

# Minutes

**Downtown Development Authority  
Special Meeting  
Wednesday, March 12, 2008  
Main Street Office  
118 E. Front Street**

Chairperson Floraday called the meeting to order at 7:48 a.m.

## **1. Roll Call**

Present: Chairperson Rick Floraday, Vice-Chairperson Frank Wszelaki, Mary Gail Beneteau, Janet Berns, Pete Carlton, Michelle Cloutier, Gabe Martin, Dave Stahl, Cheri Weakly, Ken Wickenheiser (arrived at 7:57, not present for roll call)

Excused: Mayor Worrell, Doug Chaffin, Barry Kinsey

Guests: Scott Hirth

Staff: Patrick Lewis

## **2. 2007-2008 Work Program**

### **A. Job Description – Main Street Manager**

Proposed revisions to the Main Street Manager Job Description were presented for discussion purposes. Questions were raised about some of the details, including the frequency of Council meeting attendance, whether the task list should be a part of the description or generated annually by the Board priorities, whether the description should include business recruitment and retention, and interactions with the DMBN. There was further discussion on specific tasks delineated on the task list, including business visitation, timeline to achieve tasks, and bill paying.

Pete Carlton left the meeting at 8:15 A.M. (9 members present following)

It was moved by Mr. Wszelaki and seconded by Mr. Martin to accept the proposed job description.

*The motion and support were withdrawn.*

Michelle Cloutier left the meeting at 8:52 A.M. (8 members present following)

After further discussion, it was determined that the proposed description would be cleaned up in accordance with the general consensus of the discussion, and presented at the regular Board Meeting on March 19.

## **B. Strategic Innovations Contract**

A proposed contract for Strategic Innovations for business recruitment was presented for discussion. Scott Hirth of Strategic Innovations was in attendance to answer any questions from the Board. There was various discussion as to whether the budget would allow this type of expenditure, the relationship of this firm with the Main Street Manager, and the target dates listed in the contract.

Ken Wickenheiser left the meeting at 9:15 (7 members remaining following)

This contract will be presented for approval at the regular Board meeting on March 19.

## **3. Adjournment**

A motion to adjourn was made by Ms. Weakly and seconded by Ms. Berns at 10:01 A.M.

*Motion carried unanimously*