



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, July 10, 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. June 12, 2019
- 6. Treasurer Report**
 - a. Treasurer Reports
 - b. Invoices totaling \$1,045.00

UNFINISHED BUSINESS

- 7. The DDA will receive and update on the status of the Goose Festival planning efforts.**

NEW BUSINESS

- 8. The DDA will receive and update on the Personal Property Tax Reimbursement status for FY2020.**
- 9. Committee Reports:**
 - a. Economic Development**
 - b. Marketing and Promotion**
 - c. Physical Elements**
 - d. Goose Festival**
 - e. City Commission**
- 10. Miscellaneous**
- 11. Adjournment**
 - Next Meeting is August 7, 2019



DRAFT

DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, June 12, 2019
7:00 p.m.

MINUTES

1. Call to Order

The meeting was called to order at 7:00 p.m.

2. Roll Call

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

The DDA discussed Cook's desire to step down as the Chairperson so that she can focus on the Goose Festival. In her place, she recommended that Ramos be the Chair. With no objection from the members, Ramos was named Chairperson of the DDA.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Public Comments

John from Grace of Douglas was present to invite the Board members to an upcoming event.

5. Approval of the following DDA Minutes:

- a. May 1, 2019

Moved by Cook, Seconded by Schrock to approve the DDA minutes of May 1, 2019. Voted Yes: All. Motion carried.

6. Treasurer Report

- a. Treasurer Reports
- b. Invoices totaling \$594.15

Moved by Cook, seconded by Bushee to approve the invoices totaling \$594.15. Voted Yes: All. Motion carried.

UNFINISHED BUSINESS

7. The DDA will discuss the status of the sale of the downtown properties.

The DDA discussed that there has not been any progress made toward the sale of their properties. It was decided that they would delay any further action until August/September to guarantee the use of the property for Goose Festival.

8. The DDA will discuss the status of the Streetscape Extension Project.

The City Administrator was informed by the engineer for the project that they had discussed the City's intent to submit an application with MDOT and were told that they didn't feel the application would score well. The DDA asked that the City Administrator reach out to another firm and ask them to gauge the likelihood of receiving grant funding.

NEW BUSINESS

9. The DDA will be asked to discuss the proposed FY2020 budget.

The City Administrator gave an overview of the highlights of the FY2020 budget.

Moved by Bushee, seconded by Schrock to recommend approval of the FY2020. Voted Yes: All. Motion carried.

10. Committee Reports:

- a. **Economic Development**
- b. **Marketing and Promotion**
- c. **Physical Elements**
- d. **Goose Festival**
- e. **City Commission**

Each committee gave a brief report, if any of their current projects.


11. Miscellaneous

The DDA discussed the idea of renting/reserving the pavilions in the park.

12. Adjournment

Meeting Adjourned at 7:58 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	156,180.87
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		734,392.83
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	34.50
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		303,034.50
*** 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		43,317.69
Ending Fund Balance		431,358.33
Total Liabilities And Fund Balance		734,392.83

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	2018-19	2018-19	AVAILABLE	YTD BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2019 NORMAL (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
248-000-403.020	PROPERTY TAX--PPT REIMBURSEMENT	0.00	0.00	(54,408.55)	54,408.55	100.00
248-000-667.000	RENTAL REVENUE	10,200.00	10,200.00	(225.00)	10,425.00	102.21
248-000-671.000	MISCELLANEOUS	0.00	0.00	(1,700.00)	1,700.00	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	(58,311.43)	115,293.43	202.33
TOTAL REVENUES		56,982.00	56,982.00	(58,311.43)	115,293.43	202.33
Expenditures						
Dept 000 - GENERAL						
248-000-702.000	WAGES	5,150.00	5,150.00	(158.02)	5,308.02	103.07
248-000-715.000	SOCIAL SECURITY	0.00	0.00	(393.83)	393.83	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	(2,343.96)	13,003.96	121.99
248-000-818.030	MARKETING	0.00	0.00	(360.00)	360.00	100.00
248-000-818.220	CONTRACTED SERVICES	2,434.00	2,434.00	(310.93)	2,744.93	112.77
248-000-826.000	LEGAL FEES	3,000.00	3,000.00	2,145.60	854.40	28.48
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
248-000-880.010	TUESDAYS IN THE PARK	0.00	0.00	(2,000.00)	2,000.00	100.00
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	102.87	3,097.13	96.79
248-000-920.220	PUBLIC UTILITIES	4,400.00	4,400.00	(336.93)	4,736.93	107.66
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	(10,134.17)	64,345.17	118.69
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,000.00	(1,425.60)	7,425.60	123.76
248-751-956.000	MISC EXPENSE	500.00	500.00	295.03	204.97	40.99
Total Dept 751 - PARKS & RECREATION		6,500.00	6,500.00	(1,130.57)	7,630.57	117.39
TOTAL EXPENDITURES		60,711.00	60,711.00	(11,264.74)	71,975.74	118.55
Fund 248 - DDA:						
TOTAL REVENUES		56,982.00	56,982.00	(58,311.43)	115,293.43	202.33
TOTAL EXPENDITURES		60,711.00	60,711.00	(11,264.74)	71,975.74	118.55
NET OF REVENUES & EXPENDITURES		(3,729.00)	(3,729.00)	(47,046.69)	43,317.69	1,161.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 06/30/2019

Fund 248 - DDA

GL Number	Description	2018-19 Amended Budget	YEAR-TO-DATE THRU 06/30/19	ACTIVITY FOR MONTH ENDED 06/30/2019	Available Balance	% Used
Revenues						
Department 000: GENERAL						
248-000-403.000	PROPERTY TAX	46,782.00	47,409.88	0.00	(627.88)	101.34
248-000-403.020	PROPERTY TAX--PPT REIMBURSEMENT	0.00	54,408.55	0.00	(54,408.55)	100.00
248-000-667.000	RENTAL REVENUE	10,200.00	10,425.00	0.00	(225.00)	102.21
248-000-671.000	MISCELLANEOUS	0.00	1,700.00	0.00	(1,700.00)	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	115,293.43	0.00	(58,311.43)	202.33
Total Revenues		56,982.00	115,293.43	0.00	(58,311.43)	202.33
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
06/05/2019	PR SUMMARY PR 06/05/2019		39396	99.04	778	
06/12/2019	PR SUMMARY PR 06/12/2019		39456	99.03	779	
06/19/2019	PR SUMMARY PR 06/19/2019		39524	99.02	780	
06/26/2019	PR SUMMARY PR 06/26/2019		39558	99.03	781	
06/30/2019	PR SUMMARY PR 06/30/2019		39639	99.04	783	
248-000-702.000	WAGES	5,150.00	5,308.02	495.16	(158.02)	103.07
248-000-715.000	SOCIAL SECURITY					
06/05/2019	PR SUMMARY PR 06/05/2019		39396	7.34	778	
06/12/2019	PR SUMMARY PR 06/12/2019		39456	7.34	779	
06/19/2019	PR SUMMARY PR 06/19/2019		39524	7.34	780	
06/26/2019	PR SUMMARY PR 06/26/2019		39558	7.34	781	
06/30/2019	PR SUMMARY PR 06/30/2019		39639	7.35	783	
248-000-715.000	SOCIAL SECURITY	0.00	393.83	36.71	(393.83)	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					
06/30/2019	AP /SERVICES FOR DDA: JUNE 2019		39673	512.50	Inv #: '2861' Vendor ''	
248-000-818.000	CONTRACTED SERVICES	10,660.00	13,003.96	512.50	(2,343.96)	121.99
248-000-818.030	MARKETING	0.00	360.00	0.00	(360.00)	100.00
248-000-818.220	CONTRACTED SERVICES					
06/04/2019	AP MOSS, CLEAMOND/CLEANING AT CITY HALL/220 BLDG		39416	34.50	Inv #: 'STATEMENT' Vendor 'MO011'	
06/18/2019	AP MOSS, CLEAMOND/CLEANING OF CITY HALL/220 BLDG		39512	34.50	Inv #: 'STATEMENT' Vendor 'MO011'	
06/30/2019	AP MOSS, CLEAMOND/CLEANING SERVICES		39609	34.50	Inv #: '06302019' Vendor 'MO011'	
248-000-818.220	CONTRACTED SERVICES	2,434.00	2,744.93	103.50	(310.93)	112.77
248-000-826.000	LEGAL FEES					

Fund 248 - DDA

GL Number	Description	2018-19 Amended Budget	YEAR-TO-DATE THRU 06/30/19	ACTIVITY FOR MONTH ENDED 06/30/2019	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
06/04/2019	AP THRUN LAW FIRM PC/ATTORNEY SERVICES		39422	88.00	Inv #: '254693' Vendor 'TH007'	
248-000-826.000	LEGAL FEES	3,000.00	854.40	88.00	2,145.60	28.48
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	10,333.30	0.00	1,833.70	84.93
248-000-880.000	COMMUNITY PROMOTION					
06/12/2019	CR 06/12/2019		39474	(200.00)	06/12/2019	
06/14/2019	AP WEST MI BLUE STAR C.O.C./LAKESHORE NETWORKING SPONSORSHI		39481	200.00	Inv #: '05212019' Vendor 'MISC'	
248-000-880.000	COMMUNITY PROMOTION	8,500.00	12,665.09	0.00	(4,165.09)	149.00
248-000-880.010	TUESDAYS IN THE PARK					
06/07/2019	AP HAYES GRIFFIN/DDA: JUNE 11, 2019 TUES IN THE PARK		39450	400.00	Inv #: '061119' Vendor 'MISC'	
06/11/2019	AP JOHN T. WENGER/DDA: TUESDAY IN THE PARK: JUNE 11, 2019		39460	400.00	Inv #: '06112019' Vendor 'WE008'	
06/25/2019	AP JOHN T. WENGER/DDA: TUESDAYS IN THE PARK 6/25/19		39559	400.00	Inv #: '062519' Vendor 'WE008'	
06/25/2019	AP PINE RIVER MUSIC/DDA: TUESDAYS IN THE PARK 6/25/19		39560	800.00	Inv #: '62519' Vendor 'PI003'	
248-000-880.010	TUESDAYS IN THE PARK	0.00	2,000.00	2,000.00	(2,000.00)	100.00
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					
06/07/2019	AP FRONTIER/DDA: SERVICE AT 220 BLDG		39449	40.10	Inv #: '052819' Vendor 'FR002'	
06/07/2019	AP CONSUMERS ENERGY/BILLING PERIODS: 5/1 - 5/31/19		39448	46.46	Inv #: '053119' Vendor 'CO001'	
248-000-920.000	PUBLIC UTILITIES	3,200.00	3,097.13	86.56	102.87	96.79
248-000-920.220	PUBLIC UTILITIES					
06/07/2019	AP FRONTIER/DDA: SERVICE AT 220 BLDG		39449	226.20	Inv #: '052819' Vendor 'FR002'	
06/07/2019	AP CONSUMERS ENERGY/BILLING PERIODS: 5/1 - 5/31/19		39448	177.38	Inv #: '053119' Vendor 'CO001'	
06/28/2019	AP MICHIGAN GAS UTILITIES/BILLING PERIODS: 5/17 - 6/18/19		39584	44.49	Inv #: '062119' Vendor 'MI016'	
248-000-920.220	PUBLIC UTILITIES	4,400.00	4,736.93	448.07	(336.93)	107.66
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	64,345.17	3,770.50	(10,134.17)	118.69
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES					
06/14/2019	AP JR ELECTRIC, LLC/CLOCK REPAIR		39478	272.85	Inv #: '16-607' Vendor 'JR001'	
06/14/2019	AP LAKESHORE IRRIGATION/SERVICE		39479	51.30	Inv #: '29575' Vendor 'LA001'	

Fund 248 - DDA

GL Number	Description	2018-19 Amended Budget	YEAR-TO-DATE THRU 06/30/19	ACTIVITY FOR MONTH ENDED 06/30/2019	Available Balance	% Used
Expenditures						
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	7,425.60	324.15	(1,425.60)	123.76
248-751-956.000	MISC EXPENSE					
06/14/2019	AP RUMMER CLAUDE D/SUPPLIES		39480	70.00	Inv #: '06122019' Vendor 'RU001'	
248-751-956.000	MISC EXPENSE	500.00	204.97	70.00	295.03	40.99
Total - Dept 751		6,500.00	7,630.57	394.15	(1,130.57)	117.39
Total Expenditures		60,711.00	71,975.74	4,164.65	(11,264.74)	118.55
NET OF REVENUES AND EXPENDITURES		(3,729.00)	43,317.69	(4,164.65)	(47,046.69)	

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2019	AP	R-COMM MEDIA MARKETING Vnd: RC001 Invoice: 2562	Invoice: 2562 Ref#: 12564(1/4 PAGE TIP AD) 248-000-818.030 248-000-202.000	250.00	250.00
		Expected Check Run: 07/12/2019		<u>250.00</u>	<u>250.00</u>
06/30/2019	AP	R-COMM MEDIA MARKETING Vnd: RC001 Invoice: 2584	Invoice: 2584 Ref#: 12565(FULL PAGE FENNVILLE DDA AD) 248-000-818.030 248-000-202.000	620.00	620.00
		Expected Check Run: 07/12/2019		<u>620.00</u>	<u>620.00</u>
07/12/2019	AP	WEST MI BLUE STAR C.O.C. COMMUNITY PROMOTION Vnd: MISC Invoice: 05212019	Invoice: 05212019 Ref#: 12566(LAKESHORE NETWORKING SPONSOR 09/2019) 248-000-880.000 248-000-202.000	175.00	175.00
		Expected Check Run: 07/12/2019		<u>175.00</u>	<u>175.00</u>
Cash/Payable Account Totals:				<u><u>1,045.00</u></u>	<u><u>1,045.00</u></u>
		ACCOUNTS PAYABLE	248-000-202.000		1,045.00
			TOTAL INCREASE IN PAYABLE:		1,045.00