

## MINUTES

Cascade Charter Township  
Downtown Development Committee  
February 18, 2025, at 5:30pm  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chair Kleyla called the meeting to order at 5:33pm.  
Members Present: Vogel, Carlson, Preston, Kleyla, Bingham, Stephan, Makkar  
Absent: Lesperance  
Others Present: Township Manager Jade Smith, Executive Assistant Jessica Stine
- ARTICLE 2. Approval of the Agenda**  
**Motion was made by Makkar to approve the current agenda. Supported by Member Carlson. Motion carried 7 to 0.**
- ARTICLE 3. Approval of the Minutes of the November 19, 2024 Meeting**  
**Motion was made by Member Bingham to approve the minutes as written. Supported by Member Vogel. Motion carried 7 to 0.**
- ARTICLE 4. Acknowledge Visitors & Public Comment**  
There were not any visitors that wished to speak at that time.
- ARTICLE 5. Election of Officers**  
**Motion was made by Member Stephan to elect Chair Kleyla as Chair. Supported by Member Carlson. Motion carried 7 to 0.**  
**Motion was made by Member Vogel to elect Member Stephan as Vice Chair. Supported by Member Carlson. Motion carried 7 to 0.**  
**Motion was made by Member Makkar to elect Member Vogel as Secretary. Supported by Member Preston. Motion carried 7 to 0.**
- ARTICLE 6. Onboarding**  
Manager Smith introduced the DDA to their new onboarding binders and explained that every new member would get one. The members were appreciative and said it was what they had been asking for.
- ARTICLE 7. Landscaping**  
Manager Smith explained that they would be going out to bid to get a combined contract for flowerpots, median islands, and holiday decorations.  
The 28<sup>th</sup> St medians and the Cascade entrances/exits will be a separate project with Native Edge.

Members talked about the Tuffy property and asked if there was anything they should be doing to activate the space. That will be one of the first areas that will be addressed with the OHM plan, and it is currently a construction site, so there wasn't anything to do at that time.

Member Bingham shared a bridge decoration that the members liked for an entrance to Cascade and discussed banners to include on the bridge.

**ARTICLE 8.      Communications Plan**

Manager Smith explained that the whole Township would be completing a branding study in 2025 and the DDA will be a part of that. The Township wants to standardize branding across departments to create an image that is uniquely Cascade. Members suggested creating an FAQ regarding what a DDA is. This could be included in the next newsletter and tie in with the informational meeting.

**ARTICLE 9.      Yearly Calendar**

Member Vogel requested two discussions on crime in the district be held in conjunction with the Sheriff's office each year. This would help the board understand if DDA resources are being properly used to promote safety in the district.

Members asked if they were still pursuing yearly joint meetings with the Township Board and Manager Smith said that would be up to the Board of Trustees. They stated that Manager Smith does a great job of informing them on what's happening in other aspects of the Township, since he touches every facet, but that may be more difficult with a new DDA manager.

**ARTICLE 10.     Staff Updates**

Manager Smith went through each entry of the staff update. Member Preston inquired about the hotel ordinance and manager smith stated that all hotels have turned in their license applications and paid the application fee but not all applications are complete or satisfactory, so the Township is working with those property owners. The Roadway Inn was the first to receive a license. There has been a decrease in police and fire calls to the hotels and residents report more visibility of patrols.

**ARTICLE 11.     Any Other Business**

Member Vogel suggested applying cold patch to the turn lanes of the pedestrian bridge, before construction resumes due to safety hazards.

**ARTICLE 12.     Adjournment**

**Motion was made by Member Vogel to adjourn the meeting. Supported by Member Makkar. Motion carried 7 to 0. The meeting adjourned at 5:33 p.m.**

Respectfully submitted,

Scott Vogel, Secretary