



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, September 12, 2012**

**12 Noon, St. Johns Depot**

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

**4. Communications: None.**

**5. Committee Reports:**

- a. **Marketing** (Barlage-chair, Bishop, Brewbaker, LaForest, Oakwood-Bishop, Smith)
  - 1) New Business Incentives
  - 2) Update Inventory of Buildings to Solicit Tenants
- b. **Events** (Gartside-chair, Barlage, Jackson, Oakwood-Bishop, Mageli, Smith)
  - 1) Increase events to include something in Spring and October?
- 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) \* Amended Mint Festival Financial Statement

**6. Old Business:**

- a. Mint Festival
  - 1) Mint Festival to 1 day with car show Saturday afternoon?
- b. US27 Motor Tour
  - 1) Continue next year?

**7. New Business:**

- a. Santa Parade of Lights
- b. Street Decorations with Builders Club Saturday November 10
- c. Christmas Decorating Sub-Committee (Lisa Kurncz and Beth Russell of Sirens Bar and Bill Brewbaker of Allaby and Brewbaker). Discussion was had during the January 2012 marketing committee meeting of decorating the train depot as a Christmas Candy Land to allow Santa to pose for pictures with children after the parade and perhaps showing a Christmas themed movie in the pavilion with propane heat lamps
- d. PSD/DDA Meeting Location
- e. Executive Director Meeting

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



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### 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

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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](mailto:CaroleField@DowntownStJohns.org)

## DIRECTORS MEETING MINUTES

Wednesday, August 1, 2012

12 Noon, St. Johns Depot

1. **Call to Order by Chairman Bill Jackson at 12:20 p.m.** Attendance: Tyler Barlage, Craig Bishop, Laurie Oakwood-Bishop, Bill Brewbaker, Kirk Gartside, Dennis LaForest, Dave Mageli and Craig Smith. Guests in Attendance: Don Thompson from Shaggies and Beth Russell from Sirens Bar.
2. **Additions to the Agenda.** None
3. **Approval of the Consent Agenda:** Motioned by LaForest, seconded by Barlage, to approve the minutes of the July 18, 2012 meetings, the Executive Director and Administrative expenses for July at \$1530.00 and the City of St. Johns YTD financial report accompanied by the detailed PSD financial report for the period through June 30, 2012.
4. **Communications:** None
5. **Committee Reports:**
  - a. **Marketing** (Barlage-chair, Bishop, Brewbaker, LaForest, Oakwood-Bishop, Smith)
  - b. **Events** (Gartside-chair, Barlage, Jackson, Mageli, Oakwood-Bishop, Smith)
  - c. **Security, Parking, Maintenance** (LaForest-chair, Brewbaker, Jackson, Mageli)
  - 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)
6. **Old Business:**
  - a. Veterans Memorial listing on website: Mageli motioned and Oakwood-Bishop seconded adding the names of the Veterans listed at the Veterans Memorial to the [www.DowntownStJohns.org](http://www.DowntownStJohns.org) website. Motion passed with the timeline for completion by the end of September.
7. **New Business:**
  - a. **Mint Festival**
    - 1) Volunteers: Numerous board members reiterated their time commitments to work the Mint Festival on Friday or Saturday night. Kirk Gartside has been in contact with several school groups and booster organizations and will know by day's end which group will be volunteering to serve beer on Saturday night. Motioned by Mageli and seconded by Bishop to offer which ever non-profit group that volunteers \$100 per hour worked; motion passed.
    - 2) \* Timeline for preparation was reviewed
    - 3) Car Show entry fees: Board agreed entry fee of \$10 per car (same as previous years)
    - 4) Volunteer T-Shirts: Kirk Gartside will have shirts for the volunteers
    - 5) Board decided minimal tables should be rented so more standing room available within pavilion. Also wishes to set up PSD tent for additional covering in case of bad weather.
  - b. **US27 Motor Tour**
    - 1) Volunteers: Several board members reiterated time commitment to help with event
    - 2) \* Timeline for preparation was reviewed
    - 3) T-Shirts: Discussion was held regarding give away of T-Shirts to participants like last year and decided NOT to offer T-Shirts.

Meeting adjourned at 12:50 p.m.

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**EXECUTIVE DIRECTOR and ADMINISTRATIVE EXPENSES**

**August 2012**

Walmart – Tickets, Lanterns, Batteries, Laminating Sheets \$ 79.88

<b>Total Supplies</b>	<b>\$ 79.88</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>\$ 1,609.88</b>
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# City of St. Johns

## Downtown Management Board

### BALANCE SHEET

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

#### ASSETS

Cash	\$	7,883.89
Due from General Fund	\$	1,600.00
Prepaid Expense	\$	-
Due from Current Tax	\$	6,105.88
<b>TOTAL ASSETS:</b>	<b>\$</b>	<b><u>15,589.77</u></b>

#### LIABILITIES AND FUND BALANCE

##### LIABILITIES

Accounts payable	\$	792.00
Due to General Fund	\$	-
<b>TOTAL LIABILITIES:</b>	<b>\$</b>	<b><u>792.00</u></b>

<b>FUND BALANCE:</b>	<b>\$</b>	<b><u>14,797.77</u></b>
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<b>TOTAL LIABILITIES AND FUND BALANCE:</b>	<b>\$</b>	<b><u>15,589.77</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, 2012 to July 31, 2012

	Budget	July	YTD Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Special assessments	\$ 25,880.00	\$ 6,105.88	\$ 6,105.88	\$ (19,774.12)
Interest	\$ 20.00		\$ -	\$ (20.00)
Miscellaneous	\$ -		\$ -	\$ -
Summerfest	\$ 4,000.00	\$ -	\$ -	\$ (4,000.00)
Mint Festival	\$ 15,000.00		\$ -	\$ (15,000.00)
Farmer's Market	\$ 1,100.00	\$ -	\$ -	\$ (1,100.00)
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>\$ 6,105.88</b>	<b>\$ 6,105.88</b>	<b>\$ (45,894.12)</b>
<b>EXPENDITURES</b>				
Postage	\$ 400.00	\$ -	\$ -	\$ 400.00
Office Supplies	\$ 400.00	\$ -	\$ -	\$ 400.00
Farmer's Market	\$ 600.00	\$ -	\$ -	\$ 600.00
Car Shows	\$ 1,970.00	\$ 1,000.00	\$ 1,000.00	\$ 970.00
Mint Festival	\$ 9,700.00	\$ 7,955.50	\$ 7,955.50	\$ 1,744.50
Summerfest	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00
Vietnam Legacy Ride	\$ -	\$ -	\$ -	\$ -
Santa Parade	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Website	\$ 1,980.00		\$ -	\$ 1,980.00
Contracted services (Administration)	\$ 18,000.00	\$ 1,500.00	\$ 1,500.00	\$ 16,500.00
Downtown Improvement	\$ 9,950.00	\$ -	\$ -	\$ 9,950.00
Audit Fees	\$ 200.00	\$ -	\$ -	\$ 200.00
Monthly & Long Distance Service	\$ 500.00	\$ 28.38	\$ 28.38	\$ 471.62
Promotions	\$ -		\$ -	\$ -
Print & Publishing	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES:</b>	<b>\$ 52,000.00</b>	<b>\$ 10,483.88</b>	<b>\$ 10,483.88</b>	<b>\$ 41,516.12</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES:</b>	<b>\$ -</b>	<b>\$ (4,378.00)</b>	<b>\$ (4,378.00)</b>	<b>\$ (4,378.00)</b>
<b>Fund balance, beginning of year</b>	<b>\$ 19,175.77</b>		<b>\$ 19,175.77</b>	
<b>Fund balance, end of period</b>	<b>\$ 19,175.77</b>		<b>\$ 14,797.77</b>	

Fund 681 PRINCIPAL SHOPPING DISTRICT

GL Number	Description	Balance
*** Assets ***		
681-000-002.000	CASH - IMM/PRI ACCT 1289	7,883.89
681-000-084.001	DUE FROM GENERAL FUND	1,600.00
681-000-084.015	DUE FROM CURRENT TAX COLLECT	6,105.88
<b>Total Assets</b>		<b>15,589.77</b>
*** Liabilities ***		
681-000-202.000	ACCOUNTS PAYABLE	792.00
<b>Total Liabilities</b>		<b>792.00</b>
*** Fund Balance ***		
681-000-390.000	Fund Balance	12,185.83
<b>Total Fund Balance</b>		<b>12,185.83</b>
<b>Beginning Fund Balance - 11-12</b>		<b>12,185.83</b>
<b>Net of Revenues VS Expenditures - 11-12</b>		<b>6,989.94</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(4,378.00)</b>
<b>Ending Fund Balance</b>		<b>14,797.77</b>
<b>Total Liabilities And Fund Balance</b>		<b>15,589.77</b>

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 07/31/2012	ACTIVITY FOR MONTH 07/31/2012	AVAILABLE BALANCE	% BDCY USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT						
Revenues						
Dept 000-REVENUE						
665.000 INTEREST EARNED/INVESTMENTS	20.00	20.00	0.00	0.00	20.00	0.00
671.007 FARMERS' MARKET	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
671.008 SUMMERFEST	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
671.018 MINT FESTIVAL	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
672.006 DOWNTOWN BUSINESS DISTRICT	25,880.00	25,880.00	6,105.88	6,105.88	19,774.12	23.59
675.005 CORPORATE SPONSORS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
699.035 TRANSFER FROM GENERAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000-REVENUE	52,000.00	52,000.00	6,105.88	6,105.88	45,894.12	11.74
TOTAL Revenues	52,000.00	52,000.00	6,105.88	6,105.88	45,894.12	11.74
Expenditures						
Dept 173-ADMINISTRATION DEPARTMENT						
729.000 POSTAGE	400.00	400.00	0.00	0.00	400.00	0.00
730.000 OFFICE SUPPLIES/ADM	400.00	400.00	0.00	0.00	400.00	0.00
751.001 FARMERS' MARKET	600.00	600.00	0.00	0.00	600.00	0.00
751.002 CAR SHOWS	1,970.00	1,970.00	1,000.00	970.00	970.00	50.76
751.003 MINT FESTIVAL	9,700.00	9,700.00	7,955.50	7,955.50	1,744.50	82.02
751.004 SUMMER FEST	4,800.00	4,800.00	0.00	0.00	4,800.00	0.00
751.007 SANTA PARADE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
814.002 WEBSITE	1,980.00	1,980.00	0.00	0.00	1,980.00	0.00
818.000 CONTRACTUAL SERVICES	18,000.00	18,000.00	1,500.00	1,500.00	16,500.00	8.33
818.040 DOWNTOWN IMPROVEMENT	9,950.00	9,950.00	0.00	0.00	9,950.00	0.00
826.086 AUDIT FEES	200.00	200.00	0.00	0.00	200.00	0.00
853.004 MONTHLY & LONG DISTANCE SERV	500.00	500.00	28.38	28.38	471.62	5.68
900.000 PRINT AND PUBLISHING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 173-ADMINISTRATION DEPARTMENT	52,000.00	52,000.00	10,483.88	10,483.88	41,516.12	20.16
TOTAL Expenditures	52,000.00	52,000.00	10,483.88	10,483.88	41,516.12	20.16
Fund 681:						
TOTAL REVENUES	52,000.00	52,000.00	6,105.88	6,105.88	45,894.12	11.74
TOTAL EXPENDITURES	52,000.00	52,000.00	10,483.88	10,483.88	41,516.12	20.16
NET OF REVENUES & EXPENDITURES	0.00	0.00	(4,378.00)	(4,378.00)	4,378.00	100.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2012			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		23,043.77
07/10/2012	CD	CHK	SUMMARY CD 07/10/2012			4,716.39	18,327.38
07/24/2012	CD	CHK	SUMMARY CD 07/24/2012			10,443.49	7,883.89
07/31/2012			681-000-002.000		END BALANCE	0.00	7,883.89
07/01/2012			681-000-084.001 DUE FROM GENERAL FUND		BEG. BALANCE		1,600.00
07/31/2012			681-000-084.001		END BALANCE	0.00	1,600.00
07/01/2012			681-000-084.015 DUE FROM CURRENT TAX COLLECT		BEG. BALANCE		0.00
07/31/2012	GJ	JE	Record July Tax Revenues	7858	6,105.88		6,105.88
07/31/2012			681-000-084.015		END BALANCE	0.00	6,105.88
07/01/2012			681-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(5,468.00)
07/05/2012	AP	INV	EXECUTIVE SALARY 07/12	07/2012		1,500.00	(6,968.00)
07/06/2012	AP	INV	TELEPHONE SERVICE	BA201742-07/12		28.38	(6,996.38)
07/10/2012	CD	CHK	SUMMARY CD 07/10/2012			4,716.39	(2,279.99)
07/19/2012	AP	INV	BANKS & CAR SHOW PRIZE	SUMMERFEST 2012		1,350.00	(3,629.99)
07/20/2012	AP	INV	MINT FEST 2012	MINT FEST 2012		150.00	(3,779.99)
07/20/2012	AP	INV	MOTOR TOUR 2012	MOTOR TOUR 2012		1,000.00	(4,779.99)
07/24/2012	CD	CHK	SUMMERFEST 2012	128222		6,455.50	(11,235.49)
07/31/2012			681-000-202.000		END BALANCE	15,159.88	(792.00)
07/01/2012			681-000-390.000 Fund Balance		BEG. BALANCE		(12,185.83)
07/31/2012			681-000-390.000		END BALANCE	0.00	(12,185.83)
07/01/2012			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		0.00
07/31/2012	GJ	JE	Record July Tax Revenues	7858		6,105.88	(6,105.88)
07/31/2012			681-000-672.006		END BALANCE	0.00	(6,105.88)
07/01/2012			681-173-751.002 CAR SHOWS		BEG. BALANCE		0.00
07/20/2012	AP	INV	MOTOR TOUR 2012	MOTOR TOUR 2012		1,000.00	1,000.00
07/31/2012			681-173-751.002		END BALANCE	0.00	1,000.00
07/01/2012			681-173-751.003 MINT FESTIVAL		BEG. BALANCE		0.00
07/19/2012	AP	INV	BANKS & CAR SHOW PRIZE	SUMMERFEST 2012		1,250.00	1,250.00
07/19/2012	AP	INV	BANKS & CAR SHOW PRIZE	SUMMERFEST 2012		100.00	1,350.00
07/20/2012	AP	INV	MINT FEST 2012	MINT FEST 2012		150.00	1,500.00
07/20/2012	AP	INV	SUMMERFEST 2012	128222		6,455.50	7,955.50
07/31/2012			681-173-751.003		END BALANCE	7,955.50	7,955.50
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
07/31/2012			681-173-818.000		END BALANCE	1,500.00	1,500.00
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
07/31/2012			681-173-853.004		END BALANCE	28.38	28.38
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT					31,749.64	31,749.64	6,989.94



Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY  
 2011-12  
 Amended Budget

Account Description  
 TRX#  
 YEAR-TO-DATE  
 THRU 06/30/12

ACTIVITY THRU  
 MONTH ENDED  
 06/30/2012

Reference #  
 Available  
 Balance

Used  
 %

Account	Description	TRX#	YEAR-TO-DATE	THRU 06/30/12	ACTIVITY THRU	MONTH ENDED	06/30/2012	Reference #	Available	Balance	Used	%
Revenues												
Department 000: REVENUE												
404.000 CURRENT PROPERTY TAX												
06/29/2012	GJ	Transfer Real Property Tax Capture to DD	259640		775.76	JE# 7809						
06/29/2012	GJ	Transfer Real Property Tax Capture to DD	259640		7,440.40	JE# 7809						
06/29/2012	GJ	Transfer Real Property Tax Capture to DD	259640		4,573.21	JE# 7809						
06/29/2012	GJ	Transfer Pers prop Tax Capture to DDA	259641		3,466.24	JE# 7810						
06/29/2012	GJ	Transfer Pers prop Tax Capture to DDA	259641		2,130.92	JE# 7810						
06/29/2012	GJ	Transfer Pers prop Tax Capture to DDA	259641		361.13	JE# 7810						
404.000	CURRENT PROPERTY TAX		19,000.00		18,747.66			252.34	98.67			
Total - Dept 000			19,000.00		18,747.66			252.34	98.67			
Total Revenues												
19,000.00												
Expenditures												
Department 451: NEW CONSTRUCTION												
734.000 OPERATING SUPPLIES/DPW												
05/24/2012	AP	DEPOT STAGE MATERIAL	257883		527.86	Inv #: '94089'	Vendor '02-23-092					
05/24/2012	AP	DEPOT STAGE MATERIAL	257884		246.96	Inv #: '97494'	Vendor '02-23-092					
05/25/2012	AP	DEPOT PAVILION CURTAIN	257839		2,500.00	Inv #: '12282'	Vendor '01-13-091					
05/25/2012	AP	BANNER & FLAGS FOR DOWNTOWN	257840		4,275.00	Inv #: '12283'	Vendor '01-13-091					
06/29/2012	GJ	Recode partial expenses--depot curtains	260245		(3,525.00)	JE# 7847						
734.000	OPERATING SUPPLIES/DPW		0.00		4,024.82			(4,024.82)	0.00			
818.000 CONTRACTUAL SERVICES												
05/24/2012	AP	FRAMES & TOPS FOR STAGES	257814		2,394.00	Inv #: '27451'	Vendor '01-11-018					
818.000	CONTRACTUAL SERVICES		0.00		2,394.00			(2,394.00)	0.00			
Total - Dept 451			0.00		6,418.82			(6,418.82)	100.00			
Total Expenditures			0.00		6,418.82			(6,418.82)	0.00			
NET OF REVENUES AND EXPENDITURES			19,000.00		12,328.84			6,671.16				



# 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

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**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  
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Fax: 989-579-5907  
Email: CaroleField@DowntownStJohns.org

REVENUE AND EXPENDITURE REPORT

**2012 MINT FESTIVAL DOWN at the DEPOT (8/11/12)**

Preliminary Estimated Report as of August 30, 2012

**Revenue**

4,805.00	Gate Entries (961 @ \$5ea)
6,081.00	Beer Sales
192.00	Water & Soda (\$1 each)
109.00	50/50 Raffle

**11,187.00 Sub-Total (actual event proceeds)**

2,885.66 Corporate Sponsorship allocation for 2012 (**Trade = \$1719**)

**2,885.66 Sponsorship Allocation for Mint Festival 2012**

**TOTAL REVENUE 14,072.66**

**Expenses**

60.00	Jet Speed - Percentage of Trade for 5,000 PSD Downtown Brochures
500.00	City of St. Johns Police Service
230.00	Michigan Graphics & Signs (Parking Lot Sign @ \$1150 / 5 events)
359.00	Katren Industries (New stage / 2)
20.00	Main Street Luncheon (percentage of \$100 overall)
550.00	Cher Car Kennels Guard Dog Duty
2,624.00	Main Beverage
1,175.00	Bands (TKO @ \$175 + Squids @ \$1000)
150.00	Craig Parrish - Car Show DJ (Services to be provided at future event for N/C)
500.00	St. Johns Youth Baseball Association (Sat night Volunteers)
852.00	American Rentals (tables, chairs, lights & portable toilets)
50.00	Allaby & Brewbaker (Liquor Bond)
487.50	*Allaby & Brewbaker (Liquor Liability Insurance) *estimated
7.50	State of Michigan (Raffle License)
50.00	State of Michigan Liquor Control Commission
195.67	Sales Tax of 6% on Liquor Sold
200.00	CCCC - Mint Festival Vendor Fee
500.00	WLNS Co-op TV Advertising (25 -15 second commercials @ \$20ea)
712.00	Advertising (Print Ads CCN, D/BR, LCC, TC & LSJ.com)
87.50	Jet Speed - 100 Posters
77.85	Crown Trophy - Car Show Trophies (to bere-plated & utilized at a future event)
60.00	Michigan Graphics & Signs (2 Signs for Beer Tix + Water/Soda)
193.50	CEP (25 Volunteer T-Shirts)
80.43	Gill-roy's (supplies)
179.05	Water/Soda/Ice (3cs soda @ \$26.40ea+5cs water @ \$15.50ea+15 bags ice @ \$1.49)

**9,901.00 Preliminary Estimate**

**TOTAL EXPENSES 9,901.00**

**2012 Mint Festival Down at the Depot Preliminary NET Profit:**

**\$ 4,171.66**



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**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
DIRECTORS MEETING AGENDA  
Wednesday, September 12, 2012  
12 Noon, St. Johns Depot**

(Following meeting of the Principal Shopping District Board)

**BOARD OF  
DIRECTORS  
2012 - 2013**

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Jackson, Jackson &  
Associates P.C.

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St. Johns, Michigan

Dave Mageli – Account  
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Laurie Oakwood-Bishop –  
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**and Maintenance**  
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Dave Mageli

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Strategic Planning**

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Bruce DeLong  
Dave Mageli  
Craig Smith

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(\*Indicates Attachment)

**1. Call to Order by Chairman William Jackson**

**2. Additions to the Agenda.**

**3. \*Approval of Meeting Minutes dated August 1, 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: \* Corrected DDA financial statement for the period ending June 30, 2012.**

**6. New Business: None**

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



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## DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTORS MEETING MINUTES

**Wednesday, August 1, 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, Dennis LaForest, Dave Mageli and Craig Smith. Guests in Attendance: Don Thompson-Shaggies, Beth Russell-Sirens
2. **Additions to the Agenda.** None.
3. **Approval of Meeting Minutes:** Minutes of July 18, 2012 meeting were reviewed and approved. The City of St. Johns YTD financial report of the DDA for the period through June 30, 2012 was reviewed and discussed. The \$2500 amount charged to the DDA for the Pavilion side curtains and the \$4275 for banners and flags does not agree with the amount approved by the board. Carole will request a corrected statement showing a \$3525 credit, bringing the curtain expense to \$1250 and Banners and flags to \$2000.
4. **Communications:** None
5. **Committee Reports:** None
6. **Old Business:** None
7. **New Business:** None

Meeting adjourned at 12:52 p.m.

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

