



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

## NOTICE OF PUBLIC MEETING VIA IN-PERSON ATTENDANCE AND VIDEO CONFERENCE

In accordance with Public Act 228 of 2020, which declares that public bodies subject to the Open Meetings Act can use telephone and/or video conferencing technology to meet and conduct business during the ongoing COVID-19 pandemic between March 30, 2021 and December 31, 2021 (subject to a local State of Emergency declaration, which has been declared by Kent County), the Cascade Charter Township Board of Trustees will conduct a regular meeting on Wednesday, May 26th at 7:00pm utilizing both in-person attendance and the Zoom video conferencing platform, for the purpose of conducting official business while complying with the Michigan Department of Health and Human Services orders and recommendations designed to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

### INSTRUCTIONS FOR ACCESS AND PARTICIPATION

**Meeting ID:** 817 6957 1319

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81769571319>

**iPhone one-tap :**

US: +13017158592,,81769571319#

**or**

+13126266799,,81769571319#

**Telephone:**

*(for higher quality, dial a number based on your current location):*

+1 312 626 6799

or +1 929 205 6099

or +1 346 248 7799

or +1 669 900 6833

or +1 253 215 8782

or +1 301 715 8592

International numbers available: <https://us02web.zoom.us/j/81769571319>

*\*\*Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Assistant Township Manager, Stephanie Fast, at [sfast@cascadetwp.com](mailto:sfast@cascadetwp.com) or 616-949-1500 at least 24 hours prior to the meeting\*\**

## **PUBLIC PARTICIPATION**

Members of the public wishing to attend virtually will be able to listen to and view all discussion by the Township Board and all official materials for this meeting prepared for the Township Board will be included in the meeting packet and available to the public on the Township website [www.cascadetwp.com](http://www.cascadetwp.com). Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Cascade Township Board about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Supervisor Grace Lesperance: [glesperance@cascadetwp.com](mailto:glesperance@cascadetwp.com)

Clerk Sue Slater: [sslater@cascadetwp.com](mailto:sslater@cascadetwp.com)

Treasurer Ken Peirce: [kpeirce@cascadetwp.com](mailto:kpeirce@cascadetwp.com)

Trustee Jim Koessel: [jkoessel@cascadetwp.com](mailto:jkoessel@cascadetwp.com)

Trustee Timmy Noordhoek: [tnoordhoek@cascadetwp.com](mailto:tnoordhoek@cascadetwp.com)

Trustee Tom McDonald: [tmcdonald@cascadetwp.com](mailto:tmcdonald@cascadetwp.com)

Trustee John Shipley: [jshipley@cascadetwp.com](mailto:jshipley@cascadetwp.com)

Manager Ben Swayze: [bswayze@cascadetwp.com](mailto:bswayze@cascadetwp.com)

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, May 26, 2021

7:00 P.M.

**HYBID FORMAT**

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

**AND**

Via video conference software Zoom

**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**  
None

**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 – 5/12/21
  2. Downtown Development Authority – 4/20/21
  3. Public Safety Advisory Committee – 4/21/21
- b. Receive and File Reports
  1. Treasurer Department Report – December 2020
- c. Receive and File Education Requests
  1. Jon Snyder – Occupational Health & Safety for the Fire Service – Lansing Community College
- d. Receive and File Communication  
None

**Article 7. Financial Actions**  
None

**Article 8. Unfinished Business**  
None

- Article 9. New Business**
- 050-2021 (a) PUBLIC HEARING – Robinson Dental Brownfield Plan**
- (b) Consider a Resolution Adopting the Robinson Dental Brownfield Plan (Roll Call)**
- 051-2021 Consider a Resolution to Extend Timeline for Temporary Outdoor Uses (Roll Call)**
- 052-2021 Consider an Issuance of a Request for Proposals for Professional Architectural/Engineering Services for Fire Station #1**
- 053-2021 Consider an Outdoor Gathering Permit for Cascade Fellowship Church**
- Article 10. Closed Session – Pursuant to Open Meetings Act 15.268 (h) – To Consider Material Exempt from Discussion of Disclosure by State or Federal Statute**
- Article 11. New Business (Con’t)**
- 054-2021 Consider Action Regarding the Thornapple River Special Assessment District**
- 055-2021 Consider Action Regarding the Laraway Lake Special Assessment District**
- 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**

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

Wednesday, May 12, 2021

HYBRID FORMAT

Wisner Center

2870 Jacksmith Dr SE

AND

Virtual Zoom Meeting

7:00 P.M.

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek.  
Absent: None  
Also Present: Township Manager Swayze, Assistant Township Manager Fast, DDA/Economic Development Director Korhorn, Attorney Doug Van Essen and those listed on the supplement.
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**  
Manager Swayze noted in the Consent Agenda a. 3. Public Safety Advisory Committee Minutes (3/31/21) are actually Governance Committee Minutes (3/31/21). Motion was made by Trustee Shipley and seconded by Trustee McDonald to approve the Agenda with correction. Motion carried unanimously.
- Article 4. Presentations**
1. Presentation from Doug Van Essen – Current status and imminent actions regarding PFAS in Cascade Township. Mr. Van Essen spoke extensively explaining the process involved and action steps to correct the problems created by PFAS in local homes.
- Article 5. Public Comments**
1. Keely Shay-7486 Alaska Ridge-wondered how long Township has known about the problems with PFAS? She also feels the problems in the world today are because we have left God out of every discussion and decision and must bring Him into every discussion and decision moving forward.
  2. Scot VanSolkema-2570 Orange Ct SE-is in favor of Cascade Township purchasing the “church on the hill” IF they sold 2800 Thornapple River Dr. What is being done with that property-what’s the plan?
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
    1. Township Board Minutes – 4/28/21
    2. Infrastructure Committee – 3/03/21
    3. ~~Public Safety Advisory Committee – 3/31/21~~  
Governance Committee Minutes-3/31/21
  - b. Receive and File Reports
    1. Cascade Inspection Services Report – April 2021

- c. Receive and File Education Requests
  1. Adam Magers – FDIC Fire Department Instructors Conference – Indianapolis IN – August 5-6, 2021
  2. Jennifer Genter – 2021 IAAO Conference – Chicago IL, August 29-Sept 1, 2021

- d. Receive and File Communication  
**None**

Motion by Trustee Shipley, seconded by Trustee McDonald, to approve the Consent Agenda with correction. Motion carried unanimously.

**Article 7. Financial Actions**  
**None**

**Article 8. Unfinished Business**  
**None**

**Article 9. New Business**

**044-2021 Review and Consider the Robinson Dental Development Agreement**  
(Trustee Koessel recused himself from discussion/voting on Items 44/45)  
Motion to approve with the provision new attorney approves the Agreement by Trustee Shipley, seconded by Trustee McDonald. Motion carried unanimously by roll call vote.

**045-2021 Review and Consider the Resolution Approving the Brownfield Redevelopment Authority’s Submission of an EGLE Brownfield Grant and Loan Application for Robinson Dental (Roll Call)**  
Motion to approve by Trustee McDonald, seconded by Trustee Shipley. Motion carried unanimously by roll call vote.

**046-2021 Consider Award of a bid for Township Strategic Plan**  
Rationale for the choice of McKenna was shared by Governance Committee members who had reviewed five proposals and interviewed three firms.  
Motion for approval by Trustee Koessel, seconded by Trustee Shipley. Motion carried unanimously by roll call vote.

**047-2021 Consider Appointment to the Citizens PFAS Advisory Committee**  
Motion for approval by Trustee McDonald, seconded by Trustee Koessel. Motion carried unanimously.

**048-2021 Consider Appointments to the Planning Commission**  
Discussion regarding the merit of re-appointing Phil Johnson to the Planning Commission. Supervisor Lesperance wanted the fresh perspective of Mr. Meurlin.  
Motion for approval by Trustee Shipley, seconded by Trustee Noordhoek. Motion carried by roll call vote 4-3. In favor-Trustees Shipley and Noordhoek, Treasurer Peirce and Supervisor Lesperance. Opposed-Trustees McDonald and Koessel, Clerk Slater.

**049-2021 Consider a Letter of Interest for 2965 Wycliff Drive Property (refundable)**

Motion for approval with the following terms in the letter of interest: Refundable \$10K deposit in escrow 30 days, subject to attorney's approval by Treasurer Peirce, seconded by Trustee McDonald. Motion carried by roll call vote 6-1. In favor-Treasurer Peirce, Trustees Koessel, Shipley, McDonald, Noordhoek, and Supervisor Lesperance. Opposed-Clerk Slater.

**Article 10. Public Comments**

1. Jeremiah Gruchow-7061 Cascade Road-concerned that Township address pathways in conjunction with potential Wycliffe property for safety on Cascade Road.
2. Chris Noordyke-3720 Oak Bluff-thanks for re-appointment to Planning Commission.
3. Scott Rissi-7238 Cascade Road- thanks for re-appointment to Planning Commission. Also concerned about pathway safety farther south in the future especially since population in that area is growing.
4. Paul Strauss-7474 Alaska Ridge-(ZOOM)-asked for update on Thornapple River SAD. Supervisor Lesperance indicated it will be on Agenda for May 26 meeting.
5. Steven Renkema-(ZOOM)-offering party for 2965 Wycliffe Drive property. Why not let an individual like myself develop this property?

**Article 11. Manager Comments**

1. Update on KCRC bids are 30% lower than anticipated which will save the Township \$500K. KCRC not allowing re-investment in more roads due to competition from many jurisdictions for road work.
2. Gypsy Moth spraying will likely happen May 17-21. Letters sent to affected residents; we will keep our website updated with the latest information.
3. Garlic mustard drop-off available at Fire station.
4. Was hoping for more information from Federal Treasury on how ARP funds can be spent-guidance for "non-entitlement" communities should be released next week. Hope to have discussion at May 26 meeting on how those funds should be dispersed.

**Article 12. Board Member Comments**

1. Trustee McDonald-30 days a good process for evaluating parks across Township. Need to identify needs, zones and funding and devise a comprehensive plan.
2. Trustee Noordhoek-congratulated Craig Meurlin for his appointment to Planning Commission.
3. Trustee Shipley-thanked residents for coming. Mentioned new store by Daylily selling electric bikes-Township should evaluate our pathways in terms of what we will allow since currently only non-motorized vehicles allowed. He spoke with 3 residents who still want to utilize wells to water lawns after water connection implemented correcting PFAS contamination. Noted airport has not updated glycol levels on its website.
4. Supervisor Lesperance thanked Mr Meurlin, Mr Rissi and Mr Noordyke for their willingness to serve on Planning Commission.

**Article 13. Adjournment**

Motion was made by Trustee Shipley and seconded by Trustee Noordhoek to adjourn. Motion carried unanimously. Meeting adjourned at 9:06 pm.

Sue Slater  
Clerk

Approved by:

---

Grace Lesperance, Supervisor

---

Susan B. Slater, Clerk

DRAFT

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, April 20, 2021  
5:30 P.M.  
Virtual Meeting

**ARTICLE 1.** Chairwoman Puplava called the meeting to order at 5:30 P.M.  
Members Present: Kleyla, Vogel, Puplava, Growney, Siegle, DeWitt, and Lesperance  
Members Absent: Stephan, Makkar  
Others Present: DDA Director Sandra Korhorn, Nick Monoyois and Max Dillivan, The Rapid representatives

**ARTICLE 2. Approve the current Agenda.**

**Motion was made by Member Growney to approve the Agenda. Supported by Member Kleyla. Motion carried 7 to 0.**

**ARTICLE 3. Approve the Minutes of the March 30, 2021 Meeting.**

**Motion was made by Member Lesperance to approve the Minutes as presented. Supported by Member DeWitt. Motion carried 7 to 0.**

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

There were no visitors.

**ARTICLE 5. Discuss and Consider The Rapid Bus Contract**

Director Korhorn stated that at the March 30<sup>th</sup> DDA Meeting, Staff was directed to set up a meeting with The Rapid to further discuss funding as well as a possible contract. Chairwoman Puplava, Member (Supervisor) Lesperance, and Member Vogel volunteered to attend that meeting along with Manager Swayze and Director Korhorn. Director Korhorn stated that based on the discussion held during that meeting and contract dates, conversation tonight will focus on a short-term contract with The Rapid.

Director Korhorn stated that this contract will begin May 15<sup>th</sup>, 2021, and run through September 31<sup>st</sup>, 2021. Discussion about the long-term contract to begin in October 2021 (to run through September 2022) will be held during the May DDA Meeting.

At the March 24<sup>th</sup>, 2021 Township Board Meeting, Director Korhorn stated that Board Members voted that in order for this bus service to continue, the DDA must provide 100% of the funding for the 28<sup>th</sup> Street Route. Director Korhorn stated that only a decision on the short-term contract for The Rapid bus service needs to be made tonight.

Chairwoman Puplava stated that all of the questions that were asked during last month's DDA Meeting were answered by The Rapid representatives. The question of whether or

not there were any “free” months of service included in any scenario was answered, and any contract extension will involve payment of a monthly fee. Chairwoman Pupilava states that the DDA has already budgeted their portion of the Rapid funding, so if it is voted tonight to fund this portion of The Rapid service, the money is already allocated to do so.

Director Korhorn stated that the DDA has \$214,000 budgeted for bus service in 2021. Through the end of April, approximately \$63,000 of that money will have been spent on bus service, and with a short term, 100% DDA funded extension, approximately \$98,000 in additional budgeted money will be spent (\$161,000 total).

Member Siegle asked if there have been any alternative routes looked at to shorten the route and lower cost. Chairwoman Pupilava stated there has not been any studies done yet to determine that information, but there was discussion at the last meeting to reconstitute the Bus Committee to further research these options. Director Korhorn stated this will likely be a bigger discussion when the long-term contract is decided.

Member Vogel stated that he is in favor of moving forward with the decision to continue The Rapid Bus service with a short-term contract.

**Motion was made by Chairwoman Pupilava that the DDA recommend approval of the short-term ITP contract with full funding by this DDA. Supported by Member Siegle. Motion carried 7 to 0.**

Member Lesperance requested that a cost estimate of shortening the routes to stop at Meijer/Walmart be obtained before the next meeting. Chairwoman Pupilava also suggested that schedule times/stop frequencies also be discussed as an option to reduce cost.

Member Vogel asked if the Township Boards final decision has been made, and the continuation of bus service is dependent on the DDA funding at 100%. Chairwoman Pupilava stated that is correct. Member Vogel voiced his concern that the DDA allocating more funds to the bus route could impact other projects or plans, in turn possibly creating a need for the Township Board to contribute financially to DDA projects that are beneficial to the Township as a whole.

Chairwoman Pupilava stated that an amendment will need to be made to the budget if the DDA decides to fund the long-term contract in full.

Director Korhorn asked Max Dillivan (The Rapid representative present) for the deadline date in June to have a decision made about a long-term contract.

Mr. Dillivan stated that they need a certain amount of lead time to create efficient schedules and runs for both riders and drivers, and the deadline date for a long-term contract agreement is June 1<sup>st</sup>. Mr. Dillivan stated that there are future windows for the reduction of service levels, or cancellation of contract.

Member Vogel asked for confirmation that at the May DDA Meeting, a commitment (financial obligation) will need to be made for the fall service. Chairwoman Puplava stated that the contract will be for a full year, but can be terminated on three months' notice.

**ARTICLE 6. Review 2020 DDA Annual Report**

Director Korhorn stated that this report is required annually by the State of Michigan to be reported to both the State of Michigan, and taxing authorities of Grand Rapids Community College, Kent County, Cascade Township, and the Kent District Library.

Director Korhorn reviewed the tax increment revenue received in 2020, and stated that it was just over \$1,000,000. Total expenditures in 2020 were approximately \$771,000.

Chairwoman Puplava asked if the State of Michigan has ever had an issue with the DDA not spending money that was allocated for a project, Director Korhorn stated that to date this has not been an issue.

Member Lesperance asked if the Redevelopment Ready program from the State limits or affects the DDA in any way. Director Korhorn stated that it does not, and is run through the MEDC. Member Lesperance asked if it is a good program to possibly join, Director Korhorn stated that the program is beneficial as it helps with checklists to follow rules and regulations, but the DDA does not need to join it.

**ARTICLE 7. Discuss and Consider Virtual or In-Person (Hybrid) Meetings**

Director Korhorn stated that the Township now has the ability to hold hybrid in-person and virtual meetings, and is looking for direction from the DDA on how they would prefer to hold future meetings.

Member Siegle asked if masks will need to be worn to in-person meetings, Director Korhorn stated that she believes masks will need to be worn. Chairwoman Puplava stated there is a current state health order requiring them to be worn.

Chairwoman Puplava stated that she is in favor of virtual meetings as she believes they are easier for most people involved.

Member Vogel asked if there has been any negative impact seen from holding virtual meetings (such as less community interaction), Chairwoman Puplava stated that she's seen the opposite as virtual meetings make it easier for more people to attend since quantity limitations and physical distancing do not need to be followed.

Director Korhorn stated that physical distancing will need to be followed at in-person meetings.

Member Vogel stated that Board Members who are business owners may be able to participate more via virtual meetings as they can remain "at their desk" while attending the meetings.

Chairwoman Puplava stated that a downside to virtual is there may be technology failures to work around.

Member Siegel is in favor of continuing virtual meetings until requirements are lifted.

**Motion was made by Member Lesperance to continue holding virtual meetings.**

**Motion supported by Member Siegle. Motion carried 7 to 0.**

**ARTICLE 8. Any Other Business**

Director Korhorn stated there is a public comment hand raised at this time. Chairwoman Puplava allowed the comment.

Resident Ken Carey stated that after seeing mask-less in-person attendants at the last Board Meeting, he believes virtual meetings will be best for all involved.

**a. Northpointe Bank – Ribbon Cutting**

Director Korhorn stated the DDA has been invited to the ribbon cutting ceremony being held Thursday, April 29<sup>th</sup> at 2pm. This will be held at the Northpointe Bank Operations Center, 5303 28<sup>th</sup> St. Ct. Director Korhorn stated that she will RSVP for anyone interested.

Member Lesperance stated that additional police coverage is being looked into for the areas near the hotels as there has been a rise in drug overdoses, shootings, and crime. Member Vogel stated that his business has seen the Kent County Sheriffs Department very actively engaged as a result of these incidents rising in numbers over the last year or so.

**Article 9. Adjournment**

**Motion was made by Member Kleyla to adjourn. Supported by Member DeWitt.**

**Motion carried 7 to 0. The meeting was adjourned at 6:22 p.m.**

Respectfully submitted,  
Rene Growney, Secretary

**CASCADE CHARTER TOWNSHIP**  
**PUBLIC SAFETY ADVISORY COMMITTEE MEETING**  
April 21, 2021 at 9:00am  
Training Conference Room at Township Hall  
5920 Tahoe SE, Grand Rapids, MI 49546

**Members Present:** Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

**Others Present:** Township Manager (TM) Ben Swayze, Fire Chief Adam Magers

**Call to Order:** Treasurer Peirce called the meeting to order at 9:00 a.m.

**Business:** The Public Safety Advisory Committee discussed the following items:

**1. Approval of the March 17, 2021 Meeting Minutes**

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

*Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes as presented. Motion carried.*

**2. Fire Station #1 Development Process**

TM Swayze explained that at the March 24 Township Board meeting the request was made of the PSAC Committee to make a recommendation to the Township Board on a process for to be used moving the Fire Station #1 project forward. Chief Magers reviewed a document he put together detailing the work that has been completed up to this point, as well as the presentation that was made to the Board in March. TM Swayze reviewed the money that had been spent on the project to date. Discussion ensued. Trustee Noordhoek reviewed the plans that were retrieved from the Portage Station project, as well as other projects.

Discussion ensued. The committee indicated the desire to move forward with the current conceptual design, but issue an RFP for the architectural services. The plan would then be for the Township to retain the services of a qualified owners representative. The architectural firm and owners representative would then be responsible for bidding the project out to general contractors for the Township Board consideration. TM Swayze reviewed the process, and anticipated bids would be able to be reviewed at the committee's June meeting.

*Motion by Trustee Shipley, support by Trustee Noordhoek to recommend the Township Board issue an RFP for Architectural services for the Fire Station #1 project and retain the services of an owner's representative. Motion carried.*

**Adjournment:** Motion by Trustee Shipley, supported by Treasurer Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:38 am

**Approved by the FDAC at their 5.19.21 Meeting**

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

DECEMBER 2020

**BANK BALANCES**

BANK	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$3,534,265.41
<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$2,346.25
<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$228,635.78
<b>GRAND TOTAL</b>	<u><u>\$3,765,247.44</u></u>

**TOWNSHIP BALANCES**

REGISTER	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$3,534,265.41
<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$2,346.25
<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$228,635.78
<b>GRAND TOTAL</b>	<u><u>\$3,765,247.44</u></u>

Oxanne 5/18/21

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

Kenneth B. Peirce 5/19/21

Reviewed by  
KENNETH B. PEIRCE  
TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

DECEMBER 20

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	(74,389.21)	0.15								
	FLAGSTAR MMA	486,607.80	0.25								
	KENT CITY POOL	1,174,724.21	0.75								
	MI CLASS	757,108.32	0.08								
	MERCANTILE			535,196.04	2.45	7/26/2022					
	COMERICA BANK			546,167.21	1.80	3/23/2021					
	HORIZON BANK	527,404.19	0.15								
	GRAND RIVER			537,137.26	0.50	12/19/2021					
	CONSUMERS CU			262,175.00	2.00	1/8/2021					
	LMCU			1,031,066.34	1.25	6/2/2021					
	MSUFCU			500,015.00	0.80	8/24/2022					
COMERICA SECUR./WF						500,000.00	1.75	2/28/2023			
<b>TOTAL GENERAL FUND</b>		<b>2,871,455.31</b>	<b>0.37</b>	<b>3,411,757.75</b>	<b>1.40</b>		<b>500,000.00</b>	<b>1.75</b>		<b>6,783,213.06</b>	<b>0.99</b>
151 CEMETERY	LMCU	118,524.15	0.50	-						118,524.15	0.50
206 FIRE FUND	FLAGSTAR	423,301.26	0.25								
	MI CLASS	806,530.69	0.08								
	COM CHOICE CU			261,290.23	3.05	4/18/2021					
	LEVEL ONE			276,762.78	0.20	5/24/2021					
	ADVENTURE CU			517,061.41	1.95	2/27/2023					
	COMERICA SECUR./JPM							2.00	9/30/2022		
<b>TOTAL FIRE FUND</b>		<b>1,229,831.95</b>	<b>0.14</b>	<b>1,055,114.42</b>	<b>1.76</b>		<b>-</b>			<b>2,284,946.37</b>	<b>0.89</b>
207 POLICE FUND	FLAGSTAR	306,384.58	0.25								
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021					
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022					
	LMCU			257,609.64	2.00	3/13/2021					
<b>TOTAL POLICE FUND</b>		<b>306,384.58</b>	<b>0.25</b>	<b>1,319,803.47</b>	<b>1.76</b>		<b>-</b>			<b>1,626,188.05</b>	<b>1.48</b>
208 HAZMAT FUND	LMCU	38,325.64	0.35							38,325.64	0.35
209 OPEN SPACE	CHEMICAL	401,775.14	0.01								
	MI CLASS	376,159.14	0.08								
	<b>TOTAL OPEN SPACE</b>	<b>777,934.28</b>	<b>0.04</b>	<b>-</b>						<b>777,934.28</b>	<b>0.04</b>
DAM REPAIR	MI CLASS	169,872.32	0.08								
	LMCU			341,374.61	2.00	3/10/2021					
<b>TOTAL DAM REPAIR</b>		<b>169,872.32</b>	<b>0.08</b>	<b>341,374.61</b>	<b>2.00</b>		<b>-</b>	<b>-</b>		<b>511,246.93</b>	<b>1.36</b>
216 PATHWAY FUND	MACATAWA	234,634.08	0.05								
	MI CLASS	108,658.75	0.08								
	CIBC/ fna PRIVATE				2.05	10/17/2020					
	GRAND RIVER			518,170.99	2.05	10/4/2022					
	ADVENTURE CU			563,499.08	1.25	7/9/2021					
<b>TOTAL PATHWAY FUND</b>		<b>343,292.83</b>	<b>0.06</b>	<b>1,081,670.07</b>	<b>1.63</b>		<b>-</b>			<b>1,424,962.90</b>	<b>1.25</b>
246 PUBLIC UTILITY IRF	FLAGSTAR	690,149.06	0.25								
	MI CLASS	851,333.49	0.08								
	CHEMICAL BANK			532,500.72	1.75	7/5/2021					
<b>TOTAL PUBLIC UTILITY</b>		<b>1,541,482.55</b>	<b>0.16</b>	<b>532,500.72</b>	<b>1.75</b>		<b>-</b>	<b>-</b>		<b>2,073,983.27</b>	<b>0.57</b>
248 DDA FUND	FLAGSTAR	140,799.71	0.25								
	MI CLASS	829,338.62	0.08								
	UNION BANK			260,171.62	0.70	8/26/2021					
	ADVENTURE CU			213,640.41	2.00	10/27/2021					
	<b>TOTAL DDA FUND</b>		<b>970,138.33</b>	<b>0.10</b>	<b>473,812.03</b>	<b>1.29</b>		<b>-</b>	<b>-</b>		<b>1,443,950.36</b>
249 BLDG. INSPECTION	FLAGSTAR BANK	50,044.44	0.25								
	FLAGSTARL BANK R.	28,117.32	0.35								
	MI CLASS	107,172.18	0.08								
	CONSUMERS CU	317,703.78	1.00								
	CHEMICAL BANK			569,753.35	1.93	10/28/2022					
	CHEMICAL BANK			307,919.91	2.50	4/30/2021					
	FNB OF AMERICA			318,262.02	0.80	10/19/2021					
	FNB OF AMERICA			111,514.75	0.70	12/18/2021					
	FNB OF AMERICA			224,621.60	0.85	9/18/2021					
	FNB OF MI			556,467.53	0.30	6/11/2022					
	INDEPENDENT BANK			321,327.11	2.25	6/19/2021					
<b>TOTAL BLDG. INSPECT.</b>		<b>503,037.72</b>	<b>0.06</b>	<b>2,409,866.27</b>	<b>1.36</b>					<b>2,912,903.99</b>	<b>1.14</b>
270 LIBRARY FUND	UNITED BANK	416,109.44	0.25								
	MI CLASS	466,359.86	0.08								
	LMCU			445,585.17	1.80	3/27/2021					
	WMCB			272,905.68	0.10	6/1/2021					
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021					
<b>TOTAL LIBRARY FUND</b>		<b>882,469.30</b>	<b>0.16</b>	<b>1,288,524.49</b>	<b>1.09</b>		<b>-</b>			<b>2,170,993.79</b>	<b>0.71</b>
701 T & A	CHEMICAL BANK	148,859.91	0.01							148,859.91	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022				12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,138.04	0.01							23,138.04	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,389.63	0.01							15,389.63	0.01
<b>TOTAL</b>		<b>9,940,136.54</b>	<b>0.20</b>	<b>11,926,823.83</b>	<b>1.48</b>		<b>500,000.00</b>	<b>1.75</b>		<b>22,366,960.37</b>	<b>0.92</b>

Submitted by *Oxana Sourine* 5/18/21  
Oxana Sourine Deputy Treasurer

Reviewed by *Ken Peirce* 5/19/21  
Ken Peirce Treasurer

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

JANUARY 2021

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$1,463,490.40

REGISTER	AMOUNT
<b><u>FLAGSTAR BANK</u></b>	
TAX CHECKING	\$1,463,490.40

<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$37,887.48

<b><u>FLAGSTAR BANK</u></b>	
DELINQUENT TAX	\$37,887.48

<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$219,200.69

<b><u>FLAGSTAR BANK</u></b>	
TAX WIRE ACCT	\$219,200.69

<b>GRAND TOTAL</b>	<b><u><u>\$1,720,578.57</u></u></b>
--------------------	-------------------------------------

<b>GRAND TOTAL</b>	<b><u><u>\$1,720,578.57</u></u></b>
--------------------	-------------------------------------

Oxanine 5/18/21

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

Kenneth B. Peirce 5/19/21

Reviewed by  
KENNETH B. PEIRCE  
TREASURER

Date

CASCADE CHARTER TOWNSHIP  
TREASURER'S OFFICE REPORT

JANUARY 2021

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	FLAGSTAR	725,444.71	0.15									
	FLAGSTAR MMA	86,634.41	0.25									
	KENT CTY POOL	1,175,462.68	0.75									
	MI CLASS	757,156.60	0.08									
	MERCANTILE			535,196.94	2.45	7/26/2022						
	COMERICA BANK			546,167.21	1.80	3/23/2021						
	HORIZON BANK	527,448.99	0.15									
	GRAND RIVER			537,137.26	0.50	12/19/2021						
	CONSUMERS CU			269,648.86	0.75	1/8/2022						
	LMCU			1,031,066.34	1.25	6/2/2021						
MSUFCU			500,015.00	0.80	8/24/2022							
COMERICA SECUR.WF						500,000.00	1.75	2/28/2023				
<b>TOTAL GENERAL FUND</b>		<b>3,272,147.39</b>	<b>0.33</b>	<b>3,419,231.61</b>	<b>1.30</b>				<b>500,000.00</b>	<b>1.75</b>	<b>7,191,379.00</b>	<b>0.89</b>
151 CEMETERY	LMCU	118,624.38	0.50	-							118,624.38	0.50
206 FIRE FUND	FLAGSTAR	1,381,332.66	0.25									
	MI CLASS	806,582.12	0.08									
	COM CHOICE CU			261,290.23	3.05	4/18/2021						
	LEVEL ONE			276,762.78	0.20	5/24/2021						
	ADVENTURE CU			517,061.41	1.95	2/27/2023						
COMERICA SECUR/JPM								2.00	9/30/2022			
<b>TOTAL FIRE FUND</b>		<b>2,187,914.78</b>	<b>0.19</b>	<b>1,055,114.42</b>	<b>1.76</b>				-		<b>3,243,029.20</b>	<b>0.70</b>
207 POLICE FUND	FLAGSTAR	615,709.18	0.25									
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021						
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022						
	LMCU			257,609.64	2.00	3/13/2021						
<b>TOTAL POLICE FUND</b>		<b>615,709.18</b>	<b>0.25</b>	<b>1,319,803.47</b>	<b>1.76</b>				-		<b>1,935,512.65</b>	<b>1.28</b>
208 HAZMAT FUND	LMCU	38,337.00	0.35								38,337.00	0.35
209 OPEN SPACE	CHEMICAL	605,970.34	0.01									
	MI CLASS	380,183.14	0.08									
<b>TOTAL OPEN SPACE</b>		<b>986,153.48</b>	<b>0.04</b>	-							<b>986,153.48</b>	<b>0.04</b>
DAM REPAIR	MI CLASS	169,883.14	0.08									
	LMCU			341,374.61	1.15	3/10/2021						
<b>TOTAL DAM REPAIR</b>		<b>169,883.14</b>	<b>0.08</b>	<b>341,374.61</b>	<b>1.15</b>				-	-	<b>511,257.75</b>	<b>0.79</b>
216 PATHWAY FUND	MACATAWA	19,948.59	0.05									
	MI CLASS	108,665.67	0.08									
	GRAND RIVER			518,170.99	2.05	10/4/2022						
ADVENTURE CU			563,499.08	1.25	7/9/2021							
<b>TOTAL PATHWAY FUND</b>		<b>128,614.26</b>	<b>0.08</b>	<b>1,081,670.07</b>	<b>1.63</b>				-		<b>1,210,284.33</b>	<b>1.47</b>
246 PUBLIC UTILITY	FLAGSTAR	700,701.03	0.25									
	IRF	851,387.77	0.08									
	CHEMICAL BANK			532,500.72	1.75	7/5/2021						
<b>TOTAL PUBLIC UTILITY</b>		<b>1,552,088.80</b>	<b>0.16</b>	<b>532,500.72</b>	<b>1.75</b>				-	-	<b>2,084,589.52</b>	<b>0.56</b>
248 DDA FUND	FLAGSTAR	108,775.03	0.25									
	MI CLASS	829,391.52	0.08									
	UNION BANK			260,171.62	0.70	8/26/2021						
	ADVENTURE CU			213,640.41	2.00	10/27/2021						
<b>TOTAL DDA FUND</b>		<b>938,166.55</b>	<b>0.10</b>	<b>473,812.03</b>	<b>1.29</b>				-	-	<b>1,411,978.58</b>	<b>0.50</b>
249 BLDG. INSPECTION	FLAGSTAR BANK	8,691.97	0.25									
	FLAGSTARL BANK R.	21,335.42	0.35									
	MI CLASS	7,178.42	0.08									
	CONSUMERS CU	317,703.78	1.00									
	CHEMICAL BANK			569,753.35	1.93	10/29/2022						
	CHEMICAL BANK			307,919.91	2.50	4/30/2021						
	FNB OF AMERICA			318,262.02	0.80	10/19/2021						
	FNB OF AMERICA			111,514.75	0.70	12/18/2021						
FNB OF AMERICA			224,621.60	0.85	9/18/2021							
FNB OF MI			556,467.53	0.30	6/11/2022							
INDEPENDENT BANK			321,327.11	2.25	6/19/2021							
<b>TOTAL BLDG. INSPECT.</b>	CHEMICAL BANK	<b>354,909.59</b>	<b>0.03</b>	<b>2,409,866.27</b>	<b>1.36</b>						<b>2,764,775.86</b>	<b>1.19</b>
270 LIBRARY FUND	UNITED BANK	524,902.03	0.25									
	MI CLASS	466,389.59	0.08									
	LMCU			445,585.17	1.80	3/27/2021						
	WMCB			272,905.68	0.10	6/1/2021						
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021						
<b>TOTAL LIBRARY FUND</b>		<b>991,291.62</b>	<b>0.17</b>	<b>1,288,524.49</b>	<b>1.09</b>				-		<b>2,279,816.11</b>	<b>0.69</b>
701 T & A	CHEMICAL BANK	137,027.17	0.01								137,027.17	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022					12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,138.23	0.01								23,138.23	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,389.76	0.01								15,389.76	0.01
<b>TOTAL</b>		<b>11,529,395.33</b>	<b>0.20</b>	<b>11,934,297.69</b>	<b>1.43</b>				<b>500,000.00</b>	<b>1.75</b>	<b>23,963,693.02</b>	<b>0.84</b>

Submitted by Oxana Sourine Date 5/18/21  
Deputy Treasurer

Reviewed by Ken Peirce Date 5/19/21  
Treasurer



# Cascade Charter Township Education Reimbursement Request Form

## Conditions for Reimbursement:

1. Individual courses or courses that are part of a degree, licensing or certification program 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. Cascade Charter Township will reimburse employees for approved registration and tuition for work related courses taken through college or schools accredited by regional accreditation associations.
3. Some electives that an employee may be required to complete for a degree may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.

*This form must be completed by the employee and approved by the Township Board  
before the course is taken in order to qualify for reimbursement.*

Name: Jon Snyder Application Date: 5/14/2021

Name of Educational Institution: Lansing Community College

Name of Proposed Course:

Fire 112: Occupational Health & Safety for the Fire Service (4 semester credits)

Cost of Course \$ 997.00 Account # \_\_\_\_\_

Applicant: Jon Snyder  
*Signature*

## Approvals:

Department Head: \_\_\_\_\_  
*Signature*

5-17-21  
*Date*

Township Manager: Don Swartz  
*Signature*

5-21-21  
*Date*

Clerk: \_\_\_\_\_  
*(Signature Indicates Township Board Approval)*

\_\_\_\_\_  
*Date*

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting

---

---

**TOWNSHIP BOARD MEMORANDUM**

---

---

**To:** Cascade Charter Township Board

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

**Subject:** Public Hearing and Consider Resolution Adopting Robinson Dental Brownfield Plan

**Meeting Date:** May 26, 2021

---

One of the final steps of the Brownfield process for the Robinson Dental project is the Township Board is required to hold a public hearing and adopt a resolution approving the Brownfield Plan.

The purpose of the Brownfield Plan is to create a funding mechanism (Tax Increment Financing) through which the Cascade Brownfield Redevelopment Authority can provide Baseline Environmental Assessment activities, Due Care activities and other eligible response activities for eligible properties in the Township.

Plans are developed and adopted pursuant to Michigan's Brownfield Redevelopment Financing Act. For each project site, a general description of the eligible activities to be paid for with tax increment financing is included. Projections are made regarding the investments planned for each site and the resulting future taxable value. These projections include assumptions about costs, property assessments and the tax increment created by the redevelopment. The Plan describes the estimated tax increment and the effect to each taxing jurisdiction. It also provides a projected reimbursement plan.

Susan Wenzlink as well as our Township Attorney has reviewed and approved of the Robinson Dental Brownfield Plan. They will be at the meeting for questions.

**RESOLUTION # of 2021**

**RESOLUTION ADOPTING A BROWNFIELD PLAN FOR THE ROBINSON DEVELOPMENT IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Cascade Charter Township Board held virtually, via Zoom and In-Person at the Cascade Township Branch of Kent District Library-Wisner Center, 2870 Jacksmith Drive on Wednesday, the 26<sup>th</sup> day of May, 2021 at 7:00 pm.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Cascade Charter Township Board, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have created the Brownfield Redevelopment Authority (BRA) of Cascade Charter Township (the "Authority"); and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Township Board, the Brownfield Plan (the "Plan") attached hereto, to be carried out within Cascade Charter Township relating to the redevelopment project of a property in the Township (the "Site"), as more particularly described and shown in Figures 1 and 2 contained within the attached Plan; and

WHEREAS, the Township Board has reviewed the Plan, and has been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Section 14 of the Act; and

WHEREAS, the Township Board has noticed and held a public hearing in accordance with Section 14 of the Act, and

WHEREAS, the Township Board has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, is feasible and the Authority has applied for a brownfield grant and a brownfield loan, guaranteed by developers Coco Properties LLC, to pay for eligible activities;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act; and
- E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

WHEREAS, as a result of its review of the Plan, and upon consideration of the views and recommendations of the Taxing Jurisdictions, the Township Board concurs with approval of the Plan.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. **Plan Approved.** Pursuant to the authority vested in the Township Board by the Act, the Plan is hereby approved in the form attached to this Resolution.
2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSENT:

ABSTAINED:

**RESOLUTION DECLARED ADOPTED**

State of Michigan )

County of Kent ) ss:

I, Susan Slater, the undersigned, the fully qualified Clerk of Cascade Charter Township, State of Michigan, do hereby certify that the foregoing is a true and complete story of a resolution adopted by the Cascade Charter Township Board at a regular meeting held on the 26th day of May, 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

Susan Slater, Clerk

Cascade Charter Township



**ACT 381 BROWNFIELD PLAN**

**FOR**

**ROBINSON DENTAL DEVELOPMENT  
5749 28TH STREET SE  
CASCADE TOWNSHIP, MICHIGAN**

**April 21, 2021**

**Approved by the Brownfield Redevelopment Authority on: May 6, 2021**  
**Approved by the governing body of the local jurisdiction on: \_\_\_\_\_**

**Prepared by:**

**ENVIROLOGIC TECHNOLOGIES, INC.  
2960 Interstate Parkway  
Kalamazoo, MI 49048  
269.342.1100  
[www.envirollogic.com](http://www.envirollogic.com)**

## TABLE OF CONTENTS

### 1.0 INTRODUCTION

- 1.1 Proposed Redevelopment and Future Use for Each Eligible Property
- 1.2 Eligible Property Information

### 2.0 INFORMATION REQUIRED BY SECTION 13(2) OF THE STATUTE

- 2.1 Description of Costs to Be Paid for With Tax Increment Revenues
- 2.2 Summary of Eligible Activities
- 2.3 Estimate of Captured Taxable Value and Tax Increment Revenues
- 2.4 Method of Financing and Description of Advances Made by the Municipality
- 2.5 Maximum Amount of Note or Bonded Indebtedness
- 2.6 Duration of Brownfield Plan
- 2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions
- 2.8 Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property
- 2.9 Estimates of Residents and Displacement of Individuals/Families
- 2.10 Plan for Relocation of Displaced Persons
- 2.11 Provisions for Relocation Costs
- 2.12 Strategy for Compliance with Michigan’s Relocation Assistance Law
- 2.13 Other Material that the Authority or Governing Body Considers Pertinent

## EXHIBITS

### FIGURES

- FIGURE 1: *Legal Description and Map of the Eligible Property*
- FIGURE 2: *Description of Personal Property that is part of the Eligible Property*

### TABLE

- TABLE 1: *Eligible Activities and Costs*
- TABLE 2: *TIF Table (Tax Capture – Real Property Tax)*
- TABLE 3: *TIF Table (Tax Capture – Personal Property Tax)*
- TABLE 4: *TIF Table (Reimbursement Schedule)*

### ATTACHMENTS

- ATTACHMENT A: *Brownfield Plan Resolution(s)*
- ATTACHMENT B: *Development and/or Reimbursement Agreement*
- ATTACHMENT C: *Interlocal or Other Agreements*
- ATTACHMENT D: *BEA Acknowledgement Letter*



## ACT 381 BROWNFIELD PLAN

### 1.0 INTRODUCTION

#### 1.1 Proposed Redevelopment and Future Use for Each Eligible Property

The redevelopment includes the new construction of a two-story, 8,519-square-foot building in a commercial area of Cascade Township. Coco Properties LLC is the developer and owner of the property, and the building will house Robinson Dental's fourth office location. The project is a \$3–4 million project including new construction, fixtures, and equipment. The project will create 35 new professional-level jobs. The project is scheduled to begin construction in 2021 and will be ready for use in early 2022. The project is not located in a Qualified Local Unit of Government.

#### 1.2 Eligible Property Information

The property is an eligible property based on the presence of various contaminants identified on the site in soil and groundwater above generic residential cleanup criteria. The site is occupied by a large mound of soil, waste asphalt, and concrete. Analytical results from a 2000 Phase II Environmental Site Assessment (ESA) identified copper, zinc, benzo(a)pyrene, fluoranthene, naphthalene, and phenanthrene in soil at concentrations exceeding the current Groundwater Surface Water Interface Protection (GSIP) Criteria. The concentrations of benzo(a)pyrene in soil also exceed the current Generic Residential Direct Contact (DC) Criteria. In 2008, a Phase II ESA identified selenium, benzo(a)pyrene, fluoranthene, and phenanthrene in soil at concentrations exceeding GSIP Criteria and benzo(a)pyrene in excess of Generic Residential DC Criteria. Envirologic completed a Phase II ESA in 2020 to confirm and supplement prior results. The 2020 investigation identified the presence of arsenic, barium, copper, and lead in groundwater above drinking water and GSI criteria. Sampling activities over the various investigations have demonstrated that no volatile organic compounds are present on site.

The eligible property is located at 5749 28th Street SE, Cascade Township, Kent County, Michigan. The Property Tax ID for the eligible property is 41-19-08-351-033. The property is a 3.361-acre parcel. A Scaled Property Location Map and Site Plan is provided as Figures 1 and 2.

### 2.0 INFORMATION REQUIRED BY SECTION 13(2) OF THE STATUTE

#### 2.1 Description of Costs to Be Paid for With Tax Increment Revenues

The costs to be paid for with tax increment revenues include Phase I and II ESAs completed at a cost of \$25,755; a Baseline Environmental Assessment completed at a cost of \$1,375, the cost of Due Care Documentation (\$1,375), and the cost of this Brownfield Plan including fees (\$20,000). These costs are considered "Pre-approved Activities" that

can be reimbursed using school and local tax increment revenues without approval from the State. These costs were incurred by Coco Properties LLC, the developer.

The project will include the removal of the contaminated soil pile. The cost of excavating the contaminated soil and loading it onto trucks for transport and disposal is projected to be \$20,100. This is a cost to be borne by the developer. It is anticipated that this cost will be approved for reimbursement using local and school tax increment revenues. The cost for transportation and disposal of these soils is being paid for using a Michigan Department of Environment, Great Lakes and Energy Brownfield Redevelopment Grant.

The cost for transportation and disposal of additional contaminated soils generated through construction activities is projected to be \$252,503. Project management and oversight activities associated with the contaminated soil transport and disposal are projected to be \$22,700. A 15% contingency on these costs is \$37,875. These costs are being paid for using a Michigan Department of Environment, Great Lakes and Energy Brownfield Redevelopment Loan. The interest cost on the loan are projected to be a maximum of \$23,823. It is projected that these costs will be reimbursable using school and local tax increment revenues.

## **2.2 Summary of Eligible Activities**

Eligible activities include the following Department-specific activities:

- Phase I Environmental Site Assessment
- Phase II Environmental Site Assessment
- Baseline Environmental Assessment
- Due Care Documentation
- Contaminated soil excavation (soil pile only)
- Contaminated soil transportation and disposal including project management activities
- Brownfield Plan development
- Act 381 Work Plan development
- Contingencies
- Interest expense
- Administrative Expense of the Authority

## **2.3 Estimate of Captured Taxable Value and Tax Increment Revenues**

The estimated captured taxable value for this redevelopment by year and in aggregate is depicted in Tables 2 and 3. The initial taxable value of the property is the taxable value established for the property in 2021 which is \$89,100. The estimated future taxable value of the real property after development is \$1,300,000. It is anticipated that an increase in taxable value will be first available in 2022, though the project will not likely be completely constructed at the time 2022 values are assessed. Thus, in this first year of

tax increment revenue capture, the taxable value may not yet be the full estimated assessed value.

This Brownfield Plan also anticipates the capture of personal property taxes. A list of proposed fixtures and equipment that would be subject to personal property tax is attached as Table 3.

## **2.4 Method of Financing and Description of Advances Made by the Municipality**

Project activities are being financed by the Developer and supported by a loan provided by the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE) to the Township. No advance has been made by the municipality.

## **2.5 Maximum Amount of Note or Bonded Indebtedness**

Cascade Township has secured a loan from EGLE in the amount of \$313,078 to support the project and pay for various eligible activities including oversight and administration of the loan.

## **2.6 Duration of Brownfield Plan**

The Plan is anticipated to be initiated in 2022 and will remain active until all eligible activities are paid.

## **2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions**

An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions in which the eligible property is located is provided in detail in Tables 2 and 3.

## **2.8 Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property**

The legal description of the eligible property is as follows:

*411908351033 PART OF SW 1/4 COM AT SW COR OF SEC S 89D 38M 08S E ALONG S SEC LINE 264.0 FT TO E LINE OF CASCADE BELTLINE PLAT TH N 0D 50M 11S W ALONG SD E LINE 435.0 FT TO N LINE S 435 FT OF SW ¼ TH S 89D 38M 08S E ALONG SD N LINE 173.44 FT TO BEG OF THIS DESC - TH N 0D 50M 11S W 360.0 FT TO N LINE OF S 795 FT OF SW 1/4 TH S 89D 38M 08S E ALONG SD N LINE 367.08 FT TH S 0D 46M 41S E 360.0 FT TO N LINE S 435 FT OF SW 1/4 TH N 89D 38M 08S W ALONG SD N LINE 366.71 FT TO BEG \* SEC 8 T6N R10W 3.03 A. SPLIT ON 02/06/2007 FROM 41-19-08-351-030*

The Property Tax ID number for the parcel is 41-19-08-351-033, and it is 3.361 acres in size.

A scaled map showing eligible property dimensions is provided as Figure 1.

The Brownfield conditions that qualify the property as eligible property are the presence of various polynuclear aromatic hydrocarbons and metals in soil and groundwater above generic residential cleanup criteria, which makes the property a facility as defined in Part 201 of NREPA (1994 PA 451). The developer is not a liable party and conducted a Baseline Environmental Assessment prior to their purchase (See Appendix H).

The capture of personal property is included as part of the eligible property.

## **2.9 Estimates of Residents and Displacement of Individuals/Families**

Not applicable.

## **2.10 Plan for Relocation of Displaced Persons**

Not applicable.

## **2.11 Provisions for Relocation Costs**

Not applicable.

## **2.12 Strategy for Compliance with Michigan's Relocation Assistance Law**

Not applicable.

## **2.13 Other Material that the Authority or Governing Body Considers Pertinent**

Not applicable.

**Table 1A: Eligible Activities and Costs**

<b>EGL E Eligible Activities Costs and Schedule</b>		
<b>EGL E Eligible Activities</b>	<b>Cost</b>	<b>Completion Season/Year</b>
<b>Department Specific Activities</b>		
<i>Phase I and II Environmental Site Assessments</i>	\$25,755	2020
<i>Baseline Environmental Assessment</i>	\$1,375	2020
<i>Due Care</i>	\$1,375	2021
<i>Excavation of Contaminated Soil Pile</i>	\$20,100	2021
<i>Transportation and Disposal of Contaminated Soil</i>	\$252,503	2021
<i>Oversight and Project Management of Contaminated Soil Removals (Oversight and Grant Administration)</i>	\$22,700	2021
<b>EGL E Eligible Activities Sub-Total</b>	<b>\$323,808</b>	
<b>Contingency (15 % of loan-eligible costs)</b>	\$37,875	2021
<b>Interest (1.5% of loan costs)</b>	\$23,823	2022-29
<b>Brownfield Plan and/or Work Plan Preparation</b>	\$20,000	2020-21
<b>Brownfield Plan and/or Work Plan Implementation</b>		
<b>EGL E Eligible Activities Total Costs</b>	<b>\$405,506</b>	<b>2020–21</b>

<b>MSF Eligible Activities Costs and Schedule</b>		
<b>MSF Eligible Activities</b>	<b>Cost</b>	<b>Completion Season/Year</b>
<b>Demolition Sub-Total</b>		
<b>Lead, Asbestos, Mold Abatement Sub-Total</b>		
<b>Infrastructure Improvements Sub-Total</b>		
<b>Site Preparation Sub-Total</b>		
<b>MSF Eligible Activities Sub-Total</b>		
<b>Contingency (Indicate %)</b>		
<b>Interest (Indicate %)</b>		
<b>Brownfield Plan and/or Work Plan Preparation</b>		
<b>Brownfield Plan and/or Work Plan Implementation</b>		
<b>MSF Eligible Activities Total Costs</b>	<b>\$0</b>	

<b>Local-Only Eligible Activities Costs and Schedule</b>		
<b>Eligible Activities</b>	<b>Cost</b>	<b>Completion Season/Year</b>
<b>Environmental Sub-Total</b>		
<b>Eligible Activities Sub-Total</b>		
<b>Contingency (Indicate %)</b>		
<b>Interest (Indicate %)</b>		
<b>Brownfield Plan and/or Work Plan Preparation</b>		
<b>Brownfield Plan and/or Work Plan Implementation</b>		
<b>Eligible Activities Total Costs</b>	<b>\$0</b>	



**FIGURE 1**

**LEGAL DESCRIPTION AND MAP OF THE ELIGIBLE PROPERTY**





**FIGURE 2**

**DESCRIPTION OF PERSONAL PROPERTY THAT IS PART OF THE ELIGIBLE PROPERTY**





295 Centerpoint Blvd  
 Pittston, PA 18640  
<http://www.benco.com>

# Equipment Quote

<b>Ref No:</b>	<b>2563</b>
<b>Purchase Order:</b>	<b>00002563</b>
<b>Printed On:</b>	<b>11/30/2020</b>
<b>Prices Firm Until*:</b>	<b>12/2/2020</b>

\*Prices subject to change with manufacturer price changes

### Customer Information

94101539 - EQAC ROBINSON DENTAL  
 ELIZABETH ROBINSON DDS  
 899 RENO DR  
 WAYLAND, MI 49348-1732  
 269-792-9557

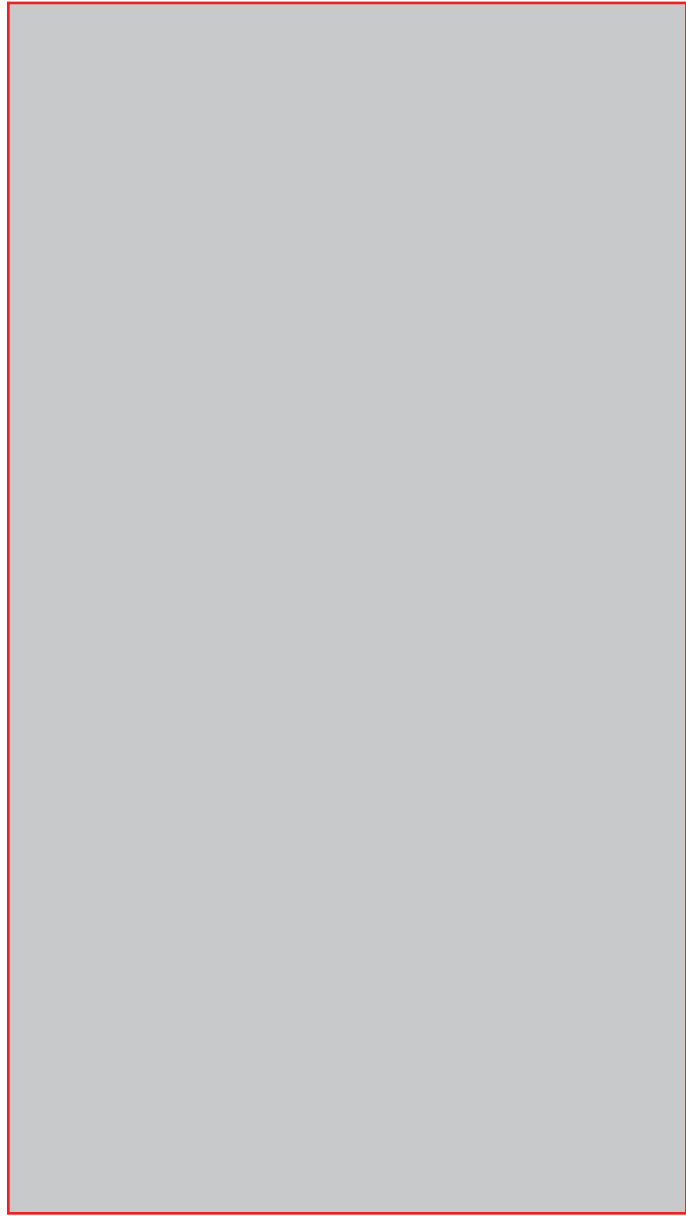
### Installation Address

1 - EQAC ROBINSON DENTAL  
 ELIZABETH ROBINSON DDS  
 899 RENO DR  
 WAYLAND, MI 49348-1732  
 269-792-9557

### Benco Information

<b>Equipment Specialist:</b>	Todd Mears (S)
	616-299-0056
<b>Sales Representative:</b>	Rick Lovins (A)
	269-207-4110

Qty	Item #	Mfgr	Item Description	Retail	Net	Net Ext	Cash	Cash Ext
12	4208-779	MIDMA	ELEVANCE CHAIR STD UPHOL					
12	4208-804	MIDMA	ULTRALEATHER UPGRADE ELEVANCE <i>UPHOLSTERY COLOR: Fudge</i>					
12	4208-813	MIDMA	SERENESCAP HEAT AND MASSA SYS					
12	4834-664	MIDMA	Elevance Style J Box					
10	4518-167	MIDMA	TRACK MOUNTED LED LIGHT <i>CEILING HEIGHT: TBD</i>					
2	5066-279	MIDMA	CEILING LIGHT LED SINGLE 8'					
12	3257-718	MIDMA	PIVOT WORK SURFACE PROCENTER					
12	4176-189	MIDMA	HP ILLUMINATION SYS 12 O'CLOCK					
12	3463-245	MIDMA	ISO-C FO Handpiece Tubing					
10	5287-870	MIDMA	SATELEC® Pure Newtron SLIM B.LED Ultrasonic Scaler					
12	4026-537	MIDMA	DR STOOL UNDECIDED COLOR					
12	4026-546	MIDMA	ASSISTANT STOOL UNDEC COLOR					
24	4062-275	MIDMA	Upcharge Standard Ultraleather Stool Upholstery <i>UPHOLSTERY COLOR: Fudge</i>					
12	3741-293	MIDMA	PREVA DC INTRAORAL XRAY 76"DBL					
12	1971-324	MIDMA	CUSTOM CABINERY <i>QUOTE NUMBER: DA200761</i> <i>ARTIZAN REAR CABINET</i>					
12	1971-324	MIDMA	CUSTOM CABINERY <i>QUOTE NUMBER: DA200761</i> <i>ARTIZAN SIDE CABINET</i>					
12			GLOVE CUP TOWELL CABINET					
1	1971-324	MIDMA	CUSTOM CABINERY <i>QUOTE NUMBER: DA200761</i> <i>SYNTHESIS CABINETS LAB</i>					
1	1971-324	MIDMA	CUSTOM CABINERY <i>QUOTE NUMBER: DA200761</i> <i>SYNTHESIS STIRIL DIRTY SIDE</i>					
1	1971-324	MIDMA	CUSTOM CABINERY <i>QUOTE NUMBER: DA200761</i>					



Qty	Item #	Mfgr	Item Description	Retail	Net	Net Ext	Cash	Cash Ext
-----	--------	------	------------------	--------	-----	---------	------	----------

SYNTHESIS STIRIL CLEAN SIDE

2	3886-977	MIDMA	P72 OIL-LESS COMP 230V 7-10USR					
1	3779-637	MIDMA	P14 POWERVAC DUAL 14-20 USER					
1	2585-624	MIDMA	MASTER CTRL PANEL 2AIR-VAC/H2O					
1	3923-935	MIDMA	ID Tandem Complete Label					
1	4510-601	MIDMA	HG5 AMALGAM SEPARATOR 1-10USR					
2	5472-017	MIDMA	Midmark M11 Steam Sterilizer 115V					
1	4569-817	SCICAN	Statim G4 5000 Autoclave					
2	5179-602	MIDMA	QuickClean Ultrasonic Cleaner 3.3gal Tabletop Unit					
4	5074-804	VATEC	HD SENSOR SIZE 2.0					
1	5207-250	VATEC	PAX-I3D GREEN2 18X10					
12	4607-874	ACCUTR	DIGITAL ULTRA FLUSH PKG H CHR					
12	4919-215	ACCUTR	RFS CHAIR MT KT MIDMA ELEVANCE					
1	4787-537	ACCUTR	DIGI-FLO AUTO PKG B / PREINS					

**Subtotal :**

**Freight :**

**Approximate Tax\* :**

**Estimated Total :**

\* Please note tax is estimated based on installation address, and subject to change without notice. Exact taxes will be reflected on your final invoice.

**TABLES 1B, 2, 3, AND 4**

**TIF TABLE (TAX CAPTURE/REIMBURSEMENT SCHEDULE)**



TABLE 1B  
ELIGIBLE ACTIVITIES

<b>Eligible Activities</b>	<b>Estimated Cost - Coco Properties</b>	<b>Estimated Cost - EGLE Loan</b>
<u>Pre-Approved Activities</u> State and Local		
Phase I and II ESAs	\$ 25,755.00	\$ -
BEA	\$ 1,375.00	\$ -
Plan for Compliance with Due Care	\$ 1,375.00	\$ -
<u>Department Specific Activities</u> State and Local		
Excavation of contaminated soil pile	\$ 20,100.00	\$ -
Transport and dispose contaminated soil	\$ -	\$ 252,503.00
Oversight of contaminated soil removals*	\$ -	\$ 22,700.00
<b>TOTAL COSTS OF ELIGIBLE ACTIVITIES</b>	<b>\$ 48,605.00</b>	<b>\$ 275,203.00</b>
Financing Costs (%)**	\$ -	\$ 23,823.00
Contingencies (15% of trans/disp)	\$ -	\$ 37,875.00
Administrative & Operating Expense of the Authority:		
Brownfield and Work Plan Preparation (State and Local)	\$ 20,000.00	\$ -
Brownfield Plan Implementation (State and Local)	\$ -	\$ 30,000.00
<b>TOTAL REIMBURSEMENTS</b>	<b>\$ 68,605.00</b>	<b>\$ 366,901.00</b>
Captured and Disbursed to State Redevelopment Fund		
Additional Capture for LBRF		
<b>Total</b>	<b>\$ 68,605.00</b>	<b>\$ 366,901.00</b>

\*Grant Administration and Third Party Oversight

\*\* Projected Maximum Interest Expense of EGLE Loan

**TABLE 2: Tax Increment Revenue Capture Estimates**  
**Real Property Tax**  
**Robinson Dental Redevelopment**  
**Cascade Township, Michigan**

Estimated Taxable Value (TV) Increase Rate: 1%

Plan Year	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL	
Calendar Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034		
*Base Taxable Value	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ 89,100	\$ -
Estimated New TV	\$ 1,300,000	\$ 1,313,000	\$ 1,326,130	\$ 1,339,391	\$ 1,352,785	\$ 1,366,313	\$ 1,379,976	\$ 1,393,776	\$ 1,407,714	\$ 1,421,791	\$ 1,436,009	\$ 1,450,369	\$ 1,464,873	\$ -	
Incremental Difference (New TV - Base TV)	\$ 1,210,900	\$ 1,223,900	\$ 1,237,030	\$ 1,250,291	\$ 1,263,685	\$ 1,277,213	\$ 1,290,876	\$ 1,304,676	\$ 1,318,614	\$ 1,332,691	\$ 1,346,909	\$ 1,361,269	\$ 1,375,773	\$ -	
<b>School Capture</b>															
	Millage Rate														
State Education Tax (SET)	6.0000	\$ 7,265	\$ 7,343	\$ 7,422	\$ 7,502	\$ 7,582	\$ 7,663	\$ 7,745	\$ 7,828	\$ 7,912	\$ 7,996	\$ 8,081	\$ 8,168	\$ 8,255	\$ 100,763
School Operating Tax	17.8467	\$ 21,611	\$ 21,843	\$ 22,077	\$ 22,314	\$ 22,553	\$ 22,794	\$ 23,038	\$ 23,284	\$ 23,533	\$ 23,784	\$ 24,038	\$ 24,294	\$ 24,553	\$ 299,714
<b>School Total</b>	<b>23.8467</b>	<b>\$ 28,876</b>	<b>\$ 29,186</b>	<b>\$ 29,499</b>	<b>\$ 29,815</b>	<b>\$ 30,135</b>	<b>\$ 30,457</b>	<b>\$ 30,783</b>	<b>\$ 31,112</b>	<b>\$ 31,445</b>	<b>\$ 31,780</b>	<b>\$ 32,119</b>	<b>\$ 32,462</b>	<b>\$ 32,808</b>	<b>\$ 400,477</b>
<b>Local Capture</b>															
	Millage Rate														
Forest Hills Rec (Winter)	0.4950	\$ 599	\$ 606	\$ 612	\$ 619	\$ 626	\$ 632	\$ 639	\$ 646	\$ 653	\$ 660	\$ 667	\$ 674	\$ 681	\$ 8,313
Kent Dis Library	1.2581	\$ 1,523	\$ 1,540	\$ 1,556	\$ 1,573	\$ 1,590	\$ 1,607	\$ 1,624	\$ 1,641	\$ 1,659	\$ 1,677	\$ 1,695	\$ 1,713	\$ 1,731	\$ 21,128
Kent County Jail	0.7717	\$ 934	\$ 944	\$ 955	\$ 965	\$ 975	\$ 986	\$ 996	\$ 1,007	\$ 1,018	\$ 1,028	\$ 1,039	\$ 1,050	\$ 1,062	\$ 12,960
Kent County Senior	0.4888	\$ 592	\$ 598	\$ 605	\$ 611	\$ 618	\$ 624	\$ 631	\$ 638	\$ 645	\$ 651	\$ 658	\$ 665	\$ 672	\$ 8,209
Kent County Vet	0.0487	\$ 59	\$ 60	\$ 60	\$ 61	\$ 62	\$ 62	\$ 63	\$ 64	\$ 64	\$ 65	\$ 66	\$ 66	\$ 67	\$ 818
Kent County Z/M	0.4301	\$ 521	\$ 526	\$ 532	\$ 538	\$ 544	\$ 549	\$ 555	\$ 561	\$ 567	\$ 573	\$ 579	\$ 585	\$ 592	\$ 7,223
Kent County Chld	0.2464	\$ 298	\$ 302	\$ 305	\$ 308	\$ 311	\$ 315	\$ 318	\$ 321	\$ 325	\$ 328	\$ 332	\$ 335	\$ 339	\$ 4,138
Cas Twp Oper	0.9632	\$ 1,166	\$ 1,179	\$ 1,192	\$ 1,204	\$ 1,217	\$ 1,230	\$ 1,243	\$ 1,257	\$ 1,270	\$ 1,284	\$ 1,297	\$ 1,311	\$ 1,325	\$ 16,176
Cas Twp Fire	1.3038	\$ 1,579	\$ 1,596	\$ 1,613	\$ 1,630	\$ 1,648	\$ 1,665	\$ 1,683	\$ 1,701	\$ 1,719	\$ 1,738	\$ 1,756	\$ 1,775	\$ 1,794	\$ 21,896
Cas Twp Police	0.4551	\$ 551	\$ 557	\$ 563	\$ 569	\$ 575	\$ 581	\$ 587	\$ 594	\$ 600	\$ 607	\$ 613	\$ 620	\$ 626	\$ 7,643
Cas Twp Library	0.1486	\$ 180	\$ 182	\$ 184	\$ 186	\$ 188	\$ 190	\$ 192	\$ 194	\$ 196	\$ 198	\$ 200	\$ 202	\$ 204	\$ 2,496
Cas Twp Pathways	0.3484	\$ 422	\$ 426	\$ 431	\$ 436	\$ 440	\$ 445	\$ 450	\$ 455	\$ 459	\$ 464	\$ 469	\$ 474	\$ 479	\$ 5,851
Cas Two Op Space	0.2280	\$ 276	\$ 279	\$ 282	\$ 285	\$ 288	\$ 291	\$ 294	\$ 297	\$ 301	\$ 304	\$ 307	\$ 310	\$ 314	\$ 3,829
Forest Hills Rec (Summer)	0.4951	\$ 600	\$ 606	\$ 612	\$ 619	\$ 626	\$ 632	\$ 639	\$ 646	\$ 653	\$ 660	\$ 667	\$ 674	\$ 681	\$ 8,315
Kent ISD	5.5684	\$ 6,743	\$ 6,815	\$ 6,888	\$ 6,962	\$ 7,037	\$ 7,112	\$ 7,188	\$ 7,265	\$ 7,343	\$ 7,421	\$ 7,500	\$ 7,580	\$ 7,661	\$ 93,515
GRCC	1.7472	\$ 2,116	\$ 2,138	\$ 2,161	\$ 2,185	\$ 2,208	\$ 2,232	\$ 2,255	\$ 2,280	\$ 2,304	\$ 2,328	\$ 2,353	\$ 2,378	\$ 2,404	\$ 29,342
Kent County Oper	4.2243	\$ 5,115	\$ 5,170	\$ 5,226	\$ 5,282	\$ 5,338	\$ 5,395	\$ 5,453	\$ 5,511	\$ 5,570	\$ 5,630	\$ 5,690	\$ 5,750	\$ 5,812	\$ 70,942
<b>Local Total</b>	<b>19.2209</b>	<b>\$ 23,275</b>	<b>\$ 23,524</b>	<b>\$ 23,777</b>	<b>\$ 24,032</b>	<b>\$ 24,289</b>	<b>\$ 24,549</b>	<b>\$ 24,812</b>	<b>\$ 25,077</b>	<b>\$ 25,345</b>	<b>\$ 25,616</b>	<b>\$ 25,889</b>	<b>\$ 26,165</b>	<b>\$ 26,444</b>	<b>\$ 322,792</b>
<b>Non-Capturable Millages</b>															
	Millage Rate														
Forest Hills Debt	6.6500	\$ 8,052	\$ 8,139	\$ 8,226	\$ 8,314	\$ 8,404	\$ 8,493	\$ 8,584	\$ 8,676	\$ 8,769	\$ 8,862	\$ 8,957	\$ 9,052	\$ 9,149	\$ 111,679
<b>Total Non-Capturable Taxes</b>	<b>6.6500</b>	<b>\$ 8,052</b>	<b>\$ 8,139</b>	<b>\$ 8,226</b>	<b>\$ 8,314</b>	<b>\$ 8,404</b>	<b>\$ 8,493</b>	<b>\$ 8,584</b>	<b>\$ 8,676</b>	<b>\$ 8,769</b>	<b>\$ 8,862</b>	<b>\$ 8,957</b>	<b>\$ 9,052</b>	<b>\$ 9,149</b>	<b>\$ 111,679</b>
<b>Total Tax Increment Revenue (TIR) Available for Capture</b>		<b>\$ 52,151</b>	<b>\$ 52,710</b>	<b>\$ 53,276</b>	<b>\$ 53,847</b>	<b>\$ 54,424</b>	<b>\$ 55,007</b>	<b>\$ 55,595</b>	<b>\$ 56,189</b>	<b>\$ 56,790</b>	<b>\$ 57,396</b>	<b>\$ 58,008</b>	<b>\$ 58,627</b>	<b>\$ 59,251</b>	<b>\$ -</b>

TABLE 3: Tax Increment Revenue Capture Estimates  
 Personal Property Tax  
 Robinson Dental Redevelopment  
 Cascade Township, Michigan

Year	Value of Equipment	Deporeciation Rate	Taxable Value	School Millage Rate	Personal Property Tax (School)	Local Millage Rate	Personal Property Tax (Local)
2022	0						
2023	\$682,515	0.84	\$286,656.30	23.8467	\$6,835.81	19.2209	\$5,509.79
2024	\$682,515	0.64	\$218,404.80	23.8467	\$5,208.23	19.2209	\$4,197.94
2025	\$682,515	0.55	\$187,691.63	23.8467	\$4,475.83	19.2209	\$3,607.60
2026	\$682,515	0.49	\$167,216.18	23.8467	\$3,987.55	19.2209	\$3,214.05
2027	\$682,515	0.44	\$150,153.30	23.8467	\$3,580.66	19.2209	\$2,886.08
2028	\$682,515	0.41	\$139,915.58	23.8467	\$3,336.52	19.2209	\$2,689.30
2029	\$682,515	0.38	\$129,677.85	23.8467	\$3,092.39	19.2209	\$2,492.52
2030	\$682,515	0.35	\$119,440.13	23.8467	\$2,848.25	19.2209	\$2,295.75
2031	\$682,515	0.33	\$112,614.98	23.8467	\$2,685.50	19.2209	\$2,164.56
2032	\$682,515	0.31	\$105,789.83	23.8467	\$2,522.74	19.2209	\$2,033.38
2033	\$682,515	0.29	\$98,964.68	23.8467	\$2,359.98	19.2209	\$1,902.19
2034	\$682,515	0.28	\$95,552.10	23.8467	\$2,278.60	19.2209	\$1,836.60
2035	\$682,515	0.26	\$88,726.95	23.8467	\$2,115.84	19.2209	\$1,705.41
2036	\$682,515	0.25	\$85,314.38	23.8467	\$2,034.47	19.2209	\$1,639.82
2037	\$682,515	0.17	\$58,013.78	23.8467	\$1,383.44	19.2209	\$1,115.08
2038	\$682,515	0.17	\$58,013.78	23.8467	\$1,383.44	19.2209	\$1,115.08

Note: Depreciation Rate used is from State schedule for office, electronic video and testing equipment (Section D of Form 632)

**Table 4: Tax Increment Revenue Reimbursement Allocation Table**  
Robinson Dental Redevelopment

Developer Maximum Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	55.4%	\$ 229,903		\$ 229,903
Local	44.6%	\$ 205,603		\$ 205,603
<b>TOTAL</b>				
EGLE	100.0%	\$ 435,506		\$ 435,506
MSF	0.0%	\$ -		\$ -

Estimated Total  
Years of Plan: 13

Estimated Capture

Administrative Fees	\$ 4,539
State Brownfield Redevelopment Fund	\$ 56,084
Local Brownfield Revolving Fund	\$ 305,182

	Plan Year	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Total State Incremental Revenue		\$ 28,876	\$ 36,022	\$ 34,707	\$ 34,291	\$ 34,122	\$ 34,038	\$ 34,120	\$ 34,205	\$ 34,293	\$ 34,466	\$ 34,642	\$ 34,822	\$ 35,086	\$ 443,689
State Brownfield Redevelopment Fund (50% of SET)		\$ (4,493)	\$ (4,327)	\$ (4,274)	\$ (4,253)	\$ (4,242)	\$ (4,251)	\$ (4,262)	\$ (4,272)	\$ (4,294)	\$ (4,315)	\$ (4,338)	\$ (4,370)	\$ (4,393)	\$ (56,084)
<b>State TIR Available for Reimbursement</b>		<b>\$ 24,383</b>	<b>\$ 31,695</b>	<b>\$ 30,433</b>	<b>\$ 30,039</b>	<b>\$ 29,881</b>	<b>\$ 29,787</b>	<b>\$ 29,858</b>	<b>\$ 29,932</b>	<b>\$ 29,999</b>	<b>\$ 30,150</b>	<b>\$ 30,304</b>	<b>\$ 30,451</b>	<b>\$ 30,693</b>	<b>\$ 387,606</b>
Total Local Incremental Revenue		\$ 23,275	\$ 29,034	\$ 27,975	\$ 27,639	\$ 27,503	\$ 27,435	\$ 27,501	\$ 27,570	\$ 27,641	\$ 27,780	\$ 27,922	\$ 28,067	\$ 28,280	\$ 357,622
BRA Administrative Fee (1% of available TIR)		\$ (477)	\$ (607)	\$ (584)	\$ (577)	\$ (574)	\$ (572)	\$ (574)	\$ (575)						\$ (4,539)
<b>Local TIR Available for Reimbursement</b>		<b>\$ 22,798</b>	<b>\$ 28,427</b>	<b>\$ 27,391</b>	<b>\$ 27,063</b>	<b>\$ 26,929</b>	<b>\$ 26,863</b>	<b>\$ 26,928</b>	<b>\$ 26,995</b>	<b>\$ 27,641</b>	<b>\$ 27,780</b>	<b>\$ 27,922</b>	<b>\$ 28,067</b>	<b>\$ 28,280</b>	<b>\$ 353,083</b>
<b>Total State &amp; Local TIR Available</b>		<b>\$ 47,181</b>	<b>\$ 60,122</b>	<b>\$ 57,824</b>	<b>\$ 57,101</b>	<b>\$ 56,810</b>	<b>\$ 56,650</b>	<b>\$ 56,786</b>	<b>\$ 56,927</b>	<b>\$ 57,640</b>	<b>\$ 57,930</b>	<b>\$ 58,227</b>	<b>\$ 58,518</b>	<b>\$ 58,973</b>	<b>\$ 740,688</b>
<b>DEVELOPER</b>	Beginning Balance														
<b>DEVELOPER Reimbursement Balance</b>		\$ 435,506	\$ 388,325	\$ 328,203	\$ 270,379	\$ 213,278	\$ 156,468	\$ 99,818	\$ 43,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MSF Non-Environmental Costs</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EGLE Environmental Costs</b>		\$ 435,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement		\$ 24,383	\$ 31,695	\$ 30,433	\$ 30,039	\$ 29,881	\$ 29,787	\$ 29,858	\$ 23,827	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 229,903
Local Tax Reimbursement		\$ 22,798	\$ 28,427	\$ 27,391	\$ 27,063	\$ 26,929	\$ 26,863	\$ 26,928	\$ 19,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,603
<b>Total EGLE Reimbursement Balance</b>		<b>\$ 388,325</b>	<b>\$ 328,203</b>	<b>\$ 270,379</b>	<b>\$ 213,278</b>	<b>\$ 156,468</b>	<b>\$ 99,818</b>	<b>\$ 43,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Local Only Costs</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Reimbursement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Local Only Reimbursement Balance</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Annual Developer Reimbursement</b>		<b>\$ 47,181</b>	<b>\$ 60,122</b>	<b>\$ 57,824</b>	<b>\$ 57,101</b>	<b>\$ 56,810</b>	<b>\$ 56,650</b>	<b>\$ 56,786</b>	<b>\$ 43,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 435,506</b>
<b>LOCAL BROWNFIELD REVOLVING FUND</b>															
<b>LBRF Deposits *</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Capture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,105	\$ 29,999	\$ 30,150	\$ 30,304	\$ 30,451	\$ 30,693	\$ 157,703
Local Tax Capture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,789	\$ 27,641	\$ 27,780	\$ 27,922	\$ 28,067	\$ 28,280	\$ 147,479
<b>Total LBRF Capture</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,894</b>	<b>\$ 57,640</b>	<b>\$ 57,930</b>	<b>\$ 58,227</b>	<b>\$ 58,518</b>	<b>\$ 58,973</b>	<b>\$ 305,182</b>

\* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed. May be taken from EGLE & Local TIR only.

Footnotes:

**ATTACHMENT A**

**BROWNFIELD PLAN RESOLUTION AND COPIES OF REQUIRED NOTIFICATIONS**



## NOTICE TO ALL TAXING JURISDICTIONS

The Cascade Charter Township Board proposes to approve a Brownfield Plan for the redevelopment of property located at 5749 28<sup>th</sup> Street SE in Cascade Charter Township, Kent County, Michigan.

The Cascade Charter Township Board has established a Brownfield Redevelopment Authority (the "Authority") in accordance with the Brownfield Redevelopment Act, Act No. 381 of the Michigan Public Acts of 1996, as amended (the "Act").

The Act was enacted to provide a means for local units of government to facilitate the revitalization of environmentally distressed, functionally obsolete or blighted properties. The Cascade Charter Township Brownfield Redevelopment Authority Board has reviewed and recommended for adoption a Brownfield Plan related to the redevelopment of the property to construct a new dental office building.

The property subject to the plan is a "facility" as defined in Part 201 of NREPA (1994 PA 451) and is thus an "eligible property" under Act 381. This document serves to notify local taxing units of the intent to approve a Brownfield Plan for the noted property.

The Act permits the use of the tax increment financing in order to provide the Authority with the means of financing the redevelopment project included in the Brownfield Plan. Tax increment financing allows the Authority to capture tax revenues attributable to increases in the taxable value of real and personal property located on the "eligible property", which may include certain adjacent or contiguous parcels. Increases in taxable value may be attributable to various factors, including new construction, rehabilitation, remodeling, alterations, additions, economic and market conditions, and the installation of personal property on the eligible site.

The plan will be considered for adoption at the \_\_\_\_\_, 2021 meeting of the Cascade Charter Township Board held at 7 pm at the Cascade Township Branch of Kent District Library-Wisner Center, 2870 Jacksmith Drive. If you have any questions or comments concerning the Brownfield Redevelopment Authority or adoption of the Plan you may attend the meeting and express those concerns during the public comment period. You may also direct inquiries to Sandra Korhorn, DDA/Economic Development Director, Cascade Charter Township at (616) 949-1500.

Dated:

Cascade Charter Township  
Kent County

**NOTICE OF PUBLIC HEARING**

**THE BROWNFIELD REDEVELOPMENT AUTHORITY  
OF CASCADE TOWNSHIP, MICHIGAN**

**REGARDING ADOPTION OF A BROWNFIELD PLAN  
OF  
ROBINSON DEVELOPMENT  
5749 28<sup>TH</sup> STREET SE  
CASCADE CHARTER TOWNSHIP, MICHIGAN**

**TO ALL INTERESTED PERSONS IN CASCADE CHARTER TOWNSHIP**

PLEASE TAKE NOTICE that the Township Board of the Cascade Charter Township, Michigan, will hold a Public Hearing on the 26<sup>th</sup> day of May, 2021, at 7 p.m., Eastern Daylight time to receive public comment on a Brownfield Redevelopment Plan to include therein the property located at 5749 28th Street SE in Cascade Charter Township, Michigan. This meeting will be held both in-person and virtually, via Zoom. If you choose to attend in-person, the meeting will be held at the Cascade Township Branch of Kent District Library-Wisner Center, 2870 Jacksmith Drive.

The following legal parcel is included in the "eligible property":

Parcel ID# 41-19-08-351-033

*411908351033 PART OF SW 1/4 COM AT SW COR OF SEC S 89D 38M 08S E ALONG S SEC LINE 264.0 FT TO E LINE OF CASCADE BELTLINE PLAT TH N 0D 50M 11S W ALONG SD E LINE 435.0 FT TO N LINE S 435 FT OF SW 1/4 TH S 89D 38M 08S E ALONG SD N LINE 173.44 FT TO BEG OF THIS DESC - TH N 0D 50M 11S W 360.0 FT TO N LINE OF S 795 FT OF SW 1/4 TH S 89D 38M 08S E ALONG SD N LINE 367.08 FT TH S 0D 46M 41S E 360.0 FT TO N LINE S 435 FT OF SW 1/4 TH N 89D 38M 08S W ALONG SD N LINE 366.71 FT TO BEG \* SEC 8 T6N R10W 3.03 A. SPLIT ON 02/06/2007 FROM 41-19-08-351-030*

The subject property consists of one parcel, approximately 3.361 acres in size located in Cascade Charter Township, Kent County, Michigan (property). The property is undeveloped and is occupied by a large soil pile containing waste concrete and asphalt. A storm water retention pond servicing the surround property is also present. The redevelopment is to create a new dental office.

The Brownfield Plan, which includes a site map and legal description of the parcel, is available for public inspection at the Cascade Charter Township Clerk's Office located at 5920 Tahoe Drive SE, Grand Rapids, Michigan 49546-7192. All aspects of the plan are open for discussion at the public hearing.

THIS NOTICE is given by order of the Cascade Charter Township Board.

Susan Slater, Clerk  
Cascade Charter Township

**RESOLUTION #**

**RESOLUTION ADOPTING A BROWNFIELD PLAN FOR THE ROBINSON DEVELOPMENT IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Cascade Charter Township Board held at the Cascade Township Branch of Kent District Library-Wisner Center, 2870 Jacksmith Drive on Wednesday, the \_\_\_\_\_ day of \_\_\_\_\_, 2021 at 7:00 pm.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Cascade Charter Township Board, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have created the Brownfield Redevelopment Authority (BRA) of Cascade Charter Township (the "Authority"); and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Township Board, the Brownfield Plan (the "Plan") attached hereto, to be carried out within Cascade Charter Township relating to the redevelopment project of a property in the Township (the "Site"), as more particularly described and shown in Figures 1 and 2 contained within the attached Plan; and

WHEREAS, the Township Board has reviewed the Plan, and has been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Section 14 of the Act; and

WHEREAS, the Township Board has noticed and held a public hearing in accordance with Section 14 of the Act, and

WHEREAS, the Township Board has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, is feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act; and
- E. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

WHEREAS, as a result of its review of the Plan, and upon consideration of the views and recommendations of the Taxing Jurisdictions, the Township Board concurs with approval of the Plan.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1. **Plan Approved.** Pursuant to the authority vested in the Township Board, by the Act, the Plan is hereby approved in the form attached to this Resolution.
- 2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSTAINED:

**RESOLUTION DECLARED ADOPTED**

State of Michigan )

County of Kent ) ss:

I, Susan Slater, the undersigned, the fully qualified Clerk of Cascade Charter Township, State of Michigan, do hereby certify that the foregoing is a true and complete story of a resolution adopted by the Cascade Charter Township Board at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this \_\_\_\_ day of \_\_\_\_\_, 2021.

---

Susan Slater, Clerk

Cascade Charter Township

**ATTACHMENT B**

**DEVELOPMENT AND/OR REIMBURSEMENT AGREEMENT**



## DEVELOPMENT AND REIMBURSEMENT AGREEMENT

THIS BROWNFIELD PLAN DEVELOPMENT AND REIMBURSEMENT AGREEMENT (the "Agreement"), is entered into on \_\_\_\_\_, 2021 between the Cascade Charter Township Brownfield Redevelopment Authority, a Michigan public body corporate established pursuant to Act 381 of the Public Acts of 1996, as amended ("Act 381"), whose address is 2865 Thornhills Avenue SE, Grand Rapids, MI 49546-7192 (the "Authority") and Coco Properties, LLC ("Developer"), whose address is 8117 Ashwood Drive SE, Ada, MI 49301.

### RECITALS

**WHEREAS**, the Authority and Cascade Charter Township (the "Township") have determined that brownfield redevelopment constitutes the performance of an essential public purpose which protects and promotes the public health, safety, and welfare; and

**WHEREAS**, the Township has established the Authority and proposes to adopt a Brownfield Plan (the "Plan"), pursuant to the provisions of PA, 1996, Act 381, being MCL 125.2651, et seq., (the "Act"); and

**WHEREAS**, Act 381 permits the use of the real and personal property tax revenues generated from the increase in value (the "Increment") to brownfield sites resulting from their redevelopment to pay or reimburse the payment of costs of conducting Eligible Activities (these costs are referred to as "Eligible Costs") and, unless Developer is a liable party for the site contamination, permits the reimbursement to Developer of Eligible Costs it has incurred; and

**WHEREAS**, Developer owns property in Cascade Charter Township located at 5749 28<sup>th</sup> Street SE, Cascade Charter Township, MI (the "Property") and legally described on the attached Exhibit A; and

**WHEREAS**, the Property has been included in the Plan and qualified as an "eligible property" under the terms of the Act; and

**WHEREAS**, Developer intends to redevelop the Property by investing approximately \$3.8 million to clean up the site and construct a new dental office; and

**WHEREAS**, the investments are expected to create full-time employment jobs at this location and will increase the property tax base within the Township (the "Project"); and

**WHEREAS**, the Project will require the Developer and Authority to incur Eligible Costs associated with certain Eligible Activities regarding the excavation, transportation and disposal of contaminated soil, environmental assessments, and project management of brownfield redevelopment activities which may require the services of various contractors, engineers, environmental consultants, attorneys and other professionals; and the Eligible Costs shall not exceed \$835,260; and

**WHEREAS**, the Cascade Township Brownfield Redevelopment Authority has applied for a Michigan Department of Environment, Great Lakes and Energy (EGLE) Brownfield Redevelopment Grant (\$453,577) and Loan (\$313,078) to assist in the cleanup and redevelopment of the site; and

**WHEREAS**, in order to secure the financial assistance from EGLE, the Township Board has resolved to accept the grant and loan and has pledged its revenue sharing as security for the loan; and

**WHEREAS**, the parties are entering into this Agreement to establish the procedure for the reimbursement from Tax Increment Revenues ("TIR") under Act 381 and the disbursement of funds from the EGLE Grant and Loan.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions, and agreements set forth herein, the parties agree as follows:

1. **Recitals**. The above recitals are acknowledged as true and correct, and are incorporated by reference into this paragraph.

2. **The Plan**. The Brownfield Redevelopment Plan ("the Plan"), as it relates only to this Property, approved by the Authority and adopted by the Township Board is attached as Exhibit B and incorporated as part of this Agreement. To the extent provisions of the Plan or this Agreement conflict with Act 381, Act 381 controls.

3. **The Grant and Loan**. The Cascade Township Brownfield Redevelopment Authority has accepted an EGLE Brownfield Redevelopment Grant in the amount of \$453,577 and Loan in the amount of \$313,078 dedicated to the benefit of this project and subject to a Contract between the Cascade Township BRA and EGLE and implemented in accordance with an EGLE-approved Grant/Loan and Act 381 Work Plan.

4. **Term of Agreement**. Pursuant to the Plan, the Authority shall capture that amount of TIR generated from real and personal property taxes allowed by law on the Eligible Property, beginning in 2022 until the earlier of:

4.1 Full reimbursement of the Developer's Eligible Costs for those Eligible Activities set forth in Paragraph 7, which shall not exceed \$68,605 and when the Local Brownfield Revolving Fund (LBRF) capture is complete; or

4.2 30 years.

5. **Evidence of Ownership**. Prior to the execution of this Agreement, Developer shall provide to the Authority each of the following: (a) evidence satisfactory to the Authority that the Developer has acquired fee simple title to the Property, which evidence shall include (without limitation) a copy of a recorded deed to the Property in favor of the Developer; and (b) a copy of a commitment for owner's title insurance with respect to the Property (the "Commitment"), which Commitment shall show the Developer as record owner of the Property, shall reflect that all material conditions to the issuance of a policy thereunder have been satisfied, and shall otherwise be in form and substance satisfactory to the Authority.

6. **Grant and Loan Guarantees**. To secure the EGLE Loan, the Authority and the Township will require a Letter of Credit to the benefit of both the Township and the Authority. The Initial Letter of Credit amount will be \$313,078, the maximum loan amount. Upon completion of Eligible Loan Activities, the Letter of Credit amount may be adjusted to the actual costs incurred against the Loan. This and any subsequent adjustments to the Letter of Credit amount shall require

approval by the Township Board, whose approval will not be unreasonably withheld. The Authority shall diligently make loan repayments. After annual loan payments are made, the developer may request an adjustment in the amount of the Letter of Credit to equal that of the remaining loan principal and interest. Upon either full payment of the loan or accumulation of sufficient TIR by the Authority to fully repay the loan, the developer may request termination of the Letter of Credit.

The provisions of Paragraph 6 shall remain in effect until the Authority has fully repaid the EGLE Loan which shall be no more than 15 years following implementation of the Loan.

In the event that EGLE requires reimbursement of money spent from the EGLE grant, whether because the Project is not completed, costs were found to be ineligible, or any other reason, the Developer personally guarantees that it will reimburse EGLE and relieve the Township and the Authority of any such obligation.

**7. Eligible Activities.** The Developer shall diligently pursue completion of the Eligible Activities summarized in the Plan and/or Grant and Loan Work Plans and/or Act 381 Work Plan(s). The Authority shall reimburse the Developer for Eligible Costs incurred prior to or after the date of the inclusion of this project in the Plan.

**8. Reimbursement Source.** During the term of this Agreement, the Authority shall reimburse the Developer for its Eligible Costs, as limited under this Agreement, from all applicable non-school and school (if approved) TIR collected from the real and personal property taxes on the Property, from EGLE Grant funds, and/or from EGLE Loan Funds as appropriate to the specific activity conducted.

**9. Reimbursement Process.**

**9.1 Grant and Loan Eligible Activities Reimbursement Request:** On at least a quarterly basis for the duration of the grant / loan contract, the developer shall submit a summary of costs incurred consistent with Grant or Loan Work Plans and/or Act 381 Work Plans. The request shall include the dates, complete description of the work, proof of payment and detailed invoices for the costs involved for each Eligible Activity. The Developer shall cooperate with the Township BRA and its consultants to prepare appropriate documentation for EGLE. Not less than on a quarterly basis, and after Authority staff review and approval by EGLE, and only after receipt of funds from EGLE, the Township shall disburse funds for approved costs from the grant and loan.

**9.2 Tax Increment Finance Cost Reimbursement Request:** Within one year after Developer has completed the Project (the point that an occupancy permit is issued), Developer will submit all reimbursement requests for Eligible Activities to the Authority to be paid for with TIR. The Developer will also provide sufficient documentation of the Eligible Costs incurred including the dates, complete description of the work, proof of payment and detailed invoices for the costs involved for each Eligible Activity and a written statement certifying to the Authority that all such costs are "Eligible Costs". Failure to provide the above noted information when due, or within the time permitted by the Authority, may result in foregone reimbursement, to the developer by the Authority, for eligible costs that have not been requested within the timeframe described above.

**9.3 Authority Staff Review:** The Authority Staff shall review the request made in Paragraph 9.2 within sixty (60) days after receiving it. If Authority Staff determines that the documentation submitted by the Developer is not complete, then Developer shall cooperate in the Authority's review by providing, within thirty (30) days of the Authority's request, any additional documentation of the Eligible Costs as deemed reasonable and necessary by the Authority in order to complete its review. Within forty-five (45) days following the receipt of such supplemental information, the Authority shall determine whether the costs are eligible for reimbursement. If the Developer wishes to challenge that determination, it shall provide written notice to the Authority within fifteen (15) days of the determination, and the issue shall be brought to the Authority within forty-five (45) days thereafter for a final determination. The Developer shall not have any further appeal rights to challenge the final determination of the Authority and shall not be entitled to any claim or cause of action against the Township or the Authority as a result of any determinations made in good faith regarding whether or not any cost submitted by the Developer constitutes an "Eligible Cost," and hereby grants the Township and the Authority and their respective officers, agents and employees, a complete release and waiver of any claims or causes of action as a result of the foregoing.

**9.4 Reimbursement:** For costs submitted pursuant to Paragraph 9.2 and approved pursuant to Paragraph 9.3 the following process of reimbursement will be followed. After summer and winter taxes are captured and collected on the Property, the Authority shall biannually reimburse approved Eligible and Administrative Costs to the Developer from TIR generated from the Property in accordance with the Plan, to the extent that taxes have been captured and are available in that fiscal year. The Authority shall receive one hundred percent (100%) of TIR until fully reimbursed for its cost of Eligible Activities, unless otherwise designated by the Authority. After the Authority is fully reimbursed for its costs, the Developer shall receive one hundred percent (100%) of TIR up to its cost of Eligible Activities. In the event that there is insufficient TIR available in any given year to reimburse all of the Developer's Eligible Costs, as described in Paragraph 7, then the Authority shall reimburse the Developer only from available TIR. Once the Authority is fully reimbursed for its Eligible Costs, the Developer shall receive the available TIR, less Administrative Costs, during the term of this Agreement, until all of the amounts for which submissions have been made have been fully paid to the Developer, or the repayment obligation expires, whichever occurs first. The Developer shall not be entitled to receive any interest on amounts for which reimbursement is requested under this Agreement. The Developer shall not be entitled to reimbursement under this Agreement unless the Developer has timely and completely paid its real and personal property taxes including all penalties, interest and other amounts due in relation thereto when due. For purposes of this Agreement, to be timely paid, taxes must be paid before the date on which they can no longer be paid without penalties or interest. The repayment obligation under this Agreement shall expire upon the earlier of the full payment by the Authority to the Developer of all amounts due the Developer from the TIR or thirty (30) years from the date of initiation of the Plan.

**9.5 Method of Reimbursement:** The Authority will reimburse the Developer for Eligible Costs as follows:

Checks shall be payable to:                      Coco Properties, LLC

Delivered to the following address:    8117 Ashwood Drive  
Ada, MI 49301

By certified mail.

**10. Adjustments.** The parties acknowledge that adjustments regarding the amount of TIR paid to the Developer may occur under any of the following circumstances:

**10.1 Audit or Court Ruling:** In the event that a state agency of competent jurisdiction conducting an audit of payments made to the Developer under this Agreement or a court of competent jurisdiction determines that any portion of the payments made to the Developer under this Agreement is unlawful, the Developer shall pay back to the Authority that portion of the payments made to the Developer within thirty (30) days of the determination made by a state agency or the court as the case may be. However, the Developer shall have the right, before any such repayment is made, to appeal on its or the Authority's behalf, any such determination made by a state agency or court as the case may be. If the Developer is unsuccessful in such an appeal, the Developer shall repay the portion of payments found to be unlawful to the Authority within thirty (30) days of the date when the final determination is made on the appeal. The Developer shall be responsible for payment of all of the Township's and Authority's legal fees associated with any determination of whether a cost for which reimbursement is requested constitutes an "Eligible Cost" and all of the Township's and Authority's legal fees associated with the review or determination of such issues by any state agency or court.

**10.2 Property Tax Appeal:** In the event the developer, or any other owner of real estate on the Property, files an appeal with the Michigan Tax Tribunal, related to the taxable value of parcels of property included in the Brownfield Plan, the Authority shall do the following:

- a. The Authority will remit Tax Increment Financing Reimbursement payments based upon the lowest taxable value being sought pursuant to the appeal;
- b. Any Tax Increment Revenue that is collected but not remitted as a result of a tax appeal shall be held in a separate account of the Authority until the pending appeal is adjudicated;
- c. Once any tax appeals are adjudicated, the Authority will either return the escrowed funds to the local unit in compliance with any tax appeal rulings, or will make payments pursuant to Section 7 of this agreement.

**10.3 Reduction of Property Assessments:** If the Authority:

- a. incurs Costs on behalf of the Developer with respect to the Project, Site or Application, and
- b. the Developer initiates, participates in or supports any proceeding or process which results in a reduction of the tax increment capture for the Project from that projected and along the same term as contained within the Plan, the Developer indemnifies and will fully reimburse the Authority within thirty (30) days of notification from the Authority as to the amount and the due date for all Costs as defined within the Plan, expenses or reduction in revenue from what was projected as the tax increment capture.

**11. Responsibilities of Developer.** In consideration of the inclusion of the Property into the Plan and the resulting financial benefits, which it expects to receive, Developer agrees to the following:

**11.1 Project:** The project involves new construction on the property to create an 8,519 square foot dental office, parking lot, landscaping, access drive and other related

improvements to the property. The proposed redevelopment is anticipated to create additional full-time jobs. Private funds invested into the project are anticipated to be \$3.8 million.

Under no circumstances shall the Authority have any responsibility or liability for remediation or redevelopment of the Property, or for conducting any "eligible activities" at the Property, except for its obligations under this Agreement to administer the EGLE brownfield grant and loan and to provide funds to the extent available as permitted in Paragraph 9 hereof with respect to payments from TIR. All environmental activities and site improvements will comply with applicable federal, state and local laws, rules and regulations, including building and zoning codes. Subject to matters beyond the reasonable control of Developer (e.g., matters of force majeure, acts of God, labor and material interruption or delay, and receipt of necessary governmental approvals) construction shall be substantially completed to the point that a temporary occupancy permit may be issued within twelve (12) months of this Agreement.

**11.2 Employment Opportunities.** Make every reasonable effort to work with the Township and community employment agencies to hire County residents for new employment opportunities created by the Project, and to encourage the local contracting of construction and site related work.

**11.3 Ordinances.** Develop the Property, including landscaping and all other improvements required for the Project, in compliance with all local ordinances, site plan reviews and this Agreement. The redevelopment of the Property shall be subject to all zoning approvals. This Agreement does not obligate any governing municipality to grant any such approvals.

**11.4 Project Sign.** Place on the site during redevelopment a development sign approved by the Authority and as required by other supporting agencies to promote the Project and the Authority's and other agencies' participation in it.

**11.5 Promotion and Marketing.** Permit the Authority to cite or to use any renderings or photographs or other materials of the Project as an example of private/public partnership and brownfield site redevelopment.

**11.6 Cooperation.** Assist and cooperate with the Authority in providing information that the Authority may require in providing necessary reports to governmental or other agencies, including, but not limited to, information regarding the amount of Developer expenditures and capital investments, jobs created, and square footage developed or rehabilitated with respect to the Project.

**11.7 Payment of Authority Legal and Professional Fees.** To the extent the following costs and fees are not paid to the Authority from TIR, the Developer shall reimburse the Authority for its legal and professional fees and disbursements incurred in connection with the review, approval and administration of the brownfield plan for this Project, including any further amendments thereto; the preparation and negotiation of this Agreement, as it may be amended from time to time; and all documents and matters related thereto, including future expense. Developer shall reimburse the Authority for such expenses within thirty (30) days from the date that the Authority sends an invoice and request for payment to Developer, provided Developer shall be eligible for reimbursement for such expenses to the extent permitted by law from TIR.

**12. Responsibilities of the Authority.** In consideration of the preceding commitments of Developer the Authority further agrees to the following:

**12.1 Agency Contacts.** Provide Developer with appropriate service/employment agency contacts for the identification of County residents to interview for potential employment;

**12.2 Cooperation.** Cooperate and use its best efforts to obtain any governmental approvals required to close the transaction contemplated by this Agreement.

**13. Developer's Representations, Warranties, and Covenants.** The Developer hereby makes the following representations, warranties and covenants:

**13.1 Eligible Property.** The Property is "eligible property" as defined in Act 381 and is eligible for the capture of TIR pursuant to Act 381.

**13.2 Eligible Costs.** The Developer will only submit for reimbursement such costs that it has reasonably determined are "Eligible Costs" within the meaning of Act 381.

**13.3 Due Authorization.** The representatives signing this Agreement are duly authorized by the Developer to enter into this Agreement.

**14. Events of Default.** Each of the following shall constitute an event of default:

**14.1** Any representation or warranty made by the Developer in this Agreement proves to have been incorrect or incomplete in any material respect when made or deemed to be made.

**14.2** The Developer fails to observe or perform any covenant or agreement contained in this Agreement for thirty (30) days after written notice thereof shall have been given to the Developer by the Authority.

**14.3** The Developer abandons or withdraws from the redevelopment of the Property or indicates its intention to do so.

**14.4** The Developer fails to pay any funds within thirty (30) days of the date due which are required to be paid to the Authority pursuant to this Agreement, including but not limited to its real and personal property taxes as set forth in Paragraph 9? hereof.

**14.5** The Developer terminates its existence.

**14.6** Any material provision of this Agreement shall cease to be valid and binding on the Developer or shall be declared null and void; the validity or enforceability of such provision shall be contested or denied by the Developer; or the Developer denies that it is bound by this Agreement.

**15. Remedies upon Default.** If any event of default as defined above shall occur and be continuing for thirty (30) days after written notice of default from the Authority, the Authority shall have the right, but not the obligation, to terminate this Agreement effective immediately and the Developer shall be responsible for all costs which the Authority has incurred in connection with

the Property and this Development Agreement, and shall be responsible for all Eligible Costs, without contribution from TIR collected by the Authority from taxes levied on the Property.

**16. Legislative Authorization.** This Agreement is governed by and subject to the restrictions set forth in the Act. In the event that there is legislation enacted in the future which alters or affects the amount of TIR subject to capture, Eligible Properties, or Eligible Activities, then the Developer's rights and the Authority's obligations under this Agreement may be modified accordingly by agreement of the parties.

**17. Freedom of Information Act.** Developer stipulates that all Petitions and documentation submitted by Developer shall be open to the public under the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being Sections 15.23 to 15.24 of the Michigan Compiled Laws and no claim of trade secrets or other privilege or exception to the Freedom of Information Act will be claimed by Developer as it relates to this Agreement or Petitions and supporting documentation.

**18. Plan Modification.** The Plan and this Agreement may be modified to the extent allowed under the Act by mutual agreement of the parties.

**19. Notices.** All notices and other communications required or permitted under this Agreement shall be in writing and shall be deemed given when delivered personally, or one day after being sent by overnight courier, or three days after being mailed by registered mail, return receipt requested, to the following addresses (or any other address that is specified in writing by either party):

If to Developer:

Coco Properties, LLC  
Attn: Dr. Elizabeth Robinson  
8117 Ashwood Drive SE  
Ada, MI 49301

If to the Authority:

Director  
Cascade Charter Township Brownfield Redevelopment  
Authority  
5920 Tahoe Drive SE  
Grand Rapids, MI 49546-7192

With copy to:

**20. Indemnification.** Developer shall defend, indemnify, and hold harmless the Authority, to also include the Township, and any of its past, present and future members, officials, employees, agents or representatives from all losses, demands, claims, judgments, suits, costs and expenses (including without limitation the costs and fees of attorneys or other consultants) arising from or related to the capture and use of TIR paid to Developer as a reimbursable payment under this Agreement, or made in excess of the amount of TIR the Authority is determined by the State or court to be allowed by law to use for that reimbursement.

**21. Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.

**22. Binding Effect/Third Parties.** This Agreement is binding on and shall inure to the benefit of the parties to this Agreement and their respective successors, but it may not be assigned by

any party without the prior written consent of the other party. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity that is not a party to this Agreement.

**23. Waiver.** No failure of either party to complain of any act or omission on the part of the other party, no matter how long this same may continue, is considered as a waiver by that party to any of its rights hereunder. No waiver by either party, expressed or implied, of any breach of any provision of this Agreement is considered a waiver or a consent to any subsequent breach of this same or other provision.

**24. Authorization.** Each of the parties represents and warrants to the other that this Agreement and its execution by the individual on its behalf are authorized by the board of directors or other governing body of that party.

**25. Entire Agreement.** This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between them.

**26. Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

**27. Definitions.**

“Brownfield Plan or Plans” is defined by Section 2(e) of Act 381;

“Eligible Activities” is defined by Section 2(o) of Act 381;

“Eligible Property or Properties” is defined by Section 2(p) Act 381;

“Tax Increment Revenues” is defined by Section 2(ss) of Act 381.

**Witnesses:**

**Cascade Charter Township Brownfield  
Redevelopment Authority**

\_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

**Coco Properties, LLC**

\_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

DRAFT

DRAFT

DRAFT

**ATTACHMENT C**  
**INTERLOCAL OR OTHER AGREEMENTS**



**INTERLOCAL AGREEMENT  
TO USE LOCAL TAX INCREMENT REVENUES FOR  
THE ROBINSON DENTAL  
BROWNFIELD REDEVELOPMENT PROJECT  
5749 28<sup>TH</sup> STREET SE  
CASCADE TOWNSHIP, MICHIGAN**

**WHEREAS**, the Urban Cooperation Act, PA7 of 1967, Extra Session (Act 7), provides that a public agency may enter into interlocal agreements with other public agencies to exercise jointly any power, privilege, or authority that the agencies share to in common and that each might exercise separately; and

**WHEREAS**, the Cascade Township Downtown Development Authority ("DDA") was duly established pursuant to PA 381 of 1980, as amended (Act 450); and

**WHEREAS**, the Cascade Township Brownfield Redevelopment Authority ("BRA") was duly established pursuant to PA 381, 1996, as amended (Act 381); and

**WHEREAS**, the BRA and DDA are each considered a "public agency" under Act 7; and

**WHEREAS**, the BRA has the authority to pay for "Eligible Activities" and capture tax increment revenues generated by the levy of certain taxes via approved brownfield plans pursuant to and as described in Act 381; and

**WHEREAS**, the DDA has the authority to pay certain activities and capture tax increment revenues generated by the levy of certain taxes on the property pursuant to the Downtown Development Authority Tax Increment Financing and Development Plan, as amended (the "DDA Plan"), and

**WHEREAS**, the DDA and the BRA now wish to enter into this Interlocal Agreement to transfer the DDA tax increment revenues generated by the redevelopment of the property located at the 5749 28<sup>th</sup> Street SE parcel identification number **41-19-08-351-033** and any future assigned property identification numbers associated with this parcel ("Eligible Property") to the BRA to reimburse the Act 381 "Eligible Activities" pursuant to the Robinson Dental Development Brownfield Redevelopment Plan ("Plan"); and

**THEREFORE**, the DDA and BRA agree as follows:

1. **Transfer and Use of Tax Increment Revenues.** Only upon affirmative vote by the BRA, and the Cascade Township Board (Board) approving the Plan, shall the tax increment revenues captured by the DDA generated by the eligible property be transferred to the BRA to reimburse approved eligible activities, BRA administration fees and the Local Brownfield Revolving Fund.
2. **Limitation to Tax Increment Revenues from Eligible Property.** The DDA shall only transfer to the BRA the tax increment revenues generated by the eligible property to reimburse approved eligible activity costs identified in Summary of Eligible Activities and Description of Costs as given in the approved Plan, where applicable, and authorized by Act 381. Upon conclusion or dissolution of the

brownfield plan, all tax increment revenues generated by the eligible property shall be captured by the DDA as stated in the DDA Plan.

3. **BRA as Agent under This Agreement.** The parties designate the BRA as the agent to receive and disburse all tax increment revenues generated by the eligible properties until such time as all obligations of the approved Plan have been satisfied.

4. **Effective Date.** The Agreement shall commence upon its approval by the legislative bodies of the DDA and BRA and Township Board, duly executed by their authorized representatives and filed with the Cascade Township Clerk and Secretary of State of the State of Michigan as required by Act 7.

5. **Severability.** To the extent that any provisions contained in this Agreement is deemed enforceable, to the extent possible, the remaining terms shall remain in effect.

6. **Term.** The parties agree that the transfer of tax increment revenue from the eligible property to reimburse eligible activities, BRA administration fees and the Local Brownfield Revolving Fund shall begin once tax increment revenues are collected from the eligible property for taxes levied after July 1, 2022, which will occur after the official approval of the Plan by the Township Board. This contract extends until all obligations under this contract are met.

The DDA and BRA, by their authorized representatives, have executed this Agreement as indicated on the attached signature page:

This agreement was approved by the Cascade Township Downtown Development Authority. The Chairperson and Secretary were authorized to sign this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 202\_ and was signed by the Chairperson and Secretary on the \_\_\_\_ day of \_\_\_\_\_, 202\_.

Witnesses

\_\_\_\_\_  
  
\_\_\_\_\_

CASCADE TOWNSHIP DDA

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_  
\_\_\_\_\_

Notary Public, Kent County

My commission expires:

This agreement was approved by the Cascade Township Brownfield Redevelopment Authority. The Chairperson and Secretary were authorized to sign this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 202\_ and was signed by the Chairperson and Secretary on the \_\_\_\_ day of \_\_\_\_\_, 202\_.

Witnesses

CASCADE TOWNSHIP BROWNFIELD  
REDEVELOPMENT AUTHORITY

\_\_\_\_\_

\_\_\_\_\_

Chairperson

\_\_\_\_\_

\_\_\_\_\_

Secretary

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 202\_

\_\_\_\_\_

\_\_\_\_\_

Notary Public, Kent County

My commission expires:

**ATTACHMENT D**

**BEA ACKNOWLEDGEMENT LETTER**





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
GRAND RAPIDS DISTRICT OFFICE



LIESL EICHLER CLARK  
DIRECTOR

March 17, 2020

**ACKNOWLEDGEMENT OF RECEIPT OF A BASELINE ENVIRONMENTAL  
ASSESSMENT**

**BEA ID: 41002027-BEA-1**

**Legal Entity:** COCO Properties, LLC  
Attention: Dr. Elizabeth Robinson  
8117 Ashwood Drive, SE  
Ada, Michigan 49301

**Property Address:** 5749 28<sup>th</sup> Street, SE  
Grand Rapids, Michigan 49546

On February 26, 2020, the Michigan Department of Environment, Great Lakes, and Energy (EGLE), formerly known as the Michigan Department of Environmental Quality, received a Baseline Environmental Assessment (BEA) dated January 27, 2020, for the above legal entity and property. This letter is your acknowledgement that EGLE has received and recorded the BEA. EGLE maintains an administrative record of each BEA as received.

This BEA was submitted pursuant to Section 20126(1)(c) of Part 201, Environmental Remediation and/or Section 21323a(1)(b) of Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). A BEA is submitted for the purpose of establishing an exemption to liability for a new owner or operator of property that has been demonstrated to be a facility or property as defined by Section 20101(1)(s) of Part 201, Environmental Remediation and/or property as defined by Section 21303(d) of Part 213, Leaking Underground Storage Tanks, of the NREPA. Pursuant to Sections 20126(1)(c) and 21323a(1)(b), the conditions of this exemption require the legal entity to disclose the BEA to a subsequent purchaser or transferee of the property.

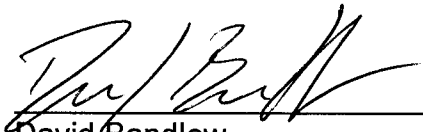
The BEA is only for the legal entity and property identified in the BEA and on the BEA Submittal Form. Each new legal entity that becomes the owner or operator of this facility must submit their own BEA.

EGLE is not making any findings about the adequacy of the submittal or whether the submitter is liable or is eligible to submit. The submitted BEA does not alter liability with regard to a subsequent release, threat of release, or exacerbation of existing conditions that is the responsibility of the legal entity submitting the BEA. The legal entity, as the owner and/or operator of a facility or property, may have Due Care responsibilities under Section 20107a of Part 201, Environmental Remediation and/or Section 21304c of Part 213, Leaking Underground Storage Tanks, of the NREPA.

The legal entity may also have responsibility under applicable state and federal laws, including, but not limited to, Part 201, Environmental Remediation; Part 111, Hazardous Waste Management; Part 211, Underground Storage Tank Regulations; Part 213, Leaking Underground Storage Tanks; Part 615, Supervisor of Wells, of the NREPA; and the Michigan Fire Prevention Code, 1941 PA 207, as amended.

Pursuant to Section 20112a(6) of Part 201, Environmental Remediation, the property identified in the BEA will be placed on the inventory of facilities, which is updated daily and posted on EGLE's website: <https://secure1.state.mi.us/FacilitiesInventoryQueries>.

Authorized Signature:

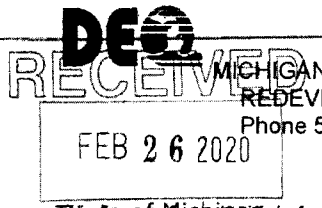


David Bandlow

Assistant District Supervisor  
Grand Rapids District Office  
Remediation and Redevelopment Division  
350 Ottawa Avenue, NW, Unit 10  
Grand Rapids, Michigan 49503-2341  
616-745-5337  
BandlowD@michigan.gov

Enclosures

cc (by e-mail): Mr. David Stegink, Envirollogic Technologies, Inc.



FOR DEQ USE ONLY  
BEA SUBMITTAL #  
41002027-  
BEA-1

**Baseline Environmental Assessment Submittal Form**

This form is a component of a Baseline Environmental Assessment (BEA), as defined by Part 201, Environmental Remediation and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, for the purpose of establishing an exemption to liability pursuant to Section 20126(1)(c) and Section 21323a(1)(b) for a new owner or operator of property that is a facility as defined by Section 20101(1)(s) or Property as defined by Section 21303(d). The BEA report must be conducted either prior to or within 45 days after becoming the owner or operator, whichever is earliest. This form and the BEA report must be submitted prior to or within 6 months of becoming the owner or operator whichever is earliest. A separate BEA is required for each legal entity that is or will be a new owner or operator of the property. To maintain the exemption to liability, the owner and operator must also disclose the BEA to any subsequent purchaser or transferee before conveying interest in the property pursuant to Section 20126(1)(c) and Section 21323a(1)(b). An owner or operator of a facility or Property also has due care obligations under Section 20107a and Section 21304c with respect to any existing contamination to prevent unacceptable exposure; prevent exacerbation; take reasonable precautions; provide reasonable cooperation, assistance, and access to authorized persons taking response activities at the property; comply with land use restrictions associated with response activities; and not impede the effectiveness of response activities implemented at the property. Documentation of due care evaluations, all conducted response activities, and compliance with 7a or 4c need to be available to the MDEQ, but not submitted, within 8 months of becoming the owner or operator of a facility and/or Property.

**Section A: Legal Entity Information**

Name of legal entity that does or will own or operate the property: COCO PROPERTIES, LLC  
Address: 8117 Ashwood Dr. SE  
City: Ada State: MI ZIP: 49301  
Contact Person (Name & Title): Elizabeth Robinson - member  
Telephone: \_\_\_\_\_  
Email: dr\_bethrob@yahoo.com  
Contact for BEA questions if different from submitter: Name & Title: David A. Stegink - Manager of Redevelopment Services  
Company: Envirologic Technologies, Inc.  
Address: 2960 Interstate Parkway  
City: Kalamazoo State: MI ZIP: 49048  
Telephone: (269) 342-1100  
Email: stegink@envirologic.com

**Section B: Property Information**

Street Address of Property: 5749 28th Street Southeast  
City: Grand Rapids State: MI Zip: 49546  
Property Tax ID (include all applicable IDs): 41-19-08-351-033  
Address according to tax records, if different than above (include all applicable addresses): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Status of submitter relative to the property (check all that apply):  
Owner Former  Current  Prospective   
Operator Former  Current  Prospective   
County: Kent  
City/Village/Township: Cascade Township  
Town: 6 N Range: 10 W Section 8  
Quarter: SW 1/4 Quarter-Quarter: SW 1/4 of the SW 1/4  
Decimal Degrees Latitude: 42.914748  
Decimal Degrees Longitude: -85.527384  
Reference point for latitude and longitude:  
Center of site  Main/front door   
Front gate/main entrance  Other   
Collection method:  
Survey  GPS  Interpolation

**Section C: Source of contamination at the property (check all that are known to apply):**

Facility regulated pursuant to Part 201, other source, or source unknown   
Part 201 Site ID, if known: \_\_\_\_\_  
Property - Leaking Underground Storage Tank regulated pursuant to Part 213   
Part 211/213 Facility ID, if known: \_\_\_\_\_  
Oil or gas production and development regulated pursuant to Part 615 or 625   
Licensed landfill regulated pursuant to Part 115   
Licensed hazardous waste treatment, storage, or disposal facility regulated pursuant to Part 111

**Section D: Applicable Dates (provide date for all that are relevant):**

MM/DD/YYYY

Date All Appropriate Inquiry (AAI) Report or Phase I Environmental Assessment Report completed: 10/15/2019  
 Date Baseline Environmental Assessment Report conducted: 01/27/2020  
 Date submitter first became the owner: 01/24/2020  
 Date submitter first became the operator:  
 Date submitter first became the operator (if prior to ownership):  
 Anticipated date of becoming the owner for prospective owners:  
 Anticipated date of becoming the operator for prospective operators:  
 If former owner or operator of this property, prior dates of being the owner or operator:

**Section E: Check the appropriate response to each of the following questions:**

	YES	NO
1. Is the property at which the BEA was conducted a "facility" as defined by Section 20101(1)(s) or a Property as defined by Section 21303(d)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Was the All Appropriate Inquiry (AAI) completed in accordance with Section 20101(1)(f) and or 21302(1)(b)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Was the BEA, including the sampling, conducted either prior to or within 45 days of the date of becoming the owner, operator, or of foreclosure, whichever is earliest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is this BEA being submitted to the department within 6 months of the submitter first becoming the owner or operator, or foreclosing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the BEA provide sufficient rationale to demonstrate that the data is reliable and relevant to define conditions at the property at the time of purchase, occupancy, or foreclosure, even if the BEA relies on studies of data prepared by others or conducted for other purposes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Does this BEA contain the legal description of the property addressed by the BEA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Does this BEA contain the environmental analytical results, a scaled map showing the sample locations, and the basis for the determination that the property is a facility as defined by Section 20101(1)(s) or the basis for the determination that the property is a Property as defined by Section 21303(d)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Section F: Environmental Consultant Signature:**

*I certify to the best of my knowledge and belief, that this BEA and all related materials are true, accurate, and complete. I certify that the property is a facility as defined by Section 20101(1)(s) or a Property as defined by Section 21303(d) and have provided the sampling and analyses that support that determination. I certify that any exceptions to, or deletions from, the All Appropriate Inquiry Rule are described in Section 1 of the BEA report.*

Signature: David A. Stegink Date: 2/24/20

Printed Name: David A. Stegink

Company: Envirologic Technologies, Inc.

Mailing Address: 2960 Interstate Parkway City: Kalamazoo State: MI Zip: 49048

Telephone: (269) 342-1100 E-Mail: stegink@envirologic.com

**Section G: Legal Entity Signature:**

*With my signature below, I certify that to the best of my knowledge and belief, this BEA and all related materials are true, accurate, and complete.*

Signature: [Signature] Date: 2-18-20

(Person legally authorized to bind the legal entity)

Printed Name: Elizabeth Robinson

Title and Relationship of signatory to submitter: Member

Address: 8117 Ashwood Dr. SE City: Ada State: MI Zip: 49301

Telephone: 616-550-9721 E-Mail: dr\_bethrob@yahoo.com

Submit the BEA report and this form to the MDEQ District Office for the county in which the property is located. An office map is located at [www.michigan.gov/deqrrd](http://www.michigan.gov/deqrrd).



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
GRAND RAPIDS DISTRICT OFFICE



LIESL EICHLER CLARK  
DIRECTOR

March 17, 2020

**ACKNOWLEDGEMENT OF RECEIPT OF A BASELINE ENVIRONMENTAL  
ASSESSMENT**

**BEA ID: 41002027-BEA-2**

**Legal Entity:** Scott and Beth Robinson DDS, PC  
Attention: Dr. Elizabeth Robinson  
8117 Ashwood Drive, SE  
Ada, Michigan 49301

**Property Address:** 5749 28<sup>th</sup> Street, SE  
Grand Rapids, Michigan 49546

On February 26, 2020, the Michigan Department of Environment, Great Lakes, and Energy (EGLE), formerly known as the Michigan Department of Environmental Quality, received a Baseline Environmental Assessment (BEA) dated January 27, 2020, for the above legal entity and property. This letter is your acknowledgement that EGLE has received and recorded the BEA. EGLE maintains an administrative record of each BEA as received.

This BEA was submitted pursuant to Section 20126(1)(c) of Part 201, Environmental Remediation and/or Section 21323a(1)(b) of Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). A BEA is submitted for the purpose of establishing an exemption to liability for a new owner or operator of property that has been demonstrated to be a facility or property as defined by Section 20101(1)(s) of Part 201, Environmental Remediation and/or property as defined by Section 21303(d) of Part 213, Leaking Underground Storage Tanks, of the NREPA. Pursuant to Sections 20126(1)(c) and 21323a(1)(b), the conditions of this exemption require the legal entity to disclose the BEA to a subsequent purchaser or transferee of the property.


The BEA is only for the legal entity and property identified in the BEA and on the BEA Submittal Form. Each new legal entity that becomes the owner or operator of this facility must submit their own BEA.

EGLE is not making any findings about the adequacy of the submittal or whether the submitter is liable or is eligible to submit. The submitted BEA does not alter liability with regard to a subsequent release, threat of release, or exacerbation of existing conditions that is the responsibility of the legal entity submitting the BEA. The legal entity, as the owner and/or operator of a facility or property, may have Due Care responsibilities under Section 20107a of Part 201, Environmental Remediation and/or Section 21304c of Part 213, Leaking Underground Storage Tanks, of the NREPA.

The legal entity may also have responsibility under applicable state and federal laws, including, but not limited to, Part 201, Environmental Remediation; Part 111, Hazardous Waste Management; Part 211, Underground Storage Tank Regulations; Part 213, Leaking Underground Storage Tanks; Part 615, Supervisor of Wells, of the NREPA; and the Michigan Fire Prevention Code, 1941 PA 207, as amended.

Pursuant to Section 20112a(6) of Part 201, Environmental Remediation, the property identified in the BEA will be placed on the inventory of facilities, which is updated daily and posted on EGLE's website: <https://secure1.state.mi.us/FacilitiesInventoryQueries>.

Authorized Signature:



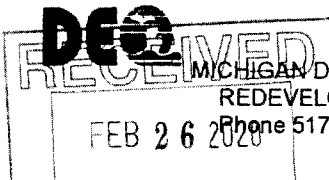
---

David Bandlow

Assistant District Supervisor  
Grand Rapids District Office  
Remediation and Redevelopment Division  
350 Ottawa Avenue, NW, Unit 10  
Grand Rapids, Michigan 49503-2341  
616-745-5337  
BandlowD@michigan.gov

Enclosures

cc (by e-mail): Mr. David Stegink, Envirollogic Technologies, Inc.



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY - REMEDIATION AND REDEVELOPMENT DIVISION, PO BOX 30426, LANSING, MICHIGAN 48909-7926, Phone 517-373-9837, Fax 517-373-2637

FOR DEQ USE ONLY  
BEA SUBMITTAL #  
41002027-  
BEA-2

### Baseline Environmental Assessment Submittal Form

This form is for submittal of a Baseline Environmental Assessment (BEA), as defined by Part 201, Environmental Remediation and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, for the purpose of establishing an exemption to liability pursuant to Section 20126(1)(c) and Section 21323a(1)(b) for a new owner or operator of property that is a facility as defined by Section 20101(1)(s) or Property as defined by Section 21303(d). The BEA report must be conducted either prior to or within 45 days after becoming the owner or operator, whichever is earliest. This form and the BEA report must be submitted prior to or within 6 months of becoming the owner or operator whichever is earliest. A separate BEA is required for each legal entity that is or will be a new owner or operator of the property. To maintain the exemption to liability, the owner and operator must also disclose the BEA to any subsequent purchaser or transferee before conveying interest in the property pursuant to Section 20126(1)(c) and Section 21323a(1)(b). An owner or operator of a facility or Property also has due care obligations under Section 20107a and Section 21304c with respect to any existing contamination to prevent unacceptable exposure; prevent exacerbation; take reasonable precautions; provide reasonable cooperation, assistance, and access to authorized persons taking response activities at the property; comply with land use restrictions associated with response activities; and not impede the effectiveness of response activities implemented at the property. Documentation of due care evaluations, all conducted response activities, and compliance with 7a or 4c need to be available to the MDEQ, but not submitted, within 8 months of becoming the owner or operator of a facility and/or Property.

#### Section A: Legal Entity Information

Name of legal entity that does or will own or operate the property: <u>Scott and Beth Robinson DDS, PC</u>  Address: <u>8117 Ashwood Dr. SE</u>  City: <u>Ada</u> State: <u>MI</u> ZIP: <u>49301</u>  Contact Person (Name & Title): _____ <u>Elizabeth Robinson</u>  Telephone: _____ Email: <u>dr_bethrob@yahoo.com</u>	Contact for BEA questions if different from submitter: Name & Title: _____ <u>David A. Stegink - Manager of Redevelopment Services</u>  Company: <u>Envirologic Technologies, Inc.</u>  Address: <u>2960 Interstate Parkway</u>  City: <u>Kalamazoo</u> State: <u>MI</u> ZIP: <u>49048</u>  Telephone: <u>(269) 342-1100</u> Email: <u>stegink@envirologic.com</u>
---	---

#### Section B: Property Information

Street Address of Property: <u>5749 28th Street Southeast</u> City: <u>Grand Rapids</u> State: <u>MI</u> Zip: <u>49546</u>  Property Tax ID (include all applicable IDs): <u>41-19-08-351-033</u>  Address according to tax records, if different than above (include all applicable addresses): _____  City: _____ State: _____ Zip: _____  Status of submitter relative to the property (check all that apply): <table style="width:100%; border:none;"> <tr> <td></td> <td style="text-align:center">Former</td> <td style="text-align:center">Current</td> <td style="text-align:center">Prospective</td> </tr> <tr> <td>Owner</td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td>Operator</td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input checked="" type="checkbox"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> </table>		Former	Current	Prospective	Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	County: <u>Kent</u> City/Village/Township: <u>Cascade Township</u>  Town: <u>6 N</u> Range: <u>10 W</u> Section <u>8</u> Quarter: <u>SW 1/4</u> Quarter-Quarter: <u>SW 1/4 of the SW 1/4</u>  Decimal Degrees Latitude: <u>42.914748</u> Decimal Degrees Longitude: <u>-85.527384</u>  Reference point for latitude and longitude: Center of site <input checked="" type="checkbox"/> Main/front door <input type="checkbox"/> Front gate/main entrance <input type="checkbox"/> Other <input type="checkbox"/>  Collection method: Survey <input type="checkbox"/> GPS <input type="checkbox"/> Interpolation <input checked="" type="checkbox"/>
	Former	Current	Prospective										
Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Operator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										

#### Section C: Source of contamination at the property (check all that are known to apply):

Facility regulated pursuant to Part 201, other source, or source unknown	<input checked="" type="checkbox"/>
Part 201 Site ID, if known: _____	
Property - Leaking Underground Storage Tank regulated pursuant to Part 213	<input type="checkbox"/>
Part 211/213 Facility ID, if known: _____	
Oil or gas production and development regulated pursuant to Part 615 or 625	<input type="checkbox"/>
Licensed landfill regulated pursuant to Part 115	<input type="checkbox"/>
Licensed hazardous waste treatment, storage, or disposal facility regulated pursuant to Part 111	<input type="checkbox"/>

**Section D: Applicable Dates (provide date for all that are relevant):**

MM/DD/YYYY

Date All Appropriate Inquiry (AAI) Report or Phase I Environmental Assessment Report completed:	10/15/2019
Date Baseline Environmental Assessment Report conducted:	01/27/2020
Date submitter first became the owner:	
Date submitter first became the operator:	01/24/2020
Date submitter first became the operator (if prior to ownership):	
Anticipated date of becoming the owner for prospective owners:	
Anticipated date of becoming the operator for prospective operators:	
If former owner or operator of this property, prior dates of being the owner or operator:	

**Section E: Check the appropriate response to each of the following questions:**

YES NO

1. Is the property at which the BEA was conducted a "facility" as defined by Section 20101(1)(s) or a Property as defined by Section 21303(d)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Was the All Appropriate Inquiry (AAI) completed in accordance with Section 20101(1)(f) and or 21302(1)(b)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Was the BEA, including the sampling, conducted either prior to or within 45 days of the date of becoming the owner, operator, or of foreclosure, whichever is earliest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Is this BEA being submitted to the department within 6 months of the submitter first becoming the owner or operator, or foreclosing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the BEA provide sufficient rationale to demonstrate that the data is reliable and relevant to define conditions at the property at the time of purchase, occupancy, or foreclosure, even if the BEA relies on studies of data prepared by others or conducted for other purposes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Does this BEA contain the legal description of the property addressed by the BEA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Does this BEA contain the environmental analytical results, a scaled map showing the sample locations, and the basis for the determination that the property is a facility as defined by Section 20101(1)(s) or the basis for the determination that the property is a Property as defined by Section 21303(d)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Section F: Environmental Consultant Signature:**

I certify to the best of my knowledge and belief, that this BEA and all related materials are true, accurate, and complete. I certify that the property is a facility as defined by Section 20101(1)(s) or a Property as defined by Section 21303(d) and have provided the sampling and analyses that support that determination. I certify that any exceptions to, or deletions from, the All Appropriate Inquiry Rule are described in Section 1 of the BEA report.

Signature: David A. Stegink Date: 2/24/20

Printed Name: David A. Stegink

Company: Envirologic Technologies, Inc.

Mailing Address: 2960 Interstate Parkway City: Kalamazoo State: MI Zip: 49048

Telephone: (269) 342-1100 E-Mail: stegink@envirologic.com

**Section G: Legal Entity Signature:**

With my signature below, I certify that to the best of my knowledge and belief, this BEA and all related materials are true, accurate, and complete.

Signature: Elizabeth Robinson Date: 2-18-20

(Person legally authorized to bind the legal entity)

Printed Name: Elizabeth Robinson

Title and Relationship of signatory to submitter: PARTNER

Address: 8117 Ashwood Dr. SE City: Ada State: MI Zip: 49301

Telephone: (616) 550-9721 E-Mail: dr\_bethrob@yahoo.com

Submit the BEA report and this form to the MDEQ District Office for the county in which the property is located. An office map is located at [www.michigan.gov/deqrrd](http://www.michigan.gov/deqrrd).

---

---

## TOWNSHIP BOARD MEMORANDUM

---

---

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Consider Resolution to Extend Timeline for Temporary Outdoor Uses

Meeting Date: May 26, 2021

---

In an effort to assist and support local businesses during the pandemic, the Township Board, at their June 10, 2020 meeting, passed a resolution allowing administrative site plan review for temporary outdoor food and beverage, retail, recreation and other similar uses due to the coronavirus pandemic. This resolution was then extended through June 1, 2021.

We have a handful of businesses that have applied for and been permitted to utilize the Temporary Outdoor regulations. Due to the continued restrictions placed on businesses because of the coronavirus, staff would like to extend the timeline to provide the local businesses an opportunity to continue to operate and support economic recovery efforts.

The attached resolution extends the timeline through October 31, 2021. With consent from the Township Board, staff would suggest that the Township Board ask the Planning Commission to study this matter as a permanent change to our Zoning Ordinance. Without the temporary use resolution, an applicant applying for these types of uses would be required to obtain a Type II Special Use Permit from the Planning Commission with approval from the Township Board.

With the exception of the date change, the regulations are the same as presented at the June and October meetings and are attached for your review. Staff has not received any complaints or had any issues with these requests since the administrative site plan review was established.

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN**

**RESOLUTION # of 2021**

**RESOLUTION ESTABLISHING AN ADMINISTRATIVE SITE PLAN REVIEW  
PROCESS FOR TEMPORARY OUTDOOR FOOD AND BEVERAGE, RETAIL,  
RECREATION AND OTHER SIMILAR USES DUE TO CORONAVIRUS PANDEMIC**

Minutes of a regular meeting of the Township Board of Cascade Charter Township, County of Kent, State of Michigan, held via hybrid access (in-person & Zoom) in said Township on May 26, 2021 at 7:00 o'clock p.m., Eastern Daylight Time

PRESENT: Members

ABSENT: Members

The following preamble and resolution were offered by Board Member and supported by Board Member .

**WHEREAS**, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus (COVID-19) outbreak; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on March 13, 2020, the President declared a National Emergency as a result of the COVID-19 outbreak; and

**WHEREAS**, on October 28, 2020 the Cascade Charter Township Board passed a resolution extending the Temporary Outdoor Uses, which shall expire November 1, 2020, to assist local businesses in reopening strategies, while meeting anticipated social distancing and other safety recommendations; and

**WHEREAS**, to continue to assist local businesses during the pandemic and in order to meet anticipated social distancing and other safety recommendations, the Township desires to extend the processes of certain temporary uses as outlined in Exhibit “A”; and

**WHEREAS**, it is the judgement of the Cascade Township Board that for a limited period of time, expedited administrative site plan reviews should be permitted for those temporary uses outlined in Exhibit “A” and that a moratorium on required Planning Commission review of site plans for such uses should be instituted;

**NOW, THEREFORE, BE IT RESOLVED** that the Cascade Township Board of Trustees affirms that the Recitals set forth above are accurate and adopts the same subject to the following:

1. Through October 31, 2021 the Township Board hereby enacts a moratorium prohibiting the enforcement of any Township Ordinance that would mandate Planning Commission approval of any site plan for a temporary use outlined in Exhibit “A.” This temporary moratorium shall be in effect immediately upon the adoption of this resolution and shall continue through October 31, 2021, at which time this resolution and the associated moratorium shall be rescinded and the status quo with respect to Planning Commission reviews and approval of site plans associated with temporary uses outlined in Exhibit “A” in effect prior to the adoption of this Resolution shall then be back in effect.
2. Subject to all of the terms of this resolution, the Township Community Development Director, with oversight from the Township Manager, is authorized to review and grant temporary site plan approvals, valid through October 31, 2021, subject to the criteria detailed in Exhibit “A”
3. Any approvals granted pursuant to this resolution shall, as a condition to the approval’s issuance, include acknowledgement by the applicant that the permission granted is not equivalent

to land use approval as set forth in the Zoning Ordinance and does not and shall not be construed to create lawful nonconforming rights or status and is further expressly of a temporary nature as set forth herein.

4. All existing or previous resolutions and parts of resolution, insofar as they may conflict with the provisions of this resolution, are hereby rescinded to the extent necessary to avoid such conflict.

YEAS: Board members

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED ADOPTED

---

Susan B. Slater, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on May 26, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_

---

Susan B. Slater, Township Clerk

The Township Board, at their May 26, 2021 meeting, passed a resolution extending administrative site plan review for temporary outdoor food and beverage, retail, recreation and other similar uses due to the coronavirus pandemic.

These temporary regulations will allow for restaurants, retail, recreational and other similar uses to obtain administrative site plan approval for the following:

1. Temporary drive thru
2. Outdoor retail sales
3. Outdoor physical fitness/health activities
4. Temporary outdoor seating and/or expansion on private or public sidewalks, parking lots, and interior landscape areas
5. Allow for temporary tents and vehicles to be used in conjunction with their request.

Permits for these temporary expanded uses shall be issued by the Community Development Director according to the following criteria:

1. A site plan demonstrating that on and off-site traffic hazards are minimized.
2. Approval from Township Building Inspector
3. Approval from the township fire dept
4. Written approval from the property owner
5. No more than 50% of the required parking on the property may be used
6. Any temporary structure that is proposed it must be anchored according to manufacturer's specifications and the Township is indemnified by the property owner against all property damage or personal injury that may result from potential hazards caused by the erection and placement or failure of the structure.
7. The use is removed by October 31, 2021.
8. Any event that directly or indirectly involves the sale, distribution or consumption of alcoholic beverages must provide a copy of the appropriate permits and approvals from the MLCC for the event prior to the Township signing off on the event. (amended by Ord #10 of 2018)
9. The use is part of an existing business located on or adjacent to the parcel in question.



## Temporary Outdoor Use Application

Application to allow for restaurants, retail, recreational and other similar uses to obtain administrative site plan approval for the following:

1. Temporary drive thru
2. Outdoor retail sales
3. Outdoor physical fitness/health activities
4. Temporary outdoor seating and/or expansion on private or public sidewalks, parking lots and interior landscape areas
5. Allow for temporary tents and vehicles to be used in conjunction with their request

**Please submit the application and required documentation to Cascade Township, Community Development Department or via email at [speterson@cascadetwp.com](mailto:speterson@cascadetwp.com).**

Contact Name: \_\_\_\_\_ Business/Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

1. A site plan demonstrating that on and off-site traffic hazards are minimized.
2. Written approval from the Property Owner
3. No more than 50% of the required parking on the property may be used
4. Any temporary structure that is proposed it must be anchored according to manufacturer's specifications and the Township is indemnified by the property owner against all property damage or personal injury that may result from potential hazards caused by the erection and placement or failure of the structure.
5. The use is removed by October 31, 2021.
6. Any event that directly or indirectly involves the sale, distribution or consumption of alcoholic beverages must provide a copy of the appropriate permits and approvals from the MLCC for the event prior to the Township signing off on the event. (amended by Ord #10 of 2018)
7. The use is part of an existing business located on or adjacent to the parcel in question.

Permits for these temporary expanded uses shall be issued by the Community Development Director according to the above criteria, in addition to:

- Approval from the Township Building Department
- Approval from the Township Fire Department

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY (please attached approvals from Building & Fire Department)

Permit Approved: \_\_\_\_\_ Permit Denied: \_\_\_\_\_

Community Development Director: \_\_\_\_\_ Date: \_\_\_\_\_



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** May 26, 2021  
**To:** Supervisor Lesperance & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Request for Proposals – Professional Architectural/Engineering Services for Fire Station #1

---

## **FACTS:**

At the March 10 Township Board meeting the Township Board and public had an opportunity to review the final conceptual planning analysis for a proposed Fire Station #1 project. The presentation was the culmination of a nearly yearlong process to develop a recommended location, conceptual layout and conceptual cost estimate for the replacement of Fire Station #1. The recommendation is for the current Fire Station #1 to be demolished and a new Headquarter Station be built to replace it.

At the March 24 Township Board meeting the request was made of the Public Safety Advisory Committee to propose a process for the completion of Fire Station #1. After meeting in April and May, the committee is making the following recommendation to the Township Board.

- Issue a Request for Proposals for Professional Architectural/Engineering Services for Fire Station #1 to assist in the design and construction of Fire Station #1 based on the completed conceptual planning analysis.
- With assistance from the selected Architectural/Engineering Firm, issue an RFP for an Owners Representative for the project, including construction oversight.
- Architectural/Engineering Firm and Owners Representative will work collaboratively to issue construction bidding documents to solicit construction bids for the Township Board to consider

The proposed schedule for this procurement is:

- |                                     |                       |
|-------------------------------------|-----------------------|
| · Issue request for proposals       | May 27, 2021          |
| · Proposals due                     | June 18, 2021         |
| · PSA Committee evaluates proposals | Week of June 21, 2021 |
| · Township Board approves contract  | July 14, 2021         |
| · Project Begins                    | July 15, 2021         |
| · Project Concludes                 | TBD                   |

Attached for your review is:

- Proposed Request for Proposals for Professional Architectural/Engineering Services for Fire Station #1
- Conceptual Planning Analysis for Fire Station #1
- Estimate of probable cost for Station #1

## **ANALYSIS & CONCLUSIONS:**

The RFP was designed with the following scope of services, with Township Board approval required before moving onto the next phase:

- 1. Preliminary Design** – The firm shall use the available planning analysis and conceptual design to develop preliminary architectural and engineering document. Preliminary design shall include all topographic and property surveying of the area selected in the preliminary report as well as all subsurface soils testing and utility investigation. Preliminary design will include:
  - a. Architectural/Engineering Drawings (85% complete)
  - b. Mechanical/Structural Design
  - c. Architectural/Site Plan
  - d. Conceptual Landscaping
  - e. Demolition Plan and Estimate
  - f. Architectural Renderings
  - g. Final Construction Estimate and Timeline
  
- 2. Final Design** – Upon written authorization from the Township, the firm shall proceed with final design and specifications and preparation of bidding documents of the proposed facility. Final design will include:
  - a. Engineering Plans (100% Complete)
  - b. Electrical/Mechanical Drawings
  - c. Demolition Plans
  - d. Architectural Plans
  - e. Landscaping Plans
  - f. Complete Permit Application Submittal
  - g. Project specification and bidding documents
  
- 3. Bidding** – Firm will be responsible for bidding process including letting of bids, pre-bidding meeting, reception and opening of bids, tallying of bids and recommendation of bid selection to the Township Board.
  
- 4. Construction** – The Township intends to procure the services of an Owners Representative to oversee the construction process. However, the selected firm will need to work cooperatively with the Owners Representative through the entire construction process.

As mentioned, it is also the recommendation of the Public Safety Advisory Committee that the Township Board secure the services of an owner's representative. The RFP call for the selected firm to assist in that process in Section 3.2

### **3.2 Owner's Representative**

It is the intent of the Township to retain a construction manager/ owner's representative to work in conjunction with the successful bidder. Among other services, the Owner's Representative will be integrated into the project to review every aspect of the project, including but not limited to:

1. Constructability
2. Scheduling

3. Cost Estimates
4. Value Engineering
5. Construction Oversight

It is the intent that the successful architectural/engineering firm will consult with Township staff and assist in developing a scope of services and RFP for the Owner's Representative/Construction Management Services.

If approved by the Township Board, the RFP will be distributed to a list of known architectural firms that specialize in Public Safety facilities, as well as being posted on our website and more than likely being picked up by industry services such as the Builders Exchange.

The Public Safety Advisory Committee has recommended the Township Board approve the issuance of the RFP for Professional Architectural/Engineering Services for Fire Station #1

**FINANCIAL CONSIDERATIONS:**

The issuance of the RFP will have minimal cost to the Township, primarily staff time and minimal printing and mailing cost.

**RECOMMENDED ACTION:**

To approve the issuance of the Request for Proposals – Professional Architectural/Engineering Services for Fire Station #1

**CASCADE CHARTER TOWNSHIP  
REQUESTS FOR PROPOSALS  
Professional Architectural/Engineering Services Fire Station #1**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing a ***Professional Architectural/Engineering Services for Fire Station #1*** for Cascade Charter Township.

Proposals shall be due June 18, 2021 at 10:00 a.m. Please mark the sealed envelope as "Cascade Township Professional Architectural/Engineering Services for Fire Station #1." A complete Request for Proposal document may be obtained at:

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

Or on the Web at:  
<http://www.cascadetwp.com/Reference-Desk/Bids.aspx>



# Cascade Township Request for Proposals Professional Architectural/Engineering Services for Fire Station #1

Cascade Charter Township hereby requests proposals from qualified firms interested in providing Professional Architectural/Engineering Services for Fire Station #1 to the Township.

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

## I. INTRODUCTION

### 1.1 Background

Cascade is a full-service Charter Township that offers the following services:

- Township Administrative Services
- Clerk
- Treasurer
- Assessing
- Community Development (Planning, Zoning, Economic Development)
- Buildings and Grounds
- Parks, Pathways and Cemeteries
- Emergency Services (Fire, Medical, Accident)
- Building Inspections (Including contracted services with neighboring communities)
- Library (In partnership with Kent District Library)
- Police (In partnership with the Kent County Sheriff's Department)
- Water/Sewer (In partnership with The City of Grand Rapids)
- Downtown Development Authority

This **Request for Proposal** is intended to solicit and secure proposals from firms with experience working with diverse interests within municipalities of a size similar to Cascade. The Township recently completed a planning analysis to study the feasibility of a new fire station to replace the current Fire Station #1 at 2865 Thornhills SE. Station #1 is one of two stations in the department. The study was conducted as a result from a 2019 needs assessment and facilities study effort led by the Township Board. Fire Station #1 was ranked as the top priority for investment in existing or new facilities.

During the study, three sites were considered, including the current Thornhills site and two alternate sites. Based on the Thornhills site, a space needs assessment was completed

to identify the needs of the Cascade Township Fire Department. A concept layout, based on the needs assessment, was developed to demonstrate adjacencies.

As part of the site planning analysis exercise, the pros and cons of each location were considered against the planning priorities of the Fire Department and the Township’s long-range master plan. The Thornhills site was ultimately selected as best meeting the priorities.

The building concept plan was applied to the Thornhills site resulting in three site conceptual options. Again, the pros and cons of each option were identified and the team evaluated against the planning priorities, resulting in the ultimate selection of Concept A as the preferred design. The final Planning Analysis document presentation and cost estimate are included as *Appendix A*. It should be noted that this RFP is associated with Fire Station #1 only and not the Station #2 outbuilding.

The Planning analysis was presented to the Community in January 2021 and to the Township Board in February 2021. The Township Board now wishes to move the project forward and is seeking a qualified firm to provide architectural and engineering services for the project, including bidding services. A full scope of services can be found in *Section 3*.

## **1.2 Minimum Qualifications**

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or firms 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: An errors and omissions policy covering an actual or alleged error, statement, act, omission, neglect or breach of official duty, including misfeasance, malfeasance, and non-feasance in an amount not less than \$2,000,000 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.

### **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 July 15, 2021 and conclude at a time to be determined based on the schedule submitted as part of this proposal.

## **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:

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

Telephone: (616) 949-1500  
E-mail: [bswayze@cascadetwp.com](mailto: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       | May 27, 2021          |
| · Proposals due                     | June 18, 2021         |
| · PSA Committee evaluates proposals | Week of June 21, 2021 |
| · Township Board approves contract  | July 14, 2021         |
| · Project Begins                    | July 15, 2021         |
| · Project Concludes                 | TBD                   |

## **2.3 Submission of Proposals**

Responding firms are required to submit one (1) physical copy and one (1) electronic copy of their proposal. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 10:00 a.m., local time, on Friday June 18, 2021.

***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 “Cascade Township Professional Architectural/Engineering Services for Fire Station #1” 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. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

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.

## **2.4 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).

## **2.5 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.

## **2.6 Acceptance Period**

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

## **2.7 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.

## **2.8 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.

## **2.9 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.

#### **2.10 No Obligation Contract**

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

#### **2.11 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.

#### **2.12 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.

#### **2.13 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.

#### **2.14 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 Township is seeking professional architectural and engineering services from qualified firms to assist in the design and construction of a new Fire Station #1 based on the conceptual design study completed in Winter 2021, and attached to the RFP as *Appendix A*. It is the intention of the Township to hire an Owners Representative to oversee the construction of the Fire Station and assist throughout the entire process. The scope of services includes a complete Fire Station design package including structural, mechanical, utility, electrical, HVAC and landscape site design.

Each phase shall be completed and approved by the Township Board prior to authorization to proceed with the subsequent phase.

- 1. Preliminary Design** – The firm shall use the available planning analysis and conceptual design to develop preliminary architectural and engineering document. Preliminary design shall include all topographic and property surveying of the area selected in the preliminary report as well as all subsurface soils testing and utility investigation. Preliminary design will include:
  - a. Architectural/Engineering Drawings (85% complete)
  - b. Mechanical/Structural Design
  - c. Architectural/Site Plan
  - d. Conceptual Landscaping
  - e. Demolition Plan and Estimate
  - f. Architectural Renderings
  - g. Final Construction Estimate and Timeline
  
- 2. Final Design** – Upon written authorization from the Township, the firm shall proceed with final design and specifications and preparation of bidding documents of the proposed facility. Final design will include:
  - a. Engineering Plans (100% Complete)
  - b. Electrical/Mechanical Drawings
  - c. Demolition Plans
  - d. Architectural Plans
  - e. Landscaping Plans
  - f. Complete Permit Application Submittal
  - g. Project specification and bidding documents
  
- 3. Bidding** – Firm will be responsible for bidding process including letting of bids, pre-bidding meeting, reception and opening of bids, tallying of bids and recommendation of bid selection to the Township Board.
  
- 4. Construction** – The Township intends to procure the services of an Owners Representative to oversee the construction process. However, the selected firm will need to work cooperatively with the Owners Representative through the entire construction process.

### **3.2 Owners Representative**

It is the intent of the Township to retain a construction manager/ owner’s representative to work in conjunction with the successful bidder. Among other services, the Owner’s Representative will be integrated into the project to review every aspect of the project, including but not limited to:

- 1. Constructability**

2. Scheduling
3. Cost Estimates
4. Value Engineering
5. Construction Oversight

It is the intent that the successful architectural/engineering firm will consult with Township staff and assist in developing a scope of services and RFP for the Owner's Representative/Construction Management Services.

#### **IV. PROPOSAL CONTENT**

After fully evaluating the proposal requirements and the project description, including all information provided in *Appendix A*, each bidder shall develop a proposal that will describe the proposed method for project implementation. 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 completing the scope of services outlined in *Section 3*. 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. Provide resumes for each person assigned to the project.

##### **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 including travel, printing telephones expenses, etc...

#### **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 municipality 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 Public Safety Advisory Committee of the Cascade Township Board 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 Public Safety Advisory 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 satisfactory 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 Public Safety Advisory 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 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 Public Safety Advisory Committee or the Cascade Township Board, they will receive a minimum of seven (7) days' notice.

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

# PLANNING ANALYSIS

## Cascade Township Fire Department New Fire Station 1

MAY 2020 - CASCADE TOWNSHIP, MICHIGAN



# CREATIVE PEOPLE. STRATEGIC SPACES.

## TABLE OF CONTENTS

---

P 5	Executive Summary & Planning Priorities
P 6-7	Excerpts from 2019 Buildings and Services Study
P 9-11	Program & Conceptual Plan
P 12-41	Site Analysis
P 42-67	Appendix

---

# Executive Summary

Cascade Charter Township and the Cascade Township Fire Department commissioned Progressive AE and its consultant- Redstone Architects - to study the feasibility of a new fire station to replace the current Fire Station Number 1 at 2865 Thornhills SE. Station Number 1 is one of two stations in the Department. The desire to conduct this study results from a 2019 community engagement effort lead by the Township Board and facilitated by planning professionals of Progressive AE. In that needs assessment and facilities study, Fire Station One was ranked the top priority for investment in existing or new facilities.

Three sites were considered, including the current Thornhill's site and two alternate sites. Based on the Thornhills site, a space needs assessment was completed to identify the needs of the Cascade Township Fire Department. A concept layout, based on the needs assessment, was developed to demonstrate adjacencies

As part of the site planning analysis exercise, the pros and cons of each location were considered against the planning priorities of the Fire Department and the Township's long-range master plan. (See appendix for alternate site options and supporting analysis information.) The Thornhill's location was ultimately selected as best meeting the priorities.

The building concept plan was applied to the Thornhills site resulting in three site concept options. Again, the pros and cons of each option were identified by the team and evaluated against the planning priorities, resulting in one of the three options removed from consideration. (See appendix for third site option and supporting analysis information.)

Our report includes the final two options for the Thornhill's location both of which are feasible options to replace the existing Fire Station Number 1.

In addition to the Thornhills site, an outbuilding on the site of Fire Station Number 2 at 2990 Buttrick is included in this report. (See appendix for the outbuilding site and building planning information.) The outbuilding is an outcome of programming, site analysis, ordinance requirements, and construction phasing necessary to keep the apparatus from Station One in operation.

---

## PLANNING PRIORITIES

### Site

- Accommodate turning radius of apparatus | site approach and on-site circulation
- Separate apparatus and public circulation
- Provide for drive-through Apparatus Bays
- Provide for a visiting apparatus passing lane if possible (training)
- Conform to Township Planning and Zoning Requirements.

### Building

- Improve health protection of firefighters in all aspects of design
- Reduce risk of exposure to carcinogens, pathogens, and viruses by introducing hot-warm & cold zones
- Provide decontamination areas for safely cleaning equipment
- Provide separation of on duty firefighters and Administrative Staff.
- Provide separate sleep rooms and single-occupancy bathroom/shower facilities for on-duty firefighters

# Buildings and Services Study (2019, excerpted)

## FIRE STATION 1

Operating within a facility that is too small and not appropriately formatted to safely deliver fire services, the station needs to be disconnected from other facilities in order to have the building area to accommodate existing and future operations in a safe working manner and in a facility that is in good physical health.

Fire Station 1 needs additional building area to provide a safe environment for firefighters, internal operations, and the community.

### Issues:

- The department has outgrown a facility that currently does not meet certain building codes.
- A safe separation does not exist between the visitor entry and the internal operational area of the fire station.
- Vehicular and pedestrian traffic on the site creates conflict and is not safe.
- Fire staff living quarters are undersized and create concerns about safe separation between genders and circulation through the space during emergencies.
- Vehicle apparatus bays are too low for the trucks and equipment and don't accommodate all equipment, requiring extra time to keep outdoor vehicles clear and ready for emergency response.
- Mechanical systems and building envelope are not adequate.

### Opportunities:

- Relocate the connected Township Hall to provide space for the Fire Station to grow appropriately on the current site. This would make use of the property and potentially the building shell the township already owns, but this location is not as visible to the community from major roadways.
- Relocate the Fire Station to an alternate location between I-96 and the Thornapple River. This would maintain the station's current coverage area but provide the opportunity to increase visibility and access.

## BUILDING PROFILE

- Owned by Cascade Township
- Year of Original Construction: 1970; renovated 1980 & 2005
- Site Acreage: 2.8 acres
- Building Square Feet: 5,396 gross square feet
- Parking: 70 spaces, shared with township hall

### OVERALL CONDITION:



### BUILDING SHELL:

- The building lacks a fire protection system
- Metal roof and siding need replacement
- Concrete masonry walls leak
- Exterior doors should be replaced with insulated doors with contemporary safety features

### BUILDING INTERIOR:

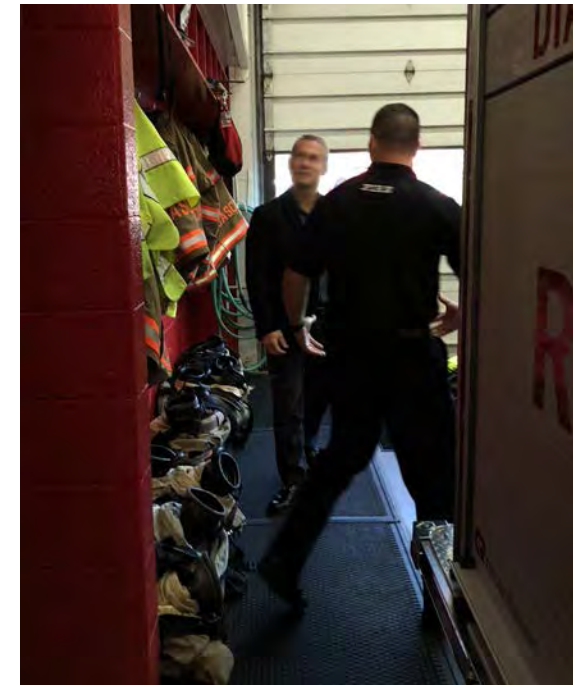
- Interior finishes are reaching the end of their useful life and should be planned for replacement
- Tight interior spaces limit the ability for firefighters to circulate safely during emergency responses
- No safe separation exists between public entry and internal operations areas

### BUILDING SYSTEMS:

- Provide a new generator with instant switch over during outages
- Upgrade and replace emergency lighting
- Replace aging HVAC units and provide additional perimeter heating for temperature control and comfort

### SITE:

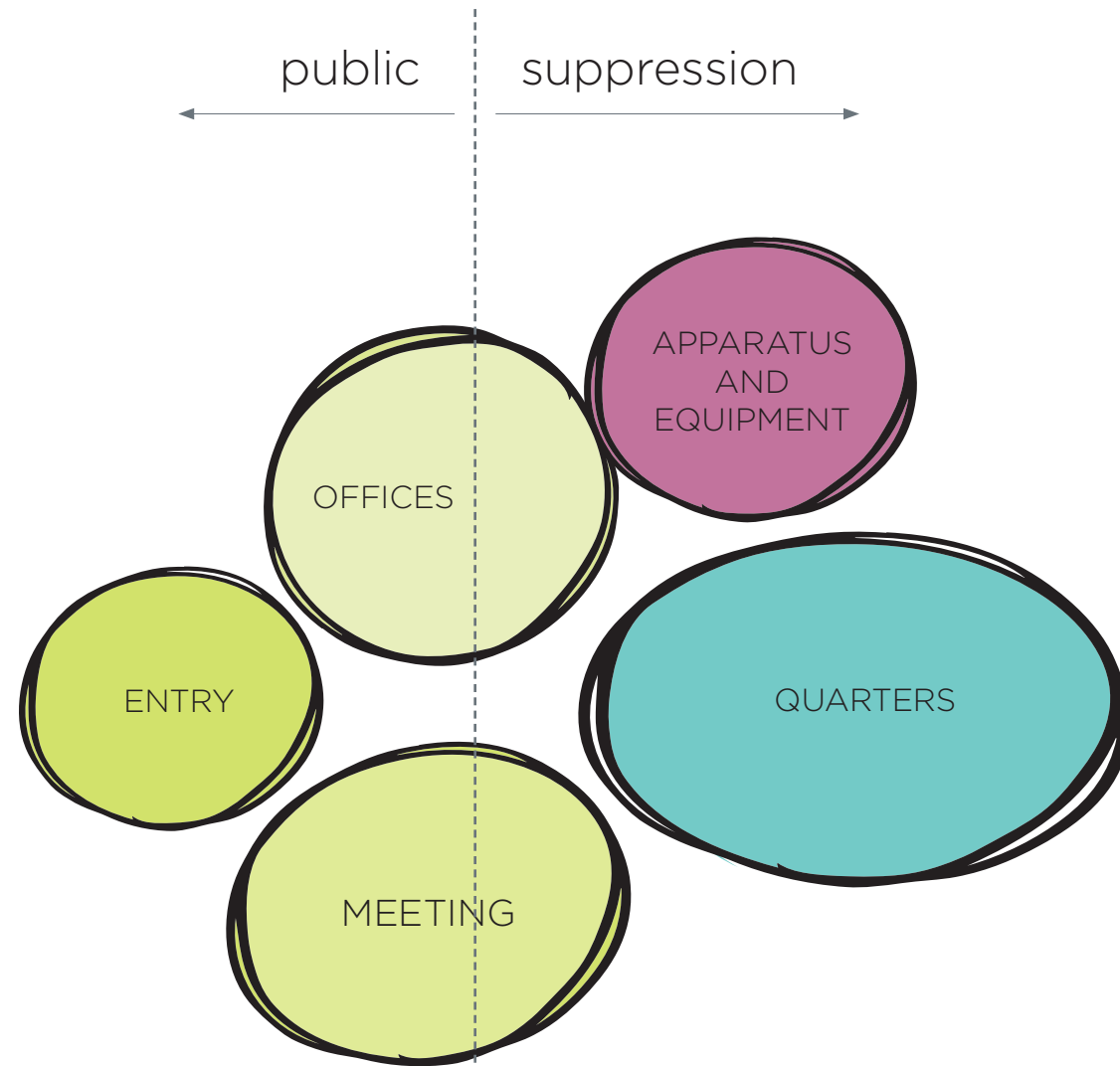
- Insufficient space for safe operation of fire vehicles
- A majority of the parking lot needs to be replaced
- Barrier free parking spaces may not meet current flat grading requirements
- Update and add site lighting
- A storage shed is needed for maintenance equipment to free up space within the apparatus bay (lawn mower, etc)



# Program

## PROJECT SPACE REQUIREMENTS

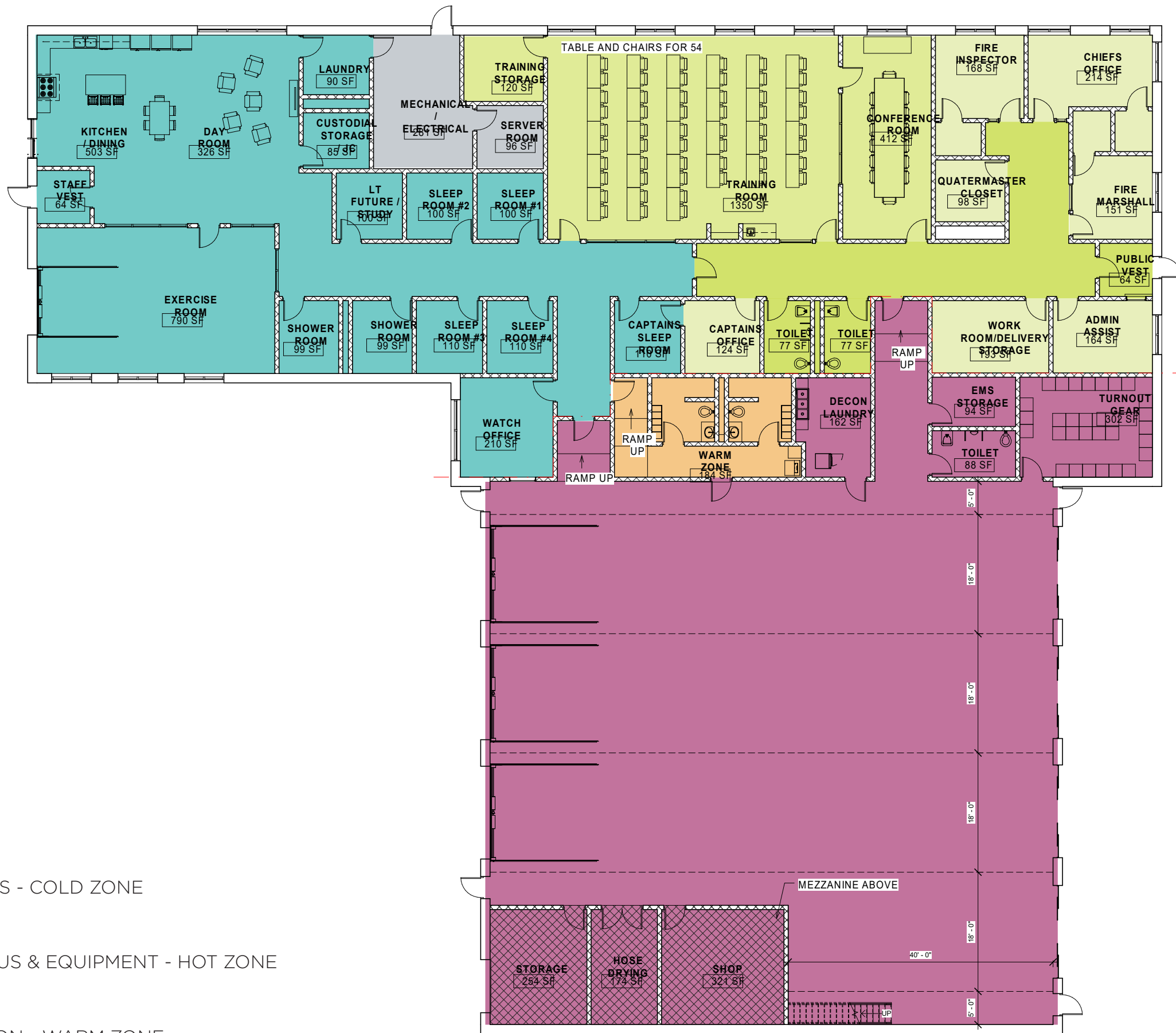
The proposed program is derived from an in-depth analysis of Cascade Township Fire Department Station 1's current conditions and strategic planning for the ideal future state work environment. Quantities and square footages are future thinking recommendations and projections.



### ADJACENCY DIAGRAM

Adjacency Diagrams use scaled bubbles to illustrate scale and relationships between spaces. Spaces that are touching have a critical relationship. The diagram does not indicate a floor plan.

Building Area Calculations	Current Staff	Planned Staff	Area Required
1. Public Spaces	0	0	2435
2. Fire Administration	4	5	2059
3. Suppression Operations	3	3	581
4. Staff Commons	12	12	4038
5. Apparatus Bay	0	0	6331
6. Maintenance and Support	0	0	360
7. Building Support Area	0	0	480
<b>Total</b>	<b>19</b>	<b>20</b>	
<b>Subtotal</b>			<b>16284</b>
10% Gross-Up Factor (Common circulation, structure, shafts, etc.) (Use additional 5% Gross-Up Factor for Renovation)			1628
<b>Total Main Building Area</b>			<b>17912</b>
			with Mezzanine
			19620
CONDITIONED STORAGE BUILDING: NEEDS TO BE DETERMINED; SEPARATE FROM MAIN BUILDING			70' x 45'
Lawn Equipment:			
	2 Blowers		
	Standing Lawn Mower		
	Trimmers		
	Plow (possible on pallet rack)		
	Truck spreader		
Event materials:			
	Room inside storage building with shelving to keep event materials clean		
Generator			
	Generator on double axel trailer		
Search Training Materials			
	Items that can be stored on pallet racks		
Seasonal Storage-Salt			
Reserve Truck 35' long (Engine 5)			
	SUV		
	SUV		
	Plow Truck with plow and spreader attached approx. 30'		
	Brush Truck and Boat for seasonal storage		
	Extra Hoses		



- ENTRY
- OFFICES
- MEETING
- QUARTERS - COLD ZONE
- APPARATUS & EQUIPMENT - HOT ZONE
- TRANSITION - WARM ZONE

# CONCEPT PLAN



## Site Analysis

The purpose and intent of the site analysis is to encourage and ensure the proper use and preservation of land and natural resources within Cascade Charter Township with their character and adaptability. The analysis is also intended to support and promote the health, safety and welfare of the individuals living within the Township and those who visit it.

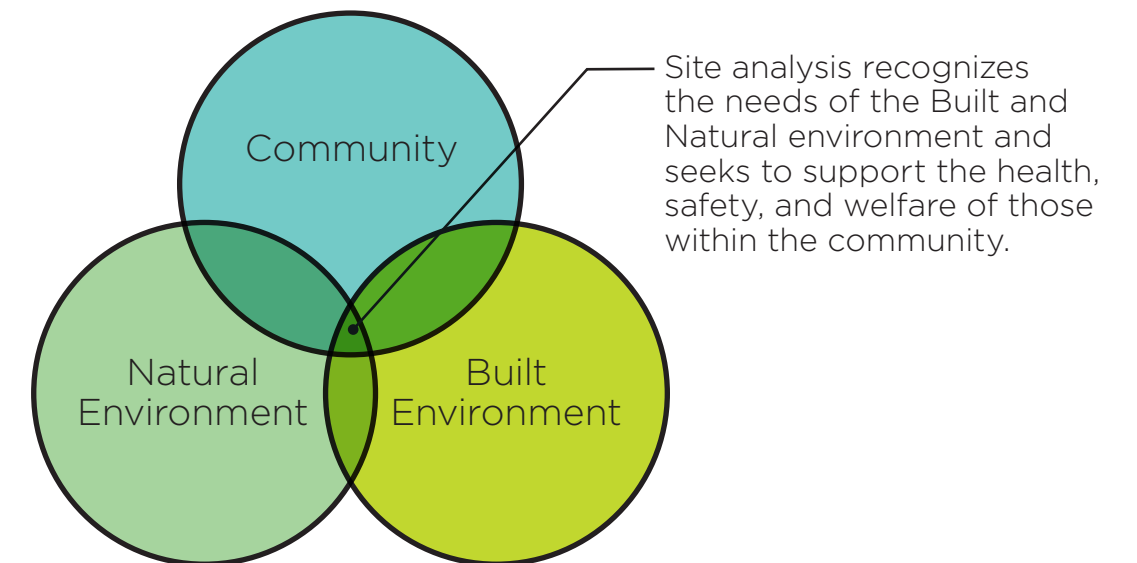
Multiple sites within the geographic response area we considered reviewed for feasibility. Of those, three were selected for analysis to identify which location is best suited to support the new fire station. Prior to starting that analysis all ordinance provisions were identified, understood and documented. Several of those provisions included the following:

- Front, rear and side yard setbacks
- Off street parking areas and space requirements (staff, public, and barrier-free)
- Land use zoning classification
- Zoning district lot area, and building placement standards
- Bufferyard and required landscaping
- Ingress and egress provisions

Next an inventory of all existing natural and built features on the three sites as well as those surrounding them were documented. Those features were studied to identify any opportunities and constraints they may have on influencing the placement of the building and its associated support facilities (i.e., staff parking areas, public parking areas, mechanical equipment areas, outbuildings, outdoor gathering areas, etc.).

The outcome of the site analysis are the site diagrams as well as a list of pros and cons for a specific location. The intent of the site diagrams is to provide the Township with a visual understanding of the spatial requirements for the new station and its associated support facilities. It is also to understand the physical relationship of the various site elements.

The intent of the pros and cons is to provide the Township the necessary information to make an informed decision on which location will best serve the community as well as support the individuals who will be working in the new station.



THORNHILLS AVENUE



View from Thornhills Avenue



Key Plan

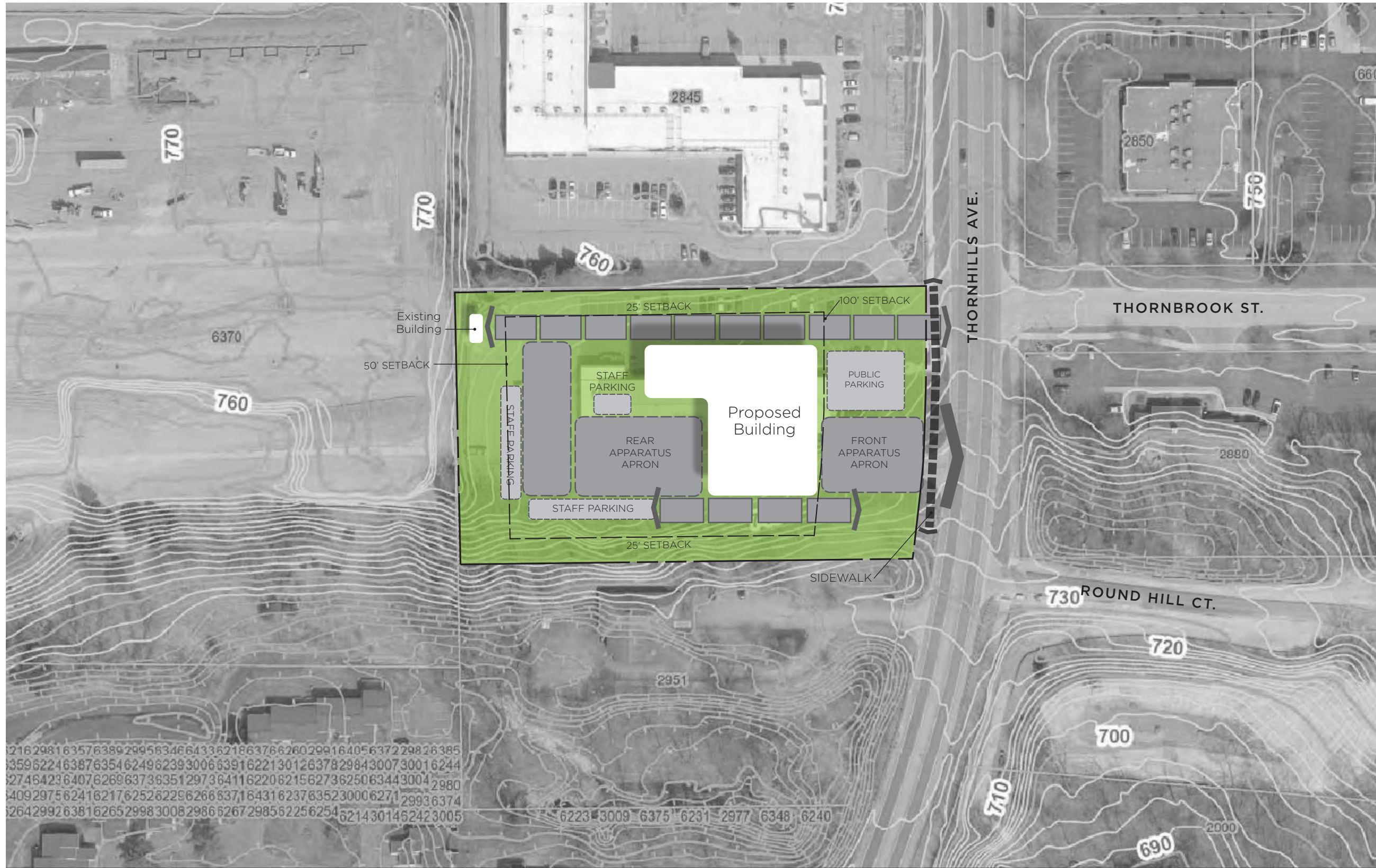


Aerial Perspective looking NW



Aerial Perspective looking SW

**EXISTING CONDITIONS**



# SITE DIAGRAM



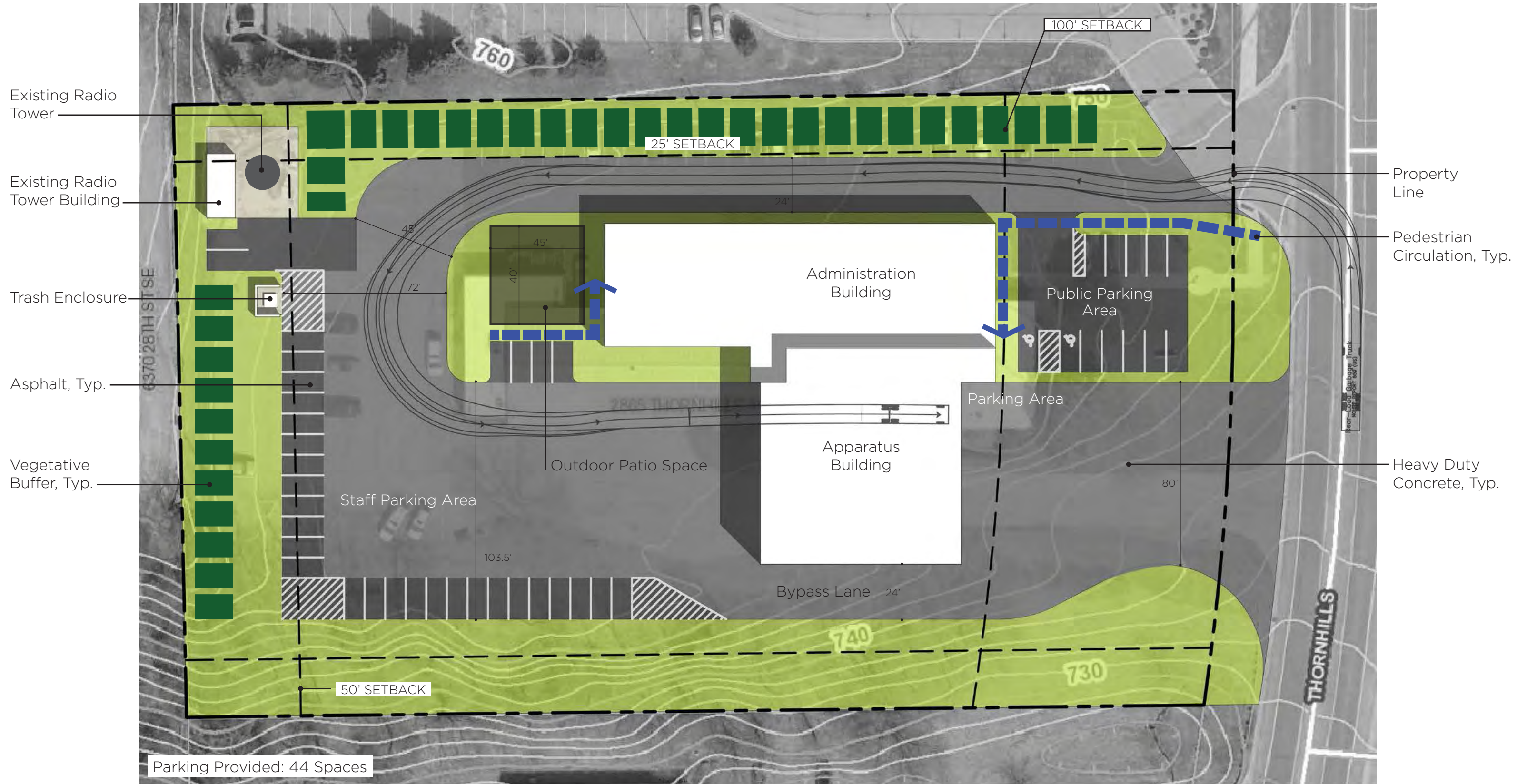
**PROS:**

- The existing fire station is currently located on this parcel
- The parcel is in close proximity to 28th Street
- The parcel is large enough to support the stations program requirements
- Land use for the parcel complements surrounding land uses
- Parcel does not have any unique requirements or restrictions
- The parcel is large enough to support the separation of public and staff parking and navigate an apparatus vehicle without major restrictions
- Quick access to main response routes (North, South, East, West, Highway)
- Access to traffic light at 28th Street

**CONS:**

- The existing radio antenna will not allow for another support building on the parcel without a variance
- Topography at the southern edge of the parcel poses challenges for construction
- Temporary operations shift during construction

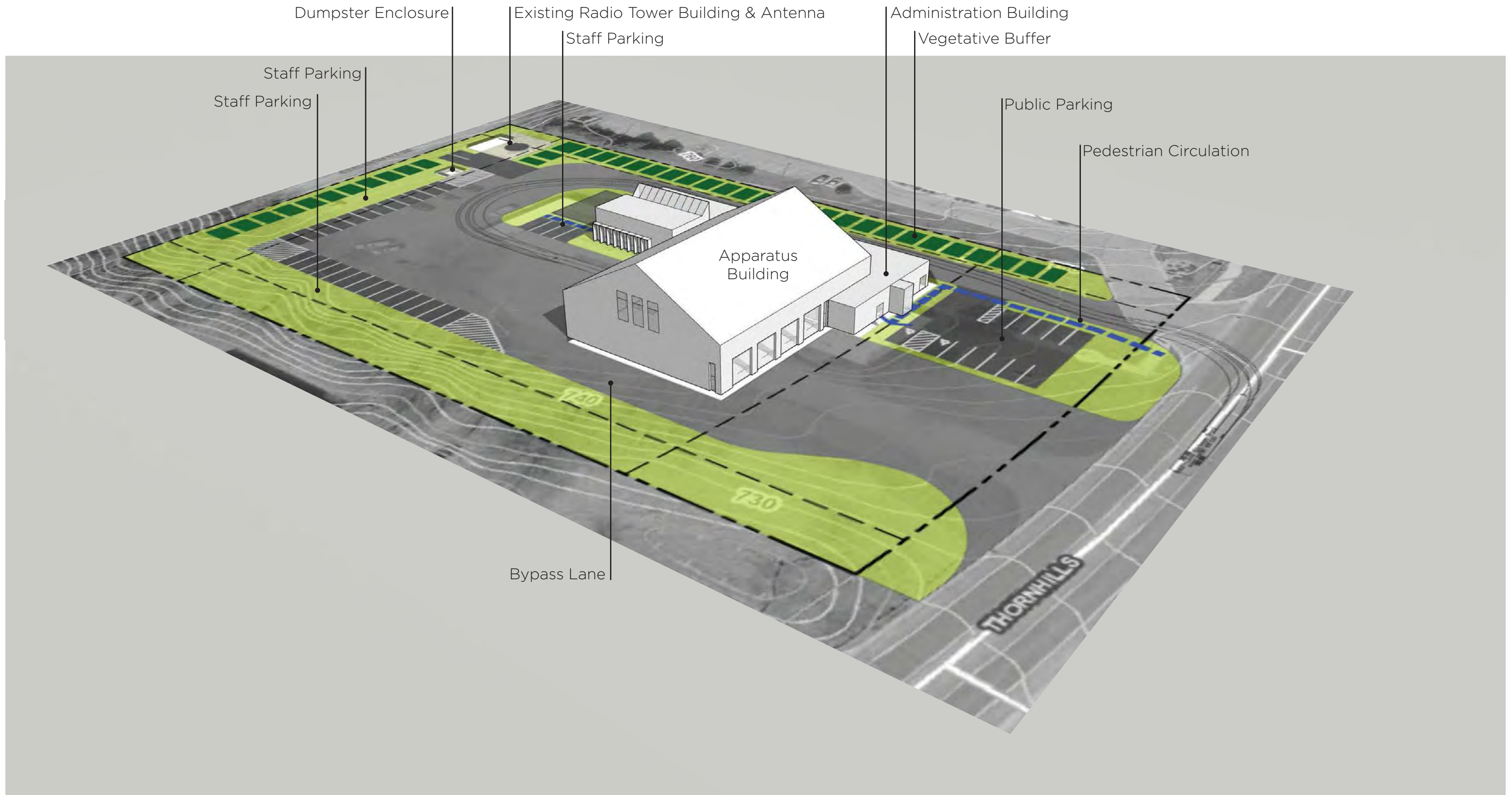
**PROS & CONS**



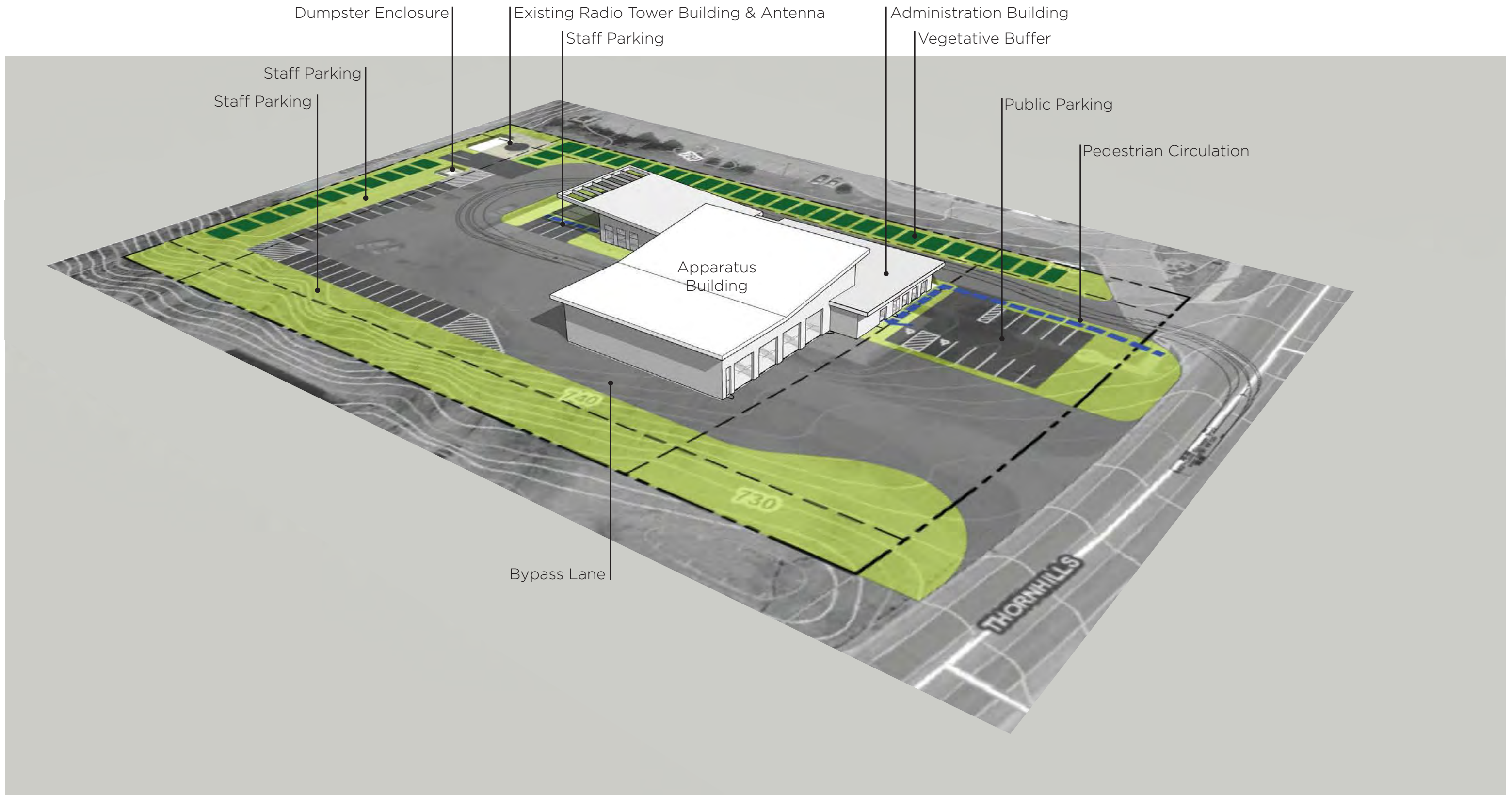
Parking Provided: 44 Spaces



# CONCEPT A

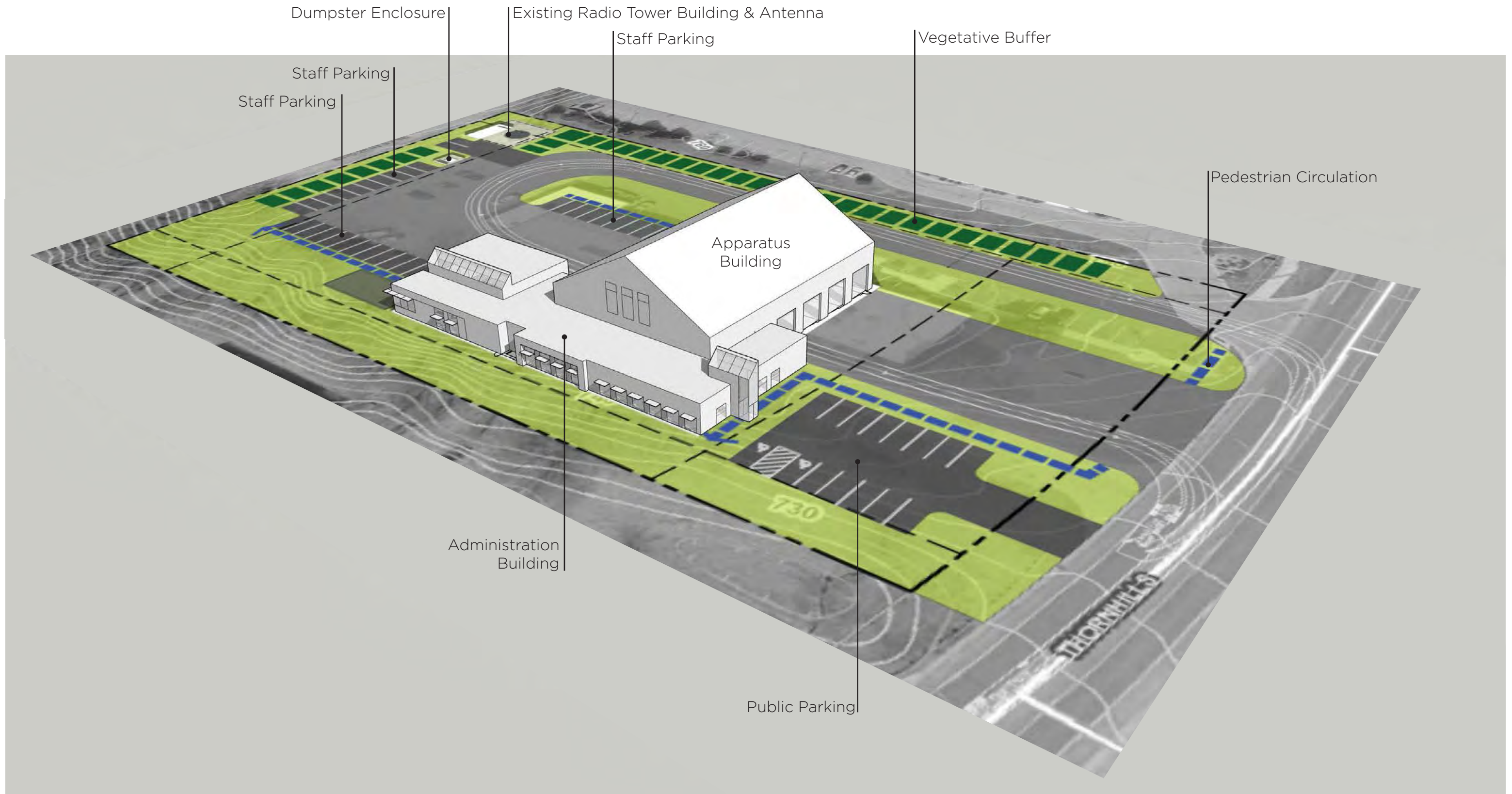


## CONCEPT A GABLE MASSING

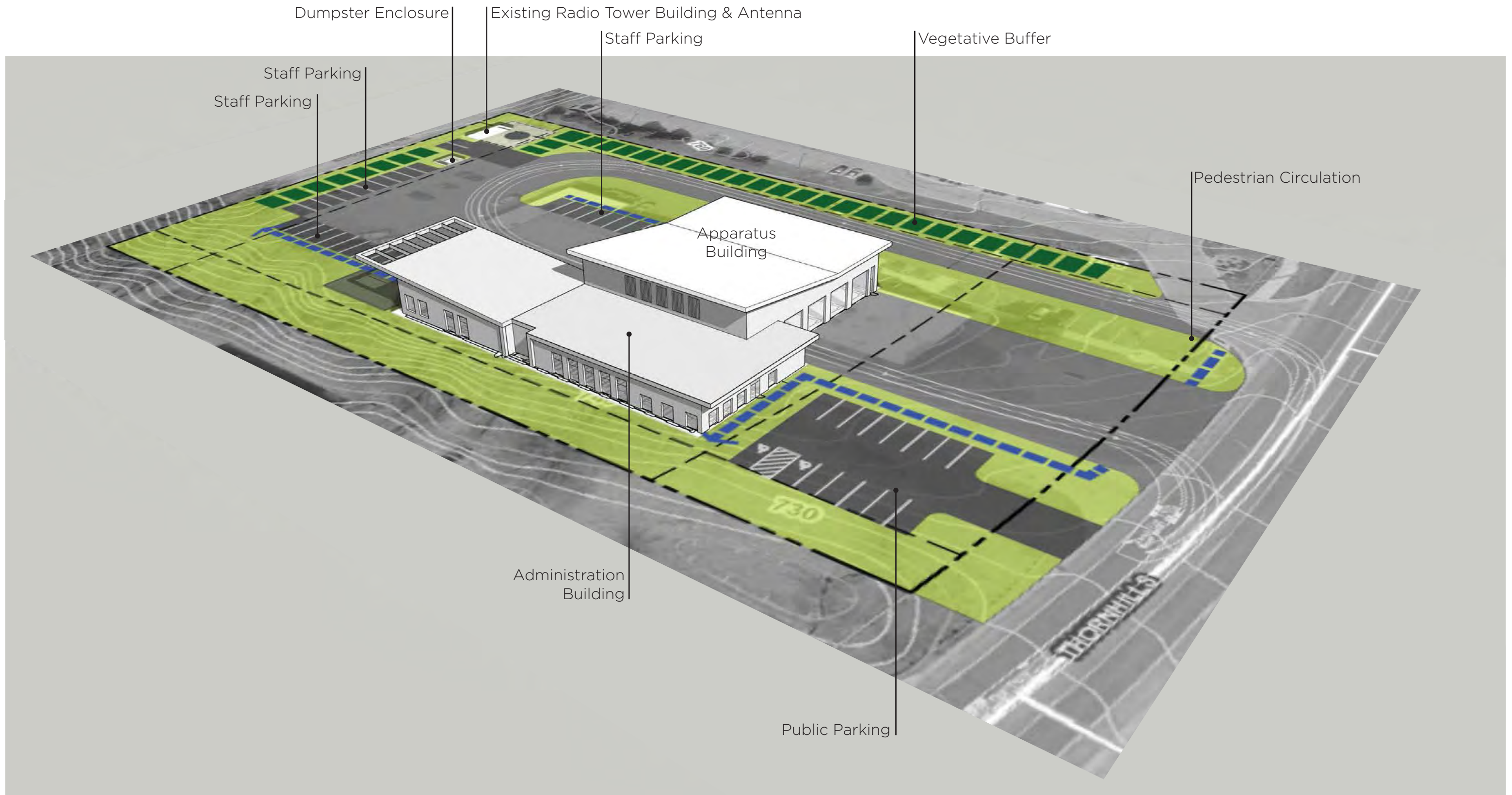


**CONCEPT A LOW SLOPE MASSING**

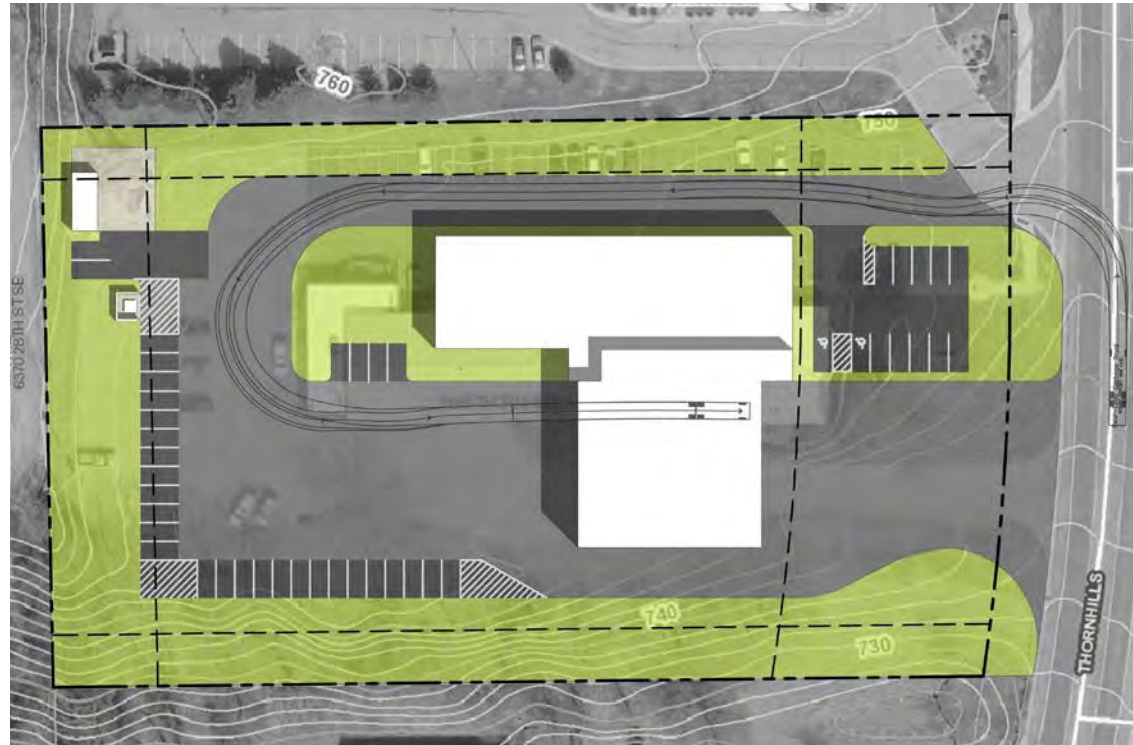




**CONCEPT B GABLE MASSING**



**CONCEPT B LOW SLOPE MASSING**



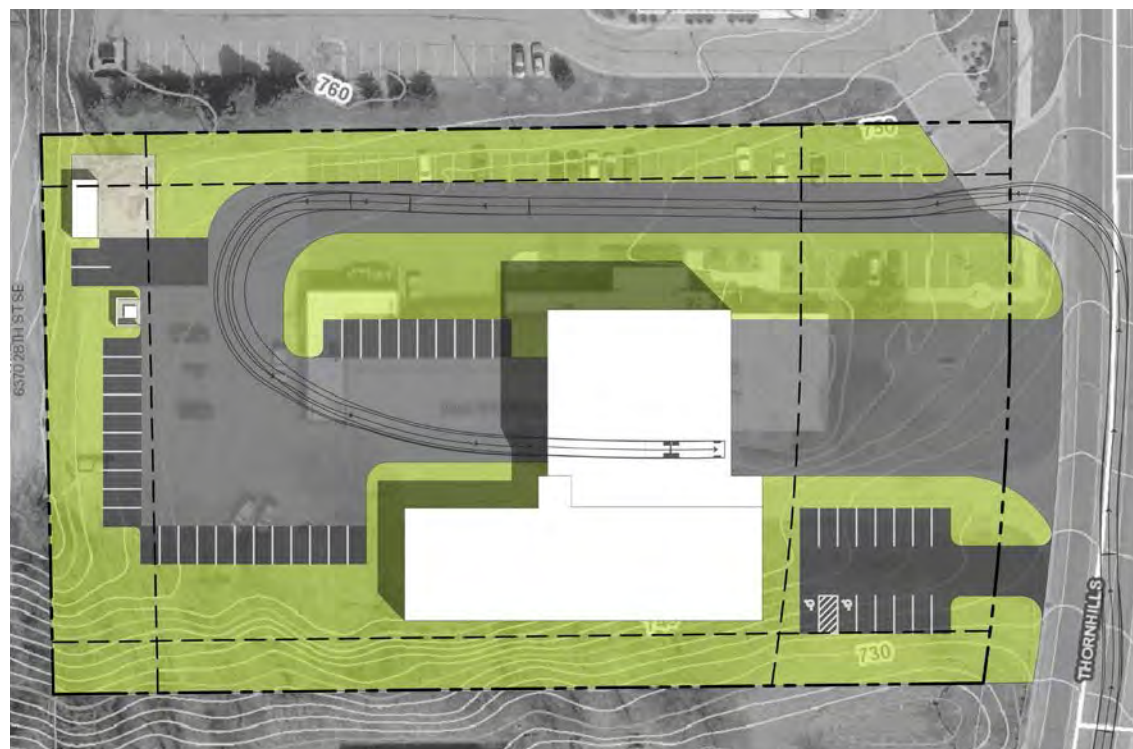
CONCEPT A

**PROS:**

- Meets parking program requirements
- Includes separate public parking
- Provides separate (apparatus & public) curb cuts
- Good apparatus turning radius
- Returning apparatus turn towards driver's side
- Includes bypass drive for emergencies
- Two spaces available for visiting apparatus
- Minimum site work on the wooded slope on south
- No variance required

**CONS:**

- Overflow parking for fire department training on rear apron
- Administrative parking is in the back for overflow public parking
- Administration wing with living quarters engages with the backside of commercial development on north



CONCEPT B

**PROS:**

- Meets parking program requirements
- Includes separate public parking
- Good apparatus turning radius
- Returning apparatus turn towards driver's side
- Provides separate (apparatus & public) curb cut
- Includes landscape screen on the north
- Administration wing with living quarters engages with the wooded slope

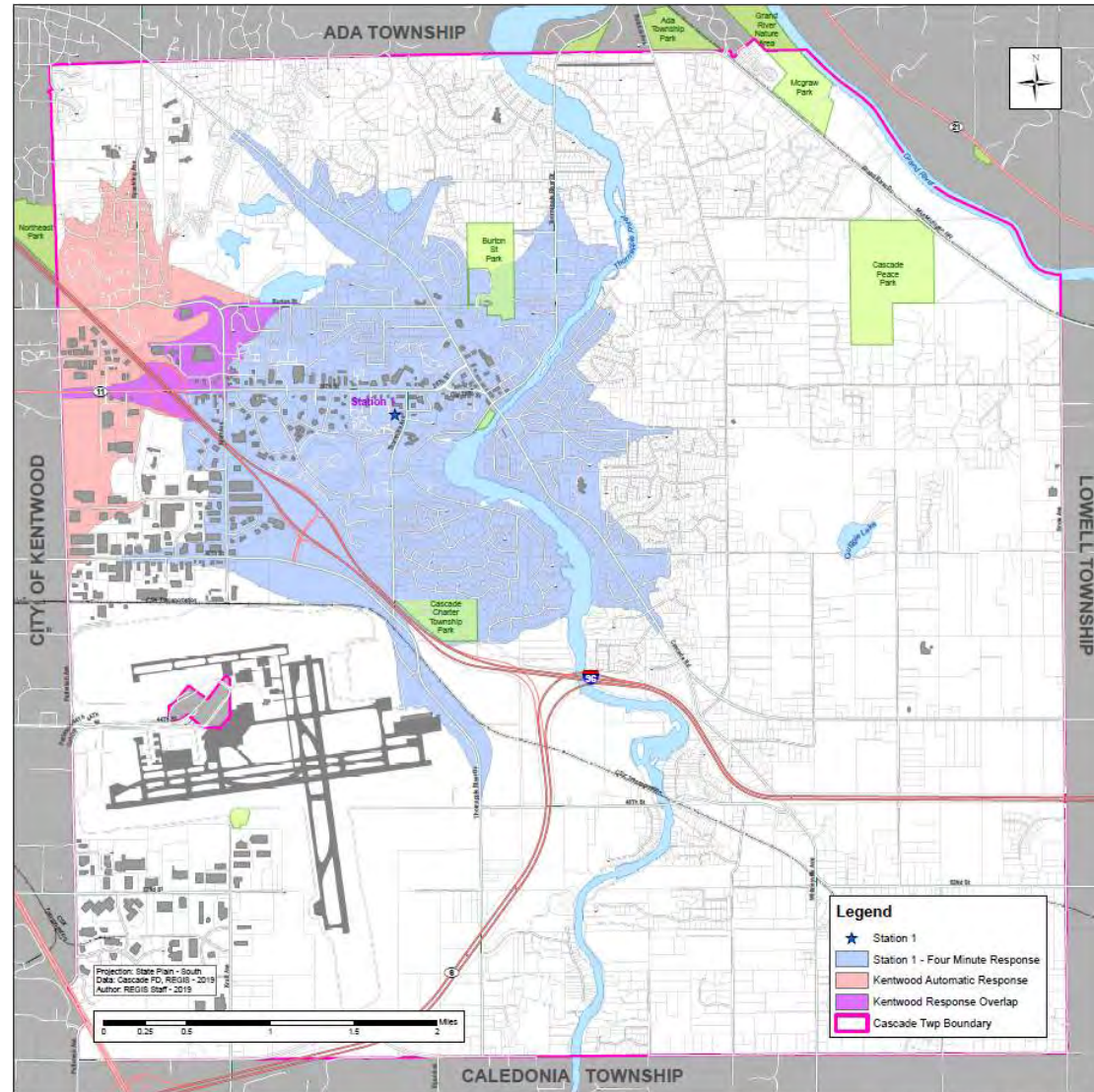
**CONS:**

- No by-pass drive for emergencies
- One space available for visiting apparatus
- Overflow parking for fire department training on rear apron
- Administrative parking is in the back for overflow public parking
- Added site work with the wooded slope on south
- Variance required for third curb cut

**PROS & CONS**

## THORNHILLS AVENUE

Current Fire Station 1 Location (Recommended)



This map shows our current location at 2865 Thornhills, along with highlighted blue area representing a 4 minute response. Also note that it shows Kentwood Fire department's 4 minute response capability (pink) into our area as well. Kentwood and Cascade have established an automatic mutual aid agreement in place. We feel this is our most efficient location for fire station 1 based on the following criteria:

- Easy access to North/South/East/West response routes
- Access 28<sup>th</sup> street safely using a traffic light
- Easy access to the highway
- Ideal lot size
- Publicly known location/visibility
- Strategically located to maximize mutual aid coverage as well as support for fire station 2
- Township owned, zoned for a fire station, no variances needed
- Appropriate location for future township growth and support of a possible station 3
- Adequate coverage for both residential and commercial properties in station 1 response area

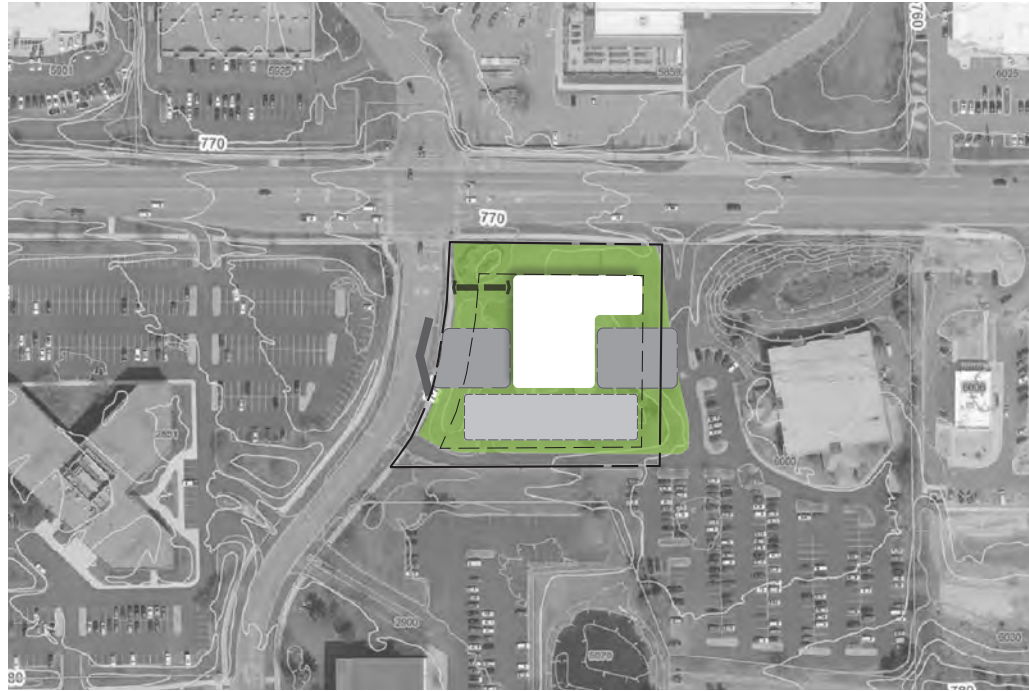


# ALTERNATE SITE 1



## ALTERNATE SITE 2

## ALTERNATE SITES



ALTERNATE SITE 1

### PROS:

- The parcel is adjacent to and has easy access to 28th Street
- Access to traffic light
- No interruptions to operations during construction

### CONS:

- The size of the parcel is small and will not support all of the stations program requirements
- Apparatus vehicles returning to the station will have difficulty navigating the right turn off of 28th Street
- The front apparatus apron is located in close proximity to a major intersection at 28th Street and an internal roadway along Charlevoix Drive
- The rear apparatus apron is located on an internal roadway that supports public vehicular traffic
- The site contains a large gateway feature at the corner of 28th Street and Charlevoix Drive limiting buildable area
- The parcel is part of the Centennial Park Planned Unit Development and has unique requirements and restrictions
- The parcel is not large enough to support the separation of public and staff parking
- Parcel not owned by Township; acquisition cost



ALTERNATE SITE 2

### PROS:

- The parcel is large enough to support the fire stations program requirements
- The parcel is large enough to support the separation of public and staff parking and navigate an apparatus vehicle without major restrictions
- No interruptions to operations during construction

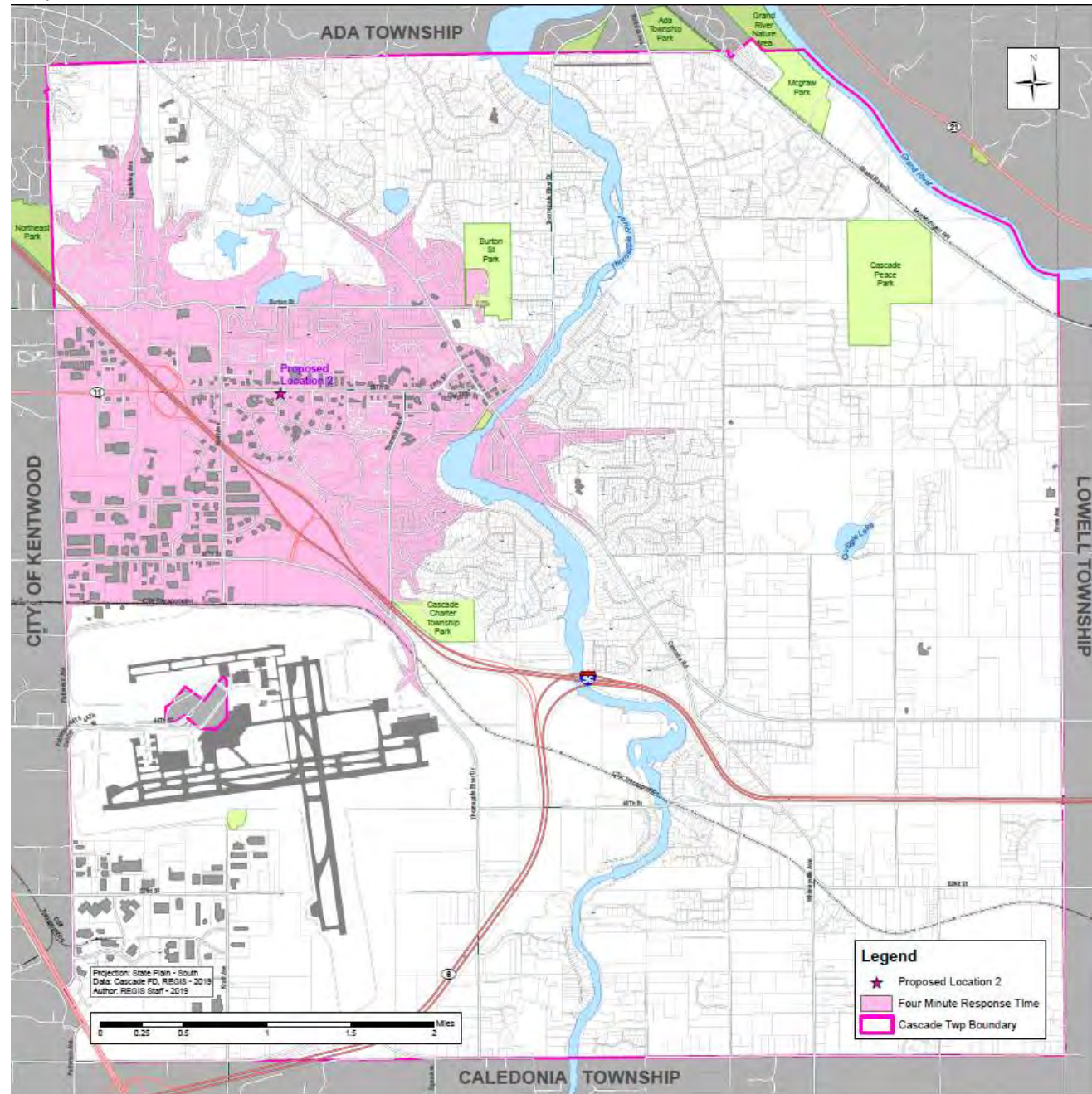
### CONS:

- The parcel is located adjacent to a Senior Living Facility
- The use of the parcel for a fire station does not conform with the Centennial Park Planned Unit Development land use requirements
- Boulevard treatment of Charlevoix Drive poses navigability challenges for apparatus vehicles
- The parcel is part of the Centennial Park Planned Unit Development and has unique requirements and restrictions
- Parcel is located more than a 1/4 of a mile from 28th Street
- Front apparatus apron is located in close proximity to a major intersection along Charlevoix Drive
- Topography at the western half of the parcel poses challenges for construction
- Speed limit (25 mph) in area can slow emergency response
- Parcel not owned by Township; acquisition cost

## PROS & CONS

## ALTERNATE SITES

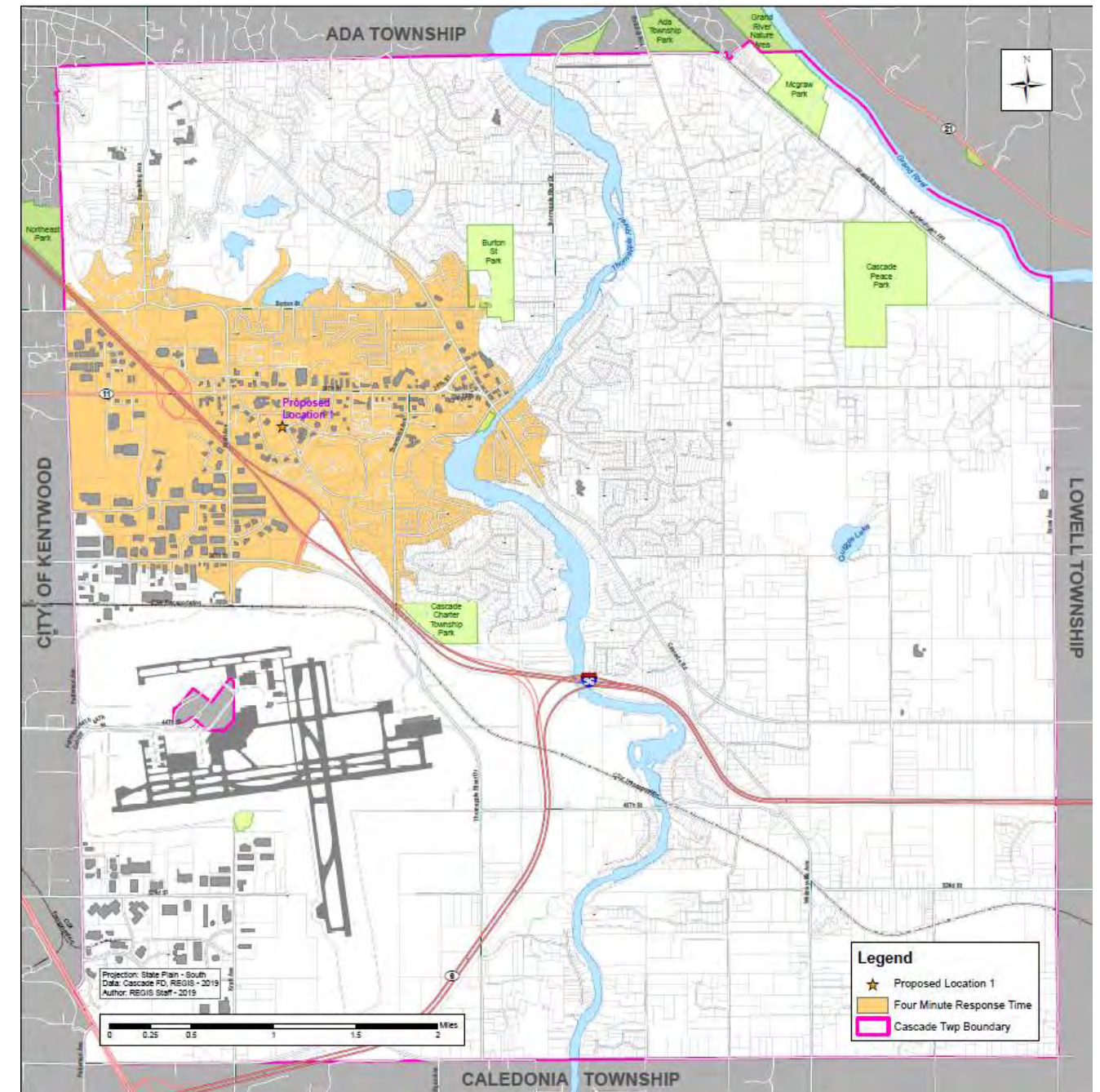
Proposed Alternate Location 1 (Not Recommended)



This map shows a possible alternate location on 28<sup>th</sup> St, along with highlighted pink area representing a 4-minute response area. This location is not recommended based on the following criteria:

- Lot size too small for needed operations
- Location negates Kentwood mutual aid benefits
- Location vacates 4-minute response coverage to critical residential neighborhoods
- Acquisition cost/zoning/variances
- Delayed response to support station 2 district
- Not Ideal for future township growth, possible station 3 support

Proposed Alternate Location 2 (Not Recommended)



This map shows a possible alternate location on Charlevoix Dr, along with highlighted yellow area representing a 4-minute response area. This location is not recommended based on the following criteria:

- Charlevoix Dr is a residential speed road with a boulevard (delayed response)
- Location negates Kentwood mutual aid benefits
- Large Acquisition cost/zoning/variances
- Location vacates 4-minute response coverage to critical residential neighborhoods
- Delayed response to support station 2 district
- Not Ideal for future township growth, possible station 3 support

## FIRE STATION #1 CONSTRUCTION DISPLACEMENT OPTIONS

1. Consolidate station 1 operations at a leased facility on Air Cargo Dr. during construction. (Recommended)

PROS: Simple  
Cost Effective  
Emergency Response in station 1's district  
Facility meets minimum space and functional needs  
Free up space at station 2  
Apparatus and firefighters safe/warm/dry

CONS: Lease cost  
Some operations would still need to be displaced to station 2  
Facility is small, needs cosmetic work, not ideal for public visitation/meetings



2. Consolidate all operations at station 2. (Not Recommended)

PROS: Simple  
Cost effective  
Apparatus and firefighters safe/warm/dry

CONS: Too far away/response time from bulk of calls in 1's district  
Not enough beds/desks/admin/space  
Public expectation of service in 1's area  
Over-burden Kentwood mutual aid

3. Contract company to erect/set up temporary fire station. (Not Recommended)

PROS: Capable fire station during transition  
Fire suppression capability/expectations met in 1's district  
Apparatus and firefighters safe/warm/dry  
Free up space at station 2

CONS: Cost - Million+  
Available lot?  
Planning/zoning/neighbor considerations  
Still need to run utilities/etc.



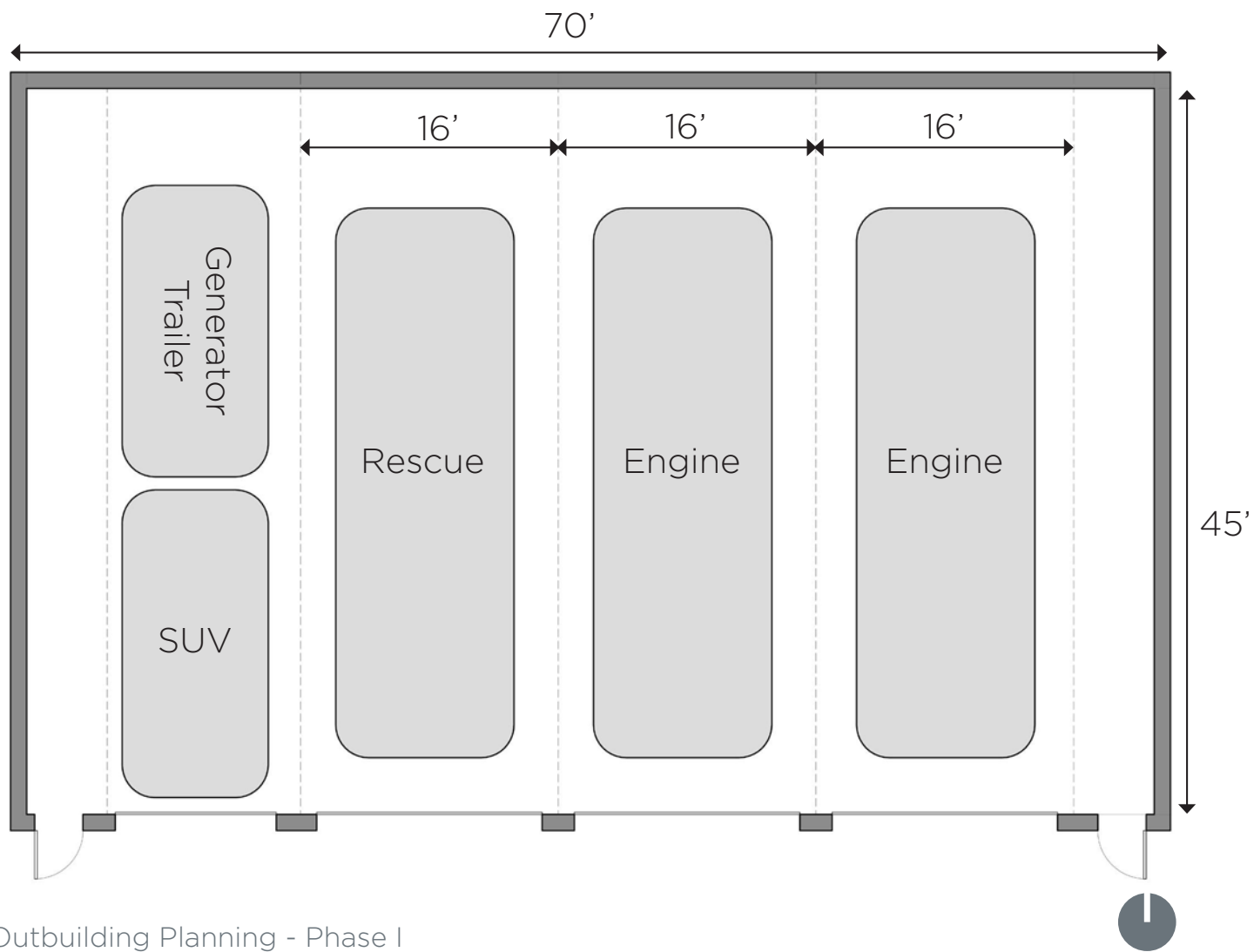
# Appendix

Includes:

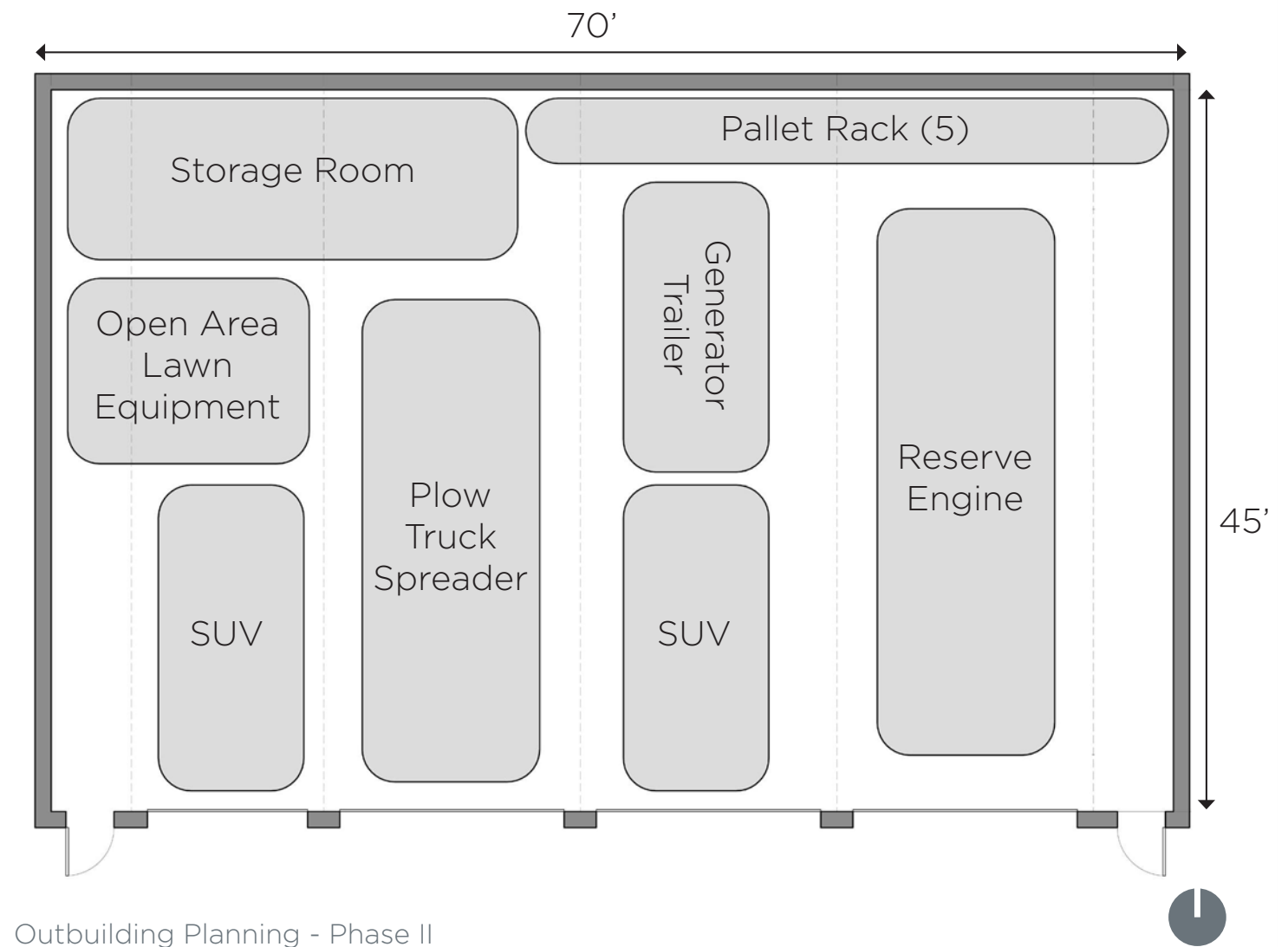
- Outbuilding
- Site Analysis Concept C
- Needs Assessment and Programming Detail

APPENDIX - OUTBUILDING

An outbuilding was identified to meet all the needs of Fire Station Number 1, however the ordinance did not allow for the scale of building required on the Thornhill's site based on current zoning designations. With further review, the outbuilding was located at Fire Station Number 2 where it met ordinance requirements. In addition, by locating the building at the Buttrick site, the outbuilding can be used to temporarily house the apparatus from Fire Stations Number 1 while the new building is under construction. Therefore, phase one would be the outbuilding on Buttrick, and phase two would be the new building on Thornhills.



Outbuilding Planning - Phase I

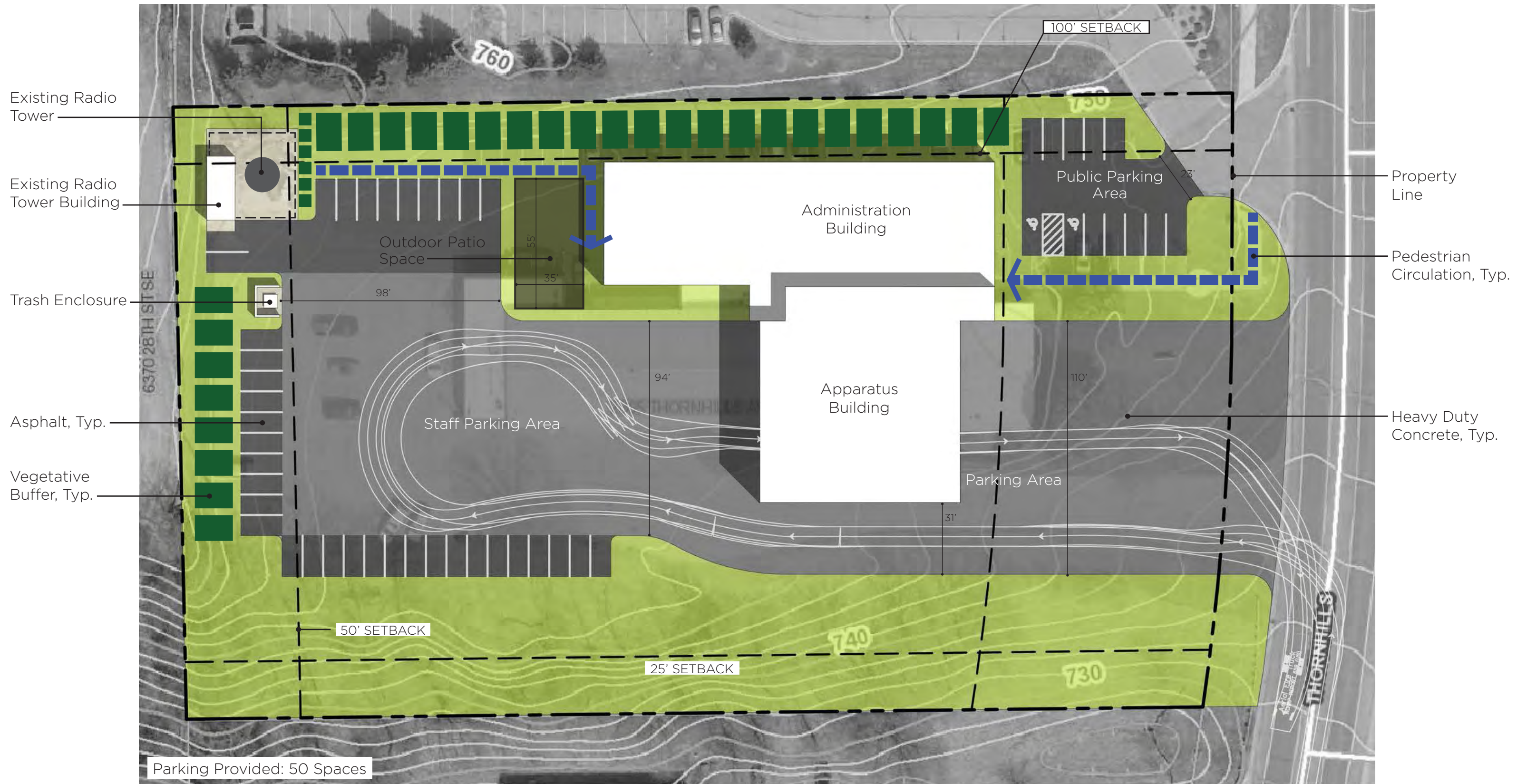


Outbuilding Planning - Phase II

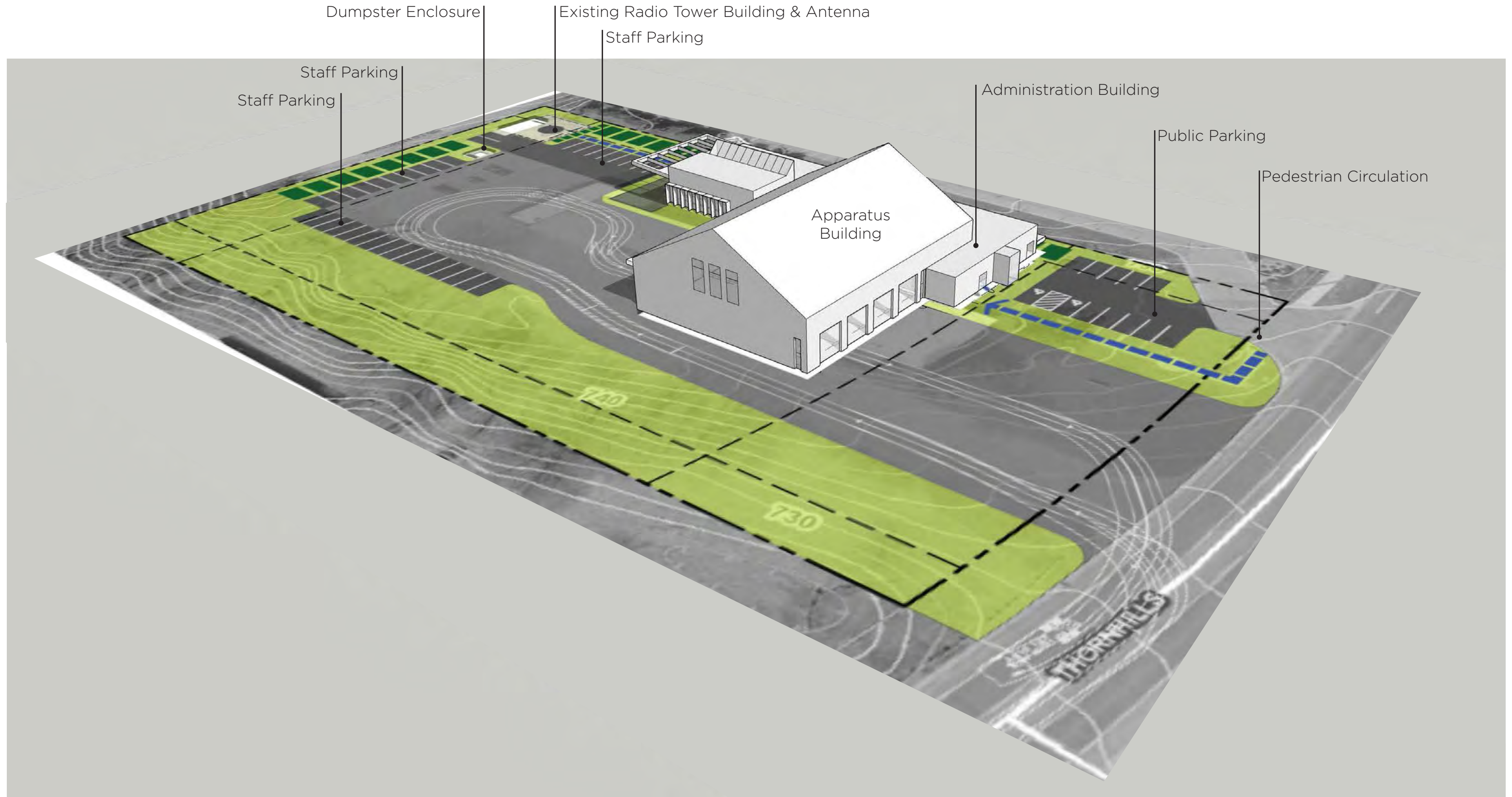
**2990 BUTTRICK AVE. STATION #2**



## 2990 BUTTRICK AVE. STATION #2



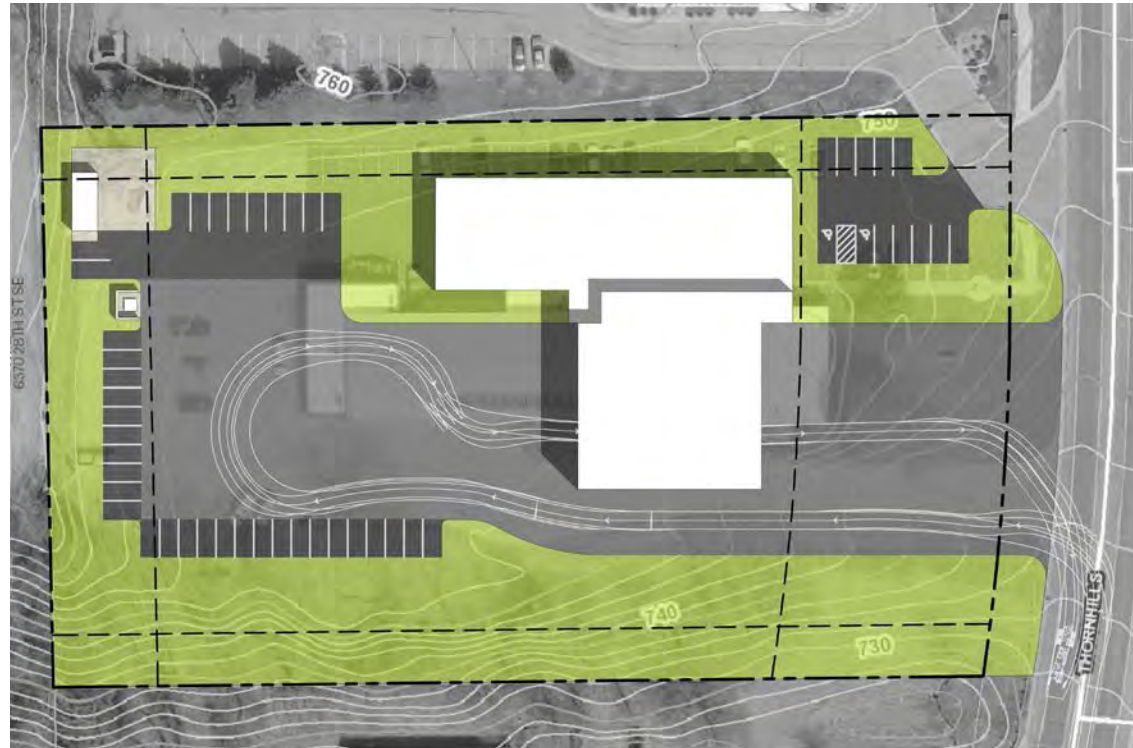
CONCEPT C



**CONCEPT C GABLE MASSING**



**CONCEPT C LOW SLOPE MASSING**



CONCEPT C

**PROS:**

- Meets parking program requirements
- Includes separate public parking
- Includes landscape screen on the north
- Provides separate (apparatus & public) curb cuts
- Minimum site work on the wooded slope on south

**CONS:**

- Site turning radius is tight at 360 degrees for returning apparatus
- Returning apparatus turn towards passenger side
- One space available for visiting apparatus
- No by-pass drive for emergencies
- Overflow parking for fire department training on rear apron
- Administrative parking is in the back for overflow public parking
- Administration wing with living quarters engages with the backside of commercial development on north

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg#		
<b>1. Public Areas</b>								
Public Vestibule & Lobby	LOBBY			1	100		100	*Front Counter
	Vestibule			1	80		80	*Fire Administration
	Waiting area			1	50		50	*Community Room
	Small Display Case							
	Floor Mat						0	
	Intercom/Buzzer						0	
	After Hours 911 Phone						0	
	Subtotal:						230	
Training-Community Room	Training Room	60		1	1,300	sim06.02a	1,300	
	Training Tables						0	
	Credenza						0	
	Equipment:						0	
	White Board						0	
	Projector						0	
	Projector Screen						0	
	TV						0	
Subtotal:						1,300		
Training Storage	Storage Room			1	120		120	*Training Room
	Misc. Item Storage						0	
	Subtotal:						120	
AV Storage	Storage Room			0	0		0	*Training Room
	Misc. Item Storage						0	
	Subtotal:						0	
Public Restroom	ADA Visitor Restroom	2		2	77		154	
	Toilet	x					0	
	Urinal	x					0	
	Lavatories (w/ ADA)	x					0	
	Subtotal:						154	
Net Area							1,804	
35% Internal Circulation Factor							631	
Subtotal: Public Areas		0	0				2,435	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg#		
<b>2. Fire Administration</b>								
Fire Chief -Adam Magers	Private Office		1	1	1	225	3.03	225 *Fire Inspector
	Four-shelf bookcase							0 *Administrator
	Closet				1	20		20
	Two-drawer file cabinet							0
	Subtotal:							245
Fire Inspector-Colin Forzley	Private Office		1	1	1	150	3.05	150 *Chief
	Closet					10		10
	Include Plan Review Table				1	20		20 *Administrator
	Subtotal:							180
Fire Marshall Office	Private Office		1	1	1	150	3.05	150 *Chief
	Closet					10		10
	Include Plan Review Table				1	20		20 *Administrator
	Subtotal:							180
Lt. Future/ Study Room	Private Office		0	1	1	100	3.07	100 *Chief
								0
	Desk w/ Credenza							0 *Administrator
Subtotal:							100	
Cynthia Holzhei-Administrator	Private Office		1	1	1	150	3.05	150 *Chief
	Desk w/ Credenza							0 *Fire Inspector
	Subtotal:							150 *Work area
Work Room (copier)	Work Room				1	120		120 *Administrator
	Subtotal:							120
Storage/ Delivery Storage	Storage Room				1	50		50 *Work area
	Metal Shelving							0 *Administrator
	Subtotal:							50

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg#		
Conference Room Use for Plan Review & Training	Conference Room	12		1	500	05.02a	500	*Chief
	Conference Table						0	*Fire Inspector
	Credenza						0	
	Equipment:						0	
	White Board						0	
	Projector						0	
	Projector Screen						0	
	TV						0	
	Subtotal:						500	
Net Area							1,525	
35% Internal Circulation Factor							534	
Subtotal: Fire Administration		4	5				2,059	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies	
		Current	Planned	Qty	Size	Reference Pg #			
<b>3. Suppression Operations (Cold Zone)</b>									
Captain's Room-	Private Office			1	150	3.05	150	*Lockers Room	
	Desk						0		
	Chairs						0		
	Equipment:						0		
	Computer						0		
		Subtotal:						150	
	Captains' Sleeping Quarters	Sleep Room	3	3	1	100	07.07b	100	*Lockers Room
Bed				1			0	Assumes 3- 24 hr shifts	
Armoire (3)				3			0		
Linen Storage							0		
		Subtotal:						100	
Watch Office	Work Carrels	4		1	180		180	*Apparatus Bay	
	Work Area						0	*Administration	
	Desk						0	Window to App Bay	
	File Cabinets	1					0		
	Table w/ Chairs						0		
	Mailboxes								
	Bank charger								
	Radio Equipment	1					0		
		Subtotal:						180	
Net Area							430		
35% Internal Circulation Factor							151		
Subtotal: Suppression Operations		3	3				581		

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
<b>4. Staff Commons (Cold and Warm Zones)</b>								
Firefighters' Sleeping Quarters	Sleep Room		12	12	4	100	07.07b	400 *Lockers Room
	Bed	-			1			0 Assumes 3- 24 hr shifts
	Armoire (3)	X			3			0
	Linen Storage	X						0
								0
	Subtotal:							400
Open Locker Area	Lockers (2'x2'x6')				4	10		40
								0 *Adjacent to Warm Area Shower Can be area or enlarge Captains sleep room to accommodate
	Subtotal:							40
Day Room	Day Room				1	300		300
	Recliners	6						0
	Chair							0
	Table							0
	Telephone							0
	TV							0
	Desk							0
	Book case							0
	Subtotal:							300
Exercise Room	Exercise Room				1	800		800 Roll up door to exterior
	Universal Gymnasium							0 High Ceiling 9' clearance
	Storage				1	50		50
	Athletic flooring							0
	Exercise Equipment:							
	Exercise machines							0
	Treadmills							0

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
	Free Weights							0
	Subtotal:							850

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies	
		Current	Planned	Qty	Size	Reference Pg #			
Kitchen	Kitchen			1	400		400	*Locker Rooms	
	Food Pantry	3		1	25		25	*Exercise Room	
	Snack Bar & Food Prep Counter						0	*Patio access	
	Solid Surface						0	Ice Machine	
	Cabinets						0		
	Countertop w/ sink						0		
	Refrigerators/Freezer	3					0		
	Commercial-grade Microwave	1					0		
	Commercial Range	1					0		
	Commercial Hood w/ fire suppression	1					0		
	Dishwasher	1					0		
		Subtotal:						425	
	Dining Room	Dining Room			1	175		175	*adjacent to Day Room:
Table for 8							0		
Chairs							0		
Sideboard							0		
		Subtotal:						175	
Shower Rooms and small lockers (intermediate Decon) Warm Zone	Shower Room	x		2	85		170		
	Toilet	x			included				
	Sink	x			included				
	1"x1'x3' Lockers			20	4		80		
	Bench						0		
	Subtotal:						250		
Laundry (intermediate Decon)	Laundry Room			1	80		80		
	Residential Washer								
	Residential Dryer								

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Warm Zone	Laundry Sink							
	Casework/counter top						0	
		Subtotal:						80

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Laundry Cold Zone	Laundry Room			1	75		75	Residential Units large enough for bedding
	Residential Washer							
	Residential Dryer							
	Laundry Sink							
	Casework/counter top						0	
	Subtotal:						75	
Shower Room Cold Zone	Shower Room			2	108	07.10a	216	
	Toilet							
	Sink							
	Bench						0	
Subtotal:						216		
Custodial Storage/Janitors Closet	Shelves for supplies			1	100		100	
	Subtotal:						100	
Quartermaster Closet	Locked Closet			1	80		80	Note: Part of Mechanical Room or possibly Decon Laundry
	Storage Shelves						0	
Subtotal:							80	
Net Area							2,991	
35% Internal Circulation Factor							1047	
Subtotal: Staff Commons		12	12				4,038	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
<b>5. Apparatus Bay (Hot Zone)</b>								
Apparatus Bay (18'x85' each-Double)	Apparatus Bay			3	1,530		4,590	*Drive-Thru
	Partial Bay			1	700			
	14'x14' Bi-fold Doors						0	*Site Issue
	Overhead Doors							
	Engine Truck			2			0	
	Tanker						0	
	Ambulance / EMS Truck						0	Bay Depth can accommodate 4-fold doors
	Aerial (Ladder) Truck			1			0	
	Misc. Vehicle (grass truck, boat, trailer)			1			0	
	Command Car / Pick-up Truck			1			0	
	Space Ventilation						0	
	Vehicle Exhaust Connection- or AIRVAC						0	
	2" Fill & Washing Connection						0	
	Compressed Air Lines over each bay x						0	
	Hose Bibs & Reels						0	
	Oil Interceptor x						0	
	Trench Drain Connected to Interceptor x						0	
	Utility Sink						0	
Infrared Linear Ceiling						0		
Subtotal:						4,590		
Turn Out Gear Room	Gear Room						0	*Apparatus Bay
	Mesh Open Racks (3'	30		30	9		270	Need power at lockers
	Potential Storm Shelter Space							
Subtotal:						270		

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Hose Drying, Washing and Storage	Dehumidification Room			1	80		80	*Apparatus Bay
	Hose Towner w/ platform						0	8' tall doors
	Mechanical Dryer						0	double leaf door
	Dehumidification Room X						0	
	Storage Racks for Hoses x						0	
	Exhaust Fan x						0	
	Coiling Table						0	
	Hose Washer						0	
	Floor Drain x						0	
	Water Supply						0	
	Subtotal:						80	
Washing Area/Laundry	40lb wash/Extractor x			1	100		100	*Apparatus Bay
	30 Gal Disposal Can							
	4'x6' Gear Dryer							
	Exhaust Duct x						0	
	Subtotal:						100	
Decontamin. Area	Area			1	100		100	*Apparatus Bay
	Dual Compartment Stainless Steel Sink x						0	*Laundry
	Floor Type Slope Sink x						0	*Decontamination Shower
	Floor Drain x						0	
							0	
	Subtotal:						100	
Toilet- Hot Zone	Toilet			1	56		56	
	Sink							
							0	
	Subtotal:						56	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
EMS Supplies/Storage	Lockable Storage room			1	80		80	*Apparatus Bay
							0	Could be Lockable Cabinets
							0	
							0	
		Subtotal:						80
SCBA Cascade Room	Room			0	0		0	*Apparatus Bay
	Oxygen Filling Station						0	
	Oxygen Bottles Storage						0	Bottles Filled at Station #2
	Air Bottles Storage						0	
	Working Counter						0	
	Writing Desk						0	
	Lockable Cabinets w/ Sink						0	
	Work Counter w/ Vices						0	
	Subtotal:						0	
Mezzanine	Mezzanine			0	0		0	*Above App Bay support spaces.
	Storage						0	
	Possible Mechanical Training						0	
							0	
	Subtotal:						0	
Air/Compressor Room	Room			0	0		0	To be included in Shop
	Fresh Air Intake						0	
	Exhaust build up heat to outside						0	
	Concrete pad						0	
							0	
	Subtotal:						0	
Exterior Storage	Exterior Storage			1	250		250	*Above App Bay support spaces.
	Overhead Doors						0	

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
	Door to bay						0	
							0	
	Subtotal:						250	
Net Area							5,276	
20% Internal Circulation Factor							1055	
Subtotal: Apparatus Bay		0	0				6,331	

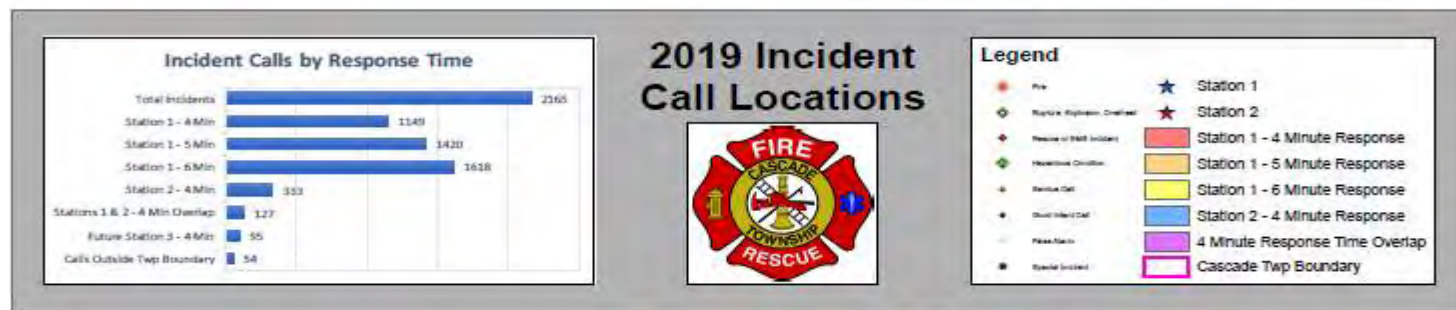
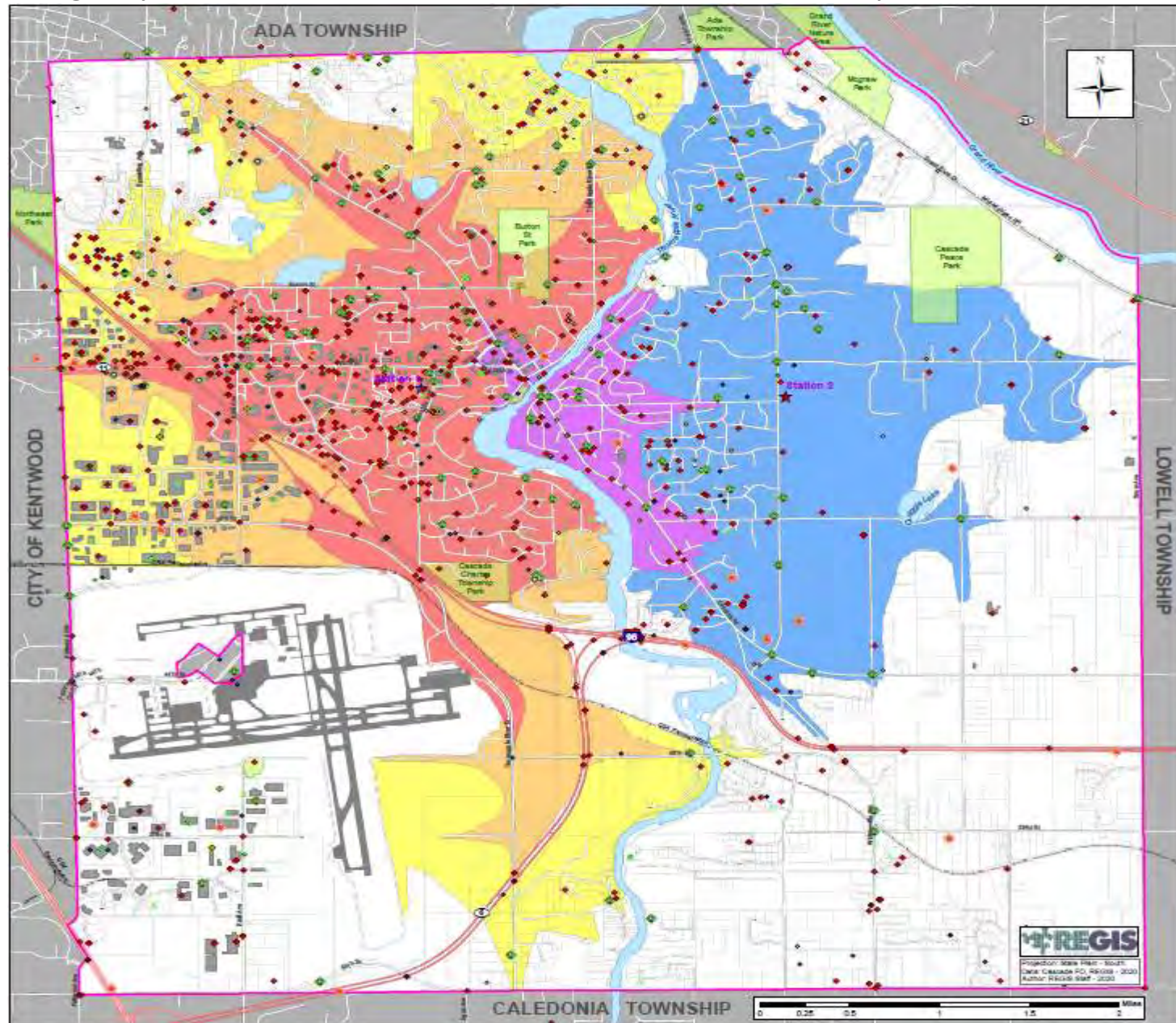
Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
<b>6. Maintenance and Support (Hot Zone)</b>								
Shop/Tools	Room			1	300		300	*Apparatus Bay
	Spare Parts							
	Work Bench							
	4' Metal Cabinet							
	Flammable Cabinet							
	Station compressor							
	SCBA Bottle Storage							
	Eye wash station							
	Oil/Filters							
		Subtotal:						300
Net Area							300	
20% Internal Circulation Factor							60	
Subtotal: Maintenance and Support		0	0				360	

APPENDIX - NEED ASSESSMENT

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
<b>7. Building Support Areas</b>								
Mechanical / Electrical Room	Room			1	300		300	
	Subtotal:						300	
Server Room	Room			1	100		100	*System Administrator
	Equipment:							*Secure room
	911 Server						0	
	UPS unit						0	
	Switch Box						0	Note:
	Equipment racks						0	
	Storage cabinet						0	No water in fire suppression system in this room
	Radio cabinet						0	
	Electric panels						0	
	Printer						0	
	Computer / Keyboard stand						0	
	Climate Controlled						0	
	Subtotal:						100	
Net Area							400	
20% Internal Circulation Factor							80	
Subtotal: Building Support Areas		0	0				480	

Parking Requirements:	Spaces
Peak demand for secure parking	0
Other outdoor parking	
Staff Parking (10'x20' spaces)	40
Public (Visitor) Parking (10'x20') spaces	10
<b>Total Spaces</b>	<b>50</b>

Apparatus Parking for Training Events when Station 2 participates in Training- One Engine minimum



Comparable New Fire Station Construction in Michigan:

- Portage Fire: 18,000 sq. ft - 6 Million
  - <https://www.mlive.com/news/kalamazoo/2019/08/portage-breaks-ground-on-new-6m-fire-station.html>
  
- Highland Fire: 14,000 sq. ft - 5.6/7.6 Million
  - <https://www.hometownlife.com/story/news/local/milford/2018/01/23/highland-seeks-proposals-demolish-then-build-2-new-fire-stations/1027258001/>
  
- Monroe Fire: 15,560 sq. ft - 6.35 Million
  - <http://www.redstonearchitects.com/portfolio/fire-stations/>
  
- Dexter Fire: Proposed 31,000 sq. ft - 7+Million

Adam,

Our Dexter Township Station is a 3 bay, 2 bunkroom station and 12,000 SQFT and ran about \$2.8M. It was completed in 2016. It is a satellite station.

Our Webster Township Station is under construction. It is a 2 bay, 2 bunkroom station and 9,500 SQFT and is budgeted for \$2.5M. It is also a substation.

We are planning a new headquarters station in the City of Dexter that will be a 5 bay, 4 bunkroom station and is projected to be 31,400 SQFT and cost approximately \$7M. This is a highly contentious situation so I don't know what the final outcome will be.

Hope this helps. Do not hesitate to call if you need anything else.

**Robert L. Smith**

Robert L. Smith, EFO, CFO

Fire Chief, Dexter Area Fire Department

8140 Main Street

Dexter, MI 48130

Tele: 734-426-4500

- Meridian Fire: 10,000 sq. ft - 3.5 Million
  - <https://www.lansingstatejournal.com/story/news/local/2016/01/22/new-meridian-fire-station-up-and-running/79170472/>
  
- GR Ford Airport Fire: Proposed 21,600 sq. ft - estimated 8+Million
  - See attached email documents (unsure if released for public consumption)



## Contact Us

---

### Michigan Offices

Phone: 616.361.2664

### North Carolina Office

Phone: 704.731.8080

### Read Our Blog

[progressiveae.com/strategic-insights](http://progressiveae.com/strategic-insights)

### Watch Our Testimonials

[progressiveae.com/testimonials](http://progressiveae.com/testimonials)



Conceptual Design Probable Cost



To: <CLIENT'S CONTACT>  
 Email: <CLIENT'S EMAIL ADDRESS>  
 From: Lisa Warren  
 Email: warrenl@progressiveae.com

Date: 11/16/2020  
 Project: Cascade Charter Township  
 Location: Grand Rapids, Michigan  
 Project Number: 60846004  
 Estimator: Drew Bergeron

Progressive AE has proposed the following opinion of probable cost for the project listed and the cost associated. This opinion of probable cost is subject to the terms, provisions and scope described herein.

		Estimated Square Foot: 16,835	
Cascade Charter Township Fire Station		Low Range	High Range
Construction Cost (Div. 02 through Div. 28)	\$	3,100,000.00	\$ 3,600,000.00
Construction Site Development (Div. 31 through Div. 34)	\$	630,000.00	\$ 780,000.00
General Conditions	\$	340,000.00	\$ 400,000.00
General Requirements	\$	310,000.00	\$ 370,000.00
<b>Potential Construction Cost = \$</b>		<b>4,380,000.00</b>	<b>\$ 5,150,000.00</b>
<b>Construction Costs Sqft = \$</b>		<b>260.17</b>	<b>\$ 305.91</b>
<b>Contingency</b>			
Contingency - Design (10%)	\$	435,000.00	\$ 515,000.00
Contingency - Contingency (5%)	\$	215,000.00	\$ 260,000.00
Escalation - Beyond Calendar Year (4%)	\$	175,000.00	\$ 205,000.00
<b>Potential Construction (with Contingency) Cost = \$</b>		<b>5,205,000.00</b>	<b>\$ 6,130,000.00</b>
<b>Construction (with Contingency) Costs Sqft = \$</b>		<b>309.18</b>	<b>\$ 364.12</b>
<b>Owner Held Contracts</b>			
Specialty Equipment	\$	78,100.00	\$ 92,000.00
Wayfinding	\$	26,100.00	\$ 30,700.00
Special Inspections	\$	26,100.00	\$ 30,700.00
AE Design Services and Fees (1%)	\$	52,100.00	\$ 61,300.00
AE Reimbursables and Expenses (6%)	\$	312,300.00	\$ 367,800.00
Security/Access Control Systems	\$	104,100.00	\$ 122,600.00
Audio/Visual Systems	\$	104,100.00	\$ 122,600.00
Furniture (Including Sales Tax, Delivery and Installation)	\$	208,200.00	\$ 245,200.00
<b>Potential Project Cost = \$</b>		<b>6,116,100.00</b>	<b>\$ 7,202,900.00</b>
<b>Project Costs Sqft = \$</b>		<b>363.30</b>	<b>\$ 427.85</b>

**Project Clarifications**

- The probable cost includes both a Construction Contingency and a Design Contingency. The Design Contingency is to address possible additional costs that have not yet been fully
- The probable costs are preliminary and based on Conceptual Design Probable Cost. A thorough investigation and a complete design will be necessary to determine the exact scope
- The construction costs presented include construction costs and "soft costs" i.e. General Conditions, Profit, and Permit Fees.
- The probable cost excludes demolition, removal, or disposal of hazardous or contaminated materials.
- The probable cost assumes work to take place during "normal" daylight working hours, excluding weekends and holidays.

**General Conditions/General Requirements**

- General Conditions/General Requirements are the costs incurred during a project that typically involve the daily oversight and supervision of Trade Contractors, Material Deliveries  
 On-site Superintendent time, estimated up to hours per week during construction (estimated at 58 weeks)  
 Project Manager time, estimated up to hours per week during construction (estimated at 58 weeks)  
 Administrative Assistant during construction, estimated up to hours per week during construction (estimated at 58 weeks) - issuing contracts, purchase orders, etc....  
 Plan Reproduction Costs - Blueprints  
 Travel Expenses - fuel/mileage

		Estimated Square Foot: 3,150	
Cascade Charter Township Out Building		Low Range	High Range
Construction Cost (Div. 02 through Div. 28)	\$	225,000.00	\$ 265,000.00
Construction Site Development (Div. 31 through Div. 34)	\$	47,000.00	\$ 57,000.00
General Conditions	\$	48,000.00	\$ 56,000.00
General Requirements	\$	35,000.00	\$ 41,000.00
<b>Potential Construction Cost = \$</b>		<b>355,000.00</b>	<b>\$ 419,000.00</b>
<b>Construction Costs Sqft = \$</b>		<b>21.09</b>	<b>\$ 24.89</b>
<b>Contingency</b>			
Contingency - Design (0%)	\$	-	\$ -
Contingency - Contingency (5%)	\$	18,000.00	\$ 21,000.00
Escalation - Beyond Calendar Year (4%)	\$	14,500.00	\$ 17,000.00
<b>Potential Construction (with Contingency) Cost = \$</b>		<b>387,500.00</b>	<b>\$ 457,000.00</b>
<b>Construction (with Contingency) Costs Sqft = \$</b>		<b>23.02</b>	<b>\$ 27.15</b>
<b>Owner Held Contracts</b>			
Specialty Equipment	\$	-	\$ -
Wayfinding	\$	2,000.00	\$ 2,300.00
Special Inspections	\$	-	\$ -
AE Design Services and Fees (1%)	\$	3,900.00	\$ 4,600.00
AE Reimbursables and Expenses (6%)	\$	23,300.00	\$ 27,500.00
Security/Access Control Systems	\$	-	\$ -
Audio/Visual Systems	\$	-	\$ -
Furniture (Including Sales Tax, Delivery and Installation)	\$	-	\$ -
<b>Potential Project Cost = \$</b>		<b>416,700.00</b>	<b>\$ 491,400.00</b>
<b>Project Costs Sqft = \$</b>		<b>24.75</b>	<b>\$ 29.19</b>

**Project Clarifications**

- The probable cost includes both a Construction Contingency and a Design Contingency. The Design Contingency is to address possible additional costs that have not yet been fully designed, or detailed.
- The probable costs are preliminary and based on Conceptual Design Probable Cost. A thorough investigation and a complete design will be necessary to determine the exact scope of work and associated costs.
- The construction costs presented include construction costs and "soft costs" i.e. General Conditions, Profit, and Permit Fees.
- The probable cost excludes demolition, removal, or disposal of hazardous or contaminated materials.
- The probable cost assumes work to take place during "normal" daylight working hours, excluding weekends and holidays.

**General Conditions/General Requirements**

- General Conditions/General Requirements are the costs incurred during a project that typically involve the daily oversight and supervision of Trade Contractors, Material Deliveries and Jobsite Safety and Security. These are typically the costs of managing and running the construction project and include:  
 On-site Superintendent time, estimated up to hours per week during construction (estimated at 18 weeks)  
 Project Manager time, estimated up to hours per week during construction (estimated at 18 weeks)  
 Administrative Assistant during construction, estimated up to hours per week during construction (estimated at 18 weeks) - issuing contracts, purchase orders, etc....  
 Plan Reproduction Costs - Blueprints  
 Travel Expenses - fuel/mileage



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** May 26, 2021  
**To:** Supervisor Lesperance and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Cascade Fellowship Church – Outdoor Gathering Permit Application

---

## **FACTS:**

Cascade Township has received a request from Cascade Fellowship Church for an Outdoor Gathering Permit for various events throughout the summer on their property located at 6655 Cascade Road SE. The stated number of attendees is between 1 and 300. Attached for your review is:

- Outdoor Gathering Permit Application from Cascade Fellowship Church

## **ANALYSIS & CONCLUSIONS:**

Township Staff reviewed the application for the outdoor gathering permit from Cascade Fellowship Church and offered the following requirements:

- Apply for and receive any necessary permits for temporary structures from the Building Department.
- Approval of event site plan by Township staff

The proposed requirements will be reviewed with the applicant and applicant must agree to abide by all recommendations.

## **FINANCIAL CONSIDERATIONS:**

There are no financial implications to the Township in approving this Outdoor Gathering permit.

## **RECOMMENDED ACTION:**

To approve the application from Cascade Fellowship Church for an Outdoor Gathering Permit for various events in Summer 2021.



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

## OUTDOOR GATHERING APPLICATION

1. Name of Applicant: Julie Beezhold      2. Name of Property Owner: Cascade Fellowship
3. Address of Event: 6655 Cascade Road SE, Grand Rapids MI 49546 Christian Reformed Church
4. Type of Event to be Held: Neighborhood Block Party, Yard games, popcorn machine, cotton candy,
- 
5. Date of Event: 5/12, 6/9, 7/14, 8/11 2021 6. Hours of Event: 5-8 pm
7. Number of Attendants: Unknown...1-300?

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

- a. Police and Fire Protection      Not necessary
- b. Food and Water Supply and Facilities      Building available
- c. Health and Sanitation Facilities      Building available
- d. Medical Facilities and Services, including Emergency Vehicles and Equipment      Not necessary
- e. Vehicle Access and Parking      Parking available, access from Cascade Road
- f. Camping and Trailer Facilities      n/a
- g. Illumination Facilities      Parking lot lights sufficient
- h. Communications Facilities      Speaker system
- i. Noise Control and Abatement
- j. Facilities for Clean up and Waste Disposal      Dumpster on premises
- k. Insurance and Bonding Arrangements      Church policy

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

Signature of Applicant/Property Owner: *Julie Beezhold*      Date: 5/6/2021

Office Use Only

Township Board:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_