

## AGENDA

Cascade Charter Township  
Downtown Development Authority Board of Directors  
April 18, 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 February 21, 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 Cascade Branch of the Kent District Library Outdoor Gardens and Activity Space
- ARTICLE 6.** McKenna – Strategic Plan & Transportation Committee Update Report
- ARTICLE 7.** Discuss and Consider Village Landscape Bids
- ARTICLE 8.** Brief Updates
- Tuffy Muffler Lease
  - Transportation Committee
  - Replacement of Economic Development Director
- ARTICLE 9.** Any Other Business
- Upcoming Meetings**
- a. Strategic Plan Implementation Meeting – April 21, 2023
  - b. Transportation Committee Meeting – May 8, 9 or 10, 2023
  - c. Next Meeting: May 16, 2023
- Recent Meeting Minutes**
- a. Township Board (2/8, 2/15, 3/1, 3/8, 3/22, 3/28)
  - b. Strategic Plan Implementation Committee (3/17)
  - c. Transportation Committee (1/10)
- ARTICLE 10.** Adjournment

**Minutes**  
Cascade Charter Township  
Downtown Development Authority  
Tuesday, February 21, 2023  
5:30 P.M.  
2870 Jacksmith Ave SE

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

**ARTICLE 2. Approve the current Agenda**

**Motion was made by Supervisor Lesperance to approve the current agenda. Supported by Member Growney. Motion carried 6 to 0.**

**ARTICLE 3. Approve the Minutes from the January 17, 2023 Meeting**

Chair Pupilava suggested revisions in the first paragraph of Article 6 replacing “the committee” with “DDA Board” throughout. In the last sentence of the second paragraph of Article 6, she also suggested changing “they” to “DDA Board Members”.

**Motion was made by Chair Pupilava to approve the January 17, 2023 Meeting Minutes with the proposed revisions. Supported by Supervisor Lesperance. 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 agenda or non-agenda items.

**ARTICLE 5. Discuss and Consider Village Landscape Planters RFP**

Director Korhorn explained that the existing flower pot/maintenance along with the redesign was a one-year contract in need of updating for the 2023 season. The proposed RFP included an option for a multi-year contract, raised expectations, and a list of various landscape companies.

Chair Pupilava mentioned an issue in the year prior that some residents were dissatisfied with the planters. Director Korhorn ensured the language in the RFPs made it clear to completely fill the planters with a variety of plant materials.

Chair Pupilava was in favor of a one-year contract since there was dissatisfaction with performance in the previous year.

Supervisor Lesperance recommended adding Koetsier's Greenhouse for custom pots to the list of potential vendors.

**Motion was made by Member Siegle to send out RFPs regarding the planting of pots to the 16 potential vendors. Supported by Member Vogel. Motion carried 6 to 0.**

**ARTICLE 6. Cascade Branch of the Kent District Library Outdoor Gardens and Activity Space- For Information Only**

Director Korhorn gave an overview of the Outdoor Gardens and Activity Space plans. There are 4 phases that are outlined in greater detail within the packet. The site was recently surveyed; the information gathered during the survey will be used to create plans, finish site design, make adjustments as needed, and formulate a budget. Friends of the Library are still funding Phase 1 of the project, but they will be attending the March meeting to seek a potential partnership/request additional funding.

Chair Puplava read an email sent by Member Kleyla with some suggestions including Westdale Memorial Park donating their concrete park benches and creating a gathering space by area 12, listed on the library site plan in the agenda packet.

**ARTICLE 7. McKenna Memo – Project Status and Updates**

Director Korhorn provided an update on the progression of projects. Kent County Road Commission was invited to the March meeting but is unavailable. Aric Thorne, Cascade Township’s Engineer, will be in contact with them to discuss traffic calming on Cascade Rd.

Chair Puplava read a suggestion from Member Kleyla. She said the Architectural and Design Review Committee should have discretion over B-2 District in addition to B-1. This could help connect the upper and lower village.

**ARTICLE 8. Update – Centennial Park Median Islands**

Director Korhorn reached out to the Road Commission to request reflective light installation within the medians and is still waiting on a response. Native Edge was contacted regarding plantings for the median islands as well.

**ARTICLE 9. Update – Cascade Rd. Bridge Pedestrian Improvements**

Director Korhorn explained that the Kent County Road Commission will begin engineering the pedestrian walkway across Cascade Rd. bridge in the near future; this will help determine the project cost.

Member Vogel brought up safety concerns about creating walkways on both sides of the bridge. Members agreed this is a potential issue and waiting for an expert’s opinion or road/sidewalk diagram would be helpful in making a decision.

**ARTICLE 10. Any Other Business**

- There is a Small Business Resource event at the Wisner Center on Wednesday, March 8<sup>th</sup>.
- The Strategic Plan Implementation Committee is meeting on March 17<sup>th</sup>.
- The Transportation Committee is meeting on February 28<sup>th</sup>.
- The DDA’s next meeting is on March 21<sup>st</sup>.

**ARTICLE 11. Adjournment**

**Motion was made by Member Vogel to adjourn the meeting. Supported by Member Growney. Motion carried 6 to 0. The meeting adjourned at 6:12 p.m.**

Respectfully submitted,

Rene Growney, Secretary

DRAFT



**TO:** Cascade Township DDA  
**FROM:** Lulu Brown, Kent District Library  
**SUBJECT:** Library Outdoor Space Funding Request  
**DATE:** March 16, 2023

Libraries serve as critical community partners by evaluating current and future needs and proactively filling gaps in the community fabric. Library buildings have historically included outdoor spaces. These spaces highlight the buildings significance and contribute to the beauty of the property. This project is an opportunity to turn the library inside-out to build a community hub. As the library celebrates 17 years, we recognize updates are needed to ensure it can continue to serve the community's needs today and well into the future.

One of the largest lessons from the pandemic was the importance of providing a “third place” for the residents of Cascade. The term refers to space that is separate from home and work where we seek conversation, neutral ground, and comfort in feeling connected. Urban Sociologist Ray Oldenburg coined the phrase in 1989. Oldenburg argued that America’s third places were disappearing at an alarming rate. He theorized that since WWII, Americans have developed a preference for private lifestyles, single-family dwellings, and a de-emphasis on community. As many of the beloved third places have changed, our data shows us that libraries are one of the last pure forms of community space.

Kent District Library strives to be an indispensable community resource for enriching lives through access to personal discovery for all. The Cascade branch remains one of the best libraries in Michigan. In 2022 our visitor counts increased to 162,219 visits. We increased the number of people served through our programs by more than 10,000 people. The outdoor space will be an interactive space that we hope merges large community programs like the 4<sup>th</sup> of July with fun programs like concert series to bring fun while driving economic activity.

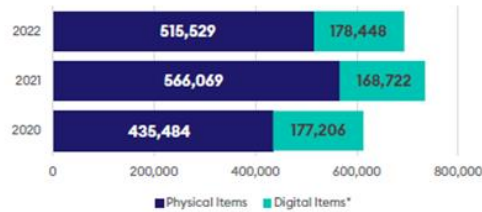
In the past six months, we have connected with potential donors and the Cascade Community Foundation. During that time, we were able to secure a \$30,000 donation to go into the outdoor project. In order to make the outdoor space a success, we are requesting your support for the project.

## Cascade Township Branch Statistics

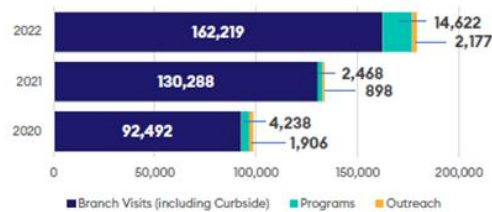
Regional Manager I: .....Lulu Brown  
 Regional Manager II: .....Ashley Smolinski  
 Physical Collection Size: .....71,457 (10.3% of total)  
 Building Size: .....30,400 sq ft  
 Public Computers: .....12  
 Staff: .....17.6 FTEs  
 Open Hours: .....62 hrs/wk



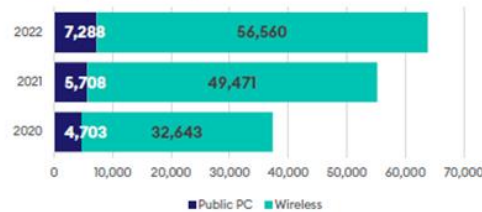
### Circulation



### People Served



### Computer Log-Ins



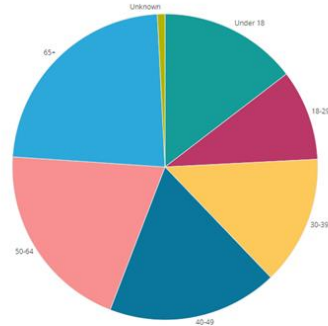
\*2020 data is a combination of cloudLibrary and OverDrive and 2021-2022 is OverDrive only. Does not include hoopla and other digital resources.

The library is a building that holds books, but we are so much more than that. One space can hold an education program, Storytime's, dance classes, community events, art programs, or even a remote-work space. We need spaces that can transform into what the community needs. Patrons see libraries as an extension of their homes and workplaces, a comfortable third zone for work, chores, hobbies, and enrichment. Libraries today are accommodating this perception shift with a variety of spaces aimed at supporting group work, idea incubation, individual focus, skill development, and child care.

Physical collections, while still important, are now sharing the spotlight with other library offerings. Media looks different than it did 20 years ago, so libraries present their media differently. In general, libraries today have less shelving, more technology, and more focused catalogs. In addition, libraries are using more electronic catalog options, like Hoopla and OverDrive to supply readers with a wider collection of books, movies, and music than the physical building could store. The importance of our beyond books items have continued to be driven by patron requests. In 2022, we received many requests for camping and outdoor gear and expanded our offerings.

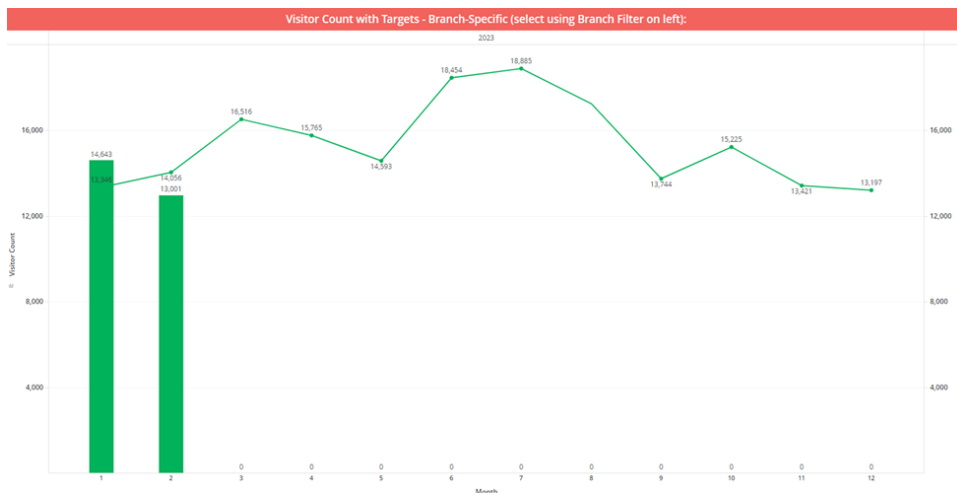
## 2022 Cascade Library Card Users Age Range

By Age Range:



In 2022, 75% of Cascade library card were over the age of 18. We currently have 10,007 active cardholders but this only reflects people who use their library card.

## 2023 Visitor Count Targets



In 2023, we anticipate an increase in library visitors based on the increase in traffic we experienced in 2022. Many residents are coming back to the library to attend programs, have coffee with a friend or to other services like our private rooms, computers and free printing.

## **Native Edge Updates**

Attached please find three cost estimates with comments from Native Edge for your review.

**PHASE I Cascade Library Cost Est 3.16.23** is the cost estimate for phase 1 for the updated design which was provided yesterday.

The PHASE I Cascade Library Cost Est 3.16.23 went up noticeably from our initial estimates from a year ago. This was largely to account for increased construction costs, updates to the design, additional line items like construction staking, irrigation, benches, trash receptacles, lighting, and engineering qaqc on the final design drawings. Overall, we were trying to account for what the final costs could be when delivering a very high quality product.

**PHASE I Cascade Library Cost Est VE 3.16.23** is the 'value engineered' version of the cost estimate which reduces to cut costs wherever possible.

The PHASE I Cascade Library Cost Est VE 3.16.23 strived to cut back where we could to maximize cost savings while staying true to the design. Some line items were cut back just in hopes that we were close to the lower end of what these fee ranges could be. In other areas we reduced the overall number of certain features (cut back on the number of benches for example) and opted for more affordable options (ie a \$1,650 bench versus a \$2,500 bench). We then eliminated some items altogether, such as signage, which we felt could easily be incorporated into the site at a later time and wasn't integral to the initial construction. Our goal here was to show that we can value engineer this site so that we are close to the available budget, and you will see that we did achieve that with this budget.

**PHASE II-IV Cascade Library Cost Est 3.16.23** is the updated cost estimate for phases 2-4.

The PHASE II-IV Cascade Library Cost Est 3.16.23 updated the cost estimates for phases 2-4 based on the designs which were created last year. Please note that these designs have not been updated, but we have updated the budget numbers based on our recent discussions and anticipation of the future needs of these spaces. Phase II has increased from our original estimate. This is mainly due to the cost for the pavilion feature. In discussions with project stakeholders and the township board, it is clear that this is to be a community gathering and event space and based on that vision. The original pavilion estimate was more akin to a simple covered pavilion for picnic and small gathering opportunities, but this updated estimate will provide a space for covered gatherings as well as an event space. We can always value engineer this space, similar to the VE estimate for phase 1, but we wanted to begin with the 'grand vision' for this space as we feel that this approach is in line with the vision and wishes of the township and residents.

The strategy moving forward would be to proceed with this current design, finish up the construction documents, and then see where contractor bids come in. There are cost savings that will be realized by doing phase 1 and 2 at the same time. Many redundancies, such as site prep, mobilization, grading and earthwork, etc. will be reduced when doing this as a single project versus two.

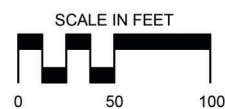


**PROPOSED SITE FEATURES KEY**

- 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**  
**OVERALL MASTER PLAN**  
**SHEET No.** 1 OF 2

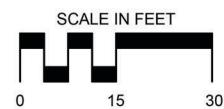


**PROPOSED SITE FEATURES KEY**

- ① NEW 6' SIDEWALK
- ② ACTIVE LAWN SPACE
- ③ PAVED SEATING AREA
- ④ PERENNIAL GARDEN SPACES
- ⑤ FOUNTAIN
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- ⑮ TRAILS
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**NOTES:**

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

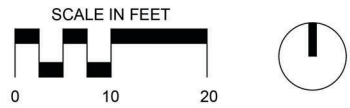


**PROJECT**  
**LANDSCAPE MASTER PLAN**  
 KENT DISTRICT LIBRARY - CASCADE TOWNSHIP BRANCH

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

**PREPARED BY**  
 NATIVEDGE  
 ECOLOGICALLY INSPIRED DESIGN

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



**PROPOSED SITE FEATURES KEY**

- ① NEW 7' SIDEWALK
- ② ACTIVE LAWN SPACE
- ③ PAVED SEATING AREA
- ④ PERENNIAL GARDEN SPACES
- ⑤ FOUNTAIN
- ⑥ BENCHES
- ⑦ RAIN GARDEN
- ⑧ EXPANDED WOODLAND AREA
- ⑨ ENHANCED WOODLAND AREA
- ⑩ DECOMPOSED GRANITE TRAILS
- ⑪ PICNIC LAWN
- ⑫ FUTURE WALKWAYS
- ⑬ WAYFINDING KIOSK
- ⑭ ENTRY / EXIT



PO Box 140021, Grand Rapids, MI 49514  
 p (616) 717-0656 e info@nativeedgeco.com

**LANDSCAPE AREA IMPROVEMENTS  
 KENT DISTRICT LIBRARY -  
 CASCADE TOWNSHIP BRANCH**



**PREPARED FOR:**

Kent District Library  
 2870 Jacksmith Ave SE  
 Grand Rapids, MI 49546

#	DATE	ISSUE / REVISION
1	3/21/23	50% CD'S

**SEAL**

**DATE:** 3/15/23

**PROJECT No.:** NE22701.01

**ISSUE / REVISION:** 1

**SCALE:** 1"=10' (HALF SCALE 1"=20')

**SHEET TITLE**

PHASE 1 SCHEMATIC DESIGN

**SHEET**

**C1**

**SHEET No.** 1 OF 2

**NOTES:**  
 1) Refer to included project narrative for detailed design information.

**Opinion of Probable Cost - Landscape Master Plan - Cascade Library - March 16, 2023**

Item	Qty.	Unit	Unit Price	Total	Notes
<b>PHASE I - PRIMARY USE AREA ADJACENT TO NW SIDE OF LIBRARY</b>					
Mobilization and Staging	1	LS	\$ 2,500.00	\$ 2,500.00	
Construction Staking and Mat. Testing	1	LS	\$ 5,000.00	\$ 5,000.00	Construction staking for paths and other features.
Soil Erosion and Sedimentation Controls	1	LS	\$ 1,500.00	\$ 1,500.00	
Site Prep. & Demolition	1	LS	\$ 10,000.00	\$ 10,000.00	Includes tree removal, clearing and grubbing.
Grading, Drainage, and Soils Placement	1	LS	\$ 10,000.00	\$ 10,000.00	All site grading and drainage for rain garden.
Utilities	1	LS	\$ 5,000.00	\$ 5,000.00	Connections for lighting and fountain.
4" Sidewalks	6,500	SF	\$ 7.00	\$ 45,500.00	
Concrete Pavers	706	SF	\$ 32.00	\$ 22,592.00	
Fountain	1	EA	\$ 30,000.00	\$ 30,000.00	Paid for by donor contribution.
Lighting	1	Allowance	\$ 15,000.00	\$ 15,000.00	
Irrigation	1	Allowance	\$ 7,000.00	\$ 7,000.00	
Benches	30	EA	\$ 2,500.00	\$ 75,000.00	
Tables	4	EA	\$ 2,000.00	\$ 8,000.00	
Trash Recepticles	3	EA	\$ 1,500.00	\$ 4,500.00	
Signage	1	Allowance	\$ 4,000.00	\$ 4,000.00	
Trees	12	EA	\$ 750.00	\$ 9,000.00	
Shrubs	229	EA	\$ 80.00	\$ 18,320.00	
Perennials	4,500	EA	\$ 8.00	\$ 36,000.00	
Mulch	50	CY	\$ 75.00	\$ 3,750.00	
Sod Lawn	3,370	SF	\$ 0.65	\$ 2,190.50	
Woodland Restoration Plantings	1	LS	\$ 5,000.00	\$ 5,000.00	Replanting of woodland understory in natural area.

Donor Contribution for Fountain	\$ 30,000.00	
Phase I Subtotal	\$ 289,852.50	
Site Survey	\$ 3,000.00	Completed by Feenstra & Associates Feb. '23
Professional Fees	\$ 16,250.00	Native Edge Design and CA Contract.
Construction Administration @ 5%	\$ 14,492.63	Includes engineering consultant and QAQC
Contingency @ 8%	\$ 23,188.20	
<b>Phase I Total</b>	<b>\$ 346,783.33</b>	

**Notes:**

- 1) The cost estimates provided in this table assume average material and construction prices for the various site improvements. Most features have a high and low range depending on exact materials specified and the prices in this spreadsheet assume the median price range for these features. This means that there is potential for the constructed price of the proposed site improvements to be above or below the estimated prices based on the exact materials chosen.
- 2) Due to the variable nature of material prices and contractor fees, no guarantee is made as to the actual cost of construction of the features listed in this table. These numbers are intended to provide an estimation of probable cost which can be used to plan for construction and next steps.

**Opinion of Probable Cost - Landscape Master Plan - Cascade Library - VE - March 16, 2023**

Item	Qty.	Unit	Unit Price	Total	Notes
<b>PHASE I - PRIMARY USE AREA ADJACENT TO NW SIDE OF LIBRARY</b>					
Mobilization and Staging	1	LS	\$ 2,000.00	\$ 2,000.00	
Construction Staking and Mat. Testing	1	LS	\$ 2,500.00	\$ 2,500.00	Construction staking for paths and other features.
Soil Erosion and Sedimentation Controls	1	LS	\$ 1,000.00	\$ 1,000.00	
Site Prep. & Demolition	1	LS	\$ 6,000.00	\$ 6,000.00	Includes tree removal, clearing and grubbing.
Grading, Drainage, and Soils Placement	1	LS	\$ 5,500.00	\$ 5,500.00	All site grading and drainage for rain garden.
Utilities	1	LS	\$ 3,000.00	\$ 3,000.00	Connections for lighting and fountain.
4" Sidewalks	6,500	SF	\$ 6.00	\$ 39,000.00	
Decomposed Granite Paving	706	SF	\$ 6.00	\$ 4,236.00	To replace paver area in plan.
Fountain	1	EA	\$ 30,000.00	\$ 30,000.00	Paid for by donor contribution.
Lighting	1	Allowance	\$ 5,000.00	\$ 5,000.00	Simple access lighting in park area.
Irrigation	1	Allowance	\$ 3,500.00	\$ 3,500.00	
Benches	20	EA	\$ 1,650.00	\$ 33,000.00	Reduced overall number and changed style.
Tables	3	EA	\$ 1,000.00	\$ 3,000.00	
Trash Recepticles	3	EA	\$ 800.00	\$ 2,400.00	
Trees	12	EA	\$ 500.00	\$ 6,000.00	
Shrubs	229	EA	\$ 50.00	\$ 11,450.00	
Perennials	4,500	EA	\$ 7.00	\$ 31,500.00	
Mulch	50	CY	\$ 65.00	\$ 3,250.00	
Seeded Lawn	3,370	SF	\$ 0.15	\$ 505.50	
Woodland Restoration Plantings	1	LS	\$ 3,500.00	\$ 3,500.00	Replanting of woodland understory in natural area.

Donor Contribution for Fountain	\$ 30,000.00	
Phase I Subtotal	\$ 166,341.50	
Site Survey	\$ 3,000.00	Completed by Feenstra & Associates Feb. '23
Professional Fees	\$ 16,250.00	
Construction Administration @ 5%	\$ 8,317.08	Includes engineering consultant and QA/QC
Contingency @ 8%	\$ 13,307.32	
<b>Phase I Total</b>	<b>\$ 207,215.90</b>	

**Notes:**

- 1) The cost estimates provided in this table assume average material and construction prices for the various site improvements. This is the "value engineered" cost estimate, which attempts to reduce the costs of various site features through reducing overall quantity, providing cheaper material options or products, or estimating the anticipated low range of proposed improvements or work items.
- 2) Due to the variable nature of material prices and contractor fees, no guarantee is made as to the actual cost of construction of the features listed in this table. These numbers are intended to provide an estimation of probable cost which can be used to plan for construction and next steps.

**Opinion of Probable Cost - Landscape Master Plan - Cascade Library (Phases 2-4) March 16, 2023**

Item	Qty.	Unit	Unit Price	Total	Notes
<b>PHASE II - PAVILION AREA AND IMPROVEMENTS NORTH OF EXISTING WOODS</b>					
Mobilization and Staging	1	LS	\$ 5,000.00	\$ 5,000.00	
Construction Staking and Mat. Testing	1	LS	\$ 5,000.00	\$ 5,000.00	
Soil Erosion and Sedimentation Control	1	LS	\$ 1,500.00	\$ 1,500.00	
Site Prep. & Demolition	1	LS	\$ 15,000.00	\$ 15,000.00	
Grading & Drainage and Soil Placement	1	LS	\$ 10,000.00	\$ 10,000.00	
4" Sidewalks	10,000	SF	\$ 7.00	\$ 70,000.00	
60' Pavilion	1	LS	\$ 300,000.00	\$ 300,000.00	Includes Engineering, Installation, and Utilities
Decomposed Granite Path	1,100	SF	\$ 6.00	\$ 6,600.00	
Tables and Chairs	10	EA	\$ 2,000.00	\$ 20,000.00	
Perennial Garden Areas	3,223	SF	\$ 10.00	\$ 32,230.00	Rounded to include mulch.
Lawn Areas	3,926	SF	\$ 0.65	\$ 2,551.90	
Lighting	1	Allowance	\$ 12,000.00	\$ 12,000.00	
Irrigation	1	Allowance	\$ 4,500.00	\$ 4,500.00	

Phase II Subtotal	\$ 484,381.90	
Professional Fees @ 10%	\$ 48,438.19	Includes Construction Administration
Contingency @ 12%	\$ 58,125.83	
<b>Phase II Total</b>	<b>\$ 590,945.92</b>	

<b>PHASE III - NORTHEAST SIDE OF BUILDGIN FACING DETENTION BASIN</b>					
Site Prep., Demo, Grading, & Drainage	1	LS	\$ 5,000.00	\$ 5,000.00	
4" Sidewalks	2,075	SF	\$ 7.00	\$ 14,525.00	
Perennial Garden Areas	4,495	SF	\$ 10.00	\$ 44,950.00	Rounded to include mulch.
Tables and Chairs	3	EA	\$ 2,000.00	\$ 6,000.00	

Phase III Subtotal	\$ 70,475.00	
Professional Fees @ 5%	\$ 3,523.75	
Contingency @ 6%	\$ 4,228.50	
<b>Phase III Total</b>	<b>\$ 78,227.25</b>	

<b>PHASE IIII - NATURAL AREA IMPROVEMENTS</b>					
Prairie Area Prep.	2.3	AC	\$ 1,500.00	\$ 3,450.00	Includes eradication of exiting lawn areas in all of the
Prairie Area Seed Installation	2.3	AC	\$ 5,000.00	\$ 11,500.00	
Meadow and Wet Meadow Area Prep.	0.8	AC	\$ 2,000.00	\$ 1,600.00	
Meadow and Wet Meadow Seed Installation	0.8	AC	\$ 6,000.00	\$ 4,800.00	This number may be increased if erosion control
Woodland Expansion Area Plantings	1	Allowance	\$ 10,000.00	\$ 10,000.00	

Phase IIII Subtotal	\$ 31,350.00	
Professional Fees @ 5%	\$ 1,567.50	
Contingency @ 6%	\$ 1,881.00	
<b>Phase IIII Total</b>	<b>\$ 34,798.50</b>	

**Project Summary (Phase 2-4)**

Phase II Total	\$ 590,945.92
Phase III Total	\$ 78,227.25
Phase IIII Total	\$ 34,798.50
<b>Project Grand Total</b>	<b>\$ 703,971.67</b>

**Notes:**

- 1) The cost estimates provided in this table assume average material and construction prices for the various site improvements. Most features have a high and low range depending on exact materials specified and the prices in this spreadsheet assume the median price range for these features. This means that there is potential for the constructed price of the proposed site improvements to be above or below the estimated prices based on the exact materials chosen.
- 2) Due to the variable nature of material prices and contractor fees, no guarantee is made as to the actual cost of construction of the features listed in this table. These numbers are intended to provide an estimation of probable cost which can be used to plan for construction and next steps.



**MCKENNA**

# Memorandum

**TO:** Cascade Township DDA  
**FROM:** Danielle Bouchard, AICP  
Chris Khorey, AICP  
**SUBJECT:** **Project Status & Updates**  
**DATE:** March 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 has 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.

With regard to the challenges presented by Cascade Road and how it all relates to the bigger Village picture, Township Engineering staff have developed preliminary design ideas. Engineering staff will likely attend a DDA meeting in the near future to discuss these ideas and answer questions. The results of this discussion will be taken into account for revisions to the preliminary Thornapple Plaza draft.

McKenna will wait for direction from the DDA on attending a Planning Commission meeting to discuss the Thornapple Plaza draft after revisions are made. Further, McKenna will continue to evolve zoning recommendations as they pertain to architectural standards in the B-1 District. We are to understand Township staff is in the process of re-energizing the Architectural Review Board.

## **TRANSPORTATION COMMITTEE UPDATE**

The Transportation Committee met at the end of February. Key highlights and a summary of the discussion include:

### **Peer Community Research on On-Demand Services**

Peer communities include Dayton, OH, Maricopa County, AZ, Des Moines, IA, Rochester, NY, & Toledo, OH

- Not much additional information on contracts (Uber or Yellowcab) can be provided. This is largely due to lack of response when inquired.

#### **GRAND RAPIDS**

124 East Fulton Street  
6th Floor, Suite B  
Grand Rapids, Michigan 49503

☎ 616.226.6375  
☎ 248.596.0930  
[MCKA.COM](http://MCKA.COM)

**Communities for real life.**



- Most peer community supplemental services (e.g., dial-a-ride or on-demand) are offered as a means to provide other options for seniors and folks with disabilities.
- Peer communities offer “hubs” where these supplementary services are accessible. These hubs act as transfer points to get folks to and from a fixed route stop.

### **Non-Millage Community Partnerships with The Rapid**

- The Rapid calculates costs for each community based on “revenue hour” rates, which currently is \$76.37 per hour. Billing is based on the number of revenue hours.
- Service to the Plainfield Meijer was added free of cost because the Meijer store is located within less than half a mile from a 6-city limit and the end of Route 11. The Cascade Meijer is located approx. 3 miles from the end of Route 28 at Schaffer Avenue (Kentwood).
  - 6 Cities include: Grand Rapids, East Grand Rapids, Grandville, Kentwood, Walker, and Wyoming
- Other non-milage communities appear to pay less than Cascade because they have less “revenue miles” and less frequent stops.
- If Cascade were to end service with the Rapid, it is possible that The Rapid bus would continue to operate Route 28 service to Patterson (this has not been confirmed by The Rapid, but our speculation based on local precedent). The Cascade Meijer is located less than a mile from a “6 City” limit.
- Rapid Connect is funded through property tax revenue from properties within the 6 Cities. Policy states that any service beyond the 6 City limit requires funding through an outside entity.
- The Rapid connect zone does not extend to any non-ITP member communities. If it were to be expanded into an adjacent township, it would be expected the township receiving the service would be charged with funding it. The Rapid has considered potential expansions of Rapid Connect but only within the six cities at this time since Rapid Connect is still its pilot phase.
- Rapid Connect costs about \$400k per year to operate.

### **Other Transportation Alternatives**

- Lyft Pass is a program offered in other communities across the US. The premise of this is to offer subsidized services by using the Lyft app. Lyft Pass uses “geofencing” which offers subsidized rides anywhere within a specified boundary. The Township can setup any mechanism they want for subsidized rides. This can be a set monthly dollar amount, set number of rides, or a combination. Riders gain access to Lyft Pass through an “invite” process, often a QR code send to specific groups.
- Lyft ride availability is dependent on the availability of drivers in the area. As in, if the Township were to launch a Lyft Pass program, riders may face issues with obtaining a ride if there are not active drivers available to pick them up. Lyft is getting us data on the average ETA for drivers in this area.
- Government partners with Lyft do not pay any costs for the launching, implementation, or maintenance of the Lyft Pass program.
- Does not appear that the Grand Rapids area has many other third-party transportation options that could handle the capacity of a supplemental service to public transit.

### **Next Steps**

- Public engagement: 3 community surveys (residents, bus riders, and businesses)
- The Township is in the process of printing signage for an online survey for bus riders to be posted at various bus stops in the Township.



- The resident survey will be administered to folks who indicated during the Strategic Plan process that they would be interested in taking more surveys. Further, the resident and bus rider survey has been posted to [connectingcascade.com](http://connectingcascade.com)
- Businesses in the DDA will be notified of the business survey via email. Business owners will also be encouraged to pass the bus rider survey along to their employees that utilize The Rapid system to get to and from work.
- Gathering more information on the programs and services offered by Lyft.
- Gathering more information from The Rapid, such as feedback on several cost scenarios and options to run bus services only to Meijer and the appropriate frequency of runs.

If you have any questions regarding any of the above information, feel free to reach Danielle Bouchard at [dbouchard@mcka.com](mailto:dbouchard@mcka.com)

# Cascade Township Planter Proposal

For the summer, fall, and winter seasons of 2023

daylily floral Cascade

---

6744 Cascade Rd. Grand Rapids, MI 49546

616.949.4714

[www.daylilyfloral.com](http://www.daylilyfloral.com)

## Itemized Budget and Total Cost

### Summer Planters

Green springeri	3 @ 20.00	60.00
Pink sedum	3 @ 20.00	60.00
Large red geranium	1 @ 35.00	35.00
Dark purple petunias	3 @ 20.00	60.00
Yellow rudbeckia	3 @ 20.00	60.00
New top dressing of dirt		25.00

Total: 11 planters @ 275.00  
\$3350.00

### **Weed maintenance & fertilizer included for 6 visits**

#### Fall Planters

Red curly willow	1 @ 20.00	20.00
Yellow dogwood	2 @ 20.00	40.00
White/green flowering kale	3 @ 20.00	60.00
Orange rudbeckia	3 @ 20.00	60.00
Yellow daisy mums	3 @ 20.00	60.00
Green grasses	2 @ 40.00	80.00

Total: 11 planters @ 320  
\$3,520.00

### **Weed maintenance & fertilizer included for 4 visits**

#### Winter Planters

Red dogwood	2 @ 20.00	40.00
Short birch branches	3 @ 20.00	60.00
Large pinecones	5 @ 20.00	100.00
Red and gold 5" balls	8 @ 10.00	80.00
Repurposed greens and berries from 2022		

Total: 11 planters @ 280.00  
\$3,080.00

Grand Total: \$9,950.00

## **Cascade Township 2023 Planter Proposal Daylily Floral**

Curated annual plants will be planted on May 28<sup>th</sup> 2023. Our team will make 6 site visits for weed maintenance and fertilization in the summer season: twice in June, twice in July, and twice in August.

Fall display plantings are scheduled for September 9<sup>th</sup>. Our team will make 4 site visits in the fall season for weed maintenance and fertilization: twice in September and twice in October.

Winter installation is scheduled for November 5<sup>th</sup>. All display designs will conform to the Kent County Road Commission requirements.

Personnel for this project includes:

Mary Thomson, owner of Daylily Floral, has had 5 years of experience working at local greenhouse Romence Gardens and 35 years of experience in floral and plant design.

Esme Zabawa, who has 7 years of experience in floral and plant design.

Abigail Carey, who has 3 years of experience in plant design.

## Referrals

1. Mary has designed over 20 years for the private residence in GR. She has produced many seasonal and holiday pots & planters for several of their properties. She is always creative and willing to come up with new concepts and designs to keep it fresh and exciting. She is a delight and so easy to work with.

Emily Wilkinson

[emilyw@rdvcorp.com](mailto:emilyw@rdvcorp.com)

2. Mary at Daylily is our trusted designer and has created beautiful décor for us over the years. She is the exclusive provider of our seasonal décor, including rooftop planters for GVSU's presidents' residence. Daylily also provided numerous seasonal planters for a formal dedication held for GVSU's L. William Seidman Center in downtown GR for the fall of 2013. Hundreds of donors who helped raise funds for the construction attended the event. The planters were beautiful, as is everything Mary designs. We have worked with Daylily for many years and every experience has been positive. My contact information is in the signature block below—please feel free to call or email me if you have any questions.

Jill Craig 07', 11'

Sr. Director for the Executive and External Engagement

Office of the President / University Development

Grand Valley State University

Office: (616) 331-2183

Cell: (616) 514-9500

3. To whom it may concern,

We have used Daylily Floral on both a professional scale and a personal scale for beautifully created planters and arrangements. Mary and her staff are all highly talented and extremely creative. Making for us the most stunning Holiday arrangements and planters as well as Spring-Summer planters and arrangements. Daylily has very competitive pricing and uses high quality materials and products for their creations. We are always extremely pleased with the final product. I can not recommend Daylily enough. They are certainly our “go to” for any floral needs. Mary and her staff are pure joy to work with.

Best Regards,

Roz Shurlow-Clemens

Shurlow Companies

4. To Whom It May Concern:

We are pleased to recommend Mary Thompson, the owner of Daylily Floral as a candidate for your planting project. Mary and her team have proven to be reliable and trustworthy. They have provided our office with incredible service over the last twenty years for both personal and professional events.

Daylily Floral does exceptional work with their floral and planting arrangements and offers a superior quality of product. Mary has a unique talent for creativity with her floral design and pays great attention to detail.

I would happily recommend Daylily Floral and believe you will be impressed with the level of service and final project design.

Sincerely,

Lorelei Humphrey

Sr. Executive Assistant

## Planter Examples



Watermark Country Club



Watermark Country Club



Private residence



Private residence

Cascade Township Planters '23



Summer Design 2023



Fall Design 2023



Winter Design 2023

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

Business Name: Daylily Floral LLC

Address: 6744 Cascade Road SE City, State, Zip: Grand Rapids, MI 49546

Contact Person: Mary Thomson

Phone (office): (616) 949-4714 Phone (cell): (616) 822-4313

Email: daylilygr@msn.com

	2023
<b>1. Price for Summer planting of annual flowers</b> *Please attached itemized Budget and Plant Details on separate sheet	\$ 3350.00
<b>2. Price for Fall planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$ 3,520.00
<b>3. Price for Winter planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$ 3,080.00

**4. Qualifications:**

- a. Years: # 25 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: Acacia Group Property Management : Watermark # Years as a client: 1

Address: 3251 Eastern Ave SE Grand Rapids, MI 49548 Phone: (616) 464-3466

Name: Jeremy Burgin # Years as a client: 5

Address: 625 Kenmoor Ave SE Grand Rapids, MI 49546 Phone: (616) 350-7207

  
 Contractor Signature

Mary Thomson  
 Printed Name

03/15/23  
 Date

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

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

**RFP SUBMITTAL FORM**

Business Name: Harder & Warner Landscapes and Boutique Gardens  
 Address: 6464 Broadmoor Ave SE City, State, Zip: Caledonia, MI 49316  
 Contact Person: Kevin Slosser or Kyle Lacy  
 Phone (office): 616-698-6910 Phone (cell): Kevin - 616-291-5147  
 Email: ksloss1@harderandwarner.com / kyle@harderandwarner.com

	2023
1. Price for Summer planting of annual flowers *Please attached Itemized Budget and Plant Details on separate sheet	\$ 3,575.48
2. Price for Fall planting of annual flowers *Include Itemized Budget and Plant Details on separate sheet	\$ 3,033.92
3. Price for Winter planting of annual flowers *Include Itemized Budget and Plant Details on separate sheet	\$ 3,559.93

**4. Qualifications:**

- a. Years: # 78 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: Grand Rapids Airport # Years as a client: 3  
 Address: 5500 44th St. SE, GR Phone: David Cripps - 810-441-3948

Name: Sutton Club Apartments # Years as a client: 15  
 Address: 1480 Hidden Valley Dr. SE Phone: Elaine Born - 616-554-1437  
Kentwood

 Contractor Signature      Kyle Lacy Printed Name      3-7-23 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 A.M. Local Time, Cascade Township Office 5920 Tahoe Dr. SE

Prices for Summer planting of annual flowers:

		<b>TOTAL = \$3,575.48</b>
Labor	22 hrs @ \$75/hr	\$1,650
Planting Materials	143 plants (Garden Crossings - Zeeland, MI)	\$1,025.48
Maintenance June – Sept	6 times / 2 hrs each	\$900

Fungicide & Disease Treatment	Cost for one application	\$250 (not included in total)
Irrigation Tech	(if needed)	\$90/hr (not included in total)

Prices for Fall planting of annual flowers:

		<b>TOTAL = \$3,033.92</b>
Labor	22 hrs @ \$75/hr	\$1,650
Planting Materials	114 plants (Garden Crossings - Zeeland, MI)	\$1,046.42
Maintenance Sept – Nov	3 times / 1.5 hrs each	\$337.50

Prices for Winter planting of annual flowers:

		<b>TOTAL = \$3,559.93</b>
Labor	33 hrs @ \$75/hr	\$2,475
Planting Materials	Evergreens & Winter Decor (Kennicott - Walker, MI)	\$1,084.93

Plant Details for Summer:

7 Planters @ Cascade Rd & Thornapple River Dr.

Quantity	Description	Color	Size Pot	Price	Total
1	Thriller Grass	Deep Purple	1 gal	\$7.26	\$7.26
3	Filler Angelonia XL	White	4.5"	\$9.59	\$28.76
6	Spiller Supertunias Assorted	Ruby Shades	4.5"	\$7.05	\$42.30
3	Spiller Nasturtium	Orange Shades	4.5"	\$4.79	\$14.36
					(\$92.68)

*7 planters =  
\$648.76*

4 Planters @ Old 28th St. / South Side

Quantity	Description	Color	Size Pot	Price	Total
1	Thriller Colocasia	Dark Green	1 gal	\$14.39	\$14.39
3	Filler Angelonia XL	White	4.5"	\$9.59	\$28.76
6	Spiller Supertunias Assorted	Magenta & Yellow	4.5"	\$7.05	\$42.30
3	Spiller Tradescantia	Purple Shades	4.5"	\$2.91	\$8.73
					(\$94.18)

*4 planters = \$376.72*

Plant Details for Fall:

7 Planters @ Cascade Rd & Thornapple River Dr.

Quantity	Description	Color	Size Pot	Price	Total
1	Thriller Grass	Deep Purple (Re-used)		\$0	\$0
3	Filler Mums	Assorted	8"	\$19.19	\$57.57
3	Filler Snapdragon Celosia Rudbeckia	Ruby & Yellow Shades	4.5"	\$5.99	\$17.97
4	Spiller Kale Heuchera	Green & Blue Shades	4.5"	\$5.99	\$23.96
					(\$99.50)

*7 planters = \$696.50*

4 Planters @ Old 28th St. / South Side

Quantity	Description	Color	Size Pot	Price	Total
1	Thriller Millet	Lime Green	4.5"	\$5.99	\$5.99
2	Filler Mum Kale XL	Assorted	8"	\$19.19	\$38.37
4	Filler Snapdragon Celosia Rudbeckia	Ruby & Yellow Shades	4.5"	\$5.99	\$23.96
4	Spiller Vinca Heuchera	Green Shades	4.5"	\$4.79	\$19.16
					(\$87.48)

*4 planters = \$349.92*

Plant Details for Winter:

7 Planters @ Cascade Rd & Thornapple River Dr. & 4 Planters @ Old 28th St. / South Side

Quantity	Description	Color	Price	Total
8 bundles	Evergreen- Noble Fir Douglas Fir Fraser Fir Port Orford Cedar Boxwood	Assorted	\$7.99	\$63.92
3 bundles	Filler- Hydrangea Red Twig Dogwood Grass Plumes	Assorted	\$4.59	\$13.77
3 Accents Throughout	Winter Decor- Glitter Sprays Pine Cones XL Artificial Berries	Ruby Shades Assorted Platinum Colors	\$6.98	\$20.94
				(\$98.63)

**11 planters = \$1,084.93**





**Mill Creek Farm LLC**  
 4221 Bud Drive NE  
 Comstock Park, MI 49321  
 616-862-4331  
 roy.gingrich@gmail.com



**ADDRESS**

Cascade Charter Township  
 2022 Downtown Flower Plantings  
 and Landscape Maintenance  
 5920 Tahoe SE  
 Grand Rapids,, MI 49546

**SHIP TO**

Cascade Charter Township  
 2022 Downtown Flower Plantings  
 and Landscape Maintenance  
 5920 Tahoe SE  
 Grand Rapids,, MI 49546

**Estimate 1876**

**DATE 03/09/2023**

**P.O. NUMBER**

2023

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Seasonal:Seasonal Planter Summer</b> Seasonal Planter Summer Sun	7	475.00	3,325.00
	<b>Seasonal:Seasonal Planter Summer</b> Seasonal Planter Summer Shade 28th Street	4	475.00	1,900.00
	<b>Contents</b> 3/5-10"- 1/-14"-9-8" containes	1	0.00	0.00
				Subtotal: 5,225.00
	<b>Seasonal:Seasonal Planter Fall</b> Seasonal Planter Fall	7	378.00	2,646.00
	<b>Seasonal:Seasonal Planter Fall</b> Seasonal Planter Fall	4	378.00	1,512.00
	<b>Contents</b> 3-14"/9-8"-3-10"-1dry each	1	0.00	0.00
				Subtotal: 4,158.00
	<b>Seasonal:Seasonal Planter Holiday</b> Seasonal Planter Holiday	11	425.00	4,675.00
				Subtotal: 4,675.00
	<b>Labor Maintenance:Labor Landscape Maintenance48</b> Labor Landscape Maintenance Weekly	21	68.00	1,428.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	SOIL:Baccto PPM 2CF Baccto PPM 2CF	11	24.95	274.45
	POTTING SUPPLIES:FERTILIZER OSMOCOTE 5-6 MONTH FETILIZER OSMOCOTE 5-6 MONTH	1	105.00	105.00
	POTTING SUPPLIES:FERTILIZER OSMOCOTE 5-6 MONTH Bloom Builder	1	105.00	105.00
	Fungicide application	2	99.00	198.00

TOTAL

**\$16,168.45**

Accepted By

Accepted Date



## **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**

- 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 of 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 number and sizes of plants per planter.

- At time of planting, planters must be bursting 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.

### **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 A.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: RRR Lawn and Landscape, LLC  
 Address: 6757 Cascade Rd Se Ste 121 City, State, Zip: GR MI 49546  
 Contact Person: Nikki Riebel  
 Phone (office): 616-893-5765 Phone (cell): 616-240-4063  
 Email: NRIEBEL@RRRLAWN.COM

	2023
<b>1. Price for Summer planting of annual flowers</b> *Please attached itemized Budget and Plant Details on separate sheet	\$ 3000.00
<b>2. Price for Fall planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$ 3000.00
<b>3. Price for Winter planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$ 3000.00

\* Soil is additional

**4. Qualifications:**

- a. Years: # 18 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) ✓

*See references in attached letter*

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

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

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

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

*Nikki Riebel*  
Contractor Signature

Nikki Riebel  
Printed Name

3/16/23  
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 A.M. Local Time, Cascade Township Office  
5920 Tahoe Dr. SE

# RRR Lawn and Landscape, LLC

6757 Cascade Rd SE #121 Grand Rapids, MI 49546  
(Mailing Purposes Only)



(616) 893-5765  
nriebel@rrrlawn.com | www.rrrlawn.com / www.rrrseasonalcolor.com

**RECIPIENT:**

**Cascade Charter Township**

5920 Tahoe Drive Southeast  
Grand Rapids, Michigan 49546

**Estimate #3050**

Sent on 03/14/2023

**Total \$9,825.00**

PRODUCT / SERVICE	DESCRIPTION	QTY.	TOTAL
Seasonal Color Soil Amendment	Soil Amendment to be performed on 11 existing planters. We utilize an Organic Soil blend that includes kelp seaweed, alfalfa and fertilizer. Soil Amendments are done 1 time per year and are important to provide the necessary nutrients for newly planted annuals.	1	\$550.00
Summer Seasonal Color	<p>Installation of annual arrangements into the 11- 39" Concrete Planters (4 on Old 28th St and 7 on Cascade Rd)</p> <p>Plant Material May Include:</p> <p>4 Planters on Old 28th St: Sun/Shade Combination: Cordyline, Grasses, Ferns, Rockapulco, Begonias, Impatiens, Marigolds, Hippo Sweet Potato Vine</p> <p>7 Planters on Cascade Rd: Sun: Canna, Grasses, Zinnias, Sunpatiens, Truffula, Mezoo, Torenia, Geraniums, Dahlias, Sweet Potato Vine, Coleus.</p> <p>Plant Quantities &amp; Sizes per Planter to be Used: 9 Gallons, 10 Quarts, 6 -3 Inch and 1 Flat *All plant material subject to availability</p> <p>Installation Date: Week of 5/22/23, Weather Pending</p>	1	\$3,000.00
Fall Seasonal Color	<p>Installation of annual arrangements into the 11- 39" Concrete Planters (4 on Old 28th St and 7 on Cascade Rd)</p> <p>Plant Material May Include:</p> <p>Millet, Grasses, Mums, Kale/Cabbage, Celosia, Pansies, Hydrangeas Cuttings, Festive Inserts *All plant material subject to availability</p> <p>Plant Quantities &amp; Sizes per Planter to be Used: 4 Gallons, 8- 8 Inch, 6 quarts and 1 flat</p> <p>Installation Date: Week of 9/18/23, Weather Pending</p>	1	\$3,000.00

# RRR Lawn and Landscape, LLC

6757 Cascade Rd SE #121 Grand Rapids, MI 49546  
(Mailing Purposes Only)



(616) 893-5765  
nriebel@rrrlawn.com | www.rrrlawn.com / www.rrrseasonalcolor.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	TOTAL
Winter Seasonal Color	Installation of Winter arrangements into the 11- 39" Concrete Planters (4 on Old 28th St and 7 on Cascade Rd)  Plant Material May Include: Fresh Cut Evergreens: Multiple varieties and textures/heights, Red Dogwood Branches, Birch, Pine Cones, Berries, Festive Inserts *All plant material subject to availability  Quantities not included as Winter material is not sold in potted sizes.  Installation Date: Week of 11/27/23, Weather Pending	1	\$3,000.00
Monthly Seasonal Color Visits (Per Visit)	Monthly visits ensure that plants are properly cared for to ensure maximum growth and development. This visit includes fertilizing, trimming, deadheading, soil moisture analysis of all 11 planters on monthly basis. Visits also include watering of planters if necessary. Any necessary irrigation system adjustment recommendations to be sent to the township to execute.  *An email update will be sent to the Township after each visit.  There would be 3 Monthly visits for Summer Plant Material, 1 Monthly Visit for Fall Plant Material & No Visits are Required for Winter.	1	\$150.00
Landscape Bed: Fungicide Treatment for Plants (Per App)	Performed As Requested	1	\$125.00

**Total** **\$9,825.00**

This estimate is valid for the next 10 days, after which values may be subject to change.

You may see Optional Line Items listed on your estimate. Please note these are not added into your estimate total. If you would like to add any of these Optional Line Items to your project please check the corresponding box for that Line Item BEFORE signing your estimate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



March 16, 2023

Cascade Township  
5920 Tahoe Dr SE  
Grand Rapids MI 49546

ATTN: Downtown Development Authority Bid Package- 2022  
SUBJECT: Downtown Flower Planting Services

Contact Information:  
Nikki Riebel, Operations Manager  
616-893-5765  
nriebel@rrrlawn.com  
RRR Lawn & Landscape, LLC  
6757 Cascade Rd SE Ste 121  
Grand Rapids MI 49546

Please see additional information as requested below:

**Personnel:** This project would include a team of minimally 2 individuals with no less than 5 years of experience in the green industry.

**Timeline:** For each Season (Summer, Fall & Winter) the installation would be completed in 1 days time.

**Nurseries:** Bos Greenhouse: 1674 Spaulding Ave SE Grand Rapids MI 49546  
Four Star Greenhouse: 1015 Indian Trail Rd Carleton MI 48117  
Opel Growers: 6275 Tyler St Hudsonville MI 49426

**Plant Material:** We utilize a variety of Proven Winners plants. Proven Winners is the #1 Plant brand in the world back by an extensive team of scientist and lab technicians that perform rigorous testing on each variety of plant that hits the market.

**Plant Replacement:** RRR Lawn & Landscape, LLC can replace plants upon Cascade Twp DDA's request for a fee. Plants are subject to availability.

**Equipment:** We utilize an enclosed box truck to protect the annual plants during transport. To install annuals, we utilize a variety of hand tools. We do not utilize any gas power tools; our Seasonal Color Team is eco-friendly.

**Additional Watering Visits:** Any additional visits requested by the Township above and beyond the Monthly Maintenance Visits would be billed at \$150.00 per visit.

6757 Cascade Rd SE Ste 121 Grand Rapids MI 49546 616-893-5765  
[www.rrrlawn.com](http://www.rrrlawn.com) / [www.rrrseasonalcolor.com](http://www.rrrseasonalcolor.com)



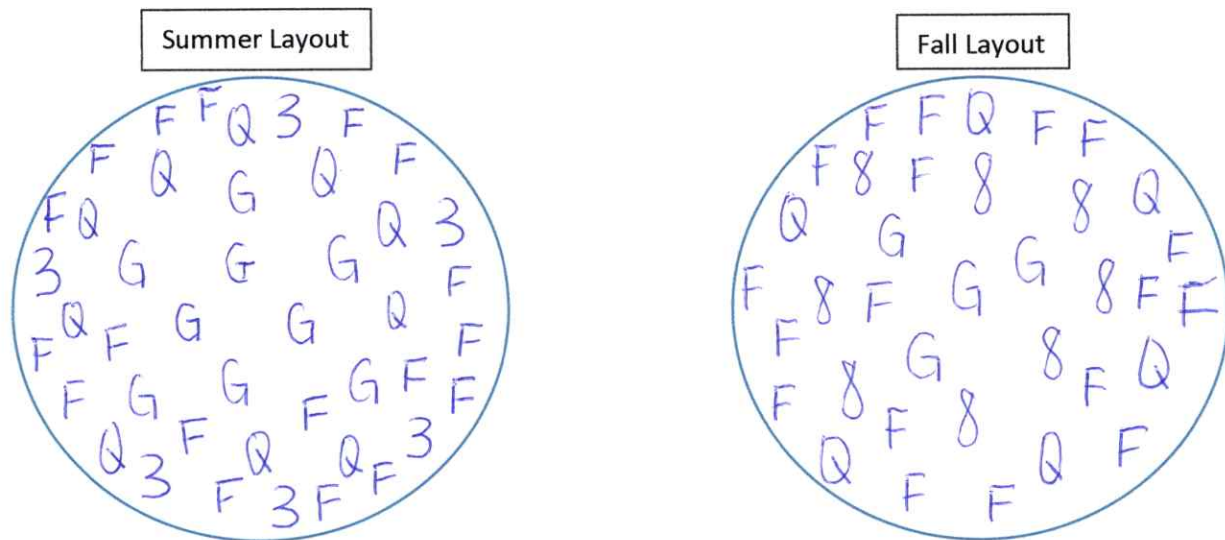
**RRR Lawn**  
- & Landscape LLC -  
**SEASONAL COLOR**

References:

1. Dave Huizinga, CDV5- Property Manager  
616-292-1550  
4940 Cascade Rd SE  
Grand Rapids MI 49546
2. Kindell Rerucha, Homeowner/Residential Customer  
616-808-1470  
390 Quail Ridge Dr  
Ada MI 49301
3. Sharon Henn, Homeowner & Business Owner  
616-723-4314  
7900 Heather Knoll Dr SE  
Ada MI 49301

Planter Layouts: See below for a layout drawings for Summer & Fall. There is no drawing available for Winter as Winter is not planted by size (gallon, quart etc) but rather with fresh cut evergreens.

Key:  
G= Gallon  
Q= Quart  
8= 8 Inch  
3= 3 Inch  
F= Flat (There are 18 cells/plants in a Flat so there will be 18 F's represented in the drawing below to show how the flat would be dispersed.



 **RRR Lawn**  
- & Landscape LLC -

**SEASONAL COLOR** 

Gallery of our Work



**Enchanted Gardener**

9430 Vergennes SE  
 Ada, MI 49301 US  
 (616) 682-0808  
 www.enchanted-gardener.com



# Estimate

**ADDRESS**

Cascade Charter Township  
 5920 Tahoe Dr SE  
 Grand Rapids, MI 49546

**SHIP TO**

Cascade Charter Township  
 5920 Tahoe Dr SE  
 Grand Rapids, MI 49546

**ESTIMATE #** 2966**DATE** 03/07/2023

DATE	DESCRIPTION	DESCRIPTION	AMOUNT
	Gardening Services: SUMMER: Clean debris from 11 pots, add potting soil, if necessary, and install Summer annuals. All pots to be fertilized with slow release fertilizer. Enchanted Gardener to remove/dispose all waste.	<b>Labor</b>	775.00
	Summer Material - See attached for recipes	<b>Organic Material</b>	1,108.00
	14-14-14 Slow Release Fertilizer	<b>L&amp;O Micro</b>	7.50
	External Location for non-organic material	<b>External Waste Fee</b>	25.00
	Yard Waste Removal: Pick-up Truck	<b>Yard Waste</b>	8.75
		Subtotal:	1,924.25
	Gardening Services: FALL: Remove Summer arrangements and install Fall. All organic & non-organic material to be disposed of by Enchanted Gardener.	<b>Labor</b>	837.00
	Fall Material - See attached for recipes	<b>Organic Material</b>	2,473.25
	External Location for non-organic material	<b>External Waste Fee</b>	25.00
	Yard Waste Removal: Pick-up Truck	<b>Yard Waste</b>	26.25
		Subtotal:	3,361.50
	Gardening Services: WINTER: Remove Fall arrangements and install Winter. All organic & non-organic material to be disposed of by Enchanted Gardener	<b>Labor</b>	837.00
	Winter Material - See attached for recipes	<b>Organic Material</b>	3,710.00
	External Location for non-organic material	<b>External Waste Fee</b>	25.00
	Yard Waste Removal: Pick-up Truck	<b>Yard Waste</b>	26.25
		Subtotal:	4,598.25

ESTIMATE IS VALID 7 DAYS FROM SUBMITTAL, unless otherwise specified. A 50% deposit is required before project can be scheduled. Remainder is due 10 days after completion. Work performed that is not specified on Estimate will be charged our regular hourly rates. A 3% Convenience Fee will be added for credit card payments.

**TOTAL****\$9,884.00**

**GUARANTEE:** All plants guaranteed when a minimum maintenance of 1x per month is scheduled thru current growing season. Enchanted Gardener LLC cannot guarantee your garden against flood, fire, drought, the natural aging or growing process, inadequate watering, over watering, vandalism, insect/animal damage or

Thank you for letting us tend your garden!

other circumstances beyond our control. Enchanted Gardener LLC is not responsible for damage to underground utilities, local wiring or irrigation lines not properly located by Miss Dig Authority or owner/owner's agent.

Please sign, date and return one copy. Keep a copy for your records.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Accepted By

Accepted Date



enchanted  
gardener

9430 Vergennes St SE

Ada, MI 49301

616-682-0808

March 7, 2023

Cascade Charter Township  
5920 Tahoe Dr, SE  
Grand Rapids, MI 49546

RE: Recipes for Seasonal Containers

**SUMMER:** 11) 6" Purple Fountain Grass 1 per pot  
22) 4.25" Supertunia Black Cherry for 5 pots  
22) Coleus Strawberry Drop for 5 pots  
22) 4" Dusty Miller for 5 pots  
46) 4.25" Lantana Luscious Royale Lemon Tart for all 11 pots  
24) 4.25" Sunpatiens Compact Fire Red for 6 pots  
24) 4.25" Ipomoea Sweet Caroline for 6 pots  
24) #1 Sedum Sieboldi for 6 pots

**FALL:** 11) 6" Purple Fountain Grass 1 per pot  
25) #1 Sedum Firecracker for 5 pots  
25) #1 Heuchera Caramel for 5 pots  
55) #1 Kale for all pots  
15) #1 Japanese Forest Grass for 5 pots  
30) #1 Heuchera Berry Smoothie for 6 pots  
30) #1 Black Mondo Grass for 6 pots  
24) #1 Sedum Sieboldi for 6 pots  
55) Weather resistant Silk branches for added color/depth

**WINTER:** Mixed Evergreens for all pots  
10) Bundles Carolina Sapphire White Mist for 5 pots  
11) Bundles Eucalyptus Silver Dollar 1 bundle per pot  
50) Pieces Teasel (painted white) for 5 pots  
8) Bundles Eucalyptus Purple for 5 pots  
2) 25# cases Incense Cedar for 6 pots  
6) Bundles 3-4' Red Dogwood for 6 pots  
9) Bundles Magnolia Leaves for 6 pots  
9) Bundles Eucalyptus Green for 6 pots  
66) Sugar Pine Cones 6 per pot  
66) Weather Resistant Faux Winterberry Stems 6 per pot



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

DDV Holdings dba **RFP SUBMITTAL FORM**

Business Name: Enchanted Gardener  
 Address: 9430 Vergennes St SE City, State, Zip: Ada MI 49301  
 Contact Person: Nancy Husted  
 Phone (office): 616-682-0808 Phone (cell): 616-970-5895  
 Email: nancy@enchanted-gardener.com

	2023
<b>1. Price for Summer planting of annual flowers</b> *Please attached itemized Budget and Plant Details on separate sheet	\$ 1924.25
<b>2. Price for Fall planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$ 3361.50
<b>3. Price for Winter planting of annual flowers</b> *Include Itemized Budget and Plant Details on separate sheet	\$ 4598.25

**4. Qualifications:**

- a. Years: # 15 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: Stan Dean - Muskegon Comm. College # Years as a client: 10  
 Address: 221 Quarterline Rd, Muskegon Phone: 231-777-0233

Name: Nan Byl - Amway # Years as a client: 13  
 Address: 7575 E Fulton, Ada 49355 Phone: 616-820-0408

Dave Jellies  
 Contractor Signature

David DeVries  
 Printed Name

3/7/23  
 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 A.M. Local Time, Cascade Township Office 5920 Tahoe Dr. SE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/1/2022

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> The Campbell Group 4808 Broadmoor Ave SE Kentwood MI 49512	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 800-748-0351      FAX (A/C, No): 800-847-3129 E-MAIL ADDRESS: agency@thecampbellgrp.com														
<b>INSURED</b> DDV Holdings, Inc. dba Enchanted Gardener 9430 Vergennes St SE Ada MI 49301	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Westfield Champion Insurance Company</td> <td style="text-align: center;">16447</td> </tr> <tr> <td>INSURER B : Westfield Insurance Company</td> <td style="text-align: center;">24112</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Westfield Champion Insurance Company	16447	INSURER B : Westfield Insurance Company	24112	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES      CERTIFICATE NUMBER: 815259425      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CWP151940T	5/14/2022	5/14/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		CWP151940T	5/14/2022	5/14/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		CWP151940T	5/14/2022	5/14/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	151962Y	5/14/2022	5/14/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> <div style="height: 80px;"></div>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 10px;"> </div>
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**CASCADE CHARTER TOWNSHIP  
TRANSPORTATION COMMITTEE  
MEETING**

January 10, 2023

9:00 a.m.

Cascade Township Hall  
5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

**Members Present:** DDA Members - Stephan, Supervisor Lesperance

**Members via Zoom:** Puplava

**Others Present:** Danielle Bouchard of McKenna, DDA Director Sandra Korhorn

**ARTICLE 1. Call to Order:** Meeting was called to order at 10:10 a.m.

**ARTICLE 2. Approval of Agenda:** Motion to approve the agenda was made by Member Stephan, supported by Supervisor Lesperance. Motion carried 3-0.

**ARTICLE 3. Approval of the Minutes of the November 2, 2022 Meeting:** Motion to approve the minutes was made by Supervisor Lesperance, supported by Member Stephan. Motion carried 3-0.

**ARTICLE 4. Review and Discuss The Rapid Service in Non-Millage Communities**

Danielle Bouchard indicated this information is based on discussion from the last meeting. The group asked McKenna to take a deeper dive into non-millage communities, their services and funding. Route 29 is longer than the routes in the other communities. With Route 29 being longer, the cost is vastly different. Part of the next steps will be to reach out to The Rapid to find out cost of other community's services vs. distance and time.

From McKenna's analysis, Cascade has multiple stops along the route and the other communities have fewer stops. Chris reached out to Plainfield Township regarding their zero cost for service. Plainfield indicated The Rapid just added the Meijer stop because they saw a need and it was close to the proximity of where they were going.

McKenna could not find any financial data on Byron Township but it may be because they eliminated their bus service. The bus must loop within Byron but has stops in Gaines & Wyoming. Danielle reached out to Byron and asked about their funding.

It was asked where The Rapid funding comes from and how much is local, State and Federal. It was stated that the majority is likely State

and Federal funds. It was asked about destinations/stops with the other non-millage communities and Danielle has found they have less stops than Cascade.

It was asked if there is opportunity to eliminate stops along 28<sup>th</sup> Street to reduce time, cost and frequency?

One next step is to talk to businesses and The Rapid riders regarding the service. McKenna would like to follow up with The Rapid on the Plainfield service and whether they would offer that to Cascade. Also, if people have to transfer to get to Cascade, why not make it a more flexible service and cut off half of the stops at the east end of Route 29 and maybe just stop at Walmart or Meijer. Also, is it possible to have a fixed route stop at just those businesses, a more robust Dial-A-Ride and expand the boundaries of Rapid Connect.

#### **ARTICLE 5. Review and Discuss On-Demand Transit Services in Peer Metros**

Danielle stated on-demand services through The Rapid Connect only service Kentwood and Walker. McKenna would like to explore this service further with The Rapid to find out if it's feasible for Cascade and what that boundary may look like. This service appears to be for all users. Peer communities have a more robust Dial-A-Ride services than what is offered in the Grand Rapids area. Peer communities also have direct fixed routes that go to their downtown areas and Cascade does not have a destination, fixed route service.

A lot of the peer communities offer dial-a-ride services and contract through ride sharing services like Uber and Yellowcab that supplement routes to get riders to a fixed route, hub or curb. McKenna will also investigate whether that is possible for Cascade.

Could a smaller, private transportation company have a "feeder" service from Woodland Mall into Cascade? They could also contract with the businesses. Wheels To Work may be an option for this type of service.

#### **ARTICLE 6. Next Steps**

For the next meeting, McKenna would like to discuss public engagement and will have some draft questions ready for the committee's review.

It was discussed about setting a dollar amount to see what type of service can be offered to the community. The dollar amount may be driven by the feedback from the public engagement.

Next Steps include:

1. Cost per route for non-millage communities
2. How The Rapid gets their funding

3. Hope Network service
4. Third-party contract/Ride Share/Bus to Fixed Route
5. Wheels To Work
6. Public Engagement

**ARTICLE 7. Any Other Business**

There was no other business to discuss.

**ARTICLE 8. Public Comment**

There was no public comment.

**ARTICLE 9. Adjournment**

Motion to adjourn made by Member Puplava and supported by Member Stephan. Motion carried 3-0. The meeting adjourned at 10:02 a.m.

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

Wednesday, February 8, 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, Planning Director Hilbrands, Lt. Albright-Fire Department, Mary Ann Sabo-Sabo PR, 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 Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
None
- Article 4. Presentations**  
None
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
    - 1. Township Board – 1/25/2023
    - 2. Downtown Development Authority – 11/15/22
    - 3. Planning Commission – 11/4/22 & 12/5/22
  - b. Receive and File Reports
    - 1. Treasurer’s Department Report – December 2022
    - 2. Downtown Development Authority – 2022 Annual Report
    - 3. Building Department Report – January 2023
    - 4. Snow Cemetery Oak Wilt Project Report
    - 5. Burton Park Oak Wilt Project Report
  - c. Receive and File Education Requests
    - 1. Fire Chaplain Dieffenbach-1<sup>st</sup> Responder Mental Health & Wellness Conference- May 15-16, 2023-Elkhart, IN
  - d. Receive and File Communication
    - 1. GVMC Airport Access Study Postcard
- 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**

**012-2023 a.) Public Hearing – Consider Ordinance for Floodplain Management**  
Motion by Trustee McDonald, seconded by Trustee Koessel to open Public Hearing.  
Motion carried unanimously.

No comments made.

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

**b.) Consider Ordinance for Floodplain Management (Roll Call)**

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

**013-2023 Consider Contract for Spongy Moth Spray**

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

**014-2023 Consider a Metro Act Permit Request from Uniti Fiber**

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

**015-2023 Consider Budget and Funny Business Contract for Cascade Township July 4<sup>th</sup> Celebration**

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

**016-2023 Consider Resolution for Road Closures for Cascade Township July 4<sup>th</sup> Celebration (Roll Call)**

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

**017-2023 Consider ~~Resolution~~ Ordinance to Amend the Zoning Ordinance to Revise the Major Street Plan (Roll Call)**

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

**018-2023 Township Manager Annual Performance Evaluation**

No action taken.

**Article 10. Discussion**

**1. Township Communication Services**

Manager Swayze advised that Hunter Zuk of Sabo PR is being promoted. The Board needs to decide whether to keep things the way they are when a replacement is hired by Sabo PR, hire someone permanently as a Township employee, or put out a bid for other options. Considerable discussion held about prioritizing in-house capabilities. Manager Swayze and Mary Ann Sabo will meet to discuss options. Mary Ann Sabo thanked the Board; said it's been an honor to work with Cascade Township.

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

1. Dale VanDerSchaaf-5667 Snow Ave-Re paving Snow Ave: Wants it paved, and wants the Township to do their part.
2. Matt Buckhold-5776 Snow Ave-Was promised when he bought his house that the road would be paved. He is willing to give up a tree, if needed. Ten (10) of the 13 residents are in favor of paving the road.

**Article 12. Manager Comments**

1. Egypt Creek update: Received replies from EGLE. They have ordered them to stop moving earth.
2. Attorney Van Essen: Meeting with Kent County re PFAS. Closed session will be scheduled for 2/22/23 Board Meeting to discuss cost.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked everyone in attendance.
2. Trustee Noordhoek-Requested an update on a deer hunting report. Manager Swayze advised that an update will be presented to the Board soon.
3. Treasurer Peirce-Announced his resignation. Board members thanked him for his service.

**Article 14. Adjournment**

Motion by Treasurer Peirce, seconded by Trustee McDonald to adjourn. Motion carried unanimously.  
Meeting adjourned at 8:19 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, March 1, 2023**

**Rescheduled from February 22, 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, Attorney Scott Hogan-Foster Swift, Attorney Doug VanEssen, 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 Koessel to approve. Motion carried unanimously.
- Article 4. Presentations**  
~~a. Introduction of new Community Policing Officer Deputy Kate Chase~~  
Deputy Chase will be introduced at the 3/8/23 Township Board Meeting  
**b. Planning Commission – Zoning Recommendations Update**  
Planning Commissioners Chris Noordyke and Scott Rissi presented Zoning Recommendations.
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Chad Antuma-Attorney for Visser. What the Planning Commission did not tell you is that Michigan is giving money away for industrial development that would be used.
  2. Jason Jansma-5528 Whispering Timbers-Thinks the Board is on the right track. Visser doesn't care. He is not supportive of any industrial development.
  3. Jennifer Murphy-7030 Kilmer-Has never heard of the petition brought forth by Visser's attorney. Many homes would be affected by industrial development, but no one asked homeowners. Thornapple River Drive, 48<sup>th</sup> Street, and Thornhills are not built for semi-trucks. The properties are the buffer, not M-6. Suggested a fundraiser to buy back the land.
  4. Kyle Peacy-7010 Kilmer-Cascade is a great place to raise a family. If industrial development is allowed, the PFAS/water quality issues would get worse.
  5. Greg Bol-6930 Weller Ave, Rockford-Attempted to clear up the issue of the sign on the property that says "industrial."

6. Bruce Caukin-7100 Thornview Dr-This is a desirable area and a great place to live. No one wants an industrial facility visible from their property; there is no need for extra exits.

**Article 6. Approval of Consent Agenda**

- a. Receive and File Minutes
  1. Township Board – 02/8/23 & 02/15/23
- b. Receive and File Reports
  1. Implementation Committee – January 2023
  2. MS4 Compliance Report – 2022
  3. LGROW Annual Report – 2022
- c. Receive and File Education Requests
  1. Ryan Bruneau-Michigan Association of Planning Workshops-March 16, 2023-Frankenmuth, MI
  2. James Walker-Society of Michigan EMS Instructor Coordinators Winter/Spring Conference-03/02-03/05/23
- d. Receive and File Communication
  1. Motion by Trustee Shipley, seconded by Trustee McDonald to approve the Consent Agenda. Motion carried unanimously.

**Article 7. Financial Actions**

None

**Article 8. Unfinished Business**

None

**Article 9. New Business**

**019-2023 Formally Accept Treasurer’s Resignation, and Resolution of Appreciation (Roll Call)**

Motion by Clerk Slater, seconded by Trustee McDonald to approve. Motion carried 6-0 by roll call vote. In favor-Trustees Shipley, Koessel, McDonald, Noordhoek, Clerk Slater, and Supervisor Lesperance. Abstained-Treasurer Peirce.

**020-2023 Consider Request to approve Resolutions for Grand Rapids Triathlon to Close Public Streets on June 10 & 11, 2023 (Roll Call)**

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

**021-2023 Consider Creation of a Communication Specialist Position**

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

**022-2023 Consider Request for the Use of Township-Owned Floodway Property**

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

**023-2023 Consider Request from Lessee to Assign Lease of 6896 Cascade Road**

Motion by Trustee Shipley, seconded by Trustee Koessel to table item. Motion carried unanimously.

**Article 10. Closed Session**

*Pursuant to MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.*

Motion by Trustee Koessel, seconded by Trustee Shipley, to adjourn to Closed Session. Motion carried unanimously by roll call vote. Adjourned to Closed Session at 8:23 pm.

Motion by Trustee Koessel, seconded by Trustee McDonald to resume Open Session. Motion carried unanimously. Open Session resumed at 9:10 pm.

**Article 11. 024-2023 Consider Action Resulting from Closed Session**

Motion by Trustee McDonald, seconded by Trustee Koessel to direct legal counsel to take action resulting from Closed Session. Motion carried unanimously.

**Article 12. Discussion**

None

**Article 13. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**

1. Brian Holcomb & Bob Kramer-3415 Glenstone Ct & 3590 Meadowood Trails-Re Egypt Creek Landscaping: Provided photos of evening lights, and parked snowplows.
2. Scott Rissi-7238 Cascade Rd-Thanked Treasurer Peirce for his service.

**Article 14. Manager Comments**

1. Gave a deer hunting report for Peace Park: No deer were harvested.
2. Reported the deer study findings at Burton Park will be presented to the Board in April.
3. Construction of Fire Station #1 is going well. Gave a brief timeline of expected construction progress; the entire project is slated to be finished by September 29.

**Article 15. Board Member Comments**

1. Trustee Shipley-Thanked everyone in attendance.
2. Supervisor Lesperance-Thanked the Planning Commission for their hard work.
3. Treasurer Peirce-Thanked the Board.

**Article 16. Adjournment**

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

Meeting adjourned at 9:37 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, March 8, 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, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Township Manager Swayze, Deputy Kate Chase-Kent County Sheriff's Department, Attorney Doug VanEssen, 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 Koessel to approve the agenda with the removal of Article 9, 027-2023. Motion carried unanimously.
- Article 4.** **Presentations**  
1. Introduction of new Community Policing Officer Deputy Kate Chase
- 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-Not all of the streetlights in the Township light up at the same time. Manager Swayze advised he would take care of it.  
2. Ken Van Der Kolk-7200 Leyton-What is the status of reimbursement for nuisance emergency calls from the hotels? Manager Swayze advised the Township attorney will be presenting options in April.
- Article 6.** **Approval of Consent Agenda**  
a. Receive and File Minutes  
None  
b. Receive and File Reports  
1. Building Department Report – February 2023  
2. Cascade Peace Park Bow Hunting Report - 2022  
c. Receive and File Education Requests  
1. Craig Smith-Joint MIAM/PIAM Conference-May 11-12, 2023-Clare, MI  
2. Vincent C. Milito-Joint MIAM/PIAM Conference-May 11-12, 2023-Clare, MI  
3. Ron Sabin-COCM 2023 Spring Conference-May 8-10, 2023-Midland, MI  
4. William Benoit-COCM 2023 Spring Conference-May 8-10, 2023-Midland, MI  
d. Receive and File Communication  
None

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

**Article 7. Financial Actions**  
None

**Article 8. Unfinished Business**  
None

**Article 9. New Business**

**025-2023 Consider a Resolution for Approval of 2023 Poverty Exemption Guidelines (Roll Call)**

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

**026-2023 Consider an RFP for a Thornapple River Safety & Navigation Marking Plan**

Motion by Supervisor Lesperance, seconded by Trustee Shipley to approve. Motion carried unanimously.

**Article 10. Closed Session**

*Pursuant to MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.*

*Pursuant to MCL 15.268 (a) – To consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. Manager Swayze has requested his annual evaluation be done in closed session.*

Motion by Trustee Shipley, seconded by Trustee Koessel to adjourn to Closed Session. Motion carried unanimously by roll call vote. Adjourned to Closed Session at 7:15 pm.

Motion by Trustee Shipley, seconded by Trustee Koessel to resume Open Session. Motion carried unanimously. Open session resumed at 8:05 pm.

Motion by Trustee McDonald, seconded by Trustee Shipley to direct legal counsel to take action on the first item of discussion in Closed Session. Motion carried unanimously.

**Article 11. Discussion**

**1. Treasurer Appointment Process-Considerable discussion.**

Motion by Trustee McDonald, seconded by Trustee Shipley for each Board Member to select up to three (3) resumes for the Treasurer appointment and submit to Human Resources Director Murawski by 3/15/23. Those candidates with at least four (4) recommendations will either be interviewed or appointed at a future Board meeting. Motion carried unanimously.

**Article 12. Public Comments**

1. Brian Holcomb-3415 Glenstone Ct-Re Egypt Creek Landscaping violations; inquired about an update. Manager Swayze responded.

**Article 13. Manager Comments**

None

**Article 14. Board Member Comments**

1. Trustee Shipley-Thanked those in attendance for coming to the meeting.
2. Trustee Noordhoek-With the rise of criminal activity near certain hotels in the Township, there needs to be a solution soon.

**Article 15. Adjournment**

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

Meeting adjourned at 8:22 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, March 22, 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, Trustees McDonald, Shipley and Noordhoek  
Absent: Trustee Koessel (excused)  
Also Present: Township Manager Swayze, Attorney Doug VanEssen, Administrative Assistant Stine, 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**  
~~1. Introduction and Update from Representative Phil Skaggs~~  
Representative Phil Skaggs will be introduced at a later meeting.
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
1. Brian Holcomb-3415 Glenstone Ct-Requested update on Treasurer appointment process. Supervisor Lesperance responded. Asked for an update on the Egypt Creek Landscaping issue. Manager Swayze responded.
- Article 6.** **Approval of Consent Agenda**  
a. Receive and File Minutes  
1. Township Board Meeting – 3/1/23 & 3/8/23  
b. Receive and File Reports  
1. Treasurer’s Report – 2022 Tax Collection Report  
2. Treasurer’s Report – January 2023  
3. Building Department-Inspection Services – 2022 Annual Report  
4. Fire Department Annual Report - 2022  
c. Receive and File Education Requests  
1. Krissi Brott-MAMC Summer Conference-Detroit, MI-June 12-16, 2023  
d. Receive and File Communication  
None  
Motion by Clerk Slater, seconded by Trustee Shipley to approve the Consent Agenda.  
Motion carried unanimously.

**Article 7. Financial Actions**

- a. Consider Approval of December 2022 Preliminary Financial Statements
- b. Consider Approval of December 2022 Payables, Payroll, and Transfers
- c. Consider Approval of January 2023 Payables, Payroll, and Transfers
- d. Consider Approval of February 2023 Payables, Payroll, and Transfers

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

**Article 8. Unfinished Business**

**023-2023 Consider Request from Lessee to Assign Lease of 6896 Cascade Road**

Motion by Trustee McDonald, seconded by Trustee Noordhoek to remove the item from the table. Motion carried unanimously.

Motion by Trustee McDonald, seconded by Trustee Noordhoek to remove item from agenda. Motion carried unanimously.

**Article 9. New Business**

**027-2023 Consider Amendments to the Cascade Township Water Utility Service District Map**

No action taken.

**028-2023 Consider the 2023-2024 Library Refresh Project**

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

**029-2023 Consider Participating in the 2<sup>nd</sup> Round of the National Opioid Settlement**

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

**Article 10. Closed Session**

*Pursuant to MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.*

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn to Closed Session. Motion carried unanimously by roll call vote. Adjourned to Closed Session at 7:34 pm.

Motion by Trustee Shipley, seconded by Clerk Slater to resume Open Session. Motion carried unanimously. Open session resumed at 7:58 pm.

Attorney VanEssen discussed the tentative PFAS settlement with the Gerald R. Ford International Airport. The Board's agreement is contingent upon General Counsel review and Airport Board approval.

Motion by Trustee McDonald, seconded by Trustee Shipley to approve the settlement agreement as outlined by Special Counsel and direct the necessary elected officials to

sign conditioned upon the Airport's signature of same and approval of the language and terms by General Counsel of the Township. Motion carried unanimously.

**Article 11. Discussion**

1. **Treasurer Appointment Process** - The Board reviewed the applicants' resumes and chose three candidates for Treasurer appointee: Windy Korstange, Stacey Hale, and Peggy Murphy. The Board directed Manager Swayze to schedule candidates and the Board will make the final decision at the April 12, 2023 Board meeting, or sooner.
2. **2023 Local Road Work Program** – Manager Swayze provided an overview map of places he and Engineer Thorne identified that will need work, as well as cost estimates from the Road Commission. Any project in this program is funded 50 percent by the Road Commission, and the rest of the cost is covered by the Township. Decisions will be made at the April 12, 2023 Board meeting. The Board directed Manager Swayze to begin submitting documents to repair roads on Buttrick and Abbeydale.

**Article 12. Public Comments**

1. Ken Van Der Kolk-7200 Leyton-Re Egypt Creek Landscaping: When will there be a resolution?
2. Walter Bujak-6639 Thornapple River Dr-Kent County Commissioner District 21 commended the Board. Well done on the PFAS settlement agreement. He hopes the Township can take advantage of ARPA funds.
3. Matt Buckhold-5776 Snow Ave-Re Snow Ave paving: Emphasized to the Board this project is important.
4. Rob Dewey-5805 Snow Ave-Re Snow Ave paving: Voiced support for the project. Thanked Manager Swayze for meeting with the residents on Snow Avenue; main motivation is bus safety.
5. Rod Schultz-2562 Orange Ct (Recently moved here from California)-Cascade Library is the best he's ever seen.
6. Scot Van Solkema-2570 Orange Ct-Hopes whomever is appointed to Treasurer is qualified, as those entrusted with public funds have a very important job. The International Beverage light is flickering like a strobe.

**Article 13. Manager Comments**

1. Hope Network secured funding for the rest of the year for bus riders. CBDG COVID funding is providing funding for March through June.
2. Re Deer Study: Dr. Keys will present to the Board in April.
3. An offer was made for the Parks & Recreation Director. Received a lot of interest for the Communications Specialist position, and the Economic Development Director position has been posted. Fire Marshall Poolman will retire at the end of April 2023.

**Article 14. Board Member Comments**

1. Trustee Shipley-Thanked those in attendance for coming to the meeting.
2. Trustee Noordhoek-Would like to have a public meeting re cones for water project.

**Article 15. 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  
SPECIAL BOARD MEETING**

Tuesday, March 28, 2023

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

12:00 P.M.

HYBRID FORMAT

**Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Trustees Koessel, Noordhoek, and Shipley.  
Absent: Trustee McDonald (excused)  
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 Clerk Slater to approve. Motion carried unanimously.

**Article 4. Conduct Interviews for and possibly fill the vacant Treasurer Position**

12:00 – Peggy Murphy

12:30 – Stacey Hale

1:00 – Windy Korstange

**Article 5. Public Comments**

1. Don Faasse-7374 Grachen-Are any Board members personal friends with any of the candidates? Board members responded.
2. Gordon Getchow-3406 Goodwood-Has municipal banking background and is passionate about the river. To take the Township through future years, someone who is very qualified in finance is needed.
3. Joe Engel via Zoom-The Treasurer is more than a figurehead. A qualified professional is needed.
4. Scot VanSolkema-2570 Orange Ct-Whoever is chosen needs to look at history and past events.

Motion by Trustee Shipley, seconded by Supervisor Lesperance to accept Windy Korstange as the new Treasurer. Motion carried 3-2 by roll call vote. In favor-Trustees Noordhoek and Shipley, and Supervisor Lesperance. Opposed-Trustee Koessel and Clerk Slater.

**Article 6. Adjournment**

Motion by Trustee Shipley, seconded by Trustee Noordhoek to adjourn. Motion carried unanimously.

Meeting adjourned at 1:39 pm.

Township Board Special Meeting Minutes

March 28, 2023

Krissi Brott  
Deputy Clerk

Approved by:

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Grace Lesperance, Supervisor

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Susan B. Slater, Clerk



**MCKENNA**

# Memorandum

**TO:** Cascade Township Boards & Commissions  
**FROM:** Danielle Bouchard, AICP, Senior Planner  
Chris Khorey, AICP, West Michigan Manager  
**SUBJECT:** **Minutes from 3-17-23 Implementation Committee Meeting**  
**DATE:** April 3, 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 March 17, 2023. This memorandum includes key highlights from the meeting.

## **PLANNING COMMISSION**

**Updates:** Planning Commissioners were not able to attend this meeting. Township Planning Director, Brian Hilbrands, provided an update on recent projects and initiatives of the Commission:

- The Planning Commission is in the process of preparing and recommending approval of several properties adjacent to the airport back to AG from industrial. This will require a master plan amendment.
- The Planning Commission is also in the process of updating their bylaws.
- A zoning ordinance audit, reflecting the recommendations as noted in the Strategic Plan, will be conducted by Township staff and Planning Commission.
- Appointments for the Architectural Review Committee.
- Staff and Planning Commission will review the master plan for general updates to reflect the direction of the Strategic Plan, as well as other relevant information.

**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. Further, the Planning Commission is involved with the re-energization of the Architectural Review Committee in terms of Commission representation and Zoning Ordinance and master plan amendments (as applicable). This will require coordination efforts with the Township Board as well.

## **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 in the process of focusing on and establishing a plan of action for the next pathway connections in the Township.
- Township Engineering staff developed a map to assist with the prioritization efforts for new connections to be made, as well as pathways needing repairs.
- The Parks Committee is also in the process of hiring a Parks Director, with the Township Board.
- The State awarded funding for the Burton Street pedestrian/bike bridge.
- A land acquisition template is in the process of being implemented.
- One of the biggest priorities from the new Parks Director will be to launch the campaign for a parks/pathways millage in the Township.

**Collaboration Opportunities:** Collaborations will be needed between the Pathways Committee, DDA, and Township Board for the implementation of the Cascade Road Bridge pathway. The Parks Committee will also likely need to collaborate with the DDA on implementation for the “central gathering place” element of the Strategic Plan. The Parks Committee will also be collaborating with the Township Board on the new Parks Director position and 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.

- The DDA is working with the Library to discuss Phase I improvements and schedules.
- Collaborating with the Pathways Committee, Township Board, and applicable Township staff to implement the Cascade Road Bridge pathway improvements.
- The DDA is looking into improvements to the medians in Centennial Park.
- A consultant is needed for work to assist the DDA with the placement, maintenance, and upkeep of flowers within the DDA area.

**Collaboration Opportunities:** 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. The DDA will collaborate with the Pathways Committee and Township Board to implement the Cascade Road Bridge pathway improvements. Collaborations between the DDA and all Township entities will be requested in the development of the Lower Village Subarea Plan. The DDA will also be working with the Parks Committee in the near future to discuss sculpture (re)locations and placements.

## TRANSPORTATION COMMITTEE

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

### Peer Community Research on On-Demand Services



- Not much additional information on contracts (Uber or Yellowcab) can be provided. This is largely due to lack of response when inquired.
- Some peer community supplemental services (e.g., dial-a-ride or on-demand) are offered as a means to provide other options for seniors and folks with disabilities.
- Peer communities offer “hubs” where these supplementary services are accessible. These hubs act as transfer points to get folks to and from a fixed route stop.

### **Non-Millage Community Partnerships with The Rapid**

- The Rapid calculates costs for each community based on “revenue hour” rates, which currently is \$76.37 per hour. Billing is based on the number of revenue hours.
- Service to the Plainfield Meijer was added free of cost because the Meijer store is located within less than half a mile from a 6-city limit and the end of Route 11. The Cascade Meijer is located approx. 3 miles from the end of Route 28 at Schaffer Avenue (Kentwood).
- Other non-milage communities appear to pay less than Cascade because they have less “revenue miles” and less frequent stops.
- If Cascade were to end service with the Rapid, it is possible that The Rapid bus would continue to operate Route 28 service to Patterson (this has not been confirmed by The Rapid, but our speculation based on local precedent). The Cascade Meijer is located less than a mile from a “6 City” limit.
- Rapid Connect is funded through property tax revenue from properties within the 6 Cities. Policy states that any service beyond the 6 City limit requires funding through an outside entity.
- The Rapid connect zone does not extend to any non-ITP member communities. If it were to be expanded into an adjacent township, it would be expected the township receiving the service would be charged with funding it. The Rapid has considered potential expansions of Rapid Connect but only within the six cities at this time since Rapid Connect is still its pilot phase.
- Rapid Connect costs about \$400k per year to operate.

### **Other Transportation Alternatives**

- Lyft Pass is a program offered in other communities across the US. The premise of this is to offer subsidized services by using the Lyft app. Lyft Pass uses “geofencing” which offers subsidized rides anywhere within a specified boundary. The Township can setup any mechanism they want for subsidized rides. This can be a set monthly dollar amount, set number of rides, or a combination. Riders gain access to Lyft Pass through an “invite” process, often a QR code send to specific groups.
- Lyft ride availability is dependent on the availability of drivers in the area. As in, if the Township were to launch a Lyft Pass program, riders may face issues with obtaining a ride if there are not active drivers available to pick them up. Lyft is getting us data on the average ETA for drivers in this area.
- Government partners with Lyft do not pay any costs for the launching, implementation, or maintenance of the Lyft Pass program.
- Does not appear that the Grand Rapids area has many other third party transportation options that could handle the capacity of a supplemental service to public transit.

**Collaboration Opportunities:** The Transportation Committee is a subcommittee 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
  - Working on zoning ordinance audit and master plan amendments
  - Working on mapping to depict the Township water/sewer infrastructure and extensions to ensure consistency with the master plan
  - Establishing working relationships with the Cascade Community Foundation for potential public/private partnership opportunities

## TOWNSHIP BOARD

**Updates:** Township Supervisor, Grace Lesperance, and Township Manager, Ben Swayze provided updates on recent Township Board activities.

- The Township Board is working with the Planning Commission on the Master Plan amendment for land uses surrounding the airport property and other general updates to the Master Plan identified by the Planning Commission.
- The Township Board is working with the Pathways and Parks Committees to hire a new Parks Department Director. The candidate is in the interview process.
- The design work for the bridge pathway has been authorized by the Township Board.

**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.

**CASCADE CHARTER TOWNSHIP  
TRANSPORTATION COMMITTEE  
MEETING**

January 10, 2023

9:00 a.m.

Cascade Township Hall  
5920 Tahoe Dr. SE  
Grand Rapids, MI 49546

**Members Present:** DDA Members - Stephan, Supervisor Lesperance

**Members via Zoom:** Puplava

**Others Present:** Danielle Bouchard of McKenna, DDA Director Sandra Korhorn

**ARTICLE 1. Call to Order:** Meeting was called to order at 10:10 a.m.

**ARTICLE 2. Approval of Agenda:** Motion to approve the agenda was made by Member Stephan, supported by Supervisor Lesperance. Motion carried 3-0.

**ARTICLE 3. Approval of the Minutes of the November 2, 2022 Meeting:** Motion to approve the minutes was made by Supervisor Lesperance, supported by Member Stephan. Motion carried 3-0.

**ARTICLE 4. Review and Discuss The Rapid Service in Non-Millage Communities**

Danielle Bouchard indicated this information is based on discussion from the last meeting. The group asked McKenna to take a deeper dive into non-millage communities, their services and funding. Route 29 is longer than the routes in the other communities. With Route 29 being longer, the cost is vastly different. Part of the next steps will be to reach out to The Rapid to find out cost of other community's services vs. distance and time.

From McKenna's analysis, Cascade has multiple stops along the route and the other communities have fewer stops. Chris reached out to Plainfield Township regarding their zero cost for service. Plainfield indicated The Rapid just added the Meijer stop because they saw a need and it was close to the proximity of where they were going.

McKenna could not find any financial data on Byron Township but it may be because they eliminated their bus service. The bus must loop within Byron but has stops in Gaines & Wyoming. Danielle reached out to Byron and asked about their funding.

It was asked where The Rapid funding comes from and how much is local, State and Federal. It was stated that the majority is likely State

and Federal funds. It was asked about destinations/stops with the other non-millage communities and Danielle has found they have less stops than Cascade.

It was asked if there is opportunity to eliminate stops along 28<sup>th</sup> Street to reduce time, cost and frequency?

One next step is to talk to businesses and The Rapid riders regarding the service. McKenna would like to follow up with The Rapid on the Plainfield service and whether they would offer that to Cascade. Also, if people have to transfer to get to Cascade, why not make it a more flexible service and cut off half of the stops at the east end of Route 29 and maybe just stop at Walmart or Meijer. Also, is it possible to have a fixed route stop at just those businesses, a more robust Dial-A-Ride and expand the boundaries of Rapid Connect.

#### **ARTICLE 5. Review and Discuss On-Demand Transit Services in Peer Metros**

Danielle stated on-demand services through The Rapid Connect only service Kentwood and Walker. McKenna would like to explore this service further with The Rapid to find out if it's feasible for Cascade and what that boundary may look like. This service appears to be for all users. Peer communities have a more robust Dial-A-Ride services than what is offered in the Grand Rapids area. Peer communities also have direct fixed routes that go to their downtown areas and Cascade does not have a destination, fixed route service.

A lot of the peer communities offer dial-a-ride services and contract through ride sharing services like Uber and Yellowcab that supplement routes to get riders to a fixed route, hub or curb. McKenna will also investigate whether that is possible for Cascade.

Could a smaller, private transportation company have a "feeder" service from Woodland Mall into Cascade? They could also contract with the businesses. Wheels To Work may be an option for this type of service.

#### **ARTICLE 6. Next Steps**

For the next meeting, McKenna would like to discuss public engagement and will have some draft questions ready for the committee's review.

It was discussed about setting a dollar amount to see what type of service can be offered to the community. The dollar amount may be driven by the feedback from the public engagement.

Next Steps include:

1. Cost per route for non-millage communities
2. How The Rapid gets their funding

3. Hope Network service
4. Third-party contract/Ride Share/Bus to Fixed Route
5. Wheels To Work
6. Public Engagement

**ARTICLE 7. Any Other Business**

There was no other business to discuss.

**ARTICLE 8. Public Comment**

There was no public comment.

**ARTICLE 9. Adjournment**

Motion to adjourn made by Member Pupilava and supported by Member Stephan. Motion carried 3-0. The meeting adjourned at 10:02 a.m.

DRAFT