

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, February 17, 2015  
5:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

**ARTICLE 1. Call the Meeting to Order**

Chairman Puplava called the meeting to order at 5:30 p.m.  
Members Present: Rob Beahan, Jennifer Puplava, Kim Ridings, Paula Rowland, Matt Smith, Steve Stephan  
Members Absent: David Huhn, Diana Kingsland, Rick Siegle (excused)  
Others Present: DDA/ED Director Sandra Korhorn

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Beahan to approve the Agenda. Support by Member Stephan. Motion carried, 5-0.**

**ARTICLE 3. Approve the Minutes of the January 20, 2015 Meeting**

**Motion was made by Member Beahan to approve the minutes of the January 20, 2014 meeting as written. Support by Member Stephan. Motion carried 5-0.**

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

No one wished to speak to non-agenda items.

Matt Smith arrived.

**ARTICLE 5. Discuss the Street Signage for the Intersection Projects**

ED/DDA Director Korhorn presented. Thornapple River Drive intersection sign was discussed. There are two options to fit the street name on the eight foot sign. It can read "Thornapple River" or "Thornapple Riv Dr."

Member Beahan made a motion to approve the Street Signage to read "Thornapple River" at the intersection. Support by Member Stephan. Motion carried 5-1.

**ARTICLE 6. Discuss the Space Needs Study**

DDA/ED Director Korhorn presented. FTC&H, the Township Engineer, was hired to conduct a space needs study for Township facilities. Phase One has been completed which consisted of asking staff what their current and future space needs are. They put together a report and have concluded that we have outgrown our current Township

office space. Phase Two will look at all of our Township owned properties and facilities and determine our current uses and future planned uses for their properties. DDA has a stake in it as the Library property may be used for future growth and development. We need to get back to FTC&H to let them know what we had envisioned for this property.

Discussion followed. The DDA Board stated they're still interested in using the Library property for a community gathering area. Director Korhorn stated she'd let the DDA members know the date and time of that meeting so they can attend.

**ARTICLE 7. Dates for Business Owner Meeting/Public Open House**

Two meetings will be offered to discuss summer construction projects. The first one on Tuesday, March 24 at 5pm in the Wisner Center will be for property and business owners in the Village Construction Area. A letter will be sent to them with all the construction information and they'll be able to have questions answered at the meeting. The second meeting is Tuesday, April 28 from 4-6pm, also in the Wisner Center. That will be a public open house for anyone in the community to gather information and have questions answered. The DDA board members are all invited.

There will likely be another meeting for property and business owners to let them know when the project will start, who the contractor will be, the timeline, and how roads will be affected.

Discussion followed. Director Korhorn stated she's not received any negative feedback from property/business owners.

**ARTICLE 8. Any Other Business**

**a) Museum Gardens Bid – APEX Contractors**

We received two bids and APEX Contractors won the bid at \$289,000. We did allow them a flexible start date but it must be completed by October 15.

**b) Speed Board**

We talked about getting a permanent speed board which we requested from the Kent County Road Commission. They will not allow it because they see it as a distraction to drivers.

**c) Update on Planning Activities**

There are not a lot of new projects to talk about. We did get a request on the Burger King site from Lake Michigan Credit Union.

**ARTICLE 9. Adjournment**

**Member Rowland made a motion to adjourn. Support by Member Ridings.  
Motion carried 6-0. Meeting Adjourned at 6:20 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Ann Seykora, Planning Administrative Assistant  
Debra W. Groendyk, Planning Administrative Assistant