

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, May 24, 2017

7:00 P.M.

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

**Expected Meeting Procedures**

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

- Article 1. Call to Order, Roll Call**
- Article 2. Pledge of Allegiance to the Flag**
- Article 3. Approval of Agenda**
- Article 4. Presentations**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
    1. Regular/Township Board Minutes for 5/10/17.
    2. DDA Board Minutes for 3/21/17.
    3. Planning Commission Minutes for 4/17/2017.
    4. Zoning Board of Appeals Minutes for 4/18/17.
- Article 7. Financial Actions**
- a. Consider Approval of April, 2017 Payroll, Payables and Transfers.
- Article 8. Unfinished Business**
- 024-2017 Consider Approval of Township Hall/Station #1/Station #2/Rehabilitation – Preliminary Engineering and Integrated Services Agreement.**
- Article 9. New Business**
- 028-2017 Consider Acceptance of FY 2016 Audit and Comprehensive Annual Financial Report.**
- 029-2017 Discuss/Consider Approval of Laraway Lake Drainage Project.**
- 030-2017 Consider Approval of 2017 Local Road Improvements – Additional Work.**

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

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

Wednesday, May 10, 2017

7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order.  
Present: Supervisor Beahan, Treasurer Peirce, Clerk Slater, Trustee Koessel, Shipley, and McDonald.  
Absent: Trustee Lewis  
Also Present: Manager Swayze, DDA/ED Director Korhorn and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Trustee Koessel and supported by Trustee McDonald to approve the Agenda as presented. Motion carried.
- Article 4.** **Presentations/Public Comments (limit comments to 3 minutes)**  
Scot VanSolkema, 2570 Orange Ct., addressed the Board regarding the speed signs and requested on future agenda items to please list business names and addresses.  
Nick Katsarelas, 2985 Burrwick Dr., also addressed the issue with the business names/addresses listed on the agenda.
- Article 5.** **Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
    - 1. Regular/Township Board Minutes for 4/26/17.
  - b. Receive and File Reports
    - 1. Building Department Monthly Report for April, 2017.
    - 2. Kent County Sheriff Office – East Precinct 2017 Quarterly Report.
  - c. Education Request
    - 1. Roger McCarty/Jennifer Genter – Michigan Assessor Association Conference – July 30 – August 2, 2017 – Kalamazoo, MI.
  - d. Receive and File Communications
    - 1. State of Michigan – Public Service Commission – Case No U-17771.
    - 2. Charter Communications – Channel Lineup
- Motion was made by Treasurer Peirce and supported by Trustee Shipley to approve the Consent Agenda as presented. Motion carried.
- Article 6.** **Financial Actions**
- a. **Consider Pay Draw #2 for the Thornapple River Dr. Utility Extension Project.**  
Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Pay Draw #2 for the Thornapple River Dr. Utility Extension Project in the amount of \$203,264.14. Motion carried.
- Article 7.** **Unfinished Business**
- Article 8.** **New Business**
- 022-2017 Consider Approval of a Resolution of Support for Redevelopment Liquor License.**  
DDA/ED Director Korhorn reviewed the request from Mr. Scott Minke, X-Golf at 5761 28<sup>th</sup> St. This business is a virtual golf

Township Board Minutes

May 10, 2017

Page - 1

and entertainment venue. This is simply support of the liquor license. Discussion followed. Jason Perras on behalf of X-Golf was present to address questions from the Board. Motion was made by Clerk Slater and supported by Trustee McDonald to approve the Resolution of support for a Redevelopment License for X-Golf, 5761 28<sup>th</sup> St. Motion carried by roll call vote.

- 023-2017 Discussion/Consideration of Redevelopment Ready Communities (RRC) Program.**  
DDA/ED Director Korhorn introduced Ryan Kilpatrick for the MEDC CATeam. Mr. Kilpatrick presented the certification process to the Board. Discussion followed. Motion was made by Trustee McDonald and supported by Trustee Shipley to have staff begin going through the best practices and submit for certification for the Redevelopment Ready Communities Program. Motion carried.
- 024-2017 Consider Approval of Township Hall/Station #1/Station #2/ Rehabilitation – Preliminary Engineering and Integrated Services Agreement.**  
Manager Swayze reviewed the history of the rehabilitation projects. Representatives from Fishbeck were present to give an overview of their recommendations. Discussion followed. Motion was made by Trustee Koessel and supported by Clerk Slater to table. Motion carried.
- 025-2017 Consider Approval of 2017 Local Road Improvements.**  
Manager Swayze reviewed the potential roads for improvement within the Township. Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the FY 2017 Cascade Township local road program in the amount of \$300,500. Motion carried.
- 026-2017 Consider Approval of Speed Limit Digital Display Signs.**  
Manager Swayze reviewed the quotes with the Board. Motion was made by Treasurer Peirce and supported by Trustee Shipley to purchase (2) Elan City Evolis Radar Speed Signs for \$4,900. Motion carried.
- 027-2017 Consider Approval of Road Closure Request from the Hidden Hills Neighborhood Association.**  
Motion was made by Trustee Shipley and supported by Trustee McDonald to approve the Road Closure Request from the Hidden Hills Neighborhood Association. Motion carried by roll call vote.

**Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**  
Ron McCowan, 1400 Dewberry Place addressed the Board regarding the design/engineering cost of the rehabilitation of Township Hall.  
Ken Carey, 2929 Thornapple River Dr., addressed the Board regarding the cross walk on Cascade Rd.  
Scot VanSolkema, 2570 Orange Ct., addressed the Board regarding building & grounds at Station #2. He also commented that Stephanie Fast is doing a good job. He also commented on our engineering firm and what they do (i.e., Township Hall Roof/parking lot).

Nick Katsarelas, 2985 Burrwick Dr. addressed the Board regarding public comments vs. agenda items.

**Article 10. Manager Comments**

Manager Swayze offered the following comments:

- Thank you to the Board members for indulging me on the beginning of the Fire Chief search.

**Article 11. Board Member Comments**

Trustee McDonald offered the following comments:

- Regarding Mr. VanSolkema's comments on what Fishbeck does, in their analysis there is detailed notes in the board packet.
- Communicated his thoughts on the vote from the "Gathering Place" at the last Board meeting. Felt it was an excellent vote and an excellent process. The vote is going to lead us down a path of looking at a "bigger" and "better" vision.

Trustee Shipley offered the following comments:

- Thanked the public for coming.
- Commented on the Township's communication: "it sucks."

Trustee Koessel offered the following comments:

- Addressed comments made by Trustee Shipley regarding "communication."

Treasurer Peirce offered the following comments:

- Attended the Active Shooter Training last week was well done by Deputy Roe and I appreciate Ben allowing the employees to sit in on it.

**Article 12. Adjournment**

Motion was made by Treasurer Peirce and supported by Clerk Slater to adjourn. Motion carried.

Meeting adjourned at 9:03 p.m.

Respectfully submitted,

Denise M. Biegalle  
Deputy Clerk

Approved by:

---

Susan B. Slater, Clerk

---

Robert S. Beahan, Supervisor

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday March 21, 2017  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Chairman Huhn called the meeting to order at 5:30 P.M.  
Members Present: Huhn, Beahan, Kingsland, Puplava, Ridings, Rowland, and Siegle  
Members Absent: Stephan and Smith  
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.

**ARTICLE 2. Approve the current Agenda.**

**Motion was made by Member Beahan to approve the Agenda. Supported by Member Puplava. Motion carried 7 to 0.**

**ARTICLE 3. Approve the Minutes of the February 21, 2017 Meeting.**

**Motion was made by Member Rowland to approve the Minutes as presented. Supported by Member Puplava. Motion carried 7 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

No one came forward.

**ARTICLE 5. Consider Sponsorship of Library Concert Series**

Director Korhorn stated that Ms. Diane Cutler is again putting together a winter concert series at the Cascade Library. This would be a seven-month series of free concerts for adults which will take place one Sunday afternoon each month from October to April. The library is requesting financial support from the DDA in the amount of \$1,500. These concerts are extremely popular with residents and non-residents.

Director Korhorn recommends the DDA provide financial support for the series.

Ms. Cutler came forward to provide additional input and answer any questions the Board may have.

Discussion followed.

**Motion was made by Member Puplava to approve \$1,500 on behalf of the DDA for the Library Concert Series. Supported by Member Siegle. Motion carried 7-0.**

**ARTICLE 6. Discuss and Consider Holiday Decorations for the Village and Tassell Park**

Director Korhorn stated that at the February meeting the DDA Board directed her to get pricing on replacing the snowflakes in the Village, purchasing a tree and find out the cost of lighting Tassell Park, similar to what is done at the Museum Gardens Park.

Upon contacting Bronner's rep, and he, in turn, the plant manager, they decided to give the Township a price extension through March 23, 2017.

The request for funding new holiday decorations was presented to the Infrastructure Committee at their March meeting. They are in favor of moving forward with the project.

This will likely need to be a multi-year project due to the cost. The DDA budgeted \$15,000 and the Parks Committee budgeted \$7,500 to partner with the DDA on this project. Upon further review, \$15,000 was also budgeted for the Village for new holiday decorations. She also submitted a grant application to the Cascade Community Foundation and has also submitted a request to the Forest Hills Business Association to partner with the DDA.

A general discussion followed.

The following motions were made in regards to the holiday decorations:

**Motion was made by Member Rowland to approve 45 to 50 cool white snowflakes for the Village at a cost of approximately \$14,000 - \$15,000. Supported by Member Puplava. Motion carried 7-0.**

**Motion was made by Member Puplava to approve the purchase, installation and maintenance of lights for Tassell Park and the Gardens at the approximate cost of \$8,300. Supported by Member Kingsland. Motion carried 7-0.**

**Motion was made by Member Puplava to approve the purchase of an 18 foot Christmas tree with multi-colored lights at a cost of approximately \$5,800. Supported by Member Kingsland. Motion carried 7-0.**

**Motion was made by Member Beahan to approve the purchase of 60" wreath for Township Hall at a cost of approximately \$250. Supported by Member Puplava. Motion carried 7-0.**

**ARTICLE 7. Review the 2016 Annual Report**

Director Korhorn distributed the DDA Annual Report to the Board and stated that DDA's are required to submit a report on the status of the tax increment financing account annually to the State Tax Commission. These reports are also required to be published in a newspaper of general circulation and provided to the Board.

Discussion followed.

**ARTICLE 8. Election of Officers**

Director Korhorn let the Board know it was time to elect officers for the DDA for 2017. The Board needs to vote on the positions of Chair, Vice Chair and Secretary.

A vote was tabled at the January and February, 2017 meetings because of various officer absences.

**Motion was made by Member Siegle that the current officers remain serving in their respective positions:**

**Chairman - David Huhn  
Vice Chair – Jennifer Puplava  
Secretary – Diana Kingsland**

**Supported by Member Rowland. Motion carried 7-0.**

**ARTICLE 9. Any other business.**

- a. Update on Planning Activities.
- b. DDA Business/Property Owner meeting – Village area. The first meeting was held March 20, 2017 at 8:30 a.m.

**ARTICLE 10. Adjournment.**

**Motion was made by Member Puplava to adjourn. Supported by Member Rowland. Motion carried 7 to 0. The meeting was adjourned at 6:45 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary

## MINUTES

Cascade Charter Township  
Planning Commission  
Monday, April 17, 2017  
7:00 P.M.

**ARTICLE 1.** Chairman Waalkes called the meeting to order at 7:00 P.M.  
Members Present: Waalkes, Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Sperla and Williams  
Members Absent: None  
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

**ARTICLE 2. Pledge of Allegiance.**

**ARTICLE 3. Approve the current Agenda.**

**Motion was made by Member Robinson to approve the Agenda. Supported by Member Mead. Motion carried 9 to 0.**

**ARTICLE 4. Approve the Minutes of the March 20, 2017 Meeting.**

**Motion was made by Member Lewis to approve the Minutes (with noted corrections). Supported by Member Robinson. Motion carried 9 to 0.**

**ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.**

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 6. Case #16:3316 Leisure Living, LLC**

**Public Hearing**

**Property Address: 5042, 5044 Cascade Road and 1225 Spaulding**

**Requested Action:** Preliminary Plan Review to rezone property at 5042, 5044 Cascade Road and 1225 Spaulding to P.UD. to allow an independent living, assisted living and memory complex.

To begin, Member Pennington wanted to let the Commission know that his firm has been working on this project, however, he is not personally involved. He wanted to disclose this in case the Commission wanted him to recuse himself with regard to this project. The Commission felt his recusal was not needed.

Director Peterson stated that the Applicant is requesting a Preliminary Plan approval in order to construct 138 new units for independent living and memory care. This development would be restricted to people receiving care. The project consists of three different properties totaling 18 acres. The current Master Plan designated for this property is Community Residential. Attached and detached assisted living is a housing type in this master planned area.

The Applicant has submitted a traffic study which indicates that the KCRC will be making some improvements to the area that will address the issues in the traffic study. The study has identified the following improvements that are occurring: (1) KCRC is already planning on constructing a northbound right turn lane in 2018, and (2) KCRC has agreed to monitor the signal for the most efficient operation for all movements. In addition, the KCRC is also studying the intersection at Burton and Spaulding for future improvements regardless of this project.

The project is located along the pedestrian path and the project has provided a connection to the pathway to allow for internal connections to the development. The storm water design for the site will need to meet the Township's storm water ordinance. The developer has also been working on plans to address sewer and water to accommodate the project.

Any outdoor lighting will need to meet Township regulations. Also, in regards to landscaping, the developer has provided some landscaping around the perimeter and prospective drawings should also assist in determining the need for landscaping to buffer the surrounding uses specifically the residential uses to the Northwest and West.

The project is still being reviewed by the Township Engineer and the City of Grand Rapids for water service. Staff does not believe this will be an issue but they still need to work this out.

Director Peterson recommends approval of the Preliminary Plans contingent on the Applicant being able to address the issues from the City of Grand Rapids. Any changes to the plan should be minor and can be reviewed when recommendation is made to the Township Board on the plan and ordinance.

Chairman Waalkes asked the Applicant to come forward with any comments.

Mr. Colin Kraay of Leisure Living came forward and made a presentation about Leisure Living and the planned community.

Mr. Justin Longstreth of Moore & Bruggink then came forward to add a side note on a couple issues that were brought up.

**Motion was made by Member Mead to open the public hearing. Supported by Member Rissi. Motion was carried 9 to 0.**

Several members of the public came forward to address their concerns with the project. All were neighbors of the proposed project. Their concerns specifically were lighting (in the parking areas, on the buildings and vehicle lights along drive paths), increased traffic, property values with such a facility going in, and type of buffer to contain the noise and shield their view of the facility.

Mr. Kray again came forward to address the neighbors' concerns. He assured them Leisure Living will work to make sure appropriate lighting is put in, and natural buffers, such as pine trees, etc. around perimeter and shrubs, etc. along drive paths.

**Motion was made by Member Lewis to close the Public Hearing. Supported by Member Robinson. Motion carried 9 to 0.**

**Motion was made by Member Mead to approve the Preliminary Plan to rezone the property contingent on Applicant addressing issues from the City of Grand Rapids. Supported by Member Sperla. Motion carried 9 to 0.**

**ARTICLE 9. Any other business**

Next meeting of the Planning Commission will be May 8, 2017.

**ARTICLE 10. Adjournment.**

**Motion was made by Member Rissi to adjourn. Supported by Member Sperla. Motion carried 9 to 0. The meeting was adjourned at 8:00 p.m.**

Respectfully submitted,  
Scott Rissi, Secretary

## MINUTES

Cascade Charter Township Zoning Board of Appeals  
(special meeting due to lack of quorum at April 11, 2017 meeting)  
Tuesday, April 18, 2017  
3:00 P.M.

**ARTICLE 1.** Chairman Berra called the meeting to order at 3:00 P.M.  
Members Present: Casey, McDonald, Milliken and Pennington  
Members Absent:  
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

**ARTICLE 2. Chairman Berra led the Pledge of Allegiance.**

**ARTICLE 3. Approve the Agenda.**

**Motion was made by Member Casey to approve the Agenda (with the addition in Article 4 to also approve the Minutes of the April 11, 2017 meeting). Supported by Member Milliken. Motion carried 5 to 0.**

**ARTICLE 4. Approve the Minutes of the March 14, 2017 and April 11 2017 Meetings.**

**Motion was made by Member Pennington to approve the Minutes of both March 14 and April 11, 2017 meetings (with stated corrections). Supported by Member Casey. Motion carried 5 to 0.**

**ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.**

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 6. Case #17:3362 Clayton Manne**

**Public Hearing**

**Property Address: 5770 Buttrick Avenue S.E.**

**Requested Action: The Applicant is requesting a variance to place an accessory building in the front yard.**

Director Peterson had nothing new to add his summary of this project which he gave at the April 11, 2017 meeting, except to reiterate that he recommends approval of the variance.

Chairman Berra asked if the Applicant would like to come forward.

Mr. Manne did not wish to add any comments

**Motion was made by Member McDonald to approve the variance. Supported by Member Casey. Motion carried 5 to 0.**

**ARTICLE 7. Any other business.**

No other business was presented

**ARTICLE 8. Adjournment**

**Motion was made by Member Casey to adjourn. Supported by Member Milliken.  
Motion carried 5 to 0.**

Respectfully submitted,  
Tom McDonald, Secretary

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
 CHECK DATE FROM 04/01/2017 - 04/30/2017  
 APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
FUND 101 - GENERAL FUND									
04/07/2017	GENS	65568		REFUND SKUTT RC BOVILLE, RACHEL	RENTAL OF FACILITIES REFUND SKUTT ROOM	665-003	000	20.00	
04/07/2017	GENS	65583*#	000623830009	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H GF APRIL	231-220	000	15.60	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H FIRE APRIL	231-220	000	23.40	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H BLDG APRIL	231-220	000	3.90	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H VLIFE FIRE APRIL	231-221	000	30.00	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/HV LIFE E 2X GENERAL AP	231-221	000	11.00	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H GF APRIL	231-221	000	203.10	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H FIRE APRIL	231-221	000	454.20	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H BLDG APRIL	231-221	000	50.00	
				CHECK GENS 65583 TOTAL FOR FUND 101:					791.20
04/27/2017	GENS	65661		REFUND WISNER E BURNS, PENNY	RENTAL OF FACILITIES REFUND BURNS	665-003	000	60.00	
04/27/2017	GENS	65668		REFUND OVERPYN DOLPHIN, ROBERTA	PARK INCOME OVERPAYMENT DOLPHIN	671-653	000	25.00	
04/27/2017	GENS	65679*#	000630429931	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H GF MAY	231-220	000	15.60	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H FIRE MAY	231-220	000	15.60	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H BLDG MAY	231-220	000	3.90	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H GF MAY	231-221	000	203.10	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H FIRE MAY	231-221	000	54.20	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H BLDG MAY	231-221	000	50.00	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H VLIFE FIRE MAY	231-221	000	30.00	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/HV LIFE E 2X GENERAL MY	231-221	000	11.00	
				CHECK GENS 65679 TOTAL FOR FUND 101:					383.40
04/27/2017	GENS	65685		REFUND TASSELL E SCUTCH, STACEY	PARK INCOME RFUND SCUTCH	671-653	000	50.00	
04/27/2017	GENS	65686		PARK RERV REFUN SEBUCK, DENNIS	PARK INCOME TASSEEL PAKR REFUND	671-653	000	50.00	
04/27/2017	GENS	65694		REFUND PAVILION TRESH, KARALYN	PARK INCOME REFUND TRESH	671-653	000	110.00	
				Total for department 000:					1,489.60
Department: 101 TOWNSHIP BOARD									
04/13/2017	GENS	65626*#	9783112594	VERIZON WIRELESS	TRUSTEE CELL PHONES TABLETS	924-100	101	64.13	
				Total for department 101:					64.13
Department: 171 SUPERVISOR/MANAGER									
04/07/2017	GENS	65565	MILG 3/1-27, PAR	ROBERT S BEAHAN	SUP/MGR/DEPT MILEAGE BEAHAN 151 MILES	860-000	171	80.79	
04/07/2017	GENS	65565	MILG 3/1-27, PAR	ROBERT S BEAHAN	SUP/MGR/DEPT MILEAGE BEAHAN PARKING	860-000	171	5.00	
04/07/2017	GENS	65565	MILG 3/1-27, PAR	ROBERT S BEAHAN	SUP/MGR/DEPT MILEAGE BEAH CELL ALLOWANCE	860-000	171	50.00	
				CHECK GENS 65565 TOTAL FOR FUND 101:					135.79
04/13/2017	GENS	65626*#	9782909847	VERIZON WIRELESS	MANAGERS CELL PHONE MAR	925-000	171	62.84	
04/13/2017	GENS	65626	9783112594	VERIZON WIRELESS	MANAGERS CELL PHONE TABLETS	925-000	171	32.07	
				CHECK GENS 65626 TOTAL FOR FUND 101:					94.91
04/27/2017	GENS	65669*#	PARKING 3/14/201	FIRST BANKCARD	SUP/MGR/DEPT MILEAGE SWAYZE PARKING	860-000	171	10.00	
04/27/2017	GENS	65669	PARKING 4/04/201	FIRST BANKCARD	SUP/MGR/DEPT MILEAGE SWAYZE PARKING	860-000	171	7.50	
				CHECK GENS 65669 TOTAL FOR FUND 101:					17.50
				Total for department 171:					248.20
Department: 215 CLERK									

05/16/2017 CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/13/2017	GENS	65626*#	978311259#	VERIZON WIRELESS	CLERK CELL PHONE TABLETS	925-000	215	32.07
04/27/2017	GENS	65660	MIKG 3/28-4/25	DENISE M BIEGALLE	CLERK MILEAGE DENISE	860-000	215	46.55
04/27/2017	GENS	65688	APR 2017 CELL	ALI SLATER, SUE	CLERK CELL PHONE SLATER APRIL 2017 CELL	925-000	215	50.00
Total for department 215:								128.62
Department: 253 TREASURER								
04/13/2017	GENS	65626*#	978311259#	VERIZON WIRELESS	TREASURER'S CELL PHONES TABLET	924-100	253	16.03
Total for department 253:								16.03
Department: 257 ASSESSING								
04/13/2017	GENS	65613	MILG 2/03-3/16	HOLZHEI, SHAWN	ASSESSING MILEAGE HOLZHEI 59 MILES	860-000	257	31.57
04/13/2017	GENS	65626*#	978311259#	VERIZON WIRELESS	CELL PHONES/DATA TABLET	924-100	257	16.03
04/27/2017	GENS	65669*#	997/1	FIRST BANKCARD	ASSESSING BOARD OF REVIEW EXPENSE 3/14	706-000	257	88.99
04/27/2017	GENS	65669	997/1	FIRST BANKCARD	ASSESSING BOARD OF REVIEW EXPENSE 3/14	706-000	257	(3.56)
CHECK GENS 65669 TOTAL FOR FUND 101:								85.43
04/27/2017	GENS	65673	GENTER,JENN 201	KENT COUNTY ASSESSOR'S ASSOC	ASSESSING MEMBERSH AND DUES GENTER 2017	723-000	257	75.00
04/27/2017	GENS	65673	MCCARTY,R	KENT COUNTY ASSESSOR'S ASSOC	ASSESSING MEMBERSH AND DUES MCCARTY 2017	723-000	257	75.00
CHECK GENS 65673 TOTAL FOR FUND 101:								150.00
Total for department 257:								283.03
Department: 262 ELECTIONS								
04/07/2017	GENS	65580	37385	MICHIGAN ELECTION RESOURCES	VOTER ID CARD	756-000	262	247.50
04/07/2017	GENS	65580	37385	MICHIGAN ELECTION RESOURCES	SHIPPING ON INV 37385	756-000	262	18.12
CHECK GENS 65580 TOTAL FOR FUND 101:								265.62
Total for department 262:								265.62
Department: 265 BUILDING AND GROUNDS								
04/07/2017	GENS	3881(A)*#	383-357088	BATTERIES PLUS - 383	COMPLEX MAINTENANCE 6V LEAD BATTERIES	931-000	265	55.80
04/07/2017	GENS	3882(A)	27906	CENTRAL INTERCONNECT INC	PHONE REPAIR - REMOTE ACCESS	931-000	265	** VOIDED **
Void Reason: CHANGED BANKS								
04/07/2017	GENS	3890(A)*#	00312702	THE LIGHT BULB COMPANY	COMPLEX MAINTENANCE BULBS AND BALLAST	931-000	265	33.75
04/07/2017	GENS	3895(A)*#	49269178	WEX BANK	BLDG & GRDS VEHICLE FUEL MARCH CITGO	864-000	265	584.49
04/07/2017	GENS	65564	2016563	B & B TRUCK EQUIPMENT INC	BLDG & GRDS VEHICLE MAINTENANCE SUPPLIES	863-000	265	48.45
04/07/2017	GENS	65575	FOCS223404	FOX FORD MAZDA	BLDG & GRDS VEHICLE MAINT 2012 F250 OIL	863-000	265	92.50
04/07/2017	GENS	65579*#	S105633896.001	KENDALL ELECTRIC INC	COMPLEX MAINT DIMMING BALLAST	931-000	265	243.75
04/07/2017	GENS	65579	S1056338960025C	KENDALL ELECTRIC INC	COMPLEX MAINT CR ON INV S105533896.001	931-000	265	(243.75)
CHECK GENS 65579 TOTAL FOR FUND 101:								0.00

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
**APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/07/2017	GENS	65582	473110	MINER SUPPLY COMPANY	CLEANING SUPPLIES/PAPER PRODUCTS COMPLEX	931-000	265	152.32
04/07/2017	GENS	65582	474507	MINER SUPPLY COMPANY	CLEANING SUPPLIES/PAPER PRODUCTS COMPLEX	931-000	265	102.06
				CHECK GENS 65582 TOTAL FOR FUND 101:				254.38
04/07/2017	GENS	65584**	68920117	PAETEC	COMPLEX PHONES ADMIN	924-000	265	132.38
04/07/2017	GENS	65584	68920117	PAETEC	COMPLEX PHONES B&G	924-000	265	52.69
				CHECK GENS 65584 TOTAL FOR FUND 101:				185.07
04/13/2017	GENS	3896(A)**	MARCH 2017	CONSUMERS ENERGY	100000285161 2865 THORNHILLS AVE MAR	921-000	265	1,923.58
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	22.57
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	921-000	265	293.09
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	103019008525 2800 THORNAPPLE RIV DR	921-000	265	7.96
				CHECK GENS 3896(A) TOTAL FOR FUND 101:				2,247.20
04/13/2017	GENS	3897(A)**	27906	CENTRAL INTERCONNECT INC	PHONE REPAIR - REMOTE ACCESS	931-000	265	97.50
04/13/2017	GENS	3902(A)**	197844	KINGSLAND'S ACE HARDWARE	BLDG & GRDS VEHICLE MAINTENANCE BATTERIE	863-000	265	4.49
04/13/2017	GENS	3902(A)	198023	KINGSLAND'S ACE HARDWARE	BLDG & GRDS VEHICLE MAINT ARMOR 2CYC OIL	863-000	265	89.99
04/13/2017	GENS	3902(A)	197772	KINGSLAND'S ACE HARDWARE	BLDG & GRDS VEHICLE MAINT FUEL LINE KIT	863-000	265	42.78
04/13/2017	GENS	3902(A)	197876	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE 35W/T FLOUR LIGHT	931-000	265	10.79
				CHECK GENS 3902(A) TOTAL FOR FUND 101:				148.05
04/13/2017	GENS	3905(A)**	202223	QUALITY AIR	MONTHLY MAINTENANCE- COMPLEX	931-000	265	157.54
04/13/2017	GENS	3905(A)	202223	QUALITY AIR	MONTHLY MAINTENANCE- B&G	931-000	265	50.97
04/13/2017	GENS	3905(A)	202223	QUALITY AIR	MONTHLY MAINTENANCE- BUILDING	931-000	265	78.78
				CHECK GENS 3905(A) TOTAL FOR FUND 101:				287.29
04/13/2017	GENS	3906(A)	20151003	I T RIGHT	2017 RENEWAL OF GFI MAX	932-000	265	2,410.00
04/13/2017	GENS	65606**	301-02736 3/2017	CINTAS CORP #301	2017 RUG CLEANING SERVICE COMPLEX/BLDG	931-000	265	289.45
04/13/2017	GENS	65606	301-02736 3/2017	CINTAS CORP #301	2017 RUG CLEANING SERVICE BLDG	931-000	265	162.60
				CHECK GENS 65606 TOTAL FOR FUND 101:				452.05
04/13/2017	GENS	65608**	457268600022 3/2	DTE ENERGY	COMPLEX HEATING MARCH	923-000	265	733.09
04/13/2017	GENS	65608	45768600048 3/2C	DTE ENERGY	COMPLEX HEATING B&G MARCH	923-000	265	175.53
04/13/2017	GENS	65608	457268600014 3/2	DTE ENERGY	COMPLEX HEATING 2800 THORNAPPLE RIVER DR	923-000	265	(111.08)
				CHECK GENS 65608 TOTAL FOR FUND 101:				797.54
04/13/2017	GENS	65626**	9782909847	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES MAR	924-100	265	132.14
04/13/2017	GENS	65626	9783112594	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES TABLETS	924-100	265	16.03
				CHECK GENS 65626 TOTAL FOR FUND 101:				148.17
04/20/2017	GENS	3909(A)	27798	CENTRAL INTERCONNECT INC	PHONE REPAIR EDGE & MESSAGING	931-000	265	143.00
04/20/2017	GENS	3910(A)**	85467	ENVIRO-CLEAN	CLEANING TOWNSHIP HALL MARCH	802-200	265	462.00
04/20/2017	GENS	3914(A)**	200949	QUALITY AIR	MAINTENANCE, 1HP MOTOR & PUMP COUPLER	931-000	265	1,335.00
04/20/2017	GENS	3914(A)	201973	QUALITY AIR	COMPLEX MAINT MOTOR STARTER FOR BLOWER	931-000	265	103.00
				CHECK GENS 3914(A) TOTAL FOR FUND 101:				1,438.00
04/20/2017	GENS	65633**	LIB/TWP 2/28/201	BOSSCHER ELECTRIC INC	TWP LIGHT MAINTENANCE	931-000	265	101.32

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
 CHECK DATE FROM 04/01/2017 - 04/30/2017  
 APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
04/20/2017	GENS	65635	58443	CANFIELD PLUMBING & HEATING	NEW ELECTRIC WATER HEATER	931-000	265	395.00	
04/20/2017	GENS	65638	FOCS223250	FOX FORD MAZDA	FORD TRUCK F-250 PARTS & LABOR	863-000	265	918.46	
04/27/2017	GENS	3920(A)*#	152677	NAPA AUTO PARTS	BLDG & GRDS VEHICLE MAINT SUPPLIES	863-000	265	29.98	
04/27/2017	GENS	3920(A)	354940	NAPA AUTO PARTS	BULL BAR & 10W30	863-000	265	316.88	
04/27/2017	GENS	3920(A)	354384	NAPA AUTO PARTS	DIESEL EXST FLD 2.5GA	863-000	265	9.99	
04/27/2017	GENS	3920(A)	354384	NAPA AUTO PARTS	BULL BAR	863-000	265	269.00	
04/27/2017	GENS	3920(A)	351274	NAPA AUTO PARTS	BLDG & GRDS VEH MAINT CR ON INV 313195	863-000	265	(36.00)	
				CHECK GENS 3920(A) TOTAL FOR FUND 101:					589.85
04/27/2017	GENS	65665*#	52296226	COMCAST	COMPLEX PHONES	924-000	265	149.00	
04/27/2017	GENS	65665	52296226	COMCAST	COMPLEX PHONES B&G	924-000	265	28.34	
				CHECK GENS 65665 TOTAL FOR FUND 101:					177.34
04/27/2017	GENS	65667*#	852911273004781	COMCAST	COMPLEX PHONES INTERNET 7 CABLE	924-000	265	260.68	
04/27/2017	GENS	65669*#	2017 PRUNING W/	FIRST BANKCARD	EDUCATION VANDERMEULEN PRUNING WORKSHO	724-000	265	40.00	
04/27/2017	GENS	65669	2017 PRUNING W/	FIRST BANKCARD	EDUCATION BEATON PRUNING WORKSHOP	724-000	265	40.00	
04/27/2017	GENS	65669	2017 PRUNING W/	FIRST BANKCARD	EDUCATION MCCARTY,R PRUNING WORKSHOP	724-000	265	40.00	
04/27/2017	GENS	65669	2017 PRUNING W/	FIRST BANKCARD	EDUCATION MADDONALD PRUNING WORKSHOP	724-000	265	40.00	
04/27/2017	GENS	65669	2017 PRUNING W/	FIRST BANKCARD	EDUCATION MACDONALD PRUNING WORKSHOP	724-000	265	40.00	
04/27/2017	GENS	65669	10353/5	FIRST BANKCARD	BLDG & GRDS VEHICLE FUEL	864-000	265	57.63	
04/27/2017	GENS	65669	INVISIBLE SHIELD	FIRST BANKCARD	COMPLEX MAINTENANCE INVISIBLE SHIELD PC	931-000	265	137.97	
				CHECK GENS 65669 TOTAL FOR FUND 101:					395.60
04/27/2017	GENS	65675	175	KENT COUNTY CONERVATION DISTRIC ED-	HIGGINS, VANDRMEULEN, MACDONA, BEATO	724-000	265	100.00	
04/27/2017	GENS	65681*#	68988046	PAETEC	COMPLEX PHONES B&G	924-000	265	52.71	
04/27/2017	GENS	65681	68988046	PAETEC	COMPLEX PHONES ADMIN	924-000	265	131.98	
				CHECK GENS 65681 TOTAL FOR FUND 101:					184.69
04/27/2017	GENS	65689	11737133	SPARTAN DISTRIBUTORS INC	REPAIR TORO GROUNDSMASTER 455-D	863-000	265	7,894.39	
04/27/2017	GENS	65691*#	26265	SUPERIOR PEST CONTROL INC	PEST CONTROL - TWP HALL APRIL	931-000	265	16.00	
04/27/2017	GENS	65691	26264	SUPERIOR PEST CONTROL INC	PEST CONTROL - B&G APRIL	931-000	265	16.00	
				CHECK GENS 65691 TOTAL FOR FUND 101:					32.00
				Total for department 265:					20,934.57
Department: 276 CEMETERY									
04/07/2017	GENS	65589*#	518258-0	SUPPLYGEEKS.BIZ	CEMETERY MAINT BINDERS	932-000	276	3.13	
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100012957591 7200 30TH ST SE MARCH	921-000	276	91.97	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012548051 5601 WHITNEYVILLE AVE	921-000	276	22.57	
				CHECK GENS 3896(A) TOTAL FOR FUND 101:					114.54
04/27/2017	GENS	3923(A)	TOPSIL 4/17/2017	THORNAPPLE RIVER NURSERY, INC.	CEMETERY MAINT TOPSOIL	932-000	276	75.00	
04/27/2017	GENS	3923(A)	9868	THORNAPPLE RIVER NURSERY, INC.	PORMIX SOIL PER CUBIC YARD	932-000	276	225.00	
				CHECK GENS 3923(A) TOTAL FOR FUND 101:					300.00
				Total for department 276:					417.67
Department: 295 ADMINISTRATIVE									

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/07/2017	GENS	65585	MGFOA CONF 3/3	MILDRED PINDER	EDUCATION PINDER MGFOA 140 MILES	724-000	295	74.90
04/07/2017	GENS	65585	MGFOA CONF 3/3	MILDRED PINDER	EDUCATION PINDER MGFOA PARKING	724-000	295	8.00
					CHECK GENS 65585 TOTAL FOR FUND 101:			82.90
04/07/2017	GENS	65586	1003656600	PITNEY BOWES INC	OFFICE SUPPLIES RED INK CARTRIDGE	727-000	295	87.54
04/07/2017	GENS	65589*#	518258-0	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	168.34
04/13/2017	GENS	3899(A)*#	366274	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	GROOTRS ON S2ND	821-000	295	447.50
04/13/2017	GENS	3899(A)	366274	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	CASCADE TRAILS	821-000	295	382.50
04/13/2017	GENS	3899(A)	366274	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	CALIFORNIA CLOSETS	821-000	295	283.75
04/13/2017	GENS	3899(A)	366274	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	OAK HARBOR	821-000	295	163.75
04/13/2017	GENS	3899(A)	366274	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	5800 FOREMOST DR	821-000	295	240.00
					CHECK GENS 3899(A) TOTAL FOR FUND 101:			1,517.50
04/13/2017	GENS	65609	49586	FALCON PRINTING INC	NEWSLETTERS SPRING	885-000	295	2,520.51
04/13/2017	GENS	65619*#	MARCH 2017	MLIVE MEDIA GROUP	TAX/ASSESSING ADMIN COSTS -ADV MAR	814-000	295	756.00
04/13/2017	GENS	65620	52483	MUNIWEB	WEBSITE HOSTING	815-000	295	228.00
04/13/2017	GENS	65620	52483	MUNIWEB	MAINTENANCE	815-000	295	25.00
					CHECK GENS 65620 TOTAL FOR FUND 101:			253.00
04/13/2017	GENS	65626*#	9783112594	VERIZON WIRELESS	CELL PHONES/DATA TABLET	924-100	295	16.03
04/13/2017	GENS	65627*#	3775	VREDEVELD HAEFNER LLC	2016 AUDIT FINAL BILLING MARCH	807-000	295	9,600.00
04/13/2017	GENS	65628	138489POST	WESTERN AMERICAN MAILERS	MAILING OF NEWSLETTERS SPRING	885-000	295	306.36
04/20/2017	GENS	3911(A)*#	365562	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	SITE PLAN REVIEW	821-000	295	247.50
04/20/2017	GENS	3911(A)	365562	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	GR UTILITY EXP	821-000	295	251.50
04/20/2017	GENS	3911(A)	366216	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	CEMETERY	821-000	295	703.50
04/20/2017	GENS	3911(A)	366216	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	LARAWAY LAKE DRAIN	821-000	295	82.50
04/20/2017	GENS	3911(A)	366216	FISHBECK THOMPSON CARR & HUBER ENGINEERING COSTS	PICKLEBALL COURT	821-000	295	456.00
					CHECK GENS 3911(A) TOTAL FOR FUND 101:			1,741.00
04/20/2017	GENS	65639	2290	GRAND VALLEY METRO COUNCIL	REGIS APR-SEPT 2017	952-000	295	18,949.00
04/20/2017	GENS	65652	918779838001	OFFICE DEPOT	OFFICE SUPPLIES COMPUTER PAPER	727-000	295	129.95
04/27/2017	GENS	3916(A)	926630	APPLIED IMAGING	MONTHLY MAINT COPIER/ADM 4/20-5/19	939-000	295	107.02
04/27/2017	GENS	3918(A)*#	477899	FIRST CHOICE COFFEE SERVICE	COFFEE SERVICE FOR TWP. HALL	787-000	295	92.92
04/27/2017	GENS	3922(A)	2863	SABO, MARY ANN	ISSUES MANAGEMENT	967-000	295	2,231.22
04/27/2017	GENS	65669*#	PINDER, MILDRED	FIRST BANKCARD	EDUCATION PINDER 2017 SPRING MGFOA CONF	724-000	295	119.00
04/27/2017	GENS	65669	OFFICE SUPPLIES	FIRST BANKCARD	OFFICE SUPPLIES CLERKS	727-000	295	22.48
					CHECK GENS 65669 TOTAL FOR FUND 101:			141.48

05/16/2017 CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/27/2017	GENS	65674	DIRECTORIES	KENT COUNTY CLERK	PRINTING/PUBLISHING 5 STREET DIRECTORIES	900-000	295	42.50
04/27/2017	GENS	65682	MILG 4/26	MILDRED PINDER	ED- PINDER MGFOA FORUM 4/26 72 MILES	724-000	295	38.52
04/27/2017	GENS	65684*#	POSTAGE 4/21/20: RESERVE ACCOUNT		POSTAGE - GENERAL	730-000	295	2,700.00
04/27/2017	GENS	65690	BIEGALLE, DENISE	STATE OF MICHIGAN	LEGAL FEES BIEGALL, D NOTARY FEE	826-000	295	10.00
04/27/2017	GENS	65692*#	519281-0	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	109.93
04/27/2017	GENS	65692	519562-0	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	57.33
04/27/2017	GENS	65692	519703-0	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	53.92
04/27/2017	GENS	65692	519746-0	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	112.24
					CHECK GENS 65692 TOTAL FOR FUND 101:			333.42
04/27/2017	GENS	65695	10012212	VARNUM	LEGAL FEES FIRE DEPT	826-000	295	10,279.00
04/27/2017	GENS	65695	1001211	VARNUM	LEGAL FEES ZONING ORDINANCE	826-000	295	485.00
04/27/2017	GENS	65695	1001210	VARNUM	LEGAL FEES GENERAL	826-000	295	3,743.00
					CHECK GENS 65695 TOTAL FOR FUND 101:			14,507.00
42,803.00	GENS	3857A	VOID	CENTAL INTERCONNECT	REPAIR AND MAINT	931-000	295	(143.00)
					Total for department 295:			56,189.21
Department: 445 DRAIN								
04/13/2017	GENS	3899(A)*#	366411	FISHBECK THOMPSON CARR & HUBER DRAIN ENGINEERING-SENTINEL POINTE		821-000	445	1,550.50
04/20/2017	GENS	65656	761-8163202	STATE OF MICHIGAN	ANNUAL STORM WATER PERMIT FEE - 2017	822-000	445	500.00
04/27/2017	GENS	3919(A)	366410	FISHBECK THOMPSON CARR & HUBER STORM WATER GRANT MATCH/KCDC		818-000	445	669.80
04/27/2017	GENS	3919(A)	366410	FISHBECK THOMPSON CARR & HUBER STORM WATER/SAW GRANT CONTR SERVICE		818-010	445	6,028.20
					CHECK GENS 3919(A) TOTAL FOR FUND 101:			6,698.00
04/27/2017	GENS	65683	1748518	PLUMMER'S ENVIRONMENTAL	TELEWISE DRAIN LINE	816-000	445	828.75
					Total for department 445:			9,577.25
Department: 447 YARD WASTE REMOVAL								
04/13/2017	GENS	65622	8912	PHOENIX RESOURCES	MARCH 2017	818-000	447	3,000.00
					Total for department 447:			3,000.00
Department: 448 STREET LIGHTS								
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE M	926-000	448	114.82
04/13/2017	GENS	65605	100000373306 3/2	CONSUMERS ENERGY	STREETLIGHTING MARCH	926-000	448	9,211.63
04/20/2017	GENS	65643	410329	KENT COUNTY ROAD COMMISSION	TRAFFIC SIGNALS MARCH	927-100	448	10.41
04/20/2017	GENS	65655	591-8166107	STATE OF MICHIGAN	TRAFFIC SIGNALS 4TH QRT 2016	927-100	448	33.39
					Total for department 448:			9,370.25
Department: 652 TRANSPORTATION								

05/16/2017 CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
**APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/07/2017	GENS	65577	077420	HOPE NETWORK	TRANSPORTATION SERVICES MARCH 2017	859-000	652	4,422.00
04/27/2017	GENS	65672*#	088885	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 33RD & 36TH APRIL	861-000	652	2,362.02
04/27/2017	GENS	65672	088886	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST APRIL	861-100	652	10,902.77
					CHECK GENS 65672 TOTAL FOR FUND 101:			13,264.79
					Total for department 652:			17,686.79
Department: 721 PLANNING								
04/13/2017	GENS	3907(A)	5212927	SNELLING STAFFING SERVICES	PLANNING & ZONING MINUTES 3/26	787-000	721	144.15
04/13/2017	GENS	65610	MILG 3/1-3/1	FAST, STEPHANIE	PLANNING MILEAGE- FAST 261 MILES	860-000	721	139.64
04/13/2017	GENS	65619*#	MARCH 2017	MUVE MEDIA GROUP	PRINTING & PUBLISHING ADV MAR	900-000	721	734.00
04/13/2017	GENS	65626*#	9782909847	VERIZON WIRELESS	COMM DEV CELL/DATA MARCH	925-000	721	101.08
04/13/2017	GENS	65626	9783112594	VERIZON WIRELESS	COMM DEV CELL/DATA TABLET	925-000	721	32.07
					CHECK GENS 65626 TOTAL FOR FUND 101:			133.15
04/27/2017	GENS	65669*#	PLANNING MTG 3, FIRST BANKCARD		COMM DEV EXPENSE ACCOUNT MTG EXP	862-500	721	71.32
					Total for department 721:			1,222.26
Department: 756 PARKS								
04/07/2017	GENS	3884(A)	104025	KERKSTRA PORTABLE RESTROOM SER'	PORTABLE TOILETS FOR PEACE AND MCGRAW PA	935-000	756	110.00
04/07/2017	GENS	65584*#	68920117	PAETEC	PARK PHONES	924-000	756	39.51
04/07/2017	GENS	65599	LEVEL 2 ASSESSME KENT COUNTY - HEALTH DEPT		PARK MAINTENANCE LEVEL 2 WATER ASSESSMEN	935-000	756	250.00
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100012592265 2900 THORNAPPLE RIV DR	921-000	756	260.04
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100014570673 3804 THORNAPPLE RIV DR	921-000	756	85.56
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100014570889 3820 THORNAPPLE RIV DR	921-000	756	46.87
					CHECK GENS 3896(A) TOTAL FOR FUND 101:			392.47
04/13/2017	GENS	3905(A)*#	202223	QUALITY AIR	MONTHLY MAINTENANCE- PARKS	935-000	756	13.90
04/13/2017	GENS	65618*#	474446	MINER SUPPLY COMPANY	CLEANING SUPPLIES/PAPER PRODUCTS PARK	756-000	756	284.67
04/13/2017	GENS	65618	474950	MINER SUPPLY COMPANY	CLEANING SUPPLIES/PAPER PRODUCTS PARK	756-000	756	452.88
					CHECK GENS 65618 TOTAL FOR FUND 101:			737.55
04/13/2017	GENS	65623	79712027	SITEONE LANDSCAPE SUPPLY LLC	PARK MAINTENANCE PVC WELL	935-000	756	74.40
04/27/2017	GENS	3921(A)	105022	KERKSTRA PORTABLE RESTROOM SER'	PORTABLE TOILETS FOR PEACE AND MCGRAW PA	935-000	756	110.00
04/27/2017	GENS	65662	59240	CANFIELD PLUMBING & HEATING	PARK MAINT CERTIFY BFP'S	935-000	756	158.00
04/27/2017	GENS	65665*#	52296226	COMCAST	PARK PHONES	924-000	756	21.26
04/27/2017	GENS	65676	2108	KENT COUNTY - HEALTH DEPT	PARK MAINTENANCE SHIPPING FOR WATR SAMPL	935-000	756	19.82

05/16/2017 CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/27/2017	GENS	65681*#	68988046	PAETEC	PARK PHONES	924-000	756	39.53
04/27/2017	GENS	65687*#	79801745	SITEONE LANDSCAPE SUPPLY LLC	PARK MAINTENANCE SUPPLIES Total for department 756:	935-000	756	34.69 2,001.13
Department: 803 HISTORICAL								
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100012592398 2839 THORNAPPLE RIV DR	921-000	803	47.97
04/13/2017	GENS	3905(A)*#	202223	QUALITY AIR	MONTHLY MAINTENANCE- MUSEUM	961-000	803	27.81
04/13/2017	GENS	65608*#	457268600030	3/2 DTE ENERGY	MUSEUM - HEATING/UTILITY MARCH	923-000	803	106.42
04/27/2017	GENS	65691*#	26263	SUPERIOR PEST CONTROL INC	PEST CONTROL - MUSEUM APRIL Total for department 803:	961-000	803	45.00 227.20
Department: 850 BENEFITS/INSURANCE								
04/07/2017	GENS	65574*	163128587	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS APRIL	718-000	850	151.26
04/07/2017	GENS	65583*#	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LIF APRIL	720-000	850	157.88
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS ADD APRIL	720-000	850	24.01
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LTD APRIL CHECK GENS 65583 TOTAL FOR FUND 101:	720-000	850	443.55 625.44
04/27/2017	GENS	4(E)*#	HEALTH INS FOR N WEST MICHIGAN HEALTH INSURANCE	HEALTH INSURANCE BENEFITS MAY		719-000	850	12,264.00
04/27/2017	GENS	65679*#	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS ADD MAY	720-000	850	24.01
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LIF MAY	720-000	850	157.88
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LTD MAY CHECK GENS 65679 TOTAL FOR FUND 101:	720-000	850	443.55 625.44
Department: 901 CAPITAL OUTLAY								
04/13/2017	GENS	65615	APPL# 1	JACKSON DIRT WORKS	CAPITAL OUTLAY - LANDIMP APPL# 1 THORN H Total for department 901:	974-000	901	102,546.00 102,546.00
Department: 965 TRANSFERS OUT								
04/13/2017	GENS	65602	2ND QRT DAM RE\CASCADE CHARTER TOWNSHIP		TRANSFER TO DAM MAJOR REPAIR 2ND QRT 201 Total for department 965: Total for fund 101 GENERAL FUND	999-005	965	10,000.00 10,000.00 249,333.70
FUND 151 - CEMETERY TRUST FUND								
04/27/2017	GENS	65664	101129736	COLLINS FLAGS	FLAGS Total for department 276: Total for fund 151 CEMETERY TRUST FUND	787-000	276	512.64 512.64 512.64
FUND 206 - FIRE FUND								
04/27/2017	GENS	4(E)*#	HEALTH INS FOR N WEST MICHIGAN HEALTH INSURANCE	COBRA RASHID MAY		231-205	000	484.86

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
**APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Total for department 000:								484.86
Department: 336 FIRE DEPARTMENT								
04/07/2017	GENS	3883(A)	472394	FIRST CHOICE COFFEE SERVICE	FIRE OTHER EXPENSES COFFEE	787-000	336	205.87
04/07/2017	GENS	3883(A)	466884	FIRST CHOICE COFFEE SERVICE	COFFEE FOR BOTH FIRE STATIONS	787-000	336	204.88
CHECK GENS 3883(A) TOTAL FOR FUND 206:								410.75
04/07/2017	GENS	3895(A)*#	49269178	WEX BANK	FIRE FUELS MARCH CITGO	745-000	336	932.65
04/07/2017	GENS	65563	37829	AGILE SAFETY	GASALERTQUATTRO PREVENTATIVE MAINTENANCE	938-000	336	125.00
04/07/2017	GENS	65563	37829	AGILE SAFETY	OXYGEN SENSOR	938-000	336	165.00
04/07/2017	GENS	65563	37829	AGILE SAFETY	BATTERY	938-000	336	3.00
04/07/2017	GENS	65563	37829	AGILE SAFETY	SHIPPING	938-000	336	7.62
CHECK GENS 65563 TOTAL FOR FUND 206:								300.62
04/07/2017	GENS	65584*#	68920117	PAETEC	FIRE PHONES/BUTTRICK	924-002	336	39.51
04/07/2017	GENS	65584	68920117	PAETEC	CELL PHONES/DATA-MODEMS	924-100	336	65.93
CHECK GENS 65584 TOTAL FOR FUND 206:								105.44
04/07/2017	GENS	65587	CLOTH ALLOW 3/2 DOUGLAS P. POOLMAN		FIRE UNIFORMS POOLMAN WORKBOOTS	768-000	336	84.79
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	103023462197 2867 THORNHILLS AVE SE	921-002	336	25.46
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	921-002	336	586.22
CHECK GENS 3896(A) TOTAL FOR FUND 206:								611.68
04/13/2017	GENS	3900(A)	1709001	FUEL MANAGEMENT SYSTEM	FIRE FUELS	745-000	336	191.51
04/13/2017	GENS	3900(A)	1709001	FUEL MANAGEMENT SYSTEM	FIRE FUELS DISCOUNT	745-000	336	(7.38)
CHECK GENS 3900(A) TOTAL FOR FUND 206:								184.13
04/13/2017	GENS	3902(A)*#	197809	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT SHOWER HEAD	936-000	336	18.87
04/13/2017	GENS	3902(A)	197907	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT KITCHEN SUPPLIES	936-000	336	34.33
04/13/2017	GENS	3902(A)	197934	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT KITCHEN SUPPLIES	936-000	336	26.58
04/13/2017	GENS	3902(A)	197943	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT SENSOR AND WALL PLATE	936-000	336	20.68
04/13/2017	GENS	3902(A)	197836	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT/BUTTRICK DETERGENT	936-002	336	29.97
04/13/2017	GENS	3902(A)	198008	KINGSLAND'S ACE HARDWARE	FIRE EQUIPMENT MAINT PIN FOR R-7	938-000	336	5.39
CHECK GENS 3902(A) TOTAL FOR FUND 206:								135.82
04/13/2017	GENS	3905(A)*#	202223	QUALITY AIR	MONTHLY MAINTENANCE- FIRE	936-000	336	139.08
04/13/2017	GENS	3905(A)	202223	QUALITY AIR	MONTHLY MAINTENANCE- FIRE BUTTRICK	936-002	336	101.94
CHECK GENS 3905(A) TOTAL FOR FUND 206:								241.02
04/13/2017	GENS	65606*#	301-02736 3/2017	CINTAS CORP #301	2017 RUG CLEANING SERVICE FIRE	936-000	336	140.30
04/13/2017	GENS	65607	17032400391	COUNTY OF KENT	FIRE DISPATCH SERVICE JAN-JUNE 2017	802-100	336	15,633.50
04/13/2017	GENS	65608*#	45768600048 3/2017	DTE ENERGY	FIRE HEATING/BUTTRICK MARCH	923-002	336	351.10
04/13/2017	GENS	65611	DEFENSE TATICS	GREAT LAKES EMS ACADEMY	DEFENSIVE TACTICS COURSE	726-000	336	750.00
04/13/2017	GENS	65619*#	MARCH 2017	MLIVE MEDIA GROUP	FIRE PUBLICATIONS ADV FIREFIGHTER	901-000	336	245.00

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/13/2017	GENS	65621	11779128-01	NICHOLS PAPER & SUPPLY CO	CLEANING SUPPLIES FOR STATION 2	936-002	336	69.32
04/13/2017	GENS	65624	28469845	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	39.95
04/13/2017	GENS	65624	28474925	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	39.95
04/13/2017	GENS	65624	28464754	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	39.95
04/13/2017	GENS	65624	28480018	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	39.95
				CHECK GENS 65624 TOTAL FOR FUND 206:				159.80
04/13/2017	GENS	65626*#	9782909847	VERIZON WIRELESS	CELL PHONES/DATA-MODEMS MAR	924-100	336	111.08
04/13/2017	GENS	65626	9783124488	VERIZON WIRELESS	CELL PHONES/DATA-MODEMS	924-100	336	118.60
04/13/2017	GENS	65626	9783112594	VERIZON WIRELESS	CELL PHONES/DATA-MODEMS TABLETS	924-100	336	16.03
				CHECK GENS 65626 TOTAL FOR FUND 206:				245.71
04/13/2017	GENS	65627*#	3775	VREDEVELD HAEFNER LLC	2016 AUDIT FINAL BILLING MARCH	807-000	336	1,800.00
04/20/2017	GENS	3908(A)	3737	BIO CARE	2017 ANNUAL DEPARTMENT PHYSICALS	957-000	336	9,755.00
04/20/2017	GENS	3913(A)	197833	KINGSLAND'S ACE HARDWARE	2 CHAIN SAWS FOR ENGINES FIRE OPERATIONS	938-000	336	503.98
04/20/2017	GENS	3914(A)*#	201763	QUALITY AIR	LABOR & FUSE	936-002	336	311.78
04/20/2017	GENS	65646	AR167398	KRAFT BUSINESS SYSTEM	FIRE COPIER/LEASE/SERVICE	939-000	336	82.71
04/20/2017	GENS	65647	483016-29	MEEKHOF TIRE SALES AND SERVICES	EMERGENCY TIRE REPAIR	938-000	336	1,356.83
04/20/2017	GENS	65651	597278	NYE UNIFORM COMPANY	FIRE UNIFORMS DEERING	768-000	336	31.50
04/20/2017	GENS	65651	591514	NYE UNIFORM COMPANY	FIRE UNIFORMS HUGGLER	768-000	336	115.99
				CHECK GENS 65651 TOTAL FOR FUND 206:				147.49
04/20/2017	GENS	65653	00283760	PURITY CYLINDER GASES INC	FIRE STATION MAINT CYCLINDER TEST	936-000	336	25.00
04/20/2017	GENS	65653	00277878	PURITY CYLINDER GASES INC	FIRE EQUIPMENT MAINT OXYGEN TANKS	938-000	336	25.25
				CHECK GENS 65653 TOTAL FOR FUND 206:				50.25
04/20/2017	GENS	65657	120246	TIME EMERGENCY EQUIPMENT	FIRE STATION MAINT HOOKS	936-000	336	197.51
04/20/2017	GENS	65658	9783699535	VERIZON WIRELESS	CELL PHONES/DATA-MODEMS	924-100	336	320.08
04/27/2017	GENS	3917(A)	27905	CENTRAL INTERCONNECT INC	EQUIPMENT & LABORTRIPLITE BUTTRICK	936-002	336	739.75
04/27/2017	GENS	3918(A)*#	477898	FIRST CHOICE COFFEE SERVICE	FIRE OTHER EXPENSES COFFEE SERVICE	787-000	336	87.93
04/27/2017	GENS	3920(A)*#	353005	NAPA AUTO PARTS	FIRE EQUIPMENT MAINT WIPER BLADES	938-000	336	43.97
04/27/2017	GENS	65665*#	52296226	COMCAST	FIRE PHONES/BUTTRICK	924-002	336	21.26
04/27/2017	GENS	65665	52296226	COMCAST	CELL PHONES/DATA-MODEMS	924-100	336	56.68
				CHECK GENS 65665 TOTAL FOR FUND 206:				77.94
04/27/2017	GENS	65666	822222529112730	COMCAST	FIRE PHONES/BUTTRICK XFINITY - MAY	924-002	336	42.44

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
 CHECK DATE FROM 04/01/2017 - 04/30/2017  
 APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/27/2017	GENS	65667*#	852911273004781	COMCAST	CELL PHONES/DATA-MODEMS CABLE	924-100	336	119.75
04/27/2017	GENS	65678		CLOTH ALLOW 4/2 MAKUCH, JOHN	FIRE UNIFORMS MAKUCH BOOTS	768-000	336	60.00
04/27/2017	GENS	65680	599963	NYE UNIFORM COMPANY	FIRE UNIFORMS ROWLAND	768-000	336	25.50
04/27/2017	GENS	65681*#	68988046	PAETEC	FIRE PHONES	924-000	336	65.89
04/27/2017	GENS	65681	68988046	PAETEC	FIRE PHONES/BUTTRICK	924-002	336	39.53
					CHECK GENS 65681 TOTAL FOR FUND 206:			105.42
04/27/2017	GENS	65684*#		POSTAGE 4/21/20: RESERVE ACCOUNT	FIRE POSTAGE & MACHINE LEASE	941-000	336	150.00
04/27/2017	GENS	65691*#	26265	SUPERIOR PEST CONTROL INC	PEST CONTROL - STATION 1 APRIL	936-000	336	32.00
04/27/2017	GENS	65691	26264	SUPERIOR PEST CONTROL INC	PEST CONTROL - STATION 2 APRIL	936-002	336	32.00
					CHECK GENS 65691 TOTAL FOR FUND 206:			64.00
04/27/2017	GENS	65693	35683	TECH MASTER INC	ENGINE 5 ANNUAL MAINTENANCE	938-000	336	4,002.51
					Total for department 336:			40,646.47
Department: 850 BENEFITS/INSURANCE								
04/07/2017	GENS	65574*	163128587	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS APRIL	718-000	850	198.90
04/07/2017	GENS	65583*#	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE LTD APRIL	720-000	850	543.28
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE AD&D APRIL	720-000	850	31.09
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LIF APRIL	720-000	850	204.50
					CHECK GENS 65583 TOTAL FOR FUND 206:			778.87
04/27/2017	GENS	4(E)*#		HEALTH INS FOR N WEST MICHIGAN HEALTH INSURANCE	HEALTH INSURANCE BENEFITS MAY	719-000	850	11,236.26
04/27/2017	GENS	65679*#	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LIF MAY	720-000	850	179.50
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE AD&D MAY	720-000	850	27.29
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE LTD MAY	720-000	850	454.28
					CHECK GENS 65679 TOTAL FOR FUND 206:			661.07
					Total for department 850:			12,875.10
					Total for fund 206 FIRE FUND			54,006.43
<b>FUND 20 - POLICE FUND</b>								
04/20/2017	GENS	3912(A)	17041800517	KENT COUNTY TREASURER	SHERIFF PROTECTION MARCH	801-000	301	49,174.15
					Total for department 301:			49,174.15
					Total for fund 207 POLICE FUND			49,174.15
<b>FUND 209 - CCT OPEN SPACE FUND</b>								
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE MARCH	921-000	751	170.81
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE MARCH	921-000	751	22.57
					CHECK GENS 3896(A) TOTAL FOR FUND 209:			193.38
04/13/2017	GENS	3905(A)*#	202223	QUALITY AIR	MONTHLY MAINTENANCE- BURTON PARK	935-000	751	13.90
					Total for department 751:			207.28

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Department: 990 DEBT SERVICE								
04/20/2017	GENS	65629*	GLA 111-565	THE BANK OF NEW YORK MELLON TRI BOND PRINCIPAL PAYMENT		992-001	990	215,000.00
04/20/2017	GENS	65629	GLA 111-565	THE BANK OF NEW YORK MELLON TRI INTEREST AND FEES BA 2009		996-001	990	67,898.13
				CHECK GENS 65629 TOTAL FOR FUND 209:				282,898.13
				Total for department 990:				282,898.13
				Total for fund 209 CCT OPEN SPACE				283,105.41
FUND 216 - PATHWAYS FUND								
04/13/2017	GENS	3899(A)*#	366116	FISHBECK THOMPSON CARR & HUBER ENGINEERING TRD UTILITY EXT		821-100	758	10,320.35
04/13/2017	GENS	3902(A)*#	197817	KINGSLAND'S ACE HARDWARE	MAINT & REPAIR WOODCUTTER CHAIN	931-000	758	9.44
04/13/2017	GENS	3902(A)	197842	KINGSLAND'S ACE HARDWARE	MAINT & REPAIR SHARPEN BLADES	931-000	758	12.00
				CHECK GENS 3902(A) TOTAL FOR FUND 216:				21.44
04/20/2017	GENS	3911(A)*#	366216	FISHBECK THOMPSON CARR & HUBER ENGINEERING	PATHWAYS REPAIRS 2017	821-100	758	165.00
04/20/2017	GENS	3911(A)	366216	FISHBECK THOMPSON CARR & HUBER ENGINEERING	PATHWAYS RECORD DRAWING	821-100	758	165.00
				CHECK GENS 3911(A) TOTAL FOR FUND 216:				330.00
04/20/2017	GENS	65630	1261	BEHRENS LIMITED LTD	MUTT MITT 2 -PLY 90 CASES	728-000	758	5,265.00
04/20/2017	GENS	65630	1261	BEHRENS LIMITED LTD	MUTT MITT 1-PLY 4 CASES	728-000	758	360.00
				CHECK GENS 65630 TOTAL FOR FUND 216:				5,625.00
				Total for department 758:				16,296.79
Department: 990 DEBT SERVICE								
04/20/2017	GENS	65629*	GLA 111-565	THE BANK OF NEW YORK MELLON TRI BOND INTEREST- 2012 REFINANCE		996-207	990	2,649.01
				Total for department 990:				2,649.01
				Total for fund 216 PATHWAYS FUND				18,945.80
FUND 246 - IRF FUND								
04/20/2017	GENS	3911(A)*#	366216	FISHBECK THOMPSON CARR & HUBER ADMIN ENGINEERING COSTS USD MAPS CITY		821-000	295	82.50
				Total for department 295:				82.50
Department: 901 CAPITAL OUTLAY								
04/13/2017	GENS	3901(A)	APPL#1	KAMMINGA AND ROODVOETS INC	CAPITAL OUTLAY - LANDIMP APPL#1 THRD UTI	974-000	901	26,923.50
04/27/2017	GENS	65663	9309735740	CONSUMERS ENERGY	CAP OUT - LANDIMP RELOCATE LINE THORNAPP	974-000	901	4,993.00
				Total for department 901:				31,916.50
Department: 990 DEBT SERVICE								
04/20/2017	GENS	65629*	GLA 111-565	THE BANK OF NEW YORK MELLON TRI BOND INTEREST -2012 REFINANCE		996-201	990	1,081.99
				Total for department 990:				1,081.99
				Total for fund 246 IRF				33,080.99
FUND 278 - DDA FUND								
04/07/2017	GENS	65569	069574	BRONNER'S COMMERCIAL DISPLAY	SNOWFLAKES & PARAMOUNT TREE	967-000	170	20,912.76
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	170	132.03

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
**APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100063460503 5770 FOREMOST DR SE MAR	921-000	170	182.23	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE MAR	921-000	170	73.65	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100054379084 5196 28TH ST SE MARCH	921-000	170	227.03	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100054393572 5434 28TH ST SE MARCH	921-000	170	83.75	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100041058650 6116 28TH ST SE MARCH	921-000	170	112.13	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100041059278 5905 28TH ST SE MARCH	921-000	170	70.15	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100041081355 5613 28TH ST SE MARCH	921-000	170	97.66	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST MARCH	921-000	170	212.79	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012017305 6610 28TH ST SE MARCH	921-000	170	174.50	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100012213862 6658 28TH ST SE MARCH	921-000	170	22.57	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE MARCH	921-000	170	308.20	
04/13/2017	GENS	3896(A)	MARCH 2017	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE MARCH	921-000	170	141.65	
				CHECK GENS 3896(A) TOTAL FOR FUND 248:					1,838.34
04/13/2017	GENS	65626*#	9782909847	VERIZON WIRELESS	DDA CELL PHONES MAR	924-100	170	49.95	
04/13/2017	GENS	65626	9783112594	VERIZON WIRELESS	DDA CELL PHONES TABLET	924-100	170	16.03	
				CHECK GENS 65626 TOTAL FOR FUND 248:					65.98
04/20/2017	GENS	65634	134278	BUIST ELECTRIC INC	REPLACE PHOTO EYE AFFECTING LIGHT	931-000	170	222.00	
04/27/2017	GENS	65669*#	KORHORN 2017 DI FIRST BANKCARD		DDA - MEMBERSH AND DUES KORHORN DDA DUES	723-000	170	270.00	
04/27/2017	GENS	65669	DDA BUSINESS DA FIRST BANKCARD		OTHER EXPENSES BUSINESS DAY MTG 3/19	787-000	170	20.61	
				CHECK GENS 65669 TOTAL FOR FUND 248:					290.61
04/27/2017	GENS	65672*#	088886	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST APRIL	861-100	170	7,834.26	
04/27/2017	GENS	65677	MILG 3/07-4/26 & KORHORN, SANDRA		DDA - MILEAGE KORHORN,S 130 MILES	860-000	170	69.55	
04/27/2017	GENS	65677	MILG 3/07-4/26 & KORHORN, SANDRA		DDA - MILEAGE KORHORN,S PARKING	860-000	170	27.00	
				CHECK GENS 65677 TOTAL FOR FUND 248:					96.55
				Total for department 170:					31,260.50
				Total for fund 248 DDA					31,260.50
<b>FUNC 249 - BUILDING FUND</b>									
04/07/2017	GENS	65571	P# 2960	CASCADE CHARTER TOWNSHIP	S/W CONNECT 5411 28TH ST	237-000	000	56,100.00	
04/07/2017	GENS	65571	P# 2967	CASCADE CHARTER TOWNSHIP	S/W CONNECT 1943 LARAWAY LAKE DR	237-000	000	2,200.00	
04/07/2017	GENS	65571	P# 2595	CASCADE CHARTER TOWNSHIP	S/W CONNECT 2455 HIGHRIDGE HILLS LN	237-000	000	2,200.00	
04/07/2017	GENS	65571	P# 2965	CASCADE CHARTER TOWNSHIP	S/W CONNECT 5357 52ND	237-000	000	21,592.00	
				CHECK GENS 65571 TOTAL FOR FUND 249:					82,092.00
04/13/2017	GENS	65601	REFUND PE170004	BUIST ELECTRIC INC	CAS TWP ELECTRICAL PERMITS DUPLICATE PYM	607-485	000	135.00	
04/13/2017	GENS	65604	P# 2961	CASCADE CHARTER TOWNSHIP	S/W CONNECT 8117 ASHWOOD DR	237-000	000	1,100.00	
04/13/2017	GENS	65604	P# 2966	CASCADE CHARTER TOWNSHIP	S/W CONNECT 8070 ASHWOOD	237-000	000	1,100.00	
				CHECK GENS 65604 TOTAL FOR FUND 249:					2,200.00
				Total for department 000:					84,427.00
Department: 371 BUILDING DEPARTMENT									
04/07/2017	GENS	65566	MILG 3/20-3/31	BENOIT, BILL	MILEAGE - BENOIT 694 MILES	860-000	371	371.29	
04/07/2017	GENS	65567	JILG 3/20-3/31	BIEGALLE, JEFFREY	MILEAGE- BIEGALLE,J 548 MILES	860-000	371	293.18	
04/07/2017	GENS	65572	MILG 3/20-3/31	KEN DAVIS	MILEAGE DAVIS 521 MILES	860-000	371	278.74	

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/07/2017	GENS	65576	MILG 3/20-3/31	DANIEL L HEYER	MILEAGE HEYER 510 MILES	860-000	371	272.85
04/07/2017	GENS	65578	MILG 3/20-3/31	HUYSER, DANIEL A.	MILEAGE- HUYSER 517 MILES	860-000	371	276.60
04/07/2017	GENS	65581	MILG 3/20-3/31	VINCENT MILITO	MILEAGE MILITO- 520 MILES	860-000	371	278.20
04/07/2017	GENS	65584*#	68920117	PAETEC	PHONES BLDG	924-000	371	27.17
04/07/2017	GENS	65588	MILG 3/20-3/31	RON SABIN	MILEAGE SABIN 422 MILES	860-000	371	225.77
04/07/2017	GENS	65589*#	518258-0	SUPPLYGEEKS.BIZ	BUILDING FUND OFFICE SUPPLIES	727-000	371	123.50
04/07/2017	GENS	65598	MILG 3/20-3/31	BRIAN WILSON	MILEAGE WILSON 225 MILES	860-000	371	120.38
04/13/2017	GENS	65616	9003360871	KONICA MINOLTA ALBIN	C454 COPIER/PRINTER	939-000	371	96.27
04/13/2017	GENS	65626*#	9782909847	VERIZON WIRELESS	CELL PHONES MAR	924-100	371	401.47
04/13/2017	GENS	65626	9783112594	VERIZON WIRELESS	CELL PHONES TABLETS	924-100	371	128.26
					CHECK GENS 65626 TOTAL FOR FUND 249:			529.73
04/13/2017	GENS	65627*#	3775	VREDEVELD HAEFNER LLC	2016 AUDIT FINAL BILLING MARCH	807-000	371	600.00
04/20/2017	GENS	65631	MILG 4/3-4/14	BENOIT, BILL	MILEAGE - BENOIT 632 MILES	860-000	371	338.12
04/20/2017	GENS	65632	MILG 4/05-4/14	BIEGALLE, JEFFREY	MILEAGE- BIEGALLE,J 434 MILES	860-000	371	232.19
04/20/2017	GENS	65636	MILG4/3-4/14	KEN DAVIS	MILEAGE DAVIS 474 MILES	860-000	371	253.59
04/20/2017	GENS	65640	MILG 4/3-4/14	DANIEL L HEYER	MILEAGE HEYER 501 MILES	860-000	371	268.04
04/20/2017	GENS	65641	MILG 4/03-4/14	HUYSER, DANIEL A.	MILEAGE- HUYSER 436 MILES	860-000	371	233.26
04/20/2017	GENS	65645	MILG 4/3-4/4	KLOOTE, DAVE	MILEAGE KLOOTE 51 MILES	860-000	371	27.29
04/20/2017	GENS	65649	MILG 4/03-4/14	VINCENT MILITO	MILEAGE MILITO- 489 MILES	860-000	371	261.62
04/20/2017	GENS	65654	MILG 4/3-4/14	RON SABIN	MILEAGE SABIN 359 MILES	860-000	371	192.07
04/20/2017	GENS	65659	MILG 4/10-4/14	BRIAN WILSON	MILEAGE WILSON 160 MILES	860-000	371	85.60
04/27/2017	GENS	65665*#	52296226	COMCAST	PHONES	924-000	371	49.60
04/27/2017	GENS	65681*#	68988046	PAETEC	PHONES BLDG	924-000	371	27.13

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
 CHECK DATE FROM 04/01/2017 - 04/30/2017  
 APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
04/27/2017	GENS	65684*#	POSTAGE 4/21/20:	RESERVE ACCOUNT	BLDG POSTAGE & MACHINE LEASE	941-000	371	150.00	
04/27/2017	GENS	65692*#	519703-0	SUPPLYGEEKS.BIZ	BUILDING FUND OFFICE SUPPLIES CALCULATOR	727-000	371	71.53	
								Total for department 371:	5,683.72
Department: 850 BENEFITS/INSURANCE									
04/07/2017	GENS	65574*	163128587	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS APRIL	718-000	850	101.20	
04/07/2017	GENS	65583*#	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DIS INSURANCE BENEFITS LIF APRIL	720-000	850	107.75	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE AD&D APRIL	720-000	850	16.38	
04/07/2017	GENS	65583	000623830009	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE LTD APRIL	720-000	850	288.24	
								CHECK GENS 65583 TOTAL FOR FUND 249:	412.37
04/27/2017	GENS	4(E)*#	HEALTH INS FOR M	WEST MICHIGAN HEALTH INSURANCE	HEALTH INSURANCE BENEFITS MAY	719-000	850	9,126.02	
04/27/2017	GENS	65679*#	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE AD&D MAY	720-000	850	16.38	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE BENEFITS LIF	720-000	850	107.75	
04/27/2017	GENS	65679	000630429931	MUTUAL OF OMAHA INSURANCE	LIFE & DISABILITY INSURANCE LTD MAY	720-000	850	288.24	
								CHECK GENS 65679 TOTAL FOR FUND 249:	412.37
								Total for department 850:	10,051.96
Department: 964 PAYMENTS TO OTHER TOWNSHIPS									
04/13/2017	GENS	3898(A)	MARCH 2017 PERM	EAST GRAND RAPIDS/CITY OF	PERMITS DUE TO EAST GR MARCH	964-500	964	2,126.20	
04/13/2017	GENS	3903(A)	MARCH 2017 PERM	LOWELL TOWNSHIP	PERMITS DUE TO LOWELL TWP MARCH	964-100	964	830.20	
04/13/2017	GENS	3904(A)	MARCH 2017 PERM	PLAINFIELD CHARTER TOWNSHIP	PERMITS DUE PLAINFIELD MARCH	964-600	964	4,458.40	
04/13/2017	GENS	65600	MAR 2017 PERMIT	ADA TOWNSHIP	PERMITS DUE TO ADA TWP MARCH	964-400	964	3,954.45	
04/13/2017	GENS	65603	MAR 2017 PERMIT	CASCADE CHARTER TOWNSHIP	PERMITS DUE CASCADE TWP MARCH	964-800	964	10,435.55	
04/13/2017	GENS	65612	MARCH 2017 PERM	GRAND RAPIDS CHARTER TOWNSHIP	PERMITS DUE TO GR TWP MARCH	964-300	964	3,667.10	
04/13/2017	GENS	65617	MARCH 2017 PERM	LOWELL MI, CITY OF	PERMITS DUE CITY OF LOWELL MARCH	964-700	964	1,219.00	
04/13/2017	GENS	65625	MARCH 2017 PERM	VERGENNES TOWNSHIP	PERMITS DUE TO VERGENNES TWP MARCH	964-200	964	333.20	
								Total for department 964:	27,024.10
								Total for fund 249 BUILDING FUND	127,186.78
FUND 270 - LIBRARY FUND									
04/07/2017	GENS	3881(A)*#	383-356294	BATTERIES PLUS - 383	LIBRARY MAINTENANCE 6V LEAD BATTERIES	931-000	790	118.60	
04/07/2017	GENS	3885(A)	201840	QUALITY AIR	LIBRARY MAINTENANCE HUMIDIFER	931-000	790	156.00	
04/07/2017	GENS	3885(A)	201762	QUALITY AIR	LIBRARY MAINTENANCE BROILER	931-000	790	182.50	
								CHECK GENS 3885(A) TOTAL FOR FUND 270:	338.50
04/07/2017	GENS	3890(A)*#	00312865	THE LIGHT BULB COMPANY	LIBRARY MAINT DIMMING LIGHTS AND EXTENDE	931-000	790	84.92	

05/16/2017 CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
04/07/2017	GENS	65573	55339	ELEVATOR SERVICE INC	LIBRARY MAINTENANCE ELEVATOR MARCH	931-000	790	99.00	
04/07/2017	GENS	65579*#	5105633902.001	KENDALL ELECTRIC INC	LIBRARY MAINT 25-AMP FUSE	931-000	790	53.58	
04/07/2017	GENS	65584*#	68920117	PAETEC	LIBRARY PHONES	924-000	790	39.51	
04/13/2017	GENS	3896(A)*#	MARCH 2017	CONSUMERS ENERGY	100000284784 2870 JACKSMITH AVE MARCH	921-000	790	4,145.01	
04/13/2017	GENS	3897(A)*#	27855	CENTRAL INTERCONNECT INC	LIBRARY MAINTENANCE	931-000	790	864.67	
04/13/2017	GENS	3902(A)*#	197865	KINGSLAND'S ACE HARDWARE	LIBRARY MAINT CLEAR PROTECTIVE COVERING	931-000	790	3.59	
04/13/2017	GENS	3902(A)	197930	KINGSLAND'S ACE HARDWARE	LIBRARY MAINTENANCE SCREWS	931-000	790	0.27	
04/13/2017	GENS	3902(A)	197931	KINGSLAND'S ACE HARDWARE	LIBRARY MAINTENANCE LED LIGHT	931-000	790	15.98	
04/13/2017	GENS	3902(A)	198003	KINGSLAND'S ACE HARDWARE	LIBRARY MAINTENANCE ALK BATTERIES	931-000	790	7.19	
								CHECK GENS 3902(A) TOTAL FOR FUND 270:	27.03
04/13/2017	GENS	3905(A)*#	202223	QUALITY AIR	MONTHLY MAINTENANCE- LIBRARY	931-000	790	806.16	
04/13/2017	GENS	65606*#	301-02737 3/2017	CINTAS CORP #301	2017 RUG CLEANING SERVICE LIBRARY	931-000	790	1,091.20	
04/13/2017	GENS	65608*#	457271900013 3/2	DTE ENERGY	LIBRARY HEATING MARCH	923-000	790	1,186.73	
04/13/2017	GENS	65614	24749	HOOGERHYDE SAFE & LOCK, INC	LIBRARY MAINTENANCE ADJUST PANIC BAR	931-000	790	116.00	
04/13/2017	GENS	65618*#	473899	MINER SUPPLY COMPANY	CLEANING SUPPLIES/PAPER PRODUCT LIBRARY	727-000	790	491.10	
04/13/2017	GENS	65618	473486	MINER SUPPLY COMPANY	VACUUM	931-000	790	2,910.00	
								CHECK GENS 65618 TOTAL FOR FUND 270:	3,401.10
04/20/2017	GENS	3910(A)*#	85467	ENVIRO-CLEAN	CLEANING LIBRARY MARCH	802-200	790	2,244.35	
04/20/2017	GENS	3910(A)	85467	ENVIRO-CLEAN	CLEANING WISNER MARCH	802-200	790	458.67	
04/20/2017	GENS	3910(A)	85467	ENVIRO-CLEAN	CLEANING LIBRARY (WEEKEND) MARCH	802-200	790	272.58	
								CHECK GENS 3910(A) TOTAL FOR FUND 270:	2,975.60
04/20/2017	GENS	3914(A)*#	201032	QUALITY AIR	PILOT BURNER ASSEMBLY & LABOR	931-000	790	1,190.38	
04/20/2017	GENS	3914(A)	198182	QUALITY AIR	LIBRARY MAINT BROILER PRESSURE LOW (2016	931-000	790	277.50	
								CHECK GENS 3914(A) TOTAL FOR FUND 270:	1,467.88
04/20/2017	GENS	3915(A)	00313670	THE LIGHT BULB COMPANY	18W 48" LED T8 35K BULB	931-000	790	195.75	
04/20/2017	GENS	3915(A)	00313670	THE LIGHT BULB COMPANY	10.5PLH/835/BYP #57908	931-000	790	600.00	
04/20/2017	GENS	3915(A)	00313670	THE LIGHT BULB COMPANY	SHIPPING & HANDLING	931-000	790	4.00	
								CHECK GENS 3915(A) TOTAL FOR FUND 270:	799.75
04/20/2017	GENS	65633*#	LIBRARY//////TWP	BOSSCHER ELECTRIC INC	LIBRARY MAINT SERVICE TO LIB, FIRE, TWP	931-000	790	156.10	
04/20/2017	GENS	65633	LIB/TWP 2/28/201	BOSSCHER ELECTRIC INC	LIBRARY LIGHT MAINTENANCE	931-100	790	201.54	
								CHECK GENS 65633 TOTAL FOR FUND 270:	357.64
04/20/2017	GENS	65637	38725	FLAGS UNLIMITED LTD	USA 6X10' 2PLY	931-000	790	97.00	
04/20/2017	GENS	65637	38725	FLAGS UNLIMITED LTD	USA 4X6' 2PLY	931-000	790	45.00	
04/20/2017	GENS	65637	38725	FLAGS UNLIMITED LTD	USA 5X8' 2PLY	931-000	790	132.00	

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
 CHECK DATE FROM 04/01/2017 - 04/30/2017  
 APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/20/2017	GENS	65637	38725	FLAGS UNLIMITED LTD	POW/MIA 3X5' NYLON SINGLE FACE	931-000	790	53.00
04/20/2017	GENS	65637	38755	FLAGS UNLIMITED LTD	3X5' NYLON FLAG CASCADE TWP	931-000	790	336.70
					CHECK GENS 65637 TOTAL FOR FUND 270:			663.70
04/20/2017	GENS	65644	5105726838.001	KENDALL ELECTRIC INC	QTP4X32T8 SYL 4-32W BALLAST	931-000	790	152.80
04/20/2017	GENS	65644	5105726838.001	KENDALL ELECTRIC INC	QTP3X32T8 SYL 3-32W BALLAST	931-000	790	27.80
04/20/2017	GENS	65644	5105726838.001	KENDALL ELECTRIC INC	QTP2X32T8 SYL 2-32W BALLAST	931-000	790	22.26
					CHECK GENS 65644 TOTAL FOR FUND 270:			202.86
04/20/2017	GENS	65648	SV001884	MIDSTATE SECURITY CO.	LIBRARY MAINTENANCE HORN STROBE	931-000	790	199.38
04/20/2017	GENS	65650	474551	MINER SUPPLY COMPANY	CLEANING SUPPLIES/PAPER PRODUCT LIBRARY	727-000	790	57.25
04/27/2017	GENS	65665*#	52296226	COMCAST	LIBRARY PHONES	924-000	790	21.26
04/27/2017	GENS	65671	24594	HOOGERHYDE SAFE & LOCK, INC	INSTALL DOOR CLOSER ON DEPOSITORY DOOR	931-000	790	522.00
04/27/2017	GENS	65681*#	68988046	PAETEC	LIBRARY PHONES	924-000	790	39.53
04/27/2017	GENS	65687*#	79822358	SITEONE LANDSCAPE SUPPLY LLC	LIBRARY MAINTENANCE ROUND GREEN BOX	931-000	790	19.71
04/27/2017	GENS	65691*#	26262	SUPERIOR PEST CONTROL INC	PEST CONTROLL - LIBRARY APRIL	931-000	790	65.00
					Total for department 790:			19,763.57
					Total for fund 270 LIBRARY FUND			19,763.57
<b>FUND 701 - TRUST AND AGENCY FUND</b>								
04/07/2017	GENS	65570	2016 T&A INTERES	CASCADE CHARTER TOWNSHIP	T&A INTERST DUE GF 2016	230-004	000	63.76
04/27/2017	GENS	65670	17003280	GR CITY TREASURER	ROUND HILL PROJECT S/W12/2016	252-040	000	4,616.25
					Total for department 000:			4,680.01
					Total for fund 701 TRUST AND AGENCY			4,680.01
<b>FUND 703 - CURRENT AND DELINQUENT TAX COLLECTION FUND</b>								
04/07/2017	GENS	3886(A)	CAL DQ17-1	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - CALEDONIA OPER	230-002	000	933.76
04/07/2017	GENS	3886(A)	CAL DQ17-1	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - INTEREST	230-002	000	18.69
					CHECK GENS 3886(A) TOTAL FOR FUND 703:			952.45
04/07/2017	GENS	3887(A)	CALD DQ17-1	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - CALEDONIA DEBT	230-002	000	1,247.60
04/07/2017	GENS	3887(A)	CALD DQ17-1	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - INTEREST	230-002	000	124.08
					CHECK GENS 3887(A) TOTAL FOR FUND 703:			1,371.68
04/07/2017	GENS	3888(A)	FHPS DQ17-1	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - OPER	230-002	000	6,412.59
04/07/2017	GENS	3888(A)	FHPS DQ17-1	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - DEBT	230-002	000	8,128.42
04/07/2017	GENS	3888(A)	FHPS DQ17-1	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - REC	230-002	000	1,068.76
04/07/2017	GENS	3888(A)	FHPS DQ17-1	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - INTEREST	230-002	000	360.80
					CHECK GENS 3888(A) TOTAL FOR FUND 703:			15,970.57
04/07/2017	GENS	3889(A)	GRCC DQ17-1	GRAND RAPIDS COMMUNITY COLLEGE	DELQ TAX - GRCC	230-002	000	296.14

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
**APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS**

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
04/07/2017	GENS	3889(A)	GRCC DQ17-1	GRAND RAPIDS COMMUNITY COLLEGE	DELQ TAX - INTEREST	230-002	000	44.69
					CHECK GENS 3889(A) TOTAL FOR FUND 703:			340.83
04/07/2017	GENS	3891(A)	KC DQ17-1	KENT COUNTY TREASURER	DELQ TAX - OPERATING	230-002	000	709.60
04/07/2017	GENS	3891(A)	KC DQ17-1	KENT COUNTY TREASURER	DELQ TAX - JAUL	230-002	000	1,883.83
04/07/2017	GENS	3891(A)	KC DQ17-1	KENT COUNTY TREASURER	DELQ TAX - SENIOR	230-002	000	1,193.44
04/07/2017	GENS	3891(A)	KC DQ17-1	KENT COUNTY TREASURER	DELQ TAX - VETERANS	230-002	000	119.31
04/07/2017	GENS	3891(A)	KC DQ17-1	KENT COUNTY TREASURER	DELQ TAX - ZOO/MUSEUM	230-002	000	978.63
04/07/2017	GENS	3891(A)	KC DQ17-1	KENT COUNTY TREASURER	DELQ TAX - INTEREST	230-002	000	207.78
					CHECK GENS 3891(A) TOTAL FOR FUND 703:			5,092.59
04/07/2017	GENS	3892(A)	SET DQ17-1	KENT COUNTY TREASURER-SET	DELQ TAX - SET	230-002	000	408.93
04/07/2017	GENS	3892(A)	SET DQ17-1	KENT COUNTY TREASURER-SET	DELQ TAX - INTEREST	230-002	000	38.90
					CHECK GENS 3892(A) TOTAL FOR FUND 703:			447.83
04/07/2017	GENS	3893(A)	KISD DQ17-1	KENT INTERMEDIATE SCHOOLS	DELQ TAX - KISD	230-002	000	794.08
04/07/2017	GENS	3893(A)	KISD DQ17-1	KENT INTERMEDIATE SCHOOLS	DELQ TAX - INTEREST	230-002	000	119.91
					CHECK GENS 3893(A) TOTAL FOR FUND 703:			913.99
04/07/2017	GENS	3894(A)	LOW DQ17-1	LOWELL AREA SCHOOLS	DELQ TAX - OPER	230-002	000	176.10
04/07/2017	GENS	3894(A)	LOW DQ17-1	LOWELL AREA SCHOOLS	DELQ TAX - DEBT	230-002	000	205.45
04/07/2017	GENS	3894(A)	LOW DQ17-1	LOWELL AREA SCHOOLS	DELQ TAX - B/S	230-002	000	29.26
04/07/2017	GENS	3894(A)	LOW DQ17-1	LOWELL AREA SCHOOLS	DELQ TAX - INTEREST	230-002	000	8.24
					CHECK GENS 3894(A) TOTAL FOR FUND 703:			419.05
04/07/2017	GENS	65590	FIRE DQ17-1	CASCADE CHARTER TOWNSHIP	DELQ TAX - FIRE	230-002	000	3,139.14
04/07/2017	GENS	65590	FIRE DQ17-1	CASCADE CHARTER TOWNSHIP	DELQ TAX - INTEREST	230-002	000	80.24
					CHECK GENS 65590 TOTAL FOR FUND 703:			3,219.38
04/07/2017	GENS	65591	GF DQ17-1	CASCADE CHARTER TWP	DELQ TAX - OPERATING	230-002	000	2,318.99
04/07/2017	GENS	65591	GF DQ17-1	CASCADE CHARTER TWP	DELQ TAX - PENALTIES	230-002	000	1,060.75
04/07/2017	GENS	65591	GF DQ17-1	CASCADE CHARTER TWP	DELQ TAX - INTEREST	230-002	000	66.24
04/07/2017	GENS	65591	GF DQ17-1	CASCADE CHARTER TWP	DELQ TAX - ADMIN	230-002	000	360.32
04/07/2017	GENS	65591	GF DQ17-1	CASCADE CHARTER TWP	DELQ TAX OVER AND SHORT	230-032	000	(10.06)
					CHECK GENS 65591 TOTAL FOR FUND 703:			3,796.24
04/07/2017	GENS	65592	LIB DQ17-1	CASCADE TWP LIBRARY FUND	DELQ TAX - LIBRARY	230-002	000	357.98
04/07/2017	GENS	65592	LIB DQ17-1	CASCADE TWP LIBRARY FUND	DELQ TAX - INTEREST	230-002	000	9.07
					CHECK GENS 65592 TOTAL FOR FUND 703:			367.05
04/07/2017	GENS	65593	OS DQ17-1	CASCADE CHARTER TOWNSHIP	DELQ TAX - OPEN SPACE	230-002	000	548.88
04/07/2017	GENS	65593	OS DQ17-1	CASCADE CHARTER TOWNSHIP	DELQ TAX - INTEREST	230-002	000	13.92
					CHECK GENS 65593 TOTAL FOR FUND 703:			562.80
04/07/2017	GENS	65594	PATH DQ17-1	PATHWAYS FUND	DELQ TAX - PATHWAYS	230-002	000	951.03
04/07/2017	GENS	65594	PATH DQ17-1	PATHWAYS FUND	DELQ TAX - INTEREST	230-002	000	24.30
					CHECK GENS 65594 TOTAL FOR FUND 703:			975.33
04/07/2017	GENS	65595	POL DQ17-1	POLICE FUND	DELQ TAX - POLICE	230-002	000	1,095.66
04/07/2017	GENS	65595	POL DQ17-1	POLICE FUND	DELQ TAX - INTEREST	230-002	000	27.95
					CHECK GENS 65595 TOTAL FOR FUND 703:			1,123.61
04/07/2017	GENS	65596	DQRF17-1	KENT COUNTY TREASURER	DELQ TAX 41-19-07-476-006 MACARONI GRILL	230-002	000	507.43
04/07/2017	GENS	65596	DQRF17-1	KENT COUNTY TREASURER	DELQ TAX 41-19-31-100-035 GLC PROPERTIES	230-002	000	1,045.92
04/07/2017	GENS	65596	DQRF17-1	KENT COUNTY TREASURER	DELQ TAX 41-19-07-352-002 TRIANGULAR DEV	230-002	000	106.51

05/16/2017

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP  
CHECK DATE FROM 04/01/2017 - 04/30/2017  
APRIL 2017 PAYABLES, PAYROLL, AND TRANSFERS

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
CHECK GENS 65596 TOTAL FOR FUND 703:								1,659.86
04/07/2017	GENS	65597	KDL DQ17-1	KENT DISTRICT LIBRARY	DELQ TAX - KDL	230-002	000	3,055.19
04/07/2017	GENS	65597	KDL DQ17-1	KENT DISTRICT LIBRARY	DELQ TAX - INTEREST	230-002	000	78.04
CHECK GENS 65597 TOTAL FOR FUND 703:								3,133.23
04/20/2017	GENS	65642	CASCT2016-QRT4	KENT COUNTY - HEALTH DEPT	KENT COUNTY - DOG LICENSE 4TH QRT 2016	222-175	000	383.20
Total for department 000:								40,729.69
Total for fund 703 CURRENT TAX COLLECTION FUND								40,729.69
TOTAL - ALL FUNDS								911,779.67

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

#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Transactions Log for Payroll Deductions  
MONTH ENDING: APRIL 2017

**Direct Deposit**

Date Submitted	<u>4.4.17</u>	Transaction#	<u>1346304</u>	Amount	<u>59,142.48</u>
Date Submitted	<u>4.18.17</u>	Transaction#	<u>1357039</u>	Amount	<u>52,851.82</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**Deferred Comp**

Date Submitted	<u>4.4.17</u>	Transaction#	<u>GC220</u>	Amount	<u>1120.71</u>
Date Submitted	<u>4.18.17</u>	Transaction#	<u>GC5ZA</u>	Amount	<u>1120.71</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**Payroll Taxes**

Date Submitted	<u>4.4.17</u>	Transaction#	<u>52392394</u>	Amount	<u>28,560.69</u>
Date Submitted	<u>4.18.17</u>	Transaction#	<u>11163150</u>	Amount	<u>25,589.77</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**HSA**

Date Submitted	<u>4.4.17</u>	Transaction#	<u>1346318</u>	Amount	<u>2618.00</u>
Date Submitted	<u>4.18.17</u>	Transaction#	<u>1357049</u>	Amount	<u>4081.36</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**ICMA RC**

Date Submitted	<u>4.4.17</u>	Transaction#	<u>1346308</u>	Amount	<u>541.00</u>
Date Submitted	<u>4.18.17</u>	Transaction#	<u>1357044</u>	Amount	<u>541.00</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

**MERS**

Date Submitted	<u>4.18.17</u>	Transaction#	<u>68830-2</u>	Amount	<u>30,948.18</u>
----------------	----------------	--------------	----------------	--------	------------------

**Monthly Check Register - Gross**

Date Submitted	<u>4.18.17</u>	Amount	<u>319,429.63</u>
----------------	----------------	--------	-------------------

Clerk's Office  
Date 4.18.17



**CASCADE CHARTER TOWNSHIP**  
2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** May 24th, 2017  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Township Hall / Station #1 / Station #2 Rehabilitation – Preliminary Engineering and Integrated Services Agreement

---

**\*\*Updates from Previous Staff Report Highlighted in **YELLOW**\*\***

**FACTS:**

At the conclusion of the FY2015/FY2016 Township Hall feasibility study, direction was given to prepare to complete the necessary rehabilitation projects at the current Township Hall and Fire Station #1 to continue operations in those facilities for the short-to-moderate term. Township Administrative staff has identified the following projects that need to be undertaken in the Township Hall and Station #1 in order to continue operations in those facilities:

- **Roof Replacement** – The flat portions of the roof over the Township Hall and Fire Station #1 have reached the end of their useful life. Over the past two years we have had a maintenance come in several times to provide “spot” repairs to the roof. Most recently we had significant roof leaks in the Building Department during the snow thaw event that took place the last week of December 2016.
- **HVAC Replacement** – The Township HVAC system has reached the end of its useful life. The Township Hall and Fire Station have significant climate control issues, and the boiler requires constant maintenance and repair. The system is also not energy efficient, and the utility bills for the Township are significantly higher than they could be.
- **Building Generator** – Township Hall and Station #1 serve as an Emergency Action Center during emergency situation occurring in and around the Township. The Township currently has no back-up generator system in place, which could significantly hamper response during a township emergency situation that involves a loss of power. The Township Hall also serves as the IT hub for the entire organization, and maintaining information access is critical, no matter where the Emergency Action Center may be set up.
- **Parking Lot** – Township Hall parking lot is deteriorated and showing signs of need rehabilitation beyond typical preventative maintenance activities.

In addition to these identified projects, the Township Administrative staff has also identified the following project needed at Fire Station #2:

- **Parking Lot** – Station #2 parking lot is deteriorated and showing signs of need rehabilitation beyond typical preventative maintenance activities. Parking lot has not been rehabilitated since the facility was built.

In the FY2017 Budget the Township Board appropriated approximately \$600,000 for these activities. That number was based on preliminary budgetary estimates with no engineering

activities behind it. In February the Township Board approved a contract with the Township engineering firm Fishbeck, Thompson, Carr and Huber to conduct a preliminary engineering study, which has been completed and is attached for your review. The engineers from Fishbeck will be in attendance at the meeting to present the findings to the Township Board.

At the May 10<sup>th</sup> Township Board meeting – the Board chose to table the proposal from Fishbeck, and direction was given to Fishbeck to return with a renovations proposal that would get the Township through the next 3-5 years in the current Township Hall / Station #1 facility while the Township explored a long-term facilities plan.

Attached for your review are:

- Updated Facilities Renovation Proposal, including narrative of proposed changes, updated cost estimate and updated paving plan for Township Hall / Station #1
- Cascade Township Hall Renovation Study, including project recommendations and proposed costs.
- Proposed Integrated Services Agreement and General Conditions with Fishbeck for the potential Township Hall Renovation Project.

#### **ANALYSIS & CONCLUSIONS:**

Fishbeck came to the April Infrastructure Committee meeting to review the findings of the report with the committee. The findings included:

- **Site Paving** – Recommended a combination of full-depth mill-and-fill and overlays at both Township Hall/Station #1 and Station #2. Also included recommended concrete work at Township Hall/Station #1.
- **Architectural Components** – Recommended replacement of the flat roof portions and minor improvements to the west-end mezzanine and Building Department vestibule.
- **Heating, Ventilation and Air Conditioning** – Recommendations include a full replacement of the HVAC system with some upgrades and significant electrical work. Vent and distribution work is also recommended.
- **Generator** – Options given for both full building and essential systems generator. Generator location can significantly influence costs.
- **Snowmelt System** – Proposed for sidewalk replacements at the recommendation of the Infrastructure Committee.

The subtotal for all construction work (found on page 13 of the report) is \$951,100 and the total project cost estimate is \$1,203,200 in consideration of contingencies, architectural/engineering fees and construction management fees. Reductions in the project estimate could be realized if an optimal space for the generator can be utilized.

The Infrastructure Committee held in-depth discussions about a recommendation for the next step of the project. One significant option they considered was reducing the scope of the project by reducing or eliminating the generator portion of the project. Ultimately they decided that a full-building generator is essential to the operations of the Township given the services that are housed in the facility (emergency response, IT infrastructure). The committee has recommended the following:

- The Township Board move to the next step of the project, which would be to engage Fishbeck in a contract for architectural and engineering services through bidding for the project.
- The project be considered in a manner that the Township anticipates utilizing the building long-term and may be repurposed at some point.
- The township staff begin the planning process for a facilities needs study for the entire Township organization (Admin, Fire, B&G, Building, etc...) that includes significant public input.

Fishbeck has made the following recommendations to the proposal in order to adjust to the 3-5 year timeframe:

- Maintain paving at Station #2
- Reduce paving at Township Hall / Station #1 to areas of immediate need
- Maintain reroofing
- Reduce HVAC work to piping and controls
- Eliminate snowmelt/concrete work
- Reduce generator work to docking station with option for generator purchase or rental.

Fishbeck representatives will be at the meeting to review the revised plan and answer any questions the Board may have.

#### **FINANCIAL CONSIDERATIONS:**

The proposed cost of the Integrated Services Agreement and General Conditions from Fishbeck is \$163,500. This includes \$88,200 through the bidding process and \$75,300 for Construction Administration. The proposal indicates that there could be a reduction in fee if the Total Construction cost is reduced, but reductions may not be directly proportional.

The Township Board has budgeted \$600,000 for this project. With an estimate of \$1,203,200 for the project, significant budget amendments will be needed in the three effected funds (General Fund, Fire Fund, Building Fund) to facilitate the project. Current fund balances for the three effected funds:

- General Fund - \$9,080,192
- Fire Fund - \$2,655,709
- Building Fund - \$2,430,081

The revised plan from Fishbeck estimates costs at \$503,800 (including 20% in design and estimating contingencies). Should the Township consider the purchase of an appropriately sized generator, that would add an additional \$113,000 to the costs.

#### **RECOMMENDED ACTION:**

The Infrastructure Committee has recommended the Township Board approve the Integrated Services Agreement and General Conditions with Fishbeck, Thompson, Carr and Huber and authorize work through Bidding for the project, contingent on approval from the Township Attorney

## Ben Swayze

---

**From:** Durkee, Daniel <dedurkee@FTCH.com>  
**Sent:** Friday, May 19, 2017 10:58 AM  
**To:** Ben Swayze  
**Cc:** Yeomans, Gregg A.; Moeggenborg, Kent D.; Maddox, Roger  
**Subject:** Updated Cost Estimate for proposed Cascade Township Hall renovations  
**Attachments:** Township Office paving revised may 12 2017.pdf; CascadeTWP\_Hall\_Feasibility\_2017\_0517\_Draft.pdf

Good morning Ben,

Following last week's township board meeting and request to investigate ways to reduce renovation costs for the existing Township Hall based upon staying in the building for approximately 3 to 5 years, our team has met and prepared the following recommendations for your consideration.

- Maintain paving improvements at Fire Station #2 site.
- Reduce paving improvements at Township Hall/Fire Station #1 site (see attached updated site sketch).
- Maintain reroofing of all flat roof areas at Township Hall/Fire Station #1 (retain 60 mil roof membrane in lieu of reducing to 45 mil which would represent only a \$1,000 savings).
- Adjust HVAC improvements to include only replacement of heating piping and HVAC controls to help address comfort issues (existing roof top HVAC units and boiler to remain).
- Delete snowmelt system.
- Delete fixed whole-building (200kW) emergency generator including associated underground gas piping and electrical wiring, and provide a central docking station for portable generator to connect to the existing electrical panel and provide emergency power when/as needed from a private supplier. This would replace existing mechanical interlocks and receptacles at each end of the building which currently are connected to small portable generators with limited capacity to energize only a few circuits within the building.

An updated cost estimate has been prepared and attached based upon our original study (4/19/17) and indicates reduced costs for these proposed changes (5/17/17). While these costs represent a substantial reduction from our initial study estimate, it is important to note there would be continuing maintenance costs for the existing roof top HVAC units, and possible replacement costs if one or more were to fail before vacating the building.

Alternative approaches to the emergency generator and associated savings or costs have also been indicated at the bottom of the estimate. This includes the cost to purchase a portable whole-building (200kW) diesel generator fixed on a trailer for use at the Township Hall/Fire Station #1, and possibly other township facilities.

We will be available at the May 24<sup>th</sup> Township Board meeting to review this information, and please feel free to contact us if you have any questions before then.

Thanks

Dan

**Daniel Durkee, AIA, LEED AP** • Vice President/Senior Architect • 616-575-3824 • [www.ftch.com](http://www.ftch.com)  
Fishbeck, Thompson, Carr & Huber, Inc. • Engineers, Scientists, Architects, Constructors





<b>CONSTRUCTION ACTIVITIES</b>	<b>4/19/17</b>	<b>5/17/17</b>
<b>SITE PAVING</b>		
Fire Station #2	\$58,100	\$58,100
Township Hall	\$112,700	\$64,200
<b>TOWNSHIP HALL ROOF</b>		
Reroofing Flat Areas	\$85,800	\$85,800
<b>HVAC</b>		
Replace Rooftop Units & Boiler	\$315,900	-----
Replace Heat Piping		\$39,600
Replace HVAC Controls Only		\$53,500
<b>SNOW MELT SYSTEM</b>		
At Main Building Entry	\$47,400	-----
<b>EMERGENCY GENERATOR</b>		
Provide Whole-Building Generator at Northwest Corner of Property	\$331,200	-----
Provide Outlet for Connection to Portable Emergency Generator		\$52,300
<hr/>		
<b>SUBTOTAL FOR CONSTRUCTION</b>	<b>\$951,100</b>	<b>\$353,500</b>
Design & Estimating Contingency (10%)	\$95,100	(20%) \$70,700
Construction Management Fee (5%)	\$47,600	(5%) \$17,700
<hr/>		
<b>TOTAL CONSTRUCTION COST ESTIMATE</b>	<b>\$1,093,800</b>	<b>\$441,900</b>
Architectural/Engineering Fees (10%)	\$109,400	(14%) \$61,900
<hr/>		
<b>SUBTOTAL PROJECT COST ESTIMATE</b>	<b>\$1,203,200</b>	<b>\$503,800</b>
<b>EMERGENCY GENERATOR ALTERNATES</b>		
Locate new Emergency Generator directly north of main building entrance (savings)	-\$51,600	
Purchase portable Emergency Generator for use at existing Township Hall		\$113,000
<hr/>		
<b>TOTAL PROJECT COST ESTIMATE</b>	<b>\$1,151,600</b>	<b>\$616,800</b>



Cascade Township Hall  
2865 Thornhills Avenue, SE  
Grand Rapids, Michigan

## Cascade Township Hall Renovation

Prepared for:  
Integrated Services Agreement  
And General Conditions

Project No. G170341



Fishbeck, Thompson, Carr & Huber, Inc.  
engineers | scientists | architects | constructors

ftc&h

# ConsensusDocs® 410

## INTEGRATED SERVICES AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND FISHBECK, THOMPSON, CARR & HUBER, INC. (FTCH) (Cost of the Work Plus a Fee)



### TABLE OF ARTICLES

1. AGREEMENT
2. GENERAL PROVISIONS
3. FTCH'S RESPONSIBILITIES
4. OWNER'S RESPONSIBILITIES
5. SUBCONTRACTS
6. TIME
7. COMPENSATION
8. COST OF THE WORK
9. CHANGES IN THE WORK
10. PAYMENT FOR CONSTRUCTION PHASE SERVICES
11. INDEMNITY, INSURANCE, AND BONDS
12. SUSPENSION, NOTICE TO CURE, AND TERMINATION
13. DISPUTE MITIGATION AND RESOLUTION
14. MISCELLANEOUS
15. CONTRACT DOCUMENTS  
AMENDMENT 1

### ARTICLE 1 AGREEMENT

Project Number: \_\_\_\_\_



ConsensusDocs® 410 –Integrated Services Agreement and General Conditions Between Owner and FTCH (Cost of Work Plus Fee) - Copyright® 2011. THIS DOCUMENT MAY HAVE BEEN MODIFIED. Consultation with legal and insurance counsel are strongly encouraged. You may only make copies of finalized documents for distribution to parties in direct connection with this contract. Any other uses are strictly prohibited.

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2017, by

and between the OWNER  
Cascade Charter Township  
2865 Thornhills Avenue, SE  
Grand Rapids, Michigan 49546-7192

and INTEGRATED SERVICES PROVIDER  
Fishbeck, Thompson, Carr & Huber, Inc. (FTCH)  
1515 Arboretum Drive, SE  
Grand Rapids, Michigan 49546

Tax identification number (TIN) 38-184-1857

for services in connection with the following

PROJECT: Design and construction of Township Hall renovations at 2865 Thornhills Avenue, SE, Grand Rapids, Michigan.

Notice to the Parties shall be given at the above addresses.

## ARTICLE 2 GENERAL PROVISIONS

**2.1 TEAM RELATIONSHIP** The Parties each agree to proceed with the Project on the basis of trust, good faith and fair dealing and shall take all actions reasonably necessary to perform this Agreement in an economical and timely manner, including consideration of design modifications and alternative materials or equipment that will permit the Work to be constructed within the budget and by the Dates of Substantial Completion and Final Completion if they are established by Amendment 1. FTCH agrees to furnish, as permitted by the Law, the design phase services and construction phase services as set forth below.

2.1.1 FTCH represents that it is an independent contractor and that it is familiar with the type of work it is undertaking.

2.1.2 Neither FTCH nor any of its agents or employees shall act on behalf of or in the name of the Owner unless authorized in writing by the Owner's Representative.

2.1.3 The Parties shall perform their obligations with integrity, ensuring at a minimum that each: (a) avoid conflicts of interest and discloses promptly any to the other Party, and (b) warrant that it has not and shall not pay or receive any contingent fees or gratuities to or from the other Party, including its agents, officers and employees, Subcontractors or others for whom they may be liable, to secure preferential treatment.

**2.2 DESIGN-PROFESSIONAL** Architectural and engineering services shall be furnished by licensed employees of FTCH.

### 2.3 DEFINITIONS

2.3.1 "Agreement" means this ConsensusDocs 410 Standard Integrated Services Agreement and General Conditions Between Owner and FTCH (Cost of the Work Plus a Fee), as modified, amendments, exhibits, addenda, and attachments made part of this agreement upon its execution.

2.3.2 The following exhibits are a part of this Agreement:

Exhibit A: Cascade Township Hall Renovation Study dated April 19, 2017.



Exhibit B: Professional Services letter dated April 28, 2017.  
Exhibit C: Certificate of Insurance.  
Exhibit D: FTCH Standard Billing Rates dated July 2, 2016.

2.3.3 "Business Day" means all Days, except weekends and official federal or state holidays where the Project is located.

2.3.4 A "Change Order" is a written order signed by the Owner and FTCH after execution of this Agreement, indicating changes in the scope of the Work, Cost of the Work or Contract Time, including substitutions proposed by FTCH and accepted by the Owner.

2.3.5 The "Contract Documents" consist of those documents identified in section 15.1, change orders and written amendments to this Agreement including exhibits and appendices, signed by both the Owner and FTCH.

2.3.6 The "Contract Time" is the period between the Date of Commencement and Final Completion.

2.3.7 "Cost of the Work" means the costs and discounts specified in ARTICLE 8.

2.3.8 "Day" means calendar day.

2.3.9 "Date of Commencement" is as provided for in section 6.1

2.3.10 "Construction Management's Fee" means the compensation paid to FTCH for salaries and other mandatory or customary compensation of FTCH's employees while engaged in Construction Management Services at its principal and branch offices except employees listed in subsection 8.2.2, general and administrative expenses of FTCH's principal and branch offices other than the field office, and FTCH's capital expenses, including interest on FTCH's capital employed for the Work, and profit.

2.3.11 "Defective Work" is any portion of the Work not in conformance to the requirements of the Contract Documents.

2.3.12 "Final Completion" occurs on the date when FTCH's obligations under this Agreement are complete and accepted by the Owner and final payment becomes due and payable.

2.3.13 "Laws" mean federal, state and local laws, ordinances, codes, rules, and regulations applicable to the Work with which FTCH must comply that are enacted as of the Agreement date.

2.3.14 "Material Supplier" is a person or entity retained by FTCH to provide material and equipment for the Work.

2.3.15 "Others" means other contractors and all persons at the Worksite who are not employed by FTCH, its Subcontractors or Material Suppliers.

2.3.16 "Overhead" shall mean (a) payroll costs and other compensation of FTCH's employees in FTCH's principal and branch offices; (b) general and administrative expenses of FTCH's principal and branch offices including deductibles paid on any insurance policy, charges against FTCH for delinquent payments, and costs related to the correction of defective work; and (c) FTCH's capital expenses, including interest on capital used for the Work.

2.3.17 The "Owner" is the person or entity identified in ARTICLE 1, and includes the Owner's Representative.



2.3.18 The "Owner's Program" is an initial description of the Owner's objectives that may include budget and time criteria, space requirements and relationships, flexibility and expandability requirements, special equipment and systems, and site requirements.

2.3.19 The "Parties" are collectively the Owner and FTCH.

2.3.20 The "Project," as identified in ARTICLE 1, is the building, facility or other improvements for which FTCH is to perform the Work under this Agreement. It may also include improvements to be undertaken by the Owner or Others.

2.3.21 A "Subcontractor" is a person or entity retained by FTCH as an independent contractor to provide the labor, materials, equipment or services necessary to complete a specific portion of the Work. The term Subcontractor does not include the Design-Professional or any separate contractor employed by the Owner or any separate contractor's subcontractors.

2.3.22 "Substantial Completion" of the Work, or of a designated portion, occurs on the date when FTCH's obligations are sufficiently complete in accordance with the Contract Documents so that the Owner may occupy or utilize the Project, or a designated portion, for the use for which it is intended, in accordance with section 10.4. The issuance of a certificate of occupancy is not a prerequisite for Substantial Completion if the certificate of occupancy cannot be obtained due to factors beyond FTCH's control. This date shall be confirmed by a certificate of Substantial Completion signed by the Owner and FTCH. The certificate shall state the respective responsibilities of the Owner and FTCH for security, maintenance, heat, utilities, or damage to the Work, and insurance. The certificate shall also list the items to be completed or corrected, and establish the time for their completion and correction, within the timeframe, if any, established in Amendment 1 for the date of Final Completion.

2.3.23 "Sub-subcontractor" is a party or entity who has an agreement with a Subcontractor to perform any portion of the Subcontractor's work.

2.3.24 "Terrorism" means a violent act, or an act that is dangerous to human life, property or infrastructure, that is committed by an individual or individuals and that appears to be part of an effort to coerce a civilian population or to influence the policy or affect the conduct of any government by coercion. Terrorism includes, but is not limited to, any act certified by the United States Secretary of Treasury as an act of terrorism pursuant to the Terrorism Risk Insurance Act, as amended.

2.3.25 The "Work" is the Design Phase services furnished in accordance with section 3.1, the Construction Phase services provided in accordance with section 3.3, Additional services that may be provided in section 3.9, and other services which are necessary to complete the Project in accordance with and reasonably inferable from the Contract Documents.

2.3.26 "Worksite" means the geographical area of the Project location mentioned in ARTICLE 1 where the Work is to be performed.

2.3.27 FTCH will provide Integrated Services as the architect, engineer, and construction manager.

### ARTICLE 3 FTCH'S RESPONSIBILITIES

FTCH shall be responsible for procuring or furnishing the design and for the construction of the Work consistent with the Owner's Program, as such Program may be modified by the Owner during the course of the Work and outlined in Exhibit A. FTCH shall exercise reasonable skill and judgment in the performance of its services consistent with the team relationship described in section 2.1, but does not warrant nor guarantee schedules.



FTCH and the Owner may establish a fast-track approach to the design and construction services necessary to complete the Project. The Schedule of the Work shall be included as an exhibit to this Agreement. In the absence of such agreement, the Parties shall proceed in accordance with sections 3.1 and 3.3 below.

### 3.1 DESIGN PHASE SERVICES

**3.1.1 PRELIMINARY EVALUATION** The Cascade Township Hall Renovation Study dated April 19, 2017 shall serve as the preliminary evaluation for scope and feasibility of the Project.

**3.1.2 PRELIMINARY SCHEDULE** FTCH shall prepare a preliminary schedule of the Work. The Owner shall provide written approval of milestone dates established in the preliminary schedule of the Work. The schedule shall show the activities of the Owner and FTCH's Design and Construction Management team necessary to meet the Owner's completion requirements. The schedule shall be updated periodically with the level of detail for each schedule update reflecting the information then available. If an update indicates that a previously approved schedule will not be met, FTCH shall recommend corrective action to the Owner in writing.

**3.1.3 PRELIMINARY ESTIMATE** The Cascade Township Hall Renovation Study dated April 19, 2017, shall serve as the initial preliminary estimate for the Project. The estimate shall be updated periodically with the level of detail for each estimate update reflecting the information then available. If the preliminary estimate or any update exceeds the Owner's budget, FTCH shall make recommendations to the Owner.

**3.1.4 SCHEMATIC DESIGN DOCUMENTS (Not Used)**

**3.1.5 PLANNING PERMITS** FTCH shall obtain and the Owner shall pay for all planning permits necessary for the construction of the Project.

**3.1.6 DESIGN DEVELOPMENT DOCUMENTS** FTCH shall submit for the Owner's written approval Design Development Documents based on the Cascade Township Hall Renovation Study (see Exhibit A). The Design Development Documents shall define the Project including drawings and outline specifications fixing and describing the Project size and character as to site utilization, and other appropriate elements incorporating the structural, architectural, mechanical and electrical systems. One set of these documents shall be furnished to the Owner. When FTCH submits the Design Development Documents, FTCH shall identify in writing all material changes and deviations that have taken place from the Schematic Design Documents. FTCH shall update the schedule and estimate based on the Design Development Documents.

**3.1.7 CONSTRUCTION DOCUMENTS** FTCH shall submit for the Owner's written approval Construction Documents based on the approved Design Development Documents. The Construction Documents shall set forth in detail the requirements for construction of the Work, and shall consist of drawings and specifications based upon Laws enacted at the time of their preparation. When FTCH submits the Construction Documents, FTCH shall identify in writing all material changes and deviations that have taken place from the Design Development Documents. Construction shall be in accordance with these approved Construction Documents. One set of these documents shall be furnished to the Owner prior to commencement of construction.

**3.1.8 OWNERSHIP OF DOCUMENTS**

**3.1.8.1 OWNERSHIP OF TANGIBLE DOCUMENTS** The Owner shall receive ownership of the property rights, except for copyrights, of all documents, drawings, specifications, electronic data and information (hereinafter "Documents") prepared, provided or procured



by FTCH, its Design-Professional, Subcontractors or consultants and distributed to the Owner for this Project, upon the making of final payment to FTCH or, in the event of termination under ARTICLE 12, upon payment for all sums due to FTCH pursuant to ARTICLE 12.

**3.1.8.2 COPYRIGHT** The Parties agree that the Owner shall not obtain ownership of the copyright of all Documents. The Owner's acquisition of the copyright for all Documents shall be subject to the making of payments as required by the subsection above and the payment of the fee reflecting the agreed value of the copyright set forth below:

If the Parties have not made a selection to transfer copyright interests in the Documents, the copyright shall remain with FTCH.

**3.1.8.3 USE OF DOCUMENTS IN EVENT OF TERMINATION** In the event of a termination of this Agreement pursuant to ARTICLE 12, the Owner shall have the right to use, to reproduce, and to make derivative works of the Documents to complete the Project, regardless of whether there has been a transfer of copyright under this section, provided payment has been made pursuant to subsection 3.1.8.1.

**3.1.8.4 OWNER'S USE OF DOCUMENTS AFTER COMPLETION OF PROJECT** After completion of the Project, the Owner may reuse, reproduce or make derivative works from the Documents solely for the purposes of maintaining, renovating, remodeling or expanding the Project at the Worksite. The Owner's use of the Documents without FTCH's involvement or on other projects is at the Owner's sole risk, except for Construction Management's indemnification obligations, and the Owner shall indemnify and hold harmless FTCH, its Design-Professional, Subcontractors and consultants, and the agents, officers, directors and employees of each of them, from and against any and all claims, damages, losses, costs and expenses, including reasonable attorneys' fees and costs, arising out of or resulting from such any prohibited use.

**3.1.8.5 DESIGN-PROFESSIONAL'S USE OF DOCUMENTS** Where FTCH has transferred its copyright interest in the Documents under subsection 3.1.8.1, FTCH may reuse Documents prepared by it pursuant to this Agreement in its practice, but only in their separate constituent parts and not as a whole.

**3.1.8.6** FTCH shall obtain from its Design-Professional, Subcontractors and consultants rights and rights of use that correspond to the rights given by FTCH to the Owner in this Agreement, and FTCH shall provide evidence that such rights have been secured.

## **3.2 NOT USED**

## **3.3 CONSTRUCTION PHASE SERVICES**

**3.3.1** The Construction Phase will commence upon the issuance by the Owner of a written notice to proceed with construction. If construction commences prior to execution of Amendment No. 1, FTCH shall prepare for the Owner's written approval a list of the documents that are applicable to the part of the Work which the Owner has authorized, which list shall be included in the Owner's written notice to proceed.

**3.3.2** In order to complete the Work, FTCH shall provide all necessary construction supervision, inspection, construction equipment, labor, materials, tools, and subcontracted items.

**3.3.3** FTCH shall give all notices and comply with all laws and ordinances legally enacted at the date of execution of the Agreement which govern the proper performance of the Work.



3.3.4 FTCH shall obtain and the Owner shall pay for the building permits necessary for the construction of the Project.

3.3.5 FTCH shall keep such full and detailed accounts as are necessary for proper financial management under this Agreement. The Owner shall be afforded access to all FTCH records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda and similar data relating to this Agreement. FTCH shall preserve all such records for a period of three years after the final payment or longer where required by law.

3.3.6 FTCH shall provide periodic written reports to the Owner on the progress of the Work in such detail as is required by the Owner and as agreed to by the Owner and FTCH.

3.3.7 FTCH shall develop a system of cost reporting for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes in the Work. The reports shall be presented to the Owner at mutually agreeable intervals.

3.3.8 FTCH shall regularly remove debris and waste materials at the Worksite resulting from the Work. Prior to discontinuing Work in an area, FTCH shall clean the area and remove all rubbish and its construction equipment, tools, machinery, waste and surplus materials. FTCH shall minimize and confine dust and debris resulting from construction activities. At the completion of the Work, FTCH shall remove from the Worksite all construction equipment, tools, surplus materials, waste materials and debris.

3.3.9 FTCH shall prepare and submit to the Owner either:

- final marked-up as-built drawings, or
- updated electronic data

that generally document how the various elements of the Work including changes were actually constructed or installed, or as defined by the Parties by attachment to this Agreement.

3.4 SCHEDULE OF THE WORK FTCH shall prepare and submit a schedule of work for the Owner's acceptance and written approval as to milestone dates. This schedule shall indicate the commencement and completion dates of the various stages of the Work, including the dates when information and approvals are required from the Owner. The schedule shall be revised as required by the conditions of the Work.

### 3.5 SAFETY OF PERSONS AND PROPERTY

3.5.1 SAFETY PRECAUTIONS AND PROGRAMS FTCH shall have overall responsibility for safety precautions and programs in the performance of the Work. However, such obligation does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with the provisions of Laws.

3.5.2 FTCH shall seek to avoid injury, loss or damage to persons or property by taking reasonable steps to protect:

3.5.2.1 its employees and other persons at the Worksite;

3.5.2.2 materials, supplies and equipment stored at the Worksite for use in performance of the Work; and



3.5.2.3 the Project and all property located at the Worksite and adjacent to work areas, whether or not said property or structures are part of the Project or involved in the Work.

3.5.3 FTCH'S SAFETY REPRESENTATIVE FTCH shall designate an individual at the Worksite in the employ of FTCH who shall act as FTCH's designated safety representative with a duty to prevent accidents. Unless otherwise identified by FTCH in writing to the Owner, the designated safety representative shall be FTCH's project superintendent. FTCH will report promptly in writing all recordable accidents and injuries occurring at the Worksite to the Owner. When FTCH is required to file an accident report with a public authority, FTCH shall furnish a copy of the report to the Owner.

3.5.4 FTCH shall provide the Owner with copies of all notices required of FTCH by Law. FTCH's safety program shall comply with the requirements of governmental and quasi-governmental authorities having jurisdiction over the Work.

3.5.5 Damage or loss not insured under property insurance that arises from the performance of the Work, to the extent of the negligence attributed to such acts or omissions of FTCH, or anyone for whose acts FTCH may be liable, shall be promptly remedied by FTCH. Damage or loss attributable to the acts or omissions of the Owner or Others and not to FTCH shall be promptly remedied by the Owner.

3.5.6 If the Owner deems any part of the Work or Worksite unsafe, the Owner, without assuming responsibility for FTCH's safety program, may require FTCH to stop performance of the Work or take corrective measures satisfactory to the Owner, or both. If FTCH does not adopt corrective measures, the Owner may perform them and reduce by the costs of the corrective measures the amount of the estimated Cost of the Work as provided in ARTICLE 8. FTCH agrees to make no claim for damages, compensation for Design Phase services, Construction Management's Fee or the Date of Substantial Completion or the Date of Final Completion based on FTCH's compliance with the Owner's reasonable request.

3.6 EMERGENCIES In any emergency affecting the safety of persons or property, FTCH shall act, at its discretion, to prevent threatened damage, injury or loss. Any change in the estimated Cost of the Work, Construction Management's Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate the compensation for Design Phase services, on account of emergency work shall be determined as provided for in ARTICLE 9.

### 3.7 HAZARDOUS MATERIALS

3.7.1 A Hazardous Material is any substance or material identified now or in the future as hazardous under any Laws or any other substance or material which may be considered hazardous or otherwise subject to statutory or regulatory requirements governing handling, disposal or clean-up. FTCH shall not be obligated to commence or continue work until any Hazardous Material discovered at the Worksite has been removed, rendered or determined to be harmless by the Owner as certified by an independent testing laboratory and approved by the appropriate governmental agency.

3.7.2 After commencing the Work, if Hazardous Material is discovered at the Project, FTCH shall be entitled to immediately stop Work in the affected area. FTCH shall promptly report the condition to the Owner and, if required, the governmental agency with jurisdiction.

3.7.3 FTCH shall not be required to perform any Work relating to or in the area of Hazardous Material without written mutual agreement.

3.7.4 The Owner shall be responsible for retaining an independent testing laboratory to determine the nature of the material encountered and whether it is a Hazardous Material requiring corrective



measures or remedial action. Such measures shall be the sole responsibility of the Owner, and shall be performed in a manner minimizing any adverse effect upon the Work of FTCH. FTCH shall resume Work in the area affected by any Hazardous Material only upon written agreement between the Parties after the Hazardous Material has been removed or rendered harmless and only after approval, if necessary, of the governmental agency or agencies with jurisdiction.

3.7.5 If FTCH incurs additional costs or is delayed due to the presence or remediation of Hazardous Material, FTCH shall be entitled to an equitable adjustment in the compensation for Design Phase services, Construction Management's Fee or the Date of Substantial Completion or the Date of Final Completion.

3.7.6 To the extent permitted and to the extent not caused by the negligent acts or omissions of FTCH, its Subcontractors, Material Suppliers and Sub-subcontractors, and the agents, officers, directors and employees of each of them, the Owner shall defend, indemnify and hold harmless FTCH, its Subcontractors and Sub-subcontractors, and the agents, officers, directors and employees of each of them, from and against all claims, damages, losses, costs and expenses, including but not limited to reasonable attorneys' fees, costs and expenses incurred in connection with any dispute resolution, arising out of or relating to the performance of the Work in any area affected by Hazardous Material.

3.7.7 Safety Data Sheets (SDS) as required by law and pertaining to materials or substances used or consumed in the performance of the Work, whether obtained by FTCH, Subcontractors, the Owner or Others, shall be maintained at the Project by FTCH and made available to the Owner and Subcontractors.

3.7.8 During FTCH's performance of the Work, FTCH shall be responsible for the proper handling of all materials brought to the Worksite by FTCH. Upon the issuance of the Certificate of Substantial Completion, the Owner shall be responsible under this section for materials and substances brought to the site by FTCH if such materials or substances are required by the Contract Documents.

3.7.9 Section 3.7 shall survive the completion of the Work under this Agreement or any termination of this Agreement.

### 3.8 WARRANTY AND COMPLETION

3.8.1 FTCH warrants that all materials and equipment furnished under the Construction Phase of this Agreement will be new unless otherwise specified, of good quality, in conformance with the Contract Documents, and free from defective workmanship and materials. Warranties shall commence on the Date of Substantial Completion of the Work or of a designated portion. FTCH agrees to correct all construction performed under this Agreement which is defective in workmanship or materials within a period of one year from the Date of Substantial Completion or for such longer periods of time as may be set forth with respect to specific warranties required by the Contract Documents.

3.8.2 To the extent products, equipment, systems or materials incorporated in the Work are specified and purchased by the Owner, they shall be covered exclusively by the warranty of the manufacturer. There are no warranties which extend beyond the description on the face of any such warranty. To the extent products, equipment, systems or materials incorporated in the Work are specified by the Owner but purchased by FTCH and are inconsistent with selection criteria that otherwise would have been followed by FTCH, FTCH shall assist the Owner in pursuing warranty claims. ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED.



3.8.3 FTCH shall secure required certificates of inspection, testing or approval and deliver them to the Owner.

3.8.4 FTCH shall collect all written warranties and equipment manuals and deliver them to the Owner in a format directed by the Owner.

3.8.5 With the assistance of the Owner's maintenance personnel, FTCH shall direct the checkout of utilities and start-up operations, and adjusting and balancing of systems and equipment for readiness.

### 3.9 CORRECTION OF WORK WITHIN ONE YEAR

3.9.1 If, prior to Substantial Completion and within one year after the date of Substantial Completion of the Work or for such longer periods of time as may be set forth with respect to specific warranties required by the Contract Documents, any Defective Work is found, the Owner shall promptly notify FTCH in writing. Unless the Owner provides written acceptance of the condition, FTCH shall promptly correct the Defective Work at its own cost and time and bear the expense of additional services required for correction of any Defective Work for which it is responsible. If within the one-year correction period the Owner discovers and does not promptly notify FTCH or give FTCH an opportunity to test or correct Defective Work as reasonably requested by FTCH, the Owner waives FTCH's obligation to correct that Defective Work as well as the Owner's right to claim a breach of the warranty with respect to that Defective Work.

3.9.2 With respect to any portion of Work first performed after Substantial Completion, the one-year correction period shall be extended by the period of time between Substantial Completion and the actual performance of the later Work. Correction periods shall not be extended by corrective work performed by FTCH.

3.9.3 If FTCH fails to correct Defective Work within a reasonable time after receipt of written notice from the Owner prior to final payment, the Owner may correct it in accordance with the Owner's right to carry out the Work. In such case, an appropriate Change Order shall be issued deducting the cost of correcting the Defective Work from payments then or thereafter due FTCH. If payments then or thereafter due FTCH are not sufficient to cover such amounts, FTCH shall pay the difference to the Owner.

3.9.4 FTCH's obligations and liability, if any, with respect to any Defective Work discovered after the one-year correction period shall be determined by the Law. If, after the one-year correction period but before the applicable limitation period has expired, the Owner discovers any Work which the Owner considers Defective Work, the Owner shall, unless the Defective Work requires emergency correction, promptly notify FTCH and allow FTCH an opportunity to correct the Work if FTCH elects to do so. If FTCH elects to correct the Work, it shall provide written notice of such intent within fourteen (14) Days of its receipt of notice from the Owner and shall complete the correction of Work within a mutually agreed timeframe. If FTCH does not elect to correct the Work, the Owner may have the Work corrected by itself or others, and, if the Owner intends to seek recovery of those costs from FTCH, the Owner shall promptly provide FTCH with an accounting of correction costs it incurs.

3.9.5 If FTCH's correction or removal of Defective Work causes damage to or destroys other completed or partially completed Work or existing buildings, FTCH shall be responsible for the cost of correcting the destroyed or damaged property.

3.9.6 The one-year period for correction of Defective Work does not constitute a limitation period with respect to the enforcement of FTCH's other obligations under the Contract Documents.



3.9.7 Prior to final payment, at the Owner's option and with FTCH's agreement, the Owner may elect to accept Defective Work rather than require its removal and correction. In such case the Contract Price shall be equitably adjusted for any diminution in the value of the Project caused by such Defective Work.

3.10 CONFIDENTIALITY FTCH shall treat as confidential and not disclose to third-persons, except Subcontractors, Sub-subcontractors and the Design-Professional as is necessary for the performance of the Work, or use for its own benefit any of the Owner's developments, confidential information, know-how, discoveries, production methods and the like that may be disclosed to FTCH or which FTCH may acquire in connection with the Work. The Owner shall treat as confidential information all of FTCH's estimating systems and historical and parameter cost data that may be disclosed to the Owner in connection with the performance of this Agreement. The Owner and FTCH shall each specify those items to be treated as confidential and shall mark them as "Confidential."

3.11 ADDITIONAL SERVICES FTCH shall provide or procure the following Additional services upon the request of the Owner. A written agreement between the Owner and FTCH shall define the extent of such Additional services before they are performed by FTCH.

3.11.1 Development of the Owner's Program, establishing the Project budget, investigating sources of financing, general business planning and other information and documentation as may be required to establish the feasibility of the Project.

3.11.2 Consultations, negotiations, and documentation supporting the procurement of Project financing.

3.11.3 legal descriptions and aerial photographs.

3.11.4 Appraisals of existing equipment, existing properties, new equipment and developed properties.

3.11.5 environmental studies, reports and investigations.

3.11.6 Consultations and representations before governmental authorities or others having jurisdiction over the Project other than normal assistance in securing building permits.

3.11.7 . Not Used

3.11.8 , models and mockups of the Project or any part of the Project or the Work.

3.11.9 Inventories of existing furniture, fixtures, furnishings and equipment which might be under consideration for incorporation into the Work.

3.11.10 Interior design and related services, including procurement and placement of furniture, furnishings, artwork and decorations.

3.11.11 Making revisions to the Schematic Design, Design Development, or Construction Documents after they have been approved by the Owner, and which are due to causes beyond the control of FTCH. Causes beyond the control of FTCH do not include acts or omissions on the part of Subcontractors, Material Suppliers, Sub-subcontractors or the Design-Professional.

3.11.12 Design, coordination, management, expediting and other services supporting the procurement of materials to be obtained, or work to be performed, by the Owner, including but not limited to telephone systems, computer wiring networks, sound systems, alarms, security systems and other specialty systems which are not a part of the Work.



3.11.13 Estimates, proposals, appraisals, consultations, negotiations and services in connection with the repair or replacement of an insured loss, provided such repair or replacement did not result from the negligence of FTCH.

3.11.14 The premium portion of overtime work ordered by the Owner, including productivity impact costs, other than that required by FTCH to maintain the Schedule of Work.

3.11.15 Out-of-town travel by the Design-Professional in connection with the Work, except between the Design-Professional's office, FTCH's office, the Owner's office and the Worksite.

3.11.16 Obtaining service contractors and training maintenance personnel, assisting and consulting in the use of systems and equipment after the initial start-up.

3.11.17 Services for tenant or rental spaces not a part of this Agreement.

3.11.18 Services requested by the Owner or required by the Work which are not specified in the Contract Documents and which are not normally part of generally accepted design and construction practice.

3.11.19 Serving or preparing to serve as an expert witness in connection with any proceeding, legal or otherwise, regarding the Project.

3.11.20 Document reproduction exceeding the limits provided for in this Agreement.

3.11.21 Providing services relating to Hazardous Material discovered at the Worksite.

3.11.22 Other services as agreed to by the Parties and identified in an attached exhibit.

3.12 FTCH'S REPRESENTATIVE FTCH shall designate a person who shall be FTCH's representative. FTCH's Representative is Kent D. Moeggenborg.

## **ARTICLE 4 OWNER'S RESPONSIBILITIES**

### **4.1 INFORMATION AND SERVICES PROVIDED BY OWNER**

4.1.1 Owner shall provide full information in a timely manner regarding requirements for the Project, including the Owner's Program and other relevant information.

4.1.2 The Owner shall provide:

4.1.2.1 all available information describing the physical characteristics of the site, including surveys, site evaluations, legal descriptions, existing conditions, subsurface and environmental studies, reports and investigations;

4.1.2.2 unless otherwise provided in the Contract Documents, necessary approvals, site plan review, rezoning, easements and assessments, fees and charges required for the construction, use, occupancy or renovation of permanent structures, including legal and other required services.

4.2 FINANCIAL INFORMATION Prior to commencement of the Work and thereafter at the written request of FTCH, the Owner shall provide FTCH evidence of Project financing. Evidence of such financing shall be a condition precedent to FTCH's commencing or continuing the Work. FTCH shall be notified prior to any material change in Project financing.



**4.3 WORKSITE INFORMATION** To the extent the Owner has obtained, or is required elsewhere in the Contract Documents to obtain, the following Worksite information, the Owner shall provide at the Owner's expense and with reasonable promptness:

4.3.1 information describing the physical characteristics of the site, including surveys, Worksite evaluations, legal descriptions, data or drawings depicting existing conditions, subsurface conditions and environmental studies, reports and investigations; Legal descriptions shall include easements, title restrictions, boundaries, and zoning restrictions. Worksite descriptions shall include existing buildings and other construction and all other pertinent site conditions. Adjacent property descriptions shall include structures, streets, sidewalks, alleys, and other features relevant to the Work. Utility details shall include available services, lines at the Worksite and adjacent thereto and connection points. The information shall include public and private information, subsurface information, grades, contours, and elevations, drainage data, exact locations and dimensions, and benchmarks that can be used by FTCH in laying out the Work.

4.3.2 tests, inspections and other reports dealing with environmental matters, Hazardous Material and other existing conditions, including structural, mechanical and chemical tests, required by the Contract Documents or by Law; and

4.3.3 any other information or services requested in writing by FTCH which are required for FTCH's performance of the Work and under the Owner's control.

**4.4 MECHANICS AND CONSTRUCTION LIEN INFORMATION** Within seven (7) Days after receiving FTCH's written request, the Owner shall provide FTCH with the information necessary to give notice of or enforce mechanics lien rights and, where applicable, stop notices. This information shall include the Owner's interest in the real property interests of the Worksite and the record legal title.

#### **4.5 RESPONSIBILITIES DURING DESIGN PHASE**

4.5.1 The Owner shall provide the Owner's Program at the inception of the Design Phase and shall review and timely approve in writing schedules, estimates, Preliminary Estimate, Schematic Design Documents, Design Development Documents and Construction Documents furnished during the Design Phase.

#### **4.6 RESPONSIBILITIES DURING CONSTRUCTION PHASE**

4.6.1 The Owner shall review the Schedule of the Work as and timely approve the milestone dates set forth.

4.6.2 If the Owner becomes aware of any error, omission or failure to meet the requirements of the Contract Documents or any fault or defect in the Work, the Owner shall give prompt written notice to FTCH. The failure of the Owner to give such notice shall not relieve FTCH of its obligations to fulfill the requirements of the Contract Documents.

4.6.3 The Owner shall communicate with FTCH Subcontractors, Material Suppliers and the Design Professional only through or in the presence of FTCH. The Owner shall have no contractual obligations to Subcontractors, suppliers, or the Design-Professional.

4.6.4 The Owner shall provide insurance for the Project as provided in ARTICLE 11.

**4.7 OWNER'S REPRESENTATIVE** The Owner's Representative is \_\_\_\_\_. The Owner's representative shall: (a) be fully acquainted with the Project; (b) agree to furnish the information and services required of the Owner in a timely manner; and (c) have the authority to bind the Owner in all



matters requiring the Owner's approval, authorization or written notice. If the Owner changes its representative or the representative's authority as listed above, the Owner shall notify FTCH in writing in advance.

**4.8 TAX EXEMPTION** If in accordance with the Owner's direction FTCH claims an exemption for taxes, the Owner shall indemnify and hold FTCH harmless for all liability, penalty, interest, fine, tax assessment, attorneys' fees or other expense or cost incurred by FTCH as a result of any action taken by FTCH in accordance with the Owner's direction.

**4.9 ELECTRONIC DOCUMENTS** If the Owner requires that the Owner and FTCH exchange documents and data in electronic or digital form, prior to any such exchange, the Owner and FTCH shall agree on a written protocol governing all exchanges in ConsensusDocs 200.2 or a separate addenda, which, at a minimum, shall specify: (a) the definition of documents and data to be accepted in electronic or digital form or to be transmitted electronically or digitally; (b) management and coordination responsibilities; (c) necessary equipment, software and services; (d) acceptable formats, transmission methods and verification procedures; (e) methods for maintaining version control; (f) privacy and security requirements; and (g) storage and retrieval requirements. The Parties shall each bear their own costs for the requirements identified in the protocol. In the absence of a written protocol, use of documents and data in electronic or digital form shall be at the sole risk of the recipient.

## **ARTICLE 5 SUBCONTRACTS**

Work not performed by FTCH with its own forces shall be performed by Subcontractors.

**5.1 RETAINING SUBCONTRACTORS** FTCH shall not retain any Subcontractor to whom the Owner has a reasonable and timely objection, provided that the Owner agrees to compensate FTCH for any additional costs incurred by FTCH as a result of such objection. The Owner may propose subcontractors to be considered by FTCH. FTCH shall not be required to retain any subcontractor to whom FTCH has a reasonable objection.

**5.2 MANAGEMENT OF SUBCONTRACTORS** FTCH shall be responsible for the management of the Subcontractors in the performance of their work.

### **5.3 CONTINGENT ASSIGNMENT OF SUBCONTRACT**

**5.3.1** If this Agreement is terminated, each subcontract agreement shall be assigned by FTCH to the Owner, subject to the prior rights of any surety, provided that:

**5.3.1.1** this Agreement is terminated by the Owner pursuant to sections 12.2 or 12.3; and

**5.3.1.2** the Owner accepts such assignment, after termination by notifying the Subcontractor and FTCH in writing, and assumes all rights and obligations of FTCH pursuant to each subcontract agreement.

**5.3.2** If the Owner accepts such an assignment, and the Work has been suspended for more than thirty (30) consecutive Days, following termination, if appropriate, the Subcontractor's compensation shall be equitably adjusted as a result of the suspension.

**5.4 BINDING OF SUBCONTRACTORS AND MATERIAL SUPPLIERS** FTCH agrees to bind every Subcontractor and Material Supplier (and require every Subcontractor to so bind its Sub-subcontractors and Material Suppliers) to all the provisions of this Agreement and the Contract Documents as they apply to the Subcontractors' or Material Suppliers' portions of the Work.

## **ARTICLE 6 TIME**



**6.1 DATE OF COMMENCEMENT** The Date of Commencement is the Agreement date in ARTICLE 1 unless otherwise set forth here: \_\_\_\_\_

To be determined.

The Work shall proceed in general accordance with the approved schedule of Work as such schedule may be amended from time to time, subject, however, to other provisions of this Agreement.

**6.2 SUBSTANTIAL/FINAL COMPLETION** Unless the Parties agree otherwise, the Date of Substantial Completion or the Date of Final Completion shall be established in Amendment 1 to this Agreement subject to adjustments as provided for in the Contract Documents. The Owner and FTCH may agree not to establish such dates, or in the alternative, to establish one but not the other of the two dates. If such dates are not established upon the execution of this Agreement is accepted a Date of Substantial Completion or Date of Final Completion of the Work shall be established in Amendment 1.

**6.2.1** The deadlines for Substantial and Final Completion are subject to adjustments as provided for in the Contract Documents.

**6.2.2** Time is of the essence for this Agreement and the Contract Documents.

**6.2.3** Unless instructed by the Owner in writing, FTCH shall not knowingly commence the Work before the effective date of insurance to be provided by FTCH or the Owner.

### **6.3 DELAYS AND EXTENSIONS OF TIME**

**6.3.1** If FTCH is delayed at any time in the commencement or progress of the Work by any cause beyond the control of FTCH, FTCH shall be entitled to an equitable extension of the Date of Substantial Completion or the Date of Final Completion. Examples of causes beyond the control of FTCH include, but are not limited to, the following: (a) acts or omissions of the Owner or Others; (b) changes in the Work or the sequencing of the Work ordered by the Owner, or arising from decisions of the Owner that impact the time of performance of the Work; (c) encountering Hazardous Materials unanticipated by FTCH, or concealed or unknown conditions; (d) delay authorized by the Owner pending dispute resolution or suspension by the Owner under section 12.1; (e) transportation delays not reasonably foreseeable; (f) labor disputes not involving FTCH; (g) general labor disputes impacting the Project but not specifically related to the Worksite; (h) fire; (i) Terrorism; (j) epidemics, (k) adverse governmental actions, (l) unavoidable accidents or circumstances; (m) adverse weather conditions not reasonably anticipated. FTCH shall process any requests for equitable extensions of the Date of Substantial Completion or the Date of Final Completion in accordance with the provisions of ARTICLE 9.

**6.3.2** In addition, if FTCH incurs additional costs as a result of a delay that is caused by items (a) through (d) immediately above, FTCH shall be entitled to an equitable adjustment in the estimated Cost of the Work.

**6.3.3** If delays to the Project are encountered for any reason, the Parties agree to take reasonable steps to mitigate the effect of such delays.

### **6.4 LIQUIDATED DAMAGES (Not Used)**

## **ARTICLE 7 COMPENSATION**

### **7.1 DESIGN PHASE COMPENSATION**



7.1.1 Not Used

7.1.2 The Owner shall compensate FTCH for Professional Design and Construction Phase Engineering services performed as described in Exhibit B.

7.1.3 Not Used

7.1.4 Not Used

7.1.5 Within fifteen (15) Days after receipt of each monthly application for payment, the Owner shall give written notice to FTCH of the Owner's acceptance or rejection, in whole or in part, of such application for payment. Within fifteen (15) Days after accepting such application, the Owner shall pay directly to FTCH the appropriate amount for which application for payment is made, less amounts previously paid by the Owner. If such application is rejected in whole or in part, the Owner shall indicate the reasons for its rejection. If the Owner and FTCH cannot agree on a revised amount then, within fifteen (15) Days after its initial rejection in part of such application, the Owner shall pay directly to FTCH the appropriate amount for those items not rejected by the Owner for which application for payment is made, less amounts previously paid by the Owner. Those items rejected by the Owner shall be due and payable when the reasons for the rejection have been removed.

7.1.6 If the Owner fails to pay FTCH at the time payment of any amount becomes due, then FTCH may, at any time thereafter, upon serving written notice that the Work will be stopped within seven (7) Days after receipt of the notice by the Owner, and after such seven (7) Day period, stop the Work until payment of the amount owing has been received.

7.1.7 Payments due pursuant to subsection 7.1.5, may bear interest from the date payment is due at the prime rate prevailing at the location of Project.

## 7.2 CONSTRUCTION PHASE COMPENSATION

7.2.1 The Owner shall compensate FTCH for Work performed following the commencement of the Construction Phase on the following basis: ■

7.2.1.1 the estimated Cost of the Work as allowed in ARTICLE 8; and

7.2.1.2 Construction Management's Fee paid in proportion to the services performed subject to adjustment as provided in Paragraph 7.4.

7.2.2 The compensation to be paid under this section shall be limited to the estimated Cost of Work established in Amendment 1, which may be adjusted under ARTICLE 9.

7.2.3 Payment for Construction Phase services shall be as set forth in ARTICLE 10. If Design Phase services continue to be provided after construction has commenced, FTCH shall continue to be compensated as provided in section 7.1, or as mutually agreed.

7.3 CONSTRUCTION MANAGEMENT'S FEE Construction Management's Fee shall be as follows, subject to adjustment as provided in section 7.4:

Five percent (5%) of total cost of construction.

7.4 ADJUSTMENT IN CONSTRUCTION MANAGEMENT'S FEE Adjustment in Construction Management's Fee shall be made as follows:

7.4.1 for changes in the Work as provided in ARTICLE 9, Construction Management's Fee shall be adjusted as follows:

Five percent (5%) of total cost of the change order.

7.4.2 for delays in the Work not caused by FTCH, except as provided in subsection 6.3.2, there will be an equitable adjustment in Construction Management's Fee to compensate FTCH for increased expenses; and

7.4.3 if FTCH is placed in charge of managing the replacement of an insured or uninsured loss, FTCH shall be paid an additional fee in the same proportion that Construction Management's Fee bears to the estimated Cost of the Work for the replacement.

## **ARTICLE 8 COST OF THE WORK**

The Owner agrees to pay FTCH for the estimated Cost of the Work as defined in this article. This payment shall be in addition to Construction Management's Fee stipulated in section 7.3.

### **8.1 COST ITEMS FOR DESIGN PHASE SERVICES**

8.1.1 Compensation for Design Phase services as provided in section 7.1.

### **8.2 COST ITEMS FOR CONSTRUCTION PHASE SERVICES**

8.2.1 Wages paid for labor in the direct employ of FTCH in the performance of the Work at FTCH Standard Billing Rates.

8.2.2 Cost at Standard Billing Rates of FTCH's employees when stationed at the field office, in whatever capacity employed, employees engaged on the road expediting the production or transportation of material and equipment, and supervisory employees from the principal or branch office performing the functions listed below:

Project Manager	Project Estimator/Scheduler
Project Accountant/Clerk	Project Site Manager

8.2.3 Cost of all employee benefits and taxes included in FTCH's Standard Billing Rates including but not limited to workers' compensation, unemployment compensation, social security, health, welfare, retirement and other fringe benefits as required by law, labor agreements, or paid under FTCH's standard personnel policy, insofar as such costs are paid to employees of FTCH who are included in the estimated Cost of the Work under subsections 8.2.1 and 8.2.2.

8.2.4 Reasonable transportation, travel, hotel and moving expenses of FTCH's personnel incurred in connection with the Work.

8.2.5 Cost of all materials, supplies and equipment incorporated in the Work, including costs of inspection and testing if not provided by the Owner, transportation, storage and handling.

8.2.6 Payments made by FTCH to Subcontractors for work performed under this Agreement.

8.2.7 Fees and expenses for design services furnished by FTCH and compensated in section 7.1.

8.2.8 Cost, including transportation and maintenance of all materials, supplies, equipment, temporary facilities and hand tools not owned by the workers that are used or consumed in the performance of the Work, less salvage value or residual value; and cost less salvage value on such items used, but not consumed that remain the property of FTCH.



8.2.9 Rental charges of all necessary machinery and equipment, exclusive of hand tools owned by workers, used at the Worksite, whether rented from FTCH or Others, including installation, repair and replacement, dismantling, removal, maintenance, transportation and delivery costs. Rental from unrelated third-parties shall be reimbursed at actual cost. Rentals from FTCH or its affiliates, subsidiaries or related parties shall be reimbursed at the prevailing rates in the locality of the Worksite up to eighty-five percent (85%) of the value of the piece of equipment.

8.2.10 Cost of the premiums for all insurance and surety bonds which FTCH is required to procure or deems necessary, and approved by the Owner, including any additional premium incurred as a result of any increase in the estimated Cost of the Work.

8.2.11 Sales, use, gross receipts or other taxes, tariffs or duties related to the Work for which FTCH is liable.

8.2.12 Permits, fees, licenses, tests, royalties, damages for infringement of patents or copyrights, including costs of defending related suits for which FTCH is not responsible as set forth in Paragraph 3.7, and deposits lost for causes other than FTCH's negligence.

8.2.13 Losses, expenses or damages to the extent not compensated by insurance or otherwise, and the cost of corrective work or redesign during the Construction Phase and for a one-year period following the Date of Substantial Completion, provided that such corrective work or redesign did not arise from FTCH's negligence.

8.2.14 All costs associated with establishing, equipping, operating, maintaining and demobilizing the field office.

8.2.15 Reproduction costs, photographs, facsimile transmissions, long-distance telephone calls, data processing services, postage, express delivery charges, data transmission, telephone service, and computer-related costs at the Worksite, to the extent such items are used and consumed in the performance of the Work or are not capable of use after completion of the Work.

8.2.16 All water, power and fuel costs necessary for the Work.

8.2.17 Cost of removal of all non-hazardous substances, debris and waste materials.

8.2.18 Costs incurred due to an emergency affecting the safety of persons or property.

8.2.19 Legal and arbitration fees and costs, other than those arising from disputes between the Owner and FTCH, reasonably and properly resulting from FTCH's performance of the Work.

8.2.20 All costs directly incurred in the performance of the Work or in connection with the Project, and not included in Construction Management's Fee as set forth in ARTICLE 7, which are reasonably inferable from the Contract Documents as necessary to produce the intended results.

8.3 DISCOUNTS All discounts for prompt payment shall accrue to the Owner to the extent such payments are made directly by the Owner. To the extent payments are made with funds of FTCH, all cash discounts shall accrue to FTCH. All trade discounts, rebates and refunds, and all returns from sale of surplus materials and equipment, shall be credited to the estimated Cost of the Work.

## ARTICLE 9 CHANGES IN THE WORK

Changes in the Work which are within the general scope of this Agreement may be accomplished, without invalidating this Agreement, by Change Order, Interim Directed Change, or a minor change in the work, subject to the limitations stated in the Contract Documents.



## 9.1 CHANGE ORDER

9.1.1 FTCH may request or the Owner, without invalidating this Agreement, may order changes in the Work within the general scope of the Contract Documents consisting of additions, deletions or other revisions to the estimated cost of the work, compensation for Design Phase services, Construction Management's Fee or the Date of Substantial Completion or the Date of Final Completion being adjusted accordingly. All such changes in the Work shall be authorized by applicable Change Order, and shall be performed under the applicable conditions of the Contract Documents.

9.1.2 Each adjustment in the estimated Cost of the Work resulting from a Change Order shall clearly separate the amount attributable to compensation for Design Phase services, other Cost of the Work and Construction Management's Fee, with Construction Management's Fee not to exceed Five percent (5%).

9.1.3 The Owner and FTCH shall negotiate an appropriate adjustment to the estimated Cost of the Work, compensation for Design Phase services, Construction Management's Fee or the Date of Substantial Completion or the Date of Final Completion in good faith and conclude negotiations as expeditiously as possible. Acceptance of the Change Order and any adjustment in the estimated Cost of the Work, compensation for Design Phase services, Construction Management's Fee or the Date of Substantial Completion or the Date of Final Completion shall not be unreasonably withheld.

## 9.2 INTERIM DIRECTED CHANGE

9.2.1 The Owner may issue a written Interim Directed Change directing a change in the Work prior to reaching agreement with FTCH on the adjustment, if any, in the estimated Cost of the Work, Construction Management's Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate, the compensation for Design Phase services.

9.2.2 The Owner and FTCH shall negotiate expeditiously and in good faith for appropriate adjustments, as applicable, to the estimated Cost of the Work, Construction Management's Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate the compensation for Design Phase services, arising out of Interim Directed Change. As the changed Work is completed, FTCH shall submit its costs for such Work with its application for payment beginning with the next application for payment within thirty (30) Days of the issuance of the of cost to the Owner, amounts not in dispute may be included in applications for payment and shall be paid by Owner.

9.2.3 When the Owner and FTCH agree upon the adjustments in the estimated Cost of the Work, Construction Management's Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate the compensation for Design Phase services, for a change in the Work directed by an Interim Directed Change, such agreement shall be the subject of an appropriate Change Order. The Change Order shall include all outstanding Change Directives issued since the last Change Order.

## 9.3 MINOR CHANGES IN THE WORK

9.3.1 FTCH may make minor changes in the design and construction of the Project consistent with the intent of the Contract Documents which do not involve an adjustment in the estimated Cost of the Work, Construction Management's Fee, the Date of Substantial Completion or the Date of Final Completion, and do not materially and adversely affect the design of the Project, the quality of any of the materials or equipment specified in the Contract Documents, the performance of any



materials, equipment or systems specified in the Contract Documents, or the quality of workmanship required by the Contract Documents.

9.3.2 FTCH shall promptly inform the Owner in writing of any such changes and shall record such changes on the Construction Documents maintained by FTCH.

**9.4 CONCEALED OR UNKNOWN SITE CONDITIONS** If in the performance of the Work, FTCH finds latent, concealed or subsurface physical conditions which materially differ from the conditions FTCH reasonably anticipated, or if physical conditions are materially different from those normally encountered and generally recognized as inherent in the kind of work provided for in this Agreement, then the estimated Cost of the Work, Construction Management Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate the compensation for Design Phase services, shall be equitably adjusted by Change Order within a reasonable time after the conditions are first observed. FTCH shall provide the Owner with written notice within the time period set forth in Paragraph 9.6.

#### **9.5 DETERMINATION OF COST**

9.5.1 An increase or decrease in the estimated Cost of the Work resulting from a change in the Work shall be determined by one or more of the following methods:

9.5.1.1 unit prices set forth in this Agreement or as subsequently agreed;

9.5.1.2 a mutually accepted, itemized lump sum;

9.5.1.3 costs determined as defined in section 7.2 and ARTICLE 8 and a mutually acceptable Construction Management's Fee as determined in subsection 7.4.1; or

9.5.2 If an increase or decrease in Contract Price or Contract Time cannot be agreed to as set forth in sections 9.5.1 above, and the Owner issues an Interim Directed Change, the cost of the change in the Work shall be determined by the reasonable actual expense incurred and savings realized in the performance of the Work resulting from the change. If there is a net increase in the estimated Cost of the Work, Construction Management's Fee shall be adjusted as set forth in subsection 7.4.1. In case of a net decrease in the estimated Cost of the Work, Construction Management's Fee shall not be adjusted unless ten percent (10%) or more of the Project is deleted. FTCH shall maintain a documented, itemized accounting evidencing the expenses and savings.

9.5.3 If unit prices are indicated in the Contract Documents or are subsequently agreed to by the Parties, but the character or quantity of such unit items as originally contemplated is so different in a proposed Change Order that the original unit prices will cause substantial inequity to the Owner or FTCH, such unit prices shall be equitably adjusted.

9.5.4 If the Owner and FTCH disagree as to whether work required by the Owner is within the scope of the Work, FTCH shall furnish the Owner with an estimate of the costs to perform the disputed work in accordance with the Owner's interpretations. If the Owner issues a written order for FTCH to proceed, FTCH shall perform the disputed work and the Owner shall pay FTCH fifty percent (50%) of its actual, direct cost to perform the work. In such event, both Parties reserve their rights as to whether the work was within the scope of the Work. The Owner's payment does not prejudice its right to be reimbursed should it be determined that the disputed work was within the scope of Work. FTCH's receipt of payment for the disputed work does not prejudice its right to receive full payment for the disputed work should it be determined that the disputed work is not within the scope of the Work.

**9.6 CLAIMS FOR ADDITIONAL COST OR TIME** For any claim for an increase in the estimated Cost of the Work, Construction Management's Fee and the Date of Substantial Completion or the Date of Final



Completion, and if appropriate the compensation for Design Phase services, FTCH shall give the Owner written notice of the claim within twenty-one (21) Days after the occurrence giving rise to the claim or within twenty-one (21) Days after FTCH first recognizes the condition giving rise to the claim, whichever is later. Except in an emergency, notice shall be given before proceeding with the Work. Claims for design and estimating costs incurred in connection with possible changes requested by the Owner, but which do not proceed, shall be made within twenty-one (21) Days after the decision is made not to proceed. Thereafter, FTCH shall submit written documentation of its claim, including appropriate supporting documentation, within twenty-one (21) Days after giving notice, unless the Parties mutually agree upon a longer period of time. The Owner shall respond in writing denying or approving FTCH's claim no later than fourteen (14) Days after receipt of FTCH's documentation of claim. Owner's failure to so respond shall be deemed a denial of FTCH's claim. Any change in the estimated Cost of the Work, Construction Management's Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate the compensation for Design Phase services, resulting from such claim shall be authorized by Change Order.

**9.7 .CHANGES IN LAW** In the event any change in laws or regulations affecting the performance of the Work are enacted after the date of this Agreement, the estimated Cost of the Work, Construction Management Fee, the Date of Substantial Completion or the Date of Final Completion, and if appropriate, the compensation for Design Phase services, shall be equitably adjusted by Change Order.

## **ARTICLE 10 PAYMENT FOR CONSTRUCTION PHASE SERVICES**

### **10.1 PROGRESS PAYMENTS**

10.1.1 On the 30th Day of each month after the Construction Phase has commenced, FTCH shall submit to the Owner an application for payment consisting of the estimated Cost of the Work performed up to the 20th Day of the month, along with a proportionate share of Construction Management's Fee. Approval of payment applications for such stored materials shall be conditioned upon submission by FTCH of bills of sale and applicable insurance or such other procedures satisfactory to the Owner to establish the Owner's title to such materials, or otherwise to protect the Owner's interest including transportation to the site. Prior to submission of the next application for payment, FTCH shall furnish to the Owner a statement accounting for the disbursement of funds received under the previous application. The extent of such statement shall be as agreed upon between the Owner and FTCH.

10.1.2 Within seven (7) Days after receipt of each monthly application for payment, the Owner shall give written notice to FTCH of the Owner's acceptance or rejection, in whole or in part, of such application for payment. Within fifteen (15) Days after accepting such application, the Owner shall pay directly to FTCH the appropriate amount for which application for payment is made, less amounts previously paid by the Owner. If such application is rejected in whole or in part, the Owner shall indicate the reasons for its rejection. If the Owner and FTCH cannot agree on a revised amount then, within fifteen (15) Days after its initial rejection in part of such application, the Owner shall pay directly to FTCH the appropriate amount for those items not rejected by the Owner for which application for payment is made, less amounts previously paid by the Owner. Those items rejected by the Owner shall be due and payable when the reasons for the rejection have been removed.

10.1.3 If the Owner fails to pay FTCH at the time payment of any amount becomes due, then FTCH may, at any time thereafter, upon serving written notice that the Work will be stopped within seven (7) Days after receipt of the notice by the Owner, and after such seven (7) Day period, stop the Work until payment of the amount owing has been received.



10.1.4 Payments due but unpaid pursuant to subsection 10.1.2, less any amount retained pursuant to sections 10.2 and 10.3 may bear interest from the date payment is due at the prime rate plus two percent (2%) prevailing at the place of the Project.

10.1.5 FTCH warrants and guarantees that title to all Work, materials and equipment covered by an application for payment, whether incorporated in the Project or not, will pass to the Owner upon receipt of such payment by FTCH, free and clear of all liens, claims, security interests or encumbrances, hereinafter referred to as liens.

10.1.6 The Owner's progress payment, occupancy or use of the Project, whether in whole or in part, shall not be deemed an acceptance of any Work not conforming to the requirements of the Contract Documents.

10.1.7 Upon Substantial Completion of the Work, the Owner shall pay FTCH the unpaid balance of the estimated Cost of the Work, compensation for Design Phase services and Construction Management's Fee, less one-hundred-fifty percent (150%) of the cost of completing any unfinished items as agreed to between the Owner and FTCH as to extent and time for completion. The Owner thereafter shall pay FTCH monthly the amount retained for unfinished items as each item is completed.

10.1.8 STORED MATERIALS AND EQUIPMENT Unless otherwise provided in the Contract Documents, applications for payment may include materials and equipment not yet incorporated into the Work but delivered to and suitably stored onsite or offsite, including applicable insurance, storage and costs incurred transporting the materials to an offsite storage facility. Approval of payment applications for stored materials and equipment stored offsite shall be conditioned on submission by FTCH of bills of sale and proof of required insurance, or such other procedures satisfactory to the Owner to establish the proper valuation of the stored materials and equipment, the Owner's title to such materials and equipment, and to otherwise protect the Owner's interests therein, including transportation to the worksite.

10.2 RETAINAGE From each progress payment made prior to the time of Substantial Completion, the Owner may retain Ten percent (10%) of the amount otherwise due after deduction of any amounts as provided in section 10.3, and in no event shall such percentage exceed any applicable statutory requirements. If the Owner chooses to use this retainage provision:

10.2.1 after the Work is Substantially Complete, the Owner shall withhold no additional retainage and shall pay FTCH the full amount due on account of subsequent progress payments;

10.2.2 the Owner may, in its sole discretion, reduce the amount to be retained at any time;

10.2.3 the Owner may release retainage on that portion of the Work a Subcontractor has completed, in whole or in part, and which work the Owner has accepted;

10.2.4 Not Used

10.3 ADJUSTMENT OF FTCH'S APPLICATION FOR PAYMENT The Owner may adjust or reject an application for payment or nullify a previously approved FTCH application for payment, in whole or in part, as may reasonably be necessary to protect the Owner from loss or damage based upon the following, to the extent that FTCH is responsible under this Agreement:

10.3.1 FTCH's repeated failure to perform the Work as required by the Contract Documents;

10.3.2 loss or damage arising out of or relating to this Agreement and caused by FTCH to the Owner or Others to whom the Owner may be liable;



10.3.3 FTCH's failure to properly pay the Design-Professional, Subcontractors or Material Suppliers for labor, materials, equipment or supplies furnished in connection with the Work, provided that the Owner is making payments to FTCH in accordance with the terms of this Agreement;

10.3.4 Defective Work not corrected in a timely fashion;

10.3.5 reasonable evidence of delay in performance of the Work such that the Work will not be completed by the Date of Substantial Completion or the Date of Final Completion, and that the unpaid balance of the estimated Cost of the Work is not sufficient to offset any direct damages that may be sustained by the Owner as a result of the anticipated delay caused by FTCH;

10.3.6 reasonable evidence demonstrating that the unpaid balance of the estimated Cost of the Work is insufficient to fund the cost to complete the Work;

10.3.7 third-party claims involving FTCH or reasonable evidence demonstrating that third-party claims are likely to be filed unless and until FTCH furnishes the Owner with adequate security in the form of a surety bond, letter of credit or other collateral or commitment sufficient to discharge such claims if established.

10.3.8 third-party claims involving FTCH or reasonable evidence demonstrating that third-party claims are likely to be filed unless and until FTCH furnishes the Owner with adequate security in the form of a surety bond, letter of credit or other collateral or commitment sufficient to discharge such claims if established.

No later than seven (7) Days after receipt of an application for payment, the Owner shall give written notice to FTCH, at the time of disapproving or nullifying all or part of an application for payment, stating its specific reasons for such disapproval or nullification, and the remedial actions to be taken by FTCH in order to receive payment. When the above reasons for disapproving or nullifying an application for payment are removed, payment will be promptly made for the amount previously withheld.

#### 10.4 OWNER OCCUPANCY OR USE OF COMPLETED OR PARTIALLY COMPLETED WORK

10.4.1 Portions of the Work that are completed or partially completed may be used or occupied by the Owner when (a) the portion of the Work is designated in a Certificate of Substantial Completion, (b) appropriate insurer(s) or sureties consent to the occupancy or use, and (c) appropriate public authorities authorize the occupancy or use. Such partial occupancy or use shall constitute Substantial Completion of that portion of the Work. FTCH shall not unreasonably withhold consent to partial occupancy or use. The Owner shall not unreasonably refuse to accept partial occupancy or use, provided such partial occupancy or use is of value to the Owner.

#### 10.5 FINAL PAYMENT

10.5.1 Final Payment, consisting of the unpaid balance of the estimated Cost of the Work, compensation for Design Phase services and Construction Management's Fee, shall be due and payable when the work is fully completed. Before issuance of final payment, the Owner may request satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Work have been paid or otherwise satisfied.

10.5.2 In making final payment the Owner waives all claims except for:

10.5.2.1 outstanding liens;

10.5.2.2 improper workmanship or defective materials appearing within one year after the Date of Substantial Completion;



10.5.2.3 work not in conformance with the Contract Documents; and

10.5.2.4 terms of any special warranties required by the Contract Documents.

10.5.3 In accepting final payment, FTCH waives all claims except those previously made in writing and which remain unsettled.

## ARTICLE 11 INDEMNITY, INSURANCE, AND BONDS

### 11.1 INDEMNITY

11.1.1 To the fullest extent permitted by law, FTCH shall indemnify and hold harmless the Owner, Owner's officers, directors, members, consultants, agents and employees (the Indemnitees) from all claims for bodily injury and property damage (other than to the Work itself and other property required to be insured under Paragraph 11.5), including reasonable attorneys' fees, costs and expenses, that may arise from the performance of the Work, but only to the extent caused by the negligent acts or omissions of FTCH, Subcontractors or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable. FTCH shall not be required to indemnify or hold harmless the Indemnitees for any negligent acts or omissions of the Indemnitees.

11.1.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless FTCH, its officers, directors or members, Subcontractors or anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable from all claims for bodily injury and property damage, other than property insured under Paragraph 11.5, including reasonable attorneys' fees, costs and expenses, that may arise from the performance of work by the Owner or Others, but only to the extent caused by the negligent acts or omissions of the Owner or Others.

11.1.3 NO LIMITATION ON LIABILITY In any and all claims against the Indemnitees by any employee of FTCH, anyone directly or indirectly employed by FTCH or anyone for whose acts FTCH may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for FTCH under workers' compensation acts, disability benefit acts or other employee benefit acts.

### 11.2 FTCH'S LIABILITY INSURANCE

11.2.1 Before commencing the Work, FTCH shall procure and maintain in force Workers' Compensation Insurance, Employers' Liability Insurance, Business Automobile Liability Insurance, and Commercial General Liability Insurance (CGL). The CGL policy shall include coverage for liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, contractual liability, and broad form property damage. FTCH shall maintain completed operations liability insurance for one year after Substantial Completion, or as required by the Contract Documents, whichever is longer. FTCH's Employers' Liability, Business Automobile Liability, and CGL policies shall be written with at least the following limits of liability:

#### 11.2.1.1 Employers' Liability Insurance

- (a) \$500,000 bodily injury by accident per accident
- (b) \$500,000 bodily injury by disease policy limit
- (c) \$500,000 bodily injury by disease per employee

#### 11.2.1.2 Business Automobile Liability Insurance per accident \$1,000,000.

#### 11.2.1.3 Commercial General Liability Insurance



- (a) Per occurrence \$1,000,000
- (b) General aggregate \$2,000,000
- (c) Products/completed operations aggregate \$2,000,000
- (d) Personal and advertising injury limit \$1,000,000

11.2.2 Employers' Liability, Business Automobile Liability and CGL coverage required under subsection 11.2.1 may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by Excess or Umbrella Liability policies.

11.2.3 FTCH shall maintain in effect all insurance coverage required under subsection 11.2.1 with insurance companies lawfully authorized to do business in the jurisdiction in which the Project is located. If FTCH fails to obtain or maintain any insurance coverage required under this Agreement, the Owner may purchase such coverage and charge the expense to FTCH, or terminate this Agreement.

11.2.4 The policies of insurance required under Subparagraph 11.2.1 shall contain a provision that the coverage afforded under the policies shall not be cancelled or allowed to expire until at least thirty (30) Days' prior written notice has been given to the Owner. FTCH shall maintain completed operations liability insurance for one year after acceptance of the Work, Substantial Completion of the Project, or to the time required by the Contract Documents, whichever is longer. Prior to commencement of the Work, FTCH shall furnish the Owner with certificates evidencing the required coverage.

### 11.3 PROPERTY INSURANCE

11.3.1 Before commencing the Work, the Owner shall obtain and maintain a Builder's Risk Policy upon the entire Project for the full cost of replacement at the time of loss. This insurance shall also name FTCH, Subcontractors, Sub-subcontractors, Material Suppliers and Design-Professional as named insureds. This insurance shall be written as a Builder's Risk Policy or equivalent form to cover all risks of physical loss except those specifically excluded by the policy, and shall insure (a) at least against the perils of fire, lightning, explosion, windstorm, hail, smoke, aircraft (except aircraft, including helicopter, operated by or on behalf of FTCH) and vehicles, riot and civil commotion, theft, vandalism, malicious mischief, debris removal, flood, earthquake, earth movement, water damage, wind damage, testing if applicable, collapse however caused, and (b) damage resulting from defective design, workmanship or material and material or equipment stored offsite, onsite or in transit. The Owner shall be solely responsible for any deductible amounts or coinsurance penalties. This policy shall provide for a waiver of subrogation in favor of FTCH, Subcontractors, Sub-subcontractors, and Material Suppliers. This insurance shall remain in effect until final payment has been made or until no person or entity other than the Owner has an insurable interest in the property to be covered by this insurance, whichever is sooner. Partial occupancy or use of the Work shall not commence until the Owner has secured the consent of the insurance company or companies providing the coverage required in this subsection. Before commencing the Work, the Owner shall provide a copy of the property policy or policies obtained in compliance with this subsection.

11.3.2 If the Owner does not intend to purchase the property insurance required by this Agreement, including all of the coverages and deductibles described herein, the Owner shall give written notice to FTCH before the Work is commenced. FTCH may then provide insurance to protect its interests and the interests of the Subcontractors and Sub-subcontractors, including the coverage of deductibles. The cost of this insurance shall be charged to the Owner in a Change Order. The Owner shall be responsible for all of FTCH's costs reasonably attributed to the Owner's failure or neglect in purchasing or maintaining the coverage described above.



11.3.2.1 If the Owner does not obtain insurance to cover the risk of physical loss resulting from Terrorism, the Owner shall give written notice to FTCH before the Work commences. FTCH may then provide insurance to protect its interests and the interests of the Subcontractors and Sub-subcontractors against such risk of loss, including the coverage of deductibles. The cost of this insurance shall be charged to the Owner in a Change Order.

11.3.3 Owner and FTCH waive all rights against each other and their respective employees, agents, contractors, subcontractors, and sub-subcontractors for damages caused by risks covered by the property insurance except such rights as they may have to the proceeds of the insurance and such rights as FTCH may have for the failure of the Owner to obtain and maintain property insurance in compliance with subsection 11.3.1.

11.3.4 To the extent of the limits of FTCH's CGL specified in subsection 11.2.1, FTCH shall indemnify and hold harmless the Owner against any and all liability, claims, demands, damages, losses and expenses, including attorneys' fees, in connection with or arising out of any damage or alleged damage to any of Owner's existing adjacent property that may arise from the performance of the Work, to the extent of the negligent acts or omissions of FTCH, Subcontractor or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

11.3.5 RISK OF LOSS Except to the extent a loss is covered by applicable insurance, risk of loss or damage to the Work shall be upon FTCH until the Date of Substantial Completion, unless otherwise agreed to by the Parties.

#### 11.4 OWNER'S INSURANCE

11.4.1 BUSINESS INCOME INSURANCE The Owner may procure and maintain insurance against loss of use of the Owner's property caused by fire or other casualty loss.

11.4.2 OWNER'S LIABILITY INSURANCE The Owner shall either self-insure or obtain and maintain its own liability insurance for protection against claims arising out of the performance of this Agreement, including without limitation, loss of use and claims, losses and expenses arising out of the Owner's acts or omissions.

#### 11.5 ADDITIONAL LIABILITY COVERAGE

11.5.1 The Owner shall be named as an additional insured on FTCH's CGL specified, for operations and completed operations, but only with respect to liability for bodily injury, property damage or personal and advertising injury to the extent caused by the negligent acts or omissions of FTCH, or those acting on FTCH's behalf, in the performance of FTCH's Work for the Owner at the Worksite

Any documented additional cost associated with procuring the additional liability coverage beyond that stated in Subparagraph 11.5.1 shall be paid by the Owner directly or the costs may be reimbursed by Owner to FTCH by increasing the contract price to correspond to the actual cost required to purchase and maintain the coverage. Prior to commencement of the Work, FTCH shall obtain and furnish to the Owner a certificate evidencing that the Owner has been named as an additional insured, as applicable,

11.6 ROYALTIES, PATENTS AND COPYRIGHTS FTCH shall pay all royalties and license fees which may be due on the inclusion of any patented or copyrighted materials, methods or systems selected by FTCH and incorporated in the Work. FTCH shall indemnify and hold the Owner harmless from all suits or claims for infringement of any patent rights or copyrights arising out of such selection. The Owner agrees to indemnify and hold FTCH harmless from any suits or claims of infringement of any patent rights or



copyrights arising out of any patented or copyrighted materials, methods or systems specified by the Owner.

**11.7 PROFESSIONAL LIABILITY INSURANCE** FTCH shall obtain professional liability insurance for claims arising from the negligent performance of professional services under this Agreement, which shall be:

General Office Coverage

Project Specific Profession Liability Insurance

written for not less than Two Million dollars (\$2,000,000) per claim and in the aggregate with a deductible not to exceed One Hundred Fifty Thousand dollars (\$150,000). The Professional Liability Insurance shall include prior acts coverage sufficient to cover all services rendered by the Design-Professional. This coverage shall be continued in effect for two years after the Date of Substantial Completion.

**11.8 BONDING (Not Used)**

## **ARTICLE 12 SUSPENSION AND TERMINATION OF THE AGREEMENT AND OWNER'S RIGHT TO PERFORM FTCH RESPONSIBILITIES**

### **12.1 SUSPENSION BY THE OWNER FOR CONVENIENCE**

12.1.1 The Owner may order FTCH in writing to suspend, delay or interrupt all or any part of the Work without cause for such period of time as the Owner may determine to be appropriate for its convenience.

12.1.2 Adjustments caused by suspension, delay or interruption shall be made for increases in the estimated Cost of the Work, compensation for Design Phase services, Construction Management's Fee or the Date of Substantial Completion or the Date of Final Completion. No adjustment shall be made if FTCH is or otherwise would have been responsible for the suspension, delay or interruption of the Work, or if another provision of this Agreement is applied to render an equitable adjustment.

### **12.2 OWNER'S RIGHT TO PERFORM CONSTRUCTION MANAGEMENT OBLIGATIONS AND TERMINATION BY THE OWNER FOR CAUSE**

12.2.1 If FTCH persistently fails to perform any of its obligations under this Agreement, the Owner may, after seven (7) Days' written notice, during which period FTCH fails to perform such obligation, undertake to perform such obligations. The Cost of the Work shall be reduced by the cost to the Owner of performing such obligations.

12.2.2 Upon an additional seven (7) Days' written notice to FTCH and FTCH's surety, if any, the Owner may terminate this Agreement for any of the following reasons:

12.2.2.1 if FTCH persistently utilizes improper materials or inadequately qualified workers;

12.2.2.2 if FTCH does not make proper payment to laborers, Material Suppliers or Subcontractors, provided that the Owner is making payments to FTCH in accordance with the terms of this Agreement.

12.2.2.3 if FTCH persistently fails to abide by the orders, regulations, rules, ordinances or laws of governmental authorities having jurisdiction; or

12.2.2.4 if FTCH otherwise materially breaches this Agreement.



If FTCH fails to cure or commence and continue to cure within the seven (7) Days, the Owner, without prejudice to any other right or remedy, may take possession of the Worksite and complete the Work utilizing any reasonable means. In this event, FTCH shall not have a right to further payment until the Work is completed.

12.2.3 If FTCH files a petition under the Bankruptcy Code, this Agreement shall terminate if FTCH or FTCH's trustee rejects the Agreement or, if there has been a default, FTCH is unable to give adequate assurance that FTCH will perform as required by this Agreement or otherwise is unable to comply with the requirements for assuming this Agreement under the applicable provisions of the Bankruptcy Code.

12.2.4 In the event the Owner exercises its rights under subsection 12.21 or 12.2.2, upon the request of FTCH, the Owner shall provide a detailed accounting of the cost incurred by the Owner.  
12.2.5

**12.3 TERMINATION BY OWNER WITHOUT CAUSE** If the Owner terminates this Agreement other than as set forth in section 12.2, the Owner shall pay FTCH for all Work executed and for all proven loss, cost or expense in connection with the Work, plus all demobilization costs. In addition, FTCH shall be paid an amount calculated as set forth below:

12.3.1 If the Owner terminates this Agreement before commencing the Construction Phase, FTCH shall be paid for FTCH's Design Phase services provided to date as set forth in subsections 7.1.2.

12.3.2 If the Owner terminates this Agreement after commencement of the Construction Phase, FTCH shall be paid for the Construction Phase services provided to date pursuant to subsection 7.2.1 and a premium as set forth below:

Plus Twenty-five percent (25%) of the remaining Construction Management Fee.

12.3.3 The Owner shall also pay to FTCH fair compensation, either by purchase or rental at the election of the Owner, for all equipment retained. The Owner shall assume and become liable for obligations, commitments and unsettled claims that FTCH has previously undertaken or incurred in good faith in connection with the Work or as a result of the termination of this Agreement. As a condition of receiving the payments provided under this article, FTCH shall cooperate with the Owner by taking all steps necessary to accomplish the legal assignment of FTCH's rights and benefits to the Owner, including the execution and delivery of required papers.

#### 12.4 TERMINATION BY FTCH

12.4.1 Upon seven (7) Days' written notice to the Owner, FTCH may terminate this Agreement for any of the following reasons:

12.4.1.1 if the Work has been stopped for a thirty (30) Day period

- a. under court order or order of other governmental authorities having jurisdiction; or
- b. as a result of the declaration of a national emergency or other governmental act during which, through no act or fault of FTCH, materials are not available;

12.4.1.2 if the Work is suspended by the Owner for thirty (30) consecutive Days;



12.4.1.3 if the Owner fails to furnish reasonable evidence that sufficient funds are available and committed for the entire cost of the Project in accordance with subsection 4.2 of this Agreement.

12.4.2 If the Owner has for thirty (30) Days failed to pay FTCH pursuant to subsection 10.1.2, FTCH may give written notice of its intent to terminate this Agreement. If FTCH does not receive payment within seven (7) Days of giving written notice to the Owner, then upon seven (7) Days' additional written notice to the Owner, FTCH may terminate this Agreement.

12.4.3 Upon termination by FTCH in accordance with this section, FTCH shall be entitled to recover from the Owner payment for all Work executed and for all proven loss, cost or expense in connection with the Work, plus all demobilization costs and reasonable damages. In addition, FTCH shall be paid an amount calculated as set forth either in subsection 12.3.1 or 12.3.2, depending on when the termination occurs.

## **ARTICLE 13 DISPUTE MITIGATION AND RESOLUTION**

**13.1 WORK CONTINUANCE AND PAYMENT** Unless otherwise agreed in writing, FTCH shall continue the Work and maintain the approved schedules during any dispute mitigation or resolution proceedings. If FTCH continues to perform, the Owner shall continue to make payments in accordance with the Agreement.

**13.2 DIRECT DISCUSSIONS** If the Parties cannot reach resolution on a matter relating to or arising out of this Agreement, the Parties shall endeavor to reach resolution through good faith direct discussions between the Parties' representatives, who shall possess the necessary authority to resolve such matter and who will record the date of first discussions. If the Parties' representatives are not able to resolve such matter within five (5) Business Days from the date of first discussion, the Parties' representatives shall immediately inform senior executives of the Parties in writing that resolution was not affected. Upon receipt of such notice, the senior executives of the Parties shall meet within five (5) Business Days to endeavor to reach resolution. If the dispute remains unresolved after fifteen (15) Days from the date of first discussion, the Parties shall submit such matter to the dispute mitigation and dispute resolution procedures selected herein.

**13.3 MITIGATION** If the Parties select one of the dispute mitigation procedures provided in this section 13.3, disputes remaining unresolved after direct discussions shall be directed to the selected mitigation procedure. The dispute mitigation procedure shall result in a nonbinding finding on the matter, which may be introduced as evidence at a subsequent binding adjudication of the matter, as designated in section 13.5. The Parties agree that the dispute mitigation procedure shall be:

Dispute Review Board.

**13.3.1 MITIGATION PROCEDURES** The Project Neutral/Dispute Review Board (Neutral/Board) shall be mutually selected and appointed by the Parties and shall execute a retainer agreement with the Parties establishing the scope of the Neutral's/Board's responsibilities. The costs and expenses of the Neutral/Board shall be shared equally by the Parties. The Neutral/Board shall be available to either Party, upon request, throughout the course of the Project, and shall make regular visits to the Project so as to maintain an up-to-date understanding of the Project progress and issues and to enable the Neutral/Board to address matters in dispute between the Parties promptly and knowledgeably. The Neutral/Board is to issue nonbinding findings within five (5) Business Days of referral of the matter to the Neutral/Board, unless good cause is shown.

**13.3.2** If the matter remains unresolved following the issuance of the nonbinding finding by the mitigation procedure or if the Neutral/Board fails to issue nonbinding findings within five (5)



Business Days of the referral, the Parties shall submit the matter to the binding dispute resolution procedure designated in section 13.5.

#### 13.4 Not Used

**13.5 BINDING DISPUTE RESOLUTION** If the matter is unresolved after submission of the matter to a mitigation procedure, the Parties shall submit the matter to the binding dispute resolution procedure selected below:

Litigation in either the state or federal court having jurisdiction of the matter in the location of the Project.

**13.5.1 COSTS** The costs of any binding dispute resolution processes shall be borne by the non-prevailing Party, as determined by the adjudicator of the dispute.

**13.5.2 VENUE** The venue of any binding dispute resolution procedure shall be the location of the Project, unless the Parties agree on a mutually convenient location.

#### 13.6 MULTIPARTY PROCEEDING (Not Used)

**13.7 LIEN RIGHTS.** Nothing in this article shall limit any rights or remedies not expressly waived by FTCH which FTCH may have under lien laws.

### ARTICLE 14 MISCELLANEOUS

**14.1 EXTENT OF AGREEMENT** this Agreement is solely for the benefit of the Parties, represents the entire and integrated agreement between the Parties, and supersedes all prior negotiations, representations or agreements, either written or oral. The Owner and FTCH agree to look solely to each other with respect to the performance of the Agreement. This Agreement and each and every provision is for the exclusive benefit of the Owner and FTCH and not for the benefit of any third- party nor any third party beneficiary, except to the extent expressly provided in the Agreement.

**14.2 ASSIGNMENT** Except as to the assignment of proceeds, neither Party shall assign its interest in this Agreement without the written consent of the other Party. The terms and conditions of this Agreement shall be binding upon both Parties, their partners, successors, assigns and legal representatives. Neither Party shall assign the Agreement as a whole without written consent of the other except that the Owner may assign the Agreement to a wholly-owned subsidiary of the Owner when the Owner has fully indemnified FTCH or to an institutional lender providing construction financing for the Project as long as the assignment is no less favorable to FTCH than this Agreement. In the event of such assignment, FTCH shall execute any consent reasonably required. In such event, the wholly-owned subsidiary or lender shall assume the Owner's rights and obligations under the Contract Documents. If either Party attempts to make such an assignment, that Party shall nevertheless remain legally responsible for all obligations under the Agreement, unless otherwise agreed by the other Party.

**14.3 GOVERNING LAW** This Agreement shall be governed by the law in effect at the location of the Project.

**14.4 SEVERABILITY** The partial or complete invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provision.

**14.5 NO WAIVER OF PERFORMANCE** The failure of either Party to insist, in any one or more instances, on the performance of any of the terms, covenants, or conditions of this Agreement, or to exercise any of its rights, shall not be construed as a waiver or relinquishment of such term, covenant, condition or right with respect to further performance.



**14.6 TITLES** The titles given to the articles and sections are for ease of reference only and shall not be relied upon or cited for any other purpose. The grouping of the articles in this Agreement and of the Owner's specifications under the various headings is solely for the purpose of convenient organization and in no event shall the grouping of provisions, the use of paragraphs or the use of headings be construed to limit or alter the meaning of any provisions.

**14.7 JOINT DRAFTING** The Parties expressly agree that this Agreement was jointly drafted, and that both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either Party, but shall be construed in a neutral manner.

**14.8 RIGHTS AND REMEDIES** The Parties' rights, liabilities, responsibilities and remedies with respect to this Agreement, whether in contract, tort, negligence or otherwise, shall be exclusively those expressly set forth in this Agreement.

### **ARTICLE 15 CONTRACT DOCUMENTS**

**15.1 CONTRACT DOCUMENTS** The specifications and drawings were not available at the time of execution of the Agreement. Therefore, Contract Documents are as follows:

- (a) This Agreement.
- (b) Cost of the Work that will be presented in an amendment after bidding.
- (c) Project Schedule that will be presented in an amendment after bidding.

**15.2 ORDER OF PRECEDENCE** In case of any inconsistency, conflict or ambiguity among the Contract Documents, the documents shall govern in the following order: (a) Change Orders and written amendments to this Agreement, including Amendment 1; (b) this Agreement; (c) design documents approved by the Owner pursuant to sections 3.1.4 - 3.1.7 in order of the most recently approved; (d) information furnished by the Owner pursuant to 3.7.4 or designated as a contract document in section 15.1; (e) other documents listed in this Agreement. Except as otherwise provided, among categories of documents having the same order of precedence, the term or provision that includes the latest date shall control. Information identified in one Contract Document and not identified in another shall not be considered a conflict or inconsistency.

**OWNER:**  
Cascade Charter Township

**BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**INTEGRATED SERVICE PROVIDER:**  
Fishbeck, Thompson, Carr & Huber, Inc. (FTCH)

**BY:** \_\_\_\_\_



NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

END OF DOCUMENT.]

DRAFT



**EXHIBIT A**

# Cascade Township Hall Renovation Study

Prepared for:  
Cascade Charter Township  
Grand Rapids, Michigan

**FINAL**

Project No. G170341  
April 19, 2017



Fishbeck, Thompson, Carr & Huber, Inc.  
engineers | scientists | architects | constructors

ftc&h



# Table of Contents

INTRODUCTION .....1

SITE PAVING.....2

    Fire Station No. 2 (Buttrick Avenue) .....2

    Township Office (Thornhills Avenue).....3

SNOW MELT SYSTEM.....4

ARCHITECTURAL COMPONENTS.....5

    Assessment of Existing Sloped Metal Roof.....5

    West End Mezzanine Window Improvements .....5

    Potential Pitched Roof Overlayment on Flat Roof Areas.....6

    Flat Roof Replacement.....6

    Assessment of Building Department Vestibule .....7

HEATING, VENTILATING, AND AIR CONDITIONING .....8

    Mechanical.....8

    Electrical.....9

    Energy Savings .....9

EMERGENCY GENERATOR ..... 10

    Generator..... 10

COST ESTIMATE ..... 12

## List of Appendices

- Appendix 1 Site Sketches:
- C1 Fire Station No. 2 (Buttrick Avenue)
- C2 Township Office (Thornhills Avenue)
- C3 Township Office Snowmelt Walk (Thornhills Avenue)
- Appendix 2 Electrical Drawing E-1

## List of Abbreviations/Acronyms

A/E	Architectural/Engineering
Township	Cascade Charter Township
CM	Construction Manager
CFH	Cubic Feet per Hour
EPDM	Ethylene Propylene Diene Monomer
FTCH	Fishbeck, Thompson, Carr & Huber, Inc.
HVAC	Heating, Ventilating, and Air Conditioning
kVA	Kilovolt-amp
kW	Kilowatt
MDP	Main Distribution Panel
Psf	Per Square Foot
RTU	Rooftop Unit
Sf	Square Feet



## Introduction

---

This study of Cascade Charter Township (Township) municipal facilities addressed specific concerns of the Township as related to building and site with the intent of extending the useful life of the facilities approximately ten to fifteen years. At the Township offices on Thornhills Avenue the scope included condition of the roofs, Mezzanine windows, the heating, ventilating and air conditioning (HVAC) system, and the parking lot.

An investigation was also done for adding a whole building generator. The condition of the parking lot at Fire Station No. 2 on Buttrick Avenue was also assessed. A cost estimate was also developed for creating heated sidewalks at the main entrance of the Township office building.

Site visits were made to verify current conditions and investigate the feasibility of improvements. Design and materials research was then undertaken to propose solutions. Opinions of probable cost were then developed into project estimates. The expertise of FTCH's Construction Department was utilized for estimating. The construction management services of FTCH that would guide the construction process also contributed to the crafting of this study.

The study is divided into individual sections to address each of the topics covered and then the report concludes with a section on estimated costs.

## Site Paving

---

FTCH visited both sites; Fire Station No. 1/Township Office (Thornhills Avenue) and Fire Station No. 2 (Buttrick Avenue) on March 23 to review the parking lot conditions and assess the need for replacement or resurfacing.

### Fire Station No. 2 (Buttrick Avenue)

Original construction drawings for the Fire Station were prepared by Progressive AE and dated 1995. The drawings currently available are bid drawings and not as built record drawings, however they do indicate the proposed pavement cross sections on Plan Sheet C101.

There are two different pavement cross sections shown on the drawings;

1. The large parking area east of the fire station and the smaller parking spaces near the front door have a lighter duty cross section of 2.5" of asphalt over 6" of aggregate base over 12" of sand subbase.
2. The remainder of the asphalt parking lot areas show a heavier duty cross section with 4" of asphalt over 8" of aggregate over 12" of sand subbase.

There is no indication that the asphalt areas were not constructed according to the plans, however the depths cannot be confirmed without coring the pavement.

March 23, 2017 site visit findings:

- Minor crack sealing has been performed.
- Slight settlement at asphalt to concrete interface west of building.
- Block Cracking over approximately 40% of entire surface.
- Long, wide (greater than 1/2") cracks evident on east side of building.
- Small section (3' by 10') of raveling south of building in drive lane.
- A handful of smaller areas (10' by 20') of alligator cracking and small potholes.
- There was no significant evidence of surface deformation, frost heave or rutting.

Overall, the condition of the pavement could be classified as "Fair" given its age of approximately 20 years. The lack of significant surface deformation, frost heave or rutting indicates that the underlying base is in general good condition. There are a few small areas of alligator cracking that should be investigated further with possible full depth spot pavement removal and replacement. The block cracking and the wider long cracks are typical given the age of the surface.

Recommended Repairs shown on Sketch C1:

1. Full depth pavement repairs in areas of Alligator Cracking, predominant block cracking and along wider long cracks. Approximate Areas shown on C1.
2. Cold-mill to 1.5" depth and place 2" overlay around building.
3. Place 2" overlay in parking area behind building and on driveway in from Buttrick Avenue.



## **Township Office (Thornhills Avenue)**

The available Township office plans date back to 1979. Those plans do not have a pavement cross section, therefore, the asphalt, aggregate base and subbase thicknesses are not known at this time. It is possible the parking lot may have been resurfaced approximately 15 to 20 years ago.

March 23, 2017 site visit findings:

- Block Cracking is evident in greater than 60% of the pavement surface.
- Areas of longitudinal alligator cracking in drive lanes.
- Areas of alligator cracking with water staining that indicates slight settlement.
- Raveling in areas just north of the north main entrance.
- Raveling/scour along the south edge of the drive lane south of the building.
- Concrete curb by main entrance has multiple cracks, spalling and a repair area.
- Concrete curb by the bike rack is also cracked and in need of repair.
- Sidewalk north of the building at the east entrance door (by the courtyard) is deteriorating along the joint lines. There is also an area with slight vaulting that could be a potential trip hazard.
- There was no significant evidence of surface deformation, frost heave or rutting.

Overall, the condition of the pavement could be classified as "Fair to Poor". The overall lack of significant surface deformation, frost heave or rutting indicates that the underlying base is in general good condition, however there are isolated areas where some settlement has occurred and there is significant alligator cracking.

The Block Cracking is evident in the majority of the parking lot which means the parking lot has reached the expected life span and requires a structural (2") overlay at a minimum.

Recommended Repairs as shown on Sketch C2:

1. Replace concrete curb north of the entrance in two locations.
2. Full depth pavement repairs for the worse alligator cracking spots. Estimated at 30% of the parking lot.
3. Full depth pavement removal and replacement for drive lanes.
4. Cold-mill to 1.5" depth and place 2" overlay in all parking areas.
5. Replace concrete sidewalk at the easterly main entrance (Barrier Free Ramp location).

## Snow Melt System

---

The area of sidewalk (400 square feet (sf)) to the east of the Main Entrance is being removed and replaced as part of Township Office Paving scope of work. A new boiler is being specified as part of the HVAC work effort.

These two work efforts (priced elsewhere) set the stage for adding a snow melt system to all of the concrete walks both east and west of the Main Entrance. This improvement to the building approaches includes the following:

- The cost to up-size the new boiler to provide the capacity required to heat the sidewalks.
- The cost to remove and replace approximately 850 sf of additional concrete walk extending to the east, which serves the entrance to the Building Department and the barrier free parking spaces.
- The cost to remove and replace approximately 550 sf of concrete walk to the west of the Main Entrance, extending to the Fire Department equipment bays.
- The cost of all plumbing components, piping runs, controls and other accessories required to provide a complete in-slab snow melt system for 1,800 sf including all three areas identified above.

The anticipated limits of the snowmelt system is identified on Sketch C3.



## Architectural Components

---

### Assessment of Existing Sloped Metal Roof

The single largest roof on the facility is the existing pitched metal roof on the original steel framed building. It covers approximately 9,800 sf. While there is no significant deterioration of the finish visible on the standing seam panels, the age of the roof would indicate that the material is approaching its average service life. It is impossible to estimate when this roofing metal will lose its finish and/or leaks will begin to develop so it is beneficial to have some ideas in hand for when that day comes. There are a few options available to in effect create a new roof.

The roofing metal could be removed and new metal laid down, but this is not often done. It is labor intensive and weather sensitive. Consequently, this option should receive no further consideration.

One method of roof rejuvenation is to recoat the existing roof metal. The most thorough method is to sand off the degraded existing finish and then paint on a new fluoropolymer coating. An example of a good product is Fluoroner by Tnemec. This process can typically cost over \$20 per square foot (psf).

The most cost effective method for extending the life of a standing seam metal roof is to cover it with an Ethylene Propylene Diene Monomer (EPDM) membrane. Polyiso foam rigid insulation is laid between the flutes of the metal roof; the roof is then covered by a continuous layer of rigid insulation; and a membrane is adhered to the foam. This would be a 60 mil EPDM membrane with a 20 year system warranty.

One concern that goes along with adding insulation at the roof plane is the likelihood of additional snow loading. This concern is especially valid for “pre-engineered” steel buildings that are usually designed with very little extra structural capacity. Less heat rising through the roof means less snow melting off, which means more snow load on the roof. The first investigation to do if considering installation of an EPDM roof needs to be a structural analysis of the roof support system. Since there appears to be no leaking caused by the roof at this time, the recommendation is to regularly inspect and monitor the condition of the roof and make improvements only when needed in the future.

### West End Mezzanine Window Improvements

There is a mezzanine level above the Fire Department offices at the west end of the steel framed building. Windows in the west exterior wall look out onto the one story flat roof. The sill of the window opening is only about 4” above the roof surface, and water is infiltrating the wall. The windows are aluminum gliders which are at the end of their useful life.

The windows need to be replaced, and the sill raised. The most economical way to do this is to work below the existing window head. The existing plastic laminate covered sill on the interior should be removed and the wall built up to a satisfactory new height. This would be about 9” above where it is now (raising the sill from 3’ to 4’ above the mezzanine floor). This would create a 24” tall ribbon of windows, which is adequate for daylight and ventilation. Losing the lower 12” of view is of minor concern since that view was of the roof membrane and mechanical equipment. Since roof membrane changes are an integral part of this project the cost of window replacement is included in the Flat Roof Replacement outlined in another section of this report.



## **Potential Pitched Roof Overlayment on Flat Roof Areas**

From a constructability standpoint, it is possible to create a new sloped roof system above an existing flat roof. However, this is not a recommended solution for this building.

It would require a thorough structural examination of the existing building to explore whether the dead loads of the new roof construction could be supported without providing reinforcement to the existing walls. The cost of both the study and any subsequent structural reinforcement are unknown at this time.

A portion of each of two of the flat roof areas run along the side of the existing sloped metal roof. This presents design challenges for the layout of the new roof slopes of both providing a roof configuration that sheds water to the perimeter and one that looks in harmony with the proportions and scale of the building.

All of the mechanical equipment is located on the flat roofs. It would be cost prohibitive to relocate the equipment to the ground. The most direct solution would be to raise the air handling units straight up, to above the new sloped roof. It would certainly have a negative impact on the aesthetics of the building to have the equipment moved from behind a parapet wall to up above the new pitched roof. Locating the equipment on curbs on sloped roofs also makes access to the units for routine maintenance more difficult.

The overarching determinate working against the viability of overlaying a sloped roof system is cost. This solution would easily cost two to three times as much as replacing the existing EPDM.

## **Flat Roof Replacement**

The existing building housing Township Offices/Fire Station No. 1 consists of a sloped metal roof over the central structure with three flat roof areas on the east, north, and west sides of the building. These flat areas are covered with a membrane roof over rigid insulation. A typical medium quality 45 mil membrane would have an expected life of 20 to 25 years.

The flashing conditions against the taller metal building range from acceptable detailing, to marginal detailing with limited flashing height, to very poor detailing with practically no flashing height. There is a perimeter parapet around the open sides of the roofs that provides a good opportunity for proper roof termination. The roof drains are well located and appear to be working adequately so no reworking of the drains should be required. No soft spots were found in the insulation when walking the roofs and there was no noticeable ponding. This would indicate that the existing rigid insulation has not been compromised by water infiltration and it is assumed that it may be left in place.

A reroofing project would consist of:

- Removal and replacement of the existing wall cap and all of the roofing membrane.
- Inspection and repair of the underlayment insulation.
- Modifying the metal siding on the building sidewalls as required to create a uniform height at the bottom of the siding that allows for a proper roofing termination detail. This option would be weighed against the option of sheathing over the full five foot height of the sidewall (up to the metal roof edge height) and covering the sidewall with white roofing membrane. This situation exists along approximately 140 linear feet of metal building sidewall.



## **Assessment of Building Department Vestibule**

The existing Building Department Vestibule consists of aluminum framed glass walls and doors along with a translucent panel roof. It is approximately 6' wide and 7' deep. It has a tile floor with recessed walk-off mat. The only sign of water penetration is at the northwest corner, at the floor, and it looks like this may be caused by the mulch adjacent to the wall being above floor height. In general, the structure appears to be functioning well for its intended use.

While there are no recommendations to be made for the Vestibule's upkeep or repair, a couple of minor issues could be dealt with.

- The door hardware is old enough that it is worn out and in need of replacement.
- The floor mat does not drain and can hold odors when the wet area is exposed to sunlight. Options for improving upon the current system include: A different material could be placed in the recess that would not collect and/or trap moisture; or the recess could be filled in and tiled.



# Heating, Ventilating, and Air Conditioning

## Mechanical

Existing HVAC equipment consists of single zone natural gas-fired heating/DX electric cooling packaged rooftop units (RTU) of following ages and capacities:

Tag	Age	Area Served	Existing Tons	Proposed Tons
RTU-1	20	North Conference Room	2	2
RTU-2	11	North Offices	3	3
RTU-3	20	Interior Offices	10	10
RTU-4	20	South Offices	5	5
RTU-5	23	West Fire Dept - Addition	5	8
AC-4	23	Fire Dept - Original Main Level	2	4

A natural gas-fired boiler provides heating water for perimeter baseboard finned tube radiation. Heating water distribution piping consists of a single pipe system which uses diverter tees to connect the finned tube radiation supply and return branch piping to single pipe loop. As each finned tube element releases heat to its respective room, cooler return water is blended with continuing supply water. As a result, heating water supply temperature near the distribution loop end is reduced and rooms furthest from the boiler are not heated adequately. A natural gas-fired upright furnace with DX electric cooling (AC-4) serves the main level of the Fire Department area.

Proposed HVAC system renovations include:

1. Variable capacity rooftop units connected to variable air volume terminal units with supplemental heating coils to match varying building loads and allow similar areas to be zoned together considerably improving occupant comfort.
2. Vertical air handler to serve the main level Fire Department area with DX electric cooling.
3. Boiler sized to handle variable air volume (VAV) supplemental heating coils and existing finned tube radiation along with required combustion air and gas vent modifications.
4. Additional heating water return piping loop to remove single pipe heating loop and allow all finned tube sections to receive the same temperature heating supply water.
5. Air and dirt separator and diaphragm-type pressurized expansion tank.
6. Insulating new and existing uninsulated heating water piping.
7. Variable volume heating water circulating pump that matches system demand.
8. Reusing existing ductwork to extent possible.
9. HVAC control system to schedule HVAC equipment and allow perimeter finned tube radiation system and RTU air systems operation to be coordinated.
10. Natural gas piping modifications required for rooftop units.

Above ceiling work will be executed by removing and replacing existing ceiling tiles. No new finishes and only minimal repair to existing finishes is anticipated to be required for any of the work.



## **Electrical**

It is assumed that the power connections and disconnect switches for the 5 existing RTUs and 2 roof mounted condensing units shall be removed. New conduit and wiring shall be installed from existing power sources up to new HVAC rooftop units and condensing units. If existing conduit is in satisfactory condition, conduit could be reused and new wiring installed. New conduit and wiring shall be required for a new boiler, boiler safety shutdown, and other HVAC equipment. New 120V circuits shall be required to power new RTU control system device(s) and for new 120V ground fault receptacles with while-in-use electrical boxes. These receptacles shall be located within 25' of HVAC roof top unit equipment. These costs are included. Costs to upgrade the existing electrical main distribution panel are included in the Generator section of this study.

Sheet E-1 in the appendix includes an Overall Electrical Plan. This plan indicates approximate locations of existing HVAC roof mounted equipment and includes electrical nameplate information.

## **Energy Savings**

The HVAC system renovation is required because the existing equipment is at the end of its useful life. Energy savings, due to the greater efficiency of the new equipment, will be a welcome dividend of this work and the estimate is that a savings of about 5% will be realized. With an annual gas and electric cost of about \$28,000 the savings will be \$1,500 per year. Since energy savings was not the primary driver behind this work, Return on Investment is not a useful metric for this project.



# Emergency Generator

## Generator

Based on existing drawings and electrical nameplate information from HVAC roof mounted equipment, existing electrical loads are estimated as follows:

HVAC roof mounted equipment	59 kVA
Lighting	32 kVA
Receptacles	24 kVA
Other	21 kVA
<b>Total</b>	<b>136 kVA</b>

Based on these loads, a 200kW/250kVA natural gas engine generator shall be provided to serve the whole building. A generator of this size would require a gas connection at the generator capable of delivering 2,115 cubic feet per hour (CFH) at 7" to 11" of water column of pressure. It is assumed that the existing DTE gas service for the building would need to be upgraded and a new underground gas line would be extended over to the generator.

A cost estimate was developed with the generator placed due north of the northwest corner of the fire station, on the north side of the parking lot. This location is adjacent to other site utilities and does not impinge upon the appearance of the office building. The generator and associated electrical equipment would likely take up at least three parking spaces. As a minimum, concrete bumper posts would be required to protect new equipment. A fence, panel system or enclosure to conceal this equipment is not included in the cost estimate. The existing gas/electric services currently enter the building near the east building entrance. These services are located within the brick enclosure where the utility transformer is located. The approximate linear distance from this existing brick enclosure to the proposed generator location is 300'. Conduit and wiring for new main generator feeders is estimated to be more than \$120,000. New feeders would extend from the building to the generator and then back to the building.

If the generator could be located closer to the main entrance of the building, the gas and electric feeder costs could be reduced.

The first alternate location considered was in the same general area as the existing building transformer. To position the new generator here the brick enclosure would have to be removed and the sidewalk reconfigured to be placed out along the curb line. Unfortunately closer study showed that there were too many challenges to make this a feasible solution. The ground area is too small to accommodate the equipment footprint and clearances, as well as a new screening element. There is also too little space to create a new sidewalk configuration that addresses all barrier free requirements.

A second location was developed that does meet all technical criteria. This sets the generator in a group of parking spaces directly north of the main building entrance. There would be a cost savings for the shorter gas and electrical lines required to reach this location but there is a cost added for a masonry enclosure to screen the generator. This Alternate appears at the bottom of the Cost page and may be substituted for the value shown for the generator in the Construction Activities area of that page.



Sheet E-1 in the Appendix includes a Preliminary Electrical Riser Diagram. This diagram illustrates how new electrical equipment would be connected to existing electrical equipment. New electrical equipment would include a natural gas engine-generator in an outdoor enclosure, an Automatic Transfer Switch (ATS) with maintenance by-pass in an outdoor rated enclosure, and two service entrance rated disconnect switches in outdoor rated enclosures. The existing Main Distribution Panel (MDP) would be replaced with a new MDP one-for-one in the existing shared Mechanical/Electrical Room. The new MDP would be connected to the generator and reconnected to serve existing panels in the Township Hall and Fire Station.

Two existing panels include mechanical interlocks and receptacles for connection to a portable generator, one interlock is located in the Township Hall and one is located in the Fire Station. These interlocks are manual mechanical devices that prevent two different power sources from energizing a common bus at the same time. Either the main circuit breaker or the circuit breaker serving the portable generator receptacle is turned on and connected to the bus, but not both at the same time. These interlocks shall not be considered manual or automatic transfer switches and should be removed after the new generator system is operational.



## Cost Estimate

---

The cost opinions developed on the following page are the result of a collaborative effort of members of the FTCH team. Factors considered include specific project conditions and requirements, industry standards, knowledge of comparable work, bidding climate, and professional experience. The values represent work efforts undertaken in a coordinated manner and to be completed in 2017.

This estimate is structured to include integrated Architectural/Engineering (A/E) and Construction Management (CM) services to be provided by FTCH. Both groups are involved with the entire project from the Owner's decision to begin design to the completion of construction. The A/E will lead the effort to establish final design requirements, develop drawings and specifications, and produce the Construction Documents. The CM will then assume the lead role with services including: Advertise for bids, receive and evaluate bids, make recommendations to the Owner, write and sign contracts with the Owner and sub-contractors, provide a project schedule, provide periodic inspections, work with the Owner to conduct a punch list, follow up on the punch list, and conduct the project close out.



## CONSTRUCTION ACTIVITIES

SITE PAVING	
Fire Station #2	\$58,100
Township Hall	\$112,700
TOWNSHIP HALL ROOF	
Reroofing Flat Areas	\$85,800
HVAC	
Replace Rooftop Units & Boiler	\$315,900
SNOW MELT SYSTEM	
At Main Building Entry	\$47,400
EMERGENCY GENERATOR	
Provide Whole-Building Generator at Northwest Corner of Property	\$331,200
<hr/>	
<b>SUBTOTAL FOR CONSTRUCTION</b>	<b>\$951,100</b>
Design & Estimating Contingency (10%)	\$95,100
Construction Management Fee (5%)	\$47,600
<hr/>	
<b>TOTAL CONSTRUCTION COST ESTIMATE</b>	<b>\$1,093,800</b>
Architectural/Engineering Fees (10%)	\$109,400
<hr/>	
<b>TOTAL PROJECT COST ESTIMATE</b>	<b>\$1,203,200</b>

## EMERGENCY GENERATOR ALTERNATE

If the new Emergency Generator is located in parking spaces directly north of the main building entrance, then \$270,500 may be substituted for the \$331,200 value listed above.

With this generator substitution made,  
and soft costs recalculated, the revised

TOTAL PROJECT COST ESTIMATE is: **\$1,151,600**

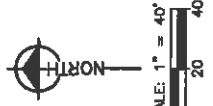
# Appendix 1



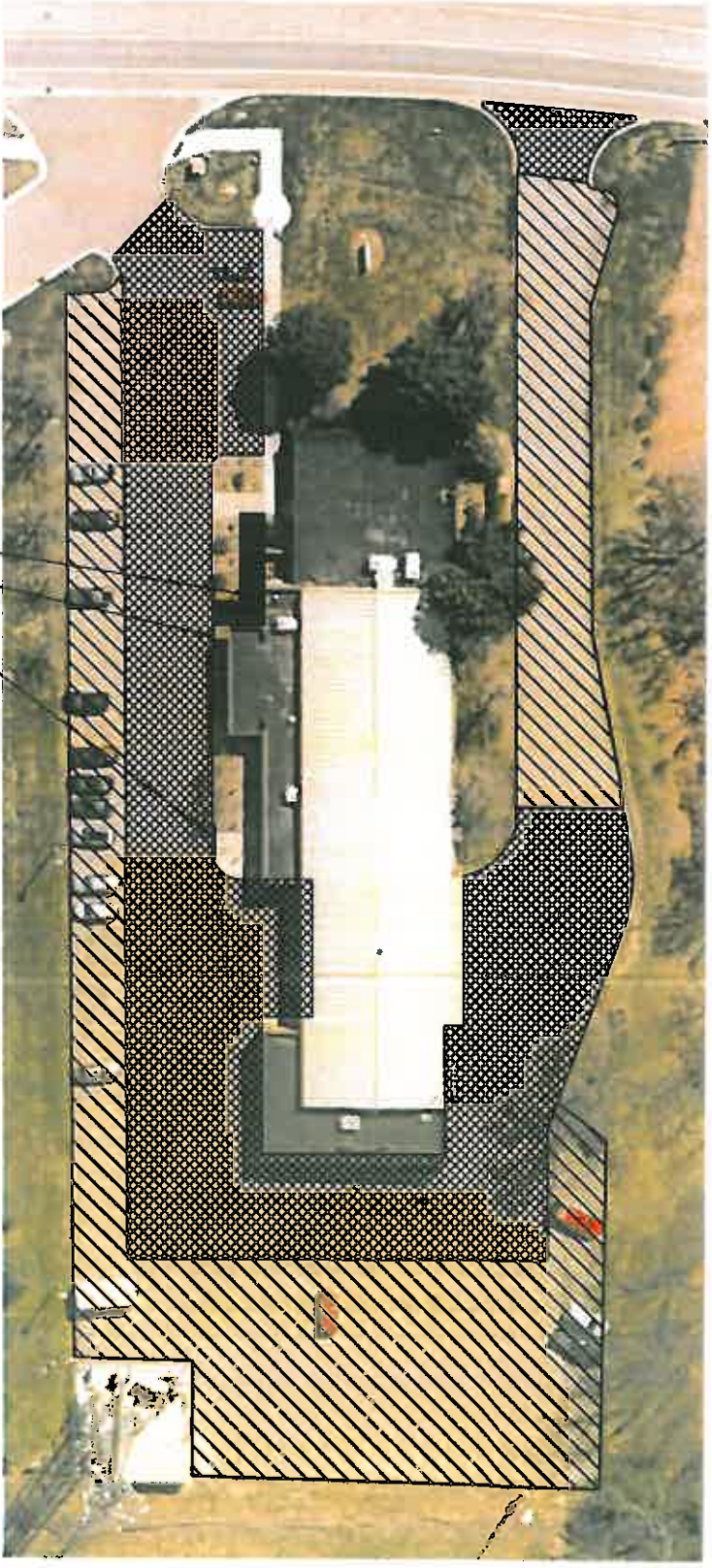
Network, Equipment,  
 and Software are  
 provided for the  
 intended use.  
 The user is  
 responsible for  
 maintaining and  
 updating the  
 software to ensure  
 it is secure and  
 not be subject to  
 any other risk.

**Cascade Charter Township**  
 Kent County, MI  
 Township Office Parking Lot Resurfacing

PROJECT NO.	170341
FIGURE NO.	C2



-  FULL DEPTH (4-INCH) ASPHALT REMOVAL AND REPLACEMENT
-  2-INCH ASPHALT OVERLAY
-  CURB REMOVE AND REPLACE
-  SIDEWALK REMOVE AND REPLACE



**TOWNSHIP OFFICE LOT RESURFACING**  
 PRELIMINARY PLAN



# Appendix 2



**EXHIBIT B**



April 28, 2017

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

Re: Cascade Township Hall Renovation Professional Services Fees

Dear Ben:

Please find in this letter additional information in support of cost figures established in our Renovation Study dated April 19, 2017. That Study reported on individual work efforts under consideration to help maintain and improve vital Township facilities. The Cost Estimate provided in that Study included architectural/engineering fees as well as the costs associated with FTCH performing construction management services for the various work efforts.

It is those "soft" costs that are expanded upon here. The line item for Architectural/Engineering Fees was calculated as 10% of the Total Construction Cost Estimate. There were also two components of the Construction Management services. The General Conditions which are for pre-construction services up through bidding and the Construction Management Fee calculated as 5% of the Subtotal for Construction. The General Conditions were included in the individual construction activities and so did not show up as a separate line item in the Cost Estimate.

The groupings of project costs below separate out what the A/E and CM fees would be for design and bidding from what the A/E and CM fees will be for the period of construction.

	Thru Bidding	Constr. Admin.	Total
Architectural/Engineering	\$73,200	\$27,700	\$100,900
Construction Management (Including General Conditions)	\$15,000	\$47,600	\$62,600
Total	\$88,200	\$75,300	\$163,500

A comparison of these numbers to the Cost Estimate in the Report shows that they have changed, and in the Townships favor. A closer look at the factors involved in calculating the A/E fee allowed us to trim our estimate of the time required to both design the work as well as be involved in construction administration. This resulted in an overall reduction in fee of \$8,500 (\$109,400 – \$100,900).

There is one qualifying factor that must be kept in mind when considering these numbers. These fees were calculated based on all six of the proposed work efforts going ahead simultaneously. And with the generator being placed at the west end of the site. There certainly would be a reduction in fee if the Total Construction Cost estimate was reduced, but it could not be directly proportional to that reduction in construction cost.

Mr. Benjamin Swayze, Township Manager

Page 2

April 28, 2017



Another factor to be considered when looking at the costs associated with the Report is the implied desire to have the work completed in 2017. The window for being prepared for late summer/fall construction is rapidly closing. To help get the design work underway as quickly as possible we would propose putting together a contract modeled on the one crafted and approved by both parties in 2015. This was when preparation was being made for A/E and CM services for the proposed new Township Hall.

We hope you find this information beneficial for deciding how to proceed, we appreciate the opportunity to provide services for this project, and look forward to working together. Please contact our office if you have questions or require any additional information regarding these fees.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink that reads "Gregg Yeomans". The signature is stylized with a large, sweeping flourish at the end.

Gregg Yeomans RA

A handwritten signature in black ink that reads "Kent D. Moeggenborg". The signature is stylized with a large, sweeping flourish at the end.

Kent D. Moeggenborg

Cc

D.Durkee

**EXHIBIT C**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/3/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Underwriters, Inc 39475 13 Mile Road, Suite 106 Novi MI 48377	<b>CONTACT NAME:</b> Stephanie C. Mulligan	
	<b>PHONE (A/C. No. Ext):</b> 248-553-8300	<b>FAX (A/C. No.):</b> 248-553-8305
<b>E-MAIL ADDRESS:</b> smulligan@profunderwriters.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> FISHB-1 Fishbeck, Thompson, Carr & Huber, Inc. 1515 Arboretum Dr., SE Grand Rapids MI 49546	<b>INSURER A :</b> National Fire Ins. of Hartford	
	<b>INSURER B :</b> Valley Forge Insurance Co	
	<b>INSURER C :</b> Continental Insurance Company	
	<b>INSURER D :</b> Continental Casualty Company	
	<b>INSURER E :</b>	
<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER: 1522721279** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC		PMT 6043508076	11/1/2016	11/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BUA 6043508093	11/1/2016	11/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		CUE 6043508109	11/1/2016	11/1/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC 6045517776	11/1/2016	11/1/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
D	Arch/Eng Professional Liability		AEH-254038073	10/31/2016	10/31/2017	Per Claim 2,000,000 Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Cascade Township Hall Renovation: Cascade Charter Township is listed as additional insured in respect to the General Liability.

<b>CERTIFICATE HOLDER</b> Cascade Charter Township 2865 Thornhills Avenue, SE Grand Rapids MI 49546-7192	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

**EXHIBIT D**



# RATE SCHEDULE

July 2, 2016

Principal	\$217
Senior Associate	\$186–\$207
Associate	\$129–\$186
Architect   Construction Engineer/Manager/Administrator Engineer   Estimator   Geologist   Hydrogeologist   Industrial Hygienist   Interior Designer   Project Manager   Scientist   Surveyor	
Senior Level	\$120–\$207
Mid Level	\$104–\$120
Staff Level	\$70–\$104
Architectural Specialist   Engineering Specialist   Environmental Specialist   Health & Safety Specialist   Operations Specialist   Technical Specialist   Project Superintendent   Survey Specialist	
Senior Level	\$129–\$186
Mid Level	\$87–\$129
Staff Level	\$79–\$87
Technician	
Senior Level	\$104–\$120
Mid Level	\$87–\$104
Staff Level	\$54–\$87
Production Support	\$70
Photocopies	\$0.10/Copy
Mileage/Passenger Vehicles	\$0.70/Mile
Field and Services Vehicles	\$0.95/Mile (\$37/day min.)
Equipment Schedule	Separate Schedule
Expenses and Outside Services	Cost Plus 10%

Compensation to be at one and one-half times the hourly rate for approved overtime.

Invoices are rendered every four weeks and payment is due upon receipt. A service charge of 1% per four-week period is added to accounts unpaid after 28 days from date of billing.

7/16



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** May 24<sup>th</sup>, 2017  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** FY 2016 Audit and Comprehensive Annual Financial Report

---

## **FACTS:**

The FY 2016 audit has been completed by Vredevelde Haefner LLC. Doug Vredevelde from the firm will be present at the Board Meeting to review the audit results and the Comprehensive Annual Financial Report with the Board.

Attached for your review are:

- Audit Presentation from Vredevelde Haefner
- Comprehensive Financial Annual Report (paper copies to be distributed)

## **ANALYSIS & CONCLUSIONS:**

The Finance Committee met with Doug Vredevelde from Vredevelde Haefner at their May meeting to review the results of the audit. By all accounts, Cascade has once again improved its financial position by controlling expenditures and paying down debt. Highlights include:

- The Township's net position increased through 2015 operations by \$1,096,262 (or 2.8%)
- Total expenses of the Township's programs were \$8,743,361
- Total revenues, including all program and general revenues, were \$9,839,623
- At the close of the current year, the Township's governmental funds reported combined ending fund balances of \$21,415,034, an increase of \$1,247,486 from the previous year.
- At the end of the current year, the unassigned fund balance for the General Fund was \$8,104,549, or 205% of total General Fund expenditures and transfers out.
- Total debt of the Township decreased by \$536,000 (or 12.9%) during the current year.

The Finance Committee has recommended the Township Board accept the FY2016 Comprehensive Annual Financial Report.

## **FINANCIAL CONSIDERATIONS:**

There are no financial considerations in approving this request.

## **RECOMMENDED ACTION:**

Accept the FY 2016 Comprehensive Annual Financial Report.

# **CASCADE CHARTER TOWNSHIP**

**year ended December 31, 2016**

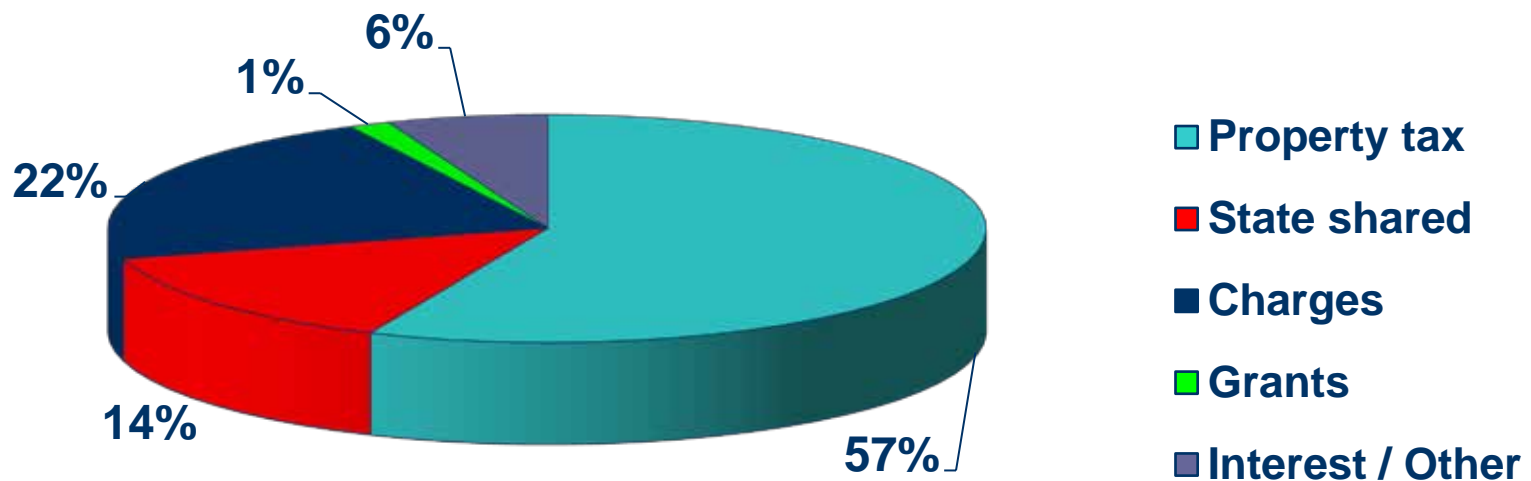
Presented by

**Vredeveld Haefner LLC**

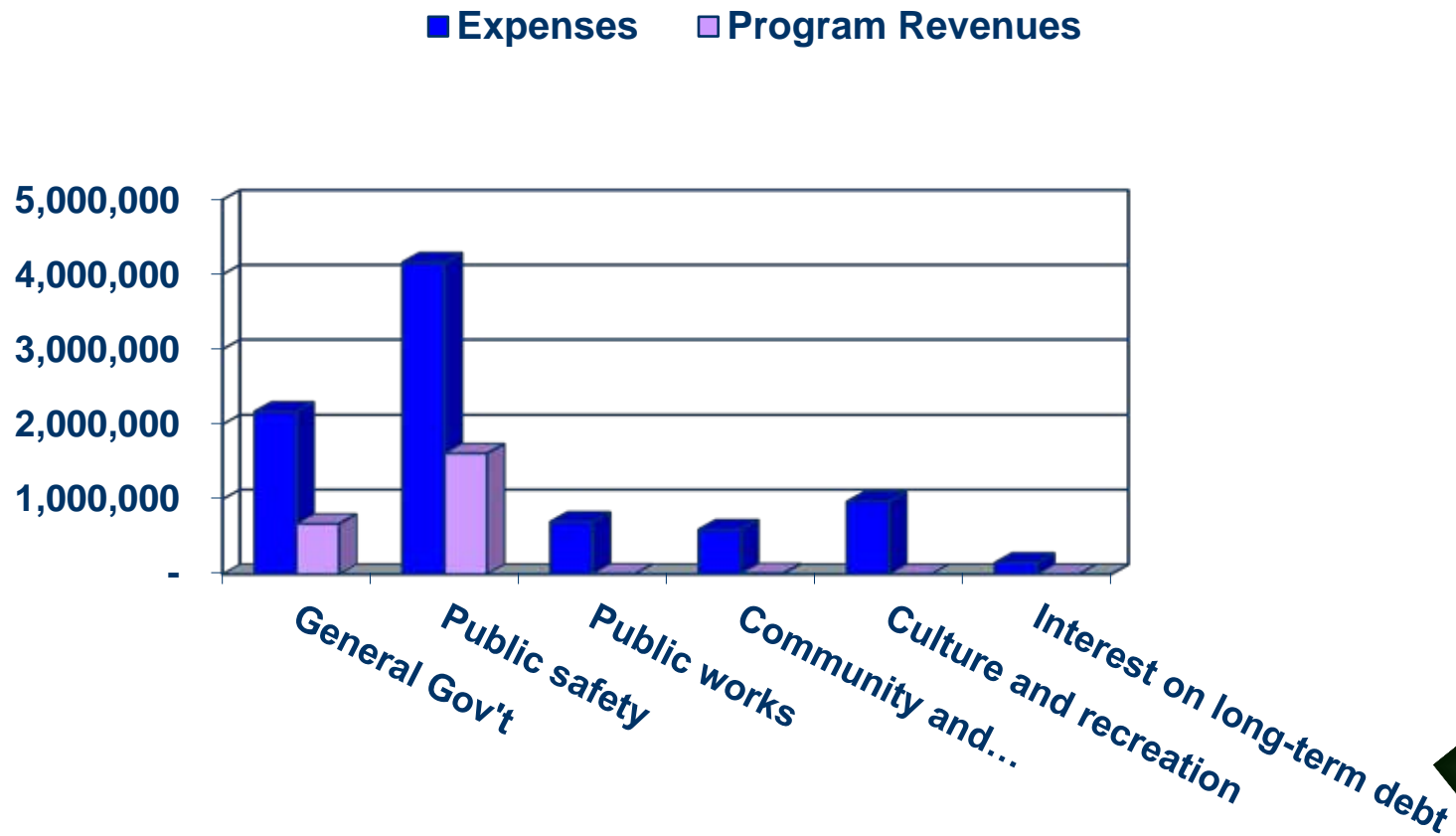


# Revenue by type

## Governmental activities

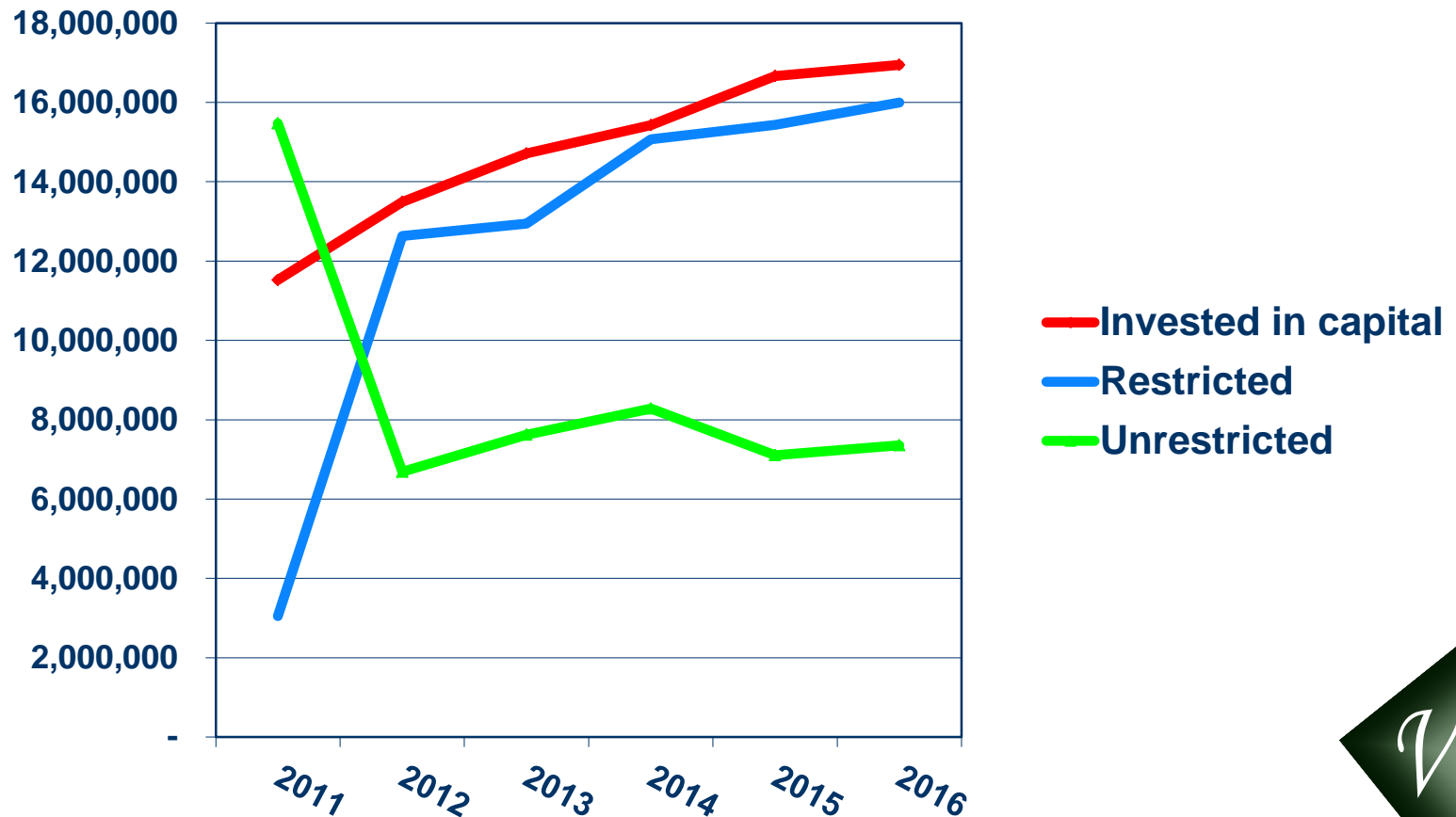


# Expenses and program revenues Governmental activities

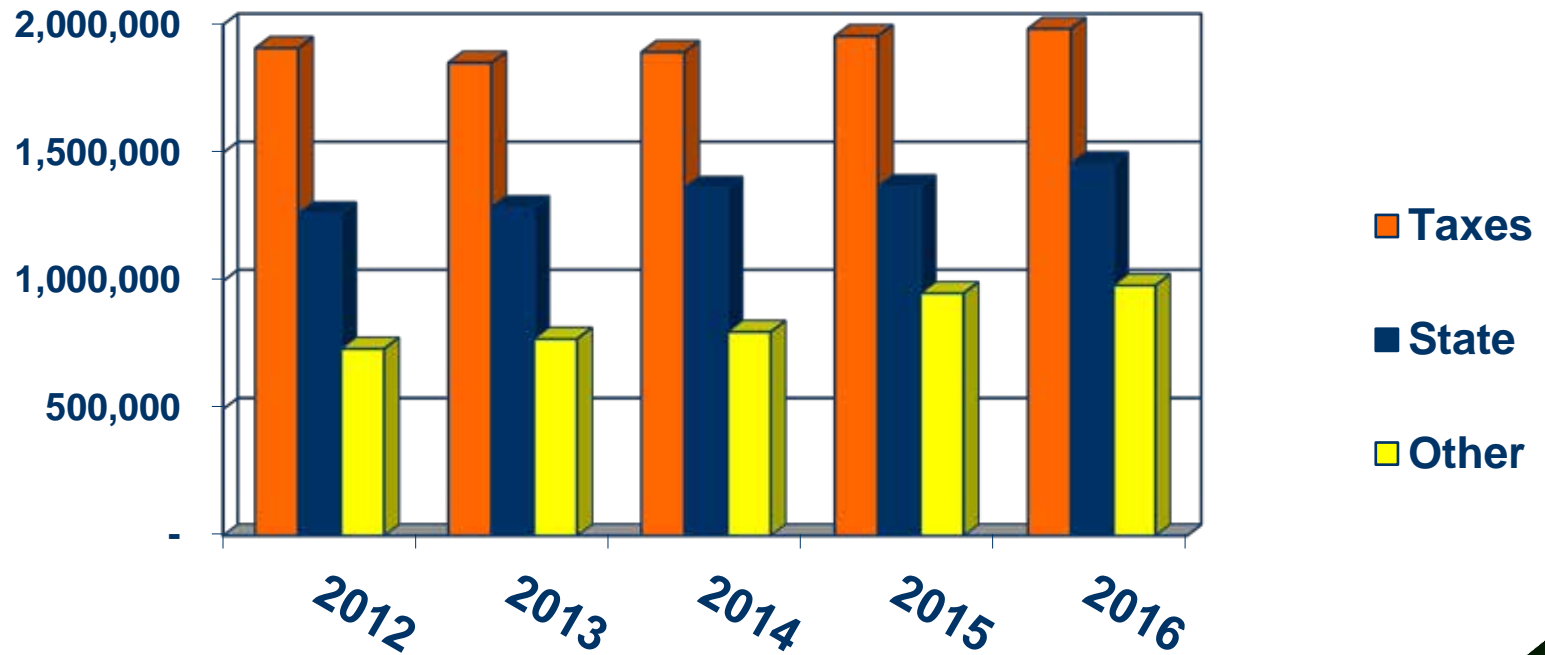


# Net assets

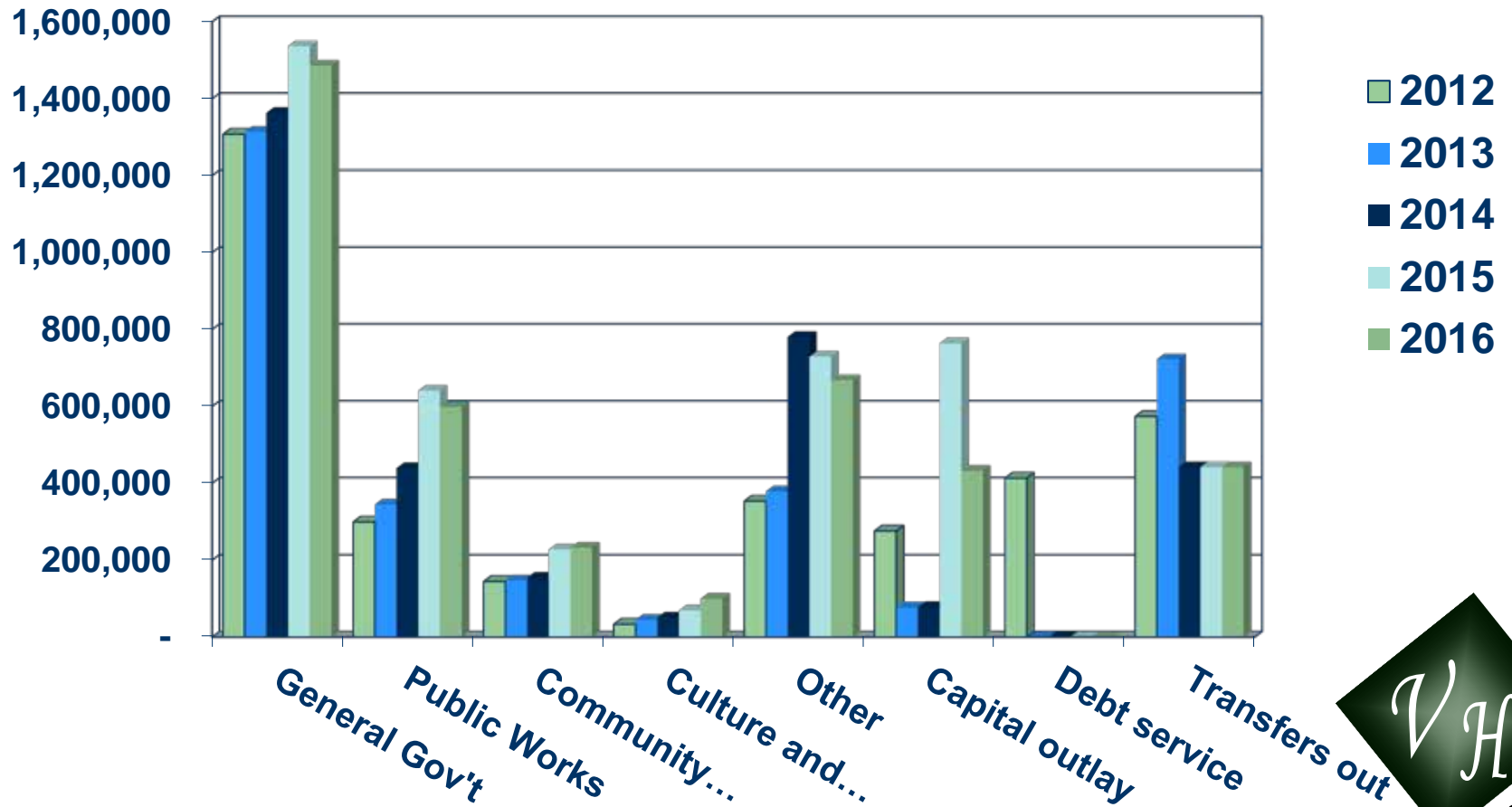
## Governmental activities



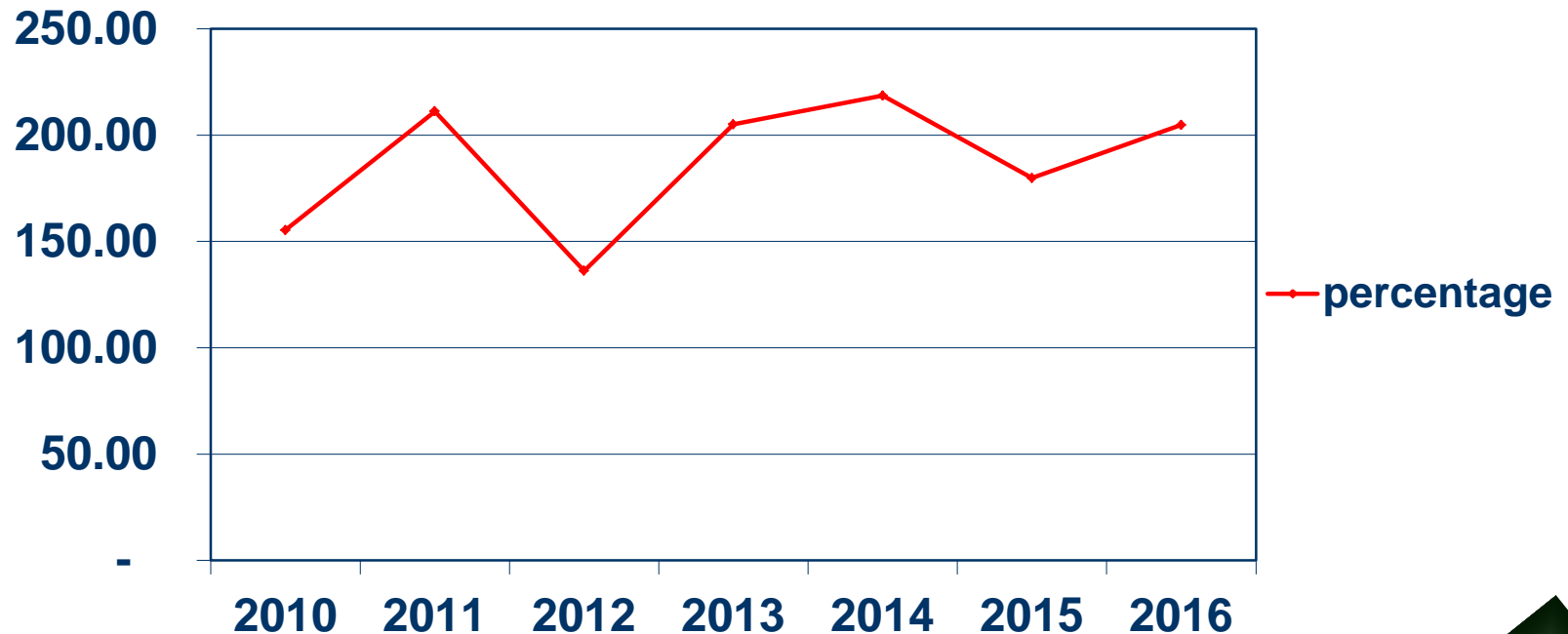
# General fund revenues



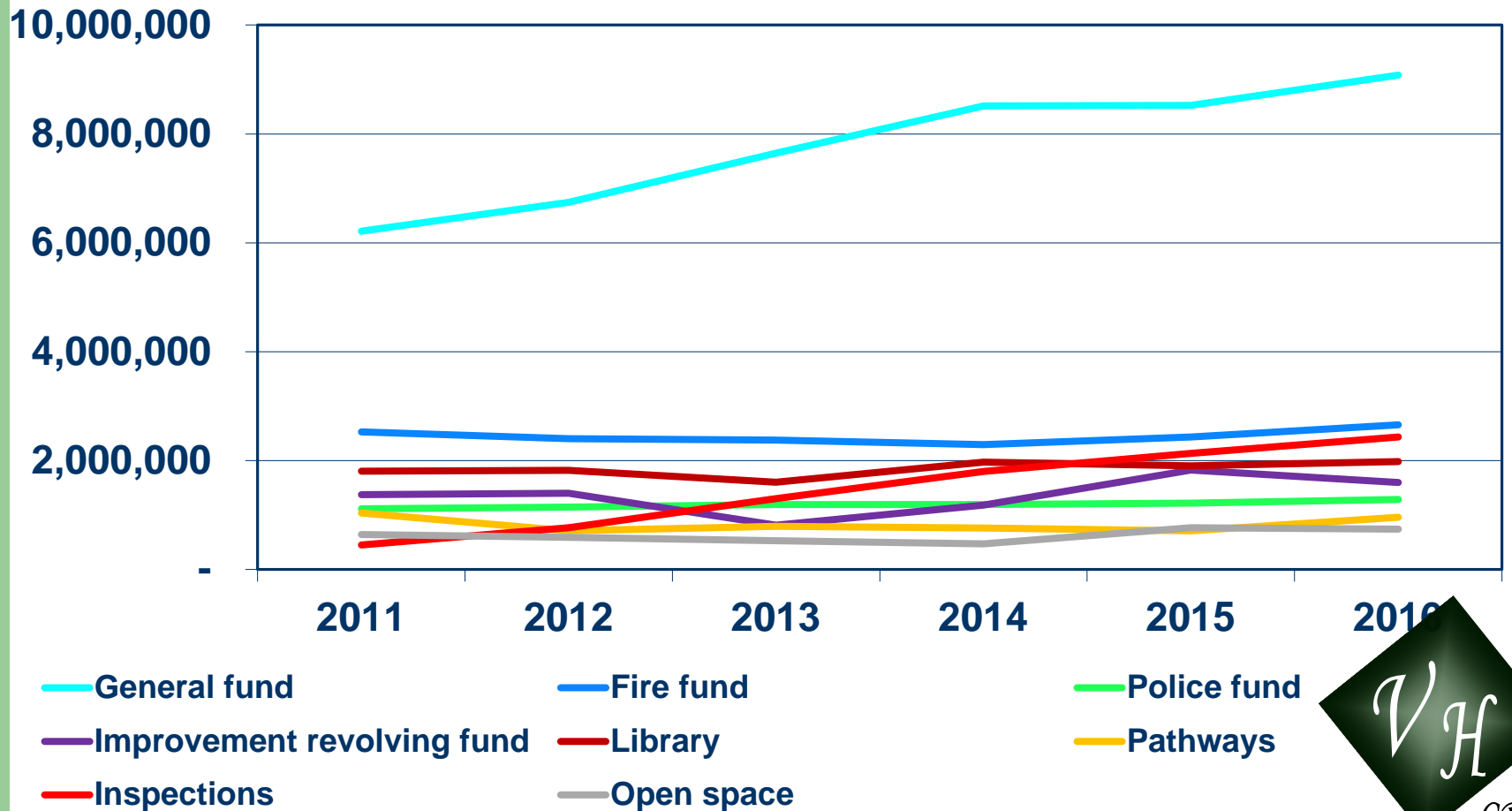
# Expenditures by function General fund



# General fund unassigned fund balance as a percent of expenditures and transfers



# Selected funds fund balance December 31, 2011 through 2016





*Vredeveld Haefner LLC*

CPA's and Consultants

4001 Granada Ct.  
Grand Rapids, MI 49534  
FAX (616) 828-0307

Douglas J. Vredeveld, CPA

(616) 446-7474

Peter S. Haefner, CPA

(616) 460-9388

May 10, 2017

To the Township Finance Committee  
Cascade Charter Township, Michigan

We have audited the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of Cascade Charter Township (the Township) for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 19, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Township are described in Note 1 to the financial statements. The Township adopted Governmental Accounting Standards Board Statements No. 72, *Fair Value Measurement and Application* and No. 77, *Tax Abatement Disclosures* in 2016. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the useful lives of capital assets is based on previous history and future expectations and the estimate of pension plan obligations is based on an actuarial valuation of the plan. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 10, 2017.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Township's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Township's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

During the review of internal controls we noted that journal entries are not consistently being reviewed and approved. We suggest that all journal entries be reviewed by someone other than the preparer.

### Other Matters

We applied certain limited procedures to the required supplementary information (RSI), as itemized in the table of contents that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the information and use of the Board and management of the Township and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

*Uredaxold Haefner LLC*



# **CASCADE CHARTER TOWNSHIP**

## **KENT COUNTY, MICHIGAN**

### FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016



*Vredeveld Haefner LLC*

*CPA's*

# Cascade Charter Township

## TABLE OF CONTENTS

---

<b>FINANCIAL SECTION</b>	<u>PAGE</u>
Independent Auditors' Report	1-2
Management's Discussion and Analysis	3-8
Basic Financial Statements	
<b>Government-wide Financial Statements</b>	
Statement of Net Position	9
Statement of Activities	10-11
<b>Fund Financial Statements</b>	
Balance Sheet - Governmental Funds	12-13
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to the Net Position of Governmental Activities on the Statement of Net Position	15
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	16-17
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	18
Statement of Assets and Liabilities - Agency Funds	19
<b>Notes to Financial Statements</b>	21-36
Required Supplementary Information	
Schedules of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
General Fund	37
Fire Special Revenue Fund	38
Police Special Revenue Fund	39
Improvement Revolving Special Revenue Fund	40
Library Special Revenue Fund	41
Pathways Special Revenue Fund	42
Inspections Special Revenue Fund	43
Open Space Special Revenue Fund	44
Defined Benefit Pension Plan	
Schedule of Changes in Employers Net Pension Liability and Other Ratios	45
Schedule of Employer Contributions	46
Combining and Individual Fund Statements and Schedules	
<b>Nonmajor Governmental Funds</b>	
Combining Balance Sheet	47
Combining Statement of Revenues, Expenditures and Changes in Fund Balances	48
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	
Cascade Dam Special Revenue Fund	49
HAZMAT Special Revenue Fund	50

# Cascade Charter Township

## TABLE OF CONTENTS

---

	<u>PAGE</u>
<b>Comparative Fund Financial Statements</b>	
General Fund	
Comparative Balance Sheet	51
Comparative Schedule of Revenues	53
Comparative Schedule of Expenditures	54-55
Fire Special Revenue Fund	
Comparative Balance Sheet	56
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	57
Police Special Revenue Fund	
Comparative Balance Sheet	58
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	59
Improvement Revolving Special Revenue Fund	
Comparative Balance Sheet	60
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	61
Library Special Revenue Fund	
Comparative Balance Sheet	62
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	63
Pathways Special Revenue Fund	
Comparative Balance Sheet	64
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	65
Inspections Special Revenue Fund	
Comparative Balance Sheet	66
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	67
Open Space Special Revenue Fund	
Comparative Balance Sheet	68
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	69
Cascade Dam Major Repair Special Revenue Fund	
Comparative Balance Sheet	70
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	71
HAZMAT Special Revenue Fund	
Comparative Balance Sheet	72
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	73
Building Authority Debt Service Fund	
Comparative Balance Sheet	74
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	75
Open Space Preservation Capital Projects Fund	
Comparative Balance Sheet	76
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	77
Cemetery Perpetual Care Fund	
Comparative Balance Sheet	78
Comparative Schedule of Revenues, Expenditures and Changes in Fund Balance	79
<b>Fiduciary Funds</b>	
Combining Statement of Assets and Liabilities – Agency Funds	80
Combining Statement of Changes in Assets and Liabilities – Agency Funds	81
<b>Component Units</b>	
Downtown Development Authority	
Balance Sheet/Statement of Net Position	82
Statement of Revenues, Expenditures and Changes in Fund Balance/Statement of Activities	83



*Vredeveld Haefner LLC*

CPA's and Consultants

4001 Granada Ct.

Grand Rapids, MI 49534

FAX (616) 828-0307

Douglas J. Vredeveld, CPA

(616) 446-7474

Peter S. Haefner, CPA

(616) 460-9388

## INDEPENDENT AUDITORS' REPORT

May 10, 2017

Township Board  
Cascade Charter Township  
Kent County, Michigan

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Cascade Charter Township (the Township), as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Township, as of December 31, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8 and the information on pages 37 through 46 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The 2016 balances in the combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2016 balances in the combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Wendyold Haefner LLC*

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## Management's Discussion and Analysis

As management of Cascade Charter Township (the Township), we offer readers of the Township's financial statements this narrative overview and analysis of the financial activities of the Township for the fiscal year ended December 31, 2016. We encourage readers to consider the information presented here in conjunction with additional information that is furnished in the financial statements and notes to the financial statements.

### Financial Highlights

- The Township's net position increased through 2016 operations by \$1,096,305 (or 2.8%)
- Total expenses of the Township's programs were \$8,743,361.
- Total revenues, including all programs and general revenues, were \$9,839,666.
- At the close of the current year, the Township's governmental funds reported combined ending fund balances of \$21,415,077, an increase of \$1,247,529 from the previous year.
- At the end of the current year, the unassigned fund balance for the General Fund was \$8,104,592, or 205% of total General Fund expenditures and transfers out.
- Total long-term debt of the Township decreased by \$536,000 (or 12.9%) during the current year.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Cascade Charter Township's financial statements. The Township's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Township's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused compensated absences, accrued interest, etc.).

Both of the government-wide financial statements distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Township include general government, public safety, public works, community and economic development, culture and recreation, and other township activities. The Township has no business-type activities.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Township can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term*

*inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.*

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Township maintains thirteen individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances for the general fund, fire, police, improvement revolving, library, pathways, inspections, and open space funds which are considered major funds.

Data is combined into a single aggregated presentation for the other governmental funds. Individual fund data for each of the non-major governmental funds is provided in the form of *combining statements and schedules*.

The Township adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison schedules have been provided herein to demonstrate compliance with those budgets.

**Proprietary funds.** Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The Township has no proprietary funds.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resource of those funds are *not* available to support the Township's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information*. This consists of this management discussion and analysis, major fund budgetary schedules, and pension schedules.

## Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Township, assets exceeded liabilities and deferred inflows by \$40,296,166 at the close of the most recent fiscal year. A summary of net position is as follows:

### Net Position

	<u>Governmental activities</u>	
	<u>2016</u>	<u>2015</u>
Current and other assets	\$30,802,427	\$29,824,123
Capital assets	20,563,647	20,816,821
Total assets	<u>51,366,074</u>	<u>50,640,944</u>
Deferred outflows of resources - pension	<u>956,504</u>	<u>537,044</u>
Long-term liabilities outstanding	5,858,304	5,707,980
Other liabilities	<u>982,142</u>	<u>1,084,669</u>
Total liabilities	<u>6,840,446</u>	<u>6,792,649</u>

	<u>Governmental activities</u>	
	<u>2016</u>	<u>2015</u>
Deferred inflows of resources-taxes	\$ 5,185,966	\$ 5,185,478
Net position:		
Net investment in capital assets	16,944,647	16,661,821
Restricted	15,996,660	15,436,358
Unrestricted	7,354,859	7,101,682
Total net position	<u>\$40,296,166</u>	<u>\$39,199,861</u>

A portion of the Township's net position (18 percent) reflects unrestricted net position which is available for future operations while the largest portion of net position is invested in capital assets (e.g., land, buildings, vehicles, equipment and infrastructure), less any related debt used to acquire those assets that is still outstanding. The Township uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending.

The government's net position increased by \$1,096,305 during the current fiscal year.

### Changes in Net Position

	<u>Governmental activities</u>	
	<u>2016</u>	<u>2015</u>
Revenue:		
Program revenue:		
Charges for services	\$ 2,155,957	\$ 2,369,973
Operating grants and contributions	95,340	94,433
Capital grants and contributions	51,993	4,002
General revenue:		
Property taxes	5,567,813	5,405,163
State sources	1,385,182	1,343,931
Intergovernmental	32,870	32,870
Unrestricted investment earnings	302,383	250,633
Other	248,128	896,104
Total revenue	<u>9,839,666</u>	<u>10,397,109</u>
Expenses:		
General government	2,168,298	1,916,278
Public safety	4,160,512	4,042,924
Public works	699,462	699,363
Community and economic development	596,565	227,592
Culture and recreation	966,965	837,108
Other township	-	729,237
Interest on long-term debt	151,559	172,240
Total expenses	<u>8,743,361</u>	<u>8,624,742</u>
Change in net position	<u>1,096,305</u>	<u>1,772,367</u>
Net position - beginning of year	<u>39,199,861</u>	<u>37,427,494</u>
Net position - end of year	<u>\$40,296,166</u>	<u>\$39,199,861</u>

Net position was reduced by \$1,349,654 at January 1, 2015 for the implementation of GASB Statement Number 68 (pension accounting).

**Governmental Activities.** During the year the Township invested \$4,160,512 or 48% of governmental activities expenses in public safety. General government expenses amounted to \$2,168,298 or 25% of governmental activities while public works, community and economic development, culture and recreation, interest on long-term debt, and other made up the remaining 27% of governmental activities expenses.

## Financial Analysis of the Government's Funds

As noted earlier, the Township uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the Township's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Township's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$21,415,077, an increase of \$1,247,529 in comparison with the prior year. Of the \$21,415,077, \$9,080,235 is reported in the general fund.

The general fund is the chief operating fund of the Township. At the end of the current fiscal year, unassigned fund balance of the general fund was \$8,104,592. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 205% of total general fund expenditures and transfers out. The fund balance of the Township's general fund increased by \$553,124 during the current fiscal year.

The fire fund is used to account for Fire Department operations of the Township. At the end of the current fiscal year, fund balance was \$2,655,709, an increase of \$224,009 over the prior year. The increase is primarily the result of lower capital purchases than anticipated during the year.

The police fund is used to account for the contract with the County Sheriff Department to provide police protection to the Township. At the end of the current fiscal year, fund balance was \$1,283,785, an increase of \$64,603 over the prior year.

The improvement revolving fund collects connection fees for sewer and water hookups to be used for the construction of extension to the utility systems benefiting Township residents. At the end of the current fiscal year, fund balance was \$1,596,170, a decrease of \$226,688 over the prior year. The decrease is primarily due to capital outlay.

The library fund is used to account for the property tax millage and expenditures related to the Township library. At the end of the current fiscal year, fund balance was \$1,979,228, an increase of \$75,592 over the prior year. The increase is primarily the result slightly increased revenues and budgeted capital outlay which was not spent.

The pathways fund is used to account for the property tax millage dedicated to the maintenance, operations and debt service related to the Townships pathway system. At the end of the current fiscal year, fund balance was \$955,328, an increase of \$247,403 from the prior year. The increase is due to reduced debt service principal and interest payments due to payoff of bonds in 2015.

The Inspections fund collects inspection (building, mechanical, electrical, plumbing) permits from Cascade Township and other customer community residents to be used for maintaining the operations of the Inspections Department. At the end of the current fiscal year, fund balance was \$2,430,081, an increase of \$301,184 over the prior year. The increase is primarily the result of significant building projects within the Township.

The open space fund is used to account for the property tax millage dedicated to the development of Township parks. At the end of the current fiscal year, fund balance was \$739,045, a decrease of \$23,769 from the prior year. The decrease is due to transfers to other funds for debt service.

## Capital Asset and Debt Administration

**Capital assets.** The Township's investment in capital assets for its governmental activities as of December 31, 2016, amounted to \$20,552,380 (net of accumulated depreciation).

The Township's capital assets (net of depreciation) are summarized as follows:

	<b>2016</b>	<b>2015</b>
Land	\$ 9,931,708	\$ 9,925,955
Land improvements	3,188,046	3,221,534
Infrastructure	532,000	560,000
Buildings and improvements	4,990,492	5,205,407
Furniture and equipment	449,470	456,132
Vehicles	1,471,931	1,447,793
<b>Total</b>	<b>\$20,563,647</b>	<b>\$20,816,821</b>

Additional information on the Township's capital assets can be found in the footnotes to the financial statements.

**Debt.** At the end of the current fiscal year, the Township had total debt outstanding as follows:

	<b>2016</b>	<b>2015</b>
Accrued employee benefits	\$ 102,557	\$ 80,309
Bonds payable	3,619,000	4,155,000
<b>Total</b>	<b>\$3,721,557</b>	<b>\$4,235,309</b>

Additional information on the Township's long-term debt can be found in the footnotes to the financial statements.

## Budgetary Highlights

Over the course of the year, the Township revised the annual General and Special Revenue Funds operating budgets several times to comply with the Michigan Department of Treasury guidelines. The budget amendments were made to reflect changes in revenues and expenditures as they occurred during the year.

- In the General Fund, the final amended budget estimated a decrease in fund balance of \$179,151, which was a larger decrease than the original anticipated decrease of \$82,934. The major amendments included:
  - Increase in DEQ SAW Grant revenues by \$138,150 to reflect the SAW grant awarded to the Township.
  - Decrease in State Shared Revenue of \$65,451 to reflect lower than anticipated state income tax collections and, therefore, lower statutory revenue sharing payments.
  - Increase in Park Donations of \$30,500 to reflect the naming rights donation that was received for the new Recreation Park Playground.
  - Increase in Stormwater SAW Grant and Stormwater Grant Match expenditures of \$153,500 to reflect the costs associated with the SAW grant work on the Stormwater Master Plan.
  - Decrease in Transportation Services and Bus Service 28<sup>th</sup> Street costs by \$32,000 to reflect the actual costs of the service.
  - Increase in Park Maintenance expenses of \$38,000 to reflect additional park maintenance work in Tassel Park.
  - Increase in Capital Outlay – FFE expenses of \$22,000 to reflect the carryover of the costs of the 30<sup>th</sup> Street columbarium project from the FY 2015 budget.

- In the Improvements Revolving Fund, the final amended budget estimated a decrease in fund balance of \$308,281, which was a larger decrease than the original anticipated decrease of \$272,795. The major amendments included:
  - Increase in Steelcase Sewer Payback expenses of \$60,487 to reflect the settlement of the Steelcase Sewer Payback Agreement issue with Steelcase, Kentwood and Grand Rapids.
  - Decrease the Burton/Cascade PV project by \$25,000 to reflect that cost being lower than originally anticipated.
  
- In the Downtown Development Authority Fund, the final amended budget estimated a decrease in fund balance of \$15,172, which was a larger decrease than the original anticipated increase in fund balance \$96,493. The major amendments included:
  - Increase in the Capital Outlay expenses of \$122,382 to reflect costs from the FY2015 Village Improvements project that carried into FY 2016.

## **Economic Factors and Next Year's Budgets and Rates**

The following factors were considered in preparing the Township's budget for the 2017 fiscal year:

- The FY2017 General and Special Revenue Funds budget was prepared utilizing identical millage rates from the FY2016 budget.
- For FY 2017, the Township's initial General Fund Budget anticipates a year-end fund balance increase of \$36,661. The Township continues to see an increase in tax revenue growth (2.55%) and state shared-revenue growth (2%). The FY2017 budget does see a decrease in Personal Property Tax Revenue (6.81%) as the first year of Industrial Personal Property Tax elimination begins. Part of that loss is offset by PPT reimbursement from the State, which is estimated at \$25,575. For FY17 the Township budgeted significant capital improvement expenditures including technology upgrades (\$65,000) and improvements to the 36<sup>th</sup> Street Interchange (\$275,00). In addition, the Township has budgeted \$600,000 across the General Fund, Fire Fund and Building Fund for improvements to the Township Hall/Station #1 Building and Station #2 building including a replacement roof and HVAC System, a full building generator and rehabilitated parking lots and drives.
- In the FY 2017 Special Revenue and component funds, several funds will see a decrease in fund balance due to capital improvements. The Fire Fund will see a decrease of \$380,000 with several capital improvement projects including the replacement of an Emergency Response vehicle (\$350,000), the installation of an Air Pack Filling Station (\$49,000) and contributions to the building improvements (\$200,000). The Open Space fund will see a fund balance decrease of \$41,000 as part of a planned drawdown as part of the repayment of the outstanding bonds. The Infrastructure Revolving Fund will see a fund balance reduction of \$644,000 for the Thornapple River Drive Utility Extension project, but approximately half of that will be recovered through a 20 year Special Assessment District and Kent County Road Commission contributions to the road portion of the project. All of the other special revenue funds will see moderate increases in fund balance.

## **Requests for Information**

This financial report is designed to provide a general overview of Cascade Charter Township's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Benjamin Swayze, Township Manager, Cascade Charter Township, 2865 Thornhills SE, Grand Rapids, MI 49546-7140, (616) 949-1500, or by email at [bswayze@cascadetwp.com](mailto:bswayze@cascadetwp.com).

## **BASIC FINANCIAL STATEMENTS**

**CASCADE CHARTER TOWNSHIP**

**STATEMENT OF NET POSITION**

**DECEMBER 31, 2016**

	<u>Primary Government Governmental Activities</u>	<u>Component Unit Downtown Development Authority</u>
<b>Assets</b>		
Cash and pooled investments	\$ 21,304,766	\$ 526,433
Receivables		
Accounts	2,866,552	-
Taxes	2,673,683	186,381
Due from other governments	247,515	-
Prepaid items	<u>3,629</u>	<u>-</u>
Total current assets	<u>27,096,145</u>	<u>712,814</u>
Noncurrent assets		
Special assessments receivable	3,706,282	-
Capital assets		
Non-depreciable	9,931,708	59,366
Depreciable capital assets, net	<u>10,631,939</u>	<u>4,832,223</u>
Total noncurrent assets	<u>24,269,929</u>	<u>4,891,589</u>
<b>Total assets</b>	<u>51,366,074</u>	<u>5,604,403</u>
<b>Deferred outflows of resources</b>		
Pension related	<u>956,504</u>	<u>-</u>
<b>Liabilities</b>		
Accounts payable	328,692	124,645
Accrued payroll and benefits	50,574	-
Accrued interest payable	23,876	3,308
Current portion of bonds and notes payable	<u>579,000</u>	<u>94,000</u>
Total current liabilities	<u>982,142</u>	<u>221,953</u>
Long-term liabilities		
Compensated absences	102,557	-
Net pension liability	2,715,747	-
Bonds and notes payable	<u>3,040,000</u>	<u>300,000</u>
Total long-term liabilities	<u>5,858,304</u>	<u>300,000</u>
<b>Total liabilities</b>	<u>6,840,446</u>	<u>521,953</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>5,185,966</u>	<u>186,381</u>
<b>Net position</b>		
Net investment in capital assets	16,944,647	4,497,589
Restricted for		
Public safety	6,369,575	-
Public works	5,861,900	-
Culture and recreation	3,673,601	-
Cemetery trust	91,584	-
Unrestricted	<u>7,354,859</u>	<u>398,480</u>
<b>Total net position</b>	<u>\$ 40,296,166</u>	<u>\$ 4,896,069</u>

The accompanying notes are an integral part of these financial statements.

**CASCADE CHARTER TOWNSHIP**

**STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>Functions/Programs</b>	<b>Expenses</b>	<b>Program Revenues</b>		<b>Net (Expense) Revenue</b>	
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>		<b>Capital Grants and Contributions</b>
<b>Primary government</b>					
Governmental activities					
General government	\$ 2,168,298	\$ 526,390	\$ 94,340	\$ 51,993	\$ (1,495,575)
Public safety	4,160,512	1,610,733	-	-	(2,549,779)
Public works	699,462	6,799	-	-	(692,663)
Community and economic development	596,565	12,035	-	-	(584,530)
Culture and recreation	966,965	-	1,000	-	(965,965)
Interest on long-term debt	151,559	-	-	-	(151,559)
<b>Total primary government</b>	<b>\$ 8,743,361</b>	<b>\$ 2,155,957</b>	<b>\$ 95,340</b>	<b>\$ 51,993</b>	<b>\$ (6,440,071)</b>
<b>Component unit</b>					
Downtown Development Authority	\$ 641,170	-	-	-	\$ (641,170)

(Continued)

The accompanying notes are an integral part of these financial statements.

**CASCADE CHARTER TOWNSHIP**

**STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<b>Primary Government Governmental Activities</b>	<b>Component Unit Downtown Development Authority</b>
<b>Changes in net position</b>		
<b>Net (expense) revenue</b>	\$ (6,440,071)	\$ (641,170)
General revenues		
Property taxes		
General purpose	1,984,540	-
Specific purpose	3,583,273	605,295
State shared revenues	1,385,182	-
Intergovernmental revenues	32,870	-
Unrestricted interest	302,383	6,322
Miscellaneous	248,128	38,436
Total general revenues and transfers	7,536,376	650,053
Change in net position	1,096,305	8,883
<b>Net position, beginning of year</b>	39,199,861	4,887,186
<b>Net position, end of year</b>	\$ 40,296,166	\$ 4,896,069

(Concluded)

The accompanying notes are an integral part of these financial statements.

**CASCADE CHARTER TOWNSHIP**

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

**DECEMBER 31, 2016**

	<u>General</u>	<u>Fire</u>	<u>Police</u>	<u>Improvement Revolving</u>
<b>Assets</b>				
Cash and pooled investments	\$ 8,712,137	\$ 2,708,312	\$ 1,457,715	\$ 1,598,471
Receivables				
Accounts	985,252	893,131	311,686	16,135
Taxes	840,656	944,402	329,652	-
Special assessments	-	-	-	3,706,282
Due from other funds	17,549	-	-	2,200
Due from other governments	247,515	-	-	-
Prepaid items	1,100	1,875	-	-
<b>Total assets</b>	<u>\$ 10,804,209</u>	<u>\$ 4,547,720</u>	<u>\$ 2,099,053</u>	<u>\$ 5,323,088</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>				
<b>Liabilities</b>				
Accounts payable	\$ 75,153	\$ 33,705	\$ 173,930	\$ 7,076
Accrued payroll and benefits	17,598	20,963	-	-
Due to other funds	11,575	-	-	14,584
<b>Total liabilities</b>	<u>104,326</u>	<u>54,668</u>	<u>173,930</u>	<u>21,660</u>
<b>Deferred inflows of resources</b>				
Unearned/unavailable revenue	<u>1,619,648</u>	<u>1,837,343</u>	<u>641,338</u>	<u>3,705,258</u>
<b>Fund balances</b>				
<b>Nonspendable</b>				
Prepaid items	1,100	1,875	-	-
Cemetery trust	-	-	-	-
<b>Restricted</b>				
Dedicated millage	-	2,653,834	1,283,785	-
Inspection fees	-	-	-	-
Capital improvements	-	-	-	1,596,170
<b>Committed</b>				
Cemetery trust	-	-	-	-
Unfunded pension liability	499,543	-	-	-
Loss of personal property tax revenues	475,000	-	-	-
<b>Assigned</b>				
Special revenue funds	-	-	-	-
Unassigned	<u>8,104,592</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total fund balances</b>	<u>9,080,235</u>	<u>2,655,709</u>	<u>1,283,785</u>	<u>1,596,170</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 10,804,209</u>	<u>\$ 4,547,720</u>	<u>\$ 2,099,053</u>	<u>\$ 5,323,088</u>

The accompanying notes are an integral part of these financial statements.

<u>Library</u>	<u>Pathways</u>	<u>Inspections</u>	<u>Open Space</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
\$ 1,992,322	\$ 955,384	\$ 2,457,069	\$ 739,275	\$ 684,081	\$ 21,304,766
101,984	270,542	14,824	156,138	-	2,749,692
107,696	286,136	-	165,141	-	2,673,683
-	-	-	-	-	3,706,282
-	-	-	-	11,575	31,324
-	-	-	-	-	247,515
-	-	654	-	-	3,629
<u>\$ 2,202,002</u>	<u>\$ 1,512,062</u>	<u>\$ 2,472,547</u>	<u>\$ 1,060,554</u>	<u>\$ 695,656</u>	<u>\$ 30,716,891</u>
\$ 13,094	\$ 56	\$ 25,288	\$ 230	\$ 160	\$ 328,692
-	-	12,013	-	-	50,574
-	-	5,165	-	-	31,324
<u>13,094</u>	<u>56</u>	<u>42,466</u>	<u>230</u>	<u>160</u>	<u>410,590</u>
<u>209,680</u>	<u>556,678</u>	<u>-</u>	<u>321,279</u>	<u>-</u>	<u>8,891,224</u>
-	-	654	-	-	3,629
-	-	-	-	91,584	91,584
1,979,228	955,328	-	739,045	-	7,611,220
-	-	2,429,427	-	-	2,429,427
-	-	-	-	560,472	2,156,642
-	-	-	-	7,192	7,192
-	-	-	-	-	499,543
-	-	-	-	-	475,000
-	-	-	-	36,248	36,248
-	-	-	-	-	8,104,592
<u>1,979,228</u>	<u>955,328</u>	<u>2,430,081</u>	<u>739,045</u>	<u>695,496</u>	<u>21,415,077</u>
<u>\$ 2,202,002</u>	<u>\$ 1,512,062</u>	<u>\$ 2,472,547</u>	<u>\$ 1,060,554</u>	<u>\$ 695,656</u>	<u>\$ 30,716,891</u>

**(This page left intentionally blank)**

# CASCADE CHARTER TOWNSHIP

## RECONCILIATION OF FUND BALANCES ON THE BALANCE SHEET FOR GOVERNMENTAL FUNDS TO NET POSITION OF GOVERNMENTAL ACTIVITIES ON THE STATEMENT OF NET POSITION

DECEMBER 31, 2016

---

<b>Fund balances - total governmental funds</b>	<b>\$ 21,415,077</b>
Amounts reported for <i>governmental activities</i> in the statement of net position are different because	
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	
Add - land	9,931,708
Add - capital assets (net of accumulated depreciation)	10,631,939
Certain assets are not due and receivable in the current period and therefore are offset with deferred revenue or not included in the funds.	
Add - special assessments deferred receivable	3,705,258
Add - accrued interest receivable	116,860
Deferred outflows reported on the statement of net position are recognized over future periods and therefore are not reported in the funds.	
Add - deferred outflows related to pensions	956,504
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds.	
Deduct - compensated absences payable	(102,557)
Deduct - net pension liability	(2,715,747)
Deduct - bonds and notes payable	(3,619,000)
Deduct - accrued interest on bonds and notes payable	<u>(23,876)</u>
<b>Net position of governmental activities</b>	<b><u>\$ 40,296,166</u></b>

The accompanying notes are an integral part of these financial statements.

**CASCADE CHARTER TOWNSHIP**

**GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>General</u>	<u>Fire</u>	<u>Police</u>	<u>Improvement Revolving</u>
<b>Revenues</b>				
Property taxes	\$ 1,984,540	\$ 1,846,062	\$ 644,383	\$ -
Licenses and permits	460,158	-	-	-
State	1,458,546	-	-	-
Local	-	-	-	-
Charges for services	91,824	-	-	-
Interest	243,546	22,506	29,869	15,982
Miscellaneous	187,490	146	-	279,669
<b>Total revenues</b>	<u>4,426,104</u>	<u>1,868,714</u>	<u>674,252</u>	<u>295,651</u>
<b>Expenditures</b>				
Current				
General government	1,485,775	-	-	-
Public safety	-	1,890,972	609,649	-
Public works	598,148	-	-	-
Community and economic development	232,291	-	-	-
Culture and recreation	99,518	-	-	-
Other	668,219	-	-	-
Debt service				
Principal	-	-	-	76,000
Interest	-	-	-	4,038
Capital outlay	432,730	153,733	-	442,301
<b>Total expenditures</b>	<u>3,516,681</u>	<u>2,044,705</u>	<u>609,649</u>	<u>522,339</u>
Revenues over (under) expenditures	<u>909,423</u>	<u>(175,991)</u>	<u>64,603</u>	<u>(226,688)</u>
Other financing sources (uses)				
Transfers in	85,276	400,000	-	-
Transfers out	(441,575)	-	-	-
Total other financing sources (uses)	<u>(356,299)</u>	<u>400,000</u>	<u>-</u>	<u>-</u>
Net changes in fund balances	553,124	224,009	64,603	(226,688)
<b>Fund balances, beginning of year</b>	<u>8,527,111</u>	<u>2,431,700</u>	<u>1,219,182</u>	<u>1,822,858</u>
<b>Fund balances, end of year</b>	<u>\$ 9,080,235</u>	<u>\$ 2,655,709</u>	<u>\$ 1,283,785</u>	<u>\$ 1,596,170</u>

The accompanying notes are an integral part of these financial statements.

<u>Library</u>	<u>Pathways</u>	<u>Inspections</u>	<u>Open Space</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
\$ 210,705	\$ 559,319	\$ -	\$ 322,804	\$ -	\$ 5,567,813
-	-	1,521,550	-	-	1,981,708
-	-	-	-	-	1,458,546
32,870	-	-	-	-	32,870
-	-	-	-	4,070	95,894
13,622	1,529	19,323	5,958	1,730	354,065
-	-	1,794	1,000	5,000	475,099
<u>257,197</u>	<u>560,848</u>	<u>1,542,667</u>	<u>329,762</u>	<u>10,800</u>	<u>9,965,995</u>
-	-	-	-	502	1,486,277
-	-	1,143,284	-	1,964	3,645,869
-	-	-	-	-	598,148
-	-	-	-	-	232,291
180,673	13,179	-	3,572	-	296,942
-	-	-	-	-	668,219
-	250,000	-	-	210,000	536,000
-	9,705	-	-	139,959	153,702
932	40,561	12,923	-	17,838	1,101,018
<u>181,605</u>	<u>313,445</u>	<u>1,156,207</u>	<u>3,572</u>	<u>370,263</u>	<u>8,718,466</u>
<u>75,592</u>	<u>247,403</u>	<u>386,460</u>	<u>326,190</u>	<u>(359,463)</u>	<u>1,247,529</u>
-	-	-	-	391,534	876,810
-	-	(85,276)	(349,959)	-	(876,810)
-	-	(85,276)	(349,959)	391,534	-
75,592	247,403	301,184	(23,769)	32,071	1,247,529
<u>1,903,636</u>	<u>707,925</u>	<u>2,128,897</u>	<u>762,814</u>	<u>663,425</u>	<u>20,167,548</u>
<u>\$ 1,979,228</u>	<u>\$ 955,328</u>	<u>\$ 2,430,081</u>	<u>\$ 739,045</u>	<u>\$ 695,496</u>	<u>\$ 21,415,077</u>

# CASCADE CHARTER TOWNSHIP

## RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2016

---

<b>Net changes in fund balances - total governmental funds</b>	<b>\$ 1,247,529</b>
--	---------------------

Amounts reported for *governmental activities* in the statement of activities are different because

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Add - capital outlay	578,216
Deduct - depreciation expense	(829,915)
Deduct - net book value of disposed capital assets	(1,475)

Special assessments receivable are long-term in nature and are collectable over several years. However the current receipts are reflected as revenues on the fund statements.

Deduct - net decrease in special assessments	(142,459)
--	-----------

Interest receivable is recognized when earned in the statement of activities but is reflected as revenue on the fund statement when it is paid.

Add - increase in accrued interest receivable	16,130
---	--------

Repayment of bond or note principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Add - principal payments on debt	536,000
----------------------------------	---------

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.

Deduct - increase in net pension liability	(707,076)
Add - increase in deferred inflows related to pension	419,460
Deduct - increase in compensated absences	(22,248)
Add - decrease in accrued interest	2,143

<b>Change in net position of governmental activities</b>	<b><u>\$ 1,096,305</u></b>
--	----------------------------

The accompanying notes are an integral part of these financial statements.

**CASCADE CHARTER TOWNSHIP**  
**AGENCY FUNDS**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**DECEMBER 31, 2016**

---

	<b><u>Agency Funds</u></b>
<b>Assets</b>	
Cash and pooled investments	\$ <u>6,601,462</u>
<b>Liabilities</b>	
Accounts payable	\$ 2,516,588
Escrow deposits	168,127
Due to other governmental units	<u>3,916,747</u>
<b>Total liabilities</b>	<u>\$ 6,601,462</u>

The accompanying notes are an integral part of these financial statements.

**(This page left intentionally blank)**

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

---

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Cascade Charter Township (the "Township") conform to generally accepted accounting principles as applicable to governments. The following is a summary of the significant policies.

#### **Reporting Entity**

These financial statements present the Township and its component units, entities for which the Township is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the Township's operations, so data from these units are combined with data of the primary government. Discretely presented component units are reported in separate columns in the financial statements to emphasize they are legally separate from the Township.

#### **Blended Component Unit**

The Building Authority (the "Authority") serves all the citizens of the Township and is governed by a Board appointed by the Township's Board. The primary purpose of the Authority is to acquire and construct Township public buildings. The Authority issues bonds that are approved by the Township Board, and the legal liability for the Authority's debt remains with the Township. The Authority then leases the assets to the Township to finance the repayment of the bonds. The Authority is reported as a debt service fund.

#### **Discretely Presented Component Unit**

The Downtown Development Authority (the "DDA") was created to correct and prevent deterioration in the downtown area and promote economic growth within downtown. The DDA governing body consists of individuals that are appointed by the Township's Board. The Township's Board approves the DDA's budget and has the ability to significantly influence operations of the DDA. Financial statements are not separately issued for the DDA.

This component unit provides services to the businesses located within the district. It is reported in a separate column to emphasize they are legally separate from the Township.

#### **Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues are reported in total. The Township had no business-type activities. The *primary government* is reported separately from certain legally separate *component units* for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

---

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### ***Measurement Focus, Basis of Accounting, and Financial Statement Presentation***

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, except for agency funds which do not have a measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for state shared revenue and reimbursement-based grants which use a one year collection period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, net pension liability and claims and judgments, are recorded only when payment is due. Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

The Township reports the following major governmental funds:

The *General Fund* is the general operating fund of the Township. It is used to account for all financial resources, except those required to be accounted for in another fund.

The *Fire Special Revenue Fund* is used to account for a special tax millage levied by the Township to maintain the operations and debt service of the Township Fire Department.

The *Police Special Revenue Fund* is used to account for a special tax millage levied by the Township to maintain law enforcement activities in the Township.

The *Improvement Revolving Special Revenue Fund* is used to account for a special assessment and fees used to construct and improve the sewer sanitation and water supply systems in the Township.

The *Library Special Revenue Fund* is used to account for a special tax millage levied by the Township to maintain operations and debt service of the Township library.

The *Pathways Special Revenue Fund* is used to account for a special tax millage levied by the Township to maintain operations and debt service of the Township pedestrian pathways system.

The *Inspections Special Revenue Fund* is used to account for permit fees collected to maintain the operations of the Township inspections department.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

---

The *Open Space Special Revenue Fund* is used to account for a special tax millage levied by the Township purchase land needed for Township park development.

Additionally, the Township reports the following fund types:

The *Special Revenue Funds* are used to account for the proceeds of specific revenue sources (other than permanent trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

The *Capital Projects Fund* is used for the accumulation and disbursement of resources for the construction of various capital items.

The *Debt Service Fund* is used to account for the accumulation of resources for, and payment of, long-term debt principal, interest, and related costs.

The *Permanent Fund* accounts for fees collected to be used for cemetery improvements.

The *Agency Funds* are used to account for the collection and disbursement of funds that are collected on behalf of outside governments or other parties.

#### ***Budgets and Budgetary Accounting***

Comparisons to budget are presented for the general and special revenue funds. General and special revenue funds adopt a legal budget with remaining funds maintaining budgets as a management control device. The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Township Manager submits to the Township Board a proposed operating budget for the fiscal year commencing the following January 1.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to January 1, the budget is legally enacted through passage of a resolution.
4. Budgets for the general and special revenue funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Annual budgets lapse at fiscal year-end.
5. Supplemental appropriations, when required to provide for appropriate expenditures are matched by additional anticipated revenues or an appropriation of available fund balance and must be approved by the Township Board. All appropriations lapse at year-end.

The appropriated budget is prepared by fund, function and department. The legal level of budgetary control is the department level. Supplemental appropriations were made during the year.

#### ***Cash and Pooled Investments***

The Township's cash and pooled investments are considered to be cash equivalents because the balances are pooled and readily available similar to a demand deposit account.

**CASCADE CHARTER TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

---

***Investments***

Investments are stated at fair value at the balance sheet date.

State statutes and Township policy authorize the Township to invest in:

- a. Bond, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution.
- c. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d. Bankers' acceptances of United States banks.
- e. Obligations of the State of Michigan and its political subdivisions that, at the time of purchase that are rated as investment grade by at least one standard rating service.
- f. Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- g. External investment pools as authorized by Public Act 20 as amended.

***Interfund Receivables and Payables***

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds".

***Prepaid Items***

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

***Capital Assets***

Capital assets, which include land, land improvements, infrastructure, buildings and improvements, vehicles, and furniture and equipment, are reported in the in the government-wide financial statements.

Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are valued at cost where historical records are available and at estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

---

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation on capital assets is computed using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Land improvements	15-30
Infrastructure	50
Buildings and improvements	25-40
Vehicles	5-20
Furniture and equipment	5-15

#### ***Deferred Outflows/Inflows of Resources***

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The government has items that qualify for reporting in this category related to the net pension liability that is discussed in Note 7.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds and governmental activities report unearned revenues from property taxes levied for the following year. Additionally the governmental funds report unavailable revenue related to special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

#### ***Long-Term Obligations***

In the government-wide financial statements, the long-term debt and other long-term obligations are reported as liabilities in the statement of net position. For new bond issuances after the implementation of GASB Statement No. 34, bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method which approximates the effective interest method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

---

### ***Compensated Absences***

Under contracts negotiated with employee groups, individual employees have a vested right to receive payments for unused vacation and sick leave under formulas and conditions specified in the contracts. Accumulated compensated absences of governmental funds are recorded on the statement of net position and not on the governmental fund balance sheets because the balance is not expected to be liquidated with expendable available financial resources. For governmental activities, compensated absences are generally liquidated by the general fund.

### ***Pensions***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense; information about the fiduciary net position of the Municipal Employees Retirement System (MERS) of Michigan and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### ***Net Position and Fund Balance Reporting***

Governmental funds report fund balance in the following five categories:

1. Non-spendable - the related asset's form does not allow expenditure of the balance. The assets are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. Nonspendable fund balance would be equal to inventory, prepaid items, non-current financial assets, and the nonspendable portion of endowments.
2. Restricted - the related assets can only be spent for the specific purposes stipulated by constitution, external resource providers, or as identified in enabling legislation.
3. Committed - the related assets can only be spent for a specific purpose identified by formal resolution of the governing board.
4. Assigned - the related assets can only be spent for a specific purpose identified by management as authorized by the governing board.
5. Unassigned - is the residual classification and includes all spendable amounts not contained in the other classifications.

### ***Net Position and Fund Balance Flow Assumptions***

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position/fund balance and unrestricted – net position/fund balance, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to use restricted resources first, then unrestricted resource as they are needed. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

---

#### **Property Taxes**

Township property taxes attach as an enforceable lien on property as of December 1 of each year and are due without penalty on or before February 14. Tax bills include the Township's own property taxes and taxes billed on behalf of other taxing units. Real property taxes not collected as of March 1 are turned over to the county for collection, which advances the Township 100% of the delinquent real property taxes. Collection of delinquent personal property taxes remains the responsibility of the Township Treasurer. The December 1 levy is offset with unearned revenue at the end of the year because it is intended to fund expenditures of the following year.

#### **Interfund Transactions**

During the course of normal operations, the Township has numerous transactions between funds. Transactions that constitute reimbursement to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as a reduction of expenditures/expenses in the fund that is reimbursed. Remaining transactions are generally reflected as transfers.

#### **Risk Management**

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. During the year ended December 31, 2016, the Township carried commercial insurance to cover risks of losses. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

## **2. STATUTORY COMPLIANCE**

Michigan law provides that a local unit shall not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgeted funds have been shown on a departmental basis. The approved budgets of the Township for these budgeted funds were adopted at the department level. Changes in appropriations at the fund level require Board approval.

During the year ended December 31, 2016, the Township incurred expenditures in excess of the amount appropriated as follows:

	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
<b>General Fund</b>			
General government			
Manager	\$106,083	\$107,685	\$ 1,602
Culture and recreation			
Historical	14,770	16,467	1,697
Transfers out	441,500	441,575	75
<b>Hazmat Special Revenue Fund</b>			
Capital outlay	3,000	8,022	5,022

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

#### 3. CASH AND POOLED INVESTMENTS

The captions on the financial statements relating to cash and pooled investments and investments are as follows:

	<u>Primary Government</u>	<u>Component Unit</u>	<u>Fiduciary Funds</u>	<u>Total</u>
Cash and pooled investments	\$21,304,766	\$526,433	\$6,601,462	\$28,432,661

The cash and investments making up the above balances are as follows:

Deposits	\$23,459,992
Petty cash	350
Investments	<u>4,972,319</u>
 Total	 <u>\$28,432,661</u>

The deposits are in financial institutions located in Michigan in varying amounts. State policy limits the Treasurer's investing options to financial institutions located in Michigan, with some exception. All accounts except as noted are in the name of the Township and a specific fund or common account. They are recorded in Township records at fair value. Interest is recorded when earned.

*Custodial Credit Risk - Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned. State law does not require, and the Township does not have, a policy for deposit custodial credit risk. As of year-end, \$16,924,175 of the Township's bank balance of \$24,175,619 was exposed to custodial credit risk because the balance was uninsured and uncollateralized.

#### Investments

The Township chooses to disclose its investments by specifically identifying each. As of year-end, the Township had the following investments:

	<u>Maturity</u>	<u>Fair Value</u>	<u>Rating</u>	<u>Source</u>
Investment pool accounts				
Kent County Investment Pool	N/A	\$3,972,047	Unrated	
JP Morgan Chase CD	8/16/2018	497,640	AA2	Moody
Wells Fargo CD	9/25/2017	500,410	AA2	Moody
Federated Government Reserves	N/A	2,222	Unrated	N/A
 Total		 <u>\$4,972,319</u>		

The Township categorizes its fair value measurements of investments within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

---

The Township has the following recurring fair value measurements as of year-end:

- The Township does not have and investments that are valued using quoted market prices (Level 1 inputs).
- The Kent County Investment Pool, JP Morgan Chase CD, Wells Fargo CD, and Federated Government Reserves are valued using a pricing model utilizing observable fair value measures of fund/pool investments and other observable inputs to determining the fair value of the securities making up the of investments fund/pool (Level 2 inputs).
- The Township does not have any investments that report fair value based on significant unobservable inputs (Level 3 inputs).

#### ***Investment and deposit risk***

*Interest Rate Risk.* State law and Township policy limit the allowable investments and the maturities of some of the allowable investments as identified in Note 1, the summary of significant accounting policies. The Township's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The maturity date for each investment is identified above for investments held at year-end. There is no stated maturity date for the Township's investment in the Kent County Public Funds Investment Pool identified above.

At December 31, 2016, the balance of the Kent County Public Funds Investment Pool consisted of the following:

<u>Investment</u>	<u>Percentage of pool total</u>	<u>Maturity in years</u>
Government agency securities	22.0%	0-3
Certificates of deposits	53.9%	0-3
Money market accounts	24.1%	Not applicable

*Credit Risk.* State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers acceptances of specific financial institutions, qualified mutual funds and qualified external investment pools as identified in Note 1, the summary of significant accounting policies. The investment policy does not have specific limits in excess of state law on investment credit risk. The rating for each investment is identified above for investments held at year-end.

*Custodial Credit Risk - Investments.* For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require, and the Township does not have, a policy for investment custodial credit risk. Of the above investments in pools and mutual funds, the Township's custodial credit risk exposure cannot be determined because the mutual funds and the investment pools do not consist of specifically identifiable securities.

*Concentration of Credit Risk.* State law limits allowable investments but does not limit concentration of credit risk as identified in Note 1, the summary of significant accounting policies. The Township's investment policy does not have specific limits in excess of state law on concentration of credit risk. All investments held at year-end are reported above.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

#### 4. CAPITAL ASSETS

Capital asset activity for the year was as follows:

	Balance January 1, 2016	Additions	Deletions	Balance December 31, 2016
<b>Governmental Activities</b>				
<b>Capital assets, not being depreciated</b>				
Land	\$ 9,925,955	\$ 5,753	\$ -	\$ 9,931,708
<b>Capital assets, being depreciated</b>				
Land improvements	8,213,563	390,695	-	8,604,258
Infrastructure	1,400,000	-	-	1,400,000
Buildings and improvements	8,472,022	-	-	8,472,022
Furniture and equipment	1,385,463	76,088	14,795	1,446,756
Vehicles	2,108,428	105,680	-	2,214,108
Total capital assets, being depreciated	21,579,476	572,463	14,795	22,137,144
Less accumulated depreciation for				
Land improvements	4,992,029	424,183	-	5,416,212
Infrastructure	840,000	28,000	-	868,000
Buildings and improvements	3,266,615	214,915	-	3,481,530
Furniture and equipment	929,332	81,274	13,320	997,286
Vehicles	660,634	81,543	-	742,177
Total accumulated depreciation	10,688,610	829,915	13,320	11,505,205
<b>Net capital assets, being depreciated</b>	10,890,866	(257,452)	1,475	10,631,939
<b>Governmental Activities capital assets, net</b>	<b>\$20,816,821</b>	<b>\$(251,699)</b>	<b>\$ 1,475</b>	<b>\$20,563,647</b>
<b>Component Unit</b>				
<b>Capital assets, not being depreciated</b>				
Land	\$ 59,366	\$ -	\$ -	\$ 59,366
Construction in progress	-	-	-	-
Total capital assets, not being depreciated	59,366	-	-	59,366
<b>Capital assets being depreciated</b>				
Land improvements	7,413,413	157,407	-	7,570,820
Vehicles	46,528	-	-	46,528
Total capital assets, being depreciated	7,459,941	157,407	-	7,617,348
Less accumulated depreciation for				
Land improvements	2,435,767	302,830	-	2,738,597
Vehicles	37,224	9,304	-	46,528
Total accumulated depreciation	2,472,991	312,134	-	2,785,125
<b>Net capital assets, being depreciated</b>	4,986,950	(154,727)	-	4,832,223
<b>Component Unit capital assets, net</b>	<b>\$5,046,316</b>	<b>\$(154,727)</b>	<b>\$ -</b>	<b>\$4,891,589</b>

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities</b>	
General government	\$109,937
Public safety	144,034
Recreation and cultural	575,944
<b>Total depreciation expense - governmental activities</b>	<b>\$829,915</b>

**CASCADE CHARTER TOWNSHIP**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

---

**5. INTERFUND TRANSACTIONS**

Transfers in and out for the year are as follows:

<b>Transfers out</b>	<b>Transfers in</b>			<b>Total</b>
	<b>General fund</b>	<b>Fire fund</b>	<b>Non-major funds</b>	
General fund	\$ -	\$400,000	\$ 41,575	\$441,575
Inspections fund	85,276	-	-	85,276
Open space fund	-	-	349,959	349,959
	<b>\$85,276</b>	<b>\$400,000</b>	<b>\$391,534</b>	<b>\$876,810</b>

Transfers are used to (1) move unrestricted revenues collected in the general fund to finance capital and other various programs accounted for in other funds in accordance with budgetary authorizations and (2) move funds as provided for in the budget.

Interfund receivables and payables of individual funds at December 31, 2016 were as follows:

<b>Receivable fund</b>	<b>Payable Fund</b>			<b>Total</b>
	<b>General fund</b>	<b>Improvement revolving</b>	<b>Inspections</b>	
General fund	\$ -	\$14,584	\$2,965	\$17,549
Improvement revolving	-	-	2,200	2,200
Non-major funds	11,575	-	-	11,575
	<b>\$11,575</b>	<b>\$14,584</b>	<b>\$5,165</b>	<b>\$31,324</b>

Interfund balances reflect loans made from funds with cash and pooled investments to those funds requiring temporary cash flow

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

#### 6. LONG-TERM DEBT

The following is a summary of the debt transactions of the Township for the year ended December 31, 2016:

	<u>Balance January 1, 2016</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance December 31, 2016</u>	<u>Due Within One Year</u>
\$1,285,000 General Obligation Refunding Bonds of 2012; due in annual installments of \$200,000 to \$364,000 plus interest at 1.40-2.05% through Nov. 2017	\$ 690,000	\$ -	\$326,000	\$ 364,000	\$364,000
\$4,430,000 Building Authority Bonds of 2009; due in annual installments of \$195,000 to \$340,000 plus interest at 2.65-4.50% through May 2028	3,465,000	-	210,000	3,255,000	215,000
<b>Total Long-Term Debt</b>	<b>4,155,000</b>	<b>-</b>	<b>536,000</b>	<b>3,619,000</b>	<b>579,000</b>
Accrued compensated absences	80,309	60,201	37,953	102,557	58,128
<b>Total Governmental Activities</b>	<b>\$4,235,309</b>	<b>\$60,201</b>	<b>\$573,953</b>	<b>\$3,721,557</b>	<b>\$637,128</b>
<b>Component Unit</b>					
<b>Downtown Development Authority</b>					
\$912,000 Development Refunding Notes of 2010; due in annual installments of \$88,000 to \$103,000 plus interest at 1.90-3.65% through Oct. 2020	<b>\$485,000</b>	<b>\$ -</b>	<b>\$91,000</b>	<b>\$394,000</b>	<b>\$94,000</b>

The annual requirements to amortize all debt outstanding (excluding issuance discount and accrued compensated absences) as of December 31, 2016, are as follows:

<u>Year Ending December 31</u>	<u>Governmental Activities</u>		<u>Component Units</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2017	\$ 579,000	\$139,496	\$ 94,000	\$13,229
2018	225,000	124,193	97,000	10,362
2019	230,000	115,745	100,000	7,210
2020	240,000	106,575	103,000	3,760
2021	250,000	96,588	-	-
2022-2026	1,430,000	308,495	-	-
2027-2028	665,000	30,100	-	-
<b>Total</b>	<b>\$3,619,000</b>	<b>\$921,192</b>	<b>\$394,000</b>	<b>\$34,561</b>

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

---

#### 7. PENSION PLANS

##### Defined Benefit Pension Plan

The Township participates in the Municipal Employees Retirement System of Michigan (MERS). MERS is an agent multiple employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine-member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at [www.mersofmich.com](http://www.mersofmich.com).

##### Benefits Provided

Only full-time employees participate in the plan. Benefits provided include a multiplier of 2.0 times final average compensation with a vesting period of 8 years. Normal retirement age is 60 with early retirement at 55 with 25 years of service with various benefits. Benefits are calculated using final average compensation of 5 years.

Benefit terms provide for annual cost-of-living adjustments to each employee's retirement allowance subsequent to the employee's retirement date. The annual adjustments are 2.5%.

Membership of the defined benefit plan consisted of the following at the date of the latest actuarial valuation (December 31, 2015):

Active plan members	39
Inactive employees entitled but not yet receiving benefits	7
Inactive employees or beneficiaries currently receiving benefits	<u>19</u>
Total	<u>65</u>

##### Contributions

The Township is required to contribute at an actuarially determined rate, which for the current year was 10.03% of annual covered payroll. Contributions are determined based on participating employees. Participating employees are required to contribute 5.04% percent of gross wages to the Plan. The contribution requirements of the Township are established and may be amended by the MERS Retirement Board. The contribution requirements of employees are established and may be amended by labor agreements.

##### Net Pension Liability

The employer's net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an annual actuarial valuation as of December 31, 2015.

The total pension liability calculated in the December 31, 2015 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

- Inflation: 3%-4%
- Salary Increases: 3.75%
- Investment rate of return: 7.75%, net of investment expense, including inflation
- Mortality rates used were based on the 1994 Group Annuity Mortality Table of a 50% Male and 50% Female blend. For disabled retirees, the regular mortality table is used with a 10-year set forward in ages to reflect the higher expected mortality rates of disabled members.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

The actuarial assumptions used in the valuation were based on the results of the most recent actuarial experience study.

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Expected Money Weighted Rate of Return*</u>
Global Equity	57.5%	6.27%	3.60%
Global Fixed Income	20.0%	3.43%	0.68%
Real Assets	12.5%	5.48%	0.69%
Diversifying Strategies	10.0%	7.81%	0.78%
Inflation			2.00%
Administrative fee			0.25%
			<hr/>
Investment rate of return			<u>8.00%</u>

Discount rate. The discount rate used to measure the total pension liability is 8.00%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### Changes in the Net Pension Liability

	<u>Increase (Decrease)</u>		
	<u>Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Net Pension Liability (a)-(b)</u>
Balance at 12/31/15	\$8,748,880	\$6,740,209	\$2,008,671
Changes for the Year:			
Service cost	269,359	-	269,359
Interest	697,204	-	697,204
Change in benefits	-	-	-
Difference between expected and actual experience	360,728	-	360,728
Change in assumptions	568,066	-	568,066
Contributions: employer	-	245,343	(245,343)
Contributions: employee	-	123,282	(123,282)
Net investment income	-	776,510	(776,510)
Benefit payments, including refunds	(337,024)	(337,024)	-
Administrative expense	-	(15,315)	15,315
Other changes	(58,461)	-	(58,461)
Net changes	<u>1,499,872</u>	<u>792,796</u>	<u>707,076</u>
Balance at 12/31/16	<u>\$10,248,752</u>	<u>\$7,533,005</u>	<u>\$2,715,747</u>

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2016

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Net Pension Liability of the employer, calculated using the discount rate of 8.00%, as well as what the employer's Net Pension Liability would be using a discount rate that is 1 percentage point lower (7.00%) or 1% higher (9.00%) than the current rate.

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Total Pension Liability	\$11,561,956	\$10,248,752	\$9,145,531
Fiduciary Net Position	7,533,005	7,533,005	7,533,005
Net Pension Liability	<u>\$ 4,028,951</u>	<u>\$ 2,715,747</u>	<u>\$1,612,526</u>

**Pension Expense and Deferred Outflows of Resources Related to Pensions**

For the year ended December 31, 2016 the employer recognized pension expense of \$532,958. The employer reported deferred outflows and inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>
Differences in experience	\$288,582
Differences in assumptions	454,452
Excess (deficit) investment returns	213,470
Total	<u>\$956,504</u>

Amounts reported as deferred outflows of resources related to the pension will be recognized in pension expense as follows:

2017	\$272,692
2018	272,692
2019	272,692
2020	138,430
2021	-
Thereafter	-
Total	<u>\$956,506</u>

**Defined Contribution Pension Plan**

The Township maintains a defined contribution plan administered by an insurance company. The Township contributes 10 percent of each eligible employee's salary to the plan. Employees are also able to make additional voluntary contributions. Plan provision and contribution requirements are established and may be amended by the Board. The Township's contribution for 2016 was \$9,334.

# CASCADE CHARTER TOWNSHIP

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2016

---

### 8. LEASE AGREEMENT

The township renewed an agreement in 2016, which provides for the leasing of the Cascade Dam to a private company for the purpose of generating and selling hydroelectric power. The original lease term through 2018 has an annual base rental of \$70,416 plus an annual maintenance reserve fee of \$5,000. Under the new agreement, the lease will automatically be extended for an additional 18 years upon expiration of the original term (through 2036). In years 2019 through 2029, the annual base rental is \$70,000 and from 2029 to 2036 the annual base rental will be \$72,000. The annual maintenance reserve fee will continue to be \$5,000 through the term of the new lease agreement. This is collected by the Township General Fund; \$40,000 plus the \$5,000 maintenance reserve fee is set aside each year in the Cascade Dam Major Repair Fund. At December 31, 2016, the Cascade Dam Major Repair Fund has accumulated \$560,472.

### 9. CONTINGENT LIABILITIES

In the normal course of its operations, the Township has become a party in various legal actions, including property tax appeals. Management of the Township is of the opinion that the outcome of such actions will not have a material effect on the financial position of the Township.

Amounts received or receivable from grantor agencies are subject to audit and adjustment by the grantor agencies, principally the federal and state government. Any disallowed claims, including amounts already collected, may constitute a liability to the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time, although the Township expects such amounts, if any, to be immaterial.

### 10. TAX ABATEMENTS

The Township entered into property tax abatement agreements with local businesses under the Plant Rehabilitation and Industrial Development Districts Act, (known as the Industrial Facilities Exemption) PA 198 of 1974, as amended, provides a tax incentive to manufacturers to enable renovation and expansion of aging facilities, assist in the building of new facilities, and to promote the establishment of high tech facilities. An Industrial Facilities Exemption (IFE) certificate entitles the facility to exemption from ad valorem real and/or personal property taxes for a term of 12 years as determined by the local unit of government. The agreements entered into by the Township include claw back provisions should the recipient of the tax abatement fail to fully meet its commitments, such as employment levels and timelines for relocation. The IFT is computed at half the local property tax millage rate. This amounts to a reduction in property taxes of approximately 50%.

For the year ended December 31, 2016 the Township abated property tax revenues of approximately \$45,000.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**CASCADE CHARTER TOWNSHIP**

**GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Property taxes	\$ 1,981,800	\$ 1,981,800	\$ 1,984,540	\$ 2,740
Licenses and permits	404,550	404,550	460,158	55,608
State	1,439,015	1,517,449	1,458,546	(58,903)
Charges for services	109,800	113,316	91,824	(21,492)
Interest	233,750	233,750	243,546	9,796
Miscellaneous	129,940	179,471	187,490	8,019
<b>Total revenues</b>	<u>4,298,855</u>	<u>4,430,336</u>	<u>4,426,104</u>	<u>(4,232)</u>
<b>Expenditures</b>				
Current				
General government				
Township board	43,728	43,728	41,398	2,330
Supervisor	27,526	27,526	17,720	9,806
Manager	106,083	106,083	107,685	(1,602)
Clerk	85,598	86,798	83,103	3,695
Treasurer	126,483	126,483	123,784	2,699
Assessor	214,233	219,111	208,732	10,379
Elections	46,000	51,500	48,955	2,545
Buildings and grounds	441,100	442,100	393,398	48,702
Cemetery	8,000	8,000	3,701	4,299
Administration	500,545	512,745	457,299	55,446
Public works				
Drains	56,200	209,700	111,151	98,549
Road construction and maintenance	354,000	354,000	327,481	26,519
Street lighting	123,000	123,000	106,950	16,050
Waste collection	61,600	62,000	52,566	9,434
Community and economic development				
Planning commission	278,467	281,667	230,726	50,941
Building and zoning	3,000	3,000	1,565	1,435
Culture and recreation				
Parks and recreation	47,600	85,600	83,051	2,549
Historical	9,770	14,770	16,467	(1,697)
Other	739,192	714,512	668,219	46,293
Capital outlay	771,500	799,000	432,730	366,270
<b>Total expenditures</b>	<u>4,043,625</u>	<u>4,271,323</u>	<u>3,516,681</u>	<u>754,642</u>
Revenues over (under) expenditures	<u>255,230</u>	<u>159,013</u>	<u>909,423</u>	<u>750,410</u>
Other financing sources (uses)				
Transfers in	103,336	103,336	85,276	(18,060)
Transfers out	(441,500)	(441,500)	(441,575)	(75)
Total other financing sources (uses)	<u>(338,164)</u>	<u>(338,164)</u>	<u>(356,299)</u>	<u>(18,135)</u>
Net changes in fund balances	(82,934)	(179,151)	553,124	732,275
<b>Fund balances, beginning of year</b>	<u>8,527,111</u>	<u>8,527,111</u>	<u>8,527,111</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 8,444,177</u>	<u>\$ 8,347,960</u>	<u>\$ 9,080,235</u>	<u>\$ 732,275</u>

# CASCADE CHARTER TOWNSHIP

## FIRE SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Property taxes	\$ 1,852,490	\$ 1,852,490	\$ 1,846,062	\$ (6,428)
Interest	24,100	24,100	22,506	(1,594)
Miscellaneous	4,000	4,000	146	(3,854)
<b>Total revenues</b>	<u>1,880,590</u>	<u>1,880,590</u>	<u>1,868,714</u>	<u>(11,876)</u>
<b>Expenditures</b>				
Current				
Public safety	1,983,771	1,994,791	1,890,972	103,819
Capital outlay	146,000	162,500	153,733	8,767
<b>Total expenditures</b>	<u>2,129,771</u>	<u>2,157,291</u>	<u>2,044,705</u>	<u>112,586</u>
Revenues over (under) expenditures	(249,181)	(276,701)	(175,991)	100,710
Other financing sources (uses)				
Transfers in	400,000	400,000	400,000	-
Net changes in fund balances	150,819	123,299	224,009	100,710
<b>Fund balances, beginning of year</b>	<u>2,431,700</u>	<u>2,431,700</u>	<u>2,431,700</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 2,582,519</u>	<u>\$ 2,554,999</u>	<u>\$ 2,655,709</u>	<u>\$ 100,710</u>

# CASCADE CHARTER TOWNSHIP

## POLICE SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Property taxes	\$ 646,315	\$ 646,315	\$ 644,383	\$ (1,932)
Interest	<u>30,000</u>	<u>30,000</u>	<u>29,869</u>	<u>(131)</u>
<b>Total revenues</b>	676,315	676,315	674,252	(2,063)
<b>Expenditures</b>				
Current				
Public safety	<u>644,422</u>	<u>644,422</u>	<u>609,649</u>	<u>34,773</u>
Net changes in fund balances	31,893	31,893	64,603	32,710
<b>Fund balances, beginning of year</b>	<u>1,219,182</u>	<u>1,219,182</u>	<u>1,219,182</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 1,251,075</u>	<u>\$ 1,251,075</u>	<u>\$ 1,283,785</u>	<u>\$ 32,710</u>

**CASCADE CHARTER TOWNSHIP**

**IMPROVEMENT REVOLVING SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Interest	\$ 7,600	\$ 7,600	\$ 15,982	\$ 8,382
Miscellaneous	<u>228,145</u>	<u>228,145</u>	<u>279,669</u>	<u>51,524</u>
<b>Total revenues</b>	<u>235,745</u>	<u>235,745</u>	<u>295,651</u>	<u>59,906</u>
<b>Expenditures</b>				
Debt service				
Principal	76,000	76,000	76,000	-
Interest	4,040	4,040	4,038	2
Capital outlay	<u>428,500</u>	<u>463,987</u>	<u>442,301</u>	<u>21,686</u>
<b>Total expenditures</b>	<u>508,540</u>	<u>544,027</u>	<u>522,339</u>	<u>21,688</u>
Net changes in fund balances	(272,795)	(308,282)	(226,688)	81,594
<b>Fund balances, beginning of year</b>	<u>1,822,858</u>	<u>1,822,858</u>	<u>1,822,858</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 1,550,063</u>	<u>\$ 1,514,576</u>	<u>\$ 1,596,170</u>	<u>\$ 81,594</u>

# CASCADE CHARTER TOWNSHIP

## LIBRARY SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Property taxes	\$ 211,765	\$ 211,765	\$ 210,705	\$ (1,060)
Local	32,869	32,869	32,870	1
Interest	13,850	13,850	13,622	(228)
<b>Total revenues</b>	<u>258,484</u>	<u>258,484</u>	<u>257,197</u>	<u>(1,287)</u>
<b>Expenditures</b>				
Current				
Culture and recreation	207,692	207,692	180,673	27,019
Capital outlay	51,400	51,400	932	50,468
<b>Total expenditures</b>	<u>259,092</u>	<u>259,092</u>	<u>181,605</u>	<u>77,487</u>
Net changes in fund balances	(608)	(608)	75,592	76,200
<b>Fund balances, beginning of year</b>	<u>1,903,636</u>	<u>1,903,636</u>	<u>1,903,636</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 1,903,028</u>	<u>\$ 1,903,028</u>	<u>\$ 1,979,228</u>	<u>\$ 76,200</u>

# CASCADE CHARTER TOWNSHIP

## PATHWAYS SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Property taxes	\$ 561,320	\$ 561,320	\$ 559,319	\$ (2,001)
Interest	1,000	1,000	1,529	529
<b>Total revenues</b>	<u>562,320</u>	<u>562,320</u>	<u>560,848</u>	<u>(1,472)</u>
<b>Expenditures</b>				
Current				
Culture and recreation	43,400	43,400	13,179	30,221
Debt service				
Principal	250,000	250,000	250,000	-
Interest	9,707	9,707	9,705	2
Capital outlay	70,000	70,000	40,561	29,439
<b>Total expenditures</b>	<u>373,107</u>	<u>373,107</u>	<u>313,445</u>	<u>59,662</u>
Net changes in fund balances	189,213	189,213	247,403	58,190
<b>Fund balances, beginning of year</b>	<u>707,925</u>	<u>707,925</u>	<u>707,925</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 897,138</u>	<u>\$ 897,138</u>	<u>\$ 955,328</u>	<u>\$ 58,190</u>

# CASCADE CHARTER TOWNSHIP

## INSPECTIONS SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Licenses and permits	\$ 1,401,000	\$ 1,401,000	\$ 1,521,550	\$ 120,550
Interest	18,850	18,850	19,323	473
Miscellaneous	1,000	1,000	1,794	794
<b>Total revenues</b>	<u>1,420,850</u>	<u>1,420,850</u>	<u>1,542,667</u>	<u>121,817</u>
<b>Expenditures</b>				
Current				
Public safety	1,156,284	1,156,284	1,143,284	13,000
Capital outlay	<u>30,000</u>	<u>30,000</u>	<u>12,923</u>	<u>17,077</u>
<b>Total expenditures</b>	<u>1,186,284</u>	<u>1,186,284</u>	<u>1,156,207</u>	<u>30,077</u>
Revenues over (under) expenditures	234,566	234,566	386,460	151,894
Other financing sources (uses)				
Transfers out	<u>(86,000)</u>	<u>(86,000)</u>	<u>(85,276)</u>	<u>724</u>
Net changes in fund balances	148,566	148,566	301,184	152,618
<b>Fund balances, beginning of year</b>	<u>2,128,897</u>	<u>2,128,897</u>	<u>2,128,897</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 2,277,463</u>	<u>\$ 2,277,463</u>	<u>\$ 2,430,081</u>	<u>\$ 152,618</u>

# CASCADE CHARTER TOWNSHIP

## OPEN SPACE SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Property taxes	\$ 324,045	\$ 324,045	\$ 322,804	\$ (1,241)
Interest	4,000	4,000	5,958	1,958
Miscellaneous	500	500	1,000	500
<b>Total revenues</b>	328,545	328,545	329,762	1,217
<b>Expenditures</b>				
Current				
Culture and recreation	24,200	24,200	3,572	20,628
Revenues over (under) expenditures	304,345	304,345	326,190	21,845
Other financing sources (uses)				
Transfers out	(349,959)	(349,959)	(349,959)	-
Net changes in fund balances	(45,614)	(45,614)	(23,769)	21,845
<b>Fund balances, beginning of year</b>	762,814	762,814	762,814	-
<b>Fund balances, end of year</b>	<u>\$ 717,200</u>	<u>\$ 717,200</u>	<u>\$ 739,045</u>	<u>\$ 21,845</u>

# CASCADE CHARTER TOWNSHIP

## DEFINED BENEFIT PENSION PLAN SCHEDULE OF CHANGES IN EMPLOYERS NET PENSION LIABILITY AND RELATED RATIOS

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	2015	2016
<b>Total pension liability</b>		
Service cost	\$ 232,044	\$ 269,359
Interest	672,517	697,204
Changes in benefit terms	-	-
Difference between expected and actual experience	-	360,728
Changes in assumptions	-	568,066
Benefit payments including employee refunds	(347,736)	(337,024)
Other	(17,508)	(58,461)
	539,317	1,499,872
<b>Net change in total pension liability</b>	539,317	1,499,872
<b>Total pension liability, beginning of year</b>	8,209,563	8,748,880
<b>Total pension liability, ending of year</b>	\$ 8,748,880	\$ 10,248,752
 <b>Plan fiduciary net position</b>		
Contributions-employer	\$ 232,013	\$ 245,343
Contributions-employee	117,128	123,282
Net investment income	(105,931)	776,510
Benefit payments including employee refunds	(347,736)	(337,024)
Administrative expense	(15,175)	(15,315)
	(119,701)	792,796
<b>Net change in plan fiduciary net position</b>	(119,701)	792,796
<b>Plan fiduciary net position, beginning of year</b>	6,859,910	6,740,209
<b>Plan fiduciary net position, ending of year</b>	\$ 6,740,209	\$ 7,533,005
 <b>Employer net pension liability</b>	\$ 2,008,671	\$ 2,715,747
 <b>Plan fiduciary net position as a percentage of the total pension liability</b>	77%	74%
 <b>Covered employee payroll</b>	\$ 2,047,653	\$ 2,314,281
 <b>Employer's net pension liability as a percentage of covered employee payroll</b>	98%	117%

**Notes to schedule:**

Above data is based on a measurement date of December 31.

This schedule is being accumulated prospectively until ten years of data is presented.

**CASCADE CHARTER TOWNSHIP**

**DEFINED BENEFIT PENSION PLAN  
SCHEDULE OF EMPLOYER CONTRIBUTIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	2015	2016
Actuarial determined contributions	\$ 232,013	\$ 245,343
Contributions in relation to the actuarially determined contribution	232,013	245,343
Contribution deficiency (excess)	\$ -	\$ -
 Covered employee payroll	 \$ 2,047,653	 \$ 2,314,281
 Contributions as a percentage of covered employee payroll	 11.3%	 10.6%

**Notes to schedule**

Actuarial cost method	Entry Age
Amortization method	Level percentage of payroll, open
Remaining amortization period	25 years
Asset valuation method	5 years smoothed
Inflation	2.50%
Salary increases	3.75%
Investment rate of return	7.75%
Retirement age	Varies depending on plan adoption
Mortality	50% female/ 50% male RP-2014 mortality table

**Note to required supplementary information**

**Budgets and Budgetary Accounting**

The Township adopts annual budgets for the general and special revenue funds fund following the GAAP basis of accounting. Unexpended appropriations lapse at year-end.

**COMBINING AND INDIVIDUAL FUND  
STATEMENTS AND SCHEDULES**

**CASCADE CHARTER TOWNSHIP**

**NONMAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEET**

**DECEMBER 31, 2016**

	<u>Special Revenue Funds</u>		<u>Debt Service Fund</u>	<u>Permanent</u>	
	<u>Cascade Dam Major Repair</u>	<u>Hazmat</u>	<u>Building Authority</u>	<u>Cemetery Perpetual Care</u>	<u>Total</u>
<b>Assets</b>					
Cash and pooled investments	\$ 550,472	\$ 36,248	\$ -	\$ 97,361	\$ 684,081
Due from other funds	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>1,575</u>	<u>11,575</u>
<b>Total assets</b>	<u>\$ 560,472</u>	<u>\$ 36,248</u>	<u>\$ -</u>	<u>\$ 98,936</u>	<u>\$ 695,656</u>
<b>Liabilities and fund balances</b>					
<b>Liabilities</b>					
Accounts payable	\$ -	\$ -	\$ -	\$ 160	\$ 160
<b>Fund balances</b>					
Nonspendable					
Cemetery trust	-	-	-	91,584	91,584
Restricted					
Capital improvements	560,472	-	-	-	560,472
Committed					
Cemetery trust	-	-	-	7,192	7,192
Assigned					
Special revenue funds	<u>-</u>	<u>36,248</u>	<u>-</u>	<u>-</u>	<u>36,248</u>
<b>Total fund balances</b>	<u>560,472</u>	<u>36,248</u>	<u>-</u>	<u>98,776</u>	<u>695,496</u>
<b>Total liabilities and fund balances</b>	<u>\$ 560,472</u>	<u>\$ 36,248</u>	<u>\$ -</u>	<u>\$ 98,936</u>	<u>\$ 695,656</u>

**CASCADE CHARTER TOWNSHIP**

**NONMAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	Special Revenue Funds		Debt Service Fund	Permanent	Total
	Cascade Dam Major Repair	Hazmat	Building Authority	Cemetery Perpetual Care	
<b>Revenues</b>					
Charges for services	\$ -	\$ -	\$ -	\$ 4,070	\$ 4,070
Interest	1,173	159	-	398	1,730
Miscellaneous	5,000	-	-	-	5,000
<b>Total revenues</b>	<u>6,173</u>	<u>159</u>	<u>-</u>	<u>4,468</u>	<u>10,800</u>
<b>Expenditures</b>					
Current					
General government	-	-	-	502	502
Public safety	-	1,964	-	-	1,964
Debt service					
Principal	-	-	210,000	-	210,000
Interest	-	-	139,959	-	139,959
Capital outlay	9,816	8,022	-	-	17,838
<b>Total expenditures</b>	<u>9,816</u>	<u>9,986</u>	<u>349,959</u>	<u>502</u>	<u>370,263</u>
Revenues over (under) expenditures	(3,643)	(9,827)	(349,959)	3,966	(359,463)
Other financing sources (uses)					
Transfers in	40,000	-	349,959	1,575	391,534
Net changes in fund balances	36,357	(9,827)	-	5,541	32,071
<b>Fund balances, beginning of year</b>	<u>524,115</u>	<u>46,075</u>	<u>-</u>	<u>93,235</u>	<u>663,425</u>
<b>Fund balances, end of year</b>	<u>\$ 560,472</u>	<u>\$ 36,248</u>	<u>\$ -</u>	<u>\$ 98,776</u>	<u>\$ 695,496</u>

# CASCADE CHARTER TOWNSHIP

## CASCADE DAM MAJOR REPAIR SPECIAL REVENUE FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Interest	\$ 900	\$ 900	\$ 1,173	\$ 273
Miscellaneous	5,000	5,000	5,000	-
<b>Total revenues</b>	<u>5,900</u>	<u>5,900</u>	<u>6,173</u>	<u>273</u>
<b>Expenditures</b>				
Current				
General government	5,000	5,000	-	5,000
Capital outlay	20,000	20,000	9,816	10,184
<b>Total expenditures</b>	<u>25,000</u>	<u>25,000</u>	<u>9,816</u>	<u>15,184</u>
Revenues over (under) expenditures	(19,100)	(19,100)	(3,643)	15,457
Other financing sources (uses)				
Transfers in	40,000	40,000	40,000	-
Net changes in fund balances	20,900	20,900	36,357	15,457
<b>Fund balances, beginning of year</b>	<u>524,115</u>	<u>524,115</u>	<u>524,115</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 545,015</u>	<u>\$ 545,015</u>	<u>\$ 560,472</u>	<u>\$ 15,457</u>

**CASCADE CHARTER TOWNSHIP**

**HAZMAT SPECIAL REVENUE FUND  
SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>Budget Amounts</u>		<u>Actual Amount</u>	<u>Variance Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Interest	\$ 200	\$ 200	\$ 159	\$ (41)
<b>Expenditures</b>				
Current				
Public safety	5,000	5,000	1,964	3,036
Capital outlay	3,000	3,000	8,022	(5,022)
<b>Total expenditures</b>	<u>8,000</u>	<u>8,000</u>	<u>9,986</u>	<u>(1,986)</u>
Net changes in fund balances	(7,800)	(7,800)	(9,827)	(2,027)
<b>Fund balances, beginning of year</b>	<u>46,075</u>	<u>46,075</u>	<u>46,075</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 38,275</u>	<u>\$ 38,275</u>	<u>\$ 36,248</u>	<u>\$ (2,027)</u>

# CASCADE CHARTER TOWNSHIP

## GENERAL FUND COMPARATIVE BALANCE SHEET

**DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 8,712,137	\$ 7,897,619
Receivables		
Accounts	985,252	1,121,383
Taxes	840,656	893,642
Due from other funds	17,549	104
Due from other governments	247,515	512,924
Prepaid items	<u>1,100</u>	<u>1,323</u>
<b>Total assets</b>	<u>\$ 10,804,209</u>	<u>\$ 10,426,995</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ 75,153	\$ 275,491
Accrued payroll and benefits	17,598	22,913
Due to other funds	<u>11,575</u>	<u>-</u>
<b>Total liabilities</b>	<u>104,326</u>	<u>298,404</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>1,619,648</u>	<u>1,601,480</u>
<b>Fund balances</b>		
Nonspendable		
Prepaid items	1,100	1,323
Committed		
Unfunded pension liability	499,543	499,543
Loss of personal property tax revenues	475,000	475,000
Assigned		
Future years expenditures	-	82,934
Unassigned	<u>8,104,592</u>	<u>7,468,311</u>
<b>Total fund balances</b>	<u>9,080,235</u>	<u>8,527,111</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 10,804,209</u>	<u>\$ 10,426,995</u>

**(This page left intentionally blank)**

**CASCADE CHARTER TOWNSHIP**

**GENERAL FUND  
COMPARATIVE SCHEDULE OF REVENUES**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Property taxes		
Current property taxes	\$ 1,343,159	\$ 1,290,761
Hydrant rental assessment	-	39,921
Street lighting assessment	68,799	68,406
Delinquent property taxes	15,463	12,862
Industrial facilities taxes	12,055	12,244
Interest and penalties on taxes	10,115	14,719
Tax administration fees	534,949	516,948
Total property taxes	<u>1,984,540</u>	<u>1,955,861</u>
Licenses and permits		
Cablevision fees	459,650	406,050
Dog licenses	133	113
Other permits	375	960
Total licenses and permits	<u>460,158</u>	<u>407,123</u>
State		
Sales taxes	1,389,808	1,353,482
PA 48/Metro Authority	16,745	11,132
Other state grants	51,993	4,002
Total state	<u>1,458,546</u>	<u>1,368,616</u>
Charges for services		
Planning and zoning fees	12,035	33,712
Summer tax collection fees	25,796	25,533
P.A. 198 tax application fees	5,516	4,000
Yard waste bag fees	2,019	2,177
Sewer and water implementation fees	15,608	73,128
Grave openings	12,200	17,375
Passport application fees	18,640	20,625
Sale of printed materials	10	144
Total charges for services	<u>91,824</u>	<u>176,694</u>
Interest		
Interest on deposits and investments	79,230	41,703
Rental income	164,316	167,900
Total interest	<u>243,546</u>	<u>209,603</u>
Miscellaneous		
Sale of assets	125	-
Contributions	142,170	139,990
Park income	5,945	6,255
Reimbursements	10,280	8,042
Refunds and rebates	14,749	1,895
Other	14,221	3,012
Total miscellaneous	<u>187,490</u>	<u>159,194</u>
<b>Total revenues</b>	<u>\$ 4,426,104</u>	<u>\$ 4,277,091</u>

**CASCADE CHARTER TOWNSHIP**

**GENERAL FUND  
COMPARATIVE SCHEDULE OF EXPENDITURES**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Expenditures</b>		
Current		
General government		
Township board		
Personnel services	\$ 24,307	\$ 22,208
Other services and charges	17,091	20,698
Total township board	<u>41,398</u>	<u>42,906</u>
Supervisor		
Personnel services	11,460	8,104
Other services and charges	4,879	14,923
Capital outlay	1,381	1,217
Total supervisor	<u>17,720</u>	<u>24,244</u>
Manager		
Personnel services	105,573	103,220
Other services and charges	2,112	2,414
Total manager	<u>107,685</u>	<u>105,634</u>
Clerk		
Personnel services	77,409	74,268
Other services and charges	5,694	3,721
Total clerk	<u>83,103</u>	<u>77,989</u>
Treasurer		
Personnel services	118,695	113,548
Other services and charges	5,089	6,881
Capital outlay	-	1,624
Total treasurer	<u>123,784</u>	<u>122,053</u>
Assessor		
Personnel services	190,685	172,826
Supplies	190	389
Other services and charges	16,077	16,405
Capital outlay	1,780	377
Total assessor	<u>208,732</u>	<u>189,997</u>
Elections		
Personnel services	34,498	5,793
Supplies	4,713	610
Other services and charges	9,744	1,687
Total elections	<u>48,955</u>	<u>8,090</u>
Buildings and grounds		
Personnel services	232,036	219,493
Supplies	2,202	1,530
Other services and charges	158,960	150,945
Capital outlay	200	2,920
Total buildings and grounds	<u>393,398</u>	<u>374,888</u>
Cemetery		
Other services and charges	<u>3,701</u>	<u>9,558</u>
Administration		
Personnel services	63,404	60,010
Supplies	22,941	22,689
Other services and charges	367,911	497,576
Capital outlay	3,043	1,341
Total administration	<u>457,299</u>	<u>581,616</u>
Total general government	<u>1,485,775</u>	<u>1,536,975</u>

(Continued)

**CASCADE CHARTER TOWNSHIP**

**GENERAL FUND  
COMPARATIVE SCHEDULE OF EXPENDITURES**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
Public works		
Drains		
Other services and charges	\$ 5,621	\$ 6,564
Capital outlay	105,530	42,582
Total drains	<u>111,151</u>	<u>49,146</u>
Road construction and maintenance		
Capital outlay	<u>327,481</u>	<u>434,914</u>
Street lighting		
Other services and charges	104,763	112,985
Capital outlay	2,187	719
Total street lighting	<u>106,950</u>	<u>113,704</u>
Waste collection		
Other services and charges	<u>52,566</u>	<u>42,980</u>
Total public works	<u>598,148</u>	<u>640,744</u>
Community and economic development		
Planning commission		
Personnel services	207,367	193,265
Supplies	261	274
Other services and charges	23,098	32,218
Total planning commission	<u>230,726</u>	<u>225,757</u>
Building and zoning		
Personnel services	<u>1,565</u>	<u>1,835</u>
Total community and economic development	<u>232,291</u>	<u>227,592</u>
Culture and recreation		
Parks and recreation		
Supplies	2,498	3,395
Other services and charges	80,268	57,555
Capital outlay	285	-
Total parks and recreation	<u>83,051</u>	<u>60,950</u>
Historical		
Supplies	5,000	5,000
Other services and charges	11,467	3,248
Total historical	<u>16,467</u>	<u>8,248</u>
Total culture and recreation	<u>99,518</u>	<u>69,198</u>
Other		
Employee benefits	336,388	627,528
Transportation services	331,831	101,709
Total other	<u>668,219</u>	<u>729,237</u>
Capital outlay	<u>432,730</u>	<u>763,972</u>
<b>Total expenditures</b>	<b><u>\$ 3,516,681</u></b>	<b><u>\$ 3,967,718</u></b>

(Concluded)

# CASCADE CHARTER TOWNSHIP

## FIRE SPECIAL REVENUE FUND COMPARATIVE BALANCE SHEET

DECEMBER 31, 2016 and 2015

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 2,708,312	\$ 2,462,772
Receivables		
Accounts	893,131	843,426
Taxes	944,402	1,003,465
Prepaid items	<u>1,875</u>	<u>2,229</u>
<b>Total assets</b>	<u>\$ 4,547,720</u>	<u>\$ 4,311,892</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ 33,705	\$ 17,139
Accrued payroll and benefits	<u>20,963</u>	<u>16,602</u>
<b>Total liabilities</b>	<u>54,668</u>	<u>33,741</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>1,837,343</u>	<u>1,846,451</u>
<b>Fund balances</b>		
Nonspendable		
Prepaid items	1,875	2,229
Restricted		
Dedicated millage	<u>2,653,834</u>	<u>2,429,471</u>
<b>Total fund balances</b>	<u>2,655,709</u>	<u>2,431,700</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 4,547,720</u>	<u>\$ 4,311,892</u>

**CASCADE CHARTER TOWNSHIP**

**FIRE SPECIAL REVENUE FUND  
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Property taxes		
Current property taxes	\$ 1,818,174	\$ 1,747,247
Delinquent property taxes	11,302	12,866
Industrial facilities taxes	16,318	16,574
Interest and penalties on taxes	268	359
Total property taxes	<u>1,846,062</u>	<u>1,777,046</u>
Interest	22,506	13,093
Miscellaneous		
Other	46	26,392
Donations	100	730
Total miscellaneous	<u>146</u>	<u>27,122</u>
<b>Total revenues</b>	<u>1,868,714</u>	<u>1,817,261</u>
<b>Expenditures</b>		
Current		
Public safety		
Fire department		
Personnel services	1,641,529	1,624,902
Supplies	54,183	50,089
Other services and charges	195,260	177,540
Total public safety	<u>1,890,972</u>	<u>1,852,531</u>
Capital outlay	<u>153,733</u>	<u>225,664</u>
<b>Total expenditures</b>	<u>2,044,705</u>	<u>2,078,195</u>
Revenues over (under) expenditures	(175,991)	(260,934)
Other financing sources (uses)		
Transfers in	<u>400,000</u>	<u>400,000</u>
Net changes in fund balances	224,009	139,066
<b>Fund balances, beginning of year</b>	<u>2,431,700</u>	<u>2,292,634</u>
<b>Fund balances, end of year</b>	<u>\$ 2,655,709</u>	<u>\$ 2,431,700</u>

# CASCADE CHARTER TOWNSHIP

## POLICE SPECIAL REVENUE FUND COMPARATIVE BALANCE SHEET

DECEMBER 31, 2016 and 2015

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 1,457,715	\$ 1,299,082
Receivables		
Accounts	311,686	294,249
Taxes	<u>329,652</u>	<u>350,269</u>
<b>Total assets</b>	<u>\$ 2,099,053</u>	<u>\$ 1,943,600</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	<u>\$ 173,930</u>	<u>\$ 79,900</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>641,338</u>	<u>644,518</u>
<b>Fund balances</b>		
Restricted		
Dedicated millage	<u>1,283,785</u>	<u>1,219,182</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 2,099,053</u>	<u>\$ 1,943,600</u>

# CASCADE CHARTER TOWNSHIP

## ***POLICE SPECIAL REVENUE FUND COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE***

***FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015***

---

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Property taxes		
Current property taxes	\$ 634,648	\$ 609,888
Delinquent property taxes	3,945	4,499
Industrial facilities taxes	5,696	5,785
Interest and penalties on taxes	<u>94</u>	<u>125</u>
Total property taxes	644,383	620,297
Interest	<u>29,869</u>	<u>2,868</u>
<b>Total revenues</b>	674,252	623,165
<b>Expenditures</b>		
Current		
Public safety		
Law enforcement		
Other services and charges	<u>609,649</u>	<u>595,142</u>
Net changes in fund balances	64,603	28,023
<b>Fund balances, beginning of year</b>	<u>1,219,182</u>	<u>1,191,159</u>
<b>Fund balances, end of year</b>	<u>\$ 1,283,785</u>	<u>\$ 1,219,182</u>

# CASCADE CHARTER TOWNSHIP

## IMPROVEMENT REVOLVING SPECIAL REVENUE FUND COMPARATIVE BALANCE SHEET

*DECEMBER 31, 2016 and 2015*

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 1,598,471	\$ 1,802,949
Receivables		
Accounts	16,135	12,875
Special assessments	3,706,282	3,860,538
Due from other funds	<u>2,200</u>	<u>-</u>
<b>Total assets</b>	<u>\$ 5,323,088</u>	<u>\$ 5,676,362</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ 7,076	\$ 5,683
Due to other funds	<u>14,584</u>	<u>104</u>
<b>Total liabilities</b>	<u>21,660</u>	<u>5,787</u>
<b>Deferred inflows of resources</b>		
Unavailable revenue	<u>3,705,258</u>	<u>3,847,717</u>
<b>Fund balances</b>		
Restricted		
Water and sewer improvements	<u>1,596,170</u>	<u>1,822,858</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 5,323,088</u>	<u>\$ 5,676,362</u>

# CASCADE CHARTER TOWNSHIP

## IMPROVEMENT REVOLVING SPECIAL REVENUE FUND COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015

---

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Interest		
Interest on deposits	\$ 11,781	\$ 11,515
Interest on special assessments	4,201	8,413
Total interest	<u>15,982</u>	<u>19,928</u>
Miscellaneous		
Special assessments	131,631	67,977
Hookup fees	148,038	730,240
Total miscellaneous	<u>279,669</u>	<u>798,217</u>
<b>Total revenues</b>	<u>295,651</u>	<u>818,145</u>
<b>Expenditures</b>		
Debt service		
Principal	76,000	74,000
Interest and fees	4,038	5,298
Total debt service	<u>80,038</u>	<u>79,298</u>
Capital outlay	<u>442,301</u>	<u>97,482</u>
<b>Total expenditures</b>	<u>522,339</u>	<u>176,780</u>
Net changes in fund balances	(226,688)	641,365
<b>Fund balances, beginning of year</b>	<u>1,822,858</u>	<u>1,181,493</u>
<b>Fund balances, end of year</b>	<u>\$ 1,596,170</u>	<u>\$ 1,822,858</u>

# CASCADE CHARTER TOWNSHIP

## LIBRARY SPECIAL REVENUE FUND COMPARATIVE BALANCE SHEET

DECEMBER 31, 2016 and 2015

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 1,992,322	\$ 1,945,329
Receivables		
Accounts	101,984	96,288
Taxes	<u>107,696</u>	<u>114,432</u>
<b>Total assets</b>	<u>\$ 2,202,002</u>	<u>\$ 2,156,049</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	<u>\$ 13,094</u>	<u>\$ 41,693</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>209,680</u>	<u>210,720</u>
<b>Fund balances</b>		
Restricted		
Dedicated millage	<u>1,979,228</u>	<u>1,903,636</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 2,202,002</u>	<u>\$ 2,156,049</u>

# CASCADE CHARTER TOWNSHIP

## LIBRARY SPECIAL REVENUE FUND COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Property taxes		
Current property taxes	\$ 207,494	\$ 199,407
Delinquent property taxes	1,319	1,586
Industrial facilities taxes	1,861	1,890
Interest and penalties on taxes	31	42
Total property taxes	<u>210,705</u>	<u>202,925</u>
Local	32,870	32,870
Interest	13,622	1,427
Miscellaneous		
Donations	<u>-</u>	<u>290</u>
<b>Total revenues</b>	<u>257,197</u>	<u>237,512</u>
<b>Expenditures</b>		
Current		
Recreation and cultural		
Library		
Supplies	2,654	5,594
Other services and charges	178,019	172,132
Total recreation and cultural	<u>180,673</u>	<u>177,726</u>
Capital outlay	<u>932</u>	<u>110,735</u>
<b>Total expenditures</b>	<u>181,605</u>	<u>288,461</u>
Revenues over (under) expenditures	75,592	(50,949)
Other financing sources (uses)		
Transfers out	<u>-</u>	<u>(16,336)</u>
Net changes in fund balances	75,592	(67,285)
<b>Fund balances, beginning of year</b>	<u>1,903,636</u>	<u>1,970,921</u>
<b>Fund balances, end of year</b>	<u>\$ 1,979,228</u>	<u>\$ 1,903,636</u>

# CASCADE CHARTER TOWNSHIP

## PATHWAYS SPECIAL REVENUE FUND COMPARATIVE BALANCE SHEET

DECEMBER 31, 2016 and 2015

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 955,384	\$ 721,881
Receivables		
Accounts	270,542	255,406
Taxes	<u>286,136</u>	<u>304,031</u>
<b>Total assets</b>	<u>\$ 1,512,062</u>	<u>\$ 1,281,318</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	<u>\$ 56</u>	<u>\$ 13,956</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>556,678</u>	<u>559,437</u>
<b>Fund balances</b>		
Restricted		
Dedicated millage	<u>955,328</u>	<u>707,925</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 1,512,062</u>	<u>\$ 1,281,318</u>

# CASCADE CHARTER TOWNSHIP

## PATHWAYS SPECIAL REVENUE FUND COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Property taxes		
Current property taxes	\$ 550,870	\$ 529,379
Delinquent property taxes	3,424	3,898
Industrial facilities taxes	4,944	5,022
Interest and penalties on taxes	81	109
Total property taxes	<u>559,319</u>	<u>538,408</u>
Interest	<u>1,529</u>	<u>13,021</u>
<b>Total revenues</b>	<u>560,848</u>	<u>551,429</u>
<b>Expenditures</b>		
Current		
Recreation and cultural		
Parks and recreations		
Supplies	5,801	6,584
Other services and charges	7,378	2,999
Total recreation and cultural	<u>13,179</u>	<u>9,583</u>
Debt service		
Principal	250,000	504,000
Interest and fees	9,705	23,976
Total debt service	<u>259,705</u>	<u>527,976</u>
Capital outlay	<u>40,561</u>	<u>63,959</u>
<b>Total expenditures</b>	<u>313,445</u>	<u>601,518</u>
Net changes in fund balances	247,403	(50,089)
<b>Fund balances, beginning of year</b>	<u>707,925</u>	<u>758,014</u>
<b>Fund balances, end of year</b>	<u>\$ 955,328</u>	<u>\$ 707,925</u>

# CASCADE CHARTER TOWNSHIP

## INSPECTIONS SPECIAL REVENUE FUND COMPARATIVE BALANCE SHEET

DECEMBER 31, 2016 and 2015

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 2,457,069	\$ 2,160,644
Receivables		
Accounts	14,824	-
Prepaid items	<u>654</u>	<u>805</u>
<b>Total assets</b>	<u>\$ 2,472,547</u>	<u>\$ 2,161,449</u>
<b>Liabilities and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ 25,288	\$ 24,313
Accrued payroll and benefits	12,013	8,239
Due to other funds	<u>5,165</u>	<u>-</u>
<b>Total liabilities</b>	<u>42,466</u>	<u>32,552</u>
<b>Fund balances</b>		
Nonspendable		
Prepaid items	654	805
Restricted		
Inspections	<u>2,429,427</u>	<u>2,128,092</u>
<b>Total fund balances</b>	<u>2,430,081</u>	<u>2,128,897</u>
<b>Total liabilities and fund balances</b>	<u>\$ 2,472,547</u>	<u>\$ 2,161,449</u>

# CASCADE CHARTER TOWNSHIP

## INSPECTIONS SPECIAL REVENUE FUND COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Licenses and permits		
Building permits	\$ 218,578	\$ 352,152
Electrical permits	75,883	105,856
Mechanical permits	93,815	116,960
Plumbing permits	38,753	61,509
Permits - other townships	1,000,601	961,346
Plan reviews	80,300	110,484
Contractor registration fees	13,620	7,110
Total licenses and permits	<u>1,521,550</u>	<u>1,715,417</u>
Interest	19,323	11,580
Miscellaneous	<u>1,794</u>	<u>21</u>
<b>Total revenues</b>	<u>1,542,667</u>	<u>1,727,018</u>
<b>Expenditures</b>		
Current		
Public safety		
Inspections		
Personnel services	835,166	927,500
Supplies	8,611	8,913
Other services and charges	299,507	291,565
Total public safety	<u>1,143,284</u>	<u>1,227,978</u>
Capital outlay	<u>12,923</u>	<u>41,149</u>
<b>Total expenditures</b>	<u>1,156,207</u>	<u>1,269,127</u>
Revenues over (under) expenditures	386,460	457,891
Other financing sources (uses)		
Transfers out	<u>(85,276)</u>	<u>(127,275)</u>
Net changes in fund balances	301,184	330,616
<b>Fund balances, beginning of year</b>	<u>2,128,897</u>	<u>1,798,281</u>
<b>Fund balances, end of year</b>	<u>\$ 2,430,081</u>	<u>\$ 2,128,897</u>

**CASCADE CHARTER TOWNSHIP**

**OPEN SPACE SPECIAL REVENUE FUND  
COMPARATIVE BALANCE SHEET**

**DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 739,275	\$ 777,142
Receivables		
Accounts	156,138	147,402
Taxes	<u>165,141</u>	<u>175,470</u>
<b>Total assets</b>	<u>\$ 1,060,554</u>	<u>\$ 1,100,014</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	<u>\$ 230</u>	<u>\$ 14,328</u>
<b>Deferred inflows of resources</b>		
Unearned revenue	<u>321,279</u>	<u>322,872</u>
<b>Fund balances</b>		
Restricted		
Dedicated millage	<u>739,045</u>	<u>762,814</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ 1,060,554</u>	<u>\$ 1,100,014</u>

**CASCADE CHARTER TOWNSHIP**  
**OPEN SPACE SPECIAL REVENUE FUND**  
**COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE**  
**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Property taxes		
Current property taxes	\$ 317,927	\$ 305,524
Delinquent property taxes	1,976	2,141
Industrial facilities taxes	2,854	2,898
Interest and penalties on taxes	47	63
	322,804	310,626
Interest	5,958	347
Miscellaneous	1,000	93
	329,762	311,066
<b>Total revenues</b>	<b>329,762</b>	<b>311,066</b>
<b>Expenditures</b>		
Current		
Recreation and cultural		
Parks and recreations		
Other services and charges	3,572	19,125
	326,190	291,941
Revenues over (under) expenditures		
Other financing sources (uses)		
Transfers in	-	351,724
Transfers out	(349,959)	(351,446)
	(349,959)	278
Total other financing sources (uses)		
Net changes in fund balances	(23,769)	292,219
<b>Fund balances, beginning of year</b>	<b>762,814</b>	<b>470,595</b>
<b>Fund balances, end of year</b>	<b>\$ 739,045</b>	<b>\$ 762,814</b>

**CASCADE CHARTER TOWNSHIP**

**CASCADE DAM MAJOR REPAIR SPECIAL REVENUE FUND  
COMPARATIVE BALANCE SHEET**

**DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 550,472	\$ 524,115
Due from other funds	<u>10,000</u>	<u>-</u>
<b>Total assets</b>	<u>\$ 560,472</u>	<u>\$ 524,115</u>
<b>Liabilities and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ <u>-</u>	\$ <u>-</u>
<b>Fund balances</b>		
Committed		
Dam repairs	<u>560,472</u>	<u>524,115</u>
<b>Total liabilities and fund balances</b>	<u>\$ 560,472</u>	<u>\$ 524,115</u>

**CASCADE CHARTER TOWNSHIP**

**CASCADE DAM MAJOR REPAIR SPECIAL REVENUE FUND  
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Interest	\$ 1,173	\$ 948
Miscellaneous	<u>5,000</u>	<u>5,000</u>
<b>Total revenues</b>	6,173	5,948
<b>Expenditures</b>		
Current		
Capital outlay	<u>9,816</u>	<u>-</u>
Revenues over (under) expenditures	(3,643)	5,948
Other financing sources (uses)		
Transfers in	<u>40,000</u>	<u>40,000</u>
Net changes in fund balances	36,357	45,948
<b>Fund balances, beginning of year</b>	<u>524,115</u>	<u>478,167</u>
<b>Fund balances, end of year</b>	<u>\$ 560,472</u>	<u>\$ 524,115</u>

**CASCADE CHARTER TOWNSHIP**

**HAZMAT SPECIAL REVENUE FUND  
COMPARATIVE BALANCE SHEET**

**DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 36,248	\$ 48,388
<b>Total assets</b>	<u>\$ 36,248</u>	<u>\$ 48,388</u>
<b>Liabilities and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ -	\$ 2,313
<b>Fund balances</b>		
Restricted		
HAZMAT	<u>36,248</u>	<u>46,075</u>
<b>Total liabilities and fund balances</b>	<u>\$ 36,248</u>	<u>\$ 48,388</u>

**CASCADE CHARTER TOWNSHIP**

**HAZMAT SPECIAL REVENUE FUND  
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Interest	\$ 159	\$ 195
<b>Expenditures</b>		
Current		
Public safety		
HAZMAT		
Other services and charges	1,964	377
Capital outlay	<u>8,022</u>	<u>8,420</u>
<b>Total expenditures</b>	<u>9,986</u>	<u>8,797</u>
Net changes in fund balances	(9,827)	(8,602)
<b>Fund balances, beginning of year</b>	<u>46,075</u>	<u>54,677</u>
<b>Fund balances, end of year</b>	<u>\$ 36,248</u>	<u>\$ 46,075</u>

**CASCADE CHARTER TOWNSHIP**

**BUILDING AUTHORITY DEBT SERVICE FUND  
COMPARATIVE BALANCE SHEET**

**DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ _____ -	\$ _____ -
<b>Total assets</b>	<u>\$ _____ -</u>	<u>\$ _____ -</u>
<b>Liabilities and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ _____ -	\$ _____ -
<b>Fund balances</b>		
Assigned		
Debt service	_____ -	_____ -
<b>Total liabilities and fund balances</b>	<u>\$ _____ -</u>	<u>\$ _____ -</u>

**CASCADE CHARTER TOWNSHIP**

**BUILDING AUTHORITY DEBT SERVICE FUND  
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Expenditures</b>		
Debt service		
Principal	\$ 210,000	\$ 205,000
Interest and fees	<u>139,959</u>	<u>146,446</u>
<b>Total expenditures</b>	349,959	351,446
Other financing sources (uses)		
Transfers in	<u>349,959</u>	<u>351,446</u>
Net changes in fund balances	-	-
<b>Fund balances, beginning of year</b>	<u>-</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ -</u>	<u>\$ -</u>

**CASCADE CHARTER TOWNSHIP**

**OPEN SPACE PRESERVATION CAPITAL PROJECTS FUND  
COMPARATIVE BALANCE SHEET**

**DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ _____ -	\$ _____ -
<b>Total assets</b>	<u>\$ _____ -</u>	<u>\$ _____ -</u>
<b>Liabilities, deferred inflows of resources and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	\$ _____ -	\$ _____ -
<b>Fund balances</b>		
Unassigned	_____ -	_____ -
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$ _____ -</u>	<u>\$ _____ -</u>

**CASCADE CHARTER TOWNSHIP**

**OPEN SPACE PRESERVATION CAPITAL PROJECTS FUND  
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Interest	\$ -	\$ 1,598
Miscellaneous		
Contributions	-	<u>1,000</u>
<b>Total revenues</b>	-	2,598
Other financing sources (uses)		
Transfers out	-	<u>(351,724)</u>
Net changes in fund balances	-	(349,126)
<b>Fund balances, beginning of year</b>	-	<u>349,126</u>
<b>Fund balances, end of year</b>	<u>\$ -</u>	<u>\$ -</u>

**CASCADE CHARTER TOWNSHIP**

**CEMETERY PERPETUAL CARE FUND  
COMPARATIVE BALANCE SHEET**

**DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Assets</b>		
Cash and pooled investments	\$ 97,361	\$ 93,315
Due from other funds	1,575	-
<b>Total assets</b>	<u>\$ 98,936</u>	<u>\$ 93,315</u>
<b>Liabilities and fund balances</b>		
<b>Liabilities</b>		
Accounts payable	<u>\$ 160</u>	<u>\$ 80</u>
<b>Fund balances</b>		
Nonspendable		
Cemetery trust	91,584	87,514
Committed		
Cemetery trust	<u>7,192</u>	<u>5,721</u>
<b>Total fund balances</b>	<u>98,776</u>	<u>93,235</u>
<b>Total liabilities and fund balances</b>	<u>\$ 98,936</u>	<u>\$ 93,315</u>

**CASCADE CHARTER TOWNSHIP**

**CEMETERY PERPETUAL CARE FUND  
COMPARATIVE SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

**FOR THE YEARS ENDED DECEMBER 31, 2016 and 2015**

---

	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
Charges for services		
Cemetery care fees	\$ 4,070	\$ 14,620
Interest	<u>398</u>	<u>46</u>
<b>Total revenues</b>	4,468	14,666
<b>Expenditures</b>		
Current		
General government		
Cemetery	<u>502</u>	<u>2,412</u>
Revenues over (under) expenditures	3,966	12,254
Other financing sources (uses)		
Transfers in	<u>1,575</u>	<u>2,025</u>
Net changes in fund balances	5,541	14,279
<b>Fund balances, beginning of year</b>	<u>93,235</u>	<u>78,956</u>
<b>Fund balances, end of year</b>	<u>\$ 98,776</u>	<u>\$ 93,235</u>

**CASCADE CHARTER TOWNSHIP**  
**AGENCY FUNDS**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**DECEMBER 31, 2016**

---

	<b>Trust and Agency Fund</b>	<b>Tax Collection Fund</b>	<b>Total</b>
<b>Assets</b>			
Cash and pooled investments	\$ 168,190	\$ 6,433,272	\$ 6,601,462
<b>Total assets</b>	<u>168,190</u>	<u>6,433,272</u>	<u>6,601,462</u>
<b>Liabilities</b>			
Accounts payable	\$ 63	\$ 2,516,525	\$ 2,516,588
Escrow deposits	168,127	-	168,127
Due to other governments	<u>-</u>	<u>3,916,747</u>	<u>3,916,747</u>
<b>Total liabilities</b>	<u>\$ 168,190</u>	<u>\$ 6,433,272</u>	<u>\$ 6,601,462</u>

**CASCADE CHARTER TOWNSHIP**

**AGENCY FUNDS  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<b><u>Trust and agency fund</u></b>			
	<b><u>Balance</u></b> <b><u>January 1,</u></b> <b><u>2016</u></b>	<b><u>Additions</u></b>	<b><u>Deductions</u></b>	<b><u>Balance</u></b> <b><u>December 31,</u></b> <b><u>2016</u></b>
<b>Assets</b>				
Cash and pooled investments	\$ 181,828	\$ 94,490	\$ 108,128	\$ 168,190
<b>Liabilities</b>				
Accounts payable	\$ 561	\$ 172,428	\$ 172,926	\$ 63
Escrow deposits	181,267	72,189	85,329	168,127
<b>Total liabilities</b>	<b><u>\$ 181,828</u></b>	<b><u>\$ 244,617</u></b>	<b><u>\$ 258,255</u></b>	<b><u>\$ 168,190</u></b>

	<b><u>Tax collection fund</u></b>			
<b>Assets</b>				
Cash and pooled investments	\$ 5,484,948	\$ 55,006,414	\$ 54,058,090	\$ 6,433,272
<b>Liabilities</b>				
Accounts payable	\$ 2,374,442	\$ 113,010,133	\$ 112,868,050	\$ 2,516,525
Due to other governments	3,110,506	49,826,388	49,020,147	3,916,747
<b>Total liabilities</b>	<b><u>\$ 5,484,948</u></b>	<b><u>\$ 162,836,521</u></b>	<b><u>\$ 161,888,197</u></b>	<b><u>\$ 6,433,272</u></b>

	<b><u>Total agency funds</u></b>			
<b>Assets</b>				
Cash and pooled investments	\$ 5,666,776	\$ 55,100,904	\$ 54,166,218	\$ 6,601,462
<b>Liabilities</b>				
Accounts payable	\$ 2,375,003	\$ 113,182,561	\$ 113,040,976	\$ 2,516,588
Escrow deposits	181,267	72,189	85,329	168,127
Due to other governments	3,110,506	49,826,388	49,020,147	3,916,747
<b>Total liabilities</b>	<b><u>\$ 5,666,776</u></b>	<b><u>\$ 163,081,138</u></b>	<b><u>\$ 162,146,452</u></b>	<b><u>\$ 6,601,462</u></b>

**CASCADE CHARTER TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**BALANCE SHEET/STATEMENT OF NET POSITION**

**DECEMBER 31, 2016**

	<b>Governmental Fund Type General Fund</b>	<b>Adjustments</b>	<b>Statement of Net Position</b>
<b>Assets</b>			
Cash and pooled investments	\$ 526,433	\$ -	\$ 526,433
Receivables			
Taxes	186,381	-	186,381
Capital assets			
Non-depreciable	-	59,366	59,366
Depreciable capital assets, net	-	<u>4,832,223</u>	<u>4,832,223</u>
<b>Total assets</b>	<u>\$ 712,814</u>	<u>\$ 4,891,589</u>	<u>\$ 5,604,403</u>
<b>Liabilities, deferred inflows of resources and fund balance</b>			
<b>Liabilities</b>			
Accounts payable	\$ 124,645	\$ -	124,645
Accrued interest payable	-	3,308	3,308
Bonds and notes payable - current portion	-	94,000	94,000
Bonds and notes payable	-	<u>300,000</u>	<u>300,000</u>
<b>Total liabilities</b>	<u>124,645</u>	<u>397,308</u>	<u>521,953</u>
<b>Deferred inflows of resources</b>			
Unearned revenue	<u>186,381</u>	<u>-</u>	<u>186,381</u>
<b>Fund balance</b>			
Unassigned	<u>401,788</u>	<u>\$ (401,788)</u>	<u>-</u>
<b>Total liabilities, deferred inflows of resources and fund balance</b>	<u>\$ 712,814</u>		
<b>Net position</b>			
Net investment in capital assets			4,497,589
Unrestricted			<u>398,480</u>
<b>Total net position</b>			<u>\$ 4,896,069</u>
<b>Reconciliation of fund balances to net position:</b>			
<b>Fund balance of governmental fund</b>			\$ 401,788
Amounts reported for governmental activities in the statement of net position are different because:			
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds			
Add - land			59,366
Add - capital assets (net of accumulated depreciation)			4,832,223
Certain liabilities are not due and payable in the current period and therefore are not reported in the funds.			
Deduct - debt payable			(394,000)
Deduct - accrued interest on debt payable			<u>(3,308)</u>
<b>Net position of governmental activities</b>			<u>\$ 4,896,069</u>

**CASCADE CHARTER TOWNSHIP**

**DOWNTOWN DEVELOPMENT AUTHORITY  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<b>Governmental Fund Type</b>		<b>Statement of Activities</b>
	<b>General Fund</b>	<b>Adjustments</b>	
<b>Revenues</b>			
Taxes	\$ 605,295	\$ -	\$ 605,295
Investment earnings	6,322	-	6,322
Miscellaneous	38,436	-	38,436
<b>Total revenues</b>	650,053	-	650,053
<b>Expenditures</b>			
Current			
General government	471,303	154,727	626,030
Debt service			
Principal	91,000	(91,000)	-
Interest	15,777	(637)	15,140
<b>Total expenditures</b>	578,080	63,090	641,170
Net changes in fund balance	71,973		
Change in net position			8,883
<b>Fund balance/net position, beginning of year</b>	329,815		4,887,186
<b>Fund balance/net position, end of year</b>	\$ 401,788		\$ 4,896,069
<b>Reconciliation of change in fund balances to change in net position</b>			
<b>Net change in fund balance of governmental fund</b>			\$ 71,973
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:			
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.			
Add - capital outlay			157,407
Deduct - depreciation expense			(312,134)
Repayment of bond or note principal is an expenditure in the governmental funds, but the repayment reduces the long-term liabilities in the statement of net position.			
Add - principal payments on debt			91,000
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.			
Add - decrease in accrued interest			637
<b>Change in net position of governmental activities</b>			<b>\$ 8,883</b>

---

---

## MEMORANDUM

---

---

**To:** Cascade Charter Township Board  
**From:** Steve Peterson, Community Development Director  
**Subject:** Laraway Lake drainage  
**Meeting Date:** May 24, 2017

---

---

The Township has had a history of drainage issue with Laraway Lake. In short, the lake does not have a good outlet. According to the KCRC the lake used to have an open ditch that helped drain the lake when it started to flood. Then a pipe was installed (possibly in the late 80's or early 90's ) at 1995 Laraway Lake. This pipe has been an issue since, and the Township last assisted in relief of some flooding issues in 2006. However, the neighbors did not come up with a long term solution to address this issue.

Pursuant to our storm water implementation program the neighbors have turned in a petition to help with the flooding due to the pipe not working properly. Due to the flooding concerns (possible septic tanks and homes) the Township went ahead and had our engineer put a camera into the pipe to find out what was going on. The result was finding a rootball blockage in the pipe about 120 from the road right-of-way.

The proposed solution is to drop a catch basin structure into the area with the blockage. This will both remove the blockage and essentially provide a clean out for future maintenance. The neighbors have been able to secure some additional signatures and have attempted to provide an easement to the Township for the maintenance of this pipe. Our township attorney has reviewed the proposed easement and had a few concerns that will need to be addressed. Most notably is that if the township accepts the easement we will take on the obligation to maintain the pipe. However, we could revise the document slightly to allow the township to go in a fix the issue at hand with the understanding that the lake owners would petition the KCDC for the long-term maintenance of the pipe.

The recommendation is that the Township only obtain a temporary easement to do the immediate fix. Under the condition that we will pay for and construct the immediate fix as well as pay for the lake level act process once the lake owners have secured the proper number of signatures to petition the KCDC to establish the lake level.

Attachments: KCDC Petition  
Easement  
Township engineer proposal  
Lake level act  
Historical letters regarding issue  
Township attorney email  
Township storm water implementation policy



## GRANT OF DRAINAGE EASEMENT AND ACCESS EASEMENT FOR MAINTENANCE

IN CONSIDERATION OF ONE DOLLAR (\$1.00) SEUNG HO HAN and SOON JU HAN, husband and wife, the Grantors, whose address is 1995 Laraway Lake Drive SE, Grand Rapids, Michigan, 49546, conveys and releases to Cascade Charter Township, a Michigan charter township, with offices at 2865 Thornhills Drive, S.E., Grand Rapids, Michigan, 49506 (the "Township"), a permanent easement and right-of-way in which to maintain, improve, repair, replace, and/or remove drains and storm drainage facilities or any combination thereof, over, across, under and through the following parcel of land situated in Cascade Charter Township, Kent County, Michigan, and legally described as follows:

See attached Exhibit "A"

Township, its agents or assignees shall maintain the existing six inch plastic drainage pipe that drains Laraway Lake to the storm water facility provided by the Township which runs through the easement parcel as described in Exhibit A (the "Drain").

No buildings, fences, shrubs, decorative landscaping or construction of any kind or nature shall be placed upon the easement and right-of-way without the prior written consent of the Township.

By this conveyance the Grantor releases the Township or its agents or assignees from any and all claims for damage arising from or incidental to the exercise of any of the foregoing powers, except that if the Township shall disturb the parcel described above in the exercise of its foregoing powers, then the Township shall restore the parcel with topsoil and seed. Fences, landscaping, structures or other obstructions installed, after the grant of the easement, within the easement by the property owners shall be replaced by the property owner at the expense of the property owner.

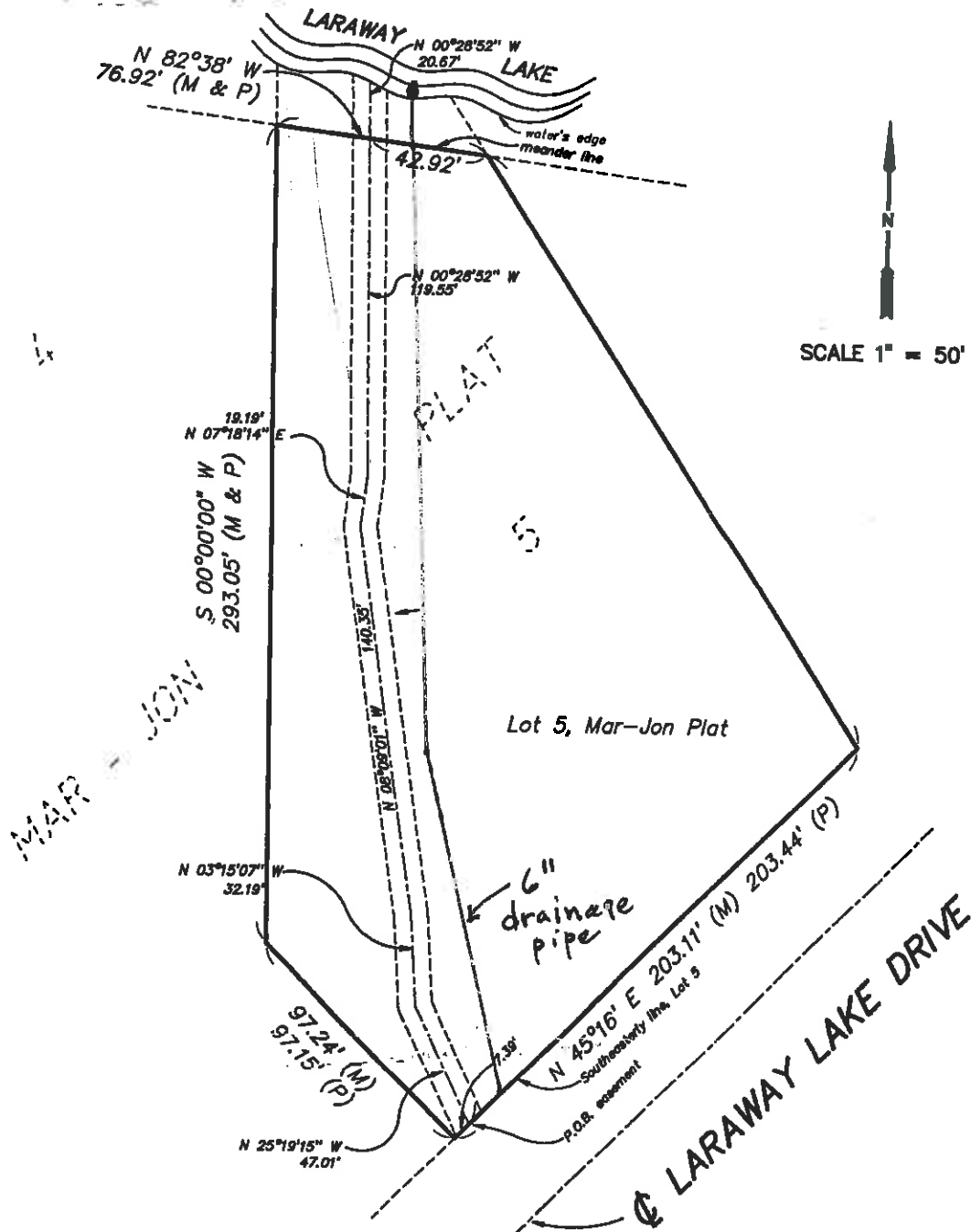
This conveyance shall be deemed a sufficient conveyance to vest in the Cascade Charter Township, or its assignees, an easement over said parcel of land for the uses and purposes of drainage of Laraway Lake with such rights of entry upon, passage over, temporary storing of equipment and materials including excavated earth as may be necessary or useful for the operation, maintenance and improvement of said Drain.

This Grant of Easement is intended to run with the land and shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns.



**EXHIBIT A**  
**SKETCH OF PERMANENT DRAIN EASEMENT**

A 12.00 foot wide ingress-egress easement being part of the Southwest one-quarter of the Southwest one-quarter of Section 4, and part of the Northwest one-quarter of the Northwest one-quarter of Section 9, Town 6 North, Range 10 West, Cascade Township, Kent County, Michigan, the centerline of said 12.00 foot wide easement being described as follows: COMMENCING at the most Southerly corner of Lot 5, Mar-Jon Plat as recorded in Liber 51 of plats, Page 19, Kent County records; thence North 45°16'00" East 7.39 feet along the Southeasterly line of said Lot 5 to the TRUE PLACE OF BEGINNING of this easement; thence North 25°19'15" West 47.01 feet; thence North 08°09'01" West 140.35 feet; thence North 07°18'14" East 19.19 feet; thence North 00°28'52" West 119.55 feet to a point being North 82°38'00" West 42.92 feet (as measured along the meander line of said plat) from the Northeast corner of said plat; thence continuing North 00°28'52" West to the waters edge of Laraway Lake and the place of ending of this easement.



N  
↑  
SCALE 1" = 50'

**MOORE & BRUGGINK**  
Consulting Engineers, Land Surveyors, Planners  
Grand Rapids, Michigan

**Steve**

---

**From:** Berrevoets, Michael <mlberrevoets@ftch.com>  
**Sent:** Wednesday, May 17, 2017 12:00 PM  
**To:** Steve  
**Subject:** Laraway Lake  
**Attachments:** Laraway Lake Outlet Manhole.pdf

Steve – Attached is the plan.

The idea is the following:

1. Remove the two closest trees so they have some room to work outside of the lawn area. (And the trees are probably the source of the root problem)
2. Excavate down and find the root intrusion. Cut back the roots.
3. Place a doghouse manhole on top of the root area. Doghouse manhole is a flat cookie with a separate manhole barrel on top with openings that look like a dog house to slip over the pipe. grout around the pipe openings in the manhole.
4. Cut out the blockage and let it flow. The doghouse manhole will keep the flow contained.
5. Probably wait to finish off the manhole for a few days just so we can monitor flow.
6. If needed the manhole could be sandbagged to build a weir and stop or slow down the flow.

Let me know what you think. I'd like to get this out to Bob this afternoon if possible.

Thanks,

Mike

**Michael L. Berrevoets, PE** | Vice President/Senior Civil Engineer | Direct.616.464.3927 Cell.616.299.2126 | [www.ftch.com](http://www.ftch.com)  
**Fishbeck, Thompson, Carr & Huber, Inc.** | Engineers, Scientists, Architects, Constructors





**NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT)**  
**Act 451 of 1994**

PART 307  
INLAND LAKE LEVELS

**324.30701 Definitions.**

Sec. 30701. As used in this part:

(a) "Commissioner" means the county drain commissioner or the county road commission in counties not having a drain commissioner, and, if more than 1 county is involved, each of the drain commissioners or drain commissioner and road commission in counties having no drain commissioner.

(b) "County board" means the county board of commissioners, and if more than 1 county is involved, the boards of commissioners of each of those counties.

(c) "Court" means a circuit court, and if more than 1 judicial circuit is involved, the circuit court designated by the county board or otherwise authorized by law to preside over an action.

(d) "Dam" means an artificial barrier, structure, or facility, and appurtenant works, used to regulate or maintain the level of an inland lake.

(e) "Delegated authority" means the county drain commissioner or any other person designated by the county board to perform duties required under this part.

(f) "Inland lake" means a natural or artificial lake, pond, impoundment, or a part of 1 of those bodies of water. Inland lake does not include the Great Lakes or Lake St. Clair.

(g) "Interested person" means the department and a person who has a record interest in the title to, right of ingress to, or reversionary right to land that would be affected by a permanent change in the natural or normal level of an inland lake.

(h) "Normal level" means the level or levels of the water of an inland lake that provide the most benefit to the public; that best protect the public health, safety, and welfare; that best preserve the natural resources of the state; and that best preserve and protect the value of property around the lake. A normal level shall be measured and described as an elevation based on national geodetic vertical datum.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Compiler's note:** For transfer of authority, powers, duties, functions, and responsibilities of the Land and Water Management Division, with the exception of the farmland and open space preservation program, natural rivers program, and Michigan information resource inventory system, to the Director of the Michigan Department of Environmental Quality, see E.R.O. No. 1995-16, compiled at MCL 324.99901 of the Michigan Compiled Laws.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30702 Determination of normal inland lake level; motion or petition to initiate action; delegation of powers and duties by county board; maintenance.**

Sec. 30702. (1) The county board of a county in which an inland lake is located may upon the board's own motion, or shall within 45 days following receipt of a petition to the board of 2/3 of the owners of lands abutting the inland lake, initiate action to take the necessary steps to cause to be determined the normal level of the inland lake.

(2) Unless required to act by resolution as provided in this part, the county board may delegate powers and duties under this part to that county's commissioner, road commission, or other delegated authority.

(3) If a court-determined normal level is established pursuant to this part, the delegated authority of the county or counties in which the lake is located shall maintain that normal level.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Compiler's note:** For transfer of authority, powers, duties, functions, and responsibilities of the Land and Water Management Division, with the exception of the farmland and open space preservation program, natural rivers program, and Michigan information resource inventory system, to the Director of the Michigan Department of Environmental Quality, see E.R.O. No. 1995-16, compiled at MCL 324.99901 of the Michigan Compiled Laws.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30703 Preliminary study; costs; contents of study.**

Sec. 30703. (1) Before proceeding on a motion made or a petition filed under section 30702, the county board may require that a preliminary study be conducted by a licensed professional engineer. The county board, by resolution, may require a cash payment from the petitioners sufficient to cover the actual preliminary study costs or of \$10,000.00, whichever is less.

Rendered Friday, October 05, 2007

Page 1 Michigan Compiled Laws Complete Through PA 69, and PAs 77,  
79, and 92-94 of 2007

- (2) A preliminary study shall include all of the following:
  - (a) The feasibility of a project to establish and maintain a normal level of the inland lake.
  - (b) The expediency of the normal level project.
  - (c) Feasible and prudent alternative methods and designs for controlling the normal level.
  - (d) The estimated costs of construction and maintenance of the normal level project.
  - (e) A method of financing initial costs.
  - (f) The necessity of a special assessment district and the tentative boundaries if a district is necessary.
  - (g) Other information that the county board resolves is necessary.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30704 Initiating proceeding for determining normal inland lake level and establishing special assessment district; required finding; multicounty lake; joinder permitted.**

Sec. 30704. (1) If the county board, based on the preliminary study, finds it expedient to have and resolves to have determined and established the normal level of an inland lake, the county board shall direct the prosecuting attorney or other legal counsel of the county to initiate a proceeding by proper petition in the court of that county for determination of the normal level for that inland lake and for establishing a special assessment district if the county board determines by resolution that one is necessary as provided in section 30711.

(2) If the waters of an inland lake are located in 2 or more counties, the normal level of the lake may be determined in the same manner if the county boards of all counties involved, by resolution, direct the prosecuting attorney or other legal counsel of 1 or more of the counties to institute proceedings. All counties may make a single preliminary study.

(3) The department may join a proceeding initiated under this section.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30705 Special assessment bonds; lake level orders; proceedings; issuance of notes; full faith and credit.**

Sec. 30705. (1) The special assessment district may issue bonds or lake level orders in anticipation of special assessments. All proceedings relating to the making, levying, and collection of special assessments authorized by this part and the issuance of bonds or lake level orders in anticipation of the collection of bonds or orders shall conform as nearly as possible to the proceedings for levying special assessments and issuing special assessment bonds or lake level orders as set forth in the drain code of 1956, 1956 PA 40, MCL 280.1 to 280.630.

(2) The special assessment district may issue notes in anticipation of special assessments made against lands in the special assessment district or public corporation at large. The final maturity of the notes shall be not later than 10 years from their date. The notes are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(3) A county board by a vote of 2/3 of its members may pledge the full faith and credit of a county for payment of bonds or notes issued by a special assessment district.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995;—Am. 2002, Act 215, Imd. Eff. Apr. 29, 2002.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30706 Initiation of proceedings by director of department.**

Sec. 30706. If the department finds it expedient to have the normal level of an inland lake determined, the department may initiate by civil action on behalf of the state, in the court of any county in which the lake is located, a proceeding for determination of the normal level.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30707 Hearing; notice; service; powers and duties of court.**

Sec. 30707. (1) Upon filing of a civil action under this part, the court shall set a day for a hearing. The prosecuting attorney or other legal counsel of the county or counties or the department shall give notice of the hearing by publication in 1 or more newspapers of general circulation in the county and, if the waters of the inland lake are situated in 2 or more counties, in 1 or more newspapers of general circulation in each of the counties in which the inland lake is located. The notice shall be published at least once each week for 3 successive weeks before the date set for the hearing.

(2) The commissioner shall serve a copy of the published notice of hearing by first-class mail at least 3 weeks prior to the date set for the hearing to each person whose name appears upon the latest city or township tax assessment roll as owning land within a tentative special assessment district at the address shown on the roll; to the governing body of each political subdivision of the state in which the lake is located; and to the governing body of each affected political subdivision of the state. If an address does not appear on the roll, then a notice need not be mailed to the person. The commissioner shall make an affidavit of mailing. The failure to receive a notice properly mailed shall not constitute a jurisdictional defect invalidating proceedings under this part.

(3) The prosecuting attorney or the legal counsel of the county shall serve notice on the department at least 21 days prior to the date of the hearing.

(4) In a determination of the normal level of an inland lake, the court shall consider all of the following:

- (a) Past lake level records, including the ordinary high-water mark and seasonal fluctuations.
- (b) The location of septic tanks, drain fields, sea walls, docks, and other pertinent physical features.
- (c) Government surveys and reports.
- (d) The hydrology of the watershed.
- (e) Downstream flow requirements and impacts on downstream riparians.
- (f) Fisheries and wildlife habitat protection and enhancement.
- (g) Upstream drainage.
- (h) Rights of riparians.
- (i) Testimony and evidence offered by all interested persons.
- (j) Other pertinent facts and circumstances.

(5) The court shall determine the normal level to be established and maintained, shall have continuing jurisdiction, and may provide for departure from the normal level as necessary to accomplish the purposes of this part. The court shall confirm the special assessment district boundaries within 60 days following the lake level determination. The court may determine that the normal level shall vary seasonally.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

### **324.30708 Maintenance of normal level; acquisition by gift, grant, purchase, or condemnation; contract for operation and maintenance of existing dam; dam in adjoining county; operation of pumps and wells.**

Sec. 30708. (1) After the court determines the normal level of an inland lake in a proceeding initiated by the county, the delegated authority of any county or counties in which the inland lake is located shall provide for and maintain that normal level.

(2) A county may acquire, in the name of the county, by gift, grant, purchase, or condemnation proceedings, an existing dam that may affect the normal level of the inland lake, sites for dams, or rights in land needed or convenient in order to implement this part. A county may enter into a contract for operation and maintenance of an existing dam. The county may construct and maintain a dam that is determined by the delegated authority to be necessary for the purpose of maintaining the normal level. A dam may be acquired, constructed, or maintained in a county adjoining the county in which the lake is located.

(3) For the purpose of maintaining the normal level, a delegated authority may drill wells or pump water from another source to supply an inland lake with additional water, may lower the level of the lake by pumping water from the lake, and may purchase power to operate pumps, wells, or other devices installed as part of a normal level project.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

### **324.30709 Powers of department.**

Sec. 30709. (1) After the court determines the normal level of an inland lake in a proceeding initiated by the department, the department may provide for and maintain that normal level.

(2) In a proceeding initiated by the department, the department has the same powers in connection with a normal level project as a county has under sections 30708, 30713, and 30718.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

#### **324.30710 Condemnation of private property.**

Sec. 30710. If the department or the delegated authority determines that it is necessary to condemn private property for the purpose of this part, the department or county may condemn the property in accordance with the uniform condemnation procedures act, Act No. 87 of the Public Acts of 1980, being sections 213.51 to 213.77 of the Michigan Compiled Laws.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

#### **324.30711 Defraying project costs by special assessment; special assessment roll; reassessment.**

Sec. 30711. (1) The county board may determine by resolution that the whole or a part of the cost of a project to establish and maintain a normal level for an inland lake shall be defrayed by special assessments against the following that are benefited by the project: privately owned parcels of land, political subdivisions of the state, and state owned lands under the jurisdiction and control of the department. If the county board determines that a special assessment district is to be established, the delegated authority shall compute the cost of the project and prepare a special assessment roll.

(2) If the revenues raised pursuant to the special assessment are insufficient to meet the computation of cost included in section 30712, or if these revenues are insufficient to meet bond obligations, the special assessment district may be reassessed without hearing using the same apportioned percentage used for the original assessment.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

#### **324.30712 Computation of project costs.**

Sec. 30712. (1) Computation of the cost of a normal level project shall include the cost of all of the following:

- (a) The preliminary study.
- (b) Surveys.
- (c) Establishing a special assessment district, including preparation of assessment rolls and levying assessments.
- (d) Acquiring land and other property.
- (e) Locating, constructing, operating, repairing, and maintaining a dam or works of improvement necessary for maintaining the normal level.
- (f) Legal fees, including estimated costs of appeals if assessments are not upheld.
- (g) Court costs.
- (h) Interest on bonds and other financing costs for the first year, if the project is so financed.
- (i) Any other costs necessary for the project which can be specifically itemized.

(2) The delegated authority may add as a cost not more than 15% of the sum calculated under subsection (1) to cover contingent expenses.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

#### **324.30713 Contract with agency or corporation; provisions.**

Sec. 30713. The delegated authority of a county in which an inland lake is located may contract with a state or federal government agency or a public or private corporation in connection with a project for the establishment and maintenance of a normal level. The contract may specify that the agency or corporation will pay the whole or a part of the cost of the project or will perform the whole or a part of the work

Rendered Friday, October 05, 2007

Page 4 Michigan Compiled Laws Complete Through PA 69, and PAs 77,  
79, and 92-94 of 2007

connected with the project. The contract may provide that payment made or work done relieves the agency or corporation in whole or in part from assessment for the cost of establishment and construction of the project.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

### **324.30714 Special assessment roll; public hearing; notice; approval; appeal.**

Sec. 30714. (1) A special assessment roll shall describe the parcels of land to be assessed, the name of the owner of each parcel, if known, and the dollar amount of the assessment against each parcel.

(2) The delegated authority shall set a time and place for a public hearing or hearings on the project cost and the special assessment roll. Notice of a hearing shall be by both of the following:

(a) By publication of notice at least twice prior to the hearing in a newspaper that circulates in the special assessment district, the first publication to be at least 10 days before the hearing.

(b) As provided in Act No. 162 of the Public Acts of 1962, being sections 211.741 to 211.746 of the Michigan Compiled Laws.

(3) At or after a public hearing, the delegated authority may approve or revise the cost of the project or the special assessment roll. Before construction of a project is begun, the county board shall approve the cost and the special assessment roll by resolution.

(4) The special assessment roll with the assessments listed shall be final and conclusive unless appealed in a court within 15 days after county board approval.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

### **324.30715 Assessment payments; installments; amount; interest, penalty, and collection; lien; preliminary study payment credited.**

Sec. 30715. (1) The county board may provide that assessments under this part are payable in installments.

(2) Assessment payments shall be sufficient to meet bond and note obligations of the special assessment district.

(3) Special assessments under this part shall be spread upon the county tax rolls, and shall be subject to the same interest and penalty charges and shall be collected in the same manner as county taxes.

(4) From the date of approval of the special assessment roll by the county board, a special assessment under this part shall constitute a lien on the parcel assessed. The lien shall be of the same character and effect as a lien created for county taxes.

(5) A payment for the cost of the preliminary study under section 30703 shall be credited against an assessment for the amount of the payment made by the person assessed.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

### **324.30716 Bonds and notes; issuance.**

Sec. 30716. With approval of the county board and subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, the district may issue bonds or notes that shall be payable by special assessments under this part. Bonds or notes shall not be issued exceeding the cost of the lake level project that is being financed.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995;—Am. 2002, Act 216, Imd. Eff. Apr. 29, 2002.

**Popular name:** Act 451

**Popular name:** NREPA

### **324.30717 Acceptance and repayment of advance.**

Sec. 30717. The delegated authority may accept the advance of work, material, or money in connection with a normal level project. The obligation to repay an advance out of special assessments under this part may be evidenced by a note or contract. Notes and contracts issued under this section are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995;—Am. 2002, Act 217, Imd. Eff. Apr. 29, 2002.

**Popular name:** Act 451

Popular name: NREPA

**324.30718 Dam construction or maintenance; plans and specifications; approval by department; bids; work relief project.**

Sec. 30718. Plans and specifications for a dam constructed or maintained under this part shall be prepared by a licensed professional engineer under the direction of the delegated authority. The plans and specifications shall be approved by the department before construction begins. The department shall review and approve or reject the plans and specifications within 30 days after they are received by the department. If the plans and specifications are rejected, the department shall propose changes in the plans and specifications that would result in their approval by the department. Bids for doing the work may be advertised in the manner the delegated authority directs. The contract shall be let to the lowest responsible bidder giving adequate security for the performance of the contract, but the delegated authority may reserve the right to reject any and all bids. The county may erect and maintain a dam as a work relief project in accordance with the law applicable to a work relief project.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

**324.30719 Dam construction; underspill device; fish ladder.**

Sec. 30719. (1) The department may require that a new dam that is proposed to be constructed be equipped with an underspill device for the release of cold bottom waters for the protection of downstream fish habitats.

(2) The department may require the installation of a fish ladder or other device to permit the free passage of fish.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

**324.30720 Unauthorized change of level; penalty.**

Sec. 30720. A person who is not authorized by a delegated authority or the department to operate a dam or other normal level control facility and who changes, or causes to change, the level of an inland lake, the normal level of which has been established under this part or any previous act governing lake levels, and for which the delegated authority or the department has taken steps to maintain the normal level, is guilty of a misdemeanor punishable by a fine of not more than \$1,000.00 or imprisonment for not more than 1 year, or both, and shall be required to pay the actual cost of restoration or replacement of the dam and any other property including any natural resource that is damaged or destroyed as a result of the violation.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

**324.30721 Establishment of normal inland lake level prohibited in certain cases.**

Sec. 30721. A normal level shall not be established for an inland lake in either of the following cases:

(a) The inland lake is used as a reservoir for a municipal water supply system, unless a normal level determination is petitioned for by the governing body of the municipality.

(b) The state has title, flowage rights, or easements to all riparian land surrounding the inland lake, unless a normal level determination is petitioned for by the department.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

**324.30722 Inspection; report; repairs; penalty; expenditure.**

Sec. 30722. (1) The delegated authority of a county shall cause an inspection to be made of each dam on an inland lake within the county which has a normal level established under this part or under any previous act governing lake levels. The inspection shall be conducted by a licensed professional engineer. The inspection shall take place every third year from the date of completion of a new dam or every third year from the determination of a normal level for an existing dam. An inspection report shall be submitted promptly to the department in the form and manner the department prescribes.

(2) If a report discloses a need for repairs or a change in condition of the dam that relates to the dam's safety or danger to natural resources, the department shall conduct an inspection to confirm the report. If the

report is confirmed and the public safety or natural resources are endangered by the risk of failure of the dam, the department may require the county either to repair or to replace the dam. Plans and specifications for the repairs or replacement shall be prepared by a licensed professional engineer under the direction of the delegated authority. The plans and specifications shall be approved by the department before construction begins. The department shall review and approve or reject the plans and specifications within 30 days after they are received by the department. If the plans and specifications are rejected, the department shall propose changes in the plans and specifications that would result in their approval by the department. If the dam is in imminent danger of failure, the department may order an immediate lowering of the lake level until necessary repair or replacement is complete.

(3) A person failing to comply with this section, or falsely representing dam conditions, is guilty of misconduct in office.

(4) If an inspection discloses the necessity for maintenance or repair, the delegated authority, without approval of the county board, may spend not more than \$10,000.00 annually for maintenance and repair of each lake level project. An expenditure of more than \$10,000.00 annually shall be approved by resolution of the county board.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.

**Popular name:** Act 451

**Popular name:** NREPA

**324.30723 Other requirements not abrogated.**

Sec. 30723. This part does not abrogate the requirements of other state statutes.

**History:** Add. 1995, Act 59, Imd. Eff. May 24, 1995.


**Popular name:** Act 451

**Popular name:** NREPA

---

## Township Board Memorandum

---

**To:** Cascade Charter Township Board  
**From:** Jay W. Cravens, Township Manager   
**Subject:** Consider Amending the Laraway Lake Weed Harvesting Special Assessment District to Include the Repair, Replacement and Installation of a Drainage Pipe to Maintain Lake Levels  
**Date:** August 3, 2005

---

Last September, I had a meeting with residents within the Laraway Lake Weed Harvesting Special Assessment District to discuss the progress of weed harvesting process. During this meeting the topic of the lake drainage pipe came up. Those attending the meeting expressed concern about the condition of the drainage pipe and its ability to control the water levels. Following that meeting I asked our engineers at Fishbeck, Thompson, Carr & Huber (FTC&H) to look at the pipe and provide any recommendations on ways to improve the reliability of the drainage system.

Laraway Lake has a drainage pipe, located at 1995 Laraway Lake Drive that regulates the lake level. A drainage pipe has apparently been used by area residents for several years (20+ years) as a means to keep the water levels at a specific elevation to avoid flooding of property along the shoreline.

FTC&H reviewed the condition of the pipe and recommended that the end section of the pipe be replaced at the lake inlet with a new stand pipe. I sent a letter to all property owners regarding this recommendation and even supplied them with a cost estimate from a contractor the Township had used before on projects of similar nature. The letter and estimate were sent with the thought that the property owners could decide on their own whether or not they wanted to do this improvement.

In November 2004, Owen Pyle, one of the property owners affected by the high water levels called and said he would be willing to contribute all the funds to do the improvements FTC&H recommended. Mr. Pyle asked if the Township could make arrangements to have the work completed and he would reimburse the Township for these costs. I agreed to do so and the work was completed in the spring of 2005. Mr. Pyle has reimbursed the Township as he had promised.

Unfortunately, the newly installed stand pipe did not completely resolve the lake level issue. Further investigation through videotaping the pipe by FTC&H revealed two problems. Two pipe joints near the catch basin in Laraway Lake Drive were offset and a high point in the pipe was discovered approximately 100 feet from the catch basin towards the lake. It is not likely that these two problems were caused by trucks using the access easement to the lake because the pipe is of sufficient depth to handle the weight of these vehicles. The video indicates the pipe and pipe joints are offset not broken, which indicates the pipe and joints were not adequately connected when installed or moved as a result of the freeze / thaw cycle over time.

While the offset joints should be corrected, it was found that the high point is acting as the flow restriction. Removing the high point would require the relaying of approximately 100 feet of the outlet pipe. The high point in the pipe allows water to drain, but at about half its normal capacity. As a result of this diminished capacity, some property owners still are noticing higher water levels and flooding on their property.

A couple of property owners have asked if the cost of this drainage pipe replacement could be rolled into the weed harvesting special assessment cost that everyone is currently charged. We have asked our engineers to contact a contractor to see how much the repair or replacement of this pipe would cost. The cost estimate for replacement is \$4,700.

The replacement cost cannot be rolled into the current special assessment without the Township Board amending the original special assessment district to expand its purpose. This would require a series of public hearings with the affected property owners.

In June I sent a letter to the property owners explaining the drainage pipe situation and asked them for their opinion on the matter. I sent out a self-addressed, stamped post card to all property owners requesting their position. I received 9 responses in favor of replacing the pipe and 6 responses not in favor of replacing the pipe. There are 24 property owners within the special assessment district, therefore 9 property owners did not respond.

Finding no distinct consensus on this issue, I sent a follow-up letter to all property owners in mid-July indicating that the Board would be discussing this matter at their August 10, 2005 meeting. Some of the property owners indicated to me that they would be circulating a special assessment petition to expand the current district to address this drainage pipe issue. I informed them it would be preferred that a distinct majority (13 or more property owners) of affected property owners should sign a petition in order for the Board to be comfortable with amending the special assessment district.



JUN 16 2006

## CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140  
June 15, 2006

Mr. Thomas Koster  
4180 - 44th Street SE  
Grand Rapids MI 49512


Re: Repair of Lake Drainage Pipe

Dear Mr. Koster:

On April 12, 2006, the Cascade Charter Township Board approved the contract to have MacDonald's Plumbing repair the drainage pipe in Laraway Lake. MacDonald Plumbing began working on the drainage pipe on Monday, April 17, 2006. The initial work completed by the contractor consisted of repairing a portion of the damaged pipe near the road and resetting the water inlet pipe in the lake. After these tasks were completed, water began flowing into the pipe and lowering the lake levels. Because of the amount of water flow, the contractor and Township Engineer decided to delay fixing the remainder of the pipe near the road until the lake levels were lowered and the water flow was more manageable.

On June 2, 2006 MacDonald Plumbing completed the project by replacing the pipe joints near the road and replacing a portion of the pipe that was kinked upwards. The repairs to the pipe should resolve the high lake level problem you experienced. The main cause of the flow blockage was the upward kink in the pipeline. The problem appears to have been caused by soil action and was not caused by the weed harvesting contractor driving over the pipe while gaining access to the lake. Nor was it associated with the reconstruction of Laraway Lake back in the mid-1990's. The Township has placed pictures of this project on our website in case you would like to see the damaged pipe. Our website is [cascadetwp.com](http://cascadetwp.com). Look under the "What's Happening" section and then click the line titled, "Laraway Lake Drainage Pipe Project". This link will be available for the next few months.

The most important information to provide you in this letter is that the cost of this repair will not be assessed to the property owners along Laraway Lake. The Township Board, citing health concerns (possible submerged septic systems) decided to pick up the costs of the project. Should the pipe need to be repaired in the future, it will be the responsibility of the affected parties. The cost to repair the pipe was \$3,880. This did not include any of the engineering costs that occurred prior to and during the repair process. The Township Board has stated that if any property owners would like to contribute funds to defray the costs of this project it would be appreciated. Send your check to "Cascade Charter Township" and we will send you a receipt of your donation so that it may be tax-deductible.

Sincerely,  
Cascade Charter Township  
  
Jay W. Cravens  
Township Manager

Assessing  
949-6176

Building  
949-3765

Building & Grounds  
682-9679

Clerk  
949-1508

Fire  
949-1320

Manager  
949-1500

Planning  
949-6224

Treasurer  
949-6944

**Steve**

---

**From:** Huff, John M. <jmhuff@varnumlaw.com>  
**Sent:** Tuesday, May 16, 2017 12:06 PM  
**To:** Steve  
**Subject:** Easement

Steve,

Dave Caldon tells me that the description in the easement agreement matches up with the illustrated easement, which I believe you told me is an ingress/egress easement for weed control. If that is true and the pipe is actually located as illustrated on the drawing, then there is no legal description for the new easement and there would obviously need to be one. Dave also said that if the township is only temporarily accepting the easement to do a "quick fix", that should likely be spelled out in the easement so that the easement can either be assigned to the drain commissioner or returned to the property owner. He said if the township retains the easement and fails to maintain the pipe, any damages that result from that failure may be assessed against the township. That is surely a result we do not want.

John

**John M. Huff**  
Partner  
Direct: (616) 336-6239



Varnum LLP  
333 Bridge Street NW  
Grand Rapids, Michigan 49504



Main: (616) 336-6000  
Fax: (616) 336-7000  
[www.varnumlaw.com](http://www.varnumlaw.com)



Implementation Plan  
for the  
Storm Water Management Plan

1. Create list of culverts from the report in need of sediment removal and request either the private property owner or the public agency with jurisdiction to perform the required maintenance (KCRC, KCDC, MDOT, etc)
2. Coordinate with KCRC for replacement of culverts noted in report to be of possible inadequate size.
3. Identify stabilization measures required in County Drains and request maintenance by KCDC.
4. Identify possible flood control projects and encourage property owners to work with the KCDC for establishment of a County Drain.
5. Township to annually allocate approximately \$10,000 to provide for public education regarding storm water quality and stream bank stabilization measures.
6. Township to annually allocate approximately \$10,000 to provide analysis of specific problem areas and provide opportunities for public meetings.
7. Township to annually allocate approximately \$50,000 per year to perform work related to erosion control and stream bank stabilization. Money could also be used to help buy property to assist in storm water control i.e. regional detention pond. Specific projects may be identified by the Township or through submittal of a Petition submitted by an individual or group of property owners

Projects will be prioritized based on:

- a. Property owner contribution either through in-kind services or cash .
  - b. Severity of the degradation and the magnitude of the positive impact of the improvements on the drainage district
  - c. Accessibility for the required repair(s).
  - d. Availability of adequate funds
8. Encourage property owners within drainage districts requiring work to petition for a public project for the purposes of forming Special Assessment Districts under Public Act 116 of 1923. Approximately \$50,000 will be allocated





# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** May 24th, 2017  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Approval of 2017 Local Road Improvements – Additional Work

---

## **FACTS:**

Each year, Cascade Township budgets general fund dollars to go towards the improvement of local roads. The process for identifying local roads for improvement typically begins in early spring when a list for potential road improvements is developed by Cascade Township staff, and provided to the KCRC for further investigation. The initial list of roads compiled by the Township is developed utilizing resources such as road PASER ratings supplied by the GVMC and a simpler 1-5 rating system map provided by the KCRC, as well as visual inspections by the Township staff and requests from Township residents.

The KCRC then takes the possible project list and provides recommendations to the Township on maintenance/repair activities and cost estimates. This list is further reviewed by Township staff to select the highest priority projects, considered within the construct of the budgeted allocation for road repair, and is presented to the Infrastructure Committee and ultimately the Township Board for approval.

At the May 10<sup>th</sup> Township Board meeting, the Township approved a local road program that included \$300,500 in township funds toward projects including mill-and-fill work in the Bridgewater Plat, Dennison Road, Wycliffe Road and minor construction work on the gravel portions of Bolt Ave. that was recommended by the Infrastructure Committee.

As part of the Thornapple River Drive Utility Project, Thornapple River Drive is being reconstructed in the construction limit which is just east of Tassel Park to just west of Mahesh Drive. In order to complete the project, it is being recommended we look at a mill-and-fill project from the construction project limits to Thornhills.

Attached for your review is:

- Project Estimate from Fishbeck

## **ANALYSIS & CONCLUSIONS:**

The proposed project involves the removal and repaving of 3 ½" of asphalt, as well grading and compaction of the existing base. Our engineers estimate the construction cost to be \$131,682.10, which includes a 10% contingency as the quantity needs are estimated at this time. If the Township Board approves the additional paving, a change order to the Thornapple River Drive Utility Extension Project contract will be presented at a future meeting. The Kent County Road Commission has reviewed the estimate/bid and has approved. As a partner in the project, the Kent County Road Commission will pay for 50% of the addition paving.

This section of Thornapple River Drive (as with the section currently under construction) is rated a 3 on the PASER scale, which is a 10 – 1 scale used to rate pavement deterioration. The only section of road in the Township that rates lower than a 3 on the scale is Wycliffe, which is scheduled to be repaved this year. By completing the work this year, the Township ensures we will not have another disruptive road closure on this section of road in the near future, and will give a sense of a “completed project” on this section of road. As part of the project, the KCRC is proposing minor tree removal and ditch clearing work; the KCRC would be responsible for all costs associated with this additional general maintenance work.

**FINANCIAL CONSIDERATIONS:**

The projected cost, including contingency, for this project is \$131,682.10 with the Township responsible for \$65,841.05. The Township has budgeted \$380,000 for local road work, and has previously approved \$300,500 in Township funds for FY 2017 local road projects.

**RECOMMENDED ACTION:**

To approve the addition of Thornapple River Drive to the FY 2017 Cascade Township local road program.

**Estimate for additional paving work on Thornapple River Drive from Thornhills to Utility project**

Cascade Charter Township  
 Additional Paving of Thornapple River Drive  
 May 17, 2016 by FTCH  
 Based on the 6400 SYDs provided by KCRC

Item No.	Item Description	Unit	Total Estimated Quantity	Unit Price	Amount
47	Bituminous Pavement, 3C (2.0")	TON	775	\$65.00	\$50,375.00
48	Bituminous Pavement, 5E1 (1.5")	TON	581	\$68.00	\$39,508.00
52	Pavement Markings	LF	9,200	\$0.39	\$3,588.00
57*	Cold Milling HMA Full Depth	SYD	6400	\$2.55	\$16,320.00
58*	Grade and Compact Existing Base	SYD	6400	\$1.55	\$9,920.00

Contingency (10%) \$11,971.10  
 Estimated Construction cost of additional Paving **\$131,682.10**

Items 47, 48 and 52 are bid prices from original bid  
 Items 47 and 48 have an extra 10% added in to account for potential yield variation.  
 Items 57 and 58 are new items with prices provided by K&R  
 Additional traffic control may be necessary but that could be a few thousand dollars.