

## MANCHESTER DOWNTOWN DEVELOPMENT AUTHORITY

January 25, 2012

7:00 PM

Unapproved Minutes

The meeting was called to order at 7:07

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

**Agenda Approval:** Motion by Berg, seconded by Flowers, motion carried

**Minute Approval:** After discussion, correction to change Consumers Powers to Consumers Energy, Berg moved, Rhoton seconded the motion to approve the minutes as corrected. Motion carried.

### **Public Participation:**

- 1) Janet Larson request DDA representation at February 7<sup>th</sup> Chamber meeting to provide information regarding the Transportation Enhancement scheduling. Vaillencourt and Racenis will attend the 7pm meeting. Disruption to downtown businesses is expected to span a couple of weeks, one side of Main Street and then the other. Another Chamber evening meeting is scheduled on February 20<sup>th</sup>, and a noon Chamber meeting is schedule on March 12<sup>th</sup>.
- 2) Ms. Larson discussed a request from Dieter Drake to schedule a bicycle tour on May 13<sup>th</sup>, one week before the canoe race. The request includes closing Main Street for 3 hours. Following discussion it was decided to postpone Manchester's involvement until 2013, given the street scape improvements which are scheduled to begin on April 2<sup>nd</sup>. The M52 enhancement project is expected to begin in April and end in November.  
Public participation was closed.

### **NEW BUSINESS**

- 1) Historic Building Grant:  
Matt Donnellon is considering the purchase of old Village Hall and asked DDA if grant financing is available for façade improvements. Racenis explained grants based on TIF revenue are not an option given the decline in property value and lack of tax revenue. Community Assistance Team (CAT) grants would be another option, but criteria, including job creation, would limit probability of financial opportunities. It was suggested the Michigan Housing Authority and CAT representatives be invited to a future DDA meeting to further discuss potential grant revenue. Racenis will schedule.

Berg also provided information regarding the Urban Economic Development Committee, which provides Community Development block grants to low and moderate income areas. More information will be available after the February meeting. It is possible to accumulate Manchester's portion over four years.

2) Shared Use trail

Purchasing Policy Bylaws Article IV (document distributed)

Berg has identified 8 specific tasks requiring engineering for shared use trails and pedestrian bridge. He has identified several engineering firms (document distributed to board members) all of which have specific experience needed. Berg proposes 3 companies be invited to review the proposal on-line and submit a time and materials bid not to exceed \$5000. The bids would address the 8 specific tasks identified. The results would be due in the 1<sup>st</sup> quarter this year. From the bids, the DDA would select one firm to address the engineering tasks. Berg also proposed a sub-committee of DDA members meet with the selected engineering firm. Berg, Wallace, Racenis and Fielder volunteered. Vaillencourt moved that three engineering firms be invited to submit proposals that would specifically address the 8 tasks identified by Berg not to exceed \$5000. Motion seconded by Racenis, all in favor, motion passed.

Further discussion confirmed that MDOT approved the crossing and curb cutouts alignment between the 116 M52 property and Chi Broil Park.

The Parks Commission meeting is scheduled for March 1<sup>st</sup>. The agenda will include the Five Year Plan discussion and possible park enhancements coordinating with Downtown Development improvements. DDA members are encouraged to attend.

3) Downtown Enhancement Design Review

Architectural drawings were distributed to DDA members. Consumers Energy TRS 545302 indicates that 20 light poles on Main Street between Clinton and M52 will have pole mounted receptacles (PMR). After discussion it was decided to move 8 of proposed PMRs to other locations: 2 on the west side of Adrian Street between Main and Ockrow Streets; 2 on the east and west sides of M52 north of the ChiBroil Park entrance, 2 on the southeast and southwest corners of Main and M52; 2 on the southeast and northeast corners of Main and Clinton Streets.

TRS 545302 would also be amended so that the west Main Street proposed service and control location will be moved to the north side of Wurster Park.

Other documents distributed included Bergman/MDOT StreetScaping #250 - #257; Miscellaneous estimates, bench, plantings, etc placement; Street sign and banner arms document; Victor Stanley, Inc. documents detailing benches; and Beacon Products detail of the street lighting.

4) Manchester Chamber Contract

Vaillencourt moved, Flowers seconded the \$500 payment to the Chamber of Commerce be processed as indicated in the approved budget. Roll call vote: Vaillencourt, yes; Flowers, yes; Berg, yes; Fielder, yes; Rhoton, yes; Racenis, yes. Motion carried.

## **OLD BUSINESS**

- 1) Downtown Enhancement Status  
Initial activity has begun, survey stakes are visible. MDOT activity expected to begin in April and extend through November.
- 2) Manchester Shared-Use Trail  
Discussion during New Business
- 3) DDA Board membership  
Vaillencourt has approached some prospects without success. She will continue to invite others' participation.
- 4) Budget Amendments: Document distributed for review. Flowers moved, Berg seconded the motion to approve the amendments discussed at the November meeting and presented in writing at the current meeting. Flowers, yes; Berg, yes; Fielder, yes; Rhoton, yes; Vaillencourt, yes; Racenis, yes. Motion carried.

## **REPORTS**

- 1) Treasurer, Chairman and Administration reports were deferred.

## **ADJOURNMENT**

Flowers moved and Vaillencourt seconded the motion to adjourn. Motion passed. The meeting adjourned at 9:34PM.

Respectfully Submitted,  
Susan Fielder, Treasure/Interim Secretary