



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, April 7, 2021
7:00 p.m.

RESCHEDULED FOR TUESDAY, APRIL 13, 2021 at 5:30 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the Downtown Development Authority will allow public viewing and 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. February 3, 2021 – Click link to view draft minutes
6. Treasurer Report
 - a. Treasurer Reports
 - Balance Sheet
 - Revenue & Expenditures Report
 - Revenue & Expenditures w/ Activity
 - b. Invoices - none

UNFINISHED BUSINESS

7. The DDA will revisit options for creating a social district.

8. The DDA will determine a process for selecting a realtor to sell the downtown lots.
9. The DDA will continue discussions on the 2021 Goose Festival including budget approval and Tuesdays in the Park.
10. The DDA will continue discussions on recruitment for vacant positions.

NEW BUSINESS

11. The DDA will discuss signage at the City Hall building.
12. The DDA will review plans for a ribbon cutting for new businesses downtown.
13. Committee Reports:
 - a. Economic Development
 - b. Marketing and Promotion
 - c. Physical Elements
 - d. Goose Festival
 - e. City Commission
 - f. City Administrator

14. Miscellaneous

15. Adjournment

- Next Meeting is May 5, 2021

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	71,920.79
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		650,132.75
*** 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		(78,797.99)
Ending Fund Balance		346,794.13
Total Liabilities And Fund Balance		650,132.75

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2021	MONTH 03/31/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	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
248-000-667.000	RENTAL REVENUE	11,100.00	8,325.00	925.00	2,775.00	75.00
248-000-676.000	DONATION	3,000.00	1,000.00	200.00	2,000.00	33.33
Total Dept 000 - GENERAL		60,376.00	9,325.00	1,125.00	51,051.00	15.44
TOTAL REVENUES		60,376.00	9,325.00	1,125.00	51,051.00	15.44
Expenditures						
Dept 000 - GENERAL						
248-000-702.000	WAGES	11,188.00	8,101.10	1,138.26	3,086.90	72.41
248-000-715.000	SOCIAL SECURITY	856.00	549.00	83.36	307.00	64.14
248-000-727.000	SUPPLIES	500.00	804.63	389.34	(304.63)	160.93
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	0.00	0.00	100.00
248-000-818.000	CONTRACTED SERVICES	1,000.00	997.70	0.00	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	3,799.68	320.00	780.32	82.96
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	7,016.49	0.00	(1,516.49)	127.57
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	841.00	0.00	(29.00)	103.57
248-000-920.000	PUBLIC UTILITIES	4,080.00	3,934.85	608.40	145.15	96.44
248-000-920.220	PUBLIC UTILITIES	3,460.00	3,762.44	156.11	(302.44)	108.74
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	0.00	105.00	79.00
248-000-970.000	CAPITAL OUTLAY	64,300.00	29,200.00	0.00	35,100.00	45.41
248-000-999.000	CONTRIBUTION TO OTHER	500.00	0.00	0.00	500.00	0.00
Total Dept 000 - GENERAL		118,461.00	81,349.63	2,695.47	37,111.37	68.67
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,773.36	6,480.86	(773.36)	112.89
Total Dept 751 - PARKS & RECREATION		6,000.00	6,773.36	6,480.86	(773.36)	112.89
TOTAL EXPENDITURES		124,461.00	88,122.99	9,176.33	36,338.01	70.80
Fund 248 - DDA:						
TOTAL REVENUES		60,376.00	9,325.00	1,125.00	51,051.00	15.44
TOTAL EXPENDITURES		124,461.00	88,122.99	9,176.33	36,338.01	70.80
NET OF REVENUES & EXPENDITURES		(64,085.00)	(78,797.99)	(8,051.33)	14,712.99	122.96

EXPENDITURE REPORT FOR CITY OF FENNVILLE
 Balances as of 03/31/2021

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 03/31/21	ACTIVITY FOR MONTH ENDED 03/31/2021	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
03/03/2021	PR SUMMARY PR 03/03/2021		44669	208.81 873		
03/10/2021	PR SUMMARY PR 03/10/2021		44702	355.39 874		
03/17/2021	PR SUMMARY PR 03/17/2021		44724	240.22 875		
03/24/2021	PR SUMMARY PR 03/24/2021		44840	208.81 876		
03/31/2021	PR SUMMARY PR 03/31/2021		44857	125.03 877		
248-000-702.000	WAGES	11,188.00	8,101.10	1,138.26	3,086.90	72.41
248-000-715.000	SOCIAL SECURITY					
03/03/2021	PR SUMMARY PR 03/03/2021		44669	15.39 873		
03/10/2021	PR SUMMARY PR 03/10/2021		44702	25.62 874		
03/17/2021	PR SUMMARY PR 03/17/2021		44724	17.64 875		
03/24/2021	PR SUMMARY PR 03/24/2021		44840	15.37 876		
03/31/2021	PR SUMMARY PR 03/31/2021		44857	9.34 877		
248-000-715.000	SOCIAL SECURITY	856.00	549.00	83.36	307.00	64.14
248-000-727.000	SUPPLIES					
03/16/2021	AP MENARDS-HOLLAND/SUPPLIES		44740	329.77 Inv #: '51818' Vendor 'ME009'		
03/16/2021	AP CARDMEMBER SERVICE/02/24/21 STATEMENT / SUPPLIES		44734	59.57 Inv #: 'STATEMENT' Vendor 'CA003'		
248-000-727.000	SUPPLIES	500.00	804.63	389.34	(304.63)	160.93
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	0.00	0.00	100.00
248-000-818.000	CONTRACTED SERVICES	1,000.00	997.70	0.00	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					
03/16/2021	AP CALICO CLEANING LLC/CLEANING SERVICES		44733	320.00 Inv #: '5100' Vendor 'CA010'		
248-000-818.220	CONTRACTED SERVICES	4,580.00	3,799.68	320.00	780.32	82.96
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	7,016.49	0.00	(1,516.49)	127.57
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	841.00	0.00	(29.00)	103.57
248-000-920.000	PUBLIC UTILITIES					

EXPENDITURE REPORT FOR CITY OF FENNVILLE
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Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 03/31/21	ACTIVITY FOR MONTH ENDED 03/31/2021	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
03/05/2021	AP CONSUMERS ENERGY/BILLING PERIODS 1/20 - 2/17/21		44690	59.77	Inv #: '021821' Vendor 'CO001'	
03/05/2021	AP FRONTIER/PHONE SERVICE		44691	309.63	Inv #: '022021' Vendor 'FR002'	
03/05/2021	AP COMCAST/FIBER INTERNET SERVICE 2/15-3/14/21		44688	239.00	Inv #: '117376113' Vendor 'CO0010'	
248-000-920.000	PUBLIC UTILITIES	4,080.00	3,934.85	608.40	145.15	96.44
248-000-920.220	PUBLIC UTILITIES					
03/05/2021	AP CONSUMERS ENERGY/BILLING PERIODS 1/20 - 2/17/21		44690	156.11	Inv #: '021821' Vendor 'CO001'	
248-000-920.220	PUBLIC UTILITIES	3,460.00	3,762.44	156.11	(302.44)	108.74
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	0.00	105.00	79.00
248-000-970.000	CAPITAL OUTLAY	64,300.00	29,200.00	0.00	35,100.00	45.41
248-000-999.000	CONTRIBUTION TO OTHER	500.00	0.00	0.00	500.00	0.00
Total - Dept 000		118,461.00	81,349.63	2,695.47	37,111.37	68.67
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES					
03/05/2021	AP LAKESHORE IRRIGATION/DDA: 220 BUILDING		44699	560.26	Inv #: 'STATEMENT' Vendor 'LA001'	
03/05/2021	AP LAKESHORE IRRIGATION/DDA: HUTCHINSON GARDEN		44700	520.60	Inv #: 'STATEMENT' Vendor 'LA001'	
03/16/2021	AP LANDSCAPE DESIGN SERVICES INC/2021 LANDSCAPE MAINTENANCE		44738	5,400.00	Inv #: '2021' Vendor 'LA007'	
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,773.36	6,480.86	(773.36)	112.89
Total - Dept 751		6,000.00	6,773.36	6,480.86	(773.36)	112.89
Total Expenditures		124,461.00	88,122.99	9,176.33	36,338.01	70.80