



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

DIRECTORS MEETING AGENDA

Tuesday, May 3, 2011

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

(*Indicates Attachment)

1. **Call to Order by Vice-Chairman Jan Havlik**
2. **Additions to the Agenda.**
3. **Approval of the Consent Agenda:**
 - a. * Minutes of Meeting dated April 5, 2011.
 - b. * Approval of Executive Director March Salary and Administrative Expenses of \$1530.00
 - c. * City of St. Johns YTD Financial Report as of March 31, 2011
 - d. * YTD Financial Report with Detail as of March 31, 2011
4. **Communications:** Thank you letter from Executive Director Carole Field regarding contract renewal.
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
6. **Old Business:**
 - a. * Amended Budget for 2012
 - b. Summerfest – Smooth Daddy & St. Johns Community Band; rethink event due to Park grounds?
 - c. DMB brochure
 - d. Sponsorship renewals
 - e. PSD/DDA Board Members (Gene Bellinger & others)
7. **New Business:** None

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DIRECTORS MEETING MINUTES

Tuesday, April 5, 2011

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

1. **Call to Order by Chairman Bill Jackson at 7:35 am.** Attendance: Tyler Barlage, Bruce DeLong, Carole Field, Jan Havlik, Bill Jackson, Dennis LaForest and Dave Mageli. Guests in attendance were Greg Teichman, Treasurer of the City of St. Johns and Brenda Terpening, Executive Director of the Clinton County Chamber of Commerce.
2. **Additions to the Agenda.** None. Motioned by Mageli, seconded by LaForest, to approve; motion passed.
3. **Approval of the Consent Agenda:** Motioned by LaForest, seconded by Mageli, to approve March 8, 2011 DMB minutes, the Executive Director and Administrative expenses of \$1,530.00 and the City of St. Johns YTD financial report accompanied by the detailed DMB financial report for the period through 2/28/11.
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, Bellingar, Brewbaker, Jackson, LaForest)
 - e. **Exec./Finance/Strategic Planning** (DeLong, Havlik, Jackson, Mageli)
 - f. **Director's Report.** (Carole Field)
 1. *DMB Corporate Sponsorship Report showing \$2,950 received YTD.
 2. *Downtown Dollars Recap showing \$1625 redeemed YTD, leaving \$875 unused.
6. **Old Business:**
 - a. Vietnam Legacy Ride: Carole reported Dan Miller & His Country Legends Band has signed contract
 - b. Summerfest: Carole reported that the Zydec crunch Band has verbally confirmed.
 - c. DMB brochure: The board members had voted via email to accept bid from Jet Speed for 10,000 8.5x14" 2 sided color @ \$975, of which 5,500 will go to CCCC for Mint Festival mailing insert
 - d. Mint Festival: Carole reported that Lyle Simon has agreed to coordinate gaming again, but only for one night of the Mint Festival weekend. Discussion was had, and the board decided to promote the Car Show as the big Friday night event and Gaming as the Saturday night event.
 - e. Storage Shed: The storage shed at the Train Depot complex has been put on hold. Dennis LaForest reported that the City has applied for a grant for new construction of washrooms east of Depot building and suggests the shed be built at the same time allowing tie in to design of washrooms, or incorporation into washroom building itself. Dennis also said the DNRE is requiring environmental assessment of property. Then land acquisition must be completed by May 2011 with construction within 1 year afterward. The City is looking into a precast cement lavatory building costing \$75,000 which will then be placed on a cement pad
7. **New Business:**
 - a. * Cash Flow Analysis: Carole presented an estimated cash flow analysis for the period of March 1, 2011 through August 30, 2011 showing anticipated revenue during that period of \$24,650 and estimated expenses during that period of \$31,604.00, which when combined with our current totals (for the period of July 1, 2010 to February 28, 2011) will leave an Estimated Fund Balance, end of period (8/30/11) of \$24,078... up \$3,681 from the \$20,397 current 2/28/11 figure.

Continued on Page -2-

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-Page 2-

- b. * Budget for 2012: A proposed budget of \$50,000 was presented, reviewed and discussed. It was requested that the \$4500 figure allocated to street/sidewalk repair be reduced to \$4000, freeing \$500 for other use. After discussing, the board voted to donate \$500 to the Clinton County Economic Alliance (Mageli motioned, Barlage seconded; motion passed). LaForest motioned and Barlage seconded motion to approve budget as amended; motion passed.
- c. Executive Director Contract Renewal: Consensus of the Executive Board to renew contract with Carole Field at the current rate of \$18,000 per year with a cost of living increase tied to the City's pay structure; will approve cost of living increase of up to 3% if City approves same for City employees. LaForest motioned to renew, Barlage seconded; motion passed.

Meeting adjourned at 8:15 a.m.

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EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES

April 2011

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

Downtown Management Board

BALANCE SHEET

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

ASSETS

Cash	\$	19,744.18
Due from General Fund	\$	-
Prepaid Expense	\$	-
Due from Current Tax	\$	-
TOTAL ASSETS:	\$	<u>19,744.18</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	167.50
Due to General Fund	\$	-
TOTAL LIABILITIES:	\$	<u>167.50</u>

FUND BALANCE: \$ 19,576.68

TOTAL LIABILITIES AND FUND BALANCE: **\$ 19,744.18**

City of St. Johns

Downtown Management Board

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Fiscal Period July 01, 2010 to March 31, 2011

	Budget	March	YTD Actual	Variance Favorable (Unfavorable)
REVENUES				
Special assessments	\$ 25,891.00	\$ -	\$ 22,600.45	\$ (3,290.55)
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	\$ 900.00	\$ 2,550.00	\$ 50.00
Transfer from General Fund	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)
TOTAL REVENUES:	\$ 44,191.00	\$ 900.00	\$ 40,218.45	\$ (3,972.55)
EXPENDITURES				
Postage	\$ 750.00	\$ 30.00	\$ 331.28	\$ 418.72
Office Supplies	\$ 100.00	\$ -	\$ 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	\$ -	\$ -	\$ 8,970.44	\$ (8,970.44)
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	\$ -	\$ 1,714.18	\$ (1,214.18)
Contracted services (Administration)	\$ 17,000.00	\$ 1,637.50	\$ 14,737.50	\$ 2,262.50
Downtown Improvement	\$ 7,201.00	\$ -	\$ 628.07	\$ 6,572.93
Audit Fees	\$ 200.00		\$ -	\$ 200.00
Monthly & Long Distance Service	\$ 660.00	\$ 28.07	\$ 252.63	\$ 407.37
Mileage	\$ 500.00			\$ 500.00
Promotions	\$ -	\$ 25.00	\$ 1,625.00	\$ (1,625.00)
Miscellaneous	\$ 1,100.00	\$ -	\$ 812.30	\$ 287.70
Education and Training	\$ 500.00			\$ 500.00
TOTAL EXPENDITURES:	\$ 44,191.00	\$ 1,720.57	\$ 30,404.27	\$ 13,786.73
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:	\$ -	\$ (820.57)	\$ 9,814.18	\$ 9,814.18
Fund balance, beginning of year	\$ 9,762.50		\$ 9,762.50	
Fund balance, end of period	\$ 9,762.50		\$ 19,576.68	

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

			REVENUE	<u>Mar-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	900.00		2,250.00
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	900.00	17,618.00
681.000.672.006	Downtown Business District	YTD Assessment		2,082.14	22,600.45
			TOTAL REVENUE:	2,982.14	40,218.45
			EXPENSES	<u>Mar-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 Advertisising (Z92.5)			350.00
681.173.751.003	Mint Festival	2011 Mint Festival - CCCC Vendor Fee			200.00
			ADVERTISING	-	11,592.14
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	25.00		1,625.00
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	25.00	3,147.78
			Sub-Total for Promotion (Advertising + Improvements)		14,739.92
681.173.729.000	Postage	Postage (USPS stamps + Mailchimp email)			331.28
681.173.730.000	Office Supplies/Adm	Office Supplies	30.00		21.37
681.173.853.004	Monthly & Long Distance	Phone (Long Distance) \$28.07/mo	28.07		252.63
681.173.826.086	Audit Fees	Audit Fees			
681.173.818.000	Contractual Services	Executive Director Salary	1,500.00		13,500.00
681.173.818.000	Contractual Services	Website Design & Maintenance	137.50		1,237.50
681.173.956.000	Miscellaneous	Donation to CCEA			300.00
681.173.956.000	Miscellaneous	St. Johns Auto Parts - Cable Ties (?)			21.57
			ADMINISTRATIVE	1,695.57	15,664.35
			TOTAL EXPENSES:	1,720.57	30,404.27
			Excess of Revenue		9,814.18
			Fund Balance beginning of year		9,762.50
			Fund Balance, end of period		19,576.68



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2011 EVENT CORPORATE SPONSORS as of April 30, 2011

1	City of St. Johns, MI.	1,000.00
2	Firstbank - St. Johns	550.00
3	Account Receivable Solutions	300.00
3	Allaby & Brewbaker Insurance	300.00
4	Anonymous	200.00
5	Bob's Auto Body	150.00
6	Bruno's Wonder Bar	150.00
7	Clinton County Chamber of Commerce	150.00
8	Clinton County Federal Credit Union	150.00
9	Jackson, Jackson & Associates	150.00
10	Sirrine & Associates	150.00
11	Swany's Pub & Grub	150.00
12	Unique Reflections	150.00
13	Deano's Pizza	75.00
14	Mazz's Endzone Party Store	75.00

Total Cash Deposited **3,700.00**

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IN KIND DONATIONS

1	City of St. Johns (Summerfest & Mint Festival Police Services)	1,000.00
2	Cher Car Kennels (Summerfest & Mint Festival Overnight Security)	600.00
3	Jet Speed Printing	300.00

Total in Trade **1,900.00**

2011 Corporate Sponsorships YTD **5,600.00**

The above sponsorships benefit these events for the following amounts:

1	Farmers Market	(\$50 overall trade)	50.00
2	Summerfest	(\$500 + \$300 Specific Trade + \$50 overall Trade)	1,590.00
3	Vietnam Legacy Ride	(\$50 overall trade)	790.00
4	Mint Festival	(\$500 + \$300 Specific Trade + \$50 overall Trade)	1,590.00
5	US 27 Motor Tour	(\$50 overall trade)	790.00
6	Santa Parade of Lights	(\$50 overall trade)	790.00

2011 Corporate Sponsorship Allocation **5,600.00**

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

REVENUE AND EXPENDITURE REPORT

2009/2010 DOWNTOWN DOLLARS

Preliminary Report as of March 31, 2011

<u>Promotion</u>	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
	(50.00)	2/14/2011 Kurt's Appliance
	(25.00)	March unidentified
	850.00	Unredeemed Allocation for Downtown Dollars Winners
		Promotion Dollars 2,500.00
		3,814.10
		1,314.10
		Total Expenses
		TOTAL COST 3,814.10
		1,314.10
		Total Expenses

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



Downtown St. Johns, Michigan

Mint City USA

Principal Shopping District and Downtown Development Authority

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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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ST. JOHNS PRINCIPAL SHOPPING DISTRICT BOARD BUDGET Fiscal Year July 1, 2011 to June 30, 2012

REVENUE

25,880	Special Assessment
20	Interest Earned
1,100	Farmers Market 2011
14,000	Mint Festival 2011
4,000	Summerfest 2011
-	Contra-Donation/Private Sources
4,000	Corporate Sponsors 2011
1,000	Transfer from City General Revenue

TOTAL REVENUE

\$ 50,000

EXPENSES

500	Postage
450	Office Supplies
500	Farmers Market 2010
10,500	Mint Festival 2010
1,500	U27 Motor Tour 2010
600	Santa Parade of Lights 2010
2,500	Summerfest 2011
18,000	Executive Director Salary
500	Phone
200	Audit Fees
1,500	Print & Publishing
1,650	Website
11,600	Downtown Reinvestment
3,800	Downtown Planters
500	Downtown Music
300	Pledge to CCAC
500	Pledge to CCEA
4,000	Street/Sidewalk Maintenance
1,500	Flags
1,000	Miscellaneous

TOTAL EXPENSES

\$ 50,000

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**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
DIRECTORS MEETING AGENDA**

Tuesday, May 3, 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 April 5, 2011.

4. Communications: Letter to St. Johns Rotary offering \$5012 towards sidewalk construction at Rotary Park Pavilion.

5. Old Business: Ongoing construction at Rotary Park Pavilion.

6. New Business: *Budget for 2011-2012 with April 4, 2011 memo from City Treasurer showing YTD recapture totals.

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



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Eric Harger – Trinity Engineering and Surveying Services

Dennis LaForest – City of St. Johns, Michigan

Dave Mageli – Account Receivable Solutions

Paul McNamara – Clinton County Board of Commissioners

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DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING MINUTES

Tuesday, April 5, 2011

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

(Following meeting of the Downtown Management Board)

1. **Call to Order by Chairman Bill Jackson at 7:35 am.** Attendance: Tyler Barlage, Bruce DeLong, Carole Field, Jan Havlik, Bill Jackson, Dennis LaForest and Dave Mageli. Guests in attendance were Greg Teichman, Treasurer of the City of St. Johns and Brenda Terpening, Executive Director of the Clinton County Chamber of Commerce.
2. **Additions to the Agenda.** None. Motioned by Havlik, seconded by Barlage, to approve current agenda. Motion passed.
3. **Approval of Meeting Minutes:** Minutes of meeting dated March 8, 2011 were reviewed. Motioned by Havlik, seconded by LaForest, to approve. Motion passed.
4. **Communications:** Memo from City Treasurer Greg Teichman showing recapture of assessment year-to-date reflecting balance of \$19,900.78. Motioned by Mageli, seconded by Havlik, to approve Treasurer Greg Teichman report; motion passed.
5. **Old Business:** Construction costs at Rotary Park Pavilion. The following items were discussed:
 - a. Posts supporting pavilion are being bricked now, and fascia will be installed after posts are completed. A sprinkler system for landscape beds will be installed as well.
 - b. Landscaping & Hydro-seeding estimates total \$5,300
 - c. Costs for replacing the driveway north of pavilion total \$50,000 for pavers or stamped concrete and \$14,000 for asphalt. If the asphalt was continued east behind the depot building, the cost would increase to \$22,000. Dennis LaForest reported the driveway will not be done until the Fall of 2011 or Spring of 2012, and also stated he would obtain a quote for relaying the existing brick.
 - d. Proposal for Pavilion Park Sidewalks from Schneider Concrete was reviewed, reflecting 1728 square feet of sidewalk are needed. The quote for 4' wide terra tan colored concrete sidewalk with a stamped brick pattern totaled \$15,552.00, while the same amount with a broomed finish totaled \$5,012.00.
6. **New Business:** In light of the needs for continued construction at the Rotary Park Pavilion, discussion was held about the DDA committing to contribute funds towards the Depot Pavilion area construction. A motion was made by Tyler Barlage for the DDA to provide \$5012 towards the cost of the 1728 square feet of 4' wide terra tan colored concrete with a broomed finish as detailed in the Schneider Concrete estimate detailed above. The motion was seconded by Jan Havlik; and the motion was passed unanimously. Carole will forward a letter to the Rotary Club of St. Johns.

Meeting adjourned at 8:45 a.m.

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Rotary Club of St. Johns
Post Office Box 482
St. Johns, MI. 48879

April 5, 2011

Re: Rotary Park Pavilion

Dear Rotary Members,

This month's April meeting of the St. Johns Downtown Development Authority reviewed the proposed change to the sidewalk layout for the Rotary Park Pavilion as prepared by Trinity Engineering and Surveying on March 11, 2011. A proposal from Schneider Concrete for cost of constructing Tera Tan colored sidewalks was also presented.

The St. Johns Downtown Development Authority is so very appreciative of the Rotary Club's extraordinary gift in presenting this beautiful Pavilion to the St. Johns community. The board members wish to support your efforts in beautifying the Historic Train Depot and wish to make a contribution to the cost of creating the sidewalks.

The St. Johns Downtown Development Authority board voted to allocate \$5,012.00 toward the cost of creating the 4" broomed Tera Tan Color sidewalk detailed in the 3/22/11 Schneider Concrete estimate. Please let us know the logistics of this arrangement. We would ideally like the \$5,012 invoicing for the sidewalks to be presented to the City for payment.

Thank you once again for your generosity in this endeavor, as well as all the other acts of kindness throughout the entire Rotary organization.

Sincerely,

Carole Field
Executive Director



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ST. JOHNS DOWNTOWN DEVELOPMENT AUTHORITY BUDGET

Fiscal Year July 1, 2010 to June 30, 2011

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REVENUE

11,577 City Tax
1,207 Library
7,116 County Tax

TOTAL REVENUE

\$ 19,901

EXPENSES

500 CCEA Pledge
5,012 Rotary Park Pavilion Sidewalk Pledge

14,389 Downtown Reinvestment

TOTAL EXPENSES

\$ 19,901

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



MEMORANDUM
CITY OF ST. JOHNS

To: Downtown Development Board
From: Greg Teichman, City Treasurer *GT*
Subject: Recapture of Assessment
Date: April 4, 2011

The total amount that is recaptured for the DDA is \$19,900.78.

This is made up of:

City Tax : \$11,577.44
Library : \$ 1,206.97
County Tax: \$ 7,116.37

This the total of real and personal property increases/decreases. This amount will not be the same each year because of taxable value changes.