

AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, January 24, 2024

7:00 P.M.

Wisner Center
2870 Jacksmith Drive SE,
Grand Rapids, MI 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/86125580789>

Meeting ID: 861 2558 0789

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**
- Article 5. Public Comments - Anything on the Agenda not scheduled for a public hearing. (Limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board Meeting–1/10/24
 - b. Receive and File Reports
 1. Treasurer Depositories Report 2024
 - c. Receive and File Education Requests
 1. Bruno Ivos–MMTA 2024 Institute 4/21-4/26/24
 2. Todd Stevenson-Chimney Fire Suppression 2/6/2024
 3. Hannah DeMuth & Heather Newkirk-FDIC Women’s Conference
 4. Melanie Manion-MParks Conference 2/27-3/1/2024
 - d. Receive and File Communication

Article 7. Financial Actions

- a. Request for Invoices to be paid on 1/25/2024

Article 8. Unfinished Business

Article 9. New Business

004-2024 Consider Approval of Update to Township Committee Policy

005-2024 Consider Approval of First Read of Ordinance Ch 264 Amendment *(roll call)*

Article 10. Discussion

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

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

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

Wednesday, January 10, 2024

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange,
Trustees Koessel, Shipley, McDonald and Noordhoek
Absent: None
Also Present: Deputy Clerk Jager, Manager Smith and those listed in the
Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve the
agenda. Motion carried unanimously.
- Article 4. Presentations**
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public
hearing. (Limit comments to 3 minutes)**
1. Scot VanSolkema-2570 Orange-inquired on an end date of the
McKenna contact. He espoused naming the 4th of July celebration as
Independence Day Celebration.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board Meeting-12/13/23
 2. Planning Commission Meetings-10/2/23, 10/16/23, 10/30/23,
11/13/23, 12/4/2023
 - b. Receive and File Reports
 1. Building Dept Report November 2023
 2. Treasurer Dept Report November 2023
 - c. Receive and File Education Requests
 1. Michael Poolman-Waldorf Univ 2/21/24-4/16/24
 - d. Receive and File Communication
None
- Motion by Trustee Koessel, seconded by Trustee Shipley to approve the
Consent Agenda. Motion carried unanimously.

Article 7. Financial Actions

- a. Financial Statement November 2023
Motion by Treasurer Korstange, seconded by Trustee McDonald to approve. Motion carried unanimously.

Article 8. Unfinished Business

None

Article 9. New Business

001-2024 Consider Approval of Contract with McKenna for Planning Services Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

002-2024 Consider Approval of Funding for 2024 Fireworks Display Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve. Motion carried unanimously.

003-2024 Consider Resolution to Withdraw City of Hastings from GVMC (Roll Call) Motion by Trustee McDonald, seconded by Trustee Shipley to approve the resolution. Motion carried unanimously by roll call vote.

Article 10. Discussion

- a. Hope Network Transportation Update

Article 11. Public Comments

1. Nick Katsarelas-2985 Burrwick-shared his positive experience with township staff visiting Wycliffe Park.
2. Scot VanSolkema requested information on the land use of Tuffy property and surrounding area.

Article 12. Manager Comments

1. Manager Smith started a Jake Brake policy with legal counsel. The 2024 election information for residents is on the township website. Land use of Tuffy Property will require environmental testing before proceeding. A pathway on Buttrick was damaged due to a car accident. No snow clearing is possible but pedestrian traffic is safe.

Article 13. Board Member Comments

1. Trustee Shipley thanked those in attendance for coming to the meeting.
2. Trustee McDonald shared Meridian Township hired marksmen for deer population control. Manager Smith shared Kent County Road Commission may coordinate a county wide effort.

Article 14. Adjournment

Motion by Clerk Slater, seconded by Trustee McDonald to adjourn. Motion carried unanimously. Meeting adjourned at 7:54 pm.

Jennifer Jager
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

DRAFT

January, 2024

To: Cascade Township Board

From: Windy Korstange, Treasurer

Re: List of Current Depositories and Investments

Each year the Treasurer is required to disclose to the Township Board the financial institutions in which the Township funds are placed. Township funds are currently placed in insured financial institutions in accordance with the Investment Policy approved on February 10, 2010.

These institutions are:

CIBC BANK

Comerica Bank

First National Bank of America

First National Bank of Michigan

Flagstar Bank

Grand River Bank

Horizon Bank

Huntington National Bank

Independent Bank

JP Morgan Chase

Macatawa Bank

Mercantile Bank

Northpointe Bank

Union Bank

United Bank

West MI Community Bank

Adventure Credit Union

Consumers Credit Union

Community Choice Credit Union

Community West Credit Union

NCA Credit Union (f.n.a. First United)

Lake Michigan Credit Union

MSU Federal Credit Union

Kent County Pool

MI CLASS Pool

Comerica Financial Advisors

A copy of the bank relationship analysis dated January 2024 is attached for your information.



Windy Korstange, Treasurer

Bank Relationship Analysis
January, 2024

| | <u>Bauer</u> | <u>Total Deposits</u> |
|--------------------------------|--------------|-----------------------|
| | | <i>000's</i> |
| Cascade Township Banks | | Sept. 31, 2023 |
| Comerica Bank | 4 | 68,486,000 |
| CIBC | 5 | 41,608,904 |
| Fifth Third Bank (OH) | 5 | 174,031,000 |
| First National Bank of America | 4 | 3,082,078 |
| First National Bank of MI | 4 | 797,054 |
| Flagstar | 4 | 82,834,286 |
| Grand River Bank | 3 | 472,134 |
| Horizon Bank | 5 | 5,772,781 |
| Huntington National Bank | 5 | 153,314,182 |
| Independent Bank | 5 | 4,649,078 |
| JP Morgan Chase | 5 | 2,020,955,000 |
| Macatawa Bank | 5 | 2,454,257 |
| Mercantile | 5 | 3,919,077 |
| Northpointe Bank | 4 | 3,056,158 |
| Union Bank | 4 | 292,324 |
| United Bank | 5 | 785,766 |
| Wells Fargo | 4 | 1,370,087,000 |
| West MI Community Bank | 5 | 809,590 |
| | | |
| Lake Michigan Credit Union | 5 | 10,882,828 |
| Adventure Credit Union | 5 | 366,453 |
| Community West Credit Union | 4 | 240,861 |
| Community Choice Credit Union | 5 | 1,527,744 |
| Consumers Credit Union | 5 | 1,704,918 |
| NCACU | 4 | 205,342 |
| MSUFCU | 5 | 6,298,429 |
| | | |



**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: Bruno Ivos Application Date: 1/11/24

Conference/Seminar Date: 4/21 - 4/26

Location of Seminar/Conference: Mount Pleasant

Name of Proposed Seminar/Conference: 2024 MMTA Basic Institute

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

(over)

How will the Seminar/Conference benefit the employee and the township? Learn more
about my job responsibilities, meet & build relationships with others
in the field, earn the Michigan Certified Professional Treasurer
(MiCPT) credential.

Cost of the Seminar/Conference: (Registration) \$ 599.00

Lodging \$ 532.80 Travel \$ 123.15

Account #: 101-225-724-000

Your Signature: BWY

Approvals:

Department Head: Worin Date: 1/11/24

Township Manager: [Signature] Date: 1/11/24

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

2024 BASIC INSTITUTE

April 21 - 26 • Comfort Inn & Suites • Mt. Pleasant



The Road to Your Success

Basic Institute is an Incredible Opportunity

- 1) Learn more about your job and responsibilities.
- 2) Meet and build relationships with others in your field.
- 3) Earn the professional Michigan Certified Professional Treasurer (MiCPT) credential.

Basic Institute is a three year program with a defined curriculum to ensure that no matter when you start, you'll receive the full slate of topics by the time you graduate in your third year.

Attendance

Basic Institute is a prerequisite for the MiCPT and is offered in cooperation with the Association of Public Treasurers of the U.S. & Canada. Attendance at all sessions is mandatory for graduation. For first and second year attendees, this includes orientation on Sunday afternoon at 5:30 pm - third year attendees are welcome but not required to attend orientation. Sessions will be all day Monday through Thursday and a half day on Friday.

Lodging

Basic Institute is held at the Comfort Inn & Suites and Conference Center in Mt. Pleasant. The MMTA group rate rooms are \$96-\$120/night plus applicable fees and taxes. Make your reservation directly with the hotel by calling 989-772-4000. Reservations must be made by Saturday, April 6 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn at the same rates.

Cost and Registration

Basic Institute costs \$599; this covers all sessions, materials, and most meals. Register online at www.MMTA-MI.org to pay with a credit card or by check, attendees must be MMTA members. Registrations received after April 5 will be subject to a \$50 late fee. Cancellations must be received in writing by April 5 for a full refund; requests by April 11 are eligible for a 50% refund. Refunds are subject to board review and a \$25 cancellation fee. Register online at www.MMTA-MI.org.

Training Sessions

- Navigating Revenue Sources
 - Introduction to ACH
 - Currency & Cyber-Enabled Fraud
 - The Importance of Financial Policy
 - Types of Debt Issuance and How to Prepare
 - How Ordinary People Rationalize Fraud
 - Laws for Treasurers
 - Communicating Treasury Concepts
 - Technology for Your Community
 - Inflation & Treasurers
 - Real World Applications for ChatGPT
 - Challenges of a Modern Workspace
 - Leadership
 - Working With Legislators
 - How a Bill Becomes Law
- Topics Subject to Change*

"I thoroughly enjoyed the WHOLE week! It is amazing to see that so many of us have the same issues, questions and problems."

"Basic Institute is such an amazing experience. I don't know where I would be without MMTA!"

- 2023 Basic Institute Attendees



Overview

Basic Institute is designed to provide you 100 hours of instruction over three consecutive years that includes classroom instruction, interactive learning with your peers, and networking to help you develop professional resources in your treasury role. The defined curriculum is on a rolling schedule to ensure that no matter what year you start, you'll receive the full slate of topics by the time you graduate in your third year. Download a printable pdf of the info sheet above by clicking on the image. Register for Basic Institute.

Schedule

The 2024 Basic Institute will be Sunday, April 21 - Friday, April 26 at the Mt. Pleasant Comfort Inn & Suites Conference Center. Sessions start late Sunday afternoon with Orientation (mandatory for first and second year attendees; third year attendees are welcome to join us) and conclude on Friday at noon for all attendees. To successfully complete the program and graduate, attendance is mandatory at all classes. After hours dinner and networking activities are recommended but not required. Please note, there is a banquet celebration on Thursday evening for all attendees.

Incredible Topics

Each year, the Education Committee (a group of MMTA members who have started or graduated from Basic Institute) meets to determine what topics will represent all of the required curriculum categories. Check back for more information on specific speakers.

Attendance

Since the Basic Institute program leads to the MiCPT (Michigan Certified Professional Treasurer) certification, attendance for all sessions is mandatory. If you are unable to attend a session due to an emergency, you must contact the program facilitator or MMTA staff as soon as you can to discuss your attendance. Attendance is only in-person; there is no livestreaming option. The MMTA Board of Directors has committed to having both Basic and Advanced Institute as an in-person conference to ensure learning from both presenters and through networking with other attendees.

Location and Lodging

Most attendees choose to stay at the Comfort Inn & Suites for the week of classes; a few who live nearby sometimes prefer to commute. Contact the hotel directly at 989-772-4000 to make your reservations. Make sure to ask for the MMTA group rate, which starts at \$96/night plus applicable taxes. The bulk of rooms are \$96/night but some rooms have upgrades and cost \$110 - \$120/night, so make your reservations early to get your room preference - room types are not unlimited. There is also a small room block available at the Fairfield Inn which is right next to the Comfort Inn & Suites; the MMTA group

rate is also \$96/night there. Staying at the Comfort Inn is incredibly convenient - the conference center is connected to the hotel so you don't have to go outside to get to sessions, meals, or activities. There is also a Bennigan's restaurant connected to the hotel. The Fairfield Inn is a VERY short walk across a parking lot - it is right next to the Conference Center.

Cost

The Basic Institute registration fee is \$599 annually. This includes all sessions, materials, and most meals (attendees are on their own for dinner on Wednesday and lunch on Friday, since training concludes prior to lunch). Attendees are responsible for their own travel and lodging. Scholarships are available for the registration fee - more information and requirements are online [here](#).

Michigan Municipal Treasurers Association
Post Office Box 324
Tawas City, Michigan 48764

INVOICE 9456



Cascade Charter Township
Bruno Ivos
5920 Tahoe Drive SE
Grand Rapids, MI 49546
United States

Invoice # 9456
Invoice Date 01/11/2024
Invoice Due 02/10/2024

| | |
|-------------------|------------------|
| Amount Due | \$ 599.00 |
|-------------------|------------------|

Transactions

| Description | Amount |
|---|-----------|
| Bruno Ivos: 2024 Basic Institute - Full Conference - \$599.00 | \$ 599.00 |

| | |
|---------------------|------------------|
| Total Amount | \$ 599.00 |
| Amount Paid | -\$ 0.00 |
| Amount Due | \$ 599.00 |

Please remit payment to:

Michigan Municipal Treasurers Association (MMTA)
P.O. Box 324 • Tawas City, MI 48764

Questions, email info@mmta-mi.org or call 989.820.8389

Bruno Ivos


From: Choice Hotels Reservations <choicehotels@reservations.choicehotels.com>
Sent: Thursday, January 11, 2024 9:25 AM
To: Bruno Ivos
Subject: Your Reservation at the Comfort Inn & Suites and Conference Center in Mount Pleasant is Confirmed.

Open this message to review your booking details.




[View In Web](#)



Earn rewards for your stay.
[Join Choice Privileges Rewards® >](#)

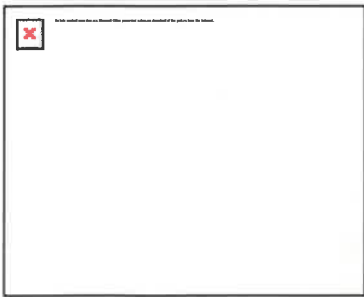


Comfort Inn & Suites and Conference Center

-  2424 S. Mission Street, Mount Pleasant, MI, 48858, US
-  +1 (989) 772-4000
-  [Review All Hotel Details & Amenities](#)

Bruno, your reservation is confirmed.

Confirmation Number: 907680976



 Check-in:

21

Sun, Apr 21, 2024
4:00 PM

 Check-out:

26

Fri, Apr 26, 2024
12:00 PM

 [Print](#)

[View Reservation Details >](#)

[Book Another Reservation >](#)

Summary of Charges

| | |
|----------------------|---|
| Room Type: | 1 King Bed, No Smoking |
| Number of Rooms: | 1 |
| Number of Occupants: | 1 |
| Daily Rates: | Apr 21, 2024 for 5 nights at \$96.00 (per night) |

Estimated Tax and Other Charges: \$52.80

Estimated Total: **\$532.80**

Cancellation Policy: Free Cancellation until Apr 19, 2024 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Policies vary by hotel. Please view your reservation details online [here](#) to confirm the policy of the hotel you have booked.

Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call [800-424-6423](tel:800-424-6423) and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at [+1 989-772-4000](tel:+1989-772-4000)

Confirmation Number: 907680976

MODIFY YOUR RESERVATION ›

ENHANCE YOUR STAY



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
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: Todd Stevenson Application Date: 1-4-2024

Name of Proposed Seminar/Conference: Chimney Fire Suppression

Seminar/Conference Date(s): 2/6/2024

Location of Seminar/Conference: Merritt Area Fire Dept. Merritt Mi

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

This course was designed to give Fire Fighters information on the history of wood burning, chimney construction, and woodstove clearances. It also includes a discussion on fuels, a segment on the use of wood burning stoves, and suppression techniques for use on chimney fires

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

This is an area I feel I need more expericne with. I am in a command role more offten now and want to make sure I have a good understanding of chimney fires. In fact, chimney fires are one of the most common residential structure fire calls we receive in Cascade during the Fall and Winter months.

Cost of the Seminar/Conference:

Registration \$ 0.00

Lodging \$ 140.00

Travel \$ _____

Account # 206-336-726-000

Applicant: 
Signature

Approvals:

Department Head: 
Signature

1-5-24
Date

Township Manager: _____
Signature

Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting



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
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: Hannah DeMuth & Heather Newkirk Application Date: _____

Name of Proposed Seminar/Conference: FDIC & FDIC Womans Confernce

Seminar/Conference Date(s): April 14th to 19th 2024

Location of Seminar/Conference: Indiana Convention Center/Lucas Oil Stadium - Indianapolis IN.

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

The Women in Fire Conference will begin with an Opening Ceremony, followed by a lineup of educational classes that provide training, support, and advocacy for women in the fire service. Please see attached for a brief overview of the classes offered during the conference.

Addition to the conference both Hannah and Heather will be taking various hands-on-training classes throughout the week. The classes consist of various topics such as extication, search & rescue, fire attack. All the classes, conferences and hands-on-training are taught by some of the best instructors in the nation.

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

Both Hannah and Heather will be attending classes during the conference that can help improve policeis for our department. Dealing with PSTD, department member pregnancy, bridging the generational gap and personnel law just to name a few.

Cost of the Seminar/Conference:

Registration \$ 2,550.00

Lodging \$ 1,375.00

Travel \$ n/a

Account # 205-336-726-000

Applicant: Heather Newkirk
Signature

Approvals:

Department Head: [Signature]
Signature

1-17-24
Date

Township Manager: _____
Signature

Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

- Original to Personnel File
- 1 Copy to Applicant
- 1 Copy to Accounting

Expectations and Accountability

This class covers key critical areas of communication in the firehouse. What is the number 1 reason for failure in the firehouse or on the fireground? Communication. And while 90% of the fires we fight ...

Matt Aalto

Matt Aalto, Battalion Chief - Estacada Fire District

Is Your Department Ready for a Pregnant Firefighter/Medic?

Firefighter pregnancy—and the first months after the birth of a firefighter's baby—can be one of the most complex personnel issues your fire department will confront. To top off the challenge, a new l ...

John Rukavina

John Rukavina, Director - Public Fire Safety Services

Leadership and PTSD

This training teaches first responder leaders how their leadership style before, during, and after potentially traumatic events (PTEs) influences if their subordinates develop PTSD, Delayed Healing, R ...

Jada Hudson

Jada Hudson, Counselor - Work with Chicago area Fire Departments

Multigenerational Collaboration: Bridging the Generational Gap Through Leadership

Learn the topics, traits, and values that it takes to successfully bridge the gap in generational culture in today's fire service. To be an effective leader, you must be able to manage a diverse age g ...

Kelly McGowan

Kelly McGowan, Firefighter - City of Raleigh Fire Department

Leading with Integrity and Respect

In a unique profession where camaraderie is important and we thrive off peer groups, how do you effectively create and maintain boundaries while finding a new support system? This class is designed to

...

Tiffanye Wesley

Tiffanye Wesley, Deputy Fire Chief - Arlington Fire Department

Personnel Law for the New Company Officer

As an officer, you are responsible for effective EEO training, setting the standard and resolving any problems that arise before things get out of hand. This program will not focus greatly on what the ...

Alisa Arnoff

Alisa Arnoff, Consultant - Scalambrino & Arnoff, LLP

Recruitment and Retention: What's Working, What's Not!

The United States Fire Administrator's Summit on Fire Prevention and Control: State of Science identified recruitment and retention of personnel for career, volunteer, and combination organizations as ...

Eriks Gabliks

Eriks Gabliks, Superintendent - US Fire Administration / National Fire Academy

The Winning Firehouse: Unwritten Rules to Great Culture

Firehouse culture is one of the most unquantifiable metrics on how effective a fire department will be. In a time when the minimum standard is often mediocrity, this class will dive into what it takes ...

Michael Dozier

Michael Dozier, Captain - Horry County Fire Rescue

The 7 C's of Fire Officer Trust

The 7 C's of Fire Officer Trust are Commitment, Competence, Confidence, Communication, Courtesy, Consistency, and Courage. It's a privilege and honor to train new officers in a variety of ranks and di ...

John Alston

John Alston, Chief of Department - New Haven Fire Department

The Impact of Culture on Recruitment and Retention

This program is designed to address one of the biggest issue facing the American fire service, recruitment and retention. The foundation of this program is based on a 14-year period of The Colony Fire ...

Scott Thompson

Scott Thompson, Chief of Department - The Colony Texas Fire Department

The Passionate Pursuit: The 7 P's to Perfection

Whether it is the next meal, the call you wish would or would not ring in, or what you are doing on your day off, planning for the event is a lost art. In today's fast-paced, immediate-gratification-d ...

David Pruitt

David Pruitt, Major, Chief over Fire, EMS and Special Operations - Hillsboro Department of Public Safety

What's Your Problem?

The fire service has no shortage of problems and challenges to address. Trying to find the root of that issue and then solving it can be quite complex. Using data and information, coupled with departm ...

John Oates

John Oates, President/CEO - International Public Safety Data Institute

Authentic Leadership: Being Genuine Is Harder Than It Sounds!

This class gets real about what leadership of the future has to be. Buzzwords like authenticity and emotional intelligence are floating around in the leadership space, but this presentation will show ...

Kerry Henderson

Kerry Henderson, Battalion Chief - James City County Fire Department

Crisis Management: When Bad Things Happen to Good Fire Departments

Unfortunately, bad things happen to even the best fire departments. We are great at responding to other people's emergencies, but are we prepared to respond when tragedy strikes our department or we h ...

Robert Leonard

Robert Leonard, Assistant Chief - Syosset Fire Department

Future Ready Fire: Get in Gear

Recruiting, retention, readiness. Mentorship, succession, promotion, mental health, and mutual-aide relationships. These all seem like separate issues but they can all be addressed, in part, through a ...

Amanda Miller

Amanda Miller, Firefighter - Red Bank City Fire Department, Tri-Community Volunteer Fire Department, Hamilton County Fire Training, Chattanooga City Fire Department

Imposter Syndrome: Will the Real YOU Please Stand Up?

Have you ever doubted your career choice, position, status, or promotion, or have you doubted if you are showing up as your authentic self? If you answered yes to any of these questions, this class is ...

Tiffanye Wesley

Tiffanye Wesley, Deputy Fire Chief - Arlington County Fire Department



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
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: Melanie Manion Application Date: 1/17/24

Name of Proposed Seminar/Conference: MParks Conference

Seminar/Conference Date(s): 2/27/24-3/1/24

Location of Seminar/Conference: Kalamazoo

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

This is the premier conference in the state for park professionals. It offers educational sessions on a variety of pertinent topics taught by leaders within the industry. It is also an excellent opportunity for networking with other park professionals from across the State.

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

This conference will benefit the Parks Department and the Township in the following ways:
-build efficiencies and costs savings by learning from others successes and challenges (facility maintenance & capital improvement plans).
-learn about projections for the field of parks and recreation. (i.e. employment trends & recreational trends).
-connecting with other Parks Directors and staff to create a resource group for the future.
-building awareness at a State level of the Cascade Township parks program.

Cost of the Seminar/Conference:

Registration \$ 475

Lodging \$ 506.75

Travel \$ 0

Account # 101-225-724-000

Applicant: Melanie Morrison
Signature

Approvals:

Department Head: _____
Signature

_____ *Date*

Township Manager: [Signature]
Signature

1/18/2024
Date

Clerk: _____
(Signature Indicates Township Board Approval)

_____ *Date*

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|---------------------------------------|--|--|--|-----------------|----------|------------------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 101-000-231-220 | DEPENDENT LIFE W/H (C) GF MUTUAL OF OMAHA INSURA | GRP ID# G00AC5D 0001 - JANUARY 2024 | | 001626824347 | 01/25/24 | 19.50 | |
| 101-000-231-221 | ADDITIONAL LIFE W/H (D) GMUTUAL OF OMAHA INSURA | GRP ID# G00AC5D 0001 - JANUARY 2024 | | 001626824347 | 01/25/24 | 195.80 | |
| | | | | | | <u>215.30</u> | |
| Total For Dept 000 | | | | | | | |
| Dept 101 TOWNSHIP BOARD | | | | | | | |
| 101-101-862-500 | TOWNSHIP BOARD EXPENSE ACC GRACE LESPERANCE | | REIMBURSEMENT - LUNCH WITH POTENTIALIA | REIMBURSE JAN | 01/25/24 | 84.23 | |
| 101-101-862-500 | TOWNSHIP BOARD EXPENSE ACC GRACE LESPERANCE | | REIMBURSE I-PHONE CASE - GRACE LESP | REIMBURSEMENT | 01/25/24 | 18.01 | |
| 101-101-924-100 | TRUSTEE CELL PHONES/IPADS/VERIZON WIRELESS | | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 48.65 | |
| 101-101-924-100 | TRUSTEE CELL PHONES/IPADS/VERIZON WIRELESS | | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 107.87 | |
| | | | | | | <u>258.76</u> | |
| Total For Dept 101 TOWNSHIP BOARD | | | | | | | |
| Dept 225 ADMINISTRATIVE | | | | | | | |
| 101-225-724-000 | EDUCATION- MMTA - BRUNO | MI MUNICIPAL TREAS ASS | MMTA -BASIC INSTITUTE - FULL CONFER | 9456 | 01/25/24 | 599.00 | |
| 101-225-724-000 | EDUCATION | TRAVELCITY | CC MANION - LODGING FOR MPARKS CONF | 72729600639854 | 01/25/24 | 506.67 | |
| 101-225-727-000 | OFFICE SUPPLIES | STAPLES | (4) SIGN HOLDERS & PENCILS | 3556592806 | 01/25/24 | 121.16 | |
| 101-225-727-000 | OFFICE SUPPLIES | STAPLES | REPLACEMENT INK PAD, PAPER, AND KLE | 3556748617 | 01/25/24 | 29.92 | |
| 101-225-727-000 | OFFICE SUPPLIES | STAPLES | (2) 24CT BINDERCLIPS | 3556748619 | 01/25/24 | 8.37 | |
| 101-225-752-000 | SUPPLIES | STAPLES | REPLACEMENT INK PAD, PAPER, AND KLE | 3556748617 | 01/25/24 | 25.88 | |
| 101-225-752-101 | KITCHEN SUPPLIES | STAPLES | KITCHEN SUPPLIES | 3556432370 | 01/25/24 | 82.70 | |
| 101-225-787-000 | CANDY FOR TREASURERS COUNT | SOURINE, OXANA | REIMBURSE 211 MILES FY 2023/ CANDY | REIMBURSEMENT | 01/25/24 | 39.98 | |
| 101-225-815-000 | COMPUTER COSTS-ISP | MUNIWEB | WEBSITE HOSTING - DECEMBER 2023 | 55354 | 01/25/24 | 310.00 | |
| 101-225-860-000 | ADMINISTRATIVE MILEAGE | SOURINE, OXANA | REIMBURSE 211 MILES FY 2023/ CANDY | REIMBURSEMENT | 01/25/24 | 138.21 | |
| 101-225-881-200 | HALLOWEEN | POSITIVE PROMOTIONS, I | FIRE PREVENTION - ACTIVITY PACK | 07302866 | 01/25/24 | 162.22 | |
| 101-225-881-200 | HALLOWEEN | POSITIVE PROMOTIONS, I | VALUE KIT & FIRE SAFETY HEAT PENCIL | 07305744 | 01/25/24 | 998.48 | |
| 101-225-900-000 | PRINTING/PUBLISHING | MLIVE MEDIA GROUP | LEGAL AD/ AFFIDAVIT - DECEMBER 2023 | 934250 | 01/25/24 | 342.10 | |
| 101-225-900-000 | PRINTING/PUBLISHING | YOURMEMBERSHIP.COM, IN | 30 DAY JOB POSTING - FINANCE & BUDG | R65689165 | 01/25/24 | 199.00 | |
| 101-225-924-100 | ADMIN CELL PHONES/ IPADS/I | VERIZON WIRELESS | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 98.57 | |
| 101-225-924-100 | ADMIN CELL PHONES/ IPADS/I | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 200.12 | |
| 101-225-939-000 | SERVICE CONTRACTS | KONICA MINOLTA BUSINES | C308 COPIER/PRINTER - DECEMBER 2023 | 291313169 | 01/25/24 | 76.59 | |
| 101-225-939-000 | SERVICE CONTRACTS | KONICA MINOLTA BUSINES | C308 COPIER/ PRINTER - DECEMBER | 291313362 | 01/25/24 | 32.34 | |
| 101-225-939-000 | SERVICE CONTRACTS | KONICA MINOLTA BUSINES | C558 COPIER/PRINTER - DECEMBER 2023 | 291313432 | 01/25/24 | 204.06 | |
| 101-225-981-000 | OFFICE EQUIPMENT | STAPLES | (2) CALCULATORS | 3556748618 | 01/25/24 | 61.99 | |
| | | | | | | <u>4,237.36</u> | |
| Total For Dept 225 ADMINISTRATIVE | | | | | | | |
| Dept 250 BENEFITS/INSURANCE | | | | | | | |
| 101-250-718-000 | VISION INSURANCE BENEFITS | FIDELITY SECURITY LIFE PLAN CODE# 9677014 KEY CODE# 40186 | | 166093645 | 01/25/24 | 192.24 | |
| 101-250-719-000 | HEALTH INSURANCE BENEFITS | WEST MICHIGAN HEALTH I WEST MICHIGAN HEALTH INSURANCE - FE | | HEALTH INS FEB. | 01/25/24 | 21,694.58 | |
| 101-250-720-000 | LIFE INSURANCE BENEFITS (F | MUTUAL OF OMAHA INSURA GRP ID# G00AC5D 0001 - JANUARY 2024 | | 001626824347 | 01/25/24 | 1,291.33 | |
| | | | | | | <u>23,178.15</u> | |
| Total For Dept 250 BENEFITS/INSURANCE | | | | | | | |
| Dept 257 ASSESSING | | | | | | | |
| 101-257-723-000 | ASSESSING MEMBERSHIPS AND | INTERNATIONAL ASSOCIAT | CC GENTER - IAAO MEMBERSHIP DUES - | 284156 | 01/25/24 | 240.00 | |
| 101-257-723-000 | ASSESSING MEMBERSHIPS AND | MAA-MICHIGAN ASSESSORS | CC GENTER - MAA MEMBERSHIP DUES - J | 148820111 | 01/25/24 | 97.38 | |
| 101-257-723-000 | ASSESSING MEMBERSHIPS AND | MAA-MICHIGAN ASSESSORS | CC GENTER - MMA MEMBERSHIP DUES - S | 148856973 | 01/25/24 | 97.38 | |
| 101-257-724-000 | EDUCATION | MICHIGAN STATE TAX COM | CC GENTER - JAN24MCAO-50, SEIF, CHE | 24010323782031 | 01/25/24 | 1,010.00 | |
| 101-257-808-000 | BOARD OF REVIEW EXPENSES | MUSKEGON COUNTY EQUALI | SESSION 1 - 2024 BOARD OF REVIEW TR | BOR TRAINGING | 01/25/24 | 20.00 | |
| 101-257-924-100 | ASSESSING CELL PHONES/ IPI | VERIZON WIRELESS | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 149.76 | |
| 101-257-924-100 | ASSESSING CELL PHONES/ IPI | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 20.04 | |
| 101-257-939-000 | ASSESSING SERVICE CONTRAC | MARSHALL & SWIFT/BOECK | MARSHALL VALUATION SERVICE - BOOK | 121037 | 01/25/24 | 674.20 | |
| | | | | | | <u>2,308.76</u> | |
| Total For Dept 257 ASSESSING | | | | | | | |
| Dept 262 ELECTIONS | | | | | | | |
| 101-262-752-200 | ELECTION MAILINGS & POSTA | C JENNIFER JAGER | REIMBURSE 1,500 STAMPS FOR ELECTION | REIMBURSE JAN | 01/25/24 | 990.00 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|---|-----------------------------|-----------------------------------|--------------------------------------|------------------|----------|------------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept 262 ELECTIONS | | | | | | | |
| 101-262-752-200 | ELECTION MAILINGS & POSTAGE | UNITED STATES POSTAL S | CC SLATER - 1500 STAMPS | 112375959 | 01/25/24 | 992.30 | |
| 101-262-756-000 | ELECTION SUPPLIES | ELECTION SOURCE | BA-EV / EARLY VOTING BALLOT BAGS | 23-5737 | 01/25/24 | 360.00 | |
| Total For Dept 262 ELECTIONS | | | | | | 2,342.30 | |
| Dept 265 BUILDING AND GROUNDS | | | | | | | |
| 101-265-863-000 | VEHICLE MAINT | NAPA AUTO PARTS | BED MOUNT HARDWARE- TRUCK | 4324-053207 | 01/25/24 | 151.98 | |
| 101-265-863-000 | FINANCE CHARGE | NAPA AUTO PARTS | ACCT # 12202445 - AUTO PARTS DECEMB | 50230/40692/OC-1 | 01/25/24 | 3.44 | |
| 101-265-863-000 | VEHICLE MAINT | CARLETON EQUIPMENT | PARTS FOR TOOL CAT REPAIR | 02-637481 | 01/25/24 | 790.74 | |
| 101-265-863-000 | VEHICLE MAINT | HOEKSTRA COMPANIES, LL | TRUCK 5 PARTS FOR REPAIR | 23981 | 01/25/24 | 403.19 | |
| 101-265-863-000 | VEHICLE MAINT | NAPA AUTO PARTS | WIPERS FOR TOOLCATS | 4324-056964 | 01/25/24 | 99.96 | |
| 101-265-864-000 | FUEL | FIRST BANKARD | CC MANION - OVERLIMIT FEE | OVERLIMIT | 01/25/24 | 39.00 | |
| 101-265-864-000 | FUEL | NORTHERN TOOLS | CC MANION - STORAGE TANK FOR FUEL | 53103542 | 01/25/24 | 578.19 | |
| 101-265-921-000 | COMPLEX ELECTRICITY | CONSUMERS ENERGY | CONSUMER ENERGY / CASCADE TWP. 12/ | 204389948712 | 01/25/24 | 1,291.12 | |
| 101-265-924-000 | COMPLEX PHONES | AT&T | ACCT # 287303607022 - DEC 7 - JAN. | 287303607022X011 | 01/25/24 | 184.92 | |
| 101-265-924-000 | COMPLEX PHONES | COMCAST | ACCT # 932769807 - COMCAST SERVICE | 191483633 | 01/25/24 | 1,015.70 | |
| 101-265-924-100 | BLDG AND GROUNDS CELL PHON | VERIZON WIRELESS | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 146.03 | |
| 101-265-924-100 | BLDG AND GROUNDS CELL PHON | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 107.80 | |
| 101-265-931-000 | COMPLEX MAINTENANCE- TRASH | ARROWASTE | ARROWASTE SERVICE - JANUARY 2024 | JANUARY 2024 | 01/25/24 | 264.95 | |
| 101-265-931-000 | COMPLEX MAINTENANCE | BSB COMMUNICATIONS INC | L3 - REMOTE SERVICE, PHONE/EMAIL SU | 178379 | 01/25/24 | 131.25 | |
| 101-265-932-000 | OFFICE EQUIP/COMPUTER REP | VC3, INC | OFFICE 365 EXCHANGE ONLINE (PRORATE | 134862 | 01/25/24 | 144.00 | |
| Total For Dept 265 BUILDING AND GROUNDS | | | | | | 5,352.27 | |
| Dept 447 ENGINEERS/ ENGINEERING | | | | | | | |
| 101-447-724-000 | ENGINEERING EDUCATION | MICHIGAN TECHNOLOGICAL | 2024 MICHIGAN COUNTY ENGINEERS' WOR | INV - 48092 | 01/25/24 | 270.00 | |
| 101-447-752-000 | ENGINEERING SUPPLIES | STAPLES | ENGINEER SCALE, ARCHITECT SCALE, & | 3556352737 | 01/25/24 | 92.79 | |
| 101-447-818-000 | CONTRACTED SERVICES | SPAULDING DEDECKER | 2023 PATHWAYS IMPROVEMENT - SERVICE | 00097265 | 01/25/24 | 310.50 | |
| Total For Dept 447 ENGINEERS/ ENGINEERING | | | | | | 673.29 | |
| Dept 701 PLANNING | | | | | | | |
| 101-701-925-000 | COMM DEV CELL/IPADS/DATA | VERIZON WIRELESS | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 133.57 | |
| 101-701-925-000 | COMM DEV CELL/IPADS/DATA | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 10.02 | |
| Total For Dept 701 PLANNING | | | | | | 143.59 | |
| Dept 756 PARKS | | | | | | | |
| 101-756-756-000 | PARK OPERATING SUPPLIES | GODWIN HARDWARE & PLUM | DUCT TAPE/ SLOAN VACUUM BREAKER/ AN | 573994 | 01/25/24 | 188.61 | |
| 101-756-935-000 | PARK MAINTENANCE | PREIN & NEWHOF | ROUTINE WATER TESTING AT CASCADE RE | 112035 | 01/25/24 | 20.00 | |
| 101-756-935-000 | PARK MAINTENANCE-TRASH/ RE | ARROWASTE | ARROWASTE SERVICE - JANUARY 2024 | JANUARY 2024 | 01/25/24 | 282.68 | |
| 101-756-935-000 | PARK MAINTENANCE | KERKSTRA PORTABLE REST | HCPT- PORTABLE RESTROOM - PEACE PAR | 239137 | 01/25/24 | 225.00 | |
| 101-756-939-000 | SERVICE CONTRACTS | VOLGISTICS | CC MANION - MONTHLY SERVICE FEE FOR | 476360 | 01/25/24 | 9.00 | |
| Total For Dept 756 PARKS | | | | | | 725.29 | |
| Dept 901 CAPITAL OUTLAY | | | | | | | |
| 101-901-970-000 | PLAYGROUND EQUIPMENT AND I | AMERICAN ATHLETIX, LLC | WYCLIFFE PLAYGROUND EQUIPMENT | 0044-DEP | 01/25/24 | 56,964.53 | |
| Total For Dept 901 CAPITAL OUTLAY | | | | | | 56,964.53 | |
| Dept 966 TRANSFERS OUT | | | | | | | |
| 101-966-995-006 | TRANSFER TO FIRE FUND | CASCADE CHARTER TOWNSH | GENERAL FUND ALLOCATION TO FIRE - J. | JANUARY 2024 | 01/25/24 | 33,333.33 | |
| Total For Dept 966 TRANSFERS OUT | | | | | | 33,333.33 | |
| Total For Fund 101 GENERAL FUND | | | | | | 129,732.93 | |
| Fund 206 FIRE FUND | | | | | | | |
| Dept 250 BENEFITS/INSURANCE | | | | | | | |
| 206-250-718-000 | VISION INSURANCE BENEFITS | FIDELITY SECURITY LIFE PLAN CODE# | 9677014 KEY CODE# 40186 | 166093645 | 01/25/24 | 199.48 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|---------------------------------------|----------------------------|------------------------|--------------------------------------|-------------------|----------|-----------|---------|
| Fund 206 FIRE FUND | | | | | | | |
| Dept 250 BENEFITS/INSURANCE | | | | | | | |
| 206-250-719-000 | HEALTH INSURANCE BENEFITS | WEST MICHIGAN HEALTH I | WEST MICHIGAN HEALTH INSURANCE - FE | HEALTH INS FEB. | 01/25/24 | 16,054.31 | |
| 206-250-720-000 | LIFE AD&D BENEFITS (B) | MUTUAL OF OMAHA INSURA | GRP ID# G00AC5D 0001 - JANUARY 2024 | 001626824347 | 01/25/24 | 1,449.75 | |
| Total For Dept 250 BENEFITS/INSURANCE | | | | | | 17,703.54 | |
| Dept 336 FIRE DEPARTMENT | | | | | | | |
| 206-336-723-000 | FIRE MEMBERSHIP AND DUES | KENT COUNTY EMERGENCY | FY 2023-2024 QRTLY ASSESSMENT - Q2: | 6031 | 01/25/24 | 289.51 | |
| 206-336-723-000 | FIRE MEMBERSHIP AND DUES | KENT COUNTY FIRE CHIEF | KCFC 2024 ANNUAL MEMBERSHIP | 329 | 01/25/24 | 40.00 | |
| 206-336-726-500 | FIRE TRAINING / FIRE INSP | PAYPAL | CC MAGERS - CFI MEMBERSHIP RENEWAL | 13T063427S014300: | 01/25/24 | 41.50 | |
| 206-336-726-500 | FIRE TRAINING / FIRE INSP | PAYPAL | CC MAGERS - FIRE INVESTIGATOR RE-CE: | 6K3769733B300460: | 01/25/24 | 26.12 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | ENGINEERING SUPPLY AND | 2# BOND 24 X 50 / 20# BOND 36 X 150 | 128155 | 01/25/24 | 202.02 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | SMART BUSINESS SOURCE | DIVIDERS, INSERT, 8-TAB, CLEAR | OE-74263-3 | 01/25/24 | 146.97 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | SMART BUSINESS SOURCE | DIVIDERS, INSERT, 8-TAB, CLEAR | OE-74263-2 | 01/25/24 | 191.70 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | SMART BUSINESS SOURCE | DIVIDERS, INSERT, 8-TAB, CLEAR | OE-74263-1 | 01/25/24 | 301.83 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | SMART BUSINESS SOURCE | QTY 300: DIVIDERS | OE-74263 | 01/25/24 | 640.50 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | STAPLES | AVERY BIG TAB INSERTABLE PAPER DIVI: | 3556673814 | 01/25/24 | 53.40 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | STAPLES | BINDER | 3556352739 | 01/25/24 | 18.99 | |
| 206-336-727-000 | FIRE OFFICE SUPPLIES | STAPLES | OFFICE SUPPLIES - FIRE | 3556352738 | 01/25/24 | 537.70 | |
| 206-336-768-000 | FIRE UNIFORMS | NYE UNIFORM COMPANY | FIRE UNIFORMS - CHARLIE TRUE | 872880 | 01/25/24 | 264.48 | |
| 206-336-768-000 | FIRE UNIFORMS | NYE UNIFORM COMPANY | FIRE UNIFORM - CAPT. TODD STEVENSON | 873961 | 01/25/24 | 16.50 | |
| 206-336-768-000 | FIRE UNIFORMS | NYE UNIFORM COMPANY | FIRE UNIFORM - H. NEWKIRK | 874195 | 01/25/24 | 48.00 | |
| 206-336-768-000 | FIRE UNIFORMS | NYE UNIFORM COMPANY | FIRE UNIFORM - A. LITCHFIELD | 871227 | 01/25/24 | 491.50 | |
| 206-336-768-000 | FIRE UNIFORMS | NYE UNIFORM COMPANY | FIRE UNIFORM - C. TRUE | 872999 | 01/25/24 | 530.00 | |
| 206-336-768-000 | FIRE UNIFORMS | NYE UNIFORM COMPANY | FIRE UNIFORM - J. MAKUCH | 874566 | 01/25/24 | 48.00 | |
| 206-336-787-206 | CLEANING & PAPER SUPPLIES | STAPLES | CLEANING SUPPLIES | 3556592807 | 01/25/24 | 106.85 | |
| 206-336-787-206 | CLEANING & PAPER SUPPLIES | STAPLES | CLEANING SUPPLIES | 3556592808 | 01/25/24 | 40.58 | |
| 206-336-791-000 | TECH RESCUE | SHERRILL, INC. | CC MAGERS - FULL BODY HARNESS & WEB: | 600004612 | 01/25/24 | 994.39 | |
| 206-336-791-000 | TECH RESCUE | SHERRILL, INC. | CC MAGERS - TECH RESCUE BUDGET | 600004669 | 01/25/24 | 602.72 | |
| 206-336-802-000 | CONTRACTUAL SERVICES | CENTER FOR PHYSICAL RE | DECEMBER 2023- AT HOURS | 00000001556 | 01/25/24 | 897.75 | |
| 206-336-802-000 | 2024 CHECKIT SOFTWARE | TARGETS SOLUTIONS LEAR | 2024 SOFTWARE PACKAGE | #INV88126 | 01/25/24 | 2,237.50 | |
| 206-336-804-000 | RESPIRATORY PROGRAM | MACQUEEN EQUIPMENT, LL | MSA G1 LG FCPC FENCE | P24366 | 01/25/24 | 469.14 | |
| 206-336-850-000 | COMMUNICATIONS | VERIZON WIRELESS | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 318.47 | |
| 206-336-850-000 | COMMUNICATIONS | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 468.15 | |
| 206-336-850-000 | COMMUNICATIONS- PHONES | COMCAST | ACCT # 932769807 - COMCAST SERVICE | 191483633 | 01/25/24 | 345.34 | |
| 206-336-863-000 | VEHICLE MAINT | KLEYN MOBILE REPAIR, L | SERVICE CALL E1 | 44922 | 01/25/24 | 636.39 | |
| 206-336-863-000 | VEHICLE MAINT | NAPA AUTO PARTS | ACCT # 12202445 - AUTO PARTS DECEMB: | 50230/40692/OC-1: | 01/25/24 | 127.78 | |
| 206-336-863-000 | VEHICLE MAINT | TOMMY'S EXPRESS CAR WA | CC MAGERS - TOMMY EXPRESS | 4382 | 01/25/24 | 34.99 | |
| 206-336-863-000 | VEHICLE MAINT | CASCADE AUTOMOTIVE SER | C-1 OIL CHANGE | 69202 | 01/25/24 | 86.10 | |
| 206-336-863-000 | VEHICLE MAINT | STEVENSON, TODD ROY | REIMBURSE PURCHASE OF EXTENTION COR: | REIMBURSEMENT | 01/25/24 | 31.77 | |
| 206-336-863-000 | VEHICLE MAINT | TOMMY'S EXPRESS CAR WA | CC MAGERS - TOMMYS EXPRESS | 1715 | 01/25/24 | 104.97 | |
| 206-336-863-000 | VEHICLE MAINT | WYRICK CO. | CC MAGERS - REMOVE DECAL FROM M2 | 7521204 | 01/25/24 | 80.09 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | 20 FIRE HATS | 07304800 | 01/25/24 | 966.60 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | FIRE PREVENTION - ACTIVITY PACK | 07302866 | 01/25/24 | 172.23 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | POP STRESS RELIEVER KEYCHAIN | 07303562 | 01/25/24 | 649.87 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | 200 GLOW SILICONE BRACELET | 07303050 | 01/25/24 | 891.44 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | FIRE PREVENTION/ FIRE HAT W/ SHIELD | 07307084 | 01/25/24 | 966.60 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | VALUE KIT & FIRE SAFETY HEAT PENCIL | 07305742 | 01/25/24 | 998.48 | |
| 206-336-887-000 | FIRE PUBLIC RELATIONS | POSITIVE PROMOTIONS, I | VALUE KIT & FIRE SAFETY HEAT PENCIL | 07305743 | 01/25/24 | 998.48 | |
| 206-336-901-000 | FIRE PUBLICATIONS | AMAZON.COM | CC MAGERS - BOOK/OCCUPATIONAL SAFET | 112-9960034-6173: | 01/25/24 | 67.00 | |
| 206-336-936-000 | FIRE STATION MAINT | AMAZON.COM | CC MAGERS - RACK FOR DRY CLEANING R | 112-5313990-7291: | 01/25/24 | 9.25 | |
| 206-336-936-000 | FIRE STATION MAINT | ARROWASTE | ARROWASTE SERVICE - JANUARY 2024 | JANUARY 2024 | 01/25/24 | 209.91 | |
| 206-336-936-000 | FIRE STATION MAINT | THE HOME DEPOT | CC MAGERS - FELT PADS, GORILLA GLUE | 94285G/5613567 | 01/25/24 | 19.83 | |
| 206-336-936-002 | FIRE STATION MAINT/BUTTRIC | ARROWASTE | ARROWASTE SERVICE - JANUARY 2024 | JANUARY 2024 | 01/25/24 | 118.00 | |
| 206-336-938-000 | FIRE EQUIPMENT MAINT | KINGSLAND'S ACE HARDW | ECHO CHAINSAW REPAIR | 4009394 | 01/25/24 | 46.50 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|--|----------------------------|------------------------|-------------------------------------|------------------|----------|-----------|---------|
| Fund 206 FIRE FUND | | | | | | | |
| Dept 336 FIRE DEPARTMENT | | | | | | | |
| 206-336-938-000 | FIRE EQUIPMENT MAINT | MORRISON INDUSTRIAL EQ | SCHEDULED SWEEPER SCRUBBER / SYSTEM | W01046478-1 | 01/25/24 | 79.66 | |
| 206-336-981-000 | OFFICE EQUIPMENT | AMAZON.COM | CC MAGERS - OFFICE CHAIR MATS | 112-5192266-5647 | 01/25/24 | 218.97 | |
| Total For Dept 336 FIRE DEPARTMENT | | | | | | 17,884.52 | |
| Total For Fund 206 FIRE FUND | | | | | | 35,588.06 | |
| Fund 208 OPEN SPACE FUND | | | | | | | |
| Dept 751 OPEN SPACE PRESERVATION | | | | | | | |
| 208-751-935-000 | PARK MAINTENANCE | THORNAPPLE RIVER NURSE | STONE 1-2" / GRAVEL FOR WATER BARS | 160918 | 01/25/24 | 90.00 | |
| 208-751-935-000 | PARK MAINTENANCE | THORNAPPLE RIVER NURSE | CRUSHED 1" STONE / GRAVEL FOR WATER | 160920 | 01/25/24 | 186.00 | |
| Total For Dept 751 OPEN SPACE PRESERVATION | | | | | | 276.00 | |
| Total For Fund 208 OPEN SPACE FUND | | | | | | 276.00 | |
| Fund 216 PATHWAYS FUND | | | | | | | |
| Dept 901 CAPITAL OUTLAY | | | | | | | |
| 216-901-974-000 | CAPITAL OUTLAY - LANDIMP | SPAULDING DEDECKER | BURTON STREET BRIDGE ENGINEER SERVI | 00097173 | 01/25/24 | 18,927.50 | |
| Total For Dept 901 CAPITAL OUTLAY | | | | | | 18,927.50 | |
| Total For Fund 216 PATHWAYS FUND | | | | | | 18,927.50 | |
| Fund 218 HAZMAT FUND | | | | | | | |
| Dept 344 HAZMAT | | | | | | | |
| 218-344-958-000 | HAZMAT EQUIPMENT | BERTIN ENVIRONICS | CC MAGERS - INSPECTION & DIAGNOSIS | RMAAV291123 | 01/25/24 | 1,750.00 | |
| Total For Dept 344 HAZMAT | | | | | | 1,750.00 | |
| Total For Fund 218 HAZMAT FUND | | | | | | 1,750.00 | |
| Fund 246 IRF | | | | | | | |
| Dept 225 ADMINISTRATIVE | | | | | | | |
| 246-225-821-000 | ADMIN ENGINEERING COSTS | SPAULDING DEDECKER | BURGER -GOODWOOD NEIGHBORHOOD TREE | 00097172 | 01/25/24 | 2,156.00 | |
| 246-225-967-100 | WHOLE HOUSE FILTER PROJECT | CULLIGAN | COOLERS & WATER - DECEMBER 2023 | 1398303 | 01/25/24 | 2,495.50 | |
| 246-225-967-100 | WHOLE HOUSE FILTER PROJECT | RYAN CARPENTER | REIMBURSE RESIDENT FOR PFAS REMEDIA | PFAS | 01/25/24 | 4,390.00 | |
| Total For Dept 225 ADMINISTRATIVE | | | | | | 9,041.50 | |
| Total For Fund 246 IRF | | | | | | 9,041.50 | |
| Fund 248 DDA | | | | | | | |
| Dept 190 DDA OPERATIONS/CONSTRUCTION | | | | | | | |
| 248-190-787-000 | WEBSITE HOSTING - DECEMBER | MUNIWEB | WEBSITE HOSTING - DECEMBER 2023 | 55354 | 01/25/24 | 241.75 | |
| 248-190-821-000 | ENGINEERING | FLEIS & VANDENBRINK | PROJ. @864250 / CCT TASSEL PARK - | 68379 | 01/25/24 | 2,200.00 | |
| 248-190-821-000 | ENGINEERING | SPAULDING DEDECKER | TASSELL PARK ENGINEER - DESIGN SERV | 00097170 | 01/25/24 | 3,437.50 | |
| 248-190-821-000 | ENGINEERING | SPAULDING DEDECKER | CASCADE ROAD BRIDGE - ENGINEER SERV | 00097171 | 01/25/24 | 12,032.50 | |
| 248-190-861-100 | TRANSPORTATION SERVICES | HOPE NETWORK | TRANSPORTATION SERVICES - DECEMBER | 100020534 | 01/25/24 | 18,200.00 | |
| 248-190-921-000 | 103040083240-CONSUMERS | CONSUMERS ENERGY | ACCT # 1030 4008 3240 - 2894 THORNA | 2060806677 | 01/25/24 | 39.82 | |
| Total For Dept 190 DDA OPERATIONS/CONSTRUCTION | | | | | | 36,151.57 | |
| Total For Fund 248 DDA | | | | | | 36,151.57 | |
| Fund 249 BUILDING FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 249-000-607-400 | MECHANICAL PERMITS | FRONTIER HEATING & COO | REFUND PM24000046 | REFUND PERMIT | 01/25/24 | 235.00 | |
| Total For Dept 000 | | | | | | 235.00 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|---|----------------------------|-----------------------------|--------------------------------------|-----------------|----------|------------|---------|
| Fund 249 BUILDING FUND | | | | | | | |
| Dept 250 BENEFITS/INSURANCE | | | | | | | |
| 249-250-718-000 | VISION INSURANCE BENEFITS | FIDELITY SECURITY LIFE PLAN | CODE# 9677014 KEY CODE# 40186 | 166093645 | 01/25/24 | 141.60 | |
| 249-250-719-000 | HEALTH INSURANCE BENEFITS | WEST MICHIGAN HEALTH I | WEST MICHIGAN HEALTH INSURANCE - FE. | HEALTH INS FEB. | 01/25/24 | 16,633.87 | |
| 249-250-720-000 | LIFE INSURANCE BENEFITS | MUTUAL OF OMAHA INSURA | GRP ID# G00AC5D 0001 - JANUARY 2024 | 001626824347 | 01/25/24 | 847.17 | |
| Total For Dept 250 BENEFITS/INSURANCE | | | | | | 17,622.64 | |
| Dept 371 BUILDING DEPARTMENT | | | | | | | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | LAKE MICHIGAN CHAPTER | LMCICC MEMBERSHIP DUES - J. REISTER | MEMBERSHIP DUES | 01/25/24 | 35.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | LAKE MICHIGAN CHAPTER | LMCICC MEMBERSHIP DUES - T. HANSON | MEMBERSHIP DUES | 01/25/24 | 30.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | METRO BLDG INSP ASSOCI | 2024 MEMBERSHIP - D. ROWLADER | 2024 MEMBERSHIP | 01/25/24 | 135.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | METRO BLDG INSP ASSOCI | 2024 MEMBERSHIP - B. WILSON | 2024 MEMBERSHIP | 01/25/24 | 135.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | METRO BLDG INSP ASSOCI | 2024 MEMBERSHIP - T. HANSON | 2024 MEMBERSHIP | 01/25/24 | 135.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | METRO BLDG INSP ASSOCI | 2024 MEMBERSHIP - J. REISTER | 2024 MEMBERSHIP | 01/25/24 | 135.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | METRO BLDG INSP ASSOCI | 2024 MEMBERSHIP - B. BENOIT | 2024 MEMBERSHIP | 01/25/24 | 135.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | WEST MI PLUMBING INSPE | 2024 MEMBERSHIP RENEWAL - VINCENT M | WMPIF 2024 | 01/25/24 | 50.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | WEST MI PLUMBING INSPE | 2024 MEMBERSHIP RENEWAL - CRAIG SMI | WMPIF 2024 | 01/25/24 | 50.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | WEST MI PLUMBING INSPE | 2024 MEMBERSHIP RENEWAL - JEFF VANT | WMPIF 2024 | 01/25/24 | 50.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | WEST MICHIGAN MECHANIC | 2024 ASSOCIATION DUES - V. MILITO | 2024 DUES | 01/25/24 | 50.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | WEST MICHIGAN MECHANIC | 2024 ASSOCIATION DUES - M. BONNEY | 2024 DUES | 01/25/24 | 50.00 | |
| 249-371-723-000 | MEMBERSHIPS AND DUES | WEST MICHIGAN MECHANIC | 2024 ASSOCIATION DUES - J. VANTIL | 2024 DUES | 01/25/24 | 50.00 | |
| 249-371-860-000 | MILEAGE - BENOIT | BENOIT, BILL | REIMBURSE 336 MILES - B. BENOIT | MILEAGE JAN. | 01/25/24 | 225.12 | |
| 249-371-860-000 | MILEAGE WILSON | BRIAN WILSON | REIMBURSE 199 MILES - B. WILSON | MILEAGE JAN. | 01/25/24 | 133.33 | |
| 249-371-860-000 | MILEAGE - C. SMITH | CRAIG SMITH | REIMBURSE 393 - C. SMITH | MILEAGE JAN. | 01/25/24 | 263.31 | |
| 249-371-860-000 | MILEAGE - D. WEEKS | DOUGLAS WEEKS | REIMBURSE 42 MILES - D. WEEKS | MILEAGE JAN. | 01/25/24 | 28.14 | |
| 249-371-860-000 | MILEAGE- HUYSER | HUYSER, DANIEL A. | REIMBURSE 370 MILES - D. HUYSER | MILEAGE JAN. | 01/25/24 | 247.90 | |
| 249-371-860-000 | MILEAGE - J. VANTIL | JEFFREY C. VANTIL | REIMBURSE 448 MILES - J. VANTIL | MILEAGE JAN. | 01/25/24 | 300.16 | |
| 249-371-860-000 | MILEAGE - J. REISTER | JEREMY REISTER | REIMBURSE 456 MILES - J. REISTER | MILEAGE JAN. | 01/25/24 | 305.52 | |
| 249-371-860-000 | MILEAGE - M. BONNEY | MICHAEL BONNEY | REIMBURSE 397 MILES - M. BONNEY | MILEAGE JAN. | 01/25/24 | 265.99 | |
| 249-371-860-000 | MILEAGE - P. WESTHOUSE | PAUL WESTHOUSE | REIMBURSE 365 MILES - P. WEST | MILEAGE JAN. | 01/25/24 | 244.55 | |
| 249-371-860-000 | MILEAGE - T. PELL | PELL, TODD | REIMBURSE 74 MILES - T. PELL | MILEAGE JAN. | 01/25/24 | 49.58 | |
| 249-371-860-000 | MILEAGE - D. ROWLADER | ROWLADER, DENNIS | REIMBURSE 271 MILES - D. ROWLADER | MILEAGE JAN. | 01/25/24 | 181.57 | |
| 249-371-860-000 | MILEAGE - TOM HANSON | THOMAS HANSON | REIMBURSE 519 MILES - T. HANSON | MILEAGE JAN. | 01/25/24 | 347.73 | |
| 249-371-860-000 | MILEAGE MILITO- | VINCENT MILITO | REIMBURSE 446 MILES - V. MILITO | MILEAGE JAN | 01/25/24 | 298.82 | |
| 249-371-923-000 | HEATING/UTILITY | CONSUMERS ENERGY | CONSUMER ENERGRY / CASCADE TWP. 12/ | 204389948712 | 01/25/24 | 635.93 | |
| 249-371-924-000 | BUILDING PHONES | COMCAST | ACCT # 932769807 - COMCAST SERVICE | 191483633 | 01/25/24 | 670.35 | |
| 249-371-924-100 | BLDG CELL PHONES/IPADS/DAI | VERIZON WIRELESS | ACCT #- 842402946-00001 -CELL PHONE | 9953168134 | 01/25/24 | 549.06 | |
| 249-371-924-100 | BLDG CELL PHONES/IPADS/DAI | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 237.99 | |
| 249-371-939-000 | SERVICE CONTRACTS | RICOH USA INC | COPIER/PRINTER SERVICE | 5068763348 | 01/25/24 | 200.73 | |
| Total For Dept 371 BUILDING DEPARTMENT | | | | | | 6,225.78 | |
| Total For Fund 249 BUILDING FUND | | | | | | 24,083.42 | |
| Fund 271 LIBRARY FUND | | | | | | | |
| Dept 790 LIBRARY | | | | | | | |
| 271-790-924-000 | LIBRARY PHONES | VERIZON WIRELESS | ACCT# 886527849-00001 - IPAD/DATA - | 9953177903 | 01/25/24 | 10.04 | |
| 271-790-931-000 | LIBRARY MAINTENANCE- | TRASF | ARROWASTE SERVICE - JANUARY 2024 | JANUARY 2024 | 01/25/24 | 191.96 | |
| Total For Dept 790 LIBRARY | | | | | | 202.00 | |
| Total For Fund 271 LIBRARY FUND | | | | | | 202.00 | |
| Fund 403 FIRE STATION #1: CONSTRUCTION FUND- BOND | | | | | | | |
| Dept 901 CAPITAL OUTLAY | | | | | | | |
| 403-901-975-000 | BUILDING ADDTIONS & IMPROV | TRIANGLE ASOCIATES | TRIANGLE, PAYMT. 16 | PAYMENT APPL. # | 01/25/24 | 228,138.99 | |
| Total For Dept 901 CAPITAL OUTLAY | | | | | | 228,138.99 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|--|---------------------------|----------------------|---------------------------------|---------------|----------|------------|---------|
| Fund 403 FIRE STATION #1: CONSTRUCTION FUND- BOND | | | | | | | |
| Total For Fund 403 FIRE STATION #1: CONSTRUCTION : | | | | | | 228,138.99 | |
| Fund 703 CURRENT TAX COLLECTION FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 703-000-222-175 | KENT COUNTY - DOG LICENSE | KENT COUNTY - HEALTH | DOG LICENSES - OCT. - DEC. 2023 | AS25-2024 -Q4 | 01/25/24 | 164.60 | |
| Total For Dept 000 | | | | | | 164.60 | |
| Total For Fund 703 CURRENT TAX COLLECTION FUND | | | | | | 164.60 | |

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # | |
|-----------------------------------|-----------------|--------|---------------------------------------|---------|----------|------------|------------|--|
| Fund Totals: | | | | | | | | |
| | | | Fund 101 GENERAL FUND | | | 129,732.93 | | |
| | | | Fund 206 FIRE FUND | | | 35,588.06 | | |
| | | | Fund 208 OPEN SPACE FUND | | | 276.00 | | |
| | | | Fund 216 PATHWAYS FUND | | | 18,927.50 | | |
| | | | Fund 218 HAZMAT FUND | | | 1,750.00 | | |
| | | | Fund 246 IRF | | | 9,041.50 | | |
| | | | Fund 248 DDA | | | 36,151.57 | | |
| | | | Fund 249 BUILDING FUND | | | 24,083.42 | | |
| | | | Fund 271 LIBRARY FUND | | | 202.00 | | |
| | | | Fund 403 FIRE STATION #1: CONSTRUCTIO | | | 228,138.99 | | |
| | | | Fund 703 CURRENT TAX COLLECTION FUND | | | 164.60 | | |
| Total For All Funds: | | | | | | | 484,056.57 | |
| --- TOTALS BY GL DISTRIBUTION --- | | | | | | | | |
| | 101-000-231-220 | | DEPENDENT LIFE W/H (C) GF | | | 19.50 | | |
| | 101-000-231-221 | | ADDITIONAL LIFE W/H (D) GF | | | 195.80 | | |
| | 101-101-862-500 | | TOWNSHIP BOARD EXPENSE ACCOUNT | | | 102.24 | | |
| | 101-101-924-100 | | TRUSTEE CELL PHONES/IPADS/DATA | | | 156.52 | | |
| | 101-225-724-000 | | EDUCATION- MMTA - BRUNO | | | 1,105.67 | | |
| | 101-225-727-000 | | OFFICE SUPPLIES | | | 159.45 | | |
| | 101-225-752-000 | | SUPPLIES | | | 25.88 | | |
| | 101-225-752-101 | | KITCHEN SUPPLIES | | | 82.70 | | |
| | 101-225-787-000 | | CANDY FOR TREASURERS COUNTER | | | 39.98 | | |
| | 101-225-815-000 | | COMPUTER COSTS-ISP | | | 310.00 | | |
| | 101-225-860-000 | | ADMINISTRATIVE MILEAGE | | | 138.21 | | |
| | 101-225-881-200 | | HALLOWEEN | | | 1,160.70 | | |
| | 101-225-900-000 | | PRINTING/PUBLISHING | | | 541.10 | | |
| | 101-225-924-100 | | ADMIN CELL PHONES/ IPADS/DATA | | | 298.69 | | |
| | 101-225-939-000 | | SERVICE CONTRACTS | | | 312.99 | | |
| | 101-225-981-000 | | OFFICE EQUIPMENT | | | 61.99 | | |
| | 101-250-718-000 | | VISION INSURANCE BENEFITS | | | 192.24 | | |
| | 101-250-719-000 | | HEALTH INSURANCE BENEFITS | | | 21,694.58 | | |
| | 101-250-720-000 | | LIFE INSURANCE BENEFITS (A) | | | 1,291.33 | | |
| | 101-257-723-000 | | ASSESSING MEMBERSHIPS AND DUES | | | 434.76 | | |
| | 101-257-724-000 | | EDUCATION | | | 1,010.00 | | |
| | 101-257-808-000 | | BOARD OF REVIEW EXPENSES | | | 20.00 | | |
| | 101-257-924-100 | | ASSESSING CELL PHONES/ IPDADS /DATA | | | 169.80 | | |
| | 101-257-939-000 | | ASSESSING SERVICE CONTRACTS | | | 674.20 | | |
| | 101-262-752-200 | | ELECTION MAILINGS & POSTAGE | | | 1,982.30 | | |
| | 101-262-756-000 | | ELECTION SUPPLIES | | | 360.00 | | |
| | 101-265-863-000 | | VEHICLE MAINT | | | 1,449.31 | | |
| | 101-265-864-000 | | FUEL | | | 617.19 | | |
| | 101-265-921-000 | | COMPLEX ELECTRICITY | | | 1,291.12 | | |
| | 101-265-924-000 | | COMPLEX PHONES | | | 1,200.62 | | |
| | 101-265-924-100 | | BLDG AND GROUNDS CELL PHONES/ IPADS/D | | | 253.83 | | |
| | 101-265-931-000 | | COMPLEX MAINTENANCE- TRASH/ RECYCLE | | | 396.20 | | |
| | 101-265-932-000 | | OFFICE EQUIP/COMPUTER REPAIR | | | 144.00 | | |
| | 101-447-724-000 | | ENGINEERING EDUCATION | | | 270.00 | | |
| | 101-447-752-000 | | ENGINEERING SUPPLIES | | | 92.79 | | |
| | 101-447-818-000 | | CONTRACTED SERVICES | | | 310.50 | | |
| | 101-701-925-000 | | COMM DEV CELL/IPADS/DATA | | | 143.59 | | |
| | 101-756-756-000 | | PARK OPERATING SUPPLIES | | | 188.61 | | |
| | 101-756-935-000 | | PARK MAINTENANCE-TRASH/ RECYCLE | | | 527.68 | | |
| | 101-756-939-000 | | SERVICE CONTRACTS | | | 9.00 | | |
| | 101-901-970-000 | | PLAYGROUND EQUIPMENT AND INSTALLATION | | | 56,964.53 | | |
| | 101-966-995-006 | | TRANSFER TO FIRE FUND | | | 33,333.33 | | |
| | 206-250-718-000 | | VISION INSURANCE BENEFITS | | | 199.48 | | |

INVOICE GL DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP
 POST DATES 12/31/2023 - 01/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN AS OF 01/25/2024

| GL Number | Inv. Line Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amountcheck # |
|-----------|----------------|-----------------|---------------------------------------|---------|----------|---------------|
| | | 206-250-719-000 | HEALTH INSURANCE BENEFITS | | | 16,054.31 |
| | | 206-250-720-000 | LIFE AD&D BENEFITS (B) | | | 1,449.75 |
| | | 206-336-723-000 | FIRE MEMBERSHIP AND DUES | | | 329.51 |
| | | 206-336-726-500 | FIRE TRAINING / FIRE INSPECTIONS | | | 67.62 |
| | | 206-336-727-000 | FIRE OFFICE SUPPLIES | | | 2,093.11 |
| | | 206-336-768-000 | FIRE UNIFORMS | | | 1,398.48 |
| | | 206-336-787-206 | CLEANING & PAPER SUPPLIES | | | 147.43 |
| | | 206-336-791-000 | TECH RESCUE | | | 1,597.11 |
| | | 206-336-802-000 | CONTRACTUAL SERVICES | | | 3,135.25 |
| | | 206-336-804-000 | RESPIRATORY PROGRAM | | | 469.14 |
| | | 206-336-850-000 | COMMUNICATIONS- PHONES | | | 1,131.96 |
| | | 206-336-863-000 | VEHICLE MAINT | | | 1,102.09 |
| | | 206-336-887-000 | FIRE PUBLIC RELATIONS | | | 5,643.70 |
| | | 206-336-901-000 | FIRE PUBLICATIONS | | | 67.00 |
| | | 206-336-936-000 | FIRE STATION MAINT | | | 238.99 |
| | | 206-336-936-002 | FIRE STATION MAINT/BUTTRICK- TRASH/ R | | | 118.00 |
| | | 206-336-938-000 | FIRE EQUIPMENT MAINT | | | 126.16 |
| | | 206-336-981-000 | OFFICE EQUIPMENT | | | 218.97 |
| | | 208-751-935-000 | PARK MAINTENANCE | | | 276.00 |
| | | 216-901-974-000 | CAPITAL OUTLAY - LANDIMP | | | 18,927.50 |
| | | 218-344-958-000 | HAZMAT EQUIPMENT | | | 1,750.00 |
| | | 246-225-821-000 | ADMIN ENGINEERING COSTS | | | 2,156.00 |
| | | 246-225-967-100 | WHOLE HOUSE FILTER PROJECT | | | 6,885.50 |
| | | 248-190-787-000 | WEBSITE HOSTING - DECEMBER 2023 | | | 241.75 |
| | | 248-190-821-000 | ENGINEERING | | | 17,670.00 |
| | | 248-190-861-100 | TRANSPORTATION SERVICES | | | 18,200.00 |
| | | 248-190-921-000 | 103040083240-CONSUMERS | | | 39.82 |
| | | 249-000-607-400 | MECHANICAL PERMITS | | | 235.00 |
| | | 249-250-718-000 | VISION INSURANCE BENEFITS | | | 141.60 |
| | | 249-250-719-000 | HEALTH INSURANCE BENEFITS | | | 16,633.87 |
| | | 249-250-720-000 | LIFE INSURANCE BENEFITS (A) | | | 847.17 |
| | | 249-371-723-000 | MEMBERSHIPS AND DUES | | | 1,040.00 |
| | | 249-371-860-000 | MILEAGE - BENOIT | | | 2,891.72 |
| | | 249-371-923-000 | HEATING/UTILITY | | | 635.93 |
| | | 249-371-924-000 | BUILDING PHONES | | | 670.35 |
| | | 249-371-924-100 | BLDG CELL PHONES/IPADS/DATA | | | 787.05 |
| | | 249-371-939-000 | SERVICE CONTRACTS | | | 200.73 |
| | | 271-790-924-000 | LIBRARY PHONES | | | 10.04 |
| | | 271-790-931-000 | LIBRARY MAINTENANCE- TRASH/ RECYCLE | | | 191.96 |
| | | 403-901-975-000 | BUILDING ADDITIONS & IMPROVEMENTS | | | 228,138.99 |
| | | 703-000-222-175 | KENT COUNTY - DOG LICENSE | | | 164.60 |



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION
MEETING DATE: January 24, 2024

ITEM: Consider Update to Township Committees Policy

PRESENTER: Grace Lesperance, Township Supervisor

INDIVIDUAL PRESENT: None Anticipated

EXECUTIVE SUMMARY: At a recent meeting with the Township Supervisor, Clerk and Treasurer it was recommended that the following changes be made to the Township Committee Policy.

- Section III (C) (3) – Update frequency of regular meetings to “as necessary but at a minimum bi-annually”.

STRATEGIC PLANS/GOALS: N/A

ACTION REQUESTED: Approve the updated changes to the Township Committee Policy

BUDGET IMPLICATIONS: N/A

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, policy will be updated to reflect proposed changes.


DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Approval

ACTION: Approve changes to the Township Committees Policy as proposed.

ATTACHMENTS:

1. Highlighted draft policy

| | | | | |
|---|--|--|---|--|
|  | CASCADE CHARTER TOWNSHIP, MICHIGAN | | | |
| | POLICIES AND PROCEDURES | | # OF PAGES: <u>4</u> | POLICY #: <u>Board - 2016-02</u> |
| | SUBJECT: Township Board Committees | | APPROVED BY: TOWNSHIP SUPERVISOR , GRACE LESPERANCE | |
| | DEPARTMENT: Township Board | SUPERCEDES: Township Board Committees: Areas of Assignment | DATE OF ISSUE: December 14, 2016 Update: 8.11.21 Update: 3.09.22 Update: 1.24.24 | DATE OF EFFECT: Immediate |

I. PURPOSE

The purpose of this policy is to establish standing committees of the Township Board in order to promote efficient and effective review of Township business and make recommendations of action prior to the business being brought to the full Township Board for consideration.

II. POLICY STATEMENT

It is the policy of Cascade Township that we will utilize a committee structure to review the business of the Township Board and make recommendations for action to the full Board. The committees of the Township Board are advisory in nature only and have no authority to approve anything or otherwise make decisions that are reserved for the Township Board.

III. PROCEDURES

A. Establishment of Township Board Standing Committees – The Township Board will establish the following standing Committees of the Township Board.

1. Personnel & Finance Committee: Items this committee are responsible for include:

- a. Personnel Manual Amendments
- b. Creation or Elimination of Positions
- c. Personnel Realignment
- d. Manager Annual Evaluations
- e. Wages & Benefits
- f. Budget Review
- g. Audit Review
- h. Millages, Fees & Taxes
- i. Financial Policies
- j. Any Other Related Items

2. Infrastructure Committee: Items this committee are responsible for include:

- a. Roads

- b. Sidewalks & Pathways
- c. Water & Sewer Utilities
- d. Stormwater Management
- e. Streetlighting
- f. Transportation Services
- g. Cascade Dam
- h. METRO Act Permitting
- i. Regulated Utilities (Electric/Gas/Cable/Broadband)
- j. Any Other Related Items

3. Governance Committee: Items this committee are responsible for include:

- a. Ordinance creation/amendment/deletion
- b. Policies of the Township (not related to other committees)
- c. Technology Initiatives
- d. Library
- e. Intergovernmental Relations
- f. Any Other Related Items

4. Public Safety Advisory Committee: Items this committee is responsible for include:

- a. Fire Department Operations Review
- b. East Precinct Review
- c. Building Inspections Department Review
- d. Fire Department Capital Program
- e. Any Other Related Items

B. Standing Committee Structure – Each standing committee of the Township Board will be composed of three Township Board members. The Township Manager will be an Ad-Hoc member of each standing committee to provide policy analysis, but will not have any authority to vote. Other Township staff may be invited to the meetings at the discretion of the Township Manager.

- 1. Appointments** – Appointments to the committees will be recommended by the Township Supervisor and confirmed by a majority vote of the full Township Board. At the final Township Board meeting of the year, committee appointments will be made for the following year. Committee members whose terms have expired may continue to serve on a committee until his or her successor is appointed and confirmed by majority vote of the full Township Board.

2. **Alternates** – The Township Supervisor will serve as the standing alternate for all committees, but will only attend the meeting in the case that one of the regular committee members cannot attend.
3. **Chair & Vice Chair** – Each committee will appoint a Chair and a Vice Chair each year. The Chair shall have the responsibility to run the committee meeting and the Vice Chair will run the meeting in the absence of the Chair.

C. Meeting Structure – The Township Board standing committees are advisory in nature only; no official action may be taken by the committee.

1. **Recommendations** – It is the responsibility of the committee to make recommendations for action to the full Township Board.
2. **Regular Meetings** – Each committee will meet **as necessary but at a minimum bi-annually** ~~have one regularly scheduled meeting per month~~, which will be published as part of the Township annual meeting calendar, as well as on the Township website meeting calendar.
3. **Special Meetings** – A special meeting of the Committee may be called at any time by the Committee Chair and notice of the special meeting will be posted in compliance with the Open Meetings Act.
4. **Minutes** – Minutes will be taken for all committee meetings. Minutes will be approved by the Committee and forwarded to the Township Board for approval as part of the Township Board consent agenda.
5. **Open Meetings Act** – Township committees will abide by the Open Meetings Act.

D. Ad Hoc Committees – From time-to-time the Township Board may wish to create an Ad-Hoc committee to address a specific issue facing the Township. Ad-Hoc committees may be created based on the following regulations.

1. **Creation** - The creation of an Ad-Hoc Committee must be approved by a simple majority of the Township Board.
2. **Appointments** – Appointments to an Ad-Hoc Committee of the Township Board shall be recommended by the Township Supervisor and confirmed by the Township Board. Ad-Hoc Committees may be comprised of Township Board Members, other appointed officials, Township Staff, Township residents or other members of the public. However, Ad-Hoc Committees may not have more than three Township Board members or any other board or authority of the Township.
3. **Structure** – Ad-Hoc Committees of the Township Board shall follow the same structure as the Standing Committees of the Township Board.

4. **Dissolution** – Once their purpose has been fulfilled, an Ad-Hoc Committee of the Township Board can be dissolved by a simple majority vote of the Township Board.

IV. REGULATION

A. Enforcement of Policy

1. The Township Supervisor, with assistance from the Township Manager, shall be responsible for the oversight of the provisions contained within this policy.
2. The Township Manager or his/her designee shall be responsible for the implementation of the provisions contained within this policy

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption of this policy. The amendment of this policy can be made by the Township Board.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION
MEETING DATE: January 24, 2024

ITEM: First Reading of Ordinance Amendment to Chapter 264 - Noise

PRESENTER: Jade Smith, Township Manager

INDIVIDUAL PRESENT: None Anticipated

EXECUTIVE SUMMARY: The Township is concerned about the excessive noise that can be created by motor vehicles, specifically jake breaking. The township currently addresses other noise issues and has some prohibitions in place however, motor vehicle noise prohibitions are not included. This amendment is to add limitations, prohibitions, and violations of motor vehicle operations, including jake breaking within the township boundaries. This proposal would adopt the same language as the State of Michigan's Vehicle Code, section 257.707c, as the township cannot be more restrictive. The attached amendment mirrors the state law and the changes are highlighted.

STRATEGIC PLANS/GOALS: N/A

BUDGET IMPLICATIONS: None

IMPLEMENTATION PLAN: Approval of first reading, introduction, second reading, adoption, schedule for an upcoming Board of Trustees meeting. Ordinance will take effect 30 days after publication of adoption.

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Approval

ACTION: I move to approve the first reading of the ordinance amendment to chapter 264-Noise.

ATTACHMENTS:

1. Ordinance 264 – Noise, with highlighted proposed amendments

**CASCADE CHARTER TOWNSHIP
ORDINANCE NO. _____
ORDINANCE TO AMEND GENERAL ORDINANCES REGARDING NOISE**

Section 1. Amendment to Chapter 264

Section 2 of Chapter 264-2 of the Township's General Ordinances is hereby amended to read as follows:

**CHAPTER 264
Noise**

§ 264-2 Prohibited noises.

A. General regulation. It shall be unlawful for any person to make, continue, or cause to be made or continued any loud, unreasonable, unnecessary, or unusual noise or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of any other person, resident, or property owner within the Township.

B. Specific prohibitions—general. The following activities and noises are prohibited if they produce clearly audible sound beyond the property line of the property on which they are conducted. These regulations apply to commercial properties, activities or uses between the hours of 10:00 p.m. and 7:00 a.m. and residential properties between the hours of 11:00 p.m. and 7:00 a.m.

- (1) The operation of power tools or equipment.
- (2) The sounding of any bell, chime, siren, whistle, or similar device, except:
 - (a) To alert persons to the existence of an emergency, danger, or attempted crime; or
 - (b) As provided in § 264-3.
- (3) The operation or playing of any radio, television, phonograph, audio equipment, drum, or musical instrument; also, the creation or activity of music.
- (4) Construction, repair, remodeling, demolition, drilling, or excavation work Monday through Sunday, except as permitted in § 264-3.
- (5) The operation or use of any loudspeaker, sound amplifier, public address system or similar device used to amplify sounds indoors or outside the premises.

(6) The creation of any loud, unnecessary noise in connection with the loading or unloading of any vehicle or the opening and closing or destruction of bales, boxes, crates or other containers.

(7) The use of any drums, loudspeakers, musical devices or other instruments or devices for the purposes of attracting attention by the creation of noise to any performance, show or sale or display of merchandise.

(8) The collection of solid waste and source-separated materials on any property that has a commercial and/or industrial use that is adjacent to a residential use.

C. Special prohibitions—dogs. It shall be unlawful for any person to own, harbor, or keep any dog which shall cause annoyance or disturbance at any time (24 hours a day) to people in the neighborhood or people on the streets of the neighborhood by loud or frequent or habitual barking, howling or yelping.

D. Special prohibitions—vehicle noise limitations; prohibitions; violations as civil infractions pursuant to §264-5.

(1) Noise limitations. A motor vehicle must not be operated or driven on a highway or street if the motor vehicle produces total noise exceeding one of the following limits at a distance of 50 feet except as provided in subdivisions (b)(iii) and (c)(iii):

(a) A motor vehicle with a gross weight or gross vehicle weight rating of 8,500 pounds or more, combination vehicle with gross weight or gross vehicle weight ratings of 8,500 pounds or more.

(i) Ninety DBA if the maximum lawful speed on the highway or street is greater than 35 miles per hour.

(ii) Eighty-six DBA if the maximum lawful speed on the highway or street is not more than 35 miles per hour.

(iii) Eighty-eight DBA under stationary run-up test.

(b) A motorcycle or a moped:

(i) Eighty-six DBA if the maximum lawful speed on the highway or street is greater than 35 miles per hour.

(ii) Eighty-two DBA if the maximum lawful speed on the highway or street is not more than 35 miles per hour.

- (iii) Ninety-five DBA under stationary run-up test at 75 inches.
- (c) A motor vehicle or a combination of vehicles towed by a motor vehicle not covered in subdivision (a) or (b):
 - (i) Eighty-two DBA if the maximum lawful speed on the highway or street is greater than 35 miles per hour.
 - (ii) Seventy-six DBA if the maximum lawful speed on the highway or street is not more than 35 miles per hour.
 - (iii) Ninety-five DBA under stationary run-up test 20 inches from the end of the tailpipe.
- (2) Sale of new vehicle. An individual or dealer shall not sell or offer for sale for use upon a street or highway in this state a new motor vehicle that produces a maximum noise exceeding the following limits:
 - (a) Eighty-three DBA for a motor vehicle with a gross vehicle weight rating of 8,500 pounds or more.
 - (b) Eighty-three DBA for a motorcycle or a moped.
 - (c) Eighty DBA for a motor vehicle not covered in subdivision (a) or (b).
- (3) Defective vehicles. A person shall not operate a vehicle on a highway or street if the vehicle has a defect in the exhaust system that affects sound reduction, is not equipped with a muffler or other noise dissipative device, or is equipped with a cutout, bypass, amplifier, or a similar device.
- (4) Replacement of muffler or exhaust system. A person, either acting for himself, herself, or as the agent or employee of another, shall not sell, install, or replace a muffler or exhaust part that causes the motor vehicle to which the muffler or exhaust part is attached to exceed the noise limits established by this act or a rule promulgated under this act.
- (5) Modification of exhaust system. A person shall not modify, repair, replace, or remove a part of an exhaust system causing the motor vehicle to which the system is attached to produce noise in excess of the levels established by this act, or operate a motor vehicle so altered on a street or highway.
- (6) Sale of used vehicle. A dealer shall not sell a used or secondhand motor vehicle for use upon a street or highway that is not in compliance with this act.
- (7) Violations. A person who violates this section is subject to violations and penalties as outlined in §264-5.

(8) Enforcement. The Township reserves the option to prominently post signs which read “NO JAKE BRAKING WITHIN TOWNSHIP LIMITS” or “TOWNSHIP ORDINANCE: JAKE BRAKING PROHIBITED.” All signs shall be posted and maintained by the Township.

Section 4. Validity.

Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 5. Repealer.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 6. Effective Date.

This Ordinance shall take effect thirty (30) days after publication of a notice of adoption or as otherwise provided by law