

**Manistee Downtown Development Authority Board Special Meeting Minutes**  
**April 1, 2019, 8:00 a.m. Manistee City Hall**

Present: Rachel Brooks, Tamara DePonio, T Eftaxiadis, Barry Lind, Mayor Roger Zielinski ((departed at 10:05 a.m.), Valarie Bergstrom, Karen Goodman (departed at 10:00 a.m.), Shari Wild and Kyle Mosher.

Excused Absence: NA

Also Present: DDA Interim Director Tom Kaminski, Ashlyn Korienek, Lissette Reyes.

**Agenda Item**

1. **Call to Order:** Meeting called to order by Chair Brooks at 8:01 a.m.
2. **Approval of Agenda:** Motion by Zielinski and Supported by Eftaxiadis to adopt the agenda as presented. **Motion approved.**
3. **Public Comment: None.**
4. **Discussion & Action on Proposed FY 2019-2020 DDA Budget to City Council:** Kaminski and Lind discussed the draft budget dated 3/26/19. Proposed budget implications and potential changes were discussed by Board members. Following discussion there was Motion by Lind and Supported by Eftaxiadis to approve the FY 2019-2020 DDA Budget Proposal dated 3/26/19 and submit it to City Council, with the following revisions: 1) Rename the "Payroll" item as "Payroll and/or Contracted Services", 2) Maintain the Hops & Props and Sleighbell events, and 3) Maintain the SPARK event and increase its budget to \$8,000. **Motion approved unanimously by roll call of all Board members.**
5. **Discussion & Review of DDA Board's Strategic Planning Session Report for FY 2019-2020:** Brooks discussed the portion of the facilitator's report on the Board's FY 2019-2020 Strategic Planning Session dealing with the DDA Staff/Director Decision Matrix. Following discussion, it was proposed and agreed to postpone the discussion of the Economic Development position following the April 10, 2019 session with Joe Borgstrom, consultant to the Rising Tide program, to obtain information about economic development options potentially applicable at the DDA, City and regional levels.  
  
The Board discussed the expectations for, and responsibilities of a part-time person to initially focus on the DDA's day-to-day functions. Board also discussed anticipated hours of work and compensation for that person. It was decided to add Moser to the interview committee. Following further discussion, there was Motion by Wild and Supported by Moser to proceed with the interview process for the part-time position as determined by the Board at its March 13, 2019 meeting, not to exceed 30 hours per week with an hourly compensation ranging from \$18 to \$25 based on experience and capacity, without benefits. **Motion approved unanimously by roll call of those present** (Zielinski and Goodman had departed).
6. **Public Comment: None**
7. **Adjournment:** Meeting was adjourned at 10:40 a.m.