

AGENDA
Cascade Charter Township
Downtown Development Authority Board of Directors
August 19, 2025
5:30 p.m.

Cascade Fire Station 1
2865 Thornhills Ave SE

Public may access the meeting via video conference software Zoom
<https://us02web.zoom.us/j/88196996148>

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| ARTICLE | 1. | Call the Meeting to Order <ul style="list-style-type: none">• Record the Attendance |
| ARTICLE | 2. | Approval of the Agenda |
| ARTICLE | 3. | Approval of the July 15, 2025 Meeting Minutes |
| ARTICLE | 4. | Approval of the July 15, 2025 Informational Meeting Minutes |
| ARTICLE | 5. | Tassel Park Contract Approval |
| ARTICLE | 6. | Staff Updates |
| ARTICLE | 7. | Any Other Business |
| ARTICLE | 8. | Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (<i>Comments are limited to five minutes per speaker</i>) |
| ARTICLE | 9. | Adjournment |

MINUTES

Cascade Charter Township
Downtown Development Authority
July 15, 2025, at 5:30pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ARTICLE 1. Vice Chair Stephan called the meeting to order at 5:31pm.
Members Present: Vogel, Preston, Bingham, Stephan, Lesperance, Carlson,
Late: Makkar
Absent: Kleyla,
Others Present: Township Manager Jade Smith, Executive Assistant Jessica Stine,
Downtown Development Manager Eric Ensey

ARTICLE 2. Approval of the Agenda

Motion was made by Member Vogel to approve the agenda. Supported by Member Preston. Motion carried 6 to 0.

ARTICLE 3. Approval of the Minutes of the June 17, 2025 Meeting

Motion was made by Supervisor Lesperance to approve the minutes as written. Supported by Member Preston. Motion carried 6 to 0.

ARTICLE 4. Closed Session per MCL 15.267 (1) to Consider Purchase of Real Property

Motion was made by Member Vogel to enter closed session per MCL 15.267 (1) to Consider Purchase of Real Property. Supported by Member Bingham. Motion carried 6 to 0. The Board entered closed session at 5:34pm.

Member Makkar arrived at 5:40pm.

Motion was made by Member Vogel to return to open session at 6:20pm. Supported by Member Bingham. Motion carried 7 to 0.

ARTICLE 5. Staff Updates

Manager Smith talked about the concert series that will continue at Friendship Park throughout the summer. The two remaining concerts are scheduled for July 17th and August 2nd.

The Township received eight proposals for Tassell Park and interviewed four of them. Manager Smith will bring the Board of Trustee's decision to the next meeting.

The KDL Cascade Library Refresh Project is nearing completion and the Grand Reopening is scheduled for July 23rd at 5:30pm.

The pedestrian bridge over the Thornapple River is complete, other than the light poles, and open to traffic. Many residents have expressed how necessary they believe the improvements are and that there has been increased pedestrian traffic in that area.

Members commented that they perceived the Independence Day Parade and Celebration to have significantly lower attendance this year. The parade only lasted 15 minutes when it generally lasts an hour. There were comments that the library celebration was well attended. Some suggested factors were extreme heat and which day of the week the holiday landed.

ARTICLE 8. Any Other Business

The Informational Meeting will take place that night, immediately following the regular meeting.

ARTICLE 9. Acknowledge Visitors & Public Comment

There were not any visitors who wanted to be acknowledged at that time.

ARTICLE 10. Adjournment

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

Respectfully submitted,

Scott Vogel, Secretary

MINUTES
INFORMATIONAL MEETING
Cascade Charter Township
Downtown Development Authority
July 15, 2025, at 5:30pm
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ARTICLE 1. Vice Chair Stephan called the meeting to order at 6:31pm.
Members Present: Vogel, Preston, Bingham, Stephan, Carlson, Makkar
Absent: Kleyla, Lesperance
Others Present: Township Manager Jade Smith, Executive Assistant Jessica Stine,
Downtown Development Manager Eric Ensey

Approval of the Agenda

Motion was made by Member Vogel to approve the agenda. Supported by Member Bingham. Motion carried 6 to 0.

ARTICLE 2. Review of Projects Completed - 2024

Manager Smith presented a slideshow about the DDA, how a DDA works, and what projects were completed in 2024.

ARTICLE 3. Future Plans/Projects

Also in the slideshow, Manager Smith discussed ongoing DDA projects and ones they may be interested in expanding on in the future.

ARTICLE 4. Acknowledge Visitors & Public Comment

There were not any visitors who wanted to be acknowledged at that time.

ARTICLE 5. Adjournment

Motion was made by Member Makkar to adjourn the meeting. Supported by Member Preston. Motion carried 6 to 0. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Scott Vogel, Secretary



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR DDA BOARD ACTION

MEETING DATE: August 19, 2025

ITEM: Consider approval of professional services agreement with Troyer Group for Tassel Park and Open Space Improvements

PRESENTER:

Jade Smith, Township Manager

INDIVIDUAL PRESENT:

N/A

EXECUTIVE SUMMARY:

The Cascade Downtown Development Authority (DDA) invited qualified engineering and design firms to submit statements of qualifications (SOQ) to provide professional services for the final design, engineering and project oversight of Tassell Park and Open Space Improvements.

Tassell Park, a 3.2-acre park on the Thornapple River, is located just south of Cascade Rd., at 2900 Thornapple River Dr. Construction of the park began in spring 2001 with completion in 2002. The park, situated beneath a variety of mature hardwood trees and beautiful landscaping, boasts an interactive fountain, sculptures, a fire pit, two shelters and a public restroom. Picnic tables and benches are located throughout the park. The park offers opportunities for fishing, canoeing and kayaking, relaxing along the bank of the river and picnicking. The park is near the Cascade Rd. and Thornapple River Dr. pathways, allowing for easy access on foot or bicycle. There are small lots at each end of the park for vehicle traffic.

In 2024 the Township took possession of an old automotive repair facility and the surrounding property, .33 acres, which will be included in the overall village park improvements. Given its proximity to Tassell Park, the Thornapple River and the village area, this site will be revitalized to highlight its natural beauty and unique character. One goal of converting the corner lot, which is adjacent to existing parkland, is to make traversing the busy intersection safer for bikers and pedestrians. This site, along with the .2-acre former Doctor's Office property, and Tassell Park, will be for the public to enjoy the unique

character of the river, all while preserving as much greenspace as possible.

This village park and open space will serve as a vital community gathering area, situated along the scenic Thornapple River in Cascade Township. The space is envisioned to include multi-use pathways, seating areas, play areas, lookouts, restrooms, a pavilion, open lawns, and interactive features that allow visitors to connect and interact with the riverfront.

This placemaking project supports the DDA's long-term vision of revitalizing the downtown area and promoting a vibrant, accessible public space. The goal is to create a sustainable, inclusive, and vibrant space that reflects the needs and values of the community today, while celebrating the history of current Tassell Park amenities that were spearheaded and funded by community stakeholders.

The Township advertised a request for qualification (RFQ), seeking an experienced partner to refine, finalize, and implement this vision to enhance the community's recreational space with improved accessibility, sustainability and community amenities.

There were eight RFQ's received, and four firms were selected for interviews. Members of the interview committee each scored the RFQ's to determine the top four they would interview. The interview committee is recommending Troyer Group to complete the final project design and construction. Firms were evaluated on their ability to provide comprehensive services including, but not limited to:

- **Final Design Development:** Refine and complete the existing concept design in collaboration with Township staff, Board of Trustees, DDA Board and public stakeholders.
- **Engineering Services:** Civil, structural, and landscape engineering necessary to support the final design.
- **Permitting and Regulatory Coordination:** Ensure compliance with all local, state, and federal requirements.
- **Bidding Assistance:** Preparation of bid documents, contractor solicitation, and bid evaluation.
- **Construction Administration:**
 - o Project management and coordination
 - o Construction oversight and site inspections
 - o Review of contractor submittals and change orders
 - o Final walkthrough and project close-out.

Troyer Group's project lead is a Cascade resident who has worked with the Township on previous park planning initiatives. In addition, they are partnering with Native Edge and Fleis and VandenBrink, both of whom have a good working relationship with the Township and have assisted with previous park and engineering projects.

STRATEGIC PLANS/GOALS:

Parks and Trails Priority 2. Create a central gathering place for the Township. Task 2-3. Work with a hired consultant (e.g., landscape architect) to design the proposed central gathering space with the desired amenities.

BUDGET IMPLICATIONS:

The fee for the final design is \$60,000 and the fee for construction documentation, bidding and construction administration will be 8% of the construction cost. This is a standard cost allocation model for projects of this nature, as the final project cost is unknown. The cost will be covered by the upcoming bond sale set to occur in the 4th quarter of 2025 or the 1st quarter of 2026.

IMPLEMENTATION PLAN:

Cascade Township will prepare a contract, approved by legal counsel, with Troyer Group. Upon agreement of both parties, a timeline will be developed with tasks and target dates to move the project forward; the intent is for construction to be completed in 2026.

ACTION REQUESTED:

Approve the selection of Troyer Group to provide professional services for the final design, engineering, project construction and administration of Tassell Park and Open Space Improvements in the village area.

- 1- List of Bidders (Proposals are available for viewing at the Township Administration Building)

Fleis & VandenBrink	Progressive Companies
OHM Advisors	Spalding DeDecker
MCSA	Tower Pinkster
Prein & Newhof	Troyer Group



TOWNSHIP STAFF UPDATE

DDA Meeting

August 19, 2025

LIGHTING AND DECOR

- With the completion of the bridge, we will be looking at lights
- Seasonal decorations and flags

Tassel Park and Open Space Update

- Contract in progress
- Environmental testing being conducted on Verburg's property
- Closing date is not set yet

ZONING AMENDMENT

- Township zoning amendment is in the final stages
 - Planning Commission – Public Hearing – 8/18 @ 6:00
 - Board of Trustees - Work Session – 8/25 @ 5:00
 - Board of Trustees meeting – Zoning Amendment Introduction – 8/27 @ 7:00
 - Board of Trustees meeting – Zoning Amendment Adoption - 9/10 @ 7:00
- Features Form Based Code in the Village Area
- Mixed use in some areas
- Link to Draft Zoning Amendment document - <https://www.cascadetwp.com/getattachment/Services-Departments/Community-Development/Zoning-Ordinance/Cascade-ZO-PUBLISHED-DRAFT-2025-0703.pdf.aspx?lang=en-US>
- Article 8 details the form based code that will have the biggest impact on the Village Area

BUSINESS UPDATES

- No new business updates since the last meeting

UPCOMING EVENTS

- August 21st – 23rd – Metro Cruise
- September 20th – Heritage Festival
- October – Halloween Event at Stonehouse
- November/December – Tree Lighting