



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
April 6,2022
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 March 2,2022
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through March 31,2022
- D. *Director's Report

4. Communications

- A. Update from St Johns Area Chamber of Commerce.

5. Old Business

- A.

6. New Business

- A. Budget
- B. Spring Fling
- C. Pride Event June 18th

Next Regular PSD/DDA Board Meeting May 4, 2022 at 11:30 at Main Street Cafe



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**AGENDA
Downtown Development Authority
April 6, 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 March 2,2022
- B. *City of St Johns monthly financial report through March 31,2022

4. Communications

5. Old Business

- A. Design Committee Report
- B. Arch Across Main Street
- C. By-Laws

6. New Business

- A. Budget

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

Next Regular PSD/DDA Board Meeting May 4, 2022 at 11:30 at Main Street Cafe



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

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Meeting Minutes
Principal Shopping District
March 2, 2022

11:30 am, At Main Street Café

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Members Present: Amber Haubert, Dave Kudwa, Tracy Kossaras, Corinne Trimbach, Ed Brandon, Mariah Leiby(On the phone) and Jason Butler.

Other Present: Jason Denovich, Jaime Madar, Theresa Huard, Tami DeMello. Joe Herman Steve VanElls, Dave Kirk and Heather Hanover

1. **Meeting was called to Order by Vice Chairman Butler at 11:30**
2. **There were no Additions to the Agenda,** Motion to approve the agenda as presented by Dave Kudwa, seconded by Tracy Kossaras, motion carried.
3. **Motion to Approve the Consent Agenda made by Dave Kudwa** seconded by Corinne Trimbach, motion carried.
 - A. Minutes of meeting dated Feb 2, 2022
 - B. Minutes of the Executive, Marketing and Events Committee Meetings
 - C. City of St Johns monthly financial report through Feb 23,2022
 - 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 March 17th with Sara Beauchamp-Hicks presenting and at the April luncheon SBAM will be giving a talk. The Chamber is in the process of hiring an Events Coordinator, they have 6 good candidates. They are also setting up a Community Calendar and would like to have everyone add events. Heather has been adding downtown events. They are working on getting more trucks for the 'Touch a Truck ' event that will be downtown during the Spring Fling this year.
5. **Old Business**
 - A. None to
6. **New Business**
 - A. Budget: Heather and the city treasurer have created a budget for the PSD and one for the DDA. If everyone could review it and get any questions or concerns to Heather, we will approve it at the April Board meeting
 - B. Credit Cards: There was discussion of the use of credit cards at events and to sign up vendors online. It was the general consensus that less and less people carry cash now a days and that we loss out on sales, so we should offer credit card payments. It was also felt that charging the added fee to the customer was not a good idea. Heather will get with the city and their credit card processor to see what their rates are
 - C. Grand Opening for the store MAEhem handcrafted will be March 12th.

Motion to Adjourn made by Corinne Trimbach, seconded by Tracy Kossaras, motion carried.
Meeting adjourned at 11:54 am

Next Regular Meeting April 6, 2022



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Executive Director Activity for March 2022

- A. Attended Michigan Downtown Assoc. Meeting in Grand Ledge
- B. Added Agenda to City Website
- C. Posted events and happenings on Downtown and Community Facebook pages
- D. Budget for PSD Reviewed
- E. Budget of DDA Reviewed
- F. Events Committee meeting, agenda and minutes
- G. Marketing Committee meeting agenda and minutes
- H. Executive Committee meeting, agenda and minutes
- I. Attended RBW informational meeting
- J. Collected Sponsors for Spring Banners.
- K. Attended all interviews of prospective new chamber events coordinator.
- L. Meet with City about DDA TIF
- M. Turned in Bills and deposits to the City Treasurer
- N. Attended Chamber Meetings
- O. Applied for Buy Nearby Grant
- P. Meet with Steve Martin about planters in the downtown
- Q. Attended City Council Meeting
- R. Cleaning out more files at office
- S. Board Meeting Minutes and agenda
- T. Made changes to the DDA By laws
- U. Checking with Bands for Mint Fest
- V. Meet with business owner about expansion
- W. Meet with Call in Coalition
- X. Filed Event forms for Spring Fling and Soap Box Derby.
- Y. Order Bathrooms for Spring Fling and Soap Box Derby
- Z. Arranged for music for Spring Fling
- AA. Added events to the Chamber's City Calendar



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Meeting Minutes
Downtown Development Authority
March 2, 2022 Main Street Cafe

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Members Present: Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach, Ed Brandon, Mariah Leiby(On the phone) and Jason Butler.

Other Present: Jason Denovich, Jaime Madar, Theresa Huard, Tami DeMello. Joe Herman Steve VanElls, Dave Kirk and Heather Hanover

1. Meeting was called to Order by Vice Chairman Butler at 11:55 pm

2. Additions to the Agenda: Motion by Ed Brandon, seconded by Amber Haubert to approve the agenda as presented, motion carried.

3. Motion to Approve the Consent Agenda as presented, made by Ed Brandon seconded by Amber Haubert, motion carried.

A. Minutes of meeting dated Feb 2, 2022

B. City of St Johns monthly financial report through Feb 23,2022

4. Communications

A. Dave Kudwa wanted to make sure that most requests go through Heather first. It can be confusing for staff and time consuming if they get requests from different business owners. If it comes from Heather, they will know the actions and funding requests are from the board. Going through Heather should be the first option but the city staff are always available for questions.

5. Old Business

A. Design Committee Recommendation: At the February meeting the board approved the purchase of 39 hanging reservoir baskets and their brackets which Amber Haubert and the Design Committee have been researching. After further discussions with the city, it was decided that only the poles that are securely set would be able to support the extra 85 pounds of weight. Amber asked the city to check on the poles and get back with the basket designers so that they can begin production. As of the meeting there was still no information about the poles. The basket designer will only keep our price open for one more day. Dave will make sure DPW director Steve Martin gets back to the basket company before the deadline. Since, there are only 12 poles that will be able to support the weight of the baskets, Amber is requesting 12 hanging baskets and 12 ground planters, which actually cost less than the amount previously approved. Motion by Dave Kudwa, seconded by Tracy Kossaras, to allow the Design Committee to spend up to \$11,000 on the new reservoir plant containers, motion carried.

B. TIF Public Hearing: The public hearing to approve the TIF for the DDA financing is set for the March 14th City Council meeting at 6pm in the court house.

C. Resident Council: The council was formed and the first meeting accomplished.

D. By-Laws: There was discussion of the new By-laws, the terms of office, the attendance policy and having defined committees in the by-laws. It was decided to keep most of the changes the executive committee made to the by laws with the exception of reworking the area with the budget and what amount must be brought to the board for approval. The general consensus is that any expense over \$1000 should be brought to the board for approval. Heather will make the changes and resend the by laws with next month's packet. The approved by-laws will be forwarded to the city attorney and city council for approval.

6. New Business

A. None

7.Public Comment: Heather mentioned that the planning commission will be discussing apartment size and parking in the downtown at their next meeting March 9th at 5:30. The grant from CRCF for façade improvements made it to stage 2, she will fill out the necessary paper work for the next round. Corinne Trimbach had to leave at 12:30, so there was no quorum nor votes after 12:30 pm, except for the vote to adjourn.

Motion to adjourn DDA meeting by Dave Kudwa, seconded by Amber Haubert, motion carried, meeting adjourned at 12:42 pm

Next Regular Meeting April 6, 2022

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	AVAILABLE BALANCE
Fund 681 - PRINCIPAL SHOPPING DISTRICT					
Revenues					
Dept 000 - REVENUE					
681-000-544.005	GRANTS	50,000.00	0.00	0.00	0.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	156.61	0.00	119.33	(119.33)
681-000-671.000	MISCELLANEOUS REVENUE	4,000.00	2,500.00	0.00	2,500.00
681-000-671.007	FARMERS' MARKET	1,184.00	1,300.00	1,351.00	(51.00)
681-000-671.010	CAR SHOWS	0.00	2,000.00	2,380.00	(380.00)
681-000-671.018	MINT FESTIVAL	0.00	18,000.00	22,058.00	(4,058.00)
681-000-671.024	WINTER FESTIVAL	0.00	3,500.00	4,670.00	(1,170.00)
681-000-671.026	SOAP BOX DERBY	(2,800.00)	8,000.00	8,000.00	0.00
681-000-671.028	BALL DROP	0.00	0.00	0.00	0.00
681-000-671.031	MARKETING CO-OP	0.00	0.00	4,500.00	(4,500.00)
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	0.00	0.00	750.00	(750.00)
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	29,622.61	27,000.00	31,599.03	(4,599.03)
681-000-675.005	CORPORATE SPONSORS	3,800.00	4,500.00	3,750.00	750.00
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 Dept 000 - REVENUE		85,963.22	66,800.00	79,177.36	(12,377.36)
TOTAL REVENUES		85,963.22	66,800.00	79,177.36	(12,377.36)
Expenditures					
Dept 173 - ADMINISTRATION DEPARTMENT					
681-173-729.000	POSTAGE	0.00	100.00	0.00	100.00
681-173-730.000	OFFICE SUPPLIES/ADM	388.76	100.00	0.00	100.00
681-173-751.000	EVENT COSTS	300.00	0.00	1,040.00	(1,040.00)
681-173-751.001	FARMERS' MARKET	600.00	1,000.00	800.00	200.00
681-173-751.002	CAR SHOWS	200.00	2,000.00	1,606.24	393.76
681-173-751.003	MINT FESTIVAL	200.00	12,000.00	12,214.98	(214.98)
681-173-751.007	WINTER FESTIVAL	7,325.31	6,500.00	4,095.00	2,405.00
681-173-751.008	SOAP BOX DERBY	0.00	8,000.00	1,360.92	6,639.08
681-173-751.009	BALL DROP	0.00	1,000.00	0.00	1,000.00
681-173-751.010	FALL FESTIVAL	0.00	0.00	590.00	(590.00)
681-173-751.011	SPRING FESTIVAL	0.00	0.00	0.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	2,583.00	2,635.00	1,976.25	658.75
681-173-814.002	WEBSITE	150.00	200.00	300.00	(100.00)
681-173-818.000	CONTRACTUAL SERVICES	14,018.00	18,900.00	13,725.00	5,175.00
681-173-818.040	DOWNTOWN IMPROVEMENT	10,446.94	12,000.00	5,472.58	6,527.42
681-173-826.086	AUDIT FEES	410.00	410.00	200.00	210.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	299.00	300.00	184.18	115.82
681-173-870.001	MARKETING INCENTIVE	13,021.84	5,500.00	12,335.48	(6,835.48)
681-173-870.007	GRANTS	50,000.00	0.00	0.00	0.00
681-173-870.008	MUSIC	0.00	0.00	0.00	0.00
681-173-900.000	PRINT AND PUBLISHING	45.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	7,232.84	6,000.00	2,226.42	3,773.58
681-173-960.000	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00
681-173-961.000	PROFESSIONAL DUES	0.00	0.00	0.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		107,220.69	76,645.00	58,127.05	18,517.95
TOTAL EXPENDITURES		107,220.69	76,645.00	58,127.05	18,517.95
Fund 681 - PRINCIPAL SHOPPING DISTRICT:					
TOTAL REVENUES		85,963.22	66,800.00	79,177.36	(12,377.36)
TOTAL EXPENDITURES		107,220.69	76,645.00	58,127.05	18,517.95
NET OF REVENUES & EXPENDITURES		(21,257.47)	(9,845.00)	21,050.31	(30,895.31)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-002.000 CASH - IMM/PRI ACCT 1289							
							(Continued)
01/28/2022	CD	CHK	Check: 03 5790	5790(A)		23.00	38,670.49
02/15/2022	CD	CHK	Check: 03 61070	61070		330.00	38,340.49
02/15/2022	CD	CHK	Check: 03 61092	61092		275.60	38,064.89
02/15/2022	GJ	JE	RECORD CASH TRANSFERS	13318	187.35		38,252.24
02/18/2022	CD	CHK	Check: 03 5839	5839(A)		23.00	38,229.24
02/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 02/24/202		250.00		38,479.24
02/25/2022	CD	CHK	Check: 03 5841	5841(A)		1,575.00	36,904.24
02/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 02/25/202		250.00		37,154.24
03/18/2022	CD	CHK	Check: 03 5902	5902(A)		23.00	37,131.24
03/22/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 03/22/202		750.00		37,881.24
03/31/2022	CD	CHK	Check: 03 5920	5920(A)		1,575.00	36,306.24
06/30/2022			681-000-002.000	END BALANCE	90,841.91	232,153.70	36,306.24
07/01/2021			681-000-002.007 DEBIT CARD-CASH				BEG. BALANCE (23.79)
06/30/2022			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
07/01/2021			681-000-084.015 DUE FROM CURRENT TAX COLLECT				BEG. BALANCE 0.00
07/15/2021	GJ	JE	RECORD TAX REVENUES	12942	5,734.21		5,734.21
07/15/2021	GJ	JE	RECORD CASH TRANSFERS	12946		5,734.21	0.00
07/29/2021	GJ	JE	RECORD TAX REVENUES	12950	7,500.00		7,500.00
07/31/2021	GJ	JE	RECORD CASH TRANSFERS	12951		7,500.00	0.00
08/12/2021	GJ	JE	RECORD CASH TRANSFERS	12978		11,050.00	(11,050.00)
08/15/2021	GJ	JE	RECORD TAX REVENUES	12977	11,050.00		0.00
08/31/2021	GJ	JE	RECORD CASH TRANSFERS	13049		3,182.83	(3,182.83)
08/31/2021	GJ	JE	RECORD TAX REVENUES	13050	3,182.83		0.00
09/15/2021	GJ	JE	RECORD CASH TRANSFERS	13082		1,401.71	(1,401.71)
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083	1,401.71		0.00
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154	714.09		714.09
09/30/2021	GJ	JE	RECORD CASH TRANSFERS	13155		714.09	0.00
10/15/2021	GJ	JE	RECORD CASH TRANSFERS	13199		1,071.56	(1,071.56)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200	1,071.56		0.00
10/31/2021	GJ	JE	RECORD CASH TRANSFERS	13237		370.77	(370.77)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238	370.77		0.00
11/15/2021	GJ	JE	RECORD CASH TRANSFERS	13259		146.44	(146.44)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260	146.44		0.00
12/15/2021	GJ	JE	RECORD CASH TRANSFERS	13291		96.82	(96.82)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292	96.82		0.00
12/31/2021	GJ	JE	RECORD CASH TRANSFERS	13304		262.58	(262.58)
12/31/2021	GJ	JE	RECORD TAX REVENUES	13305	262.58		0.00
02/15/2022	GJ	JE	RECORD CASH TRANSFERS	13318		187.35	(187.35)
02/15/2022	GJ	JE	RECORD TAX REVENUES	13319	187.35		0.00
06/30/2022			681-000-084.015	END BALANCE	31,718.36	31,718.36	0.00
07/01/2021			681-000-202.000 ACCOUNTS PAYABLE				BEG. BALANCE (4,473.00)
07/07/2021	AP	INV	FRIENDLY FRIDAY SINGER	07/06/2021		150.00	(4,623.00)
07/13/2021	CD	CHK	Check: 03 60507	60507	4,250.00		(373.00)
07/13/2021	CD	CHK	Check: 03 60512	60512	200.00		(173.00)
07/13/2021	CD	CHK	Check: 03 60518	60518	150.00		(23.00)
07/14/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2021	JUL2021		1,500.00	(1,523.00)
07/16/2021	CD	CHK	Check: 03 5330	5330(A)	23.00		(1,500.00)
07/22/2021	AP	INV	WINGIT PERFORMANCE @ MINT FEST/TENT	07/21/2021		1,000.00	(2,500.00)
07/22/2021	AP	INV	MIRANDA & M80'S PERF @ MINT FEST/TEN	07/21/2021		1,200.00	(3,700.00)
07/27/2021	CD	CHK	Check: 03 60542	60542	1,200.00		(2,500.00)
07/27/2021	CD	CHK	Check: 03 60562	60562	1,000.00		(1,500.00)
07/28/2021	AP	INV	2021 MEMBERSHIP	732		1,000.00	(2,500.00)
07/30/2021	CD	CHK	Check: 03 5346	5346(A)	1,500.00		(1,000.00)
08/03/2021	AP	INV	STARTING PETTY CASH; CAR SHOW & BEV	08/10/2021		1,300.00	(2,300.00)
08/04/2021	AP	INV	LIVE REMOTE ANNOUNCER 292.5 @ CAR SH	08/03/2021		100.00	(2,400.00)
08/04/2021	AP	INV	TELEPHONE SERVICE - 08/2021	08/10/2021		23.00	(2,423.00)
08/09/2021	AP	INV	CAR SHOW CASH PRIZES; 2021	08/09/2021		250.00	(2,673.00)
08/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2021	AUG2021		1,500.00	(4,173.00)
08/10/2021	CD	CHK	Check: 03 60583	60583	1,550.00		(2,623.00)
08/10/2021	CD	CHK	Check: 03 60602	60602	100.00		(2,523.00)
08/12/2021	AP	INV	BEER & WINE FOR MINT FESTIVAL 2021	W-852596		8,340.90	(10,863.90)
08/12/2021	CD	CHK	Check: 03 60612	60612	8,340.90		(2,523.00)
08/12/2021	CD	CHK	Check: 03 60661	60661	3,323.65		800.65
08/13/2021	CD	CHK	Check: 03 5372	5372(A)	1,000.00		1,800.65
08/13/2021	CD	CHK	Check: 03 5402	5402(A)	23.00		1,823.65
08/18/2021	AP	VOID	Void Invoice W-852596 02-04-0156	W-852596	8,340.90		10,164.55
08/18/2021	CD	VOID	Check: 03 60612	60612		8,340.90	1,823.65
08/18/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959		3,323.65	(1,500.00)
08/18/2021	AP	INV	MINT CITY CLASSIC; BARLAGE	08/25/2021		290.00	(1,790.00)
08/18/2021	AP	INV	FRIENDLY FRIDAY SINGER	08/11/2021		150.00	(1,940.00)
08/18/2021	AP	INV	BEER TENT SUPPLIES	344197		334.30	(2,274.30)
08/18/2021	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/13-08/14 2021		860.83	(3,135.13)
08/23/2021	CD	CHK	Check: 03 60614	60614	3,323.65		188.52
08/24/2021	CD	CHK	Check: 03 60623	60623	290.00		478.52
08/24/2021	CD	CHK	Check: 03 60633	60633	334.30		812.82
08/24/2021	CD	CHK	Check: 03 60646	60646	150.00		962.82
08/24/2021	CD	CHK	Check: 03 60654	60654	860.83		1,823.65
08/27/2021	CD	CHK	Check: 03 5416	5416(A)	1,500.00		3,323.65
08/27/2021	AP	INV	REIMBURSE; SPECIAL LIQUOR LICENSE FOI	08/25/2021		100.00	3,223.65
08/31/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959		3,323.65	(100.00)
08/31/2021	AP	VOID	Void Invoice W-853959 02-04-0156	W-853959	3,323.65		3,223.65
08/31/2021	CD	VOID	Check: 03 60614	60614		3,323.65	(100.00)
09/08/2021	AP	INV	ADVERTISING; MINT FEST 2021	09/01/2021		1,050.00	(1,150.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-000-202.000 ACCOUNTS PAYABLE				
				(Continued)			
12/09/2021	AP	INV	TELEPHONE SERVICE - 12/2021	12/10/2021		23.18	(2,693.18)
12/14/2021	CD	CHK	Check: 03 60914	60914	2,670.00		(23.18)
12/17/2021	CD	CHK	Check: 03 5686	5686(A)	23.18		0.00
12/17/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2021	DEC2021		1,500.00	(1,500.00)
12/17/2021	AP	INV	CORN SHOCKS, FRAZIER BUNDLE, CONCOLOH	12/09/2021		1,354.00	(2,854.00)
12/17/2021	AP	INV	RADIO ADVERTISING	11N0019890		330.00	(3,184.00)
12/21/2021	AP	INV	BLEACHER RENTALS DOWN PYMNT; SOAP BO	11/04/2021		733.00	(3,917.00)
12/21/2021	AP	INV	RENTALS; 50% PYMNT - SOAP BOX DERBY	21676		627.92	(4,544.92)
12/22/2021	AP	INV	PORTABLE TOILET RENTAL	567008		410.00	(4,954.92)
12/29/2021	CD	CHK	Check: 03 60942	60942	733.00		(4,221.92)
12/29/2021	CD	CHK	Check: 03 60958	60958	627.92		(3,594.00)
12/29/2021	CD	CHK	Check: 03 60989	60989	330.00		(3,264.00)
12/30/2021	CD	CHK	Check: 03 5688	5688(A)	410.00		(2,854.00)
12/30/2021	CD	CHK	Check: 03 5689	5689(A)	1,354.00		(1,500.00)
12/30/2021	CD	CHK	Check: 03 5707	5707(A)	1,500.00		0.00
01/06/2022	AP	INV	LIVE BROADCAST	11D0019890		720.00	(720.00)
01/06/2022	AP	INV	LICENSE FEE; 01/01-12/31/2022	100005809465		390.00	(1,110.00)
01/11/2022	CD	CHK	Check: 03 60991	60991	390.00		(720.00)
01/12/2022	AP	INV	TELEPHONE SERVICE - 01/2022	01/10/2022		23.00	(743.00)
01/13/2022	AP	INV	ANNUAL DDA/PSD WEBSITE HOSTING	23		300.00	(1,043.00)
01/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2022	JAN2022		1,575.00	(2,618.00)
01/14/2022	CD	CHK	Check: 03 5755	5755(A)	720.00		(1,898.00)
01/28/2022	CD	CHK	Check: 03 5773	5773(A)	1,575.00		(323.00)
01/28/2022	CD	CHK	Check: 03 5786	5786(A)	300.00		(23.00)
01/28/2022	CD	CHK	Check: 03 5790	5790(A)	23.00		0.00
02/08/2022	AP	INV	TELEPHONE SERVICE - 02/2022	02/010/2022		23.00	(23.00)
02/08/2022	AP	INV	4 DECORATED 24" WREATHS	02/22/2022		275.60	(298.60)
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKS	02/08/22-HANOVER		110.00	(408.60)
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKS	02/08/22-HAUBERT		110.00	(518.60)
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKS	02/08/22-BUTLER		110.00	(628.60)
02/15/2022	CD	CHK	Check: 03 61070	61070	330.00		(298.60)
02/15/2022	CD	CHK	Check: 03 61092	61092	275.60		(23.00)
02/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2022	FEB2022		1,575.00	(1,598.00)
02/18/2022	CD	CHK	Check: 03 5839	5839(A)	23.00		(1,575.00)
02/25/2022	CD	CHK	Check: 03 5841	5841(A)	1,575.00		0.00
03/10/2022	AP	INV	TELEPHONE SERVICE - 03/2022	03/10/2022		23.00	(23.00)
03/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2022	MAR2022		1,575.00	(1,598.00)
03/18/2022	CD	CHK	Check: 03 5902	5902(A)	23.00		(1,575.00)
03/31/2022	CD	CHK	Check: 03 5920	5920(A)	1,575.00		0.00
06/30/2022			681-000-202.000	END BALANCE	83,747.72	79,274.72	0.00
			681-000-214.001 DUE TO GENERAL FUND				
07/01/2021				BEG. BALANCE			(158,747.85)
07/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	12947		658.75	(159,406.60)
07/01/2021	GJ	JE	ALLOCATE MML POLICY PREMIUMS	12964		5.18	(159,411.78)
10/01/2021	GJ	JE	RECORD QTRLY ADMIN CHARGES	13214		658.75	(160,070.53)
10/26/2021	GJ	JE	TO CLEAR DUE TO/FROM	13216	160,070.53		0.00
12/31/2021	GJ	JE	RCD ALLOCATION OF AUDIT FEES	13352		200.00	(200.00)
01/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	13351		658.75	(858.75)
06/30/2022			681-000-214.001	END BALANCE	160,070.53	2,181.43	(858.75)
			681-000-390.000 Fund Balance				
07/01/2021				BEG. BALANCE			(14,373.39)
06/30/2022			681-000-390.000	END BALANCE	0.00	0.00	(14,373.39)
			681-000-665.000 INTEREST EARNED/INVESTMENTS				
07/01/2021				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)
06/30/2022			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 09/10/20			856.00	(856.00)
11/03/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/03/20			495.00	(1,351.00)
06/30/2022			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 08/25/20			2,380.00	(2,380.00)
06/30/2022			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 08/25/20			20,758.00	(20,758.00)
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/20			1,300.00	(22,058.00)
06/30/2022			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 11/15/20			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	SANTA PARADE	13303	500.00		(3,920.00)
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/20			500.00	(4,420.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-671.024 WINTER FESTIVAL					(Continued)		
02/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 02/24/2021			250.00	(4,670.00)
06/30/2022			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)
06/30/2022			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)
02/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 02/25/2022			250.00	(4,500.00)
06/30/2022			681-000-671.031	END BALANCE	0.00	4,500.00	(4,500.00)
681-000-671.033 SPRING FESTIVAL							
07/01/2021				BEG. BALANCE			0.00
03/22/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 03/22/2022			750.00	(750.00)
06/30/2022			681-000-671.033	END BALANCE	0.00	750.00	(750.00)
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)
06/30/2022			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)
06/30/2022			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
06/30/2022			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
06/30/2022			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
08/04/2021	AP	INV	LIVE REMOTE ANNOUNCER 292.5 @ CAR SHC	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
10/20/2021	AP	INV	REIMBURSE; POSTAGE CAR SHOW PLAQUES	10/19/2021	24.24		1,606.24
06/30/2022			681-173-751.002	END BALANCE	1,606.24	0.00	1,606.24
681-173-751.003 MINT FESTIVAL							
07/01/2021				BEG. BALANCE			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/TENT	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 FOI	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
06/30/2022			681-173-751.003	END BALANCE	23,879.53	11,664.55	12,214.98
681-173-751.007 WINTER FESTIVAL							
07/01/2021				BEG. BALANCE			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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-173-751.007 WINTER FESTIVAL				(Continued)			
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
06/30/2022			681-173-751.007	END BALANCE	4,095.00	0.00	4,095.00
681-173-751.008 SOAP BOX DERBY							
07/01/2021					BEG. BALANCE		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
06/30/2022			681-173-751.008	END BALANCE	1,360.92	0.00	1,360.92
681-173-751.010 FALL FESTIVAL							
07/01/2021					BEG. BALANCE		0.00
09/23/2021	AP	INV	PORTABLE UNITS	565932	590.00		590.00
06/30/2022			681-173-751.010	END BALANCE	590.00	0.00	590.00
681-173-804.000 ADMINISTRATION CHARGES							
07/01/2021					BEG. BALANCE		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
01/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	13351	658.75		1,976.25
06/30/2022			681-173-804.000	END BALANCE	1,976.25	0.00	1,976.25
681-173-814.002 WEBSITE							
07/01/2021					BEG. BALANCE		0.00
01/13/2022	AP	INV	ANNUAL DDA/PSD WEBSITE HOSTING	23	300.00		300.00
06/30/2022			681-173-814.002	END BALANCE	300.00	0.00	300.00
681-173-818.000 CONTRACTUAL SERVICES							
07/01/2021					BEG. BALANCE		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; 11/30/2021	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
02/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2022	FEB2022	1,575.00		12,150.00
03/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2022	MAR2022	1,575.00		13,725.00
06/30/2022			681-173-818.000	END BALANCE	13,725.00	0.00	13,725.00
681-173-818.040 DOWNTOWN IMPROVEMENT							
07/01/2021					BEG. BALANCE		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, CONCOLOI	12/09/2021	1,354.00		5,196.98
02/08/2022	AP	INV	4 DECORATED 24" WREATHS	02/22/2022	275.60		5,472.58
06/30/2022			681-173-818.040	END BALANCE	5,472.58	0.00	5,472.58
681-173-826.086 AUDIT FEES							
07/01/2021					BEG. BALANCE		0.00
12/31/2021	GJ	JE	RCD ALLOCATION OF AUDIT FEES	13352	200.00		200.00
06/30/2022			681-173-826.086	END BALANCE	200.00	0.00	200.00
681-173-853.004 MONTHLY & LONG DISTANCE SERV							
07/01/2021					BEG. BALANCE		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
02/08/2022	AP	INV	TELEPHONE SERVICE - 02/2022	02/010/2022	23.00		161.18
03/10/2022	AP	INV	TELEPHONE SERVICE - 03/2022	03/10/2022	23.00		184.18
06/30/2022			681-173-853.004	END BALANCE	184.18	0.00	184.18
681-173-870.001 MARKETING INCENTIVE							
07/01/2021					BEG. BALANCE		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 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/SWANY'S COO	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/SIMPLIFIEI	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 BARI	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 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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-173-870.001 MARKETING INCENTIVE	(Continued)			
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 BARI	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/ 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
06/30/2022			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 WRKS	02/08/22-HANOVER	110.00		2,006.42
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKS	02/08/22-HAUBERT	110.00		2,116.42
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKS	02/08/22-BUTLER	110.00		2,226.42
06/30/2022			681-173-956.000	END BALANCE	2,226.42	0.00	2,226.42
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					436,670.12	436,670.12	0.00

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	AVAILABLE BALANCE
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000 - REVENUE					
248-000-404.000	CURRENT PROPERTY TAX	0.00	0.00	0.00	0.00
248-000-543.010	GRANTS	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(140.79)	0.00	(9.16)	9.16
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		(140.79)	0.00	(9.16)	9.16
TOTAL REVENUES		(140.79)	0.00	(9.16)	9.16
Expenditures					
Dept 451 - NEW CONSTRUCTION					
248-451-804.000	ADMINISTRATION CHARGES	968.00	987.00	740.25	246.75
248-451-818.000	CONTRACTUAL SERVICES	1,517.00	1,350.00	3,117.00	(1,767.00)
248-451-818.040	DOWNTOWN IMPROVEMENT	0.00	0.00	12,870.69	(12,870.69)
248-451-880.007	FACADE GRANTS	0.00	0.00	0.00	0.00
248-451-956.000	MISCELLANEOUS	0.00	0.00	852.98	(852.98)
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		2,485.00	2,337.00	17,580.92	(15,243.92)
TOTAL EXPENDITURES		2,485.00	2,337.00	17,580.92	(15,243.92)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		(140.79)	0.00	(9.16)	9.16
TOTAL EXPENDITURES		2,485.00	2,337.00	17,580.92	(15,243.92)
NET OF REVENUES & EXPENDITURES		(2,625.79)	(2,337.00)	(17,590.08)	15,253.08

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
03/15/2022	CD	CHK	Check: 03 61151	61151		6,570.69	53,801.94
03/31/2022	CD	CHK	Check: 03 5920	5920(A)		175.00	53,626.94
06/30/2022			248-000-002.000	END BALANCE	0.00	16,849.83	53,626.94
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
03/10/2022	AP	INV	CROWN DIST AUDIO POWER AMP, SPEAKER (030322.1		6,570.69	(6,570.69)
03/15/2022	CD	CHK	Check: 03 61151	61151	6,570.69		0.00
03/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2022	MAR2022		175.00	(175.00)
03/31/2022	CD	CHK	Check: 03 5920	5920(A)	175.00		0.00
06/30/2022			248-000-202.000	END BALANCE	16,840.67	16,840.67	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)
01/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	13351		246.75	(740.25)
06/30/2022			248-000-214.001	END BALANCE	0.00	740.25	(740.25)
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
01/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	13351	246.75		740.25
06/30/2022			248-451-804.000	END BALANCE	740.25	0.00	740.25
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
03/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2022	MAR2022	175.00		3,117.00
06/30/2022			248-451-818.000	END BALANCE	3,117.00	0.00	3,117.00
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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
248-451-818.040 DOWNTOWN IMPROVEMENT					(Continued)		
11/08/2021	AP	INV	REPAIR DISTRIBUTED AUDIO SYSTEM	110221.1	5,300.00		6,300.00
03/10/2022	AP	INV	CROWN DIST AUDIO POWER AMP, SPEAKER (030322.1	6,570.69		12,870.69
06/30/2022			248-451-818.040	END BALANCE	12,870.69	0.00	12,870.69
248-451-956.000 MISCELLANEOUS					BEG. BALANCE		
07/01/2021							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
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					34,430.75	34,430.75	0.00

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

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

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

ARTICLE III
Board

Section 1: The DDA Board shall be comprised of no less than 9 and no more than 13 members. 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 of the board in recruiting volunteers for the DDA Board and committees, to seek out a broad and diverse spectrum of points of view and interests and to include representatives from both the residential and business communities in order to insure the broadest possible participation and support from the community.

Section 3: DDA Board members shall serve four-year terms, 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 8: 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 minutes of the Executive Director are accurate and the financial reports 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

Section 1: An annual meeting of the DDA Board shall be held in the month of June each year. The purpose of the meeting is to review Board member appointments, vote on the Board of Directors (Chairperson, Vice Chairperson and Secretary/Treasurer), assess yearly goals and accomplishments, and perform strategic planning for the upcoming year.

ARTICLE VIII
Director

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

The DDA Executive Director shall:

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

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

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

Section 4: 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.

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

Section 3: The maximum number of individuals allowed to serve on each committee shall be at the discretion of the individual committee's Chairperson. The committees may include outside consultants, residents of the city and business people of the DDA district. A committee member, shall serve at the pleasure of the DDA Board and be appointed to the committee by the Board

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

Section 5: All Committee meetings will be open to the public but are not required to follow the Open Meetings Act. Each Committee Chair shall: notify the Board of all meeting times, dates and locations so as to aid in publicity and recruitment of additional members; keep written minutes of each meeting to be included in the monthly packets and filed with the DDA; keep the DDA Executive Director informed of the events of each meeting; fulfill charges of and answer to the DDA; act in the best interest of the DDA at all times. Committee meeting shall be scheduled monthly at a regular time and date. Cancellation of monthly meetings should be done with at least 24 hours notice.

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

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

Section 4: The 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. Contracts and Funds

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

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
Citizen’s Council

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

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

ARTICLE XIII
District Boundaries

Section 1: The Authority shall exercise its powers within the following area of the downtown district of the City of St. Johns: SEE ATTACHMENT “A” for district boundaries,

ARTICLE XIV
BYLAWS

Section 1: The Board shall have the power to make, alter or amend the bylaws in whole or in part, to be effective upon approval of the City Commission. Written copies of the proposed changes shall be delivered to the Board prior to submission for approval at the next preceding regular or special meeting of the Board.

Section 2: These bylaws shall become effective upon approval of the City Commission of the City Of St. Johns. Until such approval the bylaws shall be temporary bylaws for the Authority.

Approved by the City Of St. Johns DDA Board on

Date of Approval

Secretary

Date_____

Approved by the City Commission of the City Of St. Johns on

Date of Approval

Date_____

St Johns City Clerk



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

March 10, 2022

Members Attending: Corrine Trimbach, Mariah Leiby, Jamie Madar, Nancy McKinley, Jason Butler and Heather Hanover

1. Spring Fling: Heather will work on sponsors. Jamie will make up a flier to give to the businesses about the events and getting ready. It was decided to have the event in the first block of Clinton Ave and the 2 side streets on Walker. Heather will file event forms and order 2 bathrooms to be set by Rehman's. She will also contact Jim Pontack about performing from 11-1. Mariah is working with vendors and will make us event fliers when all the activities and sponsors are firmed up.
2. Soap Box Derby: The event was discussed and the areas to be blocked off determined. Heather will file the event forms with the city and order 8 bathrooms which will be placed 4 on each side of the downtown as spectators will not be able to cross the street. The Soap Box committee will get their own banner for across Main Street.
3. Other: There was talk of the fence at the Beverage Tent, moving the event to Main Street, using credit cards and food trucks. We will discuss mint festival more after Spring Fling.



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Marketing Committee Minutes
March 10 ,2022, 11:30 am
PSD Office

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

1. Marketing Budget: It was decided to go ahead with the holiday co-op program for next year, the farmer's market advertising, the live remote during the Mint Fest Car Show and instead of a live remote during the holiday, to change to the radio spot proposal from Z92.5. Cross street and pole banner responsibility still needs to be ironed out. Heather will add proposed items to agenda or next board meeting for budget approval.
2. Committee Descriptions: Tyler provided a document with a lot of ideas for the Marketing Committee. The Committee needs to review and come up with a mission statement, purpose and responsibilities. It would also be nice to have more members for the committee.
3. Promo Grant: Michigan Retailers are giving out \$7500 grants to promote "Buy Near By" We will apply in conjunction with the Chamber and the Holiday Market/Peppermint Parade group . Application is due April 1st and we need a slogan. Jason suggested getting some creatives on board to help with ideas.



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Executive Committee Meeting Minutes
March 28, 2022

Members attending: Tyler Barlage, Bruce Delong and Heather Hanover

1. By Laws: The proposed by-laws were reviewed. Committee structure was discussed, announcing committee meetings and having a regular schedule, having the executive director attend whenever possible and following the open meetings act as much as possible was proposed but it is not a requirement (per city attorney). Adding language about the yearly budget and how finances are handle was discussed and will be updated in by laws per discussion. Heather will make the changes and include the by-laws in the packet for the April Board meeting.
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 budget was discussed and will be placed on the April agenda for board approval and subsequent referral to the city council.
3. Pride Event is Scheduled for June 18th. Heather Helped them fill out the forms but they are responsible for their own event and the event will go to the city council for approval.