



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

**REGULAR MEETING  
Wayland City Hall – City Council Chambers  
103 S. Main St.  
November 18, 2010  
12:00 PM Noon**

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Hearings** *(None scheduled)*
- 4. Approval of Minutes**
- 5. Other Minutes for Review**
  - 5.1 City Council Regular Meetings
  - 5.2 Planning Commission Regular Meetings
- 6. Comments from the Public**
- 7. City Staff Communications**
- 8. Manager Report**
- 9. Committee Reports**
- 10. Old Business**
  - 8.1 Update Appointment Process for Main Street Committee Members
- 11. New Business**
  - 11.1 Staff spending authorization policy
    - 11.2.1 Limit of authorization
    - 11.2.2 Debit/Credit card use policy
  - 11.2 Approval of holiday garland estimate – Honey Tree Nursery
  - 11.3 Board member, committee chair, committee member description of duties document(s)
  - 11.3 Election of officers – Chairman, Vice Chairman, Secretary, Treasurer
- 12. Comments from Board Members**
- 13. Adjournment**