



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes January 11, 2018 Regular Meeting**

Board Members Present

Charles Dunigan, Karen Bunnell, Bart Hawley, Derek Dobies, Jacob Hurt, Terry Mierzwa, Kathryn Snyder, Jason Butterfield, Jacqueline Austin, Derek Dobies

Members Not Present

Wendy Clifton, Donna Blake-Simmons, Ted Christoff

Staff

Nathan Mack, Kaiti McDonough

- I. Call to order and notation of members present:** Chairperson Duke called the meeting to order at 8:02a.m.
- II. Public Comments:** None.
- III. Regular Business**
 - A. Approval of the minutes from the December 14, 2017 Board Meeting.**
Motion by Hawley, supported by Mierzwa, to approve the minutes of the December 14, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the December 2017 Financial Statements.**
Motion by Snyder to accept the December 2017 financial statements as presented, supported by Hurt. Motion carried unanimously.
- IV. Presentations/Proclamations:**
 - A. 2016-2017 Audit Report – Mark Kettner, Rehmann Robson**
Mr. Kettner was unable to attend due to unforeseen circumstances. Mack presented the audit report to the Board, noting the need for improvements in three areas as identified by Rehmann Robson: reconciliation of loans, the need to have the Treasurer sign off on all journal entries, and to adhere to the \$1,000 bid threshold.

Motion by Snyder, supported by Butterfield, to accept the 2016-2017 audit report and place on file. Motion carried unanimously.

B. Anchor Initiative Marketing and Branding Project – Jacob Hurt, Anchor Initiative

Mr. Hurt presented the Anchor Initiative’s marketing and branding project to the Board, which focuses on recent downtown investments as well as the unique historic architecture in downtown Jackson. Hurt informed the Board the Anchor Initiative has bought advertisements on Pandora, an online music streaming service, which targets the young professional demographic. Data from the advertising campaign is not yet available. Hurt will inform DDA staff or the Board of the results once the data becomes available. Hurt also mentioned the website for the project is www.seejacknow.com.

V. New/Old Business

A. 163 W. Pearl St. Façade Loan

- Mack provided an update on the progress of the project at 163 W. Pearl Street. Mack informed the Board that the front window of the building was installed and the glass was not custom made. Instead, the windows were installed at an angle. Mack noted staff was not informed of this change.

Motion by Dobies, supported by Snyder, to not release any DDA funds until the applicant provides the DDA with an itemized receipt of costs for each side of the building the Board approved in May 2016. Motion carried unanimously.

VI. Committee Reports:

- A. Design** – Design Committee Chairperson Austin reported the committee will be hosting a four part series in 2018 pertaining to the importance of historic preservation and how to take advantage of resources available to property/business owners at various levels of government.
- B. Economic Restructuring** – ERC Chairperson Butterfield reported the committee did not meet in December due to the holidays.
- C. Promotions** – Promotions Chairperson Austin informed the Board the committee worked on the volunteer sign-up sheet for the DDA’s events in 2018.

VII. Executive Director’s Report: Mack gave a report on Eve on the Ave. Further, Mack informed the Board of a meeting between the DDA, Michigan Theatre, and the Arab American National Museum regarding the summer music festival slated for July. Finally, Mack gave a fundraising update for the summer events series.

VIII. Board Member Announcements: Snyder announced the Michigan Theatre will be hosting a chair donor reception for those that donated to the Michigan Theatre to replace their old chairs.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 8:42am. The next DDA Board meeting will be Thursday, February 8th, 2017 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack



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

Board Members Present

Steven Duke, Ted Christoff, Jacqueline Austin, Karen Bunnell, Bart Hawley, Wendy Clifton, Donna Simmons, Terrance Mierzwa, Jacob Hurt, Kathryn Snyder

Members Not Present

Jason Butterfield, Charles Dunigan, Derek Dobies

Staff

Nathan Mack, Kaiti McDonough

I. Call to order and notation of members present: Chairperson Duke called the meeting to order at 8:03a.m.

II. Public Comments: None.

III. Regular Business

A. Approval of the minutes from the January 11, 2018 Board Meeting.

Motion by Hawley, supported by Snyder, to approve the minutes of the January 11, 2018 DDA Board of Directors meeting. Motion carried unanimously.

B. Acceptance of the January 2017 Financial Statements.

Motion by Clifton to accept the January 2018 financial statements as presented, supported by Christoff. Motion carried unanimously.

IV. Presentations/Proclamations: None.

V. New/Old Business

A. 163 W. Pearl St. Façade Loan – Motion by Mierzwa to require applicant to provide documentation in a spreadsheet for the work approved by the DDA Board of Directors and to provide proof of adherence to the Davis Bacon Act if reimbursement is requested for labor costs. Motion supported by Clifton. Motion carries. Christoff abstains.

B. Accounting Policy Amendment – DDA Bid Threshold

Motion by Austin to increase the DDA’s bid threshold from \$1,000 to \$2,000. Supported by Christoff. Motion carried unanimously.

VI. Committee Reports:

- A. **Design** – Design Committee Chairperson Austin reported the progress of the March 21 event that will be hosted by the DDA at JTV.
- B. **Economic Restructuring** – ERC Chairperson Butterfield reported the committee discussed the downtown business listing as well as ideas for the DDA and Anchor Initiative to partner with the County on a bike share for downtown.
- C. **Promotions** – Promotions Chairperson Austin informed the Board the committee worked on selecting movies for the outdoor film festival and other summer events.

VII. Executive Director's Report: Mack provided an update on summer events fundraising progress. Mack offered an update on downtown development including the Masonic Temple, the YMCA capital campaign, Lofts on Louis development, Miller-Valentine development, General Capital development at the Citizen Patriot building, and the pricing from Corbin Design on a downtown wayfinding system. Mack also informed the Board staff attended the *Bridges out of Poverty* training on February 19th.

VIII. Board Member Announcements: Austin announced the Orange Peacock Gallery celebrated their two-year anniversary.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 8:55am. The next DDA Board meeting will be Thursday, March 8th, 2018 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack



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



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes April 12, 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, Derek Dobies, Patrick Burtch

Members Not Present

Donna Simmons, Jacob Hurt

Staff

Nathan Mack, Kaiti McDonough

Guests

Leslie Youngdahl, Clay McAndrews, Will Forgrave, Jeromy Alexander, Freddie Dancy

- I. Call to order and notation of members present:** Chairperson Duke called the meeting to order at 8:01 a.m.
- II. Public Comments:** Jeromy Alexander – Sitting in today to know more about the DDA and how it operates.
- III. Regular Business**
 - A. Approval of the minutes from the March 8, 2018 Board Meeting.**

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

Motion by Snyder to accept the March 2018 financial statements as presented, supported by Clifton. Motion carried unanimously.
- IV. Presentations:**
 - A.** Leslie Youngdahl and Clay McAndrews of the Jackson Young Professionals presented the *Bright Walls* mural project their organization has undertaken.
 - B.** A presentation by Steve Tucker, Steve Trosin, and Nathan Mack regarding downtown Jackson summer events. Presentation was not given due to individuals being unable to attend the meeting.

V. New/Old Business

A. DDA Sponsorship of Bright Walls mural project – Motion by Christoff to sponsor the Bright Walls project in the amount of \$10,000. Motion was supported by Snyder. City Manager Burtch noted public funds cannot be used to sponsor organizations or projects. Burtch recommended the DDA enter into a partnership with the Young Professionals and to reimburse the organization for eligible expenses not to exceed \$10,000.

Christoff amended his motion to the following: enter into a partnership with the Jackson Young Professionals and reimburse the organization up to \$10,000 for eligible expenses. Amended motion was supported by Snyder. Roll call vote was taken. Yeas: Duke, Snyder, Hawley, Clifton, Christoff, Butterfield, Mierzwa, Burtch, and Dobies. Abstain: Austin, Bunnell. Motion carried 9 yeas, 2 abstentions.

B. AARP Community Challenge Grant – Motion by Butterfield to write an AARP Grant for three (3) bike share locations in downtown Jackson and surrounding area. Motion supported by Clifton. Motion carried unanimously.

C. DDA Budget – First Draft Fiscal Year 2018-2019 – Mack presented the first draft of the DDA's 2018-2019 fiscal year budget.

VI. Committee Reports:

A. Design – Design Committee Chairperson Austin reported that a start of an application was submitted for a façade loan from 135 E. Michigan Ave. The March *Uncover the Unique* went well with about 10 people in attendance. The next event will take place on June 20th and will cover why historic preservation is important for economic growth. Due to the event, members of the Grotto Club are looking to renovate their business.

B. Economic Restructuring – ERC Chairperson Butterfield reported the committee got an updated from Anchor Initiative about Bob Gibbs and the retail study for downtown. Discussion about retooling the ERC programs. Next meeting needing new and fresh ideas.

C. Promotions – Promotions Chairperson Austin informed the Board the committee is planning to make the most of the events coming up.

VII. Executive Director's Report: Mack provided an update on summer events and that the last of the DDA events were approved by council at the April 10 City Council meeting. In addition to the events passing, City Manager Patrick Burtch was appointed to the DDA Board of Directors by City Council. Mack updated the board that staff continues the transition to the City's Finance Dept. Mack informed the board that staff will be attending the Michigan Main Street training, *Main Street in Practice* on April 25th in Saline. Mack reminded board that at the next meeting the board will have to approve the budget for the 2018-2019 fiscal year and at the June board meeting new officers will need to be selected.

VIII. Board Member Announcements: Austin invited the board to the Jackson Young Professional Annual Meeting on April 19th at the Cascades Manor House. Hawley suggested in next meeting we consider a plan or goal setting. Allocate extra time for direction and goals of DDA. Suggesting a two (2) hour time block to work out DDA

movement going forward. This would be a two (2) hour block outside of a regular scheduled board meeting. Clifton mentioned to the Non-profit Network to facilitate strategic planning meeting. Burtch suggested that the city already has a plan that the DDA can model after with DDA Board input. City Manager Burtch also updated the board on various downtown projects.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 10:00am. The next DDA Board meeting will be Thursday, May 10th, 2018 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack



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

Board Members Present

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

Members Not Present

Jacob Hurt, Patrick Burtch

Staff

Nathan Mack, Kaiti McDonough

Guests

David Lammers

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 April 12, 2018 Board Meeting.

Motion by Mierzwa, supported by Christoff, to approve the minutes of the April 12, 2018 DDA Board of Directors meeting. Motion by Derek to amend with corrections to remove Charlie Dunigan from board members present, supported by Clifton. Motion carried unanimously.

B. Acceptance of the April 2018 Financial Statements.

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

IV. Presentations: None.

V. New/Old Business

A. Façade Loan Application – 159 W. Michigan Ave – Motion by Mayor Dobies to approve the façade application at 159 W. Michigan Ave for a total of \$60,000 on

all four (4) sides of the building. The motion was supported by Christoff. After discussion on the proposed motion, Mayor Dobies amended the motion as the DDA had not funded a façade project for more than \$30,000 in the past. The amended motion was as follows: approve the façade application for a total of \$45,000 on three (3) sides. The motion was supported by Bunnell. Dobies withdrew the amended motion and made a new as follows: approve the façade application from David Lammers for the east and west sides of 159 W. Michigan Ave. in the amount of \$30,000, and to have the DDA reexamine the application for an additional \$30,000 after the start of the next fiscal year. Motion supported by Christoff. Motion carried unanimously on a roll call vote.

- B. Façade Loan Application – 135 E. Michigan Ave.** – Motion by Mierzwa to approve \$15,000 façade loan application from Randy LeMaster for the north side of the building based off of the drawings that were provided from the DDA’s 1985 Façade Study. Motion supported by Clifton. Motion carried unanimously on roll call vote.

Mayor Dobies had to leave the meeting at 8:50am. Bunnell had to leave the meeting at 9:00am.

- C. DDA Budget Fiscal Year 2018-2019** – The board went into closed session to discuss the performance evaluation of Executive Director Nathan Mack. It was requested that Mack leave the room while his performance evaluation was reviewed by the board of directors. Mack and McDonough left the room. There was no longer a quorum present to vote on this item.

Butterfield left the meeting at 9:30am.

Blake-Simmons and Hawley left the meeting at 9:45am.

At this point, there was no longer a quorum to vote on New/Old Business Item C.

VI. Committee Reports:

- A. No committee reports were given.**

VII. Executive Director’s Report: Written report provided to the board.

VIII. Board Member Announcements: None.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 10:15am. The next DDA Board meeting will be Thursday, June 14th, 2018 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack



**Downtown Development Authority Board of Directors
City Hall, 10th 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 21st 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 10th 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, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes July 12, 2018 Meeting**

Board Members Present

Jacob Hurt, Steve Duke, Bart Hawley, Jacque Austin, Donna Blake-Simmons, Terry Mierzwa, Kathryn Snyder, Jason Butterfield, Ted, Christoff, Patrick Burtch

Members Not Present

Karen Bunnell, Wendy Clifton, Derek Dobies

Staff

Nathan Mack

Guests

Freddie Dancy

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 June 14, 2018 Board Meeting.

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

B. Acceptance of the June 2018 Financial Statements.

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

IV. Presentations: None

V. New/Old Business:

A. Downtown Vision – Director Nathan Mack presented the memo for the Downtown Vision as a starting point for the strategic planning process.

B. Strategic Planning Dates – Thursday August, 2, 16, and 30, from 4-7pm at the Consumers Energy Innovation Center.

VI. Committee Reports:

- A. Design** – Design Committee Chairperson Austin reported the details to the upcoming “Uncover the Unique Series” which would be held at the Michigan Theatre of Jackson on June 21st. This event talks about the importance of historic preservation, and tax credits available at the state level. The committee also discussed the City of Jackson’s sign ordinance and how to make changes for the ordinance to be more business friendly.
- B. Economic Restructuring** – Continuation of formulating a business retention plan. Reviewed the next steps for the plan and identified individuals with skills and ability to help existing businesses with common challenges.
- C. Promotions** – Chairperson Austin reported the final details of the Unity Festival are in place and that the festival will kick off on Wednesday, July 11th at the Weatherwax Hall at the Jackson Symphony Orchestra.

VII. Board Member Announcements:

- VIII. Adjournment:** The meeting of the DDA Board of Directors adjourned at 9:31am. The next DDA Board meeting will be Thursday, August 9th, 2018 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack