

AMENDED AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, May 24, 2023

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/81664603678>

Meeting ID: 816 6460 3678

By Phone: 1 312 626 6799

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

a. Parks Committee – Quarterly Parks Presentation

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

Article 6. Approval of Consent Agenda

a. Receive and File Minutes

1. Township Board Meeting – 5/10/23

2. Planning Commission – 3/6/23 & 3/20/23

b. Receive and File Reports

1.

c. Receive and File Education Requests

1. Paul Westhouse – IAEI Michigan Chapter 2023 Summer Educational Meeting – June 15-16, 2023 – Bay City, MI

d. Receive and File Communication

1.

Article 7. Financial Actions

a.

Township Board Agenda

May 24, 2023

Page - 1

Article 8. Unfinished Business

004-2023 Consider Supervisor Appointments to Various Boards and Commissions.

Article 9. New Business

045-2023 Consider Resolution for Amendments to Parks Committee By-Laws (Roll Call)

046-2023 Consider Approval of Type II Special Use Permit for a Trucking Terminal Facility at 5610 and 5620 Kraft Avenue

047-2023 a.) Public Hearing for Camping & Storage of Personal Property Ordinance

b.) Consider Approval of Camping & Storage of Personal Property Ordinance (Roll Call)

048-2023 Consider Cascade Bridge Pedestrian Improvements

049-2023 Consider a Search Firm for Township Manager Recruitment

Article 10. Discussion

1.

Article 11. Public Comments – Any comments...whether it is on the agenda or not. (Limit comments to 3 minutes)

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

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

Wednesday, May 10, 2023
Wisner Center
2870 Jacksmith Dr SE
Grand Rapids, MI 49546
And Virtual Zoom Meeting
7:00 P.M.
HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Township Manager Swayze, Fire Chief Magers, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Trustee Koessel stated that Article 9 re Consideration of Camping Ordinance, should be changed to set Public Hearing prior to consideration for approval.
Motion by Trustee Shipley, seconded by Trustee Koessel to approve the agenda with the noted changes. Motion carried unanimously.
- Article 4. Presentations**
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
None
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 - 1. Township Board Meeting – 4/26/23 & 4/26/23-Closed Session
 - 2. Strategic Plan Implementation Committee – 3/17/23 & 4/21/23
 - b. Receive and File Reports
 - 1. Treasurer’s Department – March 2023
 - 2. Building Department – April 2023
 - c. Receive and File Education Requests
 - 1. Todd Pell – IAAI Arson Conference 2023 – Lansing, MI - May 22-25, 2023
 - d. Receive and File Communication
 - 1. Grand Valley Metropolitan Council (GVMC) Airport Access Study Final Report– March 2023
- Clerk Slater noted that Article 9, 040 and 041 should read 043 & 044 on the current meeting Agenda.
Motion by Clerk Slater, seconded by Trustee McDonald to approve the Consent Agenda with the correction of the certification date of item 043 to 5/10/2023 and the item numbers on the current agenda corrected. Motion carried unanimously.

Article 7. Financial Actions

a. Consider Approval of April 2023 Payables, Payroll, and Transfers

Trustee Noordhoek asked for clarification of items and if the Board could approve before the items are paid. Manager Swayze and Treasurer Korstange responded.

Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

Article 8. Unfinished Business

None

Article 9. New Business

043-2023 Consider Approval of Resolution Adopting the Hazard Mitigation Plan for Kent and Ottawa Counties (Roll Call)

Motion by Trustee Shipley, seconded by Treasurer Korstange to approve. Motion carried unanimously by roll call vote.

044-2023 Consider Setting a Date for Public Hearing for Camping & Storage of Personal Property Ordinance

Motion by Trustee McDonald, seconded by Trustee Shipley to set a Public Hearing for this matter at the 5/24/23 Township Board Meeting. Motion carried unanimously.

Article 10. Discussion

1. Review/Update on Finances:

- a.** Treasurer Korstange - One of the complaints heard repeatedly is that there is a lack of financial transparency. She discussed the meetings held with Supervisor Lesperance, Manager Swayze, Deputy Treasurer Sourine, and Accountant Thompson and the progress made. Treasurer Korstange discussed the budget process and the importance of having a plan for capital improvement. She noted that it is important to understand the roles of the Board Members and the staff, and emphasized the work that Manager Swayze does, and that it will continue after his absence and throughout the transition to a new Township Manager.
- b.** Manager Swayze – Gave a brief overview of staff and elected officials’ duties. Updated the Board on follow up of suggestions as it relates to the forensic audit.
- c.** Supervisor Lesperance – Emphasized that money has not been misappropriated; the Board wants to make certain the processes are correct.

2. Manager Search Committee – Status Update:

- a.** Supervisor Lesperance – Need an interim Manager as soon as possible. The Subcommittee and Board need to be able to make a thoughtful decision about the next Township Manager. No decisions will be made outside of public view.

3. Clerk Slater – Read the Resolution Honoring the Service of Township Manager Benjamin Swayze.

Motion by Clerk Slater, seconded by Trustee Koessel to approve. Motion carried unanimously by roll call vote.

The Board presented Manager Swayze with a gift.

Article 11. Public Comments

1. Brian Holcomb-3415 Glenstone Ct-Requested update re Egypt Creek Landscaping. Manager Swayze advised that EGLE has closed the complaint; this information was emailed to Mr. Holcomb. Still looking at internal zoning capabilities. Has property owner violated terms of PUD?
2. Jeff Hughes-7250 Red Bud Ln-Re Deer issue: Kent County has appointed a committee to research Dr. Keys' findings. Who will oversee the funding of projects by the committee? Manager Swayze and Supervisor Lesperance responded.
3. Scot VanSolkema-2570 Orange Ct-Great job on the Pathways. Recommends that the Parks and Pathways pages on the website be updated. What is the difference between the DDA and the eliminated Community Development position? Supervisor Lesperance responded.

Article 12. Manager Comments

1. He has always treated this position as a privilege. Thanked the Board for the privilege.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked those in attendance for coming to the meeting. Mentioned the GVMC report.
2. Trustee McDonald – Many thanks and good luck to Manager Swayze.
3. Trustee Koessel – Manager Swayze is the third Manager since he's been a member of the Board. He was the most committed and did the best job.
4. Clerk Slater – Wished Manager Swayze the best and she will miss him.
5. Trustee Noordhoek – Thanked Manager Swayze for all his service.
6. Treasurer Korstange – Thanked Manager Swayze.
7. Supervisor Lesperance – Thanked Manager Swayze; he's always been kind, strong, and professional, even when others weren't.

Article 14. Adjournment

Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.
Meeting adjourned at 7:58 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

Minutes

Cascade Charter Township
Planning Commission
Monday, March 6, 2023
7:00 pm
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Noordyke called the meeting to order at 7:00 P.M.
Members Present: Noordhoek, Richardson, Korstange, Moxley, Noordyke, Engel, Rissi, Bruneau, Rowland
Members Absent: None
Others Present: Planning Director Brian Hilbrands, Zoning Administrator Madison Smith-Jacoby, and those listed on the sign-in sheet.
- ARTICLE 2. Pledge of Allegiance**
- ARTICLE 3. Approve the current Agenda**
Motion was made by Member Rissi to approve the current agenda. Supported by Member Engel. Motion carried 9 to 0.
- ARTICLE 4. Disclose any conflict of interest**
Member Rissi disclosed he had completed work for the applicant in Article 8 but has not been in contact for months. There were no concerns with this conflict.
Member Rowland disclosed that he is a member of Watermark. There were no concerns with this conflict.
- ARTICLE 5. Approve the Minutes of the February 6, 2023 Meeting**
Member Bruneau made a grammatical change in the third to last line in Article 7 that “too” should be changed to “to”.
Member Richardson suggested removing “of them” from the first sentence in Article 7.
Motion was made by Member Rissi to approve the February 6, 2023 Meeting Minutes with the proposed changes. Supported by Member Engel. Motion carried 9 to 0.
- ARTICLE 6. Acknowledge visitors and those wishing to speak**
There was no one who wished to speak.
- ARTICLE 7. Case #23-3753/J. Visser Designs**
Property Address: 1550 Thornapple River Drive
Requested Action: Seeking a Type 1 Special Use permit for an accessory building exceeding 832sqft.
Zoning Administrator Smith-Jacoby presented the case explaining that the applicant is looking to expand their accessory building an additional 825sqft. They currently have an

existing 670sqft boathouse that is detached, making the total for the new building 1,495sqft. Upon site evaluation, Staff noted a shed that will need to be removed, but setbacks and the boathouse proximity to the water meet the requirements. In addition, there were a total of 3 letters of support received for this boathouse.

Staff recommended approval of this Type 1 Special Use Permit with conditions that proper permits are obtained for building a structure close to the water, the accessory building may not be used as a living/dwelling/business space, and the existing shed must be removed.

Member Engel asked if there were any lighting concerns. Zoning Administrator Smith-Jacoby ensured that lights will meet township standards.

Member Bruneau wanted clarification on the addition size since it will be approximately 3,000sqft in total. Planning Director Hilbrands explained when measuring accessory building size, they only use the footprint.

Member Bruneau commented with the accessory drive, decking, and various concrete slabs that the new addition seemed to be a lot added to the property. Zoning Administrator Smith-Jacoby did not see this as an issue because the property is over an acre and the building is not viewable from the road.

The applicant, Thomas Aaberg (1550 Thornapple River Drive), said this will be a beautiful addition and replace the unsightly boat lift.

Member Rowland commented on the importance of letters showing neighbor support.

Member Moxley said that, as an architect, the building design is good-looking.

Motion was made by Member Rissi to go to public hearing. Supported by Member Engel. Motion carried 9 to 0.

There was no one who wished to speak.

Motion was made by Member Rissi to close public hearing. Supported by Member Korstange. Motion carried 9 to 0.

Motion was made by Member Rissi to approve the Type 1 Special Use for an accessory building exceeding 832sqft with the conditions listed in the packet with two additional conditions including the lighting meeting Township standards and the shed must be taken down within 30 days of project completion. Supported by Member Moxley. Motion carried 8 to 1.

ARTICLE 8. Case #23-3755/Watermark Property LLC

Property Address: 1600 Galbraith Ave

Requested Action: Site Plan Review for an approximately 4,000 sq ft addition to the existing clubhouse building.

Planning Director Hilbrands explained that this is a straightforward request for a site plan approval of a building addition. The PUD ordinance limits this clubhouse to 30,000sqft. In a previous addition to this building, mechanical and storage areas were considered unusable spaces that did not generate additional trips or parking spaces and were not included in the total square footage. Upon using that calculation method, the building has 25,400sqft of usable space allowing for 4,600sqft to be added. The site plan addition will be adding 4,057sqft of usable space. For additions to commercial buildings there is also a review of parking. The site is required to have 346 parking spaces. There are currently 297 spaces on site, with 49 deferred spaces that can be built, as well as an agreement in place to use 50 spaces on an adjacent property.

The Fire Department and township engineer both reviewed the application and approved the plans. A stormwater maintenance agreement will also need to be recorded.

Planning Director Hilbrands also noted that in a previous addition to the building, there was a condition of approval to combine a one-acre parcel to the west of the clubhouse with the larger golf course parcel. This was due to setback issues and will need to be combined before a new building permit is issued.

Staff Recommended site plan approval for the proposed addition with the four conditions listed in the packet.

Member Bruneau asked if this site was identified with a PFAS issue and was concerned about runoff during excavation. Planning Director Hilbrands was unsure but they can ask the applicant.

Member Bruneau asked why there were leniencies with the square footage. Planning Director Hilbrands mentioned that the PUD ordinance is older and has no clearly defined means of configuring square footage. An amendment to a PUD requires public hearings with additional meetings, and then final approval by the Township Board.

Rob Berends, Project Manager at Nederveld, attended the meeting to answer any questions. He explained in greater detail that the main floor will have about a 2,500sqft addition to the restaurant and the lower level will have a 1,500sqft addition to the pro shop. There are surveyors working on the parcel combination and the owner is in accord with the stormwater maintenance agreement requirement. In terms of parking spaces, the agreement with the adjacent property has a recorded document with Kent County ensuring legitimacy.

Member Engel asked if the parking arrangement is an easement on the adjoining property or if there was another method used. Craig Smith, Watermark's COO, clarified that it is a seasonal trade agreement where three months of the year they can use the spaces.

Member Korstange expressed concern with stipulations not being followed through on certain conditions.

Member Bruneau asked why rules and regulations are put into place if the Commission approves buildings and additions larger than the allowable amount of 832sqft. Chair Noordyke explained to avoid putting various rules in place, anything above 832sqft is brought to the Planning Commission for a case-by-case review.

Member Rowland asked if the new computer software will help organize individual cases. Planning Director Hilbrands said there will be easier tracking of conditions and he ensured that he will not sign off on building permits until all conditions are met.

Motion was made by Member Rissi to approve the site plan with the conditions listed in the packet. Supported by Member Moxley. Motion carried 8 to 1.

ARTICLE 9. Old Business

Member Rissi recently gave a presentation to the Township Board regarding the AC Zoning District Subcommittee. The Board was in full support of the Planning Commission's recent motion to proceed with Option 2. Moving forward there were two concerns: the need to have Planning Director Hilbrands update the master plan and have the subcommittee work on zoning around the airport.

Chair Noordyke clarified that the area around the airport is to revert to an agricultural future land use designation for uses such as parks. He directed anyone with suggestions or opinions on potential updates to the master plan to reach out to Planning Director Hilbrands.

Member Korstange asked if it would be easier to change ARC zoning across the whole township or in just this area. Planning Director Hilbrands thought it would be easier to amend the ARC zoning instead of making changes in only one area.

Member Rissi pointed out another amendment talked about would be to add recreation to agriculturally zoned areas.

Chair Noordyke previously contacted Member Engel inquiring if he would join the AC District Zoning Review Subcommittee, which he did accept.

Motion was made by Member Rissi to add Member Engel to the AC Zoning District Subcommittee. Supported by Member Korstange. Motion carried 9 to 0.

Chair Noordyke reiterated actions being taken by Staff and committees. Planning Director Hilbrands will begin drafting an amendment to the master plan to revert future land use to ARC while simultaneously drafting revisions to the ARC zoning as a whole that will reduce the amount of livestock and add additional uses for open space. The subcommittee will also reconvene to look at AC 1 and AC 2 zoning districts.

Planning Commission Rules of Conduct and Bylaws

Planning Director Hilbrands explained that the review of the bylaws began just over a year ago. The Planning Commission completed its review of the bylaws and then moved onto reviewing the rules of conduct. Specific amendments to the bylaws and code of conduct are listed in the packet.

Member Bruneau asked why these changes were being made when they could be made directly to the zoning ordinance. Member Rissi explained that previously, legal counsel gave the recommendation to make these changes rather than to modify the zoning ordinance. Member Bruneau further explained the number of redundancies found and mentioned the code of conduct is defined in three separate documents.

Member Korstange stated one of the primary issues was the contradictions of the same information on various documents. Her understanding was that legal counsel stated they could pull the bylaws from the zoning ordinance, thus only having two separate documents that are reviewed annually.

Planning Director Hilbrands will work on the documents and be in correspondence with Member Bruneau.

ARTICLE 10. Any Other Business

Member Moxley brought up the potential of changing the Roundhill subcommittee name, which Member Korstange and Chair Noordyke previously inquired about. Planning Director Hilbrands will pass this on for suggestions.

Member Richardson mentioned a few issues such as graffiti by the highways, hotel problems, Hotel Ave needing road redone, homeless people living by Aldi, highway noise by Thornapple River Dr and 36th St, and Buttrick needing road work completed.

Member Moxley brought up a farming operation on the corner of Bolt Dr and Grand River Dr that needs to be cleaned up. Zoning Administrator Smith-Jacoby will be looking into that property.

ARTICLE 11. Acknowledge visitors and those wishing to speak.

There was no one that wished to speak.

ARTICLE 12. Adjournment

Motion was made by Member Engel to adjourn the meeting. Supported by Member Moxley. Motion carried 9 to 0. The meeting was adjourned at 8:43 pm.

Respectfully submitted,

Joe Engel, Secretary

Minutes

Cascade Charter Township
Planning Commission
Monday, March 20, 2023
7:00 PM
2870 Jacksmith Ave SE

ARTICLE 1. Chair Noordyke called the meeting to order at 7:00 PM.
Members Present: Noordhoek, Rissi, Moxley, Noordyke, Richardson, Korstange, Engel, Bruneau, Rowland
Members Absent: None
Others Present: Planning Director Hilbrands and those listed on the sign-in sheet.

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current agenda

Motion was made by Member Engel to approve the current agenda. Supported by Member Korstange. Motion carried 9 to 0.

ARTICLE 4. Disclose any Conflicts of Interest

There were no conflicts of interest disclosed.

ARTICLE 5. Approve the Minutes of the March 6, 2023 Meeting

Member Bruneau saw an error in Article 5 that the comments made by Member Richardson and Member Bruneau need to be switched.

Member Moxley pointed out that in Article 7 “Moxely” should be changed to “Moxley”.

Member Korstange made a correction in Article 10 that Chair Noordyke and herself initially brought up the Roundhill Subcommittee name change.

Member Engel made a name correction in Article 7 that “Robert” should be changed to “Thomas Aaberg”.

Member Engel said in Article 9 that “council” should be changed to “counsel”.

Member Bruneau saw an error in the last paragraph of Article 9 that “code of conduct” should be changed to “bylaws”.

Member Bruneau also wanted the minutes to reflect Member Rowland’s potential conflict of interest as a member of Watermark.

Motion was made by Member Moxley to approve the March 6, 2023, Meeting Minutes with the proposed changes. Supported by Member Bruneau. Motion carried 9 to 0.

ARTICLE 6. Acknowledge visitors and those wishing to speak

There was no one who wished to speak.

ARTICLE 7. Case #22-3701/Woods Builders Homes Inc.

Property Address: 6105 Charlevoix Woods Ct

Requested Action: Basic Plan Review for an amendment to the PUD Ordinance to allow a 24-unit multi-family apartment complex.

Planning Director Hilbrands explained that this Basic Plan Review was originally brought to the Planning Commission last April and is for 24 apartment units located in 3 buildings on a 4-acre parcel. The property is Master Planned as Community Residential, allowing for multi-family developments and a residential density of 4-6 units per acre. The current PUD was created to permit an adult assisted living facility, so an amendment to the PUD is required to also allow for attached residential.

Staff recommended that the applicant submit the 9 items listed in the packet from the original Basic Plan Review plus one additional item including a Traffic Impact Analysis. This will need to be submitted before the application proceeds to a preliminary development review.

Member Engel asked for clarification on the building being within the front yard setbacks. Planning Director Hilbrands explained since the building is a few feet within the setback, one of the requirements will be to move the building back.

Member Rissi asked about the private road ordinance allowing only 19 units without a secondary entrance. Planning Director Hilbrands said an emergency access easement off the cul-de-sac would be the second point of access. Staff will gather documentation to confirm details of the easement.

Member Bruneau asked about the soil erosion plan and Planning Director Hilbrands said that for any large-scale commercial building, a soil and erosion permit is always required through Kent County Road Commission.

David Woods, the applicant, said the responsibility to straighten the road will lead to financial hardships. He said leaving it curved could create traffic calming and it looks better aesthetically. His hope is that the easement would be approved as is without moving the road.

Member Rissi asked about the proposed 11 parking spaces for the development. Planning Director Hilbrands had not yet calculated parking spaces, which will be addressed during the zoning review.

Member Moxley said that 11 parking spaces is not enough. He also agreed with the applicant regarding the curvature of the drive.

Chair Noordyke wanted the applicant to provide proof of easement access.

Some other implementations discussed include sidewalks or a pedestrian lane, more parking, and a maintenance agreement for Charlevoix Ct.

Member Rissi said the sidewalk should not solely be put on the applicant to fund unless it's on their property.

Member Moxley would like to see a sidewalk along the south property line and said the neighboring retirement complex could benefit by adding on to the pathway.

ARTICLE 8. Review of Proposed Amendments to the Master Plan

Planning Director Hilbrands presented the proposed amendment to the Future Land Use map, as directed by the Planning Commission and Township Board. The amendment would change the future land use designation from Industrial to Rural Residential for an area that followed the boundary of most of the ARC Zoned properties located between the airport and M-6.

Member Rissi shared concerns about changing the classification for the area around 52nd St, but land around 48th St remains the same. He proposed creating a geographical boundary that made more sense to the area.

Chair Noordyke proposed, while referencing the Future Land Use map in the packet, that the AC District Zoning Subcommittee discusses converting the shaded gray area to AC2.

Motion was made by Member Bruneau to recommend the changes noted in the amended Future Land Use map to make the area currently zoned ARC also future land use ARC to the Township Board. Supported by Member Korstange.

Member Bruneau withdrew the motion.

Member Rissi wanted clarification on the motion to keep land currently zoned for ARC to future land use ARC. He didn't know if they were following the boundary indicated on the map or the current zoning.

Planning Director Hilbrands stated he was following the railroad on the map since it acts as a natural buffer.

Motion was made by Member Bruneau to recommend to the Township Board the future land use as drawn to preserve the currently zoned ARC to future land use ARC. Supported by Member Korstange. Motion carried 8 to 1.

There was discussion regarding whether this was an appropriate extension of the future land use redesignation, or if it should be extended north to include the entire area between the airport and M-6.

Member Rowland's preference was to change the AC2 land back to ARC.

Member Korstange explained she would recommend changing the currently zoned industrial land to future use of ARC due to the nature of the airport and the potential future implementations of a new entrance and gas station nearby.

Motion was made by Member Engel to withdraw the previous recommendation. Supported by Member Rissi. Motion carried 8 to 1.

Motion was made by Member Korstange to recommend to the Township Board to change the Future Land Use Map as drawn to also include the industrial area north of

Thornapple River Dr to be future land use ARC. This would include the area between the airport and M-6, extending north to the point where Thornapple River Drive crosses I-96 and south to approximately where 60th Street crosses over M-6. Supported by Member Moxley. Motion carried 5 to 4.

There were concerns about traffic increase at the intersection of Thornapple River Dr and 36th Street if there was a gas station nearby.

The new recommendation will be presented to the Township Board on April 12.

ARTICLE 9. Old Business

Member Korstange asked about the CIP and when Manager Swayze would present this. Planning Director Hilbrands will look into this.

Member Moxley mentioned the previous discussion on changing the Roundhill Subcommittee name. Planning Director Hilbrands said the attorney had concerns about naming it after a specific person as this opens up the Township to risk. If the committee were to be named "The Process Implementation Review Committee" there was no perceived issue.

Motion was made by Member Rissi to change the Roundhill Subcommittee name to the Process Implementation Subcommittee on all future documents related to it and change the listing on the website. Supported by Member Engel. Motion carried 9 to 0.

Member Richardson said there is still a downed power line or cable line on 48th Street.

Member Bruneau asked about receiving the meeting packets in a different format.

ARTICLE 10. Any Other Business

There was no other business to discuss.

ARTICLE 11. Acknowledge visitors and those wishing to speak

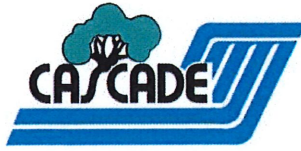
There was no one who wished to speak.

ARTICLE 12. Adjournment

Motion was made by Member Engel to adjourn the meeting. Supported by Member Korstange. Motion carried 9 to 0. The meeting adjourned at 8:55 PM.

Respectfully submitted,

Joe Engel, Secretary



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

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

Conditions:

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

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

Name: Paul Westhouse Application Date: 5/8/23

Conference/Seminar Date: June 15, 16 2023

Location of Seminar/Conference: Bay City, MI

Name of Proposed Seminar/Conference: IAEI Michigan Chapter
2023 summer Educational Meeting

Description of Seminar/Conference: (may also be attached) Two day education
conference.

(over)

How will the Seminar/Conference benefit the employee and the township? To have more knowledge of electrical hazardous locations and solar installations.

Cost of the Seminar/Conference: (Registration) \$ 215

Lodging \$ 121 per night (2 nights) Travel \$ Milage

Account #: 249-371-724-000

Your Signature: Paul White

Approvals:

Department Head: BWW Date: 5.8.23

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

Paul Westhouse

From: IAEI Michigan Chapter <iaei.mich@gmail.com>
Sent: Friday, April 21, 2023 11:01 AM
Subject: IAEI Michigan Chapter Meeting Bay City June 15th and 16th

Follow Up Flag: Follow up
Flag Status: Flagged

**The IAEI Michigan Chapter Summer Meeting is June 15th and 16th
DoubleTree Hotel in Bay City.
989-891-6000 Hotel Reservations \$121.00 IAEI Rate**

All Registrations need to be completed online in EventBrite.
Member Rate is \$215.00 that includes a great cook-out on Thursday night
If you have any registration concerns or need assistance email us at: IAEI.MICH@gmail.com
We are Happy to Help.

We have a new Guest Speaker this meeting Ryan Jackson, Steel Tube Institute.
Ryan has a You Tube series talking about the changes in the 2023 NEC.

We have a great program for you including:

**IAEI MICHIGAN CHAPTER
2023 SUMMER EDUCATIONAL MEETING**

Website: <http://IAEI-Michigan.org>

DoubleTree Hotel

One Wenonah Park Place, Bay City, Michigan 48708
Phone 989-891-6000



Thursday, June 15th, 2023

7:00 AM	Registration and Full Buffet Breakfast	
7:55 AM	Call to Order and Announcements	Chris Cleveland, President
8:00 AM	Health Care Facilities - Article 517	Vince Della Croce - Siemens NFPA 99, CMP-17 NFPA 78 & 1078
10:00 AM	Separately Derived Systems	Ryan Jackson - Steel Tube Inst. CMP-3 and 17
12:00 PM	Lunch	
1:00 PM	PV Systems Installations Articles 690 & 705	Jeff Fecteau - UL Solutions CMP-8
3:00 PM	Hazardous Location Fundamentals	Ryan Jackson - Steel Tube Inst. CMP-3 and 17
5:00 PM	Adjourn	

Friday, June 16th, 2023

7:00 AM	Full Buffet Breakfast	
8:00 AM	Chater Business Meeting / State Update	Chris Cleveland - President
8:30 AM	Code Panel Questions and Answers	David Williams - Moderator NEC-CC, CMP-10, NFPA 78, 99, 1078
9:30 AM	Lighting and LEDs	Christine Porter - Intertek NEC-CC, CMP-1, 5, NFPA 780
11:30 AM	Adjourn	

(Pending PA-407 Approval) 11 Hours Total

Our Summer Meeting has been submitted to the International Association of Electrical Inspectors for 1.1 CEU's for 11 hours of education, and to the Michigan Bureau of Construction Codes for Act 407 registration credits. You must provide your Michigan Act 407 registration information (Inspector Number or "Pending") to obtain credit.

Registrations will all be online for this meeting. The payments through EventBrite have no additional fees. We are no longer using PayPal for Registrations. If you are paying by check you will still register online through EventBrite. The check will need to be received prior to June 10th to receive the pre-registration rate. If you need registration assistance send an email to: iaei.mich@gmail.com **Registration Assistance**



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546

Date: May 19, 2023
To: Cascade Charter Township Board of Trustees
From: Supervisor Grace Lesperance
Subject: **2023 Township Board Standing Committee Appointments**

Personnel & Finance Committee

The use of personnel and finance committees in municipal government is both common practice—SOP—and prudent. Nonetheless, this Board earlier rejected my annual standing committee appointments (4-3) stating that (1) the Board was operating well without the use of committees and, (2) there was a perceived benefit in matters coming directly to the Board at its regular meetings--without the traditional review, evaluation or recommendations offered by the long-standing committee system.

It is not my intention to revisit that debate; the Township has a variety of initiatives at this time that are being successfully pursued, implemented, or completed.

The Township is now, however, commencing a significant transition period and an active Personnel & Finance Committee will enhance the Board's knowledge and oversight while guiding them in these critical functions. I believe it will also be of assistance to staff.

Pursuant to the Township's Policies and Procedures for Board Committees (originally adopted 12/14/16) and after careful consideration, I recommend the appointments below for the remainder of the 2023 calendar year:

Treasurer Windy Korstange
Supervisor Grace Lesperance
Trustee Timmy Noordhoek

Cascade Charter Township

Resolution __ of 2023

WHEREAS, the Cascade Charter Township Board had established a Cascade Charter Township Park Board by Resolution #1 of 1977, consisting of six citizens to advise the Township on matters related to the Cascade Charter Township Park;

WHEREAS, the Cascade Charter Township Board adopted Resolution #71 of 1993 to rescind Resolution #1 of 1977, and to rename the Park Board the Cascade Charter Township Parks Committee, and transfer all powers and duties of the Park Board to the Parks Committee in accordance with the by-laws and rules of procedure adopted with the resolution;

WHEREAS, since its existence, the Parks Committee has met on a regular basis to address the recreational needs of the residents of Cascade Charter Township;

WHEREAS, with the instatement of a Cascade Township Parks and Recreation Director, the current membership of the Parks Committee has amended the by-laws and rules of procedure;

WHEREAS, the Parks Committee has requested that the Township Board adopt the recommended amendments to the by-laws and rules of procedure to assure the efficient operations of this advisory body;

THEREFORE BE IT RESOLVED, that Resolution #17 of 2022 is hereby rescinded and the amended by-laws and rules of procedure for the Cascade Charter Township Parks Committee are adopted and attached to this resolution.

The foregoing Resolution was offered by Board Member _____ supported by Board Member _____.

The roll call was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

Sue Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board on the 24th day of May 2023.

Sue Slater
Cascade Charter Township Clerk

CASCADE CHARTER TOWNSHIP PARKS COMMITTEE

BY-LAWS AND RULES OF PROCEDURE (As amended, _____, 2023)

1. AUTHORITY

- 1.1. These rules of procedures are adopted by the Cascade Charter Township Parks Committee (“The Committee”) pursuant to Public Act 267 of 1976, as amended, the Open Meetings Act, MCL 15.261 et seq. (“Open Meetings Act”)

2. OFFICERS

- 2.1 *Selection.* At the January meeting The Committee shall select officers from its membership, including a chair, vice-chair and secretary. Each shall serve for a twelve-month period. The vice-chair may also hold the position of secretary.
- 2.2 *Duties.* The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules referenced in section 4.9 of these bylaws. In the absence of the chair, the vice-chair shall act in the capacity of the chair. The secretary may execute documents in the name of The Committee and perform such other duties as The Committee may determine. The Cascade Township Parks and Recreation -Director shall serve as the recording secretary and shall be responsible for preparation of minutes, keeping of pertinent public records, delivering notices of public hearings, working with the chair on the preparation of meeting agendas, and performing related administrative duties to assure efficient and informed Committee operations.
- 2.3 *Tenure.* The officers shall take office immediately following their election. They are eligible for re-election one year after their selection, but may retain their office until successors are elected and assume office.
- 2.4 *Succession.* In the event of a vacancy in the office of the chair, the vice-chair shall succeed to the office of chair and will serve in that position until The Committee selects a new chair and vice-chair at the earliest practicable time.

3. MEMBERSHIP

- 3.1 *Membership.* The Committee shall consist of seven voting (7) members. All voting members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be on The Committee, with their term of service running concurrent with his/her service on the Township Board.

A representative of the Forest Hills Schools administration may serve as an ex-officio member of The Committee, for purposes of communicating common recreation needs to the township. This representative shall not have any voting privileges on The Committee.

- 3.2 *Terms.* Members of The Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for three (3) years and may extend only to one additional consecutive three (3) year term if reappointed by the Township Supervisor and Township Board. Members shall be appointed with

staggered terms, but members may continue to serve until their successors have been appointed.

- 3.3 *Vacancies.* In the event a member of The Committee can no longer serve because of health or any other reason, the Township Supervisor shall appoint, upon Township Board approval, another person to The Committee for that unexpired term. Should the unexpired term be two (2) years or longer it shall be considered a full term.

If a member moves outside of the jurisdictional boundaries of the Township, that shall constitute a resignation from The Committee, effective upon the date of such move.

- 3.4 *Member Attendance.* In the event a member cannot attend a meeting they shall inform the chair or recording secretary before 5:00 p.m. the day prior to the meeting. If a member has three (3) consecutive absences from regularly scheduled meetings or misses at least fifty (50) percent of the meetings within any twelve (12) month period, the member will be deemed inactive and removed from The Committee in accordance with section 3.5. The removal will be communicated to the member in writing by the chair, with notice to the Parks and Recreation Director and township supervisor.

- 3.5 *Removal.*

a. Reason for Removal – On recommendation of The Committee, members may be removed by the Township Board for 1.) non-performance of duty or misconduct in office or on written charges and after public hearing or, 2.) failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest as set forth in section 3.5 b.

b. Conflict of Interest- A member may be excused from voting on a particular issue by majority vote of the remaining members present for reasons of a conflict of interest if:

- 1) The member has a direct financial interest in the outcome of the matter at issue; or
- 2) The matter at issue involves the member's business or place of employment; or
- 3) The member has such close personal ties to the applicant/issue that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
- 4) Any other personal conflict of interest perceived by the Committee not listed above.

4. MEETINGS

- 4.1 *Meeting Notices.* All meetings shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. The notice shall include the date and time of the meeting.

- 4.2 *Regular Meeting.* Regular meetings of The Committee shall be held in accordance with the meeting schedule adopted by The Committee. At The Committee meeting in November the chair and the recording secretary shall submit to The Committee a proposed meeting schedule for the upcoming calendar year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by The Committee. The dates and times shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, The Committee may select alternate dates in the same month, in accordance with the Open Meetings Act.
- 4.3 *Special Meetings.* A special meeting may be called by two members of The Committee upon request to the secretary or to the chair. The business which The Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the recording secretary shall send written notice of a special meeting to members not less than 48 hours in advance of the meeting.
- 4.4 *Quorum.* For The Committee to conduct business or take any official action, a quorum consisting of a majority of the voting members shall be present. When a quorum is not present, no official action except for closing of the meeting may take place. The members of The Committee may discuss matters of interest but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is stated at the meeting.
- 4.5 *Public Hearings.* Public hearings shall be scheduled when required by law, noticed, and conducted in accordance with the provisions of the Open Meetings Act.
- 4.6 *Motions.* Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- 4.7 *Voting.* An affirmative vote of a majority of The Committee shall be required for the approval of any requested action or motion placed before The Committee. Voting shall ordinarily be voice vote; provided however that a roll call shall be required if requested by any member or directed by the Chair. All members including the chair shall vote on all matters, but the Chair shall vote last. Any member will be excused from voting if that person has a conflict of interest as described in section 3.4 and as recognized by the majority of the remaining members present. Any member abstaining from a vote shall not participate in the discussion of that item.
- 4.8 *Order of Business.* A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:

Call to order
Roll Call

Approval of Agenda
Approval of Minutes
Public Comments and Communications
Old Business
New Business
Any Other Business
Adjournment

A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

- 4.9 *Rules of Order.* All meetings of The Committee may be conducted in accordance with generally accepted parliamentary procedure, and as otherwise governed by “Robert’s Rules of Orders”.

5. MINUTES

- 5.1 The Committee minutes shall be prepared by or at the direction of the recording secretary. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the Township Clerk.

6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 6.1 All meetings of The Committee shall be opened to the public and held in a place available to the public, in accordance with the Open Meetings Act.
- 6.2 All deliberations and decisions of The Committee shall be made at a meeting open to the public, in accordance with the Open Meetings Act.
- 6.3 A person shall be permitted to address The Committee in accordance with the Open Meetings Act and under the rules established by the Township for public comment at meetings. Public comment will be limited to three (3) minutes per person.
- 6.4 In accordance with the Open Meetings Act, a person shall not be excluded from a meeting of The Committee except for breach of the peace, committed at the meeting. This determination will be made by the chair or other officer presiding at the meeting.
- 6.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act, MCL 15.231 et seq.

7. BYLAWS AMENDMENTS

- 7.1 Recommendations for amendments to these bylaws may be made by The Committee pursuant to Section 4.7, and are subject to final approval by the Cascade Charter Township Board of Trustees.

THESE AMENDED BY-LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE CASCADE
CHARTER TOWNSHIP BOARD THIS __ DAY OF _____, 2023.

Sue Slater
Cascade Charter Township Clerk

STAFF REPORT

STAFF REPORT: Case # 23-3756
REPORT DATE: May 18, 2023
PREPARED FOR: Cascade Charter Township Board
MEETING DATE: May 24, 2023
PREPARED BY: Brian Hilbrands, Planning Director

APPLICANT

Fleet Quest Logistics, LLC
3056 Eastern Ave, Suite B
Grand Rapids, MI 49508

STATUS

OF APPLICANT: Owner

REQUESTED ACTION: Type II Special Use Permit for a Trucking Terminal facility

EXISTING ZONING OF SUBJECT PARCEL: TI, Transitional Industrial

GENERAL LOCATION: East side of Kraft Ave, between 52nd St and 60th St

PARCEL SIZE: 9.3 Acres

PROPERTY LOCATION: 5610 and 5620 Kraft Ave

EXISTING LAND USE ON THE PARCEL: Vacant/Existing Home

ADJACENT AREA

LAND USES: N,E – Vacant
W – Residential
S – Industrial

ZONING ON

ADJOINING PARCELS: N,E – I
W – PUD 50
S – TI

STAFF COMMENTS:

1. The applicant is requesting a Type II Special Use Permit to construct a new trucking terminal facility. The facility would include two phases, with a 39,600 square foot building located on a front lot and a 16,000 square foot building located on a back lot.

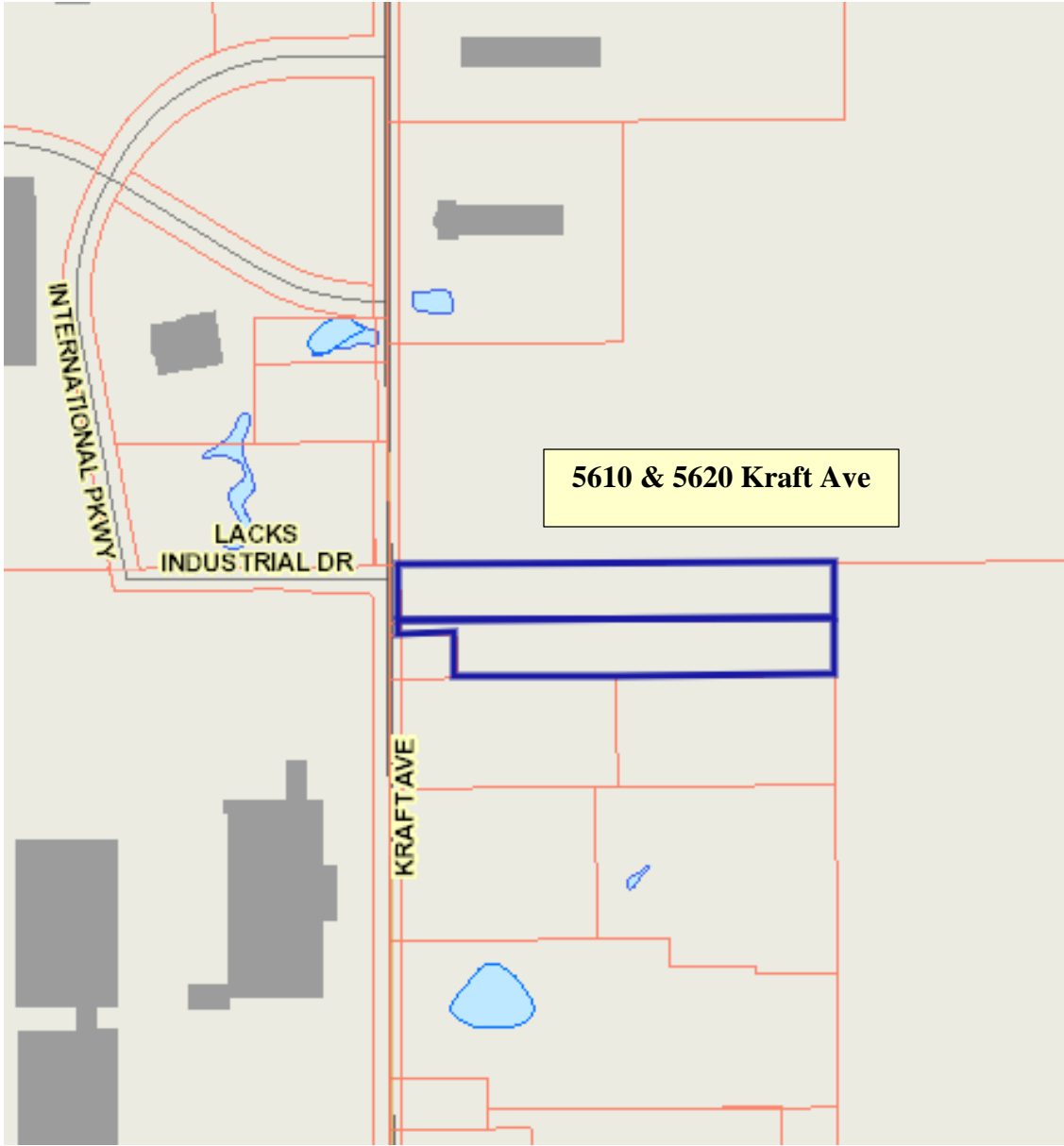
The site plan was reviewed under Section 21.07 of the Site Plan Review Chapter of the Zoning Ordinance.

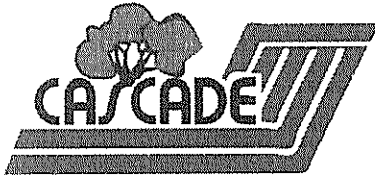
2. As a result of the location of the buildings, the property lines of 5610 and 5620 Kraft Avenue will be reconfigured. The result will be one parcel located on the west side with frontage along Kraft Avenue, and a second parcel to the east that will be accessed by an easement. Both parcels meet the size and width requirements of the zoning district.
3. Both buildings will have warehouse and office/lounge space, and the building in Phase 1 will also have a service area. Based on these uses there would be a total of 68 parking spaces required, and the plans show there to be 68 employee/guest parking spaces provided.
4. The proposed buildings and parking lot meet the setback, height, and bufferyard requirements of the zoning district.
5. Section 13.04a of the zoning ordinance allows a trucking terminal as a special use, so long as the facility is located at least 500 feet from any residential district. There is an ARC zoned parcel to the northwest, so the site plan includes a 500' buffer from that parcel. There is also a home located at 5640 Kraft which is adjacent to the facility, but because that parcel is zoned Transitional Industrial the 500-foot setback does not apply.
6. The proposed curb cut is aligned with the location of Lacks Industrial Drive on the other side of Kraft Ave. The location will need to be approved by the KCRC and a driveway permit will need to be obtained. Grading for the driveway appears to extend onto the neighboring property to the north, so a temporary grading easement will also need to be obtained. The location of the driveway in relation to adjacent driveways meets spacing requirements.
7. A comprehensive landscape plan was submitted that includes new plantings around the building and parking lot, while maintaining a large number of existing trees on the southern and eastern end of the property. A landscape bond in the amount of no less than \$69,000 should be submitted.
8. A photometric plan has been submitted that meets Township regulations.
9. The Fire and Building Departments have reviewed the plans and did not express any concerns.
10. The Township engineer has reviewed and approved the plan pending submittal of the final geotechnical report, and their comments are included in your packet. A stormwater maintenance agreement will be required.
11. The Gerald R Ford Airport staff has been made aware of the project and provided comments.

12. The Planning Commission held a public hearing on this matter at their May 15, 2023, meeting and has recommended approval of the site plan and special use permit with staff conditions.

13. Section 17.06 as well as 17.07 of the zoning ordinance requires the Township to review several factors before making a decision. I have listed those items for your consideration followed by my comments for each.

Factors	Comments
Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the area in which the use is proposed.	The facility is located on an industrial zoned parcel with neighboring industrial uses.
Be adequately served by essential facilities and services such as highways, streets, police and fire protection, drainage, refuse disposal, water and sewer facilities and schools.	This facility would be connected to public sewer and water and is located on a collector street.
Not create excessive additional requirements at public cost for public facilities and services.	This site would not cause excessive additional requirements at the expense of the public.
Not cause traffic congestion, conflict or movement in greater proportion to that normally prevailing for the use in the particular zoning district.	The facility would not create excessive traffic compared to similar uses in the area.
Not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of noxious or offensive production of noise, smoke, fumes, glare, vibration, odor or traffic.	This is an allowed use in the industrial zoning districts.
...must be situated such that the proposed site has direct primary access on at least one collector or arterial street as classified by the Major Street Plan	The facility would have direct access onto Kraft Avenue which is classified as a collector street.
A minimum lot size of 3 acres.	Both parcels will be at least 4 acres in size.
The minimum setback for use and structures other than employee and customer parking shall be 100 feet from the street right-of-way and 50 feet from side or rear property line.	All uses and structures appear to meet the setback requirements.
A buffer strip shall be required along all property lines.	A bufferyard is provided along all property lines.
Repair of vehicles shall be done within a totally enclosed building.	A portion of the building on Phase 1 is shown as a service area.





CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: FLEET QUEST LOGISTICS, LLC
 Address: 3056 EASTERN AVE, SUITE B
 City & Zip Code: GRAND RAPIDS MI 49508
 Telephone: 616-706-0685
 Email Address: SANEL9@YAHOO.COM

OWNER: * (if different from Applicant)

Name: _____
 Address: _____
 City & Zip Code: _____
 Telephone: _____
 Email Address: _____

NATURE OF THE REQUEST: (Please check the appropriate box or boxes)	
<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Administrative Site Plan Review
<input type="checkbox"/> Deferred Parking	<input type="checkbox"/> P.U.D. – Rezoning *
<input type="checkbox"/> P.U.D. -- Site Condominium *	<input type="checkbox"/> Rezoning
<input checked="" type="checkbox"/> Site Plan Review *	<input type="checkbox"/> Sign Variance Subdivision
<input checked="" type="checkbox"/> Special Use Permit	<input type="checkbox"/> Plat Review *
<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Other: _____ *

*** Requires an initial submission of 5 copies of the completed site plan**

BRIEFLY DESCRIBE YOUR REQUEST:**

(**Use Attachments if Necessary)
-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

See site plan

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 32-300-022 and 41-19-32-300-023

ADDRESS OF PROPERTY: 5610 and 5620 Kraft Ave SE, Grand Rapids, MI 49512

PRESENT USE OF THE PROPERTY: Vacant

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)

Address(es)

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)

SPANEL FAZLIC

Owner – Print or Type Name
(*If different from Applicant)

*

Owner's Signature & Date
(*If different from Applicant)

SPANEL FAZLIC

Applicant – Print or Type Name

Applicant's Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET – THANK YOU

Rev. 7/27/21



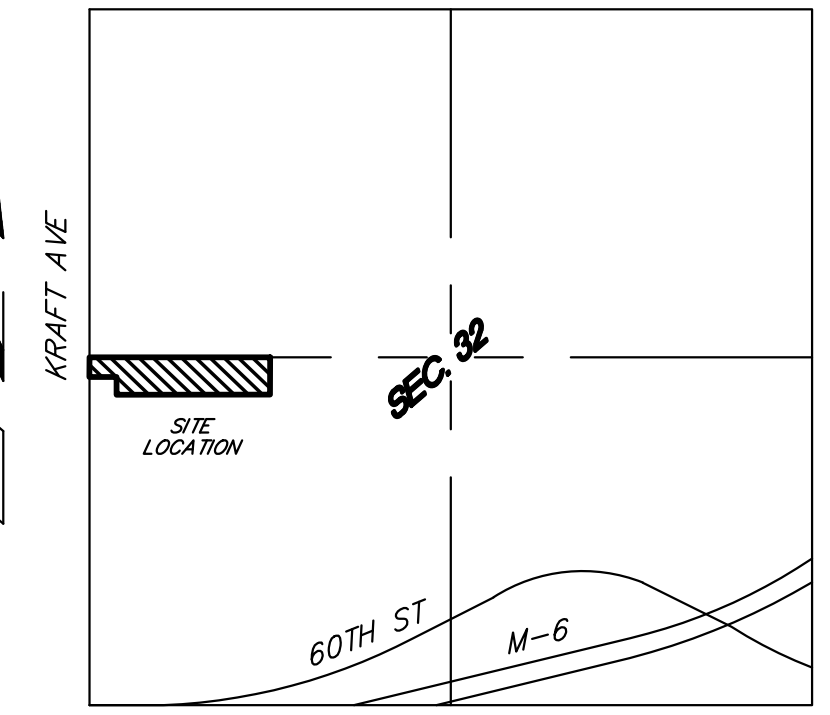
Know what's below.
Call before you dig.

BENCHMARK #1 ELEV. = 791.33
RR SPIKE IN SOUTH SIDE OF POWER
POLE LOCATED 86'± NORTHEAST OF
SOUTHWEST PROPERTY CORNER
(N.A.V.D. 88)

LEGAL DESCRIPTION:
PART OF N 1/4 NW 1/4 SW 1/4 COM AT W 1/4 COR TH S ALONG W SEC LINE 168.31 FT E PAR WITH S LINE
OF N 1/4 NW 1/4 SW 1/4 TO E LINE OF NW 1/4 SW 1/4 TH N ALONG SD E LINE 167.73 FT TO E&W 1/4 LINE TH
W ALONG E&W 1/4 LINE TO BEG + SEC 32 TEN R10W
N 1/4 NW 1/4 SW 1/4 EX S 130 FT OF W 200 FT & EX COM AT W 1/4 COR TH S ALONG W SEC LINE 168.31 FT
TH E PAR WITH S LINE OF N 1/4 NW 1/4 SW 1/4 TO E LINE OF NW 1/4 SW 1/4 TH N ALONG SD E LINE 167.73
FT TO E&W 1/4 LINE TH W ALONG E&W 1/4 LINE TO BEG + SEC 32 TEN R10W
FIRM PANEL #2608140025A DATED 11/06/1991
INDICATE THAT THE PROJECT AREA AND AREA DIRECTLY ADJACENT ARE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
WETLAND DELINEATION BY LAKESHORE ENVIRONMENTAL, INC. ON 05/24/2022
WETLAND A: NON-REGULATED WETLAND
WETLAND B: REGULATED WETLAND
WETLAND C: NON-REGULATED WETLAND
WETLAND D: NON-REGULATED WETLAND

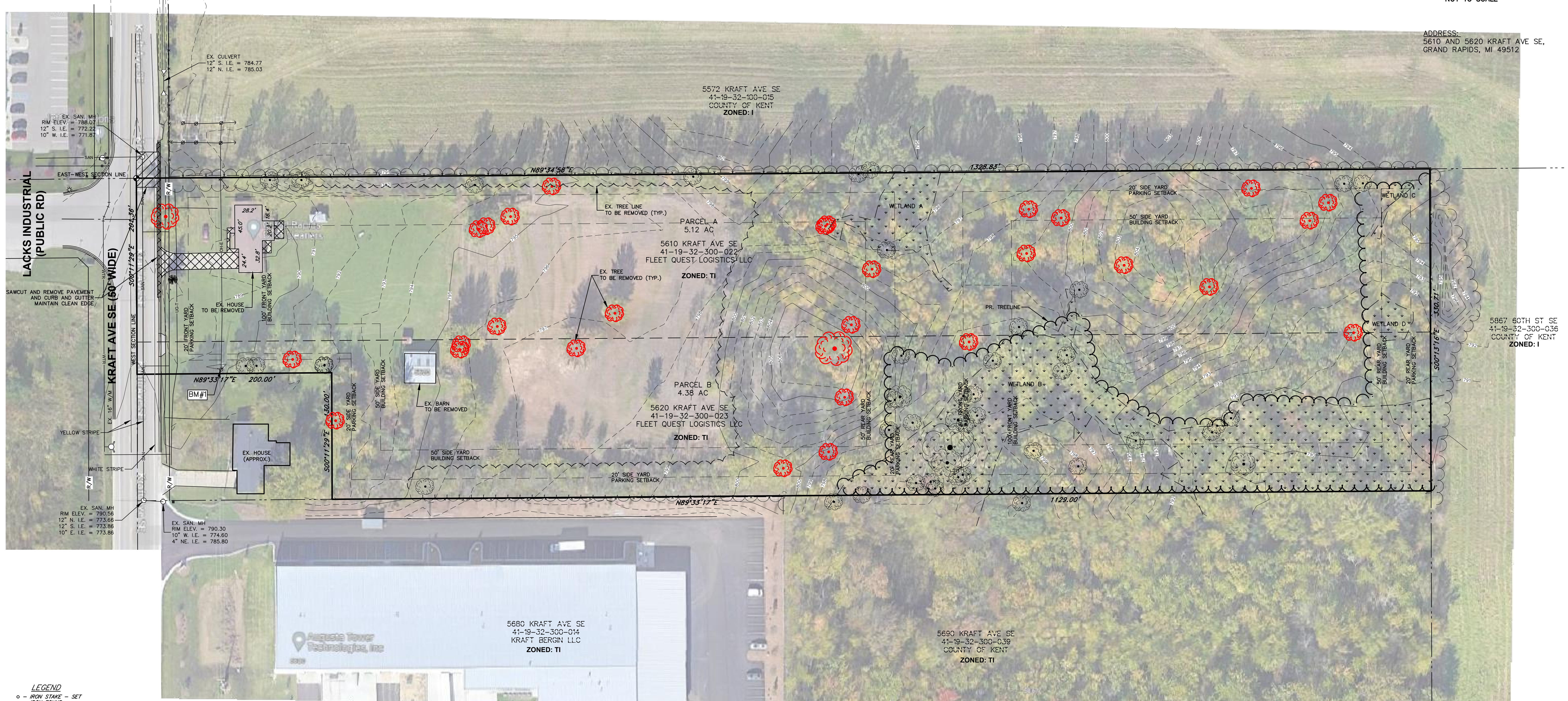
DEMOLITION NOTES:

ALL MATERIAL THAT IS NOT SUITABLE AS BACKFILL AND MATERIALS THAT ARE EXCESS SHALL BE
REMOVED FROM THE SITE AND DISPOSED OF IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL
REGULATIONS.
ALL AREAS OF UNDERGROUND DEMOLITION: UTILITY LINE REMOVAL; AND UNDERGROUND TREE, STUMP,
AND VEGETATION REMOVAL SHALL BE BACKFILLED.
BACKFILLING SHALL PROMPTLY FOLLOW UNDERGROUND DEMOLITION OR REMOVAL WORK AND SHALL
CONTINUE AS THE DEMOLITION PROGRESSES.
NOTIFY ARCHITECT/ENGINEER OF ANY OTHER UNDERGROUND MATERIALS OR EQUIPMENT ENCOUNTERED
DURING EXCAVATION NOT SPECIFICALLY NOTED ON THE DRAWING(S).
WHERE CURBING OR PAVEMENT IS INDICATED TO BE REMOVED, IT SHALL BE SAWCUT FULL DEPTH,
REMOVED TO THE NEAREST JOINT, IF THE JOINT IS WITHIN 3 FEET OF THE REMOVAL LINE. VERIFY
REMOVAL LIMITS WITH ENGINEER PRIOR TO BEGINNING WORK.



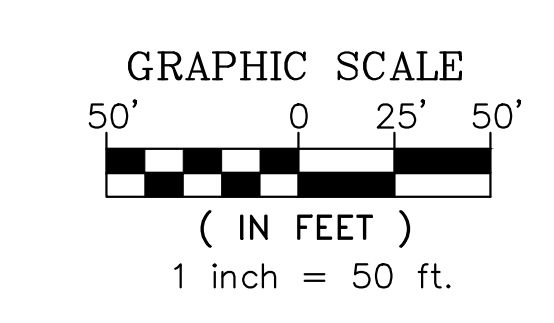
LOCATION MAP
NOT TO SCALE

ADDRESS:
5610 AND 5620 KRAFT AVE SE,
GRAND RAPIDS, MI 49512



- LEGEND
- IRON STAKE - SET
- IRON FOUND
- WOOD STAKE
- RECORDED DIMENSION
- DEED DIMENSION
- PLATTED DIMENSION
- MEASURED DIMENSION
- CENTER LINE
- CORNER OF CONCRETE
- EDGE OF BITUMINOUS
- EDGE OF CONCRETE
- EDGE OF GRAVEL
- GROUND ELEVATION
- FLOW LINE OF CUTTER
- OVERHEAD ELEC/UTILITY LINE
- LIGHT POLE
- EX. CONTOUR LINE
- FENCE LINE
- CONCRETE
- BITUMINOUS PAVEMENT
- PROPERTY LINE ENCROACHMENT
- UTILITY
- ELECTRIC
- RETAINING WALL
- PROPERTY LINE
- PAVEMENT
- WATER SERVICE LATERAL
- BENCHMARK
- WATER VALVE
- FIRE HYDRANT
- CATCH BASIN
- MANHOLE

- EXISTING LEGEND
SURVEY: SECTION CORNER, PROPERTY IRON FOUND, PROPERTY IRON SET, BENCHMARK
WATER: MANHOLE, VALVE, HYDRANT
SANITARY SEWER: MANHOLE
TREES: CONIFEROUS TREE, DECIDUOUS TREE
ELECTRICAL: UTILITY POLE, GUY WIRE, LIGHT POLE, UTILITY RISERMETER
CONCRETE, BITUMINOUS, EXIST. BIT REMOVAL, EXIST. CONC. REMOVAL
CENTER LINE, PROPERTY LINE, CONTOUR LINE (MAJOR), CONTOUR LINE (MINOR), FENCE, EXIST. TREE LINE, EXIST. TREE LINE REMOVAL, PROP. TREE LINE, WATER MAIN, SANITARY SEWER, NATURAL GAS, UNDERGROUND TELEPHONE, UNDERGROUND ELECTRIC



REVISIONS: MAY 3, 2023 - REV. PER TWP. MAY 6, 2023 - REV. PER OWNER
DRAWN BY: YS
APPROVED BY: RGH
DATE: FEBRUARY 20, 2023
REVISIONS: MARCH 6, 2023 - FOR SUBMITTAL APRIL 10, 2023 - REV. PER TWP. APRIL 13, 2023 - REV. PER TWP.
Roostein & Associates
Serving the needs of our clients since 1987
EXIST. CONDITIONS PLAN
FLEET QUEST LOGISTICS
SECTION 32, T6N, R10W
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN
CLIENT: FLEET QUEST LOGISTICS
4295 HARALSON CT
GRAND RAPIDS, MI 49546
(616) 706-0685
PROJECT NO. 230059
C-101

NOTES

A) ALL DIMENSIONS SHOWN TO THE CONCRETE CURB AND GUTTER ARE TO THE FACE OF THE CURB UNLESS NOTED OTHERWISE.

B) THE CONCRETE GUTTER PAN IS TO TIP IN THE SAME DIRECTION AS THE ADJACENT PAVEMENT. THE GUTTER PAN IN THE BARRIER FREE SPACES SHALL BE PLACED FLAT.

C) REFER TO ARCHITECTURAL PLANS FOR DETAILS OF CONCRETE DOOR STOOPS, DUMPSTER ENCLOSURE, DETAIL OF BUILDING, AND EXACT BUILDING DIMENSIONS.

D) ALL BARRIER FREE SPACES AND SIDEWALKS SHALL MEET A.D.A. REQUIREMENTS.

E) ALL EXTERIOR LIGHT FIXTURE WILL BE FULL CUT-OFF, DOWNCAST FIXTURES.

F) ALL EXTERIOR LIGHTING SHALL COMPLY WITH THE CASCADE TOWNSHIP LIGHTING ORDINANCE.

G) REFER TO PHOTOMETRIC PLAN.

SITE DATA:

SITE: 9.5 ACRES EXCLUDING RIGHT-OF-WAY
 ZONED: TI, TRANSITIONAL INDUSTRIAL
 USE: TRUCK FREIGHT TERMINAL
 ADDRESS: 5610 & 5620 KRAFT AVE SE, GRAND RAPIDS, MI 49512
 PPN: 41-19-32-300-022 & 41-19-32-300-023

	REQUIRED
MAXIMUM BUILDING HEIGHT:	45'
FRONT BUILDING SETBACK:	100'
SIDE BUILDING SETBACK:	50'
REAR BUILDING SETBACK:	50'

PARKING DATA:

PHASE 1
 MIN. REQUIRED PARKING: 42 SPACES
 (INDUSTRIAL: 0.67 SPACE PER 1,000 SFT
 OFFICE: 3 SPACES PER 1,000 SFT)
 (33,200 * 0.67/1,000 + 6,400 * 3/1,000)

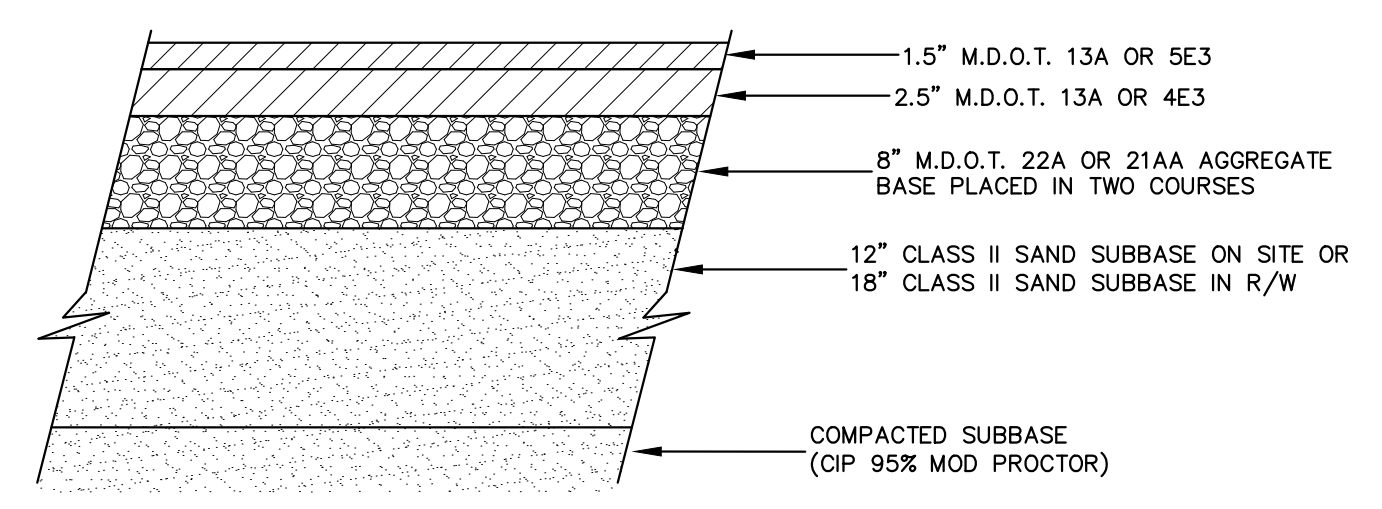
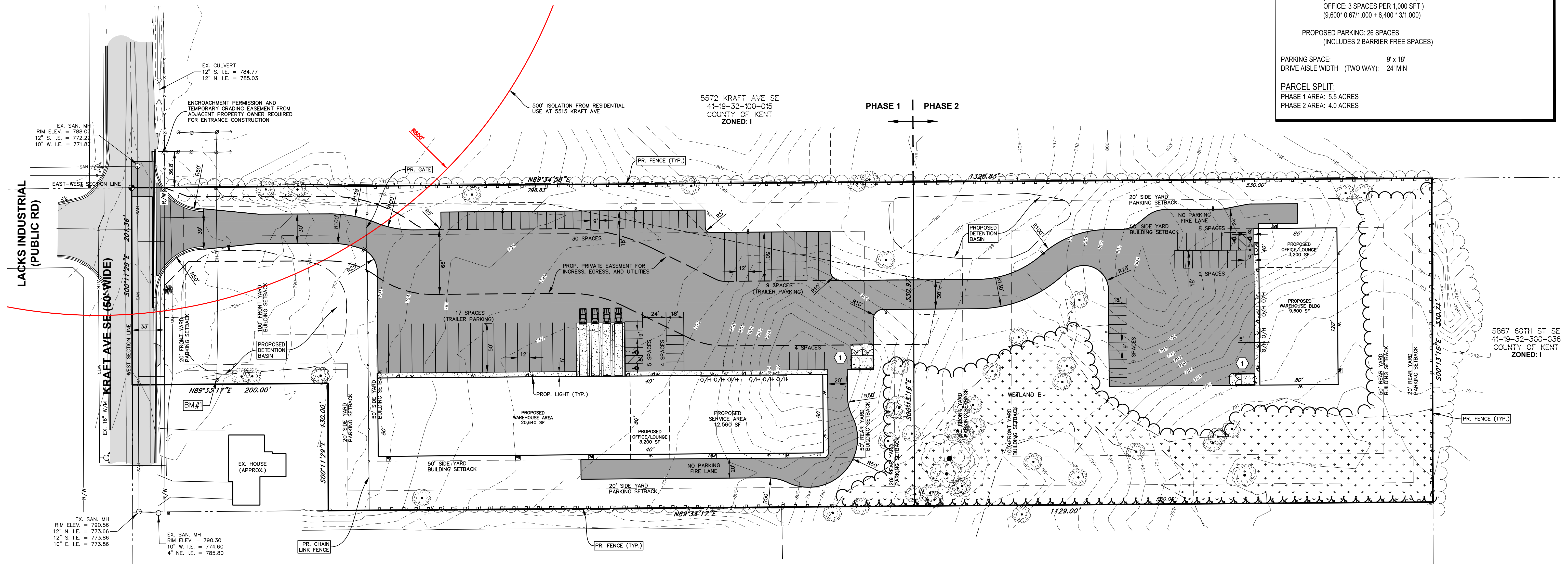
PROPOSED PARKING: 43 SPACES
 (INCLUDES 2 BARRIER FREE SPACES)

PHASE 2
 MIN. REQUIRED PARKING: 26 SPACES
 (INDUSTRIAL: 0.67 SPACE PER 1,000 SFT
 OFFICE: 3 SPACES PER 1,000 SFT)
 (9,600 * 0.67/1,000 + 6,400 * 3/1,000)

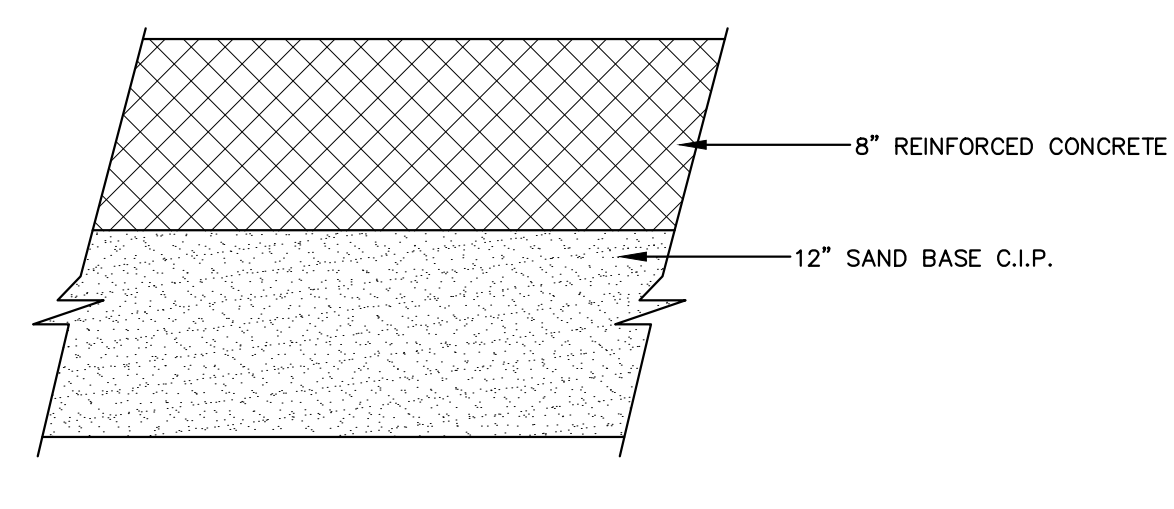
PROPOSED PARKING: 26 SPACES
 (INCLUDES 2 BARRIER FREE SPACES)

PARKING SPACE: 9' x 18'
 DRIVE AISLE WIDTH (TWO WAY): 24' MIN

PARCEL SPLIT:
 PHASE 1 AREA: 5.5 ACRES
 PHASE 2 AREA: 4.0 ACRES



HEAVY DUTY BIT PAVEMENT-SECTION
NOT TO SCALE



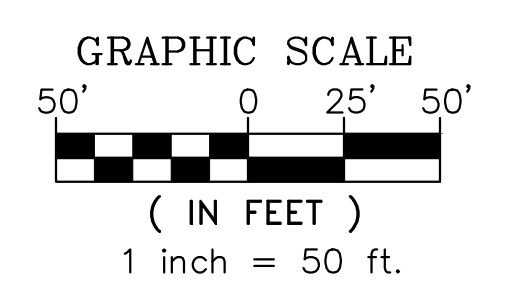
HEAVY DUTY CONCRETE PVMT
NOT TO SCALE

SITE PLAN KEY NOTES

1 DUMPSTER ENCLOSURE (SEE DETAIL)

LEGEND

- 805 — EXISTING MAJOR CONTOUR
- 806 — EXISTING MINOR CONTOUR
- ▒ PROPOSED HEAVY DUTY BIT PAVEMENT
- ▒ PROPOSED CONC.
- ▒ BUMP BLOCK
- ⊛ EXTERIOR LIGHTING



REVISIONS:
 MAY 3, 2023 - REV. PER TWP.
 MAY 8, 2023 - REV. PER OWNER

DRAWN BY: YS
 APPROVED BY: RGH
 DATE: FEBRUARY 20, 2023

REVISIONS:
 MARCH 6, 2023 - FOR SUBMITTAL
 APRIL 10, 2023 - REV. PER TWP.
 APRIL 13, 2023 - REV. PER TWP.

Rooston & Associates
 SURVEYING AND ENGINEERING

6555 PLUMBER AVE. SE
 GRAND RAPIDS, MI 49525 TELE: (616) 361-7220

SITE LAYOUT PLAN
FLEET QUEST LOGISTICS
 SECTION 32, T6N, R10W
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

CLIENT:
FLEET QUEST LOGISTICS
4295 HARALSON CT
GRAND RAPIDS, MI 49546
(616) 706-0685

PROJECT NO.
 230059

C-102

GENERAL PRIVATE UTILITY NOTES:

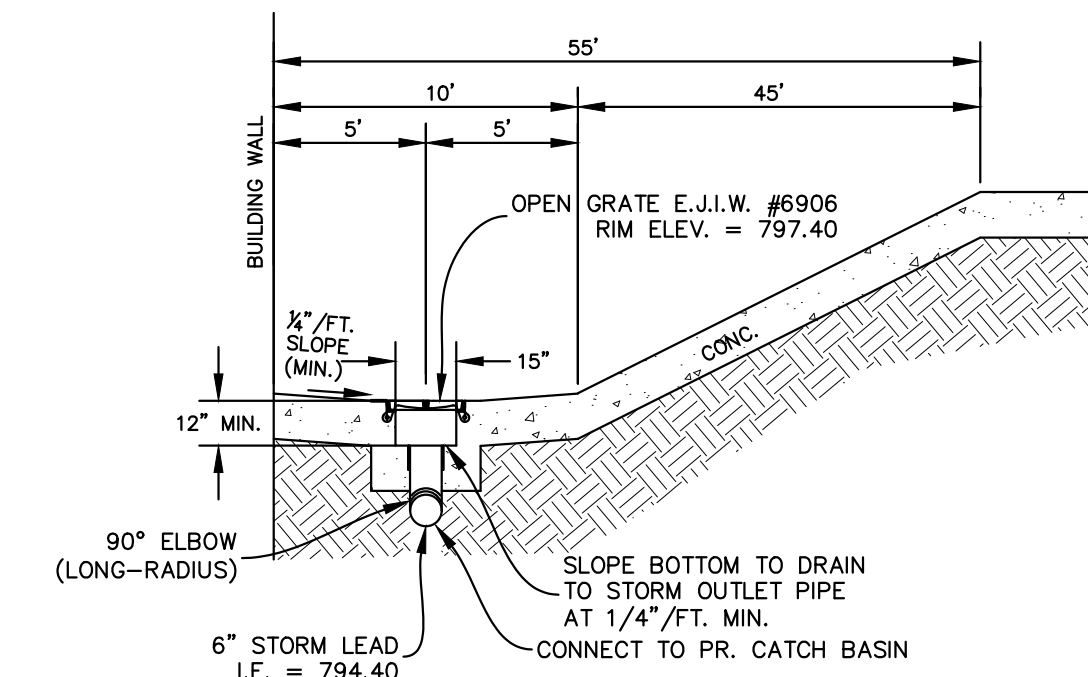
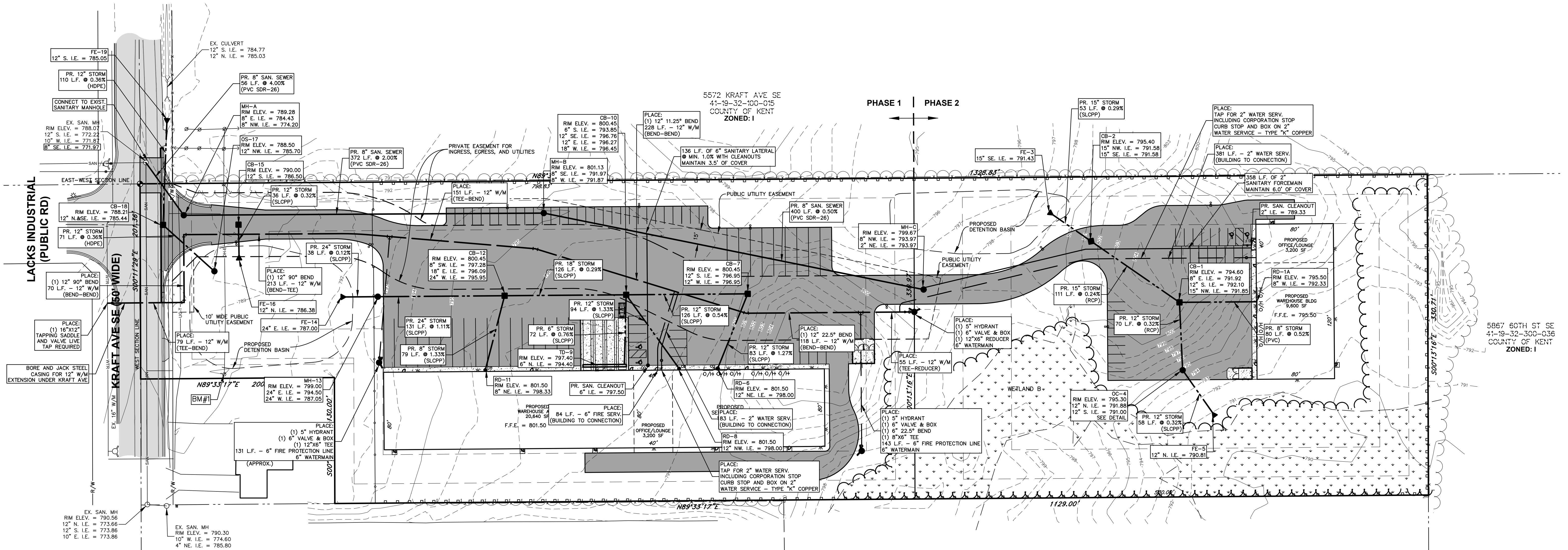
PROPOSED PRIVATE UTILITY SERVICE AS SHOWN IS SCHEMATIC ONLY. ACTUAL LOCATION TO BE COORDINATED WITH INDIVIDUAL UTILITY COMPANY AND APPROVED BY OWNER.
 CONTRACTOR SHALL COORDINATE LOCATION OF ALL PRIVATE UTILITIES (GAS, ELECTRIC, PHONE, CABLE, ETC.) WITH THE LOCAL UTILITY COMPANIES AND THE MECHANICAL DRAWINGS. COORDINATE ALL PRIVATE UTILITY LOCATIONS WITH ALL SUB-SURFACE SITE UTILITIES SHOWN ON THIS PLAN.
GENERAL STORM SEWER NOTES:
 UNLESS NOTED OTHERWISE ON THE PLAN, STORM SEWER PIPE SHALL BE SMOOTH INTERIOR CORRUGATED POLYETHYLENE PIPE PER AASHTO M294 TYPE S. JOINTS SHALL BE WATER TIGHT IN ACCORDANCE WITH ASTM F477.
 ROOF DRAIN PIPE OR PIPE INDICATED TO BE PVC SHALL MEET THE REQUIREMENTS OF ASTM D3034, SDR 35. JOINTS TO BE ELASTOMERIC SEALS IN ACCORDANCE WITH ASTM F477.
 MATERIALS, INSTALLATION, AND TESTING OF THE STORM SEWER SYSTEM SHALL CONFORM TO CASCADE TOWNSHIP STANDARDS.

GENERAL WATER SERVICE NOTES:

SITE CONTRACTOR TO END WATER SERVICE(S) 12" ABOVE FINISHED FLOOR INSIDE BUILDING WITH A TEMPORARY CAP. COORDINATE CONNECTION WITH BUILDING PLUMBING CONTRACTOR.
 IRRIGATION WATER SERVICE TO BE TAPPED OFF WATER SERVICE INSIDE BUILDING UTILITY ROOM. COORDINATE WITH LANDSCAPER AND BUILDING PLUMBER.
 WATER MAIN AND FIRE PROTECTION LINE PIPE SHALL BE CLASS 52 DUCTILE IRON PER ANSI/AWWA C151/A21.51, THICKNESS CLASS PER ANSI/AWWA C110/A21.50. FITTINGS SHALL BE DUCTILE IRON PER ANSI/AWWA C153/21.53, PRESSURE CLASS 350.
 DOMESTIC SERVICE SHALL BE COPPER, TYPE K, ANNEALED AND SOFT TEMPER PER ASTM B-88. FITTINGS SHALL CONFORM TO ASTM B-88.
 MINIMUM COVER OVER PIPE SHALL BE 5.5'.
 MATERIALS, INSTALLATION, AND TESTING OF WATER SERVICE LINES SHALL CONFORM TO CASCADE TOWNSHIP STANDARDS AND THE STATE PLUMBING CODE.
 THE WATER MAIN IS THE JURISDICTION OF THE CITY OF GRAND RAPIDS AND SUBJECT TO THEIR REVIEW AND APPROVAL.

GENERAL SANITARY SEWER NOTES:

SITE CONTRACTOR TO END SANITARY LATERAL 5' FROM BUILDING WITH A CLEAN-OUT AND TEMPORARY CAP. COORDINATE CONNECTION WITH BUILDING PLUMBING CONTRACTOR.
 SANITARY SEWER LATERALS AND FITTINGS SHALL BE PVC PER ASTM D3034, SDR 26. JOINTS TO BE ELASTOMERIC SEALS IN ACCORDANCE WITH ASTM D3212.
 MATERIALS, INSTALLATION, AND TESTING OF SANITARY SEWER SHALL CONFORM TO THE CASCADE TOWNSHIP STANDARDS.
 MINIMUM COVER OVER SANITARY LATERAL SHALL BE 3.5'.
 THE SANITARY SEWER IS THE JURISDICTION OF THE CITY OF GRAND RAPIDS AND SUBJECT TO THEIR REVIEW AND APPROVAL.

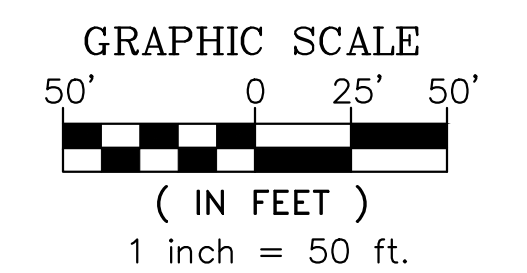


TRENCH DRAIN DETAIL

NOT TO SCALE
 (SEE STRUCTURAL PLANS FOR FINAL CONSTRUCTION DETAIL)

LEGEND

	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	PROPOSED CONC.
	PROPOSED STORM SEWER
	PROPOSED WATER LINE
	PROPOSED SANITARY LINE



REVISIONS:
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DRAWN BY: VS
 APPROVED BY: RGH
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 APRIL 13, 2023 - REV. PER TWP.

Roostem & Associates
 SURVEYING AND ENGINEERING

6656 PLUMBED AVE. SE
 GRAND RAPIDS, MI 49525
 TELE: (616) 361-7220

SITE UTILITY PLAN
FLEET QUEST LOGISTICS
 SECTION 32, T6N, R10W
 CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

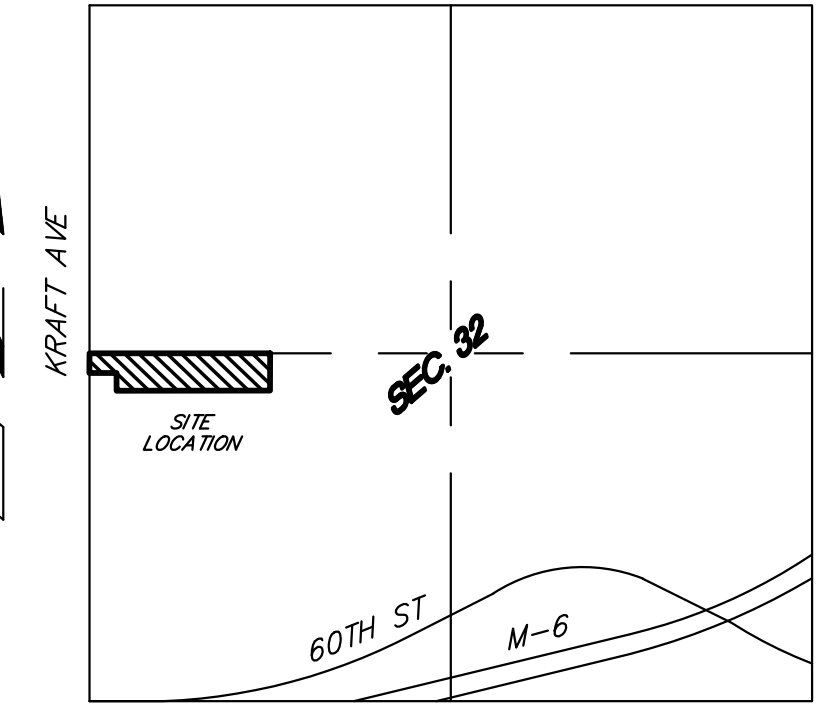
CLIENT:
FLEET QUEST LOGISTICS
4295 HARALSON CT
GRAND RAPIDS, MI 49546
(616) 706-0685

PROJECT NO.
 230059

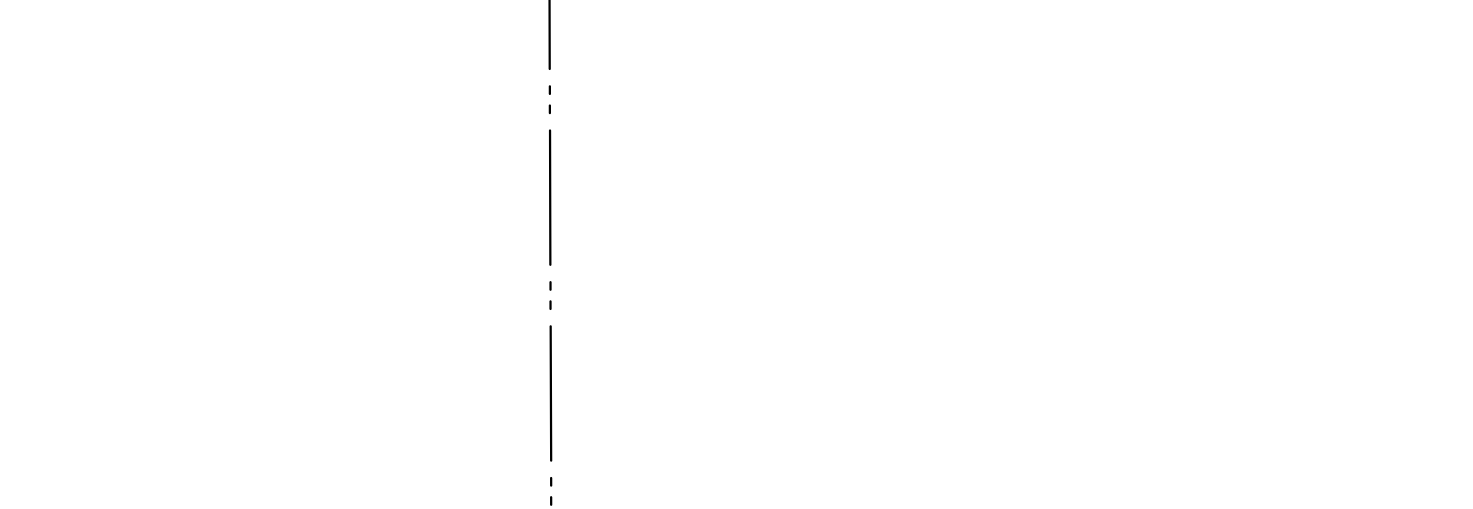
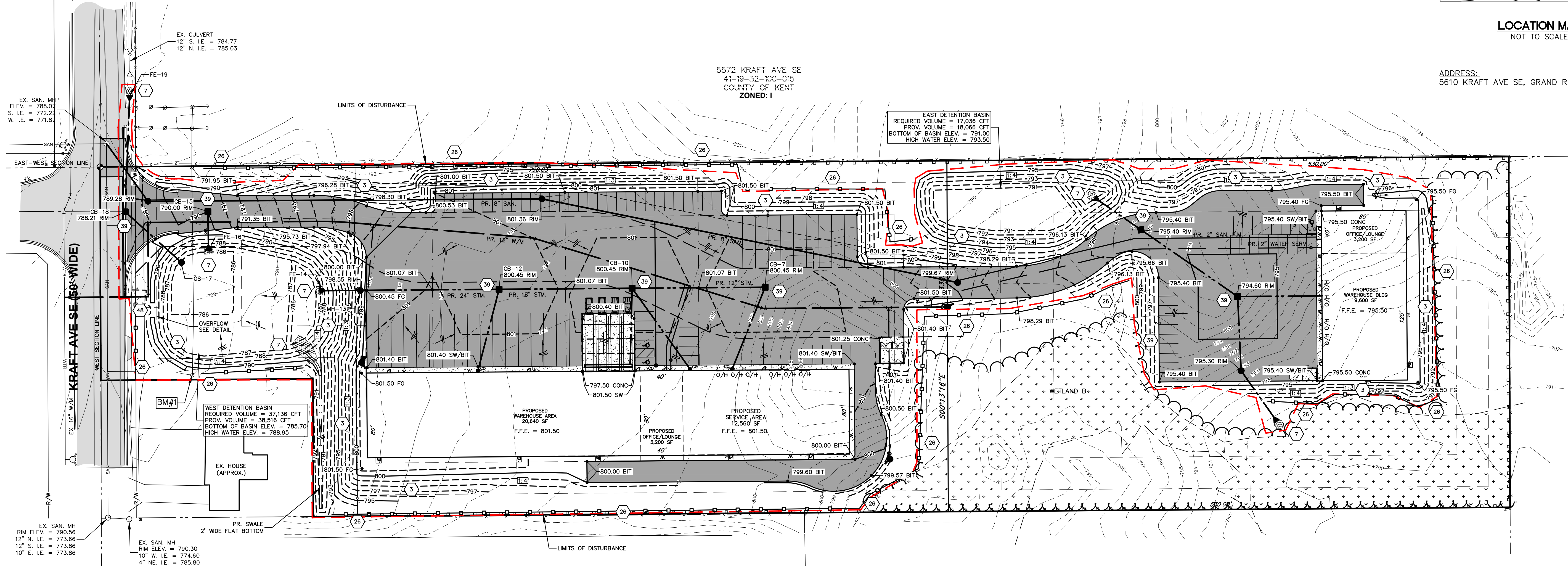
C-103

BENCHMARK #1 ELEV. = 791.33
RR SPIKE IN SOUTH SIDE OF POWER
POLE LOCATED 86'± NORTHEAST OF
SOUTHWEST PROPERTY CORNER
(N.A.V.D. 88)

LEGAL DESCRIPTION:
PART OF N 1/4 NW 1/4 SW 1/4 COR AT W 1/4 COR TH S ALONG W SEC LINE 168.31 FT TH E PAR WITH S LINE
OF N 1/4 NW 1/4 SW 1/4 TO E LINE OF NW 1/4 SW 1/4 TH N ALONG SD E LINE 167.73 FT TO E&W 1/4 LINE TH
W ALONG E&W 1/4 LINE TO BEG + SEC 32 T6N R10W
N 1/4 NW 1/4 SW 1/4 EX S 130 FT OF W 200 FT & EX COM AT W 1/4 COR TH S ALONG W SEC LINE 168.31 FT
TH E PAR WITH S LINE OF N 1/4 NW 1/4 SW 1/4 TO E LINE OF NW 1/4 SW 1/4 TH N ALONG SD E LINE 167.73
FT TO E&W 1/4 LINE TH W ALONG E&W 1/4 LINE TO BEG + SEC 32 T6N R10W



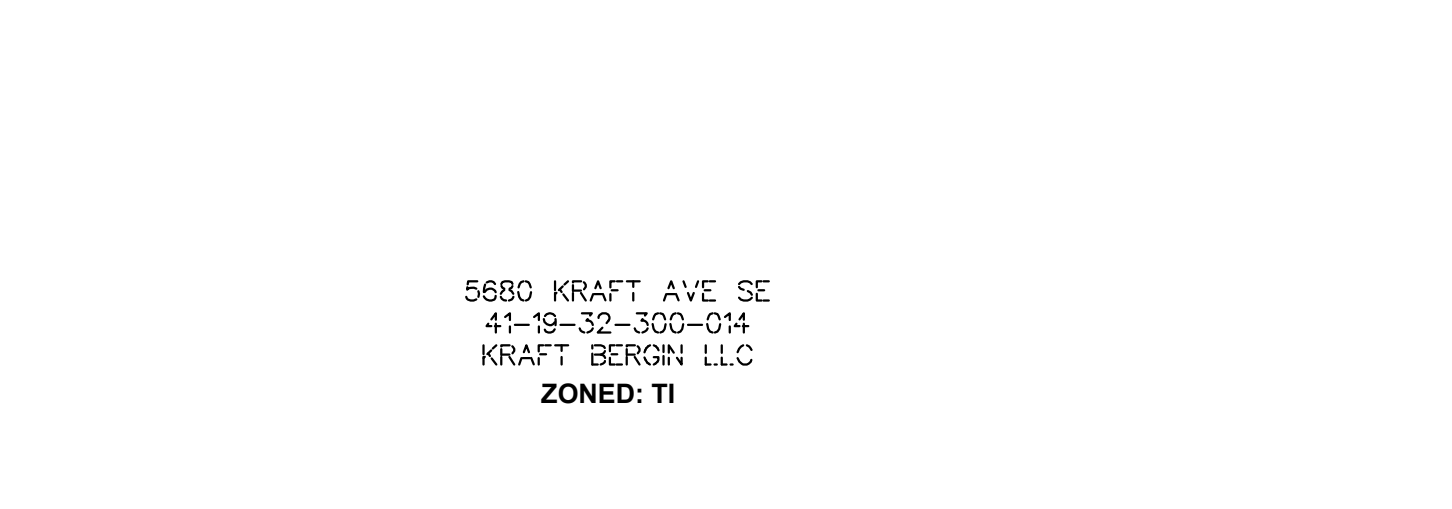
ADDRESS:
5610 KRAFT AVE SE, GRAND RAPIDS, MI 49512



STORM WATER MANAGEMENT SYSTEM MAINTENANCE
THE STORM SEWER AND DETENTION SYSTEMS MUST BE INSPECTED AND MAINTAINED ON A REGULAR BASIS FOR OPTIMAL PERFORMANCE. SEE CHART BELOW FOR SUGGESTED INTERVALS.

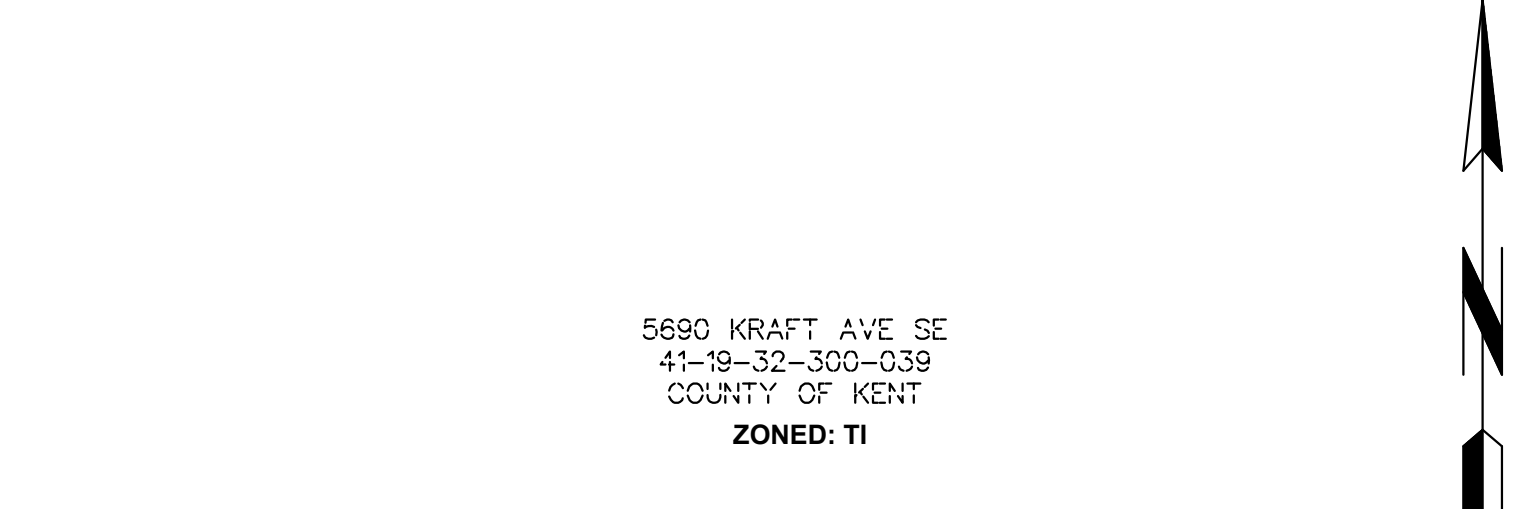
PROPERTY OWNER OR HOME OWNER ASSOCIATION IS RESPONSIBLE FOR MAINTENANCE OF SYSTEM

TASKS	COMPONENTS					SCHEDULE
	BASIN SIDE SLOPES	BASIN BOTTOM	BASIN INLETS	CATCH BASIN INLETS	CATCH BASIN Sumps	
INSPECT FOR ACCUMULATION	●	●	●	●	●	ANNUALLY
REMOVE SEDIMENT ACCUMULATION	●	●	●	●	●	EVERY 5-10 YEARS AS NEEDED
INSPECT FOR DEBRIS (DEAD VEGETATION AND TRASH)	●	●	●	●	●	EARLY SPRING, FALL AND AFTER MAJOR STORMS
CLEAN DEBRIS	●	●	●	●	●	AS NEEDED
INSPECT FOR EROSION ON BANKS AND BOTTOM	●	●	●	●	●	EARLY SPRING, FALL AND AFTER MAJOR STORMS
REESTABLISH PERMANENT VEGETATION ON ERODED SLOPES	●	●	●	●	●	AS NEEDED
RAKE OUT DEAD VEGETATION	●	●	●	●	●	ANNUALLY-EARLY SPRING
REPLACE STONE RIP-RAP	●	●	●	●	●	AS NEEDED
MOWING	●	●	●	●	●	AS NEEDED (MIN. ANNUALLY)



CONSTRUCTION SEQUENCE

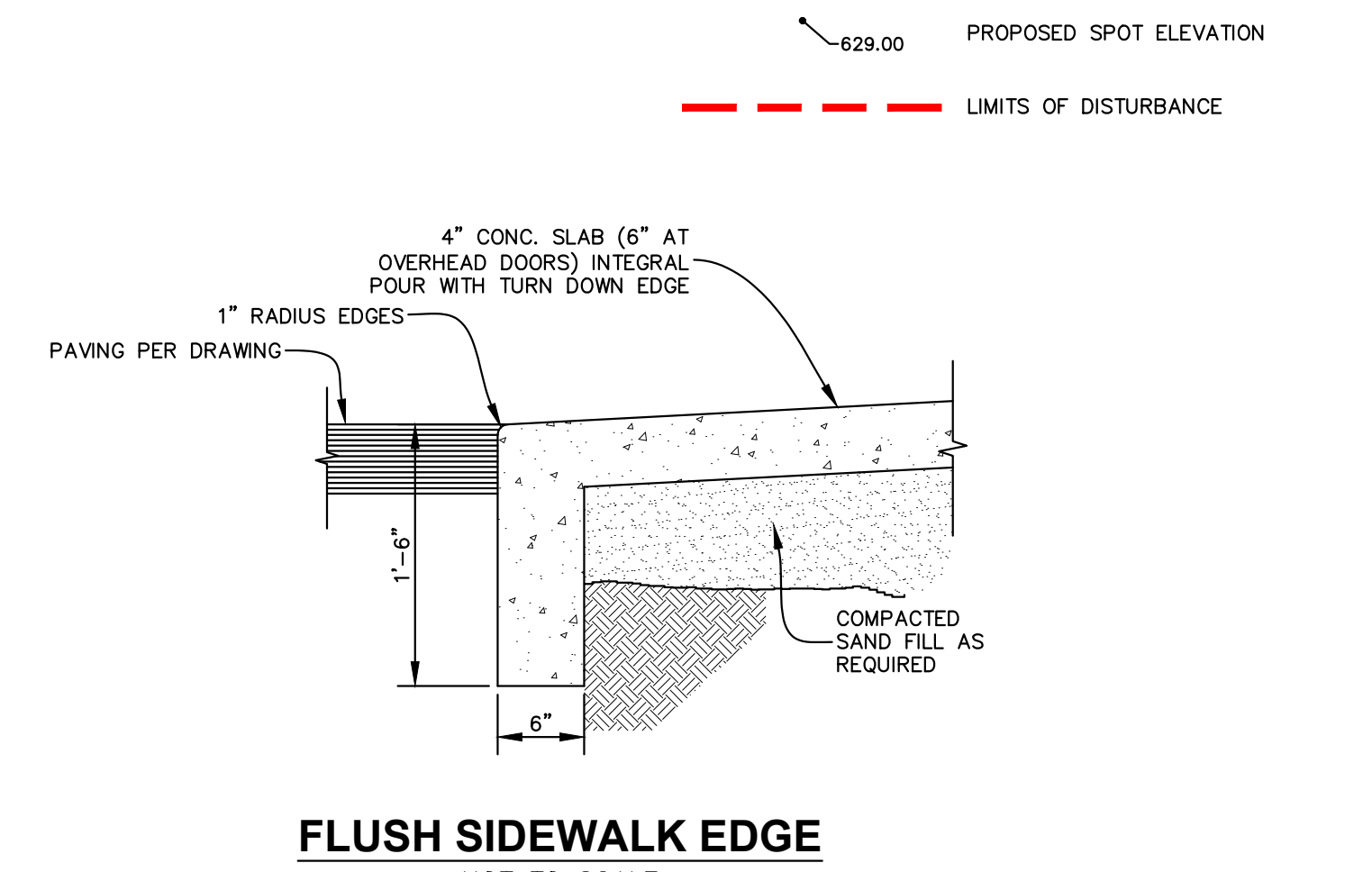
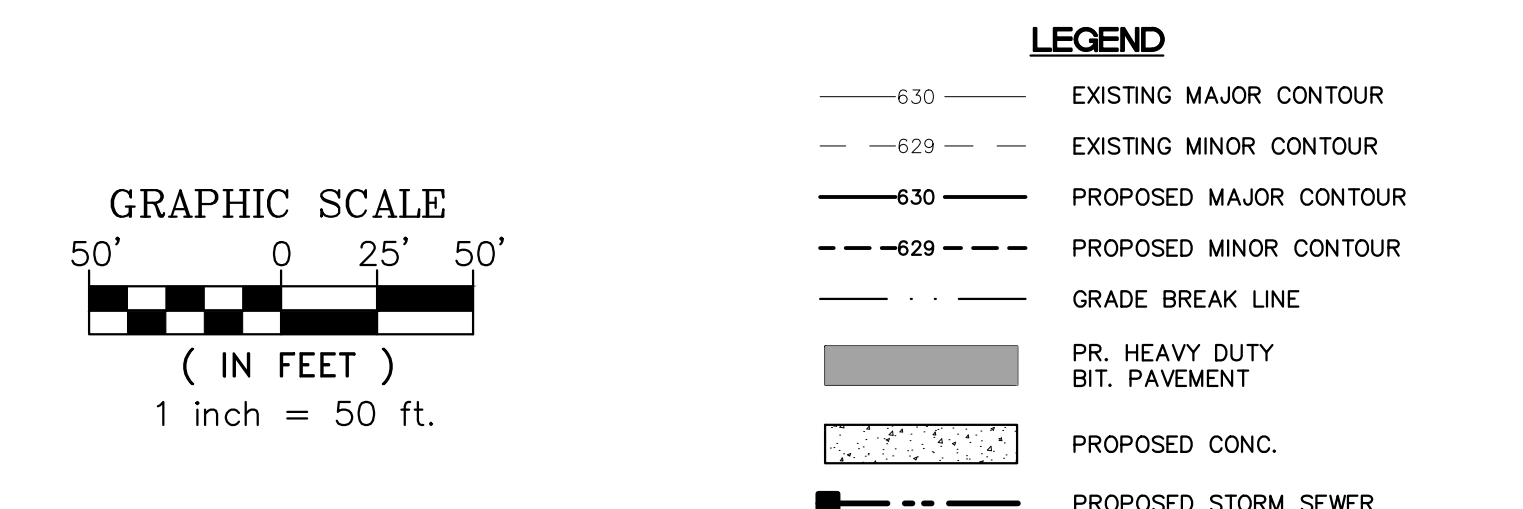
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	REMARKS
INSTALL SILT FENCING AND INLET PROTECTION											REQUIRED
CLEAR VEGETATION AND STRIP AND STOCKPILE TOPSOIL											
ROUGH GRADE SITE (CONSTRUCT BASIN)											
CONSTRUCT BUILDING											
INSTALL UTILITIES											
INSTALL CURBING AND PAVEMENT											
FINISH GRADE, PLACE PLANTINGS, TOPSOIL AND SEED, AND MULCH BLANKETS											
CLEAN PAVEMENTS AND STORM SEWER											
REMOVE TEMPORARY EROSION CONTROL											



SOIL EROSION CONTROL KEY

- 3 PERMANENT/TEMPORARY SEEDING
- 7 RIP RAP
- 26 GEOTEXTILE SILT FENCE
- 39 INLET PROTECTION WITH GEOTEXTILE AND STONE
- 48 SOIL EROSION CONTROL BLANKET (N.A.G. S-150 OR EQUAL)

NOTE:
- REFER TO MDOT SOIL EROSION & SEDIMENTATION CONTROL MANUAL. THE REQUIRED MEASURES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIRED. ADDITIONAL MEASURES MAY BE NECESSARY DUE TO SITE CONDITIONS, WEATHER, OR TIMING.
- CONTRACTOR SHALL PLACE NA-GREEN S-150 (OR APPROVED EQUAL) EROSION CONTROL BLANKET ON ALL SLOPES 1 ON 3 OR STEEPER AND IN THE BOTTOM ONE FOOT OF THE DRAINAGE SWALES.
- THE DETENTION BASIN SHALL BE ONE OF THE FIRST ITEMS CONSTRUCTED, AND SHALL BE CLEANED OUT PRIOR TO OWNER ACCEPTANCE.
- SITE SOILS CONSIST OF LOAM PER USDA NRCS MAPS.
- TOTAL DISTURBED AREA IS 6.4 ACRES.
- THORNAPPLE RIVER IS LOCATED 1.8 MILES TO THE EAST.
- CONTRACTOR SHALL SWEEP THE STREET OF ANY DIRT TRACKED ONTO IT BY THE CONSTRUCTION OPERATION AS NEEDED AND AS DIRECTED BY COUNTY SECC AGENT.



REVISIONS:
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APRIL 13, 2023 - REV. PER TWP.

Roostein & Associates
SURVEYING AND ENGINEERING

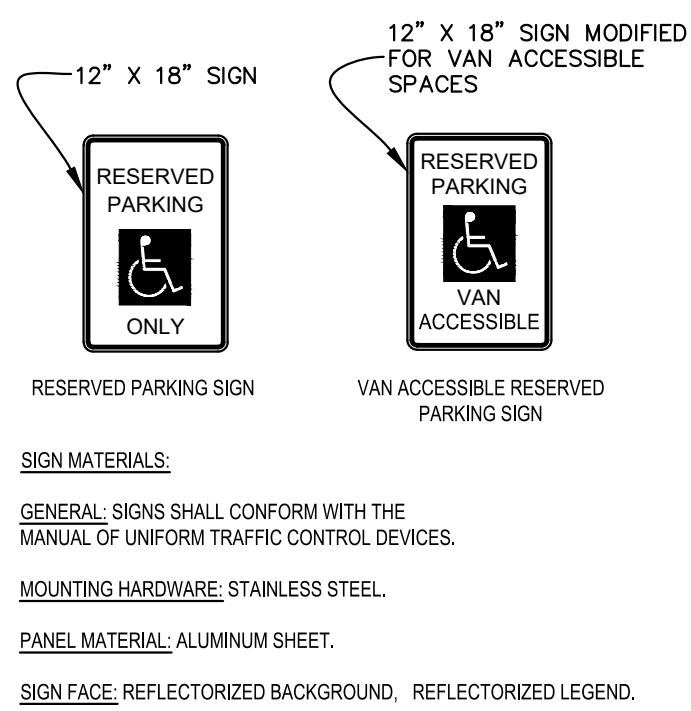
6555 PLUMBED AVE. SE
GRAND RAPIDS, MI 49525
TELE. (616) 361-7220

GRADING AND SECC PLAN
FLEET QUEST LOGISTICS
SECTION 32, T6N, R10W
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

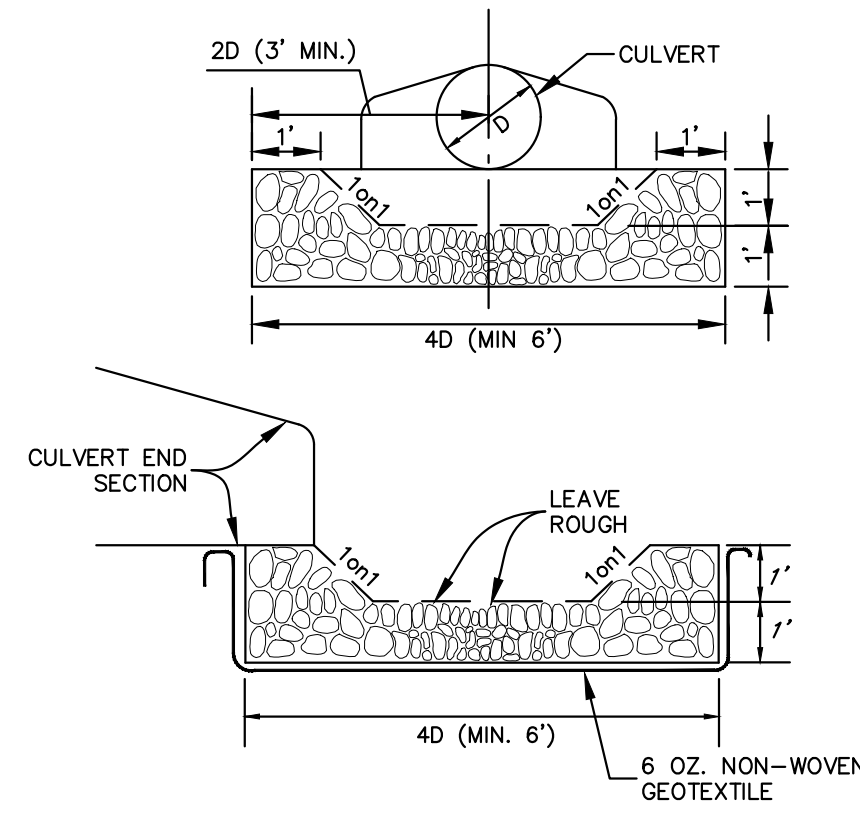
CLIENT:
FLEET QUEST LOGISTICS
4295 HARALSON CT
GRAND RAPIDS, MI 49546
(616) 706-0685

PROJECT NO.
230059

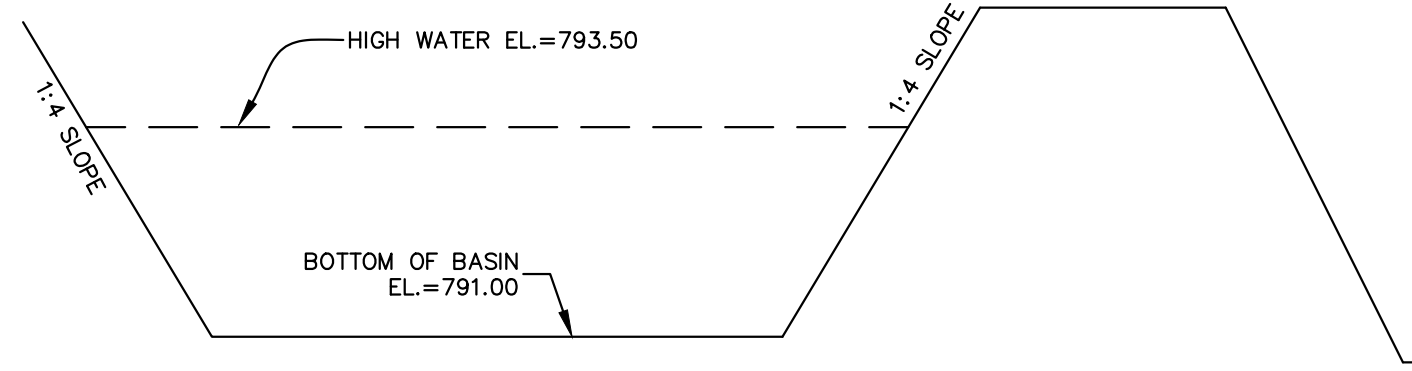
C-104



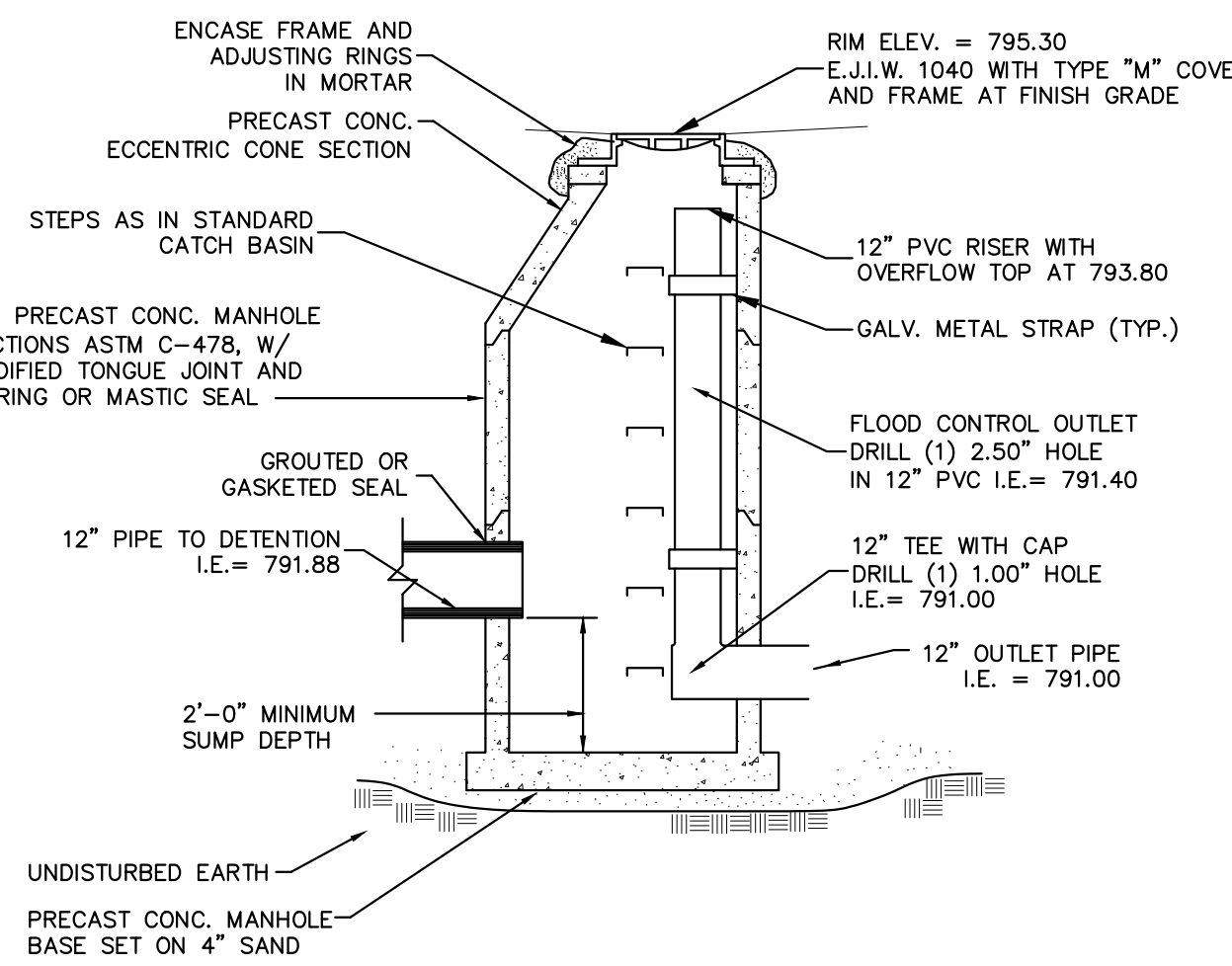
BARRIER FREE SIGNS
NOT TO SCALE



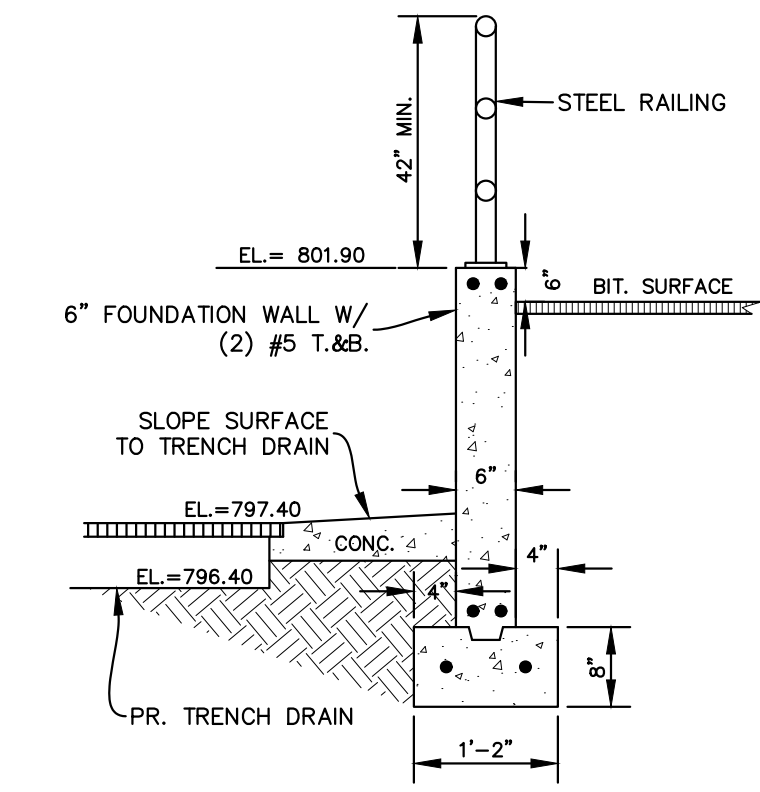
RIPRAP APRON
NOT TO SCALE



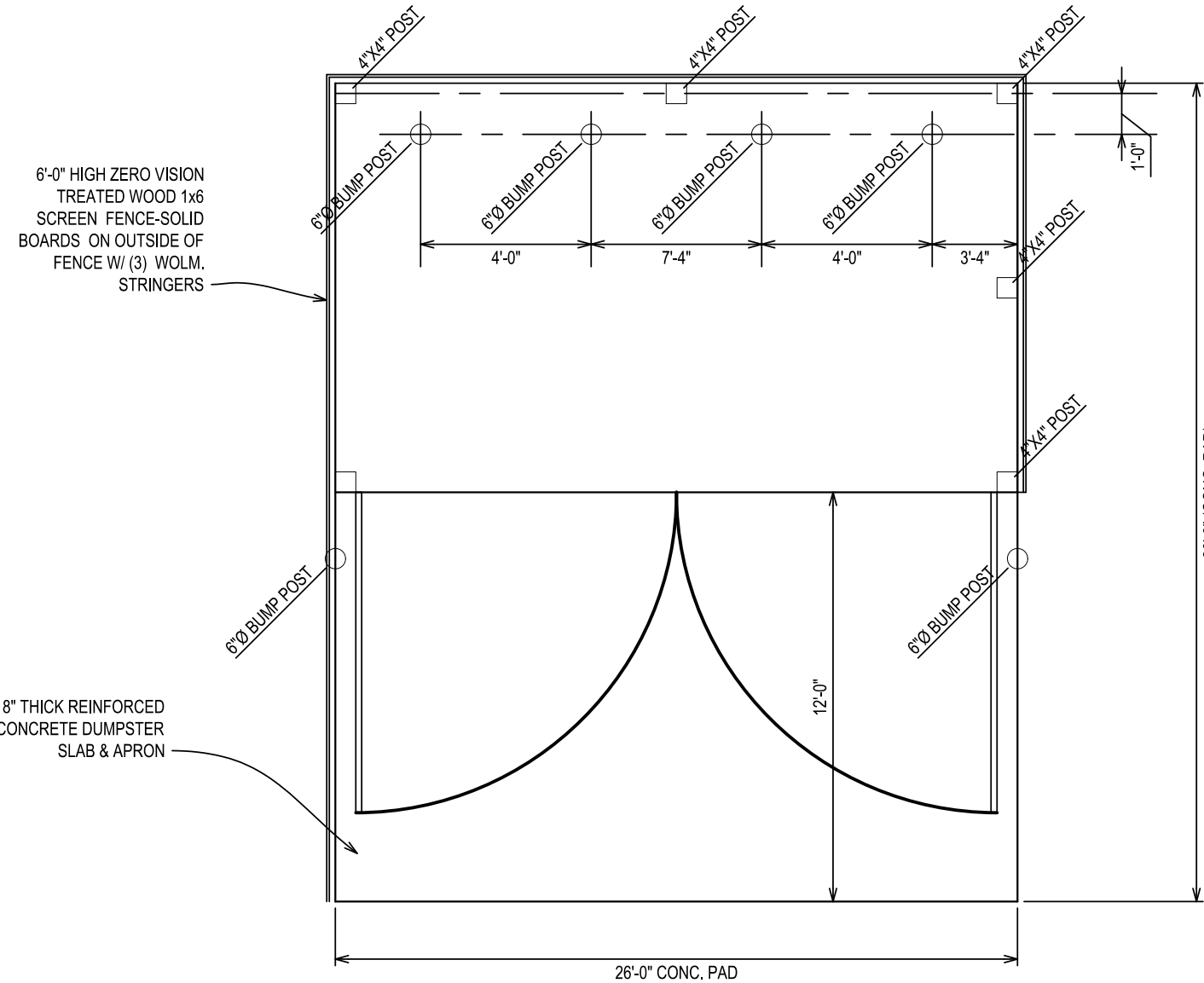
EAST BASIN CROSS SECTION
NOT TO SCALE
NOTE: OVERFLOW PROVIDED BY OC-4



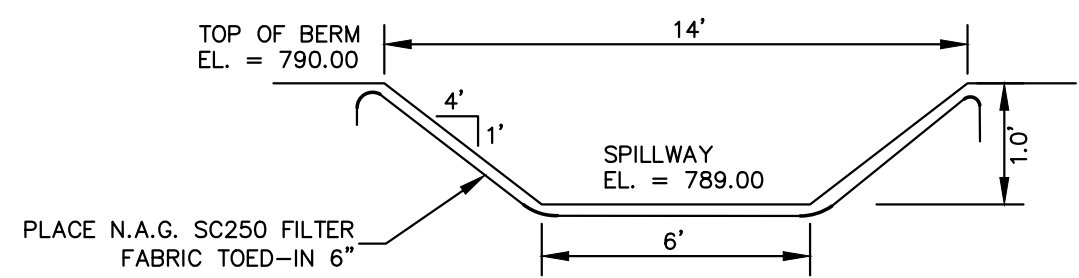
OUTLET STRUCTURE (OC - 4)
NOT TO SCALE



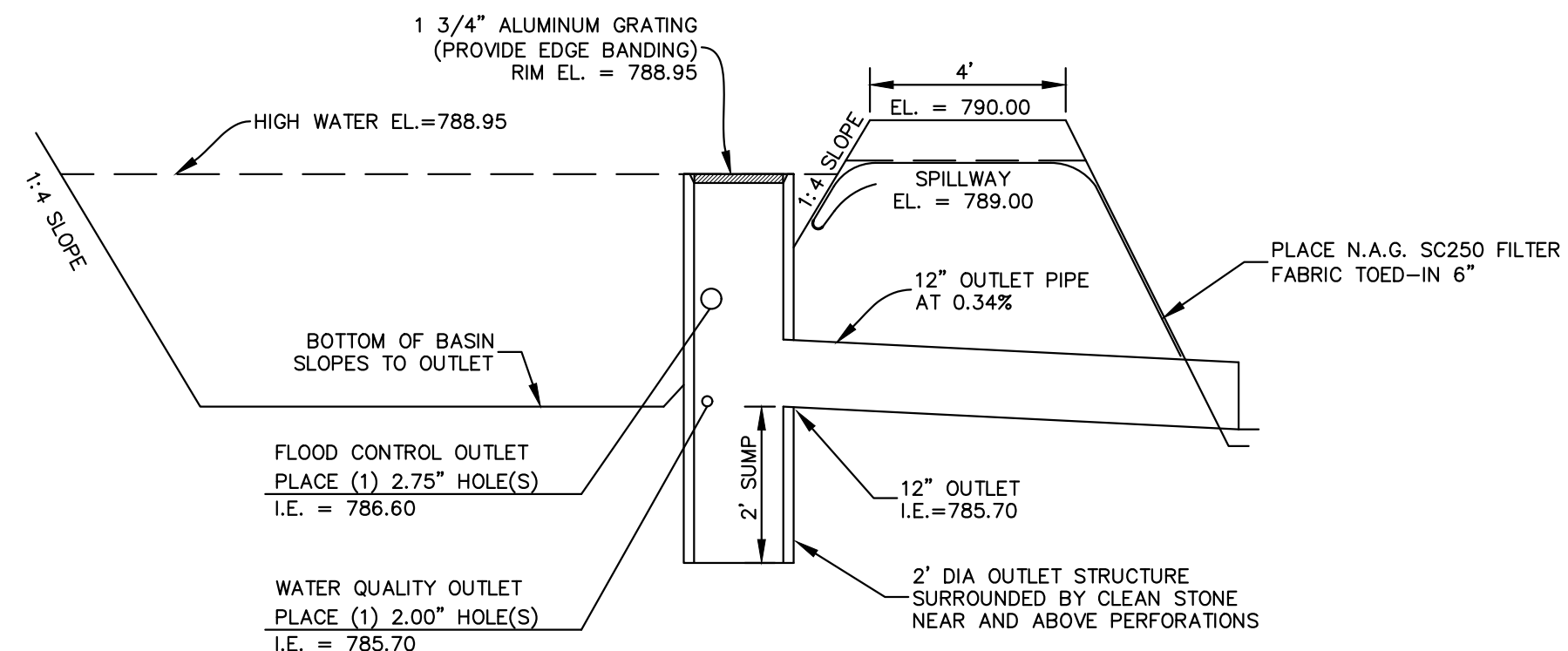
RETAINING WALL SECTION
NOT TO SCALE
(SEE STRUCTURAL PLANS FOR FINAL CONSTRUCTION DETAIL)



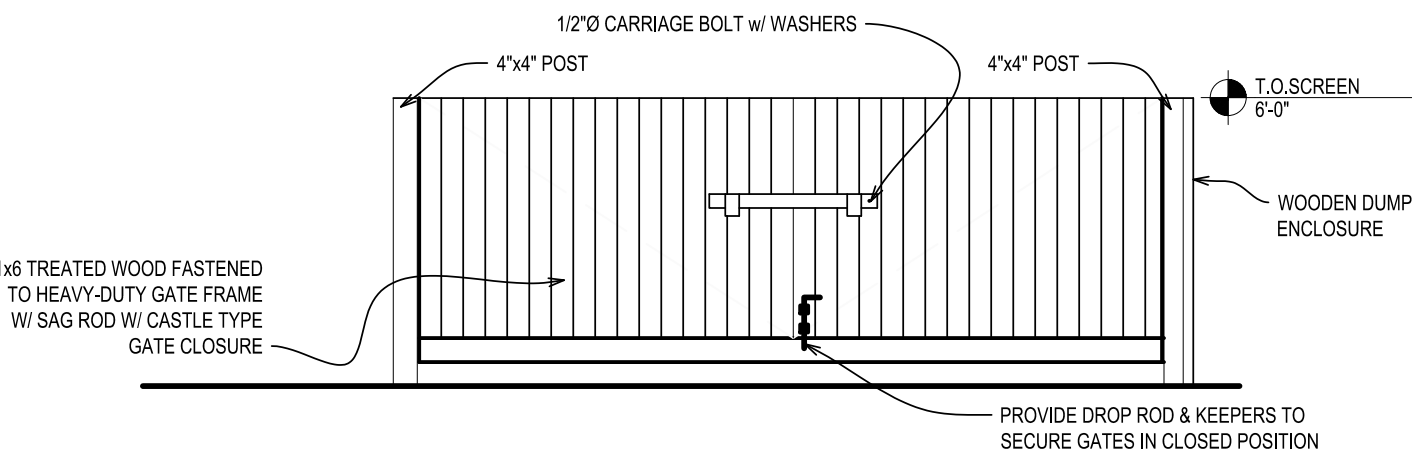
DUMPSTER ENCLOSURE ELEVATION/PLAN
NOT TO SCALE



WEST BASIN OVERFLOW SPILLWAY
NOT TO SCALE

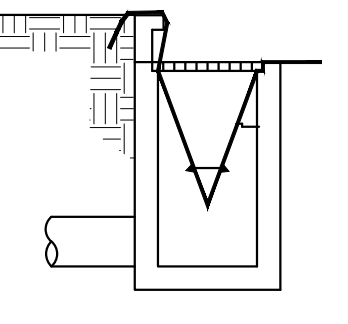
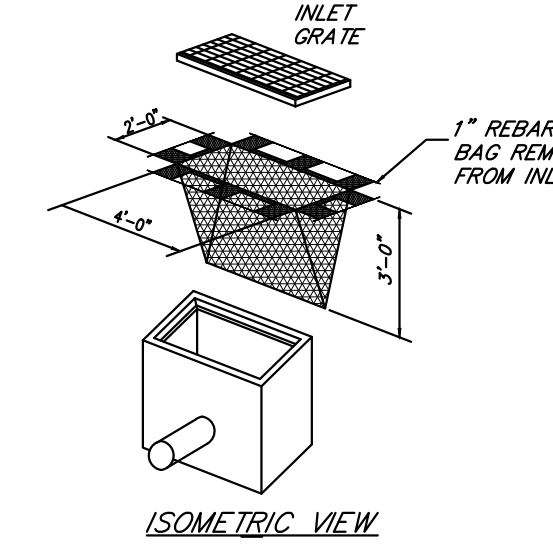


WEST BASIN OUTLET STRUCTURE (OS-17)
NOT TO SCALE

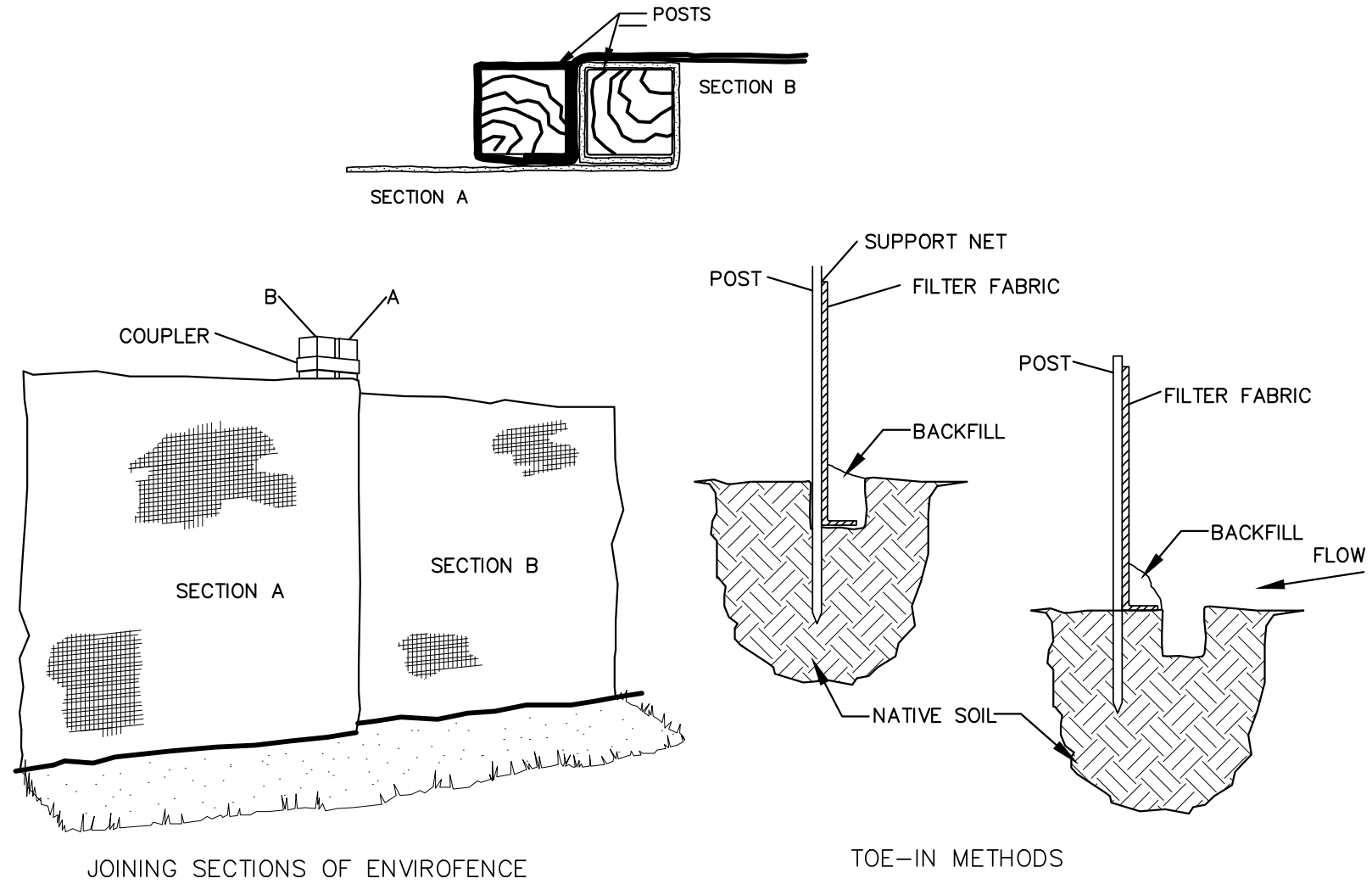


INLET PROTECTION – FABRIC DROP SPECIFICATIONS (S58) (S58) **INLET PROTECTION – FABRIC DROP**

- When** • When sediment laden stormwater requires treatment before entering a stormwater drainage system.
- Why** • To prevent sediment from entering stormwater systems.
- Where** • Use in or at stormwater inlets, especially at construction sites or in streets.
- How**
 1. A filter fabric bag is hung inside the inlet, beneath the grate.
 2. Replace grate, which will hold bag in place.
 3. Anchor filter bag with 1" rebar for removal from inlet.
 4. Flaps of bag that extend beyond the bag can be buried in soil in earth areas.
- Maintenance**
 - Drop inlet filters should be inspected routinely and after each major rain event.
 - Damaged filter bags should be replaced.
 - Clean and/or replace filter bag when 1/2 full.
 - Replace clogged fabric immediately.
 - If needed, initiate repairs immediately upon inspection.
 - Remove entire protective mechanism when upgradient areas are stabilized and streets have been swept.
- Limitations**
 - Can only accommodate small flow quantities.
 - Requires frequent maintenance.
 - Ponding may occur around storm drains if filter is clogged.



INSTALLATION DETAIL
MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET



FABRIC SILTATION FENCING
NOT TO SCALE



PROJECT NOTES AND SPECIFICATIONS

GENERAL NOTES
A) ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, CODES, RULES AND REGULATIONS. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY STATE AND LOCAL AGENCIES RELATED TO SOIL EROSION AND SEDIMENTATION.

B) ALL ITEMS OF WORK NOT COVERED BY THESE SPECIFICATIONS SHALL BE PERFORMED IN ACCORDANCE WITH THE CASCADE TOWNSHIP SPECIFICATIONS AND IN ACCORDANCE WITH THE LATEST EDITION OF THE STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION'S STANDARD SPECIFICATIONS FOR CONSTRUCTION. THE MOST STRINGENT REQUIREMENTS AS LISTED IN THE PLANS AND SPECIFICATIONS SHALL APPLY.

C) ALL LOCATIONS OF EXISTING UTILITIES SHOWN ON THE PLANS ARE APPROXIMATE. EXACT LOCATIONS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR BEFORE BEGINNING CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR CONTACTING MISS DIG AT 811/482-7171 AT LEAST 3 WORKING DAYS PRIOR TO ANY UNDERGROUND CONSTRUCTION.

D) CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER 48 HOURS BEFORE WORK BEGINS.

E) ROOSIEN AND ASSOCIATES AS THE DESIGN PROFESSIONAL SHALL NOT BE RESPONSIBLE OR LIABLE FOR PROBLEMS WHICH ARISE FROM FAILURE TO FOLLOW THESE DRAWINGS, SPECIFICATIONS AND THE DESIGN INTENT THEY CONVEY, OR FOR PROBLEMS WHICH RISE FROM OTHERS' FAILURE TO OBTAIN AND FOLLOW THE DESIGN PROFESSIONAL'S GUIDANCE WITH RESPECT TO ANY ERRORS, OMISSIONS, INCONSISTENCIES, AMBIGUITIES OR CONFLICTS WHICH ARE ALLEGED.

F) CONTRACTOR IS RESPONSIBLE FOR SITE SAFETY, CONSTRUCTION MEANS, CONTROLS, TECHNIQUES, SEQUENCES AND PROCEDURES.

GENERAL SPECIFICATIONS
A) ALL CONSTRUCTION AREAS SHALL BE CLEARED OF ALL TREES, BRUSH, WEEDS, ETC. ALL SPOIL MATERIAL IS TO BE DISPOSED OF IN AREAS DESIGNATED BY THE OWNER AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.

B) STRIP ALL TOPSOIL AND ORGANIC MATERIAL ON SITE WITHIN THE CONSTRUCTION LIMITS OF THE PROJECT WHERE GRADES ARE TO BE CHANGED, OR IN AREAS TO BE IMPROVED, IF MATERIAL IS FREE OF ROOTS, ROCKS AND DEBRIS, AND IS APPROVED BY THE ENGINEER, IT SHALL BE TEMPORARILY STOCKPILED ON SITE FOR LATER USE.

C) CONSTRUCTION ACCESS AND MATERIAL STORAGE IS LIMITED TO THE AREAS DESIGNATED ON THE DRAWINGS OR AS APPROVED BY THE OWNER.

D) WHERE IT IS NECESSARY TO WORK OUTSIDE THE PROPERTY CONTROLLED BY THE OWNER, THE CONTRACTOR SHALL OBTAIN LEGAL AUTHORITY FROM ADJACENT PROPERTY OWNERS TO COMPLETE THE WORK AS OUTLINED IN THESE DOCUMENTS.

E) ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE BROUGHT TO FINISH GRADES AS SHOWN ON THE DRAWINGS. ALL AREAS DISTURBED SHALL BE RESTORED WITH A MINIMUM OF 4" OF TOPSOIL, SEEDED AND MULCHED.

F) THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION ON THE NEED FOR IMPORTED OR EXPORTED MATERIAL. THE PROPOSED GRADING PLAN MAY NOT PROVIDE FOR A "BALANCED" SITE.

G) ALL AREAS DISTURBED DUE TO SITE ACCESS SHALL BE RESTORED TO THE PRECONSTRUCTION CONDITION OR BETTER.

H) BACKFILL AND COMPACTION: ALL BACKFILL SHALL BE CLEAN, FREE OF LARGE ROCKS, DEBRIS AND ORGANIC MATERIAL. COMPACT ALL BACKFILL TO 95% OF MAXIMUM DENSITY AS DETERMINED BY THE MODIFIED PROCTOR TEST, ASTM D-1557. BACKFILL SHALL BE PLACED IN A MAXIMUM OF 12" LIFTS UNLESS GEOTECH REPORT HAS MORE STRINGENT REQUIREMENTS.

I) STORM SEWER CATCH BASINS TO BE 4' DIA., UNLESS OTHERWISE NOTED. STORM SEWER INLETS AND OUTLETS TO BE 2' DIA., UNLESS OTHERWISE NOTED. ALL CATCH BASINS AND OUTLET STRUCTURES SHALL HAVE A 2' DEEP SUMP. CATCH BASIN GRATE SHALL BE E.J.I.W. #1040 MI.

J) PERFORATED UNDERDRAIN TO BE SMOOTH LINED CORRUGATED POLYETHYLENE PIPE TYPE S, PER AASHTO M252 AND PRE-WRAPPED WITH A GEOTEXTILE FILTER SOCK. ALL EXPOSED PIPE ENDS SHALL HAVE CONCRETE END SECTIONS INSTALLED.

SITE CONCRETE FLATWORK
A) MATERIALS: READY MIXED CONCRETE: ASTM C94. MINIMUM COMPRESSIVE STRENGTH AT 28 DAYS SHALL BE 3,500 PSI FOR ALL EXTERIOR CONCRETE. 1. SLUMP RANGE: 2 INCHES TO 4 INCHES. 2. AIR CONTENT: 4 PERCENT TO 7 PERCENT. 3. LIMESTONE AGGREGATE SHALL BE USED.
B) CURING MATERIAL: ASTM C171 WHITE, OPAQUE POLYETHYLENE FILM TYPE.
C) EXPANSION JOINT FILLERS: SHALL BE ASTM D1751 PREFORMED, BITUMINOUS FIBER TYPE WITH EXPANSION BOARD CAP AND REMOVABLE TOP CAP SECTION.
D) CONCRETE SEALER: SEALANT TO BE 2-PART URETHANE PAVING SEALANT. SEALANT TO BE POURABLE, CHEMICALLY CURING COMPLYING WITH FS 55-S-200 WITH MINIMUM MOVEMENT CAPABILITY OF 12.5 PERCENT. HYDROZO, ENVIROSEAL 40.

E) CONSTRUCTION JOINTS FLATWORK 1) MAXIMUM DISTANCE BETWEEN EXPANSION JOINTS 100 FEET, UNLESS OTHERWISE SHOWN. SCORE CONTROL JOINTS EQUAL TO THE WIDTH OF THE WALK, OR DRIVE BUT NOT TO EXCEED THE LESSER OF 12 FEET OR 24 TIMES THE THICKNESS. 2) INSTALL EXPANSION JOINT MATERIAL AT ABUTMENT TO CURBS AND ADJACENT STRUCTURES, UNLESS OTHERWISE SHOWN.
F) CONSTRUCTION JOINTS CURBS AND GUTTERS 1) MAXIMUM CONSTRUCTION BETWEEN EXPANSION JOINTS 20 FEET, STRAIGHT CURB TO FEET.
G) PAVEMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH DETAIL SHOWN ON THESE PLANS.
H) PRIOR TO PLACEMENT OF GRAVEL, THE SAND SUBBASE SHALL BE ROLLED TO OBTAIN A MINIMUM OF 95% OF MAXIMUM DENSITY PER THE MODIFIED PROCTOR TEST, ASTM-D-1557
I) PRIOR TO PLACEMENT OF ASPHALT, THE GRAVEL SHALL BE PROOF ROLLED AND COMPACTED TO 98% OF MAXIMUM UNIT DENSITY PER THE MODIFIED PROCTOR TEST, ASTM-D-1557
STRIPING
A) PARKING LOT STRIPING SHOULD FOLLOW THE BELOW COLOR SCHEDULE.
- PARKING AND STORAGE LOT STALLS SHOULD BE STRIPED IN YELLOW PAINT.
- BARRIER-FREE STALLS SHOULD BE STRIPED IN BLUE PAINT.
B) FOR UNCURED SURFACES USE SETFAST WATERBORNE TRAFFIC MARKING PAINT.

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DRAWN BY: YS
APPROVED BY: RGH

ROOSIEN & ASSOCIATES
SURVEYING AND ENGINEERING

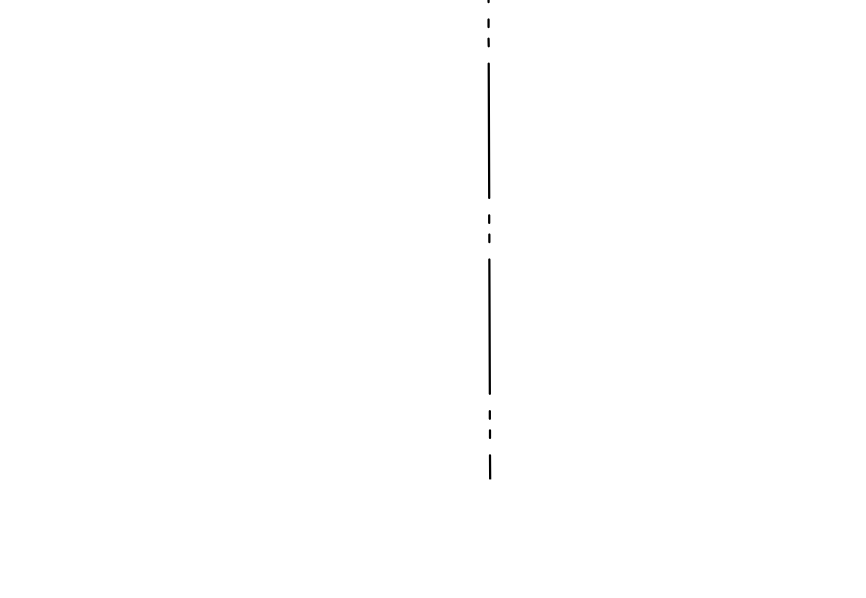
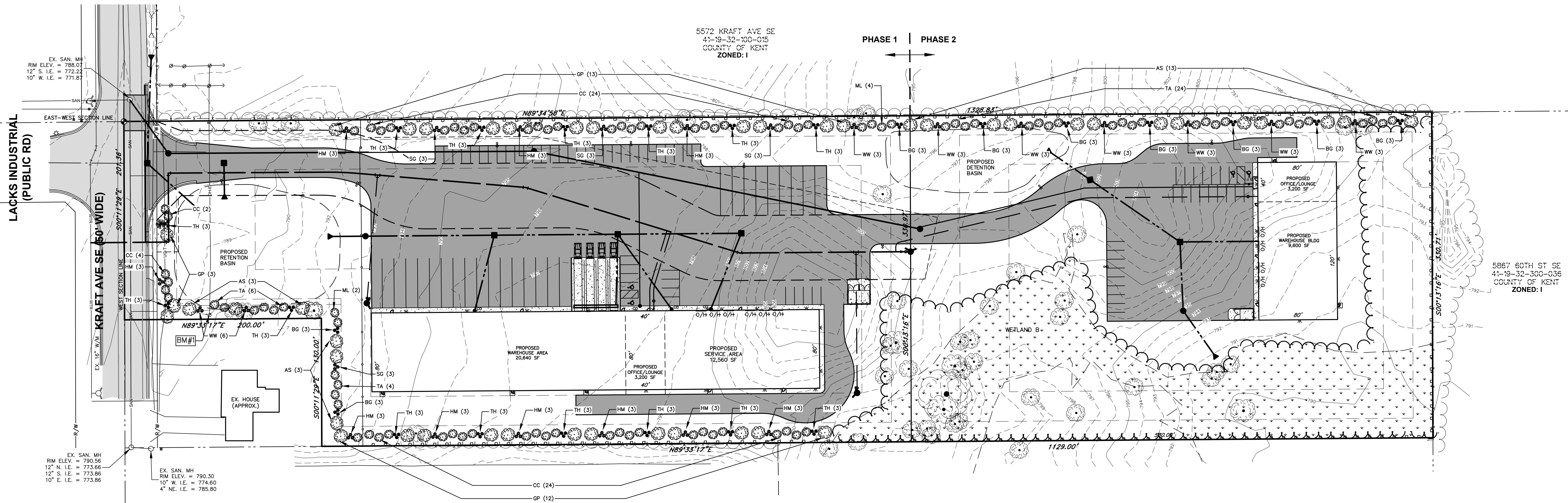
1658 PLUMBLED AVE. SE
GRAND RAPIDS, MI 49525
TELE: (616) 361-7220

DETAIL PLAN
FLEET QUEST LOGISTICS
SECTION 32, 16N, R10W
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

CLIENT:
FLEET QUEST LOGISTICS
4295 HARALSON CT
GRAND RAPIDS, MI 49546
(616) 706-0688

PROJECT NO.
230059

C-501



TREE PLANTING
NOT TO SCALE

NOTES:

- ALL LANDSCAPING SHALL BE INSTALLED BY A QUALIFIED LANDSCAPE CONTRACTOR TO THE SIZE SPECIFIED ON THE LANDSCAPE PLAN. SMALLER SIZES WILL BE REJECTED.
- ALL PLANTINGS SHALL BE MULCHED WITH 3" SHREDDED PREMIUM HARDWOOD BARK MULCH. TREES IN LAWN AREAS SHALL RECEIVE A 6" DIAMETER BARK RING 3" DEEP.
- THE LANDSCAPE CONTRACTOR SHALL REMOVE ANY TWINE THAT IS WRAPPED AROUND THE TRUNK OF A TREE OR SHRUB AS WELL AS TOP THIRD OF ANY BURLAP. REMOVE EXCESS SOIL ON THE TOP OF THE ROOT BALL TO EXPOSE THE ROOT FLARE OR FIRST LAYER OF ROOTS PRIOR TO PLANTING. USE A WIRE CUTTER TO MAKE 35 CUTS IN THE WIRE BASKET TO ALLOW ROOTS TO GROW THROUGH.
- PLANTING AREAS SHALL BE EDGED WITH A MECHANICAL BED EDGER AT A DEPTH OF 4" TO DEFINE BORDER FOR SHREDDED BARK MULCH.
- PARKING ISLANDS SHALL BE BACK FILLED WITH AT LEAST 24" OF TOPSOIL. AMEND THE TOPSOIL WITH COMPOSTED MANURE AND MIX INTO THE TOP SOIL AT A DEPTH OF 6-12". ANY AGGREGATE OR STONE FROM THE CONSTRUCTION OF THE PARKING LOT SHALL BE REMOVED PRIOR TO BACKFILL.
- LAWN AREAS SHALL RECEIVE AT LEAST 4" OF TOPSOIL AND HYDROSEED. CHECK WITH SPECIFICATIONS FOR TOPSOIL AVAILABILITY OR CONTACT PROJECT MANAGER. TOPSOIL FOR LAWNS SHALL BE APPROPRIATE FOR GROWING AND SUSTAINING A HEALTHY LAWN. ALL LAWNS EXCLUDING THE DETENTION BASINS SHALL BE HYDROSEED WITH A SEED BLEND CONSISTING OF 30% KENTUCKY BLUEGRASS, 20% PERENNIAL RYEGRASS, 10% HARD FESCUE, 20% CREEPING RED FESCUE AND 20% CHEWINGS FESCUE.
- MAINTENANCE OF THE LANDSCAPE SHALL BE PROVIDED BY THE OWNER AND INCLUDING FERTILIZING OF LAWN AND PLANT MATERIAL, YEARLY PRUNING, TOP DRESSING OF MULCH AREAS EVERY OTHER YEAR, AND PROVIDE 1" OF WATER PER WEEK DURING THE GROWING SEASON.
- PLANT MATERIALS SHALL BE CHOSEN AND INSTALLED IN ACCORDANCE WITH STANDARDS RECOMMENDED BY THE COUNTY COOPERATIVE EXTENSION SERVICE OR AMERICAN NURSERY ASSOCIATION.
- ALL LAWN AND SHRUB BED AREAS SHALL BE WATERED BY AN AUTOMATIC IRRIGATION SYSTEM. THE IRRIGATION SYSTEM SHALL BE DESIGNED AND INSTALLED BY THE LANDSCAPE CONTRACTOR. SHRUB AREAS SHALL BE IRRIGATED WITH DRIP IRRIGATION. PRINCETON SENTRY GINKGO IS A MALE GINKGO CULTIVAR.

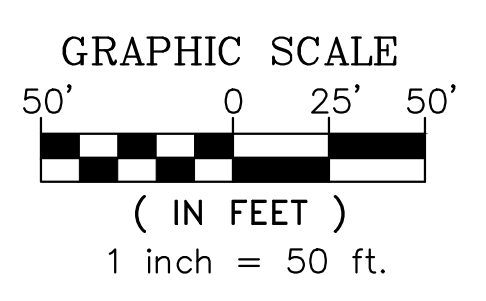
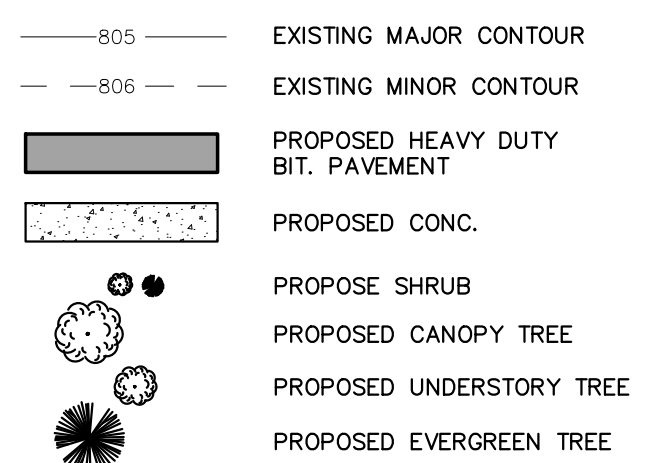
REQUIRED LANDSCAPING NOTES:

- BUFFER YARD:**
 - MIN. 20 FEET WIDE BUFFER YARD IS REQUIRED AND PROVIDED
 - 2 CANOPY TREES, 4 UNDERSTORY TREES, AND 6 SHRUBS FOR EVERY 100 LFT IS REQUIRED
 - NORTH PROPERTY IS 1276 LFT* SO 26 CANOPY TREES, 52 UNDERSTORY TREES, AND 77 SHRUBS REQUIRED AND PROVIDED
 - EAST PROPERTY IS 330.7 LFT* SO 7 CANOPY TREES, 14 UNDERSTORY TREES, AND 20 SHRUBS REQUIRED AND PROVIDED
 - SOUTH PROPERTY IS 599 LFT* SO 12 CANOPY TREES, 24 UNDERSTORY TREES, AND 36 SHRUBS REQUIRED AND PROVIDED
 - WEST PROPERTY IS 130 LFT* SO 3 CANOPY TREES, 6 UNDERSTORY TREES, AND 9 SHRUBS REQUIRED AND PROVIDED
 - 127 LFT OF FRONTAGE EXCLUDING DRIVEWAY AREA* SO 3 CANOPY TREES, 6 UNDERSTORY TREES, 8 SHRUBS REQUIRED AND PROVIDED
- ALL DISTURBED AREAS TO BE RESTORED WITH TOPSOIL, SEED, AND MULCH
- ALL REQUIRED LANDSCAPING MATERIALS SHALL CONFORM TO CASCADE TOWNSHIP LANDSCAPING ORDINANCE

PLANT SCHEDULE:

TREES	COMMON NAME	SIZE	CONTAINER	QUANTITY
GP	PRINCETON SENTRY GINKGO	3" CAL.	B&B	28
AS	SUGAR MAPLE	3" CAL.	B&B	19
CC	EASTERN REDBUD	2" CAL.	B&B	54
TA	AMERICAN LINDEN	2" CAL.	B&B	36
SHRUBS				
TH	HICKS YEW	24"	POT	45
TH	SPIREA	24"	POT	12
HM	ENDLESS SUMMER HYDRANGEA	24"	POT	30
BG	GREEN VELVET BOXWOOD	24"	POT	27
WW	WINE & ROSES WEIGELA	24"	POT	27

LEGEND



REVISIONS:
MAY 3, 2023 - REV. PER TWP.
MAY 7, 2023 - REV. PER OWNER

DRAWN BY: VS
APPROVED BY: RGH
DATE: FEBRUARY 20, 2023

REVISIONS:
MARCH 6, 2023 - FOR SUBMITTAL
APRIL 10, 2023 - REV. PER TWP.
APRIL 13, 2023 - REV. PER TWP.

5867 60TH ST SE
41-19-32-300-036
COUNTY OF KENT
ZONED: I

5867 60TH ST SE
41-19-32-300-036
COUNTY OF KENT
ZONED: I

5680 KRAFT AVE SE
41-19-32-300-014
KRAFT BERGIN LLC
COUNTY OF KENT
ZONED: T1

5690 KRAFT AVE SE
41-19-32-300-039
COUNTY OF KENT
ZONED: T1

Roostan & Associates
Sustainable and Engineering

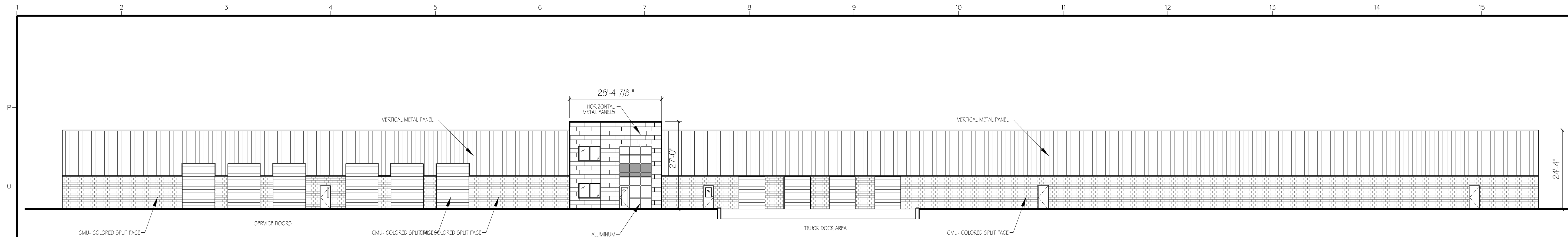
6058 HAWLEED AVE SE
GRAND RAPIDS, MI 49525
TELE: (616) 361-7220

LANDSCAPE PLAN
FLEET QUEST LOGISTICS
SECTION 32, T6N, R10W
CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

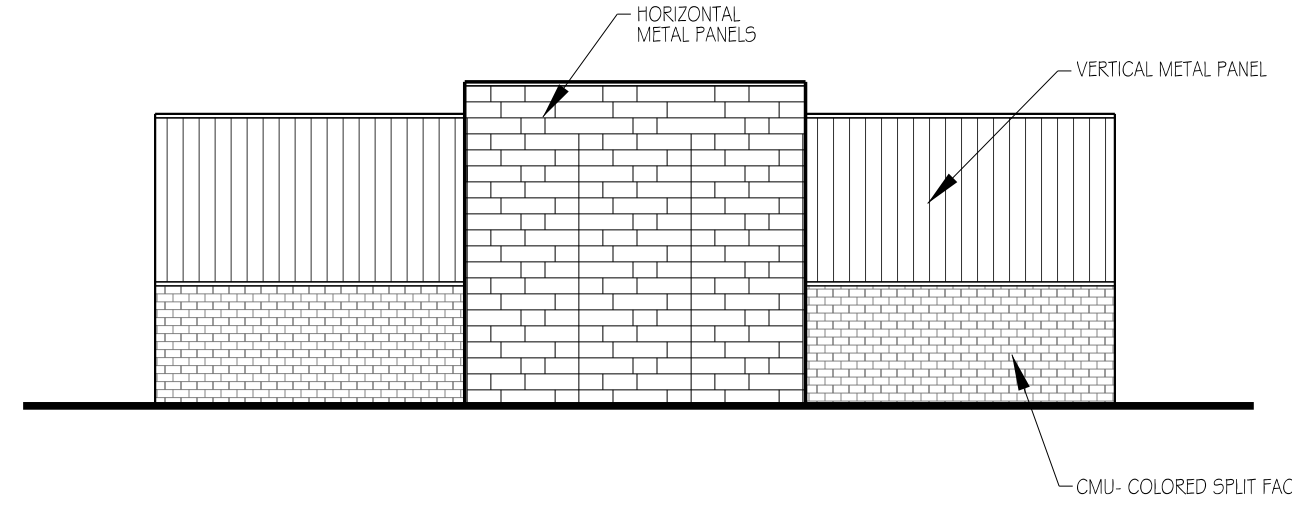
CLIENT:
FLEET QUEST LOGISTICS
4295 HARALSON CT
GRAND RAPIDS, MI 49546
(616) 706-0685

PROJECT NO.
230059

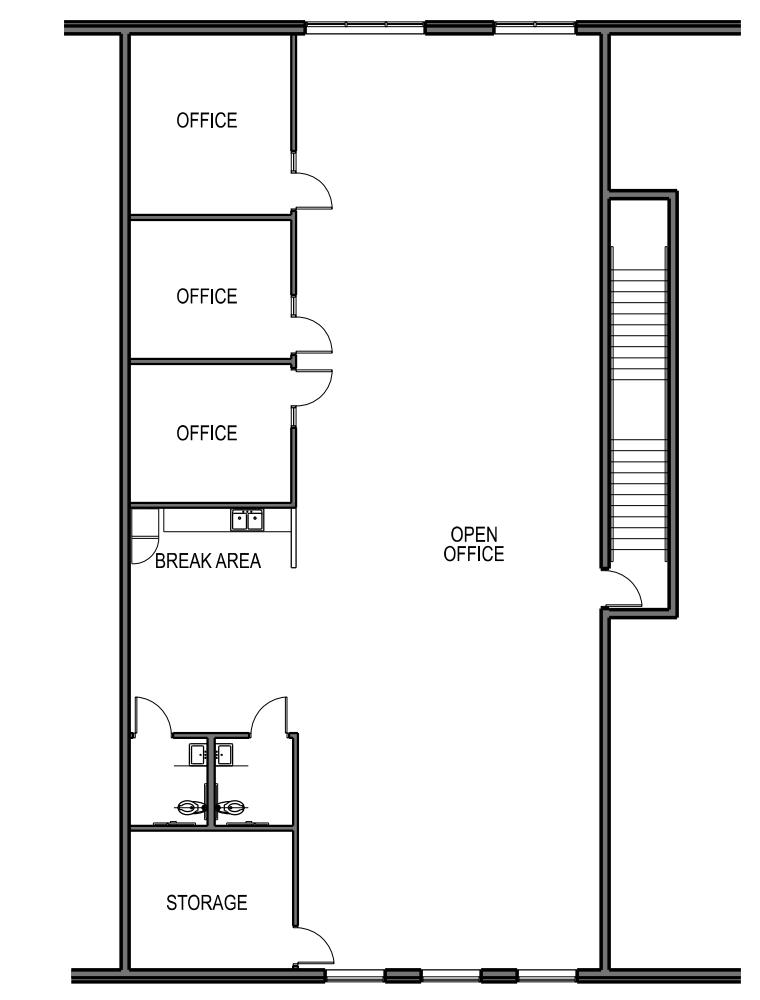
L-101



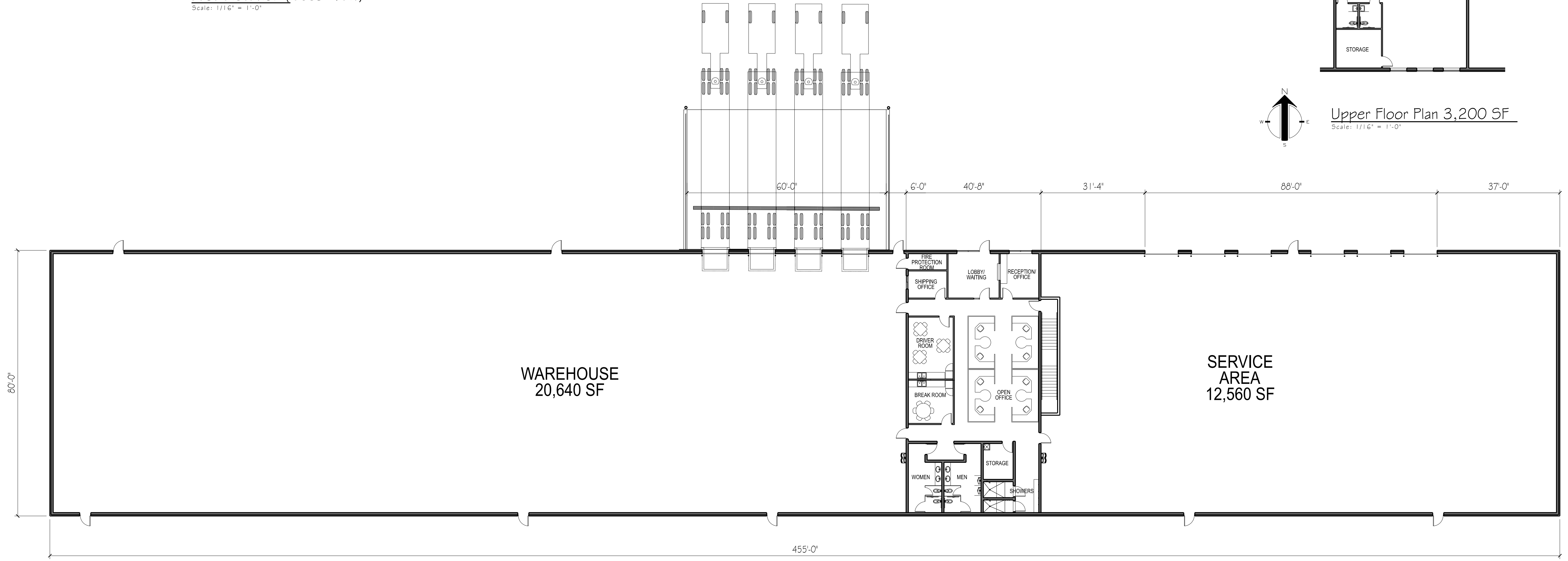
North Elevation
Scale: 1/16" = 1'-0"



East Elevation (faces Kraft)
Scale: 1/16" = 1'-0"



Upper Floor Plan 3,200 SF
Scale: 1/16" = 1'-0"



Proposed Floor Plan- 36,400 SF
Scale: 1/16" = 1'-0"

Mark	Description	Date
	FOR SITE PLAN APPROVAL	03/01/23
	FOR SITE PLAN APPROVAL	05/08/23

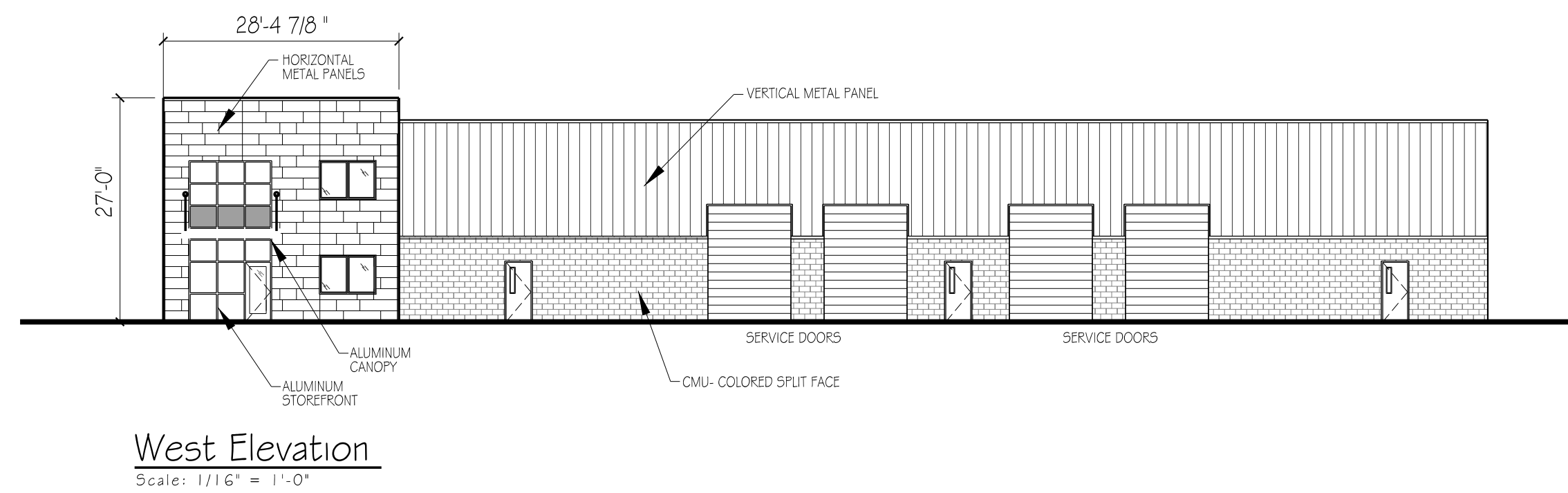
Building Design & Documentation © 2022-2025 Jeffrey Parker Architects Inc.



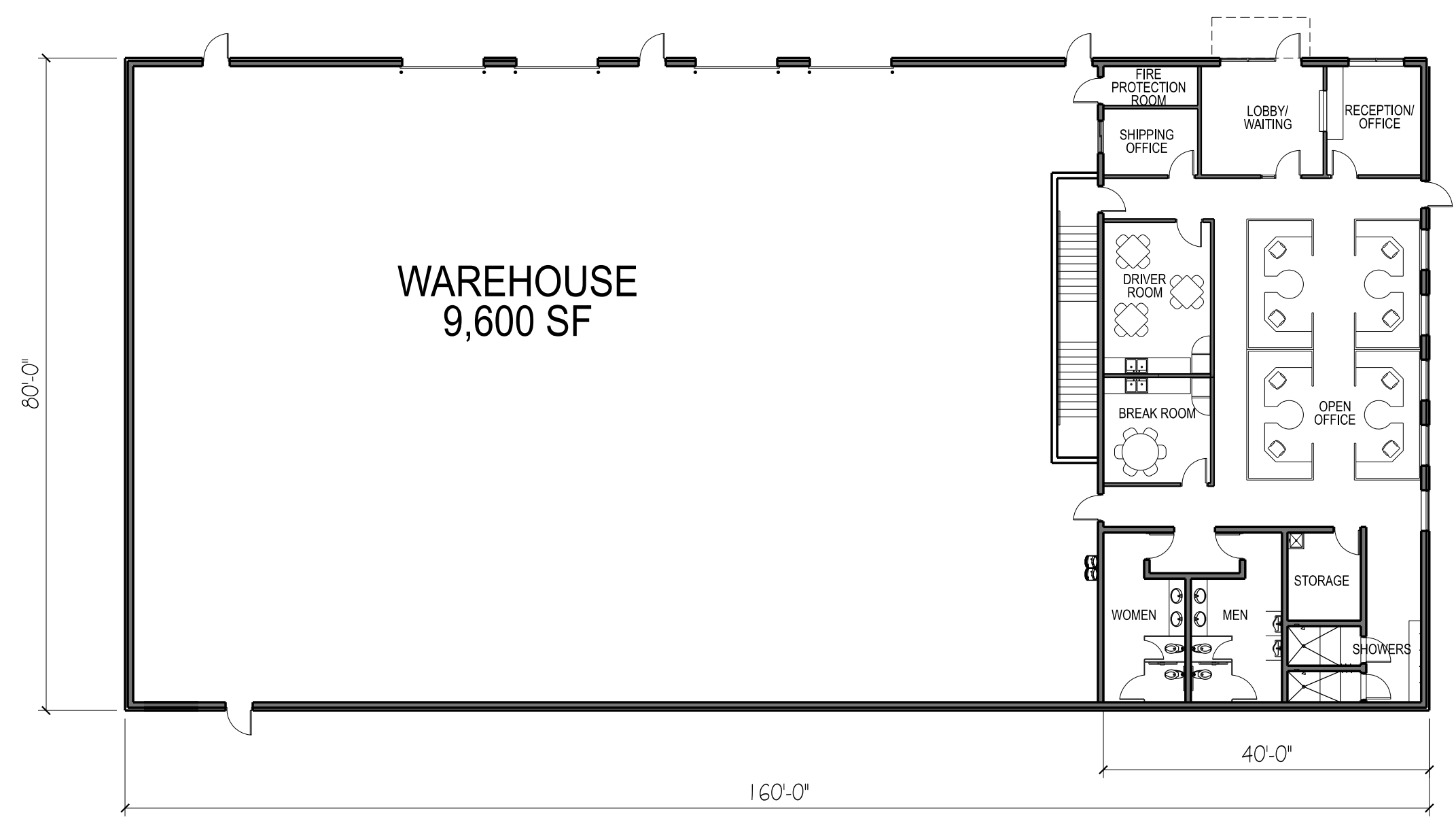
ARCHITECTURE PLANNING ENGINEERING
855 28th Street SE
Grand Rapids MI 49508
Phone: 616-241-0090
Fax: 616-241-0098

New Facility For:
Fleet Quest Logistics LLC
Knapp Ave, Cascade Township Michigan

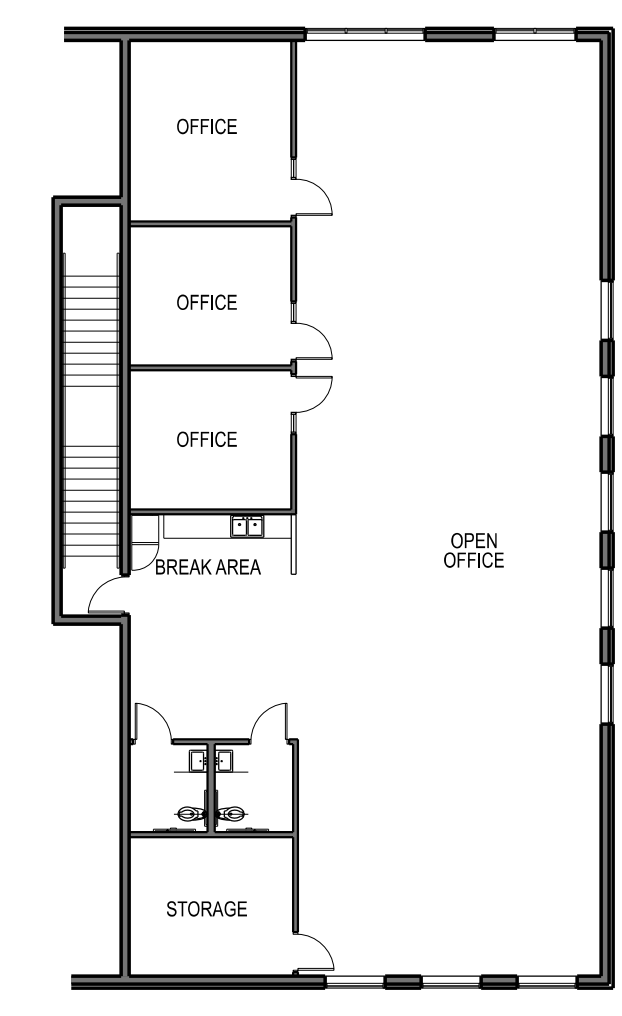
Floor Plan	
Issued	Drawing No.
-	A1.0
Project No.	
23011	



West Elevation
Scale: 1/16" = 1'-0"



Proposed Floor Plan- 12,800 SF
Scale: 1/16" = 1'-0"



Upper Floor Plan 3,200 SF
Scale: 1/16" = 1'-0"

Mark	Description	Date
	FOR SITE PLAN APPROVAL	03/08/23

Building Design & Documentation © 2022-2025 Jeffrey Parker Architects Inc.



ARCHITECTURE PLANNING ENGINEERING
855 28th Street SE
Grand Rapids MI 49508
Phone: 616-241-0090
Fax: 616-241-0098

New Facility For:
Fleet Quest Logistics LLC
Knapp Ave, Cascade Township Michigan

Floor Plan-Phase 2

Issued	Drawing No.
-	A1.1
Project No.	
23011	



Crites, Tidey, & Assoc., Inc.
 908C West River Center Dr
 Comstock Park MI 49321
 PH: 616-647-2400
 www.critetidley.com

PHOTOMETRIC EVALUATION
 NOT FOR CONSTRUCTION
 Based on the information provided, all dimensions and luminaire locations represent a recommended application. The engineer and/or architect must determine the applicability of the layout regarding existing or future field conditions.
 This lighting layout represents illumination levels calculated using laboratory data taken under controlled conditions in accordance with The Illuminating Engineering Society (IES) approved method. Actual performance of a manufacturer's luminaires may vary due to changes in electrical voltage, tolerance in LEDs, and other field conditions. Calculations may not include obstructions such as buildings, curbs, landscaping, or other architectural elements. Future nomenclature may not include mounting hardware or poles. This layout is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

DESIGNED FOR:

FLEET QUEST TRANSPORTATION
ADDRESS

SALES

QUOTES

DATE

4.6.2023

DESIGNER

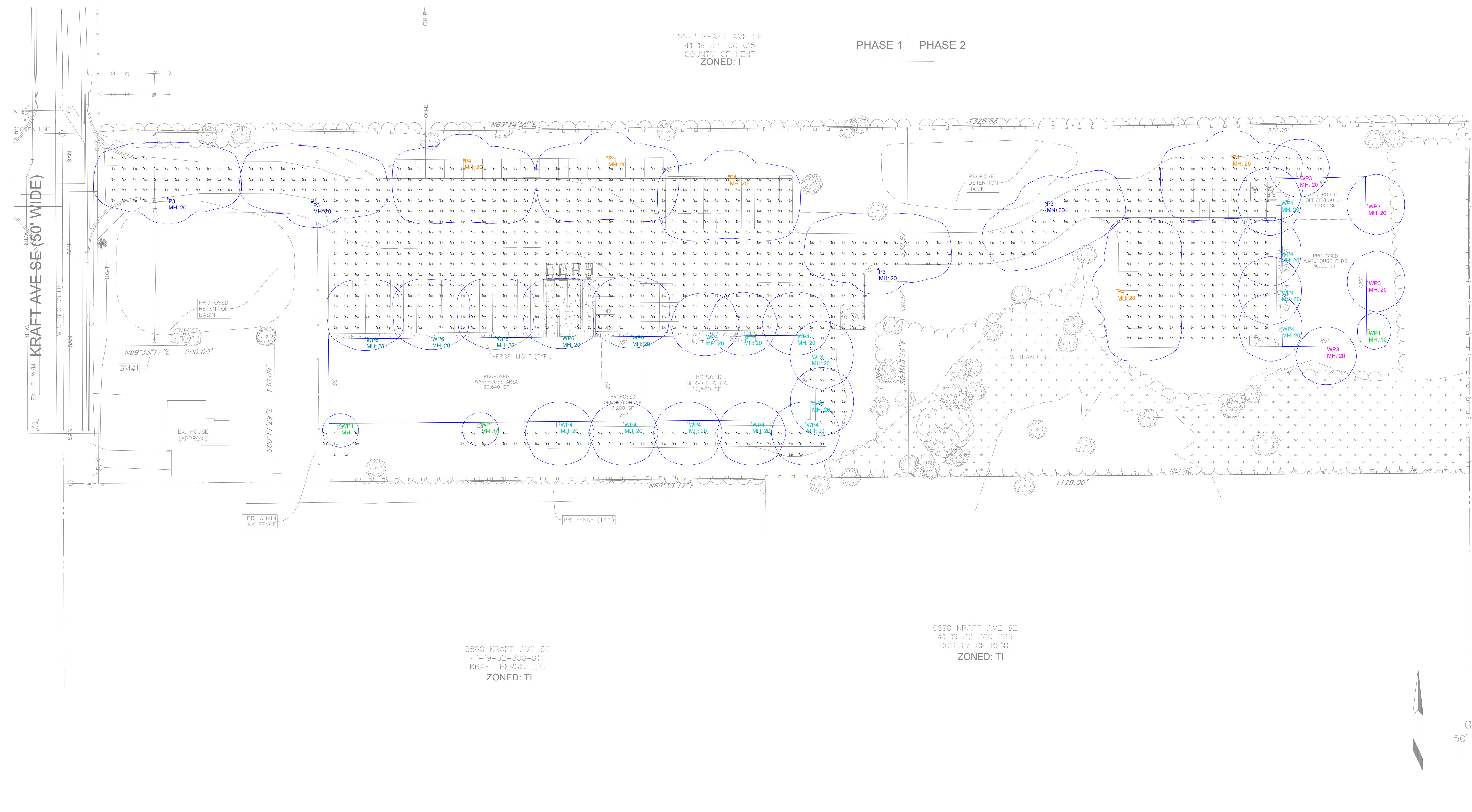
JEN YONKERS

REVISIONS

DATE	NAME
XX	XX

SHEET

1



5572 KRAFT AVE SE
 41-19-32-100-015
 COUNTY OF KENT
 ZONED: I

PHASE 1 PHASE 2

5680 KRAFT AVE SE
 41-19-32-300-014
 KRAFT BERGIN LLC
 ZONED: TI

5690 KRAFT AVE SE
 41-19-32-300-039
 COUNTY OF KENT
 ZONED: TI

PHOTOMETRIC PLAN
 SCALE: NTS

Luminaire Schedule

Scene: GEN

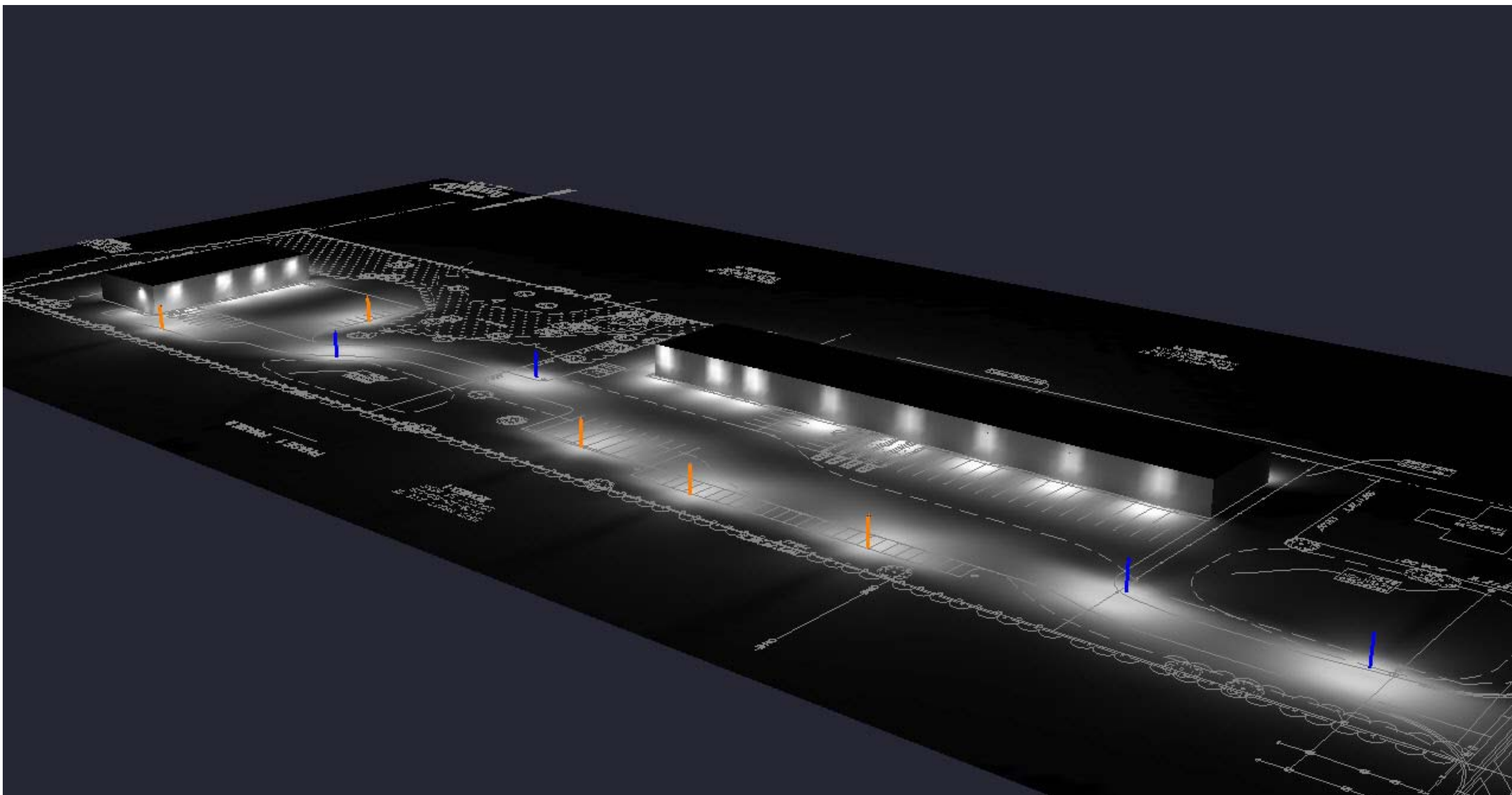
Symbol	Qty	Label	Arrangement	LLD	LDD	BF	[MANUFAC]	Description	MNT HEIGHT	MNT TYPE	Ttl Watts
	4	P3	Single	0.980	0.940	1.000	COOPER - LUMARK	PRV-PA1B-740-U-T3	20	POLE	296
	5	P4	Single	0.980	0.940	1.000	COOPER - LUMARK	PRV-PA1B-740-U-T4W	20	POLE	370
	3	WP1	Single	0.980	0.940	1.000	COOPER - LUMARK	XTOR1B	10	WALL	36.6
	4	WP3	Single	0.980	0.940	1.000	COOPER - LUMARK	XTOR3B	20	WALL	102
	14	WP4	Single	0.980	0.940	1.000	COOPER - LUMARK	XTOR4B	20	WALL	527.8
	5	WP6	Single	0.970	0.940	1.000	COOPER - LUMARK	XTOR6B	20	WALL	290

Calculation Summary

Scene: GEN

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
LOT	Illuminance	Fc	0.83	4.7	0.1	8.30	47.00

NOTES:
 - CALC AT GRADE
 - CALC GRID IS 10X10



Crites, Tidey, & Assoc., Inc.
 908C West River Center Dr
 Comstock Park MI 49321
 PH: 616-647-2400
 www.critestidey.com

PHOTOMETRIC EVALUATION
 NOT FOR CONSTRUCTION
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 This lighting layout represents illumination levels calculated using laboratory data taken under controlled conditions in accordance with The Illuminating Engineering Society (IES) approved method. Actual performance of a manufacturer's luminaire may vary due to changes in electrical voltage, tolerance in LEDs, and other field conditions. Calculations may not include obstructions such as buildings, curbs, landscaping, or other architectural elements. Future nomenclature may not include mounting hardware or poles. This layout is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.

DESIGNED FOR:

FLEET QUEST TRANSPORTATION ADDRESS

SALES

QUOTES

DATE

4.6.2023

DESIGNER

JEN YONKERS

REVISIONS

DATE	NAME
XX	XX

SHEET

2

SCHEDULES

SCALE: NTS



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

Date May 10, 2023
To Brian Hilbrands
From Aric Thorne, PE
Subject Site Plan Review: Fleet Quest Trucking Facility, 5610-20 Kraft Ave SE

I have reviewed the site plan for Fleet Quest Logistics prepared by Roosien & Associates. **The current site plan and basis of this review are dated May 8, 2023.** The applicant is proposing the construction of a trucking facility consisting of two warehouse buildings with adjacent office and service spaces.

Stormwater and Drainage

The proposed project is being reviewed under the 2022 Stormwater Ordinance and the criteria in the Stormwater Standards Manual revised March 2021.

The site combines two existing parcels totaling 9.5-acres. One parcel is vacant and the other holds a single-family residence to be removed. The land is partially wooded with wetland along the south property line and southeast corner.

The project site is in Flood Control Zone 2, requiring detention for the 25-year storm with a maximum release rate of 0.13-cfs. Proposed development consists of 36,400-sft and 12,800-sft combination warehouse, office, and service buildings as part of a two-phase construction plan, respectively. A private access road will connect the two facilities, parking, and truck loading to Kraft Ave SE. A private sewer conveyance system and two detention basins are included for stormwater controls.

Flood Control

The applicant provided proposed detention basin specifications with supporting design calculations. A general approximation of soil types and characteristics were used from the Natural Resources Conservation Service. The applicant provided soil boring logs and indicated that a full geotechnical report will be completed. The detention basins function independently of each other. Proposed storm sewer in phase 1 conveys to the detention basin to the west and in phase 2, to the basin to the east.

An outlet in storm structure OS-17 drains the west detention basin through CB-18 in Kraft Ave SE and into the ditch line north of the driveway on the east side of the public road. Emergency overflow is provided into the right-of-way space adjacent to the basin. In the east detention basin, outlet structure OC-4 routes overflow by means of a riser pipe to an outlet southeast through

existing wetland. Pretreatment is achieved through sediment forebays located at and including entry points for both detention basins. Riprap is included at storm sewer outlets.

Water Quality and Channel Protection

Water quality and channel protection are provided through detention basins on-site. Each is designed with supporting calculations for the 25-year storm event; each account for minimum 1-foot of freeboard above the calculated required storage volume; and each include emergency overflow routes.

Drainage Plan

The applicant has submitted plans with existing and proposed drainage patterns, existing topography, and proposed grading. Side slopes within and adjacent to basins are provided and meet minimum standards.

Applicant provided the Wetland Delineation Report upon request. The proposed plans appear to indicate the regulated areas in the report and do not constitute permit request from the Department of Environment, Great Lakes, and Energy. It is the responsibility of the owner to understand the restrictions on and around these areas and to obtain such permit should plan revisions infringe on them.

A maintenance agreement and a long-term maintenance plan are required before construction begins. The maintenance agreement and plan should include at a minimum the cleaning of pretreatment areas; cleaning of the detention basins; and cleaning of catch basin sumps including sediment and debris removal from outlet structures.

Utilities and General Comments

Plans indicate connections to City of Grand Rapids water main and sanitary sewer main. I have discussed both with respect to the site plan with Arden Postema at the City. I provide summary of my review and relevant parts of that discussion below.

Water Main

The site plan proposes: a live tap of the water main in Kraft Ave SE; 12-inch main onto the parcel, inside the pavement footprint, and up to the phase 1 and 2 boundary line, terminating at a valve and box; and 2-inch water services to connect both buildings to the main. Arden discussed with me requiring the owner to extend the water main to the east parcel line in anticipation of a future connection at 5867 60th St SE. This connection would service the parcel if developed and allow for looping this branch of water main back into the system, which is a preferred design over a dead-end service. Such would require additional installed length of main and easement space from the owner.

Sanitary Sewer

The site plan proposes connection to sanitary main in Kraft Ave SE; 8-inch main onto the parcel and terminating at the phase 1 and 2 boundary line; 6-inch lateral to serve the building in phase 1; and 2-inch forcemain to serve the building in phase 2. Arden indicated that the sanitary manhole that the proposed main is tapping into is a low point in the sanitary system and ideal for also serving future development on the parcel at 5867 60th St SE. It would be desirable from the standpoint of the City that sanitary main, in addition to water main, be installed to the east parcel line for possible future connection. This though would require that the proposed main not only be longer but deeper.

Important to note that the County of Kent owns both the parcel immediately north of the subject site at 5572 Kraft Ave SE, as well as 5867 60th St SE. The latter could be served both water and sanitary in the future through 5572 or via 60th St SE to Kraft Ave SE. I believe the current utility site plan is appropriate. The owner is ultimately responsible for the approval and obtaining permit from the City of Grand Rapids.

Storm Sewer and Other

The private storm sewer system consisting of catch basins, sewer, detention basin, and outlets are all called out and include rim and invert elevations where applicable. The applicant noted an error and correction to an invert in a March 16, 2023 email.

The proposed private road connects to Kraft Ave SE and aligns with International Pkwy SE. Plans specify a 30-foot-wide improved surface, approximately 4.0-inch total asphalt bit over 8-inch aggregate base and 12-inch sand, and private easement 33-foot off centerline. The road meets the design standards outlined in the Township Ordinance for private streets. Owner is responsible for obtaining permit from Kent County Road Commission (KCRC) prior to construction.

Soil Erosion and Sedimentation Control

Applicant indicated limits of disturbance and provided the following measures: permanent/temporary seeding, riprap, geotextile silt fence, inlet protection, and soil erosion control blanket. I recommend adding a provision to limit the tracking of sediment at the construction entrance and exit. KCRC must review and approve plans and issue a soil erosion and sedimentation control permit before construction may begin.

Summary

The proposed stormwater management design meets the Township Stormwater Ordinance requirements for the site location. The applicant should forward the full geotechnical report once completed. Provided with the current information, I recommend approval from an engineering point of view.

Let me know if you have any questions or concerns.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: May 24, 2023
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Camping & Storage of Personal Property – Ordinance Introduction and Setting of Public Hearing

FACTS:

Recently Cascade Township has received complaints of individuals camping, living, or otherwise storing personal property in public spaces. The particular area of concern has been in the vicinity of the I-96 overpass at 28th Street, including under the bridge structure itself as well as the “cloverleaf” natural areas developed as part of the on and off ramps. As such, the Township has asked our Township legal services to review options that may be available to the Township Board to regulate this situation.

Township legal counsel has noted that pursuant to MCL 42.15(1), “The Township Board of any charter township may enact ordinance considered necessary to provide for the public peace and health and for the safety of persons and property in the charter township.” Furthermore, MCL 42.16 allows that a township board of a charter township also has the power “to control and regulate the use of the streets, alleys, bridges, and public places of the township and the space above and beneath them, such regulation of its streets, alleys, bridges and public places shall be deemed a matter of local concern.”

Based on this information and direction from the Township Board, legal counsel has prepared a proposed ordinance to regulate camping & storage of personal property on public property. The sections of the proposed ordinance address:

- Title and purpose of the ordinance
- Definitions of terms within the ordinance
- Regulations regarding camping and/or storing of personal property in public space
- Penalties for violations
- Process for individuals identifying as homeless

Attached for your review is:

- Proposed Ordinance to Regulate Camping & Storage of Personal Property on Public Property

ANALYSIS & CONCLUSIONS:

By adopting the proposed ordinance, the Township will be better positioned to respond to complaints of individuals camping or otherwise storing personal property on public property. Currently the Township must work with other public property owners (MDOT, KCRC, KCDC, etc...) before action can be taken. In addition, the ordinance realizes that violations of the

ordinance may be due to homelessness and had developed a process to insure that any violators experiencing homelessness can be voluntarily connected to resources before any violation action is taken.

If the Township Board wishes to move forward with the adopting of the proposed ordinance, a public hearing will need to be held prior to consideration. The public hearing has been set for the regular Township Board meeting on May 24, 2023 at 7:00pm at the Wisner Center. After the public hearing is held, the Township Board may choose to adopt the ordinance at that meeting, or any future meeting

FINANCIAL CONSIDERATIONS:

The adoption of the ordinance itself comes with minimal costs, including staff time, printing and publishing. The ordinance will allow the Township to take action effectively and efficiently if a violation is observed.

RECOMMENDED ACTION:

Hold the Public Hearing and consider the Cascade Township Ordinance to Regulate Camping & Storage of Personal Property on Public Property.

EXHIBIT A

CASCADE CHARTER TOWNSHIP

ORDINANCE NO. 23-_____

AN ORDINANCE TO REGULATE CAMPING & STORAGE OF
PERSONAL PROPERTY ON PUBLIC PROPERTY

THE CHARTER TOWNSHIP OF CASCADE ORDAINS:

Section 1. New Chapter 292. New Chapter 292 is added to the Code of the Charter Township of Cascade, and states as follows:

Section 292-1. Title

This article shall be known and referred to as the “Camping and Storage of Personal Property Ordinance of the Charter Township of Cascade.”

Section 292-2. Purpose.

The purpose of this Chapter is to protect the public health, safety, and welfare by prohibiting camping and storage of personal property on public property, which interferes with the rights of others to use public properties for their intended use.

Section 292-3. Definitions.

The following definitions are applicable to this Chapter:

- A. “Available Overnight Shelter” means a public or private shelter, with an available overnight space, open to an individual experiencing homelessness at no charge.
- B. “Camp” means to pitch, use, or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.
- C. “Camp facilities” include, but are not limited to, tents, huts, and temporary shelters. “Camp facilities” does not include tents, huts, or temporary shelters when used temporarily in a park for recreation or play during daylight hours when the park is open to the public.
- D. “Camp paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bag, blankets, mattresses, hammocks, or portable cooking facilities or equipment.
- E. “Park” means any publicly owned area used as a park, trail, playground, athletic field, or other public open space, including parking lots associated with these areas.
- F. “Public Property” means any real property, building, structure, equipment, sign, shelter, vegetation, trail, and public open space, including all associated areas such as parking lots, controlled or owned by the Charter Township of Cascade or any other governmental agency.

EXHIBIT A

- G. “Store” means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.
- H. “Street” means any highway, lane, road, street, right-of-way, sidewalk, boulevard, alley, and any other way or place in the Charter Township of Cascade open as a matter of right to public pedestrian and vehicular travel.

Section 292-4. Unlawful Camping or Storage of Personal Property in Public Places.

It is unlawful for any person to camp or to store personal property, including camp facilities or camp paraphernalia, in the following areas:

- A. Any park;
- B. Any street; or
- C. Any public property, improved or unimproved.

Section 292-5. Violations.

A person found to be in violation of this Chapter, subject to Subsection 6, shall be guilty of a municipal civil infraction and subject to the penalties enumerated in Chapter 40, Article IV, Penalties for Misdemeanors and Municipal Civil Infractions.

Section 292-6. Homelessness.

Before issuing a citation under this Chapter, the investigating officer must inquire whether the unlawful camping and storage of personal property is due to homelessness.

- A. If the officer learns that such is the case, the officer must determine, in accordance with relevant department policy, whether there is Available Overnight Shelter to accommodate the subject of the investigation.
- B. If the officer determines that there is Available Overnight Shelter, the officer may:
 - 1. Provide directions to the shelter location.
 - 2. Offer one-time transport to the shelter location.
- C. An individual who refuses to accept Available Overnight Shelter under this Subsection is subject to the penalties enumerated in Chapter 40, Article IV, Penalties for Misdemeanors and Municipal Civil Infractions.

Section 2. Severability.

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

Section 3. Repealer.

EXHIBIT A

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

Section 4. Effective Date.

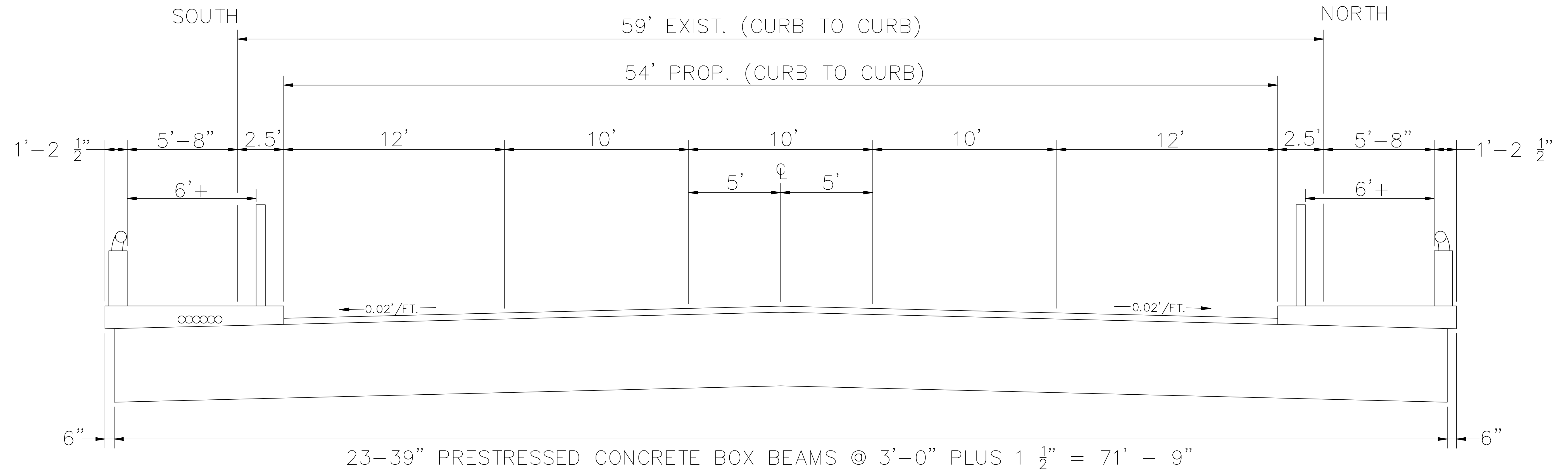
This ordinance takes effect immediately upon publication.

87192:00001:7052103-1

F.H.W.A. REG. NO.	STATE	PROJECT	SHEET NO.	TOTAL SHEETS
5	MICH.	CASCADE ROAD OVER THORNAPPLE RIVER	1	1
YEAR BUILT	COUNTY	WORK ORDER	JOB NO.	
	KENT	460-E02480	N/A	

TYPICAL BRIDGE SECTION

CASCADE BRIDGE NO. 35



- NOTE: ALL EXISTING LANES ARE 1' WIDER THAN THE PROPOSED SECTION SHOWN ABOVE

DATE:

AS CONSTRUCTED BY:

PLAN PLOTTED BY: JUSTYN KREPS DATE: 5/11/2023

SURVEYED BY: ** DATE: **

5'8" Sidewalk - Raised w/Roadside Railing Narrow Lanes

Cascade Road Over the Thornapple

Pedestrian Facility One side of Bridge

(5 Tube Rail, Widen Brush Block, Perhaps some treatment on Ex. Bridge Rail)

Time Estimate:

Task:	Days
Setup	1
Scarify Clean Deck	1
Anchors to Brush Block	1
Form New BB	1
Joint Work	3
End Blocks	2
Set 5 Tube Rail and Parapet	1
Rail Top Treatment	1
Cleanup, patching, Sealing	1
Total	15

(rounded up for weather, etc)

Materials:

(this is a low materials project, so we have accounted for time, this is an estimate based on incremental cost of materials over and above the time to install)

End Blocks (2 total) 4 cyds of reinf. Conc	\$3,000
5 Tube Rail (300 feet * \$383/ft)	\$115,000
Anchors (assume 300 at \$10/ea)	\$3,000
Mill Time	\$7,000
Misc Materials	\$10,000
Total Materials:	\$138,000

Total Labor, Overhead and Profit:

15 days x \$5,000/day = \$75,000

Estimated Construction Cost:

\$213,000

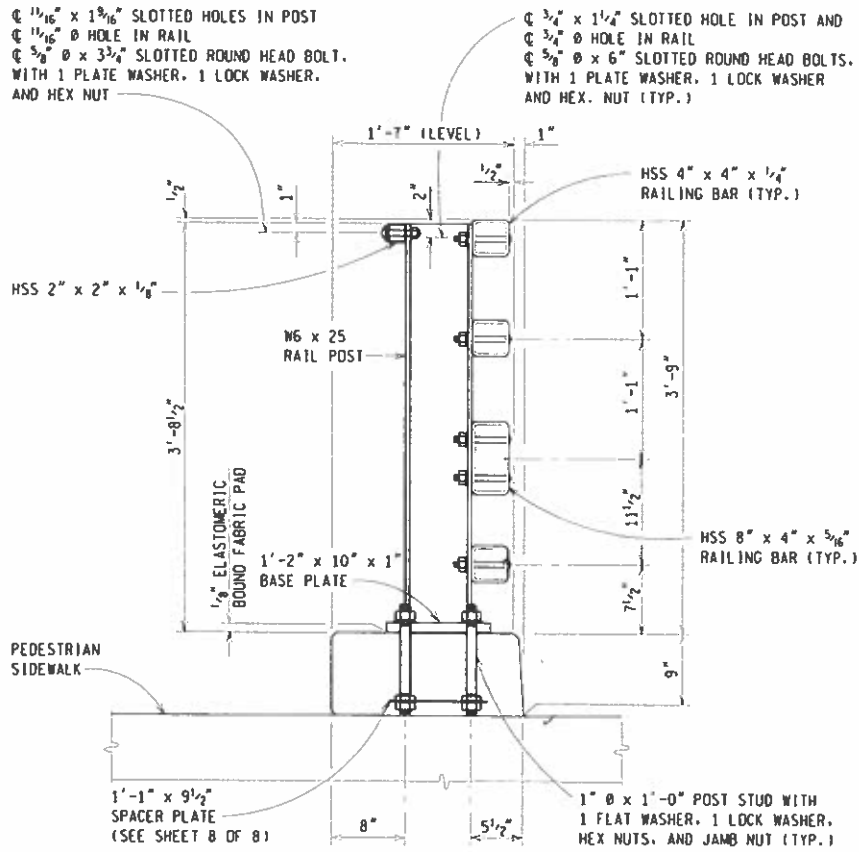
to \$250,000

Guardrail /
Approach Work

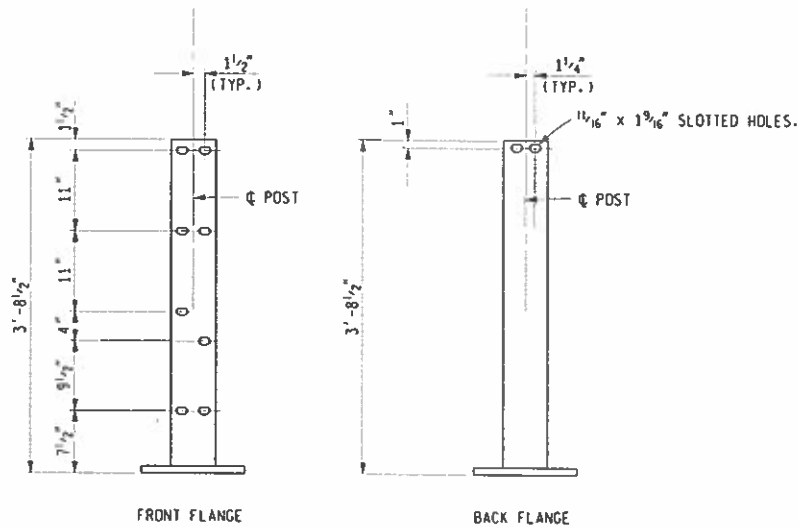
~~\$2,000~~
~~\$3,000~~
WE HAVE TO consider Guardrail
Treatments too - That is not included

TOTAL = \$350,000

- 2 months construction
- Top option preferred



BICYCLE BRIDGE RAILING
WITH SIDEWALK



POST DETAILS

MICHIGAN DEPARTMENT OF TRANSPORTATION BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR			
BRIDGE RAILING, 4 TUBE			
10-21-2008 F.H.W.A. APPROVAL	6-17-2008 PLAN DATE	B-26-C	SHEET 2 OF 8

KENT COUNTY ROAD COMMISSION
WORK ORDER

DATE 1/19/2023
WORK ORDER E02480
PROJECT Cascade Bridge No. 35
MUNICIPALITY Cascade Township IF OTHER: _____
ROAD TYPE Primary
LENGTH 220 feet
TYPE OF WORK Engineering for removing Raised Concrete Walk
LOCATION Cascade Road over the Thornapple River
FEDERAL AID No IF YES, TYPE: _____
CATEGORY Bridges and Culverts
ACTIVITY 460
PROJECT YEAR 2023
UTILITIES No

BUDGET

WORK TYPE	<u>000103 - Plans</u>	<u>\$ 15,000</u>
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
		TOTAL <u>\$ 15,000</u>

FUNDING

% KCRC PE/CE	_____	_____
% KCRC CONSTRUCTION	_____	_____
% FEDERAL AID	_____	_____
% LOCAL	<u>100.00%</u>	<u>\$ 15,000</u>
		TOTAL <u>\$ 15,000</u>

NOTES 2023 - 2024 Project

Township Approval  DATE 1.25.23

FINANCE USE ONLY

CUSTOMER # _____ AR _____
PROJECT _____ REV _____

DIVOT group | Municipal Services

Cascade Township, Michigan

A proposal for Supervisor Lesperance and the Township Board





440 South State Street, Suite 320, Zeeland, MI 49464
(810) 300.7147 | Info@ThinkAboutPivot.com
www.PivotGroupMunicipalServices.com

Cascade Township
305 S. Main St, Suite 100
Cascade, MI 48118

April 27, 2023

Re: Executive Recruitment, Township Manager

Dear Supervisor Lesperance and the Township Board,

Choosing Cascade's next Township Manager is one of the most important decisions you will make in the upcoming year. At Pivot Group Municipal Services, we take the process of recruiting, robustly vetting, and selecting the best candidate for such a critical position very seriously. With that in mind, we are proud to provide the Cascade Township with the following proposal to conduct professional services during the search for your next Township Manager.

Pivot Group will provide professional vetting of candidates and advocacy of the best possible choice for the Township, soliciting candidates from the ranks of various professionals and public policy practitioners across our state and region. We will actively reach out and recruit candidates, bearing in mind that the qualified candidates you desire are not necessarily spending their days looking at job boards or classified ads. We know that Cascade is a wonderful community, and we believe the opportunity to serve as your next Township Manager will garner much interest among qualified professionals.

We provide a one-year placement guarantee. If for any reason the chosen candidate does not work out during their first year on the job, we will redo the search at no cost to the Township.

We look forward to collaborating with you during this important process.

Respectfully,

A handwritten signature in blue ink that reads "Kris D. Pence".

Kris Pence, Principal

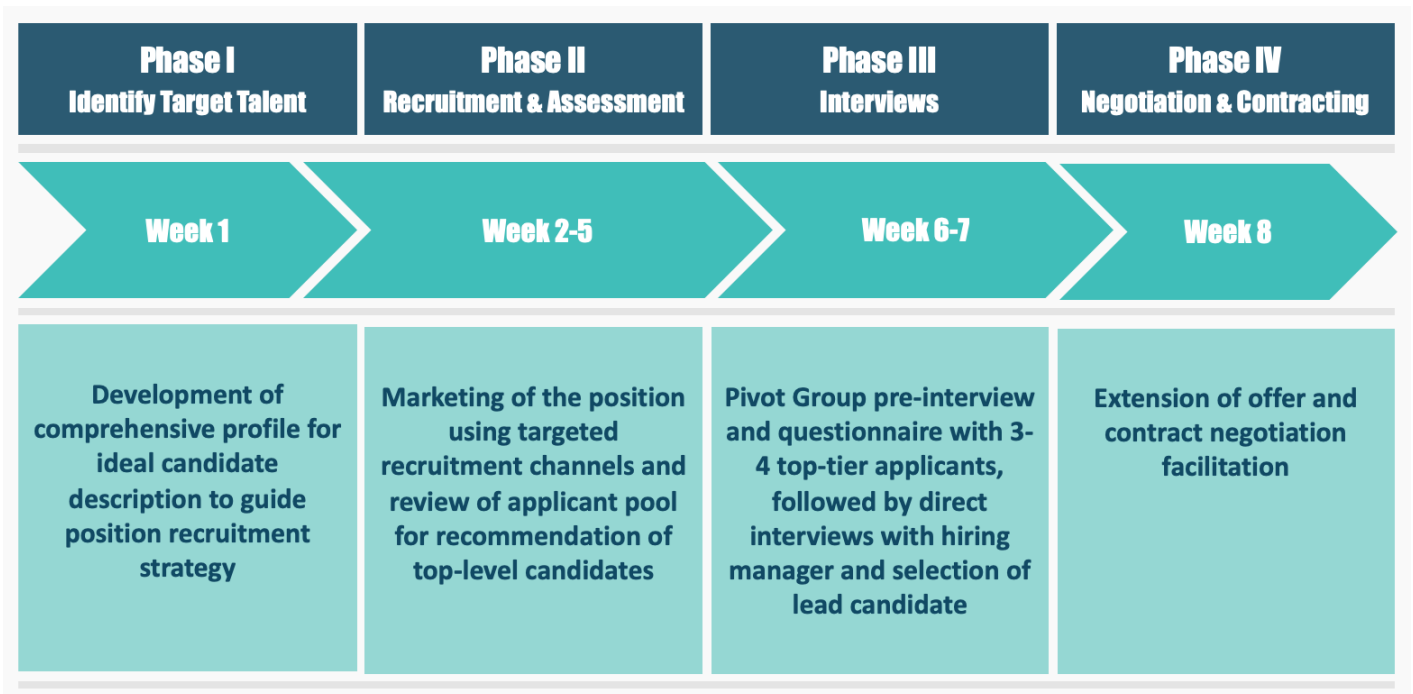
Scope of Services

Pivot Group Municipal Services proposes to provide the following services to the Cascade Township:

- Develop a public job posting based on consultation with the Cascade Township and the job description as denoted by the Township charter and ordinances.
- Advertise the job posting on the Michigan Township Association, Michigan Municipal League, Michigan Municipal Executives and the International City/County Management Association websites.
- Market the position to select, top-notch potential candidates and advocate that they apply for the job.
- Pivot Group's principal and lead search members will review applicant résumés and provide a selection of recommended candidates for the Supervisor and Township Board to review.
- Pivot Group will provide a deep dive into the work history and social media history of all applicants, as well as reference screenings for all applicants. We will also provide a formal criminal and financial background review of the lead candidate.
- Pivot Group will attend an in-person meeting to review candidates and provide guidance.
- Once the Supervisor and Township Board have narrowed the applicant field to three or four candidates, Pivot Group will conduct pre-interview questionnaires with each top candidate.
- Selected candidates will be invited and scheduled for interviews with the Supervisor and Township Board.
- Pivot Group will attend an in-person meeting to facilitate the candidate interviews.
- Upon identification of a lead candidate, Pivot Group will provide a criminal background check completed by a certified law enforcement officer in the State of Michigan.
- Pivot Group will facilitate the completion of an Everything DiSC® Management Profile questionnaire, as well as a research-validated personal assessment, and we will offer professional feedback to the Supervisor and Township Board.
- A sample contract will be provided for the Supervisor, Township Board, and candidate to review.
- Aid in contract negotiation facilitation will also be provided as necessary.
- Onboarding and transition support services can be added at additional cost, pending individual and organizational need.
- Leader success check-in following six months of employment to aid in transition and performance review.

Executive Search Work Plan

Pivot Group submits the following Executive Search Work Plan to outline the timeline of this recruitment proposal. This structured but flexible process is meant to be adapted as the needs of the Township, stakeholders, and potential candidates are taken into consideration.



Phase I: Identify Target Talent

Through in-depth listening assessments, we will learn the “must-have” and “ideal” experiences, traits, and behaviors you are looking for in a Township Manager. We will start by interviewing stakeholders and staff members to understand the goals, skills, experiences, and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization, and community, which informs the marketing strategy that we will create to pursue a talent pool.

Based on stakeholder assessments, a comprehensive position profile will be prepared for approval. Additionally, we will research the existing compensation and benefits structure as compared to the market. The finalized position profile and compensation will be presented for approval prior to marketing the position.

Phase II: Market the Posting to the Right People, and Assess Applicants

We will use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working, and playing in and around the Cascade Township. This will result in the largest possible number of qualified applicants. In addition to searches of executive and professional talent databases, we will perform direct targeted outreach to candidates who might not apply through social media platforms or who might not engage with Michigan Municipal League and other municipal websites. This targeted outreach will help create a deep, diverse pool of qualified and interested candidates.

Upon receipt of applications, we will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks, and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review by relevant decision stakeholders. Select candidates will be recommended for further consideration and as potential interview candidates. Additional assessments can be coordinated, as needed, or directed by the Supervisor and Township Board.

Phase III: Interviews

We will coordinate an outstanding interview experience of the top three or four candidates, conducted by the Township stakeholders, in compliance with current laws. Finalists will have an on-site interview, which can include a wide range of community engagement opportunities and tours. As directed by the Supervisor and Township Board, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Supervisor and Township Board for the interviews by providing guidance, support, and interview questions customized to the qualities that emerged through the detailed position profile and ideal candidate assessment. We will also provide a comprehensive background review of the selected lead candidate.

Phase IV: Negotiation and Contract Development

We will assist with the negotiation and contract development process, along with other administrative and legal parties. We can provide a sample contract for consideration. Our specific role will be directed by the Supervisor and Township Board as it relates to an offer extension and the facilitation of contract negotiation. An Everything DiSC® Management Profile will be completed upon offer acceptance.

Optional Phase V: Onboarding and Transition Support

For additional fees, candidate onboarding and support services can be arranged to aid in their successful transition into their new role. We offer a complimentary 360-degree feedback check-in after six months, and we will assist the hiring stakeholder(s) in determining performance expectations.

Executive Search Team

James R. Freed, Lead Search

James has more than 16 years of senior leadership experience in both the public and private sectors. In the private sector, James served as an executive working to grow businesses in southern Michigan. In the public sector, as City Manager of one of Michigan’s larger core communities, he led one of the largest financial turnarounds in state history. James has also led executive recruitments for municipalities ranging in size from six employees to more than 400 employees. This gives him a unique perspective on local government, as well as the needs of the business community.

James holds a Bachelor of Science from Indiana Wesleyan University, with an emphasis in political science, as well as a Master of Business Administration from DeVos Graduate School at Northwood University.



James was among the *Crain’s Detroit Business* “40 Under 40” winners in 2016. In 2017, the Port Huron NAACP awarded him the Martin Luther King “Honorable Mention” for his work on equity and inclusion. And in 2018, the Michigan Chamber Foundation and JCI Michigan included him on their list of Outstanding Young Michiganders.

James has previously served as a keynote speaker for the Michigan Municipal League, West Michigan Policy Forum, and several colleges and universities.

In addition to his formal education, James has proven experience in economic development, community development, government administration, human resources fiscal policy, grant writing, collective bargaining negotiations, project management, environmental protection, and constituent relations.

Kris Pence, Principal

Kris Pence is an organizational development consultant, licensed professional counselor, and award-winning educator. He is passionate about human capital — aiding organizations in the retention of high-value employees and the attraction of new talent. Kris draws on more than a decade of experience teaching political science and public policy, and nearly as much time counseling/consulting with individuals, groups, and organizations.

Pivot Group was started when Kris began consulting with organizations to develop and strengthen their people and processes. He has designed and delivered learning strategies to meet the needs of everyone from frontline employees to members of the boardroom. As his engagement with leaders deepened, it provided opportunities to aid with hiring decisions and subsequently finding talent as well. He has also



assisted with generating organizational change by helping leaders clarify their goals, shift workplace cultures, close performance gaps, and achieve organizational objectives.

Kris holds a Bachelor of Science from Indiana Wesleyan University, with majors in political science, psychology, and history. He also holds a Master of Arts in political science from Miami University of Ohio, as well as a Master of Arts in clinical mental health counseling from Western Michigan University (WMU). He is in the final stages of his doctoral work in counselor education and supervision at WMU. He is a licensed professional counselor (License # 6401015448) and a licensed marriage and family therapist (License # 4151000160) in the State of Michigan.

Darin Dood, Lead Investigator

Darin has spent 22 years working in Michigan law enforcement, 16 of those years as a chief of police. In addition to his experience in community policing and criminal investigations, Darin has also served as a Village Manager and chief administrative officer in our state. This gives him great perspective on what municipalities are looking for during an executive recruitment process.

Darin is an expert in candidate vetting and background investigations. His deep dives into a candidate’s history include criminal, financial, and social media reviews.




Pivot Group was retained by the City of Auburn Hills, MI to facilitate the executive search for their next Recreation Director.
www.auburnhills.org



"In a tight talent market, Pivot Group did a great job bringing us quality candidates and ultimately a new quality City Manager. I would not hesitate to hire Pivot Group again in the future. They are very professional, always available, and completely guide you through the process."
-Mayor Deb Marquardt
www.ci.lapeer.mi.us



Pivot Group Municipal Services successfully placed the City Planner | Director of Neighborhood Services for the City of Coldwater, Michigan.
www.coldwater.org



"Pivot Group Municipal Services did an excellent job. Their product was on par with larger and more expensive firms. We are very pleased with their recruitment work and City Manager placement!"
-Mayor Lori Williams
www.stantononline.com



"Pivot Group Municipal Services did an excellent job facilitating our Executive Board's strategic planning session. They kept stakeholders engaged and created an open dialogue."
-Dan Casey, CEO
www.edascc.com



"The leadership at Pivot Group Municipal Services are subject matter experts for unfunded liabilities. Their track record of reform has benefited our community"
-Thelma Castillo, CEO
www.bluewaterchamber.com

Executive Recruitment – Price Proposal

Executive Recruitment Fee: - Scope of Services & Executive Search Work Plan - Consultant Travel (up to 3 trips)	\$10,300
Total Recruitment Fee:	\$10,300

The recruitment fee does not include advertising/publication costs, background review (up to \$750), or travel/accommodations for candidates interviewed.

Consultant travel expenses, up to three trips, are included in the price proposal. Possible in-person meetings could include:

1. Stakeholder interviews for position profile and ideal candidate description.
2. Presentation of recommended candidates.
3. Interview process and lead candidate selection dialogue.

Any additional consultant visits requested by the client (beyond the three visits listed above) will be billed at \$100 per hour, \$340 for a half day, or \$680 for a full day. The travel expenses incurred for additional visits will be billed to the client.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal:	40% of the Recruitment Fee
2nd Invoice upon recommendation of candidates:	40% of the Recruitment Fee
Final Invoice upon completion:	20% of the Recruitment Fee plus all expenses

Payment of invoices is due within 30 days of receipt (unless the client advises that its normal payment procedures require 60 days).

Placement Guarantee

Pivot Group is dedicated and committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests that additional candidates be developed for interview consideration. If additional advertising beyond Phase I is requested, the client will be billed for the actual advertising charges.

Upon appointment of a candidate, Pivot Group provides the following guarantee: Should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will (if desired) conduct one additional recruitment, billing the client for the cost of expenses and announcements only. This request must be made within three months of the employee's departure.

Proposal Acceptance

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

The Cascade Township, Michigan, agrees to retain Pivot Group Municipal Services to conduct Township Manager recruitment in accordance with the above proposal. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Cascade Township, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

Pivot Group Municipal Services

By: _____

Title: _____

Date: _____

REQUEST FOR PROPOSAL

CASCADE CHARTER TOWNSHIP

TOWNSHIP MANAGER SEARCH



“I’ve been through three national city manager recruitments in Portage. The first two recruitments we hired a national firm. The third time we hired Frank Walsh to lead our recruitment. Without hesitation, I’d strongly recommend Frank’s firm. Great communication and an outstanding pool of national candidates. Our community of 53,000 residents greatly benefitted from Frank’s diverse statewide and national network.”

- Patricia Randall, Mayor, City of Portage, MI



TABLE OF CONTENTS

Cover Page.....1

Table of Contents.....2

Letter to Township Board.....3

Clients Served.....4

Our Clients.....5

Firm Overview.....6

Recruitment Resume.....7

Scope of Services.....8-9

The Proposed Schedule.....10

Experience and Results.....11

Benefits of WMS.....12

Cost Proposal.....13

Human Resources References.....14

Summary.....15



Dear Supervisor Lesperance and Cascade Township Board Members,

Thank you for the opportunity to submit my firm's proposal to serve you in your recruitment for a new Township Manager. Cascade Township is an excellent opportunity for municipal leaders. With the excitement of the Fire Station 1 project, 17 miles of pathways, strong tax base, six welcoming parks, the recently adopted 2022 Strategic Plan, Laraway Lake, Cascade Library and the beautiful Thornapple River, Cascade boasts something for everyone.

The most important thing our firm can offer you is to listen to the Township Board, staff and community stakeholders in developing a Community Profile that clearly articulates the type of leader you seek for Cascade Township. Our firm has spent over two decades listening to our clients and connecting quality leaders to communities.

We founded Walsh Municipal Services, LLC in 1997. For the past 26 years, our Okemos based firm has been fortunate enough to serve communities in every corner of the Mitten State. We specialize in serving Michigan Townships. Over the past three years, our firm has served the townships of Ada, Marquette, Bridgeport, Texas, Coloma, Georgetown, Caledonia, Grand Blanc, Hartland, Saugatuck, Saginaw and Tittabawassee. For the past 10 years, I have served as Township Manager in Meridian Township. In the end, what's most important is that your new leader be the "right fit" for the Township Board, staff and residents.

Walsh Municipal Services is committed to diversity, outstanding customer service and trusted client communication. We back our commitment with a one-year guarantee. Our firm is most proud of our record on diversity. Michigan struggles to attract female candidates in municipal management. Over the last three years, we have placed 16 women as Michigan Township and City Managers. We are faithful to our commitment to diversity.

Although we are a Michigan based firm, our reach is well beyond our borders. We recently conducted nationwide recruitments for our Michigan clients and placed candidates from North Carolina, South Carolina, Wyoming, Arizona, Wisconsin and Indiana. If selected, you can expect consistent communication throughout the process. The entire Township Board will never have to wonder about the status of your recruitment. We hope you will have an opportunity to reach out to any of our clients we have served over the past 26 years. Please feel free to visit our firm's website at www.walshmuni.com.

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

Frank L. Walsh

Frank L. Walsh, President



CLIENTS SERVED



- Ada Township
- Berrien County
- Bridgeport Charter Township
- Caledonia Township
- Charter Township of Texas
- City of Allen Park
- City of Alpena
- City of Bangor
- City of Brighton
- City of Brown City
- City of Buchanan
- City of Caro
- City of Cedar Springs
- City of Charlevoix
- City of Chelsea
- City of Coopersville
- City of Croswell
- City of Durand
- City of Eaton Rapids
- City of Ewart
- City of Fennville
- City of Frankenmuth
- City of Grand Haven
- City of Hudsonville
- City of Jackson
- City of Marquette
- City of Morenci
- City of Mount Pleasant
- City of Northville
- City of Plainwell
- City of Port Huron
- City of Portage
- City of Roosevelt Park
- City of Saline
- City of Saugatuck
- City of St. Johns
- City of Watervliet
- City of Yale
- Clinton County
- Coloma Township
- County of Alpena
- Georgetown Charter Township
- Grand Blanc Township
- Gratiot County
- Hartland Township
- Marquette Charter Township
- Saginaw Charter Township
- Saline Area Fire Department
- Saugatuck Township
- Shiawassee County
- Tittabawassee Township
- Van Buren County
- Village of Blissfield
- Village of Brooklyn
- Village of City of Douglas
- Village of Decatur
- Village of Dimondale
- Village of Manchester
- Village of Paw Paw
- Village of Pinckney
- Village of Stevensville
- Village of Suttons Bay
- Village of Three Oaks
- Village of Wolverine Lake

OUR CLIENTS



"I've been through three different city manager recruitments. The first two times we opted for a national firm. Based on the results, the third time we chose Walsh Municipal Services. Without hesitation, I'd strongly recommend Frank. Frank's customer service, and ability to attract an incredible field of candidates for Portage, was truly remarkable."

- Patricia Randall, Mayor, City of Portage



"I'm really thankful we hired Frank Walsh to lead our recruitment in Georgetown Township. Frank brought us great candidates, stuck to our schedule and there were no surprises."

- Jim Wierenga, Supervisor, Georgetown Township



"Frank's recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services."

- Matt Waligora, Mayor, City of Alpena



"Frank's style is friendly and casual in a way that helps those around him feel comfortable. I also appreciated Frank charged a lump sum for everything."

- Colleen Christensen, President Pro-tem, Village of Suttons Bay



"The City of Northville was well served by Frank Walsh. His communication skills throughout the process were timely and informative. We ended up with an extremely strong pool of candidates. Walsh Municipal Services is an excellent recruitment firm."

- Brian Turnbull, Mayor, City of Northville



"Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette."

- Jenna Smith, Commissioner, City of Marquette



"Frank Walsh was exactly the person that we needed to help us with our search for a City Manager. He did his research and took the time to learn about our community and solicited feedback from community members. His process was very facilitative."

- Garnet Lewis, Councilmember, City of Saugatuck



"We could not have hired a better individual to assist us in our Ada Township Manager search. Excellent expertise. I would highly recommend Walsh Municipal Services. A 10!!"

- Bob Proos, Trustee, Ada Township

FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 26 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming, Arizona, Indiana and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve Cascade Township.



RECRUITMENT RESUME

Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate to the Township Board and appropriate staff on a weekly basis. Communication is the hallmark of WMS.

His resume includes the following:

- 26 years of municipal recruitment experience
- 31 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 38 years of municipal management experience
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Founder of Catossa, Oklahoma Tornado Relief Fund
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS



SCOPE OF SERVICES

The Selection

Walsh Municipal Services (WMS) is prepared to initiate the Cascade Township search process immediately following the selection by the Township Board.

Community Engagement

Our Firm will assist Township leaders in engaging the Cascade Township community to develop a Recruitment Profile. Typically, the process of engagement involves a community survey.

Recruitment Profile

WMS will help develop a strategy and schedule for the Township Manager process. Our strategy will identify the channels, both print and internet based, in which the position will be advertised. We will recruit through the MML website, social media outlets, word-of-mouth and LinkedIn. Our efforts will successfully reach over 300 potential candidates. Our Cascade Township Profile will entice candidates from across the state and beyond. For your reference, we have attached a copy of our work from the City of Grand Haven.

Candidate Qualifications

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the most qualified candidates. The phone interviews will delve into each applicant's experience and credentials to serve Cascade Township.

Reference Reviews

WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of 6-8 candidates will be presented to the Township Board for their consideration. A written summary detailing each candidate will be made available to the Township Board.

Reference Review Mitigation

As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide Township officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

Community Groups, Staff and Interviews

WMS will provide Township officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, and attending interviews.

Background Check

Our firm works with a third-party private investigator to conduct a comprehensive background check on the Township Board's top candidate. However, our firm focuses on the candidates' background well before meeting Township officials.

SCOPE OF SERVICES

Notify Candidates Not Selected

WMS prides itself in its communication skills. This not only includes the Township Board, but also candidates who were not selected to serve the Township. WMS handles these communications with tact and respect.

Structuring Candidate Offer

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the Township Board.

Communication and Updates

No business is successful without constant communication with its clients. WMS will provide the Township with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

WMS "Promise" – One Year Guarantee

WMS provides a guaranteed level of service. While it is important to note our firm has a near perfect placement record, there is always the possibility of the relationship not working out. WMS will redo the Cascade Township recruitment, at no cost, if your selected candidate fails to be employed by your community for a 1-year period beyond the effective starting date.



THE PROPOSED SCHEDULE

WMS provides a thorough recruitment process and offers the following detailed schedule. Our typical recruitment process is no more than 90 days. (subject to change by the Township Board):

MAY 31, 2023

FIRM SELECTION BY
TOWNSHIP BOARD

JUNE 1 – JUNE 15, 2023

COMMUNITY ENGAGEMENT
AND DRAFT COMMUNITY
PROFILE

JUNE 16 – JULY 14, 2023

RECRUITMENT PERIOD

JULY 14, 2023

DEADLINE TO APPLY

JULY 19, 2023

TOWNSHIP BOARD MEETS
IN CLOSED SESSION TO
REVIEW CANDIDATES

JULY 21, 2023

TOWNSHIP OFFICIALS
ANNOUNCE UP TO 5
FINALISTS

AUGUST 5, 2023

- CANDIDATE TOURS
- MEET AND GREET WITH
CANDIDATES
- TOWNSHIP MANAGER
INTERVIEWS

AUGUST 6 – 15, 2023

FINAL BACKGROUND CHECK
AND CONTRACT
NEGOTIATIONS

AUGUST 16, 2023

TOWNSHIP BOARD
APPROVES NEW
TOWNSHIP
MANAGER/CONTRACT

EXPERIENCE AND RESULTS



City of Portage (population 51,505)
City Manager
Reference, Ms. Patricia Randall, Mayor, 269-329-4400;
randallp@portagemi.gov



City of Grand Haven (population 11,011)
City Manager
Reference, Mr. Ryan Cummins, Vice Mayor, 231-750-2026;
rcummins@grandhaven.org



City of Marquette (population 21,697)
City Manager
Reference, Ms. Jenna Smith, Commissioner, 906-361-7429;
jsmith@marquettemi.gov



City of Northville (population 6,119)
City Manager
Reference, Mr. Brian Turnbull, Mayor, 248-505-6849;
bturnbull@ci.northville.mi.us



Ada Township (population 15,350)
Township Manager
Reference, Mr. Bob Proos, Trustee, 616-437-3559;
bobproos@servantfire.com



City of Alpena (population 10,483)
City Manager
Reference, Mr. Matt Waligora, Mayor, 989-766-3557;
mattwa@alpena.mi.us

BENEFITS OF WALSH MUNICIPAL SERVICES

We serve our clients with great enthusiasm and pride. No one will work harder for you.

- ◆ Unparalleled Commitment
- ◆ One-year 100% guaranteed satisfaction
- ◆ 26 years of recruitment experience
- ◆ Having served as a City Manager in Kent County, I have a deep appreciation for West Michigan
- ◆ Timely and consistent communication with the Township Board will be kept informed
- ◆ Competitive fees
- ◆ Proven nationwide exposure
- ◆ Responsive customer service 7 days a week
- ◆ References that will speak to our success rate
- ◆ We will present you with a strong field of finalists
- ◆ A new Township Manager appointed on August 16, 2023
- ◆ Coaching, mentoring and networking...service beyond selection



COST PROPOSAL

Walsh Municipal Services will oversee the entire Cascade Township Manager recruitment and extend a one-year guarantee for a fee of \$13,000.

Total not to exceed \$13,900. There are no hidden fees. The payment schedule is \$8,000 upon signing the contract and \$5,000 upon new township manager contract approval. The additional \$900 covers publication costs and background check, which are billed directly to the Township.

- ◆ Draft and post job announcements through multiple print and internet-based sources.
- ◆ Recruit a **diverse field of candidates**.
- ◆ In addition to resumes, provide a candidate questionnaire, which will be made available to the Township Board at the time the governing body reviews candidates.
- ◆ Conduct preliminary phone interviews with top candidates.
- ◆ Complete responsible in-depth reference checks for top candidates.
- ◆ Prepare candidates and the Township Board for public interviews.
- ◆ Meet with the Township Board to review top candidates.
- ◆ Prepare interview questions that encompass the Cascade Township community and qualifications sought by the Township Board.
- ◆ Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- ◆ Provide the township with a comprehensive background check of the selected candidate.
- ◆ Assist the Township Attorney in contract negotiations.
- ◆ Service beyond the selection.

HUMAN RESOURCES REFERENCES

Our firm takes pride in making sure our effort throughout the recruitment allows for township staff to be able to focus on their daily job responsibilities. Our goal is for a seamless process for the township's Human Resources staff.



Kristina Kinde, City of St. Johns

kkinde@stjohns.mi.com

616-821-1950



Kalla Langston, City of Buchanan

clerk@cityofbuchanan.com

269-695-3844



Shannon Hertz, City of Portage

hertz@portagemi.gov

269-329-4533



Tanya Whited, City of Allen Park

twhited@cityofallenpark.org

313-928-2472



Michelle Miller, City of Brighton

millerm@brightoncity.org

810-599-3228



Jennifer LePage, City of Marquette

jlepage@marquettemi.gov

906-228-0480



Anna Cerven, Van Buren County

cervena@vanburencountymi.gov

269-657-8200 ext.1271

SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next Township Manager. As you know, in many ways, this is one of the most important decisions you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for Cascade Township.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President
Walsh Municipal Services
2637 Elderberry Drive
Okemos, Michigan 48864
517-920-0134
Walshmuni@gmail.com



CITY OF GRAND HAVEN

CITY MANAGER SEARCH

The City of Grand Haven is a treasure: open, green, beautifully-scaled, pedestrian-friendly and welcoming, with well-kept homes, exceptional schools, a vibrant, historic downtown and unmatched public access to waterfront on the Grand River and Lake Michigan. We seek a City Manager with strong values and leadership skills who appreciates natural beauty, good neighbors, a diverse business community and small-town living. We welcome your interest in this important role in our community.

-Catherine McNally, Mayor, City of Grand Haven



CITY OF GRAND HAVEN, MICHIGAN

CITY MANAGER

- **POPULATION**

11,011

- **SIZE**

5.8 sq. miles

- **FULL-TIME STAFF**

111

- **ANNUAL BUDGET**

\$34,200,000

- **STARTING SALARY**

\$120,000 - \$150,000



WELCOME TO GRAND HAVEN

“One of Michigan’s premier waterfront communities”

Located along the sandy beaches of Lake Michigan, Grand Haven, Michigan is one of America’s gems. Grand Haven, population (11,011) is seeking highly qualified candidates to serve as their next City Manager. After nearly 20 years of exemplary leadership, the former city manager left for an opportunity in a much larger city. The Grand Haven City Council has a rich tradition of supporting the Council-Manager form of Government. In fact, Grand Haven was among the earliest adopters of the Council-Manager form of Government, establishing the system in their 1915 City Charter.

Grand Haven is known throughout the state of Michigan and beyond, as a beautiful and vibrant city. The Grand Haven sunsets with the musical fountain playing in the background is considered by many as a summer checklist of things to do. While the city plays host to over 2.2 million visitors per year, the city boasts quaint, tree-lined streets for its 11,011 residents to enjoy. Grand Haven is a safe and welcoming city.

If you seek and appreciate what Grand Haven has to offer, we look forward to your interest in leading one of Michigan’s gems. There is a lot to like about life in Grand Haven!



GRAND HAVEN: “COAST GUARD CITY USA”

Biking, hiking, and tasting tours are just the tip of the iceberg in experiencing life in Grand Haven.

Grand Haven is nestled in the wooded dunes and surrounded by the waters of Lake Michigan, Spring Lake and the Grand River. Under the leadership of Rev. William Montague Ferry, the first settlers arrived from Mackinac Island in November of 1834.

Today, Grand Haven is a year-round destination and is home to iconic lighthouses and pier, the world’s largest musical fountain of its kind, a bustling and vibrant downtown and festivals all year long. Grand Haven has been designated “Coast Guard City USA” due to its long history with the US Coast Guard and celebrated every year with the Grand Haven Coast Guard Festival-one of the largest festivals in the state.

Grand Haven is known as a small, quintessential All-American beach town. You’ll soon find that your Grand Haven “To Do List” will be anything but small.

You can experience the rich history of Grand Haven by taking a walk along the 1.5-mile boardwalk that spans from downtown to Lake Michigan. At the end of the boardwalk, you’ll be greeted by two lighthouses that have guided ships for years. Grand Haven's history is memorialized in the Tri-Cities Historical Museum. The must-see museum is located in the Akeley Building.



GRAND HAVEN'S SLICE OF PARADISE



GRAND HAVEN LIGHTHOUSE

The iconic Grand Haven Lighthouse was established in 1839, two lights on the south pier, both painted red, are connected by a lighted catwalk that also connects you to the shore and Boardwalk. It's a special walk near sunset along the boardwalk that borders the Grand River channel.



GRAND HAVEN MUSICAL FOUNTAIN

Grab a seat this summer and help the community celebrate 60 years of the famous Grand Haven Musical Fountain. Built in 1962 with private dollars, the Fountain continues to “wow the crowds.” A typical summer performance processes over 90,000 gallons of water in front of thousands of onlookers.



GRAND HAVEN BEACHES

Enjoy gorgeous beach sand as far as the eye can see, splash in the waves, or take a book and relax in the sun. The Grand Haven beaches and State Park are considered by many as the “Best Beachfront in Michigan.”



MILES OF BIKING TRAILS

There are over 100 miles of bike paths throughout the Grand Haven Area. Popular paths and trails run along the Lake Michigan shoreline on Lakeshore Drive between Grand Haven and Holland. Free bike route maps are available at the Visitors Bureau.

CITY OF GRAND HAVEN GOVERNMENT

The City of Grand Haven is chartered as, and embraces, the Council-Manager form of Government. Five city council members, one of whom serves as Mayor, comprise the Grand Haven governing body. The Mayor is elected directly by the voters and serves the city with a two year term. The four council members are elected in odd years and serve a four-year term. The City Council is responsible for adopting and amending city ordinances, determining city policies and approving contracts for goods and services. The City Council authorizes the annual budget, which runs on a Fiscal Year (July 1-June 30) and determines the city tax millage and utility rates.

The Grand Haven budget is prepared and presented to the City Council by the City Manager and Finance Director. The City of Grand Haven FY 2022-2023 budget totals approximately \$34,200,000. A levy of 10.4 mills provides for a General Fund Budget of \$14,000,000. Through a conservative approach and foresight, Grand Haven maintains a general fund balance of \$4,200,000. Grand Haven's Taxable Value is nearly \$700,000,000.

As the administrative head of the government, the City Manager oversees a full array of municipal services including Human Resources, Economic Development, Police, Fire, Clerk, Finance, Planning, Zoning, DDA, Water, Sewer, Infrastructure and Engineering.

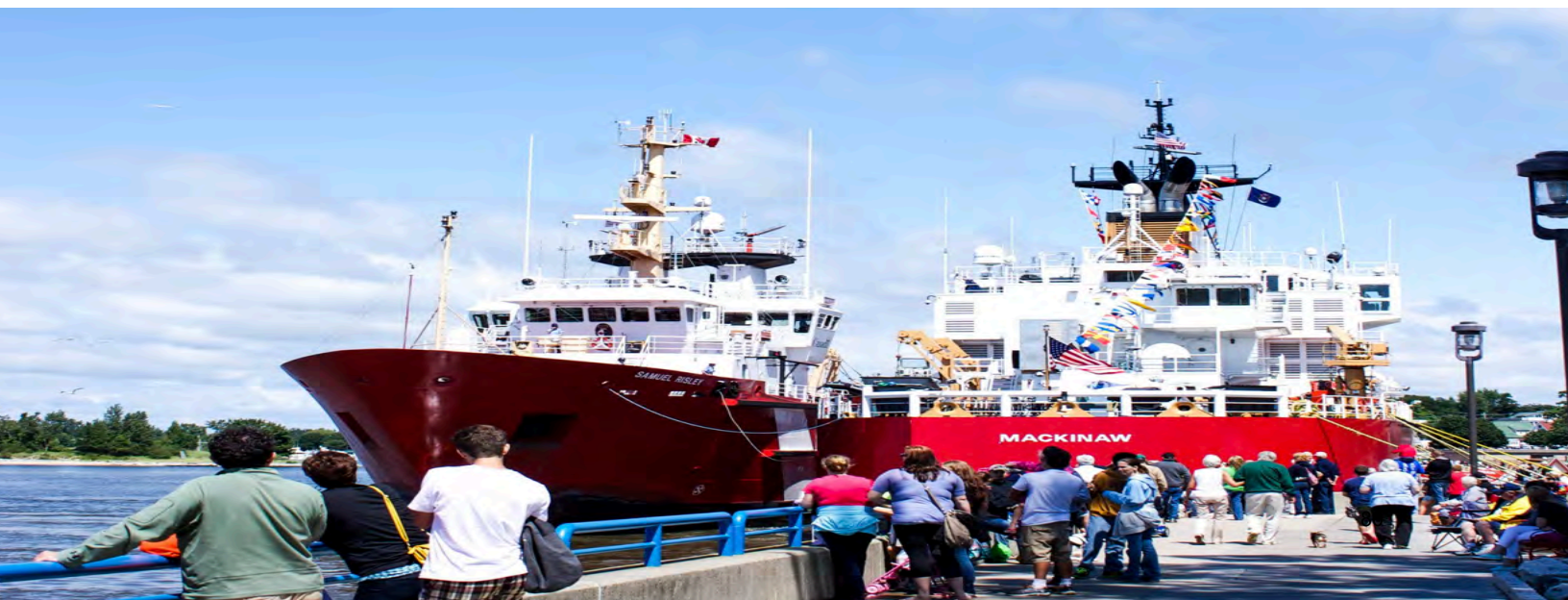
The City of Grand Haven's team provides exemplary customer service to 11,011 residents and over 2,200,000 annual tourists. They do this with a staff of 111.



“THE RIGHT FIT”

The Grand Haven City Council recognizes the importance of education and experience. In addition to both, the City Council is focused on finding “the right fit” for our welcoming community. The ideal candidate will bring the following personal characteristics:

- Listen first, respond second. Be a proven **listener** who will make Grand Haven their “home.”
- Bring **leadership** to the community with an open mind and don’t be afraid to admit your mistakes. Build trust at all times.
- The City Council seeks a **humble, public servant** that can build relationships with the community through collaboration amongst all stakeholders, not just those in the city.
- Be **visionary**. Be able to consider long-term, big picture needs without losing sight of the details.
- Be everywhere. Be willing to **immerse yourself** in the community including festivals, downtown events and non-profit groups.
- In every decision you make, put **integrity** and high ethical standards in the forefront.
- Bring inclusive, strong **communication skills** with a mindset to unite rather than divide.
- When facing a challenging community issue, bring the City Council your expertise and options. **Respect** the City Council’s role in setting and deciding policy.
- Bring outstanding **project management skills**. Understand the complexities of overseeing several expansive community projects at the same time.
- Never underestimate the importance of unparalleled **financial prowess**. We seek a proven manager who has a history of solving challenging financial issues.



WHY CHOOSE GRAND HAVEN?

While there are hundreds of Michigan communities to serve as the top appointed official, here are the top reasons to choose Grand Haven!

Downtown Grand Haven is bustling and offers something for everyone. With the connection to the waterfront, our downtown is filled with family fun entertainment, plenty of great food and shopping for all ages.

Our Waterfront. There are other Lake Michigan communities, but Grand Haven's sandy beaches are second to none. The sunset stroll from the Boardwalk to the Lighthouse should be at the top of everyone's Bucket List.

The **Grand Haven Area Public Schools.** Our schools are readily supported by our residents, and it truly means something in Grand Haven to be a Buccaneer. Our academics and athletics make our entire community proud.

Our Events. Grand Haven is home to a plethora of community events. We offer something for everyone including the Coast Guard Festival, Kite Festival, Mulligan's Hollow Ski Bowl, Music on the Grand, Musical Fountain, Summer Scavenger Hunt and an incredible 4th of July celebration.

Our History. Grand Haven has a rich history and our community embraces "reaching out to the future, but holding on to the past."

Our Arts & Culture mirror that of a big city. The Grand Haven Area has a vibrant arts and culture undertone that's easy to spot. Downtown Grand Haven art galleries are a must see.

Our Parks. You can enjoy the great outdoors in Grand Haven no matter what time of year. You can hike the dunes, stroll on the beach or explore trails through the dense forest land.

Our Fishing. Grand Haven offers one of the largest charter boat fishing fleets in Michigan. Come and spend the day on the Great Lake!

Our Community. We are a stable, welcoming city. Serving as our City Manager just may be your proudest professional accomplishment.



OPPORTUNITIES & CHALLENGES

The City of Grand Haven highly anticipates the selection and arrival of our next City Manager. The City Council and stakeholders look forward to success with the opportunities and challenges awaiting our new leader.

Here is a snapshot of the major issues facing Grand Haven:

- Build trust across all segments of the community including City Council, staff, merchants and residents. We want to be on the same page.
- Work closely with the City Council and community members to foster a consensus on the future development of Grand Haven. Character, scale and density are hot topics in our city.
- Continue to develop plans to overhaul the city's aging infrastructure. We must provide tangible infrastructure improvements with the recent voter approved perpetual three mills for utility enhancements.
- Develop a short-term and long-term fiscal plan to fund our unfunded pension liabilities. Grand Haven faces a \$30,000,000 debt with legacy costs.
- Work in a positive nature with the Grand Haven Board of Light and Power to determine a remediation plan for the Harbor Island property. The new City Manager should focus on environmental stewardship and the future use of the property.
- Continue to address housing needs at all income levels and stabilize the Community Land Trust.
- Develop a plan to rebuild our team. With a number of recent departures, the next City Manager will inherit the opportunity to build their own team.
- Downtown Grand Haven is an amazing place complete with heated sidewalks. Bring a proven reputation of building and maintaining unity amongst the downtown stakeholders.



GRAND HAVEN'S TROPHY SHELF

“Our community is proud to be recognized by several national publications for our unbridled commitment to excellence.”

“One of the 25 Best Beaches in the United States”
(Travel + Leisure Magazine)

“One of the 10 Best Beach Vacation Ideas for Families”
(USA TODAY)

“Best Beach Town on a Lake”
(Parents Magazine)

“Happiest Seaside Town in America”
(Coastal Living)

“Best Secret Beaches on Earth”
(Travel + Leisure)

“The 10 Absolutely Best Beaches in Michigan”
(Detroit Free Press)

“Ultimate Michigan Bucket List: Grand Haven, Things You Must See”
(Detroit News)

“The Best Places in the World to Retire”
(Conde Nast Traveler)

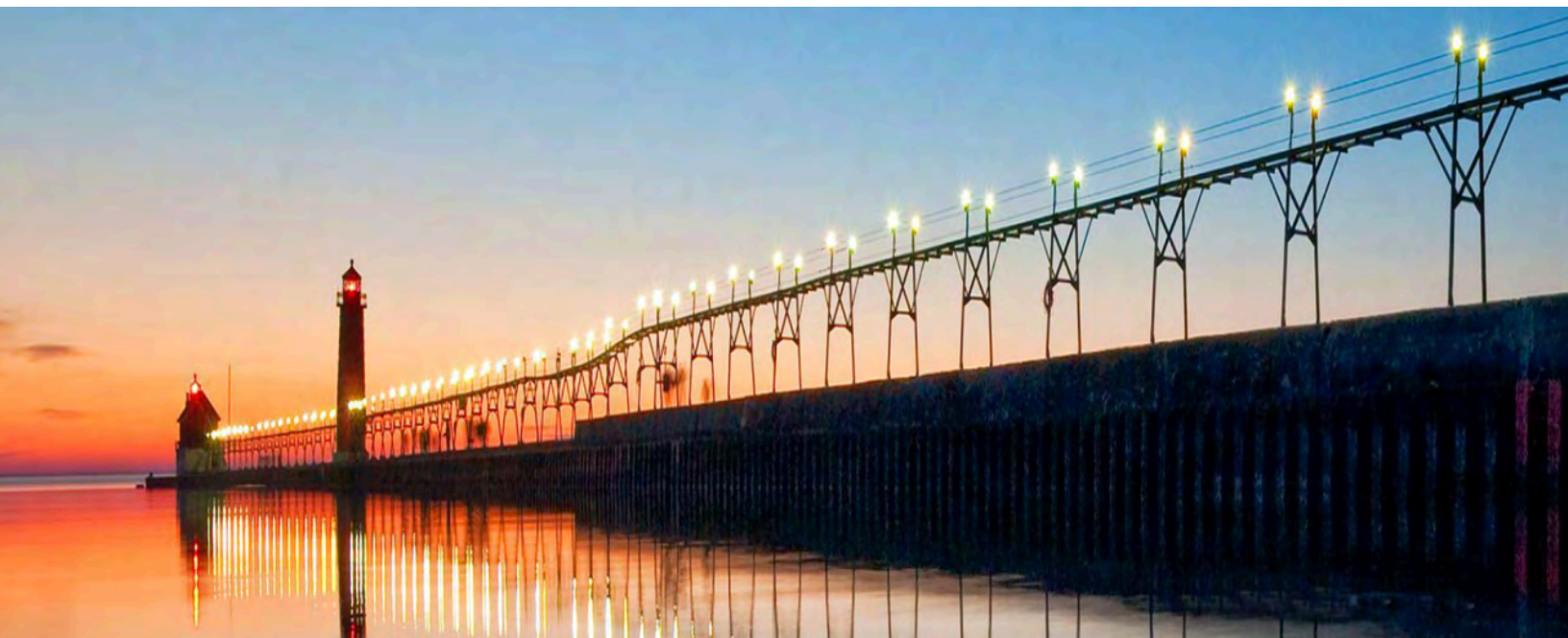
“The Country’s Best 4th of July Celebrations”
(Travel + Leisure)

“One of the Best 6 Beaches in the United States”
(U.S. News & World Report)

GRAND HAVEN RESIDENTS KNOW BEST

Several common statements appear when local residents and community stakeholders are asked to describe Grand Haven's quality of life.

- “Grand Haven is a special city with an **abundance of amenities** including the beach, musical fountain, an eclectic downtown, bike trails and Duncan Woods.”
- “Grand Haven is exactly what our family was looking for when we relocated here two years ago. Caring, conservative and an extremely safe community. It's a **highly desirable place** to live for all generations.”
- “The town in which we live is the **envy of others**. We want to protect the great things about it and care for our future.”
- “The **quality services** provided by the city are really focused on customer care. I really appreciate the diligence of our city team.”
- “It's like I'm on **vacation everyday**.”
- “The city is vibrant year-round. In July you can soak up the sun along Lake Michigan and in the winter, you can ski right in town! Grand Haven is known for **recreational opportunities**.”
- “Go Bucs! I'm a graduate of Grand Haven High School and I highly value the experiences provided to me in the Coast Guard City. I went on to Cornell University. **Grand Haven Area Public Schools** prepared me for the next chapter.”
- “Grand Haven has **tremendous health care** services through Trinity/NOCH and Spectrum.”
- “Grand Haven enjoys an extremely generous community. The work of the **Grand Haven Area Community Foundation** is inspiring.”



GRAND HAVEN'S 2022 STRATEGIC PLAN

The Grand Haven City Council has worked as a team to develop their 2022 Strategic Plan. Their vision has led to the creation of seven priorities and outcomes. The new City Manager will work to sustain and enhance their Strategic Plan.



1. EXCELLENCE IN GOVERNMENT



2. ENVIRONMENTAL STEWARDSHIP



3. COMMUNITY & NEIGHBORHOOD LIVABILITY



4. ECONOMIC DEVELOPMENT & AFFORDABILITY



5. RECREATION, CULTURE & LEARNING



6. HEALTH & SAFETY FOR ALL



7. ENGAGED AND CONNECTED CITIZENS

HOW TO APPLY

DEADLINE TO APPLY: FRIDAY, SEPTEMBER 2, 2022

To join the Grand Haven Team, please submit a cover letter, resume and five professional references to Frank L. Walsh, Walsh Municipal Services, LLC. Applications will be received at walshmuni@gmail.com. Please indicate in your cover letter whether you are requesting confidentiality as allowed under the Michigan Open Meetings Act.

The City of Grand Haven is an Equal Opportunity Employer.



Cascade Township, Michigan Request for Proposal Township Manager Recruitment & Selection

May 18, 2023



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Director of Administrative Services
847-380-3198
LPederson@GovHRusa.com

Table of Contents

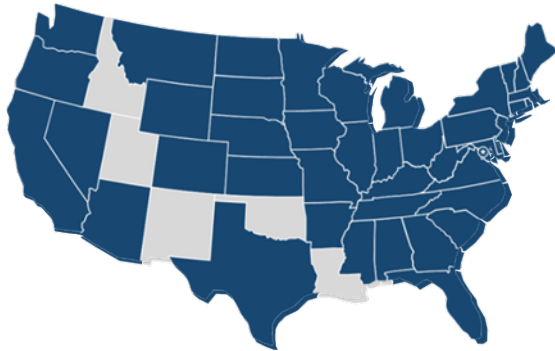
Firm Profile.....	3
Our Leadership.....	3
Why Choose GovHR?	4
Our Team	5
Project Approach and Methodology.....	6
Phase I: Position Assessment, Position Announcement & Brochure.....	6
Phase II: Advertising, Candidate Recruitment & Outreach.....	6
Phase III: Candidate Evaluation & Screening	7
Phase IV: Presentation of Recommended Candidates	7
Phase V: Interviewing Process & Background Screening.....	7
Phase VI: Appointment of Candidate.....	8
Project Timeline	9
Commitment to Diversity, Equity & Inclusion in Recruitments	9
Recruiting in Today’s Candidate Market.....	10
Full Scope Recruitment – Price Proposal	11
The GovHR Guarantee – Full Scope Recruitment	12
Contract Signature Page	13

Attachments

Consultant Biography
 Client List

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,000 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **41 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and interviews with potential finalist candidates, to ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Vice President, Ryan Cotton. He will act as your project manager and primary point of contact for this project. His full biography can be found as part of the Appendix and his client lists are available on our website.

Project Manager

Ryan Cotton

Vice President

616-638-8910

RCotton@GovHRusa.com

Proposal Inquiries



Laurie Pederson

Client Services & Administrative Director

847-380-3198

LPederson@GovHRusa.com

Project Approach and Methodology

We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- Surveys can be used for department personnel to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 14,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 7,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
 - The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector Job Board/Career Center websites

- Social media: LinkedIn (over 20,000 connections), Facebook, Instagram and Twitter
- GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Candidate Completion of a questionnaire
 - Candidate References are contacted
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will review the recruitment report with the client and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates' credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted on the top finalist:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for the interviews, serving as a resource and facilitator. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI initiatives at the International City and County Management Association conference and state conferences in Illinois, Michigan, Wisconsin, and North Carolina. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating DEI values into recruitment and selection processes. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting in Today's Candidate Market

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
All Inclusive Fee: (Includes repeat client discount) - Includes Advertising charges - Full Position Brochure designed by in house Graphic Designer - Includes Background Screening on Finalist - Includes Consultant Travel (up to 3 trips)	\$15,500
Total (Not to exceed):	\$15,500

This fee does not include travel and accommodations for candidates interviewed.

Consultant travel expenses are included in the price proposal up to three trips. Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal:	40% of the Recruitment Fee
2nd Invoice upon recommendation of candidates:	40% of the Recruitment Fee
Final Invoice upon completion:	20% of the Recruitment Fee plus all expenses

Payment of invoices is due within thirty (30) days of receipt.

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Cascade Township, Michigan agrees to retain GovHR USA, LLC (“GovHR”) to conduct a Township Manager Recruitment in accordance with its proposal dated May 18, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Cascade Township, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____



RYAN COTTON



Ryan Cotton is a Vice President with GovHR USA, and has over 35 years of experience as a local government management professional in multiple communities in three states including Duvall, Washington, Montpelier, Vermont and Grand haven, Spring Lake, Eastpointe, Caledonia, and Holland Michigan. Mr. Cotton is an ICMA Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services and on statewide boards.

Ryan has extensive grant experience in Illinois, Michigan, and Vermont. He brought in more than \$20 million in grants and other non-local tax funding to communities he served-- achieving a 95% success rate.

PROFESSIONAL EDUCATION

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH

- Vermont Association of Realtors, Impact Fees and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Adjunct Instructor, Grand Valley State University and Hope College
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998

MEMBERSHIPS AND AFFILIATIONS

- Michigan Local Government Managers Association, Former Board of Directors
- West Michigan Strategic Alliance, Former Board of Directors

PROFESSIONAL BACKGROUND

- Interim City Administrator, Duvall, WA, 2021
- Interim City Manager, Eastpointe, MI 2019
- Interim Village Manager, Caledonia, MI 2019
- Interim City Manager, Eastpointe, MI 2018
- City Manager, Holland, MI 2012-2017
- Village Manager, Spring Lake, MI 2002-2012
- City Manager, Grand Haven, MI 1995-2002
- City Manager, Montpelier, VT 1986-1994
- Assistant City Manager, Upper Arlington, OH 1984-1986





Client Testimonials:

Ryan Cotton & GovHR USA

Burien, WA City Manager Recruitment, 2022

GovHR, USA (Ryan Cotton) delivered all elements of the City Manager Executive search as specified in our contract, and he did so with a high degree of professionalism, patience. He possesses a calm thorough demeanor which is very suited for this work.

GovHR, USA recruited a total of 55 candidates to apply for the position of City Manager with the City of Burien. This number far exceeded expectations and delivered upon the City Council's desire to have a pool of applicants with diverse backgrounds and experience levels.

GovHR, USA demonstrated their promise to remain always engaged. Once selected, Ryan Cotton was engaged and responsive to any number of requests, and always followed through to the customer's satisfaction.

Burien had a team of leadership members that participated in edits of the brochure, interview question development, and public engagement. Even with many edits, requests for public engagement (surveys, public meetings, etc), Ryan was responsive and open-minded to deliver a process that reflected Burien's goals.

When the City of Burien hired the executive search firm, GovHR, USA we knew that collaboration and consensus among the City Council was a significant goal. Ryan Cotton spent the time necessary to address questions and concerns Council until the final 7-0 decision was made to hire the City Manager.

Cathy Schrock, Administrative Services Director

Kalamazoo County, MI Administrator/Controller Recruitment, 2022

Kalamazoo County was extremely pleased with the level of detail, accountability and professionalism that we received from GovHR throughout our search for a County Administrator. Mr. Cotton was timely, reliable, understanding and went the extra mile throughout our entire search process. In the end, we were able to secure an ideal candidate for our county. I would provide GovHR 5 out of 5 stars and highly recommend them!

Jim Rutherford, Interim County Administrator/Controller

City of Paw Paw, MI Organization Recruitment, 2021

GovHR provided us with an individualized, unique approach to the study we wanted to accomplish. We did not receive a cookie-cutter final product, but one that was tailored to meet our community's individualized objectives. I would highly recommend the team at GovHR.

Sarah Moyer-Cale, Current Hastings City Manager

City of Duvall, WA City Administrator Recruitment, 2021

We thoroughly enjoyed working with Ryan at the City of Duvall. He brought a wealth of experience and wisdom and a team focused approach. 5 stars 😊

Amy Ockerlander, City of Duvall, Washington Mayor

LaGrange, IL DPW Director Recruitment, 2021

The Village has used GovHR for several key recruitments, and each engagement has been highly professional, responsive and comprehensive. GovHR has a deep knowledge of municipal needs and extensive networks to help market position openings, which provides an edge in a competitive recruitment environment.

Andri Peterson, Village Manager

Chicago Executive Airport, IL Recruitment, 2021

Please accept a big "THANK YOU" from Bill, me, Tom and our entire Board for your assistance. Human capital is the most important type of capital, and we're excited about the new leadership!

Court Harris, Chicago Executive Airport Board President

City of Portage, MI Development Services Director Recruitment, 2020

It was a pleasure working with Ryan. I told the person checking his references that the only problem was it was difficult to choose from the good candidates GovHR provided.

Shannon Hertz, Portage Human Resources Director

City of Ludington, MI Strategic Plan, 2020

The City of Ludington appreciate the responsiveness and flexibility of Ryan and GovHR as we dealt with the onset of COVID-19 during the middle of our implementation period. This plan was the first of its kind and was built in a way that allows us to build upon it into the future. I would definitely recommend Ryan and GovHR for any community looking to begin their strategic planning process.

Mitch Foster, City Manager

City of Adrian, MI City Administrator Search Recruitment, 2018

As a candidate for employment, I truly appreciated GovHR's executive recruitment process. One of the challenging things about seeking a position is when you feel like you've been "left hanging" with uncertainty about the status of the recruitment. That was never the case with GovHR. Ryan Cotton provided clear communication throughout each step. When candidates apply for a GovHR job posting, they be assured that the process will be professional from beginning to end.

Nathan Burd, Current Livingston County Manager

City of Eastpointe, MI City Manager Recruitment and Interim Services, 2018/19

Mr. Cotton was extremely professional and sensitive to the needs of our city. He invested time in learning the lay of the land in order to make informed decisions that were fitting for our local government and well-received by the community. He was very respectful of Council's authority and had a keen understanding of his role. He executed his responsibilities swiftly and I was very impressed with the knowledge and experience he brought to the table.

Mike Klinefelt, former Mayor Pro-Tem, Eastpointe

Lander, Wyoming Grant Writing, 2019 to Present

Grant writing services from GovHR (Ryan Cotton) have allowed our small community of 7,500 people to successfully compete for large State and Federal grant opportunities. Lander, Wyoming has been awarded grants ranging from \$83,000 to \$250,000 allowing us to complete large projects that would have been impossible within our normal budget. Through GovHR, Lander is now engaged in two additional grant opportunities that could bring \$6,000,000 into our community for flood mitigation and "Safe Streets for All" projects. Now, more than ever, communities should take advantage of professional grant writing services to take advantage of the BIL funding.

RaJean Strube Fossen, Assistant Mayor, Lander

**Ryan Cotton
Vice President**



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Parent Company of GovTempsUSA
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Main Line: 847-380-3240
866-803-1500 FAX
rcotton@govhrusa.com

Michigan Client List 2018 to Present

STATE	CLIENT	POSITION	YEAR	POPULATION
Michigan	Adrian	City Administrator	2018	20,676
			2020	20,676
		Finance Director (Professional Outreach)	2019	20,676
	Albion	City Manager	2018	8,337
	Ann Arbor	Director of Organizational Equity	2022	117,700
		Parks & Recreation Services Manager	2022	117,700
	Ann Arbor Downtown Development Authority	Executive Director	2021	121,477
	Barry County	Director of Equalization	2021	60,540
		Payroll & Human Resources Specialist (Professional Outreach)	2022	60,540
	Battle Creek	Fire Chief	2022	52,721
		Public Works Director	2022	52,721
	Charlotte	City Clerk (Virtual)	2020	9,100
		City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	East Lansing	Finance Director (Limited)	2022	48,500
	Eastpointe	City Manager	2019	32,673
		Economic Development Manager (Professional Outreach)	2019	32,673
	Ferndale	City Manager	2019	20,428
		Community & Economic Development Director	2022	20,428
		Director of Public Works	2021	20,428
		Finance Director (Virtual)	2021	20,428
		Fire Chief	2020	20,428
	Ferndale Downtown Development Authority	Executive Director	2019	20,428
	Grand Rapids	City Engineer (Virtual)	2019	200,217
		Community Development Director (Virtual)	2022	200,217
		Financial Systems Administrator (Virtual)	2019	200,217
		Fire Chief	2023	200,217
		Utilities Director (Virtual)	2019	200,217
	Jackson	City Attorney	2019	32,704
	Kalamazoo County	County Administrator	2022	265,066
	Kent County	Director of Fiscal Services	2019	636,369
	Lincoln Park	City Manager	2019	36,665
	Macatawa Area Coordinating Council	Executive Director (Professional Outreach)	2021	Multi
	Midland	Chief of Police	2019	42,000

	Oakland County	Chief Diversity, Equity and Inclusion Officer	2019	1,251,000
			2022	1,251,000
		Chief Information Officer	2022	1,251,000
		Corporation Counsel	2021	1,251,000
		Deputy Corporation Counsel	2021	1,251,000
		Director of Economic Development	2020	1,251,000
			2022	1,251,000
		Director of Facilities	2021	1,251,000
		Director of Parks & Recreation	2021	1,251,000
		Director of Public Service	2021	1,251,000
		Environmental Sustainability Officer	2021	1,251,000
		Equalization Officer	2021	1,251,000
		Health Officer	2021	1,251,000
	Oakland Township	Township Manager	2018	19,132
	Orion Township	Fire Chief	2023	40,209
	Oscoda-Wurtsmith Airport Authority (OWAA)	Airport Director/Manager	2021	Multi
	Ottawa County	County Administrator	2021	296,200
	Portage	Director of Development Services	2020	50,126
	Rochester	City Manager	2022	13,017
		Director of Public Works	2021	13,017
	Rochester Hills	Director of Human Resources	2020	73,125
		Director of Information Systems (Professional Outreach)	2021	73,125
	Royal Oak	Assistant City Attorney (Professional Outreach)	2021	59,112
		City Attorney	2020	59,112
		City Manager	2020	59,112
		Finance Director	2022	59,112
	Saginaw-Midland Water	General Manager	2018	260,000
	Sault Ste. Marie	City Engineer (Virtual)	2019	13,631
		Director of Public Works (Virtual)	2019	13,631
	Southeast Michigan Council of Governments (SEMCOG)	Director of External Affairs	2022	Multi
	St. Clair Shores	Assistant City Manager (Professional Outreach)	2021	59,984
		Finance Director/Treasurer (Professional Outreach)	2021	59,984
	Sterling Heights	City Planner	2023	129,699
		Fire Chief	2020	129,699
	Tri-County Regional Planning Commission	Executive Director	2018	464,034
	Troy	Assistant City Manager	2019	83,181
		City Manager	2018	83,181