



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
March 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: Amber Haubert, Dave Kudwa, Tracy Kossaras, Corinne Trimbach, Ed Brandon, Mariah Leiby(On the phone) and Jason Butler.

Other Present: Jason Denovich, Jaime Madar, Theresa Huard, Tami DeMello. Joe Herman Steve VanElls, Dave Kirk and Heather Hanover

1. **Meeting was called to Order by Vice Chairman Butler at 11:30**
2. **There were no Additions to the Agenda**, Motion to approve the agenda as presented by Dave Kudwa, seconded by Tracy Kossaras, motion carried.
3. **Motion to Approve the Consent Agenda made by Dave Kudwa** seconded by Corinne Trimbach, motion carried.
 - A. Minutes of meeting dated Feb 2, 2022
 - B. Minutes of the Executive, Marketing and Events Committee Meetings
 - C. City of St Johns monthly financial report through Feb 23,2022
 - 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 March 17th with Sara Beauchamp-Hicks presenting and at the April luncheon SBAM will be giving a talk. The Chamber is in the process of hiring an Events Coordinator, they have 6 good candidates. They are also setting up a Community Calendar and would like to have everyone add events. Heather has been adding downtown events. They are working on getting more trucks for the 'Touch a Truck ' event that will be downtown during the Spring Fling this year.
5. **Old Business**
 - A. None to
6. **New Business**
 - A. Budget: Heather and the city treasurer have created a budget for the PSD and one for the DDA. If everyone could review it and get any questions or concerns to Heather, we will approve it at the April Board meeting
 - B. Credit Cards: There was discussion of the use of credit cards at events and to sign up vendors online. It was the general consensus that less and less people carry cash now a days and that we loss out on sales, so we should offer credit card payments. It was also felt that charging the added fee to the customer was not a good idea. Heather will get with the city and their credit card processor to see what their rates are
 - C. Grand Opening for the store MAEhem handcrafted will be March 12th.

Motion to Adjourn made by Corinne Trimbach, seconded by Tracy Kossaras, motion carried.
Meeting adjourned at 11:54 am

Next Regular Meeting April 6, 2022



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Meeting Minutes
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March 2, 2022 Main Street Cafe

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Mariah Leiby
Salon 989

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Erica Hayes

Events
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Tyler Barlage
Tracy Kossaras
Jason Butler
Corrine Trimbach

**Executive, Finance,
Strategic Planning**
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Members Present: Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach, Ed Brandon, Mariah Leiby(On the phone) and Jason Butler.

Other Present: Jason Denovich, Jaime Madar, Theresa Huard, Tami DeMello. Joe Herman Steve VanElls, Dave Kirk and Heather Hanover

1. Meeting was called to Order by Vice Chairman Butler at 11:55 pm

2. Additions to the Agenda: Motion by Ed Brandon, seconded by Amber Haubert to approve the agenda as presented, motion carried.

3. Motion to Approve the Consent Agenda as presented, made by Ed Brandon seconded by Amber Haubert, motion carried.

A. Minutes of meeting dated Feb 2, 2022

B. City of St Johns monthly financial report through Feb 23,2022

4. Communications

A. Dave Kudwa wanted to make sure that most requests go through Heather first. It can be confusing for staff and time consuming if they get requests from different business owners. If it comes from Heather, they will know the actions and funding requests are from the board. Going through Heather should be the first option but the city staff are always available for questions.

5. Old Business

A. Design Committee Recommendation: At the February meeting the board approved the purchase of 39 hanging reservoir baskets and their brackets which Amber Haubert and the Design Committee have been researching. After further discussions with the city, it was decided that only the poles that are securely set would be able to support the extra 85 pounds of weight. Amber asked the city to check on the poles and get back with the basket designers so that they can begin production. As of the meeting there was still no information about the poles. The basket designer will only keep our price open for one more day. Dave will make sure DPW director Steve Martin gets back to the basket company before the deadline. Since, there are only 12 poles that will be able to support the weight of the baskets, Amber is requesting 12 hanging baskets and 12 ground planters, which actually cost less than the amount previously approved. Motion by Dave Kudwa, seconded by Tracy Kossaras, to allow the Design Committee to spend up to \$11,000 on the new reservoir plant containers, motion carried.

B. TIF Public Hearing: The public hearing to approve the TIF for the DDA financing is set for the March 14th City Council meeting at 6pm in the court house.

C. Resident Council: The council was formed and the first meeting accomplished.

D. By-Laws: There was discussion of the new By-laws, the terms of office, the attendance policy and having defined committees in the by-laws. It was decided to keep most of the changes the executive committee made to the by laws with the exception of reworking the area with the budget and what amount must be brought to the board for approval. The general consensus is that any expense over \$1000 should be brought to the board for approval. Heather will make the changes and resend the by laws with next month's packet. The approved by-laws will be forwarded to the city attorney and city council for approval.

6. New Business

A. None

7.Public Comment: Heather mentioned that the planning commission will be discussing apartment size and parking in the downtown at their next meeting March 9th at 5:30. The grant from CRCF for façade improvements made it to stage 2, she will fill out the necessary paper work for the next round. Corinne Trimbach had to leave at 12:30, so there was no quorum nor votes after 12:30 pm, except for the vote to adjourn.

Motion to adjourn DDA meeting by Dave Kudwa, seconded by Amber Haubert, motion carried, meeting adjourned at 12:42 pm

Next Regular Meeting April 6, 2022