

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

ATTENDEES: Dan Wallace, Ron Clark, David Huhn, Ray James, Julie Johnson, Mike Julien,

Absences: Diana Kingsland (excused), Joann Noto (excused)

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

Guests: Tony Kutzt from Fishbeck, Thompson, Carr & Huber (FTC&H), Pat Cornelisse from Cornelisse and Design.

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 October 16, 2007 DDA Agenda. Member Julien motioned for approval, supported by Member James. All in favor of motion, with none opposed. Motion carried.

ARTICLE 3: Approval of the Minutes of July 17, 2007

Chairman Clark requested a motion of approval of the July 17, 2007 minutes.

Member Huhn motioned for approval of the minutes as presented, supported by Member Julien.

All in favor of the July 17, 2007 DDA Minutes as presented; none opposed. Motion carried.

ARTICLE 4: Discussion of Streetlights, Street Trees and Sidewalks along 28th Street.

Assistant to the Manager Otey said Tony Kutzt from FTC&H and Pat Cornelisse from Cornelisse Design attended the July DDA Meeting to be involved in the discussion of the sidewalks, street trees and lights along 28th Street. At that meeting, the DDA discussed spacing the streetlights out at 150-foot intervals and were unsure at that point whether they would be placed in front of or behind the sidewalk. Since that meeting, FTC&H has had discussions with Kent County Road Commission (KCRC) regarding the placement and setback from the street for the streetlights and trees.

Included in the Boards' packets are drawings of the sidewalk along the south side of 28th Street as well as the placement of the streetlights. Ms. Cornelisse has also prepared a drawing of the tree placement for the Boards' review.

There is also a cost estimate of the sidewalk and streetlight project both within the packets and Ms. Cornelisse will distribute her estimate.

As indicated on the plans, the majority of the sidewalk falls within the road right-of-way; however, there are five (5) locations along 28th Street where a sidewalk easement will be required. These are indicated on the plan. There is also one (1) area where a retaining wall is needed. The streetlights on the plan are located between the street and the sidewalk.

This project is scheduled for 2008 and depending on the project timeline, Staff will need to prepare construction plans, bid documents and secure the sidewalk agreements; this may be somewhat time consuming.

The KCRC said the lights must be placed 5-feet from curb line and the trees be placed 10-feet from the curb line.

Assistant to the Manager Otey said that both Tony Kuhtz from FTC&H and Pat Cornelisse from Cornelisse Design are both present this evening for questions from the Board.

Member Julien asked where the retaining wall is required and Assistant to the Manager Otey said the retaining is needed just east of Medawar Jewelers.

Assistant to the Manager Otey also noted that within the Boards' packets is a revised cost estimate that includes landscaping and Member Julien asked if \$1.16 million is affordable or if the DDA should bond? Assistant to the Manager Otey said the budget does not deduct the Reibel Development and Spees Property on 28th Street for the sidewalks that they will be installing when their projects are constructed. These projects were approved with the requirement that the developers are responsible for installing sidewalks along 28th Street on their properties.

Member Huhn asked how the costs for this project compare to the original plan and Assistant to the Manager Otey said that the costs are in line with the budget since the DDA did not install the mast arms for the traffic signals.

Member Julien noted that the Township Board will need a multi-year projection and this project should probably be bonded to save the financial reserve.

Ms. Cornelisse showed a drawing of 28th Street noting that 25% of the trees are outside of the right-of-way and will need easement rights. She also indicated the existing street trees on the plan. A variety of trees, depending on overhead wires, etc., will be planted; some tall some short.

Charlevoix Drive will require an easement and FTC&H will need to contact Centennial Park regarding their brick identity wall, the sidewalk is being

planned to go in front of the brick wall and there is already large trees there. Ms. Cornelisse will assess the corner once FTC&H has spoken with Centennial Park regarding the brick wall.

Member Huhn asked if the Township would be asking the 28th Street property owners for the easement and Member Julien said that is correct, the owners of the property usually comply and the Township rarely sees opposition to the request for an easement.

Tony Kutzt from FTC&H noted that the Board agreed to stay with the 100-watt Lumac lights and indicated the lighting along 28th Street. The intersection of 28th Street and Charlevoix will have single-lights the other intersections will have double-lights as previously discussed.

Ms. Cornelisse noted that the north side of 28th Street is primarily out of the properties' right-of-way and easements will need to be obtained from these owners.

Ms. Cornelisse also noted that the new trees need to be cared for their first year and watering is critical. Assistant to the Manager Otey noted the Township does not have irrigation along 28th Street and gator bags should help. Ms. Cornelisse suggested the Board build watering into the cost of the project and the soil types should be reviewed to determine the most effective way to water. Most trees come with a 1-year guarantee and the Township may also want to consider purchasing a 2-year guarantee. Ms. Cornelisse noted that the project notes a total of 103 trees and roughly 20 are out of the right-of-way. The Township may want to hire a contractor to water the new trees for the first year.

Assistant to the Manager Otey also noted that the Gantos Property next to the Township Offices is being developed. Mr. Gantos is required to install sidewalks and landscaping on his project. Member Huhn asked if the DDA should require the developers to follow a landscaping theme with their lights, landscaping and sidewalks. Assistant to the Manager Otey noted that the lights will not be installed on Thornhills and are only on Jack Smith.

Member James motioned to send a favorable recommendation to the Township Board to proceed with the plans presented by FTC&H and Cornelisse Design, supported by Member Huhn. All in favor with none opposed. Motion carried.

ARTICLE 5: Consider 2008 DDA Meeting Schedule

Assistant to the Manager Otey noted that within the Boards' packets is the DDA Board Meeting Schedule for 2008. The Board is required to hold four (4) meetings per year.

Member James motioned to accept the 2008 DDA Board Meeting schedule as presented, supported by Member Julien. All in favor with none opposed. Motion carried.

ARTICLE 6: Any Other Business.

Chairman Clark opened the meeting for any other business.

Member Johnson said she would like to see the Township put greens in the pots again this winter. She would like to see evergreens placed within the large pots throughout the Village and Member Julien suggested she speak with the Township Manager regarding the greens.

Assistant to the Manager Otey also reported that the DDA Board may be adding a new member from the Centennial Park District; the Township Board needs to approve the candidate.

Chairman Clark asked how the Centennial Park project is coming along and Assistant to the Manager Otey said the group met approximately 6-weeks ago and reviewed the draft plan. They hope to finish the plan in December or January.

ARTICLE 7. Adjournment

Secretary Kingsland requested a motion for adjournment. At 7:48 p.m. Member James motioned for adjournment, supported by Member Wallace.

Respectfully Submitted,

Lisa Hern, Recording Secretary

Approved as to form by:

Sandra Otey, Assistant to the Manager