

**AGENDA**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
July 14, 2015  
**3:30 p.m.**  
Cascade Library Wisner Center  
2870 Jacksmith Ave. SE

**SPECIAL MEETING**

**\*PLEASE NOTE TIME CHANGE\***

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
  
- ARTICLE 2.** Approval of the Agenda
  
- ARTICLE 3.** Approval of the Minutes of May 6, 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 and Consider Test Panels and Concrete Colors
  
- ARTICLE 6.** Discuss and Consider ADA Plate Colors
  
- ARTICLE 7.** Discuss and Consider Charlevoix Dr. Tree Removal
  
- ARTICLE 8.** Discuss Capital Improvements Projects
  
- ARTICLE 9.** Discuss and Consider Public Transit
  
- ARTICLE 10.** Any Other Business
  - a. Streetlight Painting
  - b. Museum Gardens Update
  - c. Update on Planning Projects
  
- ARTICLE 11.** 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  
SPECIAL MEETING  
Wednesday, May 6, 2015  
3:30 P.M.  
Cascade Township Office  
2865 Thornhills Ave. SE

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

Chairman Huhn called the meeting to order at 3:30 p.m.

Members Present: David Huhn, Rob Beahan, Kim Ridings, Paula Rowland, Matt Smith, Steve Stephan

Members Absent: Diana Kingsland, Rick Siegle, Jennifer Puplava (excused)

Others Present: DDA/ED Director Sandra Korhorn

**ARTICLE 2. Approve the Agenda**

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

**ARTICLE 3. Approve the Minutes of the April 21, 2015 Meeting**

**Motion was made by Member Rowland to approve the minutes of the April 21, 2015 meeting as written. Support by Member Stephan. 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 one wished to speak to non-agenda items.

**ARTICLE 5. Discuss DDA Project Bids and Start Dates**

DDA/ED Director Korhorn presented. We received bids from 2 contractors for the DDA Village projects. Wyoming Excavators and Kamminga & Roodvoets (K&R) both submitted proposals. As part of the bid package, we included some flexibility on start dates to see if that would vary prices. Staff is recommending K&R for the project with the start date of July 27.

Discussion followed regarding the alternate start date and any potential concerns that may come with that.

**Motion was made by Member Rowland to recommend K&R as the contractor with the start date of July 27 for the Village projects. Support by Member Ridings. Motion carried 6-0.**

**ARTICLE 6.** Any Other Business

DDA/ED Director gave the board an update on the public open house that took place on April 24.

Questions and discussion on various properties/projects occurring in the Township.

Member Stephan left the meeting.

**ARTICLE 7. Adjournment**

**Member Beahan made a motion to adjourn. Support by Member Rowland.  
Motion carried 5-0. Meeting Adjourned at 4:10 PM**

Respectfully submitted,

Diana Kingsland, Secretary

Sandra Korhorn, DDA/Economic Development Director

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*  
**Subject:** View and Discuss Test Panels and Concrete Colors  
**Meeting Date:** July 14, 2015

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If you recall, we picked a few different color options for the stamped crosswalks and tinted intersections at 28<sup>th</sup>/Cascade Rd. and Thornapple River Dr./Cascade Rd.

Kammaing and Roodvoets (K&R), is going to pour some test panels of these color options for us to review. They will be located on the property to the west of the library (just off the drive). You are welcome to view them prior to the meeting; however, we will take a few minutes during the meeting to look at them before we have a discussion.

After review, a decision will have to be made on which colors we would like to see for the crosswalks and intersections.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Review and Discuss ADA Plate Colors

**Meeting Date:** July 14, 2015

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As part of the road projects, new ADA plates will have to be placed at the intersections. I have sample colors for the DDA to look at.

The plates will be placed in brick at the curb line. Ideally, the plate colors should be a contrasting color from the brick so they can be seen. The blue, yellow or black may be a nice option since they will stand out.

The samples will be presented at the meeting for your review and decision.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director SKK  
**Subject:** Discuss Charlevoix Dr. Tree Removal  
**Meeting Date:** July 14, 2015

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If you recall, the Township was notified last year by a property owner in Centennial Park that some of the trees along Charlevoix Dr. have died or are dying. The Kent County Road Commission (KCRC) indicated that if they removed the trees, the Township would not be permitted to plant any replacement trees. However, if the Township removed the trees, we would be able to replace some of them.

H.A. Irish removed approximately 18 trees late last fall. Now that summer is upon us, it is clear that there are more trees that are dead/dying that need to be removed. I was going to contact H.A. Irish once again for a price to remove the dead/dying trees.

The DDA Board needs to discuss whether some trees should be replanted in this area. Any replanting plans would have to receive approval from the KCRC as well as an understanding on future responsibility.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director *SKK*  
**Subject:** Discuss Capital Improvements Projects  
**Meeting Date:** July 14, 2015

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As part of the budget process, a capital improvement budget document is put together for all departments of the Township. The document provides for large, physical projects that are permanent. With the budget process beginning soon, I am interested in some input from the DDA Board about potential projects over the next 6 years.

I have included the DDA section of the CIP from last year. It includes projects that the DDA has expressed an interest in pursuing in the past. With the Township Hall feasibility study under way, I think it's important to discuss the potential development of the Jacksmith/28<sup>th</sup> Street parcel. I continue to receive interest from potential donors regarding the development of this parcel for a community gathering area.

While no decisions need to be made at the meeting, let's begin discussions so potential projects can be placed in the CIP document.

**Cascade Charter Township Capital Improvements Program 2015-2020**

<b>Downtown Development Authority Fund (248)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>TOTAL</b>
Village Area Midblock Crossing	210,000						210,000
Old 28 <sup>th</sup> Street Realignment	110,000						110,000
Museum Gardens Enhancement	375,000						375,000
Enhanced Intersections (Part I)	447,000						447,000
Enhanced Intersections (Part II)	637,000						637,000
Village Area Gateway Improvements		500,000					500,000
Pathway Extension – Cascade Rd (Part I)		400,000					400,000
Pathway – Library to Tassel Park		275,000					275,000
28 <sup>th</sup> Street Mid-Block Crossing			300,000				300,000
Community Gathering Area			300,000	300,000			600,000*
<b>Totals</b>	<b>1,779,000</b>	<b>1,175,000</b>	<b>600,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>4,054,000</b>

\*Project anticipated to be financed over a period of years

<b>Building Department Fund (249)</b>							
	<b>Project Costs</b>						
<b>Project Title:</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>TOTAL</b>
Blue Print Scanner	15,000						15,000
Department Head Vehicle	34,000						34,000
Department Inspector Vehicles (7)		154,000					154,000
<b>Totals</b>	<b>49,000</b>	<b>154,000</b>					<b>203,000</b>

\*Project anticipated to be financed over a period of years

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board  
**From:** Sandra Korhorn, DDA/Economic Development Director SKK  
**Subject:** Discuss and Consider Public Transit  
**Meeting Date:** July 14, 2015

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At the April meeting, we began a discussion on public transit. The Township receives inquiries every year regarding the availability of bus service in the community. These requests come from residents, non-residents and business owners/managers. The goal of providing public transit to and within Cascade Township is discussed in the DDA TIF plan, the Master plan and the Strategic plan.

Based on the requests, staff began discussions with The Rapid regarding potential routes and costs. The Rapid believes a 28<sup>th</sup> Street route extension is a priority for them, and a positive for the Township, residents, non-residents and business owners. If you recall, the closest bus stop to the Township is at 28<sup>th</sup> St. & Acquest Dr. in Kentwood (near Art Van).

Both the Infrastructure Committee as well as the DDA Board instructed staff to begin meeting with business owners to see if there was a need for bus service into the Township. I have started those discussions and have also sent a letter to business owners/managers in the potential route area.

The need for bus service is definitely there. The reoccurring theme was that our places of business have trouble hiring employees because many of them don't have a way to get here. The property manager for Whitewater Place also said her residents have inquired about bus service.

I am looking for a positive recommendation to move forward with this proposal from the DDA. Staff is recommending that it will encompass the DDA as a funding source and partner in this endeavor. This proposal will then be presented to the Infrastructure Committee and finally the Township Board.

Throughout DDA	Approximate Cost	Timing	Priority
Bury, move and/or consolidate power lines throughout the DDA to improve visual appearance of corridor and reduce visual clutter. Also included is inventorying existing lines and identifying opportunities for relocation, consolidation or removal of cable, telephone, guy wires and all other overhead lines.	\$2,500,000 to consolidate lines  or \$5,000,000 per mile to bury lines	Interchange area 2012-2022 Village area 2012-2022 28 <sup>th</sup> street 2022-2040	A
Plant and maintain decorative landscaping throughout the DDA, including planting, watering, drip irrigation systems, tree trimming and fertilizing.	\$50,000	On-going	A
Conduct a DDA-wide market study and strategy to enhance business creation and retention in the Township. Use the information to create and execute a marketing campaign for the commercial and industrial areas within the DDA.	\$155,000	2012-2017	A
Provide or upgrade technology (such as wi-fi or the most current technology available) throughout DDA district.	\$100,000	2012-2017	A
Support public transportation within and connecting to the DDA area, including trolley service, bus shelters, etc.	\$375,000	On-going	A
Maintenance and operations/interest payments	\$300,000	On-going	A