

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
August 15, 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 July 18, 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.** Discuss and consider transportation planning
- Hope Network services proposal
 - Termination of McKenna SOW re LyftPass
- ARTICLE 6.** Discuss and consider Thornapple Plaza planning
- Proposed Amendment to DDA Strategic Plan Contract
- ARTICLE 7.** Project updates
- 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
- **Upcoming Meetings**
 - a. Strategic Plan Implementation Meeting – **August 18, 2023**
 - b. Next Meeting: **September 19, 2023**
 - **Recent Meeting Minutes**
 - a. Township Board (7/12/23, 7/26/23)

Budget to Date

ARTICLE 11.

Adjournment

Minutes

Cascade Charter Township
Downtown Development Authority
Tuesday, July 18, 2023
5:30 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Puplava called the meeting to order at 5:30 P.M.
Members Present: Kleyla, Preston, Stephan, Puplava, Growney, Lesperance, Siegle
Members Absent: Vogel and Makkar
Others Present: Planning Director Brian Hilbrands, Interim Manager Ted Andrzejewski,
and those listed on the sign-in sheet.

ARTICLE 2. Approve the current Agenda

Motion was made by Member Stephan to approve the current agenda. Supported by Member Kleyla. Motion carried 6 to 0.

Member Siegle arrived at 5:33 P.M.

ARTICLE 3. Approve the Minutes of the June 20, 2023 Meeting

Motion was made by Member Growney to approve the June 20, 2023 meeting minutes as written. Supported by Supervisor Lesperance. Motion carried 7 to 0.

ARTICLE 4. Acknowledge visitors and those wishing to speak

There was no one that wished to speak.

ARTICLE 5. Introduction of Interim Township Manager Ted Andrzejewski

Interim Manager Andrzejewski attended the meeting to observe and gain a better understanding of the happenings in the DDA.

ARTICLE 6. Discuss and consider McKenna proposal regarding LyftPass Implementation

The Rapid was notified of the decision made at a previous meeting that their proposed contract was not accepted. They did not negotiate other options set forth and The Rapid declined alternatives.

Danielle Bouchard with McKenna explained their scope of work regarding the LyftPass program. There are a few unknowns logistically such as a start date timeline and a geofence boundary. Lyft is currently running a pilot program that allows its services to be customized in any way desired. Figuring out how to utilize the \$218,000 in the transportation budget is essential prior to the initiation of the program. Advertisements for new transportation services will need to be discussed as well.

Bouchard anticipates that for the LyftPass, McKenna will need to attend more meetings and provide additional memos to improve communication with the board.

McKenna's work is estimated to cost \$10,500. This includes the implementation, launching, and background work involved in creating the LyftPass program.

Chair Pupilava confirmed there is ample space in the budget to finance the program.

Motion was made by Member Stephan to accept McKenna's proposal for the scope of work regarding the LyftPass program. Supported by Member Siegle. Motion carried 7 to 0.

Supervisor Lesperance recommended also utilizing the "Ride to Work" program through Hope Network since the township already uses its services. This program is designed for individuals with disabilities and seniors, but it can be customized to accommodate other citizens for an extra fee.

ARTICLE 7. Project Updates:

- **Thornapple Plaza Redevelopment** – Bouchard explained they previously presented a draft idea of what the area may look like. The timeline for this project is to be determined. There are property owners in that area looking to improve the existing buildings and are wanting to collaborate with Cascade Township. McKenna will be creating a refined vision of what this partnership may look like.
- **Cascade Road Pedestrian Bridge** – The project has generated a lot of excitement among the residents. There still needs to be a decision on how wide the bridge will be on both sides, as the Pathways Committee expressed concern regarding that. There are still design details that need to be decided upon.
- **Tassell and Westdale Memorial Parks** – Buildings and Grounds staff have been updating both parks. Staff is looking into adding more vents to the restrooms at Tassell Park.
- **Pathway Committee** – Updates on Buttrick Ave will be implemented. There will also be Burton St bridge updates.
- **Master Plan amendments** – Some of the Master Plan amendments are to include projects listed above.

ARTICLE 8. Brief Updates

- **DDA/Economic Development Director** – There is a Township Manager starting on September 11 and he will act as the Economic Development Director unless he feels a full-time employee would be needed.
- **Strategic Plan Implementation Update** – There is a meeting on July 21.
- **Joint Meeting Update** – The joint meeting is to be determined.
- **Update Regarding Scheduling of Information Meeting** – This will be scheduled for next month's meeting.

ARTICLE 9. Any Other Business

- **DDA Sidewalks** – Interim Manager Andrzejewski questioned whether the responsibility of sidewalks in front of businesses lies with the owner or the

township. Chair Pupilava clarified that the township pays for part of the Buildings and Ground salaries to handle projects within the DDA. The DDA has handled larger projects such as the sidewalk at Centennial Park.

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

Motion was made by Supervisor Lesperance to adjourn the meeting. Supported by Member Siegle. Motion carried 7 to 0. The meeting adjourned at 7:07 P.M.

Respectfully submitted,

Rene Growney, Secretary



Memorandum

TO: Cascade Township DDA
FROM: Danielle Bouchard, AICP
Chris Khorey, AICP
SUBJECT: **Project Updates: Transportation Programs & Thornapple Plaza**
DATE: August 15, 2023

The Cascade Township DDA unanimously voted to not renew the contract for Route 29 bus transportation services with The Rapid. Over the last several years, the DDA has been funding the costs to operate Route 29 within the DDA district, which cost approximately \$218,000 per year. Route 29 services will cease to operate within the Cascade Township DDA district beginning on August 27, 2023.

To ensure that there are no gaps in transportation services to get employees to and from work, Township leadership and consultants at McKenna have been researching other third-party transportation options. A status update of the proposed transportation options are included in this memorandum below.

Aside from transportation program updates, McKenna and Township staff continue conversations with property owners of Thornapple Plaza. An update on those meetings is also provided herein.

LYFT PASS PILOT PROGRAM

Background Snapshot

The Lyft Pass Program is a curb-to-curb pay-as-you-go transportation service operated by Lyft. Through this service, the DDA has the option to customize the program to subsidize a certain number of Lyft rides, a certain budget for Lyft rides, or both. The DDA approved a contract for McKenna to assist with the research, launching, and development of this program.

Lyft Pass Program Challenges

In July 2023, McKenna staff met with potential partners at Lyft to discuss program details and steps to launch the program. During this discussion, a few new items/challenges associated with the program were identified:

- All Lyft Pass programs require a valid credit card on file, linked to a bank account, in order to operate. Lyft is not able to run the program based on a “monthly invoice” payment system.
- The boilerplate Terms of Service Agreement through Lyft cannot be changed, customized, or modified to fit the DDA’s needs.
- The DDA’s ultimate goal is twofold, to provide better/enhanced transportation services to DDA businesses while also saving funds. By meeting with staff at Lyft, it was discovered that the \$218,000 would not stretch very far with the Lyft Pass Program, as previously thought. As such, if this program were to be implemented, the DDA may not save as many funds as desired.
- Lyft suggested to determine the “highest needs population” that will need bus service. In this case, that population is employees. From there, we would work backwards to determine the best subsidy type and set up.



- McKenna reached out to all DDA businesses to get a count of employees who use the bus but have not had substantial success with responses.
 - 26 total responses, 250 businesses in DDA boundary
 - Current count of employees that use the bus: 21

Status Update

Given the constraints listed above, and as per Township legal council's advice, the Township does not wish to pursue the Lyft Pass Pilot Program any further at this time. Because of this, McKenna will *not* bill more time or costs and the contract will be considered terminated.

HOPE NETWORK SERVICES

Program Overview

In the meantime, Township staff and McKenna have engaged in conversations with representatives from Hope Network to discuss transportation options. Hope Network has stated that they are interested in a partnership with the DDA to supplement transportation services. The potential transportation program with Hope Network is completely customizable. The program will be in place by August 27, 2023 when Route 29 is decommissioned.

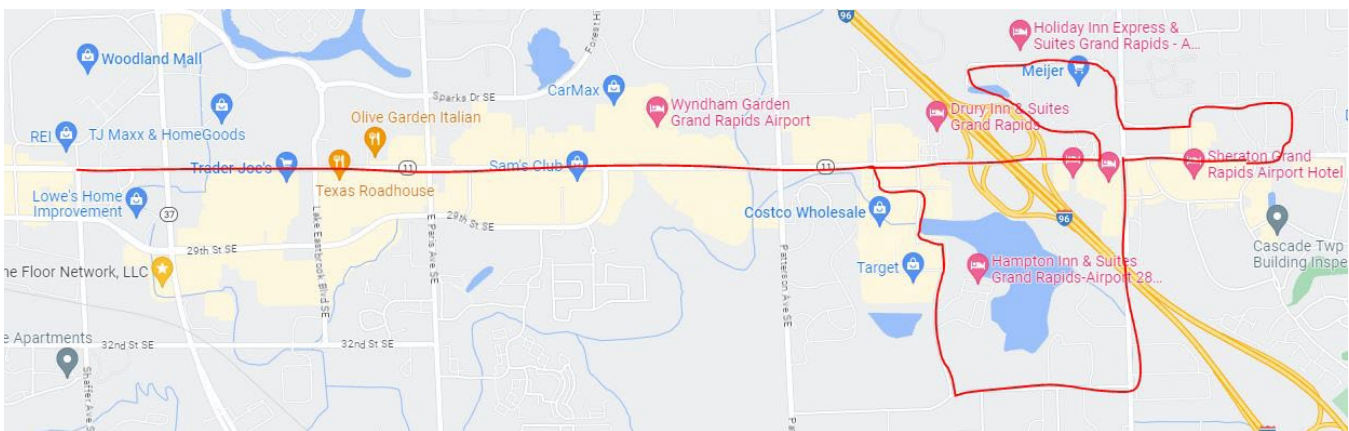
The current idea is to set up Hope Network buses as a “hub” at Woodland Mall and run into Cascade Township. The key stops preliminarily identified include:

- | | |
|------------|----------|
| • Meijer | • Target |
| • Walmart | • Aldi |
| • Goodwill | • Costco |

The number of routes and frequency of routes are yet to be determined. Through McKenna’s analysis already conducted, the following key conclusions from ridership data provided by The Rapid include:

- Route 29 is *busiest* from 3-6pm and *slowest* from 8-9am.
- Average weekday ridership is 131 riders per day. Saturday average is 92 riders and Sunday average is 53 riders.
- More riders take Route 29 to go westbound than eastbound.
- Only about 10% of riders travel further east than Walmart.

A drawing of a proposed route is included below. This proposed route is approximately 9 miles roundtrip.





Hope Network is in the process of determining potential cost estimates to run this route, or other preferred route options (still in discussions). It is expected that the Hope Network program will occur in three phases over time:

- **Phase I, short term:** getting employees to work from Woodland Mall to several key destinations listed above. Route times and frequency are being determined. Costs for this program will be funded by the DDA.
- **Phase II, mid-term:** Hope Network will work with businesses in the DDA District to supplement program costs. At this point, the route will be reevaluated (as necessary) based on ridership and other factors.
- **Phase III, long-term:** opening services to all shoppers, customers, and employees with program costs covered largely by businesses.

The Township is hosting a meeting for all business owners/managers in the DDA District on August 9th to discuss employee transportation needs, answer questions they may have, and discuss potential route ideas or options.

THORNAPPLE PLAZA

Township staff and McKenna continue to meet with property owners of Thornapple Plaza. As previously discussed, property owners are supportive of the overall vision to (re)develop Thornapple Plaza into a mixed-use Village hub. Project Architect (McKenna), designed the following rendering ideas for the area:



Idea #1 key features: Mixed use buildings, multi-story, boulevard entrance, connected sidewalks, street trees, intentional and connected parking areas, higher density or mixed uses and residential, greenspace, usable public space, etc. This is considered the “best” option.



Idea #2 key features: single-story buildings with fewer multi-story buildings, boulevard entrance, connected sidewalks, street trees, intentional and connected parking areas, lower density mixed-use or single use buildings, greenspace, usable public space, etc. This is considered the “better” option.

Next Steps

Property owners took these ideas back to their team to discuss potential cost estimates and constraints. Once feedback is received, McKenna will revise the drawings to closer reach a collaborative vision.

At the request of Township leadership, McKenna is proposing the following amendment to our existing contract for the Thornapple Plaza project:

- Remove scope items relating to the “Upper Village” as this work is already being implemented by the Township, DDA, Library, and other applicable organizations and partners.
- Allocate “Upper Village” budget in the scope to the Thornapple Plaza subarea plan.
- Revise a new scope item that will assist with the research and development of programs and/or policies for the DDA to implement to assist with (re)development efforts.

The proposed revised scope is included in this memorandum for reference.



MCKENNA

August 1, 2023

Downtown Development Authority
Cascade Charter Township
5920 Tahoe Road SE
Grand Rapids, MI 49546

Subject: Amendment to DDA Strategic Plan Contract

Dear DDA Board Members,

This proposal is intended to serve as a contract amendment with the Cascade Township DDA for assistance with the DDA Strategic Plan. Most notably, changes to the existing contract include the elimination of Task #2 as outlined below. Instead, McKenna will use already approved funds from Task #2 below (Upper Village Plan) and allocate to Task #3 (Thornapple Plaza) or a new Task #4. Proposed changes to the existing contract are described as follows:

- Strikethrough text of eliminated tasks
- **Red** text of new proposed tasks

Given the direction from the Library's vision for the new Friendship Park and central gathering space area as well as conversations from property owners of Thornapple Plaza, we recommend reallocating existing funds under the current contract to pour more resources into the Thornapple Plaza Plan and implementation.

We're delighted by the prospect of working with the Township and look forward to continuing to work cooperatively with local officials and the public in one of Kent County's premier communities.

Task 1: DDA Goals and Objectives. Using the framework already development by Board Member Michelle Kleyla, McKenna will work with the DDA Board to develop a clear and concise set of Goals and Objectives. This document will guide the rest of the planning process, and also serve as a decision-making tool for the DDA going forward. *Fee: \$2,000, including initial drafting and revisions.*

Task 2: Upper Village Plan (Library Area). McKenna will undertake the following tasks to create a detailed redevelopment plan for the "Upper Village" as defined by the Township Strategic Plan (see attached map).

- ~~**Subcommittee:** Help convene a subcommittee of representatives from the Library, Planning Commission, Parks Committee, and DDA. The initial responsibility of the subcommittee will be to coordinate on the library's ongoing exterior improvements on its campus. The subcommittee will also determine whether the library's improvements should be the "**Central Gathering Place**" described in the Strategic Plan, or whether that should be pursued elsewhere (such as the Lower Village). Following their coordination role with the library improvements, the subcommittee will transition to being the "hub" for discussions of recreational improvements and redevelopment opportunities in the "Upper Village" area. *Fee: Hourly (see rates included in this proposal).*~~

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

O 616.226.6375
F 248.596.0930
MCKA.COM

Communities for real life.



- **Redevelopment Conceptual Design:** McKenna will create a redevelopment plan, including map view, plan view, and isometric view, as well as two street level renderings. The redevelopment plan will clearly designate the future of the public and private land around the library. *Fee: \$5,000*
- **Mobility Improvements:** McKenna will create a detailed plan of needed mobility improvements in the Upper Village area, including any traffic lights, sidewalks, bike infrastructure, transit stops, and other improvements deemed necessary. *Fee: \$2,000*
- **Redevelopment Implementation Plan:** McKenna will create an action plan for the DDA to implement in the Upper Village, potentially including infrastructure investments, beautifications, property acquisitions, grants to private businesses, and public-private or multi-jurisdictional partnerships. We will also recommend Master Plan and Zoning Amendments for review by the Planning Commission. *Fee: \$1,000*
- **Stakeholder Meetings for Implementation:** McKenna will meet with key stakeholders that will play a role in implementation, on as as-needed or as-requested basis. *Fee: Hourly*

Task 2: Lower Village Plan (Cascade Road). McKenna will undertake the following tasks to create a detailed redevelopment plan for the “Lower Village” as defined by the Township Strategic Plan (see attached map).

- **Development Design Palette:** McKenna will create a “palette” of architectural, landscaping, and site design aspects that the DDA wishes to promote in the Cascade Road corridor. These can be used as criteria for grants to businesses, and could also be incorporated into the Zoning Ordinance, in cooperation with the Planning Commission. *Fee: \$2,000*
- **Mobility Improvements:** McKenna will create a detailed plan of the DDA’s desired mobility improvements in the Lower Village area, including any traffic lights, sidewalks, bike infrastructure, transit stops, and other improvements deemed necessary. *Fee: \$2,000*
- **Redevelopment Implementation Plan:** McKenna will create an action plan for the DDA to implement in the Lower Village, potentially including infrastructure investments, beautification, property acquisitions, grants to private businesses, and public-private or multi-jurisdictional partnerships. We will also recommend Master Plan and Zoning Amendments for review by the Planning Commission. *Fee: \$1,000*
- **Stakeholder Meetings for Implementation:** McKenna will meet with key stakeholders that will play a role in implementation, on as as-needed or as-requested basis. We anticipate that meetings with the Kent County Road Commission will be necessary. *Fee: Hourly*

Task 3: Thornapple Plaza Plan and Redevelopment Actions. McKenna will undertake the following tasks to create a redevelopment vision for the Thornapple Plaza shopping center, refine that vision through engagement with property owners and tenants in the Plaza, and then work to implement the vision through a public-private partnership.

- **Redevelopment Conceptual Design:** McKenna will create a redevelopment plan, including map view, plan view, and isometric view, as well as two street-level renderings. The redevelopment plan will clearly designate the vision for the Thornapple Plaza. The initial vision will be reviewed by the DDA Board and other Township leaders. Subsequently, the vision will be presented to the owners of the Plaza for



feedback and buy-in, resulting in a final version that will guide implementation actions. ~~Fee: \$10,000~~
\$12,000 (allocated from Request for Proposals strikethrough below)

- **Redevelopment Implementation Plan:** McKenna will create an action plan for the DDA to implement on the Thornapple Village site, potentially including infrastructure investments, beautification, property acquisitions, grants to private businesses, and public-private or multi-jurisdictional partnerships. We will also recommend Master Plan and Zoning Amendments for review by the Planning Commission. The implementation plan will be sensitive to the needs of the existing owners and tenants in the Plaza. *Fee: \$1,000*
- ~~**Request for Proposals:** Once the vision and the pathway to redevelopment are complete, McKenna will draft a Request for Proposals for local developers to assist with the redevelopment of the complex. *Fee: \$2,000*~~

Task 4: Implementation Resources. The DDA has a prime opportunity to spark economic development and redevelopment initiatives by allocating funding and launching proper programming to assist with those efforts. Some of the tools used to initiate these (re)development activities can include facade improvement programs, land acquisition, leasing, and other creative tools. As such, McKenna is prepared to assist the DDA with determining the various tools available to them to assist with project implementation. McKenna will accomplish the following tasks:

- Research available tools, programs, and applicable case studies and compile a list of potential programs and/or policies the DDA can implement. These tools are designed to assist with project implementation and clarify public/private partnerships. *Fee: \$4,000*
- Develop a “how-to” guide for DDA members to launch the desired programs. *Fee: \$4,000*
- Assist with the setup and implementation of desired programs. *Fee: Hourly as assistance is requested by the DDA.*

Meetings: Meetings, including those listed above, monthly DDA meetings, and other meetings that may become necessary, are not included in the fees above, because the number and type of meetings should remain flexible. McKenna will invoice hourly for meetings at the rates listed in this proposal. Travel time will be included.

B. FEES AND INVOICING

McKenna will complete the tasks described above for the following lump sum fees, for a total fee of **\$28,000**, plus hourly billing for meetings:

- **Goals and Objectives: \$2,000**
- ~~**Upper Village: \$8,000**~~
- **Lower Village: \$5,000**
- **Thornapple Plaza: \$13,000**
- **Implementation Resources: \$8,000**



C. HOURLY RATES

For services not included in the lump sum fees above, including meetings, McKenna’s professional hourly rates are as follows. No hourly invoicing will occur unless McKenna is specifically requested to undertake a task or attend a meeting by the Township.

<u>Professional Classification</u>	<u>Rate Per Hour*</u>
President	\$150.00
Executive or Senior Vice President	\$140.00
Vice President	\$135.00
Director	\$130.00
Senior Principal or Manager	\$125.00
Principal	\$120.00
Senior	\$110.00
Associate	\$100.00
Assistant	\$90.00

D. PROFESSIONAL TEAM

Danielle Bouchard, AICP, Principal Planner and Christopher Khorey, AICP, West Michigan Manager, will continue to be the primary professionals providing services to Cascade Township. **Michael Campbell, Urban Designer,** will provide the visual renderings. Other McKenna specialists may be called upon for expertise in redevelopment, transportation, or other topics.

Please let me know if you have any questions. Our team is available to start immediately upon receiving a signed copy of this proposal. Thank you.

Respectfully submitted,

McKENNA ASSOCIATES

Danielle Bouchard

Danielle Bouchard, AICP
Principal Planner

**AUTHORIZATION TO PROCEED
DOWNTOWN DEVELOPMENT AUTHORITY, CASCADE CHARTER TOWNSHIP, KENT COUNTY, MICHIGAN**

Signature Title Date

Name (printed)

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

Wednesday, July 12, 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, Attorney Homier-Foster Swift, 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 Treasurer Korstange to approve the agenda.
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)**
None
- Article 6.** **Approval of Consent Agenda**
a. Receive and File Minutes
1. Township Board Meeting – 6/26/23 & 6/28/23
b. Receive and File Reports
1. Building Department – June 2023
c. Receive and File Education Requests
None
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 May 2023 Financial Statements
Motion by Trustee McDonald, seconded by Trustee Koessel to approve the Financial Actions. Motion carried unanimously.
- Article 8.** **Unfinished Business**
None

Article 9. New Business

059-2023 Consider Approval of New Township Manager Contract

Attorney Homier reviewed the Township Manager contract for Jade Smith. Considerable discussion.

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

Article 10. Discussion

None

Article 11. Public Comments

1. Kenneth Carey-2929 Thornapple River Dr-The noise levels from 18-wheelers compression braking is very high; Township should consider banning compression braking. Airport traffic has increased in the past three 3-4 weeks. Requested updates to the Redevelopment Ready Community process.
2. Jeff Dionne-2984 Thornapple River Dr-The Fourth of July event was great. A Scenic Drive marker needs to be used on Thornapple River Drive again; no semi-trucks allowed. Trucks should be routed to 28th Street.
3. Joseph Albright-5224 Pinta Ct-Re renters and absent landlords: Potential solutions are: allow only one (1) renter per block, no rentals across the street from each other, and limit single-family rentals at a percentage of total single-family homes. Trustee Koessel asked Attorney Homier what the Township can do. Attorney Homier gave several suggestions.
4. Rachel via Zoom-In favor of Wormies.
5. Scot VanSolkema-2570 Orange Ct-Sidewalks around the village are cracked. Cited in front of Harvest Health, the barbershop, and JT's Pizza as examples.
6. Jade Smith via Zoom-Thanked the Board for their support in selecting him for Township Manager.

Article 12. Manager Comments

1. Airport noise should subside when the repairs of a runway are completed around 8/6/23.
2. PFAS remediation is on schedule and within budget
3. Six (6) month budget reviews start next week. Budget reappropriations should occur every six months rather than year-end. Department Heads will start on 2024 budgets.
4. Zoning Administrator Smith-Jacoby is reviewing compression braking ordinances.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked those in attendance for coming to the meeting. Re compression braking: Mufflers can be used.
2. Treasurer Korstange-Also noticed increased noise. Airport take-off times seem to have started earlier. Re compression brakes: Follow the ordinance.
3. Supervisor Lesperance-Complimented Interim Township Manager Andrzejewski.

Article 14. Adjournment

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

Meeting adjourned at 8:03 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

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

Wednesday, July 26, 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, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: Treasurer Korstange (excused)
Also Present: Interim Township Manager Andrzejewski, Captain Stevenson, Planning Director Hilbrands, Assessor Genter, 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 the agenda. Motion carried unanimously.
- Article 4. Presentations**
- 1. Kent County Sustainability Project/Park – Jack Brown, Republic Waste**
 - 2. Kent County Sustainability Project/Park – Darwin Baas, Kent County Director of Public Works**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- 1. Scot VanSolkema-2570 Orange Ct-Metro Cruise Warm-Up** has already been announced on Facebook, yet the Board is voting on it during this meeting. In favor of Wormies-composting is a natural process.
 - 2. Ken Van Der Kolk-7200 Leyton-During this heatwave, emergency calls** have increased. Is the Township being reimbursed for emergency calls to hotels?
 - 3. Rod Schultz-2562 Orange Ct- Re Wormies:** If you own the land, you should be able to do what you want if it's zoned for it.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes**
 - 1. Township Board Meeting – 7/12/23**
 - 2. Planning Commission Meeting – 6/5/23 & 6/19/23**
 - b. Receive and File Reports**
 - 1. Treasurer's Department – May 2023**
 - c. Receive and File Education Requests**
None
 - d. Receive and File Communication**
 - 1. DIRECTV, LLC (DIRECTV) Annual Video Report**

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

Article 7. Financial Actions

a. Consider Approval of June 2023 Payables, Payroll and Transfers
Motion by Trustee McDonald, seconded by Trustee Koessel to approve the Financial Actions. Motion carried unanimously.

Article 8. Unfinished Business

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

Motion by Trustee Koessel, seconded by Trustee McDonald to remove item from table. Motion carried unanimously.

Motion by Trustee Noordhoek, seconded by Trustee McDonald to send item back to Planning Commission. Motion carried unanimously.

Article 9. New Business

060-2023 Consider Resolution to Approve the Levy of the 2023 Millage Rates (Roll Call)

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

061-2023 Consider Approval of the Furniture Bid for Fire Station #1

Motion by Trustee Koessel, seconded by Trustee Shipley to approve Custer's bid. Motion carried unanimously.

062-2023 Consider Resolution to Approve Rezoning of Approximately 10 Acres from PUD to R-1 Residential for 7540 & 7550 Alaska Ridge (Roll Call)

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

063-2023 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.

064-2023 Consider Resolution to Amend Ordinance No. 1B of 2020 (Roll Call)

Motion by Trustee McDonald, seconded by Trustee Noordhoek to extend the moratorium to October 1, 2023. Motion carried unanimously by roll call vote.

Article 10. Discussion

None

Article 11. Public Comments

1. Terri Riggles-2765 Orange Ave (Gaylord House)-Re Go Bus: Since it has been discontinued, residents who used the service only have Hope Network and Ride Link, which run Monday through Friday during business hours. Go Bus ran during the off hours. Asked the Board to reconsider contract or other options.

2. Frances Foley-2765 Orange Ave (Gaylord House)-Re Go Bus: Senior Citizens and those with disabilities should be taken care of. Grand Rapids is behind the times.
3. Jane Scholtens-2765 Orange Ave (Gaylord House)-Re Go Bus: Appreciated the service. It was not just a ride; it was a way to connect with others. Hopes the Board will reconsider.
4. Steve Faber-1845 Meadowfield Dr-Re Kent County Sustainability Project/Park: Works for Kent County Department of Public Works. Quoted Vern Ehlers. Supports the project and noted that Charlevoix does not have flow control.
5. Luis Chen-5745 Whitneyville-Re Wormies: Requested the Board resolve the issue quickly. Wormies helps the environment.
6. Rod Schultz-He hasn't received a response from Zoning Administrator Smith-Jacoby about Property Code 299-5.
7. Jarret Jakubowski-19 White Hills Ave-Re Parade Float Contest during Ada/Cascade Township Fourth of July Parade: Thinks the judges picked the wrong float.
8. Daniel Schoonmaker-Grand Rapids-Re Wormies: In support. Impressed with the diligence of the Board and Planning Commission. No one has anything bad to say about Wormies; it can also be a learning opportunity for elementary students. The State of Michigan has resources to support.
9. Kerry Gorsuch-3044 Thornapple River Dr-In support of traffic control on Thornapple River Drive. Please get more junk out of the river.
10. Scot VanSolkema-Who is responsible for the upkeep of sidewalks? Re Wormies: Why is it taking so long? Re Pathways on Peace Street: Extreme wash-out when it rains.
11. Chandler Michalsky-5745 Whitneyville-Re Wormies: There is very little traffic compared to the subdivisions. Spoke of the benefits of composting.

Article 12. Manager Comments

1. Personnel/Finance Committee is doing well.
2. The Rapid: They are very resistant to the Township's recommendations. The Township wants to find a solution and help workers, elderly and the disabled.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked those in attendance for coming to the meeting and sharing ideas.
2. Supervisor Lesperance-Thanked everyone for attending. Thanked the Planning Commission and the Downtown Development Authority for their work.

Article 14. Adjournment

Motion by Clerk Slater, seconded by Trustee Shipley to adjourn. Motion carried unanimously.
Meeting adjourned at 9:08 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

DRAFT

User: LIZ
DB: Cascade

PERIOD ENDING 08/31/2023

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

GL NUMBER	DESCRIPTION	2022	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	AMENDED BUDGET	08/31/2023 NORM (ABNORM)	MONTH 08/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
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	49,029.38	6,614.95	(24,029.38)	196.12
248-000-667-001	RENT-TUFFY	70,500.00	78,769.00	50,169.58	0.00	28,599.42	63.69
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	2,000.00	0.00	2,000.00	50.00
Net - Dept 000		1,254,934.12	1,306,124.00	730,892.71	6,614.95	575,231.29	
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	1,885.45	135.00	5,114.55	26.94
248-190-801-000	CONTRACT SERVICES	0.00	55,000.00	16,303.00	0.00	38,697.00	29.64
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	127,588.30	0.00	89,951.70	58.65
248-190-921-000	ELECTRICITY	24,000.00	26,000.00	9,274.70	33.82	16,725.30	35.67
248-190-922-000	STREETLIGHTS	5,000.00	10,000.00	21,074.00	18,398.00	(11,074.00)	210.74
248-190-924-100	CELL PHONES/DATA	900.00	900.00	576.70	0.00	323.30	64.08
248-190-927-000	WATER-SEWER	6,500.00	8,500.00	273.49	0.00	8,226.51	3.22
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	70,000.00	60,000.00	10,983.76	5,550.14	49,016.24	18.31
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	959.23	959.23	9,040.77	9.59
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)	(189,276.99)	(25,076.19)	(495,153.01)	
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)	

User: LIZ

DB: Cascade

PERIOD ENDING 08/31/2023

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GL NUMBER	DESCRIPTION	2022	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	08/31/2023 NORM (ABNORM)	MONTH 08/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA							
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	730,892.71	6,614.95	575,231.29	55.96
TOTAL EXPENDITURES		894,445.05	1,258,768.00	198,945.74	25,076.19	1,059,822.26	15.80
NET OF REVENUES & EXPENDITURES		360,489.07	47,356.00	531,946.97	(18,461.24)	(484,590.97)	1,123.29

Fund 248 DDA

GL Number	Description	Balance
*** Assets ***		
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	1,378,200.08
248-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	117,936.93
248-000-003-005	CD - COMERICA	1,176,107.61
248-000-003-035	ADVENTURE CU CD M 2/24/20	220,919.55
248-000-003-040	CD - UNION BANK M 8/26/20	263,178.58
Total Assets		3,156,342.75
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000-390-000	FUND BALANCE - UNASSIGNED	2,624,395.78
Total Fund Balance		2,624,395.78
Beginning Fund Balance		2,624,395.78
Net of Revenues VS Expenditures		531,946.97
Ending Fund Balance		3,156,342.75
Total Liabilities And Fund Balance		3,156,342.75