

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, November 6, 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**
- 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 10/09/19 and 10/23/2019.
 2. Regular Downtown Development Minutes 7/16/19 and 9/17/19.
 - b. Receive and File Communications**
 1. Letter from State of Michigan – re: Uniform Video Services Local Franchise Act.
 2. Letter from Comcast – re: Xfinity TV Channel Updates
 3. Letter from Charter – re: Pricing Changes
 - c. Receive and File Reports**
 1. Kent County Sheriff Department Quarterly Report
- Article 7. Financial Actions**
- Article 8. Unfinished Business**
- Article 9. New Business**
- 078-2019 Consider Approval of Resolution for VAI Purple Community Run to Close Public Streets for 5k Run/Walk (Multi-year application for 2020,2021,2022) (roll call)**
 - 079-2019 Consider Approval of Cascade Charter Township Purchase Order Policy.**
- Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

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

Wednesday, October 9, 2019

7:00 P.M.

Article 1. Supervisor Beahan called the meeting to order.
Present: Supervisor Beahan, Clerk Slater, Treasurer Peirce, Trustees Lewis, Koessel, McDonald and Shipley.
Absent: None
Also Present: Manager Swayze, Community Development Director Peterson 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 McDonald 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 Planning Commission Minutes 08/19/2019
- b. Receive and File Reports
 - 1. Building Department Report – September 2018
 - 2. Treasurer Report – August 2019
- c. Receive and File Communications
 - 1.
- d. Education Requests
 - 1.

Motion was made by Trustee Koessel and supported by Trustee McDonald to approve the Consent Agenda as presented. Motion carried unanimously.

Article 7. Financial Actions

- a. Approval of Pay Draw #2 for the Centennial Park Sidewalks & Medians Project.

Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Pay Draw #2 for the Centennial Park Sidewalks and Medians Project in the amount of \$61,869.85. Motion carried unanimously.

Article 8. Unfinished Business

Article 9. New Business

- 074-2019 a. Public Hearing for an Amendment to the Watermark PUD (Ordinance #10 of 1997) for Swim Center Changes (1611 Galbraith Ave)**

Community Development Director reviewed the request with the Board. Discussion followed. Motion was made by Trustee Lewis and supported by Trustee Koessel to move into public hearing. Motion carried unanimously.

Mark deWaal, 1601 Galbraith Ste. 302 was present to address his concern on the aesthetics on the back of the new area. Motion

was made by Trustee McDonald and supported by Trustee Koessel to re-convene into regular session. Motion carried unanimously.

b. Consider Amendment to the Watermark PUD (Ordinance #10 of 1997) for Swim Center Changes (1611 Galbraith Ave)

Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Amendment to the Watermark PUD (Ordinance #10 of 1997) for Swim Center Changes. (1611 Galbraith Ave) Motion carried unanimously by roll call vote.

075-2019

Consider Approval of a bid for Pathway Repairs

Community Development Director Peterson reviewed the bids with the Board. Discussion followed. Motion was made by Trustee Shipley and supported by Clerk Slater to approve the Bid for Pathway Repairs to Lawns of Distinction in the Amount of \$36,060. Motion carried unanimously.

Article 10. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

Deputy Toonstra was present to update the Board on happenings in Cascade.

Article 11. Manager Comments

Manager Swayze offered the following comments:

- Tomorrow night the Fire Department is hosting the Silent Night Parade.
- Tomorrow starts the “draw down” on the river.
- Saturday is Cleanup Day.
- Bag service for leaves has started up and the dumpsters will be back behind Township Hall soon.
- Our local street program is still going strong.

Article 12. Board Member Comments

Article 13. Adjournment

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

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

Robert S. Beahan, Supervisor

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

Wednesday, October 23, 2019

7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order.
Present: Supervisor Beahan, Clerk Slater, Treasurer Peirce, Trustees Lewis, Koessel, McDonald and Shipley.
Absent: None
Also Present: Manager Swayze, Community Development Director Peterson and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance.
- Article 3.** Motion was made by Trustee Shipley and supported by Trustee Lewis 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 09/25/2019.
2. Regular Planning Commission Minutes 9/9/19.
Motion was made by Trustee Shipley and supported by Trustee Koessel to approve the Consent Agenda as presented. Motion carried unanimously.
- Article 7. Financial Actions**
- Article 8. Unfinished Business**
- Article 9. New Business**
076-2019 Consider Final Preliminary Plan Approval for a New Subdivision for 12 Single Family Detached Homes located on the NE Corner of Thornapple River Dr. and 60th.
Community Development Director Peterson reviewed the request with the Board. Motion was made by Trustee Shipley and supported by Clerk Slater to approve the Final Preliminary Plan for a New Subdivision for 12 Single Family Detached Homes located on the NE Corner of Thornapple River Dr. and 60th. Motion carried unanimously.
- 077-2019 Consider Approval of Purchase Agreement for 5920 Tahoe Dr.**
Manager Swayze reviewed the timeline of events regarding the purchase. Discussion followed. Motion was made by Treasurer Peirce and supported by Trustee McDonald to approve the Purchase Agreement for 5920 Tahoe. Motion carried.
Yeas – 6 Nays-1 (Slater)
- Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**

Article 12. Manager Comments

Manager Swayze offered the following comments:

- Wanted to thank the Board for investing in him with his education...had a great time in Nashville. Attended many wonderful sessions.

Article 13. Board Member Comments

Trustee Shipley offered the following comments:

- Looking forward to public comments on our potential new investment.

Trustee Koessel offered the following comments:

- I think 1.4 million for the building is a great deal. I think this is the best decision for the Township.

Treasurer Peirce offered the following comments:

- I think it has a little bit more flexibility for us for the fire station.

Article 14. Adjournment

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

Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

Robert S. Beahan, Supervisor

MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
July 16, 2019
5:30 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 p.m.
Members Present: Beahan, Growney, Stephan, Siegle, DeWitt, McNeil-Chapman and Puplava.
Members Absent: Makkar, Kingsland
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.
- ARTICLE 2. Approve the Current Agenda**

Motion was made by Member Beahan to approve the Agenda. Supported by Member Stephan. Motion carried 6 to 0.
- ARTICLE 3. Approval of the Minutes of June 18, 2019 Meeting**

Motion was made by Member Beahan to approve the Agenda. Supported by Member DeWitt. Motion carried 6 to 0.
- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items** *(Comments are limited to five minutes per speaker)*

No visitors came forward to comment
- ARTICLE 5. Discuss and Consider Streetlight Options for the Cascade Rd Pathway**

(Member Siegle arrived to the Meeting at 5:35)

Director Korhorn introduced Mike and Greg from Fishbeck, and stated that Greg has been doing a lot of the work on this DDA portion of the Cascade Road pathway. Director Korhorn then stated that this portion of the pathway is going to be 7 feet wide, and will be located from Independent Bank on the corner of 28th St and Cascade Road, to the Cascade Villa Apartments. The DDA is paying for construction as part of the pathway millage approved in November.

Director Korhorn stated that LED streetlight fixtures will be installed on both sides of Cascade Road in this area, and that in their packets, Members will find three streetlight options provided by the engineers.

Chairman Puplava asked how far apart these streetlights will be from the existing ones, and if there will be a noticeable difference in appearance. Mike stated that the lights will be positioned 100-150 feet away from each other, and that yes, there will be a difference in appearance between the new and existing lights, but that most people will likely not notice. Mike stated that the first streetlight option seems to match the closest, the other two are provided as "equals", meaning the contractor that wins the bid can choose any one streetlight option offered, and install that streetlight. If the contractor chooses a light other than the engineer-selected option, there will be a slight price decrease. Cost difference on fixtures is about 20%, not including the pole, base, conduit, conductors, and other necessary parts. Price difference between the most expensive fixture, and the least expensive fixture may only be near 5% after all costs are included.

Member Beahan asked if the bulbs would be inside of the fixture, or exposed on the exterior potentially causing glare at night. Mike and Director Korhorn stated that by looking at the pictures, it appears bulbs will be inside of the fixtures.

Member DeWitt asked if the fixture will be sealed or enclosed to help keep the fixtures cleaner and free of possible bug infestation. Mike stated that he did not have a definite answer, but will check. He then also stated that many fixtures are 'vented' to help keep a cooler temperature.

Member Siegle asked if it would be cost efficient to purchase bulbs with a longer life than the 70,000-hour bulbs being quoted. Mike stated that most LED bulbs of this style are cast to a specific fixture, and are likely not available.

Chairman Puplava suggested a photo confirmation of the bulb being housed inside of the upper part of the fixture, and then choosing option ALN540 (first choice) as the primary fixture to be used, Arlington as the bid alternate.

Director Korhorn invited Greg to give an overview of the project.

Greg introduced himself as the Township Engineer assistant, and stated basics of the pathway project. The pathway will be 7 feet wide, and made of concrete (asphalt outside of the DDA boundary). There are four properties along the pathway; Dr. Siegle owns two, the other two are the private drive of the Grenelefe community, and Independent Bank. Greg states that all property owners have been helpful and granted easements. There will be 14 total lights along this section of DDA pathway. Total estimated cost of this project is \$220,000, which is 10% less than the original estimate back in February.

Chairman Puplava asked if the concrete and asphalt will stay level at meeting points as they are different materials, Greg stated that it should not be an issue.

Member Siegle asked if the concrete path will conjoin to the driveway of the Cascade Villas, even though a small section of that property is outside of the DDA boundary. He stated that having a continuous path seems logical. Director Korhorn stated that DDA funds cannot be used outside of the boundary, and that the general fund will need to pick up that cost.

ARTICLE 6. Discuss DDA Streetlights – LED Conversion

Director Korhorn stated that there has been discussion to switch from lumec lighting fixtures to LED fixtures, which will potentially save on maintenance and electric costs. Director Korhorn states that swapping out fixtures can be expensive, and can take a number of years (approximately 20) to see a return on the investment. There is an available LED retrofit kit that can be tested (free of charge) in three of the light fixtures on 28th St between Cascade Road and Old 28th St. There are 19 lights out between Old 28th and Cascade Road right now, and Director Korhorn was given a proposal of retrofitting those fixtures right now for a cost of \$5,100. Director Korhorn stated that she would like to see a sample of what the lights look like before committing to the retrofitting. If retrofitting the fixtures is something the DDA decides to pursue, the estimated payback is 3 ½ years. Total cost of retrofitting the lumec lights throughout the DDA District was under \$100,000.

Chairman Puplava suggests the trial of retrofitting 3 fixtures before deciding to move forward with retrofitting all of them in the district; Members and Director Korhorn agree.

ARTICLE 7. Discuss and Consider Sponsorship for an Oktoberfest Event

Director Korhorn stated that an Events Committee has been meeting for a couple of months, and is interested in holding an Oktoberfest event Saturday, September 14th, 5pm-9pm (tentatively) on the Library property. Director Korhorn stated that this will be approximately 4 hours long, and have bands, food, beer, and activities for all age groups. This will be structured as a DDA event, Thornapple Brewing Co. will be the main sponsor.

Director Korhorn stated that there is around \$10,000 in the DDA budget for 2019 events, with the option of an amendment for more if needed.

Discussion was held about potential event details such as liquor license responsibility and ticket purchases for food. No decisions needed to be made.

Sponsorship for this event could go towards tent/chair/table/fence rentals, yard games, activities, entertainment, Sherriff Department assistance, and security.

Members are in agreeance of a \$5,000 cap for potential sponsorship.

ARTICLE 8. Discuss Sign or Gateway Feature at Museum Gardens

Director Korhorn stated that she received an email from a resident stating that she would like to see a sign or something similar to "Welcome to Cascade" in that area. Director Korhorn replied to her that it is something the DDA will consider. Member Beahan stated that the Historical Society may be planning something similar, and he believes a potential sign in that area should wait until there is a definitive plan regarding the possible acquisition of the Verberg and Tuffy properties.

ARTICLE 9. Any Other Business

a. Update on Planning Activities

b. Update on Community/DDA Events

a. Cascade Metro Cruise Warmup – August 22nd

b. Thursday Night Lights at the Library

Director Korhorn updated Members about Chick-fil-A moving into the old Macaroni Grill, and explained the car stacking and parking lot structure.

Director Korhorn reminded Members of the upcoming Metro Cruise, and remaining Thursday night events at the Library.

A second informational meeting is required by new law, Chairman Puplava suggested Director Korhorn choose the date.

ARTICLE 10. Adjournment

Motion was made by Member Growney to adjourn. Supported by Member DeWitt. Motion carried 7 to 0. Meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Diana Kingsland, Secretary

MINUTES

Cascade Charter Township
Downtown Development Authority Board of Directors
September 17, 2019
5:30 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chairman Puplava called the meeting to order at 5:30 p.m.
Members Present: Growney, Makkar, Siegle, DeWitt, McNeil-Chapman, and Puplava.
Members Absent: Beahan, Stephan, Kingsland
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.

- ARTICLE 2. Approve the Current Agenda.**

Motion was made by Member DeWitt to approve the Agenda. Supported by Member McNeil-Chapman. Motion carried 5 to 0.

- ARTICLE 3. Approval of the Minutes of July 16, 2019 Meeting**

Motion was made by Member Siegle to approve the Minutes of the July 16, 2019 Meeting. Supported by Member DeWitt. Motion carried 5 to 0.

- ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. (Comments are limited to five minutes per speaker)**

Ms. Laura St. Louis introduced herself as the new Community Organizer with Disability Advocates of Kent County, and stated that she is hoping to be present at more community meetings to be involved with what's going on.

Mr. Kirk Driesenga from the Hinman company introduced himself, and stated that his company represents the Centennial Park Office Association. Mr. Driesenga thanked Members for the added sidewalks and the partitions with the plantings in the Centennial Park area, and states that he has received several positive comments about them from tenants and notices that traffic has slowed down significantly. Mr. Driesenga also thanked Members for their support of the bus line in the area. He stated he had a tenant interested in a property and the bus line was a big draw.

ARTICLE 5. Discuss DDA Projected Revenues and Expenditures

Director Korhorn stated that she asked Tami Cook (Township Accountant) to put together a financial projection report for the DDA. Director Korhorn stated that she asked that big ticket items that can be pursued in the next few years be included. Those items include:

1. Centennial Park (bonding for \$610,000)
2. Property purchase of Tuffy (installment purchase of \$800,000 over 20 years' time)
3. Cascade Road Sidewalk (2020 project, bonding for \$300,000)
4. Outdoor Gathering Space (2020 project, bonding for \$2.1 million)
5. Property purchase (2021 installment purchase of \$900,000 over 20 years' time)
6. Synthetic Ice Rink (cash, \$150,000)
7. Lighting Conversion (2020 project, cash, \$75,000)

Director Korhorn stated that Ms. Cook took the budget items given and projected revenues and expenditures over the next 10 years. Year 2020 is the only year that could potentially have a negative balance of \$233,000. None of the following years are projected to have a negative balance.

Member Siegle asked if the \$800,000 for Tuffy included demolition and clean-up, Director Korhorn said that it did not, but that there is a possibility of that being a joint venture with the Township. Obtaining grants is also a possibility.

The board members then had discussion regarding the Tuffy property, potential purchase of the property and the current lease with the property owner.

Director Korhorn stated that she is unsure of the 2021 property purchase for \$900,000, but wanted to have it projected and added to the budget.

ARTICLE 6. Discuss and Consider Outdoor Gathering Space Plan

(Member Makkar arrives during this discussion at 5:50.)

Director Korhorn stated that she has included updated costs for each phase of this project in tonight's packet, as the original plan

was created in 2016. Director Korhorn stated that she would like recommendations from Members on this project, and that it will probably go to a Board Committee to review and look at the costs, and then to the Township Board.

Director Korhorn stated that this project will likely be phased due to funding. Director Korhorn then described parts of the project, pointing out the library, where the main gathering space and amphitheater will be, walking paths, landscaping and trees, a children's garden, the streetscape improvements, a skate and climbing plaza, and gateway improvements. Director Korhorn stated that the bulk cost of the project will be the amphitheater area, which is \$1.8 million. Director Korhorn stated that the Friends of the Library may contribute to the cost of the children's garden.

Director Korhorn stated that the amphitheater will bring people into the area for entertainment purposes, and the Library has expressed interest in using it for numerous programs. Chairman Puplava stated that she wondered if there was an opportunity to leverage the opportunity of interest in the amphitheater to sell sponsorships or corporate sponsorships to deflect some cost involved in the project. Director Korhorn stated that there are groups in the Cascade area that may be interested in partnering with this project in one way or another.

Chairman Puplava asked Members if any of them are against moving forward with the Community Gathering Space Plan at this time. No Member answered as against. Member Siegle clarified with Chairman Puplava that she was talking about the entire project, not just individual pieces. Chairman Puplava clarified that she would recommend to the Township Board that they proceed with development of the entire Community Gathering Space project, with specific details to be determined later.

Members were all in favor of this positive recommendation to the Township Board. Chairman Puplava asked what specificity the Township Board might need, as she states that the DDA is conscious that they cannot shoulder all of the cost of this project. Member Siegle stated that he believes there would be a considerable savings if the entire project was completed at once, versus piece by piece. Chairman Puplava agreed, and stated the minimal disruption to the area and library if the project were to be completed at one time versus piece by piece as well. Member

Siegle asked about the time frame to repay a bond, Director Korhorn stated it is forecast as a 10-year repayment agreement.

Director Korhorn stated that she believes the Township Board needs to know that this is a project the DDA would like to move forward with. If they agree that this plan should move forward, Director Korhorn states that then the DDA can decide to phase the project or complete it all at once, the schedule of completion, etc. Chairman Pupilava states that the message needs to be clear that the DDA is dedicated to this project and can contribute a sizeable amount to the total cost, but will need buy-in from the Township, and corporate sponsorship to cover the total financial responsibility.

Member Siegle asked who would be responsible for enticing corporate sponsorships, Chairman Pupilava responded that a committee would need to form to put forth a standard proposal of different sponsorship levels for potential sponsors. Member Siegle suggested selling bricks to community members, Chairman Pupilava agreed with that idea. Director Korhorn suggested possible naming opportunities as well. These are details that will be decided on definitively moving forward.

Director Korhorn stated that this is currently projected as a 2020 project, but may not be logistically feasible until 2021. Member Siegle stated that as a 2021 project, money could be saved next year and lessen the bond. Chairman Pupilava stated that would also help with the budget deficit projected in 2020. Member Rishi stated to keep in mind that construction estimates can significantly increase if not agreed to when given.

Director Korhorn stated that she will let the Township Board know that this a project that the DDA is interested in pursuing.

ARTICLE 7.

Any Other Business

- a. Update on Planning Activities
- b. Informational Meeting – Tuesday, October 15
- c. Joint Meeting – Monday, October 21 at 7:00 p.m.

Chairman Pupilava asked about Electric Cheetah taking over the Euro Bistro location, Director Korhorn confirmed. Member DeWitt asked if the Med Center was still open that is adjoined, Director

Korhorn stated that it is not, but that a new doctor is renovating and will open soon.

Member McNeil-Chapman asked director Korhorn if there was any word on what is going into the former Dunkin' Donuts location as there is work being done to the building and parking lot, Director Korhorn stated that she does not know yet.

Member DeWitt stated Starbucks is almost complete, Director Korhorn stated that she asked the property owners of the neighboring strip if they planned to update their façade to match the new construction, Director Korhorn states they answered they are considering it.

Member DeWitt asked if Chick-fil-A is still moving forward, Director Korhorn said yes, but not until late 2020 or early 2021. Director Korhorn stated that Macaroni Grill will be demolished when they close on the property sale.

Member DeWitt asked about the Metro Cruise kick-off, Director Korhorn stated that it went very well, and there have been many positive comments from attendees.

Director Korhorn reminded Members of the two upcoming meetings.

Adjournment

Motion was made by Member McNeil-Chapman to adjourn. Supported by Member DeWitt. Motion carried 6 to 0. Meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Diana Kingsland, Secretary



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
PUBLIC SERVICE COMMISSION

ORLENE HAWKS
DIRECTOR

TREMAINE L. PHILLIPS
COMMISSIONER

SALLY A. TALBERG
CHAIRMAN

DANIEL C. SCRIPPS
COMMISSIONER

October 14, 2019

To Cities/Villages/Townships:

This letter is being sent to franchise entities (municipalities) within the state of Michigan regarding Public Act 480 of 2006, the Uniform Video Services Local Franchise Act (the Act). The Michigan Public Service Commission (MPSC) is the agency designated to implement the Act. Pursuant to Section 12(2) of the Act, the MPSC shall file an annual report to the Governor and Legislature that includes information on the status of video service competition in Michigan.

To assist MPSC Staff with gathering information for the report, please complete our electronic survey, which is located at michigan.gov/mpsc beginning **October 18, 2019**. Responses to the survey are due by **November 15, 2019**. *Please note that the survey will not be available on the website after November 15, 2019.* Due to recent changes to the MPSC website, you may find the survey by following these steps:

1. Go to michigan.gov/mpsc and click on "Regulatory Information" at the top of the page.
2. Next, scroll down and click on "Telecommunications" at the bottom.
3. Lastly, click on "Video/Cable Regulatory Information" and you will find the survey under the "Provider & Franchise Entity Information" category.

The survey is quick and easy and should take only a few minutes of your time. It is important that MPSC Staff receives feedback from franchise entities. Your feedback will help to provide MPSC Staff with a better insight of the video/cable issues that may be occurring in your community. While MPSC Staff cannot provide you with answers to the survey questions, please contact Staff if you require clarification regarding the questions being asked.

In addition to the survey, please find attached two Consumer Tips that provide information regarding filing a video/cable complaint with the MPSC. One is relevant to customers, the other to a municipality. We would encourage you to share this information with your residents. You may also find the complaint information online at michigan.gov/mpsc by clicking the "Consumer Information" link at the top of the page. You may consider posting the MPSC contact information and/or a link to our Consumer Tips to your community's webpage.

Your cooperation in submitting your survey answers to our office is greatly appreciated. Should you have any questions, please contact Cindy Stephens at (517) 284-8167 or by email at stephensc1@michigan.gov.

Sincerely,

Ryan McAnany, Manager
Telecommunications Division

Attachments

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
7109 W. SAGINAW HIGHWAY • P.O. BOX 30221 • LANSING, MICHIGAN 48909 • www.michigan.gov/mpsc • 517-284-8100

Filing a Video/Cable Complaint

The MPSC's role in handling video/cable television complaints

On December 21, 2006, Governor Granholm signed legislation to promote competition for video services in the state of Michigan. Public Act 480 of 2006, or as it is more commonly known, the "Uniform Video Services Local Franchise Act" charges the Michigan Public Service Commission (MPSC) with implementing the Act. The MPSC now has the responsibility to handle cable inquiries and complaints.

Are you having a problem with your video/cable television provider?

If you are experiencing problems with your provider, you should first contact your provider and attempt to resolve your dispute with them.

Not satisfied? File an informal complaint with the MPSC.

If you are dissatisfied with the provider's response, or the dispute is not resolved to your satisfaction, you may file an informal complaint with the MPSC.

How does the informal complaint process work?

- A customer contacts the MPSC with a video/cable television complaint.
- MPSC Staff forwards the complaint to the provider & informally mediates (if necessary) between the provider and the customer.
- The provider is allowed up to 10 business days (under normal circumstances) to respond and provide a detailed resolution to both the customer and the MPSC.

Still not satisfied? File a formal complaint and request a hearing

If you remain dissatisfied even after the Staff has completed the informal complaint process, you may file a Formal Complaint.

A customer will be permitted to file a formal complaint **only after**:

- the informal complaint process has been completed; and
- a satisfactory resolution has not been reached between the provider and the customer.

To request a formal hearing, prepare a letter of complaint explaining the problem. Send the original and seven (7) copies of the letter/ complaint to the MPSC at the following address:

**Executive Secretary
MPSC
P.O. Box 30221
Lansing, MI 48909**

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;
- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;



consumer TIPS

January 2019

michigan.gov/mpsc

- a description of exactly what happened -- include all details, the names and addresses of any persons involved, disputed charges and costs.
- Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation (s). Specify the relief requested.

Next Action

An MPSC Staff attorney will review the formal complaint, and if the disputed amount is under \$5,000 and all required information is included, the Commission shall appoint a mediator within seven (7) business days of the date the complaint is filed. Mediation may include a review of the complaint and discussions with the customer and company. If through this process the customer and company are still unable to agree, the mediator will issue a recommended solution within 30 days from the date of appointment. The customer and company have 10 days to either accept or reject the recommendation. If the customer or company rejects the solution, the complaint proceeds to a formal hearing. If the dispute involves an amount over \$5,000, it proceeds directly to a contested case hearing with no prior mediation.

Formal Complaint Hearing Process

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company.

Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses to prove or justify his/her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

Required Costs

If the customer or company rejects the mediator's decision and is found by MPSC order to be at fault, that party will be responsible for the legal costs of the other party. If both the customer and the company reject the mediator's decision, each party pays their own legal costs.

For more information:

For more information about filing a complaint, PA 480, or the dispute resolution process, go to the MPSC website at: michigan.gov/mpsc. Click on the Video/Cable button.

You may also contact the MPSC at:

Telecommunications Division
Attn: Video Franchising
P.O. Box 30221, Lansing, MI 48909
Phone: (800) 292-9555
Fax: (517) 284-8200

Filing Satellite Complaints

The Federal Trade Commission (FTC) at: (877) 382-4357 or ftc.gov handles satellite complaints/inquiries.



Dispute Resolution:

Franchise Entity (Municipality) or Provider vs. Provider

The Michigan Public Service Commission's (MPSC) role in informal and formal video/ cable television complaints:

Public Act 4 of 2009 —Providing a dispute resolution process for complaints between municipalities or providers and cable providers.

Who can file an informal complaint on behalf of a municipality/provider?

A municipality/provider may speak on behalf of itself when filing an informal complaint. Legal representation is not required until a formal complaint is filed.

What does a municipality/provider need to do to file an informal complaint?

The municipality/provider shall file a written notice of the dispute with the MPSC.

What information is required in the notice of dispute?

- Identifying the nature of the dispute.
- Language that requests an informal dispute resolution process.
- Language stating the other party has been served the notice of the dispute.

What happens after the notice is filed?

Commission staff will conduct an informal mediation with both parties in an attempt to resolve the dispute.

What if the dispute is not resolved with informal mediation?

If a satisfactory resolution to the dispute is not achieved, any named party in the complaint may file a formal complaint.

How does the formal complaint process begin?

- A representative submits the following, in writing, to the commission:
 - Information that states the section(s) of the public act or franchise agreement that was allegedly violated.
 - Sufficient facts to support the allegations.
 - The relief requested.
- All information— testimony, exhibits and other documents— in possession the party intends to rely on to support the complaint.

How does the formal complaint process proceed?

- Once the complaint is filed each party has ten days to agree on alternative means to resolve the complaint.
- If no agreement is reached within 10 days, the Commission shall order mediation.
- Within 60 days from the date mediation is ordered, the mediator shall issue a recommended settlement.



What happens after the proposed settlement is presented?

- Each party shall file, with the Commission, a written acceptance or rejection of the recommended settlement within 7 days.
- If the parties accept the recommendation, then the recommendation shall become the final order.
- If a party rejects or fails to respond within 7 days to a proposed settlement, then the complaint will proceed to a contested case hearing.
- A party that rejects the recommended settlement shall pay the opposing party's actual costs of proceeding to a contested case hearing.

What is the format of a contested case hearing?

A contested case hearing is provided under section 203 of the Michigan telecommunications act, 1991 PA 179, MCL 484.2203

<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-179-of-1991.pdf>

For more information:

For more information about filing a formal complaint, Public Act 480, or the dispute resolution process (PA 4 of 2009), go to the MPSC website at:

michigan.gov/mpsc; click on the Video/Cable tab.

You may also contact the MPSC at:

Telecommunications Division Attn: Video Franchising
7109 W. Saginaw Hwy.
P.O. Box 30221 Lansing, MI 48909
Phone: (800) 292-9555
Fax: (517) 284-8200

Online Formal Complaint Form:

Complaints can be filed online via the video/cable web site.

michigan.gov/mpsc/complaints





October 15, 2019

Mr. Benjamin Swayze, Manager
Cascade Township
2865 Thornhills Ave. SE
Grand Rapids, MI 49546

Re: Xfinity TV Channel Updates

Dear Mr. Swayze:

We are committed to keeping you and our customers informed about changes to Xfinity TV services.

Effective December 10, 2019, Comcast will no longer carry Starz Edge, Starz in Black, Starz Comedy, Starz Cinema and Starz Kids & Family. For more information about this change, visit xfinity.com/StarzChanges.

Effective December 10, 2019, we're adding Epix to certain packages. Starz will no longer be available with those packages. With Epix and its associated content you'll get unlimited access to hit films, critically acclaimed original series, documentaries and more, uncut and commercial-free. For more information about this change, visit xfinity.com/EpixChanges.

Effective December 10, 2019, Comcast will no longer carry RetroPlex, IndiePlex, Encore Classic, Encore Suspense, Encore Family and Encore Español. For more information about this change, visit xfinity.com/EncoreChanges.

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report will be filed with the Michigan Public Service Commission.

Please feel free to contact me at 734-359-1961 if you have any questions.

Sincerely,

Jeffrey Snyder
Manager of External Affairs
Comcast, Heartland Region
3500 Patterson Ave. SE
Grand Rapids, MI 49512



October 12, 2019

Cascade Township
2865 Thornhills Ave. SE
Grand Rapids, MI 49546

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after November 12, 2019, the following monthly pricing changes will affect **new** customers subscribing to Spectrum TV Silver and Spectrum TV Gold services.

Services/Products/Equipment	Pricing Adjustment
Spectrum TV Silver	Price will increase by \$5.00 to \$97.49
Spectrum TV Gold	Price will increase by \$5.00 to \$117.49

Further, effective on or after November 12, 2019, Charter will launch the Spectrum TV Sports Pack available for monthly subscription to new customers for \$5.00 per month. Existing customers who currently receive these channels as part of their service will not be charged an additional fee for the new tier.

Spectrum TV Sports Pack includes:

ESPN Goal Line/Bases	MAVTV Motorsports Net	NFL RedZone	Outdoor Channel
ESPN Goal Line/Bases HD	MAVTV Motorsports Net HD	NFL RedZone HD	Outdoor Channel HD
ESPNews	MLB Strike Zone	NHL Network	Tennis Channel
ESPNews HD	MLB Strike Zone HD	NHL Network HD	Tennis Channel HD
Golf Channel	NFL Network	Olympic Channel	
Golf Channel HD	NFL Network HD	Olympic Channel HD	

To view a current channel lineup visit www.spectrum.com/channels.

If you have any questions about this change, please feel free to contact me at (616) 607-2377.

Sincerely,

Marilyn Passmore

Marilyn Passmore
Director, Charter State Government Affairs, Michigan



Kent County Sheriff Department

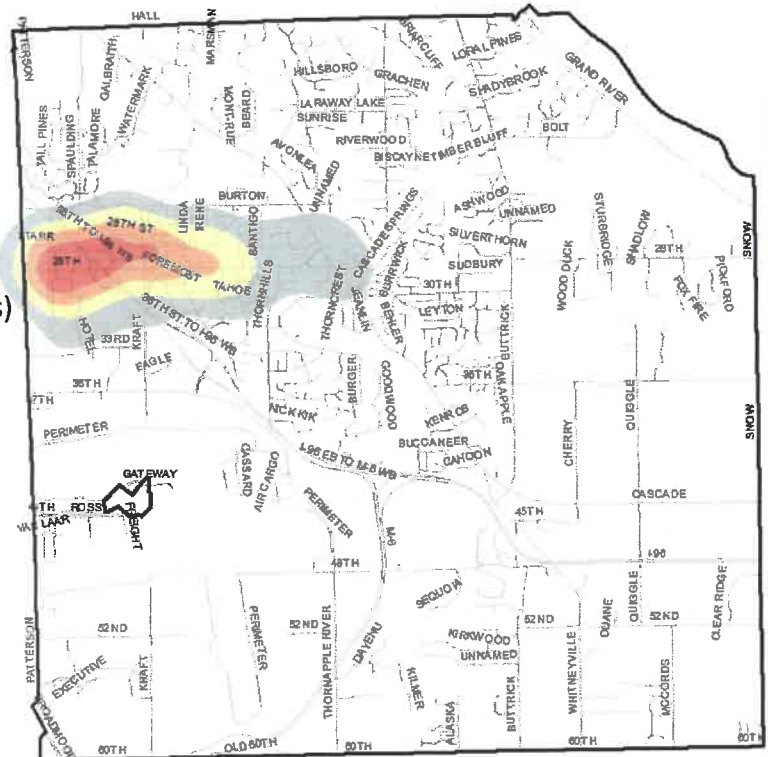
Cascade Twp

7/1/19 - 9/30/19

Cascade Twp

Calls for Service "Hotspot" Map

- Total 3rd Qtr Calls for Service: 968 (4th) ●●●●¹
- Total 3rd Qtr Traffic Stops: 530 (4th)
- Total 3rd Qtr Reported Offenses: 364 (5th)
- Top 3 Calls For Service: ●●●²
 1. Alarm (179 Calls)
 2. Suspicious Condition/Noise/Subject (106 Calls)
 3. Assist (87 Calls)
- Top 3 Repeat Call Addresses: ●●●³
 1. 5100 Blk 28th St SE (89 Calls)
 2. 5500 Blk 28th St SE (55 Calls)
 3. 5800 Blk 28th St SE (48 Calls)
- Top 3 Responding Units: ●●●⁴
 1. 4321 (228 Calls)
 2. 4121 (203 Calls)
 3. 4225 (202 Calls)
- Avg. # of Units Assigned Per Call: 1.87 (6th)
- Avg. Hold Time: 7 Min, 3 Seconds ●●●⁵
- Avg Response Time: 17 Min, 28 Seconds ●●●⁶
- Top 3 Crimes ●●●⁷
 1. Driving Law Violations - 66
 2. Retail Fraud - 59
 3. Obstructing Justice - 43
- Total Detective Bureau Time: 195 Hours (5th)



Legend

- Low Density
- Medium
- Medium High
- High Density



Click on flame for hotspot details



Kent County Sheriff Department

Ada Twp

7/1/19 - 9/30/19

Ada Twp

Calls for Service "Hotspot" Map

• Total 3rd Qtr Calls for Service: 324 (9th) ●●●¹

• Total 3rd Qtr Traffic Stops: 375 (7th)

• Total 3rd Qtr Reported Offenses: 69 (12th)

• Top 3 Calls For Service: ●●●²

1. Alarm (66 Calls)
2. Assist (39 Calls)
3. Suspicious Condition / Noise / Subject (37 Calls)

• Top 3 Repeat Call Addresses: ●●●³

1. 500 blk Ada Dr SE (7 Calls)
2. 400 blk Ada Dr SE (5 Calls)
3. 7100 blk E Fulton St (5 Calls)

• Top 3 Responding Units: ●●●⁴

1. 4321 (72 Calls)
2. 4225 (68 Calls)
3. 4120 (57 Calls)

• Avg. # of Units Assigned Per Call: 1.79 (12th)

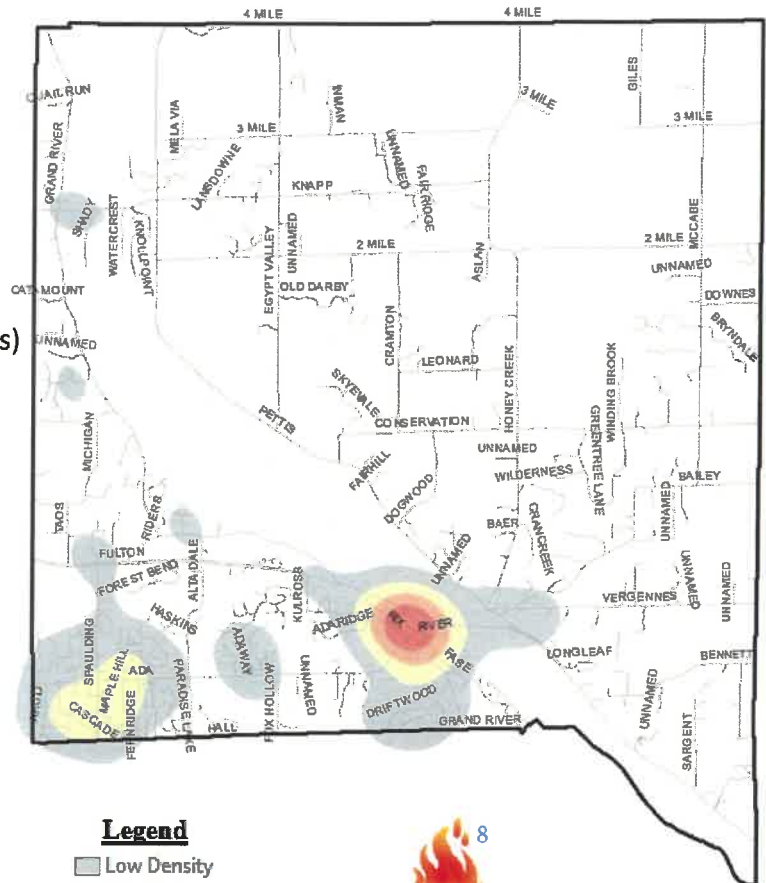
• Avg. Hold Time: 7 Min, 8 Seconds ●●●⁵

• Avg Response Time: 19 Min, 46 Seconds ●●●⁶

• Top 3 Crimes ●●●⁷

1. Driving Law Violations - 11
2. OUIL or OUID - 10
3. Damage to Property - 6

• Total Detective Bureau Time: 57 Hours (11th)



Legend

- Low Density
- Medium
- Medium High
- High Density

Click on flame for hotspot details



Kent County Sheriff Department

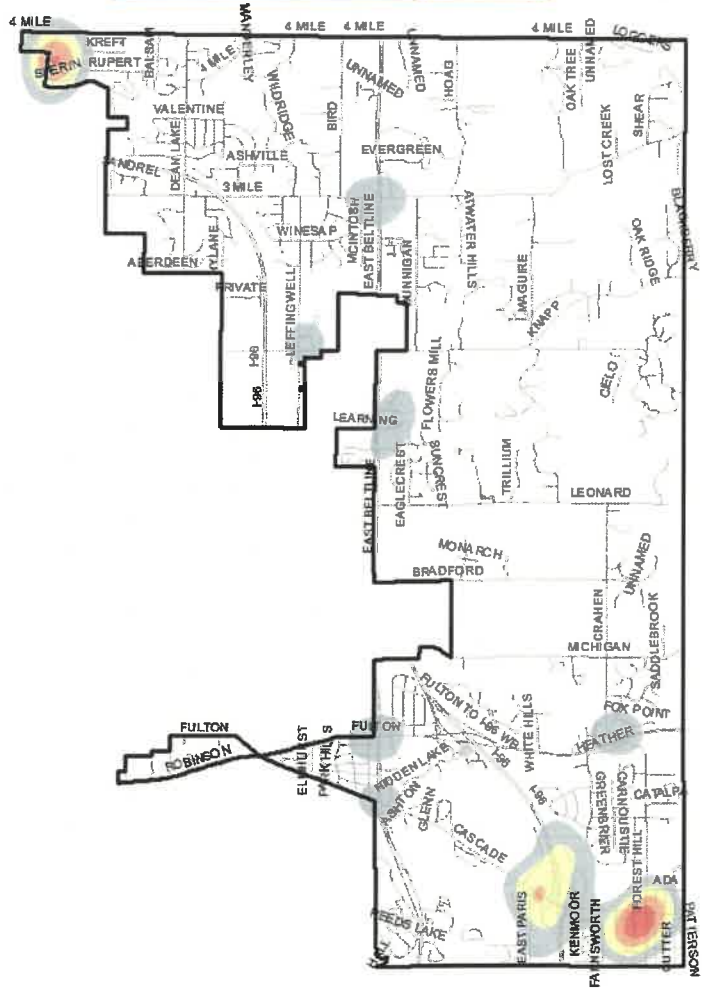
Grand Rapids Twp

7/1/19 - 9/30/19

Grand Rapids Twp

- Total 3rd Qtr Calls for Service: 666 (6th) ●●●¹
- Total 3rd Qtr Traffic Stops: 484 (7th)
- Total 3rd Qtr Reported Offenses: 205 (6th)
- Top 3 Calls For Service: ●●●²
 1. Alarm (129 Calls)
 2. Assist (67 Calls)
 3. Suspicious Condition/Noise/Subject (66 Calls)
- Top 3 Repeat Call Addresses: ●●●³
 1. 1000 Blk Medical Park Dr SE (25 Calls)
 2. 600 Blk Kenmoor Ave SE (20 Calls)
 3. 4600 Blk Cascade Rd SE (18 Calls)
- Top 3 Responding Units: ●●●⁴
 1. 4423 (138 Calls)
 2. 4225 (137 Calls)
 3. 4321 (129 Calls)
- Avg. # of Units Assigned Per Call: 1.79 (13th)
- Avg. Hold Time: 7 Min, 25 Seconds ●●●⁵
- Avg Response Time: 19 Min, 1 Seconds ●●●⁶
- Top 3 Crimes ●●●⁷
 1. Driving Law Violations - 36
 2. Obstructing Justice - 25
 3. OUIL or OUID - 25
- Total Detective Bureau Time: 137 Hours (6th)

Calls for Service "Hotspot" Map



Legend

- Low Density
- Medium
- Medium High
- High Density



Click on flame for hotspot details

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Approval of Resolution for VAI Purple Community Run to close public streets for 5K Run/Walk (multi-year application for 2020, 2021 & 2022)

Meeting Date: November 6, 2019

VAI Purple Community is working with Groove City Events to hold a 5K run. The run will begin at the Mary Free Bed YMCA, continue east down Burton St. to Santiago, loop through Caravelle Village and back to the YMCA (see attached map).

Representatives from VAI and Groove City have been working with the Kent County Sheriff Department (KCSD) regarding the route, traffic movements and road closures for the event. The Kent County Road Commission is fine with the event provided the event coordinators use the KCSD for traffic control and residents along and off the closed portion of Burton are aware of the event date and time.

The event coordinators are requesting a three-year approval (2020, 2021 and 2022) with the stipulation that if there is a major change within the next three years, Cascade township reserves the right to revisit the approval of this multi-year application.

The event coordinators will begin to notify residents 2 months prior to the event, with subsequent door hangers and yard sides as the event gets close.

Attached is a resolution regarding road closure on Burton St. from 7:45 a.m. to 9:30 a.m.

Maps (along with further information) are included in the packet for your review. Representatives from Groove City Events will be at the meeting to answer questions.

Cascade Charter Township
Kent County, Michigan
Resolution # of 2019

The Cascade Charter Township Board Hereby Resolves:

Whereas, VAI and Groove City Events would like to hold a 5K Run on April 25, 2020, April 24, 2021 and April 30, 2022; and

Whereas, they will need to close Burton Street from approximately 7:45 a.m. to 9:30 a.m.; and

Whereas, Burton Street is a primary street; and

Whereas, VAI & Groove City Events are working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Whereas, VAI & Groove City Events are requesting a three (3) year approval for the event; and

Whereas, If there is a major change within the next three years, Cascade township reserves the right to revisit approval of this multi-year application.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on April 25, 2020, April 24, 2021 and April 30, 2022 from 7:45 a.m. to 9:30 a.m.

Be It Further Resolved, that the Cascade Township Board hereby directs the Clerk to forward this request to the Kent County Road Commission for the necessary permit.

The foregoing Resolution was offered by Board Member , supported by Board Member . The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan B. Slater
Township Clerk

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Wisner Center on the 6th day of November, 2019, at 7:00 p.m., pursuant to the required statutory procedures.

November 6, 2019

By _____
Susan B. Slater
Township Clerk

Proposal for VAI Purple Community 5K Run, Three Year Plan

- April 25, 2020 at 8AM
- April 24, 2021 at 8AM
- April 30, 2022 at 8AM

This proposal is set up to cover the next three years for our event. We have established a history of dependability and integrity in our working relationship with the township. We do not foresee any major changes to the event, course is well established, growth of the event has been steady and consistent.

If there is a major change within the next three years Cascade township reserves the right to revisit approval of this multi-year application.

The following plan has been agreed to by VAI Purple Comm. 5K, Kent County Sheriff and the Mary Free Bed YMCA.

Burton St will be shut down to through traffic (from Cascade to Kraft) during the event from 8am to 9am (9:30am at the latest). Residential traffic will be allowed to move in during the event as needed.

Pre-planning:

Communicating with the neighbors—

- Mailer to all the homes 2 months before the event
- Door knockers as a reminder 3 weeks before the event
- **Yard signs advertising the event 3 weeks before event (need some discussion from township)**

Communicating with YMCA members —

1. Close circuit television notices
2. Email notices

Day of traffic plans: (see attached **route**)

- Burton closed between 8am and 9am (9:30am at the latest)
- Closing Burton Ave to through traffic at race time. Only traffic allowed to travel will be

residential and business related vehicles (landscapers; builders/trades working on homes in the area).

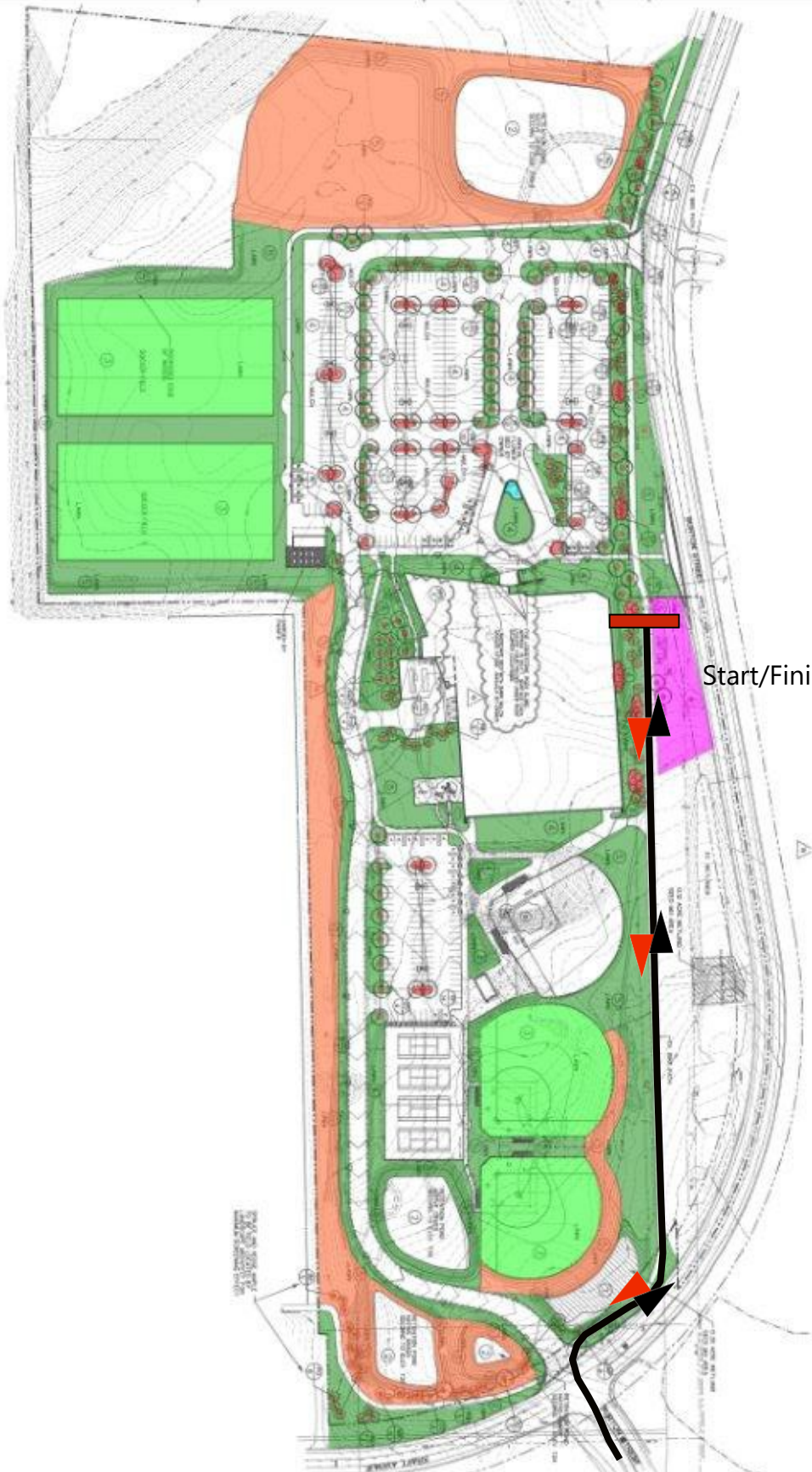
- Officers closing Burton to through traffic and assisting with traffic control:
 - 2 officers at Burton/Kraft intersection, vehicles allowed to proceed north/south on Kraft as gaps in the participants permit. Officers will adjust traffic signals as necessary.
 - 1 officer at Santiago/Burton intersection
 - 2 officers at Burton/San Marie
 - 1 officer Burton/Cascade intersection.
- “Competent Volunteers” (a.k.a., adults) will monitor all intersecting streets along Burton assisting vehicles on exiting/entering neighborhoods
- The residents of Santiago, San Marie egresses will be asked to use Santiago Rd and exit east on Burton if possible.
- All other vehicle movements will be handled on an “as-needed” basis based on runnersafety.

Route Details:

- Runners/walkers will start/finish on the trail on the north side of the YMCA. This will allow the YMCA drive from Kraft to remain open for vehicle travel before the event. This drive will be closed to exiting vehicle traffic during the event. Members and participants will be required to leave the YMCA only at main entrance on Burton.
- Participants will travel east on the trail crossing Kraft into the east-bound lane on Burton.
- Participants will use the east-bound lane on Burton until reaching Santiago.
- Participants will turn south on Santiago moving clockwise through the neighborhoods using the inner most lane (staying to the inside of the loop)
- **Runners/walkers will then turn west again on Burton using the paved path to return**
- Volunteers will assist walkers with vehicle traffic at all intersections
- Participants will cross Kraft from Burton running a diagonal route to the return on the trail on the north side of the YMCA.
- Officers will remain at intersection of Kraft/Burton to assist walkers crossing to the finish.

LEGEND

	Mowing
	Mulch Beds & Tree Rings
	Stone Beds & Tree Rings
	Monthly Mowing
	Unfertilized Lawn
	Irrigation Controls
	Park Here
	Special Request
	Annual Flowers



Start/Finish



1170 1st St SE, Grand Rapids, MI 49507
 Phone: (616) 498-2700 Fax: (616) 498-2700

YMCA - Mary Free Bed Lawn Site Map 5500 Burton Street SE, Grand Rapids, MI

Measured Date: 11/03/2015
 Revision Date: NA
 Measured By: LJR



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: November 6, 2019
To: Supervisor Beahan and Township Board Members
From: Ben Swayze, Township Manager
Subject: Cascade Charter Township Purchase Order Policy

FACTS:

The Township has a Purchase Order Procedure Policy which was adopted by the Township Board in 2010. Based on changes to the Township organizational structure, as well as the implementation of better record keeping software, the Township staff have proposed an update to the Purchase Order procedure policy. Among the changes recommended by Township Staff:

- Purchase order required for all purchases in excess of \$1,000 but less than \$25,000
 - Previous purchase order limit was \$200
- All capital improvement purchases must be approved by the Township Board
 - Tangible, useful life greater than 1 year, cost at least \$10,000
- Purchases greater than \$25,000 must be competitively bid (whenever possible) and be approved by the Township Board
- Education expenses greater than \$1,000 (or including an overnight stay) must be approved by the Township Board.

The policy generally carries over the remaining procedures from the approved 2010 policy.

Attached for your review is:

- Proposed Purchase Order Procedure Policy
- Approved 2010 Purchase Order Procedure Policy
- Analysis of the changes in Purchase Order Procedure

ANALYSIS & CONCLUSIONS:

The proposed changes in the Purchase Order Procedure Policy is an attempt to streamline the current procurement process for the Township Staff. Due to the low threshold (\$200) in the current policy, many standard purchases (oil filters, paper products, etc...) have risen to the threshold requirement for requiring a purchase order, unnecessarily delaying the procurement process. The new threshold will allow for 56% less PO's required, but still ensure that 91% of the total value of purchases subject to the previous PO requirements are still covered by the new policy.

The new policy also has explicit requirements for Capital purchases and purchases in excess of \$25,000. While these policies had been implemented by Township management, they had not been formerly adopted by the Township Board.


The proposed policy was reviewed by the Personnel and Finance Committee at their September meeting and it has been recommended by the that the Township Board adopt the proposed Purchase Order Procedure Policy.

FINANCIAL CONSIDERATIONS:

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

RECOMMENDED ACTION:

Approve the Cascade Charter Township Purchase Order Procedure Policy.

	CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES		# OF PAGES: 3	POLICY #:
	SUBJECT: Purchase Order Procedure		APPROVED BY: TOWNSHIP MANAGER, BENJAMIN SWAYZE	
	DEPARTMENT: Administration	SUPERCEDES: Previous Policy	DATE OF ISSUE: 06/12/2019	DATE OF EFFECT: Immediate

I. PURPOSE

The purpose of this policy is to establish rules and procedures for making purchases on behalf of Cascade Charter Township.

II. POLICY STATEMENT

It is the policy of the Cascade Township Board of Trustees that purchases anticipated to be in excess of \$1,000 but less than \$25,000 require an approved purchase be established prior to the ordering and ultimate receipt of the good and/or service.

III. PROCEDURES

A. Types of Purchases and Purchase Orders

1. **Regular (One-Time) Purchase Orders** - For use when a single good or service is purchased, and the possibility of future transactions in the same fiscal year is unknown or unlikely.
2. **Blanket (Recurring) Purchase Orders** -For use when a recurring relationship will exist for a given fiscal year.
3. **Change Order** - For an existing purchase orders where the invoiced amount is 10% or more above the approved amount.
4. **Emergency Purchase** -Whenever there is an imminent threat to the public health, safety or welfare of the Township or its citizens, the Township Supervisor or the Township Manager may authorize the award of a contract for the purchase of supplies, materials, equipment, services or construction. Such purchases must be reported to the Township Board as soon as possible.
5. **Cooperative Purchasing** -Cascade Charter Township participates in cooperative purchasing with other governmental units. The vendor and pricing are pre-negotiated.

B. Process

1. The need for a good and/or service is identified by a Township employee, who determines whether or not a purchase order will be required.
2. A search for sources of the good and/or service occurs.
3. Possible vendors are compared based on price, delivery capabilities, quality, past performance, training, financial stability, service capability, ease of ordering, payment, as well as any other pertinent attribute.
4. The best vendor is selected and a requisition is entered into the accounting system. New vendor requests are presented to Accounting prior to entry.
5. Requisitions are reviewed and approved by the Department Head responsible for overseeing the ultimate use of the good and/or service.
6. The Township Clerk, or his or her designee, reviews and approves the requisition.
7. Final requisition review and approval from the Township Manager, or his or her designee, converts the requisition to a live purchase order.
8. An order is placed by a Township employee who codes the invoice received with the assigned purchase order number. If the invoiced amount is more than 10% above the approved amount, a change order is entered.
9. The Township Manager, or his or her designee, reviews and approves all change orders prior to payment.
10. Accounting staff apply purchase orders to payments and periodically review outstanding purchase orders. Accounting staff maintain the electronic record and implement year end closing procedures.

C. Exceptions and Exclusions

1. **Capital Improvement Purchases** – All purchases that qualify as capital improvement purchases of the Township must be approved by the Township Board prior to purchase. In order to qualify as a capital improvement purchase, items must:
 - Be tangible
 - Useful life great then one year
 - Cost at least \$10,000
2. **Purchases in Excess of \$25,000** – All purchases in excess of \$25,000 must be approved by the Township Board. Purchases in excess of \$25,000 should, whenever possible, be bid competitively to at least 3 suppliers.

3. **Education and Conferences** – Education and Conferences in excess of \$1,000, or containing an overnight stay, must be approved by the Township Board.
4. **Exclusions** – The following items are excluded from the purchase order requirement, so long as the necessary funds are appropriated and available in the current year budget:
 - Advertising and legal publishing (MLive, Grand Rapids Press, Facebook, etc.)
 - Anything individually approved by the Board
 - Benefits payments (dental, health, life, pension, vision, HSA, etc.)
 - Bond and related financing payments
 - Building permit payments
 - Contracted services to City, Counties, Townships, Nonprofits
 - Cooperative purchases
 - Emergency purchases
 - Employee mileage and other employee reimbursements
 - Escrows, performance bonds, solicitation bond refunds
 - Payments to the Township Engineer of Record (currently Fishbeck, Thompson, Carr & Huber (FTC&H))
 - Fuel card purchases
 - Insurance payments (automotive, liability, workers comp, etc.)
 - Legal fees
 - Membership and License fees
 - Payments to reimburse other funds
 - Reimbursements and refunds
 - Tax disbursements and refunds
 - Telephone, internet services, and utilities (electric, heat, water, trash, etc.)

IV. REGULATION

A. Enforcement of Policy

The Township Manager shall be responsible for the enforcement of the provisions contained within this policy and ensuring the system of internal accounting controls established by this Policy shall be adhered to at all times.

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption and amendment of this policy upon the recommendation of the Township Manager and Personnel & Finance Committee of the Township Board.

PURCHASE ORDER PROCEDURES

All purchases over \$200 require a purchase order. A purchase order must be issued prior to purchase.

Funds must be available to issue a purchase order. The system will not generate a purchase order for a line item accounts with a deficit. Emergency purchase orders are the exception.

Hard copies of a purchase order sent to the vendor should be signed. This is a legal binding document.

Request vendors e-mail address. The e-mail will be added to vendor file when a purchase order is issued a copy will automatically be submitted to vendor.

There may be an occasional circumstance that requires an emergency purchase. A purchase order should be created as soon as allowable. Notify Accounting if this cannot be done. The emergency purchase order will still need to be journalized, contact the Accounting Dept.

Departments will not be required to send a paper copy of the purchase order to accounting. Accounting will print and keep a record of all approved purchase orders.

Conference, education and travel reimbursement do not require a purchase order. Board approval is required for conferences totaling \$200 or more and for overnight stays.

The Township Clerk and Township Manager will approve all purchase orders. The Township Clerk will give final approval in the extended absence of the Township Manager (a week or more). The Township Manager will be the final approval for the Township Clerk.

Purchase orders are not required for the following:

Utilities

Telephone service

T&A escrows, performance bond, solicitation bond refunds

Legal billings

Grand Rapids Press advertisement

FTC&H

Building permits payment to the Townships

Contracted services to city, counties, and townships

Board approved contracts

Bond payments

Mileage payments, seminars, and conferences

Tax Disbursements and refunds

Employee Benefit payments
Payments to reimburse other funds

The department head should sign invoices originating from the department and the purchase order number should be referenced. If the invoice amount is incorrect, department head should approve as is, generate a change order, or send instructions to accounting on resolving discrepancy.

If the invoice amount is greater than ten percent of the purchase order amount, a change order should be created.

Do not deduct credits from invoices request credit from vendor and make note on invoice to be paid. If vendor approved a deduction ask for e-mail confirmation and attach to invoice.

Every invoice should reference the appropriate line item number when there are multiple line items on the purchase order.

Departments should issue a blanket purchase for goods or services that are purchased on a frequent basis. In most cases, blanket purchase orders will not cross Funds. If the issuing department purchases across funds one blanket purchase order is appropriate for all funds.

If the negotiated amount of a purchase order changes, a change order to the original purchase order should be made.

If funds are depleted on a blanket purchase order a change order should be made to the original blanket purchase order.

A change in the vendor of a purchase order previously committed requires a new purchase order.

Purchase order should be made out to vendor to be paid. The vendor that issues the goods or services can be referenced in the purchase order description field.

Purchase orders must be closed to relieve availability of funds.

Insist that the vendor use the purchase order number on their invoice. This will prevent duplication of encumbrances.

Invoices should be submitted with packing slips when available.

A copy of the contract or warranty when required should be sent to Accounting for filing.

It will be the department responsibility to review their purchase orders and request liquidation of obsolete purchase orders. A listing of open purchase orders will be sent to department twice a year for review. (July & December)

YEAR-END PROCESSING

For year-end processing invoices must be paid by date determined in Year End notice to use encumbrances from the previous fiscal year.

All blanket and yearly purchase orders will be closed out by date determined in Year End notice. A memo will be sent to department managers with the year-end closing date for processing. Department head will be required at that time to send listing of regular purchase orders to remain open. The system automatically amends the budget for purchase orders crossing fiscal years. If the amount of the purchase order is included in your budget request, please, inform accounting so that duplication of funds is not added to the line item budget.

These policies are effective and amend as of November 11, 2010.

2018 PURCHASE ORDER STATISTICS

<u>Amount</u>	<u># of POs</u>	<u>Total Value</u>	<u>% of total POs</u>	<u>% of Total Value</u>
200-299	87	21,577.39	17%	2%
300-399	48	16,784.66	10%	1%
400-499	38	17,093.04	8%	1%
500-599	33	17,906.23	7%	1%
600-699	26	16,800.61	5%	1%
700-799	32	23,675.14	6%	2%
800-899	11	9,428.72	2%	1%
900-999	8	7,632.22	2%	1%
1000 +	220	1,300,382.68	44%	91%
	<u>503</u>	<u>1,431,280.69</u>		

	<u>Value Coverage</u>	<u># of POs Saved</u>	<u>% of POs Saved</u>
\$1000 Threshold	91%	283	56%
\$500 Threshold	96%	173	34%

fewer PO's