



Downtown Development Authority Board Meeting

Thursday, February 11, 2021
8 am, Virtual Meeting Videoconference

Meeting Minutes

- I. Meeting called to order at 8:03 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Steve Duke, Ted Christoff, Karen Bunnell, Bart Hawley, Jason Butterfield, Kelly Sharrer, Tonia White, Jacqueline Austin, Jessica Webb
Staff Present: Cory Mays
Guests Present: Jonathan Greene
- II. Public Comment
 - i. Jonathan Greene: Consider using any leftover funds from the 159 W. Michigan Avenue Façade Loan
 - ii. Staff directed to look at current loan application guidelines/documents and make any necessary updates for future applications
- III. Approval of January 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Steve Duke
Discussion: forecasting of gift certificate liabilities from a balance sheet and auditing standpoint
Motion passed (9 yay, 0 no)
- IV. Approval of minutes from the January 2021 board meeting
Motion to approve: Ted Christoff
Second: Steve Duke
Motion passed (9 yay, 0 no)
- V. 2021-2022 City of Jackson Funding Request
Motion to present the 2021-2022 DDA funding request to City Manager Jonathan Greene: Ted Christoff
Second: Jessica Webb
Discussion: board discussed wayfinding options, housing inventory, and other specific projects referenced in the request
Motion passed (9 yay, 0 no):
- VI. 217 N. Jackson Street (Windy Hill Creations) Sign Grant Application
Staff directed to work Michelle Hinkley (owner) on the design of a hanging sign that would fit within the grant program guidelines, and to work with Adam East (City of Jackson) regarding sign ordinance approval.

Staff directed to analyze current City of Jackson sign ordinance and bring suggestions for edits to the Executive Committee for further review.
No action taken on this item.

VII. Administrative report, Executive Director

VIII. Board member announcements

- a. Terry Mierzwa: There is a firm plan for a first-floor market in the Lofts on Louis building (“The Goodie Bag”)
- b. Cory Mays: Updates regarding the new downtown speaker/sound system
- c. Steve Duke: Request for evaluation of staff (noted that Jacqueline Austin organized a meeting of the personnel committee for mid-February)

IX. Future DDA board meetings

- i. Thursday, February 25, 2021 (EC) 8 am
- ii. Thursday, March 11, 2021 (Board) 8 am

X. Meeting adjourned at 8:40 am by Jacqueline Austin, Chair