



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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

AGENDA
Principal Shopping District Annual Meeting
June 1,2022
11: 30 am, At Main Street Cafe

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

* Indicates an attachment

1. Call to Order

2. Additions to the Agenda

3. Approval of the Consent Agenda:

- A. *Minutes of meeting dated May 4,2022
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through May 31,2022
- D. *Director's Report

4. Communications

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

5. Old Business

- A. none

6. New Business

A. Annual Meeting:

- 1. Election of Officers
- 2. Marketing Report
- 3. Events Report
- 4. Executive Committee Report
- 5. Review of Committees Members
- 6. Year in Review
- 7. Goals for next year

B. Parking Committee

C. Friday Brown Box Concert

D. By-Laws PSD

Next Regular PSD/DDA Board Meeting July 13, 2022 at 11:30 at Main Street Cafe



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Mariah Leiby-Chair
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**Executive, Finance,
Strategic Planning**
Tyler Barlage
Bruce Delong
Dave Kudwa
Jason Butler

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eather Hanover
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AGENDA

Downtown Development Authority Annual Meeting

June 1, 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 May 4,2022
- B. *City of St Johns monthly financial report through May 31,2022

4. Communications

- A. None

5. Old Business

- A. None

6. New Business

A. Annual Meeting:

- 1. Election of Officers
- 2. Design Report
- 3. Review of Committees Member
- 4. Year in Review
- 5. Goals for next year

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

Next Regular PSD/DDA Board Meeting July 13, 2022 at 11:30 at Main Street Cafe



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Meeting Minutes
Principal Shopping District
May 4, 2022

11:30 am, At Main Street Café

BOARD OF DIRECTORS
2021 - 2022

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Tyler Barlage
Community Christian Church

Vice-Chairman
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Butler Financial

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Bruce Delong
Clinton County Commissioner

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Tyler Barlage-Chair
Jason Butler
Erica Hayes

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

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

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

Other Present: Jason Denovich, Kim Zuehlke, Sara Morrison, Jason Miller and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:30 Barlage**
2. **Additions to the Agenda**, Motion to approve the agenda with the addition of the Annual Meeting under New Businesses, was made by Bruce Delong, seconded by Dave Kudwa, motion carried.
3. **Motion to Approve the Consent Agenda made by** Bruce Delong, seconded by Erica Hayes, motion carried.
 - A. Minutes of meeting dated April 6, 2022
 - B. Minutes of the Executive and Events Committee Meetings
 - C. City of St Johns monthly financial report through April 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 is on May 19th and it will be at the St Johns Brewery. The speaker will be Hannah Gottschalk from the St Johns Safe Center. The Chamber has a large line up of vehicles for the touch a truck event that is happening with the Spring Fling this weekend. This will be the first Chamber/PSD combined event in years. Mariah is doing a great job. The Soap Box Derby is still in need of people to help with car assembly but things are coming together.
5. **Old Business**
 - A. Spring Fling is this Saturday. The city is providing a dumpster for trash. Around 40 vendors are coming and we will need some volunteers to help set up.
6. **New Business**
 - A. Sign for office. Bruce stated that he can make a sign that has both the Chamber and the Downtown logo on it for placement outside the office at the firehall. The cost will be \$100 per group. Motion by Erica Hayes, seconded by Jason Butler to go ahead with the sign, motion carried.
 - B. It a Thursday Thing: It looks like we did not get a grant for the Thursday Concerts downtown. The event committee would still like to have 12 concerts. They would like the board to pay for 8 and they will get sponsors for the other 4. motion by Corrine, seconded by Erica Hayes to approve the expense, motion carried.
 - C. Mint Fest Beverage Tent: Mariah Leiby and Jason Butler would like to move the Beverage tent to main street and rent a stage. There was a lot of discussion on the change. More details will be provided by the Events Committee. They will work within the approved budget
 - D. Motion to Approve Application for Special liquor license for the Friday and Saturday night Mint Fest Beverage Tent was made by Bruce Delong, seconded by Dave Kudwa and the motion carried 10 to 0.
 - E. By Laws for the PSD: It was decided to have the PSD by-laws be similar to the DDA by-laws. Heather has made some changes and included some of the elements of the original 1998 by-laws. There was some discussion of the difference between the 2 organizations and the changes that need to be made. If you have any comments or questions get them to Heather before the next meeting.

- F. Mission Statement and Responsibility: All Committees will work to develop their descriptions and present them to the board for approval.
- G. Annual Meeting: Tyler asked if the board would like a separate meeting as our annual meeting each year in June or if having it at the same time as our usual would suffice. The decision was made to have the annual meeting at our regularly scheduled June meeting and try and focus only on annual meeting topics at that time and save regular items for the next month or the consent agenda.

Motion to Adjourn made by Dave Kudwa, seconded by Erica Hayes, motion carried. Meeting adjourned at 12:09pm

Next Regular Meeting June1, 2022



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Meeting Minutes
Downtown Development Authority
May 4 2022 Main Street Cafe

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

Other Present: Jason Denovich, Kim Zuehlke, Sara Morrison, Jason Miller and Heather Hanover

4. Meeting was called to Order by Vice Chairman Butler at 12:10 pm

5. **Additions to the Agenda:** Motion by Bruce Delong, seconded by Corrine Trimbach to approve the agenda as presented, motion carried.

6. **Motion to Approve the Consent Agenda** as presented, made by Bruce Delong seconded by Ed Brandon, motion carried.

E. Minutes of meeting dated April 6, 2022

F. City of St Johns monthly financial report through April 28,2022

7. Communications

A. None

8. Old Business

A. Design Committee Report: Amber Haubert reported that the ground planters and hanging baskets are looking great. A team of people will be planting the ground planters on May 23rd. Amber would like to get the soil and fertilizer that is recommended by the container manufacturer. The cost is a little under \$500. Since that is still under budget, the board said go ahead. Sherry from the Country Store is growing the plants we need and she says they are looking great. Amber is also creating a folder on the whole process so that anyone that takes her place will have great instructions to follow. Amber also stated that the Design committee is working on the Façade Grant program. She presented a timeline for the program. She will present the Facade Grant program to the board in August. The board can make suggestions and the have final approval in September. The Façade grant program will be announced in September and we will begin taking applications on November 1st. All Grant requests must be in by Feb 1st. In February the Design Committee will evaluate the requests. The top applicants will be presented to the board at the March meeting for final approval. The Winners will be informed by Mid-April and the window for completing the grant will be from April 1st to November 1st. The process will repeat annually. There was discussion on the budget, how much of a match and how the projects will be evaluated. Everyone thought the timeline looked great and await the presentation in August.

B. Arch across Main Street: The St Johns Area Community Fund pledged to support the project with \$2500. They are sending a letter of support. The grant application is due on May 27th.

9. New Business

A. Committee Mission Statements and Responsibilities: Since we decided not to put committees' descriptions into the new by-laws, each committee should come up with their own mission statement and responsibilities to have on file at the office. Tyler will do the Marketing description, Mariah will do Events, Amber will do the Design and Heather will work on the Executive Committee.

7. Public Comment: Kim Zuehlke asked about the trees. Something needs to be done.

Tyler said we will start looking into solutions.

Motion to adjourn DDA meeting made by Bruce Delong, seconded by Ed Brandon, motion carried, meeting adjourned at 12:41 pm

Next Regular Meeting June 1, 2022

User: KKinDE

DB: City Of St Johns

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	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	187.65	0.00	(187.65)	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	4,920.00	0.00	(1,420.00)	140.57
681-000-671.026	SOAP BOX DERBY	(2,800.00)	8,000.00	11,150.00	0.00	(3,150.00)	139.38
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	4,500.00	0.00	(4,500.00)	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	3,750.00	0.00	(3,750.00)	100.00
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	32,575.00	0.00	(5,575.00)	120.65
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	86,621.65	0.00	(19,821.65)	129.67
TOTAL REVENUES		85,963.22	66,800.00	86,621.65	0.00	(19,821.65)	129.67
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	1,100.00	200.00	(100.00)	110.00
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	15,515.32	150.00	(7,515.32)	193.94
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	2,427.00	2,277.00	(2,427.00)	100.00
681-173-804.000	ADMINISTRATION CHARGES	2,583.00	2,635.00	1,976.25	0.00	658.75	75.00
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	16,875.00	1,575.00	2,025.00	89.29
681-173-818.040	DOWNTOWN IMPROVEMENT	10,446.94	12,000.00	14,460.58	8,988.00	(2,460.58)	120.50
681-173-826.086	AUDIT FEES	410.00	410.00	200.00	0.00	210.00	48.78
681-173-853.004	MONTHLY & LONG DISTANCE SERV	299.00	300.00	312.60	77.95	(12.60)	104.20
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	0.00	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	225.00	225.00	(225.00)	100.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		107,220.69	76,645.00	87,499.87	13,492.95	(10,854.87)	114.16

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
TOTAL EXPENDITURES		107,220.69	76,645.00	87,499.87	13,492.95	(10,854.87)	114.16
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		85,963.22	66,800.00	86,621.65	0.00	(19,821.65)	129.67
TOTAL EXPENDITURES		107,220.69	76,645.00	87,499.87	13,492.95	(10,854.87)	114.16
NET OF REVENUES & EXPENDITURES		(21,257.47)	(9,845.00)	(878.22)	(13,492.95)	(8,966.78)	8.92
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		85,822.43	66,800.00	86,612.49	0.00	(19,812.49)	129.66
TOTAL EXPENDITURES - ALL FUNDS		109,705.69	78,982.00	105,430.79	13,667.95	(26,448.79)	133.49
NET OF REVENUES & EXPENDITURES		(23,883.26)	(12,182.00)	(18,818.30)	(13,667.95)	6,636.30	154.48

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681			PRINCIPAL SHOPPING DISTRICT				
07/01/2021			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		177,618.03
07/13/2021	CD	CHK	Check: 03 60507	60507		4,250.00	173,368.03
07/13/2021	CD	CHK	Check: 03 60512	60512		200.00	173,168.03
07/13/2021	CD	CHK	Check: 03 60518	60518		150.00	173,018.03
07/15/2021	GJ	JE	RECORD CASH TRANSFERS	12946	5,734.21		178,752.24
07/16/2021	CD	CHK	Check: 03 5330	5330(A)		23.00	178,729.24
07/26/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/26/2021		1,000.00		179,729.24
07/27/2021	CD	CHK	Check: 03 60542	60542		1,200.00	178,529.24
07/27/2021	CD	CHK	Check: 03 60562	60562		1,000.00	177,529.24
07/30/2021	CD	CHK	Check: 03 5346	5346(A)		1,500.00	176,029.24
07/31/2021	GJ	JE	RECORD CASH TRANSFERS	12951	7,500.00		183,529.24
08/05/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/05/2021		1,000.00		184,529.24
08/10/2021	CD	CHK	Check: 03 60583	60583		1,550.00	182,979.24
08/10/2021	CD	CHK	Check: 03 60602	60602		100.00	182,879.24
08/12/2021	CD	CHK	Check: 03 60612	60612		8,340.90	174,538.34
08/12/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2021		500.00		175,038.34
08/12/2021	GJ	JE	RECORD CASH TRANSFERS	12978	11,050.00		186,088.34
08/12/2021	CD	CHK	Check: 03 60661	60661		3,323.65	182,764.69
08/13/2021	CD	CHK	Check: 03 5372	5372(A)		1,000.00	181,764.69
08/13/2021	CD	CHK	Check: 03 5402	5402(A)		23.00	181,741.69
08/18/2021	CD	VOID	Check: 03 60612	60612	8,340.90		190,082.59
08/23/2021	CD	CHK	Check: 03 60614	60614		3,323.65	186,758.94
08/24/2021	CD	CHK	Check: 03 60623	60623		290.00	186,468.94
08/24/2021	CD	CHK	Check: 03 60633	60633		334.30	186,134.64
08/24/2021	CD	CHK	Check: 03 60646	60646		150.00	185,984.64
08/24/2021	CD	CHK	Check: 03 60654	60654		860.83	185,123.81
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021		23,138.00		208,261.81
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021		1,300.00		209,561.81
08/27/2021	CD	CHK	Check: 03 5416	5416(A)		1,500.00	208,061.81
08/31/2021	CD	VOID	Check: 03 60614	60614	3,323.65		211,385.46
08/31/2021	GJ	JE	RECORD CASH TRANSFERS	13049	3,182.83		214,568.29
09/10/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/10/2021		856.00		215,424.29
09/14/2021	CD	CHK	Check: 03 60686	60686		150.00	215,274.29
09/14/2021	CD	CHK	Check: 03 60718	60718		1,050.00	214,224.29
09/15/2021	GJ	JE	RECORD CASH TRANSFERS	13082	1,401.71		215,626.00
09/17/2021	CD	CHK	Check: 03 5435	5435(A)		3,046.20	212,579.80
09/17/2021	CD	CHK	Check: 03 5453	5453(A)		100.00	212,479.80
09/17/2021	CD	CHK	Check: 03 5473	5473(A)		23.00	212,456.80
09/23/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/23/2021		500.00		212,956.80
09/28/2021	CD	CHK	Check: 03 60730	60730		2,735.98	210,220.82
09/28/2021	CD	CHK	Check: 03 60745	60745		150.00	210,070.82
09/28/2021	CD	CHK	Check: 03 60754	60754		1,895.48	208,175.34
09/30/2021	CD	CHK	Check: 03 5475	5475(A)		590.00	207,585.34
09/30/2021	CD	CHK	Check: 03 5483	5483(A)		1,232.00	206,353.34
09/30/2021	CD	CHK	Check: 03 5488	5488(A)		1,500.00	204,853.34
09/30/2021	GJ	JE	RECORD CASH TRANSFERS	13155	714.09		205,567.43
10/12/2021	CD	CHK	Check: 03 60781	60781		23.00	205,544.43
10/14/2021	CD	CHK	Check: 03 60786	60786		150.00	205,394.43
10/15/2021	GJ	JE	RECORD CASH TRANSFERS	13199	1,071.56		206,465.99
10/26/2021	CD	CHK	Check: 03 60802	60802		210.00	206,255.99
10/26/2021	CD	CHK	Check: 03 60808	60808		191.24	206,064.75
10/26/2021	CD	CHK	Check: 03 60815	60815		100.00	205,964.75
10/26/2021	GJ	JE	TO CLEAR DUE TO/FROM	13216		160,070.53	45,894.22
10/28/2021	CD	CHK	Check: 03 5561	5561(A)		1,524.24	44,369.98
10/28/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/28/2021		1,250.00		45,619.98
10/31/2021	GJ	JE	RECORD CASH TRANSFERS	13237	370.77		45,990.75
11/03/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/03/2021		495.00		46,485.75
11/15/2021	CD	CHK	Check: 03 60857	60857		700.00	45,785.75
11/15/2021	CD	CHK	Check: 03 60858	60858		2,100.00	43,685.75
11/15/2021	CD	CHK	Check: 03 60859	60859		7,190.00	36,495.75
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/2021		4,600.00		41,095.75
11/15/2021	GJ	JE	RECORD CASH TRANSFERS	13259	146.44		41,242.19
11/23/2021	CD	CHK	Check: 03 60868	60868		315.00	40,927.19
11/23/2021	CD	CHK	Check: 03 60882	60882		100.00	40,827.19
11/24/2021	CD	CHK	Check: 03 5629	5629(A)		2,707.00	38,120.19
11/24/2021	CD	CHK	Check: 03 5648	5648(A)		23.00	38,097.19
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/2021		8,820.00		46,917.19
12/02/2021	CD	CHK	Check: 03 60889	60889		200.00	46,717.19
12/02/2021	CD	CHK	Check: 03 60891	60891		100.00	46,617.19
12/02/2021	CD	CHK	Check: 03 60892	60892		200.00	46,417.19
12/02/2021	CD	CHK	Check: 03 60893	60893		200.00	46,217.19
12/14/2021	CD	CHK	Check: 03 60914	60914		2,670.00	43,547.19
12/15/2021	GJ	JE	RECORD CASH TRANSFERS	13291	96.82		43,644.01
12/17/2021	CD	CHK	Check: 03 5686	5686(A)		23.18	43,620.83
12/20/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/20/2021		1,250.00		44,870.83
12/27/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/27/2021		750.00		45,620.83
12/29/2021	CD	CHK	Check: 03 60942	60942		733.00	44,887.83
12/29/2021	CD	CHK	Check: 03 60958	60958		627.92	44,259.91
12/29/2021	CD	CHK	Check: 03 60989	60989		330.00	43,929.91
12/30/2021	CD	CHK	Check: 03 5688	5688(A)		410.00	43,519.91
12/30/2021	CD	CHK	Check: 03 5689	5689(A)		1,354.00	42,165.91
12/30/2021	CD	CHK	Check: 03 5707	5707(A)		1,500.00	40,665.91
12/31/2021	GJ	JE	RECORD CASH TRANSFERS	13304	262.58		40,928.49
01/11/2022	CD	CHK	Check: 03 60991	60991		390.00	40,538.49
01/14/2022	CD	CHK	Check: 03 5755	5755(A)		720.00	39,818.49
01/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/20/2022		750.00		40,568.49
01/28/2022	CD	CHK	Check: 03 5773	5773(A)		1,575.00	38,993.49
01/28/2022	CD	CHK	Check: 03 5786	5786(A)		300.00	38,693.49

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 02/24/2022		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 02/25/2022		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 03/22/2022		750.00		37,881.24
03/31/2022	CD	CHK	Check: 03 5920	5920 (A)		1,575.00	36,306.24
04/05/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/05/2022		1,750.00		38,056.24
04/07/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/07/2022		1,000.00		39,056.24
04/11/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/11/2022		500.00		39,556.24
04/15/2022	CD	CHK	Check: 03 5964	5964 (A)		50.47	39,505.77
04/19/2022	CR	RCPT	GENERAL RECEIPT 04/19/2022		1,044.29		40,550.06
04/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/20/2022		3,000.00		43,550.06
04/26/2022	CD	CHK	Check: 03 61228	61228		11,004.40	32,545.66
04/26/2022	CD	CHK	Check: 03 61229	61229		3,000.00	29,545.66
04/26/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/26/2022		150.00		29,695.66
04/28/2022	CD	CHK	Check: 03 5978	5978 (A)		1,575.00	28,120.66
04/28/2022	CD	CHK	Check: 03 61235	61235		150.00	27,970.66
05/10/2022	CD	CHK	Check: 03 61251	61251		25.00	27,945.66
05/10/2022	CD	CHK	Check: 03 61258	61258		2,160.00	25,785.66
05/10/2022	CD	CHK	Check: 03 61271	61271		100.00	25,685.66
05/13/2022	CD	CHK	Check: 03 6006	6006 (A)		8,988.00	16,697.66
05/13/2022	CD	CHK	Check: 03 6034	6034 (A)		77.95	16,619.71
05/24/2022	CD	CHK	Check: 03 61284	61284		225.00	16,394.71
05/24/2022	CD	CHK	Check: 03 61298	61298		150.00	16,244.71
05/27/2022	CD	CHK	Check: 03 6036	6036 (A)		292.00	15,952.71
05/27/2022	CD	CHK	Check: 03 6051	6051 (A)		1,575.00	14,377.71
06/30/2022			681-000-002.000	END BALANCE	98,286.20	261,526.52	14,377.71
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/TENT	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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-202.000 ACCOUNTS PAYABLE							
				(Continued)			
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)
09/08/2021	AP	INV	PORTABLE TOILET RENTAL	565571		3,046.20	(4,196.20)
09/09/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/17/21	09/08/2021		150.00	(4,346.20)
09/13/2021	AP	INV	TELEPHONE SERVICE - 09/2021	09/10/2021		23.00	(4,369.20)
09/14/2021	CD	CHK	Check: 03 60686	60686	150.00		(4,219.20)
09/14/2021	CD	CHK	Check: 03 60718	60718	1,050.00		(3,169.20)
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021		1,500.00	(4,669.20)
09/17/2021	CD	CHK	Check: 03 5435	5435(A)	3,046.20		(1,623.00)
09/17/2021	CD	CHK	Check: 03 5453	5453(A)	100.00		(1,523.00)
09/17/2021	CD	CHK	Check: 03 5473	5473(A)	23.00		(1,500.00)
09/22/2021	AP	INV	9-ELECTRIC LIGHT POLE REPLACEMENT IN	6114		2,735.98	(4,235.98)
09/23/2021	AP	INV	MARKETING INCENTIVE; FARMERS' MARKET	09/22/2021		1,895.48	(6,131.46)
09/23/2021	AP	INV	FRIENDLY FRIDAY SINGER; 09/30/2021	09/22/2021		150.00	(6,281.46)
09/23/2021	AP	INV	PORTABLE UNITS	565932		590.00	(6,871.46)
09/23/2021	AP	INV	TSHIRTS; CUSTOM DASH BOARD/AWARD PLAQ	29955		1,232.00	(8,103.46)
09/28/2021	CD	CHK	Check: 03 60730	60730	2,735.98		(5,367.48)
09/28/2021	CD	CHK	Check: 03 60745	60745	150.00		(5,217.48)
09/28/2021	CD	CHK	Check: 03 60754	60754	1,895.48		(3,322.00)
09/30/2021	CD	CHK	Check: 03 5475	5475(A)	590.00		(2,732.00)
09/30/2021	CD	CHK	Check: 03 5483	5483(A)	1,232.00		(1,500.00)
09/30/2021	CD	CHK	Check: 03 5488	5488(A)	1,500.00		0.00
10/11/2021	AP	INV	TELEPHONE SERVICE - 09/2021	10/10/2021		23.00	(23.00)
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021		1,500.00	(1,523.00)
10/12/2021	CD	CHK	Check: 03 60781	60781	23.00		(1,500.00)
10/13/2021	AP	INV	FRIENDLY FRIDAY SINGER; 10/14/21	10/13/2021		150.00	(1,650.00)
10/14/2021	CD	CHK	Check: 03 60786	60786	150.00		(1,500.00)
10/14/2021	AP	INV	ADVERTISING; WEB PREROLL/POSTROLL CPM	3070464-4		100.00	(1,600.00)
10/20/2021	AP	INV	REIMBURSE; POSTAGE CAR SHOW PLAQUES	10/19/2021		24.24	(1,624.24)
10/20/2021	AP	INV	ANNUAL CONFERENCE REGISTRATION; 2021	10/19/2021		210.00	(1,834.24)
10/21/2021	AP	INV	DOWNTOWN RADIO RENEWAL	X6-1704269673		191.24	(2,025.48)
10/26/2021	CD	CHK	Check: 03 60802	60802	210.00		(1,815.48)
10/26/2021	CD	CHK	Check: 03 60808	60808	191.24		(1,624.24)
10/26/2021	CD	CHK	Check: 03 60815	60815	100.00		(1,524.24)
10/28/2021	CD	CHK	Check: 03 5561	5561(A)	1,524.24		0.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/2021	NOV2021		1,500.00	(1,500.00)
11/15/2021	AP	INV	MARKETING; 2021 BUY LOCAL	3269123		1,000.00	(2,500.00)
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COOP	3268352		210.00	(2,710.00)
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY	3268343		70.00	(2,780.00)
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/RED WING BAR	3268394		70.00	(2,850.00)
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APPI	3249952		70.00	(2,920.00)
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS COOP	3249954		70.00	(2,990.00)
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIM DE	3268368		70.00	(3,060.00)
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC	3242083		70.00	(3,130.00)
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MED/SIMPLIFIEI	3268363		70.00	(3,200.00)
11/15/2021	AP	INV	MARKETING; PKSA KARATE	3268369		70.00	(3,270.00)
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3268366		70.00	(3,340.00)
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT STUDI	3249455		70.00	(3,410.00)
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/REDWING BARI	3242092		210.00	(3,620.00)
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3268354		210.00	(3,830.00)
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT COOP	3249963		210.00	(4,040.00)
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIAL/KURT APPI	3268359		210.00	(4,250.00)
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIMI	3268357		210.00	(4,460.00)
11/15/2021	AP	INV	MARKETING; PSKA KARATE/AARDVARK TATT	3249965		210.00	(4,670.00)
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC CO	3249960		210.00	(4,880.00)
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIMSIC	3268355		210.00	(5,090.00)
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS CO	3249962		210.00	(5,300.00)
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COOP	3268343		619.00	(5,919.00)
11/15/2021	AP	INV	MARKETING; ALLABY & BREW/REDWING BARI	3249955		619.00	(6,538.00)
11/15/2021	AP	INV	MARKETING; BOOK EXCHANGE/SPORTS STOP	3242066		619.00	(7,157.00)
11/15/2021	AP	INV	MARKETING; BUTLER FINANCIALS/KURTS AI	3268348		619.00	(7,776.00)
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS CO	3249970		619.00	(8,395.00)
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC	3268345		619.00	(9,014.00)
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 COOP	3249956		619.00	(9,633.00)
11/15/2021	AP	INV	MARKETING; PKSA KARATE COOP	3249973		619.00	(10,252.00)
11/15/2021	AP	INV	MARKETING; SJ INTERNAL MEDICINE/ SIMI	3268350		619.00	(10,871.00)
11/15/2021	AP	INV	MARKETING; BRUNOS BAR/INKCRAFT COOP	3266343		619.00	(11,490.00)
11/15/2021	CD	CHK	Check: 03 60857	60857	700.00		(10,790.00)
11/15/2021	CD	CHK	Check: 03 60858	60858	2,100.00		(8,690.00)
11/15/2021	CD	CHK	Check: 03 60859	60859	7,190.00		(1,500.00)
11/15/2021	AP	INV	TELEPHONE SERVICE - 11/2021	11/10/2021		23.00	(1,523.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-000-202.000 ACCOUNTS PAYABLE				
							(Continued)
11/17/2021	AP	INV	LIVE REMOTE ANNOUNCER Z92.5; LIGHT P	11/17/2021		100.00	(1,623.00)
11/17/2021	AP	INV	CHRISTMAS BROCHURES/FLYERS	44816		315.00	(1,938.00)
11/17/2021	AP	INV	REIMBURSE; CONFERENCE - AHAUBERT	7R7550572V215232U		100.00	(2,038.00)
11/17/2021	AP	INV	REIMBURSE; DECORATIONS FOR LIGHT PAR	300253222		1,107.00	(3,145.00)
11/23/2021	CD	CHK	Check: 03 60868	60868	315.00		(2,830.00)
11/23/2021	CD	CHK	Check: 03 60882	60882	100.00		(2,730.00)
11/24/2021	CD	CHK	Check: 03 5629	5629(A)	2,707.00		(23.00)
11/24/2021	CD	CHK	Check: 03 5648	5648(A)	23.00		0.00
12/02/2021	AP	INV	SANTA PARADE 2021; SJ REDWINGS BAND	12/09/2021		200.00	(200.00)
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021		200.00	(400.00)
12/02/2021	AP	INV	SANTA PARADE 2021; MARCHING BAND	12/09/2021		200.00	(600.00)
12/02/2021	AP	INV	SANTA PARADE 2021; ST NICK	12/01/2021		100.00	(700.00)
12/02/2021	CD	CHK	Check: 03 60889	60889	200.00		(500.00)
12/02/2021	CD	CHK	Check: 03 60891	60891	100.00		(400.00)
12/02/2021	CD	CHK	Check: 03 60892	60892	200.00		(200.00)
12/02/2021	CD	CHK	Check: 03 60893	60893	200.00		0.00
12/02/2021	AP	INV	POLES BANNERS	18670		1,200.00	(1,200.00)
12/02/2021	AP	INV	MAGNETIC PARADE SIGNS	18672		360.00	(1,560.00)
12/02/2021	AP	INV	YARD SIGNS FOR HOLIDAY MARKET	18646		210.00	(1,770.00)
12/02/2021	AP	INV	CROSS STREET BANNER	18671		900.00	(2,670.00)
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, CONCOLOI	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 WRKSH	02/08/22-HANOVER		110.00	(408.60)
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKSH	02/08/22-HAUBERT		110.00	(518.60)
02/08/2022	AP	INV	ANNUAL MDA LANSING DAY & SPRING WRKSH	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
04/12/2022	AP	INV	TELEPHONE SERVICE - 04/2022	04/10/2022		50.47	(50.47)
04/12/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2022	APR2022		1,575.00	(1,625.47)
04/15/2022	CD	CHK	Check: 03 5964	5964(A)	50.47		(1,575.00)
04/20/2022	AP	INV	CONTRIBUTIONS 2018/2022	04/19/2022		11,004.40	(12,579.40)
04/21/2022	AP	INV	MARTIN BROWER; CONTRIBUTIONS 2022	04/11/2022		3,000.00	(15,579.40)
04/26/2022	CD	CHK	Check: 03 61228	61228	11,004.40		(4,575.00)
04/26/2022	CD	CHK	Check: 03 61229	61229	3,000.00		(1,575.00)
04/26/2022	AP	INV	SPRING FESTIVAL 2022	04/26/2022		150.00	(1,725.00)
04/26/2022	AP	INV	TLD PARTNERSHIP; FARMERS MARKET ANNU	1668		100.00	(1,825.00)
04/28/2022	CD	CHK	Check: 03 5978	5978(A)	1,575.00		(250.00)
04/28/2022	CD	CHK	Check: 03 61235	61235	150.00		(100.00)
05/03/2022	AP	INV	SPRING FLING FLYERS	45129		25.00	(125.00)
05/05/2022	AP	INV	TELEPHONE SERVICE - 05/2022	05/10/2022		77.95	(202.95)
05/05/2022	AP	INV	SPRING FLING CUSTOM BANNER	18894		1,960.00	(2,162.95)
05/05/2022	AP	INV	24X36 FOLDING A FRAME SIGN	18943		200.00	(2,362.95)
05/05/2022	AP	INV	41" URBAN VASE, 22" PRO SERIES HANGI	I998449		8,988.00	(11,350.95)
05/09/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2022	MAY2022		1,575.00	(12,925.95)
05/10/2022	CD	CHK	Check: 03 61251	61251	25.00		(12,900.95)
05/10/2022	CD	CHK	Check: 03 61258	61258	2,160.00		(10,740.95)
05/10/2022	CD	CHK	Check: 03 61271	61271	100.00		(10,640.95)
05/13/2022	CD	CHK	Check: 03 6006	6006(A)	8,988.00		(1,652.95)
05/13/2022	CD	CHK	Check: 03 6034	6034(A)	77.95		(1,575.00)
05/18/2022	AP	INV	PSD MEMBERSHIP; 06/01/22-06/01/23	3002		225.00	(1,800.00)
05/18/2022	AP	INV	PORTABLE TOILET RENTAL	567918		292.00	(2,092.00)
05/24/2022	CD	CHK	Check: 03 61284	61284	225.00		(1,867.00)
05/24/2022	AP	INV	BUSINESS CONTRIBUTIONS; 2022	04/26/2022		150.00	(2,017.00)
05/24/2022	CD	CHK	Check: 03 61298	61298	150.00		(1,867.00)
05/27/2022	CD	CHK	Check: 03 6036	6036(A)	292.00		(1,575.00)
05/27/2022	CD	CHK	Check: 03 6051	6051(A)	1,575.00		0.00
06/30/2022			681-000-202.000	END BALANCE	113,120.54	108,647.54	0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/01/2021			681-000-214.001 DUE TO GENERAL FUND		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)
07/01/2021			681-000-390.000 Fund Balance		BEG. BALANCE		(14,373.39)
06/30/2022			681-000-390.000	END BALANCE	0.00	0.00	(14,373.39)
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)
04/19/2022	CR	RCPT	GENERAL RECEIPT 04/19/2022			68.32	(187.65)
06/30/2022			681-000-665.000	END BALANCE	0.00	187.65	(187.65)
07/01/2021			681-000-671.007 FARMERS' MARKET		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)
06/30/2022			681-000-671.007	END BALANCE	0.00	1,351.00	(1,351.00)
07/01/2021			681-000-671.010 CAR SHOWS		BEG. BALANCE		0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021			2,380.00	(2,380.00)
06/30/2022			681-000-671.010	END BALANCE	0.00	2,380.00	(2,380.00)
07/01/2021			681-000-671.018 MINT FESTIVAL		BEG. BALANCE		0.00
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021			20,758.00	(20,758.00)
08/25/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2021			1,300.00	(22,058.00)
06/30/2022			681-000-671.018	END BALANCE	0.00	22,058.00	(22,058.00)
07/01/2021			681-000-671.024 WINTER FESTIVAL		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)
04/07/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/07/2022			250.00	(4,920.00)
06/30/2022			681-000-671.024	END BALANCE	500.00	5,420.00	(4,920.00)
07/01/2021			681-000-671.026 SOAP BOX DERBY		BEG. BALANCE		0.00
09/23/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/23/2021			500.00	(500.00)
12/01/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/01/2021			7,500.00	(8,000.00)
04/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/20/2022			3,000.00	(11,000.00)
04/26/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/26/2022			150.00	(11,150.00)
06/30/2022			681-000-671.026	END BALANCE	0.00	11,150.00	(11,150.00)
07/01/2021			681-000-671.031 MARKETING CO-OP		BEG. BALANCE		0.00
11/15/2021	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/15/2021			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)
07/01/2021			681-000-671.033 SPRING FESTIVAL		BEG. BALANCE		0.00
03/22/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 03/22/2022			750.00	(750.00)
04/05/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/05/2022			1,750.00	(2,500.00)
04/07/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/07/2022			750.00	(3,250.00)
04/11/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 04/11/2022			500.00	(3,750.00)
06/30/2022			681-000-671.033	END BALANCE	0.00	3,750.00	(3,750.00)
07/01/2021			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		0.00
07/15/2021	GJ	JE	RECORD TAX REVENUES	12942		5,734.21	(5,734.21)
07/29/2021	GJ	JE	RECORD TAX REVENUES	12950		7,500.00	(13,234.21)
08/15/2021	GJ	JE	RECORD TAX REVENUES	12977		11,050.00	(24,284.21)
08/31/2021	GJ	JE	RECORD TAX REVENUES	13050		3,182.83	(27,467.04)
09/15/2021	GJ	JE	RECORD TAX REVENUES	13083		1,374.03	(28,841.07)
09/28/2021	GJ	JE	RECORD TAX REVENUES	13154		700.00	(29,541.07)
10/15/2021	GJ	JE	RECORD TAX REVENUES	13200		1,040.10	(30,581.17)
10/31/2021	GJ	JE	RECORD TAX REVENUES	13238		359.90	(30,941.07)
11/15/2021	GJ	JE	RECORD TAX REVENUES	13260		140.79	(31,081.86)
12/15/2021	GJ	JE	RECORD TAX REVENUES	13292		92.17	(31,174.03)
12/31/2021	GJ	JE	RECORD TAX REVENUES	13305		250.00	(31,424.03)
02/15/2022	GJ	JE	RECORD TAX REVENUES	13319		175.00	(31,599.03)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-672.006 DOWNTOWN BUSINESS DISTRICT (Continued)							
04/19/2022	CR	RCPT	GENERAL RECEIPT 04/19/2022			975.97	(32,575.00)
06/30/2022			681-000-672.006	END BALANCE	0.00	32,575.00	(32,575.00)
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
04/26/2022	AP	INV	TLD PARTNERSHIP; FARMERS MARKET ANNU	1668	100.00		900.00
05/05/2022	AP	INV	24X36 FOLDING A FRAME SIGN	18943	200.00		1,100.00
06/30/2022			681-173-751.001	END BALANCE	1,100.00	0.00	1,100.00
681-173-751.002 CAR SHOWS							
07/01/2021				BEG. BALANCE			0.00
08/04/2021	AP	INV	LIVE REMOTE ANNOUNCER 292.5 @ CAR SH	08/03/2021	100.00		100.00
08/09/2021	AP	INV	CAR SHOW CASH PRIZES; 2021	08/09/2021	250.00		350.00
09/23/2021	AP	INV	TSHIRTS; CUSTOM DASH BOARD/AWARD PLA	29955	1,232.00		1,582.00
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/TEN	07/21/2021	1,200.00		2,200.00
08/03/2021	AP	INV	STARTING PETTY CASH; CAR SHOW & BEV	08/10/2021	1,300.00		3,500.00
08/12/2021	AP	INV	BEER & WINE FOR MINT FESTIVAL 2021	W-852596	8,340.90		11,840.90
08/18/2021	AP	VOID	Void Invoice W-852596 02-04-0156	W-852596		8,340.90	3,500.00
08/18/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959	3,323.65		6,823.65
08/18/2021	AP	INV	BEER TENT SUPPLIES	344197	334.30		7,157.95
08/18/2021	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/13-08/14 2021	860.83		8,018.78
08/27/2021	AP	INV	REIMBURSE; SPECIAL LIQUOR LICENSE FO	08/25/2021	100.00		8,118.78
08/31/2021	AP	INV	BEER/WINE FOR MINT FEST TENT 2021	W-853959	3,323.65		11,442.43
08/31/2021	AP	VOID	Void Invoice W-853959 02-04-0156	W-853959		3,323.65	8,118.78
09/08/2021	AP	INV	ADVERTISING; MINT FEST 2021	09/01/2021	1,050.00		9,168.78
09/08/2021	AP	INV	PORTABLE TOILET RENTAL	565571	3,046.20		12,214.98
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
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
04/20/2022	AP	INV	CONTRIBUTIONS 2018/2022	04/19/2022	11,004.40		12,365.32
04/21/2022	AP	INV	MARTIN BROWER; CONTRIBUTIONS 2022	04/11/2022	3,000.00		15,365.32
05/24/2022	AP	INV	BUSINESS CONTRIBUTIONS; 2022	04/26/2022	150.00		15,515.32
06/30/2022			681-173-751.008	END BALANCE	15,515.32	0.00	15,515.32
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
681-173-751.011 SPRING FESTIVAL							
07/01/2021				BEG. BALANCE			0.00
04/26/2022	AP	INV	SPRING FESTIVAL 2022	04/26/2022	150.00		150.00
05/03/2022	AP	INV	SPRING FLING FLYERS	45129	25.00		175.00
05/05/2022	AP	INV	SPRING FLING CUSTOM BANNER	18894	1,960.00		2,135.00
05/18/2022	AP	INV	PORTABLE TOILET RENTAL	567918	292.00		2,427.00
06/30/2022			681-173-751.011	END BALANCE	2,427.00	0.00	2,427.00
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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-173-804.000 ADMINISTRATION CHARGES					(Continued)		
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
04/12/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2022	APR2022	1,575.00		15,300.00
05/09/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2022	MAY2022	1,575.00		16,875.00
06/30/2022			681-173-818.000	END BALANCE	16,875.00	0.00	16,875.00
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
05/05/2022	AP	INV	41" URBAN VASE, 22" PRO SERIES HANGI	I998449	8,988.00		14,460.58
06/30/2022			681-173-818.040	END BALANCE	14,460.58	0.00	14,460.58
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
04/12/2022	AP	INV	TELEPHONE SERVICE - 04/2022	04/10/2022	50.47		234.65
05/05/2022	AP	INV	TELEPHONE SERVICE - 05/2022	05/10/2022	77.95		312.60
06/30/2022			681-173-853.004	END BALANCE	312.60	0.00	312.60
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 COOI	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 BAI	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; COURTHOUSE CUTS/SWANYS 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 TATTO	3249965	210.00		4,365.48
11/15/2021	AP	INV	MARKETING; MINT DOOR/OH MI ORGANIC CO	3249960	210.00		4,575.48
11/15/2021	AP	INV	MARKETING; DIVERSIFIED/FAB 5 WHIMSIC/	3268355	210.00		4,785.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS COO	3249962	210.00		4,995.48
11/15/2021	AP	INV	MARKETING; ADORN MINT/SJ BREWERY COOI	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 AI	3268348	619.00		7,471.48
11/15/2021	AP	INV	MARKETING; COURTHOUSE CUTS/SWANYS COO	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 Z92.5; 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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/01/2021			681-173-956.000 MISCELLANEOUS		BEG. BALANCE		0.00
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
07/01/2021			681-173-961.000 PROFESSIONAL DUES		BEG. BALANCE		0.00
05/18/2022	AP	INV	PSD MEMBERSHIP; 06/01/22-06/01/23	3002	225.00		225.00
06/30/2022			681-173-961.000	END BALANCE	225.00	0.00	225.00
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					502,860.05	502,860.05	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	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	740.25	0.00	246.75	75.00
248-451-818.000	CONTRACTUAL SERVICES	1,517.00	1,350.00	3,467.00	175.00	(2,117.00)	256.81
248-451-818.040	DOWNTOWN IMPROVEMENT	0.00	0.00	12,870.69	0.00	(12,870.69)	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	17,930.92	175.00	(15,593.92)	767.26
TOTAL EXPENDITURES		2,485.00	2,337.00	17,930.92	175.00	(15,593.92)	767.26
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	17,930.92	175.00	(15,593.92)	767.26
NET OF REVENUES & EXPENDITURES		(2,625.79)	(2,337.00)	(17,940.08)	(175.00)	15,603.08	767.65

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
04/28/2022	CD	CHK	Check: 03 5978	5978(A)		175.00	53,451.94
05/27/2022	CD	CHK	Check: 03 6051	6051(A)		175.00	53,276.94
06/30/2022			248-000-002.000	END BALANCE	0.00	17,199.83	53,276.94
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 BANNE	18513		1,000.00	(1,852.98)
09/08/2021	AP	INV	PRJCT #131014SG2021L SH DDA DISTRICT	209282		1,590.00	(3,442.98)
09/14/2021	CD	CHK	Check: 03 60685	60685	852.98		(2,590.00)
09/14/2021	CD	CHK	Check: 03 60691	60691	1,000.00		(1,590.00)
09/15/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2021	SEP2021		167.00	(1,757.00)
09/17/2021	CD	CHK	Check: 03 5468	5468(A)	1,590.00		(167.00)
09/30/2021	CD	CHK	Check: 03 5488	5488(A)	167.00		0.00
10/11/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2021	OCT2021		167.00	(167.00)
10/28/2021	CD	CHK	Check: 03 5561	5561(A)	167.00		0.00
11/08/2021	AP	INV	REPAIR DISTRIBUTED AUDIO SYSTEM	110221.1		5,300.00	(5,300.00)
11/09/2021	CD	CHK	Check: 03 60852	60852	5,300.00		0.00
11/09/2021	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/30/2021	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
04/12/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2022	APR2022		175.00	(175.00)
04/28/2022	CD	CHK	Check: 03 5978	5978(A)	175.00		0.00
05/09/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2022	MAY2022		175.00	(175.00)
05/27/2022	CD	CHK	Check: 03 6051	6051(A)	175.00		0.00
06/30/2022			248-000-202.000	END BALANCE	17,190.67	17,190.67	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

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
248-451-818.000 CONTRACTUAL SERVICES					(Continued)		
03/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2022	MAR2022	175.00		3,117.00
04/12/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2022	APR2022	175.00		3,292.00
05/09/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2022	MAY2022	175.00		3,467.00
06/30/2022			248-451-818.000	END BALANCE	3,467.00	0.00	3,467.00
248-451-818.040 DOWNTOWN IMPROVEMENT					BEG. BALANCE		
07/01/2021							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
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					35,130.75	35,130.75	0.00



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Executive Director Activity for May 2022

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Worked on By- Laws for DDA, discussed with city attorney
- D. Worked on By- Laws for PSD
- E. Events Committee meeting, agenda and minutes
- F. Marketing Committee meeting agenda
- G. Executive Committee meeting, agenda and minutes
- H. Design Committee Meeting
- I. Meet with Steve Martin on downtown issues
- J. Spring Fling Set up
- K. Working with High school Youth Action Committee
- L. Organized a musical performer for Spring Fling
- M. Turned in Bills and deposits to the City Treasurer
- N. Attended Chamber Meetings
- O. Attended St Johns Area Community Fund Meeting and received conditional grant for LEAP
- P. Completed LEAP grant application
- Q. Attended City Council Meeting
- R. Cleaning out more files at office
- S. Board Meeting Minutes and agenda
- T. Setting up Singers for “It’s a Thursday Thing in St Johns”
- U. Made up dates to Downtown Website
- V. Meet with Group for Brown Bag Summer Concerts
- W. Obtained new sign for Farmer’s Market and added ours to Magazine
- X. Added events to the Chamber’s City Calendar
- Y. Applied for Mint Festival Special Liquor License
- Z. Filled out Special Event forms for the Mint Festival Downtown
- AA. Working with the city on Revitalization Grant for Parking Lots
- BB. Helped with planting of new flower pots.



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Marketing Committee Minutes
May 19 ,2022, 11:30 am
PSD Office

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

1. Farmer's Market: The committee reviewed past tv commercial adds. Options were discussed, it would be nice to advertise the Thursday concerts as well as the Farmer's Market, Heather will talk with WLNS about what they can do for us for the ads. The farmers market requested a new sandwich sign which was purchased and the Farmer's Market will be listed in the Taste the Local Difference yearly magazine. .
2. Committee Descriptions: Tyler provided a document with a lot of ideas for the Marketing Committee. It contained goals for next year and ideas for the mission statement and purpose of the Marketing Committee. Amber discussed the need to do better on the Downtown Facebook page. She feels that we are not getting a good amount of exposure by just sharing posts. She would like to be an administrator on the page. Jason talked about what part of Tyler's document he felt addressed the Mission Statement for the Marketing Committee and how to define the duties. There was also a lot of discussion on what goals/projects we want to accomplish in 22-23. Tyler will refine the goals and mission statement per the discussion and have it ready to share with the whole board at the June Annual Meeting.
3. Michigan Retailers: St Johns is one of the 3 communities that received a grant of \$7500 for advertising in the fall. We will be working on how to best use these funds and the funds we have budgeted for promotion to get the most for our money. There was talk of Instagram and free sources of promotion. More work will be done on the fall campaign with the aid of the Michigan Retailers Association contact person.

2022-23 MARKETING COMMITTEE PROJECTS (DRAFT)

1. Design an annual downtown brochure/card that can be set out on business counters, put onto the website, and used in social media. This promotional piece will contain a QR code to take readers online for more information.

2. Utilize our social media resources to promote downtown business by putting together a 1-3 minute downtown promotional video for the website and social media. This can include short snippets that engage customers and guests of the downtown.

Among other ways of promoting, this information can identify and point out “clusters” of businesses that might interest people who are shopping and/or looking for services. For example: Someone looking to get married might be interested in knowing about businesses that can help with that event such as Rehmanns (tuxes), Woodburys Flowers, candy shops (Oh MI, Hanovers), Jet Speed Printing (invitations), the specialty gift shops, hair salons, etc. Or someone looking for clothes might be interested in the 3 or 4 clothing stores downtown. Or if they are looking for things to do, we can point them to the Arts Council, the Railroad museum with times they are open, Paine-Gillam-Scott, rail trail, restaurants, cotton candy and ice cream store, etc. Is someone looking for a place to gather or spend time alone reading? We can highlight the two coffee shops, restaurants, the book store, etc. A home improvement promotional cluster might include Gil-Roys, décor shops, Kim’s store, etc. We can cluster together insurance companies with other related businesses.

3. Organize the WLNS holiday/Christmas campaign with 20 businesses. Be hands-on in working with Heather to make this happen. We also have a \$7500 grant to work with to promote downtown in November and December in a promotional campaign called “Downtown St. Johns: We Are on Your Way.” This will involve TV, radio, and digital advertising.

4. Recommend to the board the purchase and design of light pole banners and the street banners as needed throughout the year in each season. The committee will work to secure sponsors, promote events, and promote downtown.

St. Johns Downtown Marketing Committee Purpose & Responsibilities

May 2022

(DRAFT)

MISSION STATEMENT

The Marketing Committee exists to promote downtown as the center of commerce, culture, and community life for residents and visitors alike by developing promotional campaigns on three fronts: (1) image development, (2) business promotion, and (3) promoting special events as needed.

MEMBERSHIP

The Marketing Committee is led by a chairperson who is a member of the Principal Shopping District board. The committee is open to individuals interested in helping to accomplish the committee's mission, but especially seeking to find persons within the downtown district who understand marketing and advertising, who have digital media skills, and who are creative in organizing promotional campaigns and visual media of all kinds. Each committee member brings unique marketing experiences and a wealth of knowledge to share. Their role is to act as a sounding board for marketing strategies and tools, develop and hone innovative ideas, and provide feedback on marketing activities as requested by the Principal Shopping board.

COMMITTEE DESCRIPTION

The Marketing Committee is an advisory committee to the Principal Shopping District board. This committee thinks about promotion in a broader sense and develops new strategies by:

- Understanding the changing market — both potential shoppers and our “competition”
- Identifying downtown assets — including people, buildings, heritage, and institutions
- Defining Downtown's market niche — its unique “position” in the marketplace; and finally
- Creating new image campaigns, business promotions, and promotion of special events as needed — to encourage people to return to downtown.

Our tasks:

- Lend your marketing expertise, engaging in conversations to help improve the Principal Shopping Districts efforts
- Participate in brainstorming sessions to develop innovative ways to market the organization, campaigns, and initiatives.
- Identify possible marketing opportunities for the Principal Shopping District
- Share best practices and lessons learned as is relevant and appropriate
- Provide feedback on marketing strategies and tools, including communications plans, materials, media strategy, and social media
- Volunteer in various marketing efforts as requested by the PSD board



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Events Committee Meeting Minutes

April 7, 2022

Members Attending: Corrine Trimbach, Mariah Leiby, Jamie Madar, Nancy McKinley, Jason Butler, Amber Haubert, Tyler Barlage, Kirk Gartside and Heather Hanover

1. Point Person: Talked about having a co-chair of events. We will try to have an event committee member as co-chair for each event.
2. Spring Fling: Mariah has 40 vendors signed up but only 20 have paid. She has a few food trucks but is still looking for large vehicles to help organize vendors. The Library is doing a Tea Party fund raiser the same day. There will be a lot going on.
3. Call in Coalition- this is not are event, we don't really need to do anything
4. Thursday Night Singers: We did not get a grant for the music but we would still like to have 12 concerts. We will ask the board to approve 8 and try to get 4 sponsors. Name of the event "It's a Thursday Thing"
5. Sip n Shop: This was discussed at the Women in Business meeting. Corrine will be the point person. She will shoot for a Thursday in June, when we are having our music also. It is like a girl's night out with shopping.
6. Farmer's Market: There was discussion about the Farmers Market and where it is held. Currently, Shirley Davis is in charge and we just support her with advertising. She prefers to keep it where it is for now.
7. Car Show: Past events chair Kirk Gartside has agreed to be the point person for the car shows. He has plans for sponsors and other activities. He will need some volunteers to help on Car Show days.
8. Mint Fest Moved: Jason Butler would like to move the Beverage tent to Main Street by the Vet Memorial. There was talk of fencing, needing to move everything for the Mint Parade and what to block off. This idea still needs some investigation.
9. Soap Box Derby: It will run from 9-5 hopefully unless there are technical difficulties. There are 5 food trucks coming and Heather has ordered 8 restrooms.



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City of St Johns PSD Events Committee

Membership: Chair is a member of the PSD board. Members can be a member of the board, downtown business owner, building owner or member of the community at large with a downtown's best interests at heart.

Mission Statement: The event committee will coordinate and volunteer to help hold events in our downtown district. Our main emphasis on helping businesses prosper and maintaining our downtown.

Charge: The Events Committee will manage the operations of all events organized in the downtown district. The Events Committee will organize all the information and volunteer at all the events. The events committee's main goal is to have events that maintain balance, bring growth to businesses, and help keep visitors in our downtown district.



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Executive Committee Meeting Minutes
May 24, 2022

Members attending: Tyler Barlage, Dave Kudwa, Bruce Delong, Mariah Leiby, Jason Butler, Amber Haubert, Ed Brandon, Chris Roberts and Heather Hanover

1. By Laws for DDA: City attorney, Jon Salemi, reviewed the by-laws and made a few grammatical changes and added the name of the city clerk. He would like the DDA board to reapprove them with his changes and then they will be sent to the city council for final approval. He found the by-laws to be legally sound. The PSD by laws were also discussed with the city attorney and while not required to have city council approve or a citizen's council it was decided that both would be in the best interest of the board. The mission of the PSD board was also discussed and Heather will change it to have more of an emphasis on promotion, events and place making. Both By-Laws will be on the June Agenda.
2. Executive Committee Missions and Descriptions: The mission statement was discussed and modified. It was decided to include the Chairperson of each committee as a member of the executive committee.
3. Parking Plan: The city presented a proposed parking plan to the planning commission and they are recommending review by the downtown board, businesses and property owners. There was discussion of overnight parking on Main Street. There was talk of overcrowding due to too many residents, businesses owners parking in front of their businesses all day and the lack of enforcement. A committee will be formed at the next board meeting to analyze the city's proposal and to work on a fair and equitable plan that will benefit the majority.
4. Annual Meeting: Most of the attendees had to leave after the parking discussion. Tyler and Heather talked about our first Annual Meeting under the new by-laws and came up with an agenda and some possible goals for consideration by the board.



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City of St Johns PSD/DDA Executive Committee

Membership: The Executive Committee will consist of the Board Chair, Vice Chair, Secretary/Treasurer and City Manager or the designee. They will hold regularly scheduled monthly meetings. Additional meetings may be called when needed.

Mission Statement: To provide leadership for the implementation of both public and private development and physical improvements in the downtown business district as initiated by individuals and organizations.

Charge: The Executive Committee will manage the affairs of both the Principal Shopping District and Downtown Development Authority Boards per the bylaws of each organization. The Executive Committee will act as a steering committee for each board and serves the Board of Directors by researching and organizing information required for efficient consideration and strategic planning by the Board. The Executive Committee will provide oversight of the entire organization by overseeing board policies and ensuring good governance practices. They will work closely with the executive director in preparation and recommendations regarding the strategic plan, the procedures for the boards and participate in the preparation of the agenda for Board meetings.

**Bylaws of the
St. Johns Principal Shopping District Of
St. Johns, Michigan**

ARTICLE I

Name

Section 1: The name of this organization shall be the St. Johns Principal Shopping District (PSD), hereinafter referred to as the PSD.

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: The PSD is dedicated to the physical and economic development of our downtown district. This shall be accomplished by fostering marketing, business recruitment/retention, events, common area maintenance, and decoration of the downtown St Johns district.

ARTICLE III

Board

Section 1: The PSD 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 City Commission with recommendation from the PSD Board.
- (d) If the downtown district has 100 or more persons residing within its boundaries, not less than 1 of the PSD Board members shall be a resident of the downtown district.

Section 2: It is the specific intent of the board, when recruiting volunteers for the PSD 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: PSD 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 PSD board, for the remainder of the unexpired term.

Section 5: PSD Board members are expected to attend all meetings of the PSD Board. The PSD 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: Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses approved by the PSD.

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

Section 8: A Board Member who has any interest in any matter before the Board 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 PSD shall elect from its membership a chairperson and vice chairperson. The chairperson manages and focuses the PSD Board's responsibilities, oversees the Board's interactions and handles administrative matters related to policy set by the PSD 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 PSD 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.

The PSD may also employ and fix the compensation of a treasurer and a secretary who are not members of the PSD 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 PSD 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 PSD shall be open to the public and held in compliance with Act No. 267 of the Public Acts of 1976.

Section 3. At a regular meeting of the PSD. Any matter brought up by a citizen may be referred to another time or referred for study and recommendation upon request of the PSD Board. If a majority of the PSD 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 PSD 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 PSD to consider at such meeting may be considered and acted upon at the adjourned meeting.

Section 6: The majority of the PSD 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 PSD will be distributed to all members of the PSD 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 PSD 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 PSD 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 PSD 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 PSD 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 PSD 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 board.

The PSD Executive Director shall:

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

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

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

Section 4: An annual performance evaluation process and procedure shall be utilized for review of the PSD Executive Director's job performance by the PSD Board.

ARTICLE IX Committees

Section 1: The PSD 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 PSD Board. The Chairperson shall be responsible for directing and coordinating affairs of the committee and shall be appointed by PSD Board.

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

Section 4: The PSD 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 PSD; keep the PSD Executive Director informed of the events of each meeting; fulfill charges of and answer to the PSD; act in the best interest of the PSD 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 PSD to enter into any contract or execute and deliver any instrument on behalf of the PSD. 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 PSD 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 PSD 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 PSD shall be submitted to City of St. Johns for payment. The financial

records of the PSD 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 PSD any contribution, gift, bequest or device for the general purposes or for any special purpose of the PSD.

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

ARTICLE XI
Fiscal Year

Section 1: The fiscal year of the PSD 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 PSD 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 Board.

Approved by the City of St. Johns PSD Board on

Date of Approval

Bruce Delong Secretary

Date_____

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

Date of Approval

Mindy Seavey
St Johns City Clerk

Date_____

**By-laws
St. Johns Downtown Development Authority
St. Johns, Michigan**

ARTICLE I

Name

Section 1: The name of this organization is the St. Johns Downtown Development Authority, hereinafter referred to as the DDA.

Section 2: The municipality to which the DDA is affiliated is the City of St. Johns, Michigan, hereinafter referred to as the municipality or City.

ARTICLE II

Mission Statement/Purpose

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

Section 2: The DDA is organized to stimulate DDA 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 growth and 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

DDA Governing 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 (sitting mayor) or their designee;

- (b) One member of the Clinton County Commission or their designee.
- (c) The remaining members will be appointed by the City Commission with recommendation from the DDA Board. A majority of individuals appointed must have an ownership or business interest in property in the DDA district as required by 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. To the extent practicable, 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 can 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 substantial interest in any matter before the Authority shall disclose their 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. A Board member unsure whether they have a conflict of interest on any given DDA matter is encouraged to consult with the City Attorney in this regard. A Board member with a bona fide conflict of interest 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 Board 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 unless this limitation is waived by a DDA board vote.

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 (Michigan Open Meetings Act).

Section 3. Each agenda of regular and special meetings of the DDA shall provide for "Public Comment." Under this item, persons shall have a reasonable opportunity to be heard. Any person may address the DDA, with permission of the Chairperson, and such permission cannot be unreasonably withheld. Any matter brought up from a person testifying before the board may be considered at the meeting, referred to another time or referred for study and recommendation upon request of the DDA Board, if appropriate. 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. The reason for going into closed session must be stated on the record prior to entering closed session.

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 Board members shall constitute a quorum for the transaction of business at all meetings. No business can be transacted at any DDA meeting if a quorum is not reached.

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 by email, 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 director is an at-will position.

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: A performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance by the DDA Board. The Chairperson of the Board shall ensure that such process and procedure is in place and utilized on an annual basis.

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 the 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 Executive Director shall act as a consultant to each committee (on an as needed basis) and is expected to attend committee meetings when their presence will promote the objectives of the DDA and the work of the subject committee.

Section 5: All Committee meetings will be open to the public but are not required to follow the Open Meetings Act (unless there are enough Board members on said committee to constitute a quorum of the DDA board). 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 unless circumstances require a different schedule. Cancellation of monthly meetings shall be done with at least 24 hours' notice to committee members. Notice can be by email or any other reasonable means of communication.

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 shall, in March of each year, prepare and submit for the approval of the Board a budget for the operation of the DDA 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 City 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 the Treasurer/Financial Director of 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 DDA 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 DDA. Any contribution to the DDA or the City under this section must be approved by DDA Board member vote.

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 whenever the population of the district is more than 99 residents and shall convene at a minimum once a year. The Director or Chairperson shall establish the date for such meeting(s) and shall provide notice of same to all council members.

Section 2: The citizen’s council shall be composed of 9 members who reside in the district. These members will be recommended by the DDA board and formally 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
BY-LAWS**

Section 1: The Board shall have the power to make, alter or amend these by-laws in whole or in part, subject to approval of the City Commission. Written copies of any proposed changes shall be delivered to the Board prior to the DDA meeting at which such amendments shall be considered.

Section 2: These by-laws shall become effective upon approval of the City Commission of the City Of St. Johns. Until such approval the by-laws shall be temporary by-laws for the Authority once approved by formal DDA vote.

Approved by the City of St. Johns DDA Board on Date of Approval

_____ Date _____, 2022
Secretary

Approved by the City Commission of the City of St. Johns on Date of Approval

_____ Date _____, 2022
Mindy J. Seavey
St Johns City Clerk