



# Downtown Development Authority Board Meeting

Thursday, April 8, 2021  
8 am, Virtual Meeting Videoconference

## *Meeting Minutes*

- I. Meeting called to order at 8:04 am by Jacqueline Austin, Chair  
*Members Present:* Terry Mierzwa, Steve Duke, Jason Butterfield, Kelly Sharrer, Tonia White, Jacqueline Austin, Jessica Webb, Bradley Johncox, Ted Christoff  
*Staff Present:* Cory Mays  
*Guests Present:* Derek Dobies
- II. Public Comment (none)
- III. Approval of minutes from the March 2021 board meeting  
Motion to approve: Steve Duke  
Second: Terry Mierzwa  
Motion passed (9 yay, 0 no)
- IV. Approval of March 2021 financial statements  
Motion to approve: Terry Mierzwa  
Second: Ted Christoff  
Motion passed (9 yay, 0 no)
- V. Ogma Brewing Company Rehabilitation Grant Application  
Motion to provide a rehabilitation grant of no more than \$3,000 to Ogma Brewing Company, pursuant to the rules and regulations of the DDA Rehabilitation Grant Program: Ted Christoff  
Second: Terry Mierzwa  
Motion passed on roll-call vote (9 yay, 0 no)
- VI. Executive Director 2021 Balanced Scorecard  
Motion to adopt the balanced scorecard as presented: Terry Mierzwa  
Second: Jessica Webb  
Motion passed (9 yay, 0 no)
- VII. Executive Director Performance Evaluation  
Motion to provide the Executive Director with a 3% raise for the 2021-2022 fiscal year: Ted Christoff  
Second: Jessica Webb  
Motion passed on roll-call vote (9 yay, 0 no)
- VIII. Downtown Social District  
Details regarding possible plans for a downtown social district were presented by DDA staff.

- IX. DDA Sign Grant Application Parameters  
Motion to adopt the proposed sign grant program changes: Ted Christoff  
Second: Bradley Johncox  
Motion passed (9 yay, 0 no)
- X. Reconsideration of the Windy Hill Creations Sign Grant Application  
Motion to provide up to \$500 for the cost of the Windy Hill Creations hanging sign, in accordance with the DDA-approved changes to the Sign Application Grant Program:  
Jason Butterfield  
Second: Ted Christoff  
Motion passed on roll-call vote (9 yay, 0 no)
- XI. DDA Intern  
Motion to authorize the hiring of a DDA intern for 10 hours per week at a rate of \$12 per hour, May – September 2021: Terry Mierzwa  
Second: Ted Christoff  
Motion passed on roll-call vote (9 yay, 0 no)
- XII. 2021-2022 DDA Budget  
Draft of the 2021-2022 DDA Budget was presented by DDA staff.  
Discussion: considerations regarding funding for loan/grant programs, sponsorship revenue, and fund balance percentages.
- XIII. Downtown Graffiti  
Discussion: review of current City of Jackson ordinance. Derek Dobies will investigate enforcement option. Staff directed to share reporting/enforcement details with downtown constituents.
- XIV. Board member announcements  
a. Terry Mierzwa: recognition of the recent grant award for the Lean Rocket Lab  
b. Terry Mierzwa: the 200s (apartments) are now fully leased
- XV. Future DDA board meetings  
a. Thursday, April 29, 2021 (EC) 8 am  
b. Thursday, May 13, 2021 (Board) 8 am
- XVI. Meeting Adjournment  
Motion to adjourn at 9:06 am: Terry Mierzwa  
Second: Ted Christoff  
Motion passed (9 yay, 0 no)