

Unapproved Minutes
Village of Manchester
Downtown Development Authority
Regular Meeting
May 20, 2008
7:00 p.m. Village Hall

Members Present: Sue Fielder, Karen Hinkley, Karl Racenis, Pat Vaillencourt, Brad Doan
Note: Brad Doan was sworn into office by the Village Clerk, Julie Schaible, and welcomed prior to the meeting call to order.

Others Present: Jim Holland

Meeting called to order: 7:12 by Karl Racenis

Agenda reviewed, changes made: deleting b. Downtown Building Inventory under Old Business, motion by Fielder, second by Hinkley approved as amended.

Minutes: 3/18/08 meeting motion by Vaillencourt, seconded by Hinkley, approved, abstain by Fielder and Doan.
4/17/08 meeting motion by Fielder, seconded by Hinkley, approved, abstain by Doan.

Public Participation: none

Old Business:

- MDOT Transportation Enhancement Design Status: Racenis reported that lighting drawings have been received from Consumers but they are incomplete, awaiting a decision on the 4-corners. Copies of the SHPO letter were distributed. A report of the meeting in Lansing was given by Racenis and Vaillencourt.
- Bergmann Associates Invoice: Racenis reported that he and Jeff Wallace had a conference call with Bergmann and they agreed that the 1st payment received will cover the 1st work done and the last payment will be due after the work is completed. They will reinvoice us as appropriate.
- Downtown Events Promotional Cards: Vaillencourt reported that she spoke with Dawn Steele and she was going to prepare a draft card, having 1 side for the DDA community events and the other for the farmers market. The farmers market will distribute the cards to surrounding community's farmers markets. Motion by Fielder, supported by Hinkley for the joint promotional card, all in favor. Vaillencourt will follow up with Steelegrafix and send a copy of the draft to the DDA members. We need to have the cards available by 6/5/08.

New Business:

- MSHDA Meeting: Racenis advised that Kent Kukuk will meet with him and Vaillencourt on Friday at 8:00 a.m. at the Village Hall. Everyone welcome to come.
- Chamber of Commerce Community Business Expo: Racenis will take care of the application and payment for our spot. Discussion on how we should inform the public of the issues with the 4-corners. It was decided that we would post a copy of the May 6, 2008 letter from the Dept. of History, Arts & Libraries. Vaillencourt will provide the tent; Racenis and Doan will make sure we have a table and chairs. Racenis will send an email to schedule people to work the tent from 3-8. Racenis will gather items and contact the commission for assistance in putting together the display.
- Fielder left the meeting at 7:50 p.m.
- Michigan Downtowns Association Conference in Milford: Racenis distributed a flyer on the 6/6/08 conference. He will confirm when the final registrations are due but we should expect to confirm by 5/30 if we want to attend. Racenis and Fegan are planning on going.

Reports:

Village Administration:

Vaillencourt reported that the Manchester Garden Club is disbanding and they would like to donate the funds in their treasury for flowers when we do our streetscape. Vaillencourt suggested that perhaps when we do our seating areas, along with having community organizations represented at each area we could have them “sponsor” the flowers and be responsible to maintain them throughout the season. Discussion was held about possible ways to make it convenient to water them.

Chairman: Racenis distributed points from the Caro Downtown Blueprint presentation by Hyett-Palma he attended. The list included several items that we may want to consider as we define the details of our project.

Meeting adjourned 8:25 p.m.