



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

www.DowntownStJohnsMi.com  
psdcityofsj@gmail.com

**Meeting Minutes**  
**Principal Shopping District**  
**Jan 5, 2022**

**11:30 am, At Main Street Café**

**BOARD OF DIRECTORS**  
**2021 - 2022**

**Chairman**  
Tyler Barlage  
Community Christian Church

**Vice-Chairman**  
Jason Butler  
Butler Financial

**Secretary-Treasurer**  
Bruce Delong  
Clinton County Commissioner

**Directors**  
Ed Brandon  
Gilroy's Hardware

Amber Haubert  
Global Coffee

Erika Hayes  
Jackson,  
Jackson &  
Hayes, PC

Tracy Kossaras  
Kurt's Appliance

Dave Kudwa  
City of St. Johns, MI

Nancy McKinley  
The Castle Residence

Corinne Trimbach  
Unique Reflections

Craig Smith  
Main Street  
Café & Pizza

**COMMITTEES**

**Marketing**  
Tyler Barlage-Chair  
Jason Butler  
Erica Hayes

**Events**  
Tyler Barlage  
Tracy Kossaras  
Jason Butler  
Corrine Trimbach

**Executive, Finance, Strategic Planning**  
Tyler Barlage  
Bruce Delong  
Dave Kudwa  
Jason Butler

**CONTACT INFO**

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

**Members Present:** Tyler Barlage, Bruce Delong, Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach and Erica Hayes.

**Other Present:** Dave Kirk, Mariah Leiby, Jason Denovich, Casey Gillespie, Diane Gibbs, Lori Wurm, Kim Zuehlke, Jaime Madar, Tess Miller(Wings Unfolded) and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:48 and introductions were made. (we had to wait for a quorum)**
2. **There were no Additions to the Agenda,** Motion to approve the agenda as presented by Dave Kudwa, seconded by Amber Haubert, motion carried.
3. **Motion to Approve the Consent Agenda:** Dave Kudwa seconded by Bruce Delong to approve the consent agenda as presented, motion carried.
  - A. Minutes of meeting dated Dec 1, 2021
  - B. Minutes of the Executive, Marketing and Events Committee Meetings
  - C. City of St Johns monthly financial report through Dec 30,2021
  - D. Director's Report
4. **Communications**
  - A. An update of the Clinton County Chamber activities was given by Jason Denovich. He is a new board member and doing the general management of the chamber since Brenda Terpening's retirement. He stated that the board is taking their time to evaluate the needs and the future of the chamber before the hire a director. They are looking to build on the relationship with the downtown and hopefully work together on many events in the future.
5. **Old Business**
  - A. **Holiday Market Recap:** There was much discussion on the event and how we can make it better in the future. There was discussion of more events during the parade and the expansion of the Holiday Market to include all the blocks in downtown. The Events committee will take all comments into consideration and work to have an even better event next year. Thank you to Mariah for all your hard work on the event and its success!
6. **New Business**
  - A. The City/DDA meeting will be January 19<sup>th</sup>, 5 pm at City Hall, all are invited.
  - B. **2022 Meeting Dates:** Motion by Dave Kudwa to hold all monthly board meetings on the first Wednesday of the month with the exception of July which will be held on the second Wednesday of the month, seconded by Bruce Delong, motion carried.
  - C. **New Board Member:** Motion by Tracy Kossaras, seconded by Corrine Trimbach to appoint Mariah Leiby to fill Kirk Gartside's position on the board, motion carried. Heather will send a letter of recommendation to the city council.
  - D. **New Vice Chair:** Motion by Dave Kudwa, seconded by Corrine Trimbach to appoint Jason Butler as Vice Chair and Bruce Delong as Treasurer/Secretary, motion carried.
  - E. **New Events Chair:** Chairman Barlage said we will let the Events Committee recommend a new committee chair.
  - F. **Grants:** Heather discussed the MCACA mini grant that is due next week, she will be meeting with Willow AV to get some prices for equipment and write the grant for equipment and payment of performers.

Motion to Adjourn made by Bruce DeLong, seconded by Amber Haubert, motion carried.  
Meeting adjourned at 12:13 am

**Next Regular Meeting Feb 2, 2022**



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**Meeting Minutes**  
**Downtown Development Authority**  
**Jan 5, 2022 Main Street Cafe**

**BOARD OF DIRECTORS**  
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Kirk Gartside  
Custom Embroidery Plus

**Secretary-Treasurer**  
Jason Butler  
Butler Financial Group

**Directors**  
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Gilroy's Hardware

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**Other Present:** Dave Kirk, Mariah Leiby, Jason Denovich, Lori Wurm, Jamie Madar, Kim Zuehlke, Tess Miller, Diane Gibbs, Casey Gillespie and Heather Hanover

**1. Meeting was called to Order by Chairman Barlage at 12:13 pm**

**2. Additions to the Agenda:** Motion by Bruce DeLong, seconded by Dave Kudwa to approve the agenda as presented, motion carried.

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

A. Minutes of meeting dated Dec 1, 2021

B. City of St Johns monthly financial report through Dec 30,2021

**4. Communications**

A. None

**5. Old Business**

A. Speaker System: Heather will be meeting with Willow AV and asked about putting speakers on Spring Street. The board was concerned about the residential in that area but directing them away from the apartments when they are set up and having them in that area is a good addition to the downtown.

**6. New Business**

A. MCACA Mini Grants: Discussed during the PSD meeting.

B. CRCF Grant: This grant has a max of \$75,000 and has to be a 50 50 match.

Heather would like to apply for this grant as a start to our façade improvement grant program. The matching money would come from the property owner and grant distribution would be approved by the Design Committee. The general feeling of the board was that this was a good grant to go for. Heather will work to get the grant paper work turned in.

C. By-Laws: Our current By-Laws are out of date. It is the goal of the board to get them updated this year. Heather and Tyler will work on getting a starting document for board comment hopefully by the March Board meeting.

D. Budget: The city's fiscal year starts in July. The PSD/DDA budget needs to be presented to the city in March. Heather and Tyler will work on a budget for board approval at the March meeting.

**7.Public Comment:** There was discussion of the Soap Box Derby event which is scheduled for June 12,2022, shoveling of sidewalks, and making changes to the trees/plantings in the downtown. Also applying for a LEAP art grant for an arch over downtown.

Motion to adjourn DDA meeting by Dave Kudwa, seconded by Amber Haubert, motion carried, meeting adjourned at 12:43 pm

**Next Regular Meeting Feb 2, 2022**