



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

**BOARD OF DIRECTORS
2023 - 2024**

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County

Directors
Ed Brandon
Gilroy's Hardware

Chad Gamble
City of St. Johns

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Nancy McKinley
Castle Resident

Corinne Trimbach
Mint Door

Craig Smith
Main Street Café

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
Chad Gamble
Jason Butler
Corinne Trimbach
Tracy Kossaras

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

AGENDA

Principal Shopping District Meeting
August 2, 2023

11: 30 am, PSD Office/Fire Hall

* 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 July 12,2023
 - B. *Minutes from Marketing, Executive and Event Meetings
 - C. *City of St Johns monthly financial report through July 25,2023
 - D. *Director's Report
- 4. Communications**
 - A. Events Committee 11:37am (3 minutes)
 - B. Marketing Committee: 11:40am (3 minutes)
 - C. Executive Committee 11:43 am (3 minutes)
 - i. Change August Meeting time.
- 5. Old Business**
 - A. Board Membership 11:46 am(10 Minutes)
 - B. Social Districts 11:56 am(5 Minutes)
- 6. New Business**
 - A. None

Next Regular PSD Board Meeting September 6 , 2023



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

AGENDA

Downtown Development Authority Meeting

August 2, 2023

Immediately After 11:30 PSD Meeting at DDA Office

BOARD OF DIRECTORS
2023 - 2024

Chairman
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Community Christian Church

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Clinton County

Directors
Ed Brandon
Gilroy's Hardware

Chad Gamble
City of St. Johns,

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Nancy McKinley
Castle Resident

Corinne Trimbach
Mint Door

Craig Smith
Main Street Café

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

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

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

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Executive Director
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* Indicates an attachment

1. **Call to Order 12:01 pm**
2. **Additions to the Agenda 12:02 pm**
3. **Approval of the Consent Agenda: 12:03 pm**
 - A. *Minutes of meeting dated July 12,2023
 - B. *City of St Johns monthly financial report through July 25,2023
4. **Communications**
 - A. None
5. **Old Business**
 - A. Design Committee **12:04 pm (5 minutes)**
6. **New Business**
 - A. None.
7. **Public Comment (please keep to under 3 minutes) 12:09 pm (10 minutes)**

Adjournment 12:19 pm

Next Regular DDA Board Meeting Sept 6, 2023



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

Meeting Minutes
Principal Shopping District
July 12, 2023
11:30 am, At PSD Office

BOARD OF DIRECTORS
2023- 2024

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce Delong
Clinton County Commissioner

Directors
Ed Brandon
Gilroy's Hardware

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Unique Reflections

Craig Smith
Main Street Café

COMMITTEES

Marketing
Tyler Barlage-Chair
Erika Hayes
Emily Baudoux
Ethan Painter
Vicki Schaffer

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar

Executive, Finance, Strategic Planning
Jason Butler-Chair
Tyler Barlage
Bruce Delong
Chad Gamble
Tracy Kossaras
Corinne Trimbach

CONTACT INFO

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

Members Present: Jason Butler, Tyler Barlage, , Nancy McKinley, Bruce Delong, Corinne Trimbach, Chad Gamble , Ed Brandon, Tracy Kossaras and Erika Hayes

Other Present: Kristina Kinde, Emily Baudoux, Liz Janetske and Heather Hanover

1. **Meeting was called to Order by Chairman Butler at 11:30am**

2. **Additions to the Agenda** None. Motion to approve made by Bruce Delong, seconded by Erika Hayes, motion carried

3. **Motion to Approve the Consent Agenda made by Bruce Delong**, seconded by Erika Hayes motion carried.

A. Minutes of meeting dated June 7, 2023

B. Minutes of the Marketing, Executive and Events Committee Meetings

C. City of St Johns monthly financial report through June 30,2023

D. Director's Report

4. Communications

A. Events Committee: Corinne talked about the new hot dog cart, it is on its way. We will also be needing volunteers for the Mint Fest Street Party. The Thursday Markets have not been a hit but we are still doing the 4 we have scheduled. The next committee meeting is tomorrow.

B. Marketing Committee: Tyler announced that the new downtown branding was released on schedule and there were many positive comments. The marketing committee is working on flyers for the Mint Fest Downtown and is putting \$1500 toward advertising. We are trying to get a cross street banner made up for the Mint Festival. The committee will talk about the banner at their next committee meeting which is scheduled for tomorrow.

C. Executive Committee: Jason stated that the committee discussed social districts, board members and board member welcome packets.

5. Old Business

A. Board Membership: The board discussed how many members we have and the possibility of adding more. We do have a few applications but it was decided to first announce to the whole downtown that we are looking to add new board members. The board will review all applications at the next meeting and make a recommendation to the city council. The board also felt that participation in committees, board meetings and events should be a big consideration when selecting new board members. Motion by Bruce Delong, seconded by Erika Hayes to post for more members and vote at the next meeting, motion carried. Attendance of board meetings was also discussed. In the new by-laws there is a standard for attendance. The board felt we need to stick to the by-laws and have that discussion with any board member that aren't regularly attending. We still appreciate their willingness to be on the board and should encourage them to participate in other ways but with the amount of interest we should have the board positions filled by district members who are actually able to attend. Motion by Bruce Delong, seconded by Tracy Kossaras, to talk with members who have low attendance at board meetings. Motion Carried.

B. Social Districts: The downtown district members were polled about their interest in have a Social District in downtown St Johns. The majority were in favor but they had some questions about how it will be organized. There was talk on forming a committee. There was talk on getting city council input because they will have final approval. It was decided to send the poll information to the city council and ask them to weigh in on the proposed social district.

6. New Business:

A. Event Policy: Jason Butler stated that the current event policy that the city has leaves a lot of unanswered questions when an event is proposed. Jason presented an alternative application that he modified from another city. Kristina Kinde responded that the city is aware



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that they need to make some changes. The event application is scheduled to be reviewed and updated in the fall. Since many of the events are held in the downtown Jason requested the PSD/DDA board be a part of the discussions.

Motion to adjourn made by Tyler Barlage at 12:33 seconded by Erika Hayes, motion carried

Next Regular Meeting August 3, 2023



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BOARD OF DIRECTORS
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Jason Butler
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Community Christian
Church

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Bruce Delong
Clinton County Commissioner

Directors
Ed Brandon
Gilroy's Hardware

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns

Nancy McKinley
Castle Residence

Corinne Trimbach
Mint Door Boutique

Craig Smith
Main Street Café

COMMITTEES

Marketing
Tyler Barlage-Chair
Erika Hayes
Emily Baudoux
Ethan Painter
Vicki Schaffer

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar

**Executive, Finance, Strategic
Planning**
Jason Butler-Chair
Tyler Barlage
Bruce Delong
Chad Gamble
Tracy Kossaras
Corinne Trimbach

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

Meeting Minutes
Downtown Development Authority
July 12 , 2023
After PSD Meeting, PSD Office

Members Present: Jason Butler, Bruce Delong, Corinne Trimbach, Erika Hayes, Tyler Barlage, Chad Gamble, Nancy McKinley, Tracy Kossaras and Ed Brandon.

Other Present: Kristina Kinde, Emily Baudoux, Liz Janetske and Heather Hanover

- 1. Meeting was called to Order by Vice Chairman Barlage at 12:34 pm**
- 2. Additions to the Agenda:** There were no additions to the agenda. Motion by Erika Hayes to approve the agenda, seconded by Chad Gamble, motion carried.
- 3. Motion to Approve the Consent Agenda** as presented, made by Erika Hayes, seconded by Chad Gamble, motion carried.
 - A. Minutes of meeting dated June 7, 2023
 - B. City of St Johns monthly financial report through June 30,2023
- 4. Communications**
 - A. None
- 5. Old Business**
 - A. Façade Grants: The Deft Brothers would applied for a façade grant and they were willing to work with the larger façade grant that we are apply for from Capital Region Community Foundation were we could get them more funds But because of the need to get tenants in their buildings, they have had to move forward and would just like to be considered for just the local façade grant dollars. Their total application was for \$32,280 but we can not afford to pay for half of that like we did with the other grants we approved and the company has already completed some of the work. Motion by Ed Brandon, seconded by Nancy McKinley to grant them at the most \$8000 toward their façade project, motion carried 8 to 1(Hayes).
- 6. New Business**
 - A. Ad Hoc Committee for a Comprehensive Plan for Streetscape. It was discussed to have a temporary committee to make an overall plan for downtown improvements that will all work together and then be paid for as funds become available. Chad Gamble stated that he has had a lot of experience on streetscapes and would like to be on the committee. Tyler Barlage and Ed Brandon are also interested. There was discussion on getting some design or landscape design committee members also. Heather will work on setting up that Ad Hoc Committee.
- 7. Public Comment:** Chad Gamble wanted to inform everyone that the city is getting closer to starting the new parking plans. The signage and informational material are getting approved and will be sent out soon.

Motion to adjourn made by Erika Hayes, seconded by Chad Gamble, motion carried, meeting adjourned at 12:54pm

Next meeting August 3, 2023



*Principal Shopping District and Downtown Development Authority 100
E. State, PO Box 477 – St. Johns, MI – 48879
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Events Committee Meeting Minutes

July 13, 2023 8am

Members Attending: Nancy McKinley, , Jason Butler, , Corinne Trimbach, Tracy Kossaras, Jessica Whitford

Others: Heather Hanover

- 1) Thursday Farmers Market: The first Market was not well attended. Many vendors did not show up. It was decided to move this event to the depot. If it does continue or get bigger, we can revisit.
- 2) Mint Fest: The Hot Dog Cart will be in next Monday. We need to make space for it in the barn and work on volunteers to run it. Volunteer t-shirts are being made by Sports Stop and the car show shirts are being made by Custom Embroidery Plus. We need a lot of Volunteers for the car show and the beverage tent. The corn hole tournament will start at 6 on Friday and 5 on Saturday. It was decided that Cornholes players do not need to pay the entry fee. Tracy will contact the football team to see if they will help with set up. Corinnes husband Troy will help stop traffic after the parade and only allow car participants downtown. It was discussed where to have the car show participants park and we will be using some of the third block and Higham and Walker going West to brush. Jason will have a crew to help direct cars for car show. The beverage center will be open starting at 5:30 pm on Friday and we will try to get volunteers to have it open during the car show starting at 1pm. We still need one sponsor and a few have to pay. Heather will email them and get their banners made up. To properly displace the banners at the entrance the committee discussed hay bales. Jessica will check on getting hay wagons to add to the entrance and Tracy will contact Andy T about getting some straw. It was also discussed how to add signs to the stage for the sponsors and the downtown. Jason will send Heather the Stage Company info so he can talk to Bruce about adding signs. We also need to decide how many tables to set up. The city evaluated the parade route and determined that the large trucks will need to go all the way to Railroad St. Jason would like the parade to turn west only to prevent conflict with the stage engineer's console .



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Executive Committee Meeting Minutes

July 18, 2023

Members attending: Jason Butler, Tyler Barlage, Tracy Kossaras and Chad Gamble
Others: Heather Hanover

1. Selection of new board members and board packet: The committee reviewed the packet of information that will be provided to new board members. The committee talked about the current applications that have been received and how selection will happen. The deadline for apply is July 25th. All applications will be included in the monthly board packet and then reviewed at the August PSD DDA board meeting.
2. Social District survey: The results of the downtown district poll were generally in favor. The next step for the board is to get the feel from the city council if that is even something they would consider. The issues will be discussed at next Monday's city council meeting. Heather and Tyler will attend. It would be nice to get a restaurant owner to attend. Heather will talk to Dean and Shana Mazzolini.
3. Tree Trimming: The test tree in the first block seems to be thriving. The rest of the trees need to be trimmed. It is the hope of the board that the city will trim the rest in the fall. Issues with trees, leaves and birds are the main source of complaints in the downtown.
4. Parking Lot Lines: Jason Butler brought up the fact that the striping in the Gilroy's parking lot are no existent which leads to confusion and inefficient parking. Social District Survey: Heather provided some possible questions for the survey and explanation of what a social district is. The committee only really wants the answer to one question: "Would you be in favor of having a Social District in Downtown St Johns?" They also felt the benefits of having a social district should be included in the explanation. One question is a poll. Heather will modify the explanation and send out the poll to her usual email list for the downtown.
5. Downtown Streetscape: A number of issues need to be addressed in the downtown with the streetscape and other design issues. An ad hoc versus a regular Design committee was discussed. Ed Brandon has shown some interested and city manager Chad Gamble has experience with streetscapes. Other names mention for the committee: Ken Jones, Suzy Fromson and Courtney Bradley. It would be great to get members with design experience and landscaping experience.
6. No other items for the agenda.



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Marketing Committee Minutes
July 13, 9 am
PSD Office

Committee Members Present: Tyler Barlage , Emily Baudoux, Vicki Schafer

Others Present: Heather Hanover

1. Brand Roll Out: The roll went well. The vast majority of the comments on Facebook were positive. The brand will be on our group Canva account for the committee to work with in the future. The committee reviewed the Canva account and updated the brand colors and fonts.

2. Designing Flyers for the Mint Fest: It was decided to have bright green volunteer shirts with our logo in white on the front and volunteer on the back. Vicki will make up 30 of those. The cross-street banner for the Mint Festival Street Party was discussed. It was decided to stick with Bruce's first design but remove the "th" after the dates so they are easier to read. The font is not traditional to our brand but the group felt that the font represented the event. Emily is working on an event flyer. She needs information on the sponsors and the bands that will be playing. When Emily is done with the flyer, she will get the design to Vickie who will look into making a concert t-shirt. We would also like to get banners made for the poles. Vicki will come up with a design and a price from Sports Stop.

3. General year-round merchandise with our branding. It was decided to talk about this at a future meeting, we have enough to get ready with the Mint Fest.

Tyler thanked everyone for their hard work. He is very excited about all the progress we have made with the Marketing Committee; it is exciting for our downtown.

PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	26,500.00	0.00	0.00	0.00	0.00	0.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	244.79	0.00	0.00	0.00	0.00	0.00
681-000-671.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.007	FARMERS' MARKET	2,126.29	1,500.00	514.00	514.00	986.00	34.27
681-000-671.010	CAR SHOWS	1,968.07	2,000.00	0.00	0.00	2,000.00	0.00
681-000-671.018	MINT FESTIVAL	27,361.96	25,000.00	0.00	0.00	25,000.00	0.00
681-000-671.024	WINTER FESTIVAL	4,038.75	2,000.00	0.00	0.00	2,000.00	0.00
681-000-671.026	SOAP BOX DERBY	0.00	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	3,750.00	2,500.00	250.00	250.00	2,250.00	10.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	36,050.00	38,975.00	4,200.00	4,200.00	34,775.00	10.78
681-000-675.005	CORPORATE SPONSORS	0.00	0.00	0.00	0.00	0.00	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		102,039.86	71,975.00	4,964.00	4,964.00	67,011.00	6.90
TOTAL REVENUES		102,039.86	71,975.00	4,964.00	4,964.00	67,011.00	6.90
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	808.07	1,000.00	0.00	0.00	1,000.00	0.00
681-173-751.001	FARMERS' MARKET	885.00	1,800.00	0.00	0.00	1,800.00	0.00
681-173-751.002	CAR SHOWS	980.00	1,500.00	500.00	500.00	1,000.00	33.33
681-173-751.003	MINT FESTIVAL	21,386.50	20,000.00	0.00	0.00	20,000.00	0.00
681-173-751.007	WINTER FESTIVAL	2,961.37	3,000.00	0.00	0.00	3,000.00	0.00
681-173-751.008	SOAP BOX DERBY	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.011	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	3,940.00	4,600.00	0.00	0.00	4,600.00	0.00
681-173-814.002	WEBSITE	948.00	700.00	0.00	0.00	700.00	0.00
681-173-818.000	CONTRACTUAL SERVICES	14,199.99	11,500.00	958.34	958.34	10,541.66	8.33
681-173-818.040	DOWNTOWN IMPROVEMENT	2,053.94	8,300.00	0.00	0.00	8,300.00	0.00
681-173-826.086	AUDIT FEES	0.00	500.00	0.00	0.00	500.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	803.50	500.00	0.00	0.00	500.00	0.00
681-173-870.001	MARKETING	9,645.05	8,500.00	0.00	0.00	8,500.00	0.00
681-173-870.007	GRANTS	25,000.00	0.00	0.00	0.00	0.00	0.00
681-173-870.008	MUSIC	2,530.24	1,000.00	200.00	200.00	800.00	20.00
681-173-870.009	MARKETING CO-OP	0.00	5,000.00	0.00	0.00	5,000.00	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	13.09	0.00	0.00	0.00	0.00	0.00
681-173-960.000	EDUCATION AND TRAINING	450.00	1,000.00	0.00	0.00	1,000.00	0.00
681-173-961.000	PROFESSIONAL DUES	0.00	200.00	0.00	0.00	200.00	0.00
681-173-985.000	CAPITAL OUTLAY	0.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		86,604.75	73,200.00	1,658.34	1,658.34	71,541.66	2.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 07/31/2023

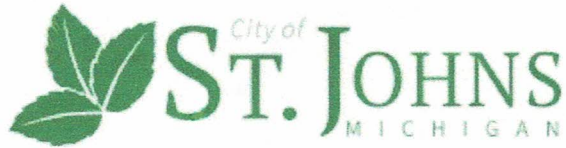
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT Expenditures							
TOTAL EXPENDITURES		86,604.75	73,200.00	1,658.34	1,658.34	71,541.66	2.27
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		102,039.86	71,975.00	4,964.00	4,964.00	67,011.00	6.90
TOTAL EXPENDITURES		86,604.75	73,200.00	1,658.34	1,658.34	71,541.66	2.27
NET OF REVENUES & EXPENDITURES		15,435.11	(1,225.00)	3,305.66	3,305.66	(4,530.66)	269.85
TOTAL REVENUES - ALL FUNDS		167,524.17	121,803.29	54,683.57	54,683.57	67,119.72	44.89
TOTAL EXPENDITURES - ALL FUNDS		111,993.98	167,903.00	2,616.67	2,616.67	165,286.33	1.56
NET OF REVENUES & EXPENDITURES		55,530.19	(46,099.71)	52,066.90	52,066.90	(98,166.61)	112.94

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2023			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		19,864.59
07/10/2023	CD	CHK	Check: 03 62196	62196		200.00	19,664.59
07/11/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/11/2023		250.00		19,914.59
07/12/2023	CD	CHK	Check: 03 7038	7038 (A)		13.11	19,901.48
07/15/2023	GJ	JE	RECORD CASH TRANSFERS	14074	4,200.00		24,101.48
07/21/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/21/2023		514.00		24,615.48
07/25/2023	CD	CHK	Check: 03 62217	62217		500.00	24,115.48
07/28/2023	CD	CHK	Check: 03 7061	7061 (A)		958.34	23,157.14
07/31/2023			681-000-002.000	END BALANCE	4,964.00	1,671.45	23,157.14
07/01/2023			681-000-002.007 DEBIT CARD-CASH		BEG. BALANCE		(23.79)
07/31/2023			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
07/01/2023			681-000-084.015 DUE FROM CURRENT TAX COLLECT		BEG. BALANCE		0.00
07/15/2023	GJ	JE	RECORD CASH TRANSFERS	14074		4,200.00	(4,200.00)
07/15/2023	GJ	JE	RECORD TAX REVENUES	14075	4,200.00		0.00
07/31/2023			681-000-084.015	END BALANCE	4,200.00	4,200.00	0.00
07/01/2023			681-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(13.11)
07/10/2023	AP	INV	STREET SINGER; 07/18/23	07/10/2023		200.00	(213.11)
07/10/2023	CD	CHK	Check: 03 62196	62196	200.00		(13.11)
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023		958.34	(971.45)
07/11/2023	AP	INV	PROMOTION, AD, WEBSITE FEES 08/24/23	02/06/2023		500.00	(1,471.45)
07/12/2023	CD	CHK	Check: 03 7038	7038 (A)		13.11	(1,458.34)
07/25/2023	CD	CHK	Check: 03 62217	62217		500.00	(958.34)
07/28/2023	CD	CHK	Check: 03 7061	7061 (A)		958.34	0.00
07/31/2023			681-000-202.000	END BALANCE	1,671.45	1,658.34	0.00
07/01/2023			681-000-214.001 DUE TO GENERAL FUND		BEG. BALANCE		(13.09)
07/31/2023			681-000-214.001	END BALANCE	0.00	0.00	(13.09)
07/01/2023			681-000-390.000 Fund Balance		BEG. BALANCE		(4,379.49)
07/31/2023			681-000-390.000	END BALANCE	0.00	0.00	(4,379.49)
07/01/2023			681-000-671.007 FARMERS' MARKET		BEG. BALANCE		0.00
07/21/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/21/2023			514.00	(514.00)
07/31/2023			681-000-671.007	END BALANCE	0.00	514.00	(514.00)
07/01/2023			681-000-671.031 MARKETING CO-OP		BEG. BALANCE		0.00
07/11/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/11/2023			250.00	(250.00)
07/31/2023			681-000-671.031	END BALANCE	0.00	250.00	(250.00)
07/01/2023			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		0.00
07/15/2023	GJ	JE	RECORD TAX REVENUES	14075		4,200.00	(4,200.00)
07/31/2023			681-000-672.006	END BALANCE	0.00	4,200.00	(4,200.00)
07/01/2023			681-173-751.002 CAR SHOWS		BEG. BALANCE		0.00
07/11/2023	AP	INV	PROMOTION, AD, WEBSITE FEES 08/24/23	02/06/2023	500.00		500.00
07/31/2023			681-173-751.002	END BALANCE	500.00	0.00	500.00
07/01/2023			681-173-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023	958.34		958.34
07/31/2023			681-173-818.000	END BALANCE	958.34	0.00	958.34
07/01/2023			681-173-870.008 MUSIC		BEG. BALANCE		0.00
07/10/2023	AP	INV	STREET SINGER; 07/18/23	07/10/2023	200.00		200.00
07/31/2023			681-173-870.008	END BALANCE	200.00	0.00	200.00
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					12,493.79	12,493.79	15,435.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 07/31/2023	ACTIVITY FOR MONTH 07/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	64,792.47	49,828.29	49,719.57	49,719.57	108.72	99.78
248-000-543.010	GRANTS	700.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(8.16)	0.00	0.00	0.00	0.00	0.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		65,484.31	49,828.29	49,719.57	49,719.57	108.72	99.78
TOTAL REVENUES		65,484.31	49,828.29	49,719.57	49,719.57	108.72	99.78
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	1,040.00	3,203.00	0.00	0.00	3,203.00	0.00
248-451-818.000	CONTRACTUAL SERVICES	10,999.99	11,500.00	958.33	958.33	10,541.67	8.33
248-451-818.040	DOWNTOWN IMPROVEMENT	13,349.24	50,000.00	0.00	0.00	50,000.00	0.00
248-451-880.007	FACADE GRANTS	0.00	30,000.00	0.00	0.00	30,000.00	0.00
248-451-956.000	MISCELLANEOUS	0.00	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		25,389.23	94,703.00	958.33	958.33	93,744.67	1.01
TOTAL EXPENDITURES		25,389.23	94,703.00	958.33	958.33	93,744.67	1.01
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		65,484.31	49,828.29	49,719.57	49,719.57	108.72	99.78
TOTAL EXPENDITURES		25,389.23	94,703.00	958.33	958.33	93,744.67	1.01
NET OF REVENUES & EXPENDITURES		40,095.08	(44,874.71)	48,761.24	48,761.24	(93,635.95)	108.66

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2023			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		89,717.20
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076	18,309.91		108,027.11
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076	31,409.66		139,436.77
07/28/2023	CD	CHK	Check: 03 7061	7061(A)		958.33	138,478.44
07/31/2023			248-000-002.000	END BALANCE	49,719.57	958.33	138,478.44
07/01/2023			248-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023		958.33	(958.33)
07/28/2023	CD	CHK	Check: 03 7061	7061(A)	958.33		0.00
07/31/2023			248-000-202.000	END BALANCE	958.33	958.33	0.00
07/01/2023			248-000-390.000 Fund Balance		BEG. BALANCE		(49,622.12)
07/31/2023			248-000-390.000	END BALANCE	0.00	0.00	(49,622.12)
07/01/2023			248-000-404.000 CURRENT PROPERTY TAX		BEG. BALANCE		0.00
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076		18,309.91	(18,309.91)
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076		31,409.66	(49,719.57)
07/31/2023			248-000-404.000	END BALANCE	0.00	49,719.57	(49,719.57)
07/01/2023			248-451-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023	958.33		958.33
07/31/2023			248-451-818.000	END BALANCE	958.33	0.00	958.33
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					51,636.23	51,636.23	40,095.08



Boards and Committees Application

Name *

First

BRENT

Last

HURST

Thank you for considering serving your community. Your willingness to serve is greatly appreciated because our city needs people like you to continue to keep St. Johns a fine community in which to live. To assist the city commission in making the best match between boards and members, we would appreciate completing the brief questions that are located on this form.

The meeting schedules and functions of all boards and committees are shown below. *Please rank up to the top five boards you are interested in serving on, with #1 being the most preferred. When making your selections, be sure to consider not only the board's function, but also the meeting dates.*

BOARDS / MEMBERS *

- Board of Review
- Board of Appeals
- Compensation Board
- Principal Shopping District/Downtown Development Authority
- Parking Committee
- Parks and Recreation Board
- Planning Commission
- Finance Advisory

Board of Review: Meets March, July & December of each year. Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the city commission's compensation.

PSD/DDA: Meets 1st Wednesday of each month at 11:30 am. Promotes and enhances the downtown business district.

Parking Committee: Meets as needed. Reviews requests and makes recommendations to the city commission on parking.

Parks & Recreation Board: Meets 3rd Wednesday of Jan, Apr, Jul, & Oct at 6:00 pm. Reviews and advises the

- Board of Ethics
- Brownfield Redevelopment Authority
- Law Enforcement Advisory
- Exterior Property Maintenance Ordinance Citizens Review Panel
- Other

city commission the operation of the city parks and recreation programs

Planning Commission: Meets 2nd Wednesday of each month at 5:30 pm. Reviews rezonings, site plans, subdivision, special use permits and other development projects.

Finance Advisory: Meets as needed. Provides financial oversight for the municipality.

Board of Ethics: Meets as needed. Review complaints of ethics violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and remedy operational issues and deficiencies; insure compliance with legislation and mandates as it concerns the police dept. facilities and functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1 *	Preference #2	Preference #3	Preference #4	Preference #5
DDA v	v	v	v	v

How long have you lived in the City of St. Johns? *

16 YEARS

Please give a brief summary of your educational and work background: *

HIS DIPLOMA ELHS 86', VARIOUS COLLEGE 87-2000

Please tell us about any previous civic or service club environment: *

3.5 yrs SJ. DDA / PSD BOARD - EVENTS CHAIR, MARKETING COMMITTEE

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns: *

CO-OWNER, FOUNDER OH MI ORGANICS EST. 2015 ST. JOHNS, MI.
CO-FOUNDER / V.P. EAT HEALTHY EAT LOCAL FOUNDATION EST 2018 (501c3)

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address: *

Address Line 1 606 E. STEEL ST.

City ST. JOHNS

Michigan MI

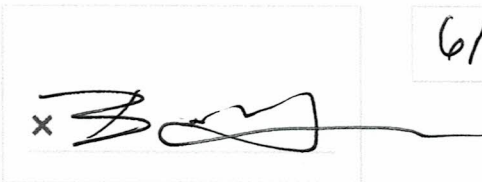
Zip Code 48879

Home or Cell Phone: *

517-896-0242

Business Phone:

Signature: *



Date: *

6/21/2023

Email:

OHMI BRENT@GMAIL.COM

[draw](#) type

Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.

Submit

Update



SJ Forms

Boards and Committees Application

Open Form

Entry Details

NAME Emily Baudoux

Section

BOARDS / MEMBERS Principal Shopping District/Downtown Development Authority

PREFERENCE #1 PSD/DDA

HOW LONG HAVE YOU LIVED IN THE CITY OF ST. JOHNS? Since 2014

PLEASE GIVE A BRIEF SUMMARY OF YOUR EDUCATIONAL AND WORK BACKGROUND: I have a Bachelors in Art & Business--Work Background -
-Wedding Photographer & I own Rise Up Co. in downtown St.Johns

PLEASE TELL US ABOUT ANY PREVIOUS CIVIC OR SERVICE CLUB ENVIROMENT: I have always served in many different areas --church ministries, school volunteering...I have been serving on the Marketing Committee with the DDA/PSD this year and have really enjoyed it.

PLEASE TELL US MORE ABOUT YOURSELF AND YOUR INTEREST IN SERVING ON A BOARD OR COMMITTEE FOR THE CITY OF ST. JOHNS: I am sort of all over the place with being a Mom, owning Rise Up, rennovating a building...but I am a hard worker and a visionary. I work well with people and I started my shop because of my personal need for community and because I believe in St.Johns downtown potential. I would love to get involved and share my gifts and talents for the betterment of our lovely city.

ADDRESS: [5642 N Lowell Rd, St. Johns, Michigan 48879](#)

HOME OR CELL PHONE: (989) 670-1098

SIGNATURE: Captured

DATE: 7/18/2023

EMAIL: helloriseupco@gmail.com

City of SJ PSD Heather Hanover <psdcityofsj@gmail.com>
Draft To: Mindy Seavey <mseavey@stjohnsmi.gov>

Tue, Jul 18, 2023 at 12:04 PM

Got it thanks!
I am s

Heather Hanover
Executive Director
St. Johns PSD/DDA



Boards and Committees Application

Name

Lauren Bukovcik

Section

BOARDS / MEMBERS

Principal Shopping
District/Downtown Development
Authority

Board of Review: Meets March, July & December of each year.
Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance
from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the
city commission's compensation.

PSD/DDA: Meets 1st Wednesday of each month at 11:30 am.
Promotes and enhances the downtown business district.

Parking Committee: Meets as needed. Reviews requests and
makes recommendations to the city commission on parking.

Parks & Recreation Board: Meets 3rd Wednesday of Jan, Apr, Jul,
& Oct at 6:00 pm. Reviews and advises the city commission the
operation of the city parks and recreation programs

Planning Commission: Meets 2nd Wednesday of each month at
5:30 pm. Reviews rezonings, site plans, subdivision, special use
permits and other development projects.

Finance Advisory: Meets as needed. Provides financial oversight
for the municipality.

Board of Ethics: Meets as needed. Review complaints of ethics
violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate
identification and treatment of environmentally distressed, functionally
obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and
remedy operational issues and deficiencies; insure compliance with
legislation and mandates as it concerns the police dept. facilities and

functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1 **Preference #2** **Preference #3** **Preference #4** **Preference #5**
PSD/DDA

How long have you lived in the City of St. Johns?

I do not live in Saint Johns I own a business downtown as of June 2, 2023

Please give a brief summary of your educational and work background:

I have a bachelors in business from Ferris State University. And am currently an owner in The Salon 989 as well as a cosmetologist with a license thru LARA.

Please tell us about any previous civic or service club enviroment:

This would be my first time on an official city board.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

I am interested in being apart of the DDA because of my association with my business being located downtown. Making our downtown a thriving area for businesses and consumers would be my number one priority.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

206 n Clinton ave, Saint Johns, Michigan 48879

Home or Cell Phone:

(517) 388-1150

Business Phone:

Signature:



Date:

6/7/2023

Email:

ekell@mail.lcc.edu

Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.



Boards and Committees Application

Name

Jared Miller

Section

BOARDS / MEMBERS

Principal Shopping
District/Downtown Development
Authority
Parks and Recreation Board
Board of Ethics
Brownfield Redevelopment
Authority
Law Enforcement Advisory

Board of Review: Meets March, July & December of each year.
Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance
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city commission's compensation.

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for the municipality.

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violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate
identification and treatment of environmentally distressed, functionally
obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and
remedy operational issues and deficiencies; insure compliance with
legislation and mandates as it concerns the police dept. facilities and

functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1	Preference #2	Preference #3	Preference #4	Preference #5
PSD/DDA	Board of Ethics	Parks & Rec Board	Browfield Redevelopment Authority	Law Enforcement Advisory

How long have you live in the City of St. Johns?

Saint Johns

Please give a brief summary of your educational and work background:

I have an AAS from LCC in computer repair and have worked for the same IT service provider company since I was 19 years old (12 years now).

That business provides IT services to all kinds of companies who do not have their own in-house team. I have assisted all types of organizations grow by facilitating technology enablement.

Within our organization I have worn just about every hat and am very familiar with business growth, sustainability, and leadership.

Please tell us about any previous civic or service club enviroment:

I was an election inspector in Ovid for a few years. Since moving back to St Johns I have been seeking new ways like this to contribute.

I was also an A/V and IT director for Grove Bible Church (Price Rd) for many years managing a budget and planning and executing system upgrades and daily management.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

I believe strongly in communities only working when they are well organized, and we can only be well organized if it's citizens are willing to step in to help that. I enjoy the process of meetings and working as a team to develop for the better of all. And I believe I am very even tempered and well suited to the task of impartial evaluation of situations and opinions.

I grew up in Ovid, so St Johns has always been my "big city". I love it here very much and hope I can contribute to its flourishing whether now or in the future! Thank you for your consideration.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

1004 Hampshire Dr, St Johns, Michigan 48879

Home or Cell Phone:

Business Phone:

(517) 706-9071

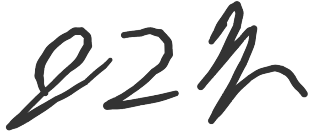
Signature:

Date:

5/4/2023

Email:

jaredlmiller92@gmail.com

A handwritten signature in black ink, appearing to read "Jared Miller". The signature is written in a cursive, flowing style.

Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.



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

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Executive Director Activity for July 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. Worked with grantees on contracts
- K. Handed out Flyers for Thursday Market, Car Show and Mint Fest
- L. Made changes to Mint Fest Flyer
- M. Ordered Cross street banner
- N. Received and put together Hot Dog Cart
- O. Filled out forms for Hot Dog Cart and met with Health Department
- P. Tested Hot Dog Cart at Thursday Market
- Q. Worked on New Member packets
- R. Worked on Volunteer Sign up for Mint Fest
- S. Opened Depot for Thursday Market, paid singer and set up signs
- T. Talked with Justin Smith about city/DPW issues
- U. Sent out weekly update emails
- V. Talked with Kirk Gartside to setup Car Shows and shirts.
- W. Working with Sports Stop on volunteer and event t-shirts
- X. Talked with some potential members for the Design Committee
- Y. Filed forms for Event so good its scary.
- Z. Worked with Cornhole Director Jack Rahl