

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
October 19, 2021
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/84063121966>

Meeting ID: 840 6312 1966
By Phone: 1 312 626 6799

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

- ARTICLE 2.** Approval of the Agenda

- ARTICLE 3.** Approval of the Minutes of September 21, 2021 Meeting

- ARTICLE 4.** Acknowledge visitors and those wishing to speak *(Comments are limited to five minutes per speaker)*

- ARTICLE 5.** Budget Discussion

- ARTICLE 6.** Consider Holiday Lights at Tassell & Museum Gardens Park

- ARTICLE 7.** Review Complete Streets Project List

- ARTICLE 8.** Any Other Business
 - a. Bus Committee
 - b. Strategic Plan Update
 - c. Next Meeting: November 16

- ARTICLE 9.** Adjournment

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
September 21, 2021
5:30 P.M.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

ARTICLE 1. Chairwoman Puplava called the meeting to order at 5:31 P.M.
Members Present: Kleyla, Stephan, Puplava, Siegle, DeWitt, and Lesperance
Members Absent: Vogel, Makkar, Growney
Others Present: DDA Director Sandra Korhorn

ARTICLE 2. Approve the current Agenda.

Motion was made by Member Lesperance to approve the Agenda. Supported by Member Siegle. Motion carried 6 to 0.

ARTICLE 3. Approve the Minutes of the June 15, 2021 Meeting.

Motion was made by Member DeWitt to approve the Minutes as presented. Supported by Member Kleyla. Motion carried 6 to 0.

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

Marlene Wackerlin of 2561 Pebblebrook SE thanked the township for the pathway systems that have been installed. She is concerned about the maintenance of the pathways, and reported that there is grass growing in the large cracks, there are potholes and they are jarring. She stated that the lack of maintenance is forcing bikers into the road and asked that before any new pathways are constructed, the township needs to focus on the maintenance of the existing pathway. She also commented that the Cascade Rd. bridge is very narrow and does not work as a bike path, and the bridge needs improvements to allow for cyclists, pedestrians, etc. She also believes that the speed limit through the area is too high.

Supervisor Lesperance mentioned that the Township has heard these comments before and they will be passed along to the Township board.

ARTICLE 5. Update – The Rapid Service Schedule Change

Director Korhorn stated The Rapid advised Township staff that it would be making some changes to its service routes based on its internal ridership study. The primary change to the Cascade 28th Street route is that the bus will no longer loop to the YMCA, but will rather be straight up and down 28th Street. (The Go! Bus will continue to provide service to the YMCA.) The transition to the new service routes took effect at the end of August.

Current service - Wkdy: 30-min until 7pm, 60-min after 7pm; Sat: 60-min all day, Sun: 60-min all day

Director Korhorn stated The Rapid notified businesses of the service changes and placed the changes at their stop locations. Staff also notified businesses and at this time is unaware of any concerns/issues with the changes.

Member Lesperance asked if any DDA members were on the board with David Huhn. David contacted Member Lesperance and she was looking for some background. Members stated they were on the board with him during the pilot program some years ago.

Member Siegle asked about ridership. Director Korhorn stated she would get updated ridership numbers and pass them along.

ARTICLE 6. Discuss Complete Streets Plan and Project Updates

Chair Puplava stated she had spoken with Director Korhorn about putting this on the agenda because of the concerns about speed limits and safety issues. Chair Puplava wanted to reintroduce this plan to start the conversation to see if the DDA was interested in any projects and because of the strategic plan process.

Director Korhorn stated the DDA Board and the Planning Commission collaborated on the development of a Complete Streets plan for the Village area of Cascade Township in 2013.

Complete Streets legislation was adopted a number of years ago. This legislation applies to road projects where road agencies, engineers, etc. design and operate the entire roadway with all users in mind - including bicyclists, public transportation vehicles and riders, and pedestrians of all ages and abilities.

As part of the Complete Streets legislation, some rules were developed that says state and local road agencies must now consult with each other as well as inject the desires of a local community in the planning and design of a project when MDOT or a road commission is planning a project in the municipality.

Director Korhorn stated the group worked with a consultant and had a resident group as well. The consultant and staff met with representatives from the Kent County Road Commission (KCRC) for input on proposed projects and to show that specific projects “work” for the roadway.

Director Korhorn stated the following projects have been completed:

1. Mid-Block Pedestrian Crossing on Cascade Rd.
2. Intersection Enhancements at Cascade Rd. & 28th Street
3. Intersection Enhancements at Cascade Rd. & Thornapple River Drive

4. Re-aligned Old 28th Approach to Cascade Rd.
5. Expanded Sidewalk – Cascade Road north of 28th Street.

Director Korhorn stated the township hears from residents about the need for a separated walkway/sidewalk on Cascade Rd. over the Thornapple River. This project is in the plan however this area is outside of the DDA boundaries and the DDA cannot spend their funds on this project. Staff also hears about speed limits and concerns that the speed are too high.

Chair Puplava asked about the status of the Strategic Plan. Member Lesperance and Kleyla stated it will likely be spring before the Strategic Plan is completed.

Member Kleyla asked what is left on the list and stated the DDA can prioritize the projects along with any comments from the Strategic Plan.

Director Korhorn stated she can list the projects and state whether they are in or outside the district and the DDA can review it at their next meeting.

Member Lesperance asked about the Road Commission response to the projects in the Complete Streets plan. Director Korhorn stated the group worked with the Road Commission to put viable projects in the plan.

The DDA Board had further discussion about speed limits and possibly doing more speed enforcement, speed boards and a petition to reduce speed limits.

ARTICLE 7. Update Re: Ongoing DDA Projects

LED Streetlight Retrofit

Director Korhorn stated the DDA Board approved a streetlight LED retrofit due to the high maintenance cost of the Lumec lights and a retrofit was less expensive than replacing fixtures.

Director Korhorn indicated the last update from the contractor is, due to supply chain issues, the retrofit kits are expected around January. The supply chain issues involve the Bluetooth chips and transformer that has components that are hard to find.

Flower Pots

Director Korhorn stated staff worked with Daylily Floral on some planter/landscape items through the village and the DDA reviewed this at previous meetings. The DDA Board requested additional information before making any decisions on the project.

Director Korhorn spoke with some communities who use planters and responses were mixed. Budgets varied, most had drip lines/irrigation and not many changed their plantings seasonally. She did speak with a couple communities who use Earth Planter

pots. These are self watering pots that you refill approximately every 2 weeks. It may be a nice option in areas where there is no irrigation.

Member Stephan asked about pricing of the pots. Discussion followed on irrigation, pricing and planting of the pots.

Member Lesperance asked about the DDA involvement of the existing pots. Director Korhorn stated the DDA pays for the flowers, maintenance, soil, etc.

Member Kleyla mentioned the area near the Citgo station and stated that could be a “starter” project along with the urns we currently have.

Discussion followed on setting the scope, having a contractor design and plant the flowers and putting together an RFP for the redesign of the Citgo landscape bed and pots. The DDA may also want to purchase a couple self watering pots to see how/if they work. There was clarification on where the planters would be located.

Member Lesperance asked about hanging baskets and if the DDA has the ability to hang baskets. Staff stated arms and irrigation would have to be installed. Earth Planter also has self watering hanging baskets.

The DDA board directed staff to put together additional information and bring it to a future meeting.

ARTICLE 8. Any Other Business

Robinson Dental Brownfield Update

Director Korhorn updated the DDA board on the Robinson Dental Brownfield project. The State (EGLE) did approve the \$455,000 grant and \$313,000 loan. They are moving forward with removing contaminated soil and cleaning up the property.

Heritage Day Festival

Director Korhorn stated the event will be held Saturday, September 25. The event includes a 5K run, Cornhole tournament, beer tent, band and food.

Cascade Metro Cruise Warmup

Member Stephan stated he wanted to give compliments to the Metro Cruise Warmup committee. From his view it seemed to go well.

Article 9. Adjournment

Motion was made by Member Kleyla to adjourn. Supported by Member Siegle. Motion carried 6 to 0. The meeting was adjourned at 6:24 p.m.

Respectfully submitted,
Rene Growney, Secretary

The DDA Held a scheduled Informational Meeting after the conclusion of the Regularly scheduled 9/21/21/meeting.

ARTICLE 1. Chair Pupilava called the meeting to order at 6:25 p.m.

ARTICLE 2. DDA Update

Director Korhorn stated the DDA is currently working on the LED Streetlight Retrofit Conversion as well as looking into Flower Planters. The Rapid contract is up in May, 2022 so the board will likely see some information on a new contract early 2022.

ARTICLE 3. Reporting Requirements

Director Korhorn stated we are required to submit an annual report to the State of Michigan which includes projects and funds that are spent in the District. Public Act 57 of 2018 also requires an updated DDA website to include items such as completed projects, board members, contact information, etc.

Member Lesperance asked about the State and their thoughts on saving money. Director Korhorn stated that the State does not like the DDA to hold onto funds although the board can save for a large project.

Discussion followed about the Strategic Plan and when the DDA will be able to make some decisions on larger capital projects. Member Lesperance asked staff to inquire about paying current bonds and whether it makes sense to prepay bond balances.

ARTICLE 4. Future Plans/Projects

Director Korhorn stated until the Strategic Plan is complete, the DDA is on hold with planning larger scale projects.

Member Stephan asked if the Tree Lighting ceremony is going to take place this year. Director Korhorn indicated she needs to meet with the Historical Committee regarding this event.

ARTICLE 5. Acknowledge Visitors and those wishing to speak

There were no in person or virtual visitors.

ARTICLE 6. Adjournment

Motion was made by Member DeWitt to adjourn. Supported by Member Siegle. Motion carried 6 to 0. The meeting was adjourned at 6:38 p.m.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Budget Discussion

Meeting Date: October 19, 2021

Township Manager Ben Swayze will provide additional information at the meeting Tuesday regarding the DDA budget.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Consider Holiday Decorations at Tassell & Museum Gardens Park

Meeting Date: October 19, 2021

AAA Lawn Care has been placing lights and wreaths at both Tassell and the Museum Gardens Park for the last few years. At the gardens, they wrap the museum in lights, place a wreath and garland along the front of the building and wrap the river birch trees in lights.

At Tassell Park they wrap the Kingsland pavilion in lights along with the river birch trees. The B&G crew places a tree in the upper pavilion.

AAA Lawn Care sent the invoices for holiday lighting for 2021. The total for both parks is \$4,556. This includes AAA installing and removing the lights, timers, extension cords, clips, etc. free service calls for lights that go out, timers that don't work and any other issue related to the lighting. Installations are completed on a first come first serve basis.

Staff is looking for direction from the DDA board if they would like this service for the 2021 holiday season.

DDA MEMORANDUM

To: Cascade Township DDA Board

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

Subject: Review Complete Streets Project List

Meeting Date: October 19, 2021

At the September meeting the DDA Board asked for a list of Complete Street projects that have not been completed and whether they are located in or outside of the DDA district. The DDA Board stated, with this list, they can then prioritize the projects along with any comments from the Strategic Plan.

Projects Within District

1. **Sidewalk on Thornapple River Dr.** – This improvement along the north side of TRD for two blocks east of Cascade Rd. will provide better/safer environment for pedestrians/cyclists within this short village area to/from the businesses near the Cascade/TRD intersection and connections to the north and south.
2. **Gateway Raised Median Sections** - Raised landscaped median sections are recommended for three “gateway” locations at the edges of the village area. This location is on 28th Street just west of Old 28th. The primary goal of these is to help with traffic calming (potentially slower speeds) and to enhance recognition by drivers that they are entering an area of focused non-motorized activity. All three of these were located/designed based upon available left turn lane space as there are significant constraints created by the need for left turns into adjacent land uses or public streets. To further enhance the driver recognition, these elements also include the replacement of adjacent pavement sections with colored/stamped pavement.
3. **Expanded Sidewalk – North side of Old 28th Street** – Although several of the businesses along this section of Old 28th are not pedestrian oriented, it is still important to expand the system to provide better connectivity between 28th Street and Cascade Road, especially given the location of the mid-block crossing on Cascade. Businesses should be encouraged to transition to those more pedestrian-related.

4. **Commercial/Retail Center Connections** - In addition to expanded systems parallel to the public streets, a key element for this plan is to consider improved non-motorized connections into the commercial center located on the east side of the Cascade/28th St. intersection. Sidewalks and/or pathways adjacent to one or more of the existing site driveways will create a more accessible and viable center for its many uses.
5. **Multi-Lane Roundabout at 28th Street/Cascade Rd.** – Although roundabouts can be deemed as an unpopular alternative initially, the fact remains that roundabouts are becoming more and more recognized and utilized nationally as a sound way to improve safety and slow traffic speeds in many applications. This is clearly a longer-term alternative given the feedback received, but should nonetheless be considered.

The Township and DDA underwent a feasibility study several years ago that indicated a multi-lane roundabout would function well, but there remains understandable concerns, especially from a pedestrian/cyclist viewpoint. Comments during the stakeholder input stages of this plan and past comments indicated a significant concern regarding the ability of pedestrians and cyclists to safely cross a high volume, multi-lane roundabout.

The DDA reviewed and considered this project a number of years ago and decided at that time to put it on hold due to concerns from businesses and residents.

6. **General Recommendations** – There are numerous other elements that should also be considered to develop a more complete streets environment within the Village area. Those include the following:
 - a. Potential conversion of Old 28th Street to two lanes with bike lanes or on-street parking to slow traffic speeds and/or reduce cut-through traffic – may be tied to redevelopment of this short corridor.
 - b. Additional vertical measures such as banner poles on each side of Cascade Road;
 - c. Widen existing 5-6 foot sidewalks along Cascade Road wherever feasible to allow more room for pedestrians and bikes, hopefully without the need for removal of the existing, very aesthetic trees.
 - d. Add bike racks/bike parking facilities throughout the village area

Projects Outside District

1. **Gateway Raised Median Sections** – Raised landscaped median sections are recommended for three “gateway” locations at the edges of the village area. These two are located at the north and south entry areas on Cascade Road. The primary

goal of these is to help with traffic calming (potentially slower speeds) and to enhance recognition by drivers that they are entering an area of focused non-motorized activity. All three of these were located/created based upon available left turn lane space as there are significant constraints created by the need for left turns into adjacent land uses or public streets. To further enhance the driver recognition, these elements also include the replacement of adjacent pavement sections with colored/stamped pavement.

2. **Walkway/Path over the Thornapple River** – The sidewalks that are part of the existing bridge on each side are narrow and force cyclists and pedestrians close to the adjacent through lane. These walks are fairly well used indicating a real demand to provide better connectivity to the residential areas to the south and east. It is recommended that the Township (in coordination with the KCRC) pursue a wider or preferably a separate sidewalk/pathway on one or both sides of the bridge. Further study will need to be done to define just what alternative is most applicable to this location.