

MINUTES
CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Thursday, September 17, 2009

Chair Mike Salisbury called the meeting to order at 5:03 PM.

ROLL CALL

Members Present: Chair Mike Salisbury, Mayor Tim Bala, Karen Gregersen, Joe Hamilton, Diane Smith & Clare Vilenski

Members Absent: Ron House, Stuart Isenhoff & Monte Listopad

Others Present: Mike Oezer & Bob Petko (Progressive Engineering), Councilmember Bruce Patrick, City Manager Chris Yonker & City Finance Director Bhama Cairns

PUBLIC HEARINGS

None scheduled

APPROVAL OF DDA MEETING MINUTES

Joe Hamilton moved, seconded by Diane Smith to approve the Minutes of the May 21, 2009 meeting as submitted with the meeting packet. **All Yes; motion carried.**

TREASURER'S REPORT

City Finance Director Bhama Cairns presented the Board with a summary table of the A&R Development bond payment from the capture of summer tax collections within the DDA's Tax Increment Financing (TIF) district. By agreement, A&R receives 60% of the captured property taxes from four parcels in its development area; the DDA retains the remaining 40%. The payment made to A&R was \$52,540.30, which is 60% of the total capture of \$87,567.17.

COMMENTS FROM THE PUBLIC

Councilmember Patrick expressed his satisfaction with the completed W. Superior St. reconstruction project. He felt the final product turned out great and was pleased with the final look of the new decorative streetlights.

CITY STAFF COMMUNICATIONS

The City Manager briefed the Board on the remaining work items on the W. Superior project. We are still awaiting the power connection for the electric panel for the decorative LED lights east of the railroad tracks. The lights west of the tracks are now operational.

PROPOSED JOINT SESSION: DDA BOARD & CITY COUNCIL

Mr. Yonker outlined the goals & anticipated outcomes from a number of proposed joint sessions between the DDA Board and City Council. The intention for these sessions is to improve the networking, communications & collaboration between the two bodies. The initial session would focus on education for all participants on the legal framework for DDA's, the statutory obligations & relationships with City Councils, and the funding of DDA operations, including operating, capital and maintenance functions. The session would also review the budgets for each entity, the sources of revenues, and the implications of the recent recession on the community's property tax base & its effects on the use of tax increment financing (TIF) by the DDA. The first

session is not intended to reach solutions or make changes in how the Boards function and interact; a future session(s) would work toward these outcomes.

The City Council is willing to meet earlier on one of its regular meeting dates in order to accommodate a joint session at approximately 7 PM. Mr. Yonker stated that he would work with DDA Chair Salisbury & Mayor Bala to prepare a draft agenda for such a session. He also offered his services as a facilitator for the meetings. Consensus of the Board was to move forward with the organization of a joint session(s) with the City Council as proposed.

DOWNTOWN CAPITAL PROJECT PRESENTATION

Chair Salisbury recognized Mike Oezer & Bob Petko from Progressive Engineering. The firm had been retained by the DDA to conduct a brief walk-through of the existing downtown in order to identify those capital items that need upgrading or replacement.

The two engineering firm representatives presented a PowerPoint summary of the current conditions of the streetscapes along both Main & Superior Streets. The area of study was bounded by Maple St., Hanlon Ct., Pearl St. & Forrest St. The firm did not review the needs & conditions of the remainder of downtown not located along Main & Superior Streets (ex: the alleys or public parking lots throughout downtown.)

The presentation highlighted the following observations or areas of concern:

- Location of Honey Locust trees @ 2' back of the curb presented challenges for the replacement of electrical conduits for new proposed LED streetlights.
- In a couple of locations, the trees had lifted sections of sidewalk.
- There are gaps in the screening of certain parking lots that abut the two main arteries (ex: Bennett parking lot across from Police/Fire Station: no screening between parking lot surface & adjacent public sidewalk.)
- Existing light poles & fixtures are beyond their useful lives & should be replaced. Suggest continuation of LED poles & fixtures from the W. Superior St. project into downtown.
- Consider the removal/replacement of the older brick pavers with new properly bedded pavers similar to sidewalk crossing ramps @ intersections. Alternative was the use of a stamped colored concrete strip 3' wide along the back of each curbline.
- Should the existing trees be removed & replaced with just new lightpoles & decorative brick or concrete strips behind the curbs?
- Preliminary cost estimates (**copy attached**) for just the lighting, sidewalk & brick work, including design & a contingency total approximately \$511,708. This does not include the costs of other items, such as amenities (planters, benches, trash receptacles & signage) or tree work (removal, new trees & tree grates.)

Chair Salisbury opened the floor to comments and reactions to the presentation:

- Could we minimize the impact on existing concrete & trees by the use of directional drilling for the new electrical conduits (similar to W. Superior project.)?
- Not necessarily for just getting rid of trees; consider clumping trees & other landscaping in areas with less impact on taller buildings.
- Proposed project included replacing 50 existing lightpoles & adding 16 new ones, for a total of 66 lightpoles using the same locations/spacing.
- Questioned the need for so many lights from both a cost standpoint (capital & operating) as well as light levels. Levels are already too high with the existing fixtures.
- The existing lights are intended for both pedestrian/decorative use as well as vehicular use. Do we need to have both, or can they be incorporated into a common pole or fixture?

- The existing trees should be evaluated by a trained arborist as far as health, predicted remaining life, other tree options, etc.
- Consider the other benefits of continuing to have trees along the downtown streetscapes (energy savings, heat reduction, air purification, shade for sidewalk users [pedestrians & outdoor restaurant seating] and aesthetics.)
- Existing tree wells difficult to retrofit for structural tree grates. Could tree pots be possible?

Ms. Gregersen left the meeting at 6:25 PM. Discussions continued regarding the funding and timing for such improvements, with the following comments:

- Could we set up a kind of “cafeteria” approach to the proposed items, choosing those that can be funded or are of higher priority?
- A plan should be developed for the replacement of trees over a period of several years.
- Be cognizant of the cost of operating & maintaining the improvements. Often times, “quick fixes” end up costing more over the long term in O&M costs.
- Look for grant funding for a portion of the proposed items (ex: LED lights). Stimulus funding has an LED lighting demonstration grant becoming available in the very near future under the Energy Efficiency & Conservation Block Grant (EECBG) program. Grants would be on a competitive basis through the MI Bureau of Energy Systems. Mr. Oezer offered to investigate the specifics of the grant program to see if any items could reasonably be funded by the grants.
- Chair Salisbury saw two options for the Board: 1) move ahead to secure funding & grants for an initial phase of improvements (lights & sidewalks) this spring; or 2) lay the groundwork for more permanent (comprehensive) solutions over a longer time period. He suggested that if the Board desires to move ahead with the initial phase, then a critical timeline could look as follows:
 - Refine ideas @ October DDA meeting
 - Make decision up/down @ November mtg.
 - Designs done by January mtg.
 - Solicit & award bids @ the February mtg.
 - Construct improvements during June & July

Consensus of the Board was to continue discussions on the proposed capital projects at the next DDA Board meeting in October. The Board requested that Mike Oezer attend that meeting and further refine the costs estimates, schedule & availability of grant funding.

COMMENTS FROM THE MEMBERS

The Board briefly discussed ongoing meeting days & times. Consensus was to continue with the meetings on the 2nd Thursday of each month. There was some flexibility on the meeting starting times, with consensus that the 5:00 PM time worked for most members & City staff.

ADJOURNMENT

Being no further business, the Chair declared the meeting adjourned at 6:47 PM.

Respectfully submitted,

Chris A. Yonker
City Manager

**City of Wayland
Downtown Development Authority**

**2010 Downtown Improvements
Conceptual Cost Estimate**

Item	Quantity	Unit	Unit Price	Cost
<u>Street Lighting</u>				
Conc Poles \ LED Fixtures	66	ea	\$ 3,500.00	\$ 231,000.00
Wiring	3800	lf	\$ 12.00	\$ 45,600.00
Cabinets	4	ea	\$ 3,000.00	\$ 12,000.00
<u>Surface</u>				
Sidewalk Removal	8550	sf	\$ 1.50	\$ 12,825.00
4" Sidewalk	0	sf	\$ 3.50	\$ -
Brick	8550	sf	\$ 10.00	\$ 85,500.00
<u>Amenities</u>				
Planters	0	ea	\$ -	\$ -
Benches	0	ea	\$ -	\$ -
Trash Receptacle	0	ea	\$ -	\$ -
Signage	0	ea	\$ -	\$ -
<u>Trees</u>				
Tree Removal	0	ea	\$ -	\$ -
Tree	0	ea	\$ -	\$ -
Tree Grate	0	ea	\$ -	\$ -
Subtotal Construction				\$ 386,925
15% Contingency				\$ 58,039
15% Design				\$ 66,745
				\$ 511,708

Prepared by: Progressive AE
Date: Sept. 17, 2009