

**MINUTES
CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Thursday, May 21, 2009**

Chair Mike Salisbury called the meeting to order at 7:02 PM.

ROLL CALL

Members Present: Chair Mike Salisbury, Monte Listopad, Mayor Tim Bala, Diane Smith, Joe Hamilton, Clare Vilenski & Ron House

Members Absent: Mary Jo Curran & Stuart Isenhoff

Others Present: Councilmember Bruce Patrick, City Manager Chris Yonker & City Finance Director Bhamma Cairns

PUBLIC HEARINGS

None scheduled

APPROVAL OF DDA MEETING MINUTES

Diane Smith moved, seconded by Clare Vilenski to approve the Minutes of the April 16, 2009 meeting with the following correction: change stated date of meeting Minutes to April 16, 2009 on the headers of both pages 1 & 2. **All Yes; motion carried.**

COMMITTEE REPORTS

None

TREASURER'S REPORT

Monte Listopad reviewed the financial information for the DDA. Bhamma Cairns distributed the DDA Revenue/Expense Report through 5/31/09; the report was acknowledged for the file.

Chair Salisbury inquired if the City Council had made any changes to the DDA's Proposed FY 2009-10 Operating Budget. The Finance Director stated that the Council did request that the line item for "Professional Services" be broken out to reflect the cost of each service. With the assistance of the Chair, the overall \$20,000 services line item was broken out as follows:

• Engineering/Design Services	\$ 14,000
• Legal Services	5,000
• Auditing Services	<u>1,000</u>
Total Professional Services	\$ 20,000

Ms. Cairns also related to the members that in response to the DDA's continuing concerns with providing more current revenue/expense reports & available cash balances, the Finance staff is looking to establish a separate checking account from the City's common account. The actual DDA account already exists, but it would now have check-writing capabilities and a monthly statement. Designated signatories for the account would remain unchanged from the City's current authorized personnel. This would allow for more transparency in the DDA's operations and would eliminate the need for regular internal fund transfers between the DDA & General Funds.

COMMENTS FROM THE PUBLIC

Councilmember Bruce Patrick spoke to the Board of his concern for the design, placement & layout of the proposed decorative lights within the W. Superior St. reconstruction project. He distributed an excerpt from the City's '05 Downtown Blueprint Study that discussed the concept of visualizing three distinct "zones" along Superior St.: 1) the historic core downtown area; 2) the west end auto-oriented commercial area between Commerce St. & the U.S.-131 interchange; & 3) the residential area between the two. Mr. Patrick requested that the DDA reconsider the placement of the decorative lighting in the commercial area and use a different auto-scale light fixture. This would better differentiate the zones as commercial vs. residential.

Following lengthy discussion, the Board consensus was to continue with the original plan to install the decorative light fixtures from Church St. west to U.S.-131. Rationale included that by using the same fixtures, but at lesser light output, the residential area would help guide travelers east toward downtown; the use of timers could lessen energy use & impact on the residential area; MDOT would likely consider this a major change to the contract that could take up to 8 weeks to receive consideration by the State's Administrative Board; the new lighting was a good start toward eventually changing out the poles & fixtures in the downtown area; deletion of the lights & replacement with other fixtures would jeopardize the Transportation Enhancement grant that is geared toward alternative modes of transit (pedestrians & bicyclists.)

CITY STAFF COMMUNICATIONS

City Manager Chris Yonker presented the Board with several handouts regarding the W. Superior St. reconstruction project. He summarized the City Council's discussion at its May 18th meeting about extending the curb/gutters, storm sewer & sidewalk improvements along the south side of Superior from the railroad tracks west to Reno Dr. These improvements were not included in the original bid proposal due to a lack of available funding & issues with the property owner's regarding driveway locations. He reported that he & City Engineer Mike Oezer met yesterday with the owners of Jackson's Western Store & received a favorable response to the proposed driveway configuration along their frontage. With Wayland Chevy no longer in business, it was thought this would be the most opportune time to improve access management to properties along this section of Superior.

The Board reviewed a summary of the design, construction, inspection, testing & bonding costs to date on the project. Because construction bids came in approximately 14% under the engineer's estimate, there remained sufficient funds to cover the proposed \$85,000 additional cost. Mr. Salisbury moved, seconded by Mr. Listopad to endorse the City Council's proposed additional work based on the "Alternate 2" design for the Western Store and the proposed driveway consolidation & delineation along the former Chevy frontage. **All Yes; motion carried.**

OLD BUSINESS

None scheduled.

NEW BUSINESS

None scheduled.

COMMENTS FROM THE MEMBERS

Diane Smith hoped that the DDA would make good use of the new façade project at McDuff's Bar & Grille in advertising the program to the remaining property owners & businesses within the Downtown Façade Program target area.

In response to Ms. Smith's question as to where the DDA was with the possible hiring of an Ex. Director, the Chair summarized the recommendation of Mr. Joe Borgstrom of the MI Main St. (MMS) Program, which was to work with their organization for the first year of participation as an associate member of MMS. Then maybe consider a director position when the community applies for the full MMS program.

Mr. Listopad reported that the Downtown Task Force had met to discuss the wayfinding signs project and reviewed the estimated costs for each of the proposed wayfinding signs:

• Sign poles to match decorative lights	\$ 1,000
• Pole installation	500
• Sign panel (installed)	<u>600</u>
Total Installed Sign Costs	\$ 2,100
Number of proposed signs	<u>x 9</u>
Total Est. Sign Project Costs	\$ 18,900

The intent is to complete the installation of the signs to coincide with the completion of the W. Superior St. project.

Mayor Bala offered an alternative DDA meeting time in order to help increase attendance, especially during the next three months of summer. Following discussion, the Board consensus was to meet on the third Wednesday of the next three months @ 7:00 **AM** as a trial run. The actual dates would be June 17, July 22 and August 19. Mr. Yonker agreed to notify those not in attendances at this meeting to inform them of the meeting schedule change.

ADJOURNMENT

Being no further business, the Chair declared the meeting adjourned at 8:05 PM.

Respectfully submitted,

Chris A. Yonker
City Manager