

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
August 15, 2017
5:30 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1.** Call the Meeting to Order
Record the Attendance

- ARTICLE 2.** Approval of the Agenda

- ARTICLE 3.** Approval of the Minutes of July 18, 2017 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 Future Projects

- ARTICLE 6.** Discuss Metal Fence on Cascade Rd. (Village)

- ARTICLE 7.** Discuss Bus Funding

- ARTICLE 8.** Any Other Business
 - a. Update on Planning Activities
 - b. DDA Marketing Plan Meeting – August 25 @ 10:00 a.m.

- ARTICLE 9.** Adjournment

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday July, 2017
5:30 P.M.
Cascade Library – Wisner Center

ARTICLE 1. Chairman Huhn called the meeting to order at 5:30 P.M.
Members Present: Huhn, Beahan, Kingsland, Puplava, Ridings, Siegle and Stephan
Members Absent: Rowland and Smith
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 Puplava to approve the Agenda. Supported by Member Siegle. Motion carried 7 to 0.

ARTICLE 3. Approve the Minutes of the May 16, 2017 Meeting.

Motion was made by Member Beahan to approve the Minutes as presented. Supported by Member Ridings. Motion carried 7 to 0.

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

Mr. Mike Kasmauskis came forward on behalf of Centennial Business Park to let the members know that the banners approved by the Board have been placed at a cost of \$3,100. They look great and everyone is very pleased.

ARTICLE 5. Discuss and Consider Branding/Marketing Proposals

Director Korhorn stated that at the May meeting, she presented an RFP for a branding/marketing plan for the DDA district. The RFP's were mailed and two proposals had been received for the Board's review. One from New Moon Visions and one from Q+M. The goal of the plan is to highlight the features of our community with the result of attracting citizens, businesses and other entities to the different areas of our Township and to enhance Cascade's overall quality of life.

She asked a small group of staff and DDA board member to review the proposals and while one seemed to stand out ahead of the other, she wanted to present both proposals to the entire board for review and discussion.

Director Korhorn stated that it was her goal to have a decision by the Board today so the recommendation could be placed on the Township Board's July 26 agenda. However, if more time was needed, to maybe do interviews with both companies, then the timeline would be pushed back.

Discussion commenced. Members Ridings, Pupilava, and Stephan all gave their thoughts on both proposals. These three members were part of Director Korhorn's group which reviewed the proposals.

Comments from all members revolved significantly around cost, timeline and quality of work.

Motion was made by Member Pupilava to approve the proposal submitted by Q+M and to send this recommendation to the Township Board. Supported by Member Ridings. Motion carried 7-0.

ARTICLE 6. Discuss Future Projects

Director Korhorn stated that at the May meeting potential future projects were discussed. The project list from the joint meeting (between the DDA and the Township Board) in 2015 revealed that the gateway entry signs are high on the priority list, as was the purchase of riverfront property. Also discussed, were a couple of sidewalk/streetscape projects:

1. Centennial Park – Orchard Vista loop;
2. Patterson Avenue – 28th St. north to Patterson Ice Arena; and
3. Cascade Road – 28th Street to Cascade Villas (this project would be best completed with the Township Board to finish this walk from Cascade Villas to Burton Street).

Director Korhorn stated that the members decided at that meeting to obtain pricing for the Patterson and Orchard Vista loop and the Cascade Road sidewalk discussion was tabled for the time being.

Director Korhorn obtained pricing from the Township Engineer regarding the Centennial Park and Patterson Avenue sidewalks. The Orchard Vista loop came in at a cost of \$725,000 (this included street lights, trees, and sidewalks). The Patterson Avenue project came in at \$300,000.

Discussion commenced concerning cost and which project would have the most impact.

First, it was decided to wait on the gateway signs until branding for the DDA has been completed. Of the Orchard Vista loop and the Patterson Avenue project, it was decided that the Orchard Vista loop seemed the most logical. However, the members asked Director Korhorn to acquire additional pricing for completing the inside loop vs. the whole loop before they come to a decision.

ARTICLE 7. Any other business.

- a. Update on Planning Activities

b. Tree Cutting in Village.

Director Korhorn stated that 5 trees were identified as bad and an estimate of \$1,800 was received. At this time, there is no timeline on when they will come down.

ARTICLE 8. Adjournment.

Motion was made by Member Kingsland to adjourn. Supported by Member Ridings. Motion carried 7 to 0. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Diana Kingsland, Secretary

DRAFT

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss Future DDA Projects – Centennial Park (Orchard Vista Streetscape)

Meeting Date: August 15, 2017

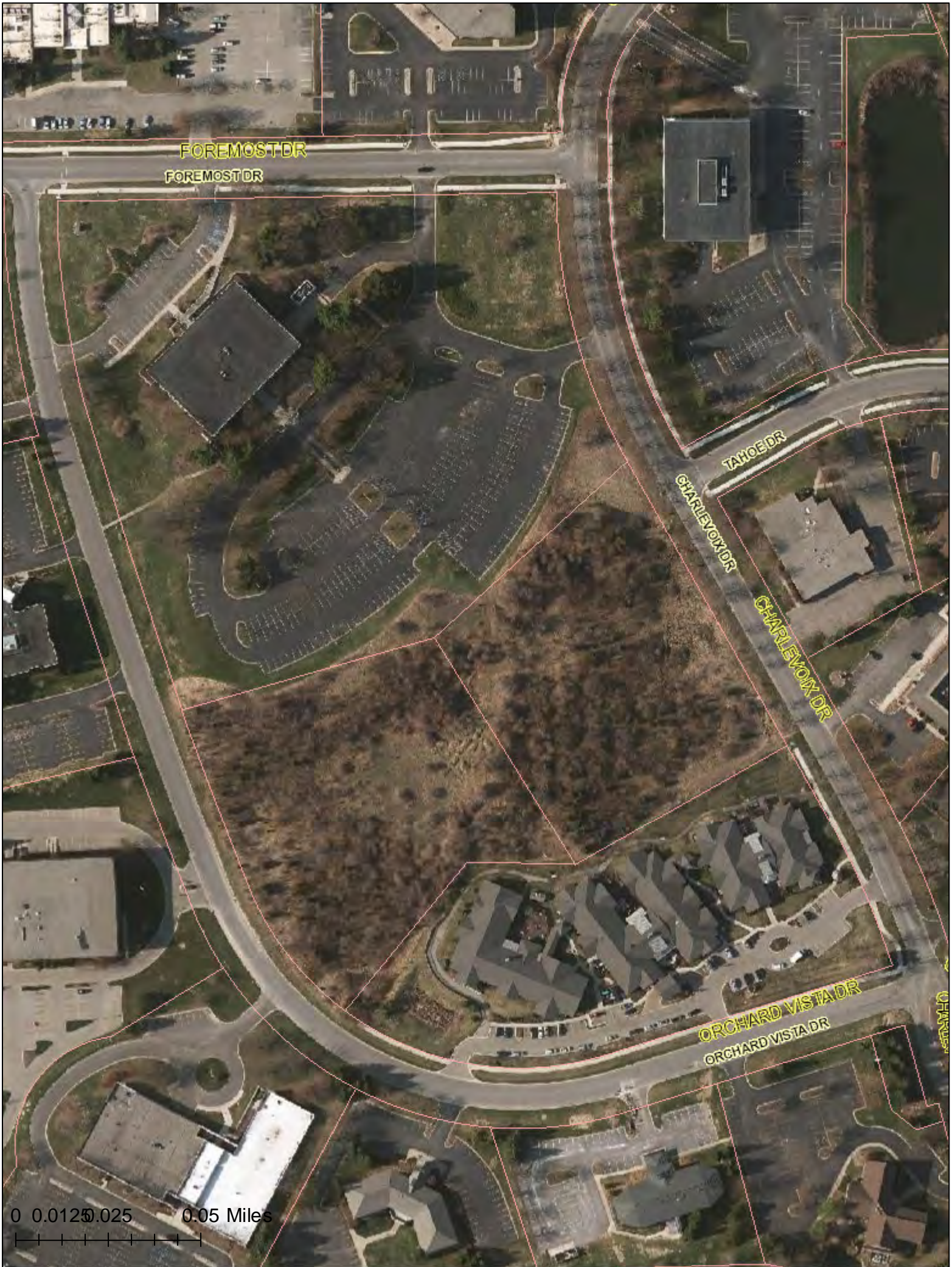
At the July meeting, we discussed future sidewalk projects in the district. The board asked for a cost breakdown of the Orchard Vista streetscape loop. I have costs for the inside loop and the outside loop, broken out separately.

If you recall, the cost to complete the sidewalk on both sides of the road was estimated at \$725,000. Mike at FTCH provided the following information to break out the loops separately:

- Inside Loop (Some sidewalk completed around Sunrise): \$400,000
- Outside Loop: \$452,812,50

These are construction costs at \$143.75 a foot. Project costs add another 25% for contingency and engineering.

Also, bidding time frame and flexibility on when the work is done play a big part in the bids. If we want to do some of this next year, we should get going very soon so we can bid in the winter and give the contractors a window to do their work.



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Printed 5/11/2017

1:39:16 PM

From: Dan Wiersma
To: [Sandra](#)
Cc: [Kasmauskis Mike](#)
Subject: Centennial Park | Sidewalks
Date: Wednesday, July 26, 2017 10:38:01 AM

Sandra ...

I wanted to drop you a note in regards to the sidewalks that were constructed in Centennial Park generally and along Charlevoix Drive in particular.

Since the installation of the sidewalks the number of people that I see using them has steadily grown. With my office, on the window, on the 3rd floor of the Cook Plaza building, I've got an excellent vantage point for observing this trend. Initially following the sidewalk installation, there was very little pedestrian use of the sidewalks frankly, most people didn't know that were there.

Over the past 12 - 18 months, I know that tenants in our building are actively using the sidewalks, both formally (i.e. 'Walking Teams') and informally (i.e walking to lunch and/or shopping).

As the Cascade Township DDA continues to evaluate how they might partner with the property owners in investing in Centennial Park, I'd strongly encourage them to budget for the completion of the sidewalk installation - both sides of the streets.

Again, your efforts in assisting the DDA in evaluating various projects is appreciated.

Regards -

Daniel Wiersma
OXFORD Partners, Inc.
2900 Charlevoix Drive, SE
Suite 360
Grand Rapids, MI 49546
T 616.575.6545, ext. 16
M 616.437.0418
E dwiersma@oxfordpartners.com

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Discuss Metal Fence on Cascade Rd. (Village)

Meeting Date: August 15, 2017

The property owner at 6883 Cascade Rd. contacted me recently regarding the metal fence located along his property frontage. The tenants in the building would like the fence removed.

This fence is the same fence that is on the south (or west) side of Cascade Rd. through the village. A few years ago, the fence near Bridal Elegance was hit by a car and damaged. The fence, maintenance wise, is in rough shape as well. I have attached some pictures for your review.

We should discuss what to do with this fence. I believe the fence was installed back in the late 90's, early 2000's as a way to create more of a "village" ambiance in the area.

From: Stephen Afendoulis
To: [Sandra](#)
Cc: [New Urban Home Builders](#); [Rock Kauffman](#); daniel.vanderlaan.g5p5@statefarm.com
Subject: 6883 Cascade Road Building
Date: Thursday, July 20, 2017 12:01:06 PM

Sandra:

I am the owner of the 6883 Cascade Road SE building. I have spoken with my tenants and we all agree that the metal fence in front of our building installed by Cascade Charter Township has become old, broken and dangerous. We simply want it removed. We think it would enhance the look of our building and reduce maintenance costs.

Please call me to discuss 616 822 5939

Thank you Steve Afendoulis











 State Farm	
Daniel Vanderlaan	
New Urban Home Builders	
	ROCK KAUFFMAN DESIGN GROUP

DDA MEMORANDUM

To: Cascade Township DDA Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Discuss The Rapid Bus Funding

Meeting Date: August 15, 2017

If you recall, the Township Manager came to the DDA meeting in November, 2016 and made a presentation concerning the 3-year pilot program of the line haul bus service on 28th Street through The Rapid. The Township Finance Committee, was interested in the DDA incurring a larger share of the cost of the service. The initial agreement was that the Township General Fund would cover 75% of the cost of the service and the DDA would cover 25% of the service. Given the documented benefit of the service to the businesses of the DDA, the Finance Committee is now recommending the DDA cover 75% of the cost of the service and the Township General Fund cover 25% of the cost of the service.

At that meeting, it was suggested that an ad hoc committee be put together consisting of the DDA Board and the Township Board to discuss the benefits of the service and options for funding. The bus committee has met a few times to begin the conversation.

I will have more information at the meeting, but we should begin the conversation about funding of the service after the three-year pilot program is over. We are into year two of the service.

I have included the DDA budget for FY2017 as well as the current revenue and expenditure report to date.

01/03/2017

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

2017 APPROVED BUDGET

Calculations as of 10/31/2016

Board Adopted 12/14/2016

Resolution 49/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 10/31/16	2017 REQUESTED BUDGET	2017 RECOMMENDED BUDGET	2017 APPROVED BUDGET
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Fund 248 - DDA

Dept 000

ESTIMATED REVENUES

Function: REVENUE

248-000-401-401	TAXES - CASCADE TOWNSHIP	167,550	165,188	186,715	186,715	186,715
248-000-401-402	TAXES - G.R.C.C.	90,000	93,448	95,000	95,000	95,000
248-000-401-403	TAXES-KENT COUNTY	275,000	286,666	300,954	300,954	300,954
248-000-401-406	KDL TAXES-DDA	60,850	59,993	67,815	67,815	67,815
248-000-665-000	INTEREST REVENUE	8,000	6,225	5,500	5,500	5,500
248-000-671-683	REIMBURSEMENTS/REFUNDS	8,518	8,518			
248-000-675-300	DDA CONTRIB & DONATION- METRO CRUISE	20,000	19,250	15,000	15,000	15,000
248-000-675-310	DDA CONTRIBUTION & DONATION-SCULPTU	10,000	10,000	7,500	7,500	7,500
248-000-676-000	INSURANCE REIMBURSEMENT		406			
Total - Function REVENUE		639,918	649,694	678,484	678,484	678,484

TOTAL ESTIMATED REVENUES		639,918	649,694	678,484	678,484	678,484
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NET OF REVENUES/APPROPRIATIONS - 000-		639,918	649,694	678,484	678,484	678,484
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Dept 170-DDA OPERATIONS/CONSTRUCTION

APPROPRIATIONS

Function: Unclassified

248-170-723-000	DDA - MEMBERSHIP AND DUES	940	270	940	940	940
248-170-724-000	DDA - EDUCATION	2,000	370	2,000	2,000	2,000
248-170-787-000	OTHER EXPENSES	10,000	4,295	10,000	10,000	10,000
248-170-821-000	ENGINEERING	10,000	219	10,000	10,000	10,000
248-170-826-265	LEGAL	4,000	160	2,500	2,500	2,500
248-170-860-000	DDA - MILEAGE	400	60	400	400	400
248-170-861-100	BUS SERVICE 28TH ST	102,800	63,778	97,187	97,187	97,187
248-170-921-000	ELECTRICITY	27,000	16,281	27,000	27,000	27,000
248-170-922-000	STREETLIGHTS	6,000		8,000	8,000	8,000
248-170-924-100	CELL PHONES	850	461	900	900	900
248-170-927-000	WATER-SEWER	6,500	2,440	6,500	6,500	6,500
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	37,800	31,068	37,800	37,800	37,800

01/03/2017

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

2017 APPROVED BUDGET

Calculations as of 10/31/2016

Board Adopted 12/14/2016

Resolution 49/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 10/31/16	2017 REQUESTED BUDGET	2017 RECOMMENDED BUDGET	2017 APPROVED BUDGET
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	25,000	23,895	20,000	20,000	20,000
248-170-950-000	DDA PROPERTY TAX REFUNDS	10,000	4,504	5,000	5,000	5,000
248-170-967-000	SPECIAL PROJECTS	40,000	17,113	75,000	75,000	75,000
248-170-980-266	SIDEWALK CONST - W 28TH ST		433			
248-170-981-000	SMALL EQUIP AND FURNITURE	500		500	500	500
Total - Function Unclassified		283,790	165,347	303,727	303,727	303,727
TOTAL APPROPRIATIONS		283,790	165,347	303,727	303,727	303,727
NET OF REVENUES/APPROPRIATIONS - 170-DDA OPERATIONS/CONSTF		(283,790)	(165,347)	(303,727)	(303,727)	(303,727)

Dept 901-CAPITAL OUTLAY

APPROPRIATIONS

Function: CAPIAL OUTLAY

248-901-821-051	ENGINEERING- MUSEUM GARDENS	1,300	1,243			
248-901-821-053	ENGINEER-MILLAGE AREA MID-BLOCK CROS	1,000	682			
248-901-821-054	ENGINEERING- ENHANCED INTERSECTIONS	5,500	5,816			
248-901-974-000	CAPITAL OUTLAY - LANDIMP	30,000	2,031			
248-901-974-051	MUSEUM GARDENS PROJECT	67,215	67,215			
248-901-974-052	OLD 28TH ST REALIGNMENT		14,980			
248-901-974-053	CAP OUT-VILLAGE AREA MID-BLOCK CROSSII	52,168	52,168			
248-901-974-054	CAPITAL OUTLAY- ENHANCED INTERSECTION	13,000	13,000			
Total - Function CAPIAL OUTLAY		170,183	157,135			
TOTAL APPROPRIATIONS		170,183	157,135			
NET OF REVENUES/APPROPRIATIONS - 901-CAPITAL OUTLAY		(170,183)	(157,135)			

Dept 965-TRANSFERS OUT

APPROPRIATIONS

Function: OTHER FINANCE SOURCE

248-965-999-101	TRANSFER TO GENERAL FUND	94,340		94,340	94,340	94,340
Total - Function OTHER FINANCE SOURCE		94,340		94,340	94,340	94,340
TOTAL APPROPRIATIONS		94,340		94,340	94,340	94,340

01/03/2017 BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

2017 APPROVED BUDGET
 Calculations as of 10/31/2016
 Board Adopted 12/14/2016
 Resolution 49/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 10/31/16	2017 REQUESTED BUDGET	2017 RECOMMENDED BUDGET	2017 APPROVED BUDGET
NET OF REVENUES/APPROPRIATIONS - 965-TRANSFERS OUT		(94,340)		(94,340)	(94,340)	(94,340)
Dept 990-DEBT SERVICE						
APPROPRIATIONS						
Function: DEBT SERVICES						
248-990-992-003	MUN BOND 2010 /PRINCIPAL	91,000	91,000	95,000	95,000	95,000
248-990-996-003	MUN BOND 2010 / INT & FEES	15,777	15,777	15,518	15,518	15,518
Total - Function DEBT SERVICES		106,777	106,777	110,518	110,518	110,518
TOTAL APPROPRIATIONS		106,777	106,777	110,518	110,518	110,518
NET OF REVENUES/APPROPRIATIONS - 990-DEBT SERVICE		(106,777)	(106,777)	(110,518)	(110,518)	(110,518)
ESTIMATED REVENUES - FUND 248		639,918	649,694	678,484	678,484	678,484
APPROPRIATIONS - FUND 248		655,090	429,259	508,585	508,585	508,585
NET OF REVENUES/APPROPRIATIONS - FUND 248		(15,172)	220,435	169,899	169,899	169,899
BEGINNING FUND BALANCE		329,814	329,814	550,249	550,249	550,249
ENDING FUND BALANCE		314,642	550,249	720,148	720,148	720,148

User: SANDRA

PERIOD ENDING 08/31/2017

DB: Cascade

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

GL NUMBER	DESCRIPTION	2017	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2017 NORMAL (ABNORMAL)	MONTH 08/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA						
Revenues						
Dept 000						
248-000-401-401	TAXES - CASCADE TOWNSHIP	186,715.00	186,381.34	0.00	333.66	99.82
248-000-401-402	TAXES - G.R.C.C.	95,000.00	(167.46)	0.00	95,167.46	(0.18)
248-000-401-403	TAXES-KENT COUNTY	300,954.00	93,693.75	0.00	207,260.25	31.13
248-000-401-406	KDL TAXES-DDA	67,815.00	67,690.43	0.00	124.57	99.82
248-000-665-000	INTEREST REVENUE	5,500.00	5,159.91	0.00	340.09	93.82
248-000-675-000	DDA CONTRIBUTIONS - MISC	0.00	6,500.00	0.00	(6,500.00)	100.00
248-000-675-300	DDA CONTRIB & DONATION- METRO CRUISE WU	15,000.00	6,150.00	0.00	8,850.00	41.00
248-000-675-310	DDA CONTRIBUTION & DONATION-SCULPTURE	7,500.00	0.00	0.00	7,500.00	0.00
Total Dept 000		678,484.00	365,407.97	0.00	313,076.03	53.86
TOTAL REVENUES		678,484.00	365,407.97	0.00	313,076.03	53.86
Expenditures						
Dept 170-DDA OPERATIONS/CONSTRUCTION						
248-170-723-000	DDA - MEMBERSHIP AND DUES	940.00	1,025.00	0.00	(85.00)	109.04
248-170-724-000	DDA - EDUCATION	2,000.00	248.85	0.00	1,751.15	12.44
248-170-787-000	OTHER EXPENSES	10,000.00	436.14	0.00	9,563.86	4.36
248-170-821-000	ENGINEERING	10,000.00	71.00	0.00	9,929.00	0.71
248-170-826-265	LEGAL	2,500.00	0.00	0.00	2,500.00	0.00
248-170-860-000	DDA - MILEAGE	400.00	97.80	0.00	302.20	24.45
248-170-861-100	BUS SERVICE 28TH ST	97,187.00	50,567.54	7,834.26	46,619.46	52.03
248-170-921-000	ELECTRICITY	27,000.00	12,234.92	1,375.95	14,765.08	45.31
248-170-922-000	STREETLIGHTS	8,000.00	0.00	0.00	8,000.00	0.00
248-170-924-100	CELL PHONES	900.00	396.03	0.00	503.97	44.00
248-170-927-000	WATER-SEWER	6,500.00	190.22	0.00	6,309.78	2.93
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	37,800.00	14,026.59	5,253.44	23,773.41	37.11
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	20,000.00	952.23	0.00	19,047.77	4.76
248-170-950-000	DDA PROPERTY TAX REFUNDS	5,000.00	10,065.23	0.00	(5,065.23)	201.30
248-170-967-000	SPECIAL PROJECTS	75,000.00	35,062.76	12,500.00	39,937.24	46.75
248-170-981-000	SMALL EQUIP AND FURNITURE	500.00	0.00	0.00	500.00	0.00
Total Dept 170-DDA OPERATIONS/CONSTRUCTION		303,727.00	125,374.31	26,963.65	178,352.69	41.28
Dept 965-TRANSFERS OUT						
248-965-999-101	TRANSFER TO GENERAL FUND	94,340.00	0.00	0.00	94,340.00	0.00
Total Dept 965-TRANSFERS OUT		94,340.00	0.00	0.00	94,340.00	0.00
Dept 990-DEBT SERVICE						
248-990-992-003	MUN BOND 2010 /PRINCIPAL	95,000.00	0.00	0.00	95,000.00	0.00
248-990-996-003	MUN BOND 2010 / INT & FEES	15,518.00	6,614.50	0.00	8,903.50	42.62
Total Dept 990-DEBT SERVICE		110,518.00	6,614.50	0.00	103,903.50	5.98
TOTAL EXPENDITURES		508,585.00	131,988.81	26,963.65	376,596.19	25.95

User: SANDRA

PERIOD ENDING 08/31/2017

DB: Cascade

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

GL NUMBER	DESCRIPTION	2017	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2017 NORMAL (ABNORMAL)	MONTH 08/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA						
Fund 248 - DDA:						
	TOTAL REVENUES	678,484.00	365,407.97	0.00	313,076.03	53.86
	TOTAL EXPENDITURES	508,585.00	131,988.81	26,963.65	376,596.19	25.95
	NET OF REVENUES & EXPENDITURES	169,899.00	233,419.16	(26,963.65)	(63,520.16)	137.39