

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, October 21, 2014  
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: Rob Beahan, David Huhn, Diana Kingsland, Joanne Noto, Paula Rowland, Steve Stephan, Jennifer Puplava, Rick Siegle, Kim Ridings  
Members Absent: None  
Others Present: Assistant to the Manager Sandra Korhorn, Township Engineer Mike Berrevoets

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Puplava to approve the Agenda. Support by Member Beahan. Motion carried, 6-0.**

**ARTICLE 3. Approve the Minutes of the August 19, 2014 Meeting. Motion was made by Member Beahan. Support by Member Stephan. Motion carried 6-0.**

**ARTICLE 4. Discussion of Proposed 2015 Projects**

Assistant to the Manager Korhorn presented. The DDA decided to move forward with the following projects in 2015. They are:

1. Enhanced Intersections at Thornapple River Dr/Cascade Rd. & Cascade Rd./28<sup>th</sup> St. These include stamped concrete throughout the intersection, wider crosswalks, upgraded ADA ramps and mast arm traffic signals.
2. Midblock Crossing
3. Gateway project entering Village from the east (if the budget allows).

Upon review of the budget, it does not allow us to complete the gateway project in 2015. We are also completing the 2014 projects in 2015 as well. A decision needs to be made on the style of mast arms, the mid-block crossing and if we want any design in the middle of the intersection. Mike Berrevoets, Township Engineer, presented the plans to the Board.

Discussion followed regarding the design of the intersections. The board decided they preferred wider crosswalks with some color contrast to the concrete, reuse or replace the bricks on the corners of the existing walks, and asked that we come back to the December meeting with 3 options for the intersection. Those are plain concrete, tinted concrete or a medallion in the middle of the intersection.

The mid-block crossing was presented. It has been shifted to the west (north) from the location in the Complete Streets plan. Shifting it seems to have alleviated the concerns of the gas station (Citgo) owner regarding ingress and egress. The DDA Board preferred this location over the initial location and would like to move forward with the project.

Township Engineer Berrevoets presented some cut sheets for the mast arms. The Board preferred the Valmont structures over the Union Metal structures. More details will be presented at the next meeting.

**Motion was made by Member Beahan and supported by Member Puplava to proceed with the enhanced intersections and mid-block crossing as discussed. Motion carried 9-0**

**ARTICLE 5. Discuss and Consider Charlevoix Dr. Tree Removal**

Assistant to the Manager Korhorn stated that a property owner in Centennial Park has notified the Township that some of the trees along Charlevoix Drive have died or are dying. The Township contacted the Road Commission regarding the removal of the trees. The Road Commission indicated that if they removed all the trees, the Township would not be allowed to plant any replacement trees. If the Township removes the trees we would be able to replace some of the trees, however, the Township will have to discuss with the Road Commission the future responsibility of those trees and who would maintain those trees and/or remove those trees in the future.

At the August meeting, the DDA Board requested staff provide some quotes for the tree removal. Bartlett and H.A. Irish did take a look at the trees and provided quotes for removal.

After review of the quotes and discussion, it was decided to move forward with H.A. Irish for the removal in the fall, after all the leaves are down. Staff will work on a replanting plan for the area in the winter.

**Motion by Member Beahan to go move forward with H.A. Irish for tree removal this Fall. Support by Member Puplava. Motion carried 8-1**

**ARTICLE 6. Discuss and Consider Streetlight Pole Painting**

Assistant to the Manager Korhorn states that the streetlight poles in the village are close to 20 years old. Many are faded and the paint is peeling or chipping. Township Engineer Berrevoets contacted a company that paints streetlights and they indicated the cost would be approximately \$80-\$100 per light pole. The price difference would depend on the type of paint and process we decide to use. The lower cost is more along the lines of a 10 year repair and the higher cost is more along the lines of a 20 year painting job.

Assistant to the Manager Korhorn also indicated that the price does not include the cleaning of the fixtures. They are able to provide that service however. The Township Buildings and Grounds Dept. does not have the equipment needed for the job so this work would have to be hired out.

Discussion followed regarding the paint process and cleaning of the fixtures.

**Motion by Member Puplava to move forward with the painting (20 year job) and cleaning of the fixtures. Support by Member Kingsland. Motion carried 9-0.**

**ARTICLE 7. Consider 2015 Meeting Schedule**

Assistant to the Manager Korhorn attached a tentative meeting schedule for 2015. This schedule shows a meeting scheduled for each month.

**Motion by Beahan to approve the 2015 meeting schedule as presented. Support by Stephan. Motion carried 9-0.**

**ARTICLE 8. Any Other Business**

**a). Museum Gardens Holiday Lighting** – A couple quotes were received for the museum gardens lighting project. AAA Lawn Care will be hanging lights on the museum roofline and pillars.

**b). Update on Planning Activities** – Assistant to the Manager Korhorn provided an update to the DDA Board on new projects throughout the district.

**c). December Special Meeting** – The special meeting will be held on Tuesday, December 2 at 4:30 p.m. at the Wisner Center.

**ARTICLE 9. Adjournment**

**Member Puplava made a motion to adjourn. Support by Member Siegle. Motion carried 9-0. Meeting Adjourned at 7:05 p.m.**

Respectfully submitted,

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