

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
March 19<sup>th</sup>, 2019  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 P.M.  
Members Present: Beahan, Kingsland, Stephan, Growney, Siegle, Puplava, McNeil-Chapman, DeWitt  
Members Absent: Makkar  
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 Siegle to approve the Agenda. Supported by Member McNeil-Chapman. Motion carried 8 to 0.**

**ARTICLE 3. Approve the Minutes of the February 19, 2019 Meeting.**  
  
**Motion was made by Member Siegle to approve the Minutes as presented. Supported by Member Kingsland. Motion carried 8 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**  
  
No one came forward.

**ARTICLE 5. Discuss and Consider DDA recommendation for the Centennial Park Streetscape Project.**  
  
Director Korhorn started by showing construction drawings for the project, stating that nothing has changed since they were last seen at a meeting. She then stated that there have been meetings with the property owners in Centennial Park that they still need permanent easements, temporary easements, or grading easements from. The response has been good so far from them. In order to move this forward, Director Korhorn said that she does need a recommendation for the Township Board. This project will be bonded for at a cost of around one million dollars.

**Motion was made by Member Kingsland to move forward with sending this to the Township Board. Supported by Member Siegle. Motion carried 8 to 0.**

**ARTICLE 6. Discuss and Consider DDA Sponsorship for the Sunday Afternoon Live Concert Series.**  
  
Director Korhorn stated that this will be Season 5 of seven months of free concerts held at the Wisner Center, one afternoon each month from October through April. There is a \$1,500 sponsorship being requested from the DDA for these events.

There is an average of 110 attendees per show, and the total project cost for the series is \$24, 390. This sponsorship level is the same as years past.

Director Korhorn states that staff is recommending approval of this project.

**Motion was made by Member McNeil-Chapman to have the DDA sponsor this series. Supported by Member Kingsland. Motion carried 8-0.**

**ARTICLE 7. Discuss and Consider DDA Sponsorship for the Family Nights at the Library Series.**

Director Korhorn stated this is a series that was started last year to use and promote the space of the outdoor gathering area. There were five family friendly summer programs last summer that were very popular. In addition to the five programs again this summer, there will be three concerts added to the schedule. Total cost for the program is \$3, 000, of which \$1,550 is being requested from the DDA. Last year the Sponsorship was \$1,400 from the DDA. Director Korhorn stated that since there are no pathways or ADA access to the outdoor gathering area site, last year the use of a golf cart was donated to assist residents with mobility issues to the site. Renting a golf cart from US Golf in Caledonia for use this summer would be \$1,625. That would include delivery, 3 months use, and then pick-up when the series is over. The gas operated cart would more than likely be stored at Burton Park, transported by the Building and Grounds staff. There has also been a suggestion of having a tent for shade since there is none in that area; rental of a 20x20 tent from Kingsland would be \$200-\$400.

Director Korhorn invited Vanessa Walstra (Branch Manager of the library) to come forward with comments about the Series. She stated that many residents commented on how nice it was to have music and entertainment in that area. This year potential musical performers are Voices of Freedom, The Bucket of Maybes, Pint Size Polkas, and The 126 Army Band. These concerts are usually around an hour long. Marketing is done through KDL promotional materials, as well as the Township promotions and publications.

**Motion was made by Member Siegle to have the DDA sponsor the Family Nights and Summer Concert Series in the requested amount of \$1,550. Supported by Member Growney. Motion carried 7-0.**

**ARTICLE 8. Discuss and Consider Golf Cart Rental for Family Night series.**

Member Siegle asked about the Townships Kubota that plows snow from walkways and if it would be suitable to use instead of a golf cart. Director Korhorn stated that it is not easy to climb in and out of, and for persons with limited mobility it would not work very well. The proposed golf cart would be staffed and driven by a member of the KDL Staff. KDL has liability coverage for drivers of the cart. Director Korhorn stated that she did look into purchasing a golf cart instead of renting one, but that if the Outdoor Gathering Space is completed it will have paths and walkways for easier travel.

**Motion was made by Member DeWitt to approve the rental of a golf cart for the upcoming Family Night Series. Supported by Member McNeil-Chapman. Motion carried 8-0.**

Discussion was then opened by Chairman Puplava about the rental of a tent. She stated that a tent may be useful for more events that the Township has throughout the year, and questioned if purchasing one would make more financial sense. Director Korhorn stated that she was unfamiliar with what size tent would work best for these events, suggesting that renting one first might help if the decision is made to purchase one (and what size tent) in the future. The suggestion was made to rent a tent for upcoming events this year, and to look into the purchase of a tent for 2020's events.

**Motion was made by Member Beahan to rent a tent at the cost of \$250 as needed this year, and to look into the purchase of a tent for the following years events. Supported by Member DeWitt. Motion carried 8-0.**

**ARTICLE 9. Discuss and Consider Special Event Permit Application**

Director Korhorn stated that she has had discussions with local business in the district that are interested in holding events for the community, and that there is no clear form for them to fill out for permission, or to request funding for an event. She stated that there is a draft copy of a form for Members to look at in their packets. This form would be filled out by the business, and submitted to Sandra for approval or denial by the DDA. Chairman Puplava stated that the part of the form that requests funding for events from the DDA should be separated from the initial application for approval of an event, by being either written on a separate page, or stated in a different manor. The intention to serve alcohol at an event should also be stated so that the proper channels and rules can be followed with the Liquor Control. An outdoor event or gathering with over 200 persons in attendance does need a permit approved by the Board.

Director Peterson stated that these forms would be filled out for events held at various locations on Township Property, as well as on a business' property. These events will all be required to be open to the public, as DDA funds are only to be used for public purpose. Member Siegle suggested that the forms should only need to come in front on the Board if funds are being requested from the DDA, but also be open to Director Korhorns discretion for Board approval.

Director Korhorn stated that an Events Committee is being formed to discuss potential events to be held in the district for the community.

Director Korhorn stated that she will produce a revised form for funding request from the DDA.

**ARTICLE 10. Any Other Business**

**a. Planning Activities**

Director Korhorn stated there are no planning projects to update or talk about at this time.

**b. Special Meeting – May 21, 2019, 5:30pm**

Director Korhorn stated that this will be a joint meeting with the Planning Commission, Zoning Board, Township Board, and DDA Board. The Master Plan will be discussed along with projects and a vision for the area.

Director Korhorn stated that the Master Plan Meeting has taken place. It is in a draft form on at this point, but Director Korhorn told the Board that she would send them the link so they can look at it. At the next Township Board Meeting, there will be a resolution that the Board will have to approve that states that the Master Plan will be opened to the public for review for a period of 63 days. Comments are welcomed during that time. A public hearing will be held in the early part of June for the Planning Commission to review the Plan and comments received, and make a recommendation to the Township Board for the approval of the Master Plan.

Director Korhorn stated that there is a change in Michigan DDA Law. The DDA is now required to hold two informational meetings a year. The taxing authorities that are collected from need to be invited. These include Kent County, Grand Rapids Community College, Kent District Library, and Cascade Township. These meeting are also open to the public. No action needs to be taken at these meetings, they will be for informational purposes only.

**ARTICLE 11. Adjournment.**

**Motion was made by Member Beahan to adjourn. Supported by Member DeWitt. Motion carried 8 to 0. The meeting was adjourned at 6:30 p.m.**