

**Manistee Main Street/DDA  
Transition Meeting Minutes  
March 7, 2016 at 12:00pm  
Manistee City Hall-Council Chambers**

**Call to Order**

The Acting Chair called the meeting to order at 12:05pm

**Present**

Brandon Ball, Valarie Bergstrom, Todd Mohr, Jackie Gielczyk, Colleen Kenny, Sara Spore, Rachel Brooks, Jeff Reau, Barry Lind, Chelle Hrachovina (Executive Assistant)

**Guests**

Jim Smith, Roger Zielinski, Thad Taylor

**Approval of Agenda**

There was a MOTION by Mr. Mohr, supported by Mrs. Kenny, to approve the agenda as presented.

MOTION CARRIED

**Public Comment**

No public comment

**Approval and Adoption of Transition Plan for Executive Director Position**

There was discussion about possible options for staffing and the qualifications that should be considered during the hiring process. Two committees were formed, a hiring committee and an organizational structure committee. The hiring committee will look at the current job description for the position and will proceed with the hiring process. The organizational committee will continue to look at other staffing models. There was a MOTION by Mr. Ball, supported by Ms. Gielczyk, to authorize the hiring committee to continue with the posting of the Executive Director position and the hiring process, with advertising expenditures not to exceed \$500. Both committees will report back to the board at the May Board meeting. MOTION CARRIED

There was discussion on outsourcing payroll services. No decision was made, further investigation is required.

There was discussion on compensating Mrs. Hrachovina for extra work and hours that she has taken on during the transition time. No decision was made. Further discussion is required.

**Public Comment**

No public comment

**Adjournment**

There being no further discussion, there was a MOTION by Mr. Mohr, supported by Mrs. Kenny that the meeting be adjourned at 12:56pm MOTION CARRIED

The next regular Manistee Main Street DDA Board Meeting is scheduled for Wednesday, March 9, 2016 at 12:00pm at Manistee City Hall.