

**MINUTES
CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
THURSDAY, October 16, 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, Mary Jo Curran.

Members Absent: Ron House

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

CONSIDERATION OF MINUTES:

Mike Salisbury made a motion to approve the minutes of the meeting of September 18, 2008 with corrections. Joe Hamilton seconded the motion.

All ayes. Motion passed.

ITEMS OF BUSINESS:

A) West Superior Street Project Update.

Jeff Hillegonds, of Progressive AE was present with updates regarding grade inspection meetings, street lighting and side walk design. MDOT requires all projects must be ADA compliant beginning with the grading plan.

A meeting with the local Chevrolet Dealer regarding sidewalk and driveway openings has begun. The owner wants to see a more detailed drawing.

The MDOT review of the final plans is expected to be completed in November. Easement work must be in place before the project is released. Easements include the rail road crossing and DEQ permits and grading permits from five property owners. It is recommended that Land Matters, a firm who specialized in easement acquiring be hired to accomplish this portion of the project. This would be a pass through cost estimated to be \$4,100.

Mike Salisbury made a motion to approve the expense for Land Matters not to exceed \$4,100.00 to obtain easements required for the project. Claire Vilenski seconded the motion.

All Ayes. Motion Carried.

B) Recommendations Regarding the Down Town Development Director.

Clare Vilenski made a motion to hire Anishnade Companies as the sub-contractor for the DDA Director position. Diane Smith seconded the motion.

Mayor Bala raised the question about supervision. Who would this individual report to? Mike Salisbury indicated the initial target was part-time director at this time subject to change at later date.

Chairman Listopad indicated the committee consisting of Mike Salisbury, Clare Vilenski, and Joe Hamilton would prepare an outline of job responsibilities. These duties may include, Administrative duties such as meeting minutes, project coordinator, and public communications as a beginning.

Roll Call:

Yes: Mike Salisbury, Diane Smith, Stuart Isenhoff, Clare Vilenski, Mary Jo Curran, Joe Hamilton, Monte Listopad.

No: Mayor Tim Bala.

Motion Passed.

C) Request from the Downtown Task Force – Pumpkin Decorating Contest.

Diane Smith made the motion to approve \$500.00 toward the Pumpkin Decorating Contest to be held October 25, 2008. Mayor Bala seconded the motion.

All Ayes. Motion Carried.

D) Request from the Downtown Task Force – Addition of Second DDA Representative to the Task Force Membership.

Monte Lisopad made the motion to appoint Diane Smith as an additional DDA Representative to the Task Force. Joe Hamilton seconded the motion.

All Ayes. Motion Carried.

E) Addition to the Agenda – Holiday Lights for the Down Town Business District.

Chairman Listopad passed out cost information for Holiday Lights in the Down Town Business District totaling \$2,130.00. The Council is asking the DDA to fund the holiday decorating costs in the DDA district.

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Joe Hamilton made a motion to approve the cost of \$2,130.00 for the holiday lights. Diane Smith seconded the motion.

Mike Salisbury indicated he did not agree that the Holiday Lights was the DDA's responsibility. Where is it written who should be the responsible party?

Clare Vilenski inquired if this was a budgeted project? Vilenski also inquired about parking lot plowing and sidewalk plowing.

Roll Call:

Yes: Mayor Bala, Diane Smith, Clare Vilenski, Stuart Isenhoff, Mary Jo Curran, Joe Hamilton.

No: Mike Salisbury and Monte Listopad.

Motion Passed.

COMMENTS FROM THE PUBLIC:

Bruce Patrick asked: How are you going to do payroll? How are you going to handle time off requests? How are you going to monitor the DDA Tax Funds are spent in the district? Mr. Patrick feels the tax money is being poorly spent as a citizen and business owner.

City Manager Deb Nier introduced the new Finance Director Bhama Cairns.

COMMENTS FROM STAFF:

None.

COMMENTS FROM THE MEMBERS:

Clare Vilenski indicated she was happy with the accomplishments at this meeting. The DDA is working toward the good of Wayland.

Mike Salisbury asked about the approval process of checks issued for the DDA. Who approves the expenditures? Mr. Salisbury expressed his excitement of moving forward.

Stuart Isenhoff – We are learning by our experiences.

Mayor Bala – From the time period of May 1 through today, the DDA needs to rescind some motions to correct the Public Records.

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ADJOURNMENT:

Motion to Adjourn by Mike Salisbury, with a second by Diane Smith

Chairman Listopad adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Michelle Herman
City Clerk