

**AMENDED AGENDA**  
**CASCADE CHARTER TOWNSHIP**  
**REGULAR BOARD MEETING**

Wednesday, July 26, 2023

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

*Public may access the meeting via video conference software Zoom*

<https://us02web.zoom.us/j/81664603678>

**Meeting ID:** 816 6460 3678

**By Phone:** 1 312 626 6799

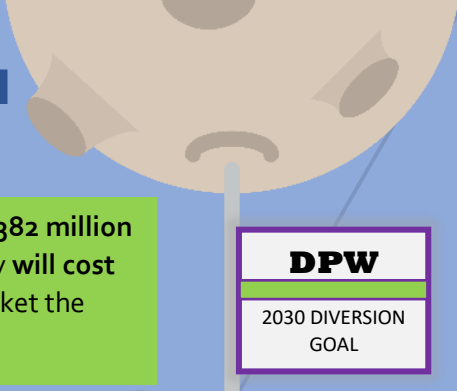
**Expected Meeting Procedures**

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

- Article 1. Call to Order, Roll Call**
- Article 2. Pledge of Allegiance to the Flag**
- Article 3. Approval of Agenda**
- Article 4. Presentations**
- a. Kent County Sustainability Project/Park – Jack Brown**
- Article 5. Public Comments - Anything on the Agenda not scheduled for a public hearing. (Limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes**
- 1. Township Board Meeting – 7/12/23**
- 2. Planning Commission Meeting – 6/5/23 & 6/19/23**
- b. Receive and File Reports**
- 1. Treasurer’s Department – May 2023**
- c. Receive and File Education Requests**
- 1.**
- d. Receive and File Communication**
- 1. DIRECTV, LLC (DIRECTV) Annual Video Report**
- Article 7. Financial Actions**
- a. Consider Approval of June 2023 Payables, Payroll and Transfers**

- Article 8. Unfinished Business**
- 052-2023 Consider Approval of Type II Special Use Permit for a Commercial Composting Operation at 5745 Whitneyville Avenue**
- Article 9. New Business**
- 060-2023 Consider Resolution to Approve the Levy of the 2023 Millage Rates (Roll Call)**
- 061-2023 Consider Approval of the Furniture Bid for Fire Station #1**
- 062-2023 Consider Resolution to Approve Rezoning of Approximately 10 Acres from PUD to R-1 Residential for 7540 & 7550 Alaska Ridge (Roll Call)**
- 063-2023 Consider Approval of Outdoor Gathering Permit for the Cascade Metro Cruise Warmup**
- 064-2023 Consider Resolution to Amend Ordinance No. 1B of 2020 (Roll Call)**
- Article 10. Discussion**  
**1.**
- Article 11. Public Comments – Any comments...whether it is on the agenda or not. (Limit comments to 3 minutes)**
- Article 12. Manager Comments**
- Article 13. Board Member Comments**
- Article 14. Adjournment**

# CAN YOU AFFORD TO HAVE YOUR TRASH AND RECYCLING COSTS SKYROCKET?



**DPW**  
2030 DIVERSION GOAL

Kent County Department of Public Works and the Board of Public Works are proposing a **\$382 million** facility for garbage disposal deemed the "Sustainable Business Park." This proposed facility **will cost YOU and your neighbors** an estimated **\$100 million dollars** of taxpayer dollars and skyrocket the cost of waste disposal for residents and businesses to meet investor needs!

### Solid Waste Flow Control

For investors to be profitable, a **countywide** flow control ordinance will be put in place. This will require haulers to only use Kent County facilities and abide by their rising tipping fees. Overall, raising costs for **YOU!**

### Kent County

**\$80 Million**  
**+\$20 Million** (Infrastructure)  
**\$100 Million**

Potential investment to build the Sustainable Business Park. Who will take on this cost over time?

### Original Investor

Backed Out!

### Tip Rate

75% Increase to \$94 per ton (to start)

### Anaergia (Current Investor)

**\$303 Million**

Potential investment towards project, however **filed for bankruptcy in California May 24, 2023**, per CEO. Blamed unsuccessful organics collection mandate in California.

### PFAS

Will now be airborne at the above ground facility!



## A RISKY PLAN STILL MOVING FORWARD?

- Regardless of the risky path, Kent County DPW still wants to move forward!
- High costs to YOU, BUSINESSES, and to INDUSTRY will not stop them from their legacy goals and creating profit for investors!
- **Share your concerns with your commissioners;** and let them know a legacy for some, should not be a burden for all.
- Contact information can be found at:

<https://www.accesskent.com/Departments/BOC>

Grand Rapids Chamber data shows

Restaurants could see costs launch over **↑58%**

Local manufacturers could see cost increases higher than **↑37%**

Local families could see solid waste collection go up more than **↑44%**



# WE ARE TOLD LAUNCHING THE FACILITY WON'T HAVE A BIG IMPACT ON RESIDENTS AND BUSINESS!

Refuse Disposal Rate History

Year	South Kent Landfill Total Rate p/ton	North Kent Transfer Station Total Rate p/ton	Waste -to- Energy Total Rate p/ton	Material Recycling Facility Total Rate p/ton
2024	53.64	53.64	75.68	70.00
2023	48.64	48.64	75.68	70.00
2022	48.64	48.64	75.68	70.00
2021	43.64	43.64	56.68	65.00
2020	38.64	43.64	56.68	65.00
2019	38.64	43.64	51.68	65.00
2018	38.64	38.64	51.68	35.00
2017	38.64	38.64	46.68	35.00
2016	38.64	38.64	46.68	10.00



75% Increase!

Sustainable Business Park Rate

\$94 To Start!

## SUSTAINABLE BUSINESS PARK PLAN CHECKLIST

- ✓ **Put Countywide Flow Control in Place**
  - Removes competition from out of county facilities that have helped keep cost down.
  - Requires all municipalities in the county to pay for high tech, high-cost facilities.
    - Residents! - Schools! - Businesses!
  - A plan that requires a flow control ordinance, is not a sustainable plan.
  - Purpose: To guarantee investors make a profit, while YOU pay!
- ✓ **Close Landfill**
  - The current landfill operation provides the lowest cost for Kent County residents.
  - The current landfill subsidizes other Kent County DPW facilities, keeping overall costs down.
- ✓ **Back up Plan if SBP Fails**
  - None! Facility to be built on land permitted for a landfill expansion.
- ✓ **Build a Large Machine Style Facility**
  - History shows (WTE and Recycling Facility) that these facilities are expensive to maintain causing costs to continuously rise.
  - Currently the WTE facility is under a \$42,000,000 refurbishment on top of the highest tipping fees, causing costs to rise across the county!

**A SUSTAINABLE BUSINESS PARK THAT IS NOT FINANCIALLY SUSTAINABLE!**

**IS THIS THE RIGHT PLAN, RIGHT NOW?**



**BACKGROUND**

Kent County’s South Kent Landfill is nearing the end of its current capacity limits. The Kent County Department of Public Works (DPW) is exploring the potential of a “Sustainable Business Park” to replace the need for expanding the landfill. Currently, the DPW is negotiating a project development agreement with an anchor tenant who will provide initial services including mixed-waste recovery and anaerobic digestion to produce roof cover board, renewable natural gas, and other products.

The Grand Rapids Chamber has encouraged the DPW to conduct all due diligence and consider all costs and benefits before committing to what will include a third-of-a-billion dollars of investment. To support this request, we have been working with businesses of varied type, size and location to collect information to assist in the effort to estimate potential costs.

**ASSUMPTIONS**

The DPW had estimated a \$28 per ton tip fee increase across the system which was increased to an expected fee of \$100/ton recently. This was the only cost applied in our estimation. We cannot calculate the potential staffing and operational impact on haulers related to changes in mandating flow control to the park or other County assets. It is likely that this represents the “floor” of what to expect. The other major assumptions made were:

- On-call containers were full and standard containers are three-quarters full. On-call containers came with complete data sets as they are weighed, but smaller, standard-service containers could only be estimated. For consistency, we assumed they are three-quarters full unless explicitly told otherwise by the business.
- For containers that were not weighed, we used the average industry weights as informed by the waste hauling industry. There will be greater cost increases to those served by haulers using their own landfills, or haulers who have volume discounts negotiated with private sector landfills (more below under businesses not in the core cities).

**FINDINGS**

*ESTImATED COST INCREaSE - IN FLOW DISTRICT*

*ESTImATED COST INCREaSE - OuT FLOW DISTRICT*

**INDUSTRY LOW AVERAGE HIGH INDUSTRY LOW AVERAGE HIGH**

<b>Commercial</b>	<b>21.84%</b>	<b>39.35%</b>	<b>72.56%</b>	<b>Commercial</b>	<b>33.27%</b>	<b>49.37%</b>	<b>92.35%</b>
<b>Multi-family</b>	<b>27.43%</b>	<b>35.00%</b>	<b>44.83%</b>	<b>Multi-family</b>	<b>41.66%</b>	<b>44.54%</b>	<b>57.06%</b>
<b>Manufacturing</b>	<b>7.87%</b>	<b>29.17%</b>	<b>69.77%</b>	<b>Manufacturing</b>	<b>10.01%</b>	<b>37.12%</b>	<b>88.12%</b>
<b>Entertainment</b>	<b>49.70%</b>	<b>53.52%</b>	<b>57.34%</b>	<b>Entertainment</b>	<b>63.26%</b>	<b>68.12%</b>	<b>72.98%</b>
<b>Restaurant</b>	<b>5.60%</b>	<b>46.02%</b>	<b>95.88%</b>	<b>Restaurant</b>	<b>7.12%</b>	<b>58.57%</b>	<b>122.06%</b>

**\*Based on informed assumptions and a \$55/ton increase (these bills were from when the cost was \$45/ton but has since increased to \$75 already)**

**\*Based on informed assumptions and a \$70/ton increase**

Businesses can largely expect to see a 20 to 50% increase in their bills. This estimated range was supported by consistent estimates of about a roughly 50% increase at locations we had the most accurate and extensive documentation.

**QUESTIONS OR WANT TO DISCUSS FURTHER?**

Contact Joshua Lunger at [josh@grandrapids.org](mailto:josh@grandrapids.org).

## ESTIMATES ON POTENTIAL BUSINESS PARK COSTS



**The most significant factors for businesses to consider will be weight of the waste and the relative competitiveness of their waste contract.** Simply put, those businesses with the heaviest trash will bear the greatest potential cost increase because the increase will be based on tonnage. Businesses with extremely competitive waste fees will also see a likely significant cost increase.

- Therefore, a restaurant with heavy food waste and a cheap contract for waste hauling, will have the greatest potential for a major price spike.
- The range of potential increase we saw was 5% to 96% in monthly bills. The single digits were businesses with very light weight and/or were outliers in terms of the costs of their contracts. This usually meant someone had very light waste (such as an office use) but had a contract that was fairly expensive.

## FOR BUSINESSES NOT IN THE CORE SIX CITIES

For businesses not in urban core already subject to flow control of municipal solid waste (Grand Rapids, Wyoming, Kentwood, Walker, Grandville and East Grand Rapids), the cost increase could potentially be closer to 40 to 65%.

A business in these areas might see an increase of roughly 50% more than businesses in the core cities. This is even less certain, based on more assumptions and it depends on where the waste is currently going. There is currently a contract that requires most waste in these cities to go to the County Waste-to-Energy (incinerator) facility. The proposed business park is intended to be paired with county-wide flow control to mandate that all waste goes into the system and provides enough feed stock for the proposed business park. This will likely exempt certain waste materials that cannot be processed by the park including C&D and some manufacturing/industrial wastes.

## OTHER NOTES

While we assume these estimates represent the likely cost floor, it is important to note that there is not a pure status quo alternative. If the DPW were to expand the landfill there are costs involved with that as well including planning long term for protecting the environment from contamination. Some businesses also see non-quantifiable benefits such as support for waste going to a better use or the ability to eliminate a separate contract for organic waste.

The County increased tipping fees recently and many commercial and industrial users will have seen an increase already. The increase was weighted for the non-flow area to bring some equity between those inside and outside the flow district.

Again, these estimates are based on assumptions and there still many unknowns. Businesses are advised to consult with their waste hauler to learn more as the process advances.

**QUESTIONS OR WANT TO DISCUSS FURTHER?**

Contact Joshua Lunger at [josh@grandrapids.org](mailto:josh@grandrapids.org).

**Officials that will be representing Cascade Township and placing a vote  
for or against the Kent County Sustainability Park**

**District 5**

Dave Hildenbrand

Serves on the [\*Finance and Physical Resources Committee\*](#)



(616) 632-7152 (office)

(517) 282-4092 (cell)

[dave.hildenbrand@kentcountymi.gov](mailto:dave.hildenbrand@kentcountymi.gov)

## **District 21**

Walter Bujak

Serves on the [Legislative and Human Resources Committee](#)



(616) 632-7157

[walter.bujak@kentcountymi.gov](mailto:walter.bujak@kentcountymi.gov)

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

Wednesday, July 12, 2023  
Wisner Center  
2870 Jacksmith Dr SE  
Grand Rapids, MI 49546  
And Virtual Zoom Meeting  
7:00 P.M.  
HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.  
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek  
Absent: None  
Also Present: Interim Township Manager Andrzejewski, Attorney Homier-Foster Swift, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**  
Motion by Trustee Shipley, seconded by Treasurer Korstange to approve the agenda.  
Motion carried unanimously.
- Article 4. Presentations**  
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**  
None
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
    - 1. Township Board Meeting – 6/26/23 & 6/28/23
  - b. Receive and File Reports
    - 1. Building Department – June 2023
  - c. Receive and File Education Requests  
None
  - d. Receive and File Communication  
None
- Motion by Trustee Koessel, seconded by Trustee Shipley to approve the Consent Agenda.  
Motion carried unanimously.
- Article 7. Financial Actions**
- a. Consider Approval of May 2023 Financial Statements  
Motion by Trustee McDonald, seconded by Trustee Koessel to approve the Financial Actions. Motion carried unanimously.
- Article 8. Unfinished Business**  
None

**Article 9. New Business**

**059-2023 Consider Approval of New Township Manager Contract**

Attorney Homier reviewed the Township Manager contract for Jade Smith. Considerable discussion.

Motion by Trustee Shipley, seconded by Treasurer Korstange to approve. Motion carried unanimously.

**Article 10. Discussion**

None

**Article 11. Public Comments**

1. Kenneth Carey-2929 Thornapple River Dr-The noise levels from 18-wheelers compression braking is very high; Township should consider banning compression braking. Airport traffic has increased in the past three 3-4 weeks. Requested updates to the Redevelopment Ready Community process.
2. Jeff Dionne-2984 Thornapple River Dr-The Fourth of July event was great. A Scenic Drive marker needs to be used on Thornapple River Drive again; no semi-trucks allowed. Trucks should be routed to 28<sup>th</sup> Street.
3. Joseph Albright-5224 Pinta Ct-Re renters and absent landlords: Potential solutions are: allow only one (1) renter per block, no rentals across the street from each other, and limit single-family rentals at a percentage of total single-family homes. Trustee Koessel asked Attorney Homier what the Township can do. Attorney Homier gave several suggestions.
4. Rachel via Zoom-In favor of Wormies.
5. Scot VanSolkema-2570 Orange Ct-Sidewalks around the village are cracked. Cited in front of Harvest Health, the barbershop, and JT's Pizza as examples.
6. Jade Smith via Zoom-Thanked the Board for their support in selecting him for Township Manager.

**Article 12. Manager Comments**

1. Airport noise should subside when the repairs of a runway are completed around 8/6/23.
2. PFAS remediation is on schedule and within budget
3. Six (6) month budget reviews start next week. Budget reappropriations should occur every six months rather than year-end. Department Heads will start on 2024 budgets.
4. Zoning Administrator Smith-Jacoby is reviewing compression braking ordinances.

**Article 13. Board Member Comments**

1. Trustee Shipley-Thanked those in attendance for coming to the meeting. Re compression braking: Mufflers can be used.
2. Treasurer Korstange-Also noticed increased noise. Airport take-off times seem to have started earlier. Re compression brakes: Follow the ordinance.
3. Supervisor Lesperance-Complimented Interim Township Manager Andrzejewski.

**Article 14. Adjournment**

Motion by Clerk Slater, seconded by Trustee Shipley to adjourn. Motion carried unanimously.

Meeting adjourned at 8:03 pm.

Krissi Brott  
Deputy Clerk

Approved by:

---

Grace Lesperance, Supervisor

---

Susan B. Slater, Clerk

DRAFT

**Minutes**

Cascade Charter Township  
Planning Commission  
Monday, June 5, 2023  
7:00 pm  
2870 Jacksmith Ave SE

**ARTICLE 1.** Chair Noordyke called the meeting to order at 7:00 P.M.  
Members Present: Noordhoek, Rissi, Noordyke, Richardson, Bruneau, Rowland  
Members Absent: Moxley and Engel  
Others Present: Planning Director Hilbrands, Zoning Administrator Smith-Jacoby, Leslie Abdoo with Foster Swift, and those listed on the sign-in sheet.

**ARTICLE 2. Pledge of Allegiance**

**ARTICLE 3. Approve the current Agenda**

**Motion was made by Member Rissi to approve the current agenda. Supported by Member Rowland. Motion carried 6 to 0.**

**ARTICLE 4. Disclose any conflict of interest**

Member Richardson disclosed he lives near the property being discussed in Article 7 and he believed there could be a slight bias. Members did not see this as a concern.

Member Rissi said his company does non-related work for the applicants in Article 9. Members did not see this as a concern.

**ARTICLE 5. Approve the Minutes of the May 15, 2023 Meeting**

Member Bruneau made a correction to page 4 of the packet stating “an existing rain garden” should be clarified that they are going to add a rain garden.

Member Bruneau said page 5, paragraph 6, should be reworded since it made little sense.

Member Bruneau also pointed out in the last paragraph of Article 9 that “members of the club” should be changed to “those at the neighboring school”.

**Motion was made by Member Bruneau to approve the May 15, 2023 meeting minutes with the proposed amendments. Supported by Member Rowland. Motion carried 6 to 0.**

**ARTICLE 6. Acknowledge visitors and those wishing to speak**

There was no one that wished to speak.

**ARTICLE 7. Case #23-3763/Fitzgibbon**

**Property Address:** 5283 Whitneyville Ave

**Requested Action:** Seeking a Type II Special Use Permit to operate a Bed & Breakfast.

Zoning Administrator (ZA) Smith-Jacoby presented the case and explained the applicants are seeking a recommendation to the Township Board for opening a Bed and Breakfast. The house was constructed in 1853 and had previously served as a Bed and Breakfast, which inspired their current endeavor. There will be approximately 500 sqft of the home utilized for the B&B.

The fire department and building officials have requested the installation of smoke detectors and carbon monoxide detectors in each room, along with an ABC fire extinguisher on the main floor. The Kent County Health Department was contacted as well and they require no license for this operation.

ZA Smith-Jacoby said this is the first application of its kind and has detailed operational conditions that are specified within the packet.

Staff felt comfortable recommending approval with conditions listed in the packet since the applicant has complied with the zoning requirements.

Member Rowland wanted clarification on the number of parking spaces. ZA Smith-Jacoby confirmed there are two parking spaces allocated for guests and the driveway is used for overflow parking.

Member Bruneau expressed confusion on varying details between the application and report regarding the number of available rooms and the necessary amount of parking spaces to accommodate all the guests. ZA Smith-Jacoby clarified there is only one reservable unit which includes 2 bedrooms and holds space for 5 guests with 2 parking spaces.

Member Noordhoek thought this would be a nice fit for the community but mentioned how hotels on 28<sup>th</sup> Street continue to have illegal activity. He wanted to ensure there was a limit on the length of stays.

Heidi Fitzgibbon (5283 Whitneyville) is the applicant and commented on a few points brought up by members. She made it clear that the sitting room does not have any beds, but it does have seats, a desk, and kitchen amenities. In the past, she has typically only encountered married couples who occasionally bring children.

Member Rissi inquired about the typical duration of rentals, to which Fitzgibbon replied that it is usually around 2 nights with the longest being 7.

**Motion was made by Member Rissi to open public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

There was no one that wished to speak.

**Motion was made by Member Rissi to close public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Member Rowland wanted building officials to check the handicapped accessibility of the property. He also was not in favor of adding additional signage.

**Motion was made by Member Rissi to recommend approval of the Bed and Breakfast to the Township Board subject to the conditions listed in the packet along with ensuring handicap accessibility, visitors are limited to a maximum of 10 consecutive nights, only 2 bedrooms allowed in the rental, and no additional signage. Supported by Member Bruneau. Motion carried 6 to 0.**

**ARTICLE 8. Case #23-3764/Jipping**

**Property Address:** 7779 Silverthorne Dr

**Requested Action:** Seeking a Type I Special Use Permit for an accessory building exceeding 832 sqft.

ZA Smith-Jacoby presented the case and stated the applicants are requesting a Special Use Permit to replace a building that exceeds 832 sqft. The setbacks have been met and they were granted a variance at the May 9<sup>th</sup> Zoning Board of Appeals meeting for the placement of the barn. They are presenting a 2,500 sqft barn with a maximum height of 22ft that will have access off of Buttrick Ave.

Staff recommended approval with the conditions listed in the packet.

Member Rissi wanted clarification that there was only one residence on the property. Planning Director Hilbrands said that the other accessory building has been removed as a part of the previous variance approval.

Member Bruneau questioned why there appeared to be a living space with a full bathroom. ZA Smith- Jacoby made it clear that the applicants are fully aware that having a living space is not allowed, but having a restroom is acceptable.

Sam Kilbert (39577 Woodward Ave) is the applicant's representative who stated they have been working on this project for over a year. He said they were intending to keep the existing barn for the historic aspect, but upon inspections, the structure is not salvageable. The proposed barn is being created to replicate barns that fit in the ARC district and won't impact neighbors. Kilbert mentioned there is an existing gravel driveway that will service the barn as well.

John and Lisa Jipping (7779 Silverthorn) are the applicants and attended the meeting to answer any questions. They explained that the bathroom is to be used for cleaning up, as it's a decent walk to the home.

**Motion was made by Member Rissi to open public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

There was no one that wished to speak.

**Motion was made by Member Rissi to close public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Member Rowland would like a drawing submitted of the proposed driveways.

Member Richardson inquired about the bathroom in the accessory building and asked if it would be using city water or septic. Chair Noordyke clarified that it would be utilizing both.

**Motion was made by Member Rissi to approve the accessory building with Staff's conditions listed in the packet and the applicant must submit a drawing and construct the driveway as shown on the north and east side for access to the building. Supported by Member Rowland. Motion carried 4 to 2.**

**ARTICLE 9. Case #23-3739/Northpointe Bank**

**Property Address:** 5303 28<sup>th</sup> St Ct

**Requested Action:** Consider recommendation to the Township Board for PUD Ordinance amendment.

Planning Director Hilbrands drafted an amendment to the PUD ordinance regarding the preliminary plan that was approved last meeting. The amendment changes the permitted building size from 90,000 sqft to 98,000 sqft.

Member Richardson expressed concern about the potential increase in traffic due to the increase in employees at this facility. Member Noordhoek agreed that 28<sup>th</sup> St Court is becoming too congested and that there should be some investigation into the intersection and road function. He suggested that any future applications in the area be put on hold until the traffic issue is resolved.

**Motion was made by Member Bruneau to recommend that the Township Board approves the PUD Ordinance amendment as written. Supported by Member Rowland. Motion carried 6 to 0.**

**ARTICLE 10. Cascade Township**

**Requested Action:** Consider recommendation to the Township Board for proposed amendments to the Master Plan.

Planning Director Hilbrands explained that the Township Board had approved the Master Plan amendment for distribution at the April 12 meeting. The 42-day review period had ended so as a requirement, the Planning Commission must hold a public hearing before making a recommendation to the Township Board.

Two letters were received during the review period - one from the airport and the other from the Michigan Department of Public Transportation (MDOT). Legal Counsel Abdo explained that the letter received from MDOT talked specifically about the process which the Planning Commission and township go through to adopt amendments to the Master Plan. She confirmed the Planning Commission has gone through the appropriate steps as required by the Michigan Planning and Enabling Act in order to consider the Master Plan amendments.

Member Rissi, upon viewing the future land use map, did not believe it made much sense to allow an industrial designation to remain on airport property while changing the designation to rural residential right next to it.

**Motion was made by Member Rowland to open public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Chad Antuma, an attorney representing DEG Development and Visser Development, explained that Visser owns an approximately 80-acre parcel at 5111 Thornapple River Drive. They purchased this land in 2021 planning on using the parcel for industrial use and relied heavily on the Master Plan and zoning ordinance. He states there is a designation in the zoning ordinance that specifically says this parcel is intended to be used as an industrial property. Antuma distributed a petition form signed by residents, highlighting the number of people who would be affected and expressed their desire for the current situation to remain unchanged. He further explained that industrial properties are at an all-time low.

**Motion was made by Member Rissi to close public hearing. Supported by Member Noordhoek. Motion carried 6 to 0.**

Chair Noordyke discussed the possibility of extending the area to be redesignated to also include an area north of the airport, between 36<sup>th</sup> Street and the railroad, that extends west to the boundary of the parcels on Kraft Avenue that have existing industrial uses. The other Planning Commission members agreed that this area should also be included.

**Motion was made by Member Rowland to recommend the approval of the proposed amendment to the future land use map to change the designation from industrial to rural residential as shown on the map included in the packet, and also to extend this area west to include the area between 36<sup>th</sup> Street and the railroad up to the parcels on the east side of Kraft Avenue. Supported by Member Noordhoek. Motion carried 5 to 1.**

Casey Ries, a representative of the Airport Authority, said that the airport and township have similar developmental goals. He explained that there is concern about converting the land to residential use.

**ARTICLE 11. Closed Session – Pursuant MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.**

**Motion was made by Member Rissi to enter closed session pursuant to MCL 15.268 (h) to consider material exempt from discussion or disclosure by state or federal statute. Supported by Member Noordhoek. Motion carried unanimously by roll call vote. Planning Commission entered Closed Session at 8:43.**

**Motion was made by Member Rissi to reconvene Open Session. Supported by Member Noordhoek. Motion carried 6 to 0. Planning Commission resumed Open Session at 9:15 PM.**

**ARTICLE 12. Old Business**

There was no old business to discuss.

**ARTICLE 13. Any Other Business**

There was no other business to discuss.

**ARTICLE 14. Acknowledge visitors and those wishing to speak**

There was no one that wished to speak.

**ARTICLE 15. Adjournment**

**Motion was made by Member Rissi to adjourn the meeting. Supported by Member Noordhoek. Motion carried 6 to 0. The meeting adjourned at 9:16 P.M.**

Respectfully submitted,

Joe Engel, Secretary

**Minutes**

Cascade Charter Township  
Planning Commission  
Monday, June 19, 2023  
7:00 pm  
2870 Jacksmith Ave SE

**ARTICLE 1.** Vice Chair Moxley called the meeting to order at 7:00 P.M.  
Members Present: Noordhoek, Richardson, Moxley, Engel, Rissi, Bruneau, Rowland  
Members Absent: Noordyke,  
Others Present: Planning Director Hilbrands, Zoning Administrator (ZA) Smith-Jacoby,  
and others listed on the sign-in sheet.

**ARTICLE 2. Pledge of Allegiance**

**ARTICLE 3. Approve the current Agenda**

**Motion was made by Member Rissi to approve the current agenda with the revision that Article 7 moves to Article 11 and all the other cases move up by one. Supported by Member Engel. Motion carried 7 to 0.**

**ARTICLE 4. Disclose any conflict of interest**

Member Rissi disclosed he does unrelated work for the applicant in Article 10.

Member Rowland disclosed he is a member of Watermark.

Members had no concerns with either conflict.

**ARTICLE 5. Approve the Minutes of the June 5, 2023 Regular Meeting and Closed Session**

**Member Rissi made a motion to approve the closed session meeting minutes. Supported by Member Bruneau. Motion carried 7 to 0.**

Member Bruneau made a correction to the regular meeting minutes in Article 10, paragraph 5, to add clarification that the Michigan Planning and Enabling Act was being discussed by legal counsel.

**Motion was made by Member Bruneau to approve the June 5, 2023 meeting minutes with the proposed correction. Supported by Member Rissi. Motion carried 7 to 0.**

**ARTICLE 6. Acknowledge visitors and those wishing to speak**

There was no one that wished to speak.

**ARTICLE 7.**

Formerly Article 8.

**Case #23-3766/Bartlett**

**Property Address:** 1400 Buttrick Ave

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

ZA Smith-Jacoby presented the case explaining that the applicants are seeking a Special Use Permit to expand their existing accessory building to exceed 832sqft. They were granted a variance at the June 13 meeting by the Zoning Board of Appeals for the placement of the building. Now they are seeking approval for the size. The parcel size is 2.48 acres so the applicants are only permitted one accessory building. With the existing structure, enclosed add-on, and porch, the total square footage will be 1,574sqft. ZA Smith-Jacoby said this a reasonable request considering the average accessory building size in the R1 District is 1,996sqft with an average lot size of 7 acres.

Staff recommended approval of the accessory building with the conditions listed in the packet.

**Motion was made by Member Rissi to open public hearing. Supported by Member Engel. Motion carried 7 to 0.**

Kristen Bartlett (1400 Buttrick) is the applicant and attended the meeting to answer any questions. Member Rissi asked if they would be constructing a driveway to the new structure and she said there are no plans to.

**Motion was made by Member Rissi to close public hearing. Supported by Member Engel. Motion carried 7 to 0.**

**Motion was made by Member Rissi to approve the accessory building with the Staff conditions listed in the packet. Supported by Member Engel. Motion carried 5 to 2.**

**ARTICLE 8. Case #23-3770/Vanderschaaf**

Formerly Article 9.

**Property Address:** 3671 Cherry Lane

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

ZA-Smith-Jacoby presented the case and stated the applicant is seeking a Special Use Permit to expand their accessory building larger than 832sqft in the ARC District. The applicant was granted a variance by the Zoning Board of Appeals for their side yard setback. His property is 3.86 acres allowing for two accessory buildings. The proposed addition and existing structure will equal a total of 1,900sqft and will maintain the required 10ft distance between the other structure. Additionally, two nearby residents have provided comments expressing their support for the addition.

The applicant intends to use this garage for personal storage, and the suggested height is crucial as there will be a hoist employed for additional vehicle storage.

Staff recommended approval of the accessory building with the conditions listed in the packet.

Member Bruneau questioned the size comparison between the house, which is only 1,700sqft, and the accessory building, which will be 1,900sqft. ZA Smith-Jacoby said she used the inventory as a reference for the district.

Dale Vanderschaaf, the applicant, said the structure will be used to store classic cars and could fit about 12.

**Motion was made by Member Rissi to open public hearing. Supported by Member Engel. Motion carried 7 to 0.**

Jack Holst (3717 Cherry Ln) is a neighbor of the applicant and he did not see any issues with the proposed accessory building.

**Motion was made by Member Engel to close public hearing. Supported by Member Rissi. Motion carried 7 to 0.**

**Motion was made by Member Engel to approve the accessory building with the Staff conditions listed in the packet. Supported by Member Bruneau. Motion carried 7 to 0.**

**ARTICLE 9. Case #23-3771/Achterhof**

Formerly Article 10.

**Property Address:** 5830 Burton St

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

ZA-Smith-Jacoby presented the case and said the applicants are seeking approval to build an accessory building exceeding 832sqft in the R1 district. The applicant received a variance at the April 11 ZBA meeting to build the structure a maximum of 15ft in front of the principal residence. The structure will be a total of 980sqft and the proposed height to midpoint is 16ft which meets the setback standards. There is an existing shed on the property that will be moved to maintain the minimum 10ft distance.

Staff recommended approval for the accessory building with the conditions listed in the packet.

Member Rowland asked if there was a reason for the applicant to build 15ft in front of the house. ZA Smith-Jacoby said the location of the well would interfere with the structure if they were to build further back.

John Achterhof, the applicant, confirmed that building the structure further back would be problematic due to interference from the well.

**Motion was made by Member Rissi to open public hearing. Supported by Member Engel. Motion carried 7 to 0.**

There was no one that wished to speak.

**Motion was made by Member Rissi to close public hearing. Supported by Member Engel. Motion carried 7 to 0.**

**Motion was made by Member Rissi to approve the Type I Special Use Permit for an accessory building with the Staff conditions listed in the packet. Supported by Member Bruneau. Motion carried 7 to 0.**

**ARTICLE 10. Case #23-3765/Redwater Group**

Formerly Article 11.

**Property Address:** 1600 Galbraith Ave

**Requested Action:** Preliminary plan approval to amend the existing PUD to allow a cigar bar as a permitted use at the clubhouse building.

Planning Director Hilbrands presented the case stating that the applicants are requesting a preliminary plan review to amend the existing PUD to allow for a cigar bar as a permitted use. Currently, the permitted uses include use for one clubhouse, restaurant, pro shop, and a cart storage building. Since the PUD Ordinance does not include a cigar bar, there will need to be an amendment to include one.

Staff recommended approval of the preliminary plan with the condition that all necessary state, county, and local permits and approvals are obtained.

Ken Watkins with Architectural Concepts stated that Redwater Group has received the State of Michigan exemption license for a cigar bar, which would allow for smoking inside the building. Work is in progress on the lot combination and stormwater maintenance agreement, but no official filing has been made yet.

Member Rowland asked if there will be smoking on the outdoor patio. Watkins confirmed that the State of Michigan Health Department does allow for smoking in designated outdoor areas as long as no food is being prepared or served.

Member Bruneau brought up a previous concern about the location of the outdoor smoking area and the proximity of the Goddard School. Watkins explained the patio is approximately 12ft below grade and 60ft away from exterior eating areas. Adjacent properties are also far away from the smoking patio.

Steve Plakmeyer, one of the owners of Red Water Group, expressed excitement about the project and said many of the members will enjoy this amenity. They are ensuring that this area will not detract from the members that do not enjoy cigars, and they are adamant about making this enjoyable for everyone involved. Also incorporated in the plans is a ventilation system required by the State of Michigan.

Member Bruneau proposed implementing a time restriction for smoking outdoors during specific hours of the day.

Member Rissi mentioned that the distance from the northeast side of the building to the southwest side of the Goddard School is 1,300ft.

**Motion was made by Member Engel to open public hearing. Supported by Member Rissi. Motion carried 7 to 0.**

Laurel Johnson, Whitneyville Rd, expressed concern with the air quality and wondered what the plan is for the colder months.

**Motion was made by Member Rissi to close public hearing. Supported by Member Engel. Motion carried 7 to 0.**

Member Rowland read an excerpt from the Michigan Legislature website stating that cigar bars located on the premises must be separated from any areas of the same or adjacent establishment in which smoking is prohibited. Physically separated was defined as areas that are enclosed on all sides by a combination of solid walls, windows, or doors that extend from floor to ceiling. Member Rowland would like to see the preliminary plan approval letter from the state.

Some members agreed they had no issue with the inside cigar bar since that appeared to be very regulated. There were numerous concerns with the allowance of smoking on the patio.

Member Rissi proposed that the State of Michigan should be allowed to make its own determinations based on its ordinances and laws, as it is beyond the control of the Planning Commission.

Member Bruneau said the request being made will have a significant impact on air quality. Even when approving accessory buildings, the effect of air and light on nearby properties is taken into consideration.

Member Richardson expressed concern about the neighboring building's pool being close in proximity.

**Motion was made by Member Engel to approve the indoor cigar bar contingent on obtaining all necessary state, county, and local permits along with the other Staff conditions listed in the packet with the exception of the outdoor lounge. The applicant is free to come back with additional verification of state approval and adequate ventilation to address concerns stated by the Planning Commission. Supported by Member Rissi. Motion carried 7 to 0.**

**ARTICLE 11. Case #23-3746/Chen**

Formerly Article 7.

**Property Address:** 5745 Whitneyville Ave

**Requested Action:** Type II Special Use Permit to construct a commercial composting operation.

Planning Director Hilbrands presented the case explaining that the applicants are seeking a Type II Special Use Permit to allow for a commercial composting operation on their property in the agricultural and rural conservation zoning district.

The applicants had previously reached out to the township inquiring if their composting operation would be permitted and the former planning director determined that it would be permitted by right. After the operation began the township received a

complaint which made the current staff review and determine that the use would more appropriate as a special use.

The proposed facility will be used to receive composting intakes, mix, and process those intakes to create compost and soil mixes, and prepare finished material for sale and distribution. The property will have a pole barn for storing and processing materials, a hoop house building, an asphalt composting pad, and an area of covered composting rows. The operational area is limited to cover 30% of the parcel and must be set back a minimum of 150ft from property lines and 250ft from residential dwellings. The area meets setbacks and will cover 16% of the parcel. Planning Director Hilbrands also noted the operation will be within 400ft of a vacant property to the northeast, but the owner has indicated they will be building a home in the near future.

The operation is limited to 3,000 cubic yards of intake and output per year and can have no more than 4,500 cubic yards of material on-site at any given time.

The site will be accessed by a curb cut off of Whitneyville Ave, which will need to be approved by the Road Commission along with obtaining a driveway permit. The building and fire departments both reviewed and approved plans. The township engineer has reviewed the plans including a lined collection basin to collect and store runoff from the composting pad and a retention basin to collect additional run-off. There will also be a need for a stormwater maintenance agreement.

The applicant will need to come in for an annual review with the Planning Commission for a minimum of 2 years after receiving a Special Use Permit.

Composting operations are not treated the same as farm operations. Therefore, if there is any kind of nuisance, they are obligated to take measures to eliminate it.

Staff recommended giving a positive recommendation to the Township Board with the 5 conditions listed in the packet.

Member Rowland asked what the initial complaint was. Planning Director Hilbrands said a neighbor saw trash on-site and their dog would get into it.

Member Bruneau wanted to define a few items Wormies had noted. Firstly, he wanted a processing time frame for food waste and a more defined wind speed for mixing days since the applicants indicated they would only mix on low wind speed days.

Luis Chen (5745 Whitneyville) is the applicant and explained the nature of the composting business is to collect food waste from local residents to compost using a 3-step process. The whole process takes around 12 months. The main goal of the company is to compost free from pesticides, plastics, and synthetic chemicals. He empathized that this does not seem attractive to neighbors, but ensured this operation is not very large and they focus on quality over quantity. Further details about the company's science and overall explanation can be found in the packet.

Chen also mentioned staff from his company have planted 100 trees on site and will be developing pollinator habitats. Their mission is to create a place for people to learn, add value to their community, and change the way managing waste is handled.

Member Engel asked what type of initial input is being used. Chen clarified they would be using 100 cubic yards of woodchips, 25 cubic yards of leaves, and 20 cubic yards of food waste per month. They give customers a list of compostable items when they sign-up. He also added when their operation was in a different township, everything went great and there were no complaints.

Member Engel asked if any meat or animal byproducts would be included as inputs for the compost. Mr. Chen clarified that there will not be any included.

Chandler Michalsky (5745 Whitneyville) said they have only had a few neighbors come to the site and ask genuine questions. They were very pleased by what they saw and learned.

Member Bruneau calculated what 3,000 cubic yards would equate to over a year and configured it would be roughly 3 semi-trucks per month.

Member Rowland questioned what their method is to mitigate the smell. Chen stated they create a recipe with wood chips and volatile material (food waste). This mixture occurs within 30 minutes upon delivery of food waste and the woodchips help the odor. The aeration pipe underneath the composting also aids in odor elimination.

Member Rissi asked what the average intake would be. Chen stated they would have 2 truckloads go out 3 days a week.

Member Rissi also thanked the Wormies creators for their patience while the township developed regulations for their company.

Chen also noted in the 6 years Wormies resided at the previous location, which was within a residential neighborhood, they received no complaints from neighbors or people passing by.

Member Richardson agreed that this company sounds beneficial, but said most residents did not anticipate living next to a commercial composting site and it may be difficult for them to resell.

Member Bruneau wanted to clarify that Wormies had purchased this land with a promise from the previous planning director that composting was a permitted use.

The Planning Commission took a 5-minute break.

**Motion was made by Member Rissi to open public hearing. Supported by Member Noordhoek. Motion carried 7 to 0.**

Davis (5535 Whitneyville) has lived in the neighborhood for over 40 years and asked if they will be utilizing the same road shared by other neighbors. Member Rissi clarified that the applicant's driveway will be at least 600ft south of her property.

Lori Johnson (5640 Whitneyville) said that the Wormies concept is great but not a good fit for the neighborhood since there are million-dollar homes. She expressed concern about water runoff because her property is downhill.

Rudy Klein (5542 Whitneyville) lives across the street and has lived there his whole life. He has worked in the hauling waste business for many years and indicated once the operation starts blending waste together it will smell.

Nicole Cruiz (2300 Buttrick) is a consumer of Wormies and has a bucket in which she disposes of her vegetables. She explained that with the liquid and the closed lid, there is absolutely no smell. Cruize has never had issues with friends coming into her home and the neighbors never complain.

Bill Vanartsen (8650 Lilly Ridge) has lived there for over 20 years and would like the area to remain residential.

Mike Hemmingson (8475 Laurel Ridge) lives off of Whitneyville and is in full support of Wormies, just not the location of the business. He explained that the home values will drastically decrease with a composting facility nearby. Hemmingson would like to see documents and studies on airborne contaminants.

Dr. Pishad (Laurel Drive) explained there are major health and environmental concerns these facilities have in neighboring areas. There are long-term studies showing a correlation with an increased risk of lung disease and possible cancers. The seeping of the bio pollutants could impact residents' well water. Increased smell, traffic, and wildlife were other concerns.

James Knott (8611 Lilly Ridge) stated that this project is not for a residential area. He believes the applicants have been misled through this process.

Sarvesh Srivastava (8668 Lilly Ridge) believed this project is wrong for the neighborhood where there are million-dollar homes. He also has many health concerns relating to composting.

Mary Tallajowski (6624 Jack Ave) has lived in the area for 18 years. Over the years it has become more residential and she believed bringing this facility to the area would create much-needed balance. She looked forward to this beneficial addition.

Daren Steadman (5539 Whitneyville) grew up in the area his whole life and he did not believe this is the right place for Wormies. He did not see the benefit and said the increase in truck traffic will be too much.

Rachel Garnett (7745 Whitburn) said she has lived in Cascade for just over a year and has been composting for many years. She previously relied on a home pick-up service for her composting and really appreciated that service.

Tasha Pacheco (8686 Lilly Ridge) suggested organizing a community event to help neighbors gain a better understanding of the business. She didn't feel that Wormies would ruin the area and she would even utilize their services.

Mark Talbot (5337 Whitneyville) said he appreciated the presentation and all of his questions were answered. He stated that eventually, the United States will run out of topsoil and Wormies has a solution by making very powerful dirt that regenerates farms. Talbot wanted to give this business a chance since it will be extremely beneficial to the environment.

Nathanial Divine (5671 Whitneyville Ave) shares a property line with the applicants and had concerns about what this would do to his property value and the water.

William Tuma (5670 Whitneyville) had concerns with the increase in traffic, health concerns, and the potential smell.

Sean Ford (5672) lives directly across the street from the applicants and he was concerned about the water runoff. He moved here assuming this area to be residential and was worried more commercial companies would be allowed there in the future. In his explanation, Ford pointed out that the applicants were given a promise that should not have been made, and that the township has a responsibility to rectify this matter.

Dr. Sophie Pokhrel (8698 Laurel Ridge) stated it's very apparent there are health and safety concerns with this project. Pokhrel explained that the operation is situated too close to nearby residents, and there is insufficient research to demonstrate the potential environmental consequences.

Tom Baker (8840 Vincent Ave) has property along the southern border of the applicant's parcel. When he bought his home, he wasn't aware that there would be a commercial business in the neighborhood.

John Akins (5666 Whitneyville) has lived here for over 50 years and thanked the township for making this place beautiful. He mentioned that the traffic is terrible and suggested that it may not be wise to pursue this business venture due to the likelihood of increased traffic.

Jay Keller (8797 Laurel Ridge) was unaware of this potential operation until his neighbors brought it to his attention. He was concerned about his house value, smell, and water contamination.

Kyle Heft (5644 Whitneyville) would have liked more research on the impact a business like this has on health. Heft has three young children and wanted a healthy future for them. He explained the applicants have a responsibility to educate the community and he felt they did not adequately inform residents.

Richard Gable (8464 Laurel Ridge) noticed there was nothing in writing on the specific measures being taken to mitigate odor, the stormwater maintenance agreement is to be determined, and there was no composting site management plan. Gable said approval should not be granted until these issues have been resolved.

Jim Berry (5651 Whitneyville) owns property against the northeast corner of the Wormies site. He explained there is no barrier between his property and the composting site, which raised concerns about the safety of the water supply. Berry mentioned that

there is a 200ft buffer for residences from the composting site. Since his home hasn't been built yet, the close proximity was a major concern for him.

Mike Hemmingson (8475 Laurel Ridge) inquired about ways to inform additional residents and keep them updated on the studies conducted.

**Motion was made by Member Rissi to close public hearing. Supported by Member Engel. Motion carried 7 to 0.**

Member Rissi said that Cascade citizens have the ability to check meeting agendas on the website to remain informed.

Member Rowland explained he gained a better understanding after talking with the applicant and doing independent research. He thinks a community event would be a great idea to have residents attend and learn.

Member Bruneau stated he is typically a critical judge of case items and takes his time investigating details. The presentation packet provided by the applicant was very precise with only minor details needing to be better defined. Bruneau also mentioned that this area is zoned for agricultural rural conservation use, not residential. He also expressed reservations about the commercial aspect of the company, but there are guidelines and contingencies in place if they are out of alignment.

Member Rissi inquired how the township would ensure compliance. Planning Director Hilbrands said he or the Zoning Administrator would handle any complaints and they can also do site visits.

Member Engel said this is a very sophisticated, well-thought-out process that's received attention and endorsement from the West Michigan Sustainable Business Foundation.

Member Noordhoek was previously very opposed to the composting business entering Cascade. Through the subcommittee and extensive research for the past year and a half, they have created excellent guidelines and requirements.

Members discussed some additional stipulations to include for approval. There was an adjustment to the 5th Staff condition allowing the Planning Commission to add conditions during the first 2 annual reviews. Additionally, they wanted there to be no more than 3,000 cubic yards of intake inclusive of woodchips. If they are to sell the business, the new owner is under the two-year review period.

**Motion was made by Member Engel to make a positive recommendation to the Township Board for the Type II Special Use Permit with the first 4 staff conditions as drafted with additional language to condition 5 giving the Planning Commission ability to add conditions during the first 2 annual reviews. A 6<sup>th</sup> condition was added requiring the applicant provide an enclosed building for machinery as soon as practicable, and carry through on site improvements, including not limited to, a biodiversity pond, 2 acres of pollinator habitat, 1 acre of total trees, 4 acres of biodynamic accumulator crops, and a ½ acre educational garden and orchard, as soon as practicable, while the 2-acre tree line is to remain intact and managed. A 7<sup>th</sup>**

**condition was added requiring that there will be no more than 3,000 cubic yards of compost intakes per year. An 8<sup>th</sup> condition was added requiring that on sale of the property, the review provisions of condition 5 will be reactivated for the new owner(s). Supported by Member Rissi. Motion carried 5 to 2.**

**ARTICLE 12. Old Business**

Member Bruneau inquired what the Township Board amended from the Master Plan recommendations. Member Noordhoek said they did not like the M-6 exits, among other things, but the amendment was approved as presented.

**ARTICLE 13. Any other business**

Member Richardson mentioned how part of the newly paved section of Whitneyville, particularly where the fork in the road was, is now very dangerous. Member Rissi concurred.

**ARTICLE 14. Acknowledge visitors and those wishing to speak**

Lori Johnson (5640 Whitneyville) said the township appeared to be making exceptions for Wormies since the previous planner had allowed them to compost. She does not want this in a residential neighborhood.

Jeff Hines (8590 Lilly Ridge) has an associate's degree in architecture and was impressed with the way the Planning Commission handled the situation, even though the outcome was not what he wished. He appreciated the efforts made.

**ARTICLE 15. Adjournment**

**Motion was made by Engel to adjourn the meeting. Supported by Member Rissi. Motion carried 7 to 0. The meeting adjourned at 11:40 P.M.**

Respectfully submitted,

Joe Engel, Secretary

**TREASURER'S DEPARTMENT**

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

MAY 2023

**BANK BALANCES**

**TOWNSHIP BALANCES**

BANK AMOUNT

REGISTER AMOUNT

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX CHECKING \$26,280.73

TAX CHECKING \$26,280.73

**FLAGSTAR BANK**

**FLAGSTAR BANK**

DELINQUENT TAX \$16,421.45

DELINQUENT TAX \$16,421.45

**FLAGSTAR BANK**

**FLAGSTAR BANK**

TAX WIRE ACCT \$7,785.15

TAX WIRE ACCT \$7,785.15

**GRAND TOTAL** \$50,487.33

**GRAND TOTAL** \$50,487.33

*Oxana Sourine* *6/22/23*

*W K* *7-19-2023*

Submitted by  
OXANA SOURINE  
DEPUTY TREASURER

Date

Reviewed by

Date

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	353,340.58	0.95								
	FLAGSTAR MMA	700,017.98	4.00								
	KENT CTY POOL	1,202,596.13	2.72								
	MI CLASS	3,040,955.02	5.02								
	ADVENTURE CU			561,348.57	1.05	9/24/2025					
	HORIZON BANK			528,044.90	2.35	6/21/2023					
	GRAND RIVER			540,233.00	2.50	12/19/2023					
	CONSUMERS CU			274,185.31	4.10	1/17/2025					
	LMCU			1,044,848.34	0.90	8/2/2024					
	MSUFCU			608,051.52	2.50	8/24/2025					
	COMERICA SECUR							500,015.63	1.13	1/28/2026	
<b>TOTAL GENERAL FUND</b>		<b>5,296,909.71</b>	<b>4.09</b>	<b>3,456,511.64</b>	<b>1.88</b>			<b>500,015.63</b>	<b>1.13</b>		<b>9,253,436.98</b>
151 CEMETERY	LMCU	138,721.05	1.00								138,721.05
208 FIRE FUND	FLAGSTAR	861,177.10	4.00								
	MI CLASS	1,527,342.05	5.16								
	FIRST UNITED CU			279,704.93	1.45	10/29/2023					
	CONSUMERS CU				0.65	5/23/2023					
<b>TOTAL FIRE FUND</b>		<b>2,188,519.15</b>	<b>4.81</b>	<b>279,704.93</b>	<b>1.45</b>			-			<b>2,468,224.08</b>
207 POLICE FUND	FLAGSTAR	794,294.17	4.00								
	NORTHPOINTE BANK	285,943.10	3.25								
	CIBC/ fna PRIVATE			1,000,000.00	3.60	3/25/2026					
	LMCU			412,762.10	1.00	3/18/2024					
<b>TOTAL POLICE FUND</b>		<b>1,080,237.27</b>	<b>3.80</b>	<b>1,412,762.10</b>	<b>2.84</b>			-			<b>2,492,999.37</b>
208 HAZMAT FUND	LMCU	44,441.99	0.75								44,441.99
209 OPEN SPACE	CONSUMERS CU	511,474.15	2.40								
	MI CLASS	394,737.48	5.02								
	<b>TOTAL OPEN SPACE</b>		<b>906,211.63</b>	<b>3.54</b>	-						<b>906,211.63</b>
211 DAM REPAIR	MI CLASS	279,577.20	5.02								
	LMCU			348,202.46	1.00	3/10/2024					
	<b>TOTAL DAM REPAIR</b>		<b>279,577.20</b>	<b>5.02</b>	<b>348,202.46</b>	<b>1.00</b>			-		<b>627,779.66</b>
216 PATHWAY FUND	MACATAWA	1,011,611.44	0.95								
	MI CLASS	112,825.04	5.02								
	GRAND RIVER			550,710.52	3.55	10/4/2024					
	<b>TOTAL PATHWAY FUND</b>		<b>1,124,436.48</b>	<b>1.36</b>	<b>550,710.52</b>	<b>3.55</b>			-		<b>1,675,147.00</b>
220 LARAWAY LAKE IMP	FLAGSTAR	22,148.12	4.00								22,148.12
230 THORAPPLE RIVER	FLAGSTAR	207,905.03	4.00								207,905.03
243 BROWNFIELD R. A.	CONSUMERS CU	10,957.97	2.40								10,957.97
246 PUBLIC UTILITY	FLAGSTAR	740,201.80	4.00								
	MI CLASS	883,981.71	5.02								
	COMERICA SECUR							976,741.00	4.82	10/26/2023	
	<b>TOTAL PUBLIC UTILITY</b>		<b>1,624,183.51</b>	<b>4.56</b>	-			<b>976,741.00</b>	<b>4.82</b>		<b>2,600,924.51</b>
248 DDA FUND	FLAGSTAR	149,485.01	4.00								
	MI CLASS	1,366,161.97	5.02								
	UNION BANK			263,178.58	2.45	8/26/2024					
	ADVENTURE CU			220,919.55	1.05	10/27/2025					
	COMERICA SECUR							1,176,107.61	4.00	10/31/2023	
	<b>TOTAL DDA FUND</b>		<b>1,515,626.98</b>	<b>4.92</b>	<b>484,098.13</b>	<b>1.81</b>			<b>1,176,107.61</b>	<b>4.00</b>	<b>3,175,832.72</b>
249 BLDG. INSPECTION	FLAGSTAR BANK	481,565.69	4.00								
	FLAGSTARL BANK R.	118,553.19	4.00								
	MI CLASS	420,387.90	5.02								
	FNB OF AMERICA			320,815.75	0.90	10/19/2024					
	FNB OF AMERICA			113,086.55	4.40	12/18/2023					
	FNB OF AMERICA			226,536.98	1.05	9/18/2026					
	FNB OF MI			558,974.90	2.40	3/11/2024					
	INDEPENDENT BANK			337,109.88	2.80	9/16/2024					
	COMERICA CD							250,000.00	4.25	4/4/2026	
	COMERICA CD							250,000.00	5.10	4/3/2026	
	COMERICA TR NOTE							928,595.79	4.02	8/15/2027	
COMERICA SECUR							297,989.22	2.26	6/28/2024		
<b>TOTAL BLDG. INSPECT.</b>		<b>1,020,486.78</b>	<b>4.42</b>	<b>1,556,523.06</b>	<b>2.13</b>			<b>1,726,585.01</b>	<b>3.91</b>	<b>4,303,594.85</b>	
270 LIBRARY FUND	UNITED BANK	223,027.57	0.25								
	MI CLASS	484,244.39	4.85								
	UNITED BANK			500,000.00	3.50	10/16/2023					
	WMCB	31.47		273,476.66	2.15	7/27/2023					
	LMCU			453,604.26	1.00	3/27/2024					
	MSUFCU			582,446.18	4.21	4/12/2026					
	NORTHPOINTE BANK			-	0.90	4/8/2023					
<b>TOTAL LIBRARY FUND</b>		<b>707,303.43</b>	<b>3.40</b>	<b>1,809,527.10</b>	<b>2.90</b>			-		<b>2,516,830.53</b>	
282 CARES ACT FUND	LMCU	2,080,039.21	1.00								2,080,039.21
403 FIRE ST. #1	MI CLASS	2,493,447.32	5.02								2,493,447.32
701 T & A	HUNTINGTON BANK	177,014.64	0.30								177,014.64
701 JAMES TIMMONS	LMCU			12,400.00	1.10	3/22/2027					12,400.00
701 JACK SMITH INV.	HUNTINGTON BANK	23,173.67	0.30								23,173.67
701 HENRY KRAMER	HUNTINGTON BANK	15,406.62	0.30								15,406.62
<b>TOTAL</b>		<b>16,383,261.23</b>	<b>4.88</b>	<b>9,910,439.94</b>	<b>2.29</b>			<b>4,379,449.25</b>	<b>3.82</b>		<b>35,246,636.95</b>

Submitted by O'Sourine Date 7/17/23  
Oxana Sourine Deputy Treasurer

Reviewed by Windy Korstange Date 7-19-2023  
Windy Korstange Treasurer



July 6, 2023

Lisa Felice  
Executive Secretary  
Michigan Public Service Commission  
7109 W. Saginaw Hwy.  
Lansing, Michigan 48917

**Re: DIRECTV, LLC (DIRECTV) Annual Video Report**

DIRECTV, LLC ("DIRECTV") hereby submits its Annual Video Report to the Michigan Public Service Commission and franchising entities under Michigan's Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended, or "Video Act"). A copy of the report is being provided to the Clerk in each of the Michigan communities where DIRECTV has a local franchise agreement for U-verse video service. These are the same communities previously served by Michigan Bell Telephone Company ("AT&T Michigan").

We respectfully request the Commission to accept this report. Questions regarding this report can be directed to me as follows:

DIRECTV  
Legal/External Affairs  
2260 E. Imperial Hwy.  
El Segundo, CA 90245  
e-mail: [scott.alexander@directv.com](mailto:scott.alexander@directv.com)  
telephone: (214) 202-3185

Sincerely,

Scott J. Alexander  
Senior Director – External Affairs

Enclosure

cc: Ryan McAnany - MPSC



July 6, 2023

**DIRECTV, LLC Annual Video Report for U-verse Video Service in Michigan**

DIRECTV, LLC (“DIRECTV”) submits this Annual Video Report to the Michigan Public Service Commission (“MPSC” or “Commission”) and franchising entities in the State of Michigan as required by Michigan’s Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended or “Video Act”).

On or about August 11, 2021, each of the 341 municipalities served by Michigan Bell Telephone Company (“AT&T Michigan”) were notified that their Uniform Video Local Franchise Agreement (“Agreement”) was transferred to DIRECTV and that AT&T retains a majority economic interest in DIRECTV, with TPG Capital holding a minority economic interest. DIRECTV is a separate, affiliate company and operates independently of AT&T. As required by the transfer process established by the Video Act, each local entity was provided with an Attachment 2 form to their Agreement.

DIRECTV will continue to meet the terms of those Agreements and of the Video Act, as it relates to the continued provision of the U-verse IP-enabled video service. As required under Sec. 9 (1) of the Video Act, DIRECTV does not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides. Existing customers can continue to enjoy the same high-quality U-verse video service without the need for any additional action on their part.

U-verse TV includes:

- Access to live video programming and on-demand and interactive content
- Ability to access more than 242 National HD channels
- Ability to record up to 4 shows at once with Total Home DVR
- Ability to view programs via a subscriber’s smartphone or tablet
- Public, Educational, and Government (PEG) channels for communities who are providing or request to provide PEG programming
- Customer service via call centers and 24/7 online
- Online customer service and technical support is available at <https://www.att.com/support/topic/u-verse-tv/>

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
<b>FUND 101 - GENERAL FUND</b>							
06/01/2023	GENF	8367(A)*#	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	28.94
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	103023462197 2867 THORNHILLS AVE SE	921-000	265	50.95
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	103036591347 7200 30TH ST	921-000	276	65.25
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100012548051 5601 WHITNEYVILLE AVE SE	921-000	276	28.81
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE	926-000	448	66.60
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100012592265 2900 THORNAPPLE RIVER DR	921-000	756	214.62
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100014570673 3804 THORNAPPLE RIVE	921-000	756	192.11
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100014570889 3820 THORNAPPLE RIVER D	921-000	756	50.02
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100012592398 2839 THORNAPPLE RIVER DR	921-000	803	47.70
				CHECK GENF 8367(A) TOTAL FOR FUND 101:			745.00
06/01/2023	GENF	8368(A)	CRYSTAL FLASH ENERGY	PARK MAINTENANCE	935-000	756	125.00
06/01/2023	GENF	8371(A)*#	HOPE NETWORK	JANITORIAL & MAINTENANCE	802-200	265	914.55
06/01/2023	GENF	8375(A)	PREIN & NEWHOF	PARK MAINTENANCE	935-000	756	140.00
06/01/2023	GENF	8376(A)	THORNAPPLE RIVER NURSERY, INC.	YARD WASTE BAG PICK-UP	939-000	443	6,100.50
06/08/2023	GENF	76290*#	ARROWASTE	COMPLEX MAINTENANCE- TRASH/ RECYCLE	931-000	265	166.15
06/08/2023	GENF	76290	ARROWASTE	PARK MAINTENANCE-TRASH/ RECYCLE	935-000	756	264.68
				CHECK GENF 76290 TOTAL FOR FUND 101:			430.83
06/08/2023	GENF	76293	B&V MECHANICAL INC.	COMPLEX MAINTENANCE	931-000	265	738.67
06/08/2023	GENF	76293	B&V MECHANICAL INC.	TRUCK LABOR AND MATERIAL	931-000	265	1,131.26
				CHECK GENF 76293 TOTAL FOR FUND 101:			1,869.93
06/08/2023	GENF	76294#	CASCADE PRINTING & GRAPHICS	FOURTH OF JULY	881-000	225	114.40
06/08/2023	GENF	76294	CASCADE PRINTING & GRAPHICS	ASSESSING PUBLICATION/SUPPLIES	727-000	257	37.95
				CHECK GENF 76294 TOTAL FOR FUND 101:			152.35
06/08/2023	GENF	76296	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	10,608.54
06/08/2023	GENF	76296	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	1,202.67
				CHECK GENF 76296 TOTAL FOR FUND 101:			11,811.21
06/08/2023	GENF	76297	CINTAS	JANITORIAL & MAINTENANCE	802-200	265	30.68
06/08/2023	GENF	76300*#	DTE ENERGY	COMPLEX HEATING- 5920 TAHOE DR SE	923-000	265	316.88
06/08/2023	GENF	76300	DTE ENERGY	MUSEUM HEATING DTE ENERGY	923-000	803	67.46
				CHECK GENF 76300 TOTAL FOR FUND 101:			384.34
06/08/2023	GENF	76302*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	250	196.32
06/08/2023	GENF	76303	GRACE LESPERANCE	TOWNSHIP BOARD EXPENSE ACCOUNT	862-500	101	164.91
06/08/2023	GENF	76308*#	KENT COUNTY ROAD COMMISSION	ROAD REPAIR	819-000	446	243.84
06/08/2023	GENF	76308	KENT COUNTY ROAD COMMISSION	ROAD REPAIR	819-000	446	4,832.15
06/08/2023	GENF	76308	KENT COUNTY ROAD COMMISSION	ROAD OVERLAYS	821-000	446	397.93
				CHECK GENF 76308 TOTAL FOR FUND 101:			5,473.92
06/08/2023	GENF	76311	MICHIGAN TOWNSHIPS ASSOCIATION	MTA DUES 2023/2024	723-000	101	8,776.62
06/08/2023	GENF	76312*#	MUNIWEB	COMPUTER COSTS-ISP	815-000	225	245.00
06/08/2023	GENF	76313	OMAR DIEPPA	TOWNSHIP BOARD EXPENSE ACCOUNT	862-500	101	93.12
06/08/2023	GENF	76320	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	5,500.00

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/08/2023	GENF	76320	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	2,039.70
06/08/2023	GENF	76320	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	3,909.70
				CHECK GENF 76320 TOTAL FOR FUND 101:			11,449.40
06/08/2023	GENF	76321	STERICYCLE INC	SPRING/FALL CLEAN-UP	820-000	447	1,412.40
06/09/2023	GENF	8379(A)*#	CONSUMERS ENERGY	103036932491 5920 TAHOE DR SE	921-000	265	1,234.38
06/09/2023	GENF	8381(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	250	1,486.36
06/09/2023	GENF	8382(A)	EASTERN FLORAL & GIFTS	BLOOMING PLANTS - TOWNSHIP OFFICE	787-000	225	96.00
06/09/2023	GENF	8386(A)	HAMILTON HELICOPTERS INC.	INSECT/WEEED CONTROL	816-000	225	34,760.40
06/09/2023	GENF	8387(A)	KERKSTRA PORTABLE RESTROOM SERVICE	PARK MAINTENANCE	935-000	756	225.00
06/09/2023	GENF	8388(A)*#	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	1.73
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	2.74
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	53.08
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE	931-000	265	21.55
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE	931-000	265	359.97
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE	931-000	265	26.99
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE	931-000	265	19.99
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	151.16
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	152.91
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	30.58
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	25.16
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	71.99
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	SPECIAL PROJECTS - MILLAGE PREP	967-000	756	89.91
				CHECK GENF 8388(A) TOTAL FOR FUND 101:			1,007.76
06/09/2023	GENF	8391(A)	MUNICIPAL ADVISORY COUNCIL OF MICH	MEMBERSHIP AND DUES	723-000	225	100.00
06/09/2023	GENF	8392(A)	PITNEY BOWES GLOBAL	POSTAGE MACHINE LEASE	941-000	225	489.75
06/09/2023	GENF	8398(A)*#	VC3, INC	SERVICE CONTRACTS	939-000	265	1,657.70
06/09/2023	GENF	8400(A)*#	WEX BANK	FUEL	864-000	265	2,109.71
06/15/2023	GENF	76329*#	BARTLETT TREE EXPERTS	COMPLEX MAINTENANCE	931-000	265	264.00
06/15/2023	GENF	76330*#	BRENER EXCAVATING, INC.	CONTRACTED SERVICES	818-000	447	19.60
06/15/2023	GENF	76331	BUIST ELECTRIC INC	COMPLEX MAINTENANCE	931-000	265	446.00
06/15/2023	GENF	76332	CASCADE CHARTER TOWNSHIP	TRANSFER TO FIRE FUND	995-006	966	33,333.33
06/15/2023	GENF	76334*#	COMCAST	COMPLEX PHONES- B&G	924-000	265	687.34
06/15/2023	GENF	76335	COREWELL HEALTH	GENERAL FUND PHYSICAL EXAMS	957-000	225	44.00
06/15/2023	GENF	76335	COREWELL HEALTH	GENERAL FUND PHYSICAL EXAMS	957-000	225	178.00
				CHECK GENF 76335 TOTAL FOR FUND 101:			222.00
06/15/2023	GENF	76337*#	FIRST BANKCARD	CC ADMIN - MTA BOOKS	724-000	101	198.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - MPARKS MEMBERSHIP - MELANIE	723-000	225	750.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - MGFOA DUES - L. THOMPSON	723-000	225	120.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - CPFIM-ACPFIM - O.SOURINE	726-000	225	199.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - MGFOA CLASS	726-000	225	75.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 2 CASES OF BRIGHT WHITE PAPER	727-000	225	127.95

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - FISKARS SCISSORS/PAPER	727-000	225	31.20
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - BRIGHT ORANGE PAPER	727-000	225	16.99
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - IPHONE SCREEN PROTECTORS	727-000	225	18.79
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - STICKY NOTES	727-000	225	19.99
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - PASTEL CANARY YELLOW PAPER	727-000	225	9.75
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - COLORED PAPER	727-000	225	18.11
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 2 CASES BOISE BRIGHT WH PAPER	727-000	225	127.95
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 2 CASES BRIGHT WHITE PAPER	727-000	225	127.95
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - SELF-SEAL ENEVELOPES	727-000	225	36.18
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - OFFICE SUPPLIES	727-000	225	10.85
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - PENCILS	727-000	225	13.99
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 6 X 10 PADDED ENVELOPES	727-000	225	40.06
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - LINED NOTE PADS/BAGS SHREDDER	727-000	225	95.84
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - CERTIFICATE PAPERS	727-000	225	86.97
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - BINDERS/ TONER	727-000	225	110.71
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - LAMINATING POUCHES	727-000	225	40.68
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - POST-IT MESSAGE	727-000	225	5.98
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - RETURN STOCK OFFICE SUPPLIES	727-000	225	(15.49)
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - REFUND CASE BOISE PAPER	727-000	225	(127.95)
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 2 ROUND, CERTIFICATE WAFER	787-000	225	26.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - KITCHEN STOCK	787-000	225	55.70
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - ANTI-FATIGUE FLOOR MAT	787-000	225	39.79
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - TISSUE PAPER/COFFEE SUPPLIES	787-000	225	131.73
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 25' TAPE MEASURE/ HEAVY DUTY	787-000	225	31.98
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - COFFEE SUPPLIES	787-000	225	17.32
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - GATERADE FOR B&G DEPT.	787-000	225	36.26
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - I PAD CHARGER	787-000	225	18.99
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - STOCK PAPER PLATES	787-000	225	33.52
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - DUSTBUSTER FOR COPY ROOM	787-000	225	32.88
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - COFFEE SUPPLIES	787-000	225	54.89
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - RIGHT-TO-KNOW CENTER- WIRE RA	787-000	225	72.73
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - INTERM TWP MANAGER JOB POST	787-000	225	100.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - ZOOM	787-000	225	296.69
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - KITCHEN SUPPLIES	787-000	225	18.80
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - REFUND - 2 OUTDOOR VOLLEYBALL	787-000	225	(211.98)
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - COMPUTER COSTS-ISP	815-000	225	635.87
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - SPECIAL PROJECTS - COMMUNICATIONS	967-000	225	60.00
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - HP OFFICE JET PRINTER	981-000	225	189.99
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - ERGONOMIC KEYBOARD	981-000	225	67.48
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - STAND UP DESKTOP	981-000	225	257.39
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - GARMIN ALTIMETER/ COMPASS	752-000	756	380.92
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 2 OUTDOOR VOLLEYBALL NET SYST	752-000	756	211.98
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - 6-TRAY DESKTOP TRAY ORGANIZE	752-000	756	22.97
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN- 2 VOLLEYBALL NET W/ STEEL CABL	752-000	756	299.98
				CHECK GENF 76337 TOTAL FOR FUND 101:			5,020.38
06/15/2023	GENF	76340*#	GRAND RAPIDS CITY TREASURER	WS2177971 7150 30TH ST.	927-000	265	122.97
06/15/2023	GENF	76340	GRAND RAPIDS CITY TREASURER	TASSEL PARK WATER-SEWER	927-000	756	495.79
06/15/2023	GENF	76340	GRAND RAPIDS CITY TREASURER	MUSEUM WATER-SEWER	927-000	803	143.47
				CHECK GENF 76340 TOTAL FOR FUND 101:			762.23
06/15/2023	GENF	76345	SUZETTE PEPLINSKI	PARK INCOME	681-000	000	75.00
06/15/2023	GENF	76347	REPUBLIC SERVICES	CONTRACTED SERVICES- GARLIC MUSTARD DUMP	818-000	447	85.00
06/15/2023	GENF	76349	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	14,854.33
06/15/2023	GENF	76350*#	SUPERIOR PEST CONTROL INC	COMPLEX MAINTENANCE	931-000	265	60.00
06/15/2023	GENF	76350	SUPERIOR PEST CONTROL INC	COMPLEX MAINTENANCE	931-000	265	50.00
06/15/2023	GENF	76350	SUPERIOR PEST CONTROL INC	MUSEUM MAINTENANCE	961-000	803	55.00
				CHECK GENF 76350 TOTAL FOR FUND 101:			165.00
06/15/2023	GENF	76361*#	VERIZON WIRELESS	TRUSTEE CELL PHONES/IPADS/DATA	924-100	101	165.64
06/15/2023	GENF	76361	VERIZON WIRELESS	TRUSTEE CELL PHONES/IPADS/DATA	924-100	101	100.85
06/15/2023	GENF	76361	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	225	40.08
06/15/2023	GENF	76361	VERIZON WIRELESS	ARLO CAMERA'S 1,2,3,4	924-100	225	160.04
06/15/2023	GENF	76361	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	225	98.31
06/15/2023	GENF	76361	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	20.04
06/15/2023	GENF	76361	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	149.37
06/15/2023	GENF	76361	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	60.05
06/15/2023	GENF	76361	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	145.66

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/15/2023	GENF	76361	VERIZON WIRELESS	COMM DEV CELL/IPADS/DATA	925-000	701	10.02
06/15/2023	GENF	76361	VERIZON WIRELESS	COMM DEV CELL/IPADS/DATA	925-000	701	183.20
				CHECK GENF 76361 TOTAL FOR FUND 101:			1,133.26
06/16/2023	GENF	8401(A)	CONTROL SOLUTIONS, INC.	COMPLEX MAINTENANCE	931-000	265	467.50
06/16/2023	GENF	8403(A)	EASTERN FLORAL & GIFTS	BLOOMING PLANT- DOUBLE WHITE ORCHID	787-000	225	90.00
06/16/2023	GENF	8404(A)	HOPE NETWORK	TRANSPORTATION SERVICES	861-200	652	39.00
06/16/2023	GENF	8405(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	225	34.73
06/16/2023	GENF	8405(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	225	334.94
06/16/2023	GENF	8405(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	225	166.15
				CHECK GENF 8405(A) TOTAL FOR FUND 101:			535.82
06/16/2023	GENF	8410(A)*#	KENT COUNTY TREASURER	PROPERTY TAX REFUNDS	964-100	225	444.47
06/22/2023	GENF	76364	AT&T	COMPLEX PHONES	924-000	265	184.92
06/22/2023	GENF	76368	BUIST ELECTRIC INC	LIGHTING MAINTENANCE	931-000	265	6,931.00
06/22/2023	GENF	76369	CONSUMERS ENERGY	103040083240 2894 THORNAPPLE RIV	921-000	265	35.33
06/22/2023	GENF	76370	CINTAS	PARK OPERATING SUPPLIES	756-000	756	1.90
06/22/2023	GENF	76370	CINTAS	PARK OPERATING SUPPLIES	756-000	756	9.05
06/22/2023	GENF	76370	CINTAS	PARK OPERATING SUPPLIES	756-000	756	7.15
06/22/2023	GENF	76370	CINTAS	PARK OPERATING SUPPLIES	756-000	756	7.15
				CHECK GENF 76370 TOTAL FOR FUND 101:			25.25
06/22/2023	GENF	76372*#	FIRST BANKCARD	EMPLOYEE TRAINING	726-000	225	56.64
06/22/2023	GENF	76372	FIRST BANKCARD	EMPLOYEE TRAINING	726-000	225	6.00
06/22/2023	GENF	76372	FIRST BANKCARD	OFFICE SUPPLIES	727-000	225	29.99
06/22/2023	GENF	76372	FIRST BANKCARD	CC SWAYZE - ZOOM	787-000	225	29.63
06/22/2023	GENF	76372	FIRST BANKCARD	EDUCATION	724-000	257	571.40
06/22/2023	GENF	76372	FIRST BANKCARD	COMPLEX PHONES	924-000	265	0.99
06/22/2023	GENF	76372	FIRST BANKCARD	COMPLEX MAINTENANCE	931-000	265	502.00
				CHECK GENF 76372 TOTAL FOR FUND 101:			1,196.65
06/22/2023	GENF	76373*	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	90.00
06/22/2023	GENF	76373	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	7,920.00
06/22/2023	GENF	76373	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	112.50
				CHECK GENF 76373 TOTAL FOR FUND 101:			8,122.50
06/22/2023	GENF	76374	GRACE LESPERANCE	TOWNSHIP BOARD EXPENSE ACCOUNT	862-500	101	264.72
06/22/2023	GENF	76377	KENT COMMUNICATIONS INC.	TAX BILLS PRINTING	900-000	225	3,930.00
06/22/2023	GENF	76378	KEYES REFRIGERATION	PARK MAINTENANCE	935-000	756	213.17
06/22/2023	GENF	76378	KEYES REFRIGERATION	PARK MAINTENANCE	935-000	756	211.35
				CHECK GENF 76378 TOTAL FOR FUND 101:			424.52
06/22/2023	GENF	76380*#	MCKENNA ASSOCIATES, INC.	SPECIAL PROJECTS - STRATEGIC PLAN	967-000	101	1,000.00
06/22/2023	GENF	76382	MINER SUPPLY COMPANY	COMPLEX MAINTENANCE	931-000	265	454.08
06/22/2023	GENF	76382	MINER SUPPLY COMPANY	COMPLEX MAINTENANCE	931-000	265	47.44
				CHECK GENF 76382 TOTAL FOR FUND 101:			501.52
06/22/2023	GENF	76383#	MLIVE MEDIA GROUP	PRINTING/PUBLISHING	900-000	225	157.50
06/22/2023	GENF	76383	MLIVE MEDIA GROUP	PRINTING & PUBLISHING	900-000	701	813.70
				CHECK GENF 76383 TOTAL FOR FUND 101:			971.20

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/22/2023	GENF	76385	REPUBLIC SERVICES	SPRING CLEAN UP	820-000	443	12,689.54
06/23/2023	GENF	79(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	250	17,914.76
06/23/2023	GENF	8414(A)	EASTERN FLORAL & GIFTS	FLORAL MAINTENENACE	787-000	225	21.00
06/23/2023	GENF	8417(A)	GOOSE CONTROL OF WEST MICHIGAN, LLC	COMPLEX MAINTENANCE	931-000	265	400.00
06/23/2023	GENF	8421(A)	SABO PUBLIC RELATIONS	SPECIAL PROJECTS - COMMUNCATIONS CONSULT	967-000	225	6,817.35
06/23/2023	GENF	8422(A)	THORNAPPLE RIVER NURSERY, INC.	COMPLEX MAINTENANCE	931-000	265	120.00
06/29/2023	GENF	76396	290 SIGN SYSTEMS	MISCELLANEOUS	787-000	225	56.76
06/29/2023	GENF	76396	290 SIGN SYSTEMS	MISCELLANEOUS	787-000	225	56.76
				CHECK GENF 76396 TOTAL FOR FUND 101:			113.52
06/29/2023	GENF	76400	KRISTINA BROTT	EMPLOYEE TRAINING	726-000	225	205.67
06/29/2023	GENF	76401	CASCADE PRINTING & GRAPHICS	PRINTING/PUBLISHING	900-000	225	110.90
06/29/2023	GENF	76402	CASCADE CHARTER TOWNSHIP	TRANSFER TO CEMETERY TRUST FUN	995-004	966	10,000.00
06/29/2023	GENF	76403	CINTAS	PARK OPERATING SUPPLIES	756-000	756	9.05
06/29/2023	GENF	76403	CINTAS	PARK OPERATING SUPPLIES	756-000	756	100.00
06/29/2023	GENF	76403	CINTAS	PARK OPERATING SUPPLIES	756-000	756	100.00
06/29/2023	GENF	76403	CINTAS	PARK OPERATING SUPPLIES	756-000	756	100.00
06/29/2023	GENF	76403	CINTAS	PARK OPERATING SUPPLIES	756-000	756	100.00
				CHECK GENF 76403 TOTAL FOR FUND 101:			409.05
06/29/2023	GENF	76405	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	900.00
06/29/2023	GENF	76405	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	2,205.00
06/29/2023	GENF	76405	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	765.00
06/29/2023	GENF	76405	FOSTER, SWIFT, COLLINS & SMITH PC	LEGAL FEES	826-000	225	10,620.00
				CHECK GENF 76405 TOTAL FOR FUND 101:			14,490.00
06/29/2023	GENF	76406	FOX FORD MAZDA	VEHICLE MAINT	863-000	265	73.72
06/29/2023	GENF	76407*#	THE HOME DEPOT CREDIT SERVICES	PARK MAINTENANCE	935-000	756	524.88
06/29/2023	GENF	76408	MI DEPT OF TREASURY-UNCLAIMED PROP	DUE TO STATE- UNCLAIMED PROPERTY	228-000	000	290.90
06/29/2023	GENF	76409	MINER SUPPLY COMPANY	SUPPLIES	752-000	756	189.76
06/29/2023	GENF	76410#	MLIVE MEDIA GROUP	PRINTING/PUBLISHING	900-000	225	535.83
06/29/2023	GENF	76410	MLIVE MEDIA GROUP	PRINTING & PUBLISHING	900-000	701	785.50
				CHECK GENF 76410 TOTAL FOR FUND 101:			1,321.33
06/29/2023	GENF	76412	SLATER, SUE	CELL PHONES/DATA	924-100	225	50.00
06/29/2023	GENF	76414	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	861.90
06/29/2023	GENF	76414	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	751.50
06/29/2023	GENF	76414	SPAULDING DEDECKER	CONTRACTED SERVICES	818-000	447	1,692.50
				CHECK GENF 76414 TOTAL FOR FUND 101:			3,305.90
06/30/2023	GENF	8425(A)	CASCADE AUTOMOTIVE SERVICE	FOURTH OF JULY	881-000	225	27.63
06/30/2023	GENF	8426(A)*#	CONSUMERS ENERGY	100000285161 2865 THORNHILLS AVE SE	921-000	265	2,868.11

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	29.11
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	1030 2346 2197 2867 THORNHILLS	921-000	265	52.87
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	103036591347 7200 30TH ST	921-000	276	32.92
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012548051 5601 WHITNEYVILLE AVE SE	921-000	276	28.81
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE	926-000	448	73.25
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100014570673 3804 THORNAPPLE RIVE	921-000	756	327.86
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100014570889 3820 THORNAPPLE RIVER D	921-000	756	58.03
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012592265 2900 THORNAPPLE RIVER DR	921-000	756	293.32
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012592398 2839 THORNAPPLE RIVER DR	921-000	803	48.29
				CHECK GENF 8426(A) TOTAL FOR FUND 101:			3,812.57
06/30/2023	GENF	8427(A)	CONTROL SOLUTIONS, INC.	COMPLEX MAINTENANCE	931-000	265	85.00
06/30/2023	GENF	8429(A)	HOPE NETWORK	TRANSPORTATION SERVICES	861-200	652	36.00
06/30/2023	GENF	8431(A)	PREIN & NEWHOF	PARK MAINTENANCE	935-000	756	65.00
06/30/2023	GENF	8432(A)	VALLEY CITY ELECTRONIC RECYCLING	SPRING/FALL CLEAN-UP	820-000	447	3,263.25
				<b>Total for fund 101 GENERAL FUND</b>			<b>252,252.74</b>
<b>FUND 206 - FIRE FUND</b>							
06/01/2023	GENF	8367(A)*#	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	928-000	336	663.44
06/01/2023	GENF	8369(A)	GERALD R. FORD INTERN'T'L AIRPORT	UTILITIES	928-000	336	2,116.38
06/01/2023	GENF	8370(A)	GRX GROUP, LLC	FIRE UNIFORMS	768-000	336	245.54
06/01/2023	GENF	8373(A)	KLEYN MOBILE REPAIR, INC.	VEHICLE MAINT	863-000	336	890.22
06/01/2023	GENF	8374(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	66.50
06/01/2023	GENF	8374(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	94.50
				CHECK GENF 8374(A) TOTAL FOR FUND 206:			161.00
06/08/2023	GENF	76290*#	ARROWASTE	FIRE STATION MAINT/BUTTRICK- TRASH/ RECY	936-002	336	110.50
06/08/2023	GENF	76298	COMCAST	COMMUNICATIONS- PHONES	850-000	336	310.70
06/08/2023	GENF	76300*#	DTE ENERGY	BUTTRICK FS - UTILITIES	928-000	336	161.55
06/08/2023	GENF	76302*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	250	199.48
06/08/2023	GENF	76315	RELEVANT NETWORK LLC	COMMUNICATIONS	850-000	336	216.00
06/08/2023	GENF	76318	SHELDON CLEANERS	FIRE UNIFORMS	768-000	336	92.12
06/08/2023	GENF	76319	SMART BUSINESS SOURCE	FIRE OFFICE SUPPLIES	727-000	336	19.48
06/08/2023	GENF	76322	STEVENSON, TODD ROY	FIRE MEMBERSHIP AND DUES	723-000	336	25.00
06/08/2023	GENF	76323	TRIANGLE ASSOCIATES	LEASE TEMP FIRE STATION #1	928-001	336	401,384.61
06/08/2023	GENF	76325	VILLAGE BIKE & FITNESS	STATION 2 FLOORING	936-002	336	4,391.00
06/09/2023	GENF	8381(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	250	1,955.41
06/09/2023	GENF	8384(A)	FUEL MANAGEMENT SYSTEM	FIRE FUELS	745-000	336	70.91

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/09/2023	GENF	8385(A)	GERALD R. FORD INTERN'TL AIRPORT	LEASE TEMP FIRE STATION #1 - JUNE 2023	928-001	336	9,566.75
06/09/2023	GENF	8385(A)	GERALD R. FORD INTERN'TL AIRPORT	FIRE STATION MAINT- ARROWASTE	936-000	336	<u>183.36</u>
				CHECK GENF 8385(A) TOTAL FOR FUND 206:			9,750.11
06/09/2023	GENF	8388(A)*#	KINGSLAND'S ACE HARDWARE	FIRE FUELS	745-000	336	30.18
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	SUPPLIES	752-000	336	15.46
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	FIRE PROTECTIVE CLOTHING	787-959	336	194.01
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT	936-000	336	5.99
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	FIRE EQUIPMENT MAINT	938-000	336	22.64
06/09/2023	GENF	8388(A)	KINGSLAND'S ACE HARDWARE	FIRE SUPPLEMENTAL EQUIPMENT	958-000	336	<u>11.68</u>
				CHECK GENF 8388(A) TOTAL FOR FUND 206:			279.96
06/09/2023	GENF	8389(A)	KLEYN MOBILE REPAIR, INC.	RESCUE INSPECTION/REPAIRS	863-000	336	2,746.79
06/09/2023	GENF	8389(A)	KLEYN MOBILE REPAIR, INC.	E-1 FAN CLUTCH	863-000	336	<u>4,539.97</u>
				CHECK GENF 8389(A) TOTAL FOR FUND 206:			7,286.76
06/09/2023	GENF	8395(A)	TARGETS SOLUTIONS LEARNING LLC	ANNUAL SOFTWARE PACKAGE	802-000	336	4,064.86
06/09/2023	GENF	8398(A)*#	VC3, INC	FIRE OFF EQUIP & COMPUTER REPA	932-000	336	678.85
06/09/2023	GENF	8400(A)*#	WEX BANK	FIRE FUELS	745-000	336	3,082.72
06/15/2023	GENF	76336	DETTWILER, JOSHUA	FIRE TRAINING	726-000	336	24.00
06/15/2023	GENF	76337*#	FIRST BANKCARD	CC ADMIN - EMERGENCY RESPONSE TRAINING	726-000	336	395.28
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - CONFERENCE HOTEL - TODD PELL	726-000	336	<u>470.80</u>
				CHECK GENF 76337 TOTAL FOR FUND 206:			866.08
06/15/2023	GENF	76340*#	GRAND RAPIDS CITY TREASURER	UTILITIES- BUTTRICK	928-000	336	344.76
06/15/2023	GENF	76343	MELSE FIRE PROTECTION LLC	FIRE PREVENTION - INVESTIGATION	790-000	336	192.00
06/15/2023	GENF	76343	MELSE FIRE PROTECTION LLC	FIRE STATION MAINT/BUTTRICK	936-002	336	<u>503.00</u>
				CHECK GENF 76343 TOTAL FOR FUND 206:			695.00
06/15/2023	GENF	76344	PELL, TODD	FIRE TRAINING -IAAI - TODD PELL	726-000	336	90.64
06/15/2023	GENF	76348	SMART BUSINESS SOURCE	FIRE OFFICE SUPPLIES	727-000	336	38.11
06/15/2023	GENF	76350*#	SUPERIOR PEST CONTROL INC	FIRE STATION MAINT/BUTTRICK	936-002	336	72.00
06/15/2023	GENF	76361*#	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	77.81
06/15/2023	GENF	76361	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	320.08
06/15/2023	GENF	76361	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	<u>266.26</u>
				CHECK GENF 76361 TOTAL FOR FUND 206:			664.15
06/16/2023	GENF	8402(A)	CENTER FOR PHYSICAL REHABILITATION	CONTRACTUAL SERVICES	802-000	336	1,800.00
06/22/2023	GENF	76363	ADVOWASTE MEDICAL SERVICES	30 GAL ITEM/SERVICE	936-002	336	220.00
06/22/2023	GENF	76365	BATTERIES PLUS-GRAND RAPIDS	SUPPLIES	752-000	336	38.39
06/22/2023	GENF	76372*#	FIRST BANKCARD	FIRE TRAINING	726-000	336	133.58
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	65.55
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	34.80
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	28.08
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	(1.12)
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	54.00
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	568.50

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE TRAINING	726-000	336	108.56
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE OFFICE SUPPLIES	727-000	336	18.62
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE MAINT SUPPLIES	738-000	336	22.16
06/22/2023	GENF	76372	FIRST BANKCARD	MISCELLANEOUS	787-000	336	99.97
06/22/2023	GENF	76372	FIRST BANKCARD	VEHICLE MAINT	863-000	336	75.00
06/22/2023	GENF	76372	FIRST BANKCARD	VEHICLE MAINT	863-000	336	52.99
06/22/2023	GENF	76372	FIRST BANKCARD	VEHICLE MAINT	863-000	336	69.95
06/22/2023	GENF	76372	FIRST BANKCARD	VEHICLE MAINT	863-000	336	148.95
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE STATION MAINT	936-000	336	54.41
06/22/2023	GENF	76372	FIRST BANKCARD	FIRE STATION MAINT/BUTTRICK	936-002	336	7.98
				CHECK GENF 76372 TOTAL FOR FUND 206:			<u>1,541.98</u>
06/22/2023	GENF	76390	UNMANNED VEHICLE TECHNOLOGIES	DRONE PROGRAM - PREVENTION/INVEST	787-959	336	1,472.99
06/23/2023	GENF	79(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	250	18,369.70
06/23/2023	GENF	8413(A)	CASCADE AUTOMOTIVE SERVICE	VEHICLE MAINT	863-000	336	86.10
06/23/2023	GENF	8416(A)	FUEL MANAGEMENT SYSTEM	FIRE FUELS	745-000	336	300.36
06/23/2023	GENF	8418(A)	NAPA AUTO PARTS	SUPPLIES	752-000	336	144.61
06/23/2023	GENF	8419(A)	KLEYN MOBILE REPAIR, INC.	E-2 OIL LEAKS	863-000	336	5,696.38
06/23/2023	GENF	8419(A)	KLEYN MOBILE REPAIR, INC.	E-5 CHASSIS REPAIRS	863-000	336	6,310.74
				CHECK GENF 8419(A) TOTAL FOR FUND 206:			<u>12,007.12</u>
06/29/2023	GENF	76399	BOONENBERG, BRETT	FIRE PREVENTION - INVESTIGATION	790-000	336	95.39
06/29/2023	GENF	76407*#	THE HOME DEPOT CREDIT SERVICES	SUPPLIES	752-000	336	62.16
06/29/2023	GENF	76407	THE HOME DEPOT CREDIT SERVICES	FIRE STATION MAINT	936-000	336	342.95
				CHECK GENF 76407 TOTAL FOR FUND 206:			<u>405.11</u>
06/29/2023	GENF	76411	PHOENIX SAFETY OUTFITTERS	FIRE HAZMAT	960-960	336	1,452.52
06/29/2023	GENF	76413	SMART BUSINESS SOURCE	FIRE OFFICE SUPPLIES	727-000	336	226.60
06/30/2023	GENF	8426(A)*#	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	928-000	336	697.95
06/30/2023	GENF	8428(A)	GRX GROUP, LLC	FIRE UNIFORMS	768-000	336	60.00
06/30/2023	GENF	8430(A)	OVERHEAD DOOR CO OF GR, INC	FIRE STATION MAINT	936-000	336	959.13
				<b>Total for fund 206 FIRE FUND</b>			<b><u>480,829.29</u></b>
<b>FUND 208 - OPEN SPACE FUND</b>							
06/01/2023	GENF	8367(A)*#	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE	921-000	751	28.81
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE@BARN	921-000	751	199.93
				CHECK GENF 8367(A) TOTAL FOR FUND 208:			<u>228.74</u>
06/08/2023	GENF	76300*#	DTE ENERGY	HEATING/UTILITY -6803 BURTON ST SE	923-000	751	77.37
06/08/2023	GENF	76300	DTE ENERGY	HEATING/UTILITY-2894 THORNAPPLE RIVER DR	923-000	751	59.77
				CHECK GENF 76300 TOTAL FOR FUND 208:			<u>137.14</u>
06/15/2023	GENF	76340*#	GRAND RAPIDS CITY TREASURER	WATER-SEWER	927-000	751	256.99
06/30/2023	GENF	8426(A)*#	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE@BARN	921-000	751	152.24
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE	921-000	751	28.81
				CHECK GENF 8426(A) TOTAL FOR FUND 208:			<u>181.05</u>
				<b>Total for fund 208 OPEN SPACE FUND</b>			<b><u>803.92</u></b>

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
<b>FUND 216- PATHWAYS FUND</b>							
06/08/2023	GENF	76308*#	KENT COUNTY ROAD COMMISSION	MAINT & REPAIR	931-000	758	1,917.65
06/15/2023	GENF	76330*#	BRENER EXCAVATING, INC.	ENGINEERING	821-100	758	115,000.00
06/15/2023	GENF	76346	PLUMMER'S ENVIRONMENTAL	PATHWAY MAINTENANCE	931-200	758	439.40
06/22/2023	GENF	76388	SAVATREE, INC.	REMOVAL OF DEAD TREES	931-000	758	3,662.00
<b>Total for fund 216 PATHWAYS FUND</b>							<b>121,019.05</b>
<b>FUND 218- HAZMAT FUND</b>							
06/29/2023	GENF	76398	ASD INC	HAZMAT EQUIPMENT	958-000	344	311.48
<b>Total for fund 218 HAZMAT FUND</b>							<b>311.48</b>
<b>FUND 220 - LARAWAY LAKE IMPROVEMENT</b>							
06/08/2023	GENF	76289	AQUATIC DOCTORS LAKE MGMT, INC.	LARAWAY LAKE WEED TREATMENTS	816-000	444	2,100.00
06/29/2023	GENF	76397	AQUATIC DOCTORS LAKE MGMT, INC.	LARAWAY LAKE WEED TREATMENTS	816-000	444	2,100.00
<b>Total for fund 220 LARAWAY LAKE IMPROVEMENT FUND</b>							<b>4,200.00</b>
<b>FUND 230 - THORNAPPLE RIVER IMPROVEMENT</b>							
06/22/2023	GENF	76392	VIKING MARINE CONSTRUCTION, LLC.	ENGINEERING, CONSULTATION, PERMITTING	802-000	444	13,258.68
<b>Total for fund 230 THORNAPPLE RIVER IMPROVEMENT FUND</b>							<b>13,258.68</b>
<b>FUND 246 - IRF FUND</b>							
06/08/2023	GENF	76309	LEGACY LITIGATION GROUP PLLC	ADMIN LEGAL FEES	826-000	225	590.00
06/09/2023	GENF	8380(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	225	38.46
06/09/2023	GENF	8380(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	225	3,554.50
06/09/2023	GENF	8380(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	225	232.00
				CHECK GENF 8380(A) TOTAL FOR FUND 246:			3,824.96
06/22/2023	GENF	76373*	FOSTER, SWIFT, COLLINS & SMITH PC	ADMIN LEGAL FEES	826-000	225	1,327.50
<b>Total for fund 246 IRF</b>							<b>5,742.46</b>
<b>FUND 248 - DDA FUND</b>							
06/01/2023	GENF	8367(A)*#	CONSUMERS ENERGY	100054379084 5196 28TH ST SE	921-000	190	153.37
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100054393572 5434 28TH ST SE	921-000	190	45.13
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100012213862 6658 28TH ST	921-000	190	29.21
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100063460503 5770 FOREMOST DR SE	921-000	190	67.00
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE	921-000	190	167.39
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	190	46.79
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100088376080 3001 ORCHARD VISTA DR	921-000	190	53.67
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	1000 9074 7807 6736 CASCADE RD SE	921-000	190	76.98
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100041058650 6116 28TH ST SE	921-000	190	33.07
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100041059278 5905 28TH ST SE	921-000	190	32.96
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100041081355 5613 28TH ST SE	921-000	190	34.01
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST SE	921-000	190	76.45
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100012017305 6610 28TH ST SE	921-000	190	71.30
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE	921-000	190	212.34
06/01/2023	GENF	8367(A)	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE	921-000	190	67.41
				CHECK GENF 8367(A) TOTAL FOR FUND 248:			1,167.08
06/01/2023	GENF	8372(A)	KENDALL ELECTRIC INC	CREE LIGHT HEAD	922-000	190	2,208.00
06/01/2023	GENF	8372(A)	KENDALL ELECTRIC INC	CREE MOUNTING BRACKET	922-000	190	468.00
				CHECK GENF 8372(A) TOTAL FOR FUND 248:			2,676.00
06/08/2023	GENF	76312*#	MUNIWEB	WEBSITE HOSTING	787-000	190	135.00

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/09/2023	GENF	8396(A)	THORNAPPLE RIVER NURSERY, INC.	MAINT & REPAIR/IMPROVEMENTS	931-000	190	230.00
06/09/2023	GENF	8396(A)	THORNAPPLE RIVER NURSERY, INC.	MAINT & REPAIR/IMPROVEMENTS	931-000	190	84.00
				CHECK GENF 8396(A) TOTAL FOR FUND 248:			314.00
06/15/2023	GENF	76340*#	GRAND RAPIDS CITY TREASURER	W/S2060194 6818 CASCADE RD.	927-000	190	166.54
06/15/2023	GENF	76341	INTERURBAN TRANSIT PARTNERSHIP	TRANSPORTATION SERVICES	861-100	190	18,531.94
06/15/2023	GENF	76361*#	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA	924-100	190	10.02
06/15/2023	GENF	76361	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA	924-100	190	49.79
				CHECK GENF 76361 TOTAL FOR FUND 248:			59.81
06/22/2023	GENF	76380*#	MCKENNA ASSOCIATES, INC.	CONTRACT SERVICES	801-000	190	1,846.50
06/30/2023	GENF	8426(A)*#	CONSUMERS ENERGY	100063460503 5770 FOREMOST DR SE	921-000	190	68.68
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE	921-000	190	182.23
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	190	42.41
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100041058650 6116 28TH ST SE	921-000	190	31.89
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100041059278 5905 28TH ST SE	921-000	190	30.86
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100041081355 5613 28TH ST SE	921-000	190	31.30
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100054379084 5196 28TH ST SE	921-000	190	156.80
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100054393572 5434 28TH ST SE	921-000	190	45.86
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100088376080 3001 ORCHARD VISTA DR	921-000	190	53.07
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	1000 9074 7807 6736 CASCADE RD	921-000	190	76.14
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST SE	921-000	190	75.83
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012017305 6610 28TH ST SE	921-000	190	67.31
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100012213862 6658 28TH ST	921-000	190	29.43
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE	921-000	190	157.41
06/30/2023	GENF	8426(A)	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE	921-000	190	68.99
				CHECK GENF 8426(A) TOTAL FOR FUND 248:			1,118.21
				Total for fund 248 DDA			26,015.08
06/08/2023	GENF	76291	BENOIT, BILL	MILEAGE - BENOIT	860-000	371	372.04
06/08/2023	GENF	76292	MICHAEL BONNEY	MILEAGE- BONNEY	860-000	371	215.50
06/08/2023	GENF	76295	CASCADE CHARTER TOWNSHIP	PERMITS DUE CASCADE TWP	964-800	964	8,071.40
06/08/2023	GENF	76299	CRAIG SMITH	MILEAGE- SMITH	860-000	371	282.31
06/08/2023	GENF	76300*#	DTE ENERGY	HEATING/UTILITY - 5920 TAHOE DR SE	923-000	371	156.08
06/08/2023	GENF	76302*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	250	150.68
06/08/2023	GENF	76304	GRAND RAPIDS CHARTER TOWNSHIP	PERMITS DUE TO GR TWP	964-300	964	6,324.00
06/08/2023	GENF	76305	THOMAS HANSON	MILEAGE	860-000	371	287.55
06/08/2023	GENF	76306	HUYSER, DANIEL A.	MILEAGE- HUYSER	860-000	371	263.97
06/08/2023	GENF	76310	VINCENT MILITO	MILEAGE MILITO-	860-000	371	221.39
06/08/2023	GENF	76314	PELL, TODD	MILEAGE- PELL	860-000	371	150.00
06/08/2023	GENF	76316	ROWLADER, DENNIS	MILEAGE - D. ROWLADER	860-000	371	257.42
06/08/2023	GENF	76317	RON SABIN	MILEAGE SABIN	860-000	371	281.00

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 06/01/2023 - 06/30/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/08/2023	GENF	76324	JEFFREY C. VANTIL	MILEAGE - VANTIL	860-000	371	269.21
06/08/2023	GENF	76326	DOUGLAS WEEKS	MILEAGE	860-000	371	18.13
06/08/2023	GENF	76327	PAUL WESTHOUSE	MILEAGE	860-000	371	301.30
06/08/2023	GENF	76328	BRIAN WILSON	MILEAGE WILSON	860-000	371	121.83
06/09/2023	GENF	8377(A)	ADA TOWNSHIP	PERMITS DUE TO ADA TWP	964-400	964	6,269.40
06/09/2023	GENF	8379(A)*#	CONSUMERS ENERGY	103036932491 5920 TAHOE DR SE	923-000	371	607.98
06/09/2023	GENF	8381(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	250	1,402.44
06/09/2023	GENF	8383(A)	EAST GRAND RAPIDS/CITY OF	PERMITS DUE TO EAST GR	964-500	964	2,908.20
06/09/2023	GENF	8390(A)	LOWELL TOWNSHIP	PERMITS DUE TO LOWELL TWP	964-100	964	2,085.80
06/09/2023	GENF	8393(A)	PLAINFIELD CHARTER TOWNSHIP	PERMITS DUE PLAINFIELD	964-600	964	14,006.45
06/09/2023	GENF	8394(A)	RICOH USA INC	SERVICE CONTRACTS	939-000	371	46.24
06/09/2023	GENF	8398(A)*#	VC3, INC	SERVICE CONTRACTS	939-000	371	978.85
06/09/2023	GENF	8399(A)	VERGENNES TOWNSHIP	PERMITS DUE TO VERGENNES TWP	964-200	964	3,626.00
06/15/2023	GENF	76333	CASCADE CHARTER TOWNSHIP	DUE TO I.R.F.- S&W CONNECTIONS	237-000	000	1,100.00
06/15/2023	GENF	76333	CASCADE CHARTER TOWNSHIP	DUE TO I.R.F.- S&W CONNECTIONS	237-000	000	1,100.00
06/15/2023	GENF	76333	CASCADE CHARTER TOWNSHIP	DUE TO I.R.F.- S&W CONNECTIONS	237-000	000	2,200.00
				CHECK GENF 76333 TOTAL FOR FUND 249:			<u>4,400.00</u>
06/15/2023	GENF	76334*#	COMCAST	BUILDING PHONES	924-000	371	338.54
06/15/2023	GENF	76337*#	FIRST BANKCARD	CC ADMIN - RUBBER BANDS	727-000	371	11.79
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - INDUSTRIAL MARKER PENCILS	727-000	371	10.69
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - OFFICE SUPPLIES	727-000	371	316.36
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - SHARPIE RETRACTABLE HIGHLIGHT	727-000	371	9.47
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - REFUND - TIPSON ORGANIC TEA B	787-000	371	(9.99)
06/15/2023	GENF	76337	FIRST BANKCARD	CC ADMIN - HP 32" MONITOR	981-000	371	239.99
				CHECK GENF 76337 TOTAL FOR FUND 249:			<u>578.31</u>
06/15/2023	GENF	76342	KOOLE ELECTRIC	ELECTRICAL PERMITS	607-200	000	151.00
06/15/2023	GENF	76361*#	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	217.95
06/15/2023	GENF	76361	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	80.02
06/15/2023	GENF	76361	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	577.28
				CHECK GENF 76361 TOTAL FOR FUND 249:			<u>875.25</u>

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/15/2023	GENF	76362	WESTERN MICHIGAN ELECTRICAL INSPECT	MEMBERSHIPS AND DUES	723-000	371	100.00
06/15/2023	GENF	76362	WESTERN MICHIGAN ELECTRICAL INSPECT	MEMBERSHIPS AND DUES	723-000	371	100.00
06/15/2023	GENF	76362	WESTERN MICHIGAN ELECTRICAL INSPECT	MEMBERSHIPS AND DUES	723-000	371	100.00
				CHECK GENF 76362 TOTAL FOR FUND 249:			<u>300.00</u>
06/22/2023	GENF	76366	BENOIT, BILL	MILEAGE - BENOIT	860-000	371	433.61
06/22/2023	GENF	76367	MICHAEL BONNEY	MILEAGE - M. BONNEY	860-000	371	280.34
06/22/2023	GENF	76371	CRAIG SMITH	MILEAGE- CRAIG SMITH	860-000	371	282.31
06/22/2023	GENF	76372*#	FIRST BANKCARD	EDUCATION	724-000	371	215.00
06/22/2023	GENF	76372	FIRST BANKCARD	CELL PHONES/DATA	924-100	371	<u>18.99</u>
				CHECK GENF 76372 TOTAL FOR FUND 249:			<u>233.99</u>
06/22/2023	GENF	76375	THOMAS HANSON	MILEAGE - TOM HANSON	860-000	371	371.25
06/22/2023	GENF	76376	HUYSER, DANIEL A.	MILEAGE- HUYSER	860-000	371	260.69
06/22/2023	GENF	76379	LAKE MICHIGAN CHAPTER ICC	MEMBERSHIPS AND DUES	723-000	371	35.00
06/22/2023	GENF	76381	VINCENT MILITO	MILEAGE MILITO-	860-000	371	301.96
06/22/2023	GENF	76384	PELL, TODD	MILEAGE - TODD PELL	860-000	371	53.71
06/22/2023	GENF	76386	ROWLADER, DENNIS	MILEAGE - D. ROWLADER	860-000	371	241.70
06/22/2023	GENF	76387	RON SABIN	MILEAGE SABIN	860-000	371	375.97
06/22/2023	GENF	76391	JEFFREY C. VANTIL	MEMBERSHIPS AND DUES	723-000	371	40.00
06/22/2023	GENF	76391	JEFFREY C. VANTIL	MILEAGE - J. VANTIL	860-000	371	<u>317.68</u>
				CHECK GENF 76391 TOTAL FOR FUND 249:			<u>357.68</u>
06/22/2023	GENF	76393	DOUGLAS WEEKS	MILEAGE- D. WEEKS	860-000	371	106.11
06/22/2023	GENF	76394	PAUL WESTHOUSE	EDUCATION - P. WESTHOUSE	724-000	371	254.10
06/22/2023	GENF	76394	PAUL WESTHOUSE	MILEAGE- P. WESTHOUSE	860-000	371	<u>445.40</u>
				CHECK GENF 76394 TOTAL FOR FUND 249:			<u>699.50</u>
06/22/2023	GENF	76395	BRIAN WILSON	MILEAGE WILSON	860-000	371	57.64
06/23/2023	GENF	79(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	250	15,743.58
06/23/2023	GENF	8415(A)	FIRST CHOICE COFFEE SERVICE	SERVICE CONTRACTS	939-000	371	269.90
06/23/2023	GENF	8420(A)	RICOH USA INC	SERVICE CONTRACTS	939-000	371	74.27
06/30/2023	GENF	8433(A)	WOLVERINE PRINT SOLOUTIONS	SUPPLIES	727-000	371	245.00
<b>Total for fund 249 BUILDING FUND</b>							<b><u>76,742.48</u></b>

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
<b>FUND 271 - LIBRARY FUND</b>							
06/01/2023	GENF	8367(A)*#	CONSUMERS ENERGY	100000284784 2870 JACK SMITH AVE SE	921-000	790	3,908.45
06/01/2023	GENF	8371(A)*#	HOPE NETWORK	JANITORIAL & MAINTENANCE	802-200	790	3,963.60
06/08/2023	GENF	76290*#	ARROWASTE	LIBRARY MAINTENANCE- TRASH/ RECYCLE	931-000	790	178.96
06/08/2023	GENF	76300*#	DTE ENERGY	LIBRARY HEATING DTE ENERGY	923-000	790	541.86
06/08/2023	GENF	76301	ELEVATOR SERVICE INC	LIBRARY MAINTENANCE	931-000	790	139.00
06/09/2023	GENF	8378(A)	ALLIED UNIVERSAL TECHNOLOGY SERVICE	LIBRARY MAINTENANCE	931-000	790	534.66
06/09/2023	GENF	8388(A)*#	KINGSLAND'S ACE HARDWARE	LIBRARY MAINTENANCE	931-000	790	19.99
06/15/2023	GENF	76329*#	BARTLETT TREE EXPERTS	LIBRARY MAINTENANCE	931-000	790	149.00
06/15/2023	GENF	76350*#	SUPERIOR PEST CONTROL INC	LIBRARY MAINTENANCE	931-000	790	70.00
06/15/2023	GENF	76361*#	VERIZON WIRELESS	LIBRARY PHONES	924-000	790	10.02
06/30/2023	GENF	8424(A)	ALLIED UNIVERSAL TECHNOLOGY SERVICE	LIBRARY MAINTENANCE	931-000	790	520.00
06/30/2023	GENF	8426(A)*#	CONSUMERS ENERGY	100000284784 2870 JACK SMITH AVE SE	921-000	790	5,000.26
<b>Total for fund 271 LIBRARY FUND</b>							<b>15,035.80</b>
<b>FUND 403 - CONSTRUCTION FUND FIRE STATION #1</b>							
06/09/2023	GENF	8397(A)	US DIGITAL DESIGNS, INC.	STATION 1 ALERTING/DISPATCH COMPONENTS	975-000	901	50,093.30
06/15/2023	GENF	76338	FRUIT BASKET FLOWERLAND	BUILDING ADDITIONS & IMPROVEMENTS	975-000	901	420.00
06/15/2023	GENF	76339	WORKING FIRE FURNITURE & MATTRESS	NEW STATION FURNITURE	975-000	901	19,829.87
06/22/2023	GENF	76389	TRIANGLE ASSOCIATES	BUILDING ADDITIONS & IMPROVEMENTS	975-000	901	935,465.53
06/23/2023	GENF	8423(A)	WILLIAMS ASSOCIATES ARCHITECTS, LTD	ENGINEERING DESIGN	821-100	326	11,470.62
<b>Total for fund 403 FIRE STATION #1: CONSTRUCTION FUND- BOND</b>							<b>1,017,279.32</b>
<b>FUND 701 - TRUST &amp; AGENCY FUND</b>							
06/29/2023	GENF	76404	CUTTING EDGE BUILDERS	CUTTING EDGE BUILDERS	250-178	000	500.00
<b>Total for fund 701 TRUST AND AGENCY</b>							<b>500.00</b>
<b>FUND 703 TAX FUND</b>							
06/08/2023	GENF	76307	KENT COUNTY - HEALTH DEPT	KENT COUNTY - DOG LICENSE	222-175	000	714.80
06/15/2023	GENF	76351	CASCADE CHARTER TOWNSHIP	DELQ TAX - FIRE	230-002	000	728.88
06/15/2023	GENF	76351	CASCADE CHARTER TOWNSHIP	DELQ TAX - INTEREST	230-002	000	32.33
06/15/2023	GENF	76351	CASCADE CHARTER TOWNSHIP	DELQ TAX - KENT CO R/E	230-002	000	56,450.55
CHECK GENF 76351 TOTAL FOR FUND 703:							57,211.76

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX - OPERATING	230-002	000	538.45
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX - KC R/E	230-002	000	41,701.67
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX - INTEREST	230-002	000	29.61
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX - ADMIN	230-002	000	9,106.35
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX - PENALTY	230-002	000	535.01
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX - STREET LIGHTS	230-002	000	1,188.36
06/15/2023	GENF	76352	CASCADE CHARTER TWP	DELQ TAX OVER AND SHORT	230-032	000	(1.41)
				CHECK GENF 76352 TOTAL FOR FUND 703:			53,098.04
06/15/2023	GENF	76353	LIBRARY FUND	DELQ TAX - LIBRARY	230-002	000	83.00
06/15/2023	GENF	76353	LIBRARY FUND	DELQ TAX - KC R/E	230-002	000	6,431.96
06/15/2023	GENF	76353	LIBRARY FUND	DELQ TAX - INTEREST	230-002	000	3.65
				CHECK GENF 76353 TOTAL FOR FUND 703:			6,518.61
06/15/2023	GENF	76354	CASCADE CHARTER TOWNSHIP	DELQ TAX - OPEN SPACE	230-002	000	127.37
06/15/2023	GENF	76354	CASCADE CHARTER TOWNSHIP	DELQ TAX - KC R/E	230-002	000	9,868.03
06/15/2023	GENF	76354	CASCADE CHARTER TOWNSHIP	DELQ TAX - INTEREST	230-002	000	5.65
				CHECK GENF 76354 TOTAL FOR FUND 703:			10,001.05
06/15/2023	GENF	76355	PATHWAYS FUND	DELQ TAX - PATHWAYS	230-002	000	194.73
06/15/2023	GENF	76355	PATHWAYS FUND	DELQ TAX - KC R/E	230-002	000	15,082.93
06/15/2023	GENF	76355	PATHWAYS FUND	DELQ TAX - INTEREST	230-002	000	8.64
				CHECK GENF 76355 TOTAL FOR FUND 703:			15,286.30
06/15/2023	GENF	76356	POLICE FUND	DELQ TAX - POLICE	230-002	000	254.31
06/15/2023	GENF	76356	POLICE FUND	DELQ TAX - KC R/E	230-002	000	19,697.69
06/15/2023	GENF	76356	POLICE FUND	DELQ TAX - INTEREST	230-002	000	11.29
				CHECK GENF 76356 TOTAL FOR FUND 703:			19,963.29
06/15/2023	GENF	76357	CASCADE CHARTER TOWNSHIP	DELQ TAX - DELQ 2022 WATER	230-002	000	197.64
06/15/2023	GENF	76358	CASCADE CHARTER TOWNSHIP	DELQ TAX - 301TRD	230-002	000	1,505.88
06/15/2023	GENF	76359	CASCADE CHARTER TOWNSHIP	DELQ TAX - 23LL	230-002	000	1,006.52
06/15/2023	GENF	76360	KENT DISTRICT LIBRARY	DELQ TAX - KDL	230-002	000	694.19
06/15/2023	GENF	76360	KENT DISTRICT LIBRARY	DELQ TAX - INTEREST	230-002	000	30.95
				CHECK GENF 76360 TOTAL FOR FUND 703:			725.14
06/16/2023	GENF	8406(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - OPERATING	230-002	000	715.80
06/16/2023	GENF	8406(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - INTEREST	230-002	000	40.19
				CHECK GENF 8406(A) TOTAL FOR FUND 703:			755.99
06/16/2023	GENF	8407(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - DEBT	230-002	000	835.10
06/16/2023	GENF	8407(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - INTEREST	230-002	000	46.85
				CHECK GENF 8407(A) TOTAL FOR FUND 703:			881.95
06/16/2023	GENF	8408(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - DEBT	230-002	000	2,335.46
06/16/2023	GENF	8408(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - OPERATING	230-002	000	2,140.49
06/16/2023	GENF	8408(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - RECREATION	230-002	000	377.16
06/16/2023	GENF	8408(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - INTEREST	230-002	000	369.88
				CHECK GENF 8408(A) TOTAL FOR FUND 703:			5,222.99
06/16/2023	GENF	8409(A)	GRAND RAPIDS COMMUNITY COLLEGE	DELQ TAX - GRCC	230-002	000	761.75
06/16/2023	GENF	8409(A)	GRAND RAPIDS COMMUNITY COLLEGE	DELQ TAX - INTEREST	230-002	000	78.53
				CHECK GENF 8409(A) TOTAL FOR FUND 703:			840.28

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP**  
**CHECK DATE FROM 06/01/2023 - 06/30/2023**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
06/16/2023	GENF	8410(A)*#	KENT COUNTY TREASURER	DELQ TAX - OPERATING	230-002	000	1,841.87
06/16/2023	GENF	8410(A)	KENT COUNTY TREASURER	DELQ TAX - JAIL	230-002	000	424.06
06/16/2023	GENF	8410(A)	KENT COUNTY TREASURER	DELQ TAX - SENIOR	230-002	000	237.23
06/16/2023	GENF	8410(A)	KENT COUNTY TREASURER	DELQ TAX - VETERANS	230-002	000	132.30
06/16/2023	GENF	8410(A)	KENT COUNTY TREASURER	DELQ TAX - ZOO/MUSEUM	230-002	000	279.74
06/16/2023	GENF	8410(A)	KENT COUNTY TREASURER	DELQ TAX - CHILD	230-002	000	31.10
06/16/2023	GENF	8410(A)	KENT COUNTY TREASURER	DELQ TAX - INTEREST	230-002	000	239.01
				CHECK GENF 8410(A) TOTAL FOR FUND 703:			<u>3,185.31</u>
06/16/2023	GENF	8411(A)	KENT COUNTY TREASURER-SET	DELQ TAX - SET	230-002	000	2,672.16
06/16/2023	GENF	8411(A)	KENT COUNTY TREASURER-SET	DELQ TAX - INTEREST	230-002	000	274.19
				CHECK GENF 8411(A) TOTAL FOR FUND 703:			<u>2,946.35</u>
06/16/2023	GENF	8412(A)	KENT INTERMEDIATE SCHOOLS	DELQ TAX - KISD	230-002	000	2,427.69
06/16/2023	GENF	8412(A)	KENT INTERMEDIATE SCHOOLS	DELQ TAX - INTEREST	230-002	000	250.33
				CHECK GENF 8412(A) TOTAL FOR FUND 703:			<u>2,678.02</u>
<b>Total for fund 703 CURRENT TAX COLLECTION FUND</b>							<b><u>182,739.92</u></b>
<b>TOTAL - ALL FUNDS</b>							<b><u>2,196,730.22</u></b>

\*#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**Transactions Log for Payroll Deductions**

MONTH ENDING: June 2023

**Direct Deposit**

Date Submitted	<u>6/5/2023</u>	Transaction#	<u>R9KS5L3KE6</u>	Amount	<u>\$116,591.63</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	<u>HC87EH7131</u>	Amount	<u>\$120,450.11</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**Deferred Comp**

Date Submitted	<u>6/5/2023</u>	Transaction#	_____	Amount	<u>\$303.80</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	_____	Amount	<u>\$150.00</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**Payroll Taxes**

Date Submitted	<u>6/5/2023</u>	Transaction#	<u>60080560</u>	Amount	<u>\$41,695.41</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	<u>00283288</u>	Amount	<u>\$43,632.65</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**HSA**

Date Submitted	<u>6/5/2023</u>	Transaction#	<u>BMSB6B9S0K</u>	Amount	<u>\$3,121.00</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	<u>FIQWOM58EU</u>	Amount	<u>\$3,121.00</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**ICMA RC**

Date Submitted	<u>6/5/2023</u>	Transaction#	<u>ZULV49NGW2</u>	Amount	<u>\$746.04</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	<u>1KUGAYF13J</u>	Amount	<u>\$851.06</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**MERS DB EE**

Date Submitted	<u>6/20/2023</u>	Transaction#	_____	Amount	<u>\$5,045.31</u>
----------------	------------------	--------------	-------	--------	-------------------

**MERS DB ER**

Date Submitted	<u>6/20/2023</u>	Transaction#	_____	Amount	<u>\$24,261.00</u>
----------------	------------------	--------------	-------	--------	--------------------

**MERS DC**

Date Submitted	<u>6/6/2023</u>	Transaction#	<u>155</u>	Amount	<u>\$19,695.46</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	<u>156</u>	Amount	<u>\$21,233.46</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**MERS 457**

Date Submitted	<u>6/6/2023</u>	Transaction#	<u>68</u>	Amount	<u>\$1,168.60</u>
Date Submitted	<u>6/20/2023</u>	Transaction#	<u>69</u>	Amount	<u>\$1,198.60</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**Monthly Check Register - Gross**

Date Submitted	_____	Amount	<u>403,265.13</u>
----------------	-------	--------	-------------------

Clerk's Office

Date \_\_\_\_\_

## MEMORANDUM

**To:** Cascade Charter Township Board  
**From:** Brian Hilbrands, Planning Director  
**Subject:** Consider Type II Special Use Permit for a Commercial Composting Operation  
**Meeting Date:** July 26, 2023

The applicant is requesting approval of a Type II special use permit for a commercial composting operation to be located at 5745 Whitneyville Avenue. The application was tabled at the June 28 Township Board meeting to allow for further review by the Township of a number of items including proposed conditions of approval, potential health concerns to neighboring properties, and potential negative effects that the operation may have on neighboring properties such as an increase in traffic, noxious odors, and potential contaminants.

Attached to this memo is all of the information that was included in the packet for the June 28 Board meeting, as well as a letter from the applicant dated July 8, 2023, that includes additional information to address the concerns brought up at previous meetings.

Township Legal Counsel has also indicated that if there is a concern with retail sales on site, additional conditions of approval can be explored that would limit what may be sold on site.

Since the applicant has provided additional information, the request is being brought back before the Township Board. If you believe the information sufficiently addresses previous concerns you may take action on the application. If you believe that additional information is still needed, or additional review of the provided information is still needed, you may table the application once again or send the application back to the Planning Commission to allow that group to provide further direction.

**Attachments:** 7/8/23 Applicant Letter  
Information Provided in 6/28/23 Township Board Meeting Packet



July 8, 2023

Board of Trustees  
Cascade Township

Brian Hilbrands  
Planning Director  
Cascade Township

RE: Case 22-3746/Luis Chen

Dear Brian and Board of Trustees,

I received your written notice following our June 28 meeting. Please find below my response to the three items requested by Brian Hilbrands to help expedite the review process.

I am also thankful for your time during the meeting and your willingness to look further into my application. Respectfully I would like to ask you to consider the following:

1. The time and money I have spent in this process, conservatively \$45,000 already spent on site planning and design which includes engineers, geotechnical analysis, lawyers and consultants. Also the loss of revenue over the past two years, estimated at \$220,000. I am committed to being a valued member of Cascade Township and prove my vision of a composting farm in complete harmony with nature and the community. However the further we extend this process the more it negatively affects me. I am now at risk of losing \$266,000 of grant money that was awarded by EGLE (Michigan Department of Environment, Great Lakes and Energy) expiring in December 2023 if not used, to develop this beautiful compost farm concept.

2. I have been thorough on my planning and proceeding with the township. I approached the township prior to purchasing the property seeking guidance on steps and I have followed your requests.

3. My project proposal, site design and operations have been reviewed and recommended for approval by the township planning commission and members of the special committee organized to create the ordinance. From April to August 2022 the planning commission and special committee consulted and became acquainted with our project to provide an informed decision in favor of our operation.

4. A cease and desist letter was issued from township attorney Mike Homier regarding a zoning violation. It is important for our record to clarify that we did not cause a nuisance. A neighbor's

dog trespassed over 300 feet into our property and was rolling in our piles of pre-composted material in the process of relocation from our old site. A pile of compost is acceptable and expected in an agricultural property. This event triggered further review of our operation.

5. Negative comments from neighbors at the planning commission meeting on June 22 and then trustees meeting on June 28 were clearly misinformed opinions and without consideration to read our 4 page site plan application. Almost all concerns and questions from neighbors can be addressed on the site plan application. We also submitted a 24 page project proposal that has been available at the township website since May 2022.

6. I have provided the township with industry professional counsel to further understand my project. Aaron Hiday / Michigan Director and regulator of composting operations was present at two of the meetings. He talked about the low nuisance risks of our site plan and nuisance mitigation measures we are implementing. It is not in his best interest to advocate for a facility with a potential to fail. Aaron spoke in favor of my experience as a compost operator and our proposed site design at the Cascade location.

I brought Amy Freeman to the board of trustees meeting. A 30 year industry professional. She is a former director of a large scale composting operation located in Genesee County MI, Country Oaks. She is also on the board of directors of the Michigan Organics Council, a MI chapter of the US Composting Council. She explained our operation and size classification as a "community composter". She is available to further talk about risks of nuisances and any questions you may have. Her email [organicsmaven@gmail.com](mailto:organicsmaven@gmail.com)

7. According to the Appraisal Institute (<https://www.appraisalinstitute.org>) neighbor property values are affected by the conditions of nearby properties and the value of nearby properties. Our permits, licensing or business organization is not a consideration for the value estimation of neighboring homes. It is how our property looks and any nuisances present. Please refer to our nuisance elimination measures presented below and our site beautification with landscaping. The value of our property will significantly increase once we add the driveway, electricity, well and the pond. With these additions to our property it is then a fact that our property value will increase, hence positively affecting the value calculation of neighboring homes. Related article: <https://www.atlanticbay.com/knowledge-center/neighbors-affect-property-value/>

8. Sadly most people's only understanding of waste management is limited to a landfill, which is why they are fearful and ignorant and can't understand that there is a proper, clean, holistic way to attend to organic waste material- which is composting. It is nothing like a landfill. It is aligned with nature. The lack of exposure to this modality is symptomatic of how out of touch we are with healthy environmental practices. One example of how unthreatening the veggie scraps are in populated areas is our self-drop-off hubs where we keep 20 gal bins for members to drop off their food scraps. Our oldest self-drop-off hub has been running for over two years without any nuisances. All of these hubs are in partnership with businesses that host the collection bins.

In response to Brian Hilbrands three items request to expedite the process of review by the board of trustees:

**A breakdown of the daily traffic that can be expected on site once it is fully operational. This should include the number of employee vehicles entering the site, the expected number of customer vehicles entering the site, and what the expected delivery schedule will look like composting intakes. Will there be daily drop-offs of composting intakes such as food scraps, or weekly drop-offs of larger quantities such as wood chips or manure?**

Once the site is fully operational this is the traffic we expect:

- Already submitted to the township. Page 1 of our site plan. More details:
- Daily (Mon-Fri) a total of 2 cars owned by Wormies or its staff going into the property once and then leaving the property. We do not expect these 2 cars to be going in and out of the property more than once per day.
- Expected number of customer vehicles will be for bulk sales of compost. We foresee an average of 2 vehicles (pickup trucks) per day during the low season (Sept-Feb) and an average of 5 vehicles (pickup trucks) during the busy season (Mar-Aug).
- Composting intake schedule: 1) Mon-Thu for food scraps from Wormies vehicles only. Pickup trucks size F150 and F250 leave the site at 7am and return at 7pm. 2) wood chips and manure will be coming from neighboring farm Melody Bee Farms once per month.
- Considering it is a 13.4 acre plot our expected traffic possesses no burden to current road traffic. Another agricultural operation or ARC approved use of land possesses a greater potential for more traffic than what we propose.

**A narrative describing in detail what measures you will be taking to eliminate noxious odors from leaving the site, as well as how any potential airborne and waterborne contaminants are prevented from leaving the site and affecting any neighboring properties. Some of this information may already be required when you apply for an EGLE permit, so it would be helpful if you could submit it to us now.**

Noxious odors are not a part of our regular daily operation and we do not have to deal with that sort of issue as part of our regular operation. Though we do not expect noxious odors to be present either coming from our intake material or output material we have measures in place to prevent and eliminate in the case it happens:

Preventative measures for noxious odors:

1. We accept vegetables scraps only. No meat or animal parts.
2. We are a micro-hauling operation. 5gal or 20gal size bins are picked up by Wormies staff at customer locations. At this point an assessment is made by our driver on the conditions of the material. If bins are putrid and with noxious odor it is left at the customer location for landfill disposal.

3. The volume of food scraps brought to our site at once in our pickup truck averages 1 cubic yard. This is easily mixed with carbon material and covered within 10 minutes. We use a tractor or skid steer for this task. Two skid steer buckets (1 cubic yard) of carbon material such as woodchips is mixed per 1 cubic yard of food scraps.

4. Woodchips, sawdust and Biochar (charcoal) will be available at all times for odor elimination purposes. If there is ever the need to cover or mix material that has a noxious odor. These materials due to their high porosity are highly effective in absorbing any smells and liquids.

5. Our farm and compost piles are physically monitored and supervised twice daily by Wormies staff trained by US Composting Council as Compost Facility Operators. Trained supervision is present when receiving, mixing and moving raw materials.

6. The maximum size and capacity of our active composting phase is 200 cubic yards. In the case of noxious odor this active pile can easily be covered with carbon material to eliminate odor or it can be removed from the site within 24 hrs using 50 cubic yd containers, removal with an estimated cost of \$4,000. Tractor operators from Wormies staff are available 24x7 to execute odor elimination measures such as adding carbon material to the pile or removing material from the farm.

7. An odor is the vaporization of a volatile chemical compound. Naturally this odor or gas will travel up and out of a pile if not captured by available carbon material. Our active piles contain an average of 50% carbon material as part of our composting recipe. Carbon material, such as woodchips absorbs potential gas. Once the pile is built, it is topped with a layer of finished compost for the purpose of bio-filtration, and moisture retention. In addition any inadvertent odor being released from the pile is blocked by the covering on top of our active compost bays and it will drip back into the piles. This is an intentional part of our Aerated Compost system designed by Peter Moon from O2 Compost.

8. Above mentioned measures 1 to 7 are well above Best Management Practices. We operate and we are regulated as a commercial composter but we handle volumes that are considerably smaller than a commercial composter and smaller than an on-farm composting operation allows. Hence our risks are considerably less than an average commercial composter.

9. Composting is an aerobic process. It requires oxygen for aerobic organisms to survive and work through these organic materials (food waste). Worms, roly-poly, rove beetles, millipedes and centipedes are some of the aerobic organisms that you will find in our windrows (piles). These organisms are not attracted and will not survive in anaerobic environments.

10. Anaerobic environments is what happens at the landfill due to the presence of inorganic material such as plastics & metals, when mixed with organic material such as food waste, the food waste decomposes anaerobically due to the lack of oxygen that can't travel freely through those piles. A different set of organisms thrive in an anaerobic environment, such as maggots and flies. We do not have anaerobic environments.

11. In 6 years of operation we have never had nuisance issues of smell, pest attraction or noise. We take pride in working in complete harmony with nature and our surroundings.

12. We provide an aerobic environment to our compost process with our composting recipe with at least a 50:50 ratio of carbon to nitrogen material.

13. We provide an aerobic environment to our compost process by placing pipes that blow air underneath our active piles. These pipes provide oxygen from underneath the piles, preventing it from becoming anaerobic. This system of composting is called "forced aeration".

14. Vegetative filters such as trees is the most effective way to dissipate odors molecules in the air. The job of trees is to filter and improve air quality through their leaves. The entire perimeter of our property is already surrounded by 15 to 20 feet buffer of trees of different kinds. We have also plans to plant over 200 trees (100 already planted) as part of the regenerative practices that supports our compost operation.

#### Preventing airborne and waterborne contaminants from leaving the site:

1. Our compost area was professionally designed by licensed engineers at RRS (Resource Recycling Systems). RRS is a leading recycling and composting consulting and engineering firm with projects all over the world. Including the design of Grand Rapids Butterworth compost site. They are headquartered in Ann Arbor. <https://recycle.com/about-us/>

2. Our Covered Aerated Static Pile Compost System was designed by Peter Moon from O2 Compost. Cutting edge composting system recognized globally. <https://www.o2compost.com>

From O2 Compost Website:

#### WHY IS THE O2COMPOST SYSTEM BETTER?

- \* Mitigates impacts to surface and ground water resources
- \* Produces high quality compost in 30 - 60 day
- \* Eliminates pathogens, parasites, and weed seeds
- \* No odors, no impact to air quality, reduced volatile organic compounds and greenhouse gases
- \* No Vectors like rodents, flies, and birds
- \* No pile turning. Greatly reduced cost of labor, fuel, and equipment use / maintenance

3. Per page 1 of our site plan submitted to the township and reviewed by township engineers and the planning commission: The first phase (active phase) of composting will occur within a covered aerated static pile system on an engineered surface comprised of 6 inches of asphalt overlaying a compacted base of engineered fill. This type of construction makes rainfall runoff and compost material management efficient throughout the year and ensures that the entire facility is accessible in all weather conditions. All-weather access provided by an engineered surface facilitates compost management without gravel entering the streams and promotes the quick drainage of runoff waters from beneath the compost piles. Drainage structures will convey water away from the piles and direct it to a lined catchment area or collection basin. The lined catchment area (no outlet and no groundwater discharge) with volume capacity for a 100 year 24-hour storm is proposed to catch compost leachate or "wastewater" from the composting pad. The stormwater from the other proposed structures and paved parking of the site will be directed around and beyond the compost pad and lined catchment basin to infiltrate and flow

overland to the stormwater retention pond in the SW, also designed for a 100 year 24-hour storm. The proposed retention pond and stormwater will not disturb the existing wetland on the adjacent property to the NW and the compost pad is at least 200 feet from the surface water/wetland (as required by the EGLE compost site regulations). The water table at the location of the proposed retention pond should be at least 18" below the retention pond and at least 4' below the asphalt compost pad. The compost pad surface is sloped at 1-2% to facilitate runoff between bays. Site operators will regularly inspect the pad surface to manage the water runoff. The engineered, impervious compost pad and compost "wastewater" catchment basin pond meets the requirements for composting as required by the Michigan Department of Great Lakes, Environment and Energy (EGLE). The proposed compost pad, typical CASP system stormwater design calculations are shown in site plan sheets 2,3 and 4.

4. Pre-composted material is then setup in covered windrows for further curing with worms. The covering on the windrows acts as prevention for runoff water in the event of rain and it also protects our worms from heat, water and sunlight. At this stage of our process the composted material acts as a sponge rather than releasing any moisture into the ground. Though no water is expected to runoff the windrows, the area where the windrows are placed is sloped to direct runoff water into our pond.

5. The trees and field crops planted on the property help limit stormwater runoff. As part of our composting operation we keep the soil in our property protected and lively with cover crops, shrubs and trees.

5. Measures 1 to 14 for noxious odors explained above also apply on preventing airborne contaminants from leaving the site and affecting neighboring properties.

6. The composting process is classified as non-hazardous by the EPA and the food waste, wood waste and manures that we use is also classified as "non-hazardous wastes". These waste might have the potential to be obnoxious if not managed, but it isn't inherently harmful. There is a much more higher risks to human and environmental health when using household products such as RoundUp.

7. The size of our operation does not require the use of heavy duty equipment that can cause dust. Our regular operation does not require the use of shredders, large loaders, semi trucks, bulldozers or excavators. We use a small tractor (Kubota LA525), a skidsteer (CASE TR310), two pickup trucks and a trailer.

**If you are aware of any studies done on similar composting operations that demonstrate how they may or may not affect neighboring properties I believe the Board members would be interested in seeing those as well.**

The scale of our compost operation and the model of our business is classified by ILSR (Institute for Local Self Reliance) as a "Community Composting Operation". ILSR is a national research and advocacy organization dedicated to building an American economy driven by local priorities and accountable to people and the planet.

From ILSR, list of community composters nationwide, including Wormies:  
<https://ilsr.org/composting/community-composter-coalition/>

Examples of community composters located in expensive neighborhoods or densely populated areas:

- Community Compost Co. <https://www.hudsonsoil.com> Located in Hudson Valley NY at 5941 Route 209, Kerhonkson, NY. They have been in business since 2016. Their closest residential neighbor is less than 500 ft away. Average residential property value is \$1,200,000.
- Red Hook Compost / The NYC Compost Project <http://www.added-value.org/compost> Located at 103 Ostego St, Brooklyn NY. They have been operating since 2015. The largest community composting program in the US processing over 225 tons/year. The median price of a residential property in Brooklyn NY is \$840,000.
- Bennett Compost <https://www.bennettcompost.com/home#our-story> Located at 5650 Rising Sun Ave, Philadelphia PA. Operating since 2009. Median price of residential properties in that block is \$360,000.

From ILSR: <https://ilsr.org/composting/what-is-community-composting/>

What is community composting?

Composting can take place at many levels – backyard, block, neighborhood, schoolyard, community, and regional – and in urban, suburban, and rural areas. There are many methods and sizes. Large-scale centralized facilities can serve wide geographic areas and divert significant quantities of organic materials from disposal. Composting locally at the neighborhood or community-level yields many other benefits: social inclusion and empowerment, greener neighborhoods, improved local soils, enhanced food security and fewer food deserts, less truck traffic hauling garbage, more local jobs, and increased composting know-how and skills within the local workforce that is reinforced in the next generation. When composting is small-sized and locally based, community participation and education can flourish. When materials are collected and transported out of the community for processing, few if any of these benefits are realized at the local level. In addition, community-scale operations can move from concept to operation in a relatively short time frame. And community composting can build critical support for and participation in future citywide food scrap recovery programs.

Guiding Principles of Community Composting:

- Resources recovered: Waste is reduced; food scraps and other organic materials are diverted from disposal and composted.
- Locally based and closed loop: Organic materials are a community asset, and are generated and recycled into compost within the same neighborhood or community.
- Organic materials returned to soils: Compost is used to enhance local soils, support local food production, and conserve natural ecology by improving soil structure and maintaining nutrients, carbon, and soil microorganisms.

- Community-scaled and diverse: Composting infrastructure is diverse, distributed, and sustainable; systems are scaled to meet the needs of a self-defined community.
- Community engaged, empowered, and educated: Compost programming engages and educates the community in food systems thinking, resource stewardship, or community sustainability, while providing solutions that empower individuals, businesses, and institutions to capture organic waste and retain it as a community resource.
- Community supported: Aligns with community goals (such as healthy soils and healthy people) and is supported by the community it serves. The reverse is true, too; a community composting program supports community social, economic, and environmental well-being.

Cascade Township community will benefit from having our community compost operation and the natural beauty of our site design.

More benefits of our compost being easily available to our community. According to the EPA, compost also has a knack for suppressing diseases, helping to decrease the need for pesticides and inorganic fertilizers. Just like how compost helps prevent pathogens that cause disease in plants, it also helps destroy pathogens in soil and air.

I hope this additional information helps you make a more informed decision. Based on my quick turn around of information and thorough proposal I have previously submitted that contains additional information as well as this additional information I respectfully request to add us to the agenda for the July 26 board of trustees meeting. Thanks again for your time.

Luis Chen  
Founder and Owner  
Wormies, LLC  
616-322-1677  
luis@thewormies.com

## MEMORANDUM

**To:** Cascade Charter Township Board  
**From:** Brian Hilbrands, Planning Director  
**Subject:** Consider Type II Special Use Permit for a Commercial Composting Operation  
**Meeting Date:** June 28, 2023

The applicant is requesting approval of a Type II special use permit for a commercial composting operation to be located at 5745 Whitneyville Avenue. Attached to this memo is the Planning Commission staff report for the special use permit application.

The proposed operation would include two buildings (a 5,040 square foot hoop house and a 1,200 square foot pole barn), an asphalt compost pad that will include covered compost bays, a gravel driveway, ten parking spaces, and an area of covered compost rows. The operation is required to meet the 15 standards for composting operations included in Chapter 17 of the zoning ordinance, which regulate things such as setbacks, the size of the operation, and amount of material permitted, among others. Since the application appears to meet these standards, staff have recommended approval of the special use permit.

The Planning Commission held a public hearing on this matter at the June 19 meeting and received an extensive amount of public comment, the majority of which were opposed to the project. Draft minutes from the Planning Commission public hearing are included in the packet. Concerns that were brought up from residents included the potential for air and water-borne contaminants, noxious smells, an increase in traffic, and the potential loss of property value.

A number of these items can be addressed by the special use standards for composting operations, as well as requirements at the state level. If the operation were to not meet the requirements of their special use permit (for example, by creating noxious smells or contaminants that negatively affect neighboring properties), the Township has the authority to invalidate the special use permit.

After holding the public hearing, the Planning Commission recommended approval of the special use permit by a 5-2 vote, with the following conditions:

1. The applicant complies with the Township Engineer letter dated May 15, 2023, and all necessary permits are obtained before construction begins.
2. Record the stormwater maintenance agreement.
3. Any work within the right-of-way receives approval from KCRC and a driveway permit is obtained.



**Minutes**

Cascade Charter Township  
Planning Commission  
Monday, June 19, 2023  
7:00 pm  
2870 Jacksmith Ave SE

**ARTICLE 1.** Vice Chair \_\_\_\_ called the meeting to order at \_\_\_\_  
Members Absent:  
Others Present:

**ARTICLE 2. Pledge of Allegiance**

**ARTICLE 3. Approve the current Agenda**

**ARTICLE 4. Disclose any conflict of interest**

**ARTICLE 5. Approve the Minutes of the June 5, 2023 Regular Meeting and Closed Session**

**ARTICLE 6. Acknowledge visitors and those wishing to speak**

**ARTICLE 7. Case #23-3746/Chen**

**Property Address:** 5745 Whitneyville Ave

**Requested Action:** Type II Special Use Permit to construct a commercial composting operation.

**Motion was made by Member Rissi to open public hearing. Supported by Member Noordhoek. Motion carried 7 to 0.**

Davis (5535 Whitneyville) has lived in the neighborhood for over 40 years and asked if they will be utilizing the same road shared by other neighbors. Member Rissi clarified that the applicant's driveway will be at least 600ft south of her property.

Lori Johnson (5640 Whitneyville) said that the Wormies concept is great but not a good fit for the neighborhood since there are million-dollar homes. She expressed concern about water runoff because her property is downhill.

Rudy Klein (5542 Whitneyville) lives across the street and has lived there his whole life. He has worked in the hauling waste business for many years and indicated once the operation starts blending waste together it will smell.

Nicole Cruiz (2300 Buttrick) is a consumer of Wormies and has a bucket in which she disposes of her vegetables. She explained that with the liquid and the closed lid, there is absolutely no smell. Cruize has never had issues with friends coming into her home and the neighbors never complain.

Bill Vanartsen (8650 Lilly Ridge) has lived there for over 20 years and would like the area to remain residential.

Mike Hemmingson (8475 Laurel Ridge) lives off of Whitneyville and is in full support of Wormies, just not the location of the business. He explained that the home values will drastically decrease with a composting facility nearby. Hemmingson would like to see documents and studies on airborne contaminants.

Dr. Pishad (Laurel Drive) explained there are major health and environmental concerns these facilities have in neighboring areas. There are long-term studies showing a correlation with an increased risk of lung disease and possible cancers. The seeping of the bio pollutants could impact residents' well water. Increased smell, traffic, and wildlife were other concerns.

James Knott (8611 Lilly Ridge) stated that this project is not for a residential area. He believes the applicants have been misled through this process.

Sarvesh Srivastava (8668 Lilly Ridge) believed this project is wrong for the neighborhood where there are million-dollar homes. He also has many health concerns relating to composting.

Mary Tallajowski (6624 Jack Ave) has lived in the area for 18 years. Over the years it has become more residential and she believed bringing this facility to the area would create much-needed balance. She looked forward to this beneficial addition.

Daren Steadman (5539 Whitneyville) grew up in the area his whole life and he did not believe this is the right place for Wormies. He did not see the benefit and said the increase in truck traffic will be too much.

Rachel Garnett (7745 Whitburn) said she has lived in Cascade for just over a year and has been composting for many years. She previously relied on a home pick-up service for her composting and really appreciated that service.

Tasha Pacheco (8686 Lilly Ridge) stated that she came to the meeting opposed to the project but is now on the fence. She suggested organizing a community event to help neighbors gain a better understanding of the business. She didn't feel that Wormies would ruin the area and she would even utilize their services.

Mark Talbot (5337 Whittneyville) said he appreciated the presentation and all of his questions were answered. He stated that eventually, the United States will run out of topsoil and Wormies has a solution by making very powerful dirt that regenerates farms. Talbot wanted to give this business a chance since it will be extremely beneficial to the environment.

Nathanial Divine (5671 Whitneyville Ave) shares a property line with the applicants and stated that he is also on the fence regarding the project, but had concerns about what this would do to his property value and the water.

William Tuma (5670 Whitneyville) had concerns with the increase in traffic, health concerns, and the potential smell.

Sean Ford (5672 Whitneyville) lives directly across the street from the applicants and he was concerned about the water runoff. He moved here assuming this area to be

residential and was worried more commercial companies would be allowed there in the future. In his explanation, Ford pointed out that the applicants were given a promise that should not have been made, and that the township has a responsibility to rectify this matter.

Dr. Sophie Pokhrel (8698 Laurel Ridge) stated it's very apparent there are health and safety concerns with this project. Pokhrel explained that the operation is situated too close to nearby residents, and there is insufficient research to demonstrate the potential environmental consequences.

Tom Baker (8840 Vincent Ave) has property along the southern border of the applicant's parcel. When he bought his home, he wasn't aware that there would be a commercial business in the neighborhood.

John Akins (5666 Whitneyville) has lived here for over 50 years and thanked the township for making this place beautiful. He mentioned that the traffic is terrible and suggested that it may not be wise to pursue this business venture due to the likelihood of increased traffic.

Jay Keller (8797 Laurel Ridge) was unaware of this potential operation until his neighbors brought it to his attention. He was concerned about his house value, smell, and water contamination.

Kyle Heft (5644 Whitneyville) would have liked more research on the impact a business like this has on health. Heft has three young children and wanted a healthy future for them. He explained the applicants have a responsibility to educate the community and he felt they did not adequately inform residents.

Richard Gable (8464 Laurel Ridge) noticed there was nothing in writing on the specific measures being taken to mitigate odor, the stormwater maintenance agreement is to be determined, and there was no composting site management plan. Gable said approval should not be granted until these issues have been resolved.

Jim Berry (5651 Whitneyville) owns property against the northeast corner of the Wormies site. He explained there is no barrier between his property and the composting site, which raised concerns about the safety of the water supply. Berry mentioned that there is a 200ft buffer for residences from the composting site. Since his home hasn't been built yet, the close proximity was a major concern for him.

Mike Hemmingson (8475 Laurel Ridge) inquired about ways to inform additional residents and keep them updated on the studies conducted.

**Motion was made by Member Rissi to close public hearing. Supported by Member Engel. Motion carried 7 to 0.**

**ARTICLE 8. Case #23-3766/Bartlett**

**Property Address: 1400 Buttrick Ave**

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

**ARTICLE 9. Case #23-3770/Vanderschaaf**

**Property Address: 3671 Cherry Ln**

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

**ARTICLE 10. Case #23-3771/Achterhof**

**Property Address: 5830 Burton St**

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 832sqft.

**ARTICLE 11. Case #23-3765/Redwater Group**

**Property Address: 1600 Galbraith Ave**

**Requested Action:** Preliminary plan approval to amend the existing PUD to allow a cigar bar as a permitted use at the clubhouse building.

**ARTICLE 12. Old Business**

**ARTICLE 13. Any other business**

**ARTICLE 14. Acknowledge visitors and those wishing to speak**

**ARTICLE 15. Adjournment**

Respectfully submitted,

Joe Engel, Secretary

**STAFF REPORT**

STAFF REPORT: Case # 22-3746  
REPORT DATE: June 13, 2023  
PREPARED FOR: Cascade Charter Township Planning Commission  
MEETING DATE: June 19, 2023  
PREPARED BY: Brian Hilbrands, Planning Director

APPLICANT

Luis Chen  
5745 Whitneyville Ave SE  
Alto, MI 49302

STATUS

OF APPLICANT: Owner

REQUESTED ACTION: Type II Special Use Permit for a commercial composting operation

EXISTING ZONING OF SUBJECT PARCEL: ARC, Agriculture/Rural Conservation

GENERAL LOCATION: West side of Whitneyville Ave, between 52<sup>nd</sup> St and 60<sup>th</sup> St

PARCEL SIZE: 13.4 Acres

EXISTING LAND USE ON THE PARCEL: Vacant/Agricultural

ADJACENT AREA LAND USES: N,E,W – Residential  
S – Vacant/Agricultural

ZONING ON ADJOINING PARCELS: All ARC

STAFF COMMENTS:

1. The applicant is requesting a Type II Special Use Permit to construct a new commercial composting operation. The operation would include two buildings (a 5,040 square foot hoop house and a 1,200 square foot pole barn), an asphalt compost pad that will include covered compost bays, a gravel driveway, ten parking spaces, and an area of covered compost rows. The special use will be reviewed using the standards of Chapter 17, specifically Section 17.07.2.t.

2. As a reminder, the requirements of Section 17.07.2.t were developed by the Township last year as a result of activity on this property. Previous Township staff had informed the applicant that the composting use would be permitted By Right. After the Township received a complaint from a neighbor the use was reviewed again, and it was determined that it would be more appropriate to be permitted as a Special Use. As a result, the 15 requirements included in Section 17.07.2.t were developed. The property owner is now applying for the required Special Use permit.
3. The applicant has provided a narrative describing the proposed use and how it will operate. The facility will be used to receive composting intakes, such as leaves, woodchips, manure, and food scraps, mix and process those intakes to create compost and soil mixes, and prepare finished material for sale and distribution.
4. The operation is located on a parcel that meets the minimum size requirement of 10 acres, and the operational area (buildings, composting areas, material storage, etc.) meets the minimum setback requirements of 150' from property lines and 250' from residential dwellings.
5. Operational areas are required to be visually screened if they are located within 400' of a parcel with a residential use. The operational area is located within 400' of the residential parcels to the west and north. There are a number of existing trees along those property lines that the site plan indicates will remain. The Planning Commission should consider if those trees are an adequate screen. It is also worth noting that the operational area is within 400' of the property to the northeast (5651 Whitneyville Ave). That property is currently vacant but staff have received notice from the new property owner that they intend to build a home shortly.
6. The operational area is limited to 30% of the total area of the parcel, while at least 50% of the parcel must be kept natural, landscaped, or used for agriculture. The site plan indicates that the operational area encompasses approximately 16% of the parcel, while 58% will be kept natural, landscaped, or used for agriculture.
7. Equipment operation and the receiving or distribution of materials, including retail/wholesale sales, may only occur between the hours of 7:00am to 9:00pm.
8. The operation is limited to 3,000 cubic yards of intake material and 3,000 cubic yards of output material per year, and may have a maximum of 4,500 cubic yards of compost/composting intake/finished compost on site at any one time, with no more than 1,000 cubic yards being composting intake.
9. The operation must take reasonable action to mitigate the potential of odor leaving the site. The applicant should provide information on how that will be done.
10. The site will be accessed with a curb cut onto Whitneyville. The location of will need to be approved by the KCRC and a driveway permit will need to be obtained.

11. A well and septic system will be added and will require approval from the Kent County Health Department.
12. A photometric plan was submitted that meets Township requirements.
13. The Fire and Building Departments have reviewed and approved the plans.
14. The Gerald R Ford Airport staff have been made aware of the project and provided comments.
15. The Township Engineer has reviewed and approved the plans, and their comments are included in your packet. The proposed stormwater controls include a lined collection basin to capture water runoff from the asphalt compost pad, and a retention basin for the remaining water runoff. A stormwater maintenance agreement will be required
16. The operation is required to be registered with EGLE within one year of commencing operations, and must comply with all standards, rules, and regulations of registered compost operations. The applicant must also return to the Planning Commission for an annual review for a minimum of two years after receiving the special use permit. They must also keep an inventory log showing the amount of composting intake and the total composted output, which shall be provided to the Planning Commission at the annual review and as otherwise requested by the Township.
17. The applicant notes that if they receive Township approval, they will develop a compost site management plan as part of their registration with EGLE. The applicant should also submit the plan to the Township.
18. Section 17.06 as well as 17.07 of the zoning ordinance requires the Planning Commission to review several factors before making a recommendation to the Township Board. I have listed those items for your consideration followed by my comments for each.

<b>Factors</b>	<b>Comments</b>
Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the area in which the use is proposed.	The operation is located on an agriculturally zoned parcel with neighboring parcels that are also agriculturally zoned.
Be adequately served by essential facilities and services such as highways, streets, police and fire protection, drainage, refuse disposal, water and sewer facilities and schools.	This site would have well and septic and is located on a collector street.
Not create excessive additional requirements at public cost for public facilities and services.	This site would not cause excessive additional requirements at the expense of the public.
Not cause traffic congestion, conflict or movement in greater proportion to that normally prevailing for the use in the particular	The operation would not appear to create excessive traffic compared to other allowed uses such as greenhouses or schools, but the

zoning district.	applicant should speak to how traffic will be minimized.
Not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of noxious or offensive production of noise, smoke, fumes, glare, vibration, odor or traffic.	The proposed use has the potential to be detrimental to neighboring properties if it is not well managed. The applicant should speak to the methods that will be used to prevent negative impacts on neighboring properties.

**Section 21.07: Criteria For Site Plan Approval:**

The Planning Commission shall use the following criteria in evaluating a site plan submittal:

1. Whether the required information has been furnished in sufficiently complete and understandable form to allow an accurate description of the proposed use(s) and structure(s) in terms of density, location, area, height, bulk, placement, setbacks, performance characteristics, parking, and traffic circulation.
2. Whether there are ways in which the configuration of uses and structures can be changed which would improve the impact of the development on adjoining and nearby properties, persons, and activities, and on the community, while allowing reasonable use of the property within the scope of district regulations and other regulations of this Ordinance that are applicable to the property and proposed use and structures.
3. The extent to which natural features and characteristics of the large trees, natural groves, watercourses, and similar will be preserved; the regard given to existing natural features that would add attractiveness to the property and environs if they were preserved; the preservation of natural drainage systems the dedication and/or provision, where appropriate, of scenic easements, natural buffering, and other techniques for preservation and enhancement of the physical environment.

**STAFF RECOMMENDATION:**

A Type II Special Use Permit requires approval from the Township Board. Staff is recommending that the Planning Commission provide a positive recommendation to the Township Board regarding the commercial composting operation, with the following conditions:

1. The applicant complies with the Township Engineer letter dated May 15, 2023, and all necessary permits are obtained before construction begins.
2. Record the stormwater maintenance agreement.
3. Any work within the right-of-way receives approval from KCRC and a driveway permit is obtained.
4. The applicant registers with the EGLE Material Management Division (EGLE MMD), and provides a copy of the Compost Site Management Plan to the Township. The operation must comply with all standards, rules, and regulations of EGLE MMD registered compost operations.
5. The site continues to meet all the special use requirements of Section 17.07(2)(t) of the zoning ordinance. This includes the requirement that the applicant return to the Planning Commission for an annual review for a minimum of two years after receiving the special land use permit, and thereafter at the discretion of the Planning Commission, and that the applicant shall keep an inventory log showing the amount of composting intake and the total composting output, which shall be

provided to the Planning Commission at the annual review and as otherwise requested by the Township.

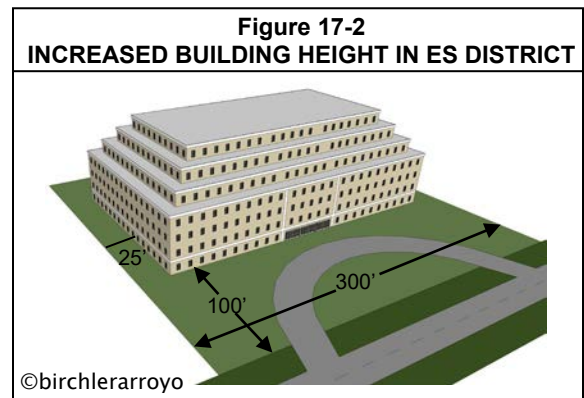
ATTACHMENTS:           Standards of Section 17.07.2.t.  
                                  Application  
                                  Site plan  
                                  Township Engineer letter  
                                  EGLE Isolation Distance Information

# Chapter 17 Special Uses

- 2) Due to the lower topography for some of the properties along I-96, a taller building may be allowed by the Township but in no case shall the height of the building exceed 72 feet or be more than 48 feet above the height of I-96 whichever is less. For purposed of determining the elevation of the highway, the highest point of the highway that is adjacent to the eligible property, will be used. For the eligible property the pre-development elevation will be used. Both elevations will be determined based on the Cascade Township REGIS system.
- 3) The application for special land use approval shall include a visual impact analysis, prepared by the applicant, which includes graphic depiction of the anticipated visual appearance of the building from important vantage points in the surrounding area. Methods used in preparing the analysis shall be reviewed and approved by the Planning Director.
- 4) In order to increase the height of the building beyond 48 feet, an elevated setback will be required. Elevated setbacks create a stepped facade, helping maintain light and air space and reduce the impact of building height on pedestrian and vehicular environments. The increased setback shall be an additional ten (10) feet in the front, side, and rear yards for each ten (10) feet of additional height or for each story, which ever is less. See Figure 17-2.
- 5) Increased height shall not be in conflict with any Federal Aviation Administration regulations.
- 6) The Planning Commission may require modifications to exterior building materials and architectural features to result in greater building articulation.
- 7) The Planning Commission shall determine the appropriate height allowance based on one or more of the following incentives provided:
  - i. Civic Space Incentive: Civic space may be in the form of plazas, squares, greens or parks that provide space for community gathering. Civic spaces may provide landscaping, seating, lighting, public art

or a water feature, and be oriented to the public realm.

- ii. Energy Efficient Design: The project may be constructed utilizing a nationally recognized green building rating system. Owners or developers applying for the special land use shall identify the system chosen at the time of application and shall provide quarterly updates that identify progress.
- iii. Roof Top Uses Incentive: The applicant may provide access and use by utility providers, including the Township for communications antennae.



- iv. Low Impact Development Incentive: The applicant may provide best management practices for drainage, such as green roofs, pervious pavement, bioswales, or others, to minimize discharge or result in zero discharge from the site.
- v. Streetscape Incentive: The project may incorporate entry features in the form of decorative street lighting and landscaping to match those along 28th Street within the Cascade Township Downtown Development Authority.
- vi. Other Incentives: The applicant may present to the Township other incentives which help mitigate any real or perceived impact of additional building height.

**t. Commercial composting operations with associated limited retail and wholesale trade of material created on the premises.**



# Chapter 17 Special Uses

- 1) Minimum parcel size shall be 10 acres in the ARC and FP zoning districts and 2 acres in the I zoning district. Operational areas (buildings, composting areas, material storage, etc.) in the ARC and FP districts shall be located a minimum of 150 feet from property lines and 250 feet from adjacent residential dwellings. Operational areas in the I zoning district must meet the setback requirements of that district and shall also be located a minimum of 250 feet from adjacent residential dwellings.
- 2) Operational areas shall be visually screened from neighboring parcels with a screen consisting of berming, fencing, and/or vegetation buffer if the operational areas are within 400 feet of a residential parcel.
- 3) The operation must be registered with the Michigan Department of Environment, Great Lakes and Energy - Material Management Division (EGLE MMD) within one year of commencing operations. The operation must comply with all other applicable federal, state, and local laws, rules and regulations. The operation must comply with all standards, rules, and regulations of EGLE MMD registered compost operations.
- 4) When located in the ARC or FP districts, operational areas are limited to 30% of the total area of the parcel and 50% of the total area of the parcel must be kept natural, landscaped, or used for agriculture.
- 5) Equipment operation and receiving or distribution of materials, including retail/wholesale sales, may only occur between the hours of 7:00am to 9:00pm.
- 6) The use shall comply with all applicable Township and local Ordinances, regulations and standards including, but not limited to, the Township Noise Ordinance, stormwater regulations and lighting regulations.
- 7) The applicant must return to the Planning Commission for an annual review for a minimum of two years after receiving the special land use permit, and, thereafter, at the discretion of the Planning Commission. The applicant shall keep an inventory log showing the amount of Composting Intake and the total composted output, which shall be provided to the Township Planning Commission at the annual review and as otherwise requested by the Township.
- 8) An operation located on a parcel 20 acres or less in size in the ARC or FP districts is limited to 3,000 cubic yards of intake material and 3,000 cubic yards of output material per year. Facilities exceeding 3,000 cubic yards of intake and/or output per year may be permitted at the discretion of the Township, but must be located on a parcel that exceeds 20 acres in size, or in the I district.
- 9) An operation may have a maximum of 4,500 cubic yards of compost/composting intake/finished compost on site at any one time, with no more than 1,000 cubic yards being composting intake. Greater volume may be allowed at the discretion of the Township for operations located in the I district or on parcels 20 acres or more in size in the ARC or FP districts.
- 10) The facility must take reasonable action to mitigate the potential of odor leaving the site, such as using negative aeration systems or other common industry methods for odor mitigation. Such odor mitigation methods are subject to review and approval of the Township through the special land use approval process. The site shall be kept neat and clean and there shall be no noxious odors or garbage affecting neighboring properties.
- 11) In the case of vermiculture, the species of worms that may be used are limited to red wiggler (*Eisenia fetida*), red worms (*lumbricus rubellus*), and other species that are native to Michigan, at the discretion of the Township.
- 12) All machinery and equipment, except for motor vehicles and trailers used in the conduct of business, shall be stored within a completely enclosed building. Motor vehicles and trailers shall be stored indoors, out-of-view when not in use for longer than a two-week period.
- 13) Retail and wholesale sales on the premises to the general public shall be limited to material created on the site.



# Chapter 17 Special Uses

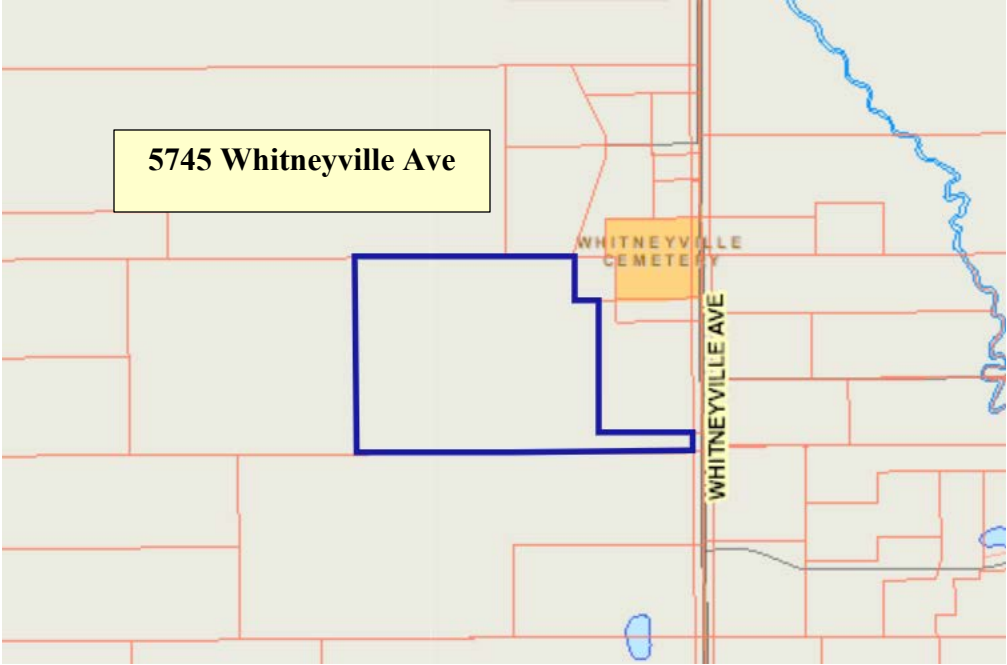
- 14) If waste from sorting exceeds one (1) cubic yard per month, that sorting process must be located in the Industrial (I) zoning district.
- 15) All Composting Intake material must be covered or stored so that it is contained and protected from wildlife and leaving the site.



Definitions  
General Provisions  
Development Review

Zoning Districts  
Special Uses  
Planned Unit Development

Height, Area, & Placement  
Parking & Access  
Landscaping





# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546-7140

## PLANNING & ZONING APPLICATION

**APPLICANT:** Name: Luis Chen  
Address: 2067 Swensberg Ave NE, Grand Rapids MI 49505  
City & Zip Code Grand Rapids MI 49505  
Telephone: 616-322-1677  
Email Address: luis@thewormies.com

**OWNER: \* (If different from Applicant)**

Name:  
Address:  
City & Zip Code:  
Telephone:  
Email Address:

**NATURE OF THE REQUEST: (Please check the appropriate box or boxes)**

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative Appeal                | <input type="checkbox"/> Administrative Site Plan Review |
| <input type="checkbox"/> Deferred Parking                     | <input type="checkbox"/> P.U.D. – Rezoning *             |
| <input type="checkbox"/> P.U.D. – Site Condominium *          | <input type="checkbox"/> Rezoning                        |
| <input checked="" type="checkbox"/> Site Plan Review *        | <input type="checkbox"/> Sign Variance Subdivision       |
| <input checked="" type="checkbox"/> <b>Special Use Permit</b> | <input type="checkbox"/> Plat Review *                   |
| <input type="checkbox"/> Zoning Variance                      | <input type="checkbox"/> Other: _____ *                  |

**\* Requires an initial submission of 5 copies of the completed site plan**

**BRIEFLY DESCRIBE YOUR REQUEST:\*\***

This request is for a Type II Special Use Permit and Site Plan Review for Wormies LLC commercial composting operation. The property is located in the ARC zoning district, which allows for commercial composting operations. Attached narrative describing the proposed operation and site plan in accordance to Chapter 21 of the zoning ordinance and stormwater ordinance.

(\*\*Use Attachments if Necessary)

**-SEE OTHER SIDE-**

**LEGAL DESCRIPTION OF PROPERTY\*\*:**

Property is situated in the Township of Cascade, County of Kent, State of Michigan.  
Property address 5745 Whitneyville Ave SE, Alto MI 49302. This property may be located  
within the vicinity of farmland or a farm operation. Generally accepted agricultural and  
management practices which may generate noise, dust, odors and other associated  
conditions may be used and are protected by the Michigan Right to Farm Act

(\*\*Use Attachments if Necessary)

**PERMANENT PARCEL (TAX) NUMBER:** 41-19 -35-300-053

**ADDRESS OF PROPERTY:** 5745 Whitneyville Ave SE, Alto MI 49302

**PRESENT USE OF THE PROPERTY:** Agriculture

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR  
EQUITABLE INTEREST IN THE PROPERTY:**

Name(s)	Address(es)
<u>Luis Chen</u>	<u>2067 Swensberg Ave NE</u>
<u>Sarah Yost</u>	<u>2067 Swensberg Ave NE</u>

**SIGNATURES**

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.*

*I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)*

\_\_\_\_\_  
Owner – Print or Type Name  
(\*If different from Applicant)

\* \_\_\_\_\_  
Owner’s Signature & Date  
(\*If different from Applicant)

Luis Chen  
Applicant – Print or Type Name

  
Applicant’s Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU

# Wormies Compost Site- Type II Special Use Site Plan

## Type II Special Use Site Plan Approval

Narrative and Site Plan included in this application demonstrates how the proposed operation will meet the special use design standards found in Section 17.07 of the Cascade Township zoning ordinance amendment that was approved by the Township to allow (subsection section 17.07 t) commercial composting with associated limited retail and wholesale trade of material created on the premises as a special use.

### Narrative and Proposed Use

The property is 13.47 acres located at 5745 Whitneyville Road in the ARC (Agricultural Rural Conservation) zoning district, which allows for commercial composting operations involving limited retail and wholesale trade of material created on the premises. The proposed Wormies Compost Site will provide a properly designed space for compost production and provide a rich soil amendment for soil health and landscaping use and will meet the special use design standards found in Section 17.07 of the Cascade Township zoning ordinance. The compost site will register with the Michigan Department of Environment, Great Lakes and Energy- Material Management Division (EGLE MMD) after township approval of the site plan. EGLE registration requires that the operation follows best management practices to minimize noise, odor and dust production, does not cause a nuisance to neighbors, and protects compost wastewater from entering the groundwater and surface waters.

Planned development timeline is May to December 2023 for all composting operation areas.

The barn, which is planned for equipment storage, utility storage and bathroom area, will be completed by November 2025

Operational areas (buildings, composting areas, material storage, etc.) meet setback requirements and area coverages and are further than 400 feet of the nearest residential parcel. 16% of property space will be used for composting activities.

	Acres	SqFt or ft	%	Maximum Allowed	Minimum Allowed	Proposed Use
Total parcel area	13.4	583,836 SqFt	100	N/A	10	
Operational areas (buildings compost areas, material storage, etc.)		93,410 SqFt	16	30%		
Natural areas (landscaped or agriculture)		339,040 SqFt	58		50%	
Front, side & rear yard building setbacks or agricultural buildings and structures		150ft			150 ft from property lines; 250 ft from adjacent dwelling	
Max building height		150ft		35ft		
Hoop House		5,040 Sq Ft	<1			Operations & Curing
Barn		1,200 Sq Ft	<1			Storage & Maintenance
Asphalt compost pad		6,784 Sq Ft	1			
Concrete parking pad		1,320 Sq Ft	<1			

Wormies is more than a conventional composting operation. Most of the space in the property will be regenerated with the goal of having natural ecosystems that increase the biodiversity in the property and benefit Wormies composting process and finished products. Its composting operation is considerably low intensity compared to conventional composting operations and not limited to composting but also micro-hauling, manufacturing of soil blends, growing of biodynamic accumulators, compost tea application service, consulting and education. Wormies' operation possesses a low risk of nuisance such as odor, noise, dust, traffic and pests.

The first phase of composting will occur within a covered aerated static pile (CASP) system on an engineered surface comprised of 6 inches of asphalt overlaying a compacted base of engineered fill. This type of construction makes rainfall runoff and compost material management efficient throughout the year and ensures that the entire facility is accessible in all weather conditions. All-weather access provided by an engineered surface facilitates compost management without gravel entering the streams and promotes the quick drainage of runoff waters from beneath the compost piles.

Drainage structures will convey water away from the piles and direct it to a lined catchment area or collection basin. The lined catchment area (no outlet and no groundwater discharge) with volume capacity for a 100 year 24-hour storm is proposed to catch compost leachate or "wastewater" from the composting pad.

The stormwater from the other proposed structures and paved parking of the site will be directed around and beyond the compost pad and lined catchment basin to infiltrate and flow overland to the stormwater retention pond in the SW, also designed for a 100 year 24-hour storm. The proposed retention pond and stormwater will not disturb the existing the wetland on the adjacent property to the NW and the compost pad is at least 200 feet from the surface water/wetland (as required by the EGLE compost site regulations). The water table at the location of the proposed retention pond should be at least 18" below the retention pond and at least 4' below the asphalt compost pad.

The compost pad surface is sloped at 1-2% to facilitate runoff between bays. Site operators will regularly inspect the pad surface to manage the water runoff. The engineered, impervious compost pad and compost "wastewater" catchment basin pond meets the requirements for composting as required by the Michigan Department of Great Lakes, Environment and Energy (EGLE). The proposed compost pad, typical CASP system stormwater design calculations are shown in site plan sheets 2,3 and 4.

- The compost site is designed for a capacity of 250 cubic yards per month (3,000 cubic yards per year) of incoming feedstock material, and a total of 4,500 cubic yards of active composting on site at one time.
- The following site features are shown on the site plan:
  - o 6,784 square foot asphalt pad for receiving, mixing and pre-processing in a covered aerated static pile (CASP) system
  - o 5040 square foot hoophouse/greenhouse for vermiculture, compost curing and finished compost distribution and sales
  - o 1200 square foot enclosed pole barn for equipment storage and maintenance. Motor vehicles and trailers can also be stored in the pole barn when not in use.
  - o 6 parking spaces for employees on the gravel and 4 for visitors with one handicap space on the engineered concrete;
  - o 1179 square foot (surface area) lined detention pond with 2849 cubic feet volume of storage capacity.
  - o Site access is secured with a gate, which will be accessible to emergency service vehicles.
  - o Barn will have a restroom and a septic system will be installed.
  - o A water well will be drilled for potable water, equipment and compost operations.
  - As required by the Fire Marshall, a water tank of adequate volume can be

o Landscape management strategy - letting a rotation of cover crops and wildflowers grow, which will be periodically mowed and harvested for compost material.

o Overhead electrical will be installed with Consumers Energy for site lighting, hoophouse and pole barn electrical needs and to power the CASP aeration fans.

- Downcast lighting is proposed around the pole barn.
- All parking and loading areas utilized during darker hours will be artificially illuminated to a minimum level of 0.5 foot candles and a maximum level of five (5) foot candles, with one (1) foot candle the level of average illumination. Lighting fixtures shall be designed and arranged to:
  - Deflect light away from adjacent properties and streets.
  - Not be more than 20 feet above the parking surface and shall be shrouded to prevent glare.
  - Allow a reduction of the amount of artificial light during other than normal parking hours.
- o Traffic will come from site's main entrance, through the gate and onto the compost receiving pad. Incoming material will be from Wormies vehicles or pre-approved contractors only to minimize the level of contamination or inappropriate loads. It is estimated that no more than 10 vehicles will enter and exit the site each day for composting operations.

o Incoming material will be unloaded on Receiving Area of the asphalt pad, mixed with a loader and then loaded into the CASP system.

-Incoming material is made up of food waste, wood waste, yard waste and herbivorous manures. The custom mix of materials (recipe) allows for optimal composting environment:

- Carbon to Nitrogen Ratio of 30:1
- Moisture Content between 55% and 60%
- Bulk Density between 900 lbs/CY and 1200 lbs/CY
- Feedstock such as food waste is received and processed immediately after receiving by mixing it with carbon material such as wood waste.
- Any obvious contaminants will be removed from the feedstock before loading into the bays. Contamination will not exceed 1 cubic yard per month and will be placed in the dumpster located on the pad.
- Mixing will occur on the pad toward the middle of the site and on days when winds are low to minimize any odor, noise or dust impact downwind.
- Prevailing winds are from the NW. Even though odors strong enough to travel outside the compost area are not usual, a windsock will be installed to ensure that material mixing does not occur at a time that winds blow towards the adjacent neighbors.
- The mixture is placed into the CASP composting bays for pre-processing with forced aeration technology for 21 days.
- The material in the CASP rows will meet the time and temperature requirements, with adequate moisture levels of 50% to actively compost. The use of temperature and moisture content probes can be used to monitor piles. To keep the moisture content to an optimal range, windrows will be watered using water from the detention pond. The volume of water in the detention pond is anticipated to be used on a regular basis to water the piles, and watering can be supplemented with well water as needed.
- After approximately 21 days, the pre-composted material is then removed from the bays and laid into vermiculture windrows 8' W x 2-4' H x various lengths to finish the compost using red wiggler worms (*Eisenia fetida*).
- The windrows are monitored and managed for the next 8-12 months and then screened to extract the worm castings. The screened "overs" will be reintroduced into the windrows for further processing. Waste from the process will be minimal.
- The finished material is screened and stored in the greenhouse for distribution and sales.

### Hours of Operation:

7:00 am through 9:00 pm for operation. receiving and distribution of materials, including retail/wholesale sales.

### Equipment to be used:

- Skidsteer
- Tractor
- Trommel soil screener
- Truck and trailer
- Soil mixer

### Planned Staffing and Training:

- Mechanic 0.10 FTE (Full-Time Equivalent)
- Site and equipment operator 0.25 FTE
- Coordinator/supervisor 0.10 FTE

Luis Chen, owner of Wormies, and site supervisor, has completed the US Composting Council's Compost Operator Training to gain compost operations manager certification as recommended by EGLE and will plan to train future site operators or send to training, future site operators.

### Other Permits/Approvals:

As soon as Wormies gains Cascade Township Special Use Site Plan approval, Wormies will submit an application to Michigan Department of Great Lakes, Environment and Energy (EGLE) for compost site registration, which is required for a compost site larger than of 200 cubic yards. Wormies will obtain necessary permits and approvals for soil erosion and sedimentation control permit, water supply well, septic, electrical and site lighting, entrance sign and access drive. Wormies is working with Consumers Energy to locate electrical pole and install electrical service to the site.

No other approvals or permits are known at this time.

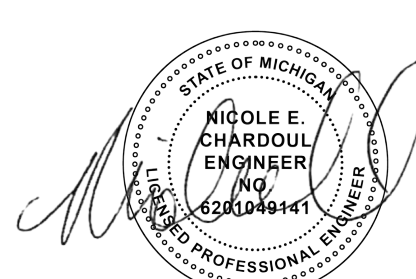


### Site Management Plan:

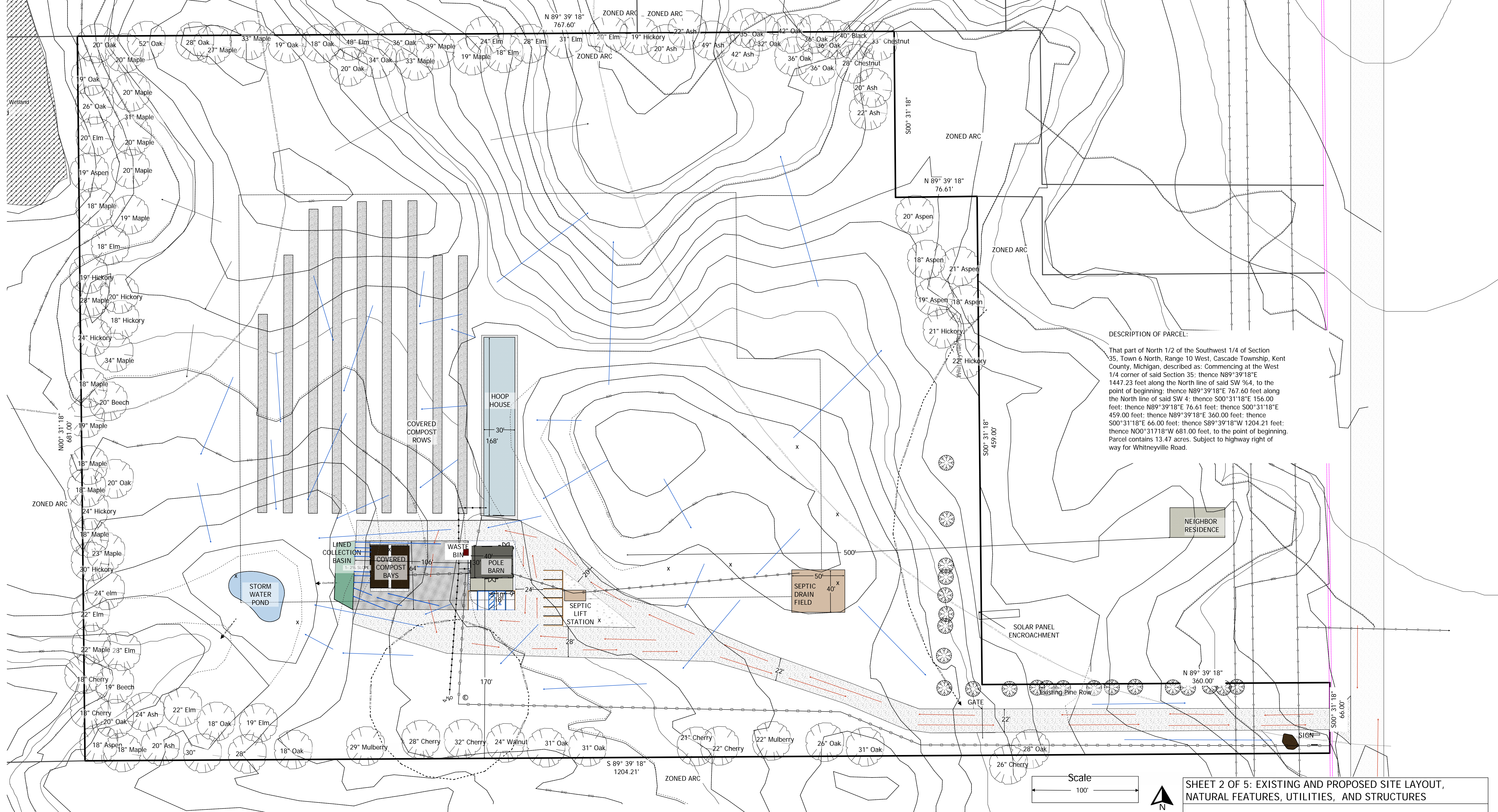
A comprehensive compost site management plan (CSMP) will be developed after Township site plan approval with specific standard operating procedures for staffing, managing, and monitoring the incoming materials and piles; site, pond and equipment maintenance; as well as and troubleshooting for odor, noise and dust.



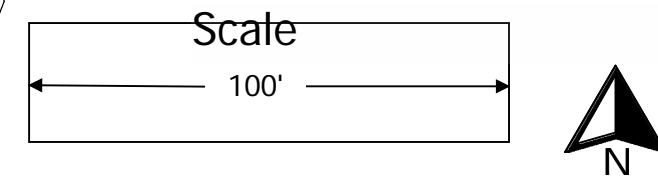
### Description of Parcel:

That part of North 1/2 of the Southwest 1/4 of Section 35, Town 6 North, Range 10 West, Cascade Township, Kent County, Michigan, described as: Commencing at the West 1/4 corner of said Section 35; thence N89°39'18"E 1447.23 feet along the North line of said SW ¼, to the point of beginning; thence N89°39'18"E 767.60 feet along the North line of said SW 4; thence S00°31'18"E 156.00 feet; thence N89°39'18"E 76.61 feet; thence S00°31'18"E 459.00 feet; thence N89°39'18"E 360.00 feet; thence S00°31'18"E 66.00 feet; thence S89°39'18"W 1204.21 feet; thence N00°31'18"W 681.00 feet, to the point of beginning. Parcel contains 13.47 acres. Subject to highway right of way for Whitneyville Road.

SHEET 1 OF 5
SHEET 1: COVER SHEET, USE DESCRIPTION, AREA MAP
SHEET 2: EXISTING AND PROPOSED SITE LAYOUT, NATURAL FEATURES, UTILITIES, AND STRUCTURES
SHEET 3: STRUCTURE DETAILS AND ELEVATIONS, ENTRANCE SIGN DETAIL, LIGHTING SPECS
SHEET 4: STORMWATER CALCULATIONS AND DRAINAGE DESCRIPTION
SHEET 5: PHOTOMETRIC PLAN
Wormie's Compost Farm Design 5745 Whitneyville Rd, Alto, Michigan 49302 Prepared by: Nicole E. Chardoul, Youssef Darwich April 18, 2023
  



**DESCRIPTION OF PARCEL:**  
 That part of North 1/2 of the Southwest 1/4 of Section 35, Town 6 North, Range 10 West, Cascade Township, Kent County, Michigan, described as: Commencing at the West 1/4 corner of said Section 35; thence N89°39'18"E 1447.23 feet along the North line of said SW ¼, to the point of beginning; thence N89°39'18"E 767.60 feet along the North line of said SW 4; thence S00°31'18"E 156.00 feet; thence N89°39'18"E 76.61 feet; thence S00°31'18"E 459.00 feet; thence N89°39'18"E 360.00 feet; thence S00°31'18"E 66.00 feet; thence S89°39'18"W 1204.21 feet; thence N00°31'18"W 681.00 feet, to the point of beginning. Parcel contains 13.47 acres. Subject to highway right of way for Whitneyville Road.



**SHEET 2 OF 5: EXISTING AND PROPOSED SITE LAYOUT, NATURAL FEATURES, UTILITIES, AND STRUCTURES**

Wormie's Compost Farm Design  
 5745 Whitneyville Rd,  
 Alto, Michigan 49302  
 Prepared by: Nicole E. Chardoul, Youssef Darwich  
 April 18, 2023

**Legend**

- Property Line
- 150' Property Buffer
- 800' Well Bufer
- 250' Residence Buffer
- 200' Wetland Buffer
- Existing Contours
- ADA Parking
- New Contours
- ADA Parking
- Right of Way
- Traffic Flow
- Stormwater Flow
- Electrical
- ATT Lines
- Water Line
- Type III Well Buffer
- SEPTIC
- Emergency overflow
- Asphalt
- Concrete
- Gravel

- Existing Trees
- Proposed Well
- Temporary Electric Panel
- Soil Boring Locations





## Drainage Narrative

The operational areas of the 13.47-acre parcel naturally drains to the low area in the SW corner of the site. The proposed work involves construction of a new impervious composting pad of approximately 6,784 square feet and two new structures.

### Existing Drainage:

The stormwater runoff from the existing undeveloped site is directed toward the low area in the SW corner of the site, with a small area directed to the NE corner of the site and another small area directed to the NW corner of the site. The proposed composting operational areas all occur in the watershed area where the stormwater flows to the SW corner.

### Proposed Stormwater Management:

A lined catchment area (no outlet and no groundwater discharge) with volume capacity for runoff from a 100 year 24-hour storm is proposed to catch compost leachate or "wastewater" from the composting pad. The pond will be 3 feet deep with a 12" freeboard and will have a volume capacity of 2,300 cubic feet.

The asphalt compost pad will be constructed at a 1-2% slope to the west to allow the stormwater from the pad to be directed to the lined catchment basin and the edges of the pad will be constructed as sloped impervious ditches to allow the stormwater runoff from the pad to be directed to the lined catchment area. A raised edge or curb along the sides of the pad will prevent stormwater from other areas of the site to enter the ditch or compost pad. The impervious pad and catchment area meets the MI Department of Environment Great Lakes and Energy (EGLE) compost site stormwater management requirements when processing cannabis plant waste and also meets EGLE Water Resources Division requirements for compost leachate management. The lined catchment area will prevent groundwater discharge of the compost leachate wastewater. The water collected in the catchment area will be recirculated back to the compost piles to keep optimal moisture levels in the piles. If the water in the catchment area exceeds the need for compost pile watering, it will be pumped out and hauled for proper disposal.

The stormwater from the other proposed structures and paved parking of the site will be directed around and beyond the compost pad and lined catchment basin to infiltrate and flow overland to the to the stormwater retention pond in the SW. The pond will be 5 feet deep with a 12" freeboard and will have a volume capacity of 2,000 cubic feet. The soil type of 36C-Filer Loam should allow adequate infiltration.

The water table at the location of the proposed retention pond should be at least 18" below the bottom of the retention pond and at least 4' below the asphalt compost pad.

## Soil Type & Groundwater

Native Sandy clay overlying granular soils consisting of sand and gravelly sand. Approximately 4 to 5 inches of sandy clay topsoil is present at the ground surface within the soil boring locations. Native cohesive soils, consisting of silty clay and sandy clay, underlie the topsoil within soil borings B-01 and B-03 extending to depths ranging from 3.5 to 9 feet. Native granular soils, consisting of sand and clayey sand, underlie the native cohesive soils within the soil boring locations extending to the explored depths ranging from 10 to 15 feet.

The native cohesive soils are medium to very stiff in consistency, with natural moisture contents ranging from 18 to 27 percent, and unconfined compressive strengths ranging from 1,000 to 7,000 psf. The native granular soils are loose to medium compact in relative density, with Standard Penetration Test (SPT) N-values ranging from 9 to 18 blows per foot (bpf).

The groundwater was not encountered to the explored depths of 8 to 15 feet during and upon completion of drilling and test pit operations.

## Installation Specifications for Pad Construction

The relatively high moisture content of the surficial cohesive soils are likely in close proximity to their respective plastic limits. Therefore, these soils may become unstable under repeated loading from construction equipment. The subgrade should not be exposed to prolonged periods of precipitation to prevent the subgrade from becoming unstable. We recommend earthwork operations be performed during the predominantly drier summer months.

Topsoil Stripping: Remove all organic materials down to a depth of at least 12 inches  
 Subgrade Undercutting: After excavation and undercutting to required depth, it shall be evenly graded and recompacted to not less than 95% of the soil's maximum unit weight.  
 Subgrade (Fill Material to bring pad "to grade"): Non-organic soil suitable with engineering characteristics suitable to achieve 95% compaction of maximum unit weight and to support overlying base material to specified compaction, placed in loose layers not more than 8 inches and not less than 4 inches. Each layer placed shall be compacted separately to the required level of compaction.  
 Base Course: compacted base course with a minimum thickness of 6 inches shall be placed on the compacted subgrade and beneath the slab. The base course shall consist of granular material (sand, gravel, crushed stone, or sand/gravel mix). A geotextile liner may be included below the subbase.  
 Compost Pad Material: 4 inches of hot mix asphalt (HMA) applied in two layers, a 2 inch base course and a 2 inch wearing course. Recycled asphalt pavement (RAP) may be substituted for a portion of the new material required to produce the HMA mixture.

## Installation Specifications for Lined Catchment Basin and Compost Pad Ditch

Topsoil Stripping: Remove all organic materials down to a depth of at least 12 inches  
 Subgrade Undercutting: After excavation and undercutting to required depth, it shall be evenly graded and recompacted to not less than 95% of the soil's maximum unit weight.  
 Clay Base Placement: The impermeable clay layer shall be placed as directed in the bottom of the basin in loose layers not more than 6 inches and not less than 4 inches. The material shall be compacted to 90% of its maximum unit weight with kneading compaction (sheepsfoot roller).  
 Alternately, the basin can be lined with a geotextile liner consisting of a minimum 30-mil thickness geomembrane overlying a structurally stable foundation to support the liners and the contents, or a high density polyethylene geomembranes at least 60-mil thick to allow for proper welding, or an alternative design approved by the township or county water resources board.  
 Vegetation: Clear debris and all stone greater than two (2) inches in diameter from planting areas. Level finish grades to eliminate small depressions. Roll the finished surface with spiked roller to eliminate soil clods. Kill any volunteer vegetation with "Round-up" herbicide seven (7) days before all seeding operations. Spread stockpiled or new topsoil and seed with seed mixes as shown on plan. Drill seeding is required for all permanent seed matrices to ensure direct soil-seed contact. No seed will be planted with more than 1/4-inch soil cover. Apply straw at a rate of 1500 lbs/acre to all seeded areas. Secure straw with crimping implement. Install erosion control blanket to all shallow channels.

Drainage Assumptions	
Design Return Period (years) =	100
Design Storm Duration, d (hours) =	24
Design Storm Duration, d (min) =	1440
Pond Depth (ft) =	3
Pond Side Slope =	3 to 1
Freeboard (inches) =	12



Area Analysis (lined catchment area for compost pad):				
	A (square feet)	A (acres)	C	AC
<b>Type of Drainage Area</b>	Drainage Area (square feet)	Drainage area (acres)	Rational runoff coefficient	
Compost Pad (asphalt)	6,784	0.16	0.95	0.14795
<b>Runoff Coefficient (C):</b>				
	C avg = AC total / A total			0.95
Lined Catchment Area/Basin Volumes (Q = C * I * A):				
	C avg	I (*)	A total	
		Rainfall intensity (inches per hour)	Drainage area (acres)	
Q = Peak Discharge (acre-in/hr) =	0.95	0.261	0.16	
Q (cf per second) =	0.039			
Peak Discharge (cf over 24-hr) =	3,366			
Lined Catchment Area/Basin Volumes Provided:				
Volume = 0.33 H (A1 + A2 + (A1*A2)/0.5)	Elevation	Area (SF)	Volume (CF)	Incremental (CF)
	807.0	1,387	1,186	3,036
	806.0	1,019	850	1,850
	805.0	708	570	1,000
	804.0	453	346	430
	803.0	255	84	84
Volume (with 12" of freeboard)=				3,364

Area Analysis (stormwater retention basin):				
	A (square feet)	A (acres)	C	AC
<b>Type of Drainage Area</b>	Drainage Area (square feet)	Drainage area (acres)	Rational runoff coefficient	Rational runoff coefficient (adjusted for sheet flow over lawn)
Structures	6,240	0.14	0.95	0.70
Concrete parking	1,320	0.03	0.95	0.70
<b>Total</b>	<b>7,560</b>	<b>0.17</b>		<b>0.12149</b>
<b>Runoff Coefficient (C):</b>				
	C avg = AC total / A total			0.70
Retention Volumes (Q = C * I * A):				
	C avg	I (*)	A total	
		Rainfall intensity (inches per hour)	Drainage area (acres)	
Q = Peak Discharge (acre-in/hr) =	0.70	0.2613	0.17	
Q (cf per second) =	0.032			
Peak Discharge (cf over 24-hr) =	2,764			
Retention Volumes Provided:				
Volume = 0.33 H (A1 + A2 + (A1*A2)/0.5)	Elevation	Area (SF)	Volume (CF)	Incremental (CF)
	802.0	1,179	935	1,752
	801.0	842	690	1,507
	800.0	562	441	817
	799.0	338	247	376
	798.0	171	110	129
	797.0	60	20	20
Volume (with 12" of freeboard)=				2,849

\* Source: <https://hdsc.nws.noaa.gov/hdsc/pfds> Used rainfall over 24 hours for a 100-year storm at Grand Rapids International Airport

## Retention Pond Seed Mix

Andropogon gerardii (Big Blue Stem): 4.000 lbs/acre  
 Panicum virgatum (Prairie Switch Grass): 0.500 lbs/acre  
 Sorghastrum nutans (Indian Grass): 4.500 lbs/acre  
 Spartina pectinata (Prairie Cord Grass): 0.250 lbs/acre  
 Avena sativa (Seed Oats): 48.000 lbs/acre  
 Elymus canadensis (Prairie Wild Rye): 1.000 lbs/acre  
 Lolium multiflorum (Annual Rye): 10.000 lbs/acre

NOAA Atlas 14, Volume 8, Version 2 GRAND RAPIDS INTL AP  
 Station ID: 20-3333  
 Location name: Grand Rapids, Michigan, USA\*  
 Latitude: 42.8825°, Longitude: -85.5239°  
 Elevation: 803 ft\*\*  
\* source: ESRI Maps  
 \*\* source: USGS

POINT PRECIPITATION FREQUENCY ESTIMATES

Sanja Perica, Deborah Martin, Sandra Pavlovic, Ishani Roy, Michael St. Laurent, Carl Trypaak, Dale Umuhl, Michael Yelso, Geoffrey Bonnis

NOAA, National Weather Service, Silver Spring, Maryland

[PF tabular](#) | [PF graphical](#) | [Maps & aeriels](#)

PDS-based point precipitation frequency estimates with 90% confidence intervals (in inches) <sup>1</sup>										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
<b>5-min</b>	0.300 (0.261-0.347)	0.352 (0.306-0.408)	0.442 (0.383-0.514)	0.522 (0.448-0.610)	0.638 (0.524-0.780)	0.733 (0.541-0.908)	0.832 (0.628-1.06)	0.938 (0.696-1.23)	1.08 (0.729-1.47)	1.26 (0.771-1.85)
<b>10-min</b>	0.439 (0.362-0.508)	0.515 (0.448-0.597)	0.648 (0.561-0.753)	0.764 (0.656-0.893)	0.934 (0.767-1.14)	1.07 (0.851-1.33)	1.22 (0.919-1.55)	1.37 (0.975-1.80)	1.59 (1.07-2.15)	1.76 (1.14-2.41)
<b>15-min</b>	0.535 (0.406-0.619)	0.628 (0.547-0.728)	0.790 (0.684-0.918)	0.932 (0.800-1.09)	1.14 (0.935-1.39)	1.31 (1.04-1.62)	1.49 (1.12-1.89)	1.67 (1.19-2.20)	1.94 (1.30-2.62)	2.15 (1.39-2.94)
<b>30-min</b>	0.801 (0.698-0.928)	0.941 (0.819-1.09)	1.18 (1.02-1.37)	1.39 (1.20-1.63)	1.70 (1.40-2.08)	1.95 (1.55-2.42)	2.21 (1.67-2.82)	2.49 (1.93-3.90)	2.88 (2.06-4.37)	3.18 (2.06-4.37)
<b>60-min</b>	1.06 (0.919-1.22)	1.24 (1.07-1.43)	1.55 (1.34-1.80)	1.83 (1.57-2.14)	2.24 (1.84-2.74)	2.58 (2.05-3.20)	2.94 (2.22-3.75)	3.32 (2.36-4.37)	3.86 (2.60-5.23)	4.29 (2.77-5.86)
<b>2-hr</b>	1.31 (1.15-1.50)	1.53 (1.34-1.76)	1.92 (1.67-2.21)	2.26 (1.96-2.63)	2.79 (2.30-3.39)	3.21 (2.57-3.96)	3.66 (2.79-4.65)	4.15 (2.96-5.43)	4.84 (3.29-6.52)	5.39 (3.53-7.35)
<b>3-hr</b>	1.45 (1.27-1.66)	1.69 (1.48-1.93)	2.11 (1.84-2.43)	2.50 (2.17-2.89)	3.08 (2.57-3.75)	3.57 (2.87-4.39)	4.09 (3.13-5.18)	4.65 (3.36-6.07)	5.45 (3.73-7.32)	6.10 (4.01-8.27)
<b>6-hr</b>	1.69 (1.49-1.92)	1.96 (1.73-2.23)	2.45 (2.15-2.80)	2.91 (2.53-3.34)	3.60 (3.02-4.36)	4.19 (3.39-5.13)	4.82 (3.72-6.07)	5.52 (4.02-7.16)	6.51 (4.50-8.69)	7.31 (4.86-9.86)
<b>12-hr</b>	1.95 (1.73-2.20)	2.25 (1.99-2.55)	2.81 (2.48-3.19)	3.33 (2.91-3.79)	4.13 (3.49-4.97)	4.82 (3.93-5.87)	5.56 (4.33-6.96)	6.38 (4.89-8.22)	7.55 (5.27-10.0)	8.50 (5.71-11.4)
<b>24-hr</b>	2.22 (1.98-2.49)	2.56 (2.28-2.88)	3.18 (2.83-3.59)	3.77 (3.31-4.26)	4.66 (3.97-5.58)	5.43 (4.47-6.53)	6.27 (4.92-7.80)	7.19 (5.34-9.20)	8.51 (6.00-11.2)	9.58 (6.51-12.7)
<b>2-day</b>	2.55 (2.28-2.84)	2.91 (2.61-3.25)	3.59 (3.20-4.02)	4.22 (3.73-4.74)	5.19 (4.44-6.16)	6.02 (4.98-7.23)	6.92 (5.47-8.53)	7.90 (5.92-10.0)	9.32 (6.64-12.2)	10.5 (7.18-13.8)
<b>3-day</b>	2.81 (2.53-3.12)	3.18 (2.86-3.54)	3.87 (3.46-4.31)	4.51 (4.05-5.05)	5.49 (4.72-6.37)	6.34 (5.27-7.57)	7.26 (5.77-8.91)	8.26 (6.23-10.4)	9.71 (6.96-12.6)	10.9 (7.52-14.3)
<b>4-day</b>	3.04 (2.74-3.36)	3.41 (3.07-3.78)	4.11 (3.68-4.56)	4.75 (4.23-5.31)	5.75 (4.96-6.76)	6.60 (5.50-7.86)	7.53 (6.00-9.20)	8.54 (6.46-10.8)	9.99 (7.20-13.0)	11.2 (7.75-14.6)
<b>7-day</b>	3.58 (3.24-3.94)	4.00 (3.61-4.41)	4.75 (4.27-5.25)	5.43 (4.85-6.03)	6.47 (5.57-7.53)	7.34 (6.15-8.66)	8.26 (6.64-10.0)	9.29 (7.08-11.6)	10.7 (7.79-13.8)	12.6 (8.33-15.5)
<b>10-day</b>	4.07 (3.69-4.47)	4.54 (4.14-4.98)	5.35 (4.83-5.89)	6.08 (5.45-6.73)	7.16 (6.20-8.28)	8.06 (6.77-9.45)	9.01 (7.25-10.9)	10.0 (7.66-12.5)	11.5 (8.35-14.7)	13.0 (8.87-16.3)
<b>20-day</b>	5.56 (5.07-6.05)	6.16 (5.61-6.71)	7.18 (6.51-7.84)	8.04 (7.28-8.83)	9.27 (8.04-10.5)	10.2 (8.64-11.8)	11.2 (9.05-13.4)	12.3 (9.45-15.0)	13.7 (10.1-17.3)	14.8 (10.5-19.0)
<b>30-day</b>	6.85 (6.26-7.42)	7.57 (6.92-8.22)	8.75 (7.96-9.53)	9.73 (8.80-10.6)	11.1 (9.62-12.5)	12.1 (10.2-13.9)	13.1 (10.7-15.5)	14.2 (11.9-17.3)	15.5 (11.5-19.5)	16.6 (11.9-21.2)
<b>45-day</b>	8.52 (7.82-9.20)	9.40 (8.61-10.2)	10.8 (9.85-11.7)	11.9 (10.8-13.0)	13.4 (11.6-15.0)	14.5 (12.3-16.5)	15.6 (12.7-18.2)	16.6 (12.9-20.0)	17.9 (13.3-22.3)	18.8 (13.6-24.0)
<b>60-day</b>	9.97 (9.17-10.7)	11.0 (10.1-11.8)	12.6 (11.5-13.6)	13.8 (12.5-15.0)	15.4 (13.4-17.1)	16.5 (14.1-18.7)	17.6 (14.4-20.5)	18.6 (14.5-22.4)	19.8 (14.8-24.6)	20.7 (15.0-26.3)

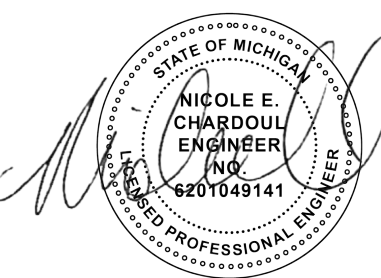


<sup>1</sup> Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS). Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values. Please refer to NOAA Atlas 14 document for more information.

[Back to Top](#)

**PF graphical**

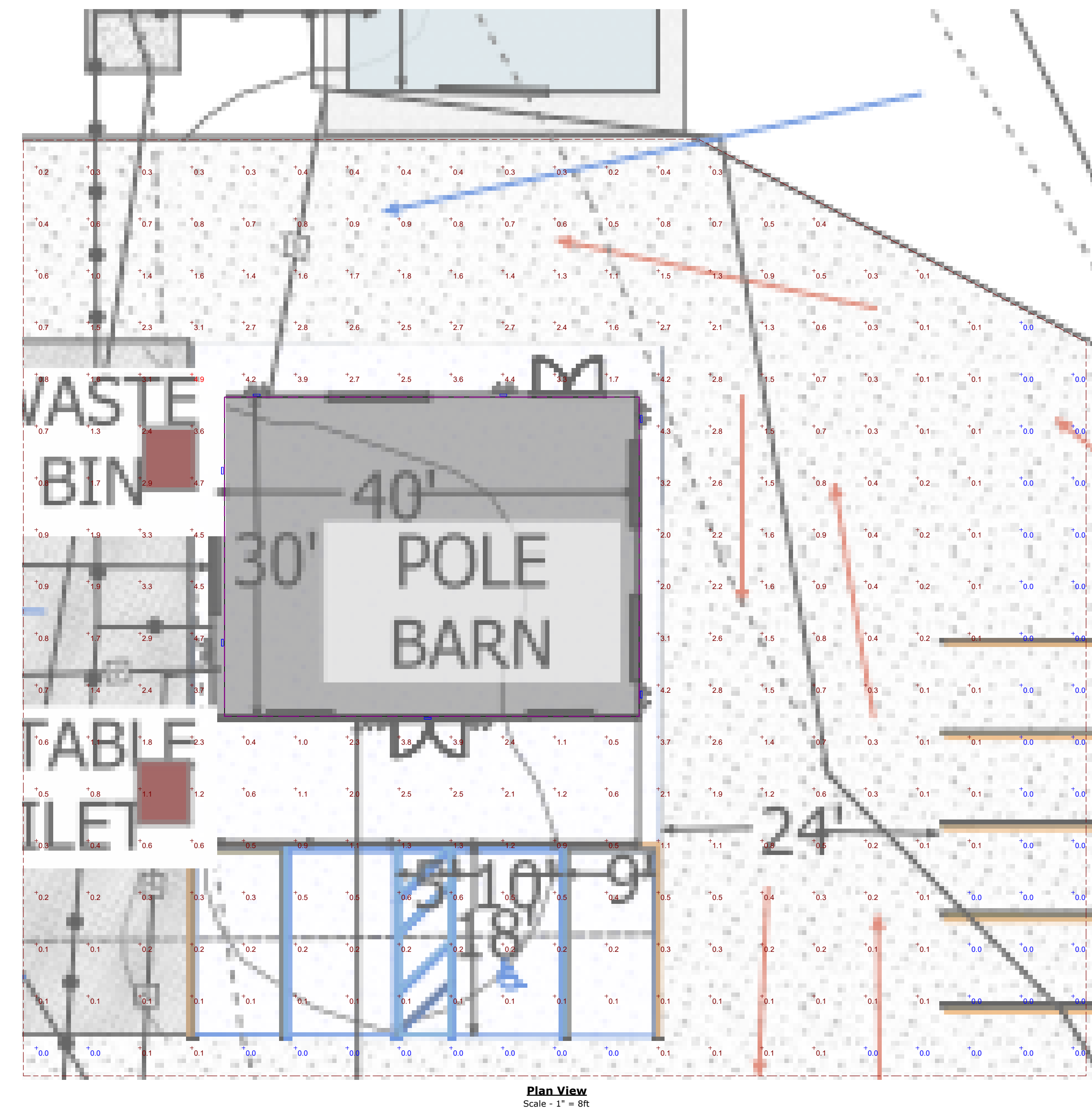
SHEET 4 OF 5: STORMWATER CALCULATIONS AND DRAINAGE DESCRIPTION

Wormie's Compost Farm Design  
 5745 Whitneyville Rd,  
 Alto, Michigan 49302  
 Prepared by: Nicole E. Chardoul, Youssef Darwich  
 April 18, 2023

Schedule											
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
WPX	WPX		7	Lithonia Lighting	WPX1 LED P1 40K Mvolt	WPX1 LED wallpack 1500lm 4000K color temperature 120-277 Volts	1	1568	1	11.47	 Max: 701cd

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	1.0 fc	4.9 fc	0.0 fc	N/A	N/A



**WORMIES, LLC**

**PROJECT PROPOSAL FOR CASCADE TOWNSHIP  
PLANNING COMMISSION**

April 18, 2022



**TABLE OF CONTENTS**

Introduction ..... 3

History, recognitions and awards ..... 3

Site development at 5745 Whitneyville Ave SE, Alto MI ..... 4

Regulations and guidelines ..... 7

Wormies composting site in comparison to conventional composting sites ..... 9

Wormies composting system and technologies ..... 13

Risk and nuisance controls ..... 14

Growth plan ..... 15

Community engagement and education ..... 16

Current customers in Cascade Township ..... 16

Wormies team ..... 17

Wormies proposal to Cascade Township Planning Commission ..... 18

Letters of support ..... 18

Appendix A (Country Oaks Article) ..... 19

Appendix B (Letters of Support) ..... 24



## **Introduction**

Wormies is a regenerative agricultural business focusing on composting with worms. The worms are fed, in part, food scraps from local residents. The food waste is mixed with carbon sources and passes through stages of hot composting, vermicomposting with worms, and finally harvesting. The finished product is sold as worm castings or blended into craft soil mixes or liquid soil amendments.

Worm castings are highly valued by organic gardeners and farmers due to their beneficial microbiology that promotes plant growth and soil fertility. Worm poop is odorless and safe for pets, people and the environment. It is pH-neutral.

Wormies is a purpose-driven company that believes these services are essential in improving the health of our communities, including our living ecosystems. By managing valuable resources such as food waste, Wormies is able to cycle nutrients back into the soil to grow plants that are nutrient dense and healthier for consumers.

Wormies composting operation is not only a solution that helps neutralize the effect of carbon dioxide emissions from landfills, but it also removes carbon dioxide and methane emissions from landfills but also removes carbon dioxide from the atmosphere and sequesters it for longer periods of time. This is considered a carbon-negative business.

## **History, recognitions & awards**

Luis Chen started Wormies in 2018 with the vision to create the healthiest soil while providing a better solution for waste management. Up until 2021, Wormies operations were located in Jenison, Georgetown Township at Trillium Haven farm, which is adjacent to a residential subdivision. For 4 years Wormies operated without causing any nuisance to the neighborhood and serving as an attraction and educational space for the residents. (Please see attached letters of reference from our Trillium neighbor and Georgetown Township.) In 2020 our landlord sold the property to the township and we continued to rent the space from Georgetown Township. We moved out of the property due to the township's decision to use the land for wetland conservation purposes.



Over the past 4.5 years Wormies has been recognized and awarded for the quality of the finished products, its composting service, and for the innovation of its business model.

- 2022 Nextcycle MI, MICROS Grant
- 2022 Nextcycle MI, Market Development Grant
- 2021 NextCycle MI FLOWS Awardee and Showcase Winner
- 2021 Nominated as a finalist for GRBJ Newsmaker of the Year Award in the category of Sustainability
- 2020 Start Garden 5x5 winner
- 2019 Start Garden 100 Ideas winner
- 2018 Partners Worldwide startup idea winner
- 2018 US Composting Council mentorship award with Rodale Institute

**Site development at 5745 Whitneyville Ave SE, Alto MI (Cascade Township)**

Wormies, following discussions with Township officials, purchased this 13 acre property to move its operation and to develop the infrastructure for it. To that end Wormies secured a grant from the state of Michigan for \$365,000.

It is important to note that Wormies is more than a conventional composting operation. Most of the space in the property will be regenerated with the goal of having natural ecosystems that increase the biodiversity in the property and benefit Wormies composting process and finished products.

Natural Ecosystem upgrades -Wormies plans to make the following changes to the property:

- Biodiversity pond with biofiltration
- 2 acres of pollinator habitats NRCS
- 1 acre total of trees will be added
- 4 acres for biodynamic accumulator crops
- 1/2 acre educational garden and orchard



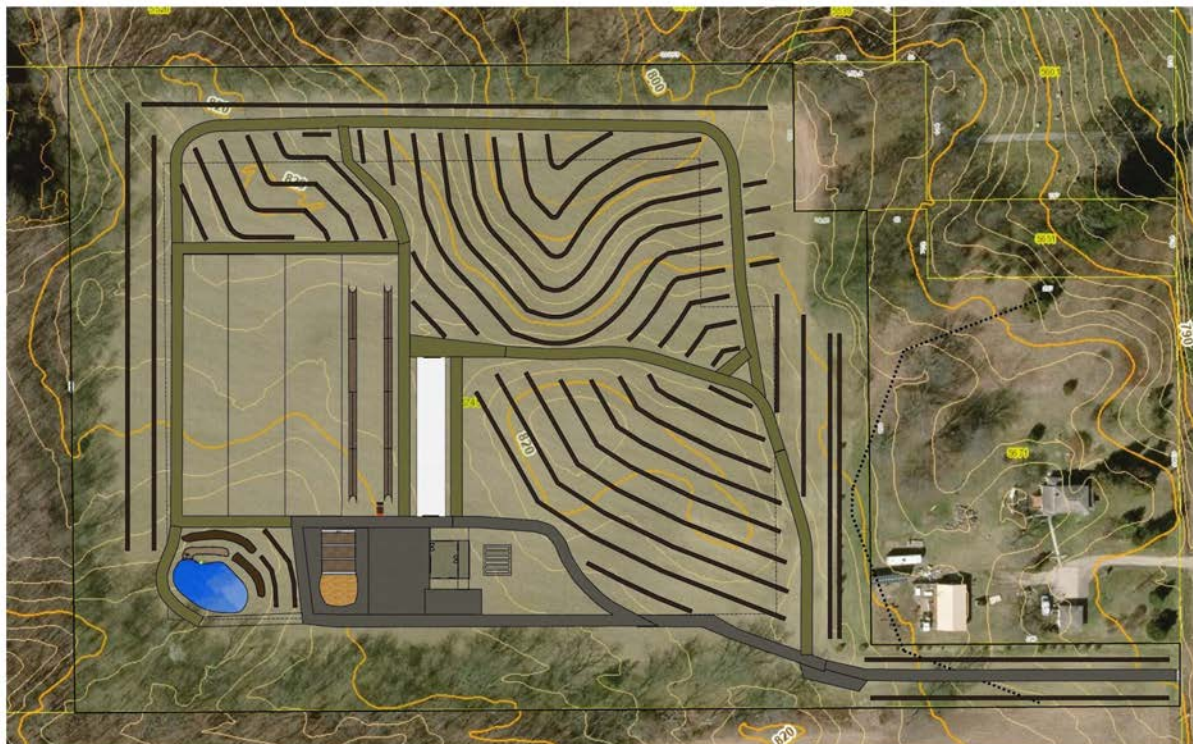
- 2 acre tree line to remain intact and managed

Infrastructure:

- 0.27 acre (12,000 sqf) driveway
- 0.23 acre (10,000 sqf) of hoophouses and barn
- 0.08 acre (3,600 sqf) feedstock pad bays
- 2 acre (87,000 sqf) for worm rows. That's only 1 acre of windrows with the space we leave in between.

16% of property space will be used for composting activities.

[Click here for aerial view rendering on youtube](#)



**Legend**

Compost Rows	Gravel Access	Pond	100' Property Buffer	< 100' >
Contour Planting Pattern	Barn	Wetland Filter	200' Residence Buffer	N
Grasses Access	Hoop House	Property Line		





## **Regulations and guidelines**

This type of facility is regulated by both the Township and the Michigan Department of Environment, Great Lakes and Energy - Material Management Division (EGLE MMD) and also requires their approval. A package of legislation relating to composting has passed the Michigan House of Representatives and is awaiting action by the State Senate. Wormies plans to satisfy those requirements as well as the requirements in Michigan Administrative Code Rule R 299.4121, as applicable, EGLE guidance, and MCL 324.11521. Other State requirements for this type of facility include:

- Register with the EGLE MMD.
- Conduct compost under controlled conditions.
- No compost water discharges into groundwater or surface water.
- Don't create nuisance.
- Compost material application will be done at agronomic rates.
- Inventory controls to ensure material is not kept on site for longer than is appropriate.
- Report volumes on a yearly basis.
- Annual \$600 registration fee.

Further, Wormies plans to adhere to the requirements of MCL 324.11521, even if they do not apply to Wormies' operations including:

1. Operations will be at least the following distances from each of the following features:
  - (A) 50 feet from a property line.
  - (B) 200 feet from a residence.
  - (C) 100 feet from a body of surface water, including a lake, stream, or wetland.
  - (D) 2,000 feet from a type I or type IIA water supply well.
  - (E) 800 feet from a type IIB or type III water supply well.
  - (F) 500 feet from a church or other house of worship, hospital, nursing home, licensed day care center, or school, other than a home school.
  - (G) 4 feet above groundwater.
2. Finished compost with not more than 1%, by weight, of foreign matter that will remain on a 4 millimeter screen.
3. Prevents the pooling of water by maintaining proper slopes and grades.
4. Properly manages stormwater runoff.
5. Does not attract or harbor rodents or other vectors.
6. Maintains, and makes available to EGLE, all of the following records:
  - (A) Records identifying the volume of compostable material accepted and the volume of compostable material and of compost transferred off-site each month.



(B) Records demonstrating that the composting operation is being performed in a manner that prevents nuisances and minimizes anaerobic conditions, including, unless otherwise approved by EGLE, records of carbon-to-nitrogen ratios, the amount materials received in tons or cubic yards, temperature readings, moisture content readings, and lab analysis of finished products.

Wormies is currently seeking approval from Cascade Township to develop and operate a “Medium Composting Facility” as defined in the pending legislation. This will be accomplished by amending the Township’s Zoning Ordinance to either: (1) provide that vermicompost operations fall within the definition of “agricultural;” (2) provide that properties zoned agricultural may operate a vermicompost operation with special use approval; or (3) rezone Wormies’ property to some other newly created zone in which vermiculture is permitted.

Before Wormies will renew its operations, it will register with the State and seek approval of a petition to approve its operation as proposed as well. We understand that the Planning and Zoning process will take some time and that the EGLE process should be faster as EGLE is already familiar with Wormies’ process and that is why we are starting with the Planning Commission first.

Michigan.gov released a “Composting Operation Training Guidebook”.

[https://www.michigan.gov/documents/deq/deq-oea-compostoperatorguidebook\\_488399\\_7.pdf](https://www.michigan.gov/documents/deq/deq-oea-compostoperatorguidebook_488399_7.pdf)

This is one of the resources Wormies has used through its years of operation. In this guidebook composting operations are classified by capacity and sizing into three categories and recommendations are given: low, medium and high intensities. 3,000 cy annual per acre of composting material for low intensity to 8,000 cy for high intensity.

EGLE has confirmed to us that this type of facility would be allowed to have up to 1,000 cy of food waste on site in its active composting phase, a period of 3-6 months.

Wormies’ operation is below the low threshold for intensity at a maximum of 2,500 cy per year in a 13 acre property, thereby greatly diminishing the risk of nuisance.



## **Wormies composting site in comparison to conventional composting sites**

### Site biodiversity

Wormies composting operation incorporates permaculture principles to manage and regenerate the natural resources on the property. By increasing the biodiversity in the site Wormies provides a better habitat for its worms and increases the availability of beneficial organisms to work in the composting process. Through the NRCS programs WORMIES will be allocating 2 acres for pollinator habitats. Trees, shrubs and biodynamic accumulator crops will be grown on the property. This approach also helps to mitigate the risk of pests, smells and the pooling of water. Most commercial composting facilities use a bare plot and large acreage similar to a monoculture type of agriculture.

### Yard clippings

Wormies does not offer composting of yard clippings. This makes the operation considerably smaller when compared to other facilities and also avoids the need for large equipment to manage the material. Also avoids traffic of vehicles onto the property.

### Size of piles

Most composting facilities accumulate large amounts of feedstock in windrows over 6-8 ft tall to benefit from economies of scale. Wormies hot composting system and worm windrows have a maximum height of 4 ft. It makes it easier to manage with small equipment and mitigates the risk of anaerobic conditions that cause smells.

Wormies maximum processing capacity is targeted at 2,400 cy per year, a small amount easily manageable and with a low risk of nuisance given all the controls and protocols in place. To put it in perspective, neighboring farms in Cascade Township are allowed and do in fact have active compost piles of 5,000 cubic yards.

For your reference Country Oaks composting operation located at 3218 E Atherton Rd, Burton, MI 48529. Considered a high intensity operation, they compost 17,000 cubic yards of material per year. They have been operating for over 15 years in a residential subdivision with its closest residential neighbor less than 200 ft from their site. They use similar negative aeration technology to what Wormies uses for its active composting phase. They were recently featured in this [article](#). (See Appendix A)



### Micro-hauling model

Wormies is the only company in Kent County offering a micro-hauling solution for residential collection of food waste for composting purposes. Wormies recommends that its sources provide food-preparation waste, not post consumption waste. Wormies requires that its larger sources (restaurants) provide only preparation, pre-consumption plant waste. Most composting facilities and haulers focus on hauling large quantities of material or yard waste due to their efficiencies of scale. Wormies focuses on micro-hauling of 5 gal sizes per residential customer while other composting facilities offer 30 gal or 65 gal carts per residence which can be too big for the needs of one household. On average each household produces 5 gal of food waste per week.

### Vermicomposting

The utilization of worms in the composting process at Wormies is an extra step that most composting facilities do not have. Once the material is passed through the gut of the worm it's naturally neutralized and pelletized, becoming odorless and pH-neutral.

### Wormies is not a monoculture of composting windrows



Wormies is not a dump site



Wormies is not a facility with large loud machinery

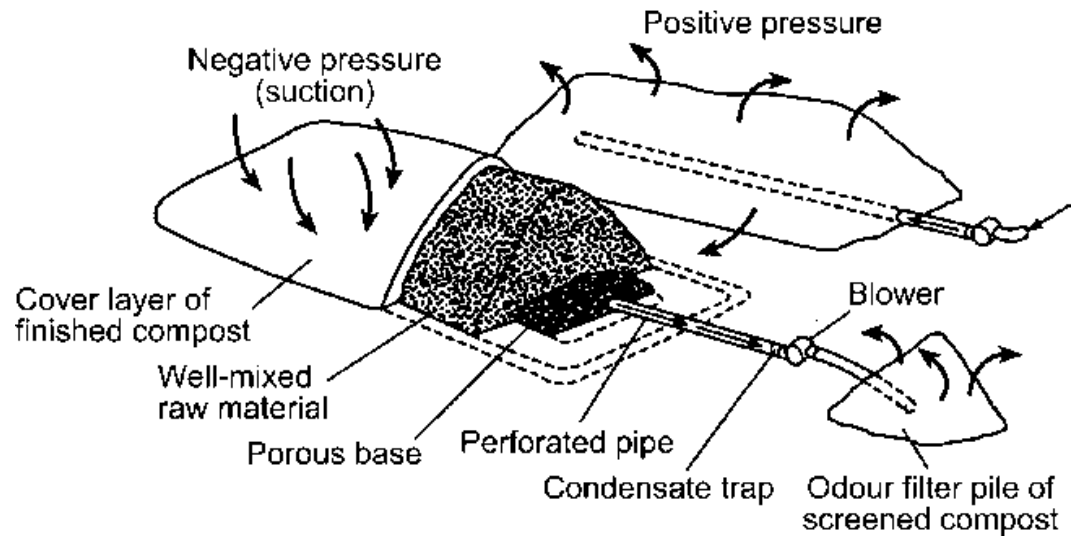


Wormies is not a facility with high volume tall windrows



## Wormies composting system and technologies

1st. Thermophilic composting using ASP with negative aeration for at least 21 days.  
Material is contained in enclosed bays.



2nd. Vermicomposting with worms in windrows for at least 8 months.



### 3. Screening and bagging equipment



#### **Risk and Nuisance Controls**

1. ASP Negative Aeration system sucks in the oxygen and any potential odors from the active piles and directs it through pipes into a carbon filter pool.
2. Active composting phase is at least 21 days. We do not turn the active piles until day 21 at least. Diminishing the risk of smells.
3. Piles are monitored daily for temperature, moisture content, particle size, oxygen content and diffusion. Ensuring aerobic conditions are present and decreasing the risk of smells.
4. Feedstock receipt protocol. On collection days we will receive between 1 to 10 cubic yards of food waste. A very small amount that allows us to manage and mix our recipe with carbon particles quickly in under 20 minutes. We do not accept or process feedstock that are already putrid or with an unmanageable foul smell. And we are able to enforce this protocol through our micro-hauling activities. We do not process large amounts of yard waste and it is not in our business model to receive large amounts of yard waste.
5. Active compost piles are located over 200 ft distance from neighboring houses. Greatly diminishing the risk of nuisance.
6. Thick vegetation buffers surround all our 2 acre composting areas. It helps to intercept and filter particulate matter that may contain odorous compounds.



7. Active composting area is sheltered and surrounded by trees, a hoophouse, and on a low surface point in the property. This greatly diminishes the risk for potential odors to travel with the wind.
8. Active piles are capped with a layer of aged or finished compost or fine aged wood chips. This prevents odors from escaping the piles.
9. Composting areas are designed with drainage so runoff water is managed to prevent odorous puddles from forming.
10. Our composting recipe consists of at least 40% carbon, that carbon is mostly woodchips, sawdust or leaves which allows for all the nitrogen sources to dissipate and adhere to the carbon particles quickly. Preventing anaerobic conditions with the risk of odor.
11. Initial active phase of composting (thermophilic) is done in bays keeping the material contained and sheltered. This diminishes the risk of pests. Though those are already deterred by the temperature that the piles reach and the insulation cap that we place on the material.
12. Wormies finished product, aka worm castings, vermicompost or worm manure is odorless. It provides no risk of nuisance in comparison to the manure of other farm livestock.
13. Wormies avoids post-consumer food waste, including animal parts (bones and meats). This decreases the risk of pests and odor nuisance.

### **Growth Plan**

January to December 2022:

- 15 cy/month food waste collection
- Max of 200 cy of active composting material on site at a time.
- Using 20,600 sqf (½ acre) area for active and matured compost
- Develop the infrastructure for the new site will allow to increase the capacity to process value added products

January to December 2023:

- 75 cy/month food waste collection



- 1000 cy active composting on site
- Using 103,000 sqf (2.3 acres) area for active and matured compost

January to December 2024:

- Upon the success of the site we will pursue the development of a second location near Holland

### **Community engagement and education**

Wormies is all about creating community around the idea of composting. Pickup service customers receive a share of the finished product to close the loop or they can opt to donate their share of finished compost to Wormies community garden partners.

Every growing season Wormies organizes donation events at community gardens in the area and delivers finished compost on behalf of customers. Some of the gardens and organizations Wormies has partnered with include: Mary Free Bed YMCA, Our Kitchen Table, MLK Freedom School, SECOM, Dwelling Place and many more!

Wormies offers educational workshops and events throughout the year on various topics including composting and soil health. Wormies has been part of Meijer Gardens educational programming for the past 3 years. In 2021 Wormies co-founded the 1st Michigan Compost Cup and Symposium that attracted over 75 soil nerds from all over the state.

Wormies offered consulting for Delta College, GVSU, Ada Christian School and many farms in West Michigan.

To promote awareness around composting and soil health Wormies partners with community leaders and organizations, such as Kent County Department of Public Works, West Michigan Sustainable Business Forum, Michigan Recycling Coalition, GR Public Schools, Urban Agriculture Committee, Kent County Food Policy Council, Climate Crisis Coalition, West Michigan Growers Group and others.

### **Current customers in Cascade Township:**

6995 Bridge Water Dr SE, Sarah Klemm  
802 Dogwood Meadows, Jennifer Whyte  
841 Dogwood Meadows, Dale Bowman  
2300 Buttrick Ave SE, Nicole Cruz



3157 Howlett Dr, SE, Rachell Babbit  
3279 Hidden Hills Ct SE, Laura Vaughn  
7170 Artisan Woods SE, Jessa Challa  
6940 Bridgewater Dr SE, Sandy Van Brouwer  
6399 Cascade Pointe Dr SE, Leslie Stolz  
2300 Christine Ct SE, Kelly Bowen Burke  
Thomett Stables  
Mary Free Bed YMCA

Plus another dozen served through the sales of products and consulting service.

### **Team**

Wormies continues to grow due to the commitment of a strong leadership team and our team of consultants.

Luis Chen - Founder & CEO

Certified Compost Facility Operator by the US Composting Council. Member of the Soil Food Web Institute. Former 12 year career as a forensic auditor. Board member of the West Michigan Growers Group. Board member of the Young Farmers Coalition.

Jim Yost - Development Partner

A former science teacher, specializing in environmental studies. Leads operations and compliance, biochar, and educational outreach.

Chandler Michalsky - Living Soil Director

Craft organic grower specializing in no-till and living soil methods. Oversees all soil blends operations and product innovation including bokashi and recipes for soil blends and teas.

Sarah Yost - Brand and Marketing

UX specialist and digital artist specializing in small business and non-profit branding, web design and marketing. Graduate of Boston University's Center for Digital Imaging Arts.

Consultants:

- O2 Compost
- EarthFort Labs
- NextCycle



- Start Garden
- Spring GR

### **Wormies proposal to Cascade Township Planning Commission**

Wormies, LLC appreciates the time and consideration of the planning commission to allow Wormies to operate at 5745 Whitneyville Ave SE as an agricultural activity with its main focus on composting as a “Medium Composting Facility” based on permitting and approval from EGLE MMD. Wormies has the funding to succeed and provide an enriching experience for the neighbors and possesses the team, qualifications and experience to do so. Its composting operation is considerably low intensity compared to conventional composting operations and not limited to composting but also micro-hauling, manufacturing of soil blends, growing of biodynamic accumulators, compost tea application service, consulting and education. Wormies’ operation possesses a low risk of nuisance such as smells, noise, dust, traffic and pests.

### **Letters of support - See Appendix B**

We hope these letters of support will help Cascade Township with their decision.

- Georgetown Township, previous landlord
- Andrew Poole, neighbor at old property
- Kent County DPW
- Kent County Food Policy Council
- Local First of West Michigan
- West Michigan Sustainable Business Forum
- Spring GR
- Jennifer Whyte, customer in Cascade
- Sandy Van Brouwer, customer in Cascade
- Kelly Burke, customer in Cascade
- Nicole Marie Cruz, customer in Cascade



# Appendix A



MARCH 21, 2022 | COLLECTION, COMPOSTING, FOOD WASTE, OPERATIONS

## Compost Heat Recovery Spawns Aquaponics Enterprise

*The need to switch from windrows to aerated static piles to manage odors prompted Michigan landscape supply company to take advantage of the opportunity to recover heat.*



### RELATED POSTS

On-Site Commercial Food Waste Digester



Waste Disposal Surcharges Review



New Industry Classification For Compost



Top: Heat from the composting process warms the radiant floor in the greenhouse. Nutrients from the fish waste (tanks in background) are processed to fertilize the crops. Images courtesy of Country Oaks Landscape Supply

**Nora Goldstein**

Country Oaks Landscape Supply (Country Oaks) in Burton, Michigan, founded in 1987, began composting yard trimmings in the mid-2010s. The turned windrow composting operation complemented an existing mulch production facility, expanding product offerings. Mark Cherry, second generation owner of Country Oaks since 2001, took a compost operator training course to learn the fundamentals. "I was more interested in the end product than the tipping fees," he recalls. "There is not a lot of composting infrastructure in this part of the state."



Panoramic view of Country Oaks Landscape Supply, showing, from left to right, the end of the composting pad, new greenhouse, biofilter, CAHR unit, the shop and sales building, and back to the composting pad and recessed channels. Photo by Jason McCune-Sanders, Agrilab Technologies Inc.

The facility ran into odor challenges, primarily when turning piles that had become anaerobic. Odor complaints ultimately led to the municipality issuing a warning that if Country Oaks did not address the situation, its composting operation would be shut down. "I knew that to solve the problem, my best option was to switch to an aerated static pile system," notes Cherry. "I took a class on compost pile aeration at the US Composting Council Conference in 2019, as well as did a lot of research — including the option of combining aeration with compost heat recovery. I decided it made sense to go with that option, as I could use the recovered heat in a pole barn we had built for product storage and a sales office."

Cherry connected with Brian Jerose, owner of Agrilab Technologies, Inc. (AGT) in Enosburg Falls, Vermont, which designs and installs compost aeration and heat recovery (CAHR) equipment. AGT installed an AGT Compost Hot Box 250-8R unit, which has 8 compost zone intakes and vapor recirculation capability. The composting pad is 100 feet by 200 feet. "The system, which began operating in February 2020, runs on two 3-HP aeration blowers that can push or pull airflow through the pipes installed in concrete trenches in the aeration floor under each zone," explains Jerose. "When operating in the negative aeration mode, vapor comes through the pipes [ductwork], passes through a sump tank to remove condensate, and then goes into the heat exchanger. Water and glycol circulate through the heat exchanger, which capture the thermal energy in the vapor stream. That tubing connects via an underground insulated pipe to the radiant floor in the pole barn."



iq

**Classification For Compost Manufacturing**






*The 100 foot by 200 foot, 8 zone composting pad has pipes in the trenches of the aeration zones (above). The system runs in both positive and negative aeration modes.*

The recovered condensate can be used to irrigate the compost biofilter. The airflow also can operate in the positive mode to maintain a minimum of 10% oxygen in the active compost or to have hot exhaust recirculated into new compost piles to give the temperature a boost. Country Oaks starts new piles on positive aeration to build up the heat, and then switches to negative aeration. The company contracts with AGT to remotely monitor and manage the



*Heat exchangers and piping inside the AGT Compost Hot Box 250-8R. Photo courtesy Agrilab Technologies, Inc.*

composting aeration system, including optimizing the use of positive/negative operating modes and heat recovery. Since the CAHR system was installed, the facility has not received any odor complaints.

### **Food Waste Collection**

Country Oaks composts 10,000 to 15,000 tons/year of source separated organics, or between 30,000 to 35,000 cubic yards/year. "About 97% of incoming feedstocks are yard trimmings, and the rest is food waste that we collect from commercial generators," says Cherry. "We purchased a truck with a cart lifter, which tips the food waste into the top of the truck. All food waste is accepted, as well as soiled paper and BPI-certified compostable products. Customers are provided 32- and 64-gallon carts for their food waste. We've only been collecting and composting food waste for about 10 months so are relatively new to it."

The active aerated composting phase is about four to five weeks. The curing phase is anywhere from three to eight months. The piles are turned during curing to



Products include a wide range of soil blends, including compost-based soils for storm water management and erosion control. Country Oaks owns a Rotobagger unit (manufactured by Rotochopper) that can be used to fill sediment control socks. It also supplies mulches, compost and soil blends in bulk and in bags to area garden centers.

The CAHR has increased compost process efficiency and significantly cut diesel fuel costs, adds Cherry. "It also saves on labor. The entire process is more hands off, especially as AGT oversees aeration and heat exchanger management."

## Aquaponics Venture

The ability to recover and circulate heat combined with Cherry's ongoing interest and willingness to diversify Country Oaks' offerings, led to the launch of an aquaponics enterprise in 2021. A 3,500 sq. ft. greenhouse was constructed, along with two 1,000-gallon fish tanks to raise tilapia. Cherry worked with Jim Gill, founder of Aqua Growers of Michigan, to build and manage the aquaponics system. A second heat exchanger was installed in the AGT Compost Hot Box 250-8R to recover additional thermal energy from the composting process to heat the aquaponics operation. The glycol and water tubes inside insulated Badger pipe run underground from the heat exchanger to the fish tanks. The desired temperature in the fish tanks is 73°F to 78°F; the warm air also is used to provide radiant heating in the greenhouse.



*Fish waste in the tanks (rear) flows into clarifiers (center) to separate the solids from the nitrites. Microbes on floating biofilters (foreground) consume the nitrites and convert them to nitrates for the plants to absorb. Greenhouse-raised tilapia on right (inset).*

The fish waste in the tanks goes through a clarifier to separate the solids from the nitrites. (The solids are removed and composted.) Microbes on a floating biofilter consume the nitrites and convert them to nitrates for the plant roots to absorb. "We are definitely on a learning curve since we started up the system last fall," notes Cherry. "The tilapia requires specific conditions to thrive, and the plants require specific nutrients to grow, so optimizing the process for both fish and plants is critical. Everything is going well. We are growing lettuce, herbs, kale, tomatoes and other plants and selling the produce to restaurants and other customers. At this

collage-1.indd



The fish waste in the tanks goes through a clarifier to separate the solids from the nitrites. (The solids are removed and composted.) Microbes on a floating biofilter consume the nitrites and convert them to nitrates for the plant roots to absorb. "We are definitely on a learning curve since we started up the system last fall," notes Cherry. "The tilapia requires specific conditions to thrive, and the plants require specific nutrients to grow, so optimizing the process for both fish and plants is critical. Everything is going well. We are growing lettuce, herbs, kale, tomatoes and other plants and selling the produce to restaurants and other customers. At this point, we do not have a market for the tilapia."

All in, Country Oaks has invested about \$500,000 in the transition from windrow composting to aerated static piles with heat recovery and the aquaponics enterprise (view process in this [video](#) on Facebook). Around \$350,000 of that amount was for the CAHR equipment, biofilter and working pad improvements. The labor, heat and fuel savings are significant, and compost and soil blends sales are strong. The CAHR system enabled the site to increase total production on a smaller physical footprint. "It's too early to gauge our return on investment," says Cherry. "But we have achieved our goal of creating a full-circle, closed loop enterprise that contributes to building healthy soils, generating renewable energy, and growing fresh food."



TAGS: [AQUAPONICS](#), [YARD TRIMMINGS](#), [ZERO WASTE](#)

SIGN UP

# BIOCYCLE CONNECT

Get the latest news from  
the most trusted name in organics recycling  
delivered to your inbox twice a month —  
enter your email below.



**Appendix B**





**KENT COUNTY  
DEPARTMENT OF  
PUBLIC WORKS**

April 5, 2022

**2022 BOARD**

Emily Brieve  
*Chair*

Cynthia Janes  
*Vice Chair*

Ben Greene  
*Secretary*

David Bulkowski

Dan Burrill

Phil Skaggs

Ken Yonker

Darwin Baas  
*Director*

Chris Noordyke, Chair  
Cascade Township Planning Commission  
RE: Wormies Vermicompost, Luis Chen, 5745 Whitneyville Ave SE

Chair Noordyke:

Kent County Department of Public Works is pleased to extend support to Wormies Vermicompost in their work to keep food scraps out of landfills by creating a nutrient-rich soil amendment that helps build sustainable food systems in our community. Though small in scale, their vermicompost operation is supporting Kent County DPW's goal of reducing waste going to landfill by 90% by 2030.

Wormies Vermicompost Farm is a startup that began in 2017 and has received recognition from various Economic Support Organizations (ESOs), such as Start Garden, Next Cycle and Local First, and intentionally partners with community players, such as Our Kitchen Table, to reduce waste and increase access to resources that rejuvenate soil.

Through their micro-hauler and micro-composting business model, they will collect and process up to 1,000 cubic yards of food scraps from residential and commercial customers and local farms and stables on their 13-acre parcel. Comparatively speaking, nearby farms in Cascade Township are allowed to have compost piles containing 5,000 cubic yards of organic farm wastes per acre. The entire process of hot composting and vermicomposting with worms is closely supervised by qualified staff and mostly contained in an enclosed building.

Wormies fills an important niche in Kent County with their innovative approach to turning food waste into a valuable product. We're confident that they will be a good neighbor in Cascade Township. I encourage you to thoughtfully consider Wormies Vermicompost's request to operate in Cascade Township to reduce organic waste going to landfill, replenish nutrients in the soil, and provide jobs and economic value to the local economy.

Please don't hesitate to contact me regarding this, recycling, or other subject matter related to municipal solid waste.

Darwin Baas  
Director



1045 Wealthy Street SW  
Grand Rapids, MI 49504

616.632.7920 tel  
616.632.7925 fax  
kcdpw@kentcountymi.gov  
www.reimaginetrash.org



# Kent County Food Policy Council

A Committee of ENTf

Cascade Township Planning Commission.  
Re: 5745 Whitneyville Ave SE

April 6, 2022

To Whom This May Concern:

I write on behalf of the Kent County Food Policy Council to express our support for for Wormies Vermicompost Farm as it pursues the development of a new site in Cascade Township. Wormies makes sure that locally generated food waste is returned to the local soil through composting. Their micro-hauling and micro-composting operation significantly diverts food waste from landfills. Additionally, Wormies ensures that members of our community can learn about the waste management benefits of composting through their residential services and community outreach.

The Kent County Food Policy Council (KCFPC) formed in 2021 to inform local policy and decision makers on the current and future issues that will impact local food production, consumption, and access. We bring together residents, organizations, agencies, and businesses to strengthen and grow the local food system. Part of our food system includes food waste recovery: as food waste is a significant contributor to climate change and since soil erosion is a significant issue we face; we need actors like Wormies to show us the way to a more sustainable future.

What is most impressive about Wormies is their commitment to community benefit: this is not a business that will steamroll a community for the sake of profit. Wormies is committed to the betterment of our greater food system and is willing to put in the time to build relationships, educate the community and provide ways to participate for people who want to be engaged. We need more businesses like this.

The Kent County Food Policy Council supports Wormies Vermicompost and Luis Chen's efforts to expand their business in Kent County. We encourage you to consider their proposal to create a stronger and more resilient food system in our region.

Thank you for your consideration and we wish you well.

Warmly,



Janelle Vandergrift  
Coordinator  
Kent County Food Policy Council





April 5, 2022

Attention: Cascade Township Planning Commission

Dear Commissioners,

I am writing to indicate our strong support for the Wormies compost facility that will be located at 5745 Whitneyville Ave SE, an agricultural use in agricultural zoned property in Cascade Township. As an introduction, West Michigan Sustainable Business Forum works with businesses and institutions to advance business practices that promote clean energy, community resilience and the creation of a circular economy. We are the largest organization for beyond-compliance sustainability practitioners in the Midwest, and are active partners to several of the largest employers in the township.

I have some familiarity with the township's efforts to promote a high-quality of life for its residents through conservation programs, parks and community assets. These thoughtful investments and decisions have made it one of the most desirable communities in the state.

My organization works with businesses and communities throughout the region and state. We are among the state's foremost experts in composting and organics recycling, and I will note that it is not uncommon for these facilities to receive additional scrutiny from local governments. There has been a history of bad actors in Michigan, to a certain degree enabled by outdated state policy. We understand why local governments and neighbors often are hesitant to invite this use into their communities.

Problem facilities are universally composters that focus on yard waste and the larger volume municipal streams that are banned from Michigan landfills. This is the polar opposite of Wormies' business model, a boutique operation designed to thrive at a small to medium scale. It will not process yard waste and will never serve more than 2,000 homes. Unlike the yard waste processors, this company is focused on creating high-quality compost for demanding customers. This is not a waste management operation, it is a farm. The site will preserve agricultural use in a unique industry with growth potential. It will also offer educational opportunities for local youth and professionals that are not currently available in the area.

Last month I served as a judge for the NextCycle program, a start-up competition managed by Lawrence Technological University and global consulting firm RRS. We were pleased to recognize Wormies as the winner in the organics category against competition from across the country. This is an innovative and important start-up that I strongly believe will be an asset to the township and region.

I can be reached at (616) 308-4761 or [dschoonmaker@wmsbf.org](mailto:dschoonmaker@wmsbf.org) if you have any questions. I strongly recommend approving the application.

Daniel Schoonmaker  
Executive Director

West Michigan Sustainable Business Forum • Michigan's Great Southwest Sustainable Business Forum  
Michigan Sustainable Business Forum • Lakeshore Sustainability Forum  
PO Box 68696 • Grand Rapids, Mich. 49516 • [wmsbf.org](http://wmsbf.org)





March 28, 2022

Dear Planning Commission at Cascade Township:

We are pleased to provide this letter in support of a new development site in Cascade Township for Wormies Vermicompost Farm. Believing that every individual deserves the opportunity to succeed, we intentionally partner with entrepreneurs and initiatives that increase access to economic mobility and build thriving communities. Our work at SpringGR ([www.springgr.com](http://www.springgr.com)) focuses on empowering primarily minority entrepreneurs to start businesses and create real profit, which strengthens our community. Wormies Vermicompost Farm, a SpringGR business, is one of those local startup companies creating economic opportunity in the greater Grand Rapids area.

In 2016, Luis Chen, founder of Wormies, participated in the SpringGR program. Here, he developed the necessary skills to bring his idea to life. Luis’s passion was to create a high-quality natural fertilizer by composting food scraps, and through the support of the SpringGR program, his idea became a strong and sustainable business. He gained an in-depth perspective of business and management and learned how to launch, organize, and scale his business. In 2017, Wormies Vermicompost Farm was officially founded as a collective effort of family, friends, and volunteers. We have since supported and followed Luis’s excellent work over the years. The company’s passion for composting is rooted in principles of sustainable and organic agriculture, which is good not only for our environment but also for our economy.

We believe local businesses are key players in our economic ecosystem—a system that exists to scale new startup companies and build a strong business community. Local businesses create enriching opportunities and add value to our community, providing healthy places for people to live, work, learn, and play. We can attest to the transformative impact small businesses like Wormies have in creating economic benefits, and we urge you to consider granting the proper permits to develop land in Cascade Township for a new site location. Approval will allow the company to expand and continue its good work.

Thank you for your consideration and support. We look forward to the benefits this will bring to the Cascade area. If you have any questions, please feel free to contact us.

Sincerely,

Jason Zylstra  
VP of Philanthropy  
[jasonz@dvfoundations.org](mailto:jasonz@dvfoundations.org)

Attah Obande  
SpringGR Director  
[attah@springgr.com](mailto:attah@springgr.com)

Arlene Campbell  
SpringGR Director  
[arlene@springgr.com](mailto:arlene@springgr.com)

818 Butterworth SW, Ste. 100, Grand Rapids, MI 49504



Cascade Township  
Planning Commission

To whom it may concern,

I was a neighbor to Wormies during the years they were located in Jenison, MI, from 2018-2021. My house was located about 250 feet away from their composting operation. It was a consistently positive experience. We never experienced any type of nuisance, smells, noise or pests. I did enjoy coming to visit them frequently.

Their worm farm and composting operation was clean and professional and posed no negative effects to our residential subdivision. On the contrary, as they succeeded with their business I also gained interest to grow my own garden using Wormies all natural and organic methods.

I understand Wormies has relocated to your township and is seeking a special permit to run their business. We recommend them as considerate neighbors and good stewards of the land who perform a very valuable service for our community.

Please do not hesitate to contact me if you have any questions. I will be happy to answer any further questions.

Sincerely,

Andrew Poole  
1300 Elmwood Dr, Jenison MI  
Phone: 616-822-8439



To the Cascade Township Planning Commission,

I've been a customer of Wormies Vermicompost since week 1 and I'm so glad a service such as theirs exists in our community. I was also very delighted to hear they had acquired a new space to operate out of and that it was in my township, Cascade Township. Wormies does so much for the environment and the community and I believe they're such a valuable and amazing enterprise. Composting has changed so much and modern composting is so helpful and unintrusive, the lives of people around them will not be impacted in a negative way by the operations of Wormies. I have my Wormies bucket out on my porch and I put the pepper food waste and they pick it up, every number of pickups they drop off compost at my door ready to use to feed my garden. As a resident of Cascade Township I love this service. I implore the Cascade Township Planning Commission to consider and support Wormies and all it has to offer for our community and our environment.

Sincerely,  
Nicole Marie Cruz Flores  
2300 Buttrick Ave SE, Ada MI  
(616) 286-4596



To whom it may concern,

I am a current customer of Wormies and I am also a resident of Cascade Township.

I understand Wormies has relocated to our township and is seeking a special permit to run their business. We highly recommend them as an excellent business to have in our township. They are providing a solution like no one else and are good stewards of the land who perform a valuable service for our community.

Every Spring I look forward to gardening with their line of soil products, which is all organic and locally made with my own food scraps! And I very much appreciate having an environmentally responsible alternative to sending my food scraps to the landfill.

Please do not hesitate to contact me if you have any questions. We look forward to continuing our Wormies membership and are excited for all of the environmental and economic benefits they will bring to Cascade.

Sincerely,

Kelly Burke  
Phone: (810) 599-1036  
2300 Christine Ct. SE, Grand Rapids, MI 49546



April 8, 2022

To the attention of the Cascade Township Planning Commission,

I am writing to you as a valued Wormies customer and a longtime resident of the Ada/Cascade area to express my support for Luis Chen and the great work he is doing for our community.

It has been brought to my attention that a resident(s) is opposing Luis' compost farm. I feel there are concerns with this individual(s) due to lack of knowledge and education around composting. Not only is his farm zoned for agriculture, but Luis and his team maintain a clean environment, complying to all regulated processes and guidelines.

I believe most people think of a compost farm and have visions of a landfill. That is the furthest from the truth. We need to help educate our neighbors. His farm is no different than the nurseries in our neighborhood like Bos Farms and Koetsiers living adjacent to residential homes. The work Luis and his team do every day, enhances the structure and quality of our town's soil, creates less waste, reduces stormwater runoff and soil erosion, protects the climate, reduces methane emissions, creates jobs; supporting our local economy, and it is just simply environmentally responsible.

I fully support the work that Luis, Wormies Vermicompost, and his team are doing. Please feel free to reach out if you have any questions.

Thank you,

Sandy Van Brouwer  
6940 Bridgewater Dr  
Grand Rapids, MI 49546



April 4, 2022

To the attention of the Cascade Township Planning Commission,

I am writing to you as a valued Wormies customer and a longtime resident of the Ada/Cascade area to express my support for Luis Chen and the great work he is doing for our community.

It has been brought to my attention that a resident(s) is opposing Luis' compost farm. I feel there are concerns with this individual(s) due to lack of knowledge and education around composting. Not only is his farm zoned for agriculture, but Luis and his team maintain a clean environment, complying to all regulated processes and guidelines.

I believe most people think of a compost farm and have visions of a landfill. That is the furthest from the truth. We need to help educate our neighbors. His farm is no different than the nurseries in our neighborhood like Bos Farms and Koetsiers living adjacent to residential homes. The work Luis and his team do every day, enhances the structure and quality of our town's soil, creates less waste, reduces stormwater runoff and soil erosion, protects the climate, reduces methane emissions, creates jobs; supporting our local economy, and it is just simply environmentally responsible.

I fully support the work that Luis, Wormies Vermicompost, and his team are doing. Please feel free to reach out if you have any questions.

Thank you,

Jennifer Whyte  
802 Dogwood Meadows Drive SE  
Ada, MI 49301





111 South Division Ave NE  
Grand Rapids, MI 49503  
616.808.3788  
localfirst.com

March 22, 2022

On behalf of Local First West Michigan, I am pleased to provide this letter of support for Wormies Vermicompost Farm as it pursues the development of a new site in Cascade Township. At Local First, our team focuses on supporting a people first economy through local ownership. We do this because communities with higher percentages of locally-owned companies are healthier by nearly every **social**, **environmental**, and **economic** indicator. Wormies Vermicompost Farm is one of those beloved local businesses helping to move the needle on local, comprehensive sustainability and, as we see it, the betterment of its community.

Wormies Vermicompost Farm is a startup that began in 2017 and has received recognition from various Economic Support Organizations (ESOs), such as Start Garden, Next Cycle and ourselves, and intentionally partners with community players, such as Our Kitchen Table, to reduce waste and increase access to resources that rejuvenate our soil. The work of Wormies invites community members to engage in the care of our common home. Wormies takes the greatest care is utilizing the best technology for organic processing and producing the highest quality soil.

Passionate, innovative local businesses like Luis' are the vehicles by which our dollars recirculate in the community, our friends and family receive job opportunities, and our local economy becomes more self-reliant. A [study](#) in partnership with [Civic Economics](#), revealed that 68% of our money stays in our community when individuals support local businesses over national brands/chains and franchises. It's also a way to reintegrate our lives and connect in practical ways with the people we live and work with.

It's my understanding that Wormies recently received an underwriting grant to develop land in Cascade Township for a new site location and is working with the township to file and obtain the proper permits. We urge you to consider the place-based and economic benefits of this medium-sized, scalable business within your community, as Luis has shown over time the value of collaboration and created enriching opportunities in the Greater Grand Rapids area through their product and service offerings. Approval of the proper permits will allow Wormies to further its impacts through community education and engagement in the township, as well as, employment opportunities.

While Local First strives to lead the development of an economy grounded in local ownership that meets the basic needs of people, builds local wealth and social capital, functions in harmony with our ecosystem, and encourages joyful community; our organization could not make this mission and vision possible without the presence of companies like Wormies Vermicompost Farms.

Please do not hesitate to contact me if you have any questions. It would be my pleasure to share my enthusiasm for Wormies' impact in the region.

Sincerely,  
Kathleen Roark

Director of Engagement, Local First West Michigan  
kathleen@localfirst.com





# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

**Date** May 15, 2023  
**To** Brian Hilbrands  
**From** Aric Thorne, PE  
**Subject** Site Plan Review: Wormie's Compost Farm, 5745 Whitneyville Ave SE

---

I have reviewed the site plan for Wormie's Compost Farm prepared by Resource Recycling Systems and Water Stone Gardens. **The current site plan and basis of this review are dated April 18, 2023.** The applicant is proposing the construction of a soil compost site on Agricultural Rural Conservation zoned land.

## Stormwater and Drainage

The proposed project is being reviewed under the 2022 Stormwater Ordinance and the criteria in the Stormwater Standards Manual revised March 2021.

The project site is in Flood Control Zone 1 and critical subwatershed Cascade Southeast. The overall layout of the site includes a 5,040-sft hoophouse, 1,200-sft enclosed pole barn, 6,784-sft asphalt pad for receiving, mixing, and pre-processing compost material, 2,849-cft lined collection basin, and 1,320-sft concrete parking area all accessible by gravel drive from Whitneyville Avenue. The proposed stormwater controls include a lined collection basin to capture water runoff contaminated by compost from an asphalt pad and a retention basin for the remaining runoff area.

## Flood Control

Retention basins in Flood Control Zone 1 are required to be designed to the 100-year storm event. The applicant provided supporting calculations for sufficient design of both the lined catchment basin and retention basin. The geotechnical report provides soiling borings and test pit data in key design locations throughout the site. The report indicates that ground water was not encountered during testing. The depth of the lined catchment basin and retention basin then appear feasible. Emergency overflow routes are indicated on the plan. The lined basin overflows into the retention basin, and the basin into a natural channel draining to wetlands in the southwestern part of the site plan.

## Water Quality and Channel Protection

Water quality may be provided through the retention basin. Basin design and soil data results, including the infiltration rate, are sufficiently provided to meet standard. Each basin includes minimum 1-foot of freeboard above the required storage volume and minimum 18-inches above groundwater level. Should groundwater be encountered during construction, subsequent geotechnical investigation to ensure standard adherence should be completed.

## **Drainage Plan**

The applicant has submitted a plan sheet with drainage patterns and the location of stormwater management facilities. The peak discharges for the lined collection and retention basins are provided.

A maintenance agreement and a long-term maintenance plan are required before construction begins. The maintenance agreement and plan should include at a minimum the cleaning of pretreatment areas and the retention basin.

## **Utilities and General Comments**

The plan drawing indicates a water well to be drilled for potable water, equipment, and composting operations. The well and required buffer is shown. No sanitary sewer or septic system will be installed on-site. The Fire Department should provide input on water tank volume for fire suppression needs.

The applicant must register the compost site through the Michigan Department of Great Lakes, Environment and Energy (EGLE). I reviewed the required setbacks EGLE specifies and the applicant appears to meet these.

The Township should acquire the Comprehensive Compost Site Management Plan (CSMP) described in the plan drawing once it is complete. I recommend that the Township requires in this plan, or through the maintenance plan, or another means, consideration in the event that operation on-site was to pause for a period of time or completely cease (e.g., cleaning and/or filling in the lined collection basin).

## **Soil Erosion and Sedimentation Control**

The Kent County Road Commission (KCRC) must review and approve plans and issue a soil erosion and sedimentation control permit before construction may begin. No measures are shown on the plan drawing.

## **Summary**

The proposed stormwater management design meets the Township Stormwater Ordinance requirements for the site location. I recommend approval from an engineering point of view.

Let me know if you have any questions or concerns.

# Memo

**To:** Cascade Township Board  
**From:** Jennifer Genter, Assessor  
**CC:** Ted Andrzejewski  
**Date:** 7/18/2023  
**Re:** Request to approve Resolution to Approve the Levy the 2023 Millage Rates

---

The Board approves this resolution each year announcing the millage rates that will be levied on the winter tax bill. The millage rates do NOT have a reduction this year due to the Headlee millage rollback. I have included a copy of the 2023 Millage Reduction Fraction calculation worksheet, Form L-4034, for your review. We announced our intent to levy the millage by resolution back on December 14, 2022. We are now, by resolution, stating we are going to levy the millage.

**2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes <b>KENT</b>		2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023 <b>2023 Taxable Value (All) 2,038,143,540 - Taxable minus RenZones 2,038,143,543</b>	
Local Government Unit Requesting Millage Levy <b>CASCADE CHARTER TOWNSHIP</b>		For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.	

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOCATE	Operating	02/20/79	1.1000	0.9588	1.0000	0.9588	1.0000	0.9588	0.9588	0.9588	unlimited
Extra Voted	Fire/Police	08/05/08	0.4372	0.4314	1.0000	0.4314	1.0000	0.4314	0.4314	0.4314	12/31/27
Extra Voted	Fire	08/06/13	0.5080	0.5013	1.0000	0.5013	1.0000	0.5013	0.5013	0.5013	12/31/33
Extra Voted	Library	08/06/13	0.1500	0.1479	1.0000	0.1479	1.0000	0.1479	0.1479	0.1479	12/31/23
Extra Voted	Police	08/06/13	0.2491	0.2457	1.0000	0.2457	1.0000	0.2457	0.2457	0.2457	12/31/33
Extra Voted	Parks	11/4/08	0.2300	0.2269	1.0000	0.2269	1.0000	0.2269	0.2269	0.2269	12/31/27
Extra Voted	Fire	08/03/04	0.5800	0.5724	1.0000	0.5724	1.0000	0.5724	0.5724	0.5724	12/31/33
Extra Voted	Pathways	11/06/18	0.3500	0.3468	1.0000	0.3468	1.0000	0.3468	0.3468	0.3468	12/31/27

Prepared by <b>Jennifer Genter</b>	Telephone Number <b>(616) 949-6176</b>	Title of Preparer <b>Assessor</b>	Date
---------------------------------------	---	--------------------------------------	------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

## **Instructions For Completing Form 614 (L-4029) 2023 Tax Rate Request, Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2: Purpose of millage.** Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2023 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2022** permanently reduced rate can be found in column 7 of the **2022** Form L-4029. For operating millage approved by the voters after April 30, 2022, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2023 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2023 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2023. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2023 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2023 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2023. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2023 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2023. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

**2023 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET**  
 INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT  
 SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW

L-4034

**All Taxable Values exclude Renaissance Zone Property**  
**CASCADE TOWNSHIP**

KENT COUNTY TAXING JURISDICTION:

2022 Unit Total Taxable Value	(Prior TV)	<u>1,869,832,030</u>
2023 Unit Losses to 2022 Taxable Value (MCL 211.34d)	(Losses TV)	<u>21,103,131</u>
2023 Additions (MCL211.34d)	(Additions TV)	<u>82,691,134</u>
2023 Unit Total Final Taxable Value (based on S.E.V.)	(Current TV)	<u>2,038,143,540</u>
2023 Unit Total Taxable Value based on Assessed Valuation	(AV based TV)	<u>2,038,143,540</u>
2023 Unit Total Taxable Value based on C.E.V.	(CEV based TV)	<u>2,038,143,540</u>
2023 Inflation Rate	CPI 2023	<u>1.079</u>

1. Section 211.34d, M.C.L., "Headlee" (for each unit of local government)

See STC Bulletins 3 of 1995 and 3 of 1997 regarding the calculation of additions and losses.

( 2022 Total T.V.	2023 Losses)	x	CPI	=	<u>1,994,778,482</u>	=	<b>1.0000</b>
( 1,869,832,030	- 21,103,131 )		1.079				
( 2,038,143,540	- 82,691,134 )				<u>1,955,452,406</u>		2023 Millage Reduction
( 2023 Total T.V.	2023 Additions)						Fraction (Headlee)
			ACTUAL		1.0201		

2a. Section 211.34, M.C.L., "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 1998 only)

2023 Unit Total Taxable Value based on A.V. for all classes	=	<u>2,038,143,540</u>	=	<b>1.0000</b>
2023 Unit Total Final Taxable Value (based on S.E.V.)		2,038,143,540		2023 Rollback Fraction
See STC Bulletin No. 10 of 1997		ACTUAL		(Truth in Assessing)
		1.0000		

2b. Section 211.34, M.C.L., "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2023 only)

2023 Unit Total Taxable Value based on C.E.V. for all classes	=	<u>2,038,143,540</u>	=	<b>1.0000</b>
2023 Unit Total Final Taxable Value (based on S.E.V.)		2,038,143,540		2023 Rollback Fraction
See STC Bulletin No. 10 of 1997		ACTUAL		(Truth in County Equalization)
		1.0000		

3. Section 211.24e, M.C.L., "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 1998 only)

( 2022 Unit Total T.V. - 2023 Losses )					
( 1,869,832,030 - 21,103,131 )	=	<u>1,848,728,899</u>	=	<b>0.9454</b>	
( 2,038,143,540 - 82,691,134 )		1,955,452,406		2023 Base Tax Rate Fract	
( 2023 Unit Total T.V. - 2023 Additions )				(Truth in Taxation)	

Use same amounts for additions and losses as were used for 211.34d ("Headlee") roll back.

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by MCL sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2023 Operating Rate levied.

COUNTY : KENT  
 UNIT : CASCADE TOWNSHIP  
 YEAR : 2023

2022 Unit Total TV 1,869,832.030  
 2023 Unit Total TV 2,038,143.540

**HEADLEE & MCL 211.34ROLLBACK COMPUTATIONS**

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED & REDUCED NEWLY VOTED MILLAGE (SEE MCL 211.34d(9))	CURRENT MILLAGE REDUCTION FRACTION	CURRENT PERM. REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
	Last year's L-4029 col. (7)	L-4029 col. (6)	L-4029 col. (7)	L-4029 col. (8)	L-4029 col. (9)
ALLOCATED OPERATING	0.9588	x 1.0000	= 0.9588	x 1.0000	= 0.9588
EXTRA VOTED FIRE/POLICE	0.4314	x 1.0000	= 0.4314	x 1.0000	= 0.4314
EXTRA VOTED FIRE	0.5013	x 1.0000	= 0.5013	x 1.0000	= 0.5013
EXTRA VOTED LIBRARY	0.1479	x 1.0000	= 0.1479	x 1.0000	= 0.1479
EXTRA VOTED POLICE	0.2457	x 1.0000	= 0.2457	x 1.0000	= 0.2457
EXTRA VOTED PARKS	0.2269	x 1.0000	= 0.2269	x 1.0000	= 0.2269
EXTRA VOTED FIRE	0.5724	x 1.0000	= 0.5724	x 1.0000	= 0.5724
EXTRA VOTED PATHWAYS	0.3468	x 1.0000	= 0.3468	x 1.0000	= 0.3468
	<u>3.4312</u>		<u>3.4312</u>		<u>3.4312</u>
			<b>2023 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE &amp; MCL 211.34</b>		<b>= 3.4312</b>

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

**TRUTH IN TAXATION COMPUTATIONS**

2023 BASE TAX RATE FRACTION:	(from L-4034)	0.9454	(1)
2022 OPERATING MILLAGE RATE:	(actually levied)	3.2439	(2) Actual =s Max. if GU Levies Maximum
2023 BASE TAX RATE:	(w/out hearing)	3.2439	(1) x (2) = (3)
2023 MAX. ALLOWABLE OPERATING MILLAGE RATE:	(B.T.R.)	3.2439	(from above) = (4)
2023 MINUS BASE TAX RATE:	(with a hearing)	0.1873	(3) = (5)
MILLAGE INCREASE:			(4) - (5) = (6) or
			(7) - (5) = (6)

MILLAGE INCREASE	0.1873	
2023 BASE TAX RATE	3.2439	= 5.77%
		MILLAGE INCREASE FROM HEARING*
2023 TV x .001 x MILLAGE INCREASE		= \$ 381,744
		REVENUE INCREASE FROM HEARING

2023 TV x	2023 BASE	-1	=	6,611,534
2022 TV x	2022 ACTUAL OPER RATE		=	6,415,768
				3.05%
	2023 OVER	2022		REVENUE INCREASE WITHOUT HEARING

\*Must be published in notice of public hearing on increasing property taxes. Your millage cannot exceed your maximum under Truth in Taxation unless authorized by the governing body at the hearing. Your 2023 millage cannot exceed your Headlee maximum without a millage election.

**CASCADE TOWNSHIP  
TRUTH IN TAXATION REVENUE GAIN CALCULATION**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MILLAGE GAIN WITH TRUTH IN TAXATION		UNIT'S TAXABLE VALUE		TRUTH IN TAXATION REVENUE GAINED
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>0.9588</u>	<u>0.0523</u>	x	2,038,143,540	=	<u>\$ 106,595</u>
<u>EXTRA VOTED</u>	<u>FIRE/POLICE</u>	<u>0.4314</u>	<u>0.0235</u>	x	2,038,143,540	=	<u>\$ 47,896</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5013</u>	<u>0.0274</u>	x	2,038,143,540	=	<u>\$ 55,845</u>
<u>EXTRA VOTED</u>	<u>LIBRARY</u>	<u>0.1479</u>	<u>0.0081</u>	x	2,038,143,540	=	<u>\$ 16,509</u>
<u>EXTRA VOTED</u>	<u>POLICE</u>	<u>0.2457</u>	<u>0.0134</u>	x	2,038,143,540	=	<u>\$ 27,311</u>
<u>EXTRA VOTED</u>	<u>PARKS</u>	<u>0.2269</u>	<u>0.0124</u>	x	2,038,143,540	=	<u>\$ 25,273</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5724</u>	<u>0.0312</u>	x	2,038,143,540	=	<u>\$ 63,590</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.3468</u>	<u>0.0189</u>	x	2,038,143,540	=	<u>\$ 38,521</u>
		<u>3.4312</u>	<u>0.1872</u>	x	2,038,143,540	=	<u>\$ 381,540</u>
			<b>BALANCES</b>				<b>TO CHECK</b>
			0.1873				\$ 381,744

**MAXIMUM ALLOWABLE MILLAGES WITHOUT TRUTH IN TAXATION HEARING**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT		MULTIPLIER WITHOUT TR. IN TAX.		MAXIMUM MILLAGE WITHOUT TR. IN TAX.		MAXIMUM REVENUE WITHOUT TR. IN TAX.
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>0.9588</u>	x	0.9454	=	<u>0.9065</u>	x	<u>\$ 1,847,577</u>
<u>EXTRA VOTED</u>	<u>FIRE/POLICE</u>	<u>0.4314</u>	x	0.9454	=	<u>0.4079</u>	x	<u>\$ 831,359</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5013</u>	x	0.9454	=	<u>0.4739</u>	x	<u>\$ 965,876</u>
<u>EXTRA VOTED</u>	<u>LIBRARY</u>	<u>0.1479</u>	x	0.9454	=	<u>0.1398</u>	x	<u>\$ 284,932</u>
<u>EXTRA VOTED</u>	<u>POLICE</u>	<u>0.2457</u>	x	0.9454	=	<u>0.2323</u>	x	<u>\$ 473,481</u>
<u>EXTRA VOTED</u>	<u>PARKS</u>	<u>0.2269</u>	x	0.9454	=	<u>0.2145</u>	x	<u>\$ 437,182</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5724</u>	x	0.9454	=	<u>0.5412</u>	x	<u>\$ 1,103,043</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.3468</u>	x	0.9454	=	<u>0.3279</u>	x	<u>\$ 668,307</u>
<u>TOTALS</u>		<u>3.4312</u>				<u>3.2440</u>		<u>\$ 6,811,738</u>
						<b>TO CHECK</b>		<b>TO CHECK</b>
						3.2439		6,811,534

**CASCADE CHARTER TOWNSHIP**  
**Kent County, Michigan**  
**Resolution / 2023**

**RESOLUTION TO APPROVE THE LEVY OF THE 2023 MILLAGE RATES**

WHERE AS, Cascade Charter Township has complied with Section 16 of the Uniform Budgeting and Accounting Act by stating in the Annual Budget Meeting that "The property tax millage rate proposed to be levied to support the proposed budget will be subject of this hearing". Thus, the Township is not required to hold a separate Truth in Taxation hearing. Further, the Board has passed a "Resolution of Intent to Levy the 2023 Millage Rate", Resolution #29 - 2022 on December 14, 2022.

WHERE AS, the Act requires that the proposed millage rate, as defined in the Act, be established by resolution of the Township Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CASCADE CHARTER TOWNSHIP BOARD:

1. In order to provide sufficient revenue for the Township for operating purposes for the 2023 fiscal year, the Township shall levy total mills of 3.4312. This includes 0.9588 mills for operating purposes, 0.4314 mills for fire/police, 0.5013 mills for fire, 0.1479 mills for library, 0.2457 mills for police, 0.2269 mills for parks, 0.5724 mills for fire and 0.3468 mills for pathways.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

The foregoing resolution was offered on July 26, 2023 by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_ with the vote being as follows:

YEAS:

NAYS:

ABSENT:

Resolution declared \_\_\_\_\_.

---

Susan Slater  
Cascade Charter Township Clerk

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Cascade Charter Township Board at a Regular Board Meeting held on July 26, 2023.

---

Susan Slater  
Cascade Charter Township Clerk



*Dedicated to Serving You*

Township Board – Staff Report  
Furniture Bids for New Fire Station  
July 20, 2023

Members of the Board,

Furniture procurement for the new fire station has been included in the total construction cost. Williams Architects' interior designer Carrie Kotera worked with the Cascade station design team to come up with a furniture package that meets the fire department's needs as well as our budget.

A notice to bidders' announcement and package was published in the media as well as sent to multiple local dealers on 7-6-23, that have expressed interest over the course of this project. Bids/proposals are due at 2:00PM on Thursday July 20, 2023, where they will be read publicly. Bids will be sent to Williams Architects for verification and a recommendation will be sent to the board as soon as it is processed.

Attached you will find the RFP and a clarification addendum.

**Recommendation:**

Pending qualified bids, we recommend that the Board select a furniture dealer for Fire Station 1 at the meeting on July 26, 2023. I will be out of town at a training event, but will attend the meeting via Zoom, to answer any questions. Captain Stevenson will be at the meeting to present the bids and recommendation.

Thank you for your consideration,

Adam T. Magers  
Fire Chief, Cascade

## PROJECT MANUAL

CASCADE CHARTER TOWNSHIP  
Fire Station 1  
Office Furniture – Bid Package #01  
Grand Rapids, MI. 49546



WA# 2021-033

July 6, 2023  
ISSUED FOR BID

**NOTICE TO BIDDERS**  
**CASCADE CHARTER TOWNSHIP**  
**Fire Station 1 – Office Furniture Bid**

Cascade Township will receive sealed bids/proposals from Furniture Contractors for **Fire Station 1 – Office Furniture FFE until 2:00PM local time on Thursday July 20, 2023 in the Conference Room of Township hall located at 5920 Tahoe Dr SE Grand Rapids, MI. 49546.** Sealed envelopes or packages containing bids shall be addressed to Fire Chief Adam Magers plainly marked “BID PROPOSAL FOR BID PACKAGE – FIRE STATION 1 OFFICE FURNITURE” on the outside of the envelope. Bids will be opened and read publicly immediately following at the same location in the Conference Room.

Furniture Bid Documents consist of the Drawings & Project Manual. These documents contain the specifications, contract documents, instructions to bidders, and bid form. Bid Documents are available for download from Williams Architects, 500 Park Blvd. Suite 800, Itasca, IL. 60143 [cakotera@williams-architects.com](mailto:cakotera@williams-architects.com) or by calling Williams Architects at 630-221-1212. All Bidders are responsible for all Bid Documents.

The contract award will be made to the responsive and responsible bidder. The township will consider all factors which it, in its sole discretion, deems to be in the best interest of the township. While price is important, experience and ability to timely deliver the Furniture on schedule are also important considerations. No bid will be considered unless the bidder shall furnish evidence satisfactory to the Township Board of Trustees that the bidder has the necessary facilities, abilities, experience, equipment, financial and physical resources available to fulfill the conditions of the Contract and execute the work, should the Contract be awarded such bidder.

Bidders will examine the plans and specifications and also the location in which said work is to be done and judge for themselves all the circumstances and surrounding conditions affecting the cost and nature of the work, and all bids will be presumed to be based on such examination, familiarity and judgment.

The township reserves the right to waive any irregularities and to accept any or reject all bids when, in the opinion of the township, such action will serve the best interest of the township.

Bids will be held good and may not be withdrawn for a period of ninety (90) calendar days from the date of opening.

**SECTION 00 0110**

**TABLE OF CONTENTS**

**PROCUREMENT AND CONTRACTING REQUIREMENTS**

**DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**

00 0110 – TABLE OF CONTENTS

00 2113 – INSTRUCTIONS TO BIDDERS

00 4100 – AGREEMENTS

00 5200 – NOT USED

00 7200 – GENERAL CONDITIONS OF THE CONTRACT

00 7300 – SUPPLEMENTARY CONDITIONS

**DIVISION 01 – GENERAL REQUIREMENTS**

01 1000 – SUMMARY OF WORK

01 2000 – NOT USED

01 2200 – UNIT PRICES

01 3000 – ADMINISTRATIVE REQUIREMENTS

01 4000 - QUALITY REQUIREMENTS

01 4216 – DEFINITIONS

01 6000 – PRODUCT REQUIREMENTS

01 7000 - EXECUTION AND CLOSEOUT REQUIREMENTS

01 7800 – CLOSEOUT SUBMITTALS

**DIVISION 02 – SITE CONSTRUCTION – NOT USED**

**DIVISION 03 – CONCRETE – NOT USED**

**DIVISION 04 – MASONRY – NOT USED**

**DIVISION 05 - METALS – NOT USED**

**DIVISION 06 – WOOD AND PLASTICS – NOT USED**

**DIVISION 07 – THERMAL AND MOISTURE PROTECTION – NOT USED**

**DIVISION 08 – DOORS AND WINDOWS – NOT USED**

**DIVISION 09 – FINISHES – NOT USED**

**DIVISION 010 – SPECIALTIES – NOT USED**

**DIVISION 011 – EQUIPMENT – NOT USED**

**DIVISION 012 – FURNISHINGS – NOT USED**

**DIVISION 013 – SPECIAL CONSTRUCTION – NOT USED**

**DIVISION 014 – CONVEYING SYSTEMS – NOT USED**

**END OF TABLE OF CONTENTS**

BID FORM

TO: Cascade Charter Township  
5920 Tahoe Dr. SE  
Grand Rapids, MI. 49546

FROM: \_\_\_\_\_

NAME OF BIDDER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

FOR: Fire Station 1  
2865 Thornhills Av. SE  
Office Furniture Bid Package #01

GENERAL ACKNOWLEDGMENT

The undersigned, having carefully examined the Contract Documents, all data made available, having visited the site of work and having become fully informed as to all existent conditions and limitations, including the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby propose to perform everything required to be performed, and to provide all the labor, materials, necessary tools, expendable equipment, all applicable taxes and fees and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the entire work in conjunction with the:

Cascade Charter Township  
Fire Station 1  
Office Furniture – Bid Package #01  
2865 Thornhills Av. SE  
Grand Rapids, MI. 49546

in accordance with the Contract Documents as prepared by Williams Architects, 500 Park Blvd. Suite 800, Itasca, IL. 60143 dated July 6, 2023; including Addenda Number \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, issued thereto as follows:

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_



**AGREEMENT**

In submitting this Bid, the undersigned agrees to hold this Bid open for sixty (60) days from submittal date; to enter into and execute a Contract with the Owner, within ten (10) working days after receiving Bid Award; to accomplish the work in accordance with the Contract Documents; and to complete the work by the time stipulated in the Agreement. In submitting this Bid, it is understood that the right is reserved by the Owner to reject any and / or all bids and to waive any informalities in bidding.

BASE BID (PRIVATE OFFICE FURNITURE): \$ \_\_\_\_\_

**ALTERNATE BID ITEMS**

Provide a bid for all labor and materials related to each alternate bid item as indicated on Drawings and within Section 01230 of the Project Manual in the spaces below. Before each alternate bid amount, circle whether the alternate price proposed is an add or a deduct amount.

**FAILURE TO PROVIDE PRICING FOR ANY OR ALL ALTERNATE BID ITEMS MAY RESULT IN DISQUALIFICATION OF BID.**

**CERTIFICATE OF COMPLIANCE / DRUG FREE WORKPLACE ACT**

The Undersigned Contractor shall, as a condition of the aforesaid contract, provide a drug free workplace by:

- A. Publishing a statement:
  - 1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited at the Contractor's workplace or work site.
  - 2. Specifying the actions that will be taken against employees for violations of such prohibition.
  - 3. Notifying the employee that, as a condition of employment on such contract, the employee will:
    - a. abide by the terms of the statement; and
    - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. Establishing a drug free awareness program to inform employees about:
  - 1. the dangers of drug abuse in the workplace; and
  - 2. the Contractor's policy of maintaining a drug free workplace; and
  - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. the penalties that may be imposed upon employees for drug violations.
- C. Making it a requirement to give a copy of the statement required by subsection (A) to each employee engaged in the performance of the Contract and to post the statement in a prominent place in the workplace.

- D. Notify the Owner within 10 days after receiving notice under part (b) of paragraph (3) subsection (A) from an employee or otherwise receiving actual notice of such conviction.
- E. Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is so convicted as required by paragraph (H) below.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required indicating that a trained referral; team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace throughout implementation of the foregoing.
- H. Employees sanctions and remedies. A contractor shall, within 30 days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace.
  - 1. Take appropriate personnel action against such employee up to and including termination; or
  - 2. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

SIGNATURE

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Full Name of Bidder ( Print )

- (a) Individual ( )
- (b) Partnership ( )
- (c) Corporation ( )

\_\_\_\_\_  
Full Name of Bidder ( Signature )

\_\_\_\_\_  
Official Title

\_\_\_\_\_ ( Seal )  
Street Address

If the Bidder is a Corporation, the Bidder will attach a notarized and verified document establishing that the signator has authority to execute the Bid Form on behalf of the Corporation.

NOTARIZATION

SUBSCRIBED AND SWORN TO:

before me this \_\_\_\_\_ day

of \_\_\_\_\_ 2023

NOTARY PUBLIC

END OF BID FORM

SECTION 00 2113

INSTRUCTION TO BIDDERS

FORM OF INSTRUCTIONS TO BIDDERS

- 1.01. The instructions in this document amend or supplement the Instruction To Bidders and other provisions of the Bidding and Contract Documents.

BID DOCUMENTS AND CONTRACT DOCUMENTS

2.01. DEFINITIONS:

- A. Bid Documents: Contract Documents supplemented with Instruction to Bidders, Bid Form identified.

2.02. INQUIRIES/ADDENDA:

- A. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.
- B. Verbal answers are not binding on any party.
- C. Clarifications requested by the bidders must be in writing not less than 5 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

Williams Architects  
Carrie Kotera  
Director of Interiors  
[cakotera@williams-architects.com](mailto:cakotera@williams-architects.com)  
630-221-1221

2.03. PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS:

- A. Where the Bid Documents stipulate a particular product, substitutions will **NOT** be considered.

SITE ASSESSMENT

3.01. SITE EXAMINATION:

- A. Examine the project site before submitting a bid.

BID SUBMISSION

4.01. SUBMISSION PROCEDURE:

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit two copies of the executed offer on the Bid Forms provided, signed and sealed with the

Fire Station 1

Office Furniture – Bid Package #01

WA# 2021-033

required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.

**4.02. BID INELIGIBILITY:**

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

**5.03. SALES AND USE TAXES:**

- A. The Owner is exempt from sales taxes.

END OF SECTION 00 2113

SECTION 00 5200

AGREEMENT

PART 1 GENERAL

FORM OF AGREEMENT

- 1.01. The form of the Agreement shall be the American Institute of Architects Document A151 – Standard Form of Agreement (latest edition) Between Owner and Vendor for Furniture, Furnishings and Equipment.
- 2.01. RELATED REQUIREMENTS:
  - A. Section 00 7000 – General Conditions.
  - B. Section 00 7300 – Supplementary Conditions.
  - C. Section 01 4216 – Definitions.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 00 5200

SECTION 00 7200

GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS

- 1.01. The General Conditions applicable to this contract are the American Institute of Architects Document A251 – General Conditions of the Contract for Furniture, Furnishings and Equipment, as modified herein.
- 1.02. The Contractor shall be responsible for obtaining an original of this document and complying with the conditions therein, or as revised by the Supplementary Conditions.
- 2.01. RELATED REQUIREMENTS:
  - A. Section 00 7300 – Supplementary Conditions.
  - B. Section 01 4216 – Definitions.

END OF SECTION 00 7200

SECTION 00 7300

SUPPLEMENTARY CONDITIONS

A. ARTICLE 1 -GENERAL PROVISIONS:

( 1 ) Pursuant to Sub-Paragraph I. 1.1, enumeration of Drawings is as follows:

B. DRAWINGS: F1.1 - Furniture Floor Plan

C. ARTICLE 3 - CONTRACTOR:

(1) Paragraph 3.4 LABOR AND MATERIALS:

Add the following Subparagraphs 3.4.4., 3.4.5., and 3.4.6 to 3.4:

"3.4.4. After the Contract has been executed, the Owner and/he Architect will consider formal requests for the substitution of products in place of those specified only and if the conditions set forth below and in the General Requirements (Division 1 of the Specifications).

.1 Required for compliance with subsequent interpretation of code requirements or insurance regulations.

.2 Unavailability of specified products, through no fault of the Contractor.

.3 Subsequent information discloses inability of specified products to perform properly or to fit in designated spaces.

.4 Manufacturer/fabricator refuses to certify or guarantee performance of specified product as required,

.5 When it is clearly seen, in the judgment of the Architect, that a substitution would be substantially to the Owner's best interest, in terms of cost, time or other consideration.

"3.4.5. By making requests for substitutions based on the above, the Contractor-:

.1 represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;

.2 represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;

.3 certifies that the cost data presented is complete and includes all related costs under this Contract except the Architect's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and

.4 will coordinate the installation of the accepted substitute, making such changes as may be required for the work to be complete in all respects.

"3.4.6. Substitution requests shall be written, timely, and accompanied by adequate technical and cost data. Requests shall include a complete description of the proposed substitution, name of the material or equipment for which it is to be substituted, drawings, cuts, performance and test data, and any

other data or information necessary for a complete evaluation by the Architect.

(2) Paragraph 3.5 TAXES. Delete Paragraph 3.5 in its entirety and replace it with the following:

3.5 The township is a tax-exempt entity and is not subject to : Retailer's Occupation Tax, Service Occupation Tax, Use Tax, or Service Use Tax (either State, municipal or county) and Federal Retail Excise tax. Costs for these taxes shall be excluded from the proposal at the time of bidding and from the Contract Sum; provided, however, should it be determined that any of said taxes do accrue from the performance of this Contract then said taxes so accruing shall be adjusted according to the liability therefore as determined, and in accordance with Article 12".

(3) Paragraph 3.10 Shop Drawings, Product Data and Samples; add the following

3.10.11 The Contractor shall prepay all shipping costs and otherwise be responsible for the transporting of all shop drawings and samples to the place for review by the Architect".

(4) Paragraph 3.12 INDEMNIFICATION.

Add/he following paragraph 3.12.3 to Paragraph 3.12:

"3.12.3 The foregoing shall, but not by way of limitation, specifically include all claims and judgments which may be made against the Owner, Architect, Architects consultants, and agents and employees of any of them under the laws of the state of Illinois, or similar laws of other governmental bodies having jurisdiction; and further, against claims and judgments arising from violations of public ordinances and requirements of governing authorities due to the Contractor's or Subcontractor's method of execution of the work."

Add the following paragraph 3.12.4 to Paragraph 3.12:

"3.12.4 The indemnification which the Contractor and Subcontractors are to provide under Paragraph 3.17 shall include, extend and insure to and be for the benefit of the Owner, Architect, Architect's consultants, their respective agents, and employees of any of them, and shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workman's Compensation or Employer's liability acts, disability benefit acts, employee benefit acts or other legislation or rule of law, whether legislative, judicial administrative or common law."

Add the following paragraph 3.12.5 to Paragraph 3.12:

"3.12.5 None of the foregoing provisions of Paragraph 3.12 shall deprive the Owner or the Architect of any action, right or remedy otherwise available to them, or either of them, at cram-non law".

(5) Add the following Paragraph 3.13.

### 3.18 STATUTORY AND REGULATORY COMPLIANCE

"3.18 - In addition to all other requirements set forth in the Contract Documents which require compliance by the Contractor with specific statutes, ordinances, rules or regulations, the Contractor's services will be performed pursuant to, and in strict conformity with, all applicable federal, state and local statutes, ordinances, rules, regulations and guidelines ("Governmental Requirements") in force and effect at the time such services are performed, including, without limitation, all such Governmental Requirements relating to asbestos matters, and in accordance with such requirements as may, from time to time, be reasonably directed by the Architect.

(6) Add the following Paragraph 3.1.1.1.

3.1.1.1 - Contractor shall mean Vendor, and Vendor shall mean Contractor for the purpose of Construction Documents.

ARTICLE 6 ACCEPTANCE:

Add the following subparagraph 6.2.1.

6.2.1 If the Architect determines, that if Work is not sufficiently completed or corrected to justify said inspection, he may decline to make said inspections until the Work has been more fully completed or corrected."

ARTICLE 8 PAYMENT:

(1) Paragraph 10.3 APPLICATIONS FOR PAYMENT add the following subparagraphs 8.3 and 8.4

"8.3 When Furniture, furnishings and equipment are stored off site, at a location in excess of 20 miles from the building site, and when the Owner authorizes or requires the Architect to inspect said materials and equipment, the Contractor shall pay all costs for wages, transportation, lodging, meals and miscellaneous expenses incurred by the Architect relative to said inspection."

"8.4 The Owner in making payment for materials stored off site will pay the cost of the material and equipment stored plus contractor's overhead and profit for material only."

G. ARTICLE 13 INSURANCE:

Add the following subparagraph 13.1.4.

13.1.4 Such insurance shall be written to include the following coverages and for not less than the minimum limits indicated on the sample Certificate of Insurance included in these specifications or greater if required by law:

13.1.4.1 Worker's compensation. Occupational Disease and Employers Liability insurance:

- A. state: (in which this contract is performed) - Statutory limits
- B. Applicable Federal (if any) - Statutory limits.
- C. Employer's Liability: Bodily injury by Accident; Bodily injury by Disease each employee; Bodily injuries by Disease policy limit.

13.1.4.2 Commercial General Liability insurance including as minimum coverages:

- Premises - Operations Liability - Independent Contractor's Protective Liability – Products and completed Operations Liability -

Board Form Property Damage Endorsement- Blanket Contractual - Personal injury, with Employment Exclusion deleted.

- A. Special Requirements:
  - a. Properly Damage Liability Insurance will provide "X, C, and U" (Explosion,

collapse and underground hazard) coverage as applicable.

- b. Products and completed Operations to be maintained for one (1) year after final payment. Damage to material, product or item of equipment itself shall be covered by an Installation Floater on a legal liability basis or by an extension of the manufacturer's warranty.
- c. The term "caused by accident" if used in bodily injury coverage shall be replaced by the term "occurrence"
- d. The term "caused by accident" if used in property damage coverage shall be replaced by the
- e. The Owner and the Architect shall be named as "additional insurance" on the commercial general liability policy of the General Contractor and/or Subcontractor of any tier.

B. Limits of Liability: As indicated on sample Accord 25-S Certificate of Insurance,

.3 Automobile Liability Insurance:

A. Special requirements:

- a. all owned, hired, and non-owned vehicles including the loading or unloading thereof
- b. The term "caused by accident" if used in bodily injury coverage shall be replaced by the

B. Limits of Liability: As indicated on sample Accord 25-S Certificate of Insurance.

.4 Umbrella/Excess Liability Insurance:

.5 In addition to the insurance coverages set forth in the Contract Documents; the Contractor shall maintain an umbrella/excess liability policy with coverages for the same hazards as covered under the primary policies, including any special requirements.

Paragraph 11.5.1 conditions apply.

13.1.4.2 Certificates of Insurance for the above coverages shall be submitted to the Architect for transmittal to the Owner for his approval prior to the start of construction. The Contractor shall certify to the Owner that he has obtained or will obtain similar certificates of insurance from each of his Subcontractors before their work commences. Each Subcontractor must be covered by insurance of the same character and in the same amounts as the Contractor unless the Contractor and Owner agree that a reduced coverage is adequate. Each Subcontractor's insurance shall cover the Owner, Architect, their agents, and employees.

13.1.4.3 The Contractor shall submit a statement with each monthly affidavit stating that he has obtained certificates of insurance, or other satisfactory evidence, that all required insurance is in force for each of the Subcontractors listed on his affidavit. If the "additional insured's" have other insurance, which is applicable to the loss, it shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance. Contractor's certificates shall be in duplicate on Accord 25-S Certificate of Insurance Form.

Fire Station 1

Office Furniture – Bid Package #01

WA# 2021-033

13.1.4.4 Certificate of insurance shall contain a statement therein or a rider attached thereto incorporating the indemnity clause stated in Paragraph 3.12 (Indemnification) of die General Conditions, and including the changes and addition made in those subparagraphs within these Supplemental General Conditions,

END OF SECTION 00 7300

SECTION 01 1000

SUMMARY OF WORK

PART 1 GENERAL

1.01. DESCRIPTION:

- A. The work of this contract consists of Individual Prime Contracts to the Library for the following:
  - 1. Office Furniture
    - a. Work shown on drawings or included as per this Project Manual / Specification.
    - b. General Conditions and Supplementary Conditions and applicable portions of Division 1 General Requirements.

1.02. CONTRACTOR DUTIES:

- A. Contractor shall, except as specifically noted, provide and pay for:
  - 1. Labor, materials and equipment to meet intent of documents and to meet schedule.
  - 2. Scheduling, insurance, delivery, staging, unloading, unpacking, installation, arranging, and cleaning of materials.
  - 3. Tools, construction equipment and machinery.
  - 4. Coordination with other contractors and Owner.
  - 5. Storage: The Contractor shall provide suitable secure, insured, off-site storage for all materials as needed to accommodate the schedule, including any Schedule Extension as described herein. Cascade Township will NOT pay any storage fees.
  - 6. Other facilities, utilities and services necessary for proper execution and completion of work.
- B. Contractor shall pay for all legally required sales, consumer, use, and other taxes.
- C. Contractor shall identify, obtain, coordinate, allow sufficient time for, and pay for, as necessary for proper execution, completion, and acceptance of the work:
  - 1. Contractor shall pay for all required utility, municipal, building, agency, and governmental: fees, licensing, permits, bonds, documentation, certifications, inspections, inspection fees, connection fees, service installations, insurance provisions, and deposits.
- D. Contractor shall give required notices.

- E. Contractor shall comply with all applicable codes, ordinances, sales, regulations, orders, and other legal requirements of public authorities or agencies which bear on performance of.
- F. Contractor shall promptly submit written notices to Architect, of observed variance of Contract Documents from legal requirements.
- G. Contractor shall provide written notification for any major deliveries to be made to the Owner and Architect fourteen (14) calendar days prior.

1.03. WORK BY OTHERS

- A. The Owner has or will retain the services of others for certain installations, building construction, hazardous materials removal, etc. The Contractor shall accommodate these other contracts, along with the Owner's operations and maintenance staff.
- B. Buildings occupied: This work occurs in an occupied building. Building facility activities will continue during this project. Contractor shall accommodate these activities, and under no circumstances shall the utilities, or HVAC, fire alarm system, exit pathways, driveway entrance, or other essential services be interrupted during operational hours, or at any time without the approval of the Owner.

1.04. JOB CONDITIONS:

- A. Contractor shall maintain regular traffic flow around site and within building unless otherwise directed.
- B. Contractor shall promptly repair any damage to property which is to remain in use, or that belongs to any person, or persons, on or off the site, caused by construction.
- C. Contractor shall perform all work in such a manner as to prevent fires. Remove debris promptly; do not burn materials on the site.
- D. Contractor shall keep stairways and exits unobstructed and available for use at all times,
- E. Contractor shall protect and maintain existing utility lines in such a manner as to prevent interruptions of service.
- F. Contractor shall cap all utility lines terminated by work on this project in a manner approved by governmental and utility authorities having jurisdiction.
- G. Contractor shall remove all materials from construction operations in such a manner as to avoid creating a nuisance. Legally dispose of all materials on a weekly basis.

1.05. CONTRACTOR USE OF PREMISES:

- A. Confine operations at site to areas permitted by: Permits and Contract Documents.
- B. Do not unreasonably encumber site with materials or equipment.
- C. Assume full responsibility for protection and safekeeping of materials, tools, equipment and products stored on premises.
- D. Move any stored products which interfere with operations of Owner or other Contractors.

Fire Station 1  
Office Furniture – Bid Package #01  
WA# 2021-033

- E. Obtain and pay for use of additional off-site storage or work areas needed for operations.

1.06. PERFORMANCE OF WORK:

- A. All contractors shall inspect surfaces, structure and other work precedent to their work and upon which their work depends, and verify that no defects or errors are present that could result in poor application in their work or cause latent defects in workmanship.
- B. All manufactured articles, materials, appliances and equipment shall be applied, installed, connected, erected, used, clean conditioned, and placed in operation as directed by the respective manufacturer, insofar as these directions are applicable to this particular project and are not in conflict with superior requirements in the specifications or requirements of applicable building codes.
- C. Contractor shall protect all work, furnishings, and materials from damage during installation and construction activities.

1.07. SCHEDULE OF WORK

- A. Contractor shall coordinate with the Owner for the Owner's ongoing operations, convenience, safety, and other contracts.
- B. Work shall begin at the award of Contract. It is the Owner's intention to send out a Letter Of Intent with the contract to follow.

1. Office Furniture Installation:

- a. September/October 2023

- C. Schedule Extension: Owner reserves the right to extend the schedule by up to 45 days, upon notice to the Contractor, with no added cost. If required, Contractor shall accommodate this request and provide storage as required at no added cost to the Owner.

- 6. Completion dates above represent Substantial Completion. Final Completion, including all punch list items corrected, attic stock delivered, and closeout documents accepted, shall occur within 30 days after Substantial Completion.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION (NOT APPLICABLE)

END OF SECTION 01 1000

SECTION 01 2200

UNIT PRICES

PART 1 GENERAL

1.01. SECTION INCLUDES:

- A. Measurement and payment criteria applicable to Work performed under a unit price payment method.

1.02. COSTS INCLUDED:

- A. Unit Prices included on the Bid/Proposal Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidents; erection, application or installation of an item of the Work; overhead and profit.

1.03. UNIT QUANTITIES SPECIFIED:

- A. Quantities indicated in the Bid/Proposal Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

1.04. MEASUREMENT OF QUANTITIES:

- A. Measurement methods delineated in the individual specification sections complement the criteria of this section. In the event of conflict, the requirements of the individual specification section govern.
- B. Take all measurements and compute quantities. Measurements and quantities will be verified by Williams Architects.
- C. Assist by providing necessary equipment, workers, and survey personnel as required.

1.05. PAYMENT:

- A. Payment for Work governed by unit prices will be made on this basis of the actual measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by Williams Architects, multiplied by the unit price.
- B. Payment will not be made for any of the following:
  - 1. Products wasted or disposed of in a manner that is not acceptable.
  - 2. Products determined as unacceptable before or after placement.
  - 3. Products not completely unloaded from the transporting vehicle.
  - 4. Products placed beyond the lines and levels of the required Work.
  - 5. Products remaining on hand after completion of the Work.
  - 6. Loading, hauling and disposing of rejected Products.

Fire Station 1

Office Furniture – Bid Package #01

WA# 2021-033

1.06. DEFECT ASSESSMENT:

- A. Replace Work, or portions of the Work, not conforming to specified requirements.
- B. If, in the opinion of Williams Architects, it is not practical to remove and replace the Work, Williams Architects will direct on of the following remedies:
  - 1. The defective Work may remain, but the unit price will be adjusted to a new unit price at the discretion of Williams Architects.
  - 2. The defective Work will be partially repaired to the instructions of the Williams Architects, and the unit price will be adjusted to a new unit price at the discretion of Williams Architect.
- C. The authority of Williams Architects to assess the defect and identify payment adjustment is final.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION 01 2200

SECTION 01 3000  
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01. SECTION INCLUDES:

- A. Submittals for review, information and project closeout.
- B. Number of copies of submittals.
- C. Submittal procedures.

1.02. RELATED REQUIREMENTS:

- A. Section 01 1000 – Summary of Work.
- B. Section 01 7000 – Execution Requirements: Additional coordination requirements.
- C. Section 01 7800 – Closeout Submittals: Project record documents.

PART 2 PRODUCTS – NOT USED

PART 3 PRODUCTS – EXECUTION

3.01. SUBMITTALS FOR REVIEW:

- A. When the following are specified in individual sections, submit them for review:
  - 1. Product Data.
  - 2. Shop drawings.
  - 3. Samples for selection.
  - 4. Samples for verification.
- B. Submit to Williams Architects for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. Architect will forward reviewed submittals for final review for Owner.
- C. Samples will be reviewed only for aesthetic, color or finish selection
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 – CLOSEOUT SUBMITTALS.

3.02. SUBMITTALS FOR INFORMATION:

- A. When the following are specified in individual sections, submit them for information:

1. Design Data.
  2. Color selection charts.
  3. Certificates.
  4. Test reports.
  5. Inspection reports.
  6. Manufacturer's instructions.
  7. Manufacturer's field reports.
  8. Other types indicated.
- B. Submit for Williams Architects' or Owner's knowledge as contract administrator or for Owner. No action will be taken.
- 3.03. SUBMITTALS FOR PROJECT CLOSEOUT:
- A. When the following are specified in individual sections, submit them at project closeout:
    1. Project record documents.
    2. Operation and maintenance data.
    3. Warranties.
    4. Bonds.
    5. Other types as indicated.
  - B. Submit for Owner's benefit during and after project completion.
- 3.04. NUMBER OF COPIES OF SUBMITTALS:
- A. Documents for Review:
    1. Small Size Sheets, Not Larger Than 8 ½ x 11 inches: Submit the number of copies which the Trade Contractor requires, plus four copies which will be retained by Williams Architects and Owner.
    2. Larger Sheets, Not Larger than 24 x 36 inches: Submit the number of opaque reproductions which Trade Contractor requires, plus four copies which will be retained by Williams Architects and Owner.
  - B. Documents for Information: Submit two copies.
  - C. Documents for Project Closeout: Make one reproduction of submittal originally reviewed. Submit two extra of submittals for information.
  - D. Samples: Submit the number specified in individual specification sections; one of which will be retained by Williams Architects.

1. After review, produce duplicates.
  2. Retained samples will not be returned to Trade Contractor unless specifically so stated.
- 3.05. SUBMITTAL PROCEDURES:
- A. Transmit each submittal with approved form.
  - B. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
  - C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
  - D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
  - E. Deliver submittals to Architect at business address. Architect will forward to Owner for Owner's review.
  - F. Schedule submittals to expedite the Project, and coordinate submission of related items.
  - G. For each submittal for review, allow 21 days excluding delivery time to and from the Architect.
  - H. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
  - I. Provide space for Trade Contractor, Williams Architects and Owner review stamps.
  - J. When revised for resubmission, identify all changes made since previous submission.
  - K. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
  - L. Submittals not requested will not be recognized or processed.

END OF SECTION 01 3000

SECTION 01 4000  
QUALITY REQUIREMENTS

PART 1 GENERAL

1.01. SECTION INCLUDES:

- A. References and standards.
- B. Control of installation.
- C. Tolerances.
- D. Manufacturer's field services.

1.02. RELATED REQUIREMENTS:

- A. Section 01 3000 – Administrative Requirements: Submittal procedures.
- B. Section 01 4216 – Definitions.
- C. Section 01 6000 – Product Requirements: Requirements for material and product quality.

1.03. REFERENCE STANDARDS:

- A. ASTM C 1021- Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008.
- B. ASTM E 329 – Standard Specification for Agencies Engaged Construction Inspection and or Testing; 2007a.

1.04. SUBMITTALS:

- A. Design Data: Submit for Williams Architects' knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for Owner's information.
- B. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Trade Contractor or installation/application subcontractor to Williams Architects and Owner, in quantities specified for Product Data and on a form acceptable to the Owner.
  - 1. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits and certifications as appropriate.
- C. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation. Submit in a format acceptable to Owner.

1.05. REFERENCES AND STANDARDS:

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Williams Architects before proceeding.
- F. Neither the contractual relationships, duties, nor responsibilities of the parties in Contract nor those of Williams Architects shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

3.01. CONTROL OF INSTALLATION:

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarifications from Williams Architects before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02. TOLERANCES:

- A. Monitor fabrication and installation tolerance controls of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Williams Architects before proceeding.
- C. Adjust product to appropriate dimensions; position before securing products in place.

**3.03. MANUFACTURERS' FIELD SERVICES:**

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

**3.04. DEFECT ASSESSMENT:**

- A. Replace Work or portions of the Work not conforming to specified requirements.
- B. If, in the opinion of Williams Architects, it is not practical to remove and replace the Work, Williams Architects will direct an appropriate remedy or adjust payment.

END OF SECTION 01 4000

SECTION 01 4216

DEFINITIONS

PART 1 GENERAL

1.01. SUMMARY:

- A. Other definitions are included in individual specification sections.

1.02. DEFINITIONS:

- A. Furnish: To supply, deliver, unload, and inspect for damage.
- B. Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, start up, and make ready for use.
- C. Product: Furniture, material, machinery, components, equipment, fixtures, and systems forming the work result. Not materials or equipment used for preparation, fabrication, conveying or erection and not incorporated into the work result. Products may be new, never before used, or re-used materials or equipment.
- D. Provide: To furnish and install.
- E. Supply: Same as Furnish.

PART 2 PRODUCTS – NOT USED

PART 3 PRODUCTS – NOT USED

END OF SECTION 01 4216

SECTION 01 6000  
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01. SECTION INCLUDES:

- A. General product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Production option requirements.
- E. Substitution limitations and procedures.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02. RELATED REQUIREMENTS:

- A. Section 01 4000 – Quality Requirements: Product quality monitoring.

1.03. SUBMITTALS:

- A. Proposed products List: Submit list of major product proposed for use with name of manufacturer, trade name, and model number of each product.
  - 1. Submit within 60 days of Agreement.
  - 2. For products specified only by reference standards, list applicable reference standards.
- B. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets or service for functional equipment and appliances.
- D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.
- E. Indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

**PART 2 PRODUCTS**

**2.01. EXISTING PRODUCTS:**

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by the Contract Documents.

**2.02. NEW PRODUCTS:**

- A. Provide new products unless specifically required or permitted by the Contract Documents.
- B. Do not use products having any of the following characteristics:
  - 1. Made using or containing CFC's or HCFC's.

**2.03. PRODUCT OPTIONS:**

- A. Products Specified by Reference Standards or by Descriptions Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or more Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

**2.04. MAINTENANCE MATERIALS:**

- A. Furnish extra materials, spare parts, tools and software of types and in quantities specified in individual specification sections.
- B. Deliver and place in location as directed; obtain receipt prior to final payment.

**PART 3 PRODUCTS – EXECUTION**

**3.01. SUBSTITUTION PROCEDURES:**

- A. No substitutions allowed.
- B. Contractor shall be solely and completely liable for any construction failure resulting from the use of unspecified or unapproved products, materials or equipment.
- C. Generally, substitutions will not be considered after contracts are awarded. If a substitution is proposed after contracts are awarded, the contractor shall reimburse Owner for cost of the Architect's services on a time and material basis at the Architect's standard hourly rates for any and all review or redesign services associated with review of substitutions and/or re-approval by authorities.
- D. When requesting approval for a substitute product, material or equipment, the Contractor and Manufacturer shall submit a written warranty/guarantee that all products, materials or equipment submitted "as equal" are in fact equal. Contractor shall also provide any additional product, material or equipment specifications and information requested by the Owner when reviewing the request for substitution from the Contractor.

3.02. TRANSPORTATION AND HANDLING:

- A. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- B. Transport and handle products in accordance with manufacturer's instructions.
- C. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- D. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- E. Provide equipment and personnel to handle products by methods to prevent oiling, disfigurement, or damage.
- F. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.03. STORAGE AND PROTECTION:

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturer's instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.
- G. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- H. Store loose granular material on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION 01 6000

SECTION 01 7000  
EXECUTION REQUIREMENTS

PART 1 GENERAL

1.01. SECTION INCLUDES:

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances.
- C. Pre-installation meetings.
- D. Surveying for laying out the work.
- E. Cleaning and protection.
- F. Demonstration and instruction of Owner personnel.
- G. Closeout procedures, except payment procedures.

1.02 RELATED REQUIREMENTS:

- A. Section 01 3000 – Administrative Requirements: Submittals procedures.
- B. Section 01 4000 – Quality Requirements: Testing and inspection procedures.
- C. Section 01 7800 – Closeout Submittals: Project record documents, operation and maintenance data, warranties and bonds.

1.03. SUBMITTALS:

- A. See Section 01 3000 – Administrative Requirements, for submittal procedures.

1.04. PROJECT CONDITIONS:

- A. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent properly.
- B. Noise Control: Provide methods, means and facilities to minimize noise produced by construction operations.
  - 1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes jackhammers, pneumatic hammers, and air operated nail guns.
  - 2. Indoors: Limited conduct of especially noisy interior work to the hours of 6pm to 7am.

1.05. COORDINATION:

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

- B. Notify affected utility companies and comply with their requirements.
- C. Coordinate completion and clean-up of work of separate sections.
- D. After Owner occupancy premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 3 EXECUTION

3.01. EXAMINATION:

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02. PREPARATION:

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substrate.

3.03. PREINSTALLATION MEETINGS:

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Williams Architects four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of examination, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Architect or Owner will record minutes and distribute copies within two days after meeting to participants, with two copies to Williams Architects, Owner, Contractor, participants, and those affected by decisions made.

3.04. GENERAL INSTALLATION REQUIREMENTS:

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.

- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Make neat transitions between different surfaces, maintaining texture and appearance.
- D. The use of the existing elevator will be granted contingent on the following:
  - 1. No patron at any time will be denied use of the elevator.
  - 2. The Contractor shall provide protective padding to the inside perimeter walls and floor.
  - 3. The Contractor will use care in moving materials and equipment through the doors.
  - 4. The Contractor shall not load the elevator over the rated nameplate capacity nor exceed the square inch floor landing design.
  - 5. Any damage to the elevator surfaces or mechanism will be repaired by the Owner and shall be paid for by the Contractor.

3.05. ALTERATIONS AND INSTALLATION IN EXISTING SPACES:

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
  - 1. Report discrepancies to Williams Architects before disturbing existing installation.
  - 2. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Remove existing work as indicated and as required to accomplish new work.
  - 1. Remove items indicated on drawings.
  - 2. Relocate items indicated on drawings.
- C. Protect existing work to remain.
  - 1. Prevent movement of structure; provide shoring and bracing if necessary.
  - 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
  - 3. Repair adjacent construction and finishes damaged during removal work.
- D. Adapt existing work to fit new work; Make as neat and smooth transition as possible.
- E. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- F. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- G. Comply with all other applicable requirements of this section.

3.06 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
  - 1. Complete the work.

2. Fit products together to integrate with other work.
  3. Provide openings for penetration of mechanical, electrical, and other services.
  4. Match work that has been cut to adjacent work.
  5. Repair areas adjacent to cuts to required condition.
  6. Repair new work damaged by subsequent work.
  7. Remove samples of installed work for testing when requested.
  8. Remove and replace defective and non-conforming work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Cut rigid materials using masonry saw
- F. Restore work with new products in accordance with requirements of Contract Documents.

### 3.07 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- C. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site. Do not burn or bury.

### 3.08 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

### 3.11 FINAL CLEANING

- A. Execute final cleaning prior to Substantial Completion.
- B. Use cleaning materials that are nonhazardous.
- C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains, and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- D. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### 3.12. CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
  - 1. Provide copies to Williams Architects and Owner.
- B. Accompany Architect and Owner on preliminary inspection to determine items to be listed for completion or correction in Trade Contractor's Notice of Substantial Completion.
- C. Preliminary procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
  - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
    - a. Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction. Use CSI Form 14.1A.
    - b. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  - 2. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 3. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
  - 4. Complete final cleaning requirements, including touchup painting.
- D. Notify Williams Architects when work is considered ready for Substantial Completion.
- E. Submit written request that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Williams Architects' review. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected. Architect will perform only one reinspection.
  - 2. Results of completed inspection will form the basis of requirements for Final Completion.
- F. Owner will occupy all of the building as specified in Section 01100.
- G. Notify Williams Architects when work is considered finally complete.
- H. Before requesting final inspection for determining date of Final Completion, complete the following:
  - 1. Submit a final Application for Payment according to Division 1 Section "Price and Payment Procedures."

Fire Station 1

Office Furniture – Bid Package #01

WA# 2021-033

2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
- I. Complete items of work determined by Williams Architects' final inspection.

END OF SECTION 01 7000

SECTION 01 7800  
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01. SECTION INCLUDES:

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

1.02. RELATED REQUIREMENTS:

- A. Section 01 3000 – Administrative Requirements: Submittals procedures, shop drawings, product data and samples.
- B. Section 01 7000 – Execution Requirements: Contract closeout procedure.
- C. Individual Product Sections: Specific requirements for operation and maintenance data.
- D. Individual Product Sections: Warranties required for specific products or Work.

1.03. SUBMITTALS:

- A. Project Record Documents: Submit documents to Williams Architects not more than ten days after Substantial Completion. Progress Payments may be withheld until Project Record Documents are received.
- B. Operation and Maintenance Data:
  - 1. See Section 01 7000 – Execution Requirements for submittal procedures.
  - 2. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Williams Architects comments. Revise content of all documents sets as required prior to final submission.
  - 3. Submit three sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties :
  - 1 See section 01 7000 – Execution Requirements for submittal procedures.
  - 2 Make other submittals prior to requesting inspection for determining Date of Substantial Completion.
  - 3 For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS – NOT USED

PART 3 – EXECUTION

3.01. PROJECT RECORD DOCUMENTS:

- A. Maintain on site one set of the following record documents; record actual revisions to the Work :
  - 1. Drawings.
  - 2. Specification.
  - 3. Addenda.
  - 4. Change Order and other modifications to the Contract
  - 5. Reviewed shop drawings, product data, and samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Field changes of dimension and detail.
  - 2. Details not on original Contract Drawings.
- G. Submit to Architect:
  - 1. One set of full size print.
  - 2. One set of 11 inch by 17 inch prints.
  - 3. The following statement shall appear on all drawings with the exception of the 11 inch by 17 inch floor plans:
    - a. "I hereby certify that the work shown on these drawings truthfully represents the actual work installed on this project"
    - b. Include Construction Manager's name, address and phone number. A representative of the Construction Manager shall sign and date each certificate.

3.02. OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES:

- A. For Each Product, Applied Material, and Finish:
  - 1. Product data, with catalog number, size, composition, and color and texture designations.
- B. Instructions for Care and Maintenance: Manufacturer’s recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.
- E. Submit three sets to Architect.

3.03 OPERATION AND MAINTENANCE MANUALS:

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- B. Prepare data in the form of an instructional manual.
- C. Binders: Commercial quality, 8 ½ by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Provide tabbed dividers for each separate product and system, with typed description of product and major component parts of equipment.
- F. Contents: prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Williams Architects, Trade Contractor, Subcontractors, and major equipment suppliers.
  - 2. Part 3 : Project documents an certificates, including the following:
    - 1. Shop drawings and product data.
    - 2. Photocopies of warranties and bonds.
- G. Submit three sets to Architect:

3.05. WARRANTIES AND BONDS:

- A. Submit warranties as specified in the respective sections of the Project Manual.
- B. Manufacturers, contractors, subcontractors, and sub-sub-contractors shall submit a one year

written warranty covering all workmanship and material under his contract. The warranty shall extend to any defects.

- C. Said warranty shall be in accordance with applicable stipulations of the General Conditions.
- D. All warranty periods, including warranties covering pertinent equipment used during the course of construction shall commence at the date of Substantial Completion of the work, unless otherwise specified herein or otherwise designated by Architect.
- E. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- F. Verify that documents are in proper form, contain full information, and are notarized.
- G. Co-execute submittals when required.
- H. Retain warranties and bonds until time specified for submittal.
- I. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.
- J. Submit three sets to Architect.

END OF SECTION 01 7800



**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Sit on It Seating	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Movi Nester	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	21"W x 22.75"D x 34.6"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	C-1		
<b>Quantity:</b>	44		

### Finishes

**Mesh:** Onyx

**Frame/Metal:** Black

**Seat Fabric:** Basis of Design. Sit on It Vinyl Grade 2.

### Description:

Mesh back, armless nesting chair on casters. Casters for use on carpet. Vinyl seat fabric.

### Product Image:



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

---

**Manufacturer:** Kimball National Office Furniture      **Rep Name:**

**Product Line / Series:** Weli Series      **Phone No.:**

**Dimensions:** 69.5"W x 27"D x 36.25"H      **Email Address:**

**Plan Tag:** C-2

**Quantity:** 1

**Finishes**

**Back Fabric:**                      **Pattern: Masquera Color: 41612 Vanilla**

**Frame/Metal:**                    **503 Satin Nickel w/Solid Surface arm cap color Concrete 7301**

**Seat Fabric:**                      **Pattern: Dolce Color: 11902 Meteor**

**Description:**

Three seat tandem. Solid surface arm caps, no center legs.  
Contrasting fabric. Glides for use on hard surface.

**Product Image:**



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

---

**Manufacturer:** Kimball National Office Furniture      **Rep Name:**

**Product Line / Series:** Weli Series      **Phone No.:**

**Dimensions:** 47"W x 27"D x 36.25"H      **Email Address:**

**Plan Tag:** C-3

**Quantity:** 1

**Finishes**

**Back Fabric:**                      **Pattern: Masquera Color: 41612 Vanilla**

**Frame/Metal:**                    **503 Satin Nickel w/Solid Surface arm cap color Concrete 7301**

**Seat Fabric:**                      **Pattern: Dolce Color: 11902 Meteor**

**Description:**

Two seat tandem. Solid surface arm caps, no center legs.  
Contrasting fabric. Glides for use on hard surface.

**Product Image:**



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	KI	<b>Rep Name:</b>	Jim Heyden
<b>Product Line / Series:</b>	Pirouette Training Tables	<b>Phone No.:</b>	847.867.7879
<b>Dimensions:</b>	18"D x 72"W x 29"H	<b>Email Address:</b>	Jim.heyden@ki.com
<b>Plan Tag:</b>	T-1		
<b>Quantity:</b>	21		

### Finishes

**Fabric:** N/A

**Frame/Metal:** Starlight Silver

**Laminate:** North Sea

### Description:

Pirouette nesting training tables. Flip top, no power. Casters for use on carpet. PVC edge.

### Product Image:



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Occasional Tables	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	36" Dia. 29"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	T-2		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

**Frame/Metal:** Silver

**Laminate:** Mocha Walnut

### Description:

36" Diameter table. Laminate top, PVC edge. X-Base glides for use on carpet

### Product Image:



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

**Manufacturer:** Kimball National Office Furniture      **Rep Name:**

**Product Line / Series:** Weli Series      **Phone No.:**

**Dimensions:** 24" x 48"      **Email Address:**

**Plan Tag:** T-3

**Quantity:** 1

**Finishes**

**Back Fabric:** N/A

**Frame/Metal:** 503 Satin Nickel w/laminate top Ashwood Beige

**Seat Fabric:** N/A

**Description:**

Three seat tandem. Solid surface arm caps, no center legs.  
Contrasting fabric. Glides for use on hard surface.

**Product Image:**



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

---

**Manufacturer:** Kimball National Office Furniture      **Rep Name:**

**Product Line / Series:** Weli Series      **Phone No.:**

**Dimensions:** 38" X 38"      **Email Address:**

**Plan Tag:** T-4

**Quantity:** 1

**Finishes**

**Back Fabric:** N/A

**Frame/Metal:** 503 Satin Nickel w/laminate top Ashwood Beige

**Seat Fabric:** N/A

**Description:**      **Product Image:**

90 Degree rounded corner, ganging.



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	KI	<b>Rep Name:</b>	Jim Heyden
<b>Product Line / Series:</b>	700 Series	<b>Phone No.:</b>	847.867.7879
<b>Dimensions:</b>	36"W x 66"H x 15"D	<b>Email Address:</b>	Jim.heyden@ki.com
<b>Plan Tag:</b>	BK-1		
<b>Quantity:</b>	2		

### Finishes

**Fabric:** N/A

**Frame/Metal:** Starlight Silver

**Laminate:** N/A

### Product Image:

#### Description:

Freestanding metal bookcase. 36"W x 66"H



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1



**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI

---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Archive	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	36"W x 72"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	BK-2		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut

### Product Image:

#### Description:

Freestanding laminate bookcase. 36"W x 72"H



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	KI	<b>Rep Name:</b>	Jim Heyden
<b>Product Line / Series:</b>	700 Series	<b>Phone No.:</b>	847.867.7879
<b>Dimensions:</b>	36"W x 54"H x 18"D	<b>Email Address:</b>	Jim.heyden@ki.com
<b>Plan Tag:</b>	LF-1		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

**Frame/Metal:** Starlight Silver

**Laminate:** N/A

### Product Image:

### Description:

Freestanding metal lateral file. 4 Drawer. Locking.



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	36"W x 21"D x 57"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	LF-2		
<b>Quantity:</b>	5		

### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut

### Product Image:

#### Description:

Freestanding lateral file. 4 Drawer. Locking. Cascade nickel pull. PVC 3mm edge



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	36"W x 21"D x 29"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	LF-3		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut

### Product Image:

#### Description:

Freestanding lateral file combination cabinet. Lateral file, box box, file drawers. Locking. Cascade nickel pull. Laminate top w/PVC edge 3mm.



---

*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Archive	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	36"W x 21"D x 65"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	SC-1		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut

### Description:

Combination file and shelving cabinet. Locking. 36"L x 21"D x 65". Cascade nickel pull.

### Product Image:



---

*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1



**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI

---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Archive	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	24"W x 21"D x 72"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	SC-2		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

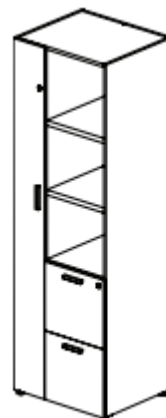
**Frame/Metal:** N/A

**Laminate:** Mocha Walnut

### Description:

Combination wardrobe left, drawers and shelves right.  
Locking. Cascade nickel pull

### Product Image:



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Archive	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>	36"W x 21"D x 58"H	<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	SC-3		
<b>Quantity:</b>	1		

### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut

### Description:

Storage Cabinet. Adjustable shelves with doors. Locking.  
Cascade nickel pull.

### Product Image:



---

*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>		<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	OF-1		
<b>Quantity:</b>	1		

### Finishes

**Tack Board Fabric:** TBD. Selected from manufacturer's full range

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut W200. Earth L55 on pedestals only. 3MM PVC edge

### Description:

#### Premiere Select Office Furniture

- (1) 30"D x 60"W freestanding desk with full height recessed modesty and full end panels. (1) grommet.
- (2) 24"D x 84"W Return worksurface with full height end panel. Half height modesty panel to allow for access to power and data along wall. (1) grommet.
- (3) BBF pedestals w/pencil tray. Locking, keyed individually.
- (2) 28"H x 42"W tackboards along wall. Tackboards shall be mounted 10"

### Product Image:



***\*\*images are reference only and do not reflect exact specifications\*\****

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>		<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	OF-2		
<b>Quantity:</b>	1		

### Finishes

**Tack Board Fabric:** TBD. Selected from manufacturer's full range

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut W200. Earth L55 on overhead, BBF pedestal, FF pedestal. 3MM PVC edge

### Product Image:

#### Description:

##### Premiere Select Office Furniture

- (1) 30"D x 72"W freestanding desk with half height for access to wall and full end panels. (1) grommet.
- (2) 24"D x 42"W Return worksurface with full height end panel. Half height modesty panel to allow for access to power and data along wall. (1) grommet.
- (1) BBF pedestals w pencil tray. Locking, keyed alike.
- (1) FF pedestal. Locking keyed alike.
- (1) 14"H x 72"W 4 door overhead wall mounted cabinet. Mounted 30" above desk top worksurface. Provide 28"H tackboard entire length of cabinet.



***\*\*images are reference only and do not reflect exact specifications\*\****

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>		<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	OF-3		
<b>Quantity:</b>	1		

### Finishes

**Tack Board Fabric:** TBD. Selected from manufacturer's full range

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut W200. Earth L55 on hutch, BBF pedestal, FF pedestal. 3MM PVC edge

### Product Image:

#### Description:

##### Premiere Select Office Furniture

- (1) 30"D x 72"W freestanding desk with full height recessed modesty panel. Full height end panels. (1) grommet.
- (2) 24"D x 42"W Return worksurface with half height modesty panel to allow for access to power and data along wall. (1) grommet.
- (1) back worksurface 24"D x 72"W with full height end panels and half height back panel to allow for access to power and data along walls.
- (1) BBF pedestal w/pencil tray. Locking, keyed alike.
- (1) FF pedestal. Locking keyed alike.
- (1) 72"W desk mounted hutch with tackboard.



**\*\*images are reference only and do not reflect exact specifications\*\***

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>		<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	OF-4		
<b>Quantity:</b>	2		

### Finishes

**Tack Board Fabric:** TBD. Selected from manufacturer's full range

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut W200. Earth L55 on overhead, BBF pedestal, FF pedestal. 3MM PVC edge

### Product Image:

#### Description:

##### Premiere Select Office Furniture

- (1) 30"D x 72"W freestanding desk with full height recessed modesty panel. Full height end panels. (1) grommet.
- (2) 24"D x 42"W Return worksurface with half height modesty panel to allow for access to power and data along wall. (1) grommet.
- (1) back worksurface 24"D x 72"W with full height end panels and half height back panel to allow for access to power and data along walls.
- (1) BBF pedestal w/pencil tray. Locking, keyed alike.
- (1) FF pedestal. Locking keyed alike.
- (2) 14"H x 48"W overhead wall mounted cabinet to total length of desk. Mount cabinets 30" above desk top counter. (2) 28"H x 48"W tackboards.



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Three H	<b>Rep Name:</b>	Michele Gates
<b>Product Line / Series:</b>	Premiere Select	<b>Phone No.:</b>	312.286.9807
<b>Dimensions:</b>		<b>Email Address:</b>	michele@designlinesgroup.com
<b>Plan Tag:</b>	OF-5		
<b>Quantity:</b>	1		

### Finishes

**Tack Board Fabric:** TBD. Selected from manufacturer's full range

**Frame/Metal:** N/A

**Laminate:** Mocha Walnut W200. Earth L55 on BBF pedestal and FF pedestal. 3MM PVC edge

### Product Image:

#### Description:

##### Premiere Select Office Furniture

- (1) 30"D x 72"W extended freestanding curved corner desk. With half height back panels to allow for access to power and data along walls. Full height end panels. (1) grommet.
- (2) 24"D x 42"W Return worksurface with half height back panel to allow for access to power and data along wall. Full height end panels. (1) grommet.
- (1) BBF pedestal w/pencil tray. Locking, keyed alike.
- (1) FF pedestal. Locking keyed alike.



*\*\*images are reference only and do not reflect exact specifications\*\**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Egan (or approved equal)	<b>Rep Name:</b>
<b>Product Line / Series:</b>	Whiteboards	<b>Phone No.:</b>
<b>Dimensions:</b>	48"W x 36"H	<b>Email Address:</b>
<b>Plan Tag:</b>	WB-1	
<b>Quantity:</b>	3	

### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** N/A

### Description:

Egan whiteboards. Aluminum frame markerboard w/clear anodized finish. Guarantee to clean and magnet capable. Include marker and eraser tray.

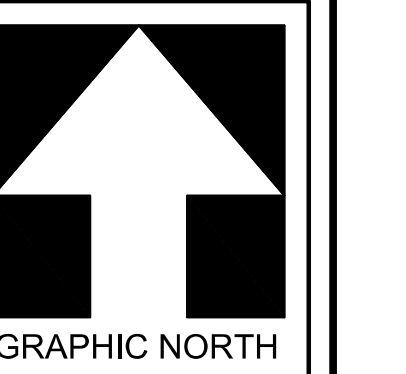
### Product Image:



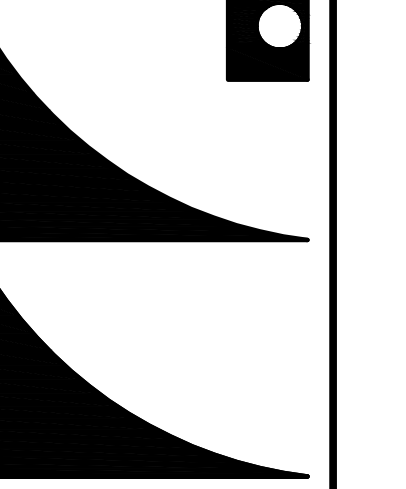
---

*\*\*images are reference only and do not reflect exact specifications\*\**

NO.	DATE	REVISIONS	DESCRIPTION

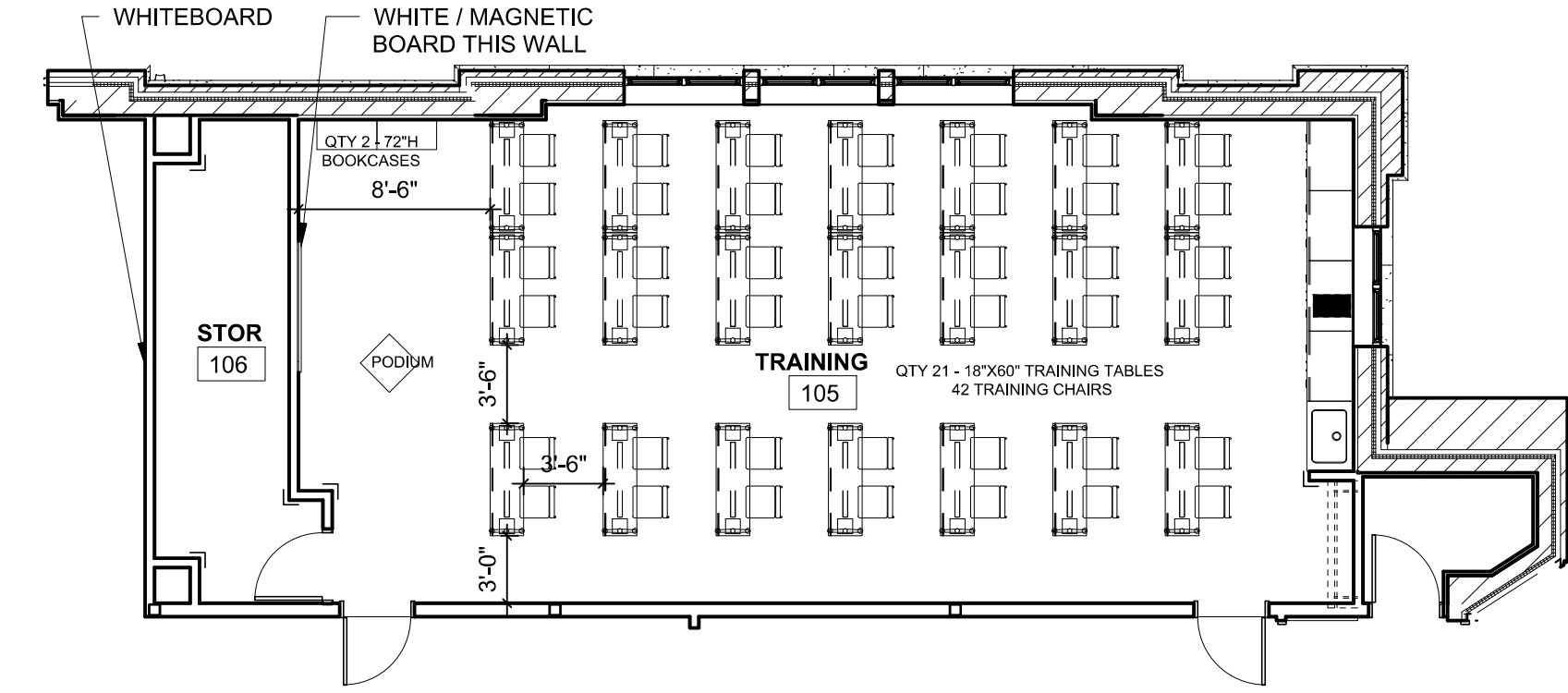


**WILLIAMS ARCHITECTS**  
ARCHITECTURE | PLANNING | AQUATICS | INTERIORS  
500 Park Boulevard, Suite 800, Itasca, IL 60143  
Phone: 630-221-1212 | Fax: 630-221-1220

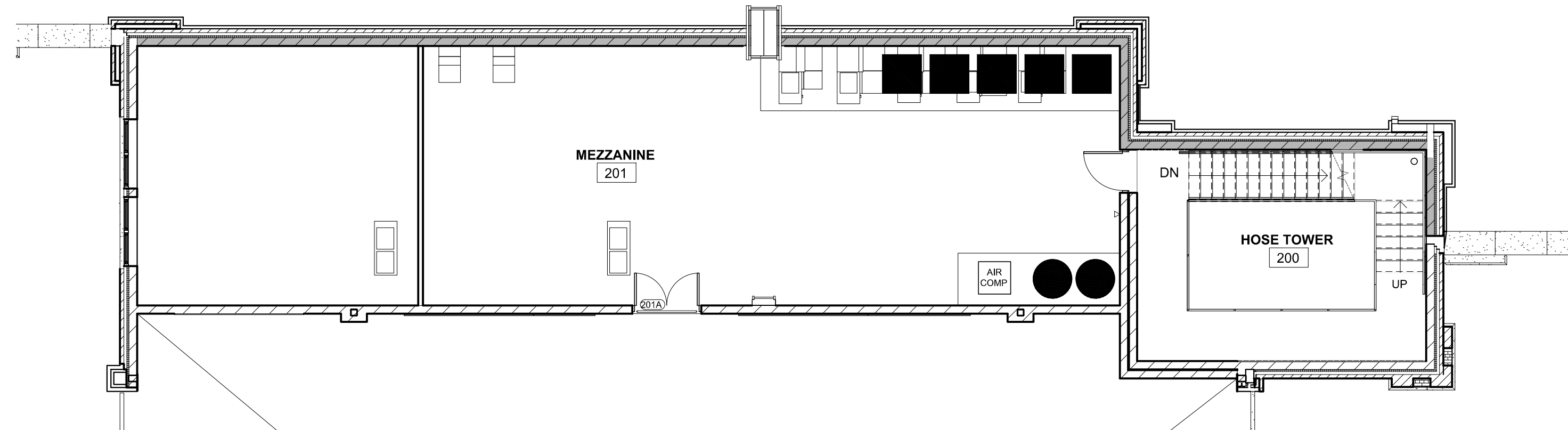
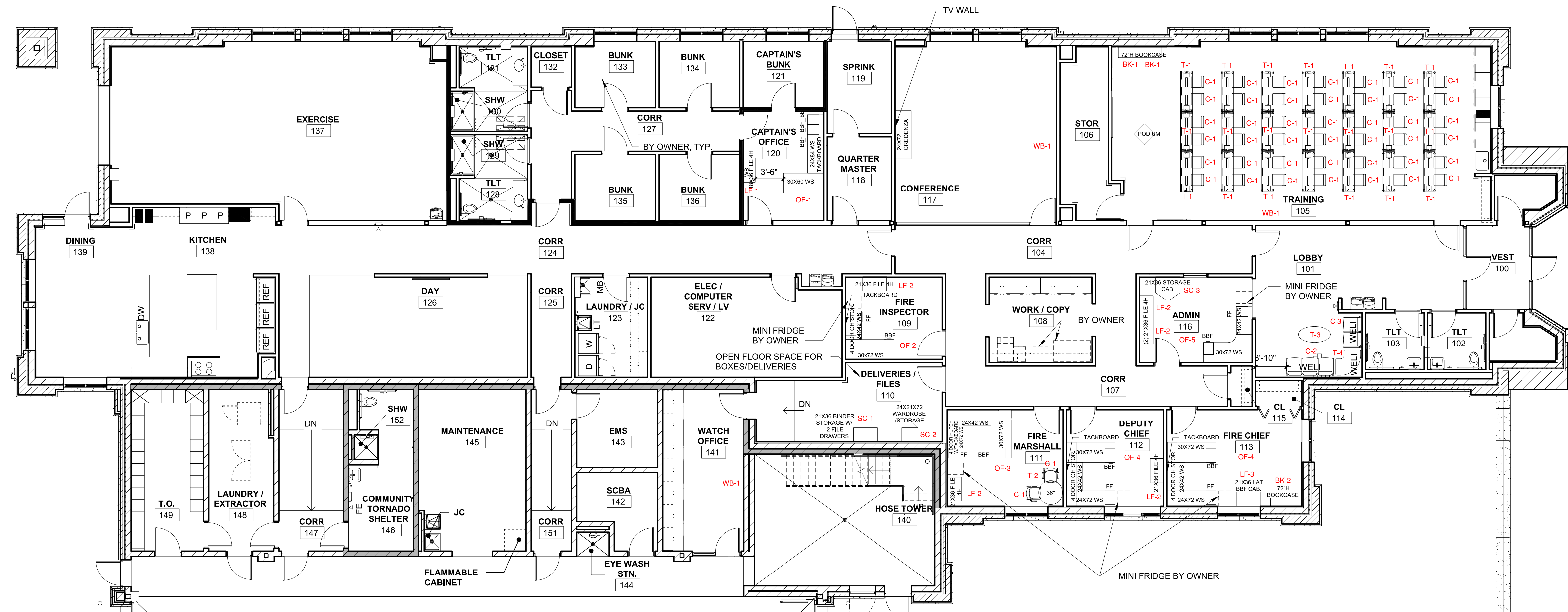


FURNITURE PLAN  
(FOR REFERENCE ONLY)

**F1.1**



TRAINING 105 OPTION 2



MEZZANINE PLAN

**Cascade Charter Township  
Fire Station 1  
Office Furniture Bid Package #01**

July 13, 2023

**ADDENDUM #1 (1 of 2 Pages)**

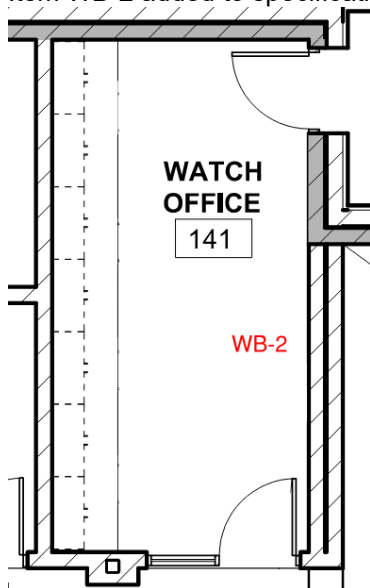
Please note the following clarifications and revisions to questions that were received to the bid documents.

**QUESTIONS RECEIVED:**

1. Weli finish Satin Nickel is not available on tandem seating.
  - A. Change finish to Platinum Metallic.
2. Item T-3 & T-4 laminate finish is not available on tables.
  - A. Laminate finish TBD. Selected from manufacturers full range of colors.
3. Will the project be awarded to one dealer, or can we bid on select pieces?
  - A. Yes, the project will be awarded to one contractor/dealer. Dealers must provide pricing for all items specified.

**DRAWINGS & FURNITURE SPECIFICATIONS**

1. We will accept alternates only to items T-1 and BK-1. Cascade would like the metal finishes to match between the tables and bookcases within room 105. Contractors/dealers must submit alternates to Williams Architects for approval prior to submitting pricing on bid proposal.
2. Item WB-1 change quantity to 2 from 3
3. Item WB-2 added to specifications in room 141, quantity 1.



**Please include a copy of this document in your bid submittal.**

**ATTACHMENTS:**

1. Spec sheet for item WB-2
2. Updated Bid Summary

---

**PLEASE SIGN THIS FORM AND INCLUDE IT IN YOUR BID RESPONSE TO CONFIRM RECEIPT.**

---

Signature

Company

---

Sincerely,



Carrie Kotera  
Director of Interior Design  
Williams Architects

**END ADDENDUM #001**

**Project Name:** Cascade Charter Township  
Fire Station 1

**Project Number:** 2022-011

**Project location:** 2865 Thornhills Av. SE Grand Rapids, MI



---

<b>Manufacturer:</b>	Egan (or approved equal)	<b>Rep Name:</b>
<b>Product Line / Series:</b>	Linked Whiteboard / Tackboard Combo	<b>Phone No.:</b>
<b>Dimensions:</b>	48"H x 60"W	<b>Email Address:</b>
<b>Plan Tag:</b>	WB-2	
<b>Quantity:</b>	1	

#### Finishes

**Fabric:** N/A

**Frame/Metal:** N/A

**Laminate:** Tackboard fabric to be selected from manufacturers full range.

#### Description:

Egan whiteboards. Aluminum frame markerboard and tackboard combo. Clear anodized finish. Guarantee to clean white and tackboard. Include marker and eraser tray.

#### Product Image:



---

*\*\*images are reference only and do not reflect exact specifications\*\**



24 July 2023

Chief Adam Magers  
Cascade Township  
2865 Thornhills SE  
Cascade, MI. 49546

RE: Cascade Township Fire Station 1  
Recommendation of Award – Furniture  
WA Project # 2021-033

Dear Adam:

Cascade Township administered a bid opening for Fire Station 1 Furniture Bid Package #01 at 2:00 PM on Thursday July 20, 2023.

We received a total of (4) four bids for Fire Station 1 Furniture Bid Package #01. The apparent low bidder providing a complete bid package per the specifications is Custer with a total bid in the amount of \$79,981.31.

We have reviewed all the bid proposals received and find the scope of the overall proposal from Custer to be complete and in conformance with the bid documents and discussions we have held with staff to date. As part of the ordering process, we will have the opportunity to review the final quote with the Township prior to fabrication; this process will allow for any minor required adjustments to take place.

We are pleased to report that the total amount of the furniture bid, and the proposal received, is \$79,981.31, which is within the budget for the project. We find no reason why Custer should not be considered for this project. We therefore recommend the following actions to the Board of Trustees:

- ***To award Bid Package #01 – Cascade Township Fire Station 1 Furniture Bid Package #01 to Custer in the amount of seventy-nine thousand, nine hundred eighty-one dollars and thirty-one cents \$79,981.31.***

Please advise us of any questions or concerns regarding this matter. We appreciate the opportunity to be of continued service to Cascade Township and look forward to completing a wonderful project together.

Cordially,



Carrie Kotera  
Director of Interiors

xc: Scott Lange, Williams Architects

BID FORM

TO: Cascade Charter Township  
5920 Tahoe Dr. SE  
Grand Rapids, MI. 49546

FROM: Custer, Inc.  
NAME OF BIDDER

217 Cesar E. Chavez Ave. SW. Suite 200  
STREET ADDRESS

Grand Rapids MI 49503  
CITY STATE ZIP

616.238.1331  
PHONE

FOR: Fire Station 1  
2865 Thornhills Av. SE  
Office Furniture Bid Package #01

GENERAL ACKNOWLEDGMENT

The undersigned, having carefully examined the Contract Documents, all data made available, having visited the site of work and having become fully informed as to all existent conditions and limitations, including the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby propose to perform everything required to be performed, and to provide all the labor, materials, necessary tools, expendable equipment, all applicable taxes and fees and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the entire work in conjunction with the:

Cascade Charter Township  
Fire Station 1  
Office Furniture – Bid Package #01  
2865 Thornhills Av. SE  
Grand Rapids, MI. 49546

in accordance with the Contract Documents as prepared by Williams Architects, 500 Park Blvd. Suite 800, Itasca, IL. 60143 dated July 6, 2023; including Addenda Number #1, \_\_\_\_\_, \_\_\_\_\_, issued thereto as follows:

Addendum No. <u>1</u>	Date: <u>7/13/23</u>
Addendum No. _____	Date: _____
Addendum No. _____	Date: _____

AGREEMENT

In submitting this Bid, the undersigned agrees to hold this Bid open for sixty (60) days from submittal date; to enter into and execute a Contract with the Owner, within ten (10) working days after receiving Bid Award; to accomplish the work in accordance with the Contract Documents; and to complete the work by the time stipulated in the Agreement. In submitting this Bid, it is understood that the right is reserved by the Owner to reject any and / or all bids and to waive any informalities in bidding.

BASE BID (PRIVATE OFFICE FURNITURE):

\$ 79,981.31

ALTERNATE BID ITEMS

Provide a bid for all labor and materials related to each alternate bid item as indicated on Drawings and within Section 01230 of the Project Manual in the spaces below. Before each alternate bid amount, circle whether the alternate price proposed is an add or a deduct amount.

FAILURE TO PROVIDE PRICING FOR ANY OR ALL ALTERNATE BID ITEMS MAY RESULT IN DISQUALIFICATION OF BID.

CERTIFICATE OF COMPLIANCE / DRUG FREE WORKPLACE ACT

The Undersigned Contractor shall, as a condition of the aforesaid contract, provide a drug free workplace by:

A. Publishing a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited at the Contractor's workplace or work site.
2. Specifying the actions that will be taken against employees for violations of such prohibition.
3. Notifying the employee that, as a condition of employment on such contract, the employee will:
  - a. abide by the terms of the statement; and
  - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. Establishing a drug free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace; and
2. the Contractor's policy of maintaining a drug free workplace; and
3. any available drug counseling, rehabilitation, and employee assistance programs; and
4. the penalties that may be imposed upon employees for drug violations.

C. Making it a requirement to give a copy of the statement required by subsection (A) to each employee engaged in the performance of the Contract and to post the statement in a prominent place in the workplace.

- D. Notify the Owner within 10 days after receiving notice under part (b) of paragraph (3) subsection (A) from an employee or otherwise receiving actual notice of such conviction.
- E. Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is so convicted as required by paragraph (H) below.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required indicating that a trained referral; team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace throughout implementation of the foregoing.
- H. Employees sanctions and remedies. A contractor shall, within 30 days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace.
  - 1. Take appropriate personnel action against such employee up to and including termination; or
  - 2. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

SIGNATURE

Signed this 14th day of July 2023

Tobi Anderson  
Full Name of Bidder ( Print )

- (a) Individual
- (b) Partnership
- (c) Corporation

Tobi Anderson  
Full Name of Bidder ( Signature )

Director of Corporate Sales  
Official Title

217 Cesar E. Chavez Ave SW . Grand Rapids MI 49503 .  
Street Address

If the Bidder is a Corporation, the Bidder will attach a notarized and verified document establishing that the signator has authority to execute the Bid Form on behalf of the Corporation.

NOTARIZATION

SUBSCRIBED AND SWORN TO:

before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023

NOTARY PUBLIC

END OF BID FORM

**Cascade Charter Township  
Fire Station 1  
Office Furniture Bid Package #01**

July 13, 2023

**ADDENDUM #1 (1 of 2 Pages)**

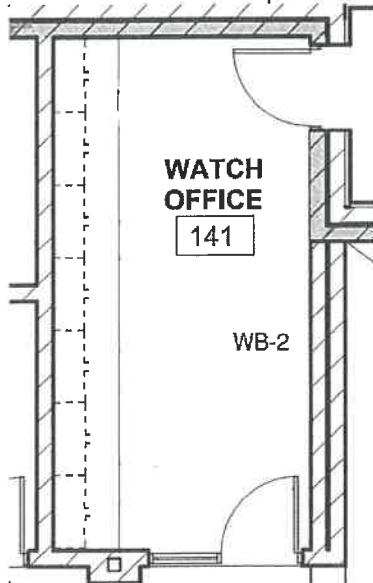
**Please note the following clarifications and revisions to questions that were received to the bid documents.**

**QUESTIONS RECEIVED:**

1. Weli finish Satin Nickel is not available on tandem seating.
  - A. Change finish to Platinum Metallic.
2. Item T-3 & T-4 laminate finish is not available on tables.
  - A. Laminate finish TBD. Selected from manufacturers full range of colors.
3. Will the project be awarded to one dealer, or can we bid on select pieces?
  - A. Yes, the project will be awarded to one contractor/dealer. Dealers must provide pricing for all items specified.

**DRAWINGS & FURNITURE SPECIFICATIONS**

1. We will accept alternates only to items T-1 and BK-1. Cascade would like the metal finishes to match between the tables and bookcases within room 105. Contractors/dealers must submit alternates to Williams Architects for approval prior to submitting pricing on bid proposal.
2. Item WB-1 change quantity to 2 from 3
3. Item WB-2 added to specifications in room 141, quantity 1.



**Please include a copy of this document in your bid submittal.**

**ATTACHMENTS:**

1. Spec sheet for item WB-2
2. Updated Bid Summary

---

**PLEASE SIGN THIS FORM AND INCLUDE IT IN YOUR BID RESPONSE TO CONFIRM RECEIPT.**

*John Anderson*

*Custer, Inc.*

Signature

Company

---

Sincerely,

*Carrie Kotera*

Carrie Kotera  
Director of Interior Design  
Williams Architects

**END ADDENDUM #001**





**cluster**  
DESIGN • BUILD • EMPOWER

**FIRE STATION 1**

**OFFICE FURNITURE BID  
PACKAGE #1**

**CASCADE CHARTER  
TOWNSHIP**

In 1981, Dave Custer founded Custer Office Environments and opened its doors to West Michigan with seventeen employees—providing Steelcase and other fine furniture, flooring, office accessories, space planning, design and installation services.

Over decades of growth, Custer's full scope of services has expanded to include interior design, furniture selection and specification, audio visual and technology solutions. Todd Custer transitioned into the position of President and CEO of the family business in 2015, allowing Dave Custer the opportunity to begin preparing for retirement.

Interior Designers, Workplace Sales Advisors, Customer Service Representatives, and Project Managers. We also have a dedicated in-house operations department consisting of Steelcase-certified and trained installers. We remain an Authorized Steelcase Dealer and also represent over 200 other furniture manufacturers.

Today, all three Custer brothers, Scott, Mark, and Todd, continue building on the family's vision to create exceptional spaces that empower people to do their best work across West and Northern Michigan, and Indiana.

We appreciate the opportunity to get to know you!



Tobi Anderson

## OUR LOCATIONS

**GRAND RAPIDS**  
PH: 616.559.2451  
217 Grandville Ave SW  
Grand Rapids, MI 49503

**KALAMAZOO**  
PH: 269.342.3919  
155 West Michigan Ave  
Kalamazoo, MI 49007

**FORT WAYNE**  
PH: 260.423.3482  
104 W. Superior, Suite A  
Fort Wayne, IN 46802

**HOLLAND**  
PH: 810.347.9427  
171 College Avenue  
Holland, MI 49423

**TRAVERSE CITY**  
PH: 231.645.8989  
10850 E Traverse Hwy  
Traverse City, MI 49884

# YOUR DEDICATED TEAM



Single Point of Contact:

**Tobi Anderson**

Director of Corporate Sales  
Tobi.Anderson@custerinc.com | 616.238.1331



**KIM JEROME**

Senior Interior Designer



**Erin Richle**

Project Manager



**Pat Walker**

Customer Service Representative



**Jeanne Lenhart**

Director of Operations



**Kami Wondergem**

Senior Operations Administrator

# CUSTOMER by the numbers



Through over four decades of service we've come a long way. Dedicated employees and growing number of locations allow us to best serve you. Let's break it down.

Established in

# 1981

CORE VALUES

FIND THE POSITIVE

TAKE THE EXTRA STEP

FAMILY FIRST

BETTER EVERY DAY

BUILD TRUST



Average Employee Retention Rate

# 10+ YEARS

Some 20+ years

Our WHY:

We create personalized spaces that elevate your well-being, promote innovation, and transform the communities we live in.

# 6

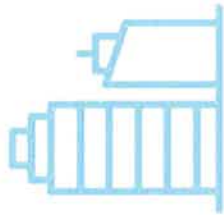
Vertical markets served:

- Healthcare
- Corporate
- Small Business
- K-12 Education
- Higher Education
- Hospitality

Clients served:

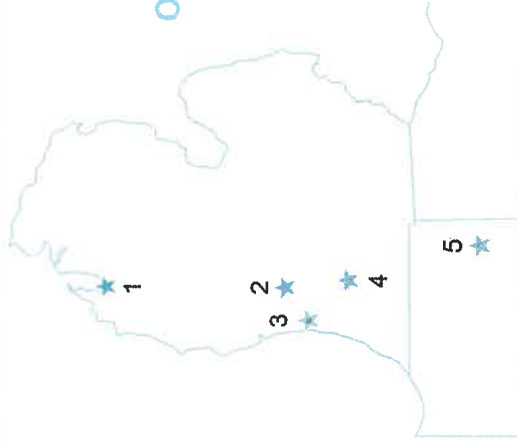
# 700+

FAMILY FIRST  
BETTER EVERY DAY  
BUILD TRUST

  
**Largest interiors dealership in West Michigan**








Our Operating Locations

1. Traverse City
2. Grand Rapids
3. Holland
4. Kalamazoo
5. Fort Wayne



Working Customer Showrooms:

# 7

-  Grand Rapids Headquarters
-  Hall Street Grand Rapids
-  Kalamazoo Showroom
-  Holland Showroom
-  Traverse City Showroom
-  Fort Wayne Showroom
-  Worklab

Family Owned



# CORE VALUES

---

FIND THE POSITIVE

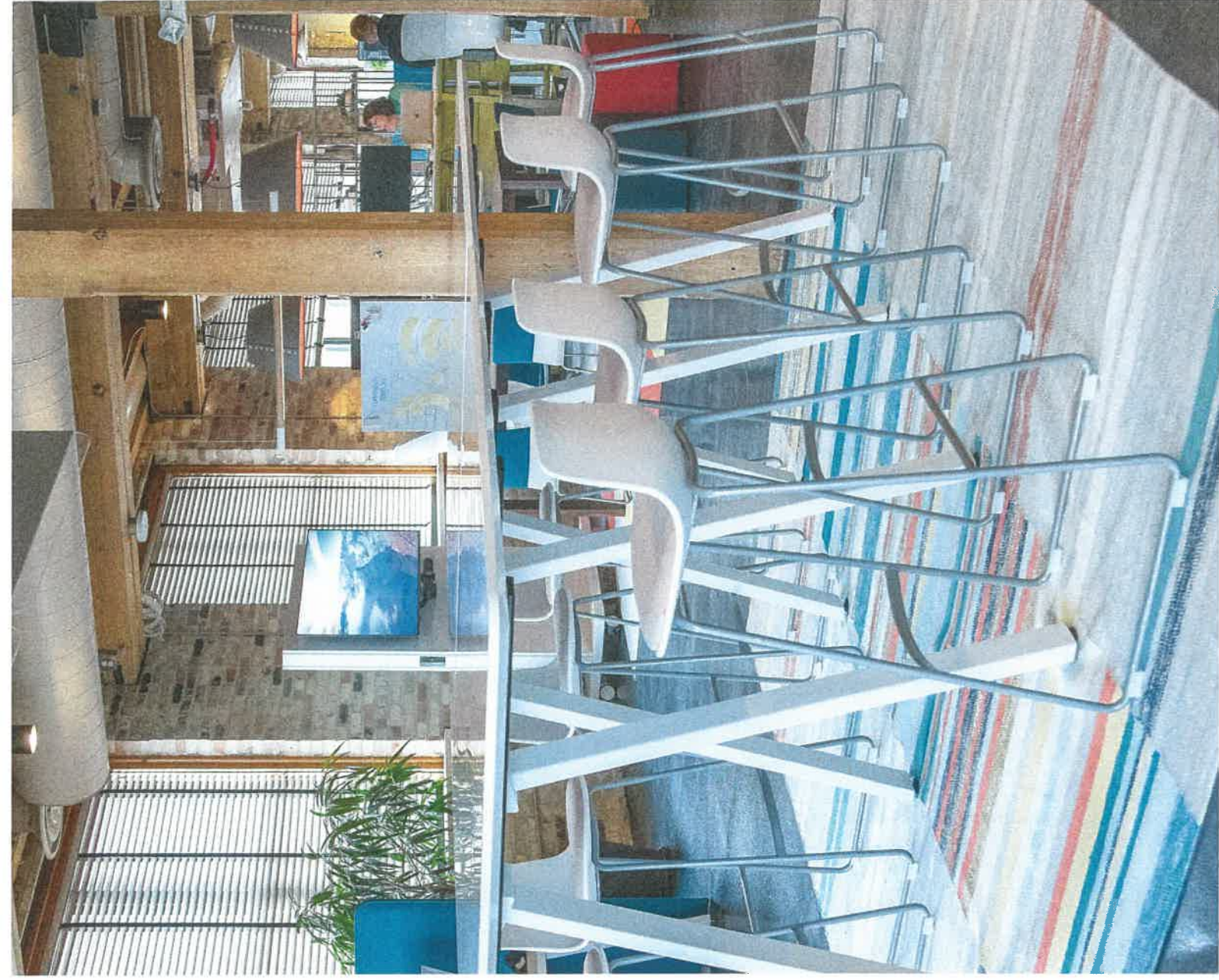
TAKE THE EXTRA STEP

FAMILY FIRST

BETTER EVERY DAY

BUILD TRUST

cluster



# A PROCESS THAT EMPOWERS.

Discover. Design. Build. Empower.

At Custer, our goal is to empower you to do your best work. Through our four step Empowerment Process, we work with you to discover, design, and build exceptional spaces.

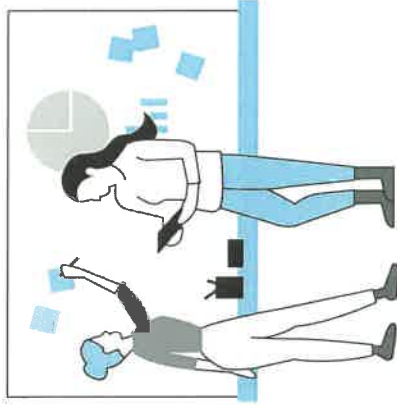
## THE EMPOWERMENT PROCESS

1

### DISCOVER

Develop understanding

We seek to understand current state realities to inform future potential. Through workshops, interviews, and surveys we build alignment to set strategy, schedule, and budget.

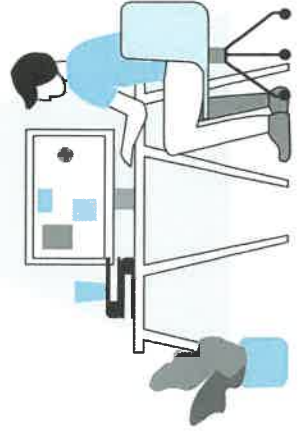
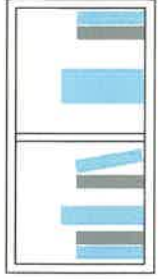


2

### DESIGN

Establish empathy

We distill big-picture challenges into tangible design solutions. We observe and evaluate space utilization and user experience to develop high-quality planning concepts.

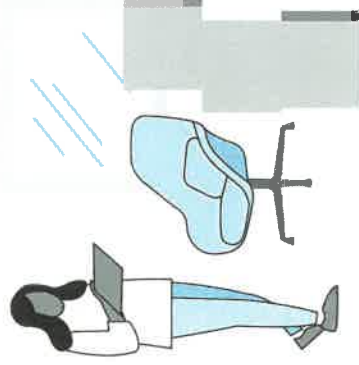
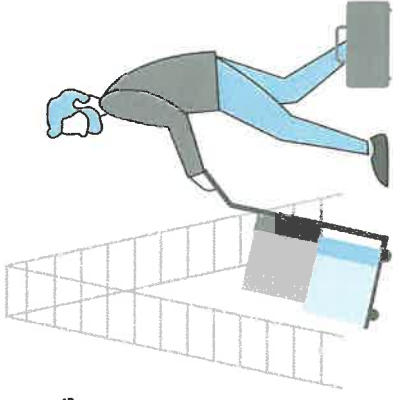


3

### BUILD

Integrated strategy

We recognize that our client's needs are more sophisticated and complex in today's business world. That's why our Project Management and Installations teams are here to help implement projects with optimum efficiency and effectiveness.

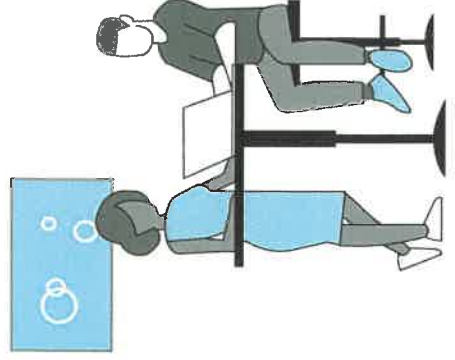


4

### EMPOWER

Create innovation

We support a transition through every step in the process. We empower our clients to see possibility, equipping them to use the solutions provided to positively impact their organization.



# PROJECT MANAGEMENT

## Your Dedicated Project Manager Will:

- be your one point of contact for all delivery, installation and punch issues
- work with your construction team and subcontractors
- facilitate data and electrical coordination
- use Procure to manage the punch items on your project

### PACKING + MOVE LABOR

We coordinate all details of a physical move by developing a simple move strategy and timeline to organize your team and assets. We also provide labor for packing and moving, including green packaging resources to reduce waste.

### SERVICE + WARRANTY

Our staffed experts are available to you long after your project's completion. With extensive product knowledge, they ensure you have everything you need to get the most out of your investment.

### RECYCLING OF WASTE

We use reusable containers to reduce waste and recycle cardboard, metal and pallets from our warehouse and your job site—avoiding the landfills whenever possible.

### PROJECT MANAGEMENT

Project installations are dynamic, and often complex. Custer Project Managers execute every detail of those projects efficiently. When you work with Custer, you can expect:

- A single point of contact for deliveries, installation and punch completion.
- Coordination with your construction team and subcontractors to facilitate data and electrical integration
- Use of PROCORE, the #1 project management software in the world, to keep you in the loop on project status and help our team report and resolve any potential issues discovered in the field.

## A Full-Service Approach to Your Interior Environment.

We recognize that our client's needs are more sophisticated and complex in today's business world. That's why our Project Management team is here to help implement projects with optimum efficiency and effectiveness.

Our project managers are skilled in very large projects and have one goal in mind—the success of your project. Our experience and skill will make the job run smoothly from start to finish.



## LEADING EDGE PROJECT DELIVERY

- Gives the customer visibility to your project's status
- #1 project management software in the world
- Mobile capabilities for installers to enter punch items as they occur which allows for quicker resolve
- All lead installers equipped with iPad in the field



# INSTALLATION

## Let Us Do the Heavy Lifting.

We're proud to offer the largest team of installers in West Michigan, all trained on our standards of excellence and professionalism to make your installation go smoothly. When you see a Custer truck on site, you can trust you're working with highly qualified experts.

### SAFETY PROGRAM

Safety is our priority. Equipping every on-site team with the proper tools and personal protective equipment reduces unnecessary disruptions and lowers safety risks.

### INSTALLATION FLEET

GPS fleet tracking on all Custer vehicles allows for maximum efficiency in warehouse planning and ensures your products arrive intact on time.

### LEAN PRINCIPLES

We rely on LEAN Principles to drive quality and improvement standards throughout our entire operation. By implementing these practices, we've helped eliminate warehouse and field waste and make continual operational improvements.

## Beyond the Installation.

### GET THE MOST OUT OF YOUR INVESTMENT

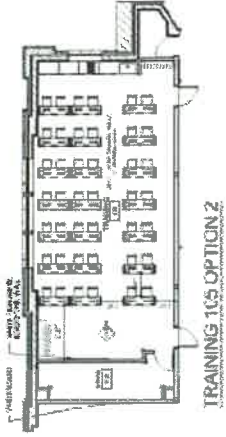
Our team of experts have extensive product knowledge and remain available to you beyond your project's completion

- dedicated service + warranty support
- dedicated service days
- cross-training for redundancy
- storage + warehouse asset management
- facility custodial services + furniture cleaning

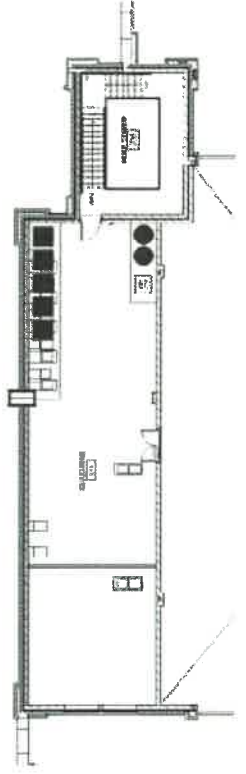
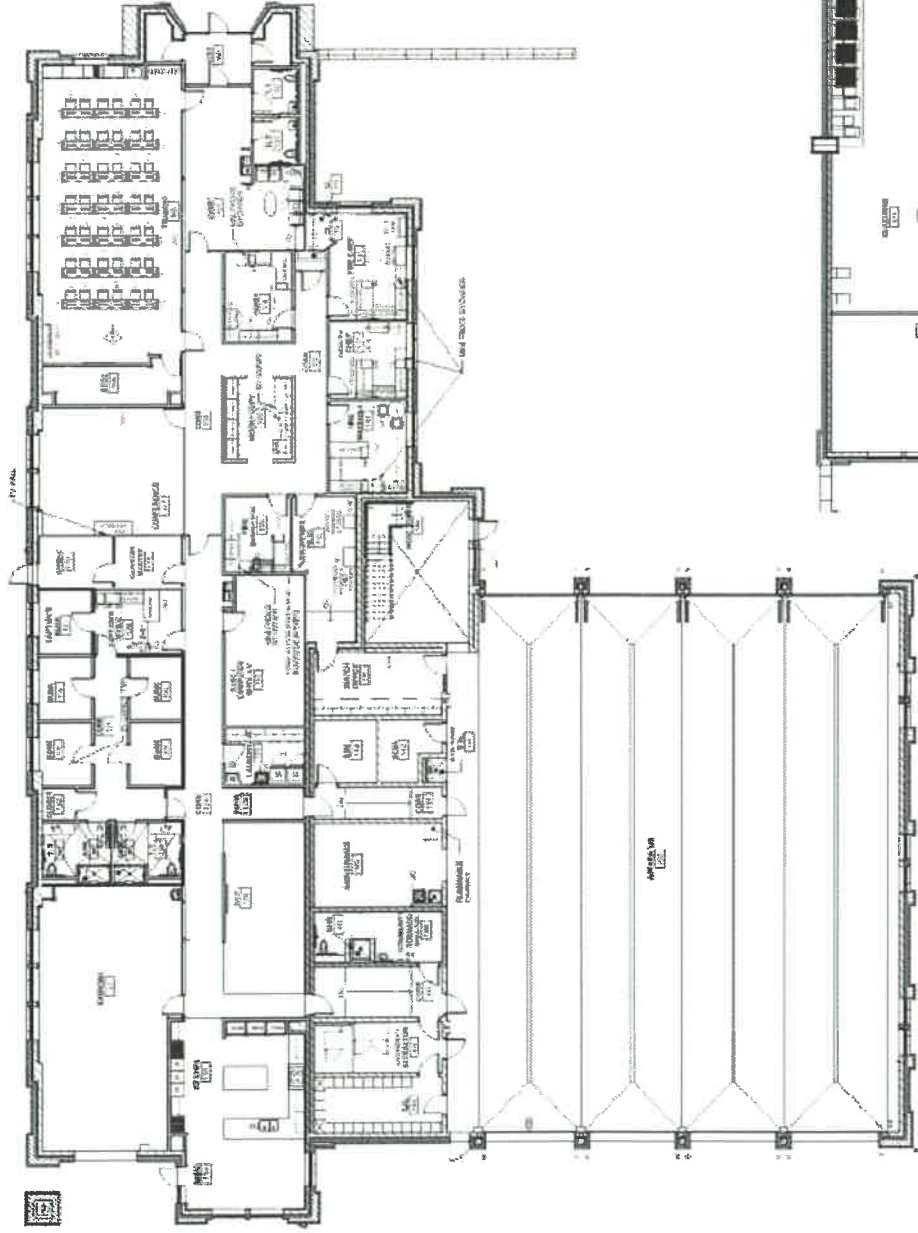


# FURNITURE FLOORPLAN

cluster



TRAINING 105 OPTION 2



MEZZANINE PLAN

MANUFACTURER: SIT ON IT SEATING

PRODUCT LINE: MOVI NESTER

DIMENSIONS: 21"W X 22.75"D X 34.6"H

QUANTITY: 44

**FINISHES:**

- MESH: ONYX
- FRAME/METAL: BLACK
- SEAT FABRIC: SIT ON IT VINYL GRADE 2

**DESCRIPTION:**

MESH BACK, ARMLESS NESTING CHAIR ON CASTERS. CASTERS FOR USE ON CARPET. VINYL SEAT.



MANUFACTURER: KIMBALL NATIONAL OFFICE FURNITURE

PRODUCT LINE: WELI SERIES

DIMENSIONS: 69.5"W X 27"D X 36.35"H

QUANTITY: 1

FINISHES:

- BACK FABRIC: MASQUERA COLOR 41612 VANILLA
- FRAME: PLATINUM W/SOLID SURFACE ARM CAP CONCRETE 7301
- SEAT FABRIC: DOLCE 11902 METEOR

DESCRIPTION:

THREE SEAT TANDEM. SOLID SURFACE ARM CAPRS, NO CENTER LEGS. CONTRASTING FABRIC. GLIDES FOR USE ON HARD SURFACE.



MANUFACTURER: KIMBALL NATIONAL OFFICE FURNITURE

PRODUCT LINE: WELI SERIES

DIMENSIONS: 47"W X 27"D X 36.5"H

QUANTITY: 1

**FINISHES:**

- BACK FABRIC: MASQUERA COLOR 41612 VANILLA
- FRAME: PLATINUM W/SOLID SURFACE ARM CAP CONCRETE 7301
- SEAT FABRIC: DOLCE 11902 METEOR

**DESCRIPTION:**

TWO SEAT TANDEM. SOLID SURFACE ARM CAPRS, NO CENTER LEGS. CONTRASTING FABRIC. GLIDES FOR USE ON HARD SURFACE.



MANUFACTURER: SIT ON IT

PRODUCT LINE: PARALLON TRAINING TABLES

DIMENSIONS: 18"D X 72"W X 29"H

QUANTITY: 21

FINISHES:

- FRAME/METAL: SILVER
- LAMINATE: FOLKSTONE GRAY

DESCRIPTION:

PARALLON FLIP AND NESTING TRAINING TABLE, NO POWER, CASTERS FOR USE ON CARPET, PVC EDGE



MANUFACTURER: THREE H

PRODUCT LINE: OCCASIONAL TABLES

DIMENSIONS: 36" DIA X 29"H

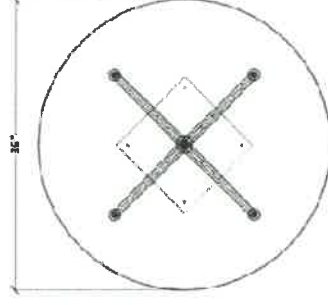
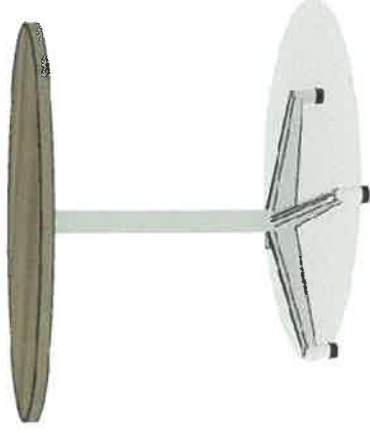
QUANTITY: 1

**FINISHES:**

- FRAME/METAL: SILVER
- LAMINATE: MOCHA WALNUT

**DESCRIPTION:**

36" DIAMETER TABLE. LAMINATE TOP, PVC EDGE. X-BASE GLIDES FOR USE ON CARPET



MANUFACTURER: KIMBALL NATIONAL OFFICE FURNITURE

PRODUCT LINE: WELI SERIES

DIMENSIONS: 24" X 48"

QUANTITY: 1

FINISHES:

- FRAME/METAL: PLATINUM W/ LAMINATE TOP TBD

DESCRIPTION:

24" DEEP 48" WIDE RECTANGULAR TABLE. METAL LEGS WITH GLIDES FOR USE ON HARD SURFACE



**MANUFACTURER:** KIMBALL NATIONAL OFFICE FURNITURE

**PRODUCT LINE:** WELI SERIES

**DIMENSIONS:** 38" X 38"

**QUANTITY:** 1

**FINISHES:**

- FRAME/METAL: PLATINUM W/ LAMINATE TOP TBD

**DESCRIPTION:**

38" DEEP 38" WIDE RECTANGULAR TABLE. METAL LEGS WITH GLIDES FOR USE ON HARD SURFACE



# TAG BK-1 ALTERNATE

cluster

MANUFACTURER: GREAT OPENINGS

PRODUCT LINE: TRACE SERIES

DIMENSIONS: 36"W X 66"H X 14"D

QUANTITY: 2

**FINISHES:**

- FRAME/METAL: TBD SELECTED FROM STANDARD OFFERING

**DESCRIPTION:**

FREESTANDING METAL BOOKCASE.



MANUFACTURER: THREE H

PRODUCT LINE: ARCHIVE

DIMENSIONS: 36"W X 72"H

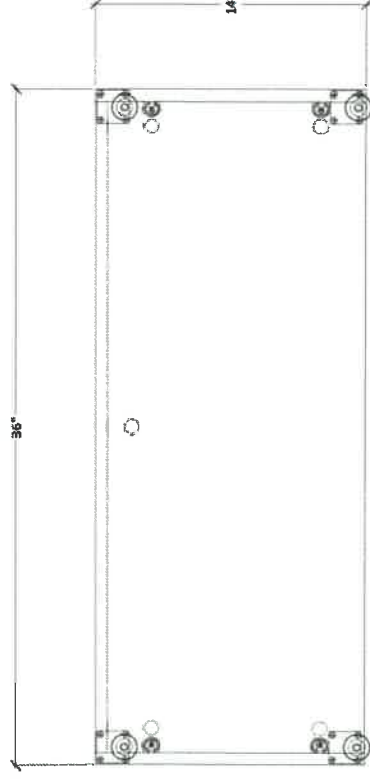
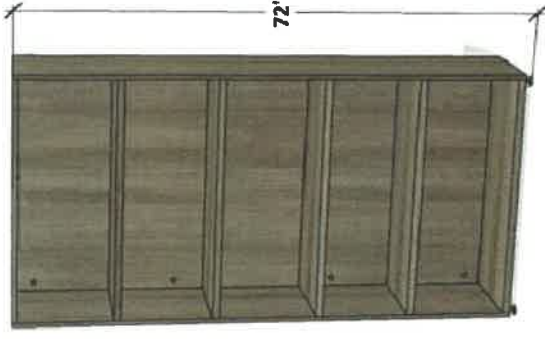
QUANTITY: 1

FINISHES:

- LAMINATE: MOCHA WALNUT

DESCRIPTION:

FREESTANDING LAMINATE BOOKCASE. 36" W X 72"H WITH ADJUSTABLE SHELVES



# TAG LF-1 ALTERNATE

cluster

MANUFACTURER: GREAT OPENINGS

PRODUCT LINE: TRACE SERIES

DIMENSIONS: 36"W X 51"H X 18"D

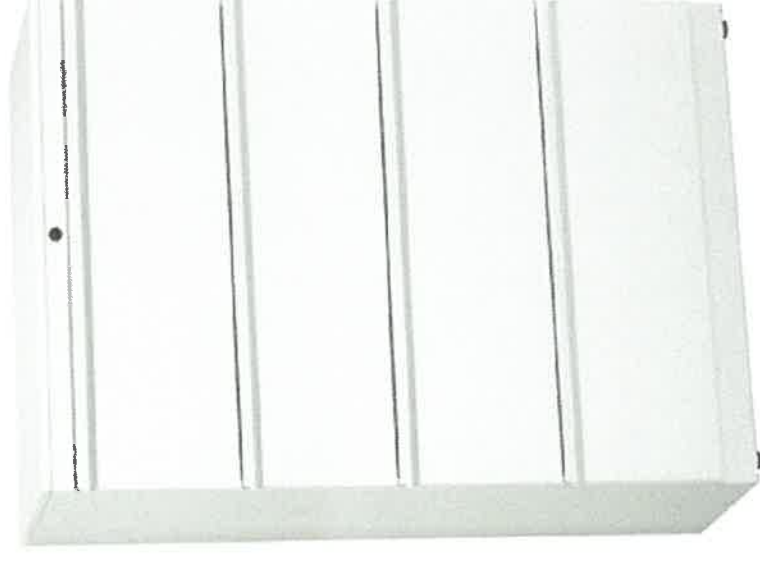
QUANTITY: 1

**FINISHES:**

- FRAME/METAL: TBD SELECTED FROM STANDARD OFFERING

**DESCRIPTION:**

FREESTANDING METAL LATERAL FILE. 4 DRAWER. LOCKING



MANUFACTURER: THREE H

PRODUCT LINE: PREMIERE SERIES

DIMENSIONS: 36"W X 21"D X 57"H

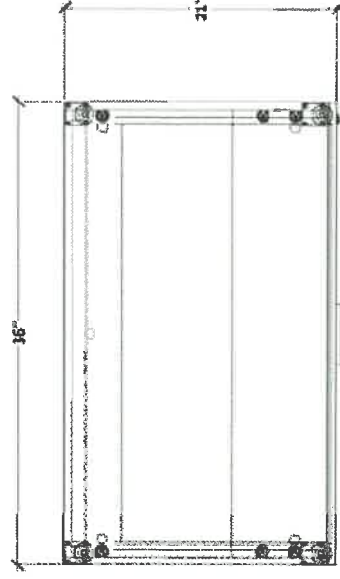
QUANTITY: 5

FINISHES:

- LAMINATE: MOCHA WALNUT

DESCRIPTION:

FREESTANDING LATERAL FILE. 4 DRAWER. LOCKING. CASCADE NICKLE PULL PVC 3MM EDGE



X5

MANUFACTURER: THREE H

PRODUCT LINE: PREMIERE SELECT

DIMENSIONS: 36"W X 21"D X 29"H

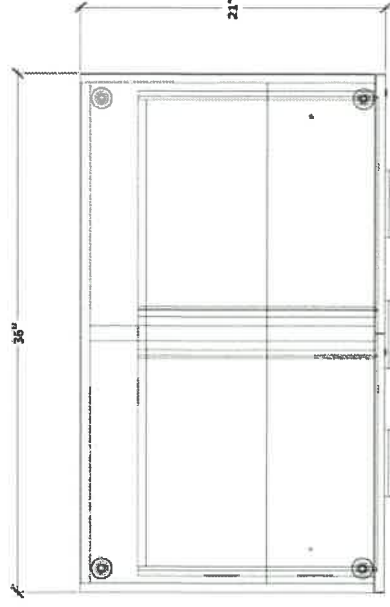
QUANTITY: 1

FINISHES:

- LAMINATE: MOCHA WALNUT

DESCRIPTION:

FREESTANDING LATERAL FILE COMBINATION CABINET. LATERAL FILE, BOX/BOX/FILE DRAWERS. LOCKING. CASCADE NICKEL PULL. LAMINATE TOP W/ PVC EDGE 3MM



MANUFACTURER: THREE H

PRODUCT LINE: ARCHIVE

DIMENSIONS: 36"W X 21"D X 65"H

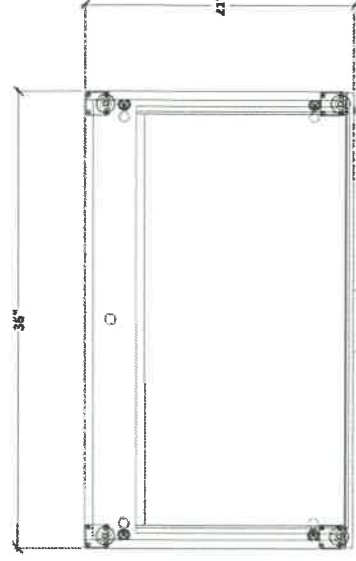
QUANTITY: 1

FINISHES:

- LAMINATE: MOCHA WALNUT

DESCRIPTION:

COMBINATION FILE AND SHELVING CABINET. LOCKING. 36"W X 21"D X 65"H  
CASCADE NICKEL PULL



MANUFACTURER: THREE H

PRODUCT LINE: ARCHIVE

DIMENSIONS: 24"W X 21"D X 72"H

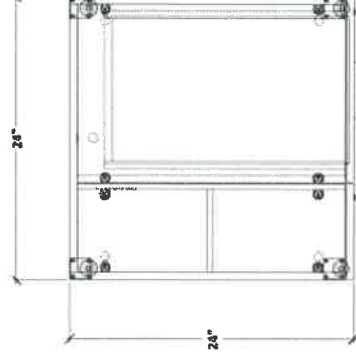
QUANTITY: 1

**FINISHES:**

- LAMINATE: MOCHA WALNUT

**DESCRIPTION:**

COMBINATION WARDROBE LEFT, DRAWER AND SHELVES RIGHT, LOCKING. CASCADE NICKEL PULL



MANUFACTURER: THREE H

PRODUCT LINE: ARCHIVE

DIMENSIONS: 36"W X 21"D X 58"H

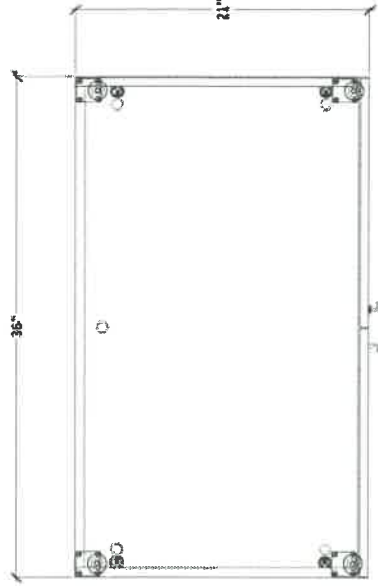
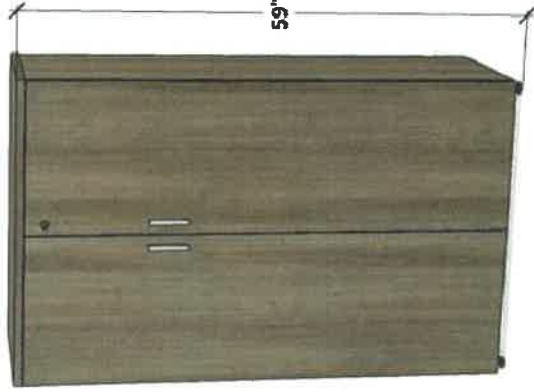
QUANTITY: 1

FINISHES:

- LAMINATE: MOCHA WALNUT

DESCRIPTION:

STORAGE CABINET. ADJUSTABLE SHELVES WITH DOORS. LOCKING. CASCADE NICKEL PULL



MANUFACTURER: THREE H

PRODUCT LINE: PREMIER SELECT

DIMENSIONS:

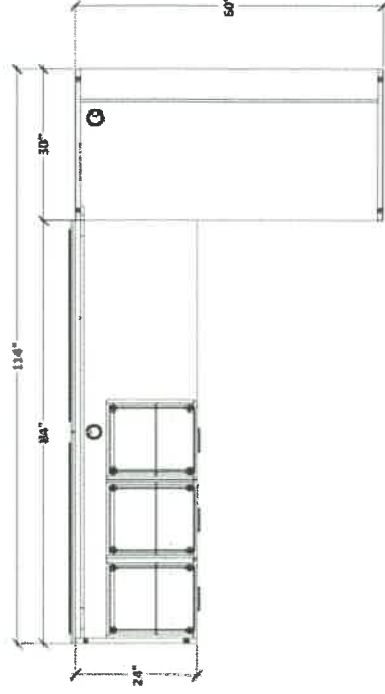
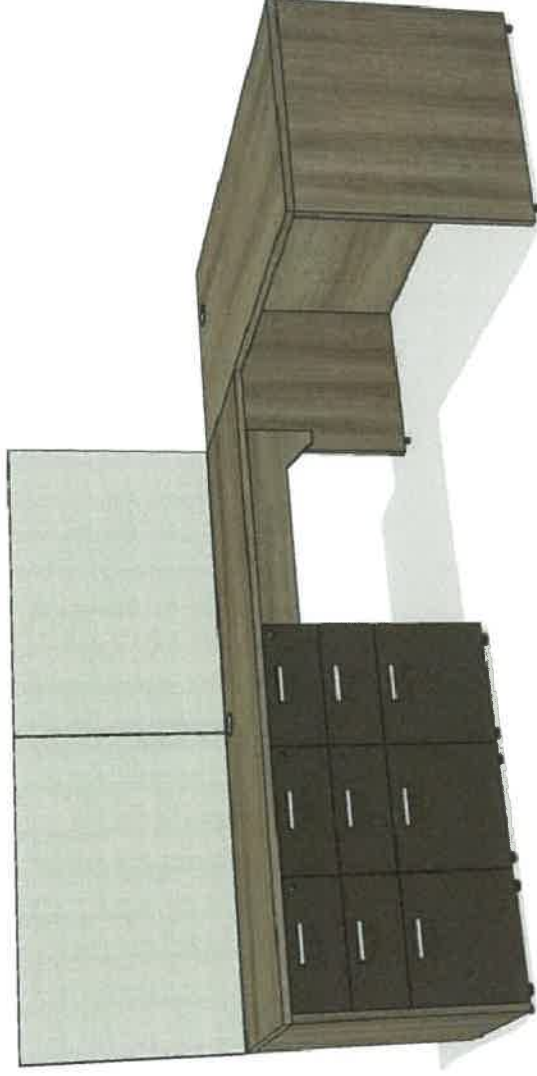
QUANTITY: 1

FINISHES:

- TACKBOARD FABRIC: TBD
- LAMINAE: MOCHA WALNUT W200. EARTH L55 ON PEDESTALS ONLY. 3MM PVC EDGE

DESCRIPTION:

- (1) 30"D X 60"W FREESTANDING DESK WITH FULL HEIGHT RECESSED MODESTY AND FULL END PANELS. (1) GROMMET.
- (2) 24" D X 84" W RETURN WORKSURFACE WITH FULL HEIGHT END PANEL. HALF HEIGHT MODESTY PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALL. (1) GROMMET.
- (3) BBF PEDESTALS WITH PENCIL TRAY. LOCKING, KEYED INDIVIDUALLY.
- (2) 28"H X 42" W TACKBOARDS ALONG WALL. TACKBOARDS SHALL BE MOUNTED 10"



MANUFACTURER: THREE H

PRODUCT LINE: PREMIER SELECT

DIMENSIONS:

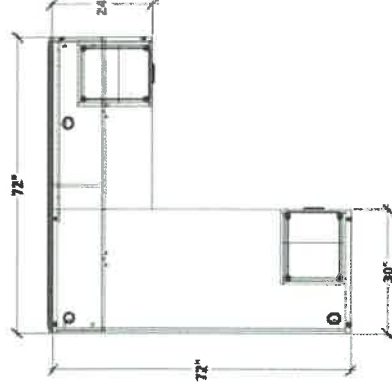
QUANTITY: 1

**FINISHES:**

- TACKBOARD FABRIC: TBD
- LAMINAE: MOCHA WALNUT W200. EARTH L55 ON PEDESTALS ONLY. 3MM PVC EDGE

**DESCRIPTION:**

- (1) 30"D X 72"W FREESTANDING DESK WITH HALF HEIGHT FOR ACCESS TO WALL AND FULL END PANELS. (1) GROMMET.
- (2) 24" D X 42" W RETURN WORKSURFACE WITH FULL HEIGHT END PANEL. HALF HEIGHT MODESTY PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALL. (1) GROMMET.
- (1) BBF PEDESTALS WITH PENCIL TRAY. LOCKING, KEYED ALIKE
- (1) FF PEDESTAL. LOCKING KEYED ALIKE
- (1) 14"H X 72"W 4 DOOR OVERHEAD WALL MOUNTED CABINET. MOUNTED 30" ABOVE DESK TOP WORKSURFACE. PROVIDE 28"H TACKBOARD ENTIRE LENGTH OF CABINET.



MANUFACTURER: THREE H

PRODUCT LINE: PREMIER SELECT

DIMENSIONS:

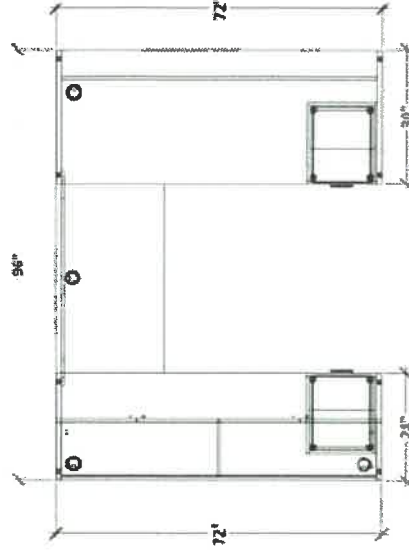
QUANTITY: 1

**FINISHES:**

- TACKBOARD FABRIC: TBD
- LAMINAE: MOCHA WALNUT W200. EARTH L55 ON PEDESTALS ONLY. 3MM PVC EDGE

**DESCRIPTION:**

- (1) 30"D X 72"W FREESTANDING DESK WITH FULL HEIGHT RECESSED MODESTY PANEL. FULL HEIGHT END PANELS. (1) GROMMET.
- (2) 24" D X 42" W RETURN WORKSURFACE WITH HALF HEIGHT MODESTY PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALL. (1) GROMMET.
- (1) BACK WORKSURFACE 24"D X 72"W WITH FULL HEIGHT END PANELS AND HALF HEIGHT BACK PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALLS.
- (1) 88F PEDESTALS WITH PENCIL TRAY. LOCKING, KEYED ALIKE
- (1) FF PEDESTAL. LOCKING KEYED ALIKE
- (1) 72"W DESK MOUNTED HUTCH WITH TACKBOARD



MANUFACTURER: THREE H

PRODUCT LINE: PREMIER SELECT

DIMENSIONS:

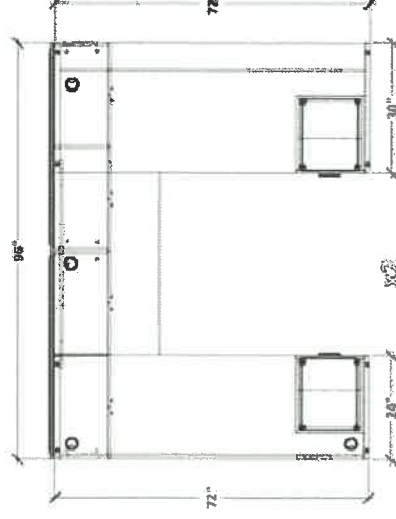
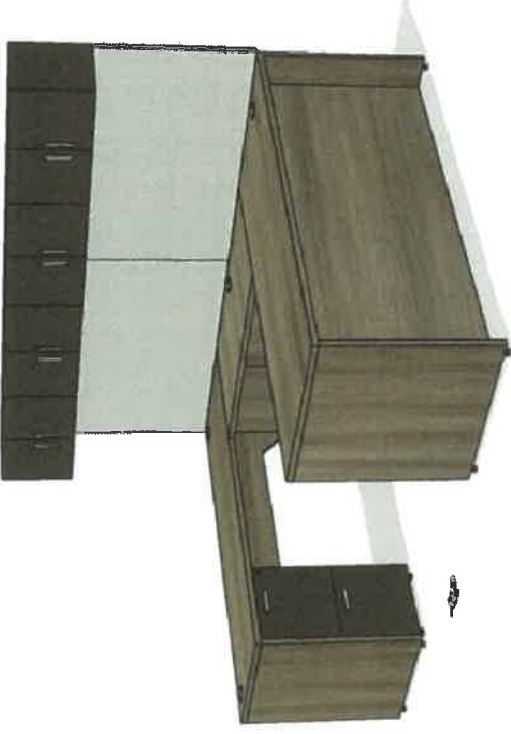
QUANTITY: 1

**FINISHES:**

- TACKBOARD FABRIC: TBD
- LAMINAE: MOCHA WALNUT W200. EARTH L55 ON PEDESTALS ONLY. 3MM PVC EDGE

**DESCRIPTION:**

- (1) 30"D X 72"W FREESTANDING DESK WITH FULL HEIGHT RECESSED MODESTY PANEL. FULL HEIGHT END PANELS. (1) GROMMET.
- (2) 24" D X 42" W RETURN WORKSURFACE WITH HALF HEIGHT MODESTY PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALL. (1) GROMMET.
- (1) BACK WORKSURFACE 24"D X 72"W WITH FULL HEIGHT END PANELS AND HALF HEIGHT BACK PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALLS.
- (1) BBF PEDESTALS WITH PENCIL TRAY. LOCKING, KEYED ALIKE
- (1) FF PEDESTAL. LOCKING KEYED ALIKE
- (2) 14"H X 48"W OVERHEAD WALL MOUNTED CABINET TO TOTAL LENGTH OF DESK. MOUNT CABINETS 30" ABOVE DESK TOP COUNTER.
- (2) 28"H X 48"W TACKBOARDS



MANUFACTURER: THREE H

PRODUCT LINE: PREMIER SELECT

DIMENSIONS:

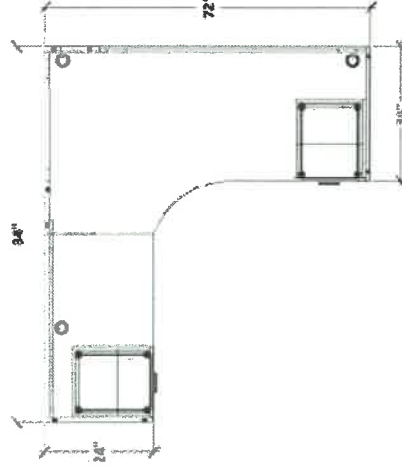
QUANTITY: 1

FINISHES:

- TACKBOARD FABRIC: TBD
- LAMINAE: MOCHA WALNUT W200. EARTH L55 ON PEDESTALS ONLY. 3MM PVC EDGE

DESCRIPTION:

- (1) 30"D X 72"W. EXTENDED FREESTANDING CURED CORNER DESK. WITH HALF HEIGHT BACK PANELS TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALLS. FULL HEIGHT END PANELS. (1) GROMMET.
- (2) 24"D X 42"W RETURN WORKSURFACE WITH HALF HEIGHT BACK PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALL. FULL HEIGHT END PANELS (1) GROMMET
- (1) BBF PEDESTALS WITH PENCIL TRAY. LOCKING, KEYED ALIKE
- (1) FF PEDESTAL. LOCKING KEYED ALIKE



MANUFACTURER: THREE H

PRODUCT LINE: PREMIER SELECT

DIMENSIONS:

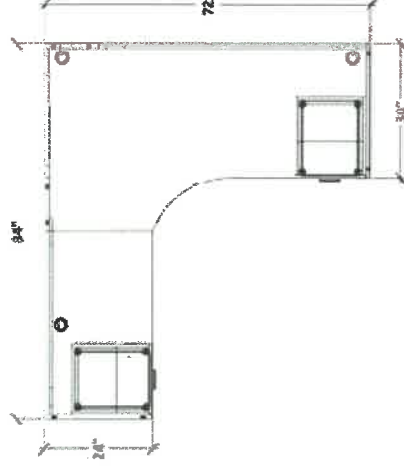
QUANTITY: 1

FINISHES:

- TACKBOARD FABRIC: TBD
- LAMINAE: MOCHA WALNUT W200. EARTH L55 ON PEDESTALS ONLY. 3MM PVC EDGE

DESCRIPTION:

- (1) 30"D X 72"W. EXTENDED FREESTANDING CURED CORNER DESK. WITH HALF HEIGHT BACK PANELS TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALLS. FULL HEIGHT END PANELS. (1) GROMMET.
- (2) 24"D X 42"W RETURN WORKSURFACE WITH HALF HEIGHT BACK PANEL TO ALLOW FOR ACCESS TO POWER AND DATA ALONG WALL. FULL HEIGHT END PANELS (1) GROMMET
- (1) BBF PEDESTALS WITH PENCIL TRAY. LOCKING. KEYED ALIKE
- (1) FF PEDESTAL. LOCKING KEYED ALIKE



MANUFACTURER: EGAN

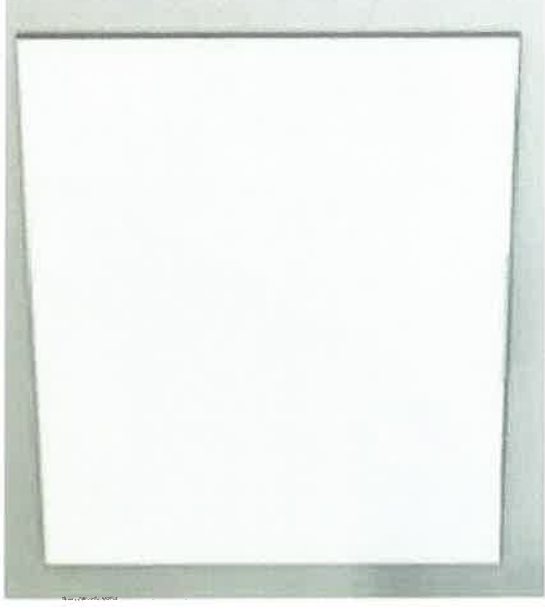
PRODUCT LINE: WHITEBOARDS

DIMENSIONS: 48"W X 36"H

QUANTITY: 3

**DESCRIPTION:**

- EGAN WHITEBOARDS. ALUMINUM FRAME MARKERBOARD W/ CLEAR ANODIZED FINISH. GUARANTEE TO CLEAN AND MAGNET CAPABLE. INCLUDES MARKER AND ERASER TRAY



MANUFACTURER: EGAN

PRODUCT LINE: LINKED WHITEBOARD/TACKBOARD COMBO

DIMENSIONS: 48"W X 60"H

QUANTITY: 1

DESCRIPTION:

- EGAN WHITEBOARDS. ALUMINUM FRAME MARKERBOARD W/ CLEAR ANODIZED FINISH. GUARANTEE TO CLEAN AND MAGNET CAPABLE. INCLUDES MARKER AND ERASER TRAY



# WHO WE EMPOWER



Aquinas College • Kent County • Berger Chevrolet • Berkshire Hathaway • Boys and Girls Club of Grand Rapids  
Byron Center Public Schools • Calvin University • Colliers International • Dematic • Founders Brewing Company  
Frederik Meijer Gardens • Gole Dental • Gordon Food Service • Grand Rapids Art Museum • Grand Rapids Griffins  
Grand Valley State University • Greenville Public Schools • Gun Lake Casino • Harold Zeigler • Kalamazoo College  
Kalamazoo Community Foundation • Kellogg's • Kentwood Public Schools • Kids Food Basket • Louis Padnos  
Meijer • Metro Health • Miller Johnson • MLive • MSU Secchia Center • Northwestern Michigan College  
Pine Rest • Portage Public Schools • Rockford Construction • Southern Michigan Bank and Trust • Spartan Nash  
Spectrum Health • St. Mary's Foundation • Start Garden • Steelcase • Stryker • Traverse City Chamber of Commerce  
Van Andel Institute • Wege Foundation • West Michigan Aviation Academy • West Michigan Whitecaps  
Western Michigan University • Whirlpool Corporation • Wolverine Worldwide • YMCA



# THANK YOU



Thank you for the opportunity to share with you what we do and what we believe. We appreciate you considering Custer to be a partner on your project.

If there is anything else we can provide for you, or questions we can answer, please don't hesitate to reach out.

A handwritten signature in black ink that reads "Todd Custer".

**TODD CUSTER**  
President + CEO

A handwritten signature in black ink that reads "Mark T. Custer".

**MARK CUSTER**  
Chief Revenue Officer

A handwritten signature in black ink that reads "Scott Custer".

**SCOTT CUSTER**  
VP New Ventures + Investments



## MEMORANDUM

**To:** Cascade Charter Township Board  
**From:** Brian Hilbrands, Planning Director  
**Subject:** Consider Approval of Rezoning of Approximately 10 Acres from PUD to R-1 Residential for 7540 & 7550 Alaska Ridge.  
**Meeting Date:** July 26, 2023

The applicant is requesting to rezone approximately 10 acres of land, located at 7540 and 7550 Alaska Ridge, from the existing PUD to the underlying R-1 Residential zoning. Attached to this memo is the Planning Commission staff report regarding the rezoning request that includes the background as well as the standards used for consideration of the rezoning request.

The PUD was created in 1995. At the time there was only one parcel and the owner was looking to add one additional parcel (two total). However, there were no splits available so the property owner created the PUD to allow for two site condominiums. The PUD was written to only allow for two units.

If the property is rezoned to R-1 the site condominium will need to be dissolved, resulting in one unplatted parcel. The new parcel would have four divisions available, so it could be split into a total of four parcels. The applicant has indicated that they plan to split the new unplatted parcel into a total of three parcels, so that a new home can be built for a family member. If more than two parcels are created the applicant would have to upgrade the existing private street or apply for a private street exception, since Alaska Ridge does not meet the standards of the current Private Street Ordinance.

The Planning commission held a public hearing on this matter at the July 10, 2023 meeting and has unanimously recommended approval of the rezoning. During the public hearing there was one public comment received from a neighbor, who stated that they do not oppose the rezoning.

At this time staff are also recommending approval of the rezoning request.

**Attachments:** Location Map  
Application  
PUD 51 Ordinance  
Minutes from approval of PUD 51  
Public comment from July 10, 2023 PC Meeting  
"R-1" zoning district

**STAFF REPORT**

STAFF REPORT: Case # 23-3775  
REPORT DATE: July 5, 2023  
PREPARED FOR: Cascade Charter Township Planning Commission  
MEETING DATE: July 10, 2023  
PREPARED BY: Brian Hilbrands, Planning Director

APPLICANT

Robert VanderVeen & Margie Bach Trust  
7540 & 7550 Alaska Ridge  
Alto, MI 49302

STATUS  
OF APPLICANT: Owners

REQUESTED ACTION: The applicant is requesting to rezone the following properties from a PUD to the underlying R-1 Residential zoning.

PROPERTY LOCATION: 7540 & 7550 Alaska Ridge

EXISTING ZONING OF  
SUBJECT PARCEL: PUD 51

GENERAL LOCATION: On the west side of Alaska Ave, north of 60<sup>th</sup> Street

PARCEL SIZE: Two parcels totaling approximately 10.4 acres

EXISTING LAND USE  
ON THE PARCEL: Residential

ADJACENT AREA  
LAND USES: Residential

ZONING ON  
ADJOINING PARCELS: N,S,W – R1  
E – ARC

STAFF COMMENTS:

1. The applicant is requesting a rezoning of approximately 10.4 acres of land from the current PUD zoning to the underlying R-1 Residential zoning. The requested rezoning encompasses two pieces of contiguous property, owned by family members. Each property has a single home located on it.

2. The applicant has included a narrative indicating why they are requesting the rezoning. They would like the ability to perform a lot split to add one additional parcel, but the PUD limits the total number of parcels to two and contains the following language:

The Project shall be limited to two (2) building sites for single family detached condominium units. The number of building sites within the Project shall not be increased by the Township Board.

As a result, they are requesting the rezoning.

3. The properties were rezoned to PUD in 1995. At the time there was only one parcel and the owner was looking to add one additional parcel (two total). However, there were no splits available. As a result, the property owner created the PUD to allow for two site condominiums. The PUD is written to only allow for two units.
4. The Michigan Land Division Act was last amended in 1997, and as part of that amendment the number of splits available for all parcels was essentially reset. So, if the applicant would have tried to split the property after 1997, they would have had additional splits available.
5. If the property were to be rezoned to R-1 the condominium would need to be dissolved, resulting in one new unplatted parcel. The new parcel would have four divisions available, so it could be split into a total of four parcels. Under the R-1 zoning the minimum lot size is 40,000 square feet.
6. The applicant is indicating that they plan to split the new unplatted parcel into a total of three parcels. Since Alaska Ridge is a legal nonconforming private street that does not meet the current standards of the Private Street Ordinance the applicant would be required to improve the street or apply for a private street exception. This is because they would be adding one additional parcel to the street. If the rezoning request is approved the applicant may then move forward with the lot split request.
7. The Master Plan has a future land use designation of Rural Residential for the property. This most closely corresponds with the ARC zoning district. However, the underlying zoning and the zoning for all of the properties on the west side of Alaska Avenue is R-1. With an area of approximately 10.4 acres, even if the new unplatted parcel were to be split into 4 parcels the density would not be greater than the 2.3 acres allowed in the ARC zoning district.
8. According to State law a local unit of government cannot require a landowner to offer conditions as a requirement for rezoning. Unless the conditions are offered by the applicant the rezoning should be reviewed on its appropriateness and compatibility with its surrounding land uses and the future land use plan.
9. A rezoning comes before the Planning Commission for a recommendation to the Township Board.

10. According to Section 23.05 (2) of the Zoning Ordinance, the Planning Commission must consider the following whenever making a recommendation for a rezoning.

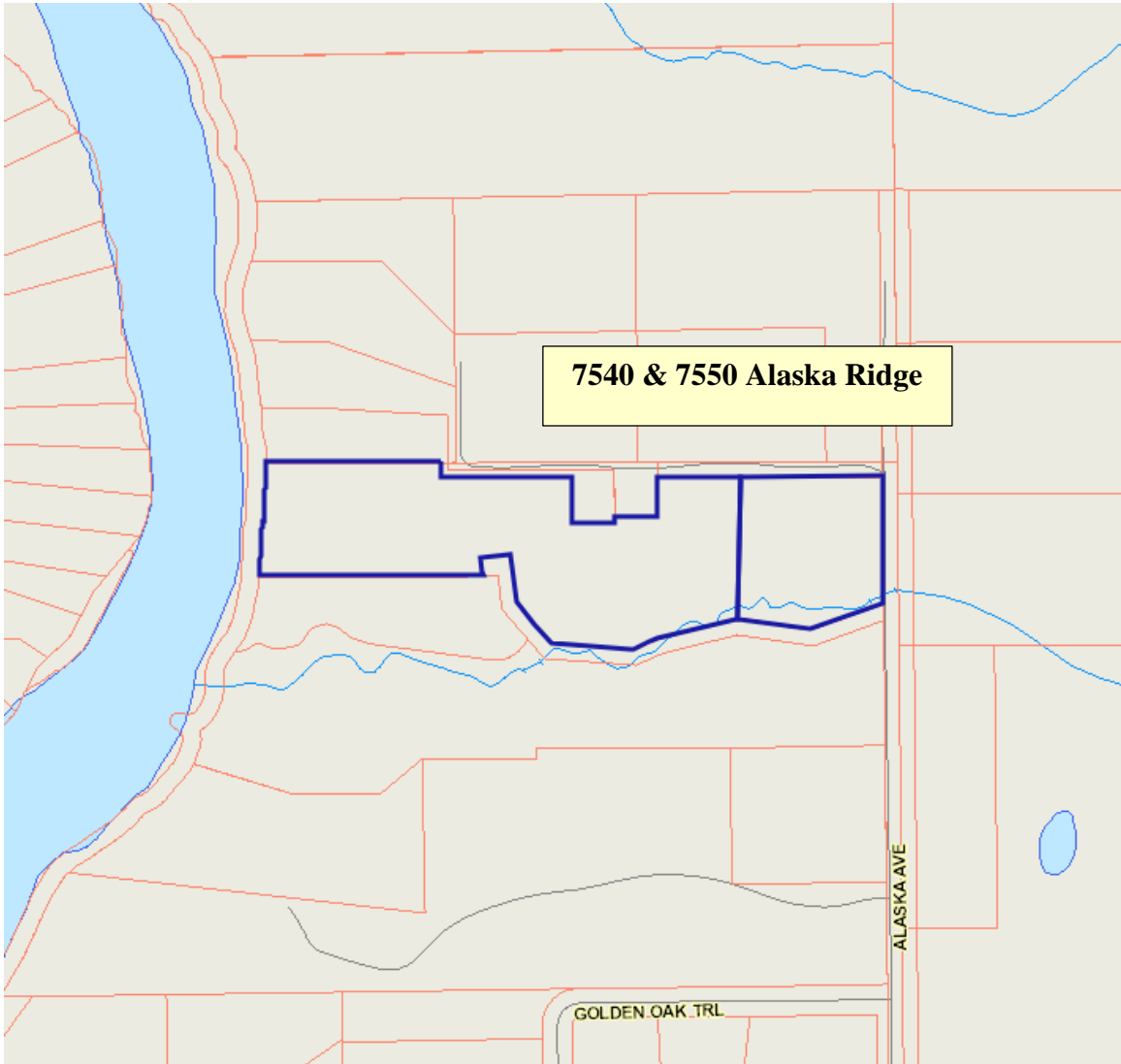
<i>Factors</i>	<i>Comments</i>
Whether there exists an error or ambiguity which must be corrected	There is no error or ambiguity to be corrected.
Whether there exists changed or changing conditions which make approval of a proposed Zoning Ordinance amendment or rezoning appropriate	The area has had an established neighborhood and has been zoned R-1 for a number of years.
The impact of a proposed change on the intent of this Zoning Ordinance	The proposed change would not have a negative impact on the intent of the Zoning Ordinance.
The testimony of any applicant	The applicant has indicated they would like this rezoning to be able to add one additional parcel.
The recommendation of Township Staff	Staff are recommending approval.
The testimony of the public	A couple of neighbors have stopped into the office to ask questions but none have provided formal comments or objections.
Whether a proposed land use change is consistent with the goals, objectives, policies, and intent of the Cascade Township General Development Plan	Although the Master Plan designates the properties as Rural Residential the land use on the property is not changing. The properties will continue to be used for single family homes. The property is also adjacent to ARC property on the east side of Alaska Avenue.
Whether a proposed land use change meets or exceeds all performance and location standards set forth for the proposed use	The area requested to be rezoned would be comparable to the minimum size requirements of the ARC zone even if all of the new splits for the new parcel are used.
Whether a proposed land use change is consistent with the densities, intensities, and general uses set forth in the Cascade Township General Development Plan	The land use is not changing, and it would still be comparable to the density requirements of the Comprehensive plan. It will also be consistent with the zoning and the use of the area.
Whether a proposed land use change will protect, conserve or preserve environmentally critical areas and natural resources	The rezoning would not appear to have a significant change on the use of the area.
Whether a proposed land use change will be compatible with existing or planned uses and not cause damage, hazard, nuisance, or other detriment to persons or property	The proposed rezoning is compatible with the surrounding uses.
Whether the location of a proposed land use change places an undue burden upon existing transportation or other services and facilities and will be served by streets with the capacity to carry traffic generated by the development	The rezoning itself would not place an undue burden on existing transportation facilities. If the applicant intends to add additional parcels the existing private street will need to be reviewed.
Whether a requested use will be in compliance with all applicable General Provisions and Special Use Regulations pertaining to the use, as set forth elsewhere in this Ordinance; and	Any future use would have to meet Township regulations.
Whether a change is proposed in order to rectify errors on the Official Zoning Map.	This is not being done to rectify any errors

STAFF RECOMMENDATION:

Staff is recommending that the Planning Commission recommend Approval of the rezoning of approximately 10.4 acres from PUD to R-1 Residential.

ATTACHMENTS:

Location Map  
Application  
PUD 51 Ordinance  
“R-1” zoning district





# CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546-7140

### PLANNING & ZONING APPLICATION

APPLICANT: Robert Vanderveen - Ridgewood Creek PUD - UNIT 2  
 Name: MARGIE H. BACH TRUST - Ridgewood Creek PUD - UNIT 1  
 Address: 7540 AND 7550 ALASKA Ridge SE  
 City & Zip Code: ALTO, MT 49302  
 Telephone: 616-644-8784  
 Email Address: rsvanderveen@icloud.com

### OWNER: \* (If different from Applicant)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### NATURE OF THE REQUEST: (Please check the appropriate box or boxes)

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative Appeal       | <input type="checkbox"/> Administrative Site Plan Review |
| <input type="checkbox"/> Deferred Parking            | <input type="checkbox"/> P.U.D. - Rezoning *             |
| <input type="checkbox"/> P.U.D. - Site Condominium * | <input checked="" type="checkbox"/> Rezoning             |
| <input type="checkbox"/> Site Plan Review *          | <input type="checkbox"/> Sign Variance Subdivision       |
| <input type="checkbox"/> Special Use Permit          | <input type="checkbox"/> Plat Review *                   |
| <input type="checkbox"/> Zoning Variance             | <input type="checkbox"/> Other: _____ *                  |

\* Requires an initial submission of 5 copies of the completed site plan

### BRIEFLY DESCRIBE YOUR REQUEST:\*\*

Requesting the PUD Ridgewood Creek Condominium be  
reverted back to R1 residential.

(\*\*Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY\*\*:

Ridgewood Creek Condominium UNIT 1 Prop# 41-19-34-327-001

UNIT 2 Prop# 41-19-34-327-002

CLASSIFIED AS : 401 (residential-improved)

(\*\*Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 34-327-001 and 34-327-002

ADDRESS OF PROPERTY: 7540 and 7550 ALASKA Ridge SE

PRESENT USE OF THE PROPERTY: Personal residence

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR  
EQUITABLE INTEREST IN THE PROPERTY:

Name(s)

Address(es)

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

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

**SIGNATURES**

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.*

*I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)*

MARGIE H. BACH

Owner – Print or Type Name  
(\*If different from Applicant)

Margie Bach 5-10-23

Applicant – Print or Type Name

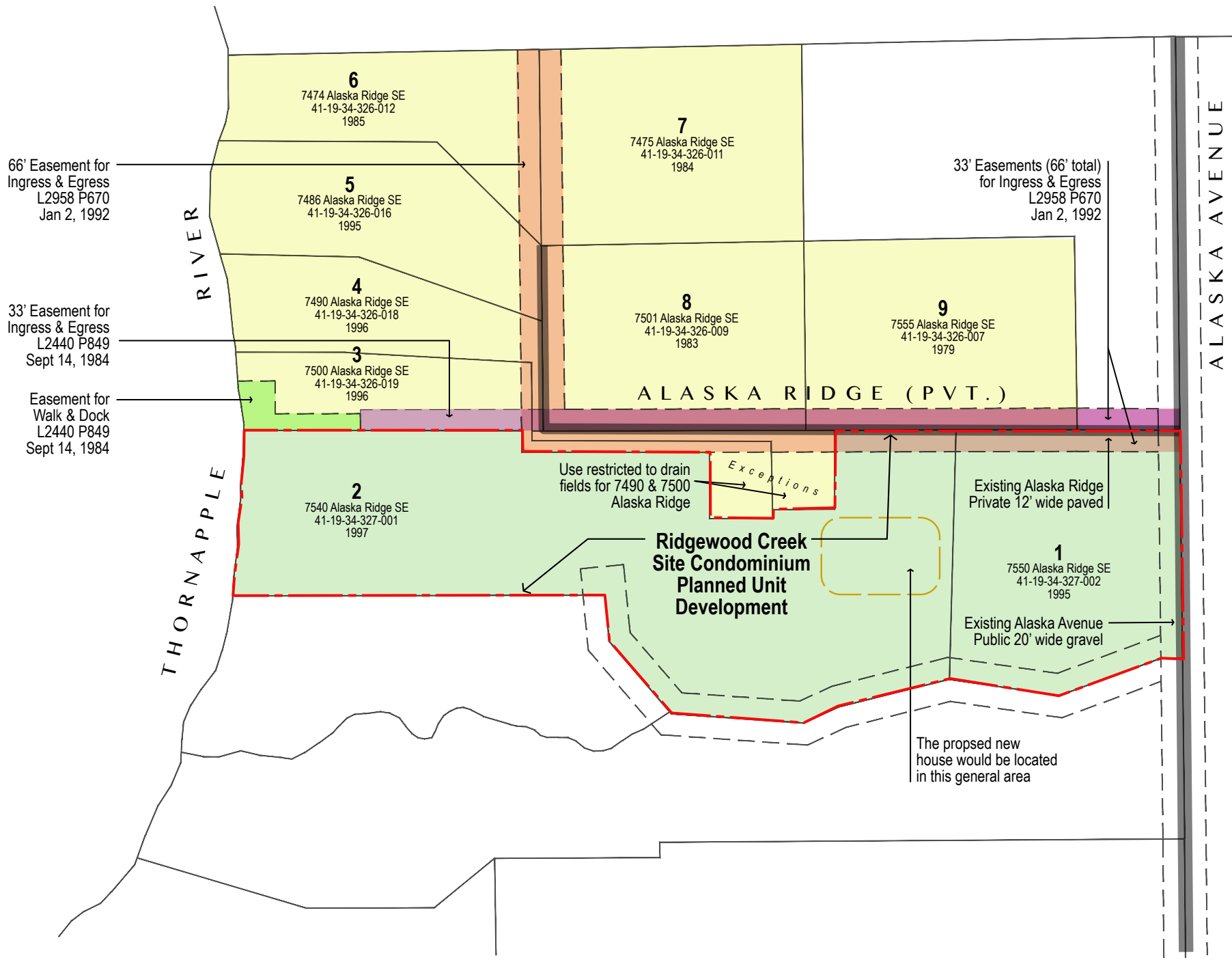
\* Robert Vanderveen

Owner's Signature & Date  
(\*If different from Applicant)

[Signature] 5-10-23

Applicant's Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU



Ridgewood Creek Site Condominium PUD - Rezoning to R1

## HISTORY:

- In 1984 a 33' ingress and egress easement, along with an easement for walk and dock, was established to allow access to properties and the Thornapple River.
- In 1992 a 66' wide easement for Alaska Ridge Pvt. was established.
- Houses accessing Alaska Ridge Pvt. were built between 1979 and 1997. 9 properties access Alaska Ridge Pvt.
- In 1995, Cascade Township approved the Ridgewood Creek Site Condominium Planned Unit Development with two site condominium units. The 2 houses were built in 1995 and 1997.
- In 2002, Cascade Township adopted a Private Street Ordinance, making Alaska Ridge Pvt. A legal non-conforming street.

## SUMMARY of REQUEST:

Ridgewood Creek Site Condominium units are owned by family members. Families grow, and there is a current desire to accommodate 1 more family member on the 10.5 acre property. Although the condominium documents allow for additional units, the PUD language prevents it. Therefore:

1. We request Rezoning the site from PUD to R1. This request is consistent with the existing neighborhood which is zoned R1 north and south of the site.
2. The Ridgewood Creek Condominium will be dissolved concurrent with the rezoning.
3. 3 parcels will be described and recorded concurrent with the rezoning. Minimum parcel size in R1 is 40,000 SF. 3 lots from 10.5 acres averages 3.5 acres per parcel. The proposed new parcel will be located near Alaska Avenue (just east of 7550 Alaska Ridge).

## PRIVATE STREET ORDINANCE:

Cascade Township's Private Street Ordinance was adopted in 2002, making Alaska Ridge Pvt. (1995) a legal non-conforming street. The ordinance requires that a non-conforming street be brought into full compliance with the ordinance if, among other things, a single parcel is added to the street. The proposed new parcel triggers the requirement.

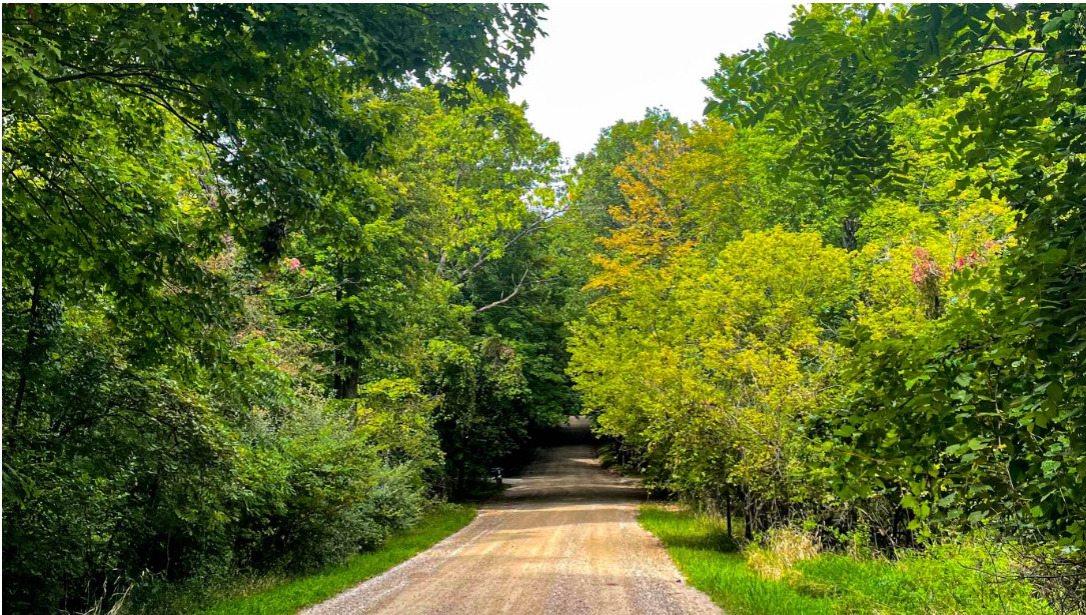
The ordinance allows relief: *"For situations involving existing non-conforming private roads the Township Board may grant Design Modifications should they determine that the design requirements and standards deny the property owner reasonable use of his property."* Therefore:

4. We request 'Design Modifications' that waive the requirement to improve the street to the standards in the Private Street Ordinance. We claim the following hardships:
  - The existing street is within a 66' easement which complies with the ordinance. It connects to the public street and allows for utilities. The existing 12' paved street will require widening to paved 18' and the addition of 2' wide gravel shoulders on each side (22' total).
  - The attached photos show the existing natural beauty and the high level of maintenance. The property owners using Alaska Ridge are strongly opposed to the negative impacts of widening the corridor and widening the street. They will not agree to cost sharing to accommodate a new parcel.
  - Engineer's initial estimate for expanding the existing street per code is approximately \$100,000, not including tree clearing and drainage adjustments. The existing street was repaved a few years ago, including asphalt gutters and drainage improvements as required. It is a significant hardship for the new parcel to carry the cost of improving the total street for more than \$100,000.
  - The existing street has adequately served the existing 9 homes for 30 years without concerns. It would be a travesty for one new parcel to be used to leverage compliance for the whole street, thereby destroying the natural beauty of the existing corridor.

## Executive Summary:



Looking north on Alaska Avenue at the point where the paved street becomes gravel. The gravel cross-section is about 20' wide.

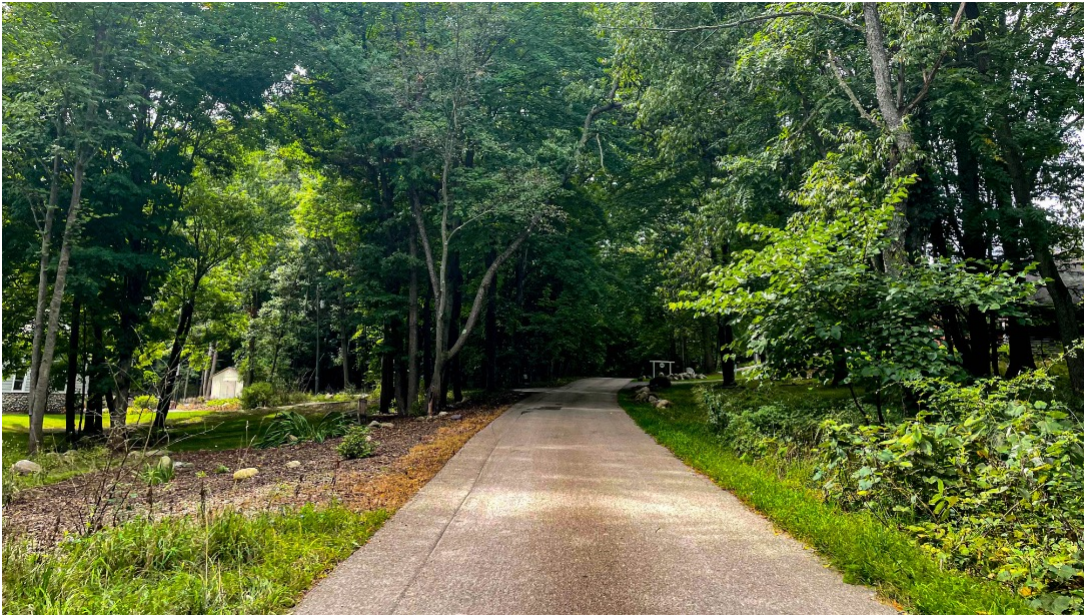


Looking north on Alaska Avenue nearing the intersection of Alaska Ridge Pvt. The gravel cross-section is about 20' wide.

Alaskas Avenue - Public



Looking west on Alaska Avenue at the intersection of Alaska Ridge Pvt. Note the wide, sweeping radius.



Looking west on Alaska Ridge a little east of the location where the new driveway will be located (left side). The recently repaved cross-section is 12' wide with adequate bypass opportunities. Note the beautiful tree canopy.

## Alaskas Ridge - Private



Looking west on Alaska Ridge near the bend where the road turns north. Note the stable shoulder areas allowing Y-turnarounds.



Looking north on Alaska Ridge at the bend. The paved cross-section is 12' wide. The homes on the left are on the Thornapple River. Note the beautiful and mature landscaping.

## Alaskas Ridge - Private



Existing Conditions

## PUD Ordinance - Ridgewood Creek #2 of 1995

CASCADE CHARTER TOWNSHIP

Ordinance #2 of 1995

AN ORDINANCE TO AMEND THE CASCADE CHARTER TOWNSHIP ZONING ORDINANCE AND ZONING MAP TO ESTABLISH THE **RIDGEWOOD CREEK SITE CONDOMINIUM PLANNED UNIT DEVELOPMENT PROJECT**

Cascade Charter Township Ordains:

### Section I. An Amendment to The Cascade Charter Township Zoning Ordinance

The application received from Margie Bach or her assigns (hereinafter referred to as the "Developer"), for Planned Unit Development designation for the proposed Ridgewood Creek Project (hereinafter referred to as the "Project" or the "Premises") was recommended by the Cascade Charter Township Planning Commission for approval on February 6, 1995. The Project is recommended for rezoning from R-1, Residential to PUD, Planned Unit Development permitting a site condominium development. This action requires an amendment to the Cascade Charter Township Zoning Ordinance and Zoning Map to incorporate the Planning Commission's recommendation and the Cascade Charter Township Board of Trustees' action on February 22, 1995.

### Section II. Legal Description

The legal description of the Project is as follows:

That part of the SW ¼, Section 34, T6N, R10W, Cascade Township, Kent County, Michigan, described as: Commencing at the SE corner of said SW ¼; thence N 0 degrees 00' 00" E 1699.00 feet along the East line of said SW ¼ to the point of beginning; thence S 89 degrees 57'55" W 33.00 feet; thence S 70 degrees 00'00"W 163.64 feet; thence N 82 degrees 00'00" W 171.01 feet; thence S 76 degrees 00'00"W 170.00 feet; thence S 66 degrees 00'00"W 61.79 feet; thence N 86 degrees 00'00"W 202.23 feet; thence N 40 degrees 53'43"W 144.12 feet; thence N 06 degrees 00'00" W 72.07 feet; thence S 89 degrees 57'10"W 564 feet, more or less to the water's edge of the Thornapple River; thence Northerly 250 feet, more or less along said water's edge to the North line of the South 2046.00 feet of said SW ¼; thence N 89 degrees 57'10"E 432 feet, more or less along said North line of the South 2046.00 feet; thence S 0 degrees 00'00" W 33.00 feet along the West line of the East 1003.00 feet, said SW ¼; thence N 89 degrees 57'10"E 286.50 feet; thence S 0 degrees 02'50"E 102.00 feet; thence N 89 degrees 57'10": E 95.00 feet; thence N 0 degrees 02'50" W 15.00 feet; thence N 89 degrees 57'10": E 95.00 feet; thence N 0 degrees 02'50" W 120.00 feet; thence N 89 degrees 57'10"E 526.50 feet; thence S 0 degrees 00'00" W 347.00 feet to the point of beginning. Subject to an easement for highway purposes over the East 33.0 feet thereof.

### Section III. General Provisions

The following provisions shall hereby apply to the Project, in addition to those Provisions outlined in Chapter 16 of the Cascade Charter Township Zoning Ordinance (Ordinance No. 11 of 1988), as amended).

### Section IV. Purpose

The Project occupies approximately 10.7 acres of land that contains an existing residential structure (cabin) and is otherwise vacant and wooded. The Project is proposed to be developed into a site

condominium development containing 2 building sites. The site condominium technique has been chosen by the Developer and the eventual owners of each condominium unit to provide more control over the Project's aesthetics and appearance. This development technique provides the Developer with the ability to develop the Project in a manner to meet market expectations where more traditional mechanisms such as creating land subdivision plats do not.

The regulations contained herein are established to define the procedures necessary to insure high quality development on the Project. Additionally, they are designed to achieve integration of this development with adjacent land uses.

#### Section V. Approval Limitations

A. The provisions of this Ordinance are not intended as a substitute for the Cascade Charter Township Zoning Ordinance and the General Development Plan, nor do they in any way relieve the Developer from obtaining all approvals and permits required by the township, except as otherwise expressly provided herein. In the event that a development issue or site plan element is not addressed by this Ordinance, the specifications and requirements of the Cascade Charter Township Zoning Ordinance shall be enforced.

B. Except as otherwise provided herein, the Developer and his assigns must meet all applicable provisions and regulations of Cascade Charter Township, as well as federal and state law, and must obtain all necessary approvals from state and county governmental agencies that are required for operation or use.

This PUD approval is expressly contingent upon all conditions of approval herein remaining fully effective and valid. If any condition imposed herein is determined to be illegal or contrary to law as a result of a successful legal challenge by the Developer or its assigns, or any other party, the Township reserves the right to review the entire project under the PUD provisions of the Cascade Charter Township Zoning Ordinance, and further, to withdraw its approval of this PUD if it finds that, absent the effect of any condition imposed herein, the PUD no longer meets the standards for PUD approval contained in the Zoning Ordinance.

All conditions contained herein shall be binding upon the Developer, as well as its successors, tenants and assigns. The conditions may be modified or amended only pursuant to a formal amendment of the PUD approval and ordinance amendment.

This approval document shall be recorded with the Kent County Register of Deeds by the Developer and shall run with and bind the lands involved. Copies of this recorded document shall be supplied by the Developer to the Cascade Charter Township Clerk

Failure to comply with the site plan or any condition of approval herein shall be deemed a violation of the Cascade Charter Township Zoning Ordinance.

#### Section VI. Site Condominium Documents and Plans

Specific controls relating to architectural elements, common elements of the site condominium project, construction materials, size and space requirements, improvements and out buildings, specific prohibitions and rules of conduct shall be governed by site condominium bylaws and mater deed. These restrictions shall become part of this Ordinance with the documents labeled and attached in the following manner:

"Exhibit A – Bylaws"

"Exhibit B – Master Deed"

The Project shall be developed in accordance with the site plan approved and signed by the Township. The site plan shall indicate where each condominium unit will be located and provide appropriate measurements demonstrating compliance with Section 16.11(2) of the Zoning Ordinance. Engineering plans and documents relating to utilities, topography, drainage, and the survey of the Project shall be reviewed and approved by the Township Engineer. Approval of these documents shall be based upon their meeting the requirements of Section 16.11(4) of the Zoning Ordinance and meeting recognized, acceptable engineering standards and practices. Once it has been determined that the plans have met Township requirements, the Township Engineer shall sign and mark these plan documents as "Approved", and forward them to the Developer. Only approved plan documents shall be recorded with the appropriate county and state agencies.

The Project shall be limited to two (2) building sites for single family detached condominium units. The number of building sites within the Project shall not be increased by the Township Board.

#### **Section VII. Permitted Uses.**

The permitted uses for the Ridgewood Creek PUD are as follows:

Single Family Residences

Accessory buildings customarily incidental to a single family residence, subject to the provisions of Section 4.08 and 4.09 of the Cascade Charter Township Zoning Ordinance, as may be amended.

#### **Section VIII. Design Guidelines, Requirements and Limitations**

The layout of the Project shall be developed in accordance with the site plan approved by the Township. No alterations, expansions or additions may take place to the Project without an amendment to this Ordinance, unless authorized otherwise herein.

Maximum Number of Residential Units – The maximum number of single family detached site condominium units within the Project shall be limited to two (2) units.

Maximum Building or Structure Heights – 35 feet or 2-1/2 stories whichever is the lesser.

Setback Requirements – All buildings and structures shall meet the following minimum setback requirements:

1. Front Yard Setback: 35 feet from the front yard area line.
2. Side Yard Setback: 10 feet minimum from the side yard area line for one and 25 feet minimum with both sides combined.

3. Rear Yard Setback: 25 feet from the rear yard area line.

Minimum Floor Area – Each new site condominium unit shall contain a minimum of 1,600 square feet of finished livable area above grade level, exclusive of the garage, decks, porches and breezeways.

Minimum Parking Requirements – Each new site condominium dwelling unit shall have a minimum of two (2) enclosed off-street parking spaces.

#### Section IX. Access Provisions

The project has access onto Alaska Avenue as well as the opportunity to utilize an existing access easement along the north boundary line of this project. This access easement presently serves the existing structure on this property as well as several other parcels that are not a part of this PUD.

The Developer shall submit copies of any permits required by the Kent County Road Commission to connect the private street/driveway to any public or private road to the Township Planning Department.

The Developer shall be responsible to fully maintain and keep their portion of the private access street in good repair at all times and to ensure that snow and ice is removed in a timely fashion during the winter.

#### Section X. Temporary Buildings

No structure of a temporary nature; trailer, tent or construction shack shall be constructed, placed or maintained within the Project except accessory to and during construction of building expansions or infrastructure improvements.

#### Section XI. Utilities

Stormwater Drainage – All proposed stormwater drainage facilities shall be reviewed and approved by the Township Engineer and the Kent County Drain Commissioner's office prior to the development of the Project. The Developer shall provide the Township Planning Department with copies of all correspondence and permits received from the Kent County Drain Commissioner regarding stormwater disposal.

The Developer shall provide all necessary easements within the Project for telephone, electricity, gas and cable television to the appropriate utility provider without cost. Said easements shall be recorded with the Kent County Register of Deeds and provided to each utility provider for their records.

#### Section XII. Soil Erosion Control Requirements

Prior to construction, the Developer shall submit a soil erosion control plan showing all temporary and permanent soil erosion control measures to be taken before, during, and after construction on the Project. This plan shall be reviewed and approved by the Township prior to commencing any building on the site.

#### Section XIII. Performance Guarantee

To insure compliance with this Ordinance and any conditions herein, Cascade Township may require reasonable performance guarantees, as authorized under the Township Rural Zoning enabling Act to insure completion of improvements such as, but not limited to, landscaping, drainage, roads and utilities. The Township Board, Engineer, or Planning Department may require such guarantees at any time they deem necessary to insure completion of the improvements.

#### Section XIV. Consistency With Planned Unit Development (PUD) Standards

The rezoning to Planned Unit Development will result in a recognizable benefit to the ultimate users of the Project and to the community. Current and future residents will recognize the benefits of a residential development which offers a low density land use pattern.

In relation to the underlying zoning (R-1, Residential) the Township finds the Project will not result in a material increase in the need for public services, facilities and utilities and will not place a material burden upon the subject property and the surrounding properties. The Project is not anticipated to cause undo impact to the stormwater drainage of the surrounding area. All stormwater plans have been approved by the Township Engineer and the appropriate County and State agencies. The requirements contained herein should provide adequate and safe access provided that the private streets are diligently maintained.

The Project has been determined by the Township to be compatible with the General Development Plan of the Township and with the spirit and intent of the Planned Unit Development Chapter of the Zoning Ordinance. The Project has been determined to allow low density residential use, which is consistent with the Cascade Township General Development Plan.

The Township finds the Project will not result in an unreasonable negative economic impact upon surrounding properties.

The Township finds the Project to have at least as much green and usable open space as would be required by the Township Zoning Ordinance. Due to the large site condominium unit sizes, the amount of open space may be more in this type of development than a more typical subdivision plat.

Finally, the Township recognizes the Project will be under single ownership or control.

#### Section XV. Effective Date

This Ordinance shall become effective upon publication of the ordinance, or a summary thereof, in The Grand Rapids Press, a newspaper of general circulation within Cascade Charter Township.

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

YEAS: Carpenter, Hansen, Henning, Johnson, Julien, Timmons, VanStrien

NAYS: None

ABSTAIN: None

ABSENT: None

Brenda J. Henning

Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an Ordinance adopted at a Regular Meeting of the Cascade Charter Township Board on the 22<sup>nd</sup> day of February, 1995.

Brenda J. Henning

Cascade Charter Township Clerk

France. Both buildings will be tied closely together with similar materials. Mr. Stock showed the sample materials. The building site is on a plateau and slopes down to the drainage area. The slope will be planted with ground covers. Mr. Bonney presented the figures from the traffic study.

Chairman Goodyke asked how many new employees will be in the building. Mr. Stock responded 400. Currently there are 200 and the new building would add 200.

Chairman Goodyke asked how many employees will be in the whole project. Mr. Ling responded they didn't know.

Mr. Bonney related he wanted to make sure of the integrity of the intersection so they did a traffic study. The intersection will not be affected by phase one with a maximum of 250 employees at this point. We are willing to add a right turn lane at our expense. We will also add a left turn phase to the existing traffic signal at our expense, if the need arises. Mr. Bonney related it is interesting that the intersection of Glenwood Hills Parkway and Kraft is not the problem. The problem is the width of the bridge going over the expressway. Planning Director Schmalzel related we are dependent on the state highway department for funding for widening the bridge.

Member Lewis asked if the present roof sign would be removed. Mr. Bonney responded yes.

Member Goldberg supported by Member Parolini moved that this project be granted Conceptual Planned Unit Development approval as presented today and be forwarded for public hearing. The motion carried.

## ARTICLE 9.

### **Case #95-1786: Jens Bach - Ridgewood Creek Site Condominiums**

The applicant requested a rezoning to allow the development of a 2 unit site condominium project located at approximately 5600 Alaska Ave., S.E.

Planning Director Schmalzel related the size of this project rivals Anderson Acres. The former property owner had used all the splits available from the parent parcel. The choices for the applicant were either a rezoning or platting for a subdivision. There is a cabin on the property. Staff did not prepare a PUD ordinance for this project yet. That will be prepared for the Township Board meeting. There is an existing easement that serves the existing house and new parcel has access on three sides. There is no need for additional roads. Planning Director Schmalzel recommended approval subject to the Township Attorney reviewing the documents and drafting a PUD ordinance. This project comes before the Planning Commission one time and then goes on to the Township Board.

Member Goldberg asked if something like this had been done before. Planning Director Schmalzel responded yes, Fountain Estates in Tammarron was a three unit site condominium project where all the splits had been used up.

Jens Bach, the applicant, related the property really belongs to his wife, Margie, and should be in her name.

Chairman Goodyke asked if the neighbors are aware of this project. Mr. Bach responded yes, they are. There is an active neighborhood association there.

Member Lewis supported by Member Parolini moved to approve Mrs. Bach's request with the following stipulations: 1) the Township Attorney review and approve all of the condominium documents; 2) the project comply with all the requirements of the PUD Ordinance (to be developed). The motion carried.

#### **ARTICLE 10.**

#### **Informal Discussion with Jim & Kathi Holstege regarding a possible PUD rezoning along Spaulding Avenue**

Planning Director Schmalzel related Mr. and Mrs. Holstege came in to the office a couple of weeks ago and wanted to know how to approach their proposal to sell fresh flowers. Staff felt a PUD would be the best route.

Mr. Holstege related he has a celery farm behind his house. They also grow outdoor cut flowers. They would like to build a new greenhouse to get into the herb business as well, and would like to establish a small business by the house. The season would be mid-April to September. The residential portion of the property is just under 2-1/2 acres in size. Discussions on rezoning to ARC, home occupations, roadside stands and the Cascade Road/Spaulding Avenue corridor study ensued. During discussion it was recognized the Holstege's proposed business is consistent with the Bos & Koetsier farms on Spaulding Avenue, but on a much smaller scale.

#### **ARTICLE 3.**

#### **Election of Officers**

Member Lewis supported by Member Parolini moved to nominated the current officers, Ron Goodyke as Chairman, Fred Goldberg as Vice Chairman and Sandra Frost Parrish as Secretary for another year. The motion carried.

MINUTES OF THE CASCADE CHARTER TOWNSHIP REGULAR BOARD MEETING  
Wednesday, February 22, 1995

- Article 1. Meeting called to order by Supervisor Julien at 7:30 p.m.  
Members Present: Carpenter, Hansen, Henning, Johnson, Timmons, and VanStrien.  
Members Absent: None.  
Others Present: Manager Cravens, Planning Director Schmalzel, and as registered on the Attendance Record and marked Supplement 1.
- Article 2. Pledge of allegiance to the flag led by Supervisor Julien.
- Article 3. Agenda approved on motion by Carpenter, supported by Hansen with the following additions to Article 4. Consent Agenda e. Approval of Educational Requests for Warren Shaffer and Jack Anderson; f. Adoption of Poverty Exemption Resolution; and g. Adoption of Resolution for Transfer of Employment for RD Manufacturing to Kentwood. Carried. (Supp. 2)
- Article 4. Approval of Consent Agenda:  
a. Approval of Regular and Executive Minutes, 2/8/95.  
b. Receive and File Various Minutes: Planning Commission, 1/17/95.  
c. Receive and File Various Reports: Consolidated Building, 1/95.  
d. Receive and File Communications: Letter from Grand Rapids re: Arbitration Agreement; Letter from GRATA re: Go!Bus; and Letter from Community Media Center re: Mobile Media Lab.  
e. Approval of Educational Requests for Warren Shaffer and Jack Anderson.  
f. Adoption of Poverty Exemption Resolution. (Resolution #9/1995)  
g. Adoption of Resolution for Transfer of Employment for RD Manufacturing to Kentwood. (Resolution #10/1995)  
Motion by Johnson, supported by Hansen to approve the consent agenda. Carried. (Supp. 3)
- Article 5. Financial Actions:  
Consider Approval of Financial Reports, 1/95:  
Motion by Hansen, supported by Johnson to approve the financial report for 1/95.  
Carried. (Supp. 4)
- Article 6. Public Actions  
a. Presentation of Resolution of Appreciation to Alicia Anderson:  
Supervisor Julien presented Alicia Anderson with a Resolution of Appreciation #11/95 for her husband Jerry Anderson, a Cascade Township Firefighter, who passed away in 11/94. (Supp. 5)  
b. Public Hearing for Ridgewood Creek Site Condominium Project:

Planing Director Schmalzel said that the applicant is asking for a two site condominium project . This property cannot be split under the plat act. This is not unique. The Township Attorney is reviewing the condominium documents. Only two units for single family uses are being proposed. The design guidelines are typical R-1 requirements. One home is now under construction. There was an existing cabin on the site. The applicant asked the Township if they could begin building the new home. They were told yes but it was at their own risk. The Township received a signed document from owner that if the request was not approved one home must be removed. Planning Commission and Staff recommend approval. The request meets all requirements of Zoning Ordinance. The new lot will be 3.0 acres. The remaining lot will be 7.5 acres.

Brian DeVos, 5665 Alaska, said that he is concerned with the process.

Construction occurred before final approval. If this is possible, what is the purpose of the zoning ordinance.

Hansen said that the owner commenced building at their own risk. Theoretically, it could be disapproved and the Township could make the owner remove one of the homes.

Timmons said that Mr. DeVos has raised a valid point. One way to get a request before the Planning Commission or Zoning Board of Appeals denied is to jump the gun. The applicant talked to staff. and was told that under the circumstances, they could start construction. But remember that if the request is denied, one structure will come down. The risk is moderated. They took a fair gamble on their own.

Schmalzel said that some of the clearing began before the permit was granted and this is legal.

Daryl Wisdom, 5673 Alaska, said that he had discussions with Darrel. He came home and found the trees gone and the basement poured. At that point they hadn't signed the agreement. Our concern is what about the next project. There is a lot of open land around our homes and we are worried about what could happen in the future.

Julien said I don't think the permission should have been granted until request was granted. It is difficult to draw the line. The Township does not have any prohibition to cut trees and dig holes.

Mr. Wisdom said that it their perception that this request is not conforming to any of the laws that everyone else has to conform to.

Kristy DeVos, 5665 Alaska, said that one of the things that bothered us is that one day all the trees were gone including trees on our property. When she called the Township she was told that a septic tank was going in down the road a mile. When she called the builder, he said that everything was fine, and that he pulled the permit on Monday. It had not been pulled. We are concerned with the whole process. We know that we can take further action. Everyone found out different things when they called the Township.

Julien said the removal of trees on your property is an unlawful action. He doesn't know what people were told when they called the Township.

Cravens said that the Building Department doesn't know when a septic tank is being installed. That is the responsibility of the Kent County Health Department.

He talked with Mr. Bach concerning this situation in October. In January he told them that they could put a home on the 10 acres without the knowledge that the cabin was on the property. When he found out about the cabin he told Schmalzel that no permit be given until the Bachs applied for the site condominium. After this he suggested the agreement. Cravens thinks that it is unfortunate that this happened. He apologized to the neighbors and to Schmalzel. The underlying zoning is R-1 with 40,000 square foot lots and these lots are much larger. Scott VanderVeen, son in law, said that he will be building the new home on the property. No one has ever called us. There was no discussion of these concerns at a meeting of the neighbors. When he went to Schmalzel, he was very specific that Mr. VanderVeen would not get a building permit until the agreement is signed. The only problem we seem to have is from the neighbors. They have never talked to us. The cabin does have sentimental value. The foundation was not poured without the permit. We cut trees in the 33' easement, but not on someone else's property.

Cheryl Wisdom, 5673 Alaska, said that they did call a neighborhood meeting. Its not the Bachs that we have a problem with. Its the precedent. We couldn't call the VanderVeens because their name isn't anywhere. There is a lot of property north of our house. We would hate to wake up one morning and have 60 homes in our backyard.

Julien is also worried about the precedent. Cravens apologized.

Timmons said that it is my inclination is that if someone jumps the gun, I look at the request much more critically. We are going to vote on the merits of the application.

Craig Doezema, 5625 Alaska, said that if this is R-1 zoning, is this going to set a precedent for the property around us that is vacant. I'm only worried about how many homes can be built on the property if a developer comes in there.

Cravens said that R-1 zoning allows, one home per acre with a minimum lot size of 40,000 square feet. This density is far less than the zoning ordinance requires.

Carpenter said that if you look at the ownership of lands around you, it has been very stable. She doesn't see these properties being split into small lots.

Mr. Wisdom said that they are happy about the 2 lots in 10 acres. They just hope that when the 60 acre parcel is developed the people would have a say before building permits are given.

Schmalzel said that the Township received letters from Mark and Nancy Curtis in favor of the project.

Margie Bach said that I'm just a mother who fell in love with the land. I just wanted to spin off a piece of property to our kids. We tried to go through the legal channels to get this approved. I would like to see the tree situation handled. They are not trying to cause problems for the neighbors.

Jens Bach said that he would like to defend Schmalzel and Cravens. He doesn't think that they did anything wrong. They were trying to help residents of the Township. This project will meet the requirements.

Motion by Timmons, supported by Hansen to close the public hearing. Carried..

c. Supervisor Makes Appointment to Board of Review:

Motion by Hansen, supported by VanStrien to appoint Daniel Viamonte to the Board of Review on the recommendation of the Supervisor. Carried. (Supp. 6)

Article 7. Public Comments: None.

Article 8. Old Business: None.

Article 9. New Business:

21-95 Consider Adoption of Site Condominium Ordinance for Ridgewood Creek Site Condominium Project:

Motion by Carpenter, supported by VanStrien to adopt Ordinance #2/1995 for the Ridgewood Creek Site Condominium Project. Unanimous roll call vote in favor. (Supp. 7)

22-95 Consider Waiver of Fees for 1995 Laps for Learning Paws Walk:

Jennifer Williams, Vice President of Marketing, said that they train hearing and seeing eye dogs. This is their major fund raiser. It is a walkathon with your dog. In the past the event has been at Pinery Park which no longer allows dogs in the park. They immaculately take care of the park using volunteer scoopers.

Carpenter asked if they had ever had complaints about the noise. They have not in 15 years.

Carpenter asked if they had ever considered using a county park.

Jennifer said that Cascade park possesses all the things they need such as a pavilion, restrooms, walking path, and parking.

Motion by Henning, supported by Johnson to waive the fee for the 1995 Laps for Learning Paws Walk on Saturday, June 10, 1995. Carried. (Supp. 8)

23-95 Consider Tentative Preliminary Plat Approval for Phase 1 and Phase 2 of Jonathon Woods Estates:

Planning Director Schmalzel said that this is the former Timberbrook plat being developed by Eastbrook. They are requesting 53 lots., At the Planning Commission there was a lot of discussion about this plat concerning the length of the cul-de-sac and the entrance onto Buttrick. These concerns resulted in several changes. The entrances have been changed, there were site vision changes, and the cul-de-sac concerns were eliminated. They are also requesting the name change at this time. Another change is that they are asking to be allowed to develop the plat in two phases. At this meeting they are asking for tentative preliminary plat approval for both phases. The plat meets all requirements of the Township. There will be sanitary sewer and public water for the plat. Engineer Smalligan has approved the plat subject to several conditions. The Planning Commission recommended approval with 4 conditions. This is the first step in platting process. Johnson asked if this property was heavily wooded. It is.

Carpenter asked if the Township had an agreement with the developers concerning the installation of utilities.

Engineer Smalligan said that they will be installing the water main along Buttrick along the entire length of the plat. They will also be building a pump station for the sewer .

Manager Cravens said that there was a request for a variance from the subdivision control ordinance for the length of the cul-de-sac.

Carpenter asked if this plat would be connected to Wildwood Plat . It will by Ashwood Drive.

VanStrien asked if in phase 2 the developer would be running the water lines before building. They will not.

Julien questioned the temporary turnaround on Ashwood Drive. He wondered if the Township would have any control on marketing of the lots so that buyers would know that this would not remain a cul-de-sac.

Dale Kraker, Eastbrook, said that they would tell the people.

Manager Cravens said that he doesn't know of any legal actions of the Township that could include this.

Motion by Carpenter, supported by Hansen to grant tentative preliminary plat approval for Phase 1 and Phase 2 of Jonathon Woods Estates with the recommendations of the Planning Commission: that the applicant shall connect the proposed plat to municipal sewer and water, at developers cost and in accordance to the Township Engineer's recommendations; there be no direct access allowed by any of the lots onto Buttrick Ave.; the storm water management plans for the plat be approved by the Township Engineer and the Kent County Drain Commissioner's office; and that the plat comply with the comments supplied by the Township Engineer in the letters dated 9/30/94, 11/1/94 and 12/15/94. Carried. (Supp. 9)

24-95 Consider Awarding Construction Contract to Wyoming Excavators for Cascade/Spaulding Water Main:

Manager Cravens said that this would loop the watermain from Abbeydale on Spaulding around to Cascade Road at Forest Shores. Alternative 1 was for watermain crossings on Cascade Road. Alternative 2 was for individual service lines to all properties along the water line. Engineer Mourand is recommending the Township take the base bid. Base bid is \$658,212. The total cost of the project is \$813,482. \$213,482 of these charges are for the Township. The City of Grand Rapids will be supplying \$600,000 of the costs which will be built into the rate structure.

Hansen said that the Township has had some problems with some excavators. Is Wyoming one of those excavators?

Manager Cravens said that the Windcrest sewer project was done by Wyoming.

VanStrien said that he had talked to Mickie Kleinheksel who didn't have many good things to say about the sewer project done on Windcrest. Anyone can clean up their act.

Cravens said that most of the comments were the changes made to the front yards. With the improvements the street needed a whole new gully. This caused the water to accelerate down the hill.

Smalligan said that they had also done work in Hidden Hills. He is familiar with 4 jobs they have done in the last few years and has not experienced any problems. Henning said that the work done on Windcrest was very unattractive.

Hansen said that if FTCH wants to take the responsibility that they do a good job, that's fine with him.

Johnson asked if the project will require the removal of trees?

Engineer Smalligan said that some trees will need to be removed. The waterline will be placed off the edge of road 15'.

Motion by VanStrien, supported by Hansen to award the contract for the Cascade/Spaulding water main to Wyoming Excavators at a cost of \$658,212 and to authorize Cravens to sign the award document.

Johnson asked if there would be any dewatering needed for the project. There will not.

Motion carried. (Supp. 10)

25-95 Consider Awarding Construction Contract to Grand River Construction for Thornapple River Drive (Shagbark) Pump Station Improvements:

Cravens said that this project is part of the improvements needed for the Forest Hills sewer. The Township has already bonded for these funds.

Engineer Smalligan said that the pump station requirements are necessary because there needs to be new pumps to handle the increased capacity, there will also be upgrades in technology.

Carpenter asked why this project will cost so much more than shown on the capital improvement plan.

Smalligan said that the City of Grand Rapids dictated the design of the station.

Carpenter explained that the overage of \$57,000 will have to be paid from the improvement revolving fund.

Motion by Hansen, supported by Henning to grant the Thornapple River Drive (Shagbark) pump station improvements to Grand River Construction at a cost of \$213,900 and that Cravens and Henning be authorized to sign the financing agreement with the City of Grand Rapids and for Cravens to sign the award document. Carried. (Supp. 11)

26-95 Consider Approval of Professional Services Agreement with M.C. Smith:

This document was reviewed by Huff who recommended approval.

Motion by Hansen, supported by Johnson to approve the professional services agreement with M.C. Smith and Associates.

Johnson said she was the only one to vote against the lighting for the DDA. She doesn't think it's right. She will go along with the lighting because the rest of the Board liked it. She likes working with M.C. Smith.

Carried. (Supp. 12)

The drawings will be done in 3 months. Work should start 7/4/95 with completion 10/95.

27-95 Consider Approval of Inspection Services Agreement with Grand Rapids Township:

Motion by Hansen, supported by Timmons to approve the inspection services agreement with Grand Rapids Township. Carried. (Supp. 13)

28-95 Consider Approval of Professional Services Contract with Progressive AEP for Buttrick Ave. Fire Station:

Cravens said that this contract has been recommended for approval by Attorney Ens who has made changes and amendments. It is similar to the contract with VanWienen.

Motion by Henning, supported by Hansen to approve the professional services contract with Progressive AEP for Buttrick Ave. Fire Station. Carried. (Supp. 14)

29-95 Consider Adoption of Resolution Filing Amended Special Assessment Roll; Setting a Date for a Public Hearing on Amended Special Assessment Roll; and Directing that Notice of Public Hearing be Given for Forest Shores Water Special Assessment District Roll #24W:

Motion by Carpenter, supported by Johnson to adopt Resolution #12/1995 for the Forest Shores Water Special Assessment District Roll #24W. Carried. (Supp. 15)

Article 10. Managers Comments:

1. He gave the Board a copy of letter outlining the results from Road Commission meeting to be discussed later.
2. He gave the Board a map of the proposed airport improvements.
3. The Building Department has hired a new inspector who will start 3/1/95.
4. The Planning Department has hired Jodi Stefforia for the Planner position.
5. Director of Inspections Visser would like to set up an open house between the Board and the other Township Boards which use our inspection services.
6. He apologized for the problems with the site condominium request.

Article 11. Board Members Comments:

Timmons said that his major goal is the placement of bikepaths in the Township. Timmons said his partner will be representing the Hamptons in any future litigation concerning Cascade Road.

Hansen said that he will be asking the Community Media Center to attend the Health Fair.

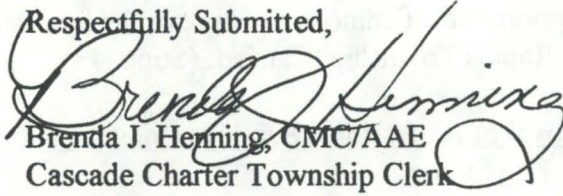
Hansen said that he would like the Planning Commission to change their agenda so that articles with an audience would be held first.

Julien said that he had met with James Koslosky from the airport last week. They discussed that the transportation areas around the airport should be looked into by GRETS.

Article 12. Any Other Business: None.

Article 13. Motion by Hansen, supported by Johnson to adjourn at 9:40 p.m. Carried.

Respectfully Submitted,



Brenda J. Henning, CMC/AAE  
Cascade Charter Township Clerk

**Requested Action:** Seeking a Type I Special Use permit for an accessory building exceeding 823sqft.

ZA Smith-Jacoby presented the case and explained the applicant is looking to build a 1,014sqft accessory building in the ARC district. The height to midpoint of the structure will be 12ft and the location meets setback standards. The applicant has 11.8 acres so they are able to have up to three accessory buildings on their property. There is an existing driveway that will be utilized to access the structure.

Staff recommended approval of the Special Use Permit with the conditions listed in the packet.

Thomas DeMeester (2511 Sugar Creek) stated that he has agreed to the conditions.

**Motion was made by Rissi to open public hearing. Supported by Member Engel. Motion carried 6 to 0.**

There was no one that wished to speak.

**Motion was made by Member Rissi to close public hearing. Supported by Member Engel. Motion carried 6 to 0.**

**Motion was made by Member Rissi to approve the Type I Special Use Permit for an accessory building exceeding 832sqft with the conditions listed in the packet. Supported by Member Engel. Motion carried 6 to 0.**

**ARTICLE 9.**

**Case #23-3775/Bach-VanderVeen**

**Property Address:** 7540 & 7550 Alaska Ridge

**Requested Action:** Seeking to rezone the properties from a PUD to the underlying R-1 Residential zoning district.

Planning Director Hilbrands presented the case explaining that the applicant is seeking to rezone the properties from a PUD to the underlying R-1 zoning. The applicant would like to add a third parcel, but the current language in the PUD only allows for two parcels. If the property were to be rezoned to R-1, the condominium would dissolve, resulting in one new unplotted parcel that would have the ability to be split into four parcels. Alaska Ridge is a legal non-conforming street that does not meet the private street ordinance standards. If approved, and the applicant wished to split the new unplotted land into more than two parcels, they would have to upgrade the street or apply for a private street exception.

Staff recommended forwarding a positive recommendation to the Township Board for the rezoning of 7540 and 7550 Alaska Ridge from PUD to R-1 zoning.

Member Rowland asked what type of development would be going in. Planning Director Hilbrands said the land would be used for single-family homes.

Scott Vanderveen (7550 Alaska Ridge) said his mother-in-law purchased the 10-acre property 29 years ago and wishes to split the land for other family members.

**Motion was made by Member Engel to open public hearing. Supported by Member Rowland. Motion carried 6 to 0.**

Chuck Heckman (7475 Alaska Ridge) is a neighbor and supports this change. He expressed concern that there would be major changes made to the private street, as he enjoys the curves and natural feel of the road.

**Motion was made by Member Engel to close public hearing. Supported by Member Moxley. Motion carried 6 to 0.**

Member Rissi inquired about the 66ft easement to the south of the property. Drew VanderVeen, the applicant's son, explained the easement was originally a planned drive to serve unit 2 within the PUD, but said it's not in use. Member Rissi mentioned that the easement may need to be reviewed if they apply for a private street exception.

Member Rissi noted that the plan shows an easement for a walk and dock, and inquired about what parcels have access to the easement. He noted that staff will need to consider the requirements of the Keyhole section of the zoning ordinance when reviewing any potential lot split, and if the new lots will have access to the river.

**Motion was made by Member Engel to support Staff's recommendation for approval of the rezoning of the approximately 10.4 acres from PUD or R-1 residential. Supported by Member Rissi. Motion carried 6 to 0.**

**ARTICLE 10. Case #23-3765/Redwater Group**

**Property Address:** 1600 Galbraith Ave

**Requested Action:** Consider recommendation to the Township Board for PUD Ordinance amendment to allow for a cigar bar as a permitted use at the clubhouse building.

Planning Director Hilbrands stated the Planning Commission recently awarded preliminary approval to the proposed ordinance amendments allowing for an indoor cigar bar. The amendment to the PUD ordinance has been drafted to reflect the preliminary approval, and requires a recommendation me made to the Township Board.

**Motion was made by Member Engel to recommend approval to the Township Board for the PUD amendment allowing for an indoor cigar bar as a permitted use. Supported by Member Rowland. Motion carried 6 to 0.**

**ARTICLE 11. Review of Proposal from McKenna to assist with Master Plan Update**

Planning Director Hilbrands said that Township leadership wanted to ensure the Master Plan is in alignment with the goals of the Strategic Plan. McKenna will assist with the Master Plan review and provide recommendations for items needing amendments. They will be reviewing goals and priorities to make sure they are accurate, looking at the future land use map, and will be reviewing appropriate densities and types of development.

# CHAPTER 6

## R-1 & R-2 Single Family Residential District

### Section 6.01 Title:

Use Regulations Relating to the "R-1" and "R-2" Single Family Residential Districts

### Section 6.02 Intent:

These districts are intended to encourage a suitable environment for residential and compatible supportive uses. To this end they are the most restrictive residential districts permitting low density single family homes and uses and a controlled degree of recreational, religious and educational facilities.

### Section 6.03 Uses Permitted by Right:

In any "R-1" or "R-2" single family residential district no building or land shall be used and no building shall be erected except for one or more of the following specified uses, unless otherwise provided in this Ordinance.

1. Single family detached homes except mobile homes and earth sheltered dwellings.
2. Home occupations, as provided for in Section 4.20.
3. Accessory buildings, structures and uses as provided in Section 4.09.
4. Parks, playgrounds and related facilities, provided such facilities are owned and operated by the public or non-profit groups, but excluding those such facilities intended to serve areas beyond the immediate neighborhood, and outdoor facilities which are designed and intended for use after natural daylight hours.
5. Signs as provided in the Cascade Charter Township Sign Ordinance.
6. Temporary buildings, structures and uses, as provided in Section 4.18.
7. Essential Public Services, as provided in Section 4.25. (Section renumbered as a result of Ord. No. #10 of 2001)

### Section 6.04 Uses Permitted by Special Use Permit:

The following uses may be permitted but are subject to the provisions and conditions outlined in Chapter 17:

1. Public, parochial and other private elementary, intermediate and high schools not operated for profit excluding colleges and universities.
2. Child or adult day care centers, as defined in Chapter 3, whether free standing or in conjunction with a principal permitted use.
3. Public or private non-profit parks and recreation and activity centers including swimming pools, tennis courts, baseball fields, community centers, libraries and similar facilities intended to serve areas beyond the immediate neighborhood and outdoor facilities designed and intended for use after natural daylight hours.
4. Churches and associated facilities normally incidental thereto. Any use associated with the church use that is further regulated by this ordinance shall also require the church use to comply with any such regulations as well. This would include but need not be limited to uses such as child day care, adult day care and group day care home facilities.  
Notwithstanding the provisions of this Section, churches which lawfully existed before the effective date of this Ordinance shall for the purpose of this Ordinance be considered conforming. Expansion of such facilities shall however be subject to this ordinance. (Ord. #10 of 2001)
5. Bed and Breakfast establishments.
6. Transitional uses.
7. Model units, temporary real estate offices, as provided in Section 4.23.
8. The keeping of domestic animals and fowl may only be permitted by Special Use Permit in the R-1, Residential zoning district, as provided in Section 4.11. (This Section amended by Ordinance No. 12 of 1997)
9. Other uses determined by the Planning Commission to be similar to the uses listed in Section 6.04 hereof and for which a special use permit maybe approved by the Township. (Section added by Ord. #3 of 2006; 5/10/06)



Definitions

General Provisions

Development Review

Zoning Districts

Special Uses

Planned Unit Development

Height, Area, & Placement

Parking & Access

Landscaping

## MEMORANDUM

**To:** Cascade Charter Township Board  
**From:** Brian Hilbrands, Planning Director  
**Subject:** Consider Approval of Outdoor Gathering Permit for the Cascade Metro Cruise Warmup  
**Meeting Date:** July 26, 2023

The Cascade Metro Cruise Warmup is an event open to the public and is being held Thursday, August 24, 2023. The Metro Cruise Warmup will once again be held at the Thornapple Centre. The property and business owners in the Thornapple Centre enjoy this event and the exposure and traffic that it brings.

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

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

Staff recommends approval of the Outdoor Gathering permit for the Cascade Metro Cruise Warmup.

Attachments: Application and Site Map

## **Outdoor Gathering Permit – Cascade Metro Cruise Warmup Event**

The Cascade Metro Cruise Warmup is an event open to the public and will be held at the Thornapple Centre. The property and business owners in the Thornapple Centre enjoy this event and the exposure and traffic that it brings.

Similar to previous years, the event will be held one night only – Thursday, August 24 from 4:30 – 8:30 p.m.

Both Deputy Dieppa and Chief Magers are aware of the event and the layout. There will be volunteers on site to help with traffic.

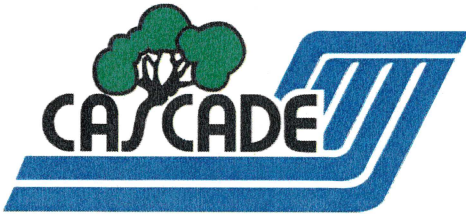
We will again have up to 4 food trucks on site. Each food truck will have to provide a copy of their current Kent County Health Dept. permit to serve food. There will be no sale, distribution or consumption of alcoholic beverages at the event.

Restroom facilities (port a johns) and handwashing stations will be available to the public.

There will be some parking on site. Volunteers will provide clean up after the Warmup. There will be trash cans on site for waste disposal. The committee hired a band, Six Pak, for the event. They will be finished playing by 8:00 p.m., which is well within the confines of the Cascade noise ordinance regulations.

The DDA has budgeted \$8,000 for the Warmup and the committee anticipates a few businesses will sponsor as well so there will be no other financial obligations to the Township to hold the event.

The Township insurance policy covers this event.



# CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

## OUTDOOR GATHERING APPLICATION

1. Name of Applicant: Cascade Metro Cruise Warmup Committee
2. Name of Property Owner: Cascade Retail Center LLC
3. Address of Event: 6797 Cascade Rd. SE
4. Type of Event to be Held: Cascade Metro Cruise Warmup – Show Cars, Band, Food Trucks,
5. Date of Event: Thursday, August 24, 2023      6. Hours of Event: 4:30 – 8:30 p.m.
7. Number of Attendants: 500

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

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

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

Signature of Applicant/Property Owner:       Date: 9/19/23

Office Use Only

Township Board:

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



Patron/Event  
Parking

Patron/Event  
Parking

Food Trucks  
Show Cars

Stage

Show Cars

Show Cars  
Patron Parking

CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN

ORDINANCE NO. 1B of 2020

AN ORDINANCE TO ADD A NEW SUBSECTION E TO SECTION 313-78 TO  
IMPOSE A MORATORIUM ON SUBSECTION 313-78 C(2)

THE CHARTER TOWNSHIP OF CASCADE ORDAINS:

Section 1. Amendment. Section 313-78 of the Cascade Charter Township Ordinances is amended by adding a new subsection E. to read as follows: *sewer*

E. Temporary moratorium on application of Section 313-78 C(2) to sales of single family or multifamily residential structures.

(1) Purpose. Cascade Charter Township has determined that adoption of this ordinance on a temporary basis is reasonable and necessary in light of the impact of the pandemic caused by the COVID-19 virus. In order to spur home sales, the Township Board finds it reasonable to suspend the application of Section 313-78 C(2) for a limited period of time.

(2) Effective Moratorium. A moratorium is hereby adopted on the application of Section 313-78 C(2) to the sale of single family or multifamily residential structures from the effective date of this ordinance until June 30, 2021. Any sales of single family or multifamily residential structures which occur during this timeframe do not need to comply with the provisions of Section 313-78 C(2).

(3) Duration of Moratorium. The moratorium adopted by this ordinance shall remain in effect until July 1, 2021, unless sooner terminated by the Township Board. The provisions of Section 313-78 C(2) shall once again be applicable to the sales of single family or multifamily residential structures that are sold on or after July 1, 2021.

Section 2. Effective Date. This Ordinance shall become effective seven (7) days after publication in a newspaper of general circulation in the Township.

The vote to adopt this Ordinance was as follows:

YEAS: Shipley, Peirce, Beahan, Slater, McDonald

NAYS: N/A

ABSENT: Koessel, Lewis

ORDINANCE DECLARED ADOPTED.

Susan B. Slater  
Susan Slater, Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an Ordinance adopted at a regular meeting of the Cascade Charter Township Board on May 13, 2020.

Susan B. Slater  
Susan Slater, Cascade Charter Township Clerk

16255190\_1.DOC

CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN

AN ORDINANCE TO ADD A NEW SUBSECTION E TO SECTION 313-83 TO  
IMPOSE A MORATORIUM ON SUBSECTION 313-83 C(2)

ORDINANCE NO. 1A of 2020

THE CHARTER TOWNSHIP OF CASCADE ORDAINS:

Section 1. Amendment. Section 313-83 of the Cascade Charter Township Ordinances is amended by adding a new subsection E. to read as follows:

E. Temporary moratorium on application of Section 313-83 C(2) to sales of single family or multifamily residential structures. *water*

(1) Purpose. Cascade Charter Township has determined that adoption of this ordinance on a temporary basis is reasonable and necessary in light of the impact of the pandemic caused by the COVID-19 virus. In order to spur home sales, the Township Board finds it reasonable to suspend the application of Section 313-83 C(2) for a limited period of time.

(2) Effective Moratorium. A moratorium is hereby adopted on the application of Section 313-83 C(2) to the sale of single family or multifamily residential structures from the effective date of this ordinance until June 30, 2021. Any sales of single family or multifamily residential structures which occur during this timeframe do not need to comply with the provisions of Section 313-83 C(2).

(3) Duration of Moratorium. The moratorium adopted by this ordinance shall remain in effect until July 1, 2021, unless sooner terminated by the Township Board. The provisions of Section 313-83 C(2) shall once again be applicable to the sales of single family or multifamily residential structures that are sold on or after July 1, 2021.

Section 2. Effective Date. This Ordinance shall become effective seven (7) days after publication in a newspaper of general circulation in the Township.

The vote to adopt this Ordinance was as follows:

YEAS: Shiple, Peirce, Beahan, Slater, McDonald,

NAYS: N/A

ABSENT: Koessel, Lewis

ORDINANCE DECLARED ADOPTED.

Susan B. Slater  
Susan Slater, Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an Ordinance adopted at a regular meeting of the Cascade Charter Township Board on May 13, 2020.

Susan B. Slater  
Susan Slater, Cascade Charter Township Clerk

16255036\_1.DOC

*Cascade Charter Township, MI  
Wednesday, July 12, 2023*

## Chapter 313. Sewers and Water

### Part 6. Water Connections

[Adopted 3-12-1990 by Ord. No. 4-1990 (Part 84 of the 1991 Compilation of Ordinances)]

## Article XVI. Connection Requirements

### § 313-80. Title.

This Part 6 shall be known and may be cited as the "Cascade Charter Township Public Water Connection Ordinance."

### § 313-81. Purpose.

It is the purpose of this Part 6 to require connection to available public water in order to preserve the health, safety and welfare of the citizens of the Township.

### § 313-82. Definitions.

As used in this Part 6, the following terms shall have the meanings indicated:

#### **AVAILABLE PUBLIC WATER**

Public water pipes located in a right-of-way, easement, highway, street, or public way which crosses, joins, or abuts upon the property and passing not more than 300 feet at the nearest point from a structure.

#### **STRUCTURE**

A building in which kitchen, laundry, bathroom, or other facilities which use water are located.

### § 313-83. Public water connection required.

[Amended 12-22-1993 by Ord. No. 18-1993; 6-13-2018 by Ord. No. 5-2018]

- A. The following structures situated within the Township shall be connected to available public water in the Township within 180 days after date of official notice to do so:
  - (1) All commercial structures;
  - (2) All industrial structures;
- B. The following structures situated within the Township shall be connected to available public water in the Township:

- (1) All multifamily residential structures constructed after the effective date of this section where there is available public water prior to initial occupancy of the structures;
  - (2) All single-family residential structures constructed after the effective date of this Part 6 where there is available public water prior to initial occupancy of the structure.
- C. All existing single-family residential structures and multifamily residential structures, including such structures which are covered by an existing Special Assessment District for public water, shall be required to connect to available public water:
- (1) When there is a major repair required of the private well, as determined by the Kent County Health Department.
  - (2) Upon the sale of a single-family or multifamily residential structure, within 90 days of the sale.
- D. The Township Manager or his/her designee may exempt a required connection under this § 313-83 upon being presented with a nonfinancial documented good reason for such exemption.

## § 313-84. Violations and penalties.

The violation of this Part 6 may be legally enjoined or otherwise abated in any manner provided by law. In addition, any owner of a structure who fails to comply with the provisions of this Part 6 shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$500 or shall be imprisoned in the County Jail for not more than 90 days, or both. Each and every day in which a violation continues shall be deemed a separate offense.

*Cascade Charter Township, MI  
Wednesday, July 12, 2023*

## Chapter 313. Sewers and Water

### Part 5. Sewer Connections

[Adopted 3-12-1990 by Ord. No. 3-1990 (Part 83 of the 1991 Compilation of Ordinances)]

#### Article XV. Connection Requirements

##### § 313-75. Title.

This Part 5 shall be known and may be cited as the "Cascade Charter Township Sanitary Sewer Connection Ordinance."

##### § 313-76. Purpose.

It is the purpose of this Part 5 to require connection to available public sanitary sewer in order to preserve the health, safety and welfare of the citizens of the Township.

##### § 313-77. Definitions.

As used in this Part 5, the following terms shall have the meanings indicated:

###### **AVAILABLE PUBLIC SANITARY SEWER**

A public sanitary sewer located in a right-of-way, easement, highway, street, or public way which crosses, joins, or abuts upon the property and passing not more than 300 feet at the nearest point from a structure in which sanitary sewage originates.

###### **STRUCTURE IN WHICH SANITARY SEWAGE ORIGINATES or STRUCTURE**

A building in which toilet, kitchen, laundry, bathing, or other facilities which generate water-carried sanitary sewage are used or are available for use for household, commercial, industrial, or other purposes.

##### § 313-78. Sewer connection required.

[Amended 12-22-1993 by Ord. No. 17-1993; 6-13-2018 by Ord. No. 5-2018]

- A. The following structures situated within the Township shall be connected to an available public sanitary sewer in the Township within 180 days after date of official notice to do so:
- (1) All commercial structures;
  - (2) All industrial structures;

- B. The following structures situated within the Township shall be connected to available public sanitary sewer in the Township:
- (1) All multifamily residential structures constructed after the effective date of this section where there is available public sanitary sewer prior to the initial occupancy of the structures;
  - (2) All single-family residential structures constructed after the effective date of this Part 5 where there is available a public sanitary sewer prior to initial occupancy of the structure.
- C. All existing single-family residential structures and multifamily residential structures, including such structures which are covered by an existing special assessment district for public sanitary sewer, shall be required to connect to an available public sanitary sewer:
- (1) When there is a major repair required of the private septic system, as determined by the Kent County Health Department.
  - (2) Upon the sale of a single-family or multifamily residential structure, within 90 days of the sale.
- D. The Township Manager or his/her designee may exempt a required connection under this § 313-78 upon being presented with a nonfinancial documented good reason for such exemption.

## § 313-79. Violations and penalties.

The violation of this Part 5 may be legally enjoined or otherwise abated in any manner provided by law. In addition, any owner of a structure who fails to comply with the provisions of this Part 5 shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$500 or shall be imprisoned in the County Jail for not more than 90 days, or both. Each and every day in which a violation continues shall be deemed a separate offense.