

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
August 20, 2024
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/85632463498>

Meeting ID: 856 3246 3498

By Phone: 1 309 205 3325

- ARTICLE 1.** Call the Meeting to Order
- Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the June 18, 2024 Meeting Minutes
- ARTICLE 4.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Sheriff's Office Presentation-Deputy Chase
- ARTICLE 6.** Elect New DDA Secretary
- ARTICLE 6.** Consider Site Improvement Grant Application- Danielle Bouchard
- ARTICLE 7.** Consider Approval of DDA 2025 Budget
- ARTICLE 8.** Consider DDA Bylaw Adoption
- ARTICLE 9.** Staff Updates
- ARTICLE 10.** Any Other Business
- a. Next Meeting: September 17, 2024
- ARTICLE 11.** Adjournment

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
June 18, 2024
5:30 p.m.
2870 Jacksmith Ave. SE

ARTICLE 1. Chair Kleyla called the meeting to order at 5:30 P.M.
Members Present: Vogel, Preston, Stephan, Kleyla, Bingham
Members Late: Makkar
Members Absent: Carlson, Lesperance, Growney
Others Present: Township Manager Jade Smith, Planning and Community, Mgt
Office Admin Assistant Jessica Stine, and those listed on the sign-in sheet.

ARTICLE 2. Approval of the Agenda

**Motion was made by Member Stephan to approve the current agenda.
Supported by Member Vogel. Motion carried 5 to 0.**

ARTICLE 3. Approval of the Minutes of the May 21, 2024 Meeting

**Motion was made by Member Preston to approve the minutes of the May 21,
2024 meeting as written. Supported by Member Vogel. Motion carried 5 to 0.**

ARTICLE 4. Acknowledge visitors wishing to speak

There wasn't anyone who wished to speak at that time.

ARTICLE 5. Facade Improvements

The board discussed site improvement grant guidelines, listed their highest priorities for project requests, and added parking lot reallocation. Projects for mechanical heating/cooling and ductwork were added to the list of projects that did not qualify for the grant. They discussed three tiers of funding levels including sidewalks, decorative awning, and murals. They wanted a 12-month project time frame. The applicant will need to first pay to complete the project, then will be reimbursed for the costs.

Member Makkar arrived at 5:37pm.

They still need to determine if applications will be accepted on a rolling basis or they will have a set application date each year. They considered adjusting the percentage of the project that the grant funds based on how much interest there is. Danielle from McKenna and Manager Smith will go back through the proposal, collect ideas from DDA members, and bring it back to a future meeting. At the current stage, the grant is likely to first be available for 2025 projects.

ARTICLE 6. Consider approval of funding for Stone House

The keys to the Stone House were delivered the morning of the meeting. Manager Smith spoke with Township Lawyers and determined that the Stone House on Orange Ave is in the DDA. It is at the very edge, but still inside the boundaries. DDA members and the Township Board believed it would be a great asset to the Township. The board asked for projected expenses for 2025 and Manager Smith stated they will have a \$3 million balance going into 2025. The committee is looking forward to tying the property in with OHM's concept.

Motion was made by Member Preston to fund 100% of the Stone House acquisition. Considerable discussion ensued. Supported by Member Stephan. Motion carried 6 to 0.

ARTICLE 7. Consider approval of funding for Metro Cruise

The organization that runs the Metro Cruise has restructured. The offered a sponsorship for the Cascade Township DDA, which would benefit them due to the increased publicity it would bring. The new owner, Brandon Simmons, attended the meeting and explained that he is excited to work with Cascade. The Metro Cruise Warmup started in 2010 and was organized by a small group of community members. With his board taking over the event, Cascade's Metro Cruise Warmup will be the only Thursday event. The original Metro Cruise started 19 years ago and began at the City of Wyoming Chamber of Commerce. They are now looking to expand the event and provide sponsors with much more media exposure.

The DDA can choose to support at the \$6,000 or \$8,000 level. The \$6,000 level would include the Thursday warmup, like the DDA has normally funded, and the \$8,000 level would include a 'pit stop' in Cascade on Saturday. (This was incorrectly indicated in the email from Simmons where he said the \$6,000 would be for Saturday.) Both days will take place in the Thornapple Plaza parking lot. Saturday's event will include both local car clubs and larger ones. On Friday, the only event will be at Roger's Plaza in the City of Wyoming.

Motion was made by Member Vogel to contribute \$8,000 to the Metro Cruise to hold the Thursday and Saturday events. Supported by Member Bingham. Motion carried 6 to 0.

ARTICLE 8. Consider approval of funding for Virgil Nishimura Westdale Memorial Park Landscaping

Parks and Recreation Director Manion was unavailable to present and will bring the topic to a future meeting.

ARTICLE 9. Staff Updates

- **Cascade Rd Bridge**-Engineer Thorne said that they received two bids and the lowest came in at \$2.25 million (engineer's estimate was \$997,000).

The NE side of the bridge will increase between eight and nine ft and six to seven ft on the SW side. Both sides will have a barrier protecting pedestrians from traffic. There will also have a fence on each side to keep walkers from falling off. They will have three streetlights on the bump out from the pathway that will match the streetlight on Cascade Rd. The guard rail will be made of brushed black metal. OHM has looked at the plans for the bridge and will incorporate it into their design. Burying the utility lines over the bridge would not be fiscally feasible at this time. Chair Kleyla requested the Township look into fixing the light fixture that hangs over the bridge. Manager Smith said he would get the Kent County Road Commission to check it out. Member Vogel asked if there be spots for flags on the bridge and Manager Smith said he would check. Member Preston was concerned with Cascade Rd in the Village. Traffic will be hampered when the bridge is widened, but the area will not be inaccessible. Members stated that they were excited with the new Village Reimagined sign.

- **Bylaws Progress**-Manager Smith said that he is still working with legal on the bylaws but he will bring them to the July meeting for feedback.
- **Hotel Ordinance**-The Township is working on implementation for the hotels. Most Hotel Managers are welcoming the change; the owners are the ones pushing back.

ARTICLE 10. Any Other Business

There wasn't any other business to discuss at that time.

ARTICLE 11. Adjournment

Motion was made by Member Makkar to adjourn the meeting. Supported by Member Vogel. Motion carried 6 to 0. The meeting adjourned at 6:11 P.M.

Respectfully submitted,

Rene Growney, Secretary



Site Improvement Grant Guidelines

The Cascade Township Downtown Development Authority (DDA) has determined that a portion of their revenue should be used to enhance and support building and site improvements within the District (see attached for District boundary).

THE CASCADE TOWNSHIP DDA SITE IMPROVEMENTS GRANT PROGRAM

...is designed to encourage improvements to businesses in the DDA boundary. Grants are intended to provide financial incentives for high-quality building and site conditions that go above and beyond regular maintenance and upkeep.

The primary goals for eligible improvement projects within the DDA District are to enhance pedestrian safety through appropriate roadway and traffic modifications that will enhance the shopping experience; support beautification that will enhance the streetscape and create character, identity and attract shoppers and businesses alike; support the growth of existing businesses while new businesses, offices, education, or health care industries will locate in the DDA District.

GENERAL APPLICATION ELIGIBILITY

Eligible applicants must be one of the following:

- Owners of real property within the DDA District.
- Owners of business establishments within the DDA District (tenants need written approval from the property owner).

REQUIRED CONDITIONS

Site Improvements Grant applications will be considered if the application meets the following base conditions:

- The Site Improvement Grant application has been correctly filled out and submitted to the Township with all required supplemental documentation.
- Property taxes and all other applicable Township fees must be current and paid in full.
- The property cannot have an outstanding, current, or ongoing violation of any Township ordinance.
- Project components should have a useful life of at least 10 years.
- Projects will be evaluated based on merit and funded to the extent that budgeted DDA funds are available.
- The proposal has received site plan and/or special land use approval from the Cascade Township Planning Commission (as applicable).
- All funding is at the discretion of the DDA Board.
- Based on the overall project scoring, project match requirements vary. For higher scoring projects, the DDA may require 0% match. For lower scoring projects, the DDA may require up to a 75% match.



FUNDING PRIORITIES

Applications containing the following characteristics will receive priority funding based on the attached scoring criteria:

- Projects that are located within the Cascade Village area (see attached map of the Cascade Village).
- Projects that demonstrate a significant impact to promote the following activities:
 - Retail or commercial businesses and retail diversity
 - Entertainment businesses
 - Dining opportunities
 - Walkability, bikeability, and enhanced accessibility
- Projects designed to resolve deteriorated or unsightly conditions that have existed for many years or include long-term or permanent improvement(s) from existing conditions.
- Projects that are consistent with “Priority A” improvements as described in the Cascade Township DDA Development Plan and TIF Plan.
- Projects designed for the removal of visual clutter or inappropriate design elements.



- Projects that include new (or renovated) building frontage(s) that are consistent with the DDA’s preferred aesthetic design and character.
- Projects that restore historical (approximately 50 years and older) or architectural elements of the building.
- Projects that call for the removal of significant nonconforming elements of the building.
- Projects that involve the reoccupation of a currently vacant or underutilized building.
- Projects that include enhanced site design, such as additional landscaping, above and beyond what is required by zoning, or parking lot reallocation to the rear or side of the building.
- Projects that enhance the aesthetic design and character of a building or site with frontage on 28th Street.
- Projects that include collective participation from adjacent property owners, by means of cross-access agreements for parking, or other applicable conditions.

ELIGIBLE PROJECTS

Site Improvement Grant awards will fund the following activities:

- Repair or replacement of windows, doors, walls, or other appropriate architectural elements
- Exterior lighting
- Decorative landscaping improvements
- Masonry restoration
- Restoration of historical elements
- Patios and other hard scape improvements
- Existing sign structure improvements
- Signage or awning replacement
- Mural art
- Sidewalks
- Removal of non-contributing facades
- Significant façade repair and treatment
- Burying overhead utilities (if applicable)
- Exterior painting or staining
- Parking lot reallocation to the side or rear of a building
- Other site improvements consistent with the DDA Development Plan



INELIGIBLE PROJECTS

Site Improvement Grant awards cannot be used to fund the following activities:

- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan and permit fees
- Appraiser, attorney, interior decorator, architectural and engineering fees
- Wages paid to applicant, relatives, or friends for work associated with the façade improvements
- Furnishings, trade fixtures, display cases, counters or other internal items
- Reusable or portable items
- Any portion of expenses for which the applicant pays contractor in merchandise or in-kind services
- Fencing and screening
- Routine building or site maintenance
- Roof repair/replacement
- Dumpster enclosures
- Mechanical, heating, or cooling systems and ductwork

MAXIMUM GRANT AMOUNTS

Applications for Site Improvement Grants are subject to the following maximum award amounts. Eligible projects require varied match amounts depending on the total score of the project evaluation. *See evaluation Criteria.*

The DDA reserves the right, at their discretion, to increase or decrease the amount of funds allocated to an applicant:

- **Front façade improvements** – building and utilities (e.g., redevelopment, second story addition, restoration, etc.): **\$100,000**
- **Other Site Improvements** (e.g., landscaping, signage, sidewalks, lighting, patios, etc.): **\$50,000**
- **Other General Improvements** (e.g., awnings, decorative murals, public art, benches, etc.): **\$25,000**

ADDITIONAL INFORMATION

Regarding perspective applications, please take into account the following additional requirements and information:

- An applicant may apply for reimbursement of eligible activities if the activity has been completed within the last 12 months. Proof of work and costs paid shall be provided to the DDA.
- A property can be the recipient of a Site Improvement Grant every three (3) years.
- The “front façade” shall include the parts and components of a site that directly faces a public street or public parking lot.
- Site Improvement Grants apply to external improvements only.

HOW THIS WORKS

The Site Improvement Grant Program functions essentially as a reimbursement process. The process from the time of application to reimbursement is as follows:

- The DDA approves annual budgeted grant funds.
- The Property owner (or designee) completes and submits a Site Improvement Grant application with the required attachments.
- The DDA scores all applications received by using the evaluation criteria checklist during a public meeting.
- An agreement is executed between the property owner (or designee) and the DDA for the selected application(s) to receive funding.
- Project is completed.
- Itemized receipts and proof of payment is provided by the applicant to the DDA.
- Reimbursement issued.

Site Improvement Grant Application

GENERAL INFORMATION	
Business Name	
Contact Person	
Mailing Address	
Is The Business Located Within The Dda Boundary?	
Project Address	
(If Different)	
Phone Number	
Email	
Building Owner's Name (If Different)	
Owner's Phone Number (If Different)	
Proposed Start Date	
Estimated Completion Date	
How Will The Project Be Financed?	
Description Of The Proposed Site Improvements	

GENERAL INFORMATION
<p>The Information submitted herein is true and accurate to the best of my (our) knowledge.</p> <ul style="list-style-type: none"> • I (we) have read and understood the conditions of the Cascade Township Site Improvements Grant Program and agree to abide by its conditions and guidelines. • I (we) understand that if this application is approved, any changes, alterations or modifications to the approved design must be approved by the DDA. • If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment. • I (we) understand that if this project is not completed with the 2 year timetable, the DDA can withdraw its funding commitment. • I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of the application.
<p>Required supplemental documentation to be submitted with this application:</p> <ul style="list-style-type: none"> • A written descriptive narrative of the proposed project • A detailed estimated project cost breakdown • A photo of the existing conditions • A visual rendering of the new project design

Applicant's Signature

Date





Site Improvement Grant Application Evaluation Checklist

SCORING CRITERIA

Each Site Improvement Grant application will be evaluated and weighed equally against specific criteria as determined by the DDA Board. Projects that achieve a higher score will receive higher priority for funding. The Cascade Township DDA reserves the right to amend this scoring criteria at any time. Each evaluation criteria score is based upon the DDA’s findings as they pertain to each proposal. It is solely at the discretion of the DDA how each evaluation criteria are scored. The DDA cannot guarantee funding.

Evaluated Score key:

- 150+ total points = 0% match required
- 80–149 total points = 50% match required
- 79 and below total points = 75% match required

GENERAL IMPACT CRITERIA	MAXIMUM POINT VALUE	EVALUATED SCORE
The project site does <i>not</i> have a clear demonstrated need for improvements.	1 point	
The project site has a <i>nominal</i> need for improvements.	3 points	
The project site has a <i>severe</i> need for improvements.	5 points	
The proposal is consistent with (or achieves) “Priority A” improvements as described in the Cascade Township DDA Development and TIF Plan.	10 points	
The total project investment exceeds the maximum grant reimbursement amount by more than 25%.	10 points	
LOCATION CRITERIA	MAXIMUM POINT VALUE	EVALUATED SCORE
The project is <i>not</i> located within Cascade Village or have frontage of 28 th Street.	1 point	
The project site is located within the designated Cascade Village area.	10 points	
The project site is located on 28 th Street, outside of the Cascade Village area.	7 points	
The project site has frontage on the Thornapple River.	5 points	
The project site is adjacent to a park, trail, or other similar public space.	3 points	
The project site is located in an office park or shopping center.	3 points	



TRANSPORTATION IMPROVEMENTS & ACCESS CRITERIA	MAXIMUM POINT VALUE	EVALUATED SCORE
The proposal does <i>not</i> significantly enhance walkability or bikeability in the DDA area.	1 point	
The proposal includes infrastructure that will <i>moderately</i> enhance the pedestrian or biking experience (e.g., bike racks, benches)	3 points	
The proposal demonstrates a significant impact to expanding or enhancing walkability, bikeability, or accessibility in the DDA boundary.	10 points	
The proposal includes the collaboration between multiple property/business owners for cross-access agreements.	5 points	
The proposal includes or completes a bike trail connection and a significant addition to the Township's bike path system.	3 points	
The proposal includes the reallocation of parking lots or parking areas to the side or rear of a building, in Cascade Village or 28th Street.	10 points	
BEAUTIFICATION & SUSTAINABILITY CRITERIA	MAXIMUM POINT VALUE	EVALUATED SCORE
The proposal includes sustainable building materials, construction techniques, LEED Design, or other similar sustainable features.	5 points	
The proposal includes elements that will enhance universal design (e.g., ADA, age-friendliness, accessibility).	7 points	
The proposal includes a significant amount of public art and/or tactical urbanism.	3 points	
The proposal includes the reoccupation of a vacant or abandoned building and/or tenant space.	10 points	
The proposal is designed to resolve deteriorated or unsightly conditions that have existed for many years or include long-term or permanent improvement(s) from existing conditions.	10 points	
The proposal calls for the removal of significant nonconforming elements of a building.	7 points	
The proposal is designed for the removal of visual clutter or inappropriate design elements.	7 points	
The proposal includes enhanced site design, such as additional landscaping or signage, above and beyond what is required by zoning.	5 points	
The proposal will restore historic (approximately 50 years or older) or architectural elements of the building.	10 points	
The proposal includes the burial of power lines and/or overhead utility lines.	7 points	
VISITOR EXPERIENCE CRITERIA	MAXIMUM POINT VALUE	EVALUATED SCORE
The proposal demonstrates a significant impact to expanding retail businesses, commercial businesses, or retail diversity in the DDA boundary.	10 points	
The proposal demonstrates a significant impact to expanding entertainment businesses in the DDA boundary.	10 points	
The proposal demonstrates a significant impact to expanding dining opportunities in the DDA boundary.	10 points	



The proposal includes elements for new outdoor seating and/or dining.	7 points	
The proposal will bring a significant number of new jobs to the DDA area.	5 points	
The proposal will bring new housing to the DDA area, within appropriate locations as described in the Cascade Township Master Plan.	5 points	
TOTAL SCORE		

I am pleased to present the proposed budget for the Cascade Township Downtown Development Authority (DDA) for the fiscal year 2025. This budget is crafted with a focus on continuing our development initiatives while maintaining fiscal responsibility and responsiveness to evolving community needs.

Budget Highlights for 2025:

1. **Tax Capture Revenue:** The proposed budget includes anticipated small increases in tax capture revenue. Please be aware that these figures are preliminary and may be refined in the upcoming weeks as we finalize our revenue projections.
2. **Expenditure Line Items:** Most expenditure line items have been maintained at the 2024 levels. As we continue to transition operations within the township and analyze current and future need, we have included a single placeholder for a DDA Manager/Director position. This placeholder represents a conservative estimate, and the specific amount will be adjusted once the role and responsibilities are fully defined.
3. **Re-budgeted Projects:** Projects budgeted for 2024 but not yet started—such as Tactical Urbanism initiatives, Landscaping Improvements, and Centennial Park Lighting—have been re-budgeted for 2025. This ensures that these essential projects will move forward as planned. It is worth noting that the budget being presented assumes that all 2024 projects will be complete, and dollars will be expended. The reality is that this will most likely not occur and we will not see additional use of fund balance.
4. **Debt Service:** We have confirmed the debt service obligations for our current bond issue for 2025. There is no provision for debt service related to a new bond issuance in 2025, as any related payments would not commence until 2026. As we continue working on the redevelopment of the Tuffy site, the old doctor's office, improvements to Tassel Park and other DDA enhancements more discussion will be had.
5. **Site Development and Redevelopment Grants:** The budget includes funding for the support of Cascade's Village Reimagined as well in the form of site development and redevelopment grants. These grants are integral to enhancing the vibrancy and functionality of our downtown area.

We believe this proposed budget will enable us to build on our progress and advance our strategic goals effectively. We are committed to transparency and welcome any feedback or questions regarding this budget.

After approval from the DDA Board it will be presented to the Cascade Township Board of Trustees with the 2025 Township Budget for consideration and approval.

Thank you for your continued support and partnership in shaping the future of Cascade Township's Downtown Development Authority.

Sincerely,

Jade Smith
Township Manager
Cascade Township

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

Calculations As of 12/31/2025

GL Number	Description	2022 Activity	2023 Activity	2024 APPROVED	2024 Amended Budget	2024 Activity	2025 REQUESTED
Fund: 248 DDA							
248-000-401-401	TAXES - CASCADE TOWNSHIP	299,511	326,437	389,115	389,115	389,112	399,115
248-000-401-402	TAXES - G.R.C.C.	162,134	190,779	203,000	203,000	0	213,000
248-000-401-403	TAXES-KENT COUNTY	550,206	634,240	685,000	685,000	215,198	705,000
248-000-401-406	KDL TAXES-DDA	108,755	117,543	140,115	140,115	124,745	140,115
248-000-528-007	ARPA	0	0	500,000	500,000	0	0
PEDESTRIAN BRIDGE - ARPA							
248-000-665-000	INTEREST REVENUE	33,733	174,306	88,500	88,500	94,413	96,534
248-000-667-001	RENT-TUFFY	73,334	62,774	79,000	79,000	0	0
248-000-675-675	MISCELLANEOUS INCOME	34,293	12,601	7,000	7,000	1,861	7,000
248-000-677-300	DDACONTRIB & DONATION- METRO	2,000	3,300	4,000	4,000	0	4,000
Total Department :		1,263,966	1,521,980	2,095,730	2,095,730	825,329	1,564,764
DDA OPERATIONS/CONSTRUCTION							
248-190-703-000	WAGES	0	0	0	0	0	100,000
PLACEHOLDER FOR DDA MANAGER/DIRECTOR - TOTAL WAGE & FRINGE							
				0			
							100,000
248-190-723-000	DDA - MEMBERSHIP AND DUES	2,148	0	2,000	2,000	575	2,000
248-190-724-000	DDA - EDUCATION	972	0	2,000	2,000	161	2,000
248-190-787-000	MISCELLANEOUS	1,620	2,867	0	0	0	0
248-190-801-000	CONTRACT SERVICES	0	34,528	175,000	175,000	82,313	175,000
MCKENNA PLANNING/DEVELOPMENT SUPPORT							
PROFESSIONAL SVCS - VILLAGE CONCEPT							
248-190-802-300	DDA ADMINISTRATIVE	98,077	102,000	0	0	0	0
248-190-821-000	ENGINEERING	1,992	42,549	75,000	75,000	95,317	75,000
248-190-826-265	LEGAL	215	0	2,500	2,500	0	2,500
248-190-860-000	DDA - MILEAGE	422	73	400	400	0	0
248-190-861-100	TRANSPORTATION SERVICES	216,292	221,145	60,000	60,000	37,695	60,000
248-190-921-000	ELECTRICITY	20,520	16,786	26,000	26,000	8,436	26,000
248-190-922-000	STREETLIGHTS	0	41,196	30,000	30,000	4,813	30,000
248-190-924-100	CELL PHONES/DATA	691	628	900	900	0	900
248-190-927-000	WATER-SEWER	6,797	6,797	8,500	8,500	710	8,500
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	36,529	19,088	60,000	60,000	1,895	68,000
USE 2024 #, PLUS 8K FROM 931-300							
				0			
							68,000
248-190-931-300	DDA REPAIR & MAINT- METRO CRU	5,921	2,631	8,000	8,000	9,040	0
FOLD THIS LINE INTO 931-000							
248-190-964-100	DDA PROPERTY TAX REFUNDS	17,006	0	25,000	25,000	57,305	25,000
248-190-967-000	SPECIAL PROJECTS-DDA LIGHTING	42,230	12,683	15,000	15,000	1,755	15,000
248-190-967-001	SPECIAL PROJECTS-TACTICAL URB	0	0	20,000	20,000	0	20,000
248-190-967-002	SPECIAL PROJECTS-FLOWERS/PLAN	0	11,273	110,000	110,000	3,719	110,000
LANDSCAPING IMPROVEMENTS							
FLOWERS AND PLANTERS							
248-190-967-003	SPECIAL PROJECTS-PR/MARKETING	0	0	20,000	20,000	2,004	20,000
248-190-967-004	SPECIAL PROJECTS-SPECIAL EVEN	0	1,982	15,000	15,000	0	15,000
248-190-967-006	SPECIAL PROJECTS - DEVELOPMEN	0	0	0	0	0	100,000
SITE DEVELOPMENT GRANT(S)							
				0			
							100,000
248-190-981-000	OFFICE EQUIPMENT	0	0	1,000	1,000	0	1,000
Total Department DDA OPERATIONS/CONSTRUCTIO		(451,432)	(516,226)	(656,300)	(656,300)	(305,738)	(855,900)

CAPITAL OUTLAY

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

Calculations As of 12/31/2025

GL Number	Description	2022 Activity	2023 Activity	2024 APPROVED	2024 Amended Budget	2024 Activity	2025 REQUESTED
Fund: 248 DDA							
CAPITAL OUTLAY							
248-901-970-000	CAPITAL OUTLAY - FFE	71,597	0	230,000	230,000	0	230,000
CENTENNIAL PARK LIGHTING							
248-901-971-000	LAND ACQUISITION	0	0	0	0	677,362	0
248-901-974-000	CAPITAL OUTLAY - LANDIMP	57,084	0	1,750,000	1,750,000	0	50,000
SIDEWALK REPLACEMENT							
				0			50,000
CARRY OVER - PED. BRIDGE							
LIBRARY FRIENDSHIP PARK							
PEDESTRIAN BRIDGE CONT FROM ARPA							
Total Department CAPITAL OUTLAY:		(128,681)	0	(1,980,000)	(1,980,000)	(677,362)	(280,000)
TRANSFERS OUT							
248-966-955-248	TRANSFER TO GF - FROM DDA	0	0	434,564	434,564	0	434,564
BASED ON ALLOCATION PERCENTAGE							
Total Department TRANSFERS OUT:		0	0	(434,564)	(434,564)	0	(434,564)
DEBT SERVICE							
248-990-992-007	LOAN PRINCIPAL	75,022	75,023	80,000	80,000	24	80,000
248-990-994-001	INTEREST AND FEES	21,753	19,314	16,900	16,900	8,426	14,300
Total Department DEBT SERVICE:		(96,775)	(94,337)	(96,900)	(96,900)	(8,450)	(94,300)
Fund 248 - DDA:							
TOTAL ESTIMATED REVENUES		1,263,966	1,521,980	2,095,730	2,095,730	825,329	1,564,764
TOTAL APPROPRIATIONS		676,888	610,563	3,167,764	3,167,764	991,550	1,664,764
NET OF REVENUES & APPROPRIATIONS:		587,078	911,417	(1,072,034)	(1,072,034)	(166,221)	(100,000)

DDA Fund Balance

Beginning Balance 1-1-24 \$ 3,529,943

Original 2024 Budget -
result of operations \$ (1,072,034)

2024 Amendments

 Sidewalks \$ (44,000)

 2781 Orange \$ (677,362)

Projected Ending Fund Balance
as of 12-31-24

 \$ 1,736,547

Prepared by L. Nenciarini
15-Aug-24

BYLAWS
TOWNSHIP OF CASCADE DOWNTOWN DEVELOPMENT AUTHORITY

ARTICLE I
Name

The name of this authority is the Township of Cascade Downtown Development Authority.

ARTICLE II
Offices

Section 1. Registered Office. The registered office of the Authority shall be the Office of the Clerk, Township of Cascade (the "Township"), 5920 Tahoe Drive, S.E., Grand Rapids, Michigan 49546.

Section 2. Principal Office. The Authority shall have its principal office at the location of the registered office and may also maintain offices at such other place or places as the Board of Directors (the "Board") may from time to time designate.

ARTICLE III
Purpose and Powers

Section 1. Purpose and Power. The Authority was established by the Township to operate to prevent property value deterioration, eliminate the causes of that deterioration, increase property tax valuation in the Township's business district and the Authority's development area, and promote economic growth in accordance with the authorization of Act 57 of the Public Acts of Michigan of 2018, as amended ("Act 57").

Section 2. Powers. The Authority shall exercise the powers set forth in Act 57 and the ordinance establishing the Authority adopted by the Township Board on November 10, 2008 (the "Ordinance").

Section 3. Director. The Board may employ and fix the compensation of a director, subject to the approval of the Township Board. The director shall serve at the pleasure of the Board. A member of the Board is not eligible to hold the position of director. Before entering upon the duties of his or her office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined in the Ordinance payable to the Authority for use and benefit of the Authority, approved by the Board, and filed with the Township clerk. The premium on the bond shall be deemed an operating expense of the Authority, payable from funds available to the Authority for expenses of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the Board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the Authority in the manner authorized by this part. The director shall attend the meetings of the Board, and shall render to the Board and to the Township Board a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his or her office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the Board with information or reports governing the operation of the Authority as the Board requires.

ARTICLE IV
Board

Section 1. General. The Authority shall be under the supervision and control of the Board which shall be

appointed and serve in the manner set forth in Act 57 and the Ordinance. The Board of the Authority shall consist of 9 persons, the Township Supervisor and 8 members. Members shall be appointed by the Township Supervisor, subject to approval by the Township Board.

Not less than a majority of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it.

Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years.

An appointment to fill a vacancy shall be made by the Township Supervisor of the municipality for the unexpired term only.

Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses.

Section 2. Conflict of Interest. A member of the Board who has a direct interest in any matter before the Authority shall disclose his interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Members shall be subject to the provisions of Act 317 of the Public Acts of Michigan of 1968, as amended.

ARTICLE V Officers

Section 1. Officers. The officers of the Authority shall consist of a Chair, Vice Chair, and Secretary, and, if desired, such other officers as may from time to time be determined by the Board, each of whom shall be a member of the Board and shall be elected by the Board. Two or more offices may be held by the same person, but an officer shall not execute, acknowledge or verify an instrument in more than one capacity if the instrument is required to be executed, acknowledged or verified by two or more officers.

Section 2. Election and Term of Office. The officers of the Authority shall be elected annually by the Board at the first meeting of the fiscal year. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as is convenient. Each officer so elected shall hold office for the term for which he or she is elected and until his or her successor is elected and qualified or until his or her resignation or removal.

Section 3. Removal. Any officer elected by the Board may be removed by the Board with or without cause whenever in its judgment the best interests of the Authority would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired portion of the term of such office.

Section 5. Chair. The Chair shall be the chief executive officer of the Authority, but he or she may from time-to-time delegate all or any part of his or her duties to the Vice Chair. He or she shall preside at all meetings of the Board; see that all orders and resolutions of the Board are carried into effect; execute all bonds, mortgages, contracts, conveyances and other instruments entered into pursuant to the exercise of the powers of the Authority as set forth in Act 57 and the Ordinance with the approval and authority of the Board; be ex officio a member of all standing committees, if any, of the Authority; and have and

exercise such other authority as specifically granted to him or her from time to time by a resolution of the Board.

Section 6. Vice Chair. The Vice Chair shall perform such duties as are delegated to him or her by the Chair, and he or she shall, in the absence or in the event of the disability of the Chair, perform the duties and exercise the powers of the Chair, and shall perform such other duties as the Board shall prescribe by resolutions.

Section 7. Secretary. The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary shall keep in safe custody the seal of the Authority, and when authorized by the Board, affix the same to any instrument requiring it, and when so affixed it shall be attested by his or her signature or by the signature of the Treasurer or an Assistant Secretary. The Secretary shall be sworn to the faithful discharge of his or her duties. Assistant Secretaries or a Recording Secretary (collectively, an "Assistant Secretary") may be appointed from time to time by the Chairperson with the consent of the Board. Assistant Secretaries shall perform in order of their seniority the duties and exercise the power of the Secretary in the absence or in the event of the disability of the Secretary, and shall perform such other duties as the Board shall prescribe. An Assistant Secretary shall not be required to be a member of the Board.

Section 8. Delegation of Duties of Officers. In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any member of the Board, provided a majority of the Board then in office concurs therein.

ARTICLE VI Meetings

Section 1. Meetings. Meetings of the Board may be called by or at the request of the Chair or any two members of the Board. The meetings of the Board shall be subject to the Michigan Open Meetings Act.

Section 2. Notice. Notice of any meeting of the Board shall be provided to the public pursuant to the Michigan Open Meetings Act. Notice of any meeting of the Board shall be given at least four (4) days prior thereto by written notice, delivered personally, electronically (by email or facsimile), or mailed to each member of the Board at his or her business address. Mailed notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any member of the Board may waive notice of any meeting either before or after the meeting. The presence of a member of the Board at any meeting shall constitute a waiver of notice of such meeting, except where a member of the Board attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless required by the Michigan Open Meetings Act.

Section 3. Quorum. A majority of the members of the Board then in office constitutes a quorum for the transaction of business at any meeting of the Board, provided, that if less than a majority of the members are present at a meeting, a majority of the members present may adjourn the meeting from time to time without further notice. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by law, the Ordinance or these Bylaws.

Section 4. Committees. The Board may, by resolution adopted by a majority of the members then in office, establish one or more committees, each committee to consist of one or more of the members of the Board. The Chair with the advice and consent of a majority of a quorum at any meeting, shall appoint the members of each committee so established. Each member appointed to a committee shall serve until replaced by action of the Chair with the advice and consent of a majority of a quorum of the Board.

ARTICLE VII Contracts, Loans, Checks and Deposits

Section 1. Contracts. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific, instances.

Section 2. Loans. No loan shall be contracted on behalf of the Authority and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Township Board.

Section 3. Checks, Drafts, etc. The Board may utilize Township staff and officials for any or all administrative, planning and legal services in support of its operations including, but not limited to the following:

- (a) Maintaining financial records of the Authority.
- (b) Sign all checks, which must be countersigned by the Township Supervisor.
- (c) Depositing of all funds of the Authority in such banks, trust companies, or other depositories as the Board may select.
- (d) Prepare financial reports as required by law.
- (e) Furnish bond in an amount determined by the Board.

ARTICLE VIII Miscellaneous

Section 1. Seal. The Board may provide a corporate seal which, if authorized, shall have inscribed thereon the name of the Authority.

Section 2. Effective Date. These bylaws shall become effective upon approval of the Township Board of the Charter Township of Cascade. Until such approval, the bylaws shall become temporary bylaws for the Authority.

ARTICLE IX Amendments

These Bylaws may be altered or amended or repealed by the affirmative vote of a majority of the members of the Board then in office at any regular or special meeting called for that purpose, subject to approval by the Township Board.

I HEREBY CERTIFY that the above Bylaws were approved by the Board of the Township of Cascade Downtown Development Authority at a regular meeting held on **MONTH DAY**, 2024.

Township of Cascade
Downtown Development Authority

I HEREBY CERTIFY that the above Bylaws were approved by the Cascade Township Board in regular session held on **MONTH DAY**, 2024.

NAME
Township Clerk

87192:00001:200670519-1

DRAFT

TOWNSHIP STAFF UPDATE

DDA Meeting
August 20, 2024

CASCADE VILLAGE REIMAGINED

- Concept development is ongoing and OHM is slated to present concepts for review in late September.
- We will have OHM attend a future DDA meeting to present these concepts, possibly a joint meeting with the Board of Trustees
- I will continue to send updates as I receive them.

MEMORIAL PARK

- Harder & Warner performing site preparation work
- Township will purchase the plants and Kent Garden Club and Township volunteers will install most of the plants
- Goal is to do the planting in mid-September
- Funding from landscaping line item in DDA budget

STONE HOUSE

- The Township has officially taken possession of the Stone House on Orange Ave.
- Due to the expansive landscaping and showcase status of the property, we have contracted with Harder and Warner to maintain the grounds for the rest of the season. The grounds were not attended to since spring and Harder and Warner has done an excellent job cleaning it up and manicuring the landscape back to what it should be.

PEDESTRIAN BRIDGE

- Construction is still slated to start this fall and be substantially complete in November.
- Please watch for further updates on social media, the website and via email.

METRO CRUISE

- The Metro Cruise applied to host the 14th Annual Metro Cruise Warm Up event in Cascade Village.
- On August 22, 2024, from 4:00pm – 8:00pm at 6797 Cascade Road, also known as Thornapple Center, in front of Fowling Warehouse. The event is expected to bring in up to 300 people.
- On Saturday, August 24, 2024, Brandon Simmons will be hosting a Metro Cruise Pit Stop event during the Metro Cruise weekend. The event will have the same layout except there will not be a stage for live music. The timeframe for Saturday's event is 12:00pm – 7:00pm.
- In addition, they will be holding a Pit Stop event in the Sheraton parking lot. This is a great use of the excess parking space that is underutilized by the hotel.

HERITAGE FESTIVAL

- Planning for the 2024 Heritage Festival is underway.
- This year's event will take place on the grounds of the newly acquired Stone House and adjacent properties/roads.
- The DDA will be the major sponsor for this event, drawing attention to the district and village area. Funds for the event are included in the 2024 approved budget.
- We are actively seeking additional sponsors, including DDA businesses, that can be highlighted and promoted at the event. Thornapple Brewing will be playing a large role as the beer tent supplier.
- If you are interested in getting involved with the event, please let me know. We are looking for event planners, volunteers, and sponsors, as well as other opportunities to get local businesses involved.
- It will be great to see DDA members attend the event as well.
- The event will be on September 14th, starting at 5:00pm, with activities for the entire family, including live music, a beer and wine tent, tours of the Stone House, and possibly a small art exhibit.
- Stay tuned for more information.
- Let me know if you and/or your business are interested in getting involved. The sponsorship form is attached.

MDA BOARD TRAINING

- I was approached by Ada Township to see if there was interest in participating in the Michigan Downtown Association's (MDA) in-person downtown management organization board training session. The session is 90 mins and can be communities can share the cost.
- The total cost would be \$900, so \$450 for Cascade.
- The session will be held on August 27th from 7:30 a.m. – 9:30 a.m.
- Please let me know if you are interested in attending.



2024 Sponsorship Opportunity

Event Date:
September 14, 2024

As a valued partner of Cascade, we invite you to sponsor the 2024 Heritage Festival at Cascade's Village Stonehouse taking place on September 14th. This family-friendly event is designed to bring together all ages of Cascadian's to celebrate it's heritage and showcase why it is a great place to live, work and play.

Sponsorship provides great visibility for your business.

Partner Sponsorship Levels

\$1,000

\$500

\$250

Other



All sponsorship levels include the following benefits appropriate for level chosen

- Logo on all promotional material (poster, social media, event banner, etc)
- On-stage mentions
- Complimentary beer tickets at event

Contact Information

ORGANIZATION OR COMPANY NAME:

WEBSITE:

SPONSORSHIP CONTACT:

EMAIL:

FULL MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE):

PHONE:

Please return this form with payment by

August 23, 2024 to:

ATTN: Heritage Festival
Cascade Township
5920 Tahoe Dr SE
Grand Rapids, MI 49546

Amount: _____

MAKE CHECKS PAYABLE TO CASCADE TOWNSHIP

Submit company logo or if you have further questions or need additional information, please contact: Jessica Stine, jstine@cascadetwp.com