



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes May 11th, 2017 Regular Meeting**

Board Members Present

Charles Dunigan, Kathryn Snyder, Bill Jors, Karen Bunnell, Wendy Clifton, Bart Hawley, Steven Duke, Jason Butterfield, Jacqueline Austin, Donna Simmons

Members Not Present

Chris Gancsos

Guests

Megan Mello, Jonathan Greene (COJ), Paul Namazi

Staff

Nathan Mack, Kaiti McDonough

- I. Call to order and notation of members present:** Chairman Duke called the meeting to order at 8:02a.m.
- II. Public Comments:** None.
- III. Presentations/Proclamations:** None.
- IV. Regular Business**
 - A. Approval of the minutes from the April 13, 2017 Board Meeting.**

Motion by Clifton, supported by Snyder, to approve the minutes of the April 13, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the March 2017 Financial Statements.**

Motion by Hawley, supported by Austing, to accept the April 2017 financial statements. Motion carried unanimously.

V. New/Old Business

- A. DDA Fiscal Year 2017-2018 Budget** – Mack presented to the Board of Directors the proposed budget for the 2017-2018 fiscal year. The performance of the Executive Director was evaluated by the Board of Directors. Mack requested the Board of Directors go into closed session while discussing his performance. Clifton motioned to enter closed session, supported by Hawley. Motion carried unanimously. Hawley motioned to exit closed session, supported by Snyder. Motion carried unanimously.

Mack presented a new program for the DDA, which incentivizes downtown business owners to update their signage to achieve a more welcoming and pedestrian friendly downtown by enticing them to install hanging, three-dimensional signs. The DDA will offer financial assistance in the amount of \$500 to assist business owners.

Motion by Butterfield, supported by Jors, to approve the 2017-2018 fiscal year budget for the Jackson Downtown Development Authority as presented and to allow the Executive Director to make modifications to the 2016-2017 fiscal year budget to reflect actual revenues and expenditures realized and to balance the budget in accordance with state statute.

Roll call vote was taken. Motion carried unanimously.

- B. 163 W. Pearl Street Façade Loan Application** – Paul Namazi presented to the Board of Directors his development at 163 W. Pearl St. Mr. Namazi noted that the original amount they had requested was \$15,000. However, due to higher than expected costs for the project, Mr. Namazi amended the request to \$30,000.

During the discussion of this façade loan application, Mayor Jors had to leave. Mayor Jors left the meeting at 9:01a.m.

After some discussion, the Board of Directors voted on the merits of the project. A motion by Hawley, supported by Duke, to approve the applicant's request of \$30,000 for 163 W. Pearl Street. Roll call vote was taken. Motion carried 9-0. Mayor Jors was absent for the vote.

Director Butterfield left the meeting at 9:11a.m.

VI. Committee Reports:

- A. Design** – The committee discussed the façade loan application from 163 W. Pearl Street as well as other façade loan applications.
- B. Economic Restructuring** – ER committee discussed the new sign incentive program.
- C. Promotions** – Austin relayed to the board the busy events season the DDA has coming up over the course of the summer.

- VII. Executive Director's Report:** Mack informed the board that Director Gancsos intends to resign from the DDA Board of Directors. Mack also informed the Board that the DDA's millage passed unanimously at the May 2nd City Council meeting.

VIII. Board Member Announcements: Bart Hawley congratulated DDA Assistant, Kaiti McDonough for graduating from Jackson College.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:21am. The next DDA Board meeting will be Thursday, June 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 August 10, 2017 Regular Meeting**

Board Members Present

Charles Dunigan, Kathryn Snyder, Bill Jors, Karen Bunnell, Wendy Clifton, Bart Hawley, Steven Duke, Jason Butterfield, Donna Simmons, Jacqueline Austin

Members Not Present

Guests

Mindy Bradish-Orta (Chamber of Commerce), Two representatives from Jackson Makerspace

Staff

Nathan Mack, Kaiti McDonough

- I. Call to order and notation of members present:** Chairman Duke called the meeting to order at 8:00 a.m.
- II. Public Comments:** Jackson Makerspace representative noted their organization had moved to the incubator on North Jackson Street. He also gave information about the organization.
- III. Presentations/Proclamations:** None.
- IV. Regular Business**
 - A. Approval of the minutes from the May 11, 2017 Board Meeting.**

Motion by Hawley, supported by Clifton, to approve the minutes of the May 11, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the May, June, and July 2017 Financial Statements.**

Motion by Hawley, supported by Snyder, to accept the May, June, and July 2017 financial statements. Motion carried unanimously.

V. New/Old Business

A. 134 W. Michigan Ave. (Chamber of Commerce) Façade Loan – Mack presented the façade loan application from the Chamber of Commerce to the DDA Board of Directors. Ms. Bradish-Orta was present to field questions from the Board and to offer clarification on the project. Hawley motioned to approve up to \$15,000 or 50 percent of the project cost, whichever is less, supported by Jors. Roll call vote was taken. Motion carried unanimously.

VI. Committee Reports:

A. Design – Austin informed the board of the façade loan applications the committee is currently examining: Kelly Imports, the Chamber of Commerce, and 229-231 W. Washington Ave.

B. Economic Restructuring – ER committee did not meet in the month of July.

C. Promotions – Promotions committee did not meet in the month of July.

VII. Executive Director's Report: Mack updated the board about the DDA's summer events that took place in July, which included the Jammin' in Jackson concert series, Friday Film Festival, Summer Solstice, and two Cruise Ins.

VIII. Board Member Announcements: Austin announced the Amazing Race was taking place soon. Clifton announced A Frame Above & 180 Chic Boutique is now carrying Duke Cannon soaps as well as men's items.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 8:41am. The next DDA Board meeting will be Thursday, October 12, 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 September 14th, 2017 Regular Meeting**

Board Members Present

Kathryn Snyder, Wendy Clifton, Bart Hawley, Steven Duke, Jason Butterfield, Jacqueline Austin, Donna Simmons

Members Not Present

Charles Dunigan, Bill Jors, Karen Bunnell

Staff

Nathan Mack, Kaiti McDonough

- I. **Call to order and notation of members present:** Chairman Duke called the meeting to order at 8:04a.m.
- II. **Public Comments:** None.
- III. **Presentations/Proclamations:** None.
- IV. **Regular Business**
 - A. **Approval of the minutes from the August 10, 2017 Board Meeting.**

Motion by Clifton, supported by Snyder, to approve the minutes of the August 10, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. **Acceptance of the August 2017 Financial Statements.**

Motion by Butterfield, supported by Snyder, to accept the August 2017 financial statements. Motion carried unanimously.
- V. **New/Old Business**
 - A. **2018 Summer Events -**
 - B. **Sign Incentive Program** – Mack presented to the board the new Sign Incentive Program. The board made a suggestion to send the application to different sign companies. Also to approach businesses that could benefit from the incentive.

VI. Committee Reports:

- A. Design** – Tuffy Auto Façade Loan Application, supported by design committee. Also reviewed the sign incentive program.
 - B. Economic Restructuring** – Discussion of Concert of Colors, want to know more about the numbers behind the event. Nostalgia Ink moving to new location on Mechanic St. Invite Jennifer Morris, Director of NEO to meeting to discuss Kelly Imports façade loan application to board.
 - C. Promotions** – Austin relayed to the board the success of the summer events. Discussed Concert of Colors and the expansion of Jammin’ in Jackson music concerts as well as movies in the park.
- VII. Executive Director’s Report:** Mack informed the board that the August Cruise In with the Model A Restorers Club went very well. The event would not have ran as smoothly as it did without the help of those who volunteered. Tripp’s Auto Shop has interest in being the firework sponsor for the Eve on the Ave event. The development group Home Renewal Systems executed a \$20,000 option, which gives them the exclusive right to purchase the Hayes Hotel until March 28th upon payment of \$20,000. City Council approved a PILOT ordinance for the group General Capital that is seeking to purchase the Jackson Citizen Patriot property on S. Jackson St. Their plan is to construct low and moderate income apartments.
- VIII. Board Member Announcements:** Wendy Clifton spoke about the success of the first Midtown Artwalk and hopes to see the second one just as successful. She also would like to see the DDA support the event through sponsorship. Snyder informed the board of the Echoes of Pink Floyd event happening at the theatre Saturday, September 16th.
- IX. Adjournment:** The meeting of the DDA Board of Directors adjourned at 9:18am. The next DDA Board meeting will be Thursday, October 12, 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 October 12th, 2017 Regular Meeting**

Board Members Present

Kathryn Snyder, Bart Hawley, Steven Duke, Jason Butterfield, Jacqueline Austin, Donna Simmons, Charles Dunigan, Bill Jors, Karen Bunnell

Members Not Present

Wendy Clifton

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 September 14, 2017 Board Meeting.**

Motion by Austin, supported by Snyder, to approve the minutes of the September 14, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the September 2017 Financial Statements.**

Motion by Hawley, supported by Butterfield, to accept the August 2017 financial statements as presented. Motion carried unanimously.
- IV. Presentations/Proclamations:** Jacob Hurt, Anchor Initiative Director, provided an update on the Anchor Initiative's activities. Updated included information about a marketing and branding effort the organization has undertaken as well as a sign improvement program that may be implemented.

V. New/Old Business

- A. Recommendation from DDA Board of Directors to Mayor regarding vacant board seats** – the DDA Board of Directors offered the recommendation of the following applicants to fill the three vacant seats on the board: Terry Mierzwa (Consumers Energy & the Anchor Initiative), Ted Christoff (Christoff & Sons Flooring), and Jacob Hurt (Director of the Anchor Initiative).
- B. Pickle Barrel Deli** – Mack informed the Board that the Pickle Barrel Deli will be relocating due to an increase in their rental rate in November.
- C. DDA Bylaws*** – Motion by Simmons, supported by Hawley, to amend Article II, Section II of the DDA Bylaws to strike the line that reads “...including the Midtown President.” Article II Section II of the DDA bylaws determines the number, tenure, and qualifications of the DDA Board.

VI. Committee Reports:

- A. Design** – Design committee chair Austin relayed to the Board that the committee is awaiting materials from façade loan applicants.
- B. Economic Restructuring** – ERC Chairperson Butterfield shared the committee discussed the creation and dissemination of a brochure to pass out to interested parties in order to raise awareness of the DDA’s programs, events, and incentives.
- C. Promotions** – Austin informed the Board the committee examined a fundraising packet created by staff in order to obtain sponsorships for next year’s summer events.

VII. Executive Director’s Report: Mack informed the board that September brought with it the last Cruise In of the season. The Cruise Ins were very successful with more vendors and participants than the previous year. Mack also discussed the agreement the City made to lease the Masonic Temple to the Jackson School of the Arts for 15 years. Finally, Mack informed the Board of a conference DDA Assistant Kaiti McDonough attended in Bay City that focused on the importance of historic preservation and how to lure investors into downtown.

VIII. Board Member Announcements: Snyder announced that on January 13, 2018 the Michigan Theatre of Jackson will be hosting a chair donor reception for those that purchased a chair from the Michigan Theatre during their fundraiser.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:02am. The next DDA Board meeting will be Thursday, November 9, 2017 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

*** = Item added during the meeting.**

Respectfully submitted,

Nathan Mack



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes November 9, 2017 Regular Meeting**

Board Members Present

Charles Dunigan, Ted Christoff, Steven Duke, Karen Bunnell, Jacqueline Austin, Terry Mierzwa, Jason Butterfield, Wendy Clifton, Bart Hawley, Bill Jors, Kathryn Snyder, Jacob Hurt

Members Not Present

Donna Blake-Simmons

Staff

Nathan Mack, Kaiti McDonough, Robert Burger

- 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 October 12, 2017 Board Meeting.**

Motion by Snyder, supported by Hawley, to approve the minutes of the October 12, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the October 2017 Financial Statements.**

Motion by Clifton, supported by Snyder, to accept the October 2017 financial statements as presented. Motion carried unanimously.
- IV. Presentations/Proclamations:** None
- V. New/Old Business**
 - A. Farmers' Market End of Season***
 - i. Farmers' Market Manager, Bob Burger, discussed the 2017 farmers' market season. Mack and Burger presented to the board card usage statistics as well as average number of vendors for each market day.

VI. Committee Reports:

- A. Design** – Design Committee Chairperson Austin relayed to the Board that the committee did not meet due to a lack of business.
- B. Economic Restructuring** – ERC Chairperson Butterfield shared the committee discussed the creation and dissemination of a brochure to pass out to interested parties in order to raise awareness of the DDA’s programs, events, and incentives.
- C. Promotions** – Austin informed the Board the committee did not meet due to a lack of business.

VII. Executive Director’s Report: Mack informed the Board of the preparations staff has made for Discover Downtown Again Day, which included going to businesses and obtaining promotional materials for *Shop Small Saturday*.

Mack also shared that staff had begun preparations for Eve on Ave, which is the DDA’s annual New Year’s Eve event.

The Anchor Initiative has sought the services of Gibbs Planning Group to conduct a retail analysis for downtown Jackson. The analysis will seek to improve the retail landscape in downtown Jackson. Mack and Anchor Initiative Director Jacob Hurt went to downtown businesses with Bob Gibbs who offered suggestions on how to improve sales.

VIII. Board Member Announcements: Austin announced Artitude will be held at the Christian Science building this year and that Shop Small Saturday will be on November 25th this year. Hawley thanked Bill Jors for his service to the City of Jackson and the Downtown Development Authority.

IX. Adjournment: The meeting of the DDA Board of Directors adjourned at 9:02am. The next DDA Board meeting will be Thursday, December 14, 2017 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

* = Attachment included in packet.

Respectfully submitted,

Nathan Mack



**Downtown Development Authority Board of Directors
City Hall, 10th Floor Conference Room, 161 W. Michigan Ave.
Minutes December 14, 2017 Regular Meeting**

Board Members Present

Steven Duke, Charles Dunigan, Karen Bunnell, Bart Hawley, Wendy Clifton, Ted Christoff, Donna Blake-Simmons, Derek Dobies, Jacob Hurt, Terry Mierzwa, Kathryn Snyder, Jason Butterfield

Members Not Present

Jacqueline Austin

Staff

Nathan Mack, Kaiti McDonough

- I. Call to order and notation of members present:** Chairperson Duke called the meeting to order at 8:04a.m.
- II. Public Comments:** None.
- III. Regular Business**
 - A. Approval of the minutes from the November 9, 2017 Board Meeting.**

Motion by Clifton, supported by Bunnell, to approve the minutes of the November 9, 2017 DDA Board of Directors meeting. Motion carried unanimously.
 - B. Acceptance of the November 2017 Financial Statements.**

Motion by Dobies to accept the November 2017 financial statements as amended, supported by Butterfield. Motion carried unanimously.
- IV. Presentations/Proclamations:** None
- V. New/Old Business**
 - A. Discover Downtown Again Day – Candi’s BZB Café**
 - Motion by Dobies, supported by Hurt, to reimburse the BZB Café for bills that went unpaid during the Discover Downtown Again Day event on November 18, 2017. The DDA Board of Directors discussed, at length, whether the organization should reimburse Candi’s BZB Café. The Board took a roll call vote and the motion to reimburse Candi’s BZB Café, which passed 9-3. Aye votes: Duke,

Dunigan, Bunnell, Hawley, Christoff, Dobies, Hurt, Mierzwa, Butterfield. Nay votes: Clifton, Blake-Simmons, Snyder.

- B. Gus Macker 3-on-3 Basketball Tournament** – Motion by Christoff for the DDA to be a co-presenting sponsor at \$2500 with Experience Jackson for the Gus Macker Tournament in July 2018. Mayor Dobies stated there should be other avenues explored to support the tournament instead of using taxpayer dollars to sponsor the tournament. Other DDA Board members stated the tournament will bring many people downtown and will be a good thing for the community. The motion to co-sponsor the Gus Macker Basketball Tournament with Experience Jackson passed. Ayes: Duke, Dunigan, Bunnell, Hawley, Clifton, Christoff, Blake-Simmons, Hurt, Mierzwa, Snyder, Butterfield. Nays: Dobies.

VI. Committee Reports:

- A. Design** – Design Committee Chairperson Austin reported the committee discussed its 2017 accomplishments and how the committee can work to educate the public in 2018 about the importance of historic preservation.
- B. Economic Restructuring** – ERC Chairperson Butterfield reported the committee looked back on 2017 and what the new year will bring.
- C. Promotions** – Austin informed the Board the committee did not meet due to a lack of business.

- VII. Executive Director's Report:** Mack informed the Board of the total amount of funds raised for Eve on the Ave and who the event sponsors were. Mack also informed the Board of Experience Jackson's \$1,500 sponsorship of the 2018 Cruise Ins. Finally, Mack informed the board the annual audit was completed.

- VIII. Board Member Announcements:** None.

- IX. Adjournment:** The meeting of the DDA Board of Directors adjourned at 8:52am. The next DDA Board meeting will be Thursday, December 14, 2017 at 8am, 10th floor conference room, City Hall, 161 W. Michigan Ave.

Respectfully submitted,

Nathan Mack