

**Meeting Minutes
Cascade Charter Township
Downtown Development Authority
Board of Directors
January 20, 2009
Cascade Township Office
2865 Thornhills Ave. SE**

ATTENDEES: Rob Beahan, David Huhn, Ray James, Julie Johnson, Diana Kingsland, Kirt Ojala, Rick Siegle, Dan Wallace.

Absences: Ron Clark (excused), Joann Noto (excused).

Others Attending: Assistant to the Manager Sandra Otey, Recording Secretary Lisa Hern.

Guests: None.

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 January 20, 2009 DDA Agenda. No revisions, corrections to the agenda and Member Ojala motioned to accept the minutes as presented, supported by Member Beahan. The agenda of the January 20, 2009 was approved as submitted.

ARTICLE 3: Approval of the Minutes of November 18, 2008

Chairman Huhn requested a motion of approval of the November 18, 2008 minutes.

Member Johnson motioned for approval of the minutes as presented, supported by Member Ojala.

All in favor of the November 18, 2008 DDA Minutes as presented; none opposed. Motion carried.

ARTICLE 4: Discussion of the Cascade Road Streetscape Project.

Assistant to the Manager Otey said that at the November 2008 meeting, the DDA discussed the possibility of a sidewalk and streetlight project on Cascade Road from 28th Street to the Cascade Village Apartments. There was discussion on lighting along this stretch of Cascade Road and the DDA instructed Staff to talk with Pat Cornelisse and obtain her opinion on the spacing in this area.

The sidewalks would be installed on the south side of Cascade Road and streetlights on both sides of the street. Ms. Cornelisse reviewed this section of Cascade Road and her opinion is that since the streetscape treatment moves out from the heart of the Village area, the spacing of the light poles should be extended to approximately 120-feet apart and use the single poles. By spacing the lights further apart, this would provide an attractive transition into or out of the center of the Village.

Since the members of the DDA have indicated this is a project they would like to pursue, Fishbeck, Thompson, Carr & Huber (FTC&H) is moving forward with the plans. FTC&H has sent letters to the utility companies in the area and have

had preliminary conversations with the property owners regarding the project. Easement rights will need to be granted on some properties from the bank to approximately Dr. Siegle's veterinary clinic.

Assistant to the Manager Otey noted the project would cost approximately \$250,000 - \$300,000 and includes lighting on both sides of the street for an estimate of approximately sixteen (16) lights. The project also includes the sidewalk down the west side but does not provide any funding for additional landscaping. Ms. Cornelisse does not believe a large amount of additional landscaping would be needed for the project.

Member Siegle asked if the funding for the project is provided through tax dollars and Assistant to the Manager Otey said the funding is from taxes collected within the DDA and intended to be used solely for projects within the DDA District.

Member Ojala motioned to approve the plans to proceed with the project based on lighting that is 120-feet apart, supported by Member Wallace. All in favor with none opposed. Motion carried.

ARTICLE 5: Discussion of 2010 Streetscape Project, Sidewalk through I-96 Interchange.

Assistant to the Manager Otey said that over the years, the Township has had many discussions with the Michigan Department of Transportation (MDOT) regarding a sidewalk connection through 28th Street interchange area. Obviously, providing a connection would allow residents/pedestrians to travel from the east side of the Township to the west side, into Kentwood and beyond. In the Township's previous discussions with MDOT, they have never been open to the idea.

Planning Director Peterson and Assistant to the Manager Otey met with MDOT officials once again in December. The Township's proposal was discussed and MDOT gave permission to the Township to move forward with the project. The discussion included picking up the sidewalk at Kraft Avenue and heading west through the interchange and connecting with the sidewalk in front of Costco. The sidewalk through the interchange would be constructed only on the south side of 28th Street due to the traffic movements in the area and MDOT will not allow a sidewalk on the north side of 28th Street.

Staff has asked FTC&H to look at this area and begin some preliminary drawings and construction costs. Township staff feels that since MDOT has granted approval, the Township needs to move forward on this project before they (MDOT) could change their mind.

Chairman Huhn has also inquired about bricked crosswalks at major intersections. These were discussed during the Master Plan meetings. Bricked crosswalks can improve pedestrian accessibility and visibility. The intersection of 28th Street and Cascade Road was mentioned. Staff would like to see what the DDA Board's interest is in the bricked crosswalks.

Assistant to the Manager Otey noted the project from Kraft Ave. to the interchange down to Costco would cost approximately \$1.2 million and would include lighting but no additional landscaping.

The question was raised regarding bonding for the project or if there are any bonds left on 28th Street and Assistant to the Manager Otey would check on the bonds.

Assistant to the Manager Otey noted that there is the potential to install the brick crosswalks at intersections or have stamped pavement indicating pedestrian traffic to a motorist. Chairman Huhn asked Assistant to the Manager Otey to further research the brick crosswalks, especially for the 28th Street and Cascade Road intersection.

The Board held open discussion regarding the 28th Street interchange project and agreed to move forward with the sidewalk project down to Costco.

ARTICLE 6. Discussion of Village Sign.

Member Beahan said the Cascade Community Foundation (CCF) has been discussing the potential of having a community sign in the Village area. CCF would like the sign to display current events (i.e. Board Meetings, Concerts in the Park, DDA Meetings, etc.) that are happening in the Township. While Staff does not know the specifics of the sign (size, color, location, costs, etc.), before the CCF proceeds, they are curious whether the DDA would be interested in either partnering with them on the cost or picking up the entire cost of the sign.

Member Wallace asked who would have control over what the sign says and Member Beahan said that has not been determined. There is a Township Ordinance that limits the changes to what a marquee sign says to every 24-hours.

The Board asked the location of the sign and Member Beahan said that the CCF is researching three (3) potential locations with one being near the intersection of Cascade Road and 28th Street.

Member Kingsland does not believe that Cascade Road is the best place for a scrolling marquee sign as traffic is moving at excessive speeds in the area. The question was asked of Staff if the Township has control over the speed limits on the roads and Assistant to the Township Manager Otey said that MDOT regulates the speed limits.

Member Siegle noted that the concept for a Township sign is good but also agrees that Cascade Road is not the best location for the sign.

The Board agreed that this project is not high on their priority list for development and they would like to focus their funds in other areas.

ARTICLE 7. Election of Officers

Assistant to the Manager Otey noted it is time to elect Officers for the DDA for 2009. The Board needs to vote on the following positions: Chair, Vice Chair and Secretary. Currently, David Huhn serves as Chairman with Ron Clark as Vice Chair and Diana Kingsland as Secretary.

Member Wallace motioned to elect the same Officers from 2008 as the Officers for 2009, supported by Member Johnson. All in favor with none opposed. Motion carried.

ARTICLE 8. Any Other Business

a. Contact List for DDA Board.

Assistant to the Manager Otey asked the DDA Board Members to update their contact information on the roster that was being distributed. She will make any changes to the 2009 roster and distribute it to the DDA Board Members.

Member Johnson noted that the property next to Kingsland's is for sale and suggested that the property be purchased by the Township and preserved as a "pocket park". Member Kingsland noted the property is approximately four (4) acres, is heavily wooded and has a steep drop-off on it; it would be very difficult for someone to develop. Assistant to the Manager Otey said she would research if the DDA is allowed to own land.

ARTICLE 6: Adjournment

Chairman Huhn requested a motion for adjournment. At 8:18 p.m. Member Kingsland motioned for adjournment, supported by Member Wallace.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Sandra Otey, Assistant to the Manager