

Meeting Minutes
Cascade Charter Township
Downtown Development Authority
Board of Directors
November 17, 2009
7:00 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ATTENDEES: Rob Beahan, Ron Clark, David Huhn, Julie Johnson, Kirt Ojala, Dan Wallace.
Absences: Diana Kingsland (excused), Joann Noto (excused), Rick Siegel (unexcused).
Others Attending: Assistant to the Manager Sandra Otey and Recording Secretary Hern
Guests: Mike Berrevoets, Fishbeck

ARTICLE 1: Call the Meeting to Order

Chairman Huhn called the meeting to order at 7:00 p.m.

ARTICLE 2: Approval of the Agenda

Chairman Huhn requested a motion of approval of the November 17, 2009 DDA Agenda. No revisions, corrections to the agenda and Member Clark motioned to accept the minutes as presented, supported by Member Beahan. The agenda of the November 17, 2009 was approved as submitted.

ARTICLE 3: Approval of the Minutes of October 13, 2009 Meeting.

Chairman Huhn requested a motion of approval of the October 13, 2009 minutes.

Member Beahan requested that the attendees reflect that Chairman Huhn had an excused absence; he is currently listed as attending and absent. Remove Ray James from the attendees, as Mr. James is no longer on the Zoning Board of Directors.

Member Beahan motioned for approval of the minutes as corrected, supported by Member Ojala. All in favor of the October 13, 2009 DDA Minutes as corrected; none opposed. Motion carried.

ARTICLE 4: Discussion and Recommendation of the 2010 Streetscape Project – Sidewalk through I-96 Interchange on 28th Street.

Assistant to the Manager Otey said that at the October Board Meeting, the DDA Board decided which wall option to move forward with as well as the streetlights west of the I-96 interchanges. The shoebox fixtures will be used west of the interchange and the Lumec Fixtures will be used from Kraft Avenue to the interchange. Streetlights will be placed only on the south side of 28th Street.

Within the Boards' packets are plan sheets for the project. These are not final construction plans, simply plans to review and make a recommendation on the project to the Township Board.

Major items to be completed:

1. MDOT (Michigan Department of Transportation) is reviewing the potential to modernize the signal where pedestrian crossing signals are needed. MDOT will probably take care of the bidding and design of that work with the Township coordinating the locations and schedule. MDOT is looking to have the Township cost share on some of the signal work and the Township will work with MDOT to make it equitable (i.e. the Township not paying more than it would otherwise needed in order to install the required pedestrian signals).
2. Electrical design is partially complete. The proposed light locations are shown on the electrical sheets. Details of the circuits and service locations will be completed in the upcoming weeks. A memo from Tony Kuhtz will be provided outlining his findings on the LED shoebox lights.
3. The structural work is shown on sheets S-1 and S-2. The Township has worked with Pat Cornelisse, Landscape Architect, on the aesthetics of the wall. One item to note is that the Township requested angled end walls. This was done in order to work with the existing slopes. If the end walls were parallel with the sidewalk, the walls would be sticking up and would not be visually appealing.
4. The sidewalk location and endpoints are pretty well set at this point. This is basically the same layout that the Township gave MDOT for review a few months ago.
5. The Township is working with the property owners for easements and grading permits.

According to Mike Berrevoets, from FTCH, they are about 80% complete and things are falling into place to get the project on schedule to bid during the winter and start construction in the spring.

This plan needs a recommendation to the Township Board who would review it at their December 9, 2009 Board Meeting.

Chairman Huhn asked if the landscaping has been decided. Assistant to the Manager Otey said that at the last Board Meeting, landscaping was discussed but the Board did not commit to final plantings. Mr. Berrevoets suggested that the Township not plant any trees due to power lines and driver sight lines and consider bushes in the area if plantings are desired.

Mr. Berrevoets noted that the estimated cost for the project is approximately \$1.4 million and the cost will be revised once the final plans have been approved by MDOT. MDOT is currently reviewing the final plans and he does not anticipate any issues.

Member Johnson questioned if lighting is needed west of I-96 interchange to Patterson Avenue and Assistant to the Manager Otey said the lighting is primarily for the pedestrians on the sidewalk.

Mr. Berrevoets confirmed that the Township would want to install lighting for the sidewalk especially for pedestrians from I-96 to the Bob Evans Restaurant. He mentioned that the Board might want to consider LED lighting in the shoebox fixtures, as they would need less wiring, have a longer bulb life and use less energy.

Member Beahan asked if shoebox fixtures come with LED lighting and Mr. Berrevoets said they have BETA lighting that is energy efficient. Member Beahan supported energy efficient lighting and Member Johnson said she would like to see the lighting prior to purchasing and agreed to install the lighting west of the I-96 interchange.

Member Beahan motioned for favorable recommendation to the Township Board for the 2010 Streetscape Project, supported by Member Clark. All in favor with none opposed. Motion carried.

ARTICLE 5: Discussion of Roundabout.

Assistant to the Manager Otey said the Township received the final document for the Cascade Road roundabout study. The study indicates the roundabout 'fits' at this intersection.

She attended the Kent County Road Commission (KCRC) Board Meeting in October where they discussed the possibility of the roundabout at Cascade Road and 28th Street. While KCRC had many questions regarding the roundabout, at the end of the discussion they voted in favor of the Township pursuing this project. Assistant to the Manager Otey asked the Board to keep in mind that this does not mean the project is a 'done deal'. If the DDA decides to move forward, the project would still have to return to the KCRC for approval of the construction drawings.

Now that KCRC has given the Township permission to pursue the project, we need to continue discussions on how to educate the businesses and public. Staff would like to have both business owners and residents on the committee and asked the Board to consider how they would like to see the public meetings handled. Staff would like to hold a public meeting with the business owners first to obtain their input and address their concerns.

Member Ojala questioned if a roundabout is necessary and asked if the speed of the traffic is a concern. Assistant to the Manager Otey said the idea for the project stemmed from the Master Plan concerning pedestrian safety at that intersection.

Member Beahan noted that the speed of the traffic is a concern in the area.

Member Johnson supported the project, noting that once the public is educated that roundabouts reduce the number of traffic accidents by 70% and should be viewed favorably by the public.

Chairman Huhn noted that the speed of the traffic at the intersection is a safety issue and the roundabout has the advantage of slowing the traffic down with the bonus of improving the aesthetics of the intersection.

Member Johnson suggested that brick paving be installed at the pedestrian crosswalk at Thornapple River Drive and Cascade Road. Middleville recently added bricking at their pedestrian crosswalks and it is very pleasing. Chairman Huhn supported Member Johnson's suggestion.

Assistant to the Manager Otey noted that KCRC told the Township there were two (2) options regarding the Cascade Road and 28th Street intersection: to leave the intersection as it currently is or to install the roundabout.

Member Beahan noted a new roundabout has been installed at M-37 and M-46 that is very nice. Roundabouts also save on vehicle fuel since the cars do not idle at streetlights.

Chairman Huhn asked what the estimated cost is for the roundabout and Assistant to the Manager Otey said approximately \$1 to \$1.4 million and easements would have to be granted by Independent Bank and Walgreens.

Chairman Huhn noted that the DDA needs to provide the public with a plan of the project and it would be helpful to have attendees at the public meetings who have roundabouts in their communities so they can provide the advantages to having them.

Member Johnson believes the public will welcome the roundabout once they have driven through it a couple of times. She would like to pursue the project and the landscaping for the area.

Assistant to the Manager Otey noted that most roundabouts have a statue in the middle of them or landscaping. The Township does not want something that is distracting to the drivers as roundabouts have directional signage to help navigate the drivers.

Assistant to the Manager Otey also said that she would like to meet with Independent Bank and Walgreens prior to the business owners public meeting. She would like to target a meeting with the business owners in February. Drawings of the project would be available for the business owners to review and the DDA and Staff would be available to answer questions.

Member Ojala motioned to pursue the roundabout concept for the Cascade Road and 28th Street intersection, supported by Member Beahan. All in favor with none opposed. Motion carried.

Chairman Huhn asked that someone who has experience with roundabouts be present at the January Board Meeting to answer questions of the DDA.

ARTICLE 6. Consider 2010 DDA Meeting Schedule

Assistant to the Manager Otey noted that included within the Boards' packets is the proposed 2010 DDA Meeting schedule. Meetings are held on the third Tuesday of the month and the Township Board will need to approve the schedule.

The DDA Board did not have any revisions to the proposed 2010 Meeting schedule.

Member Clark motioned in favor of the 2010 DDA Meeting Schedule, supported by Member Beahan. All in favor with none opposed, motion carried. Staff will submit the schedule to the Township Board for their approval.

ARTICLE 7. Any Other Business.

Member Johnson asked if the pots would be done this year in the Village and volunteered her services to assist. Assistant to the Manager Otey said she would contact Staff who will follow-up with Member Johnson regarding the pots.

Assistant to the Manger Otey also noted that there are two (2) board members whose terms expire: David Huhn and Dan Wallace. Member Beahan said he would follow-up with both members regarding their interest in continuing to serve on the DDA Board.

There was no other business.

ARTICLE 7. Adjournment

Chairman Huhn requested a motion for adjournment. At 7:50 p.m. Member Wallace motioned for adjournment, supported by Member Ojala. All in favor with none opposed, meeting adjourned.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:
Sandra Otey, Assistant to the Manager