



**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  
May 3 2023**

**11:30 am, At PSD Office**

**BOARD OF DIRECTORS  
2022 - 2023**

**Chairman**  
Jason Butler  
Butler Financial

**Vice-Chairman**  
Tyler Barlage  
Community Christian Church

**Secretary-Treasurer**  
Bruce Delong  
Clinton County Commissioner

**Directors**  
Ed Brandon  
Gilroy's Hardware

Amber Haubert  
Global Coffee

Erika Hayes  
Jackson & Hayes, PC

Tracy Kossaras  
Kurt's Appliance

Kristina Kinde  
City of St. Johns, MI

Mariah Leiby  
Salon 989

Nancy McKinley  
The Castle Residence

Corinne Trimbach  
Unique Reflections

Craig Smith  
Main Street Café

**COMMITTEES**

**Marketing**  
Tyler Barlage-Chair  
Erica Hayes  
Emily Baudoux  
Ethan Painter  
Vicki Schaffer

**Events**  
Tracy Kossaras-Chair  
Corinne Trimbach-Chair  
Nancy McKinley  
Jason Butler  
Jaime Madar

**Executive, Finance,  
Strategic Planning**  
Jason Butler-Chair  
Tyler Barlage  
Bruce Delong  
Dave Kudwa  
Amber Haubert  
Tracy Kossaras  
Corinne Trimbach

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

**Members Present:** Tyler Barlage, Amber Haubert, Nancy McKinley, Bruce Delong, Corinne Trimbach, Kristina Kinde, Ed Brandon, Mariah Leiby and Erika Hayes

**Other Present:** Jason Denovich, Tim Hullinberger, Emily Baudoux, Adam Baudoux, Jessica Austin Chief Dave Kirk and Heather Hanover

1. **Meeting was called to Order by Vice Chairman Barlage at 11:30am**
2. **Additions to the Agenda** Chief Kirk would like to be added to the agenda and Code Enforcement Officer Austin would like to be added, Motion to approve the agenda as amended by Bruce Delong, seconded by Erika Hayes, motion carried
3. **Motion to Approve the Consent Agenda made by Bruce Delong, seconded by Erika Hayes motion carried.**
  - A. Minutes of meeting dated April 5, 2023
  - B. Minutes of the Executive, Marketing and Events Committee Meetings
  - C. City of St Johns monthly financial report through April 28,2023
  - D. Director's Report
4. **Communications**
  - A. **Events Committee:** Corinne state that the Bunny Shop Event went fairly well, they will be reviewing the event at tomorrow's Event Committee meeting. Spring Fling is the next event. Mariah from the Chamber commented that they have around 25 trucks coming and 30 some vendors.
  - B. **Marketing Committee:** Tyler reported on the new branding the marketing committee would like to present to the board. Emily Baudoux presented the brand color scheme and the motivation behind the logo they are presenting. Emily and the Marketing Committee felt that a simpler logo is the way to go and this choice is authentic to Downtown St Johns. Bruce Delong commented that the logo seems more to represent St Johns than downtown but it is a very nice logo, maybe the city would like to use it. Tyler explained that the logo goes not have to contain all the information. It has downtown across the top. Other information such as the Principal Shopping District and our address will be on the letter head or other documents, they should not be part of the logo. Motion by Erika Hayes, seconded by Corinne Trimbach to approve the new branding and logo for downtown St Johns, Motion carried 8 to 1.
  - C. **Executive Committee:** Tyler state that everything discussed at the Executive Committee meeting is on the agenda.

**5. Old Business**  
A None

**6. New Business:**

A. A motion was made by Mariah Leiby to approve the Resolution for the Temporary Liquor License for the Mint Fest Downtown Beverage Tent, seconded by Erika Hayes, motion approved unanimously.

B. The Call in Coalition presentation was given by Tim Hullinberger. A video describing their organization was played and Tim talked on how they work with addicts and/or troubled members of the community. Their goal is encouraging acceptance and compassion in the St Johns Community. Tim also handed out literature about the Call In Coalition.

C. Chief Dave Kirk talked about the Colon Cancer fund raiser that he is promoting. For a \$400 donation any organization will receive a corn hole set with their logo on it. The proceeds will go to help get a cure for Colon Cancer. The deadline is May 19<sup>th</sup> and you can contact the Chief if you would like to participate.



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**D.** Code Enforcement Officer Jessica Austin wanted to inform everyone in downtown that wants to put any tables or chairs or other décor on the sidewalk in front of their business, they are required to get a permit from the city. At this point only 2 businesses actually have permission to use the sidewalk for this purpose, Bruno's and the Brewery. All others need to apply for a permit.

Motion by Erika Hayes, seconded by Corinne Trimbach to adjourn the meeting, motion carried.  
Meeting adjourned at 11:58 am

**Next Regular Meeting June 7, 2023**



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**Meeting Minutes**  
**Downtown Development Authority**  
**May 3 , 2023**  
**After PSD Meeting, PSD Office**

**BOARD OF DIRECTORS**  
**2022 - 2023**

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Gilroy's Hardware

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Global Coffee

Erika Hayes  
Jackson & Hayes, PC

Tracy Kossaras  
Kurt's Appliance

Kristina Kinde  
City of St. Johns

Mariah Leiby  
Salon 989

Nancy McKinley  
Castle Residence

Corinne Trimbach  
Mint Door Boutique

Craig Smith  
Main Street Café

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Erika Hayes  
Emily Baudoux  
Ethan Painter  
Vicki Schaffer

**Events**  
Tracy Kossaras-Chair  
Corinne Trimbach-Chair  
Nancy McKinley  
Jason Butler  
Jaime Madar

**Executive, Finance, Strategic Planning**  
Jason Butler-Chair  
Tyler Barlage  
Bruce DeLong  
Kristina Kinde  
Tracy Kossaras  
Corinne Trimbach

**CONTACT INFO**  
**Executive Director**  
Heather Hanover  
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**Members Present:** Amber Haubert, Bruce DeLong, Corinne Trimbach, Erica Hayes, Tyler Barlage, Kristina Kinde, Nancy McKinley, Mariah Leiby and Ed Brandon.

**Other Present:** Chief Dave Kirk, Jessica Austin, Tim Hullinberger, Emily Baudoux, Adam Baudoux, Jason Denovich and Heather Hanover

**1. Meeting was called to Order by Vice Chairman Barlage at 11:29 am**

**2. Additions to the Agenda:** Mariah asked to have her position on the board added to the agenda under New Business, motion to approve the agenda as amended made by Erika Hayes, seconded by Mariah Leiby, motion carried.

**3. Motion to Approve the Consent Agenda** as presented, made by Bruce DeLong seconded by Erika Hayes, motion carried.

A. Minutes of meeting dated April 5, 2023

B. City of St Johns monthly financial report through April 28,2023

**4. Communications**

A. Façade Grant Up Date: Heather received a grant contract from Ken Jones who is a property owner in St Johns and is connected to the façade grant program in Lansing. Heather modified the contract to fit St Johns needs and it was in the monthly packet. Bruce asked about getting a legal opinion on the contract. Kristina Kinde stated that the city attorneys can look at it. Amber Haubert questioned the need for a contract, her contact in Petoskey says they don't require a contract for façade grants. Erika Hays stated that to avoid confusion or other issues during the process, a grant contract is a must. Motion by Erika Hayes, seconded by Mariah Leiby to approve the contract contingent on a legal opinion by the city attorney and no substantive changes that would need to be discussed by the board. , motion carried. The contract will be shared with the city legal team and include in next month's packet for board review.

**5. Old Business**

A. None.

**6. New Business**

A. Board of Directors size and renewals. Tyler stated that at the last Executive meeting the decision was made to lower the board member amount to 11 members to have an odd number. At this time, we have 2 member who are up for renewal, Corinne Trimbach and Amber Haubert. The board is recommending Corinne Trimbach because she is a chair of a committee. There was discussion on the reasoning behind this change and the need for a quorum. Motion by Erika Hayes to reduce the number of board members to 11, seconded by Corinne Trimbach, motion defeated, 2 ayes(Hayes, Trimbach), 7 nays . Motion by Ed Brandon, seconded by Amber Haubert to increase the board membership to 13, motion approved 7 to 2(Hayes , McKinley).

B. Mariah's position on the board: Mariah was going to give up her position on the board if the vote to go down to 11 passed but since it is going to 13, she will stay on the board.

**7. Public Comment:** Tim Hullinberger stated that he is available after the meeting if anyone has any questions. Emily Baudoux stated the she is happy we want to 13 members and believes diversity is a good thing on a board such as ours. Tyler wanted to remind everyone that we are here to work together; we might not always agree but we all want what is best for downtown. Jason Denovich stated that the



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board members and chairs should have better training so they know what is expected of them. Jason Baudoux was happy about the board accepting the new branding and he was encouraged by the discussion.

Motion to adjourn made by Erika Hayes, seconded by Amber Haubert, meeting adjourned at 12:36pm

**Next meeting June 7, 2023**