

**MINUTES**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
July 21st, 2020  
5:30 p.m.  
Virtual Zoom Meeting

- ARTICLE 1.** Chairman Pupilava called the meeting to order at 5:30 p.m.
- Director Korhorn introduced Scott Vogel from Nothing Bundt Cakes as a new DDA Member. Member Vogel will be replacing Member McNeil-Chapman.
- Members Present: Siegle, Beahan, Stephan, Vogel, and Pupilava.  
Members Absent: Kingsland, Growney, Makkar, 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 Beahan. Motion carried 5 to 0.**
- ARTICLE 3. Approval of the Minutes of June 16, 2020 Meeting**
- Motion was made by Member Beahan to approve the Minutes of the June 16, 2020 Meeting. Supported by Member Siegle. Motion carried 5 to 0.**
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker)**
- There were none.
- ARTICLE 5. Discuss and Consider Cascade Road Pathway & Streetlight Options (Pathway #3)**
- Director Korhorn stated that this is part of the pathway millage that was approved last fall, and this is the extension of the pathway from 28th Street to Burton on Cascade Road. The DDA is responsible for the portion of sidewalk on Cascade Road from 28th Street to the Cascade Hospital for Animals. Director Korhorn stated that the sidewalk will be 7 feet wide, which is similar to

every other sidewalk in the district, and that there will also be streetlights installed along the pathway on both sides of the road.

Director Korhorn stated that the Engineers were asked to look for a streetlight fixture that looks similar to the existing Lumec light fixtures that are in the Village area and along 28th Street for this project. There were two fixtures selected; a base fixture, and an alternate. They were both included in the bid package. Director Korhorn stated that the DDA requested that the fixtures include banner arms.

Director Korhorn stated that bids have been received, and K&R was the low bid. K&R stated that the base fixture was more expensive, and that exact alternate that was selected was not available. K&R did provide a 2nd alternate option, however it does not include a banner arm.

Director Korhorn then reviewed all possible options with Members, and stated that a decision needs to be made tonight as this goes to the Township Board tomorrow night for approval.

Chairman Pupilava stated that she believes the base fixture looks similar to the existing fixtures and will be a good option, however she does not like that the new fixtures appear to have gold colored tops, while the existing ones appear to be black in color at the top. Director Korhorn stated that she believes the existing fixtures were also gold in color at the top when they were new, and have since weathered to become darker/black in color.

Member Siegle asked if the location of the new fixtures has been determined, Director Korhorn stated that the locations are on the plan for this project, which is on the Township website.

Chairman Pupilava asked if Director Korhorn has a recommendation for which fixture to use, Director Korhorn stated that she does not, and also stated there is about a \$10,000 difference between the base fixture, and the alternate fixture that does not have banner arms. Director Korhorn then stated that the base fixture price was included in the bid price. Chairman Pupilava asked if this price falls within what was budgeted for this project, Director Korhorn stated that it does. The DDA portion of the project bid came in at just over \$235,000, and was budgeted to be closer to \$300,000.

Member Stephan stated that he believes since this area is the entrance to the downtown of Cascade, the base fixtures should be installed as they include the banner arms. Chairman Puplava agrees, but includes the caveat that there be confirmation the top of the fixtures will be black in color, or turn black in color after some weathering so that there is consistency with the current fixtures.

Member Beahan asked if verification of the location of the streetlights can be done before construction to make sure they will not interfere with any business signs. Member Siegle agreed, adding that the location of banners also needs to be considered, as well as which side of the sidewalk the light will be on as not to interfere with the vision of signage or numbers for businesses.

Director Korhorn looked at the construction plan on the Township website, and stated that the light poles are intended to be installed between the street and the sidewalk in some areas, and then on the backside of the sidewalk in other areas. It may depend on how much road right of way is available in those locations.

Chairman Puplava initiated the conversation about financing the project. Director Korhorn again stated that the bid for the DDA portion of this project is right around \$235,000. Director Korhorn stated that initially there was going to be a bond for the project, with yearly installment payments made, however the option to pay cash is available with close to one million dollars in their bank account. Director Korhorn stated that the Centennial Park Project in 2019 was paid for in cash (around \$600,000) after initially anticipating bonding for that project as well.

Chairman Puplava asked Director Korhorn what other future projects will potentially be bonded for. Director Korhorn stated that there is an installment purchase payment for the Tuffy property, the gathering space may have a bond, but also has the option for fundraising and a partial cash payment, and there are no other projects with a potential bond at this time. Chairman Puplava asked if there will be enough cash in the account through the end of the fiscal year to pay for the bus share and other budgeted expenses if this project is paid for in cash. Director Korhorn stated that there is enough money for all expenses. Member Siegle asked when the other planned projects are scheduled to begin construction, Director Korhorn replied that the gathering space is likely to be a couple of years out at this point.

Chairman Puplava stated that she is in favor of paying cash for this current project. Member Siegle agreed, and added that if there is a bond that needs to be issued as these projects progress, it can be issued at that time. Members Stephan and Vogel agreed.

**Motion was made by Member Siegle to pay cash for the pathway improvements with the base fixture option, with a bond being considered at a later time if needed. Supported by Member Stephan. Motion carried 5-0.**

**ARTICLE 6. Discuss and Consider Streetlight Conversion**

Director Korhorn stated that this is something that was started last year with the intention of monitoring light output. Three streetlights on 28th Street at Old 28th Street were retrofitted with LED bulbs as the Lumec lights currently being used are very high maintenance and high cost. Director Korhorn stated that retrofitting the current fixtures has a good payback option, and is less expensive than changing out the fixtures.

Tony Kutzt, an electrical engineer with Fishbeck, measured the lighting a few days ago and did comparisons with when the LED lights were originally installed. Director Korhorn stated that Mr. Kutzt reported that the light output was good, and in his opinion, this was a good change to make. The cost to change bulbs would be approximately \$325 per luminaire.

Director Korhorn stated that there are 30 watt bulbs installed now, it needs to be decided whether or not to increase that wattage to 40 or 45 watts, and if a warmer (more yellow in appearance) or cooler bulb (more blue) bulb should be used. Director Korhorn states that if this is approved, she hopes to get this project done this fall, and there was \$80,000 put into the 2020 budget for the retrofit. There are approximately 105-110 fixtures that can be retrofitted in the Village area, and at \$325 per fixture, the estimated cost would be around \$36,000. Director Korhorn stated that with the rest of the budgeted money for this project, the Lumec fixtures up and down 28th Street from Cascade Road to Kraft can be changed out as well if desired; there are approximately 80 fixtures in this area.

Chairman Puplava stated that she believes consistency in the appearance of the lights is important, and should be considered

when deciding to expand this project down 28th Street, and in deciding on using a warm or cool appearing bulb. Member Vogel asked if changing to the LED bulb will have any impact on current visibility or safety for pedestrians. Director Korhorn stated that Mr. Kultz believes the LED bulb to be very comparable to what is currently being used. Member Vogel asked if the light output will be adequate for pedestrian safety. Member Siegle agreed with Member Vogel, adding that he would rather see the lights be a touch too bright, rather than too dim. Director Korhorn stated that illumination of sidewalks has always been important and prioritized, and light is always downcast towards sidewalks versus into the sky.

Member Siegel asked if Consumers Power has credits or rebates for municipalities. Director Korhorn stated that the incentive for retrofitting a lamp has almost doubled from last year to this year, and is \$.15 per watt saved. Member Siegle asked if this has been factored into the equation of cost, Director Korhorn stated that it has not been. Chairman Pupilava asked if that rate will be locked in, Director Korhorn stated that she is unsure at this time. Member Stephan stated that he believes it may be a one time rebate at the time of conversion. Member Siegel asked if there have been calculations done to estimate savings once the bulbs are converted, Director Korhorn stated that there have not been any calculations done.

Member Stephan asked what bulbs were put into the three trial streetlights, Director Korhorn stated that they are 30 watt, warm bulbs. Member Stephan believes those bulbs are not bright enough, and would like them to be brighter for general appearance, and for pedestrian safety.

Member Siegle asked if there was a way to see all light color and wattage options before choosing a bulb for the entire project, Chairman Pupilava agreed, and asked if that and professional guidance from Fishbeck would be workable in the timetable of this project. Director Korhorn stated that Mr. Kultz would be happy to assist in this decision. Member Vogel asked if there would be a cost benefit to doing half or the whole project, Director Korhorn and Members agreed that putting options in the bid may be beneficial.

**Motion was made by Chairman Puplava to move forward with purchase of bulbs for the entire project, asking for bids for both half of and the whole project, and receiving professional guidance from Mr. Kutzt about which bulb to use after being able to see each available bulb option in a fixture. Supported by Member Siegle after adding that the company installing the bulbs will be responsible for applying for the rebate from Consumers on behalf of the Township. Motion carried 5 to 0.**

**ARTICLE 7. Update - DDA Activities & Projects**

**a. Cascade Metro Cruise Warmup**

Director Korhorn stated that the Metro Cruise Warmup scheduled for this year has been cancelled due to Covid 19 and requirements for social gatherings at this time. The \$5,000 allotted for this event will be used towards the event in 2021.

**b. Outdoor Gathering Space**

Director Korhorn stated that she is moving ahead with plans for the outdoor gathering space, and although this project is moving slower than originally anticipated, Fishbeck is still working on construction costs so that fundraising efforts can begin. Member Vogel asked what the biggest stall with this project is, Director Korhorn stated that funding and figuring out which components to move forward with are time consuming at the moment.

**c. Synthetic Ice Rink**

Director Korhorn stated that the synthetic ice rink has been put on hold at the moment, with no specific time frame in mind. Chairman Puplava expressed that she would like to see the ice rink on a future agenda for further discussion.

**ARTICLE 8. Any Other Business**

**a. Update - District Planning Activities**

**b. Lower Village Site Walk**

Director Korhorn stated that there will be a walk through site visit of the properties of Tuffy and the doctor's office (adjacent to Tassell Park) tomorrow at 10:30, and then concepts for this area will begin to be put together. In late August there will be public meetings planned for input to the Master Plan.

Member Siegle asked if the DDA has come to an agreement with both parties of these properties. Director Korhorn stated that the DDA does own the Tuffy property, but not the business, and that the doctor's office does plan on selling late 2020 or early 2021, and that there has been ongoing communication with them.

Chairman Puplava asked about the existing lease of the Tuffy business, Director Korhorn states that the existing lease expires in February of 2022, and then they have two, 5-year options after that.

Member Beahan stated that it looks firm that the Township will be able to purchase the doctor's office. Member Siegle asked who is paying for the doctor's office, Director Korhorn stated that FERC would like the Township to purchase the building as it is in a flood zone, so the Township will be paying for that out of their funds.

**ARTICLE 9. Adjournment**

**Motion was made by Member Siegle to adjourn.  
Supported by Member Stephan. Motion carried 5 to 0.  
Meeting was adjourned at 6:20 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary