



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, August 7, 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
 - b. July 10, 2019
- 6. Treasurer Report**
 - a. Treasurer Reports

UNFINISHED BUSINESS

- 7. The DDA will receive and update on the status of the Goose Festival planning efforts and will be asked to authorize the application for the Liquor License for the event.**
- 8. Committee Reports:**
 - a. Economic Development**
 - b. Marketing and Promotion**
 - c. Physical Elements**
 - d. Goose Festival**
 - e. City Commission**
- 9. Miscellaneous**
- 10. Adjournment**
 - Next Meeting is September 4, 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.

It was a consensus of the board to request the City Administrator work to get the water fountain removed from Hutchinson Garden.

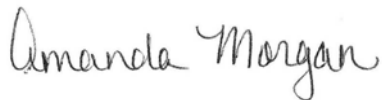
11. Miscellaneous

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**



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 222 South Maple Street, Fennville, MI 49408
Wednesday, July 10, 2019
7:00 p.m.

MINUTES

1. Call to Order at 7:00 p.m.

2. Roll Call

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

Due to the lack of a quorum, the regular meeting was adjourned. The following items listed on the agenda were briefly discussed for informational purposes.

- Update on the status of the Goose Festival planning efforts.
- Update on the Personal Property Tax Reimbursement status for FY2020.

Respectfully Submitted,

Amanda Morgan
City Administrator

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	138,800.27
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		717,012.23
*** 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 - 18-19		388,040.64
Net of Revenues VS Expenditures - 18-19		40,564.50
*18-19 End FB/19-20 Beg FB		428,605.14
Net of Revenues VS Expenditures - Current Year		(14,592.91)
Ending Fund Balance		414,012.23
Total Liabilities And Fund Balance		717,012.23

* Year Not Closed

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20	2019-20	AVAILABLE	YTD BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 248 - DDA						
Revenues						
Dept 000 - GENERAL						
248-000-403.000	PROPERTY TAX	47,410.00	47,410.00	47,410.00	0.00	0.00
248-000-667.000	RENTAL REVENUE	11,100.00	11,100.00	9,250.00	1,850.00	16.67
248-000-676.000	DONATION	5,000.00	5,000.00	5,000.00	0.00	0.00
Total Dept 000 - GENERAL		63,510.00	63,510.00	61,660.00	1,850.00	2.91
TOTAL REVENUES		63,510.00	63,510.00	61,660.00	1,850.00	2.91
Expenditures						
Dept 000 - GENERAL						
248-000-702.000	WAGES	8,850.00	8,850.00	7,856.99	993.01	11.22
248-000-715.000	SOCIAL SECURITY	677.00	677.00	604.79	72.21	10.67
248-000-727.000	SUPPLIES	500.00	500.00	500.00	0.00	0.00
248-000-818.000	CONTRACTED SERVICES	3,000.00	3,000.00	3,000.00	0.00	0.00
248-000-818.030	MARKETING	1,000.00	1,000.00	1,000.00	0.00	0.00
248-000-818.220	CONTRACTED SERVICES	1,500.00	1,500.00	1,393.12	106.88	7.13
248-000-826.000	LEGAL FEES	1,500.00	1,500.00	1,500.00	0.00	0.00
248-000-868.020	INTEREST ON LOAN	12,167.00	12,167.00	0.00	12,167.00	100.00
248-000-880.000	COMMUNITY PROMOTION	9,000.00	9,000.00	8,825.00	175.00	1.94
248-000-880.010	TUESDAYS IN THE PARK	4,000.00	4,000.00	1,700.00	2,300.00	57.50
248-000-880.049	STREETSCAPE COSTS OTHER	700.00	700.00	700.00	0.00	0.00
248-000-910.000	LIABILITY INSURANCE	800.00	800.00	800.00	0.00	0.00
248-000-920.000	PUBLIC UTILITIES	5,720.00	5,720.00	5,527.29	192.71	3.37
248-000-920.220	PUBLIC UTILITIES	4,300.00	4,300.00	3,863.90	436.10	10.14
248-000-955.000	WEB SITE	925.00	925.00	925.00	0.00	0.00
248-000-958.000	MEMBERSHIP DUES	500.00	500.00	500.00	0.00	0.00
248-000-970.000	CAPITAL OUTLAY	22,700.00	22,700.00	22,700.00	0.00	0.00
248-000-999.000	CONTRIBUTION TO OTHER	2,500.00	2,500.00	2,500.00	0.00	0.00
Total Dept 000 - GENERAL		80,339.00	80,339.00	63,896.09	16,442.91	20.47
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,000.00	6,000.00	0.00	0.00
Total Dept 751 - PARKS & RECREATION		6,000.00	6,000.00	6,000.00	0.00	0.00
TOTAL EXPENDITURES		86,339.00	86,339.00	69,896.09	16,442.91	19.04
Fund 248 - DDA:						
TOTAL REVENUES		63,510.00	63,510.00	61,660.00	1,850.00	2.91
TOTAL EXPENDITURES		86,339.00	86,339.00	69,896.09	16,442.91	19.04
NET OF REVENUES & EXPENDITURES		(22,829.00)	(22,829.00)	(8,236.09)	(14,592.91)	63.92

Fund 248 - DDA

GL Number	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 07/31/19	ACTIVITY FOR MONTH ENDED 07/31/2019	Available Balance	% Used
Revenues						
Department 000: GENERAL						
248-000-403.000	PROPERTY TAX	47,410.00	0.00	0.00	47,410.00	0.00
248-000-667.000	RENTAL REVENUE					
07/01/2019	CR 07/01/2019		39594	925.00	07/01/2019	
07/26/2019	CR 07/26/2019		39873	925.00	07/26/2019	
248-000-667.000	RENTAL REVENUE	11,100.00	1,850.00	1,850.00	9,250.00	16.67
248-000-676.000	DONATION	5,000.00	0.00	0.00	5,000.00	0.00
Total - Dept 000		63,510.00	1,850.00	1,850.00	61,660.00	2.91
Total Revenues		63,510.00	1,850.00	1,850.00	61,660.00	2.91
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
07/10/2019	PR SUMMARY PR 07/10/2019		39665	220.65	784	
07/17/2019	PR SUMMARY PR 07/17/2019		39791	339.25	785	
07/24/2019	PR SUMMARY PR 07/24/2019		39846	179.56	786	
07/31/2019	PR SUMMARY PR 07/31/2019		39876	253.55	787	
248-000-702.000	WAGES	8,850.00	993.01	993.01	7,856.99	11.22
248-000-715.000	SOCIAL SECURITY					
07/10/2019	PR SUMMARY PR 07/10/2019		39665	16.14	784	
07/17/2019	PR SUMMARY PR 07/17/2019		39791	24.44	785	
07/24/2019	PR SUMMARY PR 07/24/2019		39846	13.11	786	
07/31/2019	PR SUMMARY PR 07/31/2019		39876	18.52	787	
248-000-715.000	SOCIAL SECURITY	677.00	72.21	72.21	604.79	10.67
248-000-727.000	SUPPLIES	500.00	0.00	0.00	500.00	0.00
248-000-818.000	CONTRACTED SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
248-000-818.030	MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
248-000-818.220	CONTRACTED SERVICES					
07/03/2019	AP ORKIN EXTERMINATING CO/PEST CONTROL SERVICES 220 BLDG		39649	72.38	Inv #: '182618207' Vendor 'OR001'	
07/16/2019	AP MOSS, CLEAMOND/CLEANING CITY HALL/220 BLDG		39764	34.50	Inv #: '071519' Vendor 'MO011'	
248-000-818.220	CONTRACTED SERVICES	1,500.00	106.88	106.88	1,393.12	7.13
248-000-826.000	LEGAL FEES	1,500.00	0.00	0.00	1,500.00	0.00
248-000-868.020	INTEREST ON LOAN					
07/01/2019	GJ INTEREST PAID ON LOAN TO DDA		39731	12,167.00	JE# 2899	
248-000-868.020	INTEREST ON LOAN	12,167.00	12,167.00	12,167.00	0.00	100.00
248-000-880.000	COMMUNITY PROMOTION					
07/12/2019	AP WEST MI BLUE STAR C.O.C./LAKESHORE NETWORKING SPONSOR 09		39747	175.00	Inv #: '05212019' Vendor 'MISC'	

Fund 248 - DDA

GL Number	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 07/31/19	ACTIVITY FOR MONTH ENDED 07/31/2019	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-880.000	COMMUNITY PROMOTION	9,000.00	175.00	175.00	8,825.00	1.94
248-000-880.010	TUESDAYS IN THE PARK					
07/08/2019	AP CORI SOMERS/DDA: TUESDAY IN THE PARK: JULY 9, 2019		39655	500.00	Inv #: '070919' Vendor 'MISC'	
07/08/2019	AP DACIA L. BRIDGES/DDA: TUESDAY IN THE PARK: JULY 9, 2019		39656	500.00	Inv #: '070919' Vendor 'MISC'	
07/08/2019	AP JOHN T. WENGER/DDA: TUESDAY IN THE PARK: JULY 9, 2019		39657	400.00	Inv #: '070919' Vendor 'WE008'	
07/19/2019	AP JESSIE SMITH/DDA: TUESDAYS IN THE PARK 7/23/19		39830	500.00	Inv #: '072319' Vendor 'MISC'	
07/19/2019	AP JOHN T. WENGER/DDA: TEUSDAYS IN THE PARK 7/23/19		39831	400.00	Inv #: '072319' Vendor 'WE008'	
248-000-880.010	TUESDAYS IN THE PARK	4,000.00	2,300.00	2,300.00	1,700.00	57.50
248-000-880.049	STREETScape COSTS OTHER	700.00	0.00	0.00	700.00	0.00
248-000-910.000	LIABILITY INSURANCE	800.00	0.00	0.00	800.00	0.00
248-000-920.000	PUBLIC UTILITIES					
07/03/2019	AP COMCAST/CABLE AND INTERNET SERVICE		39646	106.85	Inv #: 'VARIOUS' Vendor 'CO003'	
07/19/2019	AP FRONTIER/DDA: SERVICE FOR 6/28 - 7/27/19		39829	40.10	Inv #: '062819' Vendor 'FR002'	
07/19/2019	AP CONSUMERS ENERGY/BILLING PERIODS: 5/31 - 6/30/19		39828	45.76	Inv #: '070119' Vendor 'CO001'	
248-000-920.000	PUBLIC UTILITIES	5,720.00	192.71	192.71	5,527.29	3.37
248-000-920.220	PUBLIC UTILITIES					
07/19/2019	AP FRONTIER/DDA: SERVICE FOR 6/28 - 7/27/19		39829	226.20	Inv #: '062819' Vendor 'FR002'	
07/19/2019	AP CONSUMERS ENERGY/BILLING PERIODS: 5/31 - 6/30/19		39828	209.90	Inv #: '070119' Vendor 'CO001'	
248-000-920.220	PUBLIC UTILITIES	4,300.00	436.10	436.10	3,863.90	10.14
248-000-955.000	WEB SITE	925.00	0.00	0.00	925.00	0.00
248-000-958.000	MEMBERSHIP DUES	500.00	0.00	0.00	500.00	0.00
248-000-970.000	CAPITAL OUTLAY	22,700.00	0.00	0.00	22,700.00	0.00
248-000-999.000	CONTRIBUTION TO OTHER	2,500.00	0.00	0.00	2,500.00	0.00
Total - Dept 000		80,339.00	16,442.91	16,442.91	63,896.09	20.47
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	0.00	0.00	6,000.00	0.00
Total - Dept 751		6,000.00	0.00	0.00	6,000.00	0.00
Total Expenditures		86,339.00	16,442.91	16,442.91	69,896.09	19.04
NET OF REVENUES AND EXPENDITURES		(22,829.00)	(14,592.91)	(14,592.91)	(8,236.09)	