

AGENDA
Cascade Charter Township
Downtown Development Authority Board of Directors
April 19, 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 March 15, 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 and Consider Consultant for Library Property Plan
- ARTICLE 6.** Discuss and Consider Using Banner Arms for Metro Cruise Warmup Event
- ARTICLE 7.** Any Other Business
a. Update on Planning Activities
- ARTICLE 8.** Adjournment

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

MEETING MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, March 15, 2016
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 Puplava, Kim Ridings, Paula Rowland, Steve Stephan, Matt Smith
Absent: Rob Beahan (Excused), Rick Siegle
Others Present: DDA/ED Director Sandra Korhorn and others listed on the sign in sheet.

ARTICLE 2. Approve the Agenda

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

ARTICLE 3. Approve the Minutes of the January 19, 2016 Meeting

Motion was made by Member Rowland to approve the minutes of the January 19, 2016 meeting as written. Support by Member Stephen. Motion carried 6-0.

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

Katherine Henry, Attorney. Ms. Henry is running as the Republican candidate for the 86th District Seat as Lisa Posthumus Lyons has met her term limits. She is an Attorney and business owner and is a member of the Belding DDA.

Member Puplava Arrived at 5:40

ARTICLE 5. Discuss and Consider Sponsorship for the Library Concert Series

Diane Cutler, KDL Branch Manager-Cascade presented. A year ago, I presented a proposal to host the Sunday Afternoon Live Series that is presented free of charge on Sundays during the winter months. The performers are paid and our budget was \$29,000. Our goal last year was 50 people at each event and our lowest attendance was 89 and our highest was 182. The Sunday Afternoon Live Series is now considered one of KDL's stellar adult programs. We had six acts this season and the response from the musicians has been very positive. The purpose is to listen to the music in a quiet environment where you can hear the music without distractions. We would like to continue the series for next year and we feel the attendance will go up. We asked the attendees how many had never been in the Cascade Library before and about 50% raised their hand. We are getting people to visit the library that have not utilized it in

the past. On behalf of the Sunday Afternoon Live Committee and the KDL, I would like to ask the DDA to fund our 2nd Series running from October 2016 – May 2017 for a \$1,500 contribution.

Chairman Huhn asked if other KDL Branches are doing the concert series. Diane Cutler stated that only the Cascade Branch has the concert series.

Member Stephan asked how they were marketing the events. Diane Cutler stated that they use social media and the sign in front of the library.

Member Rowland asked if the Library would be willing to hand out flyers for the local businesses. Diane Cutler stated that they would be happy to do this.

Discussion followed.

Member Kingsland made a motion to continue to support the Sunday Afternoon Live Music Series with a \$1,500 contribution from the DDA. Support by Member Pupilava. Motion carried 7-0

ARTICLE 6. Discuss and Consider Plans for Tree Replacement on Charlevoix Drive

DDA/ED Director Korhorn presented. This is for the replanting of trees along Charlevoix that we had to remove due to disease. We removed approximately 43 trees over the past two years. We have a quote to replace some of the trees. Our budget was \$6,000 and we received quotes from Thornapple River Nursery and Katerberg VerHage. Thornapple River Nursery quote came back at \$6,000 for 13 trees with a mixture of trees to provide added interest. Katerberg's came back with three proposals with 22 trees total trees with sizes at 2", 2.5" and 3". The first proposal is for \$7,300 - \$9,000 - \$10,000 depending on the size of the tree.

The trees will go in the Right-of-Way so the Kent County Road Commission will have to approve the plan and they will want an agreement as to who is responsible for the maintenance of the trees.

Discussion followed.

Member Pupilava made a motion to accept the Thornapple River Nursery bid for \$6,000 for 13 trees to replace the trees on Charlevoix Drive. Support by Member Kingsland. Motion carried 7-0

ARTICLE 7. Review 2015 DDA Annual Report

DDA/ED Director Korhorn presented. DDA's are required to submit a report on the status of our tax increment financing account to the State. We will be doing this every year and they are looking at where we capture our funds from and where the money is being spent. We currently have \$100,000 in liquid cash and \$280,000 in a CD that is maturing in May. We have another \$200,000 in a CD that matures next year. We don't

have a lot of cash on hand. Chairman Huhn asked why the money is in CD's and not running with our projects. The Bond will be paid in 2020.

Discussion followed.

Article 8. Any Other Business

a) Update on Village Projects:

The Road Project is complete. Also the Museum Project will have the landscaping finished this spring. Have heard some very positive comments regarding the road projects.

b) RFP for Library Property:

The masterplan for the library property, on the corner of 28th St. and Jacksmith, we are looking to do a community gathering area/recreational space. All the proposals for this space are due March 25, 2016.

c) 2016 Budget Review:

The Coast to Coast study has been completed and there will be an update at the next Planning Commission meeting on March 21, 2016 at 7:00 pm. Metro Cruise Warm-Up signs will need a variance, also they are asking to hang banners on the light poles.

d) Update on Planning Activities:

On March 24, 2016 5:30 pm – 7:30 pm there will be a Township Hall Community Forum to discuss the proposal for the new Township building. It will be a chance to look at the drawings and the proposed budget.

Article 9. Adjournment

Member Kingsland made a motion to adjourn 6:30 PM. Support by Member Ridings. Motion carried 7-0. Meeting Adjourned at 6:30 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 Proposal for the Library Property Plan

Meeting Date: April 19, 2016

The Request for Proposal (RFP) for the Community Gathering/Activity Center Plan for the Library property was sent out in March. The committee members reviewed the proposals and recommended interviewing three consultants. They are as follows:

Consultant	Cost
M.C. Smith	\$14,000
Progressive AE	\$14,640
Viridis Design Group	\$14,500

Following the interviews, the committee met and felt that the proposal and interview from Viridis Design Group was the best fit for the plan. Part of their work scope includes 2 public input meetings, 3 review meetings and 3D design work. The project will begin early May with the final plan delivered in early September.

Staff is recommending the project move forward with a favorable recommendation for Viridis Design Group to the Township Board.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss and Consider Using Banner Arms for the Metro Cruise Warm up Event

Meeting Date: April 19, 2016

At the March meeting I mentioned that the Metro Cruise Warm up Committee was considering using banner arms on some streetlights to promote the event. We received a sample of the bracket system and it is hanging on a streetlight to the south of the library (circle) drive. I asked if we could purchase a black bracket and was told they could be spray painted to blend with the light pole.

There was concern about the brackets scratching the poles. The vendor, as well as our Buildings and Grounds Dept. indicated we could place felt on the back of the bracket to protect the streetlight pole.

These types of signs are permitted by the Township, provided they advertise a community event and do not promote a product, service or business.



Patron/Event
Parking

Patron/Event
Parking

Patron Parking

VIP Area

Stage

Bus Route

Food Trucks

Bus Route

Classic Cars

Bounce House
Dunk Tank

Corvette Club

Patron Parking

Patron/Event
Parking

Bus Route

Port-a-Johns
Volunteer Parking