

**CENTENNIAL OFFICE PARK OWNERS' ASSOCIATION ('COPOA')**

**MEETING MINUTES**

**DATE:** 07.18.2019

**LOCATION:** Crowne Plaza Hotel

**ATTENDANCE:**

Mike Kasmauskis   President	2828 Kraft Ave.
Dan Wiersma   Secretary/Treasurer	2900 Charlevoix Dr.
Kirk Driesenga	2851 Charlevoix Dr.
	6000 28 <sup>th</sup> St.
	3040 Charlevoix Dr.
Larry Fleis	2960 Lucerne Dr.
Glenn Turek	2959 Lucerne Dr.
Nancy Salik	2959 Lucerne Dr.
Bradley Schmitz	5700 28 <sup>th</sup> St. SE
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 (07.18.19) were reviewed and accepted.
- IV. Next Meeting: **Thursday, October 17, 2019 – 9:00 a.m. Crowne Plaza**
- V. AGENDA
  - a. Cascade Township | Kent County Road Commission – Centennial Park Improvement Project ... Sandra Korhorn | Cascade Township
    - i. Phase I - Sidewalk ... Project has been approved and is scheduled to start/end in Q-II and Q-III 2019. The project consists of completing the 'outer loop' (i.e. Orchard Vista Dr.) so that the entirety of Centennial Park is 'walkable' without pedestrians walking in the street. Because it represents 'concrete work' the project WILL include the construction of the island medians / boulevards.

- ii. Phase I - Island Improvements ... Road boulevard islands to be constructed.
  - iii. Phase II – Road Resurfacing ... This work has been delayed until Spring 2020. Requested that Sandra advise Kent County of road drain ‘sink-hole’ issues.
- b. Centennial Park ‘Signage’ Project
- 1. 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.
  - 2. Signage Plan / Design ... Rick Stout, Fleis & Vanden Brink to work with Association Members with finalizing the signage plans, budget and funding sources ahead of the road improvement project commencing in 2020.
  - 3. Timeline should allow for construction / installation ahead of when the road improvement work is scheduled in Spring 2020.
    - i. 08.30.2019 – Project Scope Defined
    - ii. 09.30.2019 – Sign Project ‘Scope’ defined and accompanying site plans prepared. Confirm with Township that the sign is compliant.
    - iii. 10.31.2019 – Contract impacted landowners to secure the necessary approvals and/or access-easement rights to allow for the sign installation.
    - iv. 11.30.2019 – Put sign plans/specifications ‘Out For Bid’
    - v. 12.31.2019 – Receive sign construction / installation ‘Bids’
    - vi. 03.31.2020 – Construction start
    - vii. 05.31.2020 – Construction end
- c. COPOA member attendance at the Cascade Township Downtown Development Authority (‘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 [3<sup>rd</sup> Tuesday at 5:30 p.m. – Cascade Township | Wisner Center – 2870 Jack Smith Ave SE
    - 1. 08.20.19      Larry Fleis
    - 2. 09.17.19      Kirk Driesenga
    - 3. 10.15.19      Dan Wiersma

d. Financial Report | Dan Wiersma - Treasurer

i. Financial Summary

1. Account Reconciliation

Balance (04.18.19)	\$15,490.85
ADD: Deposits	\$01,500.00
LESS: Payments	<u>\$01,324.20</u>
Balance (07.16.19)	\$15,666.65

2. Discussion – Sunrise Senior Living | Cascade

- Reimbursement – 28<sup>th</sup> St. Sign Maintenance ... ‘Unpaid’
- Association Fee’s – Accounts Receivable ... ‘Unpaid’
- Sandra Korhorn to forward governing agreement with Sunrise to Dan Wiersma.

e. Public Relations

i. Committee Members

1. Glenn Turek – Chair
2. Mike Kasmauskis
3. Larry Fleis
4. Emily Gagnon – GVSU Intern ... will take the lead on preparing ‘publishable’ articles on activities within Centennial Park and work to contact media outlets (i.e. MiBiz, GR Business Journal, etc.) to get the article published.

ii. Centennial Park | Website Initiative

1. Website is ‘UP’ | [www.centennialparkgr.com](http://www.centennialparkgr.com)
2. Thanks to Mike Kasmauskis for his efforts on this project.
3. Discussions relative to the ‘objective’ of the website ..... discussions will continue.
4. Suggestion was made to ‘Add A Page’ to the website that will be populated with links to specific buildings in Centennial Park.

iii. Centennial Park | Light Pole Banners

1. Agreement of those in attendance to move forward with purchasing additional banners – same design, varying colors – and have them installed for Summer 2019. Coordinate with those involved in the original order to order new.
2. Installation to follow Cascade Township repair of existing banner holders.

iv. Media Coverage / Press Release(s) related to ‘activity’ within the park.

1. Glenn Turek to contact local business writers about having them ‘write a story’ on Centennial Park ... identifying its history and where it is today (i.e. “Mixed Use” before it was cool). Highlights would include recent items, including;
  1. START Midwest Cancer Treatment Center – 5800 Foremost

2. MILL STEEL Corporate Headquarters – 2905 Lucerne Dr.
3. ACOSTA Marketing ‘New Building Expansion’ – 5989 Tahoe Dr.
4. Centennial Counseling ‘Expansion’ – 2828 Kraft Ave.
5. ADAC Automotive Corporate Headquarters – Eagle Dr.
6. Fleis & VendenBrink Headquarters Renovation

f. Centennial Office Park | Architectural Review Board

i. Committee Members

1. Dan Wiersma
2. Kirk Driesenga
3. Karl Knieling

ii. 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.... Sondra is suggesting that the Township isn’t likely to be able to identify a committee member anytime soon.

g. New/Other Business

- i. Centennial Office Park | Office Building Occupancy ... +/-90% (est.)
- ii. Crowne Plaza Hotel | Property Renovation Project scheduled to begin Q-IV 2019
- iii. Grand Rapids Area Transit Authority (‘GRATA’) Bus Service ... Cascade Township is continuing to subsidize the service to Cascade; Ridership numbers continue to improve.

h. Meeting ... Next scheduled meeting of the CPBOA

Crowne Plaza Hotel  
Thursday, October 17, 2019  
9:00 a.m.

Minutes Submitted By: Dan Wiersma