



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes March 8, 2018 Regular Meeting**

Board Members Present

Ted Christoff, Steven Duke, Kathryn Snyder, Karen Bunnell, Charles Dunigan, Bart Hawley, Wendy Clifton, Jason Butterfield, Terrance Mierzwa, Jacqueline Austin, Jacob Hurt, Derek Dobies

Members Not Present

Donna Simmons

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 February 8, 2018 Board Meeting.**

Motion by Clifton, supported by Christoff, to approve the minutes of the February 8, 2018 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the February 2018 Financial Statements.**

Motion by Mierzwa to accept the January 2018 financial statements as presented, supported by Hawley. Motion carried unanimously.
- IV. Presentations/Proclamations:** None.
- V. New/Old Business**

A. 163 W. Pearl St. Façade Loan – Motion by Butterfield to award the applicant \$5,882.94 toward the cost of the seven alley windows on the east side of the property. Motion supported by Mierzwa. Roll call vote was taken. Yeas: Duke, Snyder, Bunnell, Dunigan, Hawley, Clifton, Butterfield, Mierzwa, Austin, Hurt, and Dobies. Abstain: Christoff. Motion carries 11 yeas, 1 abstention.

B. DDA Audit – Request for Bids – Motion by Dobies to consolidate accounting services and auditing with the City of Jackson Finance Department and to formalize an agreement between the two parties. Motion supported by Mierzwa. Motion carried unanimously.

VI. Committee Reports:

A. Design – Design Committee Chairperson Austin reminded the board of the design committee’s event that is taking place on March 21st at JTV, which is focused on providing information to downtown and property business owners looking to finance a façade project.

B. Economic Restructuring – ERC Chairperson Butterfield reported the committee examined a bike share in the downtown area.

C. Promotions – Promotions Chairperson Austin informed the Board the committee did not meet due to a lack of business.

VII. Executive Director’s Report: Mack provided an update on summer events fundraising progress. Mack provided an update on the various projects the City Council passed for the downtown area at its February 22 meeting. Mack also reminded the board the budget for FY 2018-2019 will be presented at the next meeting.

VIII. Board Member Announcements: Chairperson Duke requested to have Mack attend the Leoni Township DDA Board of Directors meeting on April 4th. Dunigan informed the board he will not be seeking reappointment once his term is complete at the end of March. Mayor Dobies mentioned the incubator space at the old Vermeulen’s building on Cortland Street. He proposed the DDA manage the renting of the space as well as booking of incubator kitchen space.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:01am. The next DDA Board meeting will be Thursday, April 12th, 2018 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack