



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

NOTICE OF PUBLIC MEETING VIA VIDEO CONFERENCE

The Cascade Charter Township Downtown Development Authority will conduct a regular meeting on Tuesday, January 19, 2021 at 5:00pm utilizing the Zoom video conferencing platform, for the purpose of conducting official business to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

INSTRUCTIONS FOR ACCESS AND PARTICIPATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81253033209>

Or iPhone one-tap :

US: +13017158592,,81253033209# or
+13126266799,,81253033209#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or
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+1 929 205 6099 or
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Webinar ID: 812 5303 3209

International numbers available: <https://us02web.zoom.us/u/kbJoGajJDO>

Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Deputy Clerk, Padley Gallagher, at pgallagher@cascadetwp.com or 616-949-1500 at least 24 hours prior to the meeting

PUBLIC PARTICIPATION

Members of the public will be able to listen to and view all discussion by the Downtown Development Authority and all official materials for this meeting prepared for the Downtown Development Authority will be included in the meeting packet and available to the public on the Township website at www.cascadetwp.com.

Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Township about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Clerk Sue Slater: sslater@cascadetwp.com

Manager Ben Swayze: bswayze@cascadetwp.com

DDA Director Sandra Korhorn: sandra@cascadetwp.com

AGENDA
Cascade Charter Township
Downtown Development Authority Board of Directors
January 19, 2021
5:00 p.m.
Virtual Meeting

PLEASE NOTE TIME CHANGE

- ARTICLE 1.** Call the Meeting to Order
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of November 17, 2020 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Review the 2021 Budget
- ARTICLE 6.** Discuss 2021 Projects and Events
- ARTICLE 7.** Election of Officers
- ARTICLE 8.** Any Other Business
a. Contact List for Board Members
b. Update on Planning Activities
- ARTICLE 9.** Adjournment

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
November 17, 2020
5:30 p.m.
Virtual Meeting

ARTICLE 1. Chairman Pupilava called the meeting to order at 5:34 p.m.
Members Present: Stephan, Grownney, Siegle, Beahan, and Pupilava.
Members Absent: Dewitt, Vogel, Kingsland, Makkar
Others Present: DDA Director Sandra Korhorn

ARTICLE 2. Approve the current Agenda.

Motion was made by Member Beahan to approve the Agenda. Supported by Member Grownney. Motion carried 5 to 0.

ARTICLE 3. Approval of the Minutes of October 20, 2020 Meeting

Motion was made by Member Grownney to approve the Minutes of the October 20, 2020 Meeting. Supported by Member Stephan. Motion carried 5 to 0.

ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker)

No visitors came forward.

ARTICLE 5. Lower Village Plan - Update

Director Korhorn stated that the Township Board decided to table the Lower Village Plan during their October 28th, 2020 Board meeting, with the Board stating that additional public comment is needed. Director Korhorn stated that once a plan for additional public comment can be made, she will update the DDA with those plans. Member Stephan asked what concerns or comments the Board had; Director Korhorn stated the following was discussed:

- not enough public comment/input regarding the plans,
- features should be quainter and more “Cascade” like,
- whether or not an event area was needed with the Outdoor Gathering Space proposal,
- general parking/traffic safety concerns,
- a desired link across the river from the park to the neighborhood
- handicap accessibility

Director Korhorn stated that people were also very complementary and want to see the area cleaned and developed as a very visible gateway to Cascade. There will be further discussion at a to be determined date, Director Korhorn stated that she will keep the DDA updated.

ARTICLE 6. Discuss Capital Improvement Plan Request

Director Korhorn stated that this is a discussion item, and that a Capital Improvement Plan (CIP) is put together every year. This is a plan that outlines a schedule of potential capital improvements for a six-year period, this will be for 2021-2026. All improvements need to be budgeted and approved by the board, and are generally \$10,000 or more.

These items are generated by Staff through comments received from meetings throughout the year. Director Korhorn reviewed projects of the DDA area of the CIP, which included the following:

- the Community Gathering Space
- the purchase of riverfront properties
- a synthetic ice rink
- 28th Street mid-block crossing (near Crowne Plaza)
- gateway signage (Lower Village area)
- Lower Village plan
- bus stop improvements
- a pathway/trail from the library to Tassell Park

There were no follow up questions or further discussion.

ARTICLE 7. Consider 2021 Meeting Schedule

Director Korhorn reviewed the tentative meeting schedule with Members, stating that Meetings are held on the third Tuesday of the month at 5:30pm. There will be one joint meeting held with other Boards and Commissions, the date of that Meeting is still pending. Two Informational Meetings are required to be held each year, and will be held after the conclusion of a regularly scheduled DDA Meeting.

Motion was made by Member Siegle to approve the proposed 2021 Meeting Schedule. Supported by Member Growney. Motion carried 5 to 0.

ARTICLE 8. Any Other Business

a. Update on Planning Activities

Director Korhorn stated that there is no new activity to discuss, and noted a couple of business closing within the Township (Panopoulos Salon, Dans Diner, and The Donut Conspiracy).

Chairman Pupilava and Members thanked Member Beahan for his years of service in Cascade as this will be his final DDA Meeting.

ARTICLE 9. Adjournment

Motion was made by Member Beahan to adjourn. Supported by Member Siegle. Motion carried 5 to 0. Meeting was adjourned at 6:04 p.m.

Respectfully submitted,
Diana Kingsland, Secretary

DDA MEMORANDUM

To: Cascade Township DDA Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Discuss 2021 Projects & Events

Meeting Date: January 19, 2021

Our 2020 sidewalk extension project on Cascade Rd. from 28th Street to CHFA is wrapping up. At this time the main project for the DDA in 2021 is the streetlight conversion/LED retrofit throughout the district.

Other projects to discuss include:

1. Community Gathering Space – This item came up often during the master plan meetings.
2. Lower Village Plan
3. Holiday Lighting – Additional lighting?
4. Bus Stop Improvements – Determine if additional improvements are needed at stops.

The events listed below are events that the DDA has supported in the past. At this time, it is not clear whether any of these will be occurring in 2021 but there is money in the budget if needed.

- Sunday Afternoon Live Concert Series – Cascade Library Wisner Center at 2:00 p.m. One Sunday/month
- Family Night at the Library – Thursday night family friendly events
- Cascade Metro Cruise Warmup – Cascade Center
- Tree Lighting Ceremony – Museum Gardens Park. Santa, Mrs. Claus, games, treats, coloring books/crayons for the kids, The Original Dickens Carolers.

Marketing Tools: We will update the Business Guide for visitors as well as residents.

DDA MEMORANDUM

To: Cascade Township DDA Board
From: Sandra Korhorn, DDA/Economic Development Director
Subject: Election of Officers
Meeting Date: January 19, 2021

SKK

It is time to elect officers for the DDA for 2021. The 2020 officers were as follows:

Chairman – Jennifer Puplava
Vice Chair – Steve Stephan
Secretary - Diana Kingsland

We will need to elect all three positions.