



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes May 19, 2019 Meeting**

Board Members Present

Ted Christoff, Steven Duke, Kathryn Snyder, Jacqueline Austin, Terry Mierzwa, Wendy Clifton, Jacob Hurt, Donna Blake-Simmons, Bart Hawley, Patrick Burch, Derek Dobies,

Members Not Present

Jason Butterfield

Staff

Kaiti McDonough

Guests

None.

I. Call to order and notation of members present: Chairperson Hurt called the meeting to order at 8:01 a.m.

II. Public Comments: None.

III. Regular Business:

A. Approval of the minutes from the April 11th Board Meeting

Motion by Mierzwa, supported by Snyder, to approve the April 11, 2019 Board Meeting minutes with a correct of taking Nathan Mack off as staff present. Motion carried unanimously.

B. Acceptance of the April 2019 Financial Statements

Motion by Austin, supported by Duke, to accept the April 2019 financial statements as presented. Motion carried unanimously.

IV. Presentations – None.

V. New/Old Business

A. DDA Fiscal Year Budget 2019-2020 – Derek Dobies made the motion to approve the budget presented before the board with the changes to the Fringe Benefit Schedule to be reflected on the requested budget expenditure sheet with

accurate costs. The motion was supported by Patrick Burtch. After a roll call vote, the DDA Board of Directors passed the 2019-2020 fiscal year budget 11 yeas to 0 nays. Director Butterfield was not present for the vote.

B. Renewal of Agreement between the City of Jackson and Downtown Development Authority for Accounting Service*- Motion by Dobies to accept the agreement renew with a change in the Terms and Conditions of Contact, number two, by adding “in writing” for both parties to agree that the City of Jackson will only withdraw funds from the DDA’s account when requested by the DDA. Supported by Christoff. Motion carries unanimously.

C. DDA Executive Director Position- Motion by Christoff, supported by Burtch, to edit the Executive Directors Job Description and post for the position. Motion carried unanimously.

VI. Board Member Announcements: Wendy Clifton informed the board that she will be resigning from the DDA Board of Directors.

VII. Adjournment: The meeting of the DDA Board of Directors adjourned at 8:53am. The next DDA Board meeting will be Thursday, June 13, 2019 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Kaitlynn McDonough