



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, October 7, 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. Moment of Silence
4. Public Comments
5. Approval of DDA Minutes
 - a. [September 2, 2020](#) – Click link to view draft minutes
6. Treasurer Report
 - a. Treasurer Reports
 - Balance Sheet
 - Revenue & Expenditures Report
 - Revenue & Expenditures w/ Activity
 - b. Invoices – \$9,060.71

UNFINISHED BUSINESS

7. The DDA will receive an update on the 2020 Goose Festival.
8. The DDA will discuss the Christmas lighting budget and display for the 2020 season.

NEW BUSINESS

9. The DDA will discuss the 2020 Holiday Celebration.

10. Committee Reports:

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

11. Miscellaneous

12. Adjournment

- Next Meeting is November 4, 2020

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	130,155.88
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		708,367.84
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	18.88
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		303,018.88
*** 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		(18,894.40)
Ending Fund Balance		405,348.96
Total Liabilities And Fund Balance		708,367.84

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE
 PERIOD ENDING 10/31/2020
 % Fiscal Year Completed: 33.70

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE		% BGD USED
			NORMAL	10/31/2020 (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	2,775.00		25.00
248-000-676.000	DONATION	3,000.00	0.00		0.00
Total Dept 000 - GENERAL		60,376.00	2,775.00		4.60
TOTAL REVENUES		60,376.00	2,775.00		4.60
Expenditures					
Dept 000 - GENERAL					
248-000-702.000	WAGES	11,188.00	3,408.65		30.47
248-000-715.000	SOCIAL SECURITY	856.00	204.49		23.89
248-000-727.000	SUPPLIES	500.00	60.86		12.17
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	375.00		37.50
248-000-818.030	MARKETING	1,000.00	0.00		0.00
248-000-818.220	CONTRACTED SERVICES	4,580.00	1,818.58		39.71
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	1,565.64		38.37
248-000-920.220	PUBLIC UTILITIES	3,460.00	1,390.13		40.18
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	21,376.90		18.05
Dept 751 - PARKS & RECREATION					
248-751-818.000	CONTRACTED SERVICES	6,000.00	292.50		4.88
Total Dept 751 - PARKS & RECREATION		6,000.00	292.50		4.88
TOTAL EXPENDITURES		124,461.00	21,669.40		17.41
Fund 248 - DDA:					
TOTAL REVENUES		60,376.00	2,775.00		4.60
TOTAL EXPENDITURES		124,461.00	21,669.40		17.41
NET OF REVENUES & EXPENDITURES		(64,085.00)	(18,894.40)		29.48

EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 10/31/2020

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 10/31/20	ACTIVITY FOR MONTH ENDED 10/31/2020	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
10/07/2020	PR SUMMARY PR 10/07/2020		43275	214.72	851	
248-000-702.000	WAGES	11,188.00	3,408.65	214.72	7,779.35	30.47
248-000-715.000	SOCIAL SECURITY					
10/07/2020	PR SUMMARY PR 10/07/2020		43275	15.60	851	
248-000-715.000	SOCIAL SECURITY	856.00	204.49	15.60	651.51	23.89
248-000-727.000	SUPPLIES					
10/06/2020	AP DICKINSONS HARDWARE/HARDWARE STORE STMT FOR SEPT 2020		43266	18.88	Inv #: 'STATEMENT' Vendor 'DI001'	
248-000-727.000	SUPPLIES	500.00	60.86	18.88	439.14	12.17
248-000-727.220	SUPPLIES	0.00	66.55	0.00	(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	375.00	0.00	625.00	37.50
248-000-818.030	MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
248-000-818.220	CONTRACTED SERVICES	4,580.00	1,818.58	0.00	2,761.42	39.71
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	4,080.00	1,565.64	0.00	2,514.36	38.37
248-000-920.220	PUBLIC UTILITIES					
10/02/2020	AP MICHIGAN GAS UTILITIES/BILLING PERIOD: 8/15 - 9/15/20		43222	41.38	Inv #: '091620' Vendor 'MI016'	
248-000-920.220	PUBLIC UTILITIES	3,460.00	1,390.13	41.38	2,069.87	40.18
248-000-958.000	MEMBERSHIP DUES	500.00	270.00	0.00	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	21,376.90	290.58	97,084.10	18.05

EXPENDITURE REPORT FOR CITY OF FENNVILLE
Balances as of 10/31/2020

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 10/31/20	ACTIVITY FOR MONTH ENDED 10/31/2020	Available Balance	% Used
Expenditures						
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	292.50	0.00	5,707.50	4.88
Total - Dept 751		6,000.00	292.50	0.00	5,707.50	4.88
Total Expenditures		124,461.00	21,669.40	290.58	102,791.60	17.41



PO BOX 331608 Attn: Account Services
 Nashville, TN 37203-7515
 Attn: Account Services
 Phone: 1-800-505-4052
 Fax: 1-615-691-7795

GCS75M002010498 - 4

Amanda Morgan
 City Administrator
 City Of Fennville, MI
 222 S Maple St
 Fennville, MI 49408

Re: City Of Fennville, MI
 City Of Fennville, MI
 222 S Maple St
 Fennville, MI 49408



If You Have Already Made Payment, Please Disregard This Invoice.
 In Case Of Error In Amount Of Bill Or Payment, Contract Terms Shall Govern.

ACCOUNT NO.	BILLING DATE	CURRENT	PAST DUE	BALANCE DUE
500661018	09/20/2020	\$367.26	\$0.00	\$367.26

CONTRACT RATE
\$363.00

Charges per applicable operating policy and rate schedule "copies available on request".

IMLA

ASCAP REFERENCE NO.	TRANSACTION DATE	CHECK NO.	EXPLANATION OF CHARGES & CREDITS	FOR THE PERIOD	AMOUNT	REMAINING BALANCE
			PREVIOUS BALANCE			\$0.00
192000365500	08/19/2020	-	Lic Fee Adj: CPI (Dr)	01/01/2020 to 09/14/2020	\$4.25	\$4.25
100005551904	08/20/2020	-	License Fee	09/15/2020 to 12/31/2020	\$105.88	\$110.13
100005551905	08/20/2020	-	License Fee	01/01/2021 to 09/14/2021	\$257.13	\$367.26

Thank you in advance for your timely payment.
 Securely manage your account on line at www.ascap.com/mylicense

TEAR ON THE DOTTED LINE

PLEASE PLACE YOUR CUSTOMER ACCOUNT NO. ON ALL CHECKS AND CORRESPONDENCE. PLEASE MAKE YOUR CHECK PAYABLE TO "ASCAP".

City Of Fennville, MI
 222 S Maple St
 Fennville, MI 49408



ACCOUNT NO.	BALANCE DUE	AMOUNT PAID
500661018	\$367.26	\$

95006610182000036726

Name, Address, Telephone Changes

Licensee: _____
 Premise: _____
 Street: _____
 City, State, ZIP: _____
 Contact Name: _____
 Telephone: (_____) _____

ASCAP
 21678 Network Place
 Chicago, IL 60673-1216

IMLA





An Update from ASCAP:

COVID-19

As states begin to loosen restrictions on businesses and doors are once again allowed to open, we want to wish you and your staff a successful reopening. ASCAP is monitoring state reopening guidelines across the country to best understand how our licensees are being impacted. We know that in many parts of the country, business reopenings are a light at the end of the tunnel. However, we are aware that in certain states, recent spikes in cases could lead to a renewal of business restrictions.

The repercussions of COVID-19 have also had a devastating impact on ASCAP's songwriter, composer and music publisher members, who are small business owners as well. ASCAP members rely on the royalties they receive from public performances of their music to support their families and pay their bills.

Please let us know how reopening is affecting your business by emailing us at glcs@ascap.com. We will note your account and respond with a plan to work together during this challenging time.

Streaming musical performances

We know many of you are looking for ways to still offer musical entertainment to your customers virtually. For more information, visit our help center by going to www.ascap.com, selecting "Music Users," and then selecting "Help Center".

ASCAP Celebrates Diversity

ASCAP is a diverse family of music creators. We represent many voices, but we are united in our mission to make the world a better place with our music. To see how ASCAP is raising its voice, go to our website at www.ascap.com/fightforchange.

American Society of Composers Authors and Publishers
Two Music Square West
Nashville, TN 37203



LOCAL COMMUNITY STABILIZATION AUTHORITY

September 9, 2020

Deborah Perez, Treasurer
City of Fennville
222 S Maple St
PO Box 666
Fennville, MI 49408-0666

RE: City of Fennville Repayment of 2018 PPT Overpayment

Via email

Dear Ms. Perez,

Please find attached Invoice LCSA-2020-01 which is for the reimbursement of a 2018 PPT reimbursement overpayment. The Local Community Stabilization Authority (LCSA) is required to collect previous overpayments of Personal Property Tax (PPT) reimbursements as identified by the Michigan Department of Treasury. In October 2018, the City of Fennville was overpaid \$36,080.36, of which \$10,000 is excused pursuant to MCL 123.1357(4)(e), leaving a balance of \$26,080.36 to be repaid over a three-year period. This invoice is for the first of the three years. The City of Fennville can repay the full \$26,080.06 at any time.

If you have questions regarding the 2018 PPT overpayment you can contact the Michigan Department of Treasury and speak with either Evah Cole (517) 335-7436 or Carrie Kolka (517) 241-7417. Please feel free to call me with any questions regarding this invoice (269) 888-3727.

Sincerely,

Shea Charles
LCSA Director
director@lcsami.gov

cc: Evah Cole, Michigan Treasury
Carrie Kolka, Michigan Treasury

Authority Council
Susan Dabaja, Chairperson
Scott Erbsich, Vice Chairperson
David Keenan, Secretary
Donald Rogers, Treasurer
Steven Ezikian

Administration
Shea Charles
director@lcsami.gov
(269) 888-3732

LOCAL COMMUNITY STABILIZATION AUTHORITY

PO BOX 14025, LANSING MI 48901-4025

Repayment of 2018 PPT Overpayment 1 of 3

Date: 09/09/20

To: City of Fennville

Deborah Perez, Treasurer
222 S Maple St
Fennville, MI 49408-0666
dperez@fennville.com

INVOICE DATE	INVOICE NUMBER	VENDOR	DESCRIPTION	AMOUNT
09/09/20	LCSA-2020-01	City of Fennville	First repayment of 2018 PPT Overpayment.	8,693.45
TOTAL DUE:				\$8,693.45

2018 Overpayment \$26,080.36

Invoice Amount this period \$8,693.45

Amount Billed to date \$8,693.45

Remaining Balance \$17,386.91

ELECTRONIC PAYMENT INFORMATION:

Bank: Comerica Bank
Address: PO BOX 674905, DETROIT MI 48267-4905
Account #: 1853089249
Domestic Wires ABA: 072000096
ACH Payments ABA: 072000096

DIRECT INQUIRIES TO:

Shea Charles, Director
(269) 888-3732
director@lcsami.gov

MEMO

DATE: October 7, 2020
TO: DDA
FROM: Amanda Morgan
City Administrator
SUBJECT: Christmas Lighting

We are nearing the time we need to formalize the Christmas lighting for this season.

Initially we budgeted about \$5000 for lights this year. But, since this has been a crazy year for events we have some extra funds we could pull from Tuesday's in the park to add to it. Tuesday's in the Park budget is \$4000 total, but we could pull about \$2000 from it to allow for funding for the first half of next season. That would bring the lighting budget to \$7000 total.

Attached is the proposal we received for this year's lighting. I highlighted my recommendations for what to include this year and keeps within the \$7000 budget with a little wiggle room incase we need to do some electrical work.

From: [Nick Weaver | Chips Groundcover](#)
To: cprummer@frontier.com
Cc: [Amanda Morgan](#)
Subject: Fennville Christmas Lights 2020 Proposal
Date: Thursday, January 30, 2020 1:36:42 PM
Attachments: [City of Fennville 2020 Christmascapc Proposal.pdf](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Claude,

Thank you for meeting with me to discuss lighting earlier this month.

Pricing for a few of the ideas we discussed is attached. Keep in mind tree pricing can be changed by adding or subtracting the amount of lights being used (creating a heavier or lighter look). Our typical price structure is more the first year because material is typically purchased the first year, and less in following years (using the same material).

In the past we built pricing planning for a multi-year agreement for The City which allows for pricing to be stable each season, making budgeting easier. Please let me know if you'd like pricing for a multi-year agreement (with consistent annual costs).

We discussed the Fennville signs. Few ideas would be to install garland around the sign (with or without lights) or outline the sign with lights. (Personally, I think garland would look nicer.) We'd need to verify power availability to know if lights would be an option, and there are a few trees that we would need to verify as well (listed in the proposal).

Feel free to use the proposal as a starting point – kick some ideas around. There's a lot of options and variables so narrowing down a plan can be a challenge. Don't hesitate to call if you have questions. My cell is 616-836-5731.

Thank you!

-Nick

Nicholas Weaver



Chips Groundcover

www.chipsgroundcover.com

616-546-9196 - office

616-836-5731 - cell

616-546-9210 - fax



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210

Christmascap Renewal. Prepared For:

JOB NAME:	CITY OF FENNVILLE	DATE:	01-30-2020
PHONE:	269-561-2252	EMAIL:	cprummer@frontier.com
BILLING ADDRESS, CITY, STATE, ZIP:	222 S MAPLE. FENNVILLE MI 49408		
JOBSITE ADDRESS:	CITY OF FENNVILLE (DOWNTOWN AND SURROUNDING AREAS) AS DESCRIBED		

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascapes!") for your enjoyment and we hope to work with you soon.

Please initial at each desired item. Please complete top-portion of reverse side for scheduling

(\$400 job minimum)

Item #:	CUSTOMER INITIAL	Description:	Color of Lights	Estimated Count or linear ft (rooflines)	2020 Season	2021 Season
1		21 Trees lining Main St (Canopy Wrap) (using material from previous season)	Warm White	4200	\$1650	\$1650
2		Add trunk wraps and additional strands to canopies (as trees will support) on trees listed in Item 1	Warm white	2100	\$450	\$250
3		"Specimen" Evergreen Tree near Post Office (in place of large Evergreen Tree). Using either mini style lights (approx 3000) or larger C-9 style lights (approx 1200) Note: If desired, can use multi-colored lights from previous years. Pricing at \$995 for each season 2020 and 2021	TBD	Varies based on option chosen	\$1325	\$995
4		2 Other Evergreen Trees near Post Office (not including "specimen" tree as described item #3). Using Multi-Colored lights from previous years	Multi	3000	\$895	\$895
5		2 Trees in front of new City Hall building. Trunk Wrap & Canopy Wrap (need to verify power availability)	Warm white	1200	\$595	\$395
6		5 "Linden Trees" (2 South of Main Street. 3 North of Main Street) (need to verify power availability)	Warm white	3000	\$1425	\$1195
7		2 Trees near Fennville St (south of Main St near MI Works office) (need to verify power availability)	Warm white	1500	\$695	\$495
8		9 Crabapple Trees east side of Fennville St (South of Main St.) (need to verify power availability)	Warm White	4500	\$1695	\$1195
9		Pro-Active Service Plan- 1x per week (starting the 2nd week after Thanksgiving running through January) inspection and repairs as needed Material not covered under warranty needing to be replaced due to theft, vandalism, acts of nature to be billed additional. No Sunday or Holiday call-outs.	n/a	n/a	\$850	Quoted at renewal
		Pricing includes Timers, Cords and Necessary Clips for installation. Up to 20 service calls per year. No Sunday or Holiday call outs. Service calls to be complete within 3 business days of service request. Power off and takedown dates are to be determined.				

Signature: _____ Date: _____

Your (the client) signature, verbal agreement, or agreement via email to this contract acknowledges that you personally guarantee payment for services rendered. The client agrees to pay all costs associated with the collection process, if necessary. Payment may be required prior to beginning work otherwise payment is due 30 days after invoice date. \$25 returned check fee, 24% annual finance charge on past due invoices. Proposals valid for thirty days. Prices based on product availability. Client required to supply adequate electric power prior to installation date. Alterations from plans are to be added or subtracted from the sum quoted in this contract. Chips Groundcover, LLC agrees to carry worker's compensation and general liability insurance, and to pay all taxes on material and labor furnished under this contract as required by federal laws and the laws of the state of Michigan.