

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
July 19, 2022
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/84772691985>

Meeting ID: 847 7269 1985
By Phone: 1 312 626 6799

- ARTICLE 1.** Call the Meeting to Order
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of June 21, 2022
- ARTICLE 4.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Strategic Plan Update
- ARTICLE 6.** Goal Building for DDA Board
- ARTICLE 7.** World War II Veteran – Virgil Westdale Tribute
- ARTICLE 8.** Discuss Holiday Lighting RFP
- ARTICLE 9.** Transportation Committee Update
- ARTICLE 10.** Any Other Business
 - a. Next Meeting: August 16, 2022
 - b. Township Board Approved Minutes: June 8 & 22, 2022
- ARTICLE 11.** Adjournment

Minutes
Cascade Charter Township
Downtown Development Authority
June 21, 2022
5:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chairwoman Puplava called the meeting to order at 5:30 PM.
Members Present: Vogel, Kleyla, Reynolds, Puplava, Growney, Lesperance, Makkar
Members Absent: Stephan, Siegle
Others Present: DDA Director Korhorn, Attorney Homier, and others listed on the sign-in sheet.

ARTICLE 2. Approval of the Agenda

Motion was made by Member Vogel to approve the current agenda. Supported by Supervisor Lesperance. Motion carried 7 to 0.

ARTICLE 3. Approval of the Minutes of May 17, 2022

Motion was made by Supervisor Lesperance to approve the minutes of the May 17, 2022 meeting. Supported by Member Growney, Motion carried 7 to 0.

ARTICLE 4. Acknowledge any visitors wishing to speak regarding any agenda or non-agenda items

Carl Knieling, General Manager of the soon to be Sheraton Hotel, stated that many employees and construction workers use the bus as their main means of transportation every day. He explained further that there are employees who recently began using the bus due to gas prices. Knieling wishes to continue to employ these hardworking individuals to ensure their lives become more successful. In response to a question on shifts, he stated that they have 3 shifts: 7am-3pm, 3pm-11pm, and 11pm-7am.

Mike Kasmauskis, Centennial Office Park Owners' Association President, shared that, coming from an economic standpoint, there are companies and businesses he works alongside of that have national tenants who compile lists they check off before making decisions. Some of the check-offs include proximity to airports, if hotels are nearby, restaurants in the area, and public transportation. If one of the amenities is not checked off, some corporations may not move into the area, negatively impacting local businesses.

Eric Hooker, the store manager for Walmart, explained to the committee that he has many customers and associates who depend on the bus system. Some of his employees are going to school to help better their lives and some have special needs and depend on public transportation. For many associates, they already have to work around the bus schedule to schedule their shifts.

ARTICLE 5. Discuss and Consider The Rapid Bus Contract

Chair Puplava briefly went over the previous meeting. Despite legal counsel being unable to review the contract, she wanted to move forward in approving the contract

renewal. The total cost to renew the contract was \$218,754.85, coming from DDA funds approved by the Township. The agreement has a one-year term and can be terminated by either party with a 3-month written notice. The language in this proposed contract shares similarities with the language previously reviewed, negotiated and revised by the DDA. Chair Pupilava felt that, to avoid disrupting the service, the DDA needed to approve the contract. Michigan's Recodified Tax Increment Financing Act gives the board the power to enter into any contract necessary to exercise the board's powers.

Mike Homier, Legal Counsel for the township, clarified questions pertaining to review of the contract. He stated that his firm also works for The Rapid, and they have never reviewed this contract. Legally, he cannot represent both sides as The Rapid is not waiving this conflict. Until the conflict is waived by both parties, he is precluded from giving an opinion of the contract for Cascade and The Rapid. He offered Manager Swayze and Supervisor Lesperance a referral to Attorney Nick Curcio, who could evaluate the contract. In terms of a threshold for the total cost of a contract, he does not believe the township has a provision. He stated he wouldn't expect municipalities to enter into any large monetary contracts without legal review.

The committee had varying opinions on whether to disregard the contract because it had not been reviewed by legal counsel and on adjusting the frequency of buses from every 30 minutes to every 60 minutes to save money. Some Members agreed that focusing on the issue at hand (extending the bus contract to ensure the public has transportation) should be the main concern. In terms of cutting bus hours, it was suggested that this be considered for the next contract. The opposition stated that any legal contract must be reviewed, and potentially revised, especially a contract that had never been reviewed by legal counsel. As far as bus frequency, it was suggested they complete a cost-benefit analysis to evaluate the bus system.

Chair Pupilava honed in to clarify what way the committee was leaning. She believed everyone was in agreement that the bus service needs to be continued, and the committee should investigate how to make it more beneficial and cost effective, research any alternatives, and figure out what will best serve the community. She, and many other Members, wanted the contract to be reviewed this week to make sure Township interests are being protected.

Motion was made by Chair Pupilava to have the DDA engage Attorney Curcio to review the ITP contract on the DDA's behalf. Supported by Member Kleyla. Motion carried 7 to 0.

Motion was made by Chair Pupilava to approve the renewal of the contract with the ITP, subject to review by Attorney Curcio for protection of the DDA's interest. Supported by Member Makkar. Motion carried 7 to 0.

Motion made by Member Reynolds for Chair Pupilava to sign the contract once it was reviewed by Attorney Curcio. Supported by Supervisor Lesperance. Motion carried 7 to 0.

Chair Pupilava asked Director Korhorn to let the contacts at the ITP know where the DDA was on signing the contract. She also requested that Director Korhorn send out a Google invite for the next Bus Committee meeting.

Chair Pupilava reiterates their decision path for the summer and wanted to discuss these points at the next meeting. In June 2022, they will investigate and analyze the full scope of services the Rapid provides, in July 2022 they will explore and brainstorm transportation options, and in August of 2022 they will investigate other transportation options for the township to provide a comparison to The Rapid's services. Member Vogel encourages other Members to share feedback and thoughts on transportation. Supervisor Lesperance thought the Township should partner with an advisor in the transportation industry to fill knowledge gaps. Members believed this was a good idea and it will be added to a future agenda.

ARTICLE 6. Strategic Plan Update

Member Kleyla stated that the advisory committee meeting was canceled for the week as they were waiting for more results to come in from the second survey. Currently, they have 200 responses and the survey closes July 5th. Results of this will be discussed at the July 8th Advisory committee meeting. Once they have made revisions from the data, they will submit the final document for the township board packet by July 22nd. Chair Pupilava will add an update on this to the July meeting agenda.

ARTICLE 7. World War II Veteran – Virgil Westdale Tribute

Supervisor Lesperance explained that the American Legion Post and a member from Cascade Community Church recently shared the background on a World War II veteran, Virgil Westdale. Westdale was the highest decorated World War II veteran and, when his time in the military ended, he spent 30 years in Cascade at Cascade Community Church. Westdale made the most of his life by becoming an author, a pilot, and a security officer at the airport before it became the TSA. At the age of 86, he became employee of the year and retired at 91 years old.

Supervisor Lesperance brought this information to Manager Swayze and explained that the American Legion Post and the members of his church would like to rename Museum Gardens Park in his honor and find way to commemorate him. The American Legion Post is willing to contribute financially to this cause.

Members were concerned that they may not be authorized to change the name of the park, even though they are all in support of it. They agreed to approach the American Legion about what their specific plan would be. Chair Pupilava will add this to the next agenda.

ARTICLE 8. Review and Consider LED Streetlamp Retrofit Labor Costs

Director Korhorn stated that 30% of the street lamps ordered came in from the retrofit project that was scheduled in 2019. Since the job was bid out 2 years ago, the contractors have requested additional funds of \$1,260 to cover increased cost of labor.

The job was originally bid for \$68,141 and, with the added cost, they are still below other bidders. Member Vogel shared that he is getting ready to add a second location for his store and bids are \$200,000 more than they were in 2017, so he viewed this as a non-issue.

Motion was made by Member Kleyla to approve the increase of \$1,260 to cover the rising cost of labor. Supported by Member Growney. Motion carried 7 to 0.

ARTICLE 9. Discuss Holiday Lights RFP

Director Korhorn asked for clarification on the location of lights. She wondered if they could be included into the RFP; most of the current lights are damaged. In the past, Museum Gardens Park and Tassell Park have been contracted out for lights around trees, the Pavilion at Tassell Park, and the rooftop at the museum. Buildings and Grounds have hung string lights around poles, hung up snowflake lights, and put-up artificial Christmas trees. Members agreed to create two RFPs, one for the purchase of lights and the other for installation.

Member Makkar requested a Christmas tree or at least lights to be added to a dangerous intersection for more visibility. Member Kleyla agreed and suggested they discuss that at a future meeting.

ARTICLE 10. Goal Building for DDA Board

Member Kleyla created a vision statement for the committee to review and she requested this to be added for discussion at a future meeting.

ARTICLE 11. Any Other Business

- a. The next meeting is July 19, 2022.
- b. Township Board Approved Minutes for May 11th and 25th, 2022.
- c. Joint Meeting Request- Manager Swayze has stated that he was thinking August time-frame for the meeting when the strategic plan is in draft form.
- d. Next meeting will include strategic plan update, further discussion of the Virgil Westdale Tribute, Christmas lights, and goal building.
- e. Member Growney suggested talking to Daylily Floral about planting boxwoods in the center of pots that were recently done. Director Korhorn will send an email with any financial differential.

ARTICLE 12. Adjournment

Motion was made by Member Reynolds to adjourn the meeting. Supported by Member Kleyla. Motion carried 7 to 0. The meeting was adjourned at 7:12 PM.

Respectfully submitted,

Rene Growney, Secretary

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Status of Strategic Plan Process

Meeting Date: July 21, 2022

Included in the packet is a memo regarding the DDA's specific task list as well as the full final Policies and Tasks for the strategic plan.

Chris Khorey from McKenna will be at the meeting to discuss the DDA task list and next steps.



Memorandum

TO: Cascade Township Downtown Development Authority
FROM: Christopher Khorey, AICP, West Michigan Manager
SUBJECT: **DDA Strategic Plan Taks**
DATE: July 14, 2022

On the following pages, please find the final list of tasks for the Downtown Development Authority in the Cascade Township Strategic Plan. The Strategic Plan is scheduled for adoption by the Township Board on July 27.

SUMMARY OF DDA TASKS

In summary, the tasks recommended for the DDA over the next few years are as follows:

Within One Year:

- Pursue training/education opportunities for DDA Board members.
- Develop a DDA Strategic Plan, including plans for the “Upper” and “Lower” Villages, Thornapple Plaza, and the 28th Street corridor.
- Determine public transportation alternatives and negotiate with The Rapid (delegated to the Transportation Committee)
- Work with the Planning Commission to update the Township Master Plan to make it consistent with the new DDA Plan.
- Begin bi-annual joint meetings with the Planning Commission and Township Board.
- Create a Joint Subcommittee with the Planning Commission, Board, Library, and Parks Committee to determine a location, programming, and plan for a “Central Gathering Place.”

Within Two to Three Years:

- Develop ideas for additional community events, and designate a budget, subcommittee, and staffing to develop events.
- Convene Thornapple Pointe owners and seek buy-in for a redevelopment, as outlined in the DDA Plan.
- Seek a developer to redevelop Thornapple Pointe to match the DDA’s vision.
- Design the Central Gathering Place
- Evaluate the need to update the Township’s brand.

Within Three to Four Years:

- Work with the Township Board to budget for the implementation of the Central Gathering Place.
- Work with the Kent County Road Commission to implement “complete streets” improvements on Cascade Road and other corridors as determined by the DDA Strategic Plan.



- Begin holding the additional community events.
- Promote redevelopment and upgrades of key sites within the DDA area, utilizing acquisition, master deeds, façade/landscaping/parking lot grants, etc. Seek outside grant funding to fund these actions.
- Construct the Central Gathering Place.

Ongoing/Long Term

- Pursue private and philanthropic funding for DDA priorities.
- Update planning documents to reflect completed tasks and goals.



FULL LIST OF STRATEGIC PLAN DDA TASKS (IN TIMELINE ORDER)

Village Character and Development Task 1-1: Provide training opportunities for members of the DDA.

Time Frame: <1 year

Other Responsible Entities: Township Staff

Village Character and Development Task 2-1: Utilize the recommendations of this Plan and the public engagement summary to determine the Upper and Lower Village Boundary.

Time Frame: >1 year

Land Use and Economic Development Task 4-2: Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area.

Time Frame: <1 year

Other Responsible Entities: Township Staff, Planning Commission, Township Board

Land Use and Economic Development Task 1-3: Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

Time Frame: 1 year

Other Responsible Entities: Township Staff, Planning Commission, Township Board

Parks and Trails Task 2-1: Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

Time Frame: 1 year

Other Responsible Entities: Township Staff, Parks Committee, Planning Commission, Township Board

Parks and Trails Task 2-2: Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

Time Frame: 1 year

Other Responsible Entities: Township Staff, Parks Committee, Planning Commission, Township Board

Village Character and Development Task 3-1: Identify funds within the DDA budget to hire out the DDA and TIF Plan and/or Strategic Plan and work alongside a hired consultant to identify the specific short-, mid-, and long-term projects and programs in the DDA and TIF Plan, for all Development Area parcels within the DDA boundary.

Time Frame: 1-2 years

Other Responsible Entities: Township Board

Village Character and Development Task 3-2: As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues:



- Redevelopment of the Thornapple Center shopping plaza.
- Design, program, enhance, and consider allowing private development in the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including potential expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River
- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

Time Frame: 1-2 years

Other Responsible Entities: Planning Commission, Township Board

Village Character and Development Task 3-3: As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.
- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

Time Frame: 1-2 years

Other Responsible Entities: Planning Commission, Township Board

Transportation and Safety Task 4-1: Determine alternative transportation partnership opportunities as needed.

Time Frame: 1-2 years

Other Responsible Entities: Township Staff, Township Board

Transportation and Safety Task 4-2: Implement the vision as established with the Rapid and a private transportation company to enhance Cascade's public transportation opportunities.

Time Frame: 1-2 years

Other Responsible Entities: Township Staff, Township Board

Village Character and Development Task 7-1: Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.

Time Frame: 1-5 years

Other Responsible Entities: Township Staff, Planning Commission, Township Board



Village Character and Development Task 6-1: Develop a schedule of event and festival ideas (such as holiday events, live music, art fairs, and more) and designate a point of contact to be responsible for primary event planning tasks.

Time Frame: 2 years

Other Responsible Entities: Township Board

Village Character and Development Task 4-1: Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

Time Frame: 2-3 years

Other Responsible Entities: Planning Commission, Township Board

Parks and Trails Task 2-4: Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

Time Frame: 2-3 years

Other Responsible Entities: Parks Committee, Township Board

Village Character and Development Task 6-2: Develop potential cost estimates for each desired event and partner with local businesses, large area employers, developers, and others to secure sponsorships for the various event activities.

Time Frame: 2-3 years

Other Responsible Entities: Township Board

Land Use and Economic Development Task 8-1: Evaluate the need to update the Township's logo and supplemental materials. Ensure that the brand update is consistent with the DDA's marketing and branding plan, as completed in 2017.

Time Frame: 2-3 years

Other Responsible Entities: Township Staff, Township Board

Parks and Trails Task 2-3: Present the consensus vision for the central gathering place.

Time Frame: 2-4 years

Other Responsible Entities: Township Staff, Parks Committee, Planning Commission, Township Board

Transportation and Safety Task 1-1: Continue partnerships and communications with the Kent County Road Commission to determine applicable streetscape and safety aspects (or alternatives) to implement the Upper and Lower Village area vision, as determined by the subarea plans.

Time Frame: 3 years

Other Responsible Entities: Township Staff, Township Board

Village Character and Development Task 6-3: Implement the various planned community events as applicable.



Time Frame: 3 years

Other Responsible Entities: Township Board

Transportation and Safety Task 1-2: Work with an engineering and/or planning firm to create a priority list and tentative schedule for the road improvements that will need to take place to implement the Upper and Lower Village vision.

Time Frame: 3-4 years

Other Responsible Entities: Township Staff, Township Board

Parks and Trails Task 2-5: Implement consensus for central gathering place.

Time Frame: 3-4 years

Other Responsible Entities: Parks Committee, Township Board

Village Character and Development Task 4-2: Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

Time Frame: 3-4 years

Other Responsible Entities: Planning Commission, Township Board

Land Use and Economic Development Task 4-4: Identify redevelopment programs, such as with the Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities (RRC) Program, Kent County Economic Development Department, and other applicable organizations to reduce vacancies within the Township's future Upper and Lower Village area, commercial centers, and industrial centers.

Time Frame: 3-4 years

Other Responsible Entities: Township Staff, Planning Commission, Township Board

Transportation and Safety Task 1-3: Update the Township's Complete Streets Plan to reflect the vision for the Upper and Lower Village Area.

Time Frame: 4-5 years

Other Responsible Entities: Township Staff, Township Board

Village Character and Development Task 5-1: Develop a definitive list of large area employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

Time Frame: 4-5 years

Other Responsible Entities: Planning Commission, Township Board



MCKENNA

July 12, 2022

Cascade Township
5920 Tahoe Dr.
Grand Rapids, MI 49546

Subject: Final Strategic Plan Draft Tasks & Priorities (for Adoption by Township Board)

PARKS AND TRAILS

Priority 1: Ensure that existing parks meet the needs of the portion of the community that they serve.

Task 1-1: Complete the updated 2023-2027 Parks and Recreation Plan and Submit to MDNR.

Time Frame: <1 year

Responsible Entities: Township Staff, Parks Committee, Township Board

Task 1-2: Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.

Time Frame: <1 year

Responsible Entities: Township Staff, Parks Committee, Township Board

Task 1-3: Implement parks and recreation capital improvements program and other projects listed in the 2023-2027 Parks and Recreation Plan.

Time Frame: 1 year

Responsible Entities: Township Staff, Parks Committee, Township Board

Priority 2: Create a central gathering place for the Township.

Task 2-1: Create a subcommittee with representation from Township Staff, the Parks Committee, Planning Commission, DDA, Library, and the Township Board to reach a consensus for the proposed central gathering place.

Time Frame: 1 year

Responsible Entities: Township Staff, Parks Committee, DDA, Planning Commission, Township Board

Task 2-2: Work in partnership with the Library to determine the desired programming activities and subsequently, the location, of the proposed gathering place.

Time Frame: 1 year



Responsible Entities: Township Staff, Parks Committee, DDA, Planning Commission, Township Board

Task 2-3: Present the consensus vision for the central gathering place.

Time Frame: 2-4 years

Responsible Entities: Township Staff, Parks Committee, DDA, Planning Commission, Township Board

Task 2-4: Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

Time Frame: 2-3 years

Responsible Entities: Parks Committee, DDA, Township Board

Task 2-5: Implement consensus for central gathering place.

Time Frame: 3-4 years

Responsible Entities: Parks Committee, DDA, Township Board

Priority 3: Create new parks to serve the community as it grows and preserve natural features for sustainability and natural character.

Task 3-1: Develop a land acquisition template and designate target zones for new parks and enshrine them in the Township's Master Plan and Parks and Recreation Plan. Especially in areas of the Township currently underserved by parks, such as the southeast portion of the Township.

Time Frame: <1 year

Responsible Entities: Township Staff, Parks Committee, Planning Commission, Township Board

Task 3-3: If land is designated for recreation, develop new amenities for those areas. If land is designated for open space or greenspace, develop a preservation plan for those areas.

Time Frame: 3-5 years

Responsible Entities: Township Staff, Parks Committee, Township Board

Priority 4: Refine the Township's Parks and Recreation organizational structure.

Task 4-1: Establish and adopt bylaws and utilize the newly created Pathways Committee to identify funding opportunities for trail development, establish trail maintenance priorities and schedule, prioritize key trail connections and routes, and assist in parks and recreation program outreach.

Time Frame: <1 year

Responsible Entities: Township Staff, Parks Committee, Township Board



Task 4-2: Populate the Parks Committee and Pathways Committee with residents who represent the diversity of the Township.

Time Frame: 1-2 years

Responsible Entities: Township Staff, Parks Committee, Pathways Committee, Township Board

Task 4-3: Hire additional Township staff to assist with routine tasks for parks and recreation activities including:

- A parks director
- A nature program director / conservationist
- Maintenance staff

Time Frame: 1-2 years

Responsible Entities: Township Staff, Parks Committee, Township Board

Task 4-4: Explore programming and education opportunities for the Township's Parks and Recreation facilities.

Time Frame: 3 years

Responsible Entities: Parks Committee, Township Staff, Township Board

Task 4-5: Allow community members to rent the Historic Township Hall and increase the availability of the Wisner Center for community rental.

Time Frame: 1-2 years

Responsible Entities: Township Staff, Township Board

Priority 5: Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

Task 5-1: Assess and allocate adequate resources to the Parks Committee and Pathways Committee to implement the 2023-2027 Parks and Recreation Plan as well as the Strategic Plan.

Time Frame: 1-5 years

Responsible Entities: Township Staff, Parks Committee, Pathways Committee, Township Board

Task 5-2: Consider a new dedicated millage for parks upgrades, recreational programming, pathways, and new parks.

Time Frame: 1-5 years



Responsible Entities: Township Staff, Parks Committee, Pathways Committee, Township Board

Task 5-3: Approach private businesses and individuals to solicit philanthropic funding of parks facilities, pathways, and recreational programming.

Time Frame: 1-5 years

Responsible Entities: Township Staff, Parks Committee, Pathways Committee, Township Board

LAND USE AND ECONOMIC DEVELOPMENT

Priority 1: Populate Boards and Commissions with residents who represent the diversity of the Township and ensure that those that serve on Boards and Commission receive training and support to be effective in their roles.

Task 1-1: Provide training opportunities for members of the Planning Commission and Zoning Board of Appeals.

Time Frame: <1 year

Responsible Entities: Township Staff, Zoning Board of Appeals, Planning Commission

Task 1-2: Appoint 1-2 Planning Commissioners that live east of Buttrick Avenue and south of I-96.

Time Frame: 1-3 years, depending on vacancies

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 1-3: Schedule two annual (e.g., every October and April, as needed) joint informational meetings between the Township Board, Planning Commission, DDA, Parks Committee, and any other boards/committees as seen fit.

Time Frame: 1 year

Responsible Entities: Township Staff, DDA, Planning Commission, Township Board

Priority 2: Ensure that zoning processes are clear, efficient, and promote both economic development and Township planning goals.

Task 2-1: Consider the revision of inefficiencies in zoning processes including:

- Include specific provisions (Section 21.08) in which modifications to a site plan can be deemed minor and therefore not subject to another review and approval by the Planning Commission but can be approved by the Planning Director. Examples of minor modifications may include:
 - Reconfiguration of parking lots, involving 20 spaces or less
 - Modifications to landscaping (provided landscaping still meets general ordinance requirements)



- Change of use to a permitted use without exterior alterations other than signage (provided it still meets building code requirements)
- Modifications to lighting (provided lighting still meets general ordinance requirements)
- Other similar minor modifications
- Develop provisions to establish distinct separation between the Planning Director roles and the newly created Zoning Administrator position (Section 24.02). Some of the roles for the Zoning Administrator may include (but are not limited to):
 - Fielding general zoning ordinance inquiries from the public
 - Administering permits and staff approvals for accessory structures (i.e., fences and sheds)
 - Enforcement activities and case logs
 - Authority to issue cease and desist orders.
- Evaluate creating a Civil Infractions Bureau and refine the civil infractions system as needed, which may include a definitive fine structure for zoning ordinance violations (such as a warning period, a base fine for first offense, secondary offenses, repeat offenses, and cost per day when the offense is not reconciled).
- Allow the Planning Director or Zoning Administrator the authority to review and approve temporary uses (to lessen the workload of the ZBA and streamline processes).

Time Frame: 1 year

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 2-2: Ensure sufficient staff and professional support for the Planning Commission by reviewing workloads of current staff and finding areas where support may be needed.

Time Frame: 1 year

Responsible Entities: Township Staff, Planning Commission, Township Board

Priority 3: Amend the zoning ordinance to ensure it reflects Township priorities and market realities.

Task 3-1: Conduct a “Lean Zoning” audit of the Zoning Ordinance to remove regulations that do not specifically advance a Township priority. Specifically, review the dimensional, landscaping, lighting, parking, and signage sections for unnecessary regulations and address impediments to business expansions and/or additions by means of:

- Allowing the Planning Commission jurisdiction to approve a lesser number of parking spaces than required, provided that proper justification for a different standard is given by the applicant.
- Allowing the Planning Commission jurisdiction to approve a different standard pertaining to landscaping, fencing, and screening, provided that adequate justification is provided by the applicant.

Time Frame: 1-2 years

Responsible Entities: Township Staff, Planning Commission, Township Board



Task 3-2: Draft and adopt amendments to the Zoning Ordinance reflecting the key policy items identified during the Strategic Planning Process:

- Architectural Standards in Cascade Village
- Architectural Standards along 28th Street
- Landscaping Requirements
- Office Parks and their Potential for Mixed Use
- Outdoor Dining, including Year-Round Options

Time Frame: 1 year

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 3-3: Enhance and strengthen the B-1, Village Business District (or another district chosen to implement the Lower Village vision) provisions to include high-quality building and architectural and use standards considering:

- Permitted uses and special land uses
- Minimum/maximum parking requirements (including electric vehicles)
- Allowable building types and corresponding schedule of regulations
- Landscaping and lighting
- Outdoor dining

Time Frame: 2-3 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 3-4: Review the 2018 Master Plan's Zoning Recommendations and implement amendments that have not yet been implemented (if they still reflect Township goals). These amendments include:

- Create and adopt the community mixed-use and transitional mixed-use zoning districts as outlined in the Master Plan to realize the vision of the Upper and Lower Village area and mixed-use areas surrounding the airport.
- Develop and adopt Form-Based regulations where appropriate, such as within the Upper and Lower Village areas.
- Amend the Zoning Map to reflect new mixed-use zoning district classifications.

Time Frame: 1-2 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Priority 4: Update the Master Plan and, subsequently, the Zoning Ordinance, to position to Township for the 2020s and 2030s.

Task 4-1: Amend the "utility service area" boundary on the Township's Future Land Use map to guide growth. Consider allowing utility extensions along Cascade Road as far as Quiggle Road, to the area



near Ada Bible Church, with associated Future Land Use changes to allow housing development in that area. Increase protections for farmland and natural space in the areas remaining outside the utility service area boundary.

Time Frame: 1-2 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 4-2: Amend the Future Land Use map to include a designation suitable for establishing the Upper Village and Lower Village area.

Time Frame: <1 year

Responsible Entities: Township Staff, DDA, Planning Commission, Township Board

Task 4-3: Amend the Future Land Use Map to identify areas that may be conducive to small local commercial and mixed-use hamlets, such as at the corner of Cascade Road and Whitneyville Avenue, as community mixed-use designation.

Time Frame: 1 year

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 4-4: Identify redevelopment programs, such as with the Michigan Economic Development Corporation (MEDC), Redevelopment Ready Communities (RRC) Program, Kent County Economic Development Department, and other applicable organizations to reduce vacancies within the Township's future Upper and Lower Village area, commercial centers, and industrial centers.

Time Frame: 3-4 years

Responsible Entities: Township Staff, DDA, Planning Commission, Township Board

Priority 5: Assess the Township's current infrastructure to support business-friendliness.

Task 5-1: Inventory cell service and broadband "dead zone" areas to ensure that commercial and industrial centers have adequate access to high speed and reliable phone and internet services.

Time Frame: 1-2 years

Responsible Entities: Township Staff, Township Board

Task 5-2: Inventory and prioritize segments along commercial and industrial corridors for sidewalk maintenance activities and upgrades.

Time Frame: 3-4 years

Responsible Entities: Township Staff, Township Board

Task 5-3: Develop a road maintenance plan for streets within (and connecting to) commercial and industrial developments.



Time Frame: 4 years

Responsible Entities: Township Staff, Township Board

Task 5-4: Inventory and address areas within commercial and industrial centers to ensure adequate access to water and sewer services and well as to prevent PFAS concerns.

Time Frame: 5+ years

Responsible Entities: Township Staff, Planning Commission, Township Board

Priority 6: Establish formal and consistent communication with representatives from the airport.

Task 6-1: Actively participate in the Airport Access Study, as headed by the GVMC.

Time Frame: 1 year

Responsible Entities: Township Staff, Planning Commission, Township Board

Priority 7: Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

Task 7-1: Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the Master Plan, zoning ordinance, and other applicable Township documents and visions.

Time Frame: 1-5 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Priority 8: Update the Township's brand (including logos, website, social media, marketing and promotional materials, etc.) to ensure that the brand accurately reflects the consensus vision and direction for the future of the Township.

Task 8-1: Evaluate the need to update the Township's logo and supplemental materials. Ensure that the brand update is consistent with the DDA's marketing and branding plan, as completed in 2017.

Time Frame: 2-3 years

Responsible Entities: Township Staff, DDA, Township Board

VILLAGE CHARACTER AND DEVELOPMENT

Priority 1: Populate Boards and Commissions with residents who represent the diversity of the Township and ensure that those that serve on Boards and Commission receive training and support to be effective in their roles.

Task 1-1: Provide training opportunities for members of the DDA.

Time Frame: <1 year

Responsible Entities: Township Staff, DDA

Task 1-2: Appoint DDA representation, as needed, from underserved areas of the Township.



Time Frame: 1-3 years, depending on vacancies

Responsible Entities: Township Board

Priority 2: Establish the official boundary for the Upper and Lower Village District, to be utilized in the Master Plan, Zoning Ordinance, and DDA Plan, as well as any other relevant Township processes and procedures.

Task 2-1: Utilize the recommendations of this Plan and the public engagement summary to determine the Upper and Lower Village Boundary.

Time Frame: <1 year

Responsible Entities: DDA, Township Board

Priority 3: Update the Cascade Township Downtown Development Authority (DDA) Development Plan, Tax Increment Financing (TIF) Plan, and/or Strategic Plan to establish the short, mid, and long-term projects and programs for the DDA to implement (in compliance with PA 57 of 2018).

Task 3-1: Identify funds within the DDA budget to hire out the DDA and TIF Plan and/or Strategic Plan and work alongside a hired consultant to identify the specific short-, mid-, and long-term projects and programs in the DDA and TIF Plan, for all Development Area parcels within the DDA boundary.

Time Frame: 1-2 years

Responsible Entities: DDA, Township Board

Task 3-2: As part of the DDA Plan, develop Upper and Lower Village sub-area plans, addressing the following key DDA issues:

- Redevelopment of the Thornapple Center shopping plaza.
- Design, program, enhance, and consider allowing private development in the green space around the library, to create the Upper Village.
- Build-out design (including buildings and parking) for the Lower Village, including potential expansion of Leslie Tassel Park.
- Determine pedestrian and bicycle connections between the Upper and Lower Villages.
- Street network and road diet(s), especially on Cascade Road.
- Gateway locations
- Pedestrian bridge location over the Thornapple River
- Community gathering space and other greenspaces
- Zoning recommendations to support desired results and implementation

Time Frame: 1-2 years

Responsible Entities: DDA, Planning Commission, Township Board

Task 3-3: As part of the DDA Plan, develop a 28th Street Corridor Plan, addressing the following key issues.

- Pedestrian and bicycle safety.



- Aesthetics and branding.
- Business support, retention, and recruitment.
- Site design and redevelopment goals, including the potential for housing.
- Zoning recommendations to support desired results and implementation.

Time Frame: 1-2 years

Responsible Entities: DDA, Planning Commission, Township Board

Priority 4: Implement the Upper and Lower Village sub-area plans, and the 28th Street Corridor Plan.

Task 4-1: Identify all applicable property owners and landlords in Thornapple Plaza, utilizing a robust outreach effort or stakeholder interviews, discuss options and incentives for the redevelopment of the shopping center.

Time Frame: 2-3 years

Responsible Entities: DDA, Planning Commission, Township Board

Task 4-2: Partner with the owners of the Thornapple Plaza to redevelop the shopping center into a central hub for the Village. Issue a request for proposals for developers to partner in the project.

Time Frame: 3-4 years

Responsible Entities: DDA, Planning Commission, Township Board

Task 4-3: Rezone appropriate properties as applicable to achieve the desired result for the Upper and Lower Village and the 28th Street corridor.

Time Frame: 3-4 years

Responsible Entities: Planning Commission, Township Board

Task 4-4: Work with the Kent County Road Commission to develop a road diet and pedestrian/bicycle safety plan for Cascade Road.

Time Frame: 3-4 years

Responsible Entities: DDA, Planning Commission, Township Board

Task 4-5: Implement the planned uses for the Upper Village green space surrounding the library, including programming and recreational upgrades, as well as potential sale of a portion for development.

Time Frame: 2-4 years

Responsible Entities: DDA, Planning Commission, Township Board



Task 4-6: Implement the 28th Street Corridor Plan using zoning amendments, DDA investments, and partnerships with MDOT, the Kent County Road Commission, the Rapid, and private entities.

Time Frame: 2-4 years

Responsible Entities: DDA, Planning Commission, Township Board

Priority 5: Identify and establish opportunities for public/private partnerships to assist with project implementation.

Task 5-1: Develop a definitive list of large area employers, developers, philanthropists, local businesses, and other similar organizations to establish partnerships and identify any private sector grant opportunities.

Time Frame: 4-5 years

Responsible Entities: DDA, Planning Commission, Township Board

Priority 6: Enhance local community spirit by means of planning and implementing various community events, festivals, business showcases, and other happenings.

Task 6-1: Develop a schedule of event and festival ideas (such as holiday events, live music, art fairs, and more) and designate a point of contact to be responsible for primary event planning tasks.

Time Frame: 2 years

Responsible Entities: DDA, Township Board

Task 6-2: Develop potential cost estimates for each desired event and partner with local businesses, large area employers, developers, and others to secure sponsorships for the various event activities.

Time Frame: 2-3 years

Responsible Entities: DDA, Township Board

Task 6-3: Implement the various planned community events as applicable.

Time Frame: 3 years

Responsible Entities: DDA, Township Board

Priority 7: Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

Task 7-1: Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff, and the DDA for village development implementation and associated projects.



Time Frame: 1-5 years

Responsible Entities: Township Staff, DDA, Planning Commission, Township Board

PRESERVATION OF THE THORNAPPLE RIVER

Priority 1: Expand the Sustainability and Environment section of the Master Plan to describe actionable steps for Thornapple River preservation.

Task 1-1: Consider various steps for river preservation efforts that may include (but are not limited to):

- Partner with an engineering firm specializing in environmental sustainability to develop a river preservation plan
- Limit (or prohibit) development in flood hazard and wetland areas
- Plan for strategic land acquisitions along the river to preserve as future parkland or greenspace
- Prioritize targeted areas for water/sewer hookups
- Create and enforce robust zoning ordinance provisions relating to fill and tree removal

Time Frame: 4-5 years

Responsible Entities: Township Staff, Thornapple River Special Assessment District Committee
Planning Commission, Township Board

Priority 2: Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

Task 2-1: Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement the Master Plan and other various preservation projects.

Time Frame: 1-5 years

Responsible Entities: Township Staff, Planning Commission, Township Board

TRANSPORTATION AND SAFETY

Priority 1: Enhance road safety and streetscapes in the Cascade Village area to promote a safe, well-connected, walkable, and bikeable village environment.

Task 1-1: Continue partnerships and communications with the Kent County Road Commission to determine applicable streetscape and safety aspects (or alternatives) to implement the Upper and Lower Village area vision, as determined by the subarea plans.

Time Frame: 3 years

Responsible Entities: Township Staff, DDA, Township Board

Task 1-2: Work with an engineering and/or planning firm to create a priority list and tentative schedule for the road improvements that will need to take place to implement the Upper and Lower Village vision.



Time Frame: 3-4 years

Responsible Entities: Township Staff, DDA, Township Board

Task 1-3: Update the Township's Complete Streets Plan to reflect the vision for the Upper and Lower Village Area.

Time Frame: 4-5 years

Responsible Entities: Township Staff, DDA, Township Board

Priority 2: Continue partnerships with the Kent County Road Commission to prioritize various bike facilities along specific corridors of the Township.

Task 2-1: Assess the Road Commission's strategic road improvements schedule to collaborate on including new bike facilities in conjunction with road resurfacing or repaving projects. Bike projects can include expanded paved road shoulders (4 feet or wider), separated bike lanes, or on-street bike lanes.

Time Frame: 3-4 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Priority 3: Continue partnerships with the Kent County Road Commission to address safety concerns at key intersections.

Task 3-1: Prioritize intersection enhancements at key locations where traffic accidents occur most frequently. Some of these intersections may include:

- 28th Street and Thornapple River Drive
- Buttrick Avenue and Cascade Road
- Whitneyville Avenue and Cascade Road
- 28th Street and Cascade Road
- Cascade Road and Burton Street
- Burton Street and Spaulding Avenue
- 28th Street and Kraft / Burton & Kraft
- Burton (between Patterson and Kraft)

Time Frame: 1-3 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 3-2: Determine the most appropriate enhancement(s) for each key intersection identified in the analysis process in task 1 above. Some examples of enhancements may include:

- Traffic signal timing
- Implementing green arrows for left turns
- Additional speed limit signage along key corridors



- Working alongside the Kent County Road Commission to implement their complete streets policy

Time Frame: 1-3 years

Responsible Entities: Township Staff, Planning Commission, Township Board

Task 3-3: Identify and set aside potential sources for funding (or allocate resources) for the implementation of other intersection enhancements based on resident priorities:

Time Frame: 4-5 years

Responsible Entities: Township Board

Priority 4: Partner with The Rapid and potentially a private transportation company to replace Route 29 with a more flexible, innovative, and efficient mode of public transportation to connect riders to jobs, dining, shopping, entertainment, and housing in Cascade, as well as to Ford Airport and Woodland Mall/the Kentwood Transit Center.

Task 4-1: Determine alternative transportation partnership opportunities as needed.

Time Frame: 1-2 years

Responsible Entities: Township Staff, DDA, Township Board

Task 4-2: Implement the vision as established with the Rapid and a private transportation company to enhance Cascade's public transportation opportunities.

Time Frame: 1-2 years

Responsible Entities: Township Staff, DDA, Township Board

Priority 5: Ensure sufficient resources (e.g., staffing, financial, organizational) to assist with efficient project implementation.

Task 5-1: Assess and allocate adequate resources to Township Management, Planning/Zoning, Economic Development staff to implement road safety and public transportation projects.

Time Frame: 1-5 years

Responsible Entities: Township Staff, Planning Commission, Township Board

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Goal Building for DDA Board

Meeting Date: July 21, 2022

The goal building information included in the packet is a continued discussion from the June meeting. Member Kleyla put this together for the DDA board as they prepare to engage in a conversation as the strategic plan process comes to an end.

- GOAL: Develop a strategy framework for the DDA that aligns with Strategic Plan initiatives
 - Define Vision Statement
 - Articulate the community's aspiration for the DDA district
 - Data from SP surveys
 - Future strategic plan workshops and focus groups (Business Leaders workshop, Downtown & Village Focus Group)
 - Specific questions added to future SP surveys? Expectations of village area vs. 28th St corridor.
 - Define Mission Statement
 - What role will the DDA take to meet the aspiration of the community
 - Develop a Statement of Intent to guide DDA decisions on activities
 - Prioritizes critical issues over a 5-year period
 - Identifies short-term/high priority, mid-term/medium priority and long-term/lower priority criteria
 - Identify Focus areas that support Mission and Vision
 - Design
 - Economic Vitality
 - Promotion
 - Business Development/Marketing
 - Organization
- GOAL: Build identify of the DDA as a strong entity that supports economic development
 - Develop outreach efforts to the community
 - Enhance visibility of DDA's mission
 - Develop consistent public facing communications
 - goal statements reflecting priorities
 - tactics for addressing critical issues within DDA district
 - updates on projects
 - call to action for getting involved (committees, focus groups, board positions, business leader forum)
- GOAL: Develop structured process for project initiatives that aligns with Statement of Intent
 - Define project categories that align with Township strategic plan (Parks, Traffic, Streetscaping, Growth & Development)
 - Determine projects including specific actions and programs needed to achieve the community Vision
 - Confirm projects within short-term, mid-term and long-term timeframe (one, three & five year/small, medium and large scope/cost)
 - Develop cost/benefit analysis protocols where appropriate

- Communicate with public stakeholders (residents/businesses) – identify communication platforms and messaging
- Connect with related boards & township to communicate vision and potential benefits – gain consensus where needed (identify role)
- Quarterly updates with annual reporting on projects and financials

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: World War II Veteran – Virgil Westdale Tribute

Meeting Date: July 21, 2022

This item is a follow up from the June meeting regarding a request from the American Legion Post and a member from Cascade Community Church.

Supervisor Lesperance explained that the American Legion Post and the members of Virgil Westdale's church would like to rename Museum Gardens Park in his honor and find way to commemorate him.

🔍 Search by Name

Virgil Westdale

1918 - 2022



Send Flowers



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BORN 1
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VIRGIL WESTDALE OBITUARY

Westdale, Virgil 1/8/1918 - 2/8/2022 Grand Rapids Virgil W. Westdale passed away February 8, 2022, at age 104. He was born January 8, 1918, in Millersburg, Indiana to Sunao and Edith Nishimura. He grew up in White Pigeon, Michigan on the family farm lacking necessities such as electricity. Despite difficult times, he, and his sisters and brother all went on to college to earn their degrees. Virgil attended Western Michigan University and earned his private pilot's license. School was interrupted by the war efforts, and he joined the service where



his pilot's license was confiscated. With his half Japanese heritage, it was at that time that he translated and changed his Japanese last name from Nishimura to Westdale and joined the Army Air Corp. With his new name he continued pilot training and became a Commercial Flight Instructor when he was abruptly removed from the Air Corp and transferred to the Japanese-American 442nd Regimental Combat Team where he lost his ability to ever fly again. The 100th Bn/442nd RCT quickly distinguished themselves on the battlefields of Italy and France (noted as one of the most decorated units in US military history, for its size and length of service). Virgil's unit was the first to enter a sub-camp of Dachau where they liberated the prisoners. He was later honored with the Congressional Gold Medal along with the members of the 442nd RCT and MIS in November of 2011. After returning home, Virgil returned to Western Michigan University where he earned two degrees. He became a Chemical Engineer at Burroughs Corp. and retired as a Principal Scientist at AM International in Chicago after a 38-year career and 25 patents. His retirement was short-lived and, at the age of 77, he went on to join what later became TSA at the Grand Rapids International Airport. He retired at the age of 91. Not one to sit idle, during that same time he took up dancing. He then co-authored his story in the book, Blue Skies and Thunder. He spent his last years presenting to and educating younger generations and organizations about his experiences during WWII. He was preceded in death by his parents, Sunao (Fred) and Edith Nishimura; sisters, Lucile Strawser Southwick, Virginia Sears, Elinore Hoyle; brother, Leonard Nishimura Westdale Sr.; grandchildren, Paul and Ashley Westdale; and son-in-law, Alex Budzeak Jr. He is survived by his children, Cheri Budzeak of Colorado Springs, CO, Terri (Al) Watson of Colorado Springs, CO, and Fred (Cheryl) Westdale of Ada, MI. He is also survived by his grandchildren, Alli Watson, Courtney (Amber) Westdale, Lexi (Ben) Budzeak Carter, and Marcus Budzeak, all of Colorado Springs, CO, Lyndsay Westdale of Shelby Township, MI, Mike Watson of Bozeman, MT, Vanessa Paolini (Jason) of San Marcos, CA, and Laura Westdale of Grand Rapids, MI. Also surviving him are eleven great-grandchildren. Having more than lived a full life at 104, Virgil has left his family and friends with many wonderful memories of shared moments in time. We will miss him but take some comfort to know he is once again taking flight. Visitation will be held on Friday, February 25, 2022, from 6 – 8 PM at Cascade Christian Church, 2829 Thornapple River Drive SE, Grand Rapids, MI. Funeral Services will be held on Saturday, February 26, 2022, at 11AM, with visitation one hour prior, also at Cascade Christian Church. The family is requesting no flowers and instead, honoring Virgil's memory through donations to a scholarship fund set up for students pursuing aviation careers at Western Michigan University. Online gifts can be made through <https://secure.wmualumni.org/s/give?funds=EVWW>



DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss Holiday Lighting RFP

Meeting Date: July 21, 2022

The DDA board asked staff to put together an RFP for the holiday lighting that occurs throughout the Village. The RFP has two bid items:

1. All lighting in the Village area, including streetlight poles and snowflakes
2. Lighting of just Tassell & Museum Gardens Park

Included in the packet, for your review, is a draft RFP for this project. Highlighted in the document are a couple items for discussion. Also, the DDA should discuss if there is a timeframe when the lights should be turned off and/or removed after the holiday.

**CASCADE CHARTER TOWNSHIP
REQUESTS FOR PROPOSALS**

**Downtown Development Authority (DDA) Bid Package - 2022
Holiday Lighting**

Cascade Charter Township is seeking qualified firms to prepare and submit proposals for downtown holiday lighting.

The bid will be opened at the Cascade Township Offices, 5920 Tahoe Dr. SE on:

Tuesday, September 13, 2022 at 2:00 P.M. Local Time

Please mark the sealed envelope as **“HOLIDAY LIGHTING BID”**

A complete Request for Proposal document may be obtained at:

Cascade Charter Township
Attn: Sandra Korhorn, DDA Director
5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Phone: 616-949-1500

Or on the Web at: <https://www.cascadetwp.com/>.



Cascade Township Request for Proposals - 2022 Downtown Holiday Lighting

Introduction

Cascade Charter Township is seeking proposals for the installation and take down of Holiday Lights throughout the Cascade Village. The bid proposal contains two (2) bid items. Please note: Bid Item #2 is an Alternate Item.

Scope of Work - This RFP Includes Two (2) Bid Items

Bid Item #1

1. Provide all material, labor, tools, equipment and all other necessary equipment and supplies for the installation, maintenance, take down and storing of holiday lights for the following:
 - a. Streetlight poles located throughout Cascade Village. (See Service Areas below).
 - b. Snowflakes (Township to provide) on the streetlight poles in the village.
 - c. River birch trees and Kingsland gazebo at Tassell Park
 - d. River birch trees and Historical Museum roofline at the Museum Gardens Park.

Service Areas

- Streetlight poles along Cascade Rd. from the Cascade Hospital for Animals to Thornapple River Dr. – every other pole (approximately 20-22 poles)
- Streetlight poles along 28th Street from Cascade Rd. to Old 28th Street – every other pole (approximately 14-16 poles)
- Streetlight poles along Old 28th Street – every other pole (approximately 12-14 poles)
- Streetlight poles along Jacksmith & Thornbook Dr. – every pole (approximately 8 poles)

Bid Item #2 - Alternate

2. Provide all material, labor, tools, equipment and all other necessary equipment and supplies for the installation, maintenance, take down and storing of holiday lights for the following:
 - a. River birch trees and Kingsland gazebo at Tassell Park
 - b. River birch trees and Historical Museum roofline at the Museum Gardens Park.

Light strands should be white in color.

Bidders should include a set number of service calls regarding outages and damaged light strings.

Funding

The Township Downtown Development Authority (DDA) will allocate the necessary funds in the 2022 budget.

Quality of the Work

All work shall be subject to inspections by the DDA staff as well as the holiday lights committee and shall meet recognized standards of good workmanship. All materials must be installed per manufacturer's installation instructions and comply with all local, state and federal codes. Unacceptable work shall be promptly redone by the contractor at his expense with no additional costs incurred by the Township.

Completion

The completion of the lighting install shall be **November 21, 2022** with all streetlight poles and trees ready to be illuminated on that date.

Protection of the Public

The contractor shall assume full responsibility for the protection of the public during the progress of the work and shall be responsible for any damage to any adjacent premises which might result from the progress of the work. If necessary, the contractor shall obtain a permit from the Kent County Road Commission to work on the right-of-way.

Payments

The contractor shall be paid the total contracted price upon completion of the work and its acceptance by the DDA/Township.

Submitting Bids

- Each contractor shall submit the Bid Statement form provided in the bid packet. Failure to include all costs on the Bid Statement form may result in the bid being rejected and not considered.
- Contractor may add options or alternates as additional expenses.
- All bids submitted must clearly identify the total cost to complete the job.
- Bids must be delivered in a sealed envelope clearly marked "Holiday Lighting Bid"
- Referrals for similar project work; name, location and contact information.

Criteria for Evaluating Proposals

Selection criteria will include, but are not limited to:

- Project cost
- Relevant experience
- Qualifications of selected firm

Project Details – General

- The work covered by these specifications consists of furnishing all necessary labor, equipment, supplies and materials and performing all operations in connection with a complete maintenance program of these properties.
- The contractor shall work with the DDA on replacement of lights upon failure or damage.
- The contractor shall provide necessary supervision and at the DDA's request, make an inspection with the DDA representative to ascertain compliance with the specifications of the agreement.
- The contractor agrees to re-execute any work which does not conform to the specifications, warrants the work performed, agrees to remedy any defects resulting from faulty materials or workmanship.
- The Contractor shall take all necessary precautions to conduct the work in a safe manner to prevent injury to persons or damage to property. Any damage, caused by the Contractor to DDA or private property will require restitution by the contractor for repairs/replacement to same. If damage does occur, the DDA shall be notified immediately.

Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

1. **Commercial General Liability Coverage:** Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. **Workers Compensation Coverage:** At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
3. **Automobile Liability Coverage:** The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
4. **Professional Liability Insurance:** A policy in an amount not less than \$1,000,000 per claim.
5. **Cancellation:** Cancellation clause of insurance not less than thirty (30) days.
6. **Proof of Insurance:** The Township reserves the right to require complete, certified copies of all required insurance policies at any time.
7. The successful bidder will be required to enter into a professional service contract with the Township.

Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP

and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

Acceptance Period

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

No Obligation Contract

This RFP does not obligate the Cascade Township Downtown Development Authority Board and/or Township Board to award a contract for services specified herein.

Rejection of Proposals

The DDA/Township reserves the right, at its sole discretion, to reject any and

all proposals received without penalty and not to issue a contract as a result of this RFP.

Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

Commitment of Funds

The Cascade Township DDA and Board, or their delegates, are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

Selection Process

Township staff & DDA representatives will evaluate the RFP's. Upon their review of the proposal and any interviews that may be necessary, Staff will make a recommendation to the DDA board and/or Township Board.

Submittal:

Responding firms are required to submit one (1) physical copy of their proposal, which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 2:00 P.M. local time, on September 13, 2022. Please mark the sealed envelope as "HOLIDAY LIGHTING BID".

BID STATEMENT

Downtown Development Authority (DDA) Bid Package – 2022
Holiday Lighting – Cascade Township Village

1. Bid Item #1:

2022 Bid: \$ _____

Number of Service Calls: _____

Notes: _____

2. Bid Item #2

2022 Bid: \$ _____

Number of Service Calls: _____

Notes: _____

This bid is firm for a period of sixty (60) days from the date of the bid opening and will not be withdrawn, modified or altered after the bid opening.

CONTRACTOR SIGNATURE

PRINTED NAME

DATE

COMPANY NAME AND ADDRESS

TELEPHONE NUMBER(S)

E-MAIL ADDRESS(S)

PLEASE RETURN THIS ENTIRE BID PROPOSAL IN A SEALED ENVELOPE. MARK ENVELOPE **“HOLIDAY LIGHTING BID”**.

DRAFT

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Transportation Committee Update

Meeting Date: July 21, 2022

The Transportation Committee (previously Bus Committee) met Wednesday to discuss the path for transportation services. Chris Khorey of McKenna was present at the meeting to provide comments/assistant to the committee regarding the timeline and will provide a proposal for services to the DDA board at a future meeting to assist with the research.

**MINUTES OF THE
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, June 8, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Township Manager Swayze, DDA/Economic Development Director Korhorn, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve with a request to amend agenda adding an RFP for engineering in New Business. Motion carried unanimously.
- Article 4.** **Presentations**
None
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Kathy Taylor-6027 Champagne Ct-Re Pathways Ad Hoc Committee: Look for more money to repair existing trails. Ada is spending \$4M on the Pettis Trail, and earmarked \$15M for trail repairs for the next three (3) years.
 2. Kris Taylor-6027 Champagne Ct-Re Cascade Pathways: Repair large sections from east Manchester west to Hall Street and Mont-Rue east to Village. Remove large trees over pathways. The residence at 6480 Cascade looks like a used car lot; there are a dozen cars parked there.
 3. Chuck Whitley-5030 Sequoia-Re Pathway over the Thornapple River by the dam is very hazardous. Though it doesn't connect, it needs a "clean-up."
 4. Ken Van Der Kolk-7200 Leyton Dr-Re Homeowner at 6480 Cascade: Went to the office and was told "he's a collector." The homeowner is storing junk.
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board – 5/25/2022
 - b. Receive and File Reports
None

Township Board Minutes

June 8, 2022

- c. Receive and File Education Requests
 - 1. Jon Snyder – Lansing Community College – Communications 120: Dynamics of Communication (Education/Tuition Request)
- d. Receive and File Communication
 - 1. Liquor License Transfer – HDDA – Grand Rapids; 5700 28th St. SE, Grand Rapids, MI 49546

Motion by Trustee Koessel, seconded by Trustee Shipley to approve the Consent Agenda. Motion carried unanimously.

Article 7. Financial Actions
None

Article 8. Unfinished Business

- 034-2022 a) Consider a Resolution Establishing Forensic Analysis Recommendations Implementation Ad-Hoc Committee (Roll Call)**
b) Appointments: Forensic Analysis Recommendations Implementation Ad-Hoc Committee

Considerable discussion. Discussed entire Board meeting at an agreed upon time to devise a plan and structure for staff members to carry out recommendations from Plante Moran’s forensic audit findings.

Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve the Ad-Hoc Committee and appointments as presented. Motion failed by 3-4 vote. In favor- Supervisor Lesperance, Trustees Noordhoek and Shipley. Opposed-Treasurer Peirce, Clerk Slater, Trustees Koessel and McDonald.

Article 9. New Business

- 035-2022 Consider Approval of Outdoor Gathering Permit for the Cascade Metro Cruise Warmup**

Motion by Clerk Slater, seconded by Trustee Shipley to approve. Motion carried unanimously.

- 036-2022 Consider Purchase of Entry Sign for 30th Street Cemetery**

Motion by Trustee Koessel, seconded by Trustee McDonald to approve. Motion carried unanimously.

- 037-2022 Consider Request for Proposal (RFP) for Engineering Services**

Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve. Motion carried unanimously.

Article 10. Discussion

1. Early Bid Package for Fire Station #1 Project-Triangle Associates and Williams Architects recommend that the Township bid early on some items to guarantee a lower price and a place in line.
2. Rules for bidding on Fire Station #1 Project-Triangle Associates requested clarification of bid rules. Their subsidiary, IntegraCore Constructors (IC), would like to bid. The bids are sealed.
3. Kent County American Rescue Plan Act Funding-Manager Swayze requested recommendations from the Board for the open proposals due to Kent County in July

2022. Items discussed included future projects for broadband deficiency in the Alaska Ridge neighborhood, pedestrian bridge on Cascade Road, and PFAS.

4. Projects/Issues Update-

Re Worm Farm: Planning Commission is setting a Public Hearing re zoning ordinance and special use updates. They should be presented to the Board in August.
Re Egypt Creek Landscaping: The Township Attorney sent a letter to the business owner. The site review will occur Tuesday, June 14, 2022, to check on the seven (7) points addressed in the letter.

Re Round Hill Subcommittee: The subcommittee will submit their findings and recommendations to the Board at the July 13 meeting.

Re Deer Culling: Supervisor Lesperance, Manager Swayze, and Parks and Recreation Chair Ginny Wanty met with Dr. Keys from Cornerstone University. Dr. Keys volunteered his time and his students to do a deer population analysis from August to December 2022.

Re McGraw Park: In collaboration with the Kent County Road Commission, a solution to the flooding will be designed and presented to the Board in Fall 2022.

Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

1. Brian Holcomb-3415 Glenstone Ct-Thanked the Board for the Egypt Creek update. The bridge over the freeway at Thornapple River Drive and 36th Street needs to be updated to accommodate for the increased traffic.
2. Ken Van Der Kolk-Are mechanical inspectors required to wear uniforms? Who pays for them? Manager Swayze advised that the Township pays, and they received three bids.
3. Chuck Whitley-Thanked Scott Rissi for reading his letter at a previous meeting. Requested confirmation that there is a communication plan set in place for any problems with the Thornapple River dam. What is the process? Manager Swayze responded.

Article 12. Manager Comments

None

Article 13. Board Member Comments

1. Treasurer Peirce-Would like to see the Conflict of Interest policy for Board members. He disclosed that his wife, Jill Peirce, has been hired to work in the office prior to elections.
2. Trustee Shipley-Thanked everyone for coming to the meeting. Requests that the Board move forward with the Pathways Ad Hoc Committee.
3. Trustee McDonald-What is the status of the Oak Wilt project? Manager Swayze responded that it must be done between November 1 and March 31.
4. Trustee Noordhoek-Complimented the Planning Commission for their hard work.

Article 14. Adjournment

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn. Motion carried unanimously.

Meeting adjourned at 8:30 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

**MINUTES OF THE
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, June 22, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Township Manager Swayze, Doug Vredeveld-Vredeveld Haefner, LLC, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 4. Presentations**
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Sarah Barnes-6728 Gleneagles Dr-Representing the Tamarron Neighborhood Association re deer population. Has concerns for the safety of young drivers as well as the health of the deer. Manager Swayze gave update.
 2. Rick Dykema-6696 Gleneagles Dr-Lives two doors down from resident Sarah Barnes. Has the same deer population concerns.
 3. Anne England-3415 Glenstone Ct-Re Egypt Creek update. What is the recourse if the owner is violating? Manager Swayze gave update about site visit to the property. Planning Director is composing a letter; ordinances are being reviewed.
 4. Craig Meurlin via Zoom-6333 Thornhills Ct-Requests list for projects for which funding has been approved.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board – 6/8/2022
 - b. Receive and File Reports
 1. Building Department – May 2022
 - c. Receive and File Education Requests
None

Township Board Minutes

June 22, 2022

- d. Receive and File Communication
None

Motion by Trustee Shipley, seconded by Trustee Koessel to approve the Consent Agenda.
Motion carried unanimously.

Article 7. Financial Actions

a. Consider Approval of May 2022 Financial Reports

Motion by Trustee Shipley, seconded by Trustee Koessel to approve. Motion carried unanimously.

Article 8. Unfinished Business

None

Article 9. New Business

037-2022 Consider Accepting the FY 2021 Audit and Comprehensive Annual Financial Report

Doug Vredeveld, Auditor from Vredeveld Haefner, LLC, presented. Considerable Discussion.

Motion by Supervisor Lesperance, seconded by Trustee Shipley to not accept the FY 2021 Audit and Comprehensive Annual Financial Report pending auditor review of Plante Moran's forensic audit. Motion carried unanimously.

038-2022 Consider A Resolution to Exercise Right of First Refusal to Purchase Tax Foreclosed Property (Roll Call)

Considerable Discussion.

Motion by Trustee Koessel, seconded by Clerk Slater to approve a resolution to purchase the tax foreclosed property on 2085 Spaulding Ave. SE, Grand Rapids, MI for \$5,808.21. Motion failed 3-4 by roll call vote. In favor-Clerk Slater, Treasurer Peirce, Trustee Koessel. Opposed-Supervisor Lesperance, Trustee McDonald, Trustee Noordhoek, Trustee Shipley.

Motion by Trustee McDonald, seconded by Trustee Noordhoek to approve a resolution to purchase the tax foreclosed property on 2085 Spaulding Ave. SE, Grand Rapids, MI for either \$5,808.21 or \$70,400. Motion failed 3-4 by roll call vote. In favor-Supervisor Lesperance, Trustee McDonald, Trustee Noordhoek. Opposed-Clerk Slater, Treasurer Peirce, Trustee Koessel, Trustee Shipley.

Motion by Trustee McDonald, seconded by Trustee Koessel to approve a resolution to purchase the tax foreclosed property on 2085 Spaulding Ave. SE, Grand Rapids, MI for \$5,808.21. Motion carried 5-2 by roll call vote. In favor-Supervisor Lesperance, Clerk Slater, Trustee Koessel, Trustee McDonald, Trustee Noordhoek. Opposed-Treasurer Peirce, Trustee Shipley.

039-2022 Consider A Resolution Authorizing Issuance of 2022 Capital Improvement Bonds (Roll Call)

Considerable Discussion.

Motion by Trustee Koessel, seconded by Trustee Shipley to table this item. Motion carried unanimously.

040-2022 Consider Appointments to the Cascade Township Pathway Committee

Motion by Trustee McDonald, seconded by Trustee Koessel to approve. Motion carried unanimously.

Article 10. Discussion

1. Trustee Noordhoek mentioned that resident Craig Meurlin has been requesting balances of projects for some time. It should be provided to him.

Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

1. Chuck Whitley-5030 Sequoia-The SAD Committee is going well.
2. Anne England-Re voting equipment: Will the Township be using the same Dominion tabulators?
3. Craig Meurlin via Zoom-How will the actual disclosure process occur? Manager Swayze responded.

Article 12. Manager Comments

1. River treatment starting Thursday, 6/23. Notices were sent to all property owners within 100 feet of treatment area. The rest of the year's schedule is being set.
2. Local street paving projects starting this week and should last up to three (3) weeks.
3. Received remaining money for PFAS through Representative Peter Meijer's office.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked everyone for coming to the meeting.

Article 14. Adjournment

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn. Motion carried unanimously.

Meeting adjourned at 8:26 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk