



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, June 3, 2020
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the Downtown Development Authority will allow for participation through a virtual meeting site of by telephone. To access the meeting visit:

Join Zoom Meeting

Meeting ID: 828 2410 8599

<https://us02web.zoom.us/j/82824108599>

One tap mobile

+13126266799,,82824108599# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

As always, citizens can also submit their comments in writing by 6:30 p.m. by:

Email to amorgan@fennville.com

Drop Box located on the parking lot side of City Hall

By mail to PO Box 666, Fennville, MI 49408

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Approval of DDA Minutes
 - a. [May 6, 2020](#) – Click link to view draft minutes
6. Treasurer Report
 - a. Treasurer Reports
 - Balance Sheet
 - Revenue & Expenditures Report
 - Revenue & Expenditures w/ Activity
 - b. Invoices – No invoices to be considered.

NEW BUSINESS

7. The DDA will be asked to review the FY21 Budget.

UNFINISHED BUSINESS

8. The DDA will discuss the possibility of a grant/loan program to downtown businesses to provide relieve from COVID19 offered by the Rotary.

9. Committee Reports:

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

10. Miscellaneous

11. Adjournment

- Next Meeting is July 1, 2020

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	150,779.60
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		728,991.56
*** 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	428,605.14
Total Fund Balance		428,605.14
Beginning Fund Balance		428,605.14
Net of Revenues VS Expenditures		(2,613.58)
Ending Fund Balance		425,991.56
Total Liabilities And Fund Balance		728,991.56

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 PERIOD ENDING 05/31/2020

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED	BUDGET NORMAL	05/31/2020 (ABNORMAL) NORMAL	BALANCE (ABNORMAL)	
Fund 248 - DDA						
Dept 000 - GENERAL						
248-000-403.000	PROPERTY TAX	47,410.00		49,623.94	(2,213.94)	104.67
248-000-667.000	RENTAL REVENUE	11,100.00		11,100.00	0.00	100.00
248-000-671.000	MISCELLANEOUS	0.00		2,630.00	(2,630.00)	100.00
248-000-676.000	DONATION	5,000.00		2,850.00	2,150.00	57.00
248-000-702.000	WAGES	8,850.00		9,654.39	(804.39)	109.09
248-000-715.000	SOCIAL SECURITY	677.00		708.85	(31.85)	104.70
248-000-727.000	SUPPLIES	500.00		1,372.56	(872.56)	274.51
248-000-727.220	SUPPLIES	0.00		10.00	(10.00)	100.00
248-000-818.000	CONTRACTED SERVICES	3,000.00		1,179.98	1,820.02	39.33
248-000-818.030	MARKETING	1,000.00		25.00	975.00	2.50
248-000-818.220	CONTRACTED SERVICES	1,500.00		5,121.06	(3,621.06)	341.40
248-000-826.000	LEGAL FEES	1,500.00		0.00	1,500.00	0.00
248-000-868.020	INTEREST ON LOAN	12,167.00		12,167.00	0.00	100.00
248-000-880.000	COMMUNITY PROMOTION	9,000.00		6,307.61	2,692.39	70.08
248-000-880.010	TUESDAYS IN THE PARK	4,000.00		3,900.00	100.00	97.50
248-000-880.020	HOLIDAY CELEBRATION	0.00		2,572.34	(2,572.34)	100.00
248-000-880.049	STREETSCAPE COSTS OTHER	700.00		536.60	163.40	76.66
248-000-910.000	LIABILITY INSURANCE	800.00		811.60	(11.60)	101.45
248-000-920.000	PUBLIC UTILITIES	5,720.00		3,649.94	2,070.06	63.81
248-000-920.220	PUBLIC UTILITIES	4,300.00		5,252.63	(952.63)	122.15
248-000-955.000	WEB SITE	925.00		0.00	925.00	0.00
248-000-958.000	MEMBERSHIP DUES	500.00		485.00	15.00	97.00
248-000-970.000	CAPITAL OUTLAY	22,700.00		0.00	22,700.00	0.00
248-000-999.000	CONTRIBUTION TO OTHER	2,500.00		2,000.00	500.00	80.00
Net - Dept 000 - GENERAL		(16,829.00)		10,449.38	(27,278.38)	
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00		13,062.96	(7,062.96)	217.72
Net - Dept 751 - PARKS & RECREATION		(6,000.00)		(13,062.96)	7,062.96	
Fund 248 - DDA:						
TOTAL REVENUES		63,510.00		66,203.94	(2,693.94)	104.24
TOTAL EXPENDITURES		86,339.00		68,817.52	17,521.48	79.71
NET OF REVENUES & EXPENDITURES		(22,829.00)		(2,613.58)	(20,215.42)	11.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 05/31/2020

Fund 248 - DDA

GL Number	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 05/31/20	ACTIVITY FOR MONTH ENDED 05/31/2020	Available Balance	% Used
Revenues						
Department 000: GENERAL						
248-000-403.000	PROPERTY TAX	47,410.00	49,623.94	0.00	(2,213.94)	104.67
248-000-667.000	RENTAL REVENUE					
05/26/2020	CR 05/26/2020		42320	925.00		
248-000-667.000	RENTAL REVENUE	11,100.00	11,100.00	925.00	0.00	100.00
248-000-671.000	MISCELLANEOUS					
05/20/2020	CR 05/20/2020		42306	2,630.00		
248-000-671.000	MISCELLANEOUS	0.00	2,630.00	2,630.00	(2,630.00)	100.00
248-000-676.000	DONATION	5,000.00	2,850.00	0.00	2,150.00	57.00
Total - Dept 000		63,510.00	66,203.94	3,555.00	(2,693.94)	104.24
Total Revenues		63,510.00	66,203.94	3,555.00	(2,693.94)	104.24
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
05/06/2020	PR SUMMARY PR 05/06/2020		42193	189.45	829	
05/13/2020	PR SUMMARY PR 05/13/2020		42213	236.96	830	
05/20/2020	PR SUMMARY PR 05/20/2020		42275	208.45	831	
05/27/2020	PR SUMMARY PR 05/27/2020		42310	179.95	832	
248-000-702.000	WAGES	8,850.00	9,654.39	814.81	(804.39)	109.09
248-000-715.000	SOCIAL SECURITY					
05/06/2020	PR SUMMARY PR 05/06/2020		42193	13.79	829	
05/13/2020	PR SUMMARY PR 05/13/2020		42213	17.32	830	
05/20/2020	PR SUMMARY PR 05/20/2020		42275	15.13	831	
05/27/2020	PR SUMMARY PR 05/27/2020		42310	13.22	832	
248-000-715.000	SOCIAL SECURITY	677.00	708.85	59.46	(31.85)	104.70
248-000-727.000	SUPPLIES	500.00	1,372.56	0.00	(872.56)	274.51
248-000-727.220	SUPPLIES	0.00	10.00	0.00	(10.00)	100.00
248-000-818.000	CONTRACTED SERVICES	3,000.00	1,179.98	0.00	1,820.02	39.33
248-000-818.030	MARKETING	1,000.00	25.00	0.00	975.00	2.50
248-000-818.220	CONTRACTED SERVICES					
05/04/2020	AP ORKIN EXTERMINATING CO/SERVICES FOR MAY 2020/ 3 ADDRESSE		42167	72.38		
248-000-818.220	CONTRACTED SERVICES	1,500.00	5,121.06	72.38	(3,621.06)	341.40
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	12,167.00	12,167.00	0.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 05/31/2020

Fund 248 - DDA

GL Number	Description	2019-20 Amended Budget	YEAR-TO-DATE THRU 05/31/20	ACTIVITY FOR MONTH ENDED 05/31/2020	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-880.000	COMMUNITY PROMOTION	9,000.00	6,307.61	0.00	2,692.39	70.08
248-000-880.010	TUESDAYS IN THE PARK	4,000.00	3,900.00	0.00	100.00	97.50
248-000-880.020	HOLIDAY CELEBRATION	0.00	2,572.34	0.00	(2,572.34)	100.00
248-000-880.049	STREETSCAPE COSTS OTHER	700.00	536.60	0.00	163.40	76.66
248-000-910.000	LIABILITY INSURANCE	800.00	811.60	0.00	(11.60)	101.45
248-000-920.000	PUBLIC UTILITIES					
05/15/2020 AP	CONSUMERS ENERGY/BILLING PERIODS: 3/27 - 4/27/20		42229	51.54	Inv #: '042720' Vendor 'CO001'	
05/15/2020 AP	FRONTIER/DDA: SERVICE AT 220 BLDG		42232	40.10	Inv #: '042820' Vendor 'FR002'	
05/29/2020 AP	COMCAST/SERVICE THRU 6/14/20		42336	239.00	Inv #: '101419819' Vendor 'CO0010'	
248-000-920.000	PUBLIC UTILITIES	5,720.00	3,649.94	330.64	2,070.06	63.81
248-000-920.220	PUBLIC UTILITIES					
05/15/2020 AP	CONSUMERS ENERGY/BILLING PERIODS: 3/27 - 4/27/20		42229	144.10	Inv #: '042720' Vendor 'CO001'	
05/15/2020 AP	FRONTIER/DDA: SERVICE AT 220 BLDG		42232	220.38	Inv #: '042820' Vendor 'FR002'	
05/29/2020 AP	MICHIGAN GAS UTILITIES/BILLING PERIODS: 4/15 - 5/14/20		42335	57.29	Inv #: '051920' Vendor 'MI016'	
248-000-920.220	PUBLIC UTILITIES	4,300.00	5,252.63	421.77	(952.63)	122.15
248-000-955.000	WEB SITE	925.00	0.00	0.00	925.00	0.00
248-000-958.000	MEMBERSHIP DUES	500.00	485.00	0.00	15.00	97.00
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	2,000.00	0.00	500.00	80.00
Total - Dept 000		80,339.00	55,754.56	1,699.06	24,584.44	69.40
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	13,062.96	0.00	(7,062.96)	217.72
Total - Dept 751		6,000.00	13,062.96	0.00	(7,062.96)	217.72
Total Expenditures		86,339.00	68,817.52	1,699.06	17,521.48	79.71
NET OF REVENUES AND EXPENDITURES		(22,829.00)	(2,613.58)	1,855.94	(20,215.42)	

Calculations as of 06/30/2020

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 06/30/20	2019-20 PROJECTED ACTIVITY	2020-21 INISTRATOR DRAFT BUDGET
ESTIMATED REVENUES					
Dept 000 - GENERAL					
248-000-403.000	PROPERTY TAX	47,410	49,624	49,624	46,276
248-000-403.020	PROPERTY TAX--PPT REIMBURSEMENT				
248-000-501.000	CDBG				
248-000-501.501	USDA RBEG GRANT				
248-000-539.000	STATE GRANTS				
248-000-626.000	SERVICES RENDERED				
248-000-665.000	INTEREST EARNED				
248-000-667.000	RENTAL REVENUE	11,100	11,100	12,025	11,100
248-000-668.000	INVESTMENT GAINS AND LOSSES				
248-000-671.000	MISCELLANEOUS		2,630		
248-000-673.000	SALE OF FIXED ASSETS				
248-000-676.000	DONATION	5,000	2,850	2,850	3,000
248-000-699.000	CONTRIBUTION FROM				
Totals for dept 000 - GENERAL		63,510	66,204	64,499	60,376
TOTAL ESTIMATED REVENUES		63,510	66,204	64,499	60,376
APPROPRIATIONS					
Dept 000 - GENERAL					
248-000-702.000	WAGES	8,850	9,882	10,323	11,188
248-000-715.000	SOCIAL SECURITY	677	725	790	856
248-000-727.000	SUPPLIES	500	1,373	1,373	500
248-000-727.220	SUPPLIES		10		
248-000-807.000	AUDIT FEES				318
248-000-818.000	CONTRACTED SERVICES	3,000	1,180	1,180	1,000
248-000-818.020	TREE REPLACEMENT				
248-000-818.030	MARKETING	1,000	525		1,000
248-000-818.220	CONTRACTED SERVICES	1,500	5,401	5,700	4,580
248-000-818.501	RBEG GRANT MATCHING FUNDS				
248-000-826.000	LEGAL FEES	1,500			
248-000-864.000	CLASSES AND CONFEREN				
248-000-868.020	INTEREST ON LOAN	12,167	12,167	12,167	12,167
248-000-869.000	CURRENT PROJECT IMPROVEMENTS				
248-000-870.020	RESERVE FOR FUTURE PROJECTS				
248-000-871.000	FACADE GRANT				
248-000-872.000	ENGINEERING FEES				
248-000-880.000	COMMUNITY PROMOTION	9,000	6,108	6,108	5,500
248-000-880.010	TUESDAYS IN THE PARK	4,000	3,900	3,900	4,000
248-000-880.020	HOLIDAY CELEBRATION		2,572	2,572	3,000
248-000-880.049	STREETSCAPE COSTS OTHER	700	537	537	700
248-000-880.050	FARMERS MARKET				
248-000-880.051	FENNVILLE ARTS MOVEMENT				
248-000-880.220	PROMOTIONS				
248-000-881.220	EVENTS				
248-000-910.000	LIABILITY INSURANCE	800	812	812	812
248-000-920.000	PUBLIC UTILITIES	5,720	3,650	3,880	4,080
248-000-920.220	PUBLIC UTILITIES	4,300	5,253	6,100	3,460
248-000-955.000	WEB SITE	925			
248-000-956.000	MISC EXPENSE				
248-000-958.000	MEMBERSHIP DUES	500	485	485	500
248-000-967.000	PROJECT COSTS				
248-000-970.000	CAPITAL OUTLAY	22,700			64,300
248-000-999.000	CONTRIBUTION TO OTHER	2,500	2,000	2,500	500
Totals for dept 000 - GENERAL		80,339	56,580	58,427	118,461
Dept 444 - SIDEWALKS					
248-444-970.000	CAPITAL OUTLAY				
Totals for dept 444 - SIDEWALKS					
Dept 751 - PARKS & RECREATION					
248-751-818.000	CONTRACTED SERVICES	6,000	13,063	13,070	6,000
248-751-956.000	MISC EXPENSE				
Totals for dept 751 - PARKS & RECREATION		6,000	13,063	13,070	6,000
TOTAL APPROPRIATIONS		86,339	69,643	71,497	124,461
NET OF REVENUES/APPROPRIATIONS - FUND 248		(22,829)	(3,439)	(6,998)	(64,085)
BEGINNING FUND BALANCE		428,605	428,605	428,605	421,607
ENDING FUND BALANCE		405,776	425,166	421,607	357,522