



Downtown St. Johns, Michigan

Mint City USA

Principal Shopping District and Downtown Development Authority

The St. Johns PSD/DDA - 100 E. State, PO Box 477 - St. Johns, MI. 48879 (989-227-1717) www.DowntownStJohns.org

**BOARD OF DIRECTORS
2011 - 2012**

Chairman

William Jackson – Jackson, Jackson & Associates P.C.

Vice-Chairman

Tyler Barlage – Community Christian Church

Secretary-Treasurer

Craig Smith – Mainstreet Pizza

Directors

Aaron Baker – Harr's Jewelry

Craig Bishop – Firstbank

Eugene Bellingar – Katren Industries

Bill Brewbaker – Allaby & Brewbaker Insurance

Bruce DeLong – Clinton County Board of Commissioners

Eric Harger – Trinity Engineering and Surveying Services

Dennis LaForest – City of St. Johns, Michigan

Dave Mageli – Account Receivable Solutions

Laurie Oakwood-Bishop – St. Johns Locale

COMMITTEES

Business Development, Retention & Recruitment

Craig Bishop
Eric Harger
Dennis LaForest

Marketing

Tyler Barlage
Laurie Oakwood-Bishop
Bill Brewbaker
Craig Smith

Events

Tyler Barlage
Dave Mageli
William Jackson

Security, Parking and Maintenance

Aaron Baker
Eugene Bellingar
Bill Brewbaker
William Jackson
Dennis LaForest

Executive, Finance, Strategic Planning

Tyler Barlage
Bruce DeLong
William Jackson
Dave Mageli
Craig Smith

CONTACT INFO

Executive Director

Carole M. Field
Cell: 989-640-5217
Fax: 989-579-5907
Email: CaroleField@DowntownStJohns.org

DIRECTORS MEETING AGENDA

Wednesday, January 4, 2012

12 Noon, Main Street Café

(*Indicates Attachment)

1. **Call to Order by Vice Chairman Tyler Barlage**
2. **Additions to the Agenda.**
3. **Approval of the Consent Agenda:**
 - a. * Minutes of Meeting dated November 1, 2011.
 - b. * Approval of Executive Director Salary and Administrative Expenses of \$1,530
 - c. * City of St. Johns YTD Financial Report as of November 30, 2011
 - d. * YTD Financial Report with Detail as of November 30, 2011
4. **Communications:**
 - a. Clinton County Arts Council Letter
5. **Committee Reports:**
 - a. **Business Development, Retention & Recruitment.** (Harger, LaForest)
 - b. **Marketing** (Barlage, Brewbaker, Oakwood-Bishop, Smith)
 - c. **Events** (Barlage, Havlik, Mageli)
 - d. **Parking, Maintenance & Security** (Baker, Bellingar, Brewbaker, Jackson, LaForest)
 - e. **Executive/Finance/Strategic Planning** (Havlik, Jackson, McNamara, Mageli)
 - f. **Director's Report.** (Carole Field)
6. **Old Business:**
 - a. Use of historic Train Depot Building – Floor plan by Trinity Engineering
 - b. PSD Renewal
7. **New Business:**
 - a. * PSD Board Meeting Dates and Locations for 2012
 - b. * Events Calendar for 2012
 - c. Committees for Events and Marketing
 - d. 2012 Brochure
 - e. 2012 Corporate Sponsorship Requests

Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Main Street Café



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Eugene Bellinger – Katren
Industries

Bill Brewbaker – Allaby &
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Bruce DeLong – Clinton
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DowntownStJohns.org

DIRECTORS MEETING MINUTES

Tuesday, November 1, 2011

7:30 a.m., Main Street Café

1. **Call to Order by Chairman William Jackson at 7:30 am.** Attendance: Tyler Barlage, Craig Bishop, Bill Brewbaker, Bruce DeLong, Dennis LaForest, Dave Mageli and Craig Smith. Guests: Lori Oakwood-Bishop of St. John Locale.
2. **Additions to the Agenda.** None.
3. **Approval of the Consent Agenda:** Motioned by LaForest, seconded by Bishop, to approve the minutes of the October 4, 2011 meetings, the Executive Director and Administrative expenses for October at \$1530.00 and the City of St. Johns YTD financial report accompanied by the detailed PSD financial report for the period through September 30, 2011 were reviewed.
4. **Communications:** None.
5. **Committee Reports:**
 - a. **Business Development, Retention & Recruitment.** (Bishop, Harger, LaForest)
 - b. **Marketing** (Barlage, Brewbaker, Oakwood-Bishop, Smith)
 - c. **Events** (Barlage, Jackson, Mageli)
 - d. **Parking, Maintenance & Security** (Baker, Bellinger, Brewbaker, Jackson, LaForest)
 - e. **Exec./Finance/Strategic Planning** (Barlage, DeLong, Jackson, Mageli, Smith) The committee met and set the board meeting agenda.
 - f. **Director's Report.** (Carole Field)
 1. The board reviewed recommendations for Christmas decorations as follows: The following expenditures totaling \$1739.85 were approved:
 - a. 75 watt Halogen Spike to be placed at base of each of 40 trees in Downtown shining upward into branches. Cost \$18.99 each x 40 = \$759.60
 - b. 4 Piece Peppermint Swirl Metal Lawn Ornaments to be placed in Pavilion raised flowerbed. Cost \$99.98 + \$74.98 = \$174.96
 - c. Shatterproof red themed Christmas Ornaments to hang on evergreen branches in 52 downtown flower barrels. Cost \$31.47 per 101 piece set x 7 sets = \$220.29
 - d. 10 bundles of fresh cut Evergreen Boughs for Flower 52 downtown flower barrels. Cost \$375.00
 - e. 7 Christmas Evergreen "Kissing Balls" to hang on hooks at Rotary Pavilion. Cost \$30 each x 7 = \$210.00.
6. **Old Business:**
 - a. PSD Stage: Carole reported that initial investigation into portable aluminum folding stages revealed a cost of approximately \$1500 to \$2000. Mageli motioned and LaForest seconded spending up to \$2000 for the acquisition of 4 folding aluminum stages each measuring 4' x 8'; motion passed.
 - b. Use of historic Train Depot Building – Floor plan by Trinity Engineering is still pending.
 - c. Membership Recruitment: The board voted to change the regular monthly meeting time to the first Wednesday of the month and changed the meeting time to 12 noon. It was also decided that the meetings would be initially held at Main Street Café in the back banquet room so that luncheon could be served, with the location changing to the Train Depot building once the weather allows, or other locations throughout the downtown district.
 - d. The board reopened discussion about acquiring 2 additional smokers' receptacles for the downtown as originally discussed during the September meeting without consensus. Mageli motioned and Bishop seconded purchasing; motion passed.

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Eric Harger – Trinity
Engineering and
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Dennis LaForest – City of
St. Johns, Michigan

Dave Mageli – Account
Receivable Solutions

Laurie Oakwood-Bishop –
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7. New Business:

- a. Schedule for PSD/DDA meetings in 2012: The board voted to change the regular monthly meeting time to the first Wednesday of the month and changed the meeting time to 12 noon. It was also decided that the meetings would be initially held at Main Street Café in the back banquet room so that luncheon could be served, with the location changing to the Train Depot building once the weather allows, or other locations throughout the downtown district.
- b. Santa Parade of Lights: The Santa Parade of Lights application and cover letter invitation reflecting the newly added \$500 in cash prizes for best decorated (as approved at September's meeting) were reviewed.
- c. Santa Parade of Lights advertising: The board reviewed advertising options for the Santa Parade of Lights. It was determined to forgo the television package from WILX-TV, but to accept the Z92.5 Radio advertising of 28 commercials running from 11/28 to 12/2/11 at the cost of \$350 (Brewbaker motioned, Jackson seconded and motion passed). In addition, print ads were authorized in the Clinton County News and the St. Johns Reminder, plus the no charge to us "PlateMate" placemats.
- d. Billboard Advertising: Billboard advertising proposals from Lamar Advertising (\$500 per 4 week period) + \$575 production) and Adams Outdoor Advertising (12' x 48" sign at \$800 per 4 week period + unnamed production costs) were reviewed. Dennis LaForest suggested that we pursue sharing the City of St. Johns billboard located at the Industrial Park, which measures 12' x 24" at the cost of \$288 per face + \$150 production cost as quoted to him by Lamar Advertising. Discussion was held about the type and style of advertising to be incorporated into the design, with consensus reached that it should mention the downtown location (by map or description), generically highlight our number (125) of businesses in the district, and contain a Christmas theme. Brewbaker motioned and Jackson seconded pursuing the City of St. Johns billboard with a Christmas theme; motion passed.
- e. PSD Renewal: The ballot used for the last renewal of the Downtown Business District Special Assessment in 2009 was reviewed. The board wishes to repeat the same process used in 2009 with a ballot of property and business owners, and a public meeting of property and business owners to gather feedback to be presented to the City Commissioners to aid their decision about renewing the district.

Meeting adjourned at 8:30a.m.

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EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES

December 2011

Total Supplies	\$ 0.00
Mail Chimp – Electronic Email Newsletter (monthly fee)	\$ 30.00
Total Administrative Expenses	\$ 30.00
Executive Director Salary:	<u>\$ 1,500.00</u>
TOTAL for December	\$ 1,530.00

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City of St. Johns
Principal Shopping District

BALANCE SHEET
For the Fiscal Period July 01, 2011 to November 30, 2011

ASSETS

Cash	\$	30,624.32
Due from General Fund	\$	800.00
Prepaid Expense	\$	-
Due from Current Tax	\$	-
TOTAL ASSETS:	\$	<u>31,424.32</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	-
Due to General Fund	\$	-
TOTAL LIABILITIES:	\$	-

FUND BALANCE: \$ 31,424.32

TOTAL LIABILITIES AND FUND BALANCE: **\$ 31,424.32**

City of St. Johns

Principal Shopping District

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Fiscal Period July 01, 2011 to November 30, 2011

	Budget	November	YTD Actual	Variance Favorable (Unfavorable)
REVENUES				
Special assessments	\$ 25,880.00	\$ 1,232.05	\$ 20,778.59	\$ (5,101.41)
Interest	\$ 20.00	\$ -	\$ -	\$ (20.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Summerfest	\$ 4,000.00	\$ -	\$ -	\$ (4,000.00)
Mint Festival	\$ 14,000.00	\$ -	\$ 15,705.00	\$ 1,705.00
Farmer's Market	\$ 1,100.00	\$ 457.00	\$ 1,004.00	\$ (96.00)
Corporate Sponsors	\$ 4,000.00	\$ 150.00	\$ 950.00	\$ (3,050.00)
Transfer from General Fund	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)
TOTAL REVENUES:	\$ 50,000.00	\$ 1,839.05	\$ 38,437.59	\$ (11,562.41)
EXPENDITURES				
Postage	\$ 500.00	\$ -	\$ 38.80	\$ 461.20
Office Supplies	\$ 450.00	\$ -	\$ -	\$ 450.00
Farmer's Market	\$ 500.00	\$ -	\$ 280.75	\$ 219.25
Car Shows	\$ 1,500.00	\$ -	\$ 1,057.89	\$ 442.11
Mint Festival	\$ 10,500.00	\$ 145.84	\$ 7,542.97	\$ 2,957.03
Summerfest	\$ 2,500.00	\$ 99.00	\$ 372.50	\$ 2,127.50
Vietnam Legacy Ride	\$ -	\$ -	\$ 783.00	\$ (783.00)
Santa Parade	\$ 600.00	\$ 500.00	\$ 500.00	\$ 100.00
Website	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00
Contracted services (Administration)	\$ 18,000.00	\$ 3,412.50	\$ 8,050.00	\$ 9,950.00
Downtown Improvement	\$ 10,100.00	\$ -	\$ -	\$ 10,100.00
Audit Fees	\$ 200.00	\$ -	\$ -	\$ 200.00
Monthly & Long Distance Service	\$ 500.00	\$ 56.68	\$ 113.36	\$ 386.64
Promotions	\$ -	\$ -	\$ 25.00	\$ (25.00)
Print & Publishing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Miscellaneous	\$ 1,500.00	\$ 434.83	\$ 434.83	\$ 1,065.17
TOTAL EXPENDITURES:	\$ 50,000.00	\$ 4,648.85	\$ 19,199.10	\$ 30,800.90
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:	\$ -	\$ (2,809.80)	\$ 19,238.49	\$ 19,238.49
Fund balance, beginning of year	\$ 12,185.83		\$ 12,185.83	
Fund balance, end of period	\$ 12,185.83		\$ 31,424.32	

PRINCIPAL SHOPPING DISTRICT YTD FINANCIAL REPORT
JULY 1, 2011 to June 30, 2012

		REVENUE	<u>Nov-11</u>	<u>YTD</u>
681.000.665.000	Interest Earned/Investments	Interest		
681.000.675.005	Corporate Sponsors	2011 Corp Sponsors	150.00	950.00
681.000.671.007	Farmers Market	2011 Farmer's Market (Vendor Fees)	457.00	1,004.00
681.000.671.018	Mint Festival	2011 Mint Festival		15,705.00
681.000.671.010	Car Shows	2012 US27 Motor Tour (Mug or T-Shirt Sales)		
681.000.751.003	Summerfest	2012 Summerfest		
681.000.675.000	Contr-Donat/Private Sources	2012 Donations/Private		
681.000.675.005	Corporate Sponsors	2012 Corp Sponsors		
681.000.699.035	Transfer from General Fund	2012 City of St. Johns Corp Sponsorship		
681.000.671.000	Miscellaneous Revenue	2012 Miscellaneous (Prepaid Vendor Fees)		
		Earned Revenue	607.00	17,659.00
681.000.672.006	Downtown Business District	YTD Assessment	1,232.05	20,778.59
		TOTAL REVENUE:	1,839.05	38,437.59
<hr/>				
		EXPENSES	<u>Nov-11</u>	<u>YTD</u>
681.173.751.001	Farmers Market			280.75
681.173.751.004	Summerfest		99.00	372.50
681.173.751.003	Mint Festival		145.84	7,542.97
681.173.751.002	Car Shows (US 27 Motor Tour)			1,057.89
681.173.751.005	Vietnam Legacy Ride			783.00
681.173.751.007	Santa Parade		500.00	500.00
		ADVERTISING	744.84	10,537.11
<hr/>				
			<u>Nov-11</u>	<u>YTD</u>
681.173.818.040	Downtown Improvement			
681.173.818.040	Downtown Improvement			
681.173.870.001	Promotions			25.00
681.173.900.000	Print & Publishing			
681.173.956.000	Miscellaneous	2010 XM Satellite Radio (10/12/10-10/12/11)	134.83	134.83
		DOWNTOWN IMPROVEMENTS	134.83	159.83
		Sub-Total for Promotion (Advertising + Improvements)		10,696.94
<hr/>				
			<u>Nov-11</u>	<u>YTD</u>
681.173.729.000	Postage	Postage (USPS stamps + Mailchimp email)		38.80
681.173.730.000	Office Supplies/Adm	Office Supplies		
681.173.853.004	Monthly & Long Distance	Phone (Long Distance) \$28.07/mo	56.68	113.36
681.173.826.086	Audit Fees	Audit Fees		
681.173.818.000	Contractual Services	Executive Director Salary	3,000.00	7,500.00
681.173.818.000	Contractual Services	Website Design & Maintenance	412.50	550.00
681.173.956.000	Miscellaneous	Donation to Clinton County Arts Council (Final Yearly Pymt #3 of 3)	300.00	300.00
		ADMINISTRATIVE	3,769.18	8,502.16
		TOTAL EXPENSES:	4,648.85	19,199.10
		Excess of Revenue		19,238.49
		Fund Balance beginning of year		12,185.83
		Fund Balance, end of period		31,424.32

Clinton County Arts Council

Art Gallery - Clinton Northern Railway Museum - St. Johns Performance Shell

Homegrown Productions

215 N. Clinton Ave. St. Johns, MI 48879

989.224.2429 ccarts@voyager.net

www.clintoncountyarts.org



November 22, 2011

President

Jenny McCampbell
mccampbe@msu.edu

Vice President

Mary Faloon

Treasurer

Charlotte Voisin

Secretary

Bev Davis

Trustees

Bob Jansen
Deborah Laverty
Kathy Litwiller
Paul Matheson
Dan Matson
Jan Myers
Ken Osentoski
Tom Webb

Gallery Director

Michael Muehlenbeck
ccarts@voyager.net

**Railway Project
Manager**

Gary McCampbell
mccampbell60@gmail.com

Performance Shell

Chairperson
Bill Tennant
wetennant@gmail.com

Homegrown

Productions
Chairperson
Susan DeRosa
susanderosa@msn.com

Carole Field, Director
Downtown Management Board
100 East State Street
St. Johns, MI 48879

Dear Carole and DMB Board,

Thank you very much for your recent donation to Clinton Northern Railway to fulfill your pledge of \$300.00 per year for three years. That money has helped fund the Railway Museum's mission of creating a cultural tourist destination to bring people to St. Johns.

The efforts of the volunteer railroad crew this year have been to restore the exterior of a Grand Trunk Western (GTW) wooden caboose, acquired because it was built in Port Huron in 1927, and could have easily traveled through St. Johns because GTW operated the railway that went through town. We also believe that a caboose is important because it is probably the railcar that holds the most fascination for people.

The supplies, including the wood siding, the roofing materials, the bright red paint and the cost of moving the caboose from Pewamo, cost approximately \$4,000. The railroad crew has put in an estimated 1500 hours of work on it for a value of \$15,000 if they had been paid \$10.00 per hour. Local carpenter Tom Hutton was generous in lending the use of his professional equipment for the crew to fashion raw boards into the tongue & groove siding needed. The caboose should be a great attraction, along with the other historic cars, when it takes its place near the rail-trail for users to stop and tour as they pass through St. Johns. Hopefully, they will be intrigued enough to bring their families back to go through the Railway Museum and explore the rest of town.

Thank you again for your support,

A handwritten signature in cursive script that reads "Jenny McCampbell".

Jenny McCampbell
President, Clinton County Arts Council



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PRINCIPAL SHOPPING DISTRICT BOARD

ASSESSMENT RENEWAL PUBLIC HEARING JANUARY 31, 2012

The St. Johns Principal Shopping District Board will hold a Public Hearing on Tuesday, January 31, 2012 at 7:00 p.m. in the Commission Boardroom (2nd Floor) of the Courthouse, 100 E. State Street, St. Johns, MI. Please use the Cass Street entrance.

The purpose of this hearing is to gain input on the renewal of the St. Johns Downtown Designated Business District. The three (3) year renewal expires June 30, 2012. All business and property owners with the boundaries of the District are invited and encouraged to attend.

For additional information, please contact Carole Field, Executive Director of the Principal Shopping District Board at (989) 227-1717.

Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Main Street Café

BALLOT

DOWNTOWN BUSINESS DISTRICT SPECIAL ASSESSMENT (PLEASE RESPOND)

The St. Johns Principal Shipping District is up for renewal and will expire on June 30, 2012 unless the City Commission renews the district. The City Commissioners will want to know whether or not the property owners and businesses desire to be specially assessed, organized and recognized as a Principal Business District for the purpose of facilitating programs that encourage growth and improvement of the District. This is accomplished through organized efforts to market the District, retain and recruit businesses, special events, common area maintenance, parking and security; operations and physical improvements to the District.

In an effort to aid the Commissioners in their decision, the Principal Shopping District (PSD) Board will hold a meeting Tuesday, January 31, 2012 at 7:00 p.m. in the County Commission Boardroom (2nd floor) in the Courthouse to meet with property owners and businesses of the District. Questions will be answered of the district membership, future goals discussed and feedback received regarding the renewal request. The feedback will be shared with the City Commission.

If you are a property owner or business located within the District, you are strongly encouraged to attend the January 31st meeting in order to learn the facts and have any questions answered regarding the District. If you cannot attend the meeting and have any questions, please contact Carole Field, Executive Director of the St. Johns Principal Shopping District Board at 989-227-1717.

Please respond and return this ballot by 5:00 p.m. on Friday, January 27, 2012 in the self-addressed stamped envelope included for your convenience. Thank you in advance for your input regarding this important issue. Please restrict the ballot to property owner and/or business owner only. We ask that there be a maximum of one (1) vote each per property owner and business owner (if different).

Please check appropriate boxes. **PROPERTY OWNER** **BUSINESS OWNER**

Address of affected downtown property: _____

I support the three (3) year renewal of the Downtown Business District Special Assessment.

Yes No No Opinion

What are your Concerns? Streets Development Retention Joint Advertising Events

Comments: _____

Signature

Please Print Name

Mailing Address

City, State, Zip

Telephone

Email Address



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Jackson, Jackson &
Associates P.C.

Vice-Chairman
Tyler Barlage –
Community Christian
Church

Secretary-Treasurer
Craig Smith – Mainstreet
Pizza

Directors
Aaron Baker – Harr's
Jewelry

Craig Bishop – Firstbank

Eugene Bellingar – Katren
Industries

Bill Brewbaker – Allaby &
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Bruce DeLong – Clinton
County Board of
Commissioners

Eric Harger – Trinity
Engineering and
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Dennis LaForest – City of
St. Johns, Michigan

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Receivable Solutions

Laurie Oakwood-Bishop –
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CONTACT INFO

Executive Director
Carole M. Field
Cell: 989-640-5217
Fax: 989-579-5907
Email: CaroleField@
DowntownStJohns.org

NOTICE OF REGULAR BOARD MEETINGS FOR 2012

The St. Johns Principal Shopping District Board will meet at 12 Noon on the first Wednesday of each month (January through November) at a variety of locations throughout the Central Business District. The Downtown Development Authority meetings follow the PSD meetings.

January 4, 2012

February 1, 2012

March 7, 2012

April 4, 2012

May 2, 2012

June 6, 2012

July 4, 2012

August 1, 2012

September 5, 2012

October 3, 2012

November 7, 2012

Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Main Street Cafe



Downtown St. Johns, Michigan

Mint City USA

Principal Shopping District and Downtown Development Authority

The St. Johns PSD/DDA - 100 E. State, PO Box 477 - St. Johns, MI. 48879 (989-227-1717) www.DowntownStJohns.org

PRINCIPAL SHOPPING DISTRICT CALENDAR OF EVENTS FOR 2012

The following are suggested events and dates for the St. Johns Principal Shopping District Board calendar of events for 2012.

Farmers Market: Saturdays June 6 – October 27, 2012

Summerfest: Saturday June 30, 2012

Mint Festival: Friday August 10 & Saturday August 12, 2012

US 27 Motor Tour Stop: Thursday August 23, 2012

Santa Parade of Lights: Friday December 7, 2012

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DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING AGENDA

Wednesday, January 4, 2012

12 Noon, Main Street Café

(Following meeting of the Principal Shopping District Board)

(*Indicates Attachment)

1. Call to Order by Chairman Bill Jackson

2. Additions to the Agenda.

3. *Approval of Meeting Minutes dated November 1, 2011.

4. Communications:

- a. * City Treasurer Greg Teichman reported via email that the anticipated capture of DDA funding for next year will be approximately \$18,000

5. Old Business: Continued discussion of use of DDA funds for façade rebate program.

6. New Business:

- a. Parking Lot
- b. WIFI in the Downtown

Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Main Street Café



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DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

DIRECTORS MEETING MINUTES

Tuesday, November 1, 2011

7:30 a.m., Main Street Café

(Following meeting of the Principal Shopping District Board)

- 1. Call to Order by Chairman William Jackson at 8:30 am.** Attendance: Tyler Barlage, Craig Bishop, Bill Brewbaker, Bruce DeLong, Dennis LaForest, Dave Mageli and Craig Smith. Guests: Lori Oakwood-Bishop of St. John Locale.
- 2. Additions to the Agenda.** None.
- 3. Approval of Meeting Minutes:** Minutes of October 4, 2011 meeting were reviewed.
- 4. Communications:** City Treasurer Greg Teichman reported via email that the anticipated capture of DDA funding for next year will be approximately \$18,000
- 5. Old Business:** Discussion was again held about use of captured DDA funds, with facade rebate program and rental assistance to new business renters in the Downtown mentioned. A copy of the City of Mason Façade Rebate Program Guidelines was reviewed, along with a proposed rough draft of the St. Johns DDA Façade Rebate Program Guidelines. Tabled to the Executive/Finance committee.
- 6. New Business:** Discussion was held regarding WIFI in the Downtown as a service and a means of advertising. The board instructed Carole to investigate.

Meeting adjourned at 8:45 a.m.

Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Main Street Café

----- Original Message -----

From: [Gregory Teichman](#)

To: [Dennis LaForest](#)

Sent: Tuesday, November 01, 2011 10:45 AM

Subject: DDA Recapture

Dennis,

Pertaining to the questions about the DDA recapture process:

The recapture is based on our fiscal year-July 1 through June 30. The Summer tax bill is what generates the recapture.

The summer tax bills are sent out July 1. They are payable without penalty until August 14. After August 14, there is a 3% penalty. It is a onetime charge. They have until March 1 to pay at the City offices, after that the taxes that are based on real estate are turned over to the County as delinquent. Taxes that are based on personal property are retained at the City to collect.

There is a reconciliation of the taxes collected. We collect a payment for the taxes turned over to the County usually by the middle of April. Taxes that are collected from July 1 to March 1 are reconciled monthly. Usually the first reconciliation is July and August, because of the volume of payments, and is completed by September.

Last year's recapture from July 1, 2009 to June 30, 2010 was \$19,900. Out of this amount \$5,012 was spent on the sidewalk by the pavilion. This leaves \$14,800 going into this fiscal year. This fiscal year the DDA should recapture \$18,000-between July 1, 2011 to June 30, 2012. So far between July 1 and Oct 31 the amount recaptured is \$16,000. There was no recapture in the fiscal year July 1, 2008 to June 30, 2009.

ST. JOHNS DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Date	Description of Transaction	Expenditure (-)	Revenue (+)	Balance
	2010-2011	DDA Recapture		19,900.78	19,900.78
818.000	2010-2011	Sidewalk construction at Pavilion	5,012.00		14,888.78
		2010-2011 Year End BALANCE			14,888.78
	2011-2012	DDA Recapture (YTD 7/31/11-10/31/11)		16,397.49	31,286.27

11/01/2011
09:35 AM

DDA/LDFA Report (Detail) FOR CITY OF ST. JOHNS

Page: 1/2
DB: CAJ-11

All Records
Special Population: DDA/LDFA Parcels
Summer, Real & Personal Property
DDA/LDFA Chosen: DDA - 2004 BASE, Adjusted Values (All Adjustments Included)
Include: All Parcels

PARCEL INFORMATION

-----DDA/LDFA: DDA - 2004 BASE-----		TAX HEADING		TAX BILLED		CAPTURED TAX		NET TOTAL	
		-----DDA/LDFA: DDA - 2004 BASE-----							
TOTAL PARCELS:	254	S J CITY ALLOC	74,374.03	10,906.64	63,467.39				
TAXABLE VALUE:	7,962,251	S J ACT 359	1,951.21	0.00	1,951.21				
BASE VALUE:	6,806,279	S J SOLID WASTE	3,940.81	0.00	3,940.81				
CAPTURED VALUE:	1,155,972	BRIGGS LIBRARY	7,758.77	1,136.89	6,621.88				
		COUNTY ALLOC	45,715.68	6,704.13	39,011.55				
PRE/MBT TAXABLE:	1,331,800	STATE EDUC TAX	44,299.36	0.00	44,299.36				
NON PRE/MBT TAXABLE:	6,630,451	MILLAGE SPECIALS	0.00	0.00	0.00				
		TOTALS----->	178,039.86	18,747.66	159,292.20				
PRE/MBT CAPTURED:	367,400	-----CAPTURED TAXES BREAKDOWN-----							
NON-PRE/MBT CAPTURED:	788,572	POSITIVE CAPTURE NEGATIVE CAPTURE							
COM. PERS. TAXABLE:	741,300	S J CITY ALLOC	16,945.80	-6,039.16					
IND. PERS. TAXABLE:	590,500	S J ACT 359	0.00	0.00					
SPEC. ACT PERS. TAXABLE:	0	S J SOLID WASTE	0.00	0.00					
		BRIGGS LIBRARY	1,767.39	-630.50					
COM. PERS. CAPTURED:	180,100	COUNTY ALLOC	10,416.06	-3,711.93					
IND. PERS. CAPTURED:	187,300	STATE EDUC TAX	0.00	0.00					
SPEC. ACT PERS. CAPTURED:	0	MILLAGE SPECIALS	0.00	0.00					
		TOTALS----->	29,129.25	-10,381.59					

11/01/2011
09:40 AM

DDA/LDFA Report (Detail) FOR CITY OF ST. JOHNS
All Records
Special Population: DDA/LDFA Parcels

DDA/LDFA Chosen: DDA - 2004 BASE, Adjusted Values (All Adjustments Included)
Include: Only Paid Parcels within a range of dates, From 07/01/2011 To 10/31/2011

PARCEL INFORMATION

-----DDA/LDFA: DDA - 2004 BASE-----

TOTAL PARCELS:	175						
TAXABLE VALUE:	6,983,552						
BASE VALUE:	5,972,509						
CAPTURED VALUE:	1,011,043						
PRE/MBT TAXABLE:	1,252,100						
NON PRE/MBT TAXABLE:	5,731,452						
PRE/MBT CAPTURED:	469,500						
NON-PRE/MBT CAPTURED:	541,543						
COM. PERS. TAXABLE:	670,100						
IND. PERS. TAXABLE:	582,000						
SPEC. ACT PERS. TAXABLE:	0						
COM. PERS. CAPTURED:	277,800						
IND. PERS. CAPTURED:	191,700						
SPEC. ACT PERS. CAPTURED:	0						
TOTALS----->							

TAX HEADING

TAX BILLED

CAPTURED TAX

NET TOTAL

-----DDA/LDFA: DDA - 2004 BASE-----

S J CITY ALLOC	65,139.22	9,539.36	55,599.86
S J ACT 359	1,709.00	0.00	1,709.00
S J SOLID WASTE	3,451.51	0.00	3,451.51
BRIGGS LIBRARY	6,795.44	994.51	5,800.93
COUNTY ALLOC	40,039.27	5,863.62	34,175.65
STATE EDUC TAX	38,478.19	0.00	38,478.19
MILLAGE SPECIALS	0.00	0.00	0.00
TOTALS----->	155,612.63	16,397.49	139,215.14

-----CAPTURED TAXES BREAKDOWN-----

	POSITIVE CAPTURE	NEGATIVE CAPTURE
S J CITY ALLOC	13,997.39	-4,458.03
S J ACT 359	0.00	0.00
S J SOLID WASTE	0.00	0.00
BRIGGS LIBRARY	1,459.88	-465.37
COUNTY ALLOC	8,603.76	-2,740.14
STATE EDUC TAX	0.00	0.00
MILLAGE SPECIALS	0.00	0.00
TOTALS----->	24,061.03	-7,663.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS

PERIOD ENDING 06/30/2011

ACCOUNT DESCRIPTION	2010-11	2010-11	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDC
	ORIGINAL BUDGET	AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000-REVENUE						
404.000 CURRENT PROPERTY TAX	0.00	0.00	19,900.78	19,900.78	(19,900.78)	100.00
Total Dept 000-REVENUE	0.00	0.00	19,900.78	19,900.78	(19,900.78)	100.00
TOTAL Revenues						
	0.00	0.00	19,900.78	19,900.78	(19,900.78)	100.00
Expenditures						
Dept 451-NEW CONSTRUCTION						
818.000 CONTRACTUAL SERVICES	0.00	0.00	5,012.00	5,012.00	(5,012.00)	100.00
Total Dept 451-NEW CONSTRUCTION	0.00	0.00	5,012.00	5,012.00	(5,012.00)	100.00
TOTAL Expenditures						
	0.00	0.00	5,012.00	5,012.00	(5,012.00)	100.00
Fund 248:						
TOTAL REVENUES	0.00	0.00	19,900.78	19,900.78	(19,900.78)	100.00
TOTAL EXPENDITURES	0.00	0.00	5,012.00	5,012.00	(5,012.00)	100.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	14,888.78	14,888.78	(14,888.78)	100.00



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DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF ST. JOHNS

A RESOLUTION COMMITTING THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF ST. JOHNS TO A PROPERTY ACQUISITION PROJECT IN CONJUNCTION WITH THE CITY OF ST. JOHNS

At a regular meeting of the Downtown Development Authority of the City of St. Johns (hereinafter "DDA"), held on January 4, 2012 in the City of St. Johns, Clinton County, commencing at 12:01 pm.:

Present:

Absent:

The following resolution was offered by member _____ and supported by member _____.

WHEREAS the downtown area of the City of St. Johns has inadequate parking for its businesses, business patrons and downtown residents;

WHEREAS a parcel of land in the downtown area, at the corner of Spring Street and Higham Street, has become available for purchase (see attached survey for legal description of same);

WHEREAS this parcel is suitable for development as a surface public parking lot;

WHEREAS the acquisition of this parcel so that additional public parking can be made available to the patrons of the downtown area will enhance economic development and serve an important public purpose;

WHEREAS the City of St. Johns is purchasing this parcel at the agreed upon price of \$35,000.00 for the purpose of establishing additional public parking and is requesting the DDA partner with them in said purchase;

WHEREAS the City of St. Johns will purchase the subject parcel and requests that the DDA reimburse the City for 50% of the purchase price (DDA share--\$17,500.00) on terms that include a five year amortization schedule at zero interest;

THEREFORE, be it resolved that should the City of St. Johns purchase the subject parcel for the purpose of public parking at the stated price, the DDA agrees to share the cost of acquisition of said parcel per the terms indicated in this resolution, and will enter into a written agreement with the City of St. Johns so that this joint project is reduced to a contractual obligation between the parties hereto.

IT IS FURTHER RESOLVED that the chairperson or vice-chairperson of the DDA is authorized to negotiate the particular terms of any written agreement consistent with this resolution, and is further authorized to execute all necessary documents to effectuate this agreement and joint project.

YEAS:

NAYS:

Resolution declared adopted on January 4, 2012.

By:

Downtown Development Authority of St. Johns



To: Carole Field
Executive Director
St. Johns Principal Shopping District/DDA Board
100 E. State St.
St. Johns, MI 48879

December 30, 2011
Quote# 5572

By: Chris Borek
Sales Manager
Casair Inc.

Scope of Work

Solution Overview: Downtown St. Johns is interested in deploying a public WiFi hot spot network for the downtown shopping district, described as Clinton St. from State St. north to Railroad St., for the purposes of economic development and an enhanced modern downtown experience.

Proposal: Casair will engineer, build, test and deploy a public WiFi hot spot network for use by the public in the downtown shopping district. Casair will place an outdoor mesh sector access point on top of the courthouse, facing north. Casair will then put a second outdoor mesh access point either attached to a light pole or mounted to one of the buildings on the south end of the geographic area.

The proposed solution will use the 802.11n WiFi standard and this solution provides the following benefits:

- Automatic RF tuning to reduce and/or eliminate interference and optimize performance
- Dynamic beam forming for efficient device management
- IP-67 outdoor rated equipment that can survive even the harshest Michigan weather

The solution will provide seamless and blanket outdoor coverage for the entire shopping district. Indoor coverage penetration will vary from building to building and 100% indoor coverage is not guaranteed as part of this solution.

Assumptions: Due to time constraints, Casair engineers were unable to survey the site locations prior to delivering this proposal. As part of this proposal, Casair assumes the following:

- A robust and stable Internet connection will be provided at the courthouse to feed the WiFi network. If Internet is not available, Casair is willing to provide pricing options for connectivity to feed the network from one of its broadcast towers.
- Casair can mount an antenna on the rooftop of the courthouse and that there is an existing roof penetration or cable chase for the WiFi antenna cables. If not, there will additional installation costs and labor hours that would be billed on a time and materials basis.
- Power will be provided from either street lights or a merchant building in the shopping district at no additional cost to Casair and all permitting/permissions will be accommodated by Downtown St. Johns.

- The solution is intended to be used by downtown shoppers and visitors. It is not intended to be used by residents as their primary Internet source. Collectively, Casair and Downtown St. Johns should consider some constraints on access to protect the integrity of the user experience.
- WiFi utilizes *unlicensed* frequency to deliver broadband. Interference is an inherent risk associated with any solution of this kind. Casair has chosen an advanced product and will implement tools to minimize/eliminate interference but there could be an extreme case of interference that could compromise the performance of the system.
- The Internet contains unedited materials, some of which are sexually explicit or may be considered offensive or inappropriate. Casair Inc. has no control over and accepts no responsibility for such materials. Downtown St. Johns agrees to indemnify Casair and Casair will indemnify Downtown St. Johns if this proposal is accepted.

Options:

- Casair is willing to offer a monthly maintenance and support subscription. If a monthly subscription is not desired, support will be provided on a time and materials basis.
- Additional indoor coverage can provided if needed or desired at additional cost.

Pricing:

Part	Quantity	Ext. Cost	Total
ZoneFlex Sector Mesh AP	1	\$ 1,249.38	\$ 1,249.38
1 Yr ZoneFlex Sector AP Support	1	\$ 106.33	\$ 106.33
Mesh Controller (6AP)	1	\$ 750.00	\$ 750.00
1 Yr Controller Support	1	\$ 63.83	\$ 63.83
Outdoor Mesh AP	1	\$ 1,249.38	\$ 1,249.38
1 Yr OutdoorMesh AP Support	1	\$ 106.33	\$ 106.33
Plenum Cat6	150	\$ 0.45	\$ 67.50
1300a Outdoor Cat5e	50	\$ 0.25	\$ 12.50
CAT6J Lightning protection	1	\$ 50.00	\$ 50.00
One arm bracket	2	\$ 11.25	\$ 22.50
PS-8-8	4	\$ 0.71	\$ 2.85
Patch cables	2	\$ 6.25	\$ 12.50
POE-48l	1	\$ 24.69	\$ 24.69
Misc. parts	1	\$ 50.00	\$ 50.00
Parts total			\$ 3,767.76
Labor			
Web/Splash Page Design and Set Up	4	\$ 65.00	\$ 260.00
Installation/Testing	22	\$ 65.00	\$ 1,430.00
Labor Total			\$ 1,690.00
Total			\$ 5,457.76