



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
May 4, 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
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: Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach, Ed Brandon, Bruce Delong, Tyler Barlage, Nancy McKinley, Erica Hayes and Jason Butler.

Other Present: Jason Denovich, Kim Zuehlke, Sara Morrison, Jason Miller and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:30 Barlage**
2. **Additions to the Agenda**, Motion to approve the agenda with the addition of the Annual Meeting under New Businesses, was made by Bruce Delong, seconded by Dave Kudwa, motion carried.
3. **Motion to Approve the Consent Agenda made by** Bruce Delong, seconded by Erica Hayes, motion carried.
 - A. Minutes of meeting dated April 6, 2022
 - B. Minutes of the Executive and Events Committee Meetings
 - C. City of St Johns monthly financial report through April 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 is on May 19th and it will be at the St Johns Brewery. The speaker will be Hannah Gottschalk from the St Johns Safe Center. The Chamber has a large line up of vehicles for the touch a truck event that is happening with the Spring Fling this weekend. This will be the first Chamber/PSD combined event in years. Mariah is doing a great job. The Soap Box Derby is still in need of people to help with car assembly but things are coming together.
5. **Old Business**
 - A. Spring Fling is this Saturday. The city is providing a dumpster for trash. Around 40 vendors are coming and we will need some volunteers to help set up.
6. **New Business**
 - A. Sign for office. Bruce stated that he can make a sign that has both the Chamber and the Downtown logo on it for placement outside the office at the firehall. The cost will be \$100 per group. Motion by Erica Hayes, seconded by Jason Butler to go ahead with the sign, motion carried.
 - B. It a Thursday Thing: It looks like we did not get a grant for the Thursday Concerts downtown. The event committee would still like to have 12 concerts. They would like the board to pay for 8 and they will get sponsors for the other 4. motion by Corrine, seconded by Erica Hayes to approve the expense, motion carried.
 - C. Mint Fest Beverage Tent: Mariah Leiby and Jason Butler would like to move the Beverage tent to main street and rent a stage. There was a lot of discussion on the change. More details will be provided by the Events Committee. They will work within the approved budget
 - D. Motion to Approve Application for Special liquor license for the Friday and Saturday night Mint Fest Beverage Tent was made by Bruce Delong, seconded by Dave Kudwa and the motion carried 10 to 0.
 - E. By Laws for the PSD: It was decided to have the PSD by-laws be similar to the DDA by-laws. Heather has made some changes and included some of the elements of the original 1998 by-laws. There was some discussion of the difference between the 2 organizations and the changes that need to be made. If you have any comments or questions get them to Heather before the next meeting.

- F. Mission Statement and Responsibility: All Committees will work to develop their descriptions and present them to the board for approval.
- G. Annual Meeting: Tyler asked if the board would like a separate meeting as our annual meeting each year in June or if having it at the same time as our usual would suffice. The decision was made to have the annual meeting at our regularly scheduled June meeting and try and focus only on annual meeting topics at that time and save regular items for the next month or the consent agenda.

Motion to Adjourn made by Dave Kudwa, seconded by Erica Hayes, motion carried. Meeting adjourned at 12:09pm

Next Regular Meeting June1, 2022



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
Downtown Development Authority
May 4 2022 Main Street Cafe

Members Present: Amber Haubert, Dave Kudwa, Tracy Kossaras, Corrine Trimbach, Ed Brandon, Nancy McKinley, Tyler Barlage, Bruce Delong, Erica Hayes, and Jason Butler.

Other Present: Jason Denovich, Kim Zuehlke, Sara Morrison, Jason Miller and Heather Hanover

4. Meeting was called to Order by Vice Chairman Butler at 12:10 pm

5. Additions to the Agenda: Motion by Bruce Delong, seconded by Corrine Trimbach to approve the agenda as presented, motion carried.

6. Motion to Approve the Consent Agenda as presented, made by Bruce Delong seconded by Ed Brandon, motion carried.

E. Minutes of meeting dated April 6, 2022

F. City of St Johns monthly financial report through April 28,2022

7. Communications

A. None

8. Old Business

A. Design Committee Report: Amber Haubert reported that the ground planters and hanging baskets are looking great. A team of people will be planting the ground planters on May 23rd. Amber would like to get the soil and fertilizer that is recommended by the container manufacturer. The cost is a little under \$500. Since that is still under budget, the board said go ahead. Sherry from the Country Store is growing the plants we need and she says they are looking great. Amber is also creating a folder on the whole process so that anyone that takes her place will have great instructions to follow. Amber also stated that the Design committee is working on the Façade Grant program. She presented a timeline for the program. She will present the Facade Grant program to the board in August. The board can make suggestions and the have final approval in September. The Façade grant program will be announced in September and we will begin taking applications on November 1st. All Grant requests must be in by Feb 1st. In February the Design Committee will evaluate the requests. The top applicants will be presented to the board at the March meeting for final approval. The Winners will be informed by Mid-April and the window for completing the grant will be from April 1st to November 1st. The process will repeat annually. There was discussion on the budget, how much of a match and how the projects will be evaluated. Everyone thought the timeline looked great and await the presentation in August.

B. Arch across Main Street: The St Johns Area Community Fund pledged to support the project with \$2500. They are sending a letter of support. The grant application is due on May 27th.

9. New Business

A. Committee Mission Statements and Responsibilities: Since we decided not to put committees' descriptions into the new by-laws, each committee should come up with their own mission statement and responsibilities to have on file at the office. Tyler will do the Marketing description, Mariah will do Events, Amber will do the Design and Heather will work on the Executive Committee.

7. Public Comment: Kim Zuehlke asked about the trees. Something needs to be done.

Tyler said we will start looking into solutions.

Motion to adjourn DDA meeting made by Bruce Delong, seconded by Ed Brandon, motion carried, meeting adjourned at 12:41 pm

Next Regular Meeting June 1, 2022