

## **MANCHESTER DOWNTOWN DEVELOPMENT AUTHORITY**

August 27, 2014

7:30 PM

Unapproved Minutes

The meeting was called to order at 7:35 followed by the Pledge of Allegiance.

Members in attendance: Ray Berg, Susan Fielder, Julie Marvin-Manders, Ron Milkey, and Karl Racenis. Aaron LaRock arrived later. Russell Rhoton and Pat Vaillencourt weren't able to attend.

Approval of Agenda: Milkey moved to approve the agenda, second by Berg. Motion carried.

Approval of Minutes: Berg moved, supported by Marvin-Manders, to approve the minutes as corrected. Motion carried.

Public Participation: Denise Collins, Amy Pyle, and Jeff Wallace were present, but didn't have pre-comments. They will join the discussion as topics are addressed. Public participation was closed.

### **Old Business**

#### **Community Tourism Action Plan Projects**

- Branding and Marketing Logo - Meetings with Brenda Queen and Amelia Woods finalized branding design based on DDA suggestions. The design was approved by Village Council at the August 18<sup>th</sup> meeting.
- Web site – Amy Pyle and M-Live support group are making corrections, linking with Chamber site, and including local events links. Page links are grouped with Spring/Summer and Fall/Winter activities. Go-Live date for ManchesterMi.org has not been determined. Racenis will send information regarding 48158.org to Sue Maher.
- Agri-Tourism – Berg discussed the 11X17, color, quad-folded final design. Printing 750 of each brochure. Expect to have invoice for CTAP by 3<sup>rd</sup> week in September. Each brochure will include OR code and information to Big 400. Recent discussions with Ypsi CVB confirmed dollar allocations estimated in original grant application can be reallocated for other CTAP projects. We just need to report.

- Way-Finding and Event Signage - Village Council approved one, three-sided way-finding sign. The second, two-sided sign would be postponed. We are waiting for a revised estimate for the three-sided sign, which will be installed in the seating area on the corner of Main and M52.

### **New Business**

- Tony Vander Worp is encouraging Manchester's application for economic development grant, which could provide \$5 - \$10 thousand for a study to identify sustainable businesses. Berg's study of available downtown space and rental information, etc. will be an advantage in the grant application process. Jeff Wallace, Village Manager, is considering a variety of consultants. More information will be forthcoming.

### **Reports:**

Chairman: Delayed

Administration: Delayed

Moved by Milkey, supported by Marvin Manders to adjourn. The meeting adjourned at 8:25.

Next meeting: September, 7:30 pm

Respectfully submitted,

Susan Fielder, Secretary and Treasurer