



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, February 3, 2021
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. [December 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 - \$29,422

UNFINISHED BUSINESS

7. The DDA will receive an overview of the 2020 Holiday Celebration.

NEW BUSINESS

8. The DDA will discuss options for creating a social district.
9. The DDA will begin discussions on the 2021 Goose Festival, Tuesdays in the Park, and other community events.
10. The DDA will discuss recruitment for vacant positions.
11. Committee Reports:
 - a. Economic Development
 - b. Marketing and Promotion
 - c. Physical Elements
 - d. Goose Festival
 - e. City Commission
 - f. City Administrator
12. Miscellaneous
13. Adjournment
 - Next Meeting is March 3, 2021

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	110,018.46
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		688,230.42
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	0.00
248-000-230.000	DUE TO OTHER GOVERN	0.00
248-000-257.000	ACCRUED PAYROLL	338.62
248-000-290.000	DUE TO OTHER FUNDS	0.00
248-000-314.000	ADVANCES FROM OTHER FUNDS	303,000.00
Total Liabilities		303,338.62
*** Fund Balance ***		
248-000-390.000	BEGINNING FUND BALANCE	425,592.12
Total Fund Balance		425,592.12
Beginning Fund Balance		425,592.12
Net of Revenues VS Expenditures		(40,700.32)
Ending Fund Balance		384,891.80
Total Liabilities And Fund Balance		688,230.42

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA						
Revenues						
Dept 000 - GENERAL						
248-000-403.000	PROPERTY TAX	46,276.00	0.00	0.00	46,276.00	0.00
248-000-403.020	PROPERTY TAX--PPT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-000-501.000	CDBG	0.00	0.00	0.00	0.00	0.00
248-000-501.501	USDA RBEG GRANT	0.00	0.00	0.00	0.00	0.00
248-000-539.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
248-000-626.000	SERVICES RENDERED	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
248-000-667.000	RENTAL REVENUE	11,100.00	5,550.00	0.00	5,550.00	50.00
248-000-668.000	INVESTMENT GAINS AND LOSSES	0.00	0.00	0.00	0.00	0.00
248-000-671.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
248-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
248-000-676.000	DONATION	3,000.00	300.00	0.00	2,700.00	10.00
248-000-699.000	CONTRIBUTION FROM	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		60,376.00	5,850.00	0.00	54,526.00	9.69
TOTAL REVENUES		60,376.00	5,850.00	0.00	54,526.00	9.69
Expenditures						
Dept 000 - GENERAL						
248-000-702.000	WAGES	11,188.00	6,242.11	677.60	4,945.89	55.79
248-000-715.000	SOCIAL SECURITY	856.00	412.51	49.84	443.49	48.19
248-000-727.000	SUPPLIES	500.00	151.13	12.50	348.87	30.23
248-000-727.220	SUPPLIES	0.00	66.55	0.00	(66.55)	100.00
248-000-807.000	AUDIT FEES	318.00	318.00	318.00	0.00	100.00
248-000-818.000	CONTRACTED SERVICES	1,000.00	997.70	497.38	2.30	99.77
248-000-818.020	TREE REPLACEMENT	0.00	144.00	0.00	(144.00)	100.00
248-000-818.030	MARKETING	1,000.00	90.00	0.00	910.00	9.00
248-000-818.220	CONTRACTED SERVICES	4,580.00	3,159.68	0.00	1,420.32	68.99
248-000-818.501	RBEG GRANT MATCHING FUNDS	0.00	0.00	0.00	0.00	0.00
248-000-826.000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
248-000-864.000	CLASSES AND CONFEREN	0.00	0.00	0.00	0.00	0.00
248-000-868.020	INTEREST ON LOAN	12,167.00	12,167.00	0.00	0.00	100.00
248-000-869.000	CURRENT PROJECT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-000-870.020	RESERVE FOR FUTURE PROJECTS	0.00	0.00	0.00	0.00	0.00
248-000-871.000	FACADE GRANT	0.00	0.00	0.00	0.00	0.00
248-000-872.000	ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,500.00	6,736.23	5,310.00	(1,236.23)	122.48
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	468.74	0.00	2,531.26	15.62
248-000-880.049	STREETSCAPE COSTS OTHER	700.00	0.00	0.00	700.00	0.00
248-000-880.050	FARMERS MARKET	0.00	0.00	0.00	0.00	0.00
248-000-880.051	FENNVILLE ARTS MOVEMENT	0.00	0.00	0.00	0.00	0.00
248-000-880.220	PROMOTIONS	0.00	0.00	0.00	0.00	0.00
248-000-881.220	EVENTS	0.00	0.00	0.00	0.00	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	3,190.16	347.73	889.84	78.19
248-000-920.220	PUBLIC UTILITIES	3,460.00	3,025.56	365.43	434.44	87.44
248-000-955.000	WEB SITE	0.00	0.00	0.00	0.00	0.00
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	395.00	125.00	105.00	79.00
248-000-967.000	PROJECT COSTS	0.00	0.00	0.00	0.00	0.00
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

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
Fund 248 - DDA						
Expenditures						
Total Dept 000 - GENERAL		118,461.00	46,257.82	7,703.48	72,203.18	39.05
Dept 257 - ASSESSOR						
248-257-702.000	WAGES	0.00	0.00	0.00	0.00	0.00
Total Dept 257 - ASSESSOR		0.00	0.00	0.00	0.00	0.00
Dept 444 - SIDEWALKS						
248-444-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 444 - SIDEWALKS		0.00	0.00	0.00	0.00	0.00
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	292.50	0.00	5,707.50	4.88
248-751-956.000	MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - PARKS & RECREATION		6,000.00	292.50	0.00	5,707.50	4.88
TOTAL EXPENDITURES		124,461.00	46,550.32	7,703.48	77,910.68	37.40
Fund 248 - DDA:						
TOTAL REVENUES		60,376.00	5,850.00	0.00	54,526.00	9.69
TOTAL EXPENDITURES		124,461.00	46,550.32	7,703.48	77,910.68	37.40
NET OF REVENUES & EXPENDITURES		(64,085.00)	(40,700.32)	(7,703.48)	(23,384.68)	63.51

EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 01/31/2021

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 01/31/21	ACTIVITY FOR MONTH ENDED 01/31/2021	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
01/06/2021	PR SUMMARY PR 01/06/2021		44070	153.45	865	
01/13/2021	PR SUMMARY PR 01/13/2021		44115	195.15	866	
01/20/2021	PR SUMMARY PR 01/20/2021		44203	165.77	867	
01/27/2021	PR SUMMARY PR 01/27/2021		44308	163.23	868	
248-000-702.000	WAGES	11,188.00	6,242.11	677.60	4,945.89	55.79
248-000-715.000	SOCIAL SECURITY					
01/06/2021	PR SUMMARY PR 01/06/2021		44070	11.39	865	
01/13/2021	PR SUMMARY PR 01/13/2021		44115	14.23	866	
01/20/2021	PR SUMMARY PR 01/20/2021		44203	12.21	867	
01/27/2021	PR SUMMARY PR 01/27/2021		44308	12.01	868	
248-000-715.000	SOCIAL SECURITY	856.00	412.51	49.84	443.49	48.19
248-000-727.000	SUPPLIES					
01/20/2021	AP DICKINSONS HARDWARE/SUPPLIES		44164	12.50	Inv #: '123120' Vendor 'DI001'	
248-000-727.000	SUPPLIES	500.00	151.13	12.50	348.87	30.23
248-000-727.220	SUPPLIES	0.00	66.55	0.00	(66.55)	100.00
248-000-807.000	AUDIT FEES					
01/20/2021	AP BERTHIAUME & COMPANY/AUDIT FOR YEAR END 6/30/20		44160	318.00	Inv #: '123020' Vendor 'BE005'	
248-000-807.000	AUDIT FEES	318.00	318.00	318.00	0.00	100.00
248-000-818.000	CONTRACTED SERVICES					
01/07/2021	AP JR ELECTRIC, LLC/DDA: LIGHTING		44095	497.38	Inv #: '16-982' Vendor 'JR001'	
248-000-818.000	CONTRACTED SERVICES	1,000.00	997.70	497.38	2.30	99.77
248-000-818.020	TREE REPLACEMENT	0.00	144.00	0.00	(144.00)	100.00
248-000-818.030	MARKETING	1,000.00	90.00	0.00	910.00	9.00
248-000-818.220	CONTRACTED SERVICES	4,580.00	3,159.68	0.00	1,420.32	68.99
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					
01/07/2021	AP CHIPS GROUNDCOVER LLC/DDA: CHRISTMASCAPES		44090	5,310.00	Inv #: '24823' Vendor 'CH011'	
248-000-880.000	COMMUNITY PROMOTION	5,500.00	6,736.23	5,310.00	(1,236.23)	122.48
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	468.74	0.00	2,531.26	15.62
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

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 01/31/21	ACTIVITY FOR MONTH ENDED 01/31/2021	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-920.000	PUBLIC UTILITIES					
01/07/2021	AP CONSUMERS ENERGY/BILLING PERIODS: 11/25 - 12/28/20		44091	68.63	Inv #: '122920' Vendor 'CO001'	
01/19/2021	AP FRONTIER/DDA: 220 BLDG		44208	40.10	Inv #: '122820' Vendor 'FR002'	
01/29/2021	AP COMCAST/FIBER INTERNET		44318	239.00	Inv #: '115540962' Vendor 'CO0010'	
248-000-920.000	PUBLIC UTILITIES	4,080.00	3,190.16	347.73	889.84	78.19
248-000-920.220	PUBLIC UTILITIES					
01/07/2021	AP CONSUMERS ENERGY/BILLING PERIODS: 11/25 - 12/28/20		44091	12.39	Inv #: '122920' Vendor 'CO001'	
01/19/2021	AP FRONTIER/DDA: 220 BLDG		44208	275.55	Inv #: '122820' Vendor 'FR002'	
01/29/2021	AP MICHIGAN GAS UTILITIES/GAS SERVICE FOR 12/15/20 - 1/13/2		44329	77.49	Inv #: '011821' Vendor 'MI016'	
248-000-920.220	PUBLIC UTILITIES	3,460.00	3,025.56	365.43	434.44	87.44
248-000-956.000	MISC EXPENSE	0.00	8,693.45	0.00	(8,693.45)	100.00
248-000-958.000	MEMBERSHIP DUES					
01/07/2021	AP MICHIGAN DOWNTOWN ASSOCIATION/DDA: MEMBERSHIP DUES		44096	125.00	Inv #: '2632' Vendor 'MISC'	
248-000-958.000	MEMBERSHIP DUES	500.00	395.00	125.00	105.00	79.00
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	46,257.82	7,703.48	72,203.18	39.05
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	46,550.32	7,703.48	77,910.68	37.40



MICHIGAN DEPARTMENT OF TRANSPORTATION
 Financial Operations
 LOCAL UNIT DEPOSITS
INVOICE

FENNVILLE, CITY OF
 222 S. MAPLE STREET
 P.O. BOX 666
 FENNVILLE, MI 49408-0666
 US

Invoice Number:	591-10601217
Customer Id:	69576
Invoice Date:	January 05, 2021
Notice Date:	January 05, 2021
Total Due:	\$40,000.00

FENNVILLE, CITY OF
 222 S. MAPLE STREET
 P.O. BOX 666
 FENNVILLE, MI 49408-0666

MDOT Fed Id: 38-6000134 LOCAL UNIT DEPOSITS
 (517) 335-1677

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
JOB # 128067CON; 128087PE PROJECT # 21A0149 CS# ST 03021; M 03021 CONTRACT # 20-5394 TO FULFILL THE REQUEST MADE BY CITY OF FENNVILLE UNDER THE TERMS OF AGREEMENT 20-5394 BETWEEN SAID PARTY AND MDOT	1.00	\$40,000.000	\$0.00	\$40,000.00

Total Invoice: **\$40,000.00**

73% DDA \$29,200
 27% Sewer \$10,800

248-000-970 Payment Due: February 04, 2021

REMIT PAYMENT TO: **STATE OF MICHIGAN**
 TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
ATTENTION: FINANCE CASHIER
PO BOX 30648

INVOICE NUMBER 591-10601217 FIN AD

LANSING, MI 48909

(Please note or make any address corrections below.)

FENNVILLE, CITY OF
 222 S. MAPLE STREET
 P.O. BOX 666
 FENNVILLE, MI 49408-0666
 US

Total Due: **\$40,000.00**

* GUEST COPY *

N-30 CITY OF FENNVILLE
PO BOX 666

MENARDS - HOLLAND
572 E. 16th Street
Holland, MI 49423

FENNVILLE
FAX # (269) 561-2390

MI 49408

INVOICE # 50797

ACCOUNT : 35200216

TRANSACTION DATE : 01/28/21
TRANSACTION TIME : 90403
REGISTER NUMBER : 2
SIGNER : Jesse Harris

TRANSACTION # : 6875
PURCHASE ORDER # : street
TYPE OF SALE : Charge Sale
CLAIM # : street

QUANTITY	SKU	DESCRIPTION	AMOUNT
25.00	2651526	ICE MELT 50# ECOGUARD	222.00

SUB-TOTAL: 222.00
TOTAL TAX: 0.00
PAYMENTS : 0.00
=====

TOTAL DUE: 222.00

248-000-727
Ally
2/1/2021

