------------|-----------|
| Expenditures | | | | | | |
| Total Expenditures | | 60,711.00 | 65,499.00 | 4,165.79 | (4,788.00) | 107.89 |
| NET OF REVENUES AND EXPENDITURES | | (3,729.00) | (6,664.12) | (2,870.10) | 2,935.12 | |

PERIOD ENDING 04/30/2019

| GL NUMBER | DESCRIPTION | 2018-19 | 2018-19 | AVAILABLE | YTD BALANCE | % BDGT USED |
|-------------------------------------|-------------------------|--------------------|----------------|-----------------------|--------------------------|----------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | BALANCE (ABNORMAL) | 04/30/2019 (ABNORMAL) | |
| Fund 248 - DDA | | | | | | |
| Revenues | | | | | | |
| Dept 000 - GENERAL | | | | | | |
| 248-000-403.000 | PROPERTY TAX | 46,782.00 | 46,782.00 | (627.88) | 47,409.88 | 101.34 |
| 248-000-667.000 | RENTAL REVENUE | 10,200.00 | 10,200.00 | 1,625.00 | 8,575.00 | 84.07 |
| 248-000-671.000 | MISCELLANEOUS | 0.00 | 0.00 | (1,500.00) | 1,500.00 | 100.00 |
| 248-000-676.000 | DONATION | 0.00 | 0.00 | (1,350.00) | 1,350.00 | 100.00 |
| Total Dept 000 - GENERAL | | 56,982.00 | 56,982.00 | (1,852.88) | 58,834.88 | 103.25 |
| TOTAL REVENUES | | 56,982.00 | 56,982.00 | (1,852.88) | 58,834.88 | 103.25 |
| Expenditures | | | | | | |
| Dept 000 - GENERAL | | | | | | |
| 248-000-702.000 | WAGES | 5,150.00 | 5,150.00 | 832.28 | 4,317.72 | 83.84 |
| 248-000-715.000 | SOCIAL SECURITY | 0.00 | 0.00 | (320.42) | 320.42 | 100.00 |
| 248-000-727.000 | SUPPLIES | 100.00 | 100.00 | (623.85) | 723.85 | 723.85 |
| 248-000-727.220 | SUPPLIES | 100.00 | 100.00 | 100.00 | 0.00 | 0.00 |
| 248-000-818.000 | CONTRACTED SERVICES | 10,660.00 | 10,660.00 | (1,281.46) | 11,941.46 | 112.02 |
| 248-000-818.220 | CONTRACTED SERVICES | 2,434.00 | 2,434.00 | 19.48 | 2,414.52 | 99.20 |
| 248-000-826.000 | LEGAL FEES | 3,000.00 | 3,000.00 | 2,233.60 | 766.40 | 25.55 |
| 248-000-864.000 | CLASSES AND CONFEREN | 250.00 | 250.00 | 250.00 | 0.00 | 0.00 |
| 248-000-868.020 | INTEREST ON LOAN | 12,167.00 | 12,167.00 | 1,833.70 | 10,333.30 | 84.93 |
| 248-000-880.000 | COMMUNITY PROMOTION | 8,500.00 | 8,500.00 | (4,165.09) | 12,665.09 | 149.00 |
| 248-000-880.049 | STREETSCAPE COSTS OTHER | 500.00 | 500.00 | (168.77) | 668.77 | 133.75 |
| 248-000-910.000 | LIABILITY INSURANCE | 2,200.00 | 2,200.00 | 1,424.00 | 776.00 | 35.27 |
| 248-000-920.000 | PUBLIC UTILITIES | 3,200.00 | 3,200.00 | 393.15 | 2,806.85 | 87.71 |
| 248-000-920.220 | PUBLIC UTILITIES | 4,400.00 | 4,400.00 | 550.76 | 3,849.24 | 87.48 |
| 248-000-955.000 | WEB SITE | 400.00 | 400.00 | 400.00 | 0.00 | 0.00 |
| 248-000-956.000 | MISC EXPENSE | 500.00 | 500.00 | 316.04 | 183.96 | 36.79 |
| 248-000-958.000 | MEMBERSHIP DUES | 650.00 | 650.00 | 155.00 | 495.00 | 76.15 |
| 248-000-967.000 | PROJECT COSTS | 0.00 | 0.00 | (6,000.00) | 6,000.00 | 100.00 |
| Total Dept 000 - GENERAL | | 54,211.00 | 54,211.00 | (4,051.58) | 58,262.58 | 107.47 |
| Dept 751 - PARKS & RECREATION | | | | | | |
| 248-751-818.000 | CONTRACTED SERVICES | 6,000.00 | 6,000.00 | (1,101.45) | 7,101.45 | 118.36 |
| 248-751-956.000 | MISC EXPENSE | 500.00 | 500.00 | 365.03 | 134.97 | 26.99 |
| Total Dept 751 - PARKS & RECREATION | | 6,500.00 | 6,500.00 | (736.42) | 7,236.42 | 111.33 |
| TOTAL EXPENDITURES | | 60,711.00 | 60,711.00 | (4,788.00) | 65,499.00 | 107.89 |
| Fund 248 - DDA: | | | | | | |
| TOTAL REVENUES | | 56,982.00 | 56,982.00 | (1,852.88) | 58,834.88 | 103.25 |
| TOTAL EXPENDITURES | | 60,711.00 | 60,711.00 | (4,788.00) | 65,499.00 | 107.89 |
| NET OF REVENUES & EXPENDITURES | | (3,729.00) | (3,729.00) | 2,935.12 | (6,664.12) | 178.71 |

City of Fennville - On Street Parking - Optional Participation Estimate

| | |
|--------------|---------|
| JN | (All) |
| Category | (All) |
| Work Item | (blank) |
| Table - Type | (All) |
| Table - Name | (All) |

| Item No | Pay Item Name | Units | Unit Price | Data | |
|--------------------|---------------------------------------------------------------------|-------|------------|---------------|--------------------|
| | | | | Quantity | Grand Total |
| 5010002 | Cold Milling HMA Surface | Syd | 5 | 755 | \$3,775.00 |
| 5010061 | HMA Approach | Ton | 110 | 66 | \$7,260.00 |
| 8110204 | Pavt Mrkg, Preformed Thermoplastic, Accessible Sym | Ea | 350 | 3 | \$1,050.00 |
| 8110293 | Pavt Mrkg, Waterborne, for Rest Areas, Parks, & Lots, 4 inch, Blue | Ft | 2 | 93 | \$186.00 |
| 8110294 | Pavt Mrkg, Waterborne, for Rest Areas, Parks, & Lots, 4 inch, White | Ft | 2 | 1549 | \$3,098.00 |
| 1500001 | Mobilization, Max | LSUM | 2000 | 1.1 | \$2,200.00 |
| 8120170 | Minor Traf Devices | LSUM | 800 | 1.1 | \$880.00 |
| 8120370 | Traf Regulator Control | LSUM | 300 | 1.1 | \$330.00 |
| 2090001 | Project Cleanup | LSUM | 40 | 1.1 | \$44.00 |
| 5010001 | Pavt, Cleaning | LSUM | 40 | 1.1 | \$44.00 |
| Grand Total | | | | 2471.5 | \$18,867.00 |