

## **Minutes**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
January 16, 2023  
5:30 p.m.  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Acting Vice Chair Stephan called the meeting to order at 5:29 P.M.  
Members Present: Vogel, Kleyla, Preston, Stephan, Lesperance, Bingham  
Members Excused: Carlson, Growney  
Members Absent: Makkar  
Others Present: Township Manager Jade Smith, Mgt Office Admin Assistant Jessica Stine, and those listed on the sign-in sheet.
- ARTICLE 2. Approval of the Agenda**
- Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Vogel. Motion carried 6 to 0.**
- ARTICLE 3. Introduction of New Members**
- New Members Chris Bingham and Kristin Carlson were introduced to the DDA.
- ARTICLE 4. Approval of the Minutes of the December 19, 2023 Regular Meeting and December 19, 2023 Informational Meeting**
- Motion was made by Supervisor Lesperance to approve the minutes of the December 19, 2023 meeting as written. Supported by Member Vogel. Motion carried 6 to 0.**
- Motion was made by Member Vogel to approve the minutes of the December 19, 2023 informational meeting minutes as written. Supported by Member Kleyla. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge visitors wishing to speak**
- New member Carlson introduced herself via Zoom as she was unable to attend the meeting in person that night.
- ARTICLE 5. Election of Officers**
- Motion was made by Member Vogel to nominate Member Kleyla as DDA Chair. Supported by Member Stephan. Motion carried 6 to 0.**
- Motion was made by Supervisor Lesperance to nominate Member Stephan as DDA Vice Chair. Supported by Member Vogel. Motion carried 6 to 0.**

**Motion was made by Chair Kleyla to nominate Member Growney as DDA Secretary. Supported by Supervisor Lesperance. Motion carried 6 to 0.**

**ARTICLE 6. McKenna Professional Services Contract**

Manager Smith explained the McKenna contract, expanded to include more planning, zoning, and master plan work, that he had presented to the Township Board the previous week. The Township had yet to interview any promising candidates for the Community Planner position, so McKenna would be coming in eight hours a week to take on some of those tasks, at least until a new employee was hired. Members of the DDA asked questions about how McKenna work would be financially separated from other work they were doing in the Township. Manager Smith explained that the DDA would only cover funding for work done in the DDA; funding for everything else, including work on the zoning update, will come through other avenues of Township funding.

Manager Smith said he will begin including monthly financial statements with each packet that show the current state of the account as well as expenses compared to the amount budgeted.

**Motion was made by Member Preston to approve the McKenna Professional Services Contract as written. Supported by Member Vogel. Motion carried 6 to 0.**

**ARTICLE 6. OHM Professional Services Contract**

OHM is a business that started in Livonia, MI and eventually acquired an urban planning company out of Ohio. Manager Smith had worked with the company when he was employed in Canton and Westland. In Westland they created a park/community space, 10 to 12 years ago, and the proposed contract would see them designing an area of mixed community and green space throughout the Cascade DDA.

Member Stephan wondered if it would be worth the return on investment, since the contract was at such a high cost. Supervisor Lesperance believed that the process would be worth the price because the right people are now in place to move forward with the strategic plan. Members were concerned that designing the whole DDA wasn't included in the contract. Chair Kleyla asked if they should be putting this out as an RFP and Manager Smith said it would likely be an RFQ without many choices as this is a specialized field where most companies wouldn't have the qualifications. Member Vogel stated that the 'need' must be better defined before they could hire someone to come up with a design.

Manager Smith shared that he will be building a team that is made up of representatives from the Cascade Community Foundation, local business owners and residents, and members from other committees. Everything OHM is planning to work on would fall under the current Tiff Plan with the only

notable changes as overlays and transitions into the district. OHM and McKenna will work together and communicate with Township staff and the boards.

Additional items of concern that were addressed were the vision OHM had for the Village area after their walkthrough and if it aligned with the DDA's vision (Manager Smith said that it was a very high-level definition of a vision), the deliverables being listed more as activities than information or documents to be delivered to the DDA, and a need to tighten up the language of the contract.

To assuage some of these concerns, Manager Smith asked Chair Kleyla and Supervisor Lesperance to attend a Zoom call with him and OHM to discuss the requested changes to the contract so that they wouldn't lose a month of progress by pushing a vote to the next meeting. All members of the DDA Board were in favor of this. Member Vogel asked them to consider which areas were the highest priorities and what the cost was without slowing everything down. Manager Smith thought they should be able to drill down the scope of the project and the desired area quite easily. Member Vogel suggested they approve the contract that night with the condition that Chair Kleyla participate in the call with OHM and they can work through the concerns discussed at the meeting. Manager Smith will create a steering committee to meet and communicate in relation to this project. He will also use the Master Plan map to include the 'entire DDA district with emphasis on the village area' as the target for the project.

**Chair Kleyla made a motion for approval of the OHM contract with the condition that the concerns voiced at this meeting be settled through a meeting involving herself, Supervisor Lesperance, Manager Smith, and representatives from OHM before the contract is signed. Supported by Supervisor Lesperance. Motion carried 6 to 0.**

#### **ARTICLE 7. Staff Updates**

- **Cascade Rd Pedestrian Bridge**-There is now an approved plan for a 9 ft wide pedestrian path on one side of the bridge and an 8 ft wide pedestrian path on the other side with crash resistant safety barriers guarding them from the two lanes of traffic going down the middle. There is still discussion on what the outside railing and lighting will look like. Member Stephan suggested adding implements to attach banners and flags for different events throughout the year. Manager Smith agreed and said that with more for drivers to look at on the bridge, the average speed will hopefully also decrease.
- **Master Plan and Zoning Update**-This update was discussed under the McKenna contract section of the meeting.
- **Transportation Update**-The Township received the December ridership numbers from Hope Network and they were worse than the previous months. Manager Smith will further look into the contract with Hope Network and determine the next steps needed regarding the Township Board and DDA.

**ARTICLE 8. Any Other Business**

- Member Stephan mentioned the section of the eNews that showcased new businesses in Cascade and encouraged the Township to continue this practice. They also discussed a fire that has temporarily closed a local Mexican restaurant and Backyard Restaurant that has now opened for lunch.
- **Next Meeting:** The next DDA meeting is scheduled for February 20, 2024.
- **Township Board Minutes:** January 10, 2024 meeting minutes are available on the website.

**ARTICLE 9. Adjournment**

**Motion was made by Member Vogel to adjourn the meeting. Supported by Member Preston. Motion carried 6 to 0. The meeting adjourned at 7:34 P.M.**

Respectfully submitted,

Rene Growney, Secretary