

Manistee Downtown Development Authority Board Special Meeting Minutes October 3, 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:

Agenda Item

1. **Call to Order:** Meeting called to order by Chair at 12:00 noon.

2. **Approval of Agenda:** Due to duplicate agendas posted, there was Motion by Wild and Supported by Mohr to adopt the Agenda generated by Chair (attached). **Motion approved.**

3. **Public Comment:** None.

4. **Approve Economic Developer Job Description:**
Board members provided no new comments on Job Description drafted at 9/26/18 Board meeting. Motion by Smith, Supported by Mohr to approve Job Description as prepared. **Motion approved.**

Board members Goodman, Bergstrom and Lind interested in potential collaboration for economic development services with other groups. Board agreed to Work Session on Tuesday 10/10 2:00 p.m. to discuss alternative economic development services options.

5. **Assign DDA Committee to Post Job Description and Interview Candidates:** Committee of Smith, Eftaxiadis and Brooks will meet on 10/10/18 to discuss posting and interviewing process.

6. **Finalize List of Interim Candidates:** Following discussion, Board decided to not engage an Interim DDA Director at this time; see Agenda Item 7.

7. **Assign DDA Committee to Oversee Interim Process:** For fiscal and timing reasons, Board decided to share DDA Director responsibilities on an interim basis among Board members, as follows:
 - Brooks will coordinate, and forward to Board members as needed all inquiries, correspondence, emails, phone calls, etc.
 - Bergstrom will address financial, accounting, banking and related functions.
 - Eftaxiadis will deal with all economic development and redevelopment issues, projects and inquiries, and related coordination with local and State groups.Brooks will inform all affected parties of these temporary assignments. Arrangements will be made with Ed Bradford for access to the DDA office space and computer systems at City Hall.

8. **Adoption of TIF Plan.** Following discussion, there was Motion by Goodman, Supported by Lind to adopt and approve the latest version of the DDA’s TIF Plan and submission to Council for discussion, public hearing and action as needed. **Motion approved.**

9. **Public Comment:** None.

10. **Adjournment:** Meeting adjourned 1:20 p.m.