

**Meeting Minutes  
Cascade Charter Township  
Downtown Development Authority  
Board of Directors  
November 15, 2005  
Cascade Museum Building  
2839 Thornapple River Dr. SE**

**ATTENDEES:** Ron Clark, Ray James, Julie Johnson, Mike Julien, Diana Kingsland, Joann Noto, Dan Wallace.

**Absences:** Lori Chu (expected)

**Others Attending:** Assistant to the Township Manager, Sandra Otey.

**Guests:** None.

**ARTICLE 1: Call the Meeting to Order**

Chairman Clark called the meeting to order at 7:02 p.m.

**ARTICLE 2: Approval of the Agenda**

Chairman Clark requested a motion of approval of the November 15<sup>th</sup> DDA Agenda. Member Kingsland motioned for approval, supported by Member James. All in favor of motion, none opposed. Motion carried.

**ARTICLE 3: Approval of the Minutes of August 16, 2005**

Chairman Clark requested a motion of approval of the August 16<sup>th</sup> minutes.

Member Johnson noted a correction on Page 2, fifth paragraph, and third sentence regarding her comments in alternative lights. She asked better clarification be used to her statements and submitted written comments to Recording Secretary Hern.

Member Johnson also noted better clarification on Page 3, eighth paragraph, last sentence change “her store” to “Kingsland’s store”.

Member Kingsland motioned for approval of the August 16, 2005 minutes as amended, supported by Member James.

All in favor of the November 16, 2005 Minutes as amended, none opposed. Motion carried.

**ARTICLE 4: Update on the 28th Street Landscape and Street Light Project**

Assistant to the Manager Otey reported Buist Electric and Twin Lake Nursery were awarded the projects.

Buist has completed the first phase of the streetlights: underground installations, base poles and conduits have been installed and the disrupted areas have been re-seeded.

November 18<sup>th</sup> the fixtures will leave the factory and should arrive for installation November 28<sup>th</sup> and this will provide plenty of time to meet the installation deadline projected.

Member Johnson requested clarification where the light fixtures will transition and Otey stated the DDA selected Thornhills as the breakpoint to implement something different or continue with the same. Otey noted the fixtures arriving would have the black tops on them.

Member James asked if the light project will be completed by mid-December and Otey confirmed, yes.

Member Johnson noted she thought the lights to be installed had the glass tops and feels the black-topped fixtures are a mistake. Member James noted the Township currently has both, glass fixtures and black-topped ones and believes the DDA changed to the black-topped fixtures due to the light-pollution issue. Member Julien noted Member James' recollection is correct and the DDA agreed to stay with Lumac and use Thornhills as a breakpoint for consideration to different lighting or continue with the same. Member Johnson said she does not like the way the black-topped lights look amongst the glass ones. She also noted the new black-topped fixtures show the light hanging from the top and the lighting is different. Member Julien noted that Planning Director Peterson provided examples of the two (2) fixtures for the DDA to consider and the consensus was to utilize Lumac's black-topped fixture that is as close as we can get to the current fixtures and address the light-pollution issue.

Otey also reported Twin Lakes has planted all the new trees and they were inspected earlier today and found that two (2) may need to be replanted but won't know until spring. Member James asked who would be maintaining watering of the new plantings and Otey said Buildings & Grounds.

#### **ARTICLE 5: Update on Sidewalks along 28<sup>th</sup> Street**

Otey noted the north side of 28<sup>th</sup> Street will be redeveloped and notices to the businesses have been sent and are being received at the Township Offices from those businesses willing to install sidewalks or pay to have the Township install in 2006. Otey noted the project runs from the ReMax business to Kraft and referred to the site plan within the Board packets noting the blue areas note the businesses that have signed sidewalk construction agreements and the red denotes an easement for the sidewalk.

She further explained that the south side of 28<sup>th</sup> Street is scheduled for sidewalks in 2008 due to a sewer project in 2007. Member Julien asked if agreements have been received from the businesses on the south side yet and Otey noted no, not yet.

Member Johnson asked what the width of the sidewalks would be on the north side of 28<sup>th</sup> Street and Otey said the width could be discussed at the

January DDA Meeting. Member Johnson asked the item be placed on January's agenda and is in favor of five-foot wide sidewalk. Member Julien requested pictures of various width sidewalks: five-foot, six-foot and eight-foot; along with people on them to show examples to scale. Chairman Clark noted the pictures with people on them would be a great help in determining an appropriate width of the sidewalks. Member Julien also requested that Darrin McSorley, Building and Grounds Director, provide a snowplowing report noting the different widths.

#### **ARTICLE 6: 2006 Meeting Schedule**

Otey noted the previously distributed dates for the 2006 year being held the third Tuesday of the month. Otey noted the DDA needs to approve the schedule proposed:

January 17<sup>th</sup>

March 21<sup>st</sup>

May 16<sup>th</sup>

August 15<sup>th</sup>

October 17<sup>th</sup>

Otey also noted that, if approved, January's Meeting would be held at the Library's Program Room due to a conflict with the Planning Committee who has the Museum reserved for their meeting the same night. She also noted March and May's meetings would be held at the Museum and August's and October's Meetings will be held in the new addition at the Library. The new addition will be the new venue for Township Meetings opening the Museum to be utilized as a true museum and the Historical Society is preparing.

Member Julien motioned for approval of the 2006 DDA Meeting schedule with support from Member James. All were in favor, none opposed. 2006 Schedule approved.

#### **ARTICLE 7: Other Business**

Chairman Clark opened the meeting for other business and Otey noted Member Wallace's term is up this year. Member Wallace expressed continuing with the DDA and asked whom he should contact, Otey noted Member Julien. Member Julien thanked Member Wallace for continuing on the DDA and said his input has been very valuable over the years. Member Wallace is one (1) of the original members of the DDA that was established eleven (11) years ago.

Otey also noted the DDA needs to fill Member Biermacher's vacancy and this individual needs to be someone within the DDA. Member Julien believes the criteria for this Board Member has to be someone who either owns residential or rents within the DDA and asked Otey to check the rule.

Member Johnson asked if the Christmas decorating would be done again this year and noted how beautiful the red ribbon with the green was and very happy with the doubles. She also suggested that the big pots within the

village could be planted with evergreens in the winter, noting the evergreens would last the whole season.

Member Johnson also requested the poles for banners used for the 4<sup>th</sup> of July by the future fire station should be removed. Otey will check into the poles, not sure how deep they are in the ground.

No further discussion.

**ARTICLE 6: Adjournment**

Chairman Clark requested a motion for adjournment. At 8:00 p.m. Member Wallace motioned for adjournment, supported by Member James.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Jay W. Cravens, Executive Director