



**Downtown Development Authority Board of Directors  
City Hall, 10<sup>th</sup> Floor Conference Room, 161 W. Michigan Ave.  
Minutes June 14, 2018 Special Meeting**

**Board Members Present**

Kathryn Snyder, Donna Blake-Simmons, Bart Hawley, Jacque Austin, Steve Duke, Terry Mierzwa, Ted Christoff, Wendy Clifton, Jacob Hurt, Derek Dobies, Patrick Burtch, Jason Butterfield, Karen Bunnell

**Members Not Present**

**Staff**

Nathan Mack, Kaiti McDonough

**Guests**

Jason Yoakam

**I. Call to order and notation of members present:** Chairperson Duke called the meeting to order at 8:00 a.m.

**II. Public Comments:** None.

**III. Regular Business:**

**A. Approval of the minutes from the May 10, 2018 Board Meeting.**

Motion by Dobies, supported by Snyder, to approve the minutes of the June 14, 2018 DDA Board of Directors meeting. Motion carried unanimously.

**B. Acceptance of the May 2018 Financial Statements.**

Motion by Dobies to accept the June 2018 financial statements as presented, supported by Hawley. Motion carried unanimously.

**IV. Presentations:** Jason Yoakam, City of Jackson Assesor, presented the meterless parking assessment for 2018-2019. Motion was made by Hawley to endorse the continuation of the meterless parking, supported by Blake-Simmons. Motion carried unanimously.

**V. New/Old Business:**

**A. DDA Bylaws Amendment – Officer positions\*** - Motion by Christoff to amend Article III Section 1 of the DDA Bylaws to include the immediate past chair as an officer for one year, supported by Snyder. Motion carried unanimously.

**B. DDA Board of Directors Officer Nominations for 2018-2019\*** - Chairperson Duke recommended Jacob Hurt to be the next Chairperson, Vice-Chairperson Kathryn Snyder, Treasurer Jason Butterfield. Duke left the nomination for secretary open for a vote between Terry Mierzwa, Bart Hawley, and Jacqueline Austin. Mierzwa withdrew himself from the position. Hawley moved to withdraw his nomination as secretary and nominate Jacque Austin to be secretary. Motion by Dobies to support the nominations presented. Motion was supported by Hawley. Motion carried unanimously. DDA officers for the 2018 – 2019 fiscal year, beginning July 1 are as follows: Chairperson: Jacob Hurt, Vice-Chairperson: Kathryn Snyder, Treasurer: Jason Butterfield, Secretary: Jacqueline Austin, Immediate past chair (one year term): Steven Duke.

- Chairperson Duke left the meeting at 8:24am.

**C. Executive Director Three Month Action Plan\*** - Mack presented his three month action plan to the board of directors. After the presentation, the board discussed the plan.

- Dobies, Burtch, Bunnel, and Blake-Simmons left the meeting at 9:00am.

**D. Meeting Schedule for 2018-2019 Board of Directors Meetings\*** - Hawley motioned to amend the schedule to include a July 12, 2018 meeting, supported by Christoff. Motion carried unanimously.

**VI. Other Business:**

**A. Receive report from the executive director regarding Public Act 57 of 2018-Recodified Tax Increment Financing Act.** – Mack reported to the Board of Directors on a recently passed law that impacts the Jackson DDA.

**VII. Committee Reports:**

**A. Design** – Design Committee Chairperson Austin reminded the board of the Uncovering the Unique Event Series – Historic preservation and why it is important is taking place Wednesday June 21<sup>st</sup> at 8am at the Michigan Theatre of Jackson. The committee also discussed the sign ordinance, how to propose changes to make it more business friendly.

**B. Economic Restructuring** - Did not meet due to the special DDA board meeting.

**C. Promotions** – Board members volunteer sign-up reminder.

**VIII. Board Member Announcements:** Jacob Hurt invited the board to the completed Gibbs Retail Study on Tuesday, July 10<sup>th</sup> at Jackson Symphony Orchestra at 6pm.

**IX. Adjournment:** The meeting of the DDA Board of Directors adjourned at 9:31am. The next DDA Board meeting will be Thursday, June 14, 2018 at 8am, 10<sup>th</sup> floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack