

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
March 15, 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 January 19, 2016 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 and Consider Sponsorship for the Library Concert Series
- ARTICLE 6.** Discuss and Consider Plans for Tree Replacement on Charlevoix Dr.
- ARTICLE 7.** Review 2015 DDA Annual Report
- ARTICLE 8.** Any Other Business
- a. Update on Village Projects
 - b. RFP for Library Property
 - c. 2016 Budget Review
 - d. Update on Planning Activities
- ARTICLE 9.** Adjournment

Please call 949-1500 or email me at sandra@cascadetwp.com if you cannot attend

MEETING MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday, January 19, 2016
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 DDA: David Huhn, Diana Kingsland, Jennifer Pupilava, Kim Ridings, Paula Rowland, Steve Stephan, Rick Siegle, Matt Smith
Absent: Diana Kingsland (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 Beahan to approve the Agenda. Support by Member Ridings. Motion carried, 6-0.

ARTICLE 3. Approve the Minutes of the November 17, 2015 Meeting

Motion was made by Member Pupilava to approve the minutes of the November 17, 2015 meeting as written. Support by Member Stephen. 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)

No visitors were present.

Member Smith arrived.

ARTICLE 5. Discuss and Review the 2016 Budget

DDA/ED Director Korhorn presented. Director Korhorn states that the DDA budget for 2016 is broken into several areas. The maintenance and repair budget is used for many areas and is allocated at \$37,800.00. We have allocated \$40,000.00 for special projects, which will be used for the Plan for the Library property, a plan for the Thornapple Center Redevelopment, Tassell Park Holiday Lighting. We are 90% complete with the Gardens at the Museum, our sculpture pad will be installed sometime in May. Artist Cynthia McKeen of Saugatuck has been selected for the first sculpture piece. This will be a temporary piece, 6 months to a year, as we want to keep it fresh and rotate the artwork. Our goal is to keep people coming back to the park area. The other big ticket item is the Rapid Bus service. The DDA's portion of this service is \$102,800.00 for Fiscal year 2016, this is a three year pilot program, so we will incur that cost for the next three years. Those are the big ticket items, I will provide updates at the meetings as the

moneys are being spent. We collect our revenues from the other taxing authorities in February and September.

Discussion followed.

ARTICLE 6. Discuss Potential 2016 Projects

DDA/ED Director Korhorn presented the Potential 2016 Projects that were rated and discussed at the November meeting as the priority projects for the year.

- 28th Street sidewalk on the north side of 28th Street from Hotel Avenue to Drury Hotel. It's a short stretch at a cost of roughly \$20,000.
- Create plan for the Library property.
- Thornapple Center redevelopment – a meeting will be held between the Commercial Realtors, the Township Board, The Planning Commission and the DDA to discuss development issues and brainstorm ideas.
- Lighting at Tassel Park for the holidays to include a tree at Old 28th and Cascade Road.

Discussion followed.

Member Puplava made a motion to add these four projects to the 2016 Projects. Second by Member Beahan. Motion carried 7-0.

Member Siegle arrived.

Article 7. Election of Officers

Member Rowland made a motion to continue with the existing officers for 2016. Support by Member Stephan. Motion carried 8-0

**Member Huhn – Chair
Member Puplava – Vice Chair
Member Kingsland - Secretary**

Article 7. Any Other Business

DDA/ED Director Korhorn asked for a contact list of Board Members. She also stated that the Metro Cruise will be moved to the Thornapple Center. A Micro Brewery will be coming to the Cascade area, location to be determined. Also, the Rapid has started throughout the district.

Member Beahan thanked Member Siegle for his contribution to the new dog park in Cascade Township Park.

Article 11. Adjournment

**Member Rowland made a motion to adjourn 6:25 PM. Support by Member Siegle.
Motion carried 8-0. Meeting Adjourned at 6:25 PM**

Respectfully submitted,

Diana Kingsland, Secretary
Ann Seykora, Planning Administrative Assistant
Julie Kutchins, Planning Administrative Assistant

DRAFT

DDA MEMORANDUM

To: Cascade Township DDA Board
From: Sandra Korhorn, DDA/Economic Development Director *SKK*
Subject: Discuss and Consider Support for the Library Concert Series
Meeting Date: March 15, 2016

Similar to last year, Diane Cutler is once again putting together a concert series at the Cascade Library. She is proposing a seven month series of free concerts for adults which will take place one Sunday afternoon each month from October to April.

The library is again requesting financial support from the DDA in the amount of \$1,000 for this event. The DDA plan does allow the board to "create, manage and support annual events occurring within the DDA district".

Staff recommends the DDA provide financial support for the concert series. Diane will be at the meeting for questions.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss and Consider Plans for Tree Replacement on Charlevoix Dr.

Meeting Date: March 15, 2016

Last fall we cut approximately 31 trees on Charlevoix Dr. that were dead or dying. The DDA has been interested in replacing some of those trees and placed \$6,000 in the budget for FY2016 to replant.

I am receiving a couple of quotes for the replanting of the trees. The quotes will be available to at the meeting. Please remember that since the replanting area is located in the road right-of-way (ROW), any replanting plans would have to receive approval from the KCRC as well as an understanding on future responsibility.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Review the DDA Annual Report

Meeting Date: March 15, 2016

DDA's are required to submit a report on the status of the tax increment financing account annually to the State Tax Commission (STC). These reports are also required to be published in a newspaper of general circulation and provided to the Board.

I have attached the report for your review.



CASCADE CHARTER TOWNSHIP

Cascade Downtown Development Authority

2015 Annual Report

Cascade Charter Township Downtown Development Authority	TIF Plan #	For CY taxes
	1	FY2015

Annual Report on Status of Tax Increment Financing Plan

A Revenue:			
	Tax Increment Revenues July FY2015	\$	284,349
	Tax Increment Revenues December FY2015	\$	287,954
	Property taxes - from DDA levy	\$	-
	Interest	\$	11,842
	Other income	\$	10,048
	Total	\$	594,192

B Bond Reserve		\$	-
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C Expenditures			
	Community Development	\$	192,442
	Museum Gardens Redevelopment (project #1)	\$	317,279
	Village Road Projects (project #2)	\$	1,567,481
	(project #3)	\$	-
	Lease	\$	-
	Debt Service - Bond 1		
	Principal	\$	89,000
	Interest	\$	17,958
	Bond Fees	\$	-
	Debt Service - Bond 2		
	Principal	\$	-
	Interest	\$	-
	Bond Fees	\$	-
	Debt Service		
	Principal	\$	-
	Interest	\$	-
	Bond Fees	\$	-
	Total	\$	2,184,158

(use data from your TIF plan)

D Outstanding bonded Indebtedness			
	Principal	\$	485,000
	Interest	\$	50,337
	Total	\$	535,337

The yellow box is for local unit use--it is not required

E CAPTURED VALUES	E₁	E₂	F (E₁ - E₂)	Overall Tax rates captured by TIF plan	
	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	TIF Revenue	
Ad valorem PRE Real	\$ 154,355,288	\$ 109,961,113	\$ 44,394,175	0.000000	\$0.00
Ad valorem non-PRE Real	\$ -	\$ -	-	0.000000	\$0.00
Ad valorem industrial personal	\$ -	\$ -	-	0.000000	\$0.00
Ad valorem commercial personal	\$ -	\$ -	-	0.000000	\$0.00
Ad valorem utility personal	\$ -	\$ -	-	0.000000	\$0.00
Ad valorem other personal	\$ -	\$ -	-	0.000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	-	0.000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	-	0.000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	-	0.000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	-	0.000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	-	0.000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	-	0.000000	\$0.00
CFT New Facility	\$ -	\$ -	-	0.000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	-	0.000000	\$0.00
CFT Restored Facility (frozen values)	\$ -	\$ -	-	0.000000	\$0.00
			\$ 44,394,175	\$0.00	Total TIF Revenue

G Tax Increment Revenues Received			
	<i>(there may be a timing difference from item A revenue)</i>		
	From local school districts-operating	\$	-
	From local school districts-debt	\$	-
	From intermediate school districts	\$	-
	From State Education Tax (SET)	\$	-
	From state share of IFT and other specific taxes**	\$	-
	From counties	\$	269,582
	From municipalities (city, twp, village)	\$	165,188
	From libraries (if levied separately)	\$	53,800
	From community colleges	\$	83,733
	From special or regional authorities (fire, park, EMS, etc.)	\$	-
	Total	\$	572,303

These lines should show who would have received the revenue if it had not gone to the authority, regardless of whether the property was subject to ad valorem or specific taxes. See "Normal flow of K-12 taxes" worksheet to help measure this.

Note: Amounts in Section G should include both ad valorem and specific (IFT, CFT, etc.) taxes. Do not put PA 198 and PA 255 taxes on a separate line; include specific taxes captured on the lines describing the jurisdictions from which they were captured.

** This is the school operating mills and SET mills used to calculate the IFT and other specific taxes

H Number of Jobs Created	0
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I Additional Information		
J Corridor Improvement Authorities only:		
Type and cost of capital improvements in development area	\$	-
	\$	-
	\$	-

**Cascade Charter Township
DDA District**

	<u>Base DDA Value</u>	<u>2015 Taxable Value</u>	<u>2015 Caputure Value</u>	<u>Cascade Tax Collections</u>	<u>Mills</u>	<u>Village</u>	<u>Interchange Area</u>	<u>Centennial Park</u>	<u>Total</u>
Village	36,500,800	75,344,314	38,843,514	Grand Rapids Community College	1.7865	69,393.94	14,338.83	-	83,732.77
Interchange Area	50,275,739	58,301,952	8,026,213	Kent County Operating	4.2803	166,261.89	34,354.60	Opt Out	200,616.49
Centennial Park	23,184,574	19,768,824	(3,415,750)	Kent County Jail	0.7893	30,659.19	6,335.09	Opt Out	36,994.28
				Kent County Senior	0.5000	19,421.76	4,013.11	Opt Out	23,434.86
				Kent County Veterans	0.0500	1,942.18	401.31	Opt Out	2,343.49
				Kent District Library	1.2800	49,719.70	10,273.55	-	59,993.25
				Cascade Charter Township Operating	0.9716	37,740.36	7,798.27	-	45,538.63
				Fire	1.3152	51,086.99	10,556.08	-	61,643.06
				Police	0.4591	17,833.06	3,684.83	-	21,517.89
				Library	0.1500	5,826.53	1,203.93	-	7,030.46
				Pathway	0.3985	15,479.14	3,198.45	-	18,677.59
				Open Space	0.2300	<u>8,934.01</u>	<u>1,846.03</u>	-	<u>10,780.04</u>
						474,298.73	98,004.07	0	572,302.80

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: 2016 Budget Review

Meeting Date: March 15, 2016

The 2016 Revenue and Expenditure Report, for period ending 3/31/2016 is attached for your review.

User: SANDRA

PERIOD ENDING 03/31/2016

DB: Cascade

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

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	YTD BALANCE 03/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA						
Revenues						
Dept 000						
248-000-401-401	TAXES - CASCADE TOWNSHIP	167,550.00	165,187.66	0.00	2,362.34	98.59
248-000-401-402	TAXES - G.R.C.C.	90,000.00	(1,195.18)	0.00	91,195.18	(1.33)
248-000-401-403	TAXES-KENT COUNTY	275,000.00	59,909.08	0.00	215,090.92	21.79
248-000-401-406	KDL TAXES-DDA	60,850.00	59,993.25	0.00	856.75	98.59
248-000-665-000	INTEREST REVENUE	8,000.00	48.95	0.00	7,951.05	0.61
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE WU	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		604,400.00	283,943.76	0.00	320,456.24	46.98
TOTAL Revenues		604,400.00	283,943.76	0.00	320,456.24	46.98
Expenditures						
Dept 170-DDA OPERATIONS/CONSTRUCTION						
248-170-723-000	DDA - MEMBERSHIP AND DUES	940.00	0.00	0.00	940.00	0.00
248-170-724-000	DDA - EDUCATION	2,000.00	35.00	0.00	1,965.00	1.75
248-170-787-000	OTHER EXPENSES	10,000.00	19.99	0.00	9,980.01	0.20
248-170-821-000	ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00
248-170-826-265	LEGAL	4,000.00	0.00	0.00	4,000.00	0.00
248-170-860-000	DDA - MILEAGE	400.00	0.00	0.00	400.00	0.00
248-170-861-100	BUS SERVICE 28TH ST	102,800.00	0.00	0.00	102,800.00	0.00
248-170-921-000	ELECTRICITY	27,000.00	4,791.27	2,008.85	22,208.73	17.75
248-170-922-000	STREETLIGHTS	6,000.00	0.00	0.00	6,000.00	0.00
248-170-924-100	CELL PHONES	850.00	32.06	0.00	817.94	3.77
248-170-927-000	WATER-SEWER	6,500.00	9.85	0.00	6,490.15	0.15
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	37,800.00	526.00	0.00	37,274.00	1.39
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	8,000.00	0.00	0.00	8,000.00	0.00
248-170-950-000	DDA PROPERTY TAX REFUNDS	10,000.00	0.00	0.00	10,000.00	0.00
248-170-967-000	SPECIAL PROJECTS	40,000.00	0.00	0.00	40,000.00	0.00
248-170-981-000	SMALL EQUIP AND FURNITURE	500.00	0.00	0.00	500.00	0.00
Total Dept 170-DDA OPERATIONS/CONSTRUCTION		266,790.00	5,414.17	2,008.85	261,375.83	2.03
Dept 901-CAPITAL OUTLAY						
248-901-821-051	ENGINEERING- MUSEUM GARDENS	0.00	387.00	0.00	(387.00)	100.00
248-901-821-053	ENGINEER-MILLAGE AREA MID-BLOCK CROSSING	0.00	480.00	0.00	(480.00)	100.00
248-901-821-054	ENGINEERING- ENHANCED INTERSECTIONS	0.00	4,549.00	935.00	(4,549.00)	100.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	20,000.00	0.00	0.00	20,000.00	0.00
248-901-974-051	MUSEUM GARDENS PROJECT	15,000.00	0.00	0.00	15,000.00	0.00
248-901-974-054	CAPITAL OUTLAY- ENHANCED INTERSECTION	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 901-CAPITAL OUTLAY		40,000.00	5,416.00	935.00	34,584.00	13.54
Dept 965-TRANSFERS OUT						
248-965-999-101	TRANSFER TO GENERAL FUND	94,340.00	0.00	0.00	94,340.00	0.00
Total Dept 965-TRANSFERS OUT		94,340.00	0.00	0.00	94,340.00	0.00
Dept 990-DEBT SERVICE						

User: SANDRA

PERIOD ENDING 03/31/2016

DB: Cascade

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

GL NUMBER	DESCRIPTION	2016	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2016 NORMAL (ABNORMAL)	MONTH 03/31/2016 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA						
Expenditures						
248-990-992-003	MUN BOND 2010 /PRINCIPAL	91,000.00	0.00	0.00	91,000.00	0.00
248-990-996-003	MUN BOND 2010 / INT & FEES	15,777.00	0.00	0.00	15,777.00	0.00
Total Dept 990-DEBT SERVICE		106,777.00	0.00	0.00	106,777.00	0.00
TOTAL Expenditures		507,907.00	10,830.17	2,943.85	497,076.83	2.13
Fund 248 - DDA:						
TOTAL REVENUES		604,400.00	283,943.76	0.00	320,456.24	46.98
TOTAL EXPENDITURES		507,907.00	10,830.17	2,943.85	497,076.83	2.13
NET OF REVENUES & EXPENDITURES		96,493.00	273,113.59	(2,943.85)	(176,620.59)	283.04