

**Meeting Minutes
Cascade Charter Township
Downtown Development Authority
Board of Directors
March 18, 2008
Cascade Library Wisner Center
2870 Jacksmith Ave. SE**

ATTENDEES: Ron Clark, David Huhn, Julie Johnson, Diana Kingsland, Joann Noto, Kirt Ojala

Absences: Ray James (excused), Mike Julien (excused), Dan Wallace (excused)

Others Attending: Assistant to the Manager Sandra Otey; Admin. Assistant Lisa Hern.

Guests: None.

ARTICLE 1: Call the Meeting to Order

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

ARTICLE 2: Approval of the Agenda

Chairman Clark requested a motion of approval of the March 18, 2008 DDA Agenda. Member Johnson motioned for approval, supported by Member Noto. All in favor of motion, with none opposed. Motion carried.

ARTICLE 3: Approval of the Minutes of October 16, 2007

Chairman Clark requested a motion of approval of the October 16, 2007 minutes.

Member Huhn motioned for approval of the minutes as presented, supported by Member Kingsland.

All in favor of the October 16, 2007 DDA Minutes as presented; none opposed. Motion carried.

Assistant to the Manager Otey introduced the newest member to the Downtown Development Authority Board of Directors, Kirt Ojala. Kirt is also a member of the Centennial Park Association and the board welcomes his input and ideas.

ARTICLE 4: Update of 28th Street Streetscape Project and Discussion regarding Ordering Streetlight Poles for 28th Street.

Assistant to the Manager Otey reported that Staff has met with Fishbeck, Thompson, Carr & Huber (FTC&H) approximately 3-weeks ago to discuss the upcoming 28th Street Streetscape project. This project consists of sidewalks along the south side of 28th Street and street trees and streetlights on both the north and south side of 28th Street from Thornhills Avenue and move west to Kraft Avenue.

The preliminary schedule has FTC&H currently working on the project design and securing the sidewalks easements needed for the project. They

need to obtain five (5) sidewalk easements on the south side of 28th Street. The Township is planning to go out for bid in early June with construction commencing just after July 4th. The project will conclude in late September.

Part of the discussion at the meeting was regarding the streetlights. The question was asked about ordering the streetlight poles and fixtures before the project begins. It was discussed as to whether we should place the order for the poles and fixtures now to save time. FTC&H has spoken with Lumec and the order will take approximately ten (10) to twelve (12) weeks to arrive. The Township could order the seventy-four (74) poles and fixtures early to ensure an earlier delivery but there is the issue of having to store them and the Township does not have a facility to do so. The project timeline shows the lights and fixtures being installed in September and FTC&H is comfortable waiting to order the items.

Chairman Clark asked Staff if the light poles and fixtures are one of the last items in the project and Assistant to the Manager Otey said generally these items are one of the last, yes.

Chairman Clark asked if any bonding needs to be considered and Assistant to the Manager Otey said the DDA will pay cash. The project will cost approximately \$1.2-million and the DDA has just under \$2-million. There are not other projects on the current horizon for the DDA. The Township Board has also agreed not to bond the project and pay cash.

Assistant to the Manager Otey said there is no action being requested from the Board this evening. FTC&H has no concern in ordering the poles and fixtures later into the project.

Member Ojala asked if the project is delayed would that affect when the poles and fixtures ordered. Assistant to the Manager Otey said that they could postpone the order until the project is ready for the fixtures but need to order in time for September installation.

Chairman Clark asked if there is a reason why the Township is waiting until June to begin the bid process and Assistant to the Manager Otey said there some small details that need to be wrapped up.

ARTICLE 5: Centennial Park Update

Assistant to the Manager Otey noted that the Centennial Park Master Plan study is wrapping up. The consultants, Beckett and Raeder have received final comments/concerns from the group and are in the process of incorporating those comments and completing the study. The next step will be a joint meeting with the DDA and Planning Commission to review the plan, which will then be passed on to the Township Board. We anticipate this joint meeting to be held in April or May.

Member Ojala said that the Centennial Park Association is very excited to move forward and Beckett is working on the final language and map of Centennial Park.

Assistant to the Manager Otey said that the Centennial Park Master Plan would probably trigger zoning changes that the Planning Commission would need to review.

Member Huhn asked if the business owners are in agreement with the Master Plan and the development? Member Ojala said that some are and some are not, cost is a large concern but everyone's goal is to get the Master Plan in place.

Member Johnson asked if the homeowners were also involved in the Master Plan process and Member Ojala said they were. The Centennial Park Association is a business association but they did obtain feedback from the Centennial Park residents regarding the Master Plan.

Assistant to the Manager Otey said discussions have also included budget concerns and they believe the plan can be modified for reasonable expenditures (i.e. signage, etc.). Member Johnson asked if any grants are available and Assistant to the Manager Otey said she did check into grant funding but there are none available.

Member Huhn asked if the park's roads are in good shape and Member Ojala said the roads are okay and would eventually need repair or re-surfacing but it is not an immediate need.

Member Johnson asked if a decision has been made regarding removing any of the trees on the corner of 28th Street and Charlevoix Drive. Member Ojala said they are considering which trees to remove since they are all mature. Discussions have also been held regarding sidewalks throughout the park and if sidewalks are installed, some of the trees would need to be removed. No one wants to lose the trees within the park and they are reviewing if any can be transplanted, etc.

Member Huhn asked if the development is connected to city water and sewer and Assistant to the Manager Otey said it is.

ARTICLE 6: Election of Officers.

Assistant to the Manager Otey said that it is time to elect officers for the DDA for the 2008 year. The Board needs to vote on the positions of: Chair, Vice Chair and Secretary. Currently Ron Clark serves as the Chairman, David Huhn as the Vice Chairman and Diana Kingsland as the Secretary.

Chairman Clark said that he has enjoyed serving as Chair over the past year and encouraged the board to volunteer for the position.

Chairman Clark nominated Member Huhn as Chairman, seconded by Member Noto. All in favor with none opposed. David Huhn to serve as Chairman of the 2008 DDA.

Member Noto nominated Member Clark as Vice Chairman, seconded by Member Johnson. All in favor with none opposed. Ron Clark to serve as Vice Chairman of the 2008 DDA.

Member Noto nominated Member Kingsland as Secretary, seconded by Member Huhn. All in favor with none opposed. Diana Kingsland to serve as Secretary of the 2008 DDA.

Member Johnson volunteered to serve on the Village Design Committee and Assistant to the Manager Otey said she would research on how to become nominated. Member Johnson also requested information regarding board term limits.

ARTICLE 7: Any Other Business.

Chairman Clark opened the meeting for any other business.

Assistant to the Manager Otey introduced the new Township Manager, Bill Cousins, to the DDA Board Members.

Member Johnson said the winter planters this year were excellent and thanked Staff. She hopes the Township could continue the planters to Old 28th Street next year.

ARTICLE 7. Adjournment

Chairman Clark requested a motion for adjournment. At 7:42 p.m. Member Noto motioned for adjournment, supported by Member Kingsland.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Sandra Otey, Assistant to the Manager

Next Meeting:

Tuesday, May 20, 2008 at 7:00 p.m.

Cascade Library Wisner Center

Please call 949-1500 if you cannot attend