



Downtown St. Johns, Michigan Mint City USA

www.DowntownStJohns.org

BOARD OF DIRECTORS 2010 - 2011

Chairman

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

Vice-Chairman

Jan Havlik – Firstbank

Secretary-Treasurer

Craig Smith – Mainstreet
Pizza

Directors

Aaron Baker – Harr's
Jewelry

Tyler Barlage –
Community Christian
Church

Eugene Bellinger – 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

COMMITTEES

**Business Development,
Retention & Recruitment**
Eric Harger
Dennis LaForest

Marketing

Tyler Barlage
Bill Brewbaker
Craig Smith

Events

Tyler Barlage
Jan Havlik
Dave Mageli

Security, Parking and Maintenance

Aaron Baker
Eugene Bellinger
Bill Brewbaker
William Jackson
Dennis LaForest

Executive, Finance, Strategic Planning

Bruce DeLong
Jan Havlik
William Jackson
Dave Mageli

CONTACT INFO

Executive Director
Carole M. Field

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DowntownStJohns.org

The St. Johns Downtown Management Board - 100 E. State, PO Box 477 - St. Johns, MI. 48879
(989) 227-1717 / DMB@DowntownStJohns.org

DIRECTORS MEETING AGENDA

Tuesday, March 8, 2011

7:30 a.m., Conference room C, Courthouse

(*Indicates Attachment)

1. **Call to Order by Chairman William Jackson**
2. **Additions to the Agenda.**
3. **Approval of the Consent Agenda:**
 - a. * Minutes of Meeting dated February 1, 2011.
 - b. * Approval of Executive Director February Salary and Administrative Expenses of \$1535.08
 - c. * City of St. Johns YTD Financial Report as of January 31, 2011
 - d. * YTD Financial Report with Detail as of January 31, 2011
4. **Communications: None**
5. **Committee Reports:**
 - a. **Business Development, Retention & Recruitment. (Harger, LaForest)**
 - b. **Marketing (Barlage, Brewbaker, Smith)**
 - c. **Events (Barlage, Havlik, Mageli)**
 - d. **Parking, Maintenance & Security (Baker, Bellinger, Brewbaker, Jackson, LaForest)** Report regarding seating (tables, benches, chairs) promotion, financing, reservations, etc for Pavilion use.
 - e. **Executive/Finance/Strategic Planning (DeLong, Havlik, Jackson, Mageli)** The committee met and set the board meeting agenda.
 - f. **Director's Report. (Carole Field)**
 - 1) * DMB Corporate Sponsors YTD
 - 2) * Downtown Dollars YTD Recap
 - 3) DMB Website Renewal
6. **Old Business:**
 - a. Vietnam Legacy Ride
 - 1) * Quote for flags
 - 2) Budget for Band for Vietnam Legacy Ride
 - b. Summerfest
 - c. DMB brochure
 - d. DMB Equipment Shed
 - e. **DMB Board Member Terms:** Board Members of the DMB as of January 2011 are
 1. **City Manager** (Dennis LaForest) and **County Commissioner** (Bruce DeLong).
 2. Terms expiring June 30, 2011- **Eugene Bellinger, Jan Havlik**
 3. Terms expiring June 30, 2012- **William Jackson, Eric Harger**
 4. Terms expiring June 30, 2013- **Bill Brewbaker, Tyler Barlage, Aaron Baker, Craig Smith**
 5. Terms expiring June 30, 2014- **Dave Mageli**Board members agreed at the 1/4/11 meeting to extend the invitation to participate in DMB meetings to other merchants and businesses in the central business district in hopes of attracting new board members.
7. **New Business:**
 - a. Budget for 2012
 - b. Promotion for 2011 calendar year

Next Regular DMB/DDA Meeting: First Tuesday of Month, 7:30 a.m., Conference Rm. C, Courthouse



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DIRECTORS MEETING MINUTES

Tuesday, February 1, 2011

7:30 a.m., Conference room C, Courthouse

1. **Call to Order by Vice-Chairman Jan Havlik at 7:36 am.** Attendance: Tyler Barlage, Carole Field, Jan Havlik, Dennis LaForest, Dave Mageli and Craig Smith. Guests in attendance were Donna Herrle representing American Legion Post 153 of St. Johns and Candice Numinen representing the Holt American Legion Riders.
2. **Additions to the Agenda.** None.
3. **Approval of the Consent Agenda:** Attendance was not sufficient to constitute a quorum. The minutes of the January 4, 2011 DMB minutes, the Executive Director and Administrative expenses of \$1,652.57 and the City of St. Johns YTD financial report accompanied by the detailed DMB financial report for the period through December 31, 2010 were reviewed.
4. **Communications:**
 - a. Clinton County Chamber of Commerce Special Event Application for Mint Festival @ \$200 was presented
5. **Committee Reports:**
 - a. **Business Development, Retention & Recruitment.** (Harger, LaForest)
 - b. **Marketing** (Barlage, Brewbaker, Smith)
 - c. **Events** (Barlage, Havlik, Mageli)
 - d. **Parking, Maintenance & Security** (Baker, Bellinger, Brewbaker, Jackson, LaForest)
 - e. **Exec./Finance/Strategic Planning** (DeLong, Havlik, Jackson, Mageli)
 - f. **Director's Report.** (Carole Field)
 1. *Downtown Dollars preliminary financial report showing Expenses of \$1,314.10 and \$1,225 in unredeemed funds from \$2,500 allocation
 2. *DMB Website Most Popular Page View report showing rank of all 39 pages on site
 3. *January Newsletter
6. **Old Business:**
 - a. Promotions for 2011 were discussed with an emphasis on obtaining participation from downtown businesses and merchants.
 - b. Santa Parade Coupon Recap: The merchant tally showed that only 25 of the 500 coupons handed out at the Santa Parade of Lights were redeemed. It was suggested that we pursue more electronic couponing versus printed due to cost.
 - c. DMB Board Member Terms: As discussed at the 1/4/11 meeting, Board Members as of 1/1/11 are:
 1. **City Manager** (Dennis LaForest) and **County Commissioner** (Bruce DeLong).
 2. Terms expiring June 30, 2011- **Eugene Bellinger, Jan Havlik**
 3. Terms expiring June 30, 2012- **William Jackson, Eric Harger**
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 5. Terms expiring June 30, 2014- **Dave Mageli**

The Board members present agreed to continue actively recruiting new members.

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7. New Business:

- a. Vietnam Legacy Ride. Guests Donna Herrle of the St. Johns American Legion Post and Candice Numinen of the Holt American Legion Riders were present to discuss plans for the Vietnam Legacy Ride. Participation is expected from the organizations they represented plus the VFW, the Disabled American Veterans, the Region Riders and more. In 2010 416 bikes participated (most with 2 riders) so attendance in 2011 is expected to be between 600 and 1000 people. The Military Moms organization has agreed to sponsor the luncheon, and a Vietnam Era Memorabilia Trailer will be present for touring.
 - 1) * Vietnam Legacy Ride Flyer was presented by Candace Numinen
 - 2) * DMB Website listing for Vietnam Legacy Ride was presented by Carole
 - 3) * Quote for flags to create "Avenue of Flags" for event (8 flags in each block of the first 3 blocks of Clinton Avenue affixed to parking sign posts) as submitted by Steve Rademacher was discussed. The cost per pole was \$54.40 for aluminum bracket x 24 sign poles = \$1305.60, or \$73 for stainless steel brackets x 24 sign poles = \$1752. This was tabled until the March meeting.
 - 4) Budget for entertainment (band) for Vietnam Legacy Ride luncheon was also tabled until the March meeting.
- b. * Quote for tents at Pavilion were reviewed and agreed to be tabled until such time as the cement pathways and landscaping beds are marked off or installed, as only then space be accurately determine for tenting.
- c. Quote for Downtown Flowers @ \$3,300 was presented and Carole was instructed to proceed as funding was already budgeted
- d. Bands for Mint Festival have been booked – Shafley (Fri) & Squids (Sat) @ \$650 ea night
- e. DMB brochure: Carole presented an 8.5" x 11" 2 sided color brochure entitled "Discover Downtown". Page 1 describes Downtown St. Johns, explains the St. Johns Downtown Management Board and lists the 2011 Downtown calendar of events. Page 2 listed the downtown businesses and merchants in the central business district alphabetically. Discussion was held and recommendation was made to list the business by category for ease of use. The decision was made to move forward with obtaining printing quotes.

Meeting adjourned at 8:40 a.m.

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EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES

February 2011

Total Supplies	\$ 0.00
Mail Chimp – Electronic Email Newsletter (monthly fee)	\$ 30.00
USPS – Stamps for sponsorship certificate mailing	\$ 5.08
Total Administrative Expenses	\$ 35.08
Executive Director Salary:	<u>\$ 1,500.00</u>
TOTAL for February	\$ 1,535.08

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City of St. Johns

Downtown Management Board

BALANCE SHEET

For the Fiscal Period July 01, 2010 to January 31, 2011

ASSETS

Cash	\$	19,655.83
Due from General Fund	\$	-
Prepaid Expense	\$	-
Due from Current Tax	\$	-
TOTAL ASSETS:	\$	<u>19,655.83</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	390.07
Due to General Fund	\$	-
TOTAL LIABILITIES:	\$	<u>390.07</u>

FUND BALANCE:	\$	<u>19,265.76</u>
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TOTAL LIABILITIES AND FUND BALANCE:	\$	<u>19,655.83</u>
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City of St. Johns

Downtown Management Board

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

For the Fiscal Period July 01, 2010 to January 31, 2011

	Budget	Jan	YTD Actual	Variance Favorable (Unfavorable)
REVENUES				
Special assessments	\$ 25,891.00	\$ 304.80	\$ 20,518.31	\$ (5,372.69)
Interest	\$ 100.00	\$ -	\$ -	\$ (100.00)
Miscellaneous	\$ -		\$ -	\$ -
Summerfest	\$ 10,000.00			\$ (10,000.00)
Mint Festival	\$ -	\$ -	\$ 13,753.00	\$ 13,753.00
Farmer's Market	\$ 750.00	\$ -	\$ 1,291.00	\$ 541.00
Sidewalk Sales	\$ 600.00		\$ -	\$ (600.00)
Car Shows	\$ 2,900.00	\$ -	\$ 24.00	\$ (2,876.00)
Spring Fling	\$ 450.00		\$ -	\$ (450.00)
Corporate Sponsors	\$ 2,500.00	\$ 350.00	\$ 650.00	\$ (1,850.00)
Transfer from General Fund	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)
TOTAL REVENUES:	\$ 44,191.00	\$ 654.80	\$ 36,236.31	\$ (7,954.69)
EXPENDITURES				
Postage	\$ 750.00	\$ 131.20	\$ 266.20	\$ 483.80
Office Supplies	\$ 100.00	\$ 21.37	\$ 21.37	\$ 78.63
Farmer's Market	\$ 550.00	\$ -	\$ 159.00	\$ 391.00
Car Shows	\$ 4,600.00	\$ -	\$ 1,100.00	\$ 3,500.00
Mint Festival	\$ -	\$ -	\$ 8,770.44	\$ (8,770.44)
Summerfest	\$ 9,000.00	\$ -	\$ 52.50	\$ 8,947.50
Spring Fling	\$ 830.00			\$ 830.00
Sidewalk Sales	\$ 700.00		\$ -	\$ 700.00
Santa Parade	\$ 500.00	\$ 182.00	\$ 1,714.18	\$ (1,214.18)
Contracted services (Administration)	\$ 17,000.00	\$ 1,637.50	\$ 11,462.50	\$ 5,537.50
Downtown Improvement	\$ 7,201.00	\$ -	\$ 628.07	\$ 6,572.93
Audit Fees	\$ 200.00		\$ -	\$ 200.00
Monthly & Long Distance Service	\$ 660.00	\$ 28.07	\$ 196.49	\$ 463.51
Mileage	\$ 500.00			\$ 500.00
Promotions	\$ -	\$ 275.00	\$ 1,550.00	\$ (1,550.00)
Miscellaneous	\$ 1,100.00	\$ -	\$ 812.30	\$ 287.70
Education and Training	\$ 500.00			\$ 500.00
TOTAL EXPENDITURES:	\$ 44,191.00	\$ 2,275.14	\$ 26,733.05	\$ 17,457.95
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:	\$ -	\$ (1,620.34)	\$ 9,503.26	\$ 9,503.26
Fund balance, beginning of year	\$ 9,762.50		\$ 9,762.50	
Fund balance, end of period	\$ 9,762.50		\$ 19,265.76	

DOWNTOWN MANAGEMENT BOARD YTD FINANCIAL REPORT
JULY 1, 2010 to January 31, 2011

		REVENUE	<u>Jan-11</u>	<u>YTD</u>
681.000.665.000	Interest Earned/Investments	Interest		
681.000.675.005	Corporate Sponsors	2010 Corp Sponsors		300.00
681.000.671.007	Farmers Market	2010 Farmer's Market (Vendor Fees)		1,291.00
681.000.671.018	Mint Festival	2010 Mint Festival		13,753.00
681.000.671.010	Car Shows	US27 Motor Tour (Mug Sales)		24.00
681.000.751.003	Summerfest	2011 Summerfest		
681.000.675.000	Contr-Donat/Private Sources	2011 Donations/Private		
681.000.675.005	Corporate Sponsors	2011 Corp Sponsors	350.00	350.00
681.000.699.035	Transfer from General Fund	2011 City of St. Johns Corp Sponsorship		
681.000.671.000	Miscellaneous Revenue	2011 Miscellaneous (Prepaid Vendor Fees)		
		Earned Revenue	350.00	15,718.00
681.000.672.006	Downtown Business District	YTD Assessment	304.80	20,518.31
		TOTAL REVENUE:	654.80	36,236.31

		EXPENSES	<u>Jan-11</u>	<u>YTD</u>
681.173.751.004	Summerfest	Summerfest - Jet Speed Printing 100 Car Show Entry Cards		52.50
681.173.751.003	Mint Festival	2010 Mint Festival - Banks for Cash Boxes		-
681.173.751.003	Mint Festival	2010 Mint Festival - CCCC Co-op Advertising Fee on WLNS TV 6		500.00
681.173.751.003	Mint Festival	2010 Mint Festival - CCCC Mint Festival Placement Ad		210.00
681.173.751.003	Mint Festival	2010 Mint Festival - CEP Volunteer T-Shirts		390.50
681.173.751.003	Mint Festival	2010 Mint Festival - Mike Shafley Band		1,350.00
681.173.751.003	Mint Festival	2010 Mint Festival - Jet Speed Printing 100 Car Show Entry Cards		52.50
681.173.751.003	Mint Festival	2010 Mint Festival - Main Beverage Company (Beverages)		2,658.45
681.173.751.003	Mint Festival	2010 Mint Festival - American Rentals (tent, tables, chairs & toilets)		2,072.50
681.173.751.003	Mint Festival	2010 Mint Festival - Gannet Michigan Newspaper Ads		309.00
681.173.751.003	Mint Festival	2010 Mint Festival - Gil-Roy's Cable Ties		17.97
681.173.751.003	Mint Festival	2010 Mint Festival - State of MI Sales Tax on Liquor Sold		449.77
681.173.751.003	Mint Festival	2010 Mint Festival - Crown Trophy Car Show Trophies		77.85
681.173.751.003	Mint Festival	2010 Mint Festival - Jet Speed 100 Posters		88.00
681.173.751.003	Mint Festival	2010 Mint Festival - Lyle Simon (Casino Gaming Coordinator)		135.40
681.173.751.003	Mint Festival	2010 Mint Festival - Central Gaming Company (Gaming Equip Rental)		418.50
681.173.751.003	Mint Festival	2010 Mint Festival - Ice for Beer Tent		40.00
681.173.751.001	Farmers Market	2010 Farmer Market - Jet Speed Printing (50 Posters)		49.00
681.173.751.001	Farmers Market	2010 Farmer Market - Clinton County News (11/15/10 ad)		110.00
681.173.751.002	Car Shows	2010 Mint Festival Car Show - Cash Prize to Car Show 1st Place Winner		100.00
681.173.751.002	Car Shows	2010 US27 Motor Tour - Promoter Fee		1,000.00
681.173.751.007	Santa Parade	2010 Santa Parade - Jet Speed Posters (100 @ 70¢ ea)		70.00
681.173.751.007	Santa Parade	2010 Santa Parade - Jet Speed Coupons (500 @ 53¢ ea)		265.00
681.173.751.007	Santa Parade	2010 Santa Parade - CCCC Placemats (40M placemats in Oct/Nov)		280.00
681.173.751.007	Santa Parade	2010 Santa Parade - CCN Ads (4 wks @ \$86.20 ea)		345.20
681.173.751.007	Santa Parade	2010 Santa Parade - WJSZ-FM Radio Advertisings (Z92.5)	182.00	350.00
		ADVERTISING	182.00	11,392.14

		<u>Jan-11</u>	<u>YTD</u>
681.173.818.040	Downtown Improvement	Andy T's - Corn Stalk Decorations for Downtown Lamp Posts	195.00
681.173.818.040	Downtown Improvement	Uline - Smokers Receptacles (6 @ \$45= \$270 + \$56.51 frt)	326.51
681.173.751.007	Santa Parade	Andy T's - Evergreens for Downtown Flower Barrels	360.00
681.173.751.007	Santa Parade	Gill-Roy's - Supplies for Christmas Tree Lights	150.54
681.173.870.001	Promotions	2010 Downtown Dollars Coupon Redemptions	1,550.00
681.173.956.000	Miscellaneous	2010 XM Satellite Radio (10/12/10-10/12/11)	140.22
681.173.956.000	Miscellaneous	Mainstreet Pizza - Lunch for Builders Club after decorating downtown	41.51
681.173.956.000	Miscellaneous	BMI Broadcasting (6/1/2011-5/31/2012)	
681.173.956.000	Miscellaneous	ASCAP License Fee	309.00
		DOWNTOWN IMPROVEMENTS	3,072.78
		Sub-Total for Promotion (Advertising + Improvements)	14,464.92

		<u>Jan-11</u>	<u>YTD</u>
681.173.729.000	Postage	Postage (USPS stamps + Mailchimp email)	266.20
681.173.730.000	Office Supplies/Adm	Office Supplies	21.37
681.173.853.004	Monthly & Long Distance	Phone (Long Distance) \$28.07/mo	196.49
681.173.826.086	Audit Fees	Audit Fees	
681.173.818.000	Contractual Services	Executive Director Salary	10,500.00
681.173.818.000	Contractual Services	Website Design & Maintenance	962.50
681.173.956.000	Miscellaneous	Donation to CCEA	300.00
681.173.956.000	Miscellaneous	St. Johns Auto Parts - Cable Ties (?)	21.57
		ADMINISTRATIVE	12,268.13
		TOTAL EXPENSES:	26,733.05

Excess of Revenue	9,503.26
Fund Balance beginning of year	9,762.50
Fund Balance, end of period	19,265.76



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2011 EVENT CORPORATE SPONSORS as of March 1, 2011

1	City of St. Johns, MI.	1,000.00
2	Firstbank - St. Johns	550.00
3	Account Receivable Solutions	300.00
4	Anonymous	200.00
5	Bob's Auto Body	150.00
6	Swany's Pub & Grub	150.00
Total Cash Deposited		2,350.00

IN KIND DONATIONS

Total in Trade		-
2011 Corporate Sponsorships YTD		2,350.00

The above sponsorships benefit these events for the following amounts:

1	Farmers Market	
2	Summerfest	470.00
3	Vietnam Legacy Ride	470.00
4	Mint Festival w/car show	470.00
5	US 27 Motor Tour	470.00
6	Santa Parade of Lights	470.00
2011 Corporate Sponsorship Allocation		2,350.00



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Craig Smith

Events

Tyler Barlage
Jan Havlik
Dave Mageli

**Security, Parking
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**Executive, Finance,
Strategic Planning**

Bruce DeLong
Jan Havlik
William Jackson
Dave Mageli

CONTACT INFO

Executive Director
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Email: CaroleField@
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The St. Johns Downtown Management Board - 100 E. State, PO Box 477 - St. Johns, MI. 48879
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REVENUE AND EXPENDITURE REPORT

2009/2010 DOWNTOWN DOLLARS

Preliminary Report as of January 31, 2011

Promotion

2,500.00

Funds Allocated by DMB for promotional give-away

(175.00)	7/14/2010	Rehmann's Clothing
(200.00)	7/15/2010	Clinton Electronics
(125.00)	7/28/2010	Clinton Electronics
(75.00)	7/29/2010	Always Charming
(25.00)	8/2/2010	Dershey's Café
(100.00)	9/30/2010	Dershey's Café
(75.00)	10/4/2010	Bruno's Bar
(100.00)	10/18/2010	Dershey's Café
(200.00)	10/29/2010	Gill-Roy's Hardware
(50.00)	11/8/2010	Nicole's Salon & Day Spa
(25.00)	11/10/2010	Gill-Roy's Hardware
(50.00)	11/30/2010	Rehmann's Clothing
(75.00)	12/17/2010	Clinton Electronics
(50.00)	1/3/2011	Nicole's Salon & Day Spa
(150.00)	1/7/2011	Rehmann's Clothing
(100.00)	1/31/2011	Gill-Roy's Hardware

925.00

Unredeemed Allocation for Downtown Dollars Winners

Promotion Dollars

2,500.00

Expenses

92.00	Jet Speed - 10 booklets of \$250 Downtown Dollars
62.50	Jet Speed - 100 posters
581.22	Jet Speed - 50,000 entry forms
398.00	Jet Speed - 10,000 color flyers
180.38	CC News ads for Downtown Dollars promotion on 3/21 & 4/4/10

1,314.10

Total Expenses

TOTAL COST

3,814.10

Next Regular DMB/DDA Meeting: First Tuesday of Month, 7:30 a.m., Conference Rm. C, Courthouse

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

From: [Steve Rademacher](#)

To: [Carole Field](#)

Sent: Friday, January 07, 2011 2:29 PM

Subject: Flags and poles for downtown

Carole

I checked on the price of flags, brackets and poles for the downtown area. I also looked at the light poles and how much stuff is on them and how the flags might attach. Due to the banners, signs and speakers attached to the light poles it would be difficult to have any uniform height of the US flags if hung on the light poles. Also once up I fear the addition of the US flags would make it look cluttered and would be interfered with by the banners.

In discussing it with the guys out here they wondered if US flags might look better attached to the parking sign posts instead of the light posts. There are 4 sign posts on each side of the street per block, so 8 in each block of the first 3 blocks of Clinton Ave. The block of the Memorial doesn't have the same number or equal number on each side but there are flags on the Memorial. The sign posts have one sign each at the top so a uniform height for all brackets and flags could be attained which I feel would enhance the look as opposed to having flags at differing heights from light pole to light pole.

Cost is as follows.

3x5 flags - \$33 ea

6 ft pole - \$9 ea

Aluminum bracket - \$8.40 ea

Stainless Steel bracket - \$27 ea

Band clamp - \$4 ea

Total cost per pole - \$54.40 for aluminum bracket x 24 sign poles \$1,305.60

\$73.00 for stainless steel bracket x 24 sign poles \$1,752.00

(Prices are from edenflag.com who Bruce DeLong does business with)

Just something to consider.

Steve



Downtown St. Johns, Michigan Mint City USA

www.DowntownStJohns.org

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2010 - 2011**

Chairman

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Jackson, Jackson &
Associates P.C.

Vice-Chairman

Jan Havlik – Firstbank

Secretary-Treasurer

Craig Smith – Mainstreet
Pizza

Directors

Aaron Baker – Harr's
Jewelry

Tyler Barlage –
Community Christian
Church

Eugene Bellinger – 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

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DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING AGENDA

Tuesday, March 8, 2011

7:30 a.m., Conference room C, Courthouse

(Following meeting of the Downtown Management Board)

(*Indicates Attachment)

- 1. Call to Order by Chairman Bill Jackson**
- 2. Additions to the Agenda.**
- 3. *Approval of Meeting Minutes dated February 1, 2011.**
- 4. Communications: None.**
- 5. Old Business: Façade Rebate/participation program.**
- 6. New Business: Construction costs at Pavilion... i.e. cobblestone lane north of pavilion, sidewalks and seating.**

Next Regular DMB/DDA Meeting: First Tuesday of Month, 7:30 a.m., Conference Rm. C, Courthouse



Downtown St. Johns, Michigan Mint City USA

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DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING MINUTES

Tuesday, February 1, 2011
7:30 a.m., Conference room C, Courthouse

(Following meeting of the Downtown Management Board)

- 1. Call to Order by Vice-Chairman Jan Havlik at 7:36 am.** Attendance: Tyler Barlage, Carole Field, Jan Havlik, Dennis LaForest, Dave Mageli and Craig Smith.
- 2. Additions to the Agenda.** None.
- 3. Approval of Meeting Minutes:** Minutes of meeting dated January 4, 2011 were reviewed.
- 4. Communications:** * Memo from City Treasurer Greg Teichman showing recapture of assessment year-to-date totals \$11,932.48.
- 5. Old Business:** None.
- 6. New Business:** None.

Meeting adjourned at 8:45 a.m.

Next Regular DMB/DDA Meeting: First Tuesday of Month, 7:30 a.m., Conference Rm. C, Courthouse