



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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

**BOARD OF DIRECTORS
2021 - 2022**

Chairman
Tyler Barlage
Community Christian Church

Vice-Chairman
Jason Butler
Butler Financial

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

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Design
Amber Haubert-Chair
Kim Zuehlke
Mariah Leiby

Events
Mariah Leiby-Chair
Tyler Barlage
Tracy Kossaras
Jason Butler
Corrine Trimbach

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

CONTACT INFO

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

**AGENDA
Principal Shopping District
Feb 2, 2022**

11: 30 am, At Main Street Cafe

* Indicates an attachment

1. Call to Order

2. Additions to the Agenda

3. Approval of the Consent Agenda:

- A. *Minutes of meeting dated January 5, 2022
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through Jan 28, 2022
- D. *Director's Report

4. Communications

- A. Update from Dru Mitchell: Clinton County Catalyist.
- B. Update from St Johns Area Chamber of Commerce.

5. Old Business

- A. Grants Update

6. New Business

- A. Budget \$1000 to CCEA, \$1000 to Old US 27 Motor Tour
- B. Official Appointment of PSD/DDA Director to Chamber Board
- C. Spring Fling
- D. MDA Spring Conference March 3 in Grand Ledge, cost \$110, includes breakfast and lunch.

Workshop session topics include:

- The Future of Retail
- MEDC Focus in 2022
- Shared Bike Programs for Downtowns
- What's New in Downtown Lighting and Parking
- The Benefits of Inclusion
- Edible Gardens- Changing Downtown Streetscapes One Tomato at a Time

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



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
psdcityofsj@gmail.com

**BOARD OF DIRECTORS
2021 - 2022**

Chairman
Tyler Barlage
Community Christian Church

Vice-Chairman
Jason Butler
Butler Financial

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

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Design
Amber Haubert-Chair
Kim Zuehlke
Mariah Leiby

Events
Mariah Leiby-Chair
Tyler Barlage
Tracy Kossaras
Jason Butler
Corrine Trimbach

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

CONTACT INFO

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

**AGENDA
Downtown Development Authority
Feb 2, 2022**

Immediately After 11:30 PSD Meeting at Main Street Cafe

* Indicates an attachment

1. Call to Order

2. Additions to the Agenda

3. Approval of the Consent Agenda:

- A. *Minutes of meeting dated Jan 5,2022
- B. *City of St Johns monthly financial report through January 27,2022

4. Communications

5. Old Business

- A. By-Laws
- B. TIF Public Hearing in March.
- C. Resident Council

6. New Business

- A. Design Committee Presentation

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

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



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

Meeting Minutes
Principal Shopping District
Jan 5, 2022

11:30 am, At Main Street Café

BOARD OF DIRECTORS
2021 - 2022

Chairman
Tyler Barlage
Community Christian Church

Vice-Chairman
Jason Butler
Butler Financial

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

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Events
Tyler Barlage
Tracy Kossaras
Jason Butler
Corrine Trimbach

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

CONTACT INFO

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

Members Present: Tyler Barlage, Bruce Delong, Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach and Erica Hayes.

Other Present: Dave Kirk, Mariah Leiby, Jason Denovich, Casey Gillespie, Diane Gibbs, Lori Wurm, Kim Zuehlke, Jaime Madar, Tess Miller(Wings Unfolded) and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:48 and introductions were made. (we had to wait for a quorum)**
2. **There were no Additions to the Agenda,** Motion to approve the agenda as presented by Dave Kudwa, seconded by Amber Haubert, motion carried.
3. **Motion to Approve the Consent Agenda:** Dave Kudwa seconded by Bruce Delong to approve the consent agenda as presented, motion carried.
 - A. Minutes of meeting dated Dec 1, 2021
 - B. Minutes of the Executive, Marketing and Events Committee Meetings
 - C. City of St Johns monthly financial report through Dec 30,2021
 - D. Director's Report
4. **Communications**
 - A. An update of the Clinton County Chamber activities was given by Jason Denovich. He is a new board member and doing the general management of the chamber since Brenda Terpening's retirement. He stated that the board is taking their time to evaluate the needs and the future of the chamber before the hire a director. They are looking to build on the relationship with the downtown and hopefully work together on many events in the future.
5. **Old Business**
 - A. **Holiday Market Recap:** There was much discussion on the event and how we can make it better in the future. There was discussion of more events during the parade and the expansion of the Holiday Market to include all the blocks in downtown. The Events committee will take all comments into consideration and work to have an even better event next year. Thank you to Mariah for all your hard work on the event and its success!
6. **New Business**
 - A. The City/DDA meeting will be January 19th, 5 pm at City Hall, all are invited.
 - B. **2022 Meeting Dates:** Motion by Dave Kudwa to hold all monthly board meetings on the first Wednesday of the month with the exception of July which will be held on the second Wednesday of the month, seconded by Bruce Delong, motion carried.
 - C. **New Board Member:** Motion by Tracy Kossaras, seconded by Corrine Trimbach to appoint Mariah Leiby to fill Kirk Gartside's position on the board, motion carried. Heather will send a letter of recommendation to the city council.
 - D. **New Vice Chair:** Motion by Dave Kudwa, seconded by Corrine Trimbach to appoint Jason Butler as Vice Chair and Bruce Delong as Treasurer/Secretary, motion carried.
 - E. **New Events Chair:** Chairman Barlage said we will let the Events Committee recommend a new committee chair.
 - F. **Grants:** Heather discussed the MCACA mini grant that is due next week, she will be meeting with Willow AV to get some prices for equipment and write the grant for equipment and payment of performers.

Motion to Adjourn made by Bruce DeLong, seconded by Amber Haubert, motion carried.
Meeting adjourned at 12:13 am

Next Regular Meeting Feb 2, 2022



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

Meeting Minutes
Downtown Development Authority
Jan 5, 2022 Main Street Cafe

BOARD OF DIRECTORS
2021 - 2022

Chairman
Tyler Barlage
Community Christian Church

Vice-Chairman
Kirk Gartside
Custom Embroidery Plus

Secretary-Treasurer
Jason Butler
Butler Financial Group

Directors
Ed Brandon
Gilroy's Hardware

Bruce DeLong
Clinton County Board of Commissioners

Amber Haubert
Global Coffee

Erika Hayes
Jackson,
Jackson &
Hayes, PC

Tracy Kossaras
Kurt's Appliance

Dave Kudwa
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Unique Reflections

Craig Smith
Main Street
Café & Pizza

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Events
Kirk Gartside-Chair
Tyler Barlage
Tracy Kossaras
Jason Butler
Corinne Trimbach
Amber Haubert

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

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

Members Present: Tyler Barlage, Bruce DeLong, Amber Haubert, Dave Kudwa, Tracy Kossaras, Corinne Trimbach and Erica Hayes.

Other Present: Dave Kirk, Mariah Leiby, Jason Denovich, Lori Wurm, Jamie Madar, Kim Zuehlke, Tess Miller, Diane Gibbs, Casey Gillespie and Heather Hanover

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

2. Additions to the Agenda: Motion by Bruce DeLong, seconded by Dave Kudwa to approve the agenda as presented, motion carried.

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

A. Minutes of meeting dated Dec 1, 2021

B. City of St Johns monthly financial report through Dec 30,2021

4. Communications

A. None

5. Old Business

A. Speaker System: Heather will be meeting with Willow AV and asked about putting speakers on Spring Street. The board was concerned about the residential in that area but directing them away from the apartments when they are set up and having them in that area is a good addition to the downtown.

6. New Business

A. MCACA Mini Grants: Discussed during the PSD meeting.

B. CRCF Grant: This grant has a max of \$75,000 and has to be a 50 50 match.

Heather would like to apply for this grant as a start to our façade improvement grant program. The matching money would come from the property owner and grant distribution would be approved by the Design Committee. The general feeling of the board was that this was a good grant to go for. Heather will work to get the grant paper work turned in.

C. By-Laws: Our current By-Laws are out of date. It is the goal of the board to get them updated this year. Heather and Tyler will work on getting a starting document for board comment hopefully by the March Board meeting.

D. Budget: The city's fiscal year starts in July. The PSD/DDA budget needs to be presented to the city in March. Heather and Tyler will work on a budget for board approval at the March meeting.

7.Public Comment: There was discussion of the Soap Box Derby event which is scheduled for June 12,2022, shoveling of sidewalks, and making changes to the trees/plantings in the downtown. Also applying for a LEAP art grant for an arch over downtown.

Motion to adjourn DDA meeting by Dave Kudwa, seconded by Amber Haubert, motion carried, meeting adjourned at 12:43 pm

Next Regular Meeting Feb 2, 2022



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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Executive Director Activity for January 2022

- A. Match on Main Program, meet with Fab Five and addressed questions
- B. Meet with Willow AV about sound system, receiving bids for new mobile amp, reroute of wiring in pavilion and address system for downtown.
- C. Added Agenda to City Website
- D. Posted events and happenings on Downtown and Community Facebook pages
- E. Preliminary Budget Discussions with City Treasurer
- F. Events Committee meeting, agenda and minutes
- G. Marketing Committee meeting agenda and minutes
- H. Executive Committee meeting, agenda and minutes
- I. Collecting straggler payments for promos and sponsorships
- J. Worked on City's Capital Improvement Plan for Downtown.
- K. Talked with Rotary about their duties during Holiday Market
- L. Meet with City about DDA TIF.
- M. Turned in Bills and deposits to the City Treasurer
- N. Attended Chamber Meetings
- O. Attended Group City Council Meeting
- P. Attended City/DDA Educational Seminar
- Q. Cleaning out more files at office
- R. Board Meeting Minutes and agenda
- S. Wrote grant to MCACA for summer music
- T. Talked with Art Council about Brown Bag Series
- U. Talked with Ivan, LEAP and the city about Arch grant
- V. Working on CRCF grant for façade improvements
- W. Working with Jason's on By Laws for DDA
- X. Still trying to locate car magnets from parade



Principal Shopping District and Downtown Development Authority

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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Events Committee Meeting Minutes

Jan 6, 2022

Members Attending: Corrine Trimbach, Tracy Kossaras, Mariah Leiby, Tyler Barlage, Jamie Madar and Heather Hanover

1. With resignation of Kirk Gartside, the events committee needs a new chair. The committee would like to appoint Mariah Leiby but we will wait until her board position is approved by the city council. We are also wanting to have nonboard members on our sub committees. Jamie Madar from Adornmint would like to be on the Events Committee. The committee approved unanimously.
2. Holiday Parade: Great turn out, sound system still needs work and the lineup is very hectic. Tyler may work with Jason Butler to make a more organized system but as Kirk stated previously that is very hard to do. From comments at the board meeting, we may try to have some more events on the night of the parade but the general feeling is that the 2-day format works.
3. Holiday Market: Mariah stated that most vendors who said they were coming showed up and she received many reports of good sales from vendors and stores. There was talk of having the hours from 11 to 4 instead of 12 to 5. There was talk of working more with the Chamber to make it one city wide event. There was talk of working with the Kiwanis for a Chili Cookoff. Also, because of the trouble with the individual tents, we may look into having one large tent and charging more per vendor.
4. Spring Fling: discussion on having 4 big events over the year and some smaller ones and work with the Arts council and the chamber. First big event would be in the spring, possibly a Mother's Day Market/ Flea Market before large trash pick-up. Heather talked with Brent Hurst who told her they would not be having a Spring event this year. A Thursday was discussed and Saturday. Thirsty Thursday Music could start that week. We could have sidewalk sales, vendors and a minimarket for people who want to sell just an item or two before the large trash. There was talk of budgets for live remotes and advertising. Where do we get the most impact for our money?
5. There was talk about how we sponsor events, possibly having one sponsor ship a year that would cover all events, banners and music.



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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Executive Committee Meeting Minutes
1-24-22

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

1. By Laws: There was discussion on the old DDA by laws from 2005. There was discussion of the changes recommended by the consultant at the city/DDA meeting. Jason Denovich along with some guidance from Jason Butler, Heather Hanover and some Michigan DDAs that are using the new statutes, has developed a modern version of the By Laws for the DDA as a starting point. Heather will meld the 2 documents and send them out to the board for review and comment.
2. Budget: Heather will be working with Kristina on the 2022-23 budget. The city is still working on the amount of income we will receive for the DDA and PSD for the next budget. Heather will work with Kristina and have an initial budget for the March Board meeting.
3. MCACA Grant is turned in. It will be for live performers and equipment if awarded.
4. Revitalization and Placemaking Grant: The minimum of \$500,000 requires a 50 50 match. Heather will work with city to get some downtown projects accomplished.
5. CRCF grant: Max of \$75,000 fifty fifty match. Almost done. Will be used for a façade improvement program if awarded.
6. Design Committee Recommendation: Amber Haubert from the Design Committee has asked to be added to the agenda. We want to make sure to have enough time to for her to discuss and present, so we don't need to add a lot of other items to the agenda.
7. American Flags Downtown: The flags have been a problem. They are up all summer, not just during the holidays. The flag holders twist and the flags get caught up. This is disrespectful. There was discussion of using different hangers and working with the Kiwanis to maintain the flags. Tyler will discuss with Kiwanis.



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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Marketing Committee Minutes
Jan 13,2022, 11:30 am
PSD Office

Committee Members Present: Jason Butler and Heather Hanover

1. Marketing Budget: We talked about what money has been spent in the past, WLNS commercials, Z 92.5 live remotes, the website costs. We talked about bill boards and other forms of advertising. We talked about hiring a consultant to say what advertising is the most effective. What is our budget? Do we cover event advertisement? What is our goal?
2. Jason's questions: Jason has a list of questions for the Events and Marketing committee to consider and discuss.
3. Pole Banners: Which committee is in charge of the pole banners? Whose budget do they come out of?

1
2
3 **Bylaws of**
4 **the**
5 **St. Johns Downtown Development Authority**
6 **of**
7 **St. Johns, Michigan**

8 **ARTICLE I**

9 **Name**

10
11 Section 1. The name of this organization shall be the St. Johns Downtown Development
12 Authority (DDA), hereinafter referred to as the DDA.

13
14 Section 2. The municipality of this organization is the City of St. Johns, Michigan,
15 hereinafter referred to as the municipality.

16
17
18
19 **ARTICLE II**

20 **Mission Statement/Purpose**

21
22 Section 1. Mission Statement: The DDA is dedicated to the physical and economic
23 development of our downtown with emphasis on preserving its historical heritage.

24
25 Section 2. The DDA is organized to stimulate DDA district economic development
26 , through organization (encouraging cooperation and building leadership in the business
27 community); promotion (creating a positive image for the district by promoting the district
28 as an exciting place to live, shop and invest); design (improving the appearance of the
29 district); and economic restructuring (strengthening and expanding the economic base of the
30 district).

31
32 Section 3. To take remedial actions to eliminate the physical, economic, and social
33 deterioration of the DDA district and thereby promote St. Johns' historic preservation,
34 contribute to its community betterment, and enhance the social welfare.

35
36 Section 5. To provide a forum for organizations and individuals to communicate with each
37 other about the past, present, and future of St. Johns' DDA district.

38
39 Section 6. Plan, propose, and implement an improvement to a public facility within the
40 development area to comply with the barrier free design requirements of the state
41 construction code promulgated under the state construction code act of 1972, Act No. 230 of
42 the Public Acts of 1972, as amended.

43
44 Section 7. Make and enter into contracts necessary or incidental to the exercise of its powers
45 and the performance of its duties.

47 Section 8. Accept grants and donations of property, labor, or other things of value from a
48 public or private source.

49
50 Section 9. Submit financial reports to City Commission as needed.

51
52 Section 10. May recommend to the Mayor persons for appointment to fill vacancies on the
53 Board.

54
55 Section 11. Adopt and Amend by-laws.
56

57 ARTICLE III Board
58 Members

59
60 Section 1. The DDA Board is comprised of 13 members. The 13 members shall include;
61 (a) Municipality’s chief executive officer
62 (b) 12 members appointed by the governing body with a majority of individuals with an
63 ownership or business interest in property in the DDA district.
64 (c) One of the members must reside in the DDA district.
65

66
67 Section 2. Pursuant to Section 204 (1) of Michigan Public Act 57 of 2018 (Recodified Tax
68 Increment Financing Act), not less than a majority of the DDA Board members shall be
69 persons having an interest in property located in the downtown district. In addition, if the
70 downtown district has 100 or more persons residing in it, not less than 1 of the DDA Board
71 members shall be a resident of the downtown district.
72

73 Section 3. It is the specific intent in recruiting volunteers for the DDA Board and committees to
74 seek out a broad and diverse spectrum of points of view and interests and to include
75 representatives from both the residential and business communities in order to insure the
76 broadest possible participation and support from the community.
77

78 Section 4. DDA Board members shall serve four-year terms. As much as possible, these terms
79 shall be staggered.
80

81 Section 5. If a vacancy is created by the death, resignation or removal of a Board member,
82 a successor shall be appointed by the municipality for the remainder of the unexpired
83 term.
84

85 Section 6. DDA Board members are required to attend all meetings of the DDA Board. The
86 DDA Board of Directors shall recommend that the municipality replace any member that
87 misses three or more meetings during a calendar year.
88

89 Section 7. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax
90 Increment Financing Act), members of the Board shall serve without compensation but shall
91 be reimbursed for actual and necessary expenses approved by the DDA.
92

93 Section 8. All new DDA Board members shall participate in an orientation program to
94 familiarize them with the objectives, responsibilities, and procedures of the DDA Board within
95 the first three months of their term.

96
97 Section 9. All DDA Board members shall abide by the DDA job descriptions of their positions
98 on the Board.

99
100 Section 10. A Board Member who has any interest in any matter before
101 the Authority shall disclose his interest prior to the Board taking any action with respect to
102 the matter, which disclosure shall become part of the record of the official proceedings,
103 and the interested Board member shall refrain from participation in the proceedings related
104 to that matter.

105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

ARTICLE IV
Officers of the Board

Section 1. The DDA shall elect from its membership a chairperson and vice chairperson. The chairperson manages and focuses the DDA Board's responsibilities, oversees the Board's interactions, and handles administrative matters related to policy set by the DDA Board while the vice chairperson works closely with the chairperson, providing support through shared responsibilities, and, when the chairperson is absent, assumes the duties of same. See Appendix B, Job Descriptions, for more details on the responsibilities and duties of the chairperson and vice chairperson.

Section 2. The DDA shall elect from its membership a secretary and treasurer. The secretary is the primary record keeper of the DDA Board, and the treasurer is responsible for all financial and budgetary matters relating to the operation of the DDA. Alternatively, and in accordance with Sections 205(2) and 205 (3) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), the DDA may also employ and fix the compensation of a treasurer and a secretary who are not members of the DDA Board.

Section 3. No member shall hold more than one office at a time.

Section 4. Officers of the Board serve 1-year terms and may serve no more than three consecutive terms as an officer.

ARTICLE V
Regular Meetings

Section 1. Regular meetings of the DDA shall be held monthly. The time, date and location of the meeting will be designated by the Executive Board and will be publicly posted.

138 Section 2. All regular meetings and special meetings of the DDA shall be open to the public
139 and held in compliance with Act No. 267 of the Public Acts of 1976.

140
141 Section 3. Each agenda of the regular and special meetings of the DDA shall provide for
142 "Public Comment." Under this item, citizens shall have a reasonable opportunity to be heard.
143 Any person may address the DDA, with permission of the Chairperson. At a regular meeting
144 of the DDA any matter brought up from the citizens may be referred to another time or
145 referred for study and recommendation upon request of the DDA Board. If a majority of the
146 DDA Board present agrees, said matter may be acted upon immediately. At a special meeting
147 of the DDA, any matter brought up from a citizen may be deferred to another time or referred
148 for study and recommendation upon the request of the DDA. The Chairperson may allow
149 inquiries or comments to be made at such time as the related subject appears on the prepared
150 agenda.

151
152
153 Section 4. A majority roll call vote of members appointed and serving shall be required to
154 call a closed session, except for closed sessions permitted under Section 8 of Act 267 of 1976
155 dealing with the dismissal, suspension, or disciplining of or to hear complaints or charges
156 brought against an employee or staff member or individual agents when the named person
157 requests a closed hearing.

158
159 Section 5. The DDA shall have the power to adjourn any regular or special meeting to a
160 date and time which shall not be beyond the time of the next regular meeting. The adjourned
161 meeting shall be considered as a continuation of the same regular or special meeting. Any
162 business which would have been proper for the DDA to consider at such meeting may be
163 considered and acted upon at the adjourned meeting.

164
165 Section 6. The majority of the DDA shall constitute a quorum for the transaction of
166 business at all meetings, but in the absence of a quorum two or more members may adjourn
167 any regular or special meeting to a later date.

168
169 Section 7. Draft minutes of any meeting of the DDA will be distributed to all members of
170 the DDA for their review prior to the next regularly scheduled meeting. Minutes of the
171 proceedings of regular or special meetings shall be prepared at the request of and provided
172 to any member of the DDA or the municipality. Minutes of closed meetings shall be
173 maintained in conformity with and shall be subject to the provisions of the Open Meetings
174 Act, Act 267 of the Public Acts of 1976, as amended.

175
176

177 ARTICLE VI
178 Special Meetings

179
180 Section 1. Special meetings of the DDA Board may be called upon written request of the
181 Chairperson or any three members of the Board on 24-hours written notice to each member
182 of the DDA Board. The written notice shall designate the purpose of such meeting and shall
183 be served personally or left at the usual place of residence or business of each Board

184 member. Any special meeting at which all members of the DDA are present or have waived
185 notice in writing shall be a legal meeting for all purposes.

186
187 Section 2. No business shall be transacted at any special meeting unless the same has been
188 stated in the notice of such a meeting.

189
190
191 **ARTICLE VII**
192 **Annual Meeting**

193
194 An annual meeting of the DDA Board shall be held in the month of July each year.
195 The purpose of the meeting is to add Board member appointments, vote on the Board of
196 Directors (Chairperson, Vice Chairperson, Secretary, Treasurer), assess yearly goals and
197 accomplishments, and perform strategic planning for the upcoming year.

198
199
200
201 **ARTICLE VIII**
202 **Director**

203
204 Section 1. The DDA Executive Director shall manage the daily operations of the DDA. The
205 Executive Director shall be responsible for coordinating the implementation of the
206 DDA's policies and projects and such other duties as the DDA Board may require. The
207 Executive Director shall receive for his/her services such compensation as may be determined
208 by the DDA.

209
210 Section 2. The DDA Executive Director shall report directly to the DDA Board. The DDA
211 Executive Director shall supervise all other staff of the DDA.

212
213 Section 3. The DDA Executive Director shall be the Chief Executive Administrator of the
214 DDA. Subject to the approval of the DDA Board, the Executive Director shall supervise, and
215 be responsible for, the preparation of plans and the performance of the functions of the DDA
216 in the manner authorized by Act 57 of the Public Acts of 2018. The DDA Executive Director
217 shall attend all meetings of the DDA Board and shall render to the DDA Board and the
218 municipality a monthly report covering the activities and financial condition of the DDA.

219
220 Section 4. The DDA Executive Director shall serve at the pleasure of the DDA Board and sign
221 a written contract signed and approved by the DDA Board and the municipality. Contract
222 agreements shall be signed by the staff, DDA Executive Director, and DDA Chairperson.

223
224 Section 5. An annual performance evaluation process and procedure shall be utilized for
225 review of the DDA Executive Director's job performance by the DDA Board.

226
227 Section 6. The DDA Executive Director shall perform functions as specified in, and abide by, the
228 DDA Executive Director Job Description.

230
231
232
233
234
235
236
237
238
239
240
241

ARTICLE IX Committees

Section 1. The DDA shall have at least Three (3) standing committees, which shall be entitled Executive, Finance and Design. Each committee shall consist of not less than three (3) members, at least one of which must be a DDA Board member. Each committee shall have a chairperson who shall be responsible for directing and coordinating affairs of the committee. Each committee chairperson shall be appointed by the DDA Board.

Committee members shall serve on no more than two (2) committees simultaneously.

242
243
244
245
246

Section 2. The DDA Executive Director shall act as a permanent consultant to each committee without needing to attend all meetings. The committees may include outside consultants, residents of the municipality, businesspeople within the municipality, and anyone with an interest in the well-being of St. Johns' community.

247
248
249
250
251
252

Section 3. The duties of the committees are to notify the DDA Executive Director and Chairperson of all meeting times, dates and locations; keep written minutes of each meeting to be filed with the DDA; keep the DDA Executive Director informed of the events of each meeting by means of the Chairperson if the Director was unable to attend; fulfill charges of and answer to the DDA; present monthly minutes, reports and recommendations at DDA meetings; act in the best interest of the DDA at all times.

253
254
255
256
257
258
259
260
261

Section 4. The Executive Committee shall provide leadership to the DDA Board between meetings and serves as a direct resource to the Executive Director. The Executive Committee shall be composed of the Chair, Vice Chair and Treasurer. Major activities being;

- (a) Provide overall, ongoing policy direction to the association's Executive Director.
- (b) Evaluate the performance of the executive director on an annual basis.
- (c) Ordinances/Guidelines/Plans (review, revise, develop)

262
263
264
265
266
267
268

Section 5. The Finance Committee shall provide financial analysis, advice, and oversight of the organizations budget. The Finance Committee shall be composed of the Treasurer and up to two other Board Members. Major Activities being;

- (a) Present monthly financial statements to the board
- (b) Propose for board approval a budget that reflects the DDA's goals and policies
- (c) Ensure that the budget accurately reflects the needs, expenses, and revenue of the organization

269
270
271
272
273
274

Section 6. The Design Committee shall work to enhance the physical appearance of the downtown while preserving its historical appeal and integrity. The Design Committee will have an approved budget by the DDA Board. Major activities being;

- (a) Serve as a panelist and manager of façade grants
- (b) Design Assistance (follow-ups, implementation, design tool kits)

- 275 (c) Public Improvements (space amenities, parking, streetscape)
- 276 (d) Building and Photo Inventories (maintenance and monitoring)
- 277 (e) Historic Preservation (historic research, surveys)
- 278 (f) Incentives, Grants, Tax Credits, Loans (local, state, federal financial assistance
- 279 programs)
- 280 (g) Design Education and Awareness (demonstrations, slide shows, news releases, awards)

281
282

283 Section 7. The DDA Board, by resolution adopted by a majority of Board Members in office,
284 may designate or appoint one or more committees, in addition to the above-named standing
285 committees. Each of these additional committees shall consist of one or more DDA Board
286 Members, and which shall, to the extent provided in said resolution, have and exercise the
287 authority of the DDA Board in the management of the DDA. Other committees, not having
288 and exercising the authority of the DDA in the management of the DDA, may be designated
289 and appointed by a resolution adopted by a majority of the DDA appointed at a meeting in
290 which a quorum is present. The designation and appointment of any such committees and
291 the delegation thereto of authority shall not operate to relieve the DDA, or any individual
292 Board Member, of any responsibility imposed upon them by law.

293

294 Section 8. All committee members shall abide by the DDA job description for their
295 positions on the committee(s). The committee members shall have no authority for
296 decision-making but will report findings and suggestions to the Board.

297
298

299 ARTICLE X
300 Contracts and Funds

301
302 Section 1. The board may authorize the Executive Director or an agent or agents of the
303 Authority to enter into any contract or execute and deliver any instrument on behalf of
304 the Authority within the limits authorized by Public Act 57. The authorization may be
305 general or confined to specific instances.

306
307 Section 2. All orders for the payment of money, notes, or other evidence of indebtedness
308 issued in the name of the DDA shall be submitted to City of St. Johns for payment.

309
310 Section 3. All fund use allocated by the DDA will be first approved by a majority vote of
311 the DDA Board.

312
313 Section 4. The board may accept on behalf of the Authority any contribution, gift,
314 bequest or device for the general purposes or for any special purpose of the Authority.

315
316

317
318 ARTICLE XI

319
320
321
322
323

324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356

357
358

Fiscal Year

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

ARTICLE XII
Citizens Council

Section 1.A citizens council must be established with a minimum of 1(one) annual meeting.

Section 2. The citizens council shall be composed of 9 members appointed by the City Commission.

ARTICLE XIII
District Boundaries

The Authority shall exercise its powers within the following area of the downtown district of the City of St. Johns: SEE ATTACHMENT “A” for expanded district boundaries, adopted **DATE OF ADOPTION**

ARTICLE XIV
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the DDA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the DDA may adopt.

Adopted by the St. Johns Downtown Development Authority on

Chairperson	Date
-------------	------

Vice-Chairperson	Date
------------------	------

St. Johns Downtown Development Authority

Board of Directors

Position Description Form

Volunteer Position: Chairperson

General Description:

An elected position by the DDA Board. Appointed to manage and focus Board's responsibilities, to oversee Board's interactions, and to handle administrative matters.

Responsibilities (in addition to Board Member duties):

- Oversee the DDA budget and plans
- Monitor and evaluate the program's effectiveness
- Serve as primary link between the DDA Board of Directors and the Executive Director
- Act as coordinator to facilitate decision-making process
- Delegate responsibilities
- Monitor accountability of the organization
- Supervise the Executive Directors performance
- Works with Executive Director to determine Board member agenda
- Chairs Board meetings
- Calls special meetings when necessary
- Appoints committee chairs with Board input
- Serves as a visible leader of the organization at pertinent other Board/council meetings
- Adhere to Board standards of conduct
- Ensure Board adheres to Main Street program policies

Experience requirements:

- Two or more years' experience as a volunteer or participant in the local community preferred.
- One or more years on the DDA Board preferred.

Education Requirements (informal):

- Familiarity with State of Michigan enactment, Act 267 of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Roberts Rules of Order

Type of position:

- Appointed
 Elected by DDA board

Expected Volunteer Hours/Month:

- 0-5 10-15
 6-10 16-20

Reviewed by: DDA Executive Committee

Committee Chair: / /

Approved by: DDA Executive Director

Executive Director: / /

Date Implemented: __/__/__

St. Johns Downtown Development Authority

Board of Directors

Position Description Form

Volunteer Position: Vice Chairperson

General Description:

Elected by the DDA, the Vice Chairperson works closely with the Chairperson by providing support through shared responsibilities and assumes the responsibilities of the Chairperson at any time he or she is unable to do so.

Responsibilities (in addition to Board Member duties):

- Serves as a link between the DDA Board members and the Chairperson
- Active in monitoring activities of DDA sub-committees
- Maintains an active role in all of the board's happenings including special events and all extra and external meetings
- Keeps abreast of Chairperson responsibilities (see Chairperson job description)

Experience requirements:

- One or more years as a volunteer or a participant in local community.
- Previous board member preferred.

Education Requirements (formal/informal):

- Familiarity with State of Michigan enactment, Act 267 of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Roberts Rules of Order

Type of position:

- Appointed
 Elected by DDA board

Expected Volunteer Hours/Month:

- 0-5 10-15
 6-10 16-20

Reviewed by: DDA Executive Committee

Committee Chair: / /

Approved by: DDA Executive Director

Executive Director: / /

Date Implemented: _/ _/ _

St. Johns Downtown Development Authority

Board of Directors

Position Description Form

Volunteer Position: Secretary

General Description:

The Secretary is the primary record keeper of the DDA board.

Responsibilities (in addition to Board Member duties):

- Transcribes and prepares official board meeting minutes for approval by the board, and delivers them to the Executive Director
- Assists the Executive Director and DDA Chairperson in preparing the agenda
- Maintains documents in an easily accessible format for review by all board members (preferably posted on the internet)
- Responsible for gathering minutes from Municipal and Township meetings
- If unable to attend a meeting, makes arrangements for someone to take over minute-taking duties
- Tracks attendance at DDA meetings

Experience requirements:

- Interest in local development of St. Johns downtown
- Preferred: note-taking and word-processing abilities

Education Requirements (formal/informal):

- Familiarity with State of Michigan enactment, Act 267. of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Roberts Rules of Order
-

Type of position:

- Appointed
 Elected by DDA board

Expected Volunteer Hours/Month:

- 0-5 10-15
 6- 10 16 - 20

Reviewed by: DDA Executive Committee

Committee Chair: / /

Approved by: DDA Executive Director

Executive Director: / /

Date Implemented: _/_/_

St. Johns Downtown Development Authority

Board of Directors

Position Description Form

-volunteer Position: Treasurer

General Description:

The Treasurer is responsible for all financial and budgetary matters relating to the operation of the Downtown Development Authority (DDA)

Responsibilities (in addition to Board Member duties):

- Pay all DDA bills (after approval by the Executive Director and the DDA Board) prior to due dates
- Prepare monthly financial reports prior to DDA Board meetings
- Maintain all financial records according to accepted accounting practices, resulting in records being prepared for audit
- Together with DDA Executive Director, prepare yearly budget for review with the DDA Board prior to financial year end
- Advise the DDA Board on investment opportunities, and, with Board approval, deposit DDA funds to maximize return; monitor such returns on a regular basis.

Experience requirements:

- Interest in development of St. Johns' downtown
- Accounting, finance and/or budget preparation experience is desired but not required

Education Requirements:

- Experience in accounting, budget reading

Type of position:

- Appointed
 Elected by DDA board
 Contracted

Expected Volunteer Hours/Month:

- 0-5 10 - 15
 6-10 16-20

Reviewed by: DDA Organization Committee

Committee Chair: / /

Approved by: DDA Executive Director

Executive Director: / /

Date Implemented: _/_/_

St. Johns Downtown Development Authority

Board of Directors

Position Description Form

Volunteer Position: Subcommittee Chairperson

General Description:

Generally, a Board member volunteer/appointment whose role is to organize, direct, coordinate and implement DDA work plans. Act as a conduit between Board members and sub-committees. Work to build relationships between various stakeholder groups in the commercial district's future. Work to develop new leadership for other DDA and Main Street Program positions.

Responsibilities (in addition to Board Member duties):

- Serves as primary link between the subcommittee and the Executive Director
- Act as coordinator to facilitate decision-making process
- Delegates responsibilities
- Monitor accountability of the subcommittee
- Submits subcommittee items for DDA Board meeting agenda
- Chairs Sub-Committee monthly meetings
- Serves as visible leader of the subcommittee at pertinent board/council/professional meetings
- Adhere to Board standards of conduct
- Make recommendations to the DDA Board
- Responsible for volunteer recruitment

Experience requirements:

- o 6 months DDA Board experience preferred

Education Requirements (informal):

- Familiarity with State of Michigan enactment, Act 267 of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Village of Oxford Code of Ordinances
- Familiarity with Roberts Rules of Order

Type of position:

- Appointed
 Elected by DDA board
 Contracted

Expected Volunteer Hours/Month:

- 0-5 10-15
 6-10 16-20

Reviewed by: DDA Organization Committee

Committee Chair: / /

Approved by: DDA Executive Director

Executive Director: / /

Date Implemented: __/__/__

City of St. Johns
Principal Shopping District

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

ASSETS

Cash	\$	38,646.70
Due from General Fund	\$	-
Petty Cash	\$	-
Due from Current Tax	\$	-
Due from Funds	\$	-

TOTAL ASSETS: \$ 38,646.70

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	-
Deferred Revenue	\$	-
Due to General Fund	\$	-
TOTAL LIABILITIES:	\$	-

FUND BALANCE: \$ 38,646.70

TOTAL LIABILITIES AND FUND BALANCE: \$ 38,646.70

City of St. Johns

Principal Shopping District

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Fiscal Period July 01, 2021 to June 30, 2022

	Budget	January	YTD Actual	Variance Favorable (Unfavorable)
REVENUES				
Special assessments	\$ 27,000.00	\$ -	\$ 31,424.03	\$ 4,424.03
Car Shows	\$ 2,000.00	\$ -	\$ 2,380.00	\$ 380.00
Mint Festival	\$ 18,000.00	\$ -	\$ 22,058.00	\$ 4,058.00
Farmer's Market	\$ 1,300.00	\$ -	\$ 1,351.00	\$ 51.00
Corporate Sponsors	\$ 4,500.00	\$ -	\$ 3,750.00	\$ (750.00)
Santa Parade	\$ 3,500.00	\$ -	\$ 4,420.00	\$ 920.00
Soap Box Derby	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -
Grant Revenue	\$ -	\$ -	\$ -	\$ -
Marketing Co-Op	\$ -	\$ 750.00	\$ 4,250.00	\$ 4,250.00
Miscellaneous	\$ 2,500.00	\$ -	\$ -	\$ (2,500.00)
Interest	\$ 100.00	\$ -	\$ 106.98	\$ 6.98
TOTAL REVENUES:	\$ 66,900.00	\$ 750.00	\$ 77,740.01	\$ 10,840.01
EXPENDITURES				
Postage	\$ 100.00	\$ -	\$ -	\$ 100.00
Marketing Incentives	\$ 5,500.00	\$ 720.00	\$ 12,335.48	\$ (6,835.48)
Farmer's Market	\$ 1,000.00	\$ -	\$ 800.00	\$ 200.00
Car Shows	\$ 2,000.00	\$ -	\$ 1,606.24	\$ 393.76
Mint Festival	\$ 12,000.00	\$ -	\$ 12,214.98	\$ (214.98)
Fall Festival	\$ -	\$ -	\$ 590.00	\$ (590.00)
Santa Parade	\$ 6,500.00	\$ -	\$ 4,095.00	\$ 2,405.00
Soap Box Derby	\$ 8,000.00	\$ -	\$ 1,360.92	\$ 6,639.08
Ball Drop	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Contracted services (Administration)	\$ 18,900.00	\$ 1,575.00	\$ 10,575.00	\$ 8,325.00
Downtown Improvement	\$ 10,000.00	\$ -	\$ 5,196.98	\$ 4,803.02
Audit Fees	\$ 410.00	\$ -	\$ -	\$ 410.00
Monthly & Long Distance Service	\$ 300.00	\$ 23.00	\$ 138.18	\$ 161.82
Administration Charges	\$ 2,583.00	\$ -	\$ 1,317.50	\$ 1,265.50
Website	\$ 200.00	\$ 300.00	\$ 300.00	\$ (100.00)
Office Supplies	\$ 79.00	\$ -	\$ -	\$ 79.00
MEDC Grant	\$ -	\$ -	\$ -	\$ -
DMB Event Costs	\$ -	\$ -	\$ 1,040.00	\$ (1,040.00)
Miscellaneous	\$ 5,921.00	\$ 390.00	\$ 1,896.42	\$ 4,024.58
TOTAL EXPENDITURES:	\$ 74,493.00	\$ 3,008.00	\$ 53,466.70	\$ 21,026.30
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:	\$ (7,593.00)	\$ (2,258.00)	\$ 24,273.31	\$ 31,866.31
Fund balance, beginning of year	\$ 14,373.39		\$ 14,373.39	
Fund balance, end of period	\$ 6,780.39		\$ 38,646.70	

Fund 681 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
681-000-002.000	CASH - IMM/PRI ACCT 1289	38,670.49
681-000-002.007	DEBIT CARD-CASH	(23.79)
Total Assets		38,646.70
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
681-000-390.000	Fund Balance	14,373.39
Total Fund Balance		14,373.39
Beginning Fund Balance		14,373.39
Net of Revenues VS Expenditures		24,273.31
Ending Fund Balance		38,646.70
Total Liabilities And Fund Balance		38,646.70

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
01/01/2022			681-000-665.000 INTEREST EARNED/INVESTMENTS		BEG. BALANCE		(106.98)
01/31/2022			681-000-665.000	END BALANCE	0.00	0.00	(106.98)
01/01/2022			681-000-671.007 FARMERS' MARKET		BEG. BALANCE		(1,351.00)
01/31/2022			681-000-671.007	END BALANCE	0.00	0.00	(1,351.00)
01/01/2022			681-000-671.010 CAR SHOWS		BEG. BALANCE		(2,380.00)
01/31/2022			681-000-671.010	END BALANCE	0.00	0.00	(2,380.00)
01/01/2022			681-000-671.018 MINT FESTIVAL		BEG. BALANCE		(22,058.00)
01/31/2022			681-000-671.018	END BALANCE	0.00	0.00	(22,058.00)
01/01/2022			681-000-671.024 SANTA PARADE		BEG. BALANCE		(4,420.00)
01/06/2022	GJ	JE	RECLASS RECEIPTS 265567 & 265570	13303	500.00		(3,920.00)
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/20			500.00	(4,420.00)
01/31/2022			681-000-671.024	END BALANCE	500.00	500.00	(4,420.00)
01/01/2022			681-000-671.026 SOAP BOX DERBY		BEG. BALANCE		(8,000.00)
01/31/2022			681-000-671.026	END BALANCE	0.00	0.00	(8,000.00)
01/01/2022			681-000-671.031 MARKETING CO-OP		BEG. BALANCE		(3,500.00)
01/06/2022	GJ	JE	RECLASS RECEIPTS 265567 & 265570	13303		500.00	(4,000.00)
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/20			250.00	(4,250.00)
01/31/2022			681-000-671.031	END BALANCE	0.00	750.00	(4,250.00)
01/01/2022			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		(31,424.03)
01/31/2022			681-000-672.006	END BALANCE	0.00	0.00	(31,424.03)
01/01/2022			681-000-675.005 CORPORATE SPONSORS		BEG. BALANCE		(3,750.00)
01/31/2022			681-000-675.005	END BALANCE	0.00	0.00	(3,750.00)
01/01/2022			681-173-751.000 DMB EVENT COSTS		BEG. BALANCE		1,040.00
01/31/2022			681-173-751.000	END BALANCE	0.00	0.00	1,040.00
01/01/2022			681-173-751.001 FARMERS' MARKET		BEG. BALANCE		800.00
01/31/2022			681-173-751.001	END BALANCE	0.00	0.00	800.00
01/01/2022			681-173-751.002 CAR SHOWS		BEG. BALANCE		1,606.24
01/31/2022			681-173-751.002	END BALANCE	0.00	0.00	1,606.24
01/01/2022			681-173-751.003 MINT FESTIVAL		BEG. BALANCE		12,214.98
01/31/2022			681-173-751.003	END BALANCE	0.00	0.00	12,214.98
01/01/2022			681-173-751.007 SANTA PARADE		BEG. BALANCE		4,095.00
01/31/2022			681-173-751.007	END BALANCE	0.00	0.00	4,095.00
01/01/2022			681-173-751.008 SOAP BOX DERBY		BEG. BALANCE		1,360.92
01/31/2022			681-173-751.008	END BALANCE	0.00	0.00	1,360.92
01/01/2022			681-173-751.010 FALL FESTIVAL		BEG. BALANCE		590.00
01/31/2022			681-173-751.010	END BALANCE	0.00	0.00	590.00
01/01/2022			681-173-804.000 ADMINISTRATION CHARGES		BEG. BALANCE		1,317.50
01/31/2022			681-173-804.000	END BALANCE	0.00	0.00	1,317.50
01/01/2022			681-173-814.002 WEBSITE		BEG. BALANCE		0.00
01/13/2022	AP	INV	ANNUAL DDA/PSD WEBSITE HOSTING	23	300.00		300.00
01/31/2022			681-173-814.002	END BALANCE	300.00	0.00	300.00
01/01/2022			681-173-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		9,000.00
01/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2022	JAN2022	1,575.00		10,575.00
01/31/2022			681-173-818.000	END BALANCE	1,575.00	0.00	10,575.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
01/01/2022			681-173-818.040 DOWNTOWN IMPROVEMENT		BEG. BALANCE		5,196.98
01/31/2022			681-173-818.040	END BALANCE	0.00	0.00	5,196.98
01/01/2022			681-173-853.004 MONTHLY & LONG DISTANCE SERV		BEG. BALANCE		115.18
01/12/2022	AP	INV	TELEPHONE SERVICE - 01/2022	01/10/2022	23.00		138.18
01/31/2022			681-173-853.004	END BALANCE	23.00	0.00	138.18
01/01/2022			681-173-870.001 MARKETING INCENTIVE		BEG. BALANCE		11,615.48
01/06/2022	AP	INV	LIVE BROADCAST	11D0019890	720.00		12,335.48
01/31/2022			681-173-870.001	END BALANCE	720.00	0.00	12,335.48
01/01/2022			681-173-956.000 MISCELLANEOUS		BEG. BALANCE		1,506.42
01/06/2022	AP	INV	LICENSE FEE; 01/01-12/31/2022	100005809465	390.00		1,896.42
01/31/2022			681-173-956.000	END BALANCE	390.00	0.00	1,896.42

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2021			681-000-665.000 INTEREST EARNED/INVESTMENTS			BEG. BALANCE	0.00
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083		27.68	(27.68)
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154		14.09	(41.77)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200		31.46	(73.23)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238		10.87	(84.10)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260		5.65	(89.75)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		4.65	(94.40)
12/31/2021	GJ	JE	RECORD TAX REVENUES	13305		12.58	(106.98)
01/31/2022			681-000-665.000	END BALANCE	0.00	106.98	(106.98)
07/01/2021			681-000-671.007 FARMERS' MARKET			BEG. BALANCE	0.00
09/10/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/10/20			856.00	(856.00)
11/03/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/03/20			495.00	(1,351.00)
01/31/2022			681-000-671.007	END BALANCE	0.00	1,351.00	(1,351.00)
07/01/2021			681-000-671.010 CAR SHOWS			BEG. BALANCE	0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			2,380.00	(2,380.00)
01/31/2022			681-000-671.010	END BALANCE	0.00	2,380.00	(2,380.00)
07/01/2021			681-000-671.018 MINT FESTIVAL			BEG. BALANCE	0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			20,758.00	(20,758.00)
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			1,300.00	(22,058.00)
01/31/2022			681-000-671.018	END BALANCE	0.00	22,058.00	(22,058.00)
07/01/2021			681-000-671.024 SANTA PARADE			BEG. BALANCE	0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/20			2,350.00	(2,350.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/20			1,320.00	(3,670.00)
12/27/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/27/20			750.00	(4,420.00)
01/06/2022	GJ	JE	RECLASS RECEIPTS 265567 & 265570	13303	500.00		(3,920.00)
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/20			500.00	(4,420.00)
01/31/2022			681-000-671.024	END BALANCE	500.00	4,920.00	(4,420.00)
07/01/2021			681-000-671.026 SOAP BOX DERBY			BEG. BALANCE	0.00
09/23/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/23/20			500.00	(500.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/20			7,500.00	(8,000.00)
01/31/2022			681-000-671.026	END BALANCE	0.00	8,000.00	(8,000.00)
07/01/2021			681-000-671.031 MARKETING CO-OP			BEG. BALANCE	0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/20			2,250.00	(2,250.00)
12/20/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/20/20			1,250.00	(3,500.00)
01/06/2022	GJ	JE	RECLASS RECEIPTS 265567 & 265570	13303		500.00	(4,000.00)
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/20			250.00	(4,250.00)
01/31/2022			681-000-671.031	END BALANCE	0.00	4,250.00	(4,250.00)
07/01/2021			681-000-672.006 DOWNTOWN BUSINESS DISTRICT			BEG. BALANCE	0.00
07/15/2021	GJ	JE	RECORD TAX REVENUES	12942		5,734.21	(5,734.21)
07/29/2021	GJ	JE	RECORD TAX REVENUES	12950		7,500.00	(13,234.21)
08/15/2021	GJ	JE	RECORD TAX REVENUES	12977		11,050.00	(24,284.21)
08/31/2021	GJ	JE	RECORD TAX REVENUES	13050		3,182.83	(27,467.04)
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083		1,374.03	(28,841.07)
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154		700.00	(29,541.07)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200		1,040.10	(30,581.17)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238		359.90	(30,941.07)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260		140.79	(31,081.86)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		92.17	(31,174.03)
12/31/2021	GJ	JE	RECORD TAX REVENUES	13305		250.00	(31,424.03)
01/31/2022			681-000-672.006	END BALANCE	0.00	31,424.03	(31,424.03)
07/01/2021			681-000-675.005 CORPORATE SPONSORS			BEG. BALANCE	0.00
07/26/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/26/20			1,000.00	(1,000.00)
08/05/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/05/20			1,000.00	(2,000.00)
08/12/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/20			500.00	(2,500.00)
10/28/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/28/20			1,250.00	(3,750.00)
01/31/2022			681-000-675.005	END BALANCE	0.00	3,750.00	(3,750.00)
07/01/2021			681-173-751.000 DMB EVENT COSTS			BEG. BALANCE	0.00
07/07/2021	AP	INV	FRIENDLY FRIDAY SINGER	07/06/2021	150.00		150.00
08/18/2021	AP	INV	MINT CITY CLASSIC; BARLAGE	08/25/2021	290.00		440.00
08/18/2021	AP	INV	FRIENDLY FRIDAY SINGER	08/11/2021	150.00		590.00
09/09/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/17/21	09/08/2021	150.00		740.00
09/23/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/30/2021	09/22/2021	150.00		890.00
10/13/2021	AP	INV	FRIENDLY FRIDAY SINGER; 10/14/21	10/13/2021	150.00		1,040.00
01/31/2022			681-173-751.000	END BALANCE	1,040.00	0.00	1,040.00
07/01/2021			681-173-751.001 FARMERS' MARKET			BEG. BALANCE	0.00
09/23/2021	AP	INV	MARKETING INCENTIVE; FARMERS' MARKET	09/22/2021	800.00		800.00
01/31/2022			681-173-751.001	END BALANCE	800.00	0.00	800.00
07/01/2021			681-173-751.002 CAR SHOWS			BEG. BALANCE	0.00
08/04/2021	AP	INV	LIVE REMOTE ANNOUNCER Z92.5 @ CAR SH	08/03/2021	100.00		100.00
08/09/2021	AP	INV	CAR SHOW CASH PRIZES; 2021	08/09/2021	250.00		350.00
09/23/2021	AP	INV	TSHIRTS; CUSTOM DASH BOARD/AWARD PLA	29955	1,232.00		1,582.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
					(Continued)		
10/20/2021	AP	INV	681-173-751.002 CAR SHOWS				
			REIMBURSE; POSTAGE CAR SHOW PLAQUES	10/19/2021	24.24		1,606.24
01/31/2022			681-173-751.002	END BALANCE	1,606.24	0.00	1,606.24
					BEG. BALANCE		
07/01/2021			681-173-751.003 MINT FESTIVAL				0.00
07/22/2021	AP	INV	WINGIT PERFORMANCE @ MINT FEST/TENT	07/21/2021	1,000.00		1,000.00
07/22/2021	AP	INV	MIRANDA & M80'S PERF @ MINT FEST/TEN	07/21/2021	1,200.00		2,200.00
08/03/2021	AP	INV	STARTING PETTY CASH; CAR SHOW & BEV	08/10/2021	1,300.00		3,500.00
08/12/2021	AP	INV	BEER & WINE FOR MINT FESTIVAL 2021	W-852596	8,340.90		11,840.90
08/18/2021	AP	VOID	VOID Invoice W-852596 02-04-0156	W-852596		8,340.90	3,500.00
08/18/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959	3,323.65		6,823.65
08/18/2021	AP	INV	BEER TENT SUPPLIES	344197	334.30		7,157.95
08/18/2021	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/13-08/14 2021	860.83		8,018.78
08/27/2021	AP	INV	REIMBURSE; SPECIAL LIQUOR LICENSE FO	08/25/2021	100.00		8,118.78
08/31/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959	3,323.65		11,442.43
08/31/2021	AP	VOID	VOID Invoice W-853959 02-04-0156	W-853959		3,323.65	8,118.78
09/08/2021	AP	INV	ADVERTISING; MINT FEST 2021	09/01/2021	1,050.00		9,168.78
09/08/2021	AP	INV	PORTABLE TOILET RENTAL	565571	3,046.20		12,214.98
01/31/2022			681-173-751.003	END BALANCE	23,879.53	11,664.55	12,214.98
					BEG. BALANCE		
07/01/2021			681-173-751.007 SANTA PARADE				0.00
11/17/2021	AP	INV	CHRISTMAS BROCHURES/FLYERS	44816	315.00		315.00
12/02/2021	AP	INV	SANTA PARADE 2021; SJ REDWINGS BAND	12/09/2021	200.00		515.00
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021	200.00		715.00
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021	200.00		915.00
12/02/2021	AP	INV	SANTA PARADE 2021; ST NICK	12/01/2021	100.00		1,015.00
12/02/2021	AP	INV	POLES BANNERS	18670	1,200.00		2,215.00
12/02/2021	AP	INV	MAGNETIC PARADE SIGNS	18672	360.00		2,575.00
12/02/2021	AP	INV	YARD SIGNS FOR HOLIDAY MARKET	18646	210.00		2,785.00
12/02/2021	AP	INV	CROSS STREET BANNER	18671	900.00		3,685.00
12/22/2021	AP	INV	PORTABLE TOILET RENTAL	567008	410.00		4,095.00
01/31/2022			681-173-751.007	END BALANCE	4,095.00	0.00	4,095.00
					BEG. BALANCE		
07/01/2021			681-173-751.008 SOAP BOX DERBY				0.00
12/21/2021	AP	INV	BLEACHER RENTALS DOWN PYMNT; SOAP BO	11/04/2021	733.00		733.00
12/21/2021	AP	INV	RENTALS; 50% PYMNT - SOAP BOX DERBY	21676	627.92		1,360.92
01/31/2022			681-173-751.008	END BALANCE	1,360.92	0.00	1,360.92
					BEG. BALANCE		
07/01/2021			681-173-751.010 FALL FESTIVAL				0.00
09/23/2021	AP	INV	PORTABLE UNITS	565932	590.00		590.00
01/31/2022			681-173-751.010	END BALANCE	590.00	0.00	590.00
					BEG. BALANCE		
07/01/2021			681-173-804.000 ADMINISTRATION CHARGES				0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947	658.75		658.75
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214	658.75		1,317.50
01/31/2022			681-173-804.000	END BALANCE	1,317.50	0.00	1,317.50
					BEG. BALANCE		
07/01/2021			681-173-814.002 WEBSITE				0.00
01/13/2022	AP	INV	ANNUAL DDA/PSD WEBSITE HOSTING	23	300.00		300.00
01/31/2022			681-173-814.002	END BALANCE	300.00	0.00	300.00
					BEG. BALANCE		
07/01/2021			681-173-818.000 CONTRACTUAL SERVICES				0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021	1,500.00		1,500.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021	1,500.00		3,000.00
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021	1,500.00		4,500.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021	1,500.00		6,000.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/20	NOV2021	1,500.00		7,500.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021	1,500.00		9,000.00
01/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2022	JAN2022	1,575.00		10,575.00
01/31/2022			681-173-818.000	END BALANCE	10,575.00	0.00	10,575.00
					BEG. BALANCE		
07/01/2021			681-173-818.040 DOWNTOWN IMPROVEMENT				0.00
09/22/2021	AP	INV	9-ELECTRIC LIGHT POLE REPLACEMENT IN	6114	2,000.00		2,000.00
09/22/2021	AP	INV	9-ELECTRIC LIGHT POLE REPLACEMENT IN	6114	735.98		2,735.98
11/17/2021	AP	INV	REIMBURSE; DECORATIONS FOR LIGHT PAR	300253222	1,107.00		3,842.98
12/17/2021	AP	INV	CORN SHOCKS, FRAZIER BUNDLE, CONCOLO	12/09/2021	1,354.00		5,196.98
01/31/2022			681-173-818.040	END BALANCE	5,196.98	0.00	5,196.98
					BEG. BALANCE		
07/01/2021			681-173-853.004 MONTHLY & LONG DISTANCE SERV				0.00
08/04/2021	AP	INV	TELEPHONE SERVICE - 08/2021	08/10/2021	23.00		23.00
09/13/2021	AP	INV	TELEPHONE SERVICE - 09/2021	09/10/2021	23.00		46.00
10/11/2021	AP	INV	TELEPHONE SERVICE - 09/2021	10/10/2021	23.00		69.00
11/15/2021	AP	INV	TELEPHONE SERVICE - 11/2021	11/10/2021	23.00		92.00
12/09/2021	AP	INV	TELEPHONE SERVICE - 12/2021	12/10/2021	23.18		115.18
01/12/2022	AP	INV	TELEPHONE SERVICE - 01/2022	01/10/2022	23.00		138.18
01/31/2022			681-173-853.004	END BALANCE	138.18	0.00	138.18
					BEG. BALANCE		
07/01/2021			681-173-870.001 MARKETING INCENTIVE				0.00
09/23/2021	AP	INV	MARKETING INCENTIVE; FARMERS' MARKET	09/22/2021	1,095.48		1,095.48
10/14/2021	AP	INV	ADVERTISING; WEB PREROLL/POSTROLL CP	3070464-4	100.00		1,195.48
11/15/2021	AP	INV	MARKETING; 2021 BUY LOCAL	3269123	1,000.00		2,195.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COO	3268352	210.00		2,405.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY	3268343	70.00		2,475.48
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/RED WING BA	3268394	70.00		2,545.48

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-173-870.001 MARKETING INCENTIVE	(Continued)			
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APP	3249952	70.00		2,615.48
11/15/2021	AP	INV	MARKETING; COURHOUSE CUTS/SWANY'S CO	3249954	70.00		2,685.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIM DE	3268368	70.00		2,755.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC	3242083	70.00		2,825.48
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MED/SIMPLIFIE	3268363	70.00		2,895.48
11/15/2021	AP	INV	MARKETING; PKSA KARATE	3268369	70.00		2,965.48
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3268366	70.00		3,035.48
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT STUDI	3249455	70.00		3,105.48
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/REDWING BAR	3242092	210.00		3,315.48
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3268354	210.00		3,525.48
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT COOP	3249963	210.00		3,735.48
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APP	3268359	210.00		3,945.48
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIM	3268357	210.00		4,155.48
11/15/2021	AP	INV	MARKETING; PSKA KARATE/AARDVARK TATT	3249965	210.00		4,365.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC C	3249960	210.00		4,575.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIMSIC	3268355	210.00		4,785.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS CO	3249962	210.00		4,995.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COO	3268343	619.00		5,614.48
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/REDWING BAR	3249955	619.00		6,233.48
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3242066	619.00		6,852.48
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIALS/KURTS A	3268348	619.00		7,471.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS CO	3249970	619.00		8,090.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC	3268345	619.00		8,709.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 COOP	3249956	619.00		9,328.48
11/15/2021	AP	INV	MARKETING; PKSA KARATE COOP	3249973	619.00		9,947.48
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIM	3268350	619.00		10,566.48
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT COOP	3266343	619.00		11,185.48
11/17/2021	AP	INV	LIVE REMOTE ANNOUNCER 292.5; LIGHT P	11/17/2021	100.00		11,285.48
12/17/2021	AP	INV	RADIO ADVERTISING	11N0019890	330.00		11,615.48
01/06/2022	AP	INV	LIVE BROADCAST	11D0019890	720.00		12,335.48
01/31/2022			681-173-870.001	END BALANCE	12,335.48	0.00	12,335.48
					BEG. BALANCE		0.00
07/01/2021			681-173-956.000 MISCELLANEOUS				
07/01/2021	GJ	JE	ALLOCATE MML POLICY PREMIUMS	12964	5.18		5.18
07/28/2021	AP	INV	2021 MEMBERSHIP	732	1,000.00		1,005.18
10/20/2021	AP	INV	ANNUAL CONFERENCE REGISTRATION; 2021	10/19/2021	210.00		1,215.18
10/21/2021	AP	INV	DOWNTOWN RADIO RENEWAL	X6-1704269673	191.24		1,406.42
11/17/2021	AP	INV	REIMBURSE; CONFERENCE - AHAUBERT	7R7550572V215232U	100.00		1,506.42
01/06/2022	AP	INV	LICENSE FEE; 01/01-12/31/2022	100005809465	390.00		1,896.42
01/31/2022			681-173-956.000	END BALANCE	1,896.42	0.00	1,896.42

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	CASH - IMM/PRI ACCT 1289	60,547.63
Total Assets		60,547.63
*** Liabilities ***		
248-000-214.001	DUE TO GENERAL FUND	493.50
Total Liabilities		493.50
*** Fund Balance ***		
248-000-390.000	Fund Balance	70,476.77
Total Fund Balance		70,476.77
Beginning Fund Balance		70,476.77
Net of Revenues VS Expenditures		(10,422.64)
Ending Fund Balance		60,054.13
Total Liabilities And Fund Balance		60,547.63

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 01/31/2022	ACTIVITY FOR MONTH 01/31/2022	AVAILABLE BALANCE	% BDC USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-404.000	CURRENT PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
248-000-543.010	MCACA Minigrant	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	0.00	(9.16)	0.00	9.16	100.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		0.00	(9.16)	0.00	9.16	100.00
TOTAL REVENUES						
		0.00	(9.16)	0.00	9.16	100.00
Expenditures						
Dept 451 - NEW CONSTRUCTION						
248-451-804.000	ADMINISTRATION CHARGES	987.00	493.50	0.00	493.50	50.00
248-451-818.000	CONTRACTUAL SERVICES	1,350.00	2,767.00	175.00	(1,417.00)	204.96
248-451-818.040	DOWNTOWN IMPROVEMENT	0.00	6,300.00	0.00	(6,300.00)	100.00
248-451-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
248-451-956.000	MISCELLANEOUS	0.00	852.98	0.00	(852.98)	100.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		2,337.00	10,413.48	175.00	(8,076.48)	445.59
TOTAL EXPENDITURES						
		2,337.00	10,413.48	175.00	(8,076.48)	445.59
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES						
		0.00	(9.16)	0.00	9.16	100.00
TOTAL EXPENDITURES						
		2,337.00	10,413.48	175.00	(8,076.48)	445.59
NET OF REVENUES & EXPENDITURES						
		(2,337.00)	(10,422.64)	(175.00)	8,085.64	445.98

User: KKINDE

TRANSACTIONS FROM 07/01/2021 TO 06/30/2022

DB: City Of St Johns

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2021			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		70,476.77
07/30/2021	CD	CHK	Check: 03 5346	5346(A)		167.00	70,309.77
07/31/2021	GJ	JE	MONTHLY SERVICE CHARGE	13190		9.16	70,300.61
08/27/2021	CD	CHK	Check: 03 5416	5416(A)		167.00	70,133.61
09/14/2021	CD	CHK	Check: 03 60685	60685		852.98	69,280.63
09/14/2021	CD	CHK	Check: 03 60691	60691		1,000.00	68,280.63
09/17/2021	CD	CHK	Check: 03 5468	5468(A)		1,590.00	66,690.63
09/30/2021	CD	CHK	Check: 03 5488	5488(A)		167.00	66,523.63
10/28/2021	CD	CHK	Check: 03 5561	5561(A)		167.00	66,356.63
11/09/2021	CD	CHK	Check: 03 60852	60852		5,300.00	61,056.63
11/24/2021	CD	CHK	Check: 03 5629	5629(A)		167.00	60,889.63
12/30/2021	CD	CHK	Check: 03 5707	5707(A)		167.00	60,722.63
01/28/2022	CD	CHK	Check: 03 5773	5773(A)		175.00	60,547.63
06/30/2022			248-000-002.000	END BALANCE	0.00	9,929.14	60,547.63
248-000-202.000 ACCOUNTS PAYABLE							
07/01/2021					BEG. BALANCE		0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021		167.00	(167.00)
07/30/2021	CD	CHK	Check: 03 5346	5346(A)	167.00		0.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021		167.00	(167.00)
08/27/2021	CD	CHK	Check: 03 5416	5416(A)	167.00		0.00
09/08/2021	AP	INV	OVERPAYMENTS OF PPT 01/27/2020	2021-02-PPT-19-20		852.98	(852.98)
09/08/2021	AP	INV	3'X30' 2 SIDED OVER THE STREET BANNE	18513		1,000.00	(1,852.98)
09/08/2021	AP	INV	PRJCT #131014SG2021L SH DDA DISTRICT	209282		1,590.00	(3,442.98)
09/14/2021	CD	CHK	Check: 03 60685	60685	852.98		(2,590.00)
09/14/2021	CD	CHK	Check: 03 60691	60691	1,000.00		(1,590.00)
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021		167.00	(1,757.00)
09/17/2021	CD	CHK	Check: 03 5468	5468(A)	1,590.00		(167.00)
09/30/2021	CD	CHK	Check: 03 5488	5488(A)	167.00		0.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021		167.00	(167.00)
10/28/2021	CD	CHK	Check: 03 5561	5561(A)	167.00		0.00
11/08/2021	AP	INV	REPAIR DISTRIBUTED AUDIO SYSTEM	110221.1		5,300.00	(5,300.00)
11/09/2021	CD	CHK	Check: 03 60852	60852	5,300.00		0.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/20	NOV2021		167.00	(167.00)
11/24/2021	CD	CHK	Check: 03 5629	5629(A)	167.00		0.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021		167.00	(167.00)
12/30/2021	CD	CHK	Check: 03 5707	5707(A)	167.00		0.00
01/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2022	JAN2022		175.00	(175.00)
01/28/2022	CD	CHK	Check: 03 5773	5773(A)	175.00		0.00
06/30/2022			248-000-202.000	END BALANCE	9,919.98	9,919.98	0.00
248-000-214.001 DUE TO GENERAL FUND							
07/01/2021					BEG. BALANCE		0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947		246.75	(246.75)
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214		246.75	(493.50)
06/30/2022			248-000-214.001	END BALANCE	0.00	493.50	(493.50)
248-000-390.000 Fund Balance							
07/01/2021					BEG. BALANCE		(70,476.77)
06/30/2022			248-000-390.000	END BALANCE	0.00	0.00	(70,476.77)
248-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2021					BEG. BALANCE		0.00
07/31/2021	GJ	JE	MONTHLY SERVICE CHARGE	13190		9.16	9.16
06/30/2022			248-000-665.000	END BALANCE		9.16	9.16
248-451-804.000 ADMINISTRATION CHARGES							
07/01/2021					BEG. BALANCE		0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947		246.75	246.75
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214		246.75	493.50
06/30/2022			248-451-804.000	END BALANCE	493.50	0.00	493.50
248-451-818.000 CONTRACTUAL SERVICES							
07/01/2021					BEG. BALANCE		0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021		167.00	167.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021		167.00	334.00
09/08/2021	AP	INV	PRJCT #131014SG2021L SH DDA DISTRICT	209282	1,590.00		1,924.00
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021		167.00	2,091.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021		167.00	2,258.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/20	NOV2021		167.00	2,425.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021		167.00	2,592.00
01/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2022	JAN2022		175.00	2,767.00
06/30/2022			248-451-818.000	END BALANCE	2,767.00	0.00	2,767.00
248-451-818.040 DOWNTOWN IMPROVEMENT							
07/01/2021					BEG. BALANCE		0.00
09/08/2021	AP	INV	3'X30' 2 SIDED OVER THE STREET BANNE	18513		1,000.00	1,000.00
11/08/2021	AP	INV	REPAIR DISTRIBUTED AUDIO SYSTEM	110221.1		5,300.00	6,300.00
06/30/2022			248-451-818.040	END BALANCE	6,300.00	0.00	6,300.00
248-451-956.000 MISCELLANEOUS							
07/01/2021					BEG. BALANCE		0.00
09/08/2021	AP	INV	OVERPAYMENTS OF PPT 01/27/2020	2021-02-PPT-19-20		852.98	852.98
06/30/2022			248-451-956.000	END BALANCE	852.98	0.00	852.98