



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

Meeting Minutes
Principal Shopping District
December 6, 2023
11:30 am, At PSD Office

BOARD OF DIRECTORS
2023- 2024

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County Commissioner

Directors
Emily Baudoux
Rise Up Co.

Ed Brandon
Gilroy's Hardware

Erika Hayes
Jackson,
Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns

Nancy McKinley
Castle Residence

Corinne Trimbach
Mint Door
Boutique

Craig Smith
Main Street Café

COMMITTEES

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

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

Executive, Finance, Strategic Planning
Jason Butler-Chair
Tyler Barlage
Bruce DeLong
Chad Gamble
Tracy Kossaras
Corinne Trimbach

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

Members Present: Jason Butler, Tyler Barlage, Chad Gamble, Tracy Kossaras, Corinne Trimbach, Bruce DeLong and Nancy McKinley

Other Present: Monica Ladiski, Brent Hurst, Amber Haubert, Jenina Halitsky, Chief Dave Kirk and Heather Hanover

1. **Meeting was called to Order by Chairman Butler at 11:30 am**

2. **Additions to the Agenda:** None, motion to approve the agenda as presented made by Bruce DeLong, seconded by Tyler Barlage, motion carried.

3. **Motion to Approve the Consent Agenda made by Bruce DeLong, seconded by Corinne Trimbach motion carried.**

A. Minutes of meeting dated Nov 1, 2023

B. Minutes of the Marketing, Executive and Events Committee Meetings

C. City of St Johns monthly financial report through Nov 28,2023

D. Director's Report

4. Communications

A. Events Committee: Tracy discussed the finalization of the plans for the St Nick parade. We have Monica helping with the Gingerbread house and Jamie with the hot dog cart. We are getting high school volunteers to help and Corinne and Tracy are both supplying helpers for the parade line up. The committee is also working on bands for the Mint Festival. So far, we have Star Farm committed for Friday Night. The group is also planning to have a Holiday Scavenger Hunt , thank you to Brent Hurst for the idea

B. Marketing Committee: Tyler said the marketing committee has decided to improve the website we have and not have 2 sites. They will be working on SEO and making the website have a more attractive public face and not just the utilitarian side that the site now provides. There was a meeting with Rob Blackwell a website designer in town that will be helping improve the site. Tyler also talked about the efforts the city manager is doing to get wayfinding signs that will point to downtown. The committee has also helped with advertising for small business Saturday and the Holiday scavenger hunt. No meeting in December, everyone its busy.

C. Executive Committee: Jason, stated that the main discussions from the Executive Committee will be discussed later in the agenda.

5. Old Business:

A. Social District: Last month there was only a quorum of board members present and one vote was going to be against the Social District. The discussion was if with only a quorum ,all the votes had to be in favor for a motion to pass or is it a majority of the members present? It was decided to get a legal opinion before we vote. The attorney stated that only a majority of the members present is needed unless it is something requiring more as stated in the organizational bylaws. Since our by-laws do not require it on this type of vote, a simple majority is all that is required for a motion to carry. There was some discussion on a social district encouraging drinking, there was discussion on the boundaries. Motion by Bruce DeLong, seconded by Tracy Kossaras, that we recommend moving forward with the formation of a social district in downtown St Johns to the City Commission. Motion carried 6 to 1(Barlage). It was furthered discussed who should cover the costs of the expenses involved with having a social district(permit fees, signage, etc.). It was decided to discuss this subject when/if the district t is approved.

B. Holiday Party: Monica and Heather meet with the Brewery staff and we all set for the party tonight at the brewery. Butler Financial is helping defray the cost of the event with their sponsorship.



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6. New Business:

A. **2024 Meeting Dates:** The meeting dates need to be posted for all board and committee meetings. The dates for the meetings were discussed. Because of the holidays both the board meeting and the events committee meeting will be delayed a week in January and July. Motion by Bruce Delong, seconded by Chad Gamble to approve the dates as discussed, motion carried.

Motion to adjourn made by Burce Delong at 11:51am seconded by Corinne Trimbach Erica Hayes, motion carried



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CONTACT INFO
Executive Director
Heather Hanover
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Email: psdcityofsj@gmail.com

Meeting Minutes

Downtown Development Authority
Dec 6, 2023 After PSD Meeting, PSD Office

Members Present: Jason Butler, Tyler Barlage, Corinne Trimbach, Bruce Delong, Nancy McKinley, Chad Gamble and Tracy Kossaras.

Other Present: Monica Ladiski, Brent Hurst, Amber Haubert, Jenina Halitsky and Heather Hanover

- 1. Meeting was called to Order by Chairman Buter at 11:52 pm**
- 2. Additions to the Agenda:** City Manager Chad Gamble would like to give an update on signage. He will be added under communication. Motion to approve the agenda as amended made by Bruce Delong, seconded by Tyler Barlage, motion carried.
- 3. Motion to Approve the Consent Agenda** as presented, made by Bruce Delong, seconded by Corrine Trimbach, motion carried.
 - A. Minutes of meeting dated Nov 1, 2023
 - B. Design Committee Minutes
 - C. City of St Johns monthly financial report through Nov 28,2023
- 4. Communications**
 - A. Chad had an example of the new parking lot signs that are already being installed. He also has been discussing with MDOT placement on the blue attraction highway signs or the brown historical signs that would point to downtown. There was discussion on what we could do to help. There was discussion on if official historic designation is required to get a brown historical downtown sign from MDOT. Chad will continue discussions with MDOT.
- 5. Old Business**
 - A. Design Committee: Tyler Barlage said we are getting a holiday banner which will be installed soon. We are working with Woodburys to get the downtown planters decorated for the season. The committee also approved lighted snowflakes for the poles and they should be up soon. We will get more next year if they are well received. The façade grant program has been announced for this year. The committee's goal is to have new garbage cans in place for next spring. They will run the trash cans by the DPW staff

It was decided to have public comment before we go into closed session to discuss a personal issue, so that spectators do not have to wait around.

7.Public Comment: There was a question from Jason Butler on the ownership of the alleys, particularly the one behind the third block on the west. The boundaries can be seen on the county gps map but in that block the city does not have ownership. There was discussion on easements and usage agreements. That will take some more investigating to find any such agreements. Monica Ladiski wants to thank everyone that participated in the First Women's Health Event, a big thank you to Butler Financial for their sponsorship. The proceeds come out to \$207 which will be given to the basic needs center in downtown, on Friday the 8th at 3pm. Also thank you to Jeninna for organizing the insert in the St Johns Magazine, it was well received.



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6.New Business

B. Executive Director Contract: Motion to go into closed session at 12:20pm made by Bruce DeLong, seconded Corrine Trimbach, all voted aye, upon return at 12:32 Motion by Bruce DeLong, seconded by Tracy Kossaras to proceed as discussed in closed session with the renewal of the executive director contract with Heather Hanover

Motion to adjourn made by Bruce DeLong, seconded by Corrine Trimbach, motion carried, meeting adjourned at 12:35pm.