

AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, September 11, 2019

7:00 P.M.

Cascade Branch of the Kent District Library, Wisner Center
2870 Jacksmith, S.E.

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

- **KDL 2018 Annual Report**

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 Various Meeting Minutes
 1. Regular Township Board Minutes 08/28/2019.
- b. Receive and File Reports
 1. Treasurer's Report for July, 2019
 2. Building Department Report for August, 2019
- c. Education Requests
 1. Ben Swayze, International City Management Association Annual Conference – October 20-23 – Nashville, TN.
 2. Ron Sabin, COCM Fall Conference – September 23-27 – Bellaire, MI.

Article 7. Financial Actions

- a. **Consider Approval of Pay Draw #1 for the Centennial Park Sidewalks & Medians Project.**

Article 8. Unfinished Business

None

Article 9. New Business

067-2019 Consider Resolution for "Prisoner of War/Missing in Action Recognition Day". (roll call)

068-2019 Consider Approval of 30th Street Cemetery Expansion Project – Maintenance Garage.

- Article 10. Public Comments – Any comments...whether it is on the Agenda or not.
(limit comments to 3 minutes)**
- Article 11. Manager Comments**
- Article 12. Board Member Comments**
- Article 13. Adjournment**

KDL[®]

Kent District Library



2018

Impact Report

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History

1927

Kent County Federation of Women's Clubs begins project of library extension.

1994

The Library separates from the County to form the Kent District Library, an independent taxing agency with governance by a Board of Trustees appointed by the Kent County Board of Commissioners and representing eight geographic regions of the KDL Service Area.

2014

A ten-year 1.28 millage approved by voters.

Obtained 501 (c)(3) status.

2016

Completion of the KDL Meeting Center, which includes multiple meeting spaces with advanced technology that can be rented by the community.

New website launched, which allows users to access the KDL catalog on a mobile device.

1936

Kent County Library Association formed.

Kent County Library System becomes a department of Kent County.

2011

Kent District Library celebrates 75 years of providing library service to citizens in Kent County.

2015

Expanded the services of the Library for the Blind and Physically Handicapped by increasing the number of large print materials.

Implemented a new SirsiDynix ILS (Integrated Library System) for Kent District Library.

2018

The Kelloggsville Branch opened in partnership with Kelloggsville High School.

KDL Bookmobile hits the road.

Our mission at KDL is to deliver Information, Ideas and Excitement! In doing so, we:

- Deliver meaningful and accessible services.
- Provide safe and welcoming spaces that are hubs of our communities.
- Further all people.

Kent District Library Branches and Service Center

Kent District Library provides library services to over 395,000 customers in 27 municipalities through 19 branches (soon to be 20) and a bookmobile located throughout Kent County. With the exception of the KDL Service and Meeting Center, the library buildings are owned and maintained by the local municipality while Kent District Library provides the staff, collection, technology and programming.



Information: KDL Improves Kent County 3rd Grade Reading Proficiency to help kids succeed in school and beyond.

Fact: In the 2017 Kids Count Michigan profile, 48% of Kent County students were not proficient in grade three English Language Arts.

School Partnership, Literacy	Goal #1	By 2020, KDL will work with six area schools with the lowest 3 rd Grade Reading Proficiency.	
	Success Metrics	KDL will work with Kent Schools Services Network and schools to monitor reading scores for students regularly visiting the library or the bookmobile.	
	KDL Impact	Through recreational reading, students will increase their reading at school and at home with a positive impact on their reading scores.	
	Activity #1	<i>By September 2018, KDL staff will be hired and trained to deliver storytimes with an emphasis on early literacy skills. [Community Engagement/Youth Services]</i>	Completed. Three Bookmobile Operators hired. Training is ongoing.
	Activity #2	<i>By August 2018, KDL staff will schedule school visits with the bookmobile to coincide with parent participation and not compete with the school's library. [Community Engagement]</i>	Completed for first schools in three districts and paired with Library Card Challenge project. Planning for bookmobile visits was designed with school input and will include a biweekly schedule to visit schools and community centers.
	Activity #3	<i>By October 2018, the collection will offer materials of interest to each community (and reflective of that community's demographics) to encourage personal reading choices and the concept of reading as fun. [Collection Development]</i>	Completed.
Activity #4	<i>By November 2018, parents will be trained to access the school's parent portal. KDL will provide technology to do this on the bookmobile. As a result, parent's engagement with their student's school performance will increase by 30%. Parents will report their child's reading scores and/or grades to the library to measure improvement. [Community Engagement/IT]</i>	In Progress. Working on schedules with schools to maximize parent visits to the bookmobile. Technology is still being installed, but Bookmobile is completely operational and offering library services. Library cards are also being issued to parents.	

School Partnership, Student Engagement	Goal #2	By 2020, KDL will reach 10% more students each year with a county-wide reading program for new readers to encourage leisure reading through its school partnerships.	
	Success Metrics	KDL will sign up students and watch progress through outreach efforts with area schools.	
	KDL Impact	Through recreational reading, at-risk students in underserved groups will start on a path where reading is enjoyable with positive impact on their reading scores leading up to third grade.	
	Activity #1	<i>By November 2018, KDL will create updated booklists for promoting the collection to new readers [Collection Development and Early Literacy Workgroup]</i>	Completed.
	Activity #2	<i>By December 2019, KDL staff will work with Grand Rapids Public Library and Kent Intermediate School District staff to create a county-wide reading program designed to encourage new readers and replace the existing KDLand reading program. [Youth Specialists]</i>	Completed. Kickoff in January 2019
	Activity #3	<i>By December 2019, KDL will create a marketing campaign around the program. [Communications Department]</i>	Completed.
	Activity #4	<i>By December 2019, KDL will work with Kent Intermediate School District and local schools to track the reading growth of students participating in the program. [Director of Branch Services and Operations and Manager of Community Engagement]</i>	

Strategic Plan | 2018-2020

School Partnership, Student Success	Goal #3	By 2020, KDL will give student library cards to 80% of the students in public school in the KDL service area.	
	Success Metrics	<p>KDL will give student cards with a focus on schools whose kids can't easily get to the library, with an emphasis on elementary schools.</p> <ul style="list-style-type: none"> • D Branches: 60% of schools • C Branches: 60% of schools • B Branches: 80% of schools • A Branches: 90% of schools 	
	KDL Impact	Students with a library card can use the library collection and databases to check out material they are interested in order to increase reading scores.	
	Activity #1	<i>By March 2018, student library cards will be issued to Kentwood Public Schools as part of the Library Card Challenge project. [Community Engagement]</i>	Completed. School partnership has being secured and data transfer details are being worked out. Working to connect directly with schools since there were some issues with information transfer from central office to local schools. Building database for monthly newsletters.
	Activity #2	<i>By April 2018, a newsletter will be sent to parents and teachers at Godwin Heights Public Schools and Kelloggsville Public Schools to promote the use of the student library card, connecting students to library materials and database resources. [Community Engagement]</i>	Completed. Ongoing monthly letters are sent to both Godwin Heights Public Schools, Kelloggsville Public Schools and Kentwood Public Schools.
	Activity #3	<i>By October 2018, a library card drive campaign will be launched to get students to sign up for library cards in our service area. [Community Engagement/Communications]</i>	In progress. KISD collaboration. These efforts are being made using the bookmobile as an incentive. Parents are encouraged to sign up during bookmobile visits.
Activity #4	<i>By November 2018, student library cards will be issued to Kent City Public Schools as part of the Library Card Challenge project. [Community Engagement]</i>	In progress. This activity has been delayed until early 2019.	
Activity #5	<i>By December 2018, explore options to extend use of the KDL digital collection to student library cards included in the Library Card Challenge project. [Director of Innovation]</i>	In progress. An approach has been identified with cloudLibrary. Implementation will be in 1 st Qtr 2019.	

Community Engagement, School Partnership, Student Success	Goal #4	By 2020, KDL will give volunteers an opportunity to work with at-risk students in the schools as reading buddies or as a Literary Lunch volunteer.	
	Success Metrics	KDL will recruit volunteers who want to read to students – either as a group or one-on-one – to expand these programs in more schools. <ul style="list-style-type: none"> • D branches: 4+ schools • C Branches: 3+ schools • B Branches: 2+ schools • A Branches: 1+ schools 	
	KDL Impact	KDL gives meaningful volunteer experiences to volunteers to help students increase their love of reading and their reading scores. Student success is shared with volunteers.	
	Activity #1	<i>By May 2018, work with local school districts to identify schools serving at-risk students and establish relationships. [Volunteer Coordinator, Branch Managers and Youth Staff]</i>	Completed. This was done for the Kelloggsville school district.
	Activity #2	<i>By June 2018, create a Design Thinking Team to create a prototype for a Reading Buddy/mentor program. [Volunteer Coordinator]</i>	Completed.
	Activity #3	<i>By November 2018, collaborate with local partners to establish best practices and test the prototype to get feedback for the Reading Buddy/mentor program. [Volunteer Coordinator, Community Engagement Manager and Reading Buddy Design Thinking Team]</i>	Completed. Goals have shifted via work done in Design Thinking Group. Developing Tutor Card offered to community partners for whom we help recruit volunteer tutors and mentors. Reading Buddy program to be piloted in Kentwood in the Summer of 2019 via older Teen Volunteers. Working on professional development program to incentivize KDL Staff to become community tutors and mentors.
	Activity #4	<i>By December 2019, KDL will work with Kent Intermediate School District and local schools to track the reading growth of students participating in the program. [Director of Branch Services and Operations and Manager of Community Engagement]</i>	
	Activity #5	<i>By December 2020, volunteers will be recruited, trained and placed with schools as reading buddies/literacy lunch facilitators. [Youth Staff and Volunteer Coordinator]</i>	



Ideas: KDL Increases program opportunities for adults and senior citizens to increase lifelong learning options in Kent County.

Fact: Half of college students who are 50 years of age or older attend community colleges to connect with other people, have fun and retool for a new career. (From the American Council on Education)

Underserved Population, Community Engagement	Goal #1	Increase opportunities for residents to experience community engagement that exposes them to a new part of their community.	
	Success Metrics	<p>KDL will offer opportunities at area branches which increase each year.</p> <ul style="list-style-type: none"> • 2018: 6 opportunities • 2019: 10+ opportunities • 2020: 14+ opportunities <p>KDL will engage with community groups (who have not previously worked with the library) who feel welcomed to the library and included in the community.</p>	
	KDL Impact	Residents will have the opportunity to learn or share about other groups and people in their community.	
	Activity #1	<i>By August 2018, begin offering “front porch” programs at three branches during summer, where patrons are invited to sit outside on lawn chairs and have conversations with people they don’t already know. [Programming Department]</i>	Completed. Programs took place June 5 – August 15. Branches: ALT, ROC, KEL, PFD, SPE Number of programs: 18
	Activity #2	<i>By December 2018, identify, meet and develop a plan to create programming featuring six community groups at different branches that want to partner with KDL on cultural/underserved population programming. [Programming Department]</i>	Completed. Connected and provided programming with Treetops Collective, the League of Women’s Voters, Ms. Wheelchair America and the Educational Foundations Department at GVSU.
Activity #3	<i>By December 2018, create two programs based on the findings of the needs of community groups that feature their culture or underserved population. [Programming Department]</i>	Completed. In Fall 2018, held <i>Let’s Talk About... A Reading Group</i> programs on refugees and persons with disabilities.	
Activity #4	<i>By December 2020, KDL will seek new partnership opportunities to further the library’s mission to further all people by reaching out to other organizations with similar missions in order to expose the library to new people in the community. [Programming Department and Community Engagement Department]</i>	Ongoing. Current connections include Grand Circus, Treetops Collective, WMCAT and the Grand Rapids Public Museum. Also in progress: Hispanic community outreach and stakeholder engagement efforts through community organizations, events, media and networks. Language accessibility initiatives are in progress by securing interpretation equipment available for both patron and staff use.	

Lifelong Learning, Community Engagement	Goal #2	Increase opportunities to learn something new on a variety of topics through community experts.	
	Success Metrics	<p>KDL will offer lecture opportunities on a wide range of topics with a growing series each year.</p> <ul style="list-style-type: none"> • 2018: 10+ opportunities • D Branches: 40+ people in attendance. • 2019: 14+ opportunities • C Branches: 30+ people in attendance. • 2020: 20+ opportunities • A/B Branches: 25+ people in attendance. <p>Patrons will travel to new branches to experience these learning opportunities.</p>	
	KDL Impact	Residents will have access to experts to encourage lifelong learning.	
	Activity #1	<i>By June 2018, host speaker series on civil discourse in partnership with the World Affairs Council at the Wyoming branch. [Programming Department / Director of Innovation]</i>	Completed. Programs took place in April 2018. Program attendance: 85, 135, 65.
	Activity #2	<i>By August 2018, host Ethics Book Clubs at East Grand Rapids branch and evaluate the program for potentially adding more of these book clubs at other branches. [Programming Department, East Grand Rapids branch]</i>	Completed. Ethics Book Club is meeting monthly at EGR. Evaluation needs to take place. Attendance for January through June: 6 programs, 55 attendance.
	Activity #3	<i>By November 2018, expand KDL speaker series to include a series of programs where patrons have a chance to attend free, interesting lectures on relevant topics, building on the success of the Comstock Park branch's Live and Learn Fall series. [Programming Department, Comstock Park Branch]</i>	In Progress. Best practices and advice were garnered from the experiences of the Comstock Park branch. The Byron Township branch held lectures this fall including <i>Off to the Great War</i> , <i>Vote Michigan</i> and three programs on <i>Celebrating 40 Years with the Byron Township Museum</i> . Number of Programs: 5 Total Attendance: 103
	Activity #4	<i>By December 2018, offer two speakers to branches for consideration to offer each quarter that focus on learning opportunities such as home improvement and financial literacy. Provide these for 2018 Summer, Fall and Winter seasonal programming. [Programming Department and Adult Programming Work Group]</i>	Completed for Summer. Home Repair Services hosted DIY Electrical programs at ALT, PFD, and ROC. Program numbers: 3 programs, 29 attendance. Completed for Spring. Money Smart Week programs were held in April 2018 at COM, ROC, PFD. Program numbers: 3 programs, 8 attendance. Completed for Fall. Home Repair Services hosted DIY Plumbing classes at ROC, PFD, NEL and CAS. Program numbers: 4 programs, 39 attendance. The MI Department of Attorney General Consumer Protection Division presented on hiring contractors for home repair. Program numbers: 2 programs, 9 attendance.
	Activity #5	<i>By December 2018, create connections with local universities and organizations to facilitate the procurement of lecturers that would be of interest to KDL patrons. [Programming Department]</i>	Completed. New connections made with GRCC M-TEC, GRCC's Secchia Institute for Culinary Arts, GRCC English Department and GVSU's Educational Foundations.

Strategic Plan | 2018-2020

Underserved Populations, Community Engagement	Goal #3	Increase opportunities to do activities that normally cost money to participate.	
	Success Metrics	<p>KDL will pay for instructors to come to the branches and offer learning opportunities for community activities that normally aren't free to attend.</p> <ul style="list-style-type: none"> • 2018: 5+ Opportunities • 2019: 10+ Opportunities • 2020: 15+ Opportunities 	
	KDL Impact	Residents can participate in activities that normally cost money.	
	Activity #1	By August 2018, survey and ask patrons what activities they can't participate in due to cost. Results will inform the 2019 budget and program planning. [Programming Department and Adult Programming Work Group]	Completed. Patrons surveyed at CreativiTea programs.
	Activity #2	By November 2018, offer programs with GRCC's Leslie E. Tassell M-TEC instructors in their area of expertise that can be done at our branches, i.e. automotive or construction trades. [Programming Department]	<p>Completed. In the Summer, the M-TEC Mobile Lab and two GRCC instructors visited WYO and NEL. 2 programs, 69 attendance.</p> <p>They presented on the manufacturing process for all ages, plus a hands-on activity for kids.</p> <p>The trailer also visited WAL during their Touch-a-Truck program that had 400 attendees.</p>
	Activity #3	By November 2018, offer new home improvement and repair programs with Home Repair Services. [Programming Department and Adult Programming Work Group]	<p>Completed for Summer. Home Repair Services hosted DIY Electrical programs in the summer at ALT, PFD, and ROC.</p> <p>Program numbers: 3 programs, 29 attendance.</p> <p>Completed for Fall. Home Repair Services hosted 4 DIY Plumbing classes.</p> <p>Program numbers: 4 programs, 39 attendance.</p>
	Activity #4	By December 2018, investigate the potential for a repair workshop-type program ("repair cafes") to be held at KDL branches, such as jewelry repair workshops. [Programming Department and Adult Programming Work Group]	Ongoing. Adult Programming Work Group is researching the topic, talking to other libraries and writing up their recommendation for further steps.
	Activity #5	By December 2018, offer an artisan chocolate making class for adults. [Programming Department]	<p>Completed. 12 branches hosted the program <i>Chocolatey Treats Made Easy</i>.</p> <p>Program numbers: 12 programs, 198 attendance.</p>

Lifelong Learning, Community Engagement	Goal #4	Increase opportunities for residents to learn about the history of their community.	
	Success Metrics	Over the three years, each branch will offer at least one local history program. Branches with more than 30 people in attendance should increase this expectation to an annual amount. New people will attend programs at the library.	
	KDL Impact	Residents will learn something new about their community.	
	Activity #1	<i>By June 2018, provide a program on tintype photography with a local speaker for multiple branches to host. [Programming Department, Adult Programming Work Group and Kentwood Librarian]</i>	In progress. Delayed due to scheduling conflicts with presenters. Other history programs were scheduled to take its place. Programming staff are attempting to schedule this in 2019.
	Activity #2	<i>By August 2018, create an informational packet of each branch's local history rooms and collections and the historical society that serves each branch's population. Research the best way to have this information available to patrons (website page, flyer, etc.) and available at local history programs. [Programming Department and Communications Department]</i>	Ongoing. The initial list of resources has been collected. Staff are now putting the info into easy-to-access formats to be presented to patrons at future history programs.
	Activity #3	<i>By November 2018, provide a program honoring the anniversary of World War I with at least one speaker on the local connection to the war. [Programming Department, Adult Programming Work Group and Kentwood Librarian]</i>	Completed. Fall programs for WWI include <i>Rosie's Mom and Other Stories of the WWI Homefront, America Joins, Michigan in WWI, The Impact of World War I on America, Grand Rapids Airplane Company, WWI at Home and Off to the Great War.</i> Program numbers: 13 programs, 158 attendance.
	Activity #4	<i>By December 2018, facilitate the hosting of local history programs in connection with local historical societies at 4 or more KDL branches (continuing to add to this number each year until all 19 have hosted a local history program by December 2020) that feature an aspect of that community's history. Branches will offer several ideas for patrons to vote on. [Programming Department]</i>	Ongoing. Programs with local emphasis were held including: <i>Remembering Ottawa Hills High School</i> (EGR, 80 attendance) <i>Old Time Trolley</i> (EGR, 2 programs, 63 attendance) <i>Life in Native America 400 Years Ago</i> (ROC, 53 attendance) <i>Your DNA's Story</i> (CAS, GDV, NEL, WYO - 4 programs, 18 attendance). Also, the WWI series of programs at additional branches.
Activity #5	<i>By December 2018, partner with area genealogy groups to host new genealogy instructional programs for adults. Survey participants to find out what other topics they want to see offered. [Programming Department, Adult Programming Work Group and Kentwood Librarian]</i>	Completed. In the fall, the CAS, GDV, NEL, and WYO hosted <i>Your DNA's Story.</i> Program numbers: 4 programs, 18 attendance.	



Excitement: KDL enhances children’s learning through unique learning opportunities to make reading and learning fun with a positive impact on school achievement.

Fact: An amalgamated research field called the science of learning has identified four key ingredients of successful learning: learning occurs best when children are mentally active (not passive), engaged (not distracted), socially interactive (with peers or adults) and building meaningful connections to their lives. (From the National Association for the Education of Young Children)

Student Success, Community Engagement	Goal #1	Increase STEAM (Science Technology Engineering Art Math) opportunities with community partners and experts.		
	Success Metrics	<p>New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.</p> <p>Branches will offer these programs as follows: Attendance will be:</p> <ul style="list-style-type: none"> • 2018: 8 opportunities • D branches: 25+ • 2019: 12 opportunities • C branches: 20+ • 2020: 18 opportunities • A/B branches: 15+ <p>Children will attend more than one STEAM (Science Technology Engineering Art Math) program.</p>		
	KDL Impact	Children will have an introductory STEAM (Science Technology Engineering Art Math) experience with access to experts to continue their interests.		
	Activity #1	By November 2018, partner with Grand Rapids Community College to bring their Mobile Manufacturing Trailer to multiple branches. [Programming Department]	<p>Completed. This summer the Mobile Manufacturing Lab was held at NEL, WYO and WAL.</p> <p>Program numbers: 3 programs, 469 attendance.</p>	
	Activity #2	By November 2018, host our own maker fair, the KDL LAB Extravaganza, with new STEAM partners and presenters. [Programming Department and KDL LAB Work Group]	<p>Completed. The program was hosted at the KDL Service Center on Friday, November 16 and Saturday, November 17 with attendance of 172.</p>	
	Activity #3	By November 2018, participate in Chemistry at the mall, along with other local maker groups, bringing STEAM KDL LAB activities to Woodland Mall. [Community Engagement Department]	<p>Not Completed. The Community Engagement Dept had a conflict with another STEAM KDL Lab activity at the YMCA. New date: November 2019.</p>	
Activity #4	By December 2018, continue KDL’s presence on the Grand Rapids Maker’s Fair Planning Committee making connections with local maker groups. [KDL LAB Work Group]	<p>Completed.</p>		

<i>Student Success, School Partnership</i>	Goal #2	Bring STEAM (Science Technology Engineering Art Math) activities into school outreach activities.		
	Success Metrics	<p>Staff will bring KDL Lab tubs into school outreach opportunities.</p> <p>Branches will offer these programs as follows:</p> <p>2018</p> <ul style="list-style-type: none"> • D branches: 6+ • C branches: 4+ • A/B branches: 3+ <p>2019</p> <ul style="list-style-type: none"> • D branches: 8+ • C branches: 6+ • A/B branches: 4+ <p>2020</p> <ul style="list-style-type: none"> • D branches: 10+ • C branches: 8+ • A/B branches: 6+ <p>Children will go to the library to use the KDL Lab space in the branches.</p>		
	KDL Impact	Children will learn something new (STEAM-related) while having fun.		
	Activity #1	By April 2018, KDL staff will bring KDL LAB STEAM activities (Snap Circuits, Paper Circuits and Revved Up) to Sand Lake Elementary. [NEL Youth Staff]	Completed.	
	Activity #2	By May 2018, KDL staff will bring KDL LAB tubs into three different Forest Hills Schools (Northern Trails, Meadow Brook Elementary and Knapp Forest Elementary). [CAS Youth Staff]	Completed. Youth Staff went to Meadow Brook, Knapp, and Northern Trails as well as Thornapple and Pine Ridge to present KDL Labs to many of the 4 th grades, 5 th and 6 th grades, and also to some Kindergarteners.	
	Activity #3	By June 2018, KDL staff will bring KDL LAB to Kent City Elementary Schools as part of their after school programs. [TYR Youth Staff]	Completed.	
	Activity #4	By June 2018, KDL staff will continue to bring KDL LAB to Martin Luther King Jr. Leadership Academy for their after school programs. [EGR Youth Staff/Outreach Specialist]	Completed.	
Activity #5	By December 2018, KDL staff will bring Da Vinci/catapult activities to Kentwood Public Schools as part of the STEAM for 5 th graders events. [KWD Youth Staff]	Completed.		

Strategic Plan | 2018-2020

Student Success, Community Engagement	Goal #3	Offer fun learning opportunities during school breaks.	
	Success Metrics	<p>New experts will present STEAM (Science Technology Engineering Art Math) programs at the library or offsite.</p> <p>Branches will offer these programs as follows:</p> <ul style="list-style-type: none"> • 2018: 8 opportunities • 2019: 12 opportunities • 2020: 18 opportunities <p>Attendance will be:</p> <ul style="list-style-type: none"> • D branches: 25+ • C branches: 20+ • A/B branches: 15+ <p>Children will attend more than one STEAM (Science Technology Engineering Art Math) program.</p>	
	KDL Impact	Children will have opportunities to explore STEAM (Science Technology Engineering Art Math) interests that lead to school success and new career interests.	
	Activity #1	<i>By May 2018, at multiple branches, host Build a Rocket with the Geek Group, hosted by experts from the Geek Group during spring break. [Programming Department and KDL LAB Work Group]</i>	Completed. Programs held in Spring 2018 at: ALP, CAS, COM, GDV, KWD, NEL, PFD, SPE, WAL. 9 Branches, 232 Attendance.
	Activity #2	<i>By May 2018, provide spring break program at GRCC M-Tech for 4th through 8th grade students getting hands-on experience with skills like tiling, virtual welding and more. [Programming Department]</i>	Completed. Attendance: 27.
	Activity #3	<i>By May 2018, during spring break, host Engineering Challenge at the Geek Group, where teams of students will compete, building large-sized bridges. [Programming Department and KDL LAB Work Group]</i>	Completed. Attendance: 28.
Activity #4	<i>By December 2018, continue to work with community partners such as the Geek Group and M-Tech to plan for future school break programming options for school age children. [Programming Department and KDL LAB Work Group]</i>	Completed. Meetings are on-going with M-TEC and the Geek Group. Programs were held during 2018 winter and spring break and programs with these partners are being scheduled for 2019.	

Student Success, Community Engagement	Goal #4	Creatively use branch space after hours for fun, educational programs.	
	Success Metrics	<p>Branches will offer these programs as follows:</p> <ul style="list-style-type: none"> • 2018: 4 opportunities • 2019: 8 opportunities • 2020: 12 opportunities <p>Attendance will be:</p> <ul style="list-style-type: none"> • D branches: 35+ • C branches: 25+ • A/B branches: 15+ <p>Children will bring a friend who is new to the library.</p> <p>Homeschool students will participate in these learning opportunities.</p>	
	KDL Impact	Children will make memories at the library and enjoy these learning opportunities.	
	Activity #1	<i>By July 2018, select branches will host KDL CRAM Nights for students, giving them the whole library and a set time to study for exams. [Programming Department]</i>	Completed. In January, held at: CAS, EGR. In May and June held at: EGR (2 times) and CAS. 5 programs, 130 attendance.
	Activity #2	<i>By November 2018, provide a KDL LAB Maker night after hours at one or more branches highlighting our KDL LAB activities in a multi-station program. [Programming Department and KDL LAB Work Group]</i>	Completed. KDL LAB Experience Maker Day was hosted at ALT on November 16.
	Activity #3	<i>By November 2018, provide a gaming night for all ages featuring video games, board games and more unique games in an after-hours program. [Programming Department]</i>	Completed. KDL Open: Mini Golf in the Stacks was hosted at SPE, GNS, GDV, EGR, BYR and NEL. 6 programs, 131 attendance.
	Activity #4	<i>By November 2018, promote CRAM Night and Maker Night to area homeschool students. Complete by December 2018. [Programming Department, KDL LAB Work Group, Communications Department, Community Engagement Department and Youth Services]</i>	In progress. Making connections with homeschool advocates.
Activity #5	<i>By August 2018, survey teens at these events as well as summer Teen CREW members to get ideas for the 2019 budget. [Programming Department and Youth Services]</i>	Completed. Teens were surveyed at CRAM Night at the Cascade branch in June and at a variety of teen programs this summer. Over 100 surveys were completed.	

Kent District Library Locations



ALPINE TOWNSHIP BRANCH
5255 Alpine Ave. NW
Comstock Park, MI 49321



ALTO BRANCH
6071 Linfield Ave.
Alto, MI 49302



BOOKMOBILE
Various Kent County Locations



BYRON TOWNSHIP BRANCH
8191 Byron Center Ave. SW
Byron Center, MI 49315



CALEDONIA TOWNSHIP BRANCH
6260 92nd St. SE
Caledonia, MI 49316



CASCADE TOWNSHIP BRANCH
2870 Jacksmith Ave. SE
Grand Rapids, MI 49546



COMSTOCK PARK BRANCH
3943 W. River Dr. NE
Comstock Park, MI 49321



EAST GRAND RAPIDS BRANCH
746 Lakeside Dr. SE
East Grand Rapids, MI 49506



ENGLEHARDT BRANCH
200 N. Monroe St.
Lowell, MI 49331



GAINES TOWNSHIP BRANCH
421 68th St. SE
Grand Rapids, MI 49548



GRANDVILLE BRANCH
4055 Maple St. SW
Grandville, MI 49418



KELLOGGSVILLE BRANCH
Kelloggsville High School
4787 Division Ave S
Grand Rapids, MI 49548



**KENTWOOD
(RICHARD L. ROOT) BRANCH**
4950 Breton SE
Kentwood, MI 49508



KRAUSE MEMORIAL BRANCH
140 E. Bridge St.
Rockford, MI 49341



**NELSON TOWNSHIP/SAND LAKE
BRANCH**
88 Eighth St.
Sand Lake, MI 49343



PLAINFIELD TOWNSHIP BRANCH
2650 5-Mile Rd. NE
Grand Rapids, MI 49525



SPENCER TOWNSHIP BRANCH
14960 Meddler Ave.
Gowen, MI 49326



TYRONE TOWNSHIP BRANCH
43 S. Main St.
Kent City, MI 49330



WALKER BRANCH
4293 Remembrance Rd. NW
Walker, MI 49534



**WYOMING BRANCH
AND THE LIBRARY FOR THE BLIND
AND PHYSICALLY HANDICAPPED**
3350 Michael Ave. SW
Wyoming, MI 49509



KDL SERVICE AND MEETING CENTER
814 West River Center Dr. NE
Comstock Park, MI 49321

Service Area

<p>TYRONE</p> <p>Village of KENT CITY</p> <p>Tyrone Township Branch ★</p>	<p>SOLON</p> <p>City of CEDAR SPRINGS ●</p>	<p>★ NELSON</p> <p>Nelson Township/ Sand Lake Branch</p>	<p>SPENCER</p> <p>★</p> <p>Spencer Township Branch</p>
<p>SPARTA</p> <p>Village of SPARTA ●</p>	<p>ALGOMA</p>	<p>COURTLAND</p> <p>City of ROCKFORD</p> <p>★ Krause Memorial Branch</p>	<p>OAKFIELD</p>
<p>ALPINE</p> <p>★ Alpine Township Branch</p>	<p>PLAINFIELD</p> <p>Comstock Park Branch ★</p> <p>KDL Service and Meeting Center ★</p> <p>Plainfield Township Branch ★</p>	<p>CANNON</p>	<p>GRATTAN</p>
<p>City of WALKER</p> <p>★ Walker Branch</p>	<p>GRAND RAPIDS</p> <p>City of GRAND RAPIDS</p>	<p>ADA</p> <p>★ Amy Van Andel Library and Community Center (Opening 2020)</p>	<p>VERGENNES</p> <p>City of LOWELL</p>
<p>City of WYOMING</p> <p>★ Wyoming Branch & the Library for the Blind and Physically Handicapped</p> <p>★</p> <p>City of GRANDVILLE</p> <p>★ Grandville Branch</p>	<p>City of KENTWOOD</p> <p>★ Kentwood Branch</p>	<p>CASCADE</p> <p>★ Cascade Township Branch</p>	<p>★ Englehardt Branch</p> <p>LOWELL</p>
<p>Kelloggsville Branch</p> <p>★</p> <p>Byron Township Branch</p> <p>BYRON</p>	<p>★</p> <p>Gaines Township Branch</p> <p>GAINES</p>	<p>★</p> <p>Caledonia Township Branch</p> <p>CALEDONIA</p>	<p>★</p> <p>Alto Branch</p> <p>BOWNE</p>



Areas highlighted in gray are outside the KDL service area and include the City of Grand Rapids, City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta, and the portion of Bowne and Caledonia Townships within the Thornapple Kellogg school district.

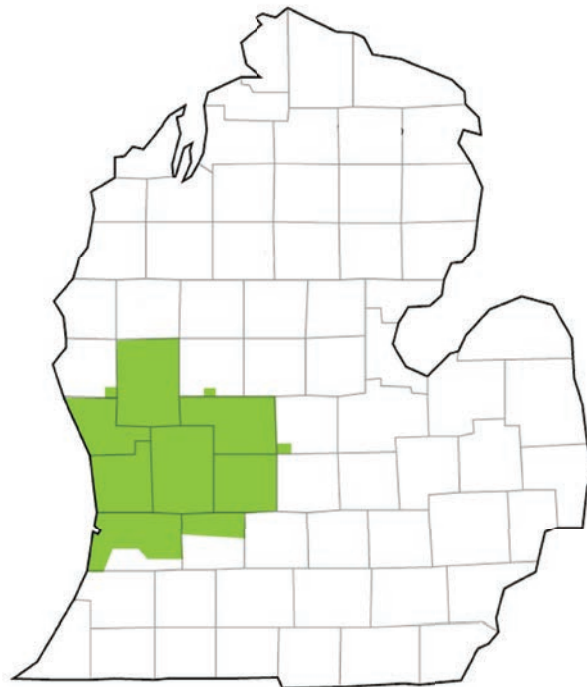
Lakeland Library Cooperative Service Area

Kent District Library is a member of the Lakeland Library Cooperative (LLC), a group of 42 libraries serving 1,289,566 residents. LLC customers have access, through reciprocal borrowing privileges, to over 6 million items owned by these libraries. The Lakeland Library Cooperative covers the counties shown below.

Allegan County
Barry County
Ionia County
Kent County

Montcalm County
Muskegon County
Newaygo County
Ottawa County

Affiliated counties include Gratiot, Mecosta and Oceana.



The Cooperative is governed by a Board of Trustees. KDL has two seats on this Board and shares decision-making with other members of the Cooperative.

The state of Michigan is divided into cooperatives for the purpose of the distribution of state aid. The LLC receives a portion of Kent District Library's share of state aid. State aid was appropriated by the state legislature on a basis of \$0.3666 per capita in 2018. State aid funds underwrite Cooperative functions such as the inter-loan delivery system and the Cooperative's shared integrated library system. Member libraries also pay additional fees for cooperative services. The Lakeland Library Cooperative's annual budget for FY 2017-18 was \$1,308,996.

Governance & Organizational Structure

Board of Trustees

The Kent District Library Board of Trustees is composed of eight members representing geographic regions of the KDL Service Area. Trustees must live in the region they represent. Board members are appointed for four-year terms by the Kent County Board of Commissioners based on recommendations from the eight regions. The KDL Board meets monthly. Major duties include establishing and maintaining a public library for Kent District Library, establishing library policies, employing the Library Director, adopting an annual budget, approving the expenditure of funds, entering into contracts and control of all KDL property.



Penny Weller
Chair

Region 3: City of Walker, and Alpine and Plainfield Townships



Sheri Gilreath-Watts
Trustee

Region 8: City of Wyoming



Shirley Bruursema
Vice Chair

Region 6: City of Kentwood, and Caledonia and Gaines Townships



Charles Myers
Trustee

Region 5: City of East Grand Rapids, and Ada, Cascade, and Grand Rapids Townships



Andrew Erlewein
Treasurer

Region 2: City of Rockford, and Algoma, Cannon, Courtland and Grattan Townships



Tom Noreen
Trustee

Region 1: Nelson, Oakfield, Spencer, and Tyrone Townships



Allie Bush Idema
Secretary

Region 7: City of Grandville and Byron Township



Caitie Searfoss Oliver
Trustee

Region 4: City of Lowell, and Bowne, Lowell and Vergennes Townships

Governance Structure and Organization

Leadership Team

(As of June 2019)

The Kent District Library Leadership Team leads the staff in support of KDL's strategic plan, coordinates organizational functions and facilitates communication. Members of the Leadership Team are:



Lance Werner
Library Director



Kurt Stevens
Director of Information
Technology



Lindsey Dorfman
Director of Branch
Services



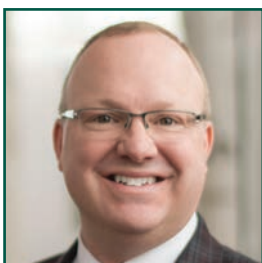
Carrie Wilson
Director of
Library Services



Laura Powers
Director of Finance



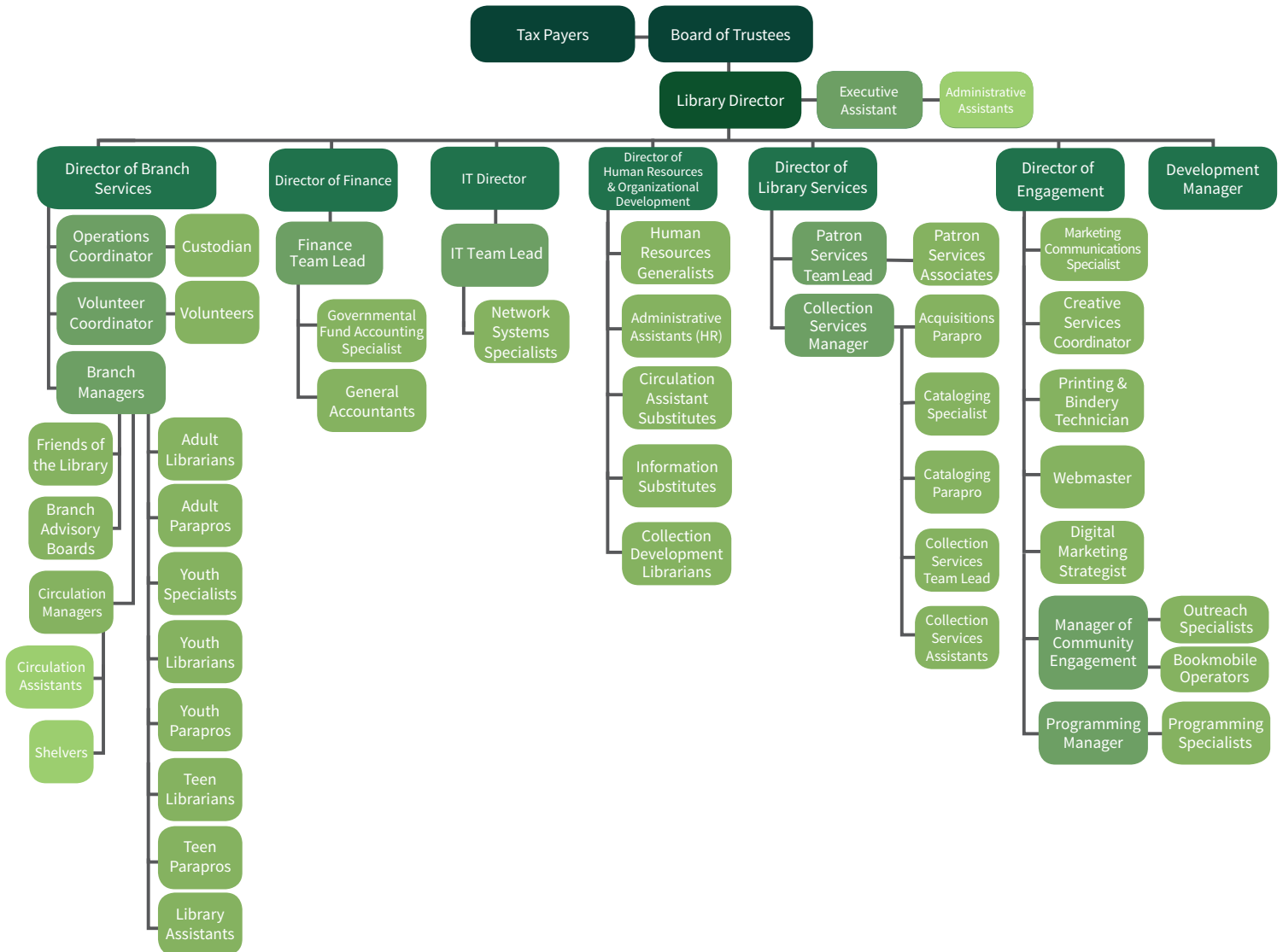
Randall Goble
Director of
Engagement



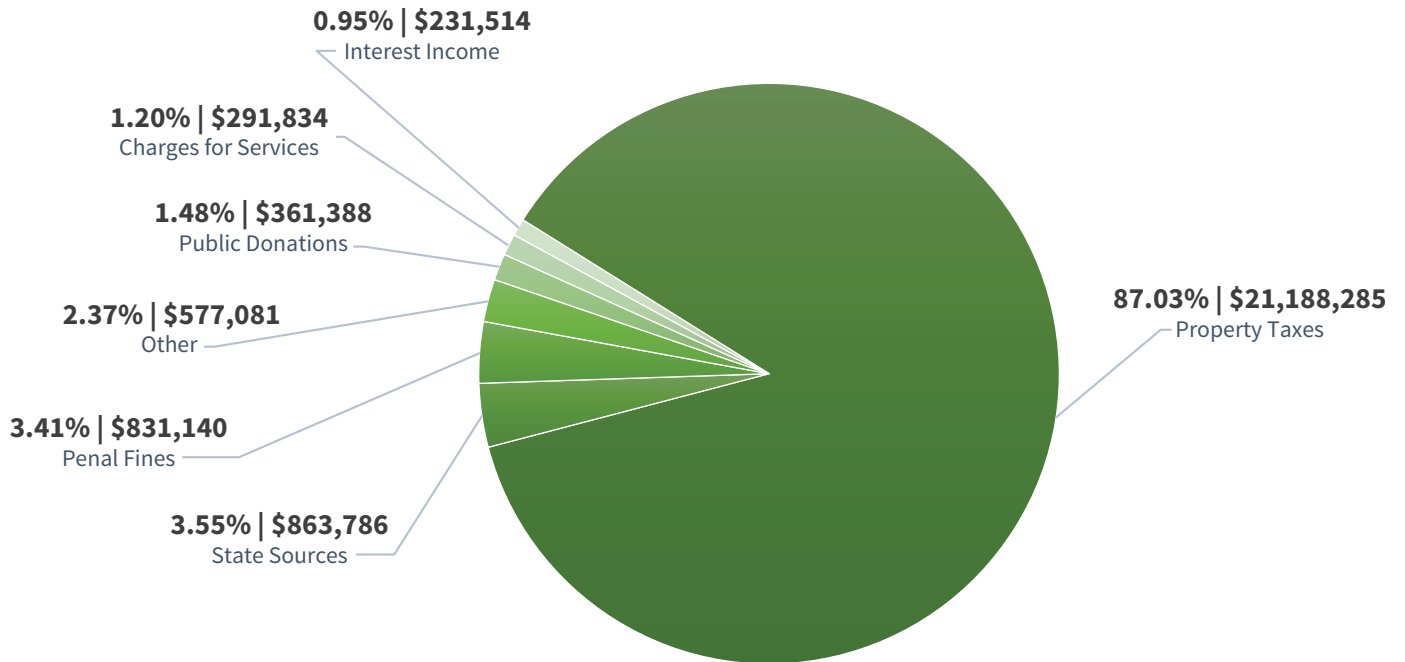
Brian Mortimore
Director of Human
Resources &
Organizational
Development

Kent District Library Organizational Chart

(As of June 2019)

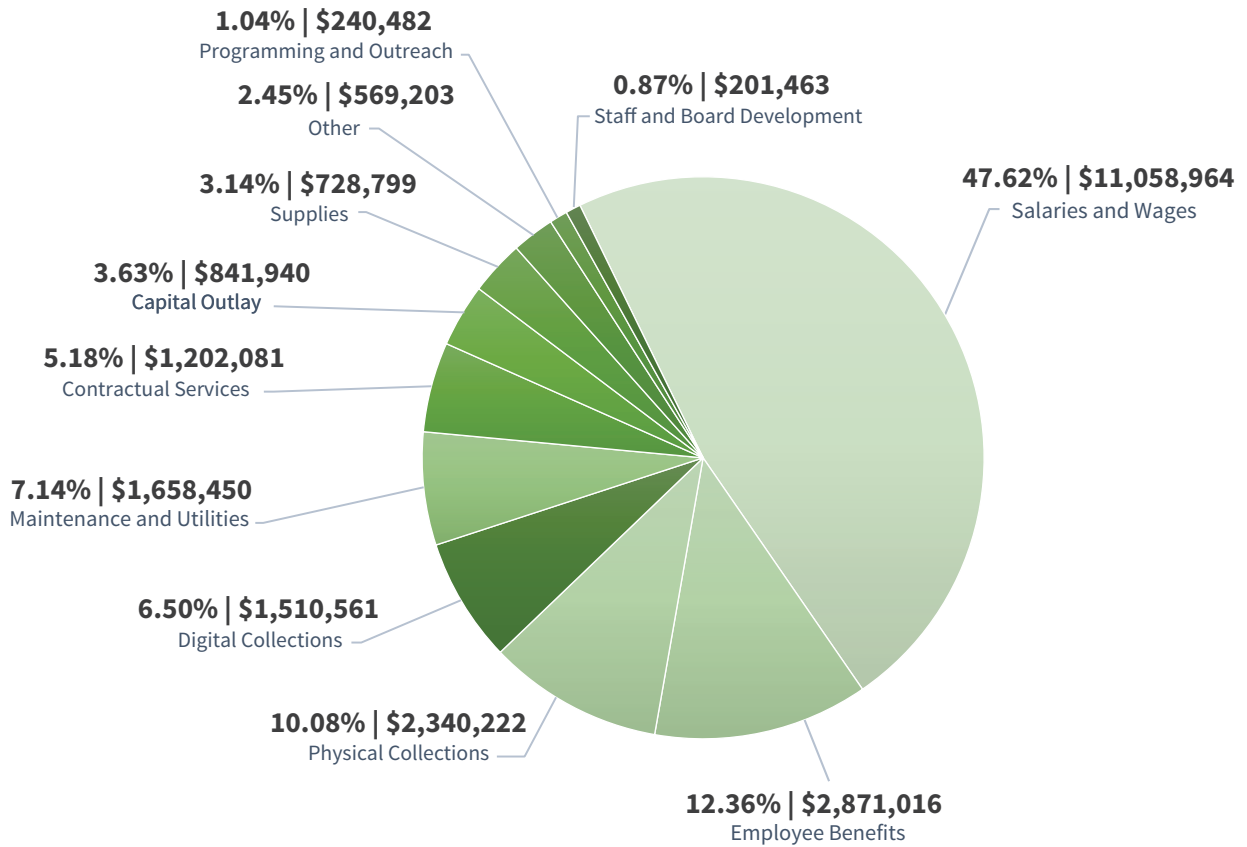


REVENUE



REVENUE	
Property Taxes	\$21,188,285
State Sources	\$863,786
Penal Fines	\$831,140
Other	\$577,081
Public Donations	\$361,388
Charges for Services	\$291,834
Interest Income	\$231,514
TOTAL REVENUE	\$24,345,028

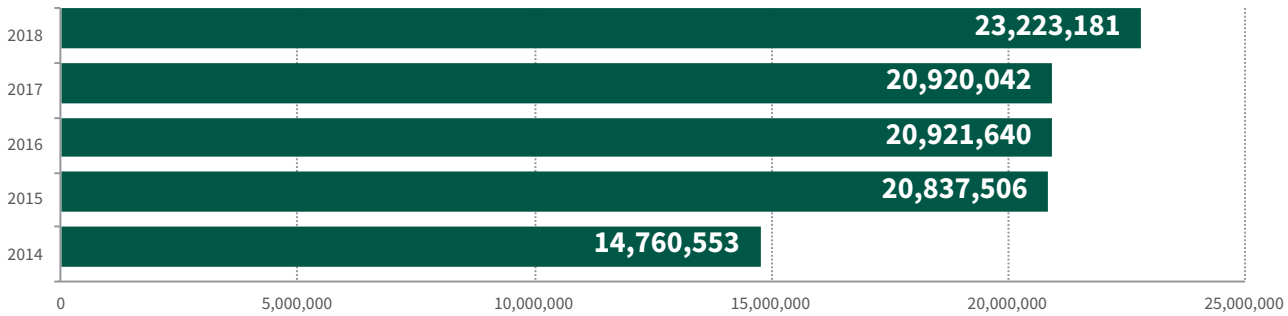
EXPENDITURES



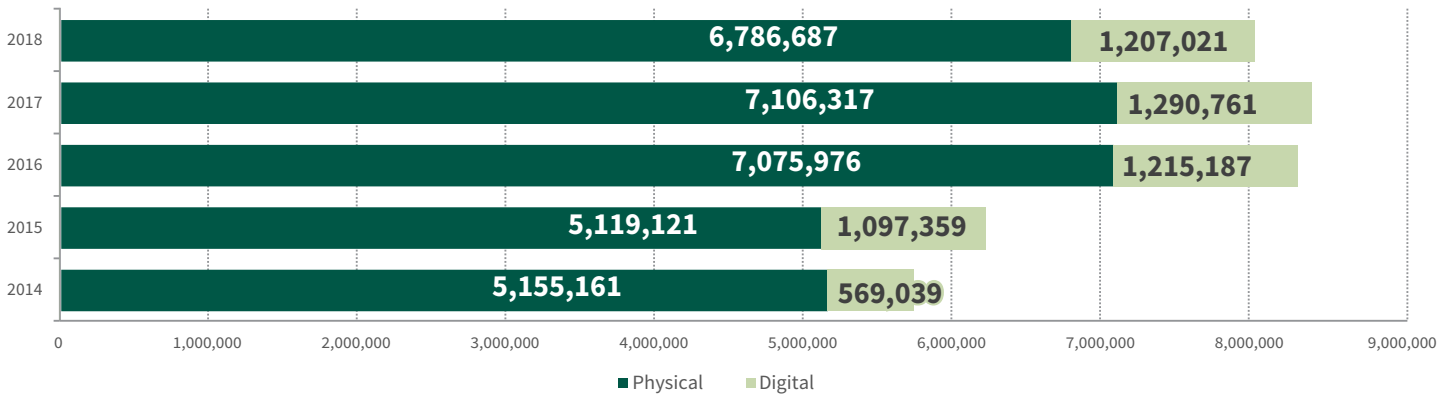
EXPENDITURES	
Salaries and Wages	\$11,058,964
Employee Benefits	\$2,871,016
Physical Collections	\$2,340,222
Digital Collections	\$1,510,561
Maintenance and Utilities	\$1,658,450
Contractual Services	\$1,202,081
Capital Outlay	\$841,940
Supplies	\$728,799
Other	\$569,203
Programming and Outreach	\$240,482
Staff and Board Development	\$201,463
TOTAL EXPENDITURES	\$23,223,181

Statistical Trends | 2018

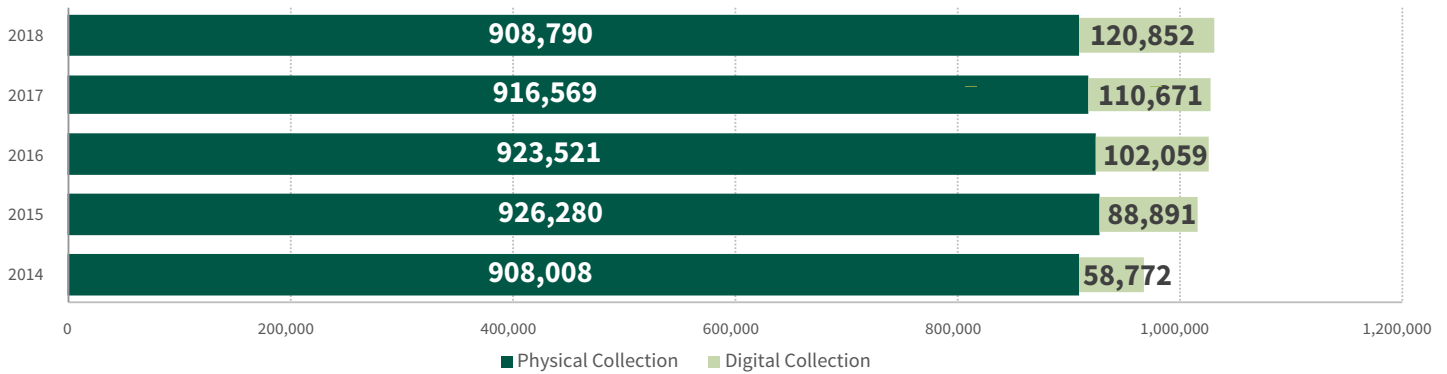
KDL Total Expenditures (\$)



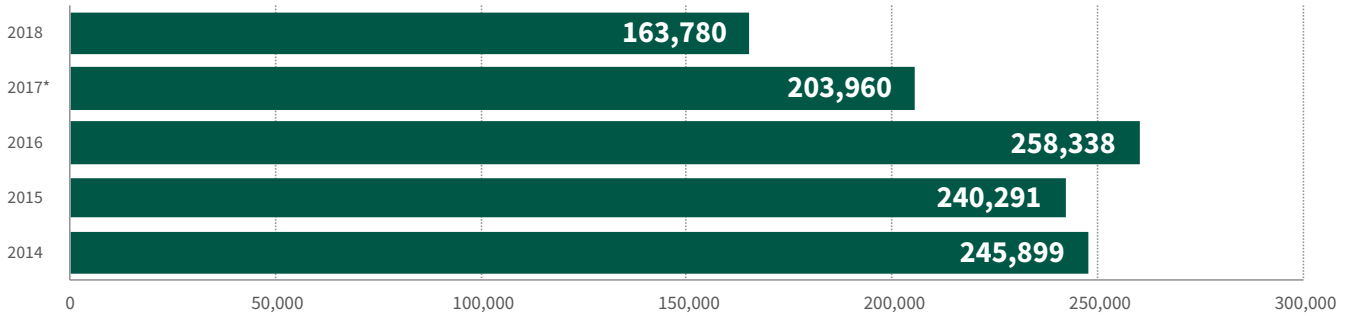
KDL Total Physical and Digital Circulation



KDL Collection Items

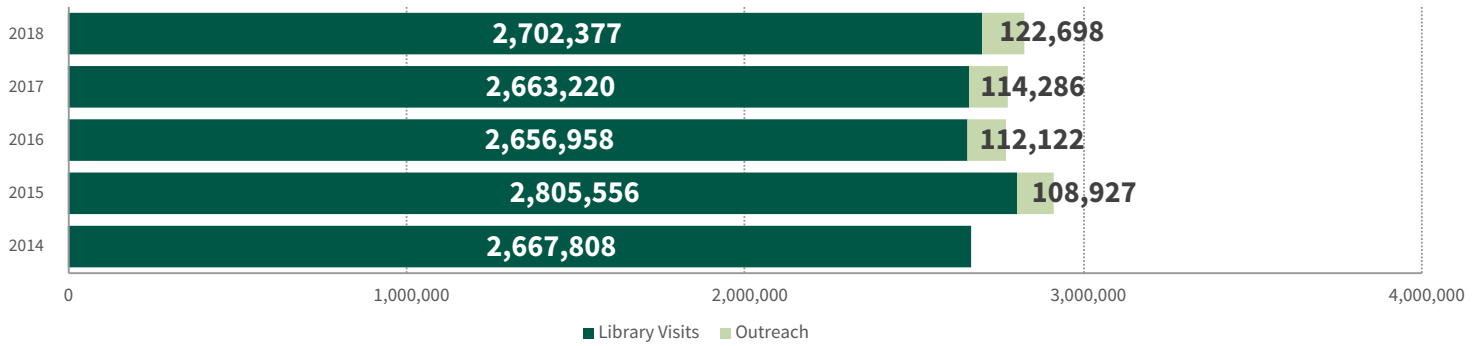


KDL Cardholders

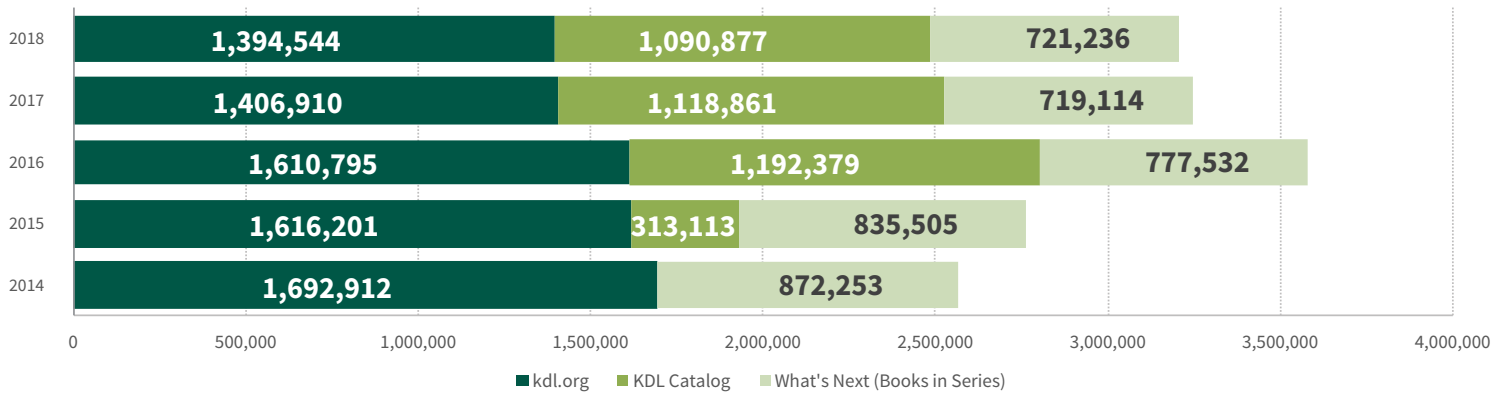


*In 2017, a new policy was implemented to deactivate cards that have been inactive for three years or more.

People Served

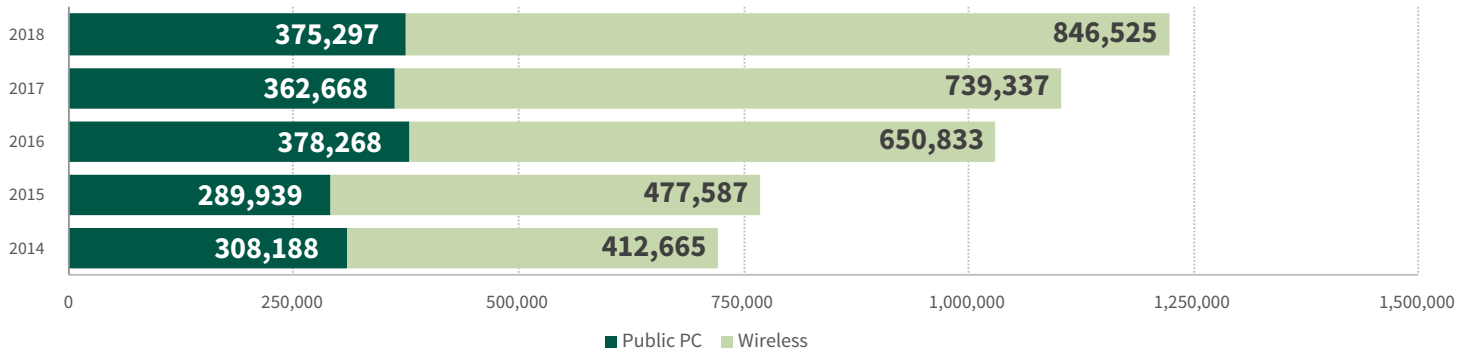


KDL Online Visits

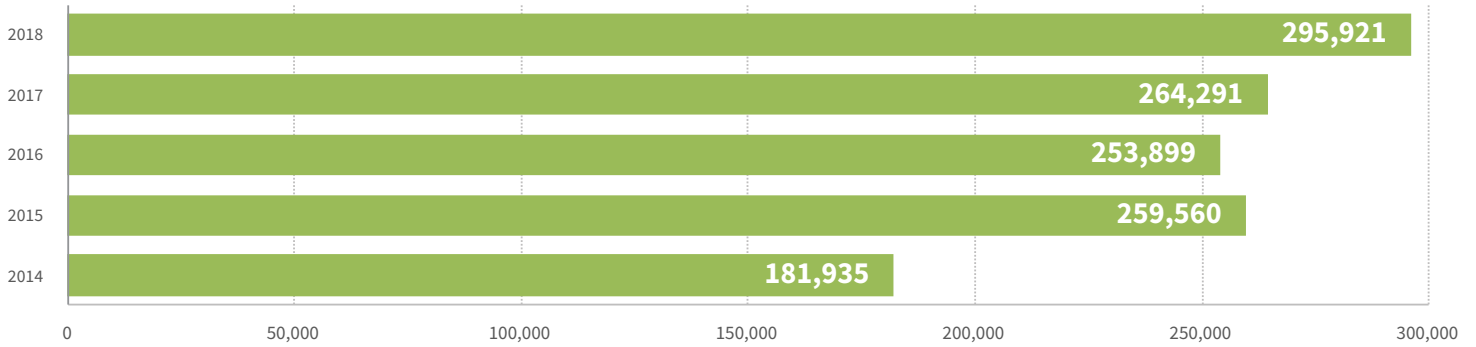


Statistical Trends | 2018 (cont'd)

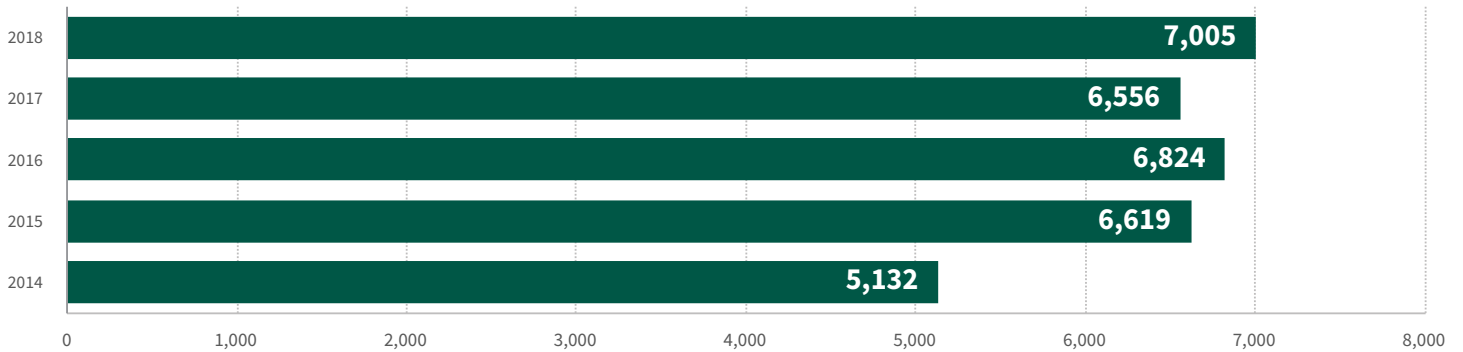
Public PC vs. Wireless Log-ins



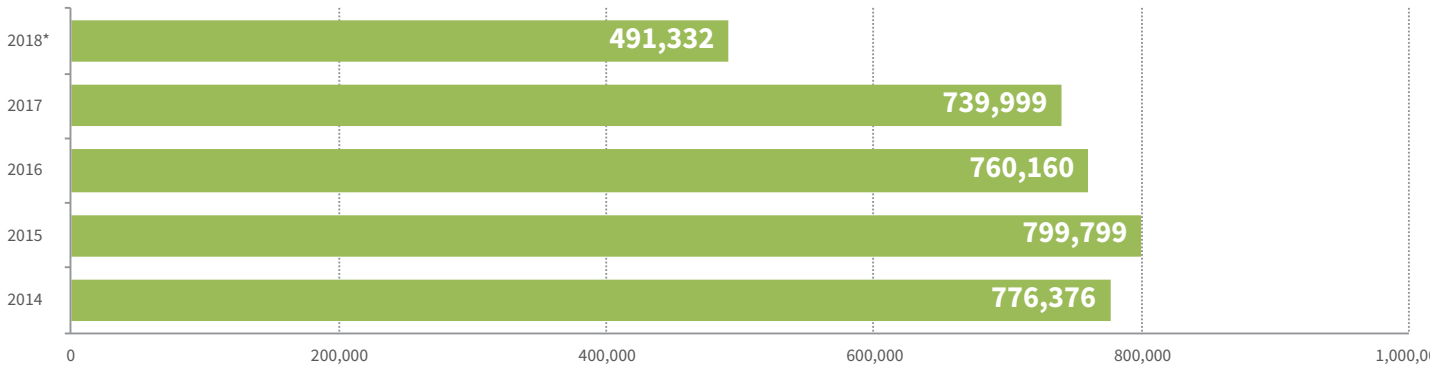
KDL Program Attendees



Programs

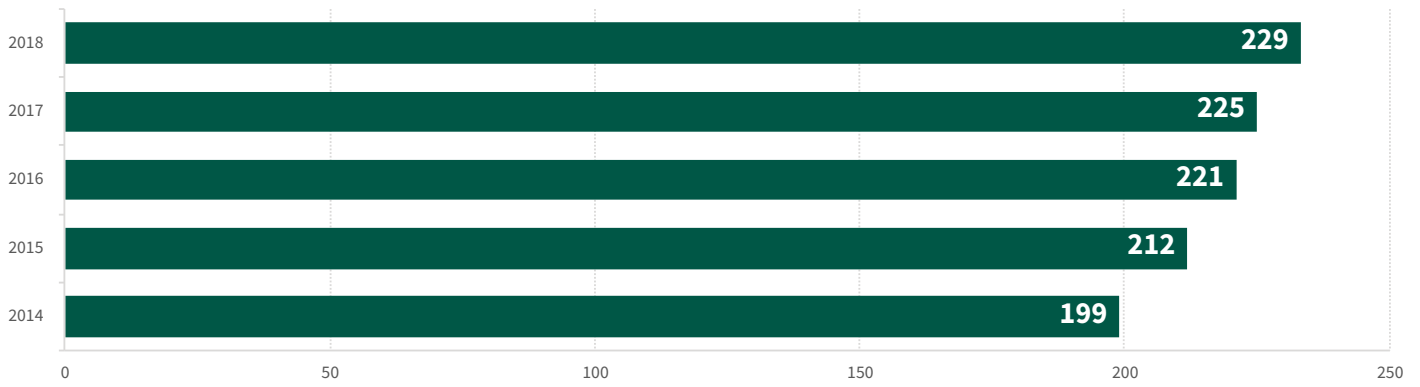


KDL Reference Questions



* In 2018, the way reference questions were recorded and tracked was changed.

KDL Staff Positions (FTEs)



Statistical Information | 2018

Circulation	2018	2017
Adult Fiction	895,909	923,322
Adult Non-Fiction	559,540	566,807
Audiobooks	207,881	234,749
Book Club in a Bag	960	868
DVDs and Blu-ray	1,579,591	1,799,696
International Language	28,014	26,969
Juvenile Fiction	2,168,046	2,183,267
Juvenile Non-Fiction	384,063	375,711
Large Print	80,179	78,173
LBPH (Library for the Blind and Physically Handicapped)	72,741	74,419
Local Indie	1,785	2,735
MeLCat (Inter-Library Loan)	45,509	34,097
Miscellaneous	25,863	19,386
Music CDs	155,476	193,109
Periodicals	143,824	158,524
Reference	6,588	9,474
Rotating Display Items	52,036	47,531
Teen Fiction	272,565	276,933
Teen Non-Fiction	11,521	11,236
Video Games	94,596	89,311
Total Physical Circulation	6,786,687	7,106,317
Digital Downloads		
eAudiobooks	339,944	301,592
eBooks	553,114	639,538
eMagazines	37,668	31,531
eMovies	19,138	16,316
eMusic	257,078	301,358
eVideogames	79	426
Total Digital Circulation	1,207,021	1,290,761
Total Circulation	7,993,708	8,397,078

Collection	2018	2017
Audio (Audiobooks and Music CDs)	74,113	76,401
Books	720,091	724,625
Braille Items	338	334
Kits	357	322
Miscellaneous Items	1,541	1,131
Periodicals	24,601	29,821
Videos (DVDs and Blu-ray)	78,422	75,221
Video Games	9,327	8,714
Total physical items in the library collection at year-end	908,790	916,569
Digital Collection		
Electronic Audiobooks (eAudiobooks)	29,246	23,580
Electronic Books (eBooks)	91,606	87,091
Total digital items in the library collection at year-end	120,852	110,671
Periodical Subscriptions	1,905	1,776
Licensed Databases – Local	25	34
Licensed Databases – State	61	40
Licensed Databases – Total	86	74
MeLCat (Inter-Library Loan)		
MeLCat Items Borrowed by KDL from Other Libraries	32,562	30,170
MeLCat Items Loaned by KDL to Other Libraries	31,407	28,967
Human Resources		
Number of MLS Librarians	71	70
Full-time Equivalent of MLS Librarians	64	62
Number of Non-MLS Librarians	1	3
Full-time Equivalent of Non-MLS Librarians	1	3
Number of Other Paid Staff	243	238
Full-time Equivalent of Other Paid Staff	165	157
Total Number of Staff	315	311
Total Full-Time Equivalents (FTEs)	229	225
Total Hours Per Week Worked by MLS Librarians	2,552	2,494
Total Hours Per Week Worked by All Staff	9,177	8,907
Staff Training Hours	3,854	5,331

Statistical Information (cont'd) | 2018

Patron Services: Centralized Phone Center				2018		2017	
Phone Calls	Type	Quantity	% of Total	Quantity	% of Total		
	Branch Hours/Hang Up/Other	34,715	46%	32,143	40%		
	Circulation	17,512	23%	23,014	28%		
	Reference	9,818	13%	12,318	15%		
	Transfers to Branch Staff	6,181	8%	7,375	9%		
	General Information	3,937	5%	2,195	3%		
	Programming	1,859	2%	2,376	3%		
	eResources	1,727	2%	1,109	1%		
	Staff Support	223	1%	578	1%		
	Total	75,972		81,108			
Percentage of Calls Handled (i.e., Not Transferred to Branch Staff)			92%		91%		
AskKDL (Online Forms and Email Inquiries)	Type	Quantity	% of Total	Quantity	% of Total		
	Circulation	12,124	80%	2,682	51%		
	Reference	1,312	8%	547	10%		
	eResources	1,211	8%	221	4%		
	Staff Assistance	226	2%	36	1%		
	General Information	129	1%	1,491	29%		
	User Feedback	73	1%	239	5%		
Total	15,075		5,216				
LibChat		1,142		1,078			
Online Reference	Total	16,217		6,294			
Library for the Blind and Physically Handicapped (LBPH)							
Number of Registered Patrons			1,077		977		
Total Circulation			72,741		74,419		

Programs	2018		2017	
Type	Events	Participants	Events	Participants
Outreach (Tours, Workshops, etc.)	1,948	122,698	1,947	114,286
Programs for Young Children	2,673	80,672	2,507	79,456
Programs for School-Age Children	588	20,821	539	18,618
Programs for Teens	398	7,807	317	6,899
Programs for Adults	984	11,624	856	10,873
Programs for All Ages	414	52,299	390	34,159
Total	7,005	295,921	6,556	264,291

Summer Reading Program Completers	2018	2017
Babies (Ages 0 – 24 mo)	875	793
Youth (Ages 2 – 10 yrs)	10,353	9,042
Teen (Ages 11 – 17 yrs)	3,211	2,620
Adult (Ages 18 and Older)	3,698	3,014
Total	18,137	15,469

Technology		
Computers for Staff	260	230
Computers for Public	275	249
Patron Log-ins to Public Computers	375,297	362,668
Patron Log-ins to Wireless Network	846,525	739,337
Self Check-Out Units	45	41
Self Check-In Units	15	14
Most Concurrent Patrons Using the Wireless Network	2,156	2,942

Volunteers		
Adults	296	170
Teens	356	401
Hours, Adults	5,277	650
Hours, Teens	5,794	5,774

Statistical Information (cont'd) | 2018

Website	2018	2017
Visits to KDL.org	1,394,544	1,406,910
Visits to KDL Catalog (catalog.kdl.org)	1,090,877	1,118,861
Visits to What's Next?: Books in Series Site	721,218	719,114
Visits to KDL Databases	62,883	78,539
Ask KDL (Online Form and Email Inquiries Handled)	15,075	5,216
LibChat (Online Chat Sessions)	1,142	1,078
Personalized Picks Lists Created	415	615
Blog Posts	153	144
Percentage of Visits from Mobile Devices	50%	44%
eNewsletter Subscribers	93,299	82,263

Annual Counts		
Library Visits	2,702,377	2,663,220
Outreach Attendance	122,698	114,286
Population of Service Area (2010 U.S. Census)	395,660	395,660
Cardholders (Library Registrations)	163,780	203,960
Information Requests/Computer Assistance	491,332	739,999
Total Annual Open Hours	51,287	49,851
Total Weekly Public Service Hours	1,044.5	996

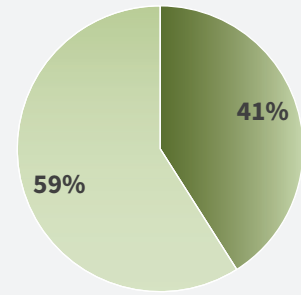
Per Capita Measures		
Circulation Per Capita	20.20	21.22
Circulation Per Registered Borrower	48.81	36.50
Collection Turnover Rate (i.e., Circulation/Collection)	7.76	8.17
Expenditure Per Capita	\$58.69	\$52.87
Holdings Per Capita	2.60	2.59
Program Attendance Per Capita	.75	.67
Public Internet Use Per Capita (PC & Wireless Log-ins)	3.09	2.78
Reference Transactions Per Capita	1.24	1.87
Registration as a Percentage of Population	41.39%	51.55%
Visits Per Capita (In Person)	6.83	6.73
Visits Per Capita (Virtual / Website)	8.10	8.73

Systemwide Overview | 2018 Statistical Information

Kent District Library Facts:

Library Director:	Lance Werner
Population of Service Area:	395,660
Physical Collection Size:	908,790
Digital Collection Size:	120,852
Public Computers:	275
Staff:	229 FTEs
Open Hours:	1,045 hrs/wk

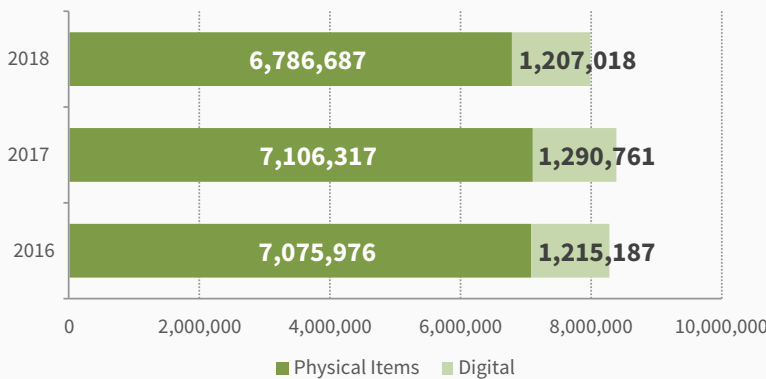
Population with Library Card



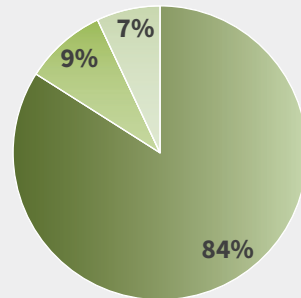
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(5% decrease from 2017-2018)



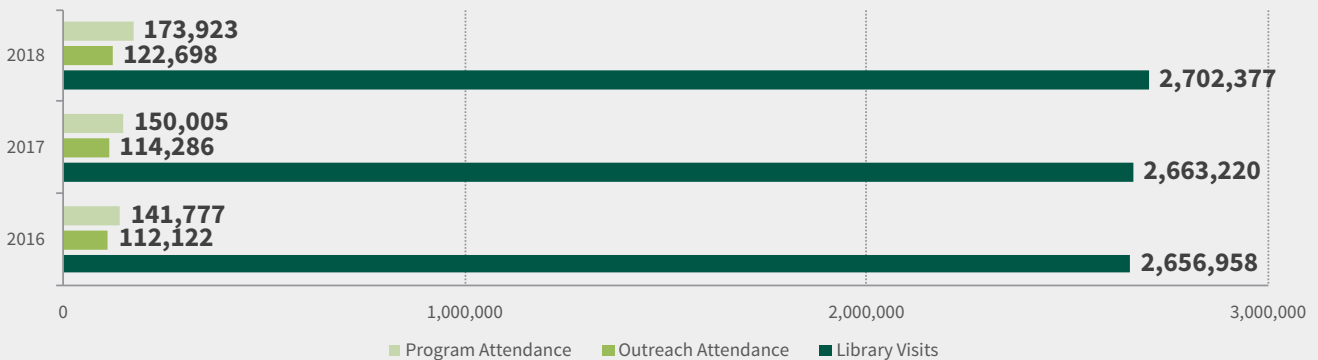
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

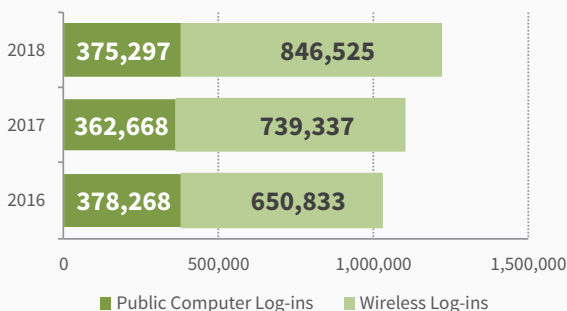
Total People Served

(2% increase from 2017-2018)



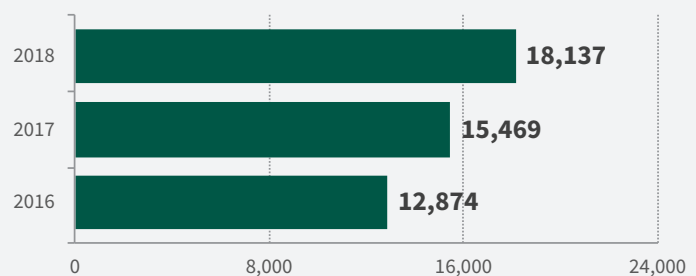
Total Branch Computer Log-Ins

(11% increase in total log-ins from 2017-2018)



Total Summer Reading Completers

(17% increase from 2017-2018)

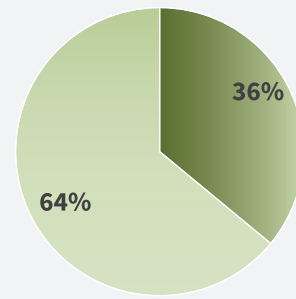


Alpine Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Shaunna Martz
Population of Service Area:	13,336
Building Size:	4,862 square feet
Public Computers:	8
Staff:	3.075 FTEs
Open Hours:	40 hrs/wk

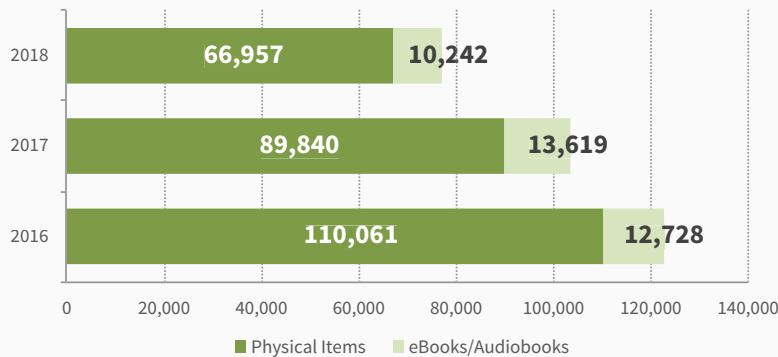
Population with Library Card



■ KDL Cardholders ■ Non-Cardholders

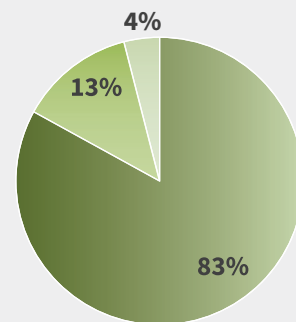
Total Items Checked Out

(25% percent decrease from 2017-2018)



■ Physical Items ■ eBooks/Audiobooks

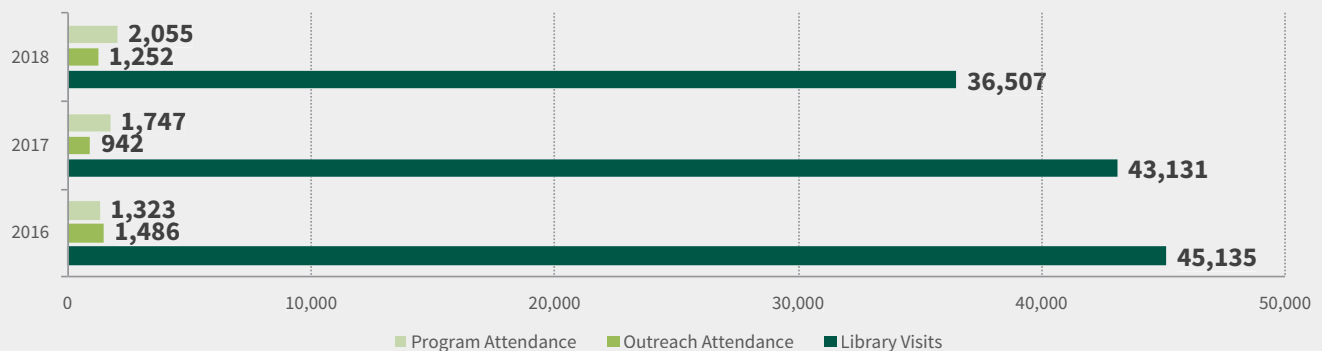
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

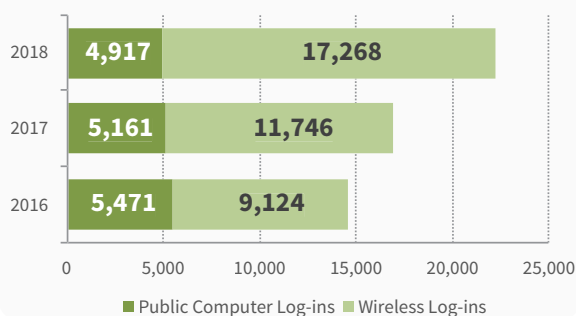
(13% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

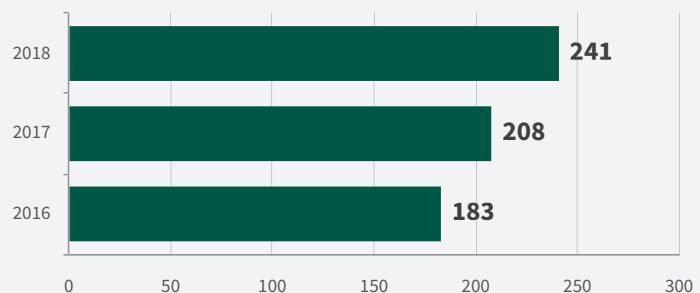
(31% increase in total log-ins from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(16% increase from 2017-2018)

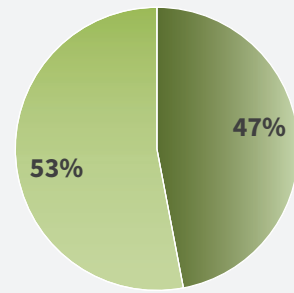


Alto Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Sandra Graham
Population of Service Area:	2,793
Building Size:	5,795 square feet
Public Computers:	5
Staff:	2.875 FTEs
Open Hours:	37.5 hrs/wk

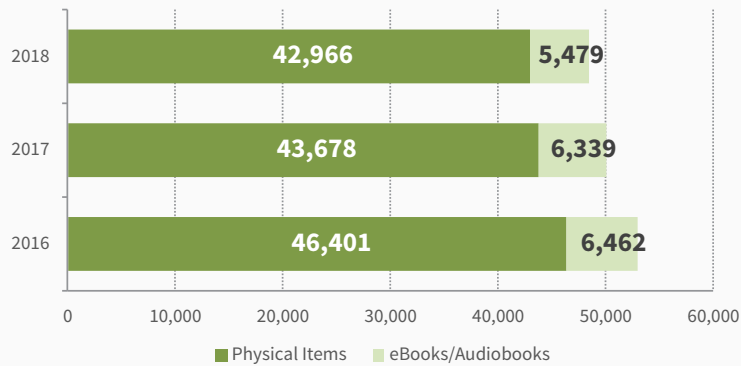
Population with Library Card



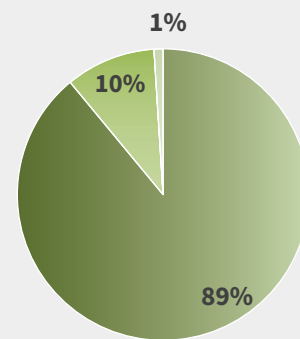
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(3% decrease from 2017-2018)



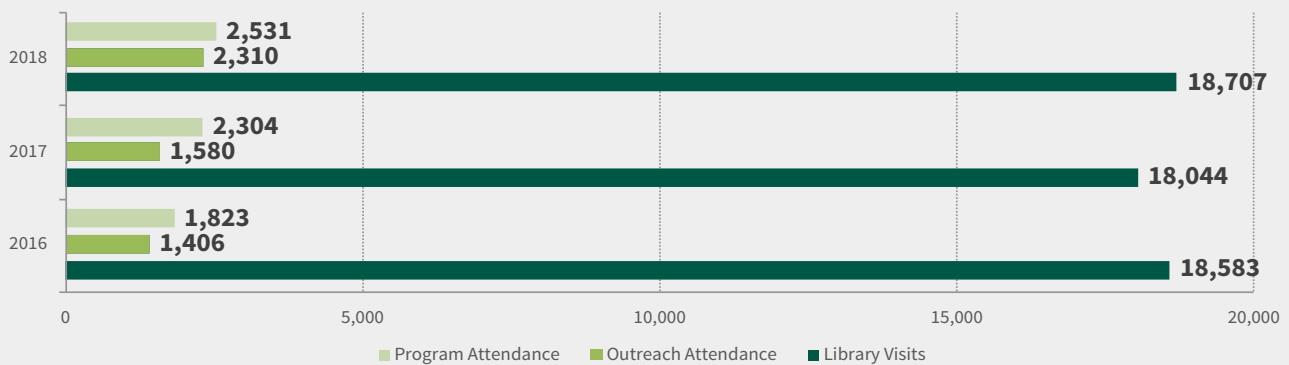
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

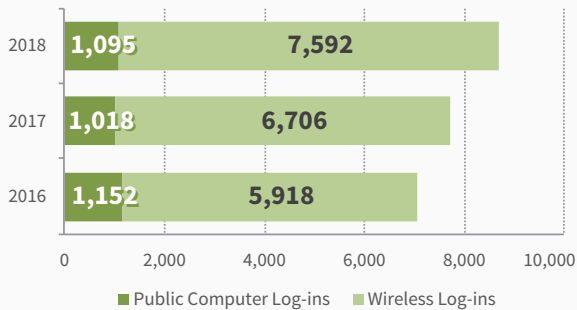
(7% increase from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

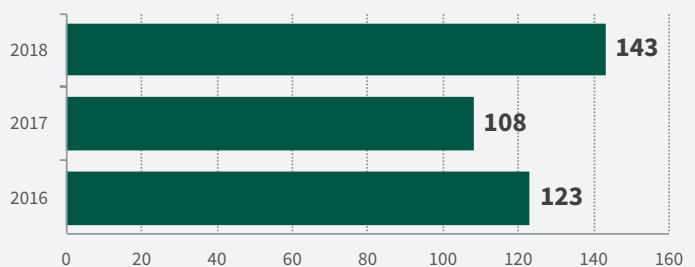
(12% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(32% increase from 2017-2018)



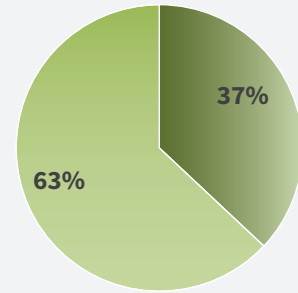
Bookmobile | 2018 Statistical Information

Bookmobile Facts:

Community Engagement Manager:	Sara Proano
Population of Service Area:	395,660 (Kent County)
Vehicle Size:	306 square feet
Public Computers:	0
Staff:	1.475 FTEs
Open Hours:	Varies

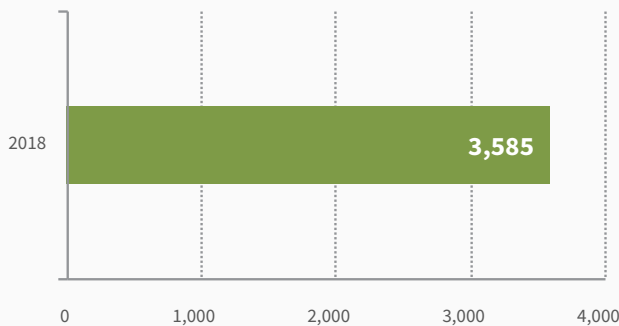
Note: The KDL Bookmobile began service in October 2018.

Population with Library Card

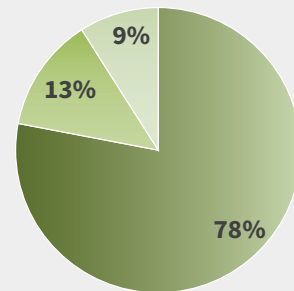


■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

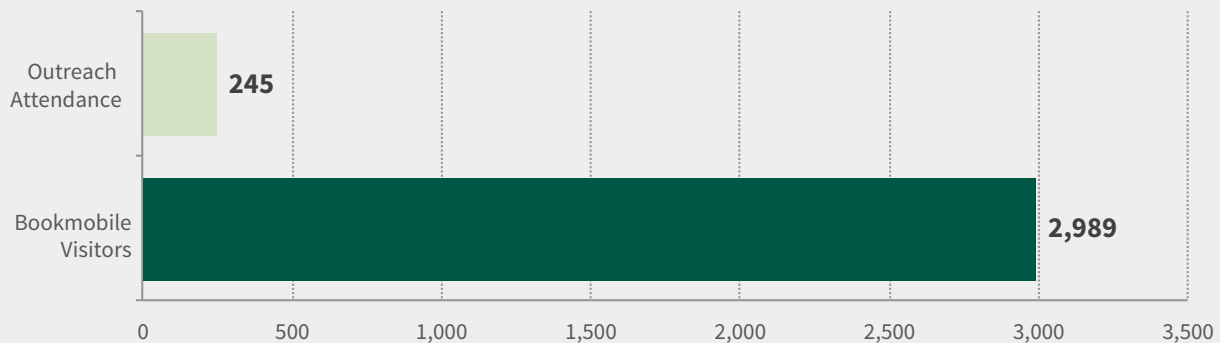


Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served 2018

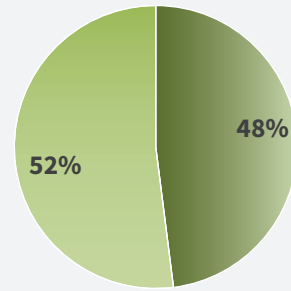


Byron Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Eric DeHaan
Population of Service Area:	20,317
Building Size:	13,600 square feet
Public Computers:	9
Staff:	7.95 FTEs
Open Hours:	54.5 hrs/wk

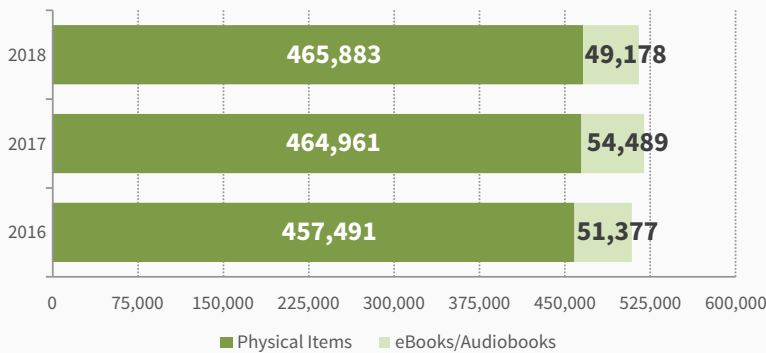
Population with Library Card



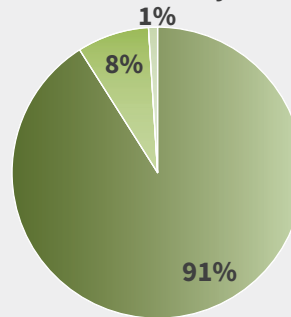
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(1% decrease from 2017-2018)



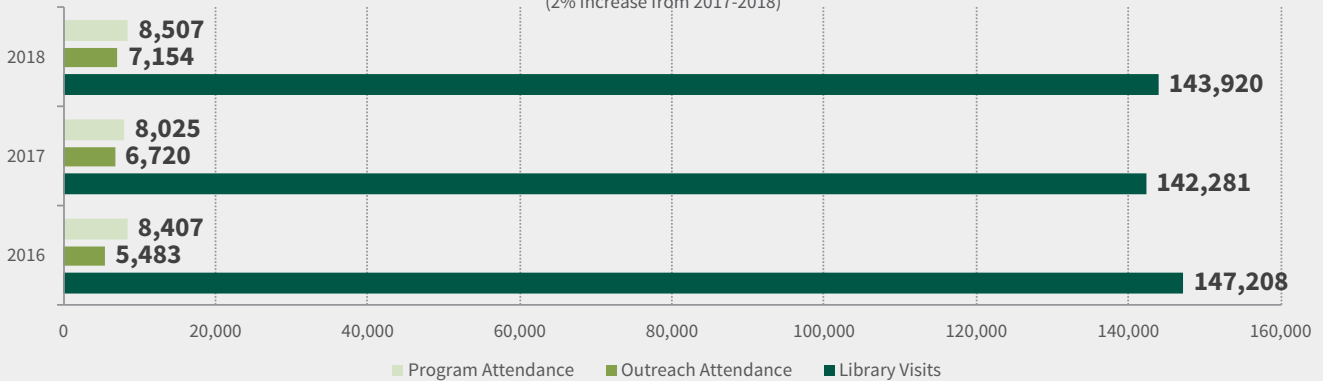
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

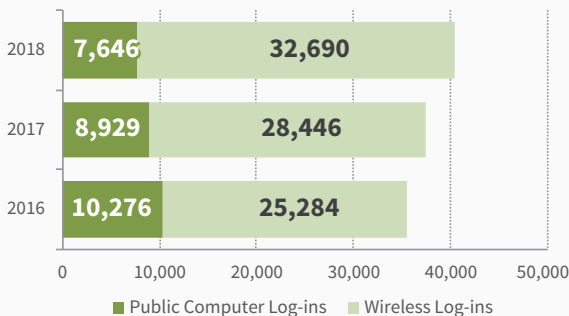
Total People Served

(2% increase from 2017-2018)



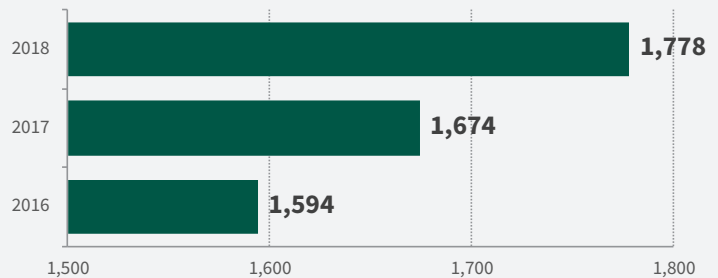
Total Branch Computer Log-Ins

(8% increase from 2017-2018)



Total Summer Reading Completers

(6% increase from 2017-2018)

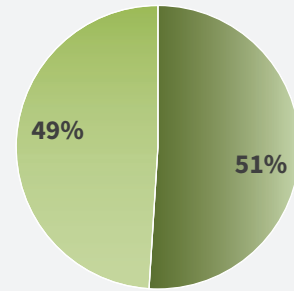


Caledonia Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Liz Guarino-Kozlowski
Population of Service Area:	12,294
Building Size:	15,464 square feet
Public Computers:	14
Staff:	6.0 FTEs
Open Hours:	49 hrs/wk

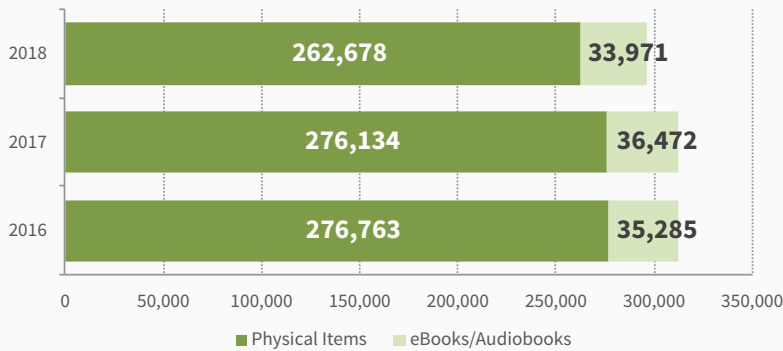
Population with Library Card



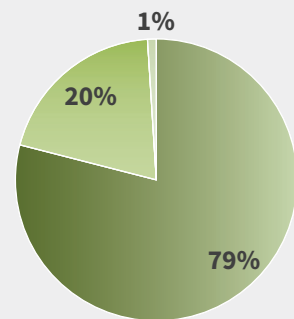
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(5% decrease from 2017-2018)



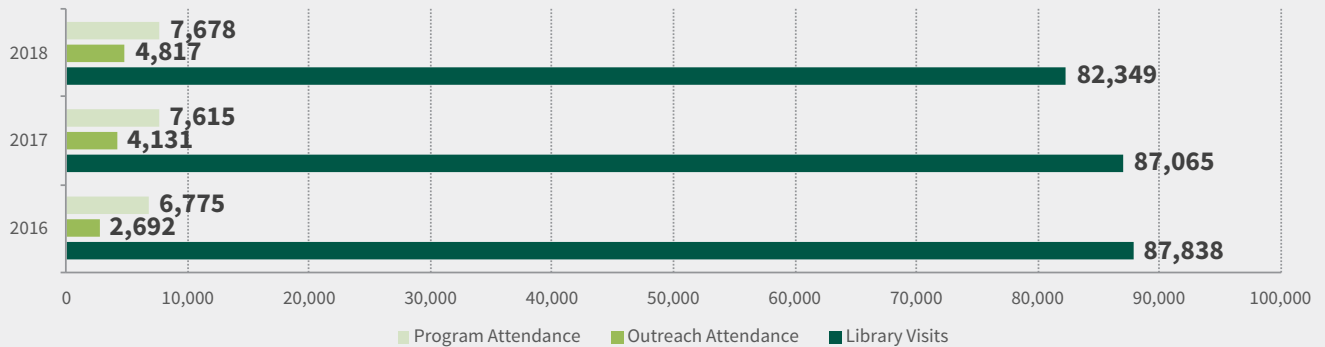
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

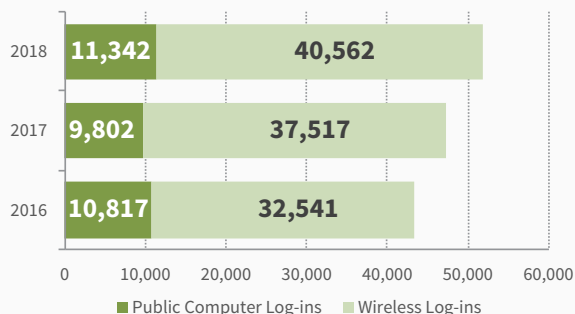
Total People Served

(4% decrease from 2017-2018)



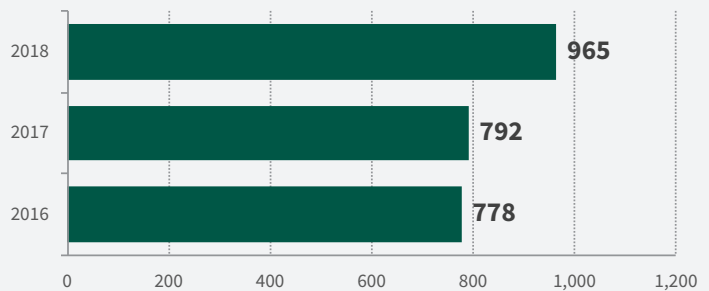
Total Branch Computer Log-Ins

(10% increase from 2017-2018)



Total Summer Reading Completers

(22% increase from 2017-2018)

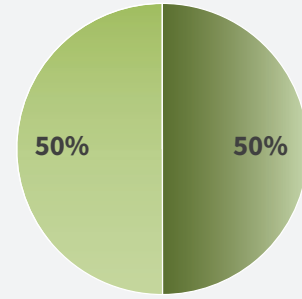


Cascade Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Vanessa Walstra
Population of Service Area:	17,134
Building Size:	21,913 square feet
Public Computers:	14
Staff:	16.2 FTEs
Open Hours:	62 hrs/wk

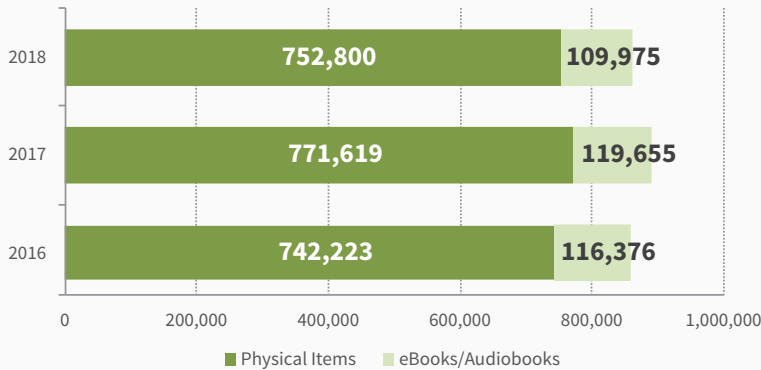
Population with Library Card



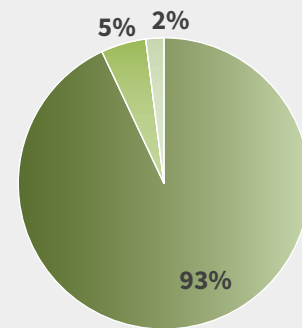
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(3% decrease from 2017-2018)



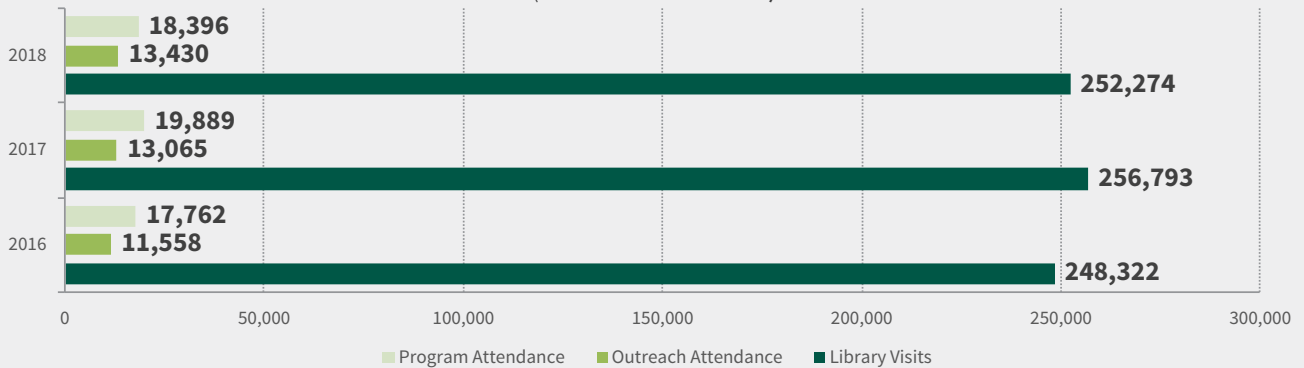
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

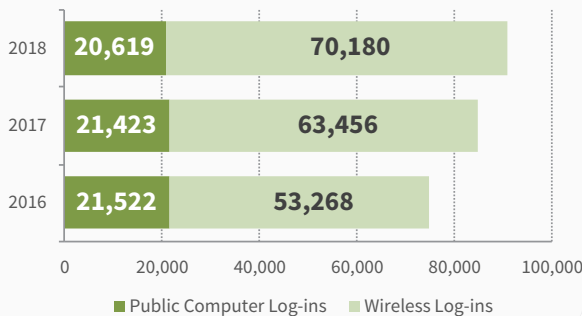
(2% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

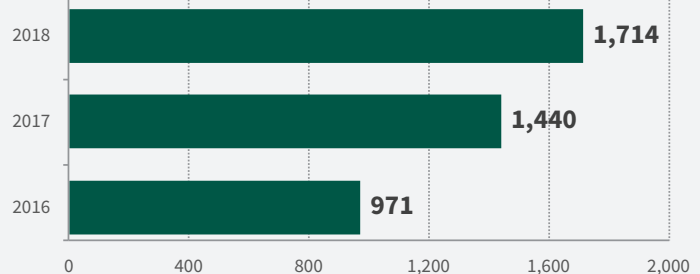
(7% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(19% increase from 2017-2018)

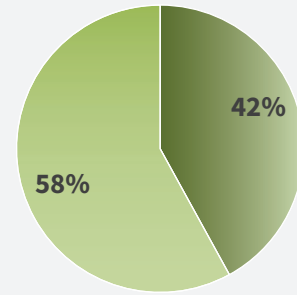


Comstock Park Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Liz Knapp
Population of Service Area:	30,952 (Plainfield Twp.)
Building Size:	4,095 square feet
Public Computers:	6
Staff:	4.95 FTEs
Open Hours:	45.5 hrs/wk

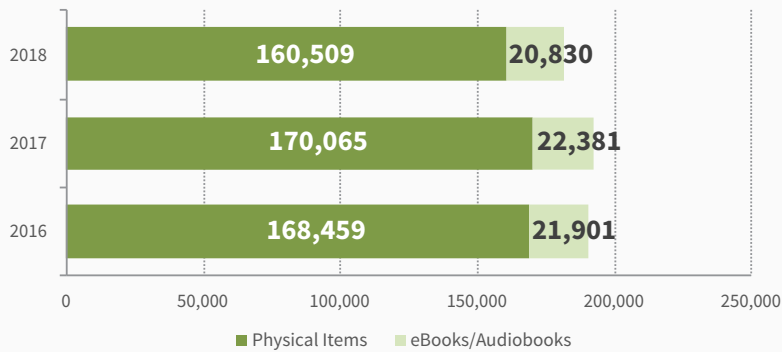
Population with Library Card



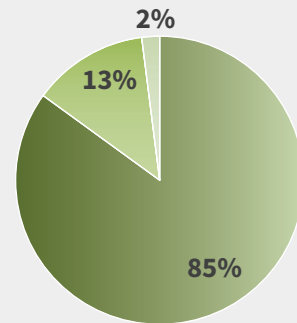
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(6% decrease from 2017-2018)



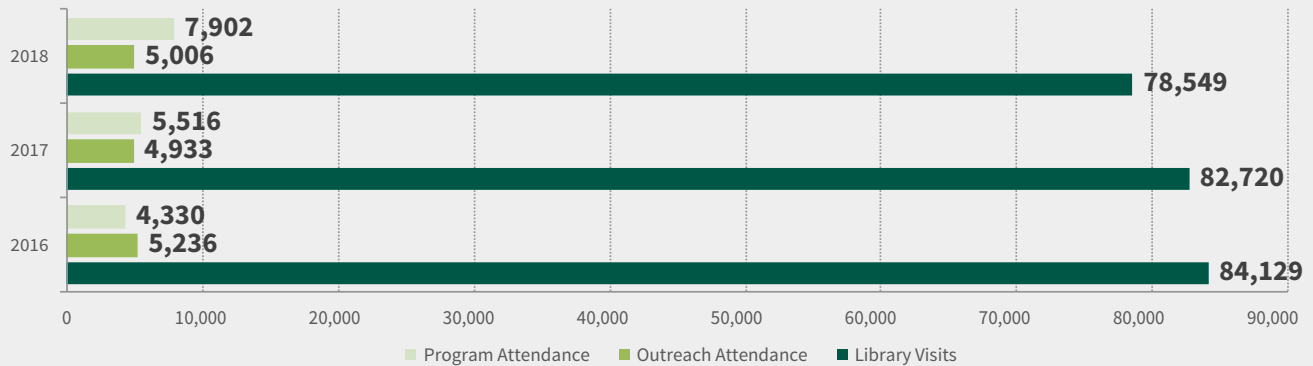
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

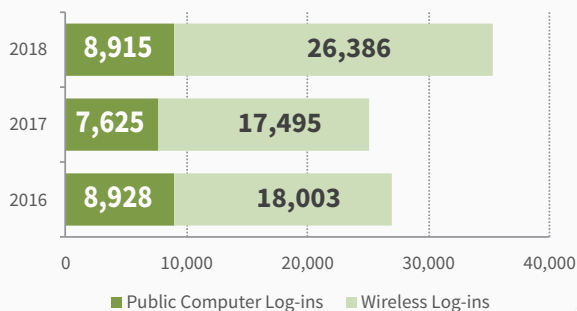
Total People Served

(2% decrease from 2017-2018)



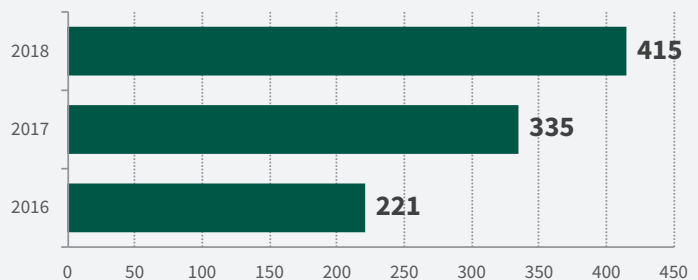
Total Branch Computer Log-Ins

(41% increase from 2017-2018)



Total Summer Reading Completers

(24% increase from 2017-2018)

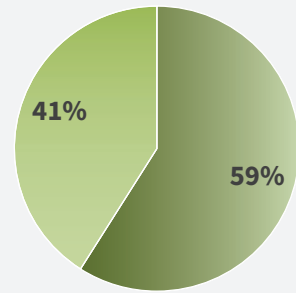


East Grand Rapids Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Dawn Lewis
Population of Service Area:	10,694
Building Size:	26,950 square feet
Public Computers:	15
Staff:	13.65 FTEs
Open Hours:	62 hrs/wk

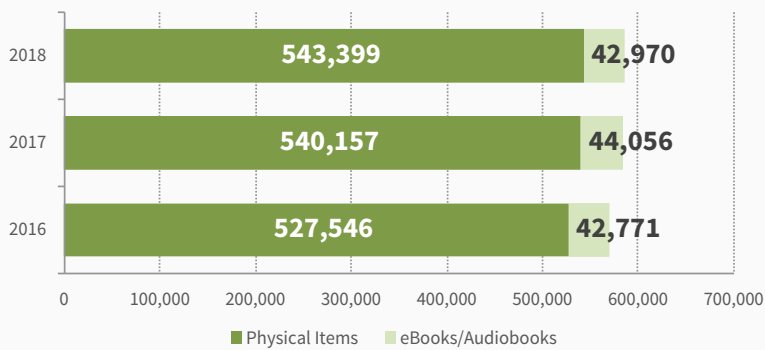
Population with Library Card



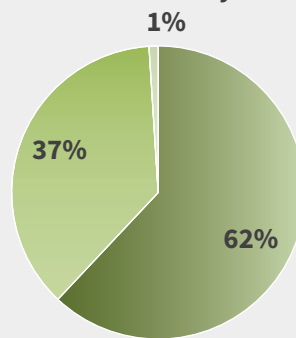
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(0.4% increase from 2017-2018)



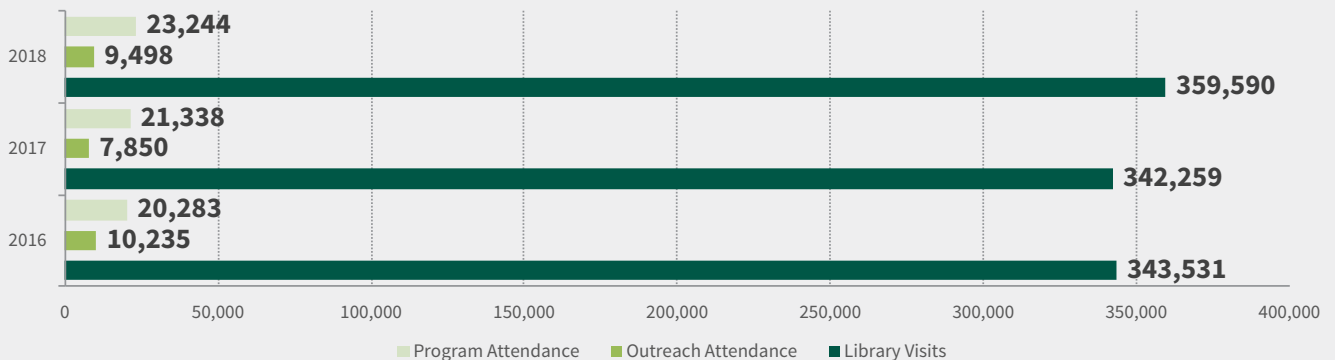
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

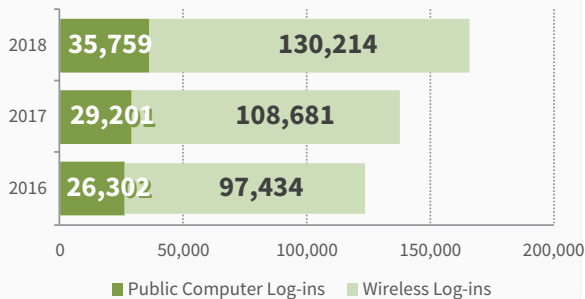
(6% increase from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

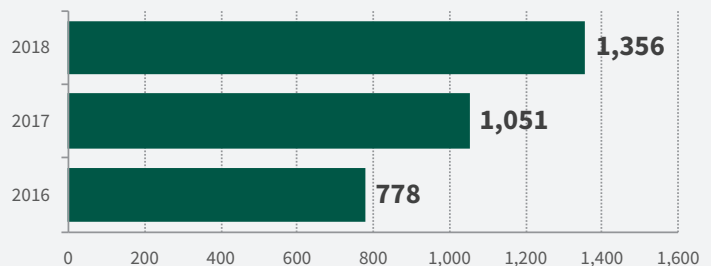
(20% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(29% increase from 2017-2018)

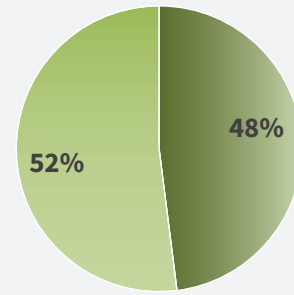


Englehardt Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Sandra Graham
Population of Service Area:	3,783 (City of Lowell)
Building Size:	8,771 square feet
Public Computers:	8
Staff:	6.325 FTEs
Open Hours:	46.5 hrs/wk

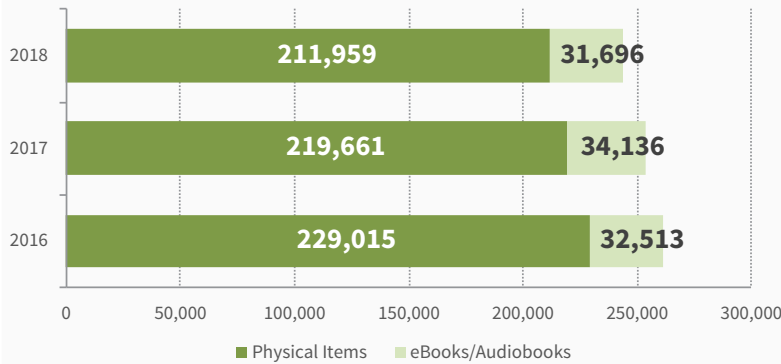
Population with Library Card



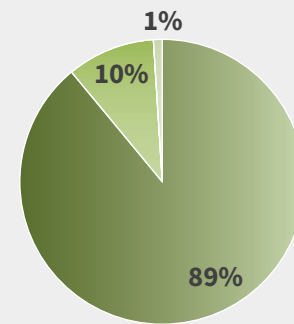
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(4% decrease from 2017-2018)



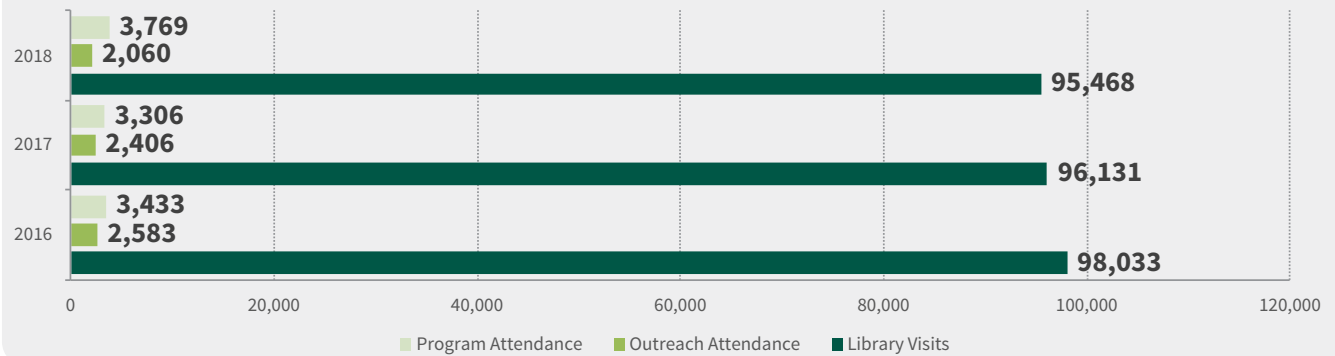
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

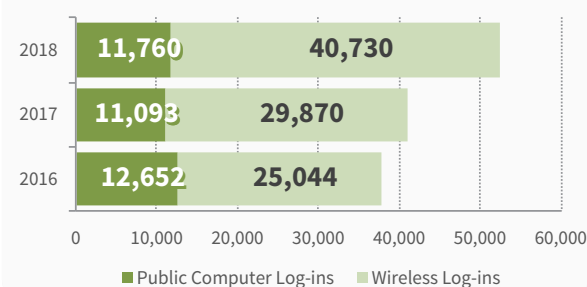
(1% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

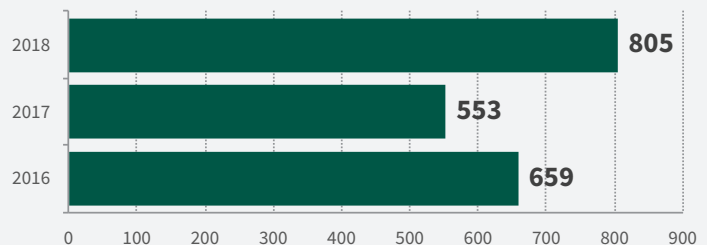
(28% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(46% increase from 2017-2018)

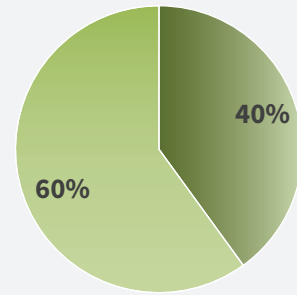


Gaines Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Anjie Gleisner
Population of Service Area:	25,146
Building Size:	10,400 square feet
Public Computers:	16
Staff:	8.4 FTEs
Open Hours:	54 hrs/wk

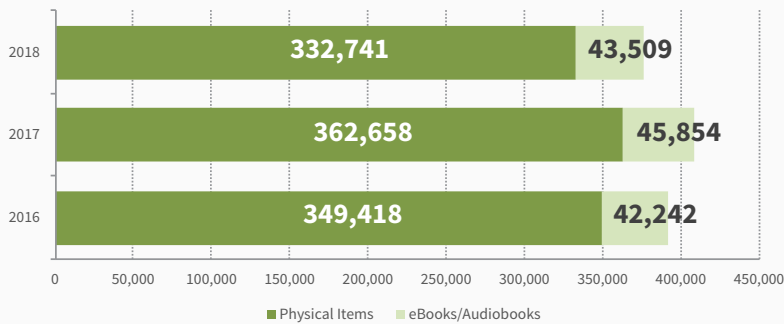
Population with Library Card



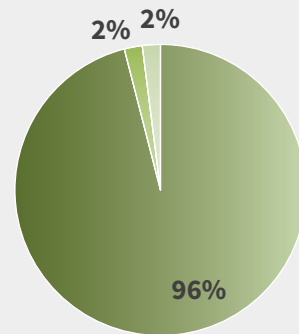
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(8% decrease from 2017-2018)



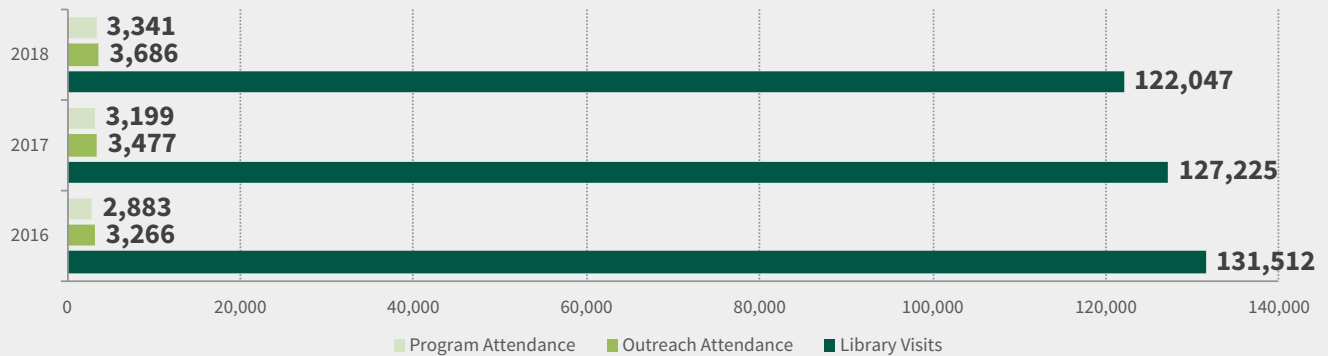
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

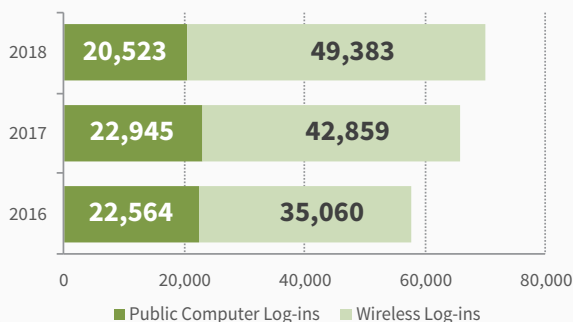
(4% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

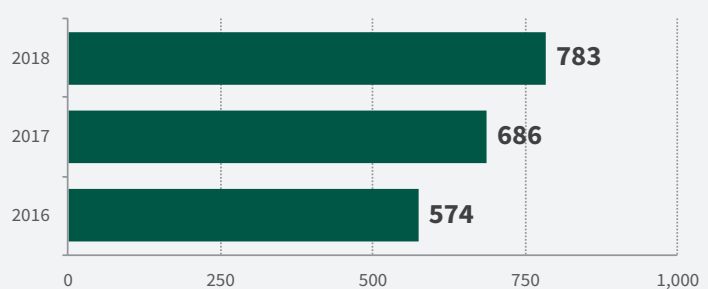
(6% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(14% increase from 2017-2018)

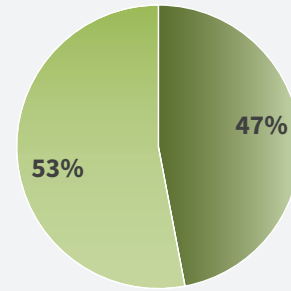


Grandville Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Josh Bernstein
Population of Service Area:	15,378
Building Size:	18,672 square feet
Public Computers:	19
Staff:	14.9 FTEs
Open Hours:	62 hrs/wk

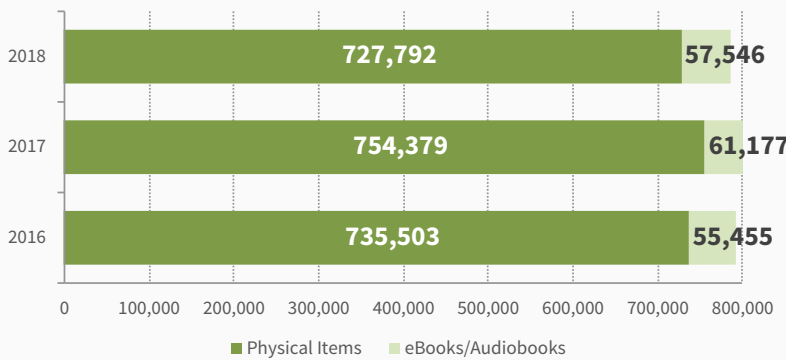
Population with Library Card



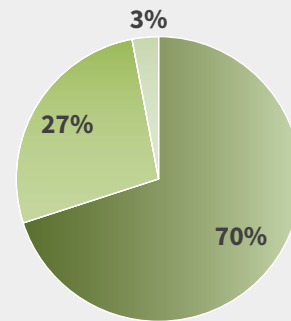
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(4% decrease from 2017-2018)



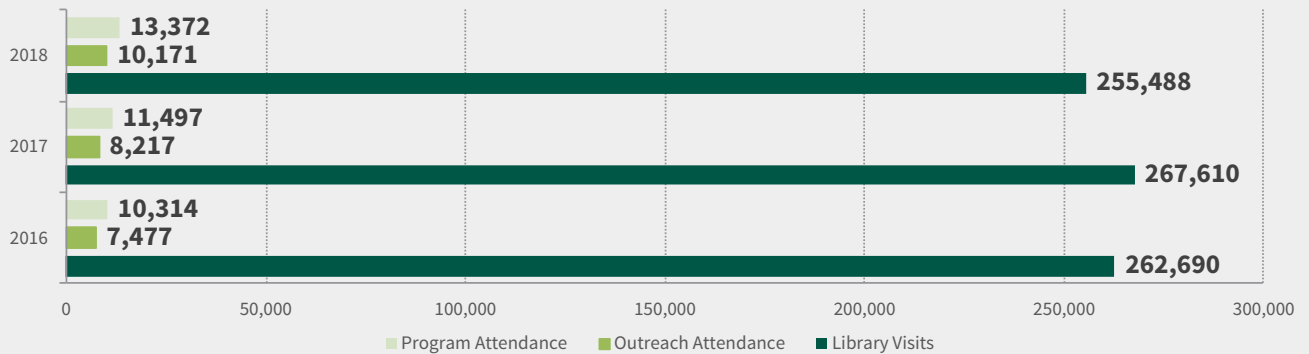
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

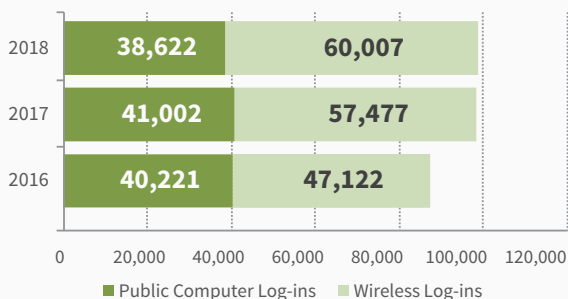
Total People Served

(3% decrease from 2017-2018)



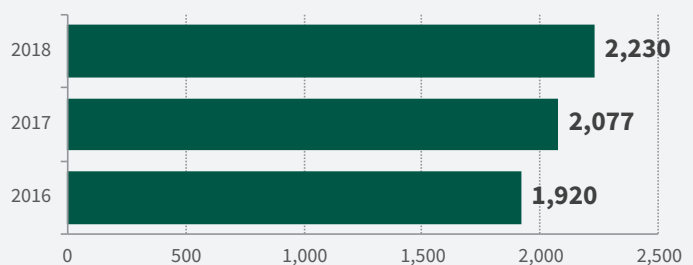
Total Branch Computer Log-Ins

(0.2% increase from 2017-2018)



Total Summer Reading Completers

(7% increase from 2017-2018)

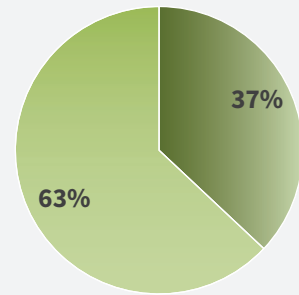


Kelloggsville Branch | 2018 Statistical Information

Branch Facts:

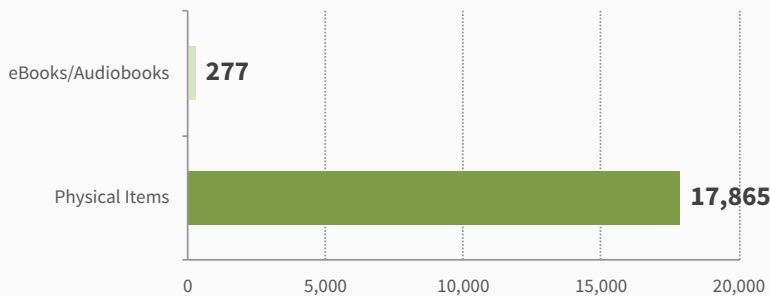
Branch Manager:	Lori Holland
Population of Service Area:	72,125 (City of Wyoming)
Building Size:	6,500 square feet
Public Computers:	8
Staff:	2.7 FTEs
Open Hours:	19 hrs/wk (school year) 28 hrs/wk (summer)

Population with Library Card

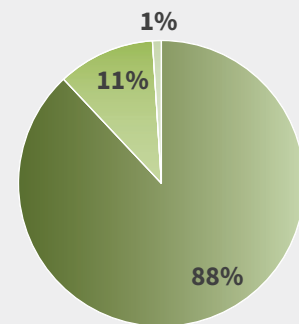


■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out 2018

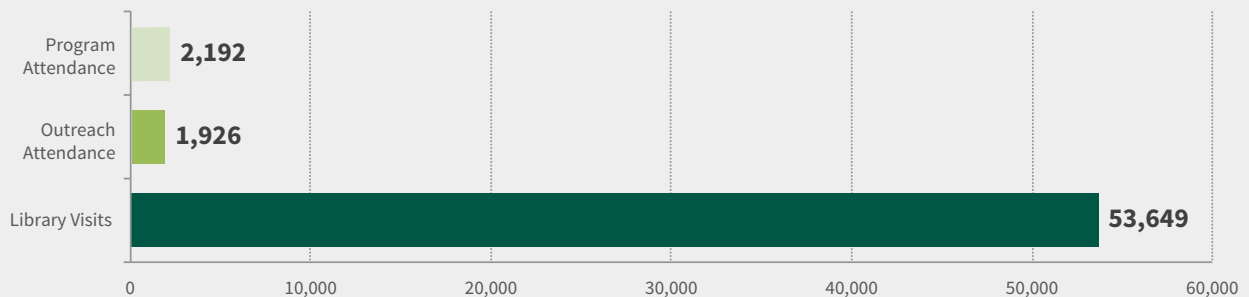


Branch Checkouts by Resident

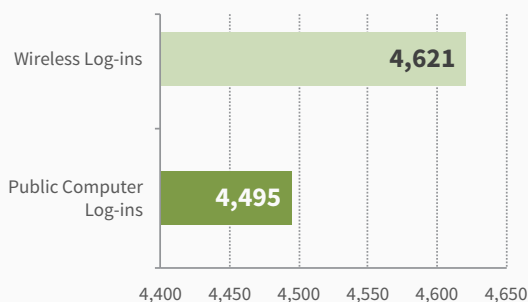


■ KDL ■ GRPL ■ LLC

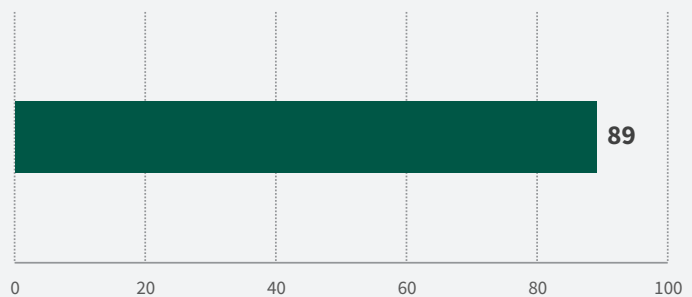
Total People Served 2018



Total Branch Computer Log-Ins 2018



Total Summer Reading Completers 2018

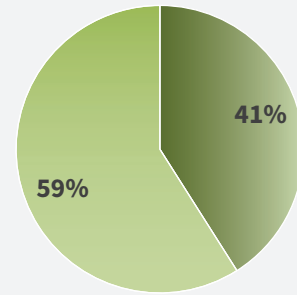


Kentwood (Richard L. Root) Branch | 2018 Statistical Info.

Branch Facts:

Branch Manager:	Cheryl Cammenga
Population of Service Area:	48,707
Building Size:	45,489 square feet
Public Computers:	35
Staff:	15.475 FTEs
Open Hours:	62 hrs/wk

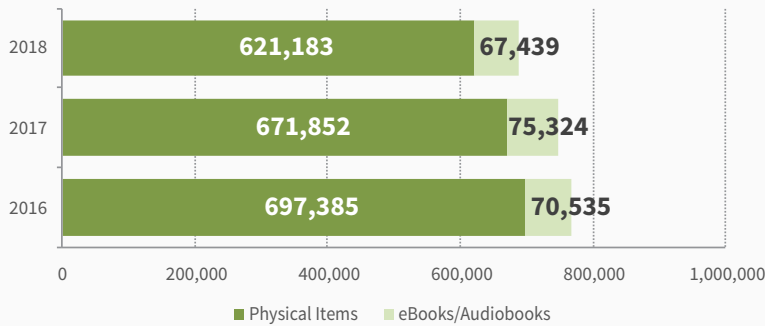
Population with Library Card



■ KDL Cardholders ■ Non-Cardholders

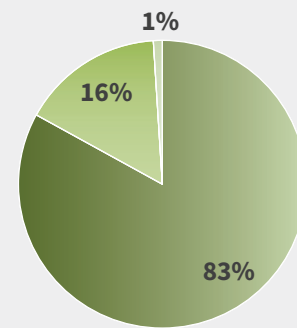
Total Items Checked Out

(8% decrease from 2017-2018)



■ Physical Items ■ eBooks/Audiobooks

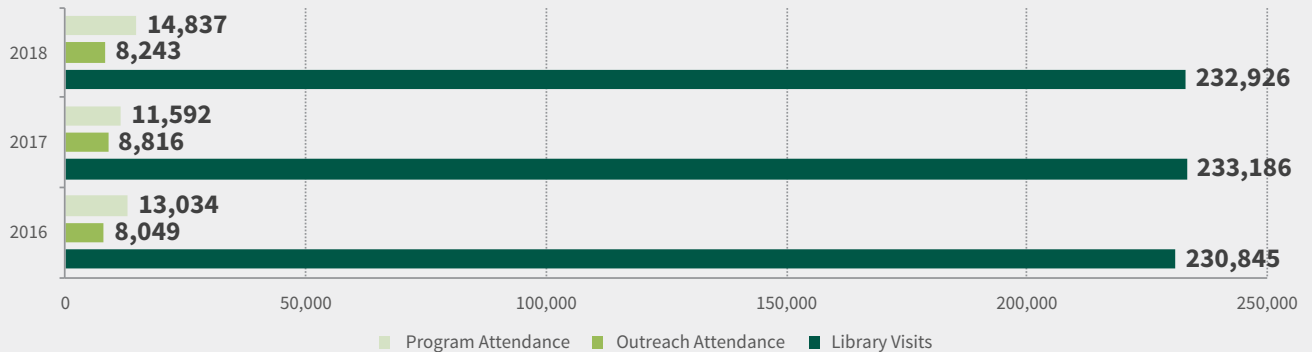
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

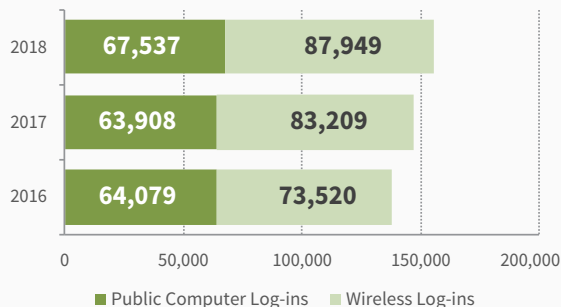
(1% increase from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

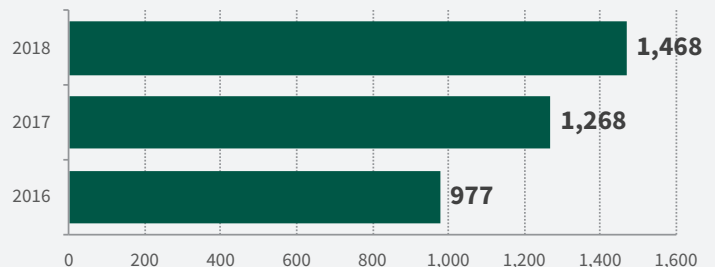
(6% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(16% increase from 2017-2018)

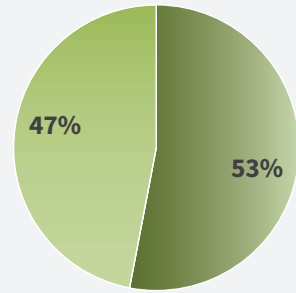


Krause Memorial Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Jennifer German
Population of Service Area:	5,719 (City of Rockford)
Building Size:	9,500 square feet
Public Computers:	8
Staff:	9.3 FTEs
Open Hours:	54.5 hrs/wk

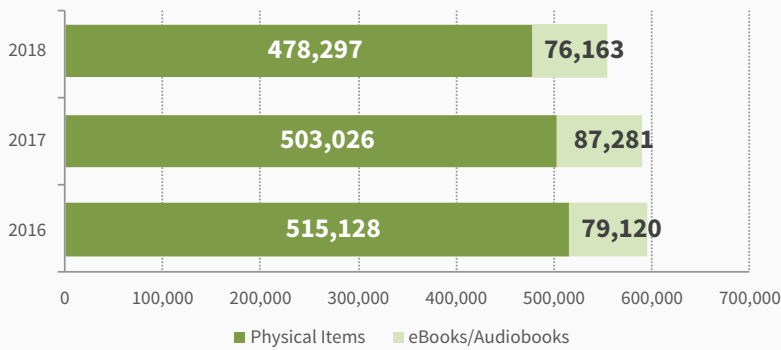
Population with Library Card



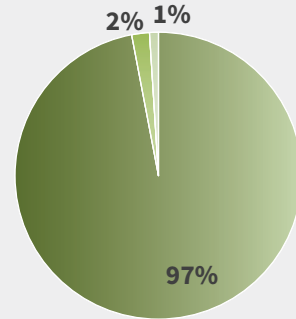
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(6% decrease from 2017-2018)



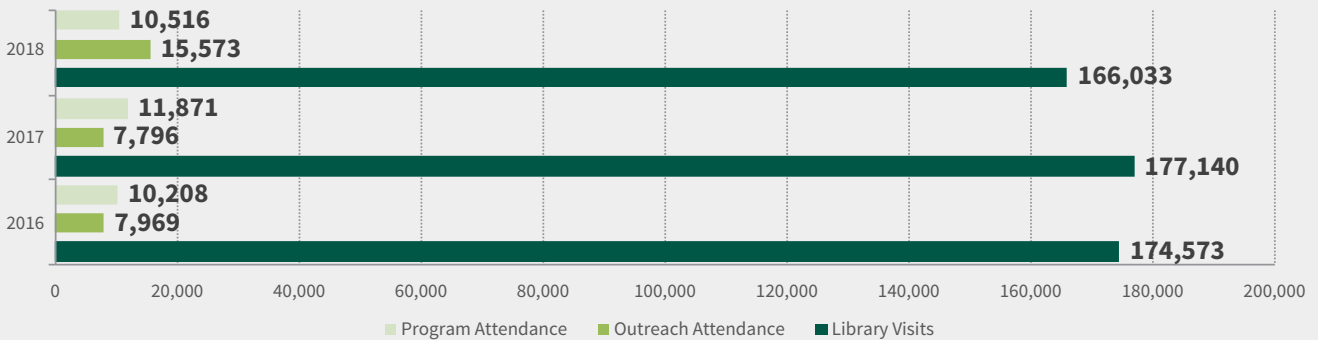
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

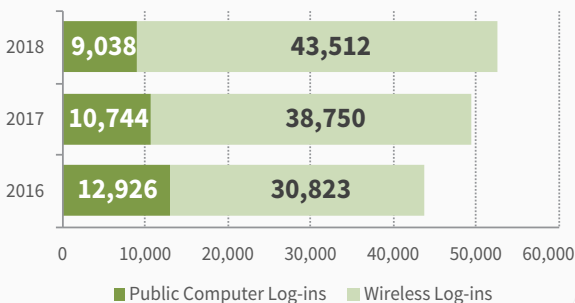
(2% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

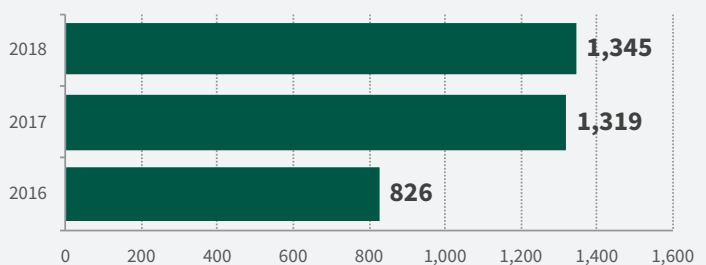
(6% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(2% increase from 2017-2018)

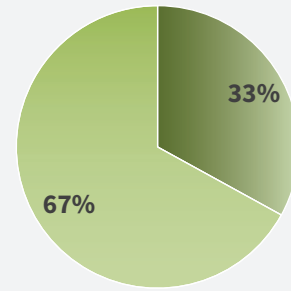


Nelson Twp. / Sand Lake Branch | 2018 Statistical Info.

Branch Facts:

Branch Manager:	Paula Wright
Population of Service Area:	4,764
Building Size:	8,736 square feet
Public Computers:	10
Staff:	4.075 FTEs
Open Hours:	42 hrs/wk

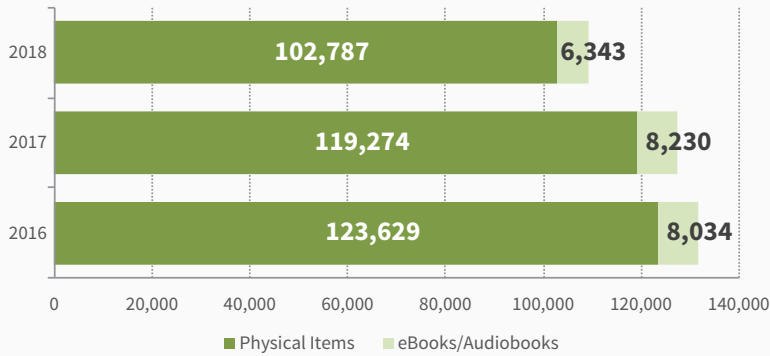
Population with Library Card



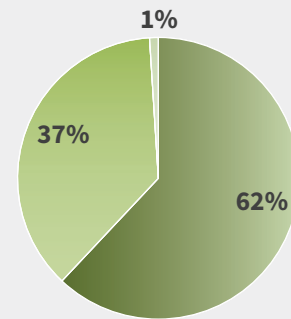
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(14% decrease from 2017-2018)



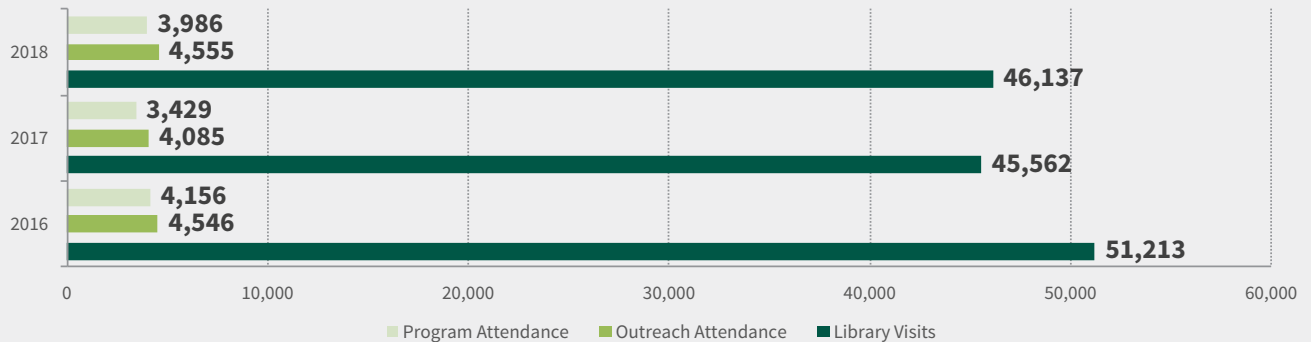
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

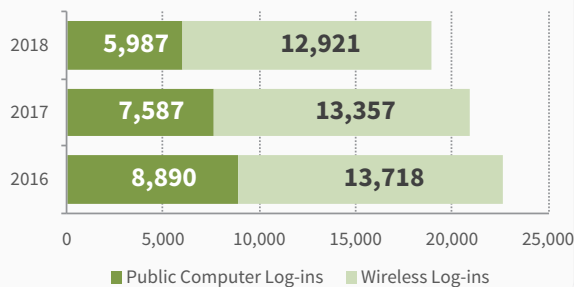
Total People Served

(3% increase from 2017-2018)



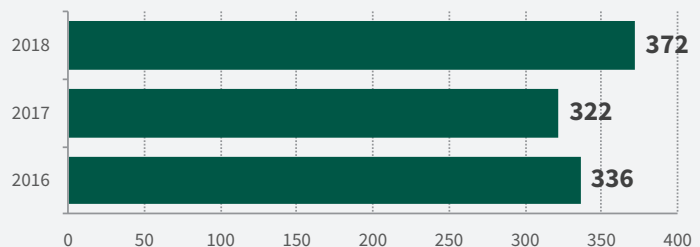
Total Branch Computer Log-Ins

(10% decrease from 2017-2018)



Total Summer Reading Completers

(16% increase from 2017-2018)

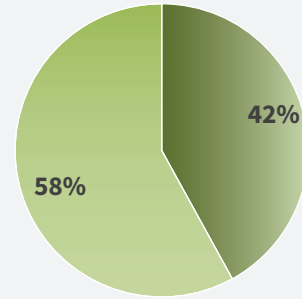


Plainfield Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Kaitlin Tang
Population of Service Area:	30,952
Building Size:	26,420 square feet
Public Computers:	18
Staff:	15.325 FTEs
Open Hours:	62 hrs/wk

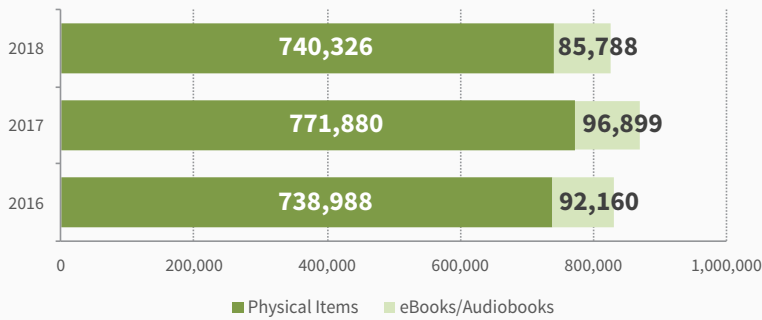
Population with Library Card



■ KDL Cardholders ■ Non-Cardholders

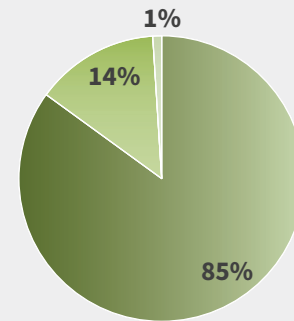
Total Items Checked Out

(5% decrease from 2017-2018)



■ Physical Items ■ eBooks/Audiobooks

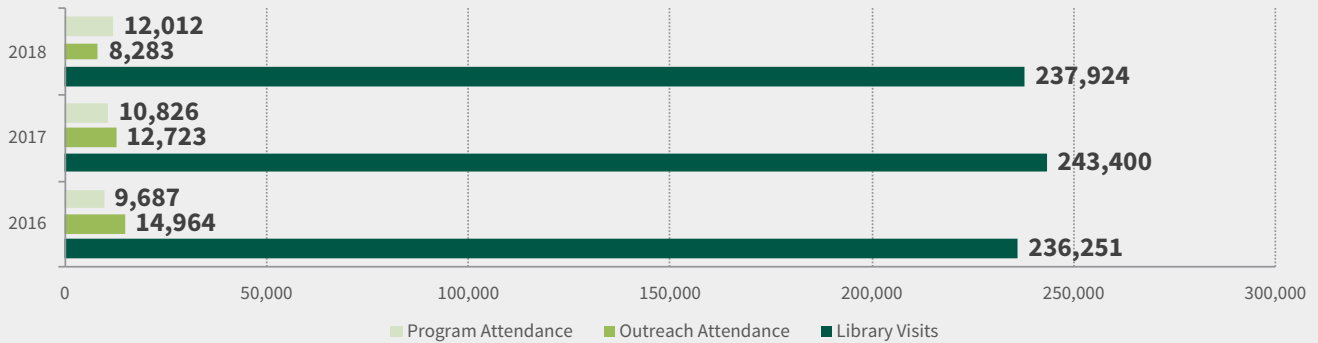
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

Total People Served

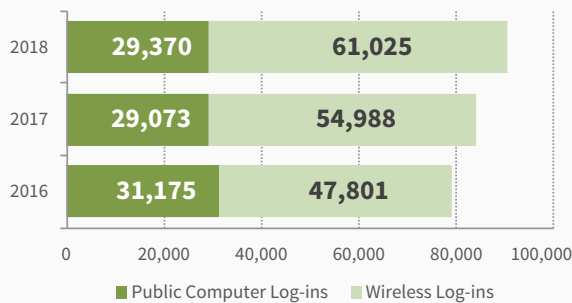
(3% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

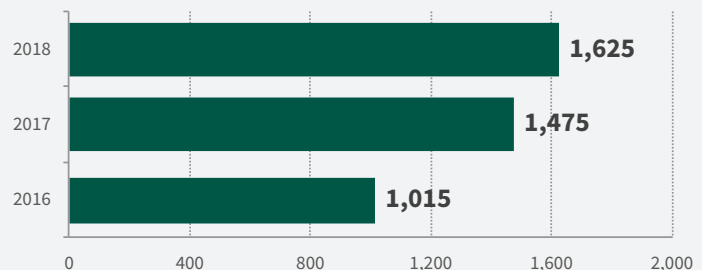
(8% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(10% increase from 2017-2018)

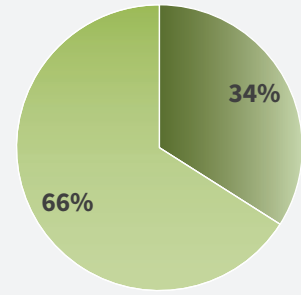


Spencer Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Kaitlin Tang
Population of Service Area:	3,960
Building Size:	2,000 square feet
Public Computers:	7
Staff:	3.125 FTEs
Open Hours:	40 hrs/wk

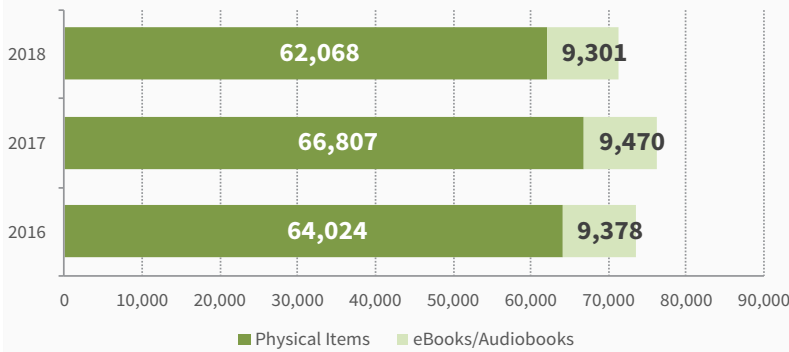
Population with Library Card



■ KDL Cardholders ■ Non-Cardholders

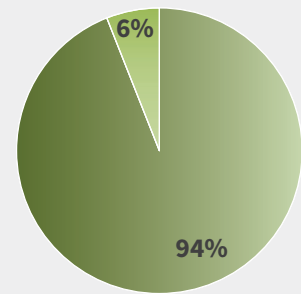
Total Items Checked Out

(6% decrease from 2017-2018)



■ Physical Items ■ eBooks/Audiobooks

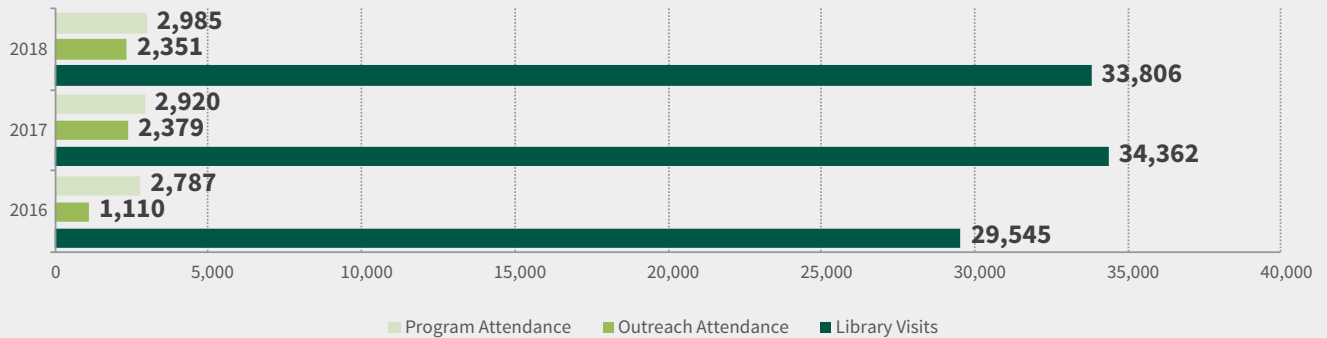
Branch Checkouts by Resident



■ KDL ■ LLC

Total People Served

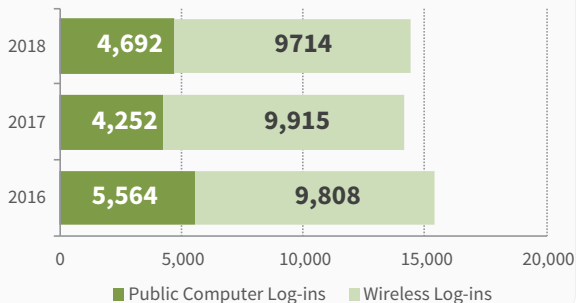
(1% decrease from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

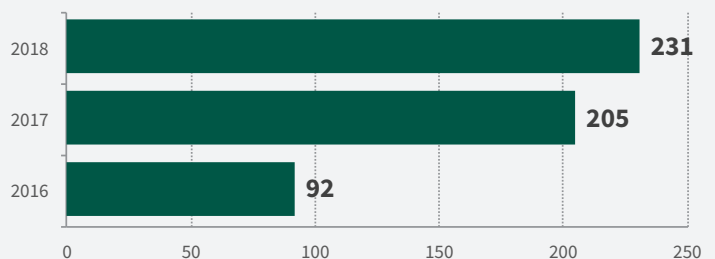
(2% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(13% increase from 2017-2018)

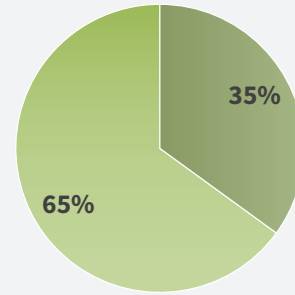


Tyrone Twp. Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Liz Knapp
Population of Service Area:	4,731
Building Size:	4,239 square feet
Public Computers:	10
Staff:	3.325 FTEs
Open Hours:	35.5 hrs/wk

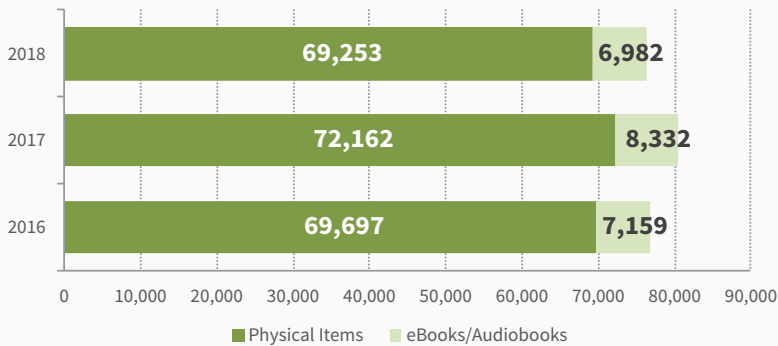
Population with Library Card



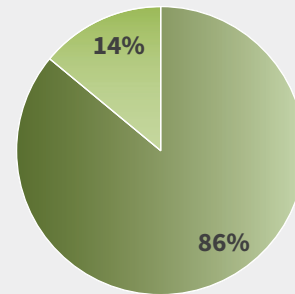
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(5% decrease from 2017-2018)



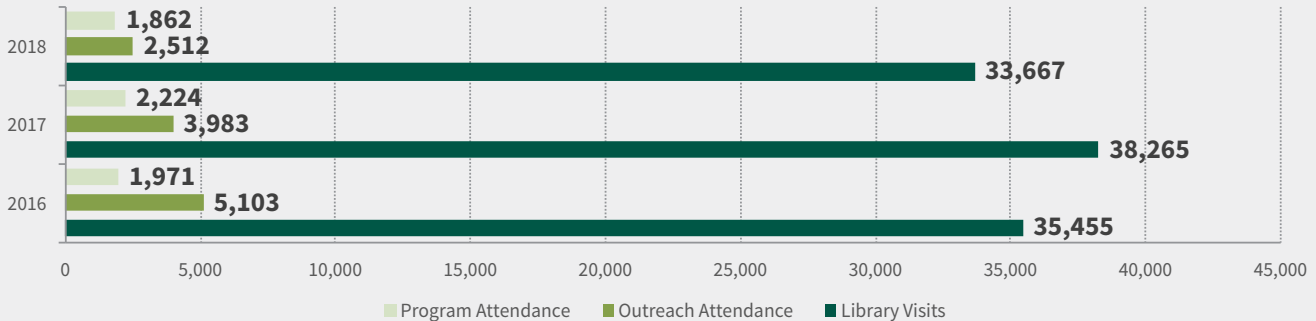
Branch Checkouts by Resident



■ KDL ■ LLC

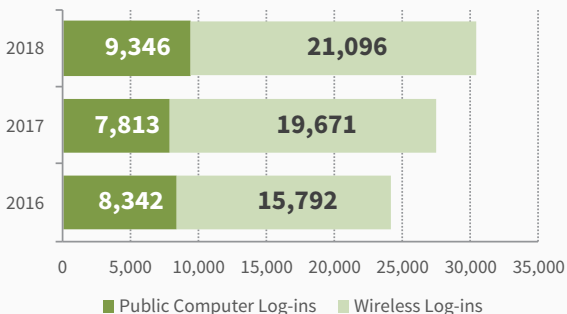
Total People Served

(14% decrease from 2017-2018)



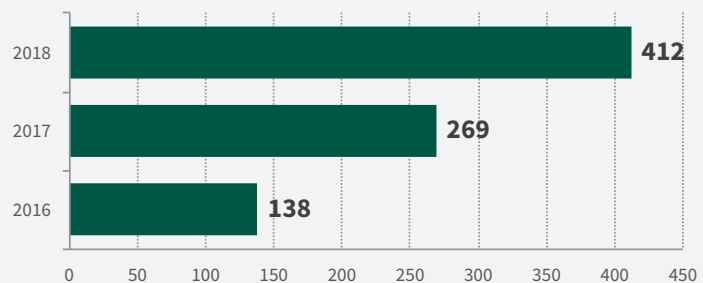
Total Branch Computer Log-Ins

(11% increase from 2017-2018)



Total Summer Reading Completers

(53% increase from 2017-2018)

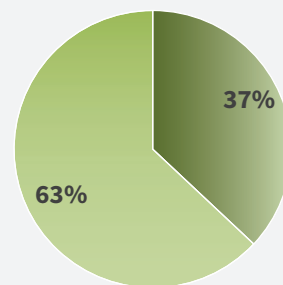


Walker Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Craig Buno
Population of Service Area:	23,537
Building Size:	8,000 square feet
Public Computers:	9
Staff:	8.325 FTEs
Open Hours:	57 hrs/wk

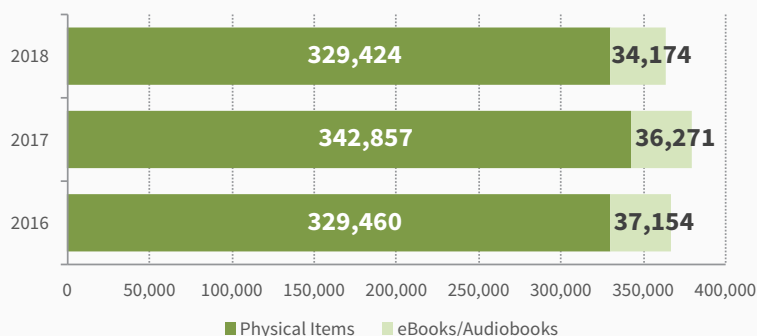
Population with Library Card



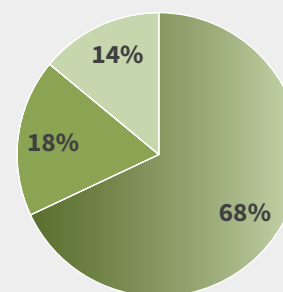
■ KDL Cardholders ■ Non-Cardholders

Total Items Checked Out

(4% decrease from 2017-2018)



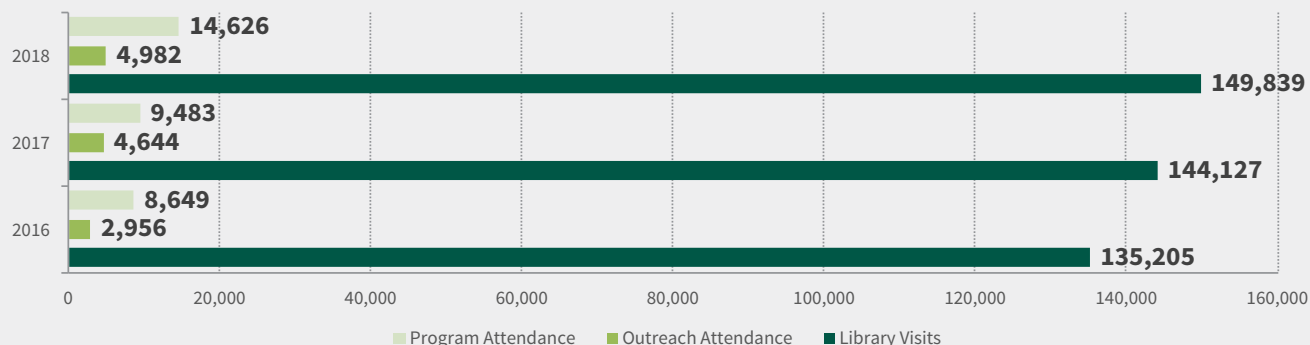
Branch Checkouts by Resident



■ KDL ■ GRPL ■ LLC

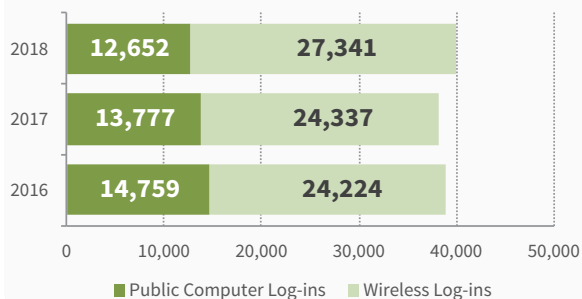
Total People Served

(7% increase from 2017-2018)



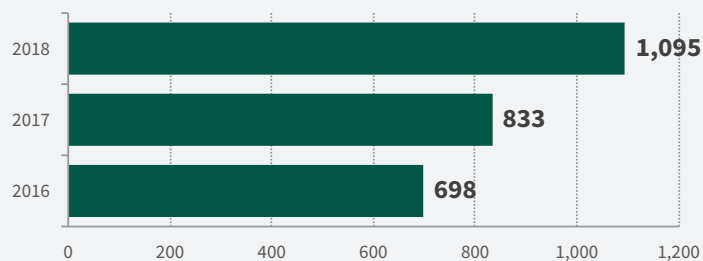
Total Branch Computer Log-Ins

(12% increase from 2017-2018)



Total Summer Reading Completers

(31% increase from 2017-2018)

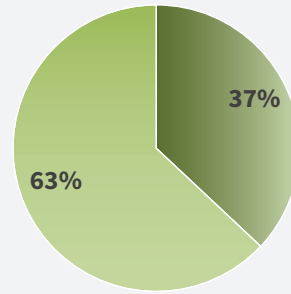


Wyoming Branch | 2018 Statistical Information

Branch Facts:

Branch Manager:	Lori Holland
Population of Service Area:	72,125
Building Size:	48,950 square feet
Public Computers:	39
Staff:	19.4 FTEs
Open Hours:	62 hrs/wk

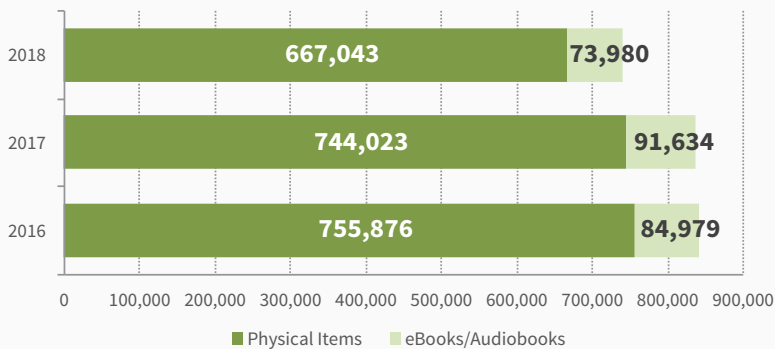
Population with Library Card



■ KDL Cardholders ■ Non-Cardholders

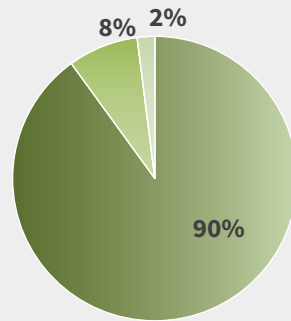
Total Items Checked Out

(11% decrease from 2017-2018)



■ Physical Items ■ eBooks/Audiobooks

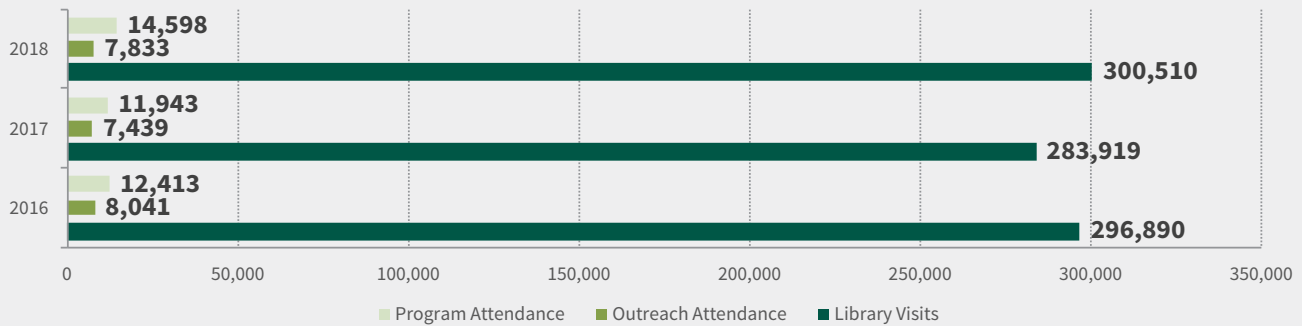
Branch Checkouts by Resident



■ KDL ■ LLC ■ GRPL

Total People Served

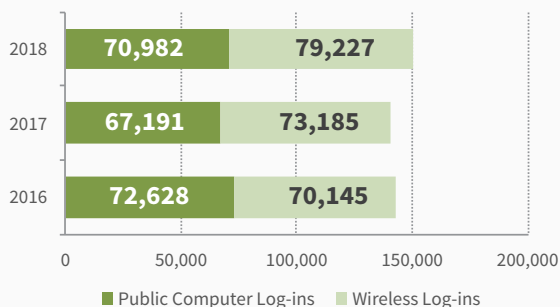
(6% increase from 2017-2018)



■ Program Attendance ■ Outreach Attendance ■ Library Visits

Total Branch Computer Log-Ins

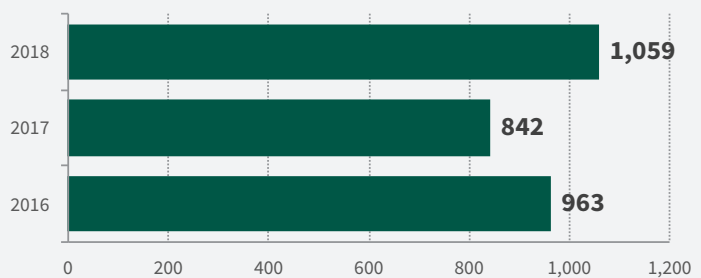
(7% increase from 2017-2018)



■ Public Computer Log-ins ■ Wireless Log-ins

Total Summer Reading Completers

(26% increase from 2017-2018)



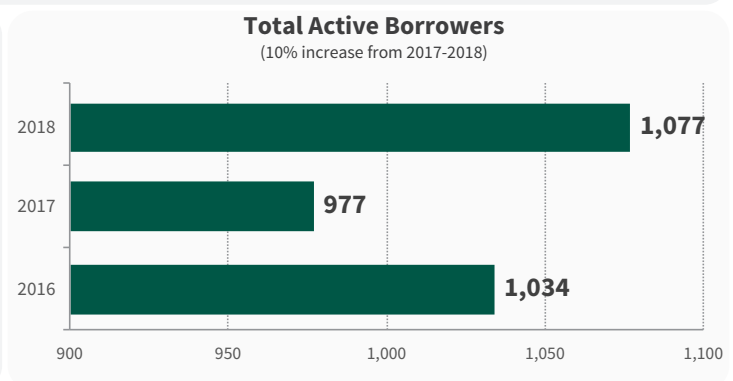
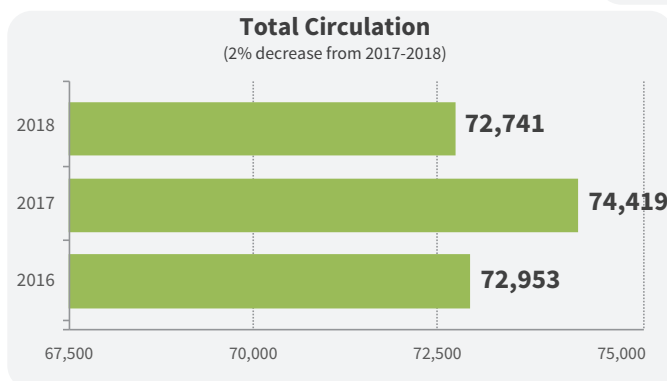
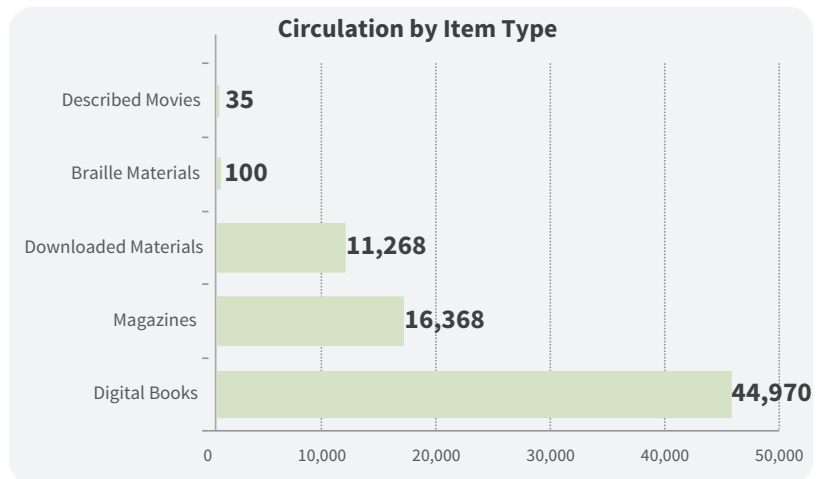
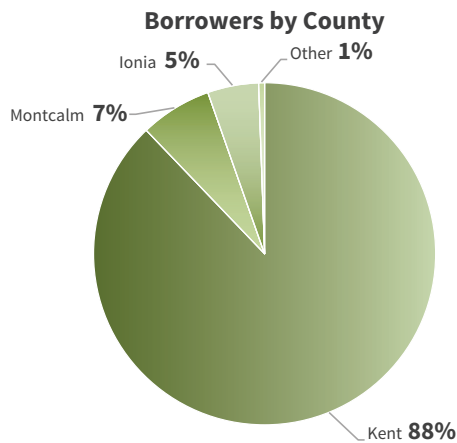
Library for the Blind & Physically Handicapped

2018 Statistical Information

Overview

The Library for the Blind & Physically Handicapped (LBPH) is a national program that provides accessible reading material to anyone who cannot read standard print because of a visual or physical impairment. Kent District Library's LBPH service is offered through our Wyoming Branch and serves Kent, Ionia and Montcalm counties under the direction of the Bureau of Services for Blind Persons Braille & Talking Book Library. In addition to providing Braille and audio materials (including audiobooks, described movies and audio magazines) to LBPH patrons, KDL has a suite of adaptive technology located at the Wyoming Branch that is open to the public and includes a CCTV, a Braille embosser, a text-to-speech scanner and an accessible computer equipped with a large print keyboard, screen reading and Braille translation software packages.

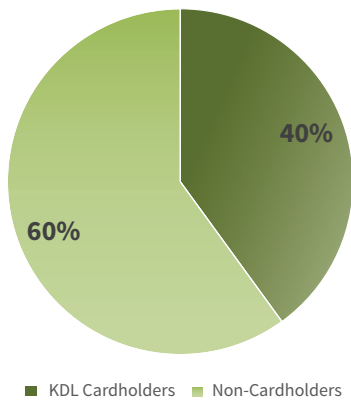
Branch Manager:	Lori Holland
LBPH Specialist:	Shelley Roossien
Address:	3350 Michael Ave. SW, Wyoming, MI 49509
Phone:	616-647-3988
Email:	lbphstaff@kdl.org



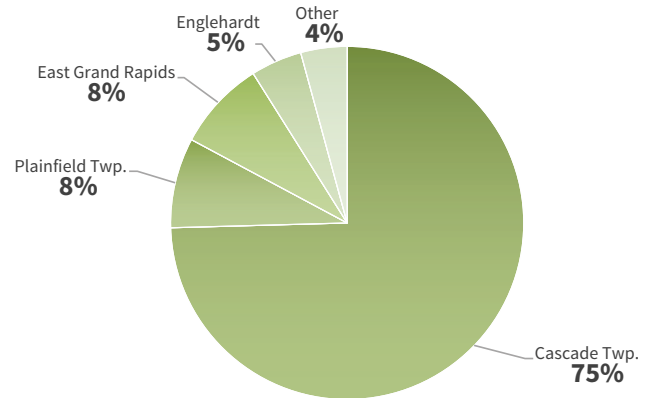
Ada Township | 2018 Annual Report

A Municipality in the Kent District Library Service Area

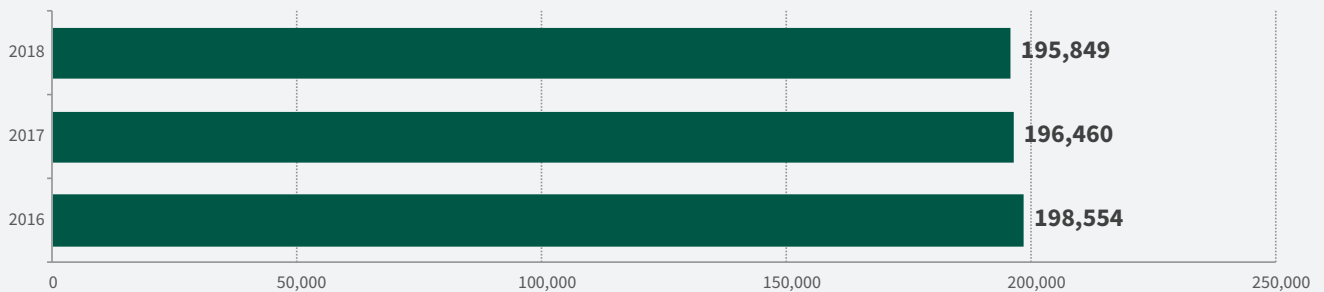
Population with Library Card



Preferred KDL Location: Cascade Twp. Branch
(Based on materials checked out)

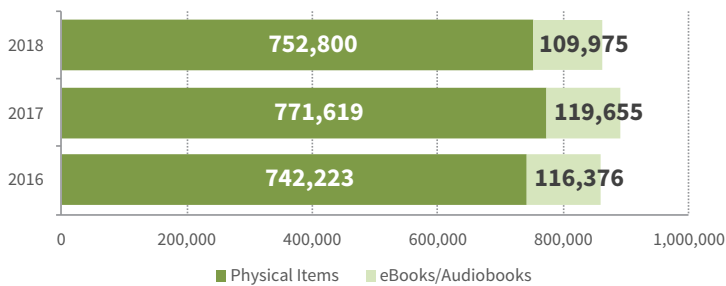


Total Items Checked Out by Ada Twp. Residents
(0.3% decrease from 2017-2018)

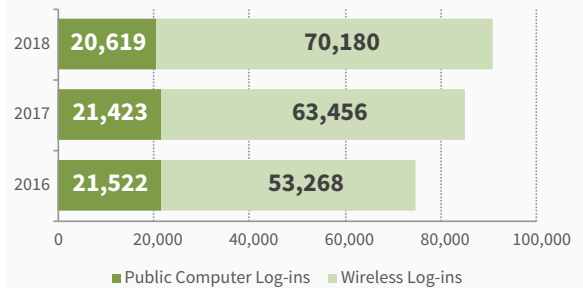


Cascade Township Branch Statistics

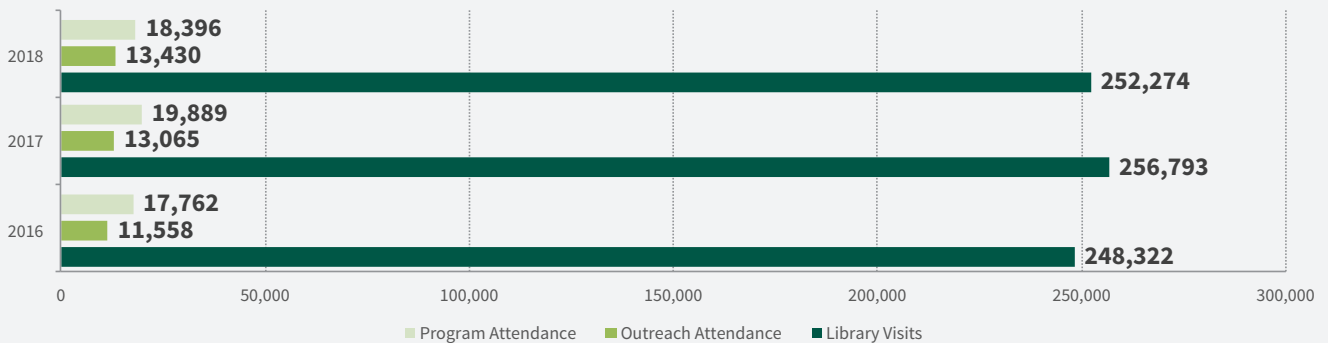
Total Items Checked Out
(3% decrease from 2017-2018)



Total Branch Computer Log-Ins
(7% increase from 2017-2018)



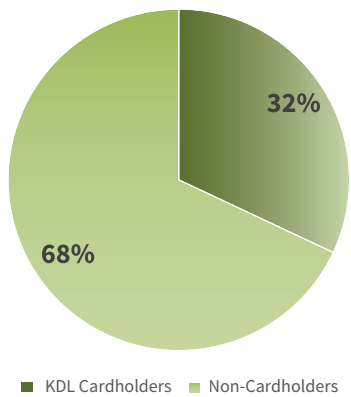
Total People Served
(2% decrease from 2017-2018)



Algoma Township | 2018 Annual Report

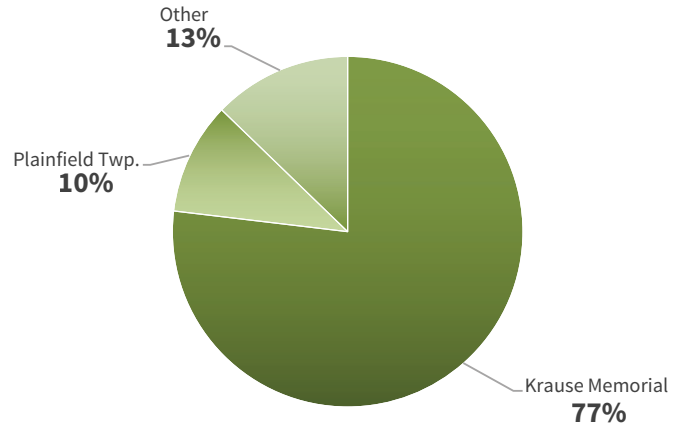
A Municipality in the Kent District Library Service Area

Population with Library Card



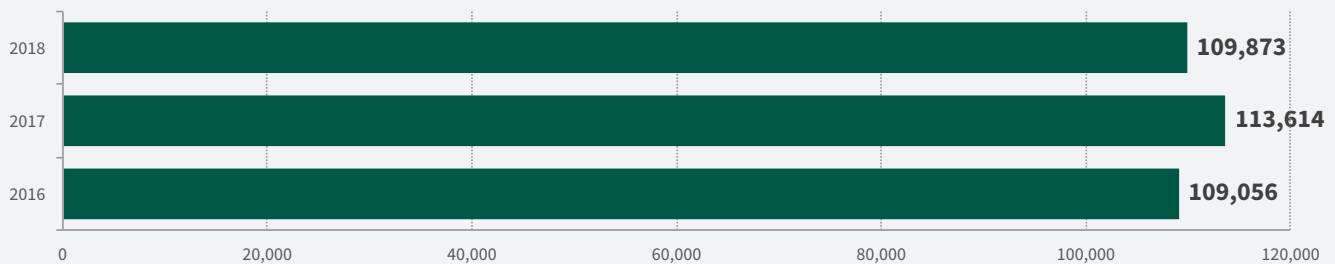
Preferred KDL Location: Krause Memorial Branch

(Based on materials checked out)



Total Items Checked Out by Algoma Twp. Residents

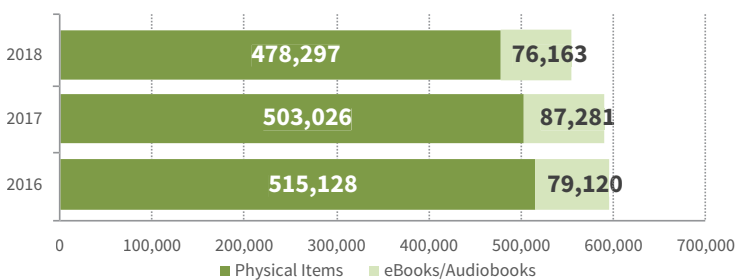
(3% decrease from 2017-2018)



Krause Memorial Branch Statistics

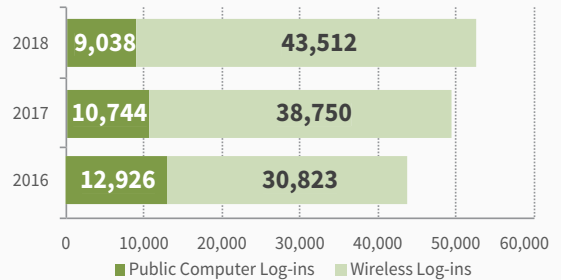
Total Items Checked Out

(6% decrease from 2017-2018)



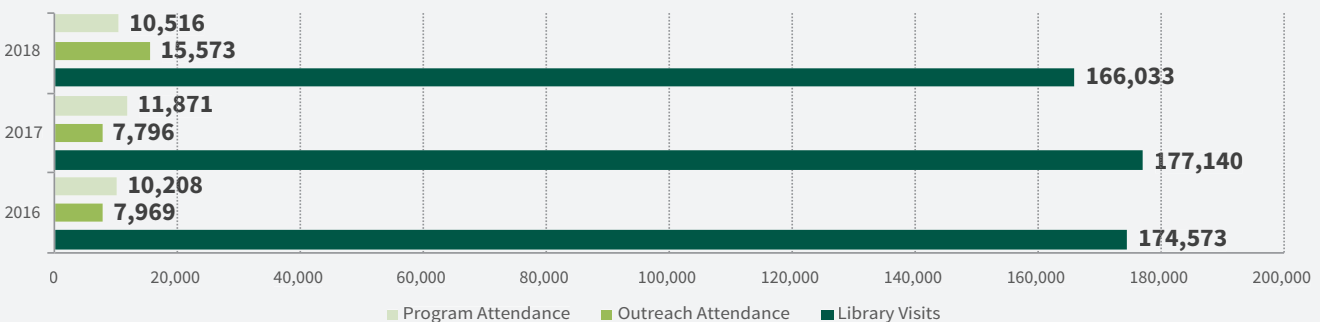
Total Branch Computer Log-Ins

(6% increase from 2017-2018)



Total People Served

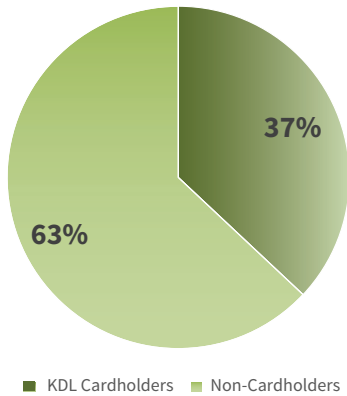
(2% decrease from 2017-2018)



Cannon Township | 2018 Annual Report

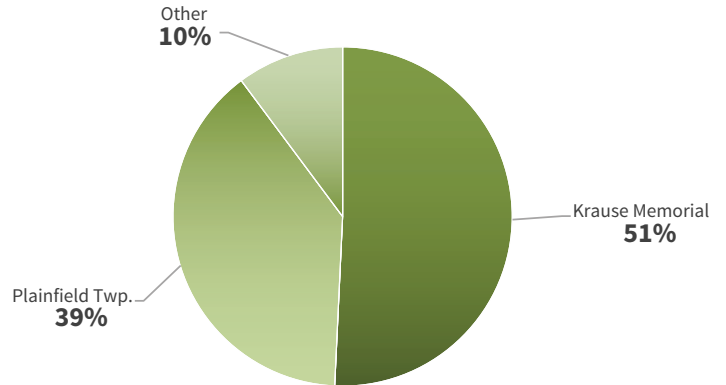
A Municipality in the Kent District Library Service Area

Population with Library Card



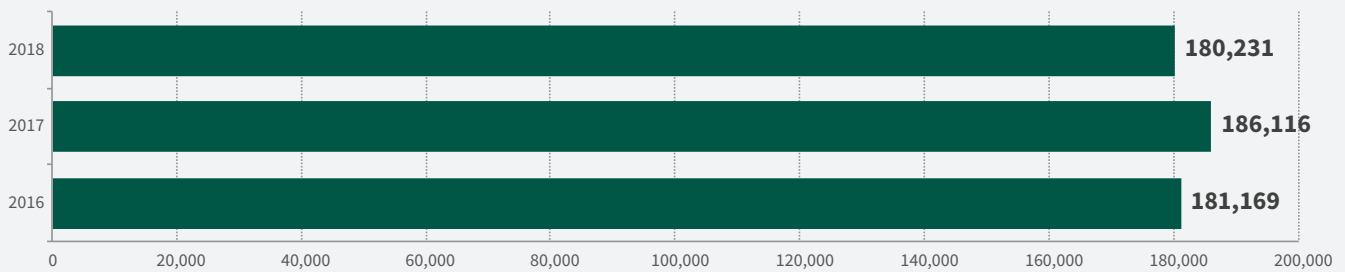
Preferred KDL Location: Krause Memorial Branch

(Based on materials checked out)



Total Items Checked Out by Cannon Twp. Residents

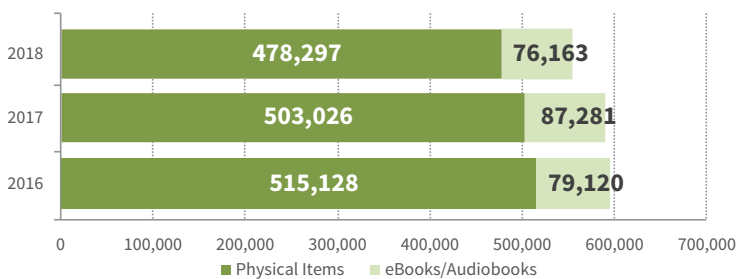
(3% decrease from 2017-2018)



Cascade Township Branch Statistics

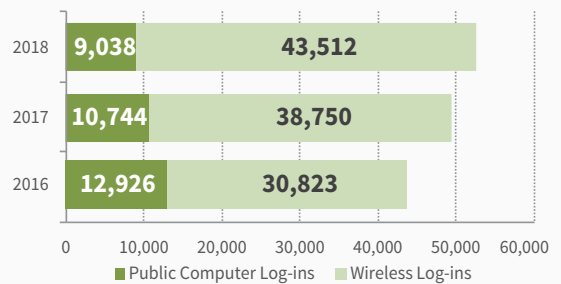
Total Items Checked Out

(6% decrease from 2017-2018)



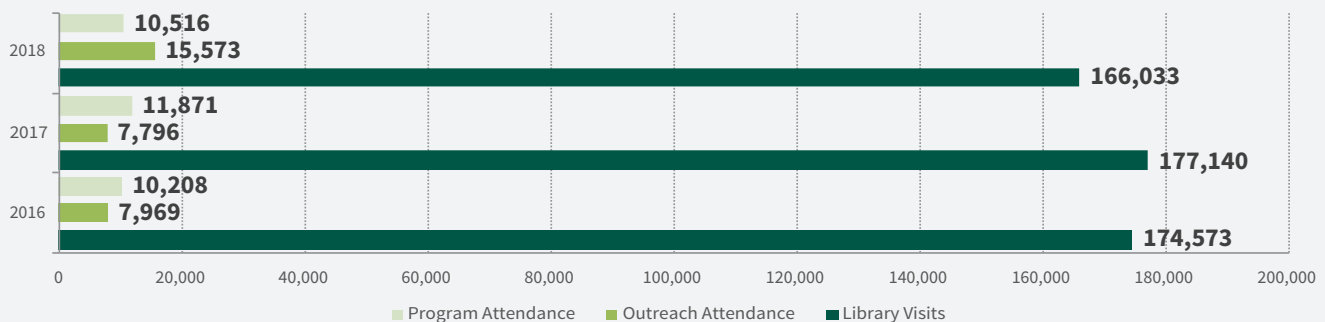
Total Branch Computer Log-Ins

(6% increase from 2017-2018)



Total People Served

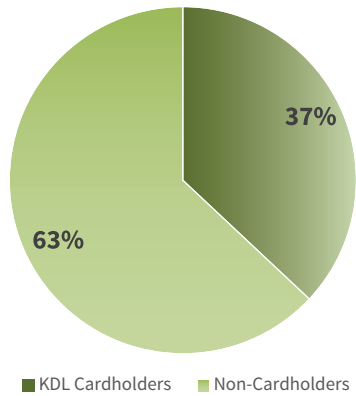
(2% decrease from 2017-2018)



Courtland Township | 2018 Annual Report

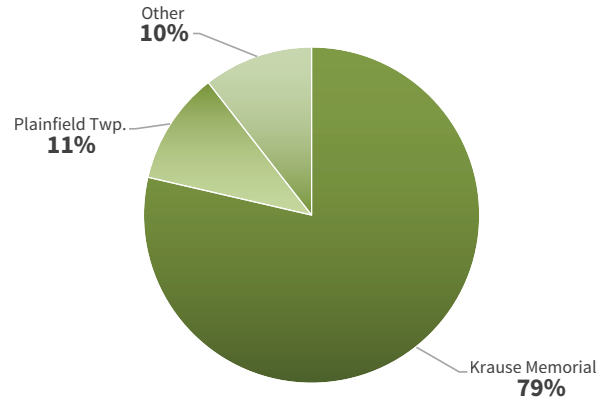
A Municipality in the Kent District Library Service Area

Population with Library Card



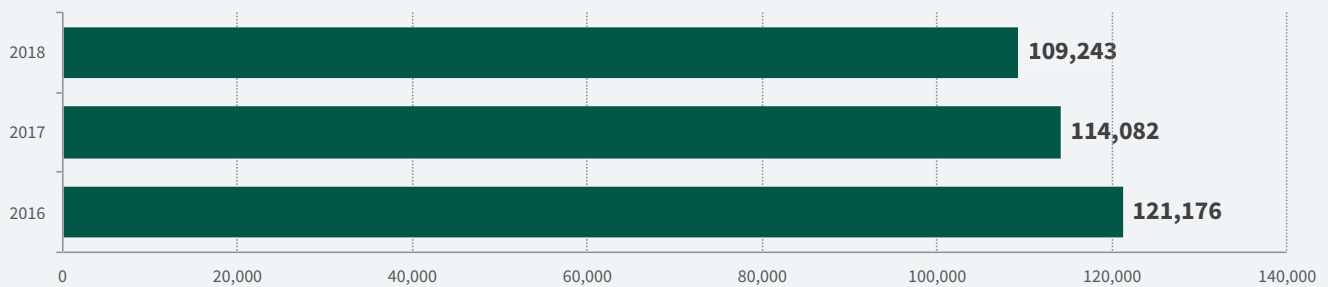
Preferred KDL Location: Krause Memorial Branch

(Based on materials checked out)



Total Items Checked out by Courtland Twp. Residents

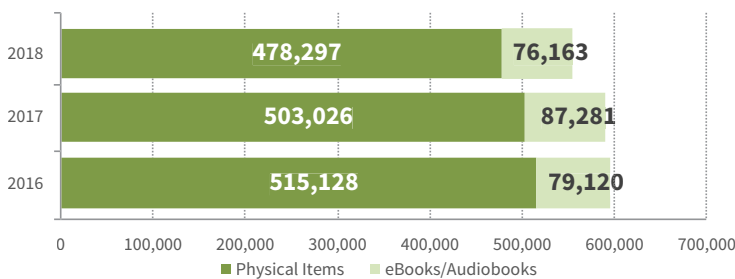
(4% decrease from 2017-2018)



Krause Memorial Branch Statistics

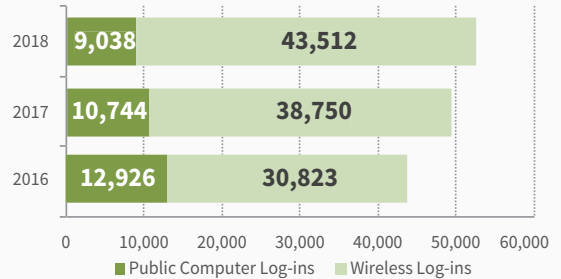
Total Items Checked Out

(6% decrease from 2017-2018)



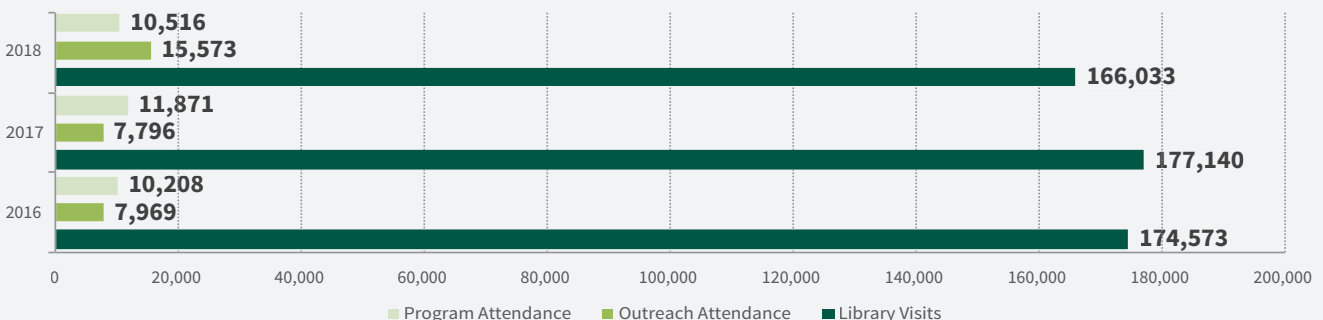
Total Branch Computer Log-Ins

(6% increase from 2017-2018)



Total People Served

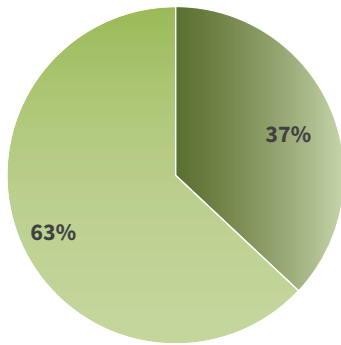
(2% decrease from 2017-2018)



Grand Rapids Township | 2018 Annual Report

A Municipality in the Kent District Library Service Area

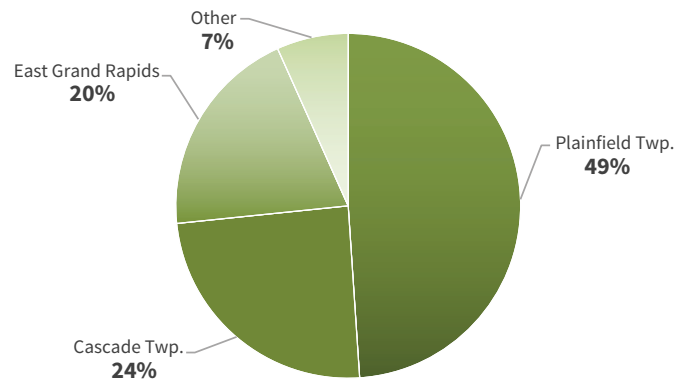
Population with Library Card



■ KDL Cardholders ■ Non-Cardholders

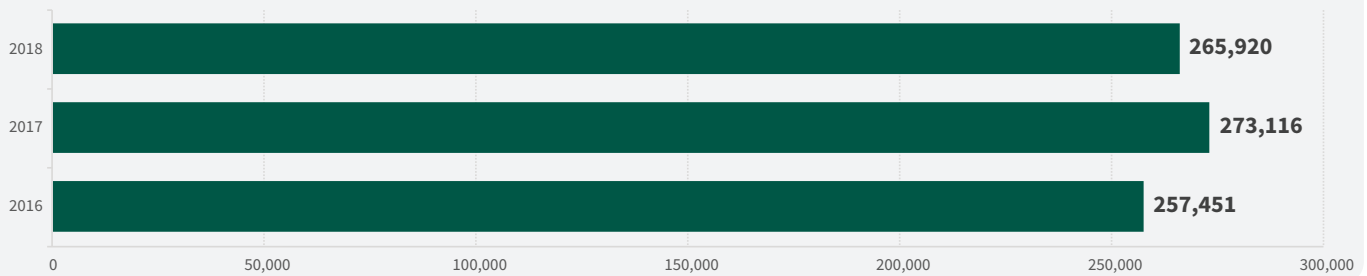
Preferred KDL Location: Plainfield Twp. Branch

(Based on materials checked out)



Total Items Checked Out by Grand Rapids Twp. Residents

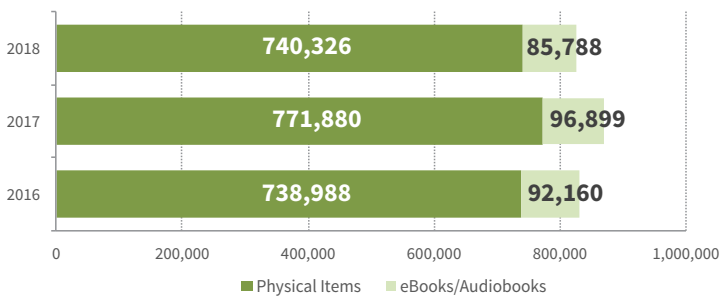
(3% decrease from 2017-2018)



Plainfield Township Branch Statistics

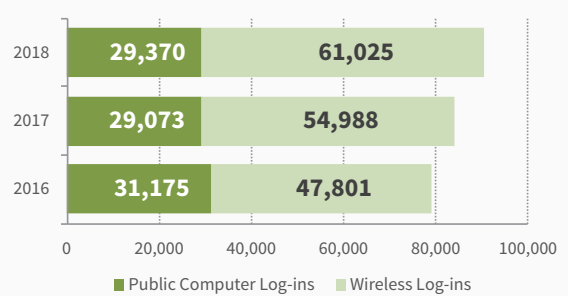
Total Items Checked Out

(5% decrease from 2017-2018)



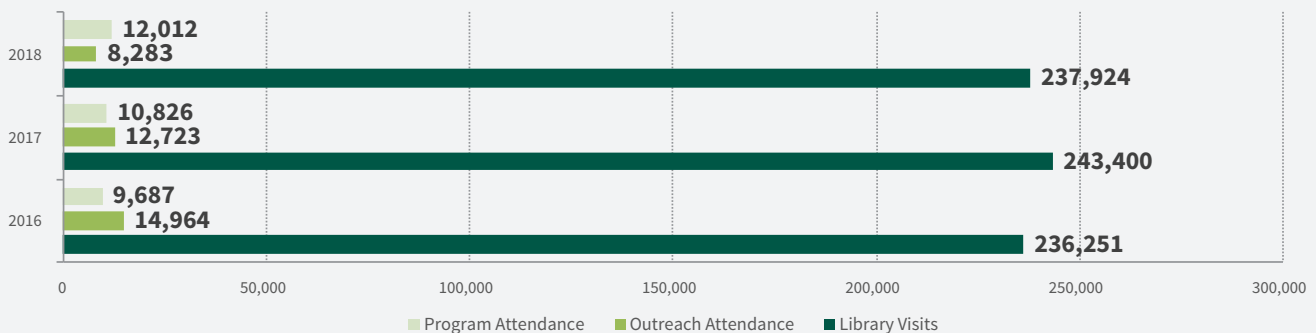
Total Branch Computer Log-Ins

(8% increase from 2017-2018)



Total People Served

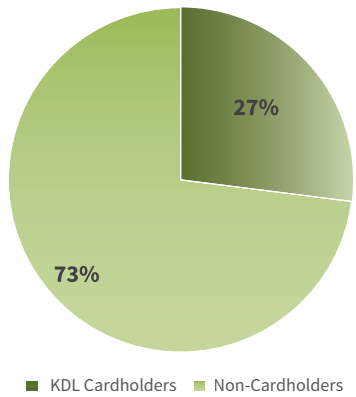
(3% decrease from 2017-2018)



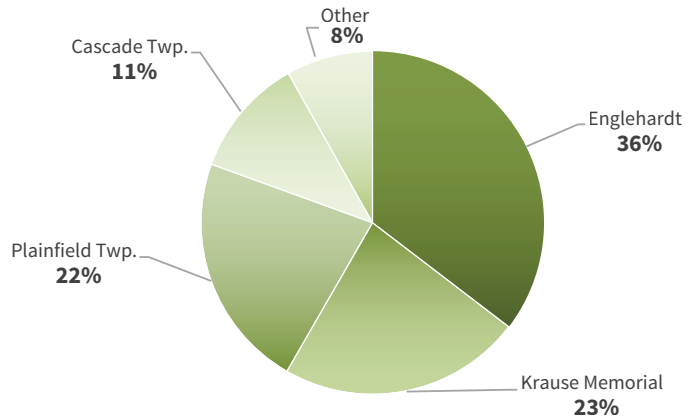
Grattan Township | 2018 Annual Report

A Municipality in the Kent District Library Service Area

Population with Library Card

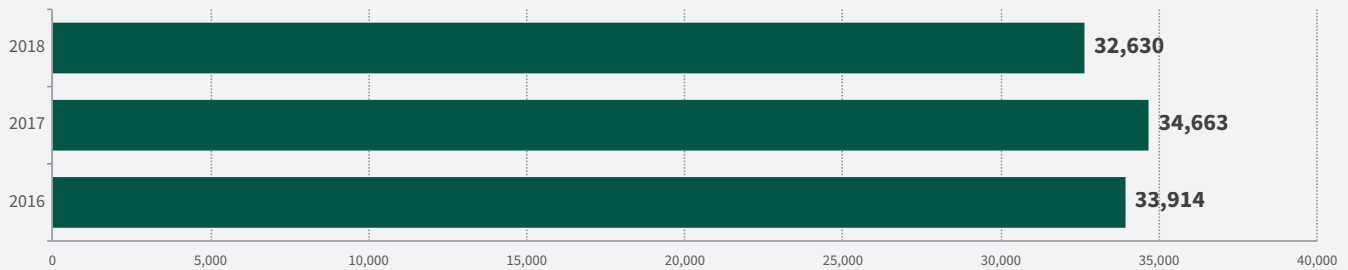


Preferred KDL Location: Englehardt Branch
(Based on materials checked out)



Total Items Checked Out by Grattan Twp. Residents

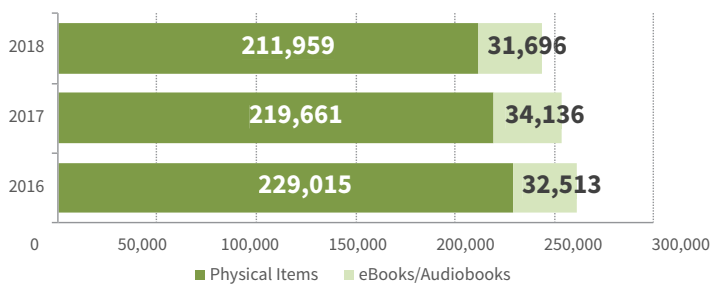
(6% decrease from 2017-2018)



Englehardt Branch Statistics

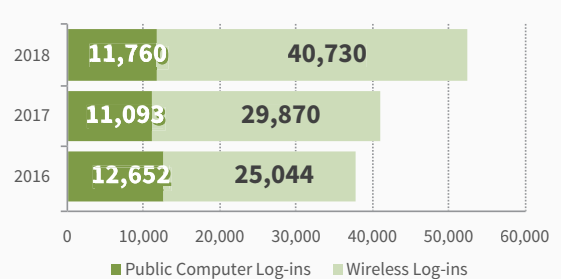
Total Items Checked Out

(4% decrease from 2017-2018)



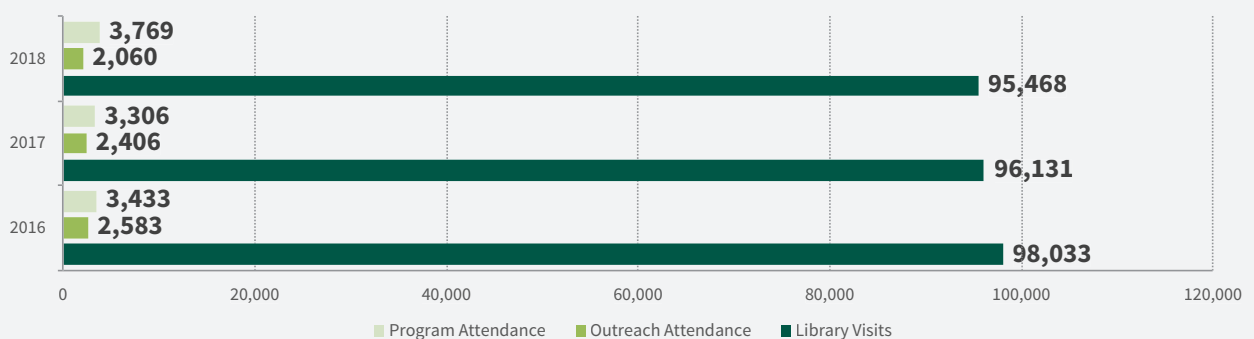
Total Branch Computer Log-Ins

(28% increase from 2017-2018)



Total People Served

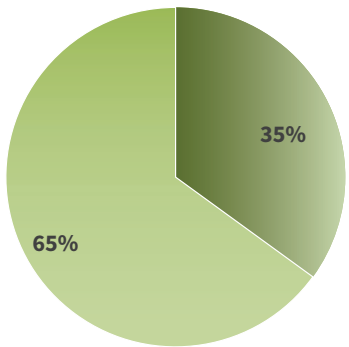
(1% decrease from 2017-2018)



Lowell Township | 2018 Annual Report

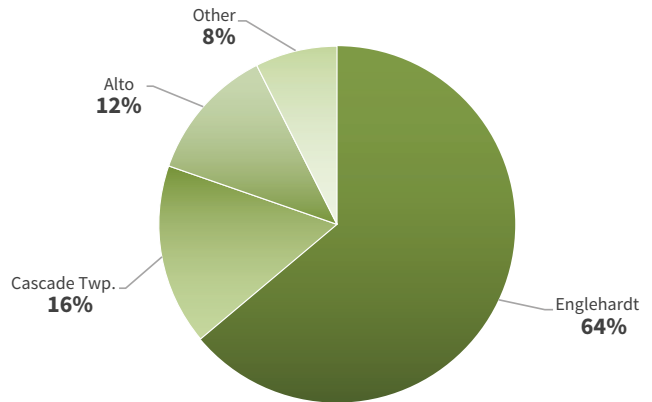
A Municipality in the Kent District Library Service Area

Population with Library Card



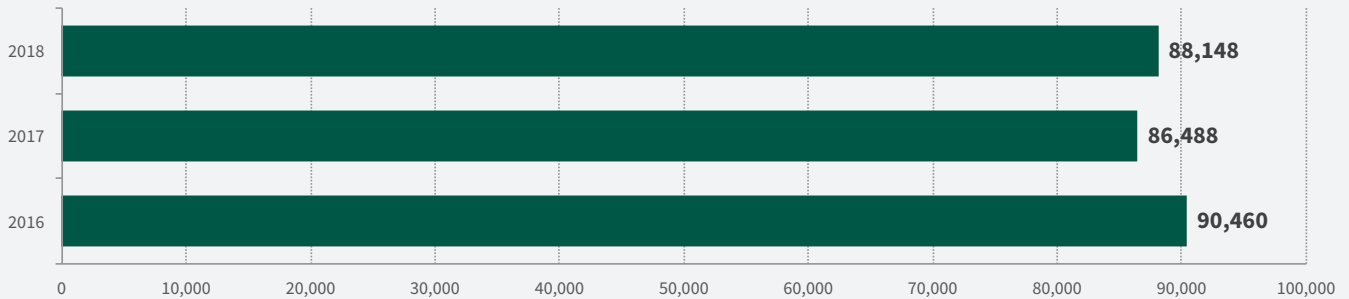
■ KDL Cardholders ■ Non-Cardholders

Preferred KDL Location: Englehardt Branch
(Based on materials checked out)



Total Items Checked Out by Lowell Twp. Residents

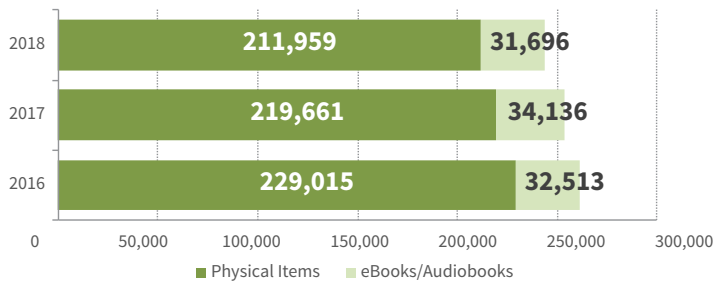
(2% increase from 2017-2018)



Englehardt Branch Statistics

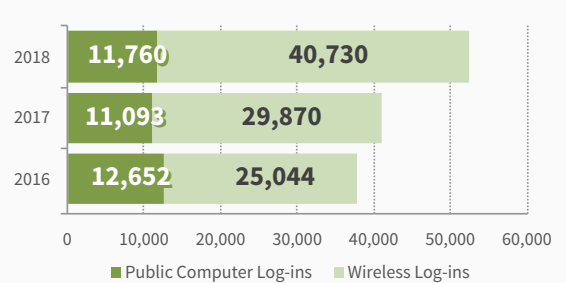
Total Items Checked Out

(4% decrease from 2017-2018)



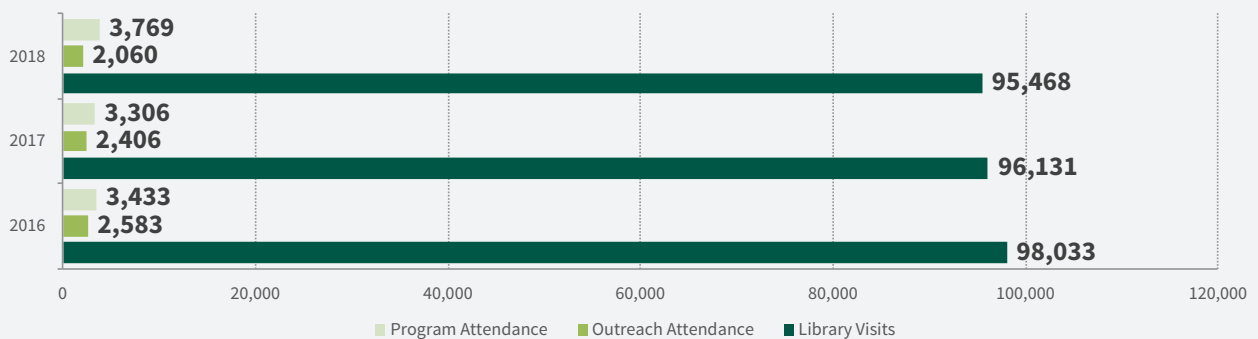
Total Branch Computer Log-Ins

(28% increase from 2017-2018)



Total People Served

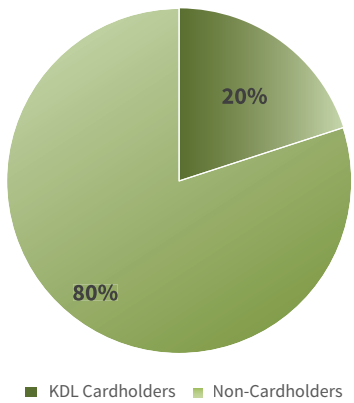
(1% decrease from 2017-2018)



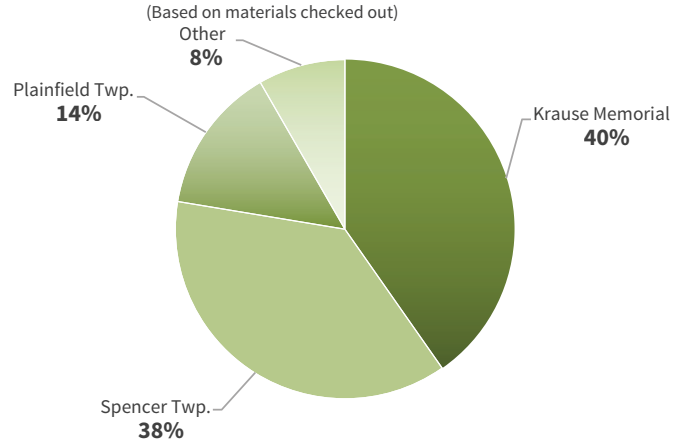
Oakfield Township | 2018 Annual Report

A Municipality in the Kent District Library Service Area

Population with Library Card

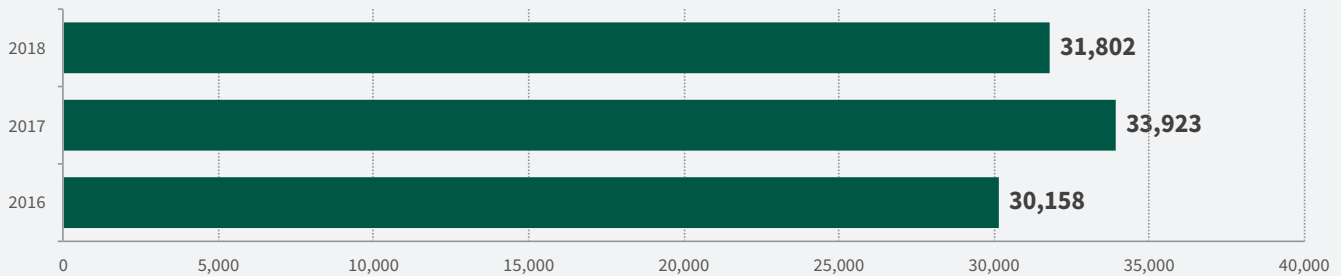


Preferred KDL Location: Krause Memorial Branch



Total Items Checked Out by Oakfield Twp. Residents

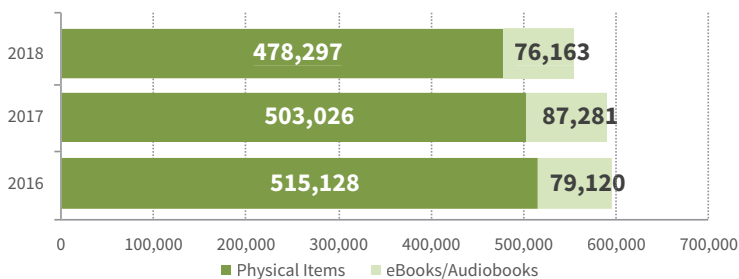
(6% decrease from 2017-2018)



Krause Branch Statistics

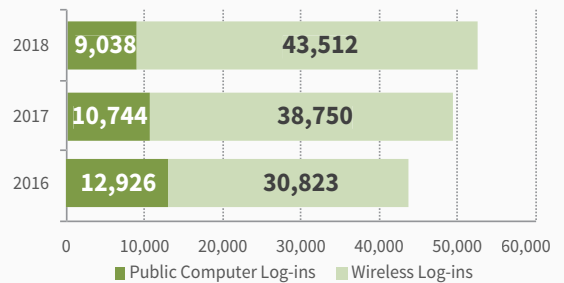
Total Items Checked Out

(6% decrease from 2017-2018)



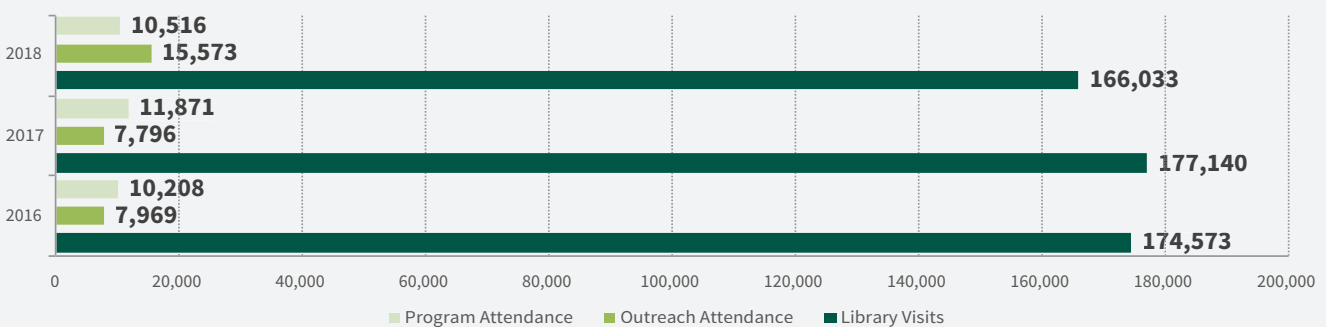
Total Branch Computer Log-Ins

(6% increase from 2017-2018)



Total People Served

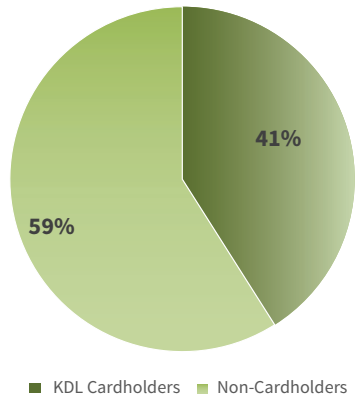
(2% decrease from 2017-2018)



Vergennes Township | 2018 Annual Report

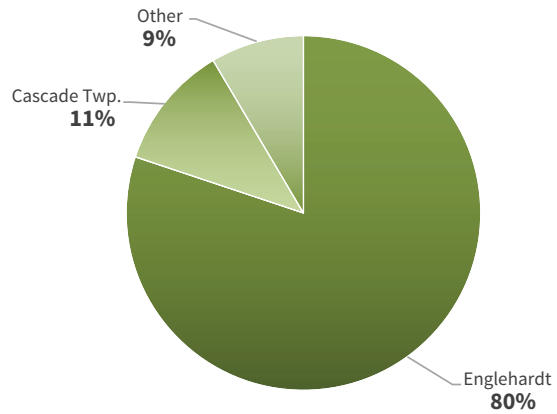
A Municipality in the Kent District Library Service Area

Population with Library Card



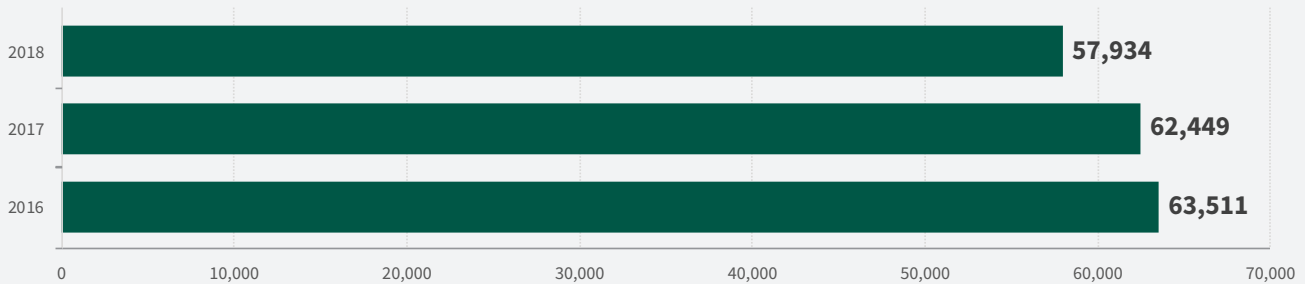
Preferred KDL Location: Englehardt Branch

(Based on materials checked out)



Total Items Checked Out by Vergennes Twp. Residents

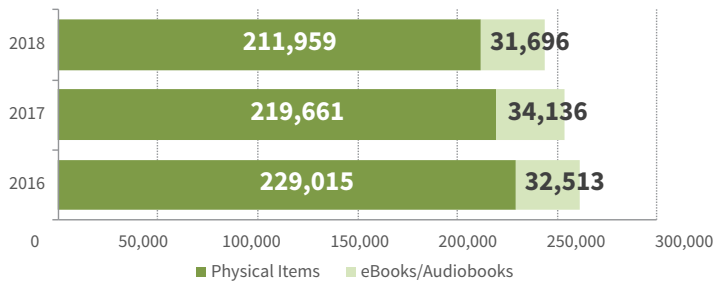
(7% decrease from 2017-2018)



Englehardt Branch Statistics

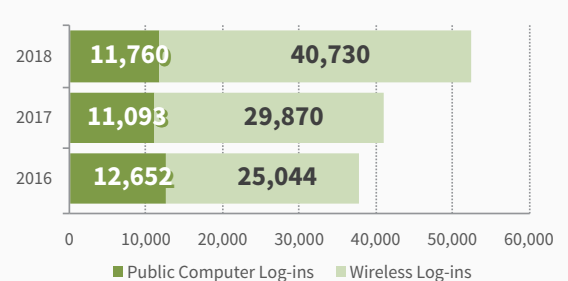
Total Items Checked Out

(4% decrease from 2017-2018)



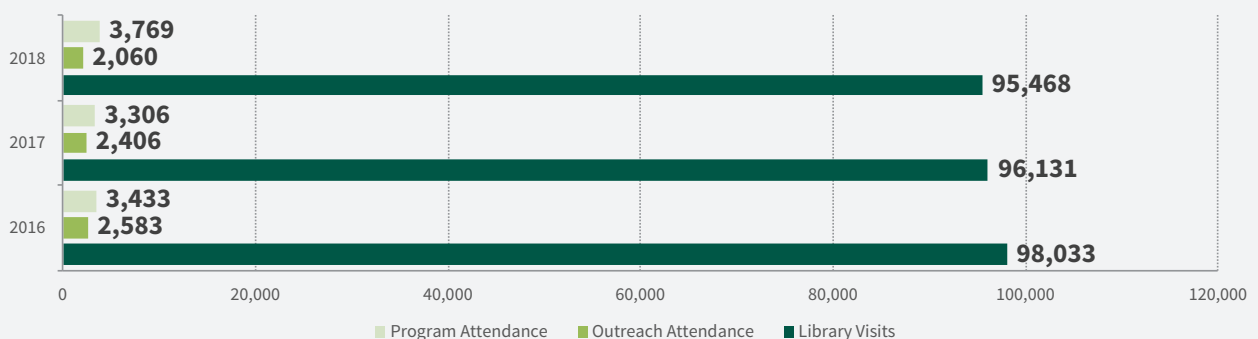
Total Branch Computer Log-Ins

(28% increase from 2017-2018)



Total People Served

(1% decrease from 2017-2018)



2018 Peer Comparison | Summary of the Rankings

National Comparison

The national comparison included 21 peer libraries that have between 12-20 branch outlets and a service area population ranging from 300,000 to 500,000 people. A full statistical chart showing rankings and peer comparison data follows this summary.

The following table highlights KDL's area-specific ranking in relation to its peer libraries:

Area	KDL 2017 Rank	KDL 2018 Rank
Collection turnover rate*	1st	2nd
Number of registered borrowers	10th	12th
Percentage of operating expenditures on materials	2nd	9th
Total annual visits	4th	3rd
Total circulation (all materials)	2nd	2nd
Total electronic circulation	2nd	2nd
Total operating expenditures	13th	11th
Total operating income	13th	10th
Total program attendance	2nd	3rd

*Collection turnover rate measures the activity of a library's collection. It indicates the number of times each library item would have circulated during the year if circulation had been spread evenly throughout the entire collection. It is calculated by dividing the library's total annual circulation by total library holdings.

2018 Peer Comparison | Summary of the Rankings

State Comparison

The only criteria for entry in the library peer group for the state comparison is that a library must be in the state of Michigan and serve a population of at least 100,000 people (as reported in the Public Library Data Service Statistical Report 2018¹). This year's state comparison included 19 peer libraries. A full statistical chart showing rankings and peer comparison data follows this summary.

The following table highlights KDL's area-specific ranking in relation to its peer libraries in Michigan:

Area	KDL 2017 Rank	KDL 2018 Rank
Collection turnover rate*	2 nd	2 nd
Number of registered borrowers	2 nd	2 nd
Percentage of operating expenditures on materials	2 nd	4 th
Total annual visits	1 st	1 st
Total circulation (all materials)	1 st	1 st
Total electronic circulation	1 st	1 st
Total operating expenditures	2 nd	2 nd
Total operating income	2 nd	2 nd
Total program attendance	1 st	1 st

¹Public Library Data Service Statistical Report 2018, [Public Library Association](#), June 2018 (Based on 2017 fiscal year data)

2018 | National Peer Comparison Chart

Library	Collection Turnover	No. of Registered Borrowers	% of Operating Expenditures on Materials	Total Annual Visits	Total Circulation (all materials)	Total Electronic Circulation	Total Operating Expenditures	Total Operating Income	Total Program Attendance
Kent District Library (MI)	8.1744	198,401	14.55%	2,663,220	8,397,078	1,290,761	\$20,999,222	\$24,113,729	264,291
Akron-Summit County Public Library (OH)	1.8417	303,516	16.03%	2,201,524	4,518,411	418,223	\$26,500,452	\$27,295,677	222,181
Allen County Public Library (IN)	10.0620	274,990	13.29%	2,372,740	24,658,031	7,058,858	\$25,860,698	\$27,972,211	188,109
Brazoria County Library System (TX)	1.6160	148,221	17.11%	657,950	1,787,335	123,606	\$8,022,728	\$8,115,149	61,312
Carnegie Library of Pittsburgh (PA)	2.0281	205,622	14.22%	2,912,976	4,766,143	457,317	\$33,618,205	\$35,735,948	299,768
Central Arkansas Library System (AR)	2.8426	197,634	10.68%	1,907,292	3,042,246	530,000	\$18,736,924	\$18,042,271	212,906
Charleston County Public Library System (SC)	5.4364	263,085	14.76%	1,670,712	4,168,738	607,909	\$16,198,713	\$16,816,303	219,129
Dayton Metro Library (OH)	0.0000	401,356	13.35%	2,508,844	6,622,307	719,017	\$30,881,049	\$28,872,555	238,917
East Baton Rouge Parish Library (LA)	2.0676	296,417	13.89%	2,131,182	4,770,698	664,825	\$42,163,179	\$47,210,208	474,185
Fort Vancouver Regional Library District (WA)	6.8482	273,789	18.15%	1,923,135	4,841,670	1,001,586	\$22,577,893	\$24,183,480	129,572
Genesee District Library (MI)	2.7474	147,070	20.04%	1,107,098	2,082,383	362,186	\$7,869,792	\$8,748,768	48,727
Huntsville-Madison County Public Library (AL)	6.8883	225,900	11.13%	1,156,932	4,265,729	277,833	\$5,877,570	\$6,089,825	128,497
Jefferson Parish Library (LA)	1.8130	83,624	8.73%	1,582,896	1,700,659	158,668	\$27,390,992	\$22,896,099	61,089
Johnson County Library (KS)	5.6979	255,803	9.92%	2,394,178	6,913,104	365,305	\$34,274,850	\$34,270,296	91,586
Knox County Public Library System (TN)	1.8647	126,196	12.56%	1,418,395	2,593,626	403,553	\$13,392,357	\$13,679,142	74,835
Monmouth County Library (NJ)	1.7574	146,659	15.19%	1,306,075	3,078,686	305,028	\$14,268,298	\$15,492,737	128,314
New Orleans Public Library (LA)	2.1037	135,983	15.08%	1,602,571	1,426,949	129,979	\$16,985,465	\$19,451,435	70,095
Oakland Public Library (CA)	2.4023	307,889	5.99%	2,001,295	2,821,722	213,449	\$28,879,158	\$28,109,108	209,852
St. Charles City-County Library District (MO)	6.0778	122,803	17.88%	1,884,863	6,995,171	731,573	\$17,245,552	\$18,737,624	153,701
Toledo-Lucas County Public Library (OH)	3.0738	269,997	9.61%	2,901,236	5,882,449	736,144	\$35,445,589	\$36,485,345	226,943
Tulare County Free Library (CA)	2.5612	57,751	8.00%	306,592	839,023	39,016	\$4,229,902	\$4,229,902	32,263
KDL Ranking (out of 21)	2	12	9	3	2	2	11	10	3

Public Library Data Service Statistical Report 2018, Public Library Association, June 2018 (Based on 2017 fiscal year data)

2018 | State Peer Comparison Chart

Library	Collection Turnover	No. of Registered Borrowers	% of Operating Expenditures on Materials	Total Annual Visits	Total Circulation (all materials)	Total Electronic Circulation	Total Operating Expenditures	Total Operating Income	Total Program Attendance
Kent District Library	8.1744	198,401	14.55%	2,663,220	8,397,078	1,290,761	\$20,999,222	\$24,113,729	264,291
Ann Arbor District Library	9.9915	72,200	12.76%	1,835,770	7,481,039	900,485	\$14,917,623	\$16,098,184	126,406
Bay County Library System	2.5606	63,853	11.83%	350,952	842,089	48,302	\$4,877,825	\$6,380,421	74,819
Capital Area District Libraries	3.7370	75,830	13.49%	1,180,143	2,705,546	341,172	\$10,859,040	\$11,169,464	75,223
Clinton-Macomb Public Library	4.6756	94,420	13.25%	687,680	1,837,684	109,275	\$6,355,287	\$7,701,620	54,759
Detroit Public Library	0.2451	321,568	5.12%	2,433,730	802,984	45,044	\$30,152,073	\$33,238,585	167,475
Flint Public Library	0.5904	25,424	9.71%	141,417	168,611	68,401	\$3,314,166	\$4,280,046	25,619
Genesee District Library	2.7474	147,070	20.04%	1,107,098	2,082,383	362,186	\$7,869,792	\$8,748,768	48,727
Grand Rapids Public Library	1.8906	55,304	11.96%	747,582	1,663,524	194,990	\$9,538,195	\$9,875,297	23,503
Herrick District Library	1.4496	48,606	14.43%	793,743	1,329,246	183,011	\$4,252,409	\$5,229,180	43,882
Jackson District Library	1.9050	64,610	14.85%	622,281	1,235,403	209,971	\$6,296,484	\$6,657,870	92,583
Kalamazoo Public Library	2.0009	81,822	10.68%	649,040	1,668,539	192,037	\$11,179,108	\$12,022,190	74,542
Monroe County Library System	2.1181	42,906	10.59%	623,601	998,988	110,589	\$7,619,611	\$7,415,368	113,038
Muskegon Area District Library	1.1004	47,354	8.38%	389,501	477,773	48,546	\$3,419,453	\$3,940,039	32,906
Public Libraries of Saginaw	1.6591	50,920	7.79%	371,376	583,063	22,546	\$4,038,400	\$3,792,509	12,477
Rochester Hills Public Library	7.7110	69,271	16.89%	552,380	2,029,887	134,269	\$4,464,600	\$4,486,900	30,515
Saint Clair County Library System	1.6683	67,513	11.21%	573,456	786,749	53,625	\$4,716,417	\$4,993,263	34,707
Sterling Heights Public Library	2.2137	46,498	8.93%	314,813	564,615	105,210	\$2,530,455	\$2,530,455	23,353
Warren Public Library	1.8877	60,033	7.89%	274,235	619,333	85,409	\$3,965,285	\$5,295,744	16,853
KDL Ranking (out of 19)	2	2	4	1	1	1	2	2	1

Public Library Data Service Statistical Report 2018, Public Library Association, June 2018 (Based on 2017 fiscal year data)



KDL Information.
Kent District Library Ideas.
Excitement![®]
www.kdl.org

Service & Meeting Center | 814 West River Center Drive NE | Comstock Park, MI 49321-8955 | 616-784-2007 | kdl.org

Kent District Library is a public library system that serves more than 395,660 residents of 27 governmental units, comprising most of Kent County, Michigan. KDL is an IRS-designated 501(c)(3) nonprofit supported by millage dollars and private donations.

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

Wednesday, August 28, 2019
7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order.
Present: Supervisor Beahan, Clerk Slater, Treasurer Pierce, Trustees Lewis, Koessel, McDonald and Shipley.
Absent: None
Also Present: Manager Swayze and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Trustee Lewis and supported by Trustee Shipley to approve the Agenda as presented. Motion carried unanimously.
- Article 4. Presentations**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
 - 1. Regular Township Board Minutes 08/14/2019
 - 2. Regular Planning Commission Minutes 08/12/2019
 - b. Receive and File Reports
 - 1. AT&T Annual Video Report – 2018
 - 2. Kent County Dispatch Authority Annual Report – 2018
 - 3. Kent County Sheriff Department – East Precinct – 2019 Q2
 - c. Receive and File Communications
 - 1. Letter from Comcast
 - 2. Letter from Charter
 - d. Education Requests
 - 1. Denise Biegalle & Stephanie Fast, MERS Annual Conference – Oct 2-4, 2019 – Traverse City, MI.
 - 2. Dan Heyer & Jeff Biegalle, PIAM Fall Conference – September 26 – 27 - Bay City, MI
 - 3. Oxana Sourine, MTTA Fall Conference – October 13 – 16 – Kalamazoo, MI
 - 4. Jeff Biegalle, MIAM Fall Conference – October 17-18 – Clare, MI
- Motion was made by Trustee Shipley and supported by Clerk Slater to approve the Consent Agenda as presented. Motion carried unanimously.
- Article 7. Financial Actions**
- a. **Approval of FY2019 1st Quarter Budget Amendments.**
Motion was made by Trustee McDonald and supported by Trustee Shipley to approve the Resolution for FY 2019 1st Quarter Budget Amendments. Motion carried unanimously by roll call vote.
- Article 8. Unfinished Business**
None

Article 9.

New Business

062-2019

Consider Approval of a Resolution to Approve the Levy of the 2019 Millage Rates.

Motion was made by Trustee Koessel and supported by Trustee Lewis to approve the Resolution to Approve the Levy of the 2019 Millage Rates. Motion carried unanimously by roll call vote.

063-2019

Consider Approval of a Resolution for Road Closure for the Student Council of Forest Hills Central High School.

Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Resolution for Road Closure for the Student Council of Forest Hills Central High School. Motion carried unanimously by roll call vote.

064-2019

Consider Approval of a Resolution for Road Closure for Caravelle Village – Patagonia Dr.

Motion was made by Clerk Slater and supported by Trustee McDonald to approve the Resolution for Road Closure for Caravelle Village – Patagonia Dr. Motion carried unanimously by roll call vote.

065-2019

Consider Approval of a Request to Utilize Township Floodway Property – 3000 Thornapple River Drive

Manager Swayze reviewed the request with the Board. Motion was made by Trustee Lewis and supported by Trustee McDonald to approve the Request to Utilize Township Floodway Property – 3000 Thornapple River Drive. Motion carried unanimously.

066-2019

Consider Approval of a Request to Utilize Township Floodway Property – 3010 Thornapple River Drive

Motion was made by Trustee Shipley and supported by Trustee Koessel to approve the request to Utilize Township Floodway Property – 3010 Thornapple River Drive. Motion carried unanimously.

Article 10.

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

Article 11.

Manager Comments

Manager Swayze offered the following comments:

- Benefit Dinner for Brenda is still going on up at the church. Thanking Jennifer Genter for all her hard work in getting the benefit off the ground.

Article 12.

Board Member Comments

Trustee Shipley offered the following comments:

- Stood up and recognized the participants in the audience.

Trustee Koessel offered the following comments:

- If we cannot make the dinner, is there a way to make a donation?
Manager Swayze responded.

Treasurer Peirce offered the following comments:

- The Treasurer's Department filed (2) small claims court cases against a couple of business's who did not pay their personal property taxes. We had the hearing on Tuesday and we were successful on both accounts.

Article 13. Adjournment

Motion was made by Treasurer Peirce and supported by Trustee Shipley to adjourn. Motion carried unanimously.

Meeting adjourned at 7:17 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

Robert S. Beahan, Supervisor

Draft

TREASURER'S DEPARTMENT
CASCADE CHARTER TOWNSHIP
TAX ACCOUNTS
JULY 2019

BANK BALANCES

TOWNSHIP BALANCES

BANK	AMOUNT
 <u>FLAGSTAR BANK</u>	
TAX CHECKING	\$448,020.19

REGISTER	AMOUNT
 <u>FLAGSTAR BANK</u>	
TAX CHECKING	\$448,020.19

<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$1,014.92

<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$1,014.92

<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$238,338.17

<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$238,338.17

GRAND TOTAL	<u><u>\$687,373.28</u></u>
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GRAND TOTAL	<u><u>\$687,373.28</u></u>
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Oxana Sourine 8/30/2019

Kenneth B. Peirce 9/4/19

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Reviewed by
KENNETH B. PEIRCE
TREASURER

Date

CASCADE CHARTER TOWNSHIP
TREASURER'S OFFICE REPORT

JULY 2019

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	FLAGSTAR	375,748.93	0.80									
	FLAGSTAR MMA	507,560.18	1.40									
	KENT CTY POOL	1,150,449.75	2.30									
	MI CLASS	1,713,666.23	2.39									
	INDEPENDENT			312,389.49	1.20	9/27/2019						
	MERCANTILE			535,196.94	2.45	7/26/2022						
	COMERICA BANK			528,848.86	1.61	9/23/2019						
	HORIZON BANK			512,673.60	2.80	3/9/2020						
	GRAND RIVER			515,629.42	2.75	12/19/2020						
	CONSUMERS CU			262,175.00	2.00	1/8/2021						
	LMCU			1,000,000.00	2.65	6/2/2020						
	MACATAWA			262,944.89	2.80	5/21/2020						
	CIBC/ fna PRIVATE			500,000.00	1.50	3/15/2020						
	COMERICA SECUR./WF						500,000.00	2.80	8/17/2020			
COMERICA SECUR./TN						999,876.34	2.34	11/30/2019				
TOTAL GENERAL FUND		3,747,445.09	2.07	4,429,858.20	2.27				1,499,876.34	2.49	9,677,179.63	2.23
151 CEMETERY	LMCU	112,097.13	0.50								112,097.13	0.50
206 FIRE FUND	FLAGSTAR	506,864.48	1.40									
	MI CLASS	588,836.17	2.39									
	COM CHOICE CU			261,290.23	3.05	4/18/2021						
	LEVEL ONE			266,244.86	2.30	11/21/2019						
	MACATAWA				2.18	7/26/2019						
	ADVENTURE CU			255,693.63	1.50	3/23/2020						
	COMERICA SECUR/ CP						992,063.89	2.40	9/20/2019			
COMERICA SECUR/ FHLMC						500,000.00	1.50	9/13/2019				
TOTAL FIRE FUND		1,095,700.65	1.93	783,228.72	2.29				1,492,063.89	2.10	3,370,993.26	2.09
207 POLICE FUND	FLAGSTAR	448,631.16	1.40									
	NORTHPOINTE BANK			264,005.12	2.30	5/9/2020						
	FLAGSTAR				2.50	7/15/2019						
	CIBC/ fna PRIVATE			759,534.49	1.85	9/25/2019						
	FIRST COMMUNITY BANK			250,000.00	1.00	3/13/2020						
TOTAL POLICE FUND		448,631.16	1.40	1,273,539.61	1.78						1,722,170.77	1.68
208 HAZMAT FUND	LMCU	29,839.23	0.35								29,839.23	0.35
209 OPEN SPACE	CHEMICAL	429,032.87	0.75									
	MI CLASS	369,452.69	2.39									
TOTAL OPEN SPACE		798,485.56	1.51								798,485.56	1.51
DAM REPAIR	MI CLASS	375,956.81	2.39									
	LMCU			328,971.95	2.50	3/10/2020						
TOTAL DAM REPAIR		375,956.81	2.39	328,971.95	2.50						704,928.76	2.44
216 PATHWAY FUND	MACATAWA	315,532.69	0.50									
	MI CLASS	304,042.40	2.39									
	CIBC/ fna PRIVATE			503,000.00	2.05	10/17/2020						
	GRAND RIVER			500,000.00	2.40	10/4/2019						
ADVENTURE CU			541,910.74	2.60	4/9/2020							
TOTAL PATHWAY FUND		619,575.09	1.43	1,544,910.74	2.36						2,164,485.83	2.09
246 PUBLIC UTILITY	FLAGSTAR	286,205.57	1.40									
	IRF	838,599.92	2.39									
	CHEMICAL BANK			514,640.80	2.25	1/5/2020						
TOTAL PUBLIC UTILITY		1,124,805.49	2.14	514,640.80	2.25						1,639,446.29	2.17
248 DDA FUND	FLAGSTAR	57,415.44	1.40									
	MI CLASS	837,155.05	2.39									
	UNION BANK			250,000.00	2.70	8/26/2020						
	ADVENTURE CU			204,555.90	1.50	2/24/2020						
TOTAL DDA FUND		894,570.49	2.33	454,555.90	2.16						1,349,126.39	2.27
249 BLDG. INSPECTION	FLAGSTAR BANK	167,771.20	1.40									
	FLAGSTARL BANK R.	64,132.17	1.40									
	MI CLASS	304,042.40	2.39									
	CONSUMERS CU			305,310.87	1.00	3/10/2020						
	CHEMICAL BANK			500,000.00	1.55	10/28/2019						
	CHEMICAL BANK			307,919.91	2.50	4/30/2021						
	FNB OF AMERICA			301,649.26	1.80	10/19/2020						
	FNB OF AMERICA			105,533.99	1.85	12/18/2020						
	FNB OF AMERICA			208,934.50	1.60	9/18/2019						
	FNB OF MI			529,133.59	2.70	2/11/2020						
	5/3 BANK			257,604.00	2.00	12/4/2019						
	INDEPENDENT BANK			321,327.11	2.25	6/19/2021						
	TOTAL BLDG. INSPECT.	CHEMICAL BANK	535,945.77	1.96	2,837,413.23	1.97						3,373,359.00
270 LIBRARY FUND	UNITED BANK	521,667.69	0.40									
	MI CLASS	459,384.39	2.39									
	LMCU			428,459.83	2.65	3/27/2020						
	WMCB			258,829.54	2.60	6/1/2020						
	NORTHPOINTE BANK			547,852.06	2.00	4/7/2020						
TOTAL LIBRARY FUND		981,052.08	1.33	1,235,141.43	2.35						2,216,193.51	1.90
701 T & A	CHEMICAL BANK	127,476.99	0.75								127,476.99	0.75
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022					12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,043.66	0.75								23,043.66	0.75
701 HENRY KRAMER	CHEMICAL BANK	15,326.86	0.75								15,326.86	0.75
TOTAL		10,929,952.06	1.88	13,414,660.58	2.18				2,991,940.23	2.30	27,336,552.87	2.07

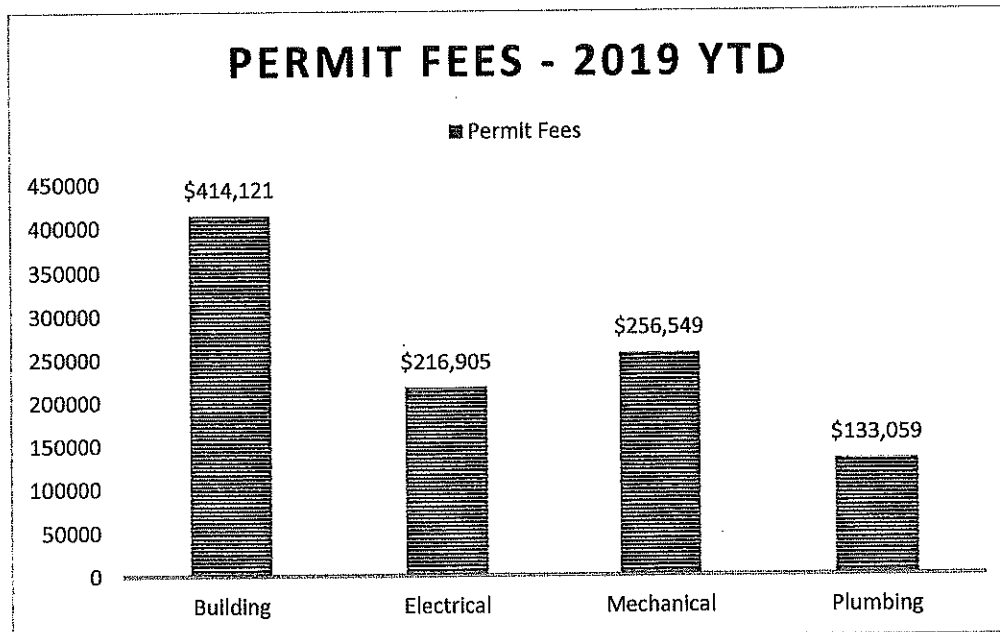
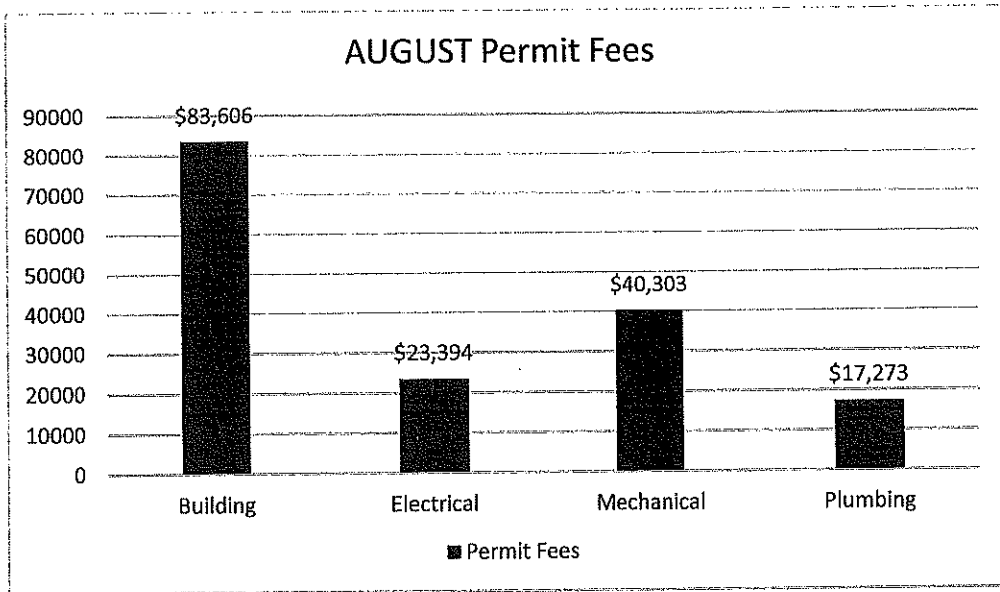
Oxana Sourine 9.4.19
Submitted by Oxana Sourine Deputy Treasurer Date

Ken Peirce 9/4/19
Reviewed by Ken Peirce Treasurer Date

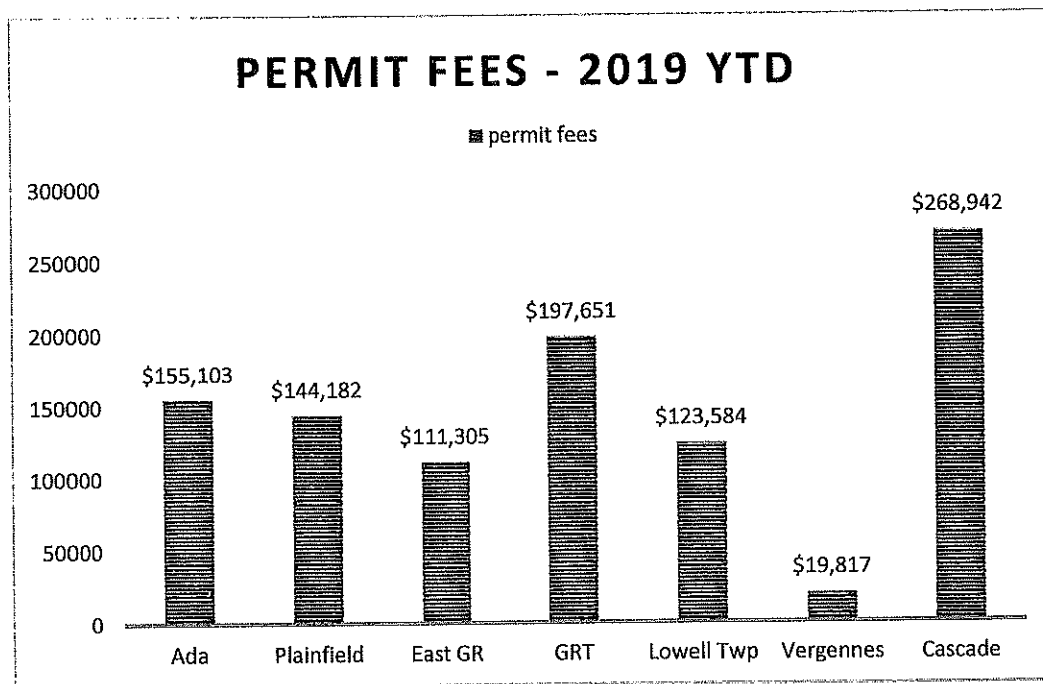
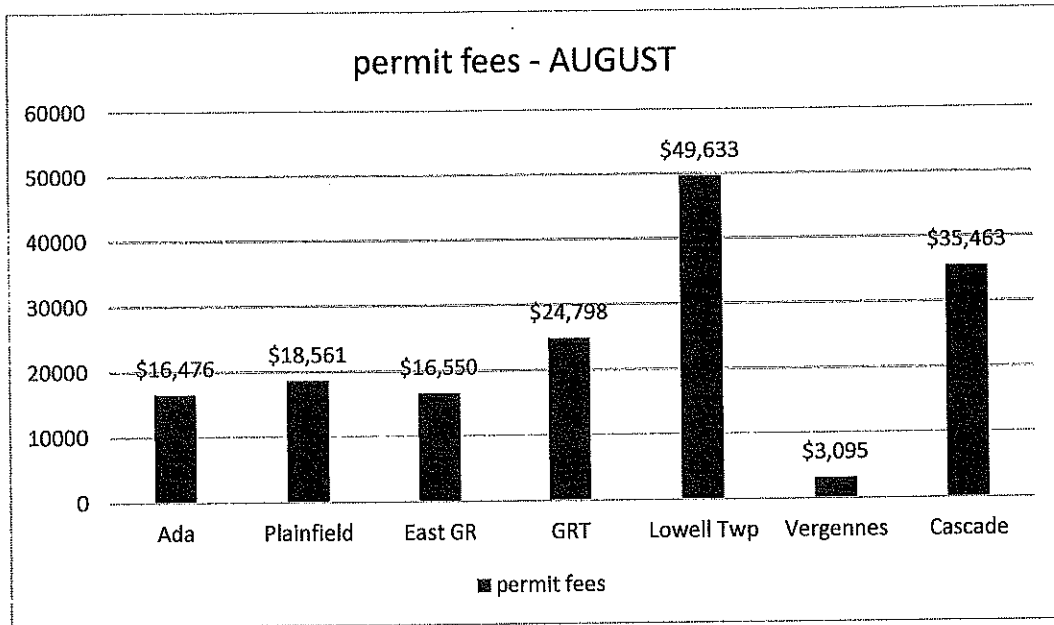
Cascade Inspection Services

AUG 2019

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	916	\$330,514.50	1218	\$193,511.00	1869	\$216,246.05	824	\$115,786.00	4827	\$856,007.55
AUGUST										
Cascade	70	\$16,491.00	38	\$4,726.00	66	\$10,160.00	44	\$4,086.00	218	\$35,463.00
Lowell Twp	12	\$43,269.00	13	\$1,742.00	11	\$1,450.00	6	\$3,172.00	42	\$49,633.00
Ada	33	\$6,116.00	23	\$2,691.00	51	\$6,261.75	12	\$1,407.00	119	\$16,475.75
Vergennes			7	\$1,112.00	11	\$1,525.00	2	\$458.00	20	\$3,095.00
GR Twp	41	\$9,617.00	38	\$5,031.00	62	\$6,790.75	34	\$3,359.00	175	\$24,797.75
EGR	30	\$8,113.00	18	\$2,395.00	39	\$4,020.00	23	\$2,022.00	110	\$16,550.00
Plainfield			50	\$5,697.00	90	\$10,095.00	20	\$2,769.00	160	\$18,561.00
									0	\$0.00
MONTH TOTAL	186	\$ 83,606.00	187	\$ 23,394.00	330	\$ 40,302.50	141	\$ 17,273.00	844	\$164,575.50

2019 YTD	1102	\$ 414,120.50	1405	\$ 216,905.00	2199	\$ 256,548.55	965	\$ 133,059.00	5671	\$ 1,020,583.05
TOTAL -2018	1705	\$ 920,876.00	2116	\$ 380,754.00	3585	\$ 456,603.00	1654	\$ 238,664.00	9060	\$ 1,996,897.00
TOTAL-2017	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL-2016	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$ 1,414,495.24
TOTAL-2015	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL-2014	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL-2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$ 1,409,673.76
TOTAL-2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$ 1,065,999.29
TOTAL-2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$ 859,303.35
TOTAL-2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$ 756,490.25
TOTAL-2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$ 571,382.75
TOTAL-2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$ 951,266.55
TOTAL-2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$ 723,879.15
TOTAL-2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$ 940,523.41
TOTAL-2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$ 967,209.45

CASCADE CONSOLIDATED FEES
YEAR 2019

MONTH	Building Comm.	Building Residential	Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$2,335.00	\$3,398.00	\$4,084.00	\$5,960.00	\$3,517.00	\$19,294.00
FEBRUARY	\$1,177.00	\$4,855.00	\$9,292.00	\$5,248.00	\$4,621.00	\$25,193.00
MARCH	\$2,700.00	\$6,501.00	\$3,700.00	\$3,770.00	\$2,404.00	\$19,075.00
APRIL	\$12,168.00	\$6,366.00	\$6,616.00	\$7,656.00	\$3,220.00	\$36,026.00
MAY	\$9,292.00	\$7,211.00	\$4,806.00	\$6,870.00	\$2,948.00	\$31,127.00
JUNE	\$50,807.00	\$4,980.00	\$12,307.00	\$6,250.00	\$2,869.00	\$77,213.00
JULY	\$5,022.00	\$6,117.00	\$4,640.00	\$9,678.25	\$5,054.00	\$30,511.25
AUGUST	\$1,836.00	\$14,655.00	\$4,726.00	\$10,160.00	\$4,086.00	\$35,463.00
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$85,337.00	\$54,083.00	\$50,171.00	\$55,592.25	\$28,719.00	\$273,902.25
PERMIT # FOR MONTH	8	62	38	66	44	218
PREV PERMIT TOTAL	77	210	245	389	201	1122
PERMIT TOTAL FOR YR.	85	272	283	455	245	1340
YEAR TO DATE	2019	\$273,902.25				
YEAR TO DATE	2018	\$343,992.80				
UNDER	\$70,090.55					

CASCADE SINGLE FAMILY HOMES

	AUGUST	YTD 2019	2018	2017	2016
Number of Permits					
New Residential Homes	8	23	43	57	56
VALUE - RESIDENTIAL	\$ 5,522,725.00	\$ 11,906,020.00	\$ 28,327,352.00	\$ 32,980,308.00	\$ 24,019,640.00

Cascade Twp -Permit Report by Category/ Fee

Printed: 09/04/2019

8/1/2019 12:00:0 to 8/31/2019 12:00:

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB19000462	RIVERA ED	1990 SPAULDING AVE SE	08/30/2019	300,000	713.00	RESIDENCE W/FINISHED BASEMI
PB19000897	HEYS BUILDERS INC	6681 BURGER DR SE	08/12/2019	700,000	819.00	RESIDENCE W/DECK
PB19000909	ENGELSMA HOMES L	7779 SILVERTHORN DR SE	08/01/2019	1,200,000	1,543.00	New home: see attached plan
PB19000916	ENGELSMA HOMES L	7818 SILVERTHORN DR SE	08/16/2019	1,150,000	1,441.00	RESIDENCE W/FINISHED BASEMI
PB19000966	JTB HOMES LLC	4599 HARBOR VIEW DR SE	08/15/2019	301,225	799.00	NEW RESIDENCE
PB19000967	JTB HOMES LLC	4668 HARBOR VIEW DR SE	08/15/2019	271,500	683.00	NEW RESIDENCE
PB19000996	IRISH ROOFING AND	2962 BURWOOD HILL CT SE	08/01/2019	1,100,000	1,693.00	NEW RESIDENCE
PB19001161	HILBRAND JORDAN	2726 ORANCE CT SE	08/29/2019	500,000	989.00	RESIDENCE W/FINISHED BASEMI
				5,522,725	8,680.00	

8	Permits	Value Total	8,680.00	Fee Total
		5,522,725	8,680.00	



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

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

Conditions:

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

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

Name: BENJAMIN SWATZE

Application Date: SEPT 6, 2019

Location of Seminar/Conference: NASHVILLE, TN

Name of Proposed Seminar/Conference: INTERNATIONAL CITY MANAGEMENT ASSOCIATION ANNUAL CONFERENCE

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

How will the Seminar/Conference benefit the employee and the township? Continuing
EDUCATION IN BEST PRACTICES AND TECHNOLOGY IN
LOCAL GOVERNMENT. OPPORTUNITY TO LEARN ABOUT WHAT IS
BP WORLDWIDE, NOT JUST IN MICHIGAN

Cost of the Seminar/Conference: (Registration) \$ 765

(Lodging) \$ ≈ \$600 (SHARED ROOM) (Travel) \$ ≈ \$450

Account #: _____

Your Signature: Boj Sme

Approvals:

Department Head: _____ Date: _____

Township Manager: Boj Sme Date: 9-6-19

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

ICMA | conference

Register at icma.org/conference!
Registration opens June 26

2019 ICMA

ANNUAL CONFERENCE

The World's Largest Conference for Local
Government Management Professionals

OCTOBER 20-23, 2019
Preconference begins October 19

**MUSIC CITY CENTER
NASHVILLE, TN**

#ICMA2019

The International City/County Management Association (ICMA) Annual Conference is where thousands of local government management professionals gather to share and get new ideas, strategies, resources, and solutions for managing local governments in today's complex environment.

With three and a half days of learning, inspiration, and connection, attendees are equipped with the tools and support they need to make their communities a better place to live, work, and play.



3,000+
Local Government
Management Professionals



150+
Education Sessions



300+
Speakers



6
Content Tracks



6
Keynotes and
Featured Speakers



220+
Exhibiting Companies

1 Awesome Host City



NASHVILLE!

WHY ATTEND THE 2019 ICMA ANNUAL CONFERENCE?

Be prepared to acquire everything that a local government management professional needs for personal and professional success.

Discover new ideas.

You'll gain new insights, strategies, and techniques for improving the lives of people in your community and worldwide.

Find solutions.

You'll experience new tools, products, and technologies that can help improve the well-being of your residents.

Create connections.

You'll collaborate with and learn from your peers who are facing similar challenges within their local governments.

Experience something new.

You'll enjoy new conference offerings like hearing Nashville music in the registration area, connecting with fellow attendees in relaxing lounges, and cooling off at the adult milkshake bar, to name a few!

“There are so many different learning opportunities offered for each manager who attends the conference. From the mobile tours, to the ICMA University workshops, to breakout and general sessions, there is something for everyone.”

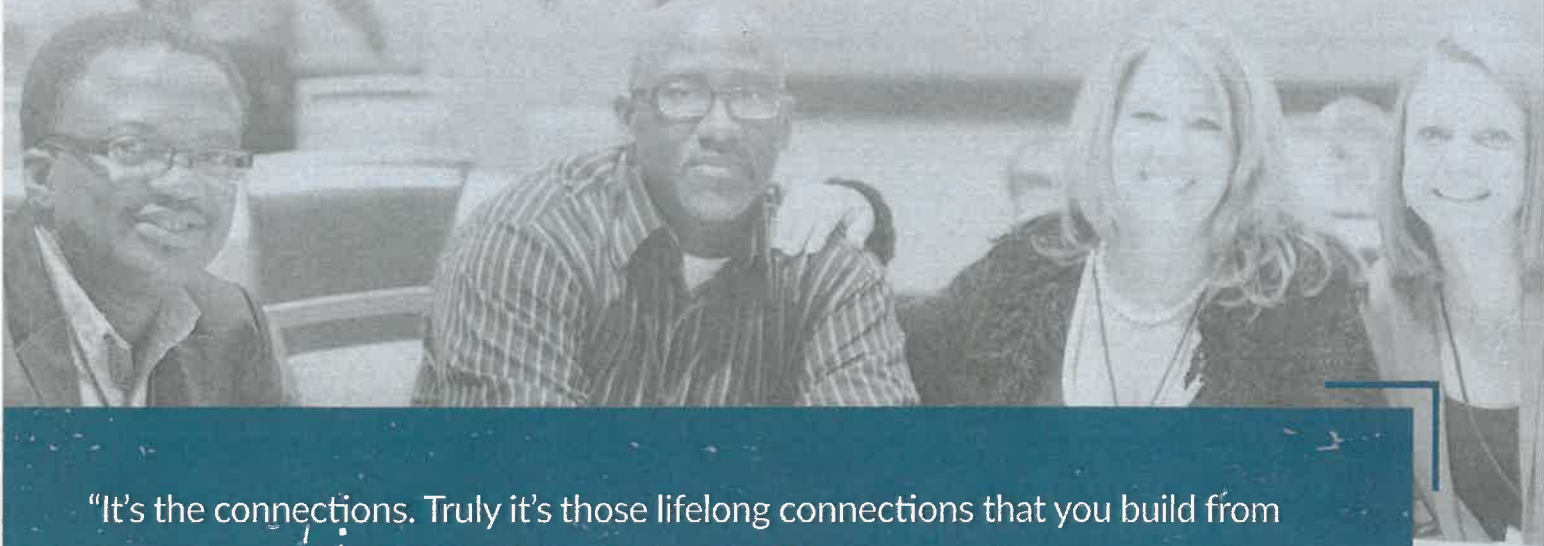
— Shaunna Johnson, City Administrator, Waite Park, MN

CONNECT WITH THE PROFESSION

At the world's largest conference for local government management professionals, you'll connect with attendees from cities, towns, and counties—big and small—from around the world! All are fulfilling their commitment to career-long learning. All are learning new ways to best manage the daily responsibilities of their community. And all are practitioners like you!

ICMA Annual Conference attendees represent all levels of local government, with such titles as:

- Chief Administrative Officer (CAO)/
Chief Executive
- Assistant CAO
- Mid-Level Manager/Analyst
- Department Head
- Assistant to the CAO
- MPA Student
- County Manager
- Fellow/Intern
- Chief Financial Officer
- Director of Administrative Services
- Director of Planning



“It’s the connections. Truly it’s those lifelong connections that you build from mentors, coaches, and just friends in general.”

— Genesis Gavino, Assistant to the City Manager, Dallas, TX

CREATE UNFORGETTABLE MOMENTS IN NASHVILLE

The ICMA Annual Conference is more than just networking; it's the opportunity to create life-long connections. And with more than 3,000 people gathering in Nashville, we've created events and programs to make it easy to meet, greet, and collaborate.

Purchase tickets for evening events online at conference.icma.org/engagement-networking except as noted.

Musicians Hall of Fame and Museum Saturday, Oct. 19, 5:30–7:30 p.m.

Experience the only museum that honors the musicians that played on the greatest recordings of all time. From Hendrix to Hank and L.A. to Motown, interactive exhibits include the Stax Recording Studio, Muscle Shoals, and the Nashville influence. Catch up with colleagues and enjoy drinks and hors d'oeuvres while exploring the museum and its many exciting exhibits.

Exhibit Hall Grand Opening Reception: A Taste of Nashville Sunday, Oct. 20, 5–7 p.m.

Immerse yourself in the diversity of Nashville and Tennessee and delight in the area's distinctive flavors with the opening of the ICMA Exhibit Hall in the Music City Center.

Closing Evening Event: Wildhorse Saloon Tuesday, Oct. 22, 5:30–9:30 p.m.

Spend the evening reconnecting with friends at this world-famous music and dance destination located in the heart of Music City's entertainment district. Learn to line dance early in the evening, then hit the floor with an '80s dance band later in the evening. Attendees will enjoy a full buffet dinner and complimentary drinks.

THERE'S MORE!

For details on other networking events like the ICMA and Friends Equity Mixer and the CivicPride Mixer, visit conference.icma.org/engagement-networking.

ENHANCE YOUR CAREER WITH ACTIONABLE EDUCATION

With over 150 educational sessions, learning labs, keynotes and featured speakers, roundtables, forums, workshops, field demonstrations, and solutions tracks, there's plenty of learning to go around.

Content Theme Tracks:

- Civic Health/Community Cohesion
- Equity and Inclusion
- Futurism/Innovation
- Leadership
- Personal
- Sustainability

CONFERENCE SCHEDULE

View the 2019 ICMA Annual Conference schedule at conference.icma.org/schedule.

SESSION TYPES:

Educational Sessions The 2019 ICMA Annual Conference features educational sessions addressing several of the issues facing local government managers in theme tracks (listed above) developed by the 2019 Conference Planning Committee. Educational sessions typically include panel presentations and interactive audience discussions.

Learning Lab Join an audience at your choice of short presentations that will provide "how-to" steps to accomplish your goals.

Afternoon Featured Speakers After lunch on Monday and Tuesday, enjoy a presentation from the featured speakers, experts in their fields who are noted for their presentation skills and will speak on topics related to the conference's themes.

Roundtable Discussions The conference's popular series of roundtable discussions offers attendees an opportunity to meet face-to-face and share ideas, opinions, and solutions on a variety of issues important to professional managers. Each discussion will be facilitated by an ICMA member or other expert with a strong interest or experience in these nuts-and-bolts issues.

ICMA University Forums ICMA University forums are a hybrid of traditional concurrent educational sessions and the ICMA University workshops. Similar to a workshop, each forum is designed to be highly interactive and skill building in nature.

ICMA University Workshops Attendees seeking an in-depth, skill-building experience can preregister for one or more of the half-day ICMA University workshops that will be offered in conjunction with the conference. The workshops are limited in enrollment to ensure a highly interactive experience related directly to the ICMA University practice groups considered essential to effective local government leadership.

Field Demonstrations The opportunities for professional growth and networking will extend beyond the meeting rooms of the Music City Center to include a series of educational field demonstrations and site visits highlighting the most innovative projects in area local governments.

Exhibit Hall At the exhibits in the ICMA Exhibit Hall, you can examine products and learn about services that will help you serve your constituents more effectively and cost-efficiently. The exhibit hall hosts the popular Solutions Track sessions, which present case studies of local governments that have overcome challenges through innovative public-private partnerships.

EXPLORE NASHVILLE AND TRAVEL BEYOND THE BOUNDARIES IN THE GREAT STATE OF TENNESSEE

Big music, famous venues, and songwriting legends. They're all right here in Nashville, a community where you'll see how music can connect the life and soul of a city and its people—weaving a fundamental pattern in its cultural, business, and social fabric.



Beyond Music City is the amazing state of Tennessee. As you plan your conference trip, spend some time before or after the conference exploring the rest of the Volunteer State. Fall is a beautiful time to explore other communities and locations across East, Middle, and West Tennessee. From the smoky mountains in the east, to the communities surrounding Nashville in the middle, to the Mississippi Delta/Graceland in the west, there is much to see and do.

THANK YOU!

To the 2019 ICMA Conference Host Committee for their help in planning our evening highlights and tours!

Below is a list of communities and services who have helped the Conference Host Committee plan your expanded visit to Tennessee. These organizations also believe in the ICMA mission and are supporters of professionally managed local government in Tennessee. Take time to review and explore these travel options as you plan for your 2019 ICMA Annual Conference trip to Tennessee by visiting conference.icma.org/explore-tennessee.





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

Name: Ron Fabin

Application Date: 8-30-19

Location of Seminar/Conference Shanty Creek Resort

Name of Proposed Seminar/Conference: COCM Fall

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

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

Additional training to provide
excellent service for our
community

Cost of the Seminar/Conference: (Registration) \$ 325-

(Lodging) \$ 408- (Travel) \$ 191.40

Account #: 249-371-724-000

Your Signature: [Signature]

Approvals:

Department Head: [Signature] Date: 8.30.19

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



Code Officials Conference of Michigan
2019 Fall Conference - Education Program Schedule
September 23 - 27, 2019
Shanty Creek Resort and Conference Center

Thursday - September 26, 2019 12:00 pm - 1:00 pm - Lunch provided

7:00 am - 4:00 pm Registration

Track 1

8:00 am - 3:00 pm 2015 IBC Building Classification # Pending
Terrill Stripling- ICC
6 hrs

Track 2

8:00 am- 10:00 am Understanding the 2015 MUEC and Chapter 11, Energy Efficiency #CP-19-00012
for the 2015 MRC
Robert Devries- Nu Wool
2 hr Tech BO, BI, PR

10 am-12:00pm Building Science for the Building Official #CP-19-00002
Robert Devries- Nu Wool
1 hr Admin, 1 hr Spec. BO, BI, PR

1:00 pm-3:00 pm Spray Polyurethane & the 2015 MRC #CP-17-00140
Robert Devries- Nu Wool
1 hr Tech, 1 hr Spec. All

Thursday - September 26, 2019 6:00 pm - Annual Fall Banquet

Friday - September 27, 2019

8:00 am - 9:00 am Registration

8:00 am - 9:00 am Admin update #Pending
Keith Lambert - BCC
1 Hr Admin All

9:00 am- 10:00 am Building and Fire Department Working Together # Pending
Keith Lambert- BCC
1 hr Admin All

10:00 am - 11:00 am Common Questions Answered by the Bureau # Pending
Keith Lambert- BCC
1 hr Admin All



Code Officials Conference of Michigan

Fall Conference

Shanty Creek Resort

September 24-27, 2019

2019 FALL CONFERENCE REGISTRATION

You MUST send your REGISTRATION, MEMBERSHIP FORM (if not already a 2019 member) and PAYMENT as soon as possible to COCM so that it is received no later than September 6, 2019

Name: <u>Don Sasin</u>		Jurisdiction representing: <u>Cascade Twp</u>	
Mailing address: <u>3040 Charkwin SE</u>	City: <u>Grand Rapids MI</u>	State: <u>MI</u>	Zip code: <u>49546</u>
Telephone number: <u>616-949-3765</u>	Email Address: <u>consamine.cascade.twp.com</u>	Inspector registration #: <u>005221</u>	

*****2019 Annual COCM Scholarship Golf Outing Monday September 23, 2019 Please see separate golf registration form*****

<input type="checkbox"/> SINGLE DAY: \$140.00 if <u>application and payment</u> are received by September 6, 2019 SINGLE DAY: \$165.00 if <u>application and payment</u> are received after September 6, 2019 For Single Day registration, please check the day(s) you will be attending below Tues Sept 24 <input type="checkbox"/> Wed Sept 25 <input type="checkbox"/> Thurs Sept 26 <input type="checkbox"/> Fri Sept 27 <input type="checkbox"/>	Enter Conference fee here.....
<input checked="" type="checkbox"/> FULL Conference: \$285.00 (all or multiple days) if <u>application and payment</u> received by September 6, 2019 FULL Conference: \$300.00 if <u>application and payment</u> received after September 6, 2019	\$ <u>285</u>
ANNUAL FALL BANQUET: Attendance at the Thursday Evening Banquet is included with Full Conference Registration for Member and a Guest at no additional charge. (a \$40 value per person) \$40.00 per Person Banquet fee applies to Conference attendees wishing to attend the banquet with SINGLE DAY CONFERENCE REGISTRATION, or those who may wish to just attend the Banquet Please indicate your plans to attend the Thursday evening banquet by checking the appropriate box below. WILL ATTEND: Myself <input type="checkbox"/> Guest <input type="checkbox"/> WILL NOT BE ATTENDING: <input type="checkbox"/> ATTEND BANQUET ONLY + \$40.00 fee: <input type="checkbox"/> Myself <input type="checkbox"/> Guest	Enter Banquet fee (if applicable) here..... \$
2019 COCM MEMBERSHIP: Membership Dues are \$40 per member. Membership is required to participate in the conference. Membership applications can be found at the COCM website. Check the COCM website for the current list of 2019 paid members If your name is not shown as a paid 2019 member, \$40 DUES PAYMENT and a completed membership form must be submitted with your conference registration.	Enter Membership fee (if applicable) here \$ <u>40</u>
Golf and/or Conference fee + Banquet (if applicable) + Membership Dues (if not yet a member) = TOTAL PAID	\$ <u>325</u>

HOTEL: Shanty Creek 5780 Shanty Creek Road Bellaire, MI 49615 231-533-8621

HOTEL ACCOMODATIONS ARE NOT INCLUDED IN THE CONFERENCE FEE. Hotel contact information is provided above. Indicate you are with "COCM" when making your reservation

YOU MUST RESERVE YOUR ROOM FROM THE FORM POSTED ON THE COCM WEBSITE. Room Block is held until August 22,

Please make check payable to COCM and mail with registration form to: COCM PO Box 6433 Plymouth, MI 48170	COCM CONTACT INFORMATION www.cocm.org cocm1@yahoo.com 231-799-5133
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SHANTY CREEK RESORTS
SUMMIT • SCHUSS • CEDAR RIVER

Code Officials Conference of MI (447370)
September 22, 2019 – September 27, 2019

Reservations Must Be Received By: August 22, 2019

Reservation requests received after this date will still be accepted provided rooms are available.

PLEASE RETURN THIS FORM BY MAIL (OR) FAX TO:

Reservations Department • Shanty Creek Resorts
5780 Shanty Creek Road • Bellaire, MI 49615
Fax: 231.533.7004

Check-in begins at 5pm, Check-out is 12 Noon.

Name: Tom Sabin
Address: 7585 Whistle Rdg Home Phone: 616 292 4593
City: Byron Center State: MI Zip: 49315 Business Phone: 616-949-3765
Confirmation Email: TS.SABIN@CASCADE.TP.COM Fax: 616-949-7271

You are welcome to arrive early or extend your stay following this scheduled event. At times, specified accommodations are not available prior to or following your event. If the room type requested is not available, we reserve the right to assign the next available room type and rate.

Arrival Date: 9-24-19 Departure Date: 9-27-19 # Adults: 1 # Children:

Quantity	Room Type	1 Adult	2 Adults	3 Adults	4 Adults
	Guest Room (2 Beds)	\$119	\$119	\$134	\$149
<u>1</u>	Studio Parlor (King Bed)	\$136	\$136	n/a	n/a
	One Bedroom Condo	\$189	\$189	\$189	n/a
	Two Bedroom Condo	\$249	\$249	\$249	\$249

Additional guest fee is \$15.00 per person, per night. Children under 18 may stay free in their parents' room using existing bedding. The above rates are per room, per day, plus 6% state tax, 9% resort fee and 5% TCCVB fee.

IF YOUR ORGANIZATION IS STATE TAX EXEMPT, YOU MUST FURNISH A COPY OF THE STATE TAX EXEMPTION CERTIFICATE (IRS Form 3372) WHEN MAKING YOUR RESERVATIONS.

THIS FORM MUST BE MAILED, EMAILED TO SCRRESERVATIONS@SHANTYCREEK.COM OR FAXED IN TO RECEIVE THE GROUP DISCOUNTED RATES.

Deposit Policy: Reservations must be guaranteed by a credit card deposit or a check in the amount of 1st night's lodging. A Reservations Agent will call within 24 hours of receiving your form to obtain your payment information. Reservations that are not guaranteed with a deposit may be subject to cancellation. If mailing a check, your reservation will be held for 10 days pending receipt of the check. If credit card deposit is made and organization pays in full by check, refunds of credit card are subject to a \$10.00 handling fee.

Cancellation Policy: Refund of your deposit will be made if cancellation occurs at least 5 days prior to arrival, less a \$10 handling fee.

Use of Debit cards at the resort for lodging or deposits may cause your financial institution to put a hold on your account for the total amount of the stay plus a \$50.00 per night incidental charge. The resort is not responsible for returned check fees resulting from this practice by your financial institution.

Do you have any special lodging requests? Barrier Free: Other (Please Indicate):

We do our best to honor special requests, however we cannot guarantee them.

FOR QUESTIONS OR FOR MORE INFORMATION, PLEASE CALL 866-695-5012



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: September 11th, 2018
To: Supervisor Beahan and Township Board Members
From: Ben Swayze, Township Manager
Subject: Resolution for “Prisoner of War/Missing in Action Recognition Day”

FACTS:

The Township has received a request from the Michael J. Bost Chapter 18 of the Vietnam Veterans of America that the Township, along with other communities, issue a resolution declaring September 20, 2019 as “Prisoner of War/Missing in Action Recognition Day.” The request has also been made that the resolution be presented to the Michael J. Bost Chapter 18 of the Vietnam Veterans of America at a ceremony they will be conducting at 2:00pm in the chapel of the Michigan Home for Veterans in Grand Rapids.

Attached for your review is:

- Letter of request from the Michael J. Bost Chapter 18 of the Vietnam Veterans of America.
- Proposed Resolution to Provide for the Designation of September 20, 2019 as Prisoner of War/Missing in Action Recognition Day

ANALYSIS & CONCLUSIONS:

The Township has approved similar resolutions in previous years. The Michael J. Bost Chapter 18 of the Vietnam Veterans of America is one of three in West Michigan that is working to increase awareness of the servicemen unaccounted for in the Vietnam and Gulf Wars. Currently there are nearly 1,600 Vietnam-era American servicemen and civilians unaccounted for in Southeast Asia, including 48 from the State of Michigan.

FINANCIAL CONSIDERATIONS:

Adoption of the proposed resolution will not have any financial considerations.

RECOMMENDED ACTION:

Adopt the Resolution recognizing September 20, 2019 as “Prisoner of War/Missing in Action Recognition Day” in Cascade Township.

VIETNAM VETERANS OF AMERICA
Michael J. Bost Chapter 18
P. O. Box 1766
Grand Rapids, MI 49501
616-644-2787

July 14, 2019

Supervisor Robert Beahan
Township of Cascade
2865 Thornhills Se
Grand Rapids, MI 49546-7192

Dear Supervisor Beahan;

The Michael J. Bost Chapter 18 of the Vietnam Veterans of America will observe Prisoner of War/Missing in Action Recognition Day on Friday, September 20, 2019. We will have a brief ceremony at **2:00 PM** in the relocated chapel of the Michigan Home for Veterans in Grand Rapids.

We would like the Township of Cascade, with other communities, issue a proclamation declaring September 20, 2019 as Prisoner of War/Missing in Action Day. This resolution would then be presented to the Michael J. Bost Chapter of the Vietnam Veterans. A sample is included for your convenience.

Your presence is requested at this ceremony to make the presentation to the Vietnam Veterans of America Chapter 18. Out of respect for those who are present, we would appreciate dignitaries being present for the entire ceremony.

If you or your representative are able to attend this ceremony, please let us know.

Please use the front entrance. Other doors are locked.

For further questions, please call Betty Pike 616-644-2787.

Thank you for your consideration.

Sincerely,

Tom Sibley
President
Michael J. Bost
Chapter 18
Vietnam Veterans of America

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION __ of 2019

**RESOLUTION TO PROVIDE FOR THE DESIGNATION OF SEPTEMBER 20, 2019 AS
“PRISONER OF WAR / MISSING IN ACTION RECOGNITION DAY”**

Minutes of a regular meeting of the Township Board of Cascade charter Township, County of Kent, State of Michigan, held at the Wisner Center in said Township on September 11, 2019 at 7:00 o'clock p.m., Eastern Daylight Time

PRESENT: Members: _____

ABSENT: Members: _____

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

WHEREAS, the United States has fought in many wars, one of the longest of which was the Vietnamese Conflict; and

WHEREAS, Friday, September 20, 2019 is a day of remembrance for those who suffered as prisoners of war or are still missing as a result of any conflict; and,

WHEREAS, although cooperation has increased within the past few years, there are still nearly 1,600 American servicemen and civilians, including 48 from the State of Michigan, missing and unaccounted for in Indochina. The uncertainty surrounding their fates has caused their families to suffer great hardship; and,

WHEREAS, increasing public awareness and focusing public attention on this issue is one way to help achieve this goal.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Trustees of Cascade Charter Township shall designate **Friday, September 20, 2019** as:

“PRISONER OF WAR / MISSING IN ACTION RECOGNITION DAY”

We urge all of our citizens to take note of this important issue and remember those servicemen and civilians who were prisoners of war and those who are still missing and to commemorate the day with appropriate activities.

YEAS: Board members: _____

NAYS: Board members: _____

ABSTAIN: Board members: _____

ABSENT: Board members: _____

RESOLUTION DECLARED ADOPTED

Susan B. Slater, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on September 11, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Susan B. Slater, Township Clerk



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: September 11, 2019
To: Supervisor Beahan and the Township Board
From: Ben Swayze, Township Manager
Sue Slater, Township Clerk
Subject: 30th Street Cemetery Expansion Project – Maintenance Garage

FACTS:

The Cascade Township Board approved a project to expand the 30th Street Cemetery earlier this year. The project has been divided into three smaller projects: the new maintenance garage, the expansion of the columbarium area, and the expansion of the cemetery itself. The new maintenance garage is planned for fall 2019 while the other two portions of the project are planned for spring 2020.

The maintenance garage project was designed over the summer and sent out for bidding in July. The Township received 4 bids on the project:

<u>Bidder</u>	<u>Base Bid</u>	<u>Full Heat Alternative Bid</u>
Blackstar Building Group	\$115,500	\$14,215
Owen Ames Kimball	\$123,150	\$13,700
Nugent Builders	\$123,500	\$18,500
Dan Vos Construction	\$180,728	\$16,200

Attached for your review are:

- Bid request letter from Fishbeck
- Proposed Maintenance Garage Contract
- Letter of Recommendation from Fishbeck

ANALYSIS & CONCLUSIONS:

The attached letter of recommendation from Fishbeck outlines the bid and recommendation process. All bids received were above the engineers estimate from the project. Fishbeck solicited alternative bids from the low-bid contractor, Blackstar. They provided the following alternative bids:

- Remove the bathroom – deduct \$21,820
- Less expensive window package – deduct \$2,070
- Eliminate stone wainscoting – deduct \$8,900

After discussing with Township staff, the recommendation from staff is to remove the bathroom and utilize the less expensive window package, but retain the the stone wainscoting as the

appearance of the building will add to the aesthetic of the entire cemetery. The bid with the changes is \$91,610.

Fishbeck has reviewed the bids and all bidders. Blackstar has a good reputation and has recently done several projects with Cascade Township, most recently the improvements to the Burton Park Buildings and Grounds Facility. The recommendation is to award the project to Blackstar.

FINANCIAL CONSIDERATIONS:

With the selected project alternatives, the project cost comes to \$91,610. The Township has budgeted \$900,000 for this full project between 2018 and 2019.

RECOMMENDED ACTION:

To approve the 30th Street Cemetery Maintenance Garage Bid to Blackstar Building Group at a cost of \$91,610.



July 19, 2019
Project No. 150365

Mr. Ryan Nugent
Owen-Ames-Kimball Company
300 Ionia Avenue, NW
Grand Rapids, MI 49503

Re: Cascade Township – 30th Street Cemetery – Maintenance Garage
Invitation to Bid/Propose

Dear Mr. Nugent:

Cascade Charter Township desires to receive bids/proposals from a few select contractors for construction of a new maintenance garage located at the 30th Street Cemetery. Attached with this letter are the bidding documents, drawings, and contract terms.

We request that you review the scope of work and provide your bid on the form included as “Exhibit C – Contractor’s Bid”.

Bids/proposals will be received by the Township until **August 14, 2019 at 2 pm**, at the Township Office located at 2865 Thornhills Avenue, SE, Grand Rapids, MI 49546. Bids will not be opened publicly so feel free to drop off your bid any time before the deadline and they will be held unopened until all bids are received. You will be notified of the bidding results and receive a bid tab. Bids are expected to be presented to the Township Board on either August 28 or September 11, for approval of the selected contractor. Work could begin shortly after that date if you are selected.

Please note that this work is being considered as Design/Build project. The attached drawings are intended to identify the intent of what the finished product will look like and what the Township needs as far as space and amenities. The selected contractor will need to further develop the plan in order to obtain any necessary permits. (CAD files can be provided for Contractor use) Contractors are asked to submit a price and schedule based on the attached drawings, but are also encouraged to submit alternates that either save the Township costs or improve the function of the building. The Township desires to have the work completed this calendar year, but is also open to spring of 2020 construction.

The Township expects that the selected contractor will complete all the work necessary to provide a complete turn-key solution. The following major items of work are identified and should be included in the project bid/proposal. This is not a complete list, but should help to answer questions that may arise while you are preparing the bid/proposal.

1. Removal of the existing pavement and building with disposal offsite.
2. Site grading and restoration.
3. Functioning septic system including sizing of the system and obtaining permit from Kent County Health Department. Site plan shows approximate size however final sizing is to be determined by the contractor and health department.
4. Water supply is not included and public water will be connected to the building during a later phase. Contractor will need to stub out and cap the water.
5. Final design and permitting for the building construction.
 - a. A 30-foot by 30-foot pre-engineered pole style construction building as indicated on the drawing.
 - b. Heated and insulated restroom.



6. Temporary fencing around site during construction. Staging shall be to the south of the building and not over any burial sites.
7. Bid alternate should include all necessary changes to heat the entire building and not just the restroom. The Township is considering whether it is worth the cost to have winter heat.

The Township will review all bids/proposals and select the contractor based on what is best for the price, schedule and contractor approach to the work. Please include any supporting information that would help the Township make the decision with the bid.

If you have any questions or require additional information, please contact me at 616.464.3927 or mlberrevoets@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "Michael L. Berrevoets", is written over a horizontal line.

Michael L. Berrevoets, PE

jc2

Attachments

By email

cc/atts: Ben Swayze – Cascade Township
Nate Torrey, PE – FTCH

CONSTRUCTION AGREEMENT

THIS CONSTRUCTION AGREEMENT is dated as of _____ (the "Agreement"), by and between **CASCADE CHARTER TOWNSHIP** (the "Owner") and _____ (the "Contractor").

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 – PROJECT

Contractor shall complete the project as specified and identified in the Proposal dated _____, request for proposals for the 30th Street Cemetery - Maintenance Garage.

ARTICLE 2 – ENGINEER

Fishbeck, Thompson, Carr & Huber, Inc., Owner's engineer (the "Engineer"), will act as Owner's representative in connection with completion of the Project in accordance with the Contract Documents, as hereinafter identified.

ARTICLE 3 – CONTRACT TIME

Section 3.1. The Project will begin no earlier than this contract is signed by both parties. The Project will be substantially complete on or before _____ (Date agreed upon by both parties), and finally complete on or _____ (Date agreed upon by both parties)

Section 3.2. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the work is not completed within the times specified in Section 3.1 above. They also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner \$250 for each day that expires after the time specified in Section 3.1 for substantial completion until the Project is substantially complete. After substantial completion if Contractor shall neglect, refuse or fail to finally complete the Project as specified in Section 3.1, Contractor shall pay Owner \$500 for each day that expires after the time specified in Section 3.1 for final completion.

Section 3.3. Contractor also agrees that in addition to the liquidated damages specified in Section 3.2, the Contractor shall pay all direct costs incurred by Owner and/or Engineer for contract administration, engineering, inspection or legal fees after the date of final completion as specified in Section 3.1.

ARTICLE 4 – CONTRACT PRICE

Section 4.1. Owner shall pay Contractor for completion of the Project upon final completion of the Project at the lump sum price in Contractor's Proposal, as hereinafter identified in the amount of \$ _____ (the "Contract Price"). Payment shall be made in one single payment upon final completion of Project and upon Contractor providing Engineer satisfactory documentation that all subcontractors or suppliers providing services or materials in connection with the Project have been paid, provided, however, the Contractor may be paid upon substantial completion of the Project if final completion will be delayed by weather or other conditions outside of its control, provided (a) Contractor provides satisfactory documentation that all subcontractors and suppliers have been paid and (b) an amount equal to twice the amount sufficient to complete the Project as determined by the Engineer is withheld from payment until the Project is finally completed and the payment to subcontractors and suppliers has been satisfactorily documented.

ARTICLE 5 – CONTRACTOR'S REPRESENTATION

Section 5.1. In order to induce Owner to enter into this Agreement Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents.
- B. Contractor has visited the Project site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress and completion of the Project.
- C. Contractor is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and completion of the Project.
- D. Contractor has carefully studied all reports, if any, of explorations and tests of subsurface conditions at or contiguous to the Project and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Project. Contractor acknowledges and agrees that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown in such reports or drawings.
- E. Contractor has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions at or contiguous to the Project site or otherwise which may affect costs, progress or completion of the Project or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor and safety precautions and programs incident thereto. Contractor does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for completion of the Project at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents.

F. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Project site, reports and drawings, if any, provided Contractor by Owner or Engineer, and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

G. Contractor has given Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for completion of the Project.

ARTICLE 6 – CONTRACT DOCUMENTS

Section 6.1. The Contract Documents which comprise the entire agreement between Owner and Contractor concerning the Project consist of the following:

- A. This Agreement.
- B. Exhibit A – Project Specifications.
- C. Exhibit B – Project Drawings
- D. Exhibit C – Contractor's Proposal.
- E. Exhibit D – Insurance Requirements.
- F. Exhibit E – Conditions.
- G. Any written amendments that are not attached to this Agreement amending, modifying or supplementing the Contract Documents, provided such amendment(s) are signed by both Owner and Contractor.

ARTICLE 7 – MISCELLANEOUS

Section 7.1. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

Section 7.2. Owner and Contractor each binds itself, its successors, assigns and legal representatives to the other party hereto, its successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

Section 7.3. Any provision or part of the Contract Documents held to be void or unenforceable under any applicable law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement as of the date set forth in the first paragraph hereof.

"Contractor"

By: _____

Its: _____

_____, Michigan _____

(616) _____ - _____

CASCADE CHARTER TOWNSHIP

"Owner"

By: _____

Ben Swayze, Manager

2865 Thornhills S.E.
Grand Rapids, Michigan 49546-7192
(616) 949-1500

EXHIBIT A – PROJECT SPECIFICATION
(SUMMARY OF WORK)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work covered by the Contract Documents comprises construction of a cemetery maintenance building and associated demolition and site work located at the 30th Street Cemetery for Cascade Charter Township, Owner.
- B. The Work includes the following major items:
 - 1. Demolition and disposal of existing one-story garage.
 - 2. Site grading and preparation.
 - 3. Design, permitting and construction of a one-story 30-foot x 30-foot garage with private restroom as indicated on the Drawings.
 - 4. Design, permitting and construction of an on Site septic system to serve the garage restroom.
 - 5. Associated Site improvements as indicated on the Drawings.

1.3 TYPE OF CONTRACT

- A. Construct the Work of this Contract under a single Lump Sum Contract.

1.4 GENERAL

- A. Imperative Language: These Specifications are written in the imperative and abbreviated form. This imperative language of the technical specifications is directed at Contractor unless specifically noted otherwise. Incomplete sentences shall be completed by inserting "shall", "shall be" and similar mandatory phrases by inference in the same manner as they are applied to notes on Drawings. The words "shall", "shall be" and similar mandatory phrases shall be supplied by inference where a colon (:) is used within sentences or phrases. Except as worded to the contrary, fulfill (perform) all indicated requirements whether stated in the imperative or otherwise.

1.5 OWNER FURNISHED MATERIAL

- A. Products furnished and paid for by Owner: Owner will not furnish any items.

1.6 WORK BY OWNER

- A. The following items will be furnished and installed by Owner: Owner will remove and store items from existing garage that are intended to be kept for future use. Any items remaining in the garage at the start of construction shall be disposed by the Contractor.
- B. Coordinate the schedule of work by Owner with Owner.
- C. Cooperate with Owner.

1.7 WORK UNDER OTHER CONTRACTS

- A. There is no work under other contracts related to this Project.

1.8 CONTRACTOR USE OF PREMISES

- A. Limit use of premises to allow for Owner occupancy and public access to areas around the building site. The Cemetery will remain in operation and open to public use for visitation and events. The Contractor is requested to be respectful of these events and may be asked by the Owner to temporary suspend work operations to accommodate public use of the Cemetery. The Owner recognizes this would be an inconvenience to the Contractor and will carefully consider the impacts to the schedule before making any requests to suspend operations.
- B. Limit construction traffic access to Site from 30th Street.
- C. Coordinate use of premises under direction of the Owner.
- D. Where the Contract Documents identify certain site elements within the construction limits, such as sidewalks, drives, and streets, that must be kept open for public or the Owner's use during construction, the Contractor shall be responsible for protection and maintenance of such elements as well.
- E. Except in connection with the safety or protection of persons or the Work or property at the Site or adjacent thereto, all Work at the site shall be restricted to the following hours:
 - 1. Monday Through Friday (Except Legal Holidays): 8 a.m. to 7 p.m.
 - 2. Saturday, Sundays or legal holidays with written approval of the Owner.
- F. Private Easements: None. The Project is located on property-owned and under control of the Owner.

1.9 OCCUPANCY REQUIREMENTS

- A. Owner Occupancy During Construction:
 - 1. The Owner will occupy or utilize premises during entire period of construction, for conduct of the Owner's normal operations. Cooperate with the Owner to minimize conflict and to facilitate the Owner's operations.
 - 2. Access to Abutting Properties: Provide at all times.
 - 3. Access for Emergency Vehicles:
 - a. Provide at all times.
 - b. Provide at least one clear lane during nonwork periods.
 - 4. Fire Hydrants: Provide access to at all times.
 - 5. Do not block fire access routes.
 - 6. Detours and Street Closure:
 - a. Cemetery Drive may be closed provided there is sufficient access for users.
 - 7. Construct Work so as to not interfere with public visitation or events.
 - 8. Limit parking for construction vehicles to an area that does not interfere with public use, visitation or events.

1.10 STAGING AND WORK AREAS

- A. Contractor shall only stage materials and equipment in areas where there are no occupied burial spaces and should take care to avoid occupying any space around burials. All employees and subcontractors shall be respectful of the area in which they are working. It is the Owner's sole discretion to determine what is respectful and reasonable. Any complaints from the Owner's representatives, citizens or other users of the area will be investigated by the Owner.

PART 2 - PRODUCTS

2.1 OTHER MATERIALS

- A. General: All other materials which are not specified herein and are not indicated on the Drawings, but are required for proper and complete performance of the Work.

- B. Procedure:
 - 1. Select new, first quality material.
 - 2. Obtain Engineer's review.
 - 3. Provide and install.

PART 3 - EXECUTION

Not used.

END OF SECTION 01 11 00

EXHIBIT C – CONTRACTOR'S BID

Bid of _____ hereinafter called Bidder, organized and existing under the laws of or a resident of the State of _____, doing business as _____.*

*Insert as applicable: "a corporation", "a partnership" or "an individual".

To Cascade Charter Township, hereinafter called Owner.

ARTICLE 1 – BID RECIPIENT

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Construction Agreement. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

<u>Addendum Number</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on:

- (1) the cost, progress, and performance of the Work;
- (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and
- (3) Bidder's safety precautions and programs.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete on or before _____ and completed and ready for final payment on or before _____. (Dates to be completed by bidder and will be negotiated with Owner)
- 6.02 Substantial completion includes the building is complete and ready for use by the Owner except for minor items which do not affect the functionality of the building. Note that potable water will be connected during a later phase and the bathroom is not expected to be functional at substantial completion.
- 6.03 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security is NOT required.
 - B. Preliminary Schedule of Values for major items of work.
 - C. Evidence of authority to sign Bid, if Bid is submitted by a corporation, partnership or joint venture;
 - D. List of Proposed Subcontractors for any major items of work and/or list of what work will be self-performed by bidder.
 - E. Evidence of authority to do business in the state in which the Project is located; or a written covenant to obtain such license prior to the award of the Contract.
 - F. Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license prior to the award of the Contract.
 - G. Detailed list of any other alternates the bidder would like the Owner to consider. Alternates can also include alternate schedules and substantial completion dates and corresponding cost savings or premiums to the owner.

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

9.01 This Bid is submitted by:

SUBMITTED on _____, 20____
Date*

BY: _____
Name of Bidder*

Business Street Address*

Signature

City, State, and Zip*

Name and Title of Signatory*

Telephone Number*

Facsimile Number*

E-mail Address*

*Typed or printed in ink.

End of Exhibit C.

EXHIBIT D

INSURANCE REQUIREMENTS

Contractor's Liability Insurance

Contractor shall purchase and maintain such comprehensive general liability and other insurance from an insurance company authorized to write casualty insurance in the State of Michigan as shall provide protection from claims set forth below which may arise out of, or result from, Contractor's completion of the Project and Contractor's other obligations under the Contract Documents, whether such performance is by Contractor, by any subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- A. Claims under worker's compensation, disability benefits and other similar employee benefits.
- B. Claims for damages because of bodily injury, occupational sickness or disease or death of Contractor's employees.
- C. Claims for damages because of bodily injury, sickness or disease or death of any person other than Contractor's employees.
- D. Claims for damages insured by personal injury liability coverage which are sustained by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor or by any other person for any other reason.
- E. Claims for damages because of injury to, or destruction of, tangible property, including loss of use resulting therefrom.
- F. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

This insurance shall be written for the following minimum limits of liability and shall have an endorsement covering all Contractor's obligations:

- A. Public Liability, Bodily Injury and Property Damages:

Combined Single Limits for Bodily Injury and Property Damage for each Occurrence:	\$500,000
Aggregate:	\$500,000

The comprehensive general liability insurance shall include completed operations insurance and contractual liability coverage through the Agreement guarantee period. Where the Project includes underground construction, the policy shall specifically provide a statement to the effect that it includes underground hazards, collapse and explosion.
- B. Automobile and Truck Liability, Bodily Injury and Property Damages:

For each occurrence:	\$500,000
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- C. In addition, Contractor shall provide an umbrella policy with combined single limits for personal injury or property damage of: \$1,000,000

Owner's Protective Liability Insurance

Contractor shall obtain Owner's protective liability insurance in the name of Owner and Engineer as agent for Owner, with such provisions as will protect Owner and Engineer from liability under the Agreement. A copy of such insurance policy or policies shall be delivered to Owner and Engineer prior to the commencement of work on the Project. The amounts of coverage shall be the same as Contractor's liability insurance requirements set forth above.

The Owner's protective liability insurance shall also name the Engineer and (add additional insureds such as KCRC) as additional insureds.

General Provisions

Contractor shall maintain and pay the premiums of all required insurance.

Certificates of insurance shall contain a provision that the coverage afforded under the policies shall not be canceled or materially changed until at least 30 days' prior notice has been given to Owner and Engineer.

Certificates of insurance or certified copies of the policies shall be provided to Owner.

Any insured loss under the property insurance policies is to be adjusted with, and made payable to, Owner as trustee for all the insureds, as their interests may appear.

Owner and Contractor waive all rights against each other and the subcontractors, if any, and their agents and employees and against Engineer and separate Contractors' agents and employees for damages caused by fire or other perils to the extent covered by insurance, except such rights as they may have to the proceeds of such insurance held by Owner as trustee. Contractor shall require similar waivers by its subcontractors.

Owner as trustee shall have the power to adjust and settle any loss with the insurers.

If Owner finds it necessary to occupy or use a portion or portions of the Project prior to final completion, no such use or occupancy shall commence before the insurers providing the property insurance have acknowledged notice thereof from Owner and consented by endorsement on the policy or policies. The property insurance shall not be canceled or lapse on account of any such use or occupancy.

EXHIBIT E
CONDITIONS

Before Starting Project

A. Contractor's Review of Contract Documents. Before undertaking the Project, Contractor shall carefully study and compare the Contract Documents and check and verify pertinent figures therein and all applicable field measurements, if any. Contractor shall promptly report in writing to Engineer any conflict, error, ambiguity, or discrepancy which Contractor may discover and shall obtain a written interpretation or clarification from Engineer before proceeding with the Project.

B. Preliminary Schedules. Within 10 days after the date of the Agreement, Contractor shall submit to Engineer for its timely review:

1. a preliminary progress schedule indicating the times for starting and completing the various stages of the Project;
2. if applicable, a preliminary schedule of required submittals related to the Project, listing required submittals and the times for submitting, reviewing and processing such submittals; and
3. if applicable, a preliminary schedule of values for the Project, including quantities and prices of items which when added together equal the Contract Price.

C. Evidence of Insurance. Before the Project begins at the Project site, Contractor shall deliver to the Owner certificates of insurance (and other evidence of insurance which Owner may reasonably request) which Contractor is required to purchase and maintain in accordance with Exhibit D to the Agreement.

Reporting and Resolving Discrepancies

A. Reporting Discrepancies.

1. If, while completing the Project, Contractor discovers any conflict, error, ambiguity or discrepancy in the Contract Documents or between the Contract Documents and any provision of any law or regulation applicable to the Project, Contractor shall report it to Engineer in writing at once. Contractor shall not proceed with the portion of the Project affected thereby until the Contract Documents have been amended or supplemented; provided, however, that Contractor shall not be liable to Owner or Engineer for failure to report any such conflict, error, ambiguity or discrepancy unless Contractor knew or reasonably should have known thereof.

B. Resolving Discrepancies.

1. Except as may be otherwise specifically stated in the Contract Documents, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity or discrepancy between the provisions of the Contract Documents and:

- a. the provisions of any standard, specification, manual, code or instruction (whether or not specifically incorporated by reference in the Contract Documents); or
- b. the provisions of any laws or regulations applicable to the Project (unless such an interpretation of the provisions of the Contract Documents would result in violation of such law or regulation).

Underground Facilities

A. Shown or Indicated. The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities, as hereinafter defined, at or contiguous to the Project site is based on information and data furnished to Owner or Engineer by the owners of such Underground Facilities, including Owner, or by others. Owner and Engineer shall not be responsible for the accuracy or completeness of any such information or data. The cost of all of the following will be included in the Contract Price and Contractor shall have full responsibility for:

1. reviewing and checking all such information and data,
2. locating all Underground Facilities shown or indicated in the Contract Documents,
3. coordination of the Project with the owners of such Underground Facilities, including Owner, during construction, and
4. the safety and protection of all such Underground Facilities and repairing any damage thereto resulting from the Project.

B. Not Shown or Indicated.

1. If an Underground Facility is uncovered or revealed at or contiguous to the site which was not shown or indicated, or not shown or indicated with reasonable accuracy in the Contract Documents, Contractor shall, promptly after becoming aware thereof, and before further disturbing conditions affected thereby or performing any work in connection therewith, identify the owner of such Underground Facility and give written notice to that owner and to Owner and Engineer. Engineer will promptly review the Underground Facility and determine the extent, if any, to which a change is required in the Contract Documents to reflect and document the consequences of the existence or location of the Underground Facility. During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.

2. If Engineer concludes that a change in the Contract Documents is required, an amendment to the Agreement will be executed to reflect and document such consequences. An equitable adjustment shall be made in the Contract Price or Contract Time, or both, to the extent that they are attributable to the existence or location of any Underground Facility that was not shown or indicated or not shown or indicated with reasonable accuracy in the Contract Documents and that Contractor did not know of and could not reasonably have been expected to be aware of or to have anticipated.

C. Definition. "Underground Facilities" shall mean all underground pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or attachments, and any easements containing such facilities, including those that convey electricity, gases, steam, liquid petroleum products, telephone or other communications, cable television, water, wastewater, storm water, other liquids or chemicals, or traffic or other control systems.

Supervision and Superintendence

A. Contractor shall supervise, inspect and direct the work related to the Project competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction, but Contractor shall not be responsible for the negligence of Owner or Engineer in the design or specification of a specific means, method, technique, sequence or procedure of construction which is shown or indicated in and expressly required by the Contract Documents. Contractor shall be responsible to see that the completed Project complies accurately with the Contract Documents.

B. At all times during the progress of the Project, Contractor shall assign a competent resident superintendent thereto. The superintendent will be Contractor's representative and shall have authority to act on behalf of Contractor. All communications given to or received from the superintendent shall be binding on Contractor.

Labor; Working Hours

A. Contractor shall provide competent, suitably qualified personnel to undertake and construct the Project as required by the Contract Documents. Contractor shall at all times maintain good discipline and order at the Project.

B. Except as otherwise required for the safety or protection of persons or the work or property at the Project or adjacent thereto, and except as otherwise stated in the Contract Documents, all work at the Project site shall be performed during regular working hours, and Contractor will not permit overtime work or the performance of work on Saturday, Sunday or any legal holiday without Owner's written consent (which will not be unreasonably withheld) given after prior written notice to Engineer.

Services, Materials and Equipment

A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the performance, testing, start-up and completion of the Project.

B. All materials and equipment incorporated into the Project shall be as specified or, if not specified, shall be of good quality and new, except as otherwise provided in the Contract Documents. All warranties and guarantees specifically called for by the Contract Documents shall expressly run to the benefit of Owner. If required by Engineer, Contractor shall furnish satisfactory evidence (including reports of required tests) as to the source, kind and quality of materials and equipment. All materials and equipment shall be stored, applied, installed, connected, erected, protected, used, cleaned and conditioned in accordance with instructions of the applicable supplier of same, except as otherwise may be provided in the Contract Documents.

Permits

A. Unless otherwise provided in the Contract Documents, Contractor shall obtain and pay for all construction permits and licenses. Owner shall assist Contractor, as necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the completion of the Project which are applicable on the date of the Agreement. Contractor shall pay all charges of utility owners for connections required in connection with completion of the Project.

Laws and Regulations

A. Contractor shall give all notices and comply with all applicable laws, rules, regulations, ordinances, codes and orders of any and all governmental bodies, agencies, authorities and courts having jurisdiction (the "Laws and Regulations") applicable to the completion of the Project. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.

B. If Contractor performs any work knowing or having reason to know that it is contrary to Laws or Regulations, Contractor shall bear all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such work.

C. Changes in Laws or Regulations not known on the date of the Agreement having an effect on the cost or time of performance of the Project may be the subject of an adjustment in Contract Price or Contract Time.

Use of Site and Other Areas

A. Limitation on Use of Site and Other Areas.

1. Contractor shall confine construction equipment, the storage of materials and equipment and the operations of workers to the Project site and other areas permitted by Laws and Regulations, and shall not unreasonably encumber the Project site and other areas with construction equipment or other materials or equipment. Contractor shall assume full responsibility for any damage to any such land or area, or to the owner or occupant thereof, or of any adjacent land or areas resulting from the performance of the work related to the Project.

2. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner, Engineer and the officers, directors, partners, employees, agents and other consultants of each and any of them from and against all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any claim or action, legal or equitable, brought by any such owner or occupant against Owner, Engineer or any other party indemnified hereunder to the extent caused by or based upon Contractor's completion of the Project.

B. Removal of Debris During Performance of the Work. Contractor shall keep the Project site and other areas free from accumulations of waste materials, rubbish and other debris. Removal and disposal of such waste materials, rubbish and other debris shall conform to applicable Laws and Regulations.

C. Cleaning. Prior to completion of the Project, Contractor shall clean the Project site and make it ready for utilization by Owner. At the completion of the Project, Contractor shall remove from the Project site all tools, appliances, construction equipment and machinery and surplus materials and shall restore to original condition all property not designated for alteration by the Contract Documents.

D. Loading Structures. Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the Project or adjacent property to stresses or pressures that will endanger it.

Safety and Protection

A. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Project. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

1. all persons on the Project site or who may be affected by the Project;
2. all the work and materials and equipment to be incorporated therein, whether in storage on or off the Project site; and
3. other property at the Project site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities and Underground Facilities not designated for removal, relocation or replacement in the course of construction.

B. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall notify owners of adjacent property and of Underground Facilities and other utility owners when prosecution of the Project work may affect them, and shall cooperate with them in the protection, removal, relocation and replacement of their property. All damage, injury or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, any subcontractor, supplier or any other individual or entity directly or indirectly employed by any of them to perform any portion of the Project, or anyone for whose acts any of them may be liable, shall be remedied by Contractor. Contractor's duties and

responsibilities for safety and for protection of the work shall continue until such time as of the Project work is completed.

Indemnification

A. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner, Engineer and the officers, directors, partners, employees, agents and other consultants and subcontractors of both of them from and against all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Project work, provided that any such claim, cost, loss or damage:

1. is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Project itself), including the loss of use resulting therefrom; and

2. is caused in whole or in part by any negligent act or omission of Contractor, any subcontractor, any supplier or any individual or entity directly or indirectly employed by any of them to perform any of the Project work or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by any negligence or omission of an individual or entity indemnified hereunder or whether liability is imposed upon such indemnified party by Laws and Regulations regardless of the negligence of any such individual or entity.

B. the indemnification obligations of Contractor under paragraph A above shall not extend to the liability of Engineer or to the officers, directors, partners, employees, agents and other consultants and subcontractors of Engineer arising out of:

1. the preparation or approval of, or the failure to prepare or approve, maps, drawings, opinions, reports, surveys, change orders, designs or specifications; or

2. giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage.

Limitations on Owner's Responsibilities

A. The Owner shall not supervise, direct or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the Project. Owner will not be responsible for Contractor's failure to complete the Project in accordance with the Contract Documents.

Notice of Defects

A. Prompt notice of all defective work of which Owner or Engineer has actual knowledge will be given to Contractor. All defective work may be rejected, corrected or accepted as provided in "Correction or Removal of Defective Work" and "Correction Period" below.

Access to Work

A. Owner, Engineer, other representatives and personnel of Owner, independent testing laboratories and governmental agencies with jurisdiction interests shall have access to the Project site and the Project at reasonable times for their observation, inspecting and testing. Contractor shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply therewith as applicable.

Tests and Inspections

A. Contractor shall give Engineer timely notice of readiness of the work for all required inspections, tests or approvals and shall cooperate with inspection and testing personnel to facilitate required inspections or tests.

B. Owner shall employ and pay for the services of an independent testing laboratory to perform all inspections, tests or approvals required by the Contract Documents except:

1. for inspections, tests or approvals covered by paragraphs C and D below;
2. those costs incurred in connection with tests or inspections conducted pursuant to "Correction Period" below and shall be paid as provided therein; and
3. as otherwise specifically provided in the Contract Documents.

C. If Laws or Regulations of any public body having jurisdiction require any portion of the Project (or part thereof) specifically to be inspected, tested or approved by an employee or other representative of such public body, Contractor shall assume full responsibility for arranging and obtaining such inspections, tests or approvals, pay all costs in connection therewith and furnish Engineer the required certificates of inspection or approval.

D. Contractor shall be responsible for arranging and obtaining and shall pay all costs in connection with any inspections, tests or approvals required for Owner's and Engineer's acceptance of materials or equipment to be incorporated in the Project; or acceptance of materials, designs or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Project. Such inspections, tests or approvals shall be performed by organizations acceptable to Owner and Engineer.

E. If any portion of the Project that is to be inspected, tested or approved is covered by Contractor without written concurrence of Engineer, it must, if requested by Engineer, be uncovered for observation.

F. Uncovering work as provided in paragraph E above shall be at Contractor's expense unless Contractor has given Engineer timely notice of Contractor's intention to cover the same and Engineer has not acted with reasonable promptness in response to such notice.

Uncovering Work

A. If any portion of the Project is covered contrary to the written request of Engineer, it must, if requested by Engineer, be uncovered for Engineer's observation and replaced at Contractor's expense.

B. If Engineer considers it necessary or advisable that covered work be observed by Engineer or inspected or tested by others, Contractor, at Engineer's request, shall uncover, expose or otherwise make available for observation, inspection or testing, as Engineer may require, that portion of the Project in question, furnishing all necessary labor, material and equipment. If it is found that such work is defective, Contractor shall pay all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such uncovering, exposure, observation, inspection and testing, and of satisfactory replacement or reconstruction (including, but not limited to, all costs of repair or replacement of work of others); and Owner shall be entitled to an appropriate decrease in the Contract Price. If, however, such work is not found to be defective, Contractor shall be allowed an increase in the Contract Price or an extension of the Contract Time, or both, directly attributable to such uncovering, exposure, observation, inspection, testing, replacement and reconstruction.

Owner May Stop the Work

A. If the work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the work in such a way that the completed Project will conform to the Contract Documents, Owner may order Contractor to stop work until the cause for such order has been eliminated;

however, this right of Owner to stop work shall not give rise any duty on the part of Owner to exercise this right for the benefit of Contractor, any subcontractor, any supplier, any other individual or entity or any surety for, or employee or agent of, any of them.

Correction or Removal of Defective Work

A. Contractor shall correct all defective work, whether or not fabricated, installed or completed, or, if the work has been rejected by Engineer, remove it from the Project and replace it with work that is not defective. Contractor shall pay all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or removal (including, but not limited to, all costs of repair or replacement of work of others).

Correction Period

A. If within one year after the date of final completion of the Project, or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by Owner or permitted by Laws and Regulations is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions: (i) repair such defective land or areas, or (ii) correct such defective work or if the defective work has been rejected by Owner, remove it from the Project and replace it with work that is not defective, and (iii) satisfactorily correct or repair or remove and replace any damage to the remainder of the Project, to the work of others or other land or areas resulting therefrom. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective work corrected or repaired or may have the rejected work removed and replaced, and all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including, but not limited to, all costs of repair or replacement of work of others) will be paid by Contractor.

B. In special circumstances where a particular item of equipment is placed in continuous service before final substantial completion of the Project, the correction period for that item may start to run from an earlier date if so provided in the Contract Documents.

C. Where defective work (and damage to other work resulting therefrom) has been corrected or removed and replaced, the correction period hereunder with respect to such work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.

D. Contractor's obligations are in addition to any other obligation or warranty. The provisions of this paragraph shall not be construed as a substitute for or a waiver of the provisions of any applicable statute of limitation or repose.

Acceptance of Defective Work

A. If, instead of requiring correction or removal and replacement of defective work, Owner prefers to accept it, Owner may do so. Contractor shall pay all claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) attributable to Owner's evaluation of, and determination to accept, such defective work (such costs to be approved by Engineer as to reasonableness) and the diminished value of the Project to the extent not otherwise paid by Contractor pursuant to this sentence. Owner shall be entitled to an appropriate decrease in the Contract Price, reflecting the diminished value of the Project so accepted.

Owner May Correct Defective Work

A. If Contractor fails within a reasonable time after written notice from Engineer to correct defective work or to remove and replace rejected work as required by Engineer in accordance herewith, or if Contractor fails to perform the work in accordance with the Contract Documents, or if Contractor fails to comply with any other provision of the Contract Documents, Owner may, after 7 days' written notice to Contractor, correct and remedy any such deficiency.

B. In exercising such rights and remedies, Owner shall proceed expeditiously. In connection with such corrective and remedial action, Owner may exclude Contractor from all or part of the Project site, take possession of all or part of the Project and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the Project site, and incorporate in the Project all materials and equipment stored at the Project site or for which Owner has paid Contractor but which are stored elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors and Engineer access to the Project site to enable Owner to exercise the rights and remedies hereunder.

C. All claims, costs, losses and damages (including, but not limited to, all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) incurred or sustained by Owner in exercising the rights and remedies hereunder will be charged against Contractor, and Owner shall be entitled to an appropriate decrease in the Contract Price. Such claims, costs, losses and damages will include, but not be limited to, all costs of repair or replacement of work of others destroyed or damaged by correction, removal or replacement of Contractor's defective work.

D. Contractor shall not be allowed an extension of the Contract Time because of any delay in the completion of the Project attributable to the exercise by Owner of Owner's rights and remedies hereunder.

Controlling Law

A. The Agreement shall be governed by the laws of the State of Michigan.



September 6, 2019
Project No. 150365

Mr. Ben Swayze
Cascade Charter Township
2865 Thornhills Avenue, SE
Grand Rapids, MI 49546

Re: 30th Street Cemetery Building
Executed Contract Documents

Dear Mr. Swayze:

On August 14, 2019, we received proposals for the referenced project from a select group of commercial contractors. This project includes replacement of the existing garage at the 30th Street Cemetery with a larger structure that can better accommodate the equipment and storage needs at that location. This work was part of the planned work for the 30th Street Cemetery expansion and it was bid separately from the earthwork since it is a different type of contractor that would complete the work. We sent bid/proposal requests to the four contractors listed below. That bid request included everything necessary to replace the existing building and the base bids also included a small restroom to be used by staff only. We also requested that the bidders provide an alternate bid to heat the entire structure and any alternates they desired to have considered.

Bids were as follows:

Bidder	Base Bid	Full Heat Alternate Add
Blackstar Building Group	\$115,500	\$14,215
Owen Ames Kimball	\$123,150	\$13,700
Nugent Builders	\$123,500	\$18,500
Dan Vos Construction	\$180,728	\$16,200

All of the bids exceeded the preliminary estimate so we worked with Blackstar Building group to provide some alternates for consideration. Blackstar provided a cost of \$93,680, to provide the building without the restroom and two other alternates for consideration. One alternate was to use a less expensive window package (savings of \$2,070) and the other was to eliminate the stone wainscoting (savings of \$8,900). In discussion with Township staff and the Clerk, it was decided to go with the lower cost windows, but keep the stone wainscoting since it provided a much nicer aesthetic appearance and broke up the higher walls of the building. The contract cost would be \$91,610.

Fishbeck has reviewed the bids and discussed the project with Mr. Ryan Reidsma of Blackstar Building Group. Mr. Reidsma indicated they would like to begin the work soon and have the building complete before winter. A portion of the paving may need to wait until next spring depending on when the asphalt plants close. Blackstar Building Group completed the Building and Grounds barn remodel in Burton Park a few years ago and Township staff is happy with their work. We recommend the project be awarded to Blackstar with an initial contract amount of \$91,610.

Mr. Ben Swayze
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If the Township Board approves the contract, we will prepare the contracts and send to Blackstar for their signature. Once the signed contracts are returned, they will be forwarded to the Township for final signature and execution.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink that reads 'Michael L. Berrevoets' with a stylized flourish at the end.

Michael L. Berrevoets, PE

jc2

By email

cc: Ryan Reidsma – Blackstar Building Group