



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

REGULAR MEETING
Wayland City Hall
Thursday, July 22, 2010
12:00 PM Noon

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Public Hearings** *(None scheduled)*
4. **Approval of Minutes**
 - 4.1 June 17, 2010 Regular Meeting
 - 4.2 July 2, 2010 Special Meeting
5. **Other Minutes for Review**
 - 5.1 City Council Meetings
 - June 7 & 21, 2010
 - July 6, 2010
6. **Comments from the Public**
7. **City Staff Communications**
8. **Old Business**
 - 8.1 Critique of MI Main St. Program Celebration Event, July 8th
 - 8.2 Draft Revisions to Downtown Façade Renovation Grant Program
9. **New Business**
 - 9.1 MI Main Street Program
 - a. Resolution 2010-02: Authorize Execution of MMS Program Agreement w/ MSHDA
 - b. Review Upcoming Training Schedule
 - Set August 5th Board Member Training Time & Location
 - c. Review Examples of MS Manager Job Descriptions
 - Job Description Summaries (5-page document):
 - Waterloo, IA
 - Dorchester, MA
 - Fort Madison, IA
 - Manistee, MI
 - Scottville, MI
 - Sikeston, MO
 - Oxford, MI
 - Iron Mountain, MI
 - Portland, MI
 - Boyne City, MI

- Full Job Descriptions:
 - Marshall, MI
 - Scottville, MI
 - Muskegon, MI
 - Denison, TX
 - LaGrange, TX
 - St. Albans, VT
 - Palatka, FL
 - National Main Street Center (NMSC)
 - Proposed Wayland DDA Director Position from 2008
- d. Review Examples of MS Manager Employment Agreements
 - National Main Street Center (2)
 - Eastpointe, MI City/DDA Service Contract for DDA Director (2007-08)
 - City of Rochester, MI DDA Contracted Services Agreement (5/2010)
 - Wayland CM's Employment Agreement (2009)
- e. Other Resource Materials
 - Roles/Responsibilities for DDA Ex. Director/MS Mgr., Board & Volunteers (MMSC)
 - Excerpts from State of Washington Main St. Program Manual (Revised 2003)
 - "Main St. Manager's Major Areas of Responsibility"
 - "Manager's Role in Working with the Board & Committees"
 - "Hiring a Downtown Program Manager"
 - "Sample Job Description"

10. Comments from DDA Members

11. Adjournment