

Minutes
Cascade Charter Township
Downtown Development Authority
Tuesday, August 16, 2022
5:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chairwomen Puplava called the meeting to order at 5:31 P.M.
Members Present: Vogel, Kleyla, Stephan, Puplava, Lesperance, Siegle
Members Absent: Reynolds, Growney, Makkar
Others Present: DDA Director Korhorn and those listed on the sign-in sheet.

ARTICLE 2. Approve the current Agenda

Motion was made by Member Lesperance to approve the current agenda. Supported by Member Kleyla. Motion carried 5 to 0.

ARTICLE 3. Approve the Minutes of July 19, 2022 Meeting

Motion was made by Member Lesperance to approve the July 19, 2022 minutes as written. Supported by Member Stephan. Motion carried 5 to 0.

Member Siegle arrived at 5:34 P.M.

ARTICLE 4. Acknowledge visitors wishing to speak regarding any agenda or non-agenda items.

There was no one who wished to speak.

ARTICLE 5. Discuss and Consider Cascade Branch of the Kent District Library Outdoor Space

Vanessa Walstra, Regional Manager of Kent District Library, gave an update on the outdoor space. A survey was completed with around 142 respondents and they unanimously supported approving the outdoor space, reaching upwards of 96% approval from Cascade residents. Primarily the walking path, outdoor program space, perennial gardens, and amphitheater options were well perceived by the community. The library prefers the pavilion option as opposed to the amphitheater because it will take less space and offer shelter. The outdoor space will be utilized for book clubs, story time, family picnics, and work, among other things.

Maintenance will be taken care of by donors, applying for grants, and having the first two years completed by Native Edge. Member Kleyla mentioned that certain organizations are always looking for volunteer hours and that could be an additional tool to assist with upkeep.

Phase I of the project will be funded by Friends of the Library and will include a story time space, a perennial garden, and a fountain. The second phase will include walking paths, tree and shrub plantings, and two additional spaces for chairs or events. Included in Phase III would be extension of the walkways all around the building and planting native grasses by the water retaining basin. The fourth phase has yet to be determined.

Walstra understood the benefit in completing this project altogether instead of in phases. She stated that a financial contribution from the DDA's would be beneficial.

Member Siegle asked how many people should be involved in surveys to consider it a reliable source of data since 140 people did not appear to be a substantial amount. Member Vogel stated that, from a previously completed survey of over 1,000 people, he felt they received the feedback needed from residents on what they wanted. Member Kleyla said in the past when surveys were given out, they were used as more of a benchmark to validate previous surveys; whether residents answered or not was up to them.

Member Vogel asked what the vision and deliverables are for this space. Walstra explained this outdoor gathering space initially was brought up during the Covid-19 pandemic since gathering inside was not feasible. Creating a beautiful outdoor space for people to comfortably assemble and have story time or larger get-togethers is the goal. Programs will also be held outdoors as there are many benefits to being in nature.

After obtaining approval from the Township Board the next step is drawing up official plans. The Friends of the Library have the funds necessary and will be ready to begin phase one in 2023. The total cost for Phase I will be \$201,217.61 and the cost for Phase II will be \$209,681.90.

ARTICLE 6. Discuss and Consider McKenna Proposals and Strategic Plan Update

Formerly Articles 6 and 7.

There were two strategic plans put together by McKenna. First, a DDA plan for the Cascade Township Strategic Plan, and then a Transportation Committee plan.

Chris Korey of McKenna gave a summary of the proposals. The DDA Strategic Plan was broken down similar to the overall Township's Strategic Plan, including the upper village, lower village, Thornapple Center Shopping Plaza, and the 28th Street corridor. He mentioned that the library project was included in the upper village price, but if they are self-funded, he can remove that item from the scope and adjust the price.

For the Transportation Committee's Plan, tasks and schedules were discussed to determine the best system possible. The Rapid will be undergoing its planning process over the next few years, which makes this a good time to discuss goals with them.

Chair Puplava asked how projects will be billed out. Khorey explained that they bill on a monthly percentage completed basis depending on how far they have advanced in the task described.

Motion was made by Supervisor Lesperance to move forward with the DDA Strategic Plan proposal. Supported by Member Vogel. Motion carried 6 to 0.

Motion was made by Supervisor Lesperance to move forward with the Transportation Committee proposal. Supported by Member Kleyla. Motion carried 6 to 0.

The Strategic Plan will be included in the upcoming meeting on September 20, 2022.

ARTICLE 7. Discuss and Consider World War II Veteran – Virgil Westdale Tribute

Formerly Article 8.

Director Korhorn explained this is a follow-up request from the American Legion Post and a member of the Cascade Christian Church. They would like to re-name Museum Garden Park in honor of Virgil Westdale. As a part of Heritage Day, they will dedicate the park to honor him on September 20, 2022 at 5:00 P.M.

Steve Kenyon, a longtime friend of Virgil Westdale, had many great things to say about his life. Westdale lived to be 104 years old, was a devoted Christian with an inviting personality, and was a highly decorated World War II veteran.

Kenyon presented the 24-inch plaque design which is estimated to cost around \$4,000. Committee members agreed to have his rank spelled out so people can understand it better. There was also a spelling error addressed, formatting changes, and his birth and death date added. Member Stephan mentioned having a brief biography or video accessible in the form of a QR code that's linked to the township website.

Director Korhorn mentioned that this will need to be approved at the next Township Board meeting.

Motion was made by Chair Puplava to move forward with the creation of the plaque as discussed and the QR code with the DDA covering costs up to \$7,500. Supported by Member Siegle. Motion carried 6 to 0.

ARTICLE 8. Discuss and Consider DDA Sponsorship for Cascade Heritage Festival

Formerly Article 9.

Director Korhorn stated at the previous Township Board meeting they approved up to \$15,000 for the Heritage Festival event. Since the DDA is helping to fund the Vergil Westdale Memorial, they decided not to participate unless needed. The DDA could utilize its connections with various businesses to find sponsorships for next year.

ARTICLE 9. Information Only – Transportation Update

Formerly Article 10.

The Transportation Committee asked Staff to provide information on the existing Rapid service and alternative services.

ARTICLE 10. Information Regarding DDA Budget Process

Formerly Article 11.

The Township Manager, Ben Swayze, would like to involve the DDA in the Township budget planning process.

ARTICLE 11. Any Other Business

Formerly Article 12.

- a. Next Meeting: September 20, 2022
- b. Township Board Approved Minutes: July 13 & 27, 2022
- c. Consumers Energy Tree Grant – Director Korhorn applied for the Consumers Energy Tree Grant and Manager Swayze applied for the DTE Tree Grant.
- d. Business Spotlight- There have been 7 business spotlight videos released with views typically ranging from 200-1,000.
- e. Cascade Metro Cruise Warmup – August 25, 4:30-8:30 p.m.

ARTICLE 12. Adjournment

Formerly Article 13.

**Motion to adjourn was made by Member Siegle. Supported by Supervisor Lesperance.
Motion carried 6 to 0. The meeting was adjourned at 7:35 P.M.**

Respectfully submitted,

Rene Growney, Secretary