

CENTENNIAL OFFICE PARK OWNERS' ASSOCIATION ('COPOA')

MEETING MINUTES

DATE: 10.18.2018

LOCATION: Crowne Plaza Hotel

ATTENDANCE:

Mike Kasmauskis President	2828 Kraft Ave.
Dan Wiersma Secretary/Treasurer	2900 Charlevoix Dr.
Kirk Driesenga / Erin Nugent	6000 28 th St.
	3040 Charlevoix Dr.
	3030 Charlevoix Dr.
	2851 Charlevoix Dr.
Larry Fleis	2960 Lucerne Dr.
Glenn Turek	2959 Lucerne Dr.
Matt Vanwoerkom	3001 Orchard Vista Dr.
Nicki Kindt	5700 28 th St.
Sandra Korhorn	Cascade Township DDA

- I. Welcome / Attendee Roll Call Attendance was taken via a 'sign-in'
- II. Mike Kasmauskis ... Welcome everyone to today's meeting
- III. Meeting Minutes (07.19.18) were reviewed and accepted.
- IV. Next Meeting: **Thursday, January 17, 2019 – 9:00 a.m. Crowne Plaza**
- V. AGENDA
 - a. Roadway/Sidewalk Improvements
 - i. Cascade Township | Kent County Road Commission – Centennial Park Improvement Project
 1. Project Scope – Per Master Plan
 - a. Sidewalk ... complete the 'outer loop' (i.e. Orchard Vista Dr.) so that the entirety of Centennial Park is 'walkable' without pedestrians walking in the street.

- b. Roadway/Island Improvements
 - i. Charlevoix Drive
 - 1. Island median at 28th St. intersection
 - 2. Rework 28th St. Turn lanes configuration
 - ii. Foremost Drive
 - 1. Island median at Orchard Vista intersection
 - iii. Tahoe Drive
 - 1. Island median at Charlevoix Dr. intersection
 - iv. Road Reconstruction of all road surfaces within the park.
- 2. Road/Sidewalk Project Timeline (est.)
 - a. Commencement – Spring 2019
 - b. Completion – Winter 2019/2020
- 3. Road/Sidewalk Project Funding
 - a. Capital costs will be split, per negotiated agreement, between Cascade Township and Kent County Road Commission ... percentage allocations to be determined.
- 4. Centennial Park ‘Signage’ Project
 - a. Funded via a ‘Special Assessment’ charged to commercial property owners ... subject to a vote of the property owners indicating ‘no less than 51% support’ of the Special Assessment.
 - b. Signage Plan / Design ... Members will move forward with finalizing the signage plans, budget and funding sources ahead of the road improvement project commencing.
- ii. COPOA member attendance at DDA meetings is important ... recognizing the partnership that exists between the COPOA and DDA, it’s important that a COPOA member attend each DDA meeting.
 - 1. Cascade Township Meeting Dates [3rd Tuesday at 5:30 p.m. – Cascade Township | Wisner Center – 2870 Jack Smith Ave SE
 - a. 11.20.18 TBD
 - b. 12.18.18 Dan Wiersma
 - c. 01.15.19 Mike Kasmauskis
 - d. 02.19.19 Kirk Driesenga

b. Financial Report | Dan Wiersma - Treasurer

i. Financial Summary

1. Account Reconciliation

Balance (08.31.18)	\$8,606.35
ADD: Deposits	\$0,000.00
LESS: Payments	<u>\$0,213.75</u>
Balance (09.12.18)	\$8,392.60

2. Association Invoicing – Invoicing contemplated for either Q-IV 2018 or Q-I 2019.

c. Centennial Park | Banners

i. Banners have been well received.

1. With funds now available, members would like to see banners installed on ALL light posts.
2. Banner design, ordering and installation to be coordinated by the same people who facilitated the existing banner effort ... additional banners should have more color so they 'pop out' and catch people's eye.
3. Banner brackets/arms have not been particularly durable, Cascade Township has arranged to order and install replacements as necessary.

d. Public Relations

i. No discussion, however the following continue to be initiatives that need to continue moving forward, including;

1. Website Initiative | www.centennialparkgr.com

- a. Sub-Committee: Mike Kasmauskis, Karen Grant (F&V), John Lagazo, Glenn Turek
 - b. Larry Fleis. will bring Karen Grant (F&V) staffer into a more active role in regard to website design and administration
 - c. Website should be 'linked' to Cascade Township website.
 - d. Sandra has requested that the Centennial Park website include a link to 'madeincascade.org' which promotes Cascade Township businesses.
2. Press Release(s) related to 'activity' within the park, including;
- a. START Midwest Cancer Treatment Center – 5800 Foremost
 - b. MILL STEEL Corporate Headquarters – 2905 Lucerne Dr.
 - c. ACOSTA Marketing 'New Building Expansion' – 5989 Tahoe Dr.
 - d. Centennial Counseling 'Expansion' – 2828 Kraft Ave.
 - e. ADAC Automotive Corporate Headquarters – Eagle Dr.

VI. Centennial Office Park | Architectural Review Board

i. No discussion, however the following continue to be initiatives that need to continue moving forward, including;

1. Cascade Township is required to have 'two' members on the Board, both are currently vacant. Steve Peterson has been 'filling in' until the Township adds its two members. Request of COPOA is that it be Sondra and one additional.

VII. Cascade Township

- a. RAPID Bus Service ... current agreement between Cascade Township and the RAPID calls for the scheduled bus service to run thru 12.31.2018. Discussions

between the Township and RAPID are ongoing and service is expected to be on a 'Month-To-Month' basis until an agreement is reached.

VIII. New Business – None identified

Meeting ... Next scheduled meeting of the CPBOA
Crowne Plaza Hotel
Thursday, January 17, 2019
9:00 a.m.

Minutes Submitted By: Dan Wiersma