

**MEETING MINUTES**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, August 19, 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  
Members Absent: Kirt Ojala, Jennifer Pupilava, Rick Siegle (excused)  
Others Present: Assistant to the Manager Sandra Korhorn, Township Manager Ben Swayze, Township Engineer Mike Berrevoets, Pat Cornelisse from Cornelisse Design.

**ARTICLE 2. Approve the Agenda**

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

**ARTICLE 3. Approve the Minutes of the June 24, 2014 Special Meeting**

**Motion was made by Member Kingsland to approve the minutes of the June 24, 2014 Special Meeting. Support by Member Stephan. Motion carried 6-0.**

**ARTICLE 4. Discussion of Proposed Fall 2014 Projects**

Assistant to the Manager Korhorn presented. We have been working on Old 28<sup>th</sup> and the Museum Garden project. What we have found is that there are very few bidders bidding on the jobs and those that are bidding are bidding extremely high. Our thought was to hold off on these two projects until spring and combine the Enhanced Intersections and the Old 28<sup>th</sup> Project to create a larger project to bid to reduce costs.

Discussion Followed.

**Motion was made by Member Beahan to defer the fall 2014 projects until spring of 2015. Support by Member Rowland. Motion carried 6-0.**

**ARTICLE 5. Discussion of Future DDA Projects**

Assistant to the Manager Korhorn presented. Projects that are being considered are the Enhanced Intersections at Thornapple River Drive/Cascade Road and Cascade Road/28<sup>th</sup>. This entails the stamped concrete throughout the intersection, the wider cross walks, the upgraded ADA ramps and mast arms at both intersections. The Mid-

block crossing and the Gateway Project are also proposed projects for spring of 2015. Additional projects to keep in mind for the future include: painting the streetlight poles, sidewalk construction on the south side of Cascade Road, development of the library property, public transportation support, purchase of properties for redevelopment, sidewalks in Centennial Park, and the path from the library to Tassel Park.

Discussion followed.

**Motion by Member Beahan to go ahead with three projects: 1) Enhanced Intersection, 2) Mid-block crossing, and, if the budget allows, 3) the Gateway Project. Support by Member Kingsland. Motion carried 6-0.**

**ARTICLE 6. Consider Development Agreement Policy**

Assistant to the Manager Korhorn presented. The Development Agreement Policy deals with the language that gives the DDA the ability to reimburse developers for public projects/improvements. The Agreement did pass at the Township Board level. This policy is being brought back to the DDA for review. It is modeled after the policy the City of Grand Rapids uses. Manager Swayze stated one of the limitations of the policy is that the value of the incentive can't be more than 75% of the new revenue. There will always be more money coming in from the project than going out for the project.

Discussion followed.

**Motion by Member Rowland to approve the Development Agreement Policy. Support by Member Stephan. Motion carried 6-0.**

**ARTICLE 7. DISCUSS TREE REMOVAL – CHARLEVOIX DRIVE.**

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. The Township sent a follow-up email to the Road Commission to see if they would partner with us in removing some of the trees. In the partnership, the Township would be able to replace some of the trees, however; the Township would 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.

Manager Swayze stated the Road Commission went through the area and pointed out 29 trees that are dead or dying. There are three reasons why the trees are dying: 1) they're generally old, 2) the bark rings were installed too close to the trunk of the trees, 3) they're stressed. Norway Maples have about a 6 inch root system and when the sidewalks were installed it wiped out the root system of the trees. Although

the trees are not diseased, they're going to die at some point because they have no root system. Swayze stated the quote from the Road Commission to remove 29 trees was \$29,000.

Discussion followed and will continue at the October DDA meeting. Assistant to the Manager Korhorn will obtain quotes that cover tree removal and replacement planting.

**ARTICLE 8. Discuss Street Sweeping in the DDA District**

Assistant to the Manager Korhorn stated at the last meeting the DDA Board had requested that she obtain a quote for additional street sweepings throughout the district. The Road Commission does this once a year, sometimes twice. The time varies from year to year. Korhorn contacted Sani-Sweep for 28<sup>th</sup> Street from Patterson to Cascade Road, Old 28<sup>th</sup> Street, and Cascade Road from Thornapple River Drive to around the Cascade Villa Apartments. She also asked them about center lane sweeps, sweeps around the medians out near Meijer, Old 28<sup>th</sup> Street, and 28<sup>th</sup> Street. Sani-Sweep gave her a quote of roughly \$1600 - \$1800 per time. The price may go down once they do it and find out how much time it actually takes. This could be included in the 2015 Budget. The Township would coordinate with the Road Commission to appropriately schedule the cleaning. If the Township decides they would like more areas swept they can call Sani-Sweep and request more areas.

**Motion by Member Rowland to have the Road Commission do one sweep in 2015 and the Township to do one sweep in 2015. If the Township finds it needs more than this, they will contract to add additional sweeps in 2016. Second by Member Kingsland. Motion passed 6-0.**

Assistant to the Manager Korhorn stated that earlier this spring the Township hired an additional Building and Grounds worker. Shortly after the hire, the Building and Grounds Supervisor left. We now have the 4 workers we did initially. The Township is evaluating that department to ascertain whether a Supervisor or Department Head would work best.

Manager Swayze stated the leadership position within that department would be filled. However they're now in the process of determining what level of supervisory responsibility that position will have. Manager Swayze stated this goes hand in hand with some reorganization of the type of Township we're trying to do. The Township is trying to incorporate the Building & Grounds Department into a more cohesive Community Development Department. During the 2-3 weeks Building & Grounds had an additional person they did do additional work for the DDA.

Discussion followed regarding the maintenance and upkeep of the light poles in the DDA District.

**Motion made by Member Rowland to obtain a quote that involves painting, cleaning the globes and maintenance on the collars of the light poles within the DDA District. In the future, Building & Grounds can maintain them with the exclusion of the painting. Support by Member Kingsland. Motion carried 6-0.**

**ARTICLE 9. Discussion of Proposed Liquor License Ordinance Amendments**

Assistant to the Manager Korhorn presented. A committee made up of Planning Commission Members and DDA Members met to review the Liquor License Ordinance. The State is taking a larger role in the approval process and we wanted to adjust our Ordinance accordingly. The main changes were locational and operational. The locational changes removed some of the location requirements which made it difficult to acquire a license. The Ordinance will now have to go before the Township Board for approval.

**ARTICLE 10. Any Other Business**

**a) Buildings and Grounds Personnel as discussed previously.**

**b) Museum Gardens Holiday Lighting**

Assistant to the Manager Korhorn presented. I attended a Historical Society meeting where it was presented that the pillars and the roof line of the museum be wrapped in lights. They felt this would tie in nicely with Cascade Christian Church. They did ask if the DDA would be willing to do a cost sharing with them.

Discussion followed.

**Motion made by Member Rowland that we approach the Cascade Community Foundation to form a partnership to cover the costs of the holiday lighting at the Museum. Support by Member Kingsland. Motion carried 6-0.**

**ARTICLE 11. Adjournment**

**Member Beahan made a motion to adjourn. Support by Member Kingsland. Motion carried 6-0. Meeting Adjourned at 6:55 PM**

Respectfully submitted,

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