



# Downtown Development Authority

## Board Meeting

Thursday, January 12, 2023

8 am, City Hall 10<sup>th</sup> 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, Kelly Sharrer, Robert Wilkie, Tonia White, Jessica Webb  
*Staff Present:* Cory Mays, Andrea Econ  
*Guests Present:* Jonathan Greene
- II. Public Comment  
None
- III. Minutes from the December 2022 Board Meeting  
Motion to approve: Steve Duke  
Second: Ted Christoff  
Motion passed (10 yay, 0 no)
- IV. Approval of December 2022 Financial Statements  
Motion to approve: Terry Mierzwa  
Second: Kelly Sharrer  
Discussion: Staff directed to provide clarification on misc. income/expense line item irregularities  
Motion passed (10 yay, 0 no)
- V. Executive Director Hiring Process  
Updates provided by Jacqueline Austin  
Discussion regarding benefits, job description, posting details, and search timeline  
Staff directed to share posting with various board members for revision, then repost to additional outside agencies
- VI. Loan/Grant Extension Request, D & D Bicycles  
Motion for extension to complete the proposed work, until April 1, 2023: Ted Christoff  
Second: Jason Butterfield  
Motion passed (10 yay, 0 no)
- VII. Terms of Contract Employment, DDA Executive Director

Motion to approve contract request for Cory Mays, as explained in the board memo, not to exceed 48 hours/month at a rate of \$30.9630 per hour: Steve Duke

Second: Kelly Sharrer

Staff directed to draft contract with terms, for signature by Jacqueline Austin & Cory Mays

Roll Call Vote (10 yay, 0 no)

VIII. DDA Officer Elections

Motion to nominate Ted Christoff (Secretary), Kelly Sharrer (Vice Chair), Jacqueline Austin (Chair), Bradley Johncox (Treasurer): Steve Duke

Ted Christoff declined his nomination

Original motion changed to reflect nomination of Jessica Webb (Secretary)

Second: Jason Butterfield

Discussion: Jacqueline Austin will contact Katima Dickenson and Bart Hawley regarding continued board service

Motion passed (10 yay, 0 no)

IX. Board Member Announcements

a. Hayes Hotel development updates (Jonathan Greene & Terry Mierzwa)

b. Various development project updates (Jonathan Greene & Terry Mierzwa)

c. Recommendation to better connect with businesses on the East side of downtown Jackson (Freddie Dancy & Jacqueline Austin)

X. Future DDA board meetings

a. Tuesday, February 24, 2023 (EC)

b. Thursday, February 9, 2023 (Board)

XI. Meeting Adjournment

Motion to adjourn at 8:54 am: Jason Butterfield

Second: Terry Mierzwa

Motion passed (10 yay, 0 no)



# Downtown Development Authority

## Board Meeting

Thursday, February 9, 2023

8 am, City Hall 10<sup>th</sup> Floor

### *Meeting Minutes*

- I. Meeting called to order at 8:04 am by Jacqueline Austin, Chair  
*Members Present:* Jacqueline Austin, Steve Duke, Ted Christoff, Terry Mierzwa, Robert Wilkie, Tonia White, Jessica Webb, Bradley Johncox  
*Staff Present:* Cory Mays, Andrea Econ  
*Guests Present:* Jonathan Greene
- II. Public Comment  
None
- III. Minutes from the January 2023 Board Meeting  
Motion to approve: Steve Duke  
Second: Jessica Webb  
Motion passed (8 yay, 0 no)
- IV. Approval of January 2023 Financial Statement  
Motion to approve: Terry Mierzwa  
Second: Steve Duke  
Motion passed (8 yay, 0 no)
- V. Executive Director Hiring Process  
Updates provided by Jacqueline Austin  
No formal action taken
- VI. Sign Grant Application, Eric Beda Insurance Agency  
Motion to approve the requested sign grant, at a maximum of \$500, pending City of Jackson approval: Terry Mierzwa  
Second: Steve Duke  
Motion passed (8 yay, 0 no)
- VII. Michigan Main Street Program  
Motion to apply for the Michigan Main Street Program: Steve Duke  
Second: Jessica Webb

Discussion: Executive director and board training are positives; other nearby communities are also participating; provides ability for the Jackson DDA to go at our own pace and use the services desired

Motion passed (8 yay, 0 no)

Staff directed to apply for the program and communicate with participating communities regarding their experience with the program

VIII. Board Member Announcements

- a. Congratulations to Jacqueline Austin, recent recipient of the Jamie McKibbin award (through the Jackson Area Chamber of Commerce) (Ted Christoff)
- b. Details requested regarding “no skateboarding/biking” signs on Michigan Avenue (Robert Wilkie)
- c. Discussion of open board positions (Terry Mierzwa)
- d. Notification of the resignation of Bart Hawley from the DDA Board (Jacqueline Austin)
- e. Discussion regarding possible applicants for open board seats (Jacqueline Austin)
- f. Display of the newly created James Shotwell memorial plaque (Cory Mays)
- g. Jackson Anchor Initiative 2023 budget should have room for funding of a downtown speaker system expansion (Terry Mierzwa)
- h. Sharing of DDA summer events calendar (Tonia White)
- i. Discussion regarding in-office numbers for Consumers Energy employees (Terry Mierzwa)
- j. Elizabeth Bone fundraiser at Ogma Brewing Company, 2/9/23 (Jessica Webb)

IX. Future DDA board meetings

- a. Tuesday, February 21, 2023 (EC)
- b. Thursday, March 9, 2023 (Board)

X. Meeting Adjournment

Motion to adjourn at 8:32 am: Steve Duke

Second: Jessica Webb

Motion passed (8 yay, 0 no)



# Downtown Development Authority Board Meeting

Thursday, March 9, 2023

8 am, 402 W. Michigan Avenue, Jackson, Michigan, 49201

## *Meeting Minutes*

- I. Meeting called to order at 8:11 am by Jacqueline Austin, Chair  
*Members Present:* Jacqueline Austin, Steve Duke, Ted Christoff, Terry Mierzwa, Robert Wilkie, Bradley Johncox, Jason Butterfield, Kelly Sharrer, Freddie Dancy  
*Staff Present:* Cory Mays, Andrea Econ
- II. Public Comment  
None
- III. Minutes from the February 2023 Board Meeting  
Motion to approve: Steve Duke  
Second: Terry Mierzwa  
Motion passed (9 yay, 0 no)
- IV. Approval of February 2023 Financial Statement  
Motion to approve: Terry Mierzwa  
Second: Ted Christoff  
Motion passed (9 yay, 0 no)
- V. Board Member Announcements
  - a. Social District cups are too small. Staff directed to order larger cups as soon as possible.
  - b. Henry Ford Allegiance Health is hiring roughly 60 nurses from the Philippines to live/work in Jackson.
- VI. Future DDA board meetings
  - a. Thursday, April 13, 2023 (Board)
- VII. Executive Director Interviews  
Motion to make an offer to employment to David "Coyn" Speiser, at a starting salary of \$55,000, with a bonus structure not to exceed \$5,000 within the first 12 months of employment: Ted Christoff  
Second: Kelly Sharrer  
Discussion: Executive Committee meeting needs to be scheduled immediately to solidify bonus structure

Roll Call Vote: Jacqueline Austin (yes), Steve Duke (yes), Ted Christoff (yes), Terry Mierzwa (yes), Robert Wilkie (yes), Bradley Johncox (yes), Jason Butterfield (yes), Kelly Sharrer (yes), Freddie Dancy (no): Motion passed (8 yay, 1 no)

VIII. Meeting Adjournment

Motion to adjourn: Steve Duke

Second: Kelly Sharrer

Motion passed (9 yay, 0 no)



# Downtown Development Authority Board Meeting

Thursday, April 13, 2023

8 am, 161 W. Michigan Avenue, Jackson, Michigan, 49201

## *Meeting Minutes*

- I. Meeting called to order at 8:10 am by Jacqueline Austin, Chair  
*Members Present:* Jacqueline Austin, Steve Duke, Ted Christoff, Terry Mierzwa, Bradley Johncox, Jason Butterfield, Kelly Sharrer, Freddie Dancy, Thomas Loveberry, Jessica Webb.  
*City Manager:* Jonathon Greene  
*Staff Present:* Coyn Speiser, Andrea Econ
- II. Public Comment  
None
- III. Minutes from the March, 9 2023 Board Meeting  
Motion to approve: Steve Duke  
Second: Terry Mierzwa  
Motion passed (9 yay, 0 no)
- IV. Approval of March 2023 Financial Statement  
Motion to approve: Terry Mierzwa  
Second: Ted Christoff  
Motion passed (9 yay, 0 no)  
Approval for a four month extension for D & D Bicycle Entry.  
Motion to approve: Terry Mierzwa  
Second: Ted Christoff  
Motion passed (10 yay, 0 no)
- V. Board Member Announcements
  - a. Social District cups are too small, new larger cups have been orders at a lower cost than originally supplied.
  - b. Henry Ford Allegiance Health is hiring roughly 60 nurses from the Philippines to live/work in Jackson.
- VI. Future DDA board meetings
  - a. Thursday, May,11 2023 (Board)

VII. Discussions: The County is moving forward with the potential opening of a farmers market at 100 Armory Ct. Mr. Green suggested a possible synergy between the County and the City to possible merge the two markets. It is not certain that the City FM can stand alone and would most likely dissolve.

Mr. Greene states that the Hayes project is still on track and the Masonic Temple is moving ahead as planned.

Jacque Austin and Jonathan Greene accentuated the need to pursue action moving towards the East Michigan corridor being from the railroad tracks to Henry Ford Hospital.

VIII. Meeting Adjournment

Motion to adjourn: Steve Duke

Second: Kelly Sharrer

Motion passed (10 yay, 0 no)



# Downtown Development Authority

## Board Meeting

Friday, May 19, 2023

8 am, 161 W. Michigan Avenue, Jackson, Michigan, 49201

### *Meeting Minutes*

- I. Meeting called to order at 8:07 am by Terry Meirzwa  
*Members Present:* Steve Duke, Ted Christoff, Terry Mierzwa, Jason Butterfield, Kelly Sharrer< Thomas Loveberry, Erin Valkuchak, Tonia White  
*City Manager:*  
*Staff Present:* Coyn Speiser
- II. Public Comment  
None
- III. Minutes from the April, 13 2023 Board Meeting  
Motion to approve: Steve Duke  
Second: Terry Mierzwa  
Motion passed (8 yay, 0 no)
- IV. Approval of April 2023 Financial Statement  
Motion to approve: Terry Mierzwa  
Second: Ted Christoff  
Motion passed (8 yay, 0 no)
- V. Board Member Announcements
  - a. Ted Christoff suggested that we find uses in the Eastern corridor for funds designated for loans and grants. There was discussion that E. Michigan Ave will be rebuilt in 2027 and how we need to get in front of that with facade dollars.
  - b. Terry made a motion to approve the April financials, Steve supported.  
Motion passed (8 yay, 0 No)
  - c. There was discussion on the cruise night and food truck Tuesday sponsorship dollars that are needed to continue the entertainment events, Steve Duke made a motion to approve the 2023-2024 proposed budget. Ted Christoff supports.  
Motion passed (8 yay, 0 No)
- VI. Future DDA board meetings
  - a. Thursday, June, 8 2023 (Board)

VII. Discussions: The speaker system is having problems because of interference and needs to be upgraded at a cost of 15K in order to work properly.

VIII. Meeting Adjournment

Motion to adjourn: Tom Loveberry

Second: Kelly Sharrer

Motion passed (8 yay, 0 no)



# **Downtown Development Authority Board Meeting**

**Thursday, June 8, 2023**  
8 am, City Hall 10<sup>th</sup> Floor Conference Room

## ***Agenda***

- I. Call to order at 8:03a. by Jacqueline Austin, Chair
  - Members present: Jacqueline Austin, Erin Valkuchak, Steve Duke, Tom Loveberry, Jessica Webb, Terry Mierzwa, Jason Butterfield, Ted Christoff, Freddie Dancy, Bradley Johncox
  - City Manager: Jonathan Greene
  - Staff Present: Andrea Econ, Dodi Wheeler
  - Guests: David Hammontree
  
- II. Public Comments
  - None
  
- III. Regular Business
  - A. DDA Board Meeting Minutes, May 2023 Meeting
    - Motion to approve: Terry Mierzwa
    - Second: Jessica Webb
    - Motion passes (10 yay, 0 no)
  - B. Acceptance of May 2023 Financials – Balance Sheet Only
    - Motion to approve: Terry Mierzwa
    - Second: Ted Christoff
    - Motion passes (10 yay, 0 no)
  
- IV. New Business
  - A. Executive Director Job Posting Update
    - Update from Jacqueline Austin regarding search for a new executive director as directed by the Executive Committee
  - B. Interim Director (Attachment)
    - Motion to enter executive session to discuss proposed contract for Interim Director, Jacqueline Austin to be excluded from discussion: Ted Christoff

Second: Jessica Webb

Motion passes (9 yay, 0 no, 1 abstain)

8:14a.-8:27a. – Executive Session

Motion to approve contract with Jacqueline Austin with the addition of “not to exceed 25 hours per week”: Jessica Webb

Second: Ted Christoff

Role Call Vote: Erin Valkuchak - yes, Steve Duke - yes, Tom Loveberry - yes, Jessica Webb - yes, Terry Mierzwa - yes, Jason Butterfield - yes, Ted Christoff - yes, Freddie Dancy - no, Bradley Johncox - yes, Jacqueline Austin – abstain

C. DDA Assistant Pay Increase Request (Attachment)

Motion to enter executive session to discuss requested pay increase for

DDA Assistant: Freddie Dancy

Second: Jason Butterfield

Motion passes (10 yay, 0 no)

8:30a.-8:42a. – Executive Session

D. 2022-2023 DDA Budget Amendment (Attachment)

Bradley Johncox led a discussion of the changes needed in a Budget Amendment to align with actual financials

Motion to approve: Ted Christoff

Second: Jason Butterfield

Motion passes (10 yay, 0 no)

V. Staff Report

A. Summer Events – Volunteer Sign-up

B. Food Truck Adapter Needs

VI. Board Member Announcements

A. Tom Loveberry – Can the social district be extended to include Tuesday for Food Truck Tuesdays?

B. Tom Loveberry – Would like to discuss making recommendations to the City for reduced parking permits costs and increased ticket prices.

VII. Future DDA Board Meetings

A. Board Meeting: July 13, 2023 (8a., City Hall)

B. Executive Committee Meeting: June 29, 2023 (11a., Location TBD)

VIII. Adjournment

Motion to adjourn at 9:00a.: Ted Christoff

Second: Jessica Webb

Motion passes (10 yay, 0 no)



# Downtown Development Authority Board Meeting

Thursday, July 13, 2023  
8 am, City Hall 10<sup>th</sup> Floor Conference Room

## *Agenda*

- I. Call to order at 8:02a. by Jacqueline Austin, Chair  
Members present: Jacqueline Austin, Robert Wilkie, Freddie Dancy, Erin Valkuchak, Ted Christoff, Jason Butterfield, Bradley Johncox, Tom Loveberry, Terry Mierzwa, Tonya White, Kelly Sharrer  
City Manager: Jonathan Greene  
Staff present: Andrea Econ  
Guests: Mariah, Adams Hotel
- II. Public Comments - None
- III. Presentation: Adams Hotel Update
- IV. Regular Business
  - A. DDA Board Meeting Minutes, June 2023 Meeting  
Motion to approve: Terry Mierzwa  
Second: Jason Butterfield  
Motion passes (11 yay, 0 nay)
  - B. Acceptance of June 2023 Financials  
Motion to approve: Terry Mierzwa  
Second: Kelly Sharrer  
Motion passes (11yay, 0 nay)
  - C. City of Jackson Update – Jonathan Greene  
Hayes Hotel is on track to close in the fall and construction starting this winter
  - D. Annual Conflict of Interest Forms
- V. New Business
  - A. Executive Director Job Posting Update
  - B. Façade Loan Application – RJs Heavenly Delight  
Motion to approve: Terry Mierzwa

Second: Jason Butterfield

Motion Passes - Role Call Vote: Jacqueline Austin - yay, Robert Wilkie - abstain, Freddie Dancy - yay, Erin Valkuchak - yay, Ted Christoff - yay, Jason Butterfield - yay, Bradley Johncox - yay, Tom Loveberry - yay, Terry Mierzwa - yay, Tonya White - yay, Kelly Sharrer - yay

C. Sign Grant Application – Murphy’s Bistro

Motion to approve: Ted Christoff

Second: Tom Loveberry

Motion passes – Role Call Vote: Jacqueline Austin - yay, Robert Wilkie - abstain, Freddie Dancy - yay, Erin Valkuchak - yay, Ted Christoff - yay, Jason Butterfield - yay, Bradley Johncox - yay, Tom Loveberry - yay, Terry Mierzwa - yay, Tonya White - yay, Kelly Sharrer - yay

VI. Staff Report

- A. Summer Events – Volunteer Sign-up
- B. Interim Director Report

VII. Board Member Announcements

T. Christoff – Mechanic St., will there be bike lane improvements when the railroad is complete?

R. Wilkie – Need more police patrols 10p.-1a.

F. Dancy – E. Michigan Ave. needs to be a priority – setup engagement opportunities for the businesses

T. Loveberry – Can the social district be expanded to include Tuesdays for Food Truck Tuesdays? Ask Experience Jackson to do a blast in their app regarding what is going on i.e. Sip & Shops

J. Austin – Hot Air Jubilee & Women’s National Balloon Competition is July 15-23

VIII. Future DDA Board Meetings

- A. Board Meeting: August 10, 2023 (8a., City Hall)
- B. Executive Committee Meeting: July 27, 2023 (11a., Location TBD)

IX. Adjournment 9:05a.

Motion to approve: Freddie Dancy

Second: Tom Loveberry

Motion carries (11 yay, 0 nay)



# Downtown Development Authority Board Meeting

Thursday, August 10, 2023  
8 am, City Hall 2<sup>nd</sup> Floor Council Chambers

## *Agenda*

- I. Call to order at 8:05a. by Jacqueline Austin, Chair  
Members present: Jacqueline Austin, Freddie Dancy, Ted Christoff, Jason Butterfield, Bradley Johncox, Tom Loveberry, Terry Mierzwa, Steve Duke  
City Manager: Jonathan Greene  
Staff present: Andrea Econ, Dodi Wheeler
- II. Public Comments - None
- III. Presentation - None
- IV. Regular Business
  - A. DDA Board Meeting Minutes, July 2023 Meeting  
Motion to approve: Terry Mierzwa  
Second: Steve Duke  
Motion passes (8 yay, 0 nay)
  - B. Acceptance of July 2023 Financials  
Motion to approve: Steve Duke  
Second: Terry Mierzwa  
Motion passes (8 yay, 0 nay)
  - C. City of Jackson Update – Jonathan Greene  
Hayes Hotel is on track to close in the fall and construction starting this winter
  - D. Farmers Market Update – Dodi Wheeler  
Some events coming up; A lot of new things happening this year
- V. New Business
  - A. Audit Engagement Letter  
Signed and included for records
  - B. Façade Loan Application – Found Church

Motion to delay so we can get an attorney's opinion on if using taxpayer monies to fund a project at a church is a violation of any laws/state act: Jason Butterfield

Second: Ted Christoff

Motion Passes (8 yay, 0 nay)

C. Executive Director Interviews of David Hammontree & Beth Kuiper

Motion to make a job offer to Beth Kuiper and authorize Chair Austin to negotiate the terms of employment: Terry Mierzwa

Second: Ted

Motion Passes (roll call vote): Jacqueline Austin-yay, Freddie Dancy-yay, Ted Christoff-yay, Jason Butterfield-yay, Bradley Johncox-yay, Tom Loveberry-yay, Terry Mierzwa-yay, Steve Duke-yay

VI. Staff Report

A. Summer Events – Volunteer Sign-up

B. Interim Director Report

VII. Board Member Announcements - None

VIII. Future DDA Board Meetings

A. Board Meeting: September 14, 2023 (8a., City Hall)

B. Executive Committee Meeting: August 31, 2023 (11a., City Hall)

IX. Adjournment 10:22a.

Motion to approve: Ted Christoff

Second: Jason, Butterfield

Motion carries (8 yay, 0 nay)



## **Downtown Development Authority Board Meeting**

**Thursday, September 14, 2023**  
8 am, City Hall 2<sup>nd</sup> Floor Council Chambers

### ***Minutes***

- I. Call to order at 8:02a. by Jacqueline Austin, Chair  
Members present: Jacqueline Austin, Freddie Dancy, Ted Christoff, Jason Butterfield, Bradley Johncox, Tom Loveberry, Steve Duke, Tonia White, Jessica Webb, Erin Valkuchak, Robert Wilkie  
City Manager: Jonathan Greene  
Staff present: Andrea Econ, Beth Kuiper
- II. Public Comments - None
- III. Presentation - None
- IV. Regular Business
  - A. DDA Board Meeting Minutes, August 2023 Meeting  
Motion to approve: Jason Butterfield  
Second: Ted Christoff  
Motion passes (11 yay, 0 nay)
  - B. Acceptance of August 2023 Financials  
Motion to approve: Ted Christoff  
Second: Jessica Webb  
Motion passes (11 yay, 0 nay)
  - C. City of Jackson Update – Jonathan Greene  
Hayes Hotel is on track to close in the fall and construction starting this winter  
Kitchen Incubator currently under construction
- V. New Business
  - A. Façade Loan Application – Found Church  
Discussed attorney’s opinion. Motion to approve the application for Façade Loan: Ted Christoff  
Second: Freddie Dancy

Motion Passes by rollcall vote (6 yay – Freddie Dancy, Tonia White, Robert Wilkie, Ted Christoff, Bradley Johncox, Erin Valkuchak ( 5 nay – Tom Loveberry, Jessica Webb, Jason Butterfield, Steve Duke, Jacque Austin).

- B. Executive Director Goals and Scorecard: Discussion for Director to revise existing scorecard and present at October board meeting.

VI. Staff Report

- A. Events – Volunteer Sign-up
- B. Interim Director Report

VII. Board Member Announcements –

- A. Robert Wilkie presented the issues with overflowing trash and board discussed next steps.
- B. Tom Loveberry presented the Nevermore Alley needing lighting and Jacque informed board the Bright Walls lights will be installed soon.
- C. Freddie Dancy reminded Board that the Hispanic Heritage Festival is this weekend.

VIII. Future DDA Board Meetings

- A. Board Meeting: October 12, 2023 (8a., City Hall)
- B. Executive Committee Meeting: September 28, 2023 (11a., City Hall)

IX. Adjournment 9:05a.

Motion to approve: Tom Loveberry

Second: Jason Butterfield

Motion carries (11 yay, 0 nay)



# Downtown Development Authority Board Meeting

Thursday, October 12, 2023  
8 am, City Hall 10th Floor Conference Room

## *Meeting Minutes*

- I. Call to order at 8:05am by Jacqueline Austin, Chair  
Members present: Jacqueline Austin, Freddie Dancy, Jason Butterfield, Bradley Johncox, Tom Loveberry, Steve Duke, Ted Christoff, Erin Valkuchak, Robert Wilkie, Terry Mierzwa, Kelly Sharrer  
City Manager: Jonathon Greene  
Staff present: Andrea Econ, Beth Kuiper
  
- II. Public Comments – Peter Bormuth, 143 W. Pearl St, Found Church Façade Loan
  
- III. Presentation: Meterless Parking – Debi Koehn, City of Jackson Assessor’s Office presented the increased rates for meterless parking, how this would affect downtown businesses, how rates were established and how the property owners will be informed.  
  
Support the Meterless Parking as outlined by Assessor’s Office to City Council.  
Motion to approve: Ted Christoff  
Second: Terry Mierzwa  
Motion passes (11 yay, 0 nay)
  
- IV. Regular Business
  - A. DDA Board Meeting Minutes, September 14, 2023 Meeting  
Motion to approve: Steve Duke  
Second: Kelly Sharrer  
Motion passes (11 yay, 0 nay)
  - B. Acceptance of September 2023 Financials  
Motion to approve: Steve Duke  
Second: Terry Mierzwa  
Motion passes (11 yay, 0 nay)
  - C. City of Jackson Update – Jonathan Greene  
No new updates.

V. New Business

A. Executive Director Goals and Scorecard

Director Kuiper explained her outline of upcoming projects that were based from C. Mays scorecard and topics from the community while utilizing the Main Street 4 point approach. A projected hour column was added to the original scorecard. The Board suggested that the East Michigan Corridor be added to the Economic Vibrancy section and that objective measures be detailed by the November meeting.

VI. Staff Report

A. Events – Christmas Parade & Christmas in the City (Combined with RC)

The Christmas Parade will take place on 11/17 & the theme is Christmas in July. Ed Hatfield has been in contact with the DDA and the revised parade entry form is on the DDA website. Christmas in the City will take place on 12/9 & currently being planned.

B. Director Report – Attached

Kuiper updated the Board on what has happened in the last 30 days since taking the job position.

VII. Board Member Announcements

A. Retailer's Committee – Erin Valkuchak

E. Valkuchak informed Board that the Retailer's Committee is grass-roots and including merchants who want to get involved. They have successfully planned the Witches Walk & other holiday shopping events.

B. Other announcements:

T. Loveberry suggests that we rebuild the fireplace at Bucky Harris & celebrate being the start of the Grand River with a Grand River Alley.

T. Christoff informed the Board of the Mechanic Street Bridge opening.

R. Wilkie brought the manhole cover depth issue to the Board's attention.

K. Sharrer questioned the Found Church discussion and was informed of the city attorney's recommendation and response.

F. Dancy updated the Board on a new business.

K. Sharrer updated the Board on the Adams Hotel.

VIII. Adjournment – 9:32am

Motion to approve: Freddie Dancy

Second: Jacqueline Austin



## **Downtown Development Authority Board Meeting**

**Thursday, November 9, 2023**  
8 am, City Hall 10th Floor Conference Room

### ***Meeting Minutes***

- I. Call to order, at 8:01am by Jacqueline Austin, Chair  
Members present: Jacqueline Austin, Freddie Dancy, Jason Butterfield, Tom Loveberry, Steve Duke, Ted Christoff, Erin Valkuchak, Robert Wilkie, Terry Mierzwa, Kelly Sharrer  
Members absent: Jessica Webb, Bradley Johncox  
City Manager: Jonathon Greene  
Staff present: Andrea Econ, Beth Kuiper
- II. Public Comments – Peter Bormuth 143 W. Pearl St. – TIF funds and Hayes Hotel importance
- III. Presentation: None
- IV. Regular Business
  - A. DDA Board Meeting Minutes, October 12, 2023 Meeting  
Motion to approve: Steve Duke  
Second: Kelly Sharrer  
Motion passes (10 yay, 0 nay)
  - B. Acceptance of October 2023 Financials  
No motion due to lack of completed October financials
  - C. City of Jackson Update – Jonathan Greene  
Raised concerns with safety and parking. Clarified that DDA will be responsible for creating a solution for parking to reflect the business' best interests. A subcommittee has been formed with Kelly Sharrer as the liaison to form policies to address these concerns. Update on Hayes Hotel. MEDC team visited downtown Jackson the week prior to inform staff regarding emerging developer financing – Build My Community.
- V. New Business
  - A. Executive Director Goals and Scorecard

Director Kuiper defined project deliverables for each program. Concerns for capacity were raised and board asked for color-coding for ease of updating.

VI. Staff Report

- A. Events – Haunted Ghost Tours & Christmas in the City  
HGT made shy of \$1000. Christmas in the City details were provided with an ask for volunteers.
- B. Farmers Market – Summer Wrap Up & Winter Market  
FM Market Master Wheeler’s end of season reporting due on 11/15. Winter Market started a little slow, but quickly picked up once promoted.
- C. Director Report – Attached  
Director Kuiper updated board on all activities since October board meeting.

VII. Board Member Announcements

- A. Retailer’s Committee – Erin Valkuchak  
Director Kuiper updated board on upcoming retailer’s events.
- B. Other Member Announcements  
S. Duke questioned MDOT’s involvement and timeframe for the E. Michigan Corridor project.

VIII. Future DDA Board Meetings

- A. Board Meeting: December 14, 2023 (8a., City Hall)
- B. Executive Committee Meeting: November 23, 2023 (11a., City Hall)  
Reschedule do to Thanksgiving holiday.

IX. Adjournment

Motion to adjourn at 9:18 am: Steve Duke  
Second: Tom Loveberry



# Downtown Development Authority Board Meeting

Thursday, December 14, 2023  
8 am, City Hall 10th Floor Conference Room

## *Meeting Minutes*

- I. Call to order, at 8:02am by Jacqueline Austin, Chair  
Members present: Jacqueline Austin, Freddie Dancy, Jessica Webb, Tom Loveberry, Terry Mierzwa, Kelly Sharrer  
Members absent: Steve Duke, Bradley Johncox, Jason Butterfield, Ted Christoff, Erin Valkuchak, Robert Wilkie,  
City Manager: Jonathon Greene  
Staff present: Andrea Econ, Beth Kuiper
- II. Public Comments - None
- III. Presentation: None
- IV. Regular Business
  - A. DDA Board Meeting Minutes, November 9, 2023 Meeting  
Motion to approve: Terry Mierzwa  
Second: Kelly Sharrer  
Motion passes (6 yay, 0 nay)
  - B. Acceptance of November 2023 Financials  
Motion to approve: Terry Mierzwa  
Second: Jessica Webb  
Motion passes (6 yay, 0 nay)
  - C. City of Jackson Update – Jonathan Greene  
Mr. Greene educated DDA staff and board regarding the positive momentum regarding homelessness solutions. TJ, 2<sup>nd</sup> Chance 4 All – CEO, attended and presented solutions for a city-wide issue. A merchant meeting will be held to share resources and contact information.
- V. New Business
  - A. Grand River Farmers Market and Jackson County Farmers Market

The JCFM has approved utilizing the old prison's grounds for an indoor/year-round market. The GRFM has increased its capacity by 60% this last season under direction of Market Master Dodi Wheeler, and due to the growth, the DDA prefers to continue on a separate path than the County and move forward with programming that keeps the GRFM within the DDA boundaries.

B. Front Door Grant – Container Program

Director Kuiper introduced the language for a new micro-grant program that encourages merchants to create a welcoming front entrance while assisting with maintaining a clean streetscape. This also allows DDA businesses to learn more about the programs available. Kuiper was asked to fine-tune the program guidelines and application for the January meeting.

VI. Staff Report

A. Events - Christmas in the City Recap

The event held on 12/9 was a huge success with merchants stating that they doubled-tripled business compared to last year.

B. Director Report – Attached

Director Kuiper updated board on all activities since November board meeting. The director scorecard was evaluated and still too busy. A reduction in programming was asked for.

VII. Board Member Announcements

A. Board Member Seats – Tonia White was reappointed and Amy Sayles – Manager, Care Experience – Henry Ford Allegiance was appointed in place of Steve Duke.

B. Kelly Sharrer – Panhandling Liaison – Kelly Sharrer updated the committee on creating the coalition to propose ordinances that are fair to all those involved.

C. Other Member Announcements

Terry Mierzwa informed the board that Scott Flemming retired at the end of November and that the Anchor Initiative will be disassembling. He does not seek reappointment on the DDA Board in March.

Freddie Dancy commented on the MLK Corridor improvements and suggested that the DDA look to these initiatives as a case study for the EMC. F. Dancy also recommended that the late jazz legend, Benny Poole, have an event to celebrate the impact he had on the community. He is looking to start this programming next month.

VIII. Future DDA Board Meetings

A. Review 2023/24 Dates

Motion to approve: Terry Mierzwa

Second: Tonia White

Motion passes (6 yay, 0 nay)

- B. Board Meeting: January 11, 2024 (8a., City Hall)
- C. Executive Committee Meeting: December 21, 2023 (9:30a., City Hall)  
Reschedule do to Christmas holiday.

IX. Adjournment

Motion to adjourn at 9:14 am: Freddie Dancy

Second: Terry Mierzwa