



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

**BOARD OF DIRECTORS
2023 - 2024**

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Jason Butler
Butler Financial

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Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County

Directors
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Rise Up Co.

Ed Brandon
Gilroy's Hardware

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Tracy Kossaras
Kurt's Appliance

Nancy McKinley
Castle Resident

Corinne Trimbach
Mint Door

Craig Smith
Main Street Café

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Erica Hayes
Ethan Painter
Emily Baudoux
Vickie Schaffer

Design

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Tracy Kossaras-Chair
Jaime Madar
Jessica Whitford
Nancy McKinley
Jason Butler

Executive, Finance, Strategic Planning
Tyler Barlage
Bruce DeLong
Chad Gamble
Jason Butler
Corinne Trimbach
Tracy Kossaras

CONTACT INFO

Executive Director
Heather Hanover
989-224-8944: Ext 233
psdcityofsj@ gmail.com

AGENDA

Principal Shopping District Meeting

October 4 2023

11: 30 am, PSD Office/Fire Hall

* 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 September 6,2023
 - B. *Minutes from Marketing, Executive and Event Meetings
 - C. *City of St Johns monthly financial report through September 26,2023
 - D. *Director's Report
- 4. Communications**
 - A. Events Committee 11:37am (3 minutes)
 - B. Marketing Committee: 11:40am (15 minutes)
Second Website
 - C. Executive Committee 11:55 am (3 minutes)
- 5. Old Business**
 - A. Social District Update 12:01pm(3minutes)
- 6. New Business**
 - A. Event So Good It's 12:04pm(3minutes)

Next Regular PSD Board Meeting November 1 , 2023



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

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Chad Gamble
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Erika Hayes
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Tracy Kossaras
Kurt's Appliance

Nancy McKinley
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Corinne Trimbach
Mint Door

Craig Smith
Main Street Café

Marketing
Tyler Barlage-Chair
Erica Hayes
Ethan Painter
Emily Baudoux
Vickie Schaffer

Events
Corrine Trimbach-Chair
Tracy Kossaras-Chair
Jaime Madar
Jessica Whitford
Nancy McKinley
Jason Butler

Executive, Finance, Strategic Planning
Tyler Barlage
Bruce DeLong
Kristina Kinde
Jason Butler
Corinne Trimbach
Tracy Kossaras

CONTACT INFO
Executive Director
Heather Hanover
989-224-8944 Ext233:
psdcityofsj@gmail.com

AGENDA

Downtown Development Authority Meeting
October 4, 2023

Immediately After 11:30 PSD Meeting at DDA Office

* Indicates an attachment

1. **Call to Order 12:07 pm**
2. **Additions to the Agenda 12:08 pm**
3. **Approval of the Consent Agenda: 12:09 pm**
 - A. *Minutes of meeting dated September 6,2023
 - B. *City of St Johns monthly financial report through September 26,2023
4. **Communications**
 - A. None
5. **Old Business**
 - A. Design Committee **12:10 pm (10 minutes)**
Current awards for this year total \$14,847. We have \$15,000 left to give
Remaining grant requests are Keith Koneval and Bruno's.
6. **New Business**
 - A. None.
7. **Public Comment (please keep to under 3 minutes) 12:20 pm (10 minutes)**

Adjournment 12:30 pm

Next Regular DDA Board Meeting Nov 1, 2023



St. Johns 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

Meeting Minutes
Principal Shopping District
Sept 6, 2023
11:30 am, At PSD Office

BOARD OF DIRECTORS
2023- 2024

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Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County Commissioner

Directors
Emily Baudoux
Rise Up Co.

Ed Brandon
Gilroy's Hardware

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Mint Door Boutique

Craig Smith
Main Street Café

COMMITTEES

Marketing
Tyler Barlage-Chair
Erika Hayes
Emily Baudoux
Ethan Painter
Vicki Schaffer

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar

Executive, Finance, Strategic Planning
Jason Butler-Chair
Tyler Barlage
Bruce DeLong
Chad Gamble
Tracy Kossaras
Corinne Trimbach

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

Members Present: Jason Butler, Tyler Barlage, Nancy McKinley, Chad Gamble, Tracy Kossaras, Corinne Trimbach and Erika Hayes

Other Present: Chief Kirk, Monica Womack, Liz Janetske, Amber Haubert, Scott Dzurka and Heather Hanover

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

2. Additions to the Agenda None, motion to approve by Tyler Barlage, seconded by Corinne Trimbach, motion carried.

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

A. Minutes of meeting dated August 2, 2023

B. Minutes of the Marketing, Executive and Events Committee Meetings

C. City of St Johns monthly financial report through August 28, 2023

D. Director's Report

4. Communications

A. Events Committee: Tracy and Corinne stated that at the last meeting the Mint Festival was the main discussion. We are also working on the hot dog cart. The next meeting is tomorrow and we will be evaluating the events that happened in August and start talking about the events coming up. The Event So Good It's Scary and the St Nick Parade are the next events. Tyler thanked the event committee for all the good work they have been doing. The Mint Festival Downtown was a success.

B. Marketing Committee: Tyler said the next task will be making the website more attractive for the general public. The branding is done and he would like to encourage the city to look at our color palate so that the city's new logo can have a similar feel. Chad mention that the city has hired 2 high school students as marketing interns. The interns will be available to help the DDA with Marketing.

C. Executive Committee: Jason stated that the committee discussed board applications and the policy of having all board applicants work on committees prior to being on the board. There was also discussion on how we support non PSD events and the city's event application and the need to fix that process. Other items discussed at the executive meeting were: tree trimming, parking lot lines, development of the Hicks property and the new parking plan which will be discussed later in the agenda.

5. Old Business

A Board Membership: The City Council approved Emily Baudoux as our newest board member, welcome Emily.

B. Mint Fest Recap: overall it was our most financially successful Mint Fest to date. The weather cooperated and there was a good turnout. Chairman Butler wanted to thank the city and the city workers for all their help. It really was a team effort. The events committee will be discussing the event in detail at their meeting tomorrow and will make a few changes from things we learned this year. Chairman Butler also mentioned that it was an event without incident, he wanted to thank the police department for their low-key presences. He also thought having food at the event helped people's behavior. Everyone though the stage was great and the sound system was a big improvement.



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6. New Business:

A. **Fall Festival Support:** There was discussion on how the board decides to help with non DDA events. Our policy to date is to review requests at board meetings and bring them to a vote. This year we budgeted \$1000 to help with other events. Erika Hayes still feels that we need a criterion to help us decide which events we help sponsor. The selection should be based on non-subjective facts such as the number of attendees, if it is open to the public and the effect it will have on the downtown. There was discussion on when porta johns should be required and the city's event form. City Manager Gamble said this is something the city needs to fix. Trash can also be a strain on the downtown and these issues need to be well defined in the event application process. The Fall Festival is looking for support for the Porta Johns they have ordered for the event. The cost is \$1085 and we have a yearly budget of \$1000 to help with non-PSD events. There was a discussion of the strain these events can have on the businesses in the downtown and that having them should be a requirement when large crowds are expected. Motion by Tracy Kossaras, seconded by Tyler Barlage to sponsor the bathrooms with \$500 of PSD funds, motion carried 6 to 1 (Hayes, likes the event but would like a better process for making the decision)

B. **Fall Planters:** Just a FYI, we budgeted \$1000 this year for fall planter décor, the planters will be changed out soon for fall.

Motion to adjourn made by Erika Hayes at 12:13 seconded by Corinne Trimbach, motion carried

Next Regular Meeting Oct 4, 2023



St. Johns 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

Meeting Minutes
Downtown Development Authority
September 6 , 2023 After PSD Meeting, PSD Office

BOARD OF DIRECTORS
2022 - 2023

Chairman
Jason Butler
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Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns

Nancy McKinley
Castle Residence

Corinne Trimbach
Mint Door Boutique

Craig Smith
Main Street Café

COMMITTEES

Marketing
Tyler Barlage-Chair
Erika Hayes
Emily Baudoux
Ethan Painter
Vicki Schaffer

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar
Brent Hurst

**Executive, Finance, Strategic
Planning**

Jason Butler-Chair
Tyler Barlage
Bruce DeLong
Chad Gamble
Tracy Kossaras
Corinne Trimbach

CONTACT INFO

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

Members Present: Jason Butler, Corinne Trimbach, Erika Hayes, Tyler Barlage, Chad Gamble, Nancy McKinley and Tracy Kossaras.

Other Present: Chief Kirk, Monica Womack, Amber Haubert, Scott Dzurka, Liz Janetske and Heather Hanover

1. Meeting was called to Order by Chairman Butler at 12:13 pm

2. Additions to the Agenda: There were no additions to the agenda. Motion by Tyler Barlage to approve the agenda, seconded by Chad Gamble, motion carried.

3. Motion to Approve the Consent Agenda as presented, made by Erika Hayes, seconded by Corinne Trimbach, motion carried.

A. Minutes of meeting dated August 2, 2023

B. City of St Johns monthly financial report through August 28,2023

4. Communications

A. None

5. Old Business

A. Design Committee: It is time to announce this year's façade grants. We will use the same time line as last year.

B. Parking Plan: City Manager Gamble presented the new sign array for the downtown parking. There was discussion on using the new downtown logo or the city's , who do you want people to get mad at ? 😊. The hope is that by the end of October all the sign posts will be installed and the signs by November 1st. During the last 2 months of this year no one will be given a ticket. To increase awareness of the new program vehicles that are in violation will have a "Whoa you have made a parking violation " note placed on their car. Enforcement won't begin until January. After the new rules have been in effect the city will complete a parking study to evaluate the new rule's effectiveness. Everyone commented on the nice look of the new signs.

6. New Business

A. None.

7.Public Comment: Heather mentioned that she will be completing a walk through the downtown with DPS supervisor Justin Smith if others would like to join that would be great. We need to clean out the barn to make room for the Hot Dog Cart and make more space on the first floor. If anyone has any ideas for the large planters that were purchased, please let me know. She also mentioned that there are 10 applicants for the Chamber Director.

Motion to adjourn made by Erika Hayes, seconded by Chad Gamble, motion carried, meeting adjourned at 12:26pm.

Next Meeting October 4, 2023



Downtown St. Johns Website

Starts: 09/14/2023

To:

**Downtown Development
Authority of St. Johns, Michigan**

Heather Hanover
psdcityofsj@gmail.com

From:

43 North Digital Marketing

Ethan Painter
team@43northmarketing.com
117 E Walker St
St. Johns, MI, 48879, US
989-249-3384

Services summary

Wordpress Website Design

\$5,400.00 · Flat fee

Our team will design and launch a brand new Wordpress website optimized for desktop, tablet, and mobile. The new website will be a better representation of Downtown St. Johns and the businesses and recreational activities available to the public. The current website is a wonderful asset to DDA members for accessing meeting minutes and other communication features; however, it does not position our downtown district in a manner worthy of tourism efforts. The new website will be primarily focused on helping people understand all of the wonderful things Downtown St. Johns has to offer.

This will be done by using buttons right on the home page that send people to different categories of the website. For example, buttons that say, "Dine", "Shop", "Play", and "Events". It will allow people to quickly find the information they are looking for.

In addition, the new site will host a database of local businesses and organizations, organized by categories, with listings on a map for easy directions.

Although this is a new website build, it will integrate seamlessly with Wild Apricot so that we can continue leveraging the CRM and file management system. Users will be able to access the Wild Apricot website with one click.

This site will contain 8-10 pages. The following is a suggested list of pages:

- Home
- About
- Explore
 - Dine
 - Shop
 - Play
 - Attractions
- Events
- Get Involved
- Our City (About)
- DDA

Local St. Johns Discount

-\$1,400.00 · Flat fee

We apply a discount to local businesses and organizations in order to help our community.

Annual Hosting Fee

\$1,200.00 · Flat fee

Our regular hosting fee is \$100/month. In order to help our local DDA/PSD budget, we are offering monthly website hosting and site backups for free.

Donated Hosting

-\$1,200.00 · Flat fee

Billing schedule

Contractor bills Client once, plus deposit.

Deposit	\$2,000.00
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Deposit will be subtracted from subsequent invoices.

Final invoice	\$4,000.00
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Invoice includes the following services:

Wordpress Website Design	\$5,400.00
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\$5,400.00 · Flat fee

Local St. Johns Discount	-\$1,400.00
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-\$1,400.00 · Flat fee

Annual Hosting Fee	\$1,200.00
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\$1,200.00 · Flat fee

Donated Hosting	-\$1,200.00
------------------------	--------------------

-\$1,200.00 · Flat fee

Project total:	\$4,000.00
-----------------------	-------------------

New Look Computer and Data

510 E State Steet
Saint Johns, MI 48879
9892249000
sales@newlookdata.com
www.newlookdata.com



Estimate

ADDRESS

Saint Johns Principal Shopping
District
(DDA)

ESTIMATE # 1109

DATE 09/15/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Web Hosting	1 year of hosting. (Required to renew annually)	1	259.00	259.00
	Web Design	Build 5 page website with: Home Page, Shop, Eat, Play and links page. Fee is one time for design and setup. Additional editing after finished website is billed at \$95.00 per hour. Content and photos provided by customer.	1	570.00	570.00

SUBTOTAL	829.00
TAX	0.00
TOTAL	\$829.00

Accepted By

Accepted Date

Signatures

Heather Hanover

Downtown Development Authority of St.
Johns, Michigan

Ethan Painter

43 North Digital Marketing



*Principal Shopping District and Downtown Development Authority 100
E. State, PO Box 477 – St. Johns, MI – 48879*
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**Events Committee Meeting Minutes
September 7, 2023 8:30 am**

Members Attending: Nancy McKinley, , Jason Butler, , Corinne Trimbach, Tracy Kossaras,

Others: Heather Hanover

- 1) Thursday Farmers Market: Last one is September 21st. Hopefully we will have the hot dog cart working. The events have not been great but every time there has been threatening weather and not all the vendors have been showing up.
- 2) Mint Fest recap: great weather, great profit. Next year maybe no Corn Hole Tournaments or they need to stop sooner. The tables worked well. The food trucks need to stay inside the beer tent, that is one of our draws. The dash plaques were expensive for the car show, either get cheaper ones or no dash plaque next year. No straw, it was too messy. Sound system worked great and it was nice having a truck to block the entrance. We should have in the contract that the bands should not be playing in the area for at least a month before the mint festival. We need ideas for band for next year. Heather will send out an email trying to get everyone to start thinking about We need opening acts and head liners.
- 3) ST Nick Parade: Do we want to do light up toys again this year? Yes, it was a good fund raiser. The chamber is talking about having vendors downtown but with the changes at the chamber all that is still up in the air. The three bands that are traditionally in the parade are planning on coming this year. We will do the candy house but not have the candy tree. Should we get pole banner sponsors and what about the flyer for the event. Heather will take that to the Marketing Committee. We also need to have some choices for Saint of the Year. Bring those to the next meeting.

Other Discussion: Longer Pole banners, Christmas tree lighting and Event So good it's Scary

Since quite a few member can't meet on the first Thursday of the month the meeting has been moved to the second Thursday at 8am Oct 12th



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Executive Committee Meeting Minutes September 19, 2023

Members attending: Jason Butler, Tracy Kossaras, Bruce DeLong, Corinne Trimbach and Chad Gamble

Others: Heather Hanover

1. City Walk Thru: Chad Gamble, Justin Smith, Jeremy Ritter and Heather walked thru the downtown to talk about some of the maintenance issues. Discussions included broken bollards, missing banner hangers, broken electrical plugs, adding the remaining new light poles and fixing the cement where trees were removed. The bump out bricks were also discussed and how to fix the uneven areas. There was discussion on using different material and spending money on bricks that are past their prime. There was also discussion that a local landscaper could fix those areas for a reasonable charge and that we should look at getting a bid from him. There was also discussion on what to do with the large rectangular planters that we are not using. Heather will try and sell them on Facebook Market Place. There was discussion on the upcoming repaving of Brush and Spring Street and how we can improve parking and fix many of the issues especially on Brush. City manager said many of these fixes are extremely expensive. While the city will try and address a few of the issues the cost of curb, gutter and retaining walls to get these areas improved would be more than the yearly road budget.
2. Façade Grants: We did not receive the Capital Region Community Foundation Grant to help with facades. We have \$15,000 left to hand out this year. This amount could really help Keith Konevals project redoing the Alibi bar, a bar which has been a problem in the district for many years and we appreciate him talking this on. The other application for Brunos is an even larger façade project and would need a larger amount of money to get it accomplished. Recommendation to the board to award Keith \$15,000 and ask Brunos to apply again next year.
3. Social District Meeting is this Thursday at 9 am. The Design committee is still waiting on a Chair. Jason would like to get those meetings going and for now hopefully either he or Tyler could chair the meetings until we have a new chair. Heather will work on setting that up.
4. Hot Dog Cart Update: The Hot dog Cart was approved and we will be using it at the Thursday Market this week. The cost of plan approval, inspections and licensing have been a lot for a small nonprofit like ours. Bruce said to write a letter asking for the waving of some of the fees. The county sometimes grants this to nonprofits.
5. Other items: The Marketing committee is trying to put a more attractive face on the downtown website for tourists, shoppers and restaurant goers. They are looking to add a new platform for the website. This will be presented at the next meeting.



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Marketing Committee Minutes
September 14, 2023
9am PSD Office

Committee Members Present: Tyler Barlage , Ethan Painter

Others Present: Heather Hanover

1. Website: There was discussion on our current Wild Apricot Website. Our website is good for the nuts and bolts of running a PSD/DDA but not appealing to tourists, shoppers or diners who are interested in Downtown ST Johns. Ethan showed the example of the Owosso Downtown website. He would like to see something like this for downtown St Johns. He could work up a mock up and get it to the board. Do we want to maintain 2 websites? What is the cost of 2 websites? And how do we maintain 2 websites? Ethan will get us a proposal to develop, could be \$2000 to \$4000 and he would host it on his platform for free. So that we do not have to have 2 URLs the wild apricot website with all the PSD/DDA business information could just be another button incase people are interested in that sort of stuff. Tyler felt we should get more than one proposal if we are thinking of going this way and present it all to the board at our next meeting. Ethan will get something in writing for the board and Heather will work on getting another bid. There was also discussion on how to keep both websites maintained. We could pay someone \$100 a quarter to do updates. use their budgeted funds. Vicki talked about promoting the downtown on the 517 Facebook group. She will photograph.

2. Year-round t-shirts, mugs and other merchandise. We need to work on this for the future. Possibly we could get Vicki to make some mock ups and talk about costs and how they are distributed. And to start getting this set up.

3. Promoting the St Nick Parade: The chamber is looking to have their parts of the weekend on Saturday again this year but at the High School. The Kiwanas and Nights of Columbus are doing Chili again this year Tyler discussed the Live Nativity, he will check on if they are going to set up or just be part of the parade like last year. The group looked at some flyer ideas from Canva.



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Social District Meeting Minutes September 21, 2023

Members attending: Jason Butler, Nancy McKinley, Dean Mazzolini, Chris Hyzer and Chad Gamble

Others: Heather Hanover

Discussion: Churches have been vocal against the Social District; right now we are not looking to justify the program just to come up with the mechanism to make it happen. Concerns will have to be dealt with at the city commission level before final approval. There was discussion about the size of the district which is to be set by the local unit of government and it was decided to go to Brush on the east side of the street and Spring on the west side of the street. The southern boundary will be State Street and the Northern boundary will include the depot grounds. There was discussion on if the establishment's name needs to be on the cup along with the social district logo. The application was explicit. We will have to look into this some more. There was discussion about times and days. The city of Coldwater does 11am to 10pm and every day of the week. Alpena goes until 12am but not on Sunday. It was decided to do 11am to 10pm Tuesday thru Saturday.

There was discussion on who pays the fees for the district and stickers/cups. The fee to participate is \$250 and there is an inspection fee of \$70. Should the DDA help with the cost? Should the DDA supply the stickers for free?

At the next meeting we will try to formalize some of our discussions. Dean will talk to bar/restaurant owners to gauge interest; Chad will work on the boundary map as discussed and Heather will create a Management Plan from looking at other cities plans.

Heather will send out a "when to meet email" for the next meeting which will be for some time in mid-October. .

Any alcoholic liquor sold to customers for consumption in the commons area by a licensee with a Social District Permit must comply with all of the following:

- The serving container must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol.
- The serving container must prominently display a logo or some other mark that is unique to the commons area.
- The serving container is not made of glass.
- The serving container does not have a liquid capacity over 16 ounces.



Social District Management Plan

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BACKGROUND

On July 1, 2020, Governor Whitmer signed House Bill 5781 into law creating the Social District Permit. The governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

The City of St Johns, in an effort to continue the revitalization of the downtown and increase opportunities for business and recreation, is creating a social district that encompasses all qualified licensees within the downtown and allows for consumption at multiple locations throughout the district.

DISTRICT BOUNDARY AND COMMONS AREA(S)

Exhibit B depicts the social district boundary, the commons area(s), and location of qualifying licensees.

Exhibit C includes the names and addresses of all qualified licensees within the social district.

Current qualified licensees include:

- American Legion
- Bruno's Wonder Bar
- Main Street Café
- Sirens Bar
- St Johns Brewing Company
- Swany's Pub and Grub

Additional commons areas may be designated if new qualified licensees are established within the district, enabling a new area to meet the requirements for a commons area as defined in MCL 436.1551(8)(a).

Temporary commons areas may be established in conjunction with events that are to take place within the district boundary. Temporary commons areas must be approved by the City in conjunction with an event application. Temporary commons areas may occur on public streets if the street is closed to all vehicle traffic with the exception of emergency vehicles.

PUBLIC SAFETY

The City of St Johns Police Department will provide law enforcement services to the social district. **In accordance with existing protocol, at least three officers will be designated to patrol the City until midnight each night. The officers on patrol will be jointly responsible for providing services within the social district.**

During special events and any time when the district is anticipated to see significant crowds and activity, City Police will issue a request to staff for special patrol officers in addition to those regularly scheduled.

The St Johns Fire Department will respond to all fire, rescue, and EMS-related issues within the district.

WASTE MANAGEMENT

Trash receptacles will be available throughout the district and its consumption areas. If needed, new receptacles for permanent/long-term use will be provided and will match those placed elsewhere throughout downtown.

Receptacles will be serviced twice weekly by the City's internal Department of Municipal Services (DMS), and upon request for special events.

During special events that are approved for a temporary consumption area, the City will lend extra trash cans and picnic tables in consultation with DMS staff and pending availability.

SIGNAGE AND HOURS OF OPERATION

Standard hours of operation will run 11 am until 10 pm Tuesday – Saturday (daily).

Temporary commons areas may request special hours of operation in conjunction with an event planned within the social district. The requested hours of operation will be included in the request for a temporary commons area.

Signage will be placed throughout the social district to denote the boundaries of the district and its designated consumption areas. Some signage may include a QR code linked to a webpage which includes key information pertaining to the social district. Such information may include, but is not limited to: hours of operation, a list of social district permit holders, and any upcoming special events.

Signs may be posted using any of the following methods, where appropriate:

- Using stanchions
- On building walls
- On street lamps or other posts
- At entrances/exits to social district permit holders
- On the sidewalk

Social District Permit Holders will be required to post signage within, or affixed to, their establishment which includes the district standard hours of operations and map of commons areas.

BEVERAGE CONTAINERS

A district logo has been designed and is shown in Exhibit A.

The stickers featuring the logo of the social district will be available for purchase from the City at various sizes, not to exceed 16 ounces.

Businesses in need of stickers will submit an order request form, available on the City's website, noting the quantity needed. Orders will be placed by City staff within a week, and shipped directly to the business. An invoice for all charges related to the order will be sent to the business and must be paid within two weeks of the order's arrival to the business.

Businesses are required to indicate a drink has been sold by their establishment by including the business's logo, trade name, or other feature unique to the social district permittee on the cup itself. This may be accomplished by placing a sticker on the cup, or by choosing a high-resolution graphic that can be added to the standard cup design and printed on the reverse side of the district logo. Graphics may not exceed 4 colors.

Businesses are encouraged to write the initials and/or birthdate of the individual to whom each alcoholic beverage is sold on the cup itself. This recommendation exists to help prevent over service and unlawful transfer of alcoholic beverages to minors, and to promote the general health and safety of the community.

Alpena

2. Alcoholic beverages being sold to be consumed in Commons Areas must be in designated cups that: • Have less than 16 oz capacity • Cannot be made of glass • Must display the logo or trade name of the permit holder and Downtown Alpena Social District 3. The DDA will purchase the first order of beverage cups for participating permit holders; after the first order, each business will be responsible for purchasing their own that fits the parameters as designated by the MLCC and City of Alpena. 4. Cups will be available for purchase through Family Enterprise, Inc. Hours of Operation The district will operate Monday- Sunday, 11 am- 12 am. After 12 am, no beverages can be sold

TEMPORARY COMMONS AREAS & SPECIAL EVENTS

Events planned within the social district may request a temporary commons area and special hours of operation in conjunction with the planned event. Temporary commons areas may occur on public streets if the street is closed to all vehicle traffic with the exception of emergency vehicles. Temporary commons areas, special hours of operation, and requests for additional waste management services will be reviewed and approved by the City in conjunction with the standard event application.

Some permanent/fixed district signage may include a QR code link to a webpage where information regarding the social district will be available, including planned alterations to the social district commons areas and hours of operation.

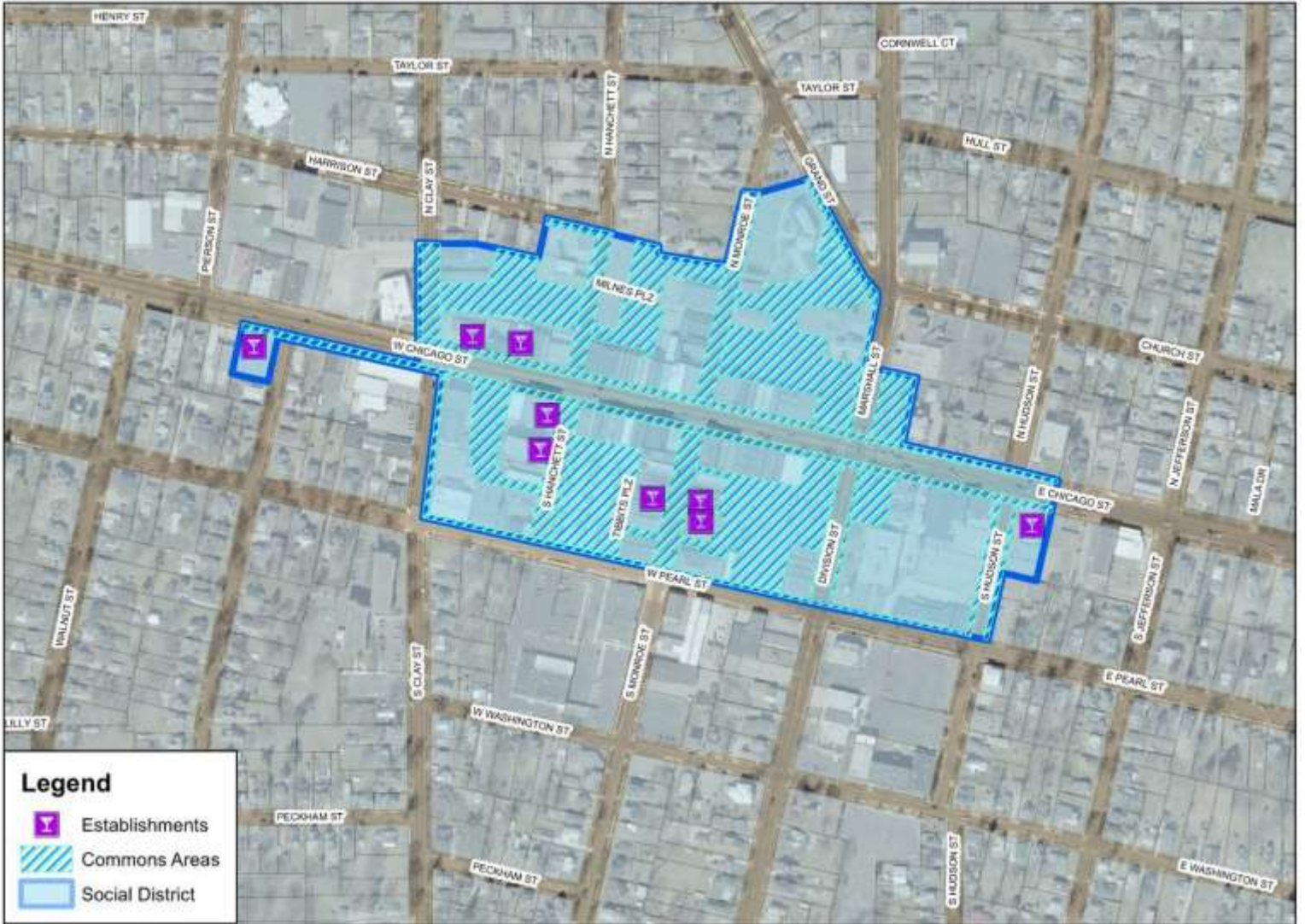
COMMUNICATION WITH SOCIAL DISTRICT PERMIT HOLDERS

Social District Permit holders will be required to submit an email address to the City for use when communicating important information that pertains to the social district. Such information may include, but is not limited to, upcoming special events and temporary commons areas.

Exhibit A – Social District Logo



Exhibit B – Social District Boundary & Commons Areas



City of St. Johns - Proposed Social District Boundary

Legend

- Proposed District Boundary
- Street

Scale:



Exhibit C – Qualified Licensees and Addresses

AMERICAN LEGION POST 153

110 E Walker St
St Johns, MI 48879

Bruno's Wonder Bar

226 N Clinton Ave
St Johns, MI 48879

Main Street Café

207 N Clinton Ave
St Johns, MI 48879

Sirens Bar

119 E Walker St
St Johns, MI 48879

St Johns Brewing Company

200 N Clinton Ave
St Johns, MI 48879

Swany's Pub and Grub

310 N Clinton Ave
St Johns, MI 48879

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	26,500.00	0.00	0.00	0.00	0.00	0.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	244.79	0.00	21.60	12.02	(21.60)	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	2,126.29	1,500.00	514.00	0.00	986.00	34.27
681-000-671.010	CAR SHOWS	1,968.07	2,000.00	3,540.00	0.00	(1,540.00)	177.00
681-000-671.018	MINT FESTIVAL	27,361.96	25,000.00	40,888.66	50.40	(15,888.66)	163.55
681-000-671.024	WINTER FESTIVAL	4,038.75	2,000.00	0.00	0.00	2,000.00	0.00
681-000-671.026	SOAP BOX DERBY	0.00	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	3,750.00	2,500.00	250.00	0.00	2,250.00	10.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	0.00	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	36,050.00	38,975.00	33,745.23	595.23	5,229.77	86.58
681-000-675.005	CORPORATE SPONSORS	0.00	0.00	0.00	0.00	0.00	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		102,039.86	71,975.00	78,959.49	657.65	(6,984.49)	109.70
TOTAL REVENUES		102,039.86	71,975.00	78,959.49	657.65	(6,984.49)	109.70
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 COLLABORATION	808.07	1,000.00	0.00	0.00	1,000.00	0.00
681-173-751.001	FARMERS' MARKET	1,260.00	1,800.00	0.00	0.00	1,800.00	0.00
681-173-751.002	CAR SHOWS	980.00	1,500.00	3,402.75	708.75	(1,902.75)	226.85
681-173-751.003	MINT FESTIVAL	21,386.50	20,000.00	14,516.20	0.00	5,483.80	72.58
681-173-751.007	WINTER FESTIVAL	2,961.37	3,000.00	0.00	0.00	3,000.00	0.00
681-173-751.008	SOAP BOX DERBY	0.00	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	0.00	0.00	500.00	500.00	(500.00)	100.00
681-173-751.011	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	3,940.00	4,600.00	1,150.00	0.00	3,450.00	25.00
681-173-814.002	WEBSITE	948.00	700.00	948.00	0.00	700.00	0.00
681-173-818.000	CONTRACTUAL SERVICES	14,199.99	11,500.00	3,561.64	0.00	7,938.36	30.97
681-173-818.040	DOWNTOWN IMPROVEMENT	2,053.94	8,300.00	193.14	155.00	8,106.86	2.33
681-173-826.086	AUDIT FEES	0.00	500.00	0.00	0.00	500.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	883.84	500.00	202.18	41.36	297.82	40.44
681-173-870.001	MARKETING	9,795.05	8,500.00	1,756.53	690.00	6,743.47	20.67
681-173-870.007	GRANTS	25,000.00	0.00	0.00	0.00	0.00	0.00
681-173-870.008	MUSIC	2,530.24	1,000.00	600.00	200.00	400.00	60.00
681-173-870.009	MARKETING CO-OP	0.00	5,000.00	0.00	0.00	5,000.00	0.00
681-173-900.000	PRINT AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	13.09	0.00	0.00	0.00	0.00	0.00
681-173-960.000	EDUCATION AND TRAINING	450.00	1,000.00	0.00	0.00	1,000.00	0.00
681-173-961.000	PROFESSIONAL DUES	0.00	200.00	0.00	0.00	200.00	0.00
681-173-985.000	CAPITAL OUTLAY	0.00	4,000.00	3,794.94	0.00	205.06	94.87
Total Dept 173 - ADMINISTRATION DEPARTMENT		87,210.09	73,200.00	29,677.38	2,295.11	43,522.62	40.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT Expenditures							
TOTAL EXPENDITURES		87,210.09	73,200.00	29,677.38	2,295.11	43,522.62	40.54
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		102,039.86	71,975.00	78,959.49	657.65	(6,984.49)	109.70
TOTAL EXPENDITURES		87,210.09	73,200.00	29,677.38	2,295.11	43,522.62	40.54
NET OF REVENUES & EXPENDITURES		14,829.77	(1,225.00)	49,282.11	(1,637.46)	(50,507.11)	4,023.03
TOTAL REVENUES - ALL FUNDS		167,524.17	121,803.29	128,679.06	657.65	(6,875.77)	105.64
TOTAL EXPENDITURES - ALL FUNDS		112,599.32	167,903.00	39,810.13	2,295.11	128,092.87	23.71
NET OF REVENUES & EXPENDITURES		54,924.85	(46,099.71)	88,868.93	(1,637.46)	(134,968.64)	192.78

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-202.000 ACCOUNTS PAYABLE							
				(Continued)			
08/08/2023	CD	CHK	Check: 03 62245	62245	5,670.75		(6,181.05)
08/08/2023	CD	CHK	Check: 03 62246	62246	500.00		(5,681.05)
08/08/2023	CD	CHK	Check: 03 62248	62248	800.00		(4,881.05)
08/08/2023	CD	CHK	Check: 03 62250	62250	1,250.00		(3,631.05)
08/08/2023	CD	CHK	Check: 03 62251	62251	1,200.00		(2,431.05)
08/09/2023	AP	INV	STREET SINGER; 08/16/2023	08/08/2023		200.00	(2,631.05)
08/09/2023	AP	INV	APPAREL, SAFETY GREEN T	186549		255.00	(2,886.05)
08/10/2023	CD	CHK	Check: 03 62255	62255	200.00		(2,686.05)
08/10/2023	AP	INV	ADVERTISING; PSD/DDA	1370021668		360.00	(3,046.05)
08/11/2023	CD	CHK	Check: 03 7088	7088(A)	686.63		(2,359.42)
08/21/2023	AP	INV	TELEPHONE; 08/2023	08/10/2023		80.43	(2,439.85)
08/23/2023	AP	INV	ICE FOR BEVERAGE TENT	08/22/23-DZURKA		54.90	(2,494.75)
08/24/2023	AP	INV	BLVD BANNERS, BANNERS FOR STAGE	19932		500.00	(2,994.75)
08/25/2023	CD	CHK	Check: 03 100124	100124(E)	80.43		(2,914.32)
08/29/2023	AP	INV	ICE; BEVERAGE TENT - MINT FEST 2023	08/22/2023		212.23	(3,126.55)
08/29/2023	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/21/2023		1,297.25	(4,423.80)
08/29/2023	AP	INV	REIMBURSEMENTS FOR MINT FEST; 2023	08/22/2023		1,526.62	(5,950.42)
08/29/2023	AP	INV	POLICY #SE1086612; LIQUOR LIABILITY	450833		525.00	(6,475.42)
08/29/2023	CD	CHK	Check: 03 62257	62257	525.00		(5,950.42)
08/29/2023	CD	CHK	Check: 03 62285	62285	212.23		(5,738.19)
08/29/2023	CD	CHK	Check: 03 62299	62299	1,526.62		(4,211.57)
08/29/2023	CD	CHK	Check: 03 62303	62303	90.00		(4,121.57)
08/29/2023	CD	CHK	Check: 03 62330	62330	1,297.25		(2,824.32)
08/29/2023	CD	CHK	Check: 03 62339	62339	525.00		(2,299.32)
08/31/2023	CD	CHK	Check: 03 7125	7125(A)	1,129.42		(1,169.90)
08/31/2023	CD	CHK	Check: 03 7148	7148(A)	255.00		(914.90)
08/31/2023	CD	CHK	Check: 03 7156	7156(A)	360.00		(554.90)
08/31/2023	AP	INV	ICE & POS FOR BEVERAGE TENT	08/22/23-KOSSARAS		64.45	(619.35)
08/31/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2023	SEP2023		958.34	(1,577.69)
08/31/2023	AP	INV	ADULT SHIRTS/ MILITARY GREEN; PSD	31538		1,904.00	(3,481.69)
08/31/2023	AP	INV	MINT FEST APPAREL; PSD	186726		260.00	(3,741.69)
08/31/2023	AP	INV	AIRD SPOTS; 07/01-07/31 2023	4024735-2		225.00	(3,966.69)
08/31/2023	AP	INV	WEB, NES APP PREROLL; 07/01-07/31 2023	4038373-2		148.68	(4,115.37)
08/31/2023	AP	INV	WED PRIME, EARLY MONING ROTATOR; 07/01-07/31 2023	4041600-2		150.00	(4,265.37)
09/06/2023	AP	INV	HOT DOG CART; LICENSE FEE	09/05/2023		155.00	(4,420.37)
09/06/2023	CD	CHK	Check: 03 62346	62346	155.00		(4,265.37)
09/07/2023	AP	INV	RADIO ADVERTISING; PSD/DDA	21668		690.00	(4,955.37)
09/11/2023	AP	INV	TELEPHONE; 09/2023	09/10/2023		41.36	(4,996.73)
09/12/2023	AP	INV	SPONSORSHIP; FALL FEASTIVAL	09/12/2023		500.00	(5,496.73)
09/13/2023	AP	INV	GILDAN T-SHIRTS; PSD/DDA	31609		708.75	(6,205.48)
09/14/2023	AP	INV	PSD/DDA; MUSIC	09/12/2023		200.00	(6,405.48)
09/19/2023	CD	CHK	Check: 03 62352	62352	500.00		(5,905.48)
09/19/2023	CD	CHK	Check: 03 62354	62354	200.00		(5,705.48)
09/26/2023	CD	CHK	Check: 03 62380	62380	500.00		(5,205.48)
09/26/2023	CD	CHK	Check: 03 62395	62395	119.35		(5,086.13)
09/26/2023	CD	CHK	Check: 03 62404	62404	523.68		(4,562.45)
09/30/2023			681-000-202.000	END BALANCE	24,503.04	28,527.38	(4,562.45)
681-000-214.001 DUE TO GENERAL FUND							
07/01/2023				BEG. BALANCE			(13.09)
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163		1,150.00	(1,163.09)
09/30/2023			681-000-214.001	END BALANCE	0.00	1,150.00	(1,163.09)
681-000-390.000 Fund Balance							
07/01/2023				BEG. BALANCE			(4,379.49)
09/30/2023			681-000-390.000	END BALANCE	0.00	0.00	(4,379.49)
681-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2023				BEG. BALANCE			0.00
08/15/2023	GJ	JE	RECORD TAX REVENUES	14091		1.52	(1.52)
08/31/2023	GJ	JE	RECORD TAX REVENUES	14268		8.06	(9.58)
09/15/2023	GJ	JE	RECORD TAX REVENUES	14270		12.02	(21.60)
09/30/2023			681-000-665.000	END BALANCE	0.00	21.60	(21.60)
681-000-671.000 MISCELLANEOUS REVENUE							
07/01/2023				BEG. BALANCE			0.00
08/24/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2023			1,400.00	(1,400.00)
08/24/2023	GJ	JE	TO RECLASS CAR SHOW REVENUE	14164	1,400.00		0.00
09/30/2023			681-000-671.000	END BALANCE	1,400.00	1,400.00	0.00
681-000-671.007 FARMERS' MARKET							
07/01/2023				BEG. BALANCE			0.00
07/21/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/21/2023			514.00	(514.00)
09/30/2023			681-000-671.007	END BALANCE	0.00	514.00	(514.00)
681-000-671.010 CAR SHOWS							
07/01/2023				BEG. BALANCE			0.00
08/17/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/17/2023			2,140.00	(2,140.00)
08/24/2023	GJ	JE	TO RECLASS CAR SHOW REVENUE	14164		1,400.00	(3,540.00)
09/30/2023			681-000-671.010	END BALANCE	0.00	3,540.00	(3,540.00)
681-000-671.018 MINT FESTIVAL							
07/01/2023				BEG. BALANCE			0.00
08/01/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/01/2023			250.00	(250.00)
08/17/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/17/2023			38,535.71	(38,785.71)
08/24/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2023			2,052.55	(40,838.26)
09/06/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/06/2023			50.40	(40,888.66)
09/30/2023			681-000-671.018	END BALANCE	0.00	40,888.66	(40,888.66)
681-000-671.031 MARKETING CO-OP							
07/01/2023				BEG. BALANCE			0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-671.031 MARKETING CO-OP					(Continued)		
07/11/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/11/2023			250.00	(250.00)
09/30/2023			681-000-671.031	END BALANCE	0.00	250.00	(250.00)
681-000-672.006 DOWNTOWN BUSINESS DISTRICT							
07/01/2023				BEG. BALANCE			0.00
07/15/2023	GJ	JE	RECORD TAX REVENUES	14075		4,200.00	(4,200.00)
07/31/2023	GJ	JE	RECORD TAX REVENUES	14084		7,175.00	(11,375.00)
08/15/2023	GJ	JE	RECORD TAX REVENUES	14091		20,975.00	(32,350.00)
08/31/2023	GJ	JE	RECORD TAX REVENUES	14268		800.00	(33,150.00)
09/15/2023	GJ	JE	RECORD TAX REVENUES	14270		595.23	(33,745.23)
09/30/2023			681-000-672.006	END BALANCE	0.00	33,745.23	(33,745.23)
681-173-751.002 CAR SHOWS							
07/01/2023				BEG. BALANCE			0.00
07/11/2023	AP	INV	PROMOTION, AD, WEBSITE FEES 08/24/23	02/06/2023	500.00		500.00
07/31/2023	AP	INV	MINT FEST CAR SHOW FLYERS	46206	90.00		590.00
08/03/2023	AP	INV	CASH FOR MINT FEST 2023; ACTIVITIES	08/2023	200.00		790.00
08/31/2023	AP	INV	ADULT SHIRTS/ MILITARY GREEN; PSD	31538	1,904.00		2,694.00
09/13/2023	AP	INV	GILDAN T-SHIRTS; PSD/DDA	31609	708.75		3,402.75
09/30/2023			681-173-751.002	END BALANCE	3,402.75	0.00	3,402.75
681-173-751.003 MINT FESTIVAL							
07/01/2023				BEG. BALANCE			0.00
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023	1,250.00		1,250.00
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023	500.00		1,750.00
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST	08/01/2023	500.00		2,250.00
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023	1,200.00		3,450.00
08/01/2023	AP	INV	REIMBURSE; LICENSE FOR ALCOHOL, HOTDK	07/26/2023	100.00		3,550.00
08/03/2023	AP	INV	MINT FEST 2023; BEER/ALCOHOL	W-1045738	5,670.75		9,220.75
08/03/2023	AP	INV	CASH FOR MINT FEST 2023; ACTIVITIES	08/2023	600.00		9,820.75
08/09/2023	AP	INV	APPAREL, SAFETY GREEN T	186549	255.00		10,075.75
08/23/2023	AP	INV	ICE FOR BEVERAGE TENT	08/22/23-DZURKA	54.90		10,130.65
08/24/2023	AP	INV	BLVD BANNERS, BANNERS FOR STAGE	19932	500.00		10,630.65
08/29/2023	AP	INV	ICE; BEVERAGE TENT - MINT FEST 2023	08/22/2023	212.23		10,842.88
08/29/2023	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/21/2023	1,297.25		12,140.13
08/29/2023	AP	INV	REIMBURSEMENTS FOR MINT FEST; 2023	08/22/2023	1,526.62		13,666.75
08/29/2023	AP	INV	POLICY #SE1086612; LIQUOR LIABILITY	450833	525.00		14,191.75
08/31/2023	AP	INV	ICE & POS FOR BEVERAGE TENT	08/22/23-KOSSARAS	64.45		14,256.20
08/31/2023	AP	INV	MINT FEST APPAREL; PSD	186726	260.00		14,516.20
09/30/2023			681-173-751.003	END BALANCE	14,516.20	0.00	14,516.20
681-173-751.010 FALL FESTIVAL							
07/01/2023				BEG. BALANCE			0.00
09/12/2023	AP	INV	SPONSORSHIP; FALL FEASTIVAL	09/12/2023	500.00		500.00
09/30/2023			681-173-751.010	END BALANCE	500.00	0.00	500.00
681-173-804.000 ADMINISTRATION CHARGES							
07/01/2023				BEG. BALANCE			0.00
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163	1,150.00		1,150.00
09/30/2023			681-173-804.000	END BALANCE	1,150.00	0.00	1,150.00
681-173-818.000 CONTRACTUAL SERVICES							
07/01/2023				BEG. BALANCE			0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023	958.34		958.34
07/21/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2023	AUG2023	958.33		1,916.67
08/01/2023	AP	INV	REIMBURSE; HOTDOG CART, LICENSE, INSI	08/01/2023	686.63		2,603.30
08/31/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2023	SEP2023	958.34		3,561.64
09/30/2023			681-173-818.000	END BALANCE	3,561.64	0.00	3,561.64
681-173-818.040 DOWNTOWN IMPROVEMENT							
07/01/2023				BEG. BALANCE			0.00
08/01/2023	AP	INV	REIMBURSE; LICENSE FOR ALCOHOL, HOTDK	07/26/2023	38.14		38.14
09/06/2023	AP	INV	HOT DOG CART; LICENSE FEE	09/05/2023	155.00		193.14
09/30/2023			681-173-818.040	END BALANCE	193.14	0.00	193.14
681-173-853.004 MONTHLY & LONG DISTANCE SERV							
07/01/2023				BEG. BALANCE			0.00
07/01/2023	AP	INV	TELEPHONE; 07/2023	07/10/2023	80.39		80.39
08/21/2023	AP	INV	TELEPHONE; 08/2023	08/10/2023	80.43		160.82
09/11/2023	AP	INV	TELEPHONE; 09/2023	09/10/2023	41.36		202.18
09/30/2023			681-173-853.004	END BALANCE	202.18	0.00	202.18
681-173-870.001 MARKETING							
07/01/2023				BEG. BALANCE			0.00
07/13/2023	AP	INV	CANVA; SOFTWARE - PSD/DDA	1021012143	149.90		149.90
08/01/2023	AP	INV	REIMBURSE; LICENSE FOR ALCOHOL, HOTDK	07/26/2023	32.95		182.85
08/10/2023	AP	INV	ADVERTISING; PSD/DDA	1370021668	360.00		542.85
08/31/2023	AP	INV	Aired SPOTS; 07/01-07/31 2023	4024735-2	225.00		767.85
08/31/2023	AP	INV	WEB, NES APP PREROLL; 07/01-07/31 2023	4038373-2	148.68		916.53
08/31/2023	AP	INV	WED PRIME, EARLY MONING ROTATOR; 07/01-07/31 2023	4041600-2	150.00		1,066.53
09/07/2023	AP	INV	RADIO ADVERTISING; PSD/DDA	21668	690.00		1,756.53
09/30/2023			681-173-870.001	END BALANCE	1,756.53	0.00	1,756.53
681-173-870.008 MUSIC							
07/01/2023				BEG. BALANCE			0.00
07/10/2023	AP	INV	STREET SINGER; 07/18/23	07/10/2023	200.00		200.00
08/09/2023	AP	INV	STREET SINGER; 08/16/2023	08/08/2023	200.00		400.00
09/14/2023	AP	INV	PSD/DDA; MUSIC	09/12/2023	200.00		600.00
09/30/2023			681-173-870.008	END BALANCE	600.00	0.00	600.00
681-173-985.000 CAPITAL OUTLAY							
07/01/2023				BEG. BALANCE			0.00
07/03/2023	AP	INV	HERITAGE HOT DOG CARD, BASIN SINK	0931030742	3,794.94		3,794.94
09/30/2023			681-173-985.000	END BALANCE	3,794.94	0.00	3,794.94

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					168,306.74	168,306.74	14,829.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/23	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	64,792.47	49,828.29	49,719.57	0.00	108.72	99.78
248-000-543.010	GRANTS	700.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(8.16)	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		65,484.31	49,828.29	49,719.57	0.00	108.72	99.78
TOTAL REVENUES		65,484.31	49,828.29	49,719.57	0.00	108.72	99.78
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	1,040.00	3,203.00	80.75	0.00	3,122.25	2.52
248-451-818.000	CONTRACTUAL SERVICES	10,999.99	11,500.00	2,875.00	0.00	8,625.00	25.00
248-451-818.040	DOWNTOWN IMPROVEMENT	13,349.24	50,000.00	2,340.00	0.00	47,660.00	4.68
248-451-880.007	FACADE GRANTS	0.00	30,000.00	4,837.00	0.00	25,163.00	16.12
248-451-956.000	MISCELLANEOUS	0.00	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		25,389.23	94,703.00	10,132.75	0.00	84,570.25	10.70
TOTAL EXPENDITURES		25,389.23	94,703.00	10,132.75	0.00	84,570.25	10.70
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		65,484.31	49,828.29	49,719.57	0.00	108.72	99.78
TOTAL EXPENDITURES		25,389.23	94,703.00	10,132.75	0.00	84,570.25	10.70
NET OF REVENUES & EXPENDITURES		40,095.08	(44,874.71)	39,586.82	0.00	(84,461.53)	88.22

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2023			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		89,717.20
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076	18,309.91		108,027.11
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076	31,409.66		139,436.77
07/28/2023	CD	CHK	Check: 03 7061	7061(A)		958.33	138,478.44
08/29/2023	CD	CHK	Check: 03 62306	62306		4,837.00	133,641.44
08/31/2023	CD	CHK	Check: 03 7125	7125(A)		958.34	132,683.10
09/26/2023	CD	CHK	Check: 03 62380	62380		2,340.00	130,343.10
09/30/2023			248-000-002.000	END BALANCE	49,719.57	9,093.67	130,343.10
07/01/2023			248-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023		958.33	(958.33)
07/21/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2023	AUG2023		958.34	(1,916.67)
07/28/2023	CD	CHK	Check: 03 7061	7061(A)	958.33		(958.34)
08/24/2023	AP	INV	BLVD BANNERS, BANNERS FOR STAGE	19932		2,340.00	(3,298.34)
08/29/2023	AP	INV	FACADE GRANT FOR 119 N CLINTON AVE	08/23/2023		4,837.00	(8,135.34)
08/29/2023	CD	CHK	Check: 03 62306	62306	4,837.00		(3,298.34)
08/31/2023	CD	CHK	Check: 03 7125	7125(A)	958.34		(2,340.00)
08/31/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2023	SEP2023		958.33	(3,298.33)
09/26/2023	CD	CHK	Check: 03 62380	62380	2,340.00		(958.33)
09/30/2023			248-000-202.000	END BALANCE	9,093.67	10,052.00	(958.33)
07/01/2023			248-000-214.001 DUE TO GENERAL FUND		BEG. BALANCE		0.00
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163		80.75	(80.75)
09/30/2023			248-000-214.001	END BALANCE	0.00	80.75	(80.75)
07/01/2023			248-000-390.000 Fund Balance		BEG. BALANCE		(49,622.12)
09/30/2023			248-000-390.000	END BALANCE	0.00	0.00	(49,622.12)
07/01/2023			248-000-404.000 CURRENT PROPERTY TAX		BEG. BALANCE		0.00
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076		18,309.91	(18,309.91)
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076		31,409.66	(49,719.57)
09/30/2023			248-000-404.000	END BALANCE	0.00	49,719.57	(49,719.57)
07/01/2023			248-451-804.000 ADMINISTRATION CHARGES		BEG. BALANCE		0.00
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163		80.75	80.75
09/30/2023			248-451-804.000	END BALANCE	80.75	0.00	80.75
07/01/2023			248-451-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023		958.33	958.33
07/21/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2023	AUG2023		958.34	1,916.67
08/31/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2023	SEP2023		958.33	2,875.00
09/30/2023			248-451-818.000	END BALANCE	2,875.00	0.00	2,875.00
07/01/2023			248-451-818.040 DOWNTOWN IMPROVEMENT		BEG. BALANCE		0.00
08/24/2023	AP	INV	BLVD BANNERS, BANNERS FOR STAGE	19932	2,340.00		2,340.00
09/30/2023			248-451-818.040	END BALANCE	2,340.00	0.00	2,340.00
07/01/2023			248-451-880.007 FACADE GRANTS		BEG. BALANCE		0.00
08/29/2023	AP	INV	FACADE GRANT FOR 119 N CLINTON AVE	08/23/2023	4,837.00		4,837.00
09/30/2023			248-451-880.007	END BALANCE	4,837.00	0.00	4,837.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					68,945.99	68,945.99	40,095.08



*Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext.
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www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Executive Director Activity for September 2023

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Events Committees meeting, agenda and minutes
- D. Executive Committee meeting, agenda and minutes
- E. Marketing Committee meeting agenda and minutes
- F. Board Meeting, Minutes and agenda
- G. Social District Meeting
- H. Chamber Meeting
- I. Grand Opening at Lotus
- J. Set up sound system for Fall Festival
- K. Helped at Fall Festival
- L. Turned in Bills and deposits to the City Treasurer
- M. City Council Meetings
- N. Hot Dog Cart Inspection
- O. Thursday Market
- P. Met with Saturday Farmers Market Director
- Q. Delivered funds to City
- R. Filed Event form for Halloween.
- S. City Walk through with Manager, DPS and DPW.
- T. Ordered light up toys for St Nick Parade
- U. Talked to 3 high school bands about being in St Nick parade
- V. Sent out weekly update emails