

Minutes
Cascade Charter Township
Downtown Development Authority
Tuesday, September 20, 2022
7:00 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Puplava called the meeting to order at 5:31 P.M.
Members Present: Vogel, Kleyla, Puplava, Growney, Lesperance, Siegle
Members Absent: Makkar and Stephan (excused)
Others Present: DDA Director Sandra Korhorn and those listed on the sign-in sheet.

A moment of silence was held for former DDA Member, Gordon Reynolds, who recently passed away.

ARTICLE 2. Approve the 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 of the August 16, 2022 Meeting

Motion was made by Supervisor Lesperance to approve the August 16 Meeting Minutes as written. Supported by Member Growney. Motion carried 6 to 0.

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

There was no one that wished to speak.

ARTICLE 5. Update on Cascade Branch of the Kent District Library Outdoors Gardens and Activity Space

Formerly Article 7.

Motion was made by Chair Puplava to amend the agenda due to Chris Khorey of McKenna running behind. Supported by Member Kleyla. Motion carried 6 to 0.

Director Korhorn stated that the Township Board approved plans provided by Friends of the Library for the outdoor garden and activity space. The plan will be presented for additional funding in front of the Cascade Community Foundation and they have applied for grants. The Friends of the Library may seek financial assistance from the DDA in the future, but they don't know for certain when or how much will be needed.

ARTICLE 6. Update on Township and DDA Strategic Plan

Formerly Article 5 and 6.

Chris Khorey of McKenna attended the meeting to discuss momentum on both strategic plans. He stated that the Township Strategic Plan was adopted on September 14.

In relation to the DDA Strategic Plan, their main objective for the meeting was to determine scheduling logistics and answer questions. The first step will be the development of the Lower Village. Khorey's team from McKenna will conduct a walk-through of the village area so they can conceptualize the layout when designing it. Establishing mitigation efforts to prevent issues on Cascade Road and creating and presenting a plan to the Road Commission will also be part of the lower village development. Member Vogel added that, if they explain how the proposed changes on Cascade Road, will calm traffic, they should not have a problem getting a plan approved.

Following the lower village development, focus will shift to the Thornapple Plaza; this plan will be developed throughout 2023.

The Upper Village/Library area is the last phase of the project. Questions were raised about how renovation of the library's exterior will play into the central gathering space. Chair Pupilava mentioned that there's potential for multiple gathering spaces. There are a few locations in the lower village that could be turned into gathering spaces, but it depends greatly on what the library decides to do and the success of traffic calming measures along Cascade Road.

Member Growney mentioned there is land off of Thornapple River Drive that will be for sale soon which could be an opportunity to create a gathering space.

ARTICLE 7. Discuss and Consider Holiday Lighting Bids

Formerly Article 8.

Director Korhorn stated she sent out an RFP and received 5 proposals from 3 companies; a breakdown of each proposal was included in the packet. They also received a cost estimate from Bronner's for replacement string lights totaling around \$800. If these are purchased, B&G would be able to hang them with the snowflakes.

Staff recommended the Outdoor Lighting for Bid Item #1 which entail the company providing lights for Tassell and Westdale Park, purchase of string lights from Bronner's, and B&G installation of the lights on the street poles and hanging snowflakes throughout the village. There is also an option from Outdoor Lighting to add garland to pillars at the museum building for an extra \$540.

Chair Pupilava mentioned she was impressed with Outdoor Lighting's proposal and thought they were thorough.

Chair Pupilava made a motion to approve Bid Item #1 with the garland included and that they purchase string lights from Bronner's. Supported by Supervisor Lesperance. Motion carried 6 to 0.

ARTICLE 8. Discuss and Consider Permanent Tree at Westdale Memorial Park

Formerly Article 9.

Director Korhorn stated that Thornapple Nursery was asked to evaluate the space at Westdale Memorial Park for planting recommendations earlier this year. They suggested an 8-10ft Norway Spruce tree, but the park has since installed a flag pole and dedication plaque so the tree location may need to be shifted. The cost will total approximately \$800.

Chair Puplava would like more information about other placements and sizes of trees, given the new permanent landscape attachments.

ARTICLE 9. Discuss 2023 DDA Budget

Formerly Article 10.

Manager Swayze discussed the current DDA budget to gather input on additions or removals. The budget for this year is slightly above 1.2 million dollars, with an anticipated fund balance of 2.3 million dollars by the end of this year. Based on this year's unspent money, next year's budget will be around 2.5-2.6 million dollars.

The budget consists of line items for select administrative staff positions, engineering, legal counsel, bus service, electricity, pole replacements, water, sewer, and maintenance.

Chair Puplava suggested changing "bus service" to "transportation service".

Director Korhorn added that Centennial Park has issues with street lights. She is gathering additional information but estimates the project to cost around \$75,000.

Some projects included in the budget are the stamped concrete sealing, metro cruise warmup, and property tax refunds. The special projects line item includes DDA decorations, marketing/promotional materials, and the flower landscaping project. There are also opportunities to utilize the Township's general fund if the DDA's plan coincides with the overall township's planning.

For the capital outlay section, there were line items for the lighting project, an insurance claim, and debt services for the Tuffy Muffler property. Member Siegle asked what the debt schedule is and how much interest there is. Manager Swayze was unsure of the exact debt amount but stated the interest is 21%. There is a 5-year waiting period before paying off the debt services. This is seen as a benefit since libraries can opt out of DDAs at any point as long as the DDA doesn't carry debt. Once the DDA is debt free, the library can opt out of the TIF plan if they want.

The DDA needs to begin budgeting future capital improvements to show how their projects will be funded. This budget will need to be configured no later than the November meeting.

Chair Puplava asked Director Korhorn to include a link to the TIF plan on the agenda for the October and November meetings.

Member Kleyla asked for a status report on TIF plan projects since some may be incomplete.

ARTICLE 10. Update – Grant Applications

Formerly Article 11.

Director Korhorn stated that they will be applying for a total of three grants this year and have already been awarded the Consumers Energy Tree Grant. This is a reimbursement grant for up to \$3,000 and requires 15 trees be planted on public property by November 11. The DTE grant has been submitted but is still pending. Additionally, the DNR Community Forestry Grant will be submitted soon. They require a completed forest management strategy document, which the Township does not have. The board inquired whether the township could apply for forest management grant through the DNR and if possible, staff should look into it.

ARTICLE 11. Any Other Business

Formerly Article 12.

- a. **Next Meeting: October 18, 2022**
- b. **Township Board Approved Minutes: August 10 & 24, 2022**
- c. **Informational Meeting-** This will either be after the October or November meeting.
- d. **Transportation Committee Meeting – October 6, 2022**
- e. For 2023, the DDA will continue to hold meetings on the third Tuesday of every month at 5:30 P.M.
- f. Chair Pupilava suggested a budget increase for education since more educational opportunities will be included in the DDA Strategic Plan.
- g. Supervisor Lesperance mentioned that B&G would like a brick border built around the medians for safety purposes. She also spoke about a neighboring community hosting a “Where’s Waldo” scavenger hunt in local businesses. This could be a good way to increase foot traffic to this type of business in Cascade.
- h. Crime rates have gone up along 28th Street. Member Vogel suggested designating a time for public comments on this issue to gather more facts and create a plan.

ARTICLE 12. Adjournment

Formerly Article 13.

Motion was made by Member Vogel to adjourn the meeting. Supported by Member Kleyla. Motion carried 6 to 0. The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Rene Growney, Secretary