

## AGENDA

Cascade Charter Township  
Downtown Development Authority Board of Directors  
July 18, 2023  
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/81688234365>

- ARTICLE 1.** Call the Meeting to Order  
Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of June 20, 2023 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to items whether they are on the agenda or not (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Introduction of Interim Township Manager Ted Andrzejewski
- ARTICLE 6.** Discuss and Consider McKenna proposal regarding LyftPass Implementation
- ARTICLE 7.** Project updates
- Thornapple Plaza Redevelopment
  - Cascade Road Pedestrian Bridge
  - Tassell and Westdale Memorial Parks
  - Pathway Committee
  - Master Plan amendments
- ARTICLE 8.** Brief Updates
- DDA/Economic Development Director
  - Strategic Plan Implementation Update
  - Joint Meeting Update
  - Update Regarding Scheduling of Informational Meeting
- ARTICLE 9.** Any Other Business
- **DDA Sidewalks**
  - **Upcoming Meetings**
    - a. Strategic Plan Implementation Meeting – **July 21**
    - b. Next Meeting – **August 15**
  - **Recent Meeting Minutes**
    - a. Township Board
  - **Budget to Date**

**ARTICLE 10.**

Adjournment

**Minutes**  
Cascade Charter Township  
Downtown Development Authority  
Tuesday, June 20, 2023  
5:30 pm  
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Puplava called the meeting to order at 5:32 P.M.  
Members Present: Vogel, Kleyla, Preston, Stephan, Puplava, Growney, Lesperance, Siegle, Makkar  
Members Absent: None  
Others Present: Parks Director Melanie Manion, Township Engineer Aric Thorne, and others listed on the sign-in sheet.
- ARTICLE 2. Approve the current Agenda**  
**Motion was made by Supervisor Lesperance to approve the agenda. Supported by Member Siegle. Motion carried 9 to 0.**
- ARTICLE 3. Approve the Minutes of the May 16, 2023 Meeting**  
**Motion was made by Member Siegle to approve the May 16, 2023 meeting minutes as written. Supported by Member Vogel. Motion carried 9 to 0.**
- ARTICLE 4. Acknowledge visitors and those wishing to speak**  
There was no one that wished to speak.
- ARTICLE 5. Discuss and Consider Request from Cascade Community Foundation**  
Chair Puplava disclosed she is a member of the foundation and abstained from any decisions.  
Justin Swan with Cascade Community Foundation attended the meeting seeking a partnership with the DDA to collaborate on a Workshop Series called “Bloom School” to teach individuals how to use Bloomerang; a donor database system. Bloom School is peer-led and helps small businesses and non-profits to further their education and skillsets. DIY was another item presented which is directed toward teachings on video production. There will be 4 -6 workshops per year.  
Member Siegel suggested having businesses pay an attendance fee since this would further ensure commitment to attend.  
Member Stephan asked what businesses are being targeted for these workshops. Swan said their goal is to reach as many small businesses within the coverage area as possible, as well as other businesses they have previously engaged with.  
Swan said that funds will be coming from the Michigan Health Endowment Fund, private donors, sponsors, and potentially the DDA. The DDA’s commitment will be \$18,000 per year.

Member Vogel wanted to ensure that the advertising was targeted at their DDA business.

**Motion was made by Member Siegle to support donating \$18,000 per year, for two years, to the Cascade Community Foundation for the Work Shops. Supported by Member Vogel. Motion carried 8 to 0 with 1 abstention.**

**ARTICLE 6. Updates from Parks Director Regarding Tassel and Westdale Memorial Park**

Parks & Recreation Director Manion introduced herself and said she previously worked for 13 years in the Ottawa County Parks Department, which included 43 parks in total.

She created a slideshow for the board to view as she described the status of Tassel Park. The park was severely run down, aged, and neglected. The Buildings and Grounds crew completed some minor updates consisting of gardening and power washing. The riverfront at Tassel Park is not inviting and she strives to have that updated to engage the community. Westdale Memorial Park is covered in weeds and will need updating as well.

**ARTICLE 7. Update Regarding Library Outdoor Space Project**

Lulu Brown, Kent District Library's Manager, said she has had meetings with the Parks Committee to discuss converting the outdoor space into an official park.

Member Siegle asked if there were any plans for the expansion of the library since it is a heavily trafficked area. Brown said they specifically need more meeting rooms, but would sooner configure what they have as opposed to building an addition.

Member Stephan asked if the trail material had changed. Wes Landon with Native Edge explained that some of the trails are now made of decomposed granite. These will be located in the wooded area and where the benches will be placed. This will be more cost-effective and soften the space.

Supervisor Lesperance asked about moving the benches and interactive sculptures from Westdale Memorial Park to the library. Landon said that the benches may be heavy and difficult to move, but there shouldn't be a problem transporting them. He did mention there may be damage to the concrete underneath depending, on how they were put in. The members were undecided about whether to relocate the benches and sculpture or not.

Landon discussed the various pavilion options detailed in the packet. Members agreed that the style combination of 1, 4, and 5 would be most practical since they have storage, are versatile, and reduce potential liability.

The next step is to present the final designs to the Township Board for approval.

**ARTICLE 8. Updates From Township Engineer Re: Road Commission Guidance**

Township Engineer Aric Thorne attended the meeting to discuss feedback received from the Road Commission. In the downtown village area, there have been speed issues and pedestrian safety concerns. He indicated that the most effective method to decrease

speed is to enhance streetscape design by incorporating features such as greater proximity to trees, smaller building setbacks, and narrower lanes.

Thorne mentioned the potential of placing a pathway on Thornapple River Dr, however, they would have to obtain easements from residents, make the road a one-way, or reduce the road's width.

Member Siegle asked about the impact of an electronic speed sign. Thorne said that, in general, they work for a few weeks but generally don't slow traffic down permanently.

#### **ARTICLE 9. Discuss and Consider Transit Options**

Over the past few months, the DDA has been attempting to reconfigure the bussing route to better serve Cascade residents.

Danielle Bouchard with Mckenna explained their initial recommendation was to eliminate Route 29 and extend Route 28 to Cascade Meijer, while potentially incorporating the Lyft Pass Program. She explained that switching the bus route to avoid going beyond Meijer would result in idle time for the bus, which would cause the DDA to be charged anyways. Bouchard saw benefit in renewing the contract but struggled with the lack of effort on The Rapid's end.

Member Vogel agreed but emphasized the importance of selecting an alternate, third-party transportation method that provides exceptional service to the community while avoiding disruptions to local businesses.

Member Siegle suggested reaching out to businesses where bus usage is high to update them on The Rapid predicament, along with a thorough explanation for citizens on the Cascade website.

**Motion was made by Chair Puplava to decline both proposed contracts by The Rapid and attempt to reach an alternative agreement. Supported by Member Kleyla. Motion carried 9 to 0.**

**Motion was made by Chair Puplava to have McKenna initiate the planning of the Lyft Pass deployment. Supported by Supervisor Lesperance. Motion carried 9 to 0.**

#### **ARTICLE 10. Brief Updates**

- **Developer Day Update-** Planning Director Hilbrands, Supervisor Lesperance, and Bouchard took two busloads of people around the Township to view a few areas for development.
- **Planting Project Update-** Planters have been filled and watered.
- **Metro Cruise Update-** There was no update.
- **Strategic Plan Implementation Update-** There have not been meetings for a few months.
- **Joint Meeting Update-** Chair Puplava reached out to attempt to schedule a meeting. There was a consensus to wait until more staff positions are filled before scheduling.

- **Update Regarding Replacement of DDA/Economic Development Director-** The township is waiting until the Township Manager position is filled before hiring an Economic Development Director.
- **Update Regarding Scheduling of Informational Meeting-** This will need to be scheduled for the July meeting.
- **Update Regarding Cascade Road Bridge Pedestrian Facilities-** The Pathways Committee did not like a few aspects of the design, so they are working on an alternative.

**ARTICLE 11. Any Other Business**

- **Upcoming Meetings**
    - a. Strategic Plan Implementation Meeting – July 21, 2023
    - b. Next Meeting: July 18, 2023
  - **Recent Meeting Minutes**
    - a. Township Board (5/10, 5/24)
- Budget to Date**

**ARTICLE 12. Adjournment**

**Motion was made by Member Makkar to adjourn the meeting. Supported by Member Siegle. Motion carried 9 to 0. The meeting adjourned at 8:15 P.M.**

Respectfully submitted,  
Rene Growney, Secretary



**MCKENNA**

June 26, 2023

Downtown Development Authority  
Cascade Township  
2870 Jacksmith Avenue SE  
Grand Rapids, MI, 49546

**Subject: Scope of Work for Assistance with Lyft Pass Pilot Program**

Dear Cascade Township Downtown Development Authority,

In light of the DDA's decision to likely terminate the proposed contract with The Rapid and cease operations within Cascade Township (most notably, within the DDA Boundary), it is clear the DDA understands the importance of providing some form of transportation alternative.

Through an analysis conducted by McKenna and the Transportation Committee, Rapid Route 29 experiences approximately 25,000 people per year; a vast majority of which travel to the Cascade Meijer, but not much further east. The DDA presented several options for consideration to The Rapid to assist in the determination of how to improve existing service in the DDA area and ultimately save some funds in the process. The Rapid was only able propose to save the DDA funds by reducing the frequency of the existing Route 29, thus saving the DDA approximately \$25,000 per year.

This proposal and scope of work is designed to assist the Cascade Township DDA with the launching, distribution, communications, maintenance, and assistance with the Lyft Pass Program. In summary, Lyft Pass is a program offered to government partners and private businesses for a customized transportation alternative by offering subsidized Lyft rides within a specified geofenced boundary. In this case, the Cascade Township DDA boundary would be the geofenced area. Anyone traveling to or from the boundary will be awarded a subsidized ride, courtesy of the Cascade Township DDA.

### **TASK #1: PILOT PROGRAM SET UP**

We understand that the DDA is interested in allocating the same budget that would have otherwise been spent on a contract with The Rapid. This amount equates to \$218,000 for the year 2023/2024 (note: we understand the DDA's budget cycle runs by calendar year and The Rapid budget cycle is renewed every fall).

The first step of launching the Lyft Pass program is to determine how the subsidies will be set up. Because Lyft offers a variety of ways to set up the program (e.g., capped number of rides, capped dollar amount, or both), McKenna will first run an analysis, by working with the DDA and partners at Lyft to determine how the program itself should be set up. This includes an analysis on how the proposed budget translates to how many rides to subsidize, how many dollars per ride to subsidize, and other elements. The results of this analysis will provide as the base for how the program will function and how many rides the DDA will agree to subsidize for users.

This task will also include recommendations on ways to distribute the discount code (and other elements) to DDA businesses.

*Deliverable: Memorandum of findings to the DDA with recommendations on program/subsidy set up.*

*Proposed fee: \$3,000*

**GRAND RAPIDS**  
124 East Fulton Street  
6th Floor, Suite B  
Grand Rapids, Michigan 49503

☎ 616.226.6375  
✉ 248.596.0930  
[MCKA.COM](http://MCKA.COM)

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## **TASK #2: PROGRAM LAUNCHING**

With the DDA's approval of McKenna's recommendation for proceeding (or a revised program per the DDA's request), McKenna will then transition into the launching phase of the Lyft Pass program. This task will include meetings with partners at Lyft to determine the steps needed to launch the program. This task also includes getting necessary data and information to Lyft (such as GIS data to initiate the geofenced boundary and program set up results from Task #1).

*Deliverable: Activated Lyft Pass Pilot Program.*  
*Proposed fee: \$2,500*

## **TASK #3: COMMUNICATIONS WITH DDA BUSINESSES**

To ensure the success of the Lyft Pass Pilot Program, under the direction of the DDA, McKenna will engage in communications with DDA businesses using the distribution recommendations noted in Task #1 above. This Task #3 will include a stakeholder meeting with DDA business owners to explain the Program, how it works, and how business owners can participate. McKenna will be available after the meeting as a contact for business owners to reach out with any questions, or communications throughout the duration of the Pilot Program.

*Deliverable: Stakeholder meeting with DDA businesses*  
*Proposed fee: \$2,500*

## **TASK #4: ADVERTISEMENT**

McKenna will work with Cascade Township's communications specialist to "spread the word" about the new Lyft Pass Pilot Program. This work will especially ensure to get ahead of any potential backlash from the public (or media organizations) for terminating the contract with The Rapid. Additionally, Task #4 will implement the distribution activities as approved by the DDA in Task #1. This will include distribution of the Lyft Pass code to DDA businesses, assistance with advertisement language, public advertisements (perhaps on Rapid buses), and other applicable items. Further, McKenna will explore all options with Lyft on how the discount program works, if there is a code always needed, or if the discount automatically applies. Task #4 could be a hybrid approach based on capabilities offered by Lyft.

*Deliverable: Media communication assistance/logistics, collaborations with Township Staff, meetings with Lyft partners, and distribution of subsidy code.*  
*Proposed fee: \$2,500*

## **TASK #5: ONGOING MAINTENANCE**

Lyft has expressed that the cost for launching, implementation, and maintenance of the Lyft Pass program is complimentary for government partners. However, there are some tasks involved with ongoing maintenance that should be recognized. McKenna proposes a monthly statement to the DDA (we will attend the meeting each month to update if requested or include a communication in the DDA meeting packet) on the ridership details, where the Program stands, how much funds are left, and other important updates.

*Deliverable: Attendance at monthly DDA meetings (upon request), or monthly statements to DDA for packet on ridership numbers and program standings/financials.*  
*Proposed fee: Hourly (Principal Planner: \$130/hour and Senior Principal Planner: \$135/hour)*



**PROPOSED FEE**

We propose to complete the Base Scope of Work described above for a lump sum fee of **\$10,500**. If additional public engagement activities, or other services, are requested, McKenna agrees to develop a contract addendum outlining additional project tasks and associated costs to the Cascade Township DDA for review and approval. Please note that the \$10,500 above does not include meetings to be billed hourly.

**PROFESSIONAL TEAM**

**Danielle Bouchard, AICP, Principal Planner** will serve as the primary professional completing the Lyft Pass Pilot Program and day-to-day contact with the Township. **Chris Khorey, AICP, West Michigan Manager**, will assist with the Lyft Pass Pilot Program tasks.

Our team is available to start immediately upon approval by the Township Administration. Thank you.

Respectfully submitted,

**McKENNA**

Danielle Bouchard, AICP  
Principal Planner

Chris Khorey, AICP  
West Michigan Manager

**AUTHORIZATION TO PROCEED  
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN**

Signature	Title	Date

\_\_\_\_\_  
Name (printed)





## DEVELOPER DAY

In early June 2023, The Right Place, an economic development nonprofit in Grand Rapids, hosted what is known as “Developer Day.” This is a one-day event where area developers (and other interested parties) have the opportunity to meet and network with government staff to discuss priority development and redevelopment sites. Cascade Township secured a timeslot during Developer Day. A charter bus toured the Township’s predetermined (re)development sites. The sites included:

- Cascade Office Park
- Old 28<sup>th</sup> street
- Thornapple Plaza

Topics of discussion for the three sites included Master Plan designations and future visions, current zoning and density requirements, partnership ideas, and others.

During this event, Cascade Township made a direct connection with the property owners of Thornapple Plaza. Following the event, a meeting was held to discuss some of the preliminary draft ideas for the future of that site.

## CONVERSATIONS WITH PROPERTY OWNERS

Township staff and McKenna met with Thornapple Plaza property owners on two occasions since Developer Day. Property owners are in the process of phasing out building upgrades which include siding replacements (with a new color scheme) and parking lot upgrades (repaving and restriping).

Building #3 (Chow Hound and Dollar Tree) is scheduled for upgrades this fall. This presents a prime opportunity for the DDA, Township, and property owners to work together to achieve the overall vision for Thornapple Plaza.

While it is understood that the DDA (and other applicable boards) has *not* officially adopted the draft vision, property owners have expressed support for the general ideas presented and are hoping to work with the Township and DDA on implementation.





## NEXT STEPS

To keep momentum going on these important partnership opportunities, the following next steps/processes were discussed during the meeting with the property owners (subject to change):

1. McKenna's architect will use the base design drawings provided by the property owners (image above) to create a "human scale" rendering of building #3 (Chow Hound and Dollar Tree). This will show what the building would look like to achieve the overall intended vision. This can include:
  - A second story (false or not)
  - Building materials and/or colors
  - Differing roof lines
  - Differing window types and placements
  - Considerations given to awnings, building frontage type(s), etc.
  - Landscaping/sidewalk elements
  - Connections to the proposed "boulevard" entrance
2. McKenna will introduce the human-scale design rendering concept to the property owners. Property owners will work with their engineer on cost estimates and other details needed to achieve the vision.
3. Overall vision/design concept will be revised based on comments from property owners.
4. McKenna will present the vision concept to the DDA for comment and review. The intention behind including the DDA in this step of the process is so that all the "homework" will be done. The vision will *not* be implemented without the review and approval from the DDA and other applicable boards/commissions.
5. DDA will work with applicable Township staff and others to discuss options for assisting with vision implementation. This may include:
  - Budgeting for "low hanging fruit" implementation, such as sidewalks and boulevard entrance upgrades. These are upgrades that are achievable in the short-term
  - Financial assistance for facade improvements, or launching a facade improvement program
  - Other applicable financial assistance for implementation

## SUMMARY

If you have any questions on the update above, please feel free to contact Danielle Bouchard, AICP at [dbouchard@mcka.com](mailto:dbouchard@mcka.com).

Danielle Bouchard, AICP  
Principal Planner

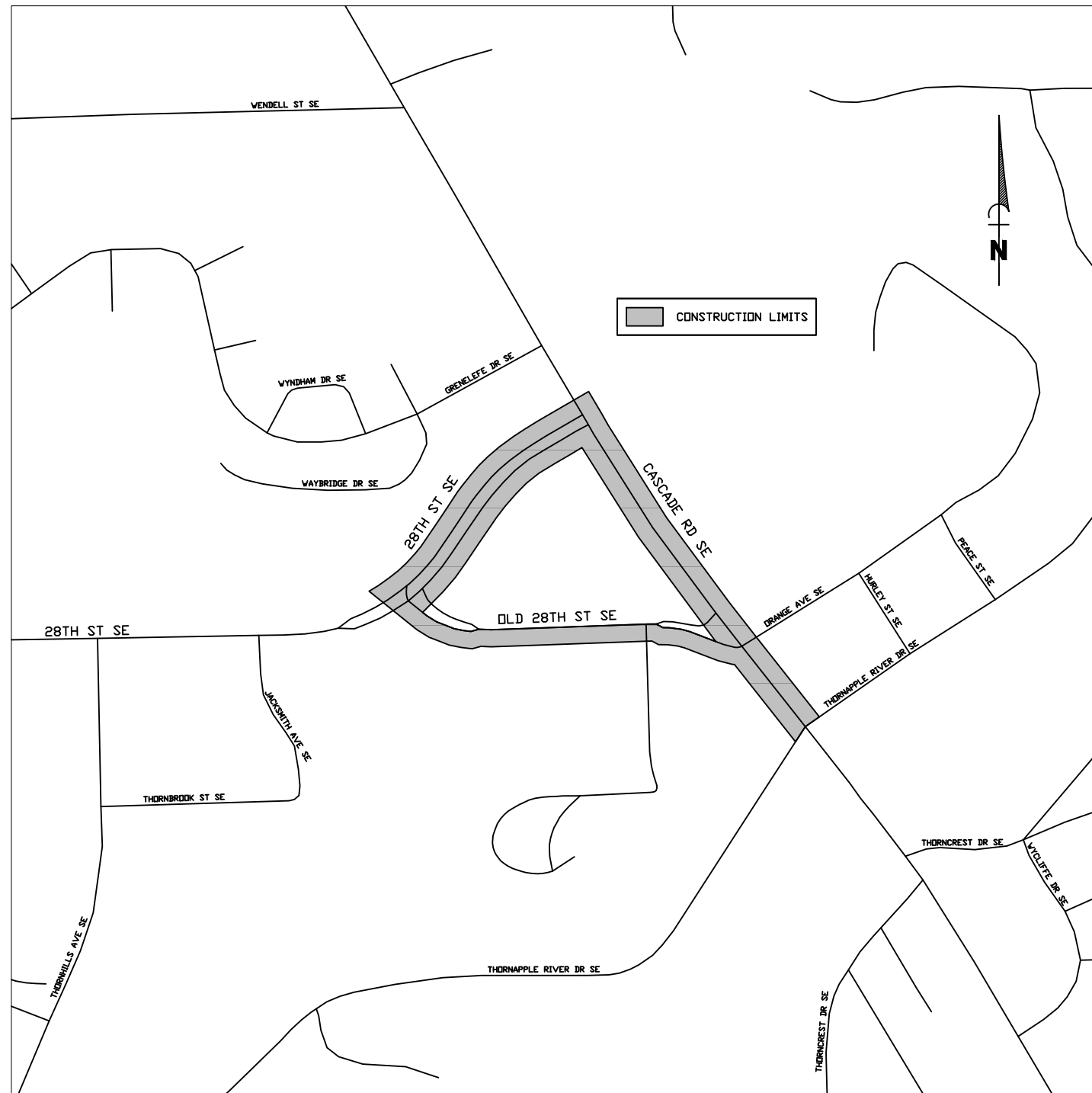
# CASCADE VILLAGE SIDEWALK PROJECT

## 28TH STREET, OLD 28TH STREET, & CASCADE ROAD

### CASCADE CHARTER TOWNSHIP

### KENT COUNTY

PLAN INDEX	
SHEET NO	SHEET DESCRIPTION
1	TITLE SHEET
2-4	PLAN SHEETS

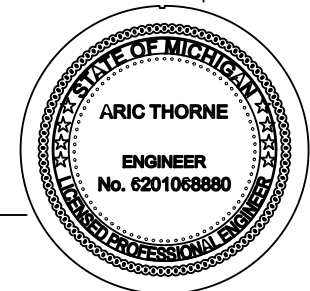


**3 WORKING DAYS  
BEFORE YOU DIG  
CALL MISS DIG  
1-800-482-7171**

PUBLIC UTILITIES OF ALL TYPES HAVE BEEN SHOWN ON THESE PLANS USING THE INFORMATION AVAILABLE, BUT ARE NOT GUARANTEED AS ACCURATE OR THAT UTILITIES OTHER THAN THOSE SHOWN ARE NOT PRESENT. CONTRACTOR SHALL CONTACT MISS DIG AT 1-800-482-7171 FOR INFORMATION AND NOTIFY UTILITY COMPANIES THREE WORKING DAYS PRIOR TO COMMENCING WORK.

MATERIALS AND WORKSMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION, AND SUPPLEMENTAL SPECIFICATIONS.

CONTRACT FOR: BRICK INSTALLATION AND RESTORATION	
PLANS PREPARED UNDER THE SUPERVISION OF:	
	11/08/2022
<small>ARIC THORNE, PE #6201068880</small>	<small>DATE</small>
CASCADE CHARTER TOWNSHIP	
<small>ORGANIZATION</small>	
5920 TAHOE DR SE	
<small>GRAND RAPIDS, MI 49525</small>	
<small>ADDRESS</small>	
(616) 949-1500	
<small>TELEPHONE NO.</small>	

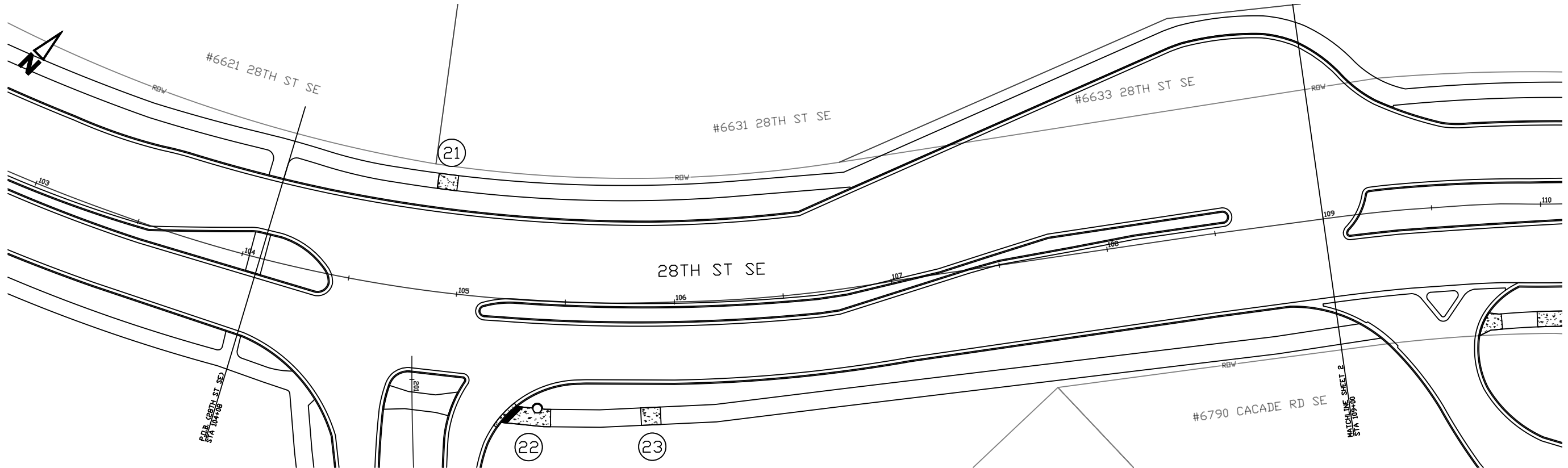



CASCADE CHARTER TOWNSHIP  
 5920 TAHOE DR  
 GRAND RAPIDS, MI 49546

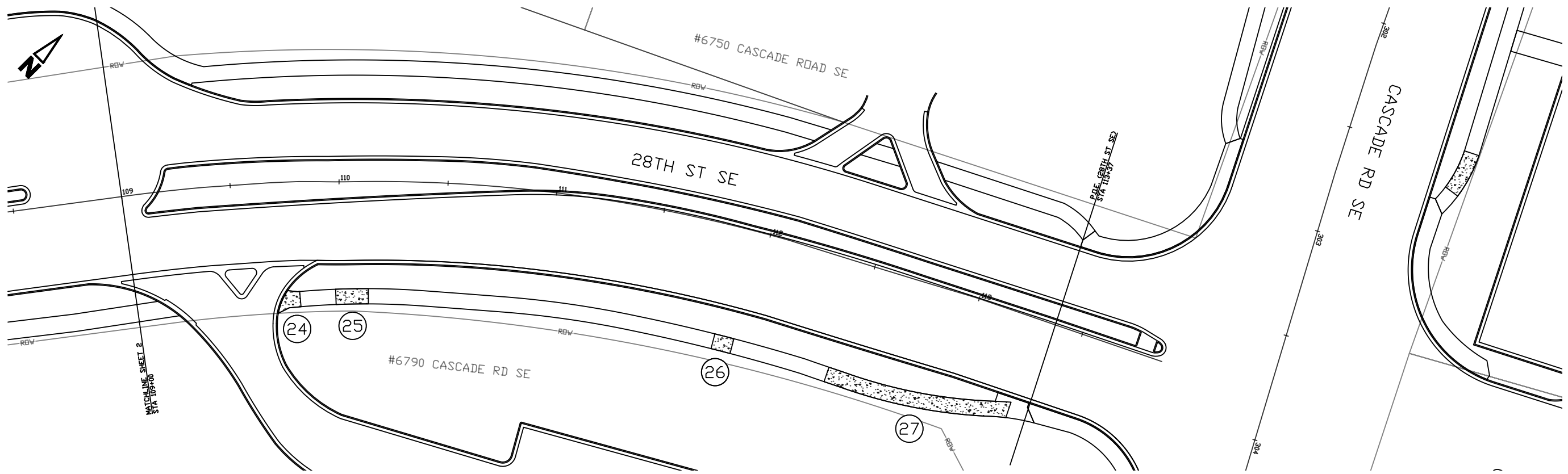
CASCADE VILLAGE SIDEWALK PROJECT

TITLE SHEET

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 SHEET NO:  
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 OF 05



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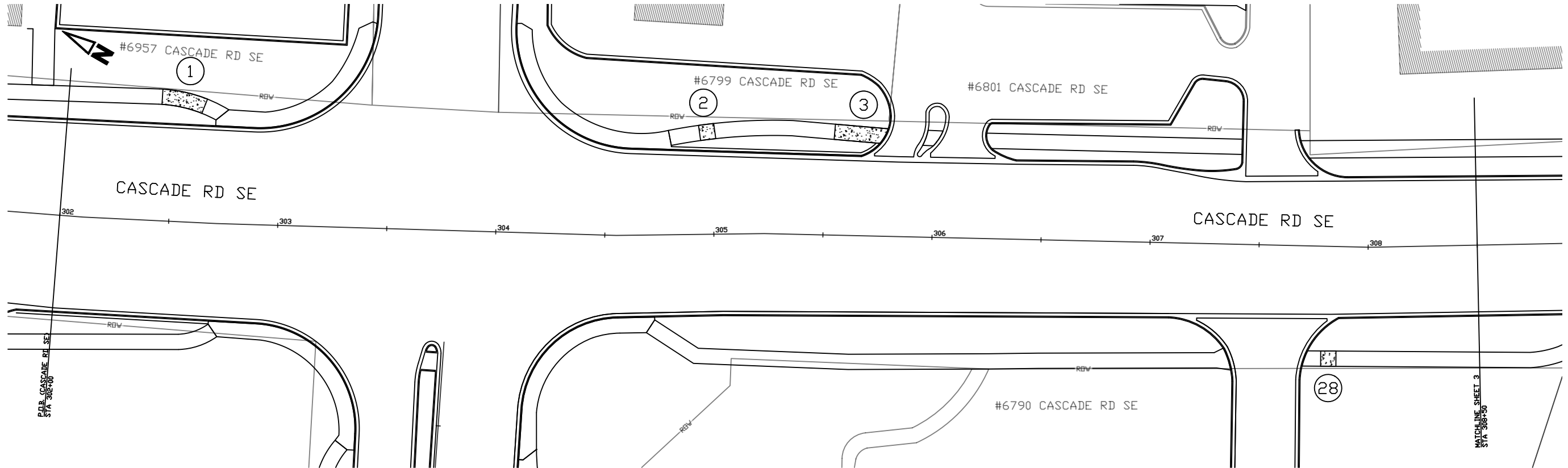


CASCADE CHARTER TOWNSHIP  
 5920 TAHOE DR  
 GRAND RAPIDS, MI 49546

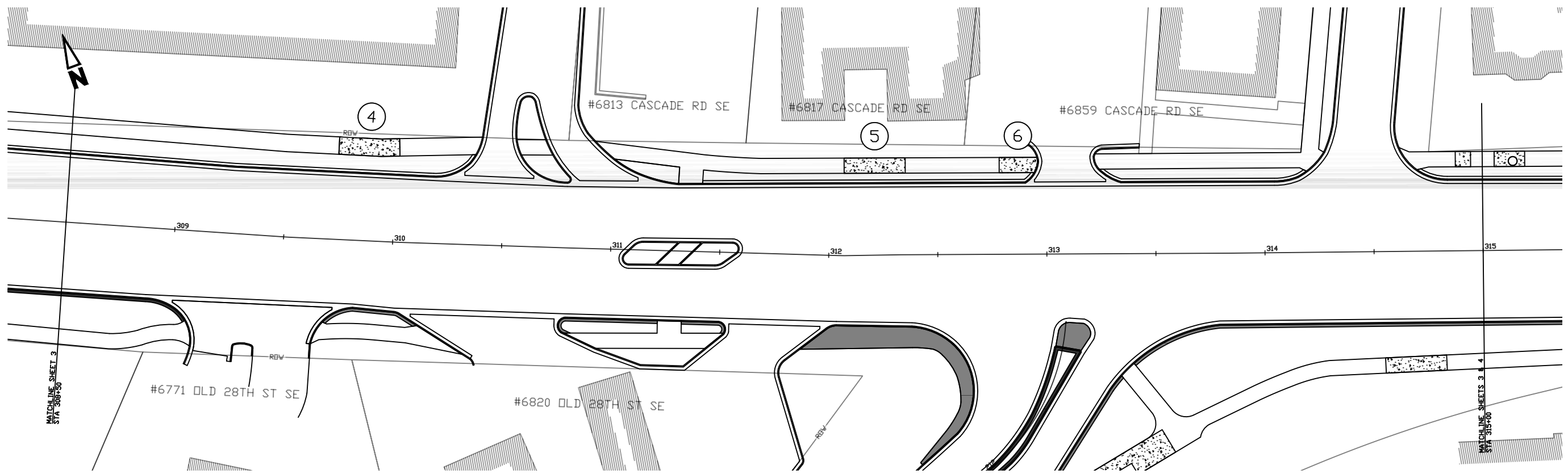
CASCADE VILLAGE SIDEWALK PROJECT

PLAN SHEET

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LEGEND  
 PROPOSED CONCRETE WORK

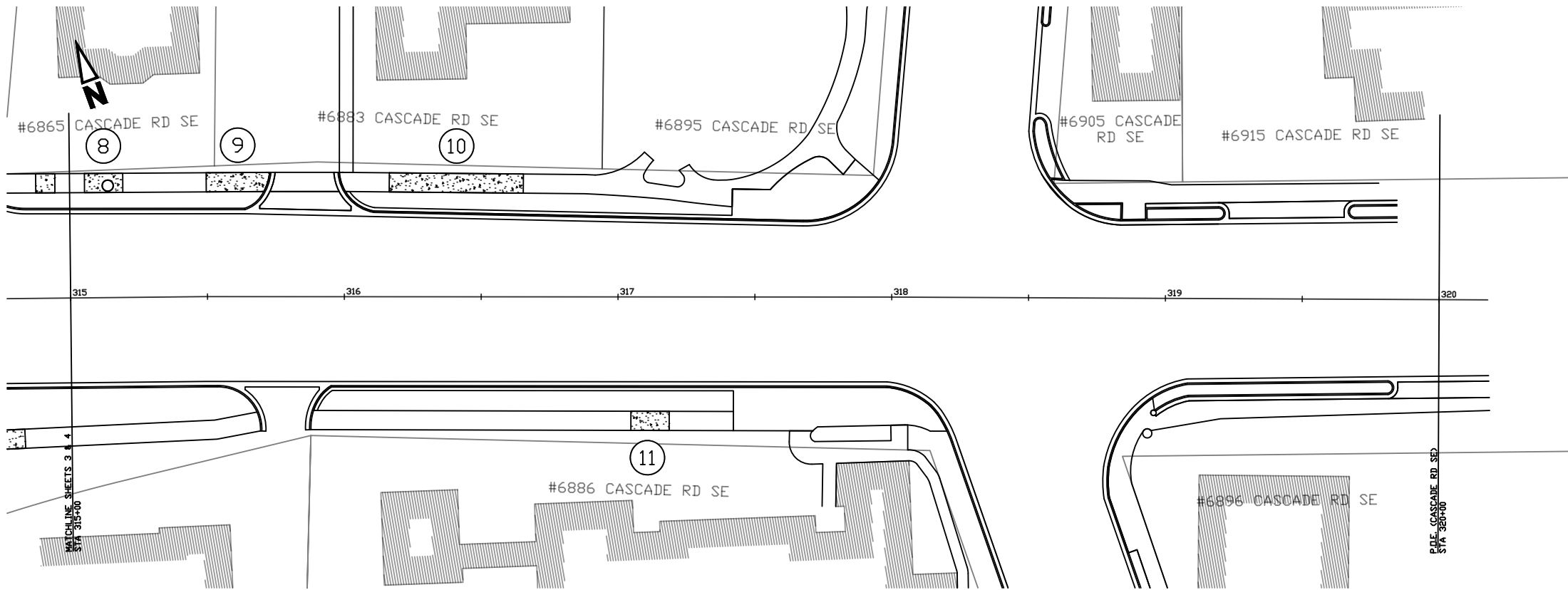



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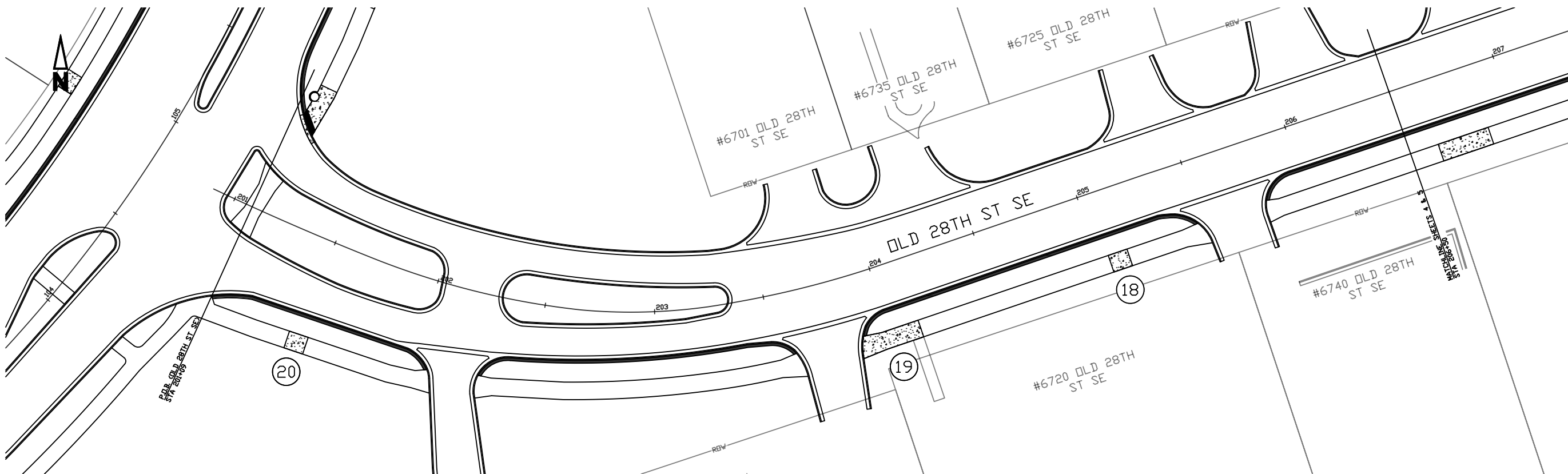
CASCADE VILLAGE SIDEWALK PROJECT

PLAN SHEET

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LEGEND  
 PROPOSED CONCRETE WORK

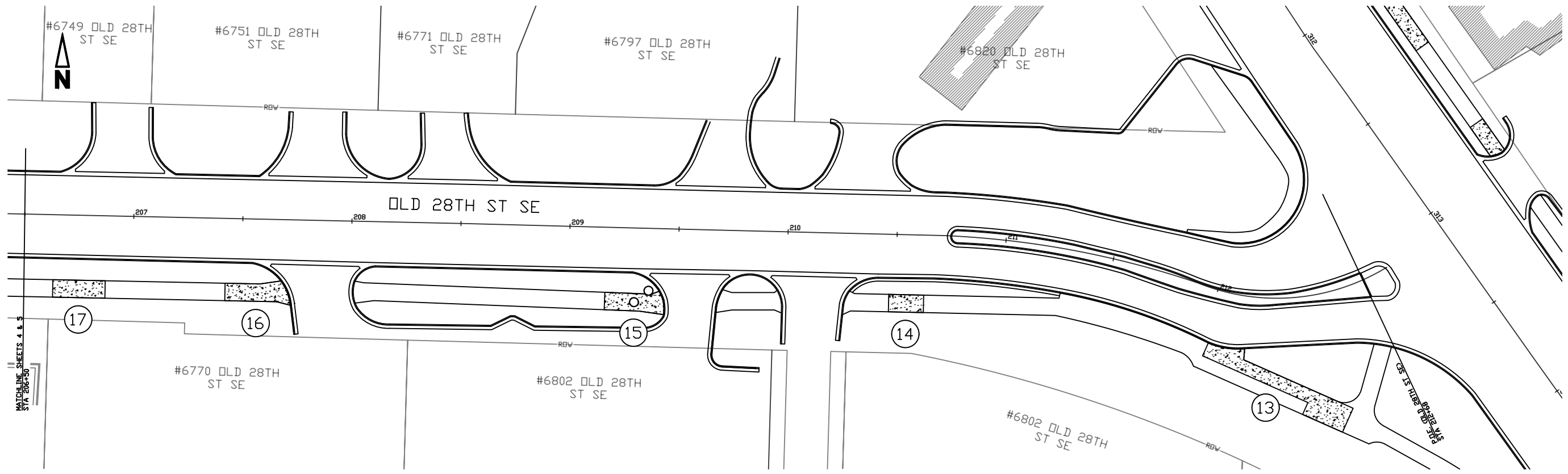



CASCADE CHARTER TOWNSHIP  
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CASCADE VILLAGE SIDEWALK PROJECT

PLAN SHEET

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 DATE  
 11/08/22  
 SHEET NO.  
 04  
 OF 05



LEGEND  
 PROPOSED CONCRETE WORK



CASCADE CHARTER TOWNSHIP  
 5920 TAHDE DR  
 GRAND RAPIDS, MI 49546

CASCADE VILLAGE SIDEWALK PROJECT  
 PLAN SHEET

DRAWN BY  
 AKT  
 DATE  
 11/08/22  
 SHEET NO.  
 05  
 OF  
 05

Location	1	2	3	4	5	6
1	15	-	139	-	-	-
2	5	-	49	-	-	-
3	18	-	160	-	-	-
4	25	-	222	-	-	-
5	22	-	196	-	-	-
6	13	-	119	-	-	-
7	5	-	49	-	-	-
8	11	-	98	-	-	-
9	17	-	156	-	-	-
10	38	-	342	-	-	-
11	11	-	98	-	-	-
12	22	-	196	-	-	-
13	66	-	592	-	-	-
14	14	-	128	-	-	-
15	25	-	223	-	-	-
16	27	-	240	-	-	-
17	21	-	192	-	-	-
18	8	-	72	-	-	-
19	26	-	231	-	-	-
20	8	-	72	-	-	-
21	7	-	63	-	-	-
22	17	14		154	14	10
23	8	-	72	-	-	-
24	7	-	62	-	-	-
25	12	-	104	-	-	-
26	7	-	63	-	-	-
27	66	-	598	-	-	-
28	5	-	49	-	-	-
	527	14	4,585	154	14	10

No.	Pay Item	Unit	Unit Price	Quantity	Subtotal
1	Sidewalk, Rem	Syd	\$ 4	527	\$ 2,106
2	Curb and Gutter, Rem	Ft	\$ 10	14	\$ 140
3	Sidewalk, Conc, 4 inch	Sft	\$ 11	4,585	\$ 50,435
4	Curb Ramp, Conc, 6 inch	Sft	\$ 16	154	\$ 2,464
5	Curb Ramp Opening, Conc	Ft	\$ 25	14	\$ 350
6	Detectable Warning Surface	Ft	\$ 50	10	\$ 500
7	_Restoration	LS	\$ 7,500	1	\$ 7,500
8	_Mobilization	LS	\$ 10,000	1	\$ 10,000
9	_Temporary Traffic Control	LS	\$ 5,000	1	\$ 5,000
<b>Grand Total</b>					<b>\$ 78,495</b>

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

Wednesday, June 14, 2023

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 Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Planning Director Hilbrands, Zoning Administrator Smith-Jacoby, Regional Manager Brown-KDL, Carlita Gonzalez-KDL, Executive Director Werner-KDL, Doug Vredevelde-Vredevelde & Haefner, Administrative Assistant Stine, 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 the agenda.  
Motion carried unanimously.
- Article 4.** **Presentations**  
**a. KDL Community Reports**  
Carlita Gonzalez-KDL presented the KDL Community Reports.  
**b. 2022 Annual Audit**  
Doug Vredevelde reviewed the draft of the 2022 Audit.
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
1. Ginny Wanty-6255 Heathmoor Ct-Re Parks and outdoor space at library: Bicycles should be available for check-out. Work on Wycliffe Trailhead Park concept building should begin soon.
- Article 6.** **Approval of Consent Agenda**  
**a.** Receive and File Minutes  
1. Township Board Meeting – 5/24/23  
2. Planning Commission – 5/1/23 & 5/15/23  
**b.** Receive and File Reports  
1. Treasurer’s Department – April 2023  
2. Building Department – May 2023  
**c.** Receive and File Education Requests  
1. Todd Stevenson & Josh Dettwiler – NFPA 1700-Evidence-Based Structural Firefighting – June 24-25, 2023 – Valparaiso, IN  
**d.** Receive and File Communication  
None

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

**Article 7. Financial Actions**

**a. Consider Approval of April 2023 Financial Statements**

**b. Consider Approval of May 2023 Payables, Payroll and Transfers**

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

**Article 8. Unfinished Business**

None

**Article 9. New Business**

**049-2023 Consider a Resolution to Approve an Amendment to the Township Master Plan (Roll Call)**

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

**050-2023 Consider a Parks Committee Appointment**

Motion by Trustee Koessel, seconded by Trustee Shipley to approve the Parks Committee Appointment and accept Treasurer Korstange's resignation from Planning Commission and Parks Committee. Motion carried unanimously.

**051-2023 Interim Manager**

Motion by Clerk Slater, seconded by Treasurer Korstange to meet with the Interim Township Manager candidate on Friday, June 16, 2023, at 1:00 pm. Motion carried unanimously.

**Article 10. Discussion**

**1. Cascade Charter Township Business Liquor License** – Applications are due 6/27/23 at 5:00 pm.

**Article 11. Public Comments**

1. Babak Shahbodaghloo-5070 28<sup>th</sup> St-Wants to know what has happened since September when he was applying for a liquor license? He received information from the State of Michigan; talked about the process.
2. Badrie Shahbodaghloo-5070 28<sup>th</sup> St-Outlined the process they went through to try to get a liquor license; felt there was no response.
3. Rod Schultz-2562 Orange Ct-Re Zoning Administrator: International Beverage bricks are falling.
4. Joseph Albright-6224 Pinta Ct-Re Caravelle Village: Advised of three (3) absentee landlords near him. Suggests a solution to issue permits to allow rentals with a \$10K bond, and they forfeit \$1K per call, and a refund upon sale.
5. Scot VanSolkema-2570 Orange Ct-Re properties in violation: There should be signs and stickers in the village.
6. Brian Holcomb-3415 Glenstone Ct-Re Egypt Creek Landscaping: What is going to be done with this matter?

7. Tom Richardson-3438 N. Applecrest Ct-Took issue with Trustee Shipley's comment about lynching, even if metaphorical. Public officials should conduct themselves without violence.
8. Ken Van Der Kolk-7200 Leyton-There was a Closed Session regarding hotels. What is being done?
9. Joseph Albright-Re Peace Park: Who makes the rules for hunters? Suggested setting live traps for deer.

**Article 12. Manager Comments**  
None

**Article 13. Board Member Comments**  
1. Trustee Shipley-Thanked those in attendance for coming to the meeting. Apologized for his comments to resident Richardson.

**Article 14. Adjournment**  
Motion by Trustee Shipley, seconded by Trustee Noordhoek to adjourn. Motion carried unanimously.  
Meeting adjourned at 9:09 pm.

Krissi Brott  
Deputy Clerk

Approved by:

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Grace Lesperance, Supervisor

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Susan B. Slater, Clerk

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

Friday, June 16, 2023  
Cascade Charter Township  
5920 Tahoe Drive SE  
Grand Rapids, MI 49546  
And Virtual Zoom Meeting  
1:00 P.M.  
HYBRID FORMAT

- Article 1.** Clerk Slater called the meeting to order at 1:06 pm. Supervisor Lesperance arrived at 1:09 pm.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange, Trustees Koessel, McDonald, Noordhoek, and Shipley.  
Absent: None  
Also Present: Human Resources Director Murawski, Administrative Assistant Stine, and those listed in the Supplement.
- Article 2.** Clerk Slater 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.** **Conduct Interviews for and possibly fill the vacant Treasurer Position**  
  
**1:00** – Ted Andrzejewski  
Motion by Trustee Koessel, seconded by Trustee Shipley to recommend extending an offer to Mr. Andrzejewski and give the Search Committee authority to negotiate salary and benefits equal to or less than the previous Township Manager.
- Article 5.** **Public Comments**  
**1.** Dorothy Cribbs-1980 Deerfield Ct-Board members were hard to hear during the 6/14/23 meeting.
- Article 6.** **Adjournment**  
Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.  
Meeting adjourned at 1:52 pm.

Krissi Brott  
Deputy Clerk

Approved by:

\_\_\_\_\_  
Grace Lesperance, Supervisor

\_\_\_\_\_  
Susan B. Slater, Clerk

Township Board Special Meeting Minutes  
June 16, 2023

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

Monday, June 26, 2023  
Wisner Center  
2870 Jacksmith Drive SE  
Grand Rapids, MI 49546  
And Virtual Zoom Meeting  
11:00 A.M.  
HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange, Trustees Koessel, McDonald, Noordhoek, and Shipley.  
Absent: None  
Also Present: Human Resources Director Murawski, 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 Koessel to approve. Motion carried unanimously.
- Article 4.** **Interview – Township Manager Candidates**  
  
11:00 – Andrew Dymczyk  
12:00 – Mark Meyers  
1:00 – Jade Smith  
Motion by Trustee Shipley, seconded by Trustee McDonald to recommend extending an offer to Jade Smith. Motion carried unanimously by roll call vote.
- Article 5.** **Public Comments**  
None
- Article 6.** **Adjournment**  
Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn. Motion carried unanimously.  
Meeting adjourned at 1:59 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 28, 2023

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 Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Interim Township Manager Andrzejewski, Fire Chief Magers, Planning Director Hilbrands, Human Resources Director Murawski, Zoning Administrator Smith-Jacoby, 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 the agenda.  
Motion carried unanimously.
- Article 4.** **Presentations**  
**a. Fire Department Promotions**  
**b. Parks and Recreation Director Update – Tassell & Memorial Parks**
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Pete Buurstra-8695 Laurel Ridge Dr-Re Wormies: Concerns about possible odor and increased traffic; the Ordinance is clear that the Planning Commission/Township have the responsibility to regulate.
  2. Mike Hemmingsen-8475 Laurel Ridge Dr-Requested the Board table the Wormies issue for 30 days. Suggested a third-party study be done on the impacts on property values.
  3. Cheryl Schuch-8609 Laurel Ridge Dr-In support of a 30-day table of the issue. Residents have a personal financial investment. Concerned about health hazards to residents; also a bus stop is in the same place as Wormies' proposed driveway.
  4. Darcy Afman-8717 Laurel Ridge Dr-Requests 30-day extension; is opposed to Wormies. Thinks it will impact her well, and is concerned about already heavy traffic, as well as air quality.
  5. Alexandra Campau-5745 Whitneyville-Employee of Wormies. Business is using a new micro-nutrient capable of breaking down PFAS.
  6. Melissa Bonner-8570 Laurel Ridge Dr-Supports Wormies but is concerned about close proximity to home. Will the Township follow through on infractions?
  7. Marc Afman-8717 Laurel Ridge Dr-Talked about his health concerns of Wormies as a physician. Trustee Koessel asked what would make him feel safe? He responded that a third-party study would help; more concerned about health than odor.

8. Sophie Pokhrel via Zoom-8698 Laurel Ridge Dr-Both physicians who are concerned about health implications re Wormies. No studies have been done by Wormies.
9. Craig Rumschlag-8456 Laurel Ridge Dr-Is Wormies already in operation?
10. Chandler Michalsky-5745Whitneyville-Re Wormies: Only six (6) trucks per week. Would you rather have 600 cars with a subdivision? Microorganisms are used in the process. The land needs remediation and this helps to regenerate soil. The farms in the area have large compost piles.
11. Richard Giebel-8469 Laurel Ridge Dr-Does not oppose Wormies, but the location of the business.
12. Amy Freeman via Zoom-In favor of Wormies. Serves on the Michigan Organic Council. This is a small-scale operation.
13. Luis Chen via Zoom-In favor of Wormies. Thanked the Board and Planning Commission. This is a small operation.
14. Scot VanSolkema via Zoom-2570 Orange Ct-Was initially opposed to Wormies, but now is in support due to learning about it. The soil needs to be rejuvenated. Re liquor license: Is in support of Backyard Restaurant getting it.

**Article 6. Approval of Consent Agenda**

- a. Receive and File Minutes
  1. Township Board Meeting – 6/14/23 & 6/16/23
- b. Receive and File Reports  
None
- c. Receive and File Education Requests  
None
- d. Receive and File Communication  
None

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

**Article 7. Financial Actions**

None

**Article 8. Unfinished Business**

None

**Article 9. New Business**

**052-2023 Consider Approval of Type II Special Use Permit for a Commercial Composting Operation at 5745 Whitneyville Avenue**

Considerable discussion.

Motion by Trustee Koessel, seconded by Supervisor Lesperance to table until the Board can obtain answers to many questions. Motion carried unanimously.

**053-2023 a.) Public Hearing for Amendment to Home Design Center PUD to Accommodate an Addition to an Existing Office Building**

Motion by Trustee McDonald, seconded by Trustee Koessel to open Public Hearing. Motion carried unanimously.

No comments.

Motion by Trustee McDonald, seconded by Trustee Koessel to close Public Hearing.  
Motion carried unanimously.

**b.) Consider Amendment to Home Design Center PUD to Accommodate an Addition to an Existing Office Building (Roll Call)**

Motion by Trustee Koessel, seconded by Treasurer Korstange to approve. Motion carried unanimously by roll call vote.

**054-2023 Consider Approval of a Type II Special Use Permit for a Bed & Breakfast Establishment at 5283 Whitneyville Ave SE**

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

**055-2023 Consider Issuance of the Cascade Charter Township Request for Proposals for Professional Architectural/Engineering Services for Kent District Library**

Motion by Trustee McDonald, seconded by Treasurer Korstange to approve. Motion carried unanimously.

**056-2023 Consider Architectural Review Committee Appointments**

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

**057-2023 Consider a Resolution to Defer Without Penalty Summer Tax Payment for Qualifying Taxpayers (Roll Call)**

Motion by Trustee Shipley, seconded by Treasurer Korstange to approve. Motion carried unanimously by roll call vote.

**058-2023 Consider Approval of Liquor License Application**

Considerable discussion.

Motion by Clerk Slater, seconded by Trustee Shipley to approve a Liquor License for Backyard Restaurant. Motion carried 6-1 by roll call vote. In favor-Trustee Shipley, Trustee Koessel, Treasurer Korstange, Trustee McDonald, Clerk Slater, and Supervisor Lesperance. Opposed-Trustee Noordhoek.

**Article 10. Discussion**  
None

**Article 11. Public Comments**

1. Dorothy Cribbs-1980 Deerfield Ct-Re Application to rent Wisner Center: It says that 501(c)(3) may rent it, but her organization is 501(c)(7). She used to be able to rent it. The form should be changed to be rentable.
2. Scot VanSolkema-Noticed that the stickers and graffiti were removed from the village. Tassell Park looks good but mentioned a wasps' nest. Good job on the liquor license decision. Any news on the perpetual garage sale?
3. Anne England-3415 Glenstone Ct-Property values of her home have gone down re Egypt Creek Landscaping. Planting trees won't help because his property is higher and no trees would be tall enough.
4. Mike Lemmingsen-Is there something at Wormies location now?

5. Cheryl Schuch-Also concerned about the large subdivision behind Wormies that may not have been notified because they are not in the Township.

**Article 12. Manager Comments**

1. Cascade Township is a really nice area, and he is glad to be here. The finances of the Township are in good shape.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked those in attendance for coming to the meeting.
2. Supervisor Lesperance-Announced that the Township was awarded a \$3.5M grant from the State of Michigan for pedestrian bridge.
3. Board Members-All expressed their appreciation for Interim Manager Andrzejewski.
4. Trustee Noordhoek-Thanked Supervisor Lesperance for asking the State for the grant money.

**Article 14. Adjournment**

Motion by Clerk Slater, seconded by Trustee Shipley to adjourn. Motion carried unanimously.  
Meeting adjourned at 9:50 pm.

Krissi Brott  
Deputy Clerk

Approved by:

\_\_\_\_\_  
Grace Lesperance, Supervisor

\_\_\_\_\_  
Susan B. Slater, Clerk

07/18/2023

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 06/30/2023

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	2023 AMENDED BUDGET	YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DDA							
Dept 000							
248-000-401-401	TAXES - CASCADE TOWNSHIP	302,100.00	328,183.00	326,437.31	0.00	1,745.69	99.47
248-000-401-402	TAXES - G.R.C.C.	162,133.56	172,000.00	(2,971.72)	0.00	174,971.72	(1.73)
248-000-401-403	TAXES-KENT COUNTY	550,205.56	580,000.00	182,083.48	0.00	397,916.52	31.39
248-000-401-406	KDL TAXES-DDA	110,500.00	118,172.00	117,542.93	0.00	629.07	99.47
248-000-665-000	INTEREST REVENUE	22,595.00	25,000.00	26,183.79	6,486.66	(1,183.79)	104.74
248-000-667-001	RENT-TUFFY	70,500.00	78,769.00	37,565.40	0.00	41,203.60	47.69
248-000-675-675	MISCELLANEOUS INCOME	34,400.00	0.00	6,601.75	0.00	(6,601.75)	100.00
248-000-677-300	DDACONTRIB & DONATION- METRO CRUISE WU	2,500.00	4,000.00	0.00	0.00	4,000.00	0.00
Net - Dept 000		1,254,934.12	1,306,124.00	693,442.94	6,486.66	612,681.06	
Dept 190 - DDA OPERATIONS/CONSTRUCTION							
248-190-723-000	DDA - MEMBERSHIP AND DUES	1,320.00	2,150.00	0.00	0.00	2,150.00	0.00
248-190-724-000	DDA - EDUCATION	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-190-787-000	MISCELLANEOUS	7,000.00	7,000.00	1,615.45	135.00	5,384.55	23.08
248-190-801-000	CONTRACT SERVICES	0.00	55,000.00	14,170.00	1,846.50	40,830.00	25.76
248-190-802-300	DDA ADMINISTRATIVE	99,426.00	103,440.00	0.00	0.00	103,440.00	0.00
248-190-821-000	ENGINEERING	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
248-190-826-265	LEGAL	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
248-190-860-000	DDA - MILEAGE	400.00	400.00	73.36	0.00	326.64	18.34
248-190-861-100	TRANSPORTATION SERVICES	217,540.00	217,540.00	109,768.12	18,531.94	107,771.88	50.46
248-190-921-000	ELECTRICITY	24,000.00	26,000.00	8,202.27	1,118.21	17,797.73	31.55
248-190-922-000	STREETLIGHTS	5,000.00	10,000.00	2,676.00	0.00	7,324.00	26.76
248-190-924-100	CELL PHONES/DATA	900.00	900.00	516.88	59.81	383.12	57.43
248-190-927-000	WATER-SEWER	6,500.00	8,500.00	273.49	166.54	8,226.51	3.22
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	70,000.00	60,000.00	4,930.68	(11,684.00)	55,069.32	8.22
248-190-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	8,000.00	8,000.00	285.00	0.00	7,715.00	3.56
248-190-964-100	DDA PROPERTY TAX REFUNDS	50,000.00	25,000.00	0.00	0.00	25,000.00	0.00
248-190-967-000	SPECIAL PROJECTS-DDA LIGHTING/DECOR	90,000.00	15,000.00	0.00	0.00	15,000.00	0.00
248-190-967-001	SPECIAL PROJECTS-TACTICAL URBANISM	0.00	20,000.00	0.00	0.00	20,000.00	0.00
248-190-967-002	SPECIAL PROJECTS-FLOWERS/PLANTINGS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
248-190-967-003	SPECIAL PROJECTS-PR/MARKETING/PROMOTION	0.00	20,000.00	0.00	0.00	20,000.00	0.00
248-190-967-004	SPECIAL PROJECTS-SPECIAL EVENTS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
248-190-981-000	OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Net - Dept 190 - DDA OPERATIONS/CONSTRUCTION		660,586.00	684,430.00	142,511.25	10,174.00	541,918.75	

Dept 901 - CAPITAL OUTLAY						
248-901-970-000	CAPITAL OUTLAY - FFE	80,000.00	230,000.00	0.00	0.00	230,000.00 0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	57,084.05	250,000.00	0.00	0.00	250,000.00 0.00
Net - Dept 901 - CAPITAL OUTLAY		137,084.05	480,000.00	0.00	0.00	480,000.00
Dept 990 - DEBT SERVICE						
248-990-992-007	LOAN PRINCIPAL	75,000.00	75,000.00	0.00	0.00	75,000.00 0.00
248-990-994-001	INTEREST AND FEES	21,775.00	19,338.00	9,668.75	0.00	9,669.25 50.00
Net - Dept 990 - DEBT SERVICE		96,775.00	94,338.00	9,668.75	0.00	84,669.25
Fund 248 - DDA:						
TOTAL REVENUES		1,254,934.12	1,306,124.00	693,442.94	6,486.66	612,681.06 53.09
TOTAL EXPENDITURES		894,445.05	1,258,768.00	152,180.00	10,174.00	1,106,588.00 12.09
NET OF REVENUES & EXPENDITURES		360,489.07	47,356.00	541,262.94	(3,687.34)	(493,906.94) 1,142.97