

## Minutes

Cascade Charter Township  
Downtown Development Authority  
Tuesday, July 19, 2022  
5:30 P.M.  
2870 Jacksmith Ave SE

**ARTICLE 1.** Chairwomen Puplava called the meeting to order at 5:30 P.M.  
Members Present: Kleyla, Stephan, Puplava, Growney, Lesperance, Siegle, Makkar  
Members Absent: Vogel, Reynolds  
Others Present: DDA Director Korhorn and those listed on the sign-in sheet.

**ARTICLE 2. Approval of the Agenda**

**Motion was made by Member Stephan to approve the agenda. Supported by Member Siegal. Motion carried 6 to 0.**

**ARTICLE 3. Approval of the Minutes of June 21, 2022 Meeting**

**Motion was made by Member Growney to approve the June 21, 2022 minutes. Supported by Supervisor Lesperance. Motion carried 6 to 0.**

**ARTICLE 4. Acknowledge visitors wishing to speak regarding any agenda or non-agenda items.**

There was no one who wished to speak.

**ARTICLE 5. World War II Veteran – Vergil Westdale Tribute**

Formerly Article 7.

Supervisor Lesperance followed up on the previous request from the American Legion Post and the Member from Cascade Community Church about a tribute for Virgil Westdale at the Museum Garden. Having reached out expressing interest, she has not heard back from them regarding ideas about what is needed. Director Korhorn talked with a member of the Historical Committee and they did not see an issue with renaming the Museum Garden as a tribute.

Putting a flag up was suggested as well as having a stone with a plaque explaining the history. Member Stephan proposed having a QR code in the park linked to the township website explaining Virgil Westdale's story. This was well perceived by the board and potentially will be incorporated at other parks. As mentioned in a previous meeting, the American Legion Post has \$1,000-\$2,000 to help fund the tribute.

Member Siegle asked who has the domain to make changes to the garden. In response, the DDA must make a recommendation to the Township Board for approval. The best way to ensure approval is to provide a substantive recommendation to the Township board about project details and a plan. Simple features such as a rock with a plaque and a flag will ensure this is low maintenance.

Member Makkar arrived at 5:40 P.M.

The next best step would be to formulate prices for everything so decisions can be made on funding within the DDA or searching for contributions. Repurposing items such as a flag pole or a big rock could help with budget planning as well.

#### **ARTICLE 6. Strategic Plan Update and Goal Building**

Formerly Articles 5 and 6.

Chris Khorey, the Senior Principal Planner for McKenna, gave an update. He provided the board with a finalized list of priorities and tasks that will go to the township board. Figuring out what will need to be done by McKenna and implementing plans should be the focus. To achieve this goal, a timeline-based list of DDA priorities and tasks was created. This will help plan more strategically the upper and lower village. One of the important items potentially included in the DDA strategic plan is the implementation of a gathering space. Member Stephan said creating a gathering space could apply to multiple committees and wondered whether a subcommittee could be established to address this issue. Khorey said communication between groups is the first step and setting up a joint committee could be helpful.

Chair Pupilava thanked Khorey for this summary. She inquired to the board if McKenna should help with the goal building and organization of that process. Member Stephan thought it would be a good idea to seek assistance as they work with various boards and can see the process from numerous perspectives.

Member Siegle questioned where the Friends of the Library project plans were at and who makes the final decisions about its appearance. In response, they do have plans drawn together and they're moving forward with phase 1. Their plan was approved by the Township Board and is completely self-funded for the initial phase. Member Makkar commented that the three stages could be done independently and will not look incomplete.

Khorey continued to say the strategic plan would be a two-part process. The first step entails bringing in an urban designer to draw envisioned plans for areas in Cascade; this will give a clearer vision of what to do. The second step is the portion of those previously selected tasks on the strategic plan such as the Plaza Shopping Center. Before moving forward with the shopping center, there will need to be approval from business owners. Upon approval or disapproval, there will be the recruitment of a developer to take that site forward. DDA funds are also being discussed for traffic calming on Cascade Road, crosswalks, or utilizing previously discussed grants to upgrade sites such as landscaping and parking lots.

Chair Pupilava would like the DDA to align with broader, separate goals in addition to those outlined within the strategic plan.

Supervisor Lesperance wanted Khorey to explain the mission goals comprehensively. He responded by explaining in most cases, there is a downtown plan and a TIF plan combined into one document which contains general plans for cascade. Using what is already in there as a starting point and working off of that will be the best course of

action to achieve goals. Changes and updates to the TIF plan are unnecessary since it would become complex and costly.

Member Siegel asked if the speed limit for Cascade Road would be included in implementing street improvements with the Road Commission. He believed what the speed limit is set to will dictate what can be implemented. Khorey responded that it is difficult to simply change the speed limit as it is legally set by 80% of the average speed on the corridor. Adding in road commission-approved activities in the area will allow us to look at that current traffic and ask for a reevaluation of speed. Essentially, they would have to alter driver behavior before speed limits can change. There was also a discussion on adding a roundabout to decrease speeding as well.

There was a concern about McKenna working with various boards separate from the DDA as this could cause miscommunication. Supervisor Lesperance explained there is full-time staff acting as a buffer between committees, commissions, and the strategic plan consultants. Member Kleyla stated several of the larger-scale projects that have not been implemented in the township before could benefit from extra guidance from someone with experience. Khorey suggested adding several more members to the advisory committee with monthly meetings to share information. Member Kleyla agreed that a central committee would be helpful. Having the advisory committee write a report viewable to everyone, and including McKenna in the once-a-month meetings would both be beneficial.

Chair Puplava wanted a scope of work update on analyzing different options for transportation. Khorey explained that preferred ideas and costs would be presented to The Rapid before the next August meeting. The role of McKenna would be to help develop those alternative ideas.

Member Siegel asked if McKenna helps set up funding for projects. In response, they have in the past for setting up public-private partnerships or soliciting philanthropy. They also help with grant applications and have knowledge of various types of grants. Chair Puplava mentioned that Cascade Community Foundation offers grants, though typically for smaller projects such as murals. The most relevant way they could help would be through a Capital Improvement Campaign.

As part of the next meeting, Khorey will provide a more formalized list of proposals and the scope of work they may be able to complete so the board can move forward.

#### **ARTICLE 7. Discuss Holiday Lighting RFP**

Formerly Article 8.

Director Korhorn explained that this RFP consisted of two separate bid items. The first bid consists of a contracted company providing all of the work and lights in the village area including the streetlight poles, snowflakes, lights at Tassel Park, and lights at Museum Garden Park. The alternate bid would have the contracted company complete work for just Tassel Park and the Museum Garden Park. The Buildings and Grounds Department would do the street light poles and snowflakes. Jim MacDonald, Buildings

and Grounds Supervisor, indicated he either wants the company to hang all of the lights or just at the two parks.

Members agreed to have all of the lights be white as opposed to multi-colored. The completion of installation is set to be November 21, 2022, and the take-down date is to be determined.

Director Korhorn has requested Bronner's, the company they previously purchased lights from, provide an estimate on new lights needed. Additional expenses and ideas could also be added for more options.

**Motion was made by Member Makkar to approve the amended RFPs to add a line item for additional expenses. Supported by Member Siegle. Motion carried 7 to 0.**

**ARTICLE 8. Transportation Committee Update**

Formerly Article 9.

Prior to contract expiration, Khorey will be providing a scope of work for identifying alternatives, developing other solutions, and assisting with the surveys.

**ARTICLE 9. Any Other Business**

Formerly Article 10.

- a. Next Meeting: August 16, 2022
- b. Township Board Approved Minutes: June 8 & 22, 2022

**ARTICLE 10. Adjournment**

Formerly Article 11.

**Motion to adjourn was made by Member Makkar. Supported by Member Siegle. Motion carried 7 to 0. The meeting was adjourned at 7:06 P.M.**

Respectfully submitted,

Rene Growney, Secretary