



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes May 11th, 2017 Regular Meeting**

Board Members Present

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

Members Not Present

Chris Gancsos

Guests

Megan Mello, Jonathan Greene (COJ), Paul Namazi

Staff

Nathan Mack, Kaiti McDonough

- I. Call to order and notation of members present:** Chairman Duke called the meeting to order at 8:02a.m.
- II. Public Comments:** None.
- III. Presentations/Proclamations:** None.
- IV. Regular Business**
 - A. Approval of the minutes from the April 13, 2017 Board Meeting.**

Motion by Clifton, supported by Snyder, to approve the minutes of the April 13, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the March 2017 Financial Statements.**

Motion by Hawley, supported by Austing, to accept the April 2017 financial statements. Motion carried unanimously.

V. New/Old Business

- A. DDA Fiscal Year 2017-2018 Budget** – Mack presented to the Board of Directors the proposed budget for the 2017-2018 fiscal year. The performance of the Executive Director was evaluated by the Board of Directors. Mack requested the Board of Directors go into closed session while discussing his performance. Clifton motioned to enter closed session, supported by Hawley. Motion carried unanimously. Hawley motioned to exit closed session, supported by Snyder. Motion carried unanimously.

Mack presented a new program for the DDA, which incentivizes downtown business owners to update their signage to achieve a more welcoming and pedestrian friendly downtown by enticing them to install hanging, three-dimensional signs. The DDA will offer financial assistance in the amount of \$500 to assist business owners.

Motion by Butterfield, supported by Jors, to approve the 2017-2018 fiscal year budget for the Jackson Downtown Development Authority as presented and to allow the Executive Director to make modifications to the 2016-2017 fiscal year budget to reflect actual revenues and expenditures realized and to balance the budget in accordance with state statute.

Roll call vote was taken. Motion carried unanimously.

- B. 163 W. Pearl Street Façade Loan Application** – Paul Namazi presented to the Board of Directors his development at 163 W. Pearl St. Mr. Namazi noted that the original amount they had requested was \$15,000. However, due to higher than expected costs for the project, Mr. Namazi amended the request to \$30,000.

During the discussion of this façade loan application, Mayor Jors had to leave. Mayor Jors left the meeting at 9:01a.m.

After some discussion, the Board of Directors voted on the merits of the project. A motion by Hawley, supported by Duke, to approve the applicant's request of \$30,000 for 163 W. Pearl Street. Roll call vote was taken. Motion carried 9-0. Mayor Jors was absent for the vote.

Director Butterfield left the meeting at 9:11a.m.

VI. Committee Reports:

- A. Design** – The committee discussed the façade loan application from 163 W. Pearl Street as well as other façade loan applications.
- B. Economic Restructuring** – ER committee discussed the new sign incentive program.
- C. Promotions** – Austin relayed to the board the busy events season the DDA has coming up over the course of the summer.

- VII. Executive Director's Report:** Mack informed the board that Director Gancsos intends to resign from the DDA Board of Directors. Mack also informed the Board that the DDA's millage passed unanimously at the May 2nd City Council meeting.

VIII. Board Member Announcements: Bart Hawley congratulated DDA Assistant, Kaiti McDonough for graduating from Jackson College.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:21am. The next DDA Board meeting will be Thursday, June 8th, 2017 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack