

## **AGENDA**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
February 21, 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 January 17, 2023 Meeting
- ARTICLE 4.** Acknowledge visitors and those wishing to speak to non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Discuss and Consider Village Landscape Planters RFP
- ARTICLE 6.** Cascade Branch of the Kent District Library Outdoor Gardens and Activity Space – For Information Only
- ARTICLE 7.** McKenna Memo - Project Status & Updates
- ARTICLE 8.** Update – Centennial Park Median Islands
- ARTICLE 9.** Update – Cascade Rd. Bridge Pedestrian Improvements
- ARTICLE 10.** Any Other Business
- a. Small Business Resource Event – Wednesday, March 8
  - b. Strategic Plan Implementation Meeting – March 17, 2023
  - c. Transportation Committee Meeting – February 28, 2023
  - d. Minutes: Implementation Committee Meeting – January 20, 2023  
Township Board – December 14, 2022 & January 11 & 25, 2023
  - e. Next Meeting: March 21, 2023
- ARTICLE 11.** Adjournment

## Minutes

Cascade Charter Township  
Downtown Development Authority  
Tuesday, January 17, 2022  
5:30 P.M.  
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Puplava called the meeting to order at 5:31 P.M.  
Members Present: Vogel, Kleyla, Preston, Stephan, Puplava, Lesperance  
Arrived Late: Makkar  
Members Absent: Growney and Siegle  
Others Present: DDA Director Sandra Korhorn and those listed on the sign-in sheet.
- ARTICLE 2. Approve the Current Agenda**  
**Motion was made by Member Vogel to approve the current agenda. Supported by Supervisor Lesperance. Motion carried 6 to 0.**
- ARTICLE 3. Approve the Minutes of the November 15, 2022 Meeting**  
**Motion was made by Supervisor Lesperance to approve the November 15, 2022 Meeting Minutes as written. Supported by Member Vogel. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge visitors and those wishing to speak regarding any agenda or non-agenda items**  
There weren't any visitors who wished to speak on non-agenda items.  
Member Makkar arrived at 5:32 p.m.
- ARTICLE 5. Update from Deputy Dieppa re: Crime in the District (Including Q&A)**  
Deputy Dieppa presented to the DDA and Cascade business owners invited to attend the meeting. Everyone in attendance was able to ask questions and discuss crime they either have experienced or they feared they may experience in the future. The business owners appreciated the discourse and hope to have more meetings like this in the future.
- ARTICLE 6. McKenna – Lower Village Area Mobility & Transportation Committee Update**  
McKenna met with the Road Commission and they were unwilling to consider measures that would slow traffic on Cascade Road. This would make it very difficult, if not impossible, to make that area safely walkable. They considered installing a roundabout on Cascade and 28<sup>th</sup> St but it is unlikely because the cost would outpace the benefit. The Road Commission shared that they believe the township would have more opportunity on 28<sup>th</sup> St because that area has more latitude when it comes to traffic slowing measures. They discussed the pros and cons of roundabouts and other traffic calming measures. There was much concern about pedestrians and crossing roads with the current speed limits.

The committee decided to reach out to the Road Commission to see if they could either attend a DDA meeting or if they DDA could hold a special meeting for them to attend so the DDA didn't have to speak in hypotheticals and could actually hear straight from the Road Commission what they would allow and how they could work together.

McKenna researched other local municipalities and they noted that some subsidize ride sharing programs, some are funded via millage, and some use Dial-a-Ride. Of the ones that have a public bus, Cascade Township pays among the top overall prices but that is at least partially because Cascade's route is significantly longer and includes more stops. Some municipalities had busses for only specific destinations, such as a specific office complex to a populated apartment complex and back. The Rapid also services an area of Plainfield Township and runs a bus to their Meijer/Walmart at no charge to the township. The members discussed if that would be something they were willing to do for Cascade or if the store could supplement the price of the Rapid for stopping there.

They will survey bus riders in the near future to find out what they are using the bus for and how frequently they use it, among other details. They will also conduct surveys with residents and local businesses to see how they use the bus and, if they don't, why not. The committee discussed the merits of median islands, roundabouts, and installing crosswalks. Traffic calming will be necessary to create a village area, as widely requested in the strategic planning survey. McKenna will continue to research ridership in local non-millage communities to gather additional financial data.

The committee took a brief recess.

**ARTICLE 7. Review and Discuss Centennial Park Median Islands**

Economic Development Director Korhorn spoke with the Road Commission about increasing the visibility of the seven median islands. The Road Commission will only allow low-level plantings between 18" and 24" tall; no trees or permanent structures are permitted. Parks Chair Wanty suggested the planting native plants and shrubs that may last the winter and provide increased visibility. Staff recommends engaging with landscape architects the township has previously used to design a planting plan. Staff also recommends replacing the reflective posts at the edges of the island quickly when they are knocked over or disappear.

Mike Kasmauskis, Centennial Park Business Association President came forward and said that the reflectors were useful but need to be replaced in a timely manner.

**ARTICLE 8. Review 2022 DDA Annual Report**

Economic Development Director Korhorn presented the 2022 DDA Annual Report. This year a map of the DDA boundaries was included. Member Kleyla suggested the dates on page six of the annual report be clarified so they could be more easily understood by residents. Chair Puplava requested a description of who 'McKenna' is, as some residents may not know they are a consulting company and inclusion of the DDA website and Facebook page in the report. Member Stephan suggested that the yearly time the Metro Cruise Warmup is held be included in the report.

**ARTICLE 9. Recommend Village Design Review Committee member**

Motion was made by Chair Pupilava to recommend Member Preston to the Village Design Review Committee. Supported by Member Stephan. Motion carried.

**ARTICLE 10. Election of Officers**

Motion was made by Member Stephan to nominate Chair Pupilava as Chair. Supported by Member Makkar. Motion was made by Chair Pupilava to nominate Member Stephan as Vice Chair. Supported by Member Vogel. Motion carried. Motion was made by Supervisor Lesperance to nominate Member Growney as Secretary. Supported by Chair Pupilava. Motion carried.

**ARTICLE 9. Any Other Business**

- a. 2023 Budget
- b. Contact List for Board Members
- c. Small Business Resource Event – Wednesday, March 8
- d. Ribbon Cutting – Friday, January 27
- e. Minutes: Implementation Committee Meeting 12/16/22  
Township Board – November 2 & 16, 2022
- f. Next Meeting: February 21, 2023

**ARTICLE 10. Adjournment**

**Motion was made by Member Makkar to adjourn the meeting. Supported by Supervisor Lesperance. Motion carried 7 to 0. The meeting adjourned at 8:16 p.m.**

Respectfully submitted,  
Rene Growney, Secretary

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Discuss Landscape Contract RFP

**Meeting Date:** February 21, 2023

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Last year the DDA sent a Request for Proposals (RFP) for the existing flower pot planting/maintenance as well as the redesign of the landscape bed at 6820 Cascade Rd. SE. The contract for this work was a one-year contract. The landscape bed was also a one-year project and not intended to be redesigned on a yearly basis.

Since the planters are seasonal and on a one-year planting contract, it will have to be updated for the 2023 planting season. Attached is an updated RFP which includes the option of a multi-year contract (2 years). It also includes additional language regarding the expectations for the planters at time of planting.

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

**CASCADE CHARTER TOWNSHIP  
REQUESTS FOR PROPOSALS**

**Downtown Development Authority (DDA) Bid Package - 2023  
Downtown Landscape Contract**

Cascade Charter Township is seeking proposals for downtown Flower Planting Services.

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

**Thursday, March 16, 2023 at 10:00 P.M. Local Time**

Please mark the sealed envelope as **“LANDSCAPE CONTRACT BID”**

A complete Request for Proposal document may be obtained at:

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

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



## **Cascade Township Request for Proposals – 2023 Downtown Landscape Contract**

### **Introduction**

Cascade Charter Township is seeking proposals for downtown Flower Planting Services.

### **Service Areas (Please see attached map)**

- The flower planters located on Cascade Rd./Thornapple River Dr. and Old 28<sup>th</sup> 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 upcoming budgets.

### **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.
- Two 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**

- Multi-Year Contract – The DDA is considering awarding a multi-year landscaping contract. Please provide prices for the annual flower planting for 2023 and 2024.
- 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.
- 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 12-18 inches high).

- Bid to include a listing of numbers and sizes of plants per planter.
- At time of planting, planters must be full with a variety of plant material, with some repetition of the materials providing some balance and cohesiveness to the planter.
- When containers are planted, there should not be any dirt visible after completion.
- 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.

### **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 DDA/Board to award a contract for services specified herein.

The Cascade Township DDA/Board reserves the right to accept either a one-year or two-year proposal.

### **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/or Township Board.

### **Submittal:**

Responding firms are required to submit one (1) physical copy of their proposal, which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than **10:00 P.M. local time, on March 16, 2023**. Please mark the sealed envelope as "LANDSCAPE CONTRACT BID".

**Cascade Charter Township DOWNTOWN DEVELOPMENT AUTHORITY  
Request for Proposals for LANDSCAPE CONTRACT Downtown Cascade 2023**

**RFP SUBMITTAL FORM**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone (office): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Email: \_\_\_\_\_

	2023	2024
<b>1. Price for Summer planting of annual flowers</b> *Please attached itemized Budget and Plant Details on separate sheet	\$	\$
<b>2. Price for Fall planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$	\$
<b>3. Price for Winter planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$	\$

**4. Qualifications:**

- a. Years: # \_\_\_\_\_ in business as a professional landscaper
- b. Attached one or two examples of your work
- c. Include at least two landscape client references (others may be attached)

Name: \_\_\_\_\_ # Years as a client: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ # Years as a client: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

- Please return this entire bid proposal in a sealed envelope marked "Landscape Contract Bid"
- Please email the electronic proposal to: [sandra@cascadetwp.com](mailto:sandra@cascadetwp.com).
- **Bids will be opened Thursday, March 16, 2023, at 10:00 P.M. Local Time, Cascade Township Office 5920 Tahoe Dr. SE**



VEREIT REAL ESTATE  
6771  
OLD 28TH ST SE

ATISMA PROPERTIES LLC  
6807  
CASCADE RD SE

BIERMACHER ANDREW J  
6813  
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

6859 CASCADE PROPERTY LLC  
6859  
CASCADE RD SE

6859 CASCADE PROPERTY LLC  
6859  
CASCADE RD SE

2795 ORANGE AVE LLC  
2795  
ORANGE AVE SE

2781 ORANGE LLC  
2781  
ORANGE AVE SE

DMB ADMIN SERV-CASCADE  
2765  
ORANGE AVE SE

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

CASCADE CHARTER TOWNSHIP  
6896  
CASCADE RD SE

CASCADE POINTE COMPLEX LLC  
2899  
THORNAPPLE RIV DR SE

CASCADE POINTE COMPLEX LLC  
6886  
CASCADE RD SE

CASCADE POINTE COMPLEX LLC  
6886  
CASCADE RD SE

P & L COMPANY LLC  
6905  
CASCADE RD SE

P & L COMPANY LLC  
6905  
CASCADE RD SE

GAINNEY HARVEY & ANNIE TRUST  
2820  
OVERLOOK SUMMIT DR SE

OLD 28TH ST LLC  
6800  
OLD 28TH ST SE

G PLACE LLC  
6812  
OLD 28TH ST SE

LIVINGSTON DAVID R  
6865  
CASCADE RD SE

NONDA LLC  
6883  
CASCADE RD SE

OLD 28TH ST

CASCADE RD

ORANGE AVE

THORNAPPLE RIVER DR

THORNAPPLE RIVER DR

OVERLOOK SUMMIT DR

Irrigated Landscape Planters - 2

Irrigated Landscape Planters - 2

Irrigated Landscape Planters - 3

Irrigated Landscape Planters - 4

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Cascade Branch of Kent District Library Outdoor Gardens and Activity Space – For Information Only

**Meeting Date:** February 21, 2023

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This agenda item is for your information only to refresh the DDA board on the plan for the Library Outdoor Gardens and Activity Space plan. Further discussion will take place at the March meeting. The drawing (included) shows the four phases of the Cascade Library improvements.

Wes from Native Edge provided the update below:

- Phase I consists of the area directly to the NW of the library and includes the wooded area in this location.
- Phase II consists of the area directly north of the wooded area, which contains the larger 'event space'.
- Phase III focuses on the NE side of the building, and connects the Phase I and II improvements to the existing infrastructure on the SE side of the building.
- Phase IIII Includes all of the other 'natural features' on the library property outside of the first three phases. Such as the prairie areas, detention areas, expanded woodland areas, etc.

Current project status:

- The site was surveyed on Tuesday, February 14th. The surveyors are currently assembling the drawings and we hope to have the files in hand next week.

- Once we receive the survey it will be full steam ahead on applying the site design to the detailed survey and making any necessary adjustments to the design.
- When the design is modified, we will be able to update the project budget estimates and determine next steps.
- Our goal is to have the drawings 75% complete by the March 21st meeting so we can review the updated design and budget estimates at that meeting. At 75% complete the drawings will have the layout and all design features drawn, and will be needing additional details for construction, but will allow us to formulate solid construction estimates.

Discussion regarding potential funding/partnership opportunities will occur at the March DDA meeting. Both Lulu Brown (KDL Cascade Branch Manager) and Wes (Native Edge) will be in attendance at that meeting to discuss the request in further detail.

**PHASE III** - Natural landscape features outside of phases 1-3



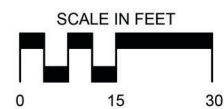


**PROPOSED SITE FEATURES KEY**

- ① NEW 6' SIDEWALK
- ② ACTIVE LAWN SPACE
- ③ PAVED SEATING AREA
- ④ PERENNIAL GARDEN SPACES
- ⑤ FOUNTAIN
- ⑥ SEAT WALLS OR CURVED BENCHES
- ⑦ RAIN GARDEN
- ⑧ EXPANDED WOODLAND AREA
- ⑨ RESTORED AND ENHANCED WOODLAND AREA
- ⑩ WOODLAND PLAY AREAS
- ⑪ PAVILION
- ⑫ NEW PRAIRIE AREAS
- ⑬ NEW RETENTION AREA MEADOW PLANTING
- ⑭ WET MEADOW PLANTING
- ⑮ TRAILS
- ⑯ SEATING AREAS
- ⑰ ACCESS TO IMPROVEMENT AREAS

**NOTES:**

- 1) Refer to included project narrative for detailed design information.



**PROJECT**  
**LANDSCAPE MASTER PLAN**  
 KENT DISTRICT LIBRARY - CASCADE TOWNSHIP BRANCH

**PREPARED FOR**  
 Kent District Library  
 CASCADE TOWNSHIP BRANCH

**PREPARED BY**  
 **NATIVEEDGE**  
 ECOLOGICALLY INSPIRED DESIGN

**DATE** 2/16/22  
**SHEET TITLE**  
 MASTER PLAN FOCUS AREA  
**SHEET No.** 2 OF 2



# Memorandum

**TO:** Cascade Township DDA  
**FROM:** Danielle Bouchard, AICP  
Chris Khorey, AICP  
**SUBJECT:** **Project Status & Updates**  
**DATE:** February 16, 2023

Over the last few months, McKenna has been assisting the DDA with the task of creating a unified vision and implementation plan for the Lower Village area, as well as recommendations for improvements to the Township's public transportation system. The creation of a "village area," was identified by the Township's residents, officials, and businesses as the top priority in the Township Strategic Plan. Further, the DDA's contract with The Rapid is up for renewal this summer. As such, McKenna is assisting the DDA to research and develop recommendations for improvements to the Township's bus service to maximize services offered and dollars spent.

## LOWER VILLAGE & THORNAPPLE PLAZA UPDATE

As discussed previously, the Road Commission expressed that there are limited options for traffic calming on Cascade Road due to (but not limited to) topographical challenges, traffic volume challenges, and lack of authority over speed limits. However, the DDA does have the flexibility to shift focus to Old 28<sup>th</sup> Street to create a plan for a walkable/pedestrian-oriented node.

McKenna and Township Staff have requested that a representative from the Road Commission attend the March DDA meeting to discuss options and constraints. From there, revisions to the draft Thornapple Plaza will be made as well as a more defined approach for the Lower Village Area Plan.

McKenna will wait for direction from the DDA on attending a Planning Commission meeting this Spring to discuss the Thornapple Plaza draft once revisions are complete. Further, McKenna will continue to evolve zoning recommendations as they pertain to architectural standards in the B-1 District.

## TRANSPORTATION COMMITTEE UPDATE

The Transportation Committee plans to meet at the end of the month. At this meeting, we will discuss our findings on the remainder of our research pertaining to:

- Other mobility options (e.g., third party contracts and/or ridesharing)
- Further details on other non-millage communities (Gaines, Byron, Plainfield, and Alpine) on a breakdown of how their bus service is funded and what is offered.

Upcoming, McKenna and Township staff will provide updates to the DDA on the following next steps:

- Public engagement approach: 3 community surveys (residents, bus riders, and businesses)
- Updates and pertinent information from the February 28, 2023 Transportation Committee meeting

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Update - Centennial Park Median Islands

**Meeting Date:** February 21, 2023

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This memo serves as an update for the Centennial Park median island discussion that was held at the January meeting. Staff reached out to the Kent County Road Commission to request reflective posts for installation in all the median islands in the park. At this time, staff is waiting on a response from the KCRC regarding the posts.

Native Edge has been contacted regarding providing a proposal to design a plan for the islands with plantings that are native, hardy, low maintenance and will provide increased visibility year around including, if possible, during snow events. We also discussed whether it was possible to arrange the landscaping to help screen the lower post area (and potentially provide some vertical height in the islands). We will visit the area and provide a proposal.

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## DDA MEMORANDUM

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**To:** Cascade Township DDA Board

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

**Subject:** Update – Cascade Rd. Bridge Pedestrian Improvements

**Meeting Date:** February 21, 2023

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This memo serves as an update to the Cascade Rd. Bridge Pedestrian Improvement project. The KCRC will begin the engineering of this project shortly, which will help determine project costs. If approved, the project is expected to occur late summer/early fall (depending on bids). The project plans and cost will likely be back on the DDA agenda in April for review and consideration.



MCKENNA

# Memorandum

**TO:** Cascade Township Boards & Commissions  
**FROM:** Danielle Bouchard, AICP, Senior Planner  
Chris Khorey, AICP, West Michigan Manager  
**SUBJECT:** **Minutes from 1-20-23 Implementation Committee Meeting**  
**DATE:** January 30, 2023

**The Cascade Township Board approved the Township Strategic Plan in summer 2022.** To begin implementation of the Plan, the Township Board also approved the creation of the Implementation Committee. The role of the Implementation Committee is to get representatives from all the Township's boards and commission, as well as key Township staff, regularly around the same table to discuss current and ongoing projects and establish connections for collaboration. Further, the goal of the Implementation Committee is to ensure that the Township's priorities as identified by its residents are being carried through.

The Implementation Committee meets on the third Friday of each month at 9am. The second official meeting was held on January 20, 2023. This memorandum includes key highlights from the meeting.

## PLANNING COMMISSION

**Updates:** Chairperson, Chris Noordyke and Commissioner Kornstange gave an update of recent activities led by the Planning Commission and supported/implemented by Township Staff.

- The airport subcommittee has been preparing a presentation pertaining to the existing and proposed land uses surrounding the airport property. Once feedback from the Township Board is received, the subcommittee will work through processes to amend the Master Plan.
- To commence the Master Plan amendment process, the subcommittee has been working on submitting a notice of intent to plan to send to the required entities, as mandated by Michigan State law.
- The subcommittee will plan to present 3 options to the Township Board. These 3 options include:
  - To keep the industrial future land uses adjacent to the airport.
  - To revert the industrial future land uses adjacent to the airport back to agriculture.
  - A middle ground (yet to be determined).
- Once the Township Board steers the direction for the Master Plan amendment, the Planning Commission will work on establishing a new subcommittee dedicated to farmland preservation tools and mechanisms.
- The Planning Commission will also be looking into updating their bylaws.

**Collaboration Opportunities:** The Township Strategic Plan will be utilized for the implementation of these activities. Collaboration with the Township Board will be necessary for various zoning ordinance and master plan amendments, such as the several options for amendments to the future land use plan for those properties adjacent to the airport. The Planning Commission will also be working with the DDA to discuss improvements to the Lower Village area, especially for the discussion surrounding improvements to Cascade Road. Further, the



Planning Commission will be involved with the re-energization of the Architectural Review Committee in terms of Commission representation and Zoning Ordinance and master plan amendments (as applicable).

## **PARKS COMMITTEE & PATHWAYS COMMITTEE**

**Updates:** Parks Committee and Pathways Committee representative, Mike Reese, provided an update of the recent and upcoming activities led by the Parks Committee and Pathways Committee, with support from Township staff.

- The Pathways Committee is looking closely at new pathway connections to target in 2023, using the map and priority list that was developed by the Township Engineer.
- The Parks Committee is also working on an update to their bylaws.
- A big upcoming task is to commence work on an upcoming parks millage. The new Parks Director position will be an integral piece to working on advocating for the millage proposal. A discussion for identifying who will be involved in the process for hiring the new Parks Director will also take place.
- A subcommittee may be formed to discuss the approach for a proposed millage.

**Collaboration Opportunities:** Collaborations will be needed between the Pathways Committee, DDA, and Township Board for the implementation of the Cascade Road bridge pathway. Further, collaboration will be established between the Planning Commission and the Parks Committee for future parks plans, and how they relate to master plan amendments. The Parks Committee will also likely need to collaborate with the DDA on the implementation for the “central gathering place” element of the Strategic Plan. It is anticipated that may be a role for the new Parks Director to lead. The Parks Committee will also be collaborating with the Township Board on the new Parks Director position details, as well as the proposed millage details. The Pathways Committee will continue to work with the Township Board on pathway maintenance projects.

## **DDA**

**Updates:** DDA representative, Michelle Kleyla, and consultants at McKenna, provided updates on recent ongoings conducted by the DDA.

- At the January DDA meeting, Deputy Dieppa gave a presentation on the current status of crime within the DDA boundary. In general, it was stated that the crime rates have not increased necessarily, but the crimes themselves have increased in severity.
- The DDA is interested in exploring opportunities to assist business owners with crime prevention tools and mechanisms. This may include supporting building and site design that align with crime prevention measures and best practices. This may be discussed further during the development of the Lower Village Subarea Plan.
- With regard to the Lower Village Subarea Plan, the DDA is interested in requesting representation from the Kent County Road Commission to attend a future meeting to discuss options for pedestrian safety along Cascade Road. The DDA is interested to know all potential options to slow traffic and support a more walkable village environment. As a preliminary response, the Road Commission has indicated that there are not many options to accomplish this. However, plans for the Lower Village Area will be reliant (in part) on traffic calming approach(es) for Cascade Road.
- The DDA will continue to work with the Library on their expansion project. The DDA has agreed to assist with funding for Phases II and III.



- The “central gathering place,” as identified by Township stakeholders as a top priority during the Strategic Plan process, may be included in Library expansion efforts.

**Collaboration Opportunities:** Future collaboration will be needed between the Planning Commission and the DDA to develop enhanced architectural standards and approval processes for development in the Lower Village area. This will likely require amendments to the Zoning Ordinance and master plan. Further, the DDA Will collaborate with the Parks Committee to implement a plan for the “central gathering place” – once details are further determined. Collaborations between the DDA and all Township entities will be requested in the development of the Lower Village Subarea Plan.

## TRANSPORTATION COMMITTEE

**Updates:** Representatives for the Transportation Committee, Economic Development Director, Sandra Korhorn, and McKenna provided an update on recent activities.

- At the previous Transportation Committee meeting, McKenna gave updates to the Committee on findings in their research pertaining to other non-millage communities in Kent County, and what their service with the Rapid looks like, and how much they pay for it. Key highlights from this research include:
  - Plainfield gets service to the Meijer at no cost to the Township.
  - Byron Township has recently ended their contract with the Rapid. There is no longer service provided in the Township. Prior to the contract termination, the Township was paying approximately \$36,000 out of the general fund for Route 10 service.
  - Gaines Township pays approximately \$55,000 from their general fund for service. This route is noticeably shorter than Route 29.
  - Alpine Township pays approximately \$98,000 from their general fund for service. This only provides service to Walmart, Menard’s, and an apartment complex.
  - In the non-millage communities, it appears that only specific destination are served, such as anchor grocery stores. Popular regional destinations, such as the Farmers Insurance campus, LMCU Ballpark, and Davenport are not served.
- McKenna is in the process of developing a public outreach campaign to gain feedback on Cascade’s service from the community, actual riders, and business owners.

**Collaboration Opportunities:** The Transportation Committee is an offshoot of the DDA. As such, close communication with the DDA will be imperative to the Transportation Committee’s activities. The Transportation Committee will present research, outreach findings, and recommendations to all Township Boards and organizations once complete.

## TOWNSHIP STAFF

**Updates:** Township Manager, Ben Swayze, provided an update on recent Township Staff activities (as they pertain to the Strategic Plan).

- Township staff’s larger projects recently include:
  - Implementing the Parks Director position
  - Spreading the word to Township residents about the GVMC’s airport access planning
  - Cascade Road bridge pathway improvements
  - Implementation logistics for the Library expansion plan Phase I



- Research on improvements to the Wisner Center's AV sound system
- Refreshing and reenergizing the Architectural Design Review Committee

## **TOWNSHIP BOARD**

**Updates:** Township Board Trustee, John Shipley, as well as Township Supervisor, Grace Lesperance, and Township Manager, Ben Swayze provided updates on recent Township Board activities.

- The Grand Valley Metro Council (GVMC) is currently working on an airport study. The Township Board will make it their priority in 2023 to ensure that all residents are aware of this study so they can have the opportunity to provide feedback to the GVMC.
- The GVMC is hosting an open house to gain feedback from the community on February 16<sup>th</sup> from 4-6pm. At the open house, options for a new access points to the airport will be presented.
- The Township Board will be working in collaboration with the DDA, Parks & Pathways Committees, and other applicable Township entities on the pedestrian bridge over Thornapple River, including potential options for pedestrian access on both sides of the bridge. The engineering for this project will be initiated in January 2023.
- A new pathway, located on Cascade Road, between Kenrob Drive and 36<sup>th</sup> Street will also be implemented in 2023.
- The Township Board will also continue to work with the Library on their expansion project. Details on the proposed plans and other elements will be discussed in March at the Board meeting.

**Collaboration Opportunities:** Each Township Board and Organization will report to the Township Board and the Board will be kept up to date on all projects.

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

Wednesday, December 14, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: Treasurer Peirce (excused)  
Also Present: Township Manager Swayze, Township Engineer Thorne, Planning Director Hilbrands, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**  
Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 4.** **Presentations**  
None
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
**1.** Ginny Wanty-6255 Heathmoor Ct-A deer was killed in Burton Park yesterday with a bow-and-arrow. Hopefully the cameras will give more information.
- Article 6.** **Approval of Consent Agenda**  
**a.** Receive and File Minutes  
**1.** Township Board – 11/16/2022  
**2.** Township Board Budget Work Session - 11/29/2022  
**3.** Township Board Budget Work Session - 12/06/2022  
**4.** Planning Commission – 10/03/2022  
**5.** Planning Commission – 10/17/2022  
**b.** Receive and File Reports  
**1.** Treasurer’s Department Report – September 2022  
**2.** Building Department – November 2022  
**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 October 2022 Financial Reports
- b. Consider Approval of November 2022 Payroll, Payables and Transfers
- c. Consider Approval of November 2022 Financial Reports
- d. Consider FY 2022 Budget Amendments

Motion by Trustee Koessel, seconded by Trustee Shipley to approve Article 7, a through c. Motion carried unanimously.

Motion by Trustee McDonald, seconded by Trustee Shipley to approve FY 2022 Budget Amendments Resolution, Article 7, d. Motion carried unanimously by roll call vote.

**Article 8. Unfinished Business**

None

**Article 9. New Business**

**092-2022 Consider Special Assessment Warrant Resolution for the Year 2022 (Roll Call)**

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

**093-2022 a.) Public Hearing – Consider Approval of New 5-Year Parks & Recreation Master Plan**

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

1. Rik Brown-Cascade Woods Neighborhood-Frustrated with erosion problem. Complimented Parks Chair Ginny Wanty for her work. Supports the idea of a Parks Director who will encourage utilization of parks.

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

**b.) Consider Approval of Resolution to Adopt the 2023-2027 Cascade Township 5-Year Parks & Recreation Master Plan (Roll Call)**

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

**094-2022 Consider Amendments to the FY 2023 Township Fee Schedule**

Motion by Clerk Slater, seconded by Trustee Koessel to approve. Motion carried 5-1 by roll call vote. In favor-Clerk Slater, Trustees Koessel, McDonald, Noordhoek, and Shipley. Opposed-Supervisor Lesperance.

**095-2022 Consider Resolution of General Fund Support to the Fire Fund (Roll Call)**

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

**096-2022 a.) Public Hearing – FY 2023 Operating and Special Fund Budgets**

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

1. John Driscoll-7341 Cascade Terrace-What is the residential occupancy rate?  
Manager Swayze responded.
2. Rik Brown-Spoke about diversification of tax base.

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

**b.) Consider a Resolution to Adopt the FY 2023 Cascade Charter Township General and Special Fund Budgets (Roll Call)**

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

**097-2022 Consider Resolution to Approve the Intent to Levy the 2023 Millage Rates (Roll Call)**

Motion by Trustee Shipley, seconded by Trustee McDonald to approve with the option to review mid-year. Motion carried unanimously by roll call vote.

**098-2022 Consider the 2023 Pathway Repair and Maintenance Program Bids**

Supervisor Lesperance thanked Township Engineer Thorne and the Pathways Committee for their hard work.

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

**099-2022 Consider a Resolution to Adopt Amendment No. 2 to the Agreement for Township Law Enforcement Services at the East Precinct (Roll Call)**

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

**100-2022 Consider the 2023 Meeting Schedule**

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

**101-2022 Consider Appointments to Boards and Commissions**

Considerable discussion.

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

Motion by Clerk Slater, seconded by Trustee Noordhoek to approve the Township Board standing committees. Motion failed 3-3 by roll call vote. In favor-Supervisor Lesperance, Trustees Noordhoek and Shipley. Opposed-Clerk Slater, Trustees Koessel and McDonald.

**Article 10. Discussion**

None

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

1. Rik Brown-Appreciates responsiveness of current Supervisor.
2. Jeff Coffey-3990 Buttrick-Would like to see the pathways extended to rural areas.

3. Brian Holcomb-3415 Glenstone Ct-Re speed limit sign: Requested it be placed on Thornapple River Drive between Thornhills and 36<sup>th</sup> St. Manager Swayze will follow up with Deputy Dieppa. Requested an update on EGLE communication. A report will be given in January.
4. Ken Van Der Kolk-7200 Leyton-Where will increased park fees go? Where does the Building Department revenue go? Would like to know where all the fees collected from other municipalities go. They are overcharging for the time spent.

**Article 12. Manager Comments**

1. Fire Station #1 construction is three (3) weeks ahead of schedule, per the information communicated at the most recent biweekly Fire Station #1 meeting.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone in attendance.
2. Supervisor Lesperance-Requested a status report on the replacement of trees cut down during construction at Whitneyville.
3. Trustee Koessel-Wished everyone a Merry Christmas and a Happy New Year.

**Article 14. Adjournment**

Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.  
Meeting adjourned at 8:35 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  
REGULAR BOARD MEETING**

Wednesday, January 11, 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 Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Township Manager Swayze, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**  
Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve. Motion carried unanimously.
- Article 4.** **Presentations**  
None
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Scot VanSolkema-2570 Orange Ct-Requested information about Kent County Sheriff's Department calls that are deer-related to be reported. Asked if information about viewership of the Township Board meetings is reported?
  2. Ken Van Der Kolk-7200 Leyton-Re 6480 Cascade Rd. issue: Requested a status update. Manager Swayze responded.
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
    1. Township Board – 12/14/2022
  - b. Receive and File Reports
    1. Treasurer's Department Report – October 2022
    2. Building Department – December 2022
    3. Strategic Plan Implementation Committee – December 2022
    4. East Precinct – 3rd Quarter 2022
    5. Sabo PR – 4th Quarter 2022
  - c. Receive and File Education Requests
    1. Krissi Brott-MAMC Clerk Institute-Mar. 19-24, 2023-Mount Pleasant, MI
  - d. Receive and File Communication
    1. Staff Memo Re: Boards and Commissions Schedule
    2. KCRC Letter Re: Cascade Road Project

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

**Article 7. Financial Actions**

None

**Article 8. Unfinished Business**

None

**Article 9. New Business**

**001-2023 Consider GVMC Request to Township to Host Public Open House re: Airport Access Study**

Motion by Trustee Noordhoek, seconded by Trustee McDonald to approve the request to host a public open house re: Airport Access Study and the Township will notify the residents by mail. Motion carried unanimously.

**002-2023 Consider BS&A Cloud Update – Software and Services Proposal**

Considerable Discussion.

Motion by Trustee Koessel, seconded by Trustee Shipley to approve contingent upon legal review of contract. Motion carried unanimously.

**003-2023 Consider Spectrum Mid-America Franchise Agreement Renewal (Resolution) (Roll Call)**

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

**004-2023 Consider Supervisor Appointments to Various Boards and Commissions**

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

**Article 10. Discussion**

None

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

1. Brian Holcomb-3415 Glenstone Ct-Requested an update re Egypt Creek Landscaping. Also wants to know what is being done about the violations against Cascade Township ordinances. Manager Swayze responded.
2. Joe Gindzin-3420 Glenstone Ct-Wants to know who is responsible for follow-up re Egypt Creek Landscaping issue?
3. Scot VanSolkema-What is the status on the deer count by Cornerstone University? Manager Swayze stated that the video is being reviewed and will be presented when they have concluded the study. Re the retention pond behind Fowling Warehouse- has seen used tires disposed of there. Is there an ordinance regarding food trucks?

**Article 12. Manager Comments**

1. Advised of funding issues with Hope Network, which ran out in December. This may not be cost effective for the Township. Researching alternatives.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone in attendance.
2. Supervisor Lesperance-Requests that Deputy Dieppa attend a Board meeting to give update to Board and residents.
3. Trustee Noordhoek-He is certain Planning Commission approved the retention pond. A letter can be sent to homeowners regarding the issue. Have we received any conflict of interest forms from vendors? Manager Swayze stated they would be ready by the end of first quarter of 2023.
4. Supervisor Lesperance-Requested an update on the pedestrian bridge over Thornapple River. Urged everyone to look at GVMC Airport Access Study included in the packet.

**Article 14. Adjournment**

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn. Motion carried unanimously.  
Meeting adjourned at 8:04 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  
REGULAR BOARD MEETING**

Wednesday, January 25, 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 Peirce, Trustees McDonald, Shipley and Noordhoek  
Absent: Trustee Koessel (Excused)  
Also Present: Township Manager Swayze, Regional Manager Brown-KDL Cascade, B&G Supervisor MacDonald, Hunter Zuk-Sabo PR, 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 McDonald, seconded by Trustee Shipley to approve the agenda items, but switch the order of Articles 4 and 5. Motion carried unanimously.
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Tanis Hooker-7375 Thornapple Pines Dr-Re Hope Network Rides: Concerned that Hope Network funding discontinued. Really likes the service and has been using it three (3) times a week for a year. Manager Swayze responded.
  2. Ken Van Der Kolk-7200 Leyton-Requested an update on the eviction. The residents at 6480 Cascade Road ran a business, parked unlicensed vehicles on the property, and had junk in the yard. Wants the resident to receive a citation. Manager Swayze responded.
- Article 4.** **Presentations**
- a. **Supervisor Lesperance & Parks Committee Chair Wanty Presenting Certificates of Appreciation.**
  - b. **Parks Update from Parks Committee Chair Ginny Wanty**
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
    1. Township Board – 1/11/2023
  - b. Receive and File Reports
    1. Treasurer’s Annual Depositories and Investments Report
    2. Code Enforcement Report – May-December 2022
  - c. Receive and File Education Requests
    1. Todd Pell-MFIS Winter Conference-Mar. 21-23, 2023-Mount Pleasant, MI
    2. Doug Poolman-MFIS Winter Conference-Mar. 21-23, 2023-Mount Pleasant, MI
  - d. Receive and File Communication

1. KCDC Notice – Wenger & Nulty Drain
2. KCDC Notice – Fisk Drain
3. KCDC Notice – Anderson Drain
4. Letter from Representative Phil Skaggs

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

**Article 7. Financial Actions**

None

**Article 8. Unfinished Business**

None

**Article 9. New Business**

**005-2023 Consider the Creation of a Parks and Recreation Director Position**

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

**006-2023 Consider Invasive Species Treatment Agreement with Kent Conservation District**

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

**007-2023 Consider Purchase of Columbarium Units for 30<sup>th</sup> Street Cemetery**

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

**008-2023 Consider KCRC Work Order for Pathway on Cascade Road between Kenrob and 36<sup>th</sup> Street**

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

**009-2023 Consider KCRC Work Order for Pedestrian Facility Improvements on Cascade Road Bridge**

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

**010-2023 Consider Contract with Native Edge for Outdoor Space Project at Library**

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

**011-2023 Consider Setting Public Hearing for an Update to the Township Floodplain Ordinance**

Motion by Trustee McDonald, seconded by Trustee Shipley to set Public Hearing for February 8, 2023. Motion carried unanimously.

**Article 10. Discussion**

**1. Specialized Transportation Services for Qualified Cascade Township Residents**

- Per ride cost has risen to \$32.71, even with riders paying \$4.00/ride. Manager Swayze hopes that a solution will be made soon that is viable for this fiscal year and beyond. Rides only available to qualified riders (to work/school or medical appointments). Up to 12 riders this summer, eight (8) riders in October, and five (5) riders in December.

Motion by Trustee McDonald, seconded by Clerk Slater to approve funding to Hope Network through March 2023 for Cascade resident qualified riders. Motion carried unanimously.

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

1. Walter Bujak-6639 Thornapple River Drive-New Kent County Commissioner for Cascade residents who live west of Thornapple River. Introduced himself and gave a summary of the first Kent County Commission meeting of 2023. Advised committee memberships and that the GVMC Airport Study Phase 3 Survey can be found at gmvc.org.
2. Brian Holcomb-3415 Glenstone Ct-Requested an update on Egypt Creek Landscaping. Manager Swayze responded.
3. Jeff Hughes-7250 Red Bud Ln-Requested update on Deer Survey. Manager Swayze advised that the recorded video is being analyzed. A report will be released on the Township website.

**Article 12. Manager Comments**

1. The GVMC Open House is scheduled for 2/16/2023 from 4-6pm at the Wisner Center.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone in attendance.
2. Supervisor Lesperance-Urged residents to be involved in the GVMC survey.

**Article 14. Adjournment**

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

Meeting adjourned at 8:45 pm.

Krissi Brott  
Deputy Clerk

Approved by:

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Grace Lesperance, Supervisor

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Susan B. Slater, Clerk