

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
August 18, 2026
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/86888022140>

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|----------------|-----------|--|
| ARTICLE | 1. | Call the Meeting to Order <ul style="list-style-type: none">• Record the Attendance |
| ARTICLE | 2. | Approval of the Agenda |
| ARTICLE | 3. | Approval of the July 21, 2026 Meeting Minutes |
| ARTICLE | 4. | Tassel Park Project Phase 1 – Bid Award |
| ARTICLE | 5. | FY27 DDA Budget Review |
| ARTICLE | 6. | Staff Updates |
| ARTICLE | 7. | Any Other Business |
| ARTICLE | 8. | Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (<i>Comments are limited to five minutes per speaker</i>) |
| ARTICLE | 9. | Adjournment |

MINUTES

Cascade Charter Township
Downtown Development Authority
July 21, 2026, at 5:30pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chair Kleyla called the meeting to order at 5:29pm.
Members Present: Preston, Stephan, Kleyla, Bingham, Lesperance
Members Absent: Vogel, Carlson, Makkar
Others Present: Township Manager Jade Smith, DDA Manager Ryan Sennett, Executive Assistant Jessica Stine.
- ARTICLE 2. Approval of the Agenda**
Motion was made by Member Preston to approve the agenda. Supported by Supervisor Lesperance. Motion carried 5 to 0.
- ARTICLE 3. Approval of the Minutes of the June 2, 2026 Meeting**
Motion was made by Supervisor Lesperance to approve the minutes as written. Supported by Member Bingham. Motion carried 5 to 0.
- ARTICLE 4. Resolution 2026-1 DDA Security Grant Program**
Manager Sennett presented a resolution to fund a security grant to provide funding for security camera installation, through a Kent County Sheriff's Department program, to businesses in the DDA. This would help reduce the cost barrier to local businesses and improve public safety. Future funding would be budgeted on a yearly basis, and the grant would cover a one-year annual subscription.
Motion was made by Member Stephan for the DDA to support a security program with a cap of \$25,000 for 2026. Supported by Member Preston. Motion carried 5 to 0.
- ARTICLE 5. Resolution 2026-2 Development Agreement**
Manager Sennett presented a resolution for the DDA to enter into an agreement with Cascade Township so that the Township could reimburse the DDA for the Verburg property and establish a framework to approve for how projects, such as the Tassell Park project, will be funded, constructed, and maintained. Under this agreement, the Township would issue bonds to finance the project and the DDA would reimburse the Township on a yearly basis with the DDA's TIFF funding. This agreement would approve execution of the development agreement.
Motion was made by Member Stephan for the DDA to execute the development agreement with Cascade Township. Supported by Member Preston. Motion carried 5 to 0.
- ARTICLE 6. Memo – DDA Meeting Schedule**

Manager Sennett proposed consideration of changing the DDA meeting to occur in the morning rather than in the evening. This would open up programming times in the evening at the Wisner Center and this year DDA members have found it difficult to make the evening meetings, with multiple meetings being cancelled due to lack of a quorum. Many local municipalities hold their DDA meetings in the morning. Members appeared interested in moving the meeting times to the mornings either starting at the beginning of 2027 or later in 2026.

ARTICLE 7. Staff Updates

The small business event with Macatawa Bank went smoothly and was well attended.

The Township Board approved an alternate bid for the streetlight replacement/repair in Centennial Park as they received notice the original bid was no longer possible.

On August 12, 2026, there will be a meeting for local businesses to attend where the Sheriff's Department will present on their security program.

iSmash opened in the DDA.

The concert at Friendship park was well attended but members urged staff to consider replacing the Friendship Park sign because the native plantings are beginning to obscure the sign.

The Independence Day parade included less floats than in the past, but the flowers were beautiful. Staff are already planning to improve the parade for next year.

Heritage Festival will not be held this year as the Parks & Facilities Department does not have the capacity to take it on.

ARTICLE 8. Any Other Business

There was not any other business to discuss at that time.

ARTICLE 9. Acknowledge Visitors & Public Comment

There were no visitors who wished to comment at that time.

ARTICLE 10. Adjournment

The meeting adjourned at 6:19 p.m.

Respectfully submitted,

Scott Vogel, Secretary

RECOMMENDATION OF AWARD

August 13, 2026

Via Email: rsennett@cascadetwp.com, athorne@cascadetwp.com

Ryan Sennett, DDA Manager
Cascade Charter Township
5920 Tahoe Drive SE
Grand Rapids, MI 49546

Aric Thorne, PE, Township Engineer
Cascade Charter Township
5920 Tahoe Drive SE
Grand Rapids, MI 49546

RE: Leslie E. Tassell Park Improvement Project – Phase 1

Ryan and Aric,

As you are aware, the Township received bids for Phase 1 of the Leslie E. Tassell Park Improvement Project on August 12, 2026. Phase 1 includes building demolition at 6915 Cascade Road (former Verburg property) and 2894 Thornapple River Drive (former doctor's office building), reconfiguration and resurfacing of Thornapple River Drive along the park, construction and resurfacing of parking along Thornapple River Drive and related work to be completed in fall 2026.

Two bids were received, and a tabulation is attached. The bid was structured into a base bid and bid alternate. The bid alternate included asphalt paving and pavement markings on Thornapple River Drive. This was included as an alternate in case the Township is not able to complete that work through the Kent County Road Commission paving contract (Thornapple River Drive southwest of the park was resurfaced earlier this year under that contract). The remainder of the project is included in the base bid. The low base bid is from CarbonSix Construction of Grand Rapids, Michigan in the amount of \$661,598.60, within 1% of our Engineer's Estimate for the work. CarbonSix is also the lower amount for the bid alternate, with a total of \$96,515.00. That amount is higher than estimated due to the price per ton of asphalt.

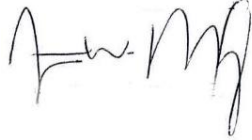
CarbonSix is a firm specializing in construction management that self-performs certain trade work. They have experience managing municipal projects, including the recent renovation of the Cascade Branch of Kent District Library. They appear to be a good fit for this project, given the various trades and utility coordination that are required.

Based on the above, we recommend an award of the base bid in the amount of \$661,598.60 to CarbonSix construction. If the Township is not able to utilize the Kent County Road Commission paving contract for resurfacing work on Thornapple River Drive, we recommend awarding Alternate No. 1 in the amount of \$96,515.00 to CarbonSix as well.

Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'J. Moxey', written over a light blue rectangular background.

Jonathan W. Moxey, P.E.
Project Manager

Cc: Mike Reese, Troyer Group
Nick Govan, Cascade Charter Township

Enclosure

Cascade Charter Township
Leslie E. Tassell Park Improvement Project - Phase 1
Bid Tabulation



Project No.: 874780
By: JWM
Date: 8/12/2026

Base Bid

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineer's Estimate		CarbonSix Construction		Epic Excavating	
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
1	General Conditions, Bonds, and Insurance, Max 5%	LS	1	\$ 34,600.00	\$ 34,600.00	\$ 33,095.00	\$ 33,095.00	\$ 22,500.00	\$ 22,500.00
2	Asbestos Abatement – 2894 Thornapple River Drive	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 1,830.35	\$ 1,830.35	\$ 1,700.00	\$ 1,700.00
3	Building Demolition – 2894 Thornapple River Drive	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 22,818.37	\$ 22,818.37	\$ 18,200.00	\$ 18,200.00
4	Asbestos Abatement – 6915 Cascade Road	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 610.12	\$ 610.12	\$ 750.00	\$ 750.00
5	Building Demolition – 6915 Cascade Road	LS	1	\$ 45,000.00	\$ 45,000.00	\$ 25,624.91	\$ 25,624.91	\$ 20,000.00	\$ 20,000.00
6	Universal and Chemical Waste Disposal – 2894 Thornapple River Drive and 6915 Cascade Road	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 1,220.23	\$ 1,220.23	\$ 1,300.00	\$ 1,300.00
7	HMA Surface, Rem – Thornapple River Drive	Syd	4,100	\$ 5.00	\$ 20,500.00	\$ 1.79	\$ 7,339.00	\$ 1.75	\$ 7,175.00
8	Curb and Gutter, Rem – Thornapple River Drive	Ft	1,900	\$ 10.00	\$ 19,000.00	\$ 3.66	\$ 6,954.00	\$ 10.00	\$ 19,000.00
9	Conc Driveway, Rem – Thornapple River Drive	Syd	40	\$ 10.00	\$ 400.00	\$ 43.93	\$ 1,757.20	\$ 45.00	\$ 1,800.00
10	Dr Structure Cover, Adj, Case 1 – Thornapple River Drive	Ea	8	\$ 800.00	\$ 6,400.00	\$ 610.12	\$ 4,880.96	\$ 1,100.00	\$ 8,800.00
11	Aggregate Base, Conditioning – Thornapple River Drive	Sta	9	\$ 2,500.00	\$ 22,500.00	\$ 2,440.47	\$ 21,964.23	\$ 4,406.00	\$ 39,654.00
12	Curb and Gutter, Conc, Det B2 – Thornapple River Drive	Ft	1,400	\$ 35.00	\$ 49,000.00	\$ 50.03	\$ 70,042.00	\$ 35.00	\$ 49,000.00
13	Curb and Gutter, Conc, Det F4 – Thornapple River Drive, NW Driveways	Ft	420	\$ 30.00	\$ 12,600.00	\$ 34.79	\$ 14,611.80	\$ 35.00	\$ 14,700.00
14	Driveway Opening, Conc, Det M – Thornapple River Drive	Ft	340	\$ 30.00	\$ 10,200.00	\$ 43.33	\$ 14,732.20	\$ 35.00	\$ 11,900.00
15	Driveway, Nonreinf Conc, 6 inch – Thornapple River Drive, NW Driveways	Syd	25	\$ 80.00	\$ 2,000.00	\$ 87.86	\$ 2,196.50	\$ 45.00	\$ 1,125.00
16	HMA Approach – Thornapple River Drive, NW Driveways	Ton	25	\$ 250.00	\$ 6,250.00	\$ 325.24	\$ 8,131.00	\$ 265.00	\$ 6,625.00
17	Turf Restoration – Thornapple River Drive, NW Side	Syd	200	\$ 10.00	\$ 2,000.00	\$ 12.49	\$ 2,498.00	\$ 9.00	\$ 1,800.00
18	Maintaining Traffic – Thornapple River Drive	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 7,162.77	\$ 7,162.77	\$ 6,500.00	\$ 6,500.00
19	Tassell Park Parking Lot Improvements	LS	1	\$ 318,000.00	\$ 318,000.00	\$ 364,129.96	\$ 364,129.96	\$ 418,913.00	\$ 418,913.00
20	Cash Allowance – Owner Contingency	Dlr	25,000	\$ 1.00	\$ 25,000.00	\$ 1.00	\$ 25,000.00	\$ 1.00	\$ 25,000.00
21	Cash Allowance – Utility Connections	Dlr	25,000	\$ 1.00	\$ 25,000.00	\$ 1.00	\$ 25,000.00	\$ 1.00	\$ 25,000.00
Total Base Bid:					\$ 656,450.00		\$ 661,598.60		\$ 701,442.00

Alternate No. 1

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	Engineer's Estimate		CarbonSix Construction		Epic Excavating	
				ESTIMATED UNIT PRICE	ESTIMATED AMOUNT	BID UNIT PRICE	BID AMOUNT	BID UNIT PRICE	BID AMOUNT
22	HMA Base Course – Thornapple River Drive	Ton	320	\$ 110.00	\$ 35,200.00	\$ 141.94	\$ 45,420.80	\$ 145.00	\$ 46,400.00
23	HMA Surface Course – Thornapple River Drive	Ton	320	\$ 120.00	\$ 38,400.00	\$ 152.72	\$ 48,870.40	\$ 150.00	\$ 48,000.00
24	Pavement Markings – Thornapple River Drive	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,223.80	\$ 2,223.80	\$ 5,000.00	\$ 5,000.00
Total Alternate No. 1:					\$ 75,100.00		\$ 96,515.00		\$ 99,400.00

 Denotes a mathematical error in the bid form that has been corrected.

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP
Calculations As of 12/31/2027

GL Number	Description	2024 Activity	2025 Activity	2026 Activity	2026 Original Budget	2027 Requested
Fund: 248 DDA						
Account Category: Estimated Revenues						
248-000-401-401	TAXES - CASCADE TOWNSHIP	389,112.21	498,550.66	523,077.27	523,112.00	572,292.00
248-000-401-402	TAXES - G.R.C.C.	212,373.57	219,921.04	(15.57)	220,831.00	240,636.00
248-000-401-403	TAXES-KENT COUNTY	706,439.25	739,159.98	243,345.77	774,471.00	806,393.00
248-000-401-406	KDL TAXES-DDA	124,744.53	137,224.94	142,432.71	144,652.00	156,994.00
248-000-665-000	INTEREST REVENUE	132,063.84	106,399.94	18,755.32	132,441.00	90,000.00
248-000-675-675	MISCELLANEOUS INCOME	1,861.33	30.00	0.00	7,000.00	0.00
248-000-677-300	DDACONTRIB & DONATION- METRO CRU	0.00	0.00	0.00	4,000.00	0.00
248-000-696-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	15,000,000.00	13,000,000.00
Estimated Revenues		1,566,594.73	1,701,286.56	927,595.50	16,806,507.00	14,866,315.00
Account Category: Appropriations						
248-190-702-000	WAGES- FULL TIME	0.00	0.00	44,306.40	78,078.00	83,377.00
248-190-703-000	WAGES	0.00	39,775.31	2,953.76	0.00	0.00
248-190-723-000	DDA - MEMBERSHIP AND DUES	762.50	0.00	650.00	2,000.00	1,000.00
248-190-724-000	DDA - EDUCATION	461.29	4,956.00	300.00	2,000.00	1,500.00
248-190-801-000	CONTRACT SERVICES	169,044.64	77,302.55	0.00	175,000.00	0.00
248-190-821-000	ENGINEERING	1,375.00	2,650.00	0.00	75,000.00	0.00
248-190-826-265	LEGAL	0.00	0.00	0.00	2,500.00	2,500.00
248-190-861-100	TRANSPORTATION SERVICES	92,945.63	32,819.81	14,008.00	60,000.00	0.00
248-190-900-000	PRINTING & PUBLISHING	0.00	0.00	644.25	0.00	2,500.00
248-190-921-000	ELECTRICITY	14,531.80	19,430.42	12,292.29	26,000.00	30,000.00
248-190-922-000	STREETLIGHTS	4,812.93	0.00	0.00	30,000.00	0.00
248-190-924-100	CELL PHONES/DATA	0.00	0.00	244.40	900.00	900.00
248-190-927-000	WATER-SEWER	6,444.28	8,315.97	1,001.56	8,500.00	10,000.00
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	43,434.13	4,811.09	29,566.18	68,000.00	50,000.00
248-190-931-300	DDA REPAIR & MAINT- METRO CRUISE	9,040.00	0.00	0.00	0.00	0.00
248-190-960-000	COST ALLOCATION PLAN	434,564.00	434,564.00	0.00	475,000.00	250,000.00
248-190-964-100	DDA PROPERTY TAX REFUNDS	57,427.18	0.00	0.00	25,000.00	0.00
248-190-967-000	SPECIAL PROJECTS-DDA LIGHTING/DE	1,771.14	41,088.97	3,514.91	15,000.00	40,000.00
248-190-967-001	SPECIAL PROJECTS-TACTICAL URBANI	100.00	0.00	0.00	0.00	0.00
248-190-967-002	SPECIAL PROJECTS-FLOWERS/PLANTIN	39,188.11	27,812.56	25,692.15	110,000.00	60,000.00
248-190-967-003	SPECIAL PROJECTS-PR/MARKETING/PR	2,004.25	0.00	0.00	20,000.00	2,500.00
248-190-967-004	SPECIAL PROJECTS-SPECIAL EVENTS	8,808.43	22,936.88	12,500.00	35,000.00	25,000.00
248-190-967-006	SPECIAL PROJECTS - DEVELOPMENT G	0.00	0.00	0.00	100,000.00	275,000.00
248-250-715-000	FICA-EMPLOYER	0.00	2,970.67	3,610.48	5,973.00	6,378.00
248-250-716-000	DEFINED CONTRIBUTION PLAN	0.00	2,558.61	4,726.08	7,808.00	8,338.00
248-250-718-000	VISION INSURANCE BENEFITS	0.00	0.00	0.00	160.00	160.00
248-250-718-200	OTHER BENEFITS	0.00	0.00	1,600.00	0.00	1,600.00
248-250-719-000	HEALTH INSURANCE BENEFITS	0.00	0.00	0.00	21,660.00	8,180.00
248-250-720-000	LIFE & DISABILITY INSURANCE	0.00	0.00	0.00	1,043.00	1,112.00
248-250-721-000	DENTAL INSURANCE BENEFITS	0.00	(16.29)	(20.79)	1,500.00	1,500.00
248-901-970-000	CAPITAL OUTLAY - FFE	0.00	9,978.68	0.00	0.00	0.00
248-901-971-000	LAND ACQUISITION	677,361.57	2,010,605.15	0.00	0.00	0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	267,037.76	266,802.23	15,050,000.00	13,000,000.00
248-966-955-248	TRANSFER TO GF - FROM DDA	44,000.00	0.00	0.00	0.00	0.00
248-966-995-271	TRANSFER TO LIBRARY FUND	1,000,000.00	0.00	0.00	0.00	0.00
248-990-992-007	LOAN PRINCIPAL	80,023.60	80,000.00	0.00	85,000.00	85,000.00
248-990-994-001	INTEREST AND FEES	16,876.40	14,300.00	5,850.00	11,700.00	11,700.00
Appropriations		2,704,976.88	3,103,898.14	430,241.90	16,492,822.00	13,958,245.00

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

Calculations As of 12/31/2027

GL Number	Description	2024 Activity	2025 Activity	2026 Activity	2026 Original Budget	2027 Requested
Fund: 248 DDA						
Fund 248 - DDA:						
TOTAL ESTIMATED REVENUES		1,566,594.73	1,701,286.56	927,595.50	16,806,507.00	14,866,315.00
TOTAL APPROPRIATIONS		2,704,976.88	3,103,898.14	430,241.90	16,492,822.00	13,958,245.00
NET OF REVENUES & APPROPRIATIONS:		<u>(1,138,382.15)</u>	<u>(1,402,611.58)</u>	<u>497,353.60</u>	<u>313,685.00</u>	<u>908,070.00</u>
BEG. FUND BALANCE - ALL FUNDS		3,529,942.60	2,391,560.45	988,948.87	988,948.87	988,948.87
END FUND BALANCE - ALL FUNDS		2,391,560.45	988,948.87	1,486,302.47	1,302,633.87	1,897,018.87

TOWNSHIP STAFF UPDATE

DDA Meeting

August 18, 2026

COMMUNITY LANDSCAPE BEAUTIFICATION AWARD

- On August 11th, the Michigan Nursery and Landscape Association presented the Kent Garden Club with the Community Landscape Beautification Award for its work on the Virgil Nishimura Westdale Park gardens.
- Communications Director for Senator Huizenga's Office, Josh Volk, was in attendance to provide recognition for the award as well.

ZONING AMENDMENT

- As a result of the August 4th election, the new Zoning Ordinance was passed with 51% of the vote.
- The Zoning Ordinance adopted by the Township Board on February 11, 2026 is now in effect.
- Currently, the DDA Site Improvement Grant is suspended. With the new zoning in effect, updated grant guidelines that are consistent with the new zoning requirements will be provided to the DDA for consideration.

TASSEL PARK IMPROVEMENT PROJECT

- Following award by the DDA, the selected bid will require approval from the Township Board.
- Once the 45 day referendum period has passed, the Township Board will consider approval of the Development Agreement and bond amount.

BUSINESS UPDATES

- **Runaway Angels Consignment** (6798 Old 28th St) – Runaway Angels held a grand re-opening with the support of Ada Business Association on July 22nd. The consignment shop has been open in Downtown Ada for the past 5 years, and has now relocated to Old 28th St in Cascade.
- **Gorsuch & Friends Chiropractic** (6886 Cascade Rd) – On August 7th, Gorsuch & Friends Chiropractic officially opened its new practice in the Cascade Pointe Office Complex.

UPCOMING EVENTS

- Metro Cruise Warmup (August 20) and Metro Cruise Pit Stops (August 22nd)
- Cascade Concert Series – August 20th – Band: *Blue Water Kings Band*