

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
June 20, 2023
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/81688234365>

- ARTICLE 1.** Call the Meeting to Order
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of May 16, 2023 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to items whether they are on the agenda or not (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Discuss and Consider Request from Cascade Community Foundation
- ARTICLE 6.** Updates from Parks Director Regarding Tassell and Westdale Memorial Park
- ARTICLE 7.** Updates Regarding Library Outdoor Space Project
- ARTICLE 8.** Updates From Township Engineer Re: Road Commission Guidance
- ARTICLE 9.** Discuss and Consider Transit Options
- ARTICLE 10.** Brief Updates
- Developer Day Update
 - Planting Project Update
 - Metro Cruise Update
 - Strategic Plan Implementation Update
 - Joint Meeting Update
 - Update Regarding Replacement of DDA/Economic Development Director
 - Update Regarding Scheduling of Informational Meeting
 - Update Regarding Cascade Road Bridge Pedestrian Facilities
- ARTICLE 11.** Any Other Business
- **Upcoming Meetings**
 - a. Strategic Plan Implementation Meeting – July 21, 2023
 - b. Next Meeting: July 18, 2023
 - **Recent Meeting Minutes**

a. Township Board (5/10, 5/24)
Budget to Date

ARTICLE 12.

Adjournment

Minutes
Cascade Charter Township
Downtown Development Authority
Tuesday, May16, 2023
5:30 P.M.
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Puplava called the meeting to order at 5:30 P.M.
Members Present: Vogel, Kleyla, Preston, Stephan, Puplava, Growney, Lesperance, Siegle
Members Absent: Makkar
Others Present: Township Manager Ben Swayze, Township Engineer Aric Thorne, and others listed on the sign-in sheet.
- ARTICLE 2. Approve the current Agenda**
Motion was made by Member Stephan to approve the current agenda. Supported by Member Siegle. Motion carried 8 to 0.
- ARTICLE 3. Approve the minutes of the April 18, 2023 meeting**
Motion was made by Member Growney to approve the April 18, 2023 meeting minutes as written. Supported by Supervisor Lesperance. Motion carried 8 to 0.
- ARTICLE 4. Acknowledge visitors and those wishing to speak to agenda and non-agenda items**
There was no one that wished to speak.
- ARTICLE 5. Discuss and consider Cascade Road Bridge Pedestrian Facilities**
Township Engineer Thorne said the Road Commission was asked to create a design to improve the pedestrian walkway. They created a design that includes a barrier on either side of the current sidewalk. There would be about a foot taken from each through lane on the road to better accommodate the barrier. Also included is a rail detail made to stop a vehicle from going through it. Completing both sides will take roughly 15 days and a total of \$400,000.
Engineer Thorne added that the Road Commission gave an alternate plan creating a wider sidewalk only on the north side with no barrier, leaving the south side untouched.
Members agreed that the plan with a barrier made more sense since the initial conversation was aimed at solutions to keep pedestrians safe.
Member Siegle asked if the road lanes will still be average width. Township Engineer explained the outside lanes will have a width of 12ft, which is not unusual considering freeway lanes are about a 12ft to 13ft maximum.
Member Stephan asked what material the railing would be made out of. Manager Swayze said the railings have to be manufactured specifically for this project and he assumed they will be made of steel.

Member Preston asked if the Road Commission would consider lowering the speed with these road modifications. Chair Pupilava clarified that the only way to change the speed limit is through a traffic study, but she would like to look into alternative traffic calming measures.

Member Vogel said this project is a must-do from a pedestrian safety standpoint.

Chair Pupilava wanted an element of reflective lights added to the railings to draw more attention and awareness to them.

Manager Swayze said \$250,000 had already been included in the budget for this project.

Motion was made by Member Vogel to approve the proposal of up to \$250,000. Supported by Member Siegle. Motion carried 8 to 0.

Supervisor Lesperance left the meeting at 5:54 P.M.

ARTICLE 6. McKenna – Transportation Committee Update and Recommendation

Danielle Bouchard with McKenna presented the Transportation Subcommittee's and McKenna's findings on the current and existing conditions on Route 29 with The Rapid. The contract with The Rapid expires in August and they would like a contract renewal by the June meeting.

Route 29 runs approximately 177 weekly buses, providing services from Woodland Mall to Cascade Rd, costing \$218,000 from DDA funds. Bouchard noted that 73% of people who ride this bus do not travel passed Meijer, indicating the importance of this destination. Similarly, 79% of riders boarding in Cascade were heading westbound.

There were 3 surveys sent out to residents and business owners within the DDA area on behalf of the Transportation Committee. Of the 362 responses from township residents, only 4% said they utilized the bus. Business owners only had 33 responses and said 25% of customers or employees utilize the bus. Many respondents indicated that the bus service does not meet their needs and some even have to transfer to reach their destination.

Bouchard reached out to neighboring townships to investigate non-milage communities regarding their bus services. The conclusion was that other townships typically have fewer bus stops and pay anywhere from \$36,000 to just under \$100,000.

Some key conclusions noted were that riders on Route 29 are not Cascade residents, but are customers and employees of businesses between Patterson and Kraft. Less than one-third of riders travel beyond Meijer, so eliminating that wouldn't be largely impactful. Bouchard did not believe that the current bus route is an effective use of DDA resources per the analysis.

The final recommendation was to eliminate Route 29 and extend Route 28 to serve Meijer along with other points between Patterson and Kraft Ave.

Member Siegle asked where the core ridership primarily comes from. Bouchard said, based on the analysis, the core ridership is primarily people from adjacent municipalities traveling to Cascade and visiting various places to work or shop.

Bouchard explained another option utilizing a Lift Pass Program which essentially subsidizes Lift riders in a geofenced area. The partner is able to create their own fee schedule and process for how they go about subsidizing rides. For example, if a rider were to travel from their house to Meijer, there is a subsidy that would automatically apply to the ride. The DDA can commit to any dollar amount of their choosing to apply to individual rides in the geofenced area. She also noted that Lift covers the launching, implementation, and ongoing maintenance for government partners. Members agreed this would be a good fallback plan if The Rapid does not want negotiations.

Motion was made by Chair Puplava to have herself, Supervisor Lesperance, and McKenna negotiate with The Rapid to eliminate Route 29 and extend Route 28 to the Cascade Meijer. Supported by Member Growney. Motion carried 7 to 0.

ARTICLE 7. Brief Updates/Discussion

- Strategic Plan Implementation Update- Last meeting, there was discussion on the Architectural Review Board and ensuring the B2 district was included. New trails, the Burton overpass bridge, and pedestrian walkways for Cascade Rd bridge were also discussed.
- Joint Meeting Discussion- Chair Puplava will initiate a conversation to implement joint meetings.
- Planting Project Update- Manager Swayze and Administrative Assistant Madi Dodge will be meeting with Harder and Warner to discuss plantings.
- Library Project Update- Lulu Brown, library manager, said the Township Board approved the library project. They will begin by removing invasive species.
- Metro Cruise Update- There is a Metro Cruise Meeting in May. The event and name are now privately owned.
- Replacement of DDA/Economic Developer Director- There was a lack of agreement with the preferred DDA Director candidate and a new job position has been posted.
- Informational Meeting/Annual Report- There is a requirement to have an informational meeting. Chair Puplava wanted to ensure there is one schedule for the June meeting.

ARTICLE 8. Any other business

Member Vogel thanked Manager Swayze for the work he has done for Cascade Township.

Upcoming Meetings

- a. Strategic Plan Implementation Meeting – May 19, 2023
- b. Next DDA Board Meeting – June 20, 2023

Recent Meeting Minute

- a. Township Board (4/12, 4/26)

Budget to Date

ARTICLE 9. Adjournment

Motion was made by Member Siegle to adjourn the meeting. Supported by Member Vogel. Motion carried 7 to 0. The meeting adjourned at 7:09 P.M.

Respectfully submitted,

Rene Growney, Secretary

DRAFT

From: [Justin Swan](#)
To: [Jennifer A. Puplava](#)
Cc: [Kelsey Amick](#); [Linda Zizos](#)
Subject: DDA proposal/request
Date: Friday, June 16, 2023 12:22:40 PM
Attachments: [sm_CCF_signature_horz-color-trans.png](#)
[CCF Workshop Series Packet-051623.pdf](#)

Jennifer,

Please find attached a packet and request for support from Cascade Charter Township DDA. CCF is seeking \$36,000 in local DDA support (2 years) to underwrite a portion of production of workshops sessions 2-6.

If you're willing, it would be an honor to both partner with the DDA (finally!!) and to present this in person. I think this could be a good opportunity to get the DDA out in front of business. I have spoken to several business owners over the past few weeks. This is a homerun for Fowling, Parooz, Sugar Mommas, Pedego, Day Lily, and quite a few have expressed excitement to be involved in professional development that will aid their business efficiencies.

CCF is the perfect convener for this.

I look forward to hearing back from you.

J. Swan



JUSTIN SWAN

DIRECTOR
C: (616) 634-7254
O: (616) 499-8122



**CASCADE COMMUNITY
FOUNDATION**



CASCADE COMMUNITY
FOUNDATION

June 16, 2023

To the Downtown Development Authority Board of Cascade Charter Township;

On behalf of the countless nonprofits, local businesses and dedicated families we serve, I hope you will consider supporting Cascade Community Foundation's new Workshop Series which answers the call from local small business owners and nonprofits leaders seeking immersive skills-building opportunities, within an informal setting, and surrounded by peers.

The primary purpose of the peer-supported workshop series is to enhance skills necessary to fully utilize resources designed to aid operations and increase efficiency for their respective organization. Due to lack of discretionary resources, small-businesses and small nonprofits often overlook and/or underutilized software and services design to streamline and help; resorting back to outdated, slower and less efficient processes, thereby hindering growth and revenue.

On May 17 and May 24 (2023) CCF piloted the first workshop within the series. *Bloom School* welcomed over 15 area nonprofit leaders who previously demonstrated a need to learn and better utilize features built-in to the commonly used donor database software *Bloomerang*.

The workshops were engineered specifically for *Bloomerang* users who collaboratively selected specific features for which to focus, and successfully participated in a peer-guided format in which attendees shared know-how and learned features through practice and implementation during the session. The sessions were hosted by Michigan Software Labs and included an on-site donor database expert to answer questions. Testimonials have been provided within packet.

CCF seeks financial support from Cascade Charter Township DDA in the amount of \$36,000 (over 2 years) to scale the workshop series. Funding will be used to identify and announce the next 4-6 workshops (2023/2024), each including 2-3 sessions (1 per week); and, 2) engage small businesses in identifying overlooked/underutilized resources, better understand operational shortfalls, and seek expert facilitators to aid business.

On August 14 & 21 Junior Achievement will host *DIY or Don't I? Creating Video Assets featuring Chelsie Wyse & Steve Steketee* (flyer included), which will represent CCF's first small-business focused workshop. The 2-session workshop will offer expert tutorial in how to create video content for social media (an more) by simply using your smart phone (DIY), and follow-up with an in-depth session on how to successfully hire a professional video production service.

Finally, included in this packet you will find the program's budget (2 years) to be submitted to the State of Michigan for funding support. It would be an honor to add Cascade Twp DDA as a "confirmed".

Justin Swan, Director of Cascade Community Foundation



**CCF Workshop Series Budget
2 years**

**MICHIGAN HEALTH
ENDOWMENT FUND**

Cascade Community Foundation Bloom School Project Budget 2 years	Total Budget - Year 1	Total Health Fund Request	Total Budget - Year 2	Total Health Fund Request Year 2	2 Year Total Budget	Total Health Fund Request
EXPENSES						
Salaries (itemize in another tab if applicable)	\$20,200	\$10,100	\$20,200	\$10,100	\$40,400	\$20,200
Fringe	1,515	758	1,515	758	\$3,030	\$1,515
Materials and Supplies	2,500	\$1,250	2,500	\$1,250	\$5,000	\$2,500
Food & Beverage	4,800	\$2,400	4,800	\$2,400	\$9,600	\$4,800
Communications and Marketing	2,500	\$1,250	2,500	\$1,250	\$5,000	\$2,500
Travel and Conferences	250	\$125	2,800	\$1,400	\$3,050	\$1,525
Contracted Experts	7,200	\$3,600	7,200	\$3,600	\$14,400	\$7,200
Indirect Costs (see notes above)	7,793	\$3,897	7,793	\$3,897	\$15,586	\$7,793
TOTAL EXPENSES	\$46,758	\$23,379	\$49,308	\$24,654	\$96,066	\$48,033
REVENUE (2 YEARS)						
	Committed	Requested	Projected			
The Health Fund Request		48,033				
DDA (local)		36,000				
Private Grants (local)	15,000					
Sponsor Revenue			12,000			
TOTAL REVENUE AND RESOURCES	\$15,000	\$84,033	\$12,000	\$111,033		

Personnel Budget Form

Salaries					
	Total Year 1	Total Health Fund Request Year 1	Total Year 2	Total Health Fund Request Year 2	Total Health Fund Request
.33 FTE Program Manager	\$13,200	\$6,600	\$13,200	\$6,600	\$13,200
.1 FTE Exec Dir	7,000	\$3,500	\$7,000	\$3,500	\$7,000
Salaries Subtotal					
	\$20,200	\$10,100	\$20,200	\$10,100	\$20,200
Fringe					
	Total Year 1	Total Health Fund Request Year 1	Total Year 2	Total Health Fund Request Year 2	Total Health Fund Request
.25 FTE Program Manager	990	495	990	495	990
.1 FTE Exec Dir	525	263	525	263	\$525
Fringe Subtotal					
	1,515	758	1,515	758	1,515
TOTAL PERSONNEL EXPENSES	\$23,230	\$11,615	\$23,230	\$11,615	\$23,230

★ ★ ★ ★ ★
**BLOOM SCHOOL
WAS A SUCCESS**



Small Nonprofits LOVE CCF's Bloom School!

What is Bloom School? It's a first-of-its-kind peer-led series of workshops that allows attendees to cross collaborate on important topics that are highly relevant to nonprofit management.

“

I had been searching for a professional development opportunity and Bloom School has been the first opportunity offered to me locally and in person. I am excited to have a group peers in my back pocket that I can reach out to with concerns, questions, and suggestions. Thank you for offering this resource!

Betsey Ingram, Database Manager of the Grand Rapids Public Museum



“

Bloom School was the resource I never knew I needed! It gave me a great outlet to meet others on the same journey - some farther along who could provide direction and others in the same spot who could empathize with where I was in the process. I would encourage anyone in the nonprofit field to seek out this resource, regardless of where they are at in their journey.

Katie Aaberg, Executive Director of the Foundation for Vision Research



“

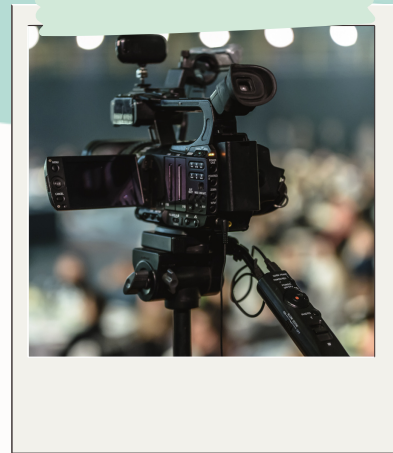
It was great to connect with other local professionals and learn about how they use Bloomerang in conjunction with other integrations as well as some new tips about Bloomerang!

Lydia Vanderhill, Annual Fund Manager of Meals on Wheels





DIY OR DON'T I?



CREATING VIDEO ASSETS

FEATURING:



Chelsie Wyse
**tact: Marketing Strategy &
Visual Communications**



Steve Steketeer
ShutterWerks Media

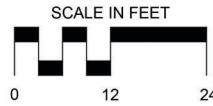
AUGUST 14TH & 21ST, 11:00 AM - 2:00 PM AT JUNIOR ACHIEVEMENT

Most small businesses and nonprofits recognize that video is imperative for an effective marketing strategy. But, prioritizing content creation can be intimidating. Don't worry, Cascade Community Foundation has got you covered.

Join us for a two-day workshop with Chelsie Wise of *tact* for a walkthrough on how to DIY video content creation, and Steve Steketeer of *ShutterWerks Media* on how to engage in professional content creation. Both days feature in-person, step-by-step walkthroughs and support, a complimentary lunch, and industry secrets directly from our experts.

Interested? RSVP now at www.CCF.Events ... space is limited.





PROPOSED SITE FEATURES KEY

- ① NEW 7' SIDEWALK
- ② ACTIVE LAWN SPACE
- ③ PAVED SEATING AREA
- ④ PERENNIAL GARDEN SPACES
- ⑤ FOUNTAIN
- ⑥ BENCHES
- ⑦ RAIN GARDEN
- ⑧ ENHANCED WOODLAND AREA
- ⑨ DECOMPOSED GRANITE TRAILS
- ⑩ PICNIC LAWN
- ⑪ RELOCATED TOWNSHIP BENCHES
- ⑫ PAVILION
- ⑬ RAIN GARDEN
- ⑭ BOULDERS
- ⑮ MUSIC / NATURAL PLAY

LANDSCAPE AREA IMPROVEMENTS
KENT DISTRICT LIBRARY -
CASCADE TOWNSHIP BRANCH

PREPARED FOR:

Kent District Library
 2870 Jacksmith Ave SE
 Grand Rapids, MI 49546

#	DATE	ISSUE / REVISION
1	3/21/23	50% CD'S

SEAL

DATE: 6/5/23

PROJECT No.: NE22701.01

ISSUE / REVISION: 1

SCALE: 1"=10'

SHEET TITLE

EXISTING CONDITIONS

SHEET

C1

SHEET No. Value OF 8



CASCADE LIBRARY PAVILION OPTIONS

The pavilion options displayed in this document are intended to help reach a consensus about the style and character of the new pavilion at the library. Once a style/character has been selected, Native Edge will work to select a specific design and incorporate it into the construction document package. The design will be close in character to the selected image, but will not be an exact replica.

Image Descriptions:

1 - Pavilion 1. This pavilion was used as the basis for the cost estimate which was developed for the project. This pavilion, along with construction drawings and engineering, can be provided by the manufacturer. This design will work for small and large gatherings, as well as events.

2/3 - Pavilion 2 and 3. These structures are gazebos and are circular in nature. Gazebos function well for groups to sit and gather, and are very aesthetically appealing, but have a trade off of 'event' space.

4-7 - Pavilions 4-7. These pavilions are all pavilion/band shell style and will work for both small gatherings and larger events and group programming.

There are many styles and options for the pavilion structure. The images shown in this document are just a few to consider. During review, please feel free to comment on specific components of different designs which you like which can be considered for incorporation into the final design.

1





4



5







CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

Date June 16, 2023
To Grace Lesperance; the Downtown Development Authority
From Aric Thorne, PE
Subject Traffic Recommendations for Cascade Village

I understand that the DDA is working toward improving non-motorized connectivity within the Village area, including more specifically the following goals:

1. Improving pedestrian crossing safety;
2. Improving driver recognition of the Village area as a multi-modal zone; and
3. Expanding the existing non-motorized system.

The purpose of this memo is to provide recommendations toward these goals from an engineering perspective and in consideration of their end user function and acceptability by KCRC.

Cascade Rd through the Village area is designed as a 5-lane section sufficient to carry the current traffic demand. This is an all-season truck route; *minor arterial road* by National Functional Classification; and serves a current measured volume approximating 15-19,000 vehicles per business day. KCRC will not reduce the number of through lanes; restrict vehicle classification; allow on-street parking; or modify the speed limit unless warranted by speed study.

The most recent infrastructure project occurred summer 2016. This project upgraded intersections at 28th St and Thornapple River Dr with modernized traffic signals; wider, colored, and stamped concrete crosswalks; ADA-compliant sidewalk ramps; and added a mid-block pedestrian crossing with landscaped median north of Old 28th St. These facilities are currently in good to excellent condition and are not forecast to receive rehabilitation this decade.

KCRC is expected with DDA funding participation to reconfigure the Cascade Rd bridge over the Thornapple River by end of next construction season (2024). This includes narrowing vehicle lanes, widening the above-grade sidewalk, and installing a barrier between the road and sidewalk both sides of the bridge. I anticipate this will improve comfort for pedestrians and potentially reduce vehicle speeds over the bridge.

I propose the following measures be considered individually or in combination as potential means to realizing the goals of the DDA:

- A. Enhance the streetscape with trees, flower beds, shrubbery, rain gardens** | Reducing the feeling of open space and adding physical objects in proximity to the driver may reduce vehicle speeds.
- B. Remove existing redundant driveways on Cascade Rd and/or restrict left-turn movements** | This would reduce the number of conflict points for vehicles and pedestrians and may decrease collision incidents and improve vehicular flow on the road.

- C. Enter into easement(s) and improve access driveways off of Cascade Rd and/or improve interconnectivity to businesses** | In combination with Item B, requiring motorists to use concentrated entry and exit points for multiple businesses reduces turning movements on Cascade Rd and opportunities for conflict.
- D. Realign existing curb lines on Cascade Rd to narrow vehicle lanes by approximately 0.5-1.0 foot each** | Narrowing lanes may reduce vehicle speed. There is excess width between approximately 28th St and Orange Ave.
- E. Realign Old 28th St at Cascade Rd, provide a southbound right-turn slip lane, and eliminate northbound left-turn movements** | In combination with Item D, reducing turning movement and narrowing vehicle lanes may improve flow and reduce speed. Narrowing Old 28th St at Cascade Rd would reduce pedestrian crossing travel distance on Old 28th St.
- F. Lengthen existing median island for mid-block pedestrian crossing and/or install additional median island(s)** | In combination with Items B, C, and D, reducing turning movements, narrowing lanes, and providing more visual complexity (e.g., landscaping in the median) may reduce vehicle speeds.
- G. Install a High Intensity Activated Crosswalk (HAWK) Pedestrian Beacon in place of the existing mid-block pedestrian crossing** | This requires motorists to execute a complete stop when activated by a pedestrian. While I expect KCRC to not approve without warrant (sufficient pedestrian volume), this is the safest, most cost-effective alternative to the existing crossing for pedestrians.

I do not encourage the construction of roundabouts anywhere on Cascade Rd in the Village area for the following reasons:

1. The minimum space necessary to meet design standards at 28th St would require reconfiguration of the gas station in the southeast quadrant and at Thornapple River Dr, the partial or complete removal of three buildings minimum;
2. A roundabout either compromises pedestrian safety, or if vehicle stop control is incorporated into the design, may defeat its own purpose of improving traffic flow; and
3. A roundabout would not provide a measurable benefit to the Township that justifies the cost to replace infrastructure that is currently in good to excellent condition.

I do not encourage the installation of a pedestrian bridge crossing over Cascade Rd. The minimum space required to meet ADA standards limits possible locations, and thus its effectiveness. Given the existing traffic characteristics of Cascade Rd, I do not believe pedestrians would be persuaded to use the facility opposed to crossing the road at-grade.

I submit the additional following concepts to consider in improving non-motorized safety and access to the Village area:

- A. Transform Thornapple River Dr from Thornhills Ave to Cascade Rd from two-way vehicle traffic into one-way with an adjacent pedestrian pathway and/or cycle track.
- B. Transform Old 28th St from 28th St to Cascade Rd from two-way vehicle traffic into one-way with on-street parking; or
- C. Widen Old 28th St and/or reassign vehicle lanes to provide some combination of one- or two-way traffic, improved pedestrian access, on-street parking, etc.

- D. Eliminate the Orange Ave connection to Cascade Rd and reimagine its connectivity (e.g., behind International Beverage or through Old Village Ct).

Any alterations to the facilities on Cascade Rd or other County infrastructure will require coordination with and the approval of KCRC. I provide the above information having had prior discussions with KCRC and having an understanding of solutions, that with proper support, may be accepted and those unlikely to be considered.

Let me know if you have any questions. I would be happy to expand in a future DDA meeting on any of the above or to explore alternatives I have not mentioned.

AGREEMENT BETWEEN
THE INTERURBAN TRANSIT PARTNERSHIP
AND
CASCADE CHARTER TOWNSHIP
FOR LINEHAUL AND PARATRANSIT SERVICES on 28th Street

Agreement made by and between Cascade Charter Township Downtown Development Authority, hereinafter called the "Township", and the Interurban Transit Partnership, hereinafter called "ITP", with offices at 300 Ellsworth Ave., S.W., Grand Rapids, MI, 49503.

ARTICLE I – RECITALS

1. Whereas, ITP provides regular bus service over established routes during published hours and at published frequencies, and
2. Whereas, ITP has the capability of expanding its transit service, particularly service in the Township area, and
3. Whereas, the expansion of ITP bus service into the Cascade Charter Township Downtown Development Authority district makes transit service available for both Township residents and for customers and employees of Township businesses.

Now, therefore, be it resolved that the Township wishes to enable the use of ITP transit service into and within the DDA district. The responsibilities of the Township and ITP in the execution of this resolve are set forth below.

ARTICLE II – RESPONSIBILITIES OF ITP

1. ITP shall provide bus service to the Township. The route(s) will be developed in agreement between the ITP and the Township. Passenger fares charged for both linehaul and paratransit service shall be those currently adopted by the ITP Board. ITP shall retain all passenger fare revenue.
2. ITP shall provide paratransit service pursuant to the requirements of the Americans with Disabilities Act. All equipment used in providing service to the Township shall be accessible to persons with disabilities. The ADA requires paratransit service be provided to those with a physical or mental disability who are prevented from utilizing linehaul. The paratransit service shall be provided during the same days and hours of operation of the linehaul

service, and shall be provided to those whose trips begin or end within the ¾ mile corridor either side of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

3. Liability and Risk

A. ITP shall provide for a Certificate of Insurance to be issued naming the Township as an additional insured. This insurance certificate shall be supplied prior to the start of service. ITP agrees to maintain insurance with coverage as provided below for the duration of the project or the term for which services will be rendered:

- Workmen’s Compensation (including occupational disease) under the terms of the Michigan Workmen’s Compensation Act.
- General Liability: \$3,000,000 ultimate net loss each occurrence.
- Automobile Liability: \$3,000,000 ultimate net loss each occurrence.

B. In addition to the above insurance provision, ITP shall indemnify and hold harmless the Township and Township agents, servants, and employees against all loss, damages, legal expenses, and other expenses which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from any accident resulting from activities conducted by ITP pursuant to this Agreement.

ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

Actual linehaul and paratransit costs per hour, less Michigan Department of Transportation Operating Assistance, which shall be 31.0% of expenses for ITP’s FY 2022 and 31.6% of expenses through ITP’s FY 2023 (as defined in Article V). For purposes of calculating this cost, the Township shall pay for all hours of service that buses are in revenue service within the Township’s boundaries.

The cost per hour to the Township, after MDOT assistance, is as follows:

FY 2022: \$75.71 per revenue hour; FY 2023: \$76.37 per revenue hour.

Invoices will be submitted by the ITP monthly and shall be paid by the Township within 30 days of receipt.

ARTICLE IV – MARKETING AND INFORMATION

ITP shall provide all materials, schedules, and maps necessary to promote the service.

ARTICLE V – ITP FISCAL YEAR SCHEDULE

For purposes of this agreement, ITP’s fiscal year schedule shall be defined as below:

FY 2022: October 1, 2021 – September 30, 2022

FY 2023: October 1, 2022 – September 30, 2023

ARTICLE VI – TERM OF AGREEMENT

1. This Agreement shall be effective starting August 29, 2022 through August 27, 2023 (the “Term”). The Township shall make its intentions to ITP for renewal of the agreement or desired service changes on or before October 15, 2022 for Winter 2023 service, on or before March 15, 2023 for Summer 2023 service, and on or before June 15, 2023 for Fall 2023 service.
2. Hourly contract rates may be adjusted annually based upon inflationary increases in operating expenses, a decrease in local or State revenues to ITP, or a change in the service levels provided to the Township.
3. This Agreement may be terminated by either party with a minimum three-month prior written notification to the other party.
4. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

ARTICLE VII – ADDITIONAL CONDITIONS

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment “A”.
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet these criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP’s current charter rate.

The Agreement is dated the 27th day of June, A.D., 2022.

INTERURBAN TRANSIT PARTNERSHIP

CASCADE CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY

By: 
Chief Executive Officer

By: 
Appointed Officer

Attest: 

Attest: _____

ATTACHMENT A

FY 2022/2023 Fixed-Route Services in Cascade Township – 28th Street August 29, 2022 – August 27, 2023

ROUTE DESCRIPTION

East on 28th Street, south on Cascade Road, west on Old 28th Street, west on 28th Street, north on Kraft, west on 28th Street past Patterson Avenue.

FREQUENCY OF SERVICE

Weekday:	Every 30-minutes
Weekday evening:	Every 60-minutes
Saturday:	Every 60-minutes
Sunday:	Every 60 minutes

HOURS OF SERVICE

Weekday:	5:45 AM – 7:00 PM
Weekday evening:	7:00 PM – 10:30 PM
Saturday:	5:15 AM – 10:00 PM
Sunday:	7:00 AM – 7:00 PM

OPERATING DAYS

Weekdays:	256 (24 in FY 22; 232 in FY 23)
Saturdays:	52 (4 in FY 22; 48 in FY 23)
Sundays:	50 (4 in FY 22; 46 in FY 23)

COST OF SERVICE

Billable Hours:	2,866.67 (261.33 in FY 22; 2,605.33 in FY 23)
Contract Rate:	\$75.71 (FY 22); \$76.37 (FY 23)
Total Cost:	\$218,754.85



Figure 1 - FY 2022/2023 Route 29 Alignment in Cascade Township

From: [Christopher Khorey](#)
To: [Max Dillivan](#); [Grace Lesperance](#)
Cc: [Danielle Bouchard](#); [Jennifer A. Puplava](#); [Jessica Stine](#); [Asher Lockwood](#); [Nick Monoyios](#); [Steve Schipper](#); [Deb Prato](#)
Subject: RE: Cascade Township Service
Date: Thursday, June 8, 2023 4:55:22 PM

All,

Thank you everyone for your time this afternoon. To recap our conversation, the DDA Board would be interested in seeing the details and financial impact of the following options:

- Eliminating Route 29 and extending ALL Route 28 runs to Cascade Meijer.
- Eliminating the number 29 and making the entire 5-29 interline "Route 5".
- Alternate routing within Cascade Township to better serve key businesses (like Costco and Target).
- Reduced service hours to save the DDA money while still effectively serving core ridership.

We are looking forward to seeing the results of this analysis and coming to a mutually agreeable way forward.

Chris

Christopher Khorey, AICP

West Michigan Manager

MCKENNA

O 248.596.0920 | **C** 616.204.1936 | **F** 248.596.0930
124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503
ckhorey@mcka.com | mcka.com

[FACEBOOK](#) | [LINKEDIN](#)

From: Max Dillivan <MDillivan@ridetherapid.org>
Sent: Thursday, June 8, 2023 10:43 AM
To: Grace Lesperance <glesperance@cascadetwp.com>
Cc: Christopher Khorey <CKhorey@mcka.com>; Danielle Bouchard <dbouchard@mcka.com>; Jennifer A. Puplava <JPuplava@mikameyers.com>; Jessica Stine <jstine@cascadetwp.com>; Asher Lockwood <alockwood@ridetherapid.org>; Nick Monoyios <NMonoyios@ridetherapid.org>; Steve Schipper <SSchipper@ridetherapid.org>; Deb Prato <dprato@ridetherapid.org>
Subject: RE: Cascade Township Service

Hello Grace,

Thank you for forwarding this information. We've had an opportunity to review the documentation you've

provided and want to provide you with a preface on our position in the interest of expediting the conversation later this afternoon.

As we understand, the Cascade Township DDA desires to eliminate Route 29 and extend Route 28's eastern terminus to the Cascade Meijer. The specific operational mechanics of this proposal would incur a substantial cost increase and operational inefficiencies to existing fixed route services which The Rapid is unable to absorb operationally and financially. We expect to explain these operational complexities in further detail during our call.

We look forward to our conversation.

Maxwell Dillivan, AICP

Senior Planner

The Rapid

Follow us on [Twitter](#) & [Facebook](#)

P: 616.774.1159

From: Grace Lesperance <glesperance@cascadetwp.com>

Sent: Tuesday, June 6, 2023 12:23 PM

To: Max Dillivan <MDillivan@ridetherapid.org>

Cc: Christopher Khorey <CKhorey@mcka.com>; Danielle Bouchard <dbouchard@mcka.com>; Jennifer A. Puplava <JPuplava@mikameyers.com>; Jessica Stine <jstine@cascadetwp.com>

Subject: Cascade Township Service

Good afternoon Max,

As you know, the Cascade DDA appointed a subcommittee and hired consultants from McKenna to analyze the service provided by the Rapid in Cascade Township.

After a recommendation by the Subcommittee and the report by McKenna (attached), the DDA unanimously supported the following service changes:

Eliminate Route 29

Extend Route 28 from its current terminus at Woodland Mall to the Cascade Meijer.

We look forward to discussing the above with you at our June 8 meeting.

Grace Lesperance (Supervisor)

Jennifer Puplava (DDA Chair)



Memorandum

TO: Cascade Township Transportation Committee
FROM: Danielle Bouchard, AICP
Chris Khorey, AICP
SUBJECT: Recommendations on Transit Options
DATE: May 5, 2023

Over the last several months, Cascade Township Transportation Committee and DDA have been in the process of identifying alternative solutions to the current services with The Rapid. The DDA pays for a portion of The Rapid's Route 29, which provides access to several businesses (and municipal buildings) within the DDA boundary, primarily along 28th Street. The DDA's annual cost for the service is approximately \$218,000.

The contract Cascade Township DDA has with The Rapid expires in August 2023, but The Rapid has asked that the DDA take up a new contract at its June meeting, creating urgency for the Transportation Committee to make a recommendation. Therefore, McKenna is providing the Transportation Committee with a Recommended Preferred Alternative, to be discussed and revised as necessary at the May 8, 2023 meeting.

SUMMARY OF PREFERRED ALTERNATIVE

McKenna recommends that the DDA take the following actions:

- Request the following alterations in Rapid fixed-route service:
 - Eliminate Route 29.
 - Extend Route 28 (currently known as West 28th Street) from its current terminus at Woodland Mall to the Cascade Meijer.
- Invest the cost savings from the fixed-route service alterations in a LyftPass program that would subsidize Lyft rides that start or end within the DDA boundary.

Additional details on these recommendations, as well as key background information, follow.

RAPID FIXED-ROUTE RECOMMENDATION

Route 29 currently runs from Woodland Mall to Cascade's Lower Village 177 times per week (30 on weekdays, 15 on Saturdays, and 12 on Sundays)

The Cascade DDA pays for the portion of the route from Patterson Avenue to the eastern terminus. The Rapid's cost for the service is **\$76.37 per revenue hour**, which adds up to approximately **\$218,000 per year**.

Rapid Route 29 began operating in September 2021. Prior to September 2021, Cascade Township was served by Rapid Route 28, which runs 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 service change in 2021 resulted in a drop in ridership. 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.

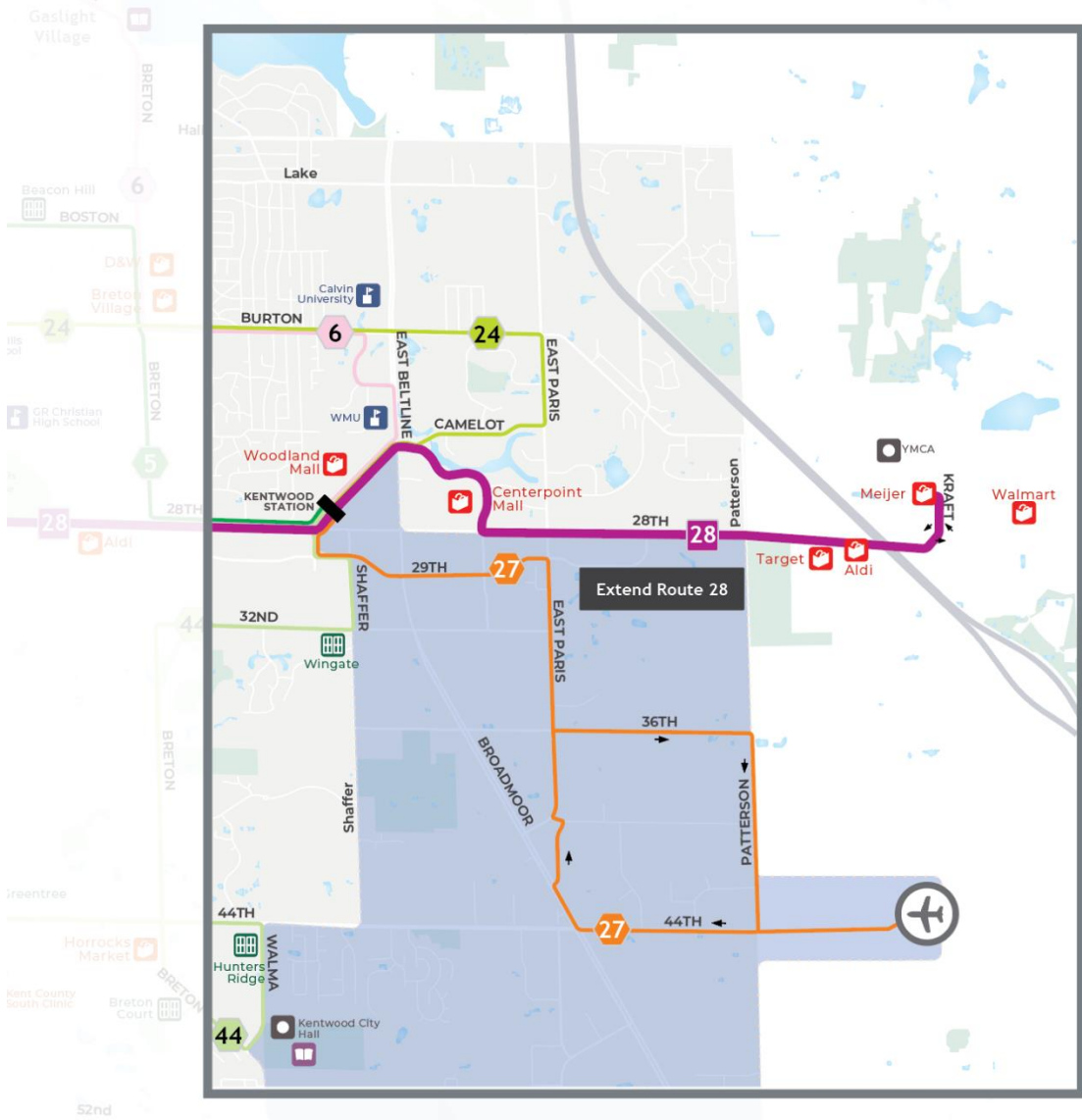
Data suggests that most riders on Route 29 are coming from outside Cascade Township, with destinations between Patterson Avenue and the Cascade Meijer:

- As of April 2023, 66% of boardings and alightings take place at Cascade Meijer or one of the stops to its west (Kraft Avenue, Hotel Avenue/Northern Drive, and Patterson Avenue).
- As of April 2023, the Cascade Meijer is the origin or destination for approximately 34% of all ridership on Route 29.
- As of April 2023, 79% of boardings are for westbound service.
- Only 4% of respondents to the Township resident survey indicated they ride Rapid fixed route service more than once per year, but 25% of employers (7 respondents) reported having employees that would have trouble getting to work without public transit.

Public input also supports the conclusion that Meijer and points west are the key areas for fixed route transit in the Township. While only 9 riders responded to the bus riders survey, most indicated that Meijer was a key reason they use the route.

Therefore, in order to serve the core constituency for fixed route service within Cascade, support businesses along in the I-96/28th Street area, and make more efficient use of DDA resources, we recommend the following:

- **Eliminate Route 29:** Data and input suggest that Route 29 is not serving the needs of riders and is cost inefficient in its current form. Eliminating excess revenue hours would free up DDA resources for the LyftPass program (or other alternatives) described below.
- **Extend Route 28 to the Cascade Meijer.** Extending Route 28 would eliminate the need for riders to transfer at Woodland Mall and would create a more efficient service for the core transit riders along the 28th Street corridor. A map of what that extension would look like is provided on the next page below.



THE RAPID

Legend

Transfer Point	Bus Rapid Transit Route
Medical Center	High Frequency Route
School/University	Local Frequency Route
Apartment	Select Frequency Route
Shopping Center	Peak-only service
Library	
Park and Ride	
Other Place of Interest	
Rapid Connect Zone	

Map design and illustration by Asher Lockwood





Financial Analysis

The specifics of the extended Route 28 service are important to ensure that the service alteration saves the DDA money while still providing quality service.

- Route 28 currently has 46 runs to Woodland Mall on weekdays, 23 on Saturday, and 12 on Sundays, for a total of **265 runs per week**.
- We estimate that a round trip from Patterson Avenue to the Cascade Meijer (and back) would take approximately 12 minutes (accounting for stops and end-of-route idling), which means each round trip would be 0.2 revenue hours. At \$76.37 per revenue hour, that means **one round trip from Patterson Avenue to Cascade Meijer would cost \$15.27**.
- **With 265 runs per week**, service from Patterson Avenue to the Cascade Meijer would cost \$4,046.55 per week, **or \$210,420.60 year, a slight savings to the DDA** while substantially improving service for the majority of riders that do not ride past Meijer.
- **With 177 runs per week (the current service level of Route 29)**, service from Patterson Avenue to the Cascade Meijer would cost \$2,702.79 per week, **or \$140,585.08, a savings of almost \$80,000 to the DDA**, while improving service for the majority of riders that do not ride past Meijer by eliminating the Woodland Mall transfer.
- The DDA could choose a service level in between one of the two scenarios above and realize different cost savings. The Rapid could choose what to do with Route 28 runs that will not enter Cascade. They could terminate at Woodland Mall, or they could run all the way to Patterson Avenue. That would be The Rapid's decision.

Please note that the above is an estimate and the actual Rapid service cost may differ. However, we are confident in our analysis that this service change will save DDA resources and provide better service to The Rapid's core ridership.

ON-DEMAND SERVICE RECOMMENDATION: LYFTPASS

With the cost savings from the Rapid Fixed-Route service alteration, we recommend that the Cascade DDA enter into a partnership with Lyft under the LyftPass program. LyftPass allows a public entity, like the DDA, to offer automatic subsidies to Lyft rides within a given geographic area. Lyft has indicated that there is no cost to public partners for the setup or maintenance to the program.

We recommend that the DDA subsidize rides that start or end within the DDA boundary. This would mean hotel guests, shoppers, diners, employees, and residents within the DDA would be able to travel to destinations anywhere in the region with a reduced fare. Importantly, this would subsidize the following trips:

- Ford Airport passengers going to and from hotels in the DDA area.
- Employees of DDA businesses to commuting to work.
- Shoppers and diners coming into the DDA to patronize businesses.
- Transit riders seeking destinations east of Meijer.

The DDA can allocate any amount of funding to Lyft subsidies as deemed appropriate. The DDA would set an annual budget, which would be drawn down every time a ride is subsidized. The budget would need to be sufficient to last for an entire year, but given that the projected Rapid savings, the DDA should be able to set a sufficient amount (even the small savings under the 256 run scenario would subsidize over 2,500 rides, if the DDA were to subsidize \$3 per ride, for example). The DDA should also allocate resources to marketing the



program. The budget could be right-sized on any annual basis. **We recommend that the DDA finalize its new agreement with The Rapid, and then determine the budget for LyftPass.**

Additional Details about LyftPass

- Lyft Pass is a program offered in other communities across the US. The premise of this is to offer subsidized services by using the Lyft app.
- Lyft Pass uses “geofencing” which offers subsidized rides anywhere within a specified boundary. The Township can setup any mechanism they want for subsidized rides. This can be a set monthly dollar amount, set number of rides, or a combination. Riders gain access to Lyft Pass through an “invite” process, often a QR code send to specific groups.
- Lyft ride availability is dependent on the availability of drivers in the area. As in, if the Township were to launch a Lyft Pass program, riders may face issues with obtaining a ride if there are not active drivers available to pick them up.
- Lyft data indicates that the average wait time for a Lyft driver in Cascade is comparable to the average wait time within the City of Grand Rapids.
- Government partners with Lyft do not pay any costs for the launching, implementation, or maintenance of the Lyft Pass program.

The following answers to Transportation Committee and McKenna questions were provided by Lyft:

- **Would someone be able to still use the Lyft Pass program if they do not have a credit card?**
 - Yes, riders without a major credit card or debit card tied to a checking account can still participate in a Lyft Pass program via their Lyft App. For these unbanked and cash-preferred riders, there are two options: prepaid debit cards and/or Lyft Cash. Prepaid debit cards can be purchased with cash at most grocery stores, convenience stores, and pharmacy chains. Riders can designate a prepaid debit card as their primary payment method within the Lyft app, instead of a credit or debit card. Or they could use Lyft Cash, which is a stored value payment method that allows riders to pre-load funds into a digital account and use those funds for future Lyft rides. Riders can visit one of Lyft's 35,000+ retail partners (i.e., Walgreens, Walmart, Kroger, Family Dollar, etc.) across the U.S. to refill their balances using cash.
- **If someone lived outside the geofencing area, but worked inside the geofencing area, would they still get a discounted ride to work from their home?**
 - The Township can set up the geofencing in a number of different ways, including geofencing corridors, larger zones, individual hubs, etc. Let's say the entire town is set up as a zone, the Township could allow travel only within the geofencing zone (i.e. all to and from locations are within the zone) or they could allow travel *to or from* the zone. To or from would allow for the scenario that you've described above -- the rider lives outside of the zone, but their job location is located in the zone.



- The partner is responsible for the full cost of all program rides that are taken and completed. In the example above, the partner has purposefully set the rides to be to or from the geofenced zone and in doing so has also agreed to continue to pay the full cost of the entire ride -- regardless of the geofencing. Please keep in mind that the Township can create an umbrella program and also bucket riders according to their needs and specific program parameters. For example, if there are a set of individuals that live outside of the Township, they could be added to a Lyft Pass program that allows them to go to or from the zone. And the remainder of the riders, who live and work within the zone, could be added to a Lyft Pass program that allows them to only travel within the geofence.
- **Is there any way that the Township could guarantee a Lyft driver at a specific “hub” location? For example, if a Lyft “hub” was setup at a mall, is there a way to dispatch drivers out to the mall to take passengers to destinations within the geofenced area?**
 - The dispatching of all rides within a Lyft Pass program is done the same way as all other rides outside of partner programs. Since drivers are able to choose when and where they drive on the platform and because this is a non-dedicated service, we are unable to station drivers at a 'hub'. The dispatching for any partner program will work exactly the same as any other Lyft ride that you or I would take -- once the rider calls for the ride, they will be dispatched the next available vehicle.
- **Are you able to send information on the Lyft Concierge Program?**
 - Concierge is a web-based platform that allows the Township to book rides on behalf of the rider. This tool is ideal for individuals that don't have smartphones or the Lyft app and those that prefer to call in and speak with someone. Concierge would be administered and run by Township staff, and if the Township doesn't have capacity to run this on their own we could connect them to some third party call centers that could step in and take on this role. Partners are able to use Lyft Pass, Concierge, or both tools, it just depends on how they'd like to administer their program.
 - Using those two tech tools, we've partnered on First/Last Mile programs, Late-Night and Paratransit programs, in addition to Jobs and Grocery Access programs, etc. The sky's the limit -- program structure all depends on what needs the partner has and how they would like to address them.

BACKGROUND INFORMATION: NON-MILLAGE COMMUNITIES

Non-Millage Community Partnerships with The Rapid

- The Rapid calculates costs for each community based on “revenue hour” rates, which currently is \$76.37 per hour. Billing is based on the number of revenue hours.
- Other non-milage communities appear to pay less than Cascade because they have less “revenue miles” and less frequent stops.
- Rapid Connect is funded through property tax revenue from properties within the 6 Cities. Policy states that any service beyond the 6 City limit requires funding through an outside entity.
- The Rapid connect zone does not extend to any non-ITP member communities. If it were to be expanded into an adjacent township, it would be expected the township receiving the service would be charged with funding it. The Rapid has considered potential expansions of Rapid Connect but only within the 6 cities since Rapid Connect is still its pilot phase.



- Rapid Connect costs about \$400k per year to operate.
- A comparison table between Cascade Township and all other non-millage communities is provided below.

Community	Amount Paid	Funding Source	Frequency	# of Stops/Key Destinations Served
Cascade Twp.	\$218,000	DDA Budget	<u>Weekday</u> : 30 minutes <u>Weekend</u> : 60 Minutes	6 (Target, Meijer, Wal-Mart, Library, Cascade Village, Ford Airport)
Byron Twp.	\$0 (discontinued) \$36,000 (prior to discontinue)	General Fund (prior to discontinue)	N/A (discontinued) Prior to discontinue: <u>Weekday</u> : 30 minutes <u>Saturday</u> : 60 minutes <u>Sunday</u> : None	0 (discontinued) Prior to discontinue: 2 (Tractor Supply, Special Olympics)
Plainfield Twp.	\$0	N/A	<u>Weekday</u> : 15 minutes <u>Weekend</u> : 60 minutes	1 (Meijer)
Gaines Twp.	\$55,000	General Fund	<u>Weekday</u> : 8-15 minutes (Routes 2 and 4), 30 minutes (Route 10) <u>Saturday</u> : 5-30 minutes (Routes 2 and 4), 60 minutes (Route 10) <u>Sunday</u> : 4-30 minutes (Routes 2 and 4)	5 (Meijer, Celebration Cinema, East Kentwood HS, Pine Rest, Apartments)
Alpine Twp.	\$98,000	General Fund	<u>Weekday</u> : 30 minutes <u>Saturday</u> : 30-60 minutes <u>Sunday</u> : 60 minutes	3 (Wal-Mart, Menards, Apartments)



BACKGROUND INFORMATION: PUBLIC ENGAGEMENT RESULTS

- **Resident Survey: 359 responses**
 - 88% indicated they “never” ride The Rapid bus. 8% said “less than once per year”
 - 93% indicated they “never” ride The Rapid Go! Bus.
 - 84% prefer to use their own personal vehicle (when asked why they do not ride the bus).
 - 14% indicated The Rapid does not go where they need it to go.
 - 12% indicated the route schedule does not work with their personal schedule.
 - 10.5% indicated transfers take too long.
 - 71.5% said they so not need public transportation services in Cascade.
 - 16% said they would like to use public transportation services, but The Rapid does not provide a service that works for them.
 - Several folks noted that they do not use the bus but understand and support why the service is needed in the Township.
 - Other folks indicated they have someone in their family with disabilities or are aging themselves and would use the service in the future.
 - 56% said they would not use any suggested services (e.g., third party company shuttles to hotels, airport, etc., shuttles to get to fixed routes, or carpooling services).
 - 30% indicated they would use a third-party company shuttle to specific destinations within the Township.
 - 9% indicated they would use a shuttle service to fixed routes.
 - 9% indicated they would use a carpooling service to specific destinations in the Township.
 - 11% indicated “other” service ideas:
 - Uber and Lyft were suggested several times (10 respondents)
 - Airport transportation

- **Business Owner survey: 33 responses**
 - 69% indicated less than 25 employees at their business.
 - 12.5% indicated 26-49 employees.
 - 12.5% have 100+ employees.
 - 6% have between 50-100 employees.
 - 44% of employees generally live in the City of Grand Rapids
 - 19% are generally live in Cascade.
 - 11% live elsewhere, including Kent County, Ada, and Metro Grand Rapids.
 - 69% indicated their employees do not use The Rapid to get to and from work.
 - 25% indicated their employees use The Rapid to get to and from work.
 - 69% indicated their employees do not use the Go! Bus.
 - 81% indicated their employees have adequate transportation to get to and from work.
 - 34% said The Rapid services adequately serve their business.
 - 53% have no opinion if The Rapid services adequately serve their business.
 - 59% indicated that if services were improved in Cascade Township, it would not be an overall benefit to their business.



- 25% said that improved services would benefit their business.

ANSWER CHOICES	RESPONSES
None of these options would be beneficial to your business.	50.00% 15
Running Route 29 on its current route earlier in the morning or later at night	23.33% 7
Running Route 29 on its current route more frequently	20.00% 6
Providing a new fixed route service to service your business' location.	13.33% 4
Providing a fixed route to Gerald Ford Airport.	10.00% 3
Current services provided by the Rapid are adequate and do not need any changes.	10.00% 3
Providing door-to-door on-demand service within Cascade Township.	6.67% 2
Providing door-to-door on-demand service to Cascade Township and nearby parts of Kentwood.	6.67% 2
Providing direct fixed route service beyond Woodland Mall (where Route 29 currently terminates).	6.67% 2
Providing an express fixed route to Downtown Grand Rapids.	6.67% 2
Providing direct services from businesses to Gerald Ford Airport.	6.67% 2
Providing "loop" service connecting businesses, retailers, hotels, and other destinations to each other.	6.67% 2
Providing a third party transportation service that offers transportation directly to your business, such as a carpool shuttle.	3.33% 1
Expanded services from The Rapid Go! Bus	3.33% 1
Other (please specify)	Responses 3.33% 1

- 22% indicated their employees would have trouble getting to and from work if Rapid services were discontinued.
- 22% indicated customers would have issues accessing their business if services were discontinued.
- 66% indicated their business would have little or no impact if services were discontinued.
- 66% said they would not be willing to financially contribute to improve services in the Township.

- **Bus Rider Survey: 9 responses**

- 62.5% are Cascade residents.
- 37.5% do their shopping/errands in Cascade.
- 25% reside in another community or attend an institution in Cascade.
- 28.5% completed the survey at the 28th/Kraft location.
- 28.5% completed the survey at Cascade Road/28th location.
- 43% ride The Rapid Route 29 to get to and from work.
- 43% ride the Rapid Route 29 to get to activities.
- 86% ride Route 29 during the afternoon (11am-3pm)
- 71% ride Route 29 in the morning (6am-10am)
- 57% ride Route 29 in the evening (4pm-9pm)



- An even split of 50%/50% indicated the Rapid Route 29 meets their needs.

ANSWER CHOICES	RESPONSES	
▼ Buses do not stop as frequent as I need	42.86%	3
▼ I cannot get direct access to where I live or work	42.86%	3
▼ Route 29 does not provide direct access to where I need to go (without transfer)	42.86%	3
▼ None of the above	28.57%	2
▼ The stops are located too far from store/destination entrances	28.57%	2
▼ I have trouble accessing stops from where I live	28.57%	2
▼ There are not stops located near where I need to go	28.57%	2
▼ It is too expensive	14.29%	1
▼ The Route 29 schedule conflicts with my personal schedule	0.00%	0
▼ Buses do not have the facilities I need (e.g., wheelchair access, bike racks, etc.)	0.00%	0
▼ Other (please specify)	Responses	0.00%
Total Respondents: 7		

- 71% of respondents use Route 29 as a transfer to get to their final destination.
- 57% use Route 29 to get to Meijer.
- 57% use Route 29 to get to other destinations outside Cascade (Home Depot, Woodland Mall).
- 43% go to the KDL Cascade branch.
- 62.5% would use a third party on-demand transit bus with curb-to-curb service.
- 37.5% said services are fine the way they are now.

AGREEMENT BETWEEN
THE INTERURBAN TRANSIT PARTNERSHIP
AND
CASCADE CHARTER TOWNSHIP
FOR LINEHAUL AND PARATRANSIT SERVICES on 28th Street

Agreement made by and between Cascade Charter Township Downtown Development Authority, hereinafter called the "Township", and the Interurban Transit Partnership, hereinafter called "ITP", with offices at 300 Ellsworth Ave., S.W., Grand Rapids, MI, 49503.

ARTICLE I – RECITALS

1. Whereas, ITP provides regular bus service over established routes during published hours and at published frequencies, and
2. Whereas, ITP has the capability of expanding its transit service, particularly service in the Township area, and
3. Whereas, the expansion of ITP bus service into the Cascade Charter Township Downtown Development Authority district makes transit service available for both Township residents and for customers and employees of Township businesses.

Now, therefore, be it resolved that the Township wishes to enable the use of ITP transit service into and within the DDA district. The responsibilities of the Township and ITP in the execution of this resolve are set forth below.

ARTICLE II – RESPONSIBILITIES OF ITP

1. ITP shall provide bus service to the Township. The route(s) will be developed in agreement between the ITP and the Township. Passenger fares charged for both linehaul and paratransit service shall be those currently adopted by the ITP Board. ITP shall retain all passenger fare revenue.
2. ITP shall provide paratransit service pursuant to the requirements of the Americans with Disabilities Act. All equipment used in providing service to the Township shall be accessible to persons with disabilities. The ADA requires paratransit service be provided to those with a physical or mental disability who are prevented from utilizing linehaul. The paratransit service shall be provided during the same days and hours of operation of the linehaul

service, and shall be provided to those whose trips begin or end within the ¾ mile corridor either side of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

3. Liability and Risk

A. ITP shall provide for a Certificate of Insurance to be issued naming the Township as an additional insured. This insurance certificate shall be supplied prior to the start of service. ITP agrees to maintain insurance with coverage as provided below for the duration of the project or the term for which services will be rendered:

- Workmen’s Compensation (including occupational disease) under the terms of the Michigan Workmen’s Compensation Act.
- General Liability: \$3,000,000 ultimate net loss each occurrence.
- Automobile Liability: \$3,000,000 ultimate net loss each occurrence.

ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

The Township shall pay for all hours of service that a bus(es) is in revenue service within the Township’s boundaries per an hourly rate according to the applicable fiscal year (as defined in Article V).

The cost per hour to the Township, after Michigan Department of Transportation State Operating Assistance, is as follows:

FY 2023: \$76.37 per revenue hour; FY 2024: \$80.28 per revenue hour

Invoices will be submitted by the ITP monthly and shall be paid by the Township within 30 days of receipt.

ARTICLE IV – MARKETING AND INFORMATION

ITP shall provide all materials, schedules, and maps necessary to promote the service.

ARTICLE V – ITP FISCAL YEAR SCHEDULE

For purposes of this agreement, ITP’s fiscal year schedule shall be defined as below:

FY 2022: October 1, 2022 – September 30, 2023

FY 2023: October 1, 2023 – September 30, 2024

ARTICLE VI – TERM OF AGREEMENT

1. This Agreement shall be effective starting August 28, 2023 through August 26, 2024 (the “Term”). The Township shall make its intentions to ITP for renewal of the agreement or desired service changes on or before June 15, 2024 for Fall 2024 service.
2. Hourly contract rates may be adjusted annually based upon inflationary increases in operating expenses, a decrease in local or State revenues to ITP, or a change in the service levels provided to the Township.
3. This Agreement may be terminated by either party with a minimum three-month prior written notification to the other party.
4. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

ARTICLE VII – ADDITIONAL CONDITIONS

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment “A”.
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet these criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP’s current charter rate.

The Agreement is dated the _____ day of _____, A.D., 2023.

INTERURBAN TRANSIT PARTNERSHIP

CASCADE CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY

By: _____
Chief Executive Officer

By: _____
Appointed Officer

Attest: _____

Attest: _____

ATTACHMENT A

FY 2023/2024 Fixed-Route Services in Cascade Township – 28th Street August 28, 2023 – August 26, 2024

ROUTE DESCRIPTION

East on 28th Street, south on Cascade Road, west on Old 28th Street, west on 28th Street, north on Kraft, west on 28th Street past Patterson Avenue.

FREQUENCY OF SERVICE

Weekday:	Every 30-minutes
Weekday evening:	Every 60-minutes
Saturday:	Every 60-minutes
Sunday:	Every 60 minutes

HOURS OF SERVICE

Weekday:	5:45 AM – 7:00 PM
Weekday evening:	7:00 PM – 10:30 PM
Saturday:	5:15 AM – 10:00 PM
Sunday:	7:00 AM – 7:00 PM

OPERATING DAYS

Weekdays:	254 (24 in FY 23; 230 in FY 24)
Saturdays:	52 (5 in FY 23; 47 in FY 24)
Sundays:	52 (4 in FY 23; 48 in FY 24)

COST OF SERVICE

Billable Hours:	2,856.00 (266.67 in FY 22; 2,589.33 in FY 24)
Contract Rate:	\$76.37 (FY 23); \$80.28 (FY 24)
Total Cost:	\$228,237.01



Figure 1 - FY 2023/2024 Route 29 Alignment in Cascade Township

From: [Max Dillivan](#)
To: [Christopher Khorey](#); [Grace Lesperance](#)
Cc: [Danielle Bouchard](#); [Jennifer A. Puplava](#); [Jessica Stine](#); [Asher Lockwood](#); [Nick Monoyios](#); [Steve Schipper](#); [Deb Prato](#)
Subject: RE: Cascade Township Service
Date: Friday, June 16, 2023 4:00:30 PM
Attachments: [Cascade DDA August 2023 through August 2024 Contract - Route 29 unsigned.pdf](#)

Good afternoon Cascade Twp DDA,
Thanks again for the opportunity to discuss your assessment and provide the organized bullet points below for our evaluation. Based on our examination for the preferred array of alternatives and after consideration of the options shared, there is only one feasible alternative that The Rapid would be able to provide, and that is the #4 bullet option.

4. Reduced service hours to save the DDA money while still effectively serving core ridership.

Interlining Route 5, 27, and 29 during weekdays would result in a reduction of seven (7) daily trips on Route 29 and reduce the frequency from 30 to 60 minutes mid-day – which would reduce the annual Cascade cost to approx. \$194k (currently at \$228k). A draft contract detailing this information is attached. This would retain the existing Route 29 alignment and Route 29 would have the same weekend service as it does now.

Thank you for your prompt attention to these considerations, and we look forward to hearing back from you. Have a great weekend!

Maxwell Dillivan, AICP

Senior Planner

[The Rapid](#)

Follow us on [Twitter](#) & [Facebook](#)

P: 616.774.1159

From: Christopher Khorey <CKhorey@mcka.com>
Sent: Thursday, June 8, 2023 4:55 PM
To: Max Dillivan <MDillivan@ridetherapid.org>; Grace Lesperance <glesperance@cascadetwp.com>
Cc: Danielle Bouchard <dbouchard@mcka.com>; Jennifer A. Puplava <JPuplava@mikameyers.com>; Jessica Stine <jstine@cascadetwp.com>; Asher Lockwood <alockwood@ridetherapid.org>; Nick Monoyios <NMonoyios@ridetherapid.org>; Steve Schipper <SSchipper@ridetherapid.org>; Deb Prato <dprato@ridetherapid.org>
Subject: RE: Cascade Township Service

All,

Thank you everyone for your time this afternoon. To recap our conversation, the DDA Board would be interested in seeing the details and financial impact of the following options:

- Eliminating Route 29 and extending ALL Route 28 runs to Cascade Meijer.
- Eliminating the number 29 and making the entire 5-29 interline “Route 5”.
- Alternate routing within Cascade Township to better serve key businesses (like Costco and Target).
- Reduced service hours to save the DDA money while still effectively serving core ridership.

We are looking forward to seeing the results of this analysis and coming to a mutually agreeable way

forward.

Chris

Christopher Khorey, AICP

West Michigan Manager

MCKENNA

O 248.596.0920 | C 616.204.1936 | F 248.596.0930
124 East Fulton Street, Suite 6B | Grand Rapids, MI 49503
ckhorey@mcka.com | mcka.com

[FACEBOOK](#) | [LINKEDIN](#)

From: Max Dillivan <MDillivan@ridetherapid.org>
Sent: Thursday, June 8, 2023 10:43 AM
To: Grace Lesperance <glesperance@cascadetwp.com>
Cc: Christopher Khorey <CKhorey@mcka.com>; Danielle Bouchard <dbouchard@mcka.com>; Jennifer A. Puplava <JPuplava@mikameyers.com>; Jessica Stine <jstine@cascadetwp.com>; Asher Lockwood <alockwood@ridetherapid.org>; Nick Monoyios <NMonoyios@ridetherapid.org>; Steve Schipper <sschipper@ridetherapid.org>; Deb Prato <dprato@ridetherapid.org>
Subject: RE: Cascade Township Service

Hello Grace,

Thank you for forwarding this information. We've had an opportunity to review the documentation you've provided and want to provide you with a preface on our position in the interest of expediting the conversation later this afternoon.

As we understand, the Cascade Township DDA desires to eliminate Route 29 and extend Route 28's eastern terminus to the Cascade Meijer. The specific operational mechanics of this proposal would incur a substantial cost increase and operational inefficiencies to existing fixed route services which The Rapid is unable to absorb operationally and financially. We expect to explain these operational complexities in further detail during our call.

We look forward to our conversation.

Maxwell Dillivan, AICP

Senior Planner

[The Rapid](#)

Follow us on [Twitter](#) & [Facebook](#)

P: 616.774.1159

From: Grace Lesperance <glesperance@cascadetwp.com>
Sent: Tuesday, June 6, 2023 12:23 PM
To: Max Dillivan <MDillivan@ridetherapid.org>

Cc: Christopher Khorey <CKhorey@mcka.com>; Danielle Bouchard <dbouchard@mcka.com>; Jennifer A. Puplava <JPuplava@mikameyers.com>; Jessica Stine <jstine@cascadetwp.com>

Subject: Cascade Township Service

Good afternoon Max,

As you know, the Cascade DDA appointed a subcommittee and hired consultants from McKenna to analyze the service provided by the Rapid in Cascade Township.

After a recommendation by the Subcommittee and the report by McKenna (attached), the DDA unanimously supported the following service changes:

Eliminate Route 29

Extend Route 28 from its current terminus at Woodland Mall to the Cascade Meijer.

We look forward to discussing the above with you at our June 8 meeting.

Grace Lesperance (Supervisor)

Jennifer Puplava (DDA Chair)

AGREEMENT BETWEEN
THE INTERURBAN TRANSIT PARTNERSHIP
AND
CASCADE CHARTER TOWNSHIP
FOR LINEHAUL AND PARATRANSIT SERVICES on 28th Street

Agreement made by and between Cascade Charter Township Downtown Development Authority, hereinafter called the "Township", and the Interurban Transit Partnership, hereinafter called "ITP", with offices at 300 Ellsworth Ave., S.W., Grand Rapids, MI, 49503.

ARTICLE I – RECITALS

1. Whereas, ITP provides regular bus service over established routes during published hours and at published frequencies, and
2. Whereas, ITP has the capability of expanding its transit service, particularly service in the Township area, and
3. Whereas, the expansion of ITP bus service into the Cascade Charter Township Downtown Development Authority district makes transit service available for both Township residents and for customers and employees of Township businesses.

Now, therefore, be it resolved that the Township wishes to enable the use of ITP transit service into and within the DDA district. The responsibilities of the Township and ITP in the execution of this resolve are set forth below.

ARTICLE II – RESPONSIBILITIES OF ITP

1. ITP shall provide bus service to the Township. The route(s) will be developed in agreement between the ITP and the Township. Passenger fares charged for both linehaul and paratransit service shall be those currently adopted by the ITP Board. ITP shall retain all passenger fare revenue.
2. ITP shall provide paratransit service pursuant to the requirements of the Americans with Disabilities Act. All equipment used in providing service to the Township shall be accessible to persons with disabilities. The ADA requires paratransit service be provided to those with a physical or mental disability who are prevented from utilizing linehaul. The paratransit service shall be provided during the same days and hours of operation of the linehaul

service, and shall be provided to those whose trips begin or end within the ¾ mile corridor either side of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

3. Liability and Risk

A. ITP shall provide for a Certificate of Insurance to be issued naming the Township as an additional insured. This insurance certificate shall be supplied prior to the start of service. ITP agrees to maintain insurance with coverage as provided below for the duration of the project or the term for which services will be rendered:

- Workmen’s Compensation (including occupational disease) under the terms of the Michigan Workmen’s Compensation Act.
- General Liability: \$3,000,000 ultimate net loss each occurrence.
- Automobile Liability: \$3,000,000 ultimate net loss each occurrence.

ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

The Township shall pay for all hours of service that a bus(es) is in revenue service within the Township’s boundaries per an hourly rate according to the applicable fiscal year (as defined in Article V).

The cost per hour to the Township, after Michigan Department of Transportation State Operating Assistance, is as follows:

FY 2023: \$76.37 per revenue hour; FY 2024: \$80.28 per revenue hour

Invoices will be submitted by the ITP monthly and shall be paid by the Township within 30 days of receipt.

ARTICLE IV – MARKETING AND INFORMATION

ITP shall provide all materials, schedules, and maps necessary to promote the service.

ARTICLE V – ITP FISCAL YEAR SCHEDULE

For purposes of this agreement, ITP’s fiscal year schedule shall be defined as below:

FY 2022: October 1, 2022 – September 30, 2023

FY 2023: October 1, 2023 – September 30, 2024

ARTICLE VI – TERM OF AGREEMENT

1. This Agreement shall be effective starting August 28, 2023 through August 26, 2024 (the “Term”). The Township shall make its intentions to ITP for renewal of the agreement or desired service changes on or before June 15, 2024 for Fall 2024 service.
2. Hourly contract rates may be adjusted annually based upon inflationary increases in operating expenses, a decrease in local or State revenues to ITP, or a change in the service levels provided to the Township.
3. This Agreement may be terminated by either party with a minimum three-month prior written notification to the other party.
4. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

ARTICLE VII – ADDITIONAL CONDITIONS

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment “A”.
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet these criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP’s current charter rate.

The Agreement is dated the _____ day of _____, A.D., 2023.

INTERURBAN TRANSIT PARTNERSHIP

CASCADE CHARTER TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY

By: _____
Chief Executive Officer

By: _____
Appointed Officer

Attest: _____

Attest: _____

ATTACHMENT A

FY 2023/2024 Fixed-Route Services in Cascade Township – 28th Street August 28, 2023 – August 26, 2024

ROUTE DESCRIPTION

East on 28th Street, south on Cascade Road, west on Old 28th Street, west on 28th Street, north on Kraft, west on 28th Street past Patterson Avenue.

FREQUENCY OF SERVICE

Weekday morning: Every 30-minutes
Weekday mid-day: Every 60-minutes
Weekday evening: Every 60-minutes
Saturday: Every 60-minutes
Sunday: Every 60 minutes

HOURS OF SERVICE

Weekday morning: 5:45 AM – 9:00 AM
Weekday mid-day: 9:00 AM – 2:30 PM
Weekday evening: 2:30 PM – 10:30 PM
Saturday: 5:15 AM – 10:00 PM
Sunday: 7:00 AM – 7:00 PM

OPERATING DAYS

Weekdays: 254 (24 in FY 23; 230 in FY 24)
Saturdays: 52 (5 in FY 23; 47 in FY 24)
Sundays: 52 (4 in FY 23; 48 in FY 24)

COST OF SERVICE

Billable Hours: 2,432.67 (226.67 in FY 22; 2,206.00 in FY 24)
Contract Rate: \$76.37 (FY 23); \$80.28 (FY 24)
Total Cost: \$194,408.21



Figure 1 - FY 2023/2024 Route 29 Alignment in Cascade Township

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

Wednesday, May 10, 2023

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 Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Township Manager Swayze, Fire Chief Magers, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**
Trustee Koessel stated that Article 9 re Consideration of Camping Ordinance, should be changed to set Public Hearing prior to consideration for approval.
Motion by Trustee Shipley, seconded by Trustee Koessel to approve the agenda with the noted changes. 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)**
None
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
 - 1. Township Board Meeting – 4/26/23 & 4/26/23-Closed Session
 - 2. Strategic Plan Implementation Committee – 3/17/23 & 4/21/23
 - b. Receive and File Reports
 - 1. Treasurer’s Department – March 2023
 - 2. Building Department – April 2023
 - c. Receive and File Education Requests
 - 1. Todd Pell – IAAI Arson Conference 2023 – Lansing, MI - May 22-25, 2023
 - d. Receive and File Communication
 - 1. Grand Valley Metropolitan Council (GVMC) Airport Access Study Final Report– March 2023
- Clerk Slater noted that Article 9, 040 and 041 should read 043 & 044 on the current meeting Agenda.
Motion by Clerk Slater, seconded by Trustee McDonald to approve the Consent Agenda with the correction of the certification date of item 043 to 5/10/2023 and the item numbers on the current agenda corrected. Motion carried unanimously.

Article 7. Financial Actions

a. Consider Approval of April 2023 Payables, Payroll, and Transfers

Trustee Noordhoek asked for clarification of items and if the Board could approve before the items are paid. Manager Swayze and Treasurer Korstange responded.

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

Article 8. Unfinished Business

None

Article 9. New Business

043-2023 Consider Approval of Resolution Adopting the Hazard Mitigation Plan for Kent and Ottawa Counties (Roll Call)

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

044-2023 Consider Setting a Date for Public Hearing for Camping & Storage of Personal Property Ordinance

Motion by Trustee McDonald, seconded by Trustee Shipley to set a Public Hearing for this matter at the 5/24/23 Township Board Meeting. Motion carried unanimously.

Article 10. Discussion

1. Review/Update on Finances:

- a.** Treasurer Korstange - One of the complaints heard repeatedly is that there is a lack of financial transparency. She discussed the meetings held with Supervisor Lesperance, Manager Swayze, Deputy Treasurer Sourine, and Accountant Thompson and the progress made. Treasurer Korstange discussed the budget process and the importance of having a plan for capital improvement. She noted that it is important to understand the roles of the Board Members and the staff, and emphasized the work that Manager Swayze does, and that it will continue after his absence and throughout the transition to a new Township Manager.
- b.** Manager Swayze – Gave a brief overview of staff and elected officials’ duties. Updated the Board on follow up of suggestions as it relates to the forensic audit.
- c.** Supervisor Lesperance – Emphasized that money has not been misappropriated; the Board wants to make certain the processes are correct.

2. Manager Search Committee – Status Update:

- a.** Supervisor Lesperance – Need an interim Manager as soon as possible. The Subcommittee and Board need to be able to make a thoughtful decision about the next Township Manager. No decisions will be made outside of public view.

3. Clerk Slater – Read the Resolution Honoring the Service of Township Manager Benjamin Swayze.

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

The Board presented Manager Swayze with a gift.

Article 11. Public Comments

1. Brian Holcomb-3415 Glenstone Ct-Requested update re Egypt Creek Landscaping. Manager Swayze advised that EGLE has closed the complaint; this information was emailed to Mr. Holcomb. Still looking at internal zoning capabilities. Has property owner violated terms of PUD?
2. Jeff Hughes-7250 Red Bud Ln-Re Deer issue: Kent County has appointed a committee to research Dr. Keys' findings. Who will oversee the funding of projects by the committee? Manager Swayze and Supervisor Lesperance responded.
3. Scot VanSolkema-2570 Orange Ct-Great job on the Pathways. Recommends that the Parks and Pathways pages on the website be updated. What is the difference between the DDA and the eliminated Community Development position? Supervisor Lesperance responded.

Article 12. Manager Comments

1. He has always treated this position as a privilege. Thanked the Board for the privilege.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked those in attendance for coming to the meeting. Mentioned the GVMC report.
2. Trustee McDonald – Many thanks and good luck to Manager Swayze.
3. Trustee Koessel – Manager Swayze is the third Manager since he's been a member of the Board. He was the most committed and did the best job.
4. Clerk Slater – Wished Manager Swayze the best and she will miss him.
5. Trustee Noordhoek – Thanked Manager Swayze for all his service.
6. Treasurer Korstange – Thanked Manager Swayze.
7. Supervisor Lesperance – Thanked Manager Swayze; he's always been kind, strong, and professional, even when others weren't.

Article 14. Adjournment

Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.
Meeting adjourned at 7:58 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

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

Wednesday, May 24, 2023

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 Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Parks and Recreation Director Manion, Parks Committee Chair Ginny Wanty, Planning Director Hilbrands, Wayne Harrall-Kent County Road Commission (KCRC), 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 Noordhoek to approve the agenda.
Motion carried unanimously.
- Article 4.** **Presentations**
1. Parks Committee – Quarterly Parks Presentation
Parks Committee Chair Wanty introduced new Parks and Recreation Director Melanie Manion who presented the Quarterly Report.
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Dorothy Cribbs-1980 Deerfield Ct-Re appointments to Personnel/Finance Committee: Important to have this committee. Was the conflict-of-interest form approved? It needs to be used for transparency.
2. Scot VanSolkema-2570 Orange Ct-The Personnel/Finance Committee is important. He applied for three (3) jobs and said he received no response.
3. Badrie Shahbodaghloo & Babak Shahbodaghloo-5070 28th St-Owners of Backyard Restaurant. They were told the Township would be awarding a liquor license to one business whose application was submitted. They are waiting for a response.
- Article 6.** **Approval of Consent Agenda**
a. Receive and File Minutes
1. Township Board Meeting – 5/10/23
2. Planning Commission – 3/6/23 & 3/20/23
b. Receive and File Reports
None
c. Receive and File Education Requests
1. Paul Westhouse – IAEI Michigan Chapter 2023 Summer Educational Meeting – June 15-16, 2023 – Bay City, MI

Township Board Minutes

May 24, 2023

d. Receive and File Communication

None

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

Article 7. Financial Actions

None

Supervisor Lesperance requested New Business item 048-2023 be discussed before Unfinished Business.

048-2023 Consider Cascade Pedestrian Bridge Improvements

Wayne Harrall-KCRC, presented and answered questions.

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

Article 8. Unfinished Business

004-2023 Consider Supervisor Appointments to Various Boards and Commissions

Motion by Trustee McDonald, seconded by Trustee Koessel to approve. Motion carried 6-1 by roll call vote. In favor: Trustees McDonald, Koessel, Shipley, and Noordhoek, Treasurer Korstange, and Supervisor Lesperance. Opposed: Clerk Slater.

Article 9. New Business

045-2023 Consider Resolution for Amendments to Parks Committee By-Laws

(Roll Call)

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

046-2023 Consider Approval of Type II Special Use Permit for a Trucking Terminal Facility at 5610 and 5620 Kraft Avenue

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

047-2023 a.) Public Hearing for Camping & Storage of Personal Property Ordinance

Motion by Trustee McDonald, seconded by Treasurer Korstange to open Public Hearing. Motion carried unanimously.

1. Scot VanSolkema-Requested clarification that this Ordinance is only for public property; is in support.

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

b.) Consider Approval of Camping & Storage of Personal Property Ordinance *(Roll call)*

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

049-2023 Consider a Search Firm for Township Manager Recruitment

Considerable discussion.

Motion by Trustee Shipley, seconded by Trustee McDonald to direct staff to post the position of Township Manager. Motion carried unanimously.

Article 10. Discussion

None

Article 11. Public Comments

1. Brian Holcomb-3415 Glenstone Ct-Re Egypt Creek Landscaping: The owner is in violation of the Planned Unit Development (PUD), and the Township needs to do something. Properties are depreciating.

Article 12. Manager Comments

None

Article 13. Board Member Comments

1. Trustee Shipley-Thanked those in attendance for coming to the meeting.
2. Trustee Koessel-Asked for clarification re Class C Liquor License availability.

Article 14. Adjournment

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

Meeting adjourned at 8:38 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

06/16/2023

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 05/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR	AVAILABLE	
		2023 AMENDED BUDGET	05/31/2023 NORMAL (ABNORMAL)	MONTH 05/31/2023 INCREASE (DECREASE)	BALANCE	% BDGT USED
Fund 248 - DDA						
Revenues						
248-000-401-401	TAXES - CASCADE TOWNSHIP	328,183.00	326,437.31	0.00	1,745.69	99.47
248-000-401-402	TAXES - G.R.C.C.	172,000.00	(2,971.72)	0.00	174,971.72	(1.73)
248-000-401-403	TAXES-KENT COUNTY	580,000.00	182,083.48	0.00	397,916.52	31.39
248-000-401-406	KDL TAXES-DDA	118,172.00	117,542.93	0.00	629.07	99.47
248-000-665-000	INTEREST REVENUE	25,000.00	19,697.13	6,195.00	5,302.87	78.79
248-000-667-001	RENT-TUFFY	78,769.00	37,565.40	12,604.18	41,203.60	47.69
248-000-675-675	MISCELLANEOUS INCOME	0.00	6,601.75	0.00	(6,601.75)	100.00
248-000-677-300	DDACONTRIB & DONATION- METRO CRUISE WU	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 000		1,306,124.00	686,956.28	18,799.18	619,167.72	52.60
TOTAL REVENUES		1,306,124.00	686,956.28	18,799.18	619,167.72	52.60
Expenditures						
Dept 190 - DDA OPERATIONS/CONSTRUCTION						
248-190-723-000	DDA - MEMBERSHIP AND DUES	2,150.00	0.00	0.00	2,150.00	0.00
248-190-724-000	DDA - EDUCATION	2,000.00	0.00	0.00	2,000.00	0.00
248-190-787-000	MISCELLANEOUS	7,000.00	1,480.45	135.00	5,519.55	21.15
248-190-801-000	CONTRACT SERVICES	55,000.00	12,323.50	1,011.00	42,676.50	22.41
248-190-802-300	DDA ADMINISTRATIVE	103,440.00	0.00	0.00	103,440.00	0.00
248-190-821-000	ENGINEERING	75,000.00	0.00	0.00	75,000.00	0.00
248-190-826-265	LEGAL	2,500.00	0.00	0.00	2,500.00	0.00
248-190-860-000	DDA - MILEAGE	400.00	73.36	0.00	326.64	18.34
248-190-861-100	TRANSPORTATION SERVICES	217,540.00	91,236.18	18,531.94	126,303.82	41.94
248-190-921-000	ELECTRICITY	26,000.00	7,084.06	1,167.08	18,915.94	27.25
248-190-922-000	STREETLIGHTS	10,000.00	2,676.00	2,676.00	7,324.00	26.76
248-190-924-100	CELL PHONES/DATA	900.00	457.07	58.54	442.93	50.79
248-190-927-000	WATER-SEWER	8,500.00	106.95	0.00	8,393.05	1.26
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	60,000.00	16,614.68	6,430.93	43,385.32	27.69
248-190-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	8,000.00	285.00	0.00	7,715.00	3.56
248-190-964-100	DDA PROPERTY TAX REFUNDS	25,000.00	0.00	0.00	25,000.00	0.00
248-190-967-000	SPECIAL PROJECTS-DDA LIGHTING/DECOR	15,000.00	0.00	0.00	15,000.00	0.00
248-190-967-001	SPECIAL PROJECTS-TACTICAL URBANISM	20,000.00	0.00	0.00	20,000.00	0.00
248-190-967-002	SPECIAL PROJECTS-FLOWERS/PLANTINGS	10,000.00	0.00	0.00	10,000.00	0.00
248-190-967-003	SPECIAL PROJECTS-PR/MARKETING/PROMOTION	20,000.00	0.00	0.00	20,000.00	0.00
248-190-967-004	SPECIAL PROJECTS-SPECIAL EVENTS	15,000.00	0.00	0.00	15,000.00	0.00
248-190-981-000	OFFICE EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 190 - DDA OPERATIONS/CONSTRUCTION		684,430.00	132,337.25	30,010.49	552,092.75	19.34
Dept 901 - CAPITAL OUTLAY						
248-901-970-000	CAPITAL OUTLAY - FFE	230,000.00	0.00	0.00	230,000.00	0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	250,000.00	0.00	0.00	250,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		480,000.00	0.00	0.00	480,000.00	0.00
Dept 990 - DEBT SERVICE						
248-990-992-007	LOAN PRINCIPAL	75,000.00	0.00	0.00	75,000.00	0.00
248-990-994-001	INTEREST AND FEES	19,338.00	9,668.75	0.00	9,669.25	50.00
Total Dept 990 - DEBT SERVICE		94,338.00	9,668.75	0.00	84,669.25	10.25
TOTAL EXPENDITURES		1,258,768.00	142,006.00	30,010.49	1,116,762.00	11.28
Fund 248 - DDA:						
TOTAL REVENUES		1,306,124.00	686,956.28	18,799.18	619,167.72	52.60
TOTAL EXPENDITURES		1,258,768.00	142,006.00	30,010.49	1,116,762.00	11.28
NET OF REVENUES & EXPENDITURES		47,356.00	544,950.28	(11,211.31)	(497,594.28)	1,150.75