



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

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  
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  
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

## DIRECTORS MEETING AGENDA

Wednesday, December 5, 2012

12 Noon, Main Street Cafe

(\*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 November 7, 2012.
- b. \* Approval of Executive Director Salary and Administrative Expenses of \$1,530.
- c. \* City of St. Johns YTD Amended Financial Report as of October 31, 2012

### 4. Communications: None

### 5. Committee Reports:

- a. **Marketing** (Barlage-chair, Bishop, Brewbaker, LaForest, Oakwood-Bishop, Smith)
  - 1) Spicer Group Proposal
- b. **Events** (Gartside-chair, Barlage, Jackson, Oakwood-Bishop, Mageli, Smith)
  - 1) **Christmas Decorating Sub-committee:** (Lisa Kurnz, Beth Russell, Bill Brewbaker)  
Downtown Decoration (skyline)
- c. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Jackson, Mageli)
- d. **Executive/Finance/Strategic Planning** (Jackson-chair, Barlage, DeLong, Mageli, Smith)
- e. **Director's Report.** (Carole Field)
  - 1) \* PSD 2012-2013 Budget

### 6. Old Business:

- a. Donation request from Redwing Band Boosters (\$250 discussed at November meeting)
- b. Santa Parade of Lights 12/7
- c. Christmas Activities 12/11 and 12/13 in the Depot

### 7. New Business:

- a. Bill Clark, Jr. Classic Car Club Show one Sunday per month (3rd?) from May through September at Shaggies involving 15-24 cars and reserved parking for 24 cars in 1st block.
- b. Bob Kudwa assignment to committees
- c. PSD 2013-2014 Budget recommendations
- d. Residential Property Registrations
- e. Park Use Rules and Regulations
- f. City Parks Board recommendation
- g. 2013 PSD Events Calendar

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



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St. Johns Locale

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## DIRECTORS MEETING MINUTES Wednesday, November 7, 2012 12 Noon, Main Street Café

- 1. Call to Order by Chairman Bill Jackson at 12:00 p.m.** Attendance: Tyler Barlage, Craig Bishop, Bill Brewbaker, Kirk Gartside, Dennis LaForest and Craig Smith. Guests in Attendance: Brenda Terpening-Executive Director of the Clinton County Chamber of Commerce, Dave Kudwa-Community Development Director of the City of St. Johns, Beth Russell from Sirens Bar and Greg Teichman-Treasurer of the City of St. Johns.
- 2. Additions to the Agenda.** New Item #7B: St. Johns Community Fund Proposal for Art Contest
- 3. Approval of the Consent Agenda:** Motioned by LaForest, seconded by Bishop, to approve the minutes of the October 3, 2012 meetings, the Executive Director and Administrative expenses for September at \$1530 and the City of St. Johns YTD financial report for the period through September 30, 2012.
- 4. Communications:**
  - a. Request from Clinton County Arts Council for charitable donation:** Letter asking for donation to support the Clinton County Arts Council events and programming in the year 3013 was reviewed and discussed. The board decided to take no action at this time.
  - b. Request from the St. Johns Redwing Band Boosters for charitable donation:** Letter asking for donation to support the Redwing Marching Band students to help cover yearly expenses of maintaining musical instruments and band uniforms, along with providing transportation and meals at special events. Craig Bishop presented a motion to donate \$250 and Kirk Gartside seconded. After much discussion, the motion was passed by a vote of 4 in favor and 3 against.
- 5. Committee Reports:**
  - a. Marketing (Barlage-chair, Bishop, Brewbaker, LaForest, Oakwood-Bishop, Smith)**
    - 1. New Business Incentives:** Committee chair Tyler Barlage presented the Marketing Committee's incentive plan to attract new business to the Downtown. The plan utilizes flexible spending with funds to be awarded for advertising, building improvements, rent, etc dependant upon each qualifiers needs. The incentive program would be advertised in a generic form in the recruitment letter presented to businesses to allow for personalization by the committee upon discussion with each individual prospective new comer to the Downtown. Motion to allocate the sum of \$6,000 from the DDA budget was made by Craig Bishop and seconded by Bill Brewbaker. Motion passed.
    - 2. Landscape Meeting:** A meeting has been scheduled for 11/30/12 at 1:30 p.m. at the Train Depot to discuss amenities in the Downtown and at the Rail Trail Head at the Depot location and included park east of the depot with the Spicer Group.
  - b. Events (Gartside-chair, Barlage, Jackson, Mageli, Oakwood-Bishop, Smith)**
    - 1. Children's Activities in the Depot during December:** The Christmas Decorating Sub-Committee (Lisa Kurnz, Beth Russell and Bill Brewbaker) will be coordinating children's activities at the Depot on Tuesday 12/11 and Thursday 12/13/12. Tuesday evening will offer Christmas cookie decorating with story time from Santa's elves, and Thursday will have Christmas ornament decorating and gift wrapping.

Continued on page -2-

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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**

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Tyler Barlage-Chair  
Craig Bishop  
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Kirk Gartside  
Eric Harger  
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Craig Smith

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## DIRECTORS MEETING MINUTES

Wednesday, November 7, 2012

12:00 Noon, Main Street Café

-Page 2-

- c. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Jackson, Mageli)
  - 1. **Lights for new parking lot:** Dennis LaForest reported quotes were currently being obtained for the installation of lights at the new Spring Street city parking lot.
- d. **Executive/Finance/Strategic Planning** (Jackson-chair, Barlage, DeLong, Mageli, Smith)
  - 1. The committee met and set the board meeting agenda
- e. **Director's Report** (Carole Field)
  - 1. \* Preliminary Farmers Market financial statement presented showing \$1331.50 profit

### 6. Old Business:

- a. **PSD/DDA Board Member Recommendation:** Bill Jackson recommended Dave Kudwa to the PSD/DDA board of directors. Motion made by Dennis LaForest to nominate Mr. Kudwa, which was seconded by Tyler Barlage. Motion passed, and Carole will present the PSD/DDA recommendation to the City Commissioners for review and hopefully approval.

### 7. New Business:

- a. **Vietnam Legacy Ride:** Doran Jaffas from the Vietnam Legacy Ride has contacted the PSD asking if the City if St. Johns would like the ride to drive through Downtown St. Johns without stopping on 8/4/2013. The board discussed at length, and would welcome the motorcycle group ride if they entered Downtown from Railroad Street off of M21 and then turned north on Clinton Avenue passing the Veterans Memorial.. Accommodations would have to be made for an event permit and coordination would need to be made with the Police Department to allow for running the stop sign on the NE corner of Railroad Street and Clinton Avenue. Dennis LaForest motioned and Kirk Gartside seconded the recommendation to invite the Legacy Ride; motion passed. Carole will contact Doran Jaffas.
- b. **Budget:** Concerns were raised by board members about authorizing expenses not previously budgeted during board meetings. The \$250 authorized during today's meeting was cited as an example, and City Treasurer Greg Teichman stated funds were not included in the 2012-2013 PSD budget to allow for miscellaneous expenses such as donations (only funds for miscellaneous expenses categorized as "Downtown Reinvestment" were allocated). A motion was made to amend the PSD beginning year fund balance to allow for the \$250 St. Johns Redwing Band donation and passed. The board requested Carole to present greater details involving the budget and estimated expenses during the December meeting.

Meeting adjourned at 12:45 p.m.

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## EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES

**November 2012**

<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>

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

<b>REVENUE</b>			<u>Oct-12</u>	<u>YTD</u>
681.000.665.000	Interest Earned/Investments	Interest		
681.000.671.007	Farmers Market	2012 Farmer's Market (Vendor Fees)		1,000.00
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>12,187.00</b>
681.000.672.006	Downtown Business District	YTD Assessment	<b>1,333.41</b>	23,291.44
		<b>TOTAL REVENUE:</b>	<b>1,333.41</b>	<b>35,478.44</b>

<b>EXPENSES</b>			<u>Oct-12</u>	<u>YTD</u>
681.173.751.001	Farmers Market		<u>(295.00)</u>	(125.50)
681.173.751.004	Summerfest 2012			(192.00)
681.173.751.003	Mint Festival 2012		<u>179.05</u>	7,213.38
681.173.751.002	Car Shows (US 27 Motor Tour)			1,065.00
681.173.751.007	Santa Parade 2012			
		<b>ADVERTISING</b>	<b>(115.95)</b>	<b>7,960.88</b>

			<u>Sep-12</u>	<u>YTD</u>
681.173.818.040	Downtown Improvement	Tree Lights		
681.173.818.040	Downtown Improvement	Christmas Ornaments for Evergreens		
681.173.818.040	Downtown Improvement	Evergreens & Kissing Balls		
681.173.818.040	Downtown Improvement	Halogen Spike Lights (bulb replacements)		
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	2010 XM Satellite Radio (10/12/10-10/12/11)		
681.173.956.000	Miscellaneous	ASCAP License Fee (1/1/12-12/31/12)		
681.173.956.000	Miscellaneous	BMI Broadcasting Fee (7/1/12-16/30/13)		
		<b>DOWNTOWN IMPROVEMENTS</b>	<b>-</b>	<b>-</b>
		<b>Sub-Total for Promotion (Advertising + Improvements)</b>		<b>7,960.88</b>

			<u>Oct-12</u>	<u>YTD</u>
681.173.729.000	Postage	Postage (USPS stamps + Mailchimp email)	<u>30.00</u>	90.00
681.173.730.000	Office Supplies/Adm	Office Supplies		
681.173.853.004	Monthly & Long Distance	Phone (Long Distance) \$28.34/mo	<u>28.38</u>	113.52
681.173.826.086	Audit Fees	Audit Fees		
681.173.818.000	Contractual Services	Executive Director Salary	<u>1,500.00</u>	6,000.00
681.173.818.000	Contractual Services	Website Design & Maintenance	<u>165.00</u>	495.00
681.173.956.000	Miscellaneous	2010 XM Satellite Radio (10/12/12-10/11/13)	<u>133.63</u>	133.63
		<b>ADMINISTRATIVE</b>	<b>1,857.01</b>	<b>6,832.15</b>
		<b>TOTAL EXPENSES:</b>	<b>1,741.06</b>	<b>14,793.03</b>

<b>Excess of Revenue</b>	<b>20,685.41</b>
<b>Fund Balance beginning of year</b>	<b>18,774.10</b>
<b>Fund Balance, end of period</b>	<b>39,459.51</b>

**City of St. Johns**

**Principal Shopping District**

**BALANCE SHEET**

For the Fiscal Period July 01, 2012 to October 31, 2012

<b>ASSETS</b>		<b>LIABILITIES AND FUND BALANCE</b>	
Cash	\$ 36,927.77	<b>LIABILITIES</b>	
Due from General Fund	\$ 1,198.33	Accounts payable	\$ -
Prepaid Expense	\$ -	Due to General Fund	\$ -
Due from Current Tax	\$ 1,333.41	<b>TOTAL LIABILITIES:</b>	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ 39,459.51</b>	<b>FUND BALANCE:</b>	\$ 39,459.51
		<b>TOTAL LIABILITIES AND FUND BALANCE:</b>	<b>\$ 39,459.51</b>

City of St. Johns

Principal Shopping District

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

For the Fiscal Period July 01, 2012 to October 31, 2012

	Budget	Oct	YTD Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Special assessments	\$ 25,880.00	\$ 1,333.41	\$ 23,291.44	\$ (2,588.56)
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	\$ -	\$ 1,000.00	\$ (100.00)
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>\$ 1,333.41</b>	<b>\$ 35,478.44</b>	<b>\$ (16,521.56)</b>
<b>EXPENDITURES</b>				
Postage	\$ 400.00	\$ 30.00	\$ 90.00	\$ 310.00
Office Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00
Farmer's Market	\$ 600.00	\$ (295.00)	\$ (125.50)	\$ 725.50
Car Shows	\$ 1,970.00	\$ -	\$ 1,065.00	\$ 905.00
Mint Festival	\$ 9,700.00	\$ 179.05	\$ 7,213.38	\$ 2,486.62
Summerfest	\$ 4,800.00	\$ -	\$ (192.00)	\$ 4,992.00
Santa Parade	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Website	\$ 1,980.00	\$ -	\$ -	\$ 1,980.00
Contracted services (Administration)	\$ 18,000.00	\$ 1,665.00	\$ 6,495.00	\$ 11,505.00
Downtown Improvement	\$ 9,950.00	\$ -	\$ -	\$ 9,950.00
Audit Fees	\$ 200.00	\$ -	\$ -	\$ 200.00
Monthly & Long Distance Service	\$ 500.00	\$ 28.38	\$ 113.52	\$ 386.48
Print & Publishing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Miscellaneous	\$ -	\$ 133.63	\$ 133.63	\$ (133.63)
<b>TOTAL EXPENDITURES:</b>	<b>\$ 52,000.00</b>	<b>\$ 1,741.06</b>	<b>\$ 14,793.03</b>	<b>\$ 37,206.97</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:</b>	<b>\$ -</b>	<b>\$ (407.65)</b>	<b>\$ 20,685.41</b>	<b>\$ 20,685.41</b>
Fund balance, beginning of year	\$ 18,774.10	\$ 18,774.10	\$ 18,774.10	
Fund balance, end of period	\$ 18,774.10	\$ 18,774.10	\$ 39,459.51	

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2012			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)
10/31/2012			681-000-671.007		0.00	1,000.00	(1,000.00)
07/01/2012			681-000-671.018 MINT FESTIVAL				0.00
08/13/2012	CR	RCPT	GENERAL RECEIPT 08/13/2012			11,187.00	(11,187.00)
10/31/2012			681-000-671.018		0.00	11,187.00	(11,187.00)
07/01/2012			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	15,958.15	(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)
10/31/2012			681-000-672.006		0.00	23,291.44	(23,291.44)
07/01/2012			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
10/31/2012			681-173-729.000			0.00	90.00
07/01/2012			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)
10/31/2012			681-173-751.001		169.50	295.00	(125.50)
07/01/2012			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 FOSTERS		33526	65.00	1,065.00
10/31/2012			681-173-751.002		1,065.00	0.00	1,065.00
07/01/2012			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	7,955.50
08/09/2012	AP	INV	T-SHIRTS - VOLUNTEER			21687	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			1,666.50	8,646.50
08/20/2012	AP	VOID	Void Invoice 128222 02-13-0135			2,191.00	2,191.00
08/20/2012	AP	VOID	Void Invoice MINT FEST 2012 02-19-03			1,491.00	1,666.00
08/20/2012	AP	INV	MINT FEST 2012 CANCELLATION FEE			175.00	1,491.00
08/20/2012	AP	INV	MINT FEST 2012			2,624.00	1,666.00
08/20/2012	AP	INV	MINT FEST 2012			500.00	4,290.00
08/20/2012	AP	INV	MINT FEST 2012			528689	4,790.00
09/06/2012	AP	INV	CAR SHOW MINT FEST 2012		24338	77.85	5,642.00
09/06/2012	AP	INV	MINT FEST 2012 ADS			356.00	5,719.85
09/06/2012	AP	INV	CABLE TIES		2112266031	6,075.85	6,075.85
09/06/2012	AP	INV	CABLE TIES			17.07	6,092.92
09/06/2012	AP	INV	CABLE TIES			11.38	6,104.30
09/06/2012	AP	INV	CABLE TIES, LIGHT BULBS			10.99	6,115.29
09/07/2012	AP	INV	MINT FEST 2012			40.99	6,156.28
09/13/2012	AP	INV	MINT FEST 2012			195.67	6,351.95
09/13/2012	AP	INV	MINT FEST 2012, DBLE PYMT CREDIT			365.00	6,716.95
09/20/2012	AP	INV	EXPENSES 08/12			79.88	6,796.83
09/20/2012	AP	INV	MINT FEST ADS			237.50	7,034.33
10/31/2012			MINT FEST SUPPLIES		179.05	7,213.38	7,213.38
10/31/2012			681-173-751.003		15,718.88	8,505.50	7,213.38



Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/01/2012	AP	INV	681-173-751.004 SUMMER EST				0.00
09/13/2012	AP	INV	MINT EST 2012, DBLE PYMT CREDIT	2112224989		192.00	(192.00)
10/31/2012			681-173-751.004	END BALANCE	0.00	192.00	(192.00)
07/01/2012			681-173-818.000 CONTRACTUAL SERVICES				0.00
07/03/2012	AP	INV	EXECUTIVE SALARY 07/12	07/2012			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			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
10/31/2012			681-173-818.000	END BALANCE	6,495.00	0.00	6,495.00
07/01/2012			681-173-853.004 MONTHLY & LONG DISTANCE SERV				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
10/31/2012			681-173-853.004	END BALANCE	113.52	0.00	113.52
07/01/2012			681-173-956.000 MISCELLANEOUS				0.00
10/25/2012	AP	INV	DOWNTOWN RADIO RENEWAL	X-872586144	133.63		133.63
10/31/2012			681-173-956.000	END BALANCE	133.63	0.00	133.63
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					23,785.53	44,470.94	(20,685.41)

ACCOUNT DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 10/31/2012	ACTIVITY FOR MONTH 10/31/2012	AVAILABLE BALANCE	% BDCY USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000-REVENUE						
404.000 CURRENT PROPERTY TAX	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 000-REVENUE	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
TOTAL Revenues	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
Expenditures						
Dept 451-NEW CONSTRUCTION						
734.000 OPERATING SUPPLIES/DPW	0.00	0.00	2,929.94	0.00	(2,929.94)	100.00
818.000 CONTRACTUAL SERVICES	10,000.00	10,000.00	1,527.04	829.04	8,472.96	15.27
Total Dept 451-NEW CONSTRUCTION	10,000.00	10,000.00	4,456.98	829.04	5,543.02	44.57
TOTAL Expenditures	10,000.00	10,000.00	4,456.98	829.04	5,543.02	44.57
Fund 248:						
TOTAL REVENUES	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
TOTAL EXPENDITURES	10,000.00	10,000.00	4,456.98	829.04	5,543.02	44.57
NET OF REVENUES & EXPENDITURES	9,000.00	9,000.00	(4,456.98)	(829.04)	13,456.98	(49.52)

BALANCE SHEET FOR CITY OF ST. JOHNS

Period Ending 10/31/2012

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number Description Balance

248-000-002.000 CASH - IMM/PRI ACCT 1289 22,760.64  
 \*\*\* Assets \*\*\*  
 Total Assets 22,760.64

248-000-390.000 Fund Balance 14,888.78  
 \*\*\* Fund Balance \*\*\*

Total Fund Balance 14,888.78  
 Beginning Fund Balance - 11-12 14,888.78  
 Net of Revenues VS Expenditures - 11-12 12,328.84  
 \*11-12 End FB/12-13 Beg FB 27,217.62  
 Net of Revenues VS Expenditures - Current Year (4,456.98)  
 Ending Fund Balance 22,760.64  
 Total Liabilities And Fund Balance 22,760.64

\* Year Not Closed

User: GFDICM  
DB: City Of St Johns

FROM 248-000-404.000 TO 248-451-818.000  
TRANSACTIONS FROM 07/01/2012 TO 10/31/2012

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2012			248-451-734.000 OPERATING SUPPLIES/PPW				0.00
09/06/2012	AP	INV	PSD - CHRISTMAS LIGHTS	1208-995792	3,398.75		3,398.75
09/06/2012	AP	INV	DISCOUNT 08/12	DISCOUNT 08/12		468.81	2,929.94
10/31/2012			248-451-734.000	END BALANCE	3,398.75	468.81	2,929.94
07/01/2012			248-451-818.000 CONTRACTUAL SERVICES				0.00
09/07/2012	AP	INV	PSD - CHRISTMAS HOLIDAY SKYLINE	50% DOWN PYMT	698.00		698.00
10/18/2012	AP	INV	DDA - REMAINING PORTION OF SKYLINE	34504	829.04		1,527.04
10/31/2012			248-451-818.000	END BALANCE	1,527.04	0.00	1,527.04

TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY 4,925.79 468.81 4,456.98

November 16, 2012

Dennis LaForest  
City of St. Johns  
100 East State Street, Suite 1100  
P.O. Box 477  
St. Johns, MI 48879-0477

RE: Downtown Area/Rail Trail Connection Conceptual Plan  
City of St. Johns, Clinton County, Michigan  
Letter Agreement for Professional Services

Dennis:

I enjoyed our conversation regarding a plan for integrating the new rail trail corridor with your Downtown. Your group came across as highly motivated and sincere with their ambitions. We welcome this opportunity to work with you on this endeavor.

#### **PROJECT BACKGROUND**

The City of St. Johns will soon have a new rail trail. The rail trail traverses through the City at the north end of the Downtown area. It is for this area that they City would like to develop a plan. The goal for this area, is to create a place that's interesting, something that can draw people in to the community, a destination spot, a focal point of the City where people can interact. Some of the ideas discussed regarding the area include creating a theme, an agricultural exhibit area, a potential water element, wayfinding signs, an extension of the Veterans Memorial, iron entry gateways and an antique tractor show area.

In the end, the Principle Shopping District (PSD) and Downtown Development Authority (DDA) group would like to develop a conceptual plan of the area where the rail trail goes through the Downtown area. This plan will allow for the group to continually work towards the end goal of accomplishing the conceptual plans' vision. The conceptual plan would identify locations for proposed improvements.

The following scope of work lists the proposed steps to complete this plan.

#### **SCOPE OF WORK**

1. Spicer Group will meet with the PSD/DDA group and further discuss the goals at the area. At this time we will



also walk the area in an effort to better understand the existing components and physical improvements. We will also seek the most recent high quality aerial photography of downtown St. Johns from you or the County. We plan to use the aerial image as a base map.

2. We will then begin to develop a plan and layout of proposed area improvements and amenities. These improvements *may* include city gateways, wayfinding components, Veterans Memorial components, a water feature, an exhibit area and more.



3. Once an initial draft layout is development, we will schedule a second meeting with the PSD/DDA group to review our initial ideas. At this meeting, we will discuss the plans layout and proposed elements. We will seek feedback from the group's members.
4. After the second meeting we will revise the conceptual plan based upon what we heard. We will further develop the plan with potential downtown connector features and enhancements.
5. We will schedule a third meeting with the PSD/DDA group. At this meeting, we will review the draft

conceptual plan in an effort to make sure we captured the desired elements on our plan. We will discuss the next steps and discuss a variety of ways to share the vision with the community.

6. Spicer Group will then complete the area concept plan and provide the City of St. Johns twenty (20) color, 11" x 17"copies and two (2) color, 24" x 36" laminated foam core display boards of the plan and a digital version of the concept plan.

#### **PROPOSED FEE**

Spicer Group shall provide the above listed work for a lump sum fee of \$7,800.

The fee is a lump sum so the amount of the invoices will be based on our estimate of the proportion of work completed during the billing period. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.



We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,

**Shawn P. Middleton, P.E.**  
Senior Project Manager / Principal

**Robert R. Eggers, AICP**  
Senior Planner / Principal  
**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5568  
Fax: (989) 754-4440  
mailto: [robe@spicergroup.com](mailto:robe@spicergroup.com)

Cc: SGI File P012478P2012  
ALM, Acctg.

Q:\Proj2012\P012478P2012-St. Johns Downtown Rail Trail Concept\Proposal\LA\_StJohns\_111612.doc

\_\_\_\_\_  
Above proposal accepted and approved by Owner.

**CITY OF ST. JOHNS**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Date: \_\_\_\_\_



Downtown St. Johns, Michigan

# Mint City USA

*Principal Shopping District and Downtown Development Authority*

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

**BOARD OF DIRECTORS  
2011 - 2012**

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

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

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

**Directors**  
Aaron Baker – Harr's  
Jewelry

Craig Bishop – Firstbank

Eugene Bellingar – Katren  
Industries

Bill Brewbaker – Allaby &  
Brewbaker Insurance

Bruce DeLong – Clinton  
County Board of  
Commissioners

Eric Harger – Trinity  
Engineering and  
Surveying Services

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

**COMMITTEES**

**Marketing**  
Tyler Barlage-Chair  
Craig Bishop  
Bill Brewbaker  
Eric Harger  
Dennis LaForest  
Laurie Oakwood-Bishop  
Craig Smith

**Events**  
Dave Mageli-Chair  
Tyler Barlage  
William Jackson  
Laurie Oakwood-Bishop  
Craig Smith

**Security, Parking  
and Maintenance**  
Dennis LaForest-Chair  
Aaron Baker  
Eugene Bellingar  
Bill Brewbaker  
Eric Harger  
William Jackson

**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 PRINCIPAL SHOPPING DISTRICT BOARD BUDGET Fiscal Year July 1, 2012 to June 30, 2013

**REVENUE**

25,880	Special Assessment
20	Interest Earned
1,100	Farmers Market 2012
15,000	Mint Festival 2012
4,000	Summerfest 2013
-	Contra-Donation/Private Sources
5,000	Corporate Sponsors 2013
1,000	Transfer from City General Revenue

**TOTAL REVENUE**

**\$ 52,000**

**EXPENSES**

400	Postage
400	Office Supplies
600	Farmers Market 2012
9,700	Mint Festival 2012
1,970	U27 Motor Tour 2012
2,000	Santa Parade of Lights 2012
4,800	Summerfest 2013
18,000	Executive Director Salary
500	Phone
200	Audit Fees
1,500	Print & Publishing (Brochure)
1,980	Website
9,950	Downtown Reinvestment
4,450	Downtown Planters
500	Downtown Music
2,000	Christmas (Decorations)
1,000	Christmas (Install)
2,000	Miscellaneous

**TOTAL EXPENSES**

**\$ 52,000**





*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

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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

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

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Bill Brewbaker  
Kirk Gartside  
Dennis LaForest  
Laurie Oakwood-Bishop  
Craig Smith

**Events**

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William Jackson  
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Craig Smith

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**and Maintenance**  
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Strategic Planning**

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**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
DIRECTORS MEETING AGENDA  
Wednesday, December 5, 2012  
12 Noon, Main Street Cafe**

(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 November 7, 2012**
- 4. Communications: None**
  - a. Marketing** (Barlage-chair, Bishop, Brewbaker, 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, Mageli)
- 5. Old Business: \* DDA financial statement for the period ending October 31, 2012**
- 6. New Business: 2013-2014 Budget recommendations**

**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

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Bruce DeLong – Clinton  
County Board of  
Commissioners

Kirk Gartside – Custom  
Embroidery Plus

Dennis LaForest – City of  
St. Johns, Michigan

Dave Mageli – Account  
Receivable Solutions

Laurie Oakwood-Bishop –  
St. Johns Locale

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Bill Brewbaker  
William Jackson  
Dave Mageli

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**Strategic Planning**  
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Bruce DeLong  
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**CONTACT INFO**

**Executive Director**

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DowntownStJohns.org

## DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

### DIRECTORS MEETING MINUTES

**Wednesday, November 7, 2012**

**12 Noon, Main Street Cafe**

(Following meeting of the Principal Shopping District Board)

1. **Call to Order by Chairman Bill Jackson at 12:45 p.m.** Attendance: Tyler Barlage, Craig Bishop, Bill Brewbaker, Kirk Gartside, Dennis LaForest and Craig Smith. Guests in Attendance: Brenda Terpening-Executive Director of the Clinton County Chamber of Commerce, Dave Kudwa-Community Development Director of the City of St. Johns, Beth Russell from Sirens Bar and Greg Teichman-Treasurer of the City of St. Johns.
2. **Additions to the Agenda.** None
3. **Approval of Meeting Minutes:** Minutes of October 5, 2012 meeting were reviewed and approved. The City of St. Johns YTD amended financial report of the DDA for the period through October 31, 2012 was reviewed and discussed.
4. **Communications:** None
5. **Committee Reports:** None
6. **Old Business:** Sidewalks: Dennis LaForest reported that the City has raised 26 sections of sidewalks at the cost of \$800 during the month of October. The sidewalks repaired were the ones noted during October's meeting located on the east side of the first block of Clinton Avenue. Remaining areas will be evaluated by the City in the spring, but Mr. LaForest asked for immediate notification if anyone noticed any area of sidewalk elevated 2" above the adjacent sidewalk. He also stated the City does not wish to be reimbursed for any portion of this \$800 spent; rather preferring the DDA consider assisting with the cost of street lights in the new Spring Street parking lot.
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**

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-002.000	CASH - IMM/PRI ACCT 1289	22,760.64
<b>Total Assets</b>		<b>22,760.64</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 - 11-12</b>		<b>14,888.78</b>
<b>Net of Revenues VS Expenditures - 11-12</b>		<b>12,328.84</b>
<b>*11-12 End FB/12-13 Beg FB</b>		<b>27,217.62</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(4,456.98)</b>
<b>Ending Fund Balance</b>		<b>22,760.64</b>
<b>Total Liabilities And Fund Balance</b>		<b>22,760.64</b>

\* Year Not Closed

CASH = \$ 22,760.64  
+ Recapture \$ 11,925.81  

---

ADJUSTED CASH \$ 34,686.45

PERIOD ENDING 10/31/2012

ACCOUNT DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 10/31/2012	ACTIVITY FOR MONTH 10/31/2012	AVAILABLE BALANCE	% BDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000-REVENUE						
404.000 CURRENT PROPERTY TAX	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 000-REVENUE	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
TOTAL Revenues	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
Expenditures						
Dept 451-NEW CONSTRUCTION						
734.000 OPERATING SUPPLIES/DPW	0.00	0.00	2,929.94	0.00	(2,929.94)	100.00
818.000 CONTRACTUAL SERVICES	10,000.00	10,000.00	1,527.04	829.04	8,472.96	15.27
Total Dept 451-NEW CONSTRUCTION	10,000.00	10,000.00	4,456.98	829.04	5,543.02	44.57
TOTAL Expenditures	10,000.00	10,000.00	4,456.98	829.04	5,543.02	44.57
Fund 248:						
TOTAL REVENUES	19,000.00	19,000.00	0.00	0.00	19,000.00	0.00
TOTAL EXPENDITURES	10,000.00	10,000.00	4,456.98	829.04	5,543.02	44.57
NET OF REVENUES & EXPENDITURES	9,000.00	9,000.00	(4,456.98)	(829.04)	13,456.98	(49.52)

*Recaptured Taxes = \$ 11,925.81 as of 31, 2012*

*11,925.81*

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2012			248-451-734.000 OPERATING SUPPLIES/DPW		BEG. BALANCE		0.00
09/06/2012	AP	INV	PSD - CHRISTMAS LIGHTS	1208-995792	3,398.75	468.81	3,398.75
09/06/2012	AP	INV	DISCOUNT 08/12	DISCOUNT 08/12			2,929.94
10/31/2012			248-451-734.000	END BALANCE	3,398.75	468.81	2,929.94
07/01/2012			248-451-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
09/07/2012	AP	INV	PSD - CHRISTMAS HOLIDAY SKYLINE		50% DOWN PYMT		698.00
10/18/2012	AP	INV	DDA - REMAINING PORTION OF SKYLINE		34504		829.04
10/31/2012			248-451-818.000	END BALANCE	1,527.04	0.00	1,527.04

TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY 4,925.79 468.81 4,456.98

User: GTEICHM  
 DB: City Of St John

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY  
 Calculations as of '03/31/2012

GL NUMBER	DESCRIPTION	11-12 AMENDED BUDGET	11-12 ACTIVITY THRU 03/31/12	12-13 REQUESTED BUDGET
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<b>ESTIMATED REVENUES</b>				
Dept 000-REVENUE	CURRENT PROPERTY TAX	19,000.00	0.00	19,000.00
248-000-404.000				
Totals for dept 000-REVENUE		19,000.00	0.00	19,000.00

<b>APPROPRIATIONS</b>				
Dept 451-NEW CONSTRUCTION	CONTRACTUAL SERVICES	0.00	0.00	10,000.00
248-451-818.000				
Totals for dept 451-NEW CONSTRUCTION		0.00	0.00	10,000.00

TOTAL ESTIMATED REVENUES		19,000.00	0.00	19,000.00
TOTAL APPROPRIATIONS		0.00	0.00	10,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 248		19,000.00	0.00	9,000.00