

**Approved Minutes  
Village of Manchester  
Downtown Development Authority  
Regular Meeting  
May 9th, 2006  
8:30 a.m. Village Hall**

Members Present: Stephanie Beuerle, Chris Fegan, Susan Fielder, Jody Flowers, Karen Hinkley, and Karl Racenis

Members Absent: Ron Milkey, Bob Wahr and Pat Vaillencourt

Other Present: Jeff Wallace Village Manager

Meeting called to order at 8:45 a.m. by Karl Racenis

The agenda was reviewed, the Annual Report was added to new business. Susan Fielder motion to approve corrected agenda, seconded by Chris Fegan. All approved the agenda as amended.

The April 11th, 2006 minutes were reviewed and minor corrections were suggested. Jody Flowers motioned to approve, Seconded by Susan Fielder. Minutes approved as amended.

Minutes from the April 17<sup>th</sup>, 2006 special meeting reviewed, Susan Fielder motioned to approve minutes, seconded by Jody Flowers. All approved.

**Old Business:**

- Public hearing was rescheduled from May 15<sup>th</sup> 2006, to May 18<sup>th</sup> 2006, to meet the 20 day notice in publication requirement in Act 197.
- Chris Fegan asked if Council did not approve on May 18<sup>th</sup> would the DDA make the deadline. Karl informed the board that after the 18<sup>th</sup> Council may have some changes to the Plan which can be rectified and Council can vote up to the 22<sup>nd</sup> of May to reach our deadline.
- How can we give the public information once road work begins on M-52, ways to access downtown? It was mentioned to put out fliers and/or newspapers articles.
- Development Area Citizens Council met on April 26th, with 7 or 9 appointees in attendance along with Karl Racenis, Pat Vaillencourt and Stephanie Beuerle. They have decided to meet again on May 10<sup>th</sup> for their recommendation of the plan.

**New Business:**

- If the development plan is approved before deadline we can capture about \$5,200 after September 15<sup>th</sup>, then we can begin the first projects from the plan.
- We will talk about the volunteer project committees at the June meeting.
- Coordinating the downtown signs with town decor was discussed.
- Jeff Wallace mentioned the school has money set aside for signs which have not utilized at this time. Chris Fegan to contact David Oegema regarding possible coordination.
- The annual report has to have what we have done and spent and put budget together on future items. Estimates on revenue of what to spend for the following year.
- Jeff Wallace described how taxes are paid and when we will receive the money. Village taxes due in September, Township taxes February. Tax collection at the end of

the year will go to the DDA. Karl to speak to the Township as to when DDA will receive revenues.

- Karl spoke on administration assistance from the Village, Jeff to help prepare a list on needed items.
- Karl submitted an invoice from Carlisle/Wortman in the amount of \$1452.50. Chris Fegan motioned to approve payment of invoice, seconded by Susan Fielder. All approved.

**Reports:** Jeff Wallace reported on site plans that have been submitted to the Planning Commission at this time. June meeting agenda will include the Hibbard Street project.

**Adjournment :** Meeting Adjourned at 10:00

Respectfully Submitted,

Stephanie Beuerle  
Secretary