



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
June 7 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

Erika Hayes
Jackson &
Hayes, PC

Tracy Kossaras
Kurt's Appliance

Kristina Kinde
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Unique Reflections

Craig Smith
Main Street Café

COMMITTEES

Marketing
Tyler Barlage-Chair
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
Dave Kudwa
Tracy Kossaras
Corinne Trimbach

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

Members Present: Jason Butler, Tyler Barlage, , Nancy McKinley, Bruce Delong, Corinne Trimbach, Kristina Kinde, Ed Brandon, Tracy Kossaras and Erika Hayes

Other Present: Amber Haubert Jason Denovich, Chief Dave Kirk, Deputy Chief Andy Tobias, Jamie Madar, Jacqueline Hudgenson and Heather Hanover

1. Meeting was called to Order by Chairman Butler at 11:30am

2. Additions to the Agenda Jaqueline Hudgenson would like to be added under communications. Motion to approve the agenda as amended by Bruce Delong, seconded by Tracy Kossaras, motion carried

3. Motion to Approve the Consent Agenda made by Bruce Delong, seconded by Tyler Barlage motion carried.

A. Minutes of meeting dated May 3, 2023

B. Minutes of the Marketing and Events Committee Meetings

C. City of St Johns monthly financial report through May 30,2023

D. Director's Report

4. Communications

A. Events Committee: Corinne said the committee is working on the new Thursday Market. Jamie Madar said there are currently 14 vendors but none with produce, so if you know someone who has produce ask them to sign up. Corinne said she has also been actively seeking sponsors for the Mint Fest Downtown. The next Event Committee Meeting is tomorrow at 8am.

B. Marketing Committee: Tyler said at the last Marketing committee meeting he informed the committee that the logo was approved by the PSD/DDA board. The committee is hoping to roll out the branding at the first of the month. The committee would also like to keep the logo for the downtown only. The city council has agreed to use our new logo on downtown parking signs and will sign an agreement with the PSD/DDA for use of the logo. The marketing committee has also decided to subscribe to Canva to help with making flyers and other promotions.

C. Executive Committee: Jason stated that there was a lot discussed at the meeting. There was discussion on weather this meeting should comply with OMA. It was decided that even if there is not a quorum we should try to comply as much as possible with OMA and have all meeting listed on the website. Heather will make sure and do a better job with posting all committee meetings

D. Jaqueline Hudgenson introduced herself. She is from LEAP and is employed by Clinton County to help all county businesses with economic development. Jaqueline will have office hours at the Courthouse from 12 to 5 pm on the first and third Tuesdays of every month but she is always available for question or concerns.

5. Old Business

A Board Membership: Motion was made by Tyler Barlage, seconded by Nancy McKinley to accept the resignation from the board of Amber Haubert and Mariah Leiby, motion carried. Motion to retain the current officers for 23-24 made by Tracy Kossaras, seconded by Erika Hayes, motion carried.

B. Social Districts: Chairman Butler has been looking into social district on the state website and we also did a poll to ask other city if their have been any issues. No issues were report on the downtown chat page and the procedure with the state is pretty straight forward. There was discussion about the safety for children, the need for a social district and if the businesses downtown even want it . It was decided to do a survey of the downtown through Survey Monkey.

6. New Business:

A. None

Motion to adjourn made by Bruce Delong at 12:12 seconded by Erika Hayes, motion carried

Next Regular Meeting July 12, 2023



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Meeting Minutes
Downtown Development Authority
June 7 , 2023
After PSD Meeting, PSD Office

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Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Kristina Kinde
City of St. Johns

Nancy McKinley
Castle Residence

Corinne Trimbach
Mint Door Boutique

Craig Smith
Main Street Café

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Erica Hayes
Emily Baudoux
Ethan Painter
Vicki Schaffer

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
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Jaime Madar

Executive, Finance, Strategic Planning
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Members Present: Jason Butler, Bruce Delong, Corinne Trimbach, Erika Hayes, Tyler Barlage, Kristina Kinde, Nancy McKinley, Tracy Kossaras and Ed Brandon.

Other Present: Chief Dave Kirk, Deputy Chief Andy Tobias, Amber Haubert, Jaqueline Hudgenson, Jamie Madar, Jason Denovich and Heather Hanover

1. Meeting was called to Order by Vice Chairman Barlage at 12:12 pm

2. Additions to the Agenda: There were no additions to the agenda. Motion by Tyler Barlage to approve the agenda, seconded by Erika Hayes, motions carried.

3. Motion to Approve the Consent Agenda as presented, made by Corinne Trimbach seconded by Erika Hayes, motion carried.

A. Minutes of meeting dated May 3, 2023

B. City of St Johns monthly financial report through May 30, 2023

4. Communications

A. Design Committee Update: We are going ahead with the Façade grants already approved for the Ken Harris Building and the Jet Speed building. For the larger grants we are trying to get some more funds from the Capital Region Community Foundation and we recently received notice that we were approved to go to the next level in the grant process. Heather will work with the other three Façade grant applicants who will need to write letters of support for the grant request.

5. Old Business

A. None.

6. New Business

A. New Business protocol and New Board Member Protocol. There was discussion on what should be done when a new business comes downtown. What information should be given, how do we acknowledge and support them. Jason Denovich stated that the Chamber is always willing to do ribbon cuttings even for non-chamber members and that we could work with the downtown to welcome all businesses in town. There was also discussion on what to do when a new board member is added. Kristina Kinde mentioned Google Classroom. If we set up a new board member classroom with all the information, they need such as the by-laws, Roberts Rules of order and general city information, it will be easy for the new board member to learn about the process.

7. Public Comment: Heather asked about how she should handle other groups that want to use our equipment especially the expensive sound equipment. It was decided that there should be a form and a deposit equal to what the insurance deductible for replacement is. Chief Kirk introduced new Deputy Chief Andy Tobias. Andy said that he is excited to be here and everyone has been very welcoming.

Motion to adjourn made by Bruce Delon, seconded by Erika Hays, meeting adjourned at 12:25pm

Next meeting July 12, 2023