

AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, February 22, 2017

7:00 P.M.

Cascade Branch of the Kent District Library, Wisner Center
2870 Jacksmith, S.E.

Expected Meeting Procedures

1. During public comments you may speak on any item not noted on the agenda for a public hearing.
2. Please limit comments to 3 minutes per person and the Board may or may not choose to respond.
3. Please limit your comments to a specific issue.
4. Please turn OFF cellular phones.

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations/Public Comments (limit comments to 3 minutes)

Article 5. Approval of Consent Agenda

- a. Receive and File Various Meeting Minutes
 1. Regular Township Board Minutes for 2/08/17.
 2. Regular Planning Commission Minutes for 1/16/17.
- b. Receive and File Reports
 1. Fire Department Monthly Report for January, 2017.
 2. Kent County Sheriff Dept. – East Precinct 2016 4th Quarter Report.
- c. Receive and File Communications
 1. Cascade Historical Society – re: 2016 “In review”
 2. Letter from Right Place – re: Payment
 3. Letter from Charter Communications – re: Price Adjustments
 4. Letter from Grand Rapids Chamber of Commerce – re: Accident Fund dividend.
 5. Letter from Comcast – re: Change to Channel Lineup.

Article 6. Financial Actions

Article 7. Unfinished Business

Article 8. New Business

- 007-2017 a. Public Hearing – Acceptance and Use of Community Development Block Grant. (CDBG)**
 - b. Consider approval of Resolutions of Acceptance and Use of Community Development Block Grant (CDBG). (roll call)**
- 008-2017 Consider Approval of Resolution for Road Closures for July 4th Celebration. (roll call)**

- 009-2017** Consider Approval of Contract for July 4th Celebration – Funny Business.
- 010-2017** Consider Approval of the Consolidation of Precincts 1, 7 & 8 for the May 2, 2017 Election. (roll call)
- 011-2017** Consider Approval of the Use of Cascade Recreation Park by Grand Rapids Amateur Astronomical Association.
- 012-2017** Consider Approval of the Purchase of a Storage System for the Library Storage Room.
- 013-2017** Consider Approval of Preliminary Engineering for Township Hall/Station #1/Station #2 Rehabilitation.

- Article 9.** Public Comments on any other matters. (limit comments to 3 minutes)
- Article 10.** Manager Comments
- Article 11.** Board Member Comments
- Article 12.** Adjournment

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

Wednesday, February 8, 2017
7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order at 7:00 p.m.
Present: Supervisor Beahan, Clerk Slater, Treasurer Peirce, Trustee Koessel,
McDonald and Shipley.
Absent: Trustee Lewis
Also Present: Manager Swayze, DDA/ED Director Korhorn, Engineer Mike Berrevoets
and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** **Approval of Agenda**
Supervisor Beahan requested the agenda be amended to suspend the rules for the
presentations/public comment section of the agenda so we can have dialog about the
proposed fowling warehouse coming to Cascade.
Motion was made by Trustee Koessel and supported by Trustee McDonald to amend the
motion as stated above. Motion carried.
- Article 4.** **Presentations/Public Comments**
Supervisor Beahan introduced Laura Sullivan from the Fowling Warehouse. Ms.
Sullivan provided the audience with a brief overview of the business.
Several Residents were present to discuss the following:
- How many decipals is the horn?
 - Noise issues?
 - Music?
 - Why Cascade?
 - Is this type of clientele and social aspect that we want to bring into our
neighborhood town of Cascade?
 - How does a place like this fit into the overall plan for Cascade?
 - Welcomes the business to the Township of Cascade...
 - Liquor license...how obtained?
 - Not in my backyard...
 - Disappointed in process moving forward
 - Seating Capacity of the building...
 - Mis-match of location and the nature of business
 - Not supported by community
 - Hamtramck is all commercial...medium home prices are \$51,800. In Cascade
medium home prices are \$286,600.
 - Capacity level of people
- Deputy Roe stated the Hamtramck police had nothing but good things to say about the
fowling warehouse.
- Parking
- Supervisor Beahan again reiterated this was an allowable use in the Village Business
District by right.
- Article 5.** **Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
 1. Regular Township Board Minutes for 1/25/17.
 2. Regular DDA Minutes for 11/15/16.
 - b. Receive and File Reports
 1. Building Department Monthly Report for January, 2017.
 - c. Education Requests
 1. Vince Milito – MIAM Spring Conference – Clare, MI – April 27-28, 2017.
- Motion was made by Trustee Koessel and supported by Trustee McDonald to
approve the Consent Agenda as presented. Motion carried.

Article 6.

Financial Actions

- a. **Consider Approval of December, 2016 General/Special Funds.**
Motion was made by Treasurer Peirce and supported by Trustee Shipley to approve the December, 2016 General/Special Funds. Motion carried.
- b. **Consider Approval of January, 2017 Payroll, Payables and Transfers.**
Motion was made by Trustee Koessel and supported by Trustee McDonald to approve the January, 2017 Payroll, Payables and Transfers. Motion carried.

Article 7.

Unfinished Business

Article 8.

New Business

006-2017

Consider Approval of Bid for the Thornapple River Dr. Utility/Road Project.

DDA/ED Director Korhorn reviewed the bids for the project. Motion was made by Trustee Koessel and supported by Trustee Slater to approve the Bid for the Thornapple River Dr. Utility/Road Project to K&R in the amount of \$623,476.50. Discussion followed. Motion carried.

Article 9.

Public Comments on any other matters. (limit comments to 3 minutes)

Craig Merlin, Donnegan Lane, discussed Library Project.
Stan Grunske, 3056 Thornapple, questioned Thornapple River Dr. Utility/Road Project.

Article 10.

Manager Comments

Article 11.

Board Member Comments

Trustee Shipley offered the following comments:

- Wanted to thank the people in the audience for coming to the meeting.

Trustee Koessel offered the following comments:

- Road repair ... 28th St from Buttrick to Snow.

Trustee McDonald offered the following comments:

- Made comments regarding the bringing of new business within the Township.

Article 12.

Adjournment

Motion was made by Treasurer Peirce and supported by Trustee Slater to adjourn. Motion carried.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

Robert S. Beahan, Supervisor

MINUTES

Cascade Charter Township
Planning Commission
Monday, January 16, 2017
7:00 P.M.

ARTICLE 1. Chairman Waalkes called the meeting to order at 7:00 P.M.
Members Present: Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Sperla and Williams
Members Absent: None
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Pledge of Allegiance.

ARTICLE 3. Approve the current Agenda.

Motion was made by Member Robinson to approve the Agenda. Supported by Member Williams. Motion carried 9 to 0.

ARTICLE 4. Approve the Minutes of the January 9, 2017 Meeting.

Two minor corrections were noted.

Motion was made by Member Lewis to approve the Minutes as corrected. Supported by Member Sperla. Motion carried 9 to 0.

ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.

No visitors who were present wished to speak about non-agenda items.

ARTICLE 6. Case #16:3354 Jeremy and Rebecca Beadner

Public Hearing

Property Address: 5663 Cascade Road S.E.

Requested Action: The Applicant is requesting a Special Use Permit to construct an addition to an accessory building in excess of 832 sq. ft.

Director Peterson stated that the Applicant is requesting permission to construct a porch addition onto an existing accessory building. Because the building is already over 832 sq. ft., the addition requires Planning Commission approval. The existing building is about 1600 sq. ft. The porch will wrap around two sides. The building is over 100 years old and the Beadners are trying to build the addition to match the original construction. The porch will effectively add about 12 feet of width to the two sides of the barn. This will still meet the required setbacks provided they do not come any closer than the 40 foot setback on the west side of the building.

Director Peterson recommends approval of the Special Use Permit to construct the porch addition with the following conditions:

1. The building is not used for living space or to run a business; and
2. Any outdoor lighting meets township regulations.

Chairman Waalkes asked the Applicant to come forward with any comments.

Mr. and Mrs. Beadner came forward and spoke about their plans for the porch addition to their 100 year old barn. They have restored the existing building and intend make sure the addition blends with the historical beauty of the existing structure.

A brief discussion followed.

Motion was made by Member Mead to open the public hearing. Supported by Member Sperla. Motion carried 9-0.

No one came forward.

Motion was made by Member Mead to close the public hearing. Supported by Member Robinson. Motion carried 9-0.

Motion was made by Member Sperla to approve the Special Use Permit with the conditions set forth above by Director Peterson. Supported by Member Rissi. Motion carried 9-0.

ARTICLE 7. Case #16:3350 Grooters Land Development

Property Address: 5357 52nd Street

Requested Action: Site plan approval for 149,000 sq. ft. warehouse addition.

Director Peterson stated that the Applicant is requesting site plan approval in order to construct a 149,000 sq. ft. building. Applicant is designing the site to accommodate a future addition of 198,250 sq. ft. That addition will need to come back for site plan approval in the future when proposed. The property does involve the reconfiguration of property lines with DJ's Landscaping at 5225 52nd Street. DJ's has already submitted a revised plan to accommodate the change. They will both need to apply for the lot line shift to accommodate the change if the new site plan is approved.

The building conforms to the setback, building height and parking regulations of the industrial zoning district. About 214 parking spaces are being deferred for this first phase of the project. However, the site was designed to accommodate all the required parking. If and when needed, they can add the 214 spaces.

The property has no frontage on Kraft Avenue or 52nd St. Applicant is obtaining access by easements through the properties to the East and South. The property to the South has an existing easement and the property to the East has created a new easement for access.

The easement to the South did require that they notify the property owner to the South of the project (L3 Avionics at 5353 52nd St.), which has been done. L3 has submitted some comments and/or concerns relative to the project. However, a few of the items they are asking for can only be addressed between the property owners. We need to concentrate on the site plan issues relative to their concerns.

The site has been designed to meet the storm water ordinance and has been reviewed and approved by the Township Engineer. A maintenance agreement will be required to ensure it continues to operate as approved.

Applicant has submitted a lighting plan that does not comply with the township regulations. This plan will need to be revised and resubmitted.

Director Peterson recommends that the Planning Commission approve the site plan with the following conditions:

1. A new lighting plan is submitted and approved;
2. Compliance with the Township Engineer report; and
3. Apply for and receive lot split approval for the reconfiguration of 5225 52nd St. and 5357 52nd St.

Chairman Waalkes asked the Applicant to come forward with any comments.

Mr. Bill Kozak of Moore Bruggink came forward to just answer any questions or concerns the members may have with the project.

Mr. Scott Steiner of Rhoades McKee representing L3 Avionics also came forward to speak about issues impacting his client, L3. Specifically, the easement and storm water draining issues.

Discussion followed.

Motion was made by Member Sperla to approve the site plan for the 149,000 sq. ft. warehouse addition with the conditions set forth above by Director Peterson, including one additional condition of satisfaction of all storm water ordinance requirements. Supported by Member Robinson. Motion carried 9-0.

ARTICLE 8. 2017 Work Plan.

Director Peterson presented a proposed work plan for 2017.

ARTICLE 9. Any other business.

No other business was presented.

Next meeting of the Planning Commission will be February 6, 2017.

ARTICLE 10. Adjournment.

**Motion was made by Member Lewis to adjourn. Supported by Member Robinson.
Motion carried 9 to 0. The meeting was adjourned at 7:45 p.m.**

Respectfully submitted,
Scott Rissi, Secretary



Cascade Charter Township Fire Department Month End Report
January 2017

Site Plan Review:

We had no site plan reviews this month:

Public Relations:

We participated in no public relation programs this month:

Meeting attendance:

- GR Ford Airport Exercise Meeting
- LPT meeting
- Department Head meeting
- KCEMS Agency meeting
- KCEMS Executive Board meeting
- Public Safety Advisory Committee meeting
- Kent Chiefs/MABAS meeting
- Tri-Com Haz Mat meeting with Chiefs
- Interoperable Communications Plan meeting

On Site Program:

We performed no on-sites this month:

Fires and Fire Investigations:

We had three (3) reported fires or fire investigations this month:

- Responded to possible house fire, automatic aid from Ada Fire. Nothing showing when on scene. Cause turned out to be a furnace issue.
- Responded to fire in office building, Automatic Aid from Ada fire. On arrival found smoke in building. Fire in bathroom of office caused by a shorted-out bathroom fan. Damage contained to room of origin.
- Responded to structure fire at Condo. On arrival found heavy smoke from balcony, unknown if anyone home. Assisted by Kentwood Fire. Fire extinguished on balcony, no one was home. All damage was contained to wall on balcony.

*Total value estimated at \$610,500 with an estimated loss of \$11,500 equals a total saved of \$599,000.

New Hires:

We had no new hires this month.

Items Completed by Staff:

- Locking and unlocking Township properties
- General repairs to apparatus and equipment

- Monthly trainings – Department
- Physical fitness
- Cleaning of stations
- Maintenance of buildings
- Shift Training
- Equipment Maintenance
- Snow removal at Township Hall, Station 1, Station 2 and Library

Training:

This month's training covered the following topics.

- Department training:
 - Annual CPR, AED and airway management training.
 - LEPC plan reviews, Site visits to Lacks warehouse on Kraft and Applied Imaging on Glenwood Hills Parkway.

Types of Alarms:

➤ Fire Alarms	11
➤ Automatic Aid	2
➤ Aircraft Alerts	1
➤ CO Alarm	3
➤ Dumpster Fire	0
➤ Check Welfare	0
➤ Controlled Burn	0
➤ Service Calls	1
➤ Fires	4
➤ Fuel Leak	0
➤ Grass Fire	0
➤ Hazardous Incident	0
➤ Illegal Burn	0
➤ Lock Out	1
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➤ Lift Assist	3
➤ Lightning Strike (no fire)	0
➤ Med 1	49
➤ Med 2	23
➤ Med 3	36
➤ Medical Alarm	1
➤ Mechanical Failure	0
➤ Mutual Aid	0
➤ Gas Leak	0
➤ Odor of Smoke	1
➤ Personal Injury Accidents	4
➤ Property Damage Accidents	2
➤ Stand By	0
➤ Search	0
➤ Technical Rescue	0
➤ Tree Down	1
➤ Vehicle Fire	0
➤ Wires Down	2
➤ Wash Downs	0
➤ Water Leak	0

TOTAL **143**

Mutual/Automatic Aid responses:

Ada Fire	Caledonia Fire	Kentwood Fire	Lowell Township	Alto Fire	Airport Fire
AA received for possible house fire. AA received for building fire. AA given for chimney fire.		MA received for condo fire.			

Mutual Aid=MA
Automatic Aid=AA

Number of calls by day of week:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	30	24	24	15	17	21

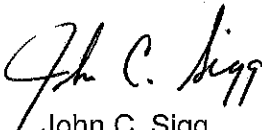
Average response time for all responses is 4:43.

Fire Inspections:

62 Fire Inspections preformed this month. They covered annual inspections, re inspections and hood inspections.

Summary:

We responded to 143 calls for assistance this month with an average turnout per incident of three (3) personnel. As of January 31, 2017, we responded to 143 calls for the year compared to 162 as of January 31, 2016. This is a decrease of 19 responses from last year. We had 15 calls that overlapped during the month.


John C. Sigg
Fire Chief

Life EMS Ambulance January 2017 Report

Cascade Twp

Total Responses: 112

Total Transports: 87

% Transports: 78%

Suburban Response Interval

Priority 1 12:00
Priority 2 20:00
Priority 3 20:00

Rural Response Interval

Priority 1 15:00
Priority 2 20:00
Priority 3 20:00

Fractile Response Interval

Cascade Twp Suburban Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	4	9	13	6	4	1	2	0	1	0	0	0	1	3	44	89%	0:08:37

Cascade Twp Suburban Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
1	1	1	3	7	2	1	0	2	1	0	0	0	1	0	20	85%	0:11:02

Cascade Twp Suburban Priority 3

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
1	0	0	5	6	8	5	1	1	3	0	0	1	1	0	32	94%	0:13:25

Cascade Twp Rural Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	1	1	2	1	0	0	1	0	0	0	1	7	86%	0:14:23

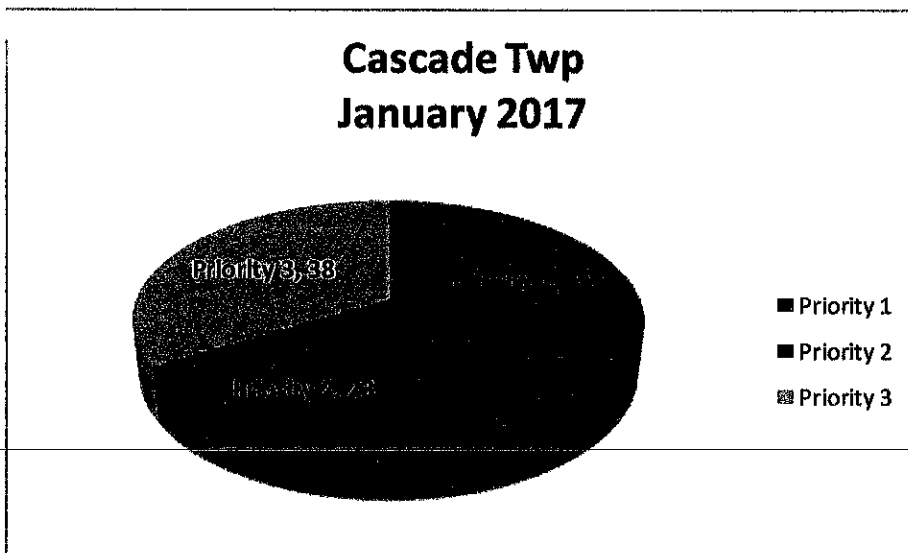
Cascade Twp Rural Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	3	100%	0:13:47

Cascade Twp Rural Priority 3

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	0	2	1	0	2	0	0	0	1	0	6	83%	0:18:55

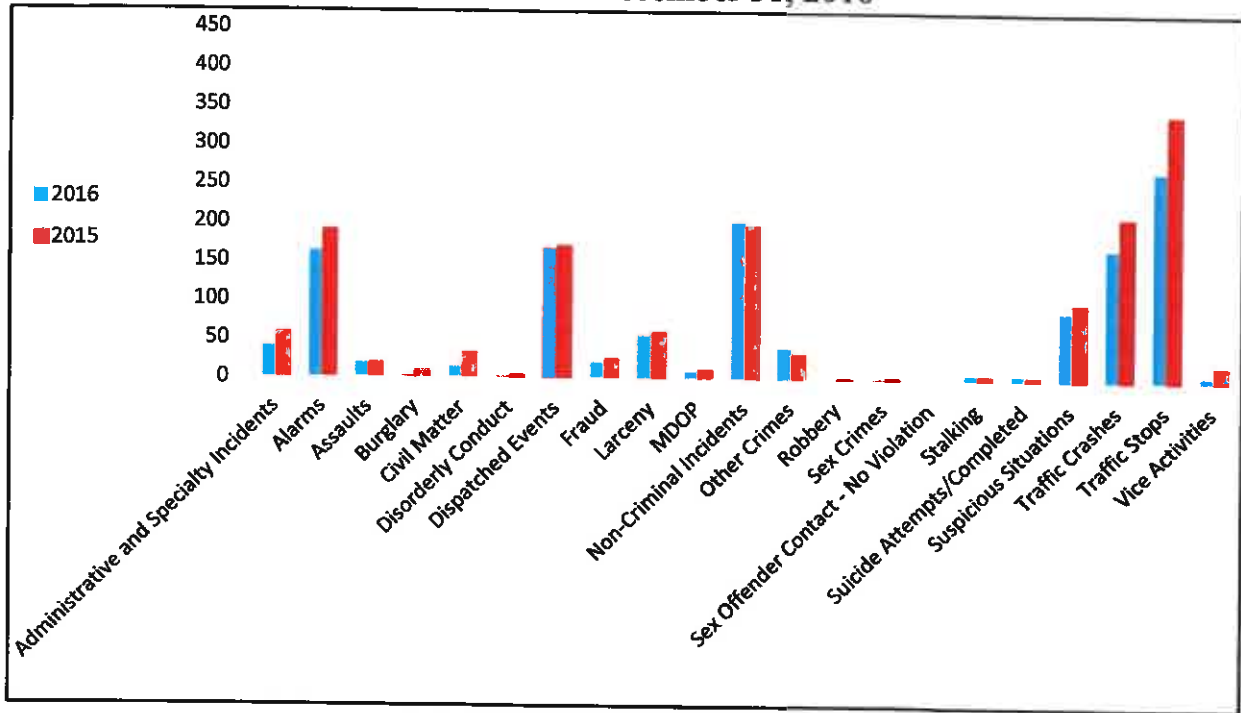
Response Priority	Total
Priority 1	51
Priority 2	23
Priority 3	38
Grand Total	112





KENT COUNTY SHERIFF OFFICE
EAST PRECINCT
 Serving Cascade Township
"A Partnership for Effective Policing"
2016 Quarterly Report

4th Quarter Report
 October 1 - December 31, 2016



	2016	2015
Administrative and Specialty Incidents	40	57
Alarms	163	190
Assaults	20	19
Burglary	3	9
Civil Matter	14	32
Disorderly Conduct	2	4
Dispatched Events	166	171
Fraud	21	26
Larceny	55	60
MDOP	10	13
Non-Criminal Incidents	201	196
Other Crimes	40	33
Robbery	1	2
Sex Crimes	2	3
Sex Offender Contact - No Violation	1	0
Stalking	8	7
Suicide Attempts/Completed	8	6
Suspicious Situations	89	100
Traffic Crashes	170	211
Traffic Stops	270	343
Vice Activities	8	21
TOTAL	1292	1503



KENT COUNTY SHERIFF OFFICE

EAST PRECINCT

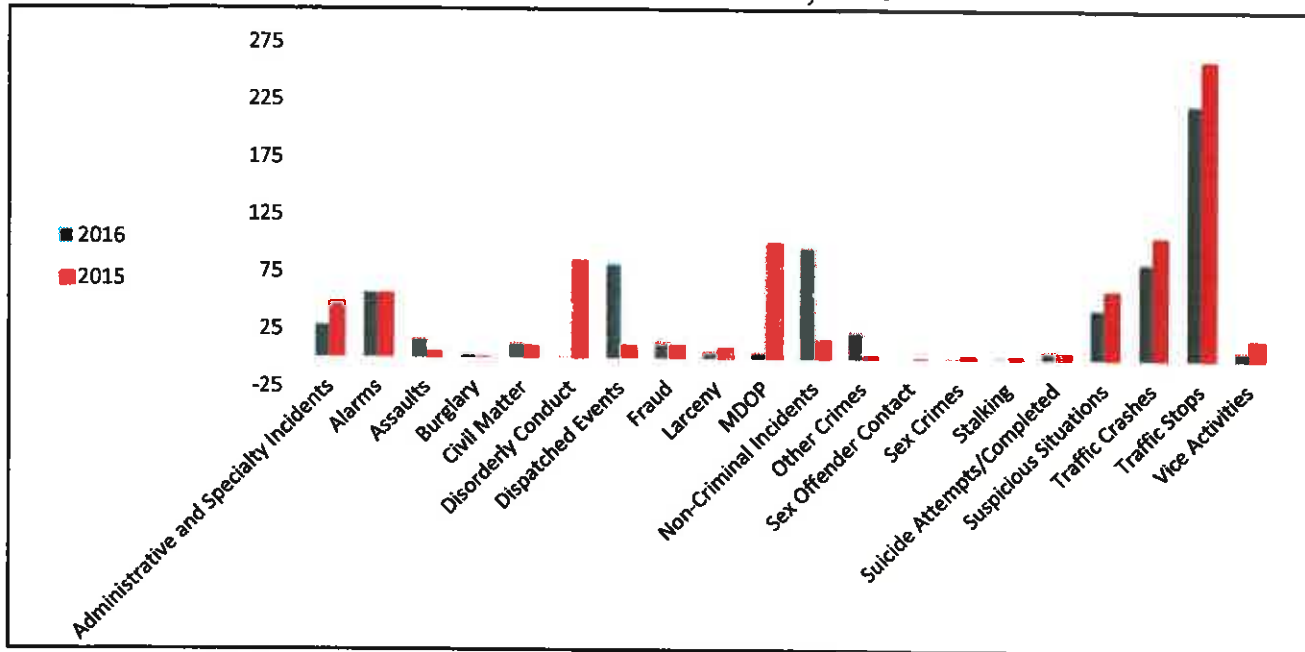
Serving Ada Township

"A Partnership for Effective Policing"

2016 Quarterly Report

4th Quarter Report

October 1 - December 31, 2016



	2016	2015
Administrative and Specialty	29	48
Alarms	57	56
Assaults	16	6
Burglary	3	1
Civil Matter	13	11
Disorderly Conduct	1	85
Dispatched Events	82	12
Fraud	14	12
Larceny	6	10
MDOP	5	101
Non-Criminal Incidents	96	17
Other Crimes	23	3
Sex Offender Contact	0	1
Sex Crimes	1	3
Stalking	2	3
Suicide Attempts/Completed	7	6
Suspicious Situations	44	60
Traffic Crashes	84	107
Traffic Stops	223	261
Vice Activities	8	18
TOTAL	714	821



KENT COUNTY SHERIFF OFFICE EAST PRECINCT

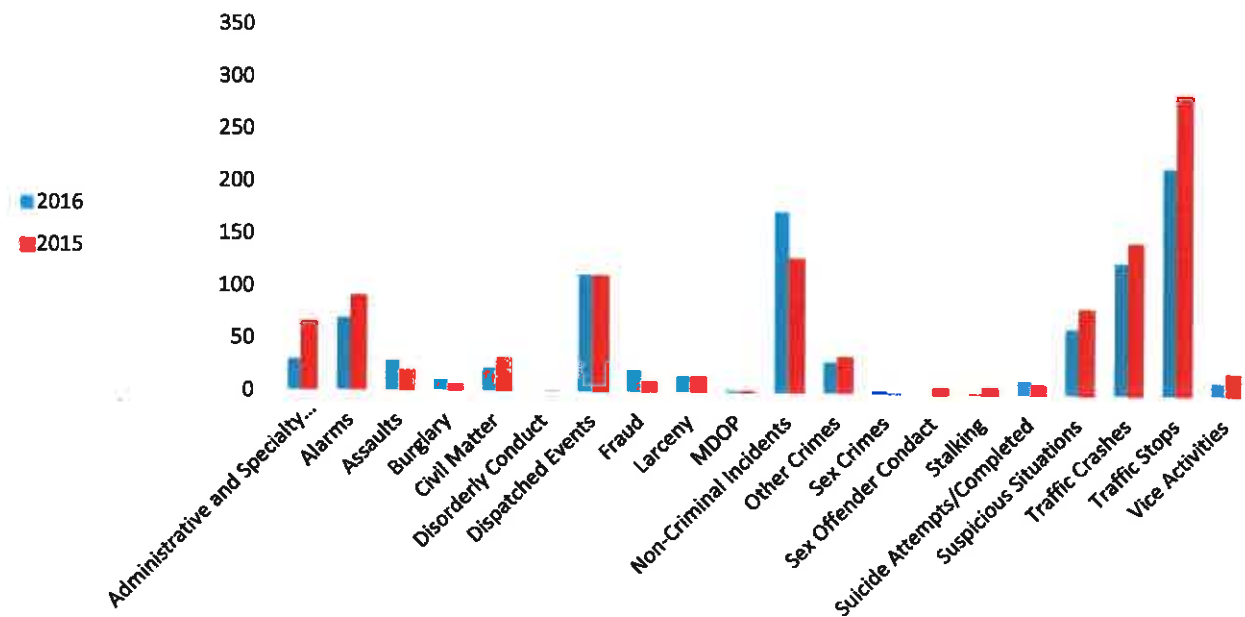
Serving Grand Rapids Township

"A Partnership for Effective Policing"

2016 Quarterly Report

4th Quarter Report

October 1 - December 31, 2016



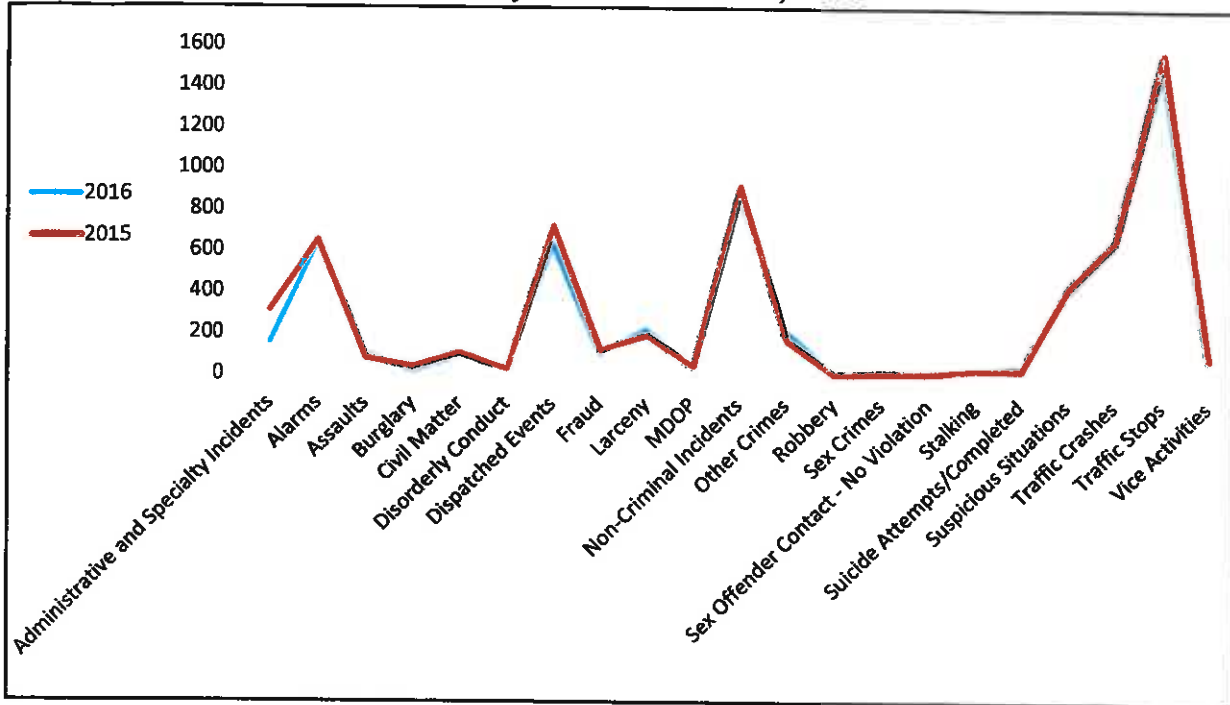
	2016	2015
Administrative and Specialty Incidents	31	66
Alarms	70	91
Assaults	29	20
Burglary	11	7
Civil Matter	22	32
Disorderly Conduct	0	1
Dispatched Events	112	111
Fraud	21	11
Larceny	16	16
MDOP	3	2
Non-Criminal Incidents	174	129
Other Crimes	31	35
Sex Crimes	3	1
Sex Offender Contact	0	7
Stalking	3	8
Suicide Attempts/Completed	14	11
Suspicious Situations	64	83
Traffic Crashes	127	146
Traffic Stops	218	288
Vice Activities	13	22
TOTAL	962	1087



KENT COUNTY SHERIFF OFFICE
EAST PRECINCT
 Serving Cascade Township
"A Partnership for Effective Policing"
2016 Quarterly Report

Year End Report

January 1 - December 31, 2016



	2016	2015
Administrative and Specialty Incidents	156	309
Alarms	646	652
Assaults	95	80
Burglary	17	40
Civil Matter	88	107
Disorderly Conduct	31	28
Dispatched Events	635	723
Fraud	105	121
Larceny	219	190
MDOP	38	44
Non-Criminal Incidents	880	920
Other Crimes	218	171
Robbery	8	6
Sex Crimes	18	13
Sex Offender Contact - No Violation	14	12
Stalking	28	30
Suicide Attempts/Completed	44	30
Suspicious Situations	404	430
Traffic Crashes	637	662
Traffic Stops	1496	1573
Vice Activities	89	91
TOTAL	5866	6232



KENT COUNTY SHERIFF OFFICE

EAST PRECINCT

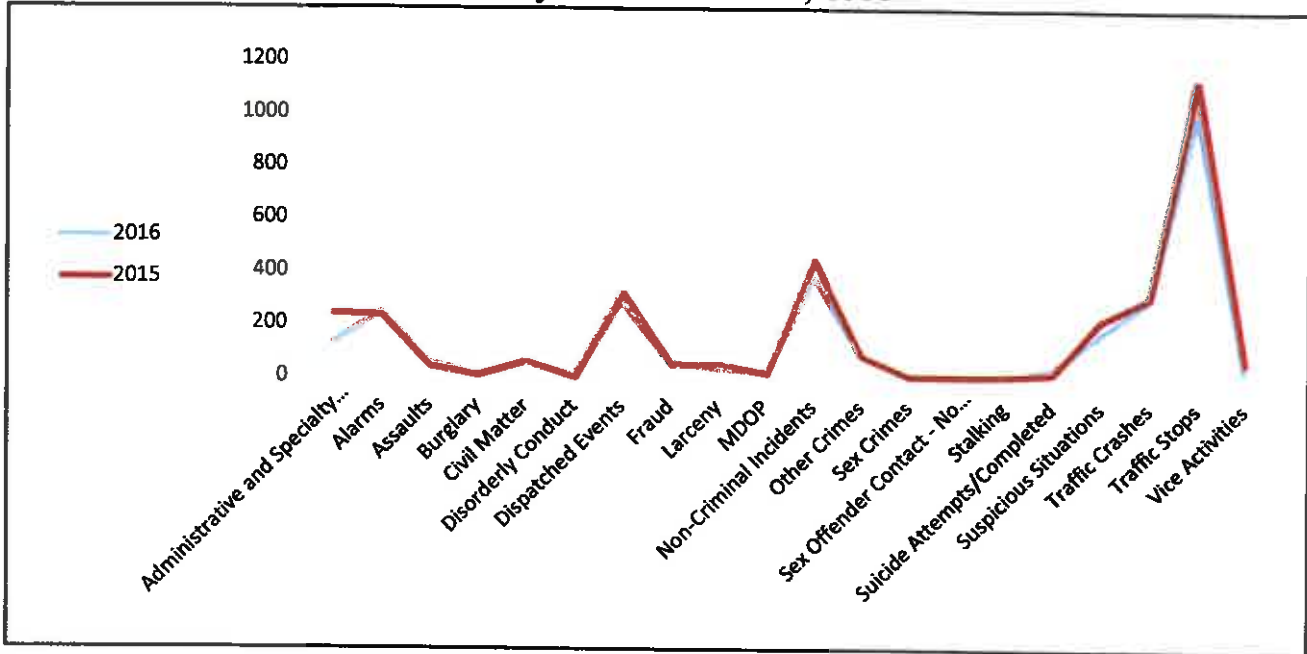
Serving Ada Township

"A Partnership for Effective Policing"

2016 Quarterly Report

Year End Report

January 1 - December 31, 2016



	2016	2015
Administrative and Specialty	129	238
Alarms	241	234
Assaults	53	42
Burglary	11	9
Civil Matter	57	60
Disorderly Conduct	5	3
Dispatched Events	283	319
Fraud	57	51
Larceny	37	51
MDOP	23	19
Non-Criminal Incidents	381	446
Other Crimes	86	84
Sex Crimes	9	8
Sex Offender Contact - No Violation	8	8
Stalking	11	12
Suicide Attempts/Completed	33	20
Suspicious Situations	171	224
Traffic Crashes	301	313
Traffic Stops	999	1132
Vice Activities	40	66
TOTAL	2935	3339



KENT COUNTY SHERIFF OFFICE EAST PRECINCT

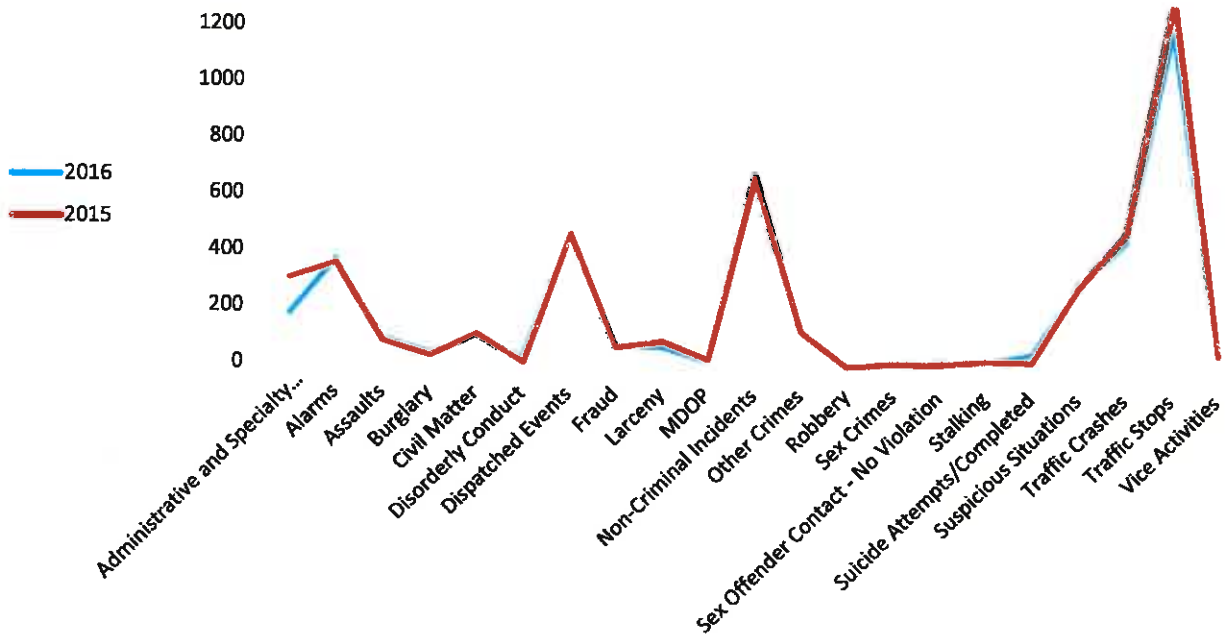
Serving Grand Rapids Township

"A Partnership for Effective Policing"

2016 Quarterly Report

Year End Report

January 1 - December 31, 2016



	2016	2015
Administrative and Specialty Incidents	172	301
Alarms	367	355
Assaults	88	80
Burglary	36	29
Civil Matter	94	108
Disorderly Conduct	23	7
Dispatched Events	456	463
Fraud	72	62
Larceny	65	87
MDOP	16	23
Non-Criminal Incidents	684	670
Other Crimes	127	125
Robbery	1	1
Sex Crimes	16	14
Sex Offender Contact - No Violation	22	17
Stalking	21	29
Suicide Attempts/Completed	53	28
Suspicious Situations	304	299
Traffic Crashes	455	490
Traffic Stops	1211	1321
Vice Activities	82	60
TOTAL	4365	4569

Cascade Charter Township

To Supervisor, Board of Trustees, and Township Manager

The Cascade Historical Society has had another exciting and productive year. The Society has set and completed many of its goals. This again was accomplished with a relatively small but dedicated membership. The Society has seen another positive development in recent months, and that is an uptick in our membership. To the Society this illustrates more community involvement and more energy to continue our mission.

To begin, we have completed the second printing of "The Chronicles" which is the history book of Cascade Township. The content of the manuscript is the same, but the reproduction of the photographs has been improved. We still consider this publication the gold standard of our community's history.

Working with Western Michigan University, we have digitized fourteen years of a local newspaper, Suburban Life, which covered Cascade, Ada and Eastmont from 1955 to 1968.

This newspaper is a great resource of mid-century Cascade history.

Working with KDL this data has been put on line, and linked to the Township website. It is searchable by anyone. This experience has buoyed the Society to kick that application up a notch. Consequently, we collaborated with the Lowell Historical Society and a newly formed non-profit to place our entire digitized collection of documents and photos, on line. This collection consists

of more than four thousand items

A Cascade resident, or in fact a resident of anywhere in the world, can go on line and search our new site for anything that may be of interest to him or her. This site is "ThePastOnline.org" and soon we hope to link it to the Cascade Township site. The Society believes this is a remarkable accomplishment for a small Historical Society and we might add, equal to or ahead of other area historical groups.

The Society has also sponsored or co-sponsored public presentations which highlight local history, they were: The Life of Madame LaFramboise, one of the area's first fur traders. Another presentation was by Dr. Smithers from GVSU that involves his collecting life stories from area veterans. Most recently we sponsored a program that was presented by the daughter of one of the US Army's Monument Men and their assignments during the Second World War. All those programs were well attended.

The Society also held its annual Christmas open house and tree lighting ceremony which included refreshments and a visit from Santa.

The Society also had the services of an intern, Sydne Johnson, for one semester, from Calvin college. The experience was excellent and one we hope to repeat. Lastly, we have upgraded or changed some of the display units at the township museum. Some of these new units were donated through our connection with the Gerald R. Ford Presidential Museum, others we've had constructed.

Upgrading the museum experience is not yet complete, and remains a goal this year.

Expenditures for the last year:

Reprinting of the Chronicles-----\$1543. Cascade Printing

\$4313. ColorHouse Printing

Digitizing Suburban Life-----\$3857. Western Michigan University

Calvin College Intern-----\$500.

Display Unit Costs-----\$430.

Total major expenditures \$10,643.

This does not include day to day spending, which would include:

photo reproduction, printing costs, speaker fees and similar spending.

Looking ahead

We still have a large amount of data that must be entered in our data bank.

We have a long-term goal to complete our "Chronicles" history and bring it from the 1980's to the early twenty first century.

The Society has plans to have a special display in commemoration of the 100th Anniversary of World War One. This will include a public event and noted speaker.

The past accomplishments and future endeavors would not have been, nor will be possible, without the support of the Cascade Township Board and Cascade citizens.



BOARD OF DIRECTORS

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Herman Miller, Inc.

VICE-CHAIR
Sean Welsh
The PNC Financial Services Group

TREASURER
Mitchell Joppich
PricewaterhouseCoopers LLP

Rick Baker
Grand Rapids Area Chamber
of Commerce

Norman Beauchamp Jr., MD MHS
College of Human Medicine
Michigan State University

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BDO USA, LLP

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Development Organization

Richard C. Breon
Spectrum Health

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Chase

Susan Hatto
Montcalm Economic Alliance

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Perrigo Company plc

John Irwin
Huntington National Bank

Sandy Jolinski
Lake Michigan Credit Union

February 6, 2017

Ben Swayze
Cascade Charter Township
2865 Thornhills SE
Grand Rapids, MI 49546

Dear Ben,

Thank you for your \$7,500 payment received on February 2, 2017 to The Right Place, Inc. As you know, this contribution is not deductible as a charitable donation.

Your contribution has a direct impact on our ability to secure jobs and investment for West Michigan. Our success in growing our economy is possible only with the support of our investors and partners. Your commitment to the organization and the region's business community enable us to provide the services and support required to keep West Michigan growing.

Thank you again for your much appreciated support. If you have any questions, please feel free to contact us.

Sincerely,

Birgit M. Klohs
President & CEO

Brad Comment
Vice President of Investor Relations

James P. Keane
Steelcase Inc.

John C. Kennedy
Autocam Medical

Dave Khorey
Varnum Law

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Miller Johnson

Richard J. Pappas, Ed.D.
Davenport University

Bill Payne
Amway Corp.

John C. Porterfield
Comerica Bank

Joel Rahn
Chemical Bank

Julie Rietberg
Grand Rapids Association of Realtors

Mark Stiers
DTE Gas

Greg Sundstrom
City of Grand Rapids

Ben Swayze
Cascade Charter Township

Renee Tabben
Bank of America Merrill Lynch

David Van Andel
Van Andel Institute

Mike VanGessel
Rockford Construction Company, Inc.

Tom Welch
Fifth Third Bank - West Michigan

Chris Williams
Medbio, Inc.



January 20, 2017



T1 P1 1 *****SINGLP
Cascade Township
2865 Thornhills Ave. SE
Grand Rapids, MI 49546-7195

Re: Charter Communications - Pricing Adjustments

Dear Franchise Official:

Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter Communications faces rising costs that require occasional price adjustments. As a result, customers will be notified of the following price adjustments through a billing statement message on or after January 21, 2017:

Effective on or after February 21, 2017:

- Basic TV Service - Adjusted to \$23.89
- TV Select - increasing from \$59.99 to \$62.99
- Latino View - increasing from \$6.99 to \$7.99

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at (616) 607-2377.

Sincerely,

Marilyn Passmore
Director, State Government Affairs, Michigan
Charter Communications



January, 27, 2017

Mr. Clem Bell
Cascade Charter Township Of Kent County
2965 Thornhills Ave SE
Grand Rapids MI 49546

Dear Clem,

Congratulations on another work safe year! The Grand Rapids Area Chamber of Commerce is pleased to pay nearly 200 participating members a total \$681,176 in Accident Fund dividends this year. Another reason we believe membership truly does pay for itself!

Check deliveries to agent offices will begin the week of February 6, 2017. Your check in the amount of **\$12131.85** will be delivered the agent of record, **Buiten & Associates, LLC**, for the program period 10/1/14 – 9/30/15 and they will be delivering the check to you shortly thereafter.

Are you taking advantage of our other cost savings programs? The Chamber offers many other member to member discounts for your business and your employees. The following is a short list of the money saving opportunities available:

- Office Depot discounts of up to 40% on office, cleaning and break room supplies
- 20% tuition savings for your employees and their families at Davenport University
- Fuel Management Program through Pacific Pride; up to a 7.5 cent per gallon discount
- Learn more about these and the many other cost savings opportunities available via our web site at www.grandrapids.org.

The Chamber provides over 100 events and programs each year to help you and your organization connect to the Grand Rapids business community. A visit to our events page at <http://www.grandrapids.org/events-programs/> will highlight our upcoming events and help you plan your Chamber involvement for 2017.

I would be happy to meet with you and review all the benefits of your chamber membership. Call today to schedule time to discuss how we can help you become more engaged and involved in Your Chamber. I can be reached at 616-771-0348.

Thank you for your continued support and we look forward to (hopefully) delivering another Accident Fund dividend check to you next year. **Stay safe!**

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark R. Allen", is written over the word "Sincerely,".

Mark R. Allen
Director of Member Relations
allenm@grandrapids.org

111 Pearl St. NW
Grand Rapids, MI 49503
T 616.771.0300
F 616.771.0318
www.grandrapids.org



February 6, 2017

Mr. Benjamin Swayze, Manager
Cascade Township
2865 Thornhills Ave. SE
Grand Rapids, MI 49546

Dear Mr. Swayze:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community. I am writing to notify you a change to the channel lineup.

On or about March 14, 2017, Esquire will no longer be available on the Comcast channel lineup.

As always, feel free to contact me directly at 616-575-0479 with any questions you may have

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Snyder", with a long, sweeping flourish extending to the right.

Jeffrey Snyder
Manager of External Affairs
Comcast, Heartland Region
3500 Patterson Ave. SE
Grand Rapids, MI 49512

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Public Hearing and Consideration of Resolutions of Acceptance and Use of Community Development Block Grant (CDBG) money

Meeting Date: February 22, 2017

As you know each year Kent County allocates a majority of the Community Development Block Grant (CDBG) funds to participating local units of government. In order to spend these funds, the project must meet specific guidelines and standards.

We are projected to receive \$7,619.00.00 for the 2017-2018 program year. As in the past, the Township does not have any low/mod income tracts.

Last year we allocated money to Hope Network as well as Home Repair Services.

After a discussion with the Kent County Community Development (KCCD) manager, staff recommends we allocate \$7,158.48 to Hope Network and allocate \$1,285.00 to the Kent County Community Development Housing Rehabilitation Program.

Funds allocated to Hope Network fall under the Public Services category of the CDBG program which stipulates that not more than 15% of the total County allocation of funds can be spend on Public Services.

Again, staff is recommending that Cascade Township distribute the following dollars:

- \$7,158.48 to Hope Network
- \$1,285.00 to the Kent County Community Development Housing Rehabilitation Program

I have attached a resolution authorizing the acceptance of CDBG Funds and a resolution authorizing the use of the funds to the above listed service.

**Cascade Charter Township
Kent County, Michigan
Resolution # of 2017**

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM KENT COUNTY**

WHEREAS, federal monies are made available under the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development (HUD) through the Kent County Community Development Department; and

WHEREAS, it is necessary for the Cascade Charter Township Board to approve the acceptance of CDBG funds from Kent County; and

WHEREAS, the Cascade Charter Township Board hereby requests that the allocation for the Kent County Community Development Housing Rehabilitation Program be disbursed from the 2015-2016 year balance; and

NOW, THEREFORE BE IT RESOLVED, that the Cascade Charter Township Board does hereby accept the award of:

Program Description	Allocation
Housing Rehabilitation Program	\$1,285.00
<u>Hope Network</u>	<u>\$7,158.48</u>
	\$8,443.48

from HUD through Kent County to be used for eligible activities approved by Kent County.

The foregoing Resolution was offered by Board Member, supported by Board Member. The roll call vote being as follows:

- YEAS:
- NAYS:
- ABSENT:
- ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Susan B. Slater
Township Clerk

CERTIFICATION

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Township Library Wisner Center on the 22nd day of February, 2017, at 7:00 p.m.; pursuant to the required statutory procedures.

Dated: February 22, 2017

By: _____
Susan B. Slater
Township Clerk

**Cascade Charter Township
Kent County, Michigan
Resolution# of 2017**

**A RESOLUTION AUTHORIZING THE USE OF
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM KENT COUNTY**

WHEREAS, federal monies are made available under the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development (HUD) through the Kent County Community Development Department; and

WHEREAS, after a public hearing and due consideration, Cascade Charter Township has recommended that an application be submitted to the Kent County Community Development Department for the following projects and budgets: Housing Rehabilitation Program - \$1,285.00 and Hope Network - \$7,158.48; and

WHEREAS, it is necessary for the Cascade Township Board to approve the preparation and filing of an application for Cascade Charter Township to receive funds from this program for specific projects;

NOW, THEREFORE BE IT RESOLVED, that the Cascade Charter Township Board does hereby approve the use of CDBG funds for the above-named projects and the submission of an application to Kent County Community Development Department; and that the Township Manager is hereby authorized to sign all necessary documents on behalf of the Cascade Charter Township Board; and that authority is hereby granted to the DDA/Economic Development Director to take the necessary steps to prepare and file the application for funds under this program and in accordance with this resolution.

The foregoing Resolution was offered by Board Member, supported by Board Member. The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Susan B. Slater
Township Clerk

CERTIFICATION

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Library Wisner Center on the 22nd day of February, 2017, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: February 22, 2017

By: _____
Susan B. Slater
Township Clerk

FIRE DEPARTMENT MEMORANDUM



TO: BENJAMIN SWAYZE – TOWNSHIP MANAGER
FROM: JOHN SIGG – FIRE CHIEF *John*
SUBJECT: RESOLUTION FOR ROAD CLOSURES FOR JULY 4TH 2017
DATE: FEBRUARY 6, 2017
CC: TOWNSHIP BOARD

Attached is a resolution for road closures for July 4th, 2017. Listed are the roads and times they will be closed on July 4th for the parade and celebration. This is the same closures that were approved last year.

I request that this resolution be approved for the road closures on July 4th 2017.

Cascade Charter Township
Kent County, Michigan
Resolution No. /2017

The Cascade Charter Township Board Hereby Resolves: Cascade Charter Township to hold a 4th of July Celebration using Cascade Road, 28th Street and Jacksmith Drive;

Whereas, Cascade Charter Township has held a July 4th Parade and Celebration for the past 24 years; and,

Whereas, Cascade Charter Township desires to close streets and hold a parade on July 4th 2017 starting from the intersection of Cascade Road and Burton Street, then proceeding East on Cascade Road to 28th Street, then proceeding West on 28th Street, ending at Thornhills Drive. The street closure will start at 9:15 a.m., and continue until about 11:45 a.m.; and,

Whereas, Cascade Charter Township desires to close Jacksmith Drive for the Annual Cascade July 4th Celebration on Jacksmith Drive on July 4, 2017. The street will be closed from 7:30 a.m. – 5:00 p.m. for set up and removal of equipment and the street fair operation from 11:30 a.m. to 3:30 p.m.; and,

Whereas, the Kent County Sheriff will be on special patrol starting at 7:00 a.m. until 3:30 p.m. for both the parade and celebration to provide traffic control for the general public.

Therefore, Be It Resolved, that the Cascade Charter Township Board respectively request that the Kent County Road Commission issue a permit allowing Cascade Charter Township to close Cascade Road, 28th Street and Jacksmith Dr. on July 4th 2017 as noted above for the annual Cascade Township July 4th Celebration.

The forgoing Resolution was offered by _____ and supported by _____. The roll call vote being as follows:

YEAS
NAYS
ABSENT

RESOLUTION DECLARED ADOPTED.

Susan B. Slater
Township Clerk

CERTIFICATION

I hereby certify the above to be a true copy of a Resolution adopted by the Cascade Charter Township Board at a Regular Board Meeting held at the Wisner Center on the day of February 22, 2017 at 7:00 p.m., pursuant to the required statutory procedures.

Dated:

By _____
Susan B. Slater
Township Clerk

FIRE DEPARTMENT MEMORANDUM



TO: BENJAMIN SWAYZE – TOWNSHIP MANAGER
FROM: JOHN SIGG – FIRE CHIEF *John*
SUBJECT: JULY 4TH 2017 CELEBRATION CONTRACT – FUNNY BUSINESS
DATE: JANUARY 24, 2017
CC: TOWNSHIP BOARD

Attached is a copy of the contract submitted by Funny Business Entertainment Agency for July 4th 2017.

The total for this year's contract is \$41,875. In 2016 the contract was \$41,375. The additional costs are due to increase in insurance and general cost increase of the games.

The July 4th committee consisting of Supervisor Beahan, Manager Swayze, Jim McDonald, Diane Curler, Andrew Albright and John Sigg have approved this and requested it go to the board for final approval.

I ask that you approve the Contract from Funny Business in the amount of \$41,875 for July 4th 2017 celebration.

Cascade
4th of
July

2017

Event proposal for the 2017 4th of July Celebration

Prepared by
Funny
Business
Agency

Quote prepared for: Cascade Township on January 11, 2017

Event Date: Tuesday, July 4, 2017 from 11:30AM-3:30PM (set-up to be complete prior to guest arrival)

Event Location: Cascade Library Grounds + Noto's Parking Lot in Grand Rapids, MI

Services included:

On-site event management and coordination

Pre-event site inspection

Map/lay-out of activities

Template of promotional flyer listing attractions and sponsors

Liaison between exhibitors, township and vendors

Event staff

Liability insurance with Cascade Township listed as additionally insured

Set/strike of all equipment

Extensive knowledge of the event and how it's run as a result of 15+ years of working together

Purchaser to provide:

Access to event space day/night prior

Access to power on Noto's building, Library exterior and township breakers plus (2) generators

Set-up of tables and chairs

Payment Terms: 50% deposit due with signed contract; balance in full 2 weeks prior to event. Full amount due rain or shine.

Mechanical Rides and Climbing Walls

Mobile Zip Line with Dual Lines

Dixie Twister

Turbo Tubs

Pirates Revenge

Bumper Cars

Quad Bungee

Trackless Train

(2) Hard-sided Rock Walls with multiple climbing stations on each

Unique, Eye-Catching Inflatables

The Edge Slide (3 stories tall!)

Ultimate Challenge

100' Extreme Obstacle Course

Rocket Turbo Slide

Bungee Run

All Sports Arena <http://funny-business.com/entertainer/sports-arena/>

Ahoy Matey

Dragon Hide-n-Slide

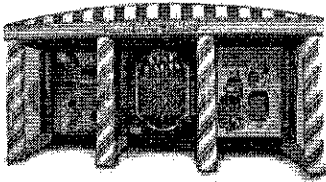
Bounce House

Rescue Squad

Fun Train Station

School Bus Combo

New 3-in-1 Carnival Game



FunnyBusiness

Entertainment Agency

P: (888) 593.7387

F: (888) 308.9644

E: info@funny-business.com

www.funny-business.com

Other Attractions

High Striker

(3) Rings of Pony Rides

(2) Face Painters

(2) Airbrush Artists

Tents, Tables, Toilets and Chairs

(3) 20'x40'

(2) 10'x10'

(1) 30'x75'

(95) 8' Tables

(400) Chairs

(9) Standard Porta-Jons

(2) Handicap Porta-Jons

TOTAL: \$41,875

Cascade Charter Township
Kent County, Michigan
Resolution #____- 2017

The Cascade Charter Township Board Hereby Resolves to allow the Election Commission of Cascade Township to consolidate Precincts 1,7 and 8 for the May 2, 2017 Election.

Whereas, voter turnout is relatively light for school elections; and

Whereas, voters in these three precincts vote in the same building; and

Whereas, considerable savings can be realized by this consolidation; and

Therefore Be It Resolved, that the Cascade Charter Township Board hereby approves the request for the consolidation of these three precincts for the May 2, 2017 Election;

Be It Further Resolved, that the Cascade Charter Township Board hereby directs the Clerk to forward this request to the Kent County Director of Elections for the necessary approval.

The foregoing Resolution was offered by _____, supported by

_____. The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan B. Slater
Township Clerk

CERTIFICATION

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Township Library Wisner Center on the 22nd day of February 2017, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: February 22, 2017.

By _____
Susan B. Slater
Township Clerk

MEMORANDUM

To: Cascade Charter Township Board
From: Steve Peterson, Community Development Director
Meeting Date: February 22, 2017
Re: Use of Cascade Recreation Park by Grand Rapids Amateur Astronomical Association.

We have received a request to hold another event March 3 or 4. The event would be similar to past events this group has held at the Recreation Park. Technically the park closes at dark so they need the permit to be in the park later than allowed. We have never had an issue with their events and staff would support this new request. The Parks Committee will meet February 21, 2017 and will also provide a recommendation. Request email attached.

Attachment: letter of request.

Steve

From: jm0506@comcast.net
Sent: Monday, January 23, 2017 1:51 PM
To: Steve
Cc: DeBruyn, David
Subject: Cascade Recreational Park Request

Hi Steve. My name is Jack McCarthy and we talked last year about the G.R.A.A.A. utilizing Cascade Township Recreational Park after hours for astronomical observing. We have a similar request again this year. We would like to utilize the park for a Winter Star Party on March 3 or March 4, 2017. The final choice for the event will be based on weather and will likely be made on the day of the event. Here are the specifics:

When: March 3 or 4, 2017 (1 day dependent on weather)

Time: 7:30 to 10:00 p.m.

Where: Cascade Township Recreational Park--3810 Thornapple River Drive

Organization: Grand Rapids Amateur Astronomical Association.

The G.R.A.A.A. will have several members on site to organize the event. We will have telescopes set up for public observing. Last year we had just over 100 people attend and would expect a similar level of participation this year. The event is a "clear only" event and we will not use the facility in the event of inclement or cloudy weather.

G.R.A.A.A. members will be on site about an hour before for set up and an hour after for take down. We will also come back in the morning to check for any lost items and clean up if necessary from the night before. In the past you have coordinated with the fire department to ensure the park is open and the restrooms are operational. Also you were able to turn off the pole light by the restrooms as can interfere with our observing.

Steve please let me know if you need any thing else or if you need me to appear before the board to make this request in person.

Thanks again for all your help.

Jack McCarthy
3535 South Applecrest Ct.
Ada, Mi 49301

616.560.3017

MEMORANDUM

To: Cascade Charter Township Board
From: Steve Peterson, Community Development Director
Subject: Library storage room
Meeting Date: February 22, 2017

The storage room in the library basement has quickly filled with township records. In order to provide a more efficient storage system we asked Dan Vos to come up with a system and costs for a more efficient storage system. The infrastructure committee reviewed the proposal and is recommending approval to spend \$34,970 to complete the entire project at one time to the Township Board.

The project would take approximately 8 weeks and would be coordinated with our BG staff to dismantle the existing wooden shelves and make room for the work to take place. We believe this storage system will not only be more efficient use of the space we need now, but it will also provide ample storage for years to come. The project would be paid for from the Library CIP budget.

Attachments: proposal.



6160 E. Fulton, P.O. Box 189
 Ada, MI 49301-0189
 Phone: 616.676.9169
 Fax: 616.676.2435

Estimate Proposal

Date **2-10-2017**

Owner Information	
Contact:	Mr. Steve Perterson
Company:	Cascade Township Library
Address:	2870 Jacksmith SE
City, State, Zip	Grand Rapids, MI 49512

Contractor Information	
Contact	Robert Klawieter
Company	Dan Vos Construction
Address	6160 E. Fulton
City, State, Zip	Ada, MI 49301
Builders License #:	2102010135

Project Information	
Site Address:	2870 Jacksmith
Plans and Specifications:	Per request

We are pleased to submit for your consideration the following cost opinion. This proposal is subject to exclusions that may be listed at the bottom of this proposal.

Project Name: Storage Shelving Library Basement DVCC 41593		
Items	Item Description	Total
Phase 1	Provide site supervision, labor, materials and equipment to furnish and install Phase 1 storage units. To include the following: <ul style="list-style-type: none"> (8) U1 storage units 88" x 42" x 12" deep (see drawing) (20) U2 storage units 88"x 42 x 24" deep (see drawing) Freight and installation of above units in basement Note: owner to empty existing, remove and dispose of existing wood shelving and load new.	\$12,390.00
Phase 2	<ul style="list-style-type: none"> (16) U2 storage units 88"x 42 x 24" deep (see drawing) Freight and installation of above units in basement Note: owner to empty existing, remove and dispose of existing wood shelving and load new	\$9,215.00
Phase 3	<ul style="list-style-type: none"> (28) U2 storage units 88"x 42 x 24" deep (see drawing) Freight and installation of above units in basement Note: owner to empty existing, remove and dispose of existing wood shelving and load new	\$13,365.00

Note: Proposal expires 3-31-2017 Estimated lead time on storage units is 6 week from receipt of signed proposal.

Comments / Inclusions / Exclusions

This is a cost opinion only and is subject to change based upon final review of scope of work, which may include revisions due to final design, material selections, code compliance investigations and unforeseen repairs. Electrical and fire protection alterations or upgrades have not been included in this proposal. Any unknown hazardous material removal and disposal will be quoted separately. Cost for building permit and inspections have not been included in this proposal. Work to be completed during regular business hours 7:00am-4:30pm Monday thru Friday. Terms for this project are as follows monthly invoicing for labor and materials net 30 day:

Thank you for the opportunity to quote this project. If you have any questions, feel free to give me a call at 616 425-2890

Sincerely

Robert Klawieter

Facilities Services General Manager

Dan Vos Construction Company

The undersigned hereby authorizes Dan Vos Construction Co., Inc. to proceed as provided in this Agreement.

By: _____

Date: _____

TERMS AND CONDITIONS

1. Owner agrees to make full payment of all sums due within ten (10) days after delivery of Contractor's invoice. Contractor shall not be required to continue its work described on the first page ("Work") unless such sums are paid within the time specified or as extended in writing. Any payment not paid within such time shall accrue interest at a rate of one percent (1%) per month. Payment by Owner of the installments, or an agreement between the Owner and the Contractor to extend the time for payment, shall constitute Owner's acceptance of the Work for which the installment is due or extended, subject to any unsatisfactory items agreed upon in writing by the Owner and Contractor.
2. The Alternates are options available to Owner. If any Alternate is selected and/or any allowance is exceeded, as allowances are only estimates, the prices quoted on the first page shall increase ("Price").
3. Changes in the Work, schedule and Price may be made but only upon written agreement of Owner and Contractor ("Change Order"). Contractor has no obligation to accept a request for a Change Order.
4. Contractor shall diligently pursue the construction so as to complete the Work as soon as commercially practical.
5. Although Contractor has examined the general condition of the site and taken into account this examination in establishing the Price, Owner shall be responsible for all unanticipated or unsuitable site conditions encountered.
6. Possession of the site and all improvements constructed thereon shall be deemed to have been surrendered to the Contractor. Exclusive access to the site and the Work is granted to Contractor and its subcontractors and others working by or through them (collectively, "Subcontractors"). If Owner or others enter the site to inspect the Work, they shall do so with due caution to the inherent dangers of a construction site and Contractor shall not be liable for any injuries or damages arising from their entry. Contractor shall be entitled to exclusive possession of the site until such time as Contractor notifies Owner that the Work is substantially complete and the Price, adjusted as to additions and deductions, if any, has been paid in full. In the event the Owner occupies the site prior to substantial completion and final payment without the prior written consent of Contractor, such occupancy shall constitute a complete and final acceptance of all Work and a waiver by the Owner of any objection to the Work performed to that date and any claim for uncompleted Work, and the Contractor and its Subcontractors shall thereafter be relieved of any responsibility for defective materials or workmanship based upon any theory whatsoever.
7. Owner shall not issue any instructions to or otherwise interfere with Contractor's exclusive supervision and control of its Subcontractors and agrees to neither negotiate for additional work with the Subcontractors nor to engage other builders or subcontractors to perform work or services on the site.
8. Owner shall carry a builder's risk policy for the Work until the Work is substantially complete and shall maintain all risk property insurance for the full replacement value of any existing improvements on the site. Contractor shall carry commercial general liability insurance and workers' compensation insurance as

may be required by law and, upon Owner's request, shall furnish certificates of insurance evidencing such insurance.

9. Owner agrees to indemnify and defend Contractor and its Subcontractors, agents and designees (collectively, "Indemnitees") against and hold them harmless from all losses, claims, liabilities, injuries, damages, and expenses whatsoever, including attorneys' fees that the Indemnitees may incur by reason of (i) breach of this Agreement by Owner, or (ii) any injury or damage sustained to any person or property (including, but not limited to, any one or more of the Indemnitees) arising out of or occurring in connection with the performance or lack of performance by Owner of its duties and obligations under or pursuant to this Agreement. This indemnification shall not apply to any loss, claim or damage caused solely by the negligent act of Contractor or its Subcontractors.

10. Commencing on the date of substantial completion, Contractor shall warrant to the Owner the Work under Contractor's standard one-year warranty ("Warranty"). Repair or replacement, as specified in that Warranty, shall be the Owner's exclusive remedy, and in no event shall Contractor be liable for any consequential or incidental damages. THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, EXCEPT AS SET FORTH IN THE ATTACHED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

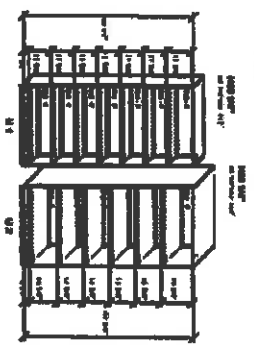
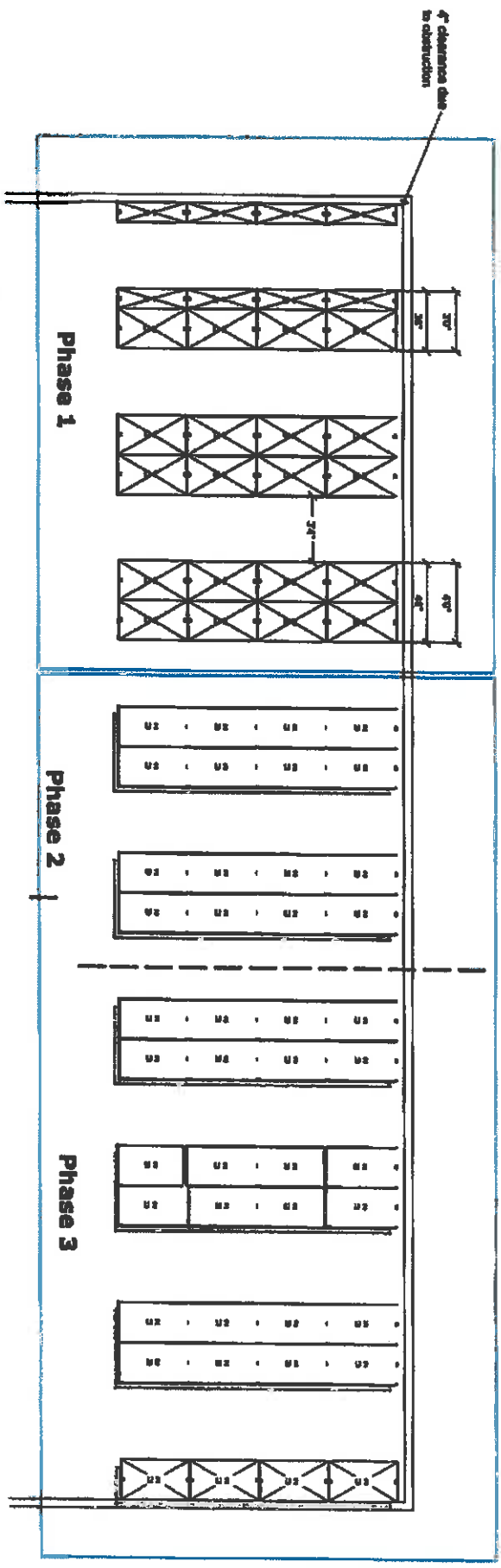
11. Any notices permitted or required to be given under this Agreement shall be deemed given or made (a) upon personal delivery to the person to whom addressed, (b) three (3) days following deposit in the United States mail, first class postage prepaid, addressed to the recipient at the address set forth at the beginning of this Agreement, or (c) at the time that receipt by facsimile or other electronic transmission has been acknowledged by electronic confirmation or otherwise. Either party may specify a different address by notice given in accordance with the terms of this Section.

12. The following general provisions shall apply: (a) If any provision of this Agreement is determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of the other provisions of this Agreement. (b) This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns. (c) This Agreement may be executed in one or more counterparts, and any party to this Agreement may execute and deliver this Agreement by executing and delivering any of such counterparts, each of which when executed and delivered shall be deemed to be an original and all of which taken together shall constitute one and the same instrument. (d) One or more waivers of any breach of any representation, warranty, or covenant in this Agreement by any party shall not be construed as a waiver of a subsequent breach of the same or of any other covenant or condition. (e) This Agreement may not be assigned, pledged, hypothecated, or in any other way transferred or encumbered by any party hereto without the prior written consent of the other party. (f) This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan and venue shall be in Kent County, Michigan. (g) This Agreement constitutes the entire agreement and understanding among the parties to this Agreement and supersedes any and all prior agreements between the parties with respect to the Work.

1395244.2

Sheet A-10

Phase 10



NOTES

- * Phase 2 and Phase 3 will need to be sequenced if not completed within 60 days of previous phase.
- * There is a possibility of material, labor and freight increases depending on timing.



The Casper Corporation
 Corporate (District) Headquarters (348) 442-2000
 Oklaoma (Lawson) Office (417) 231-4457
 Grand Rapids Office (616) 866-1806
 Kalamazoo Office (269) 341-7912
 Saginaw Office (989) 790-4112

Project Name:
**Cascade Township Library-
 Freestanding**

Project #:
 RIM11734-2A

Drawn by:
 MG

Date Printed:
 11/07/2016

Scale
 1/8" = 1'

APPROVAL
 This drawing is

Dated



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: February 22nd, 2017
To: Supervisor Beahan & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Township Hall / Station #1 / Station #2 Rehabilitation – Preliminary Engineering

FACTS:

At the conclusion of the FY2015/FY2016 Township Hall feasibility study, direction was given to prepare to complete the necessary rehabilitation projects at the current Township Hall and Fire Station #1 to continue operations in those facilities for the short-to-moderate term. Township Administrative staff has identified the following projects that need to be undertaken in the Township Hall and Station #1 in order to continue operations in those facilities:

- **Roof Replacement** – The flat portions of the roof over the Township Hall and Fire Station #1 have reached the end of their useful life. Over the past two years we have had a maintenance come in several times to provide “spot” repairs to the roof. Most recently we had significant roof leaks in the Building Department during the snow thaw event that took place the last week of December 2016.
- **HVAC Replacement** – The Township HVAC system has reached the end of its useful life. The Township Hall and Fire Station have significant climate control issues, and the boiler requires constant maintenance and repair. The system is also not energy efficient, and the utility bills for the Township are significantly higher than they could be.
- **Building Generator** – Township Hall and Station #1 serve as an Emergency Action Center during emergency situation occurring in and around the Township. The Township currently has no back-up generator system in place, which could significantly hamper response during a township emergency situation that involves a loss of power. The Township Hall also serves as the IT hub for the entire organization, and maintaining information access is critical, no matter where the Emergency Action Center may be set up.
- **Parking Lot** – Township Hall parking lot is deteriorated and showing signs of need rehabilitation beyond typical preventative maintenance activities.

In addition to these identified projects, the Township Administrative staff has also identified the following project needed at Fire Station #2:

- **Parking Lot** – Station #2 parking lot is deteriorated and showing signs of need rehabilitation beyond typical preventative maintenance activities. Parking lot has not been rehabilitated since the facility was built.

In the FY2017 Budget the Township Board appropriated approximately \$600,000 for these activities. That number was based on preliminary budgetary estimates with no engineering activities behind it.

As part of the project, it is recommended that the Township conduct a preliminary engineering study on the proposed rehabilitation activities in order to fully review and investigate the specific needs related to each issue, outline a sound approach to resolving them and prepare an estimate of costs for construction and related project expenses based on the preliminary engineering study. The Township has requested that the Township engineering firm, Fishbeck Thompson Carr & Huber, provide a preliminary engineering proposal for the project.

Attached for your review are:

- Proposal for a Preliminary Engineering Study for Township Hall / Station #1 / Station #2 Rehabilitation Activities from Fishbeck.

ANALYSIS & CONCLUSIONS:

The proposal from Fishbeck would accomplish several items:

- Examine the conditions of all Township Hall / Station #1 roof areas to review conditions and identify any work beyond full replacement that may be needed.
- Explore the feasibility of a pitched roof replacement, including alternative locations for HVAC rooftop components.
- Review current HVAC system and develop and analyze options to meet the Township goals for replacement and energy efficiency improvement.
- Review building electrical system and analyze building utility bill records to develop a plan for either a full-building or essential systems generator.
- Review current parking lot site conditions at both Township Hall / Station #1 and Station #2 and determine appropriate repairs
- Develop cost estimates for all proposed repairs and rehabilitation based on engineering analysis.

Township staff reviewed the proposal from Fishbeck with the Infrastructure Committee at their February meeting, and the Infrastructure Committee has recommended that the Township Board approve the proposal from Fishbeck for preliminary engineering services related to the proposed projects. It is estimated that the study will be completed and available for review 4-6 weeks after Township Board approval.

FINANCIAL CONSIDERATIONS:

The proposed cost of the study is \$13,700 and is included in the FY17 budget as part of the proposed projects.

RECOMMENDED ACTION:

To approve the proposed Preliminary Engineering Study for Township Hall / Station #1 / Station #2 Rehabilitation Activities from Fishbeck at a cost not to exceed \$13,700.



January 16, 2017
DRAFT PROPOSAL LETTER

Mr. Benjamin Swayze, Township Manager
Cascade Charter Township
2865 Thornhills Drive SE
Grand Rapids, MI 49546

Re: Cascade Township Hall Renovation Feasibility Study

Dear Ben:

In response to our recent meeting and discussion regarding site and building renovations to the existing Cascade Township Hall, Fire Station No. 1, and Fire Station No. 2, Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit the following proposal for your review and consideration.

Statement of Understanding and Scope of Services

In the interest of resolving a number of ongoing maintenance and comfort issues with the existing Township Hall/Fire Station No. 1 facility and Fire Station No. 2 site, Cascade Township would like to investigate and evaluate resolutions to these issues based upon extending the township's use of the facility approximately 10 to 15 years. Our recommended approach is to first perform a feasibility study to review the specific needs of each issue, outline an appropriate approach to resolving them, and prepare an estimate of costs for construction and related project expenses.

The following describes our understanding of each project and the services FTCH would perform to complete the initial feasibility study. Once the study is completed and a decision made to proceed with the improvements, we would provide a separate proposal for architectural, engineering, and construction management services for implementation of them.

Replacement Roof for Township Hall/Fire Station No. 1

The existing Township Hall/Fire Station No. 1 roof is comprised of a pitched metal roof over the main building with three flat roof additions on the east, north, and west side of the building. There are several areas of the flat roof where persistent leaking is occurring. These areas have been repaired with increasing frequency over the past several years and the membrane roofing seems to be in need of total replacement.

FTCH will examine the condition of each of the three areas of flat roofing to review their condition and identify any work beyond full replacement which may be required which include flashings and potential damage to insulation and substrate materials immediately below the roof. In addition, we will address the low sill condition in the west facing windows of the upper level work-out room in Fire Station No. 1 which will need to be elevated for proper flashing to prevent continued leaking in this area.

In response to the township's interest in exploring the potential of providing a pitched roof over each of the flat roof areas, we will also investigate and outline the practicality of this scenario and implications on the existing structure and costs, including alternate locations for rooftop HVAC units.



Although there appear to be no issues with leaks in the existing pitched metal roof, with the assistance of township staff and equipment to access the roof, we will examine and report on its condition and include information and costs regarding any recommended improvements.

We will also review the existing vestibule at the east/Building Inspector entry to assess potential repairs needed or replacement.

Replacement HVAC System for Township Hall/Fire Station No. 1

FTCH will visit the existing building to review the HVAC system, meet with Cascade Township to confirm goals for replacement and improvements, and develop and analyze options to meet the goals. We will then provide an outline describing the recommended concept of HVAC improvements in sufficient detail for cost estimating.

Full Building Natural Gas Generator for Township Hall/Fire Station No. 1

FTCH will visit the existing building and review recent electric utility bills to help in estimating preliminary load requirements for a full building emergency generator fueled by natural gas. We will also review capacity of the existing natural gas supply to assess its ability to support the additional load of the emergency generator.

As a lower cost option, we will also outline requirements and costs for a smaller natural gas generator designed to power select loads in the building such as the heating system (but not air conditioning); telephone, radio and communication systems; limited light fixtures and outlets to support temporary operations.

Our services do not include an analysis to support National Electric Code (NEC) Article 708 for Critical Operations Power Systems which would require extensive improvements and costs to "hardening" the existing emergency power and electrical distribution systems in the building.

Parking Lot/Drive Repaving at Fire Station No. 1 and Fire Station No. 2

We will visit both the Township Hall/Fire Station No. 1 and Fire Station No. 2 sites to review current conditions of paving, confirm the extent of affected areas, and determine appropriate repairs to existing parking and drive areas. We will also review aerial photography and compare against the existing site plan drawings provided for Fire Station #2 to use for cost estimating purposes.

Professional Fees

Professional fees for each discipline involved in the feasibility study are indicated below. Services will be provided on an hourly basis against the total fee.



Architectural	\$3,000
Mechanical Engineering	\$4,600
Electrical Engineering	\$2,200
Civil Engineering	\$1,500
Cost Estimating	\$1,500
Project Management	\$900
<u>Total – Labor</u>	<u>\$13,700</u>
<u>Expenses</u>	<u>\$100</u>
Total – Fee	\$13,800

Schedule

Understanding the township's desire to have these improvements made as soon as possible, we can complete the feasibility study within four to six weeks of an approval to proceed. After the results of the study have been reviewed and approved, we anticipate a six to eight week period to prepare drawings and specifications and coordinate bidding the work. This would allow long lead items such as HVAC units and the emergency generator to be ordered and construction to begin immediately thereafter with the intent of completing the work by fall of 2017.

We appreciate the opportunity to provide architectural, engineering, and construction management services for this project and look forward to working together. Please contact our office if you have questions or require any additional information regarding our proposal.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

Daniel E. Durkee, AIA, LEED AP

Kent D. Moeggenborg

nab