

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
November 19, 2024
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/85632463498>

Meeting ID: 856 3246 3498

By Phone: 1 309 205 3325

- ARTICLE 1.** Call the Meeting to Order
- Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the September 17, 2024 Meeting Minutes
- ARTICLE 4.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** 28th St/96 Island Improvements
- ARTICLE 6.** Staff Updates
- ARTICLE 7.** Any Other Business
- a. Next Meeting: December 17, 2024
- ARTICLE 8.** Adjournment

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
September 17, 2024
5:30 p.m.
2870 Jacksmith Ave. SE

ARTICLE 1. Chair Kleyla called the meeting to order at 5:31 P.M.
Members Present: Vogel, Carlson, Preston, Kleyla, Lesperance, Bingham, Makkar
(Arrived at 5:45)
Members Absent: Stephan
Others Present: Township Manager Jade Smith, Executive Assistant Jessica Stine, and those listed on the sign-in sheet.

ARTICLE 2. Approval of the Agenda

Motion was made by Member Carlson to approve the current agenda. Supported by Supervisor Lesperance. Motion carried 6 to 0.

ARTICLE 3. Approval of the Minutes of the August 20, 2024 Meeting

Motion was made by Supervisor Lesperance to approve the minutes of the August 20, 2024 meeting with the removal of Growney from the attendance. Supported by Member Vogel. Motion carried 6 to 0.

ARTICLE 4. Acknowledge visitors wishing to speak

There wasn't anyone who wished to speak at that time.

ARTICLE 5. Approve Site Improvement Grant Application-Danielle Bouchard

Bouchard followed up on her site improvement grant presentation at the last meeting by detailing the changes members had requested and how she fulfilled those requests. She noted that the grants would only be applicable to non-residential properties and increased the point value related to properties being on the Thornapple River.

Motion was made by Supervisor Lesperance to approve the Site Improvement Grant Application as written. Supported by Member Vogel. Motion carried 6 to 0.

ARTICLE 6. Ada DDA Training Recap-Michelle Kleyla

Chair Kleyla described the DDA training that Cascade and Ada had collaborated on that she attended with Member Stephan and Executive Assistant Stine. The training encouraged DDAs in different municipalities to work together on a regional level. A common problem seen in many DDAs is that people don't know what they do or why they exist. Kleyla encouraged the Township to

include more information about the DDA and TIFF plan on their website. They also would like to set aside a portion of each newsletter to write about what is happening in the DDA. The first article for that could be introducing the site grant application.

Member Makkar arrived at 5:45pm.

ARTICLE 7. Christmas Tree Lighting Subcommittee

Members talked about changes they would be interested in seeing for this year's holiday lighting in the village. Supervisor Lesperance thought the lights were too dim on the light poles. Harder and Warner will look at the tree outside Bridal Elegance, since a portion of the top was cut off, to see if there is a way to make it more aesthetically pleasing. They requested three quotes, on as a baseline of what they did last year and two higher options. They also liked the idea of allowing businesses to opt into paying for lighting through the same contractor as the Township if they didn't want to coordinate their own decoration.

ARTICLE 8. Staff Updates

- **Heritage Festival**-There were many participants and positive comments. The DDA will likely be even more involved in years to come.
- **Pedestrian Bridge**-Construction of the bridge has been delayed to material shortages for other projects the construction crew is working on. Member Makkar expressed concern that the bridge would be under construction during October, November, and/or December, three of the busiest months for small businesses. He requested construction be outside that time of year so small businesses wouldn't be as negatively impacted.
- **Tuffy Site**-Manager Smith said that they were able to find another contractor for the Tuffy Site and demolition should begin in the near future.
- **OHM**-OHM is tentatively scheduled to present to the Township Board and DDA on October 17. It will last two to three hours where OHM will explain the concept and accept feedback. They will then submit final concepts to the Township.
- **Thornapple Plaza Halloween Event**-Saturday, October 12 from 11am-2pm. DDA members are invited to attend.

ARTICLE 9. Any Other Business

Members discussed crime in the district and that there is serious criminal activity occurring. The Township has added two patrols already. They considered offering lighting and security grants and/or having local security firms present to the DDA and local businesses to learn about best practices.

ARTICLE 10. Adjournment

Motion was made by Member Makkar to adjourn the meeting. Supported by Member Vogal. Motion carried 7 to 0. The meeting adjourned at 6:46 P.M.

Respectfully submitted,

Scott Vogel, Secretary

DRAFT

28TH/96 Median Revamp Proposals

Harder & Warner Landscape, Inc.
6464 Broadmoor Ave SE Caledonia, MI 49316

- Project intent is to clean up this median to fix aesthetic and reduce maintenance needs.
- The DDA worked with the KCRC years ago when the road was expanded and improvements occurred. The DDA/Township was to take on the responsibility of maintaining this area and it has been largely ignored for many years.
- Harder and Warner has submitted three concepts for consideration to update the island that will be easier to maintain in the future.
- Each option includes leaving the pockets of established ornamental grass at either end intact and completely revamping the center area.
- All options would require lane closures and safety measures - any costs associated with lane closure not included and would need to be determined with the road commission. A permit has been submitted to allow for updates and street closures.

Option 1: Cobblestone and accent boulders

- Includes:
 - Removal of all existing vegetation along with 15 yds mulch/soil to reduce grade by 4"
 - Installation of 1,250 sq ft of heavy geotextile underlayment
 - Installation of cobblestone (6" to 10") and round washed stone (2" to 3") to entire area
 - Option to add larger accent boulders throughout for more interest as shown.
- This is the recommended approach from a maintenance standpoint - any minimal weeds that arise can easily be treated with herbicide as needed and precipitation/watering needs will not be a factor.

Total: \$10,000 to \$12,000

Option 2: Groundcover

- Includes:
 - Removal of all existing vegetation
 - Amending bed with fertilizer and topdressing mulch
 - Installation of appx 1380 drought tolerant groundcover plugs on 12" spacing.

- *Plantings would completely rely on rain during root establishment period.
- This would be best completed in early fall. Maintenance would require occasional trimming and weeding.

Total: \$10,000

Option 3: Creeping Juniper

- Includes:
 - Same prep as Option 2, but substitutes installation of appx 35 'Blue Rug' creeping juniper shrubs.
 - Option for additional accent boulder installation similar to Option 1.
- *Water reliance and maintenance needs are similar to Option 2. Creeping juniper can grow horizontally up to 6' to 8' wide per plant and would grow to cover the entire space (growth rate appx 12" per year after establishment).
- Occasional trimming around perimeter could be needed when plants begin to grow over onto paving strip in addition to weed control.

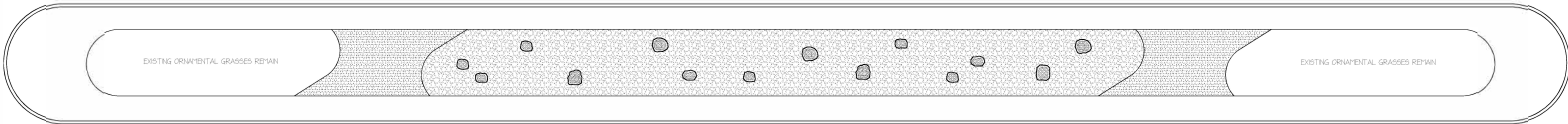
Total: \$9,000 to \$11,000

Other Info:

- All Woody plants, (except Rhododendrons, Azaleas, annuals, perennials, groundcovers, roses and bulbs) furnished and planted by Harder & Warner Inc., which fail within one year from date of planting, will be replaced once. Seed and sodded lawn installations carry no guarantee.
 - Harder & Warner will supply the replacement materials needed for covered plants while the customer will be charged for the necessary labor.
- Future care and weather conditions are beyond our control and these are the primary factors in determining a lawns vigor. There is no guarantee on transplanting work.
- This guarantee is in accordance with the Grand Rapids Nursery Landscape Association standard contract.
- All orders will be performed on a time and material basis. All labor and materials incidental to the work, travel time to and from the job site, heavy equipment and subcontract fees will be charged to the client.

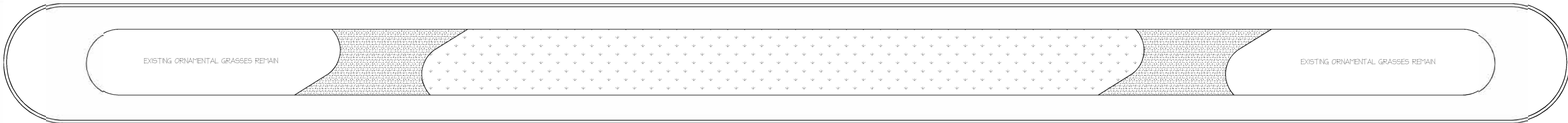
COBBLESTONE AND ACCENT BOULDERS

Option 1



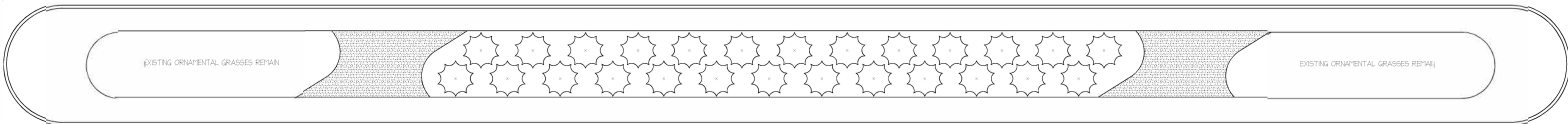
GROUNDCOVER AT 12" SPACING

Option 2



CREEPING JUNIPER

Option 3



28TH/96 MEDIAN REVAMP OPTIONS

client:		
scale	1" = 160"	date
drawn by		revision
	checked by	drawing #



TOWNSHIP STAFF UPDATE

DDA Meeting
November 19, 2024

CASCADE VILLAGE REIMAGINED

- Meeting to reveal the concepts was held on October 17 with the Board of Trustees, the DDA and the public.
- Concepts were well received and generated a lot of discussion.
- OHM received feedback and putting finishing touches on final concept to be presented in December/January.
- Concepts will continue to be highlighted for the public to see and respond with comments and feedback.
- Once there is agreeance on the concepts that are under control of the Township, preliminary engineering will take place and estimated costs will be presented.
- The Township Manager and Finance Director are looking at the bonding process and putting together a timeline for consideration.
- The full concept meeting can be seen on the Township's website. <https://www.cascadetwp.com/village>
- More information to follow as staff hears back from OHM.

MEMORIAL PARK

- The Kent County Garden Club with the assistance of Harder & Warner have performed a transformation of the park that includes:
 - Updating plantings
 - Concrete walkway changes
 - Relocation of the flagpole and addition of 17-foot evergreen tree

PARKS AND FACILITIES

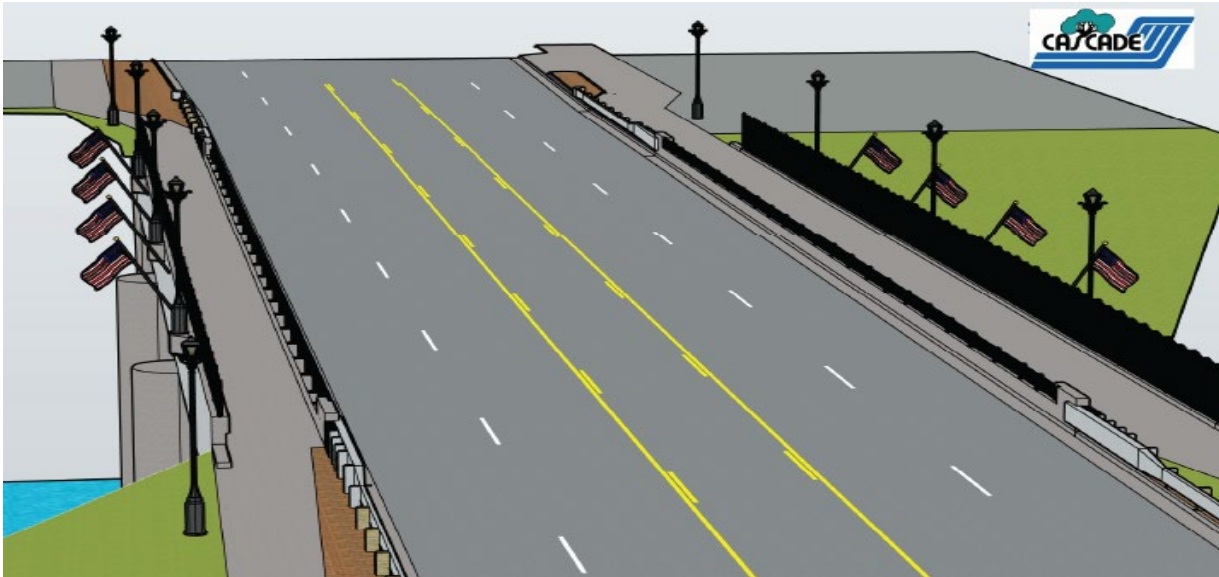
- In September the Township hired a Parks and Facilities Director and Coordinator to manage and assist with all township properties and the programming of them, including the Stone House.
- Dan Zwick is the Director and Sydney Aubert is the Coordinator.
- We are very excited to have them, and they have hit the ground running.
- One of the first items that we discussed was getting the Stonehouse programmed with some public events.
 - There will be a celebration of Christmas at the Stonehouse on December 14 at 4:00pm. Santa will be there along with kids' activities and the opportunity to make holiday cards for local seniors.
- If interested in volunteering, please let Jade or Jessica know.
- The Christmas Tree Lighting will also occur at the Cascade Historical Museum on December 1, 2024 from 4:30-6:30 pm.

HOLIDAY LIGHTS

- Per our last meeting, staff met with Outdoor Lighting Perspectives and discussed expansion of the holiday lighting.
- A proposal was received and fell within the allocated budget.
- Lighting will be expanded in each direction on Cascade Rd, on the light poles, and further West into Tassel Park.
- Installation is slated to be completed by Thanksgiving.

PEDESTRIAN BRIDGE

- Phase I began on October 31 and is projected to be finished December 16.
- Phase II will start back up in March with a May completion.



EVENTS

- 12/1 Tree Lighting
- 12/14 Christmas at the Stonehouse