

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

ATTENDEES: Ron Clark, David Huhn, Ray James, Julie Johnson, Diana Kingsland, Joann Noto, Kirt Ojala, Dan Wallace.

Absences: Mike Julien (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 November 18, 2008 DDA Agenda. No revisions, corrections to the agenda. The agenda of the November 18, 2008 was approved as submitted.

ARTICLE 3: Approval of the Minutes of August 4, 2008

Chairman Huhn requested a motion of approval of the August 4, 2008 minutes.

Member Wallace motioned for approval of the minutes as presented, supported by Member James.

All in favor of the August 4, 2008 DDA Minutes as presented; none opposed. Motion carried.

ARTICLE 4: Update of the Sidewalk, Streetlight and Landscaping Project for 28th Street Streetscape.

Assistant to the Manager Otey said she took a walking tour of the sidewalk and it is now installed on the south side of 28th Street. The streetlights have been installed on both the north and south sides of 28th Street. The Township is waiting on Consumers Energy to energize the streetlights and this should occur within the next couple of weeks.

The project is pretty much completed with the exception of a couple of trees to be installed along 28th Street. The landscaper is waiting on 12-15 trees that were to be shipped last week.

Many of the Board Members noted that pedestrians are already beginning to utilize the sidewalks and the project looks good.

ARTICLE 5: Discussion of 2009 Streetscape Project

Assistant to the Manager Otey said the Township Board is interested in installing a sidewalk on the south/west side of Cascade Road from 28th Street to the Cascade Village Apartments and add streetlights on both sides of the street.

Residents of Grenelefe have inquired in the past if this was possible and she asked Fishbeck to review the area and work-up a price for the potential project in the DDA District. Fishbeck estimated the project cost at \$300,000; this price includes a few details:

1. The sidewalk would be 7-feet wide to match the Township's existing sidewalks.
2. Light fixture spacing is approximately 80-feet depending on driveway openings.
3. The lighting estimate is using Lumec light fixtures.
4. The new sidewalk on the west side of Cascade Road would need to be outside of the right-of-way due to the spacing between the Cascade Road curb and the large utility poles. Easements would need to be obtained by the property owners.
5. There is a short portion of the sidewalk that is located outside the DDA District by Dr. Siegel's property line and to the Village Apartments. The cost of that portion of the walk is approximately \$3,000.
6. Project costs are in the 2008 dollars.

The Township would like to discuss the probability of this project. If the DDA Board were to decide to move forward, it would be presented to the Township Board and the Township would have to talk to the property owners regarding the easements.

Assistant to the Manager Otey noted that the lighting costs might be able to be lowered by providing further spacing between the lights. Currently the projected costs are for sixteen (16) lights. Member Kingsland asked how far apart the new lights, just installed, are and Assistant to the Manager Otey said they are 125-feet apart.

Chairman Huhn asked if there will be a need for trees and Assistant to the Manager Otey said the Township is reviewing the west/south side, not the east/north side.

Member Johnson favors the lighting to be further spaced but questioned if the lighting is really needed and it would be ending in the middle of the residential area.

Member James asked if the lights begin at the edge of the commercial district and Assistant to the Manager Otey said they do and are staggered.

Chairman Huhn noted it would make sense to stagger the lights in this area as well.

Member Clark asked what is in the 2009 budget for the project and Assistant to the Manager Otey noted approximately \$1.3 million. The 28th Street project was paid for with cash, and if this project is approved, the Township anticipates paying with cash as well.

Chairman Huhn favored supporting the project if the lights were spaced apart at 120-feet and staggered, this may drop the need for lighting from sixteen (16) to eight (8) fixtures.

Member Ojala motioned to propose the Township submit a project and lighting plan showing the 120-foot spacing and staggered lighting for the 2009 Streetscape Project, supported by Member Clark.

Member Johnson suggested that the Township ask Pat Cornelius, landscaper, to also review the proposed plans and Assistant to the Manager Otey said she would have Ms. Cornelius and Fishbeck review the plans.

All in favor with none opposed. Motion carried.

ARTICLE 6. Consider 2009 DDA Meeting Schedule

Assistant to the Manager Otey referred to the proposed 2009 DDA Meeting schedule. Meetings are held on the third (3rd) Tuesday of the month. She noted that February's meeting is scheduled for February 3, 2009 due to conflicts in scheduling with other Township Meetings.

The majority of Board Members had a conflict with the February 3, 2009 Meeting date and rescheduled the meeting for Tuesday, January 20, 2009 and the meeting will take place at the Township Offices since the Planning Commission has a meeting scheduled in the Wisner Center.

Member Clark motioned to accept the 2009 DDA Meeting Schedule with the correction to the January 20, 2009 Meeting, supported by Member Ojala. All in favor with none opposed. Motion carried.

Assistant to the Manager Otey said the Township Board would review/approve the 2009 DDA Meeting Schedule.

ARTICLE 7. Any Other Business

a. Discussion of makeup of the DDA Board.

Assistant to the Manager Otey said that last year; the DDA discussed the makeup of the DDA Board and felt that they might be out of compliance with the State Statute. The Statute says that not less than a majority of the board members (5) must be persons having either an interest in property in the downtown district or being officers, members, trustees, principals or

employees of an entity having an interest in property in the downtown district.

Member Julien had dual status as the Township Supervisor and as an Officer of Meijer that kept the DDA Board within compliance of the State Statute.

The DDA needs to discuss their options so that they can be in compliance with the Statute early 2009.

Assistant to the manager Otey noted that members Clark, Wallace, James and Johnson are slated outside of the district. Member Johnson has already expressed her interest in being reappointed when her term is up in 2008.

Member James noted he has expressed an interest in freeing a position and Member Clark said he prefers founding DDA Members remain on the Board.

Member Johnson asked if the Township has received any public interest in serving on the DDA Board and Assistant to the Manager Otey said they have not at this time.

Member Ojala said he would ask any of the Centennial Park Association members if they are interested in serving on the DDA at their next Association Meeting.

ARTICLE 6: Adjournment

Chairman Huhn requested a motion for adjournment. At 7:38 p.m. Member Kingsland motioned for adjournment, supported by Member James.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Sandra Otey, Assistant to the Manager