

**Manchester Downtown Development Authority**  
**February 17, 2009**  
**Unapproved Minutes**

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

Racenis introduced Berg as our newest member. Racenis will arrange for Berg to be sworn in.

Review of agenda: Fielder added Bergmann & Assoc. Invoices as Item #2 under new business. Flowers motioned to approve as amended, Fielder support, all in favor (Berg abstained).

Approval of December 2, 2008 minutes correcting the spelling of Alan Dyer, determined there was an exclusion of lights in front of Wooster Park –need to add 5 lights, 1 at Main & Adrian when calculating the number required. The correct total is 64 lights. Motion to approve as amended by Vaillencourt, support by Dyer, Berg, Hinkley abstentions, 5 ayes.

Public participation – none

Old Business:

Review of Street lighting – Racenis explained that we had not included in our discussion 4 lights on Adrian. This brings the total to 68 lights. Jeff Wallace and Racenis had a meeting with Larry Gardner of Consumers Energy. They reviewed the concept drawing showing the number of lights the same as we have from M52 to Clinton but more lighting from Clinton to Adrian. Racenis has requested a copy of the drawing. It was questioned whether transportation enhancement dollars could be used to lease or rent lights. Consumer said most of the time the municipality owns the lighting. Consumers in Jackson will talk to Don Vander Beough. in the non-regulated unit of Consumers and Wallace will talk to Lynn Kirby at MDOT. Gardner will also talk to about the extreme differences in the number of lights recommended (88 vs 33). Discussion followed on downcast lighting, LED fixtures and the number of lights. Vaillencourt expressed great concern with sending 50% of the light up in the sky, especially because of the rising cost of energy. Vaillencourt suggested that we start voting and making decisions on these issues so we can move on. Hinkley stated that the cost for LED lights is extremely high, Racenis confirmed that they are still new technology and relatively untested. Fielder asked if the Village leases the lights, can we be responsible to maintain them. Racenis stated we could either do it ourselves (DDA/DPW agreement) or contract Consumers to do it. Berg stated he just read about a new bulb that pushes 80% of the light downward. He will send the information to Racenis. Dyer stated that we must determine a direction to go with lighting so we can begin looking seriously at our options meeting that decision. Vaillencourt motioned that lighting must be designed to maximize the amount of downcast lighting to conserve energy and reduced cost. Support by Flowers. Discussion on significant changes will be coming for “green” lighting. Berg will research. Vote: 6 in favor, Fielder abstained because she wants more information.

Racenis stated that SHPO still has an issue with the lane widths and the trees downtown. Berg was updated on these two issues. We are awaiting another meeting with MDOT and SHPO.

#### New Business:

Racenis explained that Wallace, Vaillencourt and he had a discussion on proceeding with a Marketing and Planning study. He stated that originally we were going to do this study as our first phase but the order was changed based on the M52 project scheduled for 2008. With the enhancement now scheduled for 2011, should we now be looking at doing the marketing study? We have some decisions to finalize on the downtown design, which we should be able to complete in 3-4 meetings. Fielder stated she would like us to try to encompass the entire community, not just downtown. Vaillencourt and Racenis reminded her of our mission and restrictions. Flowers questioned whether we have any data on how productive these studies have been. Racenis stated that Blissfield had told us it was very worthwhile. Racenis stated that if we think this is worthwhile to pursue, we should look at what the MSHDA 2009 program will be, Vaillencourt will bring information on the Community Asset Assessment Program, Fielder will check at the U of M but feels we should look at MSHDA first. Fielder will make sure the same program is still offered. Racenis will check with Kent Kukuk at MSHDA on what type of program he offers. Racenis explained that previously the cost of the Blue Prints grant was \$30,000 and it was a 50/50 match. We would need the Village to work with us on our \$15,000 share. Berg will look at what types of grant programs, similar to Blue Prints, are now available. This was a project he was going to pursue as chair of the Chamber.

Bergmann & Associates Invoices: Fielder explained that we have about \$13,000 in our fund balance. We have already paid the 1<sup>st</sup> \$10,000 invoice and the 2<sup>nd</sup> one has been received and paid for by the Village. The Village has not asked to be reimbursed as of yet. We expect another \$10,000 invoice in the fall. If we do not pay the invoices as received, we may be liable to pay the Village interest. Fielder suggested that we pay the 2<sup>nd</sup> invoice to avoid interest and try to negotiate with the Village to pay the 3<sup>rd</sup> invoice. Vaillencourt stated that if we do pay the \$10,000 and then we could work with the Village with help funding a marketing study. Any money advanced us could be put in the overall expenses of the project and at a later date determine what is paid for by the Village vs. the DDA. Fielder said she would like us to pay the \$10,000 to show that the DDA has been fiscally responsible and that may help us in the future dealing with the Village. Racenis will confirm our bylaw process and we will address this at our next meeting.

Racenis discussed that the Village must approve their budget by the 2<sup>nd</sup> meeting in June. We need to have our budget completed to vote on in April, to present to Council. We should have information on TIF revenues by the end of March. Fielder will schedule a meeting around March 20<sup>th</sup> to determine our revenues, based on the assessed values.

Village Administration: Vaillencourt stated that the Big Dutch Auto Wash was approved, we've done our 6 months budget amendments, we came in under budget on water meter installation and the Hibbard Street project and deer in the Village is on our next meeting agenda.

Discussion on people with pets in our downtown that do not clean up droppings. Some communities are taking very aggressive actions, to the extent of not allowing pets in their CBD.

Motion to adjourn at 9:20 by Flowers, support Fielder, all in favor.