

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
January 19, 2016  
5:30 p.m.  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of November 17, 2015 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** Discuss the Review the 2016 Budget
- ARTICLE 6.** Discuss Potential 2016 Projects
- ARTICLE 7.** Election of Officers
- ARTICLE 8.** Any Other Business  
a. Contact List for Board Members  
b. Update on Planning Activities
- ARTICLE 9.** Adjournment

*Please call 949-1500 or email me at  
[sandra@cascadetwp.com](mailto:sandra@cascadetwp.com) if you cannot attend*

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, November 17, 2015  
5:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

**ARTICLE 1. Call the Meeting to Order**

Chairman Huhn called the meeting to order at 5:30 p.m.  
Members Present: Jennifer Puplava, Kim Ridings, Paula Rowland, Matt Smith, David Huhn, Diana Kingsland, Rick Siegle  
Members Absent: Rob Beahan, Steve Stephan (excused)  
Others Present: DDA/ED Director Sandra Korhorn and others listed on the sign in sheet

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Puplava to approve the Agenda. Support by Member Kingsland. Motion carried, 6-0.**

**ARTICLE 3. Approve the Minutes of the August 8, 2015 Meeting**

**Motion was made by Member Kingsland to approve the minutes of the August 8, 2015 meeting as written. Support by Member Rowland. Motion carried 6-0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker)**

Mike Kasmauski from the Centennial Park Business Association gave an update on the status of the business park. With the departure of George Wanty, the business association took a hiatus, but they are back on track. He also thanked the DDA for their support, for the completion of the projects within the park and read a letter from Novo 1 indicating their appreciation for the sidewalks, lights and trees in the business park.

**ARTICLE 5. Discuss and Consider Sponsorship for the 2016 Metro Cruise Warmup Event**

DDA/ED Director Korhorn presented. The event was held this past August at the D&W/Pal's Diner plaza. The DDA was the title sponsor with their \$5,000 donation for the event. The event was very successful and brings people into the community and business district. Staff is recommending the DDA continue to sponsor the Metro Cruise Warm up event for 2016.

Member Siegle arrived at 5:45.

Discussion followed regarding participation from store fronts in the D&W plaza, parking concerns, space concerns and the possibility of relocating the event to the Thornapple Centre or having the event at a number of locations. Laura McDowell, Carmen Villahermosa de Cox and Kevin Matthews from the Metro Cruise Warm up Committee spoke regarding these questions.

**Member Puplava made a motion to support the Metro Cruise Warm up as a \$5,000 sponsor for 2016. Support by Member Kingsland . Motion carried 7-0.**

**ARTICLE 6. Discuss and Consider DDA Signage – Drury Hotel**

DDA/ED Director Korhorn presented. The DDA has had a vision of gateway signage throughout the district for a few years. The sign is one that we hope to replicate in the district as well as outside the DDA. As part of the vision, staff has been working with the Drury Hotel to construct a gateway sign. The Township budgeted \$80,000 for the sign. Preliminary costs came in at \$110,000.

The Infrastructure Committee met to discuss the sign and made a favorable recommendation to the Township Board to move forward as well as recommended the DDA pick up the “non budgeted” cost of the sign since it is located in the district.

Discussion followed. There was concern about the cost for the sign as well as cost for the additional signs to be placed throughout the district. There was discussion about the location of this sign, location and size of the other signs, the cost that Drury is incurring for their part of the sign and the sign materials.

**Member Puplava made a motion for staff to bring this item back to the DDA Board with more information. Support by Member Smith. Motion carried 7-0.**

**ARTICLE 7. Discuss and Consider Street Trees – Replacement**

DDA/ED Director Korhorn presented. H.A. Irish removed approximately 31 trees from Charlevoix Dr., between 28<sup>th</sup> St. and Orchard Vista. The DDA Board needs to discuss whether some trees should be replanted in this area. The trees are located in the road right-of-way and can only be replanted after approval from the Kent County Road Commission as well as an understanding of future responsibility.

As part of a larger discussion, DDA/ED Director Korhorn stated the DDA should discuss whether street tree replacement in all areas of the district is something to pursue when we have to remove dead trees or whether there are other options.

**Member Rowland made a motion for staff to work with a landscape architect on a replacement plan for this location, not to exceed \$6,000.00. Support by Member Puplava. Motion carried 7-0.**

**ARTICLE 8. Discuss 2016 Projects**

DDA/ED Director Korhorn presented. At the August joint meeting with the Planning Commission, the groups rated a number of potential projects to help determine priorities for future projects. Based on those responses, staff placed the following projects in the budget for 2016:

- a) **28<sup>th</sup> Street Sidewalk – Hotel Ave. to Drury Hotel**
- b) **Create a plan for the library property**
- c) **Create a plan for the Thornapple Centre redevelopment.**
- d) **Lighting of Tassell Park**

Discussion followed regarding the each of these projects, the DDA budget for 2016 and what each project involves. The Township Board will review and approve the 2016 budget in December. After the budget is approved, the DDA can finalize the project list for 2016.

**ARTICLE 9. Discuss Streetlights – Convert to LED**

DDA/ED Director Korhorn presented. Staff was approached at a conference inquiring as to whether we have considered retrofitting our streetlights to LED. Staff spoke to our lighting consultants and was informed that the best option would be to replace the fixtures to LED instead of retrofitting, due to the logistics involved. Staff was wondering if the DDA Board was interested in pursuing this.

Discussion followed regarding costs for this type of work. The DDA Board felt it was too costly at this time to look into this.

**ARTICLE 10. Consider 2016 Meeting Schedule**

DDA/ED Director Korhorn presented the 2016 meeting schedule to the DDA Board members. The schedule reflects a meeting on the 3<sup>rd</sup> Tuesday of each month.

**Member Kingsland made a motion to approve the 2016 meeting schedule. Support by Member Puplava. Motion carried 7-0.**

**ARTICLE 11. Any Other Business**

DDA/ED Director Korhorn gave an update on the Village road projects and the Museum Garden Park redevelopment project. The road projects are close to completion and the Museum Gardens project still has a few weeks left. The planting may not be completed until spring.

Staff also updated the DDA Board on public transit. The Township Board approved a 3 year pilot program for public transit throughout the district. The service will begin in January, 2016.

**ARTICLE 12. Adjournment**

**Member Siegle made a motion to adjourn. Support by Member Pupilava.  
Motion carried 7-0. Meeting Adjourned at 6:45 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Sandra Korhorn, DDA/Economic Development Director

DRAFT

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director  
**Subject:** Review of 2016 Budget  
**Meeting Date:** January 19, 2016

SKK

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I placed a copy of the DDA budget in this packet. A few areas worth mentioning are:

- a. Maintenance and Repair – This fund is generally used for streetlight maintenance, bulbs, flowers, soil, weed and feed applications, irrigation repair, mulch, sidewalk maintenance, etc. The maintenance budget for FY2016 is \$37,800.
- b. Special Projects – \$40,000. This money is to be used for the library plan, Thornapple Centre redevelopment plan, Tassell Park lighting and a rotating sculpture at the Museum Gardens Park.
- c. Bus Service - \$102,800 is the cost to the DDA for the 28<sup>th</sup> St. bus line for 2016.

Updates on where we are with the budget will be provided to you throughout the year.

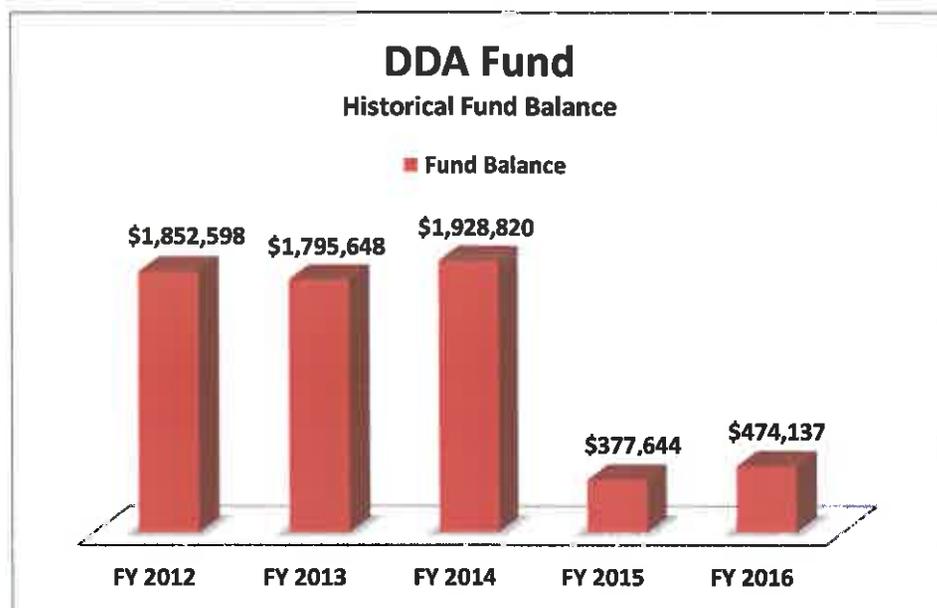
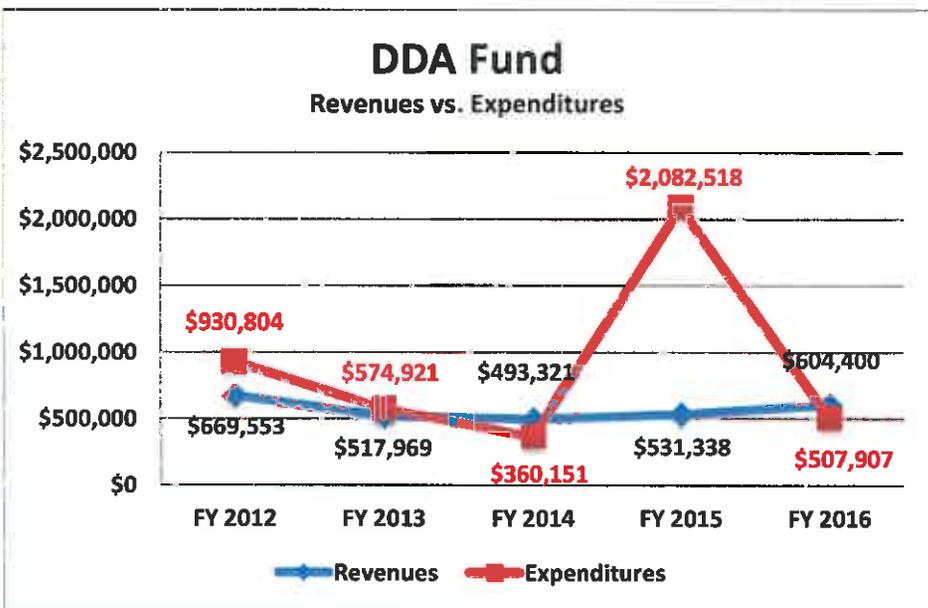
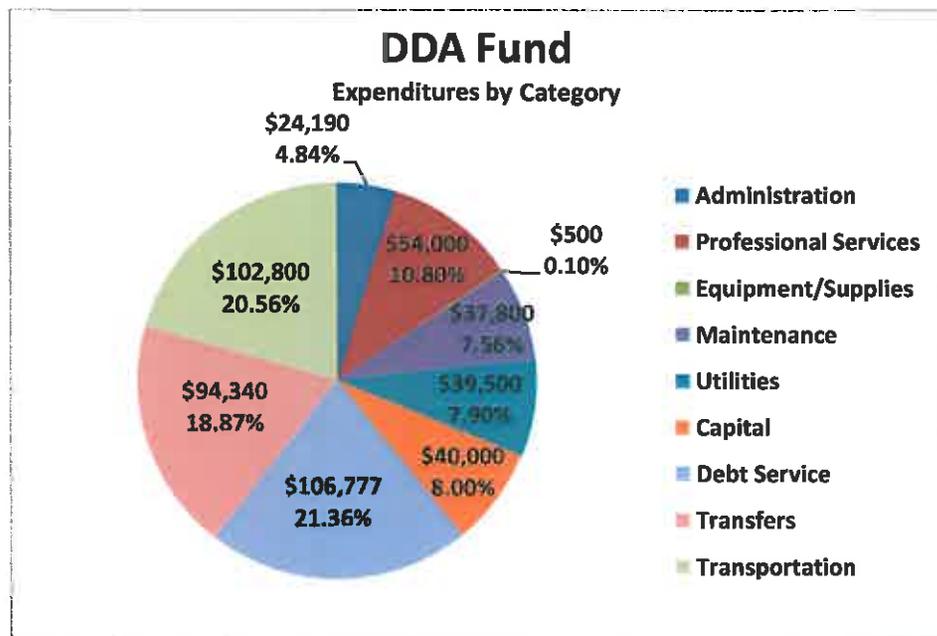


DDA FUND

# Downtown Development Authority Fund (248)

The *DDA Fund (248)* is a designated fund that derives its revenues from the incremental growth of the tax base in the Township's Downtown Development District. All tax dollars received by the DDA are only from properties within the DDA district, and only from the increase in value from the date the district was created. All tax dollars received by the DDA are to be used only for improvements within the district. For FY 2016 the district is estimated to capture \$593,400 in tax revenues from Cascade Township, Kent County, Grand Rapids Community College and the Kent District Library.

After several significant infrastructure projects were completed in FY 2015, the DDA has budgeted for more modest expenditures in FY 2016 as it works to build its fund balance back up. However, the DDA is covering 25% of the 3 year transportation pilot program, at a cost of \$102,800. The DDA also covers one entire Buildings and Grounds position as well as 50% of the cost of the DDA/Economic Development Director through a transfer to the General Fund.



12/11/2015

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP  
 CASCADE CHARTER TOWNSHIP  
 2016 RECOMMENDED BUDGET

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2016 RECOMMENDED BUDGET	2016 RECOMMENDED AMT CHANGE	2016 RECOMMENDED % CHANGE
Fund 248 - DDA							
Dept 000							
ESTIMATED REVENUES							
Function: REVENUE							
248-000-401-401	TAXES - CASCADE TOWNSHIP	161,437	155,385	148,138	167,550	19,412	13.10
248-000-401-402	TAXES - G.R.C.C.	74,161	74,083	75,100	90,000	14,900	19.84
248-000-401-403	TAXES-KENT COUNTY	225,467	223,490	236,300	275,000	38,700	16.38
248-000-401-406	KDL TAXES-DDA	37,757	36,341	53,800	60,850	7,050	13.10
248-000-665-000	INTEREST REVENUE	13,710	4,022	11,500	8,000	(3,500)	(30.43)
248-000-665-300	INTEREST ON INVESTMENT GNR	(21)					
248-000-671-683	REIMBURSEMENTS/REFUNDS	2,840		1,000		(1,000)	(100.00)
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE WU			3,000	3,000		
248-000-676-000	INSURANCE REIMBURSEMENT	2,618		2,500		(2,500)	(100.00)
Total - Function REVENUE		517,969	493,321	531,338	604,400	73,062	13.75
TOTAL ESTIMATED REVENUES		517,969	493,321	531,338	604,400	73,062	13.75
NET OF REVENUES/APPROPRIATIONS - 000-		517,969	493,321	531,338	604,400	73,062	13.75

Dept 170-DDA OPERATIONS/CONSTRUCTION

APPROPRIATIONS

Function: Unclassified

12/11/2015

## BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP  
2016 RECOMMENDED BUDGET

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2016 RECOMMENDED BUDGET	2016 RECOMMENDED AMT CHANGE	2016 RECOMMENDED % CHANGE
248-170-723-000	DDA - MEMBERSHIP AND DUES				940	940	
248-170-724-000	DDA - EDUCATION				2,000	2,000	
248-170-787-000	OTHER EXPENSES	12,238	6,674	13,020	10,000	(3,020)	(23.20)
248-170-821-000	ENGINEERING	1,602	4,585	10,000	10,000		
248-170-821-266	ENGINEERING - SIDEWALK W 28TH ST	11,550					
248-170-826-265	LEGAL		2,720	4,000	4,000		
248-170-860-000	DDA - MILEAGE				400	400	
248-170-861-100	BUS SERVICE 28TH ST				102,800	102,800	
248-170-921-000	ELECTRICITY	23,800	26,615	25,000	27,000	2,000	8.00
248-170-922-000	STREETLIGHTS			19,000	6,000	(13,000)	(68.42)
248-170-924-100	CELL PHONES			600	850	250	41.67
248-170-927-000	WATER-SEWER	6,375	5,720	7,000	6,500	(500)	(7.14)
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	4,504	20,295	39,800	37,800	(2,000)	(5.03)
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU			8,000	8,000		
248-170-950-000	DDA PROPERTY TAX REFUNDS	74,608	17,810	20,000	10,000	(10,000)	(50.00)
248-170-967-000	SPECIAL PROJECTS	9,290	3,185	30,000	40,000	10,000	33.33
248-170-980-266	SIDEWALK CONST - W 28TH ST	281,669					
248-170-981-000	SMALL EQUIP AND FURNITURE			800	500	(300)	(37.50)
Total - Function Unclassified		425,636	87,604	177,220	266,790	89,570	50.54
TOTAL APPROPRIATIONS		425,636	87,604	177,220	266,790	89,570	50.54
NET OF REVENUES/APPROPRIATIONS - 170-DDA OPERATIONS,		(425,636)	(87,604)	(177,220)	(266,790)	89,570	50.54

Dept 901-CAPITAL OUTLAY

12/11/2015

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP  
2016 RECOMMENDED BUDGET

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2016 RECOMMENDED BUDGET	2016 RECOMMENDED AMT CHANGE	2016 RECOMMENDED % CHANGE
<b>APPROPRIATIONS</b>							
<b>Function: CAPITAL OUTLAY</b>							
248-901-821-051	ENGINEERING- MUSEUM GARDENS			15,000		(15,000)	(100.00)
248-901-821-052	ENGINEERING-OLD 28TH STREE REALIGNMENT			18,000		(18,000)	(100.00)
248-901-821-053	ENGINEER-MILLAGE AREA MID-BLOCK CROSSING			15,000		(15,000)	(100.00)
248-901-821-054	ENGINEERING- ENHANCED INTERSECTIONS			154,000		(154,000)	(100.00)
248-901-974-000	CAPITAL OUTLAY - LANDIMP				20,000	20,000	
248-901-974-051	MUSEUM GARDENS PROJECT		112,187	325,000	15,000	(310,000)	(95.38)
248-901-974-052	OLD 28TH ST REALIGNMENT		30,139	92,000		(92,000)	(100.00)
248-901-974-053	CAP OUT-VILLAGE AREA MID-BLOCK CROSSING			160,000		(160,000)	(100.00)
248-901-974-054	CAPITAL OUTLAY- ENHANCED INTERSECTION			925,000	5,000	(920,000)	(99.46)
248-901-980-300	SIDEWALK CONST - CENTENNIAL PARK II	14,751					
248-901-981-300	CONST ENGINEERING - CENTENNIAL PARI	1,141					
<b>Total - Function CAPITAL OUTLAY</b>		<b>15,892</b>	<b>142,326</b>	<b>1,704,000</b>	<b>40,000</b>	<b>(1,664,000)</b>	<b>(97.65)</b>
<b>TOTAL APPROPRIATIONS</b>		<b>15,892</b>	<b>142,326</b>	<b>1,704,000</b>	<b>40,000</b>	<b>(1,664,000)</b>	<b>(97.65)</b>
<b>NET OF REVENUES/APPROPRIATIONS - 901-CAPITAL OUTLAY</b>		<b>(15,892)</b>	<b>(142,326)</b>	<b>(1,704,000)</b>	<b>(40,000)</b>	<b>(1,664,000)</b>	<b>(97.65)</b>

Dept 965-TRANSFERS OUT

**APPROPRIATIONS**

**Function: OTHER FINANCE SOURCE**

248-965-999-101	TRANSFER TO GENERAL FUND	24,000	24,500	94,340	94,340		
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12/11/2015

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP  
2016 RECOMMENDED BUDGET

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2016 RECOMMENDED BUDGET	2016 RECOMMENDED AMT CHANGE	2016 RECOMMENDED % CHANGE
Total - Function OTHER FINANCE SOURCE		24,000	24,500	94,340	94,340		
<b>TOTAL APPROPRIATIONS</b>		<b>24,000</b>	<b>24,500</b>	<b>94,340</b>	<b>94,340</b>		
NET OF REVENUES/APPROPRIATIONS - 965-TRANSFERS OUT		(24,000)	(24,500)	(94,340)	(94,340)		
Dept 990-DEBT SERVICE							
<b>APPROPRIATIONS</b>							
Function: DEBT SERVICES							
248-990-992-003	MUN BOND 2010 /PRINCIPAL	88,000	86,000	89,000	91,000	2,000	2.25
248-990-996-003	MUN BOND 2010 / INT & FEES	21,393	19,721	17,958	15,777	(2,181)	(12.15)
Total - Function DEBT SERVICES		109,393	105,721	106,958	106,777	(181)	(0.17)
<b>TOTAL APPROPRIATIONS</b>		<b>109,393</b>	<b>105,721</b>	<b>106,958</b>	<b>106,777</b>	<b>(181)</b>	<b>(0.17)</b>
NET OF REVENUES/APPROPRIATIONS - 990-DEBT SERVICE		(109,393)	(105,721)	(106,958)	(106,777)	(181)	(0.17)
<b><u>WITHOUT CAPITAL OUTLAY</u></b>							
ESTIMATED REVENUES - FUND 248		517,969	493,321	531,338	604,400	(1,647,673)	(106.22)
APPROPRIATIONS - FUND 248		574,921	360,151	2,082,518	467,907	(1,647,673)	(106.22)
NET OF REVENUES/APPROPRIATIONS - FUND 248		(56,952)	133,170	(1,551,180)	136,493	(1,647,673)	(106.22)
BEGINNING FUND BALANCE		1,852,600	1,795,650	1,928,824	377,644		
ENDING FUND BALANCE		1,795,648	1,928,820	377,644	514,137		

**WITH CAPITAL OUTLAY**

12/11/2015

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP

2016 RECOMMENDED BUDGET

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 AMENDED BUDGET	2016 RECOMMENDED BUDGET	2016 RECOMMENDED AMT CHANGE	2016 RECOMMENDED % CHANGE
ESTIMATED REVENUES - FUND 248		517,969	493,321	531,338	604,400	(1,647,673)	(106.22)
APPROPRIATIONS - FUND 248		574,921	360,151	2,082,518	507,907	(1,647,673)	(106.22)
NET OF REVENUES/APPROPRIATIONS - FUND 248		(56,952)	133,170	(1,551,180)	96,493	(1,647,673)	(106.22)
BEGINNING FUND BALANCE		1,852,600	1,795,650	1,928,824	377,644		
ENDING FUND BALANCE		1,795,648	1,928,820	377,644	474,137		

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Discussion of 2016 DDA Projects

**Meeting Date:** January 19, 2016

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At the joint DDA/Planning Commission meeting in August, we rated a number of potential projects to help determine priorities for future projects.

Based on the responses from that meeting and after review of the DDA budget, staff placed the following potential projects in the Capital Improvement Plan/budget for 2016:

1. 28<sup>th</sup> St. Sidewalk – Hotel Ave. to Drury Hotel (\$20,000)
2. Create a plan for the Library property (\$15,000)
3. Create a plan for the Thornapple Centre redevelopment (\$15,000) – While this project was not on the list, a few people ranked it as important and the Township Board feels this is area is a priority as well.
4. Lighting of Tassell Park

The Township Board approved the budget at their December meeting. We can now move forward with these projects.

We would like to coordinate the sidewalk project with the progress of the Drury Hotel. Staff will work with the project managers on scheduling of this improvement.

A plan for the library property and Thornapple Centre redevelopment will likely be a combined project. I will have more information on this at the meeting.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Election of Officers

**Meeting Date:** January 19, 2016

SKK

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It is time to elect officers for the DDA for 2016. The Board needs to vote on the following positions: Chair, Vice Chair and Secretary. Currently, David Huhn serves at the Chairman; Jennifer Puplava serves as the Vice Chair and Diana Kingsland as the secretary.