



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

**BOARD OF
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2024 - 2025**

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Lori Wurm
Theresa Levit
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**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

August 7, 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 (3 minutes)

4. Approval of the Consent Agenda: 11:34am

- A. *Minutes of meeting dated July 10,2024
- B. *Minutes from Executive, Marketing and Event Meetings
- C. *City of St Johns monthly financial report through July 26,2024
- D. *Director's Report

4. Communications

- A. Events Committee 11:34am (3 minutes)
- B. Marketing Committee: 11:37 am (3 minutes)
- C. Executive Committee 11:40 am (3 minutes)
- D. City Updates 11:43 am (3 minutes)

5. Old Business

- A. Board Retreat Review* 11:46 am(5 minutes)

6. New Business

- A. Mint Fest 11:51 am (5 minutes)
More Volunteers, help with set up, door prizes
- B. Parking Survey 11:56 am (5 minutes)
- C. Hot Dog Cart Rental 12:01 pm (5 minutes)
- D. U of M MSU Tailgate Party 12:06 pm (5 minutes)

Next Regular PSD Board Meeting September 4, 2024



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
August 7, 2024
Immediately After 11:30 PSD Meeting at DDA Office

* Indicates an attachment

- 1. Call to Order 12:11 pm**
- 2. Additions to the Agenda 12:12pm**
- 3. Approval of the Consent Agenda: 12:13 pm**
 - A. *Minutes of meeting dated July 10, 2024
 - B. *Design Committee Meeting Minutes
 - C. *City of St Johns monthly financial report through July 26,2024
- 4. Communications**
 - A. Design Committee 12:14 pm (3 minutes)
- 5. Old Business**
 - A. None
- 6. New Business**
 - A. Downtown MSHDA Grant 12:17 pm (3minutes)
- 7. Public Comment (please keep to under 3 minutes) 12:20 pm (5 minutes)**
- Adjournment 12:25pm**

Next Regular DDA Board Meeting Sept 4, 2024



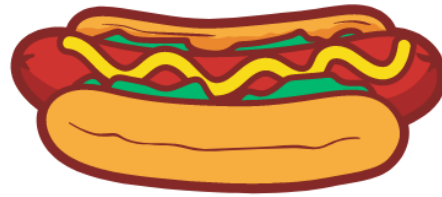
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www.DowntownStJohnsMi.com psdcityofsj@gmail.com

St Johns Principal Shopping District and Downtown Development Authority Board Retreat June 21, 2024 12 to 4pm Depot

Committee Members Present: Monica Ladiski , Jason Butler, Nancy Mckinley, Emily Baudoux, Tracy Kossaras and Tyler Barlage

Others Present: Kristina Kinde(City Treasurer), Jason Denovich(St Johns Area Chamber), Mayor Scott Dzurka, Dave Ivan, Diane form MML and Heather Hanover

1. MML Board Policy: Diane from the MML gave a broad overview of what coverage the board has. Diane stated that as appointed members of the board all board members are covered by the MML Liability policy. All volunteers that are authorized by our board are also covered. If a random person shows up to help and they were not scheduled as a volunteer, they are not covered. The other items not covered under our city policy are fireworks, mechanical rides(like carnivals or trains) and anything related to alcohol(we do get a separate policy for the Mint Fest Block Party). There were also questions on law suits against board members businesses. Diane said that all the policy paper work is avail be through our city clerk. There was discussion on parades and participants hitting or injuring spectators. This would be covered. There was discussion on Social Districts and the use of alcohol not being covered by out policy. Diane and Chris, the MML liability expert on the phone would think it would be a good idea to the city to be covered under the bar owner's policy because of the alcohol usage. There was discussion on what other cities are doing. The MML does cover other cities that have social districts and complete a poll of some of those cities to see how the liability insurance for social distircts is handle.d. Diane also mentioned that in our policy is a \$10,000 per incident medical payment coverage for any volunteer injury and they expense they would incur on or close to the day of occurrence, i.e. ambulance to the emergency room and emergency room costs. It does not cover long term complications.
2. Monica Ladiski talked about the Community Heart and Soul Program that she learned about at this year's Michigan Downtown Association workshop. The program is run by a nonprofit organization with the mission of establishing a community development process that engages all the voices with a community in deterring what matters most to the people who live there and using their ideas and aspiration as the blueprint for future decision making. The Organization is funded by profits from the Vermont Country Store Company. Monica discussed that completing this program would hopefully make it easier to get volunteers and have more members of the community invested and have pride in their community. There will be some cost to the program but there may be some grants. The key concepts are: involve everyone, focus on what maters most and play the long game. When trust is built, residents become stronger believers in their community. The group thought this was an interesting idea and directed Monican to dive deeper and determine costs and procedures.



DOWNTOWN DOGS

DOWNTOWN ST JOHNS HAS A
LICENSED HOT DOG CART. WE ARE
LOOKING FOR NONPROFIT GROUPS
THAT WOULD LIKE TO RAISE SOME
MONEY, TO RENT IT OUT
IF YOU ARE INTERESTED PLEASE
CONTACT HEATHER AT
PSDCITYOFSJ@GMAIL.COM OR
CALL 989-224-8944 EXT 233.
***THE CART CAN ONLY BE USED**
IN DOWNTOWN ST JOHNS.
THE RENTAL FEE IS \$25
(COVERS LICENSING AND GAS)

3. Dave Ivan is the Director of the MSU Extension's Community, Food and Environment Institute where he directs more than 200 employees. His research has examined successful small and rural communities across North America. He has been a speaker at 50 State and National Main Street Conferences and we are lucky to have him here today to lead us through discussions on how to match our downtown better. First Dave asked the group to come up with some WOWs. Items that if they existed in our downtown would make people say WOW. The list the group came up with:

- Water Feature
- Community Center-non profit hub and youth activities
- Park Area with play equipment, dog park
- Rail Trail Developed Attractions
- More Restaurants
- More Retail
- Three times as much foot traffic
- Live Music
- Improved Facades, sense of space, activated public spaces
- Active DDA volunteers
- Leading Workshops for new and existing businesses
- Improved Resources, being a Main Street Community
- Business Incubator
- No dead areas
- Strategic Marketing Plan to supply to potential developers
- Strong partnership between the city, chamber and the downtown.

Then the group discussed where we are now:

- Momentum
- Dilapidated areas
- Lacking in variety of businesses, a lot of the same things
- Parking Challenges
- Perception of Downtown being unsafe
- Lack of market rate residences
- Hours of Business
- Lack of awareness of available stores
- No creative marketing to capitalize on happenings
- Challenges of property owners to fully develop buildings
- Non local/absentee owners of significant buildings
- Lack of a traffic attraction strategy
- Intra-support of downtown businesses for other downtown businesses
- Solid Street scape on Clinton Ave
- Poor parking lots and electrical systems
- No connectivity to Rail to Trails for bikers

- Underutilized museums

The last step was HOW do we get from NOW to WOW:

- Grants and shovel ready projects
- Zoning/ordinance changes
- Explore Community-wide engagement(Heart and Soul Program)
- Way Finding Signage pointing to downtown
- Proforma for businesses/developers interested in downtown(city, Leap, chamber, DDA)
- Increase DDA budget through increased property value from development to become a Main Street Community and have those resources
- PSD tax assessment versus DDA millage
- Master Plan, strategic development, DDA owned and buildings to white box and have the power to determine what is needed in that building
- Secret Shopper Analysis

The group then discussed which of these items was easiest to start with. The Zoning, Community Engagement, way finding signs and a proforma prepared for potential business/developers seem like doable items to start to improve the downtown.



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Erika Hayes
Emily Baudoux
Vicki Schaffer
Monica Ladiski
Brent Hurst

CONTACT INFO

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

Meeting Minutes

**Downtown Development Authority
June 5, 2024**

Members Present: Emily Baudoux, Nancy McKinley, Brent Hurst, Chad Gamble, Erika Hayes, Corinne Trimbach and Ed Brandon.

Other Present: Chief Kirk, Scott Berman, Kathy Berman and Heather Hanover

1. Meeting was called to Order by Executive Director Hanover at 12:25 pm.

2. Additions to the Agenda: None, motion to approve the agenda as presented by Erika Hayes, seconded by Chad Gamble, motion carried.

3. Motion to Approve the Consent Agenda as presented, made by Erika Hayes, seconded by Emily Baudoux, motion carried.

A. Minutes of meeting June 5, 2024

B. Design Committee Meeting Minutes

C. City of St Johns monthly financial report through June 30, 2024

4. Communications

A. Design Committee: Heather reported that the committee is working on the bench project and they have a few artists working on benches.

5. Old Business

A. None.

6. New Business

A. Façade Grant Extension Request: The Arnst brother who own the first three buildings on the west side of Clinton Ave have a grant to repaint their façade. That grant is expiring on July 17th. They are having trouble finding a painter to complete the job and are asking for an extension. Motion by Erika Hayes, seconded by Brent Hurst to give them a 90-day extension, motion carried.

7. Public Comment

There was discussion on how we decide what banners are displace over main street. There is currently no policy. There was discussion on who should decide, the city or the downtown board. There was discussion on which kind of groups should be able to use the cross-street banner. You either have to allow everyone or maybe say just city downtown or possibly school related events. Chad stated that the city should have a calendar and make the hard choice but we will need to work on a policy.

Motion to adjourn made by Erika Hayes, seconded by Brent Hurst, motion carried, meeting adjourned at 12:38 pm.



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Brent Hurst

CONTACT INFO

Executive Director

Heather Hanover
989-224-8944 Ext
233

**Meeting Minutes
Principal Shopping District
July 10, 2024**

11:30 am, At PSD Office

Members Present: Ed Brandon, Chad Gamble, Emily Baudoux, Brent Hurst, Nancy McKinley, Corinne Trimbach and Erika Hayes.

Other Present: Chief Kirk, Scott Berman, Kathy Berman and Heather Hanover

1. Meeting was called to Order by Executive Director Hanover at 11:35 am

2. Additions to the Agenda: There were no additions to the agenda. Motion to approve made by Brent Hurst, seconded by Erika Hayes, motion carried.

3. Public Comment: Scott and Kathy Berman were in attendance and they are going to be the new owners of the St Johns Brewery. They will be changing the name to "The Heist Grill". They are the current owners of One North and Culvers in Lansing and recently purchased Renos East, which will become a One North. The Bermans have a policy of treating their employees well with great benefits and retirement programs. They hope to do the same in St Johns. They will be closed on Mondays like the current brewery and hope to do the changeover on a Monday and start the Heist Grill on a Tuesday. The timeline is still to be determined. They will not be making beer but they will maintain the liquor license and the smokers. Their award-winning chef has already created a new menu. Their new chef will also be producing all the bread in house and will offer some for sale. They like to do brunches and are hoping to have a cinnamon roll. City Manager Gambler has met with the Bermans a few times and welcomed them to town. He hopes to facilitate any building or infrastructure changes.

4. Motion to Approve the Consent Agenda made by Erika Hayes, seconded by Chad Gamble, motion carried.

A. Minutes of meeting dated June 5,2024

B. Minutes of the Marketing, Executive(May and June) and Events Committee Meetings

C. City of St Johns monthly financial report through May 30,2024

D. Director's Report

5.Communications Events Committee: Corinne was not at the last meeting so Heather said the events committee discussed the Wednesday Market and the costs to vendors and food trucks. The starting cost was \$15 for vendors and \$50 for food trucks but since we haven't had any takers the costs have been lowered to \$1 and \$25. The Mint Fest T shirts were picked out and we will be looking for volunteers.

A. Marketing Committee: Heather also discussed the Marketing Committee meeting. It was decided to do a "More to Your Door" ad for the Mint Festival Block Party. She also handed out the new downtown map brochures.

B. Executive Committee : Heather also reported on the last executive committee meeting. They discussed the agenda for the board retreat and the social district. They also discussed the resent petition going around about parking in the downtown that is being circulated by Beth Klein, owner of Courthouse Cuts. It was decided to have a survey on parking which will be discussed later in this meeting.

C. City Update: City Manager Gamble had a photo of the changes that will happen on Brush Street and to the Higham Street Parking lot. The construction will start after the Mint Festival. Chad also talked about the schedule for the Wilson Center Development. The owners are looking at getting historic tax credits which will add a few months to the time line. The Wilson center will add 49 housing units to the downtown. Ken Harris's new building will add 26 and he will have conditional occupancy in August or September, with full occupancy projected for December. The Fantasy Forest plans have been finalized but they still need to raise money. The expected start of construction is May 2025. There have been a lot of updates to the city park at the band shell and the volley ball courts. All should check them out.



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6.Old Business

A. Board Retreat: Heather talked about the retreat and the discussions that were had with the Insurance Representative from MML. The minutes from the meeting are in the packet. She also discussed the session with Dave Ivan from MSU Extension where the group discussed: What they want to see in Downtown St Johns(the Wows), how Downtown is now (the Nows) and the paths to get to the Wows,(the Hows). The group also discussed the easiest Hows to accomplish and the board should choose from this list a few items to accomplish.

B. Social District: We have not heard from the State if we are approved yet. Heather has had discussions with all the licensed liquor establishment in downtown and 2 have turned in their applications so far. Heather would like to walk around the downtown with Justin or the city manager to decide where the social district signs should go.

7.New Business:

A. Parking Survey: The city council is going to ask for our feedback on the new parking program in the downtown. The executive committee would like to do a survey to get input from everyone in the downtown. Heather asked the board if they had any questions they would like included in the survey. Heather stated it would be nice to start with who the person filling out the survey is, i.e. a business owner, and employee or resident. The committee liked this idea. She also discussed asking what is the preferable time for a person to park for free in the downtown. There was also discussion on making sure the responses are not just general but discuss specific problems with specific locations. Heather will prepare a short survey for the board's review at the August meeting and then the survey will be disseminated to the public in late August or early September.

Motion to adjourned made by Erika Hayes at 12:24pm, seconded by Brent Hurst, motion carried.



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**Design Committee Meeting Minutes
July 18, 2024 5:00pm
DDA Office**

Members Attending: Tyler Barlage and Lara Boettger

Others: Heather Hanover

1. Benches in the downtown : We have 4 designs from Debbie Fehrenbach to discuss. The group liked all four but decided to go with the cement and cedar nature design and the music note design. Another artist should be delivering an idea soon and Heather will send it out in an email. Ivan Iler from Hammer and Hand is also coming up with a design as is Nels from Bach Steel.
2. There was discussion on the Fall décor that we put in the planters. We would like to be even bigger this year. They group would also like to look into getting Fall pole banners. The style and wording were discussed. Lara came up with “Fall in Love with St Johns” . Heather will work on some ideas and pricing. We will talk to Lori at Woodbury’s to see if she wants to help again this year and if she is in needs other helpers.
3. Holiday Décor we would also like to do bigger and better each year with the Winter décor. There was discussion of a contest for a tree in each pot but we decided against this idea because it is hard to control the quality and we would like something that could stay up past Christmas.
4. There was also discussion on more snowflakes for downtown. Should we get more of the same design or a new snowflake? It was decided to wait to see what the new designs were and the costs.
5. We also discussed furniture to activate inactivated corners. The group did not like loungers with cloth cushions. They did like rocking chairs and small tables. Heather might add this to a grant for the downtown.



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Events Committee Meeting Minutes

July 11, 2024

Members Attending: Emily Baudoux, Brent Hurst and Monica Ladiski.

Others: Courtney Bradley and Heather Hanover

- 1) Wednesday Market: The Market will go next Wednesday July 17th, we have a few vendors and the new restaurant in the Brewery might send a food truck and a baker. We don't have a food truck for tomorrow but we might be able to sell hot dogs if we have some helpers. We need to get nonprofits to sell the hot dogs. We will probably only need a small portion of Higham Street for the Market. Heather will get some signs to advertise the Market.
- 2) Mint Fest. We need volunteers! Heather showed a list of the volunteers needed. There was discussion of the different rolls and what shifts people can help with. There was discussion on getting nonprofits to run the hot dog cart. Heather will put out a post on Facebook, for the Mint Fest and the Wednesday Market. There was discussion on having a video on the side of the truck that blocks the entrance to the Mint Fest. Courtney Bradley was in attendance and said she could take pictures but doesn't have a video player. There was discussion of how to project the picture, where from and what electricity. It was decided not to do this project this year. We already have signs and banners made up. There was discussion on having food during the car show, pizza or hot dogs. Brent talked to Dean and he will have pizza by the slice at the party store. Maybe the Legion would want to run the hot dog cart? Or maybe a sport team.
- 3) UofM/MSU football, Monica would like to have a tailgate party for the game at the depot with tv screens. There was discussion on the jobs needed to get this going:
 - 2 screens and devices to stream the games
 - Cornhole tournament organizer
 - Sell beer and wine
 - Hot dogs
 - Other food trucks
 - Chili cook off, licensed caters or restaurants only
 - File event permit and reserve depot and pavilion
 - Kettle Corn vendor
 - Hot Chocolate
 - Flag Football
 - Set up
 - Take down



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Events Committee Meeting Minutes
July 25, 2024

Members Attending: Tracy Kossaras, Corinne Trimbach, Jason Butler and Nancy Mckinley

Others: Heather Hanover

- 1) Wednesday Market: Went better last week because we had a food truck. We need Food Trucks. Everyone needs to try and get a food truck for the Wednesday Market.
- 2) Mint Fest. The volunteer list was discussed. We still need volunteers. The wires for the stage need hooking up, we will need more power this year. JC electric will work with the city and the stage people. The football team is coming at 10am(now 11 am) The stage people need 2 people to help with set up. And take down. The discussion was if we could pay them more to do their own take down? They want 24-hour security for the stage. Heather will contact the chief to see what they can do. The barriers need to be put together. We would like more tables. Can we use the tables from the depot? Do we want to use credit cards this year? Yes, we will get new device. The blue bus will run between the downtown and the park. How much will we donate? \$300. The car show, Larry Button will help closing down main street. We need Judges and 2 volunteers to direct cars. We also need volunteers to collect door prizes for the car show. Corinne will man the hot dog cart at the car show. We need signs for the hot dog cart.
- 3) Social District: the state has been waiting on a response from us about the management plan. We will get that back to them soon.
- 4) It was decided to cancel the meeting on August 1st since we had 2 meeting this month.



Executive Meeting

July 16,2024

Members attending: Jason Butler, Tracy Kossaras. Monica Ladiski and Chad Gamble.
Others: Heather Hanover

1. Social District: Still waiting on the State. Heather has a call into them to see what is the hold up. We need to have a walk through with the city to see where to put the signs.
2. Mint Fest: There was discussion on moving the wiring for the stage. The parade would work best if the participants could go both ways. There was discussion on a covering for the wires. There was discussion on floats going fast on Old 27. There was discussion on the city helping disconnect and reconnect the wires. Jason will check with the stage provider to get their views. We will also need help taking down the stage at midnight. There was discussion of getting a company to be a sponsor and help with the take down. Heather contacted Olympian Tool and they would just rather sponsor. Jason will talk to the stage company and see if we can pay them extra to take it down. There was discussion on the new barriers. There was also discussion on the blue bus shuttling people from the downtown to the park and back. We do not have volunteers for this but we could offer some financial assistance. Heather will communicate this to the chamber. Monica arranged for the St Johns Wrestling team to run the hot dog cart from 12 to 4 during the car show/open mike time. There was discussion on the cost to the nonprofits to cover our licensing and gas. It was decided to do \$25 per use. The open mic time still needs to be worked out. Jason will check with CJ on this.
3. Board Retreat: The board retreat minutes are in the packet. The retreat was not discussed at the board meeting because none of the participants were in attended. We need to talk about some of the “Hows” but we should wait until after Mint Fest. Jason stated that he did not appreciate the tone or the answers provided by the insurance carrier. Jason, would like to have a meeting with the city manager and the mayor to discuss the issues. Jason would also like to meet with the insurance provider for the policy we get for the Mint Fest.
4. Parking Survey: There was discussion on the key points for the survey that were discussed at the board meeting. Heather will work on a survey and get copies to everyone so that they can comment and make changes.



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Marketing Committee Minutes
July 11, 2024
9am PSD Office

Committee Members Present: Monica Ladiski, Brent Hurst, Courtney Bradly and Vicki Schaffer

Others Present: Heather Hanover

1. More to Your Door Magazine : Our ad is in the July MTYD magazine. We did a half page on just the Mint Fest Block Party. The ad ran in St Johns and Dewitt. The cost was only \$525 because we are a non-profit. The committee thought it would be nice to use this format for the holidays also. Monica would also like to have a U of M./MSU tailgate party on the Depot grounds and advertise in the MTYD magazine.
2. Promotion of the Mint Fest Block Party, we have the MTYD ad and radio ads on Z92.5. We will use the MTYD ad as a flyer and Heather is getting one for the car show. There was discussion on WLNS doing free ads for sponsorship, Heather will check. The t shirts have been designed and we will have the sponsors on the back. We could still to have more sponsors. It was decided not to do the video on the side of the truck during the events committee meeting.
3. Website, Rob has an example but I was not able to access it. Heather will get with Rob and get this movie forward after the Mint Festival.
4. Holiday Promotional ads, the committee would like to get 2 bids this year, one from Fox and one from WLNS. Heather will contact them for more information. The packet form Fox for the Farmers market was discussed. The group would like a simple document to compare with inform we get from WLNS.



*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
psdcityofsj@gmail.com*

Event UofM/MSU football

Monica would like to have a tailgate party for the game at the depot with tv screens. I have contacted the city and reserved the depot and the pavilion for Oct 26th all day(not sure what time the game is yet)

These are the tasks we will need accomplished:

- 2 screens and devices to stream the games
- Advertising
- Cornhole tournament organizer
- Sell beer and wine(need State Permit)
- Hot dogs
- Other food trucks
- Chili cook off, licensed caters or restaurants only
- File event permit and reserve depot and pavilion- Heather
- Kettle Corn vendor
- Hot Chocolate
- Flag Football
- Set up
- Take down

Downtown St Johns Parking Survey 2024

1. Which option best describes you (select all that apply): A. I am a resident of Downtown St Johns B. I work in Downtown St Johns C. I am a customer of Downtown St Johns D. I am a business owner in Downtown St Johns E. I am a building owner in Downtown St Johns
2. Do you feel that there is an adequate supply of parking for customers in the downtown?
3. For Residents
4. For Employees
5. How long do you think vehicles owners should be allowed to park downtown for free?
6. What are the biggest parking challenges in Downtown St Johns? (please be specific, mention the lot or street that you are referring to)

Or What are the biggest parking challenges you experience in Downtown St Johns? (Please choose up to three) A. Cannot find available parking at or near (within a block) my destination B. Vehicles parked on residential streets for extended periods C. Non-residents parking in resident-only parking areas D. Too many empty parking spaces in public areas (over supply) E. Lack of charging stations for e-vehicles and e-bikes F. Not enough accessible parking for employees.

7. Do you see any positives to the recent changes to the parking plan for Downtown St Johns?
8. How do you feel about the cost of overnight parking?
9. How do you feel about the adding long term parking on Brush and Spring Street?
10. If you had a magic wand, what would you like to see done differently for parking in Downtown St Johns?
11. What is a reasonable walking distance for you to be able to walk from a parking space to work? 1 block 2 blocks 3 blocks 4 blocks
12. What ideas do you have to improve parking in the area?
13. What are your overall concerns for the parking program in Downtown St Johns?

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
PERIOD ENDING 07/31/2024

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	35,014.56	45,630.00	0.00	0.00	45,630.00	0.00
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	12.30	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		45,026.86	45,630.00	0.00	0.00	45,630.00	0.00
TOTAL REVENUES		45,026.86	45,630.00	0.00	0.00	45,630.00	0.00
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-713.001	EMPLOYER SOCIAL SECURITY	299.99	0.00	59.99	59.99	(59.99)	100.00
248-451-713.002	MEDICARE/EMPLOYER PORTION	70.16	0.00	14.03	14.03	(14.03)	100.00
248-451-804.000	ADMINISTRATION CHARGES	3,203.00	7,310.00	0.00	0.00	7,310.00	0.00
248-451-818.000	CONTRACTUAL SERVICES	14,416.21	12,500.00	967.64	967.64	11,532.36	7.74
248-451-818.040	DOWNTOWN IMPROVEMENT	20,775.13	25,900.00	0.00	0.00	25,900.00	0.00
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		45,611.49	75,710.00	1,041.66	1,041.66	74,668.34	1.38
TOTAL EXPENDITURES		45,611.49	75,710.00	1,041.66	1,041.66	74,668.34	1.38
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		45,026.86	45,630.00	0.00	0.00	45,630.00	0.00
TOTAL EXPENDITURES		45,611.49	75,710.00	1,041.66	1,041.66	74,668.34	1.38
NET OF REVENUES & EXPENDITURES		(584.63)	(30,080.00)	(1,041.66)	(1,041.66)	(29,038.34)	3.46

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GL ACTIVITY REPORT FOR CITY OF ST. JOHNS
TRANSACTIONS FROM 07/01/2024 TO 07/31/2024

Page: 1/2

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2024			248-000-002.000 CASH - IMM/PRI ACCT 1289	BEG. BALANCE			89,242.79
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024			1,041.66	88,201.13
07/31/2024			248-000-002.000	END BALANCE	0.00	1,041.66	88,201.13
07/01/2024			248-000-390.000 Fund Balance	BEG. BALANCE			(89,827.42)
07/31/2024			248-000-390.000	END BALANCE	0.00	0.00	(89,827.42)
07/01/2024			248-451-713.001 EMPLOYER SOCIAL SECURITY	BEG. BALANCE			0.00
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		59.99		59.99
07/31/2024			248-451-713.001	END BALANCE	59.99	0.00	59.99
07/01/2024			248-451-713.002 MEDICARE/EMPLOYER PORTION	BEG. BALANCE			0.00
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		14.03		14.03
07/31/2024			248-451-713.002	END BALANCE	14.03	0.00	14.03
07/01/2024			248-451-818.000 CONTRACTUAL SERVICES	BEG. BALANCE			0.00
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		967.64		967.64
07/31/2024			248-451-818.000	END BALANCE	967.64	0.00	967.64
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					1,041.66	1,041.66	(584.63)

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	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	0.00	0.00	41,725.00	0.00
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	525.00	525.00	975.00	35.00
251-000-653.003	CAR SHOWS	3,848.31	3,000.00	0.00	0.00	3,000.00	0.00
251-000-653.005	MINT FESTIVAL	42,969.12	30,000.00	1,100.00	1,100.00	28,900.00	3.67
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	170.00	170.00	(170.00)	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	1,795.00	1,795.00	78,930.00	2.22
TOTAL REVENUES		95,686.28	80,725.00	1,795.00	1,795.00	78,930.00	2.22
Expenditures							
Dept 172 - ADMINISTRATION DEPARTMENT							
251-172-713.001	EMPLOYER SOCIAL SECURITY	299.95	0.00	59.99	59.99	(59.99)	100.00
251-172-713.002	MEDICARE/EMPLOYER PORTION	70.15	0.00	14.03	14.03	(14.03)	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	0.00	0.00	4,400.00	0.00
251-172-751.001	FARMERS' MARKET	706.39	1,000.00	96.00	96.00	904.00	9.60
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	4,162.50	4,162.50	15,837.50	20.81
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	0.00	0.00	1,500.00	0.00
251-172-804.000	ADMINISTRATION CHARGES	4,600.00	6,600.00	0.00	0.00	6,600.00	0.00
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	11,945.84	12,500.00	967.64	967.64	11,532.36	7.74
251-172-818.040	DOWNTOWN IMPROVEMENT	2,843.14	12,000.00	0.00	0.00	12,000.00	0.00
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	0.00	0.00	500.00	0.00
251-172-880.008	MARKETING	10,710.73	4,500.00	3,500.00	3,500.00	1,000.00	77.78
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	0.00	0.00	500.00	0.00
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	0.00	0.00	200.00	0.00
251-172-969.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
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		61,354.33	76,300.00	8,800.16	8,800.16	67,499.84	11.53
TOTAL EXPENDITURES		61,354.33	76,300.00	8,800.16	8,800.16	67,499.84	11.53
Fund 251 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		95,686.28	80,725.00	1,795.00	1,795.00	78,930.00	2.22
TOTAL EXPENDITURES		61,354.33	76,300.00	8,800.16	8,800.16	67,499.84	11.53
NET OF REVENUES & EXPENDITURES		34,331.95	4,425.00	(7,005.16)	(7,005.16)	11,430.16	158.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		06/30/2024	AMENDED BUDGET	07/31/2024	MONTH 07/31/24	BALANCE	USED
TOTAL REVENUES - ALL FUNDS		140,713.14	126,355.00	1,795.00	1,795.00	124,560.00	1.42
TOTAL EXPENDITURES - ALL FUNDS		106,965.82	152,010.00	9,841.82	9,841.82	142,168.18	6.47
NET OF REVENUES & EXPENDITURES		<u>33,747.32</u>	<u>(25,655.00)</u>	<u>(8,046.82)</u>	<u>(8,046.82)</u>	<u>(17,608.18)</u>	<u>31.37</u>

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
07/23/2024	CD	CHK	Check: 03 63032	63032		96.00	(96.00)
07/23/2024	CD	CHK	Check: 03 63045	63045		500.00	(596.00)
07/23/2024	CD	CHK	Check: 03 63053	63053		4,162.50	(4,758.50)
07/23/2024	CD	CHK	Check: 03 63057	63057		3,500.00	(8,258.50)
07/24/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/24/2024		100.00		(8,158.50)
07/25/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/25/2024		1,525.00		(6,633.50)
07/25/2024	CD	CHK	Check: 03 100672	100672 (E)		650.00	(7,283.50)
07/26/2024	CD	CHK	Check: 03 100674	100674 (E)		54.95	(7,338.45)
07/31/2024			251-000-001.000	END BALANCE	1,625.00	8,963.45	(7,338.45)
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
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024			1,041.66	54,074.50
07/31/2024			251-000-002.000	END BALANCE	170.00	1,041.66	54,074.50
07/01/2024			251-000-002.007 DEBIT CARD-CASH		BEG. BALANCE		(200.00)
07/31/2024			251-000-002.007	END BALANCE	0.00	0.00	(200.00)
07/01/2024			251-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(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-AI	01917		3,500.00	(4,800.95)
07/22/2024	AP	INV	STAGING & ROOF, LIGHTING EQUP	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)
07/26/2024	CD	CHK	Check: 03 100674	100674 (E)	54.95		0.00
07/31/2024			251-000-202.000	END BALANCE	8,963.45	7,758.50	0.00
07/01/2024			251-000-390.000 Fund Balance		BEG. BALANCE		(19,209.26)
07/31/2024			251-000-390.000	END BALANCE	0.00	0.00	(19,209.26)
07/01/2024			251-000-653.001 FARMERS' MARKET		BEG. BALANCE		0.00
07/25/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/25/2024			525.00	(525.00)
07/31/2024			251-000-653.001	END BALANCE	0.00	525.00	(525.00)
07/01/2024			251-000-653.005 MINT FESTIVAL		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)
07/31/2024			251-000-653.005	END BALANCE	0.00	1,100.00	(1,100.00)
07/01/2024			251-000-677.000 MISCELLANEOUS REVENUE		BEG. BALANCE		0.00
07/01/2024	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/01/2024			170.00	(170.00)
07/31/2024			251-000-677.000	END BALANCE	0.00	170.00	(170.00)
07/01/2024			251-172-713.001 EMPLOYER SOCIAL SECURITY		BEG. BALANCE		0.00
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		59.99		59.99
07/31/2024			251-172-713.001	END BALANCE	59.99	0.00	59.99
07/01/2024			251-172-713.002 MEDICARE/EMPLOYER PORTION		BEG. BALANCE		0.00
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		14.03		14.03
07/31/2024			251-172-713.002	END BALANCE	14.03	0.00	14.03
07/01/2024			251-172-751.001 FARMERS' MARKET		BEG. BALANCE		0.00
07/11/2024	AP	INV	REFUND; DBL PAYMENT FOR WED MARKET	07/10/2024	96.00		96.00
07/31/2024			251-172-751.001	END BALANCE	96.00	0.00	96.00
07/01/2024			251-172-751.003 MINT FESTIVAL		BEG. BALANCE		0.00
07/22/2024	AP	INV	STAGING & ROOF, LIGHTING EQUP	2024095	4,162.50		4,162.50
07/31/2024			251-172-751.003	END BALANCE	4,162.50	0.00	4,162.50
07/01/2024			251-172-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/10/2024	PR	CHK	SUMMARY PR 07/10/2024		967.64		967.64
07/31/2024			251-172-818.000	END BALANCE	967.64	0.00	967.64
07/01/2024			251-172-880.008 MARKETING		BEG. BALANCE		0.00
07/11/2024	AP	INV	DOWNTOWN POSTER/BILLBOARD DIST MAY-AI	01917	3,500.00		3,500.00
07/31/2024			251-172-880.008	END BALANCE	3,500.00	0.00	3,500.00
TOTAL FOR FUND 251 PRINCIPAL SHOPPING DISTRICT					19,558.61	19,558.61	34,331.95



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

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Executive Director Activity for July 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 Meeting
- I. Set up Barriers for Wednesday Market
- J. Talked with Food Trucks and Vendors for Wednesday Market
- K. Talked with vendors at Saturday Market about Wednesday Market
- L. Ordered Signs for Wednesday Market
- M. Attended Wednesday Market
- N. Take down of Wednesday Market
- O. Order Supplies for Mint Fest
- P. Meet with delivery truck of barriers
- Q. Talked with Sponsors for the Mint Fest
- R. Tried to get a take down crew for Mint Fest
- S. Talked with artists about art benches
- T. Made agreements with artist for the benches
- U. Talked with city about social district
- V. Talked with business about social district
- W. Told Christian Arnst about board approval of his Façade Grant extension
- X. Turned in Bills and deposits to the City Treasurer
- Y. Sent out regular email updates
- Z. Turned in Mint Fest Event Forms
- AA. Worked with Sports Stop on Mint Fest T shirts
- BB. Worked with CEP on car show t shirts
- CC. Contacted JC Electric about MSHDA grant
- DD. Blue Bus Meeting
- EE. Talked with Volunteers for the Mint Fest
- FF. Worked on Parking Survey Questions
- GG. Handed out Flyer's downtown
- HH. Worked with the DPW to check sound system
- II. Looking for Judges for the Car Show
- JJ. Reserved Depot for protentional; event
- KK. Made signs for Hot Dog cart