

Manistee Downtown Development Authority Board Special Meeting Minutes September 26, 2018

Present: Valarie Bergstrom, Rachel Brooks, Tamara DePonio, T Eftaxiadis, Karen Goodman, Barry Lind, Todd Mohr, Mayor Jim Smith and Shari Wild

Excused Absence:

Also Present: Roger Zielinski, Nicole Knapp

Agenda Item

1. **Call to Order:** Meeting called to order by Chair at 8:00 a.m.
2. **Approval of Agenda:** Motion by Wild and Supported by Mohr to adopt the Agenda as presented. **Motion approved.**
3. **Public Comment:** None.
4. **Consider Interim Executive Director Options:** Discussion of this item tabled.
5. **Consider Executive Director Job Description:** Following discussion, there was Motion by Eftaxiadis and Supported by Wild to post the job of the DDA Executive Director and Economic Developer upon discussion of, and agreement on Job Description, posting requirements and compensation package. **Motion approved (8 YES and 1 NO).**
Discussion:
 - Compensation package will not be posted; will be negotiated based on candidate’s qualification, experience, etc.
 - Posting requirements will be discussed by committee to be established at next meeting.
 - Job Description was discussed and drafted utilizing the 2016 job description as a start and revised by input by Board members. Eftaxiadis will compile member input and draft (redline) the job description for further consideration by Board members.Another Special DDA Board meeting will be noticed and held on October 3, 2018 at noon; location to be determined based on meeting space availability.
6. **Public Comment:** None.
7. **Adjournment:** Meeting adjourned 11:10 a.m.