

**CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES**

**Thursday, March 18, 2010
City Hall – City Council Chambers**

Chair Mike Salisbury called the meeting to order at 12:02 PM.

ROLL CALL

Members Present: Chair Mike Salisbury, Mayor Tim Bala, Karen Gregersen, Ron House, Stuart Isenhoff & Clare Vilenski

Members Absent: Joe Hamilton & Monte Listopad (both contacted staff of absence)

Others Present: City Manager Chris Yonker & City Finance Director Bhama Cairns

PUBLIC HEARINGS

None scheduled

APPROVAL OF DDA MEETING MINUTES

Moved by Clare Vilenski, **seconded** by Ron House to approve the Minutes of the February 18, 2010 meeting as submitted with the meeting packet. **All Yes; motion carried.**

OTHER MINUTES FOR REVIEW

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

- City Council Meetings
 - February 15, 2010
 - March 1, 2010
- Planning Commission Meetings
 - February 9, 2010

COMMENTS FROM THE PUBLIC

None

CITY STAFF COMMUNICATIONS

None at this time.

MI MAIN STREET (MMS) PROGRAM UPDATE

The Chair reported that the joint DDA Board/City Council meeting was held Monday, March 1. At the meeting, the MMS staff made an overview presentation of the benefits of the Selected Level of the program as well as the application process for the Selected Level. Letters of interest from communities were due March 5, with the full application due May 7. The DDA and City submitted a joint letter of interest (enclosed w/ packet) in applying for the Selected Level program. Should the application be unsuccessful, the community will seek to remain in the Associate Level for another year.

Chair Salisbury noted that he and the City Manager participated in an on-line training webinar on March 9 regarding the Selected Level application process (copy of the State's presentation & Chair's notes enclosed w/ packet). There is a meeting scheduled for next Wednesday (3/24) at 6:00 PM at Daily Brews to begin the process of preparing the application. He encouraged all Board members to attend and to recruit as many volunteers as possible to assist in this substantial effort.

The Chair reported that he had prepared a PowerPoint presentation w/ voice-over on the benefits of the MMS Selected Level program as well as the application process. The video presentation was posted on the Downtown Wayland Facebook page & U-Tube as an information & recruitment piece.

The Board was informed that the annual conference of the National Main Street Center was coming up in May in Oklahoma City & asked if anyone should attend. The City Manager was able to secure credit toward the MMS Selected Level application requirements for having two persons attend the MI Downtowns Conference in the fall of 2008 (Bruce Patrick & Monte Listopad), therefore the MMS staff is not now requiring someone from Wayland attend the National or State conferences. Board members expressed interest in having the new Wayland MS Manager & members attend next year's conference, but felt that the effort needed to get the Selected Level application completed by the May 7 deadline was a higher priority than attending the conferences this year.

PROPOSED DOWNTOWN STREETLIGHTING PROJECT

The Board reviewed a revised cost estimate (dated 2/25/10) and aerial map of the proposed streetlight replacement project along Superior Street in the downtown as prepared by Progressive AE. The scaled-back project would replace the existing HPS lights with LED lights identical to those used in the W. Superior St. reconstruction project last fall. The new lights would run only along Superior St. between Church & Forrest Streets. Progressive projects that 24 new poles would be needed, including 4 at the Main St. intersection. Total cost for the work was estimated at \$184,026, which included 15% for both design and a construction contingency.

Chair Salisbury summarized the funding options for this project should the Board desire to replace this first section of the overall downtown lights. The Board could use some of the available DDA fund balance and some unspent funds from the current fiscal year to cover most of the project costs. The Board expressed some concerns over the 5-year funding commitment the DDA would need to make should the MMS Selected Level application be successful. Based on the projected tax capture in the DDA's tax increment financing (TIF) district, there may be a need to use some of the fund balance for the MMS program until the A&R debt is retired in September 2014. The DDA could also seek additional grant funds to help finance the project. It is not yet known whether there will be a second grant round under the State's Energy Efficiency & Conservation Block Grant (EECBG) program. **Consensus** of the Board was to pursue the capital project if alternative funding could be secured.

DEVELOPMENT OF PROPOSED FY 10/11 DDA FUND BUDGET

The City Finance Director distributed & reviewed with the Board the Revenue & Expenditure Report as of 2/28/2010 for the DDA Fund. Ms. Cairns stated that a preliminary analysis of the amount of tax capture for the coming fiscal year in the DDA's tax increment finance (TIF) district would be approximately \$280,000, which is about \$7,000 less than the current fiscal year.

The Board reviewed each expense line item for the current fiscal year & projected a tentative amount for the coming year. The following clarifications were discussed:

- The City's administrative/finance charges would be shifted from the Salary line item to the Contractual Services line item. The Board preferred to receive an actual monthly billing for those services.
- Contractual Services would include the above charges, plus DPW labor, snowplowing contracts (street, sidewalks & lots) and holiday decorations
- Benefits for the proposed DDA/MMS Director position would be limited to Medical Insurance & a contribution to cover the Health Savings Account deductible
- If additional façade projects come forward, additional grants could come from the DDA fund balance

Ron House left the meeting at approximately 1:15 PM. **Moved** by Clare Vilenski, **seconded** by Stuart Isenhoff to recommend to the City Manager and City Council the draft FY 01/11 DDA budget as detailed on the next page. **All Yes; motion carried.**

**REQUEST FROM DPW FOR
DDA COMMENTS ON E.
SUPERIOR ST. PARKING LOT
LANDSCAPING**

The Dept. of Public Works (DPW) requested comments from the DDA regarding the perimeter landscaping around DDA-leased parking lots along E. Superior St. The existing landscaping includes a mixture of bushes & perennial flowers with bark mulch. The DPW wondered if the Board would support the installation of different landscaping, such as grass, which would require less maintenance.

Following discussion, the Board's consensus was to retain the existing landscaping materials.

**COMMENTS FROM DDA
MEMBERS**

Clare Vilenski asked when the Council would appoint a new DDA Board member to replace Diane Smith. The Mayor stated that he was following up with a couple of interested prospects and that he hoped to have an appointment made soon.

ADJOURNMENT

Being no further business, the Chair declared the meeting adjourned at 1:47 PM.

Respectfully submitted,

Chris A. Yonker
City Manager

**DOWNTOWN DEVELOPMENT AUTHORITY
Proposed FY 2010-11 Budget**

Fund 298		2010-11 REQUESTED BUDGET
GL NUMBER	DESCRIPTION	
REVENUES	TOTAL ESTIMATED REVENUES (TIF Capture)	\$280,000
APPROPRIATIONS		
298-881-702-000	SALARIES ¹	35,000
298-881-703-000	BENEFITS ²	11,300
298-881-705-000	PAYROLL TAXES (Employer FICA)	2,700
298-881-726-000	OPERATING SUPPLIES	1,500
298-881-802-000	PROFESSIONAL FEES - ENGINEERING	10,000
298-881-806-000	PROFESSIONAL FEES - LEGAL	2,500
298-881-808-000	PROFESSIONAL FEES - AUDIT	1,500
298-881-809-000	PARKING LOT RENTS ³	18,075
298-881-818-000	CONTRACTUAL SERVICES ⁴	30,000
298-881-900-000	PRINTING & PUBLISHING	1,000
298-881-940-000	EQUIPMENT RENTAL (VEHICLE) ⁵	12,000
298-881-956-000	MISCELLANEOUS	1,991
298-881-958-000	MEMBERSHIPS & DUES	1,000
298-881-860-000	TRAVEL	2,500
298-881-961-000	EDUCATION & TRAINING	2,500
298-881-987-000	PROJECTS ⁶	10,000
298-881-985-000	SET ASIDE FOR FUTURE PROJECTS	0
298-905-911-000	DDA REV. BOND - A & R (P & I) ⁷	60,000
298-905-992-000	2008 CAPITAL IMP BOND PRINCIPAL ⁸	29,028
298-905-992-001	2008 CAPITAL IMP BOND INTEREST ⁹	47,406
TOTAL APPROPRIATIONS		\$280,000

Footnotes:

1. DDA/MMS Director salary
2. \$9,000 Health Insurance; \$2,300 HSA contribution
3. \$4,371 American Legion; \$1,200 RHS (Sexton); \$12,504 Dreamride
4. Labor- DPW; City Admin./Finance; Snow plowing (streets, sidewalks, lots); Decorations
5. DPW equipment & vehicle rental rates
6. Includes Façade Program (additional façade \$ to come from fund balance if needed)
7. Est. TIF Capture within A & R development zone; final bond payment in Sept. 2014
8. DDA debt obligation portion of '08 City Capital Bonds: W. Superior project; due June '11
9. DDA debt oblig. portion of '08 City Capital Bonds: W. Superior project; due 12/10 & 6/11