

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, May 19, 2020
5:30 P.M. Online Zoom Meeting

ARTICLE 1. **Chairman Puplava** called the meeting to order at 5:32 P.M. via online Zoom meeting
Members Present: Siegle, Puplava, Stephan, DeWitt, Beahan
Members Absent: Kingsland, Makkar, Growney
Others Present: DDA Director Sandra Korhorn and Trevor Bosworth with Viridis Design Group

ARTICLE 2. **Approve the current Agenda.**

Motion was made by Member Beahan to approve the Agenda. Supported by Member Siegle. Motion carried 5 to 0.

ARTICLE 3. **Approve the Minutes of the January 21st, 2020 Meeting.**

Motion was made by Member Beahan to approve the Minutes of the January 21st, 2020 Meeting. Supported by Member Siegle. Motion carried 5 to 0.

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

No one came forward.

ARTICLE 5. **Consideration of Approval of the Proposal for the Lower Village Plan**

Director Korhorn stated that Viridis Design Group had been asked to submit a proposal for a Master Plan for the area of the Lower Village. This area consists of two parcels; the Tuffy parcel and the office building below Tuffy on the river. Director Korhorn stated that with the recent purchase of the Tuffy property and the potential purchase of the office building, it was important to consider all possible options for development of these parcels as this is a very visible and busy gateway into the Cascade Community. Director Korhorn stated that Viridis Design Group did the Outdoor Gathering Space design for the Township, so we have worked with them before.

Director Korhorn introduced Trevor Bosworth from Viridis Design Group, and stated that his proposal is in the packet for review. Services in the Master Plan include looking at and assessing existing sites, meeting with Township staff and stakeholders and

community engagement. The (not to exceed) cost to put the plan together is \$11,400 and tonight will be a recommendation to the Township Board for review at their May 27th Meeting. The proposal will be approved or denied at that time by the Township Board.

Member Stephan asked what the timeline of this process is, from the first initial meeting until public participation. Mr. Bosworth stated that there are three phases in this project and phase two will include public engagement which is projected to start in mid-July and go through September.

Chairman Puplava asked when the lease for the Tuffy property ends. Director Korhorn stated that the current lease they are in right now ends near February of 2022, but added that there are two, five-year extension options as well. Chairman Puplava asked for confirmation that the office building to potentially be purchased is the Perkins/Goldberg building and asked if there is a timetable in mind for acquiring that property in order to start moving forward. Director Korhorn stated that towards the end of this year (2020), the property will potentially be for sale.

Member Siegle asked if the Master Plan should be developed before it is known for sure if Tuffy will extend their lease at all, or before the office property is acquired. Director Korhorn stated that although it is unclear what will happen with the Tuffy property, the idea of having this plan figured out and in place is good. Chairman Puplava asked if Tuffy has been communicating with the public about this transition. Director Korhorn stated that she did not know. Chairman Puplava asks about the possibility of Tuffy claiming an adverse effect on their business by the Township asking the public for input to the Master Plan. Director Korhorn stated that the Township owns the property and is looking at future uses and ideas for that space. Member Beahan agrees that spending the money now for a conceptual plan is a good idea, even if execution is years away. Chairman Puplava states that she believes engaging with the public (phase two of the plan) should wait until confirming with the current property and business owners that doing so will not interfere with their businesses. Chairman Puplava also states that she believes having them aware of the process is a step that should be taken. Member Beahan agrees with this.

Member Siegle asks if a price has been set for the purchase of the office building. Director Korhorn and Member Beahan state that it has not. Member Siegle states that he believes a price needs to be set before the public is involved. Member Siegle also states that because of the uncertainty regarding community gathering and involvement at this time, waiting until a later time to ask for involvement and opinions might be a good idea.

Member Stephan asked if the plan potentially goes out ten years, could it be dramatically impacted if more property in the direct area is acquired in the process. Chairman Puplava states that since the plan is headed towards mostly green space, she doesn't believe it would differ much.

Chairman Puplava asks if there is a downside of waiting to start the study and development of a plan. Director Korhorn stated that if Tuffy closed and there was no plan in place, the property would be vacant. Member Siegle asked if an environmental study will need to be done once Tuffy closes and moves out. Director Korhorn stated that environmental study was done prior to the purchase of the property. There will be some remediation that will need to be covered by the DDA.

Member Beahan asked if phase one can be started on time, while waiting to start phase two until further purchase conversation can be held with the current business and property owners, and participation of public engagement is opened up more. Mr. Bosworth states that would be possible, and is part of why the plan is broken up into three phases.

Motion was made by Member Beahan to move ahead with phase one as planned with a caveat that there be a flexible time frame for phase two, and a determined price for purchase of the Goldberg/Perkins site be negotiated as soon as possible. Supported by Member DeWitt. Motion carried 5 to 0.

ARTICLE 6. Consideration of Funding for the Cascade Metro Cruise Warmup

Director Korhorn stated that because of the Covid-19 Pandemic, it is unclear at this time if this event will take place. If it does take place, it will be held Thursday, August 20th at the Thornapple Center. Director Korhorn stated that she had a meeting today with the Metro Cruise Warmup Committee and it was decided at this time event planning will move forward. Director Korhorn states this has been an annual event and a final decision to hold or cancel the event will need to be made by July 31st.

Director Korhorn states that a discussion was held to scale back the event by possibly eliminating the bounce house, face painting, balloon animals and other kids' activities, while still having a band for entertainment and food trucks. Director Korhorn states that a sponsorship from the DDA of \$5,000 is being asked for at this time. In the past there have been sponsorship from local businesses, however, Director Korhorn states that she is unsure if those will be obtained this year. The Cascade Community Foundation has provided a grant of \$2,800 for this event.

Chairman Puplava states that she is in favor of approving the sponsorship amount for this event as it is possible to modify it for people to safely attend. Member Stephan points out that the band is really the only thing needed to procure to be able to hold this event. Director Korhorn agrees, and states that it was discussed to not provide tables and chairs as usual to help keep attendees more comfortable and safer.

Motion was made by Member Stephan to approve the sponsorship request of \$5,000 for the Metro Cruise Warmup. Supported by Member Siegle. Motion carried 5 to 0.

ARTICLE 7. Any Other Business

Director Korhorn reminded Members of the next meeting on June 16th, and there will be an informational meeting held during that meeting.

ARTICLE 8. Adjournment

Motion was made by Member DeWitt to adjourn. Supported by Member Siegle. Motion carried 5 to 0. The meeting was adjourned at 6:11 P.M.