

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, May 29, 2012
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, Diana Kingsland,
Tom McDonald, Kirt Ojala, Jennifer Puplava, Rick Siegle
Members Absent: none
Others Present: Assistant to the Manager Sandra Korhorn, Manager Bill Cousins, Chief
John Sigg, Mike Berrevoets of FTC&H

Member Joann Noto arrived at 5:40 PM

ARTICLE 2. Approve the Agenda

Motion was made by Member Beahan to approve the Agenda. Support by Member Kingsland. Motion carried.

ARTICLE 3. Approve the Minutes of the March 27, 2012 Meeting

Motion was made by Member McDonald to approve the Minutes. Support by Member Beahan. Motion carried.

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.
(Comments are limited to 5 minutes per speaker)**

There was no one in the audience to speak.

ARTICLE 5. Review and Consider Plans for Centennial Park Streetscape Project.

Assistant to the Manager Korhorn stated that this project is very similar to a previous project completed last year. Only one grading easement is needed. Many trees in the area need to be pruned; maybe 10 need to be removed. There is a landscape plan to replace trees. The Kent County Road Commission may do minor work in that area on drainage.

Staff is recommending that we move forward with this project and to get this before the Township Board sometime soon.

Mike Berrevoets of Fishbeck, Thompson, Carr, & Huber was in attendance to present the project plan. Mike said that the limits are the east side of Charlevoix (sidewalk and lights) down to Tahoe, and then sidewalk and lights on both sides of Tahoe and Lucerne.

On Charlevoix Dr there are 2 existing Consumers Energy lights on the west side that are by driveways which will be replaced with decorative light fixtures.

We have started out with an initial sidewalk design and have adjusted for trees where possible. The landscape architect suggested trimming trees and adjustments to the sidewalks. Some trees will be removed due to poor health or current location, however they will be replaced.

Korhorn reminded the board members that a small section is outside of the DDA, so the Township Board will pick up the cost.

Mike continued by saying that the sidewalk will wrap around to 28th St. and then will connect in with the existing sidewalk.

Chairman Huhn asked for an estimate for the project. Mike replied that the construction estimate with the contingency is \$720,000. Contingency is 10%.

Chairman Huhn asked if there were any questions of Mike.

Member Kingsland asked why we wouldn't go with fewer lights than more lights and asked what the spacing is. Mike replied that the spacing is the same as the previous project; however, driveways have to be considered as well.

Discussion followed in regards to spacing.

Chairman Huhn asked for a questions or comments or a Motion for approval. Member McDonald asked how they could approve it because the spacing is currently unknown. Legitimate concerns had been brought up not only for cost but for aesthetics and how the lighting will affect the surrounding homeowners. Chairman Huhn suggested that a Motion could include that the spacing must be the same as the last project.

Member McDonald made a Motion to approve the project with the condition that the light spacing is the same as the project that was done last fall, subject to any variation due to a driveway.

Member Siegle asked whether the lights would be right across from each other or staggered. Member Johnson reported that the current light posts are staggered.

Member Siegle supported the Motion. Motion carried. (9-0)

ARTICLE 6. Discuss and Review Map Showing Possible Path from Library to Tassell Park

Korhorn expressed that DDA Members had requested a study for a possible path. She and Mike Berrevoets had walked the area trying to determine the best route for a path. They experienced rough terrain and hilly conditions. They concluded that the path should be woodchip and came up with what they believed to be the best path location. If there is interest in this project it will be pursued.

In a previous meeting there was talk of adding a restroom along the path. Staff feels that at this time there are too many issues to pursue adding a bathroom to the project.

Chairman Huhn asked if there were comments or questions. Discussion followed with concerns about the public walking on someone's property and possible security issues. The proposed path could potentially navigate people away from businesses instead of to them.

Member Kingsland made a Motion to nix the program for the path and the restroom. Support by Member Johnson. Motion carried. (9-0)

ARTICLE 7. Review and Consider Plans for 28th St Sidewalk – Hotel Ave to Patterson Ave.

Staff reviewed the location of the sidewalks as had been discussed at the previous meeting; sidewalks being on both sides of the street. The project is slated for 2013, however because it is in conjunction with an MDOT project the bidding process can take months. The project is strictly sidewalks and streetlights. There will need to be a recommendation to the Township Board. The estimate cost for the project is \$331,000 which covers construction and contingency.

Discussion followed.

Mike from FTC&H gave a quick update on the easements.

Member McDonald made a Motion to recommend approval for sidewalks on both sides of the road. Support by Member Siegle.

Chairman Huhn asked if there were any other questions or discussion. **With no other discussion or comments, Motion carried. (9-0)**

Member Ojala left the meeting at 6:20 PM

ARTICLE 8. Discussion re: Strategic Plan and Burying Power Lines – Goal Area 2

Assistant to the Manager Korhorn stated that Chief Sigg from the Township was present to talk about this subject.

Chief Sigg said he had talked to Consumers Energy and they had given him 3 options for burying their lines. If we move forward we will have to get with Comcast, AT&T, and anyone else who has above ground lines. There would be additional cost to bury lines from other companies.

Option 1 from Consumers Energy is electrical lines from 28th St. and Old 28th St. area between Thornhills and Cascade; \$130,000. (This does not include the high voltage lines.)

Option 2 is Cascade Road and 28th St. area; \$350,000 (This does not include high voltage lines.)

Option 3 is Cascade Road, Orange, and Thornapple River Drive area; \$800,000.

This is a preliminary estimate. If moving forward it will cost \$5,000 for an Engineer from Consumers Energy to look further into this. Korhorn added that the Township would pick up the \$5000 to do that study.

Sigg went on to say that there will be an additional cost for the mast arms.

Discussion followed.

Member McDonald made a Motion to continue to pursue the mast arms and potentially any extenuating sidewalk crossings. Support by Member Puplava.

Discussion followed.

Motion carried. (8-0)

ARTICLE 9. Discussion re: Strategic Plan & Right of First Offer for Riverfront Properties

Korhorn pointed out that this is part of the Strategic Plan. The Township Board wants to know if the DDA wants to move forward with this objective. Korhorn then read the objective to DDA members. She also explained the properties that are being considered. If the property owners ever wish to sell, they would come to the Township or DDA first. There is a fee associated for that right.

Lengthy discussion followed.

Several of the DDA members agreed that a letter should be sent to the property owners showing interest in the properties, however, at this time that is all that should be done.

ARTICLE 10. Discussion of 28th St. Access Improvement Meeting

Korhorn said that there were about 15-20 business owners at the meeting. There were also 5 DDA Members there as well. The meeting was to discuss access from 28th St. to Hotel Ave., Northern Drive, Starr Street area. Postcards were sent to the property owners for feedback. The majority of the comments received back have been that they are not interested in receiving any type of Special Assessments for improvements to that area. Maybe now is not the time to pursue this project.

ARTICLE 11. Any Other Business: Liquor Licenses

- a. Korhorn explained that Legislation in the past couple of years has authorized a new type of liquor license in Michigan for businesses located within a Downtown Development Authority. They are currently not available to Townships but may be in the future.
- b. Member Noto shared that a few years ago the DDA planted trees along 28th St. which are now blocking their business sign. When planted, they were told they

would not be large trees and would not reach the power lines. Noto said they are already at that point. She would like consideration for removal or that they could be trimmed.

Chairman Huhn requested that Korhorn present a proposal as to how this can be resolved.

ARTICLE 12. Adjournment

Member Kingsland made a Motion to adjourn the meeting. Support by Member Noto. Motion carried.

The meeting adjourned at 7:25 PM.

Respectfully submitted,

Diana Kingsland, Secretary

Carol M. Meyer, Planning Administrative Assistant