

**Cascade Charter Township
Downtown Development Authority
Board of Directors
August 16, 2005
Cascade Museum Building
2839 Thornapple River Dr. SE**

ATTENDEES: Lori Chu, Ray James, Julie Johnson, Diana Kingsland, Dan Wallace.
Absences: Ron Clark (expected), Mike Julien (expected), Joann Noto.
Others Attending: Assistant to the Township Manager, Sandra Otey.
Guests: None.

ARTICLE 1: Call the Meeting to Order

Vice-Chair Chu called the meeting to order at 7:02 p.m.

ARTICLE 2: Approval of the Agenda

Vice-Chair Chu requested a motion of approval of the August 16th DDA Agenda. Member James motioned for approval, supported by Member Johnson. All in favor of motion, none opposed. Motion carried.

ARTICLE 3: Approval of the Minutes of May 17, 2005

Vice-Chair Chu requested a motion of approval of the May 17th minutes.

Member Johnson noted a correction on Page 2, first paragraph, sixth sentence and referral to Jack Smith: minutes state "Jack Russell" need to correct to Jack Smith.

Member James motioned for approval of the May 17th minutes as amended, supported by Member Kingsland.

All in favor of the May 17, 2005 Minutes as amended, none opposed. Motion carried.

ARTICLE 4: Discussion of Bids for Street Lights and Street Trees

Assistant to the Manager Otey noted that at the last DDA Meeting the Board requested the Township to pursue bids for street trees and street lights for 28th Street project. Bid information was previously distributed in the Meeting Packets.

Street Lights: Assistant to the Manager Otey referred to the Base Bids as bids for the current, Lumac, lighting. The Alternate 1 is through Architectural Area Lighting, the alternate lighting fixture supplier. Assistant to the Manager Otey noted the lights are similar and though the Alternate has a more rounded top, there are flatter tops available to match those in the Township.

Otey also reported they worked with Fishbeck in obtaining bids and Buist is the lowest bidder.

Assistant to the Manager Otey showed the Board Members the Alternate light noting the black top to reflect the lighting downward. East Grand Rapids has these lights installed if members wanted to see them. Member Johnson asked where and the lights are installed on Lakeside Dr. by Rose's down towards the high school. Assistant to the Manager Otey noted the top on the example is more rounded than the current Lumac lighting, but other tops are available. Assistant to the Manager Assistant to the Manager Otey also showed pictures of the pole with the top mount. Assistant to the Manager Otey requested the DDA recommend their choice of lighting to the Township Board for their approval at the next Board Meeting.

Member James asked if there was any difference in quality and maintenance and Assistant to the Manager Otey stated no; both have a 30-year warranty and are only replaced when knocked over.

Vice-Chair Chu asked if the \$19,000 is overall savings if Alternate lighting fixture is chosen, Assistant to the Manager Otey confirmed, yes, for all twenty-one (21) lights. Assistant to the Manager Otey also noted the Township is fine with either one of the styles and choice is open to the DDA. The project the lighting will be installed starts at Old 28th to Thornhills.

Johnson feels she needs to see an example of the Alternative manufacturer with the correct top on the fixture. She noted that the lights are too similar in design and will not look good once installed next to each other. Johnson said if the alternative lights are not to be the same as what we have now, they should not be similar; if they are to be different, it should be a bigger difference. Member Johnson supports staying with what the Township currently has; the difference would be enough to make it wrong. Member Johnson also asked the Township to consider painting the tops of the current light fixtures to help direct the light downward. Assistant to the Manager Otey believes altering the fixtures would void the warranty.

Member Kingsland supported staying with current lighting, eventually the 28th Street project will be completed and these lights will butt-together. Assistant to the Manager Otey noted the DDA could have a break-point at Thornhills for the new lighting. She also noted the quotes are on based on Pat's design and have worked with the contractors before.

Member Kingsland motioned for staying with the current lighting fixtures (Lumac) and pursue options for the existing lighting in projecting the light downward, supported by Member Johnson.

All in favor of the motion; none opposed. Motion carried.

Member Kingsland motioned for approval to accept the bid from Buist Electric, Inc., supported by Member James.

All in favor of the motion; none opposed. Motion carried.

Landscaping: Assistant to the Manager Otey reviewed the bids received for the 28th Street Landscaping. Member Wallace noted Harder and Warner is in Cascade and their bid isn't much higher than Twin Lakes Nursery. Assistant to the Manager Otey noted the Township has worked with Twin Lakes in the past.

Member James motioned for approval in awarding bid to Twin Lakes Nursery, supported by Member Johnson.

Four (4) Members in favor of Twin Lakes Nursery with one (1) opposed. Motion carried.

ARTICLE 5: Other Business

Vice-Chair Chu asked if the Board had any other business to conduct. Member Johnson said she is happy to see the light back out here at the crosswalk. She also noted the pedestrian light seems to change rather quickly and wondered if the timing could be adjusted. Member Kingsland also noted the pedestrian lights seem to change rather quickly. Assistant to the Manager Otey said the Kent County Road Commission controls the timing. She did contact them recently with public concerns with the timing of the pedestrian signal on Thornhills. Assistant to the Manager Otey was told by the Road Commission the lights are timed for traffic and allow pedestrians to cross safely if the signal is white. If the signal reverts to amber and is flashing, the pedestrian shouldn't attempt to try crossing.

Assistant to the Manager Otey said the DDA's recommendations will go before the Township Board on August 24th.

Member Johnson asked if the tree plans show a resolution to Member Kingsland's concern over the tree in front of their store and traffic visibility. Assistant to the Manager Otey reviewed the plans, yes, have been changed but not sure of the tree-type intended. Member Johnson also noted the sign for the pathway in front of Kingsland's store blocks vision with traffic.

Member Wallace asked if the first two (2) years of watering for the new trees would be provided by the Township and Member Johnson questioned if sprinkling was being installed during the project. Open discussion was held regarding past years when sprinkling wasn't installed and the loss of new trees.

No further discussion.

ARTICLE 6: Adjournment

Vice-Chair Chu requested a motion for adjournment. At 7:35 p.m. Member James motioned for adjournment, supported by Member Wallace.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Jay W. Cravens, Executive Director