

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, May 17, 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, Joann Noto, Rick Siegle
Members Absent: Ron Clark, Kirt Ojala; 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 March 15, 2011 Meeting.

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

***Chairman Huhn announced that because a guest speaker had not yet arrived, they would jump ahead to Article 5 and would address Article 4 later in the meeting.

ARTICLE 5. Review and Consider Streetlight fixtures for Centennial Park project

Assistant to the Manager Korhorn stated that at the March meeting Members had talked about using LED bulbs in the fixtures. Korhorn had met with Tony Kuhtz from FTCH who was present to talk about the project. Tony brought samples of light fixtures to the meeting for consideration. Tony explained the light fixtures and how light can be focused. Approximate cost was discussed. Members voiced preference for a black colored fixture.

Chairman Huhn requested discussion. Member Siegle questioned the overall savings in electricity of an LED in comparison to a metal alloy. Tony replied that there is an approximate 30 – 40% in savings. He stated that the advantage of LED is that you can point the light right where you actually want it.

Member Beahan had questions about the glass in the fixtures. Fixture styles were discussed.

Chairman Huhn summarized what was being considered; design and type of lighting. He added that most everyone seemed to favor LED. When he asked for each Member's fixture design preference, a modern design was generally favored.

Assistant to the Manager Korhorn stated that her goal was to narrow it down to a couple so that Centennial Park could make the final decision.

Member McDonald made a Motion to present the Teardrop and the Universe fixtures to Centennial Park for consideration. Support by Member Kingsland. Motion carried.

ARTICLE 4. Review and Consider Plans for 28th Street Boulevard Project.

Assistant to the Manager Korhorn said that the project will begin approximately in July. The majority of the work will be done by the Kent County Road Commission including the construction work. We are just looking at the landscape plan tonight. When we make a recommendation to the Township Board it will be for the entire project. Korhorn introduced Pat Cornelisse who has worked on the landscape plan.

Pat explained where the boulevard will actually be on 28th street. It will be about 200 feet long. The plants chosen will be the hardiest they can find considering the harsh winter environment. Part of the boulevard will be for plants and part of it will be a permeable paver. She explained a workable plan that will allow for maintenance parking. The County does not want anything over 3 feet high, so low plants have been chosen. There will be low ornamental grasses, evergreens, and some deciduous shrubs. Pat had samples of aqua pavers to view and she suggested various colors that can be used.

Ms Cornelisse said that if this proposed plan is acceptable tonight she will submit the plan to Wayne Harrell of the Kent County Road Commission for his approval. She is almost ready for construction documentation and bidding. A cost estimate has not yet been done. Korhorn said that she had received a rough estimate for both the boulevard and the landscaping projects of about \$76,000.

Member McDonald made a Motion to recommend this plan to the Township Board as presented by Pat Cornelisse without any final cost associated yet. Support by Member Siegle. Motion carried.

ARTICLE 6. Review and Consider Plans for Centennial Park Streetscape Project

Assistant to the Manager Korhorn said that she had put plans in their packets for review. She reminded Members that the plans weren't final yet. She introduced Mike Berrevoets of FTCH.

Mike reviewed that the project is at Centennial Park along Foremost Drive down to Charlevoix, then back out to 28th Street. The new sidewalk would connect with the existing walk that is out there on the south side of 28th street. The plan is for sidewalks on both sides of the street(s). At the intersection of Foremost Drive and Charlevoix there are ADA (Americans with Disabilities Act) crossings on all sides. There are also ADA crossings at all the driveways. Not shown on the plans are the light fixtures. The

spacing will depend on which fixture is chosen. Landscaping is not proposed at this time. Having a sidewalk on both sides will involve the removal of trees however they are trying to remove the least amount as possible.

Member Beahan asked what types of trees would be taken out. Mike replied that they were pine trees. If replaced, Member Beahan asked what types of trees would replace them. Pat Cornelisse said they would probably use some sort of evergreen and possibly some ornamental trees.

Member McDonald asked how much longer it would take to have a plan that included landscaping. Mike replied that he needed direction as to whether or not they would want trees replaced where removal was planned.

Chairman Huhn asked for an estimate cost for the streetlights and sidewalks. Assistant to the Manager Korhorn replied that the cost estimate figure was very preliminary. It was around \$835,000 with no trees.

Member Kingsland wondered if there was a need for a sidewalk on both sides of the street. Korhorn replied that it was the direction they were given in the TIF plan. The Centennial Park Plan had called for a sidewalk on one side with a 10 ft. pathway on the other.

Other DDA Members opposed sidewalks on both sides of the streets. Reasons for opposing were cost, the loss of trees, and not enough pedestrian traffic in the area. If only one side of the street had a sidewalk it would be the outside of the loop; impacting the least amount of trees. Mr. Berrevoets suggested if only one side had a sidewalk, they should still have lights on both sides of the street, at least at the intersections. Chairman Huhn asked what the approximate cost would be if there were lights on both sides, but sidewalk on only one side of the street. Mike Berrevoets said there would be a savings of about \$140,000 from the previous preliminary quote.

Member Kingsland made a Motion for a positive recommendation to the Township Board that the DDA pay for lights on both sides of the streets and sidewalk only on the outside loop. Support by Member McDonald.

Chairman Huhn asked if there was further discussion.

Motion carried.

ARTICLE 7. Consider Painting Contract for 28th St/I-96 Retaining Wall

Assistant to the Manager Korhorn said she had received a quote from a contractor who is presently working on the bridge project. The paint contractor gave a quote of \$7,000.00 to paint the retaining wall. The work would be done early June and the color will be the MDOT khaki color.

A Motion was made by Member McDonald to approve the painting contract for the 28th St./I-96 retaining wall. Support by Member Kingsland. Motion Carried.

ARTICLE 8. Review and Consider Purchase of Toolcat with a Snowblower

Assistant to the Manager Korhorn introduced Amy Waugh, Buildings and Grounds Director at the Township. The Township currently has one Toolcat. Amy explained that a Toolcat is basically the only thing that the Cascade Township Buildings and Grounds Department can use to remove snow on the sidewalks. Because of the width of the sidewalks they cannot use a truck with a plow for snow removal. The Toolcat is used in the winter a lot for work in the DDA district. It is also used for trash removal, picking up temporary signs, and on the pathways. It was recently used to start up the irrigation in the Village. Another Toolcat would enable B & G to get more work done more efficiently, especially in the winter. The DDA has added sidewalks and is proposing to add more, so an additional Toolcat would help.

Member Kingsland asked why the DDA was being asked to make the purchase rather than the Township. B & G Director Waugh said that they could dedicate its' use mostly to the DDA district, but couldn't guarantee it. Other Township equipment is used in the DDA district continually.

Member Siegle wanted to know if another Toolcat is really needed or just something nice to have. He is concerned because of tight economic times; wanting to be prudent with the DDA funds. He asked how long it takes staff to plow all the sidewalks after a snowfall. Waugh answered that it takes an entire work day just to clear the sidewalks in the DDA district. There are four staff members who work on snow removal.

Member Beahan asked Korhorn if this is in the long range plan or a new idea. She replied that this was not in the TIF Plan.

Member McDonald asked Korhorn if this acquisition was appropriate to be done by the DDA. Korhorn replied that she felt it was and that this equipment would be used extensively in the DDA District.

Member Siegle asked how much the Toolcat would cost. Member Beahan answered that it would cost \$48,000. Member Johnson asked if ½ of the cost could come from the Township. Member McDonald questioned the need or clamor from the community for another Toolcat. Member Kingsland said she could see funding ½ of it.

Assistant to the Manager Korhorn reviewed that there is currently about \$2,000,000 in the fund balance right now. The recent and current projects being funded total about \$1,000,000. Member Johnson asked how much is still owed on bonds. Korhorn replied that we are still paying on one bond and owe about \$1,000,000. There is about 10 years left to pay on that.

Member McDonald stated that the community has asked for sidewalks, the DDA is building them and he feels responsible to keep them maintained. He added that he heard a lot of complaints from neighbors after heavy snowfall because they had to wait for a week for sidewalks to be cleared. On the other hand, he questions if a Toolcat should be purchased now or sometime in the future. Waugh brought up problems they

had this past winter when the Toolcat needed repairs. They were without it for several days, causing delays in snow removal. She added that the Toolcat with the blower they have now is absolutely necessary in snow removal. It would be awesome to have a back-up, especially when one is down for repairs.

Member Siegle ask if there were comparable products. Waugh answered that she had talked to Kubota and John Deere about their products and nobody has anything like this.

Chairman Huhn asked if anyone was ready to make a Motion.

Member McDonald said that given we have a responsibility to maintain the paths that we are building and there appears to be a need, and given that we do have the money today I would Motion that we recommend that the Board evaluate the quote. Support by Member Beahan.

The Chairman expressed concern that we should get a better quote.

Motion Carried.

Member Noto had to leave the meeting.

ARTICLE 9. Discuss and Consider Proposal for TIF Plan Consultant

Assistant to the Manager Korhorn said that the RFP was sent out in early April. Four proposal's were submitted to the Township. There was a committee of five who reviewed the proposals. The committee felt that the proposal from Williams and Works best addressed the items in the RFP. Part of their scope of work does include 4 DDA meetings, 1 public meeting, and 1 meeting with business owners. These are all brain-storming sessions, break-out sessions as far as projects and where we would like to head with the district. They will also assist us in forming a 9 member development area citizens' council which we are now required to have because we have over 100 residents living in the district. They propose 6 months to put the plan together. Staff and the committee members are recommending that we move forward with the Williams and Works proposal and take that to the Township Board.

Chairman Huhn asked if there were any questions. Member McDonald commented that Williams and Works did our Township Master Plan and did a very nice job. Member Kingsland said she was on the committee. She added that Fleis and VandenBrink Engineering came in lower, but they were not doing what we wanted them to do as far as directing us. They were letting us direct ourselves. They implied that we were supposed to be the ones doing the brain storming meetings and we were supposed to be doing all the work and letting them tell us what to do after we found out all the information. Williams and Works was doing it for us and helping us, so we favored Williams and Works.

Member Kingsland made a Motion to recommend Williams and Works as the consultant for the TIF Plan to the Township Board. Support by Member McDonald. Motion carried.

Korhorn added that they would be having some special meetings between June and whenever the Plan is finished.

ARTICLE 10. Any Other Business:

Assistant to the Manager Korhorn announced that Member Ron Clark has resigned from the DDA. We have received a resume from someone who would like to join the Board. We will take that to the next Township Board Meeting for an appointment. Her name is Jennifer Puplava and she works at Mika Meyers Beckett & Jones. She has been a resident for 7 years.

Chairman Huhn asked that a thank-you be sent to Member Clark for what he has done for the Township.

Member Johnson wanted a report on what the Planning Commission had passed during the April 18, 2011 meeting. Some Zoning Amendments were passed and some were recommended to the Township Board for approval. Korhorn said she would include that information in the next packet.

ARTICLE 11. Adjournment

Chairman Huhn asked for a Motion to adjourn. Motion was made by Member Kingsland. Support by Member McDonald. Motion carried. The meeting was adjourned at 7:00 P.M.

Respectfully submitted,

Diana Kingsland, Secretary

Carol M. Meyer, Planning Administrative Assistant