



DOWNTOWN DEVELOPMENT AUTHORITY

City Hall, 125 South Maple Street, Fennville, MI 49408
Wednesday, May 5, 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 **public** viewing and participation through a virtual meeting site or 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. [April 13, 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 continue discussion on the creation of a social district.

8. The DDA will receive an update on discussion regarding the downtown lots.
9. The DDA will continue discussions on recruitment for vacant positions and consider the appointment of Andrew Schrock to fill a vacancy on the board.

NEW BUSINESS

10. The DDA will review the Fiscal Year 2022 Budget.

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 June 2, 2021

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	108,521.70
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		686,733.66
*** 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		(42,197.08)
Ending Fund Balance		383,395.04
Total Liabilities And Fund Balance		686,733.66

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DDA						
Revenues						
Dept 000 - GENERAL						
248-000-403.000	PROPERTY TAX	46,276.00	38,330.19	0.00	7,945.81	82.83
248-000-667.000	RENTAL REVENUE	11,100.00	9,250.00	925.00	1,850.00	83.33
248-000-676.000	DONATION	3,000.00	1,000.00	0.00	2,000.00	33.33
Total Dept 000 - GENERAL		60,376.00	48,580.19	925.00	11,795.81	80.46
TOTAL REVENUES		60,376.00	48,580.19	925.00	11,795.81	80.46
Expenditures						
Dept 000 - GENERAL						
248-000-702.000	WAGES	11,188.00	9,831.53	1,730.43	1,356.47	87.88
248-000-715.000	SOCIAL SECURITY	856.00	616.26	67.26	239.74	71.99
248-000-727.000	SUPPLIES	500.00	804.63	0.00	(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	0.00	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	4,230.59	295.74	(150.59)	103.69
248-000-920.220	PUBLIC UTILITIES	3,460.00	4,323.29	560.85	(863.29)	124.95
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	84,003.91	2,654.28	34,457.09	70.91
Dept 751 - PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,773.36	0.00	(773.36)	112.89
Total Dept 751 - PARKS & RECREATION		6,000.00	6,773.36	0.00	(773.36)	112.89
TOTAL EXPENDITURES		124,461.00	90,777.27	2,654.28	33,683.73	72.94
Fund 248 - DDA:						
TOTAL REVENUES		60,376.00	48,580.19	925.00	11,795.81	80.46
TOTAL EXPENDITURES		124,461.00	90,777.27	2,654.28	33,683.73	72.94
NET OF REVENUES & EXPENDITURES		(64,085.00)	(42,197.08)	(1,729.28)	(21,887.92)	65.85

Balances as of 04/30/2021

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 04/30/21	ACTIVITY FOR MONTH ENDED 04/30/2021	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
248-000-702.000	WAGES					
04/07/2021	PR SUMMARY PR 04/07/2021		44925	187.86	878	
04/14/2021	PR SUMMARY PR 04/14/2021		44985	198.34	879	
04/21/2021	PR SUMMARY PR 04/21/2021		45020	271.63	880	
04/28/2021	PR SUMMARY PR 04/28/2021		45063	261.16	881	
04/29/2021	AP ONSTAFF USA, INC/BRUMMEL, MICHAEL (4/4 - 4/10/21)		45072	129.36	Inv #: '630844' Vendor 'ON005'	
04/30/2021	AP ONSTAFF USA, INC/BRUMMEL, MICHAEL (4/18 - 4/24/21)		45073	682.08	Inv #: '631009' Vendor 'ON005'	
248-000-702.000	WAGES	11,188.00	9,831.53	1,730.43	1,356.47	87.88
248-000-715.000	SOCIAL SECURITY					
04/07/2021	PR SUMMARY PR 04/07/2021		44925	13.79	878	
04/14/2021	PR SUMMARY PR 04/14/2021		44985	14.62	879	
04/21/2021	PR SUMMARY PR 04/21/2021		45020	19.70	880	
04/28/2021	PR SUMMARY PR 04/28/2021		45063	19.15	881	
248-000-715.000	SOCIAL SECURITY	856.00	616.26	67.26	239.74	71.99
248-000-727.000	SUPPLIES	500.00	804.63	0.00	(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	0.00	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					
04/06/2021	AP COMCAST/INTERNET SERVICE		44903	239.00	Inv #: '119226196' Vendor 'CO0010'	
04/12/2021	AP CONSUMERS ENERGY/BILLING PERIODS: 2/25 - 3/25/21		44977	56.74	Inv #: '032621' Vendor 'CO001'	
248-000-920.000	PUBLIC UTILITIES	4,080.00	4,230.59	295.74	(150.59)	103.69
248-000-920.220	PUBLIC UTILITIES					
04/01/2021	AP MICHIGAN GAS UTILITIES/BILLING PERIODS: 2/11 - 3/11/21		44885	85.93	Inv #: '031521' Vendor 'MI016'	

Fund 248 - DDA

GL Number	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 04/30/21	ACTIVITY FOR MONTH ENDED 04/30/2021	Available Balance	% Used
Expenditures						
Department 000: GENERAL						
04/12/2021	AP CONSUMERS ENERGY/BILLING PERIODS: 2/25 - 3/25/21		44977	151.93	Inv #: '032621' Vendor 'CO001'	
04/12/2021	AP FRONTIER/DDA: SERVICE PERIOD: 3/28/21 - 4/27/21		44978	262.45	Inv #: '032821' Vendor 'FR002'	
04/29/2021	AP MICHIGAN GAS UTILITIES/BILLING PERIODS: 3/14 - 4/12/21		45071	60.54	Inv #: '041421' Vendor 'MI016'	
248-000-920.220	PUBLIC UTILITIES	3,460.00	4,323.29	560.85	(863.29)	124.95
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	84,003.91	2,654.28	34,457.09	70.91
Department 751: PARKS & RECREATION						
248-751-818.000	CONTRACTED SERVICES	6,000.00	6,773.36	0.00	(773.36)	112.89
Total - Dept 751		6,000.00	6,773.36	0.00	(773.36)	112.89
Total Expenditures		124,461.00	90,777.27	2,654.28	33,683.73	72.94