



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
March 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 February 2, 2022
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through Feb 23, 2022
- D. *Director's Report

4. Communications

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

5. Old Business

- A.

6. New Business

- A. Budget
- B. Using Credit Cards

Next Regular PSD/DDA Board Meeting April 6, 2022 at 11:30 at Main Street Cafe



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**AGENDA
Downtown Development Authority
March 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 Feb 2,2022
- B. *City of St Johns monthly financial report through Feb 23,2022

4. Communications

5. Old Business

- A. Design Committee Recommendation Change
- B. TIF Public Hearing in March 14th.
- C. Resident Council
- D. By-Laws

6. New Business

- A. none

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

Next Regular PSD/DDA Board Meeting April 6, 2022 at 11:30 at Main Street Cafe



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Meeting Minutes
Principal Shopping District
Feb 2, 2022

11:30 am, At Main Street Café

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

Other Present: Jason Denovich, Jaime Madar and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:30**
2. **There were no Additions to the Agenda**, Motion to approve the agenda as presented by Bruce Delong, seconded by Dave Kudwa, motion carried.
3. **Motion to Approve the Consent Agenda made by Mariah Leiby** seconded by Amber Haubert motion carried.
 - A. Minutes of meeting dated Jan 5, 2022
 - B. Minutes of the Executive, Marketing and Events Committee Meetings
 - C. City of St Johns monthly financial report through Jan 28,2022
 - D. Director's Report
4. **Communications**
 - A. An update of the St Johns Area Chamber activities was given by Jason Denovich. The next Chamber Luncheon on Feb. 10th will be at Agro Liquid and they will be honoring Brenda Terpening the out going director. They are starting a gift card program that will be online and easy to use. They are getting a lot of new members and making a lot of updates to the Chamber including the name.
5. **Old Business**
 - A. Grants Update: Heather has turned in 2 grants so far. The MCACA for summer music and CRCF for façade improvements. Hopefully will hear the results in March.
6. **New Business**
 - A. Budget: Heather will be working with the city treasurer next week to create a preliminary budget. There are a couple of items she asked about. The first is the \$1000 contribution to Clinton County Catalyst, motion by Corinne Trimbach, seconded by Mariah Leiby to continue, motion carried 5 to 3. Heather also asked about the \$1000 we give to the US 27 Motor tour. The board deferred this matter to the Events Committee for their review.
 - B. Official appointment of the DDA director or designee to the St Johns Area Chamber of Commerce Board, so moved by Dave Kudwa, seconded by Bruce Delong, motion carried.
 - C. Spring Fling: The event this year will be on Saturday May 7th. The Chamber would like to take the lead and the activities will be downtown this year.
 - D. MDA Spring Conference. The conference is in Grand Ledge on March 3rd. Amber Haubert, Jason Butler and Heather Hanover would like to go. Motion by Dave Kudwa, seconded by Bruce Delong, to pay the registration fee for all three, motion carried.

Motion to Adjourn made by Bruce Delong, seconded by Nancy McKinley, motion carried.

Meeting adjourned at 11:58 am

Next Regular Meeting March 2, 2022



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Executive Director Activity for February 2022

- A. Match on Main Program, we passed our background check and must work on contract with MEDC .
- B. Added Agenda to City Website
- C. Posted events and happenings on Downtown and Community Facebook pages
- D. Budget for PSD Prepared
- E. Budget of DDA Prepared
- F. Events Committee meeting, agenda and minutes
- G. Marketing Committee meeting agenda and minutes
- H. Executive Committee meeting, agenda and minutes
- I. Design Committee Meeting
- J. Collecting straggler payments for promos and sponsorships
- K. Worked on City's Capital Improvement Plan for Downtown.
- L. Meet with City about DDA TIF.
- M. Turned in Bills and deposits to the City Treasurer
- N. Attended Chamber Meetings
- O. Attended Clinton County Commission Meeting
- P. Created DDA Citizens Committee
- Q. Attended DDA Citizen Committee meeting
- R. Attended City Council Meetings
- S. Cleaning out more files at office
- T. Board Meeting Minutes and agenda
- U. Talked with Ivan, LEAP and the city about Arch grant
- V. Making changes to the DDA By laws
- W. Checking with Bands for Mint Fest
- X. Checking on credit cards for Beverage Tent
- Y. Talked with Z 92.5 about ads/live remotes
- Z. Cleaned Holiday Decorations out of Depot.



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**Meeting Minutes
Downtown Development Authority
Feb 2, 2022 Main Street Cafe**

Members Present: Tyler Barlage, Bruce DeLong, Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach, Ed Brandon, Jason Butler(on the phone), Craig Smith, Mariah Leiby Nancy Mc Kinley and Erica Hayes.

Other Present: Jason Denovich, Jamie Madar and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:58 pm**
2. **Additions to the Agenda:** Motion by Bruce DeLong, seconded by Mariah Leiby to approve the agenda as presented, motion carried.
3. **Motion to Approve the Consent Agenda** as presented, made by Dave Kudwa seconded by Amber Haubert, motion carried.
 - A. Minutes of meeting dated Jan 5, 2022
 - B. City of St Johns monthly financial report through January 27,2022
4. **Communications**
 - A. None
5. **Old Business**
 - A. DDA By Laws: New By laws are in the packet. Thanks go to Jason Denovich for doing the bulk of the research. Heather brought up key points for review and differences from 2005 By- Laws. All board members have until Feb. 24 to get comments to Heather. The Executive Committee will review at their Feb. meeting and bring a recommendation to the full board at the March Meeting.
 - B. TIF Public Hearing: The public hearing to approve the TIF for the DDA financing is set for March 14th City Council meeting at 6pm. Discussions are ongoing with the County about participating in the TIF.
 - C. Resident Council: at the joint city/DDA educational meeting, the consultant informed us that we need a 9-person Citizen Advisory Committee. Heather is looking for members.
6. **New Business**
 - A. Design Committee Presentation: Amber presented the design committee's research. To improve our flowers in the downtown they propose using planters with water reservoirs. There are 2 sizes of hanging planters, the smaller holds 2 gallons of water and it would be \$11,670 for 39 with brackets. The larger holds 4 gallons and would be \$12,060 for 39 with brackets. There was discussion of the strength of the poles and ground planters. Motion by Mariah Leiby, seconded by Tracy Kossaras to go forward with the purchase of 39 of the larger baskets, while also checking with the city to make sure the poles are engineered hold the extra weight. Motion Carried.

7.Public Comment: There were no public comment.

Motion to adjourn DDA meeting by Dave Kudwa, seconded by Amber Haubert, motion carried, meeting adjourned at 12:51 pm

Next Regular Meeting March 2, 2022



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Events Committee Meeting Minutes

Feb 2, 2022

Members Attending: Corrine Trimbach, Tracy Kossaras, Mariah Leiby, Tyler Barlage, Jamie Madar, Nancy McKinley, Amber Haubert, Kim Zuehlke and Heather Hanover, Jason Butler on phone.

1. Spring Fling: Chamber wants to have it downtown on May 7th and they would be in charge. Uncle John's event is not May 7th anymore. The Senior Center is doing a craft show on that day. What can we do to help? Maybe have a singer, Spring Banners. Needs to be on all blocks of downtown. There was talk of who is in charge of getting sponsors, banners, and advertising. The Marketing committee could do sponsors and then distribute funds to each event.
2. Thursday Singers and Friday Box Lunch Singers: The Thursday for a downtown singer is great day. We will see if we get a grant and what our budget is. For the Friday singers we will work with the SJACF. And fix the system so that the concert can be heard downtown. We do need to come up with a group to play at the Beverage Tent on Saturday at the Mint Fest. Mariah will send out a notice and Heather will check with the Friday night band to make sure they are still on board.
3. Event So Good it is Scary: The Chamber has asked to hand this event over to the downtown. Everyone enjoys this event and we will keep it going and work on ways to promote and improve it.
4. Us 27 Motor Tour: The main board asked the Events committee to decide if they still want to do this event again this year. It costs us \$1000. The committee decided to go with the event this year one more time and see what we can do to get the stores and restaurants more involved. The PSD will pay \$500 and then see if we can get sponsors for the rest.

Second Meeting Feb 14th, Mariah Leiby, Nancy McKinley, Jason Butler and Heather Hanover

It was decided to have the Spring Fling on May 7th from 9 am to 2pm. Touch a truck will be on Walker Street, along with vendors. Heather will get 2 extra bathrooms and fill out event forms. The Senior Center is also having a craft show and we will try and get a singer for downtown. Sponsors for Banners and the event will be requested. There was talk of who should design the spring banners. There was talk on using credit cards at the Beverage Tent and for vendor sign up. Mariah will start announcing the event on Facebook. There was talk of having the Soap Box Derby on the spring banner or should they have their own, Mariah will ask.



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Executive Committee Meeting Minutes
Feb 18, 2022

Members attending: Tyler Barlage, Bruce DeLong, Jason Butler, Erica Hayes and Heather Hanover

1. **By Laws:** The new set of By-Laws was reviewed, line by line. There was discussion on the mission statement. There was discussion on the number of board members and it was decided to leave this as a range so that by-laws don't have to be rewritten each time there is a change. The county asked to have a standing member from the Clinton County Commission on the DDA Board. There was discussion on the terms of board members and how long officers can hold office. Board appointments are for 4 years and can be renewed with no limit. Officer positions will be 3 years per office and the secretary/treasurer will only be one office. There was talk of the attendance requirement, which was changed to 3 unexcused in a row or 4 throughout the fiscal year. There was talk of how to handle new board members. There was talk about providing general specifications for forming Committees versus having specific committees described in the by-laws. The consensus was to include the general rules for committees in the by-laws and to later create committee descriptions. This will allow changes in committees without the need to republish the by-laws. There was discussion on the open meetings act for committees, Heather will discuss with city attorney. There was talk of the reasons for going into a closed session. There was talk of describing the Executive Director Position and it was decided that the wording should closely follow the statute. There was discussion on the need for 2 informational meetings and if one of them can be the same meeting as the annual meeting. Heather will again ask the city attorney.
2. **Budget:** Heather and Kristina created a 2022-23 budget for the PSD and the DDA. They used the worst-case scenario for revenue, with the hope that it will be better. The city would like the budget as soon as possible. Heather will include the budgets in the board packet but with the by-laws discussions, the matter may have to be referred the April Board meeting.



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Marketing Committee Minutes
Feb 17 ,2022, 11:30 am
PSD Office

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

1. **Marketing Budget:** There was discussion on which committee is responsible for which items. Who gets sponsors, who picks out banners, who decides how to decorate for the holidays, who decides how to promote events? Probably should be a calibration of all. After By-laws are done, every Committee should develop a description, with purpose, mission and duties spelled out. There was also discussion of the Marketing committee producing an annual downtown brochure that would be a compliment to the event fliers that the Event Committee would make up for each event. There was talk about what money has been spent in the past, WLNS commercials, Z 92.5 live remotes. The live remote will still be done during the Mint Festival Car show but Heather will talk to Z92.5 about other options for the Winter remote, possibly just getting commercials.
2. **Sponsors for Pole Banners:** We will talk to other committees and decide how this is run. Probably everyone could help get sponsors and the Design Committee could decide on the color scheme. Banners are advertising but they are also design and usually focused around events.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	CASH - IMM/PRI ACCT 1289	60,372.63
Total Assets		60,372.63
*** 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		(10,597.64)
Ending Fund Balance		59,879.13
Total Liabilities And Fund Balance		60,372.63

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022	ACTIVITY FOR MONTH 02/28/22	AVAILABLE BALANCE	% BDGT 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	0.00
248-000-543.010	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(140.79)	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	0.00
Total Dept 000 - REVENUE		(140.79)	0.00	(9.16)	0.00	9.16	100.00
TOTAL REVENUES		(140.79)	0.00	(9.16)	0.00	9.16	100.00
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	968.00	987.00	493.50	0.00	493.50	50.00
248-451-818.000	CONTRACTUAL SERVICES	1,517.00	1,350.00	2,942.00	175.00	(1,592.00)	217.93
248-451-818.040	DOWNTOWN IMPROVEMENT	0.00	0.00	6,300.00	0.00	(6,300.00)	100.00
248-451-880.007	FACADE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
248-451-956.000	MISCELLANEOUS	0.00	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	0.00
Total Dept 451 - NEW CONSTRUCTION		2,485.00	2,337.00	10,588.48	175.00	(8,251.48)	453.08
TOTAL EXPENDITURES		2,485.00	2,337.00	10,588.48	175.00	(8,251.48)	453.08
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		(140.79)	0.00	(9.16)	0.00	9.16	100.00
TOTAL EXPENDITURES		2,485.00	2,337.00	10,588.48	175.00	(8,251.48)	453.08
NET OF REVENUES & EXPENDITURES		(2,625.79)	(2,337.00)	(10,597.64)	(175.00)	8,260.64	453.47

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
02/25/2022	CD	CHK	Check: 03 5841	5841(A)		175.00	60,372.63
06/30/2022			248-000-002.000	END BALANCE	0.00	10,104.14	60,372.63
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	021-02-PPT-19-2030		852.98	(852.98)
09/08/2021	AP	INV	3'X30' 2 SIDED OVER THE STREET BANNEI	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; 11/30/2021	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
02/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2022	FEB2022		175.00	(175.00)
02/25/2022	CD	CHK	Check: 03 5841	5841(A)	175.00		0.00
06/30/2022			248-000-202.000	END BALANCE	10,094.98	10,094.98	0.00
248-000-214.001 DUE TO GENERAL FUND							
07/01/2021						BEG. BALANCE	0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947		246.75	(246.75)
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214		246.75	(493.50)
06/30/2022			248-000-214.001	END BALANCE	0.00	493.50	(493.50)
248-000-390.000 Fund Balance							
07/01/2021						BEG. BALANCE	(70,476.77)
06/30/2022			248-000-390.000	END BALANCE	0.00	0.00	(70,476.77)
248-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2021						BEG. BALANCE	0.00
07/31/2021	GJ	JE	MONTHLY SERVICE CHARGE	13190	9.16		9.16
06/30/2022			248-000-665.000	END BALANCE	9.16	0.00	9.16
248-451-804.000 ADMINISTRATION CHARGES							
07/01/2021						BEG. BALANCE	0.00
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947	246.75		246.75
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214	246.75		493.50
06/30/2022			248-451-804.000	END BALANCE	493.50	0.00	493.50
248-451-818.000 CONTRACTUAL SERVICES							
07/01/2021						BEG. BALANCE	0.00
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021	167.00		167.00
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021	167.00		334.00
09/08/2021	AP	INV	PRJCT #131014SG2021L SH DDA DISTRICT	209282	1,590.00		1,924.00
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021	167.00		2,091.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021	167.00		2,258.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/2021	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
02/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2022	FEB2022	175.00		2,942.00
06/30/2022			248-451-818.000	END BALANCE	2,942.00	0.00	2,942.00
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 BANNEI	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	021-02-PPT-19-2030	852.98		852.98
06/30/2022			248-451-956.000	END BALANCE	852.98	0.00	852.98

Fund 681 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
681-000-002.000	CASH - IMM/PRI ACCT 1289	36,904.24
681-000-002.007	DEBIT CARD-CASH	(23.79)
Total Assets		36,880.45
*** 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		22,507.06
Ending Fund Balance		36,880.45
Total Liabilities And Fund Balance		36,880.45

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022	ACTIVITY FOR MONTH 02/28/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	50,000.00	0.00	0.00	0.00	0.00	0.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	156.61	0.00	119.33	12.35	(119.33)	100.00
681-000-671.000	MISCELLANEOUS REVENUE	4,000.00	2,500.00	0.00	0.00	2,500.00	0.00
681-000-671.007	FARMERS' MARKET	1,184.00	1,300.00	1,351.00	0.00	(51.00)	103.92
681-000-671.010	CAR SHOWS	0.00	2,000.00	2,380.00	0.00	(380.00)	119.00
681-000-671.018	MINT FESTIVAL	0.00	18,000.00	22,058.00	0.00	(4,058.00)	122.54
681-000-671.024	WINTER FESTIVAL	0.00	3,500.00	4,670.00	250.00	(1,170.00)	133.43
681-000-671.026	SOAP BOX DERBY	(2,800.00)	8,000.00	8,000.00	0.00	0.00	100.00
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	0.00	0.00	4,250.00	0.00	(4,250.00)	100.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	29,622.61	27,000.00	31,599.03	175.00	(4,599.03)	117.03
681-000-675.005	CORPORATE SPONSORS	3,800.00	4,500.00	3,750.00	0.00	750.00	83.33
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		85,963.22	66,800.00	78,177.36	437.35	(11,377.36)	117.03
TOTAL REVENUES		85,963.22	66,800.00	78,177.36	437.35	(11,377.36)	117.03
Expenditures							
Dept 173 - ADMINISTRATION DEPARTMENT							
681-173-729.000	POSTAGE	0.00	100.00	0.00	0.00	100.00	0.00
681-173-730.000	OFFICE SUPPLIES/ADM	388.76	100.00	0.00	0.00	100.00	0.00
681-173-751.000	EVENT COSTS	300.00	0.00	1,040.00	0.00	(1,040.00)	100.00
681-173-751.001	FARMERS' MARKET	600.00	1,000.00	800.00	0.00	200.00	80.00
681-173-751.002	CAR SHOWS	200.00	2,000.00	1,606.24	0.00	393.76	80.31
681-173-751.003	MINT FESTIVAL	200.00	12,000.00	12,214.98	0.00	(214.98)	101.79
681-173-751.007	WINTER FESTIVAL	7,325.31	6,500.00	4,095.00	0.00	2,405.00	63.00
681-173-751.008	SOAP BOX DERBY	0.00	8,000.00	1,360.92	0.00	6,639.08	17.01
681-173-751.009	BALL DROP	0.00	1,000.00	0.00	0.00	1,000.00	0.00
681-173-751.010	FALL FESTIVAL	0.00	0.00	590.00	0.00	(590.00)	100.00
681-173-751.011	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	2,583.00	2,635.00	1,317.50	0.00	1,317.50	50.00
681-173-814.002	WEBSITE	150.00	200.00	300.00	0.00	(100.00)	150.00
681-173-818.000	CONTRACTUAL SERVICES	14,018.00	18,900.00	12,150.00	1,575.00	6,750.00	64.29
681-173-818.040	DOWNTOWN IMPROVEMENT	10,446.94	12,000.00	5,472.58	275.60	6,527.42	45.60
681-173-826.086	AUDIT FEES	410.00	410.00	0.00	0.00	410.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	299.00	300.00	161.18	23.00	138.82	53.73
681-173-870.001	MARKETING INCENTIVE	13,021.84	5,500.00	12,335.48	0.00	(6,835.48)	224.28
681-173-870.007	GRANTS	50,000.00	0.00	0.00	0.00	0.00	0.00
681-173-870.008	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00
681-173-900.000	PRINT AND PUBLISHING	45.00	0.00	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	7,232.84	6,000.00	2,226.42	330.00	3,773.58	37.11
681-173-960.000	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
681-173-961.000	PROFESSIONAL DUES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		107,220.69	76,645.00	55,670.30	2,203.60	20,974.70	72.63

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022	ACTIVITY FOR MONTH 02/28/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
	TOTAL EXPENDITURES	107,220.69	76,645.00	55,670.30	2,203.60	20,974.70	72.63
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
	TOTAL REVENUES	85,963.22	66,800.00	78,177.36	437.35	(11,377.36)	117.03
	TOTAL EXPENDITURES	107,220.69	76,645.00	55,670.30	2,203.60	20,974.70	72.63
	NET OF REVENUES & EXPENDITURES	(21,257.47)	(9,845.00)	22,507.06	(1,766.25)	(32,352.06)	228.61

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)
02/15/2022	GJ	JE	RECORD TAX REVENUES	13319		12.35	(119.33)
02/28/2022			681-000-665.000	END BALANCE	0.00	119.33	(119.33)
681-000-671.007 FARMERS' MARKET							
07/01/2021					BEG. BALANCE		0.00
09/10/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/10/2021			856.00	(856.00)
11/03/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/03/2021			495.00	(1,351.00)
02/28/2022			681-000-671.007	END BALANCE	0.00	1,351.00	(1,351.00)
681-000-671.010 CAR SHOWS							
07/01/2021					BEG. BALANCE		0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021			2,380.00	(2,380.00)
02/28/2022			681-000-671.010	END BALANCE	0.00	2,380.00	(2,380.00)
681-000-671.018 MINT FESTIVAL							
07/01/2021					BEG. BALANCE		0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021			20,758.00	(20,758.00)
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021			1,300.00	(22,058.00)
02/28/2022			681-000-671.018	END BALANCE	0.00	22,058.00	(22,058.00)
681-000-671.024 WINTER FESTIVAL							
07/01/2021					BEG. BALANCE		0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/2021			2,350.00	(2,350.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/2021			1,320.00	(3,670.00)
12/27/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/27/2021			750.00	(4,420.00)
01/06/2022	GJ	JE	SANTA PARADE	13303	500.00		(3,920.00)
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/2022			500.00	(4,420.00)
02/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 02/24/2022			250.00	(4,670.00)
02/28/2022			681-000-671.024	END BALANCE	500.00	5,170.00	(4,670.00)
681-000-671.026 SOAP BOX DERBY							
07/01/2021					BEG. BALANCE		0.00
09/23/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/23/2021			500.00	(500.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/2021			7,500.00	(8,000.00)
02/28/2022			681-000-671.026	END BALANCE	0.00	8,000.00	(8,000.00)
681-000-671.031 MARKETING CO-OP							
07/01/2021					BEG. BALANCE		0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/2021			2,250.00	(2,250.00)
12/20/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/20/2021			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 01/20/2022			250.00	(4,250.00)
02/28/2022			681-000-671.031	END BALANCE	0.00	4,250.00	(4,250.00)
681-000-672.006 DOWNTOWN BUSINESS DISTRICT							
07/01/2021					BEG. BALANCE		0.00
07/15/2021	GJ	JE	RECORD TAX REVENUES	12942		5,734.21	(5,734.21)
07/29/2021	GJ	JE	RECORD TAX REVENUES	12950		7,500.00	(13,234.21)
08/15/2021	GJ	JE	RECORD TAX REVENUES	12977		11,050.00	(24,284.21)
08/31/2021	GJ	JE	RECORD TAX REVENUES	13050		3,182.83	(27,467.04)
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083		1,374.03	(28,841.07)
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154		700.00	(29,541.07)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200		1,040.10	(30,581.17)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238		359.90	(30,941.07)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260		140.79	(31,081.86)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		92.17	(31,174.03)
12/31/2021	GJ	JE	RECORD TAX REVENUES	13305		250.00	(31,424.03)
02/15/2022	GJ	JE	RECORD TAX REVENUES	13319		175.00	(31,599.03)
02/28/2022			681-000-672.006	END BALANCE	0.00	31,599.03	(31,599.03)
681-000-675.005 CORPORATE SPONSORS							
07/01/2021					BEG. BALANCE		0.00
07/26/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/26/2021			1,000.00	(1,000.00)
08/05/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/05/2021			1,000.00	(2,000.00)
08/12/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2021			500.00	(2,500.00)
10/28/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/28/2021			1,250.00	(3,750.00)
02/28/2022			681-000-675.005	END BALANCE	0.00	3,750.00	(3,750.00)
681-173-751.000 EVENT COSTS							
07/01/2021					BEG. BALANCE		0.00
07/07/2021	AP	INV	FRIENDLY FRIDAY SINGER	07/06/2021	150.00		150.00
08/18/2021	AP	INV	MINT CITY CLASSIC; BARLAGE	08/25/2021	290.00		440.00
08/18/2021	AP	INV	FRIENDLY FRIDAY SINGER	08/11/2021	150.00		590.00
09/09/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/17/21	09/08/2021	150.00		740.00
09/23/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/30/2021	09/22/2021	150.00		890.00
10/13/2021	AP	INV	FRIENDLY FRIDAY SINGER; 10/14/21	10/13/2021	150.00		1,040.00
02/28/2022			681-173-751.000	END BALANCE	1,040.00	0.00	1,040.00
681-173-751.001 FARMERS' MARKET							
07/01/2021					BEG. BALANCE		0.00
09/23/2021	AP	INV	MARKETING INCENTIVE; FARMERS' MARKET	09/22/2021	800.00		800.00
02/28/2022			681-173-751.001	END BALANCE	800.00	0.00	800.00
681-173-751.002 CAR SHOWS							
07/01/2021					BEG. BALANCE		0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-173-870.001 MARKETING INCENTIVE	(Continued)			
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 CPM	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 COOP	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 BAR	3268394	70.00		2,545.48
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APPI	3249952	70.00		2,615.48
11/15/2021	AP	INV	MARKETING; COURHOUSE CUTS/SWANYS COOP	3249954	70.00		2,685.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIM DECO	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/SIMPLIFIED	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 STUDIO	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 APPI	3268359	210.00		3,945.48
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIMI	3268357	210.00		4,155.48
11/15/2021	AP	INV	MARKETING; PSKA KARATE/AARDVARK TATTOO	3249965	210.00		4,365.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC COOP	3249960	210.00		4,575.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIMSICAL	3268355	210.00		4,785.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS COOP	3249962	210.00		4,995.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COOP	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 APPI	3268348	619.00		7,471.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS COOP	3249970	619.00		8,090.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC COOP	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/ SIMI	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
02/28/2022			681-173-870.001	END BALANCE	12,335.48	0.00	12,335.48
			681-173-956.000 MISCELLANEOUS	BEG. BALANCE			
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
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKSHP	02/08/22-HANOVER	110.00		2,006.42
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKSHP	02/08/22-HAUBERT	110.00		2,116.42
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKSHP	02/08/22-BUTLER	110.00		2,226.42
02/28/2022			681-173-956.000	END BALANCE	2,226.42	0.00	2,226.42



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

St Johns Downtown Development Authority Citizens Council Feb 2022

The new state statute (2018) that governs Downtown Development Authorities (DDA) in Michigan requires any DDA whose district has more than 100 residents, to have in place a Citizens' Council (Council). The minimum number of residents from the district required for the Council is 9. The members must be at least 18 years in age and reside within the district's boundaries. The Council must meet once a year with a representative of the DDA board. The Council may reconvene at any time during the year if they feel there is an issues effecting residency in the district. All meetings of the council must be open to the public and noticed in a public location.

The City of St Johns and the Downtown Development Authority are seeking interested residents fill the 9 spots on the Council. If you interested please email your name and phone number before February 9th to:

Heather Hanover psdcityofsj@gmail.com

Thank you,
Heather Hanover
St Johns DDA
Executive Director

Feb. 2022 Members of Council:

Amber Haubert haubert.amber@gmail.com 211 N Clinton Ave, 989-307-1597
Nancy McKinley nancy_Mckinley1@hotmail.com 110 E Higham Apt 402, 989-640-7094
Ruth Pausch ruth@4wbi.net 218 N Clinton, 989-224-4471
Sarah Nichols 118 N Clinton Ave Apt 32, 989-307-5283
Chad Camplese chaddcamp33@gmail.com 200 E Railroad Apt 18, 210-2501-7256
Jennifer Camplese chaddcamp33@gmail.com 200 E Railroad Apt 18, 210-501-7255
Lauree Straub sue_z2005@yahoo.com 119 N Clinton Ave, 989-666-0741
Susan Ouellette susan_olet@yahoo.com 200 Spring St, 989-640-2570
Teresa Huard theresahuard@gmail.com 110 E Higham Apt 306, 206-218-4212

**Bylaws of the
St. Johns Downtown Development Authority
Of
St. Johns, Michigan**

ARTICLE I

Name

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

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

ARTICLE II

Mission Statement/Purpose

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

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

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

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

Section 5. To plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, as amended.

Section 6. To make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

Section 7. To accept grants and donations of property, labor, or other things of value from a public or private source.

Section 8. To submit financial reports to City Commission as needed.

Section 9. To recommend to the City Commission, persons for appointment to fill vacancies on the DDA Board.

Section 10. Adopt and Amend by-laws.

ARTICLE III Board

Section 1. The DDA Board shall be comprised of no less than 9 and no more than 13 members (*Directors*).

The members shall include:

- (a) Municipality's chief executive officer or their designee
- (b) One member of the Clinton County Commission or their designee.
- (c) The remaining members will be appointed by the municipality with recommendation from the DDA Board. A majority of individuals appointed must have an ownership or business interest in property in the DDA district. Pursuant to Section 204 (1) of Michigan Public Act 57 of 2018
- (d) If the downtown district has 100 or more persons residing within its boundaries, not less than 1 of the DDA Board members shall be a resident of the downtown district.

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

Section 3. DDA Board members shall serve four-year terms, with an option to renew if they so desire. As much as possible, these terms shall be staggered.

Section 4. If a vacancy is created by the death, resignation or removal of a Board member, a successor shall be appointed by the municipality, with the recommendation of the DDA board, for the remainder of the unexpired term.

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

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

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

Section 9. A Board Member who has any interest in any matter before the Authority shall disclose his interest prior to the Board taking any action with respect to the matter, which disclosure shall become part of the record of the official proceedings, and the interested Board member shall refrain from participation in the proceedings related to that matter.

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. The vice chairperson works closely with the chairperson, providing support through shared responsibilities, and, when the chairperson is absent, assumes the duties of same.

Section 2. The DDA shall elect from its membership a secretary/treasurer. The secretary/treasurer assures that meeting minute of the Executive Director are accurate and the financial report from the City Treasurer, accurately reflect revenue and expenses. 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 shall serve 1-year terms and may serve no more than three consecutive terms in any specific office.

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 Board.

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

Section 3. Each agenda of regular and special meetings of the DDA shall provide for "Public Comment." Under this item, citizens shall have a reasonable opportunity to be heard. Any person may address the DDA, with permission of the Chairperson. At a regular meeting of the DDA.

Any matter brought up from the citizen may be referred to another time or referred for study and recommendation upon request of the DDA Board. If a majority of the DDA Board present agrees, said matter may be acted upon immediately. The Chairperson may allow inquiries or comments to be made at such time as the related subject appears on the prepared agenda.

Section 4. A majority roll call vote of members appointed and serving shall be required to call a closed session, for closed sessions permitted under Section 8 of Act 267 of 1976.

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

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

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

ARTICLE VI Special Meetings

Section 1. Special meetings of the DDA Board may be called upon written request of the Chairperson or any three members of the Board on 24-hours written notice to each member of the DDA Board. The written notice shall designate the purpose of such meeting and shall be served personally or left at the usual place of residence or business of each Board member. Any special meeting at which all members of the DDA are present or have waived notice in writing shall be a legal meeting for all purposes.

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

ARTICLE VII Annual Meeting

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

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

ARTICLE VIII Director

Section 1. The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. A member of the board is not eligible to hold the position of director. The director shall be the chief executive officer of the authority.

Section 2. The DDA Executive Director shall manage the daily operations of the DDA. The Executive Director shall be responsible for coordinating the implementation of the DDA's policies and projects and such other duties as the DDA Board may require. The Executive Director shall receive for his/her services such compensation as may be determined by the DDA.

Section 3. The DDA Executive Director shall report directly to the DDA Board. The DDA Executive Director shall supervise all other staff of the DDA.

Section 4. The DDA Executive Director shall be the Chief Executive Administrator of the DDA. Subject to the approval of the DDA Board, the Executive Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018. The DDA Executive Director shall attend all meetings of the DDA Board and shall render to the DDA Board and the municipality a monthly report covering the activities and financial condition of the DDA.

Section 5. The DDA Executive Director shall serve at the pleasure of the DDA Board and sign a written contract signed and approved by the DDA Board and the municipality. Contract agreements shall be signed by the staff, DDA Executive Director, and DDA Chairperson.

Section 6. An annual performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance by the DDA Board.

ARTICLE IX Committees

Section 1: The DDA shall create standing committees as the board of directors determines necessary to carry out the business of the authority. No fewer than three (3) individuals shall serve on each committee/advisory board.

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

Section 3: The maximum number of individuals allowed to serve on each committee/advisory board shall be at the discretion of the individual committee/advisory board's Chairperson.

Section 4: The DDA Executive Director shall act as a permanent consultant to each committee/advisory board without needing to be in attendance at all meetings.

Section 5: The committee/advisory boards may include outside consultants, residents of the city and business people of the DDA district.

Section 6: A committee/advisory member, shall serve at the pleasure of the DDA Board and be appointed to said by the Board.

Section 7: All Committee meetings will be open to the public but are not required to follow the Open Meetings Act.

Section 8. Each Committees shall: notify the Board of all meeting times, dates and locations so as to aid in publicity and recruitment of additional help; keep written minutes of each meeting to be included in the monthly packets and filed with the DDA; keep the DDA Executive Director informed of the events of each meeting by means of the Chairperson if the Director was unable to attend; fulfill charges of and answer to the DDA; act in the best interest of the DDA at all times.

ARTICLE X Contracts and Funds

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

Section 2. All orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the DDA shall be submitted to City of St. Johns for payment. As required by the Act, the financial records of the Authority shall always be open to the public and a monthly accounting of expenses will be made at a regular board meeting.

Section 3: The board shall annually prepare a budget and shall submit same to the municipality for final approval.

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

ARTICLE XI Fiscal Year

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

ARTICLE XII
Citizens Council

Section 1. A citizens council must be established and convene a minimum of 1(one) meeting per year.

Section 2. The citizens council shall be composed of 9 members who reside in the district and will be 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

GL Number	Description	01/31/2022 Amended Budget	YTD As Of 01/31/2022	2021-22 Projected	2022-23 Requested
--- Estimated Revenue ---					
681-000-544.005	GRANTS	0.00	0.00	0.00	25,000.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	0.00	106.98	0.00	0.00
681-000-671.000	MISCELLANEOUS REVENUE	2,500.00	0.00	0.00	0.00
681-000-671.007	FARMERS' MARKET	1,300.00	1,351.00	0.00	1,300.00
681-000-671.010	CAR SHOWS	2,000.00	2,380.00	0.00	2,000.00
681-000-671.018	MINT FESTIVAL	18,000.00	22,058.00	0.00	20,000.00
681-000-671.024	WINTER FESTIVAL	3,500.00	4,420.00	0.00	4,750.00
681-000-671.026	SOAP BOX DERBY	8,000.00	8,000.00	0.00	8,000.00
681-000-671.028	BALL DROP	0.00	0.00	0.00	0.00
681-000-671.031	MARKETING CO-OP	0.00	4,250.00	0.00	5,000.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	27,000.00	31,424.03	0.00	35,875.00
681-000-675.005	CORPORATE SPONSORS	4,500.00	3,750.00	0.00	600.00
681-000-675.008	MURALS & SCULPTURES	0.00	0.00	0.00	0.00
681-000-699.001	FUND BALANCE/RESERVES	0.00	0.00	0.00	0.00
681-000-699.035	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00
Total Estimated Revenue:		66,800.00	77,740.01	0.00	102,525.00
--- Appropriations ---					
681-173-729.000	POSTAGE	100.00	0.00	0.00	0.00
681-173-730.000	OFFICE SUPPLIES/ADM	100.00	0.00	0.00	100.00
681-173-751.000	EVENT COSTS	0.00	1,040.00	0.00	1,200.00
681-173-751.001	FARMERS' MARKET	1,000.00	800.00	0.00	1,000.00
681-173-751.002	CAR SHOWS	2,000.00	1,606.24	0.00	1,500.00
681-173-751.003	MINT FESTIVAL	12,000.00	12,214.98	0.00	15,000.00
681-173-751.007	WINTER FESTIVAL	6,500.00	4,095.00	0.00	5,500.00
681-173-751.008	SOAP BOX DERBY	8,000.00	1,360.92	0.00	8,000.00
681-173-751.009	BALL DROP	1,000.00	0.00	0.00	0.00
681-173-751.010	FALL FESTIVAL	0.00	590.00	0.00	600.00
681-173-751.011	SPRING FESTIVAL	0.00	0.00	0.00	500.00
681-173-804.000	ADMINISTRATION CHARGES	2,635.00	1,317.50	0.00	2,688.00
681-173-814.002	WEBSITE	200.00	300.00	0.00	300.00
681-173-818.000	CONTRACTUAL SERVICES	18,900.00	10,575.00	0.00	18,900.00
681-173-818.040	DOWNTOWN IMPROVEMENT	12,000.00	5,196.98	0.00	7,000.00
681-173-826.086	AUDIT FEES	410.00	0.00	0.00	410.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	300.00	138.18	0.00	300.00
681-173-870.001	MARKETING INCENTIVE	5,500.00	12,335.48	0.00	10,000.00
681-173-870.007	GRANTS	0.00	0.00	0.00	25,000.00
681-173-870.008	MUSIC	0.00	0.00	0.00	1,000.00
681-173-900.000	PRINT AND PUBLISHING	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	6,000.00	1,896.42	0.00	1,000.00
681-173-960.000	EDUCATION AND TRAINING	0.00	0.00	0.00	1,000.00
681-173-961.000	PROFESSIONAL DUES	0.00	0.00	0.00	1,125.00
Total Appropriations:		76,645.00	53,466.70	0.00	102,123.00
Net of Revenues & Appropriations:		(9,845.00)	24,273.31	0.00	402.00

GL Number	Description	01/31/2022 Amended Budget	YTD As Of 01/31/2022	2021-22 Projected	2022-23 Requested
--- Estimated Revenue ---					
248-000-404.000	CURRENT PROPERTY TAX	0.00	0.00	0.00	39,400.00
248-000-543.010	GRANTS	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	0.00	(9.16)	0.00	0.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00
Total Estimated Revenue:		0.00	(9.16)	0.00	39,400.00
--- Appropriations ---					
248-451-804.000	ADMINISTRATION CHARGES	987.00	493.50	0.00	1,000.00
248-451-818.000	CONTRACTUAL SERVICES	1,350.00	2,767.00	0.00	2,100.00
248-451-818.040	DOWNTOWN IMPROVEMENT	0.00	6,300.00	0.00	6,000.00
248-451-880.007	FACADE GRANTS	0.00	0.00	0.00	10,000.00
248-451-956.000	MISCELLANEOUS	0.00	852.98	0.00	0.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00
Total Appropriations:		2,337.00	10,413.48	0.00	19,100.00
Net of Revenues & Appropriations: Net of Revenues & Appropriations:		(2,337.00)	(10,422.64)	0.00	20,300.00