

**CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES**

**Special Meeting  
Thursday, August 5, 2010  
Public Safety Complex – Training Room**

Chair Mike Salisbury called the special meeting to order at 10:38 AM.

**ROLL CALL**

Members Present: Chair Mike Salisbury, Karen Gregersen, Joe Hamilton, Stuart Isenhoff, Army Rodriguez, Clare Vilenski & Mayor Tim Bala

Members Absent: Ron House & Monte Listopad

Others Present: City Manager Chris Yonker, Allegan Co. Commissioner Don Black, Vicky Gless and MI Main Street Center Staff: Laura Krizov, Mary Lee Stotler & Jamie Schriener-Hooper

**PUBLIC HEARINGS:** None scheduled

**APPROVAL OF DDA MEETING MINUTES:**

Moved by Karen Gregersen, seconded by Clare Vilenski to approve the Minutes of the July 22, 2010 regular meeting as submitted with the meeting packet. **Motion approved; all Yes.**

**OTHER MINUTES FOR REVIEW:**

By consensus, the Board accepted the minutes of the following meetings into the record:

- City Council Meeting of July 19, 2010

**COMMENTS FROM THE PUBLIC:** None

**CITY STAFF COMMUNICATIONS:** None at this time

**REVIEW OF DRAFT RECRUITMENT MATERIALS FOR WAYLAND MAIN ST. MANAGER POSITION**

Chair Mike Salisbury expressed his thanks to Clare Vilenski, Tim Bala & Chris Yonker for their assistance in developing the job description, employment ad and recruitment schedule that is before the Board for review. The Chair reviewed the schedule and noted that the City Manager and Ms. Krizov will be sitting in on the first interviews, along with the Chair, Vice Chair, Mayor & Army Rodriguez. They will fully participate in the interviews but will not have a vote in selecting the finalists. Commissioner Don Black will join the interview panel at the second interview, replacing Ms. Krizov. However, both he and the City Manager will not vote on a finalist. Mr. Black urged the panel to weight the most important characteristics/answers as they proceed through the interviews.

The Board reviewed the draft MS Program Manager Job Description and offered several suggestions for modifications. Most of the changes under “Range of Duties” were to clarify that the Manager’s role was to “assist” the MS Board and its four Committees, not perform the work solely on their own.

Under “Job Knowledge/Skills Required”, the Board agreed to make “experience with non-profit fundraising” and “knowledge of economic & community development tools” preferred, instead of required. The list of “tools” was removed from the description, believing they would come up during the interviews by those experienced with them. The requirement of proficiency in “graphic design/publishing” and “website design” was changed from “required” to “desirable.” “Website design” skills were removed, but retained “website maintenance.”

General comments and observations were offered by the MMSC staff and included the following:

- Get the right fit for your community
- Average tenure for a MI Main St. Manager is about 3-5 years
- Most important facet of candidate: personality; look for competence, character & personality
- Can teach MS program skills
- Look for a good multi-tasker; someone who is passionate, energetic & has a positive personality
- Should be well organized & have not-for-profit & fundraising experience
- Really consider those applicants that may only have been MS interns or volunteers, not necessarily paid MS staff
- Require pre-employment reference check, background check and drug screening of finalist; the Board decided against securing a credit check of the finalist

The Board next reviewed the job employment ad posting as distributed in the packets and made the following points/clarifications:

- Salary range will be advertised as “low- to mid-\$30’s”
- All Board members should establish their top priorities for Manager characteristics/experience
- Reference checks will take 4-6 hours; consider doing only with the desired candidate
- Have an ad hoc recruitment committee review the applications and digest them down to 10-15 qualified candidates for consideration of interviews (committee to include Chair, Vice Chair, City Manager, Army Rodriguez & Laura Krizov)
- Full Board should then select approximately 5-7 candidates to be interviewed by the ad hoc committee
- Applicants should be asked to bring any portfolio materials to their first interviews
- Second interviews will likely be based on candidates’ responses to several real-life scenarios that would likely be encountered by the MS Manager; Ms. Schriener-Hooper will provide samples
- Ms. Stotler offered to send along a sample matrix spreadsheet to assist the committee with its review of resumes

The Board agreed on the following revised recruitment timeline:

Aug. 6 – Aug. 18	Job Description/Ad posted on City’s & other professional organizations’ websites
Aug. 18 (Wed.)	Job applications/resumes due by 5:00 PM
Aug. 19 (Thurs.)	Applications distributed to Recruitment Ad Hoc Committee (Chair Mike Salisbury, Vice Chair Clare Vilenski, Mayor Tim Bala, Member Army Rodriguez, City Manager Chris Yonker & MMSC Rep. Laura Krizov)
Aug. 23 (Mon.)	Recruitment Ad Hoc Committee Meeting – Application screening (approx. 10); <u>6:00 PM</u> in City Council Chambers @ City Hall
Aug. 26 (Thurs.)	<b>SPECIAL DDA/MS BOARD MEETING</b> – Select applicants (5-7) for 1 <sup>st</sup> interview; <u>7:00 PM</u> in City Council Chambers @ City Hall
Aug. 26 (Thurs.)	Call 5-7 applicants – Invite for 1 <sup>st</sup> interviews; ask for official college transcripts & bring portfolios to leave for Committee review
Aug. 31 (Tues.)	1 <sup>st</sup> interviews at City Hall (Chair, Vice Chair, Mayor, Member Army Rodriguez, City Manager & MI Main St. Center rep. Laura Krizov); e-mail Profile Form; bring portfolios

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Sept. 1 (Wed.)	Call 2-3 finalists – Invite for 2 <sup>nd</sup> interviews
Sept. 2 (Thurs.)	2 <sup>nd</sup> interviews at City Hall (Chair, Vice Chair, Mayor, Member Army Rodriguez, City Manager & County Commissioner Donald Black)
Sept. 6 (Mon.)	Labor Day Holiday
Sept. 9 (Thurs.)	<b>SPECIAL DDA/MS BOARD MEETING</b> – Final candidate selected; Employment offer extended to candidate; begin reference & background checks, drug screen; <u>7:00 PM</u> in City Council Chambers @ City Hall
Oct. 4 (Mon.)	Anticipated start of Manager’s employment

The meeting adjourned for lunch at 12:40 PM.

**MAIN ST. PROGRAM BOARD OF DIRECTORS TRAINING – MMSC STAFF**

The training session conducted by the MI Main St. Center staff commenced at 12:50 PM.

Additional Attendees: Ron House (DDA), Bruce Patrick, Kelle Tobolic & Gail Hollinger

MMSC staff led the attendees through a 104-slide in-depth PowerPoint training session for the Board of Directors. A copy of the presentation slides will be sent to all people on the volunteer contact list.

Ron House left the meeting @ 1:20 PM.

Ms. Schriener-Hooper recommended the Wayland MS Program Board develop the following:

- Board of Directors contract (requirements, obligations, commitments, etc.)
- Board member Conflict of Interest Policy
- Board member Confidentiality Agreement

Mayor Bala left the meeting @ 2:10 PM.

**COMMENTS FROM DDA MEMBERS:** None

**ADJOURNMENT**

Being no further business, the Chair declared the meeting adjourned at 2:30 PM.

Respectfully submitted,

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Chris Yonker, City Manager