



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes October 12th, 2017 Regular Meeting**

Board Members Present

Kathryn Snyder, Bart Hawley, Steven Duke, Jason Butterfield, Jacqueline Austin, Donna Simmons, Charles Dunigan, Bill Jors, Karen Bunnell

Members Not Present

Wendy Clifton

Staff

Nathan Mack, Kaiti McDonough

- I. Call to order and notation of members present:** Chairperson Duke called the meeting to order at 8:00a.m.
- II. Public Comments:** None.
- III. Regular Business**
 - A. Approval of the minutes from the September 14, 2017 Board Meeting.**

Motion by Austin, supported by Snyder, to approve the minutes of the September 14, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the September 2017 Financial Statements.**

Motion by Hawley, supported by Butterfield, to accept the August 2017 financial statements as presented. Motion carried unanimously.
- IV. Presentations/Proclamations:** Jacob Hurt, Anchor Initiative Director, provided an update on the Anchor Initiative's activities. Updated included information about a marketing and branding effort the organization has undertaken as well as a sign improvement program that may be implemented.

V. New/Old Business

- A. Recommendation from DDA Board of Directors to Mayor regarding vacant board seats** – the DDA Board of Directors offered the recommendation of the following applicants to fill the three vacant seats on the board: Terry Mierzwa (Consumers Energy & the Anchor Initiative), Ted Christoff (Christoff & Sons Flooring), and Jacob Hurt (Director of the Anchor Initiative).
- B. Pickle Barrel Deli** – Mack informed the Board that the Pickle Barrel Deli will be relocating due to an increase in their rental rate in November.
- C. DDA Bylaws*** – Motion by Simmons, supported by Hawley, to amend Article II, Section II of the DDA Bylaws to strike the line that reads “...including the Midtown President.” Article II Section II of the DDA bylaws determines the number, tenure, and qualifications of the DDA Board.

VI. Committee Reports:

- A. Design** – Design committee chair Austin relayed to the Board that the committee is awaiting materials from façade loan applicants.
- B. Economic Restructuring** – ERC Chairperson Butterfield shared the committee discussed the creation and dissemination of a brochure to pass out to interested parties in order to raise awareness of the DDA’s programs, events, and incentives.
- C. Promotions** – Austin informed the Board the committee examined a fundraising packet created by staff in order to obtain sponsorships for next year’s summer events.

VII. Executive Director’s Report: Mack informed the board that September brought with it the last Cruise In of the season. The Cruise Ins were very successful with more vendors and participants than the previous year. Mack also discussed the agreement the City made to lease the Masonic Temple to the Jackson School of the Arts for 15 years. Finally, Mack informed the Board of a conference DDA Assistant Kaiti McDonough attended in Bay City that focused on the importance of historic preservation and how to lure investors into downtown.

VIII. Board Member Announcements: Snyder announced that on January 13, 2018 the Michigan Theatre of Jackson will be hosting a chair donor reception for those that purchased a chair from the Michigan Theatre during their fundraiser.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:02am. The next DDA Board meeting will be Thursday, November 9, 2017 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

*** = Item added during the meeting.**

Respectfully submitted,

Nathan Mack