



Downtown Development Authority Board Meeting

Thursday, January 14, 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, Ted Christoff, Karen Bunnell, Bart Hawley, Jason Butterfield, Kelly Sharrer, Tonia White, Jacqueline Austin, Jessica Webb, Bradley Johncox
Staff Present: Cory Mays
Guests Present: Derek Dobies, David Lammers

- II. Public Comment (none)

- III. Approval of December 2020 financial statements
Motion to approve: Terry Mierzwa
Second: Jessica Webb
Discussion: notation of increased gift certificate revenue and consideration of possible accounting needs moving forward
Motion passed (11 yay, 0 no)

- IV. Approval of minutes from the December 2020 board meeting
Motion to approve: Steve Duke
Second: Terry Mierzwa
Motion passed (11 yay, 0 no)

- V. 159 W. Michigan Avenue Façade Loan
Motion to reimburse the owners of 159 W. Michigan Avenue \$12,100 for the North side, \$15,000 for the East side, and \$6,710.50 for the West side, totaling \$33,810.50: Ted Christoff
Second: Terry Mierzwa
Discussion: board discussed first-floor buildout progress and future payment of funds. Due to expiration of project timeline the reimbursement period of this loan will be closed after payment of said funds, and owners are encouraged to re-apply should more funds become available.
Question called: Ted Christoff
Motion passed (9 yay, 3 no):
Steve Duke: no
Ted Christoff: yes
Terry Mierzwa: yes
Jessica Webb: yes
Kelly Sharrer: yes
Karen Bunnell: yes
Bart Hawley: no
Jacqueline Austin: yes
Jason Butterfield: yes
Tonia White: no
Bradley Johncox: yes

- VI. Conflict of Interest Statements
 - Board members requested to complete the form and return it to staff at their earliest convenience. No action taken on this item.

- VII. Market-Rate Housing Analysis Proposal
 - No action taken. Requested that the Executive Committee discuss this item at their next meeting.

- VIII. 2021-2022 Budget Brainstorming
 - Discussion regarding the income and expenses from gift certificate sales. No action taken on this item.

- IX. Administrative report, Executive Director

- X. Board member announcements
 - a. Terry Mierzwa: Details shared regarding the Anchor Initiative's Patronicity Program
 - b. Cory Mays: Discussion regarding the status of the Chilangos façade loan payments

- XI. Future DDA board meetings
 - i. Thursday, January 28, 2021 (EC) 4 pm
 - ii. Thursday, February 11, 2021 (Board) 8 am

- XII. Meeting adjourned at 9:15 am
 - Motion to adjourn: Terry Mierzwa
 - Second: Steve Duke
 - Motion passed (11 yay, 0 no)



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



Downtown Development Authority Board Meeting

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

Meeting Minutes

- I. Meeting called to order at 8:06 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Steve Duke, Bart Hawley, Jason Butterfield, Kelly Sharrer, Tonia White, Jacqueline Austin, Jessica Webb, Bradley Johncox
Staff Present: Cory Mays
Guests Present: Carol Wootten, McKenna Ross, Vanessa Mulnix
- II. Public Comment (none)
- III. Approval of minutes from the February 2021 board meeting
Motion to approve: Terry Mierzwa
Second: Kelly Sharrer
Motion passed (9 yay, 0 no)
- IV. Approval of February 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Jessica Webb
Motion passed (9 yay, 0 no)
- V. 217 N. Jackson Street (Windy Hill Creations) Sign Grant Application
Motion to provide a grant equal to 50% of the applicant's investment, at a maximum of \$500, conditional to the approval of final paperwork by the Jackson City Council:
Terry Mierzwa
Second: Jason Butterfield
Motion passes (9 yay, 0 no)
- VI. Ogma Brewing Company Rehabilitation Grant Application
Discussion: the board will wait to consider this application pending the results of the DDA's MEDC grant application, submitted on behalf of Ogma Brewing Co. The DDA will consider budgeting to fund the façade and rehabilitation grant programs for the 2021-2022 fiscal year. Staff Directed to share timeline details with Ogma Brewing Co.
- VII. Pearl Street Alley Construction
Updates on this project provided by staff
- VIII. 2021 Summer / Fall DDA Events Calendar
Motion to approve the summer/fall events calendar as presented: Terry Mierzwa
Second: Bradley Johncox
Motion passes (9 yay, 0 no)

- IX. Personnel Committee Updates
 - Updates provided by Jacqueline Austin

- X. Board member announcements
 - a. Terry Mierzwa: provided updates regarding the Jackson Anchor Initiative and their work regarding redevelopment of the Hayes Hotel.
 - b. Terry Mierzwa: provided updates regarding the Goodie Bag and possible Golf Bar, to be built in the first floor of the Lofts on Louis

- XI. Future DDA board meetings
 - a. Thursday, March 25, 2021 (EC) 8 am
 - b. Thursday, April 8, 2021 (Board) 8 am

- XII. Meeting adjourned at 8:48 am by Jacqueline Austin, Chair



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)



Downtown Development Authority Board Meeting

Thursday, May 13, 2021
8 am, Virtual Meeting Videoconference

Meeting Minutes

- I. Meeting called to order at 8:07 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Steve Duke, Jason Butterfield, Kelly Sharrer, Tonia White, Jacqueline Austin, Bradley Johncox, Ted Christoff, Bart Hawley
Staff Present: Cory Mays
Guests Present: David Lammers
- II. Public Comment (David Lammers)
Presentation from David Lammers regarding 159 W. Michigan Avenue
Staff directed to finish Façade Loan Application edits and send to Mr. Lammers
- III. Approval of minutes from the April 2021 board meeting
Motion to approve: Terry Mierzwa
Second: Bart Hawley
Motion passed (9 yay, 0 no)
- IV. Approval of April 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Ted Christoff
Motion passed (9 yay, 0 no)
- V. 2021-2022 DDA Budget
Motion to approve the proposed 2021-2022 DDA Budget: Steve Duke
Second: Kelly Sharrer
Motion passed (9 yay, 0 no)
- VI. Executive Director 2021 Balanced Scorecard
Staff directed to include an updated copy within the next board meeting packet
- VII. 2021-2022 DDA Millage
Motion to approve the 2021-2022 DDA Millage Resolution and send to City Council for final approval: Ted Christoff
Second: Steve Duke
Motion passed (9 yay, 0 no)
- VIII. Board member announcements
 - a. Steve Duke: request for staff to take an inventory of all graffiti and street furniture
- IX. Future DDA board meetings

- a. Thursday, May 27, 2021 (EC) 8 am
- b. Thursday, June 10, 2021 (Board) 8 am

X. Meeting Adjournment

Motion to adjourn at 9:05 pm: Steve Duke

Second: Terry Mierzwa

Motion passed (9 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, June 10, 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, Jessica Webb, Jacqueline Austin, Bradley Johncox, Ted Christoff, Bart Hawley
Staff Present: Cory Mays
Guests Present: Jonathan Greene, Scott Fleming
- II. Public Comment (none)
- III. Approval of minutes from the May 2021 board meeting
Motion to approve: Terry Mierzwa
Second: Kelly Sharrer
Motion passed (9 yay, 0 no)
- IV. Approval of May 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Steve Duke
Motion passed (9 yay, 0 no)
- V. Façade Loan/Grant Application
Motion to approve the proposed DDA Façade Loan/Grant Application Documents:
Steve Duke
Second: Jessica Webb
Discussion: Staff directed to distribute program information across broad channels with a target of early fall to begin the review process at the board level
Motion passed (9 yay, 0 no)
- VI. Project Vault Interlocal Agreement
Motion to approve the interlocal agreement and direct staff/chair to sign and deliver to the City of Jackson: Bart Hawley
Second: Ted Christoff
Motion passed on roll-call vote (9 yay, 0 no)
- VII. Graffiti and Furniture Inventory
Staff directed to create an inventory with board member assistance, including Steve Duke, Jessica Webb, and Kelly Sharrer.

- VIII. Meterless Parking
Motion to approve the 2021-2022 Meterless Parking Assessments: Bart Hawley
Second: Terry Mierzwa
Motion passed (9 yay, 0 no)
- IX. Board member announcements (none)
- X. Future DDA board meetings
a. Thursday, June 24, 2021 (EC) CANCELLED
b. Thursday, July 18, 2021 (Board) CANCELLED
- XI. Meeting Adjournment
Motion to adjourn at 8:39 am: Terry Mierzwa
Second: Steve Duke
Motion passed (9 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, August 12, 2021
8 am, 10th Floor Conference Room (City Hall)

Meeting Minutes

- I. Meeting called to order at 8:07 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Steve Duke, Jason Butterfield, Jessica Webb, Jacqueline Austin, Tonia White
Staff Present: Cory Mays
Guests Present: Derek Dobies
- II. Public Comment (none)
- III. Approval of minutes from the June 2021 board meeting
Motion to approve: Steve Duke
Second: Terry Mierzwa
Motion passed (6 yay, 0 no)
- IV. Approval of July 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Steve Duke
Motion passed (6 yay, 0 no)
- V. Balanced Scorecard, Executive Director
Staff directed to provide greater detail regarding completion timelines and progress comments. Staff also directed to pursue individuals to fill two vacant DDA board seats.
- VI. Ogma Brewing Company Rehabilitation Grant Request
Motion to approve the requested extension and the requested additional funding, up to \$4,000 total: Terry Mierzwa
Second: Jessica Webb
Motion passed on roll-call vote (6 yay, 0 no)
- VII. Vagrancy / Panhandling / Loitering
Staff directed to closely monitor the situation, to communicate with downtown building/business owners, and to collaborate with the City of Jackson as needed.
- VIII. Speaker System Updates
Motion to approve staff spending no more than \$1,000 on related project supplies:
Derek Dobies
Second: Steve Duke
Motion passed on roll-call vote (6 yay, 0 no)

- IX. Downtown Metered Parking
 - Staff directed to invite the City Engineer and City Manager to the next DDA Board Meeting, to provide greater details regarding income/expense estimates

- X. Board member announcements
 - a. Terry Mierzwa and Jessica Webb: consideration of the impact large events have on longstanding DDA events.
 - b. Steve Duke: positive feedback regarding the downtown hanging flower baskets

- XI. Future DDA board meetings
 - a. Thursday, August 26, 2021 (EC)
 - b. Thursday, September 9, 2021 (Board)

- XII. Meeting Adjournment
 - Motion to adjourn at 9:13 am: Terry Mierzwa
 - Second: Steve Duke
 - Motion passed (6 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, September 9, 2021
8 am, City Hall 2nd Floor

Meeting Minutes

- I. Meeting called to order at 8:01 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Steve Duke, Jason Butterfield, Jacqueline Austin, Kelly Sharrer, Ted Christoff, Bart Hawley
Staff Present: Cory Mays
Guests Present: Derek Dobies, Jon Dowling
- II. Public Comment (none)
- III. Minutes from the August 2021 board meeting
Motion to approve, with the removal of the motion to approve speaker system spending of up to \$1,000: Steve Duke
Second: Terry Mierzwa
Motion passed (7 yay, 0 no)
- IV. Approval of August 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Steve Duke
Motion passed (7 yay, 0 no)
- V. Motion to approve staff spending no more than \$1,000 on downtown speaker project supplies: Ted Christoff
Second: Steve Duke
Motion passed on a roll-call vote (7 yay, 0 no)
- VI. Balanced Scorecard, Executive Director
Discussion only, no action taken
- VII. Downtown metered parking
Presentation by Jon Dowling (City of Jackson Engineer)
Motion to support a downtown metered parking system, with additional documentation/details regarding the financial impact to follow: Ted Christoff
Second: Terry Mierzwa
Motion passed (7 yay, 0 no)
Staff directed to communicate with downtown stakeholders regarding proposed changes

- VIII. Election of DDA Officers
Motion to nominate these board members for the listed officer positions: Terry Mierzwa
Chair: Jacqueline Austin
Immediate Past-Chair: Bart Hawley
Vice Chair: Jason Butterfield
Secretary: Steve Duke
Treasurer: Bradley Johncox
Second: Ted Christoff
Motion passed (7 yay, 0 no)
- IX. Conflict of Interest Forms
Board members requested to complete and submit these forms for 2021-2022
No action taken
- X. DDA Loan/Grant Applications
Motion to amend the Rehabilitation Grant application to include a maximum funding level of 10% of the total proposed project, up to a maximum of \$5,000:
Ted Christoff
Second: Jason Butterfield
Motion passed (7 yay, 0 no)
- XI. Motion to approve the Sign Grant Application for Farm Sudz: Steve Duke
Second: Ted Christoff
Motion passed on a roll-call vote (7 yay, 0 no)
- XII. Board member announcements
a. Jacqueline Austin: The Bright Walls mural festival is starting next week.
b. Terry Mierzwa: Hayes Hotel development updates
c. Steve Duke: Please note that a new vagrancy, panhandling, and loitering ordinance is on the 9/14 City Council agenda for a first reading.
- XIII. Future DDA board meetings
a. Thursday, September 30, 2021 (EC)
b. Thursday, October 14, 2021 (Board)
- XIV. Meeting adjourned at 9:25 am (no formal vote taken as quorum, was not met at this time)



Downtown Development Authority Board Meeting

Thursday, November 18, 2021
8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:03 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Jason Butterfield, Jacqueline Austin, Kelly Sharrer, Bart Hawley, Tonia White, Bradley Johncox, Jessica Webb
Staff Present: Cory Mays
Guests Present: None
- II. Public Comment (none)
- III. Minutes from the September 2021 board meeting
Motion to approve: Terry Mierzwa
Second: Jessica Webb
Motion passed (8 yay, 0 no)
- IV. Approval of November 2021 financial statements
Motion to approve: Terry Mierzwa
Second: Jessica Webb
Motion passed (8 yay, 0 no)
- V. Motion to approve façade loan/grant funding of up to \$15,000 for 225 N. Jackson Street, Jackson, MI 49201 (D & D Bicycles), pursuant to the terms of the DDA Façade Loan Loan/Grant program and the request outlined in their previously submitted application documents: Bart Hawley
Second: Terry Mierzwa
Motion passed on a roll-call vote (8 yay, 0 no)
- VI. Motion to approve façade loan/grant funding of up to \$15,000 for 139 N. Jackson Street, Jackson, MI 49201 (Rustic Market, and attached/adjacent properties owned by Sadie Bradley), pursuant to the terms of the DDA Façade Loan Loan/Grant program and the request outlined in their previously submitted application documents: Terry Mierzwa
Second: Bart Hawley
Motion passed on a roll-call vote (8 yay, 0 no)
- VII. Balanced Scorecard, Executive Director
Discussion only, no action taken

- VIII. Motion to approve the 2022 DDA Summer Events Schedule: Jason Butterfield
Second: Jessica Webb
Motion passed (8 yay, 0 no)
- IX. Motion to approve the purchase of Cloudcover Music Streaming Service, at an annual cost of up to \$300: Terry Mierzwa
Second: Jason Butterfield
Motion passed (8 yay, 0 no)
Staff directed to research the signing authority for purchases made by the DDA Executive Director
- X. Memorial Plaque for James Shotwell
Staff directed to research the cost for said plaque
- XI. Motion to approve the 2022 DDA Meeting Calendar: Kelly Sharrer
Second: Terry Mierzwa
Motion passed (8 yay, 0 no)
- XII. Board member announcements (none)
- XIII. Future DDA board meetings
a. Monday, November 29, 2021 (EC)
b. Thursday, December 9, 2021 (Board)
- XIV. Motion to adjourn at 8:33 am: Bart Hawley
Second: Jessica Webb
Motion passed (8 yay, 0 no)