



**CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/
MAIN STREET PROGRAM
BOARD OF DIRECTORS**

**City Hall – Council Chambers
103 S. Main Street
March 5, 2015
12:00PM**

**SPECIAL MEETING
Minutes**

- 1. Call to Order:** 12:01 PM
- 2. Roll Call:** Ron, Denise, Jennifer, Karen, Deb, Brad, Mayor Bala
Members absent: Army
Others present: MSM Sara, City Manager Mike Selden
- 3. Agenda Approval**
Motion to approve by Jennifer, seconded by Karen, passed unanimously
- 4. Public Hearings** (*None scheduled*)
- 5. Comments from the Public**
- 6. City Staff Communications**
- 7. New Business**
 - 7.1 Accept Resignation: Motion to accept by Jennifer, seconded by Deb, passed unanimously
 - 7.2 Discuss any modifications to the DDA Director/Main Street Manager Job Description
 - Denise requested the fonts all be the same, remove underline, leave bold
 - The board would like Laura from MMS to be involved
 - Alicia is willing to sit on interview board pending her schedule
 - Karen asked for Sara's input, suggested adding extended hours to job description
 - Mike discussed looking into someone with volunteer management/ MS experienceKaren motioned to approve, Denise seconded, passes unanimously

Other Discussion:

- Discussed purchasing a new computer, and using applied imaging for printer service
- Ron asked about files being stored on the cloud & credentials
 - Denise asked about list of user names and passwords

- Sara said she would be willing to come in a couple hours a week to get new person acclimated or come in to pay bills etc.
- Sara will get caught up on MMS reports
- Interview committee
 - o Denise volunteered, Ron volunteered (Tuesdays & Fridays), Alicia, Mike Selden, and Laura (Mayor Bala offered, Karen & Deb can't participate)
 - o Mike Selden recommended bringing the final candidates in front of the whole board for final interview
 - o Deadline first review March 19, 2015 anticipated interview by March 27, 2015
- Sara notified the board that she canceled her reservation for the NMSC at the end of March. No one on the board wanted to go in her place

8. Comments from Board Members

- a. Denise, Jennifer & Ron wished Sara good luck with school and thanked her for her time in Wayland.

9. Adjournment

- a. **12:59 PM**