



St. Johns Principal Shopping District
109 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

**BOARD OF
DIRECTORS
2024 - 2025**

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian
Church

Secretary-Treasurer
Monica Ladiski
Lotus Health

Directors
Emily Baudoux
Rise Up Co.

Ed Brandon
Gilroy's Hardware

Bruce DeLong
Clinton County
Commissioner

Chad Gamble
City of St. Johns,

Erika Hayes
Jackson,
Hayes, PC

Brent Hurst
OhMi Organics

Tracy Kossaras
Kurt's Appliance

Nancy McKinley
Castle Resident

Corinne Trimbach
Mint Door
Boutique

Marketing
Monica Ladiski -Chair
Tyler Barlage
Erika Hayes
Emily Baudoux
Vickie Schafer
Brent Hurst

Design
Tyler Barlage-Chair
Lori Wurm
Lara Boettger
Brandi Martinez

Events
Corrine Trimbach-Chair
Tracy Kossaras-Chair
Brent Hurst
Nancy McKinley
Jason Butler
Monica Ladiski

**Executive, Finance,
Strategic Planning**
Tyler Barlage
Jason Butler
Chad Gamble
Tracy Kossaras
Monica Ladiski
Corinne Trimbach

CONTACT INFO
Executive Director
Heather Hanover
989-224-8944: Ext 233
psdcityofsj@gmail.com

AGENDA

Principal Shopping District Meeting

Nov 6, 2024

11: 30 am, PSD Office/Fire Hall

* Indicates an attachment

1. Call to Order 11:30am

2. Additions to the Agenda 11:30am

3. Public Comment 11:31am (10 minutes)

4. Approval of the Consent Agenda: 11:40 am

- A. *Minutes of meeting dated October 2,2024
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through October 28,2024
- D. *Director's Report

4. Communications

- A. Events Committee 11:41 am (3 minutes)
- B. Marketing Committee: 11:44 am (3 minutes)
- C. Executive Committee 11:47 am (3 minutes)
- D. City Updates 11:50 am (3 minutes)

5. Old Business

A. Parking Survey 11:53 am(10 minutes)

6. New Business

A. Committee Structure and Appointments 12:03pm (10 minutes)

Next Regular PSD Board Meeting December 4th



St. Johns Downtown Development Authority
109 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

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AGENDA

Downtown Development Authority Meeting

Nov 6, 2024

Immediately After 11:30 PSD Meeting at DDA Office

* Indicates an attachment

- 1. Call to Order 12:13 pm**
 - 2. Additions to the Agenda 12:14pm**
 - 3. Approval of the Consent Agenda: 12:15 pm**
 - A. *Minutes of meeting dated Oct 2, 2024
 - B. *Design Committee Meeting Minutes
 - C. *City of St Johns monthly financial report through Oct 28,2024
 - 4. Communications**
 - A. Design Committee 12:16 pm (3 minutes)
New benches
 - 5. Old Business**
 - A. Higham Street Parking Lot 12:19 pm (3 minutes)
 - 6. New Business**
 - A. None
 - 7. Public Comment (please keep to under 3 minutes) 12:22 pm (5 minutes)**
- Adjournment 12:27 pm**

Next Regular DDA Board Meeting Dec 4, 2024



St. Johns Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext. 233 www.DowntownStJohnsMI.com

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Kurt's Appliance

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COMMITTEES

Design
Tyler Barlage-Chair
Lori Wurm
Lara Boettiger
Theresa Levit
Brandi Martinez

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar
Brent Hurst
Monica Ladiski

**Executive, Finance,
Strategic Planning**
Jason Butler-Chair
Tyler Barlage
Monica Ladiski
Chad Gamble
Tracy Kossaras
Corinne Trimbach

Marketing
Monica Ladiski-Chair
Tyler Barlage
Erika Hayes
Emily Baudoux
Vicki Schaffer
Brent Hurst

CONTACT INFO

Executive Director
Heather Hanover
989-224-8944 Ext
233

**Meeting Minutes
Principal Shopping District
Oct 2, 2024
11:30 am, At PSD Office**

Members Present: Brent Hurst, Tracy Kossaras, Chad Gamble, Bruce Delong, Ed Brandon, Emily Baudoux, Erika Hayes and Tyler Barlage.

Other Present: Chief Kirk, Brandy Martinez, Seth Miller(Grass Master) and Heather Hanover.
Visitors from Ionia Downtown: Linda Curtis, Jonathan Bowman, Precia Garland and Joe Kruger,

1. **Meeting was called to Order by Vice Chairman Barlage at 11:30 am**
2. **Additions to the Agenda:** There were no additions to the agenda. Motion to approve made by Bruce Delong, seconded by Chad Gamble, motion carried.
3. **Public Comment:** Heather welcomed our guests from the city of Ionia. They are considering having a downtown board like ours and came to observe and ask questions. Vice Chair Barlage had everyone go around the room and introduce themselves. Heather gave a short presentation of the PSD/DDA structure that we use here in St Johns.
4. **Motion to Approve the Consent Agenda made by** Bruce Delong, seconded by Erika Hayes, motion carried.
 - A. Minutes of meeting dated Sept 4,2024
 - B. Minutes of the Marketing, Executive and Events Committee Meetings
 - C. City of St Johns monthly financial report through Sept 24,2024
 - D. Director's Report

5.Communications

A. Events Committee: Tracy stated that at the last meeting they talked about the Halloween event and are doing the same hours as last year when the Chamber ran it. The event committee is also working on a new event, the St Boniface Oktoberfest. It will be on Oct 19th from 1 to 11pm. We will start working on the St Nick parade at our next meeting which is tomorrow.

B. Marketing Committee: Heather stated that at the last meeting they agreed to do another ad in the More to Your Door Magazine for the October events. We are still discussing the holiday commercial coop. We are also doing a small promotion of the Michigan Retail Association Buy Near by Weekend.

C. Executive Committee : At the Executive meeting we discussed the problems with the Higham St Parking lot project. Not all the property owners were on board and the money has been reallocated for this year. We need to come up with a plan on how we can get this project done next year.

D. City Update: Chad mentioned the Fall Festival and what a nice event that was for the city. Everyone thanked Brent and Megan Hurst for all their hard work on this event. Chad also talked about the progress on Brush Street and the Wilson center which will probably start construction in April. The city will also be resurfacing lots 6 & 7 in the downtown.

6.Old Business

A. Parking Survey: The responses from the survey were discussed. There was discussion about chalking tires and the 2-hour limit on main street. Some thought 4 hours some thought 2 was enough. Three hours seems to be a compromise. There were 27 responses to the survey. Some of them were positive. The most came from residents(11). The responses will be forwarded to the City Commission. The city will look to make some small tweaks



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B. Heart and Soul Program: Heather had a discussion with the national program director. The cost to do the program can be \$30,000 to \$50,000 . The committee would like to know what other cities in Michigan have tried the program and did they feel it was beneficial. Also, will the Heart and Soul people give a presentation? Heather will contact them to ask.

7.New Business:

A. None.

Motion to adjourned made by Brent Hurst at 12:21 pm, seconded by Ed Brandon, motion carried.



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Brent Hurst

CONTACT INFO
Executive Director
Heather Hanover
989-224-8944x 233
Email: psdcityofsj@gmail.com

**Meeting Minutes
Downtown Development Authority
Oct 2 ,2024**

Members Present: Brent Hurst, Tracy Kossaras, Chad Gamble, Bruce Delong, Ed Brandon, Emily Baudoux, Erika Hayes and Tyler Barlage.

Other Present: Chief Kirk, Brandy Martinez, Seth Miller(Grass Master) and Heather Hanover. Visitors from Ionia Downtown: Linda Curtis, Jonathan Bowman, Precia Garland and Joe Kruger,

1. Meeting was called to Order by Vice Chairman Barlage at 12:22 pm.

2. Additions to the Agenda: None, motion to approve the agenda as presented by Bruce Delong, seconded by Monica Ladiski, motion carried.

3. Motion to Approve the Consent Agenda as presented, made by Bruce Delong, seconded by Ed Brandon, motion carried.

- A. Minutes of meeting Sept 4,2024
- B. Design Committee Meeting Minutes
- C. City of St Johns monthly financial report through Sept 24,2024

4. Communications

A. Design Committee: Tyler said the committee is talking about façade grants for next year and tying up the grants from this year. We are also working on new fall banners and the holiday pots.

5. Old Business

A. Façade Grants: The Deft brother have completed their project and will get their paperwork in soon and then reviewed their check. The building looks great. Keith has completed the majority of his project and has the paper work in. The upper windows are still on order but should be in soon. Keith has spent a large amount on the restoration of the exterior of his building.

6.New Business

A. Higham Street Parking lot is not getting done this year. Not all the property owners are on board yet. The city and the downtown board will continue to work on this to hopefully complete a project that will be transformational to our downtown.

B. Chad also wanted to let everyone know how the Prevail Solar Project(the old Federal Mogul Building) in the downtown is going. The company is asking for an OPRA(Obsolete Property Rehabilitation) tax exemption. This would mean the downtown would not receive any additional tax funds for the length of the agreement. The city has brokered a deal with to allow an OPRA if Prevail Solar agrees to a payment toward downtown projects. The payment agreed upon by Prevail Solar is \$220,000 over 12 years(the life of the OPRA). The money will be going to the city but earmarked for downtown capital improvement projects.

7. Public Comment

Precia from Ionia asked how the city determined OPRA amounts. Chad stated that the city has a set formula that they apply to all projects and he could share that with Ionia.

Motion to adjourn made by Bruce Delong , seconded by Chad Gamble, motion carried, meeting adjourned at 12:41 pm.

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2024	AMENDED BUDGET	10/31/2024	MONTH 10/31/24	BALANCE	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	35,014.56	45,630.00	42,579.31	0.00	3,050.69	93.31
248-000-582.000	GRANTS	10,000.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	255.11	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		45,269.67	45,630.00	42,579.31	0.00	3,050.69	93.31
TOTAL REVENUES		45,269.67	45,630.00	42,579.31	0.00	3,050.69	93.31
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-713.001	EMPLOYER SOCIAL SECURITY	359.98	0.00	180.00	60.00	(180.00)	100.00
248-451-713.002	MEDICARE/EMPLOYER PORTION	84.19	0.00	42.09	14.03	(42.09)	100.00
248-451-804.000	ADMINISTRATION CHARGES	3,203.00	7,310.00	3,655.00	1,827.50	3,655.00	50.00
248-451-818.000	CONTRACTUAL SERVICES	15,383.85	12,500.00	3,827.92	967.64	8,672.08	30.62
248-451-818.040	DOWNTOWN IMPROVEMENT	20,775.13	25,900.00	22,238.75	0.00	3,661.25	85.86
248-451-880.007	FACADE GRANTS	6,847.00	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 451 - NEW CONSTRUCTION		46,653.15	75,710.00	29,943.76	2,869.17	45,766.24	39.55
TOTAL EXPENDITURES		46,653.15	75,710.00	29,943.76	2,869.17	45,766.24	39.55
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		45,269.67	45,630.00	42,579.31	0.00	3,050.69	93.31
TOTAL EXPENDITURES		46,653.15	75,710.00	29,943.76	2,869.17	45,766.24	39.55
NET OF REVENUES & EXPENDITURES		(1,383.48)	(30,080.00)	12,635.55	(2,869.17)	(42,715.55)	42.01

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2024			248-000-001.000 POOLED CASH		BEG. BALANCE		0.00
07/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15230		1,827.50	(1,827.50)
07/15/2024	GJ	JE	TO PAY DDA TAX CAPTURE	15018	15,826.04		13,998.54
07/15/2024	GJ	JE	TO PAY DDA TAX CAPTURE	15018	26,753.27		40,751.81
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			1,041.67	39,710.14
08/27/2024	CD	CHK	Check: PC 200055	200055		925.00	38,785.14
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024			1,041.67	37,743.47
09/24/2024	CD	CHK	Check: PC 200142	200142		15,000.00	22,743.47
09/24/2024	CD	CHK	Check: PC 200144	200144		2,000.00	20,743.47
09/26/2024	CD	CHK	Check: PC 7993	7993(A)		1,899.75	18,843.72
10/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15231		1,827.50	17,016.22
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024			1,041.67	15,974.55
10/31/2024			248-000-001.000	END BALANCE	42,579.31	26,604.76	15,974.55
07/01/2024			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		89,485.60
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024			1,041.66	88,443.94
10/31/2024			248-000-002.000	END BALANCE	0.00	1,041.66	88,443.94
07/01/2024			248-000-002.007 DEBIT CARD-CASH		BEG. BALANCE		0.00
07/11/2024	CD	CHK	Check: 24 10729	10729(E)		3,339.00	(3,339.00)
10/31/2024			248-000-002.007	END BALANCE	0.00	3,339.00	(3,339.00)
07/01/2024			248-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
07/11/2024	AP	INV	STEEL BARRICADE; 8.5FT X 30FT	1111003775		3,339.00	(3,339.00)
07/11/2024	CD	CHK	Check: 24 10729	10729(E)	3,339.00		0.00
08/23/2024	AP	INV	2 BENCHES/HALF PAYMENT	08/14/2024		925.00	(925.00)
08/27/2024	CD	CHK	Check: PC 200055	200055	925.00		0.00
09/05/2024	AP	INV	FACADE RENOVATIONS; 311 N CLINTON ST	09/05/2024		15,000.00	(15,000.00)
09/05/2024	AP	INV	3.5 WHITE LINE FANCY SNOWFLAKES, WIN	SO4371		1,899.75	(16,899.75)
09/12/2024	AP	INV	DOWNTOWN ART BENCH	09/12/2024		2,000.00	(18,899.75)
09/24/2024	CD	CHK	Check: PC 200142	200142	15,000.00		(3,899.75)
09/24/2024	CD	CHK	Check: PC 200144	200144	2,000.00		(1,899.75)
09/26/2024	CD	CHK	Check: PC 7993	7993(A)	1,899.75		0.00
10/31/2024			248-000-202.000	END BALANCE	23,163.75	23,163.75	0.00
07/01/2024			248-000-257.000 ACCRUED WAGE PAYABLE		BEG. BALANCE		(1,041.66)
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024		1,041.66		0.00
10/31/2024			248-000-257.000	END BALANCE	1,041.66	0.00	0.00
07/01/2024			248-000-390.000 Fund Balance		BEG. BALANCE		(89,827.42)
10/31/2024			248-000-390.000	END BALANCE	0.00	0.00	(89,827.42)
07/01/2024			248-000-404.000 CURRENT PROPERTY TAX		BEG. BALANCE		0.00
07/15/2024	GJ	JE	TO PAY DDA TAX CAPTURE	15018		15,826.04	(15,826.04)
07/15/2024	GJ	JE	TO PAY DDA TAX CAPTURE	15018		26,753.27	(42,579.31)
10/31/2024			248-000-404.000	END BALANCE	0.00	42,579.31	(42,579.31)
07/01/2024			248-451-713.001 EMPLOYER SOCIAL SECURITY		BEG. BALANCE		0.00
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024			59.99	(59.99)
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		59.99		0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		60.00		60.00
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		60.00		120.00
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024		60.00		180.00
10/31/2024			248-451-713.001	END BALANCE	239.99	59.99	180.00
07/01/2024			248-451-713.002 MEDICARE/EMPLOYER PORTION		BEG. BALANCE		0.00
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024			14.03	(14.03)
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		14.03		0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		14.03		14.03
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		14.03		28.06
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024		14.03		42.09
10/31/2024			248-451-713.002	END BALANCE	56.12	14.03	42.09
07/01/2024			248-451-804.000 ADMINISTRATION CHARGES		BEG. BALANCE		0.00
07/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15230	1,827.50		1,827.50
10/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15231	1,827.50		3,655.00
10/31/2024			248-451-804.000	END BALANCE	3,655.00	0.00	3,655.00
07/01/2024			248-451-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024			967.64	(967.64)
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		967.64		0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		967.64		967.64
08/23/2024	AP	INV	2 BENCHES/HALF PAYMENT	08/14/2024	925.00		1,892.64
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		967.64		2,860.28
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024		967.64		3,827.92
10/31/2024			248-451-818.000	END BALANCE	4,795.56	967.64	3,827.92
07/01/2024			248-451-818.040 DOWNTOWN IMPROVEMENT		BEG. BALANCE		0.00
07/11/2024	AP	INV	STEEL BARRICADE; 8.5FT X 30FT	1111003775	3,339.00		3,339.00
09/05/2024	AP	INV	FACADE RENOVATIONS; 311 N CLINTON ST	09/05/2024	15,000.00		18,339.00
09/05/2024	AP	INV	3.5 WHITE LINE FANCY SNOWFLAKES, WIN	SO4371	1,899.75		20,238.75

10/24/2024 11:05 AM			GL ACTIVITY REPORT FOR CITY OF ST. JOHNS				Page:		2/6
User: KKinDE			TRANSACTIONS FROM 07/01/2024 TO 10/31/2024						
DB: City Of St Johns									
Date	JNL	Type	Description	Reference #	Debits	Credits	Balance		
			248-451-818.040 DOWNTOWN IMPROVEMENT	(Continued)					
09/12/2024	AP	INV	DOWNTOWN ART BENCH	09/12/2024	2,000.00		22,238.75		
10/31/2024			248-451-818.040	END BALANCE	22,238.75	0.00	22,238.75		
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					97,770.14	97,770.14	(1,383.48)		

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 10/31/2024	ACTIVITY FOR MONTH 10/31/24	AVAILABLE BALANCE	% BDGT USED
Fund 251 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
251-000-452.006	DOWNTOWN BUSINESS DISTRICT	38,921.60	41,725.00	35,525.00	0.00	6,200.00	85.14
251-000-541.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
251-000-653.001	FARMERS' MARKET	1,905.93	1,500.00	563.84	0.00	936.16	37.59
251-000-653.003	CAR SHOWS	3,848.31	3,000.00	3,397.00	0.00	(397.00)	113.23
251-000-653.005	MINT FESTIVAL	42,969.12	30,000.00	38,961.27	409.30	(8,961.27)	129.87
251-000-653.010	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
251-000-653.013	WINTER FESTIVAL	2,845.05	2,000.00	0.00	0.00	2,000.00	0.00
251-000-665.000	INTEREST EARNED/INVESTMENTS	189.77	0.00	0.00	0.00	0.00	0.00
251-000-674.005	CORPORATE SPONSORS	0.00	0.00	0.00	0.00	0.00	0.00
251-000-675.008	MURALS & SCULPTURES	0.00	0.00	0.00	0.00	0.00	0.00
251-000-677.000	MISCELLANEOUS REVENUE	1,506.50	0.00	220.00	50.00	(220.00)	100.00
251-000-679.000	MARKETING CO-OP	3,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000 - REVENUE		95,686.28	80,725.00	78,667.11	459.30	2,057.89	97.45
TOTAL REVENUES		95,686.28	80,725.00	78,667.11	459.30	2,057.89	97.45
Expenditures							
Dept 172 - ADMINISTRATION DEPARTMENT							
251-172-713.001	EMPLOYER SOCIAL SECURITY	359.94	0.00	179.97	59.99	(179.97)	100.00
251-172-713.002	MEDICARE/EMPLOYER PORTION	84.18	0.00	42.09	14.03	(42.09)	100.00
251-172-730.000	OFFICE SUPPLIES/ADM	47.47	100.00	0.00	0.00	100.00	0.00
251-172-751.000	EVENT COLLABORATION	658.70	4,400.00	850.75	0.00	3,549.25	19.34
251-172-751.001	FARMERS' MARKET	706.39	1,000.00	441.00	0.00	559.00	44.10
251-172-751.002	CAR SHOWS	3,902.75	3,000.00	0.00	0.00	3,000.00	0.00
251-172-751.003	MINT FESTIVAL	15,096.64	20,000.00	27,130.71	0.00	(7,130.71)	135.65
251-172-751.007	WINTER FESTIVAL	2,130.54	0.00	0.00	0.00	0.00	0.00
251-172-751.010	FALL FESTIVAL	500.00	1,500.00	675.00	675.00	825.00	45.00
251-172-804.000	ADMINISTRATION CHARGES	4,600.00	6,600.00	3,300.00	1,650.00	3,300.00	50.00
251-172-814.002	WEBSITE	810.00	4,500.00	0.00	0.00	4,500.00	0.00
251-172-818.000	CONTRACTUAL SERVICES	12,913.48	12,500.00	2,902.92	967.64	9,597.08	23.22
251-172-818.040	DOWNTOWN IMPROVEMENT	2,843.14	12,000.00	4,353.42	0.00	7,646.58	36.28
251-172-826.086	AUDIT FEES	0.00	500.00	0.00	0.00	500.00	0.00
251-172-853.004	MONTHLY & LONG DISTANCE SERV	751.68	500.00	164.85	54.95	335.15	32.97
251-172-880.008	MARKETING	10,710.73	4,500.00	3,649.90	0.00	850.10	81.11
251-172-882.000	MARKETING CO-OP	0.00	3,000.00	0.00	0.00	3,000.00	0.00
251-172-956.000	MISCELLANEOUS	560.48	500.00	14.81	0.00	485.19	2.96
251-172-960.000	EDUCATION AND TRAINING	565.93	500.00	0.00	0.00	500.00	0.00
251-172-961.000	PROFESSIONAL DUES	125.00	200.00	350.00	350.00	(150.00)	175.00
251-172-969.000	GRANTS	0.00	0.00	435.00	0.00	(435.00)	100.00
251-172-969.001	MUSIC	1,234.00	1,000.00	0.00	0.00	1,000.00	0.00
251-172-985.000	CAPITAL OUTLAY	3,794.94	0.00	0.00	0.00	0.00	0.00
Total Dept 172 - ADMINISTRATION DEPARTMENT		62,395.99	76,300.00	44,490.42	3,771.61	31,809.58	58.31
TOTAL EXPENDITURES		62,395.99	76,300.00	44,490.42	3,771.61	31,809.58	58.31
Fund 251 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		95,686.28	80,725.00	78,667.11	459.30	2,057.89	97.45
TOTAL EXPENDITURES		62,395.99	76,300.00	44,490.42	3,771.61	31,809.58	58.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2024	AMENDED BUDGET	10/31/2024	MONTH 10/31/24	BALANCE	USED
Fund 251 - PRINCIPAL SHOPPING DISTRICT							
NET OF REVENUES & EXPENDITURES		33,290.29	4,425.00	34,176.69	(3,312.31)	(29,751.69)	772.35
TOTAL REVENUES - ALL FUNDS		140,955.95	126,355.00	121,246.42	459.30	5,108.58	95.96
TOTAL EXPENDITURES - ALL FUNDS		109,049.14	152,010.00	74,434.18	6,640.78	77,575.82	48.97
NET OF REVENUES & EXPENDITURES		31,906.81	(25,655.00)	46,812.24	(6,181.48)	(72,467.24)	182.47

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 251 PRINCIPAL SHOPPING DISTRICT							
07/01/2024			251-000-001.000 POOLED CASH		BEG. BALANCE		0.00
07/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15230		1,650.00	(1,650.00)
07/15/2024	GJ	JE	RECORD CASH TRANSFERS	15016	6,325.00		4,675.00
07/23/2024	CD	CHK	Check: 03 63032	63032		96.00	4,579.00
07/23/2024	CD	CHK	Check: 03 63045	63045		500.00	4,079.00
07/23/2024	CD	CHK	Check: 03 63053	63053		4,162.50	(83.50)
07/23/2024	CD	CHK	Check: 03 63057	63057		3,500.00	(3,583.50)
07/24/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/24/2024		100.00		(3,483.50)
07/25/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/25/2024		1,525.00		(1,958.50)
07/25/2024	CD	CHK	Check: 03 100672	100672 (E)		650.00	(2,608.50)
07/26/2024	CD	CHK	Check: 03 100674	100674 (E)		54.95	(2,663.45)
07/31/2024	GJ	JE	RECORD CASH TRANSFERS	15020	7,075.00		4,411.55
08/06/2024	CD	CHK	Check: PC 200014	200014		1,000.00	3,411.55
08/06/2024	CD	CHK	Check: PC 200022	200022		600.00	2,811.55
08/06/2024	CD	CHK	Check: PC 200028	200028		650.00	2,161.55
08/06/2024	CD	CHK	Check: PC 200029	200029		4,162.50	(2,000.95)
08/06/2024	CD	CHK	Check: PC 200032	200032		3,000.00	(5,000.95)
08/06/2024	CD	CHK	Check: PC 200034	200034		6,573.65	(11,574.60)
08/06/2024	CD	VOID	Check: PC 200022	200022	600.00		(10,974.60)
08/06/2024	CD	VOID	Check: PC 200032	200032	3,000.00		(7,974.60)
08/12/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2024		39,929.00		31,954.40
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024			1,041.66	30,912.74
08/14/2024	CD	VOID	Check: PC 200028	200028	650.00		31,562.74
08/14/2024	CD	CHK	Check: PC 200035	200035		600.00	30,962.74
08/14/2024	CD	CHK	Check: PC 200036	200036		650.00	30,312.74
08/14/2024	CD	CHK	Check: PC 200037	200037		3,000.00	27,312.74
08/15/2024	GJ	JE	RECORD CASH TRANSFERS	15022	22,125.00		49,437.74
08/21/2024	CR	RCPT	GENERAL RECEIPT 08/21/2024		350.00		49,787.74
08/22/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/22/2024		825.00		50,612.74
08/26/2024	CD	CHK	Check: PC 100692	100692 (E)		54.95	50,557.79
08/27/2024	CD	CHK	Check: PC 200042	200042		525.00	50,032.79
08/27/2024	CD	CHK	Check: PC 200052	200052		80.47	49,952.32
08/27/2024	CD	CHK	Check: PC 200056	200056		174.56	49,777.76
08/27/2024	CD	CHK	Check: PC 200076	200076		175.00	49,602.76
08/27/2024	CD	CHK	Check: PC 200097	200097		1,385.00	48,217.76
08/27/2024	CD	CHK	Check: PC 200101	200101		1,101.62	47,116.14
08/27/2024	CD	CHK	Check: PC 200105	200105		2,040.00	45,076.14
08/27/2024	CD	CHK	Check: PC 200110	200110		100.00	44,976.14
08/27/2024	CD	CHK	Check: PC 200111	200111		324.46	44,651.68
08/30/2024	CD	CHK	Check: PC 7921	7921 (A)		105.00	44,546.68
08/30/2024	CD	CHK	Check: PC 7948	7948 (A)		171.50	44,375.18
08/30/2024	CD	CHK	Check: PC 7958	7958 (A)		510.00	43,865.18
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024			1,041.66	42,823.52
09/24/2024	CD	CHK	Check: PC 200128	200128		280.00	42,543.52
09/24/2024	CD	CHK	Check: PC 200133	200133		14.81	42,528.71
09/24/2024	CD	CHK	Check: PC 200166	200166		275.00	42,253.71
09/24/2024	CD	CHK	Check: PC 200193	200193		340.00	41,913.71
09/26/2024	CD	CHK	Check: PC 7988	7988 (A)		300.00	41,613.71
09/26/2024	CD	CHK	Check: PC 8002	8002 (A)		625.42	40,988.29
09/26/2024	CD	CHK	Check: PC 8003	8003 (A)		3,176.00	37,812.29
09/26/2024	CD	CHK	Check: PC 8020	8020 (A)		750.75	37,061.54
09/26/2024	CD	CHK	Check: PC 100706	100706 (E)		54.95	37,006.59
10/01/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/01/2024		409.30		37,415.89
10/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15231		1,650.00	35,765.89
10/08/2024	CD	CHK	Check: PC 200211	200211		11.93	35,753.96
10/08/2024	CD	CHK	Check: PC 200213	200213		350.00	35,403.96
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024			1,041.66	34,362.30
10/17/2024	CD	CHK	Check: PC 200223	200223		675.00	33,687.30
10/17/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/17/2024		50.00		33,737.30
10/25/2024	CD	CHK	Check: PC 100721	100721 (E)		54.95	33,682.35
10/31/2024			251-000-001.000	END BALANCE	82,963.30	49,280.95	33,682.35
07/01/2024			251-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		54,946.16
07/01/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/01/2024		170.00		55,116.16
07/01/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15195	14.26		55,130.42
07/02/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15196	0.67		55,131.09
07/03/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15197	1.34		55,132.43
07/05/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15198	9.41		55,141.84
07/05/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15199	0.67		55,142.51
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024			1,041.66	54,100.85
07/16/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15200	0.67		54,101.52
07/25/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15201	9.41		54,110.93
07/26/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15202	0.67		54,111.60
07/31/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15203	1.74		54,113.34
10/31/2024			251-000-002.000	END BALANCE	208.84	1,041.66	54,113.34
07/01/2024			251-000-002.007 DEBIT CARD-CASH		BEG. BALANCE		(200.00)
07/03/2024	CD	CHK	Check: 24 10724	10724 (E)		100.00	(300.00)
07/09/2024	CD	CHK	Check: 24 10726	10726 (E)		435.00	(735.00)
07/11/2024	CD	CHK	Check: 24 10730	10730 (E)		234.55	(969.55)
07/15/2024	CD	CHK	Check: 24 10735	10735 (E)		149.90	(1,119.45)
10/31/2024			251-000-002.007	END BALANCE	0.00	919.45	(1,119.45)
07/01/2024			251-000-084.703 DUE FROM CURRENT TAX COLLECT		BEG. BALANCE		0.00
07/15/2024	GJ	JE	RECORD CASH TRANSFERS	15016		6,325.00	(6,325.00)
07/15/2024	GJ	JE	RECORD TAX REVENUES	15017	6,325.00		0.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
251-000-084.703 DUE FROM CURRENT TAX COLLECT				(Continued)			
07/31/2024	GJ	JE	RECORD CASH TRANSFERS	15020		7,075.00	(7,075.00)
07/31/2024	GJ	JE	RECORD TAX REVENUES	15021	7,075.00		0.00
08/15/2024	GJ	JE	RECORD CASH TRANSFERS	15022		22,125.00	(22,125.00)
08/15/2024	GJ	JE	RECORD TAX REVENUES	15023	22,125.00		0.00
10/31/2024			251-000-084.703	END BALANCE	35,525.00	35,525.00	0.00
251-000-202.000 ACCOUNTS PAYABLE				BEG. BALANCE			(1,204.95)
07/01/2024			2 DAY SPECIAL LICENSE FOR BLOCK PART	0734002960		100.00	(1,304.95)
07/03/2024	CD	CHK	Check: 24 10724	10724 (E)	100.00		(1,204.95)
07/09/2024	AP	INV	LICENSE	0931008206		435.00	(1,639.95)
07/09/2024	CD	CHK	Check: 24 10726	10726 (E)	435.00		(1,204.95)
07/11/2024	AP	INV	REFUND; DBL PAYMENT FOR WED MARKET	07/10/2024		96.00	(1,300.95)
07/11/2024	AP	INV	DOWNTOWN POSTER/BILLBOARD DIST MAY-A	01917		3,500.00	(4,800.95)
07/11/2024	AP	INV	BARICADES	1352003209		234.55	(5,035.50)
07/11/2024	CD	CHK	Check: 24 10730	10730 (E)	234.55		(4,800.95)
07/15/2024	AP	INV	SUBSCRIPTIONS	1021012129		149.90	(4,950.85)
07/15/2024	CD	CHK	Check: 24 10735	10735 (E)	149.90		(4,800.95)
07/22/2024	AP	INV	STAGING & ROOF, LIGHTING EQUIP	2024095		4,162.50	(8,963.45)
07/23/2024	CD	CHK	Check: 03 63032	63032	96.00		(8,867.45)
07/23/2024	CD	CHK	Check: 03 63045	63045	500.00		(8,367.45)
07/23/2024	CD	CHK	Check: 03 63053	63053	4,162.50		(4,204.95)
07/23/2024	CD	CHK	Check: 03 63057	63057	3,500.00		(704.95)
07/25/2024	CD	CHK	Check: 03 100672	100672 (E)	650.00		(54.95)
07/25/2024	AP	INV	3'X6' LOTUS SINGLE SIDED BANNER	20693		175.00	(229.95)
07/26/2024	CD	CHK	Check: 03 100674	100674 (E)	54.95		(175.00)
07/30/2024	AP	INV	18" HANGERS, GROUND PLANTERS	2024-1		2,040.00	(2,215.00)
08/02/2024	AP	INV	LOANER PRJT, PLAYING AT MINT FEST 202	08/02/2024		1,000.00	(3,215.00)
08/02/2024	AP	INV	LVRs; PLAYING AT THE MINT FEST 2024	08/02/2024		650.00	(3,865.00)
08/02/2024	AP	INV	PLAYING AT THE MINT FEST; 2024	08/02/2024		600.00	(4,465.00)
08/02/2024	AP	INV	BALANCE FOR STAGE; MINT FEST 2024	08/02/2024		4,162.50	(8,627.50)
08/02/2024	AP	INV	PLAYING AT THE MINT FEST; 2024	08/02/2024		3,000.00	(11,627.50)
08/06/2024	CD	CHK	Check: PC 200014	200014	1,000.00		(10,627.50)
08/06/2024	CD	CHK	Check: PC 200022	200022	600.00		(10,027.50)
08/06/2024	CD	CHK	Check: PC 200028	200028	650.00		(9,377.50)
08/06/2024	CD	CHK	Check: PC 200029	200029	4,162.50		(5,215.00)
08/06/2024	CD	CHK	Check: PC 200032	200032	3,000.00		(2,215.00)
08/06/2024	AP	INV	MINT FEST 2024; BEER/ALCOHOL	W-1162034		6,573.65	(8,788.65)
08/06/2024	CD	CHK	Check: PC 200034	200034	6,573.65		(2,215.00)
08/06/2024	CD	VOID	Check: PC 200022	200022		600.00	(2,815.00)
08/06/2024	CD	VOID	Check: PC 200032	200032		3,000.00	(5,815.00)
08/08/2024	AP	INV	POLICY #SE 1122876; LIQUOR LIABILITY	485773		525.00	(6,340.00)
08/14/2024	CD	VOID	Check: PC 200028	200028		650.00	(6,990.00)
08/14/2024	CD	CHK	Check: PC 200035	200035	600.00		(6,390.00)
08/14/2024	CD	CHK	Check: PC 200036	200036	650.00		(5,740.00)
08/14/2024	CD	CHK	Check: PC 200037	200037	3,000.00		(2,740.00)
08/15/2024	AP	INV	TELEPHONE; 08/2024	08/10/2024		54.95	(2,794.95)
08/16/2024	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS;	FORM3421-2024		1,101.62	(3,896.57)
08/16/2024	AP	INV	ICE; PORTABLE TOILETS	01988		1,385.00	(5,281.57)
08/16/2024	AP	INV	ICE & POP	08/14/2024		174.56	(5,456.13)
08/16/2024	AP	INV	ADVERTISING	22654		510.00	(5,966.13)
08/16/2024	AP	INV	64000 HEATHER IRISH GRN, XXL, XXXL	196119		171.50	(6,137.63)
08/16/2024	AP	INV	REIMBURSE; HOTDOGS & BUNS	08/14/2024		80.47	(6,218.10)
08/20/2024	AP	INV	ADVERTISING	4458491-2		175.00	(6,393.10)
08/20/2024	AP	INV	ADVERTISING	4455898-2		149.46	(6,542.56)
08/20/2024	AP	INV	ADVERTISING	4541084-1		100.00	(6,642.56)
08/20/2024	AP	INV	REIMBURSE; FACEBOOK AD	07/26/2024		35.00	(6,677.56)
08/20/2024	AP	INV	REIMBURSE; FACEBOOK AD	07/28/2024		35.00	(6,712.56)
08/20/2024	AP	INV	REIMBURSE; FACEBOOK AD	08/10/2024		35.00	(6,747.56)
08/21/2024	AP	INV	SUPPLY & INSTALL 2450V SINGLE PHASE	15123		1,688.00	(8,435.56)
08/26/2024	CD	CHK	Check: PC 100692	100692 (E)	54.95		(8,380.61)
08/27/2024	CD	CHK	Check: PC 200042	200042	525.00		(7,855.61)
08/27/2024	CD	CHK	Check: PC 200052	200052	80.47		(7,775.14)
08/27/2024	CD	CHK	Check: PC 200056	200056	174.56		(7,600.58)
08/27/2024	CD	CHK	Check: PC 200076	200076	175.00		(7,425.58)
08/27/2024	CD	CHK	Check: PC 200097	200097	1,385.00		(6,040.58)
08/27/2024	CD	CHK	Check: PC 200101	200101	1,101.62		(4,938.96)
08/27/2024	CD	CHK	Check: PC 200105	200105	2,040.00		(2,898.96)
08/27/2024	CD	CHK	Check: PC 200110	200110	100.00		(2,798.96)
08/27/2024	CD	CHK	Check: PC 200111	200111	324.46		(2,474.50)
08/30/2024	CD	CHK	Check: PC 7921	7921 (A)	105.00		(2,369.50)
08/30/2024	CD	CHK	Check: PC 7948	7948 (A)	171.50		(2,198.00)
08/30/2024	CD	CHK	Check: PC 7958	7958 (A)	510.00		(1,688.00)
09/03/2024	AP	INV	AUXILIARY PAY; STAGE SECURITY MINT FI	08/26/2024		280.00	(1,968.00)
09/03/2024	AP	INV	REIMBURSE; HOT DOG PROBE	08/26/2024		14.81	(1,982.81)
09/03/2024	AP	INV	AUGUST 2024 HALF PAGE AD	002012		275.00	(2,257.81)
09/03/2024	AP	INV	NEW CORD FOR MINT FEST	15230		1,488.00	(3,745.81)
09/03/2024	AP	INV	BUS TRANSPORTATION FOR MINT FEST 2024	08/29/2024		300.00	(4,045.81)
09/03/2024	AP	INV	APPAREL, WHITE TEW/ 3 COLOR FULL FRO	196449		750.75	(4,796.56)
09/05/2024	AP	INV	ADVERTISING	4541084-2		340.00	(5,136.56)
09/09/2024	AP	INV	TELEPHONE; 09/2024	09/10/2024		54.95	(5,191.51)
09/12/2024	AP	INV	REIMBURSE; DOWNTOWN POTS FOR FALL	09/12/2024		625.42	(5,816.93)
09/24/2024	CD	CHK	Check: PC 200128	200128	280.00		(5,536.93)
09/24/2024	CD	CHK	Check: PC 200133	200133	14.81		(5,522.12)
09/24/2024	CD	CHK	Check: PC 200166	200166	275.00		(5,247.12)
09/24/2024	CD	CHK	Check: PC 200193	200193	340.00		(4,907.12)
09/26/2024	CD	CHK	Check: PC 7988	7988 (A)	300.00		(4,607.12)
09/26/2024	CD	CHK	Check: PC 8002	8002 (A)	625.42		(3,981.70)
09/26/2024	CD	CHK	Check: PC 8003	8003 (A)	3,176.00		(805.70)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
251-000-202.000 ACCOUNTS PAYABLE							
					(Continued)		
09/26/2024	CD	CHK	Check: PC 8020	8020(A)	750.75		(54.95)
09/26/2024	CD	CHK	Check: PC 100706	100706(E)	54.95		0.00
09/27/2024	AP	INV	NUTS & BOLTS	2408-842102		5.95	(5.95)
09/27/2024	AP	INV	POLY BUCKET	2408-844627		5.98	(11.93)
10/01/2024	AP	INV	MEMBERSHIP DUES; 10/01/24-10/01/25	3590		350.00	(361.93)
10/08/2024	CD	CHK	Check: PC 200211	200211	11.93		(350.00)
10/08/2024	CD	CHK	Check: PC 200213	200213	350.00		0.00
10/09/2024	AP	INV	20 X 20 HIGH PEAK TENT	10/01/2024		675.00	(675.00)
10/10/2024	AP	INV	TELEPHONE; 10/2024	10/10/2024		54.95	(729.95)
10/17/2024	CD	CHK	Check: PC 200223	200223	675.00		(54.95)
10/25/2024	CD	CHK	Check: PC 100721	100721(E)	54.95		0.00
10/31/2024			251-000-202.000	END BALANCE	43,775.42	42,570.47	0.00
251-000-257.000 ACCRUED WAGE PAYABLE							
07/01/2024					BEG. BALANCE		(1,041.66)
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024		1,041.66		0.00
10/31/2024			251-000-257.000	END BALANCE	1,041.66	0.00	0.00
251-000-390.000 Fund Balance							
07/01/2024					BEG. BALANCE		(19,209.26)
10/31/2024			251-000-390.000	END BALANCE	0.00	0.00	(19,209.26)
251-000-452.006 DOWNTOWN BUSINESS DISTRICT							
07/01/2024					BEG. BALANCE		0.00
07/15/2024	GJ	JE	RECORD TAX REVENUES	15017		6,325.00	(6,325.00)
07/31/2024	GJ	JE	RECORD TAX REVENUES	15021		7,075.00	(13,400.00)
08/15/2024	GJ	JE	RECORD TAX REVENUES	15023		22,125.00	(35,525.00)
10/31/2024			251-000-452.006	END BALANCE	0.00	35,525.00	(35,525.00)
251-000-653.001 FARMERS' MARKET							
07/01/2024					BEG. BALANCE		0.00
07/01/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15195		14.26	(14.26)
07/02/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15196		0.67	(14.93)
07/03/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15197		1.34	(16.27)
07/05/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15198		9.41	(25.68)
07/05/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15199		0.67	(26.35)
07/16/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15200		0.67	(27.02)
07/25/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/25/2024			525.00	(552.02)
07/25/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15201		9.41	(561.43)
07/26/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15202		0.67	(562.10)
07/31/2024	GJ	JE	SQUARE CHARGES FOR FARMERS MARKET	15203		1.74	(563.84)
10/31/2024			251-000-653.001	END BALANCE	0.00	563.84	(563.84)
251-000-653.003 CAR SHOWS							
07/01/2024					BEG. BALANCE		0.00
08/12/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2024			2,572.00	(2,572.00)
08/22/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/22/2024			825.00	(3,397.00)
10/31/2024			251-000-653.003	END BALANCE	0.00	3,397.00	(3,397.00)
251-000-653.005 MINT FESTIVAL							
07/01/2024					BEG. BALANCE		0.00
07/24/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/24/2024			100.00	(100.00)
07/25/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/25/2024			1,000.00	(1,100.00)
08/12/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2024			37,357.00	(38,457.00)
08/16/2024	AP	INV	ICE & POP	08/14/2024	174.56		(38,282.44)
08/16/2024	AP	INV	REIMBURSE; HOTDOGS & BUNS	08/14/2024	80.47		(38,201.97)
08/21/2024	CR	RCPT	GENERAL RECEIPT 08/21/2024			350.00	(38,551.97)
10/01/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/01/2024			409.30	(38,961.27)
10/31/2024			251-000-653.005	END BALANCE	255.03	39,216.30	(38,961.27)
251-000-677.000 MISCELLANEOUS REVENUE							
07/01/2024					BEG. BALANCE		0.00
07/01/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/01/2024			170.00	(170.00)
10/17/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/17/2024			50.00	(220.00)
10/31/2024			251-000-677.000	END BALANCE	0.00	220.00	(220.00)
251-172-713.001 EMPLOYER SOCIAL SECURITY							
07/01/2024					BEG. BALANCE		0.00
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024			59.99	(59.99)
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		59.99		0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		59.99		59.99
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		59.99		119.98
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024		59.99		179.97
10/31/2024			251-172-713.001	END BALANCE	239.96	59.99	179.97
251-172-713.002 MEDICARE/EMPLOYER PORTION							
07/01/2024					BEG. BALANCE		0.00
07/01/2024	PRAW	CHK	SUMMARY PRAW 07/01/2024			14.03	(14.03)
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		14.03		0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		14.03		14.03
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		14.03		28.06
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024		14.03		42.09
10/31/2024			251-172-713.002	END BALANCE	56.12	14.03	42.09
251-172-751.000 EVENT COLLABORATION							
07/01/2024					BEG. BALANCE		0.00
08/20/2024	AP	INV	ADVERTISING	4541084-1	100.00		100.00
09/03/2024	AP	INV	APPAREL, WHITE TEW/ 3 COLOR FULL FRO	196449	750.75		850.75
10/31/2024			251-172-751.000	END BALANCE	850.75	0.00	850.75
251-172-751.001 FARMERS' MARKET							
07/01/2024					BEG. BALANCE		0.00
07/11/2024	AP	INV	REFUND; DBL PAYMENT FOR WED MARKET	07/10/2024	96.00		96.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
251-172-751.001 FARMERS' MARKET					(Continued)		
08/20/2024	AP	INV	REIMBURSE; FACEBOOK AD	07/26/2024	35.00		131.00
08/20/2024	AP	INV	REIMBURSE; FACEBOOK AD	07/28/2024	35.00		166.00
09/03/2024	AP	INV	AUGUST 2024 HALF PAGE AD	002012	275.00		441.00
10/31/2024			251-172-751.001	END BALANCE	441.00	0.00	441.00
251-172-751.003 MINT FESTIVAL					BEG. BALANCE		
07/01/2024			2 DAY SPECIAL LICENSE FOR BLOCK PART	0734002960	100.00		100.00
07/11/2024	AP	INV	BARICADES	1352003209	234.55		334.55
07/22/2024	AP	INV	STAGING & ROOF, LIGHTING EQUIP	2024095	4,162.50		4,497.05
07/25/2024	AP	INV	3'X6' LOTUS SINGLE SIDED BANNER	20693	175.00		4,672.05
08/02/2024	AP	INV	LOANER PRJT, PLAYING AT MINT FEST 202	08/02/2024	1,000.00		5,672.05
08/02/2024	AP	INV	LVRs; PLAYING AT THE MINT FEST 2024	08/02/2024	650.00		6,322.05
08/02/2024	AP	INV	PLAYING AT THE MINT FEST; 2024	08/02/2024	600.00		6,922.05
08/02/2024	AP	INV	BALANCE FOR STAGE; MINT FEST 2024	08/02/2024	4,162.50		11,084.55
08/02/2024	AP	INV	PLAYING AT THE MINT FEST; 2024	08/02/2024	3,000.00		14,084.55
08/06/2024	AP	INV	MINT FEST 2024; BEER/ALCOHOL	W-1162034	6,573.65		20,658.20
08/08/2024	AP	INV	POLICY #SE 1122876; LIQUOR LIABILITY	485773	525.00		21,183.20
08/16/2024	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS;	FORM3421-2024	1,101.62		22,284.82
08/16/2024	AP	INV	ICE; PORTABLE TOILETS	01988	1,385.00		23,669.82
08/16/2024	AP	INV	ADVERTISING	22654	510.00		24,179.82
08/16/2024	AP	INV	64000 HEATHER IRISH GRN, XXL, XXXL	196119	171.50		24,351.32
08/20/2024	AP	INV	ADVERTISING	4458491-2	175.00		24,526.32
08/20/2024	AP	INV	ADVERTISING	4455898-2	149.46		24,675.78
08/20/2024	AP	INV	REIMBURSE; FACEBOOK AD	08/10/2024	35.00		24,710.78
09/03/2024	AP	INV	AUXILLARY PAY; STAGE SECURITY MINT FI	08/26/2024	280.00		24,990.78
09/03/2024	AP	INV	NEW CORD FOR MINT FEST	15230	1,488.00		26,478.78
09/03/2024	AP	INV	BUS TRANSPORTATION FOR MINT FEST 2024	08/29/2024	300.00		26,778.78
09/05/2024	AP	INV	ADVERTISING	4541084-2	340.00		27,118.78
09/27/2024	AP	INV	NUTS & BOLTS	2408-842102	5.95		27,124.73
09/27/2024	AP	INV	POLY BUCKET	2408-844627	5.98		27,130.71
10/31/2024			251-172-751.003	END BALANCE	27,130.71	0.00	27,130.71
251-172-751.010 FALL FESTIVAL					BEG. BALANCE		
07/01/2024			20 X 20 HIGH PEAK TENT	10/01/2024	675.00		675.00
10/09/2024	AP	INV			675.00		675.00
10/31/2024			251-172-751.010	END BALANCE	675.00	0.00	675.00
251-172-804.000 ADMINISTRATION CHARGES					BEG. BALANCE		
07/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15230	1,650.00		1,650.00
10/01/2024	GJ	JE	RECORD QTRLY ADMIN CHARGES	15231	1,650.00		3,300.00
10/31/2024			251-172-804.000	END BALANCE	3,300.00	0.00	3,300.00
251-172-818.000 CONTRACTUAL SERVICES					BEG. BALANCE		
07/01/2024			SUMMARY PRAW 07/01/2024			967.64	(967.64)
07/01/2024	PRAW	CHK	SUMMARY PR 07/10/2024		967.64		0.00
07/10/2024	PR	CHK					0.00
08/14/2024	PR	CHK	SUMMARY PR 08/14/2024		967.64		967.64
09/11/2024	PR	CHK	SUMMARY PR 09/11/2024		967.64		1,935.28
10/09/2024	PR	CHK	SUMMARY PR 10/09/2024		967.64		2,902.92
10/31/2024			251-172-818.000	END BALANCE	3,870.56	967.64	2,902.92
251-172-818.040 DOWNTOWN IMPROVEMENT					BEG. BALANCE		
07/01/2024			18" HANGERS, GROUND PLANTERS	2024-1	2,040.00		2,040.00
07/30/2024	AP	INV					2,040.00
08/21/2024	AP	INV	SUPPLY & INSTALL 2450V SINGLE PHASE	15123	1,688.00		3,728.00
09/12/2024	AP	INV	REIMBURSE; DOWNTOWN POTS FOR FALL	09/12/2024	625.42		4,353.42
10/31/2024			251-172-818.040	END BALANCE	4,353.42	0.00	4,353.42
251-172-853.004 MONTHLY & LONG DISTANCE SERV					BEG. BALANCE		
07/01/2024			TELEPHONE; 08/2024	08/10/2024	54.95		54.95
08/15/2024	AP	INV					54.95
09/09/2024	AP	INV	TELEPHONE; 09/2024	09/10/2024	54.95		109.90
10/10/2024	AP	INV	TELEPHONE; 10/2024	10/10/2024	54.95		164.85
10/31/2024			251-172-853.004	END BALANCE	164.85	0.00	164.85
251-172-880.008 MARKETING					BEG. BALANCE		
07/01/2024			DOWNTOWN POSTER/BILLBOARD DIST MAY-AI	01917	3,500.00		3,500.00
07/11/2024	AP	INV					3,500.00
07/15/2024	AP	INV	SUBCRIPTIONS	1021012129	149.90		3,649.90
10/31/2024			251-172-880.008	END BALANCE	3,649.90	0.00	3,649.90
251-172-956.000 MISCELLANEOUS					BEG. BALANCE		
07/01/2024			REIMBURSE; HOT DOG PROBE	08/26/2024	14.81		14.81
09/03/2024	AP	INV					14.81
10/31/2024			251-172-956.000	END BALANCE	14.81	0.00	14.81
251-172-961.000 PROFESSIONAL DUES					BEG. BALANCE		
07/01/2024			MEMBERSHIP DUES; 10/01/24-10/01/25	3590	350.00		350.00
10/01/2024	AP	INV					350.00
10/31/2024			251-172-961.000	END BALANCE	350.00	0.00	350.00
251-172-969.000 GRANTS					BEG. BALANCE		
07/01/2024			LICENSE	0931008206	435.00		435.00
07/09/2024	AP	INV					435.00
10/31/2024			251-172-969.000	END BALANCE	435.00	0.00	435.00
TOTAL FOR FUND 251 PRINCIPAL SHOPPING DISTRICT					209,301.33	209,301.33	33,290.29



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**Design Committee Meeting Minutes
Oct 17 2024 5:00pm
DDA Office**

Members Attending: Tyler Barlage

Others: Heather Hanover

1. There was discussion on the current Façade grant projects. Brunos, The Dominos and St Vincents looks great. There was also discussion on the new Façade grant program from MEDC. They will announce the new façade grants soon and they will only be for traditional downtowns that already have façade programs in place. It was decided to hold off out our façade program this year so that we can capitalize on the MEDC program and get more money for our downtown facades.
2. Holiday Décor: the fall pole banners are up and the pots are looking great. Woodburys will be working with us again on our winter planters, we will change them out the week of November 18th. We ordered 4 new snowflakes and they are here. They will be put on the poles with the other snowflakes from last year. We would also like to get a new holiday cross street banner. Design?
3. There was discussion on the time of the Design Committee meeting and the thought of possibly moving it to 8am to get more participation. Do we need more members?



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Events Committee Meeting Minutes
Oct 3, 2024

Members Attending: Corinne Trimbach and Monica Ladiski.

Others: Heather Hanover

- 1) Event So Good It's Scary: Yes, to the hot dog cart. Heather will work on getting a nonprofit to run it. The blue bus will be doing a haunted bus. Heather will make a play list of Halloween music to have playing on the speakers.
- 2) St Nick Parade: already have dancers and a face painter. The Lions club would like to do the chili sales again. What should we do about the candy house? Monica might get her husband to work on it. Should we have smores stations? Maybe get the YAC kids to help. What about the talking tree? There was discussion on the Saint of the Year and it was decided to have Dean Hartenburg.
- 3) St Boniface Festival: October 19th, Monica has a polka dancer coming from 1 to 5pm. Corinne talked to Heather and it is too late for the kids to come up with a routine. We have more vendors; it was decided to allow vendors to come for free. We could also set up our own table to sell light up toys and candy. We will need a cash box and table.
- 4) Plan for next year. The group would like to continue the Wednesday Market but to start earlier this year. At the next meeting we should make a schedule for the year. We need to do something every quarter. There was discussion about a Jeeping event, Valentines Day and St Patrick Day.



Executive Meeting

Oct 15, 2024

Members attending: Jason Butler, Tracy Kossaras, Tyler Barlage, Monica Ladiski, Chad Gamble and Corinne Trimbach.

Others: Heather Hanover

1. The Downtown Parking Survey results were discussed at the board meeting and passed on to the city. The Police, DPW and city manager reviewed and would like to offer the following tweaks to the downtown parking plan. 1. Change 2-hour parking to 3 hours. 2 hour is not enforced at this time and the 3 hours would be a help to hair salons and people that want to eat and shop a little. It will also be enough to deter residents and business owner that try to leave their car on main street all day long. There were discussions on the pros and cons but overall, the committee agreed with this change. 2. Allow all day parking with a permit in lot 4, east of Gilroy's. In the current program this lot is extremely under used, the committee was okay with this proposal. 3. Premium designated spots in lots. Around 10 percent of each lot will be set aside for individual use at a premium cost. There was discussion on how the designated spots passes would be handed out, first come first service or a lottery. There was discussion on having permits specific to lots for all the spaces. There was discussion on overnight versus all day parking. The committee generally agreed with trying it but felt like a lottery system would be best. Motion by Monica Ladiski, seconded by Tracy Kossaras, the Downtown Executive Committee is in agreement with of these 3 changes to the current downtown parking plan.
2. Higham Street Parking Lot. The city has agreed to give this project another attempt. The PSD/DDA board needs to be involved. We need to have a meeting in January to get all the property owners on board. It was decided to have this meeting initiated by the property owners, specifically Pete and Tracy Kossaras who own the largest portion of the lot. Tracy will talk with the main hold out, Jody Post and see if he has any open time for a meeting in January.
3. Community Heart and Soul Program. Heather has had a few talks with the company that runs this program. The total cost for this program can be up to \$50,000 dollars. There are some grants available to help with the costs and the gentleman in charge of Michigan would really like to get more towns in Michigan into this program. He would like to give the board a 15-minute Zoom presentation. The board would like to add this to our January agenda.
4. St Boniface: There was discussion on the approval of the event. The Placement of the bathrooms, bar tailer and tables. The city will be bringing the barriers and trash cans also. The Legion is no longer doing food but we will have a couple of food trucks and the PSD will have a table at the event.



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5. Keith Koneval has turned in his paper work for his façade grant and has spent a lot of money on his building. The upper windows were mis ordered but will be installed. He is wondering if he can receive his grant check if gives a letter saying why the upper windows are not yet done but that they will be installed. The letter would come from the window manufacturer. The board said yes, if they get the letter.



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Marketing Committee Minutes
Oct 10 , 2024
9am PSD Office

Committee Members Present: Monica Ladiski, Tyler Barlage

Others Present: Rob Blackwell and Heather Hanover

1. **Downtown Website:** The committee has been wanting to have a more customer friendly website for the Downtown. Rob is well versed in webpages and works a lot with other companies in town on their marketing. There was discussion on what we would like to see on our website. There was discussion on the need to also include the business side of the downtown board which is required by the DDA tax laws. There was talk about also having an app for the downtown which allows you to easily send out events and happenings to followers that have down loaded the app. There was talk of having more pictures of downtown businesses on the website. Rob will work up a few profiles for our website and bring them back to the Marketing meeting in November.
2. **More to Your Door Magazine :** The October ads are in the magazine and look great. We don't have any events in November but it would be nice to put an ad in for the St Nick Parade and holiday shopping. Heather will talk to them about an ad and send it out for review.
3. **Holiday Promotion:** Both Fox and CBS/ABC gave us proposals. There was discussion on the different costs. There was discussion on the amount of commercial each will provide. There was discussion on the viewership of each channel. The budget for our contribution to the ads is \$5000. The committee decided to let the individual businesses decide which channel they want to go with. The PSD will pay \$250 for the first 10 businesses that want to use Fox and \$250 to the first 10 businesses that want to use CBS/ABC. We may be able to do a little more if more businesses would like to participate. Heather will talk with the different sales people to make sure this is acceptable and then announce the program to the businesses downtown.
4. Monica would like to talk to the board about either combining the events and marketing committees or doing a call for more members of the marketing committee. There was discussion on who is a member now and attendance. Heather will make a call to get more member on her next Scuttlebutt. Monica also wondered about getting downtown on the State of Michigan blue highway signs. The sign when you get off the highway at Price Road says attractions but there are no attractions listed. Heather will do some investigating.



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Executive Director Activity for October 2024

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Events Committees agenda and minutes
- D. Executive Committee meeting, agenda and minutes
- E. Marketing Committee meeting agenda and minutes
- F. Design Committee meeting, agenda and minutes
- G. City Council Meeting
- H. Chamber Monthly Meeting
- I. Chamber Evening Mixer
- J. St Boniface Festival and Halloween Flyers Distributed
- K. Arrange for Tent for Festiva
- L. Bathrooms for Festival
- M. Food Truck for Festival
- N. Meet with Sirens and the Heist about Festival
- O. Talked with city about tables chairs, trash cans and barriers for festival
- P. Set up banners for festival
- Q. More to Your Door ad for Festival and Candy Crawl
- R. Attended Festival
- S. Set up 2 more art benches Art Bench downtown
- T. Working with other bench artists
- U. Trying to get high school volunteers for events, no more Youth Action Committee
- V. Working with FOX and ABC/CBS on Holiday ads
- W. Holiday ad in MTYD
- X. Working with Minty Mitten on Fall Pole Banners
- Y. Turned in Bills and deposits to the City Treasurer
- Z. Sent out regular email updates
- AA. Gathered Parking Survey results and sent to City for their review.
- BB. Picked up vendor funds from Farmers Market
- CC. Working on Downtown Lighting Grant
- DD. Arranged for Boy Scouts to run hot dog cart at the Halloween Candy Crawl
- EE. Made a Halloween play list to be played during candy crawl
- FF. Working with Blue Bus for Haunted Blue Bus
- GG. Talked with outside businesses about coming to the pavilion for the candy crawl
- HH. Attended ribbon cutting at I am Holistic.
- II. Talked with Community Heart and Soul program directors and arranged a presentation time.
- JJ. Talked with Bands for the St Nick Parade
- KK. Talked with Bob's Auto about the ST Nick Float
- LL. Arranged a Saint Nick for the parade and tree lighting ceremony
- MM. Sent in St Nick and Tree Lighting Special Event Permit.