

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
December 19, 2023
5:30 p.m.
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chair Pupilava called the meeting to order at 5:39 P.M.
Members Present: Vogel, Preston, Stephan, Pupilava, Lesperance, Siegle
Members Absent: Kleyla, Growney, Makkar
Others Present: Township Manager Jade Smith, Mgt Office Admin Assistant Jessica Stine, and those listed on the sign-in sheet.
- ARTICLE 2. Approval of the Agenda**
- Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Siegle. Motion carried 6 to 0.**
- ARTICLE 3. Approval of the Minutes of October 17, 2023 Regular Meeting and October 17, 2023 Informational Meeting**
- Motion was made by Supervisor Lesperance to approve the minutes of the October 17, 2023 regular meeting and October 27, 2023 informational meeting minutes as written. Supported by Member Siegle. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge visitors wishing to speak**
- There weren't any visitors who wished to speak at that time.
- ARTICLE 5. Hope Network Transportation**
- Township Manager Smith presented information on the public transportation partnership with Hope Network and usage statistics. These statistics suggested that most of the time slots had either zero or one rider. There was a large amount of outreach from residents when service with the Rapid was discontinued but, after that, the calls slowed down and the ridership did not reflect the large response received from the public.
- The DDA asked that the Township reach out to the local businesses that originally stated they would have problems with staffing if the Rapid were to discontinue service to see if the problems they anticipated have come to pass. Member Siegle shared that, with this data, he didn't believe it make sense to continue with the current Hope Network transportation plan. Manager Smith said the information would be made available on the website so that residents could see the lack of use and why it made the most sense to discontinue or lessen the service.
- ARTICLE 6. 2024 Budget**

Due to the changes in staffing and how the meeting schedule fell, the Township Board had already approved the budget for the year, including the DDA's portion, before the DDA was able to review and approve it. He went through the major changes from the previous year. Among those were elimination of miscellaneous expenses and dispersal of those expenses into their proper categories, an increase to contracted services due to the anticipated village enhancements, and an increase in funding for lighting so that the lamppost problem can be fixed; the general fund will contribute funding to this too. Manager Smith also proposed cohesive improvements to landscaping that stretch the entire DDA corridor. There was also a decrease in the transportation line item as a decision on using Hope Network or other transportation initiatives had not yet been made.

Motion was made by Member Siegle to approve the proposed 2024 DDA budget. Supported by Member Vogel. Motion carried 6 to 0.

ARTICLE 7. Staff Updates

- **Library Project**-The pavilion design was approved and concept renderings will be posted at the library soon. The renderings will include all the partners who donated funding to the project
- **Cascade Rd Pedestrian Bridge**-Engineering is still working on designs for the bridge and narrowing the car lanes. They are keeping the same type of barrier between the cars and people and will have an 8ft path on each side of the bridge.
- **Master Plan Update**-The village zoning updates will be coordinated into this plan. They intend it to go before the Planning Commission on February 5th. Manager Smith will also send a copy to the DDA so they can see what is being proposed.
- **6869 Cascade Rd Update**-There was some confusion with the date of possession between the Township and the previous tenants. They are working to get the last items out and then they will turn over the keys, hopefully right after Christmas. Some residents had been seen asking about the purchase situation and DDA members urged the Township to consider publicizing that it was an amicable turnover and that the previous lessee wasn't pushed out.
- **2024 Calendar**-The 2024 meeting calendar, for all township boards and committees, was provided in the packet.

ARTICLE 8. Any Other Business

- **Appointments**-Supervisor Lesperance thanked Chair Pupilava and Member Siegle for their contributions and leadership to the DDA. Chair Pupilava and Member Siegle returned their thanks for the opportunity to serve.
- **Traverse City Charity Weekend**-Member Stephan shared about a 'giving back' experience he had in Traverse City where parts of the sales (15%) were given to a charity chosen from a list by the customers and the charities had booths on the sidewalk to interact with customers as well.

- **Public Safety**-Member Vogel talked about public safety and that he doesn't believe that there has been much change in the recent months when it came to the number of calls.
- **Next Meeting**- January 16, 2024

ARTICLE 9. Adjournment

Motion was made by Member Siegle to adjourn the meeting. Supported by Member Stephan. Motion carried 6 to 0. The meeting adjourned at 7:18 P.M.

Respectfully submitted,

Rene Growney, Secretary

Minutes
Cascade Charter Township
Downtown Development Authority Informational Meeting
December 19, 2023
After the regularly scheduled meeting
2870 Jacksmith Ave. SE

ARTICLE 1. Chair Puplava called the meeting to order at 6:36 P.M.
Members Present: Vogel, Preston, Stephan, Puplava, Siegle
Members Absent: Kleyla, Growney, Makkar, Lesperance
Others Present: Township Manager Jade Smith, Mgt Office Admin Assistant
Jessica Stine, and those listed on the sign-in sheet.

ARTICLE 2. Approval of the Agenda

**Motion was made by Member Vogel to approve the current agenda.
Supported by Member Stephan. Motion carried 5 to 0.**

ARTICLE 3. Review of Projects Completed - 2023

Manager Smith presented the projects the DDA worked on in 2023 and mentioned that many of these items are done each year and would be coming up for 2024.

ARTICLE 4. Future Plans/Projects

Manager Smith talked about the Township's strategic plan and the DDA's involvement in the coming year.

ARTICLE 5. Acknowledge visitors wishing to speak

There weren't any visitors who wished to speak at that time.

ARTICLE 6. Adjournment

**Motion was made by Member Siegle to adjourn the meeting. Supported by
Member Vogel. Motion carried 5 to 0. The meeting adjourned at 6:38 P.M.**

Respectfully submitted,

Rene Growney, Secretary