

AGENDA
Cascade Charter Township
Downtown Development Authority Board of Directors
May 20, 2025
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/88196996148>

- ARTICLE 1.** Call the Meeting to Order
 - Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the March 18, 2025 Meeting Minutes
- ARTICLE 4.** Approval of the April 17, 2025 Meeting Minutes
- ARTICLE 5.** Village Design Next Steps Discussion
- ARTICLE 6.** Bonding Process
- ARTICLE 7.** Staff Updates
- ARTICLE 8.** Any Other Business
- ARTICLE 9.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 10.** Adjournment

MINUTES

Cascade Charter Township
Downtown Development Committee
March 18, 2025, at 5:30pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ARTICLE 1. Chair Kleyla called the meeting to order at 5:30pm.
Members Present: Vogel, Carlson, Preston, Kleyla, Bingham, Lesperance
Late: Stephan, Makkar
Others Present: Township Manager Jade Smith, Executive Assistant Jessica Stine

ARTICLE 2. Approval of the Agenda

Motion was made by Member Vogel to move Article 4, “Acknowledge visitors wishing to speak regarding any agenda or non-agenda items” to become Article 9, shifting what were articles 5 through 9 each up by one, to give visitors the opportunity to listen to the committee’s discussion before they speak. Supported by Member Preston. Motion carried 6 to 0.

ARTICLE 3. Approval of the Minutes of the February 18, 2024 Meeting

Motion was made by Member Bingham to approve the minutes as written. Supported by Member Carlson. Motion carried 6 to 0.

ARTICLE 4. Metro Cruise Presentation

Manager Smith introduced Brandon Simmons, the Event Manager for Metro Cruise. Simmons explained the proposal of a similar setup to 2024 but with the addition of a Pitstop in Friendship Park to aid in its activation. The full cost wouldn’t be put onto the DDA as the local United Bank is one of their long-time sponsors. He believed that, since the Cascade portion of the event is still newer than most of the events along the 28th St corridor, it will draw between 5,000 and 10,000 participants.

Member Stephan arrived at 5:39pm.

Members emphasized the need to make sure all businesses know about the date and events of Metro Cruise to forecast staffing and any potential collaborations. They also wanted to find a way to track the event’s impact on the district.

Motion was made by Member Carlson to fund Metro Cruise Pitstops in Cascade Township for \$14,000 with the understanding that Metro Cruise will look for additional Cascade sponsors for the 2026 event. Supported by Member Vogel. Motion carried 6 to 1.

Member Makkar arrived at 5:56pm.

Members suggested partnering with Thornapple Brewing for the event. Member Carlson requested Metro Cruise remain on the agenda for the next few months so they

can plan how the DDA will represent themselves at the event and get the information out to other local businesses.

ARTICLE 5. DDA Annual Report

Members asked questions about the change in value of Centennial Business Park. It was determined the value was likely impacted by the Robinson Dental brownfield project.

The DDA was very busy in 2025. Members appreciated completion of the Annual Report. They requested it be updated to also include their 2024 sidewalk restoration efforts.

ARTICLE 6. April Meeting Date

Manager Smith explained that the April 15 meeting would need to be moved to April 17 to accommodate a presentation on the Village Project by OHM. Members will receive the assets for the meeting in advance so they can submit questions. Members requested a reminder before the meeting so that they would remember the change in date.

ARTICLE 7. Staff Updates

Manager Smith went through the staff updates included in the packet. He and staff are researching financing/bonding for the village project. They are still looking for a DDA Manager but currently have one positive lead. The Library Refresh is in progress and will be done around the second week of May. The Parks Department is in the early stages of planning a music series at Friendship Park; Member Makkar said he may have a sponsor and would share that information later. They will also be looking to utilize the Township's relationship with Cascade Community Foundation in planning this event. The traffic flow on the bridge has much improved since the restriping and Members no longer feel like it is a major hazard.

ARTICLE 8. Any Other Business

Manager Smith stated that he is working with the Township's Building Department to obtain a monthly list of new and closing businesses to provide at each meeting.

ARTICLE 9. Acknowledge Visitors & Public Comment

Doug Lee, 6860 Cascade Rd, owner of Jam & Bean, spoke about the bridge construction project near his business and stated that it was too dangerous for him to do business, so he had to shut down. He requested a \$25,000 grant from the DDA for the inconvenience of shutting his business down. Members stated that this wasn't legally possible and they don't have that type of grant. Members suggested creating signs that say the business is open during construction to put along the road at all local businesses in the construction area.

Robert Cribbs, 1980 Deerfield, shared that he believed Jam & Bean is in a unique situation where visitors have less access to his business than other local businesses.

ARTICLE 10. Adjournment

Motion was made by Member Makkar to adjourn the meeting. Supported by Member Vogel. Motion carried 7 to 1. The meeting adjourned at 6:43 p.m.

Respectfully submitted,

Scott Vogel, Secretary

DRAFT

MINUTES

Cascade Charter Township
Downtown Development Committee
April 17, 2025, at 5:30pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chair Kleyla called the meeting to order at 5:30pm.
Members Present: Vogel, Carlson, Preston, Kleyla, Bingham, Lesperance
Absent: Stephan, Makkar
Others Present: Township Manager Jade Smith
- ARTICLE 2. Approval of the Agenda**
Motion was made by Supervisor Lesperance to approve the agenda as written. Supported by Member Vogel. Motion carried 6 to 0.
- ARTICLE 3. OHM Presentation**
OHM presented the Cascade Village Concept Plan to the DDA and Township Board.
- ARTICLE 4. Acknowledgement visitors wishing to speak regarding any agenda or non-agenda items**
Doug Lee, owner of Jam & Bean, spoke regarding slowing down Cascade Road, the history of his business, and bridge construction.
- ARTICLE 5. Adjournment**
Motion was made by Member Carlson to adjourn the meeting. Supported by Member Vogel. Motion carried 6 to 0. The meeting adjourned at 7:09 p.m.

Respectfully submitted,
Scott Vogel, Secretary

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP

Balance As of 04/30/2025

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Activity For 04/30/2025 Increase (Decrease)	Available Balance 04/30/2025 Normal (Abnormal)	% Bdgt Used
Fund: 248 DDA						
Account Category: Revenues						
Department: 000						
248-000-401-401	TAXES - CASCADE TOWNSHIP	500,696.00	498,550.66	(2,145.31)	2,145.34	99.57
248-000-401-402	TAXES - G.R.C.C.	199,563.00	(909.94)	(909.94)	200,472.94	(0.46)
248-000-401-403	TAXES-KENT COUNTY	680,949.00	230,549.59	(3,247.38)	450,399.41	33.86
248-000-401-406	KDL TAXES-DDA	140,115.00	137,224.94	(590.49)	2,890.06	97.94
248-000-665-000	INTEREST REVENUE	132,441.00	20,302.00	8,483.69	112,139.00	15.33
248-000-675-675	MISCELLANEOUS INCOME	7,000.00	30.00	30.00	6,970.00	0.43
248-000-677-300	DDACONTRIB & DONATION- METRO CRUISE	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 000		1,664,764.00	885,747.25	1,620.57	779,016.75	53.21
Revenues		1,664,764.00	885,747.25	1,620.57	779,016.75	53.21
Account Category: Expenditures						
Department: 190 DDA OPERATIONS/CONSTRUCTION						
248-190-703-000	WAGES	100,000.00	0.00	0.00	100,000.00	0.00
248-190-723-000	DDA - MEMBERSHIP AND DUES	2,000.00	0.00	0.00	2,000.00	0.00
248-190-724-000	DDA - EDUCATION	2,000.00	0.00	0.00	2,000.00	0.00
248-190-801-000	CONTRACT SERVICES	175,000.00	54,575.00	46,637.50	120,425.00	31.19
248-190-821-000	ENGINEERING	75,000.00	0.00	0.00	75,000.00	0.00
248-190-826-265	LEGAL	2,500.00	0.00	0.00	2,500.00	0.00
248-190-861-100	TRANSPORTATION SERVICES	60,000.00	6,573.31	(991.69)	53,426.69	10.96
248-190-921-000	ELECTRICITY	26,000.00	6,229.96	1,441.97	19,770.04	23.96
248-190-922-000	STREETLIGHTS	30,000.00	0.00	0.00	30,000.00	0.00
248-190-924-100	CELL PHONES/DATA	900.00	0.00	0.00	900.00	0.00
248-190-927-000	WATER-SEWER	8,500.00	128.34	0.00	8,371.66	1.51
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	68,000.00	0.00	0.00	68,000.00	0.00
248-190-964-100	DDA PROPERTY TAX REFUNDS	25,000.00	0.00	0.00	25,000.00	0.00
248-190-967-000	SPECIAL PROJECTS-DDA LIGHTING/DECOR	15,000.00	0.00	0.00	15,000.00	0.00
248-190-967-001	SPECIAL PROJECTS-TACTICAL URBANISM	20,000.00	0.00	0.00	20,000.00	0.00
248-190-967-002	SPECIAL PROJECTS-FLOWERS/PLANTINGS	110,000.00	0.00	0.00	110,000.00	0.00
248-190-967-003	SPECIAL PROJECTS-PR/MARKETING/PROMOT	20,000.00	0.00	0.00	20,000.00	0.00
248-190-967-004	SPECIAL PROJECTS-SPECIAL EVENTS	15,000.00	14,323.98	14,000.00	676.02	95.49
248-190-967-006	SPECIAL PROJECTS - DEVELOPMENT GRANT	100,000.00	0.00	0.00	100,000.00	0.00
248-190-981-000	OFFICE EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 190 - DDA OPERATIONS/CONSTRUCTION		855,900.00	81,830.59	61,087.78	774,069.41	9.56
Department: 901 CAPITAL OUTLAY						
248-901-970-000	CAPITAL OUTLAY - FFE	230,000.00	0.00	0.00	230,000.00	0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		280,000.00	0.00	0.00	280,000.00	0.00
Department: 966 TRANSFERS OUT						
248-966-955-248	TRANSFER TO GF - FROM DDA	434,564.00	0.00	0.00	434,564.00	0.00
Total Dept 966 - TRANSFERS OUT		434,564.00	0.00	0.00	434,564.00	0.00
Department: 990 DEBT SERVICE						
248-990-992-007	LOAN PRINCIPAL	80,000.00	(1,369.26)	(1,369.26)	81,369.26	(1.71)
248-990-994-001	INTEREST AND FEES	14,300.00	8,519.26	1,369.26	5,780.74	59.58
Total Dept 990 - DEBT SERVICE		94,300.00	7,150.00	0.00	87,150.00	7.58
Expenditures		1,664,764.00	88,980.59	61,087.78	1,575,783.41	5.34

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Fund: 248 DDA						
Fund 248 - DDA:						
	TOTAL REVENUES	1,664,764.00	885,747.25	1,620.57	779,016.75	53.21
	TOTAL EXPENDITURES	1,664,764.00	88,980.59	61,087.78	1,575,783.41	5.34
	NET OF REVENUES & EXPENDITURES:	0.00	796,766.66	(59,467.21)	(796,766.66)	



TOWNSHIP STAFF UPDATE

DDA Meeting

May 20, 2025

CASCADE SUMMER CONCERT SERIES

- June 12th, July 17th, August 2nd
- 6:30 @ Friendship Park

FLOWERPOTS

- Bringing in-house
- Working with Parks and Facilities to complete
- Looking at more consistent rotation and timely rotation of plants for various seasons
- Upkeep will be more consistent too

DDA MANAGER HIRING

- The Manager position is still open, and a few applications have been received.
- One good lead. Hope to have more to share soon.

LIBRARY REFRESH

- On schedule to be completed in June.
- Delay in shelving so grand opening will occur late June
- Updates to the Wisner Center were approved by the Board of Trustees. These will occur after the library updates.

PEDESTRIAN BRIDGE

- On schedule for our project and completion should be in the next two weeks.
- KCRC has added resurfacing the deck of the bridge which will occur after we are complete
- There is the possibility of a ribbon cutting to open the new pedestrian pathways. We'll probably incorporate this into the Heritage Festival.

BUSINESS UPDATES

- 6660 Old 28th Street – Law Office
- Cascade/28th Street Village Center – Façade improvements
 - Applied for Site Grant – under review
- Potential development in Centennial Park on Charlevoix – very preliminary stages.