



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

**City Hall – Council Chambers  
103 S. Main Street  
April 28, 2014  
12:00PM**

**SPECIAL MEETING  
Minutes**

Chair Army Rodriguez called the meeting to order at 12:02PM.

**ROLL CALL**

Members Present: Mayor Tim Bala, Chair Army Rodriguez, Treasurer Jennifer Antel, Secretary Kim Kobish, Denise Behm, Deb McGowan, Karen Gregersen, and Esther Saunders

Members Absent: Vice Chair Dr. Ron House

Others Present: City Manager Michael Selden and MSM Alicia Zylstra

**AGENDA APPROVAL**

A **motion** by board member Karen Gregersen, **seconded** by board Treasurer Jennifer Antel to approve the meeting agenda for April 28, 2014 as presented; **motion approved unanimously.**

**PUBLIC HEARINGS** *(None)*

**APPROVAL OF MINUTES** *(None)*

**OTHER MINUTES FOR REVIEW** *(None)*

**COMMENTS FROM THE PUBLIC** *(None)*

**CITY STAFF COMMUNICATIONS** *(None)*

**MANAGER’S REPORT** *(None)*

**FINANCIAL REPORT** *(None)*

**COMMITTEE REPORTS** *(None)*

**OLD BUSINESS** *(None)*

**NEW BUSINESS**

Main Street Manager/DDA Director Position – Job Listing: MSM Zylstra informed the board that she will be leaving this position and August 1, 2014 will be her last day. She then presented

a draft job description along with a suggested application and interview schedule for the board to review. The board agreed on the following:

- To send all feedback regarding the job description to MSM Zylstra by Friday, May 2, 2014.
- To post the job by Friday, May 2, 2014.
- To have all applications sent to City Hall in attention to City Manager Michael Selden.
- To post a salary range of \$30,000 - \$35,000.
- To set-up a subcommittee to review applications and make a recommendation on who to interview to the entire board on May 29, 2014.
- To set-up a subcommittee to hold the interviews and make a recommendation on who to hire to the entire board on June 19, 2014.
- That the subcommittee would consist of: Mayor Tim Bala, Chair Army Rodriguez, Treasurer Jennifer Antel, Board Member Denise Behm, Michigan Main Street Manager Laura Krizov, City Manager Michael Selden, and MSM Alicia Zylstra.
- That the application and interview schedule will be as follows:
  - o **May 2:** Post Job
  - o **May 23:** Application Deadline
  - o **May 27:** Subcommittee Review of Applications
  - o **May 29:** DDA Meeting – Review Subcommittee Recommendations and vote on who to interview
  - o **June 2 – June 18:** First & Second Round Interviews scheduled
  - o **June 19:** DDA Meeting – Review recommendation from subcommittee and vote on who to hire
  - o **June 19:** Select new Director and extend job offer
  - o **July 7-14:** New Director starts

A **motion** by board Treasurer Jennifer Antel, **seconded** by board member Esther Saunders to approve the above agreements and change the regular May board meeting to May 29, 2014; **motion approved unanimously.**

**COMMENTS FROM BOARD MEMBERS** (*None*)

Being no further business, Chair Army Rodriguez declared the meeting adjourned at 12:24PM.