

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, November 16, 2010
7:00 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 7:00 p.m.

Members Present: Rob Beahan, David Huhn, Julie Johnson, Diana Kingsland,
Joann Noto, Rick Siegle

Members Absent: Kirt Ojala, Ron Clark, Tom McDonald, all excused

Others Present: Assistant to the Manager, Sandra Korhorn

ARTICLE 2. **Approve the Agenda**

Chairman Huhn requested a motion of approval of the November 16, 2010 Agenda.

Motion was made by Member Beahan and supported by Member Noto to approve the Agenda as presented. There were no questions or comments. Motion carried unanimously.

ARTICLE 3. **Approve the Minutes of the September 21, 2010 Meeting.**

Motion was made by Member Beahan and supported by Member Siegle to approve the September 21, 2010 Minutes as submitted.

Chairman Huhn asked if there were any questions or comments. Member Johnson wanted to discuss shrinking the DDA and wants it placed on a future agenda. She is talking about the part from the expressway and to the west. She does not believe that area is thought of as our downtown. Assistant to the Manager Korhorn said that she would have to check on that with Dick Wendt, a Township attorney. Money has been spent with DDA monies in that area.

With no other questions or comments, the Motion carried unanimously to approve the Minutes.

ARTICLE 4. **Discussion of 28th Street Boulevard project.**

Assistant to the Manager Korhorn stated that they had recently found out that the Kent County Road Commission had moved up a resurfacing project on 28th Street between Kraft and the interchange. It was moved up to 2011. There aren't many details yet but I will meet with them later this week to talk about the project. It has always been in our TIF Plan to put a boulevard down there to the west of Meijer. It seems to make sense to partner with them at this time while the Road Commission is doing some resurfacing work and some drainage work in that area.

While we're doing that I'd like to suggest that we expand the project, if you would be interested. Possibly we could move east from the interchange and do some work in Centennial Park. The thought was to start at Foremost Drive and do sidewalks, streetlights, and street trees around that loop. Meaning, start at Foremost, follow that

around to Charlevoix, and then back north to 28th Street. You'd get that sidewalk connection. Streetlights in that area are very mixed. I'd like to know your thoughts.

Member Huhn said that he likes the concept because Centennial Park is a distressed area in our DDA. Also, it ties in with what we could do with the boulevard by the expressway along with what we've done along 28th street. It will be a nice enhancement.

Assistant to the Manager Korhorn replied that she and David had met with some representatives from Centennial Park earlier last week. They are anxious for some type of improvements to begin. They are in the TIF Plan for 2014. We could wait, but this seems like good timing with the upcoming 28th street work.

Member Beahan commented that the stretch on 28th street across from Meijer has always been an eye sore. It would be ideal if we have an opportunity to take care of it.

Member Johnson asked if they were talking about the boulevard or Centennial Park. Member Beahan replied that he was talking about the boulevard. Member Johnson agreed that the boulevard was a good idea.

Member Kingsland asked if we are ok with it permit wise. Staff replied that she would be sitting down with the Road Commission later this week. They seem to be ok with it, but there are a few things to work out first; such as the Road Commission right of way and the MDOT right of way.

Assistant to the Manager Korhorn mentioned that landscaping of the boulevard could be low and simple, maybe with some grasses. It should be low maintenance. It will not be irrigated nor have lights. There had been talk about some type of Township welcome sign there. Discussion followed with concerns regarding snow removal. Member Johnson suggested using some kind of dwarf trees.

Member discussion turned to the proposed Centennial Park loop improvements. One suggested keeping the lights to a minimum to save on electricity. Member Johnson would like to see a change of light design from what we have; something to tie in with the different buildings and their lighting. If doing sidewalks she did not want any trees removed. There was some discussion about sidewalks and how wide they should be.

Chairman Huhn asked if everyone was comfortable with having staff move forward with plans. There was a positive response. Member Johnson requested that the pine trees be replaced where removed from the entry to Centennial Park when the sidewalk was put in. Staff suggested using street trees. They want to work on the entry with new signage and spruce up that intersection. It was suggested that the Centennial Park improvement plan be similar to the boulevard plan so they tie together to look like a theme for that area.

ARTICLE 5. Consider 2011 DDA Meeting Schedule

Assistant to the Manager Korhorn asked if the meetings should be earlier so that area businessmen and women might be more interested in attending. Dates for the 2011 meetings are tentative.

Member Noto made a Motion to approve the meeting schedule for 2011. Support was by Member Siegle. The Motion was approved unanimously.

ARTICLE 6. Discussion of TIF Plan Update

Assistant to the Manager Korhorn said that when the Township Attorney, Dick Wendt was at a previous meeting they had discussed the DDA and the TIF Plan Update. Toward the end of the meeting Atty. Wendt mentioned that since the process is somewhat time consuming and extensive, possibly they should hire a consultant to help with the TIF Plan. There are specialists who do DDA Consulting; local consulting firms are preferred. A Proposal could be put together for bid. Help is needed to put the whole plan together with ideas, timeframes, dollar amounts and designs. Opinions from the public would be welcome. Staff stated that she is putting together a letter to go out to business owners for their input. It will also explain the role of the DDA, how money is collected, what monies can be spent on, and what their parameters are. Staff will talk to other communities who have used this type of service as to cost.

Motion was made by Member Siegle that Assistant to the Manager Korhorn will explore the feasibility and or the possibility of hiring a specialist or an individual to help the DDA with a Master Plan. Support by Member Beahan. Motion carried unanimously.

ARTICLE 7. Any other business

Assistant to the Manager Korhorn said that the Christmas decorations will be going up soon in the village. This is the last year in the lifespan for the garland that we have. We may want to buy more for the future. There should be sales in January. \$7,000 - \$8,000 could be spent to replace the garland and decorations. There was discussion about using larger wreaths and more lights. The life span of the LED lights is much longer. Maybe something hanging up high from the posts could be used to keep decorations away from the streets where there is salt damage. Decorations could be purchased from a local wholesaler rather than from Bronners.

Member Kingsland made a Motion to purchase new decorations for Christmas. Support by Member Johnson. Motion carried unanimously.

ARTICLE 8. Adjournment

Chairman Huhn requested a motion for adjournment.

Motion was made by Member Beahan and supported by Member Siegle to adjourn. The meeting was adjourned at 7:36 with no opposition.

Respectfully submitted,

Diana Kingsland, Secretary

Carol M. Meyer, Planning Administrative Assistant