

Manistee Downtown Development Authority Special Meeting Minutes – January 17, 2018 at 8:30 a.m

Present: Valarie Bergstrom, Rachel Brooks, Tamara DePonio, Barry Lind, Tyler Leppanen, Todd Mohr, Mayor Jim Smith and Shari Wild
 Absent: T Eftaxiadis, Karen Goodman
 In Attendance: Roger Zielinski

Agenda Item	Discussion	Decision/Recommendation
Call to Order	Meeting called to order by R. Brooks at 8:31 a.m.	
Approval of Agenda	Motion by Lind; Second by Mohr	Approved
	The Manistee DDA hereby approves the agenda.	
Public Comment:	None	
Discussion on	Leppanen provided a written summary of his responsibilities with a	
Economic	breakdown of his time and activities based on a 40-hour work week	
Development	and 160- hour month.	
	A discussion of possible ways that the board could support the	
	Executive Director so that more of the responsibilities could be	
	focused on economic development activities rather than events,	
	and administrative functions including but not limited to	
	accounting.	
	Bergstrom recommended using interns to assist the Executive	
	Director with those duties that were not economic development	
	related. It was agreed that Bergstrom will work with the Executive	
	Director to develop job responsibilities for possible interns and	
	report back.	
	Chairperson Brooks who also chairs the Marketing and Promotions	
	Committee stated that she would remind the committee that those	
	who chair an event are responsible for the event, not the Executive	
	Director. It was agreed that the Executive Director did not need to	
	attend the Marketing & Promotions committee meetings freeing	
	up his time to focus on economic development.	
	Chairperson Brooks reported that she had been contacted to meet	
	with the City Manager and representatives from the Chamber of	
	Commerce to meet about economic development. An email from	
	Board member Goodman was reviewed by the committee in	
	conjunction to this discussion.	
	It was agreed that the board chair should meet with the City	
	Manager and Manistee Chamber representatives to understand	
	the economic development needs of both groups and report back	
	to the board.	
Next Special	Wednesday, January 24, 2018 at the Manistee Blacker Airport	
Meeting	Boardroom at 8:30 a.m.	
	Board members could call into the special meeting by dialing	
	1.218.339.7816 Pin 4084860.	
Public Comment	Mayor Pro-Tem Zielinski shared how he handles public questions	
	and concerns.	
Adjournment	Motion by Smith; Second by Mohr	Approved
	The Manistee DDA meeting adjourned at 9:55 a.m.	