

CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192



Date: March 9, 2021
To: Supervisor Grace Lesperance
Treasurer Ken Peirce (2021 Vice Chair)
Trustee Jim Koessel (2021 Chair)
From: Ben Swayze, Township Manager
Subject: Personnel & Finance Committee Agenda – March 10, 2021 (9:00am)

The Personnel and Finance Committee is to meet in the Large Conference Room of the Township Office (and/or via Zoom) to discuss the following:

1. **Approval of the February 10, 2021 Meeting Minutes** – The Committee is responsible for approving the previous meeting notes

Recommended Action – Approve Minutes

2. **2021 Cascade Township Poverty Exemption Guidelines** – The state legislature recently amended the statutes regarding poverty exemption guidelines. While some of the changes to the state statutes will require mandatory changes to our guidelines, there is a section where the Township will need to make a decision on the exemption amount allowed:

7) Applicants found to qualify for a Poverty Exemption under both the income and assets guidelines are eligible for a reduction of their Taxable Value for the current year in the amount of [pick one: 25%, 50%, 100%] as approved by the Cascade Charter Township Board in February 2021 in compliance with PA 253 of 2020.

I have attached a copy of the proposed update to the guidelines for your review. Manager of Assessing Services Jennifer Genter will be available to answer any questions you have.

Recommended Action – Recommendation to the Township Board regarding 2021 Cascade Township Poverty Exemption Guidelines

3. **Proposed Contract with ITP for Bus Service (May 15, 21 – Sept 15, 21)** – In December 2020 the Township received proposed contracts with the Rapid for the 28th Street and 36th Street service. While the contract year typically begins in in October, the Rapid had agreed to extend the contracts at the previous rate for 3 additional months while they worked on adjusting rates based on State and Federal funding levels that they expected to fluctuate due to the effects of the Covid-19 pandemic.

The proposed contracts received in December contained a 12.08% increase from \$68.48 to \$76.75. At the time the Township indicated to the Rapid that the increase was not acceptable and that we would need to come up with alternatives, including altering the physical route, altering the route frequency or altering the funding models, before the Township would consider the new contracts.

After review the potential alternatives, The Rapid has to agreed to a funding model that takes into account the “revenue hours” model in Cascade rather than the Township bearing the “full bus cost” model that had been previously utilized. Under the full bus cost model, the Township was responsible for paying the full amount of the additional bus that had to be added to Route 28 in order to serve Cascade. Under the new revenue hours model, the Township will only pay for the time the bus is actually in Cascade Township, effectively sharing part of the cost of the service with the Rapid.

Below are the calculations of what the services would cost (May 15 – September 30) under the new model vs. the old model.

Billing Model	Billable Hours	Contract Cost
Full Vehicle Cost (current arrangement)	2,216.66	\$155,776.41
Revenue Hours (proposed arrangement)	1,274.70	\$97,833.23

The resulting savings is \$57,943.18, or 37.2% over what it would have been utilizing the old model. It should be noted that this savings is for the 28th Street route only, the 36th Street route already was serviced under the revenue hours model. If approved it is anticipated that the savings would be allocated to the general fund portion of the payments.

I have attached both the 28th Street and 36th Street contracts for your review. The language in the contracts is the same as previous years except for the contract amount and the change in cost share model

Recommended Action – Recommendation to the Township Board regarding the contracts with the ITP for Bus Service

- 4. **Cash Flow Statements** – Treasurer Peirce and Deputy Treasurer Sourine have been working on cash flow statements. Attached are the first drafts of the General Fund and Fire Fund for review. These will be helpful as we work through the bonding process for the Fire Station 1 and 2021 local road projects.

Recommended Action – No action, review only

- 5. **Position Realignment** – Manager Swayze will give an update on the realignment of Clerk Department positions as discussed in the previous meeting

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
February 10, 2021 at 9:00am
Held via Zoom Remote Conferencing Software &
Large Conference Room at Township Hall
2865 Thornhills SE, Grand Rapids, MI 49546

Members Present: Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze

Call to Order: Trustee Koessel called the meeting to order at 9:00 a.m.

Business: The Personnel & Finance Committee discussed the following items:

1. Approval of the January 13, 2021 Meeting Minutes

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

Motion by Supervisor Lesperance, supported by Treasurer Peirce to approve the minutes. Motion carried.

2. 2021 Capital Improvements Financing

At the previous committee meeting it was requested that staff prepare potential bonding amortization schedules for the committee to review. TM Swayze reviewed the scenarios that were presented, which ranged from \$2 million to \$9 million in increments of \$1 million. TM Swayze again reviewed the projects that may need bond financing including Fire Station #1, part of the 2021 local road program and the Burton Street pedestrian bridge. TM Swayze reviewed the fund balance information for the General, Fire and Pathway funds, as well as the 10-year projected budget for the Pathway Fund. TM Swayze indicated that the Burton Street bridge construction would likely take place over 2 years (2021 – 2022) and that the pathway fund would have enough cash to fund the Township portion of the project without bonding. Discussion ensued.

The committee recommended that the Township begin the bonding process at \$6 million. This will provide some comfort room in what the Township can bond while final pricing for the Fire Station #1 and local road projects is obtained. The Township doesn't have to bond the full \$6 million if it is not needed.

Motion by Supervisor Lesperance, supported by Treasurer Peirce to recommend to the Township Board bonding up to \$6 million for the Fire Station #1 and 2021 local road projects. Motion carried.

3. Township Attorney RFP

TM Swayze indicated that Supervisor Lesperance has requested that the committee consider a recommendation for issuing an RFP for legal services. The Township last issued a legal services RFP in 2016. TM Swayze reviewed the RFP, staff report and various support documents from when Varnum was selected in 2016. Discussion ensued.

Motion by Treasurer Peirce, supported by Supervisor Lesperance to recommend the Township Board issue an RFP for Township legal services. Motion Carried.

Adjournment: Motion by Treasurer Peirce, supported by Supervisor Lesperance to adjourn the meeting. Motion carried. Meeting adjourned at 9:37 am

DRAFT

Petition Number _____
Parcel Number _____

**CASCADE CHARTER TOWNSHIP
APPLICATION FOR POVERTY EXEMPTION
ASSET TEST**

Pursuant to Section 211.7u
Michigan Compiled Law

This application must be filled out carefully and completely. A copy of the 2020 Federal Income Tax Returns, with the Michigan Property Homestead Form, **MUST** be submitted with this application for each person residing in the homestead. All information supplied will be kept confidential. All applications **MUST** be complete and contain accurate information or they will not be considered. Applications submitted without completed forms or income tax returns will **NOT** be processed.

CONFIDENTIAL – RESTRICTED ACCESS

DRAFT

CASCADE TOWNSHIP POVERTY EXEMPTION GUIDELINES

- (1) Purpose. The principal residence of persons who, in judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation.
- (2) Eligibility. To be eligible for the exemption:
- a) The applicant must be an owner of, and occupy as a principal residence, the property for which the exemption is requested
 - b) Total annual household income shall not exceed the amounts set forth under the Federal poverty guidelines as defined and determined annually by the United States Office of Management and Budget; as follows:

2020 Guidelines

Size of Family Unit	Poverty Guidelines
1	\$ 12,490
2	\$ 16,910
3	\$ 21,330
4	\$ 25,750
5	\$ 30,170
6	\$ 34,590
7	\$ 39,010
8	\$ 43,430
Each additional person add	\$ 4, 420

- c) Total assets, except the homestead being claimed, essential household goods, and the first \$5,000 of the market value of a motor vehicle should not exceed:
 - i. \$4,000 for the claimant
 - ii. \$6,000 for the household

Assets include, but are not limited to real estate other than the principal residence, motor vehicles, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirements funds. Assets do not include essential household goods such as furniture, appliances, dishes and clothing.

The Board of Review will not reduce the value of the assets by the amounts of any indebtedness otherwise owed by the applicant.

If the applicant meets these eligibility requirements, the applicant will be entitled to a poverty exemption as long as the applicant complies with the remaining requirements and procedures as set forth in these guidelines.

(3) Application. To apply for the poverty exemption, a person shall do all the following on an annual basis:

- (a) File a Hardship Exemption Application with the Assessor or Board of Review. Applicants must obtain the application from the Assessors Office. Handicapped or infirmed applicants may call the Assessors office to make necessary arrangements for assistance.
- (b) Submit copies of federal and state income tax returns for all person residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year.
- (c) Produce a valid driver's license or other form of identification.
- (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if such proof of ownership is requested by the Board of Review.
- (e) Provide evidence of other assets including investments, real property, and retirement accounts.

(4) Deadline. The application must be submitted after January 1, but before the day prior to the last day of the Board of Review.

(5) Appearance Before the Board of Review. The applicant, or a representative of the applicant, will be required to appear before the Board of Review to respond to any questions that the Board of Review or Assessor may have concerning the exemption application.

- (a) An applicant may be called to appear before the Board on short notice.
- (b) An applicant may have to answer questions regarding the applicant's financial affairs, health, or the status of people living in the applicant's home before the Board at a meeting that is open to and will be attended by the public.
- (c) Applicants appearing before the Board may be administer an oath as follows:

“Do you _____ swear and affirm that the evidence and testimony you will give in your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth, so help you.”

- (d) The assessor may tape record and will keep minutes of all proceedings before the Board of Review.

- (e) If called to appear before the Board, physically challenged or infirmed applicants may call the Assessors Office to make necessary arrangements for assistance.
 - (f) The Board of Review may, in its discretion, review poverty exemption applicants without the applicant or the applicants' representative being physically present.
- (6) Evaluation of Application Applications for poverty exemptions will be evaluated based on information submitted to the Board of Review by the applicant, testimony taken from the applicant, and information gathered by the Board from any source.
- (a) The Board of Review is not required to grant a poverty exemption for property owned by multiple owners as long as at least one owner is not eligible for the poverty exemption.
 - (b) The Board of Review may conduct an investigation to verify the information submitted or statements made to the Assessor or Board of Review in regard to the applicant's poverty exemption claim.
 - (c) The Board of Review may not deny a poverty exemption based upon mere speculation regarding the level of an applicant's
 - (d) income or assets.
 - (e) A poverty exemption, if granted, shall remain in effect for one year and an applicant's eligibility for the poverty exemption shall be determined each year.
 - (f) The Board of Review may not determine an applicant's eligibility for the poverty exemption based on the number of years that the applicant has been granted a poverty exemption in the past, or the number of years that the applicant may be granted a poverty exemption in the future.
- ~~(7) Special Circumstances Warranting Application of the Poverty Exemption. The Board of Review, may, in its discretion, grant a poverty exemption to a Taxpayer who does not meet the income and asset tests contained in these guidelines where one of more of the following has resulted in hardship to the taxpayer:~~
- ~~(a) Unforeseen prolonged cessation of income due to circumstances beyond the applicants control;~~
 - ~~(b) Trauma or critical illness of the applicant or the applicant's immediate family member which resulted in excessive financial liabilities for which the taxpayer does not receive reimbursement;~~
 - ~~(c) Catastrophic loss; or~~
 - ~~(d)~~

~~(e) Other extenuating circumstances which the Assessor and Board of Review agree are legitimate hardships over which the applicant has no control.~~

~~GONE EFFECTIVE 2021!!!!~~

(8) Amount of Exemption. The Assessor will determine the estimated property tax liability for the applicable tax year and the estimated state homestead credit for each applicant under the Homestead Property Tax Credit, Public Act 281 of 1967. The poverty exemption shall not exceed the amount of the tax liability minus the homestead credit refund. ~~GONE FOR 2021~~

(9) Deviation from the Guidelines. ~~The Board of Review shall follow these guidelines in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the guidelines and the substantial and compelling reasons are communicated in writing to the claimant.~~ ~~GONE FOR 2021~~

7) Applicants found to qualify for a Poverty Exemption under both the income and assets guidelines are eligible for a reduction of their Taxable Value for the current year in the amount of ~~[pick one: 25% 50% 100%]~~ as approved by the Cascade Charter Township Board in February 2021 in compliance with PA 253 of 2020.

Commented [RM1]: Remove effective 2021—all gone per PA 253 of 2020

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principal residence, apply for the property tax relief under MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893. The principal residence of persons who, in the judgement of the township ~~supervisor or the city assessor and~~ board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

Commented [RM2]: Remove effective 2021

In order to be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, 3) include all required documentation as listed within the application, and 4) include completed Michigan forms 5737 and 5739. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Property Address of Principal Residence:	Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:
Number of Legal Dependents:	Age of Dependents:	
Applied for homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:	

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the BOR meeting.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at This Residence:
Property Description:		

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any household member owns.

Do you own, or are buying, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amount & Date of Last Taxes Paid
		\$	
		\$	

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, workers compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend of family contribution, reverse mortgage, por any other source of income.

Source of Income	Monthly or Annual Income (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments.

Name of financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Amount of Monetary Contribution to Family Income

PERSONAL DEBT: All debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 211.7u(2b), a copy of all household members federal income tax returns, state income returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income. Documentation for all income sources including, not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at the time of application. All occupants not required to file income tax returns must submit a completed form 4988, Poverty Exemption Affidavit.

Petitioners: Do not sign this application until witnessed by the Supervisor, Assessor, Board of Review or Notary Public. (Must be signed by either the Supervisor, Assessor, Board of Review Member or Notary Public.)

STATE OF MICHIGAN
COUNTY OF _____

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residency, have money, income or property other than mentioned herein.

Petitioner Signature Date
Subscribed and sworn this _____ day of _____, 202
Assessor Signature: _____ Printed Name: _____
BOR Member Signature: _____ Printed Name: _____
Notary Signature: _____ Printed Name: _____
My Commission Expires: _____

This application shall be filed after January 1, but before the day prior to the last day of March, July or December Board of Review to the address below.

Jennifer Genter MAAO, MCPPE, Manager of Assessment Services
Cascade Township Assessor Office
2865 Thornhills Ave SE
Grand Rapids, MI 49546
(616) 949-6176

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED IN WRITING TO THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO MICHIGAN TAX TRIBUNAL WITHING 30 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE FILING.

Michigan Tax Tribunal
PO Box 30232
Lansing, MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
Email: taxtrib@michigan.gov

AGREEMENT BETWEEN
THE INTERURBAN TRANSIT PARTNERSHIP
AND
CASCADE CHARTER TOWNSHIP
FOR LINEHAUL AND PARATRANSIT SERVICES on 28th Street

Agreement made by and between Cascade Charter Township, hereinafter called the "Township", and the Interurban Transit Partnership, hereinafter called "ITP", with offices at 300 Ellsworth Ave., S.W., Grand Rapids, MI, 49503.

ARTICLE I – RECITALS

1. Whereas, ITP provides regular bus service over established routes during published hours and at published frequencies, and
2. Whereas, ITP has the capability of expanding its bus service, particularly service in the Township area, and
3. Whereas, the use of ITP bus service is advantageous for Township residents.

Now, therefore, be it resolved that the Township wishes to encourage the use of ITP bus service by Township residents. The responsibilities of the Township and ITP in the execution of this resolve are set forth below.

ARTICLE II – RESPONSIBILITIES OF ITP

1. ITP shall provide bus service to the Township. The route(s) will be developed in agreement with both ITP and the Township. Passenger fares charged for both linehaul and paratransit service shall be those currently adopted by the ITP Board. ITP shall retain all passenger fare revenue.
2. ITP shall provide paratransit service pursuant to the requirements of the Americans with Disabilities Act. All equipment used in providing service to the Township shall be accessible to persons with disabilities. The ADA requires paratransit service be provided to those with a physical or mental disability who are prevented from utilizing linehaul. The paratransit service shall be provided during the same days and hours of operation of the linehaul service, and shall be provided to those whose trips begin or end within the $\frac{3}{4}$ mile corridor either side

of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

3. Liability and Risk

A. ITP shall provide for a Certificate of Insurance to be issued naming the Township as an additional insured. This insurance certificate shall be supplied prior to the start of service. ITP agrees to maintain such insurance for the duration of the project or the term for which services will be rendered.

- Workmen’s Compensation (including occupational disease) under the terms of the Michigan Workmen’s Compensation Act.
- General Liability: \$3,000,000 ultimate net loss each occurrence.
- Automobile Liability: \$3,000,000 ultimate net loss each occurrence.

B. In addition to the above insurance provision, ITP shall indemnify and hold harmless the Township and Township agents, servants, and employees against all loss, damages, legal expenses, and other expenses which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from any accident resulting from activities conducted by ITP pursuant to this Agreement.

ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

Actual linehaul and paratransit costs per hour, less Michigan Department of Transportation Operating Assistance, which shall be 31.60% of expenses for FY 2020-21. For purposes of calculating this cost, the Township shall pay for all hours of service that a bus(es) are in revenue service within the Township’s boundaries.

The cost per hour to the Township, after MDOT assistance, is as follows:

\$76.75 per revenue hour

ARTICLE IV – MARKETING AND INFORMATION

ITP shall provide all materials, schedules, and maps necessary to promote the service.

ARTICLE V – TERM OF AGREEMENT


1. This Agreement shall be effective starting May 10 through September 30. The Township shall make its intentions to ITP for renewal of the agreement on or before May 15. The hourly rates shall adjusted at renewal based upon inflationary increases in operating expenses, a decrease in local or State revenues to ITP, or a change in the service levels provided to the Township.
2. This Agreement may be terminated by either party with a minimum three -month prior written notification to the other party.
3. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

ARTICLE VI – ADDITIONAL CONDITIONS

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment "A".
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet these criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP's current charter rate.

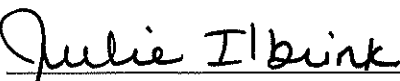
The Agreement is dated the 26th day of Feb., A.D., 2021.

INTERURBAN TRANSIT
PARTNERSHIP

By: 
Interim Chief Executive Officer

CASCADE CHARTER TOWNSHIP

By: _____
Appointing Officer

Attest: 

Attest: _____

ATTACHMENT A

FY 2021 Fixed-Route Services in Cascade Township – 28th Street May 10, 2021 – September 30, 2021

Route Description:

East on 28th Street, North on Patterson, East on Burton, South on Kraft, East on 28th Street, turn around in Thornapple Center, west on 28th Street past Patterson

Frequency of Service:

Weekdays: Every 30-minutes
Saturdays: Every 30-minutes mid-day peak
Every 60-minutes off-peak
Sundays: Every 60 minutes

Hours of Service

Weekday: 6:00 AM – 10:30 PM
Saturday Peak: 9:00 AM – 5:30 PM
Saturday Off-Peak 7:00 AM – 9:00 AM
5:30 PM – 10:30 PM
Sunday: 7:00 AM – 7:00 PM

Cost of Service

Billable Hours:	1,274.70
Contract Rate:	\$76.75
Total Cost:	\$97,833.23

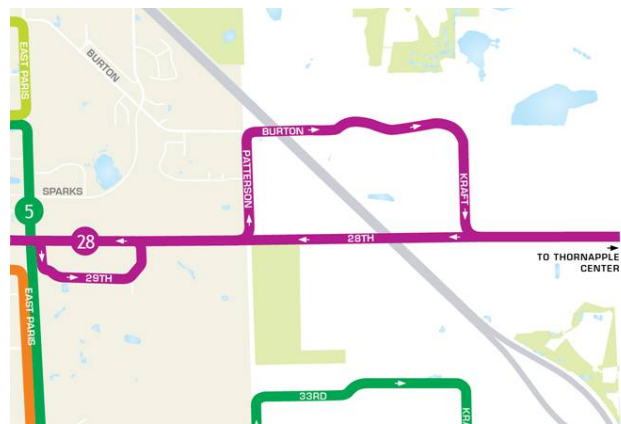


Figure 1 - FY 2021 Route 28 Alignments in Cascade Township

AGREEMENT BETWEEN
THE INTERURBAN TRANSIT PARTNERSHIP
AND
CASCADE CHARTER TOWNSHIP
FOR LINEHAUL AND PARATRANSIT SERVICES on 36th Street

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of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

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- Workmen’s Compensation (including occupational disease) under the terms of the Michigan Workmen’s Compensation Act.
- General Liability: \$3,000,000 ultimate net loss each occurrence.
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ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

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The cost per hour to the Township, after MDOT assistance, is as follows:

\$76.75 per revenue hour

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2. This Agreement may be terminated by either party with a minimum three-month prior written notification to the other party.
3. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

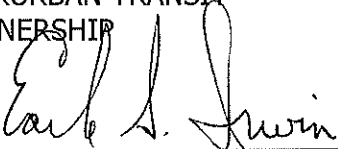
ARTICLE VI – ADDITIONAL CONDITIONS

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment "A".
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet these criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP's current charter rate.


The Agreement is dated the 20th day of Feb., A.D., 2021.

INTERURBAN TRANSIT
PARTNERSHIP

CASCADE TOWNSHIP

By: 
Interim Chief Executive Officer

By: _____
Appointing Officer

Attest: 

Attest: _____

ATTACHMENT A

FY 2021 Fixed-Route Services in Cascade Township – 36th Street May 10, 2021 – September 30, 2021

Route Description:

West on 36th, north on Kraft, East on 33rd, and south on Patterson. **Weekday peak periods only (5 AM - 8:30 AM, 3:30 PM - 7 PM: 15 trips)**

Frequency of Service:

Weekday peak: Every 30-minutes

Hours of Service

Weekday: 5:00 AM - 8:30 AM
and 3:30 PM - 7:00 PM

Weekday Evening: None

Saturday: None

Sunday: None

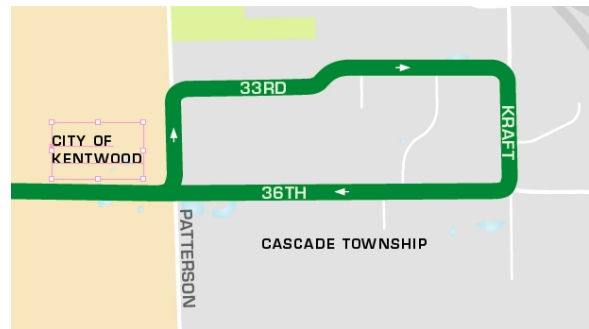


Figure 1 - FY 2021 Route 5 Alignments in Cascade Township

Cost of Service

Billable Hours: 204.00

Contract Rate: \$76.75

Total Cost: \$15,657

GENERAL FUND CASH FLOW 2010-2020

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	11Y Average	Cash Flow	5Y Average	Cash Flow
January	3,977,616	5,561,990	6,504,495	7,020,904	7,527,245	8,475,144	8,411,210	9,454,051	10,488,064	9,965,750	8,150,631	7,776,100	279,750	7,789,365	776,189
February	4,749,948	6,190,932	7,137,820	7,555,658	8,284,324	9,205,926	9,500,436	10,263,203	11,167,099	10,481,407	8,989,314	8,502,370	726,270	8,518,585	729,220
March	4,796,479	6,225,422	7,189,236	7,638,334	8,144,067	9,233,911	9,241,444	10,209,184	10,995,719	10,261,031	9,014,276	8,449,919	(52,451)	8,302,732	(215,854)
April	5,645,096	6,042,079	7,024,057	7,521,453	8,178,440	9,205,926	9,235,543	10,171,108	11,086,784	10,221,129	8,559,219	8,444,621	(5,297)	8,244,729	(58,002)
May	5,554,376	6,083,319	7,101,510	7,629,530	8,124,595	9,002,711	9,151,382	10,073,006	10,734,961	10,064,676	8,353,014	8,352,098	(92,523)	8,090,945	(153,784)
June	5,368,379	6,078,986	6,993,738	7,507,615	8,273,509	9,024,121	9,098,004	10,146,600	10,555,301	9,975,515	8,139,199	8,287,361	(64,738)	8,019,606	(71,339)
July	5,216,674	6,002,783	6,930,881	7,243,616	7,952,459	8,864,083	8,874,506	10,006,458	10,403,809	9,677,180	7,887,466	8,096,356	(191,005)	7,822,110	(197,496)
August	5,076,496	6,012,626	6,691,372	7,090,771	8,182,469	9,102,266	9,032,638	10,177,046	9,586,866	9,559,701	7,821,616	8,030,351	(66,004)	7,734,602	(87,508)
September	5,185,014	6,070,914	6,930,443	7,411,889	8,345,562	8,723,947	9,032,955	10,319,962	8,855,802	9,740,566	7,838,268	8,041,393	11,042	7,691,427	(43,175)
October	4,794,455	5,822,551	6,382,830	7,448,387	8,398,137	8,091,337	9,021,141	10,170,928	9,421,601	9,409,469	8,138,323	7,918,105	(123,288)	7,708,040	16,613
November	5,040,349	5,917,196	6,391,992	7,336,318	8,134,877	8,037,644	8,656,633	10,027,783	8,838,976	8,950,863	7,551,662	7,716,754	(201,351)	7,363,046	(344,994)
December	5,033,864	5,946,580	6,246,346	7,379,042	7,839,666	8,198,067	8,712,131	9,747,523	8,978,737	7,594,682	6,783,213	7,496,350	(220,404)	7,013,176	(349,870)
Change Y to Y		912,717	299,766	1,132,696	460,624	358,402	514,064	1,035,392	(768,786)	(1,384,055)	(811,469)				

HIGH - FEB 2018 \$ 11,167,099.29 LOW - JAN 2010 3,977,616

Capital Outlay 194,458.08 52,583.75 12,372.01 301,771.20 453,932.60 397,385.77 477,447.65 1,420,476.59

