

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, October 15, 2013  
5:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

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

Chairman Ojala called the meeting to order at 5:35 p.m.  
Members Present: Rob Beahan, Diana Kingsland, Tom McDonald, Joann Noto, Kirt Ojala, Paula Rowland, Rick Siegle  
Members Absent: David Huhn, Jennifer Puplava,  
Others Present: Assistant to the Manager Sandra Korhorn

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Beahan to approve the Agenda. Support by Member McDonald. Motion carried, 7-0.**

**ARTICLE 3. Approve the Minutes of the August 20, 2013 Meeting**

**Motion was made by Member McDonald to approve the Minutes. Support by Member Kingsland. Motion carried, 7-0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

No visitors wished to speak on non-agenda items.

**ARTICLE 5. Update of the Complete Streets Plan**

Assistant to the Manager Korhorn presented the update to the Complete Streets Plan. The Community Open House was last week. We had 25-30 residents in attendance. There were a lot of comments and good questions. There was a lot of participation by the attendees. The next step is a follow-up meeting with the Road Commission and then the final plan draft will be presented by the Consultants. A lot of the ideas coincided with the ideas that Pat Cornelisse put together for us. Specifically, the median, the Gateway features, and the stamped crosswalk. A copy of the Complete Streets presentation has been provided in your packet. The Gateway area should be a primary focus for us, we need to prioritize our projects and get started on making the improvements based on Road Commission approval.

Member Siegle asked if anyone of the residents that attended the Open House had any concerns about the plan.

Assistant to the Manager stated the round-about was brought up but not really in depth. The “No Turn On Red” sign was mentioned and the garden on the corner of Cascade and Thornapple River Drive.

Member McDonald stated the meeting was positive. Let’s enhance all of Thornapple River Drive and make it more pronounced. Let’s redo the park and extend the sidewalk to compliment all of it and to T-off Old 28<sup>th</sup> Street. This area has become an impediment to pedestrians. What is our objective? We need to make it business friendly, pedestrian friendly, as well as a car friendly area.

Assistant Korhorn stated that we have stated an objective of making Cascade Village welcoming, making it a destination, pedestrian friendly, slowing traffic and building on character, charm and appointment.

Member Siegle asked what the speed limit is on the roads in that area? The speed seems really high for the amount of foot traffic and car traffic. The Road Commission needs to hear from us that we want this changed.

Assistant to the Manager stated the speed is 40 mph. The Road Commission is responsible for setting the speed limit. If we enhance the area with the medians and crosswalks, it may help slow down traffic in the area. We would not want the study based on the speeds of today but rather after the improvements have been made.

Member Rowland stated that the median idea seems to be what would alert drivers that they are entering a different area and to slow down.

Korhorn asked what projects the DDA wanted to see as top priority.

Member McDonald stated that the top priority would be the enhanced intersection at Cascade Road and Thornapple River Drive, supplementing that would be redesigning the park and making the sidewalk connection to Cascade Road. The Bridge entranceway should also be included in this.

Korhorn stated that the Bridge is outside the DDA district and the sidewalk that runs up Thornapple River Drive in front of Cascade Christian Church and Hurley. The sidewalk would not go all the way, but would go to the gardens on the corner.

Member McDonald stated that “T-ing” off Old 28<sup>th</sup> Street would be a priority as traffic does not slow down for the intersection. The third project would be the cross-walk at mid-block.

Member Beahan stated that he liked the idea of a mid-block cross walk but putting a cross walk at that location would be prohibitive to the gas station on the corner. The Township worked very hard with the property owner to align the gas pumps for easier access. We would also be interfering with the entrance to International Beverage across the street.

Korhorn stated that the location in the plan is really the only place the mid-block cross walk would work. If you move it too close to 28<sup>th</sup> Street or Thornapple it becomes useless.

Member McDonald stated that if we continue the sidewalk from Peace Street up to the Museum, this may alleviate some of the pedestrian traffic that we are now forcing to go all the way back up to International Beverage. The dynamics have changed in this area in the last 5-10 years and we need to accommodate pedestrian traffic.

Member Beahan stated that we do not want to fight the battle with the gas station. We made him realign his pumps to accommodate our vision. We cannot now change our plan for this area.

Member Siegle stated that he can see how the pumps have been aligned for the current use.

Member Siegle stated that if we paid for the remodel could we use one of the entrances and redirect the traffic down Old 28<sup>th</sup>?

Korhorn stated that both entrances are used and are conveniently located.

Member Rowland asked if it was possible to move the Cross walk to the edge as shown on page 24.

Member Beahan asked if it were possible to move it up 50 ft. between the two existing driveways on Cascade Road?

Member Rowland stated that the Cross walk had a median that is 10-16 feet long and 11 feet wide to be able to stack bikes in the crosswalk.

Member Beahan stated that we need to maintain a center turn lane into International Beverage. We also need to maintain the current entrances into the gas station.

Member Kingsland stated that it is nice that people can cross there, but traffic will not slow down for the pedestrians. If we had the law that pedestrian's had the right-of way it might work.

Member Beahan stated that the calming devices might slow down the traffic.

Korhorn stated that there could be banners or flags indicating the crosswalk.

Member Kingsland asked what is stopping the traffic other than a pedestrian standing in the road if we do not have a signal light?

Assistant to the Manager Korhorn stated that there is nothing there to stop traffic.

Member McDonald stated that the compromise could be that we get the costs for the Thornapple/Cascade intersection, the sidewalk extension, redoing the park, that will

alleviate some of the pedestrian traffic in this area as they can continue on to the corner. If we add some of the traffic calming devices further up the road to the north and west, not put the crosswalk in, and wait to see what happens with the Family Fare area before we put the cross walk in.

Member Kingsland stated that maybe we move the crosswalk toward the barbershop and leave the bunker and the trees without the crosswalk. Leave the median but take the crosswalk out.

Member McDonald asked if it would interfere of with the gas station.

Member Beahan stated that it should not interfere with the gas station.

Assistant to the Manager stated that it would affect the left turn out of International Beverage.

Member Siegle stated that a "No Left Turn" sign would have to be posted at the one exit from the International Beverage parking lot.

Member Kingsland asked if it would be a major cost to add another median at 28<sup>th</sup>? It would also designate two major intersections.

Member Siegle stated that while I agree with the added median at 28<sup>th</sup> Street, I think we need to hold off until we know what kind of remodel is going to take place in the area of Family Fare.

Member McDonald stated that we should at least move forward with getting prices.

Assistant to the Manager stated the projects in order of importance.

1. Enhanced intersection at Thornapple River Drive and Cascade Road.  
Enhanced intersection at Cascade Road and 28<sup>th</sup> Street.
  - a. Working on the park, museum garden, and sidewalk going down Thornapple River Drive.
  - b. Bridge Gateway.
2. Old 28<sup>th</sup> Street Reconfiguration
3. Possibly removing the crossing and moving median to the west between the curb cuts at the gas station.
4. North and west median and the east and south median.

Member Rowland stated that safety of the intersection should be addressed before the beautification starts. The designer discussed with her that the locations of the sidewalk could be outside of the bridge and then the beautification could be done on top of that. However, that might prove to be more costly.

Member Kingsland stated that the easiest way might be to put up fences like the ice cream businesses do to make pedestrians feel safer walking on the bridge.

Assistant to the Manager stated that this would not work because it is already difficult to clear the bridge of ice and snow and there is not room for a fence.

Member Beahan stated that the Road Commission does not want anything in their way and we are not allowed to put anything on the bridge.

Member Kingsland stated that this was actually was the safest place to cross.

Member Noto asked Assistant Korhorn to help refresh her memories regarding the crosswalks as to their costs and if they were lit up walkway?

Assistant Korhorn stated we just talked to the Road Commission but they did not seem interested in this.

Member Noto seems to remember from another meeting that this would happen without flashing lights or a lighted walkway. The Township was going to wait to see if this worked first.

Member Kingsland stated that she thought we were just going to paint the cross walk and see what impact it had before we invested heavily.

Assistant to the Manager Korhorn stated that for clarification are we looking at painting or stamping the crosswalk?

Member McDonald stated he thought concrete would last a lot longer and look a lot better. If the Township uses anything else it will have to be repaired six months down the road. If we're going to do it let's do it right.

Member Siegle asked if the Township does it, will it involve the whole square or just the sidewalks.

Assistant Korhorn stated the cement would involve the entire intersection. If a designer should come to the board with a square that does not utilize the circle, the Township would be willing to look at it.

Assistant Korhorn stated that the Gardens were talked about at the last meeting. Assistant Korhorn spoke with Amy Waugh, Building and Grounds Supervisor. She stated that the Crabtree's would need to be cut down and they will start on that. She also stated the tall grasses on Thornapple River Drive will need to be taken out.

Assistant Korhorn related concerns that residents have discussed with her regarding the park at the museum.

1. The plantings create great places to hide in the event of a crime.
2. The grasses brush up against cars as they're driving through there.

3. Bikers have had some close calls with traffic because the vehicles can't see the bikers until they're right up to the intersection.
4. When driving a sedan the grasses impede their vision as that sits much lower than an SUV.

Member Beahan wondered if the DDA could work with Pat or Tom Rook before the beautification process begins. Some residents will go ballistic when these plantings are cut back or removed. This is a beautiful garden and the DDA should go in with a plan.

Assistant Korhorn stated we need to just keep plants lower to the ground so that we keep a clear sight distance.

Member Ojala asked if that is part of the Complete Streets Plan, do we need pricing to have the plants removed and/or changed?

**Member McDonald made a motion that Sandra is approved to get pricing on What was discussed today in the order presented.**

1. **Enhanced intersection at Thornapple River Drive and Cascade Road.  
Enhanced intersection at Cascade Road and 28<sup>th</sup> Street.**
  - a. **Working on the park, museum garden, and sidewalk going down Thornapple River Drive.**
  - b. **Bridge Gateway.**
2. **Old 28<sup>th</sup> Street Reconfiguration**
3. **Possibly removing the crossing and moving median to the west between the curb cuts at the gas station.**
4. **North and west median and the east and south median.**

**Second by Member Kingsland. Motion passed. 7-0.**

**ARTICLE 6.** Discuss the Addition of Banners to the Streetlight Poles

Assistant to the Manager Korhorn stated that the Strategic Plan includes the investigation of adding banners to the streetlight poles in the DDA district. Assistant Korhorn stated that the DDA has discussed this topic before, but she would like a decision to be made and closure on this subject. The street lights in the Township do not have banner arms on them. She did meet with the Lumec manufacturers last week and Lumec stated that our light poles do not have a clamp to hold banners. To install banner arms it would be necessary to go through the light poles. This may void the finish guarantee. Assistant Korhorn is checking this out. The manufacturer cannot give the DDA a cost figure until she knows what size of banner will be put on the light pole.

Member McDonald asked how many light poles we would be adding the banners too.

Assistant Korhorn stated that it would be up to the DDA Committee which poles we wanted to put banners on. We could do just the Village or 28<sup>th</sup> Street or Cascade Road or all three. Is there any interest from the DDA Committee on this?

Member Ojala asked if all the banners would be the same or if the local businesses could put up what they want.

Assistant Korhorn stated that all the banners would be the same and they would be handled by the DDA.

Member Rowland stated she would rather put the money toward more trees than banners.

Member Siegle stated that he would rather work on the Gateway Project and address this when we have a need for it.

**Member Ojala made a motion to defer investigation into the costs of installing banner arms on the light poles until some point in the future. Member Siegle supported. Motion carried 7-0.**

#### **ARTICLE 7. Discuss DDA Trees- Village Area**

Assistant to the Manager Korhorn presented the plan for the Trees in the DDA district. A few potential problem areas were near Jam N Bean. The trees are quite heavy in that area and we may need to trim them back. The area in front of Walgreens was trimmed by Consumers. The trees in front of Walgreens have been cut back too far and we need to decide what to do with those trees. The area by the CITGO Gas Station is heavy with trees and may need to be thinned out as well as in front of the Gathering Place. We received some information from Bartlett Tree who has been treating the trees on Old 28<sup>th</sup> and 28<sup>th</sup> Street for the Emerald Ash Borer. There is a new treatment available that is a trunk injection instead of a soil treatment. The soil treatment is done yearly and the trunk injection is done every two years. It is more expensive. Do we want to continue with the treatments and if so which one do we do or do we replace the trees? Then we need to discuss which trees to replace and how many. The trees are marked with the pink ribbons along 28<sup>th</sup> street East of Old 28<sup>th</sup> as well as down Old 28<sup>th</sup>.

Member Ojala asked how much the trunk injection would cost.

Assistant Korhorn stated that it costs \$2,000 and the soil treatment is \$400. This is not a per tree cost but for all the trees. We have been treating Ash trees at Tassel Park and they have succumbed to the Emerald Ash Borer and will have to be removed. Would it be better to replace these trees rather than continue to treat them only to lose them down the road?

Member McDonald asked how many trees are involved?

Assistant Korhorn stated that there are 14 trees on Old 28<sup>th</sup> and 5 on 28<sup>th</sup>.

Member Rowland asked how much it cost to replace the trees at the Library.

Assistant Korhorn stated it cost \$8,000 for total replacement, including trees and work done.

Member Rowland stated that this was the cost for treating four trees and that money would be better spent replacing the trees.

Member Siegle concurred with Member Rowland stating that he had treated trees at his home and had the same outcome. We would be farther ahead to replace them.

Assistant Korhorn stated then is the consensus to wait until they die or replace them now.

Member Ojala asked if the contract was up at the end of the year and if we need to decide to continue treatment or just remove the trees? Maybe we treat one more year and have them rate the trees and replace them over time as needed.

Member Siegle stated we need to stop the treatment and just remove the trees.

Member McDonald asked how the trees look?

Assistant Korhorn stated that Bartlett says the trees look great but will eventually succumb to the disease.

Member Rowland asked if we need to put in irrigation and we should take them all out and do the whole project at once.

Assistant Korhorn stated that we would not put irrigation in.

**Member Ojala motioned that the DDA continue the \$400 soil treatment for the year and revisit how the trees are doing in the Spring. Member Noto supported. Motion passed 6-1.**

Assistant Korhorn gave an overview of the tree trimming in front of Walgreens and maintenance down in the village. Some of the brick area in front of the Family Fare gas station.

Member Rowland asked if maintenance was an issue since we cut staff.

Assistant Korhorn stated that it is a shame that we spent all this money and the maintenance has not been continuous. The light fixtures are full of bugs and cobwebs. B&G does have a problem that the poles are 14 ft. and they do not have the equipment to reach the light fixtures. The brick path at the museum gardens in the inside circle and the bricks are covered up with growth. The dead plants need to be trimmed. The Christmas tree is getting ragged and old. There are more bricks that are not being maintained. The flower pots along Cascade Road in front of the Gathering Place make it very hard to see the traffic coming down Cascade Road. I had to step almost into the

street to see around the flower pots. I think this is another indication that we are not looking at pedestrians and cyclists in this area.

Member Rowland asked who decides what plants go into the flower pots?

Assistant Korhorn stated that B & G have been putting the flowers in the pots and spoke to Amy that we need to be aware of the sight path when planting the pots.

Member Ojala asked if the pots could be slid back about a foot away from traffic.

Assistant Korhorn stated that the pots are irrigated and the bases are old and cannot be moved. The trees in front of Jam N Bean need to be thinned out.

Member Rowland asked what it meant to be thinned.

Member McDonald stated that the trees could be thinned and still look like a full tree.

Assistant Korhorn stated that the path by the carwash is embarrassing and we need to do a better job of maintaining our current improvements. Where is our pride? How can we move forward with our new improvements when we can't even maintain what we have?

Member Beahan asked who would paint the light poles and why can't we use Roundup at the beginning of the season and get rid of them that way.

Member Rowland stated that there has to be some continual maintenance on the bricks.

Member McDonald stated that if you used RoundUp on the bricks and then hit it with a high pressure sprayer it should clean it up. Maybe we need to contract out for that project. I think this is such an embarrassment that we should put a plan in place and then ask B&G what they can do and then get a quote for this project and the poles at the same time.

Member Rowland asked if it was possible to hire one more employee for maintenance and be funded by the DDA.

Member Kingsland stated that the only person she sees working in her area is Heather.

Assistant Korhorn stated that we have sidewalks all the way down to Patterson and we have fewer employees than we used to. I think it is a good idea to hire someone that is answerable to the DDA. The first few years the person would be very busy but I don't know if we could keep them busy year round.

Member Ojala stated that we would be able to keep someone very busy either picking up garbage or weeding. It is a constant process and the DDA is quite large.

Member Siegle asked how we would keep this person busy during the Winter.

Member Ojala stated that trees can be trimmed in the Winter, changing bulbs in the light poles, hanging Christmas light. I feel there would be plenty to keep a staff member busy. We have a maintenance line item where they take out the cost of bulbs and flowers.

Member Rowland stated that she feels we should look into the cost of the employee.

Member Siegle stated that we need to have a very detailed job description as it is easier to include it at the start than try to add it later.

Member Noto asked if this person would be a Township Employee funded through the DDA?

Member Rowland stated that it would have to be because we could not afford the insurance. This person would still be dedicated to the DDA Maintenance and should have knowledge of vegetation.

Member Siegle asked what the starting pay is for a Maintenance person for the Township?

Member Beahan stated that the base salary is \$30,000 plus benefits.

Member Ojala stated we should get someone in total for \$45,000. The job description will dictate the requirements for the job.

Member McDonald asked if we had asked Ada Township how many people they employ. They have plants around all of their light poles, banners and it seems to be very well kept up.

Assistant Korhorn stated that she had not talked to them but could certainly check into it.

**Member Rowland motioned to go forward investigating the hiring of a maintenance person that would be dedicated to the DDA and additionally creating a job description for the position. Support by Member Kingsland. Motion passed 7-0.**

**ARTICLE 8. Discuss the painting of the streetlight Poles in the Village**

Assistant Korhorn presented. The paint for the project is \$500/gallon and the paint hardens very quickly.

Member Ojala asked how much a gallon of paint covers.

Assistant Korhorn stated that the general consensus is to go to a paint store and ask them what they recommend for painting aluminum poles. This is an area that is under the improvement plan, do we want to invest in new poles?

Member Rowland stated that the paint seems much more economical than to replace the poles.

Assistant Korhorn stated that our current poles were not LED compatible.

Member Beahan stated that since we do not have unlimited funds we need to just paint the fixtures. We would probably have to sand and prime the poles so we should look at contracting out the project.

Member Kingsland stated that we would have the project done the right way and expect a warranty with the work.

**Member McDonald made a motion to move forward in getting a quote to redo the poles as needed in the Village area with the Assistant Korhorn making the determination as to how far we the project reaches. Support by Member Siegle. Motion carried 7-0.**

**ARTICLE 9. 2014 Meeting Schedule**

Assistant Korhorn stated the 2014 Meeting Schedule is included. Please realize that when the projects get rolling in the spring we may need to add additional meetings.

**Member Ojala made a motion to accept the 2014 Meeting Schedule. Support by Kingsland. Motion carried 7-0.**

**ARTICLE 10. Any other Business**

Assistant Korhorn stated that phase 2 of Centennial Park has wrapped up and the street lights in Centennial Park were getting their warranty work finished. The 28<sup>th</sup> Street project is wrapping up.

Member Beahan stated that there are some light poles by Costco that are waiting to be completed.

Assistant Korhorn said that she will look into it and that MDOT took a lot of the center span lights which we requested. I have asked Consumers to see what the cost would be to remove the remaining lights. This will eliminate wires hanging across the road.

**ARTICLE 11. Adjournment**

**Member Beahan made a motion to adjourn the meeting. Supported by Member Siegle. Motion carried 7-0.**

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Diana Kingsland, Secretary

Ann Seykora, Planning Administrative Assistant

Deb Groendyk, Planning Administrative Assistant