

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday March 21, 2017  
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, Puplava, Ridings, Rowland, and Siegle  
Members Absent: Stephan and Smith  
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 Puplava. Motion carried 7 to 0.**

**ARTICLE 3. Approve the Minutes of the February 21, 2017 Meeting.**

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

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

No one came forward.

**ARTICLE 5. Consider Sponsorship of Library Concert Series**

Director Korhorn stated that Ms. Diane Cutler is again putting together a winter concert series at the Cascade Library. This would be a seven-month series of free concerts for adults which will take place one Sunday afternoon each month from October to April. The library is requesting financial support from the DDA in the amount of \$1,500. These concerts are extremely popular with residents and non-residents.

Director Korhorn recommends the DDA provide financial support for the series.

Ms. Cutler came forward to provide additional input and answer any questions the Board may have.

Discussion followed.

**Motion was made by Member Puplava to approve \$1,500 on behalf of the DDA for the Library Concert Series. Supported by Member Siegle. Motion carried 7-0.**

**ARTICLE 6. Discuss and Consider Holiday Decorations for the Village and Tassell Park**

Director Korhorn stated that at the February meeting the DDA Board directed her to get pricing on replacing the snowflakes in the Village, purchasing a tree and find out the cost of lighting Tassell Park, similar to what is done at the Museum Gardens Park.

Upon contacting Bronner's rep, and he, in turn, the plant manager, they decided to give the Township a price extension through March 23, 2017.

The request for funding new holiday decorations was presented to the Infrastructure Committee at their March meeting. They are in favor of moving forward with the project.

This will likely need to be a multi-year project due to the cost. The DDA budgeted \$15,000 and the Parks Committee budgeted \$7,500 to partner with the DDA on this project. Upon further review, \$15,000 was also budgeted for the Village for new holiday decorations. She also submitted a grant application to the Cascade Community Foundation and has also submitted a request to the Forest Hills Business Association to partner with the DDA.

A general discussion followed.

The following motions were made in regards to the holiday decorations:

**Motion was made by Member Rowland to approve 45 to 50 cool white snowflakes for the Village at a cost of approximately \$14,000 - \$15,000. Supported by Member Puplava. Motion carried 7-0.**

**Motion was made by Member Puplava to approve the purchase, installation and maintenance of lights for Tassell Park and the Gardens at the approximate cost of \$8,300. Supported by Member Kingsland. Motion carried 7-0.**

**Motion was made by Member Puplava to approve the purchase of an 18 foot Christmas tree with multi-colored lights at a cost of approximately \$5,800. Supported by Member Kingsland. Motion carried 7-0.**

**Motion was made by Member Beahan to approve the purchase of 60" wreath for Township Hall at a cost of approximately \$250. Supported by Member Puplava. Motion carried 7-0.**

**ARTICLE 7. Review the 2016 Annual Report**

Director Korhorn distributed the DDA Annual Report to the Board and stated that DDA's are required to submit a report on the status of the tax increment financing account annually to the State Tax Commission. These reports are also required to be published in a newspaper of general circulation and provided to the Board.

Discussion followed.

**ARTICLE 8. Election of Officers**

Director Korhorn let the Board know it was time to elect officers for the DDA for 2017. The Board needs to vote on the positions of Chair, Vice Chair and Secretary.

A vote was tabled at the January and February, 2017 meetings because of various officer absences.

**Motion was made by Member Siegle that the current officers remain serving in their respective positions:**

**Chairman - David Huhn  
Vice Chair – Jennifer Puplava  
Secretary – Diana Kingsland**

**Supported by Member Rowland. Motion carried 7-0.**

**ARTICLE 9. Any other business.**

- a. Update on Planning Activities.
- b. DDA Business/Property Owner meeting – Village area. The first meeting was held March 20, 2017 at 8:30 a.m.

**ARTICLE 10. Adjournment.**

**Motion was made by Member Puplava to adjourn. Supported by Member Rowland. Motion carried 7 to 0. The meeting was adjourned at 6:45 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary