

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, November 15, 2016  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Chairman Huhn called the meeting to order at 5:30 P.M.  
Members Present: Huhn, Beahan, Kingsland, Pupilava, Ridings, Rowland, Siegle, and Smith  
Members Absent: Stephan  
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.

**ARTICLE 2. Approve the current Agenda.**

**Motion was made by Member Pupilava to approve the Agenda. Supported by Member Ridings. Motion carried 8 to 0.**

**ARTICLE 3. Approve the Minutes of the August 16, 2016 Meeting.**

**Motion was made by Member Beahan to approve the Minutes as presented. Support by Member Pupilava. Motion carried 8 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

No one came forward.

**ARTICLE 5. Consider Centennial Business Park Banners**

Director Korhorn stated that representatives from Centennial Business Park were present at the August meeting and presented some examples of banner designs they were considering for the business park. They have come up with a final design and would like to use the banners to market the park as well as potentially using them for wayfinding throughout the park. The business park association will pay for the purchase of the banners. The Township will install, remove, and store the banners. While this is not an expense for the DDA, the DDA should “sign off” on the design of the banners as they will be placed in the Centennial Park development area, which is located in the DDA district.

Mr. Kasmauskis came forward to make a presentation of the final design for the banners.

Discussion followed.

**Motion was made by Member Rowland to accept the presented design and installation of same. Supported by Member Siegle. Motion carried 8-0.**

**ARTICLE 6. Update on Public Transportation and Consider Revision of Cost Allocation.**

Mr. Ben Swayze, Township Manager, came forward and made a presentation concerning the 3-year pilot program of the line haul bus service on 28<sup>th</sup> Street through The Rapid. Most importantly, Mr. Swayze, on behalf of the Township Finance Committee, is asking the DDA to incur a larger share of the cost of the service. Initially, the Township General Fund would cover 75% of the cost of the service and the DDA would cover 25% of the service. Given the documented benefit of the service to the businesses of the DDA, the Finance Committee is now recommending the DDA cover 75% of the cost of the service and the Township General Fund cover 25% of the cost of the service.

Lengthy discussions followed concerning the benefits of the project, the ridership data, any businesses who are contributing to the cost and other funding options besides the DDA.

It was suggested that an ad hoc committee be put together consisting of the DDA Board and the Township Board to discuss the benefits of the service and options for funding. Board Members Kingsland, Siegle and Pupilava volunteered to be on this committee. Member Beahan will be a representative for both the DDA and the Township Board.

**ARTICLE 7. Consider 2017 Meeting Schedule**

**Motion was made by Member Pupilava to support the 2017 meeting schedule as presented. Supported by Member Kingsland. Motion carried 8-0.**

**ARTICLE 8. Any other business.**

- a. Library Gathering Space Plan. There will be a public meeting on January 24, 2017 from 5:30 – 7:00 p.m. to look at the plan.
- b. Update on Planning Activities.

**ARTICLE 9. Adjournment.**

**Motion was made by Member Rowland to adjourn. Supported by Member Siegle. Motion carried 8 to 0. The meeting was adjourned at 6:45 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary