



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

**BOARD OF DIRECTORS 2025 - 2026**

**Chairman**  
Monica Ladiski  
Lotus Health

**Vice-Chairman**  
Jason Butler  
Butler Financial

**Secretary-Treasurer**  
Tyler Barlage  
Community Christian Church

**Directors**  
Emily Baudoux  
Rise Up Co.

Ed Brandon  
Gilroy's Hardware

Bruce Delong  
Clinton County

Chad Gamble  
City of St. Johns,

Erika Hayes  
Jackson,  
Hayes, PC

Brent Hurst  
OhMi Organics

Tracy Kossaras  
Kurt's Appliance

Monica Ladiski  
Lotus Health

Nancy McKinley  
Castle Resident

Corinne Trimbach  
Building Owner

**Marketing**  
Emily Baudoux-Chair  
Tyler Barlage  
Erica Hayes  
Vickie Schafer  
Monica Ladiski

**Design**  
Tyler Barlage-Chair  
Lori Wurm  
Lara Boettger  
Brandi Martinez

**Events**  
Corrine Trimbach-Chair  
Tracy Kossaras-Chair  
Brent Hurst  
Nancy McKinley  
Jason Butler  
Liz Janetske

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

**CONTACT INFO**  
**Executive Director**  
Heather Hanover  
989-224-8944 Ext233:  
psdcityofsj@gmail.com

**AGENDA**  
**Principal Shopping District Meeting**  
**Dec 3, 2025**  
**11: 30 am, Fire Hall**

\* Indicates an attachment

- 1. Call to Order 11:30am**
- 2. Additions to the Agenda 11:30am**
- 3. Public Comment 11:31am (5 minutes)**
- 4. Approval of the Consent Agenda: 11:36 am**
  - A. \*Minutes of meeting dated Nov 5,2025
  - B. \*Minutes from Executive, Marketing and Event Meetings
  - C. \*City of St Johns monthly financial report through Nov 27,2025
  - D. \*Director's Report

**4. Communications**

- A. Events Committee 11:37 am (3 minute)  
St Nick Volunteers
- B. Marketing Committee: 11:40am (3 minutes)
- C. Executive Committee 11:43 am (3 minutes)
- D. City Updates 11:46 am (5minutes)

**5. Old Business**

- A. Lease for Shared Space 11:51am(3 minutes)
- B. Downtown Website 11:54am(2 minutes)
- C. Categorizing Downtown Events 11:56 am(8 minutes)

**6. New Business**

- A. Approval of 2026 meeting dates 12:04pm(2 Minutes)
- B. Director Contract 12:06pm(2 Minutes)

**Next Regular PSD Board Meeting Jan 7**



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

**AGENDA**  
**Downtown Development Authority Meeting**  
**Dec 3, 2025**  
**Immediately After 11:30 Fire Hall**

\* Indicates an attachment

**BOARD OF DIRECTORS 2025 - 2026**

**Chairman**  
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Tracy Kossaras-Chair  
Brent Hurst  
Nancy McKinley  
Jason Butler  
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**Executive, Finance, Strategic Planning**  
Tyler Barlage  
Jason Butler  
Chad Gamble  
Tracy Kossaras  
Monica Ladiski  
Corinne Trimbach  
Emily Baudoux

**CONTACT INFO**  
**Executive Director**  
Heather Hanover  
989-224-8944 Ext233:  
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1. **Call to Order 12:06 pm**
  2. **Additions to the Agenda 12:07 pm**
  3. **Approval of the Consent Agenda: 12:08 pm**
    - A. \*Minutes of meeting dated Nov 5, 2025
    - B. \*Minutes from the Design Committee Meeting
    - C. \*City of St Johns monthly financial report through Nov 25,2025
  4. **Communications**
    - A. Design Committee **12:09 (3 minutes)**
  5. **Old Business**
    - A. None
  6. **New Business**
    - A. Holiday 6 in the City St Johns Addition, Dec 4th 7:30 pm WLNS and WLAJ **12:12 (1 minutes)**
  7. **Public Comment (please keep to under 3 minutes) 12:13pm (5 minutes)**
- Adjournment 12:18pm**

**Next Regular DDA Board Meeting Jan 7th.**



St Johns Principal Shopping District and Downtown Development Authority  
109 E State Street PO Box 477, St Johns, MI 48879  
989-224-8944 Ext 233 [psdcityofsj@gmail.com](mailto:psdcityofsj@gmail.com)

## **2025 Committee Meeting Dates: (exceptions are in red)**

**PSD DDA Board Meetings are held on the first Wednesday of the month at 11:30am at the PSD/ Fire Hall Conference Room:** Jan 7, Feb 4, Mar 4, Apr 1, May 6, June 3, **July 1 or 8?**, Aug 5, Sept 2, Oct 7, Nov 4, Dec 2.

### **DDA Required Meetings:**

Informational/Citizens Council Feb 10 5:30 pm

July **1 or 8** Informational Meeting 11:15am followed by Annual Meeting 11:30am **Picnic????**

**Executive Committee third Tuesday of the month at 8 am,** Butler Financial Offices 301 N Clinton Ave.: Jan 20, Feb 17, Mar 17, Apr 21, May 19, June 16, July 21, Aug 18, Sept 15, Oct 20, Nov 17, Dec 15.

**Events/Marketing Committee second Thursday of the month at 11:30am, Fire Hall:** Jan 8, Feb 12, Mar 12, Apr 9, May 14, June 11, July 9, Aug 13, Sept 10, Oct 8, Nov 12, Dec 10.

**Design Committee on the third Thursday of the month at 8:00 am PSD/Fire Hall Conference Room** Jan 15, Feb 19, Mar 19, Apr 16, May 14, June 19, July 18, Aug 20, Sept 17, Oct 15, Nov 19, **Dec 17**



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**COMMITTEES**

**Design**  
Tyler Barlage-Chair  
Lori Wurm  
Lara Boettiger  
Brandi Martinez

**Events**  
Tracy Kossaras-Chair  
Corinne Trimbach-Chair  
Nancy McKinley  
Jason Butler  
Nick Boyer  
Liz Janetske  
Brent Hurst

**Executive, Finance,  
Strategic Planning**

Monica Ladiski-Chair  
Tyler Barlage  
Jason Butler  
Chad Gamble  
Tracy Kossaras  
Corinne Trimbach

**Marketing**  
Emily Baudoux-Chair  
Erika Hayes  
Vicki Schaffer

**CONTACT INFO**

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Heather Hanover  
989-224-8944 Ext  
233

**Meeting Minutes  
Principal Shopping District  
Nov 5, 2025**

**11:30 am, At Fire Hall**

**Members Present:** Brent Hurst, Nancy McKinley, Tracy Kossaras, Corinne Trimbach, Emily Baudoux, Monica Ladiski, Tyler Barlage, Bruce Delong, Erika Hayes and Ed Brandon.

**Others Present:** Liz Janetske, Devon Pingle and Heather Hanover

- 1. Meeting was called to Order by Chair Ladiski at 11:30 am**
- 2. Additions to the Agenda:** None, motion to approve the agenda as presented by Bruce Delong/seconded by Brent Hurst, motion carried.
- 3. Public Comment:** None.
- 4. Motion to Approve the Consent Agenda made by Bruce Delong, seconded by Nancy McKinley motion carried.**
  - A. Minutes of meeting dated Oct 1, 2025
  - B. Minutes of the Executive, Marketing and Events Committee Meetings
  - C. City of St Johns monthly financial report through Oct 29,2025
  - D. Director's Report

**5. Communications**

A. Events Committee: Chair Kossaras talked about the last meeting that was held at the Heist. The Candy Crawl brought a lot of people downtown; some stores gave out more than 1000 pieces of candy. The next event is Small Business Saturday and we are making list of specials to hand out. Next the St Nick Parade and the group chose Kathy Smith as Saint of the Year. We are thinking about an event in Feb maybe the Snow Moon Stroll. Monica stated that the committee is going to work on their slate of events for 2026 and a protocol for how each event is handled..

B. Marketing Committee: Chair Baudoux said that the marketing committee is working on a marketing protocol for events and other happenings in the downtown. This will help with budgeting and efficient use of marketing funds. We are also working with Doug from Web Local to get the new website up and running.

C. Executive Committee : Heather said at the executive meeting they discussed the Incubator, the Vision and Values statement and the Event Criteria, all which will be discussed later in the agenda.

D. City Update: None.

**6. Old Business**

A. Retail Incubator: There was discussion on the retail incubator . Bruce Delong questioned the conflict of interest of renting a space from a board member. The issue was discussed with the city manager. Emily Baudoux was not in on the rental discussions nor was she allowed to vote. Heather stated that you can have a conflict of interest you just have to disclose it and recuse yourself from any vote.

B. Vision and Values Statement that were discussed at the executive meeting were presented to the entire board. There was discussion of adding welcoming place worthy of investment to the Vision Statement. In the Values Statement, there was a spelling error and the group would like to remove the last sentence.

C. Criteria for Deciding on Event Categories Monica presented her proposal for categorizing events. 1. Chamber/PSD events 2. PSD Events 3 Private Events. There was discussion on



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how each event is funded and how do we decide which private events we support and how do you decide how much financial support to give. Monica stated that there are a lot of issues to be determined with granting funds to the private events. These events are good for the downtown but there is a lot to be ironed out on funding or not funding. Can we just vote on the three categories and decide at a later date if and how we will support private events? Motion by Brent Hurst seconded by Bruce Delong to approve the three categories, motion carried.

**7.New Business:**

A. Since many of the Events and Marketing committee issues are interconnected and to reduce the number of meetings people have to attend, it was decided to have a joint meeting from now on, on the second Thursday of the month. The first joint meeting will be next Thursday November 13 at 11:30am at Main Street if it is available.

**Motion to adjourned made by Brent Hurst at 12:24 pm, seconded by Corinne Trimbach, motion carried.**



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Vicki Schaffer

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**Executive Director**  
Heather Hanover  
989-224-8944 Ext 233

**Meeting Minutes  
Downtown Development Authority  
Nov 5 ,2025  
Immediately following the PSD Meeting**

**Members Present:** Brent Hurst, Nancy McKinley, Tracy Kossaras, Corinne Trimbach, Emily Baudoux, Monica Ladiski, Tyler Barlage, Bruce Delong, Erika Hayes and Ed Brandon.

**Others Present:** Liz Janetske, Devon Pingle and Heather Hanover

**1. Meeting was called to Order by Chair Ladiski at 12:25 pm.**

**2. Additions to the Agenda:** None, motion to approve the agenda as presented made by Corinne Trimbach, seconded by Tracy Kossaras, motion carried.

**3. Motion to Approve the Consent Agenda** as presented, made by Corinne Trimbach, seconded by Tracy Kossaras, motion carried.

A. Minutes of meeting Oct 1,2025

B. Minutes of the Design Committee Meeting

C. City of St Johns monthly financial report through Oct 29, 2025

**4. Communications**

A. Design Committee Chair Barlage stated that at the last meeting we reviewed the city's revised ordinance on Outdoor Furniture Permits. The city asked the DDA if they would like to have input on any request for Outdoor furniture placements that are in the Central business District. The board decided they would and referred the matter to the Design Committee. In your packet are the guidelines that the committee created p and they recommend that they are forwarded to the city for addition to the revised city ordinance. Motion by Brent Hurst seconded by Ed Brandon to approve the guidelines and submit them to the city for inclusion in the ordinance, motion carried

**5. Old Business**

A. FYI, because of the new retail shared space, we will have no façade grants this year.

**6. New Business**

A. None.

**7. Public Comment**

Deven Pingle is the new LEAP representative for Clinton County and he is here to introduce himself and talk about some of the economic tools he has to help small businesses.

He briefly discussed his power point presentation and he will share it with Heather so that she can send it out to everyone. Devon also has a monthly coffee and conversation meeting at Waypoint Coffee in downtown St Johns. He encourages everyone to come down and talk with him. Tracy asked him if he has any experience with incubators like the one, we are trying to do. He said he has not had a lot but he is working with Heather and will be setting up meetings with professionals that will be helpful.

**Motion by Ed Brandon to adjourn at 12:43 pm, seconded by Tyler Barlage, motion carried.**

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS  
 PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025	ACTIVITY FOR MONTH 11/30/25	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	42,579.31	54,877.44	58,020.68	0.00	(3,143.24)	105.73
248-000-582.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	99.50	250.00	0.00	0.00	250.00	0.00
Total Dept 000 - REVENUE		42,678.81	55,127.44	58,020.68	0.00	(2,893.24)	105.25
TOTAL REVENUES		42,678.81	55,127.44	58,020.68	0.00	(2,893.24)	105.25
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-713.001	EMPLOYER SOCIAL SECURITY	803.96	556.00	287.98	72.00	268.02	51.79
248-451-713.002	MEDICARE/EMPLOYER PORTION	188.04	129.97	67.36	16.84	62.61	51.83
248-451-804.000	ADMINISTRATION CHARGES	7,310.00	8,000.00	0.00	0.00	8,000.00	0.00
248-451-818.000	CONTRACTUAL SERVICES	17,289.39	13,934.04	5,844.68	2,361.17	8,089.36	41.95
248-451-818.040	DOWNTOWN IMPROVEMENT	26,704.75	23,500.00	6,569.65	0.00	16,930.35	27.96
248-451-880.007	FACADE GRANTS	37,800.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 451 - NEW CONSTRUCTION		90,096.14	56,120.01	12,769.67	2,450.01	43,350.34	22.75
TOTAL EXPENDITURES		90,096.14	56,120.01	12,769.67	2,450.01	43,350.34	22.75
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		42,678.81	55,127.44	58,020.68	0.00	(2,893.24)	105.25
TOTAL EXPENDITURES		90,096.14	56,120.01	12,769.67	2,450.01	43,350.34	22.75
NET OF REVENUES & EXPENDITURES		(47,417.33)	(992.57)	45,251.01	(2,450.01)	(46,243.58)	4,558.97

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/31/2025			<b>248-000-001.000 POOLED CASH</b>		BEG. BALANCE		41,026.61
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025			1,250.00	39,776.61
08/26/2025	CD	CHK	Check: PC 201181	201181	2,523.00		37,253.61
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025			1,250.01	36,003.60
09/26/2025	CD	CHK	Check: PC 8818	8818(A)	2,246.65		33,756.95
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025			1,250.00	32,506.95
10/30/2025	CD	CHK	Check: PC 201333	201333	1,800.00		30,706.95
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025			1,250.01	29,456.94
11/25/2025	CD	CHK	Check: PC 201398	201398	1,200.00		28,256.94
11/30/2025			248-000-001.000	END BALANCE	0.00	12,769.67	28,256.94
07/31/2025			<b>248-000-002.000 CASH - IMM/PRI ACCT 1289</b>		BEG. BALANCE		0.00
07/31/2025	GJ	JE	TO PAY DDA TAX CAPTURE	16531	21,632.32		21,632.32
07/31/2025	GJ	JE	TO PAY DDA TAX CAPTURE	16531	36,388.36		58,020.68
11/30/2025			248-000-002.000	END BALANCE	58,020.68	0.00	58,020.68
07/31/2025			<b>248-000-202.000 ACCOUNTS PAYABLE</b>		BEG. BALANCE		(2,523.00)
08/26/2025	CD	CHK	Check: PC 201181	201181	2,523.00		0.00
09/04/2025	AP	INV	TREE REMOVAL & REPLACEMENT	119959		2,246.65	(2,246.65)
09/26/2025	CD	CHK	Check: PC 8818	8818(A)	2,246.65		0.00
10/29/2025	AP	INV	NOV2025 RENT/\$1200 -SEC DEP/\$600	3 N CLINTON -11/25		1,800.00	(1,800.00)
10/30/2025	CD	CHK	Check: PC 201333	201333	1,800.00		0.00
11/25/2025	AP	INV	DEC2025 RENT	23 N CLINTON-12/25		1,200.00	(1,200.00)
11/25/2025	CD	CHK	Check: PC 201398	201398	1,200.00		0.00
11/30/2025			248-000-202.000	END BALANCE	7,769.65	5,246.65	0.00
07/31/2025			<b>248-000-390.000 Fund Balance</b>		BEG. BALANCE		(88,443.94)
11/30/2025			248-000-390.000	END BALANCE	0.00	0.00	(88,443.94)
07/31/2025			<b>248-000-404.000 CURRENT PROPERTY TAX</b>		BEG. BALANCE		0.00
07/31/2025	GJ	JE	TO PAY DDA TAX CAPTURE	16531		21,632.32	(21,632.32)
07/31/2025	GJ	JE	TO PAY DDA TAX CAPTURE	16531		36,388.36	(58,020.68)
11/30/2025			248-000-404.000	END BALANCE	0.00	58,020.68	(58,020.68)
07/31/2025			<b>248-451-713.001 EMPLOYER SOCIAL SECURITY</b>		BEG. BALANCE		0.00
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025			71.99	71.99
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025			72.00	143.99
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025			71.99	215.98
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025			72.00	287.98
11/30/2025			248-451-713.001	END BALANCE	287.98	0.00	287.98
07/31/2025			<b>248-451-713.002 MEDICARE/EMPLOYER PORTION</b>		BEG. BALANCE		0.00
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025			16.84	16.84
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025			16.84	33.68
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025			16.84	50.52
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025			16.84	67.36
11/30/2025			248-451-713.002	END BALANCE	67.36	0.00	67.36
07/31/2025			<b>248-451-818.000 CONTRACTUAL SERVICES</b>		BEG. BALANCE		0.00
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025			1,161.17	1,161.17
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025			1,161.17	2,322.34
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025			1,161.17	3,483.51
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025			1,161.17	4,644.68
11/25/2025	AP	INV	DEC2025 RENT	23 N CLINTON-12/25		1,200.00	5,844.68
11/30/2025			248-451-818.000	END BALANCE	5,844.68	0.00	5,844.68
07/31/2025			<b>248-451-818.040 DOWNTOWN IMPROVEMENT</b>		BEG. BALANCE		2,523.00
09/04/2025	AP	INV	TREE REMOVAL & REPLACEMENT	119959	2,246.65		4,769.65
10/29/2025	AP	INV	NOV2025 RENT/\$1200 -SEC DEP/\$600	3 N CLINTON -11/25		1,800.00	6,569.65
11/30/2025			248-451-818.040	END BALANCE	4,046.65	0.00	6,569.65
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					76,037.00	76,037.00	(47,417.33)

PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025	ACTIVITY FOR MONTH 11/30/25	AVAILABLE BALANCE	% BDGT USED
Fund 251 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
251-000-452.006	DOWNTOWN BUSINESS DISTRICT	41,743.51	42,825.00	38,430.00	0.00	4,395.00	89.74
251-000-541.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
251-000-653.001	FARMERS' MARKET	1,724.84	1,500.00	1,275.25	0.00	224.75	85.02
251-000-653.003	CAR SHOWS	3,624.59	3,000.00	2,528.00	0.00	472.00	84.27
251-000-653.005	MINT FESTIVAL	43,477.38	35,000.00	28,582.15	0.00	6,417.85	81.66
251-000-653.010	SPRING FESTIVAL	(8.89)	0.00	0.00	0.00	0.00	0.00
251-000-653.013	WINTER FESTIVAL	380.00	500.00	0.00	0.00	500.00	0.00
251-000-665.000	INTEREST EARNED/INVESTMENTS	111.12	0.00	60.23	0.00	(60.23)	100.00
251-000-674.005	CORPORATE SPONSORS	1,000.00	1,000.00	0.00	0.00	1,000.00	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	220.00	0.00	0.00	0.00	0.00	0.00
251-000-679.000	MARKETING CO-OP	2,750.00	3,000.00	1,500.00	1,500.00	1,500.00	50.00
Total Dept 000 - REVENUE		95,022.55	86,825.00	72,375.63	1,500.00	14,449.37	83.36
TOTAL REVENUES		95,022.55	86,825.00	72,375.63	1,500.00	14,449.37	83.36
Expenditures							
Dept 172 - ADMINISTRATION DEPARTMENT							
251-172-713.001	EMPLOYER SOCIAL SECURITY	803.88	863.91	287.96	71.99	575.95	33.33
251-172-713.002	MEDICARE/EMPLOYER PORTION	187.99	202.04	67.33	16.83	134.71	33.33
251-172-730.000	OFFICE SUPPLIES/ADM	0.00	100.00	0.00	0.00	100.00	0.00
251-172-751.000	EVENT COLLABORATION	2,950.45	6,100.00	2,116.40	0.00	3,983.60	34.70
251-172-751.001	FARMERS' MARKET	1,313.78	1,000.00	1,505.00	0.00	(505.00)	150.50
251-172-751.002	CAR SHOWS	0.00	1,000.00	906.25	0.00	93.75	90.63
251-172-751.003	MINT FESTIVAL	31,011.96	28,000.00	28,358.93	0.00	(358.93)	101.28
251-172-751.007	WINTER FESTIVAL	1,956.03	2,000.00	0.00	0.00	2,000.00	0.00
251-172-751.010	FALL FESTIVAL	988.20	1,000.00	0.00	0.00	1,000.00	0.00
251-172-804.000	ADMINISTRATION CHARGES	6,600.00	8,000.00	0.00	0.00	8,000.00	0.00
251-172-814.002	WEBSITE	830.00	810.00	2,350.00	0.00	(1,540.00)	290.12
251-172-818.000	CONTRACTUAL SERVICES	12,966.39	13,934.04	4,644.68	1,161.17	9,289.36	33.33
251-172-818.040	DOWNTOWN IMPROVEMENT	9,555.13	5,000.00	5,304.70	0.00	(304.70)	106.09
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	561.05	500.00	150.00	0.00	350.00	30.00
251-172-880.008	MARKETING	7,481.44	11,000.00	1,662.90	0.00	9,337.10	15.12
251-172-882.000	MARKETING CO-OP	8,000.00	6,000.00	0.00	0.00	6,000.00	0.00
251-172-956.000	MISCELLANEOUS	430.62	0.00	400.00	0.00	(400.00)	100.00
251-172-960.000	EDUCATION AND TRAINING	294.37	500.00	59.54	0.00	440.46	11.91
251-172-961.000	PROFESSIONAL DUES	350.00	350.00	350.00	0.00	0.00	100.00
251-172-969.000	GRANTS	435.00	0.00	0.00	0.00	0.00	0.00
251-172-969.001	MUSIC	2,344.85	1,000.00	217.89	0.00	782.11	21.79
251-172-985.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 172 - ADMINISTRATION DEPARTMENT		89,061.14	87,859.99	48,381.58	1,249.99	39,478.41	55.07
TOTAL EXPENDITURES		89,061.14	87,859.99	48,381.58	1,249.99	39,478.41	55.07
Fund 251 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		95,022.55	86,825.00	72,375.63	1,500.00	14,449.37	83.36
TOTAL EXPENDITURES		89,061.14	87,859.99	48,381.58	1,249.99	39,478.41	55.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS  
 PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025	ACTIVITY FOR MONTH 11/30/25	AVAILABLE BALANCE	% BDGT USED
Fund 251 -	PRINCIPAL SHOPPING DISTRICT						
	NET OF REVENUES & EXPENDITURES	5,961.41	(1,034.99)	23,994.05	250.01	(25,029.04)	2,318.29
TOTAL REVENUES - ALL FUNDS		137,701.36	141,952.44	130,396.31	1,500.00	11,556.13	91.86
TOTAL EXPENDITURES - ALL FUNDS		179,157.28	143,980.00	61,151.25	3,700.00	82,828.75	42.47
NET OF REVENUES & EXPENDITURES		(41,455.92)	(2,027.56)	69,245.06	(2,200.00)	(71,272.62)	3,415.19

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 251 PRINCIPAL SHOPPING DISTRICT							
07/31/2025			<b>251-000-001.000 POOLED CASH</b>				
					BEG. BALANCE		61,973.46
07/31/2025	CD	CHK	Check: PC 8662	8662 (A)		150.00	61,823.46
07/31/2025	CD	CHK	Check: PC 201105	201105		700.00	61,123.46
07/31/2025	CD	CHK	Check: PC 201106	201106		1,000.00	60,123.46
07/31/2025	CD	CHK	Check: PC 201107	201107		2,000.00	58,123.46
07/31/2025	CD	CHK	Check: PC 201108	201108		100.00	58,023.46
07/31/2025	CD	CHK	Check: PC 201110	201110		3,912.50	54,110.96
07/31/2025	CD	CHK	Check: PC 201111	201111		800.00	53,310.96
07/31/2025	GJ	JE	RECORD CASH TRANSFERS	15545	7,210.00		60,520.96
07/31/2025	CD	CHK	Check: PC 529	529 (E)		201.93	60,319.03
08/05/2025	CD	CHK	Check: PC 201113	201113		1,312.00	59,007.03
08/05/2025	CD	CHK	Check: PC 201114	201114		400.00	58,607.03
08/05/2025	CD	CHK	Check: PC 201115	201115		100.00	58,507.03
08/05/2025	CD	CHK	Check: PC 201122	201122		7,874.75	50,632.28
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025			1,249.99	49,382.29
08/13/2025	CR	RCPT	GENERAL RECEIPT 08/13/2025		1,000.00		50,382.29
08/15/2025	GJ	JE	RECORD CASH TRANSFERS	15549	21,940.00		72,322.29
08/19/2025	CR	RCPT	GENERAL RECEIPT 08/19/2025		24,527.25		96,849.54
08/21/2025	CD	CHK	Check: PC 201123	201123		100.00	96,749.54
08/21/2025	CD	CHK	Check: PC 100885	100885 (E)		675.00	96,074.54
08/26/2025	CD	CHK	Check: PC 201146	201146		100.00	95,974.54
08/26/2025	CD	CHK	Check: PC 201159	201159		375.00	95,599.54
08/26/2025	CD	CHK	Check: PC 201169	201169		100.00	95,499.54
08/26/2025	CD	CHK	Check: PC 201171	201171		1,245.00	94,254.54
08/26/2025	CD	CHK	Check: PC 201175	201175		859.30	93,395.24
08/27/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/27/2025		1,315.00		94,710.24
08/28/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/28/2025		2,553.15		97,263.39
08/29/2025	CD	CHK	Check: PC 8725	8725 (A)		417.06	96,846.33
08/29/2025	CD	CHK	Check: PC 8746	8746 (A)		2,510.72	94,335.61
08/29/2025	CD	CHK	Check: PC 8755	8755 (A)		570.00	93,765.61
08/31/2025	CD	CHK	Check: PC 530	530 (E)		853.95	92,911.66
08/31/2025	GJ	JE	RECORD CASH TRANSFERS	15575	439.39		93,351.05
09/02/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/02/2025		250.00		93,601.05
09/05/2025	CD	CHK	Check: PC 100897	100897 (E)		650.04	92,951.01
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025			1,250.00	91,701.01
09/15/2025	GJ	JE	RECORD CASH TRANSFERS	16526	2,788.44		94,489.45
09/23/2025	CD	CHK	Check: PC 201216	201216		350.00	94,139.45
09/23/2025	CD	CHK	Check: PC 201224	201224		963.00	93,176.45
09/24/2025	CR	RCPT	GENERAL RECEIPT 09/24/2025		69.99		93,246.44
09/30/2025	CD	CHK	Check: PC 531	531 (E)		666.40	92,580.04
09/30/2025	CD	CHK	Check: PC 536	536 (E)		50.00	92,530.04
09/30/2025	GJ	JE	RECORD CASH TRANSFERS	16534	37.40		92,567.44
10/03/2025	CD	CHK	Check: PC 201253	201253		450.00	92,117.44
10/06/2025	CD	CHK	Check: PC 201257	201257		2,350.00	89,767.44
10/08/2025	CD	CHK	Check: PC 8841	8841 (A)		365.00	89,402.44
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025			1,249.99	88,152.45
10/20/2025	CD	CHK	Check: PC 100908	100908 (E)		149.96	88,002.49
10/21/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/21/2025		1,000.00		89,002.49
10/28/2025	CD	CHK	Check: PC 201300	201300		1,000.00	88,002.49
10/28/2025	CD	CHK	Check: PC 201312	201312		550.00	87,452.49
10/28/2025	CD	CHK	Check: PC 201320	201320		217.89	87,234.60
10/28/2025	CD	CHK	Check: PC 201325	201325		2,899.70	84,334.90
10/28/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/28/2025		540.00		84,874.90
10/31/2025	CD	CHK	Check: PC 8905	8905 (A)		960.00	83,914.90
10/31/2025	CD	VOID	Check: PC 8905	8905 (A)	960.00		84,874.90
10/31/2025	CD	CHK	Check: PC 8908	8908 (A)		480.00	84,394.90
11/04/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/04/2025		750.00		85,144.90
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025			1,249.99	83,894.91
11/20/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/20/2025		750.00		84,644.91
11/25/2025	CD	CHK	Check: PC 201377	201377		2,040.00	82,604.91
11/30/2025			251-000-001.000	END BALANCE	66,130.62	45,499.17	82,604.91
07/31/2025			<b>251-000-002.007 DEBIT CARD-CASH</b>				(149.90)
11/30/2025			251-000-002.007	END BALANCE	0.00	0.00	(149.90)
07/31/2025			<b>251-000-084.703 DUE FROM CURRENT TAX COLLECT</b>				0.00
07/31/2025	GJ	JE	RECORD CASH TRANSFERS	15545		7,210.00	(7,210.00)
07/31/2025	GJ	JE	RECORD TAX REVENUES	15546	7,210.00		0.00
08/15/2025	GJ	JE	RECORD CASH TRANSFERS	15549		21,940.00	(21,940.00)
08/15/2025	GJ	JE	RECORD TAX REVENUES	15550	21,940.00		0.00
08/31/2025	GJ	JE	RECORD CASH TRANSFERS	15575		439.39	(439.39)
09/15/2025	GJ	JE	RECORD CASH TRANSFERS	16526		2,788.44	(3,227.83)
09/15/2025	GJ	JE	RECORD TAX REVENUES	16527	2,788.44		(439.39)
09/30/2025	GJ	JE	RECORD TAX REVENUES	15576	439.39		0.00
09/30/2025	GJ	JE	RECORD CASH TRANSFERS	16534		37.40	(37.40)
09/30/2025	GJ	JE	RECORD TAX REVENUES	16535	37.40		0.00
11/30/2025			251-000-084.703	END BALANCE	32,415.23	32,415.23	0.00
07/31/2025			<b>251-000-202.000 ACCOUNTS PAYABLE</b>				(9,187.60)
07/31/2025	CD	CHK	Check: PC 8662	8662 (A)	150.00		(9,037.60)
07/31/2025	CD	CHK	Check: PC 201105	201105	700.00		(8,337.60)
07/31/2025	CD	CHK	Check: PC 201106	201106	1,000.00		(7,337.60)
07/31/2025	CD	CHK	Check: PC 201107	201107	2,000.00		(5,337.60)
07/31/2025	CD	CHK	Check: PC 201108	201108	100.00		(5,237.60)
07/31/2025	CD	CHK	Check: PC 201110	201110	3,912.50		(1,325.10)
07/31/2025	CD	CHK	Check: PC 201111	201111	800.00		(525.10)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>251-000-202.000 ACCOUNTS PAYABLE</b>					(Continued)		
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025	JUL2025-HANOVER		151.93	(677.03)
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025	JUL2025-WBI		50.00	(727.03)
07/31/2025	CD	CHK	Check: PC 529	529(E)	201.93		(525.10)
08/04/2025	AP	INV	MUSIC FOR CAR SHOW	08/04/2025		400.00	(925.10)
08/05/2025	AP	INV	POLICY #NEW BUSINESS 08/08-08/09 2025	08/01/2025		1,312.00	(2,237.10)
08/05/2025	CD	CHK	Check: PC 201113	201113	1,312.00		(925.10)
08/05/2025	CD	CHK	Check: PC 201114	201114	400.00		(525.10)
08/05/2025	CD	CHK	Check: PC 201115	201115	100.00		(425.10)
08/05/2025	AP	INV	MINT FEST 2025; BEER TENT	08/05/2025		7,874.75	(8,299.85)
08/05/2025	CD	CHK	Check: PC 201122	201122	7,874.75		(425.10)
08/05/2025	AP	INV	APPAREL - DK GRAPHITE HEATER TEE	203904		1,125.72	(1,550.82)
08/05/2025	AP	INV	APPAREL - LIME TEE W/ONE COLOR	203862		463.75	(2,014.57)
08/18/2025	AP	INV	REIMBURSE; POP, ICE, OVERNIGHT SECUR:	08/12/2025		417.06	(2,431.63)
08/18/2025	AP	INV	ADVERTISING; MINT FESTIVAL	ORDER #23339		570.00	(3,001.63)
08/18/2025	AP	INV	REIMBURSE; CHAIRS FOR MINT FEST	08/12/2025		60.00	(3,061.63)
08/19/2025	AP	INV	3X5 BANNERS; PSD/DDA MINT FEST 2025	203911		55.00	(3,116.63)
08/19/2025	AP	INV	APPAREL; SPORT GREY TEE	204181		866.25	(3,982.88)
08/19/2025	AP	INV	REG PORTOPOTTY	02591		1,245.00	(5,227.88)
08/19/2025	AP	INV	SALES TAX RETURN; SPECIAL EVENT 2025	08/18/2025		859.30	(6,087.18)
08/21/2025	CD	CHK	Check: PC 201123	201123	100.00		(5,987.18)
08/21/2025	AP	INV	ADVERTISING; FARMER'S MARKET	4893777-2		225.00	(6,212.18)
08/21/2025	AP	INV	ADVERTISING; FARMER'S MARKET	4899251-2		150.00	(6,362.18)
08/21/2025	AP	INV	ADVERTISING; FARMER'S MARKET	4969027-1		300.00	(6,662.18)
08/21/2025	AP	INV	20LB ICE	08/08/2025		40.00	(6,702.18)
08/21/2025	CD	CHK	Check: PC 100885	100885(E)	675.00		(6,027.18)
08/26/2025	CD	CHK	Check: PC 201146	201146	100.00		(5,927.18)
08/26/2025	CD	CHK	Check: PC 201159	201159	375.00		(5,552.18)
08/26/2025	CD	CHK	Check: PC 201169	201169	100.00		(5,452.18)
08/26/2025	CD	CHK	Check: PC 201171	201171	1,245.00		(4,207.18)
08/26/2025	CD	CHK	Check: PC 201175	201175	859.30		(3,347.88)
08/29/2025	CD	CHK	Check: PC 8725	8725(A)	417.06		(2,930.82)
08/29/2025	CD	CHK	Check: PC 8746	8746(A)	2,510.72		(420.10)
08/29/2025	CD	CHK	Check: PC 8755	8755(A)	570.00		149.90
08/29/2025	AP	INV	MEMBERSHIP; PSD/DDA 10/01/25-10/01/25	3875		350.00	(200.10)
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER		803.95	(1,004.05)
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-WBI		50.00	(1,054.05)
08/31/2025	CD	CHK	Check: PC 530	530(E)	853.95		(200.10)
09/05/2025	AP	INV	ADVERTISING; MINT FEST BLOCK PARTY	4968963-1		450.00	(650.10)
09/05/2025	AP	INV	ADVERTISING; 2025 FARMERS MARKET	4899251-3		149.72	(799.82)
09/05/2025	AP	INV	ADVERTISING; 2025 FARMERS MARKET	4893777-3		50.32	(850.14)
09/05/2025	CD	CHK	Check: PC 100897	100897(E)	650.04		(200.10)
09/11/2025	AP	INV	ADVERTISING; 08/2025	002318		513.00	(713.10)
09/11/2025	AP	INV	ADVERTISING; 09/2025	002336		450.00	(1,163.10)
09/18/2025	AP	INV	AMERICAN RENTAL; PORTABLE TOILETS	09/18/2025-1		333.20	(1,496.30)
09/18/2025	AP	INV	AMERICAN RENTAL; PORTABLE TOILETS	09/18/2025-2		333.20	(1,829.50)
09/23/2025	CD	CHK	Check: PC 201216	201216	350.00		(1,479.50)
09/23/2025	CD	CHK	Check: PC 201224	201224	963.00		(516.50)
09/24/2025	AP	INV	ADVERTISING - FARMERS MARKET; DDA/PSI	23339		480.00	(996.50)
09/24/2025	AP	INV	TELEPHONE/INTERNET SERVICES	09/24/2025		50.00	(1,046.50)
09/26/2025	AP	INV	BRANDING & MAINTENANCE; FACEBOOK ADS	1293		2,350.00	(3,396.50)
09/30/2025	AP	INV	SOFTWARE	04575-42959018		149.90	(3,546.40)
09/30/2025	CD	CHK	Check: PC 531	531(E)	666.40		(2,880.00)
09/30/2025	CD	CHK	Check: PC 536	536(E)	50.00		(2,830.00)
10/01/2025	AP	INV	TENT FOR OKTOBERFEST	09/30/2025		450.00	(2,380.00)
10/01/2025	AP	INV	REIMBURSE; PUMPKINS FOR DWNTWN	09/23/2025		365.00	(3,645.00)
10/01/2025	AP	INV	HANGING BASKETS, PLANTERS, MIRACLE GI	10/01/2025		2,899.70	(6,544.70)
10/03/2025	CD	CHK	Check: PC 201253	201253	450.00		(6,094.70)
10/06/2025	CD	CHK	Check: PC 201257	201257	2,350.00		(3,744.70)
10/08/2025	CD	CHK	Check: PC 8841	8841(A)	365.00		(3,379.70)
10/09/2025	AP	INV	3X20' 2 SIDED BANNER (MINT FEST)	21652		1,000.00	(4,379.70)
10/20/2025	CD	CHK	Check: PC 100908	100908(E)	149.96		(4,229.74)
10/20/2025	AP	INV	ADVERTISING; PSD/DDA	09/01-09/30 2025		480.00	(4,709.74)
10/20/2025	AP	VOID	Void Invoice 09/01-09/30 2025 02-23-1	09/01-09/30 2025	480.00		(4,229.74)
10/21/2025	AP	INV	ADVERTISING - FARMERS MARKET; PSD/DDA	4899251-4		149.96	(4,379.70)
10/21/2025	AP	INV	ADVERTISING; 11/2025 - DEWITT & ST. J	0023312		550.00	(4,929.70)
10/23/2025	AP	INV	DOWNTOWN RADIO RENEWAL	X8-1561794918		217.89	(5,147.59)
10/27/2025	AP	INV	DBL SIDED WINTER BANNERS; PSD/DDA	21850		2,040.00	(7,187.59)
10/28/2025	CD	CHK	Check: PC 201300	201300	1,000.00		(6,187.59)
10/28/2025	CD	CHK	Check: PC 201312	201312	550.00		(5,637.59)
10/28/2025	CD	CHK	Check: PC 201320	201320	217.89		(5,419.70)
10/28/2025	CD	CHK	Check: PC 201325	201325	2,899.70		(2,520.00)
10/31/2025	CD	CHK	Check: PC 8905	8905(A)	960.00		(1,560.00)
10/31/2025	CD	VOID	Check: PC 8905	8905(A)		960.00	(2,520.00)
10/31/2025	CD	CHK	Check: PC 8908	8908(A)	480.00		(2,040.00)
11/25/2025	CD	CHK	Check: PC 201377	201377	2,040.00		0.00
11/30/2025			251-000-202.000	END BALANCE	40,979.20	31,791.60	0.00
07/31/2025			<b>251-000-390.000 Fund Balance</b>	BEG. BALANCE			(52,499.55)
11/30/2025			251-000-390.000	END BALANCE	0.00	0.00	(52,499.55)
07/31/2025			<b>251-000-452.006 DOWNTOWN BUSINESS DISTRICT</b>	BEG. BALANCE			(6,075.00)
07/31/2025	GJ	JE	RECORD TAX REVENUES	15546		7,210.00	(13,285.00)
08/15/2025	GJ	JE	RECORD TAX REVENUES	15550		21,940.00	(35,225.00)
09/15/2025	GJ	JE	RECORD TAX REVENUES	16527		2,733.34	(37,958.34)
09/30/2025	GJ	JE	RECORD TAX REVENUES	15576		435.00	(38,393.34)
09/30/2025	GJ	JE	RECORD TAX REVENUES	16535		36.66	(38,430.00)
11/30/2025			251-000-452.006	END BALANCE	0.00	32,355.00	(38,430.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/31/2025			<b>251-000-653.001 FARMERS' MARKET</b>		BEG. BALANCE		0.00
08/19/2025	CR	RCPT	GENERAL RECEIPT 08/19/2025			735.25	(735.25)
10/28/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/28/2025			540.00	(1,275.25)
11/30/2025			251-000-653.001	END BALANCE	0.00	1,275.25	(1,275.25)
07/31/2025			<b>251-000-653.003 CAR SHOWS</b>		BEG. BALANCE		0.00
08/19/2025	CR	RCPT	GENERAL RECEIPT 08/19/2025			1,213.00	(1,213.00)
08/27/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/27/2025			1,315.00	(2,528.00)
11/30/2025			251-000-653.003	END BALANCE	0.00	2,528.00	(2,528.00)
07/31/2025			<b>251-000-653.005 MINT FESTIVAL</b>		BEG. BALANCE		(1,200.00)
08/13/2025	CR	RCPT	GENERAL RECEIPT 08/13/2025			1,000.00	(2,200.00)
08/19/2025	CR	RCPT	GENERAL RECEIPT 08/19/2025			22,579.00	(24,779.00)
08/28/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/28/2025			2,553.15	(27,332.15)
09/02/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/02/2025			250.00	(27,582.15)
10/21/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/21/2025			1,000.00	(28,582.15)
11/30/2025			251-000-653.005	END BALANCE	0.00	27,382.15	(28,582.15)
07/31/2025			<b>251-000-665.000 INTEREST EARNED/INVESTMENTS</b>		BEG. BALANCE		0.00
09/15/2025	GJ	JE	RECORD TAX REVENUES 16527			55.10	(55.10)
09/30/2025	GJ	JE	RECORD TAX REVENUES 15576			4.39	(59.49)
09/30/2025	GJ	JE	RECORD TAX REVENUES 16535			0.74	(60.23)
11/30/2025			251-000-665.000	END BALANCE	0.00	60.23	(60.23)
07/31/2025			<b>251-000-679.000 MARKETING CO-OP</b>		BEG. BALANCE		0.00
11/04/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/04/2025			750.00	(750.00)
11/20/2025	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/20/2025			750.00	(1,500.00)
11/30/2025			251-000-679.000	END BALANCE	0.00	1,500.00	(1,500.00)
07/31/2025			<b>251-172-713.001 EMPLOYER SOCIAL SECURITY</b>		BEG. BALANCE		0.00
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025		71.99		71.99
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025		71.99		143.98
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025		71.99		215.97
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025		71.99		287.96
11/30/2025			251-172-713.001	END BALANCE	287.96	0.00	287.96
07/31/2025			<b>251-172-713.002 MEDICARE/EMPLOYER PORTION</b>		BEG. BALANCE		0.00
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025		16.83		16.83
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025		16.84		33.67
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025		16.83		50.50
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025		16.83		67.33
11/30/2025			251-172-713.002	END BALANCE	67.33	0.00	67.33
07/31/2025			<b>251-172-751.000 EVENT COLLABORATION</b>		BEG. BALANCE		0.00
09/18/2025	AP	INV	AMERICAN RENTAL; PORTABLE TOILETS 09/18/2025-1		333.20		333.20
09/18/2025	AP	INV	AMERICAN RENTAL; PORTABLE TOILETS 09/18/2025-2		333.20		666.40
10/01/2025	AP	INV	TENT FOR OKTOBERFEST 09/30/2025		450.00		1,116.40
10/09/2025	AP	INV	3X20' 2 SIDED BANNER (MINT FEST) 21652		1,000.00		2,116.40
11/30/2025			251-172-751.000	END BALANCE	2,116.40	0.00	2,116.40
07/31/2025			<b>251-172-751.001 FARMERS' MARKET</b>		BEG. BALANCE		0.00
08/21/2025	AP	INV	ADVERTISING; FARMER'S MARKET 4893777-2		225.00		225.00
08/21/2025	AP	INV	ADVERTISING; FARMER'S MARKET 4899251-2		150.00		375.00
08/21/2025	AP	INV	ADVERTISING; FARMER'S MARKET 4969027-1		300.00		675.00
09/05/2025	AP	INV	ADVERTISING; 2025 FARMERS MARKET 4899251-3		149.72		824.72
09/05/2025	AP	INV	ADVERTISING; 2025 FARMERS MARKET 4893777-3		50.32		875.04
09/24/2025	AP	INV	ADVERTISING - FARMERS MARKET; DDA/PSI 23339		480.00		1,355.04
10/21/2025	AP	INV	ADVERTISING - FARMERS MARKET; PSD/DDI 4899251-4		149.96		1,505.00
11/30/2025			251-172-751.001	END BALANCE	1,505.00	0.00	1,505.00
07/31/2025			<b>251-172-751.002 CAR SHOWS</b>		BEG. BALANCE		0.00
08/19/2025	AP	INV	APPAREL; SPORT GREY TEE 204181		866.25		866.25
08/21/2025	AP	INV	20LB ICE 08/08/2025		40.00		906.25
11/30/2025			251-172-751.002	END BALANCE	906.25	0.00	906.25
07/31/2025			<b>251-172-751.003 MINT FESTIVAL</b>		BEG. BALANCE		12,700.00
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025 JUL2025-HANOVER		16.10		12,716.10
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025 JUL2025-HANOVER		76.29		12,792.39
08/04/2025	AP	INV	MUSIC FOR CAR SHOW 08/04/2025		400.00		13,192.39
08/05/2025	AP	INV	POLICY #NEW BUSINESS 08/08-08/09 2025 08/01/2025		1,312.00		14,504.39
08/05/2025	AP	INV	MINT FEST 2025; BEER TENT 08/05/2025		7,874.75		22,379.14
08/05/2025	AP	INV	APPAREL - DK GRAPHIC HEATER TEE 203904		1,125.72		23,504.86
08/05/2025	AP	INV	APPAREL - LIME TEE W/ONE COLOR 203862		463.75		23,968.61
08/18/2025	AP	INV	REIMBURSE; POP, ICE, OVERNIGHT SECUR: 08/12/2025		417.06		24,385.67
08/18/2025	AP	INV	ADVERTISING; MINT FESTIVAL ORDER #23339		570.00		24,955.67
08/18/2025	AP	INV	REIMBURSE; CHAIRS FOR MINT FEST 08/12/2025		60.00		25,015.67
08/19/2025	AP	INV	3X5 BANNERS; PSD/DDA MINT FEST 2025 203911		55.00		25,070.67
08/19/2025	AP	INV	REG PORTOPOTTY 02591		1,245.00		26,315.67
08/19/2025	AP	INV	SALES TAX RETURN; SPECIAL EVENT 2025 08/18/2025		859.30		27,174.97
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025 AUG2025-HANOVER		103.86		27,278.83
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025 AUG2025-HANOVER		63.32		27,342.15
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025 AUG2025-HANOVER		254.38		27,596.53
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025 AUG2025-HANOVER		15.77		27,612.30
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025 AUG2025-HANOVER		25.43		27,637.73

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
<b>251-172-751.003 MINT FESTIVAL</b>					(Continued)		
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	34.95		27,672.68
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	52.45		27,725.13
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	32.94		27,758.07
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	16.47		27,774.54
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	48.14		27,822.68
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	55.90		27,878.58
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	25.99		27,904.57
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	69.99		27,974.56
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-HANOVER	4.36		27,978.92
09/11/2025	AP	INV	ADVERTISING; 09/2025	002336	450.00		28,428.92
09/24/2025	CR	RCPT	GENERAL RECEIPT 09/24/2025			69.99	28,358.93
10/20/2025	AP	INV	ADVERTISING; PSD/DDA	09/01-09/30 2025	480.00		28,838.93
10/20/2025	AP	VOID	Void Invoice 09/01-09/30 2025 02-23-1	09/01-09/30 2025		480.00	28,358.93
11/30/2025			251-172-751.003	END BALANCE	16,208.92	549.99	<b>28,358.93</b>
<b>251-172-814.002 WEBSITE</b>					BEG. BALANCE		
07/31/2025							0.00
09/26/2025	AP	INV	BRANDING & MAINTENANCE; FACEBOOK ADS	1293	2,350.00		2,350.00
11/30/2025			251-172-814.002	END BALANCE	2,350.00	0.00	<b>2,350.00</b>
<b>251-172-818.000 CONTRACTUAL SERVICES</b>					BEG. BALANCE		
07/31/2025							0.00
08/13/2025	PR	CHK	SUMMARY PR 08/13/2025		1,161.17		1,161.17
09/10/2025	PR	CHK	SUMMARY PR 09/10/2025		1,161.17		2,322.34
10/08/2025	PR	CHK	SUMMARY PR 10/08/2025		1,161.17		3,483.51
11/12/2025	PR	CHK	SUMMARY PR 11/12/2025		1,161.17		4,644.68
11/30/2025			251-172-818.000	END BALANCE	4,644.68	0.00	<b>4,644.68</b>
<b>251-172-818.040 DOWNTOWN IMPROVEMENT</b>					BEG. BALANCE		
07/31/2025							0.00
10/01/2025	AP	INV	REIMBURSE; PUMPKINS FOR DWNTWN	09/23/2025	365.00		365.00
10/01/2025	AP	INV	HANGING BASKETS, PLANTERS, MIRACLE GI	10/01/2025	2,899.70		3,264.70
10/27/2025	AP	INV	DBL SIDED WINTER BANNERS; PSD/DDA	21850	2,040.00		5,304.70
11/30/2025			251-172-818.040	END BALANCE	5,304.70	0.00	<b>5,304.70</b>
<b>251-172-853.004 MONTHLY &amp; LONG DISTANCE SERV</b>					BEG. BALANCE		
07/31/2025							0.00
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025	JUL2025-WBI	50.00		50.00
08/31/2025	AP	INV	CREDIT CARD SUMMARY; 08/2025	AUG2025-WBI	50.00		100.00
09/24/2025	AP	INV	TELEPHONE/INTERNET SERVICES	09/24/2025	50.00		150.00
11/30/2025			251-172-853.004	END BALANCE	150.00	0.00	<b>150.00</b>
<b>251-172-880.008 MARKETING</b>					BEG. BALANCE		
07/31/2025							0.00
09/05/2025	AP	INV	ADVERTISING; MINT FEST BLOCK PARTY	4968963-1	450.00		450.00
09/11/2025	AP	INV	ADVERTISING; 08/2025	002318	513.00		963.00
09/30/2025	AP	INV	SOFTWARE	04575-42959018	149.90		1,112.90
10/21/2025	AP	INV	ADVERTISING; 11/2025 - DEWITT & ST. J	0023312	550.00		1,662.90
11/30/2025			251-172-880.008	END BALANCE	1,662.90	0.00	<b>1,662.90</b>
<b>251-172-956.000 MISCELLANEOUS</b>					BEG. BALANCE		
07/31/2025							400.00
11/30/2025			251-172-956.000	END BALANCE	0.00	0.00	<b>400.00</b>
<b>251-172-960.000 EDUCATION AND TRAINING</b>					BEG. BALANCE		
07/31/2025							0.00
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025	JUL2025-HANOVER	10.60		10.60
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025	JUL2025-HANOVER	42.94		53.54
07/31/2025	AP	INV	CREDIT CARD SUMMARY; 07/2025	JUL2025-HANOVER	6.00		59.54
11/30/2025			251-172-960.000	END BALANCE	59.54	0.00	<b>59.54</b>
<b>251-172-961.000 PROFESSIONAL DUES</b>					BEG. BALANCE		
07/31/2025							0.00
08/29/2025	AP	INV	MEMBERSHIP; PSD/DDA 10/01/25-10/01/25	3875	350.00		350.00
11/30/2025			251-172-961.000	END BALANCE	350.00	0.00	<b>350.00</b>
<b>251-172-969.001 MUSIC</b>					BEG. BALANCE		
07/31/2025							0.00
10/23/2025	AP	INV	DOWNTOWN RADIO RENEWAL	X8-1561794918	217.89		217.89
11/30/2025			251-172-969.001	END BALANCE	217.89	0.00	<b>217.89</b>
<b>TOTAL FOR FUND 251 PRINCIPAL SHOPPING DISTRICT</b>					<b>175,356.62</b>	<b>175,356.62</b>	<b>5,961.41</b>



*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](http://www.DowntownStJohnsMi.com)  
psdcityofsj@gmail.com*

**Design Committee Meeting Minutes  
Nov 24, 1 pm  
Main Street**

Members Attending: Tyler Barlage, Lori Wurm and Lara Bottenger

Others: Heather Hanover

1. Group meet on Main Street to fill Holiday Pots.



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**Events/ Marketing Committee Meeting**

**Nov 13,2025**

**11:30am the Fire Hall**

Members Attending: Tracy Kossaras, Corinne Trimbach , Nancy McKinley, Emily Baudoux, Jason Butler and Liz Janetski.

Others: Heather Hanover

- 1) Events for 2026: Heather presented the new protocol for events. A form to fill out for events that also includes a marketing budget, a list of duties and responsibilities. The group also discussed the list of events for 2026 and which will be PSD events and which will be private. There was discussion on the Motorcycle event and the Fall Festival that the costs they will now have to pay. The group went through the list of last year's events and Heather will modify the list for further discussion
- 2) Small Business Saturday is on the 29<sup>th</sup>. Heather is making a list of what is going on in downtown for that day. Is there anything else we would like to add?
- 3) St Nick Parade: we are getting some volunteers for the parade line up and crowd control. Heather made a volunteers sign up website but could still use some help behind the courthouse, with the announcing and at the ceremony. Corine and Tracy will be selling the light up toys that were left over from last year and Jason will help behind the courthouse.
- 4) Holiday Decorating Competition, should we do radio ads? They could be for the St Nick parade and the competition. Yes. Heather made up a QR code for to go in windows for voting.
- 5) We would like to do an event in February like the "Cabin Fever Event " that Dewitt does. We talked about the Snow Moon Stroll but the snow moon is on a Sunday. We also don't want to do a Valentines event. The next suggestion was a Cozy Crawl. Emily worked up a flyer at the meeting. Maybe a tent or save money and use the Depot Pavilion. Have live music and alcohol. What day works best, Thursday, Friday, or Saturday? Feb 6,7 or 8. More discussion to come.



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#### Executive Director Activity for October 2025

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Board Meeting, agenda and minutes
- D. Events/Marketing Committee meeting, agenda and minutes
- E. Executive Committee meeting, agenda and minutes
- F. Chamber Monthly Meeting
- G. City Council Meeting
- H. Senior Center Meeting
- I. Reconciled credit card
- J. Met the LEAP rep Devon Pingle
- K. Working with Rise UP on incubator lease
- L. Gave multiple tours of Rise Up Space to potential applicants
- M. Worked on contract for renters of shared space(Rise Up)
- N. Worked with the city on insurance coverage for space
- O. Rent payment for Rise up
- P. Also gave tour of Senior Center
- Q. SEPA for St Nick Parade and Tree Lighting
- R. Set up Website
- S. Talked with Bands about Participating in Parade
- T. Talked with Bob's Auto Body at doing a float for ST Nick and St of the Year.
- U. Meet with Saint of the Year Kathy Smith
- V. Working with Schools for volunteers for parade
- W. Set up Website for parade volunteers
- X. Set up Website for Decorating Contest Downtown.
- Y. Walked around to businesses to talk about Small Business Saturday Sales and Décor Contest
- Z. Made Flyer for Décor Contest and passed them out.
- AA. Worked on floor plan/ rental amounts for incubator
- BB. Created a fillable Event/Marketing form for better organization of events, volunteers and cost.
- CC. Working with potential incubator space inhabitants
- DD. Collecting Money for TV Holiday campaign
- EE. Ordered and picked up more Social District Stickers
- FF. Purchased Decoration for Winter Pots
- GG. Worked with Design Committee and Woodburys to fill winter pots
- HH. Called sound guy for Tree Lighting Ceremony
- II. Talked with Mint Court Coordinator to make sure they will attend tree lighting
- JJ. Talked with St Nick for parade and tree lighting
- KK. Talked with Alissa's Dance Studio about performing at the tree lighting
- LL. Worked with city to change out fall pots and hang holiday décor



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- MM. Worked on Small Business Saturday Campaign
- NN. Order Plaque for Saint of the Year
- OO. Ordered Snow Flake for Holiday Decorating Competition
- PP. Ordered more tree lights.
- QQ. Worked on Holiday Decorating Façade Competition