

Manistee Downtown Development Authority Board Special Meeting Minutes
April 26, 2019, 8:00 a.m. Manistee City Hall

Present: Rachel Brooks, Tamara DePonio, T Eftaxiadis, Barry Lind, Mayor Roger Zielinski, Valarie Bergstrom, Karen Goodman and Kyle Moser.
Excused Absence: Shari Wild
Also Present: DDA Interim Director Tom Kaminski, Ashlyn Korienek.

Agenda Item

1. **Call to Order:** Meeting called to order by Chair Brooks at 8:00 a.m.
2. **Approval of Agenda:** Motion by Moser and Supported by Zielinski to adopt the agenda as presented. **Motion approved.**
3. **Public Comment: None.**
4. **Consideration of a recommendation from the Recruitment Committee to increase the hours of the open and newly created DDA Administrator position from 30 hours per week to 40 hours per week, and to also consider a recommendation from the Recruitment Committee to offer the full time DDA Administrator position to an applicant, pending approval by City Council.** Brooks discussed the Recruitment Committee's recommendation to increase the hours allocated for the DDA Director position from 30 to 40. Following discussion there was Motion by Moser and Supported by DePonio to increase the DDA Director position from 30 to 40 hours. **Motion approved unanimously by roll call of the DDA Board members in attendance.**

There was further discussion of the process for the hiring of the candidate recommended by the Recruitment Committee. Zielinski expressed the desire to meet the candidate prior to the consideration of the approval of the appointment by Council. Zielinski also questioned the qualifications of the recommended candidate to perform economic development services. Eftaxiadis explained that while the candidate would not be hired to provide all ED services required by the DDA, she has had exposure to DDA-related ED functions in her current position to identify, procure and coordinate specialized ED services potentially contracted out by the DDA to third party(ies). Additionally, several DDA Board members expressed the need to meet the candidate prior to the Board making a formal recommendation to Council. It was agreed that the Board needs to hold a special meeting to approve the offer of employment to the selected candidate, and that a "meet & greet" session with the candidate will be held prior to the Council action on the matter. There was Motion by Bergstrom and Supported by Eftaxiadis to authorize the Recruitment Committee to make a provisional employment offer to the selected candidate for the full-time, exempt position of Executive Director contingent on background checks, references and the approval of the DDA Board and City Council. **Motion approved.**

5. **Public Comment: None**
6. **Adjournment:** Meeting was adjourned at 8:30 a.m.