

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
November 17, 2015
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 August 8, 2015 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 and Consider Sponsorship for the 2016 Metro Cruise Warmup Event

- ARTICLE 6.** Discuss and Consider DDA Signage - Drury

- ARTICLE 7.** Discuss and Consider Street Trees – Replacement

- ARTICLE 8.** Discuss 2016 Projects

- ARTICLE 9.** Discuss Streetlights – Convert to LED

- ARTICLE 10.** Consider 2016 Meeting Schedule

- ARTICLE 11.** Any Other Business
 - a. Public Transit
 - b. Update on Planning Projects

- ARTICLE 12.** Adjournment

Please call 949-1500 or email me at sandra@cascadetwp.com if you cannot attend

MEETING MINUTES

Cascade Charter Township
Joint Meeting of the
Downtown Development Authority Board of Directors
And Planning Commission
Tuesday, August 18, 2015
5:30 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 5:30 p.m.
Members Present DDA: David Huhn, Diana Kingsland, Jennifer Pupilava, Kim Ridings, Paula Rowland, Steve Stephan, Rick Siegle, Matt Smith
Members Absent: Rob Beahan (excused)
Members Present Planning Commission: Al Pennington, Scott Rissi, Sue Williams, John Sperla, Jack Lewis, Jeff Hammond.
Members Absent: Planning Members: Claude Robinson (excused), Steve Waalkes (excused), Aaron Mead (excused)
Others Present: DDA/ED Director Sandra Korhorn and Community Development Director Steve Peterson

ARTICLE 2. Approve the Agenda

Motion was made by Member Rowland to approve the Agenda. Support by Member Ridings. Motion carried, 8-0.

ARTICLE 3. Approve the Minutes of the July 14, 2015 Meeting

Motion was made by Member Rowland to approve the minutes of the July 14, 2015 meeting as written. Support by Member Pupilava. Motion carried 8-0.

ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker)

Alan Rowland, Parks Committee wants to discuss the development of the land in front of the library. He thinks that a skate park should be considered. There are not a lot of things for the teenagers to do in the parks, I think some inspiration should be considered for a skate park. It seems that with the addition of a skate park it would make the library a cool place to hang out. The more visible the skate park is, the less potential for trouble.

ARTICLE 5. Metro Cruise Warm-up Update – Presentation by Consumers Credit Union, Carmen Villahermosa de Cox

DDA/ED Director Korhorn presented. Director Korhorn introduced Carmen Villahermosa de Cox. Update on the events of the Metro Cruise Warm Up followed.

Discussion followed.

ARTICLE 6. Discuss Capital Improvement Projects

DDA/ED Director Korhorn presented the Village projects this year. After looking at our budget and with some additional issues to deal with on this project, the DDA will not have much left in the budget. Approximately \$500,000 will be left in the coffer, but there will be a bond to pay so the cash balance will be close to zero. Chairman Huhn asks for a breakdown of the current projects.

Director Korhorn stated that the Museum Garden Project has been very slow moving and had some unexpected costs. We found monitoring wells that had not been abandoned and fuel fill pipes and contaminated soil that had to be removed from the site. That work has now been completed and our contractor can now resume work on the project. With the additional charges to the project we are around \$310,000 for the park upgrade.

Director Korhorn stated the Road project is currently on schedule. The crossing to Thornapple River Drive should be completed September 12. The 28th Street intersection will begin after the completion of the Midblock crossing portion and should be completed by October 31.

Director Korhorn stated that there are some upcoming physical improvement projects for next year in the Township Capital Improvement Plan.

- Pathway extension on the south side of Cascade Road from 28th Street to the Cascade Villa Apartments. This is where the DDA District ends. The Pathway extension continuing from the Cascade Villa Apartments to Burton Street would be from the General Fund.
- Community Gathering Area –Library/28th Street. The open area in front of the library closest to 28th Street is the open space in mind for this project. There is room for Library expansion if it is needed in the future near the new Township Office location.
- Pathway extension from the Library to Tassel Park has been discussed in the past the concern being that it brings people to the back of businesses instead of in front.
- 28th Street Midblock crossing by Crowne Plaza. History has shown that pedestrians do not take the sidewalk to the marked crossings. A pedestrian island would allow pedestrians a safe resting place between the lanes of traffic.
- 28th Street Sidewalk extension from Hotel Avenue to Drury Hotel. There are currently sidewalks on the north side of 28th Street and they stop at Hotel Avenue.

- Gateway Entry Signs at the Bridge to welcome people into the Village area. Decisions would need to be made if the Township would be interested in purchasing real estate for the signage.
- Pathway extensions (non DDA projects)
 - Pathway extension north on Thornapple River Drive from Cascade Road to Hurley. The pathway currently ends at Peace Street.
 - Pathway extension on the south side of Thornapple River Drive from Cascade Road to Thornhills Avenue.
 - Pathway extension on Cascade Road from the Village to Burton Street
- Entry sign at the 36th Street interchange.

Discussion followed.

Article 7. Any Other Business

- **Village Road Projects Update**
Project is on time and should be completed by October 31st.
- **Museum Gardens Update**
Project is moving forward after site clean-up was completed.
- **Update on Planning Projects**
 - **Three Year Bussing Pilot Plan**
 - **Train from Detroit to Holland with a stop in Cascade is moving forward and is getting a lot of positive input and feedback.**

Article 11. Adjournment

Member Puplava made a motion to adjourn. Support by Member Stephan. Motion carried 8-0. Meeting Adjourned at 7:05 PM

Respectfully submitted,

Diana Kingsland, Secretary
Ann Seykora, Planning Administrative Assistant
Julie Kutchins, Planning Administrative Assistant

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss and Consider DDA Sponsorship for the Metro Cruise Warmup Event

Meeting Date: November 17, 2015

The Metro Cruise Warmup Event was held this past August at the D&W/Pal's Diner plaza. Despite the cold weather on Thursday, the event was well attended and considered a success.

The DDA donated \$5,000 for the event and was the title sponsor. Additional sponsors include the Forest Hills Business Association (FHBA), the Cascade Community Foundation (CCF), along with other Cascade businesses.

The event takes place on a Thursday and Friday evening, from 5:30 – 8:30 p.m. The event attracted hundreds of people and over 100 classic cars.

This event brings people into the community and the business district. It increases awareness of Cascade Township and our businesses. The DDA plan does allow the board to “create, manage and support annual events occurring within the DDA district”.

Staff is recommending the DDA sponsor the Metro Cruise Warmup event again for 2016. The committee has been meeting and is working on the schedule of events/activities as well as talking with business owners in the DDA to generate more involvement.

Staff recommends the DDA continue to sponsor the Metro Cruise Warmup event.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss and Consider DDA Signage – Drury Hotel

Meeting Date: November 17, 2015

If you recall, the DDA has had a vision of gateway signage throughout the district for a few years. The sign is one that we hope to replicate throughout the DDA district as well as a few areas outside the DDA. There are several locations where gateway signs have been discussed:

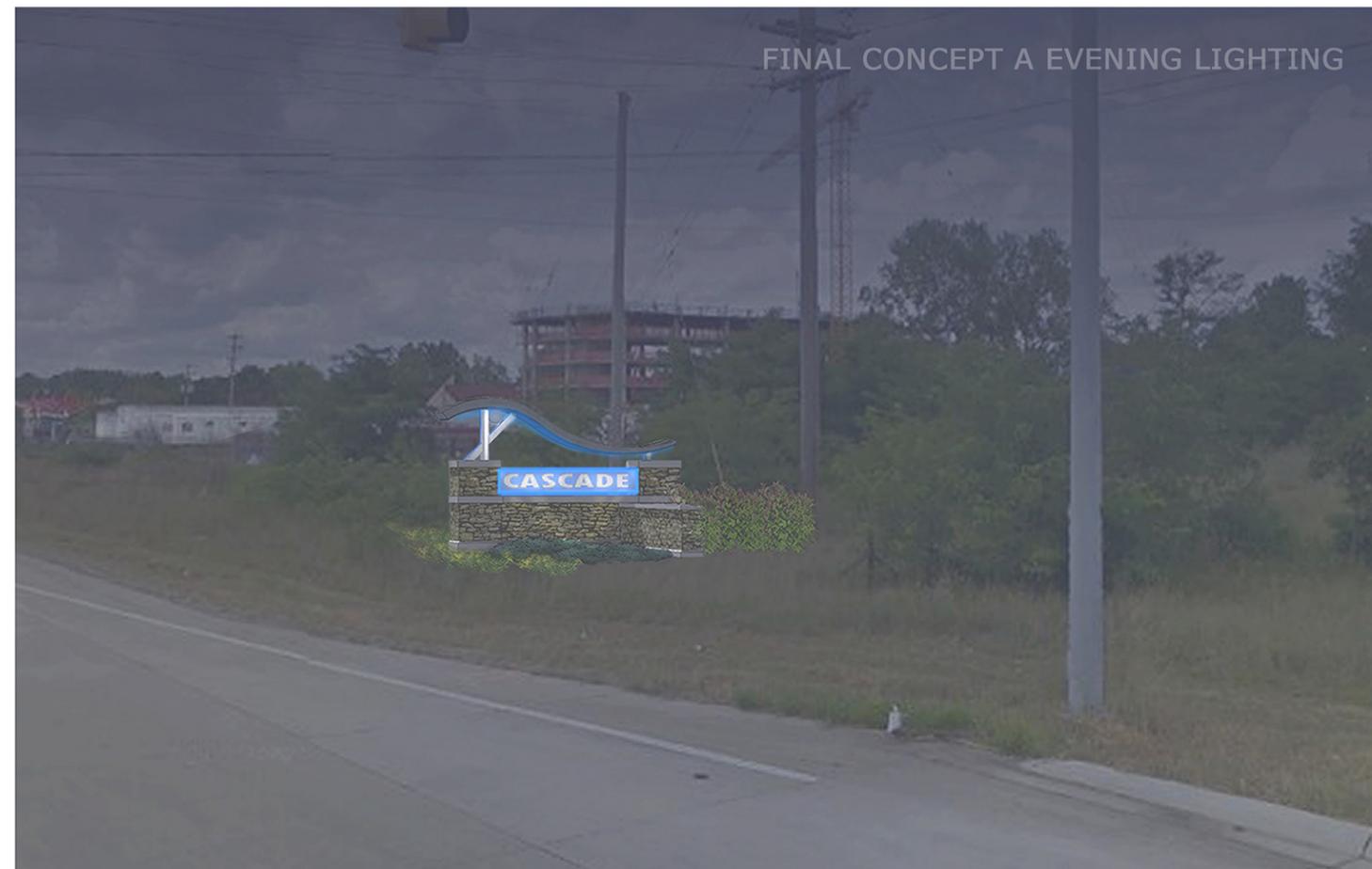
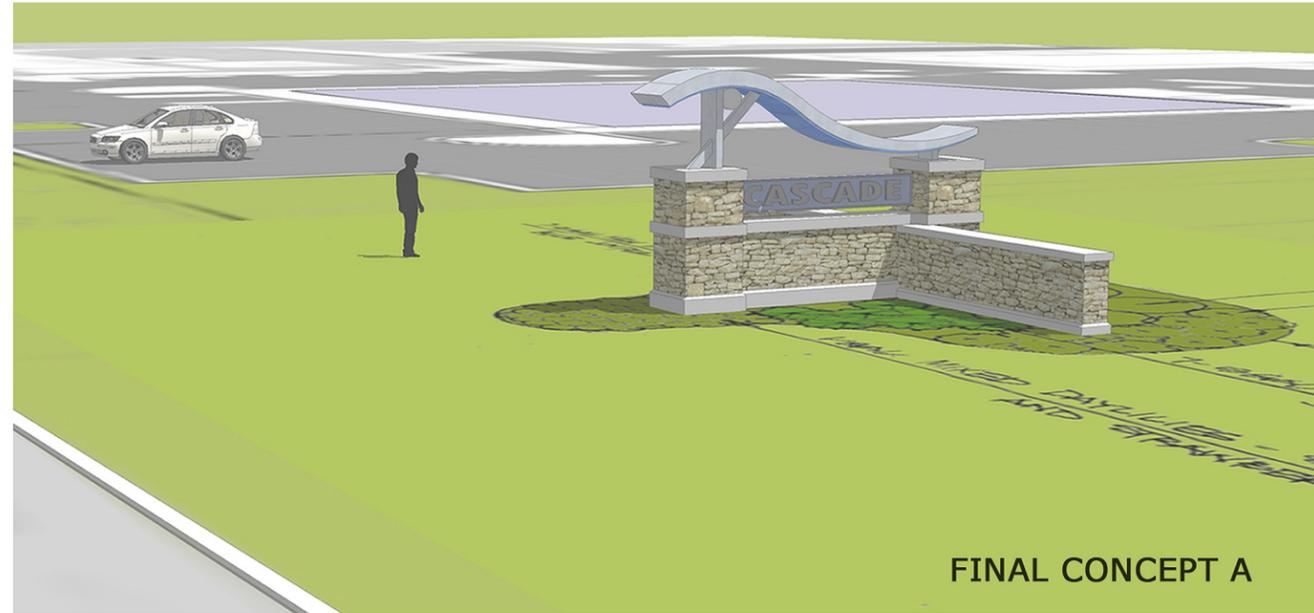
- Patterson/28th St.
- 28th - west of the interchange
- 28th St. & Old 28th St.
- Cascade Rd., at the bridge (near Verburg's)
- 36th St. interchange

As part of that vision, staff has been working with the Drury Hotel on 28th St., just west of the interchange, to construct a gateway sign.

The hotel, as part of their approval, agreed to construct the wall and sign foundation and the Township would then complete the sign portion. The Township budgeted approximately \$80,000 for the sign. Preliminary sign costs came in at \$110,000.

The Infrastructure Committee met to discuss the future of the sign and made a favorable recommendation to the Township Board to move forward with the gateway sign. They also recommended the DDA pick up the "non-budgeted" cost of the sign since it is located within the district.

Since these are signs the DDA has been considering throughout the district and they will "brand" the Township, staff is recommending the DDA pay the cost difference for the gateway sign at 28th St., west of the interchange.



CASCADE CHARTER TOWNSHIP
SIGNAGE AT DRURY HOTEL/ 28TH ST. OFF RAMP
9-22-15

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss Charlevoix Dr. Street Tree Replacement

Meeting Date: November 17, 2015

H.A. Irish recently completed the job of removing approximately 31 street trees from Charlevoix Dr. in Centennial Park.

The DDA Board needs to discuss whether some trees should be replanted in this area. Since the replanting area is located in the road right-of-way (ROW), any replanting plans would have to receive approval from the KCRC as well as an understanding on future responsibility.

As part of a larger discussion, the DDA should look at whether street tree replacement in all areas of the district is something to pursue when we have to remove dead trees or whether there are other options instead of trees.

I did budget for this in the 2016 fiscal year. We will work with a landscape architect to discuss trees and species that will work in this location.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discussion of 2016 DDA Projects

Meeting Date: November 17, 2015

At the joint DDA/Planning Commission meeting in August, we rated a number of potential projects to help determine priorities for future projects.

Based on the responses from that meeting and after review of the DDA budget, staff placed the following potential projects in the Capital Improvement Plan for 2016:

1. 28th St. Sidewalk – Hotel Ave. to Drury Hotel (\$20,000)
2. Create a plan for the Library property (\$15,000)
3. Create a plan for the Thornapple Centre redevelopment (\$15,000) – While this project was not on the list, a few people ranked it as important and the Township Board feels this is area is a priority as well.
4. Lighting of Tassell Park

The Township Board will review and approve the 2016 budget in December. After the budget is approved, the DDA can begin to finalize the project list for 2016.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss Streetlights – Conversion to LED Fixtures

Meeting Date: November 17, 2015

At a recent conference, I was approached regarding our streetlights and asked if we have considered retrofitting them to LED fixtures. I spoke to Tony Kutzt at FTCH regarding this issue. His opinion was that retrofitting the fixtures is generally not the best option due to the logistics involved with converting lights to LED. The best option is to switch out the fixture. We incur a lot of maintenance costs with our existing fixtures. I am wondering if the DDA is interested in looking into this option.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Consider 2016 Meeting Schedule

Meeting Date: November 17, 2015

Attached is a tentative DDA meeting schedule for 2016. Meetings are held on the 3rd Tuesday of the month. The dates below reflect this. This schedule will have to be approved at the meeting.

The schedule is as follows:

- January 19
- February 16
- March 15
- April 19
- May 17
- June 21
- July 19
- August 16
- September 20
- October 18
- November 15
- December 20