



Downtown Development Authority

Board Meeting

Thursday, January 13, 2022
8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:01 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Jason Butterfield, Jacqueline Austin, Kelly Sharrer, Bart Hawley, Jessica Webb, Ted Christoff, Steve Duke, Freddie Dancy
Staff Present: Cory Mays
Guests Present: Jonathan Greene
- II. Public Comment
Jonathan Greene: Discussion regarding possible changes to downtown parking system, and a request to be included on the agenda for the February DDA board meeting
- III. Minutes from the November 2021 board meeting
Motion to approve: Terry Mierzwa
Second: Jason Butterfield
Motion passed (9 yay, 0 no)
- IV. Approval of December 2021 financial statements
Motion to approve: Bart Hawley
Second: Steve Duke
Motion passed (9 yay, 0 no)
- V. Executive Director Balanced Scorecard
Staff directed to create draft scorecard for 2022-2023, for presentation first at a personnel committee meeting, and second at the February DDA board meeting.
No formal action taken
- VI. Memorial Plaque for James Shotwell
Estimates presented, and staff directed to obtain additional bids
No formal action taken
- VII. Motion giving authority to the DDA Executive Director to spend a maximum of \$1,000 per month on necessary purchases without prior board approval, within the confines of the current DDA budget: Terry Mierzwa
Second: Steve Duke
Motion passed (9 yay, 0 no)
- VIII. Motion to approve sign grant funding of up to \$500 for 218/220 S. Mechanic Street, Jackson, MI 49201 (Jackson Candle Company, owned by Jennifer Spencer), pursuant to

the terms of the DDA Sign Grant program, and contingent upon the necessary approvals from the City of Jackson: Bart Hawley

Second: Terry Mierzwa

Motion passed on a roll-call vote (9 yay, 0 no)

- IX. Motion to approve sign grant funding of up to \$500 for 133 W. Michigan Avenue, Jackson, MI 49201 (Fortress Café, owned by Duncan Bone), pursuant to the terms of the DDA Sign Grant program, and contingent upon the necessary approvals from the City of Jackson:

Bart Hawley

Second: Steve Duke

Motion passed on a roll-call vote (9 yay, 0 no)

- X. Board member announcements

- a. Jacqueline Austin: update regarding vacant DDA board seats
- b. Bart Hawley: discussion regarding 1st floor retail vacancies
- c. Terry Mierzwa: discussion regarding speaker system expansion, with support from the Jackson Anchor Initiative
- d. Jonathan Greene: discussion regarding the Hayes Hotel and Mat's Café/Catering
- e. Ted Christoff: reminder of upcoming MDOT meeting to discuss railroad bridges project (February 9, 2022 (2 pm), Toy House Community Room, Christoff & Sons Floor Covering)

- XI. Future DDA board meetings

- a. Thursday, January 27, 2022 (EC)
- b. Thursday, February 10, 2022 (Board)

- XII. Motion to adjourn at 8:49 am: Steve Duke

Second: Terry Mierzwa

Motion passed (8 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, February 10, 2022

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, Steve Duke, Freddie Dancy, Katima Dickenson, Tonia White
Staff Present: Cory Mays, Bradley Johncox
Guests Present: Jonathan Greene, Jon Dowling, Laura North, David Lammers, Anton Schauerte
- II. Public Comment
None
- III. Minutes from the January 2022 board meeting
Motion to approve: Terry Mierzwa
Second: Steve Duke
Motion passed (9 yay, 0 no)
- IV. Approval of January 2022 financial statements
Motion to approve: Terry Mierzwa
Second: Steve Duke
Discussion: gift certificate expenses and revenue
Motion passed (9 yay, 0 no)
- V. Downtown Parking Presentation
Presentation of possible new downtown metered parking system by Jon Dowling, City of Jackson Engineer
Discussion related to current and future systems
Staff directed to organize public meetings and gather business feedback for presentation at March DDA board meeting
No formal action taken
- VI. 159 W. Michigan Avenue Presentation
Presentation of construction and grant/funding updates by David Lammers, property owner
No formal action taken*

VII. Board member announcements

None

VIII. Future DDA board meetings

- a. Thursday, February 24, 2022 (EC)
- b. Thursday, March 10, 2022 (Board)

IX. Meeting adjourned at 9:29 am

No formal motion/vote due to lack of quorum*

**Due to length of some meeting presentations, several board members had to leave early and a quorum was no longer available when discussing some agenda items*



Downtown Development Authority Board Meeting

Thursday, March 10, 2022

8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:04 am by Jacqueline Austin, Chair
Members Present: Terry Mierzwa, Jacqueline Austin, Kelly Sharrer, Steve Duke, Freddie Dancy, Tonia White, Jessica Webb, Ted Christoff, Robert Wilkie, Bradley Johncox
Staff Present: Cory Mays
Guests Present: Jonathan Greene, Anton Schauerte, Sadie Bradley, Justin Schuberg, Briston Bamm, Clay McAndrews, Sean Palmer
- II. Public Comment
None
- III. Bright Walls Mural Festival 2022 presentation and request for funding
- IV. Loan/Grant Extension Request, Rustic Market
Motion to approve: Terry Mierzwa
Second: Ted Christoff
Motion passed (9 yay, 0 no)
- V. Loan/Grant Extension Request, Ogma Brewing Company
No formal action taken
- VI. DDA Money Market Account Changes
No formal action taken
- VII. Choice Neighborhood Grant
No formal action taken
- VIII. James Shotwell Memorial Plaque
Motion to approve the bid submitted by Jackson Monument Works, in the amount of \$3,879: Steve Duke
Second: Kelly Sharrer
Discussion: consider planning for this yearly expense in future budgets
Motion passed (9 yay, 0 no, roll call vote)

- IX. Executive Director 2022 Balanced Scorecard
Motion to approve the 2022 balanced scorecard for Cory Mays, Executive Director:
Steve Duke
Second: Jessica Webb
Motion passed (9 yay, 0 no)
- X. Minutes from the February 2022 board meeting
Motion to approve: Terry Mierzwa
Second: Bradley Johncox
Motion passed (9 yay, 0 no)
- XI. Approval of February 2022 financial statements
Motion to approve: Steve Duke
Second: Ted Christoff
Motion passed (9 yay, 0 no)
- XII. Downtown Parking Proposed Changes
Presentation of feedback from public meetings
Feedback from guests present
Discussion regarding future options
Discussion related to current and future systems
No formal action taken
- XIII. Board member announcements
None
- XIV. Future DDA board meetings
a. Thursday, March 31, 2022 (EC)
b. Thursday, April 14, 2022 (Board)
- XV. Meeting Adjournment
Motion to adjourn at 9:01 am: Terry Mierzwa
Second: Ted Christoff
Motion passed (9 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, April 14, 2022

8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:01 am by Jacqueline Austin, Chair
Members Present: Jacqueline Austin, Steve Duke, Freddie Dancy, Tonia White, Jason Butterfield, Ted Christoff, Robert Wilkie, Bradley Johncox, Katima Dickenson,
Staff Present: Cory Mays
Guests Present: Jonathan Greene, Aaron Dimick, Jason Covalle
- II. Public Comment
None
- III. Minutes from the March 2022 board meeting
Motion to approve: Steve Duke
Second: Ted Christoff
Motion passed (8 yay, 0 no)
- IV. Approval of March 2022 financial statements
Motion to approve: Steve Duke
Second: Freddie Dancy
Motion passed (8 yay, 0 no)
- V. Choice Neighborhood Presentation
No formal action taken
- VI. DDA Money Market Account Changes
Motion to consolidate the DDA holdings at Comerica Bank into the regular DDA account: Steve Duke
Second: Bradley Johncox
Motion passed (9 yay, 0 no)
- VII. Executive Director 2022 Balanced Scorecard
No formal action taken
- VIII. 2021 Executive Director Evaluation
Motion to provide a 5.5% salary increase for the 2022-2023 fiscal year: Ted Christoff
Second: Steve Duke

Discussion: recommendations for performance improvements and areas of focus.
Recommendation for possible bonus/incentive for achieving certain 2022 goals (in relation to balance scorecard).

Motion passed (9 yay, 0 no, roll call vote)

Staff directed to create a model for possible bonus/incentive program

- IX. Rehabilitation Grant Application, Steve's Ranch
No formal action taken
- X. Sign Grant Application Blue Julep
Motion to approve funding of \$500 for the Blue Julep hanging sign: Jason Butterfield
Second: Steve Duke
Motion passed (9 yay, 0 no, roll call vote)
- XI. Façade Loan/Grant Application, Children and Family Services
Motion to approve funding of \$4,976 for the Children and Family Services façade projects, as outlined in the original application: Ted Christoff
Second: Steve Duke
Motion passed (9 yay, 0 no, roll call vote)
- XII. Fiduciary for Downtown Retailers
Staff directed to present draft formal agreement for board consideration
- XIII. Board member announcements
 - a. Suggestion to enlist DPW staff and/or volunteers to water flower baskets when part-time employee is not available
- XIV. Future DDA board meetings
 - a. Thursday, March 31, 2022 (EC)
 - b. Thursday, April 14, 2022 (Board)
- XV. Meeting Adjournment
Motion to adjourn at 9:21 am: Ted Christoff
Second: Katima Dickenson
Motion passed (9 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, May 12, 2022

8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:03 am by Jacqueline Austin, Chair
Members Present: Jacqueline Austin, Steve Duke, Freddie Dancy, Ted Christoff, Robert Wilkie, Terry Mierzwa, Katima Dickenson, Kelly Sharrer, Jessica Webb
Staff Present: Cory Mays, Andrea Eacon
Guests Present: Maurice Imhoff
- II. Public Comment
None
- III. Minutes from the April 2022 board meeting
Motion to approve: Steve Duke
Second: Ted Christoff
Motion passed (9 yay, 0 no)
- IV. Approval of April 2022 financial statements
Motion to approve: Terry Mierzwa
Second: Jessica Webb
Discussion: fund balance clarification
Motion passed (9 yay, 0 no)
- V. DDA Façade Loan/Grant Program Updates
Motion to provide clarification within the DDA Façade Loan/Grant program that the first \$5,000 provided is always a grant, and that this change be retroactive for all previously-approved loan/grant recipients: Ted Christoff
Second: Terry Mierzwa
Motion passed (9 yay, 0 no, roll call vote)
- VI. DDA 2022-2023 Millage Renewal
Motion to support the renewal of the DDA operational millage for fiscal year 2022-2023: Terry Mierzwa
Second: Katima Dickenson
Motion passed (9 yay, 0 no)
- VII. Executive Director 2022 Balanced Scorecard

No formal action taken

Suggestions provided regarding the Grand River Farmers Market and fundraising goals

*Robert Wilkie departed the meeting

VIII. 2022-2023 DDA Budget

Motion to approve the 2022-2023 DDA budget: Ted Christoff

Second: Katima Dickenson

Discussion: clarification regarding a budget proposal with a year-end net loss, and recommendations for presentation to City Council

Motion passed (8 yay, 0 no, roll call vote)

IX. Board member announcements

a. Request for more to be done to curb our downtown graffiti problem: Jessica Webb & Steve Duke

b. Suggestion for an event celebrating the life of Benny Poole (Freddie Dancy)

c. Request to be involved in current city-wide and downtown cleanup efforts (Katima Dickenson)

X. Future DDA board meetings

a. Thursday, May 26, 2022 (EC)

b. Thursday, June 9, 2022 (Board)

XI. Meeting Adjournment

Motion to adjourn at 9:08 am: Katima Dickenson

Second: Jessica Webb

Motion passed (8 yay, 0 no)

Downtown Development Authority

Board Meeting

Thursday, June 9, 2022
8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:03 am by Jacqueline Austin, Chair
Members Present: Jacqueline Austin, Steve Duke, Freddie Dancy, Ted Christoff, Terry Mierzwa, Katima Dickenson, Kelly Sharrer, Jason Butterfield, Bart Hawley, Bradley Johncox
Staff Present: Cory Mays
- II. Public Comment
None
- III. Minutes from the May 2022 board meeting
Motion to approve:

- VII. Future DDA board meetings
 - a. Thursday, June 30, 2022 (EC)
 - b. Thursday, July 14, 2022 (Board)

- VIII. Meeting Adjournment
 - Motion to adjourn at 8:43 am: Terry Mierzwa
 - Second: Ted Christoff
 - Motion passed (9 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, July 14, 2022
8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:02 am by Jacqueline Austin, Chair
Members Present: Jacqueline Austin, Steve Duke, Freddie Dancy, Ted Christoff, Terry Mierzwa, Kelly Sharrer, Jason Butterfield, Tonia White
Staff Present: Cory Mays, Andrea Econ
- II. Public Comment
None
- III. Minutes from the June 2022 board meeting
Motion to approve: Steve Duke
Second: Terry Mierzwa
Motion passed (8 yay, 0 no)
- IV. Approval of June 2022 financial statements
Motion to approve: Terry Mierzwa
Second: Ted Christoff
Motion passed (8 yay, 0 no)
- V. Memo Regarding DDA Fund Balance
Discussion: gift certificate reimbursement percentages, retained funds for operational expenses
No formal action taken
- VI. Meterless Parking Proposal, 2022-2023
Motion to support the meterless parking proposal: Terry Mierzwa
Second: Ted Christoff
Motion passed (8 yay, 0 no)
- VII. Sign Grant Application, 340 S. Mechanic Street
Motion to provide a \$500 grant, pending City Council approval: Steve Duke
Second: Terry Mierzwa
Motion passed, roll call vote (8 yay, 0 no)
- VIII. Rehabilitation Grant Application, 143 W. Michigan Avenue

Motion to provide reimbursement for 10% of total interior rehabilitation expenses previously incurred, up to \$5,000 maximum funding, as a deviation from the standard operating procedures of this grant program: Steve Duke

Second: Ted Christoff

Motion passed, roll call vote (8 yay, 0 no)

IX. Board Member Announcements

a. Concerns raised regarding downtown graffiti

X. Future DDA board meetings

a. Thursday, July 28, 2022 (EC)

b. Thursday, August 11, 2022 (Board)

XI. Meeting Adjournment

Motion to adjourn at 8:59 am: Terry Mierzwa

Second: Steve Duke

Motion passed (8 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, November 10, 2022
8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:02 am by Jacqueline Austin, Chair
Members Present: Jacqueline Austin, Steve Duke, Freddie Dancy, Ted Christoff, Terry Mierzwa, Jason Butterfield, Tonia White, Bart Hawley, Katima Dickinson
Staff Present: Cory Mays, Andrea Econ
- II. Public Comment
None
- III. Minutes from the July 2022 board meeting
Motion to approve: Steve Duke
Second: Ted Christoff
Motion passed (9 yay, 0 no)
- IV. Approval of July 2022 financial statements
Motion to approve: Terry Mierzwa
Second: Jason Butterfield
Motion passed (9 yay, 0 no)
- V. Façade Loan/Grant Extension, Rustic Market
Motion to provide a six-month extension for the previously-approved DDA façade loan/grant for Rustic Market: Terry Mierzwa
Second: Ted Christoff
Motion passed (9 yay, 0 no)
- VI. Façade Loan/Grant Application, 144 W. Michigan Avenue
Motion to provide a \$5,000 grant for work already completed and work yet to commence to Rick LeMaster, owner of 144 W. Michigan Avenue: Bart Hawley
Second: Ted Christoff
Motion passed, roll call vote
Yay: Terry Mierzwa, Katima Dickenson, Tonia White, Ted Christoff, Bart Hawley, Jacqueline Austin
No: Jason Butterfield, Freddie Dancy, Steve Duke

*Board Member Bart Hawley left the meeting earlier, therefore reducing the number of board members present to eight.

VII. Executive Committee Meetings

Discussion regarding a new time/date for these monthly meetings

No formal action taken. Meetings of the DDA Executive Committee will now be held on the Tuesday two weeks prior to a DDA board meeting, 11 am, via Zoom

VIII. Board Member Announcements

- a. Updates on the pending opening of the new Commonwealth Engineering headquarters in downtown Jackson (Terry Mierzwa)
- b. Updates on the pending development of workforce housing at the corner of Blackstone St. and Louis Glick Hwy. (Ted Christoff)
- c. Updates on the purchase/new use of the former Wetherby Funeral Home (Jacqueline Austin)

IX. Future DDA board meetings

- a. Tuesday, November 22, 2022 (EC)
- b. Thursday, December 8, 2022 (Board)

X. Meeting Adjournment

Motion to adjourn at 8:58 am: Steve Duke

Second: Jason Butterfield

Motion passed (8 yay, 0 no)



Downtown Development Authority Board Meeting

Thursday, December 8, 2022

8 am, City Hall 10th Floor

Meeting Minutes

- I. Meeting called to order at 8:03 am by Jacqueline Austin, Chair
Members Present: Jacqueline Austin, Steve Duke, Freddie Dancy, Ted Christoff, Terry Mierzwa, Jason Butterfield, Bradley Johncox, Kelly Sharrer, Robert Wilkie
Staff Present: Cory Mays, Andrea Econ
Guests Present: Jonathan Greene
- II. Public Comment
None
- III. Minutes from the November 2022 Board Meeting
Motion to approve: Terry Mierzwa
Second: Steve Duke
Motion passed (9 yay, 0 no)
- IV. Approval of November 2022 Financial Statements
Motion to approve: Ted Christoff
Second: Terry Mierzwa
Motion passed (9 yay, 0 no)
- V. DDA Fund Balance
Discussion regarding current DDA fund balance
No formal action taken
- VI. Executive Director Balanced Scorecard
Discussion regarding 2022 goals/objectives
No formal action taken
- VII. Loan/Grant Partial Payment Request, Rustic Market
Motion to approve a partial payment request for the above-referenced façade grant/loan in the amount of \$11,150, per the guidelines of the DDA façade loan/grant program: Terry Mierzwa
Second: Ted Christoff
Motion passed (9 yay, 0 no)

VIII. Hanging Sign Consideration

Discussion regarding possible change to City of Jackson ordinance to allow for an illuminated/moving hanging sign in downtown

No formal action taken; staff directed to share DDA board support with City of Jackson staff

IX. Bonus Compensation, Outgoing Executive Director

Motion to award a bonus of \$2,000 to Executive Director Cory Mays: Terry Mierzwa
Second: Steve Duke

Discussion: Balanced Scorecard for DDA Executive Director is based on the calendar year, with current period ending on 12/31/2022

Motion passed, roll call vote (9 yay, 0 no)

X. Executive Director Hiring Process

Motion to re-open the application period for an additional two weeks, with a deadline of 5 pm on Thursday, December 22: Steve Duke

Second: Jason Butterfield

Discussion: Executive Committee shall do the initial application review, with full board conducting interviews. Current Executive Director shall participate in interview process and serve in a paid consulting role, as needed, after December 31, 2022

Motion passed (9 yay, 0 no)

Staff directed to forward all applications as they are received to the Executive Committee

XI. 2023 DDA Meeting Schedule

Motion to approve the 2023 DDA meeting schedule as submitted: Steve Duke

Second: Terry Mierzwa

Motion passed (9 yay, 0 no)

*Board Member Terry Mierzwa left the meeting early, therefore reducing the number of board members present to eight

XII. Administrative Report, Executive Director

No formal action taken

XIII. Board Member Announcements: none

XIV. Future DDA board meetings

a. Tuesday, January 3, 2023 (EC)

b. Thursday, January 12, 2023 (Board)

XV. Meeting Adjournment

Motion to adjourn at 9:13 am: Jason Butterfield

Second: Kelly Sharrer

Motion passed (8 yay, 0 no)