

AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, February 28, 2024

7:00 P.M.

Wisner Center
2870 Jacksmith Drive SE,
Grand Rapids, MI 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/86125580789>

Meeting ID: 861 2558 0789

By Phone: 1 312 626 6799

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

Article 5. Public Comments - Anything on the Agenda not scheduled for a public hearing. (Limit comments to 3 minutes)

Article 6. Approval of Consent Agenda

- a. Receive and File Minutes
 1. Township Board Meeting–2/14/24
- b. Receive and File Reports
- c. Receive and File Education Requests
 1. Todd Pell and Todd Stevenson MFIS Winter Education Conf April 9-11, 2024
- d. Receive and File Communication

Article 7. Financial Actions

- a. Request for Invoices to be paid on 2/29/2024

Article 8. Unfinished Business

Article 9. New Business

010-2024 Consider Approval of Hose and Ladder Testing Contractor

011-2024 Consider Approval of Fire Hoses and Nozzle Purchase

012-2024 Consider Approval of Janitorial Contract

013-2024 Consider Approval of Police Power Ordinance

Article 10. Discussion

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, February 14, 2024

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange,
Trustees Koessel, Shipley, McDonald and Noordhoek
Absent: None
Also Present: Deputy Clerk Jager, Manager Smith, Parks & Rec Director
Manion and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee McDonald to approve the
agenda. Motion carried unanimously.
- Article 4. Presentations**
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public
hearing. (Limit comments to 3 minutes)**
1. Scot VanSolkema-2570 Orange Ct-inquired if competitive bidding on the
wood chipper considered sources beyond retail establishments.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board Meeting-1/24/24
 2. Planning Commission Meetings-12/18/23 & 1/22/24
 - b. Receive and File Reports
 1. Building Department Reports 12/23 & 1/24
 - c. Receive and File Education Requests
None
 - d. Receive and File Communication
None
 - e. Second Read of Ordinance Ch 264 Amendment
Motion by Trustee Koessel, seconded by Trustee Shipley to approve the
Consent Agenda. Motion carried unanimously.

Article 7. Financial Actions

a. Request for Invoices to be paid on 2/15/2024
Motion by Trustee McDonald, seconded by Trustee Shipley to approve.
Motion carried unanimously.

Article 8. Unfinished Business

None

Article 9. New Business

006-2024 Consider Approval of Friendship Park Improvements Utilizing Existing Funding Motion by Trustee McDonald, seconded by Treasurer Korstange to approve final items. Motion carried unanimously.

007-2024 Consider Approval of Wood Chipper Expense Motion by Clerk Slater, seconded by Trustee Shipley to approve purchase. Motion carried unanimously.

008-2024 Consider Approval of Covered Trailer Expense Motion by Trustee Shipley, seconded by Trustee McDonald to approve purchase. Motion carried unanimously.

009-2024 Consider Reappointment of Parks Committee Member Motion by Trustee Koessel, seconded by Trustee McDonald to approve Matthew Douglas. Motion carried unanimously.

Article 10. Discussion

None

Article 11. Public Comments

1. Ralph Moxley-Planning Commission Chair-praised Andrea Hendrick as the new Planning Director and Madison Smith-Jacoby's work as Zoning Administrator. As Chair he is dedicated to work for the Township in any Planning Commission needs. He is pleased with Peace Park's new erosion control.

Article 12. Closed Session Pursuant to Act 267 of 1976, MCL 15.268 Sec. 8 (d)

Motion by Trustee Koessel, seconded by Treasurer Korstange to enter closed session at 7:25 pm. Motioned carried unanimously by roll call vote.

Motion by Trustee Shipley, seconded by Clerk Slater to re-enter open session, at 8:18 pm. Motion carried unanimously.

Motion by Trustee McDonald, seconded by Trustee Koessel to direct Manager Smith to proceed with action decided on in closed session.

Article 13. Manager Comments

1. Manager Smith mentioned that two new employees were added to the Township: Lorna Nenciarini-Finance Director, and Andrea Hendrick-Community Planning & Development Director. He addressed the Township's bidding process; that all purchases are competitively bid. Finance Director suggested that budget amendments will be proposed at the same time as proposed contract approval. Hope Network contract is ending March 1. RideLink and services for the disabled will still be available but the fixed route is ending this month.

Article 14. Board Member Comments

1. Trustee Shipley thanked those in attendance for coming to the meeting. He would like to reenergize the Safety Committee for concerns in the Township and fire millage approaching.
2. Treasurer Korstange requested Planning Commission and Park Committee updates quarterly to stay abreast of new projects or requests. She also requested information on opportunities for donation with name recognition, such as pavers for Friendship Park. Community engagement and enjoyment could increase with donation opportunity.

Article 15. Adjournment

Motion by Trustee McDonald, seconded by Trustee Shipley to adjourn. Motion carried unanimously. Meeting adjourned at 8:30 pm.

Jennifer Jager
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk



Cascade Charter Township Seminar/Conference Attendance Request Form

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over \$1,000 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$1,000 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: Todd Pell Application Date: 2/6/2024

Name of Proposed Seminar/Conference: MFIS Winter Education Conference

Seminar/Conference Date(s): April 9-11, 2024

Location of Seminar/Conference: Mt. Pleasant, MI

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

Continuing Education conference for Certified Fire Inspectors.

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

Attending the conference helps fullfill continuing education requirements for Certified Fire Inspectors.

Cost of the Seminar/Conference:

Registration \$ 410.00

Lodging \$ 516.99

Travel \$ Staff Car

Account # 206-336-726-500

Applicant: 
Signature

Approvals:

Department Head: 
Signature

2-6-24
Date

Township Manager: _____
Signature

Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting



Winter Education Seminar

April 9-11, 2024

Soaring Eagle Conference Center, Mt. Pleasant

CONFERENCE FEES

Included with the conference fee is breakfast and lunch each day!

Society Members	Early Bird	After MARCH 17
Full Conference	\$410	\$460
Daily Rate	\$150	\$200

Non-Society Members		
Full Conference	\$520	\$570
Daily Rate	\$205	\$255

HOTEL ACCOMMODATIONS

Soaring Eagle Resort

6800 Soaring Eagle Blvd., Mt. Pleasant, MI 48858
Telephone: 877.232.4532

A block of hotel rooms has been reserved with Soaring Eagle Resort at a rate of \$139 plus 6% tribal tax AND 8% resort fee for single/double occupancy. The cutoff date to reserve your room is March 17. (*Hotel block will fill quickly and there is no guarantee that rooms will be available until March 17.*)

The cost of the hotel room is not included in the registration fee and MUST be paid separately, directly to the hotel. Please contact the hotel directly using the link below.

▶ **Special Instructions:** You must enter the Group Code **BEFORE** selecting the Check-in and Check-out dates. To enter the Group Code, you please click Promo Code and change selection to Group Code. The **Group Code is FIRE040724.**

[RESERVE A ROOM](#)

CONTINUING EDUCATION POINTS

There will be 18 continuing education points for the entire program. To receive these points, attendees will need to scan in/out of each session.

REGISTER HERE

Last day to register April 3, 2024



PAYMENTS AND REFUNDS

Registration must be received by March 17, 2024, to take advantage of early bird rates. All cancellations must be received in writing no later than April 3 2024, to receive a full refund (minus \$75 administrative fee). All telephone cancellations must be followed up with a written notice. Seminar refunds will not be issued for cancellations made after April 3 2024. After that date, conference registration fee can be transferred to another person or forfeited. Last day to register online is April 3, 2024.

Please note: For those who wish to pay with a credit card when processing their conference registration payment, an event processing fee of 2.5% + \$0.50 per transaction will be added during checkout. To avoid this fee, please select Pay by Check within the registration application.

REGISTRATION

Registration will be online with two payment options available for your convenience. If you do not immediately receive an email confirmation, the process is not complete.

Online Registration - Pay with Credit Card

Please visit our website at www.mfis.org/trainings. The conference information is posted on the main page, just click on the **REGISTER HERE** link. Fill out the registration form and choose the PayPal payment option (you do not need a PayPal account). Once registration is complete, you will receive a confirmation via email and you are done!

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Please direct all questions and payments to:

Michigan Fire Inspectors Society
P.O. Box 594
DeWitt, MI 48820
email: administrator@mfis.org
phone: 517.899.1304



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TUESDAY April 9

7:30am – 8:30am

Breakfast (included with registration fee)

8:30am – 4:30pm

2021 IBC/IFC Means of Egress

11:30am – 12:30pm

Lunch (included with registration fee)

WEDNESDAY April 10

7:30am – 8:30am

Breakfast (included with registration fee)

8:30am – 9:30am

State Fire Marshal's Update

9:30am – 10:30am

NFPA – LiNK

10:45am – 12:15pm

Conducting Fire Inspections

12:15pm – 1:00pm

Lunch (included with registration fee)

1:00pm – 2:30pm

Consumer Product Safety Commission

2:45pm – 4:15pm

Leadership

4:15pm – 5:30pm

Networking Reception

THURSDAY April 11

7:30am – 8:30am

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8:30am – 11:45am

Battery Storage

11:45am – 12:30pm

Lunch (included with registration fee)

12:30pm – 2:00pm

NFPA 10

2:15pm – 3:45pm

Catch Up with the BFS Cannabis Division

3:45pm

Adjourn

*Agenda subject to change

Save the Date

Fall Educational Conference

October 1-4, 2024

Soaring Eagle Hotel and Conference Center
Mt. Pleasant

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March 11-13, 2025

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 101 TOWNSHIP BOARD							
101-101-723-000	TOWNSHIP DUES	MISS DIG SYSTEM INC	2024 ANNUAL MAINTENANCE FEE	20240916	02/29/24	1,618.45	
101-101-723-000	TOWNSHIP DUES	STATE OF MICHIGAN	CC ADMIN - MI DEAL 2024	24020630365681	02/29/24	230.00	
101-101-723-001	ELECTED OFFICIAL MEMBERSHIP	INTERNATIONAL INSTITUT	2024 IIMC MEMBERSHIP DUES- SUE SLAT	MEMBERSHIP DUES	02/29/24	185.00	
101-101-862-500	TOWNSHIP BOARD EXPENSE ACC	AMAZON.COM	CC ADMIN - OFFICE SUPPLY	113-1370564-9669	02/29/24	6.99	
101-101-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	1,148.00	
Total For Dept 101 TOWNSHIP BOARD						3,188.44	
Dept 225 ADMINISTRATIVE							
101-225-727-000	OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - OFFICE SUPPLIES	113-8501311-7272	02/29/24	26.58	
101-225-727-000	OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - (2) PACK OF 4 BINDERS	113-0475438-9088	02/29/24	65.74	
101-225-727-000	OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - SCREEN PROTECTOR 3 CT.,	113-3700485-9392	02/29/24	14.98	
101-225-727-000	OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - ADDRESS LABELS	113-8563542-3173	02/29/24	23.85	
101-225-727-000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	3559701489	02/29/24	37.27	
101-225-727-000	OFFICE SUPPLIES	STAPLES	AA BATTERIES/ 3-PK POWER STRIP/ COM	3559165815	02/29/24	79.42	
101-225-727-000	OFFICE SUPPLIES	STAPLES	AAA BATTERIES/ EAR BUD HEADPHONES/	3559165816	02/29/24	36.71	
101-225-727-000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	3560006527	02/29/24	38.75	
101-225-752-000	SUPPLIES	290 SIGN SYSTEMS	6 NAME PLATES	0000327912	02/29/24	151.96	
101-225-752-000	SUPPLIES	AMAZON.COM	CC ADMIN - KITCHEN SUPPLY	113-0063554-8264	02/29/24	39.36	
101-225-752-000	SUPPLIES	CASCADE PRINTING & GRA	BUSINESS CARDS/ PLANNING & FINANCE	64330	02/29/24	119.50	
101-225-752-000	SUPPLIES	STAPLES	8.5X11 STAND UP HOLDER/ 5PC DESK AC	3560127097	02/29/24	66.94	
101-225-752-101	KITCHEN SUPPLIES	AMAZON.COM	CC ADMIN - OFFICE SUPPLY	113-1370564-9669	02/29/24	5.98	
101-225-752-101	KITCHEN SUPPLIES	STAPLES	AAA BATTERIES/ EAR BUD HEADPHONES/	3559165816	02/29/24	18.81	
101-225-794-700	PLANTS/PLANT MAINTENANCE	EASTERN FLORAL & GIFTS	DOUBLE STEM ORCHID	5212	02/29/24	45.00	
101-225-803-000	PRE-EMPLOYMENT HIRING	COREWELL HEALTH	PRE-EMPLOYMENT PHYSICAL - PLANNING	803989	02/29/24	111.00	
101-225-803-000	PRE-EMPLOYMENT HIRING	COREWELL HEALTH	PRE-EMPLOYMENT PHYSICAL - FIN. DIRE	803522	02/29/24	128.00	
101-225-815-050	COMPUTER SOFTWARE/CAMERA	MCADOBIE INC	CC ADMIN - ADOBE INC.	ADOBE	02/29/24	21.19	
101-225-815-050	COMPUTER SOFTWARE/CAMERA	MCARLO TECHNOLOGIES INC	CC ADMIN - ARLO TECHNOLOGIES	JANUARY 2024	02/29/24	12.99	
101-225-815-050	COMPUTER SOFTWARE/CAMERA	MCMICROSOFT SOFTWARE	CC ADMIN - I CLOUD STORAGE	ONLINE PYMT	02/29/24	1.99	
101-225-815-050	COMPUTER SOFTWARE/CAMERA	MCZOOM VIDEO COMMUNICATI	CC ADMIN - ZOOM BUSINESS, CLOUD REC	INV237658324	02/29/24	315.49	
101-225-900-000	PRINTING/PUBLISHING	MLIVE MEDIA GROUP	ACCT # 1000015084: AD/AFFIDAVIT	AD# 0010825150	02/29/24	115.00	
101-225-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - (2) IPHONE CASES	113-4240068-6119	02/29/24	15.99	
101-225-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - IPHONE CHARGER	1136917278-54858	02/29/24	14.98	
101-225-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - SCREEN PROTECTOR 3 CT.,	113-3700485-9392	02/29/24	8.87	
101-225-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - IPHONE CASE	113-3700485-9392	02/29/24	15.86	
101-225-941-000	POSTAGE MACHINE LEASE	PITNEY BOWES GLOBAL	POSTAGE MACHINE LEASE - 1ST QRT	3318710095	02/29/24	489.75	
101-225-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	5,776.00	
Total For Dept 225 ADMINISTRATIVE						7,797.96	
Dept 250 BENEFITS/INSURANCE							
101-250-721-000	DENTAL INSURANCE BENEFITS	DELTA DENTAL	CL# MI040820001 - MARCH 2024	RIS0005512542	02/29/24	1,471.05	
Total For Dept 250 BENEFITS/INSURANCE						1,471.05	
Dept 257 ASSESSING							
101-257-808-000	BOARD OF REVIEW EXPENSES	MICHIGAN TOWNSHIPS ASS	CC GENTER - 2024 MTA BOARD OF REIVE	263931	02/29/24	139.50	
101-257-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - CALCULATOR, & (2) IPHONE	113-9882607-9808	02/29/24	11.99	
101-257-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - (3) IPHONE CASES	113-1035645-0539	02/29/24	52.17	
101-257-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	2,296.00	
Total For Dept 257 ASSESSING						2,499.66	
Dept 262 ELECTIONS							
101-262-752-200	ELECTION MAILINGS & POSTAC	KENT COMMUNICATIONS, I	PROCESSING FEES - TOWNSHIP BALLOTS	8898-157159	02/29/24	40.70	
101-262-756-000	ELECTION SUPPLIES	AMAZON.COM	CC ADMIN - BADGE CLIPS 100PC	113-8343126-1027	02/29/24	11.59	
101-262-756-000	ELECTION SUPPLIES	AMAZON.COM	CC ADMIN - (11) BARCODE READER	113-5121527-8593	02/29/24	754.60	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 262 ELECTIONS							
101-262-756-000	ELECTION SUPPLIES	MC&E ELECTION SOURCE	ABSENT VOTER POLL BOOK/ "I VOTED" S	24-6207	02/29/24	67.00	
101-262-756-000	ELECTION SUPPLIES	ULINE	CC ADMIN - SECURITY CART & FAN	12449717	02/29/24	915.25	
101-262-788-000	ELECTION MISC. EXPENSES	ANITA GORSUCH	REIMBURSE EARLY VOTING PRES. ELECTIO	REIMBURSEMEN	02/29/24	38.24	
101-262-788-000	ELECTION MISC. EXPENSES	JENNIFER JAGER	REIMBURSE EARLY VOTING PRESIDENTIAL	REIMBURSEMENT	02/29/24	54.21	
101-262-788-000	ELECTION MISC. EXPENSES	MLIVE MEDIA GROUP	ACCT # 65304- AD/ AFFIDAVIT	116057	02/29/24	153.00	
101-262-932-000	LAPTOPS FOR ELECTIONS	STAPLES	CC AMDIN - PRECINCT LAPTOPS	9918131339	02/29/24	2,039.96	
Total For Dept 262 ELECTIONS						4,074.55	
Dept 265 BUILDING AND GROUNDS							
101-265-724-000	EDUCATION	KENT COUNTY EXTENSION	CC MANION - (2) MI COMMERICAL APPLI	000660	02/29/24	103.35	
101-265-724-000	EDUCATION	MICHIGAN RECREATION &	CC ADMIN - CERTIFIED PLAYGROUND SAF	MRPA	02/29/24	645.00	
101-265-724-000	EDUCATION - PRUNING CLASS	MSU PLANT & PEST DIAGN	CC MANION - PRUNING CLASS	PRUNING CLASS	02/29/24	120.00	
101-265-724-000	EDUCATION	STATE OF MICHIGAN	CC MANION - REGISTRATION FEE - C. N	REGISTRATION	02/29/24	15.00	
101-265-724-000	EDUCATION	STATE OF MICHIGAN	CC MANION - REGISTRATION FEE - JOSH	REGISTRATION	02/29/24	15.00	
101-265-724-000	EDUCATION	STATE OF MICHIGAN	CC MANION - REGISTRATION FEE - RYAN	REGISTRATION	02/29/24	15.00	
101-265-724-000	EDUCATION	TRAVELOCITY	CC ADMIN - LODGING FOR MPARKS CONF	72750495425224	02/29/24	304.35	
101-265-787-101	CLEANING & PAPER SUPPLIES	MINER SUPPLY COMPANY	PAPER & CLEANING SUPPLIES	554471	02/29/24	958.94	
101-265-863-000	VEHICLE MAINT	HOEKSTRA COMPANIES, LL	VEHICLE PREVENTATIVE MAINTENANCE	24395	02/29/24	338.38	
101-265-921-000	103040083240	2894 T CONSUMERS ENERGY	CONSUMER ENERGRY BILLS FOR FEBRUARY	206347503100	02/29/24	37.68	
101-265-924-000	COMPLEX PHONES	AT&T	ACCT # 287303607022 - JANUARY SERVI	287303607022X214	02/29/24	184.92	
101-265-924-000	COMPLEX PHONES- B&G	COMCAST	ACCT # 932769807 - COMCAST BUSINESS	193923708	02/29/24	1,149.71	
101-265-924-100	BLDG & GROUNDS CELL PHONES	AMAZON.COM	CC ADMIN - (2) IPHONE CASES	113-6722668-6300	02/29/24	23.98	
101-265-931-000	COMPLEX MAINTENANCE	BSB COMMUNICATIONS INC	L3 REMOTE MAC / L3 PHONE/EMAIL SUPP	179297	02/29/24	481.25	
101-265-931-000	COMPLEX MAINTENANCE	BSB COMMUNICATIONS INC	FIXED NAMES ON PHONES/ CLEANED UP S	179154	02/29/24	350.00	
101-265-931-000	COMPLEX MAINTENANCE	BSB COMMUNICATIONS INC	ON-SITE SERVICE / PHONE RECEPTIONIS	179186	02/29/24	414.05	
101-265-931-000	COMPLEX MAINTENANCE	SUPERIOR PEST CONTROL	REGULAR PEST SERVICE @ TOWNSHIP MAI	69797	02/29/24	50.00	
101-265-931-000	COMPLEX MAINTENANCE	SUPERIOR PEST CONTROL	REGULAR PEST SERVICE @ B&G GARAGE	69795	02/29/24	60.00	
101-265-931-000	COMPLEX MAINTENANCE	VC3, INC	MICROSOFT OFFICE 365 - GCC	138831	02/29/24	64.00	
Total For Dept 265 BUILDING AND GROUNDS						5,330.61	
Dept 276 CEMETERY							
101-276-932-000	COLUMBARIUM CRANE TRUCK	GRAND RAPIDS CRANE CO.	CC SLATER: 60 TON CRANE TRUCK, RIGG	2318	02/29/24	1,512.00	
Total For Dept 276 CEMETERY						1,512.00	
Dept 446 ROADS							
101-446-818-000	DUST CONTROL LAYER	KENT COUNTY ROAD COMMI	PAYABLES - CONSUMER ENERGY	414483	02/29/24	8.44	
101-446-821-500	ROAD ENGINEERING STUDIES	KENT COUNTY ROAD COMMI	PAYABLES - CONSUMER ENERGY	414422	02/29/24	7.93	
Total For Dept 446 ROADS						16.37	
Dept 701 PLANNING							
101-701-727-000	PLANNING OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - DESK CALENDAR	113-5811911-7969	02/29/24	6.99	
101-701-900-000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	ACCT# 66737: ADS/ AFFIDAVITS	1108920	02/29/24	1,043.98	
101-701-925-000	CELL PHONE/ DATA	AMAZON.COM	CC ADMIN - (2) IPHONE CASES	113-4240068-6119	02/29/24	15.99	
101-701-925-000	CELL PHONE/ DATA	AMAZON.COM	CC ADMIN - CALCULATOR, & (2) IPHONE	113-9882607-9808	02/29/24	14.99	
101-701-925-000	CELL PHONE/ DATA	AMAZON.COM	CC ADMIN - I PHONE CASE	113-4296993-1157	02/29/24	19.90	
101-701-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	3,444.00	
Total For Dept 701 PLANNING						4,545.85	
Dept 756 PARKS							
101-756-935-000	ROOF REPLACEMENT-GAZEBO AN	IRISH ROOFING OF MICH	REPLACEMENT OF GAZEBO AND SHELTER R	71761	02/29/24	22,500.00	
101-756-935-000	PARK MAINTENANCE	PREIN & NEWHOF	CC MANION - WATER TESTING @ CASCADE	BF1P5E9B3074	02/29/24	40.00	
101-756-939-000	SERVICE CONTRACTS	VOLGISTICS	CC MANION - MONTHLY SERVICE - VOLUN	479831	02/29/24	9.00	
101-756-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	1,148.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 756 PARKS							
Total For Dept 756 PARKS						23,697.00	
Dept 803 HISTORICAL							
101-803-961-000	MUSEUM MAINTENANCE	SUPERIOR PEST CONTROL	REGULAR PEST SERVICE - MUSEUM	69794	02/29/24	55.00	
Total For Dept 803 HISTORICAL						55.00	
Total For Fund 101 GENERAL FUND						54,188.49	
Fund 206 FIRE FUND							
Dept 250 BENEFITS/INSURANCE							
206-250-721-000	DENTAL INSURANCE BENEFITS	DELTA DENTAL	CL# MI040820001 - MARCH 2024	RIS0005512542	02/29/24	2,314.54	
Total For Dept 250 BENEFITS/INSURANCE						2,314.54	
Dept 336 FIRE DEPARTMENT							
206-336-723-000	FIRE MEMBERSHIP AND DUES	AMERICAN HEART ASSOCIA	CC MAGERS - BLS PROVIDER ECARD/ 26	002596743	02/29/24	85.80	
206-336-723-000	FIRE MEMBERSHIP AND DUES	JAMES WALKER	REIMBURSE EMS IC CONFERENCE/ ISFSI	REIMBURSEMENT	02/29/24	135.00	
206-336-723-000	FIRE MEMBERSHIP AND DUES	MICHIGAN DEPT.OF HEALT	CC MAGERS - NON-TRANSPORT VEHICLE A	00066894	02/29/24	25.00	
206-336-726-000	FIRE TRAINING	JAMES WALKER	REIMBURSE EMS IC CONFERENCE/ ISFSI	REIMBURSEMENT	02/29/24	395.00	
206-336-726-000	FIRE TRAINING - MILEAGE	STEVENSON, TODD ROY	REIMBURSE 262 MILES & HOTEL 1 NIGHT	REIMBURSEMENT	02/29/24	311.93	
206-336-726-500	FIRE TRAINING / FIRE INSP	NATIONAL FIRE PROTECTI	CC MAGERS - CFII PRACTICE EXAM- DAV	584375	02/29/24	91.00	
206-336-726-500	FIRE TRAINING / FIRE INSP	NATIONAL FIRE PROTECTI	CC MAGERS - CFI- I PROGRAM APPLICAT	228145	02/29/24	399.00	
206-336-727-000	FIRE OFFICE SUPPLIES	SMART BUSINESS SOURCE	OFFICE SUPPLIES	WO-202001-1	02/29/24	53.38	
206-336-727-000	FIRE OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	3559228658	02/29/24	116.80	
206-336-745-000	FIRE FUELS	FLYERS ENERGY LLC	DEF FUEL	CFS-3748766	02/29/24	71.36	
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	FIRE UNIFORM DEPUTY FIRE CHEIF - ST	874244	02/29/24	17.60	
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	FIRE UNIFORM - CAPT. JOSH DETTWILER	874247	02/29/24	17.60	
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	FIRE UNIFORM - KEVIN JONES	876972	02/29/24	38.50	
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	FIRE UNIFORM - CHARLIE TRUE	875037	02/29/24	17.60	
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	FIRE UNIFORM - LT. MIKE POOLMAN	874257	02/29/24	17.60	
206-336-787-000	CC MAGERS - SPECIAL ORDER	D&W FRESH MARKET	CC MAGERS - SPECIAL ORDER CAKE	12502G 3761	02/29/24	36.99	
206-336-787-959	FIRE PROTECTIVE CLOTHING	AMAZON.COM	CC MAGERS - (4) 20-PACKS OF ROUND H	114-9111268-7831	02/29/24	31.96	
206-336-787-959	FIRE PROTECTIVE CLOTHING	TOUGH HOOKS, LLC	CC MAGERS - HEAVY DUTY HANGERS FOR	7826	02/29/24	349.75	
206-336-802-000	CONTRACTUAL SERVICES	CENTER FOR PHYSICAL RE	ATHLETIC HOURS - FIRE DEPT - JANUAR	00000001572	02/29/24	1,687.50	
206-336-802-000	NFPA CODE SUBSCRIPTION	NATIONAL FIRE PROTECTI	CC MAGERS - NFPA CODE SUBSCRIPTION	590677	02/29/24	1,725.00	
206-336-802-000	CONTRACTUAL SERVICES	STRYKER SALES, LLC.	PROCARE SERVICE CONTRACT	9205521815	02/29/24	798.00	
206-336-803-000	FIRE FIGHTER HIRING	COREWELL HEALTH	PRE-EMPLOYMENT PHYSICAL/ FIRE DEPT	799772	02/29/24	480.55	
206-336-850-000	COMMUNICATIONS	AMAZON.COM	CC MAGERS - SPIDER CASE IPHONE 13/	111-3491379-9171	02/29/24	22.08	
206-336-850-000	COMMUNICATIONS- PHONES	COMCAST	ACCT # 932769807 - COMCAST BUSINESS	193923708	02/29/24	320.87	
206-336-850-000	COMMUNICATIONS	WAL-MART	CC MAGERS - IPHONE SCREEN PROTECTOR	46324G	02/29/24	12.76	
206-336-850-000	COMMUNICATIONS	WAL-MART	CC MAGERS - SITE MERCH	16332G	02/29/24	9.92	
206-336-863-000	VEHICLE MAINT	B&K GRAPHICS, INC.	CAR 6 DECAL REPLACEMENT	30606	02/29/24	150.00	
206-336-863-000	VEHICLE MAINT	CASCADE PRINTING & GRA	COLOR DECALS FOR ENGINES	64254	02/29/24	89.80	
206-336-863-000	VEHICLE MAINT	NAPA AUTO PARTS	WIPER BLADES	5565-851219	02/29/24	91.96	
206-336-863-000	VEHICLE MAINT	NAPA AUTO PARTS	MISC LIGHTS FOR E5, E1	4324-064389	02/29/24	116.57	
206-336-863-000	VEHICLE MAINT	TOMMY'S EXPRESS CAR WA	CC MAGERS - MONTHLY CAR WASH SERVI	JANUARY 2024	02/29/24	139.96	
206-336-901-000	FIRE PUBLICATIONS	AMAZON.COM	CC MAGERS - BOOK OCCUPATIONAL SAFET	112-9960034-6173	02/29/24	67.00	
206-336-901-000	FIRE PUBLICATIONS	MICHIGAN STATE FIREMAN	FIRE OFFICERS PRINCIPLES & PRACTICE	5631	02/29/24	127.64	
206-336-924-000	FIRE PHONES	AMAZON.COM	CC ADMIN - (2) IPHONE CASES	114-3877324-8685	02/29/24	19.98	
206-336-936-000	FIRE STATION MAINT	ADVOWASTE MEDICAL SERV	MEDICAL WASTE DISPOSAL	182093	02/29/24	220.00	
206-336-936-000	FIRE STATION MAINT	STAPLES	SUPPLIES FOR MAINTENANCE	3559228659	02/29/24	79.64	
206-336-936-000	FIRE STATION MAINT	SUPERIOR PEST CONTROL	REGULAR PEST SERVICE @ FIRE STATION	69803	02/29/24	60.00	
206-336-936-000	FIRE STATION MAINT	WAL-MART	CC MAGERS - IPHONE SCREEN PROTECTOR	46324G	02/29/24	19.88	
206-336-936-002	FIRE STATION MAINT/BUTTRIC	SUPERIOR PEST CONTROL	REGULAR PEST SERVICE @ BUTTRICK FIR	69796	02/29/24	60.00	
206-336-981-000	OFFICE EQUIPMENT	SMART BUSINESS SOURCE	48X24 SR SHELVING	WO-201980-1	02/29/24	216.40	

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Fund 206 FIRE FUND							
Dept 336 FIRE DEPARTMENT							
206-336-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	3,670.00	
						Total For Dept 336 FIRE DEPARTMENT	12,397.38
Dept 901 CAPITAL OUTLAY							
206-901-975-000	CAPITAL OUTLAY - BLDGIMP	WILLIAMS ASSOCIATES AR	PROJECT NO: 2021-033 /FIRE HOUSE- P	0022282	02/29/24	67.99	
						Total For Dept 901 CAPITAL OUTLAY	67.99
						Total For Fund 206 FIRE FUND	14,779.91
Fund 246 IRF							
Dept 225 ADMINISTRATIVE							
246-225-967-100	WHOLE HOUSE FILTER PROJEC	CULLIGAN	COOLERS & WATER JANUARY / FEBRUARY	#1398853	02/29/24	3,575.00	
						Total For Dept 225 ADMINISTRATIVE	3,575.00
						Total For Fund 246 IRF	3,575.00
Fund 248 DDA							
Dept 190 DDA OPERATIONS/CONSTRUCTION							
248-190-801-000	CONTRACT SERVICES	CASCADE COMMUNITY FOUN	DDA 2-YR COMMITMENT PLEDGE - CCF EN	COMMITMENT	02/29/24	36,000.00	
248-190-861-100	TRANSPORTATION SERVICES -	HOPE NETWORK	TRANSPORTATION SERVICES - JANUARY 2	100020920	02/29/24	18,375.00	
						Total For Dept 190 DDA OPERATIONS/CONSTRUCTION	54,375.00
						Total For Fund 248 DDA	54,375.00
Fund 249 BUILDING FUND							
Dept 000							
249-000-237-000	DUE TO I.R.F.- S&W CONNECT	CASCADE CHARTER TOWNSH	SW CONNECTION/ 4224 CUSSARD LN	P# 3293	02/29/24	15,180.00	
						Total For Dept 000	15,180.00
Dept 250 BENEFITS/INSURANCE							
249-250-721-000	DENTAL INSURANCE BENEFITS	DELTA DENTAL	CL# MI040820001 - MARCH 2024	RIS0005512542	02/29/24	1,646.66	
						Total For Dept 250 BENEFITS/INSURANCE	1,646.66
Dept 371 BUILDING DEPARTMENT							
249-371-723-000	MEMBERSHIPS AND DUES	PLBG INSPECTORS' ASSOC	2024 PIAM MEMBERSHIP DUES - VINCE M	MEMBERSHIP DUES	02/29/24	100.00	
249-371-723-000	MEMBERSHIPS AND DUES	PLBG INSPECTORS' ASSOC	2024 PIAM MEMBERSHIP DUES - JEFF VA	MEMBERSHIP DUES	02/29/24	100.00	
249-371-723-000	MEMBERSHIPS AND DUES	PLBG INSPECTORS' ASSOC	2024 PIAM MEMBERSHIP DUES - CRAIG S	MEMBERSHIP DUES	02/29/24	100.00	
249-371-727-000	OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - OFFICE SUPPLIES	113-8501311-7272:	02/29/24	39.95	
249-371-727-000	OFFICE SUPPLIES	AMAZON.COM	CC ADMIN - CALCULATOR, & (2) IPHONE	113-9882607-9808:	02/29/24	8.99	
249-371-727-000	OFFICE SUPPLIES	GS DIRECT, INC.	CC WILSON - RICOH YELLOW INK CARTRI	365566	02/29/24	101.35	
249-371-757-000	BOOKS	INTERNATIONAL CODE COU	CC WILSON - CODE BOOKS	101720587	02/29/24	873.60	
249-371-757-000	BOOKS	UP CODES	CC WILSON - ANNUAL FEE FOR PROFESSI	ANNUAL FEE	02/29/24	708.00	
249-371-860-000	MILEAGE - BENOIT	BENOIT, BILL	REIMBURSE 291 MILES - B. BENOIT	MILEAGE - JAN/ FI	02/29/24	194.97	
249-371-860-000	MILEAGE WILSON	BRIAN WILSON	REIMBURSE 133 MILES - B. WILSON	MILEAGE - JAN/ FI	02/29/24	89.11	
249-371-860-000	MILEAGE - CRAIG SMITH	CRAIG SMITH	REIMBURSE 58 MILES - C. SMITH	MILEAGE - JAN/ FI	02/29/24	328.30	
249-371-860-000	MILEAGE- HUYSER	HUYSER, DANIEL A.	REIMBURSE 487 MILES - D. HUYSER	MILEAGE - JAN/ FI	02/29/24	326.29	
249-371-860-000	MILEAGE - J. VANTIL	JEFFREY C. VANTIL	REIMBURSE 500 MILES - JEFF VANTIL	MILEAGE - JAN/ FI	02/29/24	335.00	
249-371-860-000	MILEAGE - J. REISTER	JEREMY REISTER	REIMBURSE 518 MILES - J. REISTER	MILEAGE - JAN/ FI	02/29/24	347.06	
249-371-860-000	MILEAGE - M. BONNEY	MICHAEL BONNEY	REIMBURSE 388 MILES - MIKE BONNEY	MILEAGE - JAN/ FI	02/29/24	259.96	
249-371-860-000	MILEAGE - P. WESTHOUSE	PAUL WESTHOUSE	REIMBURSE 480 MILES - P. WESHOUSE	MILEAGE - JAN/ FI	02/29/24	321.60	
249-371-860-000	MILEAGE - D. ROWLADER	ROWLADER, DENNIS	REIMBURSE 304 MILES - D. ROWLADER	MILEAGE - JAN/ FI	02/29/24	203.68	
249-371-860-000	MILEAGE - TODD STEVENSON	STEVENSON, TODD ROY	REIMBURSE 108 MILES - TODD STEVENSON	MILEAGE - JAN/ FI	02/29/24	72.36	
249-371-860-000	MILEAGE - TOM HANSON	THOMAS HANSON	REIMBURSE 553 MILES - TOM HANSON	MILEAGE - JAN/ FI	02/29/24	370.51	
249-371-860-000	MILEAGE MILITO-	VINCENT MILITO	REIMBURSE 521 MILES - V. MILITO	MILEAGE - JAN/ FI	02/29/24	349.07	

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Fund 249 BUILDING FUND							
Dept 371 BUILDING DEPARTMENT							
249-371-862-500	DEPT HEAD, SUPV EXPENSES	MORNING BELLE	CC WILSON - MTG W/ GRT & JADE	56391C	02/29/24	57.11	
249-371-924-000	BUILDING PHONES	COMCAST	ACCT # 932769807 - COMCAST BUSINESS	193923708	02/29/24	565.88	
249-371-924-100	CELL PHONES/DATA	AMAZON.COM	CC ADMIN - SCREEN PROTECTOR 3 CT.,	113-3700485-9392	02/29/24	31.26	
249-371-924-100	CELL PHONES/DATA	J2 GLOBAL	CC WILSON - EFAX SERVICES	JANUARY 2024	02/29/24	18.99	
249-371-939-000	SERVICE CONTRACTS	FIRST CHOICE COFFEE SE	COFFEE SUPPLIES	966302	02/29/24	237.81	
249-371-939-000	SERVICE CONTRACTS	FIRST CHOICE COFFEE SE	COFFEE SUPPLIES	958658	02/29/24	176.13	
249-371-939-000	SERVICE CONTRACTS	RICOH USA INC	COPIER/ PRINTER CONTRACT	5068936527	02/29/24	85.41	
249-371-981-000	OFFICE EQUIPMENT	AMAZON.COM	CC ADMIN - SCREEN PROTECTOR 3 CT.,	113-3700485-9392	02/29/24	678.30	
249-371-981-000	LAPTOP AND DOCK	VC3, INC	2024 PC REPLACEMENTS	INV6160VC3	02/29/24	4,122.00	
Total For Dept 371 BUILDING DEPARTMENT						11,202.69	
Total For Fund 249 BUILDING FUND						28,029.35	
Fund 271 LIBRARY FUND							
Dept 790 LIBRARY							
271-790-931-000	LIBRARY MAINTENANCE	SUPERIOR PEST CONTROL	REGULAR PEST SERVICE @ LIBRARY	69793	02/29/24	70.00	
Total For Dept 790 LIBRARY						70.00	
Dept 901 CAPITAL OUTLAY							
271-901-974-271	LIBRARY FRIENDSHIP PARK	FAST SIGNS	CC MANION - SIGN FOR ROAD	467-130026	02/29/24	644.80	
271-901-974-271	LANDSCAPE INSTALL WITH PL	NATIVE EDGE, LLC	50% DOWN PYMT / LANDSCAPE INSTALL W	NE2023.1486	02/29/24	88,725.00	
Total For Dept 901 CAPITAL OUTLAY						89,369.80	
Total For Fund 271 LIBRARY FUND						89,439.80	
Fund 701 TRUST AND AGENCY							
Dept 000							
701-000-253-373	PERFORMANCE BOND	HAROLD GOEHRING	RELEASE PERFORMANCE BOND - CASE 23-	CASE 23-3777	02/29/24	5,000.00	
Total For Dept 000						5,000.00	
Total For Fund 701 TRUST AND AGENCY						5,000.00	

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Fund Totals:								
			Fund 101 GENERAL FUND			54,188.49		
			Fund 206 FIRE FUND			14,779.91		
			Fund 246 IRF			3,575.00		
			Fund 248 DDA			54,375.00		
			Fund 249 BUILDING FUND			28,029.35		
			Fund 271 LIBRARY FUND			89,439.80		
			Fund 701 TRUST AND AGENCY			5,000.00		
Total For All Funds:							249,387.55	
--- TOTALS BY GL DISTRIBUTION ---								
	101-101-723-000		TOWNSHIP DUES			1,848.45		
	101-101-723-001		ELECTED OFFICIAL MEMBERSHIPS AND DUES			185.00		
	101-101-862-500		TOWNSHIP BOARD EXPENSE ACCOUNT			6.99		
	101-101-981-000		LAPTOP AND DOCK			1,148.00		
	101-225-727-000		OFFICE SUPPLIES			323.30		
	101-225-752-000		SUPPLIES			377.76		
	101-225-752-101		KITCHEN SUPPLIES			24.79		
	101-225-794-700		PLANTS/PLANT MAINTENANCE			45.00		
	101-225-803-000		PRE-EMPLOYMENT HIRING			239.00		
	101-225-815-050		COMPUTER SOFTWARE/CAMERA MONITOR/ZOOM			351.66		
	101-225-900-000		PRINTING/PUBLISHING			115.00		
	101-225-924-100		CELL PHONES/DATA			55.70		
	101-225-941-000		POSTAGE MACHINE LEASE			489.75		
	101-225-981-000		LAPTOP AND DOCK			5,776.00		
	101-250-721-000		DENTAL INSURANCE BENEFITS			1,471.05		
	101-257-808-000		BOARD OF REVIEW EXPENSES			139.50		
	101-257-924-100		CELL PHONES/DATA			64.16		
	101-257-981-000		LAPTOP AND DOCK			2,296.00		
	101-262-752-200		ELECTION MAILINGS & POSTAGE			40.70		
	101-262-756-000		ELECTION SUPPLIES			1,748.44		
	101-262-788-000		ELECTION MISC. EXPENSES			245.45		
	101-262-932-000		LAPTOPS FOR ELECTIONS			2,039.96		
	101-265-724-000		EDUCATION			1,217.70		
	101-265-787-101		CLEANING & PAPER SUPPLIES			958.94		
	101-265-863-000		VEHICLE MAINT			338.38		
	101-265-921-000	103040083240	2894 THORNAPPLE R			37.68		
	101-265-924-000		COMPLEX PHONES			1,334.63		
	101-265-924-100		BLDG & GROUNDS CELL PHONES/ DATA			23.98		
	101-265-931-000		COMPLEX MAINTENANCE			1,419.30		
	101-276-932-000		COLUMBARIUM CRANE TRUCK			1,512.00		
	101-446-818-000		DUST CONTROL LAYER			8.44		
	101-446-821-500		ROAD ENGINEERING STUDIES			7.93		
	101-701-727-000		PLANNING OFFICE SUPPLIES			6.99		
	101-701-900-000		PRINTING & PUBLISHING			1,043.98		
	101-701-925-000		CELL PHONE/ DATA			50.88		
	101-701-981-000		LAPTOP AND DOCK			3,444.00		
	101-756-935-000		ROOF REPLACEMENT-GAZEBO AND SHELTER			22,540.00		
	101-756-939-000		SERVICE CONTRACTS			9.00		
	101-756-981-000		LAPTOP AND DOCK			1,148.00		
	101-803-961-000		MUSEUM MAINTENANCE			55.00		
	206-250-721-000		DENTAL INSURANCE BENEFITS			2,314.54		
	206-336-723-000		FIRE MEMBERSHIP AND DUES			245.80		
	206-336-726-000		FIRE TRAINING			706.93		
	206-336-726-500		FIRE TRAINING / FIRE INSPECTIONS			490.00		
	206-336-727-000		FIRE OFFICE SUPPLIES			170.18		
	206-336-745-000		FIRE FUELS			71.36		
	206-336-768-000		FIRE UNIFORMS			108.90		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		206-336-787-000	CC MAGERS - SPECIAL ORDER CAKE			36.99	
		206-336-787-959	FIRE PROTECTIVE CLOTHING			381.71	
		206-336-802-000	CONTRACTUAL SERVICES			4,210.50	
		206-336-803-000	FIRE FIGHTER HIRING			480.55	
		206-336-850-000	COMMUNICATIONS			365.63	
		206-336-863-000	VEHICLE MAINT			588.29	
		206-336-901-000	FIRE PUBLICATIONS			194.64	
		206-336-924-000	FIRE PHONES			19.98	
		206-336-936-000	FIRE STATION MAINT			379.52	
		206-336-936-002	FIRE STATION MAINT/BUTTRICK			60.00	
		206-336-981-000	OFFICE EQUIPMENT			3,886.40	
		206-901-975-000	CAPITAL OUTLAY - BLDGIMP			67.99	
		246-225-967-100	WHOLE HOUSE FILTER PROJECT			3,575.00	
		248-190-801-000	CONTRACT SERVICES			36,000.00	
		248-190-861-100	TRANSPORTATION SERVICES - JANUARY			18,375.00	
		249-000-237-000	DUE TO I.R.F.- S&W CONNECTIONS			15,180.00	
		249-250-721-000	DENTAL INSURANCE BENEFITS			1,646.66	
		249-371-723-000	MEMBERSHIPS AND DUES			300.00	
		249-371-727-000	OFFICE SUPPLIES			150.29	
		249-371-757-000	BOOKS			1,581.60	
		249-371-860-000	MILEAGE - BENOIT			3,197.91	
		249-371-862-500	DEPT HEAD, SUPV EXPENSES			57.11	
		249-371-924-000	BUILDING PHONES			565.88	
		249-371-924-100	CELL PHONES/DATA			50.25	
		249-371-939-000	SERVICE CONTRACTS			499.35	
		249-371-981-000	OFFICE EQUIPMENT			4,800.30	
		271-790-931-000	LIBRARY MAINTENANCE			70.00	
		271-901-974-271	LIBRARY FRIENDSHIP PARK			89,369.80	
		701-000-253-373	PERFORMANCE BOND			5,000.00	



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION
MEETING DATE: February 28, 2024

ITEM: Consider the Approval Hose and Ladder Testing contractor.

PRESENTER: Mike Poolman, Fire Lieutenant

INDIVIDUAL PRESENT: Mike Poolman, Fire Lieutenant

EXECUTIVE SUMMARY: Every year the National Fire Protection Association (NFPA) requires all fire hose to be tested and inspected within the requirement of NFPA 1962, and ground ladder testing within the requirement of NFPA 1932. This testing mitigates the risk of failure of fire hose and ground ladders on a fire scene.

This is a service that is contracted out as it is very labor intensive and requires specialized testing and documentation.

This is a niche market and there are few contractors that provide this service. In years past Cascade Township Fire Department has used National Hose Testing Specialists, Inc. We have a good relationship with them and have been happy with the service they provide. The Great Lakes Division is located here in West Michigan.

Waterway is another national company but has an office in Okemos, MI. Waterway is not a company we are familiar with, and we do not have much information on.

FireCatt is another national company that provides this service and is based out of Troy Michigan. It is not a company that we have used in the past, but there have been departments who have had negative interactions with them.

STRATEGIC PLANS/GOALS: Continued hose and ladder compliance with NFPA standards.

ACTION REQUESTED: Approve the contract to have National Hose Testing Specialists Inc provide hose and ground ladder testing for Cascade Township Fire Department at the cost of \$0.48/foot of fire hose, and \$3.30/foot of ground ladder.

BUDGET IMPLICATIONS: Fire hose and ladder testing is a budgeted item in the fire department budget.

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, the contract for services

will be signed by Lieutenant Poolman, who will then schedule the services.

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Approval

MODEL RESOLUTION: N/A

ATTACHMENTS:

1. Quote from National Hose Testing Specialists, Inc
2. Quote from Waterway
3. Quote from FireCatt



Fire Hose, Ground Ladder & Aerial Testing

National Hose Testing Specialties, Inc.

Great Lakes Division

3941 Eastern - Wyoming, MI 49548 (616) 554-6487



Prepared on: February 21, 2024

Cascade Charter Twp. Fire Department

Dear Valued Customer,

Dept. ID: MI042

State: MI

Thank you for your interest in National Hose Testing Specialties, Inc. (NHTS).

We appreciate your business and base

on the information provided to us, we have prepared the following agreements for the service(s) you are requesting. Here is a brief description of the service and pricing that NHTS is offering.

<u>Description</u>	<u>Rates</u>	<u>Quantity Estimates</u>	<u>Total Cost Estimates</u>
Fire Hose Testing – Unload, inspect, pressure test, re-roll and re-load all fire hoses. Documentation provided for your records.	\$0.48 (cents/ft.)	12,950 (feet)	\$6,216.00
Ground Ladder Testing – Conduct physical inspection, horizontal bending test, roof hook test and hardware test. Input and install heat sensors as needed. Documentation provided for your records.	\$3.30 (per foot)	206 (feet)	\$679.80
Heat Sensor Labels – Labels to be applied as needed. (Worn, missing or expired)	\$2.75 (each)	N/A	?
Aerial Testing – Perform a visual, operational, performance, waterway and load test to aerial(s) as well as obtain a hydraulic oil sample. Documentation provided for your records.	\$0.00 (each)	0	\$0.00
5 Year Aerial Testing- Perform a visual, operational, performance, NDT inspections, waterway and load test to aerial(s) as well as obtain a hydraulic oil sample. Documentation provided for your records. (5 Year NDT Inspection)	\$0.00 (each)	0	\$0.00

FOR SCHEDULING PURPOSES, PLEASE CONFIRM QUANTITY ESTIMATES ARE CORRECT. SHOULD NHTS HAVE TO RETURN TO COMPLETE TESTING A TRIP CHARGE WILL BE APPLIED.

We appreciate your business and look forward to being of service to your department.

Sincerely,

Troy Smith, Great Lakes Division Manager
National Hose Testing Specialties, Inc.

PLEASE SEE THE ATTACHED "DEPARTMENT INFORMATION SHEET"



National Hose Testing Specialties, Inc.

Great Lakes Division
3941 Eastern - Wyoming, MI 49548 (616) 554-6487

DEPARTMENT INFORMATION SHEET

Please return the signed agreement(s) and THIS completed page to:

Mail: National Hose Testing Specialties, Inc.
3941 Eastern Wyoming, MI 49548
Email: glagreements@nhts.com
or

Department Name:	Cascade Charter Twp. Fire Department
Contact Name/Title:	
Contact Telephone #:	
Contact Email Address:	
Department Telephone #:	
Hose Test Site Address:	
Ladder Test Site Address:	
City/State/Zip Code:	
Send Invoices to the Attention:	
Mailing Address:	
City/State:	
Contact Email Address:	
Send Documentation to the Attention:	
Mailing Address:	
City/State:	
Contact Email Address:	
Secondary Contact Name/Title:	
Secondary Contact Email:	
Secondary Contact Telephone#:	
Number of Apparatuses:	

PO # (if applicable) _____

NHTS ID #: MI042 **STATE: MI**

Payment: Full payment is due upon delivery by NHTS, Inc. of its final test documentation. A **Convenience Fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.

Acceptance

Please review and sign the agreement(s) for the services you wish to schedule. We will contact you after receiving your signed agreement(s) to set up a test date and discuss any further questions you may have.



WWW.NHTS.COM

National Hose Testing Specialties, Inc.

2024 FIRE HOSE TESTING AGREEMENT

Date issued: February 21, 2024

Dept. ID # **MI042**

This agreement is entered into by and between National Hose Testing Specialties, Inc., a corporation (hereinafter known as, **National**) and **"Cascade Charter Twp. Fire Department"**, a municipal corporation, district or political subdivision of the State of **MI** (hereinafter known as, **Department**).

THIS DOCUMENT MUST BE SIGNED AND RETURNED PRIOR TO YOUR SERVICE TEST DATE.

1. **Department** hereby engages **National** and **National** agrees to unload, pressure test, re-load, conduct physical inspections of apparatuses on first floor only and to provide test documentation on the fire hoses of **Department** per **Department's** Special Instructions, if any, and according to the National Fire Protection Association 1962 Standard for the Care, Use, Inspection, Service Testing and Replacement of Fire Hose, Couplings and Nozzles and Fire Hose Appliances, utilizing the 2018 Edition, or current edition, (hereinafter known as, NFPA Standard).
 - a. **National** shall conduct a physical inspection, prior to pressure testing, as specified in the NFPA Standard. All hoses failing physical inspection shall be identified and tagged for removal from service, without being pressure tested. **Department** shall be responsible to store or discard any hose tagged by **National**. If **Department** elects to place back into service any hose tagged by **National**, **Department** shall be responsible for service testing the hose prior to placing it back into service.
 - b. **National** shall conduct service pressure test in accordance with Chapter 4 of NFPA Standard, 2018 Edition.
 - c. **National** shall service test all attack fire hose to a minimum of 300 psi and all supply fire hose to a minimum of 200 psi regardless of manufactured date unless specified differently by **Department**. See **Department's** Special Instructions for requested test pressure changes. **National** shall not test any hoses higher than 400 psi, this being agreed with the **Department**, by the signing of this agreement.
 - d. **National** shall inspect all apparatus after completion of testing and reloading for accuracy as found or requested by department prior to releasing to **Department**.
 - e. **Department** shall inspect all hose loads and connections on all apparatus prior to placing back into service.
 - f. **National**, within thirty (30) days of completed service, shall deliver to **Department** final test documentation. Documentation provided electronically to include date of test, service test pressure, diameter, length, hose identification number, test results as to each length of hose. A hard copy of summary reports for all hoses tested and in inventory provided upon request.
 - g. **National** shall provide hydrostatic equipment required to perform **Department's** hose test.
 - h. **Department** shall provide **National** a suitable location for performance of the service test (150ft by 150ft). Fire hose shall not be tested in dirt, gravel, or grass. The location shall include an adequate water source for **National's** hydrostatic equipment, of which water shall be provided by **Department**. **Department** will be charged \$100 per man per hour for noncompliance.
 - i. **Department** shall have one employee on site for the duration of hose testing. **Department** employee will move every apparatus to its testing position and back into station.
 - j. **Department** shall rotate trucks with no more than one hour of transition time total. **Department** will be charged \$100 per man per hour for time exceeding one hour total.
 - k. **Department** may be subject to a "trip charge" if **National** is to return due to "out of service" or retest. Rate for testing and "trip charge" shall be agreed by both **Department** and **National** prior to rescheduling.
 - l. **Department** shall make available to **National** all hoses to be tested at the time and place established for the conduct of the service testing and shall disclose to **National** any known defects or dangerous conditions therein.
 - m. **Department** will assemble any specialty hose packs (i.e. grass packs, forestry packs) following testing by **National**.
2. The service test date(s) will be established by agreement between the parties.
3. Based on the footage estimate provided, **Department** agrees to pay **National** **\$0.48** cents per foot, times **12,950** feet; with actual hose tested per documentation being used for billing which may increase or decrease rate per foot.
4. Fire hoses handled by **National** that are to be removed from apparatus or service at the **Department's** request due to age or other factors and not pressure tested will be subject to **14 cents** per foot handling fee. Full payment is due upon delivery by **National** of its final test documentation.
5. In the event of suit or litigation arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover judgment for its reasonable attorney fees as may be awarded by the Court in which such suit or action is tried, heard or decided, and any appeal there from.

DEPARTMENT'S SPECIAL INSTRUCTIONS: _____ (Nat'l Initial)

6. **National** will not be bound by any of Department's Special Instructions unless it has agreed to be bound and signed or initialed the Special Instructions prior to testing. If agreed, **National** shall return an initialed copy to **Department**.

Dated: **February 21, 2024**

Dated: _____

NATIONAL HOSE TESTING SPECIALTIES, INC.

AUTHORIZED DEPARTMENT REPRESENTATIVE

Troy Smith

Signature
Troy Smith, Great Lakes Division Manager

Signature
Title: _____

Return to: National Hose Testing Specialties, Inc., 3941 Easter Wyoming, MI 49548 or fax to (616) 839-6000

Note: The terms of this agreement are void if not signed and returned within three months of date of issue (sign & submit copy to **National**).

A **Convenience Fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.



National Hose Testing Specialties, Inc.

2024 GROUND LADDER TESTING AGREEMENT

Date issued: February 21, 2024

Dept. ID # **MI042**

This agreement is entered into by and between National Hose Testing Specialties, Inc., a corporation (hereinafter known as, **National**) and **Cascade Charter Twp. Fire Department**, a municipal corporation, district or political subdivision of the State of **MI** (hereinafter known as, **Department**).

THIS DOCUMENT MUST BE SIGNED AND RETURNED PRIOR TO YOUR SERVICE TEST DATE.

1. **Department** hereby engages **National** and **National** agrees to conduct physical inspection, horizontal bending test, roof hook test, hardware test, and to provide test documentation on the ground ladders of **Department**, per **Department's** Special Instructions (if any) and according to the National Fire Protection Association 1932 Standard for the Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders, 2020 edition, or current edition (hereinafter known as, NFPA Standard).
 - a. **National** shall conduct a visual inspection, as specified in Chapter 6.1.3 of NFPA Standard. All ladders failing visual inspection shall be tagged for removal of service or repaired by **Department**.
 - b. **National** shall conduct service testing in accordance with Chapter 7 of NFPA Standard. Service testing will be as specified in Chapter 7.1 of NFPA Standard, unless **Department** specifies altered service testing. (See **Department's** Special Instructions).
 - c. **National** shall inspect and replace heat sensors as in Chapter 6.2.10.1.
 - d. **National**, within thirty - (30) days of completed service, shall deliver to **Department** final test documentation. Documentation to include but not limited to the Ground Ladder record information as in Chapter 7.1.7. Documentation is provided electronically. A hardcopy of summary reports for all ground ladders tested and in inventory provided upon request.
 - e. **National** shall provide service-testing equipment required to perform **Department's** ground ladder service test.
 - f. **Department** shall provide **National** a suitable location for performance of the service test.
 - g. **Department** shall make available to **National** all ground ladders to be tested at the time and place established for the conduct of the service testing and shall disclose to **National** any known defects or dangerous conditions therein.
 - h. **Department** may be subject to a "trip charge" if **National** is to return due to "out of service" or retest. Rate for testing and "trip charge" shall be agreed by both **Department** and **National** prior to rescheduling.
 - i. **Department** shall be responsible for all repairs deemed necessary in accordance with manufacturer's instructions, as specified in Chapter 6.1.4.2 of NFPA Standard.
 - j. **National** shall inspect all apparatus after completion of testing and reloading for accuracy as found or requested by department prior to releasing to **Department**.
 - k. **Department** shall inspect all apparatus prior to placing back into service.
2. The service test date(s) will be established by agreement between the parties.
3. Based on the footage estimate provided, **Department** agrees to pay **National** **\$3.30** per foot, times **206** feet; with actual footage tested per documentation being used for billing. Full payment is due upon delivery of final test documentation by **National**.
4. **Department** agrees to pay **National** for heat sensor labels installed based on the following cost each: **\$2.75** per label plus any state and local sales tax as required.
5. In the event of suit or litigation arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover judgment for its reasonable attorney fees as may be awarded by the Court in which such suit or action is tried, heard or decided, and any appeal there from.

DEPARTMENT'S SPECIAL INSTRUCTIONS: _____ (Nat'l Initial)

6. **National** will not be bound by any of Department's Special Instructions unless it has agreed to be bound and signed or initialed the Special Instructions prior to testing. If agreed, **National** shall return an initialed copy to **Department**.

Dated: February 21, 2024

NATIONAL HOSE TESTING SPECIALTIES, INC.

Troy Smith

Signature
Troy Smith, Great Lakes Division Manager

AUTHORIZED DEPARTMENT REPRESENTATIVE

Signature
Title: _____

Return to: National Hose Testing Specialties, Inc., 3941 Eastern Wyoming, MI 49548 or fax to (616) 839-6000

Note: The terms of this agreement are void if not signed and returned within three months of date of issue (sign & submit copy to **National**).

A **Convenience Fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.



National Hose Testing Specialties, Inc.

2024 ANNUAL AERIAL TESTING AGREEMENT

Date issued: February 21, 2024

Dept. ID # **MI042**

This agreement is entered into by and between National Hose Testing Specialties, Inc., a corporation (hereinafter known as, **National**) and **"Cascade Charter Twp. Fire Department"**, a municipal corporation, district or political subdivision of the State of **MI** (hereinafter known as, **Department**).

THIS DOCUMENT MUST BE SIGNED AND RETURNED PRIOR TO YOUR SERVICE TEST DATE.

1. **Department** hereby engages **National** and **National** agrees to conduct a visual, operational, performance, waterway and load test, and to provide test documentation on the aerial(s) of **Department**, according to the National Fire Protection Association 1911 Standard for the Inspection and Maintenance of Aerial(s), 2020 edition, or current edition (hereinafter known as, NFPA Standard).
 - a. **National** shall conduct a visual inspection, as specified in Chapter 22.4 of NFPA Standard. All aerial(s) failing visual inspection shall be tagged for removal of service or repaired by **Department**. Although results of test will be issued to **Department**, proof of aerial repair shall be submitted to **National** before a certificate of completion is signed and delivered to **Department**.
 - b. **National** shall conduct inspecting and testing in accordance with Chapter 22.8 of NFPA Standard. Inspecting and testing will be as specified in Chapter 22.8.1 of NFPA Standard, unless **Department** specifies altered service testing. (See **Department's** Special Instructions).
 - c. **National** shall take a hydraulic oil sample for spectrochemical analysis as in Chapter 22.8.11. Results will be sent to **Department** following analysis.
 - d. **National**, within thirty - (30) days of completed service, shall deliver to **Department** final test documentation. Documentation to include but not limited to the aerial records information as in Chapter 22.8.12. Documentation is provided electronically, to include but not limited to, visual, operational, performance, waterway and load test results.
 - e. **National** shall provide service-testing equipment required to perform **Department's** aerial(s) service test.
 - f. **Department** shall provide **National** a suitable location for performance of the service test.
 - g. **Department** shall make available to **National** all aerial(s) to be tested at the time and place established for the conduct of the service testing and shall disclose to **National** any known defects or dangerous conditions therein.
 - h. **Department** may be subject to a "trip charge" if **National** is to return due to "out of service" or retest. Rate for testing and "trip charge" shall be agreed by both **Department** and **National** prior to rescheduling.
 - i. **Department** shall be responsible for all repairs deemed necessary in accordance with manufacturer's instructions, as specified in Chapter 22.1.3 of NFPA Standard.
 - j. **National** shall inspect all aerials after completion of testing prior to releasing to **Department**.
 - k. **Department** shall inspect all aerials prior to placing back in service.
 - l. **National** shall note corrosion as seen during visual inspection. Department shall have corrosion repaired as deemed necessary in accordance with manufactures instructions, as specified in Chapter 22.1.3 of NFPA Standard.
2. The service test date(s) will be established by agreement between the parties.
3. Pricing.
 - a. Annual Testing. Based on the information provided, **Department** agrees to pay **National** \$.00 per aerial, times 0 aerial(s).
 - b. Full payment is due upon delivery of final test documentation by **National**.
4. In the event of suit or litigation arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover judgment for its reasonable attorney fees as may be awarded by the Court in which such suit or action is tried, heard or decided, and any appeal there from.

DEPARTMENT'S SPECIAL INSTRUCTIONS: _____ (Nat'l Initial)

5. **National** will not be bound by any of Department's Special Instructions unless it has agreed to be bound and signed or initialed the Special Instructions prior to testing. If agreed, **National** shall return an initialed copy to **Department**.

Dated: February 21, 2024

NATIONAL HOSE TESTING SPECIALTIES, INC.

AUTHORIZED DEPARTMENT REPRESENTATIVE

Troy Smith

Signature

Troy Smith, Great Lakes Division Manager

Signature

Title: _____

PLEASE SIGN ONLY IF ANNUAL TEST IS TO BE PERFORMED. NO NEED TO SIGN 5-YEAR.

Return to: National Hose Testing Specialties, Inc., 3941 Eastern Wyoming, MI 49548 or fax to (616) 839-6000

Note: The terms of this agreement are void if not signed and returned within three months of date of issue (sign & submit copy to **National**).

A **Convenience Fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.



National Hose Testing Specialties, Inc.

2024 5-YEAR AERIAL TESTING AGREEMENT

Date issued: February 21, 2024

Dept. ID # **MI042**

This agreement is entered into by and between National Hose Testing Specialties, Inc., a corporation (hereinafter known as, **National**) and **"Cascade Charter Twp. Fire Department"**, a municipal corporation, district or political subdivision of the State of **MI** (hereinafter known as, **Department**).

THIS DOCUMENT MUST BE SIGNED AND RETURNED PRIOR TO YOUR SERVICE TEST DATE.

1. **Department** hereby engages **National** and **National** agrees to conduct a visual, operational, performance, waterway and load test, and to provide test documentation on the aerial(s) of **Department**, according to the National Fire Protection Association 1911 Standard for the Inspection and Maintenance of Aerial(s), 2020 edition, or current edition (hereinafter known as, NFPA Standard).
 - a. **National** shall conduct a visual inspection, as specified in Chapter 22.4 of NFPA Standard. All aerial(s) failing visual inspection shall be tagged for removal of service or repaired by **Department**. Although results of test will be issued to **Department**, proof of aerial repair shall be submitted to **National** before a certificate of completion is signed and delivered to **Department**.
 - b. **National** shall conduct inspecting and testing in accordance with Chapter 22.8 of NFPA Standard. Inspecting and testing will be as specified in Chapter 22.8.1 of NFPA Standard, unless **Department** specifies altered service testing. (See **Department's** Special Instructions).
 - c. **National** shall take a hydraulic oil sample for spectrochemical analysis as in Chapter 22.8.11. Results will be sent to **Department** following analysis.
 - d. **National**, within thirty - (30) days of completed service, shall deliver to **Department** final test documentation. Documentation to include but not limited to the aerial records information as in Chapter 22.8.12. Documentation is provided electronically, to include but not limited to, visual, operational, performance, waterway and load test results.
 - e. **National** shall provide service-testing equipment required to perform **Department's** aerial(s) service test.
 - f. **Department** shall provide **National** a suitable location for performance of the service test.
 - g. **Department** shall make available to **National** all aerial(s) to be tested at the time and place established for the conduct of the service testing and shall disclose to **National** any known defects or dangerous conditions therein.
 - h. **Department** may be subject to a "trip charge" if **National** is to return due to "out of service" or retest. Rate for testing and "trip charge" shall be agreed by both **Department** and **National** prior to rescheduling.
 - i. **Department** shall be responsible for all repairs deemed necessary in accordance with manufacturer's instructions, as specified in Chapter 22.1.3 of NFPA Standard.
 - j. **National** shall inspect all aerials after completion of testing prior to releasing to **Department**.
 - k. **Department** shall inspect all aerials prior to placing back in service.
 - l. **National** shall note corrosion as seen during visual inspection. **Department** shall have corrosion repaired as deemed necessary in accordance with manufactures instructions, as specified in Chapter 22.1.3 of NFPA Standard.
2. The service test date(s) will be established by agreement between the parties.
3. Pricing.
 - a. 5 - Year Testing. (includes annual and NDT inspections) Based on the information provided to **National**, **Department** agrees to pay **National** \$.00 per aerial, times 0 aerial(s).
 - b. Full payment is due upon delivery of final test documentation by **National**.
4. In the event of suit or litigation arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover judgment for its reasonable attorney fees as may be awarded by the Court in which such suit or action is tried, heard or decided, and any appeal there from.

DEPARTMENT'S SPECIAL INSTRUCTIONS: _____ (Nat'l Initial)

5. **National** will not be bound by any of **Department's** Special Instructions unless it has agreed to be bound and signed or initialed the Special Instructions prior to testing. If agreed, **National** shall return an initialed copy to **Department**.

Dated: February 21, 2024

NATIONAL HOSE TESTING SPECIALTIES, INC.

Troy Smith
Signature
Troy Smith, Great Lakes Division Manager

AUTHORIZED DEPARTMENT REPRESENTATIVE

Signature
Title: _____

PLEASE SIGN ONLY IF 5-YEAR TEST IS TO BE PERFORMED. NO NEED TO SIGN ANNUAL.

Return to: National Hose Testing Specialties, Inc., 3941 Eastern Wyoming, MI 49548 or fax to (616) 839-6000

Note: The terms of this agreement are void if not signed and returned within three months of date of issue (sign & submit copy to **National**).

A **Convenience Fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.

ESTIMATE

Waterway
304 Thames St
Newport, RI 02840

support@usfireservices.com
+1 (717) 734-5730
http://www.waterwayinc.com



Cascade Twp Fire Department

Bill to

Mike Poolman
Cascade Twp Fire Department
2865 Thornhills Ave SE
Grand Rapids, Michigan 49546
United States

Ship to

Mike Poolman
Cascade Twp Fire Department
2865 Thornhills Ave SE
Grand Rapids, Michigan 49546
United States

Estimate details

Estimate no.: 1335
Estimate date: 01/29/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Hose Testing NFPA Annual Hose Testing		12950	\$0.41	\$5,309.50
2.		Ground Ladder Testing NFPA Annual Ladder Testing		206	\$2.50	\$515.00
					Total	\$5,824.50

Note to customer

Customer must provide a sufficient source of water, ample space to conduct testing, and fire department representatives available on the day of testing to provide access to and move the various fire department vehicles as required.

Additional fees may apply:

Out of Service Fee (OOS): \$500 is applied to the final invoice if an originally scheduled apparatus is out of service and an additional appointment is necessary for testing the OOS apparatus.

Missed Appointment Fee: A \$750 fee will be applied if a confirmed appointment is missed.

Crew Downtime Hourly Rate: \$300/hr will be applied for time the crew has to wait if testing is delayed due to circumstances under the customer's control (such as water supply delays or apparatus transit delays.)

Return Fee: A \$300 fee will be applied if we need to return to the customer location to test missed items or finish testing due to customer related requests or circumstances.

Thank you for the opportunity to quote you for this service.



Electronic Delivery

February 8, 2024

Mike Poolman
Lieutenant
Cascade Township Fire Department
2865 Thornhills Avenue SE
Grand Rapids, MI 49546

Lieutenant Poolman:

Per your request, we are pleased to submit this proposal for your annual fire hose and ground ladder testing.

Background

FireCatt is proud to have revolutionized the fire hose testing industry. FireCatt is the sole source supplier and owner of a patented method that incorporates computerized testing technology and a software program designed to incorporate the testing standards and guidelines of NFPA 1962.

FireCatt is now testing over 20 million feet of fire hose per year in 48 States. We have been testing fire hose for more than 18 years. Customers that have come to trust FireCatt's precision testing service include: fire departments; oil refineries; nuclear power plants; and industrial operations.

We trust you will take the time to understand the value FireCatt creates by using the best technology, people and processes available to provide your critical annual services testing. FireCatt will save you manpower time, reduce liability and injuries, and create repeatable, valid test results with advanced technology and professional service.

Our testing team is structured with a team leader, an assistant leader and four hose technicians, all formally trained by FireCatt. We believe in a professionally run hose testing process starting with pre-test planning, meticulous attention to detail during the testing process and documented repacking of your equipment to the standard you require.

Who Is the FireCatt Customer?

FireCatt customers are the leaders within the fire service. They don't settle for "good enough" when it comes to the safety of their people and equipment. They want the most accurate testing

option available, while receiving the most professional service. They want the most reliable and defensible third party validation. They want peace of mind, and that's what FireCatt delivers. FireCatt will provide annual service pressure testing per the **NFPA 1962, 2018 Edition Standard** for Hose and **NFPA 1932, 2010 Edition Standard** for Ladders using patented technology test equipment designed for safety, accuracy and efficiency.

Sole Source FireCatt Specifications:

- Electronic and computerized pressure transducers shall be used to monitor and regulate pressures.
- Software controls the entire test process to ensure NFPA 1962 Standard is followed. One item to note is that during pressurization, hose will only be pressurized at 15 psi per second. Our system will meet this standard each and every test, ensuring that the fire hose will not be subjected to a shock pressure which can lead to shorter hose life expectancy.
- Air actuated and computerized valves shall be used to eliminate manual control of all valves at high pressure and provide emergency automated shut-off/shut-down capability. The use of manual valves that are less than 100% repeatable and expose personnel to unnecessary risk will not be permitted.
- Pressure release at the end of each test shall be accomplished through air actuated and computer controlled valves operated remotely. This will eliminate the need to release pressure at the end of each hose and eliminate the risk associated with exposing personnel to potential catastrophic failure while hose is fully pressurized.
- Hydrant pressure shall be monitored through the use of electronic and computerized pressure transducers. Hydrant pressure will be regulated to meet the NFPA requirement of 45 PSI at the beginning of the test.
- An amber warning beacon shall be illuminated at all times when the hose is pressurizing or at high pressure.
- Ten manifolds shall be used, each with their own computerized pressure transducer and valve so that ten separate pressures can be tested simultaneously.
- Up to 3,000 feet of hose shall be tested per test cycle.
- Multiple diameter hoses shall be tested simultaneously.
- Air relief valves shall be used at the end of each hose lay per manifold.
- Computerized digital pressure readouts shall be used in order to eliminate subjective "needle bounce" of analog gauges.
- Computerized timing of tests shall be used to eliminate subjective timing devices such as manual stop watches prone to operator error.
- Heavy Duty Bar Code labels will be used on each hose for ease of Identification and Inventory Control.
- Patented LDH Conveyor for re-loading large diameter hose.

NFPA Fire Hose Testing Standards

1. Each length of hose will be assigned an Identification Number using a barcode label on each coupling. That I.D. number shall also be recorded on the hose jacket at each end of the hose using a permanent ink marker.
2. Each length of hose will be inspected, both the outer jacket and inner liner.
3. All couplings and threads will be inspected.
4. All gaskets will be inspected, defective gaskets will be replaced at no extra cost.
5. FireCatt will supply hose manufacturer approved lubricant for coupling lubrication.
6. All defective hose will be tagged and removed from service and the defect location on the hose will be marked using a permanent marker. The tag will be distinctive and state the reason for removal from service, date, and hose I.D. number. This information will also be contained within the test report.
7. FireCatt will supply "Never Seize" lubricant for lubricating all apparatus connection points so as to reduce galvanic reaction associated with dissimilar metal contact.
8. FireCatt will accurately record all data that will be contained in the final report which will include, Department I.D., Station or Apparatus I.D., FireCatt hose I.D., Fire Department hose I.D., Manufacturer, Date of Manufacture, Date in Service, Size, Length, Pressure, Pass/Fail, Reason for Failure, and Tread Type.
9. FireCatt will provide a hard copy of the Test Report within 1 week of test completion. The Hose Test Report is documented on a per Department basis. If you require your hose documentation broken down per apparatus or station, this service is available and must be pre-arranged.
10. FireCatt will provide internet web access to your electronic test record and protect this information using a unique login and password within 1 week of test completion. Access to the test records will be for a minimum of 7 years from the date of the most recent test.
11. FireCatt will be licensed and insured to meet the State, City and Department requirements.

Pricing

Option(s)	Quantity in Feet	Price per Foot	TOTAL
1 Fire Hose Testing FireCatt provides all Labor	13,000 (approximate)	\$0.43 \$0.40	\$5,590.00 \$5,200.00*
2 Fire Hose Testing Fire Department provides labor to reload apparatus only	13,000 (approximate)	\$0.35 \$0.33	\$4,550.00 \$4,290.00*
3 Ground Ladder Testing FireCatt provides all Labor	210 (approximate)	\$2.95	\$619.50

Minimum Charge- Fire Departments with under 5,200' of hose to test will be subject to a minimum charge of \$2,080.00.

Option 1 - FireCatt will provide ALL labor to unload apparatus, lay out test, couple/uncouple, roll hose and reload apparatus. The Fire Department will provide labor only to drive apparatus to and from the test site.

Option 2 - FireCatt will provide labor to unload apparatus, lay out test, couple/uncouple, and roll hose. The Fire Department will provide labor to reload apparatus. Note: If you choose Option 2, we suggest utilizing two fire department crews/companies to reload. The crew whose apparatus is being reloaded and the crew whose apparatus is next to be unloaded.

Option 3 - FireCatt will provide all labor to perform precision ground ladder testing via digital load cell technology that will meet NFPA1932, 2010 edition standards. FireCatt incorporates a load cell that is UL Certified to NFPA 1983, general use. There are no other charges! Heat sensor labels are included in our per foot price.

Hard Suction Hose: If utilized will be vacuum tested at the same price per foot as all other hoses.

Logistics:

Prior to testing FireCatt will work with your Department to formulate and tailor a logistics plan that will work best for you. The following is an example of a typical logistics plan:

When FireCatt begins testing we will start with your *rack/auxiliary* hose then your *reserve* apparatus(s). Your tested *rack/auxiliary* hose will be ready to replace any failed hose from your apparatus(s). Once the *reserve apparatus(s)* are tested your company can take the tested reserve to replace a front-line apparatus prior to testing. Thus, we eliminate any downtime in your Department for hose testing and we keep your companies in the district. That way the public that you serve will not see an increase in response time during hose testing.

The Department will be responsible for providing a suitable test a location 300' in length x 100' wide, a water supply via Fire Hydrant (preferably), standpipe, or tender, a driver to move your apparatus and a single point of contact.

Contract Term

Pricing in BLACK is for a 1-year contract. *Pricing in RED is for a 3-year service agreement. **NOTICE:** Due to the unpredictability of energy, travel, & labor expenses post COVID-19, pricing is subject to annual cost of living adjustments or an appropriate surcharge.

Completion

Testing will take approximately 2 day(s) annually (weather, total feet, & test site dependent).

Summary of Benefits Received from Choosing FireCatt

- Use the best technology the industry has to offer and fully trained technicians.
- Longer life of hose due to ensuring NFPA 1962 is followed every test cycle.
- Assurance hose is tested to prescribed pressures, if not, either false positives results or premature stress and loss of hose life are the results (especially the unnecessary cost of replacing LDH – Supply Lines)
- Workers compensation injuries resulting from testing accidents, either immediate or develops after, such as back / knee strain from re-loading hose (conveyor system and turntables)
- Reduction of any overtime hours used for testing and or training, freeing up man-hours from faster re-loading and the use of two mobile test labs.
- Proven Professional Operation - experience in testing large departments.

I believe you would agree that the issues of safety, time, technology and tracking are the most important to you and your department. Our patented method, and the unique features listed above allow for the NFPA 1962 Standards to be met in the most “objective” manner possible. In comparison, other testing companies will provide you with “subjective” test results. We have designed our testing and reporting technology to meet the requirements and future needs of the industry.

Our issued and pending patents are strong evidence of the exclusive nature of our solutions. In short, we believe that no other company in the nation can match or exceed the accuracy or safety of the fire hose testing services that FireCatt can provide to your department. We have yet to encounter another hose testing company in the nation deploying a similar state-of-the-art computerized testing technology.

We are pleased to offer our services to your department and believe the investment in FireCatt generates the peace of mind for everyone that we are all creating the safest environment for the firefighter and citizens of your community.

We look forward to creating a mutually beneficial and successful long-term relationship, and believe in 100% customer satisfaction. If you have any questions or comments, feel free to contact us at any time.

Respectfully submitted,

Sarah Jordan

Sales Representative



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION **MEETING DATE: February 28, 2024**

ITEM: Consider Approval of the purchase of a fire hoses and nozzle package, and approve budget amendment.

PRESENTER: Mike Poolman, Fire Lieutenant

INDIVIDUAL PRESENT: Mike Poolman, Fire Lieutenant

EXECUTIVE SUMMARY: Fire hoses and nozzles are vital pieces of firefighting equipment. Through years of wear, due to fires and training, they wear out and need to be replaced. In 2021 a capital improvement plan was approved to replace the attack lines and nozzles on one piece of apparatus every two years. Due to administrative changes in 2023, it was decided to push this back to 2024. The 2024 budget did not keep up with this schedule change; thus, a budget amendment is needed. In 2021, time was spent with First In Last Out Fire LLC discussing the best options for hose and nozzle combinations to service structures in our community, and members were provided the opportunity to demo different hose and nozzle combinations.

The following bids were procured for the 2024 proposed purchase. All three of the bids are from current approved vendors with the township. The bid from First In Last Out Fire Equipment & Training is the only bid that included shipping costs.

Vendor	Hose and Nozzles	Shipping	Total
MacQueen Equipment	\$12,053.97	No quote	\$12,053.97 +
First In-Last Out Fire Equipment & Training LLC	\$12,826.00	\$150.00	\$12,976.00
Dinges Fire Company	\$14,822.03	No quote	\$14,822.03 + Stale quote

STRATEGIC PLANS/GOALS: This purchase would satisfy the capital improvement plan for fire hose and nozzle replacement that was approved by the Board in 2019.

ACTION REQUESTED: Approve the purchase of fire hoses and nozzles from First In Last Out Fire Equipment & Training LLC at the cost of \$12,976.00. In addition, a budget amendment is needed to adequately fund this capital purchase.

BUDGET IMPLICATIONS: The cost of the purchase would be from the Fire Fund. Increasing an expenditure line without an offsetting revenue increase results in the use of approximately

\$13,000 of the roughly \$965,000 fund balance in the Fire Fund.

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, an order would be placed for the purchase of the new fire hose. Upon arrival, each section of hose will be documented and placed into service on Engine 2. Upon arrival of the new Engine 2, at the end of 2024/early 2025, the hose would be moved to the new engine.

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to accept the bid from First In Last Out Fire Equipment & Training LLC for fire hose and nozzles, as detailed in the attached bid document. I further move to amend the 2024 Fire Fund budget as follows:

<u>Fund</u>	<u>Line-Item</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Increase</u>	<u>Amended Budget</u>
Fire	206-901-970-000	Fire Capital Outlay	\$0	\$13,000	\$13,000

ATTACHMENTS:

1. Quote from First In Last Out Fire Equipment & Training LLC
2. Quote from MacQueen Emergency Equipment
3. Quote from Dinges Fire Company

**First In-Last Out Fire Equipment & Training
LLC**

10056 Shelburn Dr
Loveland, OH 45140 US
(513)325-9318
firstinlastoutfire@gmail.com
<http://www.firstinlastoutfire.com>



ADDRESS

Cascade Twp. Fire Dept.
2865 Thornhills SE
Grand Rapids, MI 49546 USA

SHIP TO

Cascade Twp. Fire Dept.
2865 Thornhills SE
Grand Rapids, MI 49546 USA

PRICE QUOTATION 2327

DATE 01/03/2024

EXPIRATION DATE 06/01/2025

CONTACT:

Justin Coffey

ACTIVITY	QTY	RATE	AMOUNT
KFH DP17-100S-50-C-ARN Combat Sniper Key Fire Hose Combat Sniper 1.78", 50FT, COLOR, ALUMINUM NH COUPLINGS 1.78" Inner Diameter COLORS AND QUANTITY 11-RED 11-YELLOW	22	276.00	6,072.00
KFH DP25-800-50-C-ARN Key Fire Hose, BIG TEN, 2.5 inch, COLOR, ARN Aluminum Couplings COLORS AND QUANTITY 14- ORANGE	14	244.00	3,416.00
Elkhart 1.5" XD Handline Nozzle Ball Shut-off Elkhart 1.5" XD Ball Shutoff (NO PISTOL GRIP) Free Swivel Base Dual Drive Shutoff w/ Full Round Metal Ball Forged Aluminum Body Forged Metal Bale Handle 1.5" NH INLET 1.5" NH OUTLET (WHITE Bale Inserts)	1	456.00	456.00

ACTIVITY	QTY	RATE	AMOUNT
Elkhart 1.5" XD Handline Nozzle Ball Shut-off With Integrated Smooth Bore (NO PISTOL GRIP) Elkhart 1.5" XD Ball Shutoff with Integrated Smooth Bore (NO PISTOL GRIP) Free Swivel Base Dual Drive Shutoff w/ Full Round Metal Ball Forged Aluminum Body Forged Metal Bale Handle 7/8" INTEGRATED SMOOTH BORE 1.5" NH INLET 1.5" NH OUTLET (WHITE Bale Inserts)	1	573.00	573.00
Elkhart Handline Nozzle Smooth bore & deluge XD tip Model #187-XD 187 XD Tip 7/8" Outlet 1.5 FNH Base Short Barrell Handline w/ Bumper Material: Lightweight Aluminum Laser Etched Flow Rate (WHITE Bumper Colors)	1	152.00	152.00
Elkhart Handline Nozzle, Chief XD Mid Range Tip 1.5"/ Rigid Base Elkhart Chief XD Mid Range Tip 160 GPM @ 50 PSI Forged Aluminum Body Spinning Stainless Teeth 1.5 FNH BASE (WHITE Bumper Color)	1	583.00	583.00
Elkhart 2.5" XD Handline Nozzle Ball Shut-off Elkhart 2.5" XD Ball Shutoff (NO PISTOL GRIP) Free Swivel Base Dual Drive Shutoff w/ Full Round Metal Ball Forged Aluminum Body Forged Metal Bale Handle 2.5" NH INLET 1.5" NH OUTLET (WHTIE Bale Inserts)	2	597.00	1,194.00

ACTIVITY	QTY	RATE	AMOUNT
Elkhart Handline Nozzle Smooth bore & deluge XD tip Model #188-XD 188 XD Tip 1-3/16" 1.5 FNH Base Long Barrell Handline w/ Bumper Material: Lightweight Aluminum Laser Etched Flow Rate (WHITE Bumper Colors)	2	190.00	380.00
		SUBTOTAL	12,826.00
		SHIPPING	150.00
		TOTAL	\$12,976.00

Accepted By

Accepted Date



350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

Ship To: CASCADE TWP FIRE DEPT STATION
 2865 THORNHILLS AVE
 GRAND RAPIDS, MI 49546-7140

Invoice To: CASCADE TWP FIRE DEPT
 2865 THORNHILLS AVE
 GRAND RAPIDS MI 49546-7140

Attention: MIKE POOLMAN

Branch 16 - DELAFIELD, WI		
Date 02/06/2024	Time 9:33:29 (O)	Page 1
Account No CASCA007	Phone No 6169491320	Est No 02 018380
Ship Via BEST WAY	Purchase Order HOSE, NOZZLES	
Tax ID No		
		Salesperson 330 / 345

ESTIMATE EXPIRY DATE: 03/07/2024

QUOTE - ORDER ACKNOWLEDGEMENT

Part#	Description	U	Qty	Price	Amount
DP17-100SX50Y-ARN	KEY HOSE COMBAT KEY HOSE COMBAT SNIPER ATTACK HOSE, 1.75" X 50', YELLOW, NH ALUMINUM COUPLINGS		11	251.99	2771.89
DP17-100SX50R-ARN	COMBAT 1.75X50 KEY HOSE COMBAT SNIPER ATTACK HOSE, 1.75" X 50', RED, NH ALUMINUM COUPLINGS		11	251.99	2771.89
DP25-800X500-ARN	2.5" ORNG HOSE Key Hose Big 10, 2.5" X 50', ORANGE, 2.5" NH Aluminum Couplings		14	224.72	3146.08
0033XD02	ELKHART 1.5" XD ELKHART 1.5" XD SHUTOFF Waterway: 1 3/8" Outlet: NONE, 1.5" MNH Inlet: 1.5" FNH Pistol Grip: NO PISTOL GRIP Bale Insert: BLACK Custom Laser Etch: NO		1	423.08	423.08
0033XD04	ELKHART 1.5" XD ELKHART 1.5" XD SHUTOFF NO PISTOL GRIP W/7/8 INTEGRAL SMOOTH BORE		1	532.05	532.05
66755007	ELKHART 187-XD ELKHART 187-XD 1.5 FNH BASE, SMOOTH BORE, SHORT BARREL TIP 7/8" (BLACK)		1	141.03	141.03
04XD0122	ELKHART XD CHIEF ELKHART CHIEF XD FOG NOZZLE, NO GRIP 160 GPM @ 50 PSI, ORANGE BUMPER & BAIL		1	806.41	806.41
0069XD02	ELKHART XD SHUT ELKHART XD SHUTOFF 2.5", NO SMOOTHBORE, NO PISTOL GRIP, 1 3/8		2	554.49	1108.98

Return/Exchange Policy

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-615-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

Visit Us Online
www.MacQueenGroup.com



350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

Ship To: CASCADE TWP FIRE DEPT STATION
 2865 THORNHILLS AVE
 GRAND RAPIDS, MI 49546-7140

Invoice To: CASCADE TWP FIRE DEPT
 2865 THORNHILLS AVE
 GRAND RAPIDS MI 49546-7140

Attention: MIKE POOLMAN

Branch 16 - DELAFIELD, WI		
Date 02/06/2024	Time 9:33:29 (O)	Page 2
Account No CASCA007	Phone No 6169491320	Est No 02 018380
Ship Via BEST WAY	Purchase Order HOSE, NOZZLES	
Tax ID No		
		Salesperson 330 / 345

ESTIMATE EXPIRY DATE: 03/07/2024

QUOTE - ORDER ACKNOWLEDGEMENT

Part#	Description	U	Qty	Price	Amount
66767007	WATERWAY ELKHART 188-XD SMOOTH BORE TIP, LONG BARREL, 1 3/16" OUTLET, BLACK BUMPER		2	176.28	352.56

QUOTE 018380
 SHIPPING IS ADDITIONAL

 PLEASE CONTACT YOUR SALES REP, STEVE SHUKSTA,
 WITH ANY QUESTIONS: 616-401-4309 (CELL), OR
 STEVE.SHUKSTA@MACQUEENGROUP.COM

Subtotal: 12053.97
 Tax: .00
 TOTAL: 12053.97

Authorization: _____

Return/Exchange Policy

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-615-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

Visit Us Online
www.MacQueenGroup.com



Dinges Fire Company

243 E Main St.
Amboy, IL 61310
Phone: 815.857.2000
www.DingesFire.com

Bill To:

Cascade Fire Dept. (Grand Rapids,MI)
C/O: LT. Mike Poolman
2865 Thornhills
Grand Rapids, MI 49546

Ship To:

Cascade Fire Dept. (Grand Rapids,MI)(S)
2865 Thornhills
Grand Rapids, MI 49546

Quantity	Item	Description	Price	Total
11	Key-DP17-1000-50	COMBAT READY - Attack Hose Double Jacket Through-the-Weave Hose Priced with Aluminum Couplings, Diameter: 1 3/4", Length: 50' Options: - A - Color (Treated): Yellow - B - Coupling Stamp: No - D - Stencil: Yes	\$355.25	\$3,907.75
11	Key-DP17-1000-50	COMBAT READY - Attack Hose Double Jacket Through-the-Weave Hose Priced with Aluminum Couplings, Diameter: 1 3/4", Length: 50' Options: - A - Color (Treated): Red - B - Coupling Stamp: No - D - Stencil: Yes	\$355.25	\$3,907.75
14	Key-DP25-800-50	BIG 10 - Double Jacket Fire Hose All-Polyester Rubber-lined priced with Aluminum Couplings, Diameter: 2 1/2", Length: 50' Options: - A - Color (Treated): Orange - B - Coupling Stamp: No - D - Stencil: Yes	\$261.42	\$3,659.88
1	Elkhart-0033XD02	1.5" XD Shutoff, Base: 1.5 FNH, Outlet: 1.5 MNH, Waterway: 1-3/8, Description: Full Round Ball, Material: Elk-O-Lite,XD Handline Nozzles XD Shutoffs	\$456.93	\$456.93
1	Elkhart-0033XD04	1.5" XD Shutoff, Base: 1.5 FNH, Outlet: 1.5 MNH, Waterway: 1-3/8, Description: 7/8" bore, Material: Elk-O-Lite,XD Handline Nozzles XD Shutoffs with In	\$574.62	\$574.62
1	Elkhart-	187-XD, Base: 1.5 FNH, Discharge: 7/8" bore, Material: Elk-O-	\$152.31	\$152.31

	66755007	Lite,XD Handline Nozzles XD Smooth Bore		
1	Elkhart-04XD0171	Elkhart Chief XD Mid Range Tip, Waterway 1 3/8", 160 GPM @ 50PSI, Inlet 1.5", Bumper Orange, Teeth Spinning	\$584.31	\$584.31
2	Elkhart-0069XD02	2.5" XD Shutoff, Base: 2.5 FNH, Outlet: 1.5 MNH, Waterway: 1-3/8, Description: Full Round Ball, Material: Elk-O-Lite,XD Handline Nozzles XD Shutoffs	\$598.85	\$1,197.70
2	Elkhart-66767007	188-XD, Base: 1.5 FNH, Discharge: 1-3/16" bore, Material: Elk-O-Lite,XD Handline Nozzles XD Smooth Bore	\$190.39	\$380.78

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub \$14,822.03

Total

* Quote Created on 10/24/2023. Pricing valid for no more than 30 days, unless noted otherwise.

Shipping TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total \$14,822.03

This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales representative with any questions or requests.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION

MEETING DATE: February 28, 2024

ITEM: Award Janitorial Services Contract

PRESENTER: Township Manager Smith

INDIVIDUAL PRESENT: N/A

EXECUTIVE SUMMARY: In order to address gaps in the service currently provided to the Township Office

and Wisner Center portion of the library, staff recently issued a Request for Proposal for janitorial services. Seven bids were received, ranging from \$48,919.95 to \$146,171.52 per year. Staff reviewed all bids and conducted interviews with the top three. Through the interview process it was determined that Corporate Cleaning & Facility Services (CCFS) can provide the best service for the price and staff is recommending that the award go to them. CCFS is a locally owned business that has been in business for more than 18 years. They are an IICRC certified firm (Institute of Inspection Cleaning and Restoration), a member of the West Michigan Better Business Bureau, and the BSCAI (Building Services Contractor Association International).

CCFS ensures quality cleaning by sending area managers to the site, at least once per month, to inspect the employees' work. After inspection, they review results with the cleaner and customer to ensure everyone's perception of performance is in alignment. An app is used to track their employee's location at clock-in and out times, guaranteeing cleaners attend their scheduled shifts: a problem the Township has faced under previous janitorial contracts.

Periodic upholstery and carpet deep cleaning in the Wisner Center were called out in CCFS's bid as areas where they see a gap between the expected service and what the Township is currently receiving.

BIDS RECEIVED:

Company	Township (Monthly)	Library (Monthly)	Annual Total
Corporate Cleaning	\$1,706.00	\$5,119.00	\$81,900.00
EnviroClean	\$6,602.90	\$5,578.06	\$146,171.52
GR Select Services	\$1,280.27	\$4,008.35	\$63,463.44
Hope Network			\$48,919.95
Professional Building Services	\$1,170.00	\$5,460.00	\$79,560.00
Sani-Care Building Services	\$2,217.00	\$5,383.00	\$91,200.00
United Commercial Services (USC)	\$1,608.00	\$5,785.00	\$88,716.00

*Prices are for cleaning services only.

ACTION REQUESTED: Award a three-year janitorial services contract with two 1-year renewal options to Corporate Cleaning & Facility Services in the amount of \$6,825 per month, including deep cleaning services. Annual contract pricing will change based upon changes if State of Michigan minimum wage rates, as their proposal is based largely on labor costs. Adoption of budget amendments in the General and Library Funds, in the amounts of \$8,500 and \$16,500, respectively, is also requested, to ensure that the new contract is fully funded.

BUDGET IMPLICATIONS: The 2024 budget was developed with a status-quo figure, not anticipating this needed change in service level. Budget amendments are recommended for both the General and Library Funds, in the amounts of \$8,500 and \$16,500, respectively. Note that the General Fund budget includes other services such as goose control and HVAC maintenance in the same line; thus, the budget exceeds the \$20,472 annual cost of the recommended contract to clean the Township Office.

MANAGER'S RECOMMENDATION: Approval

ACTION REQUESTED: I move to accept the contract with Corporate Cleaning Facility Services in the amount of \$6,825 per month, including deep cleaning services, with variation directly linked to changes

in the State of Michigan minimum wage rates. I further move to amend the 2024 General and Library

Fund budgets as follows:

<u>Fund</u>	<u>Line Item</u>	<u>Adopted Budget</u>	<u>Increase</u>	<u>Amended Budget</u>
General	101-265-939-000	\$75,000	\$8,500	\$83,500
Library	271-790-802-200	\$45,000	\$16,500	\$61,500

ATTACHMENTS:

Cascade Township Janitorial Services RFP

Corporate Cleaning & Facility Services Proposal

CASCADE CHARTER TOWNSHIP REQUESTS FOR PROPOSALS

Township Office and KDL Cascade Branch Cleaning - 2024 Janitorial Services

Cascade Charter Township is seeking proposals for cleaning the Cascade Township office (12,930 sq. ft.) at 5920 Tahoe Dr. SE and the Cascade Branch of the Kent District Library (31,400 sq. ft.) at 2870 Jacksmith Ave SE.

The bid will be opened at the Cascade Township Offices, 5920 Tahoe Dr. SE on:

Friday, December 22, 2023 at 4:00 P.M. Local Time

Please mark the sealed envelope as **"BID TOWNSHIP OFFICE & KDL JANITORIAL SERVICES"**.

A complete Request for Proposal document may be obtained at:

Cascade Charter Township
Attn: Katie Murawski, Human Resources Director
5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Phone: 616-949-1500

Or on the Web at: <https://www.cascadetwp.com/>.



Cascade Township Request for Proposals 2024 Township Office and KDL Cascade Branch Janitorial Services

Introduction

Cascade Charter Township is seeking proposals for cleaning of the Cascade Township Office, completed outside of regular office hours, and the Cascade branch of the Kent District Library, completed after library hours but prior to midnight.

Service Areas

- Cascade Township Office: 5920 Tahoe Dr SE Grand Rapids, MI 49546 (12,930 sq. ft.)
- KDL Cascade Branch: 2870 Jacksmith Ave SE Grand Rapids, MI 49546 (31,400 sq. ft.)

Funding

The Township Board will allocate the necessary funds in the 2024 budget.

Information Contractor Must Provide in Their Proposals

- Description of the work to be performed.
- Contractor's plan of action for accomplishing the work, personnel and equipment.
- Project personnel indicating number of personnel and their related work experience.
- Three referrals for similar project work; name, location and contact information.
- Total project cost and itemized budget.

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

- Understanding of the work, equipment, and schedules required.
- Plantings shall change seasonally for summer, fall and winter
- Personnel with the necessary skills, and administrative skills, including the ability to supervise personnel involved in the project.
- Willingness to work with Cascade Township administration and KDL Cascade Branch staff

Project Details – General

- The work covered by these specifications consists of furnishing all necessary labor, equipment, supplies and materials (not including paper products) and performing all operations in connection with a complete janitorial program for these properties.
- Quoted prices to include all labor, equipment, supplies and materials (not including paper products).

- Maintenance services must be available on an as needed basis, subject to the request and approval of the Cascade Township administration and KDL Cascade Branch staff.
- The contractor shall provide necessary supervision at the Township's request and hold an inspection with the Township staff member to ascertain compliance with the specifications of the agreement.
- The contractor agrees to re-execute any work which does not conform to the specifications, warrants the work performed, agrees to remedy any defects resulting from failure to clean all applicable areas to the township's standards.
- The Contractor shall take all necessary precautions to conduct the work in a safe manner to prevent injury to persons or damage to property. Any damage, caused by the Contractor to Township or private property will require restitution by the contractor for repairs/replacement to same. If damage does occur, the Township shall be notified immediately.

Project Details – Cascade Township Office

Daily (3 nights/week – Monday, Wednesday, Friday)

- Empty and dispose of all trash including cardboard & replace liners as needed
- Dust and/or wash all horizontal surfaces (counters, tables)
- Clean drinking fountains
- Clean, sanitize and stock
- All sinks are to be stain free
- Sweep and mop hard surface floors (flood mop tile floor in entry in winter)
- Vacuum carpeting (remove all salt in winter); move furniture on wheels; vacuum under chairs/tables; vacuum seasonal mats
- Remove cobwebs
- Spot clean walls, doors and partitions
- Spot clean carpeting as needed

Weekly (in addition to daily work)

- Review paper supplies and order through Township Front Desk Administrative Assistant/Receptionist; when supplies are received, move & unpack into storage areas.
- Clean all interior glass (streak free)
- MONDAY
- Dust chair frames and table legs
- WEDNESDAY
- Vacuum edges and chairs
- Vacuum chair upholstery
- FRIDAY
- Dust under/behind things on all desks, do not move paper work
- Clean phone earpieces and bases
- Dust tops of computers, bases, and keyboards (DO NOT clean monitor screens)

Monthly

- Dust baseboards
- Clean carpet

Annually

- Wash all windows, inside and out
- Clean all upholstery

Project Details – KDL Cascade Branch

Daily (6 nights/week - Sunday-Friday)

- Empty and dispose of all trash including cardboard & replace liners as needed
- Dust and/or wash all horizontal surfaces (counters, tables)
- Clean drinking fountains
- Clean, sanitize and stock (leave extra TP rolls in staff women's restroom)
- Stainless steel sinks are to be stain free
- Sweep and mop hard surface floors (flood mop tile floor in entry in winter)
- Vacuum carpeting (remove all salt in winter); move furniture on wheels; vacuum under chairs/tables; vacuum seasonal mats
- Remove cobwebs
- Sweep and mop stairway as needed
- Clean basement restrooms as needed (at least once per week)
- Spot clean walls, doors and partitions
- Spot clean carpeting as needed
- Brush upholstery as needed
- Evaluate Wisner Center
- Vacuum as needed (at least twice per week)
- Clean bathrooms as needed (at least twice per week)
- Dust, mop and clean kitchen as needed (at least once per week)

Weekly (in addition to daily work)

- Review paper supplies and order through library manager; when supplies are received, move & unpack into storage areas.
- Clean all interior glass (streak free)
- Monday
 - Dust bookshelves, aisle 1-40
 - Dust all horizontal surfaces in library
 - Brush fabric flipper doors
- Tuesday
 - Dust chair frames and table legs
 - Vacuum chair upholstery
 - Dust horizontal surfaces in Wisner Center
- Wednesday
 - Dust bookshelves, aisles 41-64, and Chapter Two Bookstore

- Dust all horizontal surfaces
- Thursday
 - Vacuum edges and chairs
 - Friends' office (basement)- empty trash and wipe counters and tables
 - Basement bathrooms—clean and sanitize
- Friday
 - Dust under/behind things on all desks, do not move paper work
 - Dust phones, calculators, staplers, etc
 - Clean phone earpieces and bases
 - Dust tops of computers, bases, and keyboards (DO NOT clean monitor screens)

Monthly

- Popcorn maker (or as needed)
- Dust baseboards
- Clean carpet

Quarterly

- Wisner Center
 - Youth storage—dust bunnies on floor
 - 24/7 locker storage— dust bunnies on floor
- Library
 - Book drop room –sweep and mop
 - Equipment room—sweep and mop
- Basement
 - Friends Storage in Basement—dust bunnies
 - Township storage—dust bunnies

Annually

- Wash all windows, inside and out
- Clean all upholstery

Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and

said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.

3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.

4. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.

5. Cancellation: Cancellation clause of insurance not less than thirty (30) days.

6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.

7. The successful bidder will be required to enter into a professional service contract with the Township.

Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

Acceptance Period

Proposals must provide 14 days for acceptance by Township from the due date for receipt of proposals.

Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal. The Respondent should be prepared to accept this RFP for incorporation into a contract

resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

No Obligation Contract

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

Rejection of Proposals

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

Commitment of Funds

The Cascade Township Board, or their delegates, are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

Selection Process

Township staff will evaluate the RFP's. Upon their review of the proposal and any interviews that may be necessary, Staff will make a recommendation to the Township Board.

Submittal:

Responding firms are required to submit one (1) physical copy of their proposal, which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 4:00 P.M. local time, on December 22, 2023. Please mark the sealed envelope as "BID TOWNSHIP OFFICE & KDL JANITORIAL SERVICES."

BID STATEMENT
Township Office and KDL Cascade Branch Cleaning - 2024
Janitorial Services

Township Office and KDL Cascade Branch Cleaning 2024 Bid: _____

Notes: _____

CONTRACTOR SIGNATURE

PRINTED NAME

DATE

COMPANY NAME AND ADDRESS

TELEPHONE NUMBER(S)

E-MAIL ADDRESS(S)

PLEASE RETURN THIS ENTIRE BID PROPOSAL IN A SEALED ENVELOPE. MARK
ENVELOPE **"BID TOWNSHIP OFFICE & KDL JANITORIAL SERVICES"**.

Thurs. 2

BID STATEMENT
Township Office and KDL Cascade Branch Cleaning - 2024
Janitorial Services

Township Office and KDL Cascade Branch Cleaning 2024 Bid: _____

Notes: Proposal is Attached


CONTRACTOR SIGNATURE

Harry Kobrak
PRINTED NAME

1/12/2024
DATE

Corporate Cleaning & Facility Svcs, 2550 Pebblebrook Dr SE
COMPANY NAME AND ADDRESS Grand Rapids, MI 49546

616-410-0035
TELEPHONE NUMBER(S)

HARRY@CORPORATECLEANSERVICES.COM
E-MAIL ADDRESS(S)

PLEASE RETURN THIS ENTIRE BID PROPOSAL IN A SEALED ENVELOPE. MARK
ENVELOPE "BID TOWNSHIP OFFICE & KDL JANITORIAL SERVICES".

Project Cost and Budget

Custodial services are planned at 3 nights / week at the Cascade Township Offices as described in the Project Details section of the RFP document.

Custodial services are planned at 6 nights / week at the Cascade Branch Library as described in the Project Details section of the RFP document.

The cost of custodial services will be: \$6,200 / month.

The cost of deep cleaning services is as shown in the table below:

Deep Cleaning Services

Deep Cleaning Service	Normal Charge	Special Price
Upholstery Cleaning Library	\$1,500	\$1,000
Upholstery Cleaning Township Office	\$600	\$400
Library Deep Carpet Cleaning (cost of 2 / year)	\$8,000	\$4,000
Township Deep Carpet Cleaning	\$1,600	\$800
Window Cleaning Library (in and out)	\$1,000	\$800
Window Cleaning Twp Office (in and out)	\$700	\$500
Annual Cost	\$13,400	\$7,500

Description of Deep Cleaning Services

Upholstery cleaning is completed using steam cleaning and a special tool designed specifically for upholstery. This prevents over-wetting and ensures fabric dries clean.

Deep carpet cleaning is recommended at a cadence of once per year at the Cascade Township office and twice per year at the Cascade Library Branch. We recommend dry chemical encapsulation cleaning. A chemical is agitated into the fibers, crystallizes to capture contaminants and then is vacuumed out. The carpet is dry and usable immediately following cleaning. In the event the carpet becomes heavily soiled, we also offer wet extraction cleaning.

Window cleaning on the inside of a building is completed using squeegees. The Township Office's outside faucets are not in working condition so squeegee cleaning would be used. The Library has working outside faucets so we would leverage our pole-fed system that brushes purified water onto the window to remove contaminants and leaves them streak-free.

Corporate Cleaning & Facility Services is the only full service commercial cleaning company in the Grand Rapids Area that is IICRC certified. We take great pride in the quality of our deep cleaning services and believe the Cascade Library in particular will benefit by quality upholstery and deep carpet cleaning.

All Inclusive Monthly Fee Option

In the event that the Township prefers the monthly fee to be inclusive of the above deep cleaning services, the monthly cost would be as follows:

Custodial Services + Deep Cleaning Services Cost: \$6,825 / month



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION
MEETING DATE: February 28, 2024

ITEM: Police Power Ordinance to Continue the Planning Commission in Accordance with the MPEA.

PRESENTER: Jade Smith, Township Manager

INDIVIDUAL PRESENT:

EXECUTIVE SUMMARY:

Currently, the Township Planning Commission is established by Chapter 23 of the Township Zoning Ordinance, pursuant to the Michigan Zoning Enabling Act, MCL 125.3101 *et seq* (“MZEA”). However, since 2008 following the legislature’s consolidation of the various planning acts, planning commissions are creatures of the Michigan Planning Enabling Act, MCL 125.3801 *et seq* (“MPEA”). In our experience, most planning commissions are now organized under the authority granted by the MPEA and not under the MZEA or included in the zoning ordinance. Just a few local examples include Grand Rapids Township and Cannon Township.

Local units of government have various powers that are granted to them by law. For example, the general police power (the ability to protect the health, safety, and welfare of the public by regulation of persons and property), is granted by the Michigan Constitution and codified under statute. Other powers are specifically delegated to local units by the Legislature. Zoning is an example of a power explicitly delegated to local units by the Legislature under the MZEA. When a public body adopts any regulation, it generally must identify the authority under which it is acting. If the public body’s exercise of power is challenged, it generally must defend that exercise of power under the claim of authority it made when adopting the regulation.

The MPEA and MZEA set forth different regulations that present problems if a municipality relies on the MZEA to establish its planning commission. If the Township were to continue the Planning Commission under the authority granted to it by the MPEA and revise any number of things related to the operation of the Planning Commission, no notice or public hearing is required.

It is recommended removing those sections of the zoning ordinance referring to the creation and operation of the planning commission and instead utilize the authority granted to the Township under the MPEA to adopt a police power ordinance (the “Police Power Ordinance”) for the creation and operation of the Planning Commission.

Because the Planning Commission is currently authorized under the Township's Zoning Ordinance, the Township would need to amend Chapter 23 of the Zoning Ordinance to remove references to the Planning Commission (the "Zoning Amendment").

Before adopting the Zoning Amendment, the Planning Commission must hold a public hearing and make a recommendation to the Township Board on the Zoning Amendment. The Township Board would then need to adopt the Zoning Amendment, which will likely be on the Township Board's agenda at the March 13th meeting, provided the Planning Commission takes action on the Zoning Amendment following the public hearing on February 26, 2024.

At the same meeting on March 13, 2024, the Township Board may consider the adoption of the Police Power Ordinance continuing the Planning Commission in accordance with the provisions of the MPEA.

Notices of adoption and summaries of both the Police Power Ordinance and the Zoning Amendment will be published and will have an effective date of March 22, 2024 in the manner provided by law.

STRATEGIC PLANS/GOALS: N/A

BUDGET IMPLICATIONS: None

IMPLEMENTATION PLAN:

- **February 26, 2024** – Planning Commission holds public hearing on the Zoning Amendment
- **February 28, 2024** - Board of Trustees Approves First Reading of the Police Power Ordinance and thereafter the Township publishes a notice of posting indicating that the Township Board will consider the Police Power Ordinance for adoption at its meeting on March 13, 2024. The Police Power Ordinance will be posted on the Township's website.
- **March 13, 2024** – Second Reading of Police Power Ordinance
Board of Trustees Adopts the Ordinance Amending the Zoning Ordinance
- **Not later than March 15, 2024** – Notices of adoption and summaries of the Zoning Amendment and the Police Power Ordinance are published in the newspaper
- **March 22, 2024** – Both Ordinances Take Effect

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Yes

ACTION REQUESTED: Approve first reading of the Police Power Ordinance to Continue the Planning Commission in Accordance with the MPEA.

ATTACHMENTS:

1. Police Power Ordinance
2. Memo from Township Attorney to PC

CASCADE CHARTER TOWNSHIP

ORDINANCE NO. 23-_____

**AN ORDINANCE TO CONTINUE TOWNSHIP PLANNING COMMISSION AND
REDUCE NUMBER OF PLANNING COMMISSION MEMBERS**

THE CHARTER TOWNSHIP OF CASCADE ORDAINS:

Section 1. Establishment of Planning Commission

Section 1. Title

This Ordinance may be referred to as the Cascade Charter Township Planning Commission Ordinance.

Section 2. Continuation of the Planning Commission; Reduction of Number of Members

At the time of adoption of this Ordinance, the Cascade Charter Township Planning Commission was established under the Township's Zoning Ordinance. Pursuant to MCL 125.3881(3)(b) and (c), the intent of this Ordinance is to (1) adopt a new ordinance to fully conform to the requirements of the Michigan Planning Enabling Act, MCL 125.3801 *et seq.*, as amended, and continue, without any gap in time, the Township Planning Commission, and (2) to reduce the number of Planning Commission members from nine (9) to seven (7).

Section 3. Membership and Terms of Office

1. **Membership.** The Planning Commission shall consist of seven (7) members who shall be representative of Township population and of the major interests present in the Township. All members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be a member of the Planning Commission. Subject to removal under Section 5 and notwithstanding Section 2.b., the Township Board member's term of service shall be concurrent with his/her service on the Township Board. At the conclusion of any four (4) year term, or sooner in the case of recall, removal, resignation, death or disability of the Township Board member's term of service on the Township Board, the Township Supervisor reserves the right to appoint any other Township Board member to the Planning Commission to fill the vacancy, subject to approval by the Township Board.
2. **Terms.**
 - a. Members of the Planning Commission shall be appointed by the Township Supervisor with approval by the Township Board.
 - b. The term of each member shall be for three (3) years.
 - c. Planning Commission members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed.

3. **Vacancies.** In the event that a member of the Planning Commission can no longer serve because of health or any other reason, the Township Supervisor may appoint, upon Township Board approval, another person to the Planning Commission for that unexpired term.

If a Planning Commission member moves outside of the jurisdictional boundaries of the Township, such event constitutes an automatic resignation from the Planning Commission, effective upon the date a successor is appointed by the Township Supervisor and approved by the Township Board.

4. **Member Absence.** In the event that a member cannot attend a meeting, they shall call and inform the Recording Secretary before 5:00 p.m. the day of the meeting, so that they can be excused from the meeting.

Should a member have three (3) or more consecutive unexcused absences from regularly scheduled meetings or miss at least fifty percent (50%) or more of all meetings within any twelve (12) month period, it shall constitute a reasonable ground for removal. In that event, the chairman may prepare a memorandum requesting that member to resign. The memorandum of attendance or a letter of resignation shall be forwarded to the Township Supervisor, with a request that an appointment be made to fill the vacancy in the case of resignation or a request to initiate removal proceedings. Nothing in this section shall be construed to limit the Township's authority to remove a member of the Planning Commission upon written charges and after a public hearing.

5. **Removal:**

- a. **Reason for Removal.** Members of the Planning Commission may be removed by the Township Board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.
- b. **Conflict of Interest.** A member may be excused from voting on a particular issue by majority vote of the remaining members present for reasons of a conflict of interest if:
 - i. The member has a direct financial interest in the outcome of the matter at issue;
 - ii. The matter at issue involves the member's business or place of employment;
 - iii. Participation in the matter might violate the letter or spirit of a member's code of professional responsibility;
 - iv. The member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest; or

- v. Participation would violate a rule or regulation adopted by the body involved.

Section 4. Officers, Procedural Matters, Quorum, Voting, and Records

1. **Officers and Duties.** The Planning Commission shall elect a chair, vice- chair, and a secretary from its members. No member of the Township Board shall be an officer of the Planning Commission.

The term of each officer shall be one (1) year or until their successor(s) are selected and assume office. The term of each officer shall not extend for more than two (2) consecutive one-year terms. The election of officers shall take place at the first meeting in January. The Planning Commission shall elect its officers by a majority vote of the members present at the time of election at a meeting where a quorum is present.

The chair shall preside at all meetings, appoint committees subject to Planning Commission approval, retain voting and discussion privileges, and perform such other duties as may be ordered by the Planning Commission.

The vice-chair shall act in the capacity of the chair in his/her absence. In the event the office of the chair becomes vacant, the vice-chair shall succeed to this office for the unexpired term and the Planning Commission shall select a successor to the office of vice-chair for the unexpired term. The vice-chair may also serve as the secretary.

The secretary shall execute documents in the name of the Planning Commission and perform such other duties as the Planning Commission may determine. The Planning Director shall serve as the recording secretary, shall be responsible for the minutes of each meeting, and shall have them recorded in suitable volumes available at the Cascade Charter Township Hall. All communications, petitions, and reports addressed to the Planning Commission must be delivered or mailed to the secretary (or the secretary's authorized designate).

2. **Procedural Matters.**

- a. With consultation by the chair, the recording secretary shall prepare an agenda for each meeting and whenever feasible, the agenda for each meeting shall be made available to the public in advance of the meeting.
- b. Parliamentary procedure at Planning Commission meetings will be guided by Robert's Rules of Order, but nothing herein shall be construed to require absolute adherence to such rules.

3. **Meetings.** Regular meetings of the Planning Commission shall be held on the first and third Mondays of each month at a time and place to be determined by the Planning Commission. When the regular meeting day falls on a legal holiday, the Planning Commission may select a suitable alternate day in accordance with the Michigan Open Meetings Act. At the Planning Commission's first meeting in December, the recording secretary shall submit to the Planning Commission a proposed meeting schedule for the

upcoming year. At the December meeting or the first meeting in January, the regular meeting schedule shall be approved as submitted or amended to reflect the changes directed by the Planning Commission.

Special meetings may be called at the request of the chair or by any two members of the Planning Commission upon written request to the secretary. Upon receiving a written request, the secretary shall send written notice of a special meeting to members not less than 18 hours before the meeting. For purposes of this Ordinance, a written request and written notice may be made in writing or by electronic transmission like email, text, or fax.

All meetings, subcommittee meetings, hearings, records, and accounts shall be open to the public in accordance with the Michigan Freedom of Information Act and the Michigan Open Meetings Act.

4. **Quorum.** A quorum shall consist of a majority of the Planning Commission membership excluding vacant seats.

Official action of all matters before the Planning Commission shall be taken by a concurring vote of a majority of the quorum. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another meeting date. In no case shall an official action be taken without a quorum.

5. **Voting.**

- a. The majority vote of the quorum present shall be required to render a decision of approval on any matter of this Ordinance which requires action by the Planning Commission.

- b. In the event that a decision of approval is not obtained or in the event that the vote results in a tie, then the matter being considered shall be deemed to have been denied.

- c. **Voting Procedures.**

- i. Motions before the Planning Commission may be restated by the chair before a vote is taken. The name of the person making the motion and its supporter shall be recorded.

- ii. Voting shall be by voice vote. All motions or resolutions resulting in Township expenditures shall be by a roll call vote. All members present are required to vote unless excused for reasons of a conflict of interest.

- iii. Action by the Planning Commission on any matter for which a public hearing is required shall not be taken until the public has had the reasonable opportunity to address the Planning Commission.

- iv. A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good

and sufficient reason other than the member's desire to avoid voting on matters to be considered at the meeting. A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected.

Section 5. Functions, Considerations, Decisions, and Authority of the Planning Commission.

The Planning Commission serves a dual role as the planning advisory board and the zoning advisory board of the Township.

1. Functions.

- a. **Planning Duties.** The Planning Commission shall have the following prescribed local planning activities and responsibilities:
 - i. The conduct of the Township's comprehensive planning program;
 - ii. Preparation of the comprehensive plan, subject to review and approval of the Township Board as permitted by law.
 - iii. Monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the Township Board such changes in the Comprehensive Plan as may from time to time be required;
 - iv. Review proposed land development regulations, or amendments thereto, and make recommendations to the Township Board as to consistency of the proposal with the adopted comprehensive plan; and
 - v. Perform any other functions, duties and responsibilities which may be assigned to it by the Township Board or general or special ordinance or statute.
- b. **Zoning and Development Review Duties.** The Planning Commission shall have the following prescribed duties and responsibilities:
 - i. Initiate studies and prepare recommendations for changes or amendments relating to the zoning ordinance, boundaries of the various zoning districts, or to the regulations applicable thereto, to the Township Board.
 - ii. Make recommendations on the following to the Township Board regarding:
 1. Applications for rezonings, including Planned Unit Developments.
 2. Applications for Special Use Permits that meet the requirements of Chapter 15 of this Ordinance.
 - iii. Make recommendations to the Township Board regarding the following types of development:

1. Regarding applications for subdivision plats pursuant to the Cascade Charter Township Subdivision Ordinance
 2. Regarding applications for lot splits of subdivision lots pursuant to the Cascade Charter Township Subdivision Ordinance.
 3. Regarding all other development reviews which the Township Board or ordinance assigns to the Planning Commission.
- iv. **Considerations- Decisions.** In addition to the applicable standards contained in this Ordinance, the Planning Commission shall consider the following whenever making recommendations:
1. Whether there exists an error or ambiguity which should be corrected;
 2. Whether there exists changed or changing conditions or circumstances which make approval of a proposed Zoning Ordinance amendment or rezoning appropriate;
 3. The impact of a proposed change on the intent of this Zoning Ordinance;
 4. The testimony of any applicant;
 5. The recommendation of Township staff;
 6. The testimony or comments of the public;
 7. Whether a proposed land use change is consistent with the goals, objectives, policies, and intent of the Cascade Township General Development Plan;
 8. Whether a proposed land use change meets or exceeds all performance and locational standards set forth for the proposed use
 9. Whether a proposed land use change is consistent with the densities, intensities, and general uses set forth in the Cascade Township General Development Plan;
 10. Whether a proposed land use change will protect, conserve or preserve environmentally critical areas and natural resources;
 11. Whether a proposed land use change will be compatible with existing or planned uses and not cause damage, hazard, nuisance, or other detriment to persons or property;

12. Whether the location of a proposed land use change places an undue burden upon existing transportation or other services and facilities and will be served by streets with the capacity to carry traffic generated by the development;
13. Whether a requested use will be in compliance with all applicable General Provisions and Special Use Regulations pertaining to the use, as set forth elsewhere in this Ordinance; and
14. Whether a change is proposed in order to rectify errors on the Official Zoning Map.

Section 6. Public Hearing Notice.

1. Rezoning, Special Use Permit and Planned Unit Development Requests- Public Hearing Notice to Surrounding Properties:

In accordance with the Michigan Zoning Enabling Act (PA 110 of 2006), as amended, the Planning Department shall send by mail or personal delivery a public hearing notice of a rezoning, special use or planned unit development request as required by law.

2. Publication of Public Hearing Notices. Publication of public hearing notices for rezonings, special uses, and planned unit developments shall be made as required by law.

Section 7. Public Notices- Publication, Mailing, and Delivery.

Except where expressly stated otherwise in this Ordinance or as otherwise required by law, whenever a public hearing on a zoning application or matter is required by this Ordinance or by the Michigan Zoning Enabling Act, as amended, notice of the public hearing shall be published and delivered in accordance with the requirements of this Section.

1. The notice shall be published once, at least 15 days prior to the date of the public hearing, in a newspaper of general circulation in the Township.
2. For applications involving the rezoning of ten (10) or fewer adjacent properties and for all planned unit development and special use applications, a notice of public hearing shall be mailed by way of U.S. first class mail or be personally delivered to the following persons, at least 15 days prior to the date of the public hearing:
 - a. The applicant;
 - b. All persons to whom real property is assessed for property tax purposes within 300 feet of the property that is the subject to the application; and
 - c. The occupants of all structures within 300 feet of the property that is the subject of the application. If the above-described 300-foot radius extends outside of the Township's boundaries, then notice must be provided outside of the Township boundaries, within the 300-foot radius, to all persons in the above-stated categories.

3. The notice of the public hearing shall include the following information:
 - a. A description of the nature of the application or request.
 - b. An identification of the property that is the subject of the application or request. The notice shall also include a listing of all existing street addresses within the property; provided, however, that street addresses do not need to be created and listed if no such addresses currently exist within the property; and provided further that street addresses do not need to be listed if eleven (11) or more adjacent properties are being proposed for rezoning.
 - c. A statement of where and when the application or request will be considered.
 - d. Indicate where and when written comments will be received concerning the application or request.

Section 2. Severability.

If a court determines that any provision of this Ordinance is invalid, the remaining provisions of this Ordinance shall remain in full force and effect.

Section 3. Repealer.

Any ordinances in conflict with this Ordinance are repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 4. Effective Date.

This Ordinance takes effect concurrently with Ordinance No. _____, which shall be upon the expiration of seven (7) days after publication of that ordinance.

MEMO

TO: Cascade Charter Township
FROM: Michael D. Homier
DATE: December 14, 2023
RE: The Township Planning Commission

This memorandum addresses the Township Planning Commission, how it is currently established, and the authority for continuing the Planning Commission under state law.

Currently, the Township Planning Commission is established by Chapter 23 of the Township Zoning Ordinance, pursuant to the Michigan Zoning Enabling Act, MCL 125.3101 *et seq* (“MZEA”). However, since 2008 following the legislature’s consolidation of the various planning acts, planning commissions are creatures of the Michigan Planning Enabling Act, MCL 125.3801 *et seq* (“MPEA”). In our experience, most planning commissions are now organized under the authority granted by the MPEA and not under the MZEA or included in the zoning ordinance. Just a few local examples include Grand Rapids Township and Cannon Township.

Local units of government have various powers that are granted to them by law. For example, the general police power (the ability to protect the health, safety, and welfare of the public by regulation of persons and property), is granted by the Michigan Constitution and codified under statute. Other powers are specifically delegated to local units by the Legislature. Zoning is an example of a power explicitly delegated to local units by the Legislature under the MZEA. When a public body adopts any regulation, it generally must identify the authority under which it is acting. If the public body’s exercise of power is challenged, it generally must defend that exercise of power under the claim of authority it made when adopting the regulation.

The MPEA allows local units of government to create and continue a planning commission. The MPEA provides specific regulations and procedures for local planning commissions, including among other things membership on the planning commission and the length of terms. See, e.g., MCL 125.3815. The MPEA does not allow a referendum to be filed against an ordinance continuing a planning commission. MCL 125.3881. That is not the case under the MZEA, which specifically permits a referendum whenever a zoning ordinance is adopted or amended. See MCL 125.3402.

The MPEA and MZEA set forth different regulations that present problems if a municipality relies on the MZEA to establish its planning commission. For instance, as stated above, the MZEA grants a right of referendum for any amendment to a zoning ordinance. And, the MZEA has stringent public hearing and notice requirements. See MCL 125.3103; 125.3403. So currently, if the Township desires to change any number of things related to the operation of the Planning Commission, the Township must follow the requirements of the MZEA, which requires notice and a public hearing, and any amendment would be subject to a legislatively mandated right of referendum. On the other hand, if the Township were to continue the Planning

Commission under the authority granted to it by the MPEA and revise any number of things related to the operation of the Planning Commission, no notice or public hearing is required. We recommend removing those sections of the zoning ordinance referring to the creation and operation of the planning commission and instead utilize the authority granted to the Township under the MPEA for the creation and operation of the Planning Commission.

Because the Planning Commission is currently authorized under the Township's Zoning Ordinance, the Township would need to amend Chapter 23 of the Zoning Ordinance to remove references to the Planning Commission. And because doing so is an amendment to the Zoning Ordinance, the Planning Commission must hold a public hearing on such an amendatory ordinance, and then make a recommendation to the Township Board on the ordinance. The Township Board would then need to adopt the ordinance amending the zoning ordinance. MCL 125.3202; 125.3402. At that same time, the Township Board could adopt a police power ordinance continuing the Planning Commission in accordance with the provisions of the MPEA. ¹

Please let us know if you have any questions.

MDH:KTB

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¹ Because Cascade is Charter Township, it may not adopt an ordinance at the same meeting at which it is introduced, or before it is published in the form in which it is introduced. MCL 42.20.