

Minutes
Cascade Charter Township
Downtown Development Authority
Tuesday, February 21, 2023
5:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Pupilava called the meeting to order at 5:30 P.M.
Members Present: Vogel, Preston, Stephan, Pupilava, Growney, Lesperance
Members Absent: Kleyla, Siegle, and Makkar
Others Present: DDA Director Sandra Korhorn and others listed on the sign-in sheet.

ARTICLE 2. Approve the current Agenda

Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Growney. Motion carried 6 to 0.

ARTICLE 3. Approve the Minutes from the January 17, 2023 Meeting

Chair Pupilava suggested revisions in the first paragraph of Article 6 replacing “the committee” with “DDA Board” throughout. In the last sentence of the second paragraph of Article 6, she also suggested changing “they” to “DDA Board Members”.

Motion was made by Chair Pupilava to approve the January 17, 2023 Meeting Minutes with the proposed revisions. Supported by Supervisor Lesperance. Motion carried 6 to 0.

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

There weren't any visitors who wished to speak on agenda or non-agenda items.

ARTICLE 5. Discuss and Consider Village Landscape Planters RFP

Director Korhorn explained that the existing flower pot/maintenance along with the redesign was a one-year contract in need of updating for the 2023 season. The proposed RFP included an option for a multi-year contract, raised expectations, and a list of various landscape companies.

Chair Pupilava mentioned an issue in the year prior that some residents were dissatisfied with the planters. Director Korhorn ensured the language in the RFPs made it clear to completely fill the planters with a variety of plant materials.

Chair Pupilava was in favor of a one-year contract since there was dissatisfaction with performance in the previous year.

Supervisor Lesperance recommended adding Koetsier's Greenhouse for custom pots to the list of potential vendors.

Motion was made by Member Stephan to send out RFPs regarding the planting of pots to the 16 potential vendors. Supported by Member Vogel. Motion carried 6 to 0.

ARTICLE 6. Cascade Branch of the Kent District Library Outdoor Gardens and Activity Space- For Information Only

Director Korhorn gave an overview of the Outdoor Gardens and Activity Space plans. There are 4 phases that are outlined in greater detail within the packet. The site was recently surveyed; the information gathered during the survey will be used to create plans, finish site design, make adjustments as needed, and formulate a budget. Friends of the Library are still funding Phase 1 of the project, but they will be attending the March meeting to seek a potential partnership/request additional funding.

Chair Puplava read an email sent by Member Kleyla with some suggestions including Westdale Memorial Park donating their concrete park benches and creating a gathering space by area 12, listed on the library site plan in the agenda packet.

ARTICLE 7. McKenna Memo – Project Status and Updates

Director Korhorn provided an update on the progression of projects. Kent County Road Commission was invited to the March meeting but is unavailable. Aric Thorne, Cascade Township’s Engineer, will be in contact with them to discuss traffic calming on Cascade Rd.

Chair Puplava read a suggestion from Member Kleyla. She said the Architectural and Design Review Committee should have discretion over B-2 District in addition to B-1. This could help connect the upper and lower village.

ARTICLE 8. Update – Centennial Park Median Islands

Director Korhorn reached out to the Road Commission to request reflective light installation within the medians and is still waiting on a response. Native Edge was contacted regarding plantings for the median islands as well.

ARTICLE 9. Update – Cascade Rd. Bridge Pedestrian Improvements

Director Korhorn explained that the Kent County Road Commission will begin engineering the pedestrian walkway across Cascade Rd. bridge in the near future; this will help determine the project cost.

Member Vogel brought up safety concerns about creating walkways on both sides of the bridge. Members agreed this is a potential issue and waiting for an expert’s opinion or road/sidewalk diagram would be helpful in making a decision.

ARTICLE 10. Any Other Business

- There is a Small Business Resource event at the Wisner Center on Wednesday, March 8th.
- The Strategic Plan Implementation Committee is meeting on March 17th.
- The Transportation Committee is meeting on February 28th.
- The DDA’s next meeting is on March 21st.

ARTICLE 11. Adjournment

Motion was made by Member Vogel to adjourn the meeting. Supported by Member Growney. Motion carried 6 to 0. The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Rene Growney, Secretary