



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes September 12, 2019 Meeting**

Board Members Present

Ted Christoff, Steven Duke, Jacqueline Austin, Terry Mierzwa, Jason Butterfield, Jacob Hurt, Kathryn Snyder, Patrick Burtch, Bart Hawley, Derek Dobies, Bradley Johncox, Donna Blake-Simmons

Members Not Present

Jessica Webb

Staff

Kaiti McDonough

Guests

None

- I. **Call to order and notation of members present:** Chairperson Austin called the meeting to order at 8:05 a.m.
- II. **Public Comments:** None.
- III. **Presentations-** None.
- IV. **Regular Business:**
 - A. **Approval of the minutes from the August 8th Board Meeting**

Motion by Hawley, supported by Mierzwa, to approve the August 8, 2019 Board Meeting minutes. Motion carried unanimously.
 - B. **Acceptance of the August 2019 Financial Statements**

Motion by Mierzwa, supported by Duke, to accept the August 2019 financial statements. Motion carried unanimously.
- V. **New/Old Business**
 - A. **Dave Lammer's request for an extension on Façade Project-** Discussion took place and Dave should send in his receipts and invoices of the work he has already done. The east side of the façade is still not complete with work, a door and some windows will go in.

Motion by Burtch to approve the extension for 3 months with the caveat that the work he has done needs to be submitted with invoices and receipts so some of that can be reimbursed. Then justify and estimate what the rest of the work needs to be done on the other sides.

Motion amended to approve an extension for 90 days from the date of 9/12/19 with the caveat that Dave has to submit the invoices and receipts for the work complete for each façade he was awarded. Dave will also need to submit an accounting of what work has to be done in the 90 days to finish up. Supported by Christoff. Motion carries unanimously.

- B. New engagement letter and invoice for this year's audit-** Motion by Christoff to accept the engagement letter and invoice for the audit at \$5,500. Supported by Burtch. Duke opposed. Motion carries.
- C. Chilango's Loan-** last update was the County National Bank would take the loan and that we should get a check in the mail.
- D. Second Interviews for the DDA Executive Director Position** – interviews took place at 8:15 a.m. and 9:15 a.m.

VI. Other Business- None

VII. Board Member Announcements: Jacob Hurt is resigning from the Anchor Initiative and his ending date is September 25th.

VIII. Adjournment: The meeting of the DDA Board of Directors adjourned at 10:20 am. The next DDA Board meeting will be Thursday, October 10, 2019 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Kaitlynn McDonough