

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, January 18, 2011
5:30 P.M.
Cascade Library Wisner Center
2870 Jacksmith Ave SE

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

Chairman Huhn called the meeting to order at 5:30 p.m.
Members Present: Rob Beahan, David Huhn, Julie Johnson (arrived at 6:05),
Tom McDonald, Joann Noto, Kirt Ojala, Rick Siegle (left at 6:00)
Members Absent: Diana Kingsland, Ron Clark, both excused
Others Present: Assistant to the Manager, Sandra Korhorn
Buildings and Grounds Supervisor, Amy Waugh, Bill Cousins, Township Manager,
Larry Fleis, Fleis and Vanderbrink

ARTICLE 2. **Approve the Agenda**

Motion was made by Member Ojala and supported by Member McDonald to approve the Agenda as presented. There were no questions or comments. Motion carried unanimously.

ARTICLE 3. **Approve the Minutes of the November 16, 2010 Meeting.**

Motion was made by Member Beahan and supported by Member Ojala to approve the Minutes as submitted. With no other questions or comments, the Motion carried unanimously.

ARTICLE 4. **Discussion of 28th Street Boulevard/Centennial Park project**

Assistant to the Manager Korhorn reviewed some of the details discussed at the previous meeting. DDA had been favorable with the ideas presented, so she met with the Kent County Road Commission shortly after the November meeting. The KCRC was positive about the project as well. Based on that, FTC&H put together some tentative designs. Assistant to the Manager Korhorn will be meeting with Centennial Park business owners to go over the tentative preliminary design and sidewalk location to get their thoughts on it. There are two separate plans; one for the boulevard project and one for the Centennial Park project.

Streetlight sample pictures were in the Board packets for consideration. The lights are all LED. Last fall there were two options to consider; these samples are the second option from what the Board could previously choose. The Board will narrow the choices to 3 or 4 fixtures, and then pass those sample pictures on to the Centennial Park owners for their final decision. Bulbs other than LED can be considered if they are more cost effective.

Members gave their opinions about the various light fixture choices along with a color preference. They were in agreement that something decorative and with the same theme would work well. Other things to consider are the height of the pole and the amount of light. Spacing of the lights will be at about 150 feet.

The Centennial Park Plan shows street lights with banner arms. The Board will pick lights with the banner arm option, giving the business owners that choice.

FTC&H will eventually be providing a plan that will show the sidewalk location and where new trees and light fixtures will be placed.

ARTICLE 5. Discussion of Consultant for TIF Plan

Assistant to the Manager Korhorn stated that this had been discussed at the last meeting. The Board had asked her to look into the option of hiring a consultant to help with TIF Plan amendments. Sandra found that the price can vary from \$5000 to \$20,000, depending on the level of services desired. Several proposed projects would be included with a few renderings. When the Plan is updated, there will be meetings with the DDA, business owners and the residents. It will be a 30 year plan, much like a Master Plan.

ARTICLE 6. Discussion of Cascade Village Christmas Decorations – Replacement decorations

There had been a discussion about Christmas decorations at the previous meeting. Amy Waugh, Buildings and Grounds Supervisor was present with samples of decorations from Bronners. She had samples of garland and lighted wreaths and also pictures of lighted snowflakes for consideration. Currently the Buildings and Grounds Department wraps garland around approximately 51 poles in the Village area. The poles are fairly close to the road, so the garland is exposed to a lot of salt and slush. The garland is about 10 years old and is deteriorating. Amy suggested that they use wreaths or a lighted snowflake that would hang from the top of a pole instead of replacing the garland. Buildings and Grounds has storage limitations, plus putting the garland up and taking it down is very labor intensive. The wreaths and the snowflakes come with a bracket; the bracket would stay up all year. There was discussion regarding LED vs. incandescent lighting and the color of the lighting, how many poles should be decorated, and cost of the decorations.

Member McDonald made a Motion that Member Johnson, along with the Buildings and Grounds Supervisor, would explore the best combination of wreaths and snowflakes to be hung and which poles to be decorated, provided that they stay within a budget of \$15,000. Support by Member Beahan.

Discussion followed regarding obtaining a sample or two of a lighted snowflake and putting up the samples to view. The Members would like to see how they look before making such a large investment.

Motion carried unanimously.

ARTICLE 7. Discussion regarding Farmer's Market

Chairman Huhn asked Assistant to the Manager Korhorn to open the discussion.

Member Johnson had missed the earlier discussion on the subject of the 28th Street Boulevard/Centennial Park project. She interjected to ask if they had already talked about the lights and if they had chosen a light. She questioned if a traditional light fixture would tie in with modern buildings. Her opinion is that a more contemporary

light should be preferred. Member Johnson was also concerned if any trees would be removed on Charlevoix Drive. She stated that she will not vote positively for the project if it involves taking down any trees.

Chairman Huhn directed the discussion back to the Farmers Market. Assistant to the Manager Korhorn stated that a Farmers Market was a Township Board goal for 2010. The goal basically stated that the Township will explore the needs and best location for implementing a Farmers Market in or near the central Village area for the residents of Cascade. There are business owners, residents, the Cascade Community Foundation and farmers who are interested in a Cascade Farmers Market. Steve Peterson of the Planning Department has met with the MSU Extension office to find out what is involved in putting a Farmers Market together. He was told that at a minimum one would need dedicated land, restrooms, water, parking, a Market Master who coordinates the vendors and the placement of the vendors, and a structure with a roof. The MSU Extension suggested trying a "trial-run" before purchasing or leasing property for this project; maybe trial it for a season or a year. It could be in a public parking lot such as at a church or a shopping center. Several communities have a very successful Farmers Market, including Ada.

Assistant to the Manager Korhorn questioned if the DDA was interested in spending DDA funds on this anticipated project. If not, they could personally support it as a business owner, if interested. Since a cost is not known at this time, if there is DDA interest, it could be included in the TIF Plan, but keep it very general. DDA Members discussed various locations for a Farmers Market and at what time funds might be donated toward the project.

The discussion ended on a positive note for supporting a Farmers Market at some point if one becomes successful.

ARTICLE 8. Election of Officers

Currently Member Huhn is the Chair, Member Clark is the Vice Chair, and Member Kingsland is the Secretary. After a short discussion it was decided to keep it the same.

Member Beahan made a Motion that the Officers would stay the same as they currently are. The Motion was supported by Member McDonald. Motion carried unanimously.

ARTICLE 9. Any other business

ARTICLE 10. Adjournment

Chairman Huhn requested a motion for adjournment.

Motion was made by Member Beahan and supported by Member Ojala to adjourn. Motion carried. The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Diana Kingsland, Secretary

Carol M. Meyer, Planning Administrative Assistant