

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

ATTENDEES: Ron Clark, Lori Chu, Julie Johnson, Joann Noto and Dan Wallace.

Absences: Ronald Biermacher (expected), Ray James (expected), Mike Julien (expected),
Diana Kingsland and Township Manager Jay Cravens.

Others Attending: Assistant to the Township Manager Sandra Otey

Guests: Pat Cornelisse

ARTICLE 1: Call the Meeting to Order

Vice Chairman Clark called the meeting to order at 7:05 p.m.

ARTICLE 2: Approval of the Agenda

Member Wallace made a motion to approve the agenda submitted by staff.
Member Chu seconded the motion. The motion passed unanimously.

ARTICLE 3: Approval of the Minutes of November 16, 2004

Vice Chairman Clark requested approval of the November 16th Minutes.
Member Chu motioned for approval, Member Wallace seconded. Chairman
Clark opened for discussion of the minutes and Member Johnson requested
on page two (2), third paragraph the last sentence to read: "Member Johnson
also generally noted that the wires will be visible and she counted up to
eighteen (18) wires at intersections and believes only one (1), maybe two (2),
wires should be eliminated from the intersections if the mast arms were
installed."

ARTICLE 4: Election of Officers

General discussion was held that the Board needed to elect two (2) people for
the positions of Chair and Vice-Chair and Vice-Chairman Clark requested a
nomination for Chair of the DDA Board. Member Wallace nominated Vice
Chairman Clark for the position of Chairman; Member Johnson supported
the nomination. All in favor, none opposed, Vice Chairman Clark to serve as
Chairman beginning May 2005.

Vice Chairman Clark requested a motion for nomination of Vice Chair and
Member Johnson motioned for Member Chu as Vice Chair; Member Wallace
supported. All were in favor, none opposed. Member Chu to preside as Vice
Chair beginning May 2005.

ARTICLE 5: Discussion of 2005 DDA Improvement Projects

Assistant to the Township Manager, Sandra Otey, noted that Manager Cravens was unable to attend due to illness. Otey referenced the memorandum dated February 10, 2005 regarding Discussion of 2005 DDA Improvement Projects from Manager Cravens. Improvements are scheduled to be made along 28th Street, between Cascade Road and Thornhills Avenue in 2005. Since the DDA Board of Directors decided not to install mast arm utility posts, the project would likely be reduced in scope and cost. Member Johnson noted that the Board needs to heavily evaluate the current lighting the Township has because these fixtures will be there for many years. Member Johnson noted the differences between the old lights, that reflect upward, and the new ones being a replaced, you can see a difference. Member Johnson entertained the idea of looking into new lighting all together. Otey noted that just the light fixtures are being replaced unless an entire pole is taken out due to an accident; Otey noted that replacing the glass fixtures with black tops to reflect the light down is far cheaper than replacing all the lights and poles within the Township. Member Johnson asked to hear what Guest, Pat Cornelisse, thought in regards to the current lighting. Otey introduced Cornelisse who will be providing the streetscaping for the project.

Cornelisse supported just changing out the light fixtures as needed with the black reflective plate to project the light downward. She also suggested that the lights would look best if started at an intersection and work from that point with them. Cornelisse suggested keeping the current light pole style; the light fixtures are approximately \$795.00 to replace and that is far cheaper than replacing all the Township light poles. Member Wallace asked if there was a plan of implementation for the lights and Otey believes that Old 28th Street is to have the black-topped lights installed.

Cornelisse noted that the new light poles should be installed prior to plantings. She noted trees are to be planted on 28th Street up to Thornhills and is considering various species of trees. Other factors being considered into the species of trees:

- No Ash trees can be used due to pests
- Looking at plant material with current pests and/or diseases
- Doesn't want to use just one (1) species, will plant trees into clusters of two (2) or three (3) species and then another cluster of two (2) to three (3).
- Windburn is also an issue and if the species can withstand salt from the streets, soil type and tree spacing with overhead and ground obstructions and the width of the planting area and the species' root system.
- Township is recommending native trees to the area
- Availability of desired species

Vice Chairman Clark asked if a plan of implementation could be presented to the DDA Board of Directors at the May Board Meeting. Member Johnson asked when desired planting time is for the trees, Spring or Fall. Cornelisse wasn't sure of the timeline for the streetlights to be installed and noted that fall would not pose a problem. Vice Chairman Clark suggested the Board be flexible with the plan and the DDA Board of Directors may meet in a special meeting in April so decisions may be made at the May meeting.

Open discussion was held regarding current trees on new 28th Street and Cornelisse noted that there are approximately five (5) different species being utilized.

Vice Chairman Clark requested Otey work with Manager Cravens to develop an implementation plan for the DDA Board of Directors to review. Cornelisse state she will work with them on the plan as well.

Otey also noted the Board needs to decide on the sidewalk installation up to Thornhills on the south side. General discussion was held and Member Johnson asked if they could be four (4) feet wide and shared what other cities and townships are doing. Vice Chairman Clark asked Otey if Manager Cravens has specific ideas in mind for discussion and requested Manager Cravens to provide his recommendations for the sidewalks.

Article 6: Any Other Business

Otey noted an invitation to the DDA Board of Directors they should have received for the Wednesday, March 9th Township Board Meeting beginning at 7:00 p.m. Otey said all Township Boards are being invited to meet the new Board members. Member Johnson asked if the new Township Board would be sharing their goals for the year, Otey believes they are.

Member Chu asked if the Board needs to be prepared to make decisions regarding streetscaping at the May meeting. Vice Chairman Clark said the Board should be prepared at the May meeting and may schedule a special meeting in April to review the plans and recommendations.

Article 7: Adjournment

Vice Chairman Clark requested a motion for adjournment. At 7:35 p.m. Member Noto motioned for adjournment, supported by Member Wallace.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Jay W. Cravens, Executive Director

Next Meeting:

Tuesday, May 17, 2005

Cascade Museum Building

Please call 949-1500 if you cannot attend