

**Manchester Downtown Development Authority**  
**June 30, 2009**  
**Approved Minutes**

Members Present: Ray Berg, Alan Dyer, Susan Fielder, Karen Hinkley, Karl Racenis, and Pat Vaillencourt

Guest: Neal Billetdeaux, JJR

Pledge of Allegiance at 7:05 pm

Approval of agenda as amended:

- Postponing Joint Chamber/DDA Facebook Fan Page status update
- Adding bricks to New Business design discussion

Motion by Vaillencourt, support by Berg, motion carried.

Approval of Minutes as amended:

- Typographical corrections
- Clarification of Face Book status

Motion by Vaillencourt, support by Dyer, motion carried.

No public participation

**Old Business:**

1. Review of Street Lighting-Consumers Energy status – Racenis
  - Racenis spoke with Tom Madden, Consumers Powers
  - Adapting basic light design as proposed: 75' downtown, 200' in residential areas
  - Exact placement to be determined by technical considerations
  - Acorn design, deflecting down, maintaining upper globe partial illumination
  - Illuminating ½ lights between 12 – 6 am, saving money and minimizing inconvenience to downtown residents
  - Quote expected soon, will include LED information  
(LED expected cost prohibited, may be economically feasible in the future)
2. 2009-2010 Budget Update – Fielder
  - 2008 - 2009 taxable value declined by \$289,522
  - Revenue decline, without budget modification will yield a \$32.00 fund balance
  - Distributed two budget worksheets reflecting options for revised December budget submission

**New Business:**

1. Election of Officers:
  - Racenis announced that Karen Hinkley will not seek renomination to the DDA Board when her current term ends in July. Karen has been a very active participant in the development of the DDA concept and early development. Her many years of service will be missed.
  - Karen's departure and residential relocation of another board member creates the

potential need of two new members. Village President, Pat Vaillencourt will continue interviewing and recruiting members to be introduced at the July meeting.

- Election of officers is slated for the July meeting and full board membership will facilitate the process. PA 197 requires a majority (5) members have property interest in the district.
2. Design Detail Discussion:
    - Delay in streetscape enhancement project, particularly side walk replacement, is paralleling an increase in deterioration of curbs. Some consideration has been made to replace curbs at the same time.
    - Bridge inspection may indicate bridge replacement will be necessary in the next 5-10 years. DDA will encourage bridge railing design be representative of 1930s photographs.
    - Also asked Neal Billetdeaux to assess design to ADA 5' sidewalk landing requirements in seating areas
    - Iron grates, surrounded by "soldier" brick detail around downtown trees is still desired by board members
  3. Downtown Trees:
    - Current Honey Locust trees were planted in 1990. Some trees are showing stress, Other trees are subject to increased stress when sidewalks are replaced.
    - Retaining current trees would also inhibit efficient street light design/installation
    - Several Board members expressed concern for the tree selections provided by the State Historical Preservation Office.
    - Neal Billetdeaux will ask JJR's horticulturalist to provide additional information, detailing the pros and cons (maintenance requirements etc) for the Cornus, 'kousa' (Kousa dogwood); Syringa, 'japonica' (Japanese tree lilac); and Maackia, 'Amurensis' (Amur Maackia).
    - Billetdeaux will review the street light design relative to specific tree placement
    - Susan Fielder will contact McLennan's Nursery and Jeff Oliver of Green Meadow Nursery with a similar recommendation request.
  4. Streetscape Furniture:
    - Following discussion, Neal Billetdeaux will send the names of several reputable street furniture vendors to Vaillencourt
    - Vaillencourt will contact vendors and request catalogs for discussion at the next meeting
    - General consensus: we looking for a black, durable, not too ornate, and not to modern design
  5. Main Street & Adrian Intersection:
    - Question was raised regarding enlarging the side walk to a common 12' width, and extending the parallel parking into the intersection to align with the parallel parking on the bridge.
    - The grass area in front of the mill is private property

- Also question raised about replacing trees on private property to match others on
  - Racenis will contact Bergman and Associates for additional information regarding desired sight lines.
6. Bricks
- Board members will review brick selections at the next meeting

**Reports:**

Village Administration

- Vaillencourt met with Mark Schauer to investigate a possible separation for the Federal portion of the Transportation Enhancement Grant, so renovations on Main Street can begin, in spite of the State of Michigan economic situation.
- The M52 portion of the project is on the M-Dot project cancellation list.

Board members again thanked Karen for her many years of service to the community and particularly her early and enthusiastic support of the creation of the Downtown Development Authority.

The next meeting has been scheduled for July 28<sup>th</sup>, as some members would not be available on the 21<sup>st</sup>.

Adjournment

Hinkley motioned the meeting be adjourned, Supported by Berg.  
Meeting adjourned at 9:05

Respectfully Submitted,  
Susan Fielder, Treasurer