

AGENDA
REGULAR BOARD MEETING OF THE ST. JOHNS D.D.A.
AUGUST 7, 2013

1. Call to order by Chairman Tyler Barlage

2. Additions to the Agenda

3. Approval of the Consent Agenda

- a. approval of minutes of meeting July 10, 2013
- b. approval of Executive Directors salary and expenses
- c. City of St. Johns YTD financial report as of

4. Communications – None

5. Committee Reports

- a. marketing
- b. events
- c. security, parking, maintenance
- d. executive, finance, strategic planning
- e. director's report

6. Old Business

- a. decoration/banner poles
 - 1. Dave Kudwa is looking into it

7. New Business

- a. Mint Festival Downtown at the Depot/Car show
 - 1. volunteers
 - 2. liquor license
 - 3. beer vendor
 - 4. fencing
 - 5. promotion/advertising
- b. Street lighting
 - 1. Dennis LaForest requests funding help for bulbs, ballasts replacement
 - 2. Executive Board recommends \$7,000.00 to be paid over 3 yearsj
- c. National Endowment for the Arts grant opportunity
 - 1. a group should be formed to meet with Spicer Engineering

8. Adjournment

**DIRECTORS MEETING MINUTES
DOWNTOWN DEVELOPMENT DISTRICT
Wednesday, July 3, 2013
12:00 Noon, Main Street Café**

1. **Call to Order by Tyler Barlage.** Attendance: Tyler Barlage, Craig Smith, Erika Anderson, Bill Brewbaker, Dennis La Forest, Kirk Gartside, Bob Kudwa, Craig Bishop, Dave Kudwa and Executive Director Leslie Salemi. Absent: Dave Mageli, Laurie Bishop, Bruce Delong. Guests Present: Tracey Kossaras, Kurts Appliance, Jenny McCampbell, St. Johns Arts Commission, Brenda Terpening, Clinton County Chamber of Commerce.
2. **Motion to approve the agenda.** Motion made by Craig Bishop and seconded by Bill Brewbaker. Motion passed.
3. **Motion to approve the minutes.** Motion made by Craig Bishop and seconded by Bill Brewbaker. Motion passed.
4. **New Business.**
 - a. **Adding line to DDA budget.** Because of the increase of the new E.D. salary, \$4,000 will need to be paid out of the DDA budget. Motion to approve made by Bill Brewbaker and seconded by Craig Bishop. Motion passed.
 - b. Election of new officers. Slate of nominees are: **Chair**, Tyler Barlage, **Vice Chair**, Dave Mageli, **Secretary**, Craig Smith, **Treasurer**, Greg Tiechman, City Treasurer (mandated by Resolution). Motion to elect slate of nominees made by Bob Kudwa and seconded by Bill Brewbaker. Motion passed.
5. **Motion to adjourn** made by Dennis LaForest and seconded by Bob Kudwa. Motion passed.

**EXECUTIVE DIRECTOR'S REPORT
REGULAR BOARD MEETING OF THE ST. JOHNS DDA/PSD MEETING
AUGUST 7, 2013**

A. Farmers Market

1. Mea Culpas
2. Contacted Shirley Davis
3. Will get together with her to collect funds for advertising

B. Website

1. Have worked with Cort @ AR=S
2. Access has been problematic
3. Will be resolved and next newsletter will be published in Sept.

C. Cigarette butt receptacles for American Legion site

1. Steve Rademacher is taking care of and will bill us

D. License/ID scanners

1. Will provide much needed security for this event
2. Will be for Mint Fest
3. Cost should be allocated over at least 3 years
4. Have purchased using my personal credit card

PRELIMINARY EXPENSE REPORT FOR MINT FEST AND CAR SHOW
2013

MINT FESTIVAL –

Checks cut –

\$ 600.00
1,000.00
750.00
700.00
\$3,050.00

Banks
Squids Band
TKO
WLNS

Billed but not paid

\$ 245.00
212.00
25.00
\$ 482.00

Jet Speed (11x17 fliers)
Jet Speed (8.5x11 fliers)
CCCC (July/August newsletter insert)

Anticipated expenses (estimated)

\$ 850.00
767.50
199.00
500.00
65.00
3,000.00
500.00
600.00
\$6,481.00

American Rentals
Gannett
Gannett (extra day in "What's On")
SPD
CCCC (place mats)
Main Beverage
Youth Baseball
Allaby & Brewbaker (allocated insurance)

Anticipated expenses (unknown amount)

Gillroy's (misc)
Water, Soda and Ice
Vendor Fee?

Expenses paid by E.D.

\$ 790.00

50.00

\$ 840.00

License/I.D. Readers
(Pending Board Approval)
Liquor License (paid by personal
credit card)

Car Show –

Expenses to date –

\$ 106.00

Jet Speed (fliers)

Anticipated expenses (unknown amount) –

CEP (t-shirts)
Crown Trophy
Printing for entry cards, etc.