



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, September 2, 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. [June 3, 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 2020 Goose Festival Budget.

8. Committee Reports:

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

9. Miscellaneous

10. Adjournment

- Next Meeting is October 7, 2020

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	132,475.36
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		710,687.32
*** 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 - 19-20		428,605.14
Net of Revenues VS Expenditures - 19-20		(4,361.78)
*19-20 End FB/20-21 Beg FB		424,243.36
Net of Revenues VS Expenditures - Current Year		(16,556.04)
Ending Fund Balance		407,687.32
Total Liabilities And Fund Balance		710,687.32

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			NORMAL	08/31/2020 (ABNORMAL)	
Fund 248 - DDA					
Revenues					
Dept 000 - GENERAL					
248-000-403.000	PROPERTY TAX	46,276.00		0.00	0.00
248-000-667.000	RENTAL REVENUE	11,100.00		925.00	8.33
248-000-676.000	DONATION	3,000.00		0.00	0.00
Total Dept 000 - GENERAL		60,376.00		925.00	1.53
TOTAL REVENUES		60,376.00		925.00	1.53
Expenditures					
Dept 000 - GENERAL					
248-000-702.000	WAGES	11,188.00		2,393.49	21.39
248-000-715.000	SOCIAL SECURITY	856.00		129.76	15.16
248-000-727.000	SUPPLIES	500.00		41.98	8.40
248-000-727.220	SUPPLIES	0.00		66.55	100.00
248-000-807.000	AUDIT FEES	318.00		0.00	0.00
248-000-818.000	CONTRACTED SERVICES	1,000.00		0.00	0.00
248-000-818.030	MARKETING	1,000.00		0.00	0.00
248-000-818.220	CONTRACTED SERVICES	4,580.00		774.76	16.92
248-000-868.020	INTEREST ON LOAN	12,167.00		12,167.00	100.00
248-000-880.000	COMMUNITY PROMOTION	5,500.00		50.00	0.91
248-000-880.010	TUESDAYS IN THE PARK	4,000.00		0.00	0.00
248-000-880.020	HOLIDAY CELEBRATION	3,000.00		0.00	0.00
248-000-880.049	STREETSCAPE COSTS OTHER	700.00		0.00	0.00
248-000-910.000	LIABILITY INSURANCE	812.00		0.00	0.00
248-000-920.000	PUBLIC UTILITIES	4,080.00		683.01	16.74
248-000-920.220	PUBLIC UTILITIES	3,460.00		904.49	26.14
248-000-958.000	MEMBERSHIP DUES	500.00		270.00	54.00
248-000-970.000	CAPITAL OUTLAY	64,300.00		0.00	0.00
248-000-999.000	CONTRIBUTION TO OTHER	500.00		0.00	0.00
Total Dept 000 - GENERAL		118,461.00		17,481.04	14.76
Dept 751 - PARKS & RECREATION					
248-751-818.000	CONTRACTED SERVICES	6,000.00		0.00	0.00
Total Dept 751 - PARKS & RECREATION		6,000.00		0.00	0.00
TOTAL EXPENDITURES		124,461.00		17,481.04	14.05
Fund 248 - DDA:					
TOTAL REVENUES		60,376.00		925.00	1.53
TOTAL EXPENDITURES		124,461.00		17,481.04	14.05
NET OF REVENUES & EXPENDITURES		(64,085.00)		(16,556.04)	25.83

Balances as of 08/31/2020

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 08/31/20	ACTIVITY FOR MONTH ENDED 08/31/2020	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
08/04/2020	AP WAGES		42815	123.48	Inv #: '626102' Vendor 'ON005'	
08/05/2020	PR SUMMARY PR 08/05/2020		42828	116.86	842	
08/12/2020	PR SUMMARY PR 08/12/2020		42864	214.72	843	
08/19/2020	PR SUMMARY PR 08/19/2020		42914	156.00	844	
08/26/2020	PR SUMMARY PR 08/26/2020		42978	204.93	845	
248-000-702.000	WAGES	11,188.00	2,393.49	815.99	8,794.51	21.39
248-000-715.000	SOCIAL SECURITY					
08/05/2020	PR SUMMARY PR 08/05/2020		42828	8.71	842	
08/12/2020	PR SUMMARY PR 08/12/2020		42864	15.59	843	
08/19/2020	PR SUMMARY PR 08/19/2020		42914	11.51	844	
08/26/2020	PR SUMMARY PR 08/26/2020		42978	14.90	845	
248-000-715.000	SOCIAL SECURITY	856.00	129.76	50.71	726.24	15.16
248-000-727.000	SUPPLIES	500.00	41.98	0.00	458.02	8.40
248-000-727.220	SUPPLIES					
08/18/2020	AP SUPPLIES		42896	66.55	Inv #: 'STATEMENT' Vendor 'DI001'	
248-000-727.220	SUPPLIES	0.00	66.55	66.55	(66.55)	100.00
248-000-807.000	AUDIT FEES	318.00	0.00	0.00	318.00	0.00
248-000-818.000	CONTRACTED SERVICES	1,000.00	0.00	0.00	1,000.00	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					
08/18/2020	AP CONTRACTED SERVICES		42893	350.00	Inv #: '4148' Vendor 'CA010'	
08/21/2020	AP CONTRACTED SERVICES		42939	144.76	Inv #: 'STATEMENT' Vendor 'OR001'	
248-000-818.220	CONTRACTED SERVICES	4,580.00	774.76	494.76	3,805.24	16.92
248-000-868.020	INTEREST ON LOAN	12,167.00	12,167.00	0.00	0.00	100.00
248-000-880.000	COMMUNITY PROMOTION	5,500.00	50.00	0.00	5,450.00	0.91
248-000-880.010	TUESDAYS IN THE PARK	4,000.00	0.00	0.00	4,000.00	0.00
248-000-880.020	HOLIDAY CELEBRATION	3,000.00	0.00	0.00	3,000.00	0.00
248-000-880.049	STREETSCAPE COSTS OTHER	700.00	0.00	0.00	700.00	0.00
248-000-910.000	LIABILITY INSURANCE	812.00	0.00	0.00	812.00	0.00
248-000-920.000	PUBLIC UTILITIES					
08/01/2020	AP 1000 4825 6984		42846	40.85	Inv #: '080120' Vendor 'CO001'	
08/07/2020	AP PUBLIC UTILITIES		42845	41.32	Inv #: '061520' Vendor 'CI001'	
08/07/2020	AP 269-561-2001-052013-5		42847	40.10	Inv #: '072820' Vendor 'FR002'	

EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 08/31/2020

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 08/31/20	ACTIVITY FOR MONTH ENDED 08/31/2020	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
08/21/2020	AP PUBLIC UTILITIES		42938	239.00	Inv #: '104840405' Vendor 'CO0010'	
248-000-920.000	PUBLIC UTILITIES	4,080.00	683.01	361.27	3,396.99	16.74
248-000-920.220	PUBLIC UTILITIES					
08/01/2020	AP 1000 5992 3738		42846	178.35	Inv #: '080120' Vendor 'CO001'	
08/07/2020	AP PUBLIC UTILITIES		42845	75.05	Inv #: '061520' Vendor 'CI001'	
08/07/2020	AP 269-561-2001-052013-5		42847	222.64	Inv #: '072820' Vendor 'FR002'	
248-000-920.220	PUBLIC UTILITIES	3,460.00	904.49	476.04	2,555.51	26.14
248-000-958.000	MEMBERSHIP DUES					
08/18/2020	AP MEMBERSHIP DUES		42912	270.00	Inv #: '21079' Vendor 'WE004'	
248-000-958.000	MEMBERSHIP DUES	500.00	270.00	270.00	230.00	54.00
248-000-970.000	CAPITAL OUTLAY	64,300.00	0.00	0.00	64,300.00	0.00
248-000-999.000	CONTRIBUTION TO OTHER	500.00	0.00	0.00	500.00	0.00
Total - Dept 000		118,461.00	17,481.04	2,535.32	100,979.96	14.76
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		124,461.00	17,481.04	2,535.32	106,979.96	14.05

Goose Festival 2020

This year we are excited to bring an exciting interruption to your regularly scheduled Goose Fest. Our Special Edition Zombie Goose Festival will be held from October 16 – 31 with fun on-line content and in person events to interest all ages.

Event basics:

Porch Parade – since a traditional parade would be impossible to keep socially distanced, we are organizing a ‘reverse parade’ where anyone can pre-register to be on the route and decorate their home, yard, porch, cars and pets to be viewed and possibly win our contests. This parade will be ready to be viewed October 23rd – 31st.

Remembrance (History Exhibit) on line & in person – our extensive Goose Festival History collection will be displayed (location TBA) for in-person, socially distanced viewing (schedule TBA) and we will have community remembrances and historical photos available on our website as well.

Children’s Scavenger Hunt – in conjunction with our porch parade, there will be a scavenger hunt available for kids at different age groups with prizes and recognition to the winners.

Goose Saloon – we will be bringing our popular Goose Saloon concept to downtown restaurants making the best of our area’s craftspeople in wine, beer, cider, and foodstuffs available over the weeks of the festival. Look for outdoor enjoyment areas in front of each business and specials on Zombie growler and Goose glass fills with purchase of vessel.

Children's Museum – On-line games, carnival food vendors and costume contests will be centered around and sponsored by the Children’s Museum over the weeks of the fest.

Business support – bringing thousands of people into downtown for the weekend was a tremendous opportunity for our local businesses. We recognize the impact the lack of a weekend festival will have, both positive and negative. We will do our best to support our businesses online with advertising, specials, scavenger hunt clues and

Other Possible/suggested events we may add if allowed by the reopening phase designation for our region: Drive-in movie, Vendor markets in Rummer Square, Downtown Car Show

Marketing – we will be creating a special edition logo and concept to appear on all marketing materials designating this year’s festival. This will include posters, flyers, table tents, banners and cards for getting the word out as well as updates to our website. Look for t-shirts, growlers, bumper stickers and hoodies sporting the ‘Zombie Goose’ theme.

2020 PROPOSED MINI GOOSE FESTIVAL BUDGET

Event				Actual		Notes
	Income	Expenses	Net		Net	
Sponsorship ***						
	Sponsors	\$ 2,000.00		\$ -		
			\$ 2,000.00		\$ -	
Food & Beverage						
	Cups for Sale - 100	\$ 600.00				
			\$ 600.00		\$ -	
Vendor Market ***						
	Vendor Fee					
	SUPPLIES					
			\$ -		\$ -	
Car & Tractor Show ****						
	Car Fees					
	Dash Plaques					
	Trophies					
			\$ -		\$ -	
Extras						
	Fire Dept					
	County Guide Ad					
	Signage		\$ 1,200.00			Yard signs for porch parade, banners, posters, flyers, table tents
	Rental Tables/Chairs					
	Port-a-johns					
	Dumpster					
	Misc Supplies					
	Website		\$ 96.00			
	Volunteers					
	Committee Gifts					
	Reserves/police dept.					
	Other msic. Expenses					
	T-shirt sales	\$ 700.00	\$ 1,500.00			Pre-order 100 shirts, project sellout
	Marketing/promotions		\$ 2,075.00			
	Road Closure Signage		\$ -			
	Barricade Rental					
	Art Show Ribbons					
			\$ (4,171.00)		\$ -	
			\$ (1,571.00)	\$ -	\$ -	
	\$ 3,300.00	\$ 4,871.00	\$ (1,571.00)	\$ -	\$ -	