



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
Feb 2, 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
Mariah Leiby-Chair
Tyler Barlage
Tracy Kossaras
Nancy McKinley
Jason Butler
Corinne 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, Corinne Trimbach, Ed Brandon, Nancy McKinley, Mariah Leiby, Craig Smith and Erica Hayes. Jason Butler on the phone.

Other Present: Jason Denovich, Jaime Madar and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:30**
2. **There were no Additions to the Agenda**, Motion to approve the agenda as presented by Bruce Delong, seconded by Dave Kudwa, motion carried.
3. **Motion to Approve the Consent Agenda made by Mariah Leiby** seconded by Amber Haubert motion carried.
 - A. Minutes of meeting dated Jan 5, 2022
 - B. Minutes of the Executive, Marketing and Events Committee Meetings
 - C. City of St Johns monthly financial report through Jan 28,2022
 - D. Director's Report
4. **Communications**
 - A. An update of the St Johns Area Chamber activities was given by Jason Denovich. The next Chamber Luncheon on Feb. 10th will be at Agro Liquid and they will be honoring Brenda Terpening the out going director. They are starting a gift card program that will be online and easy to use. They are getting a lot of new members and making a lot of updates to the Chamber including the name.
5. **Old Business**
 - A. Grants Update: Heather has turned in 2 grants so far. The MCACA for summer music and CRCF for façade improvements. Hopefully will hear the results in March.
6. **New Business**
 - A. Budget: Heather will be working with the city treasurer next week to create a preliminary budget. There are a couple of items she asked about. The first is the \$1000 contribution to Clinton County Catalyst, motion by Corinne Trimbach, seconded by Mariah Leiby to continue, motion carried 5 to 3. Heather also asked about the \$1000 we give to the US 27 Motor tour. The board deferred this matter to the Events Committee for their review.
 - B. Official appointment of the DDA director or designee to the St Johns Area Chamber of Commerce Board, so moved by Dave Kudwa, seconded by Bruce Delong, motion carried.
 - C. Spring Fling: The event this year will be on Saturday May 7th. The Chamber would like to take the lead and the activities will be downtown this year.
 - D. MDA Spring Conference. The conference is in Grand Ledge on March 3rd. Amber Haubert, Jason Butler and Heather Hanover would like to go. Motion by Dave Kudwa, seconded by Bruce Delong, to pay the registration fee for all three, motion carried.

Motion to Adjourn made by Bruce Delong, seconded by Nancy McKinley, motion carried.

Meeting adjourned at 11:58 am

Next Regular Meeting March 2, 2022



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Mariah Leiby
Salon 989

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**Meeting Minutes
Downtown Development Authority
Feb 2, 2022 Main Street Cafe**

Members Present: Tyler Barlage, Bruce Delong, Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach, Ed Brandon, Jason Butler(on the phone), Craig Smith, Mariah Leiby Nancy Mc Kinley and Erica Hayes.

Other Present: Jason Denovich, Jamie Madar and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:58 pm**
2. **Additions to the Agenda:** Motion by Bruce Delong, seconded by Mariah Leiby to approve the agenda as presented, motion carried.
3. **Motion to Approve the Consent Agenda** as presented, made by Dave Kudwa seconded by Amber Haubert, motion carried.
 - A. Minutes of meeting dated Jan 5, 2022
 - B. City of St Johns monthly financial report through January 27,2022
4. **Communications**
 - A. None
5. **Old Business**
 - A. DDA By Laws: New By laws are in the packet. Thanks go to Jason Denovich for doing the bulk of the research. Heather brought up key points for review and differences from 2005 By- Laws. All board members have until Feb. 24 to get comments to Heather. The Executive Committee will review at their Feb. meeting and bring a recommendation to the full board at the March Meeting.
 - B. TIF Public Hearing: The public hearing to approve the TIF for the DDA financing is set for March 14th City Council meeting at 6pm. Discussions are ongoing with the County about participating in the TIF.
 - C. Resident Council: at the joint city/DDA educational meeting, the consultant informed us that we need a 9-person Citizen Advisory Committee. Heather is looking for members.
6. **New Business**
 - A. Design Committee Presentation: Amber presented the design committee's research. To improve our flowers in the downtown they propose using planters with water reservoirs. There are 2 sizes of hanging planters, the smaller holds 2 gallons of water and it would be \$11,670 for 39 with brackets. The larger holds 4 gallons and would be \$12,060 for 39 with brackets. There was discussion of the strength of the poles and ground planters. Motion by Mariah Leiby, seconded by Tracy Kossaras to go forward with the purchase of 39 of the larger baskets, while also checking with the city to make sure the poles are engineered hold the extra weight. Motion Carried.

7.Public Comment: There were no public comment.

Motion to adjourn DDA meeting by Dave Kudwa, seconded by Amber Haubert, motion carried, meeting adjourned at 12:51 pm

Next Regular Meeting March 2, 2022