

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, January 19, 2021
Virtual Meeting

ARTICLE 1. Chairwoman Puplava called the meeting to order at 5:00 P.M.
Members Present: Kleyla, Vogel, Puplava, Growney, Stephan, Siegle, DeWitt, Makkar,
and Lesperance
Members Absent: None
Others Present: DDA Director Sandra Korhorn

ARTICLE 2. Approve the current Agenda.

Motion was made by Member Growney to approve the Agenda. Supported by Member DeWitt. Motion carried 8 to 0.

ARTICLE 3. Approve the Minutes of the November 17, 2020 meeting.

Motion was made by Member DeWitt to approve the Minutes as presented. Supported by Member Siegle. Motion carried 8 to 0.

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

There were no visitors.

ARTICLE 5. Review the 2021 Budget

Director Korhorn began reviewing the 2021 budget with special projects. There is \$15,000 for holiday decorations, \$15,000 for events, \$15,000 for marketing, and money that was carried over from last year's budget for the synthetic ice rink. The engineering budget has been increased to \$75,000 in anticipation for the Outdoor Gathering Space or Lower Village Plan moving forward, there is \$20,000 for potential tactical urbanism projects, and money carried over for potential Rapid bus projects.

Conversation followed regarding the future of the Rapid bus service or expansion into Cascade Township, and it was agreed that this will be added to a future meeting agenda.

ARTICLE 6. Discuss 2021 Projects and Events

Director Korhorn stated that the sidewalk extension project that was started in 2020 is wrapping up this year, with a few light fixtures that need to be installed.

Member Makkar joined the meeting.

The streetlight conversion to retrofit led lights will happen this spring.

The Community Gathering Space, Lower Village Plan, holiday lighting, and bus stop improvements are all things that Director Korhorn stated need future discussion. Director Korhorn stated that Township Manager Ben Swayze asked if the DDA believes the Outdoor Gathering Space or Lower Village Plan will be completed first. Chairwoman Pupilava asked Director Korhorn to clarify the timeline for the Tuffy property tenants lease, as that may impact decision making. Director Korhorn replied that the tenants current lease expires in 2022, but they do have two, five-year extensions available to them. Director Korhorn stated that the Lower Village Plan would likely be a phased project with development happening first on the lower area if it is started soon, and then completed once access to the Tuffy building is gained.

Supervisor Lesperance asked for clarification of the Outdoor Gathering Space location being at the library. Director Korhorn stated that is the correct location. Conversation followed regarding the location of a gathering space for the community, and the communities want for such a space. Chairwoman Pupilava suggested this subject be added to a future meeting agenda.

Member Siegle asked if the house purchased in the Lower Village is vacant, and when/if it will be demolished. Director Korhorn stated that the house is currently vacant and secure, and that Manager Swayze stated that funds for demolishing the house may also come from the dam fund budget, not solely DDA funds.

Upcoming Events:

Director Korhorn stated that it is unclear at this point if events will be happening in the Township in 2021, but that there is money in the budget to do so. Events that have been supported in the past by the DDA are the Sunday Afternoon Live Concert Series, Family Nights at the library, the Cascade Metro Cruise Warm-Up, and the tree lighting ceremony.

Marketing Tools and The Business Guide:

Director Korhorn stated that these will need to be updated for residents and visitors.

Chairwoman Pupilava asked Director Korhorn if she needed a decision regarding holiday lights tonight. Director Korhorn stated that can be added to the February agenda for further discussion if desired. Member Kleyla asked if this would be for expansion or replacement of current decorations. Director Korhorn stated that most decorations are fairly new, so it would likely be for additional decorations.

Chairwoman Pupilava asked if LED replacement lights need a decision, Director Korhorn stated that decision has been made, and the lights have been ordered.

Supervisor Lesperance asked if any local businesses have reached out to the DDA lately. Director Korhorn stated that she sent out need-based grant opportunity for businesses recently, and information a couple of weeks ago regarding the Paycheck Protection Plan, and has kept in contact with them as much as possible. Member Siegle asked if any

more businesses have gone out of business lately, Director Korhorn stated she has not heard of any.

Supervisor Lesperance asked if businesses know that the temporary sign ordinance is not currently being enforced, Director Korhorn stated that she believes many do know this.

ARTICLE 7. Election of Officers

All Officer positions are available for election.

Motion was made by Member Siegle to reelect Chairwoman Pupilava to Chair. Supported by Member DeWitt. Motion carried 9 to 0.

Motion was made by Chairwoman Pupilava to reelect Member Stephan to Vice Chair. Supported by Member DeWitt. Motion carried 9 to 0.

Motion was made by Chairwoman Pupilava to nominate Member Growney to Secretary. Supported by Member Siegle. Motion carried 9 to 0.

2021 Positions are as follows:

Chair – Jennifer Pupilava
Vice Chair – Steve Stephan
Secretary – Rene Growney

ARTICLE 8. Any Other Business

a. Contact List for Board Members

Director Korhorn stated that she emailed the contact list to Members, and that they should make any needed changes with her before a final copy is sent out.

b. Update on Planning Activities

Director Korhorn stated there is no new information to report at this time.

Director Korhorn stated that an informational meeting will hopefully be scheduled immediately following the regularly scheduled February meeting.

Article 9. Adjournment

Motion was made by Member DeWitt to adjourn. Supported by Member Siegle. Motion carried 9 to 0. The meeting was adjourned at 5:42 p.m.

Respectfully submitted,
Rene Growney, Secretary