



## DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408  
Wednesday, December 2, 2020  
5:30 p.m.

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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](mailto: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. [November 9, 2020](#) – Click link to view draft minutes
6. Treasurer Report
  - a. Treasurer Reports
    - Balance Sheet
    - Revenue & Expenditures Report
    - Revenue & Expenditures w/ Activity
  - b. Invoices – \$420.00

### UNFINISHED BUSINESS

7. The DDA will discuss the sale of the DDA owned property with Robert Ortmann.
8. The DDA will receive an update on the 2020 Holiday Celebration.

## NEW BUSINESS

**9. The DDA will discuss a new round of grants available for businesses through the CDBG.**

**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 December 2, 2020

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	117,835.76
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)
<b>Total Assets</b>		<b>696,047.72</b>
*** 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
<b>Total Liabilities</b>		<b>303,000.00</b>
*** Fund Balance ***		
248-000-390.000	BEGINNING FUND BALANCE	428,605.14
<b>Total Fund Balance</b>		<b>428,605.14</b>
<b>Beginning Fund Balance - 19-20</b>		<b>428,605.14</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>(4,361.78)</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>424,243.36</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(31,195.64)</b>
<b>Ending Fund Balance</b>		<b>393,047.72</b>
<b>Total Liabilities And Fund Balance</b>		<b>696,047.72</b>

\* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF FENNVILLE  
 PERIOD ENDING 11/30/2020  
 % Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE		% BGD USED
			NORMAL	11/30/2020 (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	3,700.00		33.33
248-000-676.000	DONATION	3,000.00	250.00		8.33
Total Dept 000 - GENERAL		60,376.00	3,950.00		6.54
TOTAL REVENUES		60,376.00	3,950.00		6.54
Expenditures					
Dept 000 - GENERAL					
248-000-702.000	WAGES	11,188.00	4,539.83		40.58
248-000-715.000	SOCIAL SECURITY	856.00	287.78		33.62
248-000-727.000	SUPPLIES	500.00	138.63		27.73
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	90.00		9.00
248-000-818.220	CONTRACTED SERVICES	4,580.00	2,519.68		55.01
248-000-868.020	INTEREST ON LOAN	12,167.00	12,167.00		100.00
248-000-880.000	COMMUNITY PROMOTION	5,500.00	1,417.26		25.77
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	2,046.45		50.16
248-000-920.220	PUBLIC UTILITIES	3,460.00	2,241.51		64.78
248-000-956.000	MISC EXPENSE	0.00	8,693.45		100.00
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	34,853.14		29.42
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	35,145.64		28.24
Fund 248 - DDA:					
TOTAL REVENUES		60,376.00	3,950.00		6.54
TOTAL EXPENDITURES		124,461.00	35,145.64		28.24
NET OF REVENUES & EXPENDITURES		(64,085.00)	(31,195.64)		48.68

EXPENDITURE REPORT FOR CITY OF FENNVILLE  
 Balances as of 11/30/2020

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 11/30/20	ACTIVITY FOR MONTH ENDED 11/30/2020	Available Balance	% Used
<b>Expenditures</b>						
Department 000: GENERAL						
248-000-702.000	WAGES					
11/04/2020	PR SUMMARY PR 11/04/2020		43481	116.86	856	
11/11/2020	PR SUMMARY PR 11/11/2020		43585	116.87	857	
11/18/2020	PR SUMMARY PR 11/18/2020		43718	165.79	858	
11/25/2020	PR SUMMARY PR 11/25/2020		43762	136.44	859	
248-000-702.000	WAGES	11,188.00	4,539.83	535.96	6,648.17	40.58
248-000-715.000	SOCIAL SECURITY					
11/04/2020	PR SUMMARY PR 11/04/2020		43481	8.71	856	
11/11/2020	PR SUMMARY PR 11/11/2020		43585	8.72	857	
11/18/2020	PR SUMMARY PR 11/18/2020		43718	12.16	858	
11/25/2020	PR SUMMARY PR 11/25/2020		43762	10.13	859	
248-000-715.000	SOCIAL SECURITY	856.00	287.78	39.72	568.22	33.62
248-000-727.000	SUPPLIES					
11/03/2020	AP CARDMEMBER SERVICE/CREDIT CARD PURCHASES		43490	52.20	Inv #: '10262020' Vendor 'CA003'	
11/10/2020	AP DICKINSONS HARDWARE/SUPPLIES		43594	17.48	Inv #: '10312020' Vendor 'DI001'	
11/17/2020	AP DICKINSONS HARDWARE/OCT 2020 STATEMENT / SUPPLIES		43675	8.09	Inv #: 'STATEMENT' Vendor 'DI001'	
248-000-727.000	SUPPLIES	500.00	138.63	77.77	361.37	27.73
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					
11/10/2020	AP WEST MICHIGAN BLUE STAR CHAMBER/2021 MEMBERSHIP DUES		43602	90.00	Inv #: '11012020' Vendor 'GR005'	
248-000-818.030	MARKETING	1,000.00	90.00	90.00	910.00	9.00
248-000-818.220	CONTRACTED SERVICES					
11/03/2020	AP CALICO CLEANING LLC/CLEANING SERVICES OCT		43489	350.00	Inv #: '4649' Vendor 'CA010'	
11/10/2020	AP CERTASITE LLC/FIRE EXTINGUISHER MAINTENANCE		43591	71.10	Inv #: '7980468' Vendor 'AP001'	
248-000-818.220	CONTRACTED SERVICES	4,580.00	2,519.68	421.10	2,060.32	55.01
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					
11/10/2020	AP ST BASIL CATHOLIC SCHOOL BOOSTERS/WREATHS AND GARLAND PU		43600	1,000.00	Inv #: '2020WREATHS' Vendor 'MISC'	
248-000-880.000	COMMUNITY PROMOTION	5,500.00	1,417.26	1,000.00	4,082.74	25.77
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

EXPENDITURE REPORT FOR CITY OF FENNVILLE  
 Balances as of 11/30/2020

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 11/30/20	ACTIVITY FOR MONTH ENDED 11/30/2020	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
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					
11/11/2020	AP CONSUMERS ENERGY/BILLING PERIODS: 9/28 - 10/31/20		43593	43.39	Inv #: '102620' Vendor 'CO001'	
11/11/2020	AP FRONTIER/DDA: SERVICE AT 220 BLDG		43595	40.10	Inv #: '102820' Vendor 'FR002'	
11/11/2020	AP COMCAST/FIBER INTERNET/PHONE SYSTEM		43616	239.00	Inv #: '110109039' Vendor 'CO0010'	
11/20/2020	AP CITY OF FENNVILLE/UTILITIES 06-15-2020 TO 09-24-2020		43732	74.31	Inv #: '09242020' Vendor 'CI001'	
248-000-920.000	PUBLIC UTILITIES	4,080.00	2,046.45	396.80	2,033.55	50.16
248-000-920.220	PUBLIC UTILITIES					
11/11/2020	AP FRONTIER/DDA: SERVICE AT 220 BLDG		43595	222.90	Inv #: '102820' Vendor 'FR002'	
11/20/2020	AP CITY OF FENNVILLE/UTILITIES 06/15/2020 TO 09/24/2020		43731	75.25	Inv #: '09242020' Vendor 'CI001'	
11/20/2020	AP CONSUMERS ENERGY/UTILITY SERVICES THROUGH 10/26/2020		43734	145.18	Inv #: '10262020' Vendor 'CO001'	
248-000-920.220	PUBLIC UTILITIES	3,460.00	2,241.51	443.33	1,218.49	64.78
248-000-956.000	MISC EXPENSE	0.00	8,693.45	0.00	(8,693.45)	100.00
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	34,853.14	3,004.68	83,607.86	29.42
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	35,145.64	3,004.68	89,315.36	28.24

# Invoice #139

Dec 01, 2020



**BILL TO**

**Fennville DDA**

AMorgan@fennville.com

**FROM**

**Angie Pena-Smith**

5568 126TH AVE

FENNVILLE, MI 49408

angie@fennvillain.com

+1 6165506305

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INVOICE ITEMS	AMOUNT
Banner 120" x 36"	\$60.00
Shipping	\$10.00
Social Media Management - Holiday Celebration	\$350.00

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**\$420.00**

**PAYMENT DUE DEC 01, 2020**

**MESSAGE**

Thanks for your business.

# Memo

DATE: December 2, 2020  
TO: DDA  
FROM: Amanda Morgan  
City Administrator  
SUBJECT: Discussion with Realtor on property sale.

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## Background Information

In March of 2020 the DDA has a discussion about listing the downtown properties for sale and asked that a realtor be called in to talk about listing the properties. However, shortly thereafter the COVID pandemic hit and stalled the efforts.

The DDA has again expressed their desire to restart those discussions and Robert Ortmann for Ortmann Commercial Real Estate has been invited to the meeting to discuss the listing of the property.

Mr. Ortmann has been given a copy of the minutes from the meeting in March discuss the direction that the DDA wanted to take with the sale.

### ***Minutes from March 4, 2020***

#### **7. The DDA will be asked to discuss listing the downtown lots for sale.**

The DDA briefly discussed the possibility of listing the downtown lots for sale, previous visions for what that property could be and the history of the properties with the DDA. The DDA was asked to discuss this before listing the properties.

A few of the items they discussed are:

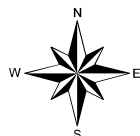
- Very interested in multiuse which includes housing.
- Drive-through are not allowed.
- Not looking for national chains.
- Interested in businesses unique to Fennville.

The real estate agent will be at the next DDA meeting to discuss listing the properties for sale.

## Attachment(s)

- Property Map
-





Allegan County GIS Services assumes no liability for the conclusions drawn from the use of these data.

1 inch = 94 feet  
 Map Printed: 1/14/2019

**From:** [Amy Cook](#)  
**To:** [Amanda Morgan](#)  
**Subject:** Fwd: Small Business Relief Initiative  
**Date:** Tuesday, December 01, 2020 3:05:05 PM

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**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.

----- Forwarded message -----

**From:** Saugatuck/Douglas Area Convention & Visitors Bureau <[lisa@saugatuck.com](mailto:lisa@saugatuck.com)>  
**Date:** Tue, Dec 1, 2020 at 11:19 AM  
**Subject:** Small Business Relief Initiative  
**To:** <[amy@dovetail-design-studio.com](mailto:amy@dovetail-design-studio.com)>



Tuesday, Dec. 1, 2020



## Small Business Relief Initiative

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The Michigan Strategic Fund today approved a \$10 million grant program to help meet the urgent needs of small businesses disproportionately impacted by the COVID-19 virus. Read more [here](#).

Also, the MEDC is urging Michiganders to [shop](#), [eat](#) and [stay](#) local this holiday season in support of Michigan's workers, businesses and communities. Find out more [here](#).

Lisa Mize  
Interim Executive Director  
Saugatuck Douglas Area Convention and Visitors Bureau  
[Lisa@Saugatuck.com](mailto:Lisa@Saugatuck.com)

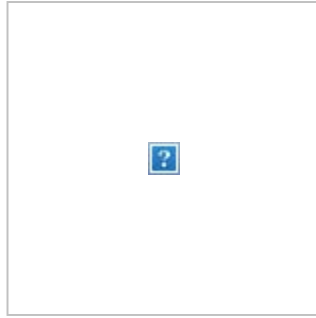
(269) 857-1701 or (616) 490-5587

Saugatuck Douglas CVB | P.O. Box 28, Saugatuck, MI 49453

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Amy Cook  
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