

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, August 11, 2021

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/81222871727>

Meeting ID: 812 2287 1727

By Phone: 1 (312) 626 6799

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

- a. MS4 Permit and Stormwater Ordinance Presentation – Wendie Ogilvie from GVMC

Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)

Article 6. Approval of Consent Agenda

- a. Receive and File Minutes
 1. Township Board – 7/28/21
 2. Personnel & Finance Committee – 6/9/21
 3. Governance Committee – 6/23/21
- b. Receive and File Reports
 1. Building Department Report – July 2021
 2. Treasurers Department – March & April 2021
- c. Receive and File Education Requests
 1. Doug Poolman – Michigan Fire Inspector Fall Educational Conference – Mt. Pleasant, MI – September 21-24
- d. Receive and File Communication
 1. AT&T Annual Video Report to MPSC

Article 7. Financial Actions

None

Township Board Agenda

August 8, 2021

Page - 1

- Article 8. Unfinished Business**
None
- Article 9. New Business**
- 075-2021 Consider Resolution for Petition for Maintenance, Improvement and Consolidation of Drains Pursuant to Chapters 8 and 19 of the Michigan Drain Code of 1956, as amended (roll call)**
- 076-2021 Consider Resolution to Recognize the Michigan Sports Academy Foundation as a Non-Profit Organization (roll call)**
- 077-2021 Consider Resolution for Special License Permit for Cascade Heritage Day (roll call)**
- 078-2021 Consider Resolutions for Road Closures for Cascade Heritage Day 5k and Festival (roll call)**
- 079-2021 Consider Approval of Outdoor Gathering Permit for the Cascade Heritage Day Festival**
- 080-2021 Consider Approval of the Cascade Township Support Emergency Operations Plan**
- 081-2021 Consider Resolution of “Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing” for Laraway Lake Special Assessment District #1**
- 082-2021 Consider Resolution of “Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing” for Thornapple River Special Assessment District #1**
- Article 10. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**
- Article 11. Closed Session**
- Pursuant to Opens Meeting Act 15.268(e) – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.**
- Article 12. New Business**
- 083-2012 Consider Action Resulting from Closed Session**
- Article 13. Manager Comments**

Article 14. Board Member Comments

Article 15. Adjournment

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board
From: Steve Peterson, Community Development Director
Subject: Presentation of MS4 Permit and Stormwater presentation
Meeting Date: August 11, 2021

The State of Michigan is requiring that all municipalities with MS4 permits submit a revised Stormwater Ordinance (SWO) that meets the new requirements. The Township is part of the surrounding group of Grand Valley Metro Council (GVMC) communities working together on a Model SWO and Standards Manual to be adopted by each community.

Each community in the group had the opportunity to use the model ordinance and manual with some modifications to suit their specific goals provided minimum State requirements are met. After meeting with the Infrastructure Committee to review the State requirements and get direction on items which could be modified we developed our updated ordinance and manual.

The proposed ordinance and manual were approved by the Township Board in 2016 and submitted to the State for approval. We have been waiting since then for the State to approve the MS4 permit. That permit was recently approved June 30, 2021.

Since much time has passed, we have asked Wendy Ogilvie from GVMC to come to the August 11 Township Board meeting to provide a little background and explain the process of developing the model ordinance. After this meeting we will be scheduling a public hearing for the adoption of the updated SWO. Adoption of the new SWO is required before the end of 2021.

Attachment: MS4 permit

PERMIT NO. MI0060107

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY



**AUTHORIZATION TO DISCHARGE UNDER THE
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

In compliance with the provisions of the Federal Water Pollution Control Act (33 U.S.C. 1251 *et seq.*, as amended; the "Federal Act"); Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); Part 41, Sewerage Systems, of the NREPA; and Michigan Executive Order 2019-06,

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

is authorized to discharge from the Municipal Separate Storm Sewer System (MS4)

designated as **Cascade Twp MS4-Kent**

to surface waters of the state of Michigan in accordance with effluent limitations, monitoring requirements, and other conditions set forth in this permit.

This permit takes effect on July 1, 2021. This permit is based on a complete application submitted on February 27, 2008, as amended through March 19, 2021.

The provisions of this permit are severable. After notice and opportunity for a hearing, this permit may be modified, suspended, or revoked in whole or in part during its term in accordance with applicable laws and rules. On its effective date this permit shall supersede Certificate of Coverage No. MIG610116, issued on December 17, 2003, which is hereby revoked upon the effective date of this permit.

This permit and the authorization to discharge shall expire at midnight, **October 1, 2023**. In order to receive authorization to discharge beyond the date of expiration, the permittee shall submit an application which contains such information, forms, and fees as are required by the Department of Environment, Great Lakes, and Energy (Department) by **April 4, 2023**.

Issued: June 30, 2021.

Original signed by Christine Alexander
Christine Alexander, Manager
Permits Section
Water Resources Division

PERMIT FEE REQUIREMENTS

In accordance with Section 324.3118 of the NREPA, the permittee shall make payment of an annual storm water fee to the Department for each January 1 the permit is in effect regardless of occurrence of discharge. The permittee shall submit the fee in response to the Department's annual notice. Payment may be made electronically via the Department's MiWaters system. The MiWaters website is located at <https://miwaters.deq.state.mi.us>. Payment shall be submitted or postmarked by March 15 for notices mailed by February 1. Payment shall be submitted or postmarked no later than 45 days after receiving the notice for notices mailed after February 1.

Annual Permit Fee Classification: Municipal Storm Water – Population Range of fewer than 1,000 people

CONTACT INFORMATION

Unless specified otherwise, all contact with the Department required by this permit shall be made to the Grand Rapids District Office of the Water Resources Division. The Grand Rapids District Office is located at State Office Building, Fifth Floor, 350 Ottawa Ave NW, Unit 10, Grand Rapids, MI 49503-2341, Telephone: 616-356-0500, Fax: 616-356-0202.

CONTESTED CASE INFORMATION

Any person who is aggrieved by this permit may file a sworn petition with the Michigan Administrative Hearing System within the Michigan Department of Licensing and Regulatory Affairs, c/o the Michigan Department of Environment, Great Lakes, and Energy, setting forth the conditions of the permit which are being challenged and specifying the grounds for the challenge. The Department of Licensing and Regulatory Affairs may reject any petition filed more than 60 days after issuance as being untimely.

PART I**Section A. Limitations and Monitoring Requirements****1. Authorized Discharges**

- a. **Authorized Outfalls and Points of Discharge**
This permit authorizes the discharge of storm water from the permittee's MS4 to the surface waters of the state via the outfalls and points of discharge identified in the permittee's application and as modified in accordance with this permit. Such discharges shall be controlled and monitored by the permittee in accordance with this permit.
- b. **Nested MS4 Discharges**
This permit authorizes the discharge of storm water to surface waters of the state from a nested MS4 owned or operated by public bodies that include, but are not limited to, public school districts; public universities; airports; or county, state, or federal agencies. The permittee may request to modify permit coverage to add or remove a nested MS4 by submitting a request to the Department for approval. Modifications to the permit coverage may result in a permit modification, after opportunity for public comment.
- c. **Discharges Authorized Under Other National Pollutant Discharge Elimination System (NPDES) Permits**
This permit does not prohibit the use of an MS4 for other discharges authorized under other NPDES permits, or equivalent Department approval under the NREPA or the Federal Act.
- d. **Water Quality Requirements**
Discharges from the permittee's MS4 shall not cause or contribute to an exceedance of water quality standards in the receiving waters. This includes, but is not limited to, the requirement set forth in R 323.1050 of the Water Quality Standards stating that the receiving waters shall not have any of the following unnatural physical properties as a result of the discharge, in quantities which are or may become injurious to any designated use: turbidity, color, oil films, floating solids, foams, settleable solids, suspended solids, or deposits.

2. Outfall or Point of Discharge Identified, Constructed, or Installed After Permit Issuance

- a. **Outfall or Point of Discharge Within the Permittee's Regulated Area**
Authorization from the Department is required to discharge storm water to a surface water of the state from an outfall or point of discharge identified, constructed, or installed after issuance but during the term of this permit and located within the permittee's regulated area as identified in the application. For each outfall or point of discharge identified, constructed, or installed after issuance but during the term of this permit, the permittee shall request authorization to discharge storm water by providing the following to the Department in a written request:
 - 1) whether the discharge is from an outfall or point of discharge;
 - 2) the outfall or point of discharge identification number assigned by the permittee;
 - 3) the surface water of the state receiving the discharge from the outfall or point of discharge;
 - 4) a certification statement that the outfall or point of discharge is within the permittee's regulated area as identified in the application;
 - 5) a certification statement that the previously approved Storm Water Management Program (Part I.A.3. of this permit) includes best management practices (BMPs) to comply with the minimum requirements of the permit for the outfall or point of discharge; and

PART I**Section A. Limitations and Monitoring Requirements**

- 6) a certification statement that the previously approved Storm Water Management Program (Part I.A.3. of this permit) is being implemented in the area served by the outfall or point of discharge, including having available an up-to-date storm sewer system map required in Part I.A.3.d.1) of this permit.
- b. **Outfall or Point of Discharge Outside the Permittee's Regulated Area**
Authorization from the Department is required to discharge storm water to a surface water of the state from an outfall or point of discharge identified, constructed, or installed after issuance but during the term of this permit and located outside the permittee's regulated area as identified in the application (e.g., area served by an expanded MS4 or area previously served by a combined sewer system that is now separated). For each outfall or point of discharge identified, constructed, or installed after issuance but during the term of this permit, the permittee shall request authorization to discharge storm water by providing the following to the Department in a written request:
- 1) whether the discharge is from an outfall or point of discharge;
 - 2) the outfall or point of discharge identification number assigned by the permittee;
 - 3) the surface water of the state receiving the discharge from the outfall or point of discharge;
 - 4) a map identifying the expanded regulated area served by the permittee's MS4;
 - 5) a certification statement that the previously approved Storm Water Management Program (Part I.A.3. of this permit) includes BMPs to comply with the minimum requirements of the permit for the outfall or point of discharge and expanded regulated area; and
 - 6) a certification statement that the previously approved Storm Water Management Program (Part I.A.3. of this permit) is being implemented in the expanded regulated area served by the outfall or point of discharge, including having available an up-to-date storm sewer system map as required in Part I.A.3.d.1) of this permit.
- c. Upon review of the request to authorize the discharge from an outfall or point of discharge identified, constructed, or installed after issuance but during the term of this permit in accordance with Part I.A.2.a. or Part I.A.2.b. of this permit, the Department may determine that a permit modification is required, after opportunity for public comment. The Department will notify the permittee if a modification is required.

3. Storm Water Management Program (SWMP)

The permittee submitted a SWMP with its application for an NPDES permit. The SWMP is approved as submitted. The permittee shall implement the approved SWMP to comply with the minimum requirements identified in this permit. The SWMP shall cover the area served by, or otherwise contributing to discharges from, the MS4 owned or operated by the permittee identified in the application. The permittee shall implement and enforce the SWMP to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the NREPA and the Federal Act. The approved SWMP is an enforceable part of this permit and any Department approved modifications made to the SWMP shall also become enforceable parts of this permit.

- a. **Enforcement Response Procedure (ERP)**
The permittee shall implement the ERP for violations of the permittee's ordinances or regulatory mechanisms identified in the SWMP to the maximum extent practicable. The ERP shall be implemented to compel compliance with the permittee's ordinances and/or regulatory mechanisms and to deter continuing violations.

PART I**Section A. Limitations and Monitoring Requirements**

The permittee shall track and document all enforcement conducted pursuant to the permittee's ERP. At a minimum, the permittee shall track and document the following: the name of the person responsible for violating the permittee's ordinance or regulatory mechanism; the date and location of the violation; a description of the violation; a description of the enforcement response used; a schedule for returning to compliance; and the date the violation was resolved.

b. **Public Participation/Involvement Program (PPP)**

The permittee shall implement the PPP to encourage public participation/involvement in the implementation and periodic review of the SWMP to the maximum extent practicable. The permittee shall implement the PPP as part of the SWMP. The permittee has chosen to work collaboratively with watershed or regional partners to implement the PPP or part of the PPP, therefore each permittee working collaboratively is responsible for complying with the PPP as described in the SWMP.

The PPP requires implementation of the following minimum requirements:

- 1) The procedure for making the SWMP available for public inspection and comment, including complying with local public notice requirements, as appropriate; and
- 2) The procedure for inviting public participation and involvement in the implementation and periodic review of the SWMP.

c. **Public Education Program (PEP)**

The permittee shall implement the PEP as part of the SWMP to the maximum extent practicable. At the minimum, the PEP shall promote, publicize, and facilitate education for the purpose of encouraging the public to reduce the discharge of pollutants in storm water runoff. The PEP shall be implemented to achieve measurable improvements in the public's understanding of storm water pollution and efforts to reduce the impacts of storm water pollution. The permittee has chosen to work collaboratively with watershed or regional partners to implement the PEP or part of the PEP, therefore each permittee working collaboratively is responsible for complying with the PEP as described in the SWMP.

The PEP requires implementation of the following minimum requirements:

- 1) BMPs to address the following PEP topics:
 - (a) Promote public responsibility and stewardship in the permittee's watershed.
 - (b) Inform and educate the public about the connection of the MS4 to area waterbodies and the potential impacts discharges can have on surface waters of the state.
 - (c) Educate the public on illicit discharges and promote public reporting on illicit discharges and improper disposal of materials into the MS4.
 - (d) Promote preferred cleaning materials and procedures for car, pavement, and power washing.
 - (e) Inform and educate the public on proper application and disposal of pesticides, herbicides, and fertilizers.
 - (f) Promote proper disposal practices for grass clippings, leaf litter, and animal wastes that may enter into the MS4.
 - (g) Identify and promote the availability, location, and requirements of facilities for collection or disposal of household hazardous wastes, travel trailer sanitary wastes, chemicals, and motor vehicle fluids.

PART I**Section A. Limitations and Monitoring Requirements**

- (h) Inform and educate the public on proper septic system care and maintenance, and how to recognize system failure.
- (i) Educate the public on, and promote the benefits of, green infrastructure and Low Impact Development.
- (j) Promote methods for managing riparian lands to protect water quality.
- (k) Identify and educate commercial, industrial, and institutional entities likely to contribute pollutants to storm water runoff.

2) The procedure for determining the overall effectiveness of implementation and the process for modifying the PEP to address ineffective implementation. The Department may determine that a permit modification is required, after opportunity for public comment, based on modifications to the PEP. The Department will notify the permittee if a modification is required.

d. **Illicit Discharge Elimination Program (IDEP)**

The permittee shall implement and enforce the IDEP to detect and eliminate illicit discharges and connections to the permittee's MS4. The permittee shall implement the IDEP as part of the SWMP to the maximum extent practicable. The permittee has chosen to work collaboratively with watershed or regional partners to implement the IDEP or part of the IDEP, therefore each permittee working collaboratively is responsible for complying with the IDEP as described in the SWMP.

The IDEP requires implementation of the following minimum requirements:

- 1) An available, up-to-date storm sewer system map identifying the following: the storm sewer system, location of all outfalls and points of discharge the permittee owns or operates in the regulated area, and the names and location of all surface waters of the state that receive discharges from the permittee's MS4. The map shall be retained by the permittee and made available to the Department upon request. The map shall be maintained and updated as outfalls and points of discharge are identified, constructed, and installed in accordance with Part I.A.2. of this permit.
- 2) The plan to detect and eliminate non-storm water discharges to the permittee's MS4, including illegal dumping/spills. The plan includes the following:
 - a) A procedure for identifying priority areas for field observations. The permittee shall conduct field observations in accordance with the procedure identifying the priority area(s) developed as part of the IDEP.
 - b) A procedure for conducting field observations, field screening, and source investigations. The permittee shall conduct a field observation in accordance with the procedure during dry-weather at least once during the term of the permit. Field screening and source investigation shall be conducted in accordance with the schedule in the procedure.

Field observations, field screening, and source investigations shall include the following:

- (1) **Field Observation** – The permittee shall observe the outfall or point of discharge for the following during dry-weather in accordance with the procedure: presence/absence of flow, water clarity, color, odor, floatable materials, deposits/stains on the discharge structure and bank, vegetation condition, structural condition, and biology (e.g. bacterial sheens, algae, and slimes).

PART I

Section A. Limitations and Monitoring Requirements

(2) Field Screening – If flow is observed at an outfall or point of discharge, the permittee shall analyze the flow for the indicator parameters identified in the procedure. If the source of an illicit discharge is identified during the field observation, field screening may not be necessary.

(3) Source Investigation – If the source of the illicit discharge was not identified by the field screening, the permittee shall conduct an investigation to identify the source in accordance with the procedure. If the permittee opts to use tracer dyes, the discharge of the dyes shall be authorized in accordance with Part I.A.6. of this permit.

If the permittee is made aware of non-storm water discharges outside the priority areas, illegal dumping/spills, or complaints received, the permittee shall conduct field observations and follow-up field screening and source investigations as appropriate in accordance with the procedure, including the schedule, in the IDEP. The permittee shall immediately report any release of any polluting material which occurs to the surface waters or groundwaters of the state in accordance with Part II.C.7. of this permit.

- c) A procedure for responding to illicit discharges and pursuing enforcement action. The permittee shall implement the procedure to respond and pursue enforcement action once the source of the illicit discharge is identified, including the corrective action required to eliminate the illicit discharge. The permittee shall also implement the procedure to respond to illegal spills/dumping. For each illicit discharge not eliminated within 90 days of its discovery, the permittee shall provide, with the next progress report due, a written certification that the illicit discharge was eliminated or a description of how the illicit discharge will be eliminated.
- 3) The employee training program, which includes the following:
 - a) Training on techniques for identifying illicit discharges and connections, including field observations, field screening, and source investigations;
 - b) Training on procedures for reporting, responding to, and eliminating an illicit discharge or connection and the proper enforcement response; and
 - c) A schedule and requirement for training at least once during the term of the permit for existing staff and within the first year of hire for new staff.
 - 4) The procedure for IDEP evaluation and determining the overall effectiveness of the IDEP.
- e. Construction Storm Water Runoff Control Program
- The permittee shall implement the construction storm water runoff control program to address areas of construction activity that disturb one (1) or more acres, including projects less than one (1) acre that are part of a larger common plan of development or sale. The permittee shall implement the construction storm water runoff control program as part of the SWMP to the maximum extent practicable.

The construction storm water runoff control program requires implementation of the following minimum requirements:

- 1) The procedure to notify the Part 91 Agency, or appropriate staff (if the permittee is a Part 91 Agency), when soil or sediment is discharged to the permittee's MS4 from a construction activity.
- 2) The procedure to notify the Department when soil, sediment, or other pollutants are discharged to the permittee's MS4 from a construction activity.

PART I**Section A. Limitations and Monitoring Requirements**

- 3) The procedure for ensuring that construction activity one (1) acre or greater in total earth disturbance with the potential to discharge to the permittee's MS4 obtains a Part 91 permit or is conducted by an approved Authorized Public Agency, as appropriate.
 - 4) The procedure to advise the landowner or recorded easement holder of the State of Michigan Permit by Rule (R 323.2190 of the Part 21 Rules promulgated pursuant to Part 31 of the NREPA).
- f. **Post-Construction Storm Water Runoff Program**
The permittee shall implement and enforce the program to address post-construction storm water runoff from new development and redevelopment projects that disturb one (1) or more acres, including projects less than one (1) acre that are part of a larger common plan of development or sale, and that discharge into the permittee's MS4. The permittee shall implement and enforce the post-construction storm water control program as part of the SWMP, to the maximum extent practicable and in accordance with the approved ordinance or regulatory mechanism.
- 1) On or before January 1, 2022, the permittee shall adopt the Post-Construction Storm Water Control standard submitted on March 19, 2021 to achieve the post-construction storm water runoff performance standards set forth in a) and b) below at the project site (including projects where the permittee is the project developer). The permittee shall implement and enforce the ordinance requiring implementation of BMPs by the project developer (including the permittee if the permittee is the project developer) to achieve the post-construction storm water runoff performance standards at the project site to the maximum extent practicable.
 - a) **Water Quality Treatment Performance Standard**
Treat the runoff generated from 90 percent of all runoff-producing storms. BMPs shall be designed on a site-specific basis to achieve a minimum of 80 percent removal of total suspended solids (TSS) as compared with uncontrolled runoff or a discharge concentration of TSS not to exceed 80 milligrams per liter (mg/l).
 - b) **Channel Protection Performance Standard**
The post-construction runoff rate and volume of discharges shall not exceed the pre-development rate and volume for the project site for all storms up to the two-year, 24-hour storm. The permittee is allowed to implement and enforce the ordinance approving extended detention in accordance with the alternative approach. The alternative approach is limited to implementation only where site constrains limit reducing the discharge of stormwater runoff and after the evaluation of all other onsite BMPs, including green infrastructure options identified in the ordinance.
 - 2) The permittee shall implement and enforce the following site-specific requirements as part of meeting the post-construction storm water runoff performance standards set forth in a) and b), above:
 - a) The procedure for reviewing the use of infiltration BMPs to achieve the performance standards in areas of soil or groundwater contamination in a manner that does not exacerbate existing conditions.
 - b) The ordinance or regulatory mechanism requiring BMPs to address the associated pollutants in potential hot spots as part of meeting the performance standards. Hot spots include areas with the potential for significant pollutant loading including, but not limited to, the following: gas stations; vehicle maintenance and repair; auto recyclers; recycling centers and scrap yards; landfills; solid waste facilities; and railroads. Hot spots also include areas with the potential for contaminating public water supply intakes.

PART I

Section A. Limitations and Monitoring Requirements

- 3) All structural and vegetative BMPs installed and implemented to meet the performance standards shall be operated and maintained in perpetuity. The permittee shall implement and enforce the ordinance or regulatory mechanism program to ensure long-term operation and maintenance of BMPs.
 - 4) The ordinance or regulatory mechanism and procedures for site plan review and approval for projects that disturb one (1) or more acres, including projects less than one (1) acre that are part of a larger common plan of development or sale, and discharge to the permittee's MS4, including projects where the permittee is the developer. The site plan review and approval shall demonstrate compliance with the performance standards and long-term operation and maintenance requirements of this permit.
- g. **Pollution Prevention and Good Housekeeping Activities for Municipal Operations**
The permittee shall implement the pollution prevention and good housekeeping program with the goal of preventing or reducing pollutant runoff from municipal facilities and operations that discharge storm water to surface waters of the state. The permittee shall implement the program as part of the SWMP to the maximum extent practicable.
- 1) **Municipal Facility and Structural Storm Water Control Inventory**
The permittee shall make available to the Department upon request an up-to-date map or maps of the facilities and structural storm water controls owned or operated by the permittee with a discharge to surface waters of the state in the regulated area. In accordance with the procedure for updating and revising the permittee's facility inventory and map(s), the permittee shall submit to the Department the type and location for any new facility obtained or constructed during this permit term with a discharge of storm water to surface waters of the state and the information requested in Part I.A.2. of the permit.
 - 2) **Facility-Specific Storm Water Management**
The permittee shall implement the BMPs identified in the procedure to prevent or reduce pollutant runoff at each facility the permittee identified as having the medium or low potential to discharge pollutants to surface waters of the state. The permittee shall assess new facilities for the potential to discharge pollutants to surface waters of the state in accordance with the procedure to determine a priority level. High-priority facilities shall include permittee-owned or operated fleet maintenance and storage yards unless a demonstration is submitted and approved by the Department demonstrating how the permittee's fleet maintenance or storage yard has the low potential to discharge pollutants to surface waters of the state. The assessment shall be submitted in writing to the Department for approval within 30 days of ownership or operation of the new facility. The permittee shall certify in writing to the Department that a facility-specific SOP is being implemented within 90 days of ownership or operation of a new high-priority facility. Within 90 days of ownership or operation, the permittee shall certify in writing to the Department that BMPs are being implemented in accordance with the procedure developed to prevent or reduce pollutant runoff at each new medium- or low-priority facility. For new facilities, the Department may determine that a permit modification is required, after opportunity for public comment. The Department will notify the permittee if a modification is required. The permittee shall document all other changes to the facility assessment as part of the progress report and as an update to the procedure.
- The facility-specific SOP shall be kept at the site described in the SOP and made available upon request by the Department. The facility-specific SOP for each high-priority facility shall include implementation of the following.
- a) Structural and non-structural storm water controls to prevent or reduce the discharge of pollutants to surface waters of the state.
 - b) Up-to-date list of significant materials stored on-site that could pollute storm water with a description of the handling and storage requirements and potential to discharge for each significant material.

PART I**Section A. Limitations and Monitoring Requirements**

- c) Good housekeeping practices including, but not limited to, maintaining a clean and orderly facility, properly storing and covering materials, and minimizing pollutant sources to prevent or reduce pollutant runoff.
 - d) Routine maintenance and inspections of storm water management and control devices to ensure materials and equipment are clean and orderly and prevent or reduce pollutant runoff. The written report of the inspection and corrective actions shall be retained in accordance with Part II.B.5. of this permit.
 - e) Comprehensive site inspections at least once every six (6) months. The comprehensive site inspection shall include an inspection of all structural storm water controls and a review of non-structural storm water controls to prevent or reduce pollutant runoff. A written report of the inspection and corrective actions shall be retained in accordance with Part II.B.5. of this permit.
- 3) Structural Storm Water Control Operation and Maintenance Activities
- a) The permittee shall implement the procedures for inspecting, cleaning, and maintaining permittee-owned or operated catch basins in the regulated area using the priority level assigned to each catch basin. The permittee shall document changes to the priority level for a catch basin as part of the progress report and as an update to the procedure.

The permittee shall also implement the procedure for dewatering and disposal of materials extracted from the catch basins in accordance with Part 111 (Hazardous Waste), Part 115 (Solid Waste), and Part 121 (Liquid Industrial Waste) of the NREPA.
 - b) The permittee shall implement the procedure for inspecting and maintaining permittee-owned or operated structural storm water controls other than catch basins in the regulated area. The permittee shall document changes to the procedure as part of the progress report and as an update to the procedure.
 - c) The permittee shall implement the procedure requiring that new permittee-owned or operated facilities or structural storm water controls to address water quantity be designed and implemented in accordance with the post-construction storm water runoff performance standards and long-term operation and maintenance requirements in Part I.A.3.f. of this permit.
- 4) Municipal Operations and Maintenance Activities
- a) The permittee shall implement the procedure, including the BMPs identified, to prevent or reduce pollutant runoff from the permittee's operation and maintenance activities identified in the SWMP. The permittee shall document changes to the assessment of operation and maintenance activities for the potential to discharge pollutants to surface waters of the state as part of the progress report and as an update to the procedure.
 - b) The permittee shall implement the procedure for the street sweeping program for permittee-owned or operated streets, parking lots, or other impervious infrastructure in the regulated area using the sweeping methods and assigned priority levels identified in the procedure. The permittee shall document changes to the priority level for a street, parking lot, or other impervious infrastructure as part of the progress report and as an update to the procedure.

The permittee shall also implement the procedure for dewatering and disposal of street sweeper waste material.

PART I

Section A. Limitations and Monitoring Requirements

5) Managing Vegetated Properties

The permittee shall implement the procedure requiring the permittee's pesticide applicator to be certified by the State of Michigan as an applicator in the applicable category, to prevent or reduce pollutant runoff from vegetated land.

6) Employee Training

The permittee shall implement the employee training program to train employees involved in implementing pollution prevention and good housekeeping activities. At a minimum, existing staff shall be trained once during the permit cycle and new hire employees within the first year of their hire date.

7) Contractor Requirements and Oversight

The permittee shall implement the procedure requiring contractors hired by the permittee to perform municipal operation and maintenance activities that comply with the permittee's pollution prevention and good housekeeping program and contractor oversight to ensure compliance.

4. SWMP Modifications

a. SWMP Modifications Requested by the Permittee

Modifications to the previously approved SWMP may be requested by the permittee as follows:

1) Modifications adding BMPs (but not replacing, subtracting, or affecting the level of implementation of any other BMP) to the previously approved SWMP may be made by the permittee at any time upon written notification to the Department. Notification shall include a description of the modification, which may include a description of a new BMP with a corresponding measurable goal. Upon notification to the Department, the modification is considered an enforceable part of the approved SWMP.

2) Modifications replacing an ineffective or unfeasible BMP identified in the previously approved SWMP with an alternative BMP may be requested at any time by written notification to the Department. The ineffective or unfeasible BMP identified shall not be replaced in the previously approved SWMP unless the replacement is approved by the Department. Modifications to the previously approved SWMP may result in a permit modification after opportunity for public comment. Such requests shall include the following:

- a) an analysis of why the BMP is ineffective or unfeasible (including cost-prohibitive);
- b) a measurable goal for the replacement BMP; and
- c) an analysis of why the replacement BMP is expected to achieve the intent of the BMP to be replaced.

3) Modifications subtracting an ineffective or unfeasible BMP identified in the previously approved SWMP may be requested by written notification to the Department. The identified BMP shall not be subtracted from the previously approved SWMP unless the subtraction is approved by the Department. Modifications to the previously approved SWMP may result in a permit modification after opportunity for public comment. Such requests shall include the following:

- a) an analysis of why the BMP is ineffective or unfeasible (including cost prohibitive); and
- b) a determination of why the removal of the BMP will not change the permittee's ability to comply with the permit requirements.

PART I**Section A. Limitations and Monitoring Requirements****b. Modifications Required by the Department**

The Department may require the permittee to modify the SWMP as needed to:

- 1) address contributions from the permittee's MS4 discharge that impair receiving water quality;
- 2) include more stringent requirements necessary to comply with new state or federal statutory or regulatory requirements; and/or
- 3) include such other conditions deemed necessary by the Department to comply with the goals and requirements of the Federal Act or the NREPA, including the requirement to reduce the discharge of pollutants from the MS4 to the maximum extent practicable.

5. Request for Approval to Use Water Treatment Additives

This permit does not authorize the use of any water treatment additive without prior written approval from the Department. Such approval is authorized under separate correspondence. Water treatment additives include any materials that are added to water used at the facility, or to wastewater generated by the facility, to condition or treat the water. Permittees proposing to use water treatment additives, including a proposed increased concentration of a previously approved water treatment additive, shall submit a request for approval via the Department's MiWaters system. The MiWaters website is located at <https://miwaters.deq.state.mi.us>. Instructions for submitting such a request may be obtained at <http://www.michigan.gov/npdes> (near the bottom of that page, click on one or both of the links located under the Water Treatment Additives banner). Additional monitoring and reporting may be required as a condition of approval to use the water treatment additive.

A request for approval to use water treatment additives shall include all of the following usage and discharge information for each water treatment additive proposed to be used:

- a. The Safety Data Sheet (SDS);
- b. Ingredient information, including the name of each ingredient, CAS number for each ingredient, and fractional content by weight for each ingredient;
- c. The proposed water treatment additive discharge concentration with supporting calculations;
- d. The discharge frequency (i.e., number of hours per day and number of days per year);
- e. The outfall(s) and monitoring point(s) from which the water treatment additive is to be discharged;
- f. The type of removal treatment, if any, that the water treatment additive receives prior to discharge;
- g. The water treatment additive's function (i.e., microbiocide, flocculant, etc.);
- h. The SDS shall include a 48-hour LC50 or EC50 for a North American freshwater planktonic crustacean (either *Ceriodaphnia* sp., *Daphnia* sp., or *Simocephalus* sp.); The results shall be based on the whole water treatment additive, shall not be results based on a similar product, and shall not be estimated; and
- i. The SDS shall include the results of a toxicity test for one (1) other North American freshwater aquatic species (other than a planktonic crustacean) that meets a minimum requirement of R 323.1057(2) of the Water Quality Standards. The results shall be based on the whole water treatment additive, shall not be results based on a similar product, and shall not be estimated. Examples of tests that would meet this requirement include a 96-hour LC50 for rainbow trout, bluegill, or fathead minnow.

PART I**Section A. Limitations and Monitoring Requirements****6. Tracer Dye Discharges**

This permit does not authorize the discharge of tracer dyes without approval from the Department. Requests to discharge tracer dyes shall be submitted to the Department in accordance with Rule 1097 (R 323.1097 of the Michigan Administrative Code).

7. Storm Water Program Manager (Facility Contact)

The "Facility Contact" was specified in the application. The permittee may replace the facility contact at any time, and shall notify the Department in writing within 10 days after replacement (including the name, address and telephone number of the new facility contact).

- a. The facility contact shall be (or a duly authorized representative of this person):
 - for a corporation, a principal executive officer of at least the level of vice president; or a designated representative if the representative is responsible for the overall operation of the facility from which the discharge originates, as described in the permit application or other NPDES form,
 - for a partnership, a general partner,
 - for a sole proprietorship, the proprietor, or
 - for a municipal, state, or other public facility, either a principal executive officer, the mayor, village president, city or village manager or other duly authorized employee.
- b. A person is a duly authorized representative only if:
 - the authorization is made in writing to the Department by a person described in paragraph a. of this section; and
 - the authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the facility (a duly authorized representative may thus be either a named individual or any individual occupying a named position).

Nothing in this section obviates the permittee from properly submitting reports and forms as required by law.

PART I**Section B. Program Assessment and Reporting****1. Progress Reports**

Progress reports shall be submitted on or before October 1, 2021, April 1, 2023 and on or before April 1 every two (2) years following. The Department may approve alternate dates for progress report submittal if requested and adequately justified by the permittee. Each progress report shall contain the following information for the entire period that has elapsed since the last progress report submittal (i.e., the reporting cycle):

- a. **Compliance Assessment**

The permittee shall describe the status of compliance with the approved SWMP identified in Part I.A.3 of this permit. The permittee shall assess and describe the appropriateness of the BMPs identified in the SWMP. The report shall describe the progress made towards achieving the identified measurable goals for each of the BMPs, and specific evaluation criteria as follows:

 - 1) For the PEP, provide a summary of the evaluation of the overall effectiveness of the PEP, using the evaluation methods described in the PEP.
 - 2) For the IDEP, provide a summary of the evaluation and determination of the overall effectiveness of the IDEP, using the evaluation methods described in the IDEP. For each illicit discharge that was not eliminated within 90 days of its discovery the permittee shall provide a written certification that the illicit discharge was eliminated or a description of how the illicit discharge will be eliminated.
 - 3) If applicable, the permittee shall submit to the Department any new outfall or point of discharge information as required in Part I.A.2. of this permit.
- b. **Data and Results**

The permittee shall provide a summary of all of the information collected and analyzed, including monitoring data, if any, during the reporting cycle.
- c. **Upcoming Activities**

The permittee shall provide a summary of the BMPs to be implemented during the next reporting cycle.
- d. **Changes to BMPs and Measurable Goals**

The permittee shall describe any changes to BMPs or measurable goals in the approved SWMP. In accordance with the permit, these changes will be reviewed to determine if a permit modification is necessary. The Department will notify the permittee if a permit modification is required.
- e. **Notice of Changes in Nested Jurisdiction Agreements**

The permittee shall identify any nested jurisdictions that enter into or terminate permit agreements with the permittee which were not identified in the SWMP. The permittee may request to modify the permit coverage to add or remove a nested MS4 by submitting a request to the Department for approval in accordance with Part I.A.1.b. of this permit. Modifications to the permit coverage may result in a permit modification, after opportunity for public comment.
- f. **Required Signatures**

All reports required by this permit, and other information requested by the Department, shall be signed by either a principal executive officer or ranking elected official, or by a duly authorized representative of that person in accordance with 40 CFR 122.22(b).

PART II

Part II may include terms and /or conditions not applicable to discharges covered under this permit.

Section A. Definitions

Acute toxic unit (TU_A) means $100/LC_{50}$ where the LC_{50} is determined from a whole effluent toxicity (WET) test which produces a result that is statistically or graphically estimated to be lethal to 50% of the test organisms.

Annual monitoring frequency refers to a calendar year beginning on January 1 and ending on December 31. When required by this permit, an analytical result, reading, value or observation shall be reported for that period if a discharge occurs during that period.

Authorized public agency means a state, local, or county agency that is designated pursuant to the provisions of Section 9110 of Part 91, Soil and Sedimentation Control, of the NREPA, to implement soil erosion and sedimentation control requirements with regard to construction activities undertaken by that agency.

Best management practices (BMPs) means structural devices or nonstructural practices that are designed to prevent pollutants from entering into storm water, to direct the flow of storm water, or to treat polluted storm water.

Bioaccumulative chemical of concern (BCC) means a chemical which, upon entering the surface waters, by itself or as its toxic transformation product, accumulates in aquatic organisms by a human health bioaccumulation factor of more than 1000 after considering metabolism and other physiochemical properties that might enhance or inhibit bioaccumulation. The human health bioaccumulation factor shall be derived according to R 323.1057(5). Chemicals with half-lives of less than 8 weeks in the water column, sediment, and biota are not BCCs. The minimum bioaccumulation concentration factor (BAF) information needed to define an organic chemical as a BCC is either a field-measured BAF or a BAF derived using the biota-sediment accumulation factor (BSAF) methodology. The minimum BAF information needed to define an inorganic chemical as a BCC, including an organometal, is either a field-measured BAF or a laboratory-measured bioconcentration factor (BCF). The BCCs to which these rules apply are identified in Table 5 of R 323.1057 of the Water Quality Standards.

Biosolids are the solid, semisolid, or liquid residues generated during the treatment of sanitary sewage or domestic sewage in a treatment works. This includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a derivative of the removed scum or solids.

Bulk biosolids means biosolids that are not sold or given away in a bag or other container for application to a lawn or home garden.

Certificate of Coverage (COC) is a document, issued by the Department, which authorizes a discharge under a general permit.

Chronic toxic unit (TU_C) means $100/MATC$ or $100/IC_{25}$, where the maximum acceptable toxicant concentration (MATC) and IC_{25} are expressed as a percent effluent in the test medium.

Class B biosolids refers to material that has met the Class B pathogen reduction requirements or equivalent treatment by a Process to Significantly Reduce Pathogens (PSRP) in accordance with the Part 24 Rules, Land Application of Biosolids, promulgated under Part 31 of the NREPA. Processes include aerobic digestion, composting, anaerobic digestion, lime stabilization and air drying.

Combined sewer system is a sewer system in which storm water runoff is combined with sanitary wastes.

Continuous monitoring refers to sampling/readings that occur at regular and consistent intervals throughout a 24-hour period and at a frequency sufficient to capture data that are representative of the discharge. The maximum acceptable interval between samples/readings shall be one (1) hour.

PART II**Section A. Definitions****Daily concentration**

FOR PARAMETERS OTHER THAN pH, DISSOLVED OXYGEN, TEMPERATURE, AND CONDUCTIVITY – Daily concentration is the sum of the concentrations of the individual samples of a parameter taken within a calendar day divided by the number of samples taken within that calendar day. The daily concentration will be used to determine compliance with any maximum and minimum daily concentration limitations. For guidance and examples showing how to perform calculations using results below quantification levels, see the document entitled "Reporting Results Below Quantification," available at https://www.michigan.gov/documents/deq/wrd-pdes-results-quantification_620791_7.pdf.

FOR pH, DISSOLVED OXYGEN, TEMPERATURE, AND CONDUCTIVITY – The daily concentration used to determine compliance with maximum daily pH, temperature, and conductivity limitations is the highest pH, temperature, and conductivity readings obtained within a calendar day. The daily concentration used to determine compliance with minimum daily pH and dissolved oxygen limitations is the lowest pH and dissolved oxygen readings obtained within a calendar day.

Daily loading is the total discharge by weight of a parameter discharged during any calendar day. This value is calculated by multiplying the daily concentration by the total daily flow and by the appropriate conversion factor. The daily loading will be used to determine compliance with any maximum daily loading limitations. When required by the permit, report the maximum calculated daily loading for the month in the "MAXIMUM" column under "QUANTITY OR LOADING" on the DMRs.

Daily monitoring frequency refers to a 24-hour day. When required by this permit, an analytical result, reading, value or observation shall be reported for that period if a discharge occurs during that period.

Department means the Michigan Department of Environment, Great Lakes, and Energy.

Detection level means the lowest concentration or amount of the target analyte that can be determined to be different from zero by a single measurement at a stated level of probability.

Discharge means the addition of any waste, waste effluent, wastewater, pollutant, or any combination thereof to any surface water of the state.

EC₅₀ means a statistically or graphically estimated concentration that is expected to cause 1 or more specified effects in 50% of a group of organisms under specified conditions.

Fecal coliform bacteria monthly

FOR WWSLs THAT COLLECT AND STORE WASTEWATER AND ARE AUTHORIZED TO DISCHARGE ONLY IN THE SPRING AND/OR FALL ON AN INTERMITTENT BASIS – Fecal coliform bacteria monthly is the geometric mean of all daily concentrations determined during a discharge event. Days on which no daily concentration is determined shall not be used to determine the calculated monthly value. The calculated monthly value will be used to determine compliance with the maximum monthly fecal coliform bacteria limitations. When required by the permit, report the calculated monthly value in the "AVERAGE" column under "QUALITY OR CONCENTRATION" on the DMR. If the period in which the discharge event occurred was partially in each of two months, the calculated monthly value shall be reported on the DMR of the month in which the last day of discharge occurred.

FOR ALL OTHER DISCHARGES – Fecal coliform bacteria monthly is the geometric mean of all daily concentrations determined during a reporting month. Days on which no daily concentration is determined shall not be used to determine the calculated monthly value. The calculated monthly value will be used to determine compliance with the maximum monthly fecal coliform bacteria limitations. When required by the permit, report the calculated monthly value in the "AVERAGE" column under "QUALITY OR CONCENTRATION" on the DMR.

PART II**Section A. Definitions****Fecal coliform bacteria 7-day**

FOR WWSLs THAT COLLECT AND STORE WASTEWATER AND ARE AUTHORIZED TO DISCHARGE ONLY IN THE SPRING AND/OR FALL ON AN INTERMITTENT BASIS – Fecal coliform bacteria 7-day is the geometric mean of the daily concentrations determined during any 7 consecutive days of discharge during a discharge event. If the number of daily concentrations determined during the discharge event is less than 7 days, the number of actual daily concentrations determined shall be used for the calculation. Days on which no daily concentration is determined shall not be used to determine the value. The calculated 7-day value will be used to determine compliance with the maximum 7-day fecal coliform bacteria limitations. When required by the permit, report the maximum calculated 7-day geometric mean value for the month in the "MAXIMUM" column under "QUALITY OR CONCENTRATION" on the DMRs. If the 7-day period was partially in each of two months, the value shall be reported on the DMR of the month in which the last day of discharge occurred.

FOR ALL OTHER DISCHARGES – Fecal coliform bacteria 7-day is the geometric mean of the daily concentrations determined during any 7 consecutive days in a reporting month. If the number of daily concentrations determined is less than 7, the actual number of daily concentrations determined shall be used for the calculation. Days on which no daily concentration is determined shall not be used to determine the value. The calculated 7-day value will be used to determine compliance with the maximum 7-day fecal coliform bacteria limitations. When required by the permit, report the maximum calculated 7-day geometric mean for the month in the "MAXIMUM" column under "QUALITY OR CONCENTRATION" on the DMRs. The first calculation shall be made on day 7 of the reporting month, and the last calculation shall be made on the last day of the reporting month.

Flow-proportioned sample is a composite sample with the sample volume proportional to the effluent flow.

General permit means an NPDES permit authorizing a category of similar discharges.

Geometric mean is the average of the logarithmic values of a base 10 data set, converted back to a base 10 number.

Grab sample is a single sample taken at neither a set time nor flow.

IC₂₅ means the toxicant concentration that would cause a 25% reduction in a nonquantal biological measurement for the test population.

Illicit connection means a physical connection to a municipal separate storm sewer system that primarily conveys non-storm water discharges other than uncontaminated groundwater into the storm sewer; or a physical connection not authorized or permitted by the local authority, where a local authority requires authorization or a permit for physical connections.

Illicit discharge means any discharge to, or seepage into, a municipal separate storm sewer system that is not composed entirely of storm water or uncontaminated groundwater. Illicit discharges include non-storm water discharges through pipes or other physical connections; dumping of motor vehicle fluids, household hazardous wastes, domestic animal wastes, or litter; collection and intentional dumping of grass clippings or leaf litter; or unauthorized discharges of sewage, industrial waste, restaurant wastes, or any other non-storm water waste directly into a separate storm sewer.

Individual permit means a site-specific NPDES permit.

Inlet means a catch basin, roof drain, conduit, drain tile, retention pond riser pipe, sump pump, or other point where storm water or wastewater enters into a closed conveyance system prior to discharge off site or into waters of the state.

PART II**Section A. Definitions**

Interference is a discharge which, alone or in conjunction with a discharge or discharges from other sources, both: 1) inhibits or disrupts a POTW, its treatment processes or operations, or its sludge processes, use or disposal; and 2) therefore, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation) or, of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more stringent state or local regulations): Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) (including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the SWDA), the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act. [This definition does not apply to sample matrix interference].

Land application means spraying or spreading biosolids or a biosolids derivative onto the land surface, injecting below the land surface, or incorporating into the soil so that the biosolids or biosolids derivative can either condition the soil or fertilize crops or vegetation grown in the soil.

LC₅₀ means a statistically or graphically estimated concentration that is expected to be lethal to 50% of a group of organisms under specified conditions.

Maximum acceptable toxicant concentration (MATC) means the concentration obtained by calculating the geometric mean of the lower and upper chronic limits from a chronic test. A lower chronic limit is the highest tested concentration that did not cause the occurrence of a specific adverse effect. An upper chronic limit is the lowest tested concentration which did cause the occurrence of a specific adverse effect and above which all tested concentrations caused such an occurrence.

Maximum extent practicable means implementation of best management practices by a public body to comply with an approved storm water management program as required by a national permit for a municipal separate storm sewer system, in a manner that is environmentally beneficial, technically feasible, and within the public body's legal authority.

MBTU/hr means million British Thermal Units per hour.

MGD means million gallons per day.

Monthly concentration is the sum of the daily concentrations determined during a reporting period divided by the number of daily concentrations determined. The calculated monthly concentration will be used to determine compliance with any maximum monthly concentration limitations. Days with no discharge shall not be used to determine the value. When required by the permit, report the calculated monthly concentration in the "AVERAGE" column under "QUALITY OR CONCENTRATION" on the DMR.

For minimum percent removal requirements, the monthly influent concentration and the monthly effluent concentration shall be determined. The calculated monthly percent removal, which is equal to 100 times the quantity [1 minus the quantity (monthly effluent concentration divided by the monthly influent concentration)], shall be reported in the "MINIMUM" column under "QUALITY OR CONCENTRATION" on the DMRs.

Monthly loading is the sum of the daily loadings of a parameter divided by the number of daily loadings determined during a reporting period. The calculated monthly loading will be used to determine compliance with any maximum monthly loading limitations. Days with no discharge shall not be used to determine the value. When required by the permit, report the calculated monthly loading in the "AVERAGE" column under "QUANTITY OR LOADING" on the DMR.

Monthly monitoring frequency refers to a calendar month. When required by this permit, an analytical result, reading, value or observation shall be reported for that period if a discharge occurs during that period.

Municipal separate storm sewer means a conveyance or system of conveyances designed or used for collecting or conveying storm water which is not a combined sewer and which is not part of a POTW as defined in the Code of Federal Regulations at 40 CFR 122.2.

PART II**Section A. Definitions**

Municipal separate storm sewer system (MS4) means all separate storm sewers that are owned or operated by the United States, a state, city, village, township, county, district, association, or other public body created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under state law, such as a sewer district, flood control district, or drainage district, or similar entity, or a designated or approved management agency under Section 208 of the Clean Water Act that discharges to the waters of the state. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

National Pretreatment Standards are the regulations promulgated by or to be promulgated by the Federal Environmental Protection Agency pursuant to Section 307(b) and (c) of the Clean Water Act. The standards establish nationwide limits for specific industrial categories for discharge to a POTW.

No observed adverse effect level (NOAEL) means the highest tested dose or concentration of a substance which results in no observed adverse effect in exposed test organisms where higher doses or concentrations result in an adverse effect.

Noncontact cooling water is water used for cooling which does not come into direct contact with any raw material, intermediate product, by-product, waste product or finished product.

Nondomestic user is any discharger to a POTW that discharges wastes other than or in addition to water-carried wastes from toilet, kitchen, laundry, bathing or other facilities used for household purposes.

Nonstructural controls are practices or procedures implemented by employees at a facility to manage storm water or to prevent contamination of storm water.

NPDES means National Pollutant Discharge Elimination System.

Outfall is the location at which a point source discharge first enters a surface water of the state.

Part 91 agency means an agency that is designated by a county board of commissioners pursuant to the provisions of Section 9105 of Part 91 of the NREPA; an agency that is designated by a city, village, or township in accordance with the provisions of Section 9106 of Part 91 of the NREPA; or the Department for soil erosion and sedimentation control activities under Part 615, Supervisor of Wells; Part 631, Reclamation of Mining Lands; or Part 632, Nonferrous Metallic Mineral Mining, of the NREPA, pursuant to the provisions of Section 9115 of Part 91 of the NREPA.

Part 91 permit means a soil erosion and sedimentation control permit issued by a Part 91 agency pursuant to the provisions of Part 91 of the NREPA.

Partially treated sewage is any sewage, sewage and storm water, or sewage and wastewater, from domestic or industrial sources that is treated to a level less than that required by the permittee's NPDES permit, or that is not treated to national secondary treatment standards for wastewater, including discharges to surface waters from retention treatment facilities.

Point of discharge is the location of a point source discharge where storm water is discharged directly into a separate storm sewer system.

Point source discharge means a discharge from any discernible, confined, discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, or rolling stock. Changing the surface of land or establishing grading patterns on land will result in a point source discharge where the runoff from the site is ultimately discharged to waters of the state.

Polluting material means any material, in solid or liquid form, identified as a polluting material under the Part 5 Rules, Spillage of Oil and Polluting Materials, promulgated under Part 31 of the NREPA (R 324.2001 through R 324.2009 of the Michigan Administrative Code).

PART II**Section A. Definitions**

POTW is a publicly owned treatment work.

Predevelopment is the last land use prior to the planned new development or redevelopment.

Pretreatment is reducing the amount of pollutants, eliminating pollutants, or altering the nature of pollutant properties to a less harmful state prior to discharge into a public sewer. The reduction or alteration can be by physical, chemical, or biological processes, process changes, or by other means. Dilution is not considered pretreatment unless expressly authorized by an applicable National Pretreatment Standard for a particular industrial category.

Public (as used in the MS4 individual permit) means all persons who potentially could affect the authorized storm water discharges, including, but not limited to, residents, visitors to the area, public employees, businesses, industries, and construction contractors and developers.

Public body means the United States; the state of Michigan; a city, village, township, county, school district, public college or university, or single-purpose governmental agency; or any other body which is created by federal or state statute or law.

Qualified Personnel means an individual who meets qualifications acceptable to the Department and who is authorized by an Industrial Storm Water Certified Operator to collect the storm water sample.

Qualifying storm event means a storm event causing greater than 0.1 inch of rainfall and occurring at least 72 hours after the previous measurable storm event that also caused greater than 0.1 inch of rainfall. Upon request, the Department may approve an alternate definition meeting the condition of a qualifying storm event.

Quantification level means the measurement of the concentration of a contaminant obtained by using a specified laboratory procedure calculated at a specified concentration above the detection level. It is considered the lowest concentration at which a particular contaminant can be quantitatively measured using a specified laboratory procedure for monitoring of the contaminant.

Quarterly monitoring frequency refers to a three month period, defined as January through March, April through June, July through September, and October through December. When required by this permit, an analytical result, reading, value or observation shall be reported for that period if a discharge occurs during that period.

Regional Administrator is the Region 5 Administrator, U.S. EPA, located at R-19J, 77 W. Jackson Blvd., Chicago, Illinois 60604.

Regulated area means the permittee's urbanized area, where urbanized area is defined as a place and its adjacent densely-populated territory that together have a minimum population of 50,000 people as defined by the United States Bureau of the Census and as determined by the latest available decennial census.

Secondary containment structure means a unit, other than the primary container, in which significant materials are packaged or held, which is required by state or federal law to prevent the escape of significant materials by gravity into sewers, drains, or otherwise directly or indirectly into any sewer system or to the surface waters or groundwaters of the state.

Separate storm sewer system means a system of drainage, including, but not limited to, roads, catch basins, curbs, gutters, parking lots, ditches, conduits, pumping devices, or man-made channels, which is not a combined sewer where storm water mixes with sanitary wastes, and is not part of a POTW.

Significant industrial user is a nondomestic user that: 1) is subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; or 2) discharges an average of 25,000 gallons per day or more of process wastewater to a POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater); contributes a process waste stream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such by the permittee as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's treatment plant operation or violating any pretreatment standard or requirement (in

PART II**Section A. Definitions**

accordance with 40 CFR 403.8(f)(6)).

Significant materials means any material which could degrade or impair water quality, including but not limited to: raw materials; fuels; solvents, detergents, and plastic pellets; finished materials such as metallic products; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (see 40 CFR 372.65); any chemical the facility is required to report pursuant to Section 313 of Emergency Planning and Community Right-to-Know Act (EPCRA); polluting materials as identified under the Part 5 Rules (R 324.2001 through R 324.2009 of the Michigan Administrative Code); Hazardous Wastes as defined in Part 111, Hazardous Waste Management, of the NREPA; fertilizers; pesticides; and waste products such as ashes, slag, and sludge that have the potential to be released with storm water discharges.

Significant spills and significant leaks means any release of a polluting material reportable under the Part 5 Rules (R 324.2001 through R 324.2009 of the Michigan Administrative Code).

Special-use area means storm water discharges for which the Department has determined that additional monitoring is needed from: secondary containment structures required by state or federal law; lands on Michigan's List of Sites of Environmental Contamination pursuant to Part 201, Environmental Remediation, of the NREPA; and/or areas with other activities that may contribute pollutants to the storm water.

Stoichiometric means the quantity of a reagent calculated to be necessary and sufficient for a given chemical reaction.

Storm water means storm water runoff, snow melt runoff, surface runoff and drainage, and non-storm water included under the conditions of this permit.

Storm water discharge point is the location where the point source discharge of storm water is directed to surface waters of the state or to a separate storm sewer. It includes the location of all point source discharges where storm water exits the facility, including *outfalls* which discharge directly to surface waters of the state, and *points of discharge* which discharge directly into separate storm sewer systems.

Structural controls are physical features or structures used at a facility to manage or treat storm water.

SWPPP means the Storm Water Pollution Prevention Plan prepared in accordance with this permit.

Tier I value means a value for aquatic life, human health or wildlife calculated under R 323.1057 of the Water Quality Standards using a tier I toxicity database.

Tier II value means a value for aquatic life, human health or wildlife calculated under R 323.1057 of the Water Quality Standards using a tier II toxicity database.

Total maximum daily loads (TMDLs) are required by the Clean Water Act for waterbodies that do not meet water quality standards. TMDLs represent the maximum daily load of a pollutant that a waterbody can assimilate and meet water quality standards, and an allocation of that load among point sources, nonpoint sources, and a margin of safety.

Toxicity reduction evaluation (TRE) means a site-specific study conducted in a stepwise process designed to identify the causative agents of effluent toxicity, isolate the sources of toxicity, evaluate the effectiveness of toxicity control options, and then confirm the reduction in effluent toxicity.

Water Quality Standards means the Part 4 Water Quality Standards promulgated pursuant to Part 31 of the NREPA, being R 323.1041 through R 323.1117 of the Michigan Administrative Code.

Weekly monitoring frequency refers to a calendar week which begins on Sunday and ends on Saturday. When required by this permit, an analytical result, reading, value or observation shall be reported for that period if a discharge occurs during that period.

WWSL is a wastewater stabilization lagoon.

PART II**Section A. Definitions**

WWSL discharge event is a discrete occurrence during which effluent is discharged to the surface water up to 10 days of a consecutive 14 day period.

3-portion composite sample is a sample consisting of three equal-volume grab samples collected at equal intervals over an 8-hour period.

7-day concentration

FOR WWSLs THAT COLLECT AND STORE WASTEWATER AND ARE AUTHORIZED TO DISCHARGE ONLY IN THE SPRING AND/OR FALL ON AN INTERMITTENT BASIS – The 7-day concentration is the sum of the daily concentrations determined during any 7 consecutive days of discharge during a WWSL discharge event divided by the number of daily concentrations determined. If the number of daily concentrations determined during the WWSL discharge event is less than 7 days, the number of actual daily concentrations determined shall be used for the calculation. The calculated 7-day concentration will be used to determine compliance with any maximum 7-day concentration limitations. When required by the permit, report the maximum calculated 7-day concentration for the WWSL discharge event in the "MAXIMUM" column under "QUALITY OR CONCENTRATION" on the DMR. If the WWSL discharge event was partially in each of two months, the value shall be reported on the DMR of the month in which the last day of discharge occurred.

FOR ALL OTHER DISCHARGES – The 7-day concentration is the sum of the daily concentrations determined during any 7 consecutive days in a reporting month divided by the number of daily concentrations determined. If the number of daily concentrations determined is less than 7, the actual number of daily concentrations determined shall be used for the calculation. The calculated 7-day concentration will be used to determine compliance with any maximum 7-day concentration limitations in the reporting month. When required by the permit, report the maximum calculated 7-day concentration for the month in the "MAXIMUM" column under "QUALITY OR CONCENTRATION" on the DMR. The first 7-day calculation shall be made on day 7 of the reporting month, and the last calculation shall be made on the last day of the reporting month.

7-day loading

FOR WWSLs THAT COLLECT AND STORE WASTEWATER AND ARE AUTHORIZED TO DISCHARGE ONLY IN THE SPRING AND/OR FALL ON AN INTERMITTENT BASIS – The 7-day loading is the sum of the daily loadings determined during any 7 consecutive days of discharge during a WWSL discharge event divided by the number of daily loadings determined. If the number of daily loadings determined during the WWSL discharge event is less than 7 days, the number of actual daily loadings determined shall be used for the calculation. The calculated 7-day loading will be used to determine compliance with any maximum 7-day loading limitations. When required by the permit, report the maximum calculated 7-day loading for the WWSL discharge event in the "MAXIMUM" column under "QUANTITY OR LOADING" on the DMR. If the WWSL discharge event was partially in each of two months, the value shall be reported on the DMR of the month in which the last day of discharge occurred.

FOR ALL OTHER DISCHARGES – The 7-day loading is the sum of the daily loadings determined during any 7 consecutive days in a reporting month divided by the number of daily loadings determined. If the number of daily loadings determined is less than 7, the actual number of daily loadings determined shall be used for the calculation. The calculated 7-day loading will be used to determine compliance with any maximum 7-day loading limitations in the reporting month. When required by the permit, report the maximum calculated 7-day loading for the month in the "MAXIMUM" column under "QUANTITY OR LOADING" on the DMR. The first 7-day calculation shall be made on day 7 of the reporting month, and the last calculation shall be made on the last day of the reporting month.

24-hour composite sample is a flow-proportioned composite sample consisting of hourly or more frequent portions that are taken over a 24-hour period. A time-proportioned composite sample may be used upon approval of the Department if the permittee demonstrates it is representative of the discharge.

PART II

Section B. Monitoring Procedures

1. Representative Samples

Samples and measurements taken as required herein shall be representative of the volume and nature of the monitored discharge.

2. Test Procedures

Test procedures for the analysis of pollutants shall conform to regulations promulgated pursuant to Section 304(h) of the Clean Water Act (40 CFR Part 136 – Guidelines Establishing Test Procedures for the Analysis of Pollutants), unless specified otherwise in this permit. **Test procedures used shall be sufficiently sensitive to determine compliance with applicable effluent limitations.** Requests to use test procedures not promulgated under 40 CFR Part 136 for pollutant monitoring required by this permit shall be made in accordance with the Alternate Test Procedures regulations specified in 40 CFR 136.4. These requests shall be submitted to the Manager of the Permits Section, Water Resources Division, Michigan Department of Environment, Great Lakes, and Energy, P.O. Box 30458, Lansing, Michigan, 48909-7958. The permittee may use such procedures upon approval.

The permittee shall periodically calibrate and perform maintenance procedures on all analytical instrumentation at intervals to ensure accuracy of measurements. The calibration and maintenance shall be performed as part of the permittee's laboratory Quality Assurance/Quality Control program.

3. Instrumentation

The permittee shall periodically calibrate and perform maintenance procedures on all monitoring instrumentation at intervals to ensure accuracy of measurements.

4. Recording Results

For each measurement or sample taken pursuant to the requirements of this permit, the permittee shall record the following information: 1) the exact place, date, and time of measurement or sampling; 2) the person(s) who performed the measurement or sample collection; 3) the dates the analyses were performed; 4) the person(s) who performed the analyses; 5) the analytical techniques or methods used; 6) the date of and person responsible for equipment calibration; and 7) the results of all required analyses.

5. Records Retention

All records and information resulting from the monitoring activities required by this permit including all records of analyses performed and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation shall be retained for a minimum of three (3) years, or longer if requested by the Regional Administrator or the Department.

PART II

Section C. Reporting Requirements

1. Start-Up Notification

If the permittee will not discharge during the first 60 days following the effective date of this permit, the permittee shall notify the Department within 14 days following the effective date of this permit, and then 60 days prior to the commencement of the discharge.

2. Submittal Requirements for Self-Monitoring Data

Part 31 of the NREPA (specifically Section 324.3110(7)); and R 323.2155(2) of Part 21, Wastewater Discharge Permits, promulgated under Part 31 of the NREPA, allow the Department to specify the forms to be utilized for reporting the required self-monitoring data. Unless instructed on the effluent limitations page to conduct "Retained Self-Monitoring," the permittee shall submit self-monitoring data via the Department's MiWaters system.

The permittee shall utilize the information provided on the MiWaters website, located at <https://miwaters.deq.state.mi.us>, to access and submit the electronic forms. Both monthly summary and daily data shall be submitted to the Department no later than the 20th day of the month following each month of the authorized discharge period(s). The permittee may be allowed to submit the electronic forms after this date if the Department has granted an extension to the submittal date.

3. Retained Self-Monitoring Requirements

If instructed on the effluent limits page (or otherwise authorized by the Department in accordance with the provisions of this permit) to conduct retained self-monitoring, the permittee shall maintain a year-to-date log of retained self-monitoring results and, upon request, provide such log for inspection to the staff of the Department. Retained self-monitoring results are public information and shall be promptly provided to the public upon request.

The permittee shall certify, in writing, to the Department, on or before January 10th (April 1st for animal feeding operation facilities) of each year, that: 1) all retained self-monitoring requirements have been complied with and a year-to-date log has been maintained; and 2) the application on which this permit is based still accurately describes the discharge. With this annual certification, the permittee shall submit a summary of the previous year's monitoring data. The summary shall include maximum values for samples to be reported as daily maximums and/or monthly maximums and minimum values for any daily minimum samples.

Retained self-monitoring may be denied to a permittee by notification in writing from the Department. In such cases, the permittee shall submit self-monitoring data in accordance with Part II.C.2., above. Such a denial may be rescinded by the Department upon written notification to the permittee. Reissuance or modification of this permit or reissuance or modification of an individual permittee's authorization to discharge shall not affect previous approval or denial for retained self-monitoring unless the Department provides notification in writing to the permittee.

4. Additional Monitoring by Permittee

If the permittee monitors any pollutant at the location(s) designated herein more frequently than required by this permit, using approved analytical methods as specified above, the results of such monitoring shall be included in the calculation and reporting of the values required in the Discharge Monitoring Report. Such increased frequency shall also be indicated.

Monitoring required pursuant to Part 41 of the NREPA or Rule 35 of the Mobile Home Park Commission Act, 1987 PA 96, as amended, for assurance of proper facility operation, shall be submitted as required by the Department.

PART II

Section C. Reporting Requirements

5. Compliance Dates Notification

Within 14 days of every compliance date specified in this permit, the permittee shall submit a *written* notification to the Department indicating whether or not the particular requirement was accomplished. If the requirement was not accomplished, the notification shall include an explanation of the failure to accomplish the requirement, actions taken or planned by the permittee to correct the situation, and an estimate of when the requirement will be accomplished. If a written report is required to be submitted by a specified date and the permittee accomplishes this, a separate written notification is not required.

6. Noncompliance Notification

Compliance with all applicable requirements set forth in the Clean Water Act, Parts 31 and 41 of the NREPA, and related regulations and rules is required. All instances of noncompliance shall be reported as follows:

- a. **24-Hour Reporting**
Any noncompliance which may endanger health or the environment (including maximum and/or minimum daily concentration discharge limitation exceedances) shall be reported, verbally, within 24 hours from the time the permittee becomes aware of the noncompliance. A written submission shall also be provided within five (5) days.
- b. **Other Reporting**
The permittee shall report, in writing, all other instances of noncompliance not described in a. above at the time monitoring reports are submitted; or, in the case of retained self-monitoring, within five (5) days from the time the permittee becomes aware of the noncompliance.

Written reporting shall include: 1) a description of the discharge and cause of noncompliance; and 2) the period of noncompliance, including exact dates and times, or, if not yet corrected, the anticipated time the noncompliance is expected to continue, and the steps taken to reduce, eliminate and prevent recurrence of the noncomplying discharge.

7. Spill Notification

The permittee shall immediately report any release of any polluting material which occurs to the surface waters or groundwaters of the state, unless the permittee has determined that the release is not in excess of the threshold reporting quantities specified in the Part 5 Rules (R 324.2001 through R 324.2009 of the Michigan Administrative Code), by calling the Department at the number indicated on the second page of this permit (or, if this is a general permit, on the COC); or, if the notice is provided after regular working hours, call the Department's 24-hour Pollution Emergency Alerting System telephone number, 1-800-292-4706 (calls from **out-of-state** call 1-517-373-7660).

Within ten (10) days of the release, the permittee shall submit to the Department a full written explanation as to the cause of the release, the discovery of the release, response (clean-up and/or recovery) measures taken, and preventive measures taken or a schedule for completion of measures to be taken to prevent reoccurrence of similar releases.

PART II**Section C. Reporting Requirements****8. Upset Noncompliance Notification**

If a process "upset" (defined as an exceptional incident in which there is unintentional and temporary noncompliance with technology-based permit effluent limitations because of factors beyond the reasonable control of the permittee) has occurred, the permittee who wishes to establish the affirmative defense of upset shall notify the Department by telephone within 24 hours of becoming aware of such conditions; and within five (5) days, provide in writing, the following information:

- a. that an upset occurred and that the permittee can identify the specific cause(s) of the upset;
- b. that the permitted wastewater treatment facility was, at the time, being properly operated and maintained (note that an upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation); and
- c. that the permittee has specified and taken action on all responsible steps to minimize or correct any adverse impact in the environment resulting from noncompliance with this permit.

No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.

In any enforcement proceedings, the permittee, seeking to establish the occurrence of an upset, has the burden of proof.

9. Bypass Prohibition and Notification

- a. **Bypass Prohibition**
Bypass is prohibited, and the Department may take an enforcement action, unless:
 - 1) bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - 2) there were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass; and
 - 3) the permittee submitted notices as required under 9.b. or 9.c. below.
- b. **Notice of Anticipated Bypass**
If the permittee knows in advance of the need for a bypass, it shall submit prior notice to the Department, if possible at least ten (10) days before the date of the bypass, and provide information about the anticipated bypass as required by the Department. The Department may approve an anticipated bypass, after considering its adverse effects, if it will meet the three (3) conditions listed in 9.a. above.
- c. **Notice of Unanticipated Bypass**
The permittee shall submit notice to the Department of an unanticipated bypass by calling the Department at the number indicated on the second page of this permit (if the notice is provided after regular working hours, call: 1-800-292-4706) as soon as possible, but no later than 24 hours from the time the permittee becomes aware of the circumstances.

PART II

Section C. Reporting Requirements

- d. **Written Report of Bypass**
A written submission shall be provided within five (5) working days of commencing any bypass to the Department, and at additional times as directed by the Department. The written submission shall contain a description of the bypass and its cause; the period of bypass, including exact dates and times, and if the bypass has not been corrected, the anticipated time it is expected to continue; steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass; and other information as required by the Department.
- e. **Bypass Not Exceeding Limitations**
The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to ensure efficient operation. These bypasses are not subject to the provisions of 9.a., 9.b., 9.c., and 9.d., above. This provision does not relieve the permittee of any notification responsibilities under Part II.C.11. of this permit.
- f. **Definitions**
- 1) Bypass means the intentional diversion of waste streams from any portion of a treatment facility.
 - 2) Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

10. Bioaccumulative Chemicals of Concern (BCC)

Consistent with the requirements of R 323.1098 and R 323.1215 of the Michigan Administrative Code, the permittee is prohibited from undertaking any action that would result in a lowering of water quality from an increased loading of a BCC unless an increased use request and antidegradation demonstration have been submitted and approved by the Department.

11. Notification of Changes in Discharge

The permittee shall notify the Department, in writing, as soon as possible but no later than 10 days of knowing, or having reason to believe, that any activity or change has occurred or will occur which would result in the discharge of: 1) detectable levels of chemicals on the current Michigan Critical Materials Register, priority pollutants or hazardous substances set forth in 40 CFR 122.21, Appendix D, or the Pollutants of Initial Focus in the Great Lakes Water Quality Initiative specified in 40 CFR 132.6, Table 6, which were not acknowledged in the application or listed in the application at less than detectable levels; 2) detectable levels of any other chemical not listed in the application or listed at less than detection, for which the application specifically requested information; or 3) any chemical at levels greater than five times the average level reported in the complete application (see the first page of this permit, for the date(s) the complete application was submitted). Any other monitoring results obtained as a requirement of this permit shall be reported in accordance with the compliance schedules.

PART II**Section C. Reporting Requirements****12. Changes in Facility Operations**

Any anticipated action or activity, including but not limited to facility expansion, production increases, or process modification, which will result in new or increased loadings of pollutants to the receiving waters must be reported to the Department by a) submission of an increased use request (application) and all information required under R 323.1098 (Antidegradation) of the Water Quality Standards or b) by notice if the following conditions are met: 1) the action or activity will not result in a change in the types of wastewater discharged or result in a greater quantity of wastewater than currently authorized by this permit; 2) the action or activity will not result in violations of the effluent limitations specified in this permit; 3) the action or activity is not prohibited by the requirements of Part II.C.10.; and 4) the action or activity will not require notification pursuant to Part II.C.11. Following such notice, the permit or, if applicable, the facility's COC may be modified according to applicable laws and rules to specify and limit any pollutant not previously limited.

13. Transfer of Ownership or Control

In the event of any change in control or ownership of facilities from which the authorized discharge emanates, the permittee shall submit to the Department 30 days prior to the actual transfer of ownership or control a written agreement between the current permittee and the new permittee containing: 1) the legal name and address of the new owner; 2) a specific date for the effective transfer of permit responsibility, coverage and liability; and 3) a certification of the continuity of or any changes in operations, wastewater discharge, or wastewater treatment.

If the new permittee is proposing changes in operations, wastewater discharge, or wastewater treatment, the Department may propose modification of this permit in accordance with applicable laws and rules.

14. Operations and Maintenance Manual

For wastewater treatment facilities that serve the public (and are thus subject to Part 41 of the NREPA), Section 4104 of Part 41 and associated Rule 2957 of the Michigan Administrative Code allow the Department to require an Operations and Maintenance (O&M) Manual from the facility. An up-to-date copy of the O&M Manual shall be kept at the facility and shall be provided to the Department upon request. The Department may review the O&M Manual in whole or in part at its discretion and require modifications to it if portions are determined to be inadequate.

At a minimum, the O&M Manual shall include the following information: permit standards; descriptions and operation information for all equipment; staffing information; laboratory requirements; record keeping requirements; a maintenance plan for equipment; an emergency operating plan; safety program information; and copies of all pertinent forms, as-built plans, and manufacturer's manuals.

Certification of the existence and accuracy of the O&M Manual shall be submitted to the Department at least sixty days prior to start-up of a new wastewater treatment facility. Recertification shall be submitted sixty days prior to start-up of any substantial improvements or modifications made to an existing wastewater treatment facility.

PART II**Section C. Reporting Requirements****15. Signatory Requirements**

All applications, reports, or information submitted to the Department in accordance with the conditions of this permit and that require a signature shall be signed and certified as described in the Clean Water Act and the NREPA.

The Clean Water Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.

The NREPA (Section 3115(2)) provides that a person who at the time of the violation knew or should have known that he or she discharged a substance contrary to this part, or contrary to a permit, COC, or order issued or rule promulgated under this part, or who intentionally makes a false statement, representation, or certification in an application for or form pertaining to a permit or COC or in a notice or report required by the terms and conditions of an issued permit or COC, or who intentionally renders inaccurate a monitoring device or record required to be maintained by the Department, is guilty of a felony and shall be fined not less than \$2,500.00 or more than \$25,000.00 for each violation. The court may impose an additional fine of not more than \$25,000.00 for each day during which the unlawful discharge occurred. If the conviction is for a violation committed after a first conviction of the person under this subsection, the court shall impose a fine of not less than \$25,000.00 per day and not more than \$50,000.00 per day of violation. Upon conviction, in addition to a fine, the court in its discretion may sentence the defendant to imprisonment for not more than 2 years or impose probation upon a person for a violation of this part. With the exception of the issuance of criminal complaints, issuance of warrants, and the holding of an arraignment, the circuit court for the county in which the violation occurred has exclusive jurisdiction. However, the person shall not be subject to the penalties of this subsection if the discharge of the effluent is in conformance with and obedient to a rule, order, permit, or COC of the Department. In addition to a fine, the attorney general may file a civil suit in a court of competent jurisdiction to recover the full value of the injuries done to the natural resources of the state and the costs of surveillance and enforcement by the state resulting from the violation.

16. Electronic Reporting

Upon notice by the Department that electronic reporting tools are available for specific reports or notifications, the permittee shall submit electronically all such reports or notifications as required by this permit, on forms provided by the Department.

PART II**Section D. Management Responsibilities****1. Duty to Comply**

All discharges authorized herein shall be consistent with the terms and conditions of this permit. The discharge of any pollutant identified in this permit, more frequently than, or at a level in excess of, that authorized, shall constitute a violation of the permit.

It is the duty of the permittee to comply with all the terms and conditions of this permit. Any noncompliance with the Effluent Limitations, Special Conditions, or terms of this permit constitutes a violation of the NREPA and/or the Clean Water Act and constitutes grounds for enforcement action; for permit or Certificate of Coverage (COC) termination, revocation and reissuance, or modification; or denial of an application for permit or COC renewal.

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

2. Operator Certification

The permittee shall have the waste treatment facilities under direct supervision of an operator certified at the appropriate level for the facility certification by the Department, as required by Sections 3110 and 4104 of the NREPA. Permittees authorized to discharge storm water shall have the storm water treatment and/or control measures under direct supervision of a storm water operator certified by the Department, as required by Section 3110 of the NREPA.

3. Facilities Operation

The permittee shall, at all times, properly operate and maintain all treatment or control facilities or systems installed or used by the permittee to achieve compliance with the terms and conditions of this permit. Proper operation and maintenance includes adequate laboratory controls and appropriate quality assurance procedures.

4. Power Failures

In order to maintain compliance with the effluent limitations of this permit and prevent unauthorized discharges, the permittee shall either:

- a. provide an alternative power source sufficient to operate facilities utilized by the permittee to maintain compliance with the effluent limitations and conditions of this permit; or
- b. upon the reduction, loss, or failure of one or more of the primary sources of power to facilities utilized by the permittee to maintain compliance with the effluent limitations and conditions of this permit, the permittee shall halt, reduce or otherwise control production and/or all discharge in order to maintain compliance with the effluent limitations and conditions of this permit.

5. Adverse Impact

The permittee shall take all reasonable steps to minimize or prevent any adverse impact to the surface waters or groundwaters of the state resulting from noncompliance with any effluent limitation specified in this permit including, but not limited to, such accelerated or additional monitoring as necessary to determine the nature and impact of the discharge in noncompliance.

PART II

Section D. Management Responsibilities

6. Containment Facilities

The permittee shall provide facilities for containment of any accidental losses of polluting materials in accordance with the requirements of the Part 5 Rules (R 324.2001 through R 324.2009 of the Michigan Administrative Code). For a POTW, these facilities shall be approved under Part 41 of the NREPA.

7. Waste Treatment Residues

Residuals (i.e. solids, sludges, biosolids, filter backwash, scrubber water, ash, grit, or other pollutants or wastes) removed from or resulting from treatment or control of wastewaters, including those that are generated during treatment or left over after treatment or control has ceased, shall be disposed of in an environmentally compatible manner and according to applicable laws and rules. These laws may include, but are not limited to, the NREPA, Part 31 for protection of water resources, Part 55 for air pollution control, Part 111 for hazardous waste management, Part 115 for solid waste management, Part 121 for liquid industrial wastes, Part 301 for protection of inland lakes and streams, and Part 303 for wetlands protection. Such disposal shall not result in any unlawful pollution of the air, surface waters or groundwaters of the state.

8. Right of Entry

The permittee shall allow the Department, any agent appointed by the Department, or the Regional Administrator, upon the presentation of credentials and, for animal feeding operation facilities, following appropriate biosecurity protocols:

- a. to enter upon the permittee's premises where an effluent source is located or any place in which records are required to be kept under the terms and conditions of this permit; and
- b. at reasonable times to have access to and copy any records required to be kept under the terms and conditions of this permit; to inspect process facilities, treatment works, monitoring methods and equipment regulated or required under this permit; and to sample any discharge of pollutants.

9. Availability of Reports

Except for data determined to be confidential under Section 308 of the Clean Water Act and Rule 2128 (R 323.2128 of the Michigan Administrative Code), all reports prepared in accordance with the terms of this permit, shall be available for public inspection at the offices of the Department and the Regional Administrator. As required by the Clean Water Act, effluent data shall not be considered confidential. Knowingly making any false statement on any such report may result in the imposition of criminal penalties as provided for in Section 309 of the Clean Water Act and Sections 3112, 3115, 4106 and 4110 of the NREPA.

10. Duty to Provide Information

The permittee shall furnish to the Department, within a reasonable time, any information which the Department may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or the facility's COC, or to determine compliance with this permit. The permittee shall also furnish to the Department, upon request, copies of records required to be kept by this permit.

Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the Department, it shall promptly submit such facts or information.

PART II

Section E. Activities Not Authorized by This Permit

1. Discharge to the Groundwaters

This permit does not authorize any discharge to the groundwaters. Such discharge may be authorized by a groundwater discharge permit issued pursuant to the NREPA.

2. POTW Construction

This permit does not authorize or approve the construction or modification of any physical structures or facilities at a POTW. Approval for the construction or modification of any physical structures or facilities at a POTW shall be by permit issued under Part 41 of the NREPA.

3. Civil and Criminal Liability

Except as provided in permit conditions on "Bypass" (Part II.C.9. pursuant to 40 CFR 122.41(m)), nothing in this permit shall be construed to relieve the permittee from civil or criminal penalties for noncompliance, whether or not such noncompliance is due to factors beyond the permittee's control, such as accidents, equipment breakdowns, or labor disputes.

4. Oil and Hazardous Substance Liability

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee may be subject under Section 311 of the Clean Water Act except as are exempted by federal regulations.

5. State Laws

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable state law or regulation under authority preserved by Section 510 of the Clean Water Act.

6. Property Rights

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize violation of any federal, state or local laws or regulations, nor does it obviate the necessity of obtaining such permits, including any other Department of Environment, Great Lakes, and Energy permits, or approvals from other units of government as may be required by law.

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

Wednesday, July 28, 2021

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 McDonald, Shipley and Noordhoek
Absent: Trustee Koessel (excused)
Also Present: Assistant Township Manager Fast, Deputy Clerk Brott, DDA/Economic Development Director Korhorn, Fire Department Lieutenant Josh Detweiler, Township Counsel Michael Homier
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**
Motion for approval by Trustee Noordhoek, seconded by Trustee McDonald to approve the Agenda with the addition of 074-2021 by Trustee Noordhoek to Consider Hiring an Outside Vendor to Perform an Independent Forensic Financial Audit. Motion carried unanimously.
- Article 4.** **Presentations**
None
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Chuck Whitley-5030 Sequoia Dr- Stated that after the storms last week, a tree is hung up on a buoy; he moved it to his dock. Another large tree became caught last Sunday at 1 am- this could be a safety issue. The sediment problem could be a problem for the Township in the future; he wonders who takes care of this problem? It is not any one person's problem; the Township must work together to solve it.
 2. Jeff Dionne-2984 Thornapple River Dr- He has called Kent County Sheriff's Office 3 times this summer about kids swimming in front of the dam. There should be "No Swimming" signage. The main building at 6921 Burger has been bulldozed and the garage is left- a similar circumstance to another resident and the garage was bulldozed later. There should be equal enforcement.
 3. Paul Strauss-7474 Alaska Ridge- Re the American Rescue Plan (ARP) Funds: His neighborhood is one of the only neighborhoods in the Township to not have reliable high speed cable internet access. It's needed for those who work and attend school at home. Formally asking the Board to use some of the ARP funds to bring cable-

Township Board Minutes

July 28, 2021

- 1 -

based internet to his neighborhood. Please make it a priority and fund this as soon as possible.

4. Aspen Strauss-7474 Alaska Ridge-Re: ARP Funds: Currently a GRCC student, but graduated from Forest Hills. Has had a difficult time doing schoolwork because of the lack of reliable internet. Once the area started opening, she had to drive to several locations to do online homework. There are 10 students and about 23 working parents who are asking for help. Everyone on her street has a job and work to do that is important.
5. Luanne Strauss-7474 Alaska Ridge-Re: ARP Funds: It is difficult to work from home without reliable internet-she cannot meet deadlines working from home. It impacts peoples' decision to live in the neighborhood. Asks to reconsider the use of the ARP funds for internet.
6. Keely Shay-7486 Alaska Ridge-She would like the packet she gave to the Board at the last meeting to be available online to all residents. Clerk Slater advised that they are available in the office, and she would look into it. She would also like an answer to the request about the expenditures that she made at the last meeting. Supervisor Lesperance advised that the Board is reviewing it and the answer will be made public.
7. Craig Meurlin-6333 Thornhills Ct-He does not agree with the policy requiring the public to be present at the meeting in order to participate-it disenfranchises residents who are unable to attend. Providing a public comment time for all residents to speak shows the Board wants to hear residents' voices. He has a group of invoices that pertain to a direct conflict of interest with the former Supervisor. He would like a list of Township projects available on the website so that the public can see what needs to be completed, when it should be completed, then when completed, any changes to cost.

Article 6. Approval of Consent Agenda

- a. Receive and File Minutes
 1. Township Board – ~~7/12/2021~~ 7/14/2021
 2. Public Safety Advisory Committee – 6/24/21, 5/19/21
 3. Governance Committee – 4/28/21, 4/13/21
- b. Receive and File Reports
 1. Treasurer's Department – 2021 Tax Rates
- c. Receive and File Education Requests
 1. Dan Heyer & Vince Milito – MIAM Fall Conference – Clare, MI- October 28 & 29
 2. Colin Forzley – Michigan Fire Inspector Fall Educational Conference – Mt. Pleasant, MI – October 28 & 29
 3. Krissi Brott – MAMC Education Day and Clerking 101 – Frankenmuth, MI – September 1 & 2
- d. Receive and File Communication
 1. None

Motion by Clerk Slater, seconded by Trustee Shipley to approve the Consent Agenda with the electronic addition of the packet provided by a resident at the last meeting and the correction of date of the Township Board Minutes from 7/12/2021 to 7/14/2021. Motion carried unanimously.

Article 7. Financial Actions

Township Board Minutes
July 28, 2021

None

Article 8. Unfinished Business
None

Article 9. New Business

067-2021 Consider Outdoor Gathering Permit for Sparks Belting Company
Motion for approval by Trustee Shipley, seconded by Trustee McDonald. Motion carried unanimously.

068-2021 Consider the Issuance of an RFP for Construction Manager Services for the Fire Station #1 Project
Lieutenant Detweiler answered questions. The construction manager is assisting step-by-step. Bids will be monitored.
Motion for approval by Trustee Shipley, seconded by Trustee McDonald. Motion carried unanimously.

069-2021 Consider Proposal(s) from Prein & Newhof and Materials Testing Consultants for Phase 1 Environmental Study and Hazardous Materials Survey for Fire Station #1 Project
Motion for approval by Trustee Shipley, seconded by Clerk Slater. Motion carried unanimously.

070-2021 Consider Revision to Policy for Township Board Committees
Attorney Homier answered questions. Board discussion.
Motion for approval by Trustee McDonald, seconded by Trustee Shipley. Motion carried unanimously.

071-2021 Consider Residents' Request to Use ARP Funds for Internet
Considerable discussion. Trustee Shipley noted that the Township would pay for the pedestals for cable internet, but the residents in the neighborhood would be responsible to hook from the pedestal to the residence.
Motion for approval by Trustee McDonald, seconded by Trustee Shipley contingent on a cost proposal from Comcast, a cap of \$70K, as well as direction to staff to find out what other areas in the Township do not have high speed cable internet.
Motion carried unanimously by roll call vote.

072-2021 Consider Township Supervisor Appointments to the Strategic Plan Advisory Committee
Motion for approval by Trustee Shipley, seconded by Trustee Noordhoek. Motion carried unanimously.

073-2021 Consider Policy for Streaming and Recording of Township Meetings
Considerable Discussion. Assistant Manager Fast answered questions.
Motion for approval by Trustee McDonald, seconded by Trustee Shipley to approve with the exception that virtual public comments are allowed subject to the same rules as those public comments allowed in person and that staff explore other options and resources.
Motion carried unanimously.

074-2021 Consider Hiring an Outside Vendor to Perform an Independent Financial Forensic Audit (added by Trustee Noordhoek after Agenda was printed)
Considerable Discussion.

Motion for approval by Trustee Noordhoek, seconded by Trustee Shipley to hire a firm selected by and working with Township Counsel to perform an independent forensic financial audit regarding the Administration Building, CARES Act Funds, Hotspots, and Vendors. Motion carried unanimously by roll call vote.

Article 10. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

1. Craig Meurlin-The public will gain trust with the audit, but would like to see an investigative report and a forensic audit.
2. Jeff Dionne-Appreciates Mr. Meurlin's comments. Thank you for fixing the hotspot in Tassell Park- now it comes on before 10:30 pm. The more education about PFAS issue the better for fellow residents. He wants better follow-up to his questions, and thinks streaming meetings is a great idea.
3. Chuck Whitley-He is disturbed about the limited scope of the forensic audit, and would have liked to see something about the expense of the audit. He appreciates where the Board is going.
4. Keely Shay-Thanked Supervisor Lesperance.
5. Scot VanSolkema via Zoom-2570 Orange Ct-He is happy that the live streaming meetings will continue.

Article 11. Closed Session (Supervisor Lesperance switched Public Comments to take place before Closed Session)

Pursuant to Open Meetings Act 15.268(e) – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

Motion to enter closed session by Trustee Shipley, seconded by Treasurer Peirce. Motion carried unanimously by roll call vote. Board entered closed session at 8:40 pm. Motion by Trustee Shipley, seconded by Trustee McDonald to reconvene open session. Motion carried unanimously by roll call vote. Board resumed public meeting at 9:01 pm.

Motion by Trustee McDonald, seconded by Trustee Shipley to direct Township Counsel and designated staff to proceed as discussed in closed session and if necessary, execute a purchasing agreement. Motion carried unanimously.

Article 12. Manager Comments

Assistant Manager Fast filled in for Manager Swayze.

1. Mandy Bernal-Hill from Kent County Sheriff's Department is retiring on August 20 and will be doing code enforcement for our residents.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked all in attendance.
2. Treasurer Peirce-Advised that 10% of the summer taxes have been collected so far.
3. Supervisor Lesperance-The PFAS Advisory Committee is meeting within the next few weeks and everything is on target to dig ground in the early spring of 2022. The

- 40 residents who are above the legal limit should be getting a letter from the Township any day about what was passed in a previous meeting.
- Trustee Noordhoek-Manager Swayze is overwhelmed. Staff should possibly be added. Trustee Shipley thinks there should be an audit to find out staff needs; Trustee McDonald advised that Manager Swayze should be asked what he needs first. Treasurer Peirce recommended that this be submitted to the Personnel Committee.

Article 14. Adjournment

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

Meeting adjourned at 9:08 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

CASCADE CHARTER TOWNSHIP
GOVERNANCE COMMITTEE MEETING
June 23, 2021 at 9:00am
Large Conference Room at Township Hall
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

Members Present: Trustee Koessel, Trustee Noordhoek, Clerk Slater

Others Present: Township Manager (TM) Ben Swayze; Assistant Township Manager (ATM) Stephanie Fast

Call to Order: Meeting was called to order at 9:00 am

Business: The Governance Committee discussed the following items:

1. Approval of the April 13, 2021 and April 28, 2021 Meeting Minutes

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes.

Motion by Trustee Koessel, Supported by Trustee Noordhoek to approve the minutes of the April 13 and April 28 meetings. Motion Carried.

2. Township Virtual Meeting Participation Policy

TM Swayze explained that The Kent County Board of Commissioners has indicated they will not be extending the local state of emergency past the current end of June expiration date. Therefore, the Township ability to hold official virtual or hybrid meetings (where members of the Board or Commission can attend virtually) will cease. However, the Township will still have the ability to stream meetings to the public and/or allow virtual interaction from the public as well. ATM Fast explained the issues that were being caused regarding virtual meetings. There is no set way to regulate chats, which puts her in a bad position to regulate a meeting she has no authority over. Virtual attendance has dwindled dramatically as well. Discussion ensued. It was recommended that the Township continue to stream meetings, but that public interaction should be limited to those in attendance.

Motion by Trustee Noordhoek, support by Trustee Koessel, to recommend the Township Board adopt a policy continuing the streaming of meetings but limiting public comment to those in physical attendance. Motion Carried

3. Township Board Rules of Procedure

TM Swayze reviewed the Rules of Procedure document and the areas that still needed clarification from the committee.

- Replacement Chair – The committee discussed the process to be utilized for selecting a chair should the Supervisor be unavailable. After discussion, the following

recommendation was made. If the Supervisor knows they will be absent, they should request another member of the Board serve as chair in order to allow time to prepare. The choice should be confirmed by vote at the Board meeting prior to the Call to Order.

- If the absence of the Chair is unexpected, the remaining Board shall appoint a chair by vote at the Board meeting prior to the Call to Order

Trustee Noordhoek left the meeting at 9:44am

- Public comment, remove language limiting the comment periods to 10 minutes total.
- Reviewed language tasking Clerk with timing public comment. No changes.
- Reviewed written public comment section. Should note that written comment will become part of the permanent supplement of the meeting.
- Order of business – no recommended changes
- Development of the agenda
 - Township Manager (or designee) responsible for the physical development of the agenda, concurrence from Supervisor and Clerk.
 - Agenda should be posted by end of business day Friday before the meeting
 - Develop timeline for development of agenda (when items should be to bend, circulating draft, etc.)
 - Once agenda is posted, should not be changed
 - When possible, action items should come with recommendations from Boards, Commissions or Committees.
 - Township Manager should be involved in the development of packet materials to ensure Board members have enough information to make an informed decision

TM Swayze indicated he would continue on the development of the document, and new legal counsel would be circled in as well.

No motion, discussion only

Adjournment: Motion by Trustee Koessel, Supported by Clerk Slater to adjourn the meeting. Motion carried. Meeting adjourned at 10.12 am

Approved by the Governance Committee – 07/28/21

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
June 9, 2021 at 9:00am
Held Remotely via Conferencing Platform Zoom

Members Present: Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze, Deputy Treasurer Oxana Sourine, Sr. Accountant Liz Thompson, Vredeveld & Hafner Auditor Jason Mitchell

Call to Order: Trustee Koessel called the meeting to order at 9:00 a.m.

Business: The Personnel & Finance Committee discussed the following items:

1. Approval of the April 14, 2021 Meeting Minutes

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes.

*Motion by Treasurer Peirce, supported by Supervisor Lesperance to approve the minutes.
Motion carried.*

2. FY 2020 Audit Review

TM Swayze introduced Jason Mitchell from the Township audit firm Vredeveld & Haefner. Auditor Mitchell reviewed the draft audit documents with the committee. Vredeveld & Haefner has provided an unqualified opinion, the highest opinion that can be received. Discussion ensued

Motion by Treasurer Peirce, supported by Supervisor Lesperance to recommend the Township Board accept the FY2020 audit as presented. Motion carried.

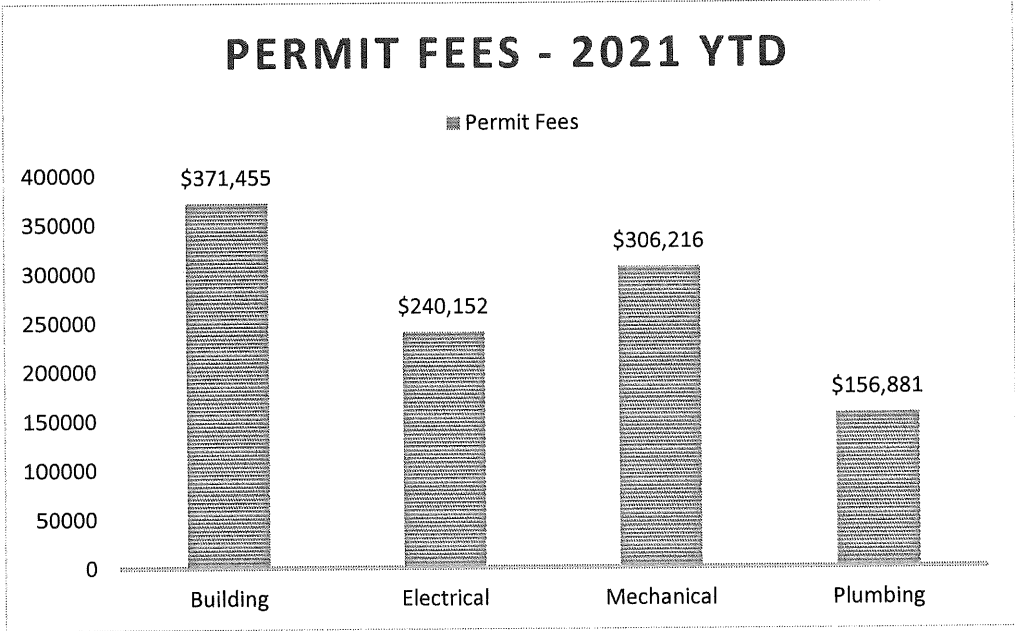
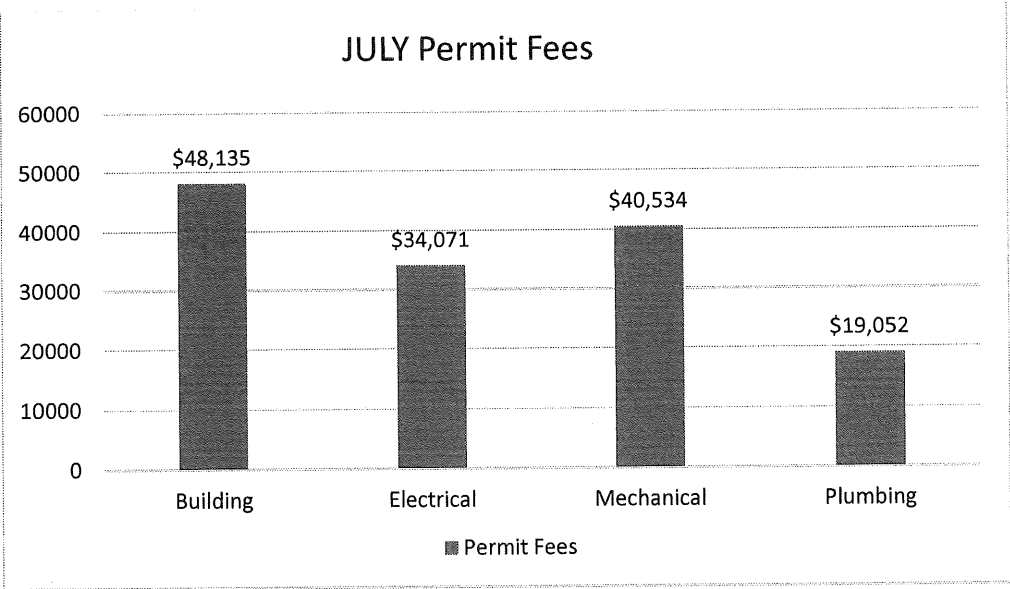
Adjournment: Motion by Treasurer Peirce, supported by Supervisor Lesperance to adjourn the meeting. Motion carried. Meeting adjourned at 9:27 am

Approved by the Personnel & Finance Committee – 07.14.28

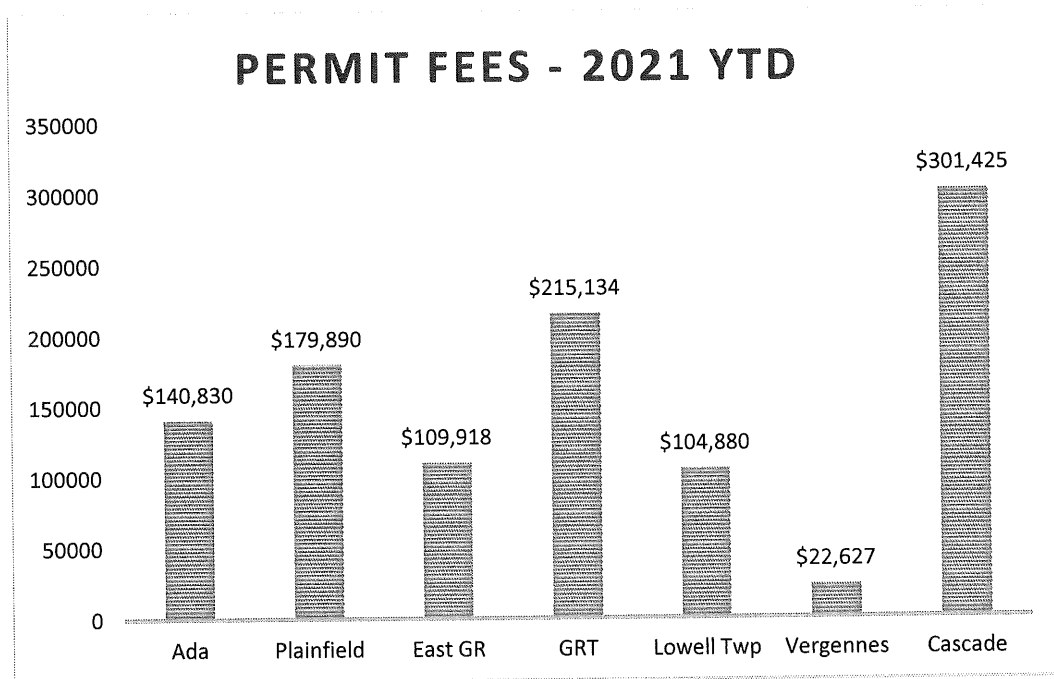
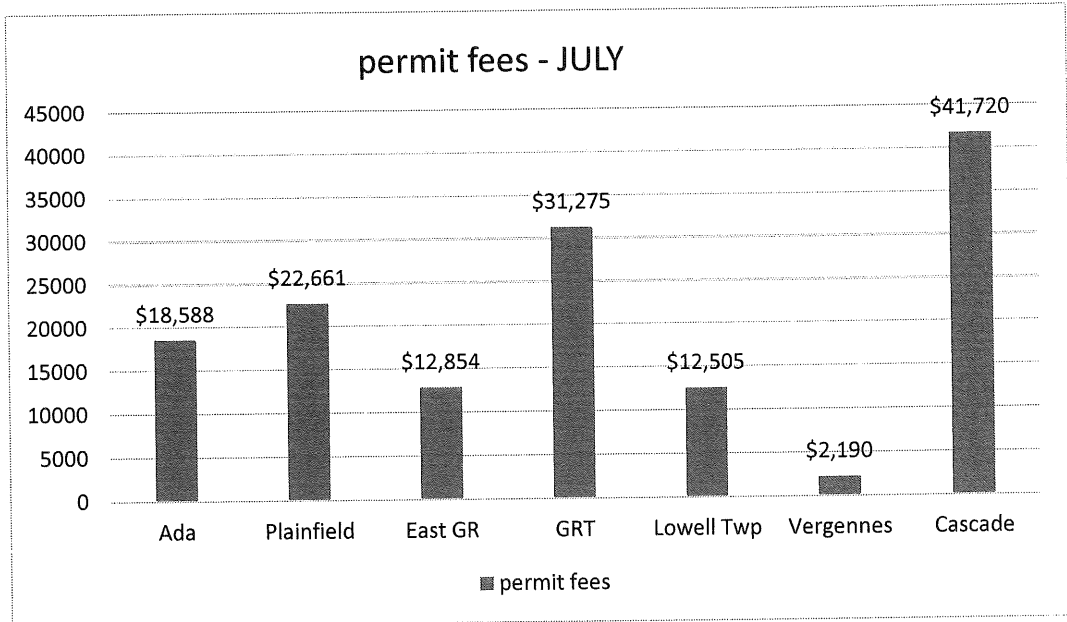
Cascade Inspection Services

JULY 2021

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees
PREV YTD TOTAL	1011 \$323,320.00	1177 \$206,081.00	2019 \$265,682.25	879 \$137,829.00	5086	\$932,912.25
JULY						
Cascade	57 \$18,664.00	37 \$7,313.00	91 \$9,967.50	39 \$5,775.00	224	\$41,719.50
Lowell Twp	14 \$6,253.00	12 \$2,564.00	10 \$1,440.00	16 \$2,248.00	52	\$12,505.00
Ada	43 \$7,602.00	30 \$4,630.00	47 \$4,952.50	12 \$1,403.00	132	\$18,587.50
Vergennes		7 \$702.00	8 \$1,060.00	3 \$428.00	18	\$2,190.00
GR Twp	32 \$11,530.00	29 \$8,288.00	64 \$8,633.50	20 \$2,823.00	145	\$31,274.50
EGR	26 \$4,086.00	22 \$2,759.00	36 \$3,745.00	20 \$2,264.00	104	\$12,854.00
Plainfield		64 \$7,815.00	101 \$10,735.00	34 \$4,111.00	199	\$22,661.00
					0	\$0.00
MONTH TOTAL	172 \$ 48,135.00	201 \$ 34,071.00	357 \$ 40,533.50	144 \$ 19,052.00	874	\$141,791.50
YTD						
TOTAL -2020	1183 \$ 371,455.00	1378 \$ 240,152.00	2376 \$ 306,215.75	1023 \$ 156,881.00	5960	\$ 1,074,703.75
TOTAL -2019	1628 \$ 803,244.00	2017 \$ 307,137.85	3410 \$ 403,536.80	1616 \$ 212,701.00	8671	\$ 1,726,619.65
TOTAL -2018	1675 \$ 631,143.50	2288 \$ 347,205.00	3478 \$ 406,781.95	1469 \$ 206,608.00	8910	\$ 1,591,688.45
TOTAL-2017	1705 \$ 920,876.00	2116 \$ 380,754.00	3585 \$ 456,603.00	1654 \$ 238,664.00	9060	\$ 1,996,897.00
TOTAL-2016	1758 \$ 753,389.00	2210 \$ 376,979.00	3273 \$ 412,867.25	1485 \$ 219,324.00	8726	\$ 1,762,559.25
TOTAL-2015	1475 \$529,552.24	1992 \$310,463.00	3217 \$383,718.00	1404 \$190,762.00	8088	\$ 1,414,495.24
TOTAL-2014	1510 \$ 665,025.51	1948 \$ 327,865.00	3070 \$ 385,822.30	1361 \$ 216,089.00	7889	\$ 1,594,801.81
TOTAL-2013	1354 \$ 615,191.80	1780 \$ 297,971.00	2860 \$ 359,989.90	1257 \$ 196,553.00	7251	\$ 1,469,705.70
TOTAL-2012	1241 \$644,712.00	1667 \$288,442.06	2583 \$334,045.70	969 \$142,474.00	6460	\$ 1,409,673.76
TOTAL-2011	1,122 \$511,272.00	1,349 \$188,766.99	2,134 \$247,625.30	835 \$118,335.00	5,440	\$ 1,065,999.29
TOTAL-2010	949 \$410,550.75	990 \$148,549.50	1585 \$189,180.10	753 \$111,023.00	4277	\$ 859,303.35
TOTAL-2009	850 \$309,779.00	1330 \$162,994.00	1644 \$188,927.25	625 \$94,790.00	4449	\$ 756,490.25
TOTAL-2008	712 \$222,039.00	875 \$125,848.00	1313 \$149,101.75	554 \$74,397.00	3463	\$ 571,382.75
TOTAL-2007	848 \$582,100.75	1043 \$147,674.00	1348 \$164,271.30	697 \$91,695.00	3933	\$ 951,266.55
TOTAL-2006	1032 \$336,749.55	1069 \$137,857.00	1447 \$151,002.60	778 \$98,270.00	4326	\$ 723,879.15
TOTAL-2005	1181 \$481,673.30	1547 \$215,121.00	2147 \$243,076.90	1243 \$162,020.00	5173	\$ 940,523.41
	1032 \$419,355.30	1369 \$191,694.00	1874 \$211,234.15	1111 \$144,926.00	5386	\$ 967,209.45

CASCADE CONSOLIDATED FEES

YEAR **2021**

MONTH	Building Comm.	Building Residential	Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$1,005.00	\$4,853.00	\$6,552.00	\$5,952.00	\$2,673.00	\$21,035.00
FEBRUARY	\$2,345.00	\$6,482.00	\$4,979.00	\$6,810.00	\$2,534.00	\$23,150.00
MARCH	\$23,045.00	\$8,099.00	\$5,506.00	\$9,662.75	\$7,366.00	\$53,678.75
APRIL	\$31,617.00	\$8,794.00	\$22,953.00	\$8,628.35	\$5,201.00	\$77,193.35
MAY	\$10,623.00	\$9,300.00	\$6,428.00	\$10,024.75	\$2,715.00	\$39,090.75
JUNE	\$7,261.00	\$17,380.00	\$6,167.00	\$8,432.65	\$6,217.00	\$45,457.65
JULY	\$10,133.00	\$8,531.00	\$7,313.00	\$9,967.50	\$5,775.00	\$41,719.50
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$86,029.00	\$63,439.00	\$59,898.00	\$59,478.00	\$32,481.00	\$301,325.00
PERMIT # FOR MONTH	11	46	37	91	39	224
PREV PERMIT TOTAL	63	254	217	391	182	1107
PERMIT TOTAL FOR YR	74	300	254	482	221	1331
YEAR TO DATE	2021	\$301,325.00				
YEAR TO DATE	2020	\$276,937.25				
OVER		\$24,387.75				

CASCADE SINGLE FAMILY HOMES

	JULY	YTD 2021	2020	2019	2018
Number of Permits					
New Residential Homes	3	34	55	38	43
VALUE - RESIDENTIAL	\$ 1,348,200.00	\$ 15,564,316.00	\$ 36,322,102.00	\$ 18,187,545.00	\$ 28,327,352.00

Cascade Twp -Permit Report by Category/ Fe

7/1/2021 12:00:00 to 7/31/2021 12:00:00

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee
Res. Single Family					
PB21000852	WOODS BUILDERS HO	7703 30TH ST SE	07/29/2021	351,000	765.00
PB21001120	BDR CUSTOM HOMES	3300 THORNCREST DR SE	07/16/2021	650,000	1,264.00
PB21001131	JTB HOMES LLC	8160 HONEYSUCKLE HILL CT SE	07/23/2021	347,200	825.00
				1,348,200	2,854.00
3	Permits	Value Total			1,348,200
					2,854

TREASURER'S DEPARTMENT

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

MARCH 2021

BANK BALANCES

TOWNSHIP BALANCES

BANK	AMOUNT
<u>FLAGSTAR BANK</u>	
TAX CHECKING	\$5,321.30

REGISTER	AMOUNT
<u>FLAGSTAR BANK</u>	
TAX CHECKING	\$5,321.30

<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$70,397.25

<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$70,397.25

<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$832.09

<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$832.09

GRAND TOTAL	<u><u>\$76,550.64</u></u>
--------------------	----------------------------------

GRAND TOTAL	<u><u>\$76,550.64</u></u>
--------------------	----------------------------------

Oxana Sourine 7/27/21

Kenneth B. Peirce 7/28/21

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Reviewed by
KENNETH B. PEIRCE
TREASURER

Date

CASCADE CHARTER TOWNSHIP
TREASURER'S OFFICE REPORT

MARCH 2021

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS				
		\$	%	\$	%	DATE	\$	%	DATE	\$	%			
101	GENERAL FUND	FLAGSTAR	345,295.98	0.15										
		FLAGSTAR MMA	1,187,030.41	0.25										
		KENT CTY POOL	1,176,552.51	0.54										
		MI CLASS	757,222.58	0.05										
		MERCANTILE			535,196.94	2.45	7/26/2022							
		COMERICA BANK			561,061.81	0.10	9/23/2021							
		HORIZON BANK	527,534.27	0.15										
		GRAND RIVER			537,137.26	0.50	12/19/2021							
		CONSUMERS CU			269,648.86	0.75	1/8/2023							
		LMCU			1,031,066.34	1.25	6/2/2021							
		MSUFCU			500,015.00	0.80	8/24/2022							
		COMERICA SECUR./WF												
	TOTAL GENERAL FUND		3,993,635.75	0.26	3,434,126.21	1.03				-		7,427,761.96	0.61	
151	CEMETERY	LMCU	118,720.08	0.50								118,720.08	0.50	
206	FIRE FUND	FLAGSTAR	2,055,498.70	0.25										
		MI CLASS	806,652.39	0.05										
		COM CHOICE CU			261,290.23	3.05	4/18/2021							
		LEVEL ONE			276,762.78	0.20	5/24/2021							
		ADVENTURE CU			517,061.41	1.95	2/27/2023							
		COMERICA SECUR./JPM												
	TOTAL FIRE FUND		2,862,151.09	0.19	1,055,114.42	1.76				-		3,917,265.51	0.62	
207	POLICE FUND	FLAGSTAR	731,842.41	0.25										
		NORTHPOINTE BANK			273,694.20	1.00	11/11/2021							
		CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022							
		LMCU			412,762.10	1.00	3/18/2024							
	TOTAL POLICE FUND		731,842.41	0.25	1,474,955.93	1.51				-		2,206,798.34	1.09	
208	HAZMAT FUND	LMCU	38,044.67	0.35								38,044.67	0.35	
209	OPEN SPACE	CHEMICAL	750,751.51	0.01										
		MI CLASS	380,216.28	0.05										
	TOTAL OPEN SPACE		1,130,967.79	0.02						-		1,130,967.79	0.02	
	DAM REPAIR	MI CLASS	179,898.19	0.05										
		LMCU			348,202.46	1.00	3/10/2024							
	TOTAL DAM REPAIR		179,898.19	0.05	348,202.46	1.00				-		528,100.65	0.68	
216	PATHWAY FUND	MACATAWA	53,879.58	0.01										
		MI CLASS	108,675.16	0.05										
		GRAND RIVER			518,170.99	2.05	10/4/2022							
		ADVENTURE CU			563,499.08	1.25	7/9/2021							
	TOTAL PATHWAY FUND		162,554.74	0.04	1,081,670.07	1.63				-		1,244,224.81	1.42	
246	PUBLIC UTILITY	FLAGSTAR	717,158.62	0.25										
	IRF	MI CLASS	851,461.93	0.05										
		CHEMICAL BANK			532,500.72	1.75	7/5/2021							
	TOTAL PUBLIC UTILITY		1,568,620.55	0.14	532,500.72	1.75				-		2,101,121.27	0.55	
248	DDA FUND	FLAGSTAR	628,722.00	0.25										
		MI CLASS	829,463.77	0.05										
		UNION BANK			260,171.62	0.70	8/26/2021							
		ADVENTURE CU			213,640.41	2.00	10/27/2021							
	TOTAL DDA FUND		1,458,185.77	0.14	473,812.03	1.29				-		1,931,997.80	0.42	
249	BLDG. INSPECTION	FLAGSTAR BANK	23,496.14	0.25										
		FLAGSTARL BANK R.	17,839.93	0.25										
		MI CLASS	7,179.03	0.05										
		CONSUMERS CU	318,450.53	0.30										
		CHEMICAL BANK			569,753.35	1.93	10/28/2022							
		CHEMICAL BANK			307,919.91	2.50	4/30/2021							
		FNB OF AMERICA			318,262.02	0.80	10/19/2021							
		FNB OF AMERICA			111,514.75	0.70	12/18/2022							
		FNB OF AMERICA			224,621.60	0.85	9/18/2021							
		FNB OF MI			556,467.53	0.30	6/11/2022							
		INDEPENDENT BANK			321,327.11	2.25	6/19/2021							
		CHEMICAL BANK												
	TOTAL BLDG. INSPECT.		366,965.63	0.03	2,409,866.27	1.36				-		2,776,831.90	1.19	
270	LIBRARY FUND	UNITED BANK	617,342.70	0.25										
		MI CLASS	466,430.24	0.05										
		LMCU			453,604.26	1.00	3/27/2024							
		WMCB			272,905.68	0.10	6/1/2021							
		NORTHPOINTE BANK			570,033.64	1.00	4/8/2021							
	TOTAL LIBRARY FUND		1,083,772.94	0.16	1,296,543.58	0.81				-		2,380,316.52	0.52	
701	T & A	CHEMICAL BANK	130,432.64	0.01								130,432.64	0.01	
701	JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022					12,400.00	2.00	
701	JACK SMITH INV.	CHEMICAL BANK	23,118.61	0.01								23,118.61	0.01	
701	HENRY KRAMER	CHEMICAL BANK	15,370.01	0.01								15,370.01	0.01	
	TOTAL		13,864,280.87	0.18	12,119,191.69	1.29				-	####	25,983,472.56	0.70	

Oxana Sourine 7/27/21
Submitted by Oxana Sourine Deputy Treasurer Date

Ken Peirce 7/28/21
Reviewed by Ken Peirce Date Treasurer

TREASURER'S DEPARTMENT

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

APRIL 2021

BANK BALANCES

TOWNSHIP BALANCES

BANK	AMOUNT
<u>FLAGSTAR BANK</u>	
TAX CHECKING	\$5,236.43
<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$6,224.06
<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$812.70
GRAND TOTAL	<u><u>\$12,273.19</u></u>

REGISTER	AMOUNT
<u>FLAGSTAR BANK</u>	
TAX CHECKING	\$5,236.43
<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$6,224.06
<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$812.70
GRAND TOTAL	<u><u>\$12,273.19</u></u>

Oxanine 7/27/21

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Kenneth B. Peirce 7/28/21

Reviewed by
KENNETH B. PEIRCE
TREASURER

Date

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	525,396.50	0.15								
	FLAGSTAR MMA	1,187,274.32	0.25								
	KENT CTY POOL	1,177,064.68	0.53								
	MI CLASS	757,254.87	0.05								
	MERCANTILE			535,196.94	2.45	7/26/2022					
	COMERICA BANK			561,061.81	0.10	9/23/2021					
	HORIZON BANK	527,577.64	0.10								
	GRAND RIVER			537,137.26	0.50	12/19/2021					
	CONSUMERS CU			269,648.86	0.75	1/8/2023					
	LMCU			1,031,066.34	1.25	6/2/2021					
MSUFUCU			500,015.00	0.80	8/24/2022						
COMERICA SECUR./W/F											
TOTAL GENERAL FUND		4,174,568.01	0.25	3,434,126.21	1.03					7,608,694.22	0.60
151 CEMETERY	LMCU	120,268.94	0.50							120,268.94	0.50
206 FIRE FUND	FLAGSTAR	1,759,381.06	0.25								
	MI CLASS	806,686.81	0.05								
	COM CHOICE CU			278,486.90	0.45	4/20/2022					
	LEVEL ONE			276,782.78	0.20	5/24/2021					
	ADVENTURE CU			517,061.41	1.95	2/27/2023					
TOTAL FIRE FUND		2,566,067.87	0.19	1,072,311.09	1.11					3,638,378.96	0.46
207 POLICE FUND	FLAGSTAR	733,103.00	0.25								
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021					
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022					
	LMCU			412,762.10	1.00	3/18/2024					
TOTAL POLICE FUND		733,103.00	0.25	1,474,955.93	1.51					2,208,058.93	1.09
208 HAZMAT FUND	LMCU	38,055.58	0.35							38,055.58	0.35
209 OPEN SPACE	CHEMICAL	452,805.51	0.01								
	MI CLASS	380,232.49	0.05								
TOTAL OPEN SPACE		833,038.00	0.03							833,038.00	0.03
DAM REPAIR	MI CLASS	184,905.97	0.05								
	LMCU			348,202.46	1.00	3/10/2024					
TOTAL DAM REPAIR		184,905.97	0.05	348,202.46	1.00					533,108.43	0.67
216 PATHWAY FUND	MACATAWA	54,763.81	0.01								
	MI CLASS	108,679.80	0.05								
	GRAND RIVER			518,170.99	2.05	10/4/2022					
	ADVENTURE CU			563,499.08	1.25	7/9/2021					
TOTAL PATHWAY FUND		163,443.61	0.04	1,081,670.07	1.63					1,245,113.68	1.42
246 PUBLIC UTILITY	FLAGSTAR	764,917.17	0.25								
	IRF	MI CLASS	851,498.24	0.05							
	CHEMICAL BANK			532,500.72	1.75	7/5/2021					
TOTAL PUBLIC UTILITY		1,616,415.41	0.14	532,500.72	1.75					2,148,916.13	0.54
248 DDA FUND	FLAGSTAR	637,694.19	0.25								
	MI CLASS	829,499.14	0.05								
	UNION BANK			260,171.62	0.70	8/26/2021					
	ADVENTURE CU			213,640.41	2.00	10/27/2021					
TOTAL DDA FUND		1,467,193.33	0.14	473,812.03	1.29					1,941,005.36	0.42
249 BLDG. INSPECTION	FLAGSTAR BANK	326,311.28	0.25								
	FLAGSTARL BANK R.	51,859.20	0.25								
	MI CLASS	7,179.33	0.05								
	CONSUMERS CU	318,450.53	0.30								
	CHEMICAL BANK			569,753.35	1.93	10/28/2022					
	CHEMICAL BANK				2.50	4/30/2021					
	FNB OF AMERICA			318,262.02	0.80	10/19/2021					
	FNB OF AMERICA			111,514.75	0.70	12/18/2022					
	FNB OF AMERICA			224,621.60	0.85	9/18/2021					
	FNB OF MI			556,467.53	0.30	6/11/2022					
INDEPENDENT BANK			321,327.11	2.25	6/19/2021						
TOTAL BLDG. INSPECT.	CHEMICAL BANK	703,800.34	0.13	2,101,946.36	1.20					2,805,746.70	0.93
270 LIBRARY FUND	UNITED BANK	621,824.06	0.15								
	MI CLASS	466,450.14	0.05								
	LMCU			453,604.26	1.00	3/27/2024					
	WMCB			272,905.68	0.10	6/1/2021					
	NORTHPOINTE BANK			575,731.39	0.25	4/8/2022					
TOTAL LIBRARY FUND		1,088,274.20	0.11	1,302,241.33	0.48					2,390,515.53	0.31
701 T & A	CHEMICAL BANK	156,551.73	0.01							156,551.73	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022				12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,118.80	0.01							23,118.80	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,370.14	0.01							15,370.14	0.01
TOTAL		13,884,174.93	0.18	11,834,166.20	1.16					25,718,341.13	0.63

Submitted by Oxana Sourine Date 7/27/21
Oxana Sourine Deputy Treasurer

Reviewed by Ken Peirce Date 7/29/2021
Ken Peirce Treasurer



**Cascade Charter Township
Seminar/Conference Attendance Request Form**

This form must be filled out if the employee is requesting Township payment or reimbursement for the employee's attendance to a seminar or conference.

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over \$200 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$200 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

This form must be completed by the employee and approved by the Township Manager and/or Township Board before the seminar/conference is attended.

Name: DOUG POOLMAN

Application Date: 7-26-21

Location of Seminar/Conference MT. PLEASANT MI

Name of Proposed Seminar/Conference: MICHIGAN FIRE INSPECTOR'S -
FALL CONFERENCE

Description of Seminar/Conference: (may also be attached) 4 DAY CONFERENCE
COVERING LATEST CODES, RELATED TOPICS,
-SEE ATTACHED-

(over)

How will the Seminar/Conference benefit the employee and the township? PROVIDES
INFORMATION ON FIRE CODES AND RELATED TOPICS.
PROVIDES FOR REQUIRED CE CREDIT TO MAINTAIN LICENSE.

Cost of the Seminar/Conference: (Registration) \$ 395⁰⁰

(Lodging) \$ 384⁰⁰ + LOCAL TAXES (Travel) \$ 204 MILES @ .55 = \$113.30

Account #: _____

Your Signature: 

Approvals:

Department Head:  Date: 8-2-21

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



72nd Annual Fall Educational Conference

September 21-24, 2021

When

Tuesday, September 21, 2021 at 8:00 AM EDT
-10-

Friday, September 24, 2021 at 12:15 PM EDT

[Add to Calendar](#)

Where

Soaring Eagle

6800 Soaring Eagle Blvd.
Mount Pleasant, MI 48858



[Driving Directions](#)

Contact

Tammi J. Connell, CMP
Michigan Fire Inspectors Society
517.899.1304
administrator@mfis.org

Attendee Registration

Join the Michigan Fire Inspectors Society for our 72nd Annual Fall Conference. The four days of education are booked with critical information that EVERY inspector needs to be successful in today's challenging work environment.

You have successfully registered for Michigan Fire Inspectors Society Fall Conference. Please look for a confirmation email arriving shortly.

Thank you!
Tammi Connell
517.899.1304
administrator@mfis.org

[Share this event on Facebook](#)

[Tweet that you're attending](#)

Contact Information

First Name:	Doug
Last Name:	Poolman
Department Name:	Cascade Charter Township
Street Address:	6667 60th St. S.E.
City:	Grand Rapids
State:	Michigan
ZIP Code:	49512
Phone:	6163256283
Email Address:	geofire891@gmail.com

Banquet

Please make a meal selection for the dinner banquet on Thursday, September 23: **Beef**

Registration Information

MEMBERSHIP / RENEWALS - If your membership is current and is not set to expire until December, we ask that you wait to renew your membership until after you receive the renewal notice in November.

If your registration includes membership/renewal for the remainder of calendar year 2021, your membership will expire December 31, 2021. Renewal will be required for the 2022 calendar year. Renewal notices will be delivered in November 2021.

If your membership has expired and you do not wish to renew, NON-MEMBER rates will apply.

CANCELLATIONS & REFUNDS: By checking this box, you understand that I understand refunds are given only through September 10, 2021. After that date, conference registration fee can be transferred to another person, applied to a future conference, or forfeited.

MEMBER | LIFE MEMBER | PAST-PRESIDENT FEES: By checking this box, I understand you understand that you have registered as a member, life member, or past-president of the Michigan Fire Inspectors Society. You will be notified if the membership status selected is not accurate and appropriate rates will then apply.

CREDIT CARD STATEMENT: By checking this box, you understand that if I understand you select the payment method as PayPal/Credit Card, your credit card statement will reflect a charge by "MFIS."

PLEASE NOTE: Be sure to click REGISTER upon completing this form. Failing to do so means that you are not registered. If you do not IMMEDIATELY receive an email confirmation, an error has

occurred and you will want to contact our office at 517.899.1304

Payment Summary

Payment Method

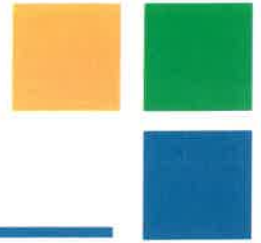
Paid By PayPal

<i>Name</i>	<i>Type</i>	<i>Quantity</i>	<i>Fee</i>	<i>Total</i>
Doug Poolman	Society Member - Full Conference	1	\$395.00	\$395.00
TOTAL:				\$395.00



72nd Annual Fall Educational Conference

September 21-24, 2021



TUESDAY, SEPTEMBER 21

8:00am–9:00am **Registration | Breakfast** (included with registration fee)

9:00am–10:00am **Welcome and State Fire Marshal's Update**
Kyle Svoboda, MFIS President and SFM Kevin Sehlmeier

10:00am–10:15am **Networking Break with Exhibitors**

10:15am–12:15pm **Keynote Session: Capacity – Taking Care of Your Greatest Asset**
Chris Johnson, CEO and Founder of On Target Living



As the world speeds-up faster and faster, organizations and their people try to keep up. We all want to upgrade our ability to do more, have more, and – most importantly – give more. We are running out of space in our lives, and it is time to reprogram our human capacity. We are all looking for more productivity and better performance from ourselves and our people. This session will change the way you think about productivity and performance and how to achieve both. *Capacity* can expand your potential. It will align you with the future you've envisioned and can create a plan to fulfill your purpose.

12:15pm–1:15pm **Lunch** (included with registration fee)

1:15pm–2:45pm **DTE Electrical Training Update**
This course examines the fundamental concepts of hazardous energy and techniques of how best to handle situations when you encounter it, with a specific focus on solar panel fires. This session will include the utility company's level of training and process for handling Energy, what the potential hazards of energy are, the safest way to work in a hazardous energy incident, understanding requirements for providing service to indoor agriculture customers, and techniques when investigating electrical related fires.
Michael Sage, Regional Manager Community and Governmental Affairs and Russ Pogats, Director-Nuclear Support, DTE Energy

2:45pm–3:00pm **Networking Break with Exhibitors**

3:00pm–4:30pm **Drones**
This session will cover the rules, regulations and uses of fire service drones.
Matt Rybar, Program Consultant, Unmanned Vehicle Technologies

4:30pm–6:00pm **Welcome Reception**

WEDNESDAY, SEPTEMBER 22

8:00am–9:00am **Breakfast** (included with registration fee)

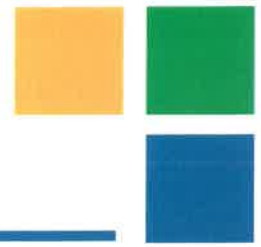
9:00am–10:30am **Carbon Dioxide Monitoring**
Updates in the last few cycles of the IFC, NFPA, and NBIC has raised awareness for the requirements for Carbon Dioxide monitoring. However, these codes provide no context or recommendations for monitoring in commercial facilities. This session will provide the scientific basis of CO₂, why and how the gas can be deadly to human life, the backgrounds and future of the codes, and an overview of basic gas detection and monitoring occurs.
Josh Pringle, Executive Vice President, CO2Meter, Inc.

10:30am–10:45am **Networking Break with Exhibitors**



72nd Annual Fall Educational Conference

September 21-24, 2021



WEDNESDAY, SEPTEMBER 22 (continued)

- 10:45am–12:15pm **Carbon Monoxide Safety, An Urgent Call to Action**
Carbon monoxide (CO) is a colorless, odorless, and tasteless non-irritating gas that is imperceptible to human senses and accounts for about 20,000 ER visits each year, making it a leading cause of poisonings in the United States. In this course, you will learn about the National Carbon Monoxide Awareness Association's (NCOAA) recommendations in the prevention of CO poisoning. Specifically, this course covers new equipment in the detection and suppression of CO, national CO poisoning datasets and trends, proposed CO safety code changes, and how to educate your community about CO safety. You won't want to miss this session!
Charon McNabb, President and Founder, National Carbon Monoxide Awareness Association (NCOAA)
- 12:15pm–1:15pm **Lunch** (included with registration fee)
- 1:15pm–2:45pm **Annual Business Meeting**
- 2:45pm–3:00pm **Networking Break with Exhibitors**
- 3:00pm–5:00pm **Photovoltaic Systems and Firefighter Safety**
This session will cover photovoltaic (PV) array fire experiments, certification requirement, applicable safety standards, attachment requirements, fire classification, required markings, required roof access, and required pathways. The objective is to give attendees a better understanding of the applicable safety concerns for PV systems; how PV systems are installed including PV circuits under the roof deck and associated wiring methods; and PV system marking and Rapid Shutdown.
Jeffrey Fecteau, Senior Regulatory Engineer, UL

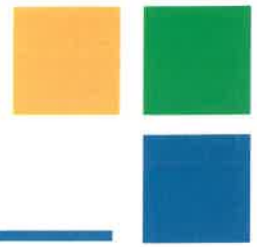
THURSDAY, SEPTEMBER 23

- 8:00am–9:00am **Breakfast** (included with registration fee)
- 9:00am–10:30am **MSP Fatal Fire Scene Dynamics**
An overview of fatal fire investigations, including scene investigation, the importance of scene preservation, legal considerations, coordination with other agencies and how to obtain resources available to assist with these investigations.
Joseph Allen, Spl/Sgt, Michigan State Police
- 10:30am–10:45am **Break**
- 10:45am–12:15pm **What the Medical Examiners Office Needs**
Session will cover fatal fire reporting – the immediate needs of the Office of the Medical Examiner and the Pathologist; cause and manner of death; mechanisms of death – homicides, inhalations, thermal-related injuries, cyanide, carbon monoxide demise, indeterminate; quantitative air quality monitoring of cyanide; preservation of all specimens (body, blood, clothes, projectiles, bones, evidence); and forensic recommendation on specimen collection or preservation of victims.
Tracy St. John, Fire Instructor 1, EMS Instructor Coordinator, Investigator – Western Michigan University
- 12:15pm–1:15pm **Lunch** (included with registration fee)
- 1:15pm–1:30pm **MFIS Foundation Update**
A brief update on the Foundation's outreach efforts to educate the citizens across the state on fire safety and the projects currently underway to help support these efforts, along with an overview on the fatal fire statistics.
Kyle Svoboda, Treasurer, MFIS Foundation / President, MFIS



72nd Annual Fall Educational Conference

September 21-24, 2021



THURSDAY, SEPTEMBER 23 (continued)

- 1:30pm–2:45pm **Reaching Community Members with Special Abilities**
Accessibility and accommodations for people with disabilities in emergency situations and how first responders can more efficiently and respectfully assist people with disabilities.
Maria Paton-Glassbrook, Community Resilience Coordinator Disability Network Capital Area and Kellie Blackwell, AT Specialist, Michigan Disability Rights Coalition
- 2:45pm–3:00pm **Break**
- 3:00pm–4:30pm **Multi-Agency Collaboration for Explosive Fire and Injury Prevention**
During the past decade, injuries from drug manufacturing (honey/butane hash oil and portable methamphetamine), e-cigarettes, and medical oxygen related fires have increased. These incidents have a collective negative impact on the fire service, inspectors, first responders, hospitals/medical teams, and other community organizations. Hence, a collaborative multi-agency approach that capitalizes on each partner's specialized skillsets is essential in addressing the myriad of complex factors contributing to the problem. Using real-life case studies, this session will highlight trends in explosive fire related injuries, unique considerations, challenges, and fire service/medical implications. Ideas on expanding partnerships with burn centers and other community agencies to mitigate these trends will be discussed.
Karla Klas, Managing Director, Injury Prevention and Community Outreach, Michigan Medicine – University of Michigan Trauma Burn Center
- 5:30pm–6:00pm **Reception**
Cash bar available
- 6:00pm–8:00pm **Banquet and Awards** (included with registration fee)

FRIDAY, SEPTEMBER 24

- 8:00am–9:00am **Breakfast** (included with registration fee)
- 9:00am–12:15pm **Human Behavior & the Means of Egress**
Improve your plan check/inspector decision making skills by gaining insights on how the exiting provisions were established from an historical basis through studies of human behavior. This session is not just about reading codes. You will also learn how/why the exiting provisions were developed and that it's all about humans, from physical characteristics to personalities.
Cheryl L. Domnitch, P.E., Fire Protection Engineer, Interwest Consulting Group
- 10:30am–10:45am **Break**
- 12:15pm **Conference Concludes**



Yvette Collins
Director
AT&T Michigan
221 N. Washington Square
Lansing, MI 49833
Office: (517) 334 3708
Fax (517) 334-3429

July 14, 2021

Ms. Lisa Felice
Executive Secretary
Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, MI 48917

Dear Ms. Felice

Michigan Bell Telephone Company, doing business as AT&T Michigan (“AT&T”), submits its Fourteenth Annual Video Report to the Michigan Public Service Commission (“MPSC”) and franchising entities in the State of Michigan regarding its deployment progress, as required by Michigan’s Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended) or “Video Act”. AT&T is separately providing a copy to each Clerk in the Michigan Communities where AT&T has launched its U-verseSM TV service.

If you have any questions, please contact me on (517) 334-3708.

Sincerely,



Yvette Collins

Enclosures

cc: Clerks in Franchised Communities
Mr. Ryan McAnany, Michigan Public Service Commission Director



AT&T Michigan
Annual Video Report
July 14, 2021

STATUS OF AT&T'S VIDEO SERVICE DEPLOYMENT IN MICHIGAN

Michigan Bell Telephone Company, doing business as AT&T Michigan ("AT&T"), submits its fourteenth Annual Video Report to the Michigan Public Service Commission ("MPSC" or "Commission") and franchising entities in the State of Michigan regarding its deployment progress, as required by Michigan's Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended) or "Video Act".¹

On January 1, 2007, Michigan's Video Act became effective. AT&T launched its Internet Protocol TV ("IPTV") service called AT&T U-verse® TV on May 21, 2007 in parts of over 50 communities in the Detroit and Ann Arbor areas. AT&T has now obtained franchise agreements and provides its U-verse TV service in 341 communities.

Section 9(2) of the Video Act provides that it is a defense to an alleged violation of Section 9(1) of the Video Act if a provider has met either of two conditions: (1) within 3 years at least 25% of households with access to the provider's video service are low-income households; or (2) within 6 years and from that point forward at least 30% of households with access to the provider's video service are low-income households. AT&T has met both conditions.²

With respect to Section 9(3) of the Video Act: (1) AT&T provided access to its video service to over 50% of the households in its telecommunications service area within 6 years of the date it began providing video service, and (2) AT&T Michigan no longer has more than 1,000,000 telecommunications access lines in the state.³

AT&T recently completed its fourteenth year of providing video service in the state. AT&T does not deny access to service to any group of potential residential subscribers because of race or income.

¹ See Section 9(4) of the Video Act: "Each provider shall file an annual report with the franchising entity and the commission regarding the progress that has been made toward compliance..."

² See Section 9 (2) of the Video Act: "It is a defense to an alleged violation of subsection (1) if the provider has met either of the following conditions: (a) Within 3 years of the date it began providing video service under this act, at least 25% of households with access to the provider's video service are low-income households. (b) Within 5 years of the date it began providing video service under this act and from that point forward, at least 30% of the households with access to the provider's video service are low-income households."

³ "If a video service provider is using telecommunication facilities to provide video services and has more than 1,000,000 telecommunication access lines in this state, the provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication service area in the state within 3 years of the date it began providing video service under this act and to a number not less than 50% of these households within 6 years. A video service provider is not required to meet the 50% requirement in this subsection until 2 years after at least 30% of the households with access to the provider's video service subscribe to the service for 6 consecutive months."

AT&T'S INVESTMENT IN MICHIGAN'S WORKFORCE AND INFRASTRUCTURE

AT&T invests billions to build the advanced networks that create jobs and fuel economic growth in Michigan. From 2018 through 2020, AT&T invested more than \$1.4 billion in its Michigan wireless and wireline networks. AT&T provides customer service to all of its customers via call centers, in-person locations and 24/7 online.

AT&T'S U-verse® TV PRODUCT

For current U-verse customers, the product provides both live video programming and on-demand and interactive content.

U-verse TV includes:

- Ability to access more than 242 IPTV National HD channels.
- Ability to record up to 4 shows at once with Total Home DVR.
- Ability to stream shows virtually anywhere on their phones or tablets.
- AT&T's deployment of Public, Educational, and Government (PEG) continues with communities who have requested AT&T to carry their PEG programming on U-verse TV.
- Online 24/7 customer service and technical support available at <https://www.att.com/support/topic/u-verse-tv/>



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: August 8, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Request from Kent County Drain Commission Regarding Hidden Hills Drain

FACTS:

The Township has received a request from the Kent County Drain Commission (KCDC) for assistance from the Township Board in the consolidation of several water courses in Section 15 of the Township. In this section the KCDC has several drains on the same water course but were established at different times based on the subdivision boundary. The watercourse is established under 3 separate drains and 5 different districts depending on the location/plat. The KCDC would like to consolidate the 5 drainage districts into 1 for clarity. The 5 districts are:

- Apple Hills
- Apple Hills East
- Ashton Ridge
- Cascade Highlands
- Hidden Hills

The requested action is for the Township Board to approve, by resolution, a petition of the KCDC to consolidate the districts. If the petition is approved by the Township Board and transmitted to the KCDC, all residents in all proposed consolidation districts would be notified and invited to a Board of Determination. The ultimate decision is determined by the Board of Determination whether consolidation is necessary and any necessary maintenance.

Attached for your review are:

- Proposed Petition and Resolution for Petition for Maintenance, Improvement and Consolidation of Drains Pursuant to Chapters 8 and 19 of the Michigan Drain Code of 1956, as amended.
- Consolidation of Drains Map

ANALYSIS & CONCLUSIONS:

The Kent County Drain Commission is asking for the petition to be filed to ease the allocation of maintenance costs for the already established drains, as well as clearing up inconsistencies in the maps and drain courses. Currently all the residents in the area are already in a drainage district, and many are in 2. By establishing 1 district the allocation of costs will be easier and more equitable. Ken Yonker, Kent County Drain Commissioner, will be in attendance at the Board meeting to further explain the request and answer any questions the Board members may have.

The Infrastructure Committee reviewed the request with representatives of the KCDC at their July meeting and have recommended the Township Board approve the request.

FINANCIAL CONSIDERATIONS:

As noted in the resolution, the Township is liable for an assessment “at large” against it for a percentage of the cost of the proposed maintenance, improvement and consolidation. Typically, the Township “at large” portion is 20%, but it can be adjusted due to a variety of reasons. It should also be noted that this “at large” allocation is already the responsibility of the Township, whether they are consolidated or not.

RECOMMENDED ACTION:

Approve the Resolution for Petition for Maintenance, Improvement and Consolidation of Drains Pursuant to Chapters 8 and 19 of the Michigan Drain Code of 1956, as amended.

CASCADE CHARTER TOWNSHIP

**RESOLUTION FOR
PETITION FOR MAINTENANCE, IMPROVEMENT, AND CONSOLIDATION
OF DRAINS PURSUANT TO CHAPTERS 8 AND 19 OF THE
MICHIGAN DRAIN CODE OF 1956, AS AMENDED**

HIDDEN HILLS DRAIN

At a _____ meeting of the Cascade Charter Township Board, held in Kent County,
State of Michigan on the ____ day of _____, 20__, at _____ a.m./p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____
_____.

WHEREAS, the Township requests the maintenance, improvement, and consolidation of the drains known and designated as the Hidden Hills Drain, Apple Hills Drain, Apple Hills East Drain, Ashton Ridge Drain, and Cascade Highlands Drain, to be known as the Hidden Hills Drain, and the consolidation of the Hidden Hills Drain Drainage District, Apple Hills Drain Drainage District, Apple Hills East Drain Drainage District, Ashton Ridge Drain Drainage District, and Cascade Highlands Drain Drainage District, with the consolidated drainage district to be known as the Hidden Hills Drain Drainage District, located in Kent County, pursuant to Chapters 8 and 19 of Public Act 40 of 1956, as amended; and

WHEREAS, the Township has determined that the maintenance, improvement, and consolidation of the Drains and Drainage Districts is necessary and conducive for the public health in the Township; and

WHEREAS, the Township will be liable for an assessment at large against it for a percentage of the cost of the proposed maintenance, improvement, and consolidation.

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to Chapters 8 and 19 of Public Act 40 of 1956, as amended, a petition for the maintenance, improvement, and consolidation of the Hidden Hills Drain, Apple Hills Drain, Apple Hills East Drain, Ashton Ridge Drain, and Cascade Highlands Drain, to be known as the Hidden Hills Drain, and the consolidation of the Hidden Hills Drain Drainage District, Apple Hills Drain Drainage District, Apple Hills East Drain Drainage District, Ashton Ridge Drain Drainage District, and Cascade Highlands Drain Drainage District, with the consolidated drainage district to be known as the Hidden Hills Drain Drainage District, is authorized to be executed by Cascade Charter Township, and that the Supervisor and Clerk are authorized to sign all documents necessary to effectuate the intent of this petition.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Kent County Drain Commissioner a copy of this Resolution and file the petition for maintenance, improvement, and the consolidation of the Drains and Drainage Districts, as permitted under Public Act 40 of 1956, as amended.

CASCADE CHARTER TOWNSHIP

Dated: _____

By: _____
Grace Lesperance
Its: Supervisor

Yeas:
Nays:
Abstain:
Absent:

Resolution No.

I, the undersigned, being duly qualified and acting Clerk of Cascade Charter Township, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Township Board for Cascade Charter Township at a _____ meeting held on the _____ day of _____, 20__ and that notice of said meeting was given in accordance with the Open Meetings Act.

Susan Slater, Clerk
Cascade Charter Township

Date

CASCADE CHARTER TOWNSHIP

**PETITION FOR MAINTENANCE, IMPROVEMENT, AND
CONSOLIDATION OF DRAINS PURSUANT TO CHAPTERS 8 AND 19
OF THE MICHIGAN DRAIN CODE OF 1956, AS AMENDED**

HIDDEN HILLS DRAIN

To the Kent County Drain Commissioner:

The undersigned is Cascade Charter Township, Kent County, Michigan, and does hereby petition for the maintenance, improvement, and consolidation of the drains known and designated as the Hidden Hills Drain, Apple Hills Drain, Apple Hills East Drain, Ashton Ridge Drain, and Cascade Highlands Drain, to be known as the Hidden Hills Drain, and the consolidation of the Hidden Hills Drain Drainage District, Apple Hills Drain Drainage District, Apple Hills East Drain Drainage District, Ashton Ridge Drain Drainage District, and Cascade Highlands Drain Drainage District, with the consolidated drainage district to be known as the Hidden Hills Drain Drainage District.

These Drainage systems are located in Cascade Charter Township, Kent County, Michigan.

The proposed maintenance, improvement, and consolidation is necessary and conducive for the public health, convenience, or welfare and is further necessary for the protection of the public health in Cascade Charter Township. Your petitioner further shows that the established drains need consolidating because the drains will be most efficiently maintained as a consolidated drainage system.

Cascade Charter Township will be liable for an assessment at large against it for a percentage of the cost of the proposed maintenance, improvement, and consolidation. This petition has been authorized by the Township's governing body. A copy of the Resolution of the Cascade Charter Township Board is attached hereto.

CASCADE CHARTER TOWNSHIP

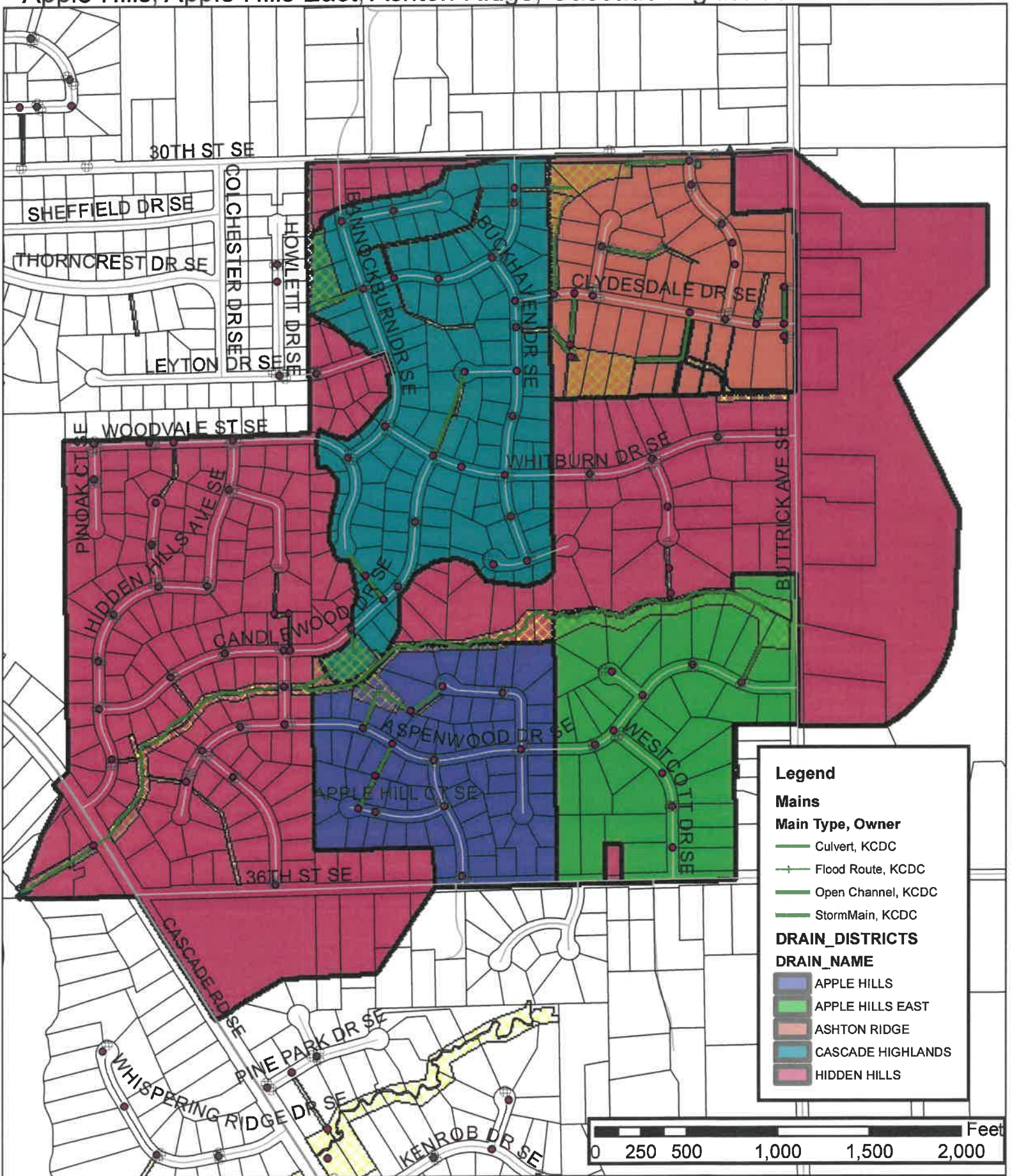
By: Grace Lesperance
Its: Supervisor

By: Susan Slater
Its: Clerk

As authorized by its government body
On: _____

CONSOLIDATION OF DRAINS:

Apple Hills, Apple Hills East, Ashton Ridge, Cascade Highlands and Hidden Hills



Legend

Mains

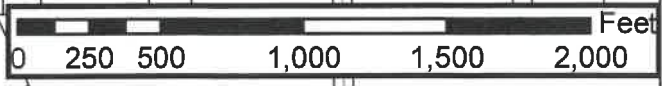
Main Type, Owner

- Culvert, KCDC
- Flood Route, KCDC
- Open Channel, KCDC
- StormMain, KCDC

DRAIN_DISTRICTS

DRAIN_NAME

- APPLE HILLS
- APPLE HILLS EAST
- ASHTON RIDGE
- CASCADE HIGHLANDS
- HIDDEN HILLS





CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: August 11, 2021
To: Supervisor Lesperance & Cascade Township Board
From: Ben Swayze, Township Manager
Subject: Resolution to Recognize the Michigan Sports Academy Foundation as a Non-Profit Organization

FACTS:

In order for non-profit organizations to obtain charitable gaming licensing from the State of Michigan, they are required to obtain a certified resolution from the local governmental unit recognizing them as a nonprofit organization. Cascade Township has received such a request from the Michigan Sports Academies Foundation. Attached for your review is a proposed resolution as well as a copy of the Michigan Sports Academies Foundation 501 (c)3 Tax Exempt Status letter from the IRS.

ANALYSIS & CONCLUSIONS:

The Township Staff have reviewed the request from the Michigan Sports Academies Foundation and have determined that they meet all of the qualification necessary to be recognized as a nonprofit organization operating in the community. The primary consideration on the part of the township is 501(c)3 tax exempt status, which the organization has.

FINANCIAL CONSIDERATIONS:

There is no financial impact on the Cascade Township budget by passing the resolution.

RECOMMENDED ACTION:

To approve the resolution to recognize the Michigan Sports Academies Foundation as a Non-Profit Organization for the purposes of obtaining a charitable gaming license from the State of Michigan



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Michigan Sports Academies Foundation			
Organization Physical Street Address 4940 Cascade Road			
City Grand Rapids	State MI	Zip Code 49546	County
Organization Mailing Address 200 Monroe Ave			<input type="checkbox"/> Same as Physical Address
City Grand Rapids	State MI	Zip Code 49503	County Kent
Organization Telephone Number 6162843570			

2. ORGANIZATION PURPOSE

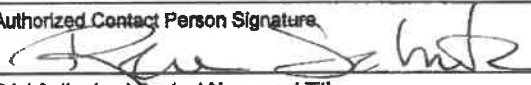
Briefly describe the purpose of your organization.

The primary specific purpose for which the corporation is organized is to provide financial resources that facilitate participation by under privileged youth in amateur sports academies operated primarily in the state of Michigan.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license
 Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Rena Schwartz		Last Name		Position/Role with Organization Event Coordinator	
Mailing Address 4940 Cascade Road				City Grand Rapids	
State MI	Zip Code 49546	Telephone Number (Day) 616-862-6012	Telephone Number (Evening) 616-862-6012		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature 					Date 7/19/21
Print Authorized Contact Name and Title Rena Schwartz, Event Coordinator					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.



MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT

for

MICHIGAN SPORTS ACADEMIES FOUNDATION

ID NUMBER: 72105M

received by facsimile transmission on August 8, 2017 is hereby endorsed.

Filed on August 9, 2017 by the Administrator.

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



Sent by Facsimile Transmission

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, In the City of Lansing, this 9th day of August, 2017.

Julia Dale

***Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau***

BCS/CD-502 (Rev. 02/13)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU	
Date Received	(FOR BUREAU USE ONLY)
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	

Name		
Jeffrey B. Power		
Address		
Warner Norcross & Judd LLP, 111 Lyon St, NW, Suite 900		
City	State	Zip Code
Grand Rapids	MI	49503-2487

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
if left blank document will be mailed to the registered office.

ARTICLES OF INCORPORATION

For use by Domestic Nonprofit Corporations

OF

MICHIGAN SPORTS ACADEMIES FOUNDATION

The Incorporator executes these Articles of Incorporation to form a nonprofit corporation pursuant to the provisions of Act No. 162, Public Acts of 1982, as follows:

ARTICLE I

Name

The name of the corporation is Michigan Sports Academies Foundation.

ARTICLE II

Purposes

The corporation is organized and its general purpose is to receive and administer funds exclusively for charitable purposes as permitted for organizations defined in Section 501(c)(3) of the Internal Revenue Code. The primary specific purpose for which the corporation

C&S 502 (Rev.02/13)

is organized is to provide financial resources that facilitate participation by under privileged youth in amateur sports academies operated primarily within the state of Michigan.

ARTICLE III

Powers and Limitations

The corporation may exercise any power that is consistent with the purposes described above and that a nonprofit corporation organized under the provisions of the Michigan Nonprofit Corporation Act may exercise. The corporation may deal with and distribute the corporation's property in such manner as will best promote its objectives and purposes, without limitation except such, if any, as may be contained in instruments under which such property is conveyed to the corporation.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any activity or have any purpose that is not permitted for (i) an organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code and other related legislation and regulations as they now exist or may hereafter be amended or (ii) an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code and related legislation and regulations as they now exist or may hereafter be amended. No substantial part of the corporation's direct or indirect activities shall consist of carrying on propaganda or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.

ARTICLE IV

Registered Office and Resident Agent

The street address (which is the mailing address) of the corporation's initial registered office is 4940 Cascade Road SE, Suite 220, Grand Rapids, Michigan 49546. The name of the initial resident agent at the registered office is Dan Clemo.

ARTICLE V

Form of Organization, Assets and Financing

This corporation is organized on a nonstock directorship basis.

The corporation possesses the following assets:

Real Property: None

C&S 502 (Rev.02/13)

Personal Property: None

The general plan under which the corporation is to be financed is by contributions of funds and property for its purposes as stated in these Articles and for no other purpose.

ARTICLE VI

Incorporator

The name and address of the Incorporator are as follows:

Suzanne Cheryl DeVos 126 Ottawa Avenue NW, Suite 500
Grand Rapids, MI 49503

ARTICLE VII

Limitation of Director's and Volunteer Officer's Liability

A director or volunteer officer shall not be personally liable to the corporation for money damages for any action taken or any failure to take any action as a director or volunteer officer, except liability for any of the following:

- (1) the amount of a financial benefit received by a director or volunteer officer to which he or she is not entitled;
- (2) intentional infliction of harm on the corporation;
- (3) a violation of Section 551 of the Michigan Nonprofit Corporation Act (which relates to the making of unauthorized distributions or loans);
- (4) an intentional criminal act; or
- (5) a liability imposed under Section 497(a) of the Michigan Nonprofit Corporation Act (which upon termination of a derivative proceeding permits a court to order the plaintiff to pay defendant's expenses incurred in defending the proceeding).

Provisions of this article added by amendment shall apply only to acts or omissions and to breaches of duty occurring after the date the amended article was adopted.

If the Michigan Nonprofit Corporation Act is amended to further eliminate or limit the liability of a director or volunteer officer, then a director or volunteer officer (in addition to the circumstances in which a director or officer is not personally liable as set forth in the preceding paragraph) shall, to the fullest extent permitted by the Michigan Nonprofit

C&S 502 (Rev.02/13)

Corporation Act as so amended, not be liable to the corporation. No amendment to or alteration, modification or repeal of this Article shall increase the liability or alleged liability of any director or volunteer officer of the corporation for or concerning any act or omission of such director or officer occurring before such amendment, alteration, modification or repeal.

ARTICLE VIII

Assumption of Liability for Acts of Volunteers

The corporation shall assume all liability to any person other than the corporation for all acts or omissions of a volunteer director incurred in the good faith performance of the volunteer director's duties as such. In addition, the corporation shall assume the liability for all acts or omissions of a volunteer director or volunteer officer, if all of the following conditions are met:

- (1) the volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority;
- (2) the volunteer was acting in good faith;
- (3) the volunteer's conduct did not amount to gross negligence or willful and wanton misconduct;
- (4) the volunteer's conduct was not an intentional tort; and
- (5) the volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided by Section 3135 of the Michigan Insurance Code of 1956.

No amendment to or alteration, modification or repeal of this article shall reduce the scope of the corporation's assumption of liability under this article for or concerning any volunteer's acts or omissions that occur before such amendment, alteration, modification or repeal. Provisions of this article added by amendment shall apply only to acts or omissions and to breaches of duty occurring after the date the amended article was adopted.

ARTICLE IX

Dedication of Assets

The corporation shall hold and administer all its assets and accumulated income to effectuate its tax-exempt purposes. No part of the income or assets of this corporation shall inure to the private benefit of any individual or director. If the corporation's purposes fail or if the corporation ceases to be approved as a tax-exempt organization under the Internal Revenue Code, and any such defect is not cured by appropriate amendment, or if the corporation

C&S 502 (Rev.02/13)


voluntarily dissolves, then all of the corporation's assets and accumulated income shall be distributed to such other organizations or units of government as the directors (or in default of designation by the directors, the Circuit Court for the County of Kent, Michigan) shall designate as best accomplishing the purposes for which the corporation was formed, provided that (i) each organization receiving such assets is qualified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of subsequent federal tax law and (ii) each distribution to a unit of government is made for a public purpose to the United States federal government or to a state or local government. The corporation shall be dissolved after all its property has been so distributed and by filing of a Certificate of Dissolution with the Corporations Division of the State of Michigan.

ARTICLE X

Amendments

The corporation may amend or repeal any provision contained in these Articles of Incorporation and add additional articles in the manner prescribed by statute.

The Incorporator has executed these Articles of Incorporation on
August 8, 2017.



Suzanne Cheryl DeVos

BYLAWS
OF
MICHIGAN SPORTS ACADEMIES FOUNDATION

ARTICLE I

Purpose and Powers

The purpose for which the corporation is formed and the powers that it may exercise are set forth in its Articles of Incorporation.

ARTICLE II

Board of Directors

Section 1. Election and Term of Office. The first board of directors (the "Board") consists of those persons the incorporator designates. Thereafter, directors may be elected at any directors' meeting. A director will hold office until the third director's annual meeting following the date of his or her election or until a successor is elected sooner. The Board may change the number of directors. However, in no event may the Board consist of less than three or more than twelve individuals.

Section 2. Resignation and Removal. A director may resign by written notice to the corporation Secretary. A majority of directors then in office may remove a director with or without cause.

Section 3. Vacancies. Directors then in office may fill a vacancy or newly created position on the Board by majority vote.

Section 4. New Directors. The corporation Secretary must provide each new director with current copies of the Articles of Incorporation, bylaws, conflict of interest policy, and other pertinent information regarding the organization and operation of the corporation.

Section 5. Powers. The Board manages the corporation's business and may exercise all the corporation's powers.

ARTICLE III

Committees

Section 1. Committees of Directors. The Board may appoint one or more committees to consist of one or more directors. A committee of directors may exercise any of the powers and authority of the Board, but only to the extent provided in the board resolution constituting the committee and subject to the limitations of delegable authority specified in Section 528 of the Michigan Nonprofit Corporation Act. The Board may designate one or more individuals who are not directors to receive notice of, attend, and be heard at a committee meeting, but such individuals cannot vote.

Section 2. Executive Committee. The Board's Executive Committee shall consist of the Chairperson and two other directors designated by the Board. The Executive Committee shall have and may exercise the powers of the Board in the management of the business affairs and property of the corporation during the intervals between meetings of the full Board, subject to law and to such limitations and control as the Board or these bylaws may impose from time to time. The Executive Committee may not exercise the Board's power to amend the corporation's articles of incorporation, to amend these bylaws, or to appoint directors.

Section 3. Advisory Committees. The Board may appoint one or more committees to consist in whole or in part of individuals who are not directors. Any such committee serves solely to assist in the conduct of the corporation's affairs and cannot exercise any of the Board's powers or authority. The resolution that establishes the committee must state the purpose and functions of the committee, the terms and qualifications of the committee members, and the ways in which the members of the committee are selected and removed.

ARTICLE IV

Directors' Meetings

Section 1. Regular Meetings. Regular Board meetings must be held on a quarterly schedule. Annually at one regular Board meeting the Board must receive the report of the corporation for the previous fiscal year as required by Section 901 of the Nonprofit Corporation Act and must elect or reelect officers. Each regular Board meeting will be held at the time and place the Board specifies at the regular meeting immediately preceding or, if no such time and place is specified, at a time and place later specified by the Chairperson or the President. Notice of each regular meeting must be given to each director. A Board meeting may be held at a different time and place with the consent of a majority of the directors upon written notice to all directors who did not consent.

Section 2. Special Meeting. The Chairperson or the President may call a special meeting of the Board at any time upon notice to all directors.

Section 3. Notice of Meeting. Notice of a regular or special meeting stating the time, place and, if it is to be a special meeting, the purposes of the meeting must be given to each director by one of the following methods:

(a) by mailing a written notice to such address as the director designates from time to time or, in the absence of designation, to the last known address of the director at least five days before the date set for such meeting;

(b) by personally delivering a written notice to the director at least two days in advance of such meeting;

(c) by orally notifying the director at least two days in advance, either personally or by telephone; or

(d) by electronic transmission to the director at least two days in advance in a manner authorized by the director entitled to the notice.

except that, if the transmitted notice is returned as undeliverable, a different permitted method of notification must be used.

Section 4. Waiver of Notice of Meetings. A director's attendance at or participation in a meeting waives notice to the director of the meeting, unless the director at the beginning of the meeting, or when the director arrives, objects to the meeting or the transacting of business at the meeting and after objecting does not vote for or assent to any action taken at the meeting. A director may waive any right to notice before or after a meeting.

Section 5. Quorum. A majority of the directors constitutes a quorum for the transaction of business. The act of a majority of those directors present at any meeting at which there is a quorum is the act of the Board, except as provided by law, the Articles of Incorporation, or these bylaws.

Section 6. Vote Required. The Board elects directors by a plurality of votes cast. The Board must authorize all other board actions by a majority of votes cast.

Section 7. Voting Rights. Each director present in person at a board meeting is entitled to one vote.

Section 8. Conduct of Meetings. Directors' meetings must generally follow accepted rules of parliamentary procedure. The presiding official has authority over matters of procedure and may adopt any other form of procedure suited to the business being conducted.

Section 9. Action without a Meeting. Unless otherwise provided by the Articles of Incorporation or these bylaws, any action permitted to be taken under authorization voted at a meeting of the Board or a committee of the Board may be taken without a meeting if, before or after the action, all members of the Board then in office or of the committee consent to the action in writing or by electronic transmission. The written consent must be filed with the minutes of

the proceedings of the Board or committee. The consent has the same effect as a vote of the Board or committee for all purposes.

Section 10. Participation in Meeting by Remote Communication. A director or a member of a committee may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Such participation in a meeting constitutes presence in person at the meeting.

Section 11 Manifestation of Dissent. A director who is present at a directors' meeting, or at a meeting of a committee of which the director is a member, at which action on a corporate matter is taken is presumed to have concurred in that action taken unless a dissent is entered in the minutes of the meeting or unless the director files a written dissent to such action with the person acting as the secretary of the meeting before or promptly after its adjournment. A director who is absent from a meeting of the Board or of a committee of which the director is a member at which any such action is taken is presumed to have concurred in the action unless the director files a written dissent with the secretary of the meeting within a reasonable time after obtaining knowledge of the action.

ARTICLE V

Officers

Section 1. Appointment. The Board must appoint a President, Secretary, and Treasurer and shall elect from their number a Chairperson. The Board may also appoint one or more Vice Presidents and other officers and agents that it deems necessary. The Board need not appoint or elect an officer to an office that is already filled and whose term has not expired. The same person may hold two or more offices, but an officer may not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law, the Articles of Incorporation, or these bylaws to be executed, acknowledged, or verified by two or more officers.

Section 2. Term, Removal, and Vacancies. An officer holds office for one year and until a successor is elected or appointed and qualified, or until the officer's death, resignation, or removal. The Board may remove an officer with or without cause. An officer may resign by written notice to the corporation Secretary. The resignation is effective upon its receipt by the corporation or at a later date specified in the notice. The Board must appoint an individual to fill a vacancy in the office of Chairperson, President, Secretary, or Treasurer and may appoint an individual to fill a vacancy in any other office.

Section 3. Chairperson of the Board. The Chairperson of the Board presides when present at all meetings of directors. The Chairperson may have such other duties and have such powers as the Board specifies.

Section 4. President. The President is the chief executive officer and, unless there is a Chairperson and he or she is present, presides at all directors' meetings. The President must sign bonds, mortgages, and other contracts and agreements on the corporation's behalf, except when the Board specifies the same to be done by some other officer or agent. The President must see that all orders and resolutions of the Board are carried into effect and may perform all other duties necessary or appropriate to the office of President.

Section 5. Vice Presidents. The Board may designate one or more Vice Presidents to perform the duties and exercise the authority of the President during the President's absence or disability. Each Vice President may perform other duties that the President assigns or the Board prescribes.

Section 6. Secretary. The Secretary must cause to be recorded and maintained minutes of all meetings of the Board and board committees. The Secretary must cause to be given all notices required by law, these bylaws, or resolution of the Board and may perform other duties that the President assigns or the Board prescribes.

Section 7. Treasurer. Except as otherwise prescribed by the Board, the Treasurer oversees the custody of the corporate funds and securities; causes to be kept in books belonging to the corporation a full and accurate account of all receipts, disbursements, and other financial transactions of the corporation; and deposits all funds to the credit of the corporation in such depositories as the Board designates. The Treasurer may perform other duties that the President assigns or the Board prescribes.

Section 8. Other Officers. The Board may from time to time appoint other officers to perform duties and exercise authority that the President assigns or the Board prescribes.

ARTICLE VI

Indemnification

Section 1. Scope of Indemnity. The corporation shall indemnify its directors and officers against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with any actions or suits brought or threatened against them, including actions by or in the right of the corporation, by reason of the fact that such person was serving as a director or officer of the corporation, to the fullest extent permitted by the Michigan Nonprofit Corporation Act. The corporation may indemnify persons who are not directors or officers only to the extent authorized by resolution of the Board or by contractual agreement that the Board authorizes. A change in the Michigan Nonprofit Corporation Act, the Articles of Incorporation, or these bylaws that reduces the scope of indemnification does not apply to any action or omission that occurs before the change.

Section 2. Insurance. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, nondirector volunteer, or agent of this corporation or is or was serving at the corporation's request in any other enterprise against any

liability incurred in such capacity.

ARTICLE VII

General Provisions

Section 1. Checks. All corporation checks or demands for money and notes must be signed by such persons as the Board designates.

Section 2. Fiscal Year. The corporation's fiscal year ends December 31.

ARTICLE VIII

Dedication of Assets

Section 1. Use of Funds. The corporation's funds and property must be used exclusively for the corporation's purposes set forth in the Articles of Incorporation. No part of the income or assets of the corporation may inure to the benefit of any individual or director.

Section 2. Dissolution and Liquidation. If the corporation's purposes fail or if the corporation ceases to be approved as a tax-exempt organization under the federal Internal Revenue Code, and any such defect is not cured by appropriate amendment, or in the event of voluntary dissolution, then all of the corporation's assets and accumulated income must be distributed to such other organizations or units of government as the directors (or in default of designation by the directors, the Circuit Court for the County of Kent, Michigan) designates as best accomplishing the purposes for which the corporation was formed, provided that (i) each organization receiving such assets is qualified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any subsequent federal tax laws and (ii) each distribution to a unit of government is made for a public purpose to the United States federal government or to a state or local government. The corporation must dissolve after all its property has been so distributed.

ARTICLE IX

Amendments

The Board may amend or repeal these Bylaws by vote of not less than a majority of directors then in office.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 19 2018

MICHIGAN SPORTS ACADEMIES
FOUNDATION
C/O DANIEL J BRICK
111 LYON ST NW STE 900
GRAND RAPIDS, MI 49503-2487

Employer Identification Number:
82-2569262
DLN:
17053058301008
Contact Person:
SHAUN V LEE ID# 56001
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 9, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.


For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

MICHIGAN SPORTS ACADEMIES

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Director, Exempt Organizations
Rulings and Agreements



Charitable Gaming Division
101 E. Hillsdale, Box 30023
Lansing, Michigan 48909
(517) 335-5780
www.michigan.gov/cg

LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board
From: Sandra Korhorn, DDA/Economic Development Director *SKK*
Subject: Consider Resolution for Special License Permit for Cascade Heritage Day
Meeting Date: August 11, 2021

A beer tent will be part of the Cascade Heritage Day event on September 25. In order to serve beer at the event, the Township needs to obtain a Special License Permit from the Michigan Liquor Control Commission (MLCC).

A Special License is a limited term license, generally only for one day, that can be issued to a nonprofit organization for fundraising purposes. Can be issued for beer, wine, and spirits sales and consumption and for a wine auction with wine donated by private individuals. An organization may only be issued twelve (12) Special Licenses each calendar year.

The Township will contract with Wildwood Family Farms to assist with serving beer. They have trained servers to also help with prevention of sales to minors and overserving visibly intoxicated persons.

Attached is the application and resolution for your review and consideration. The application has also been submitted to the Kent County Sheriff Department for their review and approval.



Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Cascade Charter Township		
Applicant address: 5920 Tahoe Dr. SE		
City: Grand Rapids		Zip Code: 49546
Contact name: Ben Swayze	Phone: 616-949-1500	Email: bswayze@cascadetwp.com
Alternate contact name: Stephanie Fast	Phone: 616-949-1500	Email: sfast@cascadetwp.com
1. Has the applicant organization previously received a Special License? <input type="radio"/> Yes <input checked="" type="radio"/> No If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		<i>Leave Blank - MLCC Use Only</i>
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No Date the applicant organization was established (month/day/year): <u>1848</u>		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 2864 Thornhills Ave.	
City, township, or village where event will be held: Cascade Township	County: Kent ▼
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i>	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5)	
<input type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">101.57</div> feet X	<div style="border: 1px solid black; padding: 2px; display: inline-block;">303.8</div> feet =
Width	Length
<div style="border: 1px solid black; padding: 2px; display: inline-block;">23,584</div> square feet	
Describe type and height of the barrier that will be used to enclose the outdoor area: Snow fencing	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Kent County Sheriff Deputies will be on site to help ensure liquor barriers are in place and not breached. The staff being utilized to serve beer has been trained to prevent sales to minors and overserving visibly intoxicated persons.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? Yes No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? Yes No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

11. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	9/25/2021		Describe event being held: Heritage Festival - 5K run, Cornholl Tournament, Kids Inflatables, Food, Live Music, Beer Tent
	Date		
	9:30 am	9:00 pm	
	Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

2			Describe event being held:
	Date		
	Start Time	End Time	
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

3			Describe event being held:
	Date		
	Start Time	End Time	
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

4			Describe event being held:
	Date		
	Start Time	End Time	
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

5			Describe event being held:
	Date		
	Start Time	End Time	
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

6			Describe event being held:
	Date		
	Start Time	End Time	
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

11. Special license date information Continued from Page 2.

7	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

8	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

9	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

10	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Kent County Sheriff Department	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
_____ Signature of Reviewing Officer	_____ Date

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
_____ Signature of Clergy Member or Superintendent	_____ Date

****Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
_____ Signature of Authorized Signer for Licensee	_____ Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by Supervisor Lesperance on 8/11/21 at 7:00 p.m.
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Cascade Charter Township
(Name of Organization)

for a Special License to serve alcohol on Saturday, September 25, 2021
(Event Date or Dates)

to be located at 2864 Thornhills Ave. SE, Grand Rapids, MI 49546
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on 8/11/2021.
(Date)

 Print Name & Title of Authorized Officer Signature of Authorized Officer Date



LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 **

** DO NOT EMAIL OR MAIL THIS FORM **

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

MasterCard

Visa

Discover

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee, Special License Fee (50.00), Temporary Authorization Fee, License Renewal Fee, etc.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

■ Ticket/Check I.D. Tables

⌄ Bistro Tables inside tent as well as outside tent

■ PortaJohn

⬡ 4- Food Tents 10 x 10

□ CP FD. Command Post

🪑 Public bring own chairs

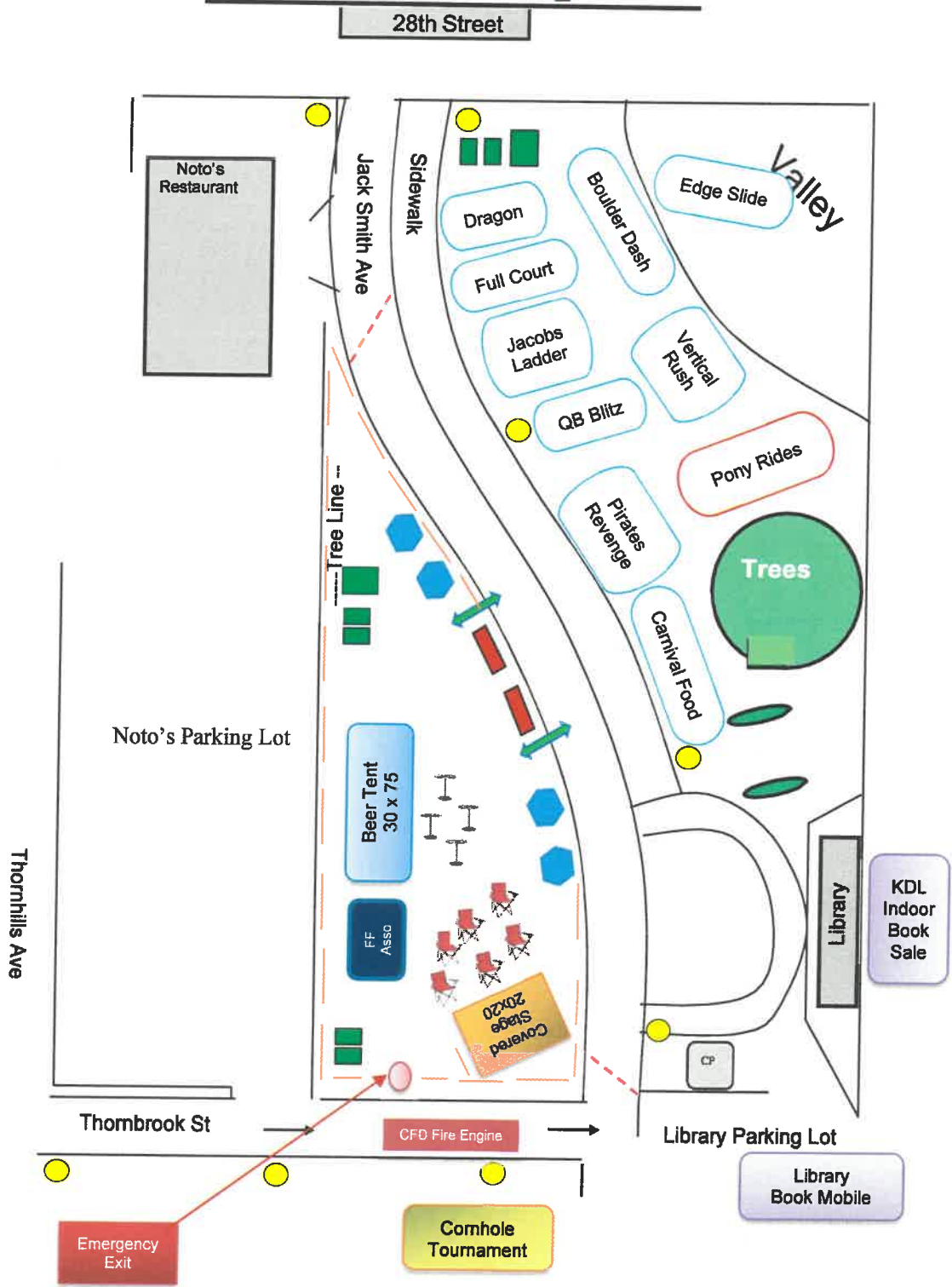
■ FF Asso FF. Association Tent

● Cascade Twp Light Posts

— Perimeter of grounds enclosed w/snow fence

■ 1-handicap PJ

■ 1-reg PJ



TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Resolutions for Road Closures for Cascade Heritage Day 5K and Festival

Meeting Date: August 11, 2021

The Township is holding a Heritage Day Festival Saturday, September 25, 2021. The festival includes a 5K and Fun run, which will be operated by Athletic Timers of Michigan from approximately 8:45a.m.- 11:00a.m. The festival events begin at noon.

Road closures are required for both the run and the festival. There are two resolutions included with this memo:

1. 5K & Fun Run Event – 8:45 a.m. to 11:00 a.m.
2. Heritage Festival Events – 11:00 a.m. to 9:00 p.m.

The event committee has been working with Cascade Fire and the Kent County Sheriff Department on event details.

While the Kent County Road Commission (KCRC) is responsible for road closures, they require resolutions from the Township Board before they will consider the request.

The Thornhills Ave. run will take place on the pathway so no road closure is needed for this part of the race. Local traffic (residents who live on TRD) will be able to travel on Thornapple River Dr. during the closure.

Staff is recommending approval of the resolutions for the road closures.

Cascade Charter Township
Kent County, Michigan
Resolution # of 2021

The Cascade Charter Township Board Hereby Resolves:

Whereas, Athletic Timers of Michigan would like to hold a 5K and Fun Run on Saturday, September 25, 2021; and

Whereas, they will need to close the following streets from approximately 8:45 a.m. to 11:00 a.m.:

- Thornapple River Dr. from Thornhills Ave. to Cascade Rd.
- Jacksmith Dr. from 28th Street to Thornbook
- Thornbook from Jacksmith Dr. to Thornhills Ave.

Whereas, Thornapple River Dr. is a primary street; and

Whereas, Jacksmith Dr. and Thornbook are local roads; and

Whereas, Athletic Timers of Michigan is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closures on Saturday, September 25, 2021 from 8:45 a.m. to 11:00 a.m.

Be It Further Resolved, that the Cascade Township Board hereby directs the Clerk to forward this request to the Kent County Road Commission for the necessary permit.

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

YEAS:
NAYS:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan 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 meeting held on the 11th day of August, 2021, at 7:00 p.m., pursuant to the required statutory procedures.

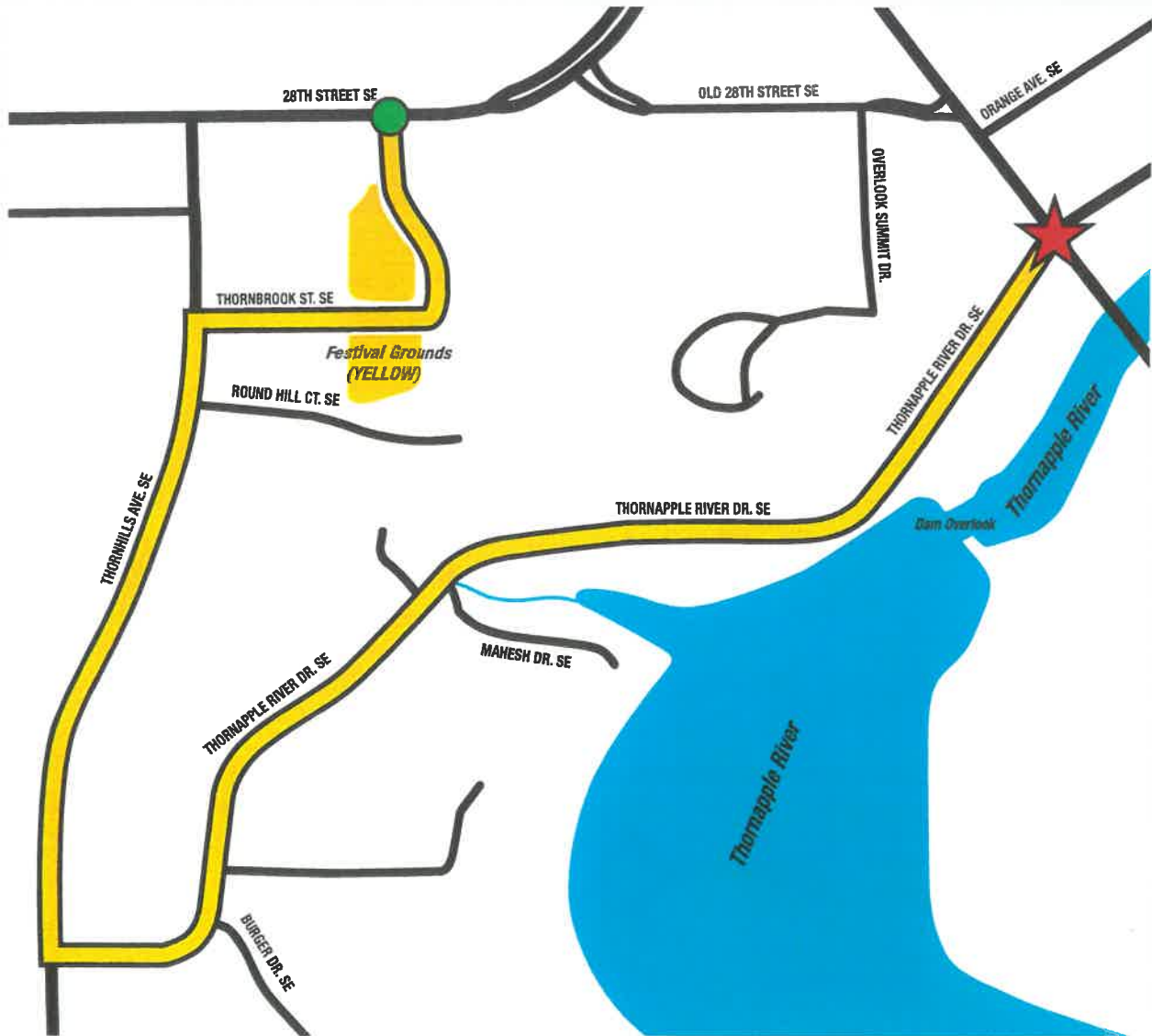
Dated: August 11, 2021

By _____
Susan Slater
Township Clerk

Cascade Heritage Day

September 25th, 2021 • Location: 2870 Jacksmith Ave, Grand Rapids, MI 49546

5K & Fun Run Map



Cascade Charter Township
Kent County, Michigan
Resolution # of 2021

The Cascade Charter Township Board Hereby Resolves:

Whereas, Cascade Charter Township would like to hold a Heritage Day Festival on Saturday, September 25, 2021; and

Whereas, they will need to close the following street from approximately 11:00 a.m. to 9:00 p.m.:

- Jacksmith Dr. from 28th Street to Thornbook

Whereas, Jacksmith Dr. is a local road; and

Whereas, Cascade Charter Township is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closures on Saturday, September 25, 2021 from 11:00 a.m. to 9:00 p.m.

Be It Further Resolved, that the Cascade Township Board hereby directs the Clerk to forward this request to the Kent County Road Commission for the necessary permit.

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

YEAS:
NAYS:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan 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 meeting held on the 11th day of August, 2021, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: August 11, 2021

By _____
Susan Slater
Township Clerk

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Approval of Outdoor Gathering Permit for the Cascade Heritage Day Festival

Meeting Date: August 11, 2021

The Cascade Heritage Day Festival is an event open to the public and is being held Saturday, September 25, 2021. This event will be held at 2864 Thornhills Ave., the property adjacent to Notos, across from the library.

The event includes a 5K run, cornhole tournament, kid's inflatables, beer tent, band, book sale and food booths.

The Buildings and Grounds crew will help setup the stage prior to the event, but the committee is securing volunteers to help with the event.

Attached is information addressing the requirements of the Outdoor Gathering permit.

Staff recommends approval of the Outdoor Gathering permit for the Cascade Heritage Day Festival.

Attachment: Application and Site Map



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

OUTDOOR GATHERING APPLICATION

1. Name of Applicant: Cascade Township 2. Name of Property Owner: Cascade Township

3. Address of Event: 2864 Thornhills Ave. SE

4. Type of Event to be Held: Heritage Day Festival - 5K Run, Cornhole Tournament, Kids Inflatables, Beer Tent, Band, Book Sale

5. Date of Event: 9/25/21 6. Hours of Event: 8:30 a.m. - 9:00 p.m.

7. Number of Attendants: 300+

Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective licensee's plans to provide for the following:

- a. Police and Fire Protection
- b. Food and Water Supply and Facilities
- c. Health and Sanitation Facilities
- d. Medical Facilities and Services, including Emergency Vehicles and Equipment
- e. Vehicle Access and Parking
- f. Camping and Trailer Facilities
- g. Illumination Facilities
- h. Communications Facilities
- i. Noise Control and Abatement
- j. Facilities for Clean up and Waste Disposal
- k. Insurance and Bonding Arrangements

In addition, the application shall be accompanied by a map or maps of the overall site of the proposed outdoor assembly.

Signature of Applicant/Property Owner:  Date: 8.5.21

Office Use Only

Township Board:

Approved: _____ Denied: _____ Date: _____

Outdoor Gathering Permit – Cascade Heritage Day Festival

The Cascade Heritage Day Festival is an event open to the public and will be held at 2864 Thornhills Ave. and the Library property. The committee has been meeting and is also working with Brad Anderson, a Forest Hills Public School teacher.

The event will consist of a 5K run, cornhole tournament, kid's inflatables, beer tent, band, book sale and food booths.

The event will be held from 9:30 a.m. to 9:00 p.m. The 5K run will be held in the morning (9:00 a.m.) with the beer tent open from 9:30 – 11:00 a.m. and 1:00 -9:00 p.m. Attached is an event schedule.

Both Deputy Dieppa and Chief Magers are aware of the event and the layout. KCSD will be onsite to help with traffic control.

A few Cascade businesses will set up food booths at the event.

While the library will be open and has restroom facilities, additional Restroom facilities (port a johns) and handwashing stations will be available to the public.

There will be some parking at the library and grassy area south of the library. Buildings and Grounds crew and volunteers will provide clean up after the Warmup. There will be trash cans on site for waste disposal. Signal Point band will play from 5-9 p.m., which is well within the confines of the Cascade noise ordinance regulations.

The Township has committed \$25,000 for this event and committee members are also talking with potential event sponsors.

The Township insurance policy covers this event.

TITLE



© 2013 REGIS All Rights Reserved

This map does not represent a legal document. It is intended to serve as an aid in graphic representation only. Information shown on this map is not warranted for accuracy and should be verified through other means. Any duplication is restricted under copyright laws and the Enhanced Access to Public Records Act, PA 462 of 1996, as amended.

Printed 8/5/2021

11:18:32 AM

■ Ticket/Check I.D. Tables

⌋ Bistro Tables inside tent as well as outside tent

■ PortaJohn

⬡ 4- Food Tents 10 x 10

CP FD. Command Post

🪑 Public bring own chairs

FF Asso FF. Association Tent

● Cascade Twp Light Posts

— Perimeter of grounds enclosed w/snow fence

■ 1-handicap PJ
■ 1-reg PJ

28th Street



Cascade Heritage Day

September 25th, 2021 • Location: 2870 Jacksmith Ave, Grand Rapids, MI 49546



5K & Fun Run

- Check-in Opens 8:00 a.m., 5K 9:00 a.m., Fun Run 9:30 a.m.
- 5K & Fun Run Early Bird Special until August 1st. Regular Pricing until September 10th. Late Registration until September 24th.
- Challenge Coins for Age Group & Contest Winners!
- Register @ www.cascadeheritageday.com



Cornhole Tournament

"West Michigan's Greatest Cornhole Contest"
Community Festival 12-4 p.m.

- Competitive, Open & School Age Divisions.
- \$20 Entry for Teams, 1/2 OFF Entry if 5K/Fun Run Participant.
- Challenge Coins & Prizes for the winning teams in each division.
- Festival Rides & Activities with Food Kiosks Featuring Local Restaurants.
- Register @ www.cascadeheritageday.com



Live Band & Beer Tent 5-9 p.m.

(Subject to final board approval)

- Fun for the whole family!
- Featuring Local Band "Signal Point" Playing hits from the 70's, 80's and 90's.
- Beer from Thornapple Brewing Co. & Schmoz.

Event Sponsors Welcome!

- Founders Club \$1000 Includes Festival Banner, Heritage Race Sign & Shirt Logo Placement.
- Thornapple Harvester \$500 Includes Heritage Race Sign & Shirt Logo Placement
- Grange Member \$250 Listed on Grange Membership Banner.
- Visit www.cascadeheritageday.com for sponsorship details



5K & Fun Run & Cornhole Tournament managed by Athletic Timers of Michigan.
10% of every entry will be donated to Folds of Honor.

www.cascadeheritageday.com

FOLDS of HONOR



Cascade Heritage Day

September 25th, 2021 • Location: 2870 Jacksmith Ave, Grand Rapids, MI 49546

5K & Fun Run Map



CASCADE TOWNSHIP  FIRE DEPARTMENT

Dedicated to Serving You

August 6, 2021

Township Board Staff Report

Cascade TWP Support Emergency Operations Plan

Members of the Board,

Cascade Charter Township's Support Emergency Operations Plan is due for updating and formal Board adoption. The Support EOP is updated after every change of the municipal CEO, (Supervisor Lesperance) or update to the County EOP. The updated Support Plan needs to be adopted by resolution of the Township Board, signed by Supervisor Lesperance, and forwarded to the County Emergency Management Program. The Plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards of the Kent County EAG.

I will be at the Board Meeting to answer any questions you may have regarding this plan.

Thank you for your consideration.



Adam T. Magers

Fire Chief, Cascade

Cascade Charter Township

SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the Kent County Emergency Action Guidelines, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

July, 2021

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

TABLE OF CONTENTS

Promulgation Document i
Approval and Implementation ii
Record of Revisions iii
Record of Distribution iv

Basic Plan:

Purpose 1
Scope 1
Authorities and References 1
Plan Development and Maintenance 1-2
Situation Overview 2
Planning Assumptions 3
Concept of Operations 3-4
Organization and Assignment of Responsibilities 5-6

Annexes:

Overview 12
Annex A, Direction, Control, and Coordination 13-15
Annex B, Communications and Warning 16-17
Annex C, Damage Assessment 18-19
Annex D, Fire Services 20-21
Annex E, Mass Care, Emergency Assistance, Housing, and Human Services 22-23
Annex F, Public Health and Medical Services 24-25
Annex G, Public Information 26-27
Annex H, Public Safety 28-29
Annex I, Public Works 30-31

Promulgation Document

Officials of Cascade Charter Township, in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

Chief Executive Official
Cascade Charter Township

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how [Cascade Charter Township](#) will handle emergency situations in cooperation with the Kent County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. [Cascade Charter Township](#) will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the Kent County Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Grace Lesperance	Cascade	11/20/20	1
Township Manager / Chief Administrative Officer	Ben Swayze	Cascade	3/31/20	1
Cascade Treasurer	Ken Peirce	Cascade	3/31/20	1
Cascade Deputy Treasurer	Oxana Sourine	Cascade	3/31/20	1
Kent County Emergency Management Coordinator	Matt Groesser	Kent County	3/31/20	1
Communications and Warning Official	Brett Hulliberger	Kent County	3/31/20	1
Damage Assessment Official	Steve Peterson	Cascade	3/31/20	1
Fire Services Official	Adam Magers	Cascade	3/31/20	1
Assistant Township Manager	Stephanie Fast	Cascade	3/31/20	1
Public Health and Medical Services Official	Tedd VanSolkema	Life Ambulance	3/31/20	1
Public Information Official Supevisor	Grace Lesperance	Cascade	3/31/20	1
Senior Accountant	Liz Thompson	Cascade	3/31/20	1
Building Dept. Head	Brian Wilson	Cascade	3/31/20	1
Planner	Brian Hilbrands	Cascade	3/31/20	1
Assessor	Jennifer Genter	Cascade	3/31/20	1
Building/Grounds	Jim McDonald	Cascade	3/31/20	1
Township Clerk	Sue Slater	Cascade	3/31/20	1

Basic plan

Purpose

[Cascade Charter Township](#) has elected to incorporate into the Kent County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, [Cascade Charter Township](#) and the Kent County Emergency Management Program share joint responsibilities. The Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The [Cascade Charter Township](#) Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, [Cascade Charter Township](#) continues to implement the NIMS.

Authorities and References

- A. Authority of local officials during an emergency:
 - 1. 1976 PA 390, as amended,
 - 2. [Cascade Charter Township](#), local Emergency Management resolution,
 - 3. [Cascade Charter Township](#), adoption of the Support EOP,
 - 4. Executive Directive No. 2005-09, the state adoption of the NIMS,
 - 5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
 - 6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
 - 7. Good Samaritan Law and Know Act of 1986.

- B. References used to develop the Support EOP:
 - 1. NIMS,
 - 2. NRF,
 - 3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD),
 - 4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Kent County EAG, this document was developed in a cooperative, whole community effort between municipal

government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the [Township Board](#) and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the Kent County EAG.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality’s preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. [Cascade Charter Township](#) has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
 1. The mitigation of potential hazards.
 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Organization and Assignment of Responsibilities.”
 4. Integration with the Kent County EAG, Kent County Hazard Mitigation Plan, MEMP, etc.

C. Community profile:

[Cascade Charter Township](#) is located in the [South-East area](#) of Kent County. The community has a population of [19,406](#) residents. Approximately [3.6%](#) of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

D. Hazard and threat analysis:

According to the Kent County Hazard Mitigation Plan, communities in the county are most vulnerable to: Severe Winter Weather, Electrical Failure, Tornadoes, and Riverline Flooding. Areas within [Cascade Charter Township](#) that are especially vulnerable to these hazards are: [properties near the Thornapple River, as identified in the LaBarge and Cascade Dam EAPs.](#) Additional hazards that have been identified as unique to [Cascade Charter Township](#) include: [areas within the takeoff and landing paths of the Gerald R. Ford Airport.](#)

[17](#) sites that contain extremely hazardous materials are located in [Cascade Charter Township](#). Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, [Cascade Charter Township](#) has chosen to incorporate into the Kent County Emergency

Management Program. To coordinate emergency management related matters with the County Emergency Management Program, the [Cascade Charter Township](#) has appointed the [Fire Chief](#) to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between [Cascade Charter Township](#) and Kent County, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in [Cascade Charter Township](#).
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within [Cascade Charter Township](#) that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the [Chief Executive Official, or Chief Administrative Official](#) may declare a local state of emergency for [Cascade Charter Township](#) if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the [CEO or CAO](#), pursuant to local legislation, the [Fire Chief](#) is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the [CEO/CAO/Fire Chief](#) to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
 - 1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.

2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and CAO and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the EOC. The EOC is located at [Fire Station 1, 2865 Thornhills Ave SE](#). If this location is unavailable, the alternate EOC location is [Township Hall, 5920 Tahoe Dr SE](#). (EOC Location 1 anticipated out of service due to construction late 2021/2022)
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through [County Dispatch, telephone, email, Kent County Mobile App](#).
 - e. The CAO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMHSD District Coordinator
 - e. Make available incident information to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The [Cascade Charter Township](#) emergency management organization is comprised of 7 agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination	Cascade	Ben Swayze	616)949-1500
Communications and Warning	Kent County	Brett Hulliberger	616)336-3113
Damage Assessment	Cascade	Steve Peterson	616)949-0224
Fire Services	Cascade	Adam Magers	616)318-8340
Mass Care, Emergency Assistance, Housing, and Human Services	Cascade	Stephanie Fast	616)285-2327
Public Health and Medical Services	Life Ambulance	Tedd Van Solkema	616)242-8874
Public Information	Cascade	Grace Lesperance	616)949-1500
Public Safety	Kent County	Omar Dieppa	616)632-6435
Public Works	Cascade	Jim McDonald	616)318-8785

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 st Alternate	2 nd Alternate
Life Ambulance	AMR Ambulance	Rockford Ambulance
Kent County Sherrif	State Police	

4. **Cascade Charter Township** maintains **1** fulltime department. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

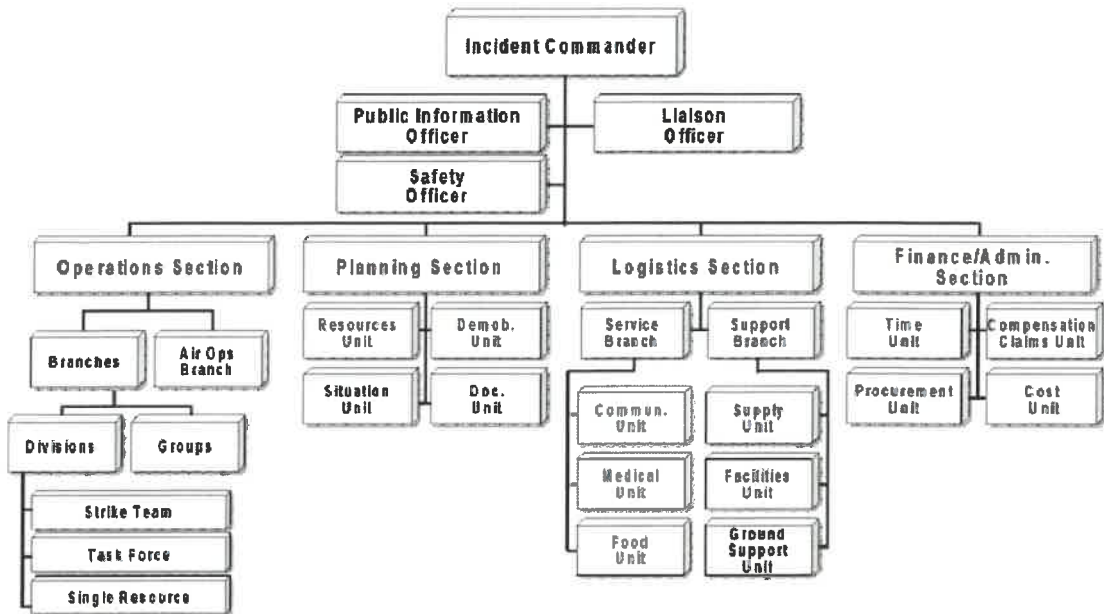
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (ICS/EOC Command, Direction and Control, ICS Planning, and ESF#5 – Information & Planning)

Responsible Agency: Executive Office

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	CAO / Township Manager

The line of succession for the CAO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Emergency Management Liaison	Cascade Township
Township Supervisor	Cascade Township

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Captain	Cascade Township
Fire Lieutenant	Cascade Township

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Communications, Public Information, Warning, and ESF#2 – Communications and ESF#15 – External Affairs)

Responsible Agency: [Kent County Dispatch](#)

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes telephone, cell phone, radios, pagers, mobile apps etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include telephone, cell phone, radios, pagers, mobile apps etc.)
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include sirens, door-to-door notification, reverse 911, mobile apps, telephone etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County Dispatch	Emergency Communications Center Manager

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Emergency Communications Specialist II	Kent County Dispatch

Emergency Communications Manager is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX C
DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Damage Assessment, ICS Logistics Section, ESF#5 – Information & Planning and ESF#14 – Long-Term Community Recovery)

Responsible Agency: [Assessing Office, Building Department](#)

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Community Development Director

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Building Dept Official	Cascade Township

Community Development Director is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

**ANNEX D
FIRE SERVICES**

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Fire Services, ESF#4 – Firefighting, and ESF#9 – Search and Rescue, etc.)

Responsible Agency: [Fire Department](#)

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Fire Chief

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Captain	Cascade Township

Fire Chief is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Human Services, ESF#2 – Communications, and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services)

Responsible Agency: [Cascade Township](#)

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective action
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: Wisner Center

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Assistant Manager

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Human Resources Generalist	Cascade Township

Assistant Manager is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Emergency Medical Services, Public Health, and ESF#8 – Public Health and Medical Services)

Responsible Agency: [Life Ambulance](#)

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Patient care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public health
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Life Ambulance	Director of Operations

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Supervisor	Life Ambulance

Director of Operations is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE

ANNEX G
PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Information, Warning, and ESF#15 – External Affairs)

Responsible Agency: [Cascade Township](#)

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Supervisor/Manager/SABO PR .
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at Township Hall or Wisner Center .
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Township Supervisor

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Assistant Township Manager	Cascade Township
PR Specialist	SABO PR

Township Supervisor is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H
PUBLIC SAFETY

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Law Enforcement Annex, ESF#13 – Public Safety and Security)

Responsible Agency: [Kent County Sherrif](#)

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Community Policing Officer East-Precinct

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Deputy	Kent County

East Precinct Community Policing Officer is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Works/Transportation, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy)

Responsible Agency: [Cascade Township Building/Grounds](#)

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to other agencies
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Maintenance Supervisor

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Maintenance Personnel	Cascade Township

Maintenance Supervisor is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: August 11, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider Resolution of "Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing" for Laraway Lake Special Assessment District #1

FACTS:

The Township has received a petition, circulated by property owners on Laraway Lake, to make certain improvements to Laraway Lake, including weed control and removal and for the cost of the improvements to be special assessed against parcels of land within the district. The request is for the cost to be equally assessed against all parcels that front Layaway Lake, with the exception of vacant parcels owned by duplicate homeowners.

They have requested that the special assessment district be implemented for 10 years. The total parcel count for the special assessment district is 23, and the requested work to be done is approximately \$11,575 meaning each parcel will be assessed approximately \$504 per year during the duration of the special assessment district.

The Special Assessment District is being establish pursuant to Public Act 188 of the Public Acts of Michigan of 1954, as amended (the "Act" or "Act 188"). It should be noted while the petition has been received by the Laraway Lake property owners, this process is being moved forward on the initiative of the Township Board and, legally, the Township Board is not compelled to carry through the Special Assessment District if it determines it is not in the best interest of the public.

This Special Assessment District was originally approved by the Township Board at their February 10, 2021 meeting. After that meeting, in consultation with Cascade Township special legal counsel, it was determined that the Special Assessment Roll was not properly certified prior to the roll being approved by the Township Board. At the recommendation of special legal counsel, at the May 26 Township Board meeting the Township Board adopted a resolution declaring a defect in the special assessment district proceedings. The resolution also rescinded resolution #3 (dated 1/13/21) and resolution #4 (dated 2/10/21) and indicated the intent to proceeded with new resolutions in the process.

The Township Board has previously held a public hearing to hear and consider any objections to the proposed Public Improvements, the proposed Special Assessment District, the proposed special assessment, and all other matters relating to the Public Improvements. After the public hearings the Township Board approved a resolution which, among other things, made the determination to proceed with and make the public improvements and to provide the directive to the Township Supervisor to prepare the Special Assessment Roll.

Attached for your review are:

- Resolution of ““Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing”” For Laraway Lake Special Assessment District No. 1
- Proposed Special Assessment Roll for Laraway Lake Special Assessment District #1 – certified by the Township Supervisor
- Estimated Costs and Plans for Laraway Lake Improvements

ANALYSIS & CONCLUSIONS:

The Special Assessment Roll, as well as the proposed resolution and support documentation, has been reviewed and approved by Township attorney Michael Homier. Since the original process was found to be deficient, it is recommended the cost for the remaining process be covered by the Township. The original direct costs related to the establishment of the district (i.e. legal services, printing, mailing, publication) will be charged to the SAD if it is established. If the SAD is not established, the Township is responsible for those costs.

If the SAD is established, it is recommended that the Township Board approve an ad-hoc committee, consisting of Township staff, officials, and residents included in the SAD, to provide direction on the expenditure of SAD dollars (...though final appropriation will be at the sole discretion of the Township Board.)

If resolution #3 is approved by the Township Board it will accomplish the following:

- Certified Special Assessment Roll will be filed in the office of the Township Clerk and will be available for public examination or inspection
- Set a public hearing at the regularly scheduled Township Board meeting on September 8, 2021 at 7pm for the purposes of reviewing the special assessment roll and for hearing all persons interested in the special assessment roll and any objections to the roll.
- Required notifications will be mailed to residents within the SAD and published in the Grand Rapids Press.
-

In consultation with the Township Attorney, they have indicated that the language in Act 188 is permissive that the Township Board may raise the SAD amount a total of 10% over the *entire life* of the SAD without a public hearing, not each year. In addition, the Township Board may choose a more stringent measure if they so choose. Resolution #4 will include optional language for the Township Board to consider that it will not raise the SAD amount more than the CPI each year without the required public hearing.

FINANCIAL CONSIDERATIONS:

It is anticipated that the mailing and publishing costs will come to approximately \$1,300

If established, the SAD will produce \$11,575 per year. These funds are kept in a separate fund and can only be utilized for the purposed outlined in the SAD plan documents.

RECOMMENDED ACTION:

Approve the Resolution of “Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing” for Laraway Lake Special Assessment District #1

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION NO. _____

LARAWAY LAKE SPECIAL ASSESSMENT DISTRICT NO. 1

**ACKNOWLEDGEMENT OF FILING AND PRESENTATION OF
THE SPECIAL ASSESSMENT ROLL TO THE TOWNSHIP BOARD;
NOTICE OF PUBLIC HEARING**

At a regular meeting of the Township Board of Cascade Charter Township, Kent County, Michigan, held at the Cascade Library Wisner Center, 2870 Jacksmith Ave. SE, on August 11, 2021, at 7:00 p.m., local time.

PRESENT: Members _____

ABSENT: Members _____

The following resolution was offered for adoption by Member _____ and supported by Member _____ :

WHEREAS, the Township Board of the Charter Township of Cascade (the "Township"), pursuant to Act 188 of the Public Acts of Michigan of 1954, as amended ("Act 188"), has resolved its intent to make certain Public Improvements to and within Laraway Lake located within Cascade Charter Township, consisting of the eradication or control of aquatic weeds and plants in said lake; and

WHEREAS, the Township Supervisor for Cascade Charter Township has caused to be prepared and has certified a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements (more particularly hereinafter described in Exhibit A) ("Public Improvements") to the properties specially benefited by said Public Improvements, and the same has been presented to the Township Board.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The special assessment roll shall be filed in the office of the Township Clerk and shall be available for public examination or inspection.

The Township Board shall hold a public hearing on September 8, 2021 at 7:00 p.m. at the Cascade Library – Wisner Center at 2870 Jacksmith Avenue SE Grand Rapids, Michigan 49546, for the purposes of reviewing the special assessment roll and for hearing all persons interested in the special assessment roll and any objections to the roll.

2. The Township Clerk shall cause to be published a Notice of the Public Hearing in the Grand Rapids Press, a newspaper of general circulation within the Township, at least two (2) times prior to the public hearing, with the first publication at least ten (10) days prior to the public hearing. Proofs of publication of such notice shall be filed with the Township Board.

3. The Township Clerk, at least ten (10) days prior to the date of the public hearing, shall also send a Notice of the Public Hearing by first class mail addressed to each record owner, or party in interest, of each parcel of land to be assessed, at the address shown for each such owner or party in interest upon the last Township tax assessment records or roll for ad valorem taxes, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed therein, except in the case of railroad companies, who shall be mailed a Notice of the Public Hearing by registered mail within five (5) days after the first publication of the notice described in Paragraph 3, above. If a record owner's name does not appear on the Township tax assessment records, then the notice required by this paragraph shall be given to the record owner at the address shown by the records of the Kent County Register of Deeds.

4. The form of the Notice of the Public Hearing to be mailed and published, as required herein, shall be substantially as set forth in Exhibit B hereto.

5. All actions heretofore taken by Township officials, employees, and agents with respect to the Public Improvements and proceedings under Act 188 are hereby ratified and confirmed.

6. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Susan Slater
Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

I, Susan Slater, Cascade Charter Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held on August 11, 2021, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this ____ day of _____, 2021.

Susan Slater
Township Clerk

EXHIBIT A

Public Improvements

The control and partial eradication of aquatic plants and weeds within Laraway Lake by means of chemical treatment, biological agents and/or mechanical harvesting.

EXHIBIT B



**CASCADE CHARTER TOWNSHIP
Kent County, Michigan**

**NOTICE OF PUBLIC HEARING TO REVIEW AND
POTENTIALLY CONFIRM THE SPECIAL ASSESSMENT ROLL**

**LARAWAY LAKE
SPECIAL ASSESSMENT DISTRICT NO. 1**

NOTICE IS HEREBY GIVEN that the Township Board of the Charter Township of Cascade, Kent County, Michigan, having resolved its intention to proceed to make certain public improvements in the Township, has made its final determination of a special assessment district which consists of the following described lots and parcels of land which are benefitted by the improvements and against which all or a portion of the costs of the improvements shall be specially assessed.

NOTICE IS ALSO HEREBY GIVEN that a special assessment roll has been prepared and presented to the Township Board for Cascade Charter Township, Kent County, Michigan, pursuant to Act 188 of the Public Acts of Michigan 1954 (as amended) ("Act 188") for the purpose of defraying the cost of the control and partial eradication of aquatic plants and weeds within Laraway Lake by means of chemical treatment, biological agents, and/or mechanical harvesting (the "Public Improvements").

The Laraway Lake Special Assessment District No. 1 shall consist of the following described lots and parcels of land (all with lake frontage on Laraway Lake), against which all or a portion of the costs of the Public Improvements shall be specially assessed:

PROPERTY TO BE ASSESSED:



ASSESSMENT ROLL

TOTAL ASSESSMENT:	\$115,749.80
TOTAL ASSESSMENT PER YEAR:	\$11,574.98
TOTAL ASSESSED PARCELS:	23
TOTAL INSTALLMENTS:	10
TOTAL PER PARCEL ASSESSMENT:	\$5,032.61
PER PARCEL ASSESSMENT PER YEAR:	\$503.26

A full assessment roll, including parcel ID numbers and addresses, can be found on the Township website at www.cascadetwp.com or by contacting the Township Clerk office.

NOTICE IS FURTHER GIVEN THAT the Township Supervisor of the Charter Township of Cascade has caused to be made and certified a special assessment roll for the special assessment district, which roll sets forth the relative portion of the costs of said Public Improvements which is to be levied in the form of a special assessment against each benefited lot and parcel of land in the special assessment district. Pursuant to an earlier resolution of the Township Board, the costs of the Public Improvements are to be periodically redetermined on a yearly basis in accordance with the resolution and Act 188.

PUBLIC HEARING:

TAKE NOTICE that the Township Board of Cascade Charter Township will hold a public hearing on September 8, 2021 at 7:00 p.m. in the Cascade Library – Wisner Center at 2870 Jacksmith Avenue SE Grand Rapids, Michigan 49546, for the purpose of reviewing and potentially confirming the special assessment roll and also hearing and considering any and all objections thereto.

TAKE NOTICE that appearance and protest at the public hearing is required in order to appeal the amount of the special assessment or other matters to the Michigan Tax Tribunal.

TAKE NOTICE that an owner or party in interest, or his/her agent, may appear in person at the hearing to protest the special assessment, or may file his/her appearance or protest by letter, on or before the close of the hearing.

TAKE NOTICE that any person objecting to the assessment roll is requested to file written objections with the Township Clerk before the close of the hearing.

TAKE NOTICE that an owner or any person having an interest in the real property subject to the special assessment may file a written appeal of the special assessment with the Michigan Tax Tribunal within thirty (30) days after the date of the confirmation of the special assessment roll if the owner or person having an interest in the real property appears and protests the special assessment at the hearing held for the purpose of confirming the roll.

Michigan Tax Tribunal
P.O. Box 30232
Lansing, Michigan 48909

TAKE FURTHER NOTICE that the special assessment roll as prepared has been reported to the Township Board and is on file with the Township Clerk for public examination or inspection.

This notice was authorized by the Township Board of the Charter Township of Cascade.

FOR FURTHER INFORMATION PLEASE CONTACT:

Susan Slater
Township Clerk
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, Michigan 49546
(616) 949-1500

Dated: _____, 2021

Susan Slater, Township Clerk

SUPERVISOR'S CERTIFICATE

I, Grace Lesperance, Supervisor of the Charter Township of Cascade, hereby state that the attached Special Assessment Roll for the Laraway Lake Special Assessment District No. 1 was made pursuant to a resolution of the Township Board, and in making such Special Assessment Roll, I have, according to my best judgment, conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

Date: 7/28, 2021



Grace Lesperance
Cascade Charter Township Supervisor

* * *

CERTIFICATE OF CONFIRMATION

I hereby certify that the above Special Assessment Roll was confirmed on _____, 2021 by resolution of the Township Board of Cascade Charter Township.

Dated: _____, 2021

Susan Slater
Cascade Charter Township Clerk

**LARAWAY LAKE
SPECIAL ASSESSMENT DISTRICT#1 ROLL**

TOTAL ASSESSMENT: \$115,749.80
TOTAL ASSESSMENT PER YEAR: \$11,574.98
TOTAL ASSESSED PARCELS: 23
TOTAL INSTALLMENTS: 10
TOTAL PER PARCEL ASSESSMENT: \$5,032.61
PER PARCEL ASSESSMENT PER YEAR: \$503.26

Permanent Parcel No.	Street Address	Total Assessment ¹	Yearly Assessment
41-19-05-480-014	1830 Beard Dr. SE	\$5,032.61	\$503.26
41-19-05-480-013	1860 Beard Dr SE	\$5,032.61	\$503.26
41-19-05-480-012	1874 Beard Dr. SE	\$5,032.61	\$503.26
41-19-05-480-010	1930 Boxthom Ct. SE	\$5,032.61	\$503.26
41-19-05-480-009	1944 Boxthom Ct. SE	\$5,032.61	\$503.26
41-19-04-351-016	2025 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-011	2019 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-013	1995 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-009	1981 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-008	1975 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-007	1969 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-006	1955 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-005	1943 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-004	1931 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-003	1915 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-015	1891 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-351-001	1865 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-301-033	1861 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-301-032	1859 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-301-014	1855 Laraway Lake Dr. SE	\$5,032.61	\$503.26
41-19-04-301-031	6500 Donnegan Ln. SE	\$5,032.61	\$503.26
41-19-04-301-030	6484 Donnegan Ln. SE	\$5,032.61	\$503.26
41-19-04-301-024	6400 Donnegan Ln. SE	\$5,032.61	\$503.26

¹ The assessment amount will be divided into ten (10) equal annual installments or principal with the first installment due and payable on or before February 14, 2022, and all subsequent installments due and payable on or before February 14 of each year through February 14, 2031.



Aquatic Doctors Lake Management, Inc.

MT Ryan Schauland
PO Box 150247
Grand Rapids MI 49515
(616) 365.1698

September 7, 2020

Dear Friend,

To start I would like to thank you for choosing *Aquatic Doctors Lake Management, Inc.*, Michigan's fastest growing Lake Management Company. The 2020 season started WET and just got WETTER!! After the rain came the heat, this combination is extremely difficult to manage. The record amounts of rain succeeded in loading the ponds and lakes with large amounts of fresh nutrients. Weeds and algae love the nutrients and use it to grow aggressively. By the time the heat arrived the waterbodies were primed for excessive growth. Even the beneficial growth becomes a problem. This seasons conditions were successful in bolstering Michigan waters with excessive weed and algae growth. The large and rapid growth of weeds and algae was very evident in many of our clients water bodies . In many cases additional treatments were needed to keep up with the excessive growth. It certainly was a battle, but with your help, we were able to successfully control the growth of nuisance weeds and algae. We are hopeful next season will return to more normal conditions.

Our main goal for the 2021 season is the early submittance of the permit applications. We feel confident this will help erase the permit delays, experienced this past summer, in Michigan. We are attempting to submit all applications by the 1st of the year. This will give the DEQ ample time to return our permits in time for early treatments.

Enclosed is a 2021 contract **(if not included; a multi-year contract is still in effect)**. Please review it and return the completed contract to us as soon as possible. Along with the contract please enclose a check to "State of Michigan", for the permit fee, --Please refer to letter attached "Permit fees by State of Michigan". If there is no attached "Fees Letter" simply disregard the fee...

We are thrilled to be working with you, and believe we have started a long-lasting friendship. If you would like to adjust your treatments or have any questions or concerns please call me anytime. Thank you again, we look forward to speaking with you.

Sincerely,

MT Ryan Schauland
President

Avoid Permit Delays- Act Now

Aquatic Doctors Lake Management, Inc.
PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com



Permit Fees for 2021

Act No. 164
Public Acts of 2003
Approved by the Governor
Aug 11, 2003
Filed with the Secretary of State
Aug 12, 2003
EFFECTIVE DATE: Aug 12, 2003

STATE OF MICHIGAN
92ND LEGISLATURE
REGULAR SESSION OF 2003

ENROLLED SENATE BILL No. 596

States:

1. Until December 31, 2009, an application for a permit under this section for control work qualifying for a Certificate of Coverage under a general permit shall be accompanied by a fee of \$75.00. Until December 31, 2009, an application for a permit under this section for any other control work shall be accompanied by the following fee, based on the size of the area of impact:
 - a) Less than ½ acre, \$75.00.
 - b) ½ acre or more but less than 5 acres, \$200.00.
 - c) 5 acres or more but less than 20 acres, \$400.00.**
 - d) 20 acres or more but less than 100 acres, \$800.00.
 - e) 100 acres or more, \$1,500.00.

The Department of Environmental Quality shall forward fees collected under this section to the state treasure for deposit in the land and water management permit fee fund created in section 30113 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.30113.

- **The highlighted section is the fee for you and your association.**

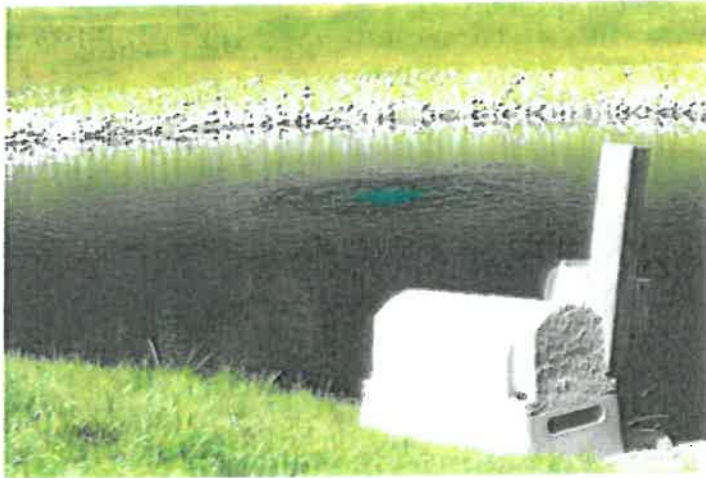


Now Available: Fountains and Aeration Systems.

Fountains: Floating fountains are very beneficial. They are both aesthetically appealing while adding beneficial oxygen to your lake or pond.



Aerators: Aerators will benefit the health of your water body. It will increase oxygen levels which improves faster decomposition of organic matter, as well as other benefits.



Call **Aquatic Doctors** today for special pricing on all your fountain/aeration needs!

Aquatic Doctors Lake Management, Inc.
PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com



Got Muck???

Muck RemoveRX is designed to decrease levels of organic sediment in lakes and ponds while reducing odors and improving water clarity. The pellets sink quickly, targeting 'muck' on the bottom. Muck RemoveRX does not contain pathogenic bacteria and it is fish and wildlife friendly.



All Natural Bacteria & Enzyme Formula

- Eliminates 1" of Muck Per Month
- Converts Muck into an Odorless Gas
- Perfect for Beaches and Shorelines

Safe for
Fish, Pets &
Wildlife



Treats 80' of Beach or Shoreline for 5 Months

Net Contents: 10 LBS / 4.53 KG (approx. 80 Tablets)

Easy to Use
Sinking Tablets

AD530092

- Pellets sink quickly, targeting the "muck" on the bottom
 - Biodegradable pellet
 - Contains sludge-digesting bacteria and enzymes
- Reduces organic sediment without the use of heavy equipment
- Enzymes Produced- Lipase, Protease, Amylase and Cellulase
 - Does NOT contain pathogenic bacteria
- Naturally eliminates odors caused by muck near beaches and docks
- Muck RemoveRX has a start-up application rate of 20lbs/surface acre and a maintenance application rate of 10lbs/surface acre. Maintenance applications should take place every 2-3 weeks for best results. Muck RemoveRX is available in 10lbs containers.

Aquatic Doctors Lake Management, Inc.

PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com

Tom Koster

From: Zachary Berry B.S. <zach@aquaticdoctors.com> on behalf of Zachary Berry B.S.
Sent: Thursday, July 9, 2020 11:14 PM
To: Tom Koster
Subject: Laraway Lake Cost estimates for 2021

Hi Tom,

Here's what I've come up with in regards to an annual cost for 2021:

As we discussed, we will want to be very aggressive with the treatments to regain control of the lake.

\$4275 for 3 emergent/Lily Pad treatments (@ \$285/acre treating 5 acres/treatment)
\$1050 for 5 Alage treatments (@ \$42/acre treating 5ac/treatment)

\$5000 for 5 Submersed weed treatments (@ \$200/acre treating 5ac/treatment)

TOTAL FOR 2021: \$10,325

Please let me know if you have any other questions.

Have a great weekend!

Zach

--



Zach Berry B.S.
General Manager/Aquatic Biologist

P: 616.365.1698
F: 501.647.3041

P.O. Box 150247
Grand Rapids, MI 49515-0247

www.aquaticdoctors.com



AQUATIC DOCTORS LAKE MANAGEMENT, INC. ("Aqua Docs") of P.O. Box 150247, Grand Rapids, Michigan 49515 and Laraway Lake Association of Cascade, Michigan agree:

Aqua Docs will provide a professional aquatic program for the control of weeds and/or algae in Laraway Lake. The program will consist of the following:

May/June: Weed and Algae treatment applying restrictive products such as Navigate (2,4-D), Diquat, Triclopyr, Aquathol K, Hydrothol 19, Glyphosate and non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus, and shade as a tracer.

**3-4 weeks after initial treatment- spot treat weed beds and algae treatment.

July and August: Algae treatments applying non-water restrictive products such as copper sulfate, Cutrine-Plus, Cutrine-Ultra, Cygnet Plus and shade as a tracer. Spot weed treatment for EWM and other nuisance plant growth.

Cost per Acre:

Navigate: Granular systemic 2,4-D herbicide to control Eurasian Watermilfoil	\$ 325.00
Triclopyr: Granular systemic herbicide to control Eurasian	\$ 560.00
Triclopyr: Liquid systemic herbicide to control EWM	\$ 315.00
Diquat: Liquid herbicide to control EWM, Curlyleaf, and Pondweeds	\$ 205.00
Aquathol K-Hydrothol 191: Liquid herbicide to control Pondweeds	\$ 195.00
Glyphosate: Liquid herbicide for Lily pad control	\$ 285.00
Algaecides: Granular products to control Chara	\$ 65.00
Algaecides: Granular and liquid products to control algae	\$ 42.00

Cost per Pound:

Muck Treatment using Muck RemoveRX Pellets:	\$ 10.00/lb
Enzyme Treatment using organic materials:	\$ 14.50/lb
Water Quality Program:	\$ 50.00/sample

Description and Optional Services:

Weed Treatment: Milfoil, Curly-leaf, Coon-tail, Chara, and various pondweed treatments applying restrictive products such as granular Navigate (2,4-D), Aquathol K, Hydrothol 191, Diquat, Triclopyr, Komeen, Glyphosate, and Cygnet Plus.

Algae treatment: Non-water restrictive algaecides such as Copper Sulfate, Curtain-Plus, Cutrine-Ultra, Chelated Copper, Earthtech, Greenclean, and shade as a tracer. Treatments should occur monthly to prevent existing growth and prevent re-growth. Surrounding conditions (i.e. sunlight, temperature, nutrient concentration, etc...) may require additional treatments.

Muck/Enzyme Treatment: Designed to decrease levels of organic sediment in lakes and ponds while reducing odors and improving water clarity. The pellets sink quickly, targeting 'muck' on the bottom. Muck Remover does not contain pathogenic bacteria and it is fish and wildlife friendly. Contains 3 billion CFU/gram (Colony-forming units).

Water Quality Program: Water quality program consists of lake samples taken and sent to an independent laboratory (Prein&Newhof). The samples can be tested for a variety of things including; fecal bacteria (E. coli), dissolved oxygen, conductivity, total dissolved solids, pH and alkalinity. Primarily E. coli is the focus.

Aquatic Doctors Lake Management, Inc.
 PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com



- Specific treatment dates will be set by Aqua Docs, in cooperation with Tom Koster Lake Board.
- Please be aware Aqua Docs can only treat weeds and algae present at the time of treatment. We have no control over future weed or algae growth based on the current chemicals registered for aquatic use in Michigan.
- Unless otherwise stated in the program, all other aquatic pest control will require a separate program (i.e. cattails, duckweed, largeleaf pondweed, lily pads, purple loosestrife, watermeal, etc...)

Aqua Docs will obtain the DEQ "Aquatic Nuisance Control permit" and post restriction signs as required. Any facility or location related permits/requirements, for example, "Discharge or Retention" permits will be the responsibility of the customer, association, resident or facility. It is your association's/group's responsibility to notify each resident within one hundred (100) feet of the treatment area at least seven (7) days in advance of the first treatment that chemicals will be applied. This notification requirement must be provided to every property owner who has consented to have their property treated. Lake boards and townships who assess the lake property owners are exempt from individual consent documentation. The property owner is responsible for removing any restriction signs ten (10) days after the conclusion of water use restrictions.

Aqua Docs carries a general liability policy of insurance for workmans comp, bodily injury and property damage with limits of \$1,000,000.00 per occurrence. Certificates of insurance will be provided upon request.

The State of Michigan requires a minimum fee of \$75.00 and increases the fee to \$1500.00 for treatment areas of 100 acres or more. Please make check to the State of Michigan. Application for the DEQ "Aquatic Nuisance Control permit" shall occur promptly after the fee is received from the customer.

Special Notes & Conditions of Treatments

- #1 - Our office must be notified of any inlets/outlets to meet specific permit requirements with the Michigan DEQ.
- #2 - If the water body is being used as a source of irrigation, please notify our office prior to any treatments.
- #3 - To minimize the possible effects on health and the environment, the treated waters MAY be restricted for such uses as swimming, bathing, irrigation, fish consumption and/or livestock.
- #4 - If an access site has not been determined or established prior to services rendered, then an access site must be determined at the discretion of the applicator at the time of treatment.

Payment in full is due within fifteen (15) days of each application. Any amount remaining unpaid when due shall accrue a penalty of 1.5% per month.

All materials utilized by Aqua Docs shall be of the highest quality and are registered with the U.S. Environmental Protection Agency and the Michigan Department of Agriculture.

The accumulation of dying and decomposing plants and algae can deplete the dissolved oxygen supply in the water, which may result in fish mortality. Please note that such occurrences are minimal, however, the possibility does exist. Due to their level of sensitivity, Goldfish, Coy, and Trout are more susceptible to a treatment than other fish species. During Late Spring and Summer, many NATURAL fish kills occur due to an increase in water temperature and spawning habits, primarily.

Three or five year treatment program: As an incentive to establish a multiple year agreement we will treat your lake or pond at the same price structure as 2020 for 2021! The remaining years (2022-2024) will have cost increases of three percent or less. If total chemical costs exceeds 10% from the previous year a new agreement will have to be mutually acceptable. If during the life of the contract the DNR or other regulatory agencies significantly change the approved treatment procedures or the client finds the manner in which the work is performed less than satisfactory, either party may terminate this agreement upon giving ninety (90) days advance written notice thereof.

Aquatic Doctors Lake Management, Inc.

PO Box 150247 Grand Rapids MI 49515 Office: (616) 365 1698 Fax: (501) 647 3041 www.aquaticdoctors.com



Contract:

Signature Page for "Laraway Lake"

Program Option for Laraway Lake:

One (1) Year Program- _____
Three (3) Year Program- _____
Five (5) Year Program- _____
(Just initial your choice)

Aquatic Doctors Lake Management, Inc.

By: **MT Ryan Schauland B.S.**
President

Signature

Date

For Laraway Lake Representative:

Name (Print) _____

Title _____

Address: _____

Phone: _____

(Day): _____

(Eve): _____

Signature

Date

email: _____



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: August 11, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider Resolution of “Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing” for Thornapple River Special Assessment District #1

FACTS:

The Township has received a petition, circulated by members of the Cascade Thornapple River Association (CTRA), to make certain improvements to the Thornapple River including weed control and removal, debris removal and safety enhancements, and silt control and removal, and for the cost of the improvements to be special assessed against each parcel of land within the district. The request is for the cost to be equally assessed against all parcels that front the Thornapple River between the dam and 60th Street, including those parcels that from Township owned property on the river.

They have requested that the special assessment district be implemented for 15 years. The total parcel count for the special assessment district is 301, and the requested work to be done is approximately \$90,300 meaning each parcel will be assessed \$300 per year during the duration of the special assessment district.

The Special Assessment District is being established pursuant to Public Act 188 of the Public Acts of Michigan of 1954, as amended (the “Act” or “Act 188”). It should be noted while the petition has been received by the CTRA, this process is being moved forward on the initiative of the Township Board and, legally, the Township Board is not compelled to carry through the Special Assessment District if it determines it is not in the best interest of the public.

This Special Assessment District was originally approved by the Township Board at their February 10, 2021 meeting. After that meeting, in consultation with Cascade Township special legal counsel, it was determined that the Special Assessment Roll was not properly certified prior to the roll being approved by the Township Board. At the recommendation of special legal counsel, at the May 26 Township Board meeting the Township Board adopted a resolution declaring a defect in the special assessment district proceedings. The resolution also rescinded resolution #3 (dated 1/13/21) and resolution #4 (dated 2/10/21) and indicated the intent to proceed with new resolutions in the process.

The Township Board has previously held a public hearing to hear and consider any objections to the proposed Public Improvements, the proposed Special Assessment District, the proposed special assessment, and all other matters relating to the Public Improvements. After the public hearings the Township Board approved a resolution which, among other things, made the determination to proceed with and make the public improvements and to provide the directive to the Township Supervisor to prepare the Special Assessment Roll.

Attached for your review are:

- Resolution of “Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing” For Thornapple River Special Assessment District No. 1
- Proposed Special Assessment Roll for Thornapple River Special Assessment District #1 – certified by the Township Supervisor
- Estimated Costs and Plans for Thornapple River Improvements

ANALYSIS & CONCLUSIONS:

The Special Assessment Roll, as well as the proposed resolution and support documentation, has been reviewed and approved by Township attorney Michael Homier. Since the original process was found to be deficient, it is recommended the cost for the remaining process be covered by the Township. The original direct costs related to the establishment of the district (i.e. legal services, printing, mailing, publication) will be charged to the SAD if it is established. If the SAD is not established, the Township is responsible for those costs.

If the SAD is established, it is recommended that the Township Board approve an ad-hoc committee, consisting of Township staff, officials, and residents included in the SAD, to provide direction on the expenditure of SAD dollars (...though final appropriation will be at the sole discretion of the Township Board.)

If resolution #3 is approved by the Township Board it will accomplish the following:

- Certified Special Assessment Roll will be filed in the office of the Township Clerk and will be available for public examination or inspection
- Set a public hearing at the regularly scheduled Township Board meeting on September 8, 2021 at 7pm for the purposes of reviewing the special assessment roll and for hearing all persons interested in the special assessment roll and any objections to the roll.
- Required notifications will be mailed to residents within the SAD and published in the Grand Rapids Press.

In consultation with the Township Attorney, they have indicated that the language in Act 188 is permissive that the Township Board may raise the SAD amount a total of 10% over the *entire life* of the SAD without a public hearing, not each year. In addition, the Township Board may choose a more stringent measure if they so choose. Resolution #4 will include optional language for the Township Board to consider that it will not raise the SAD amount more than the CPI each year without the required public hearing.

FINANCIAL CONSIDERATIONS:

It is anticipated that the mailing and publishing costs will come to approximately \$2,800

If established, the SAD will produce \$90,300 per year. These funds are kept in a separate fund and can only be utilized for the purposed outlined in the SAD plan documents.

RECOMMENDED ACTION:

Approve the Resolution of “Acknowledgement of Filing and Presentation of the Special Assessment Roll to the Township Board; Notice of Public Hearing” for Thornapple River Special Assessment District #1

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION NO. _____

THORNAPPLE RIVER SPECIAL ASSESSMENT DISTRICT NO. 1

**ACKNOWLEDGEMENT OF FILING AND PRESENTATION OF
THE SPECIAL ASSESSMENT ROLL TO THE TOWNSHIP BOARD;
NOTICE OF PUBLIC HEARING**

A regular meeting of the Township Board of Cascade Charter Township, Kent County, Michigan, held at the Cascade Library – Wisner Center, 2870 Jacksmith Ave. SE, on August 11, 2021, at 7:00 p.m., local time.

PRESENT: Members _____

ABSENT: Members _____

The following resolution was offered for adoption by Member _____ and supported by Member _____:

WHEREAS, the Township Board of the Charter Township of Cascade (the “Township”), pursuant to Act 188 of the Public Acts of Michigan of 1954, as amended (“Act 188”), has resolved its intent to make certain Public Improvements to and within the portion of the Thornapple River located between the Cascade Dam on the upriver point and 60th Street on the downriver point (the “Covered Portion”) within Cascade Charter Township, consisting of the eradication or control of aquatic weeds and plants and also river management in said portion of the river; and

WHEREAS, the Township Supervisor for Cascade Charter Township has caused to be prepared and certified a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements (more particularly hereinafter described in Exhibit A) (the “Public Improvements”) to the properties specially benefited by said Public Improvements, and the same has been presented to the Township Board.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The special assessment roll shall be filed in the office of the Township Clerk and shall be available for public examination or inspection.

2. The Township Board shall hold a public hearing on September 8, 2021 at 7:00 p.m. at the Cascade Library – Wisner Center at 2870 Jacksmith Avenue SE Grand Rapids, Michigan 49546, for the purposes of reviewing the special assessment roll and for hearing all persons interested in the special assessment roll and any objections to the roll.

3. The Township Clerk shall cause to be published a Notice of the Public Hearing in the Grand Rapids Press, a newspaper of general circulation within the Township, at least two (2) times prior to the public hearing, with the first publication at least ten (10) days prior to the public hearing. Proofs of publication of such notice shall be filed with the Township Board.

4. The Township Clerk, at least ten (10) days prior to the date of the public hearing, shall also send a Notice of the Public Hearing by first class mail addressed to each record owner, or party in interest, of each parcel of land to be assessed, at the address shown for each such owner or party in interest upon the last Township tax assessment records or roll for ad valorem taxes, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed therein, except in the case of railroad companies, who shall be mailed a Notice of the Public Hearing by registered mail within five (5) days after the first publication of the notice described in Paragraph 3, above. If a record owner's name does not appear on the Township tax assessment records, then the notice required by this paragraph shall be given to the record owner at the address shown by the records of the Kent County Register of Deeds.

5. The form of the Notice of the Public Hearing to be mailed and published, as required herein, shall be substantially as set forth in Exhibit B hereto.

6. All actions heretofore taken by Township officials, employees, and agents with respect to the Public Improvements and proceedings under Act 188 are hereby ratified and confirmed.

7. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Susan Slater
Township Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF _____)

I, Susan Slater, Cascade Charter Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held on August 11, 2021, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this ____ day of _____, 2021.

Susan Slater
Township Clerk

EXHIBIT A

Public Improvements

The control and partial eradication of aquatic plants and weeds within the Covered Portion of the Thornapple River by means of chemical treatment, biological agents and/or mechanical harvesting and also river management (including, but not limited to, river studies, dredging, removal of river blockages, sedimentation control and similar undertakings).

EXHIBIT B



**CASCADE CHARTER TOWNSHIP
Kent County, Michigan**

**NOTICE OF PUBLIC HEARING TO REVIEW AND
POTENTIALLY CONFIRM THE SPECIAL ASSESSMENT ROLL**

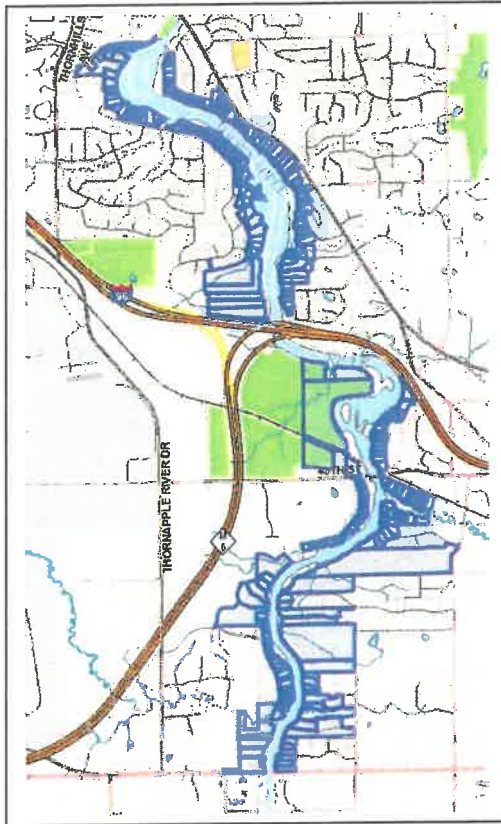
**THORNAPPLE RIVER
SPECIAL ASSESSMENT DISTRICT NO. 1**

NOTICE IS HEREBY GIVEN that the Township Board of the Charter Township of Cascade, Kent County, Michigan, having resolved its intention to proceed to make certain public improvements in the Township, has made its final determination of a special assessment district which consists of the following described lots and parcels of land which are benefitted by the improvements and against which all or a portion of the costs of the improvements shall be specially assessed.

NOTICE IS ALSO HEREBY GIVEN that a special assessment roll has been prepared and presented to the Township Board for Cascade Charter Township, Kent County, Michigan, pursuant to Act 188 of the Public Acts of Michigan 1954 (as amended) ("Act 188") for the purpose of defraying the cost of the control and partial eradication of aquatic plants and weeds within the Covered Portion of the Thornapple River by means of chemical treatment, biological agents, and/or mechanical harvesting and also river management within the Covered Portion of the river (the "Public Improvements").

The Thornapple River Special Assessment District No. 1 shall consist of the following described lots and parcels of land (all with river frontage on the Covered Portion of the Thornapple River), against which all or a portion of the costs of the Public Improvements shall be specially assessed:

PROPERTY TO BE ASSESSED:



ASSESSMENT ROLL

TOTAL ASSESSMENT:	\$1,363,500
TOTAL ASSESSMENT PER YEAR:	\$90,900
TOTAL ASSESSED PARCELS:	303
TOTAL INSTALLMENTS:	15
TOTAL PER PARCEL ASSESSMENT:	\$4,500
PER PARCEL ASSESSMENT PER YEAR:	\$300

A full assessment roll, including parcel ID numbers and addresses, can be found on the Township website at www.cascadetwp.com or by contacting the Township Clerk office.

NOTICE IS FURTHER GIVEN THAT the Township Supervisor of the Charter Township of Cascade has caused to be made and certified a special assessment roll for the special assessment district, which roll sets forth the relative portion of the costs of said Public Improvements which is to be levied in the form of a special assessment against each benefited lot and parcel of land in the special assessment district. Pursuant to an earlier resolution of the Township Board, the costs of the Public Improvements are to be periodically redetermined on a yearly basis in accordance with the resolution and Act 188.

PUBLIC HEARING:

TAKE NOTICE that the Township Board of Cascade Charter Township will hold a public hearing on September 8, 2021 at 7:00 p.m. in the Cascade Library – Wisner Center at 2870 Jacksmith Avenue SE Grand Rapids, Michigan 49546, for the purpose of reviewing and potentially confirming the special assessment roll and also hearing and considering any and all objections thereto.

TAKE NOTICE that appearance and protest at the public hearing is required in order to appeal the amount of the special assessment or other matters to the Michigan Tax Tribunal.

TAKE NOTICE that an owner or party in interest, or his/her agent, may appear in person at the hearing to protest the special assessment, or may file his/her appearance or protest by letter, on or before the close of the hearing.

TAKE NOTICE that any person objecting to the assessment roll is requested to file written objections with the Township Clerk before the close of the hearing.

TAKE NOTICE that an owner or any person having an interest in the real property subject to the special assessment may file a written appeal of the special assessment with the Michigan Tax Tribunal within thirty (30) days after the date of the confirmation of the special assessment roll if the owner or person having an interest in the real property appears and protests the special assessment at the hearing held for the purpose of confirming the roll.

Michigan Tax Tribunal
P.O. Box 30232
Lansing, Michigan 48909

TAKE FURTHER NOTICE that the special assessment roll as prepared has been reported to the Township Board and is on file with the Township Clerk for public examination or inspection.

This notice was authorized by the Township Board of the Charter Township of Cascade.

FOR FURTHER INFORMATION PLEASE CONTACT:

Susan Slater
Township Clerk
Cascade Charter Township
2865 Thornhills Avenue SE
Grand Rapids, Michigan 49546
(616) 949-1508

Dated: _____, 2021

Susan Slater, Township Clerk

SUPERVISOR'S CERTIFICATE

I, Grace Lesperance, Supervisor of the Charter Township of Cascade, hereby state that the attached Special Assessment Roll for the Thornapple River Special Assessment District No. 1 was made pursuant to a resolution of the Township Board, and in making such Special Assessment Roll, I have, according to my best judgment, conformed in all respects to the directions contained in such resolution and the statutes of the State of Michigan.

Date: 7/28, 2021



Grace Lesperance
Cascade Charter Township Supervisor

* * *

CERTIFICATE OF CONFIRMATION

I hereby certify that the above Special Assessment Roll was confirmed on _____, 2021 by resolution of the Township Board of Cascade Charter Township.

Dated: _____, 2021

Susan Slater
Cascade Charter Township Clerk

**THORNAPPLE RIVER DRIVE
SPECIAL ASSESSMENT DISTRICT #1 ROLL**

TOTAL ASSESSMENT: \$1,354,500
TOTAL ASSESSMENT PER YEAR: \$90,300
TOTAL ASSESSED PARCELS: 301
TOTAL INSTALLMENTS: 15
TOTAL PER PARCEL ASSESSMENT: \$4,500
PER PARCEL ASSESSMENT PER YEAR: \$300

Street Address	Parcel No.	Total Assessment1	Yearly Assessment
7211 48th Street SE	#411928200024	\$4,500.00	\$300.00
7503 48th Street SE	#411927100015	\$4,500.00	\$300.00
7510 48th Street SE	#411927301023	\$4,500.00	\$300.00
7581 48th Street SE	#411927100007	\$4,500.00	\$300.00
7661 48th Street SE	#411927260012	\$4,500.00	\$300.00
7201 60th Street SE	#411933400034	\$4,500.00	\$300.00
7205 60th Street SE	#411934351004	\$4,500.00	\$300.00
7233 60th Street SE	#411933400037	\$4,500.00	\$300.00
7259 60th Street SE	#411933400038	\$4,500.00	\$300.00
7275 60th Street SE	#411933400039	\$4,500.00	\$300.00
5600 Alaska Ave SE	#411934176002	\$4,500.00	\$300.00
5709 Alaska Ave SE	#411934328001	\$4,500.00	\$300.00
5711 Alaska Ave SE	#411934328003	\$4,500.00	\$300.00
5777 Alaska Ave. SE	#411934376006	\$4,500.00	\$300.00
7474 Alaska Ridge SE	#411934326012	\$4,500.00	\$300.00
7486 Alaska Ridge SE	#411934326016	\$4,500.00	\$300.00
7490 Alaska Ridge SE	#411934326018	\$4,500.00	\$300.00
7500 Alaska Ridge SE	#411934326019	\$4,500.00	\$300.00
7540 Alaska Ridge SE	#411934327001	\$4,500.00	\$300.00
7160 Aqua Fria Ct SE	#411922151006	\$4,500.00	\$300.00
7165 Aqua Fria Ct SE	#411921228012	\$4,500.00	\$300.00
7176 Aqua Fria Ct SE	#411921228015	\$4,500.00	\$300.00
7177 Aqua Fria Ct SE	#411921228013	\$4,500.00	\$300.00
7178 Aqua Fria Ct SE	#411921228014	\$4,500.00	\$300.00
4020 Burger Dr SE	#411921400002	\$4,500.00	\$300.00
4051 Burger Dr SE	#411921400013	\$4,500.00	\$300.00
4304 Burger Dr SE	#411922376001	\$4,500.00	\$300.00
6555 Burger Dr SE	#411916326001	\$4,500.00	\$300.00
6575 Burger Dr SE	#411916326004	\$4,500.00	\$300.00
6577 Burger Dr SE	#411916326003	\$4,500.00	\$300.00

6579 Burger Dr SE	#411916326002	\$4,500.00	\$300.00
6625 Burger Dr SE	#411916326019	\$4,500.00	\$300.00
6677 Burger Dr SE	#411916326008	\$4,500.00	\$300.00
6681 Burger Dr SE	#411916326009	\$4,500.00	\$300.00
6701 Burger Dr SE	#411916326010	\$4,500.00	\$300.00
6717 Burger Dr SE	#411916326011	\$4,500.00	\$300.00
6727 Burger Dr SE	#411916326012	\$4,500.00	\$300.00
6755 Burger Dr SE	#411916326013	\$4,500.00	\$300.00
6775 Burger Dr SE	#411916326018	\$4,500.00	\$300.00
6811 Burger Dr SE	#411916403004	\$4,500.00	\$300.00
6825 Burger Dr SE	#411916403003	\$4,500.00	\$300.00
6881 Burger Dr SE	#411916404010	\$4,500.00	\$300.00
6891 Burger Dr SE	#411916404011	\$4,500.00	\$300.00
6921 Burger Dr SE	#411916404002	\$4,500.00	\$300.00
6931 Burger Dr SE	#411916404003	\$4,500.00	\$300.00
6937 Burger Dr SE	#411916404004	\$4,500.00	\$300.00
6943 Burger Dr SE	#411916404005	\$4,500.00	\$300.00
6953 Burger Dr SE	#411916404006	\$4,500.00	\$300.00
6965 Burger Dr SE	#411916404007	\$4,500.00	\$300.00
6985 Burger Dr SE	#411916404008	\$4,500.00	\$300.00
6995 Burger Dr SE	#411916404009	\$4,500.00	\$300.00
5175 Buttrick Ave SE	#411927478002	\$4,500.00	\$300.00
5215 Buttrick Ave SE	#411934126001	\$4,500.00	\$300.00
5395 Buttrick Ave SE	#411934130007	\$4,500.00	\$300.00
5407 Buttrick Ave SE	#411934130005	\$4,500.00	\$300.00
5503 Buttrick Ave SE	#411934176001	\$4,500.00	\$300.00
7100 Cascade Rd. SE	#411916426023	\$4,500.00	\$300.00
7110 Cascade Rd. SE	#411916426024	\$4,500.00	\$300.00
7120 Cascade Rd. SE	#411916426025	\$4,500.00	\$300.00
7124 Cascade Rd. SE	#411916426005	\$4,500.00	\$300.00
7130 Cascade Rd. SE	#411916426006	\$4,500.00	\$300.00
7138 Cascade Rd. SE	#411916426007	\$4,500.00	\$300.00
7146 Cascade Rd. SE	#411916426008	\$4,500.00	\$300.00
7160 Cascade Rd. SE	#411916426026	\$4,500.00	\$300.00
7168 Cascade Rd. SE	#411916426027	\$4,500.00	\$300.00
7174 Cascade Rd. SE	#411916426021	\$4,500.00	\$300.00
7180 Cascade Rd. SE	#411916426013	\$4,500.00	\$300.00
7186 Cascade Rd. SE	#411916426014	\$4,500.00	\$300.00
7222 Cascade Rd. SE	#411915351031	\$4,500.00	\$300.00
7196 Cascade Rd. SE	#411915351030	\$4,500.00	\$300.00
7238 Cascade Rd. SE	#411915351027	\$4,500.00	\$300.00

7278 Cascade Rd. SE	#411915351005	\$4,500.00	\$300.00
7288 Cascade Rd. SE	#411915351024	\$4,500.00	\$300.00
7300 Cascade Rd. SE	#411915351025	\$4,500.00	\$300.00
7314 Cascade Rd. SE	#411915351009	\$4,500.00	\$300.00
7340 Cascade Rd. SE	#411915351032	\$4,500.00	\$300.00
7350 Cascade Rd. SE	#411915351023	\$4,500.00	\$300.00
7358 Cascade Rd. SE	#411915351036	\$4,500.00	\$300.00
7370 Cascade Rd. SE	#411915351037	\$4,500.00	\$300.00
7372 Cascade Rd. SE	#411915351028	\$4,500.00	\$300.00
7378 Cascade Rd. SE	#411915351033	\$4,500.00	\$300.00
7430 Cascade Rd. SE	#411915351038	\$4,500.00	\$300.00
7474 Cascade Rd. SE	#411922126001	\$4,500.00	\$300.00
7476 Cascade Rd. SE	#411922126002	\$4,500.00	\$300.00
7478 Cascade Rd. SE	#411922126003	\$4,500.00	\$300.00
7484 Cascade Rd. SE	#411922126010	\$4,500.00	\$300.00
7486 Cascade Rd. SE	#411922126011	\$4,500.00	\$300.00
5200 Dayenu Dr. SE	#411927301029	\$4,500.00	\$300.00
5234 Dayenu Dr. SE	#411934101008	\$4,500.00	\$300.00
5260 Dayenu Dr. SE	#441934101009	\$4,500.00	\$300.00
5292 Dayenu Dr. SE	#411933200059	\$4,500.00	\$300.00
5320 Dayenu Dr. SE	#411933200060	\$4,500.00	\$300.00
5354 Dayenu Dr. SE	#411933200061	\$4,500.00	\$300.00
3402 Goodwood Dr. SE	#411916477001	\$4,500.00	\$300.00
3406 Goodwood Dr. SE	#411916477002	\$4,500.00	\$300.00
3412 Goodwood Dr. SE	#411916477003	\$4,500.00	\$300.00
3420 Goodwood Dr. SE	#411916477004	\$4,500.00	\$300.00
3426 Goodwood Dr. SE	#411916477005	\$4,500.00	\$300.00
3434 Goodwood Dr. SE	#411916477006	\$4,500.00	\$300.00
3444 Goodwood Dr. SE	#411916477007	\$4,500.00	\$300.00
3452 Goodwood Dr. SE	#411916477008	\$4,500.00	\$300.00
3462 Goodwood Dr. SE	#411916477009	\$4,500.00	\$300.00
3468 Goodwood Dr. SE	#411916477010	\$4,500.00	\$300.00
3474 Goodwood Dr. SE	#411916477011	\$4,500.00	\$300.00
3480 Goodwood Dr. SE	#411916477012	\$4,500.00	\$300.00
3486 Goodwood Dr. SE	#411916477013	\$4,500.00	\$300.00
3494 Goodwood Dr. SE	#411916477014	\$4,500.00	\$300.00
3500 Goodwood Dr. SE	#411916477015	\$4,500.00	\$300.00
3506 Goodwood Dr. SE	#411916477016	\$4,500.00	\$300.00
3516 Goodwood Dr. SE	#411916477017	\$4,500.00	\$300.00
3528 Goodwood Dr. SE	#411916477018	\$4,500.00	\$300.00
3544 Goodwood Dr. SE	#411916477024	\$4,500.00	\$300.00

3556 Goodwood Dr. SE	#411916477025	\$4,500.00	\$300.00
3584 Goodwood Dr. SE	#411916477022	\$4,500.00	\$300.00
3824 Goodwood Dr. SE	#411922151011	\$4,500.00	\$300.00
3840 Goodwood Dr. SE	#411922151009	\$4,500.00	\$300.00
3888 Goodwood Dr. SE	#411921279013	\$4,500.00	\$300.00
7415 Kenrob Dr. SE	#411922176022	\$4,500.00	\$300.00
7421 Kenrob Dr. SE	#411922176021	\$4,500.00	\$300.00
7425 Kenrob Dr. SE	#411922176012	\$4,500.00	\$300.00
7443 Kenrob Dr. SE	#411922176025	\$4,500.00	\$300.00
7447 Kenrob Dr. SE	#411922176024	\$4,500.00	\$300.00
7461 Kenrob Dr. SE	#411922176031	\$4,500.00	\$300.00
7459 Kenrob Dr. SE	#411922176030	\$4,500.00	\$300.00
7201 Kilmer Dr. SE	#411934101002	\$4,500.00	\$300.00
7219 Kilmer Dr. SE	#411934101003	\$4,500.00	\$300.00
7223 Kilmer Dr. SE	#411934101004	\$4,500.00	\$300.00
7227 Kilmer Dr. SE	#411934152002	\$4,500.00	\$300.00
7231 Kilmer Dr. SE	#411934152003	\$4,500.00	\$300.00
7243 Kilmer Dr. SE	#411934152004	\$4,500.00	\$300.00
7249 Kilmer Dr. SE	#411934152005	\$4,500.00	\$300.00
7255 Kilmer Dr. SE	#411934152006	\$4,500.00	\$300.00
7261 Kilmer Dr. SE	#411934152007	\$4,500.00	\$300.00
7271 Kilmer Dr. SE	#411934152008	\$4,500.00	\$300.00
7281 Kilmer Dr. SE	#411934152009	\$4,500.00	\$300.00
7291 Kilmer Dr. SE	#411934152010	\$4,500.00	\$300.00
7303 Kilmer Dr. SE	#411934152011	\$4,500.00	\$300.00
7311 Kilmer Dr. SE	#411934152012	\$4,500.00	\$300.00
7319 Kilmer Dr. SE	#411934152014	\$4,500.00	\$300.00
7335 Kilmer Dr. SE	#411934302002	\$4,500.00	\$300.00
7349 Kilmer Dr. SE	#411934302014	\$4,500.00	\$300.00
7357 Kilmer Dr. SE	#411934302005	\$4,500.00	\$300.00
7365 Kilmer Dr. SE	#411934302006	\$4,500.00	\$300.00
7373 Kilmer Dr. SE	#441934302007	\$4,500.00	\$300.00
7379 Kilmer Dr. SE	#411934302008	\$4,500.00	\$300.00
7385 Kilmer Dr. SE	#411934302009	\$4,500.00	\$300.00
7389 Kilmer Dr. SE	#411934302010	\$4,500.00	\$300.00
7393 Kilmer Dr. SE	#411934302015	\$4,500.00	\$300.00
7394 Kilmer Dr. SE	#411934301009	\$4,500.00	\$300.00
7395 Kilmer Dr. SE	#411934302016	\$4,500.00	\$300.00
7397 Kilmer Dr. SE	#411934302013	\$4,500.00	\$300.00
7300 Kirkwood Trail SE	#411934201044	\$4,500.00	\$300.00
7400 Kirkwood Trail SE	#411934201043	\$4,500.00	\$300.00

4505 Little Harbor Dr. SE	#411927230015	\$4,500.00	\$300.00
4535 Little Harbor Dr. SE	#411927230012	\$4,500.00	\$300.00
4545 Little Harbor Dr. SE	#411927230011	\$4,500.00	\$300.00
4555 Little Harbor Dr. SE	#411927230006	\$4,500.00	\$300.00
4567 Little Harbor Dr. SE	#411927260001	\$4,500.00	\$300.00
4581 Little Harbor Dr. SE	#411927260002	\$4,500.00	\$300.00
4593 Little Harbor Dr. SE	#411927260003	\$4,500.00	\$300.00
4607 Little Harbor Dr. SE	#411927260004	\$4,500.00	\$300.00
4623 Little Harbor Dr. SE	#411927260005	\$4,500.00	\$300.00
4637 Little Harbor Dr. SE	#411927260006	\$4,500.00	\$300.00
4651 Little Harbor Dr. SE	#411927260007	\$4,500.00	\$300.00
4667 Little Harbor Dr. SE	#411927260008	\$4,500.00	\$300.00
4689 Little Harbor Dr. SE	#411927260009	\$4,500.00	\$300.00
4707 Little Harbor Dr. SE	#411927260010	\$4,500.00	\$300.00
4717 Little Harbor Dr. SE	#411927260014	\$4,500.00	\$300.00
4755 Little Harbor Dr. SE	#411927260015	\$4,500.00	\$300.00
6600 Mahesh Dr SE	#411916176016	\$4,500.00	\$300.00
6860 Maplecrest SE	#411921400010	\$4,500.00	\$300.00
6862 Maplecrest SE	#411921400009	\$4,500.00	\$300.00
6864 Maplecrest SE	#411921400008	\$4,500.00	\$300.00
7016 Maplecrest SE	#411921282001	\$4,500.00	\$300.00
4015 Maracaibo Shores SE	#411922301001	\$4,500.00	\$300.00
4031 Maracaibo Shores SE	#411922301003	\$4,500.00	\$300.00
4045 Maracaibo Shores SE	#411922301004	\$4,500.00	\$300.00
4061 Maracaibo Shores SE	#411922301005	\$4,500.00	\$300.00
4089 Maracaibo Shores SE	#411922301006	\$4,500.00	\$300.00
4105 Maracaibo Shores SE	#411922301007	\$4,500.00	\$300.00
4121 Maracaibo Shores SE	#411922301008	\$4,500.00	\$300.00
4135 Maracaibo Shores SE	#411922301009	\$4,500.00	\$300.00
7156 Placita Ct SE	#411921228021	\$4,500.00	\$300.00
7157 Placita Ct SE	#411921228029	\$4,500.00	\$300.00
7166 Placita Ct SE	#411921228022	\$4,500.00	\$300.00
7169 Placita Ct SE	#411921228028	\$4,500.00	\$300.00
7635 Sandy Hollow Dr SE	#411927451009	\$4,500.00	\$300.00
7657 Sandy Hollow Dr SE	#411927451006	\$4,500.00	\$300.00
7675 Sandy Hollow Dr SE	#411927451003	\$4,500.00	\$300.00
7733 Sandy Hollow Dr SE	#411927451004	\$4,500.00	\$300.00
7755 Sandy Hollow Dr SE	#411927476003	\$4,500.00	\$300.00
4812 Sequoia Dr SE	#411927402001	\$4,500.00	\$300.00
4816 Sequoia Dr. SE	#411927402002	\$4,500.00	\$300.00

4826 Sequoia Dr SE	#411927402003	\$4,500.00	\$300.00
4844 Sequoia Dr SE	#411927402004	\$4,500.00	\$300.00
4854 Sequoia Dr SE	#411927402005	\$4,500.00	\$300.00
4864 Sequoia Dr SE	#411927402006	\$4,500.00	\$300.00
4872 Sequoia Dr SE	#411927402007	\$4,500.00	\$300.00
4884 Sequoia Dr SE	#411927402008	\$4,500.00	\$300.00
4896 Sequoia Dr SE	#411927402009	\$4,500.00	\$300.00
4910 Sequoia Dr SE	#411927402010	\$4,500.00	\$300.00
4920 Sequoia Dr SE	#411927402011	\$4,500.00	\$300.00
4930 Sequoia Dr SE	#411927402012	\$4,500.00	\$300.00
4942 Sequoia Dr SE	#411927402018	\$4,500.00	\$300.00
4952 Sequoia Dr SE	#411927402019	\$4,500.00	\$300.00
4960 Sequoia Dr SE	#411927402014	\$4,500.00	\$300.00
4968 Sequoia Dr SE	#411927402015	\$4,500.00	\$300.00
4976 Sequoia Dr SE	#411927402016	\$4,500.00	\$300.00
4984 Sequoia Dr SE	#411927402017	\$4,500.00	\$300.00
4994 Sequoia Dr SE	#411927376015	\$4,500.00	\$300.00
5006 Sequoia Dr SE	#411927376007	\$4,500.00	\$300.00
5016 Sequoia Dr SE	#411927376006	\$4,500.00	\$300.00
5020 Sequoia Dr SE	#411927376005	\$4,500.00	\$300.00
5030 Sequoia Dr SE	#411927376016	\$4,500.00	\$300.00
5050 Sequoia Dr SE	#411927376004	\$4,500.00	\$300.00
5060 Sequoia Dr SE	#411927376003	\$4,500.00	\$300.00
5070 Sequoia Dr SE	#411927376002	\$4,500.00	\$300.00
5080 Sequoia Dr SE	#411927376001	\$4,500.00	\$300.00
5090 Sequoia Dr SE	#411927376014	\$4,500.00	\$300.00
5100 Sequoia Dr SE	#411927376013	\$4,500.00	\$300.00
5110 Sequoia Dr SE	#411927376010	\$4,500.00	\$300.00
5140 Sequoia Dr SE	#411927376011	\$4,500.00	\$300.00
5909 Tannon Ct SE	#411934378013	\$4,500.00	\$300.00
5915 Tannon Ct SE	#411934378014	\$4,500.00	\$300.00
5945 Tannon Ct SE	#411934378011	\$4,500.00	\$300.00
5923 Tannon Ct. SE	#411934378012	\$4,500.00	\$300.00
5969 Tannon Ct. SE	#411934378010	\$4,500.00	\$300.00
5985 Tannon Ct. SE	#411934378009	\$4,500.00	\$300.00
7700 Thornapple Bayou Dr SE	#411927427037	\$4,500.00	\$300.00
7704 Thornapple Bayou Dr SE	#411927427039	\$4,500.00	\$300.00
7706 Thornapple Bayou Dr SE	#411927427040	\$4,500.00	\$300.00
7710 Thornapple Bayou Dr SE	#411927427004	\$4,500.00	\$300.00
7712 Thornapple Bayou Dr SE	#411927427005	\$4,500.00	\$300.00
7714 Thornapple Bayou Dr SE	#411927427006	\$4,500.00	\$300.00

7718 Thornapple Bayou Dr SE	#411927427007	\$4,500.00	\$300.00
7720 Thornapple Bayou Dr SE	#411927427008	\$4,500.00	\$300.00
7730 Thornapple Bayou Dr SE	#411927427009	\$4,500.00	\$300.00
7732 Thornapple Bayou Dr SE	#411927427044	\$4,500.00	\$300.00
7734 Thornapple Bayou Dr SE	#411927427030	\$4,500.00	\$300.00
7744 Thornapple Bayou Dr SE	#411927427031	\$4,500.00	\$300.00
7750 Thornapple Bayou Dr SE	#411927427011	\$4,500.00	\$300.00
7778 Thornapple Bayou Dr SE	#411927427042	\$4,500.00	\$300.00
7780 Thornapple Bayou Dr SE	#411927427024	\$4,500.00	\$300.00
7782 Thornapple Bayou Dr SE	#411927427023	\$4,500.00	\$300.00
7784 Thornapple Bayou Dr SE	#411927427034	\$4,500.00	\$300.00
7786 Thornapple Bayou Dr SE	#411927427021	\$4,500.00	\$300.00
7788 Thornapple Bayou Dr SE	#411927427020	\$4,500.00	\$300.00
7790 Thornapple Bayou Dr SE	#411927427019	\$4,500.00	\$300.00
7792 Thornapple Bayou Dr SE	#411927427041	\$4,500.00	\$300.00
7796 Thornapple Bayou Dr SE	#411927427014	\$4,500.00	\$300.00
7798 Thornapple Bayou Dr SE	#411927427015	\$4,500.00	\$300.00
7800 Thornapple Bayou Dr SE	#411627427016	\$4,500.00	\$300.00
7802 Thornapple Bayou Dr SE	#411927427017	\$4,500.00	\$300.00
7804 Thornapple Bayou Dr SE	#411927427035	\$4,500.00	\$300.00
2984 Thornapple River Dr SE	#411916176010	\$4,500.00	\$300.00
2986 Thornapple River Dr SE	#411916176009	\$4,500.00	\$300.00
2988 Thornapple River Dr SE	#411916203018	\$4,500.00	\$300.00
2990 Thornapple River Dr SE	#411916203030	\$4,500.00	\$300.00
2992 Thornapple River Dr SE	#411916203029	\$4,500.00	\$300.00
3000 Thornapple River Dr SE	#411916176020	\$4,500.00	\$300.00
3010 Thornapple River Dr SE	#411916176019	\$4,500.00	\$300.00
3024 Thornapple River Dr SE	#411916176007	\$4,500.00	\$300.00
3032 Thornapple River Dr SE	#411916176006	\$4,500.00	\$300.00
3044 Thornapple River Dr SE	#411916176021	\$4,500.00	\$300.00
3140 Thornapple River Dr SE	#411916151003	\$4,500.00	\$300.00
3148 Thornapple River Dr SE	#411916176003	\$4,500.00	\$300.00
3150 Thornapple River Dr SE	#411916176012	\$4,500.00	\$300.00
3180 Thornapple River Dr SE	#411916180002	\$4,500.00	\$300.00
3049 Thorncrest SE	#411916251006	\$4,500.00	\$300.00
3059 Thorncrest SE	#411916251007	\$4,500.00	\$300.00
3081 Thorncrest SE	#411916251008	\$4,500.00	\$300.00
3083 Thorncrest SE	#411916251009	\$4,500.00	\$300.00
3095 Thorncrest SE	#411916251010	\$4,500.00	\$300.00
3115 Thorncrest SE	#411916251016	\$4,500.00	\$300.00

3143 Thorncrest SE	#411916251013	\$4,500.00	\$300.00
3157 Thorncrest SE	#411916251019	\$4,500.00	\$300.00
3169 Thorncrest SE	#411916251021	\$4,500.00	\$300.00
3177 Thorncrest SE	#411916251018	\$4,500.00	\$300.00
3187 Thorncrest SE	#411916401013	\$4,500.00	\$300.00
3193 Thorncrest SE	#411916401012	\$4,500.00	\$300.00
3206 Thorncrest SE	#411916401002	\$4,500.00	\$300.00
3216 Thorncrest SE	#411916401003	\$4,500.00	\$300.00
3230 Thorncrest SE	#411916401004	\$4,500.00	\$300.00
3238 Thorncrest SE	#411916401014	\$4,500.00	\$300.00
3250 Thorncrest SE	#411926401015	\$4,500.00	\$300.00
3262 Thorncrest SE	#411916401007	\$4,500.00	\$300.00
3272 Thorncrest SE	#411916401008	\$4,500.00	\$300.00
3284 Thorncrest SE	#411916401009	\$4,500.00	\$300.00
3298 Thorncrest SE	#411916426001	\$4,500.00	\$300.00
3294 Thorncrest SE	#411916401010	\$4,500.00	\$300.00
3300 Thorncrest SE	#411916426022	\$4,500.00	\$300.00
7400 Trillium Wood SE	#411934376008	\$4,500.00	\$300.00
7320 Whispering Ridge SE	#411922126030	\$4,500.00	\$300.00
7334 Whispering Ridge SE	#411922126031	\$4,500.00	\$300.00
7350 Whispering Ridge SE	#411922126032	\$4,500.00	\$300.00
7370 Whispering Ridge SE	#411922126033	\$4,500.00	\$300.00
7382 Whispering Ridge SE	#411922126034	\$4,500.00	\$300.00
7400 Whispering Ridge SE	#411922126035	\$4,500.00	\$300.00
7428 Whispering Ridge SE	#411922126036	\$4,500.00	\$300.00
7444 Whispering Ridge SE	#411922126037	\$4,500.00	\$300.00
4445 Whitneyville Ave SE	#411927230001	\$4,500.00	\$300.00

¹ The assessment amount will be divided into ten (15) equal installments or principal with the first installment due and payable on or before February 14, 2022, and all subsequent installments due and payable on or before February 14 of each year through February 14, 2036.

Special Assessment District - Projected 5 Year Budget

Parcel Scope: Frontage on the Thornapple River from the Cascade Dam to 60th Street
 Parcel Count: 305

Projected Annual Parcel Assessment: \$300 per parcel for 15 years

Year	2021	2022	2023	2024	2025
Weed control and removal	\$66,000	\$56,000	\$57,680	\$59,410	\$61,192
Debris removal and safety enhancements	\$10,250	\$17,250	\$16,395	\$15,515	\$14,608
Silt control and removal	\$10,250	\$17,250	\$16,395	\$15,515	\$14,608
Township administrative fees	\$5,000	\$1,000	\$1,030	\$1,061	\$1,093
Total annual budget	\$91,500	\$91,500	\$91,500	\$91,500	\$91,500

Notes:

- Year 1 weed control is \$10,000 higher than year 2 and subsequent years are increased by 3%
- Year 1 township administrative fee is \$4,000 higher than year 2 and subsequent years are increased by 3%
 - Higher year 1 fees should be taken from year 1 silt allocation
 - Higher subsequent year fees should be taken equally from silt and debris allocations