

MANCHESTER DOWNTOWN DEVELOPMENT AUTHORITY
November 16th
Approved Minutes

The meeting was called to order at 7:30 pm

Members in attendance: Ray Berg, Susan Fielder, Jody Flowers, Karl Racenis, and Pat Vaillencourt

Agenda Approval: Motion to approve by Berg, seconded by Flowers

April 28th Minutes: Motion to approve by Flowers, seconded by Berg, Vaillencourt abstained

Public Participation: Having none, public participation was closed.

Old Business:

Downtown Enhancement Project Status

- 1) Racenis reported he would schedule a teleconference before Thanksgiving with Chris Shaver, Consumers Energy, regarding the specific street lighting fixtures that are being ordered. He will coordinate with Jeff Wallace, Village Manager and President Vaillencourt to participate.
- 2) Vaillencourt reported that after-hours Chamber of Commerce members are expressing support, and have offered to assist when the Downtown improvement begins. MDOT will be scheduling three public meetings after the first of the year. The Brooklyn brochures were briefly mentioned as potential examples MDOT might provide.

Manchester Shared Use Trail Project

- 1) Seeking Village Approval
 - a) Berg attended Parks Commission meeting, minutes indicate approval for the portion of the walking trail within ChiBroil Park.
 - b) Berg presented at Planning Commission, majority of members expressed approval of the trail and the pedestrian bridge. R. Milkey expected to send letter of support to Village
 - c) Berg has presented project at two Village Council meetings in October. General public feed-back has been positive.
 - d) Requesting DDA Letter of support. Racenis provided a draft letter. Fielder suggested added "enthusiastically" support, all approved sending letter as amended.
 - e) A press release regarding Kodak Grant recognition was sent to all local newspapers (10 – 11 contacts). An article in the Heritage News (Manchester Enterprise) is expected. The press release was also to M. Ouimet and R. Richardville.
 - f) The next Village Council meeting will be 12/19. DDA members are encouraged to attend.

2) Community Funding

- a) Chelsea Wellness Foundation Grant (\$4500). Berg requested that DDA contact the CWF and request the delivery of the check. This revenue will be deposited in a Village account in a separate line item for engineering expenses.
- b) Berg approached Kiwanis for \$2000 from Crazy Cash Night. Suggested application would invite Kiwanis to fund specific portions of the shared use trail, like benches or signage. A small plaque could be added to recognize their support. DDA members would be expected to volunteer at the event in March. Racenis moved we submit application, Fielder seconded. The application is due 11/30/11.
- c) Berg also attended two Manchester Chicken Broil meetings, requesting funding support. No decision has been made. We are waiting for response. Majority of membership expressed support for the project.
- d) Berg solicited support from Manchester Area Friends. No decision has been made.

3) M-52 Crossing

- a) Berg is requesting the Village revise MDOT plans to add curb cut-outs where the shared use trail would cross M52. The proposed future crosswalk would serve two purposes – connecting both parts of shared use trail and connecting parking area at ChiBroil to the Buss property for future park development and river access. Both objectives are stated in the DDA future planning and Parks Commission planning documents respectively. Racenis will schedule a meeting with Jeff Wallace, Village Manager, Ray Berg, and Pat Vaillencourt, Village President to begin the process. President Vaillencourt will bring the discussion to Village Council for approval.

4) Advertising

- a) The invoice for STEELEGRAFIX has been paid by the Village. The Cost of \$202.50 covered the printing of the Shared Use Trail presentation. Fielder will update DDA Budget appropriately.

DDA Board Membership

- 1) Vaillencourt reported recruiting prospects Dee Miles, the Wild Acorn, and Donni McLennan, McLennan Landscape are considering service on the board. We have two openings and a potential third opening as one current member is not available to attend meetings. Other community representatives were suggested as potential members. Vaillencourt will continue the recruiting process.

New Business

Election of Officers

- 1) Flowers recommended retaining current officers: Karl Racenis as Chair, Ray Berg, Vice Chair, and Susan Fielder, Treasurer.
- 2) Fielder will serve as interim Secretary until the board membership is fully appointed.

Gateway Communities Initiative Funding

- 1) 12 – 13 entities comprise the Gateway Communities Initiative
- 2) Mark Lance, hired to leaf project
- 3) Dexter, Chelsea, Stockbridge, Ypsilanti, all contributing \$2500. AACVB contributing \$3,500
- 4) Manchester Chamber and DDA each pledge \$500.
- 5) Flowers moved DDA's be modified to authorize the \$500 contribution. Berg supported motion.
- 6) Roll call vote, Flowers- yes, Berg – Yes, Fielder – yes, Vaillencourt – yes, Racenis – yes
- 7) Motion carried.

Budget Adjustments

- 1) Adjustments were made to the budget to reflect the current state of grant funding
- 2) The Gateways contribution will be deducted from the Advertizing line entries. \$500.00 remains
- 3) Other line items were discussed and even though future improvement projects are not currently funded, the Board decided to keep line items as anticipated goals in the future.
- 4) Other adjustments regarding the clarification grant funding revenue were suggested.
- 5) Fielder will update the budget as discussed.

Adjournment

Flowers moved, Vaillencourt supported the meeting be adjourned at 9:00pm

Respectfully Submitted,
Susan Fielder, Treasurer