

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
November 19, 2019  
5:30 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of October 15, 2019 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Discuss and Consider The Rapid bus funding
- ARTICLE 6.** Discuss Gathering Space Plan
- ARTICLE 7.** Discuss DDA Streetlights – LED Conversion
- ARTICLE 8.** Consider 2019 Meeting Schedule
- ARTICLE 9.** Any Other Business
- a. Update on Planning Activities
  - b. Tree Lighting Ceremony – Museum Gardens (December 1)
  - c. Sunday Afternoon Live Concert Series
- ARTICLE 10.** Adjournment

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
October 15, 2019  
5:30 P.M.  
Cascade Library Wisner Center

**ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 P.M.  
Members Present: Siegle, Makkar, Kingsland, McNeil-Chapman, Puplava, Growney, Stephan  
Members Absent: Beahan, 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 Stephan to approve the Agenda. Supported by Member McNeil-Chapman. Motion carried 6 to 0.**

**ARTICLE 3. Approve the Minutes of the September 17, 2019 Meeting.**

**Motion was made by Member Siegle to approve the Minutes as presented. Supported by Member McNeil-Chapman. Motion carried 6 to 0.**

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

*(Comments are limited to five minutes per speaker)*

No visitors came forward with comment.

**ARTICLE 5. Update on Centennial Park project**

Director Korhorn stated that the project is moving along well, and that she has even seen people using the sidewalks already. Director Korhorn states that the project should be wrapped up within a couple of weeks, exception being the streetlights. The bases are in and the electrical is ready, however the streetlights are on backorder until November 25<sup>th</sup>. Director Korhorn states there have been good comments received from businesses and residents in the area.

Member Makkar arrived at this time.

**ARTICLE 6. Discuss Tree Replacement on 28<sup>th</sup> Street**

Director Korhorn stated that are five trees along 28<sup>th</sup> St between Old 28<sup>th</sup> St. and the Walgreens driveway that have been dead for a couple of years. The Kent County Road Commission gave the Township permission to cut them down this fall, so the Township Buildings and Grounds crew used the bucket truck to saw them down. Director Korhorn stated that she included current pictures of the area with the trees removed, and that she contacted Thornapple River Nursery to recommend what (if anything) should be planted in place of those trees that were removed.

There is a proposal of \$3,100 from Thornapple River Nursery for five new trees; four Cleveland pear trees in an offset position from where the original trees were, and one lilac tree near the Walgreens driveway. Director Korhorn stated that she thinks it may be a good idea to wait until spring to decide if additional trees are even needed in that area, or to possibly put in less than the recommended five.

Member Kingsland stated that she was recently in that area and noticed how nice it was to be able to clearly see the sidewalk and signs, and still have plenty of foliage behind them. When the stumps of the five recently cut down trees are removed, Member Kingsland believes that area will be perfect with just grass. Many Members immediately agreed. Chairman Pupilava also stated her concern of adding pear trees as they are messy/dirty.

Director Korhorn asked if this is a matter Members would like to revisit on a spring Agenda; Chairman Pupilava said that after the “no” opinions today, revisiting this matter does not seem necessary.

**Motion was made by Member Kingsland to remove the stumps of the trees that were cut down, and to re-sod the area in place of planting new trees. Supported by Member Siegle. Motion carried 7-0.**

Discussion was then held about trimming, removing, and planting trees in the DDA area in the future.

**ARTICLE 7. Closed Session – To Discuss Potential Acquisition of Commercial Business.**

**Motion was made by Member Stephan to move into Closed Session at 5:45. Supported by Member Growney. Motion carried 7-0.**

**Motion was made by Member Growney to move into Regular Session. Supported by Member Makkar. Motion carried 7-0**

**ARTICLE 8. Any Other Business**

Director Korhorn reminded Members of the upcoming Joint Meeting (October 21<sup>st</sup>).

**ARTICLE 9. Adjournment**

**Motion was made by Member Siegle to adjourn. Supported by Member Growney. Motion carried 7 to 0. The meeting was adjourned at 6:15 p.m.**

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Discuss and Consider The Rapid Bus Funding

**Meeting Date:** November 19, 2019

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As you are aware, in 2016 the Township worked with The Rapid to institute a 3-year pilot program to bring bus service into the Township. The pilot program timeline is completed and the bus continues to operate in the Township.

The bus committee met recently to discuss funding for this service. Currently the funding is divided between the DDA (25%) and general fund (75%). There was discussion at the meeting about the DDA and general fund splitting the cost of the service.

I will have more information at the meeting regarding cost, ridership as well as an updated revenue projection for the DDA.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

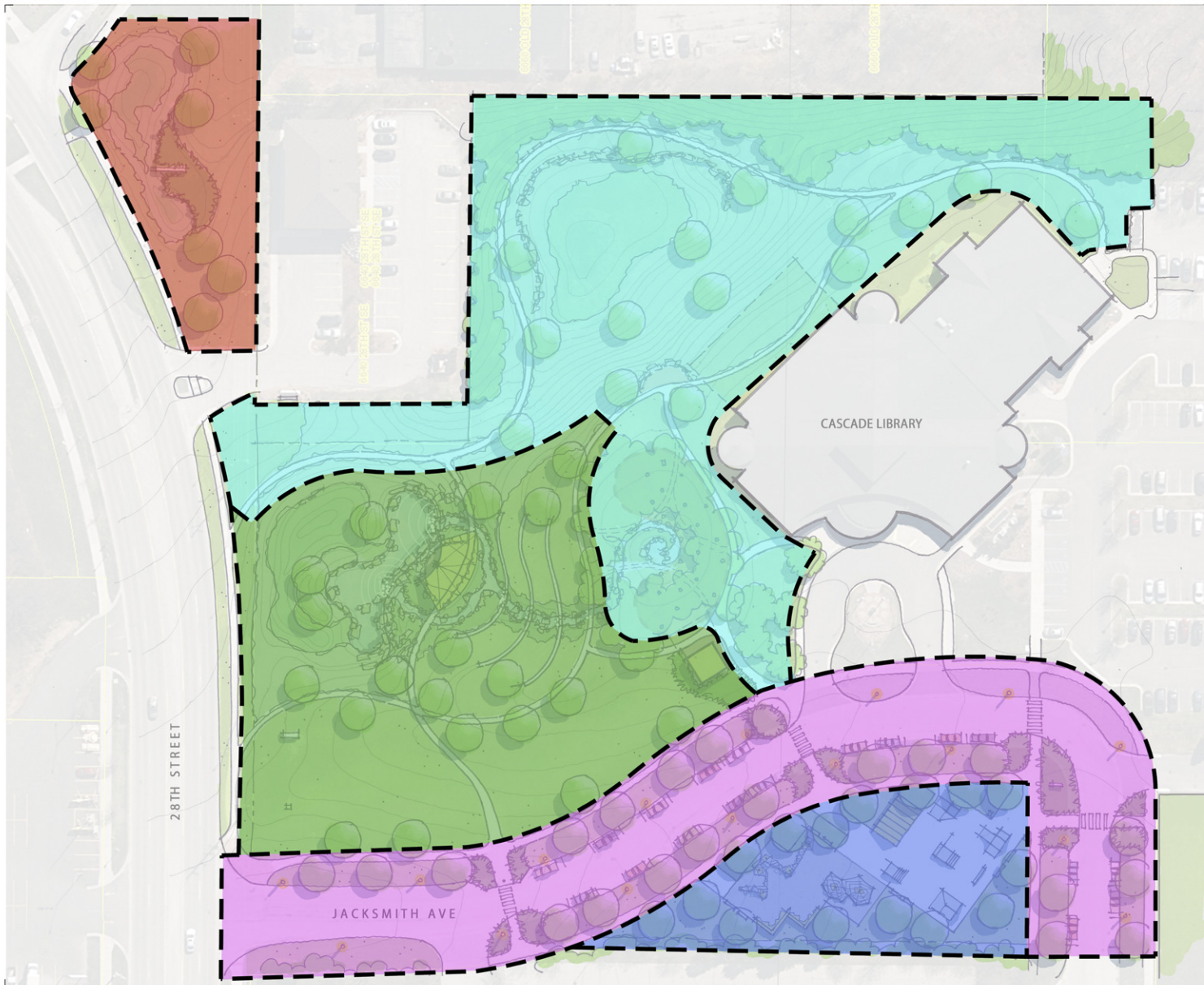
**Subject:** Discuss Outdoor Gathering Space Plan

**Meeting Date:** November 19, 2019

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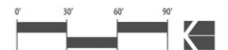
The Infrastructure Committee reviewed the gathering space plan as well as the DDA minutes (September meeting) at their November meeting. They are interested in the plan as well and asked me to bring it back to the DDA Board.

They have requested the DDA continue to work on finalizing the plan and look at funding sources. We can discuss this more at the meeting.



## LEGEND

- VILLAGE GATEWAY IMPROVEMENTS**  
 2019 Cost Estimate: \$235,400
- TRAIL LOOP, NATURAL LANDSCAPING AND CHILDREN'S DISCOVERY GARDEN**  
 2019 Cost Estimate: \$563,200
- AMPHITHEATER AREA**  
 2019 Cost Estimate: \$1,804,000
- STREETSCAPE IMPROVEMENTS**  
 2019 Cost Estimate: \$378,000
- SKATE AND CLIMBING PLAZA**  
 2019 Cost Estimate: \$580,000



# COMMUNITY GATHERING SPACE

Cascade Township, Michigan

09.06.19

## PROJECT PHASING PLAN



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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Discuss DDA Streetlights - LED Conversion

**Meeting Date:** November 19, 2019

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The three streetlights on 28<sup>th</sup> Street (at Old 28<sup>th</sup> St.) have been retrofitted to an LED option. If you recall, at the July meeting we discussed a retrofit option, which is a great option because it is less expensive than changing the fixtures and the payback is a lot lower.

Please take a look at the retrofitted lights. I am meeting with Tony Kutzt from Fishbeck on Monday and will provide additional information at the meeting for discussion.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Consider 2020 Meeting Schedule

**Meeting Date:** November 19, 2019

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Attached is a tentative DDA meeting schedule for 2020. Meetings are held on the 3<sup>rd</sup> Tuesday of the month. The dates below reflect this. However, there are a couple of changes proposed for 2019.

We are scheduling 1 joint meeting with the other boards and commissions (Planning Commission, ZBA, Township Board, Parks Committee). This meeting will be held to discuss projects and visions for the future. The meeting in 2020 is marked on the schedule below and will be held at 5:30 p.m.

This schedule will have to be approved at the meeting.

The schedule is as follows:

- January 21
- February 18
- March 17
- April 21
- May 19
- June 16\* (Joint Meeting)
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15