

MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
July 16, 2019
5:30 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 p.m.
Members Present: Beahan, Growney, Stephan, Siegle, DeWitt, McNeil-Chapman and Puplava.
Members Absent: Makkar, Kingsland
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.
- ARTICLE 2. Approve the Current Agenda**

Motion was made by Member Beahan to approve the Agenda. Supported by Member Stephan. Motion carried 6 to 0.
- ARTICLE 3. Approval of the Minutes of June 18, 2019 Meeting**

Motion was made by Member Beahan to approve the Agenda. Supported by Member DeWitt. Motion carried 6 to 0.
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items** *(Comments are limited to five minutes per speaker)*

No visitors came forward to comment
- ARTICLE 5. Discuss and Consider Streetlight Options for the Cascade Rd Pathway**

(Member Siegle arrived to the Meeting at 5:35)

Director Korhorn introduced Mike and Greg from Fishbeck, and stated that Greg has been doing a lot of the work on this DDA portion of the Cascade Road pathway. Director Korhorn then stated that this portion of the pathway is going to be 7 feet wide, and will be located from Independent Bank on the corner of 28th St and Cascade Road, to the Cascade Villa Apartments. The DDA is paying for construction as part of the pathway millage approved in November.

Director Korhorn stated that LED streetlight fixtures will be installed on both sides of Cascade Road in this area, and that in their packets, Members will find three streetlight options provided by the engineers.

Chairman Puplava asked how far apart these streetlights will be from the existing ones, and if there will be a noticeable difference in appearance. Mike stated that the lights will be positioned 100-150 feet away from each other, and that yes, there will be a difference in appearance between the new and existing lights, but that most people will likely not notice. Mike stated that the first streetlight option seems to match the closest, the other two are provided as "equals", meaning the contractor that wins the bid can choose any one streetlight option offered, and install that streetlight. If the contractor chooses a light other than the engineer-selected option, there will be a slight price decrease. Cost difference on fixtures is about 20%, not including the pole, base, conduit, conductors, and other necessary parts. Price difference between the most expensive fixture, and the least expensive fixture may only be near 5% after all costs are included.

Member Beahan asked if the bulbs would be inside of the fixture, or exposed on the exterior potentially causing glare at night. Mike and Director Korhorn stated that by looking at the pictures, it appears bulbs will be inside of the fixtures.

Member DeWitt asked if the fixture will be sealed or enclosed to help keep the fixtures cleaner and free of possible bug infestation. Mike stated that he did not have a definite answer, but will check. He then also stated that many fixtures are 'vented' to help keep a cooler temperature.

Member Siegle asked if it would be cost efficient to purchase bulbs with a longer life than the 70,000-hour bulbs being quoted. Mike stated that most LED bulbs of this style are cast to a specific fixture, and are likely not available.

Chairman Puplava suggested a photo confirmation of the bulb being housed inside of the upper part of the fixture, and then choosing option ALN540 (first choice) as the primary fixture to be used, Arlington as the bid alternate.

Director Korhorn invited Greg to give an overview of the project.

Greg introduced himself as the Township Engineer assistant, and stated basics of the pathway project. The pathway will be 7 feet wide, and made of concrete (asphalt outside of the DDA boundary). There are four properties along the pathway; Dr. Siegle owns two, the other two are the private drive of the Grenelefe community, and Independent Bank. Greg states that all property owners have been helpful and granted easements. There will be 14 total lights along this section of DDA pathway. Total estimated cost of this project is \$220,000, which is 10% less than the original estimate back in February.

Chairman Puplava asked if the concrete and asphalt will stay level at meeting points as they are different materials, Greg stated that it should not be an issue.

Member Siegle asked if the concrete path will conjoin to the driveway of the Cascade Villas, even though a small section of that property is outside of the DDA boundary. He stated that having a continuous path seems logical. Director Korhorn stated that DDA funds cannot be used outside of the boundary, and that the general fund will need to pick up that cost.

ARTICLE 6. Discuss DDA Streetlights – LED Conversion

Director Korhorn stated that there has been discussion to switch from lumec lighting fixtures to LED fixtures, which will potentially save on maintenance and electric costs. Director Korhorn states that swapping out fixtures can be expensive, and can take a number of years (approximately 20) to see a return on the investment. There is an available LED retrofit kit that can be tested (free of charge) in three of the light fixtures on 28th St between Cascade Road and Old 28th St. There are 19 lights out between Old 28th and Cascade Road right now, and Director Korhorn was given a proposal of retrofitting those fixtures right now for a cost of \$5,100. Director Korhorn stated that she would like to see a sample of what the lights look like before committing to the retrofitting. If retrofitting the fixtures is something the DDA decides to pursue, the estimated payback is 3 ½ years. Total cost of retrofitting the lumec lights throughout the DDA District was under \$100,000.

Chairman Puplava suggests the trial of retrofitting 3 fixtures before deciding to move forward with retrofitting all of them in the district; Members and Director Korhorn agree.

ARTICLE 7. Discuss and Consider Sponsorship for an Oktoberfest Event

Director Korhorn stated that an Events Committee has been meeting for a couple of months, and is interested in holding an Oktoberfest event Saturday, September 14th, 5pm-9pm (tentatively) on the Library property. Director Korhorn stated that this will be approximately 4 hours long, and have bands, food, beer, and activities for all age groups. This will be structured as a DDA event, Thornapple Brewing Co. will be the main sponsor.

Director Korhorn stated that there is around \$10,000 in the DDA budget for 2019 events, with the option of an amendment for more if needed.

Discussion was held about potential event details such as liquor license responsibility and ticket purchases for food. No decisions needed to be made.

Sponsorship for this event could go towards tent/chair/table/fence rentals, yard games, activities, entertainment, Sherriff Department assistance, and security.

Members are in agreeance of a \$5,000 cap for potential sponsorship.

ARTICLE 8. Discuss Sign or Gateway Feature at Museum Gardens

Director Korhorn stated that she received an email from a resident stating that she would like to see a sign or something similar to "Welcome to Cascade" in that area. Director Korhorn replied to her that it is something the DDA will consider. Member Beahan stated that the Historical Society may be planning something similar, and he believes a potential sign in that area should wait until there is a definitive plan regarding the possible acquisition of the Verberg and Tuffy properties.

ARTICLE 9. Any Other Business

- a. Update on Planning Activities**
- b. Update on Community/DDA Events**
 - a. Cascade Metro Cruise Warmup – August 22nd**
 - b. Thursday Night Lights at the Library**

Director Korhorn updated Members about Chick-fil-A moving into the old Macaroni Grill, and explained the car stacking and parking lot structure.

Director Korhorn reminded Members of the upcoming Metro Cruise, and remaining Thursday night events at the Library.

A second informational meeting is required by new law, Chairman Pupilava suggested Director Korhorn choose the date.

ARTICLE 10. Adjournment

Motion was made by Member Grownney to adjourn. Supported by Member DeWitt. Motion carried 7 to 0. Meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Diana Kingsland, Secretary