



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

**AGENDA**  
**Principal Shopping District Meeting**  
**December 7, 2022**  
**11: 30 am, At Main Street Cafe**

**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**  
Corrine Trimbach-Chair  
Tracy Kossaras-Chair  
Mariah Leiby  
Nancy McKinley  
Jason Butler  
Tyer Barlage

**Executive, Finance,  
Strategic Planning**

Tyler Barlage  
Bruce DeLong  
Dave Kudwa  
Jason Butler  
Mariah Leiby  
Amber Haubert

**CONTACT INFO**

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

\* 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 Nov 2,2022
  - B. \*Minutes from Executive, Marketing and Event Meetings
  - C. \*City of St Johns monthly financial report through Nov 30,2022
  - D. \*Director's Report
4. **Communications**
  - A. Events Committee 11:37am (5 minutes)
  - Marketing Committee: 11:42am (10 minutes)
  - Vote on new committee members: Vicki Schaffer, Kim Zuehlke, Ethan Painter and Emily Baudoux
5. **Old Business**
  - A. Downtown Parking Plans 11:52 (15 minutes)
6. **New Business**
  - A. None

**Next Regular PSD Board Meeting January 11, 2023 at 11:30 at Main Street Cafe**



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

**AGENDA**

**Downtown Development Authority Meeting**

**December 7, 2022**

**Immediately After 11:30 PSD Meeting at Main Street Cafe**

\* Indicates an attachment

1. **Call to Order 12:08pm**
2. **Additions to the Agenda 12:09pm**
3. **Approval of the Consent Agenda: 12:10pm (2 minutes)**
  - A. \*Minutes of meeting dated November 2,2022
  - B. \*City of St Johns monthly financial report through November 30,2022
4. **Communications**
  1. Design Committee Up Date **12:12 pm(5 minutes)**
5. **Old Business**
  - A. None
6. **New Business**
  - A. Capital Improvement Plan **12:17pm (5 Minutes)**
  - B. Executive Director Annual Contract **Closed Session 12:22 (10 minutes)**
7. **Public Comment (please keep to under 3 minutes) 12:32 pm (10 minutes)**

**Adjournment 12:42**

**Next Regular DDA Board Meeting January11, 2023 at 11:30 at Main Street Cafe**



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Unique Reflections

Craig Smith  
Main Street  
Café & Pizza

**COMMITTEES**

**Marketing**  
Tyler Barlage-Chair  
Erica Hayes

**Events**  
Tracy Kossaras-Chair  
Corinne Trimbach-Chair  
Mariah Leiby

Nancy McKinley  
Amber Haubert  
Corrine Trimbach  
Jaime Madar

**Design**  
Amber Haubert-Chair  
Mariah Leiby  
Kim Zuehlke

**Executive, Finance,**

**Strategic Planning**

Jason Butler-Chair  
Tyler Barlage  
Bruce Delong  
Dave Kudwa

Amber Haubert  
Tracy Kossaras  
Corinne Trimbach

**CONTACT INFO**

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

**Meeting Minutes  
Principal Shopping District  
November 2, 2022**

**11:30 am, At Main Street Café**

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

**Other Present:** Liz Janetzke, Dave Kirk, Jason Denovich, Kim Zuehlke, Emily Baudoux, Josh Devereaux and Heather Hanover

1. **Meeting was called to Order by Chairman Butler at 11:30am**
2. **Additions to the Agenda** There were no additions to the agenda, Motion to approve by Dave Kudwa, seconded by Tyler Barlage, motion carried
3. **Motion to Approve the Consent Agenda made by** Tyler Barlage, seconded by Tracy Kossaras motion carried.
  - A. Minutes of meeting dated Oct 5, 2022
  - B. Minutes of the Executive, Marketing and Events Committee Meetings
  - C. City of St Johns monthly financial report through Oct 26,2022
  - D. Director's Report
4. **Communications**

- A. **Events Committee:** The Events committee is working on the St Nick Parade. Before the Event forms can be filled out, we need to decide if cars will be allowed on main street during the event. There was discussion on safety, ample parking spaces, crowds encroaching and the overall feel. It was decided not to have cars on main street during the parade, Motion by Erica Hayes, seconded by Bruce Delong, motion carried. The November Event Committee meeting is tomorrow morning at 8:30am.
- B. **The Marketing Committee** presented their recommendation for the logo. After last month's meeting the board asked that the words Downtown Development Authority and Principal Shopping District be incorporated somehow. The Committee is recommending a base log with 3 different additions for above the logo depending on if you are using the logo for PSD, DDA or both. There was discussion on having it be simple. There was discussion on the alignment for the little. Motion by Dave Kudwa, seconded by Erica Hayes to approve the Marketing Committee's recommendation, motion carried.

**5. Old Business**

- A. **Parking Report/Questions:** The proposed parking plan for the downtown has meet with a lot of concerns. Dave would like to set up one last meeting with the PSD/DDA parking committee to fine tune the proposed plan. Heather will send out proposed meeting times. It was also discussed that if others have concerns and questions that the commit them to writing and get them to a board member or Heather, so that they can be considered at the meeting.

**6. New Business**

- A. None

Motion to Adjourn made by Dave Kudwa, seconded by Erica Hayes, motion carried. Meeting adjourned at 12:06pm

**Next Regular Meeting Dec 7, 2022**



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**Meeting Minutes**  
**Downtown Development Authority**  
**Nov 2, 2022 Main Street Café**

**BOARD OF DIRECTORS**  
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Erica Hayes

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Tracy Kossaras-Chair

Mariah Leiby  
Nancy McKinley

Amber Haubert  
Jason Butler

Jaime Madar

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**Executive Director**

Heather Hanover

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Office: 989-224-8944

Ext 233

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

**Other Present:** Dave Kirk, Jason Denovich, Kim Zuehlke, Emily Baudoux, Liz Janetzke, Josh Devereaux and Heather Hanover

**1. Meeting was called to Order by Chairman Butler at 12:06 pm**

**2. Additions to the Agenda:** None, motion to approve by Bruce Delong, seconded by Erica Hayes, motion carried.

**3. Motion to Approve the Consent Agenda** as presented, made by Tyler Barlage seconded by Erica Hayes, motion carried.

A. Minutes of meeting dated Oct 5, 2022

B. City of St Johns monthly financial report through Oct 27, 2022

**4. Communications**

A. Design Committee Up Date: Amber talked with some companies that we could hire to light our downtown trees. The cost was between \$800 to \$1000 per year. There was discussion about this being too big of a portion of our budget. There was talk of getting volunteers to fix the lights for this year. We still have a number of them in the storage barn. There was discussion of changing to spotlights instead. We will look into more ideas for next year. Amber also did some research on decoration for the poles. A snowflake design could be left up all winter and would cost between \$500 to \$800 per pole. If we did 12 poles it would be around \$10,000. There was talk of how much money we have to spend and having a strategic plan for how we use our DDA funds. We will work on the decorating budget for next year for these larger items. We do need a cross street banner for the holidays and it would be nice to have the planters decorated. Motion by Erica Hayes, seconded by Corinne Trimbach, to allow Amber to spend up to \$2000 to decorate the pots for the Holidays and \$1000 for a new cross street banner. The Façade grant program was given the go ahead by the city attorney. Motion by Dave Kudwa, seconded by Erica Hayes, to approve the new Façade Grant Program, and announce it to the public, motion carried. We have requests from business owners downtown to have their trees removed or trimmed all the time. Nicole's Salon recently redid their salon which looks great but you can't see it. Kurt's Appliance also has a troublesome tree as does Pictured Home. Dave and the DPW staff will investigate and see what they can do to fix the situation this fall. The board is hoping that the trees can be trimmed aggressively and we come up with comprehensive plan for trees, benches, trash cans and planters for the future.

**5. Old Business**

A. None.

**6. New Business**

A. None

**7. Public Comment:** Heather reported the funds were received for the Mini grant from the Michigan Arts Council for the Thursday Concerts. Jason Denovich reported that the Chamber Holiday event is shaping up well. The Chamber's next luncheon will be a turkey dinner at Clinton Commons and it will be Nov. 17<sup>th</sup>. Emily Baudoux from Rise up wanted to thank everyone for their support. The boutiques one-year anniversary is this weekend and she would like to invite everyone to her celebration.

**Motion to adjourn** made by Erica Hayes, seconded by Dave Kudwa, meeting adjourned at 12:45pm

**Next Regular Meeting December 7, 2022**



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#### Executive Director Activity for November 2022

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Received funds for ACA minigrant
- D. Collected funds for Commercial promo
- E. Worked on Script for winter promo with 92.5
- F. Collected Pole Sponsors for Holiday Poles and ordered banners
- G. Order Light up toys for parade
- H. Ordered Candy for Ginger Bread House
- I. Went through set up and decorations supplies with Jeremy Ritter
- J. Ordered lights for Trail Tunnel
- K. Contacted Knights of Columbus to do Chili at parade
- L. Talked with UAW about using building for Chili
- M. Talked with Kirk G about cars for parade.
- N. Sent out and received Parade entries.
- O. Handed out event Fliers
- P. Parking Committee meeting
- Q. Talked with many individuals about the parking changes
- R. Worked with electric crew to change our wire for downtown speakers
- S. Drove to Lansing 3 times to get wire supplies
- T. Worked with Willow on Speaker Demo
- U. Worked with Rotary to run Santa visits in depot
- V. Talked with Mint City Singers
- W. Worked with YAC to put up new lights in downtown
- X. Arranged for YAC students to help with crowd control at parade
- Y. Wrote parade line up
- Z. Talked with Fire chief about burn barrels
- AA. Talked with Ferralls about supplying wood for burn barrels.
- BB. Talked with electrician to set up tree lighting switch
- CC. Saint of the Month meeting, and plague.
- DD. Events Committees meeting, agenda and minutes
- EE. Executive Committee meeting, agenda and minutes
- FF. Board Meeting, Minutes and agenda
- GG. Turned in Bills and deposits to the City Treasurer
- HH. Chamber Meetings
- II. City Council Meeting
- JJ. Started work on new CRM Website
- KK. Added events to Chamber Calendar
- LL. Sent out weekly update emails

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	0.00	25,000.00	26,500.00	1,500.00	(1,500.00)	106.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	187.65	0.00	37.82	0.00	(37.82)	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	1,906.00	977.00	(606.00)	146.62
681-000-671.010	CAR SHOWS	2,380.00	2,000.00	1,925.00	50.00	75.00	96.25
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	1,925.00	1,900.00	2,825.00	40.53
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	2,700.00	1,050.00	2,300.00	54.00
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	33,092.18	0.00	3,132.82	91.35
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	91,171.00	5,477.00	3,704.00	96.10
TOTAL REVENUES		86,621.65	94,875.00	91,171.00	5,477.00	3,704.00	96.10
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	800.00	0.00	200.00	80.00
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	0.00	2,434.50	83.77
681-173-751.007	WINTER FESTIVAL	4,095.00	5,500.00	2,407.37	2,407.37	3,092.63	43.77
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	648.00	648.00	(348.00)	216.00
681-173-818.000	CONTRACTUAL SERVICES	18,450.00	10,500.00	4,375.00	875.00	6,125.00	41.67
681-173-818.040	DOWNTOWN IMPROVEMENT	17,485.57	7,000.00	1,376.00	500.00	5,624.00	19.66
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	321.40	80.35	(21.40)	107.13
681-173-870.001	MARKETING INCENTIVE	12,335.48	10,000.00	550.00	150.00	9,450.00	5.50
681-173-870.007	GRANTS	0.00	25,000.00	25,000.00	0.00	0.00	100.00
681-173-870.008	MUSIC	1,346.00	1,000.00	1,089.24	0.00	(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	50,920.58	4,660.72	34,854.42	59.37

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS  
 PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
TOTAL EXPENDITURES		96,615.55	85,775.00	50,920.58	4,660.72	34,854.42	59.37
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		86,621.65	94,875.00	91,171.00	5,477.00	3,704.00	96.10
TOTAL EXPENDITURES		96,615.55	85,775.00	50,920.58	4,660.72	34,854.42	59.37
NET OF REVENUES & EXPENDITURES		(9,993.90)	9,100.00	40,250.42	816.28	(31,150.42)	442.31
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		86,534.63	134,275.00	156,655.31	6,177.00	(22,380.31)	116.67
TOTAL EXPENDITURES - ALL FUNDS		117,383.18	113,315.00	68,644.82	18,884.96	44,670.18	60.58
NET OF REVENUES & EXPENDITURES		(30,848.55)	20,960.00	88,010.49	(12,707.96)	(67,050.49)	419.90



Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-002.000 CASH - IMM/PRI ACCT 1289</b>							
						(Continued)	
07/21/2022	CD	CHK	Check: 03 6209	6209(A)		80.20	130,358.66
07/26/2022	CD	CHK	Check: 03 61423	61423		525.00	129,833.66
07/26/2022	CD	CHK	Check: 03 61425	61425		150.00	129,683.66
07/26/2022	CD	CHK	Check: 03 61436	61436		150.00	129,533.66
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022		550.00		130,083.66
07/29/2022	CD	CHK	Check: 03 6224	6224(A)		875.00	129,208.66
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493	11,850.00		141,058.66
08/09/2022	CD	CHK	Check: 03 61459	61459		400.00	140,658.66
08/09/2022	CD	CHK	Check: 03 61469	61469		6,638.60	134,020.06
08/09/2022	CD	CHK	Check: 03 61470	61470		500.00	133,520.06
08/09/2022	CD	CHK	Check: 03 61480	61480		1,250.00	132,270.06
08/09/2022	CD	CHK	Check: 03 61481	61481		130.00	132,140.06
08/09/2022	CD	CHK	Check: 03 61482	61482		1,200.00	130,940.06
08/09/2022	CD	CHK	Check: 03 61489	61489		150.00	130,790.06
08/09/2022	CD	CHK	Check: 03 61493	61493		1,200.00	129,590.06
08/09/2022	CD	CHK	Check: 03 61505	61505		250.00	129,340.06
08/10/2022	CD	CHK	Check: 03 61506	61506		1,560.00	127,780.06
08/12/2022	CD	CHK	Check: 03 6288	6288(A)		100.00	127,680.06
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2022		1,000.00		128,680.06
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501	15,150.00		143,830.06
08/16/2022	CD	CHK	Check: 03 61507	61507		3,719.20	140,110.86
08/16/2022	CD	VOID	Check: 03 61470	61470	500.00		140,610.86
08/16/2022	CD	VOID	Check: 03 61469	61469	6,638.60		147,249.46
08/17/2022	CD	CHK	Check: 03 61508	61508		400.00	146,849.46
08/23/2022	CD	CHK	Check: 03 61514	61514		1,226.00	145,623.46
08/23/2022	CD	CHK	Check: 03 61516	61516		200.00	145,423.46
08/23/2022	CD	CHK	Check: 03 61522	61522		150.00	145,273.46
08/23/2022	CD	CHK	Check: 03 61523	61523		150.00	145,123.46
08/23/2022	CD	CHK	Check: 03 61526	61526		500.00	144,623.46
08/23/2022	CD	CHK	Check: 03 61528	61528		150.00	144,473.46
08/23/2022	CD	CHK	Check: 03 61546	61546		325.00	144,148.46
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022		22,335.00		166,483.46
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022		1,349.00		167,832.46
08/26/2022	CD	CHK	Check: 03 6315	6315(A)		875.00	166,957.46
08/26/2022	CD	CHK	Check: 03 6335	6335(A)		80.35	166,877.11
08/30/2022	CD	VOID	Check: 03 61522	61522	150.00		167,027.11
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508	946.95		167,974.06
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/2022		100.00		168,074.06
09/13/2022	CD	CHK	Check: 03 61569	61569		74.05	168,000.01
09/13/2022	CD	CHK	Check: 03 61587	61587		189.24	167,810.77
09/13/2022	CD	CHK	Check: 03 61591	61591		808.07	167,002.70
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/2022		25,000.00		192,002.70
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672	280.55		192,283.25
09/16/2022	CD	CHK	Check: 03 6354	6354(A)		311.25	191,972.00
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/2022		50.00		192,022.00
09/23/2022	CD	CHK	Check: 03 100009	100009(E)		80.35	191,941.65
09/27/2022	CD	CHK	Check: 03 61630	61630		325.00	191,616.65
09/28/2022	CD	CHK	Check: 03 6396	6396(A)		875.00	190,741.65
09/28/2022	CD	CHK	Check: 03 6422	6422(A)		1,050.00	189,691.65
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	164,691.65
09/29/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/29/2022		900.00		165,591.65
09/30/2022	GJ	JE	RECORD CASH TRANSFERS	13715	303.07		165,894.72
10/11/2022	CD	CHK	Check: 03 61632	61632		300.00	165,594.72
10/11/2022	CD	CHK	Check: 03 61653	61653		576.00	165,018.72
10/15/2022	GJ	JE	RECORD CASH TRANSFERS	13841	291.11		165,309.83
10/19/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/19/2022		450.00		165,759.83
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022		325.00		166,084.83
10/25/2022	CD	CHK	Check: 03 61687	61687		150.00	165,934.83
10/25/2022	GJ	JE	CLEAR DUE TO/FROM ACCOUNTS	13843		121,425.38	44,509.45
10/26/2022	CD	CHK	Check: 03 100016	100016(E)		80.35	44,429.10
10/27/2022	CD	CHK	Check: 03 6479	6479(A)		875.00	43,554.10
10/31/2022	GJ	JE	RECORD CASH TRANSFERS	13848	283.32		43,837.42
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022		2,977.00		46,814.42
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022		1,150.00		47,964.42
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022		1,350.00		49,314.42
11/25/2022	CD	CHK	Check: 03 100024	100024(E)		80.35	49,234.07
11/29/2022	CD	CHK	Check: 03 61727	61727		200.00	49,034.07
11/29/2022	CD	CHK	Check: 03 61735	61735		100.00	48,934.07
11/29/2022	CD	CHK	Check: 03 61740	61740		200.00	48,734.07
11/29/2022	CD	CHK	Check: 03 61748	61748		500.00	48,234.07
11/29/2022	CD	CHK	Check: 03 61756	61756		200.00	48,034.07
11/29/2022	CD	CHK	Check: 03 61763	61763		650.00	47,384.07
11/30/2022	CD	CHK	Check: 03 6560	6560(A)		2,730.37	44,653.70
11/30/2022			681-000-002.000	END BALANCE	98,459.60	179,964.76	44,653.70
07/01/2022			<b>681-000-002.007 DEBIT CARD-CASH</b>		BEG. BALANCE		(23.79)
11/30/2022			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
07/01/2022			<b>681-000-084.001 DUE FROM GENERAL FUND</b>		BEG. BALANCE		(121,425.38)
11/30/2022			681-000-084.001	END BALANCE	0.00	0.00	(121,425.38)
07/01/2022			<b>681-000-084.015 DUE FROM CURRENT TAX COLLECT</b>		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)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-084.015 DUE FROM CURRENT TAX COLLECT</b> (Continued)							
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	GJ	JE	RECORD CASH TRANSFERS	13715		303.07	(303.07)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716	303.07		0.00
10/15/2022	GJ	JE	RECORD CASH TRANSFERS	13841		291.11	(291.11)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842	291.11		0.00
10/31/2022	GJ	JE	RECORD CASH TRANSFERS	13848		283.32	(283.32)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849	283.32		0.00
11/30/2022			681-000-084.015	END BALANCE	33,130.00	33,130.00	0.00
<b>681-000-202.000 ACCOUNTS PAYABLE</b>							
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)
08/18/2022	AP	INV	AIRED SPOTS; SJPDFARMKT2215	3572698-2		225.00	(3,556.35)
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS MI	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)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-202.000 ACCOUNTS PAYABLE</b>							
				(Continued)			
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
10/04/2022	AP	INV	HARDY MUMS	10/04/2022		576.00	(576.00)
10/06/2022	AP	INV	PUMPKINS	10/06/2022		300.00	(876.00)
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022		875.00	(1,751.00)
10/11/2022	CD	CHK	Check: 03 61632	61632	300.00		(1,451.00)
10/11/2022	CD	CHK	Check: 03 61653	61653	576.00		(875.00)
10/18/2022	AP	INV	TELEPHONE SERVICE - 10/2022	10/10/2022		80.35	(955.35)
10/20/2022	AP	INV	WEB PREROLL/POSTROLL CPM	3563351-4		150.00	(1,105.35)
10/25/2022	CD	CHK	Check: 03 61687	61687	150.00		(955.35)
10/26/2022	CD	CHK	Check: 03 100016	100016(E)	80.35		(875.00)
10/27/2022	CD	CHK	Check: 03 6479	6479(A)	875.00		0.00
11/04/2022	AP	INV	TELEPHONE SERVICE - 11/2022	11/10/2022		80.35	(80.35)
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022		875.00	(955.35)
11/18/2022	AP	INV	AIRD SPOTS 14	3750168-1		500.00	(1,455.35)
11/18/2022	AP	INV	WEB PREROLL/POSTROLL CPM ROS	3563351-5		150.00	(1,605.35)
11/22/2022	AP	INV	REIMBURSE; WILD APRICOT WEBSITE	11/22/2022		648.00	(2,253.35)
11/22/2022	AP	INV	REIMBURSE; CHRISTMAS ITEMS - DWNTWN	11/22/2022		1,207.37	(3,460.72)
11/22/2022	AP	INV	HOLIDAY POLE SIGNS & ST NICK SIGN	19395		500.00	(3,960.72)
11/22/2022	AP	INV	ST. NICK/ WINTER FESTIVAL 2022	11/22/2022		100.00	(4,060.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,260.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,460.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,660.72)
11/25/2022	CD	CHK	Check: 03 100024	100024(E)	80.35		(4,580.37)
11/29/2022	CD	CHK	Check: 03 61727	61727	200.00		(4,380.37)
11/29/2022	CD	CHK	Check: 03 61735	61735	100.00		(4,280.37)
11/29/2022	CD	CHK	Check: 03 61740	61740	200.00		(4,080.37)
11/29/2022	CD	CHK	Check: 03 61748	61748	500.00		(3,580.37)
11/29/2022	CD	CHK	Check: 03 61756	61756	200.00		(3,380.37)
11/29/2022	CD	CHK	Check: 03 61763	61763	650.00		(2,730.37)
11/30/2022	CD	CHK	Check: 03 6560	6560(A)	2,730.37		0.00
11/30/2022			681-000-202.000	END BALANCE	40,827.98	40,497.78	0.00
<b>681-000-214.001 DUE TO GENERAL FUND</b>							
07/01/2022				BEG. BALANCE			0.00
10/25/2022	GJ	JE	CLEAR DUE TO/FROM ACCOUNTS	13843	121,425.38		121,425.38
11/30/2022			681-000-214.001	END BALANCE	121,425.38	0.00	121,425.38
<b>681-000-390.000 Fund Balance</b>							
07/01/2022				BEG. BALANCE			(14,373.39)
11/30/2022			681-000-390.000	END BALANCE	0.00	0.00	(14,373.39)
<b>681-000-544.005 GRANTS</b>							
07/01/2022				BEG. BALANCE			0.00
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/2022			25,000.00	(25,000.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			1,500.00	(26,500.00)
11/30/2022			681-000-544.005	END BALANCE	0.00	26,500.00	(26,500.00)
<b>681-000-665.000 INTEREST EARNED/INVESTMENTS</b>							
07/01/2022				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	GJ	JE	RECORD TAX REVENUES	13716		5.97	(20.96)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842		8.54	(29.50)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849		8.32	(37.82)
11/30/2022			681-000-665.000	END BALANCE	0.00	37.82	(37.82)
<b>681-000-671.007 FARMERS' MARKET</b>							
07/01/2022				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)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			977.00	(1,906.00)
11/30/2022			681-000-671.007	END BALANCE	0.00	1,906.00	(1,906.00)
<b>681-000-671.010 CAR SHOWS</b>							
07/01/2022				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)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			50.00	(1,925.00)
11/30/2022			681-000-671.010	END BALANCE	0.00	1,925.00	(1,925.00)
<b>681-000-671.018 MINT FESTIVAL</b>							
07/01/2022				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)
11/30/2022			681-000-671.018	END BALANCE	0.00	23,085.00	(23,085.00)
<b>681-000-671.024 WINTER FESTIVAL</b>							
07/01/2022				BEG. BALANCE			0.00
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022			25.00	(25.00)
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022			850.00	(875.00)
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022			1,050.00	(1,925.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-671.024 WINTER FESTIVAL</b>					(Continued)		
11/30/2022			681-000-671.024	END BALANCE	0.00	1,925.00	(1,925.00)
<b>681-000-671.031 MARKETING CO-OP</b>					BEG. BALANCE		0.00
07/01/2022							
09/29/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/29/2022			900.00	(900.00)
10/19/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/19/2022			450.00	(1,350.00)
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022			300.00	(1,650.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			450.00	(2,100.00)
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022			300.00	(2,400.00)
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022			300.00	(2,700.00)
11/30/2022			681-000-671.031	END BALANCE	0.00	2,700.00	(2,700.00)
<b>681-000-672.006 DOWNTOWN BUSINESS DISTRICT</b>					BEG. BALANCE		0.00
07/01/2022							
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	GJ	JE	RECORD TAX REVENUES	13716		297.10	(32,534.61)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842		282.57	(32,817.18)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849		275.00	(33,092.18)
11/30/2022			681-000-672.006	END BALANCE	0.00	33,092.18	(33,092.18)
<b>681-173-751.000 EVENT COSTS</b>					BEG. BALANCE		0.00
07/01/2022							
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022	808.07		808.07
11/30/2022			681-173-751.000	END BALANCE	808.07	0.00	808.07
<b>681-173-751.001 FARMERS' MARKET</b>					BEG. BALANCE		0.00
07/01/2022							
08/18/2022	AP	INV	AIRD SPOTS; SJPDFARMKT2215	3572698-2	225.00		225.00
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS MI	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
10/20/2022	AP	INV	WEB PREROLL/POSTROLL CPM	3563351-4	150.00		800.00
11/30/2022			681-173-751.001	END BALANCE	800.00	0.00	800.00
<b>681-173-751.002 CAR SHOWS</b>					BEG. BALANCE		0.00
07/01/2022							
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
11/30/2022			681-173-751.002	END BALANCE	980.00	0.00	980.00
<b>681-173-751.003 MINT FESTIVAL</b>					BEG. BALANCE		0.00
07/01/2022							
07/07/2022	AP	INV	REIMURSE; 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
11/30/2022			681-173-751.003	END BALANCE	19,704.10	7,138.60	12,565.50
<b>681-173-751.007 WINTER FESTIVAL</b>					BEG. BALANCE		0.00
07/01/2022							
11/22/2022	AP	INV	REIMBURSE; CHRISTMAS ITEMS - DWNTWN	11/22/2022	1,207.37		1,207.37
11/22/2022	AP	INV	HOLIDAY POLE SIGNS & ST NICK SIGN	19395	500.00		1,707.37
11/22/2022	AP	INV	ST. NICK/ WINTER FESTIVAL 2022	11/22/2022	100.00		1,807.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,007.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,207.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,407.37
11/30/2022			681-173-751.007	END BALANCE	2,407.37	0.00	2,407.37
<b>681-173-814.002 WEBSITE</b>					BEG. BALANCE		0.00
07/01/2022							
11/22/2022	AP	INV	REIMBURSE; WILD APRICOT WEBSITE	11/22/2022	648.00		648.00
11/30/2022			681-173-814.002	END BALANCE	648.00	0.00	648.00
<b>681-173-818.000 CONTRACTUAL SERVICES</b>					BEG. BALANCE		0.00
07/01/2022							
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
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022	875.00		3,500.00
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022	875.00		4,375.00
11/30/2022			681-173-818.000	END BALANCE	4,375.00	0.00	4,375.00
<b>681-173-818.040 DOWNTOWN IMPROVEMENT</b>					BEG. BALANCE		0.00
07/01/2022							

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			<b>681-173-818.040 DOWNTOWN IMPROVEMENT</b>	(Continued)			
10/04/2022	AP	INV	HARDY MUMS	10/04/2022	576.00		576.00
10/06/2022	AP	INV	PUMPKINS	10/06/2022	300.00		876.00
11/18/2022	AP	INV	AIRE SPOTS 14	3750168-1	500.00		1,376.00
11/30/2022			681-173-818.040	END BALANCE	1,376.00	0.00	1,376.00
			<b>681-173-853.004 MONTHLY &amp; LONG DISTANCE SERV</b>	BEG. BALANCE			0.00
07/01/2022							
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
10/18/2022	AP	INV	TELEPHONE SERVICE - 10/2022	10/10/2022	80.35		241.05
11/04/2022	AP	INV	TELEPHONE SERVICE - 11/2022	11/10/2022	80.35		321.40
11/30/2022			681-173-853.004	END BALANCE	321.40	0.00	321.40
			<b>681-173-870.001 MARKETING INCENTIVE</b>	BEG. BALANCE			0.00
07/01/2022							
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998	400.00		400.00
11/18/2022	AP	INV	WEB PREROLL/POSTROLL CPM ROS	3563351-5	150.00		550.00
11/30/2022			681-173-870.001	END BALANCE	550.00	0.00	550.00
			<b>681-173-870.007 GRANTS</b>	BEG. BALANCE			0.00
07/01/2022							
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		25,000.00
11/30/2022			681-173-870.007	END BALANCE	25,000.00	0.00	25,000.00
			<b>681-173-870.008 MUSIC</b>	BEG. BALANCE			0.00
07/01/2022							
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
11/30/2022			681-173-870.008	END BALANCE	1,239.24	150.00	1,089.24

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/22	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	700.00	700.00	(700.00)	100.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(87.02)	0.00	(8.16)	0.00	8.16	100.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		(87.02)	39,400.00	65,484.31	700.00	(26,084.31)	166.20
TOTAL REVENUES		(87.02)	39,400.00	65,484.31	700.00	(26,084.31)	166.20
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	4,375.00	875.00	6,125.00	41.67
248-451-818.040	DOWNTOWN IMPROVEMENT	14,720.69	6,000.00	13,349.24	13,349.24	(7,349.24)	222.49
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	17,724.24	14,224.24	9,815.76	64.36
TOTAL EXPENDITURES		20,767.63	27,540.00	17,724.24	14,224.24	9,815.76	64.36
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		(87.02)	39,400.00	65,484.31	700.00	(26,084.31)	166.20
TOTAL EXPENDITURES		20,767.63	27,540.00	17,724.24	14,224.24	9,815.76	64.36
NET OF REVENUES & EXPENDITURES		(20,854.65)	11,860.00	47,760.07	(13,524.24)	(35,900.07)	402.70

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
07/01/2022			<b>248-000-002.000 CASH - IMM/PRI ACCT 1289</b>				<b>BEG. BALANCE 50,609.12</b>
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	49,734.12
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	23,860.77		73,594.89
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	40,931.70		114,526.59
07/31/2022	GJ	JE	03 INTEREST ALLOCATION	13817		8.16	114,518.43
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)		875.00	113,643.43
09/15/2022	CD	CHK	Check: 03 61603	61603		25,000.00	88,643.43
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)		875.00	87,768.43
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		112,768.43
10/25/2022	GJ	JE	CLEAR DUE TO/FROM	13846		987.00	111,781.43
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)		875.00	110,906.43
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202		700.00		111,606.43
11/15/2022	CD	CHK	Check: 03 61721	61721		4,349.24	107,257.19
11/16/2022	CD	CHK	Check: 03 61723	61723		9,000.00	98,257.19
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)		875.00	97,382.19
11/30/2022			248-000-002.000	END BALANCE	90,492.47	43,719.40	<b>97,382.19</b>
<b>248-000-202.000 ACCOUNTS PAYABLE</b>							
07/01/2022							<b>BEG. BALANCE 0.00</b>
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
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022		875.00	(875.00)
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)	875.00		0.00
11/01/2022	AP	INV	REEL OF DIRECT BURIAL SPEAKER WIRE 14	102222.3		803.52	(803.52)
11/01/2022	AP	INV	MAKE CONNECTION TO DWNTWN SYSTEM FOR	102222.2		845.00	(1,648.52)
11/01/2022	AP	INV	REPLACE MISSING MOBILE RACK	102222.1		2,700.72	(4,349.24)
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022		875.00	(5,224.24)
11/15/2022	CD	CHK	Check: 03 61721	61721	4,349.24		(875.00)
11/16/2022	AP	INV	DEPOSIT TO START PROJECT	111522.1		9,000.00	(9,875.00)
11/16/2022	CD	CHK	Check: 03 61723	61723	9,000.00		(875.00)
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)	875.00		0.00
11/30/2022			248-000-202.000	END BALANCE	42,724.24	42,724.24	<b>0.00</b>
<b>248-000-214.001 DUE TO GENERAL FUND</b>							
07/01/2022							<b>BEG. BALANCE (987.00)</b>
10/25/2022	GJ	JE	CLEAR DUE TO/FROM	13846	987.00		0.00
11/30/2022			248-000-214.001	END BALANCE	987.00	0.00	<b>0.00</b>
<b>248-000-390.000 Fund Balance</b>							
07/01/2022							<b>BEG. BALANCE (70,476.77)</b>
11/30/2022			248-000-390.000	END BALANCE	0.00	0.00	<b>(70,476.77)</b>
<b>248-000-404.000 CURRENT PROPERTY TAX</b>							
07/01/2022							<b>BEG. BALANCE 0.00</b>
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)
11/30/2022			248-000-404.000	END BALANCE	0.00	64,792.47	<b>(64,792.47)</b>
<b>248-000-543.010 GRANTS</b>							
07/01/2022							<b>BEG. BALANCE 0.00</b>
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202			700.00	(700.00)
11/30/2022			248-000-543.010	END BALANCE	0.00	700.00	<b>(700.00)</b>
<b>248-000-665.000 INTEREST EARNED/INVESTMENTS</b>							
07/01/2022							<b>BEG. BALANCE 0.00</b>
07/31/2022	GJ	JE	03 INTEREST ALLOCATION	13817	8.16		8.16
11/30/2022			248-000-665.000	END BALANCE	8.16	0.00	<b>8.16</b>
<b>248-451-818.000 CONTRACTUAL SERVICES</b>							
07/01/2022							<b>BEG. BALANCE 0.00</b>
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
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022	875.00		3,500.00
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022	875.00		4,375.00
11/30/2022			248-451-818.000	END BALANCE	4,375.00	0.00	<b>4,375.00</b>
<b>248-451-818.040 DOWNTOWN IMPROVEMENT</b>							
07/01/2022							<b>BEG. BALANCE 0.00</b>
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
11/01/2022	AP	INV	REEL OF DIRECT BURIAL SPEAKER WIRE 14	102222.3	803.52		803.52
11/01/2022	AP	INV	MAKE CONNECTION TO DWNTWN SYSTEM FOR	102222.2	845.00		1,648.52
11/01/2022	AP	INV	REPLACE MISSING MOBILE RACK	102222.1	2,700.72		4,349.24
11/16/2022	AP	INV	DEPOSIT TO START PROJECT	111522.1	9,000.00		13,349.24
11/30/2022			248-451-818.040	END BALANCE	38,349.24	25,000.00	<b>13,349.24</b>
<b>Fund 681 PRINCIPAL SHOPPING DISTRICT</b>							
07/01/2022			<b>681-000-002.000 CASH - IMM/PRI ACCT 1289</b>				<b>BEG. BALANCE 126,158.86</b>
07/15/2022	CD	CHK	Check: 03 6194	6194 (A)		100.00	126,058.86
07/15/2022	CD	CHK	Check: 03 6195	6195 (A)		150.00	125,908.86
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486	4,025.00		129,933.86
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/202		505.00		130,438.86

**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](http://www.DowntownStJohnsMi.com)  
[psdcityofsj@gmail.com](mailto:psdcityofsj@gmail.com)

**Events Committee Meeting Minutes**

**November 3 , 2022**

Members Attending: Nancy McKinley, Tracy Kossaras, Corinne Trimbach, Amber Haubert, Jason Butler, Jason Denovich and Heather Hanover

1. Festival of Lights; The YAC group is willing to help with crowd control at the parade. Heather will ask for up to 20 volunteers. It would also be nice if they could help monitor the fires. Corinne has light up toys to sell at the parade. We will meet again to decide exactly what to sell. The events will start at 5. Jason D. would like to have the Gingerbread House, Snoopy house and other photo ops set up. We will alternate photo opps with fire barrels on the bump outs. Still working on the fire department to help with the fires. Jason B. would like the order of the parade so he has some idea of what we have done in the past. Jason B will get his volunteers for helping with the parade line up. The Lions said they can't do the chili but they will check with the Knights. Bob's Auto body will be doing the St Nick float again this year. The pole banners can be reused, we will charge \$100 for last year's participants and \$150 for new banners. Amber will send out the info for the Saint of the year nominations with a return date of November 28<sup>th</sup>. Heather will talk with Main Street about using their store front. Cedar Creek may be able to fund the candy for the Gingerbread house and Linda Devereux could help run it. There was also talk of doing the trail light tunnel again this year. We will hold a second Event committee meeting to work out some more details next week.
2. Other Events: A band has reached out about next year's beverage tent. We need to decide how much we want to spend and what stage we want to get, sooner than later before assets are booked up.





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Executive Committee Meeting Minutes  
November 29 , 2022

Members attending: Jason Butler, Bruce Delong, Amber Haubert, Tyler Barlage, Corinne Trimbach and Heather Hanover

1. Tyler mentioned that the marketing committee had a great meeting this month and has 4 people who would like to become members: Vickie Schafer, Kim Zuehlke, Ethan Painter and Emily Baudoux. We will vote on these members at the December board meeting.
2. CRM Update: Heather has input some data and was wondering what kind of membership levels to have on the website. Jason stated that he would like each committee chair to have access and an area that they can record their notes of their committee so that all information will be easily accessed by other board members and future board members. Heather will send out invitations to each committee chair person to join.
3. Ken Jones of Studio Intrigue has shown an interest in being a part of the Façade Grant program. Ken Jones owns a number of buildings in the downtown, is an architect and has worked on Façade Grant programs in Lansing. Jason would like to set up a meeting with Ken and Amber to discuss or program. Hopefully in January. Heather will check Ken's availability
4. Holiday Event: There was discussions of the parade and the other perpatitions. Tyler would like an agenda for the tree lighting ceremony.
5. The Executive Director's annual contract is up for renewal. Jason will contact the board members and do a review with Heather. Heather will add to the December agenda for the board to go into closed session for discussion.
6. There was talk of the budget with the new TIF money and having a plan for spending it wisely. Dave talked about the city's Capital Improvement Plan and how they budget over 6 years for capital improvements in the city. He would like the DDA's input on a section for the downtown improvements. Heather will ask for Board input and ideas for CIP which should be turned in by December 16<sup>th</sup>. The board will discuss them at the January 11<sup>th</sup> meeting and get them to Dave before he sends them to the Planning commission in February and then on to the city council.
7. Because of the way the holidays fall it was decided to have the Executive Committee meeting on January 9<sup>th</sup> and the January board meeting on the 11<sup>th</sup>.
8. Dave Kudwa asked about trees. The grates are a trip hazard and the trees in front of Nicole's and Kurt's are too large. To remove those trees and replace just replace the grate and make it level would be the city's main goal for the season, with decision on how to replace them or fix up the area to come in the spring



**St. Johns Principal Shopping District and Downtown Development Authority**  
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8441 ext. 233

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**Marketing Committee Minutes**  
**November 10 ,2022, 8 am**  
**PSD Office**

Present: Erica Hayes , Tyler Barlage , Ethan Painter, Vicki Schafer, Kim Zuehlke, Emily Baudoux and Heather Hanover

1. Advertising on Banners: The group goal will be to have pole banners for each season. Advertising for the winter and the mint festival may be an opportunity to bring in funds to cover costs of banners.
2. Promotion of events versus the downtown as a whole. There was discussion on how the Marketing Committee Works and what projects they want to do for the future. How much of a budget do events have for promotions? None, each event tries to cover their own costs. We do have more of a budget now that we have a TIF. In the past the Marketing Money has gone to TV commercial co-ops and radio remotes. There was talk of the effectiveness of TV adds. There was talk of bill boards and their costs. There was discussion about the logo and the recent changes. The group would like to come up with a brand for downtown and a marketing program for the next year. We will need to know what our budget is. Only PSD funds can be used for advertising, decoration and events. There is around \$30,000 in PSD funds available but that has to be used for decoration and some other expenses. It can't be all budgeted to Marketing. We will meet in December and talk some more about ideas to promote the downtown and our potential plans for next year

## Downtown Parking Issues

The city requested a comprehensive plan before address the hotel's request:

### Issues:

1. Walker street side business limited parking.  
Causes:
  - a. Non -enforcement. (see ticket report)
  - b. Parking lots not used because of parking pass fee and enforcement
  - c. Main-street business parking in front of Walker street business and Spring street business rather than in lot.
  - d. More demand by side business and Brewery/Cupcake (great thing!)
  - e. Upstairs of building used as office vs residential space. Residential typically use it as night only parking.
2. Specialty spots requests/existing. (created with lack of process, become obsolete)
  - a. 15 min spot (Jason Butler)
  - b. 30 min spots (Gilroy's/Deanos)
  - c. 30 min spots (old bank spots)
  - d. Reserved spot (medical faculty)
  - e. Hotel request (6 night only spot)
  - f. Post office spots
  - g. 4hr spot for Hairstylist request
3. Swanys Pub Request to open 24hrs.
4. Revenue from use of city resource of parking:
  - a. Some building downtown pays nothing for the parking, they and their customer use.
  - b. Current structure is pushing cost on to residents while business owners can park for free.
  - c. Need a source of funds for parking lot improvements.
5. People parking on Clinton Ave and moving car over a spot to avoid ticket!
  - a. Some business by location or need may require a spot on Clinton Ave.
6. Peak parking demand times:
  - a. Day is the highest demand and most used and most valuable.
  - b. Drop of times for Dance/Karate places
7. Side street night parking.
  - a. 1 resident on Oakland street request
  - b. Who else? Railroad?
  - c. Could cause additional issues
8. Lack Enforcement of parking ordnance.
  - a. Limit work for Police Dept.
  - b. Protect parking on Clinton Ave.

## **Free from parking passes plan**

(All city lots free 24hrs.)

### **Building assessment of \$250**

1. Most business will see a saving.
  - a. Already pay for 2-3 parking pass. (Dave/Jason plan \$300 per permit)
  - b. Shifts cost to building owner from businesses.
2. Switches parking fee from tenant to building owner/landlord (parking comm. Wanted)
3. Make sure all are contributing for parking.

### **Enforcement**

Police would be enforcing 2hr on Clinton ave. and side streets 24hrs a day. Parking on Clinton ave at night for only two hours allow for use of business . (This is a solution to the Swany's request to open before 6 am)

Allow business to get a 4hr pass to park on Clinton ave when they can show a good cause and approved by DDA or Majority of business in the requested block and owners sign approval letter.(Hair stylist request)

2hr parking is limited per day in Downtown 11-5 pm. People can't move over a spot and get another two hr. The camera system would allow this type of enforcement. (Option, Business could get a waiver from this rule if they show good cause for an exception. DDA approve or block permission) their plate could be registered in system as except.

This plan would not need Police to patrol lots at night and day.

### **Specialty spots must be approved yearly**

They would go to Plan. Comm. For approval

Approval only if there is a valid business need.

Fee of \$100 per year for specialty. (This would include, 4hr parking permit, Hotel night parking, 4hr pass, 15 min, 30 min and reserved spots (medical building) and the Business exception to 2hr ordnace.)

### **Parking lot rules:**

All vehicle moved every 48hr. (current rule)

Create a Parking lot Nanny- A person that monitors the parking lot for violators.

### **Capacity increase**

Immediately Convert Walker to Spring and Brush to one-way . Restripe for angle parking and gain **15** spots.

(History: Dave presented this street modification to a one-way it was well discussed at Planning Comm. and it was well received by the majority. Now with the RBW development is utilizing One-way to gain spots it is something available to the downtown area).

## **Conclusion:**

This plan answers all areas of concern.

Why are we having issues? Because of the success of the downtown and the building a residential housing on a parking lot along with the lack of parking enforcement. One-way street on Walker between and Clinton ave. to Spring Street with no extensive modifications, this would give 15 additional spots. Make the parking lots free so people will park in them. These should take care of excessive demand in first block area. I would do the same in the Higham from Clinton after engineering design to handle the Semi parking issue.

My suggestion is to go to free parking model like Ionia. Bring revenue in by charging each building. All buildings use parking downtown at different times and should be contributing to the maintenance. I would request the establishment of City a designated Fund account for the assessment and use those funds for things not normal paid today out of the General Fund. ie Angle parking, Lot improvements...ect. If the city puts those funds in to designated fund and then pull out expenses we have covered by general fund it will not be a benefit to downtown.

**Future capacity enhancements:** Dave is good at design of street parking when we redo streets. I have talk to Mungers and they are open to the city doing the lease agreement for use of the parking lot on corner of Clinton/railroad. This area could be used for business and new residential tenant demand on railroad.

We could have center of Clinton ave parking like in photos from the 50's.

My prediction we are at the peak of demand for parking. Most blocks are at full built out and we will see the lessening of parking needs by customer/residential as the "uber" model will expand so more of people will not have a car. This same type of restructure occurred when those horses-less carriages show up in SJ. They had to remove the city barns and put in parking lots!

This plan eliminates the parking pass and Police enforcement of lots saving money and resources.

I encourage further discussion and put the two different plans out to the business/tenants/owners for a tabulated response.

## **Free Parking Plan vs Dave/Jason plan.**

More capacity would elevate a lot of issue in first block it is not address by D/J plan (15 spots in first block)

D/J Plan doesn't address Swany's request for 24hrs. This plan would allow use.

Dave/Jason plan would stop the use by American Legion and UAW. This plan would allow its use.

D/J plans could cause issue along railroad by offering residential parking on railroad would cause daytime spaces to be used by tenants currently used by business.

D/J plan doesn't address specialty spots. (Example: Mercantile bank left and 30 min only spots remained)

D/J plan doesn't address 4hr needs.

This plan addresses funding concerns.



# MEMORANDUM

## CITY OF ST. JOHNS

To: City Commission

From: Dave Kudwa, City Manager

Date: October 19<sup>th</sup>, 2022

Subject: Downtown parking plan

### **Memo objective:**

#### **To have the city commission review the proposed downtown parking plan**

We've been working to develop a parking plan that manages the quantity, location, and enforcement of public parking in the central business district.

As you know, this project is more complicated than it appears especially since each street, each block, is unique from the others. We feel this proposal adds parking capacity by expanding areas for on-street, overnight parking and creates a cost-effective approach to enforcement.

#### **Proposal highlights (Phase I – program approved by Planning Commission in May, 2022)**

(Comments in RED are program modifications per PSD/DDA board discussions and city staff additions)

#### Permit Structure

**Tier 1:** \$750 annually, allows parking in three designated spaces on Clinton Avenue, public parking lots, and designated on-street parking areas.

**Tier 2:** ~~\$500~~ \$300 annually, allows parking in public parking lots and designated on-street parking areas (including the fifth block of Clinton Avenue).

**Tier 3:** \$100 annually, allows parking in designated on-street parking areas only.

Permit Revenue: Permit revenue would be assigned to a budget line item dedicated to downtown parking lot improvements.

Public parking lots: Currently, short-term parking (less than 2 hours) is allowed in the public parking lots along with permitted overnight parking. The new plan would require permits at all times always require permits except the parking lot adjacent to Gill-Roy's which will remain 2-hour parking during the day with permitted overnight parking.

### Clinton Avenue:

The daily use of Clinton Avenue will remain the same with a 2-hour parking limit. However, ~~six-three spaces per block~~ would be added for overnight parking with a Tier 1 permit ~~(in front of 116 N. Clinton Avenue)~~. ~~This would allow 18 spaces in the first three blocks of Clinton Avenue to be used for this purpose.~~ However, these spaces could still be used during the day for local shoppers in the same way they've been used in the past.

~~The fifth block of Clinton Avenue (Ross to Steel) would differ slightly from the first three blocks by allowing overnight parking. Tier 3 parking passes would still be required for these spaces.~~

### Walker Street and Higham Street (Spring to Brush)

The use of these spaces would not change (short-term parking during the day, no overnight parking).

### Spring Street ~~and Brush Street~~ (State-Higham Street to Railroad Street)

Select parking spaces in the ~~second and third blocks of these streets~~ would allow on-street, overnight parking (see included map-Tier 3 permit). Daily use would remain the same.

### Railroad Street (Brush to Oakland), Oakland Street (near Railroad Street)

Select parking spaces would allow on-street, overnight parking (see included map-Tier 3 permit). Daily use would remain the same.

### Wilson Center (adjacent streets ~~—Cass, Clinton, McConnell, Church~~)

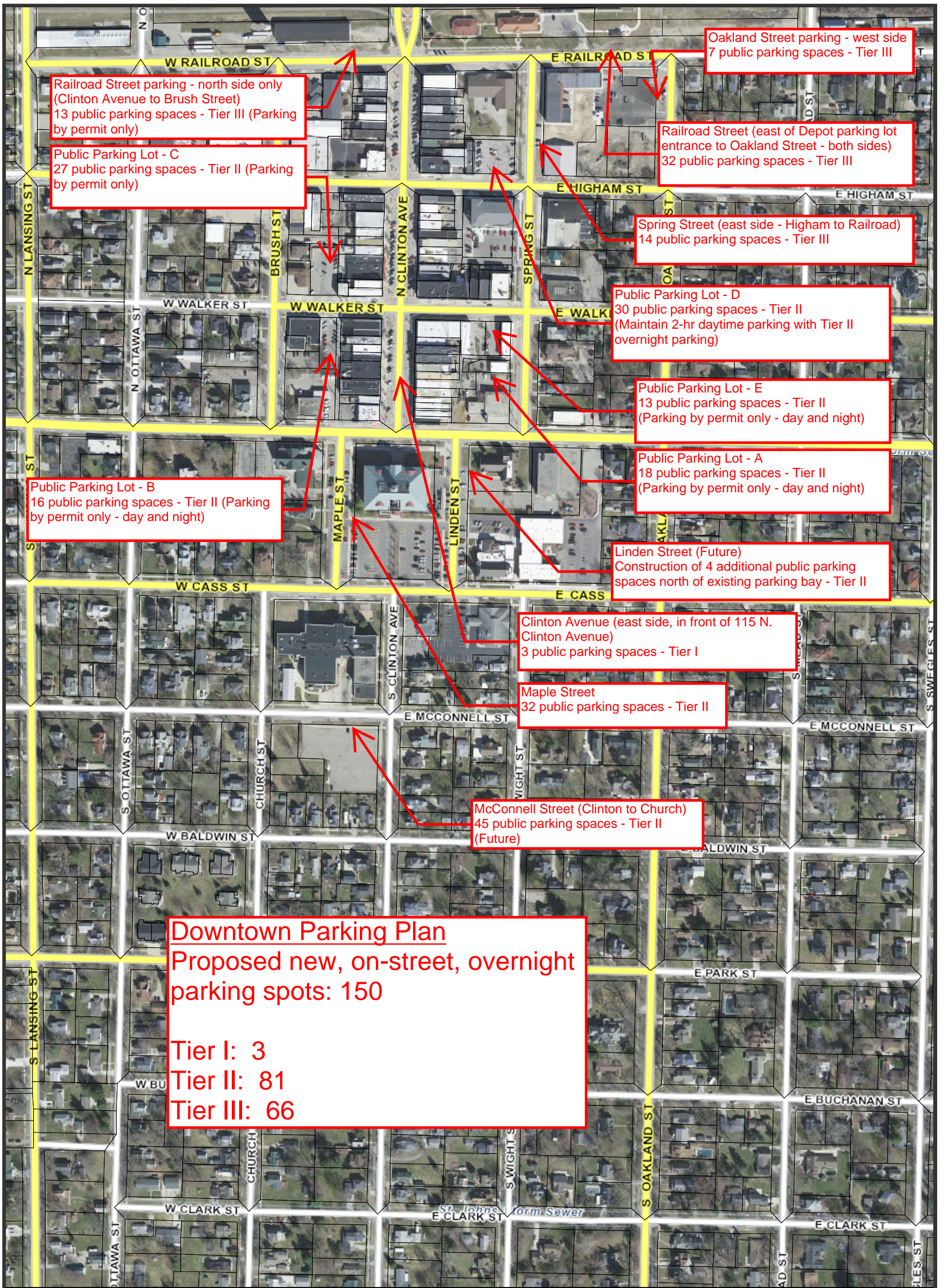
On-street, overnight parking would be allowed but only on McConnell Street (Clinton to Church) only adjacent to the building and with a Tier ~~2~~<sup>3</sup> permit.

### Parking Enforcement

Creating a new method for parking enforcement has been difficult but after considering many other options, we recommend installing security cameras on Clinton Avenue. The cameras will be able to show Clinton Avenue along with portions of Walker/Higham/Railroad streets. The video footage will be monitored at the police station. Additional, part-time staffing is anticipated to monitor and enforce downtown parking activity. Our staff is in the process of getting quotes to install the security cameras and we anticipate having this system on-line by February 1<sup>st</sup>, 2023.

### Staff Recommendation:

That the city commission approve the downtown parking plan as presented



Clinton County

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**FetchGIS**

100m  
400ft



Map Publication:  
10/20/2022 7:55 AM

**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Clinton County expresses no warranty for the information displayed on this map document.



		Summary		FY22/23		FY23/24		FY24/25		FY 25/26		FY 26/27		FY 27/28		
Project Number	Project Title	Potential Funding Source	Project Total	City Share	Other funding	Project Total	City Share	Project Total	City Share	Project Total	City Share	Project Total	City Share	Project Total	City Share	
AD-0000	AD-0000	Cover and Printer	GEN \$ 10,000.00	\$ 10,000.00				\$ 10,000.00	\$ 10,000.00							
	AD-0000	Host Server Replacement	GEN \$ 20,000.00	\$ 20,000.00								\$ 20,000.00	\$ 20,000.00			
	AD-0000	Phone Computers	GEN \$ 2,000.00	\$ 2,000.00										\$ 2,000.00	\$ 2,000.00	
	AD-0000	City Offices - security enhancements (waiting an estimate)	GEN \$ 20,000.00	\$ 20,000.00			\$ 20,000.00	\$ 20,000.00							\$ 22,000.00	
	AD-0000	New phone system	GEN \$ 30,000.00	\$ 30,000.00					\$ 30,000.00	\$ 30,000.00						\$ 32,000.00
	AD-0000	Office Furniture/Technology upgrades - monitors, computers, hand-held devices - X	GEN \$ 15,000.00	\$ 15,000.00			\$ 15,000.00	\$ 15,000.00			\$ 15,000.00	\$ 15,000.00			\$ 15,000.00	\$ 15,000.00
	AD-0000	B&A final asset software - X	GEN \$ 10,000.00	\$ 10,000.00					\$ 10,000.00	\$ 10,000.00						
	AD-0000	Zoning Ordinance/Map updates - X (1/2)	GEN \$ 20,000.00	\$ 20,000.00			\$ 20,000.00	\$ 20,000.00								
	AD-0000	Vehicle and Fleet Management Software	GEN \$ 50,000.00	\$ 50,000.00					\$ 50,000.00	\$ 50,000.00						
	AD-0010	GEN \$ -	\$ -													
	AD-0012	GEN \$ -	\$ -													
	AD-0012	GEN \$ -	\$ -													
AD-0012	Subtotal		\$ 277,000.00	\$ 277,000.00	\$ -	\$ 65,000.00	\$ 65,000.00	\$ 105,000.00	\$ 105,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00	\$ 27,000.00	\$ 15,000.00	
DPS-W-0001	DPS-W-0001	Water Main Improvements - 2018-2022 Street Mitigation - X	WSP \$ 50,000.00	\$ 50,000.00				\$ 50,000.00	\$ 50,000.00							
	DPS-W-0001	Water Main Improvements - 2023-2028 Street Mitigation	WSP \$ 800,000.00	\$ 800,000.00					\$ 800,000.00	\$ 800,000.00						
	DPS-W-0004	SCADA system upgrade - X	WSP \$ 200,000.00	\$ 200,000.00			\$ 50,000.00	\$ 50,000.00			\$ 50,000.00	\$ 50,000.00		\$ 50,000.00	\$ 50,000.00	
	DPS-W-0004	Security Fence Replacement - Water Plant - X	WSP \$ 15,000.00	\$ 15,000.00					\$ 15,000.00	\$ 15,000.00						\$ 15,000.00
	DPS-W-0005	Spring Street water relocation - north of 63rd Street to West end - X	WSP \$ 10,000.00	\$ 10,000.00					\$ 10,000.00	\$ 10,000.00						\$ 10,000.00
	DPS-W-0006	Water Main Installation - M-21 Corridor throughout city limits	WSP \$ 1,000,000.00	\$ 1,000,000.00					\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
	DPS-W-0007	Water Main Installation - western Blvd and (E. 5th St/McConnell St/Balmain St/Park St)	WSP \$ 100,000.00	\$ 100,000.00					\$ 100,000.00	\$ 100,000.00					\$ 100,000.00	\$ 100,000.00
	DPS-W-0008	Country Farm Road water main extension - engineering - X	WSP \$ 200,000.00	\$ 200,000.00			\$ 20,000.00	\$ 20,000.00			\$ 100,000.00	\$ 100,000.00			\$ 100,000.00	\$ 100,000.00
	DPS-W-0009	Lead & Copper Rule - service line replacement - X	WSP \$ 700,000.00	\$ 700,000.00					\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
	DPS-W-0010	Water Main Installation - Waterline from City Center	WSP \$ 100,000.00	\$ 100,000.00					\$ 100,000.00	\$ 100,000.00					\$ 100,000.00	\$ 100,000.00
	DPS-W-0011	Water Main Installation - Scott Rd (between Eskandari Drive to Sikes Street) - X	WSP \$ 300,000.00	\$ 300,000.00					\$ 300,000.00	\$ 300,000.00					\$ 300,000.00	\$ 300,000.00
	DPS-W-0012	Water Main Installation - Scott Rd (between Eskandari Drive to City Trail)	WSP \$ 400,000.00	\$ 400,000.00					\$ 400,000.00	\$ 400,000.00					\$ 400,000.00	\$ 400,000.00
DPS-W-0013	Water Main Replacement - Buchanan Street (Dodge to Mead)	WSP \$ 100,000.00	\$ 100,000.00					\$ 100,000.00	\$ 100,000.00					\$ 100,000.00	\$ 100,000.00	
DPS-W-0014	New Elevated Water Tower - Industrial Park	WSP \$ 2,500,000.00	\$ 2,500,000.00					\$ 2,500,000.00	\$ 2,500,000.00					\$ 2,500,000.00	\$ 2,500,000.00	
DPS-W-0015	Water Main Replacement - Martin Street (Bibbs to Vancouver) - engineering - X	WSP \$ 275,000.00	\$ 275,000.00			\$ 25,000.00	\$ 25,000.00			\$ 250,000.00	\$ 250,000.00			\$ 250,000.00	\$ 250,000.00	
DPS-W-0016	Well #1 Installation - pump, well house, generator, utilities, SCADA - X	WSP \$ 200,000.00	\$ 200,000.00			\$ 20,000.00	\$ 20,000.00			\$ 180,000.00	\$ 180,000.00			\$ 180,000.00	\$ 180,000.00	
DPS-W-0017	Water Distribution System upgrades (4 inch cast iron replacement)	WSP \$ 200,000.00	\$ 200,000.00					\$ 200,000.00	\$ 200,000.00					\$ 200,000.00	\$ 200,000.00	
DPS-W-0018	Buchanan Street water main replacement (Dodge to Mead) - X	WSP \$ 6,000.00	\$ 6,000.00			\$ 6,000.00	\$ 6,000.00							\$ 6,000.00	\$ 6,000.00	
DPS-W-0019	WSP \$ -	\$ -														
DPS-W-0020	WSP \$ -	\$ -														
DPS-W-0021	WSP \$ -	\$ -														
DPS-W-0021	Subtotal		\$ 6,828,000.00	\$ 6,828,000.00	\$ -	\$ 928,000.00	\$ 928,000.00	\$ 900,000.00	\$ 900,000.00	\$ 8,150,000.00	\$ 8,150,000.00	\$ 750,000.00	\$ 750,000.00	\$ 900,000.00	\$ 900,000.00	
DPS-W-0022	This for main replacement	WSP \$ 4,000,000.00	\$ 4,000,000.00					\$ 4,000,000.00	\$ 4,000,000.00					\$ 4,000,000.00	\$ 4,000,000.00	
DPS-W-0023	Collection System Assessment - X	WSP \$ 200,000.00	\$ 200,000.00			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00			\$ 25,000.00	\$ 25,000.00			
DPS-W-0024	Wastewater plant - future site/process planning	WSP \$ -	\$ -													
DPS-W-0024	Sanitary sewer replacement - 8th/9th/10th/11th St	WSP \$ 110,000.00	\$ 110,000.00			\$ 10,000.00	\$ 10,000.00			\$ 100,000.00	\$ 100,000.00			\$ 100,000.00	\$ 100,000.00	
DPS-W-0025	Sanitary sewer replacement - 8th/9th/10th/11th St	WSP \$ 600,000.00	\$ 600,000.00											\$ 600,000.00	\$ 600,000.00	
DPS-W-0026	Sanitary sewer replacement - wastewater plant	WSP \$ 4,000,000.00	\$ 4,000,000.00					\$ 4,000,000.00	\$ 4,000,000.00					\$ 4,000,000.00	\$ 4,000,000.00	
DPS-W-0027	Trunk #1 BSC replacement - wastewater plant	WSP \$ 2,000,000.00	\$ 2,000,000.00					\$ 1,600,000.00	\$ 1,600,000.00					\$ 1,600,000.00	\$ 1,600,000.00	
DPS-W-0028	Trunk #2 BSC replacement - wastewater plant	WSP \$ 1,600,000.00	\$ 1,600,000.00					\$ 1,600,000.00	\$ 1,600,000.00					\$ 1,600,000.00	\$ 1,600,000.00	
DPS-W-0029	Trunk #3 BSC replacement - wastewater plant	WSP \$ 1,167,000.00	\$ 1,167,000.00					\$ 1,167,000.00	\$ 1,167,000.00					\$ 1,167,000.00	\$ 1,167,000.00	
DPS-W-0030	Trunk #4 BSC replacement - wastewater plant	WSP \$ 1,167,000.00	\$ 1,167,000.00					\$ 1,167,000.00	\$ 1,167,000.00					\$ 1,167,000.00	\$ 1,167,000.00	
DPS-W-0031	Trunk #5 BSC replacement - wastewater plant	WSP \$ 2,177,000.00	\$ 2,177,000.00					\$ 2,177,000.00	\$ 2,177,000.00					\$ 2,177,000.00	\$ 2,177,000.00	
DPS-W-0032	Single main replacement (water)	WSP \$ 1,184,000.00	\$ 1,184,000.00					\$ 1,184,000.00	\$ 1,184,000.00					\$ 1,184,000.00	\$ 1,184,000.00	
DPS-W-0033	Two additional trunk BSC mains (development driven)	WSP \$ 3,953,000.00	\$ 3,953,000.00											\$ 3,953,000.00	\$ 3,953,000.00	
DPS-W-0034	Solids handling improvements - additional digesters	WSP \$ 5,601,000.00	\$ 5,601,000.00					\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
DPS-W-0035	Collection System - pipe lining (maintenance - X)	WSP \$ 700,000.00	\$ 700,000.00			\$ 100,000.00	\$ 100,000.00			\$ 600,000.00	\$ 600,000.00			\$ 600,000.00	\$ 600,000.00	
DPS-W-0036	County Farm Road sanitary sewer extension - engineering - X	WSP \$ 130,000.00	\$ 130,000.00			\$ 20,000.00	\$ 20,000.00			\$ 110,000.00	\$ 110,000.00			\$ 110,000.00	\$ 110,000.00	
DPS-W-0037	Sanitary sewer construction - 14 1/2 Street (between West Road) - engineering - X	WSP \$ 100,000.00	\$ 100,000.00			\$ 20,000.00	\$ 20,000.00			\$ 80,000.00	\$ 80,000.00			\$ 80,000.00	\$ 80,000.00	
DPS-W-0038	Highway Truck (1/4 inch)	WSP \$ 60,000.00	\$ 60,000.00					\$ 60,000.00	\$ 60,000.00					\$ 60,000.00	\$ 60,000.00	
DPS-W-0039	SCADA system upgrade - X	WSP \$ 15,000.00	\$ 15,000.00			\$ 15,000.00	\$ 15,000.00							\$ 15,000.00	\$ 15,000.00	
DPS-W-0040	St. John / Bingham Township pipe infrastructure projects - ARPA	WSP \$ 100,000.00	\$ 100,000.00			\$ 100,000.00	\$ 100,000.00							\$ 100,000.00	\$ 100,000.00	
DPS-W-0041	WSP \$ -	\$ -														
DPS-W-0041	Subtotal		\$ 30,755,000.00	\$ 30,755,000.00	\$ -	\$ 290,000.00	\$ 290,000.00	\$ 4,985,000.00	\$ 4,985,000.00	\$ 6,024,000.00	\$ 6,024,000.00	\$ 1,725,000.00	\$ 1,725,000.00	\$ 300,000.00	\$ 300,000.00	
DPS-W-0041	Total		\$ 12,113,000.00	\$ 12,113,000.00	\$ -	\$ 2,128,000.00	\$ 2,128,000.00	\$ 4,480,000.00	\$ 4,480,000.00	\$ 8,175,000.00	\$ 8,175,000.00	\$ 2,475,000.00	\$ 2,475,000.00	\$ 1,000,000.00	\$ 1,000,000.00	
DPS-W-0041	Subtotal		\$ 30,755,000.00	\$ 30,755,000.00	\$ -	\$ 290,000.00	\$ 290,000.00	\$ 4,985,000.00	\$ 4,985,000.00	\$ 6,024,000.00	\$ 6,024,000.00	\$ 1,725,000.00	\$ 1,725,000.00	\$ 300,000.00	\$ 300,000.00	
DPS-W-0041	Total		\$ 12,113,000.00	\$ 12,113,000.00	\$ -	\$ 2,128,000.00	\$ 2,128,000.00	\$ 4,480,000.00	\$ 4,480,000.00	\$ 8,175,000.00	\$ 8,175,000.00	\$ 2,475,000.00	\$ 2,475,000.00	\$ 1,000,000.00	\$ 1,000,000.00	
DPS-W-0041	Subtotal		\$ 30,755,000.00	\$ 30,755,000.00	\$ -	\$ 290,000.00	\$ 290,000.00	\$ 4,985,000.00	\$ 4,985,000.00	\$ 6,024,000.00	\$ 6,024,000.00	\$ 1,725,000.00	\$ 1,725,000.00	\$ 300,000.00	\$ 300,000.00	
DPS-W-0041	Total		\$ 12,113,000.00	\$ 12,113,000.00	\$ -	\$ 2,128,000.00	\$ 2,128,000.00	\$ 4,480,000.00	\$ 4,480,000.00	\$ 8,175,000.00	\$ 8,175,000.00	\$ 2,475,000.00	\$ 2,475,000.00	\$ 1,000,000.00	\$ 1,000,000.00	
DPS-W-0041	Subtotal		\$ 30,755,000.00	\$ 30,755,000.00	\$ -	\$ 290,000.00	\$ 290,000.00	\$ 4,985,000.00	\$ 4,985,000.00	\$ 6,024,000.00	\$ 6,024,000.00	\$ 1,725,000.00	\$ 1,725,000.00	\$ 300,000.00	\$ 300,000.00	
DPS-W-0041	Total		\$ 12,113,000.00	\$ 12,113,000.00	\$ -	\$ 2,128,000.00	\$ 2,128,000.00	\$ 4,480,000.00	\$ 4,480,000.00	\$ 8,175,000.00	\$ 8,175,000.00	\$ 2,475,000.00	\$ 2,475,000.00	\$ 1,000,000.00	\$ 1,000,000.00	
DPS-W-0041	Subtotal		\$ 30,755,000.00	\$ 30,755,000.00	\$ -	\$ 290,000.00	\$ 290,000.00	\$ 4,985,000.00	\$ 4,985,000.00	\$ 6,024,000.00	\$ 6,024,000.00	\$ 1,725,00				