

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, March 8, 2023

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/81664603678>

Meeting ID: 816 6460 3678

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. Introduction of new Community Policing Officer Deputy Kate Chase

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

Article 6. Approval of Consent Agenda

a. Receive and File Minutes

1.

b. Receive and File Reports

1. Building Department Report – February 2023

2. Cascade Peace Park Bow Hunting Report - 2022

c. Receive and File Education Requests

1. Craig Smith-Joint MIAM/PIAM Conference-May 11-12, 2023-Clare, MI

2. Vincent C. Milito-Joint MIAM/PIAM Conference-May 11-12, 2023-Clare, MI

3. Ron Sabin-COCM 2023 Spring Conference-May 8-10, 2023-Midland, MI

4. William Benoit-COCM 2023 Spring Conference-May 8-10, 2-23-Midland, MI

Township Board Agenda

March 8, 2023

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- d. Receive and File Communication
- 1.

Article 7. Financial Actions
a.

Article 8. Unfinished Business

Article 9. New Business

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

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

027-2023 Consider a Resolution to Recognize West Michigan Dog Sports as a Non-Profit Organization for the Purposes of Obtaining a Charitable Gaming License (Roll Call)

Article 10. Closed Session

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

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

Article 11. Discussion
1. **Treasurer Appointment Process**

Article 12. Public Comments – Any comments...whether it is on the agenda or not. (Limit comments to 3 minutes)

Article 13. Manager Comments

Article 14. Board Member Comments

Article 15. Adjournment

Building Department

February Report Summary

- 660 permits issued & 1486 inspections performed
- Total "open permits" = \$2,282,374.90

February was a good month for the department with typical seasonal volumes.

We have a new mechanical inspector starting on March 20th. Mike Bonney will be joining the team and he brings over 6 years of experience as an inspector (City of Grand Rapids). The search has been long and we are happy to have Mike on board!!

I have mentioned previously that there is a shortage of qualified inspectors and it is a credit to the entire organization that we can still attract professional staff. This new position will allow us to better serve residents, especially during our peak busy season.

I am always happy to discuss and gather input/thoughts on department operations...please don't hesitate to reach out!

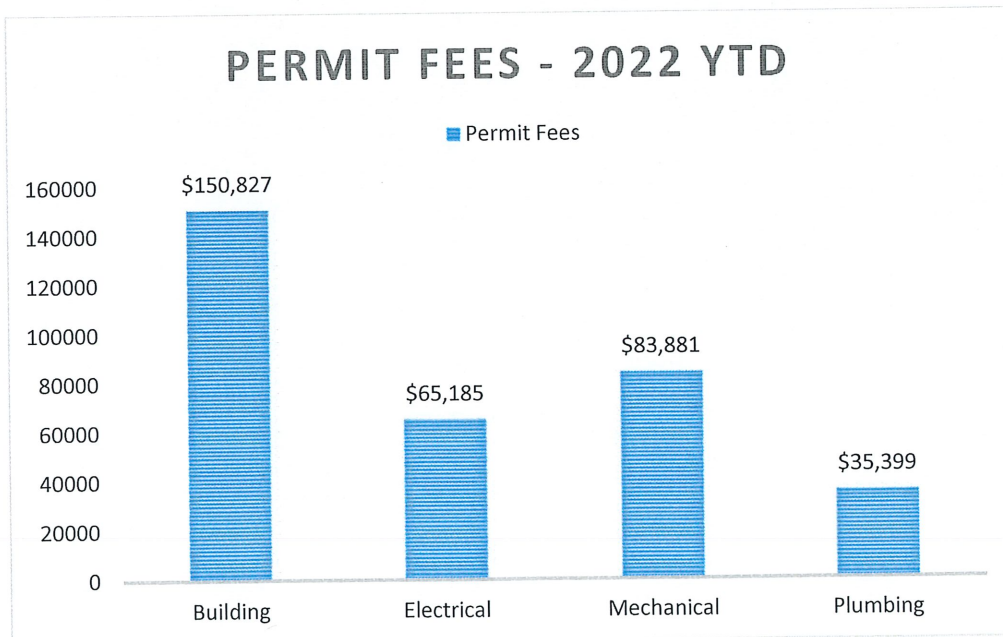
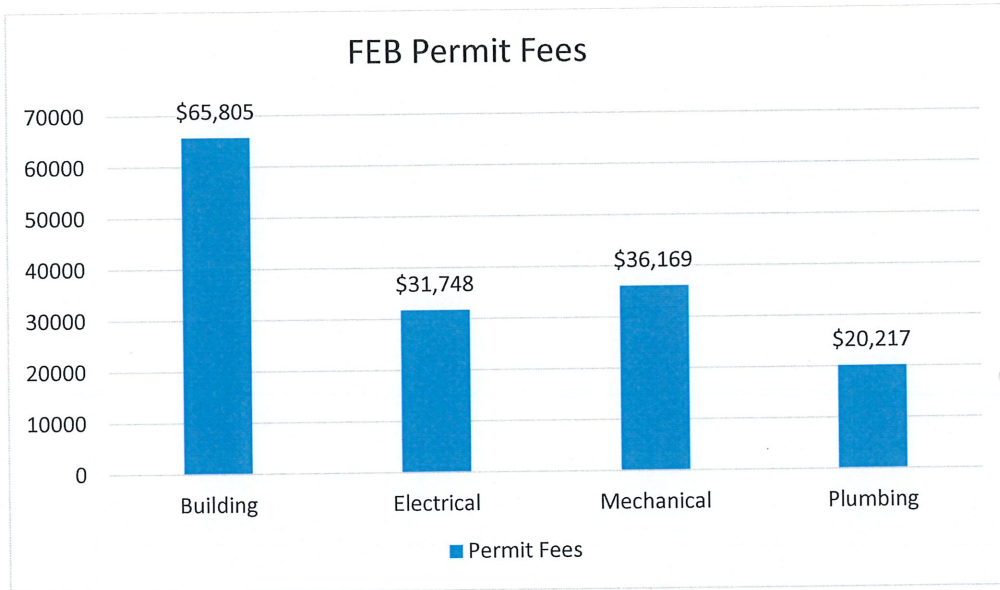
Brian Wilson

Director of Inspections

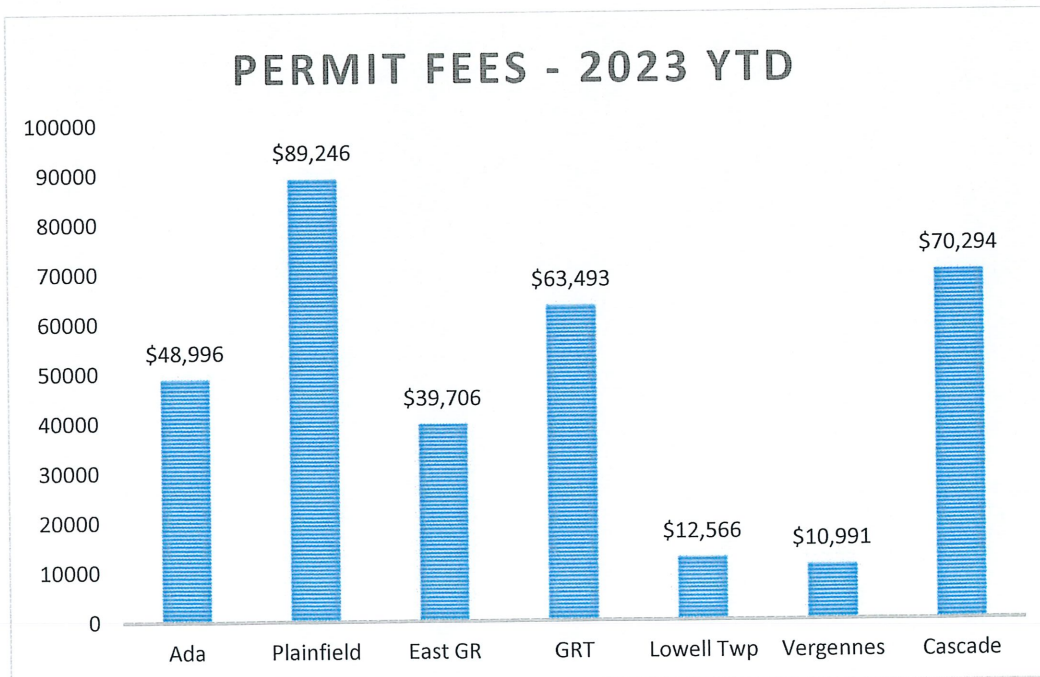
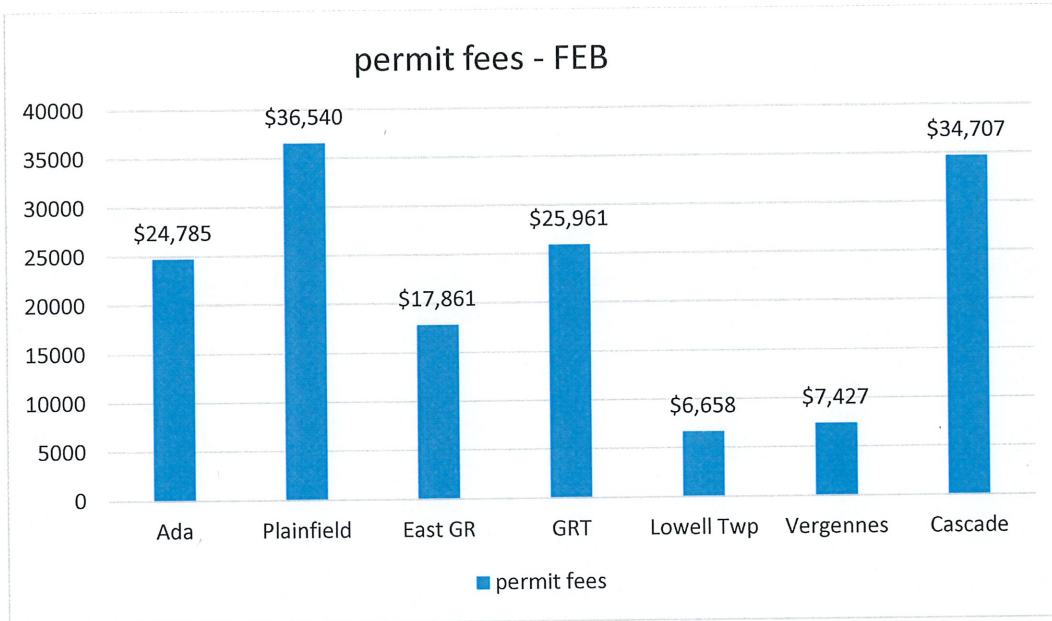
Cascade Inspection Services

FEB 2023

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	137	154	326	91	708	\$181,352.75
FEB						
Cascade	30	36	55	36	157	\$ 34,707.25
Lowell Twp	5	5	11	3	24	\$ 6,658.00
Ada	29	19	32	9	89	\$ 24,785.00
Vergennes	3	6	5	1	15	\$ 7,427.00
GR Twp	17	24	45	23	109	\$ 25,961.00
EGR	21	18	34	17	90	\$ 17,861.00
Plainfield	39	44	61	32	176	\$ 36,540.00
MONTH TOTAL	144	152	243	121	660	\$153,939.25
YTD - 2023						
TOTAL -2022	281	306	569	212	1368	\$ 335,292.00
TOTAL -2021	2778	2417	4161	1829	11185	\$ 3,120,765.61
TOTAL -2020	1974	2429	4018	1818	10239	\$ 1,967,041.60
TOTAL -2019	1628	2017	3410	1616	8671	\$ 1,726,619.65
TOTAL -2018	1675	2288	3478	1469	8910	\$ 1,591,688.45
TOTAL -2017	1705	2116	3585	1654	9060	\$ 1,996,897.00
TOTAL -2016	1758	2210	3273	1485	8726	\$ 1,762,559.25
TOTAL -2015	1475	1992	3217	1404	8088	\$ 1,414,495.24
TOTAL -2014	1510	1948	3070	1361	7889	\$ 1,594,801.81
TOTAL -2013	1354	1780	2860	1257	7251	\$ 1,469,705.70
TOTAL -2012	1241	1667	2583	969	6460	\$ 1,409,673.76
TOTAL -2011	1,122	1,349	2,134	835	5,440	\$ 1,065,999.29
TOTAL -2010	949	990	1585	753	4277	\$ 859,303.35
TOTAL -2009	850	1330	1644	625	4449	\$ 756,490.25
TOTAL -2008	712	875	1313	554	3463	\$ 571,382.75
TOTAL -2007	848	1043	1348	697	3933	\$ 951,266.55
TOTAL -2006	1032	1069	1447	778	4326	\$ 723,879.15
TOTAL -2005	1181	1547	2147	1243	5173	\$ 940,523.41
TOTAL -2005	1032	1369	1874	1111	5386	\$ 967,209.45

CASCADE CONSOLIDATED FEES

YEAR **2023**

MONTH	Building Comm.		Building Residential		Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$8,106.00	\$4,452.00	\$9,114.00	\$9,638.50	\$4,276.00	\$35,586.50		
FEBRUARY	\$6,332.00	\$7,166.00	\$7,190.00	\$6,815.25	\$5,204.00	\$34,707.25		
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
YEAR END TOTAL	\$14,438.00	\$11,618.00	\$16,304.00	\$18,453.75	\$9,480.00	\$70,293.75		
PERMIT # FOR MONTH	6	24	36	55	36	157		
PREV PERMIT TOTAL	8	16	36	59	26	145		
PERMIT TOTAL FOR YR	14	40	72	114	62	302		
YEAR TO DATE	2023	\$70,293.75						
YEAR TO DATE	2022	\$82,182.00						
UNDER		\$11,888.25						

CASCADE SINGLE FAMILY HOMES

	FEB	YTD 2023	2022	2021	2020
Number of Permits					
New Residential Homes	2	3	49	69	55
VALUE - RESIDENTIAL	\$ 800,000.00	\$ 1,809,261.00	\$ 35,750,549.00	\$ 36,003,102.00	\$ 36,322,102.00

Printed: 03/01/2023

Cascade Twp -Permit Report by Category/ Fe

1/1/2023 12:00:00 to 2/28/2023 12:00:00

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee
Res. Single Family					
PB23000168	DEHAAN BUILDERS IN6396 LAMPPOST CIR SE		02/01/2023	400,000	1,590.00
PB23000143	DEHAAN BUILDERS IN6370 LAMPPOST CIR SE		02/01/2023	400,000	1,480.00
				800,000	3,070.00
2	Permits	Value Total		800,000	3,070

2022 Cascade Peace Park Bow Hunting Report

A. Narrative Summary

The 2022 Season for bow hunting at Cascade Peace Park concluded on December 31st. All permitted hunters were then sent a follow-up form to complete. Per the Cascade Charter Township Ordinance 03 of 2022, Section 15 requiring reporting each year of hunting.

The Township's Ordinance broke down the bow hunting season into three periods; October 30 – November 19 as the first, November 20- December 10 as the second, and the final period concluding on December 31st.

Total number of doe harvest: 0 reported

Total number of permits issued: 27

Total number of applications received: 38

Total number of denied or non-hunters: 11

In general, the consensus from hunters was that hunting was hard in a park where residents and their pets are able to roam and that hunting does is less desirable than bucks.

B. Hunting Data

I. Period 1: October 30 - November 19

Number of hunters: 11

Number of doe(s) harvested: 0

Other Comments:

- “Unfortunate we could not hunt bucks”
- “Chose to concentrate on my prior existing location”
- “Seen more than a few deer just wasn't within shooting range. More people walking this year because weather but just to make sure I'm gonna try for later in the season 2nd or 3rd slot. Other than that, everything was good.”
- “I had signed up as in previous years, and usually apply for several limited archery hunts, but knowing that I would receive a permit to CPP decided this year to forgo those other applications to give other hunters more opportunities. Subsequently, the rules of the CPP hunt were changed at a point in time where it was no longer feasible to participate in any other permit draws in the area. That's rather disappointing, and although I think we should create as many opportunities for hunters as we possibly can, the timing was very poor, and was a detriment to people like myself who took the initiative to apply early. It should have been changed before the application period, or the change should have applied to the following year's hunt. It's a beautiful park and I enjoy being in it all times

of the year, so I will be watching to see if the rules change again in the future, but will not be participating in the new format after this year's experience."

- "Should be able to hunt Bucks with 8 or more pts. Also limiting access to the area to non-hunters. Harvesting a deer in front of an animal activist or other non-hunter could cause unwanted harassment for the hunters. This in turn will result in the DNR and Game Warden being called to remedy the situation."
- "Deer is present but mostly nocturnal, a lot of "disturbance" from other park users during the season (e.g., dog walkers, runners, mountain bikers, ...), the trail system is very dense and hardly any quiet spots, one instance of a park user cutting branches in a deer bedding area, generally speaking it's tough to hunt the Peace Park only met one other hunter once so the number of hunters doesn't seem to be an issue."

II. Period 2: November 20 - December 10

Number of Hunters: 5

Number of doe(s) harvested: 0

Other Comments:

- "Very slow hunting."
- "Beautiful place to hunt. There was one guy who walked his dog off leash that saw me and did not look happy that I was there. Then the next time I hunted in the same place branches and brush were in the spot I hunted. I cannot prove it was him."
- "I didn't hunt because of doe only policy."
- "Possibly have larger signs at entrance notifying public of archery hunters."
- "Very hard park to hunt but so thankful for the opportunity! Can't wait to try again for a spot next year."
- "There were so many people walking along the trails that deer were not around."

III. Period 3: December 11 – December 31

Number of Hunters: 8

Number of doe(s) harvested: 0

Other Comments:

- "Saw 5 deer on scouting – chose to concentrate on my prior existing location."
- "I can't thank you enough for the opportunity. I was not successful taking a deer, but the ability to be outside and access great property in close proximity allowed was amazing. It's also great to be able to take a child too young to hunt to show them how it's done for a short time to keep the excitement up. Hopefully we will have the change again next year. Thanks so much!"
- "Unfortunately, didn't see much, but also, I didn't have much time to hunt as I was hoping to. Thank you for the opportunity!"

**Mechanical Inspectors Association of Michigan
Plumbing Inspectors Association of Michigan**

560 Barrington Road • Grosse Pointe Park, MI 48230
248-649-5443 • Fax 313-483-7192
s_schippert@yahoo.com • mechanicalinspector.com

IMPORTANT : PLEASE PAY ONLINE at MECHANICALINSPECTOR.COM

JOINT MIAM-PIAM SPRING CONFERENCE

MAY 11-12, 2023

Doherty Hotel, 602 N. McEwan, Clare, MI

Thursday 05/11/23

8:00 AM – 4:00 PM
Noon

TBD – 7 CREDITS ICC
Lunch (Everyone welcome)

7:00 PM
8:00 PM - Midnight

Hospitality Suite – Watson & Watson Associates
Champagne Poolside (Singalong with the Poolside Boys –
John Gross, Joe Hardin and Andy Harrison)

Friday 05/12/23

8:00 AM – 2:00 PM
11:30 AM – 12:30 PM

TBD (6 credits)
Lunch & Awards

Attendees (MIAM and PIAM) must be dues paid for 2023 in order to receive credits.

MIAM will arrange hotel reservations - please do not contact the hotel directly.

- \$400 registration fee - Full Conference Thursday, Friday - Includes classes, two nights' stay (Wed and Thur), breakfast & lunch on Thursday and Friday.
- \$300 registration fee - Full Conference Thursday, Friday - Includes classes, one night stay (Thur), and breakfast & lunch on Friday. Breakfast not included on Thursday.
- \$200 registration fee Education Only and includes breakfast and lunch.
- \$125 registration fee - One day education Only and includes lunch
- Additional night's stay is \$100

Full Name Craig Arlyo Smith Cell (616) 490-8765
Email csmith@cascaletwp.com BCC# _____
Spouse/Guest Name _____

Payment Method: Check Payable to MIAM Visa Master Card

Please pay online at mechanicalinspector.com



**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 \$1,000 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 \$1,000 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: Craig Smith Application Date: 3/1/23

Conference/Seminar Date: May 11-12, 2023

Location of Seminar/Conference: Clare, MI

Name of Proposed Seminar/Conference: Joint MTEAM/PIAM Conference

Description of Seminar/Conference: (may also be attached) Credit hours for continuing education

(over)

How will the Seminar/Conference benefit the employee and the township? Continuing
education in plumbing inspection field.


Cost of the Seminar/Conference: (Registration) \$ 300⁰⁰

Lodging \$ 100⁰⁰ Travel \$ 141.⁷⁰ total

Account #: 249-371-724-000

Your Signature: 

Approvals:

Department Head:  Date: 3/2/23

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

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- \$200 registration fee Education Only and includes breakfast and lunch.
- \$125 registration fee - One day education Only and includes lunch
- Additional night's stay is \$100

Full Name Vincent C. MiliTo Cell 616-340-1058
Email vmilito@chsemanitwp.com BCC# 005362
Spouse/Guest Name _____

Payment Method: Check Payable to MIAM Visa Master Card

Please pay online at mechanicalinspector.com

How will the Seminar/Conference benefit the employee and the township? _____

REQUIRED EDUCATION HOURS

Cost of the Seminar/Conference: (Registration) \$ 300.00 TOTAL

Lodging \$ 300.00 TOTAL Travel \$ 90 mi

Account #: 249-371-724-000

Your Signature: 

Approvals:

Department Head:  Date: 3/2/23

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



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3. Any request that requires an overnight stay or expenditure over \$1,000 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 \$1,000 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: VINCENT C. MILITO Application Date: 2-6-2023

Conference/Seminar Date: MAY 11-12 2023

Location of Seminar/Conference: CLARE MI DOHERTY HOTEL

Name of Proposed Seminar/Conference: JOINT MIAMI-PIAM SPRING CONFERENCE

Description of Seminar/Conference: (may also be attached) ✓

(over)



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4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$1,000 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: Ken Sabin Application Date: 3-2-23

Conference/Seminar Date: MAY 8th - 10th 23

Location of Seminar/Conference: Midland MI

Name of Proposed Seminar/Conference: COCM

Description of Seminar/Conference: (may also be attached) C.E.

(over)

How will the Seminar/Conference benefit the employee and the township? _____

Additional Knowledge

Cost of the Seminar/Conference: (Registration) \$ 245-

Lodging \$ 3278- Travel \$ 161-

Account #: 249-371-724-000

Your Signature: [Signature]

Approvals:

Department Head: [Signature] Date: 3/2/23

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

COCM 2023 Spring Conference Agenda

H Hotel, Midland MI

COCM is an ICC Preferred Provider – Provider #1059

Monday May 8th, 2023

Registration desk opens at 7:30am

8:00 am Welcome and Conference Announcements

Track 1

8:00 am – 10:00 am	Legislative Advocacy BCC Course # CP-21-00102 ICC PP#	Ben Tiseo 2hrs Admin
10:00 am – noon	Building Codes 101 & 102 BCC Course # CP-21-00103 ICC PP#	Ben Tiseo 3hrs Tech Must attend morning & afternoon
Noon – 1:00 pm	Lunch provided	
1:00 pm – 2:00 pm	Building Codes 101 & 102 – continued	Ben Tiseo Must attend morning & afternoon
2:00 pm - 5:00 pm	Residential Builders License Continuing Educ BCC Course # CP- ICC PP#	Keith Woodcock 2hrs Admin 1hr Tech

Track 2

8:00 am – noon	Residential Plan Review BCC Course # CP- ICC PP#	Kenneth LaBelle 8hrs Plan Review Must attend morning & afternoon
Noon – 1:00 pm	Lunch provided	
1:00 pm – 5:00 pm	? – continued	Ken LaBelle 8hrs Plan Review Must attend morning & afternoon

Tuesday May 9th, 2023

Registration Desk opens at 7:30 am

Track 1

8:00 am – noon	Fire Sprinkler Systems National Fire Sprinkler Association BCC Course # CP- ICC PP#	Jeffrey Hugo 3hrs Spec & 4hrs Tech Must attend morning & afternoon
Noon – 1:15 pm	Lunch provided (following brief business meeting)	
1:15 pm – 4:15 pm	Fire Sprinkler Systems – continued	Jeffrey Hugo Must attend morning & afternoon

Track 2

8:00 am – noon	Wood Use & Recognition of Fire Retardant Treated Wood in the MBC BCC Course # CP-21-0071 ICC PP#	Jim Gogolski 4hrs Tech
Noon – 1:15 pm	Lunch provided (following brief business meeting)	
1:15 pm – 4:15 pm	The Provisions of Mr. CEB BCC Course # CP-22-00064 ICC PP#	Mark Stimac 3hrs Tech

Wednesday May 10th, 2023

Registration desk opens at 7:30 am

Track 1

8:00 am – 11:00 am	? BCC Course # CP- ICC PP#	Scott Cope 3hrs ?
11:00 am – noon	Administrative Update BCC Course # CP- ICC PP#	Keith Lambert 1hr Admin



COCM 2023 SPRING CONFERENCE

May 8th-10th, 2023

CONFERENCE REGISTRATION FORM

Fillable PDF form, simply enter all information prior to printing. Incomplete forms will not be processed. One form per person. Multiple forms may be submitted with one check. COCM is not able to accept credit cards at this time. Payment to be cash or check.

HOTEL / CONFERENCE LOCATION: **The H Hotel 111 W Main St. Midland, MI. 48640**
Hotel Information/Reservations 989-839-0500 or 833-798-4493

HOTEL ACCOMODATIONS Are NOT Included IN THE CONFERENCE FEE. Be sure to mention you are with COCM when making your reservation to receive the COCM special rate. There is a link in the Conference page for your room reservations. Please book early to obtain the COCM room rate.

Please send your Completed Registration, Membership Form (if not already a 2023 Member) and Payment to COCM, See Current PO Box address, so that it is received no later than May 1, 2023
Additional Conference fees will apply for late registrations (see registration information below)

Name: RON SABIN		Jurisdiction representing: CASCADE TWP	
Mailing address 5920 TAHOE SE	City GRAND RAPIDS	State: MI	Zip code: 49546
Telephone number: 616-949-3765	Email Address: RONSABIN@CASCADETWP.COM		ICC Member? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
			Public Act 407 #: 5221

Act 407 Reg. Type (check all applicable) BO BI PR ELEC MECH PLUMB FIRE OTHER

<p>CONFERENCE ATTENDANCE: Please check the appropriate boxes below. Your conference registration, the membership form (if not submitted yet) and payment must be received by May 1, 2023 to take advantage of the Early Registration</p>		
<p>Discount! <input checked="" type="checkbox"/> FULL Conference: Early Registration = \$200.00 (all or multiple days) if submitted before May 1, 2023 FULL Conference: Late Registration = \$225.00 if received after May 1, 2023</p>	<p>Enter Conference fee here.....</p> <p>\$200</p>	
<p><input type="checkbox"/> SINGLE Day Rate (For Single Day registration only, please check the <u>day</u> you will be attending below) <u>Early Registration = \$95.00 (single day rate) \$120.00 (single day rate) if received after May 1, 2023</u> <input type="checkbox"/> Monday May 08 <input type="checkbox"/> Tuesday May 09 <input type="checkbox"/> Wednesday May 10</p>		
<p>2023 COCM MEMBERSHIP: Membership Dues are \$45 per member. Membership is required to participate in the conference. Membership applications can be found at the COCM website membership page at the Home Page. <u>If you have not submitted 2023 membership dues yet, a completed membership form and the \$45 DUES payment must be submitted with your conference registration and fees.</u> Check the COCM website for the current list of 2023 paid members.</p>	<p>Enter Membership fee (if applicable) here</p> <p>\$45</p>	
<p>Conference fee + Membership Dues (if not yet a member) = TOTAL AMOUNT</p>		<p>\$245</p>

<p>Please make check payable to COCM and mail with registration form to: COCM PO Box 71913 Madison Heights, MI 48071</p>	<p>COCM CONTACT INFORMATION www.cocm.org cocm1@yahoo.com 248-953-1400</p>
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Please do not send to one of the Board Officers, as doing so will only delay your registration.



Code Officials Conference of Michigan

2023 Membership Application

January 1, 2023 – December 31, 2023

This form is a PDF fillable form. Download, fill in the information and print for submittal. Or print all information in a legible manner. Provide all requested information to aid COCM in keeping up-to-date records. Only one applicant per membership form. Jurisdictions with multiple members may submit additional membership applications with one check (please submit together). *Thank you.*

Applicant Name: RON SABIN Act 407# 5221
 Municipality: CASCADE TWP
 Membership Type (see bottom of page): MUNICIPAL Phone: 616-949-3765
 Address: 5920 TAHOE SE ICC Member? Yes - No -
 City: GRAND RAPIDS State: MI Zip code: 49546
 Email: RON SABIN@CASCADETWP.COM

Inspector Registration Type: Check boxes applicable to your registrations BO BI PR EI MI PI

2023 COCM Membership Fees

Fee Type	Fee Amount
2023 COCM Membership fee (required to participate in COCM Conferences)	\$45.00
Fees must be submitted with this registration form	Total Enclosed <u>45</u> <i>incl.</i>

Please mail application and check made payable to:
COCM
P.O. Box 71913
Madison Heights, MI 48071

For more information on COCM
Phone:
248-953-1400 or
Email:

Membership Types

cocm1@yahoo.com
www.cocm.org

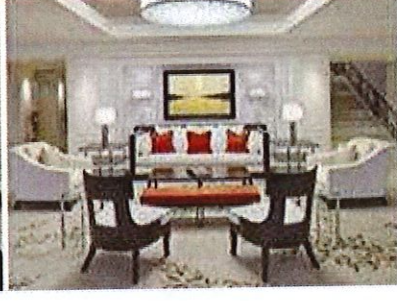
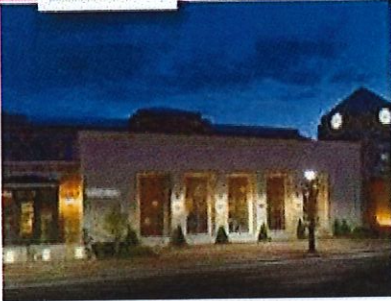
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Associate shall be restricted to individuals interested in the objectives of the organization and are involved in the construction industry.

Honorary shall be restricted to individuals who have retired from enforcing codes or who have rendered unusual service in the promotion of the objectives of this organization. Must submit to COCM, a letter (see COCM website for Honorary Status Form) requesting Honorary Membership status, and be approved by the membership at the Annual Fall Conference to qualify as an Honorary Member. Once approved, Honorary status is ongoing and re-approval is not required.

For COCM record use only

Date received:	Payment type: <input type="checkbox"/> Cash <input type="checkbox"/> Check #	Amount received for: <input type="checkbox"/> Membership only <input type="checkbox"/> Membership and conference
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Code officials Conference of Michigan ~ May 7, 2023 - May 9, 2023 ~ The H Hotel

Dear RON SABIN,

We are pleased to confirm your reservations at The H Hotel. We are looking forward to your arrival as part of the Code officials Conference of Michigan. Should your travel plans change or you need to make changes to your reservations, please [click here](#) or call 1-866-611-5231.

We look forward to welcoming you to The H Hotel.

- The Staff of The H Hotel

Reservation Details

Online Confirmation :	OC9Z55PO
Date Booked:	Mar 2, 2023
Reservation Name:	RON SABIN

BAR OXYGEN



DINING



FEATURES & ACTIVITIES

Arrival Date:	May 8, 2023																				
Departure Date:	May 10, 2023																				
Room Type:	Deluxe Olympic Queen Room																				
Number of Rooms:	1																				
Number of Guests:	1																				
Nightly Rate & Status:	<table border="1"> <thead> <tr> <th>Date</th> <th>Guest(s)</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>May 8, 2023</td> <td>1</td> <td>Confirmed</td> <td>139.00</td> </tr> <tr> <td>May 9, 2023</td> <td>1</td> <td>Confirmed</td> <td>139.00</td> </tr> <tr> <td colspan="4">* Additional GuestRate</td> </tr> <tr> <td>Second Guest</td> <td>0.00</td> <td></td> <td></td> </tr> </tbody> </table>	Date	Guest(s)	Status	Rate	May 8, 2023	1	Confirmed	139.00	May 9, 2023	1	Confirmed	139.00	* Additional GuestRate				Second Guest	0.00		
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Total Charge:	278.00 *																				
Tax Disclosure:	Room Rates shown do not include 6.00% Hotel Room Tax and 5.00% Occupancy Tax Per Night (subject to change). Total room charges will include all room fees and taxes. *																				
Special Requests:	UPPER FLOOR PLEASE																				
Cancel Policy:	Cancellations made after 6pm day prior to arrival will forfeit one night's room and tax.																				





**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 \$1,000 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 \$1,000 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: WILLIAM BENNET Application Date: 3-2-23

Conference/Seminar Date: MAY 8-10 2023

Location of Seminar/Conference: MIDLAND MI

Name of Proposed Seminar/Conference: COCM

Description of Seminar/Conference: (may also be attached) _____

ANNUAL EDUCATIONAL CONFERENCE

(over)

How will the Seminar/Conference benefit the employee and the township? _____

OBTAIN REQUIRED CONTINUING EDUCATION
AS REQUIRED BY PA 54

Cost of the Seminar/Conference: (Registration) \$ 200.00

Lodging \$ 300.00 Travel \$ 180.00

Account #: 249-371-724-000

Your Signature: 

Approvals:

Department Head:  Date: 3/2/23

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

- Original to personnel file
- 1 copy to applicant
- 1 copy to Accounting



COCM 2023 SPRING CONFERENCE

May 8th-10th, 2023

CONFERENCE REGISTRATION FORM

Fillable PDF form, simply enter all information prior to printing. Incomplete forms will not be processed. One form per person. Multiple forms may be submitted with one check. COCM is not able to accept credit cards at this time. Payment to be cash or check.

HOTEL / CONFERENCE LOCATION: The H Hotel 111 W Main St. Midland, MI. 48640
Hotel Information/Reservations 989-839-0500 or 833-798-4493

HOTEL ACCOMODATIONS Are NOT Included IN THE CONFERENCE FEE. Be sure to mention you are with COCM when making your reservation to receive the COCM special rate. There is a link in the Conference page for your room reservations. Please book early to obtain the COCM room rate.

Please send your Completed Registration, Membership Form (if not already a 2023 Member) and Payment to COCM, See Current PO Box address, so that it is received no later than May 1, 2023
 Additional Conference fees will apply for late registrations (see registration information below)

Name: WILLIAM BENOET		Jurisdiction representing: CASCADE TWP.		ICC Member? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Mailing address: 5920 TAHOE GRAND RAPIDS		City: GRAND RAPIDS	State: MI	Zip code: 49546	Public Act 407 #: 2436
Telephone number: 616 949-3765		Email Address:			

Act 407 Reg. Type (check all applicable)

<input type="checkbox"/> BO	<input checked="" type="checkbox"/> BI	<input checked="" type="checkbox"/> PR	<input type="checkbox"/> ELEC	<input type="checkbox"/> MECH	<input type="checkbox"/> LUMB	<input type="checkbox"/> FIRE	<input type="checkbox"/> OTHER
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CONFERENCE ATTENDANCE: Please check the appropriate boxes below. Your conference registration, the membership form (if not submitted yet) and payment must be received by May 1, 2023 to take advantage of the Early Registration Discount!

<input checked="" type="checkbox"/> FULL Conference: Early Registration = \$200.00 (all or multiple days) if submitted before May 1, 2023 FULL Conference: Late Registration = \$225.00 if received after May 1, 2023	Enter Conference fee here..... \$ 200.00
<input type="checkbox"/> SINGLE Day Rate (For Single Day registration only, please check the <u>day</u> you will be attending below) Early Registration = \$95.00 (single day rate) \$120.00 (single day rate) if received after May 1, 2023 <input type="checkbox"/> Monday May 08 <input type="checkbox"/> Tuesday May 09 <input type="checkbox"/> Wednesday May 10	
2023 COCM MEMBERSHIP: Membership Dues are \$45 per member. Membership is required to participate in the conference. Membership applications can be found at the COCM website membership page at the Home Page. <u>If you have not submitted 2023 membership dues yet, a completed membership form and the \$45 DUES payment must be submitted with your conference registration and fees.</u> Check the COCM website for the current list of 2023 paid members.	Enter Membership fee (if applicable) here \$ 45.00
Conference fee + Membership Dues (if not yet a member) = TOTAL AMOUNT \$ 245.00	

Please make check payable to COCM and mail with registration form to:
COCM
PO Box 71913
Madison Heights, MI 48071

COCM CONTACT INFORMATION
www.cocm.org
cocm1@yahoo.com
248-953-1400

Please do not send to one of the Board Officers, as doing so will only delay your registration.



Code Officials Conference of Michigan

2023 Membership Application

January 1, 2023 – December 31, 2023

This form is a PDF fillable form. Download, fill in the information and print for submittal. Or print all information in a legible manner. Provide all requested information to aid COCM in keeping up-to-date records. Only one applicant per membership form. Jurisdictions with multiple members may submit additional membership applications with one check (please submit together). *Thank you.*

Applicant Name: WILLIAM BENOFT Act 407# 2436
 Municipality: CASCADE TOWNSHIP
 Membership Type (see bottom of page): MUNICIPAL Phone: 616-949-3765
 Address: 5920 TAHOE ICC Member? Yes No
 City: GRAND RAPIDS State: MI Zip code: 49546
 Email: WBENOFT@CASCADETWP.COM
 Inspector Registration Type: Check boxes applicable to your registrations BO B PR EI MI PI

2023 COCM Membership Fees

Fee Type	Fee Amount
2023 COCM Membership fee (required to participate in COCM Conferences)	\$45.00
Fees must be submitted with this registration form	Total Enclosed <u>95.00</u> <i>incl</i>

Please mail application and check made payable to:
COCM
P.O. Box 71913
Madison Heights, MI 48071

For more information on COCM
Phone:
248-953-1400 or
Email:
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www.cocm.org

Membership Types

Municipal shall be restricted to individuals that are residents of Michigan and code officials who are registered pursuant to Public Act 407 of 2016.

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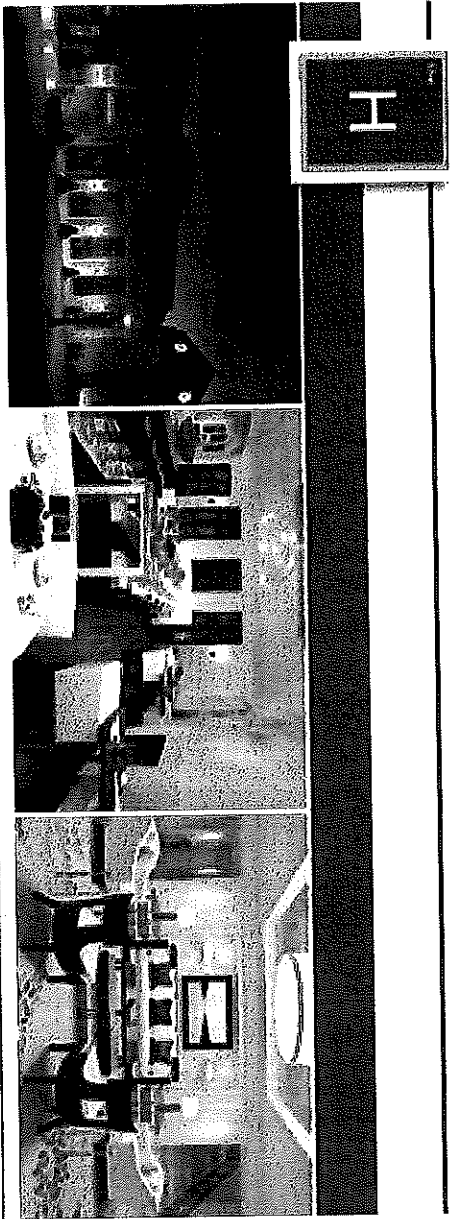
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Bill Benoit

From: Code officials Conference of Michigan <info@cvent.com>
Sent: Thursday, March 2, 2023 12:05 PM
To: Bill Benoit
Subject: the H Hotel Reservation Confirmation

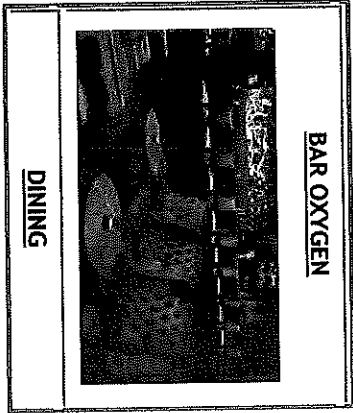


Code officials Conference of Michigan ~ May 7, 2023 - May 9, 2023 ~ The H Hotel

Dear William Benoit,

We are pleased to confirm your reservations at The H Hotel. We are looking forward to your arrival as part of the Code officials Conference of Michigan. Should your travel plans change or you need to make changes to your reservations, please [click here](#) or call 1-866-611-5231.

We look forward to welcoming you to The H Hotel.



- The Staff of The H Hotel

Reservation Details

Online Confirmation:	IU6T72DQ												
Date Booked:	Mar 2, 2023												
Reservation Name:	William Benoit												
Arrival Date:	May 8, 2023												
Departure Date:	May 10, 2023												
Room Type:	Deluxe Olympic Queen Room												
Number of Rooms:	1												
Number of Guests:	1												
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FEATURES & ACTIVITIES



Special Requests:	*
Cancel Policy:	Cancellations made after 6pm day prior to arrival will forfeit one night's room and tax.

COCM 2023 Spring Conference Agenda

H Hotel, Midland MI

COCM is an ICC Preferred Provider – Provider #1059

Monday May 8th, 2023

Registration desk opens at 7:30am

8:00 am Welcome and Conference Announcements

Track 1

8:00 am – 10:00 am Legislative Advocacy Ben Tiseo
BCC Course # CP-21-00102 2hrs Admin
ICC PP#

10:00 am – noon Building Codes 101 & 102 Ben Tiseo
BCC Course # CP-21-00103 3hrs Tech
ICC PP# Must attend morning
& afternoon

Noon – 1:00 pm Lunch provided

1:00 pm – 2:00 pm Building Codes 101 & 102 – continued Ben Tiseo
Must attend morning
& afternoon

2:00 pm - 5:00 pm Residential Builders License Continuing Educ Keith Woodcock
BCC Course # CP- 2hrs Admin
ICC PP# 1hr Tech

Track 2

8:00 am – noon Residential Plan Review Kenneth LaBelle
BCC Course # CP- 8hrs Plan Review
ICC PP# Must attend morning
& afternoon

Noon – 1:00 pm Lunch provided

1:00 pm – 5:00 pm ? – continued Ken LaBelle
8hrs Plan Review
Must attend morning
& afternoon

Tuesday May 9th, 2023

Registration Desk opens at 7:30 am

Track 1

8:00 am – noon	Fire Sprinkler Systems National Fire Sprinkler Association BCC Course # CP- ICC PP#	Jeffrey Hugo 3hrs Spec & 4hrs Tech Must attend morning & afternoon
Noon – 1:15 pm	Lunch provided (following brief business meeting)	
1:15 pm – 4:15 pm	Fire Sprinkler Systems – continued	Jeffrey Hugo Must attend morning & afternoon

Track 2

8:00 am – noon	Wood Use & Recognition of Fire Retardant Treated Wood in the MBC BCC Course # CP-21-0071 ICC PP#	Jim Gogolski 4hrs Tech
Noon – 1:15 pm	Lunch provided (following brief business meeting)	
1:15 pm – 4:15 pm	The Provisions of Mr. CEB BCC Course # CP-22-00064 ICC PP#	Mark Stimac 3hrs Tech

Wednesday May 10th, 2023

Registration desk opens at 7:30 am

Track 1

8:00 am – 11:00 am	? BCC Course # CP- ICC PP#	Scott Cope 3hrs ?
11:00 am – noon	Administrative Update BCC Course # CP- ICC PP#	Keith Lambert 1hr Admin

Memo

To: Cascade Township Board

From: Jennifer Genter, Assessor

CC:

Date: 3/2/2023

Re: Request for approval of 2023 Poverty Exemption Guidelines

Attached is a resolution we approve annually for the updated Poverty Exemption and Guidelines. The only change is the updated Federal household income guidelines as reported on the State Tax Commission Bulletin 19 of 2022.

If you have any questions, please contact me.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 19 of 2022
November 15, 2022
Procedural Changes for 2023

TO: Assessing Officers and County Equalization Directors
FROM: Michigan State Tax Commission
SUBJECT: Procedural Changes for the 2023 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2023 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

A. Inflation Rate Used in the 2023 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2023 Capped Value Formula is 1.05.

The 2023 Capped Value Formula is as follows:

$$\text{2023 CAPPED VALUE} = (\text{2022 Taxable Value} - \text{LOSSES}) \times 1.05 + \text{ADDITIONS}$$

The formula includes 1.05 because the inflation rate multiplier of 1.079 is higher than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2023

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$23,030 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$23,030. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2023 assessments:

Size of Family Unit	Poverty Guidelines
1	\$13,590
2	\$18,310
3	\$23,030

Size of Family Unit	Poverty Guidelines
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
For each additional person	\$4,720

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 3 of 2021 for more information on poverty exemptions.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

C. Poverty Exemption Important Reminders

It is important for assessors to review and understand the changes to the poverty exemption statute made by Public Act 253 of 2020 and to work with local officials and boards of review to ensure the necessary policies and guidelines are in place and are being followed. The governing body of the local unit may need to revise its policy and guidelines to make sure to comply with the law changes.

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. **The Board of Review is not permitted to deviate from the adopted policy and guidelines** (this is a change to the law in PA 253 of 2020).

Poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year.

Starting in 2021, to request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*

3. All required additional documentation (such as federal/state income tax returns)

Local units are still required to have adopted income guidelines and an asset test. These documents should be in writing and should be made available to taxpayers.

If a taxpayer qualifies for the poverty exemption, the Board of Review can grant a 100%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

The forms and guidance related to the poverty exemption are available on the State Tax Commission's website under the [Poverty Exemption Forms & Policy Related to PA 253 of 2020](#) link.

D. Sales Studies

Equalization study dates are as follows for 2023 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2022 studies for 2023 equalization the dates are as follows:

Two Year Study: April 1, 2020 through March 31, 2022
Single Year Study: October 1, 2021 through September 30, 2022

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

E. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the current use of the property **and not** highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

F. Public Act 660 of 2018, Property Assessing Reform

Public Act 660 of defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a

process for bringing a local unit into compliance if they remain non-compliant after a follow-up review.

Information on Property Assessing Reform is available on the State Tax Commission's website at www.michigan.gov/statetaxcommission under the Property Assessing Reform link. Any questions concerning Property Assessing Reform should be directed to AssessingReformQuestions@michigan.gov.

Local Unit Requirements

The statute states the requirements that must be met by the local unit beginning in the 2022 tax year. This includes having a published policy for when the assessor's office is accessible to taxpayers; information to taxpayers on how to request inspection or production of records in the assessor's office; and online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. The full list of requirements can be found in [MCL 211.10g\(1\)](#).

State Tax Commission Guideline 2020-1 breaks down how the Commission will conduct the audit based on the requirements set by MCL 211.10g(1). Guideline 2020-1 separates the statutory requirements into deficiencies (i.e. failure to have what is required by MCL 211.10g(1)) that may result in a finding of noncompliance or that are technical. Assessors should review MCL 211.10g(1) and Guideline 2020-1 and work with local unit officials to ensure that they are able to meet the statutory requirements. [Guideline 2020-1: Audit Procedures](#) is available on the STC website.

Required Training: Assessors and Support Staff

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required

Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of completion and that it is provided to the local unit so it can be properly maintained and provided during the audit.

G. Tax Tribunal Small Claims Division Hearings

Assessors should carefully read all notices, orders and other correspondence sent by the Tax Tribunal. Assessors should pay special attention to the Notice of Hearing and ensure they are available at the date and time of the scheduled hearing. It is important to appear at the hearing and to timely file with the Tax Tribunal and serve a copy to the taxpayer of all evidence and documentation you wish to be considered at the hearing.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated. More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtribunal.

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

H. Qualified Heavy Equipment Rental Personal Property Exemption

Public Act 46 of 2022 was signed by the Governor on March 23, 2022. The Act creates MCL 211.9p which provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

Qualified heavy equipment rental personal property (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement approved by the State Tax Commission of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit the information contained in the statement and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to Treas-QHERPP@michigan.gov

More information is available in Bulletin 18 of 2022.

I. 2023 Small Business Taxpayer Personal Property Tax Exemption Changes

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amends the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for “eligible personal property” in a local unit from \$80,000 to \$180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 21, 2023 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o*. Late filed forms may be filed directly with the 2023 March Board of Review prior to the closure of the March Board.

Personal Property Valued Less Than \$80,000

To claim an exemption for personal property valued less than \$80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 21, 2023 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review. Taxpayers must contact the local unit directly to determine the March Board of Review dates.

Once the exemption is granted for personal property valued at less than \$80,000, the taxpayer will continue to receive the exemption until they no longer qualify for the exemption. Once they no longer qualify, the taxpayer is required to file a rescission form and a personal property statement no later than February 20th of the year that the property is no longer eligible. Failure to file the rescission form will result in significant penalty and interest as prescribed in MCL 211.9o.

Personal Property Valued Greater than or Equal to \$80,000 but Less than \$180,000

In order to claim an exemption for personal property valued at \$80,000 or more but less than \$180,000, Form 5076 **along with** Form 632 *Personal Property Statement* must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 21, 2023 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review.

J. 2023 ESA Changes

Public Acts 153 through 156 were signed by the Governor on December 23, 2021. These Acts amend the General Property Tax Act, the State Essential Services Act, and the Alternative State Essential Services Act. The Acts change the way that Eligible Manufacturing Personal Property (EMPP) exemptions are claimed and granted, and ESA statements are generated, beginning in 2023.

For 2023 the process of claiming the EMPP exemption remains the same as it has been. **ALL** eligible claimants wishing to receive the EMPP exemption for 2023 will be required to file the Combined Document (Form 5278) with the assessor by February 21 or with the March Board of Review prior to its adjournment. **Taxpayers that do not timely file the Combined Document (Form 5278) will be ineligible to receive the EMPP exemption in 2023.** Assessors will be required to send all information from the Combined Document (Form 5278) to the Department of Treasury via their CAMA software by April 1, as has been the requirement in the past.

Beginning in 2024, eligible claimants that received the EMPP exemption in the previous year will carry the exemption over to the next year. No Combined Document (Form 5278) or other personal property form will be necessary. Eligible Claimants wishing to claim the EMPP exemption on a parcel that did not receive the exemption in the

previous year will need to file a Combined Document by deadline to do so. Taxpayers that no longer qualify for the exemption must file a Form 5277 by the deadline and the assessor remove the exemption from the parcel(s). Assessors must forward the Form 5277 and 5278 information to the Department of Treasury via CAMA software no later than April 1.

K. EMPP and ESA Reminders

In September and October, the ESA Section begins to send out Summary of Changes letters for all taxpayers that have certified their ESA Statement and paid ESA liability in full. Recognizing that manufacturers occasionally move personal property between facilities located in different jurisdictions, a copy of this letter is sent to every local unit in which a taxpayer has reported EMPP if a change on their ESA Statement has been made to *any* parcel located in *any* local unit. This is done to assist each assessor in identifying property that may have been moved in or out of their local unit. Assessors are advised that even if their local unit is not listed on the Summary of Changes letter, it may be prudent to note whether any changes made to a parcel reported in another local unit may affect a parcel located in their local unit.

At times, taxpayers attempt to add a parcel to their ESA Statement that was not previously reported to the Department of Treasury. In these cases, the ESA Section will reach out to the assessor to ask if a Combined Document (Form 5278) was filed for the parcel and, if it was, request a copy of the Form. ESA Staff will also ask for a letter confirming that the EMPP exemption was claimed properly and that the failure to transmit the information to the Department of Treasury was not the fault of the taxpayer. These letters are not used to incriminate an assessor who made a mistake, but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1st.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,” identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

L. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2019 and 2020 the property record card for 2019 and the property record card for 2020 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values. Additionally, the 154 petition must contain an original signature. The Commission cannot accept electronic signatures or scanned signatures on petitions.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor's communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

M. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes qualified errors listed in MCL 211.53b(8), and appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7b related to the disabled veteran's exemption, and MCL 211.7ss related to the eligible development property exemption, provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 13 of 2022 and 14 of 2022 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not be requesting that the July or December Boards of Review take action outside of the limited authority provided in MCL 211.53b.

Authority Over Principal Residence Exemptions

Public Act 141 of 2022 was signed by the Governor on July 11, 2022. The Act amended Section 211.7cc of the General Property Tax Act, regarding the Principal Residence Exemption. PA 141 eliminated the July and December Board of Review

appeal process in MCL 211.7cc(15) and 211.53b regarding claiming a principal residence exemption for which the exemption was not on the property for the current and previous three years. **The July and December Board of Review have no authority to grant a PRE.** Assessors are asked to ensure that the July and December Boards of Review does not take action related to PRE claims.

N. 2023 State Tax Commission Updates Class

At the August 23, 2022 State Tax Commission meeting, the recommendations of the Education and Certification Committee were approved.

ALL certified assessing officers (MCAO, MAAO, MMAO) and ALL certified assessing technicians (MCAT) must take the 2023 STC Updates Class as part of their continuing education renewal requirements for the renewal cycle beginning November 1, 2022 and ending October 31, 2023.

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at <https://coned.mi-stc.org>. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

O. Online Education Portal and MiSUITE (CERTS) Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email State-Tax-Commission@michigan.gov. If you require a password reset, **do not use the Forgotten Your Username or Password link on the page.** Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you will receive your certificate of completion for the course. If a certificate is not emailed to you, then you likely did not complete one or more of the course requirements. The requirements that must be completed are listed at the top of each course and as you complete each one, they will be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the CERTS platform to receive the continuing education credit for the course.

MiSUITE/CERTS

Several updates were released in August to make MiSUITE a more user-friendly and secure platform. These updates include allowing users to request and receive an

automated password reset link, simplified password requirements, and the ability to securely register a device. Additional security measures were also implemented, including password expirations. Passwords will now expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE/CERTS by going to <https://sso.misuite.app>

Assessors can check continuing education hours by logging into the CERTS system and checking your profile page. Total hours remaining to be completed are listed on the profile page in CERTS as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in CERTS. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

CASCADE CHARTER TOWNSHIP
Kent County, Michigan
Resolution /2023

**RESOLUTION TO ADOPT 2023 POVERTY EXEMPTION
POLICY AND GUIDELINES**

At a regular meeting of the Township Board for the Township of Cascade, County of Kent, State of Michigan, on the 1 of March, 2023 at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

Resolution offered by:

Supported by:

WHEREAS, on December 1, 2004 the Cascade Charter Township Board did establish “Policies and Guidelines to Grant Poverty Exemption, and

WHEREAS, Resolution #55/2006 did approve the “Policy and Guidelines to Grant Poverty Exemptions” in accordance with the State Tax Commission Bulletin #5 dated January 23, 1995, and Bulletin #1 dated January 8, 2003 and

WHEREAS, The Board of Review and Assessor’s office recognized the need to adopt definite procedures and guidelines, approved by the Township Board, to be used as standards when considering appeals made based upon financial hardship.

NOW, BE IT THEREFORE RESOLVED that the Cascade Charter Township Board approves the “2023 Poverty Exemption Policy and Guidelines” as updated per the State Tax Commission and the Federal Poverty Guidelines for the 2023 assessments which is attached. This resolution supersedes any previous “2023 Poverty Exemption Policy and Guidelines” resolution adopted for 2023.

The vote being as follows on the foregoing resolution:

YEAS:

NAYS:

ABSENT:

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I certify that the foregoing to be a true copy of a Resolution adopted by the Cascade Charter Township Board at a Regular Meeting held on March 1, 2023.

Dated: February 22, 2023

Susan Slater
Cascade Charter Township Clerk

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2023

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$23,030 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$23,030. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2023 assessments:

2023 Guidelines

Size of Family Unit	Poverty Guidelines
1	\$ 13,590
2	\$ 18,310
3	\$ 23,030
4	\$ 27,750
5	\$ 32,470
6	\$ 37,190
7	\$ 41,910
8	\$ 46,630
Each additional person add	\$ 4,720

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 3 of 2021 for more information on poverty exemptions.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.



CASCADE CHARTER TOWNSHIP
5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: March 8, 2023
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Thornapple River Safety & Navigational Marking Plan RFP

******This item is being reviewed by the Thornapple River SAD Committee on March 6, 2023 and may be revised and/or updated based on that meeting******

FACTS:

In 2021 the Township approved the creation of the Thornapple River Special Assessment District. There are 301 properties included in the SAD, and each property contributes \$300 per year. The SAD collects a total of \$90,300 each year and the funds are available for the following purposes:

To make certain improvements to the Thornapple River including weed control and removal, debris removal and safety enhancements, and silt control and removal

As part of the process in establishing the SAD, the Township Board also created the Thornapple River SAD Ad-Hoc committee to provide recommendations to the Township Board on how the SAD funds should be utilized. In 2022 the committee focused on the development and implementation of the weed management plan, which was awarded for a 3-year period (2022 – 2024). The committee has now turned its attention to procuring the services of a qualified firm to assist in developing and implementing a safety and navigational marking plan. The committee will be reviewing the RFP at their March 6 meeting and it is anticipated it will be recommended that the Board approve the issuance of the RFP.

The proposed schedule for this project is:

- Issue request for proposals March 9, 2023
- Pre-application River Tour Week of March 20
- Proposals due March 30, 2023
- TR Ad-Hoc Committee evaluates proposals Week of April 3
- TR Ad-Hoc Committee Makes Recommendation Week of April 3
- Township Board approves contract April 12, 2023
- Project Begins April 17, 2023
- Project Concludes (...on or before) TBD

Attached for your review is:

- Proposed RFP to select a qualified firm for a Thornapple River Safety & Navigational Marking Plan

ANALYSIS & CONCLUSIONS:

With the weed management plan currently being executed, the Thornapple River SAD Ad-Hoc Committee has identified it's next priority as increasing the safety of the river by developing and implementing a plan to mark obstacles in the river and mark the navigable channel in certain areas. Given the scope and potential cost of the project, and the need to comply with state regulations and permitting that can be complicated, the committee thought it would be best to issue an RFP to insure the most effective and efficient plan could be implemented.

The scope of work identified in the RFP document includes the development and implementation of a Safety and Navigation Marking Plan for the Thornapple River between the Cascade dam and 60th Street, in accordance with all federal, state and local regulations. While the requirements are left somewhat vague to allow for creative approaches, projects are required to include the following items at a minimum.

1. A full survey of the project area in order to develop a safety and navigation marking plan for the identified section of the Thornapple River. The Township can ensure access to the Thornapple River to complete the survey and, if necessary, provide aquatic transportation as well.
2. A narrative of the process that will be used to develop the safety and navigation marking plan. The Township understand that without a full survey of the project area a final plan cannot be developed, but the respondent should be able to provide a detailed explanation of how that plan will be developed as well as a timeline of proposed activities.
3. An explanation of the access that will be needed for the equipment necessary for the implementation of the plan
4. Applying for and securing all of the necessary permits from all regulatory agencies in order to carry out the plan
5. Being available to meet with the Township staff, Thornapple River SAD Ad-Hoc committee and or Cascade Township Board, given a reasonable notice period, to provide periodic updates on the safety and navigation marking plan.
6. Execution and installation of the developed and approved safety and navigation plan. It should be noted that the execution of the plan is subject to the availability of adequate financial resources and may be delayed until those resources are available, or completed in phases.

The Thornapple River SAD Ad-Hoc Committee will be reviewing this RFP at their March 6th meeting and an update on their recommendation will be given at the meeting.

FINANCIAL CONSIDERATIONS:

The issuance of the RFP will have no direct cost to the Township, only staff time related to the issuance of the RFP. The proposals are expected to detail costs for the development and implementation of the plan. The Township has budgeted \$10,000 for this project in the Thornapple River SAD fund to begin the project, but additional funds may need to be allocated once the plan is developed and the cost of implementation is known

RECOMMENDED ACTION:

To approve the issuance of the Cascade Charter Township Request for Proposals for a Thornapple River Safety and Navigation Markings Plan.

**CASCADE CHARTER TOWNSHIP
REQUESTS FOR PROPOSALS
Thornapple River Safety & Navigation Marking Plan**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing a ***Thornapple River Safety & Navigation Marking Plan*** for Cascade Charter Township.

Proposals shall be due March 30, 2023 at 4 p.m. Please mark the sealed envelope as "Cascade Township Thornapple River Safety & Navigation Marking Plan." A complete Request for Proposal document may be obtained at:

Cascade Charter Township
ATTN: Ben Swayze
Township Manager
5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Phone: 616-949-1500

Or on the Web at:
<http://www.cascadetwp.com/>



Cascade Township Request for Proposals 2023 Thornapple River Safety & Navigation Marking Plan

Cascade Charter Township hereby requests proposals from qualified firms interested in providing assistance to the Cascade Township Thornapple River Special Assessment District Committee and Board of Trustees in developing and implementing a Safety & Navigation Marking Plan for the Thornapple River between the Cascade Dam and 60th Street (project area map included as Appendix A)

These specifications describe the conditions, requirements and responsibilities accepted by contractors when bidding on providing these services to Cascade Charter Township (Cascade *or* the Township).

I. INTRODUCTION

1.1 Background

Cascade Charter Township recently approved a 15-year Special Assessment District (SAD) that includes all properties on the Thornapple River between Cascade Dam and 60th Street. There are 301 properties included in the SAD, and each property contributes \$300 per year. The SAD collects a total of \$90,300 each year. The funds are available for the following purposes:

To make certain improvements to the Thornapple River including weed control and removal, debris removal and safety enhancements, and silt control and removal

This **Request for Proposal** is intended to solicit and secure proposals from contractors with experience in developing and implementing safety and navigational marking plans on bodies of water similar to the Thornapple River between the Cascade Dam and 60th Street (see “Project Area Map” in Appendix A). The successful bidder will be required to develop and implement the plan in accordance with all federal, state and local regulations, including all permits necessary to implement the proposed program. Funding for the plan will come from the Thornapple River SAD, *though not all funding in the SAD is designated for safety and navigation marking activities*. Assistance from qualified contractors is sought for specific tasks included in the plan preparation and execution process, as identified in the scope of services section of this document.

1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
4. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.
5. Cancellation: Cancellation clause of insurance not less than thirty (30) days.
6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.

B. The successful bidder will be required to enter into a professional service

contract with the Township. This RFP and the successful bidders RFP response will be included as part of the professional services agreement.

1.3 Funding

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

1.4 Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about April 17th, 2023 and conclude on or before a date to be determined.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Ben Swayze
Township Manager
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Telephone: (616) 949-1500
E-mail: bswayze@cascadetwp.com

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

- | | |
|--|------------------|
| • Issue request for proposals | March 9, 2023 |
| • Pre-application River Tour | Week of March 20 |
| • Proposals due | March 30, 2023 |
| • TR Ad-Hoc Committee evaluates proposals | Week of April 3 |
| • TR Ad-Hoc Committee Makes Recommendation | Week of April 3 |
| • Township Board approves contract | April 12, 2023 |
| • Project Begins | April 17, 2023 |
| • Project Concludes (...on or before) | TBD |

2.3 Pre-Application Meeting

On TBD at TBD, the Township will provide a boat tour of the project area, identifying the known obstacles in the river that need to be marked, as well as the area of the river that requires the navigable channel to be marked. These areas are also identified on the map in “Appendix A” for review. Though not required, it is highly recommended that bidders attend the meeting. If interested in attending the meeting, please email the project administrator on or before March 16th to reserve your spot. Limit of two individual per bidder.

2.4 Submission of Proposals

Responding firms are required to submit one (1) physical copy of their proposal, which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 4:00 p.m., local time, on Friday March 30, 2023. Electronic copies may be emailed.

Proposals must include all information as outlined in Section 4 of this document.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked “Thornapple River Safety and Navigation Marking Plan” and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Electronic proposals may be transmitted using electronic media such as email transmission, but one physical copy is still required to be delivered to the Township.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

2.5 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

2.6 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this

purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.7 Acceptance Period

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

2.8 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.9 Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

2.10 Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.11 No Obligation Contract

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

2.12 Rejection of Proposals

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.13 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.14 Commitment of Funds

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. SCOPE OF WORK

3.1 General Scope of Work

The scope of work the Township is seeking includes the development and implementation of a Safety and Navigation Marking Plan for the Thornapple River between the Cascade dam and 60th Street (see Appendix "A" for a project area map, including the obstacles and navigation channels that need to be marked) in accordance with all federal, state and local regulations. The Township is open to considering unique and creative proposals for this project, but any project should include the following items at a minimum.

1. A full survey of the project area in order to develop a safety and navigation marking plan for the identified section of the Thornapple River. The Township can ensure access to the Thornapple River to complete the survey and, if necessary, provide aquatic transportation as well.
2. A narrative of the process that will be used to develop the safety and navigation marking plan. The Township understand that without a full survey of the project area a final plan cannot be developed, but the respondent should be able to provide a detailed explanation of how that plan will be developed as well as a timeline of proposed activities.

3. An explanation of the access that will be needed for the equipment necessary for the implementation of the plan
4. Applying for and securing all of the necessary permits from all regulatory agencies in order to carry out the plan
5. Being available to meet with the Township staff, Thornapple River SAD Ad-Hoc committee and or Cascade Township Board, given a reasonable notice period, to provide periodic updates on the safety and navigation marking plan.
6. Execution and installation of the developed and approved safety and navigation plan. It should be noted that the execution of the plan is subject to the availability of adequate financial resources and may be delayed until those resources are available, or completed in phases.

IV. PROPOSAL CONTENT

Bidders are encouraged to be creative in their project submissions, however each proposal must contain, at a minimum, the following information:

4.1 Business Organization

State the full name and address of your organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(es) and respondent's website address.

4.2 Executive Summary

Summarize the respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders. Include a brief description of the scope, staffing and dates.

4.3 Project Proposal

Describe in narrative form, the methods proposed for creating the plan. Identify deliverables with emphasis on the stated scope and intent of the project, including tasks and timelines. Emphasis on clarity and detail of the proposal is an important consideration in evaluation of the responses. Proposal must identify a timeline for this project, including proposed beginning date, length of time to conduct each phase and completion date.

4.4 Project Staffing

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication and provide a brief role description with responsibilities for each person as they relate to the solicitation.

4.5 Pricing Methodology

Provide a price methodology with attention to detail and understandability that includes a properly designed and implemented all-inclusive response. The Respondent shall include all associated costs to successfully complete the project. At a minimum, proposal should include the following costs:

- Completion of the project area survey
- Development of the safety and navigation plan
- Anticipated costs of implementing the plan. It is understood exact costs may not be known until the plan is developed. Please find ways to demonstrate what cost levels may be (labor hourly rate, standard material costs, etc...)
- Any other costs that respondent believes might be relevant in developing and implementing a safety and navigation marking plan.

4.6 Authorized Negotiations

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the Township.

4.7 References

Provide a minimum of three (3) relevant references preferably of similar scope and complexity. Include the names of the projects, location, completion date, project cost and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Provide permission for the Township to contact any organization or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating the Proposal. The Township retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the Township may contact and utilize such information.

4.8 Additional Information

The respondent may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

IV. EVALUATION CRITERIA

5.1 Evaluation Subcommittee

The Thornapple River SAD Ad-Hoc Committee of Cascade Township will be responsible for evaluating the submitted proposals and submitting a recommendation of project award to

the full Township Board for consideration. Though there are no formal evaluation criteria, the Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Project proposal and the likelihood it will satisfactorily address the needs of the Township in regards to the scope of services.
5. Experience and qualifications of the Respondent and all team members identified.
6. Experience and results in performing the services desired by the Township.
7. Cost proposal that is advantageous to the Township.

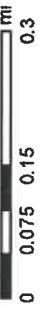
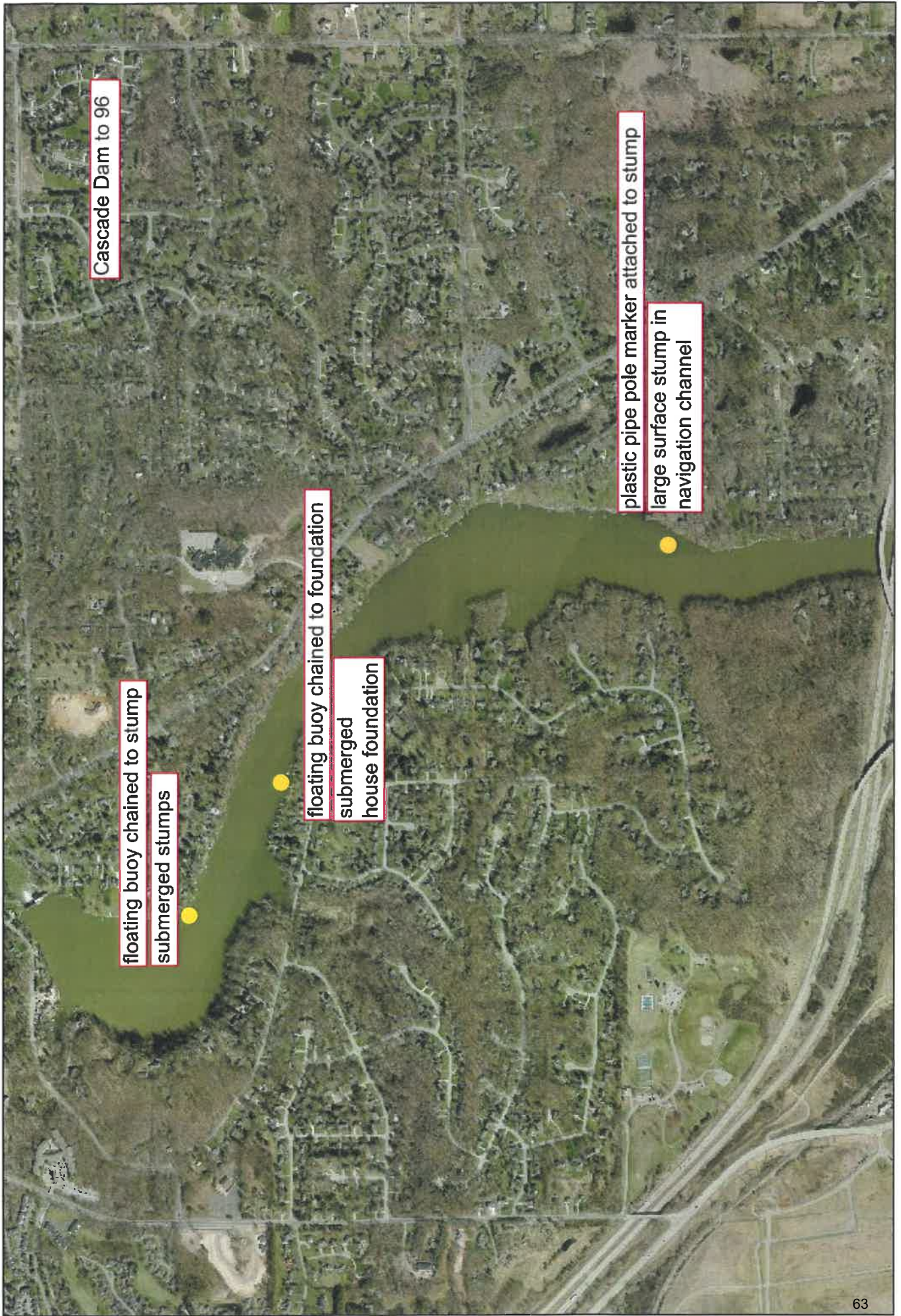
5.2 Subcommittee Recommendation

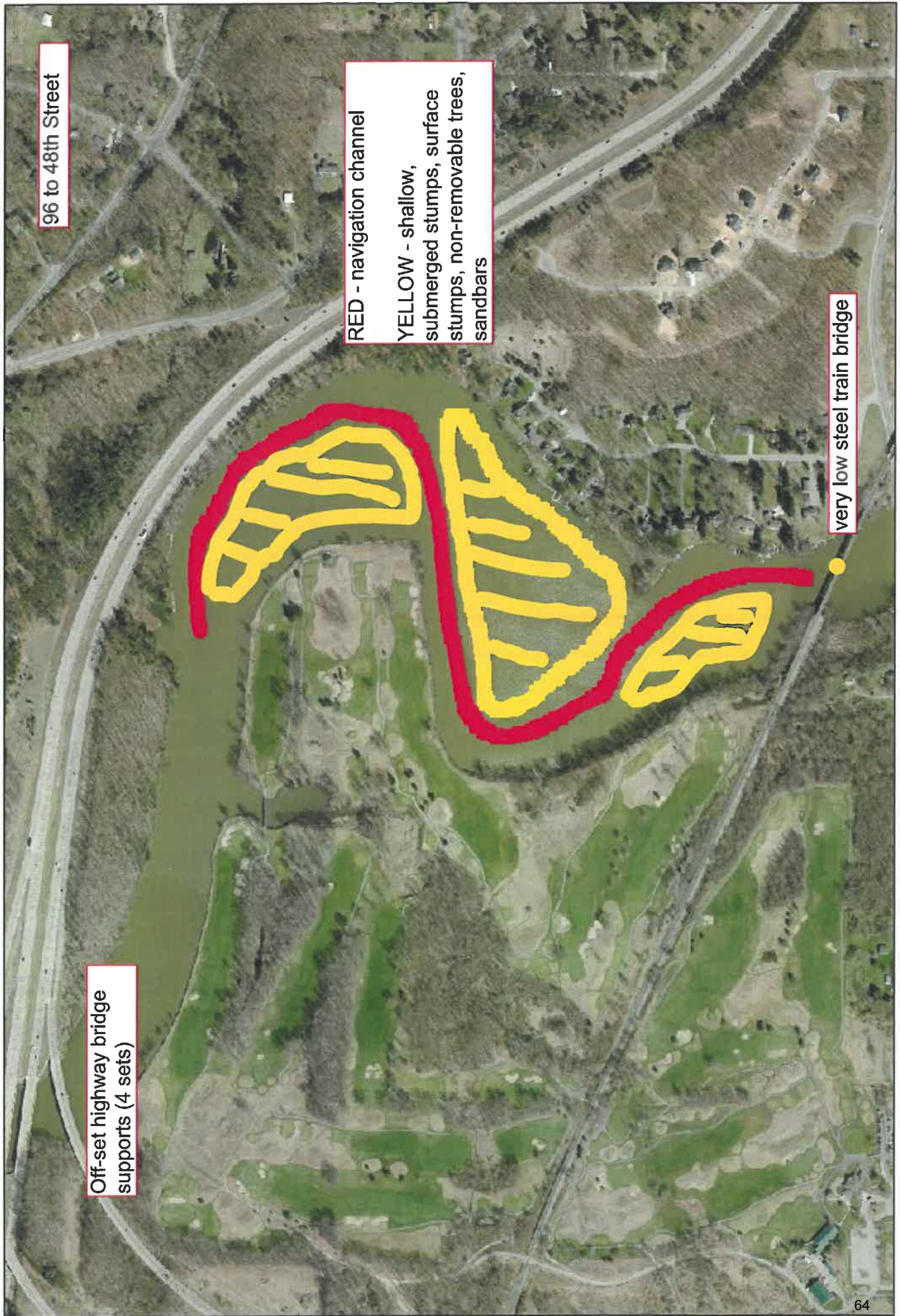
The Thornapple River SAD Ad-Hoc Committee will be responsible for making recommendations on the choice of a proposal to the full Cascade Township Board. The Cascade Township Board remains the sole body responsible for awarding a contract. The Thornapple River SAD Ad-Hoc Committee and Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Committee or the Cascade Township Board, they will receive a minimum of five (5) days' notice.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.

Kent County Web Map

December 02, 2022





Kent County Web Map

December 02, 2022

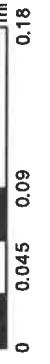


Kent County Web Map

December 02, 2022

Kilmer

floating bouy - chain wrapped around rock
large submerged rock, end
of deep water navigation,
very shallow and rocky to
the south





CASCADE CHARTER TOWNSHIP
5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: March 8, 2023
To: Supervisor Lesperance & Cascade Township Board
From: Ben Swayze, Township Manager
Subject: Resolution to Recognize the West Michigan Dog Sports as a Non-Profit Organization

*****This item will be updated with additional information prior to the Township Board meeting ****

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 West Michigan Dog Sports. Attached for your review is a proposed resolution as well as a copy of the organizations by-laws and 501 (c)3 Tax Exempt Status letter from the IRS.

According to the organization website, the mission of West Michigan Dog Sports is “Teaching dogs and people through fun and effective training to enhance their relationships and enrich their lives.”

ANALYSIS & CONCLUSIONS:

The Township Staff have reviewed the request from West Michigan Dog Sports 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 West Michigan Dog Sports 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 _____ meeting held on _____.
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

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