



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  
2012 - 2013**

**Chairman**

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

**Vice-Chairman**

Tyler Barlage –  
Community Christian  
Church

**Secretary-Treasurer**

Craig Smith – Main Street  
Pizza

**Directors**

Craig Bishop – Firstbank

Bill Brewbaker – Allaby &  
Brewbaker Insurance

Bruce DeLong – Clinton  
County Board of  
Commissioners

Kirk Gartside – Custom  
Embroidery Plus

Bob Kudwa – Trinity Bldg

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

**COMMITTEES**

**Marketing**

Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Bob Kudwa  
Dennis LaForest  
Laurie Oakwood-Bishop  
Craig Smith

**Events**

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Dave Mageli

**Executive, Finance,  
Strategic Planning**

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Bruce DeLong  
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, April 3, 2013**

**12 Noon, Main Street Cafe**

(\*Indicates Attachment)

1. **Call to Order by Chairman Bill Jackson**
2. **Additions to the Agenda.**
3. **Approval of the Consent Agenda:**
  - a. \* Minutes of Meeting March 6, 2013.
  - b. \* Approval of Executive Director Salary and Administrative Expenses of \$1,530
  - c. \* City of St. Johns YTD Amended Financial Report as of February 28, 2013
4. **Communications:** Invoice from Clinton County Economic Alliance billing "\$1,000 for 2013 contribution"
5. **Committee Reports:**
  - a. **Marketing** (Barlage-chair, C.Bishop, Brewbaker, Gartside, Kudwa, LaForest, L.Bishop, Smith)
  - b. **Events** (Gartside-chair, Barlage, Jackson, Oakwood-Bishop, Mageli, Smith)
  - c. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Jackson, Kudwa, Mageli)
  - d. **Executive/Finance/Strategic Planning** (Jackson-chair, Barlage, DeLong, Mageli, Smith)
  - e. **Director's Report.** (Carole Field)
    - 1) \* 2013 Corporate Sponsorship Report
6. **Old Business:**
  - a. Grants: LEAP, Splash Park, Rail Trail Park
  - b. Executive Director
7. **New Business:**
  - a. \* New City Events Applications

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



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## DIRECTORS MEETING MINUTES

Wednesday, March 6, 2013

12 Noon, Main Street Café

1. **Call to Order by Bill Jackson at 12:03 p.m.** Attendance: Tyler Barlage, Bill Brewbaker, Bruce DeLong, Kirk Gartside, Dennis LaForest, Laurie Oakwood-Bishop and Dave Mageli. Guests in Attendance: Dave Kudwa-Community Development Director of the City of St. Johns and Jenny McCampbell-Clinton County Arts Council.
2. **Amendment to the Agenda.**
  - a. City of St. Johns Community Development Plan
  - b. City of St. Johns Christmas Tree Decorating
3. **Approval of the Consent Agenda:** Motioned by Brewbaker, seconded by LaForest, to approve the minutes of the February 6, 2013 meeting and the Executive Director and Administrative expenses for February at \$1697.23. The City of St. Johns YTD financial report for the period through January 31, 2013 was not reviewed or approved.
4. **Communications:** Letter from Santa's Elves re Christmas Tree Decorating, Thank you letter from PSD
5. **Committee Reports:**
  - c. **Marketing** (Barlage-chair, C.Bishop, Brewbaker, Gartside, Kudwa, LaForest, L.Bishop, Smith)
  - d. **Events** (Gartside-chair, Barlage, Jackson, Oakwood-Bishop, Mageli, Smith)
    - 1) **Christmas Decorating Sub-committee:** (Lisa Kurnz, Beth Russell, Bill Brewbaker)
  - e. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Jackson, Kudwa, Mageli)
  - f. **Executive/Finance/Strategic Planning** (Jackson-chair, Barlage, DeLong, Mageli, Smith)
  - g. **Director's Report.** (Carole Field) Letter of Resignation
6. **Old Business:**
  - a. PSD 2013-2014 Budget recommendations: Motioned by Brewbaker, seconded by Mageli to approve the Budget as presented; motion passed.
  - b. Events Flyer presented
  - c. Discover Downtown St. Johns brochure presented
7. **New Business:**
  - a. \* Community Development Plan: Dave Kudwa stated development plan is still being worked upon.
  - b. Executive Director: Dennis LaForest presented 2008 Executive Director request for proposal package. Board requested City of St. Johns to update to include DDA and to increase time required to 20 hours per week. Discussion was held during which the board stated the duties should remain under one person's control. Kirk Gartside stated he can coordinate events. Mageli motioned and Bishop seconded advertising the Executive Director position availability in the Clinton County News for a period of 14-21 days; motion passed.

Meeting adjourned at 12:50 p.m.

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## EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES

March 2013

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

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**PRINCIPAL SHOPPING DISTRICT YTD FINANCIAL REPORT  
JULY 1, 2012 to June 30, 2013**

<b>REVENUE</b>			<u>Feb-13</u>	<u>YTD</u>
681.000.665.000	Interest Earned/Investments	Interest		
681.000.671.007	Farmers Market	2012 Farmer's Market (Vendor Fees)		1,050.00
681.000.671.018	Mint Festival	2012 Mint Festival		11,187.00
681.000.751.003	Summerfest	2012 Summerfest		
681.000.675.000	Contr-Donat/Private Sources	2013 Donations/Private		
681.000.675.005	Corporate Sponsors	2013 Corp Sponsors		
681.000.699.035	Transfer from General Fund	2013 City of St. Johns Corp Sponsorship		
681.000.671.000	Miscellaneous Revenue	2013 Miscellaneous (Prepaid Vendor Fees)		
<b>Earned Revenue</b>			<b>-</b>	<b>12,237.00</b>
681.000.672.006	Downtown Business District	YTD Assessment	<b>653.20</b>	24,451.84
<b>TOTAL REVENUE:</b>			<b>653.20</b>	<b>36,688.84</b>

<b>EXPENSES</b>			<u>Feb-13</u>	<u>YTD</u>
681.173.751.001	Farmers Market			(125.50)
681.173.751.004	Summerfest 2012			(192.00)
681.173.751.003	Mint Festival 2012			7,713.38
681.173.751.002	Car Shows (US 27 Motor Tour)			1,065.00
681.173.751.007	Santa Parade 2012	Print Ads - Newspapers		1,050.00
681.173.751.007	Santa Parade 2012	Prize Money		500.00
681.173.751.007	Santa Parade 2012	Table Cards & Posters		210.00
<b>ADVERTISING</b>			<b>-</b>	<b>10,220.88</b>

			<u>Feb-13</u>	<u>YTD</u>
681.173.818.040	Downtown Improvement	Replacement Bulbs for Tree Lights		149.48
681.173.818.040	Downtown Improvement	Installation of Tree Lights		800.00
681.173.818.040	Downtown Improvement	Christmas Decorations Evergreens		121.37
681.173.818.040	Downtown Improvement	Evergreens for Downtown		420.00
681.173.818.040	Downtown Improvement	Halogen Spike Lights (bulb replacements)		
681.173.818.040	Downtown Improvement	Garland Evergreens for Depot		199.97
681.173.818.040	Downtown Improvement	Cornstalks for Downtown		227.50
681.173.818.040	Downtown Improvement	Downtown Hanging Baskets and Flower Pots		
681.173.818.040	Downtown Improvement	Smokers Receptacles for Depot		
681.173.900.000	Print & Publishing	5000 Downtown St. Johns Brochures		
681.173.900.000	Print & Publishing	Downtown St. Johns Events Flyers		
681.173.956.000	Miscellaneous	XM Satellite Radio (10/12/12-10/11/13)		133.63
681.173.956.000	Miscellaneous	ASCAP License Fee (1/1/13-12/31/13)		327.00
681.173.956.000	Miscellaneous	BMI Broadcasting Fee (7/1/12-16/30/13)		
681.173.956.000	Miscellaneous	Donation to Redwings Band Boosters		250.00
<b>DOWNTOWN IMPROVEMENTS</b>			<b>-</b>	<b>2,628.95</b>

**Sub-Total for Promotion (Advertising + Improvements) 12,849.83**

			<u>Feb-13</u>	<u>YTD</u>
681.173.729.000	Postage	Postage (USPS stamps + Mailchimp email)	30.00	210.00
681.173.730.000	Office Supplies/Adm	Office Supplies		
681.173.853.004	Monthly & Long Distance	Phone (Long Distance) \$28.34/mo	28.38	227.04
681.173.826.086	Audit Fees	Audit Fees		
681.173.818.000	Contractual Services	Executive Director Salary	1,500.00	12,000.00
681.173.818.000	Contractual Services	Website Design & Maintenance	165.00	1,155.00
<b>ADMINISTRATIVE</b>			<b>1,723.38</b>	<b>13,592.04</b>

**TOTAL EXPENSES: 1,723.38 26,441.87**

**Excess of Revenue 10,246.97**

**Fund Balance beginning of year 18,774.10**

**Fund Balance, end of period 29,021.07**

# City of St. Johns

## Principal Shopping District

### BALANCE SHEET

For the Fiscal Period July 01, 2012 to February 28, 2013

#### ASSETS

Cash	\$	27,822.74
Due from General Fund	\$	1,198.33
Prepaid Expense	\$	-
Due from Current Tax	\$	-
<b>TOTAL ASSETS:</b>	<b>\$</b>	<b><u>29,021.07</u></b>

#### LIABILITIES AND FUND BALANCE

##### LIABILITIES

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

<b>FUND BALANCE:</b>	<b>\$</b>	<b><u>29,021.07</u></b>
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<b>TOTAL LIABILITIES AND FUND BALANCE:</b>	<b>\$</b>	<b><u>29,021.07</u></b>
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# City of St. Johns

## Principal Shopping District

### STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

For the Fiscal Period July 01, 2012 to February 28, 2013

	Budget	Feb	YTD Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Special assessments	\$ 25,880.00	\$ -	\$ 24,451.84	\$ (1,428.16)
Interest	\$ 20.00		\$ -	\$ (20.00)
Miscellaneous	\$ -		\$ -	\$ -
Summerfest	\$ 4,000.00	\$ -	\$ -	\$ (4,000.00)
Mint Festival	\$ 15,000.00	\$ -	\$ 11,187.00	\$ (3,813.00)
Farmer's Market	\$ 1,100.00	\$ -	\$ 1,050.00	\$ (50.00)
Corporate Sponsors	\$ 5,000.00	\$ -	\$ -	\$ (5,000.00)
Transfer from General Fund	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)
<b>TOTAL REVENUES:</b>	<b>\$ 52,000.00</b>	<b>\$ -</b>	<b>\$ 36,688.84</b>	<b>\$ (15,311.16)</b>
<b>EXPENDITURES</b>				
Postage	\$ 400.00	\$ 30.00	\$ 210.00	\$ 190.00
Office Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00
Farmer's Market	\$ 600.00	\$ -	\$ (125.50)	\$ 725.50
Car Shows	\$ 1,970.00	\$ -	\$ 1,065.00	\$ 905.00
Mint Festival	\$ 9,700.00	\$ -	\$ 7,713.38	\$ 1,986.62
Summerfest	\$ 4,800.00	\$ -	\$ (192.00)	\$ 4,992.00
Santa Parade	\$ 2,000.00	\$ -	\$ 1,829.50	\$ 170.50
Website	\$ 1,980.00		\$ -	\$ 1,980.00
Contracted services (Administration)	\$ 18,000.00	\$ 1,665.00	\$ 13,155.00	\$ 4,845.00
Downtown Improvement	\$ 9,950.00	\$ -	\$ 1,848.82	\$ 8,101.18
Audit Fees	\$ 200.00	\$ -	\$ -	\$ 200.00
Monthly & Long Distance Service	\$ 500.00	\$ 28.38	\$ 227.04	\$ 272.96
Print & Publishing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Miscellaneous	\$ -	\$ -	\$ 710.63	\$ (710.63)
<b>TOTAL EXPENDITURES:</b>	<b>\$ 52,000.00</b>	<b>\$ 1,723.38</b>	<b>\$ 26,441.87</b>	<b>\$ 25,558.13</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:</b>	<b>\$ -</b>	<b>\$ (1,723.38)</b>	<b>\$ 10,246.97</b>	<b>\$ 10,246.97</b>
<b>Fund balance, beginning of year</b>	<b>\$ 18,774.10</b>		<b>\$ 18,774.10</b>	
<b>Fund balance, end of period</b>	<b>\$ 18,774.10</b>		<b>\$ 29,021.07</b>	

GL ACTIVITY REPORT FOR CITY OF ST. JOHNS  
 FROM 681-000-665.000 TO 681-173-977.000  
 TRANSACTIONS FROM 07/01/2012 TO 02/28/2013

User: GREICHM  
 DB: City Of St Johns

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2012	CR	RCPT	681-000-671.007 FARMERS' MARKET				0.00
08/13/2012	CR	RCPT	GENERAL RECEIPT 08/13/2012			400.00	(400.00)
08/30/2012	CR	RCPT	GENERAL RECEIPT 08/30/2012			355.00	(755.00)
09/25/2012	CR	RCPT	GENERAL RECEIPT 09/25/2012			245.00	(1,000.00)
11/01/2012	CR	RCPT	GENERAL RECEIPT 11/01/2012			50.00	(1,050.00)
02/28/2013			END BALANCE		0.00	1,050.00	(1,050.00)
07/01/2012	CR	RCPT	681-000-671.018 MINT FESTIVAL				0.00
08/13/2012	CR	RCPT	GENERAL RECEIPT 08/13/2012			11,187.00	(11,187.00)
02/28/2013			END BALANCE		0.00	11,187.00	(11,187.00)
07/01/2012	GJ	JE	681-000-672.006 DOWNTOWN BUSINESS DISTRICT				0.00
07/31/2012	GJ	JE	Record July Tax Revenues	7858		6,105.88	(6,105.88)
08/31/2012	GJ	JE	Record August Tax Revenues	7953		15,852.15	(21,958.03)
09/30/2012	GJ	JE	Record Sept Tax Revenues	7998		1,240.08	(23,198.11)
10/31/2012	GJ	JE	Record October tax Revenues	7999		93.33	(23,291.44)
12/31/2012	GJ	JE	Record Dec Tax Revenues	8071		507.20	(23,798.64)
01/31/2013	GJ	JE	Record January Tax Revenues	8134		653.20	(24,451.84)
02/28/2013			END BALANCE		0.00	24,451.84	(24,451.84)
07/01/2012	AP	INV	681-173-729.000 POSTAGE				0.00
08/09/2012	AP	INV	EXPENSES 07/12		30.00		30.00
09/20/2012	AP	INV	EXPENSES 08/12		30.00		60.00
10/18/2012	AP	INV	EXPENSES 09/12		30.00		90.00
11/08/2012	AP	INV	EXPENSES 10/12		30.00		120.00
12/06/2012	AP	INV	EXPENSES 11/12		30.00		150.00
01/10/2013	AP	INV	EXPENSES 12/2012		30.00		180.00
02/07/2013	AP	INV	EXPENSES 01/2013		30.00		210.00
02/28/2013			END BALANCE		210.00	0.00	210.00
07/01/2012	AP	INV	681-173-751.001 FARMERS' MARKET				0.00
08/10/2012	AP	INV	AD - FARMERS MARKET	138422		169.50	169.50
10/25/2012	CR	RCPT	GENERAL RECEIPT 10/25/2012			295.00	(125.50)
02/28/2013			END BALANCE		169.50	295.00	(125.50)
07/01/2012	AP	INV	681-173-751.002 CAR SHOWS				0.00
07/20/2012	AP	INV	MOTOR TOUR 2012		1,000.00		1,000.00
09/07/2012	AP	INV	US-27 MOTOR TOUR POSTERS		65.00		1,065.00
02/28/2013			END BALANCE		1,065.00	0.00	1,065.00
07/01/2012	AP	INV	681-173-751.003 MINT FESTIVAL				0.00
07/19/2012	AP	INV	BANKS & CAR SHOW PRIZE		1,250.00		1,250.00
07/19/2012	AP	INV	BANKS & CAR SHOW PRIZE		100.00		1,350.00
07/20/2012	AP	INV	MINT FEST 2012		150.00		1,500.00
07/20/2012	AP	INV	SUMMERFEST 2012	128222	6,455.50		7,955.50
08/09/2012	AP	INV	T-SHIRTS - VOLUNTEER	21687	193.50		8,149.00
08/09/2012	AP	INV	MIN FEST POSTERS	33430	87.50		8,236.50
08/09/2012	AP	INV	COREX SIGNS	12429	60.00		8,296.50
08/10/2012	AP	INV	MINT FEST 2012		1,000.00		9,296.50
08/10/2012	AP	INV	MINT FEST 2012		700.00		9,996.50
08/13/2012	CR	RCPT	GENERAL RECEIPT 08/13/2012			1,350.00	8,646.50
08/20/2012	AP	VOID	Void Invoice 128222 02-13-0135	128222		2,191.00	2,191.00
08/20/2012	AP	VOID	Void Invoice MINT 2012 02-19-03			700.00	1,491.00
08/20/2012	AP	INV	MINT FEST 2012 CANCELLATION FEE				1,666.00
08/20/2012	AP	INV	MINT FEST 2012		175.00		4,290.00
08/20/2012	AP	INV	MINT FEST 2012		2,624.00		4,790.00
08/24/2012	AP	INV	MINT FEST 2012 FOR PSD/DMB		500.00		5,642.00
09/06/2012	AP	INV	MINT FEST 2012 RENTALS		852.00		5,719.85
09/06/2012	AP	INV	CAR SHOW MINT FEST 2012		77.85		6,075.85
09/06/2012	AP	INV	MINT FEST 2012 ADS		356.00		6,092.92
09/06/2012	AP	INV	CABLE TIES		17.07		6,104.30
09/06/2012	AP	INV	CABLE TIES		11.38		6,115.29
09/06/2012	AP	INV	CABLE TIES		10.99		

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
(Continued)							
09/06/2012	AP	INV	681-173-751.003 MINT FESTIVAL	1208-622864	40.99		6,156.28
09/07/2012	AP	INV	CABLE TIES, LIGHT BULBS	MINT FEST 2012	195.67		6,351.95
09/13/2012	AP	INV	MINT FEST 2012	MINT FEST 2012	365.00		6,716.95
09/20/2012	AP	INV	EXPENSES 08/12	EXPENSES 08/12	79.88		6,796.83
09/20/2012	AP	INV	MINT FEST ADS	MDIS0505566	237.50		7,034.33
10/31/2012	AP	INV	MINT FEST SUPPLIES	289574	179.05		7,213.38
11/08/2012	AP	INV	MINT FEST 2012 ADS	WLNS - 470870	500.00		7,713.38
02/28/2013			681-173-751.003	END BALANCE	16,218.88	8,505.50	7,713.38
07/01/2012			681-173-751.004 SUMMER FEST	BEG. BALANCE			0.00
09/13/2012	AP	INV	MINT FEST 2012, DBLE PYMT CREDIT	2112224989		192.00	(192.00)
02/28/2013			681-173-751.004	END BALANCE	0.00	192.00	(192.00)
07/01/2012			681-173-751.007 SANTA PARADE	BEG. BALANCE			0.00
11/20/2012	AP	INV	SANTA PARADE AD - CRAZY FOR YOU 2012	AD - SANTA 2012	200.00		200.00
11/30/2012	AP	INV	SANTA PARADE 2012 PRIZE MONEY	SANTA PARADE 2012	500.00		700.00
12/06/2012	AP	INV	AD - SANTA PARADE	2112369919	250.00		950.00
12/06/2012	AP	INV	COLOR SANTA POSTERS	33934	70.00		1,020.00
12/06/2012	AP	INV	COLOR TABLE TENT CARDS	33995	140.00		1,160.00
01/10/2013	AP	INV	SANTA PARADE AD	2112431483	250.00		1,410.00
01/10/2013	AP	INV	CLEAR TRANS BULBS	1212-614792	69.50		1,479.50
01/11/2013	AP	INV	DDA - SANTA PARADE ADVERTISING	1212049782	350.00		1,829.50
02/28/2013			681-173-751.007	END BALANCE	1,829.50	0.00	1,829.50
07/01/2012			681-173-818.000 CONTRACTUAL SERVICES	BEG. BALANCE			0.00
07/05/2012	AP	INV	EXECUTIVE SALARY 07/12	07/2012	1,500.00		1,500.00
08/09/2012	AP	INV	WEBSITE HOSTING 07/12	WEBSITE 07/12	165.00		1,665.00
08/09/2012	AP	INV	EXECUTIVE SALARY	08/2012	1,500.00		3,165.00
09/06/2012	AP	INV	EXECUTIVE SALARY	09/2012	1,500.00		4,665.00
09/20/2012	AP	INV	WEBSITE HOSTING 08/12	WEBSITE 08/12	165.00		4,830.00
10/04/2012	AP	INV	EXECUTIVE SALARY 10/12	10/2012	1,500.00		6,330.00
10/18/2012	AP	INV	WEBSITE HOSTING 09/12	WEBSITE 09/12	165.00		6,495.00
11/08/2012	AP	INV	EXECUTIVE SALARY 11/2012	11/2012	1,500.00		7,995.00
11/08/2012	AP	INV	WEBSITE HOSTING 10/12	WEBSITE 10/12	165.00		8,160.00
12/06/2012	AP	INV	EXECUTIVE SALARY 12/2012	12/2012	1,500.00		9,660.00
01/10/2013	AP	INV	EXECUTIVE SALARY	WEBSITE 11/12	165.00		9,825.00
01/10/2013	AP	INV	EXECUTIVE SALARY	01/2013	1,500.00		11,325.00
02/07/2013	AP	INV	WEBSITE HOSTING 12/2012	WEBSITE 12/2012	165.00		11,490.00
02/07/2013	AP	INV	EXECUTIVE SALARY	02/2013	1,500.00		12,990.00
02/07/2013	AP	INV	WEBSITE HOSTING 01/2013	WEBSITE 01/2013	165.00		13,155.00
02/28/2013			681-173-818.000	END BALANCE	13,155.00	0.00	13,155.00
07/01/2012			681-173-818.040 DOWNTOWN IMPROVEMENT	BEG. BALANCE			0.00
11/08/2012	AP	INV	RED PLASTIC BOWS	1210-888554	121.37		121.37
12/06/2012	AP	INV	TREE LIGHTS	1211-931684	79.98		201.35
12/06/2012	AP	INV	CHRISTMAS TREE LIGHT BULBS	1211-992115	44.70		246.05
12/06/2012	AP	INV	RETURN - CHRISTMAS TREE LIGHT BULBS	1211-993468		44.70	201.35
12/27/2012	AP	INV	DDA - STRING LIGHTS ON CHRISTMAS TRE	18986	800.00		1,001.35
12/27/2012	AP	INV	EVERGREENS FOR DOWNTOWN	18989	420.00		1,421.35
01/10/2013	AP	INV	MIXED GARLAND	18990	199.97		1,621.32
01/10/2013	AP	INV	CORNSHAKES FOR DOWNTOWN	18988	227.50		1,848.82
02/28/2013			681-173-818.040	END BALANCE	1,893.52	44.70	1,848.82
07/01/2012			681-173-853.004 MONTHLY & LONG DISTANCE SERV	BEG. BALANCE			0.00
07/06/2012	AP	INV	TELEPHONE SERVICE	BA201742-07/12	28.38		28.38
08/10/2012	AP	INV	TELEPHONE SERVICE	BA201742-08/12	28.38		56.76
09/07/2012	AP	INV	TELEPHONE SERVICE	BA201742-09/12	28.38		85.14
10/18/2012	AP	INV	TELEPHONE SERVICE	BA201742-10/12	28.38		113.52
11/08/2012	AP	INV	TELEPHONE SERVICE	9892271717-11/12	28.38		141.90
12/21/2012	AP	INV	TELEPHONE SERVICE	9892271717-12/12	28.38		170.28
01/10/2013	AP	INV	TELEPHONE SERVICE	9892271717-01/13	28.38		198.66
02/08/2013	AP	INV	TELEPHONE SERVICE	9892271717-02/13	28.38		227.04
02/28/2013			681-173-853.004	END BALANCE	227.04	0.00	227.04



GL ACTIVITY REPORT FOR CITY OF ST. JOHNS  
 FROM 681-000-665.000 TO 681-173-977.000  
 TRANSACTIONS FROM 07/01/2012 TO 02/28/2013

User: GTEICHM  
 DB: City Of St Johns

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/01/2012			681-173-956.000 MISCELLANEOUS		BEG. BALANCE		0.00
10/25/2012	AP	INV	DOWNTOWN RADIO RENEWAL	X-872586144	133.63		133.63
12/27/2012	AP	INV	SPONSOR 2012	SPONSOR	250.00		383.63
01/10/2013	AP	INV	DDA - YEARLY FEES	100003640190	327.00		710.63
02/28/2013			681-173-956.000	END BALANCE	710.63	0.00	710.63
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					35,479.07	45,726.04	(10,246.97)



CLINTON  
COUNTY  
ECONOMIC  
ALLIANCE

12800 Escanaba Drive  
Suite D  
DeWitt, MI 48820  
517-669-1345  
www.cceami.org

March 19, 2013

Mr. Dennis LaForest  
City Manager  
City of St. Johns  
100 E. State Street  
St. Johns, MI 48879

Dear Dennis:

Enclosed please find an invoice for \$1,000 for the 2013 contribution of the St. Johns DDA/PSD to the Clinton County Economic Alliance..

Thank you for their financial support of our countywide economic development efforts.

Sincerely,

Brian Coughlin  
President & CEO

Enclosure

Clinton County Economic Alliance

12800 Escanaba Drive  
Suite D  
Dewitt, MI 48820

# Invoice

Date	Invoice #
3/11/2013	303

Bill To
St. Johns DMB-PSD c/o Dennis LaForest City of St. Johns 100 S. State Street St. Johns, MI 48879

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2013 Contribution	1,000.00	1,000.00
		<b>Total</b>	\$1,000.00



# 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

## 2013 EVENT CORPORATE SPONSORS as of March 31, 2013

### BOARD OF DIRECTORS 2012 - 2013

#### Chairman

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

#### Vice-Chairman

Tyler Barlage –  
Community Christian  
Church

#### Secretary-Treasurer

Craig Smith – Main Street  
Pizza

#### Directors

Craig Bishop – Firstbank

Bill Brewbaker – Allaby &  
Brewbaker Insurance

Bruce DeLong – Clinton  
County Board of  
Commissioners

Kirk Gartside – Custom  
Embroidery Plus

Bob Kudwa – Trinity Bldg

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

### COMMITTEES

#### Marketing

Tyler Barlage-Chair

Craig Bishop

Bill Brewbaker

Kirk Gartside

Bob Kudwa

Dennis LaForest

Laurie Oakwood-Bishop

Craig Smith

#### Events

Kirk Gartside-Chair

Tyler Barlage

William Jackson

Laurie Oakwood-Bishop

Dave Mageli

Craig Smith

#### Security, Parking and Maintenance

Dennis LaForest-Chair

Bill Brewbaker

William Jackson

Bob Kudwa

Dave Mageli

#### Executive, Finance, Strategic Planning

William Jackson-Chair

Tyler Barlage

Bruce DeLong

Dave Mageli

Craig Smith

### CONTACT INFO

#### Executive Director

Carole M. Field

Cell: 989-640-5217

Fax: 989-579-5907

Email: CaroleField@

DowntownStJohns.org

1	City of St. Johns, MI.	1,000.00
2	Z92.5 The Castle	550.00
3	Account Receivable Solutions	150.00
4	Jackson, Jackson & Associates	150.00
5	Sirrinc & Associates	150.00
6	Sundance Buick GMC	150.00

*Total Cash Deposited* **2,150.00**

### IN KIND DONATIONS

1	Michigan Graphics & Signs	-
2	City of St. Johns (Summerfest & Mint Festival Police Services)	-
3	Custom Embroidery Plus	-
4	Jet Speed Printing	-

*Total in Trade* **-**

**2013 Corporate Sponsorships YTD** **2,150.00**

*The above in-kind sponsorship donations benefit these events for the following amounts:*

1	Farmers Market	-
2	Boat-Bike-RV Show	430.00
3	Summerfest	430.00
4	Mint Festival	430.00
5	US 27 Motor Tour	430.00
6	Santa Parade of Lights	430.00

**2013 Corporate Sponsorship Allocation** **2,150.00**

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

**CITY OF ST. JOHNS**

**SPECIAL EVENT AND/OR CITY FACILITIES USE APPLICATION**

Check one or both:  Special Event Request  Facilities Rental Request

Name of Applicant (group or organization) \_\_\_\_\_

Address: \_\_\_\_\_

Describe your event: \_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Authorized representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Requested Event/Facility Use: \_\_\_\_\_, 201\_\_

\*\*\*\*\*

**IF SPECIAL EVENT REQUEST, SERVICES REQUESTED ARE AS FOLLOWS:**

- Police Protection
- Fire Protection
- Health and Sanitation Facilities
- Medical Support (emergency vehicle and equipment)
- Vehicle Access and Parking Facilities
- Facilities for Waste Disposal
- Noise Control and Abatement

\*\*\*\*\*

**IF SPECIAL EVENT REQUEST, CHECK CATEGORY (IF APPLICABLE) TO YOUR EVENT AND PROVIDE REQUESTED INFORMATION:**

- For Parades or Running Events, submit route map
- Specify requested Street or Intersection for closure during event and time
- Requested parking restrictions/prohibitions and time
- Request for Sound Amplification Use/Describe Purpose and Time of Use
- Will there be sales or solicitations of any kind
- For food/beverage sales, provide proof of County Health Dept. approval

\*\*\*\*\*

**SEE PAGE 2 OF THIS FORM IF A PARTICULAR CITY FACILITY IS BEING REQUESTED FOR USE/RENTAL—IF YOUR EVENT AND/OR RENTAL IS APPROVED YOU MUST SIGN A SEPARATE USE AGREEMENT FORM.**

**CITY FACILITY REQUEST FOR USE/RENTAL**

**MAIN PARK PAVILION (near Performance Shell; max. capacity: 250)**

City Residents, weekdays, \$20.00       Non-City Residents, weekdays, \$50.00

City Residents, weekends, \$50.00       Non-City Residents, weekends, \$80.00

\*\*\*\*\*

**ROTARY PAVILION (Next to Volleyball Court) max. capacity 100**

**HAINER PAVILION (Next to Fantasy Forest) max. capacity 100**

**ZEEB PAVILION (Next to Smith Hall) max. capacity 100**

**For any of the above pavilion rentals, rate is the same for all (below)**

City Residents, weekdays, \$10.00       Non-City Residents, weekdays, \$25.00

City Residents, weekends, \$20.00       Non-City Residents, weekends, \$55.00

\*\*\*\*\*

**PERFORMANCE SHELL (City Park) (\$200.00 refundable deposit required)**

**Rental rate for this facility is \$25.00 per hour, unless a non-profit organization.**

**Rental period confirmed \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.**

**I/we will require use of chairs.**       **I/we will require use of sound equipment.**

**\*\* Chairs and all equipment must remain on stage\*\***

\*\*\*\*\*

**DEPOT PAVILION (Downtown)**

**Rental rate for this facility is by half day or full day:**

**Resident rate for 1/2 day (4 hours) is \$35.00 (double the rate for non-resident)**

**Resident rate for full day (8 hours) is \$70.00 (double the rate for non-resident)**

**RENTAL CONFIRMED FROM \_\_\_\_\_ a.m/p.m to \_\_\_\_\_ a.m./p.m.**

\*\*\*\*\*

**RAILROAD DEPOT BUILDING (Downtown)**

**Rental rate for this facility is by half day or full day:**

**Resident rate for 1/2 day (4 hours) is \$35.00 (double the rate for non-resident)**

**Resident rate for full day (8 hours) is \$70.00 (double the rate for non-resident)**

**RENTAL CONFIRMED FROM \_\_\_\_\_ a.m/p.m to \_\_\_\_\_ a.m./p.m.**

**CITY OF ST. JOHNS**

**SPECIAL EVENT AND/OR FACILITIES RENTAL**

**USE AGREEMENT**

This Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
between the City of St. Johns, hereinafter referred to as “City” and \_\_\_\_\_  
\_\_\_\_\_, hereinafter referred to as “User”.

Through this agreement the City grants to User a limited license for use of those  
city-owned public facilities known as \_\_\_\_\_ and  
hereinafter referred to as the “Premises”.

- This Use Agreement shall be for a single term of \_\_\_\_\_ hours, to commence  
on this date: \_\_\_\_\_, beginning at \_\_\_\_\_  
am/pm and ending at \_\_\_\_\_ am/pm the same date.
  
- This Agreement shall permit User to occupy the Premises for the following  
limited purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- User shall be solely responsible for the safety and well-being of any and all of its  
guests, agents, servants, employees, invitees, licensees or contractors in  
connection with any and every use and occupancy, intended or otherwise, by  
User.
  
- User further agrees to **indemnify City and hold it harmless** from and against any  
and all claims, actions, damages, liability, and expense, including actual  
attorney’s fees and court costs in connection with the loss of life, personal injury,  
damage to property or any act or omission, arising from any occurrence in or  
about the Premises or from the occupancy or use by User of the Premises or  
resulting, in whole or in part, from any act or omission of User, its guests, agents,  
servants, employees, invitees, licensees or contractors.
  
- If the City deems that **additional insurance** is required to secure User’s  
performance under the preceding paragraph, the City will require that User obtain  
and maintain at all times of use of the Premises a policy of general liability  
insurance in the following amount: \$\_\_\_\_\_, per occurrence. The  
City shall be named as an additional insured. Said insurance shall be issued by an  
insurance company licensed to do business in the State of Michigan.

- This Use Agreement **cannot be assigned** to another entity or individual.
- User agrees not to make any alterations, changes or repairs to the Premises without the prior written consent of the City.
- User agrees to return the Premises to its same condition as before use and agrees to reimburse and indemnify the City for any costs or expenses incurred by the City to place the Premises in its previous condition.
- User agrees to properly and immediately after the event dispose of all refuse and remove all signs, banners, decorations or other items from the Premises and surrounding area.
- User shall not use nails, staples or any metal fasteners to adhere decorations or signage to the structures comprising the Premises.
- User acknowledges that City is not responsible for the theft, loss or damage of any items that were placed in or around the Premises for the event.
- The City **authorizes/does not authorize** (circle one) SOUND AMPLIFICATION At the Special Event. The City **authorizes/does not authorize** THE USE OF FIREWORKS at the Special Event.
- The User is permitted to bring chairs, tables and other movable items to the Premises as needed. All such items must be removed from the Premises immediately after the event.
- ALCOHOLIC BEVERAGES ARE PROHIBITED FROM BEING POSSESSED OR CONSUMED ON THE PREMISES OR SURROUNDING AREA PER CITY PARK RULES AND LOCAL ORDINANCE. The City may, in its discretion, suspend this alcohol prohibition for use of the Premises by 1) non-profit organizations or 2) community service clubs. (Separate application for alcohol use by such organizations must be completed and returned with the Special Events application).
- The User acknowledges and agrees that each provision of this Agreement is consideration for the limited license to use the Premises and that a violation of any provision herein shall be grounds for the immediate termination of this Agreement and the use of Premises in the City's sole discretion and without prior notice. Any waiver of a breach of one provision of this Agreement by the City does not constitute a waiver of any other breach of other provisions.
- This is the entire Agreement between the parties. This Agreement can only be modified by written amendment agreed to and signed by User and City representative.



IN WITNESS HEREOF, the parties have executed this Agreement by signature below.

CITY OF ST. JOHNS

\_\_\_\_\_  
By:

USER Name: \_\_\_\_\_ (if group or organization)

\_\_\_\_\_  
User representative signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness name printed

**CITY OF ST. JOHNS**

**USER AGREEMENT--APPLICATION FOR ALCOHOL USE OR SALE**

\_\_\_\_\_, a 1) non-profit organization or  
2) community service organization (circle one), has submitted a Use Agreement to the  
City of St. Johns for rental of the City-owned facility or property known as  
\_\_\_\_\_. The event for which the Use Agreement has been  
submitted will occur on \_\_\_\_\_, 20\_\_ and is described as:

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- Approximately \_\_\_\_\_ persons will attend this event.
- Minors will \_\_\_\_\_ will not \_\_\_\_\_ be in attendance at this event.
- User desires to dispense alcohol at the above-described event. User will/will not charge (circle one) for the dispensation of alcohol at the event.

User understands and agrees that if City approves the use of alcohol at the above-described event, User agrees to the following:

- **Liquor License.** If the use or dispensation of alcohol at this event requires a liquor license, User agrees to obtain such license from the Michigan Liquor

Control Commission and to provide proof of same to the City Manager at least five days prior to the scheduled event.

- **Liability Insurance.** Any user of the pavilion for a scheduled event using or dispensing alcohol shall be required to obtain liability insurance in the amount of not less than \$\_\_\_\_\_ for any one person or incident and not less than \$\_\_\_\_\_ in the aggregate. The City of St. Johns shall be named as an “additional insured” under said policy. Such policy shall cover any causes of action, to include liquor law violations and statutory or common law liability actions, whether local, state or federal. Proof of such insurance shall be submitted to the City Manager at least five days prior to the scheduled event.
- **Indemnification and Hold Harmless.** User acknowledges that the provisions in the Use Agreement for the Rotary Pavilion whereby the City is indemnified and held harmless related to User’s use of the City facility apply equally to this application for alcohol use and are thereby incorporated herein and made a part hereof.

Applicant/User agrees to all the terms above, and will perform all its obligations stated herein if the City authorizes alcohol use for the above-described event.

So acknowledged on \_\_\_\_\_, 20\_\_\_\_ by authorized representative of

User: \_\_\_\_\_ Title: \_\_\_\_\_  
(signature and title of representative)

**CITY OF ST. JOHNS**

**APPLICATION FOR ALCOHOL USE**  
**(To be filled out by City Representative only)**

The attached Application for Alcohol Use for the following event:

\_\_\_\_\_

\_\_\_\_\_

Scheduled for: \_\_\_\_\_, 20\_\_ is \_\_\_\_\_ approved \_\_\_\_\_ not approved.

All conditions and requirements as set out in the attached application for alcohol use apply and will be in full force and effect as a condition of this approval.

CITY OF ST. JOHNS

\_\_\_\_\_  
City Manager or Designee

Date: \_\_\_\_\_, 20\_\_

REVIEWED BY THE ST. JOHNS CITY COMMISSION ON \_\_\_\_\_, 20\_\_.



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

## DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING AGENDA Wednesday, April 3, 2013 12 Noon, Main Street Cafe

(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 the Consent Agenda:**  
a. \* Minutes of Meeting March 6, 2013.

**4. Communications: None**

- a. **Marketing** (Barlage-chair, Bishop, Brewbaker, Kudwa, LaForest, Oakwood-Bishop, Smith)
- b. **Events** (Kartside-Chair, Barlage, Jackson, Oakwood-Bishop, Smith)
- c. **Finance** (Jackson-chair, Barlage, DeLong, Mageli, Smith)
- d. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Jackson, Kudwa, Mageli)

**5. Old Business:**

- a. \* 2013-2014 Budget recommendations

**6. New Business: None**

**BOARD OF DIRECTORS  
2012 - 2013**

**Chairman**

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

**Vice-Chairman**

Tyler Barlage – Community Christian Church

**Secretary-Treasurer**

Craig Smith – Main Street Pizza

**Directors**

Craig Bishop – Firstbank

Bill Brewbaker – Allaby & Brewbaker Insurance

Bruce DeLong – Clinton County Board of Commissioners

Kirk Gartside – Custom Embroidery Plus

Bob Kudwa – Trinity Bldg

Dennis LaForest – City of St. Johns, Michigan

Dave Mageli – Account Receivable Solutions

Laurie Oakwood-Bishop – St. Johns Locale

**COMMITTEES**

**Marketing**

Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Bob Kudwa  
Dennis LaForest  
Laurie Oakwood-Bishop  
Craig Smith

**Events**

Kirk Gartside-Chair  
Tyler Barlage  
William Jackson  
Laurie Oakwood-Bishop  
Dave Mageli  
Craig Smith

**Security, Parking and Maintenance**

Dennis LaForest-Chair  
Bill Brewbaker  
William Jackson  
Bob Kudwa  
Dave Mageli

**Executive, Finance, Strategic Planning**

William Jackson-Chair  
Tyler Barlage  
Bruce DeLong  
Dave Mageli  
Craig Smith

**CONTACT INFO**

**Executive Director**

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

**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

**BOARD OF DIRECTORS  
2012 - 2013**

**Chairman**

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

**Vice-Chairman**

Tyler Barlage –  
Community Christian  
Church

**Secretary-Treasurer**

Craig Smith – Main Street  
Pizza

**Directors**

Craig Bishop – Firstbank

Bill Brewbaker – Allaby &  
Brewbaker Insurance

Bruce DeLong – Clinton  
County Board of  
Commissioners

Kirk Gartside – Custom  
Embroidery Plus

Bob Kudwa – Trinity Bldg

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

**COMMITTEES**

**Marketing**

Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Bob Kudwa  
Dennis LaForest  
Laurie Oakwood-Bishop  
Craig Smith

**Events**

Kirk Gartside-Chair  
Tyler Barlage  
William Jackson  
Laurie Oakwood-Bishop  
Dave Mageli  
Craig Smith

**Security, Parking  
and Maintenance**

Dennis LaForest-Chair  
Bill Brewbaker  
William Jackson  
Bob Kudwa  
Dave Mageli

**Executive, Finance,  
Strategic Planning**

William Jackson-Chair  
Tyler Barlage  
Bruce DeLong  
Dave Mageli  
Craig Smith

**CONTACT INFO**

**Executive Director**

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

## DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

### DIRECTORS MEETING MINUTES

**Wednesday, February 6, 2013**

**12 Noon, Main Street Cafe**

(Following meeting of the Principal Shopping District Board)

1. **Call to Order by Dave Mageli at 12:50 p.m.** Attendance: Craig Bishop, Bill Brewbaker, Kirk Gartside, Dave Mageli and Craig Smith. Guests in Attendance: Dave Kudwa-Community Development Director of the City of St. Johns, Greg Teichman-Treasurer of the City of St. Johns and April Wilson-City of St. Johns Grant Coordinator.
2. **Additions to the Agenda.** None
3. **Approval of the Consent Agenda:** The minutes of the February 6, 2013 meeting were approved as motioned by LaForest and seconded by Mageli. The City of St. Johns YTD financial report for the period through January 31, 2013 was not reviewed.
4. **Communications:** None
5. **Committee Reports:** None
6. **Old Business:** Proposed Budget for the fiscal year 2013-2014. The budget was briefly reviewed. Discussion was had about cost of installing poles to string holiday skyline which currently are running \$10,000 per lighted pole.
7. **New Business:** None

Meeting adjourned at 12:55 p.m.

**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

### BOARD OF DIRECTORS 2012 - 2013

#### Chairman

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

#### Vice-Chairman

Tyler Barlage –  
Community Christian  
Church

#### Secretary-Treasurer

Craig Smith – Main Street  
Pizza

#### Directors

Craig Bishop – Firstbank

Bill Brewbaker – Allaby &  
Brewbaker Insurance

Bruce DeLong – Clinton  
County Board of  
Commissioners

Kirk Gartside – Custom  
Embroidery Plus

Bob Kudwa – Trinity Bldg

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

### COMMITTEES

#### Marketing

Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Bob Kudwa  
Dennis LaForest  
Laurie Oakwood-Bishop  
Craig Smith

#### Events

Kirk Gartside-Chair  
Tyler Barlage  
William Jackson  
Laurie Oakwood-Bishop  
Dave Mageli  
Craig Smith

#### Security, Parking and Maintenance

Dennis LaForest-Chair  
Bill Brewbaker  
William Jackson  
Bob Kudwa  
Dave Mageli

#### Executive, Finance, Strategic Planning

William Jackson-Chair  
Tyler Barlage  
Bruce DeLong  
Dave Mageli  
Craig Smith

### CONTACT INFO

#### Executive Director

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

## ST. JOHNS DOWNTOWN DEVELOPMENT AUTHORITY BOARD BUDGET Fiscal Year July 1, 2013 to June 30, 2014

<b>Fiscal 2012 Y/E Fund Balance (as of 7/1/12)</b>	<b>\$ 27,217.62</b>
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### REVENUE

11,925.81 DDA Recapture (YTD 7/31/12-11/30/12)

### TOTAL REVENUE

**\$ 11,925.81**

8,165.28 Transfer 30% of 2012 FYE Fund Balance

**\$ 8,165.28**

**\$ 20,091.09**

### EXPENSES

5,000.00 Christmas Decorations

3,500.00 Parking Lot pmt #1 (5 pymts of \$3500ea - \$14M add'tnl due)

1,591.09 Miscellaneous (Mailings, etc.)

10,000.00 Downtown Reinvestment

### TOTAL EXPENSES

**\$ 20,091.09**

<b>ANTICIPATED FUND BALANCE END OF YEAR</b>	<b>\$ 19,052.34</b>
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**Next Regular PSD/DDA Meeting: First Wednesday of Month, 12 noon at Main Street Cafe**