

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
January 18, 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/85880203218>

Meeting ID: : 858 8020 3218
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 November 16, 2021 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items *(Comments are limited to five minutes per speaker)*
- ARTICLE 5.** DDA Funding/2022 Budget
- ARTICLE 6.** Discuss & Consider Flower Bed/Landscape RFP
- ARTICLE 7.** Discuss Projects & Tactical Urbanism
- ARTICLE 8.** Discuss DDA Goals
- ARTICLE 9.** Strategic Plan Update
- ARTICLE 10** Election of Officers
- ARTICLE 11.** Any Other Business
 - a. Contact List for Board Members
 - b. Next Meeting: February 15, 2022
- ARTICLE 12.** Adjournment

Minutes
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday November 16, 2021
5:30 P.M.
2870 Jacksmith Ave SE

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

ARTICLE 2. Approve the current Agenda

**Motion was made by Supervisor Lesperance to approve the current Agenda.
Supported by Member Makkar. Motion carried 7 to 0.**

ARTICLE 3. Approve the minutes from the October 19, 2021 meeting

Motion was made by Member Kleyla to approve the minutes from the October 19, 2021 meeting as written. Supported by Supervisor Lesperance. Motion carried 7 to 0.

ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.

Craig Meurlin attended the meeting and spoke about some of the things he noticed from the previous meeting's budget discussion. He said that what was listed as a 'spike in fund revenue in relation to how income was calculated due to the Tuffy Loan' didn't make sense as income is not calculated differently for a loan versus not a loan. He believed that the current change in ownership of Tuffy was an opportunity to begin discussions with the prior owner about moving the business to a different site so it's current site could be freed up for other businesses and the DDA to better develop the area. He thought DDA members should know how to spend the money they were accumulating and, if they didn't, the money should go back to the public. He didn't think the DDA should be looking for ways to spend money or paying for a consultant to find beneficial projects.

Speaking on the Complete Street Project and turnabout at 28th and Cascade, he said that the roundabout is one of the worst things they could do and the residents and business owners don't want it. He believed that the DDA should throw out the idea and not research it any further. He also expressed his dislike for raised median sections as he believes they are dangerous; he doesn't believe traffic is going too fast there. The 'Welcome to Cascade' sign at the 36th street entrance/exit that he believes cost approximately \$250,000 was another item he didn't see as a good use of DDA funds.

Meurlin also expressed his disagreement with tactical urbanism, saying that he didn't know what it is but he doesn't think money should be spent on it. He thinks the money should instead be spent on what the residents want.

ARTICLE 5. Discuss Flower Pot/Landscape Bed RFP

Director Korhorn presented the current RFP for the existing flowerpots and planting as well as the redesign of the landscaping in the bed at 6820 Cascade Road. The DDA thought that starting small would be best for this year and then could be expanded at a later time if the board wanted to move forward with that.

A draft RFP was in the meeting packet and more details would go into it once the time was closer and some of the decisions were more fleshed out. Director Korhorn said that she was looking for some feedback on the RFP, such as the length of the contract, etc.

Chair Pupilava asked if on page three, where they were talking about criteria for plants, should it be listed that they are supposed to be viable for three or four seasons. Director Korhorn said she would add that in. Chair Pupilava also asked about watering as she was unsure if the building and grounds employees would be taking care of that or if it were something that should be listed in the RFP. Director Korhorn said that the existing pots have irrigations that goes directly to them and she was unsure if the bed at 6820 had its own irrigation, but she would look into it. Chair Pupilava also suggested that they request applicants include information on cost and execution of any additional watering or changes to irrigation that would be needed if their plan were accepted. Member Kleyla suggested making a map to show any applicants and building and grounds where the pots were to be located. Chair Pupilava asked about the section that mentions plants are to be there 'spring, summer, and fall' and Director Korhorn said it should be changed to say 'summer, fall, and winter' as spring is generally too tricky to keep these types of plants alive.

Supervisor Lesperance suggested something should be included about adding 'creativity' as one of the criteria for evaluation. The committee liked that idea. Member Vogel asked if this RFP was just targeting the current pots or if they were tying the tactical urbanism initiative into this project as well. Chair Pupilava said that they were only including current pots and the one bed in this RFP for 2022 and would look into doing more if they wanted to in 2023. She also suggested specifying a preference for Michigan native plants for the pots in the RFP but the committee thought that would be too limiting.

Chair Pupilava said that she thought it would be best to leave timing and turnaround to Director Korhorn and the committee would review the RFP after changes were made. Director Korhorn said that sounded good but should the section on page four that says, 'planters to be planted no later than the weekend of' be left up to the landscaping company? Member Kleyla said that should be dependent on weather because they don't want frost to take out the plantings and Chair Pupilava suggested giving them a target date of 'by Memorial Day' and put it on the companies creating the proposals as they know the growing schedule.

Supervisor Lesperance said that she thinks she knows who does Ada's planters and would check in with them for some information on how they run the program.

ARTICLE 6. Discuss DDA Projects & Tactical Urbanism Ideas

Director Korhorn shared that tactical urbanism is a low-cost way to test projects in an area before spending a lot of money on permanent infrastructure. Chair Pupilava requested members submit ideas for tactical urbanism and Member Kleyla sent in some ideas for the committee to discuss.

Member Kleyla's first idea was de-paving and adding food trucks, pop up cafes, and retail in the Thornapple Center parking lot on Cascade Road or in the D&W parking lot. The Thornapple Center is currently an 'aesthetic disaster' with pot holes, outdated buildings, and general disrepair of the area. Member Kleyla thought it would be a great area to turn into an outdoor venue with spots for food and entertainment. Director Korhorn said she was already checking with the lawyer to see if they can use tax dollars on private property. Chair Pupilava thought it was a great idea but we first need to see if it were something that could be done legally. Some members liked the idea of having a farmers' market there but Director Korhorn said they had explored that idea a few years ago and the local farmers said that there were already too many farmers markets in the area and it was saturated but that was something they could explore again to see if that were still true.

Member Dewitt asked if there was a list of township-owned buildings and property. Director Korhorn said that, in the district, they own the parcel below Tuffy, the Tuffy parcel, township office buildings, and the property next to the Wisner Center. Member Kleyla suggested taking parcels of land that aren't currently being used and creating community gardens that everyone could use. It was suggested that a township properties map should be made, if it doesn't already exist, as that would give the committees a way to see layout of areas they have to work with.

Supervisor Lesperance suggested planting a tree in the knoll at the Museum Garden Park where they put up a fake Christmas tree now but had a real tree there in the past.

Member Kleyla's second idea was adding pop up cafes for expanded outdoor dining. The pandemic has forced some local restaurants to move more of their patrons outside and the DDA could help spruce up those outdoor venues. Chair Pupilava said they needed to be careful with how this is approached as the variances that were passed for outdoor dining during the pandemic in the previous year had to go through the Planning Commission so they didn't run into any zoning issues. Director Korhorn explained that there had been an administrative approval process for restaurants to have outdoor seating/dining structures in their parking lots but that process has expired. Now businesses cannot have these structures in their parking lots but can have them on their sidewalks.

Member Vogel didn't think that enhancing outdoor seating may be the most beneficial project for the immediate future due to the labor shortage and companies potentially being unable to staff their current seating, let alone adding more, but it could work long term to improve business and utilization of space. Chair Pupilava asked if anyone knew why people were against the continuation of this ordinance and Director Korhorn

shared that she mostly heard from people that it didn't make sense to change legislation permanently when most businesses didn't take advantage of the opportunity the first time around. On the flip side, some people didn't see a reason not to extend the ordinance when there were businesses where it was being very successfully utilized and there was no need to penalize them.

Member Makar said that it needs to be considered that businesses pay for space based on the number of square feet they contain. He also said that the businesses need to be more mindful of having enough space for parking as some that already didn't have enough room pre-pandemic are spilling over into other business's parking lots. Member Stephan re-emphasized that he doesn't believe this falls under the DDA and should be handled by the Planning Commission as there is no longer a pandemic. Member Vogel asked about the outdoor spaces with empty storefronts and if there was a way to incentivize businesses to fill those locations. Supervisor Lesperance suggested the committee look into what they are financially allowed to do with a privately owned space before taking the idea any further.

Member Kleyla's third idea was creating barriers, either by using planters or other objects, to create an area where bicyclists are protected, either in the roadway or along the side of the road. Member Kleyla said that it was something mentioned in the 'Complete Streets' study and Director Korhorn said one idea is to do something on the bridge to allow for bikes, maybe making the outside lane only usable for walking and bike riding. Supervisor Lesperance agreed and said that she believes it's come time to do something about the bridge and she thinks multiple groups will be looking to solve projects related to it in the near future. She also mentioned that this DDA only goes up to the edge of the bridge and doesn't cross it but there is a DDA on the other side of the bridge that may be willing to work on the project as well. The DDA district ends at the bridge by Verberg and Tuffy.

Supervisor Lesperance asked what the status with Tuffy is and Director Korhorn said that there was a letter sent to Mr. Farlin for additional information and the township went through the lease with their lawyer. There is still some information the township needs to consider with the business and their financials before deciding what they're going to do with Tuffy.

Chair Pupilava encouraged the committee to look at what they can do to make the streets safer for bicyclers as that is a do-able project. Member Dewitt verified that this would only be downtown and on 28th St. Member Vogel said that this was a good time to consider that, as the area and parks grow, the vehicle traffic may need to slow down to accommodate pedestrian traffic and there should be considerations for this now when implementing strategies or tactical urbanism.

Member Kleyla shared that she had been thinking about the pedestrian crossings as the stamped concrete and signs are good but maybe painting lines or putting flashing lights at the crosswalk. She said she had seen a guide from Vermont that has a lot of information and examples of infrastructure with a purpose that would be good for

committee members to go through. Member Dewitt suggested flashing lights when the pedestrians are able to cross and Director Korhorn said that those were brought up a few years ago with the Road Commission in addition to lights that were embedded in the crosswalk or a button that allows the pedestrians to cross and they were not in favor of any of these ideas but these ideas can again be discussed with the Road Commission. Chair Pupilava suggested the commission organize their thoughts, then engage the Road Commission to see where they're coming from and why they were previously not in favor of these safety features. Member Stephan asked if there was a state road commission that oversees the counties and Director Korhorn said that it is MDOT but they don't precede the Road Commission and are often even more restrictive. Member Stephan suggested reaching out to MDOT as they work with all counties and may have ideas of what has and hasn't worked and can pass them along. The members collectively believe that options for what they can fund and what types of projects they can execute should come from the top down rather than the volunteers searching for ideas the Township Board will approve of.

Supervisor Lesperance suggested reaching out to Manager Swayze before reaching out to the Road Commission as he is supposed to be increasing communication and updates between the committees. Chair Pupilava suggested restarting collaboration meetings between the different boards and committees so that each area knows what is going on.

ARTICLE 7. Strategic Plan Update

Member Kleyla said there would be a preview letter from the Township Manager going out at the end of the week encouraging residents to fill out the survey. The survey will go out the next week. They will then begin tracking who is filling out the surveys and if there are specific areas or demographics that are not being represented, they will reach out to encourage those groups in early January. She said there will be many channels available for respondents and only 11 questions to make sure the township is developing a Strategic Plan that follows the resident's ideologies. This will help them determine what big things respondents are interested in as well as their desired level of involvement.

There will be five workshops starting in the second half of February and ending some time in April or May depending on what results come out of the workshops. Instead of waiting until the end of the workshops when a big report would generally come out, the surveys will be trackable with real time response reporting. Member Stephan asked if the group that expresses interest in the survey will become the core workshop group with no contact from other residents or if there will be times other residents who weren't originally interested can jump in. Chair Pupilava said that they should set times to reach out to residents to see if their interest has been sparked or they are passionate about the selected topics post-survey.

Member Stephan mentioned limiting the surveys to one response per computer so that data could not be skewed based on responses from passionate residents that may decide to answer the survey multiple times to influence the resulting projects to fit their

agenda. The consultants don't see this as likely to be a problem and don't advise limiting responses in this way.

There was a large amount of discussion on the timeline for survey results and keeping the consultants to a series of milestones. Member Kleyla said that the steering committee is working on getting a timeline from the consultants so they know what to expect both as to when they will get information as well as when they should be completing any work needed on the township side.

ARTICLE 8. 2022 Meeting Schedule

Director Korhorn shared that 2022 meetings will continue to be held the third Tuesday of every month and the proposed meeting schedule provided in the packet reflects this. The schedule generally isn't approved by the Township Board until their December meeting, so it is not set in stone yet. Two informational meetings will be held, one earlier in the year and one in the fall, and will be scheduled as needed.

Chair Puplava encouraged Supervisor Lesperance to set up some joint meetings with other boards and Member Vogel suggested scheduling these around time when there are specific projects or ideology to talk through.

ARTICLE 9. Any Other Business

- a. Next Meeting: December 21, 2021
Most of the initiatives are pushed to post January so this meeting is likely to be cancelled as it is most years.
- b. Tree Lighting: Sunday November 28th from 5-6:30pm at the Museum Gardens. Santa and Mrs. Clause will be attending and come down on the fire truck.
- c. Businesses Opening/Updates: Opening of Rebel Nutrition, CycleBar (cycling fitness center), Clean Eats, and a craft beer shop in the Cascade Center (two down from Rebel Nutrition). Demolition of the old hotel by Electric Cheetah (which will have Tommy's Carwash taking the space with a small coffee shop), conversations with Chick-fil-a are restarting, and the Crown Plaza is being renovated into a Sheridan Hotel.

ARTICLE 9. Adjournment

Motion to adjourn was made by Member Makkar. Supported by Member Kleyla. Motion carried 7 to 0. The meeting was adjourned at 6:58 P.M.

Respectfully submitted,

Rene Growney, Secretary



CASCADE

DISTRICT

Cascade Downtown Development Authority

What is the Cascade Downtown Development Authority (DDA)?

Authorized by the State of Michigan (PA 197 of 1975)

Purpose:

- Halt property value deterioration and increase property tax valuation where possible
- Eliminate the causes of deterioration
- To promote economic growth.

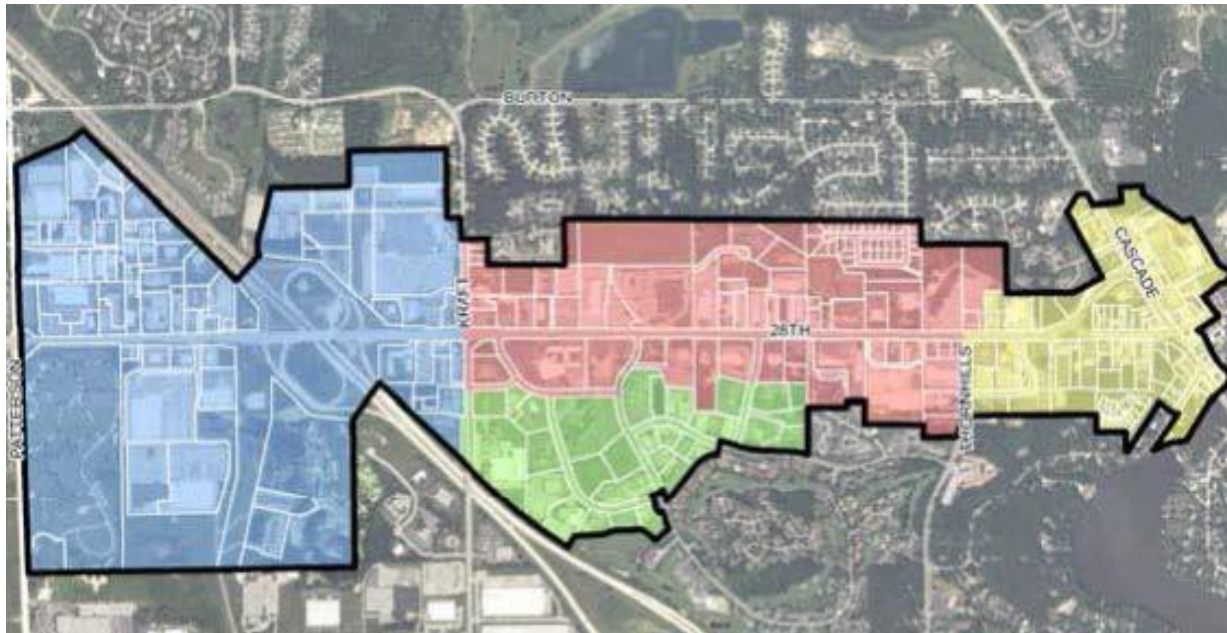
Cascade Township DDA

- Established in 1993
- Expanded in 2003 (Interchange Area)
- Expanded in 2004 (Centennial Business Park)

DDA is governed by a Board of Directors (9 members) appointed by the Township Board

- Mixture of Business owners, DDA residents and at-large residents

Cascade Downtown Development Authority



Cascade Downtown Development Authority

How is a Downtown Development Authority Funded?

- Donations
- Millage (up to 2 mills) Cascade does not levy millage
- Bond Proceeds
- Revenue From Properties
- Other Sources (Grants, Special Assessment, GF Contributions, etc...)
- Tax Increment Financing

Cascade Downtown Development Authority

What is “Tax Increment Financing?”

- The DDA can capture the taxes generated by subsequent growth in the district.
- Taxing jurisdictions always receive the tax revenues from the base taxable value.
- DDA receives tax revenues generated from any taxable value growth from the base year, for the duration of the Tax Increment Financing Plan.
- Local school millages and State Education Tax is not subject to capture – they continue to receive tax revenues on growth.

Cascade Downtown Development Authority

How Does Tax Increment Financing Work?

Base Year

Joe's Trinkets and Widgets

Taxable Value = \$100,000

Millage = 10 mills

Base TV = \$100,000

Increment TV = \$0

Taxes = \$1000

Township = \$100

County = \$500

Library = \$100

College = \$300

DDA = \$0

Year One

Joe's Trinkets and Widgets

Taxable Value = \$103,000

Millage = 10 mills

Base TV = \$100,000

Increment TV = \$3,000

Taxes = \$1030

Township = \$100

County = \$500

Library = \$100

College = \$300

DDA = \$30

Cascade Downtown Development Authority

What can Tax Increment Financing revenues in the DDA be spent on?

- DDAAct has a comprehensive list of the things a DDA can partake in.

TIF funds in general —

- Must be spent on infrastructure/projects/programs within or directly benefitting the DDA development area
- Must be spent on infrastructure/projects or program that are identified in the DDA Development Plan and Tax Increment Financing Plan

Cascade Plan was adopted by the Cascade DDA and Cascade Township Board in November 2011

Cascade Downtown Development Authority

What has the DDA invested in?

- Sidewalks
- Streetlighting
- Old 28th Street Streetscape
- Museum Garden Park
- Cascade/28th Interchange
- Cascade/TRD Interchange
- Mid-Block Crossing
- Project Maintenance
- Utility Costs
- Special Events
- Transportation
- Trees/Landscaping
- Studies/Plans
- Administration

01/14/2022

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

CASCADE CHARTER TOWNSHIP
2020 RECOMMENDED BUDGET REPORT

Calculations as of 12/31/2021

GL NUMBER	DESCRIPTION	2021	2021	2022
		AMENDED BUDGET	ACTIVITY THRU 12/31/21	REQUESTED BUDGET
Dept 000				
248-000-401-401	TAXES - CASCADE TOWNSHIP	311,182	305,780	302,100
248-000-401-402	TAXES - G.R.C.C.	159,934	149,312	156,000
248-000-401-403	TAXES-KENT COUNTY	559,777	529,952	540,000
248-000-401-406	KDL TAXES-DDA	113,574	111,602	110,500
248-000-665-000	INTEREST REVENUE	5,000	10,913	3,000
248-000-667-001	RENT-TUFFY	75,000	72,126	70,500
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE	5,000		2,500
NET OF REVENUES/APPROPRIATIONS - 000 -		1,229,467	1,179,685	1,184,600
Dept 170 - DDA OPERATIONS/CONSTRUCTION				
248-170-723-000	DDA - MEMBERSHIP AND DUES	1,220	1,277	1,320
248-170-724-000	DDA - EDUCATION	2,000	512	2,000
248-170-787-000	MISCELLANEOUS	7,000	1,908	7,000
248-170-802-300	DDA ADMINISTRATIVE	99,426	99,426	99,426
248-170-821-000	ENGINEERING	75,000	4,287	75,000
248-170-826-265	LEGAL	2,500		2,500
248-170-860-000	DDA - MILEAGE	400	85	400
248-170-861-100	BUS SERVICE 28TH ST	214,712	226,852	217,540
248-170-921-000	ELECTRICITY	20,000	25,645	24,000
248-170-922-000	STREETLIGHTS	5,000		5,000
248-170-924-100	CELL PHONES/DATA	850	786	900
248-170-927-000	WATER-SEWER	6,500	7,365	6,500
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	35,000	17,634	70,000
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	8,000	5,331	8,000

248-170-950-000	DDA PROPERTY TAX REFUNDS	50,000	12,409	50,000
248-170-967-000	SPECIAL PROJECTS	71,700	4,836	90,000
248-170-981-000	OFFICE EQUIPMENT	1,000	1,139	1,000
NET OF REVENUES/APPROPRIATIONS - 170 - DDA OPERATIONS/CONST		600,308	409,492	660,586
Dept 901 - CAPITAL OUTLAY				
248-901-970-000	CAPITAL OUTLAY - FFE	230,000	30,435	80,000
248-901-974-000	CAPITAL OUTLAY - LANDIMP	30,000	32,622	
248-901-975-000	BUILDING ADDTIONS & IMPROVEMENTS		444	
NET OF REVENUES/APPROPRIATIONS - 901 - CAPITAL OUTLAY		260,000	63,501	80,000
Dept 990 - DEBT SERVICE				
248-990-992-007	LOAN PRINCIPAL	70,000	70,000	75,000
248-990-996-001	INTEREST AND FEES	24,050	24,050	21,775
NET OF REVENUES/APPROPRIATIONS - 990 - DEBT SERVICE		94,050	94,050	96,775
ESTIMATED REVENUES - FUND 248		1,229,467	1,179,685	1,184,600
APPROPRIATIONS - FUND 248		954,358	567,043	837,361
NET OF REVENUES/APPROPRIATIONS - FUND 248		275,109	612,642	347,239
BEGINNING FUND BALANCE		1,425,600	1,425,600	2,038,242
ENDING FUND BALANCE		3,884,534	3,784,970	4,407,442

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss Flower Pot/Landscape Bed RFP

Meeting Date: January 18, 2022

The DDA board asked staff to put together an RFP for the existing flower pot planting/maintenance as well as the redesign of the landscape bed at 6820 Cascade Rd. SE. Rather than install new planters, the board felt it would be best to start small with the existing pots and landscape bed. Expansion of the program is a possibility at a later time.

The board reviewed the draft RFP at the November meeting and provided staff with comments on changes and/or additions to the document. Those comments have been added into the RFP.

Please review the document for additional revisions. If the DDA board approves the document, it can be sent to landscape companies and placed on the township website.

**CASCADE CHARTER TOWNSHIP
REQUESTS FOR PROPOSALS**

**Downtown Development Authority (DDA) Bid Package - 2022
Downtown Flower Planting and Landscape
Maintenance Services**

Cascade Charter Township is seeking proposals for downtown Flower Planting, Landscape Bed Redesign/Landscape Plant Maintenance Services.

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

Thursday, March 1, 2022 at 2:00 P.M. Local Time

Please mark the sealed envelope as “**BID LANDSCAPE PLANTING & MAINTENANCE**”.

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 Flower Planting and Landscape Maintenance Services

Introduction

Cascade Charter Township is seeking proposals for downtown Flower Planting, Landscape Bed Redesign/Landscape Plant Maintenance Services.

Service Areas (Please see attached map)

- The landscape bed located at Cascade Rd./Old 28th Street (6820 Cascade Rd.). This bed needs to be redesigned and planted. Cascade Buildings and Grounds crew will remove existing plantings from the bed. (This landscape bed has irrigation).
- The flower planters located on Cascade Rd./Thornapple River Dr. and Old 28th Street, near Cascade Rd. (approximately 11 pots, these pots have irrigation).

Funding

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

Information Contractor Must Provide in Their Proposals

- Description of the work to be performed.
- Contractor's plan of action for accomplishing the work, personnel and equipment.
- Project personnel indicating number of personnel and their related work experience.
- Three referrals for similar project work; name, location and contact information.
- Total project cost and itemized budget.
- Include fungicide and disease treatment cost for one application, separate from total project cost.
- Please include information on cost and execution of any additional watering or changes to irrigation that would be needed if plan were accepted.

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

- Understanding of the work, plantings and their care, equipment and schedules required.
- Plantings shall change seasonally for summer, fall and winter
- An adequate program to maintain healthy plant stock at all times in the season.
- Creativity of the pots and landscape bed
- Personnel with the necessary skills, and administrative skills, including the ability to supervise personnel involved in the project.
- Willingness to work with DDA staff, plant provider

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.
- Quoted prices to include all fertilizer, planting materials, labor and delivery charges.
- The successful bidder must arrange for pick-up of planting materials.
- Maintenance services must be available on an as needed basis, subject to the request and approval of the DDA Director.
- The contractor shall work with the DDA on replacement of plants (with same) that have died because of lack care.
- 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.
- Proposals should include a list of any nursery intending to supply the necessary plant materials. The DDA reserves the right to inspect plant materials before awarding this contract and at any time during this contract. The DDA encourages the use of a local nursery. Final plant selection will be approved by the Cascade DDA.
- 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.

Project Details – Planters

- Planters will change seasonally for Summer, Fall and Winter
- All planters to be provided by the DDA. All planters have irrigation.
- Photos or drawings of sample planter designs required.
- Must conform to the Kent County Road Commission requirements (approximately 12 inches high).
- Bid to include a listing of numbers and sizes of plants per planter.
- Planters to be planted no later than Memorial Day weekend. Given unforeseen weather conditions, the DDA is to be contacted and kept informed of adverse growing conditions and estimated delivery dates.

Project Details – Landscape Bed

- Photos or drawings of sample landscape bed designs required.
- Bid to include a listing of numbers and sizes of plants.
- Landscape bed has irrigation.
- Landscape bed must be planted no later than Memorial Day Weekend. Given unforeseen weather conditions, the DDA is to be contact and kept informed of adverse growing conditions and estimated delivery dates.

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 Board to award a contract for services specified herein.

Rejection of Proposals

The 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 and 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 March 1, 2022. Please mark the sealed envelope as "BID LANDSCAPE PLANTING & MAINTENANCE."

BID STATEMENT

Downtown Development Authority (DDA) Bid Package - 2022
Downtown Flower Planting and Landscape
Maintenance Services

- 1. Landscape Bed Redesign – Cascade Rd./Old 28th Street (6820 Cascade Rd.)

2022 Bid: _____

Notes: _____

- 2. Flower Planters – 11 Pots

2022 Bid: _____

Notes: _____

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 **“BID LANDSCAPE PLANTING & MAINTENANCE”**.



Landscape Bed
6820 Cascade Rd. SE

Irrigated Landscape
Planters - 2

Irrigated Landscape
Planters - 2

Irrigated Landscape
Planters - 3

Irrigated Landscape
Planters - 4

VEREIT REAL ESTATE
6771
OLD 28TH ST SE

SCHACTER HOLDING LLC
6791
OLD 28TH ST SE

SCHACTER HOLDING LLC
6791
OLD 28TH ST SE

OLD 28TH ST LLC
6800
OLD 28TH ST SE

OLD 28TH ST LLC
6800
OLD 28TH ST SE

OLD 28TH ST LLC
6810
OLD 28TH ST SE

ATISMA PROPERTIES LLC
6807
CASCADE RD SE

BIERMACHER ANDREW J
6813
CASCADE RD SE

RJR DEVELOPMENT CO LLC
6817
CASCADE RD SE

RJR DEVELOPMENT CO LLC
6817
CASCADE RD SE

RJR DEVELOPMENT CO LLC
6817
CASCADE RD SE

6859 CASCADE PROPERTY LLC
6859
CASCADE RD SE

6859 CASCADE PROPERTY LLC
6859
CASCADE RD SE

G PLACE LLC
6812
OLD 28TH ST SE

K7 LLC
6860
CASCADE RD SE

CASCADE POINTE COMPLEX LLC
6886
CASCADE RD SE

CASCADE POINTE COMPLEX LLC
6886
CASCADE RD SE

CASCADE POINTE COMPLEX LLC
2899
THORNAPPLE RIV DR SE

2781 ORANGE LLC
2781
ORANGE AVE SE

2795 ORANGE AVE LLC
2795
ORANGE AVE SE

LIVINGSTON DAVID R
6865
CASCADE RD SE

NONDA LLC
6883
CASCADE RD SE

CASCADE CHARTER TOWNSHIP
6895
CASCADE RD SE

CASCADE POINTE COMPLEX LLC
6886
CASCADE RD SE

CASCADE POINTE COMPLEX LLC
6886
CASCADE RD SE

CASCADE CHARTER TOWNSHIP
6896
CASCADE RD SE

P & L COMPANY LLC
6905
CASCADE RD SE

P & L COMPANY LLC
6905
CASCADE RD SE

VERBURG ROBERT W & BEATRICE
6915
CASCADE RD SE

VERBURG ROBERT W & BEATRICE
6915
CASCADE RD SE

HURLEY ST

ORANGE AVE

CASCADE RD

THORNAPPLE RIVER DR

THORNAPPLE RIVER DR

OVERLOOK SUMMIT DR

CASCADE CHRISTIAN CHURCH
2758
ORANGE AVE SE

CASCADE CHRISTIAN CHURCH
6865
HURLEY ST SE

CASCADE CHRISTIAN CHURCH
6875
HURLEY ST SE

CASCADE CHRISTIAN CHURCH
2805
THORNAPPLE RIV DR SE

CASCADE CHRISTIAN CHURCH
2811
THORNAPPLE RIV DR SE

CASCADE CHRISTIAN CHURCH
2829
THORNAPPLE RIV DR SE

SOUTHWELL DAVID R
2808
THORNAPPLE RIV DR SE

MILLER GRACE
2824
THORNAPPLE RIV DR SE

VICKERS DOUGLAS
2822
THORNAPPLE RIV DR SE

MCFARLAND JANET
2826
THORNAPPLE RIV DR SE

MCFARLAND JANET
2826
THORNAPPLE RIV DR SE

MILLER GRACE
2824
THORNAPPLE RIV DR SE

CASCADE THORNAPPLE LLC
2842
THORNAPPLE RIV DR SE

D&P LLC
2844
THORNAPPLE RIV DR SE

LAREAU JAMES
2834
THORNAPPLE RIV DR SE

D&P LLC
2844
THORNAPPLE RIV DR SE

VERBURG ROBERT W & BEATRICE
6915
CASCADE RD SE

VERBURG ROBERT W & BEATRICE
6915
CASCADE RD SE

DDA MEMORANDUM

To: Cascade Township DDA Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Discuss DDA Projects & Tactical Urbanism Ideas

Meeting Date: January 18, 2022

At the November meeting there was discussion on projects, including some tactical urbanism ideas. A couple of the ideas presented would take place on private property. Staff checked with the attorney and he stated that if the project/event is on private property, as long as the project/event is for a public purpose, the DDA can use TIF funds, provided it's accounted for in the TIF plan. However, the DDA should have some type of agreement or easement with the property owner.

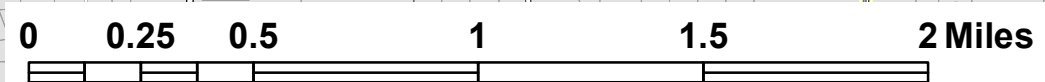
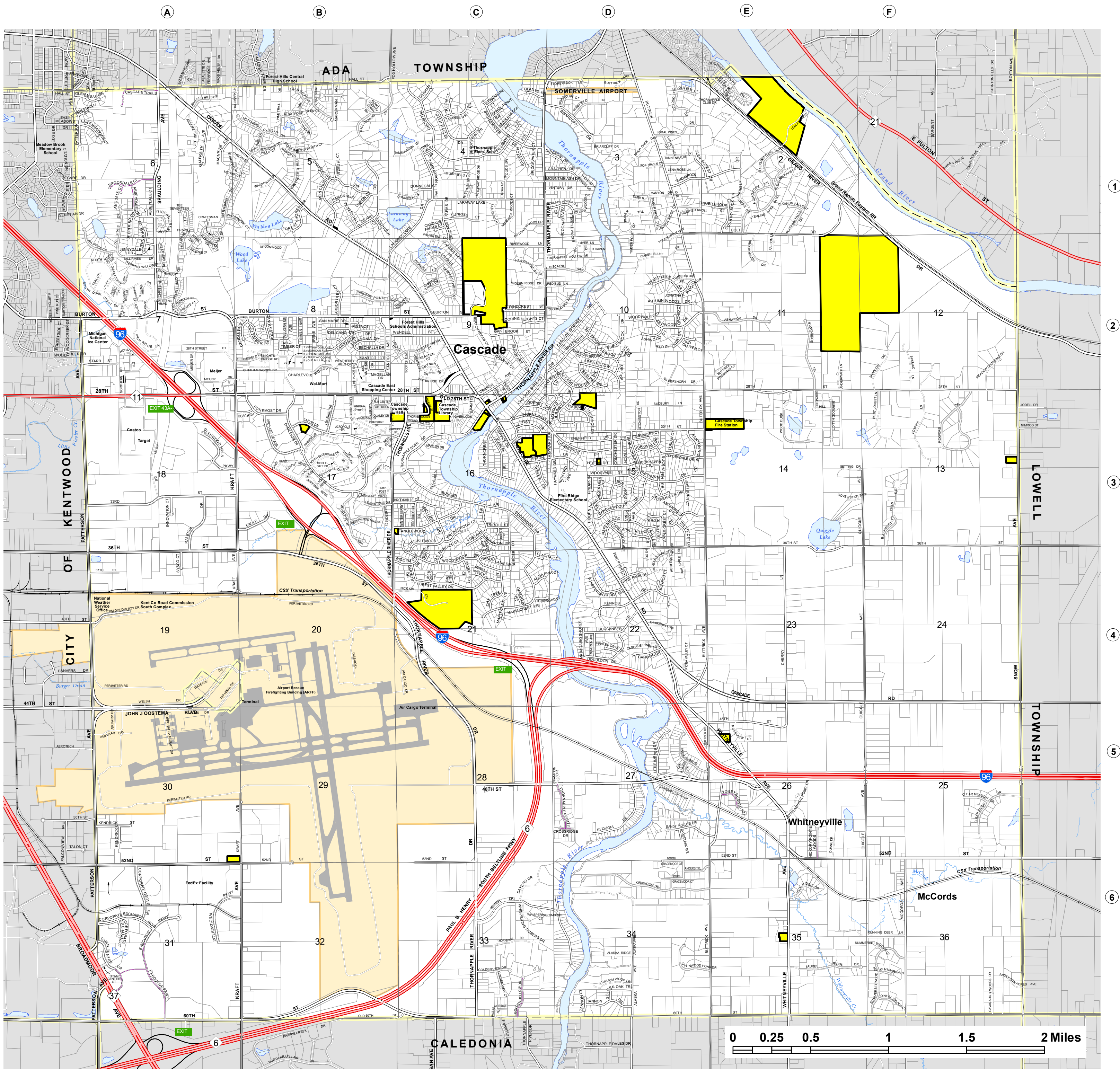
As a reminder, tactical Urbanism provides a low-cost approach to projects, that allows testing ideas in an area for a short timeframe to determine if the idea is valid and will be successful prior to investing in a permanent change.

Below is a brief synopsis of the ideas presented:

1. Combining De-Paving, Food Trucks and Pop-up Cafes & Retail in the parking lot at the center on Cascade Road. D&W Center is another possible location.
2. Pop-up Cafes/Expanded Outdoor Dining
3. Protected Bike Lanes

It was also suggested at the November meeting the DDA consider planting a real tree at the Museum Gardens Park where the old tree was located. Staff asked Thornapple River Nursery to look at the space and make a suggestion on what would fit. Thornapple River Nursery felt that location would be great for an 8-10' Norway Spruce. For comparison purposes, the artificial tree that is erected in the park is 14' tall.

At the October meeting there was discussion regarding holiday lighting and the board requested staff prepare a RFP for the 2022 season. It was suggested the board look for anything they think should be added or changed for the 2022 season.



LEGEND

- Property Owned by Cascade Charter Township
- Railroads
- Roads & Streets**
- Freeway
- Freeway Ramp
- Highway
- Primary
- Secondary
- Proposed/Under Construction
- Private
- Municipal Boundaries
- Airport Runways
- Lakes & Ponds
- Rivers & Streams
- Airports

Date: 1/12/2022

CASCADE CHARTER TOWNSHIP

PROPERTY OWNERSHIP MAP

KENT COUNTY, MICHIGAN



Date: 1/12/2022

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss DDA Goals

Meeting Date: January 18, 2022

The Township is currently going through a Strategic Plan update. It is possible the DDA may not have direction until mid to late 2022 regarding project ideas for the district. Prior to the completion of the strategic plan, the DDA should discuss whether there are any goals the board would like to consider for 2022.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Strategic Plan Update

Meeting Date: January 18, 2022

The DDA board requested that staff place a line item on the DDA agendas regarding an update on the status of the Township Strategic Plan. Supervisor Lesperance and DDA Board Member Kleyla sit on the Strategic Plan Advisory Committee and will provide information and updates to the DDA regarding the process.

DDA MEMORANDUM

To: Cascade Township DDA Board
From: Sandra Korhorn, DDA/Economic Development Director
Subject: Election of Officers
Meeting Date: January 18, 2022

SKK

It is time to elect officers for the DDA for 2022. The 2021 officers were as follows:

Chairman – Jennifer Pupilava
Vice Chair – Steve Stephan
Secretary – Rene Growney

We will need to elect all three positions.