



*Principal Shopping District and Downtown Development Authority*

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

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

## **22-23 Downtown Development Authority Annual Meeting**

June 7, 2023 11:15am

PSD/DDA/Fire Hall Conference Room

### **Agenda:**

1. Introductions

2. Accomplishments

a. PSD Events:

1. Mint Fest Street Party with new stage and new placement
2. Mint Fest Car Show
3. US 27 Car Tour
4. Saint Nick Parade with new sale of light up toys
5. Saturday Farmers Market
6. Thursday Thing Concerts
7. Bunny Shop Event with win a downtown basket & music
8. New Thursday Market with Music.

Also, in the downtown, Fall Festival, Event So Good It's Scary and the Spring Fling

- b. Updated PSD and DDA by-Laws
- c. New Downtown Website with CRM capabilities
- d. Board Member and Director Participation in MDA conferences
- e. Optimize Main Street Grants
- f. New planters and hanging baskets
- g. Local Façade Grant
- h. New street speakers and sound system
- i. New Downtown branding
- j. New Parking Plan

3. Public Comment and Questions



Principal Shopping District of  
**DOWNTOWN**  
**ST. JOHNS**  
MICHIGAN  
St. Johns Principal Shopping District  
109 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

**AGENDA**  
**Principal Shopping District Meeting**  
**June 7, 2023**  
**11: 30 am, PSD Office/Fire Hall**

**BOARD OF DIRECTORS**  
**2022 - 2023**

**Chairman**  
Jason Butler  
Butler Financial

**Vice-Chairman**  
Tyler Barlage  
Community Christian Church

**Secretary-Treasurer**  
Bruce DeLong  
Clinton County

**Directors**  
Ed Brandon  
Gilroy's Hardware

Amber Haubert  
Global Coffee

Erika Hayes  
Jackson & Hayes, PC

Tracy Kossaras  
Kurt's Appliance

Kristina Kinde  
City of St. Johns, MI

Nancy McKinley  
Castle Resident

Corinne Trimbach  
Mint Door

Craig Smith  
Main Street Café

Mariah Leiby  
Salon 989

**Marketing**  
Tyler Barlage-Chair  
Erica Hayes  
Ethan Painter  
Emily Baudoux  
Vickie Schaffer  
**Design**

**Events**  
Corrine Trimbach-Chair  
Tracy Kossaras-Chair  
Jaime Madar  
Jessica Whitford  
Nancy McKinley  
Jason Butler

**Executive, Finance, Strategic Planning**

Tyler Barlage  
Bruce DeLong  
Dave Kudwa  
Jason Butler  
Corinne Trimbach  
Tracy Kossaras

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

\* Indicates an attachment

- 1. Call to Order 11:30am**
- 2. Additions to the Agenda 11:30am (2 minutes)**
- 3. Approval of the Consent Agenda: 11:32am (5 minutes)**
  - A. \*Minutes of meeting dated May 3,2023
  - B. \*Minutes from Marketing and Event Meetings
  - C. \*City of St Johns monthly financial report through May 30,2023
  - D. \*Director's Report
- 4. Communications**
  - A. Events Committee 11:37am (3 minutes)
  - B. Marketing Committee: 11:40am (10 minutes)
    - I. Logo Roll and Usage
    - II. Canva membership
  - C. Executive Committee 11:50 am (2 minutes)
- 5. Old Business**
  - A. Board Membership 11:52 am(5 Minutes)
  - B. Social Districts 11:57 am(8Minutes)
- 6. New Business**
  - A. None

**Next Regular PSD Board Meeting July 12, 2023**



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

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Global Coffee

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Jessica Whitford  
Nancy McKinley  
Jason Butler

**Executive, Finance, Strategic Planning**  
Tyler Barlage  
Bruce DeLong  
Kristina Kinde  
Jason Butler  
Corinne Trimbach  
Tracy Kossaras

**CONTACT INFO**  
**Executive Director**  
Heather Hanover  
989-224-8944 Ext233:  
psdcityofsj@ gmail.com

**AGENDA**

**Downtown Development Authority Meeting**  
**June 7, 2023**

**Immediately After 11:30 PSD Meeting at DDA Office**

\* Indicates an attachment

- 1. Call to Order 12:05 pm**
- 2. Additions to the Agenda 12:06 pm**
- 3. Approval of the Consent Agenda: 12:07pm**
  - A. \*Minutes of meeting dated April 5,2023
  - B. \*City of St Johns monthly financial report through April 28,2023
  - C. \*Grant Contract suggestions from Attorney
- 4. Communications**
  - A. Design Committee Up Date **12:08 pm(5minutes)**
    - i. CRCF Grant second round
- 5. Old Business**
  - A. None
- 6. New Business**
  - A. New Business Protocol and New Board Member protocol. **12:13pm (5 minutes)**
- 7. Public Comment (please keep to under 3 minutes) 12:18 pm (10 minutes)**

**Adjournment 12:28 pm**

**Next Regular DDA Board Meeting July 12, 2023**

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	0.00	25,000.00	26,500.00	0.00	(1,500.00)	106.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	187.65	0.00	38.29	0.00	(38.29)	100.00
681-000-671.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.007	FARMERS' MARKET	1,351.00	1,300.00	1,906.00	0.00	(606.00)	146.62
681-000-671.010	CAR SHOWS	2,380.00	2,000.00	1,968.07	0.00	31.93	98.40
681-000-671.018	MINT FESTIVAL	22,058.00	20,000.00	26,611.96	0.00	(6,611.96)	133.06
681-000-671.024	WINTER FESTIVAL	4,920.00	4,750.00	4,038.75	0.00	711.25	85.03
681-000-671.026	SOAP BOX DERBY	11,150.00	0.00	0.00	0.00	0.00	0.00
681-000-671.028	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.031	MARKETING CO-OP	4,500.00	5,000.00	3,000.00	0.00	2,000.00	60.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	3,750.00	0.00	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	32,575.00	36,225.00	33,100.00	0.00	3,125.00	91.37
681-000-675.005	CORPORATE SPONSORS	3,750.00	600.00	0.00	0.00	600.00	0.00
681-000-675.008	MURALS & SCULPTURES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.001	FUND BALANCE/RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.035	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		86,621.65	94,875.00	97,163.07	0.00	(2,288.07)	102.41
TOTAL REVENUES		86,621.65	94,875.00	97,163.07	0.00	(2,288.07)	102.41
Expenditures							
Dept 173 - ADMINISTRATION DEPARTMENT							
681-173-729.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
681-173-730.000	OFFICE SUPPLIES/ADM	0.00	100.00	0.00	0.00	100.00	0.00
681-173-751.000	EVENT COLLABORATION	1,040.00	1,200.00	808.07	0.00	391.93	67.34
681-173-751.001	FARMERS' MARKET	1,350.00	1,000.00	885.00	0.00	115.00	88.50
681-173-751.002	CAR SHOWS	1,606.24	1,500.00	980.00	0.00	520.00	65.33
681-173-751.003	MINT FESTIVAL	14,299.98	15,000.00	21,386.50	0.00	(6,386.50)	142.58
681-173-751.007	WINTER FESTIVAL	4,095.00	5,500.00	2,961.37	0.00	2,538.63	53.84
681-173-751.008	SOAP BOX DERBY	15,515.32	0.00	0.00	0.00	0.00	0.00
681-173-751.009	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.010	FALL FESTIVAL	590.00	600.00	0.00	0.00	600.00	0.00
681-173-751.011	SPRING FESTIVAL	2,427.00	500.00	0.00	0.00	500.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	2,635.00	2,740.00	3,940.00	0.00	(1,200.00)	143.80
681-173-814.002	WEBSITE	300.00	300.00	948.00	0.00	(648.00)	316.00
681-173-818.000	CONTRACTUAL SERVICES	18,450.00	10,500.00	10,041.66	958.34	458.34	95.63
681-173-818.040	DOWNTOWN IMPROVEMENT	17,485.57	7,000.00	2,040.83	0.00	4,959.17	29.15
681-173-826.086	AUDIT FEES	200.00	410.00	0.00	0.00	410.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	473.00	300.00	803.50	80.35	(503.50)	267.83
681-173-870.001	MARKETING	12,335.48	10,000.00	8,220.00	100.00	1,780.00	82.20
681-173-870.007	GRANTS	0.00	25,000.00	25,000.00	0.00	0.00	100.00
681-173-870.008	MUSIC	1,346.00	1,000.00	1,909.24	(200.00)	(909.24)	190.92
681-173-870.009	MARKETING CO-OP	0.00	0.00	0.00	0.00	0.00	0.00
681-173-900.000	PRINT AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	2,241.96	1,000.00	0.00	0.00	1,000.00	0.00
681-173-960.000	EDUCATION AND TRAINING	0.00	1,000.00	450.00	0.00	550.00	45.00
681-173-961.000	PROFESSIONAL DUES	225.00	1,125.00	0.00	0.00	1,125.00	0.00
681-173-985.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		96,615.55	85,775.00	80,374.17	938.69	5,400.83	93.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS  
 PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/23	AVAILABLE BALANCE	% BGD USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
TOTAL EXPENDITURES		96,615.55	85,775.00	80,374.17	938.69	5,400.83	93.70
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		86,621.65	94,875.00	97,163.07	0.00	(2,288.07)	102.41
TOTAL EXPENDITURES		96,615.55	85,775.00	80,374.17	938.69	5,400.83	93.70
NET OF REVENUES & EXPENDITURES		(9,993.90)	9,100.00	16,788.90	(938.69)	(7,688.90)	184.49
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		86,534.63	134,275.00	162,647.38	0.00	(28,372.38)	121.13
TOTAL EXPENDITURES - ALL FUNDS		117,383.18	113,315.00	104,805.06	1,897.02	8,509.94	92.49
NET OF REVENUES & EXPENDITURES		(30,848.55)	20,960.00	57,842.32	(1,897.02)	(36,882.32)	275.97

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681			PRINCIPAL SHOPPING DISTRICT				
07/01/2022			<b>681-000-002.000 CASH - IMM/PRI ACCT 1289</b>		BEG. BALANCE		126,158.86
07/15/2022	CD	CHK	Check: 03 6194	6194 (A)		100.00	126,058.86
07/15/2022	CD	CHK	Check: 03 6195	6195 (A)		150.00	125,908.86
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486	4,025.00		129,933.86
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022		505.00		130,438.86
07/21/2022	CD	CHK	Check: 03 6209	6209 (A)		80.20	130,358.66
07/26/2022	CD	CHK	Check: 03 61423	61423		525.00	129,833.66
07/26/2022	CD	CHK	Check: 03 61425	61425		150.00	129,683.66
07/26/2022	CD	CHK	Check: 03 61436	61436		150.00	129,533.66
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022		550.00		130,083.66
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	129,208.66
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493	11,850.00		141,058.66
08/09/2022	CD	CHK	Check: 03 61459	61459		400.00	140,658.66
08/09/2022	CD	CHK	Check: 03 61469	61469		6,638.60	134,020.06
08/09/2022	CD	CHK	Check: 03 61470	61470		500.00	133,520.06
08/09/2022	CD	CHK	Check: 03 61480	61480		1,250.00	132,270.06
08/09/2022	CD	CHK	Check: 03 61481	61481		130.00	132,140.06
08/09/2022	CD	CHK	Check: 03 61482	61482		1,200.00	130,940.06
08/09/2022	CD	CHK	Check: 03 61489	61489		150.00	130,790.06
08/09/2022	CD	CHK	Check: 03 61493	61493		1,200.00	129,590.06
08/09/2022	CD	CHK	Check: 03 61505	61505		250.00	129,340.06
08/10/2022	CD	CHK	Check: 03 61506	61506		1,560.00	127,780.06
08/12/2022	CD	CHK	Check: 03 6288	6288 (A)		100.00	127,680.06
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2022		1,000.00		128,680.06
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501	15,150.00		143,830.06
08/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/15/2022		3,526.96		147,357.02
08/16/2022	CD	CHK	Check: 03 61507	61507		3,719.20	143,637.82
08/16/2022	CD	VOID	Check: 03 61470	61470	500.00		144,137.82
08/16/2022	CD	VOID	Check: 03 61469	61469	6,638.60		150,776.42
08/17/2022	CD	CHK	Check: 03 61508	61508		400.00	150,376.42
08/23/2022	CD	CHK	Check: 03 61514	61514		1,226.00	149,150.42
08/23/2022	CD	CHK	Check: 03 61516	61516		200.00	148,950.42
08/23/2022	CD	CHK	Check: 03 61522	61522		150.00	148,800.42
08/23/2022	CD	CHK	Check: 03 61523	61523		150.00	148,650.42
08/23/2022	CD	CHK	Check: 03 61526	61526		500.00	148,150.42
08/23/2022	CD	CHK	Check: 03 61528	61528		150.00	148,000.42
08/23/2022	CD	CHK	Check: 03 61546	61546		325.00	147,675.42
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022		22,335.00		170,010.42
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022		43.07		170,053.49
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022		1,349.00		171,402.49
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)		875.00	170,527.49
08/26/2022	CD	CHK	Check: 03 6335	6335 (A)		80.35	170,447.14
08/30/2022	CD	VOID	Check: 03 61522	61522	150.00		170,597.14
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508	946.95		171,544.09
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/2022		100.00		171,644.09
09/13/2022	CD	CHK	Check: 03 61569	61569		74.05	171,570.04
09/13/2022	CD	CHK	Check: 03 61587	61587		189.24	171,380.80
09/13/2022	CD	CHK	Check: 03 61591	61591		808.07	170,572.73
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/2022		25,000.00		195,572.73
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672	280.55		195,853.28
09/16/2022	CD	CHK	Check: 03 6354	6354 (A)		311.25	195,542.03
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/2022		50.00		195,592.03
09/23/2022	CD	CHK	Check: 03 100009	100009 (E)		80.35	195,511.68
09/27/2022	CD	CHK	Check: 03 61630	61630		325.00	195,186.68
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)		875.00	194,311.68
09/28/2022	CD	CHK	Check: 03 6422	6422 (A)		1,050.00	193,261.68
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	168,261.68
09/29/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/29/2022		900.00		169,161.68
09/30/2022	GJ	JE	RECORD CASH TRANSFERS	13715	303.07		169,464.75
10/11/2022	CD	CHK	Check: 03 61632	61632		300.00	169,164.75
10/11/2022	CD	CHK	Check: 03 61653	61653		576.00	168,588.75
10/15/2022	GJ	JE	RECORD CASH TRANSFERS	13841	291.11		168,879.86
10/19/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/19/2022		450.00		169,329.86
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022		325.00		169,654.86
10/25/2022	CD	CHK	Check: 03 61687	61687		150.00	169,504.86
10/25/2022	GJ	JE	CLEAR DUE TO/FROM ACCOUNTS	13843		121,425.38	48,079.48
10/26/2022	CD	CHK	Check: 03 100016	100016 (E)		80.35	47,999.13
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)		875.00	47,124.13
10/31/2022	GJ	JE	RECORD CASH TRANSFERS	13848	283.32		47,407.45
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022		2,977.00		50,384.45
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022		1,150.00		51,534.45
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022		1,350.00		52,884.45
11/25/2022	CD	CHK	Check: 03 100024	100024 (E)		80.35	52,804.10
11/29/2022	CD	CHK	Check: 03 61727	61727		200.00	52,604.10
11/29/2022	CD	CHK	Check: 03 61735	61735		100.00	52,504.10
11/29/2022	CD	CHK	Check: 03 61740	61740		200.00	52,304.10
11/29/2022	CD	CHK	Check: 03 61748	61748		500.00	51,804.10
11/29/2022	CD	CHK	Check: 03 61756	61756		200.00	51,604.10
11/29/2022	CD	CHK	Check: 03 61763	61763		650.00	50,954.10
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)		2,730.37	48,223.73
12/06/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/06/2022		400.00		48,623.73
12/09/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/09/2022		1,595.00		50,218.73
12/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/12/2022		168.75		50,387.48
12/13/2022	CD	CHK	Check: 03 61774	61774		50.00	50,337.48
12/16/2022	CD	CHK	Check: 03 6611	6611 (A)		915.00	49,422.48
12/20/2022	CD	CHK	Check: 03 61799	61799		6,000.00	43,422.48
12/23/2022	CD	CHK	Check: 03 6620	6620 (A)		875.00	42,547.48
12/23/2022	CD	CHK	Check: 03 100032	100032 (E)		80.35	42,467.13

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-002.000 CASH - IMM/PRI ACCT 1289</b>					(Continued)		
01/13/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/13/2023		100.00		42,567.13
01/24/2023	CD	CHK	Check: 03 61812	61812		420.00	42,147.13
01/24/2023	CD	CHK	Check: 03 61882	61882		400.00	41,747.13
01/26/2023	CD	CHK	Check: 03 100044	100044(E)		80.35	41,666.78
01/27/2023	CD	CHK	Check: 03 6647	6647(A)		504.00	41,162.78
01/27/2023	CD	CHK	Check: 03 6671	6671(A)		958.33	40,204.45
01/27/2023	CD	CHK	Check: 03 6692	6692(A)		300.00	39,904.45
01/27/2023	CD	CHK	Check: 03 6706	6706(A)		75.00	39,829.45
01/31/2023	GJ	JE	RECORD CASH TRANSFERS	13896	8.29		39,837.74
02/14/2023	CD	CHK	Check: 03 61895	61895		450.00	39,387.74
02/24/2023	CD	CHK	Check: 03 100054	100054(E)		80.35	39,307.39
03/02/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 03/02/2023		150.00		39,457.39
03/03/2023	CD	CHK	Check: 03 6747	6747(A)		958.33	38,499.06
03/07/2023	CD	CHK	Check: 03 61950	61950		6,325.00	32,174.06
03/21/2023	CD	CHK	Check: 03 61953	61953		164.83	32,009.23
03/21/2023	CD	CHK	Check: 03 61967	61967		1,250.00	30,759.23
03/24/2023	CD	CHK	Check: 03 100063	100063(E)		80.35	30,678.88
03/24/2023	CD	CHK	Check: 03 6785	6785(A)		500.00	30,178.88
03/24/2023	CD	CHK	Check: 03 6801	6801(A)		958.33	29,220.55
04/05/2023	CD	CHK	Check: 03 61998	61998		200.00	29,020.55
04/25/2023	CD	CHK	Check: 03 62012	62012		200.00	28,820.55
04/25/2023	CD	CHK	Check: 03 62025	62025		200.00	28,620.55
04/25/2023	CD	CHK	Check: 03 62027	62027		80.00	28,540.55
04/25/2023	CD	CHK	Check: 03 62031	62031		85.00	28,455.55
04/25/2023	CD	CHK	Check: 03 62050	62050		1,246.00	27,209.55
04/26/2023	CD	CHK	Check: 03 100073	100073(E)		80.35	27,129.20
04/28/2023	CD	CHK	Check: 03 6857	6857(A)		1,058.33	26,070.87
05/16/2023	CD	VOID	Check: 03 62025	62025	200.00		26,270.87
05/26/2023	CD	CHK	Check: 03 100085	100085(E)		80.35	26,190.52
05/26/2023	CD	CHK	Check: 03 6913	6913(A)		958.34	25,232.18
05/26/2023	CD	CHK	Check: 03 6939	6939(A)		100.00	25,132.18
05/31/2023			681-000-002.000	END BALANCE	104,651.67	205,678.35	25,132.18
07/01/2022			<b>681-000-002.007 DEBIT CARD-CASH</b>		BEG. BALANCE		(23.79)
05/31/2023			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
07/01/2022			<b>681-000-084.001 DUE FROM GENERAL FUND</b>		BEG. BALANCE		(121,425.38)
05/31/2023			681-000-084.001	END BALANCE	0.00	0.00	(121,425.38)
07/01/2022			<b>681-000-084.015 DUE FROM CURRENT TAX COLLECT</b>		BEG. BALANCE		0.00
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486		4,025.00	(4,025.00)
07/15/2022	GJ	JE	RECORD TAX REVENUES	13487	4,025.00		0.00
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493		11,850.00	(11,850.00)
07/31/2022	GJ	JE	RECORD TAX REVENUES	13494	11,850.00		0.00
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501		15,150.00	(15,150.00)
08/15/2022	GJ	JE	RECORD TAX REVENUES	13502	15,150.00		0.00
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508		946.95	(946.95)
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509	946.95		0.00
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670	280.55		280.55
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672		280.55	0.00
09/30/2022	GJ	JE	RECORD CASH TRANSFERS	13715		303.07	(303.07)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716	303.07		0.00
10/15/2022	GJ	JE	RECORD CASH TRANSFERS	13841		291.11	(291.11)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842	291.11		0.00
10/31/2022	GJ	JE	RECORD CASH TRANSFERS	13848		283.32	(283.32)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849	283.32		0.00
01/31/2023	GJ	JE	RECORD CASH TRANSFERS	13896		8.29	(8.29)
01/31/2023	GJ	JE	RECORD TAX REVENUES	13897	8.29		0.00
05/31/2023			681-000-084.015	END BALANCE	33,138.29	33,138.29	0.00
07/01/2022			<b>681-000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		(330.20)
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022		150.00	(480.20)
07/07/2022	AP	INV	REIMBURSE; LIQUOR LICENSE FOR MINT FI	07/07/2022		100.00	(580.20)
07/15/2022	CD	CHK	Check: 03 6194	6194(A)	100.00		(480.20)
07/15/2022	CD	CHK	Check: 03 6195	6195(A)	150.00		(330.20)
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022		875.00	(1,205.20)
07/17/2022	AP	INV	POLICY #SE1046082; 08/13-08/16 2022	421717		525.00	(1,730.20)
07/19/2022	AP	INV	THURSDAY SINGER	07/25/2022		150.00	(1,880.20)
07/19/2022	AP	INV	THURSDAY SINGER	07/18/2022		150.00	(2,030.20)
07/21/2022	CD	CHK	Check: 03 6209	6209(A)	80.20		(1,950.00)
07/26/2022	CD	CHK	Check: 03 61423	61423	525.00		(1,425.00)
07/26/2022	CD	CHK	Check: 03 61425	61425	150.00		(1,275.00)
07/26/2022	CD	CHK	Check: 03 61436	61436	150.00		(1,125.00)
07/29/2022	CD	CHK	Check: 03 6224	6224(A)	875.00		(250.00)
08/01/2022	AP	INV	LIVE REMOTE; DAN STEWART	07/26/2022		100.00	(350.00)
08/04/2022	AP	INV	MINT FESTIVAL CAR SHOW FLYERS	45380		130.00	(480.00)
08/04/2022	AP	INV	MINT FESTIVAL BEVERAGES	W945036		6,638.60	(7,118.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		500.00	(7,618.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		400.00	(8,018.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		1,200.00	(9,218.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		1,200.00	(10,418.60)
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022		1,250.00	(11,668.60)
08/04/2022	AP	INV	THURSDAY SINGER	08/03/2022		150.00	(11,818.60)
08/09/2022	CD	CHK	Check: 03 61459	61459	400.00		(11,418.60)
08/09/2022	CD	CHK	Check: 03 61469	61469	6,638.60		(4,780.00)



Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-202.000 ACCOUNTS PAYABLE</b>							
				(Continued)			
08/09/2022	CD	CHK	Check: 03 61470	61470	500.00		(4,280.00)
08/09/2022	CD	CHK	Check: 03 61480	61480	1,250.00		(3,030.00)
08/09/2022	CD	CHK	Check: 03 61481	61481	130.00		(2,900.00)
08/09/2022	CD	CHK	Check: 03 61482	61482	1,200.00		(1,700.00)
08/09/2022	CD	CHK	Check: 03 61489	61489	150.00		(1,550.00)
08/09/2022	CD	CHK	Check: 03 61493	61493	1,200.00		(350.00)
08/09/2022	CD	CHK	Check: 03 61505	61505	250.00		(100.00)
08/10/2022	AP	INV	STAGING & ROOF; REMAINING BALANCE	34718 #2		1,560.00	(1,660.00)
08/10/2022	CD	CHK	Check: 03 61506	61506	1,560.00		(100.00)
08/12/2022	CD	CHK	Check: 03 62888	6288(A)	100.00		0.00
08/16/2022	AP	INV	MINT FESTIVAL BEVERAGES	W-945036		3,719.20	(3,719.20)
08/16/2022	CD	CHK	Check: 03 61507	61507	3,719.20		0.00
08/16/2022	AP	VOID	Void Invoice 08/03/2022 01-12-0172	08/03/2022	500.00		500.00
08/16/2022	CD	VOID	Check: 03 61470	61470		500.00	0.00
08/16/2022	AP	VOID	Void Invoice W945036 02-04-0156	W945036	6,638.60		6,638.60
08/16/2022	CD	VOID	Check: 03 61469	61469		6,638.60	0.00
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998		400.00	(400.00)
08/16/2022	AP	INV	MINT FESTIVAL; SETUP/CANCELLATION	08/15/2022		200.00	(600.00)
08/16/2022	AP	INV	PORTAPOTTIES/BEVERAGE TENT	12		1,226.00	(1,826.00)
08/16/2022	AP	INV	THURSDAY SINGER	08/23/2022		150.00	(1,976.00)
08/16/2022	AP	INV	THURSDAY SINGER	09/06/2022		150.00	(2,126.00)
08/16/2022	AP	INV	THURSDAY SINGER	09/13/2022		150.00	(2,276.00)
08/17/2022	CD	CHK	Check: 03 61508	61508	400.00		(1,876.00)
08/17/2022	AP	INV	PROMOTION, AD, WEBSITE FEES 08/25/22	02/08/2022		500.00	(2,376.00)
08/17/2022	AP	INV	TELEPHONE SERVICE - 08/2022	08/10/2022		80.35	(2,456.35)
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022		875.00	(3,331.35)
08/18/2022	AP	INV	AIRE SPOTS; SJPDFARMKT2215	3572698-2		225.00	(3,556.35)
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS MI	3563351-2		100.00	(3,656.35)
08/23/2022	CD	CHK	Check: 03 61514	61514	1,226.00		(2,430.35)
08/23/2022	CD	CHK	Check: 03 61516	61516	200.00		(2,230.35)
08/23/2022	CD	CHK	Check: 03 61522	61522	150.00		(2,080.35)
08/23/2022	CD	CHK	Check: 03 61523	61523	150.00		(1,930.35)
08/23/2022	CD	CHK	Check: 03 61526	61526	500.00		(1,430.35)
08/23/2022	CD	CHK	Check: 03 61528	61528	150.00		(1,280.35)
08/23/2022	CD	CHK	Check: 03 61546	61546	325.00		(955.35)
08/26/2022	CD	CHK	Check: 03 6315	6315(A)	875.00		(80.35)
08/26/2022	CD	CHK	Check: 03 6335	6335(A)	80.35		0.00
08/30/2022	AP	VOID	Void Invoice 08/23/2022 01-16-1036	08/23/2022	150.00		150.00
08/30/2022	CD	VOID	Check: 03 61522	61522		150.00	0.00
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022		808.07	(808.07)
09/07/2022	AP	INV	DOWNTOWN RADIO RENEWAL	7TEZ20HY		189.24	(997.31)
09/07/2022	AP	INV	REIMBURSE; ICE/POP	09/01/2022		74.05	(1,071.36)
09/07/2022	AP	INV	REIMBURSE; WRIST BANDS, TIES, ICE POI	09/01/2022		311.25	(1,382.61)
09/13/2022	CD	CHK	Check: 03 61569	61569	74.05		(1,308.56)
09/13/2022	CD	CHK	Check: 03 61587	61587	189.24		(1,119.32)
09/13/2022	CD	CHK	Check: 03 61591	61591	808.07		(311.25)
09/15/2022	AP	INV	TELEPHONE SERVICE - 09/2022	09/10/2022		80.35	(391.60)
09/16/2022	CD	CHK	Check: 03 6354	6354(A)	311.25		(80.35)
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022		875.00	(955.35)
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3563351-3		100.00	(1,055.35)
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3572698-3		225.00	(1,280.35)
09/20/2022	AP	INV	ACT #1398; ADVERTISING MINT FEST 2022	1280020689		1,050.00	(2,330.35)
09/23/2022	CD	CHK	Check: 03 100009	100009(E)	80.35		(2,250.00)
09/27/2022	CD	CHK	Check: 03 61630	61630	325.00		(1,925.00)
09/28/2022	CD	CHK	Check: 03 6396	6396(A)	875.00		(1,050.00)
09/28/2022	CD	CHK	Check: 03 6422	6422(A)	1,050.00		0.00
10/04/2022	AP	INV	HARDY MUMS	10/04/2022		576.00	(576.00)
10/06/2022	AP	INV	PUMPKINS	10/06/2022		300.00	(876.00)
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022		875.00	(1,751.00)
10/11/2022	CD	CHK	Check: 03 61632	61632	300.00		(1,451.00)
10/11/2022	CD	CHK	Check: 03 61653	61653	576.00		(875.00)
10/18/2022	AP	INV	TELEPHONE SERVICE - 10/2022	10/10/2022		80.35	(955.35)
10/20/2022	AP	INV	WEB PREROLL/POSTROLL CPM	3563351-4		150.00	(1,105.35)
10/25/2022	CD	CHK	Check: 03 61687	61687	150.00		(955.35)
10/26/2022	CD	CHK	Check: 03 100016	100016(E)	80.35		(875.00)
10/27/2022	CD	CHK	Check: 03 6479	6479(A)	875.00		0.00
11/04/2022	AP	INV	TELEPHONE SERVICE - 11/2022	11/10/2022		80.35	(80.35)
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022		875.00	(955.35)
11/18/2022	AP	INV	AIRE SPOTS 14	3750168-1		500.00	(1,455.35)
11/18/2022	AP	INV	WEB PREROLL/POSTROLL CPM ROS	3563351-5		150.00	(1,605.35)
11/22/2022	AP	INV	REIMBURSE; WILD APRICOT WEBSITE	11/22/2022		648.00	(2,253.35)
11/22/2022	AP	INV	REIMBURSE; CHRISTMAS ITEMS - DWNTWN	11/22/2022		1,207.37	(3,460.72)
11/22/2022	AP	INV	HOLIDAY POLE SIGNS & ST NICK SIGN	19395		500.00	(3,960.72)
11/22/2022	AP	INV	ST. NICK/ WINTER FESTIVAL 2022	11/22/2022		100.00	(4,060.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,260.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,460.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,660.72)
11/25/2022	CD	CHK	Check: 03 100024	100024(E)	80.35		(4,580.37)
11/29/2022	CD	CHK	Check: 03 61727	61727	200.00		(4,380.37)
11/29/2022	CD	CHK	Check: 03 61735	61735	100.00		(4,280.37)
11/29/2022	CD	CHK	Check: 03 61740	61740	200.00		(4,080.37)
11/29/2022	CD	CHK	Check: 03 61748	61748	500.00		(3,580.37)
11/29/2022	CD	CHK	Check: 03 61756	61756	200.00		(3,380.37)
11/29/2022	CD	CHK	Check: 03 61763	61763	650.00		(2,730.37)
11/30/2022	CD	CHK	Check: 03 6560	6560(A)	2,730.37		0.00
12/06/2022	AP	INV	ORDER #21256	12N0021256		915.00	(915.00)
12/07/2022	AP	INV	FOR WINTER FESTIVAL - 2022	6746		50.00	(965.00)
12/13/2022	CD	CHK	Check: 03 61774	61774	50.00		(915.00)
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022		875.00	(1,790.00)



Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-202.000 ACCOUNTS PAYABLE</b>							
				(Continued)			
12/13/2022	AP	INV	ADVERTISING; 11/28-12/04 2022	3779558-1		20.00	(1,810.00)
12/14/2022	AP	INV	PORTABLE TOILET RENTAL	570304		504.00	(2,314.00)
12/15/2022	AP	INV	TELEPHONE SERVICE - 12/2022	12/10/2022		80.35	(2,394.35)
12/16/2022	CD	CHK	Check: 03 6611	6611(A)	915.00		(1,479.35)
12/19/2022	AP	INV	DOWNTOWN PROMOTIONS	12/19/2022		6,000.00	(7,479.35)
12/20/2022	CD	CHK	Check: 03 61799	61799	6,000.00		(1,479.35)
12/23/2022	CD	CHK	Check: 03 6620	6620(A)	875.00		(604.35)
12/23/2022	CD	CHK	Check: 03 100032	100032(E)	80.35		(524.00)
01/03/2023	AP	INV	LICENSE FEE; 01/01/23-12/31/2023	100006018959		420.00	(944.00)
01/15/2023	AP	INV	TELEPHONE SERVICE - 01/2023	01/10/2023		80.35	(1,024.35)
01/15/2023	AP	INV	ADVERTISING	12D0021256		75.00	(1,099.35)
01/15/2023	AP	INV	AIRE SPOTS, SJPSDL ITFEST2210 - PSD,	3779558-2		380.00	(1,479.35)
01/16/2023	AP	INV	ANNUAL DDA/PSD WEBSITE HOSTING	59		300.00	(1,779.35)
01/18/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2023	JAN2023		958.33	(2,737.68)
01/24/2023	CD	CHK	Check: 03 61812	61812	420.00		(2,317.68)
01/24/2023	CD	CHK	Check: 03 61882	61882	400.00		(1,917.68)
01/25/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2023	FEB2023		958.33	(2,876.01)
01/26/2023	CD	CHK	Check: 03 100044	100044(E)	80.35		(2,795.66)
01/27/2023	CD	CHK	Check: 03 6647	6647(A)	504.00		(2,291.66)
01/27/2023	CD	CHK	Check: 03 6671	6671(A)	958.33		(1,333.33)
01/27/2023	CD	CHK	Check: 03 6692	6692(A)	300.00		(1,033.33)
01/27/2023	CD	CHK	Check: 03 6706	6706(A)	75.00		(958.33)
02/13/2023	AP	INV	MDA SPRNG WORKSHOP, HANOVER, BARLAGE,	E2684		450.00	(1,408.33)
02/14/2023	CD	CHK	Check: 03 61895	61895	450.00		(958.33)
02/14/2023	AP	INV	TELEPHONE SERVICE - 02/2023	02/10/2023		80.35	(1,038.68)
02/24/2023	CD	CHK	Check: 03 100054	100054(E)	80.35		(958.33)
03/01/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2023	MAR2023		958.33	(1,916.66)
03/02/2023	AP	INV	STAGE SETUP - MINT FEST 2023	2023015		6,325.00	(8,241.66)
03/02/2023	AP	INV	WINTER DECOR	03/01/2023		164.83	(8,406.49)
03/02/2023	AP	INV	WINTER DECOR	03/01/2023		500.00	(8,906.49)
03/03/2023	CD	CHK	Check: 03 6747	6747(A)	958.33		(7,948.16)
03/07/2023	CD	CHK	Check: 03 61950	61950	6,325.00		(1,623.16)
03/09/2023	AP	INV	TELEPHONE SERVICE - 03/2023	03/10/2023		80.35	(1,703.51)
03/16/2023	AP	INV	MINT FEST 2023; PERFORMANCE	03/07/2023		1,250.00	(2,953.51)
03/17/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2023	APR2023		958.33	(3,911.84)
03/21/2023	CD	CHK	Check: 03 61953	61953	164.83		(3,747.01)
03/21/2023	CD	CHK	Check: 03 61967	61967	1,250.00		(2,497.01)
03/24/2023	CD	CHK	Check: 03 100063	100063(E)	80.35		(2,416.66)
03/24/2023	CD	CHK	Check: 03 6785	6785(A)	500.00		(1,916.66)
03/24/2023	CD	CHK	Check: 03 6801	6801(A)	958.33		(958.33)
04/04/2023	AP	INV	SINGER FOR BUNNY SHOP; 2023	03/15/2023		200.00	(1,158.33)
04/05/2023	CD	CHK	Check: 03 61998	61998	200.00		(958.33)
04/06/2023	AP	INV	LISTINGS & LICENSES; FARMERS MARKET 1	5357		85.00	(1,043.33)
04/06/2023	AP	INV	EASTER POSTERS; PSD	46004		80.00	(1,123.33)
04/06/2023	AP	INV	AMERICAN RENTAL INVOICE, PORTABLES	570941		1,246.00	(2,369.33)
04/11/2023	AP	INV	TELEPHONE SERVICE - 04/2023	04/10/2023		80.35	(2,449.68)
04/18/2023	AP	INV	REIMBURSE; BUNNY SHOP EVENT	04/13/2023		100.00	(2,549.68)
04/24/2023	AP	INV	STREET SINGER; 05/10/2023	04/05/2023		200.00	(2,749.68)
04/24/2023	AP	INV	STREET SINGER; 05/10/2023	04/05/2023		200.00	(2,949.68)
04/25/2023	CD	CHK	Check: 03 62012	62012	200.00		(2,749.68)
04/25/2023	CD	CHK	Check: 03 62025	62025	200.00		(2,549.68)
04/25/2023	CD	CHK	Check: 03 62027	62027	80.00		(2,469.68)
04/25/2023	CD	CHK	Check: 03 62031	62031	85.00		(2,384.68)
04/25/2023	CD	CHK	Check: 03 62050	62050	1,246.00		(1,138.68)
04/26/2023	CD	CHK	Check: 03 100073	100073(E)	80.35		(1,058.33)
04/28/2023	CD	CHK	Check: 03 6857	6857(A)	1,058.33		0.00
05/03/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2023	MAY2023		958.34	(958.34)
05/08/2023	AP	INV	TELEPHONE SERVICE - 05/2023	05/10/2023		80.35	(1,038.69)
05/16/2023	AP	VOID	Void Invoice 04/05/2023 01-16-1036	04/05/2023	200.00		(838.69)
05/16/2023	CD	VOID	Check: 03 62025	62025		200.00	(1,038.69)
05/22/2023	AP	INV	AD; 04/04-04/06	21713		100.00	(1,138.69)
05/26/2023	CD	CHK	Check: 03 100085	100085(E)	80.35		(1,058.34)
05/26/2023	CD	CHK	Check: 03 6913	6913(A)	958.34		(100.00)
05/26/2023	CD	CHK	Check: 03 6939	6939(A)	100.00		0.00
05/31/2023			681-000-202.000	END BALANCE	66,741.57	66,411.37	0.00
<b>681-000-214.001 DUE TO GENERAL FUND</b>							
07/01/2022				BEG. BALANCE			0.00
07/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14005		985.00	(985.00)
10/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14006		985.00	(1,970.00)
10/25/2022	GJ	JE	CLEAR DUE TO/FROM ACCOUNTS	13843	121,425.38		119,455.38
01/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14007		985.00	118,470.38
04/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14008		985.00	117,485.38
05/31/2023			681-000-214.001	END BALANCE	121,425.38	3,940.00	117,485.38
<b>681-000-390.000 Fund Balance</b>							
07/01/2022				BEG. BALANCE			(4,379.49)
05/31/2023			681-000-390.000	END BALANCE	0.00	0.00	(4,379.49)
<b>681-000-544.005 GRANTS</b>							
07/01/2022				BEG. BALANCE			0.00
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/202			25,000.00	(25,000.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202			1,500.00	(26,500.00)
05/31/2023			681-000-544.005	END BALANCE	0.00	26,500.00	(26,500.00)
<b>681-000-665.000 INTEREST EARNED/INVESTMENTS</b>							
07/01/2022				BEG. BALANCE			0.00
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509		9.44	(9.44)
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670		5.55	(14.99)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716		5.97	(20.96)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-000-665.000 INTEREST EARNED/INVESTMENTS</b> (Continued)							
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842		8.54	(29.50)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849		8.32	(37.82)
01/31/2023	GJ	JE	RECORD TAX REVENUES	13897		0.47	(38.29)
05/31/2023			681-000-665.000	END BALANCE	0.00	38.29	(38.29)
<b>681-000-671.007 FARMERS' MARKET</b>							
07/01/2022				BEG. BALANCE			0.00
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022			505.00	(505.00)
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022			424.00	(929.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			977.00	(1,906.00)
05/31/2023			681-000-671.007	END BALANCE	0.00	1,906.00	(1,906.00)
<b>681-000-671.010 CAR SHOWS</b>							
07/01/2022				BEG. BALANCE			0.00
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			800.00	(800.00)
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			43.07	(843.07)
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022			925.00	(1,768.07)
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/2022			100.00	(1,868.07)
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/2022			50.00	(1,918.07)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			50.00	(1,968.07)
05/31/2023			681-000-671.010	END BALANCE	0.00	1,968.07	(1,968.07)
<b>681-000-671.018 MINT FESTIVAL</b>							
07/01/2022				BEG. BALANCE			0.00
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022			550.00	(550.00)
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2022			1,000.00	(1,550.00)
08/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/15/2022			3,526.96	(5,076.96)
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			21,535.00	(26,611.96)
05/31/2023			681-000-671.018	END BALANCE	0.00	26,611.96	(26,611.96)
<b>681-000-671.024 WINTER FESTIVAL</b>							
07/01/2022				BEG. BALANCE			0.00
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022			25.00	(25.00)
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022			850.00	(875.00)
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022			1,050.00	(1,925.00)
12/06/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/06/2022			250.00	(2,175.00)
12/09/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/09/2022			1,595.00	(3,770.00)
12/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/12/2022			168.75	(3,938.75)
01/13/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/13/2023			100.00	(4,038.75)
05/31/2023			681-000-671.024	END BALANCE	0.00	4,038.75	(4,038.75)
<b>681-000-671.031 MARKETING CO-OP</b>							
07/01/2022				BEG. BALANCE			0.00
09/29/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/29/2022			900.00	(900.00)
10/19/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/19/2022			450.00	(1,350.00)
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022			300.00	(1,650.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			450.00	(2,100.00)
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022			300.00	(2,400.00)
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022			300.00	(2,700.00)
12/06/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/06/2022			150.00	(2,850.00)
03/02/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 03/02/2023			150.00	(3,000.00)
05/31/2023			681-000-671.031	END BALANCE	0.00	3,000.00	(3,000.00)
<b>681-000-672.006 DOWNTOWN BUSINESS DISTRICT</b>							
07/01/2022				BEG. BALANCE			0.00
07/15/2022	GJ	JE	RECORD TAX REVENUES	13487		4,025.00	(4,025.00)
07/31/2022	GJ	JE	RECORD TAX REVENUES	13494		11,850.00	(15,875.00)
08/15/2022	GJ	JE	RECORD TAX REVENUES	13502		15,150.00	(31,025.00)
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509		937.51	(31,962.51)
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670		275.00	(32,237.51)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716		297.10	(32,534.61)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842		282.57	(32,817.18)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849		275.00	(33,092.18)
01/31/2023	GJ	JE	RECORD TAX REVENUES	13897		7.82	(33,100.00)
05/31/2023			681-000-672.006	END BALANCE	0.00	33,100.00	(33,100.00)
<b>681-173-751.000 EVENT COLLABORATION</b>							
07/01/2022				BEG. BALANCE			0.00
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022	808.07		808.07
05/31/2023			681-173-751.000	END BALANCE	808.07	0.00	808.07
<b>681-173-751.001 FARMERS' MARKET</b>							
07/01/2022				BEG. BALANCE			0.00
08/18/2022	AP	INV	AIRE SPOTS; SJPDFARMKT2215	3572698-2	225.00		225.00
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS M	3563351-2	100.00		325.00
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3563351-3	100.00		425.00
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3572698-3	225.00		650.00
10/20/2022	AP	INV	WEB PREROLL/POSTROLL CPM	3563351-4	150.00		800.00
04/06/2023	AP	INV	LISTINGS & LICENSES; FARMERS MARKET I	5357	85.00		885.00
05/31/2023			681-173-751.001	END BALANCE	885.00	0.00	885.00
<b>681-173-751.002 CAR SHOWS</b>							
07/01/2022				BEG. BALANCE			0.00
08/01/2022	AP	INV	LIVE REMOTE; DAN STEWART	07/26/2022	100.00		100.00
08/04/2022	AP	INV	MINT FESTIVAL CAR SHOW FLYERS	45380	130.00		230.00
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022	250.00		480.00
08/17/2022	AP	INV	PROMOTION, AD, WEBSITE FEES 08/25/22	02/08/2022	500.00		980.00
05/31/2023			681-173-751.002	END BALANCE	980.00	0.00	980.00
<b>681-173-751.003 MINT FESTIVAL</b>							
07/01/2022				BEG. BALANCE			0.00
07/07/2022	AP	INV	REIBMURSE; LIQUOR LICENSE FOR MINT FI	07/07/2022	100.00		100.00
07/17/2022	AP	INV	POLICY #SE1046082; 08/13-08/16 2022	421717	525.00		625.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			<b>681-173-751.003 MINT FESTIVAL</b>	(Continued)			
08/04/2022	AP	INV	MINT FESTIVAL BEVERAGES	W945036	6,638.60		7,263.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	500.00		7,763.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	400.00		8,163.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	1,200.00		9,363.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	1,200.00		10,563.60
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022	1,000.00		11,563.60
08/10/2022	AP	INV	STAGING & ROOF; REMAINING BALANCE	34718 #2	1,560.00		13,123.60
08/16/2022	AP	INV	MINT FESTIVAL BEVERAGES	W-945036	3,719.20		16,842.80
08/16/2022	AP	VOID	Void Invoice 08/03/2022 01-12-0172	08/03/2022		500.00	16,342.80
08/16/2022	AP	VOID	Void Invoice W945036 02-04-0156	W945036		6,638.60	9,704.20
08/16/2022	AP	INV	MINT FESTIVAL; SETUP/CANCELLATION	08/15/2022	200.00		9,904.20
08/16/2022	AP	INV	PORTAPOTTIES/BEVERAGE TENT	12	1,226.00		11,130.20
09/07/2022	AP	INV	REIMBURSE; ICE/POP	09/01/2022	74.05		11,204.25
09/07/2022	AP	INV	REIMBURSE; WRIST BANDS, TIES, ICE POI	09/01/2022	311.25		11,515.50
09/20/2022	AP	INV	ACT #1398; ADVERTISING MINT FEST 202	1280020689	1,050.00		12,565.50
03/02/2023	AP	INV	STAGE SETUP - MINT FEST 2023	2023015	6,325.00		18,890.50
03/16/2023	AP	INV	MINT FEST 2023; PERFORMANCE	03/07/2023	1,250.00		20,140.50
04/06/2023	AP	INV	AMERICAN RENTAL INVOICE, PORTABLES	570941	1,246.00		21,386.50
05/31/2023			681-173-751.003	END BALANCE	28,525.10	7,138.60	21,386.50
			<b>681-173-751.007 WINTER FESTIVAL</b>	BEG. BALANCE 0.00			
11/22/2022	AP	INV	REIMBURSE; CHRISTMAS ITEMS - DWNTWN	11/22/2022	1,207.37		1,207.37
11/22/2022	AP	INV	HOLIDAY POLE SIGNS & ST NICK SIGN	19395	500.00		1,707.37
11/22/2022	AP	INV	ST. NICK/ WINTER FESTIVAL 2022	11/22/2022	100.00		1,807.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,007.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,207.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,407.37
12/07/2022	AP	INV	FOR WINTER FESTIVAL - 2022	6746	50.00		2,457.37
12/14/2022	AP	INV	PORTABLE TOILET RENTAL	570304	504.00		2,961.37
05/31/2023			681-173-751.007	END BALANCE	2,961.37	0.00	2,961.37
			<b>681-173-804.000 ADMINISTRATION CHARGES</b>	BEG. BALANCE 0.00			
07/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14005	985.00		985.00
10/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14006	985.00		1,970.00
01/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14007	985.00		2,955.00
04/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14008	985.00		3,940.00
05/31/2023			681-173-804.000	END BALANCE	3,940.00	0.00	3,940.00
			<b>681-173-814.002 WEBSITE</b>	BEG. BALANCE 0.00			
11/22/2022	AP	INV	REIMBURSE; WILD APRICOT WEBSITE	11/22/2022	648.00		648.00
01/16/2023	AP	INV	ANNUAL DDA/PSD WEBSITE HOSTING	59	300.00		948.00
05/31/2023			681-173-814.002	END BALANCE	948.00	0.00	948.00
			<b>681-173-818.000 CONTRACTUAL SERVICES</b>	BEG. BALANCE 0.00			
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022	875.00		1,750.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022	875.00		2,625.00
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022	875.00		3,500.00
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022	875.00		4,375.00
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022	875.00		5,250.00
01/18/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2023	JAN2023	958.33		6,208.33
01/25/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2023	FEB2023	958.33		7,166.66
03/01/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2023	MAR2023	958.33		8,124.99
03/17/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2023	APR2023	958.33		9,083.32
05/03/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2023	MAY2023	958.34		10,041.66
05/31/2023			681-173-818.000	END BALANCE	10,041.66	0.00	10,041.66
			<b>681-173-818.040 DOWNTOWN IMPROVEMENT</b>	BEG. BALANCE 0.00			
10/04/2022	AP	INV	HARDY MUMS	10/04/2022	576.00		576.00
10/06/2022	AP	INV	PUMPKINS	10/06/2022	300.00		876.00
11/18/2022	AP	INV	AIRD SPOTS 14	3750168-1	500.00		1,376.00
03/02/2023	AP	INV	WINTER DECOR	03/01/2023	164.83		1,540.83
03/02/2023	AP	INV	WINTER DECOR	03/01/2023	500.00		2,040.83
05/31/2023			681-173-818.040	END BALANCE	2,040.83	0.00	2,040.83
			<b>681-173-853.004 MONTHLY &amp; LONG DISTANCE SERV</b>	BEG. BALANCE 0.00			
08/17/2022	AP	INV	TELEPHONE SERVICE - 08/2022	08/10/2022	80.35		80.35
09/15/2022	AP	INV	TELEPHONE SERVICE - 09/2022	09/10/2022	80.35		160.70
10/18/2022	AP	INV	TELEPHONE SERVICE - 10/2022	10/10/2022	80.35		241.05
11/04/2022	AP	INV	TELEPHONE SERVICE - 11/2022	11/10/2022	80.35		321.40
12/15/2022	AP	INV	TELEPHONE SERVICE - 12/2022	12/10/2022	80.35		401.75
01/15/2023	AP	INV	TELEPHONE SERVICE - 01/2023	01/10/2023	80.35		482.10
02/14/2023	AP	INV	TELEPHONE SERVICE - 02/2023	02/10/2023	80.35		562.45
03/09/2023	AP	INV	TELEPHONE SERVICE - 03/2023	03/10/2023	80.35		642.80
04/11/2023	AP	INV	TELEPHONE SERVICE - 04/2023	04/10/2023	80.35		723.15
05/08/2023	AP	INV	TELEPHONE SERVICE - 05/2023	05/10/2023	80.35		803.50
05/31/2023			681-173-853.004	END BALANCE	803.50	0.00	803.50
			<b>681-173-870.001 MARKETING</b>	BEG. BALANCE 0.00			
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998	400.00		400.00
11/18/2022	AP	INV	WEB PREROLL/POSTROLL CPM ROS	3563351-5	150.00		550.00
12/06/2022	AP	INV	ORDER #21256	12N0021256	915.00		1,465.00
12/13/2022	AP	INV	ADVERTISING; 11/28-12/04 2022	3779558-1	20.00		1,485.00
12/19/2022	AP	INV	DOWNTOWN PROMOTIONS	12/19/2022	6,000.00		7,485.00
01/15/2023	AP	INV	ADVERTISING	12D0021256	75.00		7,560.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>681-173-870.001 MARKETING</b>							
						(Continued)	
01/15/2023	AP	INV	AIRED SPOTS, SJPSDL ITFEST2210 - PSD,	3779558-2	380.00		7,940.00
01/15/2023	AP	INV	AIRED SPOTS	3750377-2	0.01		7,940.01
01/15/2023	AP	INV	AIRED SPOTS	3750377-2		0.01	7,940.00
01/20/2023	AP	INV	AIRED SPOTS	3750377-1	0.01		7,940.01
01/20/2023	AP	INV	AIRED SPOTS	3750377-1		0.01	7,940.00
04/06/2023	AP	INV	EASTER POSTERS; PSD	46004	80.00		8,020.00
04/18/2023	AP	INV	REIMBURSE; BUNNY SHOP EVENT	04/13/2023	100.00		8,120.00
05/22/2023	AP	INV	AD; 04/04-04/06	21713	100.00		8,220.00
05/31/2023			681-173-870.001	END BALANCE	8,220.02	0.02	8,220.00
<b>681-173-870.007 GRANTS</b>							
07/01/2022					BEG. BALANCE		0.00
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		25,000.00
05/31/2023			681-173-870.007	END BALANCE	25,000.00	0.00	25,000.00
<b>681-173-870.008 MUSIC</b>							
07/01/2022					BEG. BALANCE		0.00
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022	150.00		150.00
07/19/2022	AP	INV	THURSDAY SINGER	07/25/2022	150.00		300.00
07/19/2022	AP	INV	THURSDAY SINGER	07/18/2022	150.00		450.00
08/04/2022	AP	INV	THURSDAY SINGER	08/03/2022	150.00		600.00
08/16/2022	AP	INV	THURSDAY SINGER	08/23/2022	150.00		750.00
08/16/2022	AP	INV	THURSDAY SINGER	09/06/2022	150.00		900.00
08/16/2022	AP	INV	THURSDAY SINGER	09/13/2022	150.00		1,050.00
08/30/2022	AP	VOID	Void Invoice 08/23/2022 01-16-1036	08/23/2022		150.00	900.00
09/07/2022	AP	INV	DOWNTOWN RADIO RENEWAL	7TEZ20HY	189.24		1,089.24
01/03/2023	AP	INV	LICENSE FEE; 01/01/23-12/31/2023	100006018959	420.00		1,509.24
04/04/2023	AP	INV	SINGER FOR BUNNY SHOP; 2023	03/15/2023	200.00		1,709.24
04/24/2023	AP	INV	STREET SINGER; 05/10/2023	04/05/2023	200.00		1,909.24
04/24/2023	AP	INV	STREET SINGER; 05/10/2023	04/05/2023	200.00		2,109.24
05/16/2023	AP	VOID	Void Invoice 04/05/2023 01-16-1036	04/05/2023		200.00	1,909.24
05/31/2023			681-173-870.008	END BALANCE	2,259.24	350.00	1,909.24
<b>681-173-960.000 EDUCATION AND TRAINING</b>							
07/01/2022					BEG. BALANCE		0.00
02/13/2023	AP	INV	MDA SPRNG WORKSHOP, HANOVER, BARLAGE,	E2684	450.00		450.00
05/31/2023			681-173-960.000	END BALANCE	450.00	0.00	450.00
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					413,819.70	413,819.70	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS  
 PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/23	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	0.00	39,400.00	64,792.47	0.00	(25,392.47)	164.45
248-000-543.010	GRANTS	0.00	0.00	700.00	0.00	(700.00)	100.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(87.02)	0.00	(8.16)	0.00	8.16	100.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		(87.02)	39,400.00	65,484.31	0.00	(26,084.31)	166.20
TOTAL REVENUES		(87.02)	39,400.00	65,484.31	0.00	(26,084.31)	166.20
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	987.00	1,040.00	1,040.00	0.00	0.00	100.00
248-451-818.000	CONTRACTUAL SERVICES	4,206.96	10,500.00	10,041.65	958.33	458.35	95.63
248-451-818.040	DOWNTOWN IMPROVEMENT	14,720.69	6,000.00	13,349.24	0.00	(7,349.24)	222.49
248-451-880.007	FACADE GRANTS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
248-451-956.000	MISCELLANEOUS	852.98	0.00	0.00	0.00	0.00	0.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		20,767.63	27,540.00	24,430.89	958.33	3,109.11	88.71
TOTAL EXPENDITURES		20,767.63	27,540.00	24,430.89	958.33	3,109.11	88.71
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		(87.02)	39,400.00	65,484.31	0.00	(26,084.31)	166.20
TOTAL EXPENDITURES		20,767.63	27,540.00	24,430.89	958.33	3,109.11	88.71
NET OF REVENUES & EXPENDITURES		(20,854.65)	11,860.00	41,053.42	(958.33)	(29,193.42)	346.15

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>							
07/01/2022			<b>248-000-002.000 CASH - IMM/PRI ACCT 1289</b>			BEG. BALANCE	50,609.12
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	49,734.12
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	23,860.77		73,594.89
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	40,931.70		114,526.59
07/31/2022	GJ	JE	03 INTEREST ALLOCATION	13817		8.16	114,518.43
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)		875.00	113,643.43
09/15/2022	CD	CHK	Check: 03 61603	61603		25,000.00	88,643.43
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)		875.00	87,768.43
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		112,768.43
10/25/2022	GJ	JE	CLEAR DUE TO/FROM	13846		987.00	111,781.43
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)		875.00	110,906.43
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202		700.00		111,606.43
11/15/2022	CD	CHK	Check: 03 61721	61721		4,349.24	107,257.19
11/16/2022	CD	CHK	Check: 03 61723	61723		9,000.00	98,257.19
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)		875.00	97,382.19
12/23/2022	CD	CHK	Check: 03 6620	6620 (A)		875.00	96,507.19
01/27/2023	CD	CHK	Check: 03 6671	6671 (A)		958.33	95,548.86
03/03/2023	CD	CHK	Check: 03 6747	6747 (A)		958.33	94,590.53
03/24/2023	CD	CHK	Check: 03 6801	6801 (A)		958.33	93,632.20
04/28/2023	CD	CHK	Check: 03 6857	6857 (A)		958.33	92,673.87
05/26/2023	CD	CHK	Check: 03 6913	6913 (A)		958.33	91,715.54
05/31/2023			248-000-002.000	END BALANCE	90,492.47	49,386.05	91,715.54
<b>248-000-202.000 ACCOUNTS PAYABLE</b>							
07/01/2022						BEG. BALANCE	0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022		875.00	(875.00)
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)	875.00		0.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022		875.00	(875.00)
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)	875.00		0.00
09/15/2022	AP	INV	GRANT MONEY; DOWNTOWN IMPROVMENTS	09/15/2022		25,000.00	(25,000.00)
09/15/2022	CD	CHK	Check: 03 61603	61603	25,000.00		0.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022		875.00	(875.00)
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)	875.00		0.00
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022		875.00	(875.00)
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)	875.00		0.00
11/01/2022	AP	INV	REEL OF DIRECT BURIAL SPEAKER WIRE 14	102222.3		803.52	(803.52)
11/01/2022	AP	INV	MAKE CONNECTION TO DWNTWN SYSTEM FOR	102222.2		845.00	(1,648.52)
11/01/2022	AP	INV	REPLACE MISSING MOBILE RACK	102222.1		2,700.72	(4,349.24)
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022		875.00	(5,224.24)
11/15/2022	CD	CHK	Check: 03 61721	61721	4,349.24		(875.00)
11/16/2022	AP	INV	DEPOSIT TO START PROJECT	111522.1		9,000.00	(9,875.00)
11/16/2022	CD	CHK	Check: 03 61723	61723	9,000.00		(875.00)
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)	875.00		0.00
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022		875.00	(875.00)
12/23/2022	CD	CHK	Check: 03 6620	6620 (A)	875.00		0.00
01/18/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2023	JAN2023		958.33	(958.33)
01/25/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2023	FEB2023		958.33	(1,916.66)
01/27/2023	CD	CHK	Check: 03 6671	6671 (A)	958.33		(958.33)
03/01/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2023	MAR2023		958.33	(1,916.66)
03/03/2023	CD	CHK	Check: 03 6747	6747 (A)	958.33		(958.33)
03/17/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2023	APR2023		958.33	(1,916.66)
03/24/2023	CD	CHK	Check: 03 6801	6801 (A)	958.33		(958.33)
04/28/2023	CD	CHK	Check: 03 6857	6857 (A)	958.33		0.00
05/03/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2023	MAY2023		958.33	(958.33)
05/26/2023	CD	CHK	Check: 03 6913	6913 (A)	958.33		0.00
05/31/2023			248-000-202.000	END BALANCE	48,390.89	48,390.89	0.00
<b>248-000-214.001 DUE TO GENERAL FUND</b>							
07/01/2022						BEG. BALANCE	(987.00)
07/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14005		260.00	(1,247.00)
10/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14006		260.00	(1,507.00)
10/25/2022	GJ	JE	CLEAR DUE TO/FROM	13846	987.00		(520.00)
01/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14007		260.00	(780.00)
04/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14008		260.00	(1,040.00)
05/31/2023			248-000-214.001	END BALANCE	987.00	1,040.00	(1,040.00)
<b>248-000-390.000 Fund Balance</b>							
07/01/2022						BEG. BALANCE	(49,622.12)
05/31/2023			248-000-390.000	END BALANCE	0.00	0.00	(49,622.12)
<b>248-000-404.000 CURRENT PROPERTY TAX</b>							
07/01/2022						BEG. BALANCE	0.00
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504		23,860.77	(23,860.77)
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504		40,931.70	(64,792.47)
05/31/2023			248-000-404.000	END BALANCE	0.00	64,792.47	(64,792.47)
<b>248-000-543.010 GRANTS</b>							
07/01/2022						BEG. BALANCE	0.00
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202			700.00	(700.00)
05/31/2023			248-000-543.010	END BALANCE	0.00	700.00	(700.00)
<b>248-000-665.000 INTEREST EARNED/INVESTMENTS</b>							
07/01/2022						BEG. BALANCE	0.00
07/31/2022	GJ	JE	03 INTEREST ALLOCATION	13817	8.16		8.16
05/31/2023			248-000-665.000	END BALANCE	8.16	0.00	8.16
<b>248-451-804.000 ADMINISTRATION CHARGES</b>							
07/01/2022						BEG. BALANCE	0.00
07/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14005	260.00		260.00
10/01/2022	GJ	JE	RECORD QTRLY ADMIN CHARGES	14006	260.00		520.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			<b>248-451-804.000 ADMINISTRATION CHARGES</b>				
					(Continued)		
01/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14007	260.00		780.00
04/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14008	260.00		1,040.00
05/31/2023			248-451-804.000	END BALANCE	1,040.00	0.00	1,040.00
			<b>248-451-818.000 CONTRACTUAL SERVICES</b>				
07/01/2022					BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022	875.00		1,750.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022	875.00		2,625.00
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022	875.00		3,500.00
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022	875.00		4,375.00
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022	875.00		5,250.00
01/18/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 01/2023	JAN2023	958.33		6,208.33
01/25/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 02/2023	FEB2023	958.33		7,166.66
03/01/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 03/2023	MAR2023	958.33		8,124.99
03/17/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 04/2023	APR2023	958.33		9,083.32
05/03/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 05/2023	MAY2023	958.33		10,041.65
05/31/2023			248-451-818.000	END BALANCE	10,041.65	0.00	10,041.65
			<b>248-451-818.040 DOWNTOWN IMPROVEMENT</b>				
07/01/2022					BEG. BALANCE		0.00
09/15/2022	AP	INV	GRANT MONEY; DOWNTOWN IMPROVMENTS	09/15/2022	25,000.00		25,000.00
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	0.00
11/01/2022	AP	INV	REEL OF DIRECT BURIAL SPEAKER WIRE 14'	102222.3	803.52		803.52
11/01/2022	AP	INV	MAKE CONNECTION TO DWNTWN SYSTEM FOR	102222.2	845.00		1,648.52
11/01/2022	AP	INV	REPLACE MISSING MOBILE RACK	102222.1	2,700.72		4,349.24
11/16/2022	AP	INV	DEPOSIT TO START PROJECT	111522.1	9,000.00		13,349.24
05/31/2023			248-451-818.040	END BALANCE	38,349.24	25,000.00	13,349.24
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					189,309.41	189,309.41	0.00





**Principal Shopping District and Downtown Development Authority 100  
E. State, PO Box 477 – St. Johns, MI – 48879**  
(989) 224-8944 ext. 233 [www.DowntownStJohnsMi.com](http://www.DowntownStJohnsMi.com)  
psdcityofsj@gmail.com

### **Events Committee Meeting Minutes**

**May 4, 2023**

Members Attending: Nancy McKinley, , Jason Butler, Jamie Madar, Corinne Trimbach, Emily Baudoux and Heather Hanover

- 1) Bunny sHop Event: Most people though it went well. There were a few store owners that did not get a lot of business. Maybe go to 7pm next year and work on the identity. Who it is for?
- 2) Thursday Market: Emily Baudoux had a couple of flyers for the group. The group chose one and decided to have the market on the first block of Clinton Ave. There was discussion on the placement and having other activities. It was decided this year to stay on Clinton Ave and we will evaluate for next year. We will possibly have cornhole and other games going. Jamie made up a vendor registration Jot form and Heather added credit card payment to it.
- 3) Mint Fest: There was discussion on how to promote the event. Jason would like to change the name to the Mint Fest Street Party. We would like to get t-shirts to sell before the event. Sponsors were also discussed. It was decided to have one Main Stage Sponsor for \$1000, 2 sponsor for the entrance and 2 sponsors for the main banner across main street. These sponsors will also be on the concert t-shirts. We will get other sponsors to go on the Car show T-shirts. Heather will make up a form to take to sponsors. Emily will work on a Marketing flyer. The event form needs to be worked out and it was decided to have the beverage tent open from 4 on Friday till 12 on Saturday and place the bathroom inside the fence this year on either side of the entrance. We would like to talk to local vendors about the car show t-shirts, concert t-shirts and volunteer t-shirts. We will split the order between CEP and Sports Stop. There was discussion about having a souvenir acrylic cup for drinks at the Street Party and the cup would come with a drink ticket or 2. Jason discussed putting lights across main street and getting hay bails to block the entrance.



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

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**Marketing Committee Minutes**  
**May 11, 11:30 am**  
**PSD Office**

**Committee Members Present:** Tyler Barlage , Ethan Painter, Emily Baudoux, Erika Hayes, Vicki Schafer  
**Others Present:** Amber Haubert and Heather Hanover

1. Brand Guidelines: Chairman Barlage announced that the board approved the new logo/ branding for downtown and approved spending the funds in this fiscal year. Tyler thanked Emily for her presentation to the board. Ethan will get an invoice from the logo designer. The committee also discussed the brand guidelines and the use of our logo. The general consensus was to keep the exact logo for downtown only. The committee would like other groups to use our colors and possibly some elements of the logo but to keep the main logo unique to downtown. They also would like to approve anyone who wants to use elements of the logo.
2. New Brand Rollout Strategy: The committee does not want the logo out there yet. They would like to build up some excitement and launch the brand on July 1<sup>st</sup>. Emily and Ethan will work on what this entails. There was discussion on having a downtown website to go with the new brand. It was discussed if the current Wild Apricot website could function as the public engagement forum and hold the day-to-day business of the PSD/DDA. The hope is that we can have one website do both for cost reasons and ease of maintenance. There was also discussion on merchandizing the new brand. How can we allow others to sell t-shirts and other merchandise and be true to our brand guidelines. Vicki said in Mason the DDA has control of all the merch and sells it to any store or business that wants to buy it and that business has to sell the merch at a set price. The committee liked this idea.
3. Canva Designs: Emily has designed a couple of flyers for the events committee this year. She uses Canva to design them. For others in the PSD to be able to also work with the flyers we would need a group Canva account. It is her opinion that a PSD Canva account would be beneficial to all committees in the PSD. The committee agreed and they would like to get a yearly Canva account for \$150 per year.
4. Review 2023 Marketing Plan and Determine Next Action Items: The launch of the logo on July 1<sup>st</sup> is right on schedule. Having a website for public engagement was also planned for this quarter. Ethan will investigate further using the Wild Apricot site in this manner.
5. Promoting downtown events: the committee wants to help promote events and the downtown. It would be nice when we are budgeting to know how many events need to be promoted and decide how much of our budget to use on each event. Amber brought up the possibility of using our local resources such as Courtney Bradley Photography to record events for future promoting and the use of the footage from last year's mint festival downtown that Sleekfire produced for the Chamber.
6. Meeting Time: The 11:30am time is hard for many. It was decided to change the monthly meeting time to 9am, still on the second Thursday of each month.

**FAÇADE GRANT AGREEMENT BETWEEN THE ST JOHNS DOWNTOWN DEVELOPMENT  
AUTHORITY AND [ENTITY NAME]**

This Agreement entered into [Month Day, Year] by and between the St Johns Downtown Development Authority (hereinafter “St Johns DDA”), and [Entity Name] organized and existing under the laws of the State of Michigan (hereinafter referred to as the “Grant Recipient”).

**WITNESSETH THAT:**

**WHEREAS**, the St Johns DDA has established a façade improvement funding program for the purposes of updating and beautifying the facades to buildings located within the DDA; and

WHEREAS, the St. Johns DDA has budgeted DDA funds to implement the façade improvement program and to allocate those funds by way of discretionary grant awards (“Grant”) to recipients who meet the goals and objectives and eligibility criteria of the façade improvement funding program; and

WHEREAS, the Grant Recipient has submitted an application depicting a façade improvement project that meets the goals and objectives and eligibility criteria of the façade improvement funding program; and

WHEREAS, the St. Johns DDA desires to award funds extend to the Grant Recipient to be used to fund the Project and the Façade Improvements as defined herein the benefit of a Façade Program to carry out building facade improvements for the property located at [Property Address].

**WHEREAS**, the Grant Recipient agrees to accept the grant funds and carry out the Project and Façade Improvements pursuant to the requirements of the Agreement in a lawful, satisfactory and proper manner and in accordance with all policies, procedures and requirements which have been, or from time to time, may be prescribed by the St Johns DDA.

**NOW, THEREFORE**, the St Johns DDA and the Grant Recipient do mutually agree as follows:

**1. PROJECT DESCRIPTION AND GRANT AWARD**

A. Project Objectives: The objective of this Agreement is to implement and carry out the Project and building Façade Improvements pursuant to other requirements and guidelines established by the St Johns DDA in this Agreement. It is the purpose of these grants to encourage façade improvements that will exceed normal maintenance and repair of buildings and that will encourage and contribute to the further improvement of the entire district.

B. Scope of Façade Improvements: Façade Improvements are defined as the intended physical improvements to the building façade as shown in detailed drawings, specifications, line-item budget, and other documents attached hereto as Attachment A (hereinafter referred to as the “Façade Improvements”; See Attachment A).

C. Project: The Project is defined as the eligible Façade Improvements, the necessary coordination and administrative responsibilities required of the Grant Recipient to satisfy the requirements of this Agreement and any other associated building improvements.

D. Time of Performance: The Grant Period is X months beginning on Start Date and ending on End Date. Requests for extensions are subject to approval from the St Johns DDA. Extensions will only be granted in exceptional cases that are determined to be beyond the Grant Recipient's control. Failure to complete the Façade Improvements in the agreed upon time or approved extensions shall result in loss of the Grant.

Grant Recipient Initials: \_\_\_\_\_

E. Inspection of Work: Upon final completion of the Façade Improvements, the Grant Recipient shall schedule an onsite inspection with the Façade Design Committee to verify that the Façade Improvements portion of the Project has been 100% completed in accordance with the Grant Agreement and within the Grant Period.

F. Grant Amount:

1. For Façade Improvements, Grant Funding will provide up to a -50%. The reimbursement will never be more than 50% of the project costs. The amount approved for this project shall not exceed is.\$\_\_\_\_\_ This amount is contingent on full Pproject investment being made by Grant Recipient in accordance with the Grant Agreement and within the Grant Period.
2. The Grant Recipient shall expend the funds authorized through the St Johns DDA's Grant on a reimbursable basis. Funds will only be disbursed for the expenses related to the Façade Improvements included under this Agreement that were paid by the Grant Recipient within the Grant Period.
3. The St Johns DDA makes no implied or explicit guarantee, offer or representation of future funding from the St Johns DDA beyond the termination of this Agreement.

**Commented [GS1]:** Are the funds only intended to reimburse actual Façade improvement costs, or include project costs as well? (Project is defined to include façade improvements and administrative costs and other associated building costs as well)

## 2. DISBURSEMENT OF FUNDS

A. Disbursements:

1. Disbursement of funds will only be made following 100% completion of the Façade Improvements. No partial or interim disbursements will be issued.
2. Funds will only be disbursed for Façade Improvement expenses incurred during the Grant Period, in accordance with this Agreement and Grant Guidelines.
3. Disbursements of grant funds to the Grant Recipient by the St Johns DDA for Façade Improvement expenses incurred and agreed as eligible in accordance with this Agreement will be made on a reimbursement basis. Expenses eligible for reimbursement from the Grant will be only for work associated with the approved Façade Improvements attached to this Agreement.
4. Documents to be submitted as part of a reimbursement request shall include the following:

- a. A completed Reimbursement Process Checklist initialed and dated by Grant Recipient to be submitted with a reimbursement request (See Attachment B)
  - b. A final waiver of lien, stating the total dollar amount of the Façade Improvements portion of the work has been paid, signed by each contractor that has completed work on the Façade Improvements. (See Attachment C)
  - c. A statement of satisfaction signed by the Grant Recipient. (See Attachment D)
  - d. Proof the improvements have passed final inspection and meet all City of St Johns code requirements including zoning, building and safety codes (if applicable).
  - e. Proof all contractors have been paid in full by the Grant Recipient for the portions, or parts of the project, that the applicant is submitting for reimbursement. This proof shall be a final invoice marked "Paid in Full" and copy of check payable to contractor(s).
5. The Grant Recipient shall submit reimbursement requests after completion of all required Façade Improvements. Documentation for reimbursement shall be submitted to Heather Hanover, St Johns DDA Executive Director, 100 E State Street, St Johns, MI 48879 or [psdcityofsj@gmail.com](mailto:psdcityofsj@gmail.com)
6. Reimbursement will be remitted to the Grant Recipient within 30 days receipt of all required documentation.
7. Any Façade Improvement expenses in excess of the approved Grant Award, or any Project expenses that are ineligible for reimbursement, shall be paid by and are the sole responsibility of the Grant Recipient.
8. The City of St Johns and St Johns DDA shall be entitled, at its option, reserves the right to conduct a Ribbon Cutting Ceremony within 30 days of project completion at the project site.

### 3. ACKNOWLEDGMENTS

By signing this Agreement, the Grant Recipient acknowledges the following:

- A. Compliance with Applicable State and Local Laws and Rules. The Project is in compliance with all applicable State and Local laws, ordinances and rules, or will result in compliance with State and Local laws, ordinances and rules.
- B. Additional Grant Funds. The ~~St of~~ St Johns DDA shall not provide additional funding for the Façade Improvements in excess of the original Grant Award. In the event that the grant funding provided pursuant to the Grant Agreement is not sufficient to complete the Façade Improvements for which the Grant was approved, the Grant Recipient shall complete the Project and assume responsibility for any additional expenses in excess of the Grant award amount. No reimbursement shall be made unless and until the Façade Improvements are completed in accordance with Attachment A. If the Façade Improvements are not completed in accordance with Attachment A within the Grant Period, or within

[any authorized extension to the Grant Period, Grant Recipient acknowledges that the St Johns DDA may at its option enter the property, complete the Project and charge the costs of such completion to the Grant Recipient.](#)

#### 4. OTHER TERMS AND CONDITIONS

A. Access Agreement. The Grant Recipient shall grant the St Johns DDA and any contractors or representatives of the City a right of access to enter the property during reasonable business hours and without prior notice. The signing of this Agreement by the Grant Recipient shall constitute written permission for right of access.

B. Contractors

1. The Grant Recipient agrees to secure qualified personnel and/or licensed and insured contractors and subcontractors, where required by City Building Code, to complete the Façade Improvements and the associated Project work.

2. Where performance of Grant Funded activities are carried out by any contractor or subcontractor of the Grant Recipient, the provisions of the Agreement shall be made binding on such contractor and subcontractor by the Grant Recipient. The Grant Recipient has the ultimate legal responsibility for ensuring compliance with requirements of the Agreement.

3. The Grant Recipient shall demonstrate that any contractor or subcontractor will maintain comprehensive general liability insurance with limits of One Hundred Thousand Dollars (\$100,000.00, non-match & non-reimbursable) for claims which may arise from the Grant Recipient's operations under the Agreement, naming the City of St Johns, the St Johns DDA and the Grant Recipient as additional insured parties.

C. Permits. The Agreement does not obligate the St Johns DDA or the City to issue any permits required by law to implement the Project defined in the Agreement. The Grant Recipient agrees that it must still follow and abide by the normal process for all relevant permits.

D. Non-Discrimination Clause. In performing this ~~Agreement~~ contract, the Grant Recipient shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, gender, marital status, age, height, weight, sexual preference, or because of pregnancy or a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position.

E. Indemnification. The Grant Recipient shall, to the extent allowed by law, indemnify and hold harmless the City of St Johns, the St Johns DDA and their agencies, officials, employees, and authorized representatives for any and all claims or causes of action arising from or on account of the acts or omissions of the Grant Recipient, its officers, employees, agents or any persons acting on its behalf or under its control, in implementing the Project pursuant to the Agreement, including, but not limited to, claims for damages, reimbursement or set-off arising from, or on account of, any contract, agreement or arrangement between the Grant Recipient and any person for the performance of activities related to the Project, including claims on account of Project delays.

F. Third Party Rights. This Agreement is not intended to grant or create any rights in any third party nor shall it be construed as an indemnity by the St Johns DDA for the benefit of the Grant Recipient or any other party.

## 5. MODIFICATIONS TO THE AGREEMENT

A. The Grant Recipient or the St Johns DDA may make modifications to the Agreement by mutual consent upon execution of a written amendment to this Agreement signed by both parties. The Grant Recipient must obtain written authorization from the St Johns DDA before implementing any change that materially alters the Façade Improvement portion of the Project, including, but not limited to, revision or substitution of materials, colors, dimensions, and other material changes to the Project. The Grant Recipient shall immediately notify the St Johns DDA, via formal written notice, in the event that a change in the Façade Improvement portion of the Project is requested, or in the event that the Project cannot be implemented as originally proposed under this Agreement. Any proposed change in the Façade Improvement portion of the Project is subject to written approval by the St Johns DDA.

Grant Recipient Initials: \_\_\_\_\_

## 6. COMPLIANCE WITH THE AGREEMENT

A. Suspension of the Grant. In the event the Grant Recipient fails to comply with the Agreement, the St Johns DDA may, upon having provided reasonable notice to the Grant Recipient of the alleged failure, and in the event that the Grant Recipient fails to correct the alleged failure within a 15-day period of time, suspend the Grant in whole, or in part, and withhold disbursement or prohibit the Grant Recipient from incurring additional obligations of Grant funds.

B. Termination for Cause. The St Johns DDA may, in its sole discretion, upon having provided reasonable notice to the Grant Recipient of any alleged violation, failure, or refusal to comply with any term, condition, or provision of the Agreement, and upon failure of the Grant Recipient to correct any violations of the Agreement within a period of 15 days, modify or reduce the total amount of the Grant funds awarded to Grant Recipient available pursuant to the Agreement or terminate the Grant funding in whole, or in part, at any time. The St Johns DDA will promptly notify the Grant Recipient in writing of the determination, the reason for the termination, and the effective date of termination.

C. The Grant Recipient hereby agrees that no alterations will be made to the exterior of the building, within three (3) years of the date of receipt of the Grant proceeds, without



first consulting with the Facade Design Committee on behalf of the St Johns DDA. If the Grant Recipient fails to comply, they may be ineligible for future grants and may be subject to repayment of the Grant Amount on a case-by-case basis, to be determined by the St Johns DDA.

Grant Recipient Initials: \_\_\_\_\_

**7. CERTIFICATIONS**

A. The Grant Recipient hereby certifies that there has been no known change in the Project or the proposed Façade Improvements described in the grant application.

B. The Grant Recipient hereby agrees to implement the Project and the Façade Improvements as defined in this Grant Agreement and that the [Grant](#) funds [awarded made available](#) will be used only as set forth in the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized officers as of the day and year first above written.

**[ENTITY NAME]**

By: \_\_\_\_\_  
**[Agent Name]**

Its: **[Agent Title]**

**St Johns Downtown Development Authority**

By: \_\_\_\_\_  
Jason Butler

Its: Board Chair

**Attachment A**

**SCOPE OF FAÇADE IMPROVEMENTS**

**Application, Drawings, Specifications, Line-Item Project Budget and Additional Supporting Documentation**

DRAFT

**Attachment B**

**PROJECT COMPLETION  
REIMBURSEMENT PROCESS CHECKLIST**

**Grant Recipient Name:** \_\_\_\_\_

**PLEASE NOTE:**

- This Checklist is merely a summary aid and does not supersede the requirements of the Grant as outlined in the Façade Grant Agreement.
- Reimbursement will be remitted to the Grant Recipient within 30 days receipt of all required documentation.
- The City of St Johns DDA shall be entitled, at its option, reserves the right to conduct a Ribbon Cutting Ceremony within 30 days of project completion at the project site.

\_\_\_ Upon completion of the Project, and prior to Grant funds money disbursement, the Grant Recipient shall schedule an on-site inspection with the Façade Design Committee to verify the project has been completed in accordance with the Design Guidelines and as outlined in the Grant and Façade Grant Design Agreement.

Once project completion has been verified, the Grant Recipient applicant must provide the following documents for reimbursement:

\_\_\_ Full Unconditional Waiver of Lien signed by each contractor who has completed the work. (Attachment is provided with Façade Grant Grant and Design Agreement.)

\_\_\_ A Statement of Satisfaction Form signed by the Grant Recipient. (Attachment is provided with Façade Grant and Design Agreement.)

\_\_\_ Proof all contractors have been paid in full by the Grant Recipient for the portions, or parts of the project, that the Grant Recipient is seeking reimbursement for. This proof shall be a final invoice marked "Paid in Full" and copy of check payable to contractor(s).

Grant Recipient Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Submit Reimbursement Materials to:

Heather Hanover  
St Johns DDA Executive Director  
100 E State Street  
St Johns, MI  
Lansing, MI 48879

DRAFT

**Attachment C**

**FULL UNCONDITIONAL WAIVER  
(Under the Construction Lien Act of 1980)**

My/our contract with \_\_\_\_\_ to  
(other contracting party)  
provide \_\_\_\_\_ for the improvement of  
the property described as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (use attachment if needed)

having been fully paid and satisfied, in the amount of \$ \_\_\_\_\_ and all my/our  
construction lien rights against such property are hereby waived and released.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
(signature of lien claimant)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Signed on: \_\_\_\_\_  
(Date)

**DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.**

**Instructions:**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.

**Submit to: St Johns DDA  
100 E St Street. St Johns, MI 48879**

**Attachment D**  
**FAÇADE PROGRAM**  
**SATISFACTION OF COMPLETION ACKNOWLEDGMENT**

PROJECT ADDRESS: \_\_\_\_\_  
APPLICANT/OWNER'S NAME: \_\_\_\_\_

As the applicant/owner of subject property where Façade Improvement work has been completed, I have inspected the work and agree that all work has been satisfactorily completed in accordance with the proposed Project plans, specifications and accepted Scope of Façade Improvements, and is acceptable to me.

As the applicant/owner, I know that I am solely responsible for the upkeep and maintenance of the subject property.

I hereby sign this acknowledgment of my own free will and authorize the St Johns DDA to make final and complete reimbursement of funds for the Façade Improvement portion of the Project.

**Commented [GS2]:** Same comment as above. Is it intended that only the Façade Improvements be reimbursed or the additional costs included in Project costs as well?

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

**Submit to:**  
**St Johns DDA**  
**100 E State ST**  
**St Johns, MI 48879**



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

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

Executive Director Activity for May 2023

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Events Committees meeting, agenda and minutes
- D. Executive Committee meeting, agenda and minutes
- E. Marketing Committee meeting agenda and minutes
- F. Board Meeting, Minutes and agenda
- G. Turned in Bills and deposits to the City Treasurer
- H. Chamber Meetings
- I. City Council Meeting
- J. Turned in event forms for Thursday and Saturday Farmers Markets
- K. Lined up some volunteers for Spring Fling
- L. Set up tent and sound system musicians at Spring Fling
- M. Met with Willow and the city electrician to fix the issues with the downtown sound system
- N. Met with Soap Box Derby to assist with issues
- O. Talked with Ethan Painter about canceling Square website
- P. Updated Wild Apricot Websites
- Q. Optimize on Main Grant Application
- R. Capital Region Community Fund Grant
- S. Worked with large Façade Grant Applicants
- T. Talked with city attorney about grant contract
- U. Made changes requested by attorney to grant contract
- V. Contacted Jim Pratl and Ken Harris about their façade grants
- W. Talked with Justin Smith about city/DPW issues
- X. Sent out weekly update emails
- Y. Worked on ads for the Thursday and Saturday Markets
- Z. Made up Sponsors form for Mint Fest Street Party
- AA. Turned in Special Liquor License app for Mint Fest
- BB. Turned in Event form for Mint Fest Street Party and Car Show
- CC. Talked with Allaby and Brewbaker about insurance for Mint Fest



AmberLynn Haubert  
127 N. Clinton Avenue  
St Johns, MI 48879

June 1, 2023

Downtown Development Authority Board

Attention: Resignation Letter

Dear DDA/PSD Board,

After careful consideration I would ask that you would accept this as a formal notice of my resignation from the position of DDA/PSD Board Member, effective immediately.

I am grateful to have had the opportunity to be a part of serving our community within the DDA/PSD for two short years. I am grateful that I was able to contribute to; new bylaws, creation and chairing of Design Committee, spearheading the Facade Grant Program, new hanging baskets and ground planters, proposal of new benches and trash receptacles, volunteering and contributing throughout events, and creating marketing content. I am also grateful to have represented St. Johns by attending three MDA Conferences.

My hope was to build a better tomorrow where I and many would be encouraged to pass on the torch; sadly, the culture does not welcome and cultivate development. I don't believe staying on the board is beneficial at this time due to the unhealthy dynamics, lack of leadership, lack of guidance and accountability. I wish the Downtown Development Authority continued growth and success in the future.

Sincerely,

AmberLynn

Please include my letter inside of the June Board Packet.

Mariah Leiby  
206 N Clinton Ave  
St John's MI 48879

June 1, 2023  
Downtown Development Authority Board

Attention: Resignation Letter

Dear DDA/PSD Board,

After careful consideration I would ask that you would accept this as a formal notice of my resignation from the position of DDA/PSD Board Member, effective immediately.

I am grateful to have had the opportunity to be a part of serving our community within the DDA/PSD since December 2020, I was able to add new events, make old events bigger, help with the Design Committee, support the façade grant, assisting in many projects throughout that time and so much more.

My goal was to bring new light and events to the downtown and be a destination for all ages. Sadly, the culture does not welcome and cultivate development. I don't believe staying on the board is beneficial at this time due to the unhealthy dynamics, lack of leadership, lack of guidance and accountability. I wish the Downtown Development Authority continued growth and success in the future.

Sincerely,

Mariah Leiby

Please include my letter inside of the June Board Packet.

Sent from my iPhone