

**AGENDA**  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
May 15, 2018  
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 March 20, 2018 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 the Resolution to Dissolve and Close the Account at Lake Michigan Credit Union (Roll Call)
- ARTICLE 6.** Discuss and Consider Purchase of 5015 28<sup>th</sup> Street (Northern Dr.)
- ARTICLE 7.** Discuss Sculpture Pad at Museum Gardens Park
- ARTICLE 8.** Discuss Thornapple Center - Bus
- ARTICLE 9.** Any Other Business  
a. Update on Marketing Plan  
b. Update on Planning Activities
- ARTICLE 10.** Adjournment

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, March 20, 2018  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Vice Chairman Ridings called the meeting to order at 5:30 P.M.  
Members Present: Beahan, DeWitt, Kingsland, Ridings, Rowland and Stephan  
Members Absent: Pupilava, Siegle and Smith  
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.

**ARTICLE 2. Approve the current Agenda.**

**Motion was made by Member Beahan to approve the Agenda. Supported by Member Kingsland. Motion carried 6 to 0.**

**ARTICLE 3. Approve the Minutes of the February 20, 2018 Meeting.**

**Motion was made by Member Rowland to approve the Minutes as presented. Supported by Member Beahan. Motion carried 6 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

No one came forward.

**ARTICLE 5. Discuss and Consider the Resolution Approving and Authorizing Execution of a Development and Reimbursement Agreement Related to the 2771 Orange Avenue LLC Project (Roll Call).**

Director Korhorn stated that at the February meeting, the DDA passed a motion to move forward with support for a development request at 2771 Orange Avenue. The project consists of 18 2-story townhomes. Mr. Jared Belka, on behalf of 2771 Orange Avenue, requested the lesser of 75% of available tax increment revenue from the townhouse project for a period of up to 10 years for reimbursement or full reimbursement of the eligible activities (ADA improvements). The ADA improvements total \$16,000, which was approved. The total capital investment is expected to be approximately \$4.2 million.

The township attorney put together the appropriate agreement and paperwork, which Sandra presented to the Board.

A brief discussion followed.

**Motion was made by Member Stephan to approve the Resolution Approving and Authorizing Execution of a Development and Reimbursement Agreement related to 2771 Orange Avenue LLC. Supported by Member Kingsland. Vice Chairman Ridings conducted a roll call. Motion carried 6 to 0.**

**ARTICLE 6. Discuss and consider Centennial Park Streetscape improvements.**

Director Korhorn stated that at the February meeting the DDA tabled this discussion to wait for information on bonding costs for the different options which had been presented.

**Motion was made by Member Beahan to take the issue off the table and put it back up for discussion. Supported by Member Rowland. Motion carried 6 to 0.**

Director Korhorn stated that prior to tabling the request, the board discussed completing the streetscape work (sidewalks and lights), medians at the 3 entrances and adding a few additional medians in the park. The estimated cost of this work is \$866,200.

Director Korhorn gave the board showing the different bond scenarios, which have a 10 or 20-year amortization schedule.

Discussion centered around the options presented with bond information and the percentage of the cost of those figures attributed to the DDA. The term of the bond was also discussed at length.

**Motion was made by Member Stephan to approve sidewalks, lights, three boulevards, and four medians – two on Foremost and two on Charlevoix with a 10-year amortization. Supported by Member Beahan. Motion carried 6 to 0.**

**ARTICLE 7. Discuss and Consider Sunday Afternoon Live Sponsorship**

Director Korhorn stated that Mses. Cutler and Walstra are putting together a winter concert series at the Cascade Township Branch of the Kent District Library (“KDL”). Proposed is a seven-month series of free concerts for adults which will take place on Sunday afternoon each month from October to April. They are asking for \$1,500 in financial support from the DDA for this event.

Director Korhorn recommends the DDA provide financial support in the amount of \$1,500 for the concert series.

Ms. Cutler came forward to describe what the concert series would entail. These were very popular and very well attended and she would like this to happen again this year with the DDA’s financial support.

**Motion was made by Member Rowland to approve \$1,500 for the winter concert series at the Cascade Township Branch of the Kent District Library. Supported by Member Beahan. Motion carried 6 to 0.**

**ARTICLE 8. Discuss and Consider Family Nights at the Library Sponsorship**

Director Korhorn stated that she spent time with Ms. Cutler of KDL to discuss a summer event series that could be held outdoors on the same space where the outdoor gathering space was proposed. They have planned a series of five outdoor summer programs at the Cascade Township Branch of the KDL. The programs will be family friendly. Total cost for these five events is \$1,950 and the library is requesting financial support from the DDA in the amount of \$1,400.

Director Korhorn recommends the DDA provide the \$1,400 in support of the outdoor summer event series.

Ms. Walstra came forward to give a brief summary of the outdoor summer event series.

**Motion was made by Member Beahan to approve funding of \$1,400 for the KDL's outdoor summer concert series, with the DDA being recognized as the major sponsor. Supported by Member Stephan. Motion carried 6 to 0.**

**ARTICLE 9. Discuss and Consider Cascade Metro Cruise Warmup Sponsorship**

Director Korhorn stated that this will be the ninth year for the Cascade Metro Cruise Warmup Event. It has been dropped to a one-day event after receiving feedback from the car owners. The event this year will be held on August 23. The Metro Cruise Warmup Committee is requesting \$3,000 for sponsorship of the event. The committee has been meeting and is working on the schedule of events, as well as meeting with business owners in the DDA to generate more involvement.

Director Korhorn is recommending the DDA sponsor the Metro Cruise Warmup event for 2018.

**Motion was made by Member Rowland to approve sponsorship funding of \$3,000 for the Metro Cruise Warmup Event for 2018. Supported by Member Kingsland. Motion carried 6 to 0.**

**ARTICLE 10. Any Other Business**

- a. Update on Planning Activities

Member Rowland announced that she has tendered her resignation from the DDA.

**ARTICLE 11. Adjournment.**

**Motion was made by Member Beahan to adjourn. Supported by Member Kingsland. Motion carried 6 to 0. The meeting was adjourned at 6:20 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary

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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 the Resolution to Dissolve and Close the Account at Lake Michigan Credit Union

**Meeting Date:** May 15, 2018

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I have been informed by the Deputy Treasurer that in order to dissolve and close an existing DDA account at Lake Michigan Credit Union (LMCU), the DDA needs to pass a resolution stating as such.

The money will be moved to an MI CLASS, which is an investment pool, because of greater earnings.

Staff recommends the DDA pass the resolution for the closure of the LMCU account. I have attached the resolution for your review.

RESOLUTION NO.  
DOWNTOWN DEVELOPMENT AUTHORITY OF  
CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN

WHEREAS, Cascade Township Downtown Development Authority is a member of Lake Michigan Credit Union and is holding a depository account number 0001026578.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Downtown Development Authority of Cascade Charter Township that: The Board hereby approves and authorizes the dissolving of the membership and closing of the account at the Lake Michigan Credit Union.

The foregoing Resolution was offered by Board Member \_\_\_\_\_ supported by Board Member \_\_\_\_\_ and the vote being as follows:

YEAS:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED.**

Dated: May 15, 2018

\_\_\_\_\_  
Diana Kingsland, Secretary

C E R T I F I C A T I O N

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Downtown Development Authority of Cascade Charter Township, held on May 15, 2018.

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Diana Kingsland, Secretary  
Downtown Development Authority  
Cascade Charter Township

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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 Purchase of Property at 5015 28<sup>th</sup> Street  
(Northern Drive)

**Meeting Date:** May 15, 2018

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We were informed by the Kent County Treasurer of two parcels that were foreclosed on due to non-payment of the 2015 taxes. Cascade Township has the option to purchase these under the first right of refusal.

This parcel at 5015 28<sup>th</sup> Street was created to fix a mistake from the 80's where a sale did not transfer all the land but it was not caught until 2013.

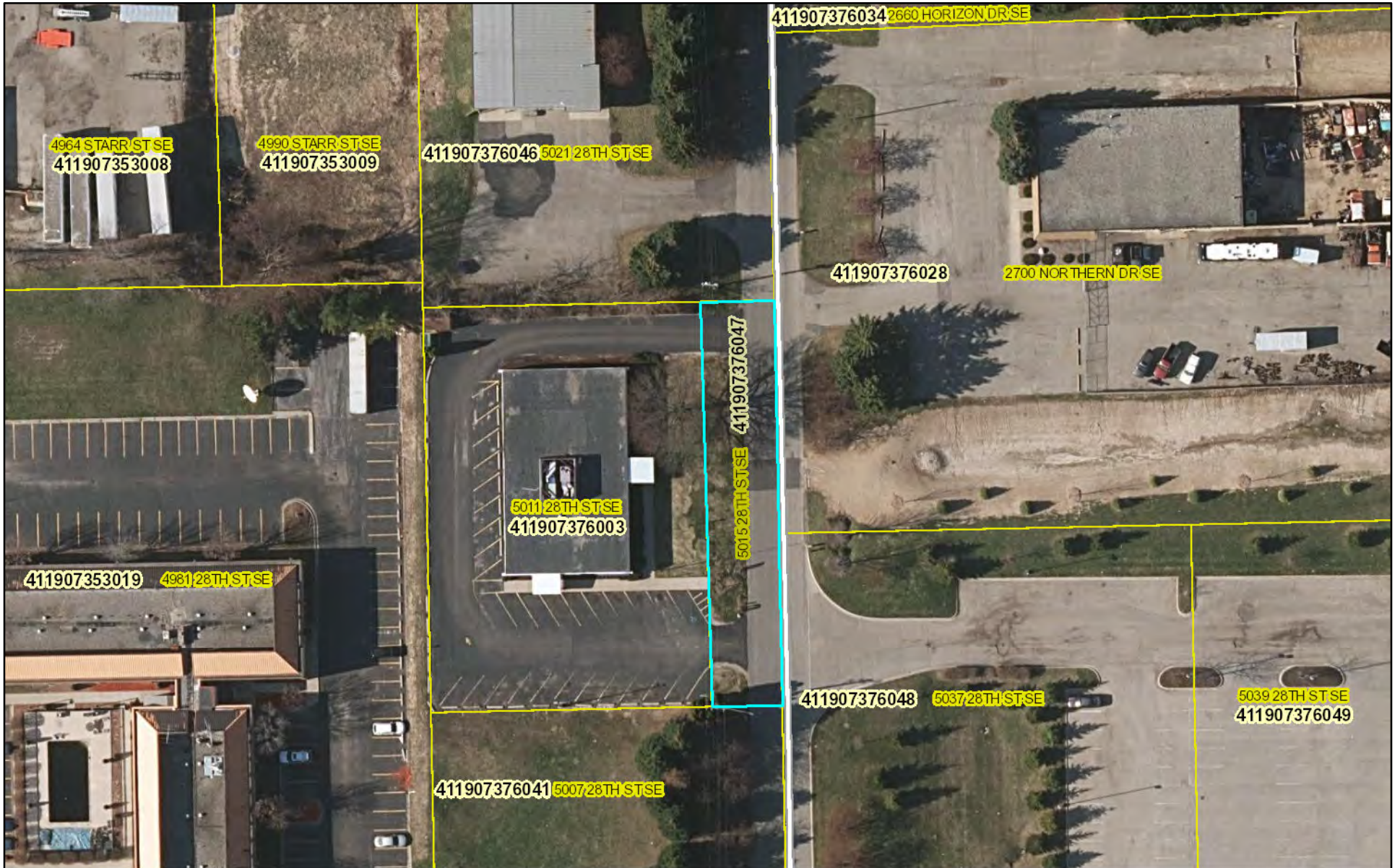
This parcel is located in Cascade Office Park. I am bringing this request to you because of the Northern Dr. extension project that staff considered in 2012. The project would have made Northern Dr. a public street and provided a through street over to Starr, which leads drivers to Patterson Ave. I have attached the PowerPoint slides from the meeting we had with the property owners.

Purchasing this parcel would be a first step to allow the DDA/Township/property owners to make improvements to this area and provide easier access for the businesses and shoppers along Northern Dr. and Cascade Office Park.

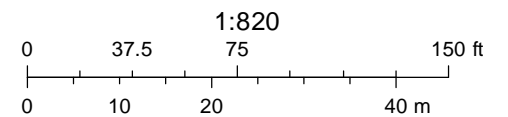
Since this parcel is located on the private drive, purchasing this parcel may also make us responsible for some maintenance to the private road prior to the street being converted into a public road. Our attorney is looking into any deed restrictions pertaining to our responsibilities.

The cost for the purchase of this parcel is \$586.60. Staff recommends the purchase of this parcel to help facilitate the goals in the DDA plan.

# Viewer Map



April 26, 2018



# 28<sup>th</sup> Street Access Improvements

Cascade Charter Township

April 24, 2012



# 28<sup>th</sup> St. Access Improvements

## Concerns:

- Comments have been made that access through this area is difficult.
  - Business Owners
  - Kent County Road Commission (KCRC)
  - Michigan Department of Transportation (MDOT)
- Access to the light at Hotel Ave. can be difficult.

# 28<sup>th</sup> St. Access Improvements

## Goal for Area:

- Improve Access for Existing Businesses
- Potential Redevelopment

## Why Now:

- 2013 MDOT Reconstruction
- Interest in Redevelopment

# 28<sup>th</sup> St. Access Improvements

## Purpose of Meeting:

- To meet and discuss the concerns with the most affected stakeholders
- To discuss a potential option to alleviate the concerns.
- Request input regarding the option.
- Determine support for the project.

Starr Street

Northern Industrial Drive

28th Street



# 28<sup>th</sup> St. Access Improvements

## Description of Potential Project:

- New Streets
- Convert private streets to public streets
- Update and/or add water and/or sewer
- Update and/or add storm sewer
- Property Acquisition
- Option – Only Northern Dr.

# 28<sup>th</sup> St. Access Improvements

## Costs:

- Township/DDA – Bond for the project
- Costs - Assessed back to the property owners
- Assessment - Based on amount of frontage of improved area
- Secondary assessment – Property owners without frontage, but benefit from improvements

# 28<sup>th</sup> St. Access Improvements

Questions?

Comments?