

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, January 21, 2020  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 P.M.  
Members Present: Beahan, Kingsland, McNeil-Chapman, Puplava, Growney, Stephan, Siegle, Makkar  
Members Absent: DeWitt  
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 Beahan to approve the Agenda. Supported by Member Siegle. Motion carried 7 to 0.**

**ARTICLE 3. Approve the Minutes of the November 19, 2019 Meeting.**

**Motion was made by Member Stephan to approve the Minutes as presented. Supported by Member Kingsland. Motion carried 7 to 0.**

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

Mr. Kirk Driesenga (from The Hinman Company, representing the Centennial Park Assoc.) came forward to state their company has received numerous complements and comments about the improvements to the sidewalks, lights, etc. in the Centennial Park area.

**ARTICLE 5. Review the 2020 Budget**

5:35 Member Makkar arrived at this time.

Director Korhorn started with a review of the Rapid Bus service, and stated that the cost has increased from 2019. This cost will be split 50/50 between the DDA and General Fund.

The maintenance budget has gone down from 2019 after removal of a crosswalk sealing project.

The Capital Outlay Budget has increased from \$30,000 in 2019 to \$230,000 in 2020 due to encompassing the sidewalk project on Cascade Road. This was part of the approval for the Pathway Millage.

**ARTICLE 6. Discuss 2020 Projects and Events**

Director Korhorn stated that the Centennial Park Project is almost complete, and the main project for the DDA in 2020 will be the sidewalk extension on Cascade Road. Other future projects may include:

The community gathering space will not be a 2020 construction project, however discussion will continue to be held about it.

The streetlight conversion to LEDs.

Bus stop improvements such as shelters, benches, and trash cans at bus stops. This will be a DDA funded project unless grants are secured or contributions from Township businesses are received. The two current shelters are located at Mary Free Bed, and Meijer; both of whom funded their own bus stop shelters.

Upcoming Events:

Events include the Sunday Afternoon Live Series, Family Night at the Library, the Cascade Metro Cruise Warm Up, and the Tree Lighting Ceremony. Director Korhorn stated that other events are being considered, and as those come together, they will be discussed with the DDA.

Marketing Tools and The Business Guide:

Director Korhorn stated that she thinks the businesses that have responded to being included in the Business Guide is near the maximum, and will therefore not update it as often. Instead, a separate Events Guide will be created, be very similar in style, and easier to maintain.

**ARTICLE 7. Fundraising Committee**

Director Korhorn started by stating that funding the outdoor gathering space has been a recent topic of discussion, and that the Township Board suggested the DDA should not be responsible for funding the entire project. Putting together a Fundraising Committee was discussed, and invited Justin Swan (CEO of the Cascade Community Foundation) to talk about possible partnerships for fundraising efforts.

Mr. Swan came forward to introduce himself and the Cascade Community Foundation to the DDA. Mr. Swan detailed CCF's role and goals in the community, and the goal of this new Fundraising Committee.

Director Korhorn asked Members if they would like to volunteer to sit on this Committee. Focusing on strategy, direction, "behind the scenes" details will be the initial goal for this Committee. Fundraising is likely to be done by outside professionals. Chairman Puplava, Member Beahan, and Member Stephan have volunteered to help form this Committee.

**ARTICLE 8. Election of Officers**

All Officer positions are available. Current Officers stated that they would stay in their positions unless another Member would like to hold a position.

Motion was made by Member Makkar that all current position be held. Supported by Member Siegle. Motion carried 8-0.

2020 Positions are as follows:

Chair – Jennifer Puplava

Vice Chair – Steve Stephan

Secretary – Diana Kingsland

**ARTICLE 9. Closed Session - To discuss Potential Acquisition of Commercial Business**

**Motion was made by Member Behan to move into Closed Session at 6:05pm. Supported by Member Growney. Motion carried 8-0.**

Regular session resumed at 6:25pm

**ARTICLE 10. Any Other Business**

a. Contact List for Board Members

Director Korhorn stated that she will email a list to all Members, and they can email her back if they have a change to be made. She will then send the final, edited list back to all Members for their private use.

b. Update on Planning Activities

Electric Cheetah will be opening soon, starting with a soft opening.

Capriotti's Sandwich Shop (the old Dunkin' Donuts) will be opening in February.

Member Kingsland relayed a message from a resident (that used to be in charge of Township holiday decorations) that the snowflakes put up for the holidays were not to the original intent of design. Member Beahan also stated he also heard this from the same resident, and stated that this resident did offer to supervise the B&G crew during installation next winter.

Member Growney asked if there will be more winter decorations purchased this year, Director Korhorn stated that she didn't intend to, but can if there is a desire to have more.

Member Stephan asked for an update on the Chick-fil-A that will be going in where the now demolished Macaroni Grill was. Director Korhorn stated that it is scheduled for late 2020, or early 2021.

**Article 11. Adjournment**

**Motion was made by Member Siegle to adjourn. Supported by Member McNeil-Chapman. Motion carried 8 to 0. The meeting was adjourned at 6:40 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary