



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

## DIRECTORS MEETING AGENDA

Wednesday, August 1, 2012

12 Noon, St. Johns Depot

### BOARD OF DIRECTORS 2012 - 2013

#### Chairman

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

#### Vice-Chairman

Tyler Barlage –  
Community Christian  
Church

#### Secretary-Treasurer

Craig Smith –  
Mainstreet Pizza

#### Directors

Craig Bishop –  
Firstbank

Bill Brewbaker – Allaby  
& Brewbaker  
Insurance

Bruce DeLong –  
Clinton County Board  
of Commissioners

Kirk Gartside – Custom  
Embroidery Plus

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

#### Marketing

Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Eric Harger  
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  
Eric Harger  
William Jackson  
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

(\*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 July 18, 2012.
- b. \* Approval of Executive Director Salary and Administrative Expenses of \$1,530.
- c. \* City of St. Johns YTD Financial Report as of June 30, 2012
- d. \* YTD Financial Report with Detail as of June 30, 2012

**4. Communications: None.**

**5. Committee Reports:**

- a. **Marketing** (Barlage-chair, Bishop, Brewbaker, LaForest, Oakwood-Bishop, Smith)
- b. **Events** (Mageli-chair, Barlage, Jackson, Oakwood-Bishop, Smith)
- c. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Harger, Jackson)
- d. **Executive/Finance/Strategic Planning** (Jackson-chair, Barlage, DeLong, Mageli, Smith)
- e. **Director's Report.** (Carole Field)

**6. Old Business:**

- a. Veterans Memorial listing on website

**7. New Business:**

- a. Mint Festival
  - 1. Volunteers-Membership will actively recruit volunteers (3 per board member)
  - 2. \* Timeline
  - 3. Car Show entry fees
  - 4. Volunteer T-Shirts
- b. US27 Motor Tour
  - 1. Volunteers
  - 2. \* Timeline
  - 3. T-Shirts – 100 giveaways like last year?

Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Train Depot Terminal Building



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St. Johns Locale

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## DIRECTORS MEETING MINUTES

Wednesday, July 18, 2012

12 Noon, St. Johns Depot

1. **Call to Order by Chairman Bill Jackson at 12:05 p.m.** Attendance: Tyler Barlage, Craig Bishop, Laurie Oakwood-Bishop, Bill Brewbaker, Kirk Gartside, Dave Mageli and Craig Smith. Guest in Attendance: Don Thompson-Shaggies and Cindy Warda-City of St. Johns.
2. **Additions to the Agenda.** Corrections to the Minutes of the June Meeting under PSD/DDA Board Members: William Jackson and Eric Harger were nominated to renew their terms as directors (through June 30, 2015). The board also nominated the same slate of offices (William Jackson-Chairman, Tyler Barlage-Vice Chairman, and Craig Smith-Secretary/Treasurer). Approval of the Agenda with these corrections was motioned by Bishop and seconded by Mageli; motion passed.
3. **Approval of the Consent Agenda:** Motioned by Mageli, seconded by Bishop, to approve the minutes of the June 6, 2012 meetings, the Executive Director and Administrative expenses for May at \$1819.61 and the City of St. Johns YTD financial report accompanied by the detailed PSD financial report for the period through May 31, 2012.
4. **Communications:** The board reviewed the Thank you letter from CCEA for the \$1,000 donation.
5. **Committee Reports:**
  - a. **Marketing** (Barlage-chair, Bishop, Brewbaker, Harger, LaForest, Oakwood-Bishop, Smith)
  - b. **Events** (Gartside-chair, Barlage, Jackson, Mageli, Oakwood-Bishop, Smith)
  - c. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Harger, Jackson)
  - d. **Executive/Finance/Strategic Planning** (Jackson-chair, Barlage, DeLong, Mageli, Smith)  
The committee met and set the board meeting agenda.
  - e. **Director's Report** (Carole Field) Revenue and Expenditure Reports were presented for:
    - 1) Corporate Sponsorship Report: Reflects \$9568 in corporate sponsorships as of 6/19/12.
    - 2) Summerfest Financial Report: The board reviewed a preliminary Summerfest financial event report, showing an estimated net profit of \$2755.95 as of 6/28/12.
    - 3) PSD Events Comparison: The board reviewed a preliminary events comparison report showing Summerfest 2012 preliminary net profit of \$2755.12 represents a 208% increase over the 2011 Summerfest net profit of \$891.93.
6. **Old Business:**
  - a. **Committee Seats:** Dave Mageli agreed to remain on the Events committee along with joining the Security, Parking and Maintenance Committee. Kirk Gartside volunteered to chair the Events committee as motioned by Mageli and seconded by Barlage; motion passed.
  - b. **Recommendation to City for Use of Pavilion and Depot:** Bill Jackson stated there was no new information available at this time regarding this matter.
7. **New Business:**
  - a. **Mint Festival**
    - 1) Volunteers: Membership will actively recruit volunteers (3 per board member)
    - 2) Timeline: Will be emailed to member prior to August meeting
    - 3) Soft Drinks & Water: PSD will sell soft drinks and water at a separate table for \$1 each
    - 4) Rentals: Tables and chairs will be limited to totals needed for set-up only; none will be provided for seating during event.
    - 5) Beer Service: The beer service area will be moved outside to the east side of the Pavilion and additional lighting may have to be provided

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- 6) ID Checkers: Volunteers checking IDs will be positioned at the entrance of the gated area
- 7) Raffle: A 50/50 raffle will be conducted each night, with the drawing scheduled at 10:30pm
- 8) Entrants will pay for admissions at one table, then progress to a second table to purchase beer tickets.
- 9) Live dogs will be used to guard beer truck overnight on Friday and Saturday.

- b. Banners and Flags: The City of St. Johns recent addition of banners and flags on side streets was discussed. The 18 banners measuring 24" x 48" were installed at the cost of \$3240 and 18 US Flags were installed at the cost of \$1035, for a total spent of \$4275. Discussion was held about the PSD sharing this cost with the City. A Motion was made by Brewbaker to reimburse the City \$2000 of this cost which was seconded by Mageli. Motion passed.

Meeting adjourned at 12:50 p.m.

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## EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES

July 2012

<b>Total Supplies</b>	<b>\$ 0.00</b>
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Mail Chimp – Electronic Email Newsletter (monthly fee) \$ 30.00

<b>Total Administrative Expenses</b>	<b>\$ 30.00</b>
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**Executive Director Salary: \$ 1,500.00**

<b>TOTAL for Month</b>	<b>\$ 1,530.00</b>
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# City of St. Johns

## Downtown Management Board

### BALANCE SHEET

For the Fiscal Period July 01, 2011 to June 30, 2012

#### ASSETS

Cash	\$	23,043.77
Due from General Fund	\$	1,800.00
Prepaid Expense	\$	-
Due from Current Tax	\$	-
<b>TOTAL ASSETS:</b>	<b>\$</b>	<b><u>24,843.77</u></b>

#### LIABILITIES AND FUND BALANCE

##### LIABILITIES

Accounts payable	\$	4,676.00
Due to General Fund	\$	200.00
<b>TOTAL LIABILITIES:</b>	<b>\$</b>	<b><u>4,876.00</u></b>

<b>FUND BALANCE:</b>	<b>\$</b>	<b><u>19,967.77</u></b>
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<b>TOTAL LIABILITIES AND FUND BALANCE:</b>	<b>\$</b>	<b><u>24,843.77</u></b>
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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, 2011 to June 30, 2012

	Budget	June	YTD Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Special assessments	\$ 25,880.00		\$ 25,879.87	\$ (0.13)
Interest	\$ 20.00		\$ -	\$ (20.00)
Miscellaneous	\$ -		\$ -	\$ -
Summerfest	\$ 4,000.00	\$ 6,118.10	\$ 6,118.10	\$ 2,118.10
Mint Festival	\$ 14,000.00		\$ 15,705.00	\$ 1,705.00
Farmer's Market	\$ 1,100.00	\$ 285.00	\$ 1,289.00	\$ 189.00
Corporate Sponsors	\$ 4,000.00	\$ 1,200.00	\$ 5,650.00	\$ 1,650.00
Transfer from General Fund	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
<b>TOTAL REVENUES:</b>	<b>\$ 50,000.00</b>	<b>\$ 8,603.10</b>	<b>\$ 55,641.97</b>	<b>\$ 5,641.97</b>
<b>EXPENDITURES</b>				
Postage	\$ 500.00	\$ 69.65	\$ 519.45	\$ (19.45)
Office Supplies	\$ 450.00	\$ 361.04	\$ 661.20	\$ (211.20)
Farmer's Market	\$ 500.00	\$ 129.00	\$ 494.50	\$ 5.50
Car Shows	\$ 1,500.00		\$ 1,057.89	\$ 442.11
Mint Festival	\$ 10,500.00	\$ 462.75	\$ 8,255.72	\$ 2,244.28
Summerfest	\$ 2,500.00	\$ (224.84)	\$ 5,057.81	\$ (2,557.81)
Vietnam Legacy Ride	\$ -		\$ 783.00	\$ (783.00)
Santa Parade	\$ 600.00	\$ -	\$ 1,630.58	\$ (1,030.58)
Website	\$ 1,650.00		\$ -	\$ 1,650.00
Contracted services (Administration)	\$ 18,000.00	\$ 1,830.00	\$ 19,732.50	\$ (1,732.50)
Downtown Improvement	\$ 10,100.00	\$ 3,826.79	\$ 5,399.67	\$ 4,700.33
Audit Fees	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
Monthly & Long Distance Service	\$ 500.00	\$ 28.34	\$ 311.74	\$ 188.26
Promotions	\$ -		\$ 200.00	\$ (200.00)
Print & Publishing	\$ 1,500.00	\$ 1,090.00	\$ 1,090.00	\$ 410.00
Miscellaneous	\$ 1,500.00	\$ 471.70	\$ 2,465.97	\$ (965.97)
<b>TOTAL EXPENDITURES:</b>	<b>\$ 50,000.00</b>	<b>\$ 8,244.43</b>	<b>\$ 47,860.03</b>	<b>\$ 2,139.97</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:</b>	<b>\$ -</b>	<b>\$ 358.67</b>	<b>\$ 7,781.94</b>	<b>\$ 7,781.94</b>
<b>Fund balance, beginning of year</b>	<b>\$ 12,185.83</b>		<b>\$ 12,185.83</b>	
<b>Fund balance, end of period</b>	<b>\$ 12,185.83</b>		<b>\$ 19,967.77</b>	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2011	CR	RCPT	681-000-671.007 FARMERS' MARKET				0.00
09/01/2011	CR	RCPT	GENERAL RECEIPT 09/01/2011			547.00	(547.00)
10/04/2011	CR	RCPT	GENERAL RECEIPT 10/04/2011			10.00	(557.00)
10/13/2011	CR	RCPT	GENERAL RECEIPT 10/13/2011			447.00	(1,004.00)
06/25/2012	CR	RCPT	GENERAL RECEIPT 06/25/2012			285.00	(1,289.00)
07/01/2012			2012-13 Fiscal Year Begin			0.00	0.00
06/30/2012			681-000-671.007		END BALANCE	1,289.00	(1,289.00)
BEG. BALANCE							
07/01/2011	CR	RCPT	681-000-671.008 SUMMEREST				0.00
06/25/2012			GENERAL RECEIPT 06/25/2012			6,118.10	(6,118.10)
07/01/2012			2012-13 Fiscal Year Begin			0.00	0.00
06/30/2012			681-000-671.008		END BALANCE	6,118.10	(6,118.10)
BEG. BALANCE							
07/01/2011	CR	RCPT	681-000-671.018 MINT FESTIVAL				0.00
08/15/2011			GENERAL RECEIPT 08/15/2011			15,705.00	(15,705.00)
07/01/2012			2012-13 Fiscal Year Begin			0.00	0.00
06/30/2012			681-000-671.018		END BALANCE	15,705.00	(15,705.00)
BEG. BALANCE							

07/01/2011	GJ	JE	681-000-672.006 DOWNTOWN BUSINESS DISTRICT				0.00
07/31/2011	GJ	JE	Record July Tax Revenues			7393	(5,728.59)
08/31/2011	GJ	JE	Record August Tax Revenues			7430	(19,546.54)
09/30/2011	GJ	JE	Record sept Tax Revenues			7476	(20,438.19)
10/31/2011	GJ	JE	Record Oct Tax Revenues			7494	(20,778.59)
12/31/2011	GJ	JE	Record December Tax Revenues			2,280.86	(23,059.45)
03/01/2012	GJ	JE	Record Tax Revenues-March			1,277.08	(24,336.53)
04/16/2012	CR	RCPT	GENERAL RECEIPT 04/16/2012			1,543.34	(25,879.87)
07/01/2012			2012-13 Fiscal Year Begin			0.00	0.00
06/30/2012			681-000-672.006		END BALANCE	25,879.87	(25,879.87)
BEG. BALANCE							

07/01/2011	CR	RCPT	681-000-675.005 CORPORATE SPONSORS				0.00
07/05/2011	CR	RCPT	DOWNTOWN MANAGEMENT 07/05/2011			150.00	(150.00)
08/05/2011	CR	RCPT	GENERAL RECEIPT 08/05/2011			350.00	(500.00)
08/31/2011	AP	INV	SPONSORSHIP 2011	SPONSOR 2011		300.00	(800.00)
09/01/2011	CR	RCPT	DOWNTOWN MANAGEMENT 09/01/2011			150.00	(950.00)
02/14/2012	CR	RCPT	GENERAL RECEIPT 02/14/2012			550.00	(1,500.00)
02/23/2012	CR	RCPT	DOWNTOWN MANAGEMENT 02/23/2012			450.00	(1,950.00)
03/07/2012	CR	RCPT	DOWNTOWN MANAGEMENT 03/07/2012			675.00	(2,625.00)
03/26/2012	CR	RCPT	DOWNTOWN MANAGEMENT 03/26/2012			300.00	(2,925.00)
05/02/2012	CR	RCPT	DOWNTOWN MANAGEMENT 05/02/2012			75.00	(3,000.00)
05/23/2012	CR	RCPT	DOWNTOWN MANAGEMENT 05/23/2012			300.00	(3,300.00)
05/31/2012	CR	RCPT	DOWNTOWN MANAGEMENT 05/31/2012			600.00	(3,900.00)
06/06/2012	CR	RCPT	DOWNTOWN MANAGEMENT 06/06/2012			550.00	(4,450.00)
06/19/2012	CR	RCPT	DOWNTOWN MANAGEMENT 06/19/2012			300.00	(4,750.00)
06/21/2012	CR	RCPT	DOWNTOWN MANAGEMENT 06/21/2012			600.00	(5,350.00)
07/01/2012	AP	INV	EVENT FLYERS & CORPORATE SPONSOR			33248	(5,650.00)
06/30/2012			2012-13 Fiscal Year Begin			0.00	0.00
06/30/2012			681-000-675.005		END BALANCE	5,650.00	(5,650.00)
BEG. BALANCE							

07/01/2011	GJ	JE	681-000-699.035 TRANSFER FROM GENERAL				0.00
06/29/2012			Transfer to PSD			7804	(1,000.00)
07/01/2012			2012-13 Fiscal Year Begin			0.00	0.00
06/30/2012			681-000-699.035		END BALANCE	1,000.00	(1,000.00)
BEG. BALANCE							

07/01/2011	AP	INV	681-173-729.000 POSTAGE				0.00
07/12/2011	AP	INV	EXPENSES 06/2011	06/2011 EXP		30.00	30.00
07/28/2011	GJ	JE	Reverse Entry FY 2011-July 25 warra	7261		0.00	0.00
08/04/2011	AP	INV	JULY 2011 EXPENSES	JULY 2011 EXPENSE		38.80	38.80
01/05/2012	AP	INV	12/2011 EXPENSES - MAIL CHIMP	12/2011-EXP		30.00	68.80
01/30/2012	AP	INV	STAMPS, COPIES	62409		67.40	136.20
02/09/2012	AP	INV	EXPENSES 01/2012	EXPENSES 01/2012		223.60	359.80
03/08/2012	AP	INV	EXPENSES 02/12	EXPENSES 02/12		30.00	389.80
04/06/2012	AP	INV	MAIL CHIMP - EMAIL 03/12	EXPENSE 03/12		30.00	419.80
BEG. BALANCE							





Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
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11/08/2011	AP	INV	681-173-751.003 MINT FESTIVAL	(Continued)	2.12		7,540.85
11/08/2011	AP	INV	SUMMER FEST ADDITIONS	991109	2.12		7,542.97
03/08/2012	AP	INV	SUMMER FEST ADDITIONS	9911100	200.00		7,742.97
05/10/2012	AP	INV	2012 MINT FEST - PSD/DWB	2012 MINT FEST -	50.00		7,792.97
06/29/2012	AP	INV	MINT FEST BOND	61345990-MINTFEST	462.75		8,255.72
07/01/2012		INV	LIQUOR LIABILITY - SUMMERFEST/MINT F	181295			0.00
06/30/2012			2012-13 Fiscal Year Begin				
			681-173-751.003	END BALANCE	15,183.88	6,928.16	8,255.72

07/01/2011	AP	INV	681-173-751.004 SUMMER FEST				0.00
07/07/2011	AP	INV	DWB - VEGAS STYLE GAMING EQUIPMENT R		279.00		279.00
07/07/2011	AP	INV	ICE - SUMMERFEST 2011	06/25/11	26.82		305.82
07/07/2011	AP	INV	CABLE TIE, DUCT TABLE	1106-692630	18.77		324.59
07/07/2011	AP	INV	BURN BARRELS - SUMMERFEST 2011	327947	20.00		344.59
07/07/2011	AP	INV	SUMMERFEST 2011	SUMMERFEST 2011	64.81		409.40
07/07/2011	AP	INV	DWB - RADIO AD FOR SUMMERFEST	12727	450.00		859.40
07/07/2011	AP	INV	DWB - RADIO AD FOR SUMMERFEST	12726	300.00		1,159.40
07/28/2011	GJ	JE	Reverse Entry FY 2011-July 8 Warrant	7262		1,159.40	0.00
08/04/2011	AP	INV	FARMERS MARKET/SUMMER FEST	211701483	103.50		103.50
08/31/2011	AP	INV	SHIRTS - SUMMER FEST	20386	170.00		273.50
11/08/2011	AP	INV	SUMMER FEST AD	10962	99.00		372.50
03/08/2012	AP	INV	EXPENSES 02/12	EXPENSES 02/12	19.00		391.50
05/10/2012	AP	INV	SUMMERFEST BOND	61345990-SUMMERFE	50.00		441.50
05/24/2012	AP	INV	PRIZE MONEY - BATTLE OF THE BANDS	BATTLE OF THE BAN	950.00		1,391.50
05/24/2012	AP	INV	BANKS - SUMMERFEST 2012	BANKS-SUMMERFEST	800.00		2,191.50
05/24/2012	AP	INV	SUMMERFEST PLACEMAT AD	136832	84.75		2,276.25
05/25/2012	AP	INV	SUMMERFEST 2012	SUMMERFEST 2012	3,006.40		5,282.65
06/07/2012	AP	INV	SUMMERFEST & FARMERS MARKET	33153	70.00		5,352.65
06/07/2012	AP	INV	SUMMERFEST POSTERS	33084	70.00		5,422.65
06/25/2012	CR	RCPD	GENERAL RECEIPT 06/25/2012			800.00	4,622.65
06/28/2012	AP	VOID	Void Invoice SUMMERFEST 2012 02-13-0	SUMMERFEST 2012	462.75	3,006.40	1,616.25
06/29/2012	AP	INV	LIQUOR LIABILITY - SUMMERFEST/MINT F	181295	618.50		2,079.00
06/29/2012	AP	INV	SUMMER FEST 2012	527643	2,697.50		2,889.50
06/29/2012	AP	INV	SUMMERFEST ADVERTISING	2112143151	192.00		2,889.50
06/29/2012	AP	INV	CABLE, CABLE CLIPS	1206-829515	12.66		2,902.16
06/29/2012	AP	INV	SUMMERFEST 2012	127050	1,123.35		4,025.51
06/29/2012	AP	INV	SUMMER FEST 2012	SUMMER FEST 2012	164.30		4,189.81
06/29/2012	AP	INV	SUMMERFEST 2012	MDIS0498529	76.00		4,265.81
07/01/2012		INV	SUMMERFEST 2012	1206048584	792.00		5,057.81
06/30/2012			2012-13 Fiscal Year Begin				0.00
			681-173-751.004	END BALANCE	10,023.61	4,965.80	5,057.81

07/01/2011	AP	INV	681-173-751.005 VIETNAM LEGACY RIDE				0.00
08/04/2011	AP	INV	PSD - BAND AT VIETNAM LEGACY RIDE	VIETNAM LEGACY 20	250.00		250.00
08/04/2011	AP	INV	LEGACY RIDE 2011 RENTALS	LEGACY RIDE 2011	480.00		730.00
08/04/2011	AP	INV	MINT FEST/CAR SHOW/LEGACY RIDE	31786	53.00		783.00
07/01/2012		INV	2012-13 Fiscal Year Begin				0.00
06/30/2012			681-173-751.005	END BALANCE	783.00	0.00	783.00

07/01/2011	AP	INV	681-173-751.007 SANTA PARADE				0.00
11/29/2011	AP	INV	SANTA PARADE PRIZE 12.2011	SANTA PARADE 12/1	500.00		500.00
12/08/2011	AP	INV	ORNAMENT HOOKS	1111-864510	28.90		528.90
12/08/2011	AP	INV	XMAS LIGHT BULBS	1111-912257	66.18		595.08
12/08/2011	AP	INV	XMAS POSTERS	32333	158.00		753.08
12/08/2011	AP	INV	MEETING EXPENSE	044299	100.00		853.08
12/09/2011	AP	INV	SANTA PARADE ADS	1111046986	229.00		1,082.08
12/29/2011	AP	INV	SANTA PARADE ADS	2111900494	427.50		1,509.58
01/05/2012	AP	INV	CLEAR LIGHT SET	1112-988836	19.52		1,529.10
01/05/2012	AP	INV	RETURN - CLEAR LIGHT SET	1112-991069		19.52	1,509.58
05/25/2012	AP	INV	SANTA PARADE ADS	1112046986	121.00		1,630.58
07/01/2012		INV	2012-13 Fiscal Year Begin				0.00
06/30/2012			681-173-751.007	END BALANCE	1,650.10	19.52	1,630.58

07/01/2011	AP	INV	681-173-818.000 CONTRACTUAL SERVICES				0.00
07/12/2011	AP	INV	EXECUTIVE SALARY 07/2011	07/2011	1,500.00		1,500.00

07/01/2011	AP	INV	681-173-818.000 CONTRACTUAL SERVICES				0.00
07/12/2011	AP	INV	EXECUTIVE SALARY 07/2011	07/2011	1,500.00		1,500.00

07/01/2011	AP	INV	681-173-818.000 CONTRACTUAL SERVICES				0.00
07/12/2011	AP	INV	EXECUTIVE SALARY 07/2011	07/2011	1,500.00		1,500.00

07/01/2011	AP	INV	681-173-818.000 CONTRACTUAL SERVICES				0.00
07/12/2011	AP	INV	EXECUTIVE SALARY 07/2011	07/2011	1,500.00		1,500.00

07/01/2011	AP	INV	681-173-818.000 CONTRACTUAL SERVICES				0.00
07/12/2011	AP	INV	EXECUTIVE SALARY 07/2011	07/2011	1,500.00		1,500.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/12/2011	AP	INV	681-173-818.000 CONTRACTUAL SERVICES	(Continued)	137.50		1,637.50
07/28/2011	GJ	JE	Reverse Entry FY 2011-July 25 Warra	7261		137.50	1,500.00
08/04/2011	AP	INV	WEBSITE HOSTING 07/11	WEBSITE 07/11	137.50		1,637.50
08/04/2011	AP	INV	EXECUTIVE SALARY 07/11	08/2011	1,500.00		3,137.50
09/08/2011	AP	INV	EXECUTIVE SALARY 09/11	09/2011	1,500.00		4,637.50
10/06/2011	AP	INV	EXECUTIVE SALARY	10/2011	1,500.00		6,137.50
10/06/2011	AP	INV	WEBSITE HOSTING 08/11	WEBSITE 08/11	137.50		6,275.00
10/06/2011	AP	INV	WEBSITE HOSTING 09/11	WEBSITE 09/11	137.50		6,412.50
11/07/2011	AP	INV	EXECUTIVE SALARY 11/2011	11/2011	1,500.00		7,912.50
12/08/2011	AP	INV	EXECUTIVE SALARY	12/2011	1,500.00		9,412.50
12/08/2011	AP	INV	WEBSITE HOSTING 11/2011	WEBSITE 11/2011	137.50		9,550.00
01/05/2012	AP	INV	EXECUTIVE SALARY	01/2012	1,500.00		9,687.50
01/05/2012	AP	INV	WEBSITE HOSTING 12/2011	WEBSITE 12/11	137.50		11,187.50
02/09/2012	AP	INV	WEBSITE HOSTING 01/2012	WEBSITE 01/2012	137.50		11,325.00
02/09/2012	AP	INV	EXECUTIVE SALARY 02/2012	02/2012	1,500.00		11,462.50
03/08/2012	AP	INV	WEBSITE HOSTING 02/12	WEBSITE 02/12	137.50		12,962.50
04/05/2012	AP	INV	EXECUTIVE SALARY 03/12	03/2012	1,500.00		13,100.00
04/06/2012	AP	INV	EXECUTIVE SALARY 04/12	04/2012	1,500.00		14,600.00
05/10/2012	AP	INV	EXECUTIVE SALARY 05/2012	05/2012	1,500.00		16,100.00
06/07/2012	AP	INV	WEBSITE HOSTING 04/12	WEBSITE 04/12	165.00		17,737.50
06/07/2012	AP	INV	WEBSITE HOSTING 05/12	WEBSITE 05/12	165.00		17,902.50
06/29/2012	AP	INV	EXECUTIVE SALARY 06/12	06/2012	1,500.00		19,067.50
07/01/2012	AP	INV	WEBSITE HOSTING 06/12	WEBSITE 06/12	165.00		19,567.50
06/30/2012			681-173-818.000	END BALANCE	19,870.00	137.50	19,732.50
07/21/2011	AP	INV	681-173-818.040 DOWNTOWN IMPROVEMENT				0.00
07/28/2011	GJ	JE	HANGING BASKETS - DOWNTOWN	DOWNTOWN FLOWERS	3,337.50		3,337.50
12/08/2011	AP	INV	Reverse Entry FY 2011-July 25 Warra	7261		3,337.50	0.00
12/08/2011	AP	INV	DMB - LIGHTS FOR DOWNTOWN TREES	1111-84838	759.60		759.60
12/28/2011	AP	INV	DISCOUNT 11/2011	DISCOUNT 11/2011	165.48		594.12
01/05/2012	AP	INV	DOWNTOWN PLANTS	18414	765.00		1,359.12
04/05/2012	AP	INV	HALOGEN SPIKE LIGHTS	1112-971041	75.96		1,435.08
06/21/2012	AP	INV	HALOGEN BULB	1203-898803	137.80		1,572.88
07/01/2012	AP	INV	DOWNTOWN HANGERS & BARRELS	18436	3,707.50		5,280.38
06/30/2012			SMOKERS RECEPCTACS - DEPOT	44556571	119.29		5,399.67
06/30/2012			2012-13 Fiscal Year Begin	END BALANCE	8,902.65	3,502.98	0.00
07/01/2011	AP	INV	681-173-826.086 AUDIT FEES				5,399.67
06/29/2012	GJ	JE	Allocate Audit Fees	7801			0.00
07/01/2012			2012-13 Fiscal Year Begin	END BALANCE	200.00	0.00	200.00
06/30/2012			681-173-826.086	END BALANCE	200.00	0.00	200.00
07/01/2011	AP	INV	681-173-853.004 MONTHLY & LONG DISTANCE SERV				0.00
07/28/2011	GJ	JE	Reverse Entry FY 2011-July 8 Warrant	9892271717-07/11			28.34
08/18/2011	AP	INV	TELEPHONE SERVICE	7262		28.34	0.00
09/09/2011	AP	INV	TELEPHONE SERVICE	9892271717-08/11		28.34	28.34
10/07/2011	AP	INV	TELEPHONE SERVICE	9892271717-09/11		28.34	56.68
11/08/2011	AP	INV	TELEPHONE SERVICE	9892271717-10/11		28.34	85.02
12/08/2011	AP	INV	TELEPHONE SERVICE	9892271717-11/11		28.34	113.36
01/20/2012	AP	INV	TELEPHONE SERVICE	9892271717-12/11		28.34	141.70
02/10/2012	AP	INV	TELEPHONE SERVICE	9892271717-01/12		28.34	170.04
03/08/2012	AP	INV	TELEPHONE SERVICE	9892271717-02/12		28.34	198.38
04/06/2012	AP	INV	TELEPHONE SERVICE	9892271717-03/12		28.34	226.72
05/11/2012	AP	INV	TELEPHONE SERVICE	9892271717-04/12		28.34	255.06
06/08/2012	AP	INV	TELEPHONE SERVICE	9892271717-05/12		28.34	283.40
07/01/2012	AP	INV	TELEPHONE SERVICE	BA201742-06/12		28.34	311.74
06/30/2012			2012-13 Fiscal Year Begin	END BALANCE	340.08	28.34	0.00
07/01/2011			681-173-870.001 PROMOTIONS	END BALANCE	340.08	28.34	0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
08/31/2011	AP	INV	681-173-870.001 PROMOTIONS				
12/29/2011	AP	INV	DOWNTOWN DOLLARS		25.00		25.00
07/01/2012			DOWNTOWN DOLLARS - 2		175.00		200.00
06/30/2012			2012-13 Fiscal Year Begin		0.00		0.00
			681-173-870.001		200.00	0.00	200.00
07/01/2011			681-173-900.000 PRINT AND PUBLISHING				
06/21/2012	AP	INV	PSD - DOWNTOWN ST. JOHNS BROCHURES		33185		0.00
06/21/2012	AP	INV	EVENT FLYERS & CORPORATE SPONSOR		33248		760.00
07/01/2012			2012-13 Fiscal Year Begin		0.00		330.00
06/30/2012			681-173-900.000		1,090.00	0.00	1,090.00
07/01/2011			681-173-956.000 MISCELLANEOUS				
10/20/2011	AP	INV	DMB - FINAL PAYMENT OF 3 OVER 3 YEAR				
10/31/2011	AP	INV	ANNUAL RENEWAL				
01/05/2012	AP	INV	2012 LICENSING FEE				
03/08/2012	AP	INV	PSD RENEWAL MTG NOTICES				
03/08/2012	AP	INV	PUBLIC HEARING NOTICES				
03/08/2012	AP	INV	LUNCH MEETING EXPENSE				
05/10/2012	AP	INV	DDA 2012 CONTRIBUTION				
06/21/2012	AP	INV	BROADCASTING FEES				
06/29/2012	AP	INV	NUTS, BOLTS, SCREWS				
06/29/2012	AP	INV	NUTS, BOLTS, SCREWS				
07/01/2012	AP	INV	HALOGEN BULBS				
06/30/2012			2012-13 Fiscal Year Begin				
			681-173-956.000		2,465.97	0.00	2,465.97

TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT

63,612.10 71,394.04 0.00

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

<b>REVENUE</b>			<u>Jun-12</u>	<u>YTD</u>
681.000.665.000	Interest Earned/Investments	Interest		
681.000.671.007	Farmers Market	2011 Farmer's Market (Vendor Fees)		1,004.00
681.000.671.007	Farmers Market	2012 Farmer's Market (Vendor Fees)	285.00	285.00
681.000.671.018	Mint Festival	2011 Mint Festival		15,705.00
681.000.751.003	Summerfest	2012 Summerfest	6,118.10	6,118.10
681.000.675.000	Contr-Donat/Private Sources	2012 Donations/Private		
681.000.675.005	Corporate Sponsors	2012 Corp Sponsors	1,200.00	5,650.00
681.000.699.035	Transfer from General Fund	2012 City of St. Johns Corp Sponsorship	1,000.00	1,000.00
681.000.671.000	Miscellaneous Revenue	2012 Miscellaneous (Prepaid Vendor Fees)		
			<b>Earned Revenue</b>	<b>29,762.10</b>
681.000.672.006	Downtown Business District	YTD Assessment		25,879.87
			<b>TOTAL REVENUE:</b>	<b>55,641.97</b>

<b>EXPENSES</b>			<u>Jun-12</u>	<u>YTD</u>
681.173.751.001	Farmers Market		129.00	494.50
681.173.751.004	Summerfest 2011			372.50
681.173.751.004	Summerfest 2012		(224.84)	4,685.31
681.173.751.003	Mint Festival 2011			7,542.97
681.173.751.003	Mint Festival 2012		462.75	712.75
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 2011	\$500 Best Decorated Prize Money		1,301.58
			<b>ADVERTISING</b>	<b>16,950.50</b>

			<u>Jun-12</u>	<u>YTD</u>
681.173.818.040	Downtown Improvement	Tree Lights		594.12
681.173.818.040	Downtown Improvement	Christmas Ornaments for Evergreens		229.00
681.173.818.040	Downtown Improvement	Evergreens & Kissing Balls		765.00
681.173.818.040	Downtown Improvement	Halogen Spike Lights (bulb replacements)		213.76
681.173.818.040	Downtown Improvement	Downtown Hanging Baskets and Flower Pots	3,707.50	3,707.50
681.173.818.040	Downtown Improvement	Smokers Receptacles for Depot	119.29	119.29
681.173.900.000	Print & Publishing	5000 Downtown St. Johns Brochures	760.00	760.00
681.173.900.000	Print & Publishing	Downtown St. Johns Events Flyers	330.00	330.00
681.173.870.001	Promotions	Downtown Dollars		200.00
681.173.956.000	Miscellaneous	2010 XM Satellite Radio (10/12/10-10/12/11)		134.83
681.173.956.000	Miscellaneous	ASCAP License Fee (1/1/12-12/31/12)		320.00
681.173.956.000	Miscellaneous	BMI Broadcasting Fee (7/1/12-16/30/13)	320.00	320.00
681.173.956.000	Miscellaneous	Nuts, Bolts, Screws & Bulbs for Tree Lights and fixtures	151.70	151.70
681.173.956.000	Miscellaneous	Main Street Café-Meetings 11/27, 11/1, 11/12		100.00
681.173.956.000	Miscellaneous	Sirens-Meeting 2/16/12		22.00
681.173.956.000	Miscellaneous	Newspaper Notices for PSD Renewal Mtg		217.44
			<b>DOWNTOWN IMPROVEMENTS</b>	<b>8,184.64</b>
			<b>Sub-Total for Promotion (Advertising + Improvements)</b>	<b>25,135.14</b>

			<u>Jun-12</u>	<u>YTD</u>
681.173.729.000	Postage	Postage (USPS stamps + Mailchimp email)	69.65	519.45
681.173.730.000	Office Supplies/Adm	Office Supplies	361.04	661.20
681.173.853.004	Monthly & Long Distance	Phone (Long Distance) \$28.34/mo	28.34	311.74
681.173.826.086	Audit Fees	Audit Fees	200.00	200.00
681.173.818.000	Contractual Services	Executive Director Salary	1,500.00	18,000.00
681.173.818.000	Contractual Services	Website Design & Maintenance	330.00	1,732.50
681.173.956.000	Miscellaneous	Donation to Clinton County Arts Council (Final Yearly Pymt #3 of 3)		300.00
681.173.956.000	Miscellaneous	Donation to Clinton County Economic Alliance		1,000.00
			<b>ADMINISTRATIVE</b>	<b>22,724.89</b>
			<b>TOTAL EXPENSES:</b>	<b>47,860.03</b>

<b>Excess of Revenue</b>	<b>7,781.94</b>
<b>Fund Balance beginning of year</b>	<b>12,185.83</b>
<b>Fund Balance, end of period</b>	<b>19,967.77</b>

# 2012 MINT FESTIVAL DOWN at the DEPOT TIMELINE

- **Wednesday, August 8, 2012: AFTERNOON beginning at 1:00 pm**
  - Set-up of PSD Tent and snow fencing perimeter around pavilion on Depot lawn
  - Delivery of extra waste receptacles and 20 City picnic tables on Depot lawn
  - Set-up of stage inside Pavilion
- **Thursday, August 9, 2012: AFTERNOON**
  - Delivery of chairs, tables, lights and portable toilets
  - String lights around Pavilion interior roof line and on PSD Tent (for beverage service)
  - Delivery of sawhorses, metal free standing & plastic grommated "Car Show" signs by DPW
- **Friday, August 10, 2012: AFTERNOON**
  - Delivery of beer truck, signage and wristbands
  - Completion of exterior fence around beer truck
  - Set-up of signage on fence, interior tables and chairs for beverage service, front gate tables
  - Set-up of food PSD soft drink/water sales station vendor
- **Friday, August 10, 2012 after 5:00 p.m.**
  - Set-up of band equipment by TKO-The Knock Offs
  - Block third block of Clinton and Railroad from Clinton to Spring Streets for car show
  - Zip strip plastic grommated "Car Show" signs to sawhorses and set-up metal free standing signs
  - Set-up of Registration table and DJ sound system at 300 N. Clinton for car show
  - Set-up of beverage service and cash boxes, etc at Depot
- **Friday, August 10, 2012 at 6:30 p.m.**
  - Arrival of volunteers
- **Friday, August 10, 2012 after 9:00 p.m.**
  - Reopen third block of Clinton & Railroad from Clinton to Spring Streets at conclusion of car show
  - Cut off "Car Show" signage from saw horses and move to curb with metal "Car Show" signs
- **Friday, August 10, 2012 at Midnight**
  - Removal of band equipment
  - Install live guard dogs for beer truck
- **Saturday, August 11, 2012 after 5:00 p.m.**
  - Set-up of band equipment by The Squids
- **Saturday, August 11, at 6:30 p.m.**
  - Arrival of volunteers
- **Saturday, August 11, 2012 at Midnight**
  - Removal of band equipment
  - Removal and storage of fence signage
  - Stacking of tables and chairs
  - Install live guard dogs for beer truck
- **Sunday, June 24, 2012: MORNING**
  - Removal of beer truck
  - Removal of tables, chairs, lights and portable toilets
- **Monday, June 25, 2012: MORNING**
  - Tabulation of cash receipts
  - Removal and storage of exterior snow fencing, stages, sawhorses, metal free standing "Car Show" signs and PSD Tent

# 2012 US27 MOTOR TOUR STOP TIMELINE

- **Wednesday, August 22, 2012: AFTERNOON**
  - Delivery sawhorses to block Clinton Avenue from State to Railroad Streets
  - Delivery of metal free standing "Car Show" signs
  
- **Thursday, August 23, 2012: Early Morning (3:00 am?)**
  - Set-up of sawhorses and metal free standing "Car Show" signs by St. Johns Police
  
- **Thursday, August 23, 2012: Early Morning (7:00 am)**
  - Arrival of volunteers to monitor street parking and direct early arrivals in car show
  
- **Thursday, August 23, 2012: 8:30 am**
  - Tune Downtown sound system to music from a 50's station
  - Arrival of car show tour participants
  
- **Thursday, August 23, 2012: 11:00 am**
  - Reopen Clinton Avenue from State to Railroad by moving sawhorses and setting on sidewalks
  - Removal and storage of sawhorses and metal free standing "Car Show" signs by DPW



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, August 1, 2012**

**12 Noon, St. Johns Depot**

(Following meeting of the Principal Shopping District Board)

(\*Indicates Attachment)

1. **Call to Order by Chairman William Jackson**
2. **Additions to the Agenda.**
3. **\*Approval of Meeting Minutes dated July 18, 2012**
4. **Communications: None**
  - a. **Marketing** (Barlage-chair, Bishop, Brewbaker, Harger, 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, Harger, Jackson, Mageli)
5. **Old Business: None**
6. **New Business:**
  - a. 207 Spring Street proposal

### BOARD OF DIRECTORS 2012 - 2013

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

**Vice-Chairman**  
Tyler Barlage – Community Christian Church

**Secretary-Treasurer**  
Craig Smith – Mainstreet Pizza

**Directors**  
Craig Bishop – Firstbank

Bill Brewbaker – Allaby & Brewbaker Insurance

Bruce DeLong – Clinton County Board of Commissioners

Kirk Gartside – Custom Embroidery Plus

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

**Marketing**  
Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Eric Harger  
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  
Eric Harger  
William Jackson  
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, Train Depot Terminal Building**



Downtown St. Johns, Michigan

# Mint City USA

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**BOARD OF DIRECTORS  
2012 - 2013**

**Chairman**

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

**Vice-Chairman**

Tyler Barlage –  
Community Christian  
Church

**Secretary-Treasurer**

Craig Smith – Mainstreet  
Pizza

**Directors**

Craig Bishop – Firstbank

Bill Brewbaker – Allaby &  
Brewbaker Insurance

Bruce DeLong – Clinton  
County Board of  
Commissioners

Kirk Gartside – Custom  
Embroidery Plus

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**

**Marketing**

Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Kirk Gartside  
Eric Harger  
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  
Eric Harger  
William Jackson  
Dave Mageli

**Executive, Finance,  
Strategic Planning**

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

**CONTACT INFO**

**Executive Director**

Carole M. Field  
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Email: CaroleField@  
DowntownStJohns.org

## DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING MINUTES

**Wednesday, July 18, 2012**

**12 Noon, St. Johns Depot**

(Following meeting of the Principal Shopping District Board)

1. **Call to Order by Chairman William Jackson at 12:50 p.m.** Attendance: Tyler Barlage, Craig Bishop, Laurie Oakwood-Bishop, Bill Brewbaker, Kirk Gartside, Dave Mageli and Craig Smith. Guest in Attendance: Don Thompson-Shaggies and Cindy Warda-City of St. Johns.
2. **Additions to the Agenda.** None.
3. **Approval of Meeting Minutes:** Minutes of June 6, 2012 meeting were reviewed and approved.
4. **Communications:** None
5. **Committee Reports:** None
6. **Old Business:**
  - a. **Banners and Flags tabled last year:** The cost of proposed Banners and US flags for electrical poles on side streets was discussed at the June 6/6/12 meeting and tabled until the new fiscal year 2012-2013. This item was moved to the PSD agenda.
  - b. **Christmas Decorations:**
    - 1) **Wreath Skyline:** Tyler reported that permission had been obtained from Ken Harris and Craig Bishop to put anchors into their buildings (Antiques & Friends at 115 N. Clinton and the former Aaron Baker property at 114 N. Clinton) to hang the 40' traditional wreath skyline across Clinton Avenue. Ken Baker indicated that he would be willing to let us get electricity for the decoration from his building. Tyler will pursue hiring a firm to install the eyelet anchors into the building facades so that a cable can be strung across the street. It must be installed high enough so that once the decoration is strung across it, it is as high off the street as the traffic lights at the M-21/Clinton Ave. intersection are off the street. The decoration weighs 121 lbs., and the wreath (the widest part of the decoration) is 4 feet wide (this is the decoration from Bronners). The anchors into the buildings need to accommodate 121 lbs., plus weight of the cable, plus extra strength for any wind resistance. The anchors will need to be located high enough in such a way as to accommodate for the swag of the cable on which the wreath skyline is strung.
    - 2) **Tree Lights:** Light strings for the trees are being ordered through Gill-Roys. We have ordered the "warm white" clear L.E.D. lights (rather than the clear blue-hued ones).
    - 3) **Second bids will be attempted for the rest of the decorations (12'x16" red bows for 53 planters and giant light with 36" bow for pavilion entrance) to make sure we are happy with the costs. (Our current cost estimates are from Bronners in Frankenmuth.)** Carole will contact Jeff Stephens to see if there is another vendor that supplies decorations to municipalities that he can direct us to.

**Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Train Depot Terminal Building**





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**

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## DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

### DIRECTORS MEETING MINUTES

Wednesday, July 18, 2012

12 Noon, St. Johns Depot

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#### 7. New Business:

- a. Large Clock in the Downtown: Discussion was held about the addition of a large clock, statue gallery, steel archway, trail head information kiosk or other focal point in the Downtown. These suggestions were met with great enthusiasm by the board members. The Marketing Committee agreed to advance this project and forward recommendations to the board.

Meeting adjourned at 1:05 p.m.

**Next Regular PSD/DDA Meeting: First Wednesday of Month at 12 noon, Train Depot Terminal Building**

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	CASH - IMM/PRI ACCT 1289	23,692.62
<b>Total Assets</b>		<b>23,692.62</b>
*** Fund Balance ***		
248-000-390.000	Fund Balance	14,888.78
<b>Total Fund Balance</b>		<b>14,888.78</b>
<b>Beginning Fund Balance</b>		<b>14,888.78</b>
<b>Net of Revenues VS Expenditures</b>		<b>8,803.84</b>
<b>Ending Fund Balance</b>		<b>23,692.62</b>
<b>Total Liabilities And Fund Balance</b>		<b>23,692.62</b>

ACCOUNT DESCRIPTION	2011-12 ORIGINAL BUDGET	2011-12 AMENDED BUDGET	END BALANCE 06/30/2012	ACTIVITY FOR MONTH 06/30/2012	AVAILABLE BALANCE	% BGT USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
Revenues						
Dept 000-REVENUE						
404.000 CURRENT PROPERTY TAX	19,000.00	19,000.00	18,747.66	18,747.66	252.34	98.67
<b>Total Dept 000-REVENUE</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>18,747.66</b>	<b>18,747.66</b>	<b>252.34</b>	<b>98.67</b>
<b>TOTAL Revenues</b>						
Expenditures						
Dept 451-NEW CONSTRUCTION						
734.000 OPERATING SUPPLIES/DPW	0.00	0.00	7,549.82	0.00	(7,549.82)	100.00
818.000 CONTRACTUAL SERVICES	0.00	0.00	2,394.00	0.00	(2,394.00)	100.00
<b>Total Dept 451-NEW CONSTRUCTION</b>	<b>0.00</b>	<b>0.00</b>	<b>9,943.82</b>	<b>0.00</b>	<b>(9,943.82)</b>	<b>100.00</b>
<b>TOTAL Expenditures</b>						
	0.00	0.00	9,943.82	0.00	(9,943.82)	100.00
<b>Fund 248:</b>						
<b>TOTAL REVENUES</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>18,747.66</b>	<b>18,747.66</b>	<b>252.34</b>	<b>98.67</b>
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>9,943.82</b>	<b>0.00</b>	<b>(9,943.82)</b>	<b>100.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>8,803.84</b>	<b>18,747.66</b>	<b>10,196.16</b>	<b>46.34</b>

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2011			248-173-818.000 CONTRACTUAL SERVICES	BEG. BALANCE			0.00
07/01/2012			2012-13 Fiscal Year Begin				0.00
06/30/2012			248-173-818.000	END BALANCE	0.00	0.00	0.00
07/01/2011			248-451-734.000 OPERATING SUPPLIES/DPW	BEG. BALANCE			0.00
05/24/2012	AP	INV	DEPOT STAGE MATERIAL	94089	527.86		527.86
05/24/2012	AP	INV	DEPOT STAGE MATERIAL	97494	246.96		774.82
05/25/2012	AP	INV	DEPOT PAVILION CURTAIN	12282	2,500.00		3,274.82
05/25/2012	AP	INV	BANNER & FLAGS FOR DOWNTOWN	12283	4,275.00		7,549.82
07/01/2012			2012-13 Fiscal Year Begin				0.00
06/30/2012			248-451-734.000	END BALANCE	7,549.82	0.00	7,549.82
07/01/2011			248-451-818.000 CONTRACTUAL SERVICES	BEG. BALANCE			0.00
05/24/2012	AP	INV	FRAMES & TOPS FOR STAGES	27451	2,394.00		2,394.00
07/01/2012			2012-13 Fiscal Year Begin				0.00
06/30/2012			248-451-818.000	END BALANCE	2,394.00	0.00	2,394.00
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					9,943.82		0.00

