

**Meeting Minutes
Cascade Charter Township
Downtown Development Authority
Board of Directors
January 16, 2007
Cascade Library Wisner Center
2870 Jacksmith Ave. SE**

ATTENDEES: Lori Chu, Ron Clark, David Huhn, Ray James, Mike Julien, Diana Kingsland, Joann Noto, Dan Wallace.

Absences: Ray James (unexpected), Julie Johnson (unexpected)

Others Attending: Assistant to the Manager Sandra Otey; Admin. Assistant Lisa Hern.

Guests: None.

ARTICLE 1: Call the Meeting to Order

Chairman Clark called the meeting to order at 7:00 p.m.

ARTICLE 2: Approval of the Agenda

Chairman Clark requested a motion of approval of the January 16, 2007 DDA Agenda. Member Julien motioned for approval, supported by Member Huhn. All in favor of motion, with none opposed. Motion carried.

ARTICLE 3: Approval of the Minutes of October 17, 2006

Chairman Clark requested a motion of approval of the October 17, 2006 minutes.

Member Huhn motioned for approval of the October 17th Minutes as presented, supported by Member Chu. All in favor of the October 17, 2006 DDA Minutes as presented; none opposed. Motion carried.

ARTICLE 4: Update of Centennial Park Business Owners re: establishment of a Special Assessment District

Assistant to the Manager Otey said that at the October DDA Meeting, she presented an update on the Centennial Park Business Association establishment of a Special Assessment District (S.A.D.). This district would be established to help pay for the land use and design plan of approximately \$45,000. The Township has approved funding of the remaining balance of the S.A.D. in the amount of \$35,000. The plan is being done to establish a clear and regulated direction for new development and renovations within the business portion of Centennial Park.

Since the October Meeting, Planning Director Peterson and Assistant to the Manager Otey have met with members of the Centennial Park Business Association (CPBA) to discuss the establishment of the S.A.D. The boundaries of the district have been established based on who would benefit from the study and the formula is based on an equal split of the assessment as well as value of the property based on State Equalized Value. During the

meetings with CPBA, they have indicated they would like to have a two (2) year term for the S.A.D. The total number of properties within S.A.D. is thirty-eight and the dues ranges from \$600 to \$2,300 per owner with most averaging \$1,300 total.

Member Julien noted that the Township Board held its first Public Hearing regarding Centennial Park and there were many public members in attendance at the meeting but no one spoke in opposition of establishing S.A.D.

Assistant to the Manager Otey said the property owners sent in petitions with just over fifty-six percent (56%) of those in the district requesting the S.A.D. The district needed fifty-one percent (51%) of the district to sign the petition in order to move forward. After receiving the petitions, the Township Board did hold their first Public Hearing on January 10th. The second Public Hearing will be scheduled to hear objections to the assessment and to correct any errors. Once approved, the Township will establish and set-up the Special Assessment and will be due May 1, 2007, this is a two (2) year assessment.

ARTICLE 5: Discussion of Upcoming Projects

Assistant to the Manager Otey noted the DDA Board briefly discussed upcoming projects at the October DDA Meeting. The sidewalks along the north side of 28th Street are complete from Thornhills Avenue to Kraft Avenue. The next project in the DDA Development Plan is slated for 2008. This project includes sidewalks, streetlights and landscaping along 28th Street from Thornhills Avenue to Charlevoix Drive. Since sidewalks on the north side of 28th Street are complete, the north side would benefit from the streetlights and street trees.

The south side of 28th Street will not have the lights and trees installed until the sewer project is complete. Assistant to the Manager Otey said the sewer project will be quite extensive, limiting 28th Street to two (2) lanes of traffic.

Member Julien also noted the Burton Street project will also be going on during the 28th Street project and traveling is going to be a challenge during the construction. He noted that the 28th Street sewer has been leaking for years and this project is much needed.

Assistant to the Manager Otey said that both the Burton Street and 28th Street projects are scheduled to start in April.

Member Noto asked if there is any chance that the sidewalks on the south side of 28th Street could be installed as soon as that project concluded and Assistant to the Manager Otey said Township Staff is looking into the project and the possibility of applying for a grant. Chairman Clark noted that if the grant application for the sidewalks is not approved, the budget does have funding available if needed.

Member Julien requested Staff to provide a copy of the DDA approved budget to the Board Members for their review. Member Julien provided a review of the 2007 approved budget noting the expected revenue, miscellaneous expenditures, debt service, streetscape design (lights, trees, etc.). He summarized that the budget is expected to be at \$1.2-million at the end of the year and said the DDA could afford the sidewalks on the south of 28th Street but would like to save some revenue for future plans in the Township.

Member Julien also noted that the Capital Improvement Plan does not list any projects for 2007 but the DDA does have items listed for 2008. Chairman Clark requested Staff to present the DDA's Long Term Plan and budget to the Board at the next Board Meeting.

Assistant to the Manager Otey said that the Township will be applying for the Grand Valley Metro Council Grant through Vern Ehlers. This grant encompasses other communities along 28th Street such as: Grandville, Wyoming, Kentwood, etc. The grant asks the communities where they would like sidewalks along 28th Street and the Township indicated the south side of 28th Street through the I-96 interchange. The Township was told their project is more costly than the other communities' requests and were told to apply for a separate grant. Member Julien also said the Township is not sure if sidewalks can be installed on the south side due to the walls of the overpass being so close to 28th Street already. Member Julien questioned if 28th Street is the best location to provide pedestrian access across the highway, maybe Burton or 33rd Street. Member Huhn said the purpose of allowing pedestrian access needs to be considered, is the purpose of connectivity for exercise or shopping or both?

Member Julien reminded the DDA Board Members that Burton Street is not included within the DDA District and the Board may want to review connectivity across the highway.

ARTICLE 6: Election of Officers

Chairman Clark asked Staff which Board positions have expired terms. Assistant to the Manager Otey said the Board needs to vote upon the positions of Chair, Vice-Chair and Secretary: currently Ron Clark is Chairman, Lori Chu is Vice-Chair and Diana Kingsland is Secretary.

Member Noto motioned that if the following members agree, she motioned to nominate Ron Clark as Chairman, Lori Chu as Vice-Chair and Diana Kingsland as Secretary of the DDA. Vice-Chair Chu declined the nomination as Vice-Chair and Member Huhn agreed to serve as Vice-Chairman. Member Noto motioned to nominate Ron Clark as Chairman, David Huhn as Vice-Chairman and Diana Kingsland as Secretary, supported by Member Wallace. All in favor with none opposed. Motion carried.

ARTICLE 8. Any Other Business

Chairman Clark opened the meeting for any other business of the DDA.

Assistant to the Manager Otey asked the Board how they liked receiving their board packets electronically, the Board highly approved the electronic copies.

ARTICLE 7. Chairman Clark requested a motion for adjournment. At 7:36 p.m. Member Julien motioned for adjournment, supported by Member Noto.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Jay W. Cravens, Executive Director

Next Meeting:

March 20, 2007

Cascade Library Wisner Center

Please call 949-1500 if you cannot attend