



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

Board Members Present

Steven Duke, Jacqueline Austin, Kathryn Snyder, Terry Mierzwa, Jason Butterfield, Jacob Hurt, Bart Hawley, Ted Christoff

Members Not Present

Wendy Clifton, Donna Blake-Simmons, Patrick Burtch, Derek Dobies

Staff

Nathan Mack, Kaitlynn McDonough

Guests

I. Call to order and notation of members present: Chairperson Hurt called the meeting to order at 8:02 a.m.

II. Public Comments: None.

III. Presentations: None.

IV. Regular Business:

A. Approval of the minutes from the December 13th Board Meeting

Motion by Duke, supported by Snyder, to approve the December 13, 2018 Board Meeting minutes. Motion carried unanimously.

B. Acceptance of the December 2019 Financial Statements

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

V. New/Old Business:

A. Restructured Façade Program – Mack presented to the Board a recommendation on how to alter the DDA's façade loan program. Mack recommended that the maximum amount allowable per building be set at \$5,000 and to adopt new program guidelines and design standards that were included in the board packet.

Motion by Snyder to start including TIF (Tax Increment Financing) in the budget reporting moving forward. Supported by Christoff. Motion carried unanimously.

VI. Committee Reports: None.

VII. Executive Director's Report – Mack's report was included in the packet.

VIII. Board Member Announcements: Austin shared that "Bright Walls" was coming back for a 2019 festival on September 5th-10th, and that locations will be announced soon. Mierzwa invited everyone to Lean Rocket Labs Grand Opening on 1/10 at 4:30pm.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:05am. The next DDA Board meeting will be Thursday, February 14th, 2019 at 8am, in the 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 14, 2019 Meeting**

Board Members Present

Steven Duke, Jacqueline Austin, Kathryn Snyder, Terry Mierzwa, Jason Butterfield, Jacob Hurt, Bart Hawley, Ted Christoff, Patrick Burtch, Derek Dobies, Wendy Clifton

Members Not Present

Donna Blake-Simmons

Staff

Nathan Mack, Kaitlynn McDonough

Guests

Greg Stevenson, Sean Palmer, 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. Presentations: Jackson Young Professionals, *Bright Walls Mural Festival 2019*.

A. Greg Stevenson and Sean Palmer of the Jackson Young Professionals presented the Bright Walls mural project their organization has undertaken again for 2019. They presented with the request of a \$10,000 partnership with the DDA.

IV. Regular Business:

A. Approval of the minutes from the January 10th Board Meeting

Motion by Duke, supported by Hawley, to approve the January 10, 2019 Board Meeting minutes. Motion carried unanimously.

B. Acceptance of the January and February 2019 Financial Statements

Motion by Dobies, supported by Burtch, to accept the January and February 2019 financial statements as presented. Motion carried unanimously.

V. New/Old Business:

A. Restructured Façade Program – Motion by Burtch to table this item until the end of the meeting. Burtch withdrew the motion to make a request to enter into

executive session to discuss, with the directors permission, performance and results of the audit. Mack supported. Executive session took place. (8:46 a.m.)

Motion by Dobies to return to open session, supported by Christoff. (9:08 a.m.)

Secretary Austin explained briefly a new idea of a different program that could help with inside and outside buildings needing work in the downtown area. Discussion took place. Motion by Burtch to table this discussion until the Executive Committee can meet to discuss the structure of a new building rehab program that is more defined, supported by Austin. Motion carries.

B. DDA Audit – Executive Session took place for this item.

C. Accounting Agreement with City of Jackson – Item moved to April 11th meeting.

D. Motion made by Snyder under New Business regarding DDA Bylaws Article II. BOARD, Section 7. Disclosure of Interest- Motion made by Snyder that, pursuant to the DDA Bylaws Article II, section 7, any member of the Jackson Downtown Development Authority's (DDA) Board of Directors (BOD) must annually attest and submit for board member's business partnership that could result in DDA funds being received by the board member's business or person. Board members shall submit annual attestations April of each year for board review to be reflected in the April's BOD meeting minutes. Supported by Butterfield. Motion carries unanimously.

VI. Committee Reports:

Design: Austin's report was already mentioned earlier in the meeting. No other reports were given as committees have not met.

VII. Executive Director's Report – Mack's report was included in the packet. No further report given. Mack offered his resignation as the DDA Executive Director. Motion by Burtch accepting Mack's resignation with six (6) weeks pay, six (6) weeks benefits and payout of vacation time. Also, with a letter of recommendation from the DDA Chair and a non-disclosure form agreed upon, supported by Dobies. Roll call vote was taken. Yeas: Duke, Austin, Mierzwa, Christoff, Hawley, Burtch, Dobies, Snyder, Hurt, Clifton, Butterfield. Motion carried 11 yeas.

VIII. Board Member Announcements: None.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:50am. The next DDA Board meeting will be Thursday, April 11th, 2019 at 8am, in the 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,
Kaitlynn McDonough



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes April 11, 2019 Meeting**

Board Members Present

Steven Duke, Jacqueline Austin, Kathryn Snyder, Terry Mierzwa, Jason Butterfield, Bart Hawley, Ted Christoff, Patrick Burtch, Derek Dobies

Members Not Present

Donna Blake-Simmons, Jacob Hurt, Wendy Clifton

Staff

Kaitlynn McDonough

Guests

None.

I. Call to order and notation of members present: Vice Chairperson Snyder called the meeting to order at 8:02 a.m.

II. Public Comments: None.

III. Presentations: None.

IV. Regular Business:

A. Approval of the minutes from the March 14th Board Meeting

Motion by Mierzwa, supported by Duke, to approve the March 14, 2019 Board Meeting minutes. Motion carried unanimously.

B. Acceptance of the March 2019 Financial Statements

Motion by Mierzwa, supported by Hawley, to accept the March 2019 financial statements as presented. Motion carried unanimously.

V. New/Old Business:

A. Proposed Building Rehab Program – No action was needed on this. Put on agenda for Board of Directors to know that this program was submitted to the City for a request of consideration for budgeting.

- B. Accounting Agreement with City of Jackson** – Butterfield originally wanted to separate from the agreement with the City due to no savings on the costs of the audit. The DDA was only under the City’s Finance Department for three months rather than an a full fiscal year. Butterfield believes that we should stay with the City’s Finance Department for another year. A new annual agreement will be made up for the 2019/2020 fiscal year.
- C. Hanging flower baskets** – Motion made by Christoff to amend the 2018/2019 budget and the appropriation come from the DDA reserve, to include the cost of hanging petunia baskets and the maintenance of them throughout the summer. Supported by Dobies. Roll call vote was taken. Yeas: Austin, Duke, Hawley, Mierzwa, Dobies, Burtch, Christoff, Butterfield, Snyder. Motion carried 9 yeas
- D. DDA partnership with Bright Walls Mural Festival 2019** – DDA Board of Directors is in favor of supporting Bright Walls again for 2019. This will be budgeted for in the next 2019/2020 fiscal year.
- E. Gus Macker 2019 Sponsorship** – DDA Board of Directors support budgeting for Gus Macker at \$2,500 for the 2019/2020 fiscal year.
- F. 2019/2020 Budget** – Discussion took place about the assistant position duties, and the Executive Director duties. Budget for the Executive Director position in the next fiscal year for up to \$50,000. The assistant position will be eliminated from the budget. Special meeting to discuss the budget was scheduled for Thursday, April 18 at 7 a.m.
- G. Disclosure of Interest – Submissions of Attestations by BOD** – Kaiti to check with city clerk for forms that are sent to new council members and board members when first being appointed. Forms should align with the City’s code of ethics. Forms will then be sent out to each board member, scanned and returned to be submitted in April’s meeting minutes.

VI. Committee Reports: No committees have met.

- VII. Executive Director’s Report** – McDonough’s admin report was included in the packet. No further report given.

Executive session took place: Motion made by Christoff to enter executive session at 9:30 a.m. Supported by Hawley.

Motion made by Christoff to exit executive session at 9:55 a.m. Supported by Mierzwa.

VIII. Board Member Announcements: None.

- IX. Adjournment:** The meeting of the DDA Board of Directors adjourned at 9:50am. The next DDA Board meeting will be Thursday, May 9th, 2019 at 8am, in the 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,
Kaitlynn McDonough



**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



**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 11, 2019 Meeting**

Board Members Present

Ted Christoff, Steven Duke, Jacqueline Austin, Terry Mierzwa, Jason Butterfield, Jacob Hurt, Donna Blake-Simmons, Patrick Burch, Bart Hawley, Derek Dobies

Members Not Present

Kathryn Snyder

Staff

Kaiti McDonough

Guests

Bradley Johncox, Dave Lammers

- 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 13th Board Meeting

Motion by Mierzwa, supported by Christoff, to approve the June 13, 2019 Board Meeting minutes. Motion carried unanimously.

B. Acceptance of the June 2019 Financial Statements

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

Questions raised about the financials:

- Summer Events line items: What are the revenues? What are the specific expenses?
 - Explanation and clarification needed on \$50,000 budgeted revenue, \$6325.00 revenue received. While \$50,000 budgeted for expenses but \$70,487.80 was actually spent.
- What is the “true” cash position?
- Is there enough revenue to support a Director position?

- 2018-2019 DDA Budget passed by Council to spend from Fund Balance appropriation to cover the DDA expenses?
- Loan history and listing of loans in and loans out?
- Look at the 2019-2020 Budget to make sure we have an accurate projection.

IV. Presentations – None.

V. New/Old Business

- A. Dave Lammers Façade Loan–** Motion by Burtch to award the previously approved \$45,000 for three facades (East, West and North, \$15,000 per side) at 159 W. Michigan Ave with a finish deadline of October 15, 2019 and to finish the building the way the drawings state the work should be done. If Lammers needs an extension he is to come back to the Board of Directors and ask for an extension on the deadline. Supported by Dobies. Roll call vote was taken with 10 yeas, 0 nays, Snyder was not in attendance for the vote.

Discussion took place: Work and receipts that has been done after the initial May 10, 2018 approval can be submitted for reimbursement.

- B. Downtown Building Rehabilitation Grant Program-** Motion by Mierzwa to make the program an official program with the understanding that the monies still have to be fundraised. Support by Christoff. Motion carried unanimously.
- C. Chilango’s-** Motion by Mierzwa to direct and authorize Butterfield to find someone, banks or credit unions, to take over the loan from the DDA. Supported by Duke. Motion carried unanimously.
- D. Applicants for the DDA Director Position-** Decision was made that on Thursday, July 25th at 7:30 AM a Special Meeting will take place for the Board of Directors to review the applicants for the DDA Director Position and narrow them down to the top three.

VI. Other Business- None

VII. Board Member Announcements: None.

VIII. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:09 am. The next DDA Board meeting will be Thursday, September 12, 2019 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Kaitlynn McDonough



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

Members Not Present

Donna Blake-Simmons

Staff

Kaiti McDonough

Guests

Freddie Dancy

- I. **Call to order and notation of members present:** Chairperson Austin called the meeting to order at 8:02 a.m.
- II. **Public Comments:** None.
- III. **Presentations-** Jason Yoakam, City of Jackson Assessor, presented the meter less parking assessment for 2019-2020.
Motion by Patrick Burtch to postpone this to next meeting in September. Supported by Mierzwa. Motion carried unanimously.
- IV. **Regular Business:**
 - A. **Approval of the minutes from the July 11th Board Meeting**
Motion by Mierzwa, supported by Duke, to approve the July 11, 2019 Board Meeting minutes. Motion carried unanimously.
 - B. **Approval of the minutes from the July 25th Special Board Meeting**
Motion by Christoff, supported by Mierzwa, to approve the July 25th special meeting minutes. Motion carried unanimously.
 - C. **Acceptance of the July 2019 Financial Statements**
Motion by Duke, supported by Christoff, to accept the July 2019 financial statements with a change to the Balance sheet once a journal entry is made to reflect the adjustments on Cash – Money Market and Investments. Motion carried unanimously.

V. New/Old Business

- A. Summer Events 2017/2018 and 2018/2019 Project Reports-** update to show board members how the summer events and fiscal budget year affect one another.
- B. Engagement letter and invoice for this year's audit-** Motion by Patrick Burtch to not exceed \$5,500.
Motion withdrawn to postpone engagement letter until new letter is written.
Supported by
Motion carried unanimously.
- C. Chilango's Loan-** set up meeting with Chilango's, Rachel and Carlos Perez, County National Bank, and Jason Buttefield.
- D. Next DDA Board of Directors Special Meeting, Thursday, August 29th from 4-7pm on the 10th floor to interview applicants for the DDA Directors position.** – This was a reminder for board members and also a note to post the special meeting to city clerk, websites, etc.

VI. Other Business- None

VII. Board Member Announcements: None.

VIII. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:09 am. The next DDA Board meeting will be Thursday, September 12, 2019 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Kaitlynn McDonough



**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



DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING

Thursday, October 10, 2019 8:00am
10th Floor Conference Room, City Hall, 161 W. Michigan Ave.

Meeting Minutes

I. Call to Order, notation of members present

8:03a.

In attendance: Jacqueline Austin, Donna Blake, Jessica Webb, Ted Christoff, Kelly Sharrer, Terry Mierzwa, Patrick Burtch, Jason Butterfield, Bradley Johncox, Derek Dobies

Guests: Phil Hones

II. Public Comment

NONE

III. Presentations

- a. Phil Hones, City of Jackson Finance Director: **Resolution Requesting Issuance of Downtown Development Refunding Bonds – Series 2019 ***

Presentation by Phil Hones – Resolution Requesting Issuance of Downtown Development Refunding Bonds – Series 2019. Motion by Mierzwa, Second by Burtch, 10 yeas, 0 nays – Discussion: This move would not provide additional funds to the DDA, but it will help minimize the expected shortfall that will be incurred as the debt matures.

Recommendation from P. Hones that the DDA needs to look at the TIF plan to ensure that the DDA can continue to capture funds after 2030.

IV. Regular Business

- a. Approval of minutes from September 12, 2019 Board Meeting *

Changes: Kelly Sharrer should be listed as present

Motion to approve with changes by Mierzwa, Second by Blake, 10 yeas, 0 nays

- b. Approval of the minutes from the September 19, 2019 Special Board Meeting *

Changes: Kelly Sharrer name misspelled

Motion to approve with changes by Mierzwa, Second by Christoff, 10 yeas, 0 nays

- c. Acceptance of the September 2019 Financial Statements *

Update from Butterfield on Chilango's loan. County National Bank is not able to take on the loan, has been shopping around for another bank but not optimistic about it.

Motion by Burtch for Butterfield to renegotiate the loan terms to 0% interest, increasing payment structure, 7 years; second by Blake; 10 yeas, 0 nays

V. New / Old Business

- a. Executive Committee Appointments – Vice Chair & Immediate Past Chair

Nominations for Jason Butterfield as Vice Chair & Bart Hawley as Immediate Past Chair – both accept the nominations. Motion by Dobies to appoint; second by Burtch; 10 yeas, 0 nays

- b. Cory Mays *

Reviewed contract for final signing with minor changes.

- c. Kaitlynn McDonough *

Discussion reviewing memo from McDonough. Need more information about the unpaid sick leave, city policies, and other options for compensation – Austin will collect. Discussion tabled to next meeting.

VI. Committee Reports – *Committees suspended*

VII. Board Member Announcements

None

VIII. Adjournment – next DDA Board Meeting scheduled for Thursday, November 14th, 8:00am, 10th Floor Conference Room, City Hall.

8:55a.

* *Indicates an attachment included in packet.*

** *Indicates an attachment sent under cover or will be available at meeting.*



**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**

Thursday, November 14, 2019

8:00 AM, 10th Floor Conference Room, City Hall, 161 W. Michigan Avenue

Meeting Minutes

I. Meeting called to order at 8:03 am – Jacqueline Austin (Chair)

Members Present:

Jacqueline Austin, Bradley Johncox, Jason Butterfield, Bart Hawley, Patrick Burtch, Jessica Webb, Terry Mierzwa, Ted Christoff, Patrick Burtch, Kelly Sharrer, Derek Dobies, Steve Duke

Guests Present:

Freddie Dancy, Bob Burger

Staff Present:

Cory Mays, Kaiti McDonough

II. Public Comment (none)

III. Downtown Updates – Patrick Burtch (City Manager)

Reviewed downtown investment data from past 5 years; discussed potential future development; shared details about downtown snow removal

IV. Presentation - Robert Burger (Farmers Market Coordinator)

Provided updates on the 2018 and 2019 seasons, including statistics about shoppers, supplemental food dollars, and vendors.

V. Approval of minutes from the October 10, 2019 Board Meetings

Change “members present” to reflect that Bart Hawley was not present

Change future meeting date to 11/14/19

Motion to approve as amended: Steve Duke

Second: Terry Mierzwa

Motion passed (11 yay, 0 no)

VI. Acceptance of the October 2019 Financial Statements

Motion to approve: Ted Christoff

Second: Steve Duke

Motion passed (11 yay, 0 no, roll call vote)

VII. Employee Compensation Proposal for Kaiti McDonough

Proposed one-time lump sum payment of \$871.20 for 55 hours of additional work during Executive Director transition. Additional proposal of unused sick-day compensation for 174.5 hours, totaling \$2,764.08.

Motion to approve: Bart Hawley

Second: Derek Dobies

Motion passed (11 yay, 0 no)

- VIII. Employee Compensation Proposal for Cory Mays
Proposed one-time lump sum payment of \$546.68 for 22.75 hours of additional work during Executive Director transition.
Motion to approve: Bart Hawley
Second: Steve Duke
Motion passed (11 yay, 0 no, roll call vote)
- IX. Audit Update – Kaiti McDonough
- X. Event Updates – Jacqueline Austin and Cory Mays
- XI. Chilango’s Burrito Bar Loan Update – Jason Butterfield
Multiple calls and emails sent (Jason Butterfield)—no response received
Most recent voicemail left on 11/13/19, and last payment received in July 2019
We are working to renegotiate the loan (0% interest, \$100/month payment with escalation)
Motion to initiate attorney communication with Chilango’s stating specific terms: Ted Christoff
Second: Jason Butterfield
Motion passed (11 yay, 0 no)
- XII. Administrative Report – Cory Mays (Executive Director)
- XIII. Board Member Announcements
Farmers Market Task Force created, with members to include Ted Christoff, Derek Dobies, Kelly Sharrer, and Freddie Dancy
- XIV. Future DDA Board Meetings
- | | |
|----------------------------------|----------|
| A. Monday, December 2 (EC) | time TBA |
| B. Thursday, December 12 (Board) | 8 am |
| C. Monday, December 30 (EC) | time TBA |
| D. Thursday, January 9 (Board) | 8 am |
- XV. Meeting Adjourned, 9:08 am
Motion to adjourn: Terry Mierzwa
Second: Steve Duke
Motion passed (11 yay, 0 no)



**Downtown Development Authority
Board Meeting**

**Thursday, December 12, 2019
8 am, City Hall (10th floor conference room)**

Meeting Minutes

- I. Meeting called to order at 8:03 am – Jacqueline Austin (Chair)
Members Present:
Bradley Johncox, Jacqueline Austin , Steve Duke, Patrick Burtch, Terry Mierzwa,
Donna Blake-Simmons, Kelly Sharrer, Ted Christoff, Jason Butterfield, Jessica
Webb, Derek Dobies
Staff Present:
Cory Mays
- II. Public Comment (none)
- III. Approval of minutes from November 14, 2019 meeting
Motion to approve: Steve Duke
Second: Kelly Sharrer
Motion passed (11 yay, 0 no)
- IV. Acceptance of the November 2019 Financial Statements
Motion to approve: Patrick Burtch
Second: Jessica Webb
Motion passed (11 yay, 0 no)
- V. Executive Director Parking Pass for Cory Mays
Motion to provide a City of Jackson “Black Pass” with funds from the DDA
budget: Patrick Burtch
Second: Steve Duke
Motion passed (11 yay, 0 no)
- VI. Executive Director Retirement Contribution for Cory Mays
Motion for the DDA to contribute an amount equal to 9% of the employee’s
gross annual salary into a city-approved 457 plan of the employee’s
choosing. Employee is also required to contribute 9% of his gross annual

salary into the same 457 plan. The employee's required contribution can be revisited at any time with the approval of the DDA board of directors:

Patrick Burtch

Second: Steve Duke

Discussion: logistics of the proposal for the employee, and the ability to review/change employee contribution levels

Motion Passed:

1. Yay: Bradley Johncox, Steve Duke, Patrick Burtch, Terry Mierzwa, Donna Blake-Simmons, Kelly Sharrer, Jessica Webb, Derek Dobies
2. No: Ted Christoff, Jason Butterfield

VII. Jr. Achievement Grant Prix Event Proposal

Motion to approve, pending receipt of a business accessibility plan: Patrick Burtch

Second: Terry Mierzwa

Discussion: business accessibility, impact on the regularly scheduled Cruise Night

Motion passed (11 yay, 0 no)

VIII. Event Updates – Jacqueline Austin and Cory Mays

Breakfast with Santa

Eve on the Ave

IX. Chilango's Burrito Bar Loan Update – Jason Butterfield and Cory Mays

X. Administrative Report – Cory Mays

XI. City Manager Report – Patrick Burtch

XII. Board Member Announcements

1. The President/CEO position of for the Jackson Chamber of Commerce/Anchor Initiative is being posted this week. (Terry Mierzwa)
2. The Jackson Anchor Initiative initiated a process for updating/supplementing the city's master plan. They are awaiting two final proposals. (Terry Mierzwa)
3. Please renew focus on the East side of downtown (lights, flags, etc.). (Ted Christoff)
4. The fire-pit at the corner of Michigan Ave. and Jackson St. will be operational by New Year's Eve
5. Thank you to Donna Blake-Simmons for her service to the Downtown Development Authority Board of Directors. This is her final DDA meeting.

XIII. Future DDA Board Meetings

- A. Monday, December 30 (EC) 11 am
- B. Thursday, January 9 (Board) 8 am

XIV. Meeting adjourned, 9:12 am

Motion to adjourn: Patrick Burtch

Second: Steve Duke
Motion passed (11 yay, 0 no)