



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

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2022 - 2023**

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Dave Kudwa
Amber Haubert
Tracy Kossaras
Corinne Trimbach

CONTACT INFO
Executive Director
Heather Hanover
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**Meeting Minutes
Principal Shopping District
February 1, 2023
11:30 am, At PSD Office**

Members Present: Jason Butler, Amber Haubert, Tracy Kossaras, Nancy McKinley, Bruce Delong, Corinne Trimbach, Mariah Leiby and Erica Hayes.

Other Present: Roberta Cocco, Scott Dzarka, Jamie Madar, Jason Denovich, Liz Janetzke and Heather Hanover

1. **Meeting was called to Order by Chairman Butler at 11:30am**
2. **Additions to the Agenda** There were no additions to the agenda, Motion to approve by Bruce Delong, seconded by Nancy McKinley, motion carried
3. **Motion to Approve the Consent Agenda made by** Bruce Delong, seconded by Erica Hayes motion carried.
 - A. Minutes of meeting dated Dec 7, 2022
 - B. Minutes of the Executive, Marketing and Events Committee Meetings
 - C. City of St Johns monthly financial report through January 31,2023
 - D. Director's Report

4. Communications

- A. Events Committee: Corinne and Tracy reported that they are going to try some new events this year. Smaller ones once a month starting with an Easter parade shopping event. Jason reported that he is still working on getting a second main band and that the stage is being ordered. He is also hoping to do some sort of Clinton Idol search and he was hoping the Art Council would help out but they are a little short on volunteers, maybe the Rotary.
- B. Marketing Committee: Tyler was unable to attend today. Heather stated that the committee is working hard to rebrand Downtown St Johns. They completed a branding exercise at their last meeting and are coming to the next meeting with ideas for the coming year. They are a very excited and motivated group.
- C. St Johns Chamber: Jason Denovich reported that the next Chamber Luncheon will be downtown at the new event space Pierson 319. Colleen King from King Media will be the speaker. Mariah reported that they are already getting vendors for Spring Fling which will be downtown on May 13th this year. They are also moving the Golf Outing to a Wednesday earlier in the Summer this year to hopefully get more participation.

5. Old Business

A. CRM: Heather stated that all the contacts are on the website. There is also a page for every committee. Committee Chairs were given administrative power. If they would like a lesson on how to use their page and where to add files, contact Heather. We still have 2 websites. Hopefully when the CRM is where we want it, we can cancel the older one and have everything forwarded to the new site.

6. New Business

A. Transfer Old Speakers to Fire Department. The old gray speakers are in the basement of the depot. The Fire Department would like to use them in their garage while they are clean the trucks or for other actives. Motion to approve made by Bruce Delong, seconded by Erica Hayes, motion carried.

B. Budget Workshop for the 2023-24 Fiscal year will be at the Executive Committee monthly meeting. All committees should have their budget request in by Feb 13th. Heather will ask city Treasurer Kinde to attend.

A. create the

Motion to Adjourn made by Bruce Delong, seconded by Erica Hayes, motion carried. Meeting adjourned at 11:52 pm

Next Regular Meeting March 1, 2023



Meeting Minutes
Downtown Development Authority
February 1, 2023
11:30 am, PSD Office

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Other Present: Roberta Cocco, Scott Dzarka, Jason Denovich, Jamie Madar, Liz Janetzke and Heather Hanover

1. Meeting was called to Order by Chairman Butler at 11:53 am

2. Additions to the Agenda: None, motion to approve by Bruce Delong, seconded by Erica Hayes, motion carried.

3. Motion to Approve the Consent Agenda as presented, made by Bruce Delong seconded by Erica Hayes, motion carried.

A. Minutes of meeting dated Dec 7, 2022

B. City of St Johns monthly financial report through January 31, 2023

4. Communications

A. Design Committee Up Date: Amber let everyone know that the Facade Grant Application Deadline has been extended to March 1st. Jason would like to hold a meeting with Ken Jones who has had a lot of expertise with facades. Heather will schedule a meeting for Jason, Amber and Ken. Amber also discussed her plans for the benches and trash cans. After taking an inventory of our current benches and trash cans and looking at the costs, Amber feels that it will require around \$48,000 to do the replacement. Amber also contacted someone about the light up snowflakes for the downtown street lights. A company would charge \$75 per pole/year and that would include installation and removal. She also met with Sherry from the Country Store to get the pots going for this spring.

5. Old Business

A. Parking Recommendations: Dave Kudwa asked to have this item removed from the agenda until he can present a complete package. Chairman Butler stated that we have had considerable conversation about this topic. The committee has some recommendation for changes to the current plan and he is ready to pass those on to the city commission. Changes from the current status would be: permit only parking in the Upper Ott Lot and the UAW lot. No overnight parking in the lower Ott lot (by the Legion, in the Gill Roy's parking lot and the front half of the West Higham Street parking lot. All the other lots will allow short/long term/overnight parking as they currently do. There will also be long term parking allowed on the street in the 2nd and 3rd blocks on Spring and Brush, on Railroad Street East of the Depot Parking Lot and on Maple Street. The Committee is also recommending overnight parking on Clinton Ave only for people with Handicap stickers that are staying at the hotel. The cost of a permits for the lots and Clinton Ave Handicap spots will be \$150/year. The permits for on street overnight parking on the edges of downtown will be \$50/year. There was discussion on giving this plan a try. It is not set in stone; we can evaluate and make changes. The board was happy with this plan. They also decided to rescind their request to allow general overnight parking on Clinton Ave. Motion made by Bruce Delong, seconded by Mariah Leiby motion carried unanimously.

6. New Business

A. Capital Improvement Plan. The city plans over 6 years how to use their funds strategically to make capital improvements and they have asked us to work on our section of the CIP. Ideas from the group for inclusion in the CIP include: Way Finding signs that point to downtown, benches and trashcans, Electronic Notice Board, play structure at the depot, a storage facility closer to downtown and improved parking lots. Heather will get these added to the CIP for the Central Business District and the documents will be reviewed at the Planning Commission Meeting next week before they are forwarded to the City Commission.



- B. Capital Region Community Foundation Grant: The CRCF impact grants are due the end of March. Last year we applied for help with facades downtown but were denied. It was decided this year to apply for help with our new benches and trash cans. The CRCF likes projects that help with place making.
- C. Match on Main: The MEDC has announced another round of the Match on Main Grants. Applications are due to the Executive Committee by Feb 13th for selection at their monthly meeting on the 14th.

7. Public Comment: No public comment

**Motion to adjourn made by Bruce Delong, seconded by Erica Hayes, meeting adjourned at 12:35pm
Next meeting March 1,2023**