

**MINUTES  
CITY OF WAYLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
THURSDAY, September 18, 2008**

Chairman Listopad called the meeting to order at 7:05 p.m.

**ROLL CALL:**

Members Present: Chairman Monte Listopad, Mayor Tim Bala, Joe Hamilton, Stuart Isenhoff, Mike Salisbury, Diane Smith, Clare Vilenski

Members Absent: Mary Jo Curran, Ron House

Others Present: Bruce Patrick, City Manager Deb Nier, City Clerk Michelle Herman, Mike Oezer and Jeff Hillegonds of Progressive AE.

**CONSIDERATION OF MINUTES:**

Mike Salisbury made a motion to approve the minutes of the meeting of August 21, 2008 one correction on Page Two. Joe Hamilton seconded the motion.

All ayes. Motion passed.

**ITEMS OF BUSINESS:**

**A) West Superior Street Project Update.**

Mike Oezer, of Progressive AE presented preliminary drawings detailing items needed for the MDOT programming forms. MDOT has the preliminary drawings which are being review for a grade inspection meeting which should take place in the next few weeks. The project length is 2,000 feet, including all new sidewalks except in front of Uccello's which have already been updated. Mr. Oezer went on to review the brick paver area's which is part the Enhancement Grant for Superior Street. Semi-circles, 9 foot in radius have been included in the project.

Mr. Oezer went on to explain, eleven trees will need to be removed and replaced during the project. Mr. Oezer also reviewed street lighting, including the different types of poles available. Mr. Oezer indicated two easements would need to be obtained, one from the rail road for sidewalks, with the second one in front of Northern Physical Therapy property.

A Traffic Control meeting with Chief Dan Miller needs to be scheduled, to review the detour Plan with a May 2009 start date, keeping the Wayland Union Public Schools informed of the scheduled rail road closing.

City Manager Nier also reviewed the two requirements by the Norfolk Southern Railroad to accomplish the work at the railroad crossing on West Superior Street. The first requirement includes a payment of a Risk Financing Fee of \$1,000 that will be added to the Railway's Master RR Liability Insurance. This fee will cover the water main and Storm sewer pipe that will run under the railroad.

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The Norfolk Southern is also requiring an agreement be entered into that promises reimbursement to the Norfolk Southern Railway Company for preliminary engineering services connected to the construction of sidewalks and installation of gates for an at-grade crossing. The cost estimate for the Norfolk Southern services is \$15,000.00. Norfolk Southern will bill for the actual costs.

A motion was made by Mike Salisbury to approve the expenditure of \$1,000.00 for the Risk Financing Fee Insurance. Joe Hamilton seconded the motion.

All Ayes. Motion Passed.

A motion was made by Mike Salisbury giving the City Manager Deb Nier authorization to sign the Agreement for Preliminary Engineering Services with the Norfolk Southern Railway Company. Diane Smith seconded the motion.

All Ayes. Motion Passed.

**B) Downtown Development Director.**

Mayor Bala and Mr. Listopad are requesting a workshop be scheduled, for the sole purpose of discussing the Downtown Development Director's position. Mayor Bala and Mr. Listopad are requesting a neutral moderator assist with this DDA's work session. A tentative date of October 9, 2008 @ 7:00 pm. A formal meeting announcement will be posted once a moderator is confirmed.

**COMMENTS FROM THE PUBLIC:**

None.

**COMMENTS FROM STAFF:**

None.

**COMMENTS FROM THE MEMBERS:**

Clare Vilenski inquired if the Way finding Signs are in Phase I of the Superior Street Project?

Mike Salisbury asked about the invoice from Source Media for \$1,433.00 legal advertising. Will this be re-imbursed from the Bond? Mr. Salisbury also inquired about the format for the Bills and Accounts for the DDA, "What could be done to add more detail to the report?", and suggested a check register or balance sheet format or an income vs. expense report.

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Diane Smith indicated it would be nice to see more detail for the DDA expenses, similar to the format in the City Council packets.

Mayor Bala asked the question: “What are we going to determine at the workshop for DDA director’s position?” The DDA needs to determine whether this will be a City Employee DDA Director or a contracted dedicated individual at this workshop, according to Chairman Listopad.

**ADJOURNMENT:**

Chairman Listopad adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Michelle Herman  
City Clerk