



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
psdcityofsj@gmail.com

**BOARD OF DIRECTORS
2022 - 2023**

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

Amber Haubert
Global Coffee

Erika Hayes
Jackson,
Jackson &
Hayes, PC

Tracy Kossaras
Kurt's Appliance

Dave Kudwa
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Unique Reflections

Craig Smith
Main Street
Café & Pizza

Mariah Leiby
Salon 989

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Design
Amber Haubert-Chair
Kim Zuehlke
Mariah Leiby

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

**Executive, Finance,
Strategic Planning**
Tyler Barlage
Bruce DeLong
Dave Kudwa
Jason Butler
Mariah Leiby
Amber Haubert

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

AGENDA

Downtown Development Authority Meeting

Sept 7, 2022

Immediately After 11:30 PSD Meeting at Main Street Cafe

* Indicates an attachment

1. Call to Order 12:18

2. Additions to the Agenda 12:20

3. Approval of the Consent Agenda: 12:22

A. *Minutes of meeting dated Aug 3,2022

B. *City of St Johns monthly financial report through August 31,2022

4. Communications

A.Design Committee Up Date

1. Façade Grant Program 12:24(Amber Haubert 15 minutes)

5. Old Business

A. CRM 12:39 (Heather 2 minutes)

6. New Business

A. Meeting Length 12:41(Jason Butler 5 minutes)

7. Public Comment (please keep to under 3 minutes) 15 minutes

Meeting adjourned 12:56pm

Next Regular DDA Board Meeting Oct 5, 2022 at 11:30 at Main Street Cafe



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AGENDA
Principal Shopping District Meeting
Sept 7, 2022
11: 30 am, At Main Street Cafe

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2022 - 2023

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1. **Call to Order 11:30**
2. **Additions to the Agenda 11:30(2 minutes)**
3. **Approval of the Consent Agenda: 11:32(5 minutes)**
 - A. *Minutes of meeting dated Aug 3, 2022
 - B. *Minutes from Executive and Event Meetings
 - C. *City of St Johns monthly financial report through August 31, 2022
 - D. *Director's Report
4. **Communications**
 - A. Events Committee Up Date/Mint Fest 11:37(Mariah 10 minutes)
 - B. Marketing Committee Up Date/ WLNS Fall Campaign 11:47(Julie Tadgerson 20 minutes)
5. **Old Business**
 - A. Event Policy Update 12:07(Heather 1 minute)
6. **New Business**
 - A. New Event Committee Chair 12:08(Jason Butler 5 minutes)
 - B. Banner for Main Street 12:13(Heather 5 minutes)

Next Regular PSD Board Meeting October 5, 2022 at 11:30 at Main Street Cafe



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Meeting Minutes
Downtown Development Authority
August 3, 2022 Main Street Café

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2021 - 2022

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Main Street
Café & Pizza

Mariah Leiby
Salon 989

COMMITTEES

Marketing
Tyler Barlage-Chair
Jason Butler
Erica Hayes

Events
Mariah Leiby-Chair
Tyler Barlage
Amber Haubert
Tracy Kossaras
Jason Butler
Corrine Trimbach

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Jason Butler

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Members Present: Jason Butler, Tracy Kossaras, Nancy McKinley, Amber Haubert, Bruce Delong, Mariah Leiby, Tyler Barlage and Nancy McKinley.

Other Present: Therese Levitt, Jaime Madar, Kim Zuehlke, Nicky Butler and Heather Hanover

1. Meeting was called to Order by Chairman Butler at 12:27 pm

2. Additions to the Agenda: Amber asked to add CRM system to the agenda, Motion by Bruce Delong, seconded by Amber Haubert to approve the agenda as amended, motion carried.

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

A. Minutes of meeting dated July 13, 2022

B. City of St Johns monthly financial report through July 28, 2022

4. Communications

A. Design Committee Up Date: Amber stated that the next meeting will be on August 8th at 10 am at Global Coffee. They will be discussing the Facade Grant program which will then be presented to the board for approval in September. The application will be digital and closely mirrors what Petoskey uses which was development by Becky Goodman with the help of a paid professional. Because the light poles will be coming down this fall, the design committee will not be doing cornstalks but instead would like to put Chrysanthemums in the new planters. Amber will get a price and will encourage store owners to add mums to their own stores. For Christmas they would like to put some greenery in the new planters. The design will depend on the budget.

5. Old Business

A. None

6. New Business

A. CRM set ups: Heather will talk with Jason Denovich about doing a presentation on the advantages and costs of setting up a CRM system for the Downtown.

7. Public Comment:

None

Motion to adjourn made by Bruce Delong, seconded by Tracy Kossaras, meeting adjourned at 12:48pm

Next Regular Meeting September 7, 2022



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Meeting Minutes
Principal Shopping District
August 3, 2022

11:30 am, At Main Street Café

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2021 - 2022

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Erica Hayes

Events
Mariah Leiby-Chair
Tyler Barlage
Tracy Kossaras
Nancy McKinley
Amber Haubert
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Members Present: Jason Butler, Amber Haubert, Tracy Kossaras, Nancy McKinley, Mariah Leiby, Bruce Delong, Tyler Barlage and Erica Hayes.

Other Present: Jaime Madar, Theresa Levitt, Steve Martin, Kim Zuehlke, Nicky Butler and Heather Hanover

- 1. Meeting was called to Order by Chairman Butler at 11:30am**
- 2. Additions to the Agenda** Heather added the Clinton County Catalyst invoice, Motion to approve the agenda as amended made by Bruce Delong, seconded by Tyler Barlage. Motion carried.
- 3. Motion to Approve the Consent Agenda made by** Bruce Delong, seconded by Mariah Leiby, motion carried.
 - A. Minutes of meeting dated July 13, 2022
 - B. Minutes of the Executive and Events Committee Meetings
 - C. City of St Johns monthly financial report through July 28,2022
 - D. Director's Report

4. Communications

- A. An update of the St Johns Area Chamber activities was given by Mariah Leiby. She stated that they are still deciding if they will have a luncheon or a breakfast meeting next. The Mint Fest 3on3 already has 70 teams, the parade has 100 entries and there are 140 crafters. Things are coming together.
- B. Events Committee: Mariah reported on the Beverage Tent. The corn hole tournament on Friday now has 15 teams. We will be accepting credit cards. We could still use a few volunteers and Z92.5 will be doing a live remote..
- C. Marketing Committee: Tyler reported that we are working with WLNS and the Michigan Retailers Association for our fall campaign/grant. We will be meeting with them again on August 9th.

5. Old Business

- A. Optimize Main Street Program: The Executive Committee chose Spun Confection, Pictured Home, Maehem Handcrafted and Redwing Barber Shop to participate in the program. Applications open August 15th and Heather will work with the businesses to get them filled out.
- B. Mint Fest and Car Show: Still looking for volunteers
- C. Parking Committee: A meeting was held with city manager Dave Kudwa yesterday. The consensus was that no overnight parking be allowed on Clinton Ave. Enforcement is an issues. Permits and fees need to be ironed out before the first of the year.

6. New Business

- A. Event Policy: There was much discussion on how events are approved at the city level and the PSD level. Ultimately the city approves events but the PSD board can decide how much financial support to give to events non-PSD events. There was discussion on having a policy to help us decide versus approving individual requests. There was discussion on financial support of the Fall Festival, in the form of providing bathrooms and trash receptacles. Motion by Mariah Leiby, seconded by Amber Haubert, that we do not provide bathrooms and trash receptacles for the Fall Festival, the vote was 4 ayes(Leiby, Haubert, Hayes and Delong), 4 nays, Kossaras, Butler, McKinley and Barlage). Motion fails. We will postpone the issue to September.

B. Clinton County Catalyst: We received their bill for \$1000 to continue our membership. With the lack of support from this group and the change in leadership, a motion by Barlage, seconded by Haubert to not approve payment of membership dues at this time. Motion carried with one abstention from Bruce Delong who is a member of the Clinton County Catalyst board.

Motion to Adjourn made by Bruce Delong, seconded by Erica Hayes, motion carried. Meeting adjourned at 12:26pm

Next Regular Meeting September 7, 2022

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	0.00	25,000.00	0.00	0.00	25,000.00	0.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	187.65	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	1,351.00	1,300.00	929.00	424.00	371.00	71.46
681-000-671.010	CAR SHOWS	2,380.00	2,000.00	1,725.00	1,725.00	275.00	86.25
681-000-671.018	MINT FESTIVAL	22,058.00	20,000.00	23,085.00	22,535.00	(3,085.00)	115.43
681-000-671.024	WINTER FESTIVAL	4,920.00	4,750.00	0.00	0.00	4,750.00	0.00
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	0.00	0.00	5,000.00	0.00
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	31,025.00	15,150.00	5,200.00	85.65
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	56,764.00	39,834.00	38,111.00	59.83
TOTAL REVENUES		86,621.65	94,875.00	56,764.00	39,834.00	38,111.00	59.83
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 COSTS	1,040.00	1,200.00	0.00	0.00	1,200.00	0.00
681-173-751.001	FARMERS' MARKET	1,350.00	1,000.00	325.00	325.00	675.00	32.50
681-173-751.002	CAR SHOWS	1,606.24	1,500.00	980.00	980.00	520.00	65.33
681-173-751.003	MINT FESTIVAL	14,299.98	15,000.00	11,130.20	10,505.20	3,869.80	74.20
681-173-751.007	WINTER FESTIVAL	4,095.00	5,500.00	0.00	0.00	5,500.00	0.00
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	0.00	0.00	2,740.00	0.00
681-173-814.002	WEBSITE	300.00	300.00	0.00	0.00	300.00	0.00
681-173-818.000	CONTRACTUAL SERVICES	18,450.00	10,500.00	1,750.00	875.00	8,750.00	16.67
681-173-818.040	DOWNTOWN IMPROVEMENT	17,485.57	7,000.00	0.00	0.00	7,000.00	0.00
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	80.35	80.35	219.65	26.78
681-173-870.001	MARKETING INCENTIVE	12,335.48	10,000.00	400.00	400.00	9,600.00	4.00
681-173-870.007	GRANTS	0.00	25,000.00	0.00	0.00	25,000.00	0.00
681-173-870.008	MUSIC	1,346.00	1,000.00	1,050.00	600.00	(50.00)	105.00
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	0.00	0.00	1,000.00	0.00
681-173-961.000	PROFESSIONAL DUES	225.00	1,125.00	0.00	0.00	1,125.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		96,615.55	85,775.00	15,715.55	13,765.55	70,059.45	18.32

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/22	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
TOTAL EXPENDITURES		96,615.55	85,775.00	15,715.55	13,765.55	70,059.45	18.32
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		86,621.65	94,875.00	56,764.00	39,834.00	38,111.00	59.83
TOTAL EXPENDITURES		96,615.55	85,775.00	15,715.55	13,765.55	70,059.45	18.32
NET OF REVENUES & EXPENDITURES		(9,993.90)	9,100.00	41,048.45	26,068.45	(31,948.45)	451.08
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		86,612.49	134,275.00	121,556.47	39,834.00	12,718.53	90.53
TOTAL EXPENDITURES - ALL FUNDS		117,383.18	113,315.00	17,465.55	14,640.55	95,849.45	15.41
NET OF REVENUES & EXPENDITURES		(30,770.69)	20,960.00	104,090.92	25,193.45	(83,130.92)	496.62



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Executive Director Activity for August 2022

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Sent more info on bylaws to attorney
- D. Events Committee meeting, agenda and minutes
- E. Meet with WLNS about Marketing
- F. Executive Committee meeting, agenda and minutes
- G. Board Meeting Minutes and agenda
- H. Meet with Steve Martin on downtown issues
- I. Handed out flyers for Car show
- J. Got sponsors for US 27 Car Tour/ shirts
- K. Mint Fest Bash Preparations Friday
- L. Worked with football team for set up
- M. Arranged for city to fill water tanks for stage
- N. Mint Fest Car Show
- O. Mint Fest Saturday Night
- P. Mint Fest Clean up
- Q. Set up and take down for Thursday Concerts
- R. Set up and take down for Friday Concerts
- S. Turned in Bills and deposits to the City Treasurer
- T. No Chamber Meetings this month
- U. Attended City Council Meeting
- V. Updates dates to Downtown Website
- W. Added events to Chamber Calendar
- X. Optimize Main Street Grant
- Y. Finished Match on Main Grant
- Z. Meet with Shirley from the Farmers Market
- AA. Ran table at US 27 Car Tour
- BB. Counted Money for Mint fest and Car show, worked on Mint Fest Financials

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2022			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		4,733.48
07/15/2022	CD	CHK	Check: 03 6194	6194 (A)		100.00	4,633.48
07/15/2022	CD	CHK	Check: 03 6195	6195 (A)		150.00	4,483.48
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486	4,025.00		8,508.48
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022		505.00		9,013.48
07/21/2022	CD	CHK	Check: 03 6209	6209 (A)		80.20	8,933.28
07/26/2022	CD	CHK	Check: 03 61423	61423		525.00	8,408.28
07/26/2022	CD	CHK	Check: 03 61425	61425		150.00	8,258.28
07/26/2022	CD	CHK	Check: 03 61436	61436		150.00	8,108.28
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022		550.00		8,658.28
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	7,783.28
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493	11,850.00		19,633.28
07/31/2022			681-000-002.000	END BALANCE	16,930.00	2,030.20	19,633.28
07/01/2022			681-000-002.007 DEBIT CARD-CASH		BEG. BALANCE		(23.79)
07/31/2022			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
07/01/2022			681-000-084.015 DUE FROM CURRENT TAX COLLECT		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
07/31/2022			681-000-084.015	END BALANCE	15,875.00	15,875.00	0.00
07/01/2022			681-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(330.20)
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022		150.00	(480.20)
07/07/2022	AP	INV	REIMURSE; 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)
07/31/2022			681-000-202.000	END BALANCE	2,030.20	1,950.00	(250.00)
07/01/2022			681-000-390.000 Fund Balance		BEG. BALANCE		(14,373.39)
07/31/2022			681-000-390.000	END BALANCE	0.00	0.00	(14,373.39)
07/01/2022			681-000-671.007 FARMERS' MARKET		BEG. BALANCE		0.00
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022			505.00	(505.00)
07/31/2022			681-000-671.007	END BALANCE	0.00	505.00	(505.00)
07/01/2022			681-000-671.018 MINT FESTIVAL		BEG. BALANCE		0.00
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022			550.00	(550.00)
07/31/2022			681-000-671.018	END BALANCE	0.00	550.00	(550.00)
07/01/2022			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		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)
07/31/2022			681-000-672.006	END BALANCE	0.00	15,875.00	(15,875.00)
07/01/2022			681-173-751.003 MINT FESTIVAL		BEG. BALANCE		0.00
07/07/2022	AP	INV	REIMURSE; 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
07/31/2022			681-173-751.003	END BALANCE	625.00	0.00	625.00
07/01/2022			681-173-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
07/31/2022			681-173-818.000	END BALANCE	875.00	0.00	875.00
07/01/2022			681-173-870.008 MUSIC		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
07/31/2022			681-173-870.008	END BALANCE	450.00	0.00	450.00
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					36,785.20	36,785.20	(9,993.90)

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/22	AVAILABLE BALANCE	% BDGT 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	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(9.16)	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		(9.16)	39,400.00	64,792.47	0.00	(25,392.47)	164.45
TOTAL REVENUES		(9.16)	39,400.00	64,792.47	0.00	(25,392.47)	164.45
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	987.00	1,040.00	0.00	0.00	1,040.00	0.00
248-451-818.000	CONTRACTUAL SERVICES	4,206.96	10,500.00	1,750.00	875.00	8,750.00	16.67
248-451-818.040	DOWNTOWN IMPROVEMENT	14,720.69	6,000.00	0.00	0.00	6,000.00	0.00
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	1,750.00	875.00	25,790.00	6.35
TOTAL EXPENDITURES		20,767.63	27,540.00	1,750.00	875.00	25,790.00	6.35
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		(9.16)	39,400.00	64,792.47	0.00	(25,392.47)	164.45
TOTAL EXPENDITURES		20,767.63	27,540.00	1,750.00	875.00	25,790.00	6.35
NET OF REVENUES & EXPENDITURES		(20,776.79)	11,860.00	63,042.47	(875.00)	(51,182.47)	531.56

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2022			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		50,686.98
07/29/2022	CD	CHK	Check: 03 6224	6224(A)		875.00	49,811.98
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	23,860.77		73,672.75
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	40,931.70		114,604.45
07/31/2022			248-000-002.000	END BALANCE	64,792.47	875.00	114,604.45
07/01/2022			248-000-202.000 ACCOUNTS PAYABLE		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
07/31/2022			248-000-202.000	END BALANCE	875.00	875.00	0.00
07/01/2022			248-000-214.001 DUE TO GENERAL FUND		BEG. BALANCE		(987.00)
07/31/2022			248-000-214.001	END BALANCE	0.00	0.00	(987.00)
07/01/2022			248-000-390.000 Fund Balance		BEG. BALANCE		(70,476.77)
07/31/2022			248-000-390.000	END BALANCE	0.00	0.00	(70,476.77)
07/01/2022			248-000-404.000 CURRENT PROPERTY TAX		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)
07/31/2022			248-000-404.000	END BALANCE	0.00	64,792.47	(64,792.47)
07/01/2022			248-451-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
07/31/2022			248-451-818.000	END BALANCE	875.00	0.00	875.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					66,542.47	66,542.47	(20,776.79)



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

Mint Fest Downtown 2022

Income:	2022	2021	2019
Car Show:	\$800(37)	\$2,180 (120)	\$1,850
Beverage Tent:			
Gate:	10,786.16(\$10)	5,750 (\$5)	6,745(\$5)
Tickets:	14,275.80	15,208	12,433.95
Beverage Tent Total	25,861.96	20,958	\$19,178.95
Other Income:			
Sponsors:	1550(Car show?)\$2500		\$0
Corn Hole	380		
Total Income:	27,791.96	\$25,638	\$21,028.95

Expenses:

Starting Cash Box	\$1250(\$75 Car show prizes)		
Z 92.5 Radio Remote:	1150		
Car Show T-Shirts	???		
Car Show Plaques	???		
Car Show Flyers	???		
Stage	3120		
Insurance	525		
License	100		
Sponsor Banners	0(Thanks Bruce)		
Porta Potties	1226.00		
Dan Henry	3719.20		
Bands(4)	3000.00		
Corn Hole	???(prizes taken from income?)		
Misc: (Ice, pop and bags, wristbands, lights)	434.44		
Sales Tax	808.07		
Estimated Total Expenses	2022: \$15,332.51	2021: \$11,462.28	

Approximate Net Income: 2022:\$12,459.45 2021:\$14,175.72 2019: \$7593.39

Gate Friday: 8029.34(7090+970cc-30.66ccfee) 771 Saturday: \$2759.82(480cc-15.18ccfee +2295) 228
Tickets Friday: \$11,178.04(1625cc-51.96cc fees+ 9605cash) Saturday: 3097.76(2570+545cc-17.24cc fee)



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Executive Committee Meeting Minutes
August 30 , 2022

Members attending: Jason Butler, Bruce Delong, Amber Haubert, Jason Denovich and Heather Hanover

1. Optimize Main Street: Maehem Handcrafted dropped out of the program because they will be closing their store. Studio Retreat will be taking their place.
2. New Event Chair: With Mariah's duties as the Event Chair for the Chamber, she would like to give up her Chairmanship. We will ask for a new chair at the next board meeting.
3. Event Policy: How do we decide which events we support was discussed. There was discussion on being neutral on non-PSD events. How do we decide what events we want to participate in and help with costs. Heather presented a procedure for requesting support from the PSD board. It was decided to check with the Rotary group to see the policy that they came up with and to also discuss with an attorney what the repercussions are if we deny support to certain controversial events.
4. CRM Objectives: There was discussion on what the board wants a CRM to do for us. Is it just communications(texts) or a repository of information for all to access. The cost can be from \$800 on up, depending on what services we need. This item needs more discussion. Possibly a whole meeting
5. Logo/Marketing: After meeting with WLNS about the Marketing Grant we received, they would like to make a presentation to the board and are wondering about our logo. They will be added to the agenda.
6. Banner On Main Street: not discussed, we ran out of time.
7. Board Agenda Items: Jason B would like to keep the meetings to an hour. This may need to be discussed at the meeting because a lot of the times it is hard to get our business finished in a one-hour meeting that happens once a month.



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Events Committee Meeting Minutes

Aug 4, 2022

Members Attending: Mariah Leiby, Jason Butler, Nancy McKinley, Tracy Kossaras, Kirk Gartside, Amber Haubert, Jaime Madar and Heather Hanover

1. Mint Fest: The Dance team is set to pick up cans. The wrist bands are ordered and all band contracts signed. The Football team will be helping with set up. We need to have the city trucks to block off Clinton Ave (and fill up water tanks for stage from hydrant). We still need a few more volunteers. The Cornhole tourney has 13 entries so far. Jamie will need to get into the barn to get the boards. Heather will work with her on that. Jaime and Mariah are providing tablets for credit cards at the Mint Bash. There will be one food truck on Saturday. For the Car show Kirk will have the dash plaques and t shirts. Tracy will have a group to help with registration. Kirk would like some volunteers to help keep non-participant cars out and let participants in. Kirk asked about the static of door prizes, they are still being collected
2. US 27 Car Tour: The cars will be downtown between 9 and 11 am. It would be nice to have a t-shirt to sell. We will ask for t-shirt sponsors at \$50 each. We also need a list of stores that are open to give to participants. Kirk said Larry Button will help and he and Jason will organize the cars.
3. Holiday Market and Parade: Mariah and Amber would like to change the name back to Festival of Lights out of respect for Jason Denovich and the work he has put in. Mariah is planning on having everything in one day this year. Saturday December 3rd. The craft vendors will be inside some and on the side streets. We need to come up with a procedure for picking a Saint of the Year.