



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**  
**June 1 2022 Main Street Cafe**

**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

Mariah Leiby  
Salon 989

**COMMITTEES**

**Marketing**  
Tyler Barlage-Chair  
Jason Butler  
Erica Hayes

**Events**  
Mariah Leiby-Chair  
Tyler Barlage  
Tracy Kossaras  
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

**Members Present:** Dave Kudwa, Tracy Kossaras, Ed Brandon, Nancy McKinley, Tyler Barlage, Mariah Leiby, Erica Hayes, and Amber Haubert.

**Other Present:** Jason Denovich, Kim Zuehlke, Liz Janetzke, Nicky Butler and Heather Hanover

**1. Meeting was called to Order by Vice Chairman Butler at 12:09 pm**

**2. Additions to the Agenda:** Motion by Erica Hayes, seconded by Mariah Leiby to approve the agenda as presented, motion carried.

**3. Motion to Approve the Consent Agenda** as presented, made by Mariah Leiby seconded by Erica Hayes, motion carried.

A. Minutes of meeting dated May 4, 2022

B. City of St Johns monthly financial report through May 31, 2022

**4. Communications**

A. None

**5. Old Business**

A. None

**6. New Business**

**A. Annual Meeting**

**1. Election of Officers:** Motion by Dave Kudwa, seconded by Erica Hayes to approve the PSD board slate for the DDA board, motion carried.

**2. Design Committee report** was given by Amber Haubert, she presented their mission statement and responsibilities. Amber discussed the positive steps forward the committee is making, with the downtown planters and the Façade improvement grants. She also thanked all the volunteers that came out and helped with the new planters.

**3. Review of the Committee Members:** The Design Committee will bring list of members to the July meeting for board approval.

**4. Year in Review:** Tyler discussed the renewal of the DDA TIF, the expansion of the boundaries, the new planters and hanging baskets, the work on the façade grant program and all the new businesses. Also mentioned was the Match on Main grant received and improvements to the sound system.

**5. Goals for next year** include completion of the Façade Grant program, improvements in the streetscape, an improved parking plan and a cloud-based data system that all board members can access.

**7. Public Comment:**

Jason Denovich discussed the upcoming Soap Box Derby. Preparations will begin on Saturday night June 11<sup>th</sup>. There will be a tent set up in the third block of Clinton Ave. There are 38 kids in the event. Jason also commented that Dr Beal has a bill board in his parking lot that he would be willing to let the DDA use to promote events. The only cost would be for the sign materials.

Mariah stated that because of the Holiday, she would like to move the event committee meeting to July 14<sup>th</sup> at 8:30 am.

**Motion to adjourn DDA meeting** made by Dave Kudwa, seconded by Erica Hayes, motion carried, meeting adjourned at 12:31 pm

**Next Regular Meeting July13, 2022**



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**Meeting Minutes**  
**Principal Shopping District**  
**Jun 1, 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

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Gilroy's Hardware

Amber Haubert  
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**Executive, Finance,  
Strategic Planning**  
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Bruce Delong  
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Jason Butler

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**Members Present:** Amber Haubert, Dave Kudwa, Tracy Kossaras, Ed Brandon, Tyler Barlage, Nancy McKinley, Mariah Leiby and Erica Hayes.

**Other Present:** Jason Denovich, Kim Zuehlke, Liz Janetzke, Nicky Butler and Heather Hanover

1. **Meeting was called to Order by Chairman Barlage at 11:30 Barlage**
2. **Additions to the Agenda** Amber Haubert asked that the Pride Event be added to the agenda. Motion to approve the agenda with the addition made by Dave Kudwa, seconded by Erica Hayes. Motion carried.
3. **Motion to Approve the Consent Agenda made by** Mariah Leiby, seconded by Erica Hayes, motion carried.
  - A. Minutes of meeting dated May 4, 2022
  - B. Minutes of the Executive, Marketing and Events Committee Meetings
  - C. City of St Johns monthly financial report through May 31, 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 June 16<sup>th</sup>, it will be at Clinton Commons and the guest speaker will be from M3 Marketing. On June 23 the chamber is starting a new program called "Connections and Coffee" all are welcome to the networking opportunity. The Shiawassee Chamber will be attending and it will be at Global Coffee at 8:30am. The old chamber office will be completely closed out at the end of June. Mariah has Mint Fest brochures for any business that would like some. Jason has built and added lights to 6 sets of cornhole boards for the Mint Fest Beverage Tent tournament.

**5. Old Business**

- A. **Pride Event:** Amber Haubert asked how the Pride Event was approved. Dave Kudwa stated that the event requests for this size event are circulated to department heads for approval. Amber questioned why the downtown business owners don't have a say in allowing this type of controversial event. There was discussion of procedures and notification. Amber asked if the permit could be denied and Dave said the event has been approved. Amber asked what her next step could be and it was suggested that she attend the next city council meeting.

**6. New Business**

- A. **Annual Meeting:**
  1. **Election of officers:** Motion by Amber Haubert, seconded by Mariah Leiby for Jason Butler to be the Chair, motion carried. Motion by Amber Haubert, seconded Mariah to have Bruce Delong as Vice Chair, motion by Tracy Kossaras, seconded by Nancy McKinley for Tyler Barlage, vote was 4 for Tyler Barlage, 2 for Bruce Delong with 2 abstentions. Tyler Barlage will be the Vice Chair. Motion by Amber Haubert to have Bruce Delong be the Secretary/Treasurer, seconded by Erica Hayes, motion carried.
  2. **Marketing Committee report** was given by Tyler Barlage, the mission and goals are in the packet. Tyler is excited for the new energy and plans to accomplish many goals in the coming year.
  3. **Events Committee report** was given by Mariah Leiby. She discussed the mission statement and responsibilities that were included in the packet.
  4. **Executive Committee Report** has discussed by Heather Hanover. The major change is the inclusion of committee Chairs as members of the

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- Committee. The mission and responsibilities are presented in the packet.
5. Review of Committee Members: in the new by-laws it states that committee chairs must be board members, each committee must have a minimum of 3 members and the committee members must be approved by the board. Each member of the board should be on at least one committee. Committees shall bring to the July board meeting their list of members for board approval.
  6. Year in Review: Tyler discussed the accomplishments of the past year. The first Holiday Market, the return of the Spring Fling, the success of the Mint Fest Downtown, grants received and the improved website. He also commented on the new generation of engaged and enthusiastic business owners. Dave Kudwa also mentioned the expansion of the PSD boundaries, the renewal of the PSD assessment and the new by-laws.
  7. Goals for Next Year discussed were Thursday and Friday concerts in the downtown, new ad campaigns with the MI Retail grant and a Board Calendar
- B. Parking Committee: The city along with the St Johns Planning Commission is developing a new policy for parking in the downtown. The Planning Commission asked for downtown stakeholder opinions on the plan. It was decided to have a subcommittee of the board to discuss the issues and hold a public meeting for input from all those concerned. The Committee will consist of Erica Hayes, Mariah Leiby, Amber Haubert, Ed Brandon and Kim Zuehlke. Heather will set up a meeting.
- C. Friday Brown Bag Concert: The Art Council decided not to host these concerts any more. The St Johns Area Community Fund has an individual willing to pay for the series. The SJACF would like to partner with the PSD to accomplish this popular event in the downtown. Bill Tennent will arrange the performers, Jason Denovich will work with advertising and announcing and Heather will fill out the forms with the city. The concerts will start July 8<sup>th</sup>
- D. By-Laws for the PSD were discussed. The new by-laws closely mirror the DDA by-laws. Changes that were discussed at the Executive meeting were made. Motion by Amber Haubert, seconded by Tracy Kossaras to approve the new PSD, motion carried.

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

**Next Regular Meeting July 13 , 2022**

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