

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, March 15, 2011
5:30 P.M.
Cascade Library Wisner Center
2870 Jacksmith Ave SE

ARTICLE 1. Call the Meeting to Order

Chairman Huhn called the meeting to order at 5:30 p.m.
Members Present: Rob Beahan, David Huhn, Julie Johnson, Diana Kingsland
Tom McDonald, Kirt Ojala, Rick Siegle
Members Absent: Ron Clark, Joann Noto; both excused
Others Present: Assistant to the Manager Sandra Korhorn
Buildings and Grounds Supervisor Amy Waugh

ARTICLE 2. Approve the Agenda

Motion was made by Member Beahan and supported by Member McDonald to approve the Agenda as presented. There were no questions or comments. Motion carried unanimously.

ARTICLE 3. Approve the Minutes of the January 18, 2011 Meeting.

Motion was made by Member McDonald and supported by Member Beahan to approve the Minutes as submitted. With no other questions or comments, the Motion carried unanimously.

ARTICLE 4. Update and Consideration of Cascade Village Christmas Decorations – Replacement Decorations

Assistant to the Manager Korhorn opened the discussion by saying that Member Johnson, Member McDonald, and Buildings & Grounds Supervisor Waugh had been overseeing this topic. In February there were sample decorations hung in the Village for consideration. Prices for the decorations are included in your packets. If you are interested, we can make a recommendation to the Township Board for their approval.

Chairman Huhn opened the floor for discussion. Member Johnson stated that they had decided on 3' snowflakes and 4' wreaths with bows along with roping. Decorations could be placed along the traditional downtown Cascade Road to Thornapple, and on Old 28th Street. Decorations placed on new 28th Street are optional.

Buildings and Grounds Supervisor Waugh presented the 4 options to be considered. The lights on the wreaths will have a warm look as opposed to white-white. A sample of the new wreath will soon be available, as the first wreath sample was distasteful to the committee. The committee preferred either option C or D. Option C to be considered is wreaths with bows only on the street corners in the Village. Snowflakes would be on every other single light pole, along with garland (without lights) wrapped on the poles. Option D is the same as C, only extending the wreaths with bows to 28th and Kraft at Meijer.

Wreaths with bows would be placed only on the double poles. There are 20 double light poles between Thornapple, Old 28th and Meijer.

Member McDonald made a Motion to recommend option D to the Township Board for approval. Support by Member Siegle. Motion carried.

ARTICLE 5. Update of 28th Street Boulevard/Centennial Park project

Assistant to the Manager Korhorn stated that we are moving forward with the boulevard project. It will begin approximately early August and should be completed by September. Preliminary cost estimates: The landscaping, boulevard, and the median island cost estimate is \$76,000. The proposed plan consists of brick pavers and low level landscaping through the middle of the median. There will be little to no maintenance. The median will be about 250' long starting just west of the Best Western driveway and ending just east of the ramps to the bridge. There will be preliminary plans by the next meeting in May. We will then be able to make a recommendation to the Township Board.

The Centennial Park project will be a separate project, also happening this summer. It will possibly begin in June. It will consist of sidewalk, lights, and trees. Streetlights were discussed at the last meeting. LED is fine, but there is not as much of a selection.

Chairman Huhn asked if anyone had any comments. Member Beahan favors the LED. They cost more to purchase, but will save in the long run because of less energy used. Also, the bulbs generally last much longer than conventional bulbs. It was agreed to move forward with the LED.

Light fixture styles were discussed. Member Johnson would like to see something totally different than what we currently have; less traditional and to harmonize with the architecture in that area. She also feels that if we are to keep it the same, the fixtures would have to match exactly. Member McDonald was in agreement and would like to see samples. Staff said that the current lighting in the Centennial Park area is "mix and match". We need 37 lights now, but plan to expand street lighting and sidewalks in the future. Member Kingsland thinks it would tie-in to have something similar to what we have now. Member Ojala is comfortable with new and different options, but would like to know the prices. Member Beahan is in agreement with Member Ojala.

Staff summarized the different ideas. She will come up with 3 or 4 samples to bring to the next meeting. DDA will pick a couple fixtures that can be presented to the Centennial Business Park for their final decision.

The sidewalk plan calls for the removal of 25 trees. Member Johnson opposes any removal of trees. She wonders why sidewalks cannot either go around the trees or only be on one side of the street. She would also like the trees replaced that were removed at the entry to the business park; either with pine trees or evergreens. Member McDonald expressed the same concerns about the removal of trees for the sidewalk(s). Assistant to the Manager Korhorn replied that if it goes outside the right of way then you have easement issues with the property owners.

Member Ojala said that he would not grant an easement in the front corner because he is trying to propose a pad site that may end up going for development. If he goes inside and encroaches that, his setback goes back even further.

Member Johnson questioned the need for sidewalks on both sides of the street. Staff replied that is what had been decided at the November meeting.

ARTICLE 6. Discussion and Consider Request for Proposal (RFP) for TIF Plan

Assistant to the Manager Korhorn said that she has put together an RFP for the TIF Plan. The draft is in your packets. I would like your comments and direction.

Chairman Huhn asked for any comments on the proposed Plan. Member Johnson suggested shrinking the DDA to a smaller area. Staff reminded her that it would not be a simple thing to do and that their cash flow would be reduced.

Member McDonald made a Motion to vote for the Proposal. Support by Member Ojala. Motion carried.

ARTICLE 7. Any Other Business

Assistant to the Manager Korhorn said that she wanted to mention that the DDA might want to paint the walls and supports under the I-96 Bridge at 28th Street. She will have more information at the May 17th meeting.

ARTICLE 8. Adjournment

Chairman Huhn requested a motion for adjournment.

Motion was made by Member McDonald and supported by Member Beahan to adjourn. Motion carried. The meeting was adjourned at 6:40 pm.

Respectfully submitted,

Diana Kingsland, Secretary

Carol M. Meyer, Planning Administrative Assistant