

**AGENDA**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
August 16, 2016  
5:30 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of July 19, 2016 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Discuss Banners in Centennial Park
- ARTICLE 6.** Discuss Holiday Decorations – Village and Tassell Park
- ARTICLE 7.** Any Other Business  
a. Reminder – Metro Cruise Warmup – August 25 & 26, 5-9p.m.  
b. Update on Planning Activities
- ARTICLE 8.** Adjournment

*Please call 949-1500 or email me at [sandra@cascadetwp.com](mailto:sandra@cascadetwp.com) if you cannot attend*

## MINUTES

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, July 19, 2016  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Chairman Huhn called the meeting to order at 5:30 P.M.  
Members Present: Beahan, Huhn, Puplava, Ridings, Siegle, Stephan  
Members Absent: Kingsland, Rowland, Smith  
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 Puplava. Motion carried 6 to 0.**

**ARTICLE 3. Approve the Minutes of the April 19, 2016 Meeting.**

**Motion was made by Member Ridings to approve the Minutes as presented. Support by Member Huhn. Motion carried 6 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 5. Discuss and consider 28<sup>th</sup> Street Sidewalk – Hotel Ave. to Drury Hotel**

Director Korhorn stated that the extension of the 28<sup>th</sup> Street sidewalk from Hotel Ave. to Drury Hotel was placed in the CIP for 2016, which the Township Board approved along with the budget last winter. Mike Berrevoets of FTCH has been working on the sidewalk plans and a construction quote has been received from Kamminga & Roodvoets (K&R). K&R recently completed the Cascade Village road projects and also construction of a small portion of the sidewalk along 28<sup>th</sup> St. west of interchange in 2013.

Director Korhorn is asking for a positive recommendation to the Township Board to hire K&R in order to move forward with this project. If approved, K&R would schedule this construction sometime in September or October.

Mike Berrevoets then gave an overview of the project, the possibility of conducting an open bidding process and answered any questions presented by the Board.

**Motion was made by Member Puplava and supported by Member Ridings to support recommendation to the Township Board to hire Kamminga Roodvoets. Motion to approve carried 6 to 0.**

**ARTICLE 6. Discuss the use of Banners in Centennial Park**

Director Korhorn stated she had recently sat down with Dialog Direct located in Centennial Park. The Human Resource Business Partner had questions for her and one of them related to the banner arms on the streetlights through Centennial Park and their purpose.

Dialog Direct would like to place banners on the streetlight poles that are located near Dialog Direct. The banners would be used to (1) advertise their business using their name or logo, (2) advertise the Business Park with the Centennial Park logo, and (3) use as a wayfinding sign.

Director Korhorn finds it an interesting idea for the park. She was looking for discussion on the topic.

Discussion followed. The majority of the Board felt that combining the second and third ideas was the better idea, but not an individual business. In essence, advertising Centennial Park only. A majority of the Board felt letting one business advertise their business using the banner arms would set a precedent and other businesses in Centennial Park and elsewhere in Cascade would want the same privilege, which is not feasible.

No action was required.

**ARTICLE 7. Discuss Metro Cruise Warmup.**

Director Korhorn updated the Board concerning the Metro Cruise Warmup. This is going before the Board next week for an outdoor gathering permit. This event is open to the public and will be held August 25 and 26 from 5:00 – 9:00 p.m. In the past it was held at the D&W Plaza, but because of space constraints has been moved to the Thornapple Centre. The property and business owners in the Thornapple Centre are aware of the event and are excited about it. Both the Fire Chief and Deputy Roe sit on the Committee for the cruise and are aware of the layout for the event. The Metro Cruise Warmup received permission from the Zoning Board of Appeals to have up to 6 food trucks on site. Each food truck will need to provide a copy of their current Kent County Health Department permit to serve food prior to the event. There will be no sale, distribution or consumption of alcoholic beverages. Restroom facilities and handwashing stations will be available. There will be on-site parking, as well as overflow parking from Cascade Fellowship Christian Reformed Church, Cascade Christian Church and Thornapple Evangelical Church. Volunteers will provide cleanup after the event each night, with trash cans on-site for waste disposal. Bands will perform, but will be finished performing each night by 9:00 p.m., which is within the confines of the Cascade noise ordinance regulations.

Director Korhorn also stated there will be no other financial obligations to the Township to hold the event, other than the \$5,000 donated by the DDA.

No action was required.

**ARTICLE 8. Any other business.**

**a. Update of Library Property Plan**

A public meeting was held on June 14, 2016. There was a fairly good turnout. There was also an online survey done. The consultant is compiling the results of the online survey, as well as the comments from public meeting and is putting together a conceptual plan. The next public meeting is July 26, 2016 at which a presentation will be made on that plan.

**b. Update on Township Hall Project.**

The Board last week passed a resolution to not pursue a new township hall.

Discussion followed.

**c. Update on Planning Activities.**

- An update will be given to the board next week regarding the bus.
- A possible proposal for apartments.
- A possible hotel behind Meijer.

**ARTICLE 12. Adjournment.**

**Motion was made by Member Puplava to adjourn. Supported by Member Beahan. Motion carried 6 to 0. The meeting was adjourned at 6:15 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary

---

---

## DDA MEMORANDUM

---

---

**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director SKK

**Subject:** Discuss Banners in Centennial Park

**Meeting Date:** August 16, 2016

---

At the July meeting we discussed using banners in Centennial Park to advertise park businesses and to use as wayfinding. The DDA was concerned about that idea since it may set a precedent and that is an opportunity that is not available to other Township businesses.

After the July DDA meeting, I attended the Centennial Park Business Association meeting where they were discussing the use of banners in Centennial Park to advertise the park.

I have attached some preliminary drawings for your review. They would like to use the banners to market the park as well as potentially use them for wayfinding.

Are there any designs that the DDA is not interested in? Would the DDA be interested in helping to purchase the banners? A representative from Centennial Park will be at the meeting to discuss and answer questions.

# Centennial Park



Centennial  
Park

Centennial  
Park

Centennial  
Park

Centennial  
Park

Centennial  
Park

2999 LUCERNE



Centennial  
Park

Centennial  
Park

Centennial  
Park

Centennial  
Park

2959 LUCERNE



Centennial Park



Centennial  
Park

Centennial  
Park

Centennial  
Park

Centennial  
Park

Centennial  
Park

2999 LUCERNE



Centennial Park

Centennial Park

2999 LUCERNE

Centennial Park

Centennial Park

# Centennial Park



Centennial  
Park

Centennial  
Park

Centennial  
Park

Centennial  
Park

2999 LUCERNE  
LUCERNE  
LUCERNE



  
Centennial  
Park

2999 LUCERNE  
CENTENNIAL PARK

 Centennial  
Park

 Centennial  
Park

 Centennial  
Park



  
Centennial  
Park

  
Centennial  
Park

  
Centennial  
Park

  
Centennial  
Park

  
Centennial  
Park

2999 LUCERNE  
CENTENNIAL PARK  
LUCERNE, IL 60141

---

---

## DDA MEMORANDUM

---

---

**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director SKK

**Subject:** Discuss Holiday Decorations – Village and Tassell Park

**Meeting Date:** August 16, 2016

---

The DDA has been talking about lighting Tassell Park during the holidays. Staff met with Pat Cornelisse regarding the lighting of Tassell Park. We placed \$5,000 in the 2016 budget to begin this project. Some of the ideas that came up were using the existing snowflakes that we hang in the village in the park. While they are not that old, we have had to paint the snowflakes and restring the lights on the snowflakes due to salt corrosion. They are not wearing well in their current location.

The thought is to hang some of the snowflakes in the large sugar maple tree in Tassell Park. We can also outline the structures at the park as well, similar to the museum at the Museum Gardens.

I believe any plan to light Tassell Park would be a phased project that we add to each year. We would also have to replace the snowflakes that we currently hang in the village with some other decoration. Let's have a discussion regarding the lighting in the village and at Tassell Park to see if we can get something going this year.





