



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
Dec 4 2024**

11:30 am, At PSD Office

**BOARD OF DIRECTORS
2024- 2025**

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Monica Ladiski
Lotus Health

Directors
Emily Baudoux
Rise Up Co.

Ed Brandon
Gilroy's Hardware

Bruce Delong
Clinton County Commissioner

Erika Hayes
Jackson, Hayes, PC

Brent Hurst
Oh, Mi Organics

Chad Gamble
City of St. Johns

Tracy Kossaras
Kurt's Appliance

Nancy McKinley
Castle Residence

Corinne Trimbach
Mint Door Boutique

COMMITTEES

Design
Tyler Barlage-Chair
Lori Wurm
Lara Boettiger
Theresa Levit
Brandi Martinez

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar
Brent Hurst
Monica Ladiski

Executive, Finance, Strategic Planning
Jason Butler-Chair
Tyler Barlage
Monica Ladiski
Chad Gamble
Tracy Kossaras
Corinne Trimbach

Marketing
Monica Ladiski-Chair
Tyler Barlage
Erika Hayes
Emily Baudoux
Vicki Schaffer
Brent Hurst

CONTACT INFO

Executive Director
Heather Hanover
989-224-8944 Ext 233

Members Present: Brent Hurst, Tracy Kossaras, Chad Gamble, Nancy McKinley, Emily Baudoux, Erika Hayes, Bruce Delong, Jason Butler and Tyler Barlage.

Other Present: Chief Kirk, Mandi Rutherford(MVNDI Make Up), Brandy Martinez, Scott Dzurka and Heather Hanover.

1. **Meeting was called to Order by Chairman Butler at 11:30 am**
2. **Additions to the Agenda:** There were no additions to the agenda. Motion to approve made by Tyler Barlage, seconded by Brent Hurst, motion carried.
3. **Public Comment:** Jason welcomed new business owner Mandi Rutherford, Her clean make up business will be going in on the third block into the space that was Giving Paws before they moved across the street. Brandy Matinez wanted to voice her appreciation of the changes on Brush Street, she said it makes it so much easier to park there.
4. **Motion to Approve the Consent Agenda made by Erika Hayes,** seconded by Bruce Delong, motion carried.
 - A. Minutes of meeting dated Nov 6,2024
 - B. Minutes of the Marketing, Executive and Events Committee Meetings
 - C. City of St Johns monthly financial report through Nov 27,2024
 - D. Director's Report

5.Communications

A. Events Committee: At the events committee meeting we talked about the October fest and what events we want to have next year. The committee also talked about the Saint Nick parade and the tree lighting event that is coming up on Friday. The next event committee meeting is going to be at Sirens this Thursday at 5pm.

B. Marketing Committee: The holiday commercial co-op was done with WLNS this year and it went very well. There were 14 participants. The committee is working with Rob Blackwell to improve the look of our website for patrons of the downtown and not just a working website for the downtown board.

C. Executive Committee : The city commission approved credit cards for the department heads and they are going to have one available for the DDA executive director. The limit would be \$5000 per order with a \$10,000 per month limit. Motion by Erika Hayes, seconded by Brent Hurst to authorize the Executive Director credit card, motion carried. The board would like to do some strategic planning and they are going to hold a meeting on December 17th at 8:30am right after the usual executive committee meeting all are invited to attend. One of the goals of the meeting will be to come up with current items that we would like to include in the city's downtown section of the Capital Improvement Plan. The CIP is part of the city's budget process. We also need to start planning our downtown budget. Each committee chair needs to discuss budget with their committee in January.

D. City Update: Chad talked about 2025 downtown parking permits which are now available from the police department. The new reserved space permits will be \$500 and we will see how much demand there is for these permits. Chad wanted to give a shout out to Justin Smith and Jeremey Ritter for all their work on Brush Street, it looks great. The next project downtown will be Higham Street. The Higham Street Parking lot remodel was discussed and the meeting with property owners that needs to be held in January. The city is starting work on their budget for the next fiscal year and will be wanting input from the Downtown.

6.Old Business

A. There was discussion about plans for the St Nick Parade/Community Tree lighting. The Chief plans to have extra people down by Railroad Street to help with crowd control.



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7.New Business:

A. 2025 Meeting Dates: The calendar for 2025 was presented. There were a few exceptions that were discussed. Heather has been asked to talk at the MDA Conference in March so that board meeting will be moved to the second Wednesday of the month. The January and July meetings will also be moved to the second Wednesday. Motion to approve the meeting dates as discussed made by Erika Hayes, seconded by Chad Gamble, motion carried

Motion to adjourned made by Erika Hayes at 11:58 am, seconded by Brent Hurst, motion carried.



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Vicki Schaffer
Monica Ladiski
Brent Hurst

CONTACT INFO

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

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Downtown Development Authority
Dec 4 ,2024**

Members Present: Brent Hurst, Tracy Kossaras, Chad Gamble, Nancy McKinley, Emily Baudoux, Erika Hayes, Bruce Delong, Jason Butler and Tyler Barlage.

Other Present: Chief Kirk, Mandi Rutherford(MVNDI Make Up), Brandy Martinez, Scott Dzurka and Heather Hanover.

1. Meeting was called to Order by Chairman Butler at 11:59 pm.

2. Additions to the Agenda: It was decided to move public comment to before the closed session so that people do not have to wait around. Motion to approve the agenda as amended by Erika Hayes, seconded by Tyler Barlage, motion carried.

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

A. Minutes of meeting Nov 6,2024

B. City of St Johns monthly financial report through Nov 27,2024

4. Communications

A. Design Committee: Tyler said the Design Committee did not have a formal meeting last month, the committee just came together to install new lights on the downtown trees for the Holidays.

5. Old Business

A. 2025-26 Budget needs to be delivered to the City before their March Meeting, we will need to vote on it at the Feb Board Meeting. Each Committee should complete their budget at their January Meeting.

B. There will be a meeting in January with the DDA, City and the property owners to discuss completing the renovation of the Higham Street Parking Lot.

7. Public Comment

None

6.New Business

A. Motion to go into Closed meeting to discuss Executive Director Contact made by Erika Hayes, seconded by Brent Hurst: Meeting reopened at 12:22pm, The contract was approved for renewal with a compensation package that will total \$30,000 for 2025.

Motion to adjourn made by Chad Gamble, seconded by Brent Hurst, motion carried, meeting adjourned at 12:29 pm.