



989-224-8944: psdcityofsj@gmail.com

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
2022 - 2023

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County Commissioner

Directors
Ed Brandon
Gilroy's Hardware

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

Mariah Leiby
Salon 989

Marketing
Tyler Barlage-Chair
Erica Hayes

Design
Amber Haubert-Chair
Kim Zuehlke
Mariah Leiby

Events
Mariah Leiby-Chair
Nancy McKinley

Tracy Kossaras
Jason Butler
Tyler Barlage
Corrine Trimbach
Executive, Finance, Strategic Planning

Tyler Barlage
Bruce DeLong
Dave Kudwa

Jason Butler
Mariah Leiby
Amber Haubert

CONTACT INFO
Executive Director
Heather Hanover

AGENDA

Principal Shopping District Meeting

Oct 5, 2022

11:30 am, At Main Street Cafe

* Indicates an attachment

1. **Call to Order 11:30am**
2. **Additions to the Agenda 11:30am (2 minutes)**
3. **Approval of the Consent Agenda: 11:32am (5 minutes)**
 - A. *Minutes of meeting dated Sept 7, 2022
 - B. *Minutes from Executive, Marketing and Event Meetings
 - C. *City of St Johns monthly financial report through Sept 29, 2022
 - D. *Director's Report
4. **Communications**
 - A. Events Committee: Vote on New Chairs Corinne Trimbach and Tracy Kossaras
11:37am (5 minutes)
 - B. Marketing Committee Up Date/Logo Discussion 11:42am (10 minutes)
5. **Old Business**
 - A. By Laws 11:52am (5 minutes)
6. **New Business**
 - A. None

Next Regular PSD Board Meeting November 2, 2022 at 11:30 at Main Street Cafe



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**Executive, Finance,
Strategic Planning**
Tyler Barlage
Bruce DeLong
Dave Kudwa
Jason Butler
Mariah Leiby
Amber Haubert

CONTACT INFO
Executive Director
Heather Hanover
Office: 989-224-8944
ext. 233
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AGENDA

Downtown Development Authority Meeting

October 5, 2022

Immediately After 11:30 PSD Meeting at Main Street Cafe

* Indicates an attachment

1. **Call to Order 11:58am**
2. **Additions to the Agenda 11:59am**
3. **Approval of the Consent Agenda: 12:00pm (2 minutes)**
 - A. *Minutes of meeting dated September 7,2022
 - B. *City of St Johns monthly financial report through Sept 29,2022

4. Communications

- A. Design Committee Up Date
1. Façade Grant Program **12:02(Amber Haubert 10 minutes)**

5. Old Business

- A. CRM **12:12pm (5 minutes)**
- B. By Laws **12:17pm (10 minutes)**

6. New Business

- A. Match on Main

7. Public Comment (please keep to under 3 minutes) 12:27pm (5 minutes)

Meeting adjourned 12:32pm

Next Regular DDA Board Meeting Nov 2, 2022 at 11:30 at Main Street Cafe



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**BOARD OF DIRECTORS
2021 - 2022**

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Café & Pizza

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Events
Mariah Leiby-Chair
Tyler Barlage
Tracy Kossaras
Nancy McKinley
Amber Haubert
Corrine Trimbach

Design
Amber Haubert-Chair
Mariah Leiby
Kim Zuehlke

**Executive, Finance,
Strategic Planning**
Jason Butler-Chair
Tyler Barlage
Bruce Delong
Dave Kudwa
Mariah Leiby
Amber Haubert

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**Meeting Minutes
Principal Shopping District
September 7, 2022**

11:30 am, At Main Street Café

Members Present: Jason Butler, Ed Brandon, Amber Haubert, Tracy Kossaras, Nancy McKinley, Mariah Leiby, Bruce Delong, Corinne Trimbach and Erica Hayes.

Other Present: Julie Tadgerson, Todd Pride, Liz Janetzke, Dave Kirk and Heather Hanover

1. Meeting was called to Order by Chairman Butler at 11:32am

2. Additions to the Agenda There were no additions to the agenda

3. Motion to Approve the Consent Agenda made by Mariah Leiby, seconded by Tracy Kossaras, motion carried.

- A. Minutes of meeting dated August 3, 2022
- B. Minutes of the Executive and Events Committee Meetings
- C. City of St Johns monthly financial report through August 31, 2022
- D. Director's Report

4. Communications

- A. Events Committee: Even with rain on Saturday, the Mint Fest downtown made money for downtown projects. There were a lot of great comments about the new set up. It will need to be changed slightly for next year but overall, it worked well. Dave Kirk said there was one problem on Friday night. We need to have the volunteers wear the event vests so that they are easily recognized. Jason Butler commented on the amount of help we received from the city. It was a lot and we really appreciated their help. Mariah said the Mint Fest overall went well. She also said that the Chamber will be running the "Event So Good It's Scary" on Halloween from 4:30 to 6pm and there will be no charge to businesses that want to participate.
- B. Marketing Committee: Julie Tadgerson presented the program for "St Johns Its on Your Way" campaign. We received \$7500 grant from the MRA. We will be combining this money with some from the PSD (\$5000) and individual business owners (20 owners at \$150 each, \$3000). The grant is allowing businesses to participate for \$150 this year instead of \$250. The businesses will get a commercial and a place on the WLNS Facebook Carousel. There was also talk of the downtown logo and the message it represents. Todd Pride from WLNS presented their ideas for the logo. The current logo was discussed and it was decided to refer the logo to the Marketing Committee, who will give a recommendation for next month

5. Old Business

- A. Event Policy Update: The Executive Committee is working on the policy. Heather is checking with the Rotary Club to see what policy they came up with. The Policy will come back to a future meeting

6. New Business

- A. New Event Chair: The current Event Chair, Mariah Leiby, is also the Chamber Event Chair. She would still like to help but prefer not to be the Downtown chair. Jason referred the Event Chair position to the Event Committee for a recommendation to the entire board
- B. Banner Across Main Street: Heather would like to have something put up. Bruce Delong stated that because of the issues we have had in the past we do not have a presentable banner to put up. It was also discussed that we should not get a new banner until the logo issue is ironed out.

Motion to Adjourn made by Erica Hayes, seconded by Mariah Leiby, motion carried. Meeting adjourned at 12:16pm

Next Regular Meeting October 5, 2022



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Meeting Minutes
Downtown Development Authority
September 7, 2022 Main Street Café

BOARD OF DIRECTORS
2021 - 2022

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Secretary-Treasurer
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Clinton County Commissioner

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Craig Smith
Main Street
Café & Pizza

Mariah Leiby
Salon 989

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Events
Mariah Leiby-Chair
Amber Haubert
Tracy Kossaras
Jason Butler
Corrine Trimbach
Jaime Madar

Design
Amber Haubert-Chair
Mariah Leiby
Kim Zuehlke

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

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Heather Hanover
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Members Present: Jason Butler, Ed Brandon, Tracy Kossaras, Amber Haubert, Bruce DeLong, Mariah Leiby, Corinne Trimbach, Erica Hayes and Nancy McKinley.

Other Present: Dave Kirk and Heather Hanover

1. Meeting was called to Order by Chairman Butler at 12:18 pm

2. Additions to the Agenda: No additions

3. Motion to Approve the Consent Agenda as presented, made by Mariah Leiby seconded by Tracy Kossaras, motion carried.

A. Minutes of meeting dated August 3, 2022

B. City of St Johns monthly financial report through August 31, 2022

4. Communications

A. Design Committee Up Date: Amber presented the new Façade Grant Program. She developed it closely along the lines of the Petoskey Façade Grant Program. There was a question on how the grant award decisions will be made. Amber stated that final approval will be by the whole board. Erika asked that the board be allowed to see all applications and not just the ones being recommended by the Design Committee. Jason asked about the legality of the document. Heather will check with Dave Kudwa about getting a legal opinion. There was also discussion on how much of our budget we can allot to the Façade Grant Program, motion by Mariah Leiby, seconded by Amber Haubert to budget \$30,000 to the program for this year, motion carried.

B. Amber also received some bids for putting chrysanthemum in the flower pots for the all. The bid from the Country Store for 48 mums was \$576. Motion by Amber Haubert, seconded by Mariah Leiby to approve the bid from the County Store, motion carried.

5. Old Business

A. CRM was discussed at the Executive meeting. We need a whole meeting to discuss the pros and cons of this service. Heather will send out a "go to meeting" email to get times. The whole board is welcome to attend.

6. New Business

A. **Meeting Length:** Chairman Butler asked what the preferred length of time for the monthly board meetings should be. The general consensus was for an hour, with the possibility of going an hour and a half if needed but the goal should be to keep the agenda items low enough to have an hour meeting.

7. Public Comment: Heather announced the Match on Main Grants are again being awarded this fall and she will announce it to all downtown business owners.

Motion to adjourn made by Bruce DeLong, seconded by Ed Brandon, meeting adjourned at 12:46pm

Next Regular Meeting October 5, 2022



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Executive Director Activity for September 2022

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Worked on new PSD and DDA bylaws
- D. Events Committee meeting, agenda and minutes
- E. Meet with WLNS about Marketing
- F. Executive Committee meeting, agenda and minutes
- G. Board Meeting Minutes and agenda
- H. Meet with Steve Martin on downtown issues
- I. Meet with Steve and Jeremy at the Barn
- J. Contacted Bands about Holiday Parade
- K. Arranged for city to fill water tanks for stage
- L. Set up and take down for Thursday Concerts
- M. Worked with Brent and Willow on Speakers for Festival
- N. Turned in Bills and deposits to the City Treasurer
- O. Chamber Meetings
- P. City Council Meeting
- Q. Updates dates to Downtown Website
- R. Added events to Chamber Calendar
- S. Optimize Main Street Grant
- T. Working on new Match on Main Grant
- U. Cleaned out Barn
- V. CRM Planning Meeting
- W. Talked with Santa for parade
- X. Meet with Dave
- Y. Meet with Police Chief
- Z. Turned of music for Homecoming

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	0.00	25,000.00	25,000.00	25,000.00	0.00	100.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	187.65	0.00	14.99	5.55	(14.99)	100.00
681-000-671.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.007	FARMERS' MARKET	1,351.00	1,300.00	929.00	0.00	371.00	71.46
681-000-671.010	CAR SHOWS	2,380.00	2,000.00	1,875.00	150.00	125.00	93.75
681-000-671.018	MINT FESTIVAL	22,058.00	20,000.00	23,085.00	0.00	(3,085.00)	115.43
681-000-671.024	WINTER FESTIVAL	4,920.00	4,750.00	0.00	0.00	4,750.00	0.00
681-000-671.026	SOAP BOX DERBY	11,150.00	0.00	0.00	0.00	0.00	0.00
681-000-671.028	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.031	MARKETING CO-OP	4,500.00	5,000.00	0.00	0.00	5,000.00	0.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	3,750.00	0.00	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	32,575.00	36,225.00	32,237.51	275.00	3,987.49	88.99
681-000-675.005	CORPORATE SPONSORS	3,750.00	600.00	0.00	0.00	600.00	0.00
681-000-675.008	MURALS & SCULPTURES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.001	FUND BALANCE/RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.035	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		86,621.65	94,875.00	83,141.50	25,430.55	11,733.50	87.63
TOTAL REVENUES		86,621.65	94,875.00	83,141.50	25,430.55	11,733.50	87.63
Expenditures							
Dept 173 - ADMINISTRATION DEPARTMENT							
681-173-729.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
681-173-730.000	OFFICE SUPPLIES/ADM	0.00	100.00	0.00	0.00	100.00	0.00
681-173-751.000	EVENT COSTS	1,040.00	1,200.00	808.07	0.00	391.93	67.34
681-173-751.001	FARMERS' MARKET	1,350.00	1,000.00	650.00	325.00	350.00	65.00
681-173-751.002	CAR SHOWS	1,606.24	1,500.00	980.00	0.00	520.00	65.33
681-173-751.003	MINT FESTIVAL	14,299.98	15,000.00	12,565.50	1,435.30	2,434.50	83.77
681-173-751.007	WINTER FESTIVAL	4,095.00	5,500.00	0.00	0.00	5,500.00	0.00
681-173-751.008	SOAP BOX DERBY	15,515.32	0.00	0.00	0.00	0.00	0.00
681-173-751.009	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.010	FALL FESTIVAL	590.00	600.00	0.00	0.00	600.00	0.00
681-173-751.011	SPRING FESTIVAL	2,427.00	500.00	0.00	0.00	500.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	2,635.00	2,740.00	0.00	0.00	2,740.00	0.00
681-173-814.002	WEBSITE	300.00	300.00	0.00	0.00	300.00	0.00
681-173-818.000	CONTRACTUAL SERVICES	18,450.00	10,500.00	2,625.00	875.00	7,875.00	25.00
681-173-818.040	DOWNTOWN IMPROVEMENT	17,485.57	7,000.00	0.00	0.00	7,000.00	0.00
681-173-826.086	AUDIT FEES	200.00	410.00	0.00	0.00	410.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	473.00	300.00	160.70	80.35	139.30	53.57
681-173-870.001	MARKETING INCENTIVE	12,335.48	10,000.00	400.00	0.00	9,600.00	4.00
681-173-870.007	GRANTS	0.00	25,000.00	25,000.00	25,000.00	0.00	100.00
681-173-870.008	MUSIC	1,346.00	1,000.00	1,089.24	189.24	(89.24)	108.92
681-173-900.000	PRINT AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	2,241.96	1,000.00	0.00	0.00	1,000.00	0.00
681-173-960.000	EDUCATION AND TRAINING	0.00	1,000.00	0.00	0.00	1,000.00	0.00
681-173-961.000	PROFESSIONAL DUES	225.00	1,125.00	0.00	0.00	1,125.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		96,615.55	85,775.00	44,278.51	27,904.89	41,496.49	51.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
TOTAL EXPENDITURES		96,615.55	85,775.00	44,278.51	27,904.89	41,496.49	51.62
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		86,621.65	94,875.00	83,141.50	25,430.55	11,733.50	87.63
TOTAL EXPENDITURES		96,615.55	85,775.00	44,278.51	27,904.89	41,496.49	51.62
NET OF REVENUES & EXPENDITURES		(9,993.90)	9,100.00	38,862.99	(2,474.34)	(29,762.99)	427.07
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		86,612.49	134,275.00	147,933.97	25,430.55	(13,658.97)	110.17
TOTAL EXPENDITURES - ALL FUNDS		117,383.18	113,315.00	46,903.51	28,779.89	66,411.49	41.39
NET OF REVENUES & EXPENDITURES		(30,770.69)	20,960.00	101,030.46	(3,349.34)	(80,070.46)	482.02

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-002.000 CASH - IMM/PRI ACCT 1289							
							(Continued)
08/26/2022	CD	CHK	Check: 03 6315	6315(A)		875.00	45,532.08
08/26/2022	CD	CHK	Check: 03 6335	6335(A)		80.35	45,451.73
08/30/2022	CD	VOID	Check: 03 61522	61522	150.00		45,601.73
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508	946.95		46,548.68
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/20		100.00		46,648.68
09/13/2022	CD	CHK	Check: 03 61569	61569		74.05	46,574.63
09/13/2022	CD	CHK	Check: 03 61587	61587		189.24	46,385.39
09/13/2022	CD	CHK	Check: 03 61591	61591		808.07	45,577.32
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/20		25,000.00		70,577.32
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672	280.55		70,857.87
09/16/2022	CD	CHK	Check: 03 6354	6354(A)		311.25	70,546.62
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/20		50.00		70,596.62
09/23/2022	CD	CHK	Check: 03 100009	100009(E)		80.35	70,516.27
09/27/2022	CD	CHK	Check: 03 61630	61630		325.00	70,191.27
09/28/2022	CD	CHK	Check: 03 6396	6396(A)		875.00	69,316.27
09/28/2022	CD	CHK	Check: 03 6422	6422(A)		1,050.00	68,266.27
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	43,266.27
09/30/2022			681-000-002.000	END BALANCE	90,430.10	51,897.31	43,266.27
681-000-002.007 DEBIT CARD-CASH							
07/01/2022				BEG. BALANCE			(23.79)
09/30/2022			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
681-000-084.015 DUE FROM CURRENT TAX COLLECT							
07/01/2022				BEG. BALANCE			0.00
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486		4,025.00	(4,025.00)
07/15/2022	GJ	JE	RECORD TAX REVENUES	13487	4,025.00		0.00
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493		11,850.00	(11,850.00)
07/31/2022	GJ	JE	RECORD TAX REVENUES	13494	11,850.00		0.00
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501		15,150.00	(15,150.00)
08/15/2022	GJ	JE	RECORD TAX REVENUES	13502	15,150.00		0.00
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508		946.95	(946.95)
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509	946.95		0.00
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670	280.55		280.55
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672		280.55	0.00
09/30/2022			681-000-084.015	END BALANCE	32,252.50	32,252.50	0.00
681-000-202.000 ACCOUNTS PAYABLE							
07/01/2022				BEG. BALANCE			(330.20)
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022		150.00	(480.20)
07/07/2022	AP	INV	REIBMURSE; LIQUOR LICENSE FOR MINT FI	07/07/2022		100.00	(580.20)
07/15/2022	CD	CHK	Check: 03 6194	6194(A)	100.00		(480.20)
07/15/2022	CD	CHK	Check: 03 6195	6195(A)	150.00		(330.20)
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022		875.00	(1,205.20)
07/17/2022	AP	INV	POLICY #SE1046082; 08/13-08/16 2022	421717		525.00	(1,730.20)
07/19/2022	AP	INV	THURSDAY SINGER	07/25/2022		150.00	(1,880.20)
07/19/2022	AP	INV	THURSDAY SINGER	07/18/2022		150.00	(2,030.20)
07/21/2022	CD	CHK	Check: 03 6209	6209(A)	80.20		(1,950.00)
07/26/2022	CD	CHK	Check: 03 61423	61423	525.00		(1,425.00)
07/26/2022	CD	CHK	Check: 03 61425	61425	150.00		(1,275.00)
07/26/2022	CD	CHK	Check: 03 61436	61436	150.00		(1,125.00)
07/29/2022	CD	CHK	Check: 03 6224	6224(A)	875.00		(250.00)
08/01/2022	AP	INV	LIVE REMOTE; DAN STEWART	07/26/2022		100.00	(350.00)
08/04/2022	AP	INV	MINT FESTIVAL CAR SHOW FLYERS	45380		130.00	(480.00)
08/04/2022	AP	INV	MINT FESTIVAL BEVERAGES	W945036		6,638.60	(7,118.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		500.00	(7,618.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		400.00	(8,018.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		1,200.00	(9,218.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		1,200.00	(10,418.60)
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022		1,250.00	(11,668.60)
08/04/2022	AP	INV	THURSDAY SINGER	08/03/2022		150.00	(11,818.60)
08/09/2022	CD	CHK	Check: 03 61459	61459	400.00		(11,418.60)
08/09/2022	CD	CHK	Check: 03 61469	61469	6,638.60		(4,780.00)
08/09/2022	CD	CHK	Check: 03 61470	61470	500.00		(4,280.00)
08/09/2022	CD	CHK	Check: 03 61480	61480	1,250.00		(3,030.00)
08/09/2022	CD	CHK	Check: 03 61481	61481	130.00		(2,900.00)
08/09/2022	CD	CHK	Check: 03 61482	61482	1,200.00		(1,700.00)
08/09/2022	CD	CHK	Check: 03 61489	61489	150.00		(1,550.00)
08/09/2022	CD	CHK	Check: 03 61493	61493	1,200.00		(350.00)
08/09/2022	CD	CHK	Check: 03 61505	61505	250.00		(100.00)
08/10/2022	AP	INV	STAGING & ROOF; REMAINING BALANCE	34718 #2		1,560.00	(1,660.00)
08/10/2022	CD	CHK	Check: 03 61506	61506	1,560.00		(100.00)
08/12/2022	CD	CHK	Check: 03 6288	6288(A)	100.00		0.00
08/16/2022	AP	INV	MINT FESTIVAL BEVERAGES	W-945036		3,719.20	(3,719.20)
08/16/2022	CD	CHK	Check: 03 61507	61507	3,719.20		0.00
08/16/2022	AP	VOID	Void Invoice 08/03/2022 01-12-0172	08/03/2022	500.00		500.00
08/16/2022	CD	VOID	Check: 03 61470	61470		500.00	0.00
08/16/2022	AP	VOID	Void Invoice W945036 02-04-0156	W945036	6,638.60		6,638.60
08/16/2022	CD	VOID	Check: 03 61469	61469		6,638.60	0.00
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998		400.00	(400.00)
08/16/2022	AP	INV	MINT FESTIVAL; SETUP/CANCELLATION	08/15/2022		200.00	(600.00)
08/16/2022	AP	INV	PORTAPOTTIES/BEVERAGE TENT	12		1,226.00	(1,826.00)
08/16/2022	AP	INV	THURSDAY SINGER	08/23/2022		150.00	(1,976.00)
08/16/2022	AP	INV	THURSDAY SINGER	09/06/2022		150.00	(2,126.00)
08/16/2022	AP	INV	THURSDAY SINGER	09/13/2022		150.00	(2,276.00)
08/17/2022	CD	CHK	Check: 03 61508	61508	400.00		(1,876.00)
08/17/2022	AP	INV	PROMOTION, AD, WEBSITE FEES 08/25/22	02/08/2022		500.00	(2,376.00)
08/17/2022	AP	INV	TELEPHONE SERVICE - 08/2022	08/10/2022		80.35	(2,456.35)
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022		875.00	(3,331.35)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-202.000 ACCOUNTS PAYABLE							
				(Continued)			
08/18/2022	AP	INV	AIRE SPOTS; SJPDFARMKT2215	3572698-2		225.00	(3,556.35)
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS M	3563351-2		100.00	(3,656.35)
08/23/2022	CD	CHK	Check: 03 61514	61514	1,226.00		(2,430.35)
08/23/2022	CD	CHK	Check: 03 61516	61516	200.00		(2,230.35)
08/23/2022	CD	CHK	Check: 03 61522	61522	150.00		(2,080.35)
08/23/2022	CD	CHK	Check: 03 61523	61523	150.00		(1,930.35)
08/23/2022	CD	CHK	Check: 03 61526	61526	500.00		(1,430.35)
08/23/2022	CD	CHK	Check: 03 61528	61528	150.00		(1,280.35)
08/23/2022	CD	CHK	Check: 03 61546	61546	325.00		(955.35)
08/26/2022	CD	CHK	Check: 03 6315	6315(A)	875.00		(80.35)
08/26/2022	CD	CHK	Check: 03 6335	6335(A)	80.35		0.00
08/30/2022	AP	VOID	Void Invoice 08/23/2022 01-16-1036	08/23/2022	150.00		150.00
08/30/2022	CD	VOID	Check: 03 61522	61522		150.00	0.00
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022		808.07	(808.07)
09/07/2022	AP	INV	DOWNTOWN RADIO RENEWAL	7TEZ20HY		189.24	(997.31)
09/07/2022	AP	INV	REIMBURSE; ICE/POP	09/01/2022		74.05	(1,071.36)
09/07/2022	AP	INV	REIMBURSE; WRIST BANDS, TIES, ICE POI	09/01/2022		311.25	(1,382.61)
09/13/2022	CD	CHK	Check: 03 61569	61569	74.05		(1,308.56)
09/13/2022	CD	CHK	Check: 03 61587	61587	189.24		(1,119.32)
09/13/2022	CD	CHK	Check: 03 61591	61591	808.07		(311.25)
09/15/2022	AP	INV	TELEPHONE SERVICE - 09/2022	09/10/2022		80.35	(391.60)
09/16/2022	CD	CHK	Check: 03 6354	6354(A)	311.25		(80.35)
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022		875.00	(955.35)
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3563351-3		100.00	(1,055.35)
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3572698-3		225.00	(1,280.35)
09/20/2022	AP	INV	ACT #1398; ADVERTISING MINT FEST 2022	1280020689		1,050.00	(2,330.35)
09/23/2022	CD	CHK	Check: 03 100009	100009(E)	80.35		(2,250.00)
09/27/2022	CD	CHK	Check: 03 61630	61630	325.00		(1,925.00)
09/28/2022	CD	CHK	Check: 03 6396	6396(A)	875.00		(1,050.00)
09/28/2022	CD	CHK	Check: 03 6422	6422(A)	1,050.00		0.00
09/30/2022			681-000-202.000	END BALANCE	34,185.91	33,855.71	0.00
07/01/2022			681-000-390.000 Fund Balance	BEG. BALANCE			(14,373.39)
09/30/2022			681-000-390.000	END BALANCE	0.00	0.00	(14,373.39)
07/01/2022			681-000-544.005 GRANTS	BEG. BALANCE			0.00
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/2022			25,000.00	(25,000.00)
09/30/2022			681-000-544.005	END BALANCE	0.00	25,000.00	(25,000.00)
07/01/2022			681-000-665.000 INTEREST EARNED/INVESTMENTS	BEG. BALANCE			0.00
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509		9.44	(9.44)
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670		5.55	(14.99)
09/30/2022			681-000-665.000	END BALANCE	0.00	14.99	(14.99)
07/01/2022			681-000-671.007 FARMERS' MARKET	BEG. BALANCE			0.00
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022			505.00	(505.00)
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022			424.00	(929.00)
09/30/2022			681-000-671.007	END BALANCE	0.00	929.00	(929.00)
07/01/2022			681-000-671.010 CAR SHOWS	BEG. BALANCE			0.00
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			800.00	(800.00)
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022			925.00	(1,725.00)
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/2022			100.00	(1,825.00)
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/2022			50.00	(1,875.00)
09/30/2022			681-000-671.010	END BALANCE	0.00	1,875.00	(1,875.00)
07/01/2022			681-000-671.018 MINT FESTIVAL	BEG. BALANCE			0.00
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022			550.00	(550.00)
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2022			1,000.00	(1,550.00)
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			21,535.00	(23,085.00)
09/30/2022			681-000-671.018	END BALANCE	0.00	23,085.00	(23,085.00)
07/01/2022			681-000-672.006 DOWNTOWN BUSINESS DISTRICT	BEG. BALANCE			0.00
07/15/2022	GJ	JE	RECORD TAX REVENUES	13487		4,025.00	(4,025.00)
07/31/2022	GJ	JE	RECORD TAX REVENUES	13494		11,850.00	(15,875.00)
08/15/2022	GJ	JE	RECORD TAX REVENUES	13502		15,150.00	(31,025.00)
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509		937.51	(31,962.51)
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670		275.00	(32,237.51)
09/30/2022			681-000-672.006	END BALANCE	0.00	32,237.51	(32,237.51)
07/01/2022			681-173-751.000 EVENT COSTS	BEG. BALANCE			0.00
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022	808.07		808.07
09/30/2022			681-173-751.000	END BALANCE	808.07	0.00	808.07
07/01/2022			681-173-751.001 FARMERS' MARKET	BEG. BALANCE			0.00
08/18/2022	AP	INV	AIRE SPOTS; SJPDFARMKT2215	3572698-2	225.00		225.00
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS M	3563351-2	100.00		325.00
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3563351-3	100.00		425.00
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3572698-3	225.00		650.00
09/30/2022			681-173-751.001	END BALANCE	650.00	0.00	650.00
07/01/2022			681-173-751.002 CAR SHOWS	BEG. BALANCE			0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-173-751.002 CAR SHOWS							
							(Continued)
08/01/2022	AP	INV	LIVE REMOTE; DAN STEWART	07/26/2022	100.00		100.00
08/04/2022	AP	INV	MINT FESTIVAL CAR SHOW FLYERS	45380	130.00		230.00
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022	250.00		480.00
08/17/2022	AP	INV	PROMOTION, AD, WEBSITE FEES 08/25/22	02/08/2022	500.00		980.00
09/30/2022			681-173-751.002	END BALANCE	980.00	0.00	980.00
681-173-751.003 MINT FESTIVAL							
07/01/2022							BEG. BALANCE 0.00
07/07/2022	AP	INV	REIMBURSE; LIQUOR LICENSE FOR MINT FI	07/07/2022	100.00		100.00
07/17/2022	AP	INV	POLICY #SE1046082; 08/13-08/16 2022	421717	525.00		625.00
08/04/2022	AP	INV	MINT FESTIVAL BEVERAGES	W945036	6,638.60		7,263.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	500.00		7,763.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	400.00		8,163.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	1,200.00		9,363.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	1,200.00		10,563.60
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022	1,000.00		11,563.60
08/10/2022	AP	INV	STAGING & ROOF; REMAINING BALANCE	34718 #2	1,560.00		13,123.60
08/16/2022	AP	INV	MINT FESTIVAL BEVERAGES	W-945036	3,719.20		16,842.80
08/16/2022	AP	VOID	Void Invoice 08/03/2022 01-12-0172	08/03/2022		500.00	16,342.80
08/16/2022	AP	VOID	Void Invoice W945036 02-04-0156	W945036		6,638.60	9,704.20
08/16/2022	AP	INV	MINT FESTIVAL; SETUP/CANCELLATION	08/15/2022	200.00		9,904.20
08/16/2022	AP	INV	PORTAPOTTIES/BEVERAGE TENT	12	1,226.00		11,130.20
09/07/2022	AP	INV	REIMBURSE; ICE/POP	09/01/2022	74.05		11,204.25
09/07/2022	AP	INV	REIMBURSE; WRIST BANDS, TIES, ICE POI	09/01/2022	311.25		11,515.50
09/20/2022	AP	INV	ACT #1398; ADVERTISING MINT FEST 2022	1280020689	1,050.00		12,565.50
09/30/2022			681-173-751.003	END BALANCE	19,704.10	7,138.60	12,565.50
681-173-818.000 CONTRACTUAL SERVICES							
07/01/2022							BEG. BALANCE 0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022	875.00		1,750.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022	875.00		2,625.00
09/30/2022			681-173-818.000	END BALANCE	2,625.00	0.00	2,625.00
681-173-853.004 MONTHLY & LONG DISTANCE SERV							
07/01/2022							BEG. BALANCE 0.00
08/17/2022	AP	INV	TELEPHONE SERVICE - 08/2022	08/10/2022	80.35		80.35
09/15/2022	AP	INV	TELEPHONE SERVICE - 09/2022	09/10/2022	80.35		160.70
09/30/2022			681-173-853.004	END BALANCE	160.70	0.00	160.70
681-173-870.001 MARKETING INCENTIVE							
07/01/2022							BEG. BALANCE 0.00
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998	400.00		400.00
09/30/2022			681-173-870.001	END BALANCE	400.00	0.00	400.00
681-173-870.007 GRANTS							
07/01/2022							BEG. BALANCE 0.00
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		25,000.00
09/30/2022			681-173-870.007	END BALANCE	25,000.00	0.00	25,000.00
681-173-870.008 MUSIC							
07/01/2022							BEG. BALANCE 0.00
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022	150.00		150.00
07/19/2022	AP	INV	THURSDAY SINGER	07/25/2022	150.00		300.00
07/19/2022	AP	INV	THURSDAY SINGER	07/18/2022	150.00		450.00
08/04/2022	AP	INV	THURSDAY SINGER	08/03/2022	150.00		600.00
08/16/2022	AP	INV	THURSDAY SINGER	08/23/2022	150.00		750.00
08/16/2022	AP	INV	THURSDAY SINGER	09/06/2022	150.00		900.00
08/16/2022	AP	INV	THURSDAY SINGER	09/13/2022	150.00		1,050.00
08/30/2022	AP	VOID	Void Invoice 08/23/2022 01-16-1036	08/23/2022		150.00	900.00
09/07/2022	AP	INV	DOWNTOWN RADIO RENEWAL	7TEZ20HY	189.24		1,089.24
09/30/2022			681-173-870.008	END BALANCE	1,239.24	150.00	1,089.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/22	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	0.00	39,400.00	64,792.47	0.00	(25,392.47)	164.45
248-000-543.010	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(9.16)	0.00	0.00	0.00	0.00	0.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		(9.16)	39,400.00	64,792.47	0.00	(25,392.47)	164.45
TOTAL REVENUES		(9.16)	39,400.00	64,792.47	0.00	(25,392.47)	164.45
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	987.00	1,040.00	0.00	0.00	1,040.00	0.00
248-451-818.000	CONTRACTUAL SERVICES	4,206.96	10,500.00	2,625.00	875.00	7,875.00	25.00
248-451-818.040	DOWNTOWN IMPROVEMENT	14,720.69	6,000.00	0.00	0.00	6,000.00	0.00
248-451-880.007	FACADE GRANTS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
248-451-956.000	MISCELLANEOUS	852.98	0.00	0.00	0.00	0.00	0.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		20,767.63	27,540.00	2,625.00	875.00	24,915.00	9.53
TOTAL EXPENDITURES		20,767.63	27,540.00	2,625.00	875.00	24,915.00	9.53
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		(9.16)	39,400.00	64,792.47	0.00	(25,392.47)	164.45
TOTAL EXPENDITURES		20,767.63	27,540.00	2,625.00	875.00	24,915.00	9.53
NET OF REVENUES & EXPENDITURES		(20,776.79)	11,860.00	62,167.47	(875.00)	(50,307.47)	524.18

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2022			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		50,686.98
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	49,811.98
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	23,860.77		73,672.75
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	40,931.70		114,604.45
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)		875.00	113,729.45
09/15/2022	CD	CHK	Check: 03 61603	61603		25,000.00	88,729.45
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)		875.00	87,854.45
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		112,854.45
09/30/2022			248-000-002.000	END BALANCE	89,792.47	27,625.00	112,854.45
248-000-202.000 ACCOUNTS PAYABLE							
07/01/2022					BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022		875.00	(875.00)
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)	875.00		0.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022		875.00	(875.00)
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)	875.00		0.00
09/15/2022	AP	INV	GRANT MONEY; DOWNTOWN IMPROVMENTS	09/15/2022		25,000.00	(25,000.00)
09/15/2022	CD	CHK	Check: 03 61603	61603	25,000.00		0.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022		875.00	(875.00)
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)	875.00		0.00
09/30/2022			248-000-202.000	END BALANCE	27,625.00	27,625.00	0.00
248-000-214.001 DUE TO GENERAL FUND							
07/01/2022					BEG. BALANCE		(987.00)
09/30/2022			248-000-214.001	END BALANCE	0.00	0.00	(987.00)
248-000-390.000 Fund Balance							
07/01/2022					BEG. BALANCE		(70,476.77)
09/30/2022			248-000-390.000	END BALANCE	0.00	0.00	(70,476.77)
248-000-404.000 CURRENT PROPERTY TAX							
07/01/2022					BEG. BALANCE		0.00
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504		23,860.77	(23,860.77)
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504		40,931.70	(64,792.47)
09/30/2022			248-000-404.000	END BALANCE	0.00	64,792.47	(64,792.47)
248-451-818.000 CONTRACTUAL SERVICES							
07/01/2022					BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022	875.00		1,750.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022	875.00		2,625.00
09/30/2022			248-451-818.000	END BALANCE	2,625.00	0.00	2,625.00
248-451-818.040 DOWNTOWN IMPROVEMENT							
07/01/2022					BEG. BALANCE		0.00
09/15/2022	AP	INV	GRANT MONEY; DOWNTOWN IMPROVMENTS	09/15/2022	25,000.00		25,000.00
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	0.00
09/30/2022			248-451-818.040	END BALANCE	25,000.00	25,000.00	0.00
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2022			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		4,733.48
07/15/2022	CD	CHK	Check: 03 6194	6194 (A)		100.00	4,633.48
07/15/2022	CD	CHK	Check: 03 6195	6195 (A)		150.00	4,483.48
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486	4,025.00		8,508.48
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/20		505.00		9,013.48
07/21/2022	CD	CHK	Check: 03 6209	6209 (A)		80.20	8,933.28
07/26/2022	CD	CHK	Check: 03 61423	61423		525.00	8,408.28
07/26/2022	CD	CHK	Check: 03 61425	61425		150.00	8,258.28
07/26/2022	CD	CHK	Check: 03 61436	61436		150.00	8,108.28
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/20		550.00		8,558.28
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	7,783.28
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493	11,850.00		19,633.28
08/09/2022	CD	CHK	Check: 03 61459	61459		400.00	19,233.28
08/09/2022	CD	CHK	Check: 03 61469	61469		6,638.60	12,594.68
08/09/2022	CD	CHK	Check: 03 61470	61470		500.00	12,094.68
08/09/2022	CD	CHK	Check: 03 61480	61480		1,250.00	10,844.68
08/09/2022	CD	CHK	Check: 03 61481	61481		130.00	10,714.68
08/09/2022	CD	CHK	Check: 03 61482	61482		1,200.00	9,514.68
08/09/2022	CD	CHK	Check: 03 61489	61489		150.00	9,364.68
08/09/2022	CD	CHK	Check: 03 61493	61493		1,200.00	8,164.68
08/09/2022	CD	CHK	Check: 03 61505	61505		250.00	7,914.68
08/10/2022	CD	CHK	Check: 03 61506	61506		1,560.00	6,354.68
08/12/2022	CD	CHK	Check: 03 6288	6288 (A)		100.00	6,254.68
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/20		1,000.00		7,254.68
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501	15,150.00		22,404.68
08/16/2022	CD	CHK	Check: 03 61507	61507		3,719.20	18,685.48
08/16/2022	CD	VOID	Check: 03 61470	61470	500.00		19,185.48
08/16/2022	CD	VOID	Check: 03 61469	61469	6,638.60		25,824.08
08/17/2022	CD	CHK	Check: 03 61508	61508		400.00	25,424.08
08/23/2022	CD	CHK	Check: 03 61514	61514		1,226.00	24,198.08
08/23/2022	CD	CHK	Check: 03 61516	61516		200.00	23,998.08
08/23/2022	CD	CHK	Check: 03 61522	61522		150.00	23,848.08
08/23/2022	CD	CHK	Check: 03 61523	61523		150.00	23,698.08
08/23/2022	CD	CHK	Check: 03 61526	61526		500.00	23,198.08
08/23/2022	CD	CHK	Check: 03 61528	61528		150.00	23,048.08
08/23/2022	CD	CHK	Check: 03 61546	61546		325.00	22,723.08
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/20		22,335.00		45,058.08
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20		1,349.00		46,407.08



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

September 8, 2022

Members Attending: Mariah Leiby, Nancy McKinley, Tracy Kossaras, Corinne Trimbach, Amber Haubert, Jaime Madar and Heather Hanover

1. New Chair: It was decided that Corinne and Tracy will be co-chairs
2. Mint Fest Review: Even with the rain we made about \$12,000 with the Beverage Tent, Car Show and Cornhole tournament. Jaime reported on the corn hole, she would like it to be Saturday next year, with double elimination and better prizes. There are more corn hole boards out there that were created last year and should have been used. Miranda and the M80s would like to perform on Saturday next year. It was decided to ask them back for Saturday. We do need to work on the fencing, bathroom placement and layout. Everyone loved the stage.
3. Fall Festival: trying to get downtown stores to set out sales during the Festival. Heather will add this info to the Farmer's Market Ads.
4. Clean Barn: We need to throw away items and organize items. The date for the clean out is September 27 from 6-8pm. Heather will talk to the city about what to do with the trash.
5. Event So Good It's Scary will be on October 31st from 4:30 to 6 pm. The Chamber will not be charging for participation this year. They will also be setting up a trunk and treat at the Depot, in the parking lot and at the pavilion. Heather will fill out the event forms. Music was discussed. Heather will find a Sirius music channel that is appropriate.
6. Christmas Event: It was decided to do everything on one day, December 3rd. Heather will contact the bands but they usually do not like to come on Saturdays. The chamber will be having vendors in the South Point Mall until 3pm and then will move some things downtown. The parade will start at 5:30pm. We need to pick a Saint? Maybe use Google form. The Rotary will do Saint Nick and we need to talk to Tyler about the Live Nativity.
7. US 27 Car Tour- very well attended, we sold all but a few small t-shirts and could have sold more if we had larger sizes. Heather made a map of open stores which was appreciated by participants. There were also 2 stores that stamped passports which was a great idea of the organizers. The main complaint was the lack of bathrooms. We should make sure the depot is open and possibly get 2 porta's. There were 4 t-shirts sponsors and we sold the rest of the Mint Fest Car Show shirts, so we should have enough funds for bathrooms.



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Executive Committee Meeting Minutes
September 27 , 2022

Members attending: Jason Butler, Bruce Delong, Amber Haubert, Dave Kudwa and Heather Hanover

1. New Event Chair: Corrine Trimbach and Tracy Kossaras have agreed to be co-chairs of the committee. We will put it on the agenda for board approval at the next meeting.
2. By-Laws: The new city attorney made a lot of changes to the by-laws. The PSD bylaws are simplified and are reflective of the DDA by laws. There was discussion on how board members are selected. We would like the wording to have the DDA recommendation first with final approval of the city council. There was also discussion on the need for signatures at the end. The committee would like signatures. Heather will clean up the documents and send out to board with key changes for approval at the next meeting.
3. Event Policy: The city will work on their event policy and send it to our board for comment. Events are approved at the city level. The PSD board can sponsor/participate when asked if they approve at the board level. There was discussion on using city facilities for free if sponsored by the PSD or if only PSD events should get free usage of city facilities. Dave will get the new event request form soon.
4. CRM Meeting: The meeting to discuss objectives for a CRM website will be this Thursday Sept 29th at 8 am at the PSD office
5. Logo/Marketing: The proposed logos from the Marketing meeting were discussed, they will be sent to the whole board for discussion at the next board meeting.
6. Banner On Main Street: We need to get new banners that can be used each year. Probably without sponsors on the main street banner. Sponsors can be on the pole banners.
7. Match on Main: No entrees so far. Heather is extending the deadline. There are a couple of businesses interested.
8. Façade Grant legal opinion has not been received yet.
9. No other items for October Agenda.



St. Johns Principal Shopping District and Downtown Development Authority
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Marketing Committee Minutes
September 8 ,2022, 8 am
PSD Office

Present: Erica Hayes Todd Pride and Heather Hanover

1. We discussed the different option for logos and the current logo for use with the Fall “St Johns, We are on your Way” campaign and grant. The consensus was to go with the worded logo similar to the city’s and one with buildings over top to give options. There was also discussion of adding additional characters for events, i.e. pumpkins, music notes or holiday clip art. Todd will work something up and send it out to the group.
2. New Member: It was discussed that it would be nice to have a member of the marketing committee that is actually a marketing specialist. Todd brought up the name of Chris Nestle. There is also Ethan Painter and Alexa Ruestman.

Current Logo:



Option 1:



Option 2:



Variations:



**Bylaws of the
St. Johns Principal Shopping District Of
St. Johns, Michigan**

ARTICLE I

Name

Section 1: The name of this organization shall be the St. Johns Principal Shopping District (PSD), hereinafter referred to as the PSD.

Section 2: The municipality of this organization is the City of St. Johns, Michigan, hereinafter referred to as the municipality.

ARTICLE II

Mission Statement/Purpose

The PSD is dedicated to the physical and economic development of our downtown district. This shall be accomplished by fostering marketing, business recruitment/retention, events, common area maintenance, and decoration of the downtown St Johns district.

ARTICLE III

Board

Section 1: The ~~Board of the St. Johns Downtown Development Authority (“DDA”), having been duly appointed by the City Commission, shall be the Board of the PSD. Unless otherwise set forth herein, the bylaws of the DDA shall govern the operation of the Board related to the activities of the PSD. Board shall be comprised of no less than 9 and no more than 13 members.~~

~~The members shall include:~~

~~Municipality’s chief executive officer or their designee~~

~~One member of the Clinton County Commission or their designee.~~

~~The remaining members will be appointed by the City Commission with recommendation from the PSD Board.~~

~~If the downtown district has 100 or more persons residing within its boundaries, not less than 1 of the PSD Board members shall be a resident of the downtown district.~~

Section 2: It is the specific intent of the board, when recruiting volunteers for the committees of the PSD, to seek out a broad and diverse spectrum of points of view and interests and to include representatives from both the residential and business communities, to insure the broadest possible participation and support from the community.

Section 3: Board members are expected to attend all meetings of the PSD.

Section 4: All new Board members shall be provided material to familiarize themselves with the objectives, responsibilities, and procedures of the PSD within the first three months of their initial term.

Commented [A1]: The PSD statute states as follows:

“If the boundaries of the principal shopping district are the same as those of a downtown district designated under part 2 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4201 to 125.4230, the governing body may provide that the members of the board of the downtown development authority, which manages the downtown district, shall compose the board of the principal shopping district”

Please confirm they are the same.

Section 5: A Board Member who has any legal conflict of interest in any matter before the Board shall disclose his interest prior to the Board taking any action with respect to the matter, which disclosure shall become part of the record of the official proceedings, and the interested Board member shall refrain from participation in the proceedings related to that matter. A Board member unsure whether they have a conflict of interest on any given DDA matter is encouraged to consult with the City Attorney in this regard. A Board member with a bona fide conflict of interest shall refrain from participation in the proceedings related to that matter.

ARTICLE IV
Officers of the Board

Section 1: The officers of the DDA Board shall also constitute the officers for the conduct of meetings of the PSD.

Section 2: The secretary/treasurer of the DDA Board shall also assume the same duties for the purpose of the PSD, and in the same manner.

ARTICLE V
Regular Meetings

Section 1: Regular meetings of the PSD shall be held monthly, concurrently with the DDA Board Meetings. The time, date and location of the meeting will be designated by the Board.

Section 2: All regular meetings and special meetings of the PSD shall be open to the public and held in compliance with 1976 PA 267 (“OMA”), and in compliance with the bylaws of the DDA Board.

ARTICLE VI
Special Meetings

Section 1: Special meetings may be called upon written request of the Chairperson or any two members of the Board on 24-hours written notice to each member of the PSD Board and shall be noticed in accordance with the OMA. The written notice shall designate the purpose of such meeting and shall be served personally or left at the usual place of residence or business of each Board member. Attendance at meeting shall be deemed confirmation of notice.

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

ARTICLE VII
Annual Meeting

An annual meeting of the PSD Board shall be held in the month of June each year, concurrent with the DDA annual meeting. The purpose of the meeting is to assess yearly goals and accomplishments, and perform strategic planning for the upcoming year.

ARTICLE VIII
Director

The DDA director shall assist the PSD Board with its duties and responsibilities as directed by the PSD Board. Bylaws.

ARTICLE IX
Committees

Section 1: The Board may create standing committees as the Board determines necessary to advise the Board with regard to the business of the PSD. No fewer than three (3) individuals shall serve on each committee.

Section 2: The Chairperson of any committee shall be a member of the Board. The Chairperson shall be responsible for directing and coordinating affairs of the committee and shall be appointed by the Board.

Section 3: The maximum number of individuals allowed to serve on each committee shall be at the discretion of the committee's Chairperson but shall in no event constitute a quorum of members appointed and serving on the PSD Board. The committees may include outside consultants, residents of the city and businesspeople of the PSD district. A committee member, shall serve at the pleasure of the PSD Board and be appointed to the committee by the Board

Section 4: The DDA Director shall act as a permanent consultant to each committee and is expected to attend committee meetings as much as possible.

Section 5: All Committee meetings shall be conducted in compliance with the provisions of the DDA Bylaws provisions regarding committees.

ARTICLE X
Contracts, Budget, and Funds

Section 1. The board may authorize the DDA Executive Director or Chairperson or both, to enter any contract or execute and deliver any instrument on behalf of the PSD authorized by law.

Section 2: Budget. The Director annually in March shall prepare and submit for the approval of the Board a budget for the operation of the PSD for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the Board, it shall be approved by the governing municipality. Funds of the municipality shall not be included in the budget of the PSD except those funds authorized by law and by the Commission.

Section 3: All orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the PSD shall be submitted to City of St. Johns for payment. The financial records of the PSD shall always be open to the public and a monthly accounting of expenses will be made at a regular board meeting.

Section 4: The Board may accept on behalf of the PSD any contribution, gift, bequest, or device for the general purposes or for any special purpose of the PSD.

Section 5 All fund use allocation, which is not already provided for in the PSD annual budget and is over \$1000, shall require approval by a majority vote of the Board.

ARTICLE XI
Fiscal Year

The fiscal year of the PSD shall begin on the first day of July and end on the last day of June each year.

~~ARTICLE XII
Citizen's Council~~

~~Section 1: A citizen's council shall be established when the population of the district is more than 99 residents and shall convene at minimum, 1(one) meeting per year.~~

~~Section 2: The citizen's council shall be composed of 9 members who reside in the district and will be appointed by the City Commission.~~

ARTICLE XII
District Boundaries

The PSD shall exercise its powers within the following area of the downtown district of the City of St. Johns as shown on Attachment A.

ARTICLE XIII

Bylaws

Section 1: The Board shall have the power to make, alter or amend the bylaws in accordance with the provisions of the DDA Bylaws.

Section 2: These bylaws and any subsequent amendments shall become effective upon approval of the City Commission of the City

~~of St. Johns. Until such approval the bylaws shall be temporary bylaws for the Board.~~

~~Approved by the City of St. Johns DDA PSD Board on _____ Date of Approval~~

~~_____ Date _____
Bruce DeLong Secretary~~

~~Approved by the City Commission of the City Of St. Johns on _____ Date of Approval~~

~~_____ Date _____
Mindy Seavey
St Johns City Clerk
88044:00001:6655225 1~~

By-laws
St. Johns Downtown Development Authority
St. Johns, Michigan

ARTICLE I
Name

Section 1: The name of this organization is the St. Johns Downtown Development Authority, hereinafter referred to as the DDA.

Section 2: The municipality to which the DDA is affiliated is the City of St. Johns, Michigan, hereinafter referred to as the municipality or City.

ARTICLE II
Mission Statement/Purpose

Section 1: Mission Statement: The DDA is dedicated to the physical and economic development of the City's downtown by maintaining and improving the St Johns Downtown Development District with emphasis on preserving its historical heritage and stimulating the local economy for its citizens, businesses, and visitors.

Section 2: The DDA is organized to stimulate DDA economic development, through organization, encouraging cooperation and building leadership in the business community; promotion (creating a positive image for the district by promoting the district as an exciting place to live, shop and invest); design (improving the appearance of the district); and economic growth and restructuring (strengthening and expanding the economic base of the district).

Section 3: To take remedial actions to eliminate the physical, economic, and social deterioration of the DDA district and thereby promote St. Johns' historic preservation, contribute to its community betterment, and enhance the social welfare.

Section 4: To provide a forum for organizations and individuals to communicate with each other about the past, present, and future of St. Johns' DDA district.

Section 5: To accept grants and donations of property, labor, or other things of value from a public or private source.

ARTICLE III
DDA Governing Board

Section 1: The DDA Board shall be comprised of no less than 8 and no more than 12 members.

The members shall include:

(a) Municipality's chief executive officer (sitting mayor) or their designee;

- (b) One member of the Clinton County Commission or their designee.
- (c) The remaining members will be appointed by **the DDA board, subject to final approval by the City Commission.** ~~Mayor subject to approval by the City Commission. The DDA Board may make appointment recommendations, with recommendation from the DDA Board.~~ A majority of the individuals appointed must have an interest in property in the DDA district as required by Section 204 (1) of Michigan Public Act 57 of 2018.
- (d) If the downtown district has 100 or more persons residing within its boundaries, not less than 1 of the DDA Board members shall be a resident of the downtown district.

Section 2: It is the specific intent of the board in recruiting volunteers for the DDA Board and committees, to seek out a broad and diverse spectrum of points of view and interests and to include representatives from both the residential and business communities in order to insure the broadest possible participation and support from the community.

Section 3: DDA Board members shall serve four-year terms. To the extent practicable, these terms shall be staggered.

Section 4: If a vacancy is created by the death, resignation or removal of a Board member, a successor shall be appointed by the ~~Mayor, municipality, with the recommendation of the DDA board,~~ for the remainder of the unexpired term, only. ~~The DDA board may make recommendations to the Mayor.~~

Section 5: DDA Board members are expected to attend all meetings of the DDA Board. The DDA Board of Directors shall recommend to the municipality that any member that misses three or more meetings in a row without an excused absence, or 4 unexcused absences during a calendar year, be subject to removal.

Section 6: Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), members of the Board shall serve without compensation but can be reimbursed for actual and necessary expenses approved by the DDA.

Section 7: All new DDA Board members shall be provided material to familiarize themselves with the objectives, responsibilities, and procedures of the DDA Board within the first three months of their initial term.

Section 8: A Board Member who has any substantial legal conflict of interest in any matter before the Authority shall disclose their interest prior to the Board taking any action with respect to the matter, which disclosure shall become part of the record of the official proceedings. A Board member unsure whether they have a conflict of interest on any given DDA matter is encouraged to consult with the City Attorney in this regard. A Board member with a bona fide conflict of interest shall refrain from participation in the proceedings related to that matter.

Section 9: Pursuant to Section 2 of 1961 PA120, the DDA Board shall also operate as the Board of the Principal Shopping District, if so designated by resolution of the City Commission. In such circumstance, these bylaws shall also pertain to the DDA's activities related to its duties as the board of the Principal Shopping District.

ARTICLE IV
Officers of the Board

Section 1: The DDA Board shall elect from its membership a chairperson and vice chairperson. The chairperson presides over meetings, manages, and focuses the DDA Board's responsibilities, oversees the Board's interactions and handles administrative matters related to policy set by the DDA Board. The vice chairperson works closely with the chairperson, providing support through shared responsibilities, and when the chairperson is absent, assumes the duties of same.

Section 2: The DDA Board shall elect from its membership a secretary/treasurer. The secretary/treasurer assures that meeting minutes of the Executive Director are accurate and the financial reports from the City Treasurer accurately reflect revenue and expenses of the DDA.

Alternatively, and in accordance with Sections 205(2) and 205 (3) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), the Board by majority vote may also employ and fix the compensation of a treasurer and a secretary who are not members of the DDA Board.

Section 3: No Board member shall hold more than one office within the DDA at a time.

Section 4: Officers of the Board shall serve 1-year terms and may serve no more than three consecutive terms in any specific office unless this limitation is waived by a majority vote of the DDA Board.

ARTICLE V
Regular Meetings

Section 1: Regular meetings of the DDA shall be held monthly. The time, date, and location of the regular monthly meetings of the DDA Board will be designated by the Board for the following calendar year at its last regular meeting of the previous calendar year.

Section 2: All regular meetings and special meetings of the DDA shall be open to the public and held in compliance with Act 1976 PA 267 (Michigan Open Meetings Act) ("OMA").

Section 3. The Chairperson, in consultation with the Vice Chairperson and the Executive Director shall prepare the agenda of each regular or special meetings of the DDA. Any member of the DDA may request an item be placed on the agenda by either contacting the Chairperson, or by motion at a regular or special meeting. Each agenda of regular and special meetings of the DDA shall provide for "Public Comment." Under this item, all persons shall have an opportunity to address the DDA Board under rules established by these bylaws, or by other public comment policy adopted by the DDA Board. Any person may address the DDA, after being recognized by the Chairperson. Any matter brought before the Board by a person testifying before the board may be considered at the meeting, referred to another time, referred for study and recommendation upon action of the DDA

Board, or not acted on at all.. If a majority of the DDA Board present agrees, said matter may be acted upon immediately. The Chairperson may, but is not required unless it is a duly noticed public hearing, allow inquiries or comments to be made at such time as the related subject appears on the prepared agenda.

Section 4: A 2/3 majority roll call vote of members appointed and serving shall be required to call a closed session for closed sessions permitted under Section 8 of the OMA, except for the closed sessions permitted under section 8(a) and (c) of the OMA which only require a majority vote of the quorum present. The reason for going into closed session must be stated on the record prior to entering closed session.

Section 5: The DDA shall have the power to or recess any regular or special meetings to a date and time which shall not be beyond the time of the next regular meeting. If a meeting is recessed more than 36 hours, the DDA shall provide notice required by the OMA. The recessed meeting shall be considered as a continuation of the same regular or special meeting. Any business which would have been proper for the DDA to consider at such meeting may be considered and acted upon at the adjourned meeting.

Section 6: The majority of the DDA Board members appointed and serving shall constitute a quorum for the transaction of business at all meetings. No business can be transacted at any DDA meeting if a quorum is not present.

Section 7: Minutes shall be kept of each meeting of the DDA. Draft minutes of any meeting of the DDA will be distributed to all members of the DDA for their review prior to the next regularly scheduled meeting, and to the City upon request. Minutes of closed meetings shall be maintained in conformity with and shall be subject to the provisions of the OMA.

ARTICLE VI Special Meetings

Section 1: Special meetings of the DDA Board may be called upon written request of the Chairperson or any two members of the Board on 18-hours written notice to each member of the DDA Board and shall be noticed in accordance the OMA. The written notice shall designate the purpose of such meeting and shall be served by email, served personally, or left at the usual place of residence or business of each Board member. Attendance at meeting shall be deemed confirmation of notice.

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

ARTICLE VII Annual Meeting

Section 1: An annual meeting of the DDA Board shall be held in the month of June each year.

The purpose of the meeting is to review Board member appointments, vote on the Board of Directors (Chairperson, Vice Chairperson and Secretary/Treasurer), assess yearly goals and accomplishments, and perform strategic planning for the upcoming year.

ARTICLE VIII
Director

Section 1: The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. A member of the board is not eligible to hold the position of director. The director shall be the chief executive officer of the authority. The director shall serve at the pleasure of the Board, in an at-will position.

The DDA Executive Director shall:

- a. Maintain the files of the Authority.
- b. Conduct all administrative duties resulting from actions of the Authority and the PSD.
- c. Complete all paperwork of Authority and PSD action consistent with these rules and regulations, except where otherwise directed by the Board.
- d. Prepare DDA and PSD meeting packets including Notice of meeting, agenda, past meeting minutes for approval, reports for Board consideration and action.
- e. Act as consultant to all committees established by the DDA.

Section 2: The DDA Executive Director shall report directly to the DDA Board. The DDA Executive Director shall supervise all other staff of the DDA. The DDA Executive Director shall attend all meetings of the DDA Board and shall render to the DDA Board and the municipality a monthly report covering the activities and financial condition of the DDA.

Section 3: The DDA Executive Director shall serve at the pleasure of the DDA Board and sign a written contract signed and approved by the DDA Board and the municipality.

Section 4: A performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance by the DDA Board. The Chairperson of the Board shall ensure that such process and procedure is in place and utilized on an annual basis.

ARTICLE IX
Committees

Section 1: The DDA shall create standing committees as the board of directors determines necessary to advise the DDA Board with regard to the business of the DDA. No fewer than three (3) individuals shall serve on each committee.

Section 2: The Chairperson of any committee shall be a member of the DDA Board. The Chairperson shall be responsible for directing and coordinating affairs of the committee and shall be appointed by the DDA Board.

Section 3: The maximum number of individuals allowed to serve on each committee shall be at the discretion of the individual committee's Chairperson but shall in no event constitute a quorum of the members appointed and serving on the DDA Board. The committees may include outside consultants, residents of the city and businesspeople of the DDA district. A committee member shall serve at the pleasure of the DDA Board and be appointed to the committee by the Board.

Section 4: The DDA Executive Director shall act as a consultant to each committee (on an as needed basis) and is expected to attend committee meetings when their presence will promote the objectives of the DDA and the work of the subject committee.

Section 5: ~~All Committee meetings will be open to the public and shall comply with the but are not required to follow the Open Meetings Act (unless there are enough Board members on said committee to constitute a quorum of the DDA board)~~. Each Committee Chair shall: notify the Board of all meeting times, dates and locations so as to aid in publicity and recruitment of additional members; keep written minutes of each meeting to be included in the monthly packets and filed with the DDA; keep the DDA Executive Director informed of the events of each meeting; fulfill charges of and answer to the DDA; act in the best interest of the DDA at all times. Committee meeting shall be scheduled monthly at a regular time and date unless circumstances require a different schedule. Cancellation of monthly meetings shall be done with at least 24 hours' notice to committee members when feasible. Notice can be by email or any other reasonable means of communication.

Commented [A1]: Requiring compliance with the Open Meetings Act is the safer practice. Subcommittees of a public body can be subject to the Open Meetings Act if they act in more than an advisory capacity to the Board, or if they participate in a narrowing of choices ultimately presented to the Board on a policy issue. We are happy to provide a separate legal opinion on this point if requested.

ARTICLE X

Contracts, Budget, and Funds

Section 1: The board may authorize the DDA Executive Director or the Chairperson or both, of the DDA to enter into any contract or execute and deliver any instrument on behalf of the DDA within the limits authorized by Public Act 57.

Section 2: The Director shall, in March of each year, prepare and submit for the approval of the Board a budget for the operation of the DDA for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the Board, it shall be approved by the governing municipality. Funds of the municipality shall not be included in the budget of the Authority except those funds authorized by law and by the City Commission.

Section 3: All orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the DDA shall be submitted to the Treasurer/Financial Director of City of St. Johns for payment. As required by the Act, the financial records of the Authority shall always be open to the public and a monthly accounting of expenses will be made at a regular board meeting.

Section 4: The DDA Board may accept on behalf of the Authority any contribution, gift, bequest, or device for the general purposes or for any special purpose of the DDA. Any contribution to the DDA or the City under this section must be approved by majority vote of the DDA Board.

Section 5: All fund use allocation, which is not already provided for in the DDA annual budget and is over \$1000, shall require approval by a majority vote of the DDA Board.

Commented [A2]: This provision is confusing. Is this moving allocated money between funds?

**ARTICLE XI
Fiscal Year**

Section 1: The fiscal year of the DDA shall begin on the first day of July and end on the last day of June each year.

**ARTICLE XII
Citizens Council**

Section 1: A citizen's council shall be established whenever the population of the district is more than 99 residents and shall convene at a minimum once a year. The Director or Chairperson shall establish the date for such meeting(s) and shall provide notice of same to all council members.

Section 2: The citizens council shall be composed of 9 members who reside in the district. These members will be recommended by the DDA board and formally appointed by the City Commission.

Section 3: The citizens council established pursuant to this part shall act an advisory body to the authority and the municipality in the adoption of the development or tax increment financing plans, and otherwise act in accordance with Act 57 of 2018.

**ARTICLE XIII
District Boundaries**

Section 1: The Authority shall exercise its powers within the following area of the downtown district of the City of St. Johns as shown on Attachment A.

**ARTICLE XIV
By-Laws**

Section 1: The Board shall have the power to make, alter or amend these by-laws in whole or in part, subject to approval of the City Commission. Written copies of any proposed changes shall be delivered to the Board prior to the DDA meeting at which such amendments shall be considered.

Section 2: These by-laws and any subsequent amendments shall become effective upon approval of the City Commission of the City of St. Johns. ~~Until such approval the by-laws shall be temporary by-laws for the Authority once approved by formal DDA vote.~~

Approved by the City of St. Johns DDA Board on _____ Date of Approval

_____, 2022
Secretary Bruce DeLong

Approved by the City Commission of the City of St. Johns on _____ Date of Approval

_____, 2022
Mindy J. Seavey
St Johns City Clerk

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