

APPROVED MINUTES
MANCHESTER VILLAGE COUNCIL
May 21ST, 2018
7:00 PM VILLAGE HALL

President Vaillencourt called the regular meeting of the Manchester Village Council to order at 7:00pm with the Pledge of Allegiance to the Flag. Council members present: Andrews, Vaillencourt, Dresch, Woods, DuRussel, Way and Chartrand. Council members absent: None. Also present were Manager Wallace, Clerk Schaible, Rhonda and Tom Ash (327 W. Main), Sarah Andrews and Brandi Bennett (Manchester Co-op Preschool), Neal Biletdeaux (Smith Group JJR), Jennifer Wojtowicz and Mike Hall (Manchester Run/Street Festival) and Gary Seguin.

The minutes of the May 7th, 2018 regular meeting were approved on a motion by Dresch, seconded by Woods. DuRussel abstained.

AGENDA – The agenda was approved as amended: deleting Old Business; adding New Business items 7I) Broadband; 7J) Proclamation; 7K) Committee Appointment and deleting Reports: A) Sheriff, B) Parks; C) Planning Commission; E) Healthy Communities/Wellness Coalition; F) Joint Planning Commission, G) Building; H) Personnel Committee; I) Finance Committee on a motion by Dresch, seconded by Way.

PUBLIC PARTICIPATION- None

OLD BUSINESS- None

NEW BUSINESS

RUN MANCHESTER.SUMMER FESTIVAL- Matt Hall introduced himself, a teacher and robotics coach at Manchester High School. He explained that the robotics team is taking on Manchester Run as a fund raiser and community outreach project. They and the Street Festival are being sponsored by the Manchester Community School Foundation. Hall reviewed the proposed route and noted that Sgt. Cook has recommended running on the sidewalks. Jennifer Wojtowicz described the events planned for the Street Festival. Woods advised on some of the past practices for the Run that may be helpful, including not closing Clinton St. until after the post office closes. Council also noted that the barricades must be manned and that the School Foundation needs a \$3,000,000 insurance policy for the day that names the Village as an additional insured. It was also noted that the Run participants need to sign a waiver. Council discussed running on the streets rather than the sidewalks noting that most runs/races are run in the street. Council suggested that the route be reviewed to use more school property to eliminate some of the street closures and reduce deputy costs for a street run. Hall will work with Sgt. Cook and return with a firm run route. A motion was made by Dresch, seconded by Way, that Main Street (M-52 to Washington), Adrian Street (Main to Ockrow), and Clinton Street (Main to Ockrow) be closed from 8am to 7pm to accommodate the Street Festival. Motion passed.

ORDINANCE NO. 297 -ZONING CODE TEXT AMENDMENT-DAYCARE- Vaillencourt reviewed the Village Planning Commission and Carlisle/Wortman recommendations to approve an amendment adding group day-care homes and day-care centers to conditional uses in the General Commercial District. A motion was made by Dresch, seconded by

Woods, that Ordinance No. 297 be approved. Vaillencourt referred to the Village code amendment procedures and noted that the amendment is appropriate considering the criteria. Roll call vote: ayes-all. Motion carried.

PUBLIC HEARING

Vaillencourt opened the public hearing to hear comment regarding the conditional use requested by the Manchester Co-op Preschool for a daycare center at 327 W. Main. Sarah Andrews explained the previous locations of the Preschool and their wish to know have a free-standing location. She reported that the Ash's, owners of the property, are updating the property to state and local standards for day-cares. The Ash's and the Preschool have been working toward the many and various permits, licenses and inspections required. Andrews noted that they are open to any ideas that will improve their plans for what they hope is their permanent home. Vaillencourt read into the record the note received from Jim and Marja Warner, of 402 W. Main, that they have no problem with the request. Andrews also noted that they are aware that an additional permit will be needed for a fence and gate to be constructed on the east side of the property. She reported that the first-year hours of operation would be 8:30am to 2:45pm on Monday, Wednesdays and Fridays but that they are looking at a 5-day program for the following year. The Ash's indicated their excitement for the day care and that it would be good for the community. Andrews expressed their appreciation for being closer to the parks and downtown. She also reported that a handicapped parking space has been added to the site plan. Wallace reported that school crossing/zone signs are not required for non-public schools. Vaillencourt closed the public hearing at 7:55pm.

CONDITIONAL USE-MANCHESTER CO-OP PRESCHOOL-327 W. MAIN- Council reviewed the Application for Conditional Use, the Carlisle/Wortman Site Plan and Conditional Land Use analysis dated May 8, 2018 and the Manchester Village Planning Commission minutes of the May 16, 2018 meeting. A motion was made by Chartrand, seconded by Woods, that the Conditional Use Request by the Manchester Co-op Preschool at 327 W. Main Street be approved with the conditions listed by the Village Planning Commission in their 05/16/2018 meeting minutes. Roll call vote: ayes-all. Motion passed.

RIVER RAISIN PARK- Neal Billetdeaux of Smith Group JJR, presented a proposed design of the River Raisin Park. He reported that they are preparing construction/bid documents for the improvements. Billetdeaux noted that it may be possible to rearrange the parking of the private lots. He also advised that electrical conduit is planned but no lighting is included in the plan. Council requested recommendations for lighting options on the boardwalk, performance area and stairs. Council also agreed that the walnut tree in the middle of the plan be removed. Billetdeaux presented a draft of the millpond dredging contract. A motion was made by Dresch, seconded by Andrews, that Wallace execute the contract in the amount of \$95,000 upon satisfactory review. Roll call vote: ayes-all. Motion carried.

FY 2018/2019 PROPOSED BUDGET – Wallace presented the proposed FY 2018/2019 budget. He highlighted the personal property tax reimbursement which could be inconsistent, and the police contract which includes a 0% increase. Wallace noted several projects in the upcoming year including: finishing the shared use trail; dredging the millpond; River Raisin Park; a tipping hydrant, purchase of a v-plow and a line painter. He reported that sewer rates will increase 3% and water rates 1%. Wallace presented a 6-year street improvement plan, current pasar ratings and the bids for the FY 18/19 street overlay projects. He noted the very competitive pricing offered by Michigan Paving and Materials that allowed the planed overlay of E. Main Street to be pulled up one year. Wallace

reported that the contractor can best complete the work in mid-June, which is actually in FY 17/18. A motion was made by Dresch, seconded by Way, that the contract with Michigan Paving & Materials be accepted at a cost of \$125,942. to be completed in June of 2018. Roll call vote; ayes-all. Motion passed. Wallace also reported that the budget includes the required ADA sidewalk work when streets are improved and crack sealing. Wallace also touched on some longer-term projects including upgrades to the sewer plant, and a Duncan Street Bridge rehabilitation. Council set the budget public hearing for the June 4th Council meeting.

STREETS EXPENDITURES- Wallace confirmed that this agenda item was discussed and approved in the budget discussion above.

DOWNTOWN LANDSCAPING- Vaillencourt referred to the sitting areas and flower beds in the parks and other public areas and expressed her concern for their maintenance. Council agreed that bids for weeding and mulch refresh be requested as last year. Vaillencourt also asked that the DPW take care of low and dead branches and sidewalk weeds on Main Street and Ann Arbor Hill.

DELINQUENT TAX RESOLUTION- Schaible presented the resolution to direct the Treasurer to collect taxes until February 28, 2019 with a 3% penalty on those which are unpaid as of September 15. A motion was made by Way, seconded by Dresch, that Resolution No 18-0521 be adopted. Roll call vote: ayes-all. Motion passed.

BROADBAND DISCUSSION- Vaillencourt reported that she would meet with Lisa Moutino, Manchester Township Board member tomorrow to discuss the formation of a township broadband subcommittee and its purpose. She will also discuss the Village concerns with the initiative. Vaillencourt asked Council how they would feel about a Village Townhall to get citizen input noting the lack of time to get reaction and commitment should the Township make it a ballot issue after the feasibility study is complete in the fall. Council generally agreed that even though it is early and not all the facts are known, it would be good to know the Village taxpayer's thoughts on the subject. Council asked that it be made an agenda item for the June 18 meeting and a postcard be sent notifying Village taxpayers of the request for input.

PROCLAMATION-JIM KELLER- Vaillencourt reported that Jim Keller has resigned from the Village Planning Commission and the Community Joint Planning Commission. A motion was made by Chartrand, seconded by Andrews, that a proclamation thanking James Keller for his service to the Village be adopted. Motion passed.

COMMITTEE APPOINTMENTS- Wallace reported that a change in State law in 2008 has made it possible for one commissioner to not be a qualified elector of the Village. Given this, John Hinkley has rescinded his resignation and will continue to serve on the Planning Commission. Vaillencourt recommended that Aaron LaRock be reappointed to the Manchester Village Downtown Development Authority. A motion was made by Chartrand, seconded by Dresch, to make the appointment as recommended. Motion carried.

CORRESPONDENCE- Council acknowledged the following correspondence:

- Notice of hearing for the electric customers of Consumers Energy.
- Minutes from the April 10, 2018 Manchester Township board meeting.
- Anita Herman's review of the latest Non-Profit Roundtable focused on the Nellie Ackerson building and Alumni Field.

ACCOUNTS PAYABLE – Council reviewed the payables lists. A motion was made by Dresch, seconded by Chartrand, to approve for payment the list dated 05/21/2018 totaling \$32,140.94. Roll call vote: ayes-all. Motion carried.

REPORTS

DDA- Vaillencourt reported that the DDA Placemaking Workshop had a good turnout and the feedback was positive. She also noted that the first 3rd Thursday event went well.

DPW- Wallace reviewed the report.

MANAGER- Wallace reviewed his report and also reported that a request for rezoning to CBD and a conditional use request for an art center has been received for the property at 121 W. Main.

There being no further business, President Vaillencourt adjourned the meeting at 10:35pm.

Respectfully submitted,
Julie Schaible, Village Clerk