



St. Johns Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

**BOARD OF DIRECTORS
2021 - 2022**

Chairman
Tyler Barlage
Community Christian Church

Vice-Chairman
Kirk Gartside
Custom Embroidery Plus

Secretary-Treasurer
Jason Butler
Butler Financial Group

Directors
Ed Brandon
Gilroy's Hardware

Bruce DeLong
Clinton County Board of Commissioners

Amber Haubert
Global Coffee

Erika Hayes
Jackson,
Jackson &
Hayes, PC

Tracy Kossaras
Kurt's Appliance

Dave Kudwa
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Unique Reflections

Craig Smith
Main Street
Café & Pizza

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Events
Kirk Gartside-Chair
Tyler Barlage
Tracy Kossaras
Jason Butler
Corrine Trimbach

**Executive, Finance,
Strategic Planning**
Tyler Barlage
Kirk Gartside
Bruce DeLong
Dave Kudwa
Jason Butler

CONTACT INFO
Executive Director
Heather Hanover
Office: 989-224-8944
233
Email: psdcityofsj@gmail.com

AGENDA
Principal Shopping District
Jan 5 ,2022
11: 30 am, At Main Street Cafe

* Indicates an attachment

1. Call to Order

2. Additions to the Agenda

3. Approval of the Consent Agenda:

- A. *Minutes of meeting dated Dec 1, 2021
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through Dec 30, 2021
- D. *Director's Report

4. Communications

- A. Update from Dru Mitchell: Clinton County Catalst.
- B. Update from Clinton County Chamber of Commerce.

5. Old Business

- A. Holiday Event Recap

6. New Business

- A. City DDA Meeting January 19th at 5pm
- B. 2022 Meeting Dates
- C. New Board Member
- D. New Vice Chair
- E. New Events Chair/ Events Meeting
- F. Grants

Next Regular PSD/DDA Board Meeting Feb 2, 2022 at 11:30 at Main Street Cafe



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**AGENDA
Downtown Development Authority
Jan 5, 2022**

Immediately After 11:30 PSD Meeting at Main Street Cafe

* Indicates an attachment

1. Call to Order

2. Additions to the Agenda

3. Approval of the Consent Agenda:

- A. *Minutes of meeting dated Dec 1, 2021
- B. *City of St Johns monthly financial report through Dec 30 ,2021

4. Communications

5. Old Business

- A. Speaker System
- B. Match on Main Grant

6. New Business

- A. MCACA Mini Grant
- B. CRCF Grant
- C. By-Laws
- D. Budget

7. Public Comment (please keep to under 3 minutes)

Next Regular PSD/DDA Board Meeting Feb 2,2022 at 11:30 at Main Street Cafe



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Meeting Minutes
Principal Shopping District
Dec 1, 2021

11:30 am, At Main Street Café

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Members Present: Tyler Barlage, Bruce DeLong, Amber Haubert, Dave Kudwa, Nancy McKinley, Tracy Kossaras, Kirk Gartside, Jason Butler and Erica Hayes.

Other Present: Ruthie Reynold, Tami DeMello, Liz Janetzke, Dave Kirk, Mariah Leiby and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:30 and introductions were made.** Tami announced that for her business anniversary she would like to run a "Where's Waldo" event in the downtown, in the spring.
2. **There were no Additions to the Agenda,** Motion to approve the agenda as presented by Kirk Gartside, seconded by Dave Kudwa, motion carried.
3. **Motion to Approve the Consent Agenda:** Jason Butler seconded by Nancy McKinley to approve the consent agenda as presented, motion carried.
 - A. Minutes of meeting dated Nov 3, 2021
 - B. Minutes of the Executive and Events Committee Meetings
 - C. City of St Johns monthly financial report through Nov 24,2021
 - D. Director's Report
4. **Communications**
 - A. No Communications
5. **Old Business**
 - A. WLNS Holiday Promotion: Bruce pointed out that the old logo is in the commercials. Heather will contact WLNS and get it changed. We did get 20 participants but it was hard to find that many.
 - B. Roberta from Rotary: Roberta Cocco has offered to make a video of 10 different businesses to help promote the businesses and the Holiday Festival. She ended up with 12 and all the businesses were happy to participate.
 - C. Banners: Bruce put the new cables and the Holiday Banner up and it seems to be working great.
 - D. Holiday Festival: 50 vendors signed up; Mariah could use some help with set up on Saturday morning . Mariah would like to have half of Railroad Street blocked off because there will be a lot of people walking between the vendors downtown and the activities at the pavilion and the depot. Heather has talked with the Country store about getting wreaths for the pavilion.
 - E. Holiday Parade: Kirk will need some help with volunteers at lineup. Jason Butler will follow him around to see what he does. Heather contacted Mike Ziegler to place the switch for the tree lighting. Z92.5 will be doing a live remote and Heather has 9 business lined up to talk on air.
6. **New Business**
 - A. The City/DDA meeting will be January 19th, 5 pm at City Hall, all are invited.

Motion to adjourn PSD meeting by Kirk Gartside, seconded by Amber Haubert, motion carried, meeting adjourned at 12:04 am

Next Regular Meeting Jan 5, 2021



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**Meeting Minutes
Downtown Development Authority
Dec 1, 2021 Main Street Cafe**

Members Present: Tyler Barlage, Bruce DeLong, Amber Haubert, Dave Kudwa, Nancy McKinley, Jason Butler, Tracy Kossaras, Kirk Gartside and Erica Hayes.

Other Present: Dave Kirk, Tami DeMello, Liz Janetzke, Ruthie Reynolds, Mariah Leiby and Heather Hanover

- 1. Meeting was called to Order by Chairman Barlage at 12:05 pm**
- 2. Additions to the Agenda:** Motion by Dave Kudwa, seconded by Kirk Gartside to approve the agenda motion carried.
- 3. Motion to Approve the Consent Agenda made by Dave Kudwa seconded by Nancy McKinley to approve the consent agenda as presented, motion carried.**
 - A. Minutes of meeting dated Nov 3, 2021
 - B. City of St Johns monthly financial report through Nov 24,2021
 - C. Minutes of the Design Committee Meetings
- 4. Communications**
 - A. None
- 5. Old Business**
 - A. Speaker System: Willow Labs have been working on the speakers. They are all working and Willow will be at the event to help with the mobile system...
- 6. New Business**
 - A. MDA Conference: Amber and Heather attended the Conference. Amber reported that she learned a lot and that it was very motivating. She hopes other board members will attend in the future: Amber talked about her work on the Façade improvement grant program and the need to have up dated by laws for our organization.
 - B. MCACA Mini Grants: Heather learned at the conference that these grant funds were not used up in our area and a second round is available. The dead line is January 19th. It was discussed to apply for a grant for our Street singer program and possibly some new equipment for our sound system.
 - C. Charging Station: While at the MDA conference Heather received an email from Ken Harris about electric car charging stations in the downtown, so she attended a session about these grants. After the conference she contacted our Consumers Energy representation who informed her that all the grants have been distributed for our area but they did allow Heather to fill out a form to be on the waiting list in case more grants become available.
 - D. Kirk Gartside is resigning from the board after many years of service, thank you Kirk. Some names to fill his spot were proposed. The vacancy will be announced and hopefully we can send a recommendation to the city council after our January meeting.
 - E. Heather's Contract: The contract ends at the end of the calendar year. There was discussing about pay and duties. Motion by Bruce DeLong, seconded by Tracy Kossaras to extend Heather's contract for another year with a \$1000 increase in pay. The motion carried 6 to 1.

Motion to adjourn DDA meeting by Bruce DeLong, seconded by Dave Kudwa, motion carried, meeting adjourned at 12:29 pm

Next Regular Meeting Jan 5, 2021



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Executive Director Activity for November 2021

- A. Match on Main Program, working with City, MEDC and the 2 applicants
- B. Coordinating Speaker System with Willow AV
- C. Added Agenda to City Website
- D. Posted events and happenings on Downtown and Community Facebook pages
- E. Holiday Market Committee Meetings
- F. Contacting past parade entrants
- G. Distributing parade entry and Holiday Sponsor forms
- H. Decorating Downtown
- I. Events Committee meeting, agenda and minutes
- J. Working with Julie from WLNS on co-op ads.
- K. Went to Rotary Meeting to get help with Holiday Market
- L. Roberta from Rotary will be making short films for our websites
- M. Lined up radio speakers for live remote before parade
- N. Talked with Carrie about having YAC help with Holiday Market
- O. Talked with Depot Committee about being open for Holiday Market
- P. Talked with Mint City Singers
- Q. Executive Committee meeting, minute and agenda
- R. Meet with City about DDA TIF.
- S. Turned in Bills and deposits to the City Treasurer
- T. Attended Chamber Meeting
- U. Attended Group meeting of Nonprofits in St Johns.
- V. Arranged for Portables for Holiday Festival
- W. Confirmed parade with St Nick and bands
- X. Attended Michigan Downtown Association Meeting in Detroit

City of St. Johns

Principal Shopping District

BALANCE SHEET

For the Fiscal Period July 01, 2021 to June 30, 2022

ASSETS

Cash	\$	40,642.12
Due from General Fund	\$	-
Petty Cash	\$	-
Due from Current Tax	\$	-
Due from Funds	\$	-
TOTAL ASSETS:	\$	<u>40,642.12</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	-
Deferred Revenue	\$	-
Due to General Fund	\$	-
TOTAL LIABILITIES:	\$	<u>-</u>

FUND BALANCE:	\$	<u>40,642.12</u>
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TOTAL LIABILITIES AND FUND BALANCE:	\$	<u>40,642.12</u>
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City of St. Johns

Principal Shopping District

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Fiscal Period July 01, 2020 to June 30, 2021

	Budget	December	YTD Actual	Variance Favorable (Unfavorable)
REVENUES				
Special assessments	\$ 27,000.00	\$ 92.17	\$ 31,174.03	\$ 4,174.03
Car Shows	\$ 2,000.00	\$ -	\$ 2,380.00	\$ 380.00
Mint Festival	\$ 18,000.00	\$ -	\$ 22,058.00	\$ 4,058.00
Farmer's Market	\$ 1,300.00	\$ -	\$ 1,351.00	\$ 51.00
Corporate Sponsors	\$ 4,500.00	\$ -	\$ 3,750.00	\$ (750.00)
Santa Parade	\$ 3,500.00	\$ 2,070.00	\$ 4,420.00	\$ 920.00
Soap Box Derby	\$ 8,000.00	\$ 7,500.00	\$ 8,000.00	\$ -
Grant Revenue	\$ -	\$ -	\$ -	\$ -
Marketing Co-Op	\$ -	\$ 1,250.00	\$ 3,500.00	\$ 3,500.00
Miscellaneous	\$ 2,500.00	\$ -	\$ -	\$ (2,500.00)
Interest	\$ 100.00	\$ 4.65	\$ 94.40	\$ (5.60)
TOTAL REVENUES:	\$ 66,900.00	\$ 10,916.82	\$ 76,727.43	\$ 9,827.43
EXPENDITURES				
Postage	\$ 100.00	\$ -	\$ -	\$ 100.00
Marketing Incentives	\$ 5,500.00	\$ 330.00	\$ 11,615.48	\$ (6,115.48)
Farmer's Market	\$ 1,000.00	\$ -	\$ 800.00	\$ 200.00
Car Shows	\$ 2,000.00	\$ -	\$ 1,606.24	\$ 393.76
Mint Festival	\$ 12,000.00	\$ -	\$ 12,214.98	\$ (214.98)
Fall Festival	\$ -	\$ -	\$ 590.00	\$ (590.00)
Santa Parade	\$ 6,500.00	\$ 2,780.00	\$ 4,095.00	\$ 2,405.00
Soap Box Derby	\$ 8,000.00	\$ 1,360.92	\$ 1,360.92	\$ 6,639.08
Ball Drop	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Contracted services (Administration)	\$ 18,900.00	\$ 1,500.00	\$ 9,000.00	\$ 9,900.00
Downtown Improvement	\$ 10,000.00	\$ 1,354.00	\$ 5,196.98	\$ 4,803.02
Audit Fees	\$ 410.00	\$ -	\$ -	\$ 410.00
Monthly & Long Distance Service	\$ 300.00	\$ 23.18	\$ 115.18	\$ 184.82
Administration Charges	\$ 2,583.00	\$ -	\$ 1,317.50	\$ 1,265.50
Website	\$ 200.00	\$ -	\$ -	\$ 200.00
Office Supplies	\$ 79.00	\$ -	\$ -	\$ 79.00
MEDC Grant	\$ -	\$ -	\$ -	\$ -
DMB Event Costs	\$ -	\$ -	\$ 1,040.00	\$ (1,040.00)
Miscellaneous	\$ 5,921.00	\$ -	\$ 1,506.42	\$ 4,414.58
TOTAL EXPENDITURES:	\$ 74,493.00	\$ 7,348.10	\$ 50,458.70	\$ 24,034.30
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:	\$ (7,593.00)	\$ 3,568.72	\$ 26,268.73	\$ 33,861.73
Fund balance, beginning of year	\$ 14,373.39		\$ 14,373.39	
Fund balance, end of period	\$ 6,780.39		\$ 40,642.12	

Fund 681 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
681-000-002.000	CASH - IMM/PRI ACCT 1289	40,665.91
681-000-002.007	DEBIT CARD-CASH	(23.79)
Total Assets		40,642.12
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
681-000-390.000	Fund Balance	14,373.39
Total Fund Balance		14,373.39
Beginning Fund Balance		14,373.39
Net of Revenues VS Expenditures		26,268.73
Ending Fund Balance		40,642.12
Total Liabilities And Fund Balance		40,642.12

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
12/01/2021			681-000-665.000 INTEREST EARNED/INVESTMENTS		BEG. BALANCE		(89.75)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		4.65	(94.40)
12/31/2021			681-000-665.000	END BALANCE	0.00	4.65	(94.40)
12/01/2021			681-000-671.007 FARMERS' MARKET		BEG. BALANCE		(1,351.00)
12/31/2021			681-000-671.007	END BALANCE	0.00	0.00	(1,351.00)
12/01/2021			681-000-671.010 CAR SHOWS		BEG. BALANCE		(2,380.00)
12/31/2021			681-000-671.010	END BALANCE	0.00	0.00	(2,380.00)
12/01/2021			681-000-671.018 MINT FESTIVAL		BEG. BALANCE		(22,058.00)
12/31/2021			681-000-671.018	END BALANCE	0.00	0.00	(22,058.00)
12/01/2021			681-000-671.024 SANTA PARADE		BEG. BALANCE		(2,350.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/20			1,320.00	(3,670.00)
12/27/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/27/20			750.00	(4,420.00)
12/31/2021			681-000-671.024	END BALANCE	0.00	2,070.00	(4,420.00)
12/01/2021			681-000-671.026 SOAP BOX DERBY		BEG. BALANCE		(500.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/20			7,500.00	(8,000.00)
12/31/2021			681-000-671.026	END BALANCE	0.00	7,500.00	(8,000.00)
12/01/2021			681-000-671.031 MARKETING CO-OP		BEG. BALANCE		(2,250.00)
12/20/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/20/20			1,250.00	(3,500.00)
12/31/2021			681-000-671.031	END BALANCE	0.00	1,250.00	(3,500.00)
12/01/2021			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		(31,081.86)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		92.17	(31,174.03)
12/31/2021			681-000-672.006	END BALANCE	0.00	92.17	(31,174.03)
12/01/2021			681-000-675.005 CORPORATE SPONSORS		BEG. BALANCE		(3,750.00)
12/31/2021			681-000-675.005	END BALANCE	0.00	0.00	(3,750.00)
12/01/2021			681-173-751.000 DMB EVENT COSTS		BEG. BALANCE		1,040.00
12/31/2021			681-173-751.000	END BALANCE	0.00	0.00	1,040.00
12/01/2021			681-173-751.001 FARMERS' MARKET		BEG. BALANCE		800.00
12/31/2021			681-173-751.001	END BALANCE	0.00	0.00	800.00
12/01/2021			681-173-751.002 CAR SHOWS		BEG. BALANCE		1,606.24
12/31/2021			681-173-751.002	END BALANCE	0.00	0.00	1,606.24
12/01/2021			681-173-751.003 MINT FESTIVAL		BEG. BALANCE		12,214.98
12/31/2021			681-173-751.003	END BALANCE	0.00	0.00	12,214.98
12/01/2021			681-173-751.007 SANTA PARADE		BEG. BALANCE		315.00
12/02/2021	AP	INV	SANTA PARADE 2021; SJ REDWINGS BAND	12/09/2021	200.00		515.00
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021	200.00		715.00
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021	200.00		915.00
12/02/2021	AP	INV	SANTA PARADE 2021; ST NICK	12/01/2021	100.00		1,015.00
12/02/2021	AP	INV	POLES BANNERS	18670	1,200.00		2,215.00
12/02/2021	AP	INV	MAGNETIC PARADE SIGNS	18672	360.00		2,575.00
12/02/2021	AP	INV	YARD SIGNS FOR HOLIDAY MARKET	18646	210.00		2,785.00
12/02/2021	AP	INV	CROSS STREET BANNER	18671	900.00		3,685.00
12/22/2021	AP	INV	PORTABLE TOILET RENTAL	567008	410.00		4,095.00
12/31/2021			681-173-751.007	END BALANCE	3,780.00	0.00	4,095.00
12/01/2021			681-173-751.008 SOAP BOX DERBY		BEG. BALANCE		0.00
12/21/2021	AP	INV	BLEACHER RENTALS DOWN PYMNT; SOAP BO	11/04/2021	733.00		733.00
12/21/2021	AP	INV	RENTALS; 50% PYMNT - SOAP BOX DERBY	21676	627.92		1,360.92
12/31/2021			681-173-751.008	END BALANCE	1,360.92	0.00	1,360.92
12/01/2021			681-173-751.010 FALL FESTIVAL		BEG. BALANCE		590.00
12/31/2021			681-173-751.010	END BALANCE	0.00	0.00	590.00
12/01/2021			681-173-804.000 ADMINISTRATION CHARGES		BEG. BALANCE		1,317.50
12/31/2021			681-173-804.000	END BALANCE	0.00	0.00	1,317.50

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
12/01/2021			681-173-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		7,500.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021	1,500.00		9,000.00
12/31/2021			681-173-818.000	END BALANCE	1,500.00	0.00	9,000.00
12/01/2021			681-173-818.040 DOWNTOWN IMPROVEMENT		BEG. BALANCE		3,842.98
12/17/2021	AP	INV	CORN SHOCKS, FRAZIER BUNDLE, CONCOLO	12/09/2021	1,354.00		5,196.98
12/31/2021			681-173-818.040	END BALANCE	1,354.00	0.00	5,196.98
12/01/2021			681-173-853.004 MONTHLY & LONG DISTANCE SERV		BEG. BALANCE		92.00
12/09/2021	AP	INV	TELEPHONE SERVICE - 12/2021	12/10/2021	23.18		115.18
12/31/2021			681-173-853.004	END BALANCE	23.18	0.00	115.18
12/01/2021			681-173-870.001 MARKETING INCENTIVE		BEG. BALANCE		11,285.48
12/17/2021	AP	INV	RADIO ADVERTISING	11N0019890	330.00		11,615.48
12/31/2021			681-173-870.001	END BALANCE	330.00	0.00	11,615.48
12/01/2021			681-173-956.000 MISCELLANEOUS		BEG. BALANCE		1,506.42
12/31/2021			681-173-956.000	END BALANCE	0.00	0.00	1,506.42

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2021			681-000-665.000 INTEREST EARNED/INVESTMENTS			BEG. BALANCE	0.00
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083		27.68	(27.68)
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154		14.09	(41.77)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200		31.46	(73.23)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238		10.87	(84.10)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260		5.65	(89.75)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		4.65	(94.40)
12/31/2021			681-000-665.000	END BALANCE	0.00	94.40	(94.40)
681-000-671.007 FARMERS' MARKET							
07/01/2021						BEG. BALANCE	0.00
09/10/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/10/20			856.00	(856.00)
11/03/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/03/20			495.00	(1,351.00)
12/31/2021			681-000-671.007	END BALANCE	0.00	1,351.00	(1,351.00)
681-000-671.010 CAR SHOWS							
07/01/2021						BEG. BALANCE	0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			2,380.00	(2,380.00)
12/31/2021			681-000-671.010	END BALANCE	0.00	2,380.00	(2,380.00)
681-000-671.018 MINT FESTIVAL							
07/01/2021						BEG. BALANCE	0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			20,758.00	(20,758.00)
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			1,300.00	(22,058.00)
12/31/2021			681-000-671.018	END BALANCE	0.00	22,058.00	(22,058.00)
681-000-671.024 SANTA PARADE							
07/01/2021						BEG. BALANCE	0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/20			2,350.00	(2,350.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/20			1,320.00	(3,670.00)
12/27/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/27/20			750.00	(4,420.00)
12/31/2021			681-000-671.024	END BALANCE	0.00	4,420.00	(4,420.00)
681-000-671.026 SOAP BOX DERBY							
07/01/2021						BEG. BALANCE	0.00
09/23/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/23/20			500.00	(500.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/20			7,500.00	(8,000.00)
12/31/2021			681-000-671.026	END BALANCE	0.00	8,000.00	(8,000.00)
681-000-671.031 MARKETING CO-OP							
07/01/2021						BEG. BALANCE	0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/20			2,250.00	(2,250.00)
12/20/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/20/20			1,250.00	(3,500.00)
12/31/2021			681-000-671.031	END BALANCE	0.00	3,500.00	(3,500.00)
681-000-672.006 DOWNTOWN BUSINESS DISTRICT							
07/01/2021						BEG. BALANCE	0.00
07/15/2021	GJ	JE	RECORD TAX REVENUES	12942		5,734.21	(5,734.21)
07/29/2021	GJ	JE	RECORD TAX REVENUES	12950		7,500.00	(13,234.21)
08/15/2021	GJ	JE	RECORD TAX REVENUES	12977		11,050.00	(24,284.21)
08/31/2021	GJ	JE	RECORD TAX REVENUES	13050		3,182.83	(27,467.04)
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083		1,374.03	(28,841.07)
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154		700.00	(29,541.07)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200		1,040.10	(30,581.17)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238		359.90	(30,941.07)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260		140.79	(31,081.86)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		92.17	(31,174.03)
12/31/2021			681-000-672.006	END BALANCE	0.00	31,174.03	(31,174.03)
681-000-675.005 CORPORATE SPONSORS							
07/01/2021						BEG. BALANCE	0.00
07/26/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/26/20			1,000.00	(1,000.00)
08/05/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/05/20			1,000.00	(2,000.00)
08/12/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/20			500.00	(2,500.00)
10/28/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/28/20			1,250.00	(3,750.00)
12/31/2021			681-000-675.005	END BALANCE	0.00	3,750.00	(3,750.00)
681-173-751.000 DMB EVENT COSTS							
07/01/2021						BEG. BALANCE	0.00
07/07/2021	AP	INV	FRIENDLY FRIDAY SINGER	07/06/2021	150.00		150.00
08/18/2021	AP	INV	MINT CITY CLASSIC; BARLAGE	08/25/2021	290.00		440.00
08/18/2021	AP	INV	FRIENDLY FRIDAY SINGER	08/11/2021	150.00		590.00
09/09/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/17/21	09/08/2021	150.00		740.00
09/23/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/30/2021	09/22/2021	150.00		890.00
10/13/2021	AP	INV	FRIENDLY FRIDAY SINGER; 10/14/21	10/13/2021	150.00		1,040.00
12/31/2021			681-173-751.000	END BALANCE	1,040.00	0.00	1,040.00
681-173-751.001 FARMERS' MARKET							
07/01/2021						BEG. BALANCE	0.00
09/23/2021	AP	INV	MARKETING INCENTIVE; FARMERS' MARKET	09/22/2021	800.00		800.00
12/31/2021			681-173-751.001	END BALANCE	800.00	0.00	800.00
681-173-751.002 CAR SHOWS							
07/01/2021						BEG. BALANCE	0.00
08/04/2021	AP	INV	LIVE REMOTE ANNOUNCER 292.5 @ CAR SH	08/03/2021	100.00		100.00
08/09/2021	AP	INV	CAR SHOW CASH PRIZES; 2021	08/09/2021	250.00		350.00
09/23/2021	AP	INV	TSHIRTS; CUSTOM DASH BOARD/AWARD PLA	29955	1,232.00		1,582.00
10/20/2021	AP	INV	REIMBURSE; POSTAGE CAR SHOW PLAQUES	10/19/2021	24.24		1,606.24
12/31/2021			681-173-751.002	END BALANCE	1,606.24	0.00	1,606.24
681-173-751.003 MINT FESTIVAL							
07/01/2021						BEG. BALANCE	0.00
07/22/2021	AP	INV	WINGIT PERFORMANCE @ MINT FEST/TENT	07/21/2021	1,000.00		1,000.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
					(Continued)		
681-173-751.003 MINT FESTIVAL							
07/22/2021	AP	INV	MIRANDA & M80'S PERF @ MINT FEST/TEN	07/21/2021	1,200.00		2,200.00
08/03/2021	AP	INV	STARTING PETTY CASH; CAR SHOW & BEV	08/10/2021	1,300.00		3,500.00
08/12/2021	AP	INV	BEER & WINE FOR MINT FESTIVAL 2021	W-852596	8,340.90		11,840.90
08/18/2021	AP	VOID	Void Invoice W-852596 02-04-0156	W-852596		8,340.90	3,500.00
08/18/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959	3,323.65		6,823.65
08/18/2021	AP	INV	BEER TENT SUPPLIES	344197	334.30		7,157.95
08/18/2021	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/13-08/14 2021	860.83		8,018.78
08/27/2021	AP	INV	REIMBURSE; SPECIAL LIQUOR LICENSE FO	08/25/2021	100.00		8,118.78
08/31/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959	3,323.65		11,442.43
08/31/2021	AP	VOID	Void Invoice W-853959 02-04-0156	W-853959		3,323.65	8,118.78
09/08/2021	AP	INV	ADVERTISING; MINT FEST 2021	09/01/2021	1,050.00		9,168.78
09/08/2021	AP	INV	PORTABLE TOILET RENTAL	565571	3,046.20		12,214.98
12/31/2021			681-173-751.003	END BALANCE	23,879.53	11,664.55	12,214.98
681-173-751.007 SANTA PARADE					BEG. BALANCE		0.00
07/01/2021							0.00
11/17/2021	AP	INV	CHRISTMAS BROCHURES/FLYERS	44816	315.00		315.00
12/02/2021	AP	INV	SANTA PARADE 2021; SJ REDWINGS BAND	12/09/2021	200.00		515.00
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021	200.00		715.00
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021	200.00		915.00
12/02/2021	AP	INV	SANTA PARADE 2021; ST NICK	12/01/2021	100.00		1,015.00
12/02/2021	AP	INV	POLES BANNERS	18670	1,200.00		2,215.00
12/02/2021	AP	INV	MAGNETIC PARADE SIGNS	18672	360.00		2,575.00
12/02/2021	AP	INV	YARD SIGNS FOR HOLIDAY MARKET	18646	210.00		2,785.00
12/02/2021	AP	INV	CROSS STREET BANNER	18671	900.00		3,685.00
12/22/2021	AP	INV	PORTABLE TOILET RENTAL	567008	410.00		4,095.00
12/31/2021			681-173-751.007	END BALANCE	4,095.00	0.00	4,095.00
681-173-751.008 SOAP BOX DERBY					BEG. BALANCE		0.00
07/01/2021							0.00
12/21/2021	AP	INV	BLEACHER RENTALS DOWN PYMNT; SOAP BO	11/04/2021	733.00		733.00
12/21/2021	AP	INV	RENTALS; 50% PYMNT - SOAP BOX DERBY	21676	627.92		1,360.92
12/31/2021			681-173-751.008	END BALANCE	1,360.92	0.00	1,360.92
681-173-751.010 FALL FESTIVAL					BEG. BALANCE		0.00
07/01/2021							0.00
09/23/2021	AP	INV	PORTABLE UNITS	565932	590.00		590.00
12/31/2021			681-173-751.010	END BALANCE	590.00	0.00	590.00
681-173-804.000 ADMINISTRATION CHARGES					BEG. BALANCE		0.00
07/01/2021							0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947	658.75		658.75
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214	658.75		1,317.50
12/31/2021			681-173-804.000	END BALANCE	1,317.50	0.00	1,317.50
681-173-818.000 CONTRACTUAL SERVICES					BEG. BALANCE		0.00
07/01/2021							0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021	1,500.00		1,500.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021	1,500.00		3,000.00
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021	1,500.00		4,500.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021	1,500.00		6,000.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/20	NOV2021	1,500.00		7,500.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021	1,500.00		9,000.00
12/31/2021			681-173-818.000	END BALANCE	9,000.00	0.00	9,000.00
681-173-818.040 DOWNTOWN IMPROVEMENT					BEG. BALANCE		0.00
07/01/2021							0.00
09/22/2021	AP	INV	9-ELECTRIC LIGHT POLE REPLACEMENT IN	6114	2,000.00		2,000.00
09/22/2021	AP	INV	9-ELECTRIC LIGHT POLE REPLACEMENT IN	6114	735.98		2,735.98
11/17/2021	AP	INV	REIMBURSE; DECORATIONS FOR LIGHT PAR	300253222	1,107.00		3,842.98
12/17/2021	AP	INV	CORN SHOCKS, FRAZIER BUNDLE, CONCOLO	12/09/2021	1,354.00		5,196.98
12/31/2021			681-173-818.040	END BALANCE	5,196.98	0.00	5,196.98
681-173-853.004 MONTHLY & LONG DISTANCE SERV					BEG. BALANCE		0.00
07/01/2021							0.00
08/04/2021	AP	INV	TELEPHONE SERVICE - 08/2021	08/10/2021	23.00		23.00
09/13/2021	AP	INV	TELEPHONE SERVICE - 09/2021	09/10/2021	23.00		46.00
10/11/2021	AP	INV	TELEPHONE SERVICE - 09/2021	10/10/2021	23.00		69.00
11/15/2021	AP	INV	TELEPHONE SERVICE - 11/2021	11/10/2021	23.00		92.00
12/09/2021	AP	INV	TELEPHONE SERVICE - 12/2021	12/10/2021	23.18		115.18
12/31/2021			681-173-853.004	END BALANCE	115.18	0.00	115.18
681-173-870.001 MARKETING INCENTIVE					BEG. BALANCE		0.00
07/01/2021							0.00
09/23/2021	AP	INV	MARKETING INCENTIVE; FARMERS' MARKET	09/22/2021	1,095.48		1,095.48
10/14/2021	AP	INV	ADVERTISING; WEB PREROLL/POSTROLL CP	3070464-4	100.00		1,195.48
11/15/2021	AP	INV	MARKETING; 2021 BUY LOCAL	3269123	1,000.00		2,195.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COO	3268352	210.00		2,405.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY	3268343	70.00		2,475.48
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/RED WING BA	3268394	70.00		2,545.48
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APP	3249952	70.00		2,615.48
11/15/2021	AP	INV	MARKETING; COURHOUSE CUTS/SWANY'S CO	3249954	70.00		2,685.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIM DE	3268368	70.00		2,755.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC	3242083	70.00		2,825.48
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MED/SIMPLIFIE	3268363	70.00		2,895.48
11/15/2021	AP	INV	MARKETING; PKSA KARATE	3268369	70.00		2,965.48
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3268366	70.00		3,035.48
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT STUDI	3249455	70.00		3,105.48
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/REDWING BAR	3242092	210.00		3,315.48
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3268354	210.00		3,525.48
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT COOP	3249963	210.00		3,735.48
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APP	3268359	210.00		3,945.48

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-173-870.001 MARKETING INCENTIVE				
						(Continued)	
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIM	3268357	210.00		4,155.48
11/15/2021	AP	INV	MARKETING; PSKA KARATE/AARDVARK TATT	3249965	210.00		4,365.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC C	3249960	210.00		4,575.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIMSIC	3268355	210.00		4,785.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS CO	3249962	210.00		4,995.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COO	3268343	619.00		5,614.48
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/REDWING BAR	3249955	619.00		6,233.48
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3242066	619.00		6,852.48
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIALS/KURTS A	3268348	619.00		7,471.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS CO	3249970	619.00		8,090.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC	3268345	619.00		8,709.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 COOP	3249956	619.00		9,328.48
11/15/2021	AP	INV	MARKETING; EKSA KARATE COOP	3249973	619.00		9,947.48
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIM	3268350	619.00		10,566.48
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT COOP	3266343	619.00		11,185.48
11/17/2021	AP	INV	LIVE REMOTE ANNOUNCER Z92.5; LIGHT P	11/17/2021	100.00		11,285.48
12/17/2021	AP	INV	RADIO ADVERTISING	11N0019890	330.00		11,615.48
12/31/2021			681-173-870.001	END BALANCE	11,615.48	0.00	11,615.48
			681-173-956.000 MISCELLANEOUS				
07/01/2021					BEG. BALANCE		0.00
07/01/2021	GJ	JE	ALLOCATE MML POLICY PREMIUMS	12964	5.18		5.18
07/28/2021	AP	INV	2021 MEMBERSHIP	732	1,000.00		1,005.18
10/20/2021	AP	INV	ANNUAL CONFERENCE REGISTRATION; 2021	10/19/2021	210.00		1,215.18
10/21/2021	AP	INV	DOWNTOWN RADIO RENEWAL	X6-1704269673	191.24		1,406.42
11/17/2021	AP	INV	REIMBURSE; CONFERENCE - AHAUBERT	7R7550572V215232U	100.00		1,506.42
12/31/2021			681-173-956.000	END BALANCE	1,506.42	0.00	1,506.42

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	CASH - IMM/PRI ACCT 1289	60,722.63
Total Assets		60,722.63
*** Liabilities ***		
248-000-214.001	DUE TO GENERAL FUND	493.50
Total Liabilities		493.50
*** Fund Balance ***		
248-000-390.000	Fund Balance	70,476.77
Total Fund Balance		70,476.77
Beginning Fund Balance		70,476.77
Net of Revenues VS Expenditures		(10,247.64)
Ending Fund Balance		60,229.13
Total Liabilities And Fund Balance		60,722.63

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/2021	AVAILABLE BALANCE	% BGET USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-404.000	CURRENT PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
248-000-543.010	MCACA Minigrant	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	0.00	(9.16)	0.00	9.16	100.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		0.00	(9.16)	0.00	9.16	100.00
TOTAL REVENUES						
		0.00	(9.16)	0.00	9.16	100.00
Expenditures						
Dept 451 - NEW CONSTRUCTION						
248-451-804.000	ADMINISTRATION CHARGES	987.00	493.50	0.00	493.50	50.00
248-451-818.000	CONTRACTUAL SERVICES	1,350.00	2,592.00	167.00	(1,242.00)	192.00
248-451-818.040	DOWNTOWN IMPROVEMENT	0.00	6,300.00	0.00	(6,300.00)	100.00
248-451-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
248-451-956.000	MISCELLANEOUS	0.00	852.98	0.00	(852.98)	100.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		2,337.00	10,238.48	167.00	(7,901.48)	438.10
TOTAL EXPENDITURES						
		2,337.00	10,238.48	167.00	(7,901.48)	438.10
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		0.00	(9.16)	0.00	9.16	100.00
TOTAL EXPENDITURES		2,337.00	10,238.48	167.00	(7,901.48)	438.10
NET OF REVENUES & EXPENDITURES		(2,337.00)	(10,247.64)	(167.00)	7,910.64	438.50

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2021			248-000-002.000 CASH - IMM/PRI ACCT 1289			BEG. BALANCE	70,476.77
07/30/2021	CD	CHK	Check: 03 5346	5346(A)		167.00	70,309.77
07/31/2021	GJ	JE	MONTHLY SERVICE CHARGE	13190		9.16	70,300.61
08/27/2021	CD	CHK	Check: 03 5416	5416(A)		167.00	70,133.61
09/14/2021	CD	CHK	Check: 03 60685	60685		852.98	69,280.63
09/14/2021	CD	CHK	Check: 03 60691	60691		1,000.00	68,280.63
09/17/2021	CD	CHK	Check: 03 5468	5468(A)		1,590.00	66,690.63
09/30/2021	CD	CHK	Check: 03 5488	5488(A)		167.00	66,523.63
10/28/2021	CD	CHK	Check: 03 5561	5561(A)		167.00	66,356.63
11/09/2021	CD	CHK	Check: 03 60852	60852		5,300.00	61,056.63
11/24/2021	CD	CHK	Check: 03 5629	5629(A)		167.00	60,889.63
12/30/2021	CD	CHK	Check: 03 5707	5707(A)		167.00	60,722.63
06/30/2022			248-000-002.000	END BALANCE	0.00	9,754.14	60,722.63
248-000-202.000 ACCOUNTS PAYABLE							
07/01/2021						BEG. BALANCE	0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021		167.00	(167.00)
07/30/2021	CD	CHK	Check: 03 5346	5346(A)	167.00		0.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021		167.00	(167.00)
08/27/2021	CD	CHK	Check: 03 5416	5416(A)	167.00		0.00
09/08/2021	AP	INV	OVERPAYMENTS OF PPT 01/27/2020	2021-02-PPT-19-20		852.98	(852.98)
09/08/2021	AP	INV	3'X30' 2 SIDED OVER THE STREET BANNE	18513		1,000.00	(1,852.98)
09/08/2021	AP	INV	PRJCT #131014SG2021L SH DDA DISTRICT	209282		1,590.00	(3,442.98)
09/14/2021	CD	CHK	Check: 03 60685	60685	852.98		(2,590.00)
09/14/2021	CD	CHK	Check: 03 60691	60691	1,000.00		(1,590.00)
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021		167.00	(1,757.00)
09/17/2021	CD	CHK	Check: 03 5468	5468(A)	1,590.00		(167.00)
09/30/2021	CD	CHK	Check: 03 5488	5488(A)	167.00		0.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021		167.00	(167.00)
10/28/2021	CD	CHK	Check: 03 5561	5561(A)	167.00		0.00
11/08/2021	AP	INV	REPAIR DISTRIBUTED AUDIO SYSTEM	110221.1		5,300.00	(5,300.00)
11/09/2021	CD	CHK	Check: 03 60852	60852	5,300.00		0.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/20	NOV2021		167.00	(167.00)
11/24/2021	CD	CHK	Check: 03 5629	5629(A)	167.00		0.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021		167.00	(167.00)
12/30/2021	CD	CHK	Check: 03 5707	5707(A)	167.00		0.00
06/30/2022			248-000-202.000	END BALANCE	9,744.98	9,744.98	0.00
248-000-214.001 DUE TO GENERAL FUND							
07/01/2021						BEG. BALANCE	0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947		246.75	(246.75)
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214		246.75	(493.50)
06/30/2022			248-000-214.001	END BALANCE	0.00	493.50	(493.50)
248-000-390.000 Fund Balance							
07/01/2021						BEG. BALANCE	(70,476.77)
06/30/2022			248-000-390.000	END BALANCE	0.00	0.00	(70,476.77)
248-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2021						BEG. BALANCE	0.00
07/31/2021	GJ	JE	MONTHLY SERVICE CHARGE	13190	9.16		9.16
06/30/2022			248-000-665.000	END BALANCE	9.16	0.00	9.16
248-451-804.000 ADMINISTRATION CHARGES							
07/01/2021						BEG. BALANCE	0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947		246.75	246.75
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214		246.75	493.50
06/30/2022			248-451-804.000	END BALANCE	493.50	0.00	493.50
248-451-818.000 CONTRACTUAL SERVICES							
07/01/2021						BEG. BALANCE	0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021		167.00	167.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021		167.00	334.00
09/08/2021	AP	INV	PRJCT #131014SG2021L SH DDA DISTRICT	209282	1,590.00		1,924.00
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021		167.00	2,091.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021		167.00	2,258.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/20	NOV2021		167.00	2,425.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021		167.00	2,592.00
06/30/2022			248-451-818.000	END BALANCE	2,592.00	0.00	2,592.00
248-451-818.040 DOWNTOWN IMPROVEMENT							
07/01/2021						BEG. BALANCE	0.00
09/08/2021	AP	INV	3'X30' 2 SIDED OVER THE STREET BANNE	18513	1,000.00		1,000.00
11/08/2021	AP	INV	REPAIR DISTRIBUTED AUDIO SYSTEM	110221.1	5,300.00		6,300.00
06/30/2022			248-451-818.040	END BALANCE	6,300.00	0.00	6,300.00
248-451-956.000 MISCELLANEOUS							
07/01/2021						BEG. BALANCE	0.00
09/08/2021	AP	INV	OVERPAYMENTS OF PPT 01/27/2020	2021-02-PPT-19-20	852.98		852.98
06/30/2022			248-451-956.000	END BALANCE	852.98	0.00	852.98



Principal Shopping District and Downtown Development Authority

100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext. 233

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Events Committee Meeting Minutes

Dec 2,2021

Members Attending: Kirk Gartside, Corrine Trimbach, Tracy Kossaras, Mariah Leiby, Nancy McKinney and Heather Hanover

1. Holiday Parade: Kirk is concerned about the crowd moving in during the parade. He has some vests. Heather will look for volunteers. Kirk would like the fire department to block off Clinton Ave after the last parade entry to prevent cars from coming down too quickly. Heather will have the mixer board set up by Dominos for announcing the parade. Mike Ziegler will make a switch for Little Miss Mint to turn on lights.
2. Holiday Market: Mariah will start setting up for the holiday Market at 8am on Saturday and could use some help. She would like more gemstones to put down the center of the street to block off the spaces for the vendors. Heather will talk to the DPW. They would like to put the burn barrels on the corners. Maybe 4 to 6. Kirk will bring some wood and Mariah's husband will light the fires. The Rotary Club will be running the Santa in the depot. They have candy canes to hand out to the kids. The Youth Action Committee (YAC) will be helping with trash and directions. 50 some vendors have paid to participate.



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Executive Committee Meeting Minutes
12-27-21

Members attending: Tyler Barlage, Kirk Gartside, Bruce Delong, Dave Kudwa and Heather Hanover

1. Match on Main: Fab Five received the grant for \$25,000 and is starting on the remodel. They are very excited. The MEDC back ground check is on the city/DDA and Heather has already started the process.
2. New Board Members: Heather has received some interest. We will put it on the next agenda. We need a new board member and a new Vice Chair. There was discussion about attendance requirements being added to our policies or by-laws.
3. MCACA Grant due January 15th. Heather will have a meeting with Willow Labs about Equipment changes and get a grant sent in before the 15th.
4. Revitalization and Placemaking Grant: The minimum of \$500,000 is a big amount. Projects were discussed for facades and other improvements. Heather will work with Dave to think of some kind of project.
5. CRCF grant: Max of \$75,000 fifty fifty match. Discussion of using this grant for amenities for the downtown or façade improvements. Heather will work on a grant application.
6. Insurance for portable Amp replacement. The electric company that mis wired the pole will be paying for a new portable amp.
7. Items for next board meeting agenda: Approval of 2022 meeting dates and new board member . Bruce also questioned if the website is complete and what our expectations were of Ethan. Heather will do some investigating into this and talk with Ethan.

Meeting adjourned 9:05am



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Marketing Committee Minutes
December 9 2021, 11:30 am
PSD Office

Committee Members Present: Tyler Barlage, Erica Hayes and Heather Hanover

1. **Marketing Budget:** Heather talked about prioritizing our marketing funds. The group would like to look at where money has been spent in the past. How much money do we have to budget toward marketing? Look at different forms of marketing, the costs and the effectiveness. There was discussion about Snap Chat, bill boards, Facebook marketing and website changes. Heather will gather some data, so that we can have a plan to present to the board for inclusion with the yearly budget. The Fiscal year starts July 1st and the city likes to have budgets approved in May or June.
2. **Banner Across the Street:** The banner is working great. Is the banner part of our marketing budget or downtown infrastructure. The committee would like to see seasonal pole banners. Should that be part of our budget or another committee? How many years could the pole banners be reused.
3. **Hours on the website:** There was some discussion at the last board meeting about having consistent hours for shoppers. It was suggested that we put each stores hours on our website. The feasibility have maintaining accurate information on our website for all the stores was discussed. Our website does have links to each store's website, where the information is available and hopefully kept up to date. There was talk of putting a disclaimer telling shoppers to check individual stores for hours. There was also talk of seeing if we could get stores to agree to set hours. This has been tired in the past and resisted by some stores that like to set their own hours.
4. **CRCF grant:** Heather had a discussion with Jason Butler about applying for funds from CRCF. We can get up to \$75,000 and it would require a 50/50 match. The general feeling was that this would be a good thing to at least try for.