

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
October 18, 2022  
5:30 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/84772691985>

Meeting ID: 847 7269 1985  
By Phone: 1 312 626 6799

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|----------------|------------|--|
| <b>ARTICLE</b> | <b>1.</b>  | Call the Meeting to Order<br>a. Record the Attendance  |
| <b>ARTICLE</b> | <b>2.</b>  | Approval of the Agenda   |
| <b>ARTICLE</b> | <b>3.</b>  | Approval of the Minutes of September 20, 2022  |
| <b>ARTICLE</b> | <b>4.</b>  | Acknowledge visitors wishing to speak regarding any agenda or non-agenda items ( <i>Comments are limited to five minutes per speaker</i> )                               |
| <b>ARTICLE</b> | <b>5.</b>  | Introduction of Township Engineer – Aric Thorne  |
| <b>ARTICLE</b> | <b>6.</b>  | Discuss DDA & Strategic Plan Draft Goals and Objectives  |
| <b>ARTICLE</b> | <b>7.</b>  | Update on the Transportation Committee   |
| <b>ARTICLE</b> | <b>8.</b>  | Discuss and Consider Permanent Tree at Westdale Park   |
| <b>ARTICLE</b> | <b>9.</b>  | Discuss Centennial Park Streetlights   |
| <b>ARTICLE</b> | <b>10.</b> | Discuss and Consider Pedestrian Facilities Improvements on Cascade Rd. Bridge  |
| <b>ARTICLE</b> | <b>11.</b> | Update on 2023 DDA Budget  |
| <b>ARTICLE</b> | <b>12.</b> | Any Other Business<br>a. Next Meeting: November 15, 2022<br>b. Township Board Minutes: September 14 & 28, 2022<br>c. Transportation Committee Meeting – November 2, 2022 |
| <b>ARTICLE</b> | <b>13.</b> | Adjournment  |

**Minutes**  
Cascade Charter Township  
Downtown Development Authority  
Tuesday, September 20, 2022  
7:00 P.M.  
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Puplava called the meeting to order at 5:31 P.M.  
Members Present: Vogel, Kleyla, Puplava, Growney, Lesperance, Siegle  
Members Absent: Makkar and Stephan (excused)  
Others Present: DDA Director Sandra Korhorn and those listed on the sign-in sheet.
- A moment of silence was held for former DDA Member, Gordon Reynolds, who recently passed away.
- ARTICLE 2. Approve the Agenda**
- Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Growney. Motion carried 6 to 0.**
- ARTICLE 3. Approve the Minutes of the August 16, 2022 Meeting**
- Motion was made by Supervisor Lesperance to approve the August 16 Meeting Minutes as written. Supported by Member Growney. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge any visitors wishing to speak regarding any agenda or non-agenda items**
- There was no one that wished to speak.
- ARTICLE 5. Update on Cascade Branch of the Kent District Library Outdoors Gardens and Activity Space**
- Formerly Article 7.
- Motion was made by Chair Puplava to amend the agenda due to Chris Khorey of McKenna running behind. Supported by Member Kleyla. Motion carried 6 to 0.**
- Director Korhorn stated that the Township Board approved plans provided by Friends of the Library for the outdoor garden and activity space. The plan will be presented for additional funding in front of the Cascade Community Foundation and they have applied for grants. The Friends of the Library may seek financial assistance from the DDA in the future, but they don't know for certain when or how much will be needed.
- ARTICLE 6. Update on Township and DDA Strategic Plan**
- Formerly Article 5 and 6.
- Chris Khorey of McKenna attended the meeting to discuss momentum on both strategic plans. He stated that the Township Strategic Plan was adopted on September 14.

In relation to the DDA Strategic Plan, their main objective for the meeting was to determine scheduling logistics and answer questions. The first step will be the development of the Lower Village. Khorey's team from McKenna will conduct a walk-through of the village area so they can conceptualize the layout when designing it. Establishing mitigation efforts to prevent issues on Cascade Road and creating and presenting a plan to the Road Commission will also be part of the lower village development. Member Vogel added that, if they explain how the proposed changes on Cascade Road, will calm traffic, they should not have a problem getting a plan approved.

Following the lower village development, focus will shift to the Thornapple Plaza; this plan will be developed throughout 2023.

The Upper Village/Library area is the last phase of the project. Questions were raised about how renovation of the library's exterior will play into the central gathering space. Chair Pupilava mentioned that there's potential for multiple gathering spaces. There are a few locations in the lower village that could be turned into gathering spaces, but it depends greatly on what the library decides to do and the success of traffic calming measures along Cascade Road.

Member Growney mentioned there is land off of Thornapple River Drive that will be for sale soon which could be an opportunity to create a gathering space.

#### **ARTICLE 7. Discuss and Consider Holiday Lighting Bids**

Formerly Article 8.

Director Korhorn stated she sent out an RFP and received 5 proposals from 3 companies; a breakdown of each proposal was included in the packet. They also received a cost estimate from Bronner's for replacement string lights totaling around \$800. If these are purchased, B&G would be able to hang them with the snowflakes.

Staff recommended the Outdoor Lighting for Bid Item #1 which entail the company providing lights for Tassell and Westdale Park, purchase of string lights from Bronner's, and B&G installation of the lights on the street poles and hanging snowflakes throughout the village. There is also an option from Outdoor Lighting to add garland to pillars at the museum building for an extra \$540.

Chair Pupilava mentioned she was impressed with Outdoor Lighting's proposal and thought they were thorough.

**Chair Pupilava made a motion to approve Bid Item #1 with the garland included and that they purchase string lights from Bronner's. Supported by Supervisor Lesperance. Motion carried 6 to 0.**

**ARTICLE 8. Discuss and Consider Permanent Tree at Westdale Memorial Park**

Formerly Article 9.

Director Korhorn stated that Thornapple Nursery was asked to evaluate the space at Westdale Memorial Park for planting recommendations earlier this year. They suggested an 8-10ft Norway Spruce tree, but the park has since installed a flag pole and dedication plaque so the tree location may need to be shifted. The cost will total approximately \$800.

Chair Puplava would like more information about other placements and sizes of trees, given the new permanent landscape attachments.

**ARTICLE 9. Discuss 2023 DDA Budget**

Formerly Article 10.

Manager Swayze discussed the current DDA budget to gather input on additions or removals. The budget for this year is slightly above 1.2 million dollars, with an anticipated fund balance of 2.3 million dollars by the end of this year. Based on this year's unspent money, next year's budget will be around 2.5-2.6 million dollars.

The budget consists of line items for select administrative staff positions, engineering, legal counsel, bus service, electricity, pole replacements, water, sewer, and maintenance.

Chair Puplava suggested changing "bus service" to "transportation service".

Director Korhorn added that Centennial Park has issues with street lights. She is gathering additional information but estimates the project to cost around \$75,000.

Some projects included in the budget are the stamped concrete sealing, metro cruise warmup, and property tax refunds. The special projects line item includes DDA decorations, marketing/promotional materials, and the flower landscaping project. There are also opportunities to utilize the Township's general fund if the DDA's plan coincides with the overall township's planning.

For the capital outlay section, there were line items for the lighting project, an insurance claim, and debt services for the Tuffy Muffler property. Member Siegle asked what the debt schedule is and how much interest there is. Manager Swayze was unsure of the exact debt amount but stated the interest is 21%. There is a 5-year waiting period before paying off the debt services. This is seen as a benefit since libraries can opt out of DDAs at any point as long as the DDA doesn't carry debt. Once the DDA is debt free, the library can opt out of the TIF plan if they want.

The DDA needs to begin budgeting future capital improvements to show how their projects will be funded. This budget will need to be configured no later than the November meeting.

Chair Puplava asked Director Korhorn to include a link to the TIF plan on the agenda for the October and November meetings.

Member Kleyla asked for a status report on TIF plan projects since some may be incomplete.

**ARTICLE 10. Update – Grant Applications**

Formerly Article 11.

Director Korhorn stated that they will be applying for a total of three grants this year and have already been awarded the Consumers Energy Tree Grant. This is a reimbursement grant for up to \$3,000 and requires 15 trees be planted on public property by November 11. The DTE grant has been submitted but is still pending. Additionally, the DNR Community Forestry Grant will be submitted soon. They require a completed forest management strategy document, which the Township does not have. The board inquired whether the township could apply for forest management grant through the DNR and if possible, staff should look into it.

**ARTICLE 11. Any Other Business**

Formerly Article 12.

- a. Next Meeting: October 18, 2022**
- b. Township Board Approved Minutes: August 10 & 24, 2022**
- c. Informational Meeting-** This will either be after the October or November meeting.
- d. Transportation Committee Meeting – October 6, 2022**
- e.** For 2023, the DDA will continue to hold meetings on the third Tuesday of every month at 5:30 P.M.
- f.** Chair Puplava suggested a budget increase for education since more educational opportunities will be included in the DDA Strategic Plan.
- g.** Supervisor Lesperance mentioned that B&G would like a brick border built around the medians for safety purposes. She also spoke about a neighboring community hosting a “Where’s Waldo” scavenger hunt in local businesses. This could be a good way to increase foot traffic to this type of business in Cascade.
- h.** Crime rates have gone up along 28<sup>th</sup> Street. Member Vogel suggested designating a time for public comments on this issue to gather more facts and create a plan.

**ARTICLE 12. Adjournment**

Formerly Article 13.

**Motion was made by Member Vogel to adjourn the meeting. Supported by Member Kleyla. Motion carried 6 to 0. The meeting adjourned at 7:31 P.M.**

Respectfully submitted,

Rene Growney, Secretary

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Discuss DDA & Strategic Plan Draft Goals and Objectives

**Meeting Date:** October 18, 2022

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Included in the packet is a memo from McKenna regarding the DDA & Strategic Plan Draft Goals and Objectives. These will assist with project identification, organization and fund utilization for implementation.

Also included in the packet is a bubble map. This map includes the results from the Village area walking tour and will be discussed at the meeting.

Chris Khorey and/or Danielle Bouchard will be at the DDA meeting to review the goals and objectives with the board.



# Memorandum

**TO:** Cascade Township DDA  
**FROM:** Danielle Bouchard, AICP  
Chris Khorey, AICP  
**SUBJECT:** **DDA & Strategic Plan Draft Goals and Objectives**  
**DATE:** October 10, 2022

The DDA is in the process of developing a strategic plan. A primary component of the strategic plan is to analyze and identify the overarching goals and objectives. Goals and objectives will assist with project identification, organization, and, eventually, fund utilization for implementation.

Goals are used to describe the general guidelines and direction for the DDA. Objectives define general strategies used to achieve the overarching goals.

## **DDA GOAL #1: DEVELOP A STRATEGY FRAMEWORK FOR THE DDA THAT ALIGNS WITH STRATEGIC PLAN INITIATIVES**

### **Objective: Define the DDA's mission statement**

- Articulate an overall vision for the DDA's roles and responsibilities. Many DDA's around the State will have a mission such as: "...to halt property deterioration, increase property tax valuation, and promote economic growth in the development area"

### **Objective: Identify the focus areas that supports the DDA's mission.**

- This will become the Township's upper and lower village area and Thornapple Plaza

### **Objective: Ensure that all the DDA's statutory requirements and documents are up-to-date and reflective of the DDA's desired direction**

- Update the DDA and TIF plan as needed and appropriate. This will be done in compliance of PA 157 of 2018
- Review the Township's Complete Streets Plan and identify opportunities for updates, if applicable
- Provide training opportunities for DDA members, such as budget to attend Michigan Downtown Association conferences or virtual webinar trainings hosted by the Michigan Association of Planning or the Michigan Economic Development Corporation

## **DDA GOAL #2: SUPPORT ECONOMIC DEVELOPMENT INITIATIVES**

### **Objective: Develop outreach efforts to the business community**

- Continue to develop and foster relationships with local business owners
- Identify and implement various economic development tools for business owners. This can include incentives such:



- A reenergized façade improvement program
- Offering matching grants
- Mobility improvements (e.g., nonmotorized transportation, sidewalks, public transit)
- Infrastructure improvements (e.g., internet)
- Partnerships with State economic development agencies
- Create a space for business development and outreach opportunities, such as a job fare hosted at a Township site

**Objective: Continue efforts to advertise the DDA and the DDA's work in the Township**

- Develop various marketing strategies as appropriate (e.g., branding, community surveys, etc.)
- Keep the Township's inventory of available properties updated and easy to find/navigate online
- Develop a "Wishlist" of properties for potential property acquisition opportunities

**DDA GOAL #3: DEVELOP A STRUCTURED PROCESS FOR PROJECT INITIATIVES**

**Objective: Define the various projects and programs the DDA will undertake to further the DDA's established mission**

- Identify the major players involved (e.g., Township Staff, DDA members, Township Board representatives, business/property owners, etc.)
- Frame the DDA's short-, mid-, and long-term projects
  - Initiate conversations with key stakeholders
  - Associated costs
  - Establish a framework for which the projects will be initiated and implemented
- Identify a process for future property acquisition efforts
- Attend future joint meetings with Township organizations and provide reports to Township organizations, as needed

**DOWNTOWN STRATEGIC PLAN GOAL #1: DEVELOP AN UPPER VILLAGE VISION**

**Objective: Using information gathered during the site walking tour and institutional knowledge, develop a concise vision for the upper village area**

- Define the focus area for the upper village, specifically, the vision for Old 28<sup>th</sup> Street
- Consider the following concepts:
  - Site improvements to the library area
  - A wish list vision for the Noto's site
  - Nonmotorized connectivity to the lower village and commercial stores across 28<sup>th</sup> Street
  - Placemaking initiatives
  - Natural elements (e.g., public space, landscaping, etc.)
- Develop a list of potential property acquisition opportunities
- Engage local experts in the visioning process (e.g., Road Commission, Township Engineer, etc.)

**Objective: Work alongside other Township organizations and stakeholders to develop a plan that realizes the highest and best uses for the area**

- Continue partnerships with the Parks Committee to identify public space opportunities and associated programming





- Continue partnerships with the Kent District Library to support the new library expansion vision
- Identify staff assistance for project implementation
- Engage with local property and business owners
- Define opportunities to create public/private partnerships to assist with implementation
- Ensure local “buy-in” on the final results (e.g., a community open house, community survey, public meetings, etc.)

**Objective: Develop an implementation plan for the upper village area**

- When complete, utilize the step-by-step action plan as written for the upper village area plan

**DOWNTOWN STRATEGIC PLAN GOAL #2: DEVELOP A LOWER VILLAGE AREA VISION**

**Objective: Using information gathered during the site walking tour and institutional knowledge, develop a concise vision for the lower village area**

- Consider the following concepts:
  - o Site improvements to existing underutilized properties
  - o Nonmotorized connectivity to upper village
  - o Placemaking initiatives
  - o Local precedents (e.g., village center architectural standards)
  - o Identify local market gaps to target new development opportunities (e.g., retail, restaurants, indoor/outdoor recreation)
  - o Local recreational programming
- Develop a list of potential property acquisition opportunities
- Engage local experts in the visioning process (e.g., Road Commission, Township Engineer, etc.)

**Objective: Advocate for local regulations to support desired development**

- Reenergize the Township’s architectural review committee
- Work alongside the Planning Commission and Township Board for appropriate zoning ordinance revisions (as identified in the final plan) and future land use amendments

**Objective: Work alongside other Township organizations and stakeholders to develop a plan that realizes the highest and best uses for the area**

- Continue partnerships with the Parks Committee to identify public space opportunities and associated programming
- Identify staff assistance for project implementation
- Engage with local property and business owners
- Define opportunities to create public/private partnerships to assist with implementation
- Ensure local “buy-in” on the final results (e.g., a community open house, community survey, public meetings, etc.)

**Objective: Develop an implementation plan for the upper village area**

- When complete, utilize the step-by-step action plan as written for the upper village area plan

**DOWNTOWN STRATEGIC PLAN GOAL #3: DEVELOP A PLAN FOR THORNAPPLE PLAZA**



**Objective: Utilize the area's strengths, weaknesses, opportunities, and threats to assist with vision development**

- Conduct an in-depth analysis of the opportunities and constraints to achieving the desired outcomes
- Engage local key players in the process to create a tangible approach for (re)development
- Define opportunities to create public/private partnerships to assist with implementation

**Objective: Develop a partnership with managers, landlords, and property owner(s)**

- Reach out to each applicable manager, landlord, and property owner to achieve support
- Initiate semi-frequent meetings with applicable entities (carrying over to implementation phase)

**Objective: Ensure that Township processes and regulations align with the desired vision**

- Continue working relationships with Township and County staff to ensure that local and regional regulations (e.g., zoning and road improvements) are achievable

**Objective: Achieve consensus on the desired outcome for the Plaza**

- Work alongside applicable entities and hired consultant staff to develop the desired vision for the Thornapple Plaza
- Consider the desired programming for the future of the Plaza (e.g., gathering spaces, placemaking initiatives, recreation opportunities, types of commercial opportunities, etc.)

**Objective: Develop an implementation plan for Thornapple Plaza**

- When complete, utilize the step-by-step action plan as written for Thornapple Plaza

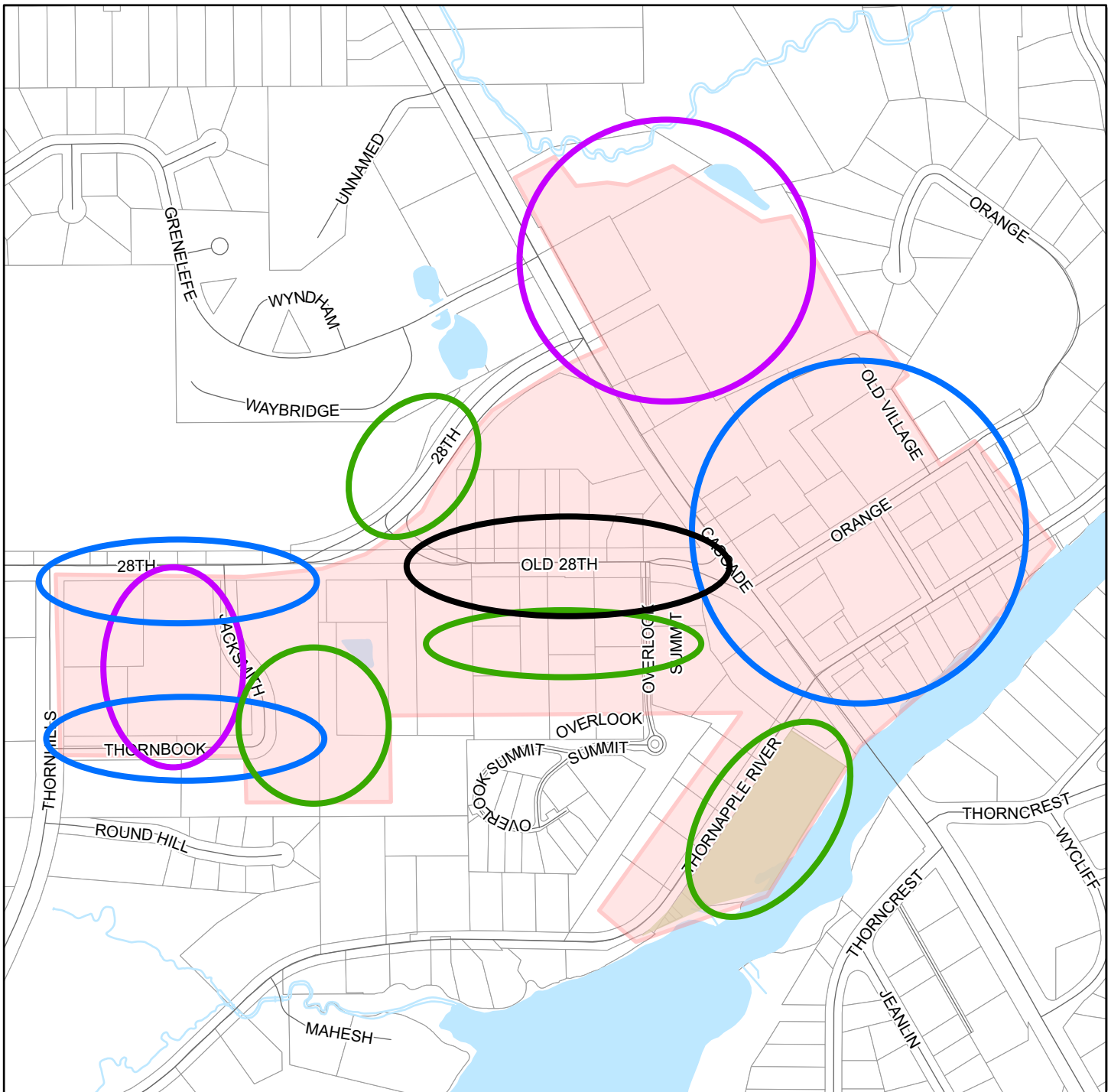
**SUMMARY**

We look forward to discussing these themes at the next DDA Meeting scheduled for October 18, 2022.

Respectfully,

Danielle Bouchard, AICP  
Senior Planner

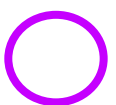
Chris Khorey, AICP  
West Michigan Manager



# Opportunity Zones

Cascade Charter Township, Kent County, Michigan

## LEGEND



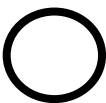
Redevelopment/Site Upgrades



Recreation/Nature



Beautification/Mobility



To Be Determined



Data Source: Michigan Geographic Data Library 2022. Grand Valley Metropolitan Council REGIS 2022. McKenna 2022.



MCKENNA

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Update on the Transportation Committee

**Meeting Date:** October 18, 2022

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The Transportation Committee held a meeting on October 6. Chris Khorey and Danielle Bouchard were in attendance to review the key takeaways from the Rapid Route 29 Data. This memo is included, for your information, in the packet, as well as the approved minutes from the July meeting.

Chris and Danielle will be at the meeting to provide an update from the October 6 meeting.



# Memorandum

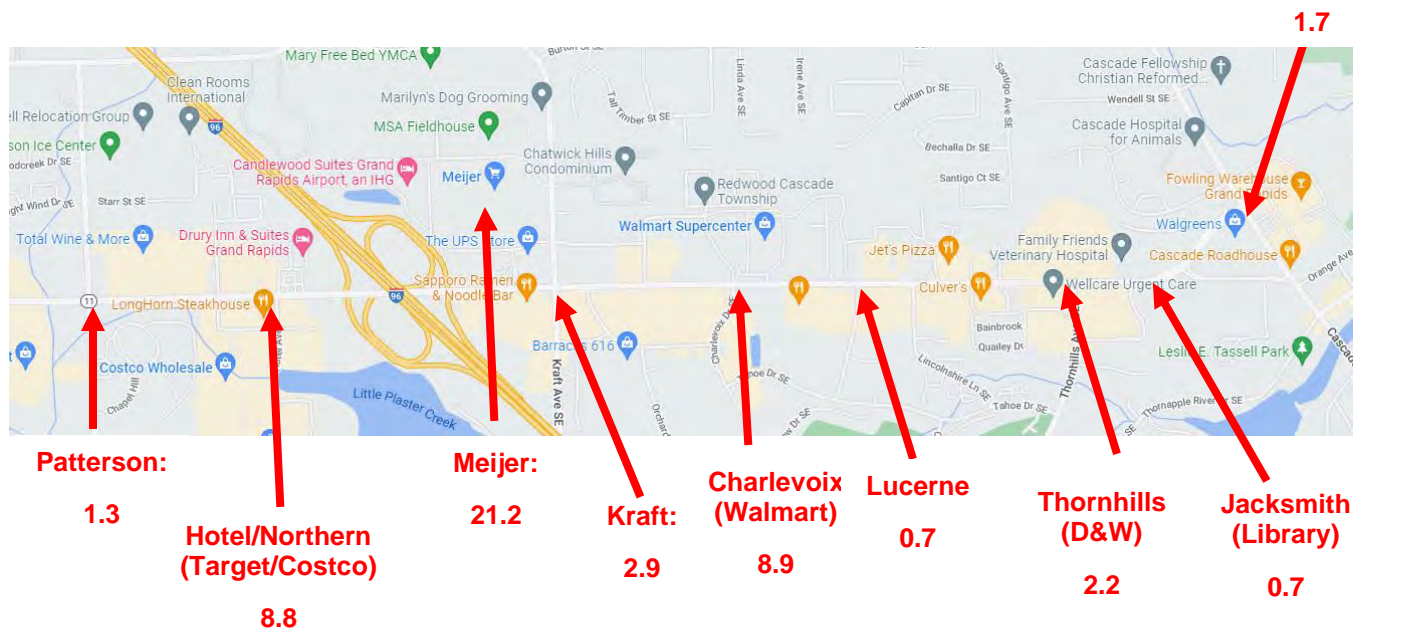
**TO:** Cascade Township Downtown Development Authority Transportation Committee  
**FROM:** Christopher Khorey, AICP, West Michigan Manager  
**SUBJECT:** Key Takeaways from Rapid Route 29 Data  
**DATE:** September 29, 2022

We have reviewed the Rapid Route 29 Ridership Data provided by Executive Director Sandra Korhorn, and have the following key takeaways.

- **Rapid Route 29 began operating in September 2021.** It runs from Woodland Mall (the Rapid's Kentwood Transit Center) to Cascade Village. Prior to September 2021, Cascade Township was served by Rapid Route 28, which ran all the way to Grandville. Route 28 was truncated to Woodland Mall, and Route 29 was added to cover the rest of the corridor.
- **The old Route 28 also used to serve the Mary Free Bed YMCA on Burton.** The bus no longer runs up to Burton, which makes it more efficient, but it now serves fewer destinations. There is an unused Rapid bus shelter outside the YMCA on Burton.
- **Route 29 runs on the following headways:**
  - Weekdays 6 AM to 7 PM: 30 minutes
  - Weekdays 7 PM to 10 PM: 60 minutes (this was changed from 30 minutes in September 2021)
  - Saturday 7:30 AM to 9:30 PM: 60 minutes
  - Sunday 7:30 AM to 6:30 PM: 60 minutes
- **Route 29 serves an average of 131 passengers every weekday.** There are 29 weekday runs, so each bus serves approximately 4-5 riders on weekdays.
- **Route 29 serves an average of 92 riders every Saturday.** There are 14 Saturday runs, so each bus serves 6-7 riders. So Saturday busses are actually the busiest runs, which is not surprising given the amount of retail on the corridor.
- **Route 29 serves an average of 53 riders every Saturday.** There are 11 Sunday runs, so each bus serves 4-5 riders.
- **Ridership is down since the 2021 changes.** Weekday ridership is down 14%, Saturday ridership is down 27%, and Sunday ridership is down 24%. The decrease is not due to Covid. Ridership had recovered to about 75% of pre-Covid levels by September 2021, and was holding steady before the routing and headway changes.



- **The cost to run the service is \$76.37 per hour.** That averages the two-run hours and the one-run hours. When there are two runs, the buses serve around 8-10 people per hour, and when there is one run, they serve 5-7 people per hour.
- **The cost per rider on Route 29 is \$5.39 on weekdays.** It's \$4.39 on Saturdays (because less frequent busses serve more people per bus) and \$5.71 on Sundays.
- **The fare for an adult rider is \$1.75 (\$1.25 for a child).** The exact amount each Route 29 rider pays is complex, though. The fare covers one transfer, so it's possible that the Route 29 rider already paid for a different bus, and is not paying for Route 29. There are also reduced fares for low-income riders, 10 ride passes that cost only \$1.35 per ride, promotional rates, and other discounts.
- **The bus is busiest between 3 and 6 pm,** which is not surprising as that is when all modes of transportation tend to be busiest.
- **The bus is least busy between 8 and 9 am,** which is surprising as that is generally considered “rush hour”, though many retailers and restaurants on the corridor open at 10 AM or later.
- **The map below shows ridership per day at each stop.** Stops across the street from each other have been combined to show the total demand for each intersection.



- **Meijer is by far the busiest stop.** Nearly half of all riders that board in Cascade get on at Meijer.



- **Ridership to Walmart, D&W, Target, and Costco is lower than Meijer, but boardings at major retailers are far higher than boardings at other stops.** It's worth noting that the bus drops off in the Meijer parking lot, but the stops for the other major retailers drop off on the 28<sup>th</sup> Street sidewalk.
- **Ridership drops off noticeably east of Wal-Mart.** Only around 10% of riders get on at one of the stops further east.
- **More people board the bus going westbound than eastbound,** which is not surprising as many riders probably originated at Woodland Mall or elsewhere in Kentwood, and are boarding in Cascade for the return trip.

I look forward to discussing these observations with the Transportation Committee on October 6.

**CASCADE CHARTER TOWNSHIP  
TRANSPORTATION COMMITTEE  
MEETING**

July 13, 2022

10:30 a.m.

Cascade Township Hall – Large Conference  
Room 5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

**Members Present:** DDA Members - Puplava, Stephan, Vogel, Supervisor Lesperance

**Others Present:** Township Manager (TM) Ben Swayze, DDA Director Sandra Korhorn, Chris Khorey of McKenna

**ARTICLE 1. Call to Order:** Meeting was called to order at 10:30 a.m.

**ARTICLE 2. Committee Name:** Member Puplava asked the committee members their thoughts on changing the committee's name from the "Bus" Committee to the "Transportation" Committee. Members felt that was appropriate.

**ARTICLE 3. Discussion Regarding Direction of Committee:** There was discussion regarding the committee and the Open Meetings Act. Future meetings will also be noticed and an agenda will be circulated.

The Committee referenced the Bus Goals memo that was circulated at the DDA meeting and the Decision Path on the bottom of the page. Chris Khorey of McKenna indicated he was at the meeting to help. He stated their office can provide research, resources, best practices, etc. Member Puplava asked that the services to be provided are spelled out.

DDA will have to authorize any additional work to be provided by McKenna. The DDA will have to determine the scope of what is needed. Member Stephan asked if McKenna already has information related to the transportation services for Cascade Township? Khorey clarified that he will be presenting at the next DDA meeting on the Strategic Plan process and any information he has is from that process.

There was discussion on how often the committee should meet. It was decided that there would not be a set schedule and the committee would call meetings as needed.

The Decision Path in the memo benchmarked June to Investigate and Analyze The Rapid service. The committee asked staff to compile information regarding the services and a summary sheet, for the committee.

Khorey mentioned the committee should look into The Rapid Connect service, an on-demand service that recently started and operates in Kentwood and Walker. There was question as to who the service is available to.



Members asked that the August DDA meeting include a packet and summary of the existing Rapid service, including all the metrics as well as information on The Rapid Connect, that includes pricing and how they operate (contract, rider transaction, etc.). It was asked whether The Rapid Connect service drivers are employees of The Rapid or Independent drivers? The Committee asked that this information be circulated to them before the DDA meeting.

There was discussion regarding The Rapid millage and which communities pay the millage.

The committee/DDA must determine where the transportation service needs to go for this to be effective and what are the "Must Haves". Currently, The Rapid Route 29 runs in the DDA District. The committee, when they identify opportunities, can communicate any additional areas with the township board.

The Bus Committee memo benchmarked July for exploring and brainstorming transportation options. Manager Swayze discussed the Paratransit options with Hope Network and the Go!Bus.

There was discussion regarding the Hope Network Wheels to Work program. Staff was asked to clarify exactly how this service works (i.e., cost, are employees on the same shift, do employees pay, service area, is it on on-demand or scheduled service, etc.). What is the reliability and consistency?

Brainstorming for other options – Chris Khorey may be able to provide assistance with this area of discussion. It would be helpful if Khorey could provide a proposal for assisting with transportation solutions. Khorey will provide proposals at the August meeting to help with transportation services as well as a Strategic Plan for the DDA. Any update to the DDA TIF plan would be a separate proposal at a later date.

There was discussion on the timeline for the Decision Path memo. The investigation stage will be pushed out beyond August. The goal of the investigation and decision making is to have everything completed, well in advanced, of the time when the existing Rapid service will be up for a contract renewal.

Khorey asked about the timeline for getting The Rapid involved in the discussion? The committee thought fall was the timeline for engaging The Rapid representatives, although this date is somewhat fluid. The thought was, after we gather all information, we would then go to the public with surveys, etc.

It was asked if the Decision Path timeline is feasible or how it should be tweaked? Khorey indicated that he thinks we will want to come up an option, or multiple options, to see if they are feasible and then take those to the businesses, riders, etc. The committee should look at what the

key objectives are, which also allows for the documentation of the pros and cons. It is easier to see the data in a side-by-side comparison with the same categories, (cost, time of operation, etc.). The committee should decide what the key metrics are.

In the end, the decision will be made by the DDA board, at a public meeting, after given a summary of the options/information.

**ARTICLE 4. Adjournment:** The meeting adjourned at 11:32 a.m.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Discuss and Consider a Permanent Tree at Westdale Memorial Park

**Meeting Date:** October 18, 2022

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At the September meeting, the DDA board instructed staff to gather additional information regarding planting a permanent, real tree at the Virgil Nishimura Westdale Memorial Park. Staff met on site with Thornapple River Nursery to discuss a potential location for a permanent tree and size/type of tree that would work in the location.

Adam Boonenberg is a landscape designer at Thornapple River Nursery. He suggested a 10-12' Norway Spruce. Included in the packet is a picture of Westdale Park showing the approximate location recommended for the tree and the proposal from Thornapple River Nursery.

The DDA board should discuss and consider whether they would like to move forward with a permanent tree.











# PROPOSAL



**Thornapple  
River  
Nursery**  
For over 50 years

8080 28TH ST., S.E. • ADA, MI 49301  
(616) 676-0102 • FAX (616) 676-1599  
[www.thornapplerivernursery.com](http://www.thornapplerivernursery.com)

Retail • Landscape • Design • Irrigation • Maintenance

DATE

9/20/2022

P.O. NO.

CASCADE TOWNSHIP OFFICES  
5920 TAHOE DRIVE SE  
GRAND RAPIDS, MI 49546

PROJECT			
QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	PLANT NORWAY SPRUCE AT MUSEUM PARK CASCADE Norway Spruce 10-12' B&B Planting MI Sales Tax	625.00 595.00 6.00%	625.00T 595.00 37.50
		<b>TOTAL</b>	<b>\$1,257.50</b>

WE PROPOSE to furnish labor and materials - complete in accordance with above specifications for the sum indicated. PAYMENT to be made as follows: ONE HALF DOWN, BALANCE ON COMPLETION. Terms: 30 Days. Unpaid Balances – Finance Charge: 2%  
NOTICE: DAMAGE RESULTING FROM OWNERS FAILURE TO NOTIFY CONTRACTORS OF UNDERGROUND HAZARDS (INCLUDING BUT NOT LIMITED TO: IRRIGATION, ELECTRIC, INVISIBLE FENCING) WILL BE AT THE OWNERS EXPENSE/LIABILITY.

We reserve the right to substitute plant material of equal size, type and value subject to availability.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

SUBMITTED BY: Adam

ACCEPTED BY: \_\_\_\_\_

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Discuss Centennial Park Streetlights

**Meeting Date:** October 18, 2022

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We have been having issues with some of the older streetlight fixtures in Centennial Park over the last year. There are approximately 17 lights that are not functioning on Charlevoix and 11 on Foremost. Jim MacDonald, Buildings and Grounds Supervisor, has also noted that others are working but slow to come on. He suspects the drivers are old and failing.

Those fixtures were originally installed in 2011 and 2012. The fixtures are at least 10 years old they have seen about 50,000 hours of use. Tony Kultz of Fishbeck has been reviewing these fixtures and indicated, given the last 10 years of experience, it seems as though the driver fails before the LEDs fail.

It has been recommended the fixture and arm be replaced. The approximate cost, per pole is \$5,690. This cost is based on a total quantity of about 30.

The DDA should discuss if they would like to move forward with the fixture replacement. This project could be added to the 2023 budget.



TAHOE  
5960





# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

**Date:** October 18, 2022  
**To:** Cascade Township Downtown Development Authority  
**From:** Ben Swayze, Township Manager  
**Subject:** Pedestrian Facilities Improvements on Cascade Road Bridge

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The Township has approached the Kent County Road Commission about the possibility of making pedestrian facility improvements on the Cascade Road bridge over the Thornapple River. Currently the pedestrian facilities on the bridge consist of a raised, non-separated walkway on each side of the bridge. After consulting with the KCRC, they indicated that a project could be initiated where by a separated pedestrian walkway could be created on each side of the bridge. The walkways would be at the same grade as the road and separated by a safety barrier. Increasing the height of the outer barrier is also an option. The project could be completed without making any structural changes to the bridge itself. The KCRC staff has estimated the project could be completed for approximately \$250,000 per side. They have also indicated this could potentially be a 2023 project, though the bidding climate could hamper the proposed schedule.

The Township unsuccessfully applied for Kent County ARPA funds for this project. The project was deemed ineligible as it would not serve a population disproportionately effected by the Covid-19 pandemic. Should the Township choose to pursue this project with its own funding, any combination of General Fund, Pathway Fund and ARPA funds could be utilized (the Township Funds do not have the same restrictions as the Kent County ARPA funds). In addition, there is potential for DDA funding to be utilized with support from the DDA Board.

The Township Pathway Committee discussed this project at their October meeting and have made a recommendation to the Township Board that they pursue the project in 2023 utilizing Township funds, or other funds should they become available. Their recommendation included making improvements only on the northeast side of the bridge, as that is the side connected to the existing pathway system.

I understand the Downtown Development Authority may have an interest in the project as well. While the bridge is not in the defined DDA area, improvements to the pedestrian facilities will have a positive impact on the district by creating safer connections for residents to come to the DDA area utilizing non-motorized transportation modes. In the DDA Development and TIF Plan, making the Village area pedestrian friendly is called out as a specific goal. In addition, improving Cascade Road pedestrian crossings is identified as a potential project. While the Pathway Committee recommendation included only the northeast side, I understand the DDA may be interested in seeing improvements to both sides.

I'm requesting the DDA Board discuss the project and consider making a recommendation to the Township Board, including potential financial support.







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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*

**Subject:** Update on 2023 DDA Budget

**Meeting Date:** October 18, 2022

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Ben Swayze, Township Manager, attended the September meeting to discuss the 2023 budget process with the board. The DDA needs to begin budgeting future capital improvements to show how their projects will be funded. This budget will need to be configured no later than the November meeting. If there are items that are not included in the 2022 budget that the board would like to see in the 2023 budget, we can discuss and note those items at the meeting.

Please remember that all projects have to be included in the DDA TIF plan in order to be considered. The TIF plan project list has been updated to include the status of projects listed in the plan. This is included with the packet.

Throughout DDA	Status Update
1. Bury, move and/or consolidate power lines throughout the DDA to improve visual appearance of corridor and reduce visual clutter. Also included inventorying existing lines and identifying opportunities for relocation, consolidation or removal of cable, telephone, guy wires and all other overhead lines.	We checked into this. It's very expensive (at the time approximately \$1 million/mile) and could not remove all the lines. High power transmission lines cannot be buried.
2. Plant and maintain decorative landscaping throughout the DDA, including planting, watering, drip irrigation systems, tree trimming and fertilizing.	Village pots completed Add additional?
3. Conduct a DDA-wide market study and strategy to enhance business creation and retention in the Township. Use the information to create and execute a marketing campaign for the commercial and industrial areas within the DDA.	
4. Provide or upgrade technology (such as wi-fi or the most current technology available) throughout DDA district.	Discussed at DDA meeting. At the time, decided many businesses were providing their own wifi for use.
5. Support public transportation within and connecting to the DDA area, including trolley service, bus shelters, etc.	The DDA is currently supporting The Rapid service but investigating other opportunities.
6 Maintenance and operations/interest payments	On-going
7. Provide development support to assist any private or public project that would help to accomplish the goals of the DDA.	
8. Improve gateways to Cascade Township through signage, softscaping, landscaping, public art, banners, flags, and other highly visible design features to create a sense of arrival and improve the character of the commercial and industrial areas.	
9. Acquire property for development and redevelopment purposes if and when such properties meet the goals of the DDA development areas.	On-going
10. Façade improvements for businesses as a matching grant program.	
11. Close or combine driveways to facilitate access management.	Have discussed with businesses when the opportunity is available.
12. Develop a unified identity for the DDA area and market that image using decorative benches, bike racks, banners, signage, lighting, street signs and other highly visible amenities.	
13. Create, manage and support annual events occurring within the DDA district.	On-going
14. Develop an auto node to consolidate automobile related uses and create development incentives for businesses within the DDA looking to relocate to the auto node.	

15. Study the feasibility of and develop (if feasible) a business incubator to grow existing businesses, as well as attract start-up businesses to Cascade Township. Such incubator project may include land acquisition, design, construction, promotions, and marketing.	
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28 <sup>th</sup> Street	Status
1. Improve 28 <sup>th</sup> street crossings through roadways enhancements, pavement markings, signage, lighting, and signaling, including replacement of signal cables for masts.	Mast arms at 28 <sup>th</sup> /Cascade Rd. Inquired about mast arms at 28 <sup>th</sup> /Kraft. Intersection is very wide and may not be able to accomplish in that area.
2. Interface and coordinate with MDOT and the KCRC to reduce speeds, reduce congestion, improve traffic flow and improve roadway design through road diets and other traffic calming measures. Implement and finance traffic calming measures.	On-going
3. Study and build a pedestrian and bicycle way, such as a pedestrian bridge, underpass, tunnel, or boulevard connecting the north and south sides of 28 <sup>th</sup> Street.	
4. Create community gathering places along or behind 28 <sup>th</sup> street, such as parks, playgrounds, nature areas, trails, baseball fields, sports complexes and other public facilities.	Proposed plan location (behind Culver's) has been developed.
5. Construct a boulevard along entire length of 28 <sup>th</sup> Street.	

Interchange	Status
1. Work with MDOT to improve staging area at 28 <sup>th</sup> Street and I-96, implement and finance clean up.	Discussed with them during a construction project.
2. Work with MDOT to provide sidewalks to Patterson, decorative lighting and landscaping.	Completed.
3. Study and coordinate the improvement of pedestrian connections, coordinated traffic signal timing, internal circulation and ingress/egress at the Waterfall Shoppes.	
4. Reconfigure and improve access within the Cascade Office Park and Northern Drive, acquire rights-of-way.	This has been studied.
5. Attract high-end or theme-oriented businesses near the interchange to capitalize on the proximity to the I-96 corridor.	

Village	Status
1. Finance traffic calming measures including round-a-bouts, road diets, and other mechanisms approved by the KCRC.	On-going
2. Create community gathering places along 28 <sup>th</sup> street and near the library, such as a community center, skate parks, sound park, amphitheater, nature area, trails, baseball fields, and/or other public facilities.	In discussion with library
3. Connect Tassell Park to the Cascade Township Library and Wisner Center via a pathway.	This has been studied multiple times. Topography and easements are obstacles.
4. Improve Cascade Road pedestrian crossings.	
5. Update the Cascade Village Design Plan to address mixed use development and redevelopment of the Thornapple Centre plaza and Old 28 <sup>th</sup> Street.	Amended B-1 Zoning district requirements.
6. Provide access to the Thornapple River at and below the dam and create riverfront amenities such as fishing areas, viewing spots, and personal non-motorized watercraft launch areas.	Access provided at Tassell Park but no amenities
7. Provide a sidewalk connecting Cascade Village Condos to 28 <sup>th</sup> Street.	Completed with the sidewalk project in 2021.
8. Enhance Thornapple Centre development through land acquisition, façade programs and other tools to improve pedestrian accessibility and redesign circulation to create a more pedestrian and bike-friendly destination.	Will work on with the DDA Strategic Plan
9. Develop a destination attraction for summer and winter months, such as an artisan or farmer's market during summer months and an ice rink or other cold weather attraction during winter months.	Discussed
10. Modify the museum park area to provide benches, public art, water features, and other amenities.	Completed
11. Develop a community parking lot and signage.	
12. Preserve greenspace at the junction of 28 <sup>th</sup> and old 28 <sup>th</sup> street through land acquisition and preservation easements.	Much of this area is KCRC right-of-way.
13. Acquire easements and construct sidewalks and providing decorative lighting along 28 <sup>th</sup> Street.	Completed
14. Provide a sidewalk from Old 28 <sup>th</sup> Street to the Wisner Center.	

Centennial Park	Status
1. Create and execute a business recruitment plan for attracting higher education, medical, or other high-end, large-scale, tenants.	
2. Bus stops/shelters should bus service be extended to the area.	

3. Complete sidewalks, lighting and add street trees.	Mostly completed. Orchard Vista has sidewalk on one side of the street. To be determined if sidewalk should be constructed on the side.
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**MINUTES OF THE  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, September 14, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Township Manager Swayze, Fire Chief Magers, Planning Director Hilbrands via Zoom, Deputy Clerk Brott, Brianne Pitchford-Triangle Associates, Inc., Nick Ballou-Triangle Associates, Inc., Parks Committee Chair Wanty, Leslie Abdoo-Foster & Swift, Mary Ann Sabo-Sabo PR, Michelle McHale-Adams-Plante Moran, Chris Khorey-McKenna, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.      **Approval of Agenda****  
Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 4.      **Presentations****  
a. Parks Committee Update from Committee Chair Ginny Wanty
- Article 5.      **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)****  
1. Scott Rissi-7238 Cascade Rd-Re Ginny Wanty presentation: Kent County Road Commission (KCRC) cleared trees, but the one remaining is diseased. Supports dredging of Thornapple River request.
- Article 6.      **Approval of Consent Agenda****  
a. Receive and File Minutes  
1. Township Board–8/24/2022–*Trustee Noordhoek indicated a correction should be noted that he also recused himself in the vote to raise Planning Commission pay. The vote was then 5-0.*  
b. Receive and File Reports  
1. Treasurer’s Department Report – June 2022  
c. Receive and File Education Requests  
1. Madison Smith-Jacoby – Planning Michigan Conference – Mackinac Island, MI – October 12-14, 2022

Township Board Minutes  
September 14, 2022

2. Brian Hilbrands – Planning Michigan Conference – Mackinac Island, MI –  
October 12-14, 2022

- d. Receive and File Communication  
None

Motion by Trustee Koessel, seconded by Trustee Shipley to approve the Consent Agenda with the correction submitted by Trustee Noordhoek. Motion carried unanimously.

**Article 7. Financial Actions**  
None

**Article 8. Unfinished Business**

**034-2022 Plante Moran Audit**

Michelle McHale-Adams-Plante Moran and Leslie Abdoo-Foster & Swift answered questions.

Considerable discussion.

Motion by Trustee Koessel, seconded by Supervisor Lesperance to accept the report in final form. Motion carried unanimously.

**Article 9. New Business**

**067-2022 Consider Resolution for Road Closure for Hidden Hills Ct. (Roll Call)**

Motion by Trustee McDonald, seconded by Trustee Koessel to approve. Motion carried unanimously by roll call vote.

**068-2022 Consider Award of Fire Station #1 Construction Bid Packages**

Brianne Pitchford and Nick Ballou-Triangle Associates, Inc. and Fire Chief Magers answered questions.

Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously by roll call vote.

**069-2022 Consider Amendments to Parks Committee By-Laws (Roll Call)**

Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously by roll call vote.

**070-2022 Consider Adoption of the Cascade Township 2022 Strategic Plan**

Chris Khorey-McKenna answered questions.

Motion by Trustee McDonald, seconded by Trustee Koessel to approve. Motion carried unanimously.

**071-2022 Consider Proposal for Consulting Services from McKenna**

Chris Khorey-McKenna answered questions.

Considerable discussion.

Motion by Trustee Koessel, seconded by Trustee Shipley to approve; begin by 10/1/22. Motion carried unanimously.

**072-2022 a) Public Hearing to Consider Peace Park Hunting Ordinance Amendment**

Motion by Trustee Koessel, seconded by Trustee Shipley to open Public Hearing.  
Motion carried unanimously.

1. Christian Huempfer-6355 Burton-Manages property near Burton Park. Has noticed trespassing, dogwalkers, etc. Too many permits issued, and it is not the way to deal with excess deer. Suggests it be limited to doe only and no crossbows.
2. Tom Richardson via Zoom-No address given-Lots of people are in parks to see the changing colors; visibility is poor in October. Suggested good communication to non-hunting public using any park where hunting happens.

Motion by Trustee Koessel, seconded by Trustee Shipley to close Public Hearing.  
Motion carried unanimously.

**b) Consider Peace Park Hunting Ordinance and Regulations (Roll Call)**

Considerable discussion.

Motion by Trustee McDonald, seconded by Trustee Koessel to approve as proposed with the requirement to hunt doe only and three (3) ~~permits~~ **seasons** as defined by Township beginning November 1, 2022. Motion carried unanimously by roll call vote.

**073-2022 Consider a Resolution for “Prisoner of War/Missing in Action Recognition Day” (Roll Call)**

Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously by roll call vote.

**074-2022 Consider a Request to Allow Dredging of Township Owned Property in Thornapple River**

Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

**Article 10. Discussion**  
None

**Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**

1. Brian Holcomb-3415 Glenstone Ct-Requested an update on Eagle Creek Landscaping issue. Eagle Creek’s owner spoke with EGLE. EGLE has not responded to the Township, nor the Township’s attorney. Attorney will draft a communication with the State Representative.
2. Scott Rissi-Homeless population under bridge at 28<sup>th</sup> Street. The timer is not being used to monitor the three (3) minute comment limit. Suggested that Deputy Clerk Brott be in charge of it.

**Article 12. Manager Comments**

1. Thanked Brad Anderson for organizing Cascade Heritage Day.
2. New Township Engineer, Aric Thorne, started 9/12/22.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone for coming to the meeting.

2. Supervisor Lesperance-Thanked those who made Heritage Day a success: Manager Swayze, Jessica Stine, Building & Grounds crew, Fire Department, DDA/Economic Development Director Korhorn, and the DDA.

**Article 14. Adjournment**

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn. Motion carried unanimously.

Meeting adjourned at 10:08 pm.

Krissi Brott  
Deputy Clerk

Approved by:

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Grace Lesperance, Supervisor

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Susan B. Slater, Clerk

**MINUTES OF THE  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, September 28, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Township Manager Swayze, Manager of Assessment Services Genter, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**  
Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 4. Presentations**  
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
1. Joe Gindzin-3420 Glenstone Ct-Requested an update on the Egypt Creek Landscaping situation. Asked what the Township is doing about the homeless encampment under the bridge on 28<sup>th</sup> Street. Supervisor Lesperance advised that both items would be addressed later in the meeting.
- Article 6. Approval of Consent Agenda**  
a. Receive and File Minutes  
1. Township Board-9/14/22- *Trustee Noordhoek noted in the 9/14/22 Township Board Meeting minutes, Article 9 should be corrected to three (3) seasons instead of permits.*  
b. Receive and File Reports  
1. Building Department Report – August 2022  
c. Receive and File Education Requests  
1. Jeff VanTil – Mechanical Inspectors Association of Michigan – Clare, MI – October 19-21, 2022  
d. Receive and File Communication  
None

Township Board Minutes  
September 28, 2022

Clerk Slater requested Planning Commission meeting minutes be included in the packet as was done previously.

Motion by Trustee Shipley, seconded by Trustee McDonald to approve the Consent Agenda with correction. Motion carried unanimously.

**Article 7. Financial Actions**

**a.** Consider Approval of August 2022 Financial Reports

**b.** Consider Approval of August 2022 Payroll, Payables and Transfers

Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

**Article 8. Unfinished Business**

**034-2022 Plante Moran Forensic Analysis: Implementation of Recommendations (information added 9.26.22)**

Motion by Trustee McDonald, seconded by Trustee Koessel to direct staff to implement the specific recommendations included in the Plante Moran Forensic Analysis in Attachment 1. Motion carried unanimously.

**Article 9. New Business**

**075-2022 Consider Resolution for Road Closure for Treeline Drive (Roll Call)**

Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously by roll call vote.

**076-2022 Consider Appointment of the Township Assessor**

Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

**077-2022 Consider Resolution Establishing the Strategic Plan Implementation Committee (information added 9.26.22) (Roll Call)**

Motion by Trustee McDonald, seconded by Trustee Koessel to approve the Strategic Plan Implementation Committee with the stated changes to paragraph five (5) which were: First term to begin immediately and end 12/31/23. All terms thereafter are one year in length; committee appointments are made annually. Motion carried unanimously by roll call vote.

**078-2022 Consider Appointments to the Strategic Plan Implementation Committee (information added 9.26.22)**

Motion by Trustee McDonald, seconded by Trustee Koessel to approve. Motion carried unanimously.

**079-2022 Consider Contract with Hope Network for Janitorial Services**

Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.

**Article 10. Discussion**

**1. Engineering RFP Bid Review/Selection Process-**Request for Proposals (RFP) was issued late summer/early fall. Five (5) bids were received. Manager Swayze and

Engineer Thorne are reviewing bids, but requested direction from the Board how it would like the selection process to be structured. After considerable discussion, Board members agreed an Ad Hoc Committee should be formed to choose the top two bids to bring before the Board.

Motion by Trustee McDonald, seconded by Trustee Koessel to approve the creation of an Ad Hoc Committee comprised of Trustees Shipley, McDonald, and Noordhoek to review RFPs and choose two to bring before the Board. Motion carried unanimously.

**Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**

1. Ken VanDerKolk-7200 Leyton-To whom do we make a Parks request? Had a problem launching his kayak near the dam; it looks like someone tried to make it a private launch. Would like to see the Township hire a Director of Parks.
2. Joe Gindzin-Requested a brief overview of the Strategic Plan priorities. Supervisor Lesperance and Manager Swayze directed him to both the Township and the Connecting Cascade websites.
3. Jeff Hughes-7250 Redbud Lane-Discussed biodiversity of Burton Park, and presented pictures from Maryland DNR showing the contrast between protected and unprotected areas.

**Article 12. Manager Comments**

1. Officer Dieppa and Michigan Department of Transportation (MDOT) are working through a process to move out the inhabitants living under the 28<sup>th</sup> Street bridge.
2. Representative Alberts has been contacted regarding EGLE's lack of response to concerns about Egypt Creek Landscaping.
3. Groundbreaking for Fire Station #1 is scheduled for 10/26/22 at 10 AM.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone for coming to the meeting.
2. Clerk Slater-Cascade Cemetery sign was installed today; showed a photo.
3. Treasurer Peirce-As of 9/28/22, has collected 96.69% of taxes, and rural numbers increased from 42.9 to 45.1 percent.
4. Supervisor Lesperance-Several residents expressed concern about increase in crime in the area near I-96 and 28<sup>th</sup> Street. Would like to find a way to respond quickly to this problem.
5. Trustee Noordhoek-A large portion of the Fire Department calls are going to the I-96 and 28<sup>th</sup> Street area. Is there an ordinance for cost recovery?

**Article 14. Adjournment**

Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.

Meeting adjourned at 7:55 pm.

Krissi Brott  
Deputy Clerk

Approved by:

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Grace Lesperance, Supervisor

Township Board Minutes  
September 28, 2022

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Susan B. Slater, Clerk



**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
**Informational Meeting**  
October 18, 2022  
Begins at the conclusion of the  
Regularly scheduled meeting

- |                |           |   |
|----------------|-----------|---|
| <b>ARTICLE</b> | <b>1.</b> | Call the Meeting to Order                       |
| <b>ARTICLE</b> | <b>2.</b> | Review of Projects Completed - 2022             |
| <b>ARTICLE</b> | <b>3.</b> | Future Plans/Projects                           |
| <b>ARTICLE</b> | <b>4.</b> | Acknowledge Visitors and those wishing to speak |
| <b>ARTICLE</b> | <b>5.</b> | Adjournment                                     |



INFORMATIONAL MEETING  
OCTOBER 18, 2022

# ▶ DOWNTOWN DEVELOPMENT AUTHORITY CASCADE DISTRICT



# DDA BOARD MEMBERS

## Board Members:

- Chair Jennifer Puplava
- Vice-Chair Steve Stephan
- Secretary Rene Growney
- Supervisor Grace Lesperance
- Member Rishi Makkar
- Member Rick Siegle
- Member Scott Vogel
- Member Michelle Kleyla



# BACKGROUND

## WHAT IS A DOWNTOWN DEVELOPMENT AUTHORITY (DDA)?

Authorized by the State of Michigan (PA 197 of 1975)

Purpose:

- Halt property value deterioration and increase property tax valuation where possible
- Eliminate the causes of deterioration
- To promote economic growth.

### Cascade Township DDA

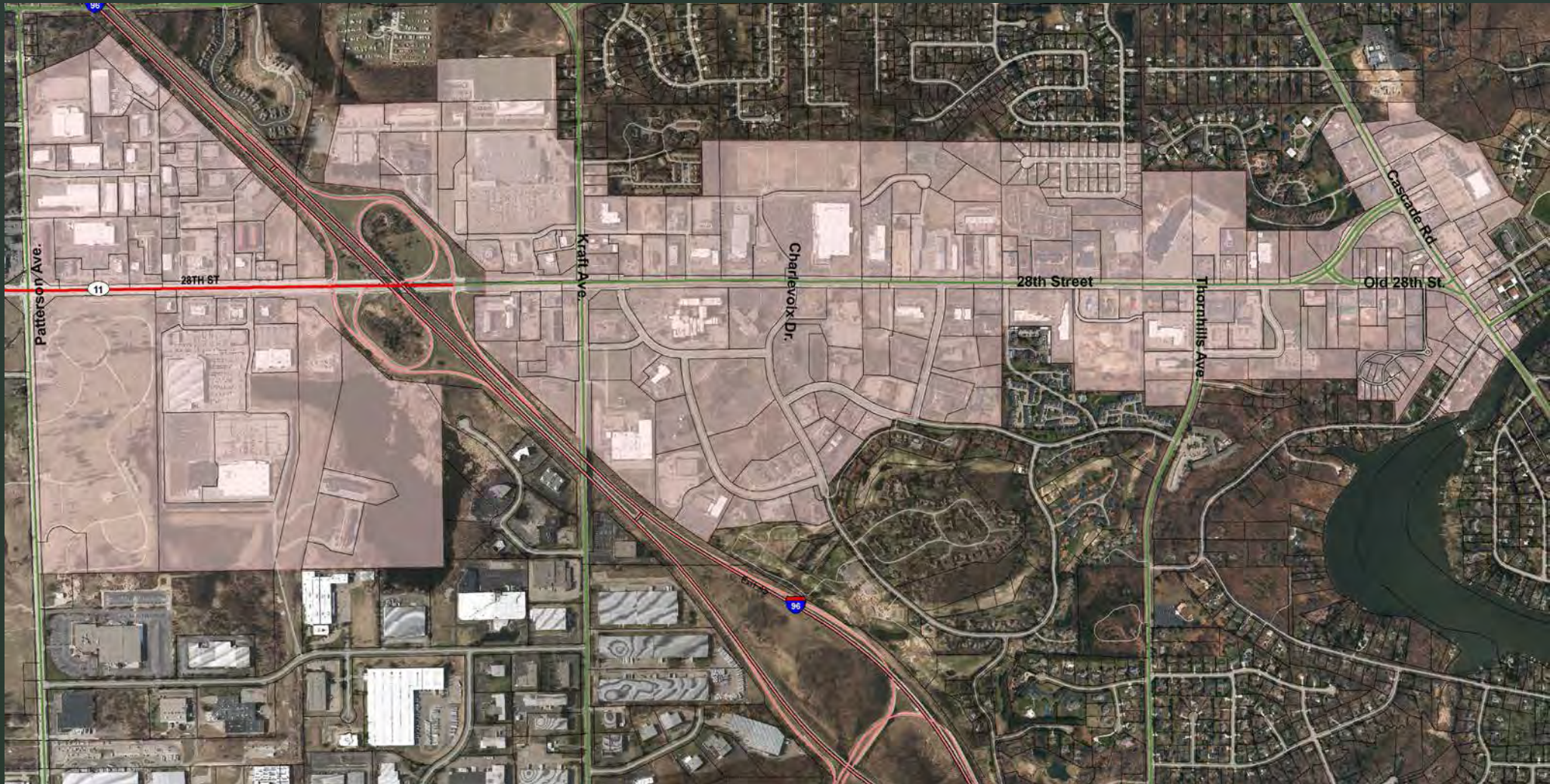
- Established in 1993
- Expanded in 2003 (Interchange Area)
- Expanded in 2004 (Centennial Business Park)

DDA is governed by a Board of Directors (9 members) appointed by the Township Board

- Mixture of Business owners, DDA residents and at-large residents



# DDA BOUNDARIES







# SUMMARY OF COMMUNITY EVENTS & PROJECT UPDATES

# PLANS AND COMMITTEES

- Participated in the Township Strategic Plan
  - <https://www.connectingcascade.com/>
- The Transportation Committee, with the assistance of McKenna, will research and review public transportation options available to businesses.
- DDA Strategic Plan – McKenna is assisting the DDA board with the development of a DDA Strategic Plan







## Landscape Planter





# Ribbon Cutting Events

Fifth Third Bank



Tommy's Car Wash





# Business Spotlight Videos

- Sugar Momma's Bakery
- Bridal Elegance
- JRK Studios
- Pedego Electric Bikes
- Nothing Bundt Cakes
- Portobello Road
- Kingsland Ace Hardware
- Euro Bistro
- Detroit Cookie Company
- Rebel Nutrition
- KarateBuilt G.R.
- IMPACT Fitness + Wellness
- Thornapple Brewing
- Up North Living and Brewing Supply Center
- The Pit Stop
- International Beverage
- Daylily Floral
- Goldfish Swim School
- JT's Pizza
- Tommy's Car Wash
- Farba House of Beauty
- Lima Candles



# Tree Lighting Ceremony





# Cascade Metro Cruise Warmup





# Cascade Heritage Festival

