



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

NOTICE OF PUBLIC MEETING VIA VIDEO CONFERENCE

In accordance with Public Act 228 of 2020, which declares that public bodies subject to the Open Meetings Act can use telephone and/or video conferencing technology to meet and conduct business during the ongoing COVID-19 pandemic, the Cascade Charter Township Board of Trustees will conduct a regular meeting on Wednesday, Wednesday March 24 at 7:00pm utilizing the Zoom video conferencing platform, for the purpose of conducting official business while complying with the Michigan Department of Health and Human Services orders and recommendations designed to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

INSTRUCTIONS FOR ACCESS AND PARTICIPATION

Meeting ID: 892 1093 3926

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89210933926>

iPhone one-tap :

US: +19292056099,,89210933926#

or

+13017158592,,89210933926#

Telephone:

(for higher quality, dial a number based on your current location):

+1 312 626 6799

or +1 929 205 6099

or +1 346 248 7799

or +1 669 900 6833

or +1 253 215 8782

or +1 301 715 8592

International numbers available: <https://us02web.zoom.us/j/89210933926>

Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Assistant Township Manager, Stephanie Fast, at sfast@cascadetwp.com or 616-949-1500 at least 24 hours prior to the meeting

PUBLIC PARTICIPATION

Members of the public will be able to listen to and view all discussion by the Township Board and all official materials for this meeting prepared for the Township Board will be included in the meeting packet and available to the public on the Township website www.cascadetwp.com Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Cascade Township Board about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Supervisor Grace Lesperance: glesperance@cascadetwp.com

Clerk Sue Slater: sslater@cascadetwp.com

Treasurer Ken Peirce: kpeirce@cascadetwp.com

Trustee Jim Koessel: jkoessel@cascadetwp.com

Trustee Timmy Noordhoek: tnoordhoek@cascadetwp.com

Trustee Tom McDonald: tmcdonald@cascadetwp.com

Trustee John Shipley: jshipley@cascadetwp.com

Manager Ben Swayze: bswayze@cascadetwp.com

AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING
Wednesday, March 24, 2021
7:00 P.M.

Expected Meeting Procedures

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

- Article 1. Call to Order, Roll Call**
- Article 2. Pledge of Allegiance to the Flag**
- Article 3. Approval of Agenda**
- Article 4. Presentations**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board Minutes – 3/10/21
 2. Public Safety Advisory Committee Minutes – 2/8/21
 3. Personnel Finance Committee Minutes – 2/10/21
 - b. Receive and File Reports
 1. Treasurer’s Report – November 2020
 - c. Receive and File Education Requests
 1. None
 - d. Receive and File Communication – None
 1. None
 - e. Consent Action
 1. Deputy Position Realignment
- Article 7. Financial Actions**
- a. None
- Article 8. Unfinished Business**
- Article 9. New Business**
- 031-2021 Consider a Resolution Approving the Brownfield Redevelopment Authority (BRA) By-Laws (Roll Call)**
- 032-2021 Consider a Resolution Adopting the 2021 Poverty Exemption Policy & Guidelines (Roll Call)**

- 032-2021 Consider Interurban Transit Partnership (The Rapid) Transportation Services Contract**

- 033-2021 Consider a Resolution Establishing the Ad Hoc Laraway Lake Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters (Roll Call)**

- 034-2021 Consider a Resolution Establishing the Ad Hoc Thornapple River Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters (Roll Call)**

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, March 10, 2021

Virtual Zoom Meeting

7:00 P.M.

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald and Noordhoek.
Excused/Late: Trustee Shipley, 7:03pm
Absent: None
Also Present: Township Manager Swayze, Assistant Township Manager Fast, Fire Chief Magers, Progressive AE Designer Jim Horman, and Manager of Assessment Services Center.
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**
Motion was made by Trustee Koessel and supported by Trustee McDonald to approve the Agenda as presented. Motion carried unanimously.
- Article 4.** **Presentations**
Fire Station #1 Final Presentation and Recommendations.
- Article 5.** **Public Comments**
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
 - 1. Township Board Minutes – February 24, 2021
 - 2. Infrastructure Committee Minutes – January 6, 2021
 - b. Receive and File Reports
 - 1. Inspectors Report – February 2021
 - c. Receive and File Education Requests
 - 1. Todd Stevenson – Size Up and Command for the Small Dept. – March 20, 2021 – Traverse City, MI
- Motion was made by Trustee Shipley and supported by Clerk Slater to approve the Consent Agenda as presented. Motion carried unanimously.
- Article 7.** **Financial Actions**
- a. Tax Collection Report - 2020
- Article 8.** **Unfinished Business**
- Article 9.** **New Business**
- 023-2021 Consider Building and Grounds Equipment Replacement Purchases.**
Motion was made for approval by Trustee McDonald and supported by Trustee Koessel. Motion carried unanimously by roll call vote.

- 024-2021 Consider Server Replacement.**
Motion was made for approval of AppServer Replacement only (not Exchange Server at this time) by Trustee McDonald and supported by Trustee Shipley. Motion carried unanimously by roll call vote.
- 025-2021 Consider Kent County Designated Assessor Interlocal Agreement.**
Motion was made to table by Trustee Koessel and supported by Trustee McDonald. Motion carried unanimously.
- 026-2021 Consider Approval of 2021 Local Road Improvements.**
Motion was made for approval by Trustee Shipley and supported by Clerk Slater. Motion carried unanimously by roll call vote.
- 027-2021 Consider Progressive AE Agreement for Station #2 Outbuilding.**
Motion was made for approval with the inclusion of review of contract and close oversight of the process by Trustee Koessel and supported by Clerk Slater. Motion carried with a vote of 6-1. In favor: Clerk Slater, Treasurer Peirce, and Trustees Noordhoek, Shipley, McDonald, and Koessel. Opposed: Supervisor Lesperance.
- 028-2021 Consider 123.Net Inc, METRO Act Right of Way Permit Renewal.**
Motion was made for approval by Trustee Shipley and supported by Trustee Noordhoek. Motion carried unanimously.
- 029-2021 Consider Appointments to Planning Commission and Grand Valley Metro Counsel.**
Motion was made for approval by Trustee McDonald and supported by Trustee Shipley. Motion carried unanimously.
- 030-2021 Consider a Resolution Establishing a Citizen PFAS Advisory Committee.**
Motion was made for approval by Trustee McDonald and supported by Treasurer Peirce. Motion carried unanimously by roll call vote.

Article 11. Public Comments

Craig Meurlin - 6333 Thornhills Ct. SE. – Addressed the Board about his disappointment in the price variants in the New Township Building from projected to actual, as well as the legal descriptions.

Article 12. Manager Comments

Article 13. Board Member Comments

Trustee Shipley offered the following comments:

- Thanked the residents for attending the meeting.
- Noticed that there's foam on the river, and reminded them that the foam has PFAS in it.

Trustee Koessel offered the following comments:

- Wanted to clarify his comments regarding the PFAS Advisory Committee.

Trustee Noordhoek offered the following comments:

- Wants to watch the cost of the new Fire Station.

Trustee McDonald offered the following comments:

- Agreed with Treasurer Peirce's suggestion of looking into the after cost of the Township Hall to learn from the price differences.

Article 14. Adjournment

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

Meeting adjourned at 9:20p.m.

Respectfully submitted,

Padley Gallagher
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

CASCADE CHARTER TOWNSHIP
PUBLIC SAFETY ADVISORY COMMITTEE MEETING

February 18, 2021 at 9:00am

Held via Zoom Remote Conferencing Software &
Large Conference Room at Township Hall
2865 Thornhills SE, Grand Rapids, MI 49546

Members Present: Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

Others Present: Township Manager (TM) Ben Swayze, Fire Chief Adam Magers, Director of Building Inspections (DBI) Brian Wilson

Call to Order: Treasurer Peirce called the meeting to order at 9:00 a.m.

Business: The Public Safety Advisory Committee discussed the following items:

1. Approval of the January 20, 2021 Meeting Minutes

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

It was noted that Trustee Shipley and Trustee Noordhoek made the motion to appoint Treasurer Peirce as Chair and Trustee Noordhoek and Treasurer Peirce made the motions to appoint Trustee Shipley as Vice Chair.

Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes as amended. Motion carried.

2. Code Inspection Shared Services Agreement

DBI Wilson reviewed the request from the City of Wyoming to possibly memorialize a shared services agreement. In the past the Township has provided limited inspection services to non-partner communities on an emergency as-needed basis. As it starts to become tougher to find qualified inspectors, consideration needs to be given to establishing a formal agreement to cover such services. In addition to Cascade and Wyoming, similar agreements are being considered with Grand Rapids and Kentwood as well

Discussion ensued. The general consensus was that is that any final agreement should include all of the potential partner communities. TM Swayze can continue to authorize temporary arrangements until such time as a formal agreement with all partners is ready to be considered.

No action, discussion only

3. Fire Station #1 Study

TM Swayze and Chief reviewed the presentation that was given at the January 19 public meeting, as well as the results of the public survey that was opened just after the presentation. The results of the survey were generally positive, though a few questions were asked. TM Swayze also indicated that the Personnel and Finance Committee had recommended that bond financing be pursued to pay for a portion of the project, among other things. Discussion ensued. The general consensus of the committee was that the presentation to the Township Board should be made. The committee is looking for a “turn-key” project and all of the cost details for the project should be identified up front.

Motion by Trustee Shipley, supported by Trustee Noordhoek to forward a positive recommendation on moving forward with the Fire Station #1 project. Motion Carried.

4. Fire Station #2 – Outbuilding

TM Swayze and Chief Magers explained that as part of the Fire Station #1 Study, there was an identified need to construct an outbuilding to help in storing department equipment during “off-season” non or limited usage. This would ensure that all equipment and vehicles are kept indoors and not exposed to the elements, and will eliminate “clutter” in our stations which can affect response times. The building was considered as part of the Station #1 build, but it was determined that the recommended location for Station #1 (current Thornhills site) as well as one of the two alternative sites (28th and Charlevoix) could not support an additional outbuilding of this size, so Station #2 site was recommended. In addition, the outbuilding is a necessary part of the short-term operations plan while Station #1 is under construction.

At the previous meeting, the committee indicated a need to move forward on this part of the project due to timing issues with Station #1. The contract presented is a design/build contract with Progressive AE. If recommended by the committee it will need to go through legal review before being approved. Discussion ensued.

Motion by Trustee Shipley, supported by Trustee Noordhoek to recommend the Township Board approve the contract with Progressive AE for the Fire Station #2 outbuilding. Motion Carried.

Adjournment: Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:53 am

Approved by the Public Safety Advisory Committee – 3.17.21

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

Members Present: Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze

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

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

1. Approval of the January 13, 2021 Meeting Minutes

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

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

2. 2021 Capital Improvements Financing

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

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

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

3. Township Attorney RFP

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

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

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

Approved by the Personnel Finance Committee – 03.10.21

TREASURER'S DEPARTMENT

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

NOVEMBER 2020

BANK BALANCES

BANK	AMOUNT
<u>FLAGSTAR BANK</u>	
TAX CHECKING	\$127,349.96
<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$1,852.60
<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$727.27
GRAND TOTAL	<u><u>\$129,929.83</u></u>

TOWNSHIP BALANCES

REGISTER	AMOUNT
<u>FLAGSTAR BANK</u>	
TAX CHECKING	\$127,349.96
<u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$1,852.60
<u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$727.27
GRAND TOTAL	<u><u>\$129,929.83</u></u>

Oxana 3/10/21

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Kenneth B. Peirce 3/10/21

Reviewed by
KENNETH B. PEIRCE
TREASURER

Date

CASCADE CHARTER TOWNSHIP
TREASURER'S OFFICE REPORT

NOVEMBER 20

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	FLAGSTAR	366,516.31	0.15								
	FLAGSTAR MMA	66,510.25	0.25								
	KENT CTY POOL	1,173,969.98	0.70								
	MI CLASS	1,507,056.14	0.08								
	MERCANTILE			535,196.84	2.45	7/26/2022					
	COMERICA BANK			546,167.21	1.80	3/23/2021					
	HORIZON BANK	527,359.39	0.15								
	GRAND RIVER			515,629.42	2.75	12/19/2020					
	CONSUMERS CU			262,175.00	2.00	1/8/2021					
	LMCU			1,031,066.34	1.25	6/2/2021					
	MSUFCU			500,015.00	0.80	8/24/2022					
	COMERICA SECUR./WF							2.80	8/17/2020		
	COMERICA SECUR./WF							500,000.00	1.75	2/28/2023	
	TOTAL GENERAL FUND		3,661,412.07	0.28	3,390,249.91	1.75		500,000.00	1.75		7,551,661.98
151 CEMETERY	LMCU	117,633.76	0.50							117,633.76	0.50
206 FIRE FUND	FLAGSTAR	317,605.77	0.25								
	MI CLASS	806,476.93	0.08								
	COM CHOICE CU			261,290.23	3.05	4/18/2021					
	LEVEL ONE			276,762.78	0.20	5/24/2021					
	ADVENTURE CU			517,061.41	1.95	2/27/2023					
	COMERICA SECUR./JPM							2.00	9/30/2022		
TOTAL FIRE FUND		1,124,082.70	0.13	1,055,114.42	1.76					2,179,197.12	0.92
207 POLICE FUND	FLAGSTAR	396,717.35	0.25								
	NORTHPOINTE BANK			273,694.20	1.00	11/11/2021					
	CIBC/ fna PRIVATE			788,499.63	1.95	3/25/2022					
	LMCU			257,609.64	2.00	3/13/2021					
TOTAL POLICE FUND		396,717.35	0.25	1,319,803.47	1.76					1,716,520.82	1.41
208 HAZMAT FUND	LMCU	38,314.28	0.35							38,314.28	0.35
209 OPEN SPACE	CHEMICAL	398,193.32	0.01								
	MI CLASS	376,134.08	0.08								
	CHEMICAL					1.62	4/17/2020				
TOTAL OPEN SPACE		774,327.40	0.04							774,327.40	0.04
211 DAM REPAIR	MI CLASS	436,856.19	0.08								
	LMCU			341,374.61	1.15	9/10/2021					
TOTAL DAM REPAIR		436,856.19	0.08	341,374.61	1.15					778,230.80	0.55
216 PATHWAY FUND	MACATAWA	234,632.09	0.05								
	MI CLASS	308,636.60	0.08								
	CIBC/ fna PRIVATE					2.05	10/17/2020				
	GRAND RIVER			518,170.99	2.05	10/4/2022					
	ADVENTURE CU			563,499.08	1.25	7/9/2021					
TOTAL PATHWAY FUND		543,270.69	0.07	1,081,670.07	1.63					1,624,940.76	1.11
246 PUBLIC UTILITY	FLAGSTAR	716,277.32	0.25								
	IRF	851,276.74	0.08								
	CHEMICAL BANK			532,500.72	1.75	7/5/2021					
TOTAL PUBLIC UTILITY		1,567,554.06	0.16	532,500.72	1.75					2,100,054.78	0.56
248 DDA FUND	FLAGSTAR	294,292.84	0.25								
	MI CLASS	829,263.34	0.08								
	UNION BANK			260,171.62	0.70	8/26/2021					
	ADVENTURE CU			213,640.41	2.00	10/27/2021					
TOTAL DDA FUND		1,123,556.18	0.12	473,812.03	1.29					1,597,368.21	0.47
249 BLDG. INSPECTION	FLAGSTAR BANK	16,095.77	0.25								
	FLAGSTARL BANK R.	30,984.56	0.35								
	MI CLASS	107,165.04	0.08								
	CONSUMERS CU	316,713.25	1.00			1.00	3/10/2020				
	CHEMICAL BANK			569,753.35	1.93	10/28/2022					
	CHEMICAL BANK			307,919.91	2.50	4/30/2021					
	FNB OF AMERICA			318,262.02	0.80	10/19/2021					
	FNB OF AMERICA			105,533.99	1.85	12/18/2020					
	FNB OF AMERICA			224,621.60	0.85	9/18/2021					
	FNB OF MI			548,201.80	1.80	12/11/2020					
INDEPENDENT BANK			321,327.11	2.25	6/19/2021						
TOTAL BLDG. INSPECT.		470,958.62	0.05	2,395,619.78	1.76					2,866,578.40	1.48
270 LIBRARY FUND	UNITED BANK	508,270.87	0.25								
	MI CLASS	466,328.80	0.08								
	LMCU			445,585.17	1.80	3/27/2021					
	WMCB			272,563.93	0.25	12/1/2020					
	NORTHPOINTE BANK			570,033.64	1.00	4/8/2021					
TOTAL LIBRARY FUND		974,599.67	0.17	1,268,182.74	1.12					2,262,782.41	0.71
701 T & A	CHEMICAL BANK	158,280.33	0.01							158,280.33	0.01
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022				12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,137.84	0.01							23,137.84	0.01
701 HENRY KRAMER	CHEMICAL BANK	15,389.50	0.01							15,389.50	0.01
TOTAL		11,426,090.64	0.18	11,890,727.75	1.64		500,000.00	1.75		23,816,818.39	0.94

Sourine 3/10/21
Submitted by Oxana Sourine Deputy Treasurer Date

Ken Peirce 3/10/22
Reviewed by Ken Peirce Date Treasurer



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

Date: March 12, 2021
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze – Cascade Township Manager
Personnel & Finance Committee
Subject: Realignment of the Deputy Clerk and Deputy Treasurer Positions

The Township administration has recently experienced procedural and customer service issues regarding the employees of the Clerk's office that were not able to be addressed using standard human resources practices due to the current administrative structure of those positions. As a result, I propose an immediate restructuring of the Deputy Clerk and Deputy Treasurer positions. The proposed restructuring will ensure that all employees of the Township can be held to the policies and procedures of the Township and that all work can be completed in an efficient and effective manner. The new possible job descriptions are attached, and would give the Township Manager oversight of these staff positions, with the exception of the duties assigned to the Deputy Clerk and Deputy Treasurer positions.

Funded Positions

In the Treasurer's Department, there are already two positions established for the employee that retains the title of "Deputy Treasurer." This arrangement was completed to ensure that both the Township Manager and Treasurer had oversight of the position. The Treasurer is responsible for overseeing the statutory duties of the "Deputy Treasurer" job description while the Township Manager is responsible for overseeing the responsibilities as laid out in the "Account Clerk II" position. I am proposing that this remain the same, however I would propose that the "Account Clerk II" position be retitled to "Treasury Services Administrator" to better reflect the role of the position.

Currently the Deputy Clerk position does not have a secondary position title. Up until 2020 the position was held as a Deputy Clerk/HR Director position. In 2020 this position was split due to the time needed to be dedicated to each function. The Deputy Clerk position was retained while a new position, HR Generalist was created. I am proposing this position once again be split into two titles. The "Deputy Clerk" position will retain the statutory duties of the position and will be overseen by the Clerk. The secondary position will be titled "Public Services Administrator" and will retain the non-statutory duties of the position, including responsibility for cemeteries and passports.

Funding for these positions will be vested in the non-deputy job descriptions. While the Treasurer and Clerk will retain their statutory right to appoint their respective deputies, they will need to work cooperatively with the Township Manager in order to select a candidate if they would like the candidate to receive compensation for their duties

Requested Board Action

I am requesting the Township Board take action to create the following positions, including funding, effective immediately:

- Restructuring of Deputy Clerk Position – Pay Grade (None)
- Restructuring of the Deputy Treasurer Position – Pay Grade (None)
- Creation of the Treasury Services Administrator Position – Pay Grade (6)
 - This position replaces the Account Clerk 1 Position
- Creation of the Public Services Administrator Position – Pay Grade (5)

This recommendation has been reviewed and the Personnel Finance Committee and they are recommending that the Township Board approve the recommendation as proposed.

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Deputy Treasurer
Department: Treasurer
Reports to: ~~Township Manger~~ Treasurer
Position(s) Supervised: None
Employment Status: ~~Full-Time or Assigned; Non-Exempt~~ Statutorily Appointed
Pay Grade: ~~4~~ None

BROAD STATEMENT OF RESPONSIBILITIES:

~~Under the direction of the Township Manager, the Deputy Treasurer performs a wide range of accounting, administrative and clerical duties to ensure efficient operations of the Treasurer's Office. Per state statute, the Deputy Treasurer must be appointed by the Township Treasurer. The Deputy Treasurer performance the statutory duties of the Treasurer in his/her absence or at his/her direction, except voting on Township matters requiring an Elected Official. The position does not come with compensation, but can be given to an existing Township employee.~~

ESSENTIAL FUNCTIONS:

1. Assume responsibilities of Township Treasurer in her/his absence, except voting on Township matters requiring an Elected Official.
2. Knowledge of the regulations and policies governing the operations of the Township Treasurer's Office.

A. Tax

1. Responsible for the compilation, preparation and verification for accuracy of real, personal property, industrial facility and rehab facility abatement tax rolls.
2. Assist in the compilation of special tax assessment rolls.
3. Process tax collection payments.
4. Prepare disbursements and maintain subsidiary ledgers for each taxing authority.
5. Responsible for compiling data for the tax settlement process.
6. Review and assist with the Township Treasurer plans to implement collection of delinquent personal property taxes, bankruptcy claims and jeopardy tax liens.

B. Accounting

1. Familiar with governmental accounting principles and policies to accurately and efficiently maintain financial records.
2. Assist in maintaining records of revenue, expense, deposits and disbursements.
3. Individually maintain and reconcile various administrative accounts in a timely and accurate manner.
4. Assist with state mandated reports and financial reports as required.
5. Prepare journal entries, budget adjustments as needed.
6. Assist with balancing and closing financial records for the annual audit review, and perform special assignments as requested.

BASIC SKILLS AND KNOWLEDGE:

1. Proficiency in accounting procedures and practices, as well as GASB standards.
2. Proficiency in calculators, telephones and other standard office equipment.
3. Ability to organize, prioritize and work independently.
4. Produce work in a timely manner in an environment where interruptions are constant.
5. Ability to research records and release information regarding taxes due or paid on property within the Township.
6. Good telephone and communication skills.
7. Ability to establish and maintain effective working relationship with fellow employees.
8. Strong ability to listen to taxpayers.
9. Ability to process and research detail data and compile a variety of financial reports.
10. Good computer skills including Microsoft Office package and BSA.net software

MINIMUM EDUCATION & BACKGROUND:

- Associates degree in Accounting, Finance, or a related field. Bachelor's degree preferred.
- Minimum of two (2) years' experience in accounting and/or finance, preferably in a municipal setting.
- Combination of education and experience is acceptable.
- Must be bondable

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.

MINIMUM PHYSICAL EXPECTATIONS:

- Position often requires keyboarding, telephone work and filing.
- Position often requires extensive periods of time working on the computer and/or calculator.
- Position requires extensive periods of standing at the counter.
- Position requires extensive periods of reading numbers.
- Position may require an individual to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

_____	_____
Position Incumbent	Date
_____	_____
Supervisor	Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: ~~Accounts Clerk I~~ Treasury Services Administrator
Department: Administrative
Reports to: Township Manager
Position(s) supervised: Account Clerk II
Employment Status: Full-Time or Assigned; Non-Exempt
Pay Grade: 46

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the ~~Account Clerk I~~ Treasury Services Administrator provides support to the Administration and Treasurer's office for the function of tax administration, collection of funds, record keeping and the investing of funds for the Township.

ESSENTIAL FUNCTIONS:

1. Collect taxes and answer questions from the public in regards to the tax statements.
2. Compile, prepare and verify the accuracy of all real property, personal property and industrial facility tax abatement rolls.
3. Maintain the departmental record system and assist in the compilation of reports.
4. Follow generally accepted governmental accounting principles to accurately and efficiently enter and maintain financial records for the department.
5. Follow State procedures for the collection of delinquent personal property taxes.
6. Maintain an up-to-date data base for property taxes.
7. Reconcile deposits and bank statements in a timely fashion.
8. Maintain the records for the township's investment portfolio. Recommend investment opportunities to the Manager or Treasurer.
9. Assist the Manager and Treasurer in the preparation of the annual budget including revenue and expense projections.

~~9.10.~~ Assume the duties of the Deputy Treasurer if appointed by the Treasurer

~~10.11.~~ Performs other duties as assigned.

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REVISED: 7/11; 9/13, 3/21

BASIC FUNCTIONS:

1. Property Tax Administration

- a. Plan and prepare tax rolls and tax bills semi annually
- b. Coordinate tax preparation process among taxing authorities and others.
- c. Maintain special levies rolls and property deferment roll.
- d. Establish annual Downtown Development Authorities levy
- e. Prepare state reports, resolutions, public notices and newsletter articles.
- f. Research and implement payment options for tax collections.
- g. Monitor adjustments to tax rolls.
- h. ~~reconcile~~ **Reconcile** tax rolls with all taxing authorities.

2. Cash Receipting & Disbursements

- a. Process tax collection payments, issue dog licenses
- b. Process payments for dog licenses.
- c. Prepare and review disbursement reports prior to disbursement of funds.

3. Computer Functions

- a. Maintain database for property taxes.
- b. Update software as needed, assign security access levels to personnel.
- c. Maintain state approval of computer use for tax collection.

4. Personal Property Collection

- a. Follow State procedures for collection, phone calls and letters.
- b. Notify Personal Property Owners of Tax Obligation (Moving out)
- c. File Jeopardy Assessments
- d. Oversee the preparation of small claims court papers on behalf of the taxing authorities
 1. Attend small claim court as a representative for taxing authorities.
 2. Follow Court rules and state statutes on collections.
- e. Recommend legal counsel for collection as needed.
- f. Prepare & Track Bankruptcy filings for Personal Property.
- g. Oversee the preparation of filing for uncollectible Personal Property taxes for removal at circuit court.

5. Accounting

- a. Follow accepted accounting practices, state and local regulations in maintaining and monitoring all Township Funds.
- b. Verify bank reconciliation between Bank, Accounting (Clerk's) and Treasurer's Records.
- c. Maintain and make recommendations regarding Township banking relationships.
- d. Provide various financial reports to Township Board, County, State and Financial Institutes.
- e. Work with auditors to ensure accuracy of financial reporting. Provide documentation and information on our accounting practices.
- g. Assist other departments in accounting procedures, account discrepancies, and fiscal -policies.
- h. Analyze new technology and automation to improve our accounting and banking needs.

6. Investments/ Bonding

- a. Monitor Township's investment portfolio. Follow the approved investment policy according to PA 20 guidelines when making recommendations on future investment opportunities.
- b. Prepare township financial information for official statements regarding the sale of bonds.
- c. Prepare financial reports that maintain the Township's excellent bond ratings with financial institutes.

7. Annual Budget

- a. Provide revenue projections, expense projections and assist with annual budgets preparation.
- b. Assist in the preparation of the Township budget.
- c. Update the debt retirement spreadsheet.
- d. Prepare financial analysis and computations for special projects.

8. General Operations

- a. Implement departmental policies and procedures and internal controls.
- b. Work closely with Township Assessor to maintain balance between the assessment roll and tax roll.
- c. Keep informed on new legislation or regulatory developments, new administrative techniques that can improve the department's service.
- d. Be a positive spokesperson, respond to inquiries and investigates complaints, establish and maintain effective relationships with residents and others.
- e. Perform other duties as assigned.

BASIC SKILLS AND KNOWLEDGE:

1. Proficiency in accounting procedures and practices, as well as GASB standards.
2. Proficiency in calculators, telephones and other standard office equipment.
3. Ability to organize, prioritize and work independently.
4. Produce work in a timely manner in an environment where interruptions are constant.
5. Ability to research records and release information regarding taxes due or paid on property within the Township.
6. Good telephone and communication skills.
7. Ability to establish and maintain effective working relationship with fellow employees.
8. Strong ability to listen to taxpayers.
9. Ability to process and research detail data and compile a variety of financial reports.
10. Good computer skills including Microsoft Office package and BSA.net software

MINIMUM EDUCATION & BACKGROUND:

- Associates degree in Accounting, Finance, or a related field. Bachelor's degree preferred.
- Minimum of two (2) years experience in accounting and/or finance, preferably in a municipal setting.
- Combination of education and experience is acceptable.
- Must be bondable

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.

MINIMUM PHYSICAL EXPECTATIONS:

- Position often requires keyboarding, telephone work and filing.
- Position often requires extensive periods of time working on the computer and/or calculator.
- Position requires extensive periods of standing at the counter.
- Position requires extensive periods of reading numbers.
- Position may require an individual to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

_____	_____
Position Incumbent	Date
_____	_____
Township Manager	Date
_____	_____
Township Treasurer	Date

The material listed in this document is intended to describe the general content and requirements for the performance of this position. It is not to be considered an exhaustive statement of duties, responsibilities or requirements for the position.

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Deputy Clerk
Department: Clerk
Reports to: Clerk
Position(s) Supervised: None
Employment Status: Full Time or Assigned; Non-exempt Statutorily Appointed
Pay Grade: 5None

BROAD STATEMENT OF RESPONSIBILITIES:

Per state statute, the Deputy Clerk must be appointed by the Township Clerk. The Deputy Clerk performance the statutory duties of the Clerk in his/her absence or at his/her direction, except voting on Township matters requiring an Elected Official. The position does not come with compensation, but can be given to an existing Township employee. Under the direction of the Clerk, the Deputy Clerk assists the Clerk in the performance of all the statutory duties and acts for the Clerk in all respects except for membership on the Township Board.

ESSENTIAL FUNCTIONS:

- ~~1. Maintains and manages official Township records and public documents in accordance with record retention and disposal schedules.~~
- 2.1. Maintains "Code of Ordinances" in conjunction with General Code.
- ~~3. Maintains OSHA records in accordance to Federal/State regulations.~~
- 4.2. Prepares and distributes township board packets for meetings.
- 5.3. Prepares and maintains permanent records of Township minutes, resolutions, ordinances and other matters resulting from Board actions.
- ~~6. Assists in the preparation of notices for public meetings in accordance with the Open Meetings Act.~~
- 7.4. Responsible for the maintenance of all voter records in master card file and on the QVF computer on a daily basis.
- ~~8. Manages and oversees all aspects of the Cemetery, including assignment of lots, records management, database and map updates.~~
- ~~9. Serves as Manager of the Passport Acceptance Facility to accept and process passport applications; submits Annual Certification and complete the annual passport training.~~
10. Assists in all election activities leading up to Election Day at the direction of the Clerk.
- ~~11. Responsible for hiring, training, supervision, discipline and termination of all part time election workers with oversight of the Clerk.~~

~~12. Assists in managing various licenses/permits.~~

13. Other duties as assigned.

BASIC SKILLS AND KNOWLEDGE:

1. Knowledge of the laws, regulations, ordinances and policies dictating the election process.
2. Knowledge of the laws, regulations ordinances and policies dictating the statutory responsibilities of the Clerk in a Michigan Township.
3. Ability to organize, prioritize and work independently.
4. Good telephone and communication skills.
5. Ability to establish and maintain effective working relationship with fellow employees.
6. Good reading, writing, and math skills.
7. Excellent computer skills, including Microsoft Office package, BSA.net software package and electronic QVF.

MINIMUM EDUCATION & BACKGROUND:

- High School diploma (minimum 18 years of age).
- Must have a minimum of 3 years of experience in municipal government or related educational training.

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, heavy machinery or hazardous materials.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires the ability to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

Position Incumbent

Date

~~Supervisor~~Clerk

Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Public Services Administrator
Department: Administration
Reports to: Township Manager
Position(s) Supervised: Various Part-Time
Employment Status: Full-Time or Assigned; Non-Exempt
Pay Grade: 5

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the Manager of Public Services is responsible for planning, organizing, coordinating and performing all administrative functions for assigned public services of the Township including Township cemeteries and Passports.

ESSENTIAL FUNCTIONS:

1. Administers and oversees all aspects of the Cemetery, including revenue collection, assignment of lots, records management, database and map updates.
2. Assist Cascade residents and eligible non-residents in the selection of burial sites at time of need, according to Township ordinances and policies.
3. Coordinate with residents, funeral directors and monument companies in the planning of burial ceremonies and marker placements.
4. Serves as Manager of the Passport Acceptance Facility to accept and process passport applications; submits Annual Certification and complete the annual passport training.
5. Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in manner that promotes a harmonious and effective workplace environment.
6. Responsible for the administration of other public services as assigned by the Township Manager or his/her designee.
7. Assist the Township Manager in the preparation and administration of the annual budget in their areas of responsibility.
8. Assume the duties of the Deputy Clerk if appointed by the Clerk
9. Provide back-up for various administrative functions.
7. Perform other duties as assigned.

BASIC SKILLS AND KNOWLEDGE:

1. Excellent customer service skills

2. Ability to organize, prioritize and work independently.
3. Good telephone and communication skills.
4. Ability to establish and maintain effective working relationship with fellow employees.
5. Produce work in a timely manner in an environment where interruptions are constant.
6. Good reading, writing, and math skills.
7. Strong ability to listen to and empathize with Township residents
8. Excellent computer skills, including Microsoft Office package, BSA.net software package

MINIMUM EDUCATION & BACKGROUND:

- Associate's Degree in public or business administration, or related field; AND three (3) years of experience in municipal government or related educational training.
- U.S. Passport Certification within six (6) months of hire.
- Michigan Driver's License

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- Little or no exposure to noise, heavy machinery or hazardous materials.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires the ability to push, pull or lift as much as 25 pounds.

REVIEW AND APPROVAL:

Position Incumbent

Date

Township Manager

Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Resolution Approving Brownfield Redevelopment Authority (BRA) By-Laws

Meeting Date: March 24, 2021

At their February 24 township board meeting, the Board appointed five (5) members to the Brownfield Redevelopment Authority (BRA) Board. This group held their organizational meeting on Wednesday, March 17. One of the agenda items at that meeting was the board had to adopt the By-Laws for the group.

Bylaws are the rules and principles that define the governing structure. The BRA did adopt the by-laws at their meeting and the next step is the township board needs to approve the by-laws.

The by-laws are attached to the memo as well as a resolution that must be passed. Staff recommends approval of the resolution.

RESOLUTION APPROVING
BROWNFIELD REDEVELOPMENT AUTHORITY BYLAWS

PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS
OF ACT 381 OF THE PUBLIC ACTS OF
THE STATE OF MICHIGAN OF 1996, AS AMENDED

RESOLUTION # OF 2021

At a regular meeting of the Township Board of Cascade Charter Township, Kent County, March 24, 2021, at 7:00 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

RESOLVED that the Cascade Township Board, having reviewed the Bylaws of the Board of the Cascade Township Brownfield Redevelopment Authority, a public body corporate established on November 18, 2020, pursuant to the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (hereinafter the "Act"), which Bylaws were adopted at the initial organizational meeting of the Board on March 17, 2021, hereby approves the Bylaws as appended hereto, which are deemed to constitute the rules governing the procedures and the holding of regular meetings of the Board, as set forth in Section 5(5) of the Act.

AYES:

NAYES:

ABSTAINED:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss.
COUNTY OF Kent)

I, the undersigned, the duly qualified and acting Clerk of Cascade Township, Kent County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Cascade Township Board at a regular meeting held on the 24th day of March, 2021, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of March, 2021.

Clerk
Charter Township Of Cascade

BYLAWS OF THE BROWNFIELD REDEVELOPMENT AUTHORITY OF CASCADE CHARTER TOWNSHIP

ARTICLE I: NAME AND ADDRESS

The Cascade Charter Township Board, by Resolution number 18 of 2020, established the Cascade Charter Township Brownfield Redevelopment Authority (hereinafter referred to as the "Authority"). The address of the Authority is 5920 Tahoe Dr. SE, Grand Rapids, MI 49546.

ARTICLE II: PURPOSE

The purpose of the Cascade Township Redevelopment Authority is to carry out those purposes and exercise those powers as conferred upon it by the Brownfield Redevelopment Financing Act (the "Act"), 1996 PA 381, as amended. In accordance with the Act, the Authority's mission is to facilitate the implementation of, and enter into, brownfield plans; to create and oversee brownfield redevelopment zones, to promote the revitalization, redevelopment and reuse of certain property; including but not limited to tax reverted, blighted or functionally obsolete property; permit the issuances of bonds and other evidences of indebtedness; to authorize the acquisition and disposal of certain property; and to use certain tax increment financing, as permitted under the Act.

ARTICLE III. POWERS AND DUTIES OF THE AUTHORITY

The Authority, acting through the Brownfield Redevelopment Authority Board (hereinafter referred to as the "Authority Board") and acting in accordance with the Act, other statutes and its own By-Laws, may do any of the following:

1. Adopt, amend or repeal bylaws for the regulation of its affairs and the conduct of its official business.
2. Incur and expend funds, as allowed by the Act, to pay or reimburse a public or private person for eligible costs of eligible activities attributable to an eligible property.
3. In accordance with Section 8 of the Act, incur costs and expend funds from the local site remediation revolving fund for authorized purposes, and as approved by Cascade Charter Township.
4. Enter into contracts related to the exercise and performance of the Authority's powers and duties, including by way of example, lease purchase agreements, land contracts, installment sales agreements, loan agreements and service contracts.

ARTICLE IV. AUTHORITY BOARD

1. **Officers:** The officers of the Board shall be a chairperson, a vice chairperson, a treasurer and a recording secretary. All officers shall be members of the Board,

with the exception of the recording secretary and treasurer who need not be members of the Board.

2. **Members:** The Board shall consist of no fewer than five (5) and no more than nine (9) members, appointed by the Cascade Charter Township Board and shall have powers as provided by the Act. or as provided in these bylaws. Members may include public officials, whether appointed or elected. Before assuming the duties of office, a member shall qualify by taking and subscribing to the oath of office provided in Section 1 of Article XI of the State Constitution of 1963.
3. **Terms:** Of the initial members appointed, an equal number, as near as practicable, shall be appointed for 1 year, 2 years, and 3 years. Thereafter, each member shall serve for a term of 3 years. A board member may be reappointed for one or more successive three (3) year terms. A member whose term has expired may continue to hold office until reappointed or until a successor has been appointed.
4. **Chairperson:** The members of the Board shall elect 1 of their membership as Chairperson. The Chairperson shall preside at all meetings of the Board and shall discharge the duties as a presiding officer.
5. **Vice Chairperson:** The members of the Board shall elect 1 of their membership as Vice-Chairperson. In the absence of the Chairperson or in the event of inability to serve as chairperson, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to all the restrictions of the Chairperson.
6. **Treasurer:** The Board shall appoint a Treasurer, who shall keep the financial records of the Authority and together with the director, if there is a director, shall approve all vouchers for the expenditure of funds. The Treasurer shall prepare, with the assistance of appropriate Township officials, an annual financial report covering the fiscal year of the Authority. The fiscal year of the Authority shall be the same as that of the Township – January 1 to December 31. An annual audit will be made each year as part of the regular Township audit.
7. **Recording Secretary:** The Board shall appoint a Secretary who shall maintain custody of records, books, documents and other papers not required to be kept by the Treasurer. The Secretary may be a member of the Board. The Recording Secretary shall keep records of the Authority's proceedings and shall perform other duties as may be delegated by the Board.
8. **Vacancy:** In the event of a vacancy on the Board, due to resignation, incapacity, death or removal, the Board shall notify the Cascade Charter Township Board of such vacancy and request that an individual be appointed to fill the remainder of the term.
9. **Delegation of Operational Duties:** The Board may employ, subject to approval by the Cascade Charter Township Board, a director of the Authority (hereinafter referred to as the "Director"). The Director shall manage day to day operation of the affairs of the Authority, shall act in accordance with the Act at the direction of the Board, and shall regularly report to and serve at the pleasure of the Board.

10. **Removal of Officers:** After notice and an opportunity to be heard, a member of the Board may be removed by the Board for cause before the expiration of his or her term.

ARTICLE V. MEETINGS

1. **Organizational Meeting and Election of Officers:** Officers shall be elected at the first organizational meeting of the Board after the adoption of the Bylaws and then shall be appointed thereafter at the first regular meeting of the calendar year.
2. **Regular Meeting:** Regular meetings of the Board shall be held at a time and place to be set by the Board. Notice of the schedule of regular meetings shall be published. The Board records and minutes shall be open to the public.
3. **Special Meetings:** Special meetings of the Board may be called by or at the request of the Chairperson, the Vice-Chairperson in the absence of the Chairperson or by any three board members by giving twenty-four hours written notice of the meeting, stating the purpose of the meeting and by posting a notice thereof eighteen hours prior to the meeting.
4. **Notice of Meetings:** All notices of any meetings other than regularly scheduled meetings shall be given in accordance with the Open Meetings Act (Act No 267 of the Public Acts of 1976) as amended.
5. **Agenda:** The agenda for regular and special meetings shall be created by the Director.
6. **Rules of Order:** Robert's Rules of Order, 12th edition, will govern the conduct of all meetings.
7. **Open and Closed Meetings:** All regular and special meetings of the Board shall be open to the public. Closed meetings of the Board may be called for purposes listed in 1976 PA 267, as amended.
8. **Quorum:** A majority of the board members in office shall constitute a quorum for the transaction of business at any legally noticed meeting of the Board. A majority of a quorum of the Board may adjourn the meeting without further notice. A majority vote of a quorum shall constitute official Board action, unless a larger majority is required by statute or in these bylaws.
9. **Conflict:** A member who has a direct or indirect financial interest in any matter before the Authority shall disclose his/her interest as soon as he/she becomes aware of the real or apparent conflict and not participate in discussions on, nor vote on any question concerning, such matter. Such disclosure shall become part of the record of the Authority's official proceedings. If a member is uncertain whether a conflict exists, he or she should err on the side of disclosure and request that the rest of the Board vote on whether the member has a conflict of interest.

ARTICLE VI. CONTRACTS, LOANS, CHECKS AND DEPOSITS, INVESTMENTS

1. **Contracts:** The Board may employ and retain consultants as considered necessary by the Authority, including legal counsel to advise the Authority in the proper performance of its duties and to represent the Authority in action brought by or against the Authority. All contracts must be approved by the Authority Board.
2. **Loans/Grants:** No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances. Cascade Charter Township shall not be liable on bonds or notes issued by the Authority and the bonds and notes shall not be a debt of the Township unless specifically provided otherwise by a majority vote of the Township Board.
3. **Checks, Drafts, Etc:** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such a manner as shall from time to time be determined by resolution of the Board.
4. **Investments:** The Authority may invest or deposit money of the Authority at the Authority's discretion in obligations or depositories determined proper by the Authority, as allowed by law.
5. **Miscellaneous:** The Authority may do all other things necessary or convenient to achieve the objectives and purposes of the Authority, the Act, or other laws that relate to the purposes and responsibilities of the Authority.

Memo

To: Cascade Township Board
From: Jennifer Genter, Manager of Assessment Services
CC:
Date: 3/19/2021
Re: Request for approval of 2021 Poverty Exemption Guidelines

Attached is a resolution we approve each year for the updated Poverty Exemption and Guidelines. This was previously adopted back in December of 2020. Since then the State Tax Commission has made changes to the Poverty Exemption policy requiring jurisdictions to update their processes. Cascade Charter Township's application has been restructured to meet those requirements as well as updating to the previous year (2020) Federal household income guidelines as reported on STC Bulletin 14 of 2019.

If you have any questions, please contact me.

CASCADE CHARTER TOWNSHIP
Kent County, Michigan
Resolution /2021

**RESOLUTION TO ADOPT 2021 POVERTY EXEMPTION
POLICY AND GUIDELINES**

At a regular meeting of the Township Board for the Township of Cascade, County of Kent, State of Michigan, on the 24 of March, 2021 at 7:00 p.m.

MEMBERS ABSENT:

Resolution offered by:

Supported by:

WHEREAS, on December 1, 2004 the Cascade Charter Township Board did establish "Policies and Guidelines to Grant Poverty Exemption, and

WHEREAS, Resolution #55/2006 did approve the "Policy and Guidelines to Grant Poverty Exemptions" in accordance with the State Tax Commission Bulletin #5 dated January 23, 1995, and Bulletin #1 dated January 8, 2003 and

WHEREAS, The Board of Review and Assessor's office recognized the need to adopt definite procedures and guidelines, approved by the Township Board, to be used as standards when considering appeals made based upon financial hardship.

NOW, BE IT THEREFORE RESOLVED that the Cascade Charter Township Board approves the "2021 Poverty Exemption Policy and Guidelines" as updated per the State Tax Commission and the Federal Poverty Guidelines for the 2021 assessments which is attached. This resolution supersedes any previous "2021 Poverty Exemption Policy and Guidelines" resolution adopted for 2021.

The vote being as follows on the foregoing resolution:

YEAS:

NAYS:

ABSENT:

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I certify that the foregoing to be a true copy of a Resolution adopted by the Cascade Charter Township Board at a Regular Meeting held on December 16, 2020

Dated: March 24, 2021

Susan Slater
Cascade Charter Township Clerk

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2021

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$21,330 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,330. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2021 assessments:

2020 Guidelines

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

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 6 of 2017 for more information on poverty exemptions.

Note: PA 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

Petition Number _____
Parcel Number _____

2021
CASCADE CHARTER TOWNSHIP
REQUEST FOR RELIEF OF PROPERTY TAXES
APPLICATION FOR HARDSHIP EXEMPTION
AND
ASSET TEST

Pursuant to Section 211.7u
Michigan Compiled Law

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

CONFIDENTIAL – RESTRICTED ACCESS

CASCADE TOWNSHIP POVERTY/HARDSHIP EXEMPTION GUIDELINES

(1) Purpose. The principal residence of persons who, in judgment of the Board of Review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation.

(2) Eligibility. To be eligible for the exemption:

a) The applicant must be an owner of, and occupy as a principal residence, the property for which the exemption is requested \

b) Total annual household income shall not exceed the amounts set forth under the Federal poverty guidelines as defined and determined annually by the United States Office of Management and Budget; as follows:

2020 Guidelines

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

c) Total assets, except the homestead being claimed, essential household goods, and the first \$5,000 of the market value of a motor vehicle should not exceed:

- i. \$4,000 for the claimant
- ii. \$6,000 for the household

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

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

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

- (3) Application. To apply for the poverty exemption, a person shall do all the following on an annual basis:
 - (a) File a Hardship Exemption Application with the Assessor or Board of Review. Applicants must obtain the application from the Assessor's Office. Handicapped or infirmed applicants may call the Assessor's office to make necessary arrangements for assistance.
 - (b) Submit copies of federal and state income tax returns for all person residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year.
 - (c) Produce a valid driver's license or other form of identification.
 - (d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if such proof of ownership is requested by the Board of Review.
 - (e) Provide evidence of other assets including investments, real property, and retirement accounts.
- (4) Deadline. The application must be submitted after January 1, but before the day prior to the last day of the Board of Review.
- (5) Appearance Before the Board of Review. The applicant, or a representative of the applicant, will be required to appear before the Board of Review to respond to any questions that the Board of Review or Assessor may have concerning the exemption application.
 - (a) An applicant may be called to appear before the Board on short notice.
 - (b) An applicant may have to answer questions regarding the applicant's financial affairs, health, or the status of people living in the applicant's home before the Board at a meeting that is open to and will be attended by the public.
 - (c) Applicants appearing before the Board may be administer an oath as follows:

"Do you _____ swear and affirm that the evidence and testimony you will give in your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth, so help you."
 - (d) The assessor may tape record and will keep minutes of all proceedings before the Board of Review.

- (e) If called to appear before the Board, physically challenged or infirmed applicants may call the Assessor's Office to make necessary arrangements for assistance.
 - (f) The Board of Review may, in its discretion, review poverty exemption applicants without the applicant or the applicants' representative being physically present.
- (6) Evaluation of Application Applications for poverty exemptions will be evaluated based on information submitted to the Board of Review by the applicant, testimony taken from the applicant, and information gathered by the Board from any source.
- (a) The Board of Review is not required to grant a poverty exemption for property owned by multiple owners as long as at least one owner is not eligible for the poverty exemption.
 - (b) The Board of Review may conduct an investigation to verify the information submitted or statements made to the Assessor or Board of Review in regard to the applicant's poverty exemption claim.
 - (c) The Board of Review may not deny a poverty exemption based upon mere speculation regarding the level of an applicant's income or assets.
 - (d) A poverty exemption, if granted, shall remain in effect for one year and an applicant's eligibility for the poverty exemption shall be determined each year.
 - (e) The Board of Review may not determine an applicant's eligibility for the poverty exemption based on the number of years that the applicant has been granted a poverty exemption in the past, or the number of years that the applicant may be granted a poverty exemption in the future.
- (7) Applicants found to qualify for a Poverty Exemption under both the income and assets guidelines are eligible for a reduction of their Taxable Value for the current year in the amount of 100%, as approved by the Cascade Charter Township Board in March 2021, in compliance with PA 253 of 2020.

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

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

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

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

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
PART 5: INCOME SOURCES					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income			Monthly or Annual Income (indicate which)		
PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
PART 7: LIFE INSURANCE — List all policies held by all household members.					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
PART 8: MOTOR VEHICLE INFORMATION					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

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

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
<p>The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.</p>		
<p><input type="checkbox"/> The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.</p>		
PART 12: CERTIFICATION		
<p>I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.</p>		
Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
 PO Box 30232
 Lansing MI 48909

Phone: 517-335-9760
 E-mail: taxtrib@michigan.gov

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

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

STATE OF MICHIGAN
COUNTY OF _____

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

Subscribed and sworn this _____ day of _____, 2021
Assessor Signature: _____ Printed Name: _____
BOR Member Signature: _____ Printed Name: _____
Notary Signature: _____ Printed Name: _____
My Commission Expires: _____

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

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

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

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

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date



MCL 211.7u Poverty Exemption Taxpayer Fact Sheet

[MCL 211.7u](#) provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption, the term "principal residence" means how principal residence exemption and qualified agricultural property are defined in MCL 211.7dd. The exemption does not apply to property of a corporation. This Taxpayer Fact Sheet includes updates made to MCL 211.7u by Public Act 253 of 2020.

How To Apply For The Poverty Exemption

To request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
3. All required additional documentation (such as federal/state income tax returns)

Forms 5737 and 5739, along with any additional documentation, must be filed with the local assessing unit where the property is located. **Do not file these forms with the Department of Treasury or the State Tax Commission.** The forms may be submitted to the local assessing unit on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested.

Taxpayers should contact the local assessing unit directly to verify deadline dates for submission of the forms to ensure the application gets reviewed by a Board of Review during that calendar year.

In addition to filing Forms 5737 and 5739 and any supporting documentation, a taxpayer must do all the following to be eligible for the poverty exemption:

1. Own and occupy the property as a principal residence.
2. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons **residing in the principal residence** (disclosure of the income of an owner who is not residing in the principal residence is not required). Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in

the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.

3. Produce a valid driver license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
5. Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services or alternative guidelines adopted by the local assessing unit. The alternative guidelines cannot provide income eligibility requirements less than the federal guidelines.
6. Meet the asset level test adopted by the local assessing unit.

Appeal Rights

An appeal of a decision of the March Board of Review is made by completing and submitting a petition to the Michigan Tax Tribunal no later than July 31 of the same year. A decision of the July or December Board of Review may be appealed by completing and submitting a petition to the Michigan Tax Tribunal within 35 days of the July or December Board of Review's decision. More information on how to file an appeal is available by contacting the Michigan Tax Tribunal. Information can also be viewed on the Michigan Tax Tribunal's website at <https://www.michigan.gov/taxtribunal>.



CASCADE CHARTER TOWNSHIP

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

Date: March 24, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Interurban Transit Partnership Transportation Services Contract

FACTS:

Cascade Township contracts with the Interurban Transit Partnership (commonly known as “The Rapid”) to provide route specific linehaul transportation services as well as paratransit services to individuals with disabilities that live within $\frac{3}{4}$ mile of the linehaul designated route. There are two linehaul routes within the Township:

- **28th Street Route** – East on 28th Street, North on Patterson, East on Burton, South on Kraft, East on 28th Street, turnaround in Thornapple Center, west on 28th Street past Patterson.
- **36th Street Route** – West on 36th Street, north on Kraft Avenue, East on 33rd Street, south on Patterson, west on 36th Street. (Peak periods only, 15 trips daily)

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

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

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

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

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

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

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

28th Street Route - For the FY2021 contract (through September), the proposed cost is \$97,833.23. This is calculated at 1,274.70 billable hours at a contract rate of \$76.75 per hour.

36th Street Route - For the FY2021 contract (through September), the proposed cost is \$15,657. This is calculated at 204 billable hours at a contract rate of \$76.75 per hour. This represents a

Attached for your review are:

- Proposed agreement between The Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services for both the 28th Street and 36th Street Services
- Rapid 28th Street – 4th Quarter Ridership Data reports for FY2020 and FY2019

ANALYSIS & CONCLUSIONS:

The agreement is the same that has been approved by the Township in previous years, with the exception of the change in the funding model. Though the contract rate is based on service hours for the linehaul service, the paratransit service is included as well, no matter the usage. The paratransit service applies to any individual that qualifies for the service and lives within ¾ mile of the linehaul route.

The most recent comprehensive ridership reports have been included for your review as well. The report indicated that the 28th Street Service in 4th Quarter 2020 saw weekday daily ridership (boardings and alightings) of approximately 207 riders per day, Saturday ridership of 145 riders per day and Sunday ridership of 73 riders per day. According to Rapid personnel, those numbers compare favorably to other crosstown routes and the 28th Street route has performed in the top 25% of routes throughout the Rapid system. It should also be noted that the system saw significant ridership drops in 2020 as a whole due to the COVID-19 pandemic, but it appears those ridership numbers have stabilized.

While each contract is for the remainder of the Rapid fiscal year (May 15, 2021 – September 30, 2021), the contracts can be terminated at any time, by either party, with a 3-month notification. It should also be noted that if the contracts are not approved by the Township Board, the Rapid will begin the process of winding down service in Cascade and the bus program will cease as of May 15. The Personnel and Finance Committee reviewed these contracts at their March meeting and voted 2-1 to recommend the Township Board approve the contracts.

FINANCIAL CONSIDERATIONS:

The estimated contract cost for 28th Street contract for FY 2021 contract (May 15 – September 31) is \$97,833.23. This currently this amount is split 50/50 between the General Fund and the Downtown Development Authority in the approved FY 2021 budget. However, it is recommended that this cost move to a 25% GF / 75% DDA split due to studies showing a majority of the benefits are in the DDA. The plan is to make this proposal to the DDA at an upcoming meeting. This also would represent a total savings of almost \$58,000 over the currently budgeted amounts.

The estimated contract cost for 36th Street contract for FY 2021 contract (May 15 – December 31) is \$15,657. This amount is budgeted entirely in the General Fund in the FY 2021 budget.

RECOMMENDED ACTION:

Approve the *Agreement Between the Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services on 28th Street* and the *Agreement Between the Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services on 36th Street* and authorize the Township Manager to execute the agreements on behalf of the Township.

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

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

ARTICLE I – RECITALS

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

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

ARTICLE II – RESPONSIBILITIES OF ITP

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

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

3. Liability and Risk

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

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

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

ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

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

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

\$76.75 per revenue hour

ARTICLE IV – MARKETING AND INFORMATION

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

ARTICLE V – TERM OF AGREEMENT


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

ARTICLE VI – ADDITIONAL CONDITIONS

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

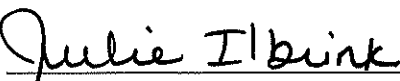
The Agreement is dated the 26th day of Feb., A.D., 2021.

INTERURBAN TRANSIT
PARTNERSHIP

By: 
Interim Chief Executive Officer

CASCADE CHARTER TOWNSHIP

By: _____
Appointing Officer

Attest: 

Attest: _____

ATTACHMENT A

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

Route Description:

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

Frequency of Service:

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

Hours of Service

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

Cost of Service

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

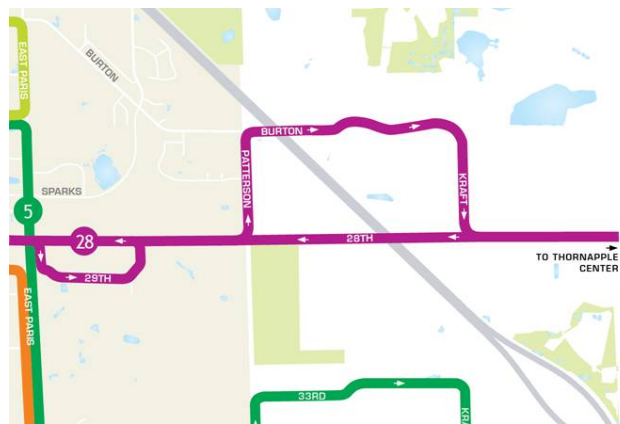


Figure 1 - FY 2021 Route 28 Alignments in Cascade Township

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

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

ARTICLE I – RECITALS

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

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

ARTICLE II – RESPONSIBILITIES OF ITP

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

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

3. Liability and Risk

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

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

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

ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP

For linehaul and paratransit service:

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

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

\$76.75 per revenue hour

ARTICLE IV – MARKETING AND INFORMATION

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

ARTICLE V – TERM OF AGREEMENT

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

ARTICLE VI – ADDITIONAL CONDITIONS

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

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

INTERURBAN TRANSIT
PARTNERSHIP

By: *Earl S. Irwin*
Interim Chief Executive Officer

CASCADE TOWNSHIP

By: _____
Appointing Officer

Attest: *Julie Ilbink*

Attest: _____

ATTACHMENT A

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

Route Description:

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

Frequency of Service:

Weekday peak: Every 30-minutes

Hours of Service

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

Weekday Evening: None

Saturday: None

Sunday: None

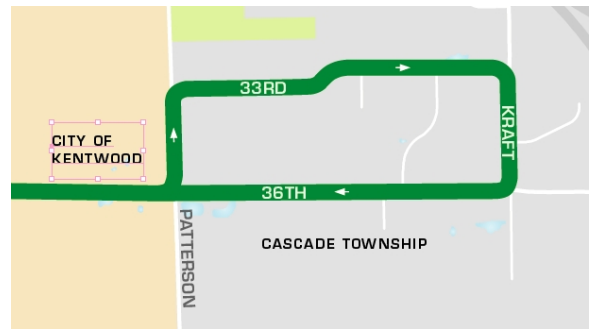


Figure 1 - FY 2021 Route 5 Alignments in Cascade Township

Cost of Service

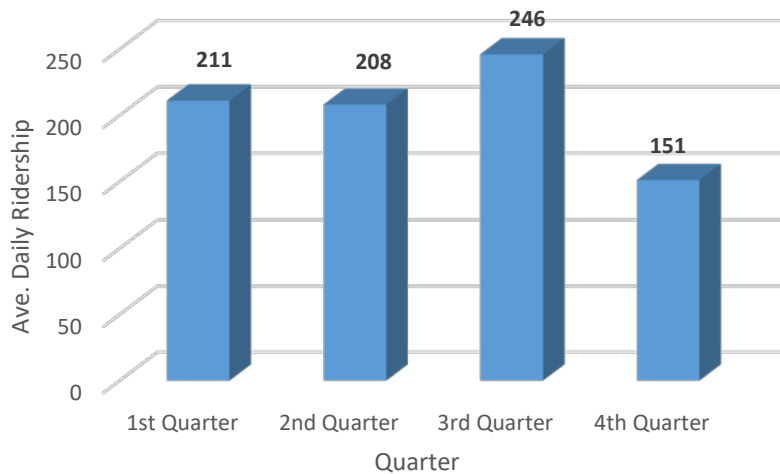
Billable Hours: 204.00

Contract Rate: \$76.75

Total Cost: \$15,657

Rapid 28th Street - FY2019 4th Quarter Ridership Data

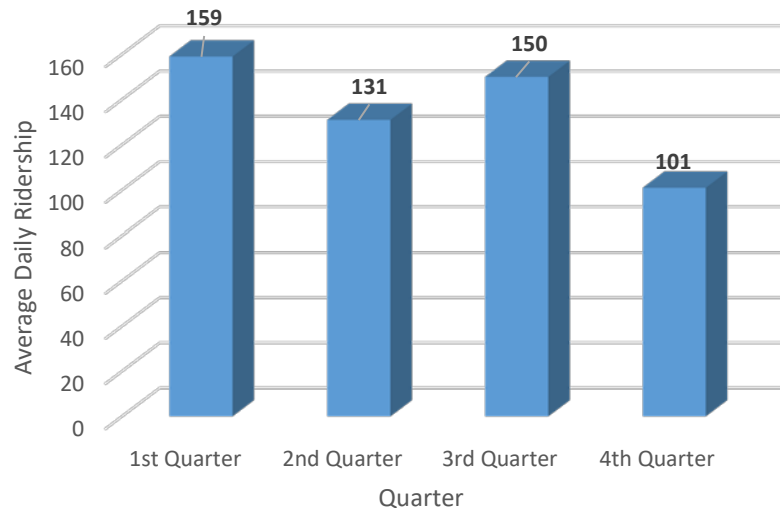
Rapid - 28th Street Weekday Ridership



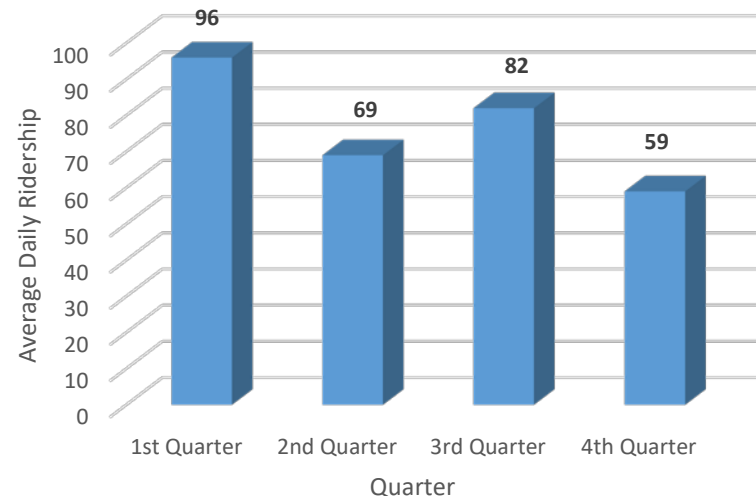
The Rapid collects realtime boarding data and no longer relies on sampling estimates. Alightings are still estimated, with one alighting estimated per boarding. The riders summary is charted on this sheet, while actual rider data and ridership logs are available upon request. Based on data from 2018 and 2019, it appears the ridership has matured, and changes in ridership patterns are due more to changes along the route than the availability of the service.

Through 3rd Quarter 2019, average weekday ridership has begun to creep up again after two quarters of down ridership. The decrease in ridership is more than likely related to the closure of businesses (i.e. Teleperformance) with high ridership numbers. First and second quarter numbers were also likely effected by a colder than normal winter and wetter than normal spring, which can effect the number of "voluntary" riders.

Rapid - 28th Street Saturday Ridership



Rapid - 28th Street Sunday Ridership



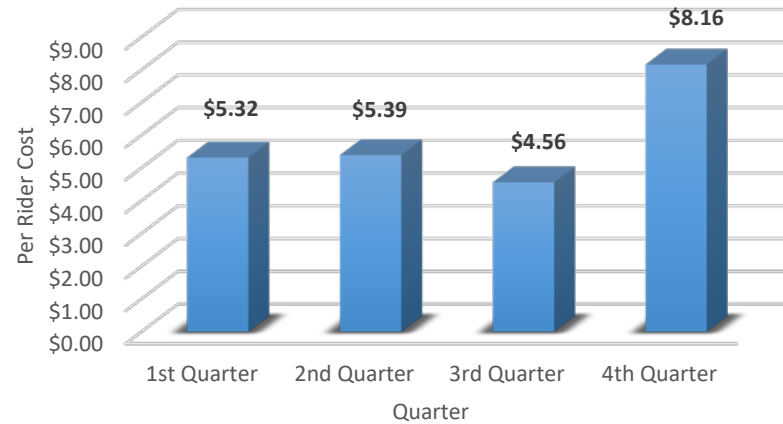
Rapid 28th Street - FY2019 4th Quarter Financial Data

Cascade Township funds the 28th Street Linehaul service on a "per service hour" formula, which is \$68.48 per service hour for the 4th Quarter of 2019 (and was \$62.34 for the first 3 quarters.) Based on the hours of service, the Township pays the following "per day" costs:

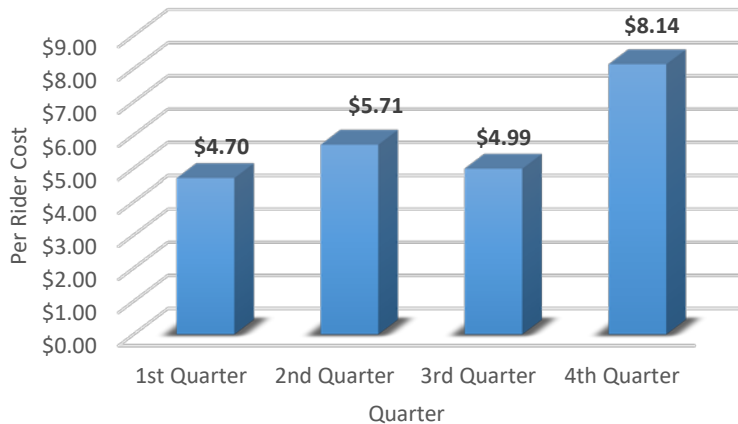
Weekday - \$1,232.64 Saturday - \$821.76 Sunday - \$410.88

Because the costs per day are fixed, the subsidy that is spent per rider is variable based on the volume of riders, the more riders that utilize the service the lower the subsidy per rider paid by the Township. In 4th Quarter 2019 the per ride subsidy for weekdays was significantly higher than in the previous 3 quarters this is due to two items, the amount of riders decreasing, and the cost charged by ITP to the Township increasing. You will see similar increases to both the Saturday and Sunday subsidy per rider as well.

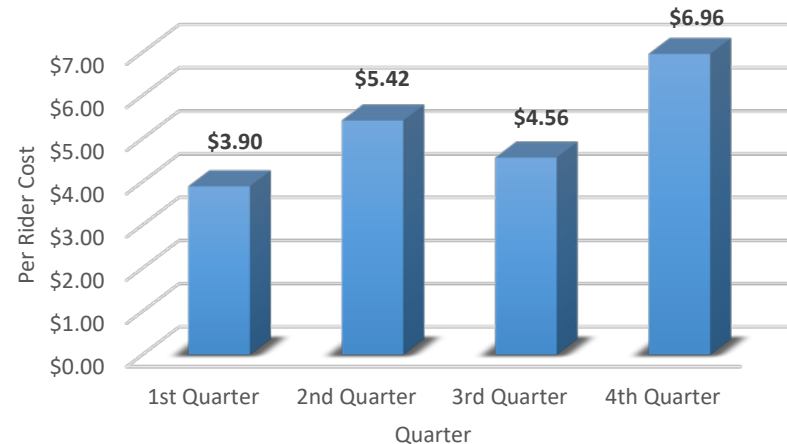
Rapid - 28th Street Weekday Per Rider Cost



Rapid - 28th Street Saturday Per Rider Cost

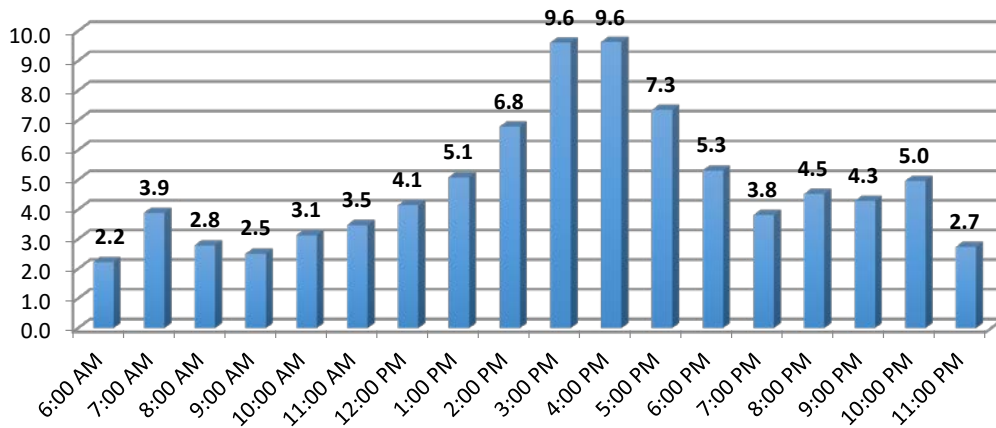


Rapid - 28th Street Sunday Per Rider Costs



Rapid 28th Street - FY 2019 4th Quarter Hourly Boarding Data

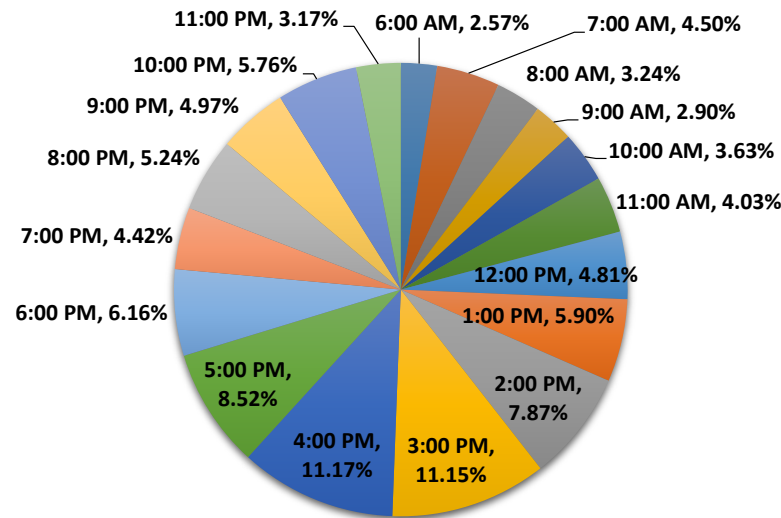
Average Boardings By Hour (All Days)



The Rapid busses are outfitted with data collection devices that count every boarding in the system. The top chart represents the amount of boardings, per hour of service, for all of the Cascade Township stops. The data collection system does not collect alighting information. It should be noted that the data is for all days (week day and weekend days). The chart continues to follow the same trend seen in previous charts, with peak ridership mid-day.

The bottom chart represents the same data set as the top chart, but expressed as a percentage of total boardings rather than a number. The smallest percentage of boardings happens in the 6 am hour (2.57%) and the largest occurs in the 4 pm hour (11.75%).

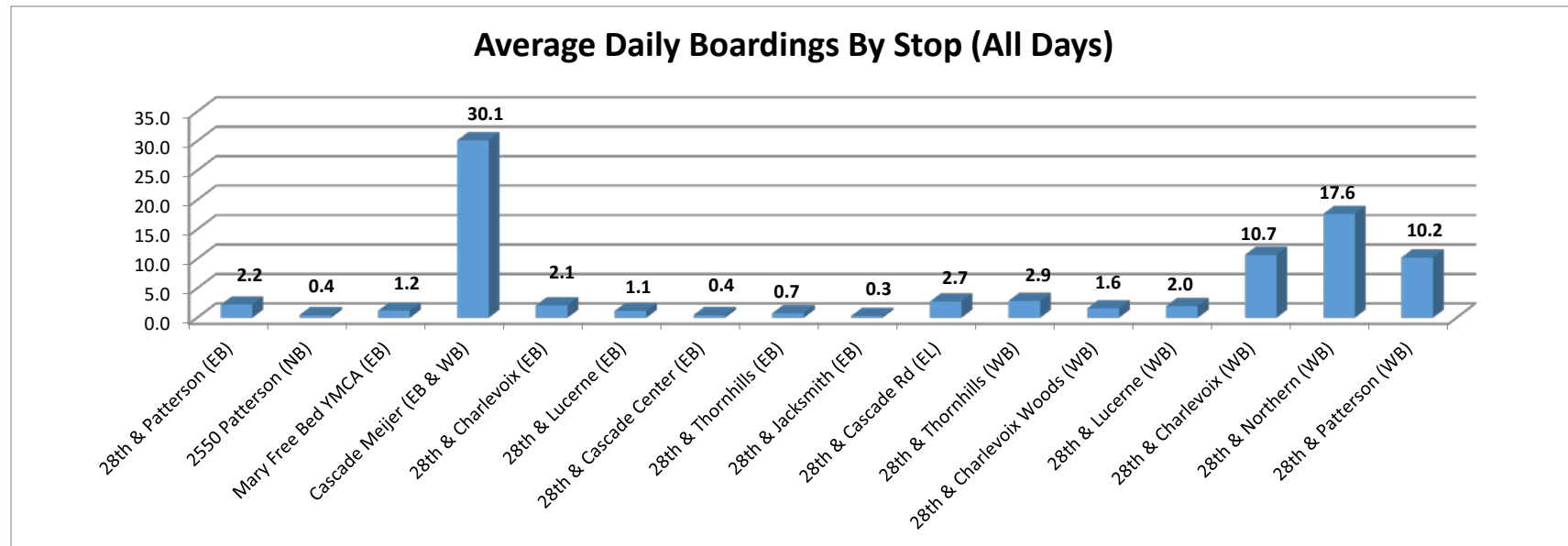
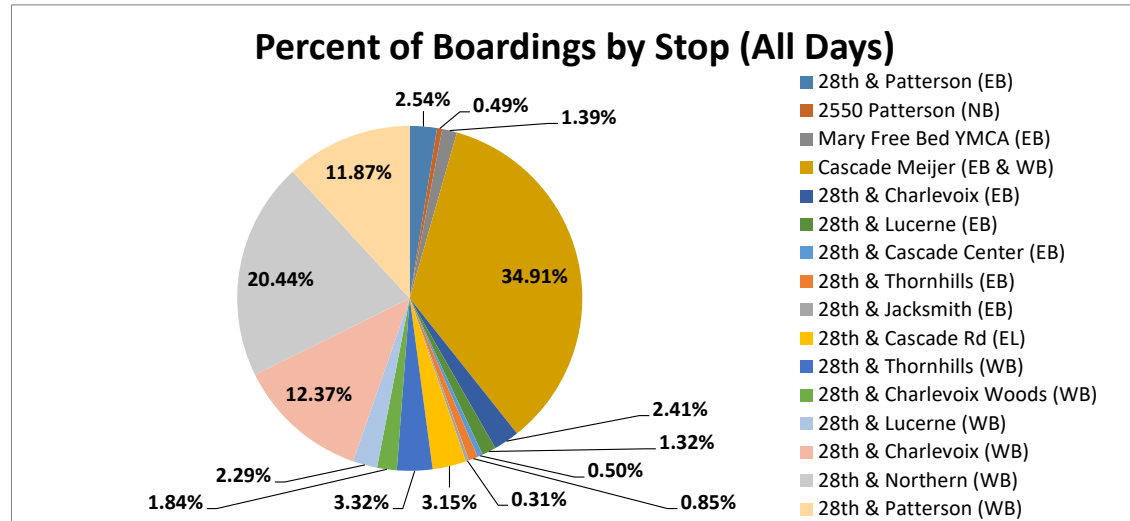
Percent of Total Boardings (All Days)



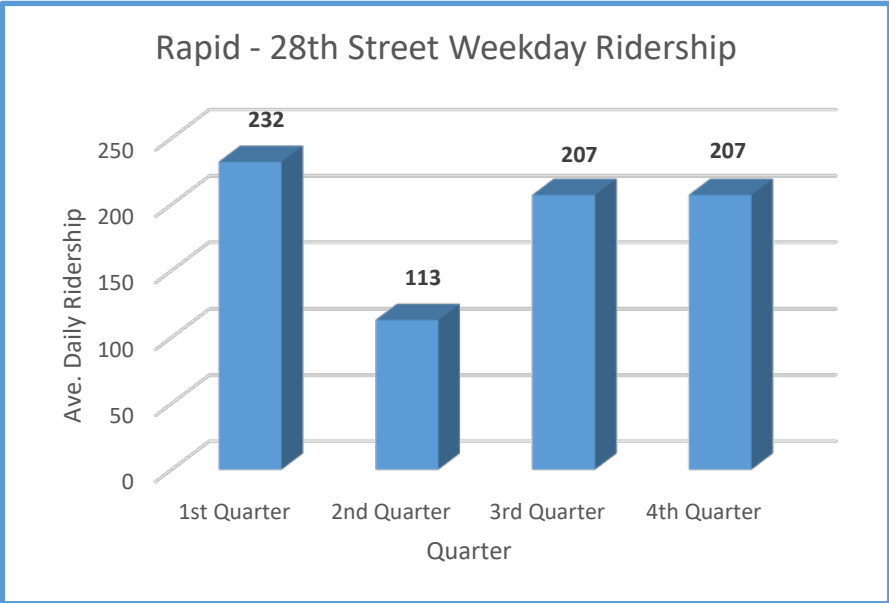
Rapid 28th Street - FY 2019 4th Quarter Stop Boarding Data

The Rapid bus data collection system also collects stop location data for boardings. By far the largest amount of stops occur at the Meijer stop, though it should be noted that this stop is utilized both EB and WB on the route. The boardings patterns shows that the ridership constitutes primarily riders coming into Cascade. It should also be noted that a rider may not board and alight at the same location. Some will alight on an EB stop and board on a WB stop.

The bottom chart represents the same data set as the top chart, but expressed as the average boardings per day for each stop. The Meijer stop has the highest number (30.1) while several stops average less than 5 boardings per day. It should be noted the data represents all weekdays and weekend days.

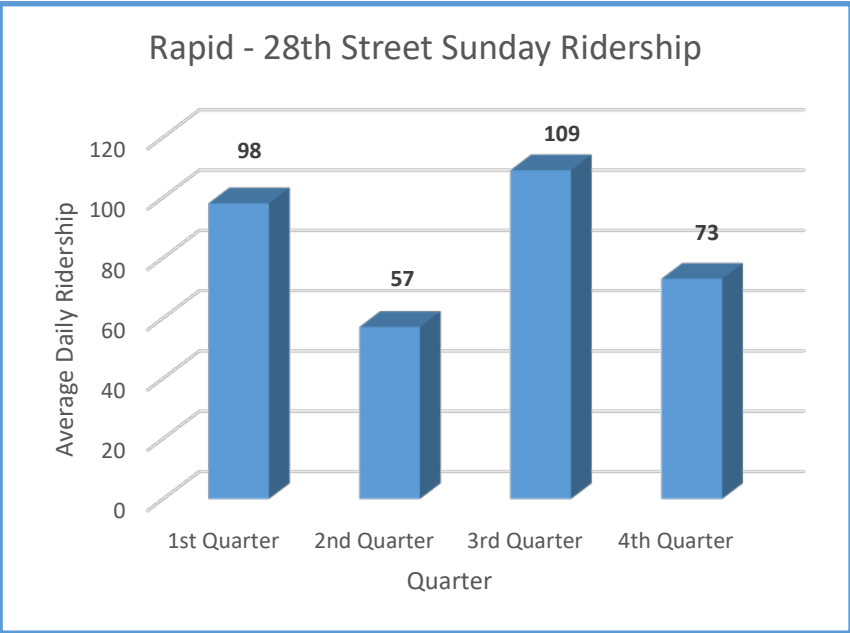
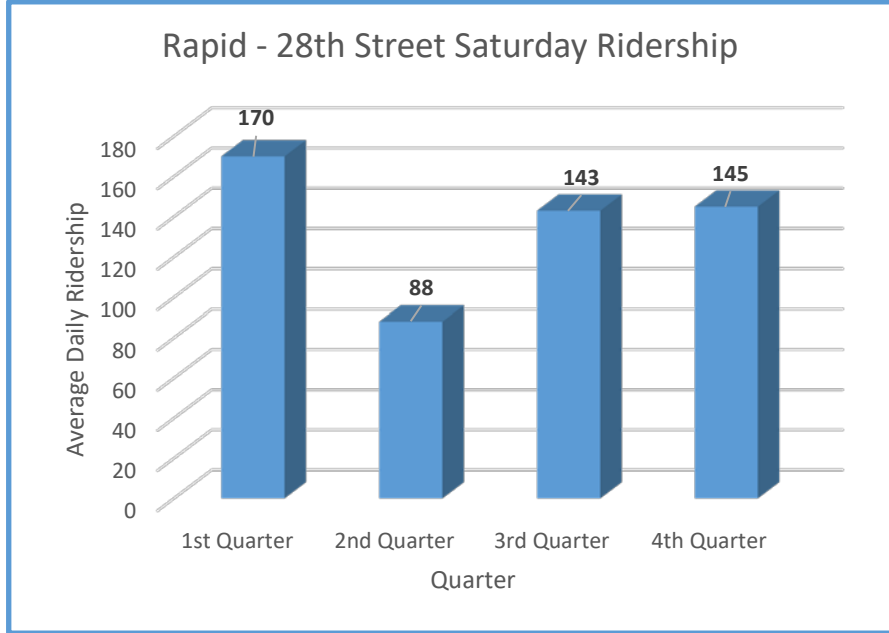


Rapid 28th Street - FY2020 4th Quarter Ridership Data



The Rapid collects realtime boarding data and no longer relies on sampling estimates. Boardings and alightings are collected in real time. Ridership in Cascade experiences slightly more alightings than boardings, which is not uncommon. The riders summary is charted on this sheet, while actual rider data and ridership logs are available upon request. Based on the data it appears the ridership has matured, and changes in ridership patterns are due to changes along the route.

As with most Township services, ridership was effected greatly by the COVID-19 pandemic. The most telling ridership data is in 2nd Quarter when the least was known about the virus and the State experienced the most significant lockdown restrictions. By 3rd quarter ridership began to normalize and I would anticipate that the 4th quarter statistics are the most reliable for determining the long term effect of the pandemic on ridership.



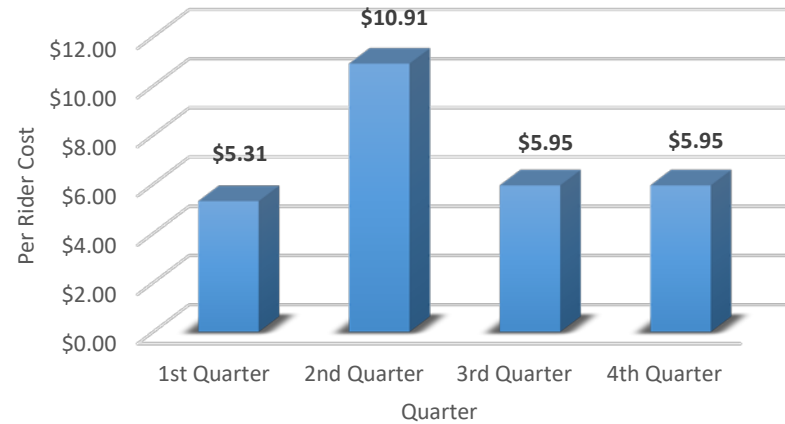
Rapid 28th Street - FY2019 4th Quarter Financial Data

Cascade Township funds the 28th Street Linehaul service on a "per service hour" formula, which is \$68.48 per service hour for the 4th Quarter of 2019 (and was \$68.48 for the first 3 quarters.) Based on the hours of service, the Township pays the following "per day" costs:

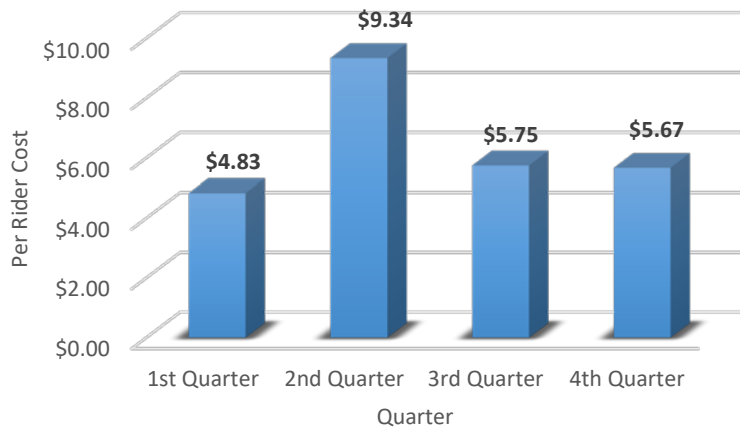
Weekday - \$1,232.64 Saturday - \$821.76 Sunday - \$410.88

Because the costs per day are fixed, the subsidy that is spent per rider is variable based on the volume of riders, the more riders that utilize the service the lower the subsidy per rider paid by the Township. The COVID-19 pandemic caused significant ridership reductions in the 2nd Quarter, resulting in a significant per rider subsidy. It should be noted, however, the Township did receive reduced billing during this quarter, which is not reflected in the service cost numbers. By 4th quarter the per rider subsidy had normalized to and expected level seen in pre-pandemic ridership levels.

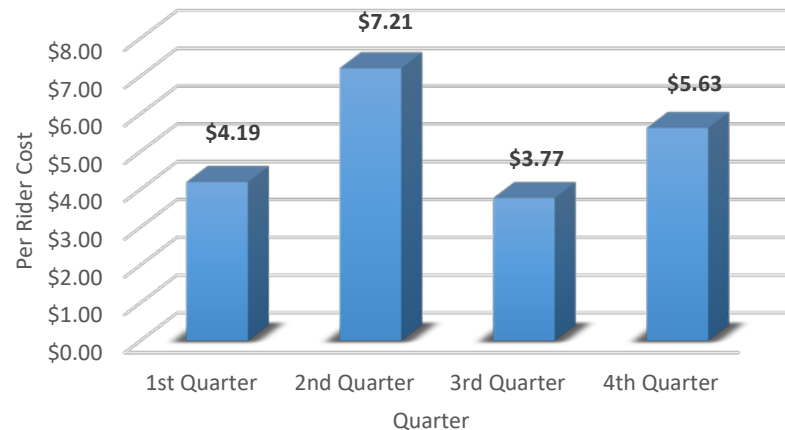
Rapid - 28th Street Weekday Per Rider Cost



Rapid - 28th Street Saturday Per Rider Cost

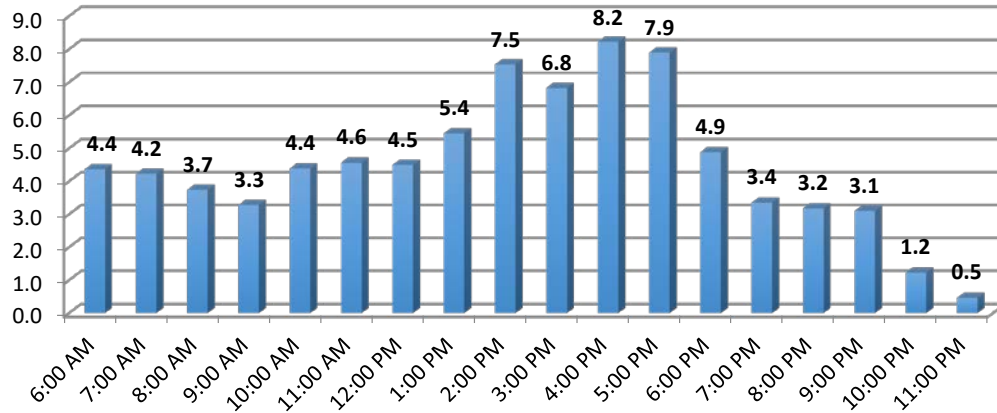


Rapid - 28th Street Sunday Per Rider Costs



Rapid 28th Street - FY 2020 4th Quarter Hourly Boarding Data

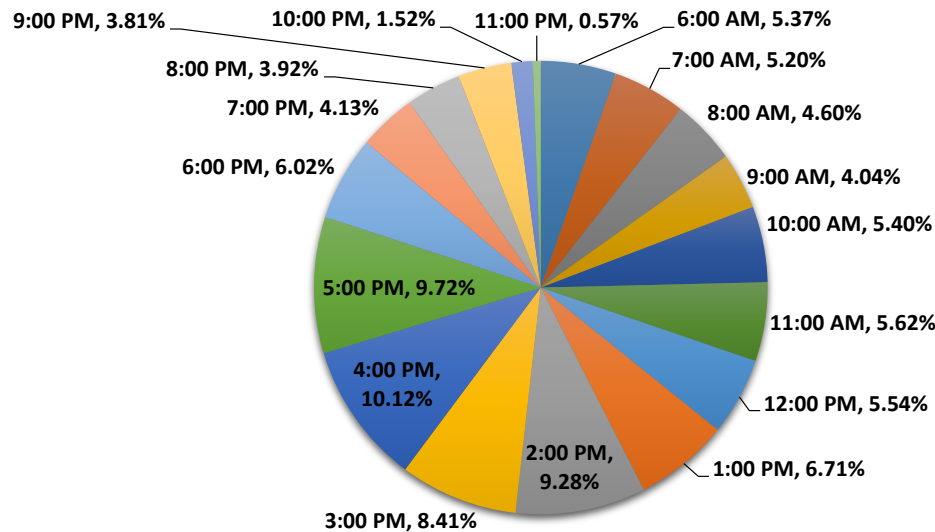
Average Boardings By Hour (All Days)



The Rapid busses are outfitted with data collection devices that count every boarding in the system. The top chart represents the amount of boardings, per hour of service, for all of the Cascade Township stops. The data collection system does not collect alighting information. It should be noted that the data is for all days (week day and weekend days). The chart continues to follow the same trend seen in previous charts, with peak ridership mid-day.

The bottom chart represents the same data set as the top chart, but expressed as a percentage of total boardings rather than a number. The smallest percentage of boardings happens in the 11 pm hour (0.57%) and the largest occurs in the 4 pm hour (10.12%).

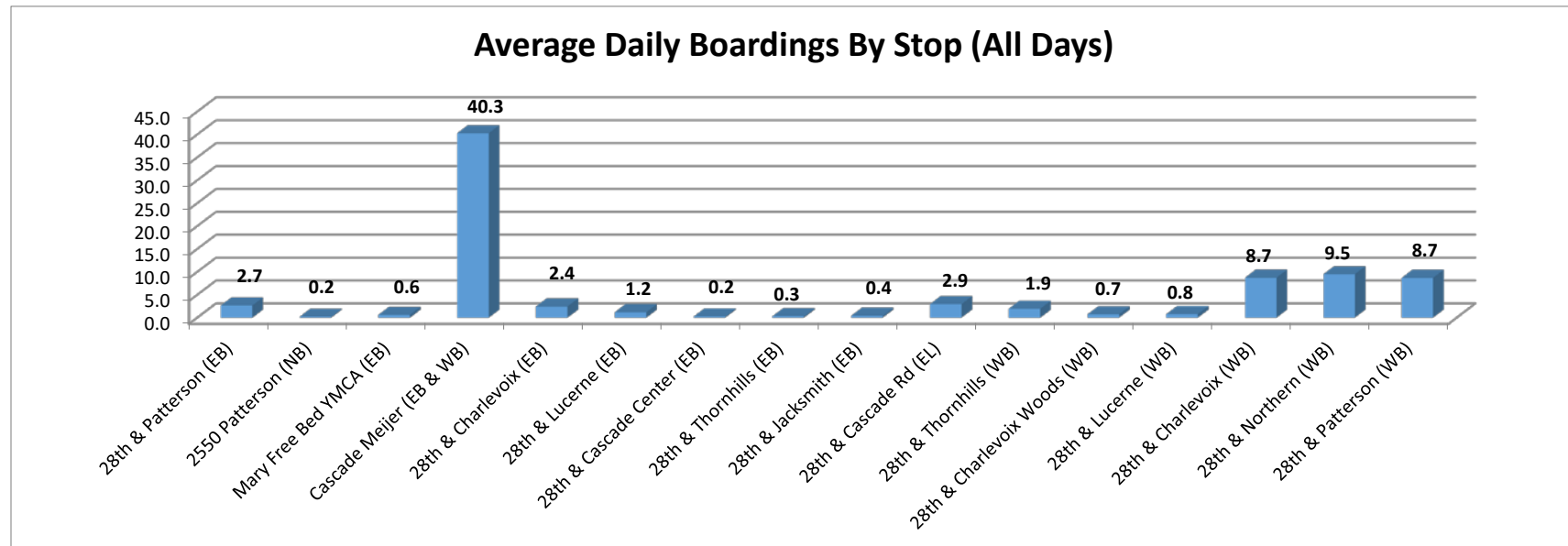
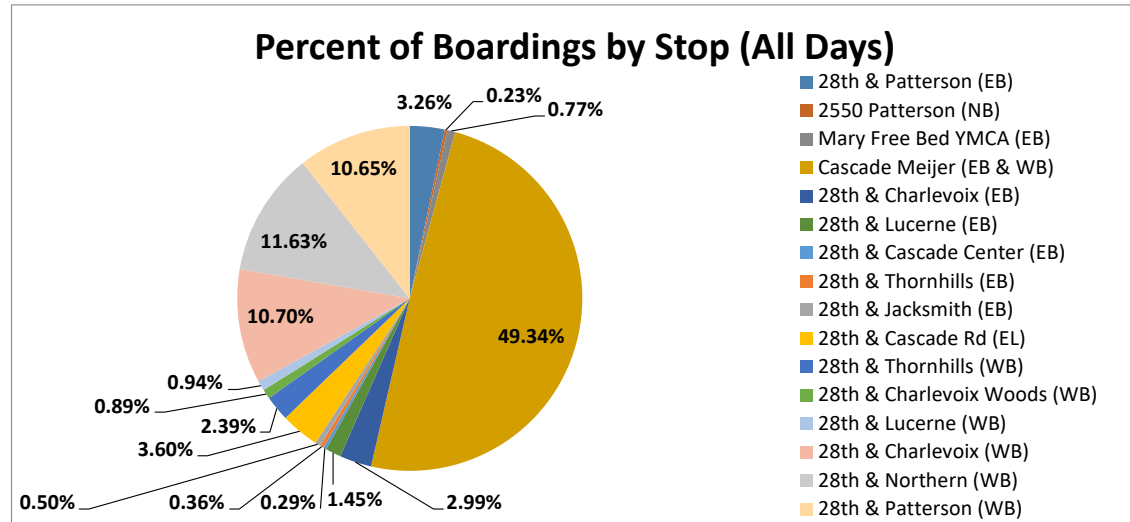
Percent of Total Boardings (All Days)



Rapid 28th Street - FY 2020 4th Quarter Stop Boarding Data

The Rapid bus data collection system also collects stop location data for boardings. By far the largest amount of stops occur at the Meijer stop, though it should be noted that this stop is utilized both EB and WB on the route. The boardings patterns shows that the ridership constitutes primarily riders coming into Cascade. It should also be noted that a rider may not board and alight at the same location. Some will alight on an EB stop and board on a WB stop.

The bottom chart represents the same data set as the top chart, but expressed as the average boardings per day for each stop. The Meijer stop has the highest number (40.3) while several stops average less than 5 boardings per day. It should be noted the data represents all weekdays and weekend days.





CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: March 24, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider a "Resolution Establishing the Ad Hoc Laraway Lake Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters"

FACTS:

In February the Township Board approved the Special Assessment District (SAD) roll for the Laraway Lake SAD #1. The SAD will be implemented for 10 years. The total parcel count for the special assessment district is 23, and the requested work to be done is approximately \$11,575 meaning each parcel will be assessed \$504 per year during the duration of the special assessment district.

Throughout the process it was recommended that, if the SAD be approved, The Township Board consider the establishment of an ad-hoc committee, consisting of Township staff, officials, and residents included in the SAD, to provide direction on the expenditure of SAD dollars (...though final appropriation will be at the sole discretion of the Township Board.)

Attached for your review are:

- Resolution Establishing the Ad Hoc Laraway Lake Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters Proposed Special Assessment Roll for Thornapple River Special Assessment District #1

ANALYSIS & CONCLUSIONS:

The resolution establishing the Laraway Lake SAD was drafted with the assistance of Cliff Bloom whom served as special counsel for the creation of the SAD. If approved, the resolution will set forth the following items:

- Committee will be established for the purpose of advising the Township Board regarding various aspects of the SAD
- Committee will be responsible to comply with all aspects of the Open Meetings Act
- Committee will be comprised of one Township Board member and 2 residents in the SAD
- Township Manager or his/her designee will serve as an ex officio member of the committee
- Committee members will be appointed for 3-year terms and can be removed by the Township Board after a hearing for cause
- Committee will meet a minimum of twice per year and will make recommendations to the Township Board for yearly activities on or before February 1 of each year.

If the Township Board establishes the committee, it will become effective the day after enactment. It is my intention to solicit applications from the SAD community for consideration for appointment to the committee by the Township Board.

FINANCIAL CONSIDERATIONS:

There will not be any direct cost to establishing the ad hoc committee other than staff time and possibly costs for soliciting committee members. Once established, any direct costs for the committee (consultants, engineering, legal, etc...) would be budgeted as part of the SAD annual budget.

RECOMMENDED ACTION:

Consider "Resolution Establishing the Ad Hoc Laraway Lake Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters"

CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN

(Resolution No. _____)

A RESOLUTION ESTABLISHING THE AD HOC LARAWAY LAKE SPECIAL ASSESSMENT DISTRICT NO. 1 COMMITTEE, SPECIFYING ITS DUTIES AND COVERING OTHER MATTERS.

Minutes of a regular meeting of the Township Board for Cascade Charter Township, County of Kent, State of Michigan, held remote conferencing app Zoom in said Township on March 24, 2021 7:00 o'clock p.m., Eastern Daylight Time held on March 24, 2021 beginning at 7:00 p.m.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

RECITALS

A. The Township Board for Cascade Charter Township (the "Township") has established and created the Laraway Lake Special Assessment District No. 1 (the "SAD") which will be applicable within Laraway Lake. Pursuant to the SAD, a number of improvements and maintenance will be done to the lake over 10 years.

B. All decisions regarding the SAD (including, but not limited to, the expenditure of funds, entering into contracts with third-party service and product providers, whether special assessments will increase annually and related matters) shall be made by the Township Board.

Nevertheless, the Township Board deems it in the best interest of the Township and its residents, property owners and visitors to receive public input and advice regarding those matters. Toward that end, the Township Board establishes the Laraway Lake Ad Hoc Committee (the “Committee”) to advise the Township Board regarding the SAD as well as other matters of public interest regarding the Laraway Lake maintenance and improvements.

RESOLUTION

BE IT RESOLVED as follows:

1. The Committee is hereby created and established to advise the Township Board regarding the various aspects of the SAD for Laraway Lake.
2. The Committee will be recommendatory and advisory only.
3. The Committee shall comply with the Michigan Open Meetings Act, being MCL 15.261 *et seq.* (the “OMA”). Such compliance shall include, but not be limited to, holding only public meetings, posting the meetings ahead of time as required, allowing reasonable public comment at the public meetings and preparing and adopting written minutes of each meeting.
4. The Committee shall be comprised of three (3) members. At least one member of the Committee shall also be a member of the Township Board. The other members of the Committee shall be representative of the various interests pertaining to Laraway Lake.
5. The Township Manager, or his/her designee, shall serve as an ex officio member of the committee but shall have no voting rights
6. Members of the Committee shall be appointed and approved by the Township Board for three-year terms. The terms of the members shall end on December 31 and any new term shall begin on January 1.

7. Members of the Committee may be removed by the Township Board after a hearing for cause.

8. The Committee shall meet at least twice per calendar year.

9. On or before February 1 of each calendar year, the Committee shall make its written recommendations to the Township Board regarding the SAD for the upcoming spring, summer and fall seasons and for the balance of the calendar year involved.

10. This Resolution shall become effective one day after its enactment.

The vote on the motion to adopt this Resolution was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Susan B. Slater, Township Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on March 24, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Susan B. Slater, Township Clerk



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: March 24, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider a "Resolution Establishing the Ad Hoc Thornapple River Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters"

FACTS:

In February the Township Board approved the Special Assessment District (SAD) roll for the Thornapple River SAD #1. The SAD will be implemented for 15 years. The total parcel count for the special assessment district is 301, and the requested work to be done is approximately \$90,300 meaning each parcel will be assessed \$300 per year during the duration of the special assessment district.

Throughout the process it was recommended that, if the SAD be approved, The Township Board consider the establishment of an ad-hoc committee, consisting of Township staff, officials, and residents included in the SAD, to provide direction on the expenditure of SAD dollars (...though final appropriation will be at the sole discretion of the Township Board.)

Attached for your review are:

- Resolution Establishing the Ad Hoc Thornapple River Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters Proposed Special Assessment Roll for Thornapple River Special Assessment District #1

ANALYSIS & CONCLUSIONS:

The resolution establishing the Thornapple River SAD was drafted with the assistance of Cliff Bloom whom served as special counsel for the creation of the SAD. If approved, the resolution will set forth the following items:

- Committee will be established for the purpose of advising the Township Board regarding various aspects of the SAD
- Committee will be responsible to comply with all aspects of the Open Meetings Act
- Committee will be comprised of one Township Board member and 4 residents in the SAD
- Township Manager or his/her designee will serve as an ex officio member of the committee
- Committee members will be appointed for 3-year terms and can be removed by the Township Board after a hearing for cause
- Committee will meet a minimum of twice per year and will make recommendations to the Township Board for yearly activities on or before February 1 of each year.

If the Township Board establishes the committee, it will become effective the day after enactment. It is my intention to solicit applications from the SAD community for consideration for appointment to the committee by the Township Board.

FINANCIAL CONSIDERATIONS:

There will not be any direct cost to establishing the ad hoc committee other than staff time and possibly costs for soliciting committee members. Once established, any direct costs for the committee (consultants, engineering, legal, etc...) would be budgeted as part of the SAD annual budget.

RECOMMENDED ACTION:

Consider "Resolution Establishing the Ad Hoc Thornapple River Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters"

CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN

(Resolution No. _____)

A RESOLUTION ESTABLISHING THE AD HOC THORNAPPLE RIVER SPECIAL ASSESSMENT DISTRICT NO. 1 COMMITTEE, SPECIFYING ITS DUTIES AND COVERING OTHER MATTERS.

Minutes of a regular meeting of the Township Board for Cascade Charter Township, County of Kent, State of Michigan, held remote conferencing app Zoom in said Township on March 24, 2021 7:00 o'clock p.m., Eastern Daylight Time held on March 24, 2021 beginning at 7:00 p.m.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____:

RECITALS

A. The Township Board for Cascade Charter Township (the "Township") has established and created the Thornapple River Special Assessment District No. 1 (the "SAD") which will be applicable within the stretch of the Thornapple River in the Township located between the Cascade Dam (upstream) and 60th Street (downstream). Pursuant to the SAD, a number of improvements and maintenance will be done to that stretch of river over 15 years.

B. All decisions regarding the SAD (including, but not limited to, the expenditure of funds, entering into contracts with third-party service and product providers, whether special

assessments will increase annually and related matters) shall be made by the Township Board. Nevertheless, the Township Board deems it in the best interest of the Township and its residents, property owners and visitors to receive public input and advice regarding those matters. Toward that end, the Township Board establishes the Thornapple River Ad Hoc Committee (the “Committee”) to advise the Township Board regarding the SAD as well as other matters of public interest regarding the portion of the Thornapple River involving the SAD.

RESOLUTION

BE IT RESOLVED as follows:

1. The Committee is hereby created and established to advise the Township Board regarding the various aspects of the SAD in the portion of the Thornapple River involved in the SAD.

2. The Committee will be recommendatory and advisory only.

3. The Committee shall comply with the Michigan Open Meetings Act, being MCL 15.261 *et seq.* (the “OMA”). Such compliance shall include, but not be limited to, holding only public meetings, posting the meetings ahead of time as required, allowing reasonable public comment at the public meetings and preparing and adopting written minutes of each meeting.

4. The Committee shall be comprised of five (5) members. At least one member of the Committee shall also be a member of the Township Board. The other members of the Committee shall be representative of the various interests pertaining to the Thornapple River.

5. The Township Manager, or his/her designee, shall serve as an ex officio member of the committee but shall have no voting rights

6. Members of the Committee shall be appointed and approved by the Township Board for three-year terms. The terms of the members shall end on December 31 and any new term shall begin on January 1.

7. Members of the Committee may be removed by the Township Board after a hearing for cause.

8. The Committee shall meet at least twice per calendar year.

9. On or before February 1 of each calendar year, the Committee shall make its written recommendations to the Township Board regarding the SAD for the upcoming spring, summer and fall seasons and for the balance of the calendar year involved.

10. This Resolution shall become effective one day after its enactment.

The vote on the motion to adopt this Resolution was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Susan B. Slater, Township Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on March 24, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Susan B. Slater, Township Clerk