

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, February 21, 2017
5:30 P.M.
Cascade Library – Wisner Center

ARTICLE 1. Vice Chairman Puplava called the meeting to order at 5:30 P.M.
Members Present: Puplava, Beahan, Kingsland, Ridings, Rowland, and Smith
Members Absent: Huhn, Siegle, and 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 Rowland to approve the Agenda. Supported by Member Beahan. Motion carried 6 to 0.

ARTICLE 3. Approve the Minutes of the January 17, 2017 Meeting.

Motion was made by Member Beahan to approve the Minutes as presented. Support by Member Ridings. Motion carried 6 to 0.

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

No one came forward.

ARTICLE 5. Consider Cascade Community Gathering Space

Director Korhorn gave a brief overview of the background of the gathering space. The DDA made a positive recommendation to the Township Board regarding this gathering space at their September meeting. The Township Board, at their meeting, felt that additional public input was needed and requested staff to proceed with that meeting.

A public hearing was held January 24, 2017 to gather additional comments on the plan. Approximately 100 people from the general public attended the meeting. Those who attended were asked to provide comments on the plan and whether they felt it was a good use of the property. Director Korhorn stated that overall the meeting was successful and the plans for the gathering space were well received.

Now that the public meeting has taken place, the Township Board is once again looking for a recommendation from the DDA regarding this project. Upon the DDA's recommendation, the project will then be presented to the Infrastructure Committee, who will then give their recommendation, which will then be passed on to the Township Board for final approval.

Discussion followed.

Motion was made by Member Rowland to send a positive recommendation to the Township Board in regards to the Cascade Community Gathering Space Plan. Supported by Member Smith. Motion carried 6-0.

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

Director Korhorn stated that she met with a representative from Bronner's at Tassell Park late last year. He put together a sketch of the park, together with a proposal with some ideas for decorating and lighting the park during the holidays. Director Korhorn also presented a brochure given to her to give the DDA some additional ideas.

The DDA budgeted \$15,000 and the Parks Committee budgeted \$7,500 to partner with the DDA on this project. There is also the possibility of exploring other partnerships for funding (such as private businesses).

Discussion followed not only in regards to the decorations themselves, but also centered around the location of the various decorations and lights (Tassell Park, the Village, intersections vs over the street, down 28th Street). With regards to the decorations, there were many options for the DDA to choose from. They felt Bronner's recommendations were not quite what they were looking for. They all agreed keeping it simple was the correct course of action, so taking into consideration what decorations were already in the DDA's possession, it was decided to have Director Korhorn find out the cost of new pole mounts, new snowflakes and some type of a large tree (fake vs real, etc.). This, they felt, was a good starting point, as more could be added at a later date.

ARTICLE 7. Introduce Redevelopment Ready Communities Program

Director Korhorn introduced to the DDA a Redevelopment Ready Communities Program (RRC). The Michigan Economic Development Corporation (MEDC) offers a state-wide certification program that allows communities to become redevelopment ready. This is a voluntary, no cost program promoting effective redevelopment strategies through a set of best practices. The program measures and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that a community has a vision for the future and the fundamental practices in place to get there.

The RRC program enhances opportunities for municipalities to encourage business attraction and retention, offer superior customer service, and have a streamlined development approval process. The foundation of the program is the RRC best practices. Each best practice must be evaluated then the community must explain how it is being met or how it will be met to achieve certification. The best practices are as follows:

- Community Plans and Public Outreach
- Zoning Regulations
- Development Review Process
- Recruitment and Education

- Redevelopment Ready Sites
- Community Prosperity

This can be a lengthy process taking upwards of a year or longer and will involve the various boards and commissions, as well as the public.

Director Korhorn recommends starting the certification program.

Discussion followed and even though a formal recommendation or vote was not needed from the DDA, the DDA agreed that this would be a positive step for Cascade to take.

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, 2017 meeting because Chairman Huhn and Secretary Kingsland were not present.

After a brief discussion, the election of officers was again tabled until Chairman Huhn could be present.

ARTICLE 9. Any other business.

- a. Update on Planning Activities.
- b. DDA Business/Property Owner meeting – Village area. The first meeting will be held March 22, 2017 at 8:30 a.m. - Topics will be an introduction to the DDA and signage.

ARTICLE 10. Adjournment.

Motion was made by Member Beahan to adjourn. Supported by Member Kingsland. Motion carried 6 to 0. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Diana Kingsland, Secretary