

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, October 12, 2022

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/81029192515>

Meeting ID: 810 2919 2515

By Phone: 1 312 626 6799

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

- a. KDL Annual Report

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 – 9/28/22
- b. Receive and File Reports
 1. Forensic Analysis Recommendation Implementation Report
 2. KCSD East Precinct Report – 1st Quarter 2022
 3. KCSD East Precinct Report – 2nd Quarter 2022
 4. Building Department – September 2022
 5. Sabo PR – 3rd Quarter Communications Report (new information added 10/11/22)
- c. Receive and File Education Requests
 1. Josh Detweiler and Joel Baker-Live Fire Training Camp-Indianapolis, IN-October 24-26, 2022
- d. Receive and File Communication
 - 1.

Township Board Agenda

October 12, 2022

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- Article 7. Financial Actions**
a.
- Article 8. Unfinished Business**
- Article 9. New Business**
- 080-2022 a) Public Hearing - Establish a Plant Rehabilitation District for a Rehabilitation Facility for Packaging Compliance Real Estate, LLC at 3498 Kraft Ave. SE**
- b) Consider Resolution to Approve a Plant Rehabilitation District for Packaging Compliance Real Estate, LLC at 3498 Kraft Ave. SE (Roll Call)**
- 081-2022 a) Public Hearing – Issuance of IFT Rehab Certificate for Packaging Compliance Real Estate, LLC at 3498 Kraft Ave. SE**
- b) Consider Resolution to Approve the Issuance of IFT Rehab Certificate for Packaging Compliance Real Estate, LLC for 3498 Kraft Ave. SE (Roll Call)**
- 082-2022 Consider a Resolution to Adopt the Pathways Committee By-Laws (Roll Call)**
- 083-2022 Consider 2023 Pathway Maintenance Program**
- 084-2022 Consider Naming of Property at 2977 Wycliffe Drive to Wycliffe Trailhead Park**
- 085-2022 Consider Opening the Thirty Day Public Comment Period and Scheduling a Public Hearing for the Parks, Recreation, and Open Space Plan**
- Article 10. Discussion**
- 1. Dog Park Incident Update**
- 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**

The logo for Kent District Library, featuring a stylized 'K' composed of a red vertical bar, a yellow circle, and a green triangle, with a red circle below it.

Kent
District
Library

2021 Community Report

Information ●
Ideas ▲
Excitement!

We exist to further all people

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I'm a huge fan of something that John Wooden, famed coach of the UCLA Bruins, said: "Be true to yourself. Make each day your masterpiece. Help others. Drink deeply from good books. Make friendship a fine art. Build a shelter against a rainy day." Each of those little sentences epitomizes what the library is and what each of us strives to accomplish. It's this sense of purpose that enables us to boldly dive into the unknown and serve others. Here are a couple examples:

- Hundreds of kids have completed Mission: READ, the 1,000-day reading challenge that launched three years ago to help children develop a strong love for reading and improve reading proficiency.
- More than one million items were checked out through our OverDrive digital collection, placing KDL among the top 60 libraries in the world for OverDrive circulation.
- We were once again named a *Library Journal* Star Library, based upon the level of utilization by patrons and value delivered for taxpayers.
- Library users saved \$78,383,477 in 2021 by checking out physical materials and digital items. The return on investment for taxpayers is much greater when you add the value derived from using computers, printers, study rooms, programs (in-person and online), outreach services, online databases and the personal service of library staff.

This past year has served up an incredible amount of challenges and needs, many of which could never have been anticipated. But by listening, watching, asking and learning, we've accomplished so much to help others, make friends, build shelters and drink deeply from good books. Thank you for being part of the KDL family and for the honor of providing service to you.

Sincerely,
Lance Werner
Executive Director



2021 at a Glance

JANUARY

- **Book Bundles introduced** - Are you ready for some new books for you or your kids, and you aren't exactly sure what titles you want? We can help! Book Bundles is a new service where you let us know what types of books you want, and we give you a collection of titles we hope you are going to love.
- **KDL partnered with Legal Aid of West Michigan to provide tax tips**, with legal aid attorneys highlighting important issues for working people and families.

FEBRUARY

- **Amy Van Andel Library – Ada Community Center officially opened on February 5.** Due to the pandemic, the grand opening and dedication event were scheduled to take place outdoors in May. The two-story, 25,786 square foot facility is located in the heart of downtown Ada. The building houses both the Amy Van Andel Library, which is managed by Kent District Library (KDL), and Ada Township's new Community Center, which offers multiple rooms and spaces for small-scale meetings and gatherings.

- **Teen Film Festival took place virtually**, celebrating a lot of amazing work by local teens. This annual event for teens is too important and fun to skip a year.

MARCH

- **Chromebook Combos introduced as part of KDL's strategy to help bridge the digital divide in Kent County.** The combos include a Chromebook and a Wi-Fi hotspot that patrons can check out. According to the U.S. Census, 14% of Kent County households do not have broadband internet. KDL now has nearly 1,000 Wi-Fi hotspots to help at-home students and workers during the pandemic. KDL also provides public-access PCs and free Wi-Fi at all 20 branch locations.

APRIL

- **KDL partnered with World Affairs Council to present a Community Resilience Series.** Pandemics, politics and persistent social problems make our communities seem more fractured and polarized than ever. Yet, we must all live together and create communities where people are safe, prosperous and healthy. KDL partnered with World Affairs Council to present a three-part series focused on community resilience. This series tackled the ways we can all work together to create stronger communities, starting right here in Western Michigan.
- **Write Michigan Teen Poetry Slam took place virtually.** We missed being in person but were thrilled to give teens a chance to express themselves through poetry.

MAY

- **Amy Van Andel Library – Ada Community Center was formally dedicated in Ada.** “My Grandmother instilled in me a lifelong love of reading through our weekly library visits. It's been a dream come true to honor that legacy by helping to build a library here in Ada,” said Amy Van Andel. “It is my hope that this becomes a place for our community not only to gather, connect and learn but also to create memories of their own for generations to come.” The new facility completes the six-year work of Ada Township's Envision Ada Campaign.
- **KDL CORE Collection introduced.** This 100-book collection consists of titles at least one year old that are close to the hearts of KDL librarians and patrons alike. These books are popular and respected, which is why KDL has purchased shiny new copies and labeled them the KDL CORE. Titles include *The Nightingale* by Kristin Hannah, *Ordinary Grace* by William Kent Krueger and *The Devil in the White City* by Erik Larson.
- **Sora was introduced to help teachers and students tap into a collection of ebooks, audiobooks and more!** Schools that are an OverDrive partner can use Sora to access the school's digital collection and connect with the KDL digital collection. Schools can choose which ebooks, audiobooks and read-alongs to offer to students.

JUNE

- **Summer Wonder went outdoors!** After taking place totally online in 2020, Summer Wonder ventured into the great outdoors for a spectacular summer of outdoor discovery, scavenger hunts, STEAM activities and lots of fun for everyone.
- **KDL teamed up with Kent County Parks for a “Find Curi” contest in local parks.** Where’s Curi? was a fun opportunity to get outdoors and explore and learn this summer! People used clues to find Curi in five park sites throughout the county – Leopard Preserve in Caledonia, Palmer Park in Wyoming, Pickerel Lake Park in Rockford, Wahlfield Park in Comstock Park and Millennium Park in Walker. More than 20,000 individuals are estimated to have participated, with more than 13,000 completing the Summer Wonder challenge.

JULY

- **“Reading Bells” were installed at the Plainfield Township Branch.** This colorful, interactive work-of-art was generously donated by Art and Jo-Ann Spalding in memory of their son Douglas. The Spalding family loved the idea of having the bells outside the Plainfield Twp. Branch. Historically, bells have been used to draw people’s attention to something. Churches and schools used them to draw people in. Patrons of all ages are invited to ring the bells when they visit the library.

AUGUST

- **KDL Executive Director Lance Werner was appointed to the Library of Michigan Board of Trustees** by Speaker of the House Jason Wentworth.

SEPTEMBER

- **Darius Quinn was named the 2021 Library Champion.** Quinn is recognized for his work in helping KDL move toward ensuring their library services better reflect the diverse needs of the community. His efforts as a consultant to KDL’s administration and EDI workgroup have been inspiring, and his measured approach to helping to grow KDL’s organizational culture around inclusiveness has been invaluable. He has facilitated community discussions and collaborative efforts between KDL and under-served communities to promote the library to all of Kent County.
- **Write Michigan began its tenth year.** This state-wide short story competition expanded with three additional libraries joining KDL in celebrating storytelling and personal expression through short stories.
- **The seventh annual Literary Libations gala took place** at Frederik Meijer Gardens & Sculpture Park. The event was once again sold out and featured presentations by authors Christopher Cosmos, Catherine Coulter, Rebecca Deng and Peter Heller. Catherine Behrendt from WZZM emceed the event and conducted a fascinating interview with Rebecca Deng. The event celebrated teen poetry with a special presentation by Marcel “Fable” Price of The Diatribe.

- **In-person indoor programs resumed** for the first time since the beginning of the pandemic, with more than 1,000 programs scheduled for fall.

OCTOBER

- **The City of Grandville celebrated the opening and dedication of the new Grandville Library Expansion and Community Commons.** The expansion added more than 7,000 square feet to create a total of 26,535 square feet of state-of-the-art library and community space. The building is owned and operated by the City of Grandville and houses the public library, which is operated by Kent District Library. Fishbeck served as architect and construction manager of the project.

NOVEMBER

- **New remote printing services were introduced,** including easier curbside printing and mobile printing. Upload prints from home or on any of your devices and pick them up at any KDL location via curbside or in-branch pickup.

DECEMBER

- **KDL Vibes launched,** providing commercial-free music streaming by local musicians. Vibes provides regional artists with a platform to share their music and gives patrons a portal to all of the awesome talent and musical expression that these artists have to share.

The new KDL Strategic Plan was introduced with 2021 initiatives focused on a clear purpose and vision:

PURPOSE: We exist to further all people.

VISION: KDL will be an indispensable community resource for enriching lives through access to personal discovery for all.

Strategic Plan Progress

The initiatives in the first year of the three-year strategic plan are delivering value and impact for individuals and strengthening our community.

For additional details, including quarterly updates, see kdl.org/strategic-plan.



Equity, Diversity and Inclusion

Align all library services, staffing makeup and partnerships to be reflective and inclusive of the diverse communities we serve.

INITIATIVE #1: Develop a plan to increase staff Cultural Intelligence by first determining how to measure it, establishing a baseline and setting a target.

STATUS: Completed. All staff participated in training on recognizing and addressing unconscious bias and microaggressions. Training will continue throughout 2022.

INITIATIVE #2: Develop a diversity plan for evaluating library materials to ensure offerings are reflective of the community.

STATUS: Completed. The plan for how to tag all materials, new and existing, is in motion and was tested successfully with the Adult Fiction section.

Engagement and Service

Increase the value delivered to the community by focusing on demonstrated needs.

INITIATIVE #3: Develop a systematic process for identifying our communities' unmet/emerging needs.

STATUS: Completed. A comprehensive survey of people throughout the community was conducted, including people who do not use the library, to identify the unique challenges being faced. The top challenges identified are:

1. Mental health
2. Earning a living wage
3. Homelessness

The results of this survey will inform our decisions and priorities for library services and resources.

Sustainability

Evaluate and streamline operational, environmental and fundraising processes to ensure a sustainable library.

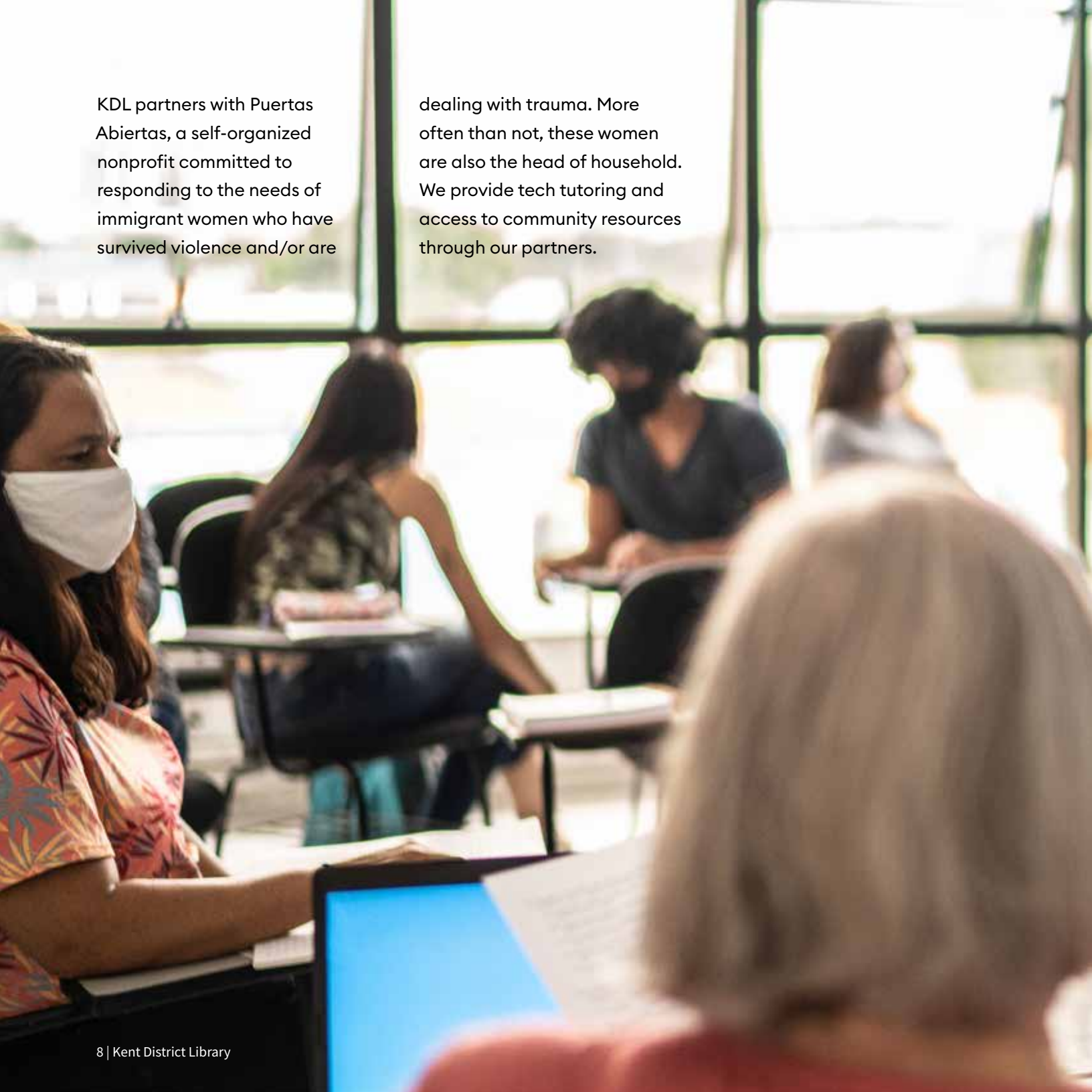
INITIATIVE #4: Complete a feasibility study for establishing a separate 501(c)(3) foundation to increase private donation funding to supplement tax support.

STATUS: Completed. It was determined that KDL should instead grow its endowment. New strategies are now in place to grow the endowment and establish best practices and policies.

INITIATIVE #5: Map, improve and refine operational processes for:

- Displays and Merchandising
- Weeding Standards and Sustainable Partnerships

STATUS: Partially completed, with work continuing through 2022 due to COVID-19 implications.



KDL partners with Puertas Abiertas, a self-organized nonprofit committed to responding to the needs of immigrant women who have survived violence and/or are

dealing with trauma. More often than not, these women are also the head of household. We provide tech tutoring and access to community resources through our partners.

Opening Doors with Tech Tutoring

“The contribution that KDL has made to us is invaluable. Staff members approached the ladies with kindness and touched their hearts with inspiring storytimes, an experience that some of them have never had before. They told them that they belong to the library and showed them how to access a multitude of resources, such as English learning tools and tech tutoring classes, to help them be more independent. They also welcomed the help of some of the ladies in volunteer roles within the same group, which gave them a sense of value and pride in their work. This has opened their view of the world for many of them. KDL has opened the door to a life and options that they never knew they had, and these are not only for them, but their children.”

– *Andrea Inostroza, Executive Director, Puertas Abiertas*

“Neighbors helping neighbors” is a good way to describe the partnership between Feeding America West Michigan and KDL. The headquarters for the two organizations are just down the street from one another, so it is natural for them to partner to provide essential fuel for hungry bodies and minds.

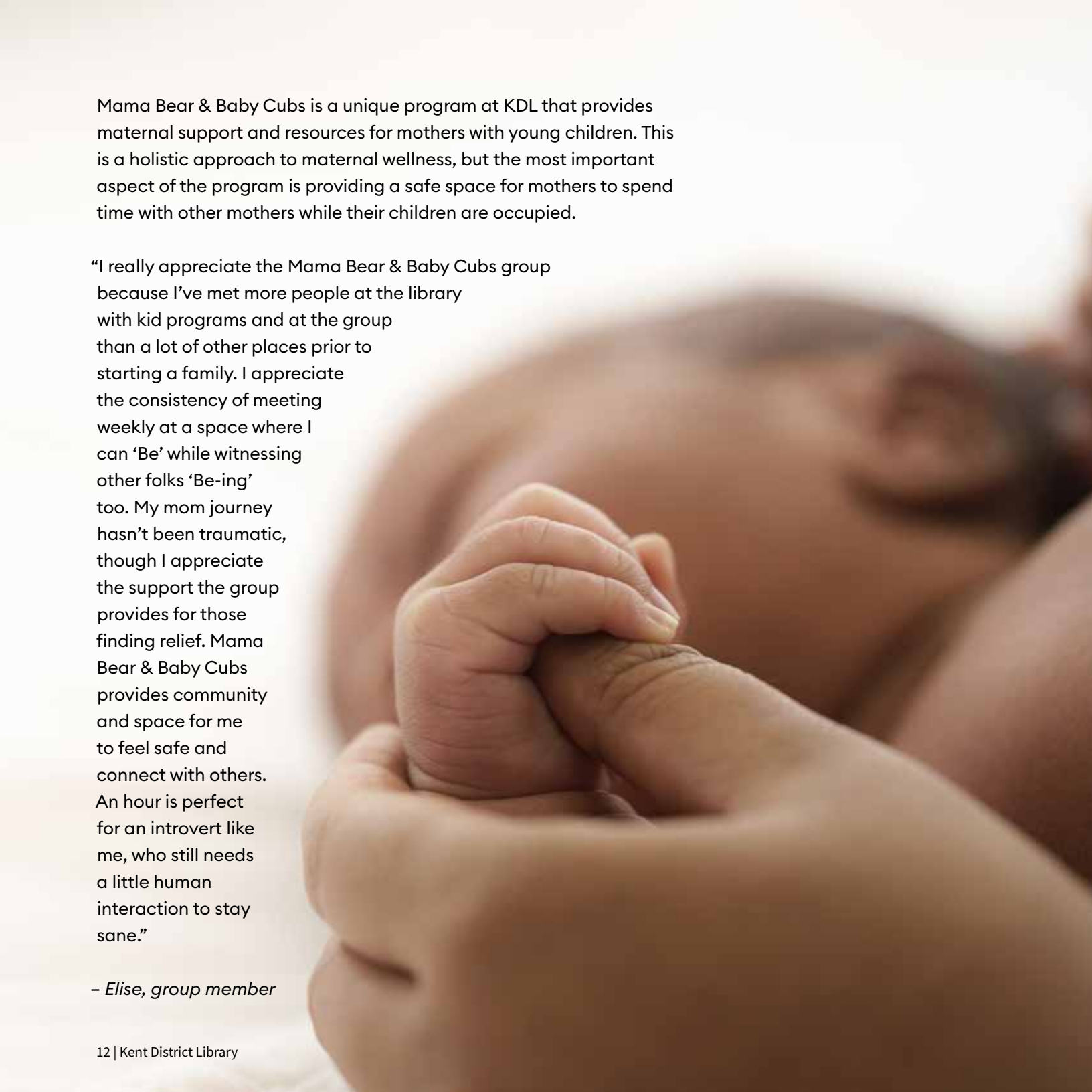
Over the past few years, KDL has actively participated in the fight against food insecurity through our connection with Feeding America West Michigan. The Bookmobile team joins monthly Feeding America food distributions taking place at neighborhood churches, area schools and apartment complexes. These opportunities allow the team to connect clients with library resources, Little Free Library materials, programming information, access to Wi-Fi and tech tutoring.

Feeding Bodies and Minds

Over the last three summers, KDL has partnered with Feeding America West Michigan and the State to provide healthy lunches to students in our communities while school is not in session. What began in 2019 with four branches serving 2,269 meals has now grown to include 15 branches and the Bookmobile. This summer we provided 11,742 meals to students.

Additionally, in recognition of the growing need for access to good food, several KDL branches have started providing permanent food pantries. Other grassroots non-profits who have worked with KDL's Community Engagement department have also been connected to Feeding America West Michigan so that new partnerships can flourish. In very real and tangible ways, KDL is making a difference through this important relationship.





Mama Bear & Baby Cubs is a unique program at KDL that provides maternal support and resources for mothers with young children. This is a holistic approach to maternal wellness, but the most important aspect of the program is providing a safe space for mothers to spend time with other mothers while their children are occupied.

“I really appreciate the Mama Bear & Baby Cubs group because I’ve met more people at the library with kid programs and at the group than a lot of other places prior to starting a family. I appreciate the consistency of meeting weekly at a space where I can ‘Be’ while witnessing other folks ‘Be-ing’ too. My mom journey hasn’t been traumatic, though I appreciate the support the group provides for those finding relief. Mama Bear & Baby Cubs provides community and space for me to feel safe and connect with others. An hour is perfect for an introvert like me, who still needs a little human interaction to stay sane.”

– *Elise, group member*

“Be-ing” with Mama Bear & Baby Cubs

“Mama Bear & Baby Cubs has become a sacred space for me professionally and personally. I started this group after observing a need for moms to gather and talk about real things; it was naturally happening after storytime. I realized that other moms were craving a space to share their stories and their struggles. I had a traumatic birth experience, struggled through postpartum depression, grieved a miscarriage and was raising two little girls of my own. Moms need moms and we can’t do it alone.

I decided to pursue training in restorative practices so I would be better equipped to lead a group of mothers going through hard things. We take the time to celebrate together, mourn together, vent together and listen together. We are practicing truly seeing and hearing each other as mothers and as individual women. We do this while children play loudly around us, sipping coffee and holding babies. The library is a safe space without expectations, which makes this group so special.”

– Abby Black, KDL Librarian and Creator of Mama Bears & Baby Cubs

A KDL library card can now give patrons free access to area attractions. KDL is pleased to introduce the PerkPass! The PerkPass allows patrons to enjoy a free general admission to Frederik Meijer Gardens and Sculpture Park, Grand Rapids Art Museum, Grand Rapids Public Museum and Grand Rapids Children’s Museum. More partnerships will be added over time.

This program allows families to visit places they otherwise might not have been able to visit. At no cost, they can experience some of the wonderful cultural experiences our area has to offer.



Providing Access for All with PerkPass

KDL patrons ages 18 and older can reserve passes online, print their passes and visit their attraction on the date they reserved.

“We got the opportunity to go to the GRAM in August – my husband and I with our 6-year-old daughter. Our daughter loves art! She was extremely inspired by the art and the diversity of the artists’ work. She also really enjoyed the crafts and cute hands-on creation station. We were also really impressed with the kindness and patience from all the GRAM staff. We plan to return for another visit this winter. Thank you KDL for offering this great opportunity!”

– *Senada Miller, Plainfield Twp. Patron and PerkPass User*



Return on Investment

Library users saved \$78,383,477 in 2021 by checking out physical materials and digital items. The return on investment for taxpayers is much greater when you add the value derived from using computers, printers, study rooms, programs, outreach services, online databases and the personal service of library staff.

	2021	2020
Physical Items Checked Out (Does Not Include Renewals)	2,728,293	1,733,496
Total Estimated Value of Physical Items Checked Out	\$51,347,428	\$65,314,442
Users Who Checked Out Physical Items	68,334	60,106
Average Value per User for Physical Items	\$751	\$1,087
Digital Items Checked Out	1,703,752	1,715,073
Total Estimated Value of Digital Items Checked Out	\$27,036,049	\$25,634,264
Users Who Checked Out Digital Items	45,448	41,872
Average Value per User for Digital Items	\$595	\$612

COVID-19 Implications for Access and Service

2020

March – All KDL locations closed to the public and circulation of physical materials halted. Online programming and outreach services were introduced.

June – Curbside service introduced.

August – Branches re-opened to in-person visits with limited hours.

September – Normal branch hours resumed, with the exception of being closed on Sundays.

October – Branch capacity increased to 50%.

November – Returned to curbside and online service only.

2021

January – Branches re-opened to in-person visits.

June – Outdoor programming resumed.

September – In-person, indoor programming resumed for core programs.

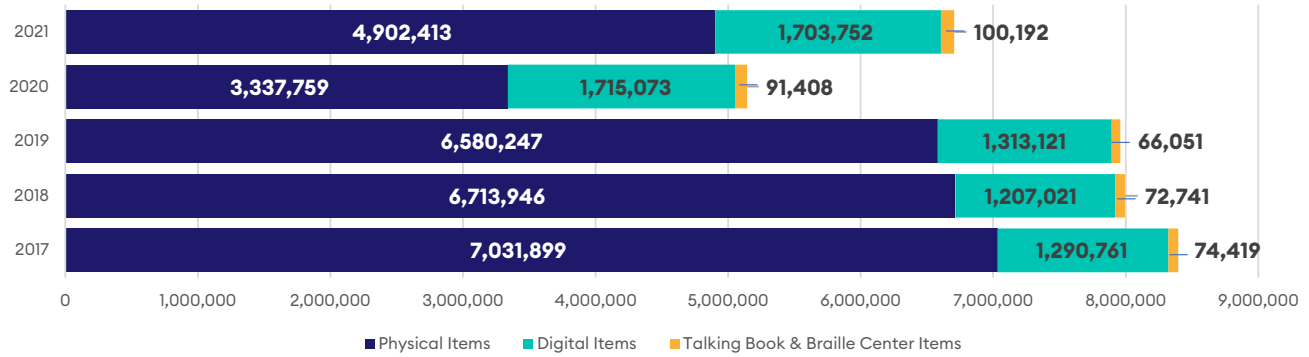
Innovation

While branch operations were closed or limited, KDL staff developed several new initiatives, including:

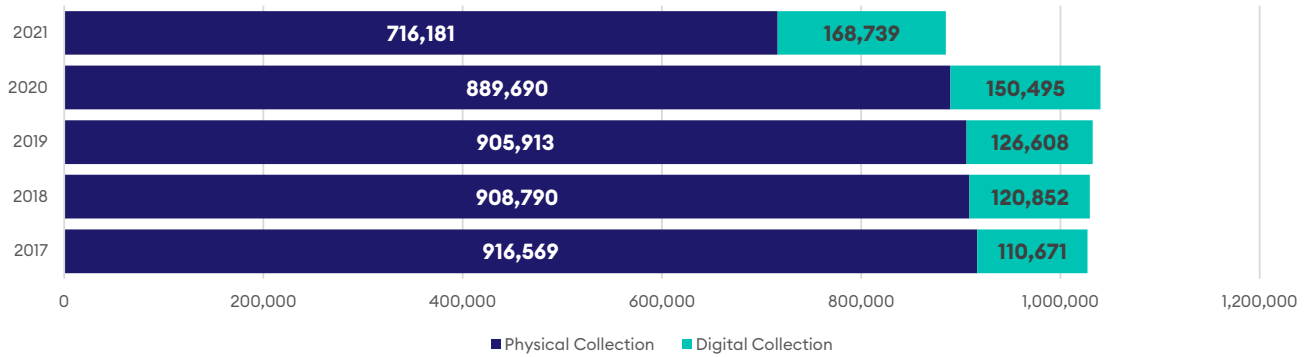
- Curbside pickup and printing
- Online live-streamed programs and outreach for all ages
- TBS language translation workstations
- Book bundles
- Nearly 1,000 Wi-Fi hotspots added
- Summer Wonder
 - 2020: Virtual with workbooks mailed to homes
 - 2021: Outdoors with Kent County Parks
- Chromebook combos (computer plus a Wi-Fi hotspot) introduced

System-Wide Statistics

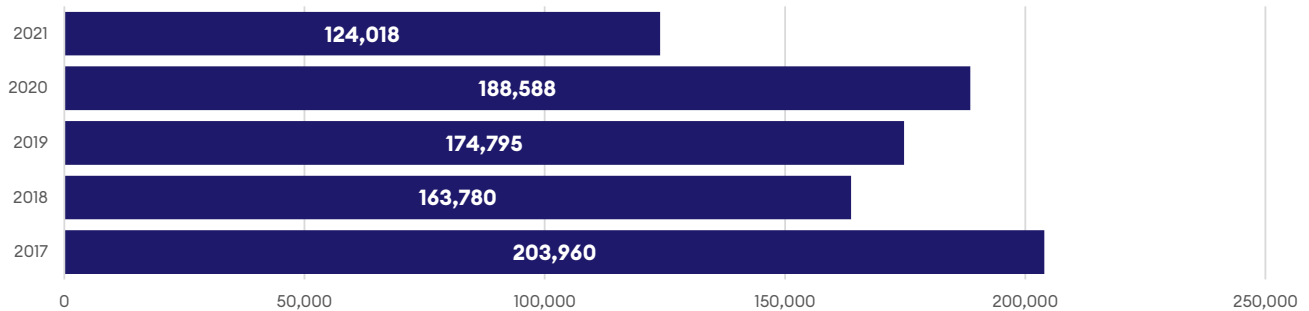
Physical and Digital Circulation



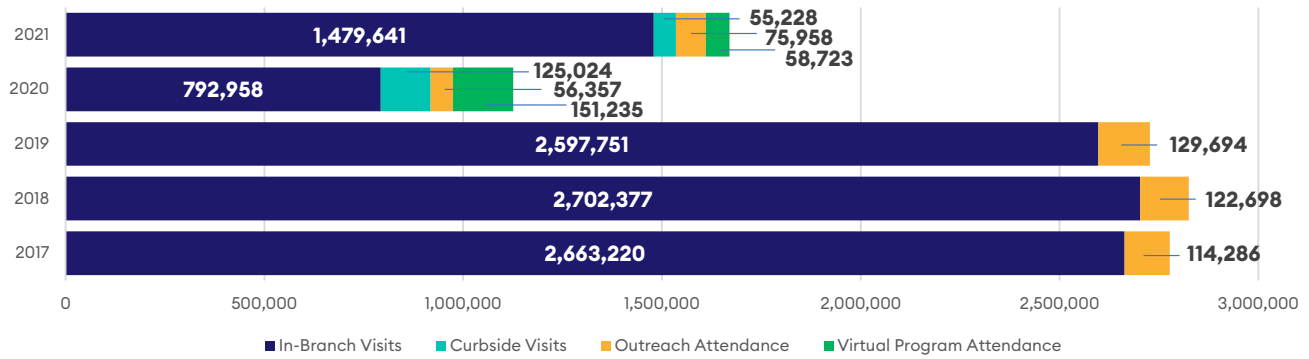
Collection Items



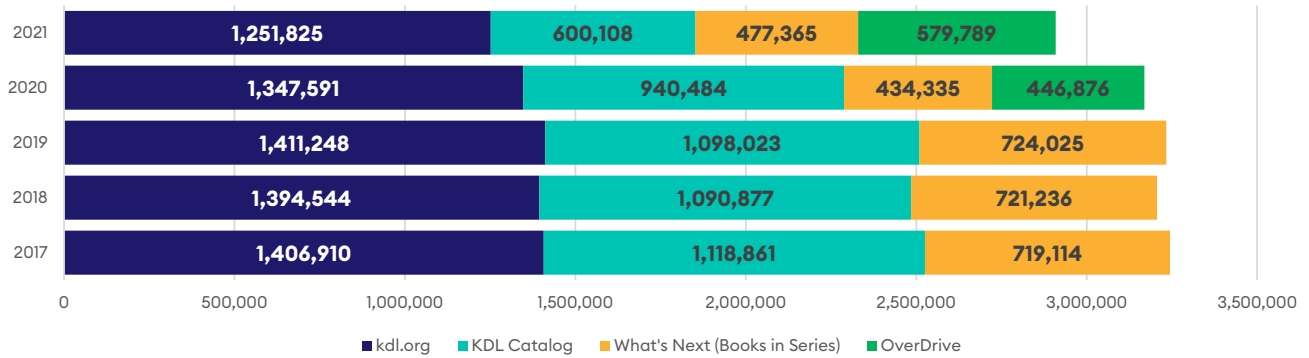
KDL Active Cardholders



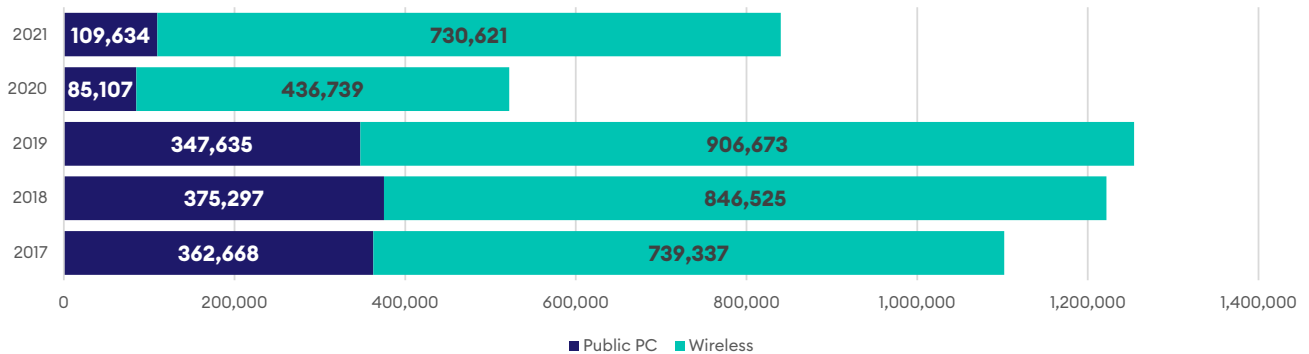
People Served



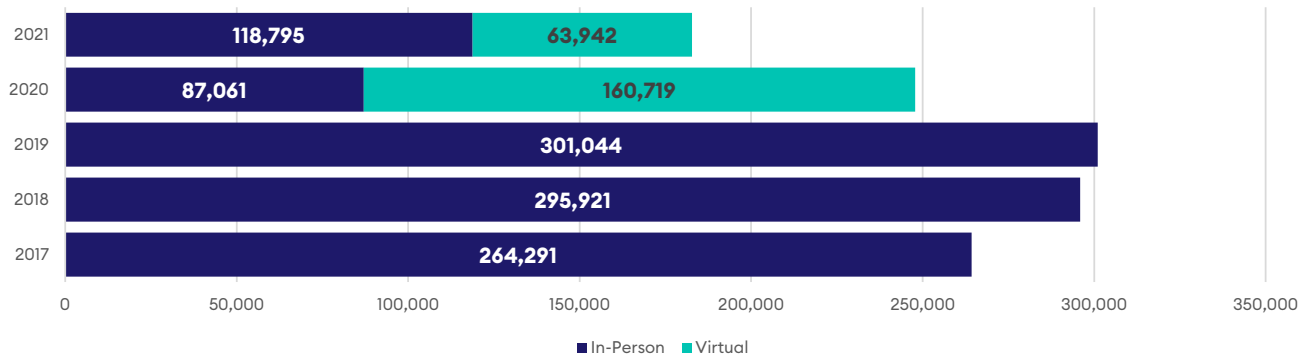
Online Visits



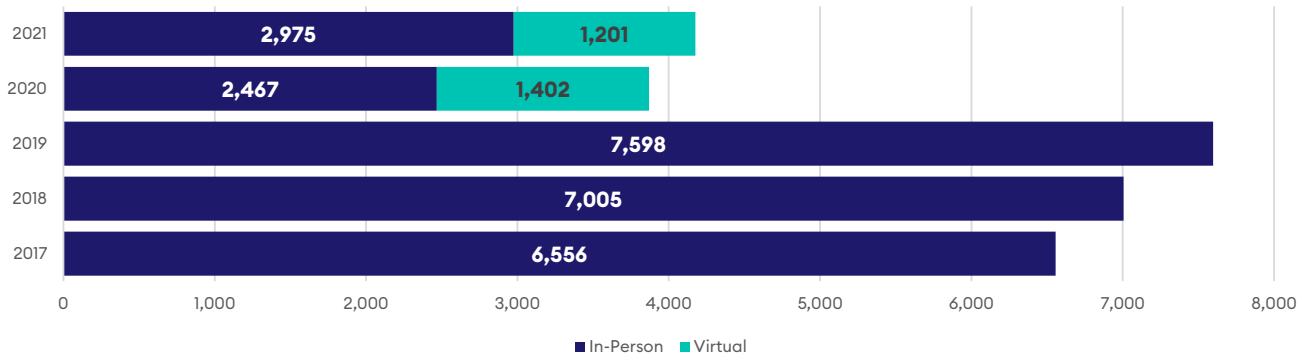
Computer Log-Ins



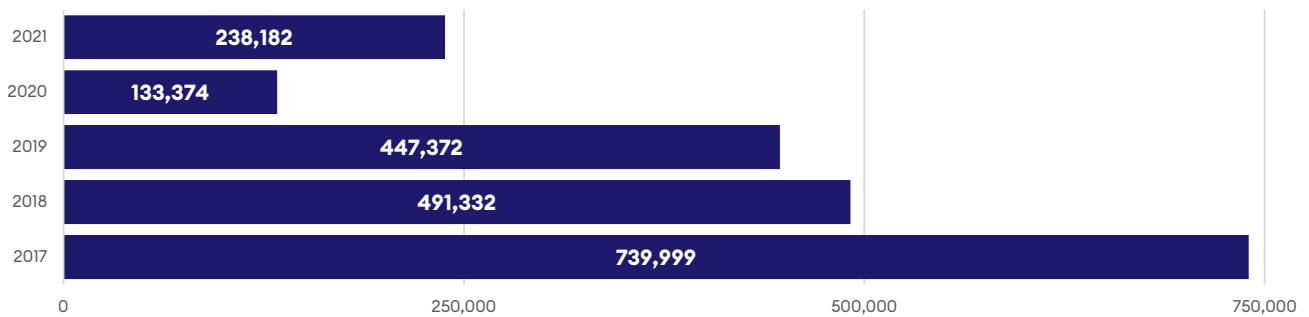
Program and Outreach Attendance



Program and Outreach Events



Reference Questions

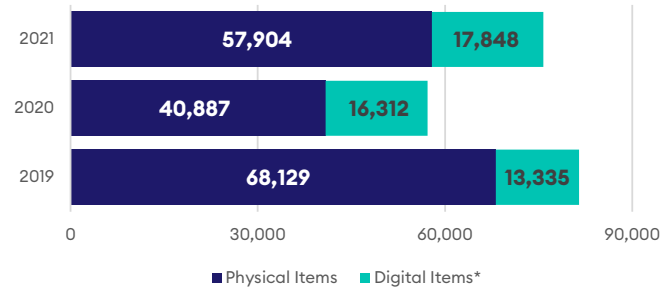


Alpine Township Branch Statistics

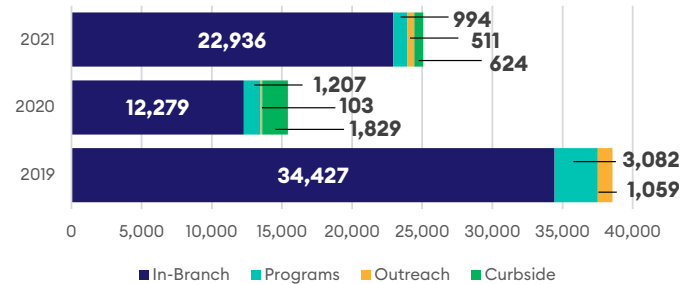
Regional Manager I:Liz Knapp
 Regional Manager II:Craig Buno
 Physical Collection Size:10,309 (1.4% of total)
 Building Size:4,862 sq ft
 Public Computers:5
 Staff:4.3 FTEs
 Open Hours:40 hrs/wk



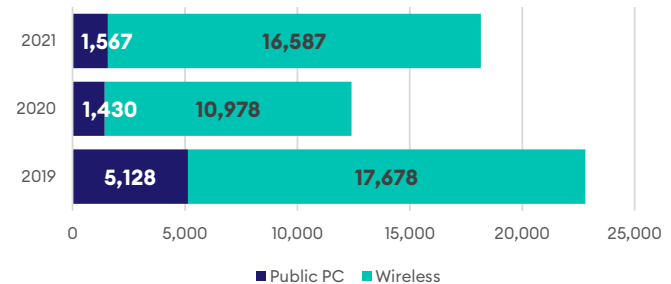
Circulation



People Served



Computer Log-Ins



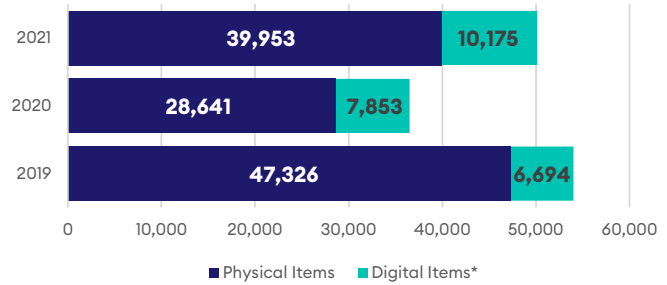
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Alto Township Branch Statistics

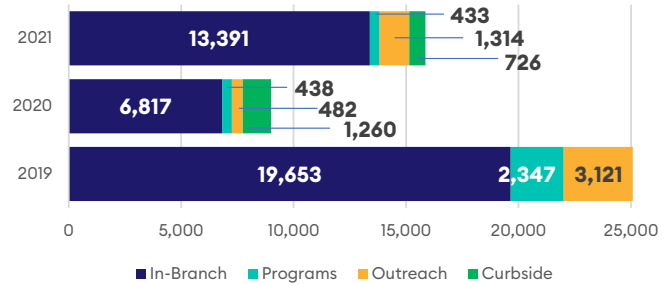
Regional Manager I:Sandy Graham
 Regional Manager II:Kurt Lardie
 Physical Collection Size:11,058 (1.5% of total)
 Building Size:5,795 sq ft
 Public Computers:3
 Staff:3.1 FTEs
 Open Hours:38.5 hrs/wk



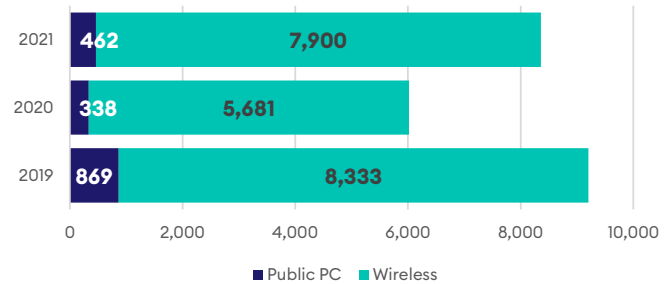
Circulation



People Served



Computer Log-Ins



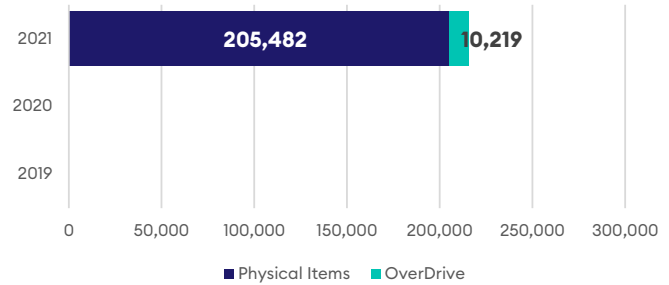
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Amy Van Andel Library Statistics

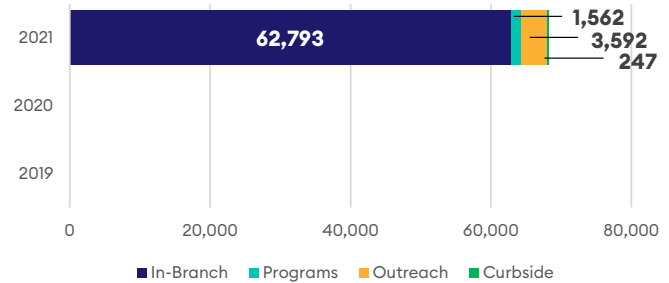
Regional Manager I:Scott Ninemeier
 Regional Manager II:Shaunna Martz
 Physical Collection Size:23,913 (3.3% of total)
 Building Size:25,786 sq ft
 Public Computers:4
 Staff:8.3 FTEs
 Open Hours:49 hrs/wk



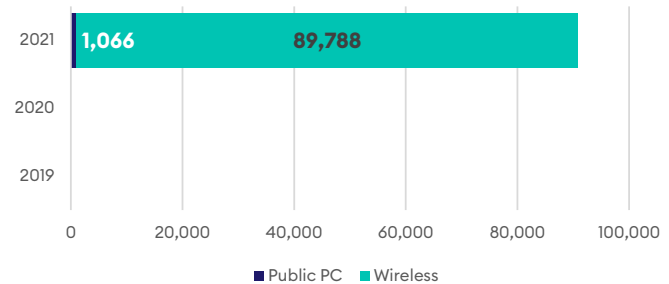
Circulation



People Served



Computer Log-Ins



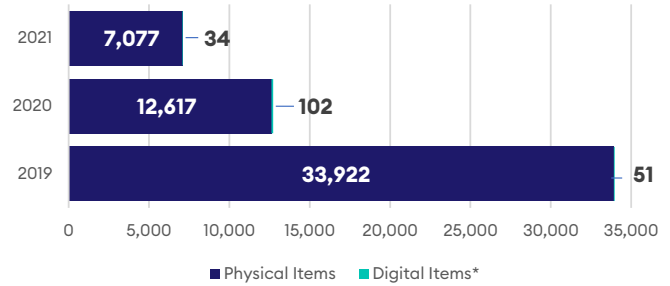
Bookmobile Statistics

Community Engagement

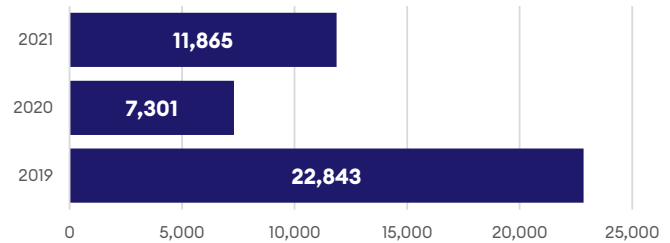
Manager:Sara Proaño
 Physical Collection Size:6,208 (0.9% of total)
 Vehicle Size:306 sq ft
 Public Computers:0
 Staff:3.0 FTEs
 Open Hours:Varies



Circulation



People Served



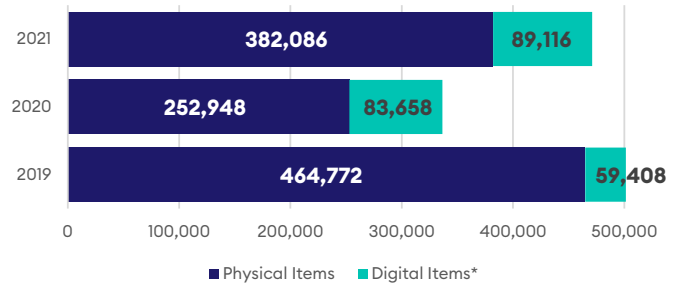
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Byron Township Branch Statistics

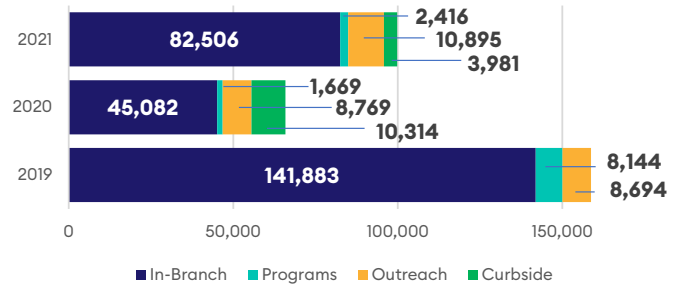
Regional Manager I:Josh Bernstein
 Regional Manager II:Eric DeHaan
 Physical Collection Size:48,862 (6.8% of total)
 Building Size:13,600 sq ft
 Public Computers:5
 Staff:8.7 FTEs
 Open Hours:54.5 hrs/wk



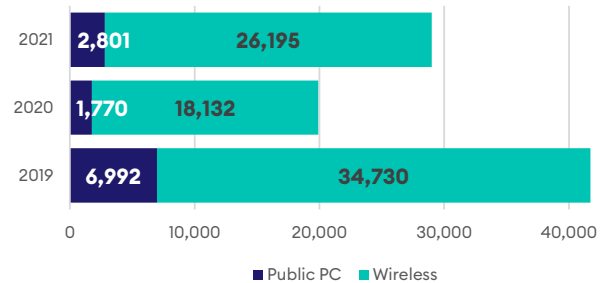
Circulation



People Served



Computer Log-Ins



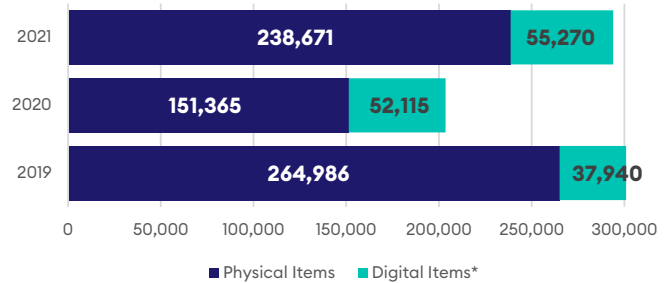
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Caledonia Township Branch Statistics

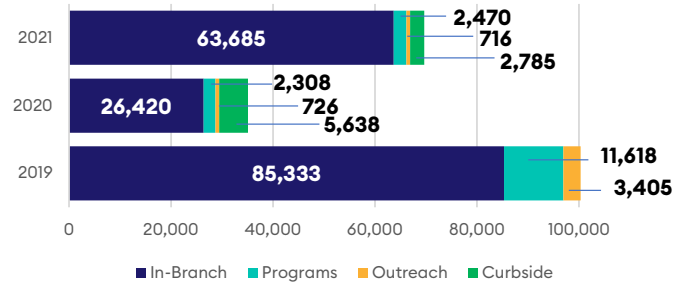
Regional Manager I:Vanessa Walstra
 Regional Manager II:Lulu Brown
 Physical Collection Size:29,604 (4.1% of total)
 Building Size:15,464 sq ft
 Public Computers:11
 Staff:8.0 FTEs
 Open Hours:49 hrs/wk



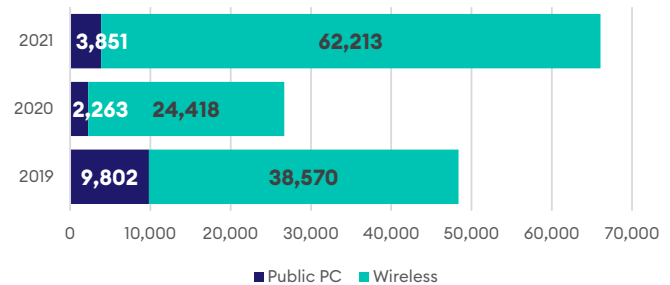
Circulation



People Served



Computer Log-Ins



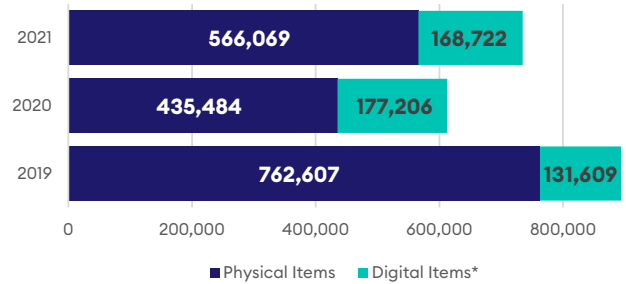
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Cascade Township Branch Statistics

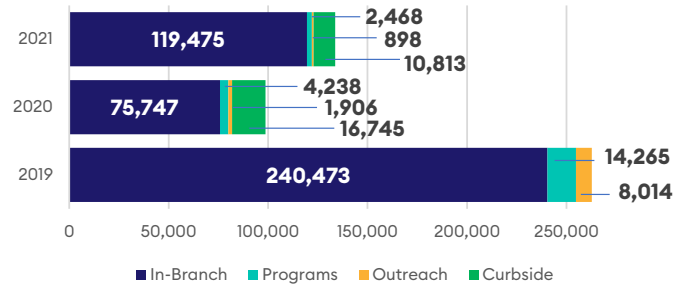
Regional Manager I:Vanessa Walstra
 Regional Manager II:Lulu Brown
 Physical Collection Size:77,282 (10.8% of total)
 Building Size:30,400 sq ft
 Public Computers:8
 Staff:19.6 FTEs
 Open Hours:62 hrs/wk



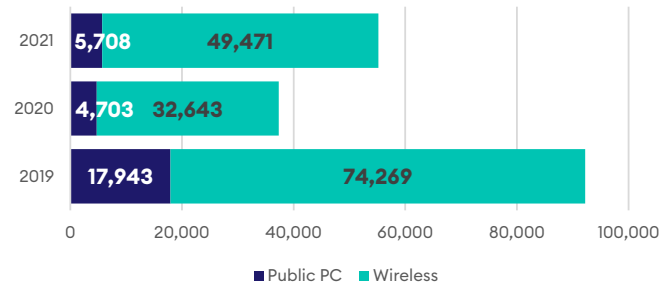
Circulation



People Served



Computer Log-Ins



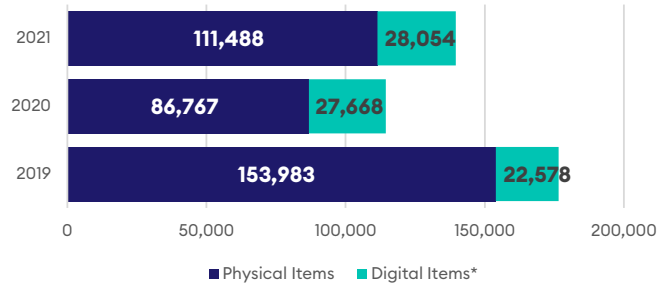
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Comstock Park Branch Statistics

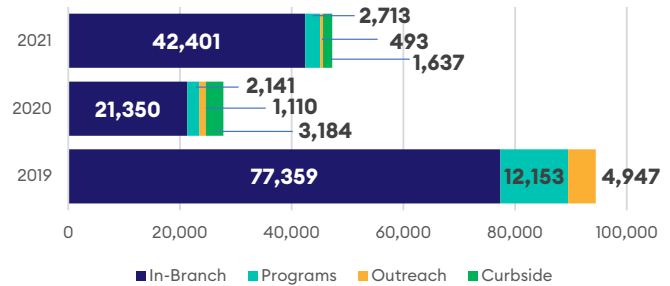
Regional Manager I:TBD
 Regional Manager II:Tricia Hetrick
 Physical Collection Size:16,415 (2.3% of total)
 Building Size:4,095 sq ft
 Public Computers:6
 Staff:6.8 FTEs
 Open Hours:45.5 hrs/wk



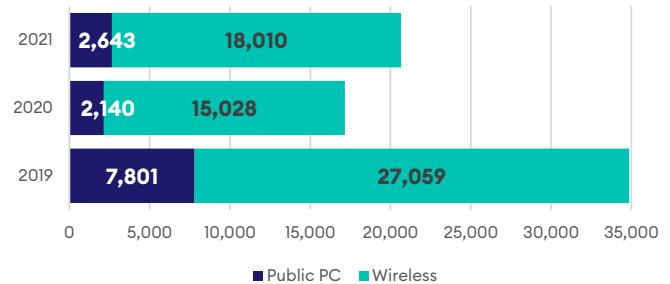
Circulation



People Served



Computer Log-Ins



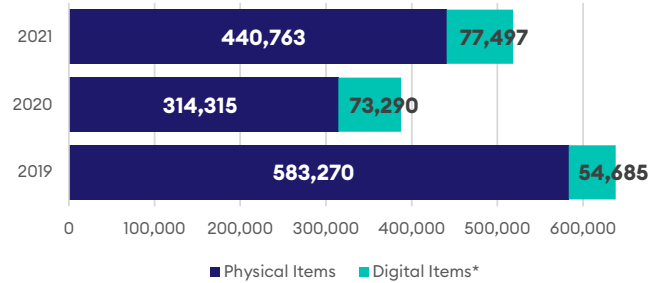
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

East Grand Rapids Branch Statistics

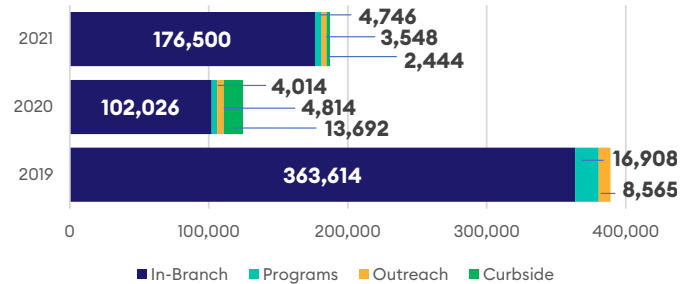
Regional Manager I:Scott Ninemeier
 Regional Manager II:Shaunna Martz
 Physical Collection Size:55,418 (7.8% of total)
 Building Size:26,950 sq ft
 Public Computers:16
 Staff:14.8 FTEs
 Open Hours:62 hrs/wk



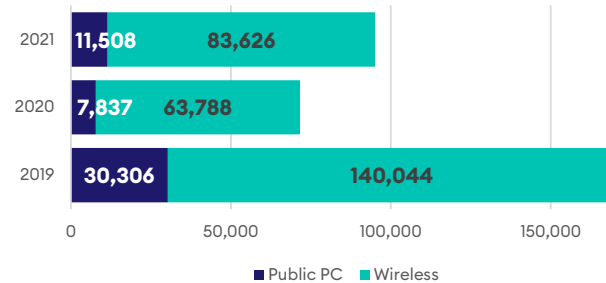
Circulation



People Served



Computer Log-Ins



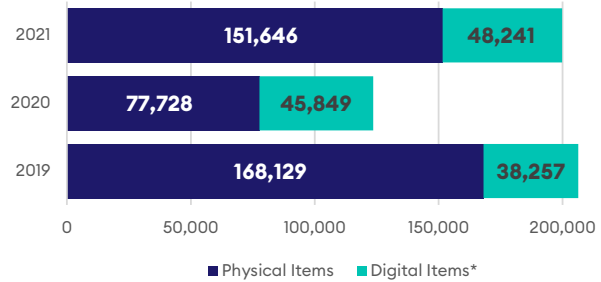
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Englehardt (Lowell) Branch Statistics

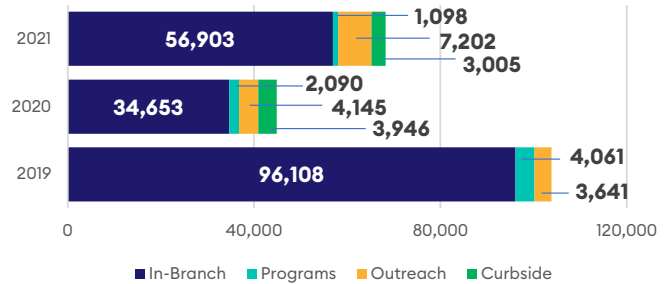
Regional Manager I:Sandy Graham
 Regional Manager II:Kurt Lardie
 Physical Collection Size:25,589 (3.6% of total)
 Building Size:8,771 sq ft
 Public Computers:10
 Staff:7.6 FTEs
 Open Hours:46.5 hrs/wk



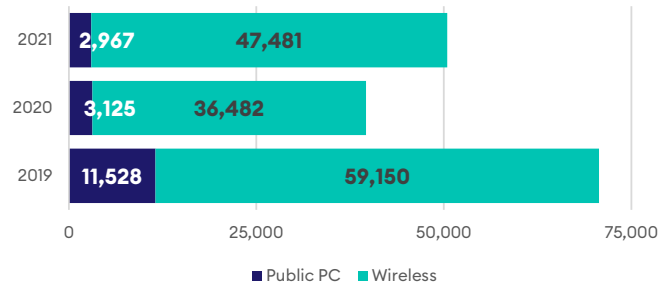
Circulation



People Served



Computer Log-Ins



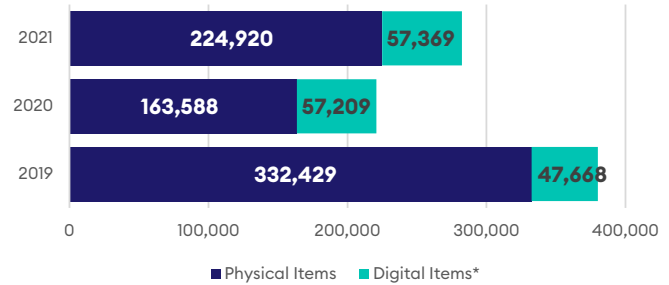
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Gaines Township Branch Statistics

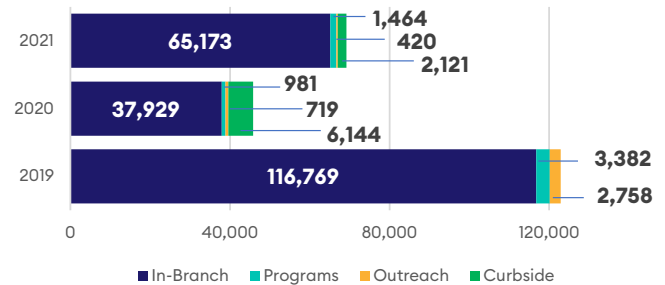
Regional Manager I:Cheryl Cammenga
 Regional Manager II:Angela Culp
 Physical Collection Size:33,351 (4.7% of total)
 Building Size:10,400 sq ft
 Public Computers:16
 Staff:8.8 FTEs
 Open Hours:54 hrs/wk



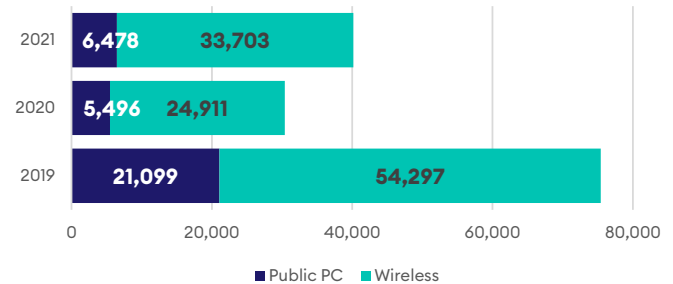
Circulation



People Served



Computer Log-Ins



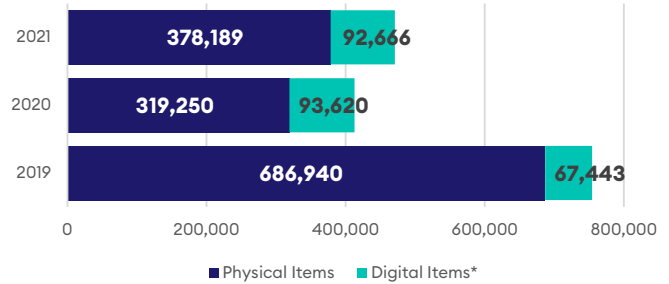
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Grandville Branch Statistics

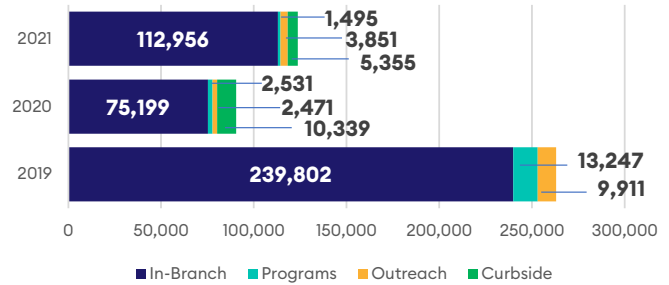
Regional Manager I:Josh Bernstein
 Regional Manager II:Eric DeHaan
 Physical Collection Size:53,597 (7.5% of total)
 Building Size:26,535 sq ft
 Public Computers:12
 Staff:12.8 FTEs
 Open Hours:62 hrs/wk



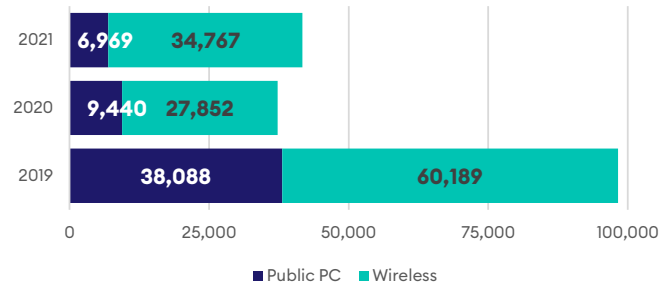
Circulation



People Served



Computer Log-Ins



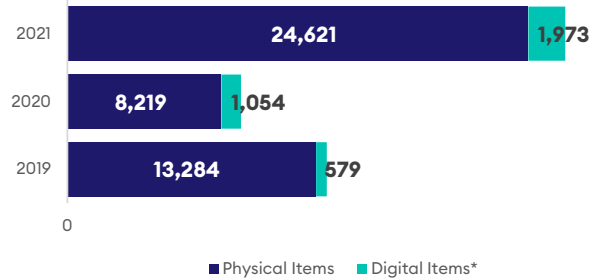
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Kelloggsville Branch Statistics

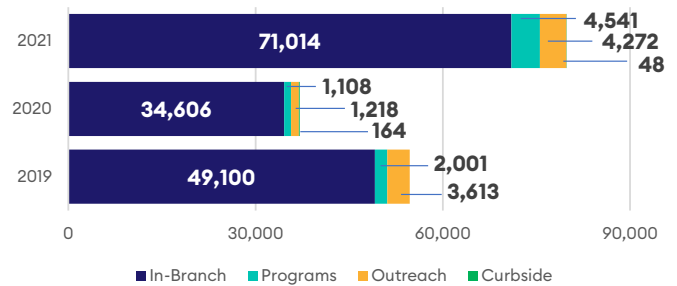
Regional Manager I:Anjie Gleisner
 Regional Manager II:Karen Small
 Physical Collection Size:7,940 (1.1% of total)
 Building Size:6,500 sq ft
 Public Computers:8
 Staff:2.9 FTEs
 Open Hours, School Year:14.5 hrs/wk
 Open Hours, Summer:31 hrs/wk



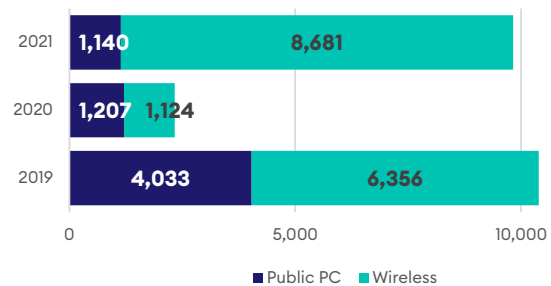
Circulation



People Served



Computer Log-Ins



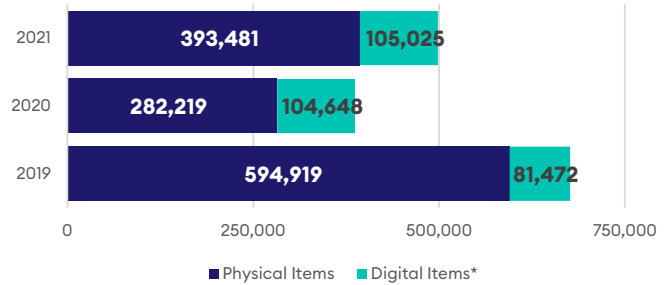
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Kentwood (Richard L. Root) Branch Statistics

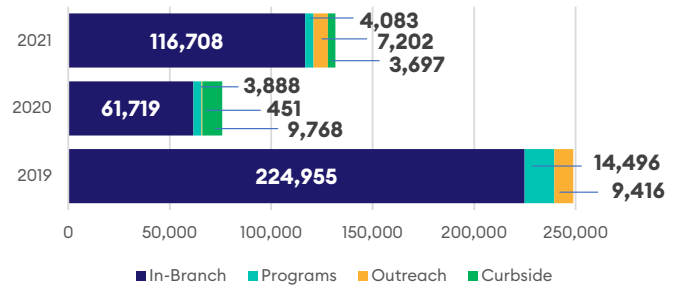
Regional Manager I:Cheryl Cammenga
 Regional Manager II:Angela Culp
 Physical Collection Size:60,168 (8.4% of total)
 Building Size:45,489 sq ft
 Public Computers:35
 Staff:14.1 FTEs
 Open Hours:62 hrs/wk



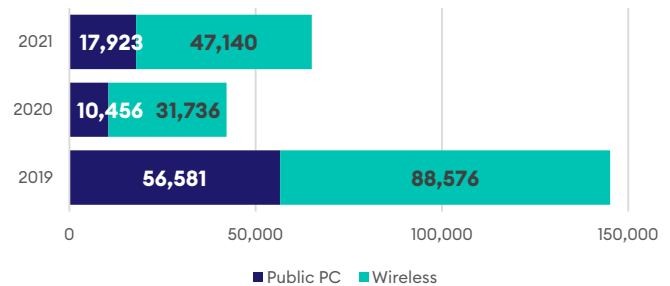
Circulation



People Served



Computer Log-Ins



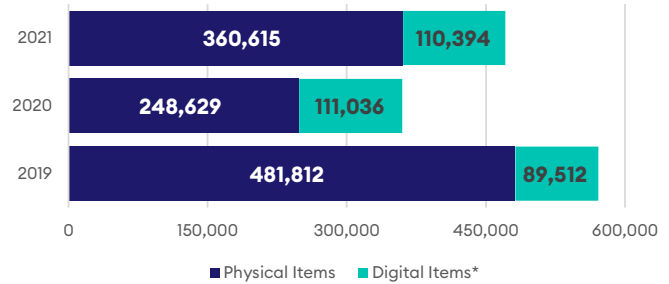
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Krause Memorial (Rockford) Branch Statistics

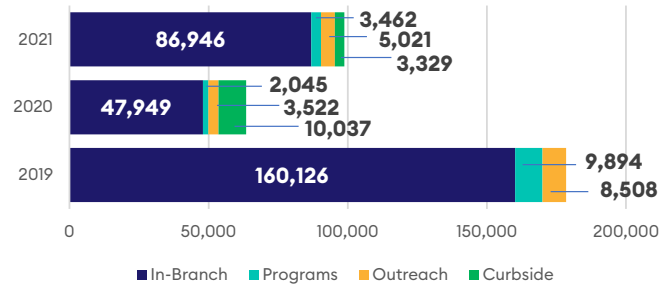
Regional Manager I:Jennifer German
 Regional Manager II:Laura Youells
 Physical Collection Size:38,822 (5.4% of total)
 Building Size:9,500 sq ft
 Public Computers:9
 Staff:9.9 FTEs
 Open Hours:54.5 hrs/wk



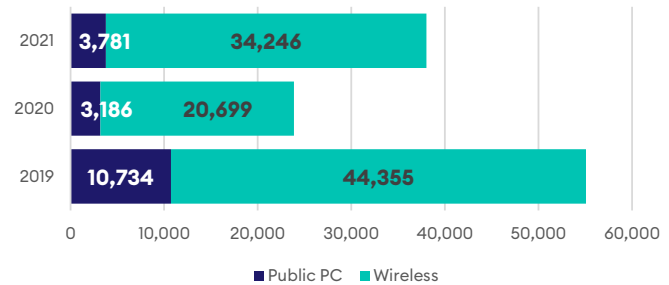
Circulation



People Served



Computer Log-Ins



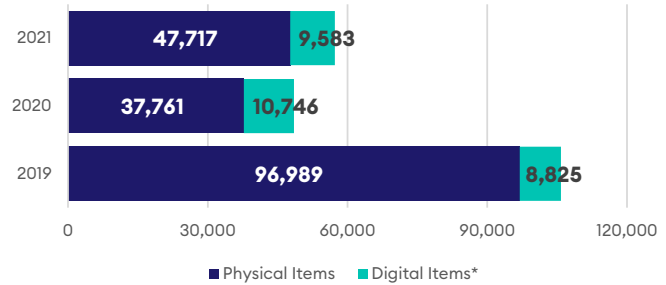
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Nelson Township Branch Statistics

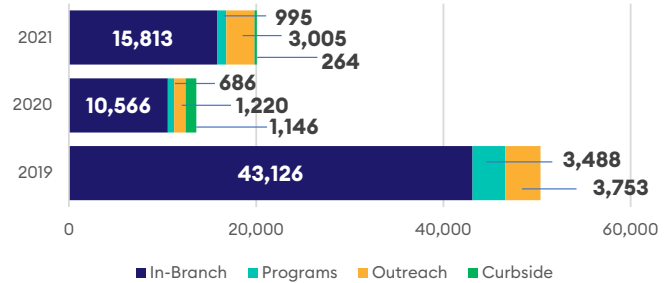
Regional Manager I:Jennifer German
 Regional Manager II:Laura Youells
 Physical Collection Size:15,438 (2.2% of total)
 Building Size:8,736 sq ft
 Public Computers:9
 Staff:4.3 FTEs
 Open Hours:42 hrs/wk



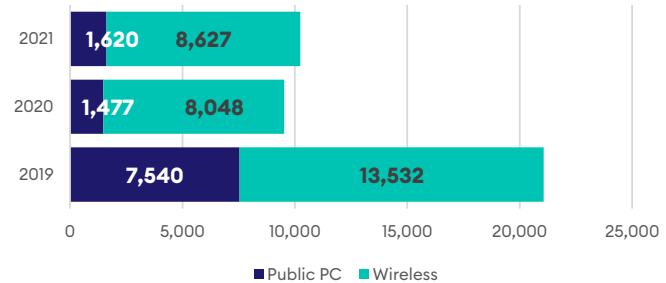
Circulation



People Served



Computer Log-Ins



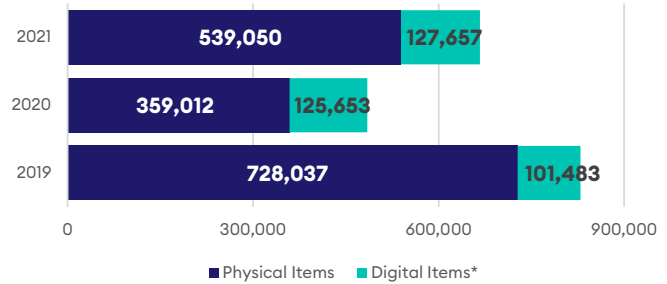
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Plainfield Township Branch Statistics

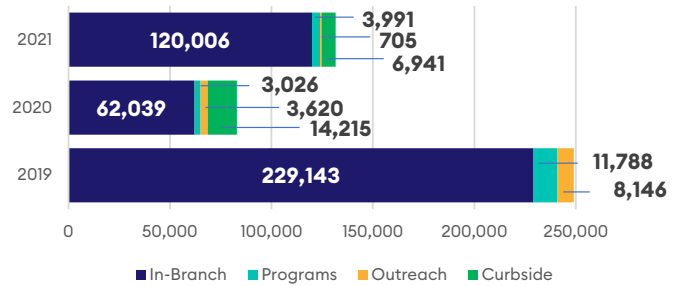
Regional Manager I:TBD
 Regional Manager II:Tricia Hetrick
 Physical Collection Size:70,912 (9.9% of total)
 Building Size:26,420 sq ft
 Public Computers:19
 Staff:13.8 FTEs
 Open Hours:62 hrs/wk



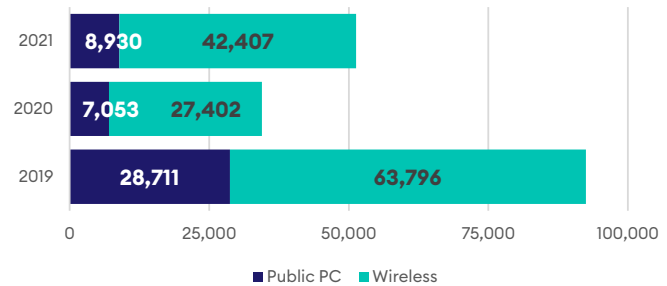
Circulation



People Served



Computer Log-Ins



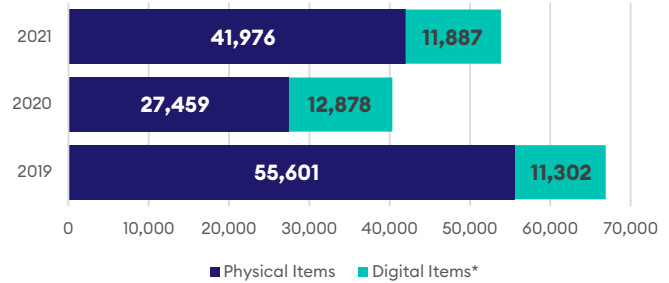
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Spencer Township Branch Statistics

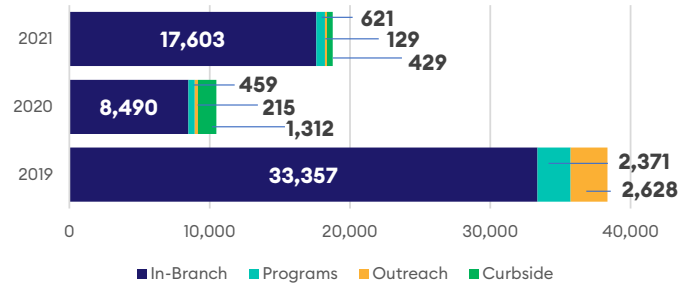
Regional Manager I:Jennifer German
 Regional Manager II:Laura Youells
 Physical Collection Size:10,061 (1.4% of total)
 Building Size:2,000 sq ft
 Public Computers:5
 Staff:4.0 FTEs
 Open Hours:40 hrs/wk



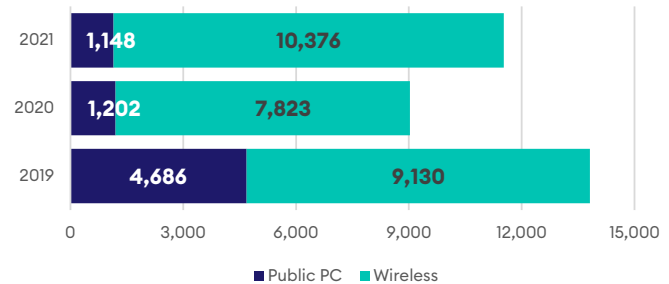
Circulation



People Served



Computer Log-Ins



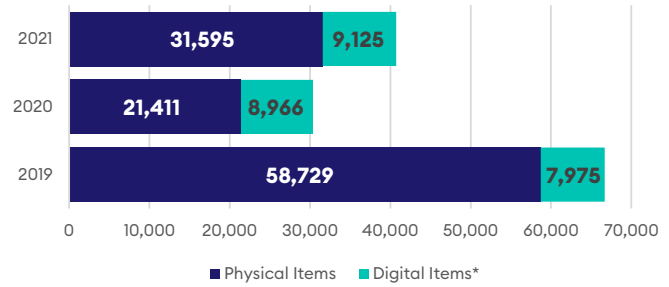
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Tyrone Township Branch Statistics

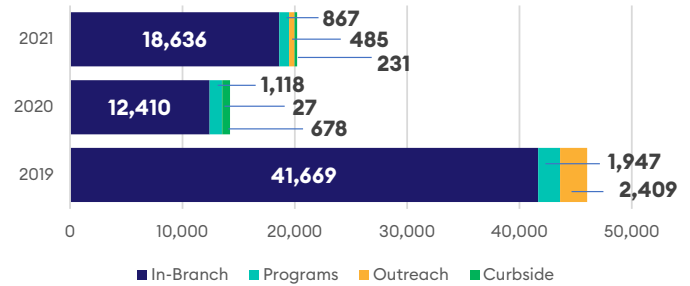
Regional Manager I:Liz Knapp
 Regional Manager II:Craig Buno
 Physical Collection Size:8,834 (1.2% of total)
 Building Size:4,239 sq ft
 Public Computers:7
 Staff:4.3 FTEs
 Open Hours:35.5 hrs/wk



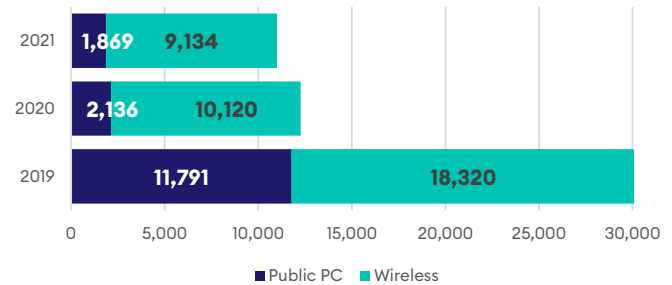
Circulation



People Served



Computer Log-Ins



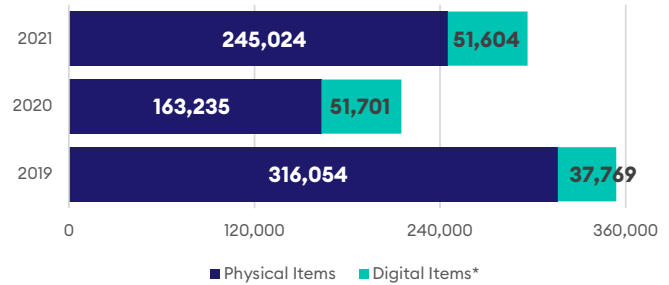
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Walker Branch Statistics

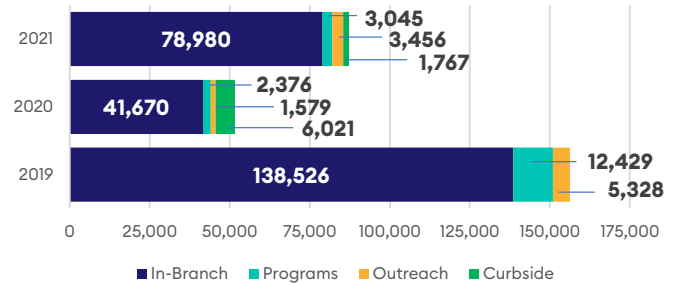
Regional Manager I:Liz Knapp
 Regional Manager II:Craig Buno
 Physical Collection Size:39,355 (5.5% of total)
 Building Size:8,898 sq ft
 Public Computers:9
 Staff:7.7 FTEs
 Open Hours:57 hrs/wk



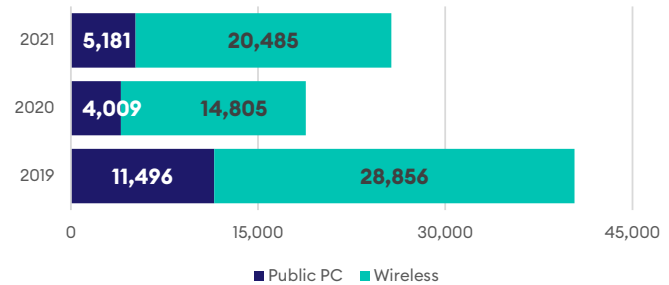
Circulation



People Served



Computer Log-Ins



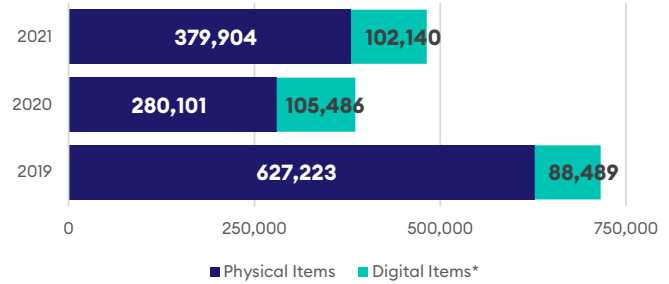
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Wyoming Branch Statistics

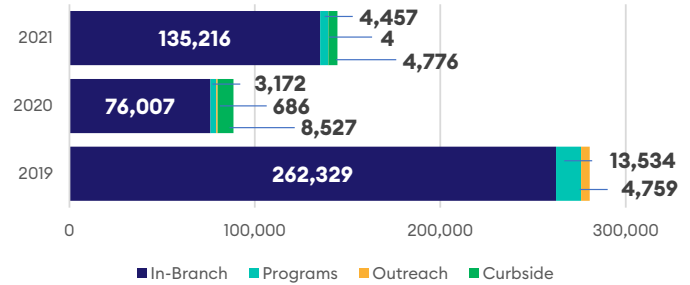
Regional Manager I:Anjie Gleisner
 Regional Manager II:Karen Small
 Physical Collection Size:65,011 (9.1% of total)
 Building Size:48,950 sq ft
 Public Computers:20
 Staff:17.5 FTEs
 Open Hours:62 hrs/wk



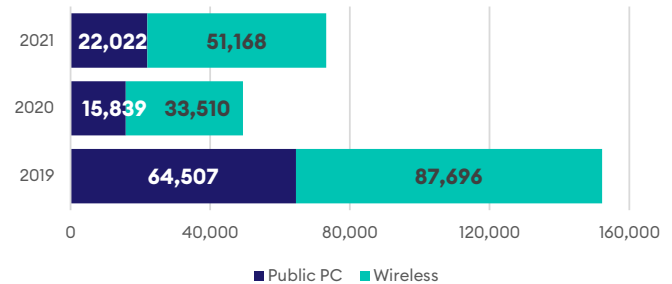
Circulation



People Served



Computer Log-Ins



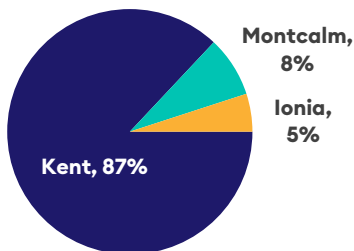
*2019 data based upon cloudLibrary, 2020 is a combination of cloudLibrary and OverDrive and 2021 is OverDrive only. Does not include Hoopla and other digital resources.

Talking Book and Braille Center

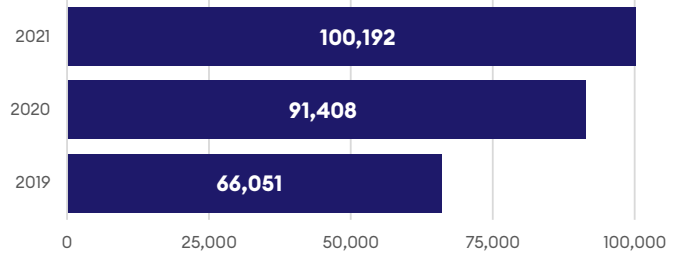
Accessibility and Inclusion Specialist:
Shelley Roossien

The Talking Book & Braille Center (TBBC) is a national program that provides accessible reading material to anyone who cannot read standard print because of a visual or physical impairment. Kent District Library's TBBC serves Kent, Ionia and Montcalm counties under the direction of the Bureau of Services for Blind Persons Braille & Talking Book Library. In addition to providing Braille and audio materials (including audiobooks, described movies and audio magazines) to TBBC patrons, KDL has a suite of adaptive technology that includes a CCTV, a Braille embosser, a text-to-speech scanner and an accessible computer equipped with a large print keyboard, screen reading and Braille translation software packages.

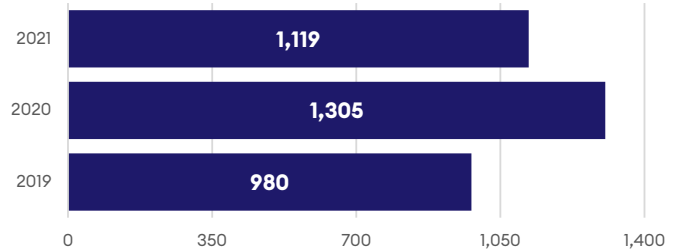
Borrowers by County



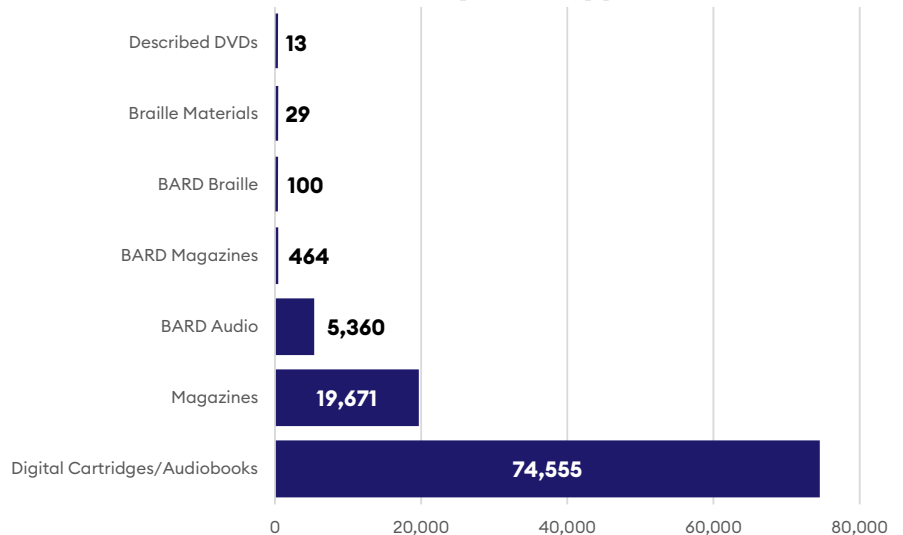
Circulation



Active Borrowers

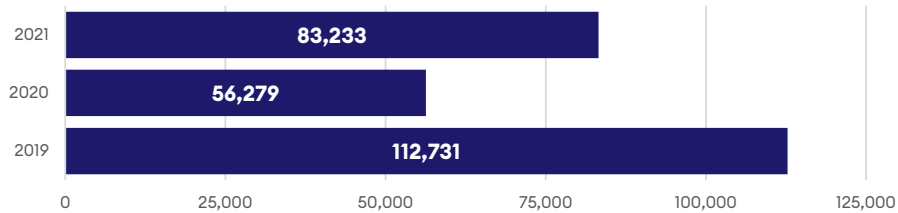


Circulation by Item Type

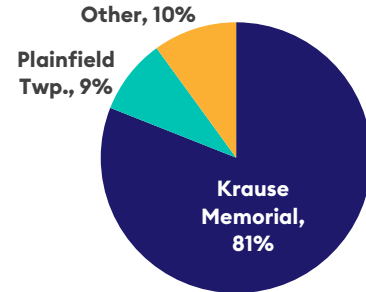


Municipalities in the Kent District Service Area

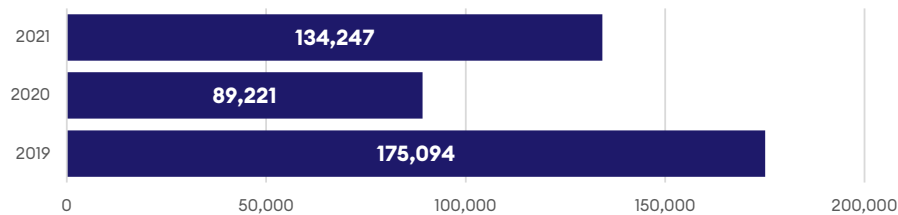
Circulation by Algoma Township Residents



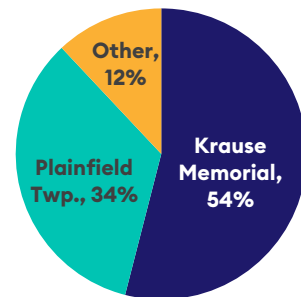
Preferred KDL Location



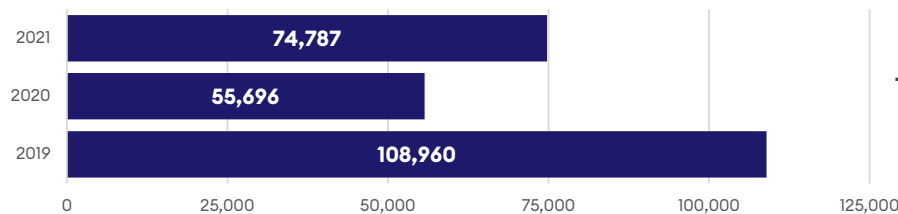
Circulation by Cannon Township Residents



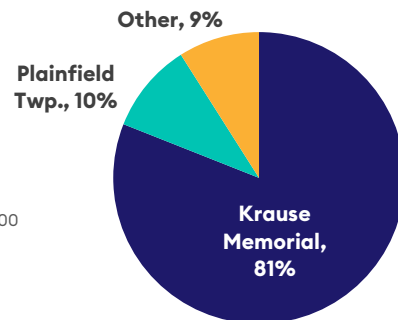
Preferred KDL Location



Circulation by Courtland Township Residents

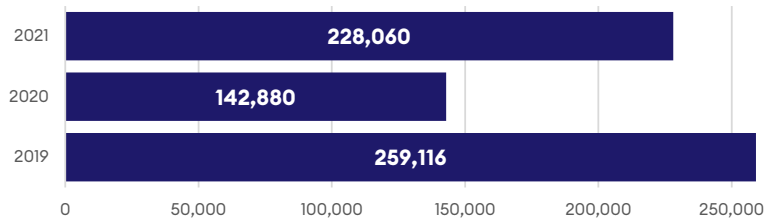


Preferred KDL Location

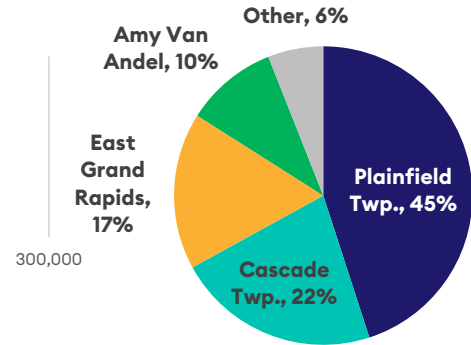


Municipalities in the Kent District Service Area

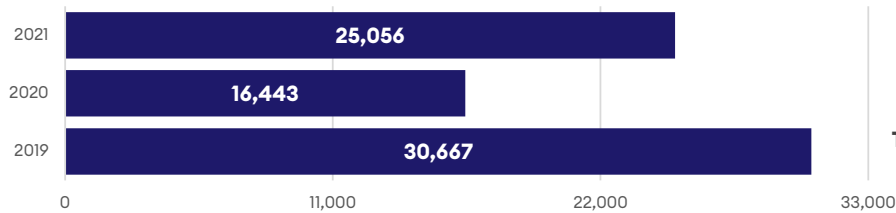
Circulation by Grand Rapids Township Residents



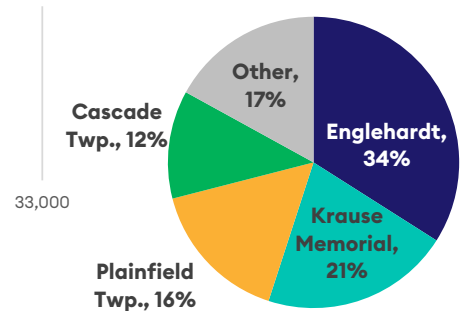
Preferred KDL Location



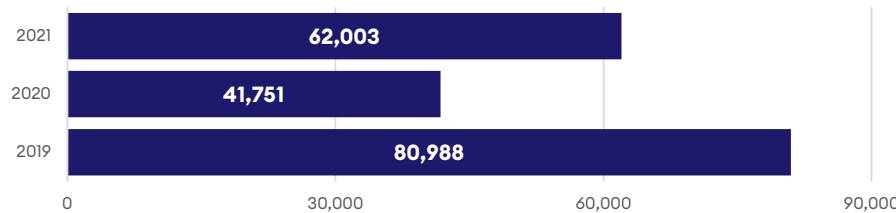
Circulation by Grattan Township Residents



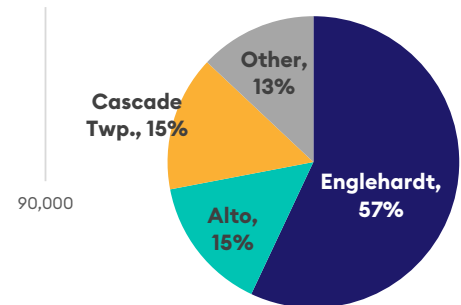
Preferred KDL Location



Circulation by Lowell Township Residents

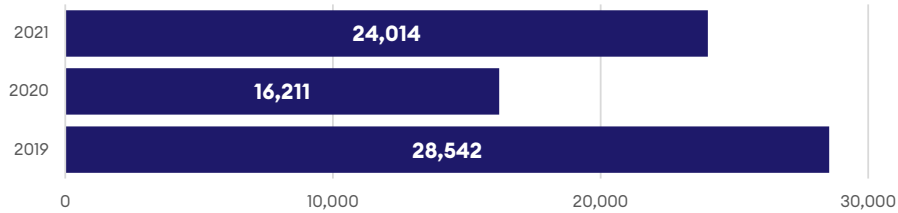


Preferred KDL Location

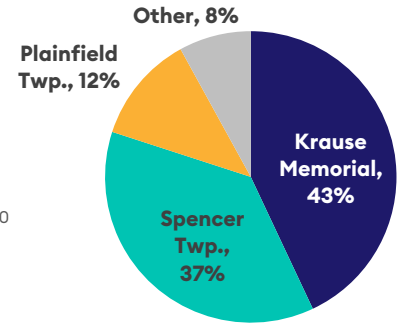


Municipalities in the Kent District Service Area

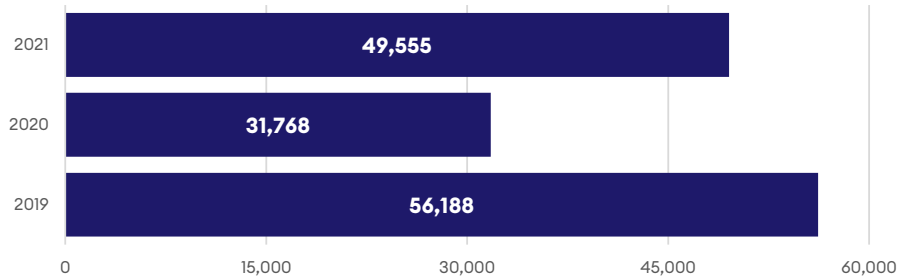
Circulation by Oakfield Township Residents



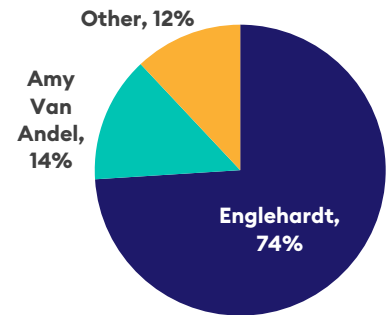
Preferred KDL Location



Circulation by Vergennes Township Residents

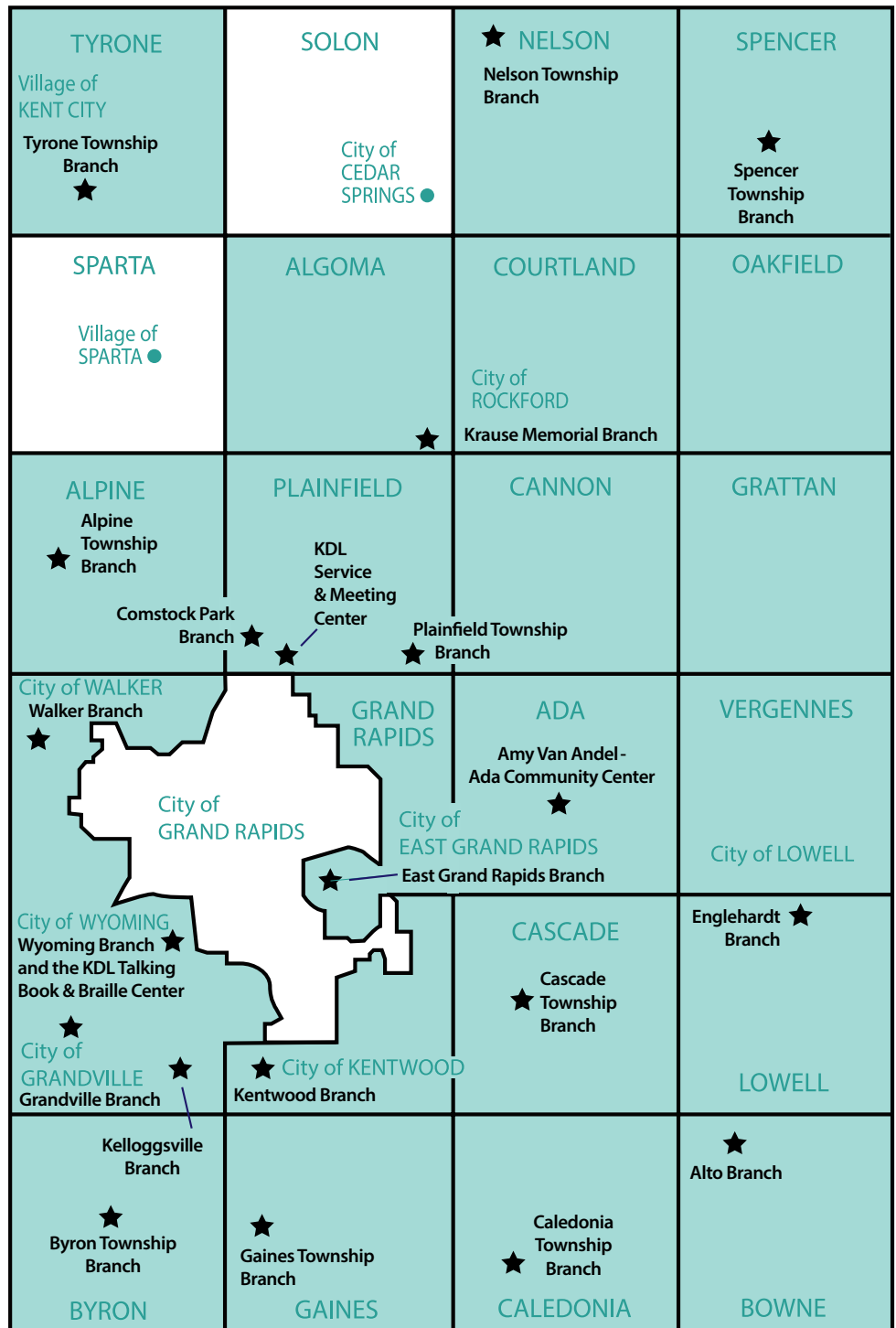


Preferred KDL Location



Kent District Library Service Area

The KDL service area includes all of Kent County except for the City of Grand Rapids, City of Cedar Springs, Solon Township, Sparta Township, the Village of Sparta and the portion of Bowne and Caledonia Townships within the Thornapple Kellogg school district.



Peer Comparison - National (2019 Institute of Museum and Library Services data)

<i>Kent District Library ranks #1 for physical circulation per capita and #2 for library visits per capita</i>					Per Capita Data								
					Population of Legal Service Area	Total Operating Expenditures (millions)	Operating Expenditures	Physical Circulation	Circulation of Electronic Materials	Library Visits	Program Attendance	Public Internet Users	Wi-Fi Sessions
Library	City	ST	Population of Legal Service Area	Total Operating Expenditures (millions)	Operating Expenditures	Physical Circulation	Circulation of Electronic Materials	Library Visits	Program Attendance	Public Internet Users	Wi-Fi Sessions	Books	Collection Expense
Kent District Library	Comstock Park	MI	395,660	\$22.7	\$57	17.15	2.33	6.83	0.44	0.95	2.14	1.9	\$10
Population (+/- 10%)													
Toledo-Lucas County Public Library	Toledo	OH	441,815	\$37.8	\$86	9.19	2.14	5.75	0.35	1.34	6.85	2.8	\$8
East Baton Rouge Parish Library	Baton Rouge	LA	440,059	\$37.8	\$86	4.96	2.09	5.81	0.95	1.19	2.79	3.5	\$12
Jefferson Parish Library	Metairie	LA	432,493	\$19.3	\$45	2.77	0.45	2.91	0.13	0.51	0.62	1.7	\$7
Sarasota County Public Libraries	Sarasota	FL	426,275	\$12.8	\$30	5.49	0.74	4.09	0.40	0.36	0.58	1.7	\$3
Dakota County Library	Eagan	MN	425,423	\$13.8	\$32	8.49	1.67	3.59	0.15	0.49	1.27	1.4	\$5
Carnegie Library of Pittsburgh	Pittsburgh	PA	399,948	\$34.1	\$85	12.04	1.57	6.81	0.55	1.14	1.06	3.8	\$12
Cleveland Public Library	Cleveland	OH	398,453	\$56.3	\$141	11.84	3.10	5.97	0.82	1.71	1.87	8.0	\$19
Rangeview Library District	Thornton	CO	394,587	\$18.8	\$48	4.11	1.37	2.64	0.21	0.53	0.24	0.7	\$7
Pioneer Library System	Norman	OK	394,333	\$17.7	\$45	6.46	1.53	4.07	0.43	0.61	0.22	1.3	\$8
New Orleans Public Library	New Orleans	LA	390,144	\$17.3	\$44	4.63	0.58	4.01	0.24	0.99	0.51	1.3	\$6
Loudoun County Public Library	Leesburg	VA	385,327	\$18.4	\$48	11.80	2.54	5.40	0.96	0.69	0.85	1.5	\$6
Solano County Library	Fairfield	CA	384,673	\$18.7	\$49	3.47	0.32	3.78	0.40	0.59	0.57	1.1	\$3
Richland County Public Library	Columbia	SC	384,504	\$28.9	\$75	7.85	3.49	3.98	0.15	1.45	2.75	1.8	\$11
Pal Public Library Cooperative	Bronson	FL	381,904	\$22.4	\$59	8.38	2.43	3.87	0.47	0.93	1.21	1.7	\$7
Akron-Summit County Public Library	Akron	OH	377,588	\$27.4	\$72	10.20	1.59	5.25	0.39	0.85	1.99	3.0	\$10
Saint Charles City-County Library District	St. Peters	MO	360,485	\$18.4	\$51	14.25	2.06	4.84	0.43	0.46	0.26	1.5	\$9
Budget (+/- 10%)													
Douglas County Libraries	Castle Rock	CO	342,847	\$23.9	\$70	15.96	3.76	4.94	0.52	0.34	2.49	1.4	\$11
DeKalb County Public Library	Decatur	GA	750,778	\$23.2	\$31	3.27	0.82	3.08	0.15	2.31	0.38	1.2	\$3
Pal Public Library Cooperative	Bronson	FL	381,904	\$22.4	\$59	8.38	2.43	3.87	0.47	0.93	1.21	1.7	\$7
Kansas City Public Library	Kansas City	MO	218,765	\$21.8	\$100	5.67	3.14	7.56	0.57	2.68	0.67	2.7	\$10
Gwinnett County Public Library System	Lawrenceville	GA	966,881	\$20.9	\$22	3.95	0.68	2.87	0.28	1.99	1.00	0.9	\$2
Madison Public Library	Madison	WI	275,445	\$20.7	\$75	10.73	1.68	6.40	0.43	0.83	9.48	2.1	\$4
Harford County Public Library	Belcamp	MD	251,032	\$20.6	\$82	11.18	2.30	6.15	1.41	0.93	1.11	2.2	\$11
Louisville Free Public Library	Louisville	KY	770,377	\$20.6	\$27	3.87	0.61	3.03	0.32	0.84	0.24	1.6	\$3

State Comparison (2019-2020 Michigan Public Library Statistics)

Library	Collection Turnover	Number of Registered Borrowers	% of Operating Expenditures On Materials	Total Annual Visits	Total Circulation (All Materials)	Circulation of Electronic Materials	Total Operating Expenditures	Total Operating Income	Total Program Attendance (in-person and virtual)	Public PC Sessions	Wi-Fi Sessions
Kent District Library	6.0	174,795	15.7%	2,597,751	7,657,150	1,010,852	\$23,584,655	\$25,698,639	478,617	347,635	906,673
KDL Michigan Ranking	2nd	1st	2nd	1st	1st	1st	2nd	2nd	1st	1st	2nd
Ann Arbor District Library	10.8	59,935	10.5%	1,223,413	5,872,394	936,633	\$15,771,904	\$18,042,413	134,398	88,089	2,565,500
Capital Area District Libraries	3.1	76,472	13.9%	1,071,352	2,501,486	576,849	\$12,087,428	\$12,440,115	224,347	193,876	213,940
Clinton-Macomb Public Library	4.6	150,799	15.5%	622,143	1,823,206	112,635	\$6,263,183	\$8,349,392	83,119	110,469	79,310
Detroit Public Library	0.2	112,034	3.2%	2,214,811	427,759	170,349	\$33,311,356	\$28,379,385	169,123	174,088	170,888
Genesee District Library	2.1	142,664	16.1%	938,777	1,441,580	363,728	\$10,556,522	\$9,552,974	36,585	144,021	62,209
Grand Rapids Public Library	1.3	59,906	12.4%	452,094	1,170,625	424,512	\$11,336,021	\$12,280,560	32,728	67,738	194,241
Jackson District Library	3.1	54,906	13.7%	529,562	1,788,644	216,860	\$7,948,197	\$9,039,399	113,212	160,675	59,014
Monroe County Library System	2.2	25,015	9.9%	146,120	1,046,264	139,681	\$7,925,691	\$8,163,607	138,273	167,432	45,634
Saint Clair County Library System	1.1	58,832	11.1%	459,004	529,242	70,995	\$4,693,782	\$5,169,510	27,335	72,290	28,097
Sterling Heights Public Library	1.5	62,882	9.3%	149,962	492,664	111,657	\$2,816,554	\$2,816,555	75,411	35,843	92,418
Warren Public Library	1.4	56,345	9.0%	180,391	533,409	54,468	\$3,896,934	\$5,457,636	18,071	38,799	80,765



814 W. River Center Dr. NE, Comstock Park, MI 49321 // kdl.org

Kent District Library is a public library system operating 20 branch libraries and a Bookmobile that serve more than 439,000 residents of 27 different municipalities throughout Kent County. KDL enriches lives by providing information, ideas and excitement. It is an IRS-designated 501(c)(3) nonprofit supported by millage dollars and private donations. KDL is a member of the Lakeland Library Cooperative. For more information, visit kdl.org.

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

Wednesday, September 28, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Township Manager Swayze, Manager of Assessment Services Center, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously.
- Article 4. Presentations**
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Joe Gindzin-3420 Glenstone Ct-Requested an update on the Egypt Creek Landscaping situation. Asked what the Township is doing about the homeless encampment under the bridge on 28th Street. Supervisor Lesperance advised that both items would be addressed later in the meeting.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board-9/14/22- *Trustee Noordhoek noted in the 9/14/22 Township Board Meeting minutes, Article 9 should be corrected to three (3) seasons instead of permits.*
 - b. Receive and File Reports
 1. Building Department Report – August 2022
 - c. Receive and File Education Requests
 1. Jeff VanTil – Mechanical Inspectors Association of Michigan – Clare, MI – October 19-21, 2022
 - d. Receive and File Communication
None

Township Board Minutes
September 28, 2022

Clerk Slater requested Planning Commission meeting minutes be included in the packet as was done previously.

Motion by Trustee Shipley, seconded by Trustee McDonald to approve the Consent Agenda with correction. Motion carried unanimously.

Article 7. Financial Actions

a. Consider Approval of August 2022 Financial Reports

b. Consider Approval of August 2022 Payroll, Payables and Transfers

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

Article 8. Unfinished Business

034-2022 Plante Moran Forensic Analysis: Implementation of Recommendations (information added 9.26.22)

Motion by Trustee McDonald, seconded by Trustee Koessel to direct staff to implement the specific recommendations included in the Plante Moran Forensic Analysis in Attachment 1. Motion carried unanimously.

Article 9. New Business

075-2022 Consider Resolution for Road Closure for Treeline Drive (Roll Call)

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

076-2022 Consider Appointment of the Township Assessor

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

077-2022 Consider Resolution Establishing the Strategic Plan Implementation Committee (information added 9.26.22) (Roll Call)

Motion by Trustee McDonald, seconded by Trustee Koessel to approve the Strategic Plan Implementation Committee with the stated changes to paragraph five (5) which were: First term to begin immediately and end 12/31/23. All terms thereafter are one year in length; committee appointments are made annually. Motion carried unanimously by roll call vote.

078-2022 Consider Appointments to the Strategic Plan Implementation Committee (information added 9.26.22)

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

079-2022 Consider Contract with Hope Network for Janitorial Services

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

Article 10. Discussion

1. Engineering RFP Bid Review/Selection Process-Request for Proposals (RFP) was issued late summer/early fall. Five (5) bids were received. Manager Swayze and

Engineer Thorne are reviewing bids, but requested direction from the Board how it would like the selection process to be structured. After considerable discussion, Board members agreed an Ad Hoc Committee should be formed to choose the top two bids to bring before the Board.

Motion by Trustee McDonald, seconded by Trustee Koessel to approve the creation of an Ad Hoc Committee comprised of Trustees Shipley, McDonald, and Noordhoek to review RFPs and choose two to bring before the Board. Motion carried unanimously.

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

1. Ken VanDerKolk-7200 Leyton-To whom do we make a Parks request? Had a problem launching his kayak near the dam; it looks like someone tried to make it a private launch. Would like to see the Township hire a Director of Parks.
2. Joe Gindzin-Requested a brief overview of the Strategic Plan priorities. Supervisor Lesperance and Manager Swayze directed him to both the Township and the Connecting Cascade websites.
3. Jeff Hughes-7250 Redbud Lane-Discussed biodiversity of Burton Park, and presented pictures from Maryland DNR showing the contrast between protected and unprotected areas.

Article 12. Manager Comments

1. Officer Dieppa and Michigan Department of Transportation (MDOT) are working through a process to move out the inhabitants living under the 28th Street bridge.
2. Representative Alberts has been contacted regarding EGLE's lack of response to concerns about Egypt Creek Landscaping.
3. Groundbreaking for Fire Station #1 is scheduled for 10/26/22 at 10 AM.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked everyone for coming to the meeting.
2. Clerk Slater-Cascade Cemetery sign was installed today; showed a photo.
3. Treasurer Peirce-As of 9/28/22, has collected 96.69% of taxes, and rural numbers increased from 42.9 to 45.1 percent.
4. Supervisor Lesperance-Several residents expressed concern about increase in crime in the area near I-96 and 28th Street. Would like to find a way to respond quickly to this problem.
5. Trustee Noordhoek-A large portion of the Fire Department calls are going to the I-96 and 28th Street area. Is there an ordinance for cost recovery?

Article 14. Adjournment

Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.

Meeting adjourned at 7:55 pm.

Krissi Brott
Deputy Clerk




Approved by:








Grace Lesperance, Supervisor




Township Board Minutes
September 28, 2022




Susan B. Slater, Clerk

DRAFT

	High Priority
	Medium Priority
	Low Priority

#	Priority	Observations	Possible Risk	Recommendations	Management's Response			
					Action Steps to be Taken	Owner	Status	Due Date
1		Cascade does not have a policy that requires the disclosure and approval of related-party vendors.	Related-party vendors present an increased risk for: 1) The perception of a conflict of interest; 2) Non-market rates charged by the vendor; or 3) Fraudulent invoices.	Cascade should consider implementing a policy that 1) requires the disclosure of relationships between employees and vendors, and 2) requires special approval before the use of related-party vendors. If related party vendors are used, the rates/prices charged by the vendors, as well as their invoices, should be analyzed periodically to determine market rates are being charged.	1) Creation of a draft Vendor Registration & Disclosure policy Including process for considering vendors with a real or perceived conflict of interest. 2) Governance Committee to review proposed policy and make recommendation to the Township Board regarding adoption. 3) Township Board to consider adoption of proposed policy. 4) Implementation and staff training on policy.	1) Township Manager/Senior Accountant/Township Legal Counsel 2) Governance Committee 3) Township Board 4) Township Manager/Senior Accountant	In process	1) 10/21/22 2) 10/26/22 3) 11/2/22 4) 11/11/22
2		No vendor approval policy exists. Departments send invoices from new vendors to the Senior Accountant, requesting the vendor be added to the system.	Fictitious vendors, vendors with a conflict of interest, and vendors who operate in a manner inconsistent with Cascade's policies could be paid.	A policy should be established that documents a process of vendor approval and the criteria that would classify an "unallowable vendor."	1) Creation of a Draft Vendor Registration Form including section for conflict of interest disclosure (to follow policy created for #1) 2) Governance Committee to review proposed form and make recommendation to the Township Board regarding adoption. 3) Township Board to consider adoption of proposed policy. 4) Implementation and staff training on policy.	1) Township Manager/Senior Accountant/Township Legal Counsel 2) Governance Committee 3) Township Board 4) Township Manager/Senior Accountant	In process	1) 10/21/22 2) 10/26/22 3) 11/2/22 4) 11/11/22
3		Errors in submissions to governmental agencies occurred to support expenditures for awards/grants.	A claw-back of funds could be made by the agencies for erroneous submissions.	Better oversight should be performed. For example, use of an Excel workbook to list purchases utilizing award/grant funds could be saved on the Township's network for review by multiple personnel.	1) Development of a policy that requires a multi-departmental team for grant administration 2) Development of tool to track grant requirements and expenses 3) Governance Committee to review proposed policy and make recommendation to the Township Board regarding adoption 4) Township Board to consider adoption of proposed policy 5) Implementation and staff training on policy	1) Township Manager/Senior Accountant/Township Legal Counsel 2) Township Manager/Senior Accountant 3) Governance Committee 4) Township Board 5) Township Manager/Senior Accountant		1) 11/18/22 2) 11/18/22 3) 11/23/22 4) 12/14/22 5) 12/31/22
4		Proper approvals were missing from documentation.	Without properly documented approvals, unauthorized purchases could be made.	Given the Township's responsibility to its residents, all purchases should have the proper documentation and approvals.	1) Conduct staff training on all approval process 2) Develop Training Report for Township Board	1) Township Manager/Senior Accountant 2) Township Manager/Senior Accountant		1) 12/2/22 2) 12/14/22
5		New vendor additions and/or changes to the master vendor file are not periodically reviewed.	The Senior Accountant could add a fictitious vendor and/or manipulate a legitimate vendor's information, such as bank account or address, to their own, resulting in the diversion of vendor payments.	A change report, containing new vendors and changes to existing vendor information, should be periodically reviewed for reasonableness.	1) Policy outline in #1 to have section regarding periodic review of vendor change report 2) Vendor change report to be review every 6 months and included in annual audit documentation	1) Various (see owners for item #1 tasks) 2) Senior Accountant/Township Manager/Township Auditor		1) 11/11/22 2) 12/31/22 & every 6 months thereafter
6		Vendors in the system are missing information, such as addresses, city and vendor name.	Fictitious vendors could be created.	All vendor information should be entered into the system. While there will be exceptions, those entries should be few and easily identifiable.	1) Vendors to be reviewed and missing information to be filled in where available 2) Vendor report to be reviewed every 6 months and included in annual audit documentation	1) Senior Accountant 2) Senior Accountant/Township Manager/Township Auditor	In process	1) Completed 2) 12/31/22
7		Duplicate vendors are listed in the system.	Duplicative payments, 1099 errors, etc. could occur.	Inactivate duplicate vendors.	1) Senior Accountant to inactivate duplicate vendors from system 2) Vendor report to be reviewed every 6 months and included in annual audit documentation	1) Senior Accountant 2) Senior Accountant/Township Manager/Township Auditor	In process	1) Completed 2) 12/31/22

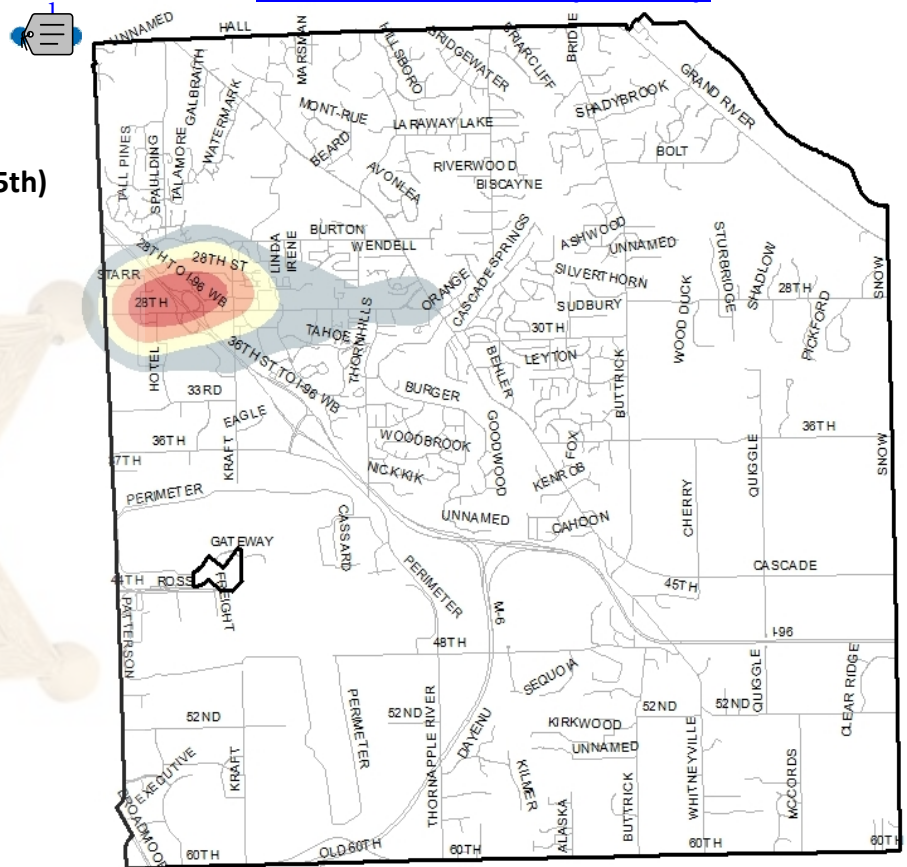
	High Priority
	Medium Priority
	Low Priority

#	Priority	Observations	Possible Risk	Recommendations	Management's Response			
					Action Steps to be Taken	Owner	Status	Due Date
8		Vendors in the system are never made inactive.	Vendors may continue to be listed on the vendor master file and appear active, even if they have not received payment for a significant period of time. This can create a voluminous listing that does not represent current data.	The vendor list should be periodically reviewed and vendors made inactive if they have not been paid within a set timeframe, such as seven (7) years.	<ol style="list-style-type: none"> 1) Policy outline in #1 to have section regarding inactivation of vendors no longer doing business with the Township 2) Regular inactivation of vendors no longer doing business with the Township. 3) Vendor report to be review every 6 months and included in annual audit documentation 	<ol style="list-style-type: none"> 1) Various (see owners for item #1 tasks) 2) Senior Accountant 3) Senior Accountant/Township Manager/Township Auditor 		<ol style="list-style-type: none"> 1) 11/11/22 2) 12/31/22 3) 12/21/22 & every 6 months thereafter
9		Cascade is not redeeming the rewards earned on the organization's credit card. The current balance was approximately \$1,700 at the time of our fieldwork.	Cascade is not benefiting from the accumulating cash back rewards.	Cascade should consider implementing a process for redeeming rewards, such as a recurring "cash out" into Cascade's bank account or applying points against the credit card balance. This process should include a reconciliation performed by someone who does not have account access to redeem the rewards.	<ol style="list-style-type: none"> 1) Review & amend Township Credit Card Policy regarding the redemption of rewards 2) Governance Committee to review proposed policy and make recommendation to the Township Board regarding adoption. 3) Township Board to consider adoption of proposed policy. 4) Implementation and staff training on policy. 	<ol style="list-style-type: none"> 1) Township Manager/Senior Accountant/Township Legal Counsel 2) Governance Committee 3) Township Board 4) Township Manager/Senior Accountant/Deputy Treasurer 		<ol style="list-style-type: none"> 1) 11/18/22 2) 11/23/22 3) 12/14/22 4) 12/31/22
10		No additional assessment of internal controls / processes is performed beyond the annual financial statement audit.	Gaps in internal controls can lead to problematic and erroneous transactions.	Consider performing periodic data testing to help ensure internal controls/processes are being performed.	<ol style="list-style-type: none"> 1) Work with Township Auditor to develop periodic data testing protocols 2) Data testing to be conducted every 6 months and included in annual audit documentation 	<ol style="list-style-type: none"> 1) Township Manager/Senior Accountant/Township Auditor 2) Township Manager/Senior Accountant/Township Auditor 		<ol style="list-style-type: none"> 1) 12/16/22 2) 12/31/22 & Every 6 months thereafter



Kent County Sheriff's Office

Calls for Service "Hotspot" Map



Legend

- Low Density
- Medium
- Medium High
- High Density



Click on flame for hotspot details

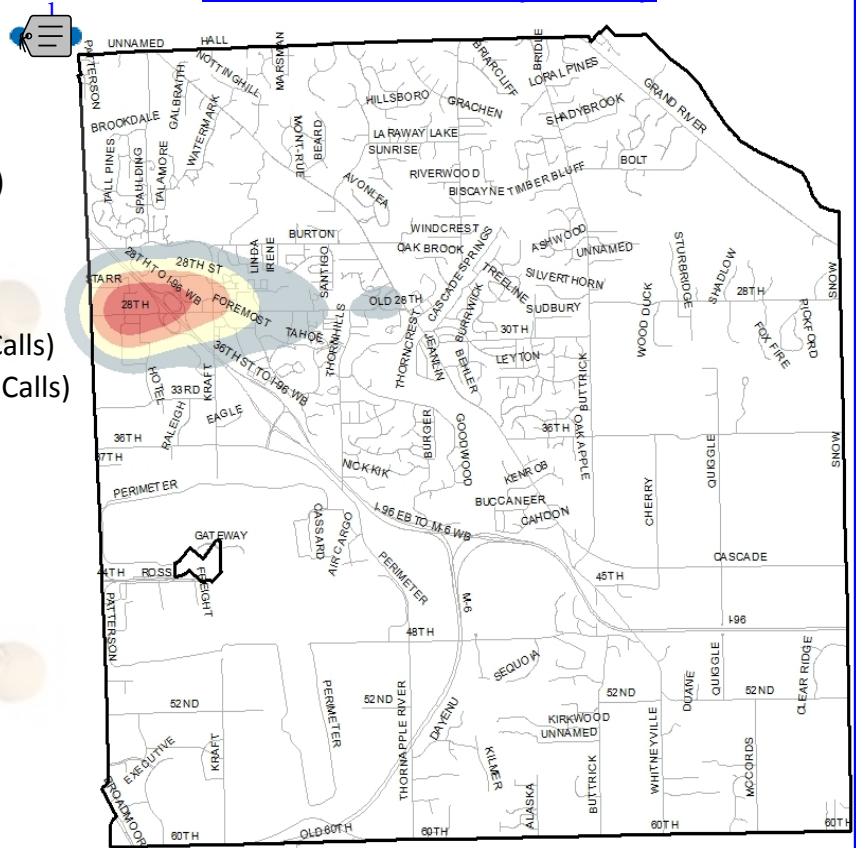
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- **Total 1st Qtr '22 Reported Offenses: 276 (5th)**
- **Top 3 Calls For Service:**
 1. Alarm (203 Calls)
 2. Fraud (83 Calls)
 3. Assist (81 Calls)
- **Top 3 Repeat Call Addresses:**
 1. 5500 Blk 28th St SE (78 Calls)
 2. 5100 Blk 28th St SE (68 Calls)
 3. 4900 Blk 28th St SE (45 Calls)
- **Top 3 Responding Units:**
 1. 4121 (238 Calls)
 2. 4321 (203 Calls)
 3. 4225 (199 Calls)
- **Avg. # of Units Assigned Per Call: 1.86**
- **Avg. Hold Time: 7 Min, 54 Seconds**
- **Avg Response Time: 18 Min, 29 Seconds**
- **Top 3 Crimes**
 1. Retail Fraud - 67
 2. Obstructing Justice - 23
 3. Driving Law Violations - 19



Kent County Sheriff's Office

Calls for Service "Hotspot" Map

-
-
- **Total 2nd Qtr '22 Reported Offenses: 237 (5th)**
- **Top 3 Calls For Service:**
 1. Alarm (209 Calls)
 2. Suspicious Condition/Noise/Subject (115 Calls)
 3. Fraud - Embezzlement, Forgery, Retail (89 Calls)
- **Top 3 Repeat Call Addresses:**
 1. 5100 Blk 28th ST SE (103 Calls)
 2. 5500 Blk 28th St SE (92 Calls)
 3. 5800 Blk 28th ST SE (50 Calls)
- **Top 3 Responding Units:**
 1. 4225 (283 Calls)
 2. 4321 (271 Calls)
 3. 4223 (249 Calls)
- **Avg. # of Units Assigned Per Call: 1.88**
- **Avg. Hold Time: 8 Min, 24 Seconds**
- **Avg Response Time: 20 Min, 13 Seconds**
- **Top 3 Crimes**
 1. Retail Fraud - 64
 2. Obstructing Justice - 26
 3. Domestic Simple Assault - 15



Legend

- Low Density
- Medium
- Medium High
- High Density



Click on flame for hotspot details

Building Department

September Report Summary

- 949 permits issued
- 1864 inspections

September was another strong month for permits. The seasonal “slow-down” normally starts this time of year. Staff has been working hard to keep up all year as the construction industry has proven resilient in our area, so far.

I attended a conference in Bellaire, MI this month...thanks to the board for supporting continuing education for all staff! During the conference, I spoke with industry suppliers that are forecasting a significant slowdown for 2023...time will tell but the department is well positioned to meet the needs of our residents.

We continue to search for additional staff. We have open positions for Mechanical Inspector and Administrative Assistant (both part-time).

I mentioned last month about improvements to the online workflows. These have now been rolled out to all communities and are working well. We continue to adapt to new technologies to provide the best service possible. Along those lines, BSA is offering a cloud-based software module that we would like to implement in 2023...more to come on this soon!

Please let me know if there are any questions.

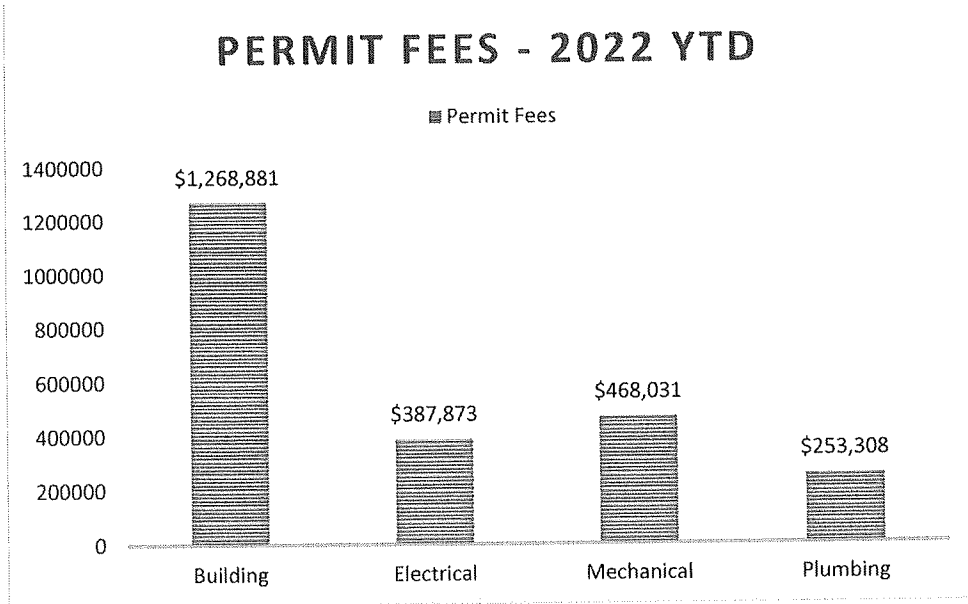
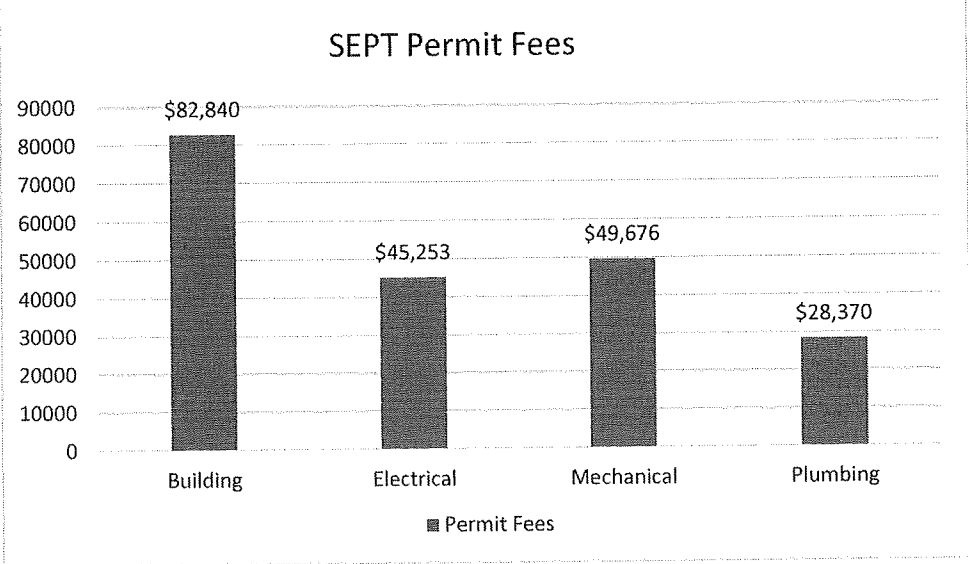
Brian Wilson

Director of Inspections

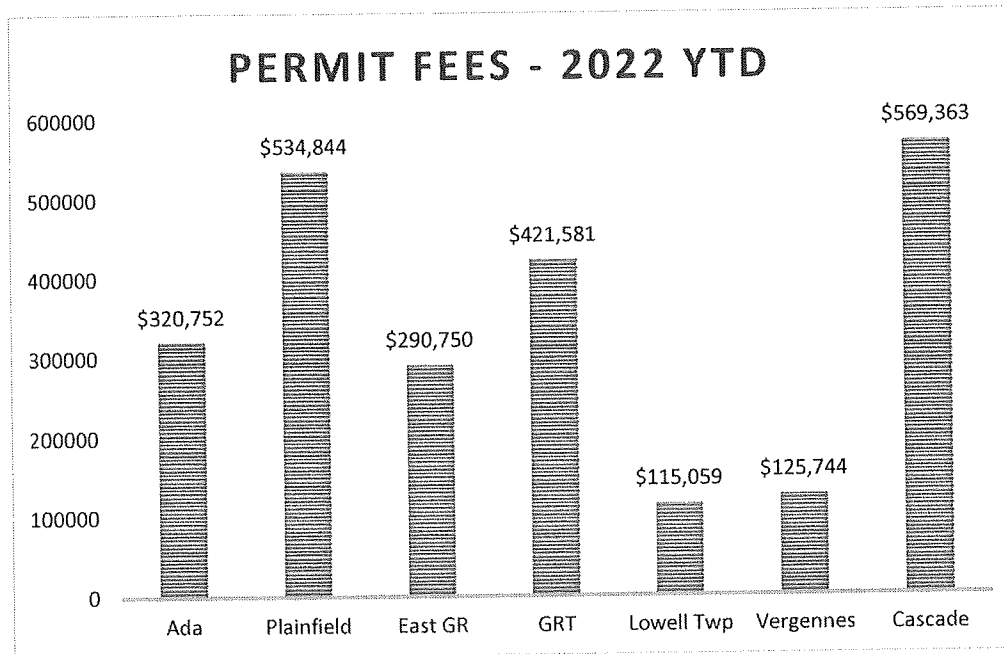
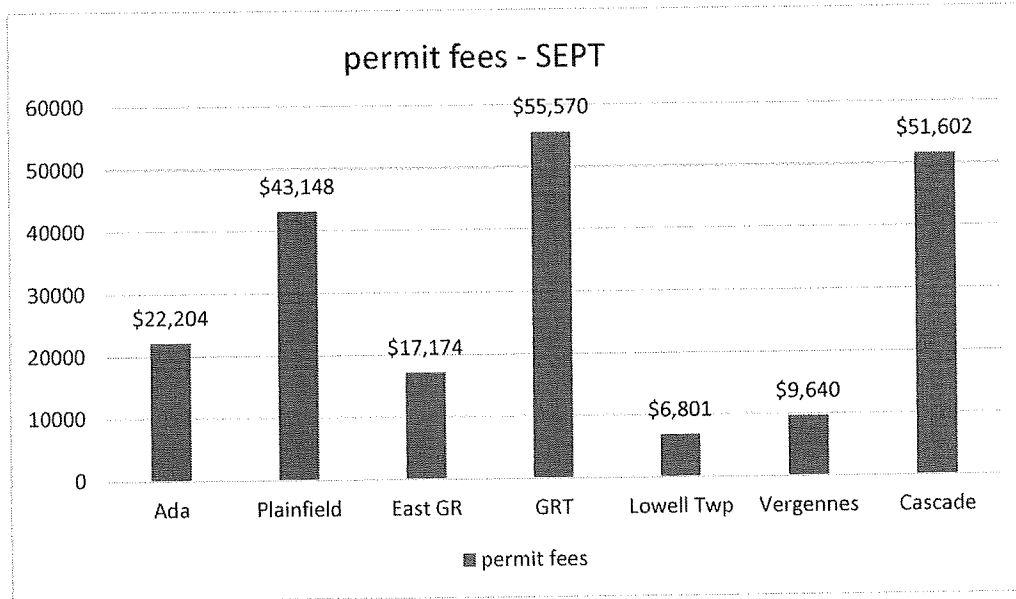
Cascade Inspection Services

SEPT 2022

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	1897	\$1,186,041.00	1671	\$342,619.96	2836	\$418,355.90	1228	\$224,938.00	7632	\$2,171,954.86
SEPT										
Cascade	72	\$17,632.00	53	\$13,951.00	65	\$13,721.25	36	\$6,298.00	226	\$51,602.25
Lowell Twp	8	\$2,407.00	15	\$2,145.00	12	\$1,465.00	6	\$784.00	41	\$6,801.00
Ada	21	\$8,887.00	32	\$5,006.00	44	\$5,863.75	16	\$2,447.00	113	\$22,203.75
Vergennes	7	\$3,199.00	12	\$2,682.00	15	\$2,760.00	5	\$999.00	39	\$9,640.00
GR Twp	53	\$30,833.00	30	\$7,613.00	62	\$10,690.00	25	\$6,434.00	170	\$55,570.00
EGR	31	\$5,067.00	22	\$5,452.00	27	\$3,805.00	19	\$2,850.00	99	\$17,174.00
Plainfield	67	\$14,815.00	53	\$8,404.00	74	\$11,370.50	67	\$8,558.00	261	\$43,147.50
MONTH TOTAL	259	\$ 82,840.00	217	\$ 45,253.00	299	\$ 49,675.50	174	\$ 28,370.00	949	\$206,138.50

YTD	2156	\$ 1,268,881.00	1888	\$ 387,872.96	3135	\$ 468,031.40	1402	\$ 253,308.00	8581	\$ 2,378,093.36
TOTAL -2021	1974	\$ 765,878.00	2429	\$ 434,571.60	4018	\$ 509,156.00	1818	\$ 257,436.00	10239	\$ 1,967,041.60
TOTAL -2020	1628	\$ 803,244.00	2017	\$ 307,137.85	3410	\$ 403,536.80	1616	\$ 212,701.00	8671	\$ 1,726,619.65
TOTAL -2019	1675	\$ 631,143.50	2288	\$ 347,205.00	3478	\$ 406,781.95	1469	\$ 206,608.00	8910	\$ 1,591,688.45
TOTAL -2018	1705	\$ 920,876.00	2116	\$ 380,754.00	3585	\$ 456,603.00	1654	\$ 238,664.00	9060	\$ 1,996,897.00
TOTAL -2017	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL -2016	1475	\$ 529,552.24	1992	\$ 310,463.00	3217	\$ 383,718.00	1404	\$ 190,762.00	8088	\$ 1,414,495.24
TOTAL -2015	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL -2014	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL -2013	1241	\$ 644,712.00	1667	\$ 288,442.06	2583	\$ 334,045.70	969	\$ 142,474.00	6460	\$ 1,409,673.76
TOTAL -2012	1,122	\$ 511,272.00	1,349	\$ 188,766.99	2,134	\$ 247,625.30	835	\$ 118,335.00	5,440	\$ 1,065,999.29
TOTAL -2011	949	\$ 410,550.75	990	\$ 148,549.50	1585	\$ 189,180.10	753	\$ 111,023.00	4277	\$ 859,303.35
TOTAL -2010	850	\$ 309,779.00	1330	\$ 162,994.00	1644	\$ 188,927.25	625	\$ 94,790.00	4449	\$ 756,490.25
TOTAL -2009	712	\$ 222,039.00	875	\$ 125,848.00	1313	\$ 149,101.75	554	\$ 74,397.00	3463	\$ 571,382.75
TOTAL -2008	848	\$ 582,100.75	1043	\$ 147,674.00	1348	\$ 164,271.30	697	\$ 91,695.00	3933	\$ 951,266.55
TOTAL -2007	1032	\$ 336,749.55	1069	\$ 137,857.00	1447	\$ 151,002.60	778	\$ 98,270.00	4326	\$ 723,879.15
TOTAL -2006	1181	\$ 481,673.30	1547	\$ 215,121.00	2147	\$ 243,076.90	1243	\$ 162,020.00	5173	\$ 940,523.41
TOTAL -2005	1032	\$ 419,355.30	1369	\$ 191,694.00	1874	\$ 211,234.15	1111	\$ 144,926.00	5386	\$ 967,209.45

	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	TOTAL
Township							2022						
Ada Twp	\$33,476.00	\$20,838.00	\$36,478.00	\$18,487.96	\$104,407.00	\$23,877.00	\$24,449.50	\$36,534.75	\$22,203.75				320,751.96
Permit Fees													-
Special Insp													-
Ada Total	\$33,476.00	\$20,838.00	\$36,478.00	\$18,487.96	\$104,407.00	\$23,877.00	\$24,449.50	\$36,534.75	\$22,203.75				320,751.96
Plainfield	\$35,766.75	\$48,363.50	\$72,828.50	\$54,464.00	\$59,286.75	\$76,356.00	\$47,651.00	\$96,980.00	\$43,147.50				\$534,844.00
Permit Fees													-
Special Insp													-
Plainfield Total	\$35,766.75	\$48,363.50	\$72,828.50	\$54,464.00	\$59,286.75	\$76,356.00	\$47,651.00	\$96,980.00	\$43,147.50				534,844.00
East Gr	\$15,943.00	\$20,440.00	\$25,545.00	\$17,063.00	\$15,490.00	\$51,725.00	\$12,975.00	\$114,395.40	\$17,174.00				290,750.40
Permit Fees													-
Special Insp													-
East Gr Tot	\$15,943.00	\$20,440.00	\$25,545.00	\$17,063.00	\$15,490.00	\$51,725.00	\$12,975.00	\$114,395.40	\$17,174.00				290,750.40
GR Twp	\$32,279.50	\$20,968.00	\$46,446.00	\$29,770.00	\$45,025.50	\$61,144.50	\$51,897.00	\$78,480.00	\$55,570.00				421,580.50
Permit Fees													-
Special Insp													-
GR Twp tot	\$32,279.50	\$20,968.00	\$46,446.00	\$29,770.00	\$45,025.50	\$61,144.50	\$51,897.00	\$78,480.00	\$55,570.00				421,580.50
Lowell Twp	\$7,084.00	\$4,338.00	\$20,489.00	\$20,277.00	\$19,219.00	\$20,410.00	\$8,776.00	\$7,665.00	\$6,801.00				115,059.00
Permit Fees													-
Special Insp													-
Lowell Tot	\$7,084.00	\$4,338.00	\$20,489.00	\$20,277.00	\$19,219.00	\$20,410.00	\$8,776.00	\$7,665.00	\$6,801.00				115,059.00
Vergennes	\$18,967.00	\$12,687.00	\$9,903.25	\$11,144.00	\$24,332.00	\$13,196.00	\$12,390.00	\$13,485.00	\$9,640.00				125,744.25
Permit Fees													-
Special Insp													-
Verg Total	\$18,967.00	\$12,687.00	\$9,903.25	\$11,144.00	\$24,332.00	\$13,196.00	\$12,390.00	\$13,485.00	\$9,640.00				125,744.25
Permit Fees													-
Special Insp													-
Subtotal	\$143,516.25	\$127,634.50	\$211,689.75	\$151,205.96	\$267,760.25	\$246,708.50	\$158,138.50	\$347,540.15	\$154,536.25				1,808,730.11
Cascade	\$29,370.00	\$52,812.00	\$87,677.50	\$45,166.25	\$62,347.00	\$68,811.25	\$48,919.00	\$132,658.00	\$51,602.25				569,363.25
Total w/ Cas	\$172,886.25	\$180,446.50	\$299,367.25	\$196,372.21	\$330,107.25	\$305,519.75	\$207,057.50	\$480,198.15	\$208,138.50				2,378,093.36
			2022 YTD	\$2,378,093.36		2021 YTD	1,398,576			DIFFERENCE			\$979,517.61
GRAND TOTAL PERMIT FEE CHART													

CASCADE CONSOLIDATED FEES

YEAR 2022

MONTH	YEAR 2022				TOTAL	
	Building Comm.	Building Residential	Electrical	Mechanical		Plumbing
JANUARY	\$979.00	\$5,974.00	\$9,237.00	\$9,231.00	\$3,949.00	\$29,370.00
FEBRUARY	\$22,696.00	\$6,474.00	\$12,096.00	\$7,809.00	\$3,737.00	\$52,812.00
MARCH	\$42,826.00	\$8,920.00	\$12,838.00	\$14,906.50	\$8,187.00	\$87,677.50
APRIL	\$12,050.00	\$12,199.00	\$6,695.00	\$10,535.25	\$3,687.00	\$45,166.25
MAY	\$15,198.00	\$24,437.00	\$9,339.00	\$10,478.00	\$2,895.00	\$62,347.00
JUNE	\$7,587.00	\$16,581.00	\$11,532.00	\$15,923.25	\$7,188.00	\$58,811.25
JULY	\$1,871.00	\$17,767.00	\$13,418.00	\$10,040.00	\$5,823.00	\$48,919.00
AUGUST	\$83,587.00	\$18,592.00	\$11,260.00	\$13,285.00	\$5,934.00	\$132,658.00
SEPTEMBER	\$6,198.00	\$11,434.00	\$13,951.00	\$13,721.25	\$6,298.00	\$51,602.25
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$192,992.00	\$122,378.00	\$100,366.00	\$105,929.25	\$47,698.00	\$569,363.25
PERMIT # FOR MONTH	11	61	53	65	36	226
PREV PERMIT TOTAL	85	323	382	612	227	1629
PERMIT TOTAL FOR YR	96	384	435	677	263	1855
YEAR TO DATE	2022	\$569,363.25				
YEAR TO DATE	2021	\$375,816.00				
OVER	\$193,547.25					

CASCADE SINGLE FAMILY HOMES

	SEPT	YTD 2022	2021	2020	2019
Number of Permits					
New Residential Homes	1	30	69	55	38
VALUE - RESIDENTIAL	\$ 486,398.00	\$ 27,737,549.00	\$ 36,003,102.00	\$ 36,322,102.00	\$ 18,187,545.00

Cascade Twp -Permit Report by Category/ Fe

1/1/2022 12:00:00 to 9/30/2022 12:00:00

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee
Res. Single Family					
PB22002017	HOPPMAN JEFFREY &	8151 28TH ST SE	09/29/2022	486,398	1,869.00
				486,398	1,869.00
1	Permits	Value Total		486,398	1,869



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

TO: Supervisor Lesperance; Clerk Slater; Treasurer Peirce; Trustees Koessel, McDonald, Shipley and Noordhoek; Manager Swayze

FROM: Hunter Zuk

CC: Mary Ann Sabo, Amy Snow-Buckner

DATE: Oct. 7, 2022

SUBJECT: Q3 2022 Cascade Township Communications Update

During the third quarter of 2022, Communications partnered with Township departments to use a variety of tactics to inform residents and promote Cascade Township.

Media Relations

Cascade Firefighters Association Hockey Game – To help promote the Cascade Firefighters Association’s second annual charity hockey game, we wrote and disseminated a press release to West Michigan media outlets two weeks before the event.

The released earned several on-air interviews with [WOOD-TV8](#), [FOX17](#) and [WZZM-13](#) before the event. Additionally, [WOOD-TV8](#) and [WZZM-13](#) sent crews to capture footage of the game and interview event organizers. The stories aired a total of 11 times before and after the event, which earned 126,580 in local market viewership.

Metro Cruise Warm-Up – Two weeks before the Cascade Metro Cruise Warm-Up, we wrote and disseminated a press release to West Michigan media outlets to promote the event. The release earned a WZZM-13 interview with the event’s co-chair, Carmen Villahermosa de Cox.

Virgil Nishimura Westdale Memorial Park – After Township officials renamed Museum Gardens Park to Virgil Nishimura Westdale Memorial Park during the Cascade Heritage Festival, we wrote and disseminated a press release to spread awareness about the name change and why the Township is recognizing the former community member.

The release earned an [online story](#) from FOX17 and a mention during its 6 p.m. news coverage.

Fire Department FEMA Grant – After the Fire Department received the \$117,000 Assistance to Firefighters grant from the Federal Emergency Management Agency, Chief Magers asked us to help spread the word about how the department plans to use the funds.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

We wrote and disseminated a press release to West Michigan media outlets and received some excellent coverage. The release earned on-site interviews at Fire Station 2 with Chief Magers ([FOX17](#)) and Capt. Stevenson ([WZZM-13](#)). The stories aired a total of 16 times across the two stations, which earned 101,328 in local market viewership.

Fire Station 1 Move – After Fire Station 1 operations relocated to the temporary facility at the Gerald R. Ford International Airport, we wrote and disseminated a press release to help spread awareness about the move and when construction will begin.

The press release was picked up by the [Grand Rapids Business Journal](#), [MLive](#), Grand Rapids Press, [WOOD Radio](#), [Fire Apparatus Magazine](#) and [Real Property News](#).

Strategic Plan – After the strategic plan was adopted by the Board, we wrote and disseminated a press release to West Michigan media outlets to spread awareness. The release earned a story from the [Grand Rapids Business Journal](#).

Upcoming Media Opportunities – Looking ahead to Q4, we have several media outreach opportunities planned, including the updated Peace Park hunting program, Fire Station 1 groundbreaking and Tree Lighting Ceremony. As always, we will continue to keep an eye out for other opportunities.

Other Notable Projects

Cascade Heritage Festival – After a wonderful inaugural event, we were proud to again help communicate the Cascade Heritage Festival. Working with the Cascade Heritage Festival Committee, we helped spread awareness about the event by:

- Creating a content calendar that outlined the Township's communications channels and when and where we would post content.
- Creating and executing paid Facebook and Instagram advertisements.
- Writing and designing organic social media posts.
- Writing and editing print and e-newsletter copy.
- Writing and editing website copy.
- Writing and disseminating a press release.
- Designing a map of the event layout.

Additionally, we attended the event and captured photos for social media and future promotional materials.

We were happy to see the well-attended event was a success and we look forward to again partnering with organizers next year.

Fire Station 1 – Before Fire Station 1 staff relocated to the temporary air cargo facility, we held several meetings with Manager Swayze and Chief Magers to plan a campaign to help inform residents about the move and what they should expect. The two points we wanted to communicate were the steps the Fire Department had taken to ensure response times were not affected and the increased firefighter presence in the community.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

We helped communicate the move and these points by:

- Creating a content calendar that outlined the Township's communications channels and when and where we would post content.
- Writing and editing website updates, which included FAQs, Board meeting updates and project timelines.
- Writing and creating social media posts.
- Writing and editing print newsletter and e-newsletter content.
- Writing and disseminating a press release.

Looking ahead, we are working with the Fire Department and Triangle Associates Inc. to plan a groundbreaking ceremony at Fire Station 1. We look forward to continuing to walk alongside the Fire Department as it takes this next big step toward a new fire station.

Township Photography – We took advantage of the sunny Michigan weather – when available – to update the Township's photo library. This included taking photos not only at summer events such as the July Fourth Celebration, Metro Cruise Warm-Up and Heritage Festival, but also area parks and popular landmarks. We even managed to capture wildlife enjoying a swim in the Thornapple River and a walk through Peace Park.

We plan to capture more photos during fall and winter to ensure we are using fresh content going forward.

Strategic Plan – As the strategic planning process crossed the finish line, we again partnered with McKenna and Township staff to communicate the final meetings and adoption of the plan.

We helped ensure stakeholders were informed of the final meetings and plan adoption by:

- Writing and designing a series of e-newsletters promoting the final input meetings and plan adoption dates.
- Writing and creating social media posts.
- Writing and sending out a press release.

We were proud to be so involved throughout the strategic planning process and can't wait to see the plan's tasks come to fruition.

Business Spotlight Videos – We'd be remiss to not again mention the Township's revamped business spotlight series, which continues to be a hit.

Economic Developer Korhorn and I have been bouncing from business to business capturing interviews and footage to help showcase the excellent businesses Cascade has to offer. The videos continue to receive 500-2,000 views on Facebook, the Township's social media platform with the largest following.

We have a handful of videos to edit and a list of businesses to capture. The video series idea has even made its way into neighboring communities, which we love to hear.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

Thornapple River SAD District – To help keep residents in the Thornapple River SAD informed about the project, we continued to utilize the Township's social media, dedicated e-newsletter list and website to communicate treatment dates and resources.

Before each treatment, we wrote and designed e-newsletters and posted on social media. We also responded to social media comments and pointed residents to resources about the project.

We saw a big bump in subscribers to the SAD e-newsletter list and will continue to test different methods to add even more.

Ongoing Projects

- Social media content
- Monthly e-newsletters
- Quarterly print newsletters
- Board, committee and commission meeting recordings for website, social media and public access television
- Board meeting recap videos
- Township Hall internal signage
- Website copy
- Township photography

Projects We Look Forward to in Q4

- Fire Station 1 construction communications
- Updated fall and winter photography library
- Liquor license communications
- Tree Lighting Ceremony communications
- Additional business spotlight videos



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123



Q3 2022 E-Newsletter Analytics

Monthly Township E-Newsletter			Strategic Planning Focus Group Sessions E-Newsletter (Separate Audience)		
July E-Newsletter			July 27 Meeting E-Newsletter		
Total Opens	820		Total Opens	827	
Total Clicks	213 (26%)	Industry Avg. 6.6%	Total Clicks	160 (19%)	Industry Avg. 6.6%
Open Rate	58%	Industry Avg. 38.8%	Open Rate	61%	Industry Avg. 38.8%
August E-Newsletter			Aug. 11 Workshop E-Newsletter		
Total Opens	976		Total Opens	963	
Total Clicks	177 (12%)	Industry Avg. 6.6%	Total Clicks	148 (15%)	Industry Avg. 6.6%
Open Rate	65%	Industry Avg. 38.8%	Open Rate	66%	Industry Avg. 38.8%
September E-Newsletter			Sept. 14 Meeting E-Newsletter		
Total Opens	1,043		Total Opens	1,056	
Total Clicks	199 (19.1%)	Industry Avg. 6.6%	Total Clicks	160 (15%)	Industry Avg. 6.6%
Open Rate	68%	Industry Avg. 38.8%	Open Rate	71%	Industry Avg. 38.8%
Total Subscribers	824	14% increase from Q2 2022	Total Subscribers	846	
			Thornapple River SAD E-Newsletter (Separate Audience)		
			Aug. 24 SAD Treatment		
			Total Opens	120	
			Total Clicks	53 (44%)	Industry Avg. 6.6%
			Open Rate	84%	Industry Avg. 38.8%
			Aug. 25-26 SAD Treatment		
			Total Opens	111	
			Total Clicks	34 (31%)	Industry Avg. 6.6%
			Open Rate	81%	Industry Avg. 38.8%
			Total Subscribers	77	63% increase from Q2 2022



Q3 2022 Social Media Analytics

Facebook				
Total Impressions	103,138			
Link Clicks	1,627			
Likes and Reactions	2,928			
Total Page Followers	4,989			
Instagram				
Total Impressions	16,688			
Likes and Reactions	538			
Total Page Followers	601			
Twitter				
Total Impressions	1,747			
Likes and Reactions	24			
Total Page Followers	144			



Cascade Charter Township Seminar/Conference Attendance Request Form

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

Conditions:

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

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

Name: Josh Dettwiler & Joel Baker Application Date: 9-28-2022

Name of Proposed Seminar/Conference: Live Fire Training Camp

Seminar/Conference Date(s): October 24 -26 2022

Location of Seminar/Conference: Indianapolis IN

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

See attached

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

Our firefighters will be getting some of the best training in the country, giving them the confidence and skills needed to preform well during stressfull and chaotic situations. This type of training make them better firefighters which make our department better and the community they serve safer.

Cost of the Seminar/Conference:

Registration \$ 1,800.00

Lodging \$ 700.00

Travel \$ meals - 250

Account # _____

Applicant: _____


Signature

Approvals:

Department Head: _____


Signature

9-29-22
Date

Township Manager: _____


Signature

10-6-22
Date

Clerk: _____

(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting

CASCADE TOWNSHIP  FIRE DEPARTMENT

Dedicated to Serving You

The **Fire Department Training Network's** Live-Fire Training Camp features 6 blocks of live-fire training — each focusing on performing actual fireground skills under intense and realistic conditions. Students will rotate through each 4-hour training block during the 3 day camp.

Training Blocks Include:

- Firefighter Survival
- Forcible Entry
- Residential Basement Operations
- Searching without a Line
- Hoarder Conditions
- Firefighter Rescue & RIT

Students will perform multiple repetitions of each skill under simulated and live-fire conditions. Each training block is designed to **develop, build, and enhance decision making and muscle memory skills** needed to perform at a high level during actual fireground operations. FDTN's Live-Fire Training Camp *WILL* get you into fireground shape—both mentally and physically!

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Public Hearing and Consider Request for approval of IFT Rehabilitation Exemption Certificate for Rehab facility for Packaging Compliance Labs (PCL)

Meeting Date: October 12, 2022

We will hold a public hearing and then establish the Plant Rehabilitation District. After the district is established, we will hold a public hearing and then approve the certificate.

Packaging Compliance Real Estate has applied for the establishment of a Plant Rehabilitation District to be located at 3498 Kraft Ave. SE. The project is for a renovation of approximately 26,000 sq. ft. of an existing building.

The State of Michigan provides a tax incentive to manufacturers to enable renovation and expansion of aging facilities, assist in the building of new facilities and to promote the establishment of high-tech facilities. This is permitted through the Plant Rehabilitation and Industrial Development Districts Act, (known as the Industrial Facilities Exemption) PA 198 of 1974, as amended.

Packaging Compliance Labs (PCL) is a medical device packaging, engineering, testing and contract manufacturer located in Kentwood. They are experiencing rapid growth and are expanding their footprint to allow for future hiring, new technologies and to establish a formal headquarters. They purchased the building at 3498 Kraft Ave SE and will be renovating the facility.

The building renovation will allow for the establishment of the company headquarters, along with new research and development laboratories, new engineering space, updated warehouse and shop space and offices for employees. Personal property is not included as it would be exempt under the EMPP exemption. Presently, they have approximately 40 employees at their Kentwood location and will be adding employees at the Cascade location with this project.

The amount of the exemption request is \$1,520,000, which is all real property.

The Industrial Facilities Certificate must be issued during the early stages of construction and will entitle the firm to certain tax savings during the term of the exemption certificate. The computation on the next page reflects the tax savings the company will realize for the first year after completion of the project. The values of the existing building and land improvements are transferred to the certificate and frozen for the length of the abatement. The increase in value due to the modification is not reflected in the valuation until the certificate expires.

There are two computations – one for a Plant Rehabilitation District (this is what they applied for) and a comp for an Industrial Development District. This was completed so the board could see the difference in tax savings between the two districts. Based on the calculation, Packaging Compliance Labs will experience a savings of approximately \$28,000 annually.

The difference between a Plant Rehab District (PRD) and Industrial Development District (IDD) is the PRD is primarily designed for rehabilitation projects and requires a finding that 50% or more of the industrial property within the district is obsolete and an IDD covers only new facility projects.

Included is the application and exhibits submitted by Packaging Compliance Labs, which explain the project.

It is recommended that the certificate be granted for a period of 12 years.

**Packaging Compliance Labs
3498 Kraft Ave SE**

	2022 Ad Valorem Millage Rate	2022 IFT Millage Rate	2022 CCT Millage Rate	Estimated 2023 SEV	Estimated 2023 TV	Estimated Ad Valorem 2023 Tax	Estimated IFT Tax	Estimated Annual Tax Savings	Estimated Annual C.C.T. Tax Loss
3498 Kraft Ave SE	48.6099	27.305	3.4312	\$ 966,800	\$ 966,800	\$ 46,996			
Plant Rehab District								\$ 28,137	\$ 2,386
Building				\$ 820,800	\$ 430,757		\$ 11,762		
Land				\$ 146,000	\$ 146,000	\$ 7,097			
Total Est. Tax						\$ 18,859			
Industrial Development District				\$ 966,800	\$ 966,800		\$ 26,398	\$ 20,598	\$ 3,317

* Does NOT include the 1% administration fee

RESOLUTION # -2022

TOWNSHIP OF CASCADE
RESOLUTION OF TOWNSHIP BOARD
ESTABLISHING A PLANT REHABILITATION DISTRICT

At a regular meeting of the Township Board of the Township of Cascade, County of Kent, State of Michigan, held in the Cascade Branch of the Kent District Library, 2870 Jacksmith Dr. SE, in said Township on the 12th day of October, 2022, at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

The following preamble and resolution was offered by Member and supported by Member .

WHEREAS, pursuant to Act No. 198 of the Public Acts of 1974, as amended, Cascade Township has the authority to establish “Plant Rehabilitation Districts” within the boundaries of the Township of Cascade; and

WHEREAS, Packaging Compliance Real Estate, LLC has petitioned the Cascade Township Board to establish a Plant Rehabilitation District in the area more particularly described as:

41-19-17-360-002 LOT 2 * KRAFT INDUSTRIAL PARK

WHEREAS, construction, acquisitions, alterations, or installation of a proposed facility has not commenced at the time of filing the request to establish this district; and

WHEREAS, written notice has been given by certified mail to all owners of real property located within the district, and to the public by newspaper advertisement in The Grand Rapids Press of the hearing on the establishment of the proposed district; and

WHEREAS, on October 12, 2022, a public hearing was held at which all of the owners of real property within the proposed Plant Rehabilitation District and all residents and taxpayers of Cascade Township were afforded and opportunity to be heard thereon; and

WHEREAS, that the property comprising not less than 50 percent of the state equalized valuation of the property within the proposed Plant Rehabilitation District is obsolete; and

WHEREAS, the Cascade Township Board deems it to be in the public interest of Cascade Township to establish the Plant Rehabilitation District as proposed;

NOW THEREFORE, BE IT RESOLVED:

by the Cascade Township Board that the legally described parcel of land described as:

41-19-17-360-002 LOT 2 * KRAFT INDUSTRIAL PARK

situated in the Cascade Township, Kent County, Michigan, be and hereby is established as a Plant Rehabilitation District pursuant to the provision of Act No. 198 of the public act of 1974, as amended, to be known as the Packaging Compliance Labs Plant Rehabilitation District.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan Slater
Cascade Township Clerk

CERTIFICATION

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Cascade Township Board of the Township of Cascade, County of Kent, Michigan, at a regular meeting held on October 12, 2022.

Susan Slater
Cascade Township Clerk

RESOLUTION # -2022

TOWNSHIP OF CASCADE
RESOLUTION TO APPROVE APPLICATION
FOR AN INDUSTRIAL FACILITIES
EXEMPTION REHABILITATION CERTIFICATE

At a regular meeting of the Township Board of the Township of Cascade, County of Kent, State of Michigan, held in the Cascade Branch of the Kent District Library, 2870 Jacksmith Drive, S.E., in said Township on the 12th day of October, 2022, at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

The following preamble and resolution was offered by Member and supported by Member .

RESOLUTION TO APPROVE APPLICATION
FOR PACKAGING COMPLIANCE REAL ESTATE, LLC. FOR AN
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
FOR A REHABILITATION FACILITY

WHEREAS, pursuant to Act No. 198 of the Public Acts of 1974, as amended (“Act 198”), and after a duly noticed public hearing held at 7:00 p.m. on October 12, 2022 this Board, by resolution, established Packaging Compliance Labs Plant Rehabilitation District as requested by Packaging Compliance Real Estate, LLC; and

WHEREAS, Packaging Compliance Real Estate, LLC has filed an Application for an Industrial Facilities Exemption Rehabilitation Certificate with respect to installation of Real Property within said Plant Rehabilitation District; and

WHEREAS, before acting on said Application, a public hearing was held before this Board on October 12, 2022, at the Cascade Branch of the Kent District Library, 2870 Jacksmith Drive, S.E., Grand Rapids, Michigan, at 7:00 p.m.; and

WHEREAS, written notification of said hearing was given to the Township Assessor and to the legislative body of each taxing unit which levies ad valorem property taxes within Cascade Township; and

WHEREAS, the Township Assessor and representatives of the affected taxing units have been given an opportunity to be heard, and the Township Board has considered any objections with regard to the approval of an Industrial

Facilities Exemption Rehabilitation Certificate for Packaging Compliance Real Estate, LLC.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Township Board finds as follows:
 - a. That the application relates to a “Rehab Facility” within the meaning of Act 198 and which are situated within Packaging Compliance Real Estate Plant Rehabilitation District.
 - b. That the commencement of the construction and acquisition of the Rehab facility described in the application occurred not earlier than six (6) months before the filing of the application.
 - c. That the Rehab facility described in the application is calculated to have the reasonable likelihood to create employment, retain employment or prevent a loss of employment in Cascade Township.
 - d. That the aggregate State Equalized Valuation (“SEV”) of real and personal property exempt from ad valorem taxes within Cascade Township, after granting this Certificate, will not exceed five percent (5%) of an amount equal to the sum of the SEV of Cascade Township, plus the SEV of personal and real property thus exempted.
 - e. That the granting of the Industrial Facilities Exemption Rehabilitation Certificate for Packaging Compliance Real Estate considering together with the aggregate amount of certificates previously granted and currently in force under Act 198 of the Public Acts of 1974, and Act 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of Cascade Township or impairing the financial soundness of any taxing unit which levies ad valorem property taxes in Cascade Township.
2. That the Application of Packaging Compliance Real Estate for an Industrial Facilities Exemption Rehabilitation Certificate be and is hereby approved.

3. That the Industrial Facilities Exemption Rehabilitation Certificate, when issued, shall be and remain in force and effect for a period of TWELVE (12) years.
4. That all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan Slater
Cascade Township Clerk

CERTIFICATION

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Cascade Township Board of the Township of Cascade, County of Kent, Michigan, at a regular meeting held on October 12, 2022.

Susan Slater
Cascade Township Clerk



Cascade Charter Township
Attn: Sandra Korhorn
DDA/Economic Development Director
Phone: (616) 949-1500
sandra@cascadetwp.com

Re: Request for PA-198 Project Review at 3498 Kraft Ave SE, Grand Rapids, MI 49512

Packaging Compliance Labs (PCL) is a medical device packaging engineering, testing and contract manufacturer located in Kentwood, MI. We currently employ 40 medical device professionals and have experienced rapid growth over the last seven years in business. West Michigan has been our headquarters and we are excited to continue investing in the Greater Grand Rapids area.

PCL is currently in a position where we need to expand our physical footprint to allow for future hiring, new technologies, and to establish a formal headquarters for our operations. The site that PCL is seeking to expand to is 3498 Kraft Ave SE, Grand Rapids, MI 49512. The building is centrally located between the Grand Rapids Airport and downtown Grand Rapids where we frequently have clients travel for trainings, quality audits and facility tours.

Operating in the medical industry, the facility presentation and functionality and is an extremely important element for our clients and employees. To establish 3498 Kraft as our headquarters, this building will require a significant investment in construction improvements. PCL has engaged with Earhart Construction (Ada, MI) and Dixon Architecture (Ada, MI) to create a plan and budget for 3498 Kraft as the future home for PCL. Below are some details of the project:

- ~35,000 sqft purchase price of \$2.35M
- ~\$1.4M in construction improvements to the property including
 - Office capacity for employees. We expect to add 40 additional team members over the next 5 years
 - Roof repair & Replacement and HVAC replacement
 - Testing lab expansion: controlled environments and equipment installs
 - Office renovation: new open concept, employee break rooms, engineering training center, mock operating room for packaging usability testing
 - Increased electrical capacity and efficiency project: HVAC, LED lights, etc.

Thank you for your consideration of this project.

Matthew Lapham
President

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7460.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Susan B. Slater</i>	Date Received by Local Unit <i>9/16/2022</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) Packaging Compliance Real Estate, LLC		▶ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 6519	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 3498 Kraft Ave. SE Grand Rapids, MI 49512		▶ 1d. City/Township/Village (indicate which) Cascade	▶ 1e. County Kent
▶ 2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input checked="" type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		▶ 3a. School District where facility is located Forest Hills Public Schools	▶ 3b. School Code 2614610
		4. Amount of years requested for exemption (1-12 Years) 12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

The building is a light industrial and office mixed use property totaling just over 35,000 sqft. The proposed project is a rehabilitation project for the first floor office and the warehouse including full cosmetic (interior/exterior) improvement, HVAC replacement for energy efficacy and power upgrade to support new equipment.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>1,520,000.00</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <u>N/A</u> Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ <u>1,520,000.00</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	<u>10/31/2022</u>	<u>03/31/2023</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶	<u>10/31/2022</u>	<u>12/31/2023</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. **0** ▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. **10**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	<u>\$430,757</u>
b. TV of Personal Property (excluding inventory)	<u>0</u>
c. Total TV	<u>\$430,757</u>

▶ 12a. Check the type of District the facility is located in:

Industrial Development District Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit)

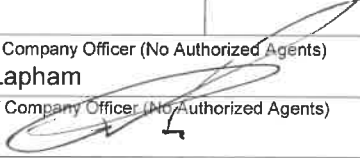
▶ 12c. Is this application for a speculative building (Sec. 3(8))?

Yes No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Matthew Lapham	13b. Telephone Number (616) 227-4540	13c. Fax Number	13d. E-mail Address mlapham@pkgcompliance
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) Matthew Lapham			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 4334 Brockton Dr. SE Suite E, Kentwood, MI 49512		15f. Telephone Number (616) 227-4540	15g. E-mail Address mlapham@pkgcompliance.

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. School Code	
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
APPLICATION FOR PROPERTY TAX RELIEF UNDER PA 198
IFE DISTRICT / PLANT REHABILITATION DISTRICT

Date: 09/16/2022

Legal Name of Applicant: Packaging Compliance Real Estate, LLC

Contact Person: Matthew Lapham Title: President

Telephone: 616-227-4540 Email: mlapham@pkgcompliance.com

Address: 3498 Kraft Ave SE, Grand Rapids, MI Zip: 49512

Project Address: 3498 Kraft Ave SE, Grand Rapids, MI Zip: 49512

School District: Forest Hills Public Schools School District Code: 2614610

Years In Existence: <1 Years in Existence in Cascade Township: <1

Parcel Number of Location of Proposed District: 41-19-17-360-002 -

Name and Address of Deed Holder of this Property:

Packaging Compliance Real Estate, LLC
3498 Kraft Ave SE, Grand Rapids, MI 49512

Name and Address of the Taxpayer of this Property:

Packaging Compliance Real Estate, LLC
3498 Kraft Ave SE, Grand Rapids, MI 49512

Name and Nature of Applicant's Business:

Packaging Compliance Real Estate, LLC: We are a real estate holding company for the
medical packaging engineering and testing facility Packaging Compliance Labs, LLC.

Name of Facility or Equipment to be Acquired in the Project:

PCL will be purchasing with the intent to move our company headquarters to the proposed location. We will be investing ~\$1.5M in building renovations followed by \$1M in equipment and technologies to grow the business. Over the next 5 years, we expect to house 70 jobs in West Michigan (currently employ 40).

Is the Industrial Development District request for a Speculative Building: Yes _____ No X

Is this Project going into an Existing Building: Yes x No _____

New Construction: Yes _____ No x

When will Construction begin: October 2022 Cost of Construction: \$1,520,000

Cost of Personal Property to be Acquired: N/A

Current Number of Employees in Cascade Township: 0

Number of New Jobs to be created in Cascade Township after Project 70

Completion: Current Zoning of Site: Industrial Date of Site Plan Approval: pending submission

Will any Products or Raw Materials be stored outdoors: No

Will the Facility produce Industrial Waste: No

List any known Hazardous Chemicals used or produced: N/A

Will the Facility produce any significant air emissions within the Facility or exhausted into the environment:

N/A

Have you had any spills or similar incidents that required State or Federal action:

No

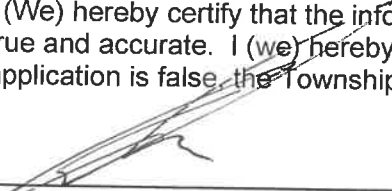
Attachments: Site Plan X Equipment List* N/A

DEQ/EPA Complaints/Inquiries _____

*Includes Model #, Manufacturer, Description, Lien Holder & Lease Term (if financed or leased), Purchase Price

APPLICATION SIGNATURE

I (We) hereby certify that the information attached hereto is to the best of my (our) knowledge true and accurate. I (we) hereby acknowledge that if any of the information contained in this application is false, the Township has the right to deny this application.



 Applicant Signature

 Co-Applicant Signature
 (if applicable)

 President

 Title

 Title

Date: 06/14/2022

Date: _____

THE COMPLETED FORM AND ALL ATTACHMENTS SHALL BE FILED WITH THE ECONOMIC DEVELOPMENT OFFICE.

THIS IS AN APPLICATION ONLY. THE APPLICANT WILL BE ADVISED OF ITS PROGRESS. TO START AN INDUSTRIAL PROJECT BEFORE THE DISTRICT HAS BEEN ESTABLISHED WILL PRIMA FACIE DISQUALIFY THE APPLICATION.

A deposit of \$1,000 must accompany this application. Please make check payable to Cascade Charter Township.

FOR OFFICE USE ONLY

Department	Meets Ordinance Requirements	Does Not Meet Ordinance Requirements	Dept. Head Initials
Assessor:	_____	_____	_____
Building Department:	_____	_____	_____
Clerk:	_____	_____	_____
Community Dev:	_____	_____	_____
Fire:	_____	_____	_____
Treasurer:	Taxes Current _____	Past Due _____	_____

Packaging Compliance Labs offers packaging validation, packaging engineering solutions, and contract manufacturing to the medical device and pharmaceutical industries.

We partner with medical device manufacturers, contract manufacturers, development firms and startups to eliminate packaging barriers that can put product launches at risk.

PCL PERFORMANCE METRICS

< 24 hour
dock-to-start

> 95%
on-time delivery

< 48 hour
report turnaround



WHAT WE DO



Packaging Engineering

Our experience in medical devices led us to create a concept-to-validation process that saves time and reduces risk. Our engineering approach allows us to step in anywhere on the packaging journey to keep your project moving and comply with ISO 11607 requirements. Our engineering services include:

- Packaging Design Concept
- Feasibility/Proof of Design Concept
- Turnkey Sealer Validation
- Transit Root Cause Analysis
- Test Method Validation
- Usability Evaluation



Packaging Lab Testing

Medical package testing takes place in our ISO 17025-accredited facility. More than just a lab, we clear the path to compliance from validation planning through launch.

- Transit & Distribution Testing
- Accelerated and Real-Time Aging Testing
- Sterile Barrier Integrity Testing
- Material and Label Testing



Contract Manufacturing

Packaging Compliance Medical (PCM) is an ISO 13485 certified contract manufacturer that specializes in pilot production and low to medium volume contract manufacturing. Our contract manufacturing services include:

- Pre-Validated Medical Packaging
- Sterilization Validation & Sterile Product Management
- Sterile Product Manufacturing

CompliancePack

CompliancePack, or CPack, is PCM's ISO 11607-compliant pre-validated packaging platform. PCM clients can save months on their device launch when they use Cpack for their sterile packaging. You can choose from either tray or pouch options.



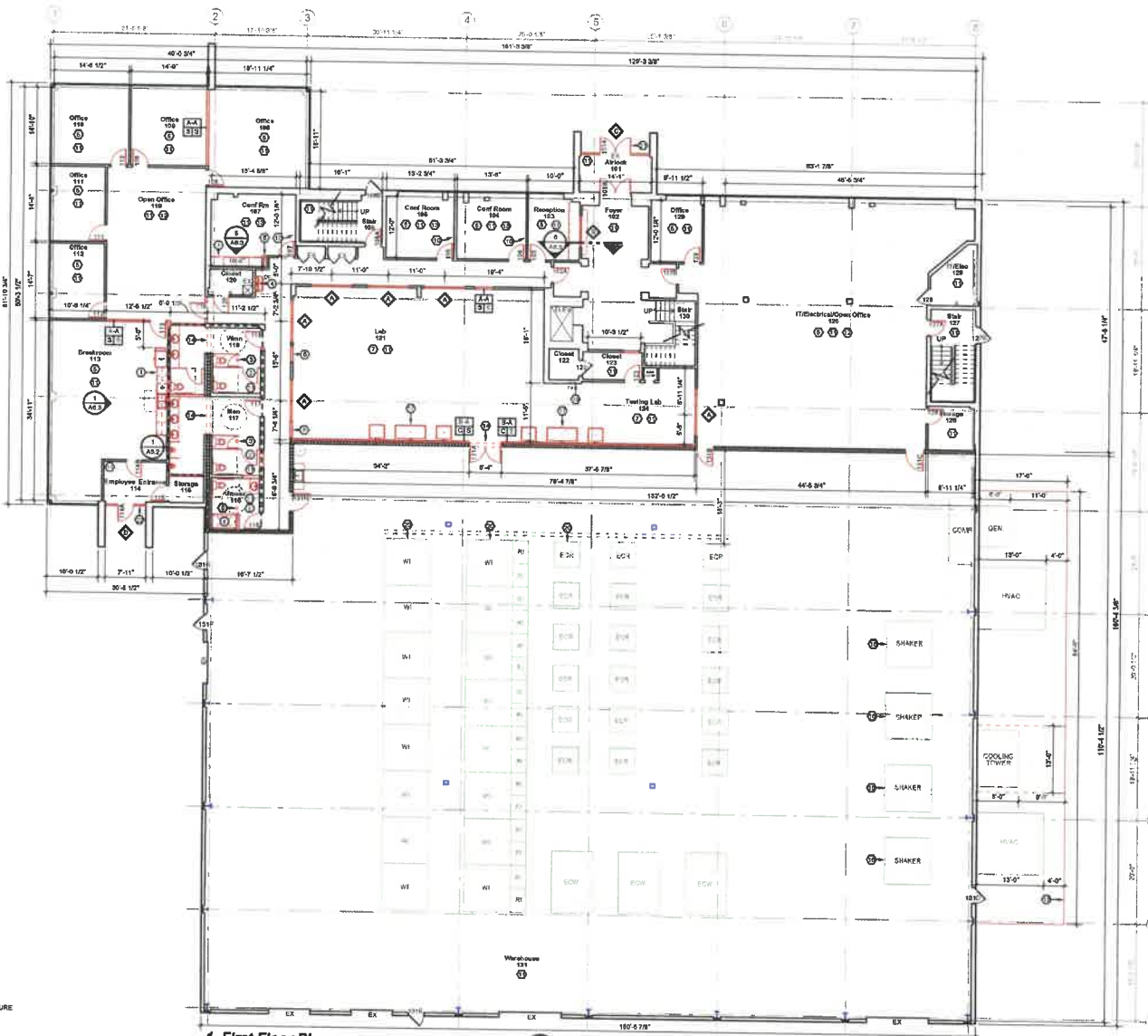
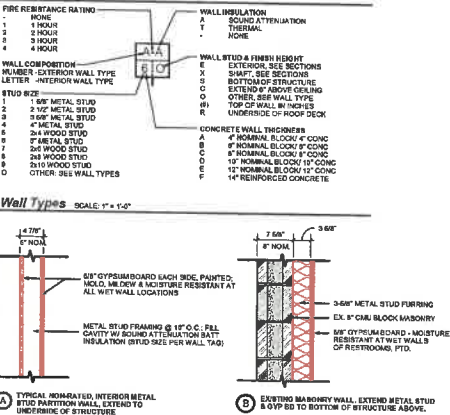
General Notes

- UNLESS NOTED OTHERWISE, ALL NON-LOAD BEARING INTERIOR PARTITION WALLS SHALL BE CONSISTED OF 5/8" METAL STUDS @ 16" O.C. W/ 1/2" GYPSUM BOARD ATTACHED TO BATS AND 5/8" GYPSUM BOARD EACH SIDE. PROVIDE FIRE RATED JOINTS @ 90° C.O.
- ALL WOOD FRAMING THAT COMES IN CONTACT WITH DISINFECTANT MATERIAL SHALL BE TREATED TO RESIST DECAY AND INSECT DAMAGE TO PREVENT MOISTURE TRANSMISSION
- ALL METAL TO METAL CONNECTIONS SHALL BE SUCH AS TO AVOID DISSIMILAR METAL GALVANIC CORROSION
- FLOOR DRAINS UNLESS REQUIRED OTHERWISE, SET ALL FLOOR DRAINS 1" BELOW FLOOR LINE AND PITCH FROM 1/4" SLOPE
- UNLESS INDICATED OTHERWISE, FLOOR MATERIAL CHANGES SHALL OCCUR BETWEEN DOORS OR TRENCHES
- WHERE OPENINGS IN INTERIOR PARTITIONS OCCUR (INCLUDING DOORS AND WINDOWS), CONSTRUCTION ABOVE OPENINGS SHALL MATCH ADJACENT CONSTRUCTION BY FINISH AND FIRE RATING
- PROVIDE DEFLECTION TRACK OR SIMILAR ASSEMBLY THAT WILL ALLOW FOR MINIMUM 1" DEFLECTION AT TOP OF ALL INTERIOR STUD WALLS THAT EXTEND TO THE STRUCTURE
- REPLACE ALL EXISTING DOOR HARDWARE THROUGHOUT WITH NEW LOCKSETS THROUGH SHOP DRAWING SUBMISSION. CONTRACTOR TO COORDINATE DOOR KEYING REQUIREMENTS WITH OWNER
- ALL EXISTING LIGHT FIXTURES TO BE REPLACED AS NEEDED. SEE ELECTRICAL DRAWINGS BY OTHERS FOR DETAILS

Floor Plan Key Notes

- PROVIDE AND INSTALL LAMINATE CABINETS AND COUNTERTOPS. SEE ELEVATION DETAILS AS NOTED ON A2.1 & A2.2. FINAL DESIGN BY SHOP DRAWING SUBMISSION. TO BE APPROVED BY OWNER AND ARCHITECT PRIOR TO PROCUREMENT AND INSTALLATION.
- REPLACE EXISTING RESTROOM FIXTURES WITH NEW ADA COMPLIANT FIXTURES REFER TO ENLARGED REVISION DETAILS ON SHEETS A2.1 & A2.2
- IF NECESSARY, PROVIDE NEW PLUMBING & SANITARY EXTENSIONS TO RESTROOM FLOOR DRAINS. REPAIR FINISHES WHERE APPLICABLE AND REFER TO PLUMBING SHOP DRAWING FOR SPECIFICATIONS
- NEW 1/2" HD DRINKING FOUNTAIN W/ BOTTLE REFILL STATION. PROVIDE PLUMBING EXTENSIONS AS NEEDED
- INSTALL NEW LOWER & UPPER PLASTIC LAMINATE WINDOW SILLS THROUGHOUT. MATCH EXISTING DIMENSIONS FROM FLOOR TO BE APPROVED BY CONTRACTOR THROUGH SHOP DRAWING SUBMISSION. INSTALL NEW HORIZONTAL BLINDS THROUGHOUT. SEE A1 FOR SILL DETAILS
- NEW STUD WALL INFILL. REPAIR FINISHES WHERE APPLICABLE. SEE WALL TYPES
- LAB SET TO REQUIRE LAB FM EQUIPMENT TO BE PROVIDED BY OWNER. COORDINATE WITH SPECIFICATIONS FOR ANY MECHANICAL, ELECTRICAL, PLUMBING AND FINISH WORK NEEDED
- NEW SHOWER INSERT. PROVIDE PLUMBING EXTENSIONS WHERE NEEDED AND REFER TO MANUFACTURER'S SPECIFICATIONS FOR INSTALLATION REQUIREMENTS
- NEW FLOOR DRAIN. SLOPE CONCRETE TO DRAINS FOR PROPER DRAINAGE AND REPAIR FINISHES WHERE APPLICABLE. PROVIDE NEW PLUMBING & SANITARY EXTENSIONS WHERE NEEDED. REFER TO PLUMBING DRAWINGS FOR SCHEDULES
- WALL MOUNTED TV TO BE PROVIDED BY OWNER. CONTRACTOR TO PROVIDE IN-WALL BLOCKING AND ELECTRICAL DATA EXTENSIONS WHERE NEEDED
- PATCH, REPAIR & PAINT ALL EXISTING & NEW WALLS & EXISTING CEILING THROUGHOUT. REFER TO FINISH SCHEDULE ON SHEET A2.1
- NEW WORK STATIONS / FURNITURE THROUGHOUT ENTIRE SPACE TO BE PROVIDED BY OWNER
- CONFERENCE ROOM FURNITURE TO BE PROVIDED BY OWNER. COORDINATE ANY UNDERGROUND ELECTRICAL AND DATA EXTENSIONS NEEDED
- NEW STEEL HEADERS ABOVE. SEE STRUCTURAL DRAWINGS BY OTHERS
- UNLINED
- NEW MECHANICAL SHOWER EQUIPMENT BY OWNER. SEE ELECTRICAL DRAWINGS FOR NECESSARY CONNECTIONS
- LAB SET TO REQUIRE FREE STANDING, SPECIALLY SINKS CONTRACTOR TO COORDINATE SPEC WITH OWNER PRIOR TO PROCUREMENT. SEE PLUMBING DRAWINGS BY OTHERS
- NEW CONCRETE PAD FOR NEW MECHANICAL EQUIPMENT. SEE STRUCTURAL DRAWINGS FOR SLAB DETAILS. THICKENED PORTION OF SLAB DENOTED BY DASHED LINES. SEE MECHANICAL DRAWINGS FOR EQUIPMENT DETAILS
- EXISTING ELECTRICAL PANEL TO REMAIN. SEE ELECTRICAL DRAWINGS BY OTHERS
- NEW MECHANICAL EQUIPMENT PROVIDED BY OWNER. SEE EQUIPMENT PLAN FOR SPACING & DIMENSIONS REQUIREMENTS
- REPLACE EXISTING ENTRY DOOR WITH NEW STOREFRONT SYSTEM. CONTRACTOR TO COORDINATE ENTRY KEYING REQUIREMENTS WITH OWNER. SEE WINDOW SCHEDULE ON A2.1
- OR ALTERNATE: REPLACE EXISTING ENTRY DOOR WITH NEW STOREFRONT SYSTEM. CONTRACTOR TO COORDINATE ENTRY KEYING REQUIREMENTS WITH OWNER. SEE WINDOW SCHEDULE ON A2.1

Wall Types Legend



1. First Floor Plan
 SCALE: 1" = 10'-0"
 FLOOR AREA: 25,000 SQ FT



dxn
 DESIGN CONSULTANTS
 923 Ada Drive SE, Suite 200
 PO Box 504
 Ada, MI 49301
 P: (616) 665-4570
 www.dxninc.com

McGraw Hill Construction
 4124 Broderson Dr SE Suite E
 Kentwood, MI 49513
 P: (616) 327-4560
 www.mcgrawhill.com

Erhardt Construction
 4000 E. Fulton Street
 Ada, MI 49301
 P: (616) 674-1222
 www.erhardt.com

Packaging Compliance Labs Buildout
 3495 Kraft Ave SE
 Grand Rapids, Michigan
First Floor Plan



Revisions:

- Review Set: 6/18/22
- Plan Set: 6/17/22
- Album Set: 7/15/22
- Permit Set: 8/22/22
- Redline Set: 8/18/22

Project No.: 222017
Issue Date: 8/19/22
Reviewer: KCD
Drawn By: CTB

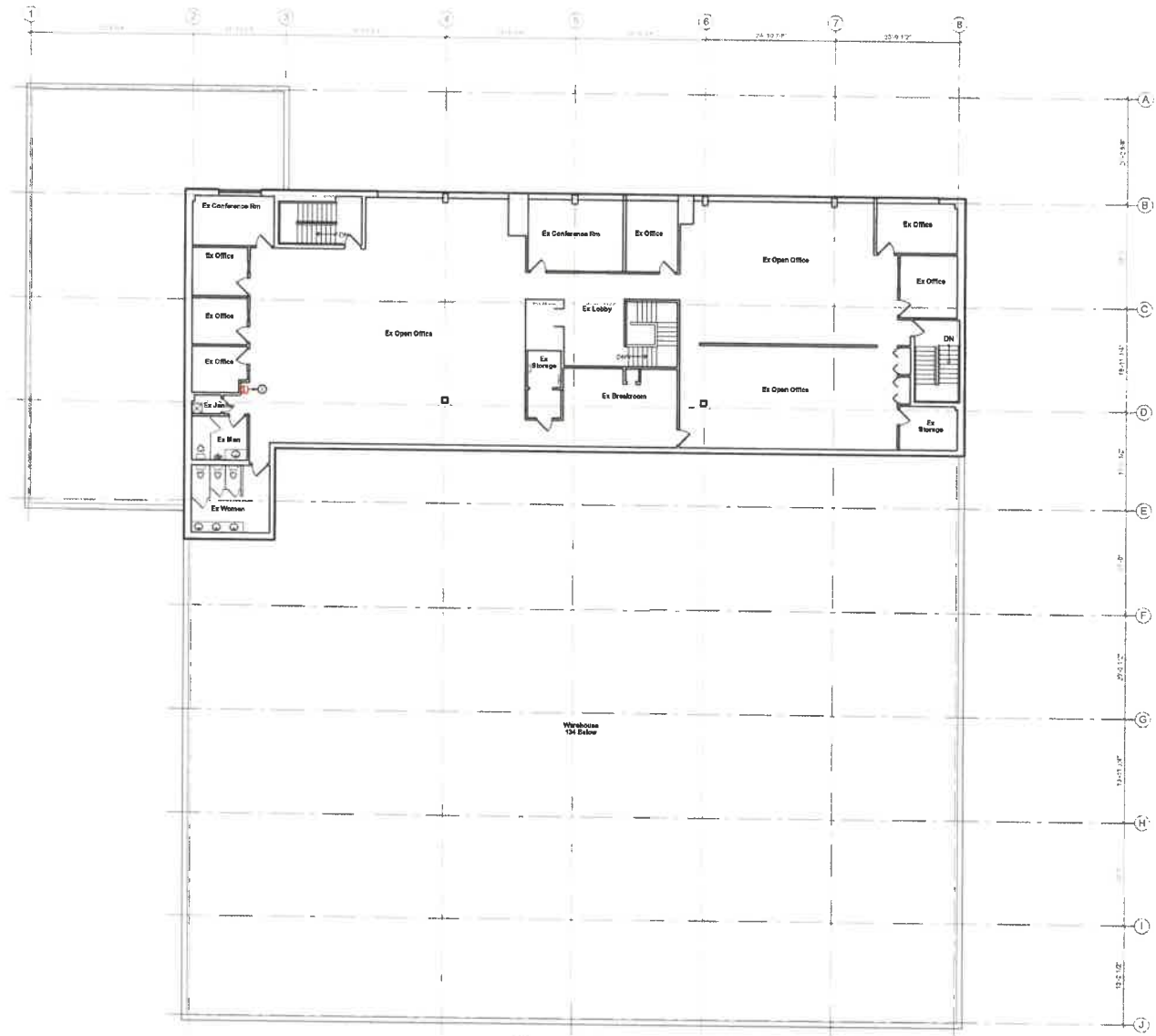
A2.1

General Notes

- UNLESS NOTED OTHERWISE, ALL NON-LOAD BEARING INTERIOR PARTITION WALLS SHALL BE CONSTRUCTED OF 2x4" METAL STUDS @ 16" O.C. W/ BOUND ATTENDATION SATS AND 1/2" GYPSUM BOARD EACH SIDE. PROVIDE GYPSUM BOARD CONTROL JOINTS @ 36" O.C.
- ALL WOOD FRAMING THAT COMES IN CONTACT WITH CERAMIC MATERIAL SHALL BE TREATED TO RESIST DECAY AND/OR HAVE A BARRIER TO PREVENT MOISTURE TRANSMISSION.
- ALL METAL TO METAL CONNECTIONS SHALL BE SUCH AS TO AVOID DYSMETALIC METAL GALVANIC CORROSION.
- FLOOR DRAINS, UNLESS REQUIRED OTHERWISE, SET ALL FLOOR DRAINS 1" BELOW FLOOR LINE AND FITCH FROM EX. FLOOR.
- UNLESS INDICATED OTHERWISE, FLOOR MATERIAL CHANGES SHALL OCCUR BENEATH DOORS OR THRESHOLDS.
- WHERE OPENINGS IN INTERIOR PARTITIONS OCCUR (INCLUDING DOORS AND WINDOWS), CONSTRUCTION ABOVE OPENINGS SHALL MATCH ADJACENT CONSTRUCTION IN FRESH AIR FLOW RATING.
- PROVIDE DEFLECTION TRACK OR SIMILAR ASSEMBLY THAT WILL ALLOW FOR MINIMUM 1" DEFLECTION AT TOP OF ALL INTERIOR STUD WALLS THAT EXTEND TO THE STRUCTURE.
- REPLACE ALL EXISTING DOOR HARDWARE THROUGHOUT WITH NEW LOCKSETS. CONTRACTOR TO COORDINATE DOOR KEYING REQUIREMENTS WITH OWNER.
- ALL EXISTING LIGHT FIXTURES TO BE REPLACED AS NEEDED. SEE ELECTRICAL DRAWINGS BY OTHERS FOR DETAILS.

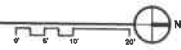
Floor Plan Key Notes

- PROVIDE NEW OF A BOTTLE FILLER



1. Second Floor Plan

SCALE: 1" = 10'-0"
FLOOR AREA: 25,596 SQ. FT.



Drafting Legend

- THESE SYMBOLS ARE USED TO IDENTIFY EXISTING AND PROPOSED CONSTRUCTION:
- EXISTING BUILDING
 - PROPOSED NEW CONSTRUCTION
 - STRUCTURAL ELEMENT
 - NEW MESH EQUIP. BY OTHERS



dixon
ARCHITECTS
523 Ave. Orin, SE, Suite 200
PO Box 404
Ada, MI 49301
p. (616) 482-4370
www.dixonarch.com

Phygma
Compliance Labs
4134 Brodton Dr SE Suite B
Grand Rapids, MI 49512
p. (616) 227-4540
www.phygma.com

Erhardt
Erhardt Construction
6860 E. Edison Street
Ada, MI 49301
p. (616) 476-1222
www.erhardtdoc.com

Packaging Compliance Labs Buildout
3488 Kraft Ave SE
Grand Rapids, Michigan
Second Floor Plan



Revisions:

Review Set:	8/18/22
Permit Set:	8/17/22
Addendum 1:	7/13/22
Permit Set:	8/22/22
Revision Set:	8/18/22

Project No: 222017
Issue Date: 8/19/22
Reviewer: KCD
Drawn By: CTB

A2.2

Packaging Compliance Lab

3498 Kraft Ave SE Grand Rapids, MI 49512

Job No. 4253

6-Sep-22

Based on drawings & specifications prepared by Dixon Architecture

Subcontractor/Vendor	Bids	In Estimate	Notes
03000 - CONCRETE			
Cascade Cement	\$ 22,544	\$ 22,544	Includes saw cutting and removal
Van Laan Concrete	\$ 9,333		Bathroom floor slab only
03300 CONCRETE POLISHING			
Burgess Concrete	\$ 66,560	\$ 66,560	Polishing floors in warehouse and lab space
04000 MASONRY			
Ophoff Masonry	\$ 11,000	\$ 11,000	Included lintels for openings
06000 DEMOLITION			
Walsh Construction	\$ 22,000	\$ 22,000	Includes saw cutting and removal
Xtreme Demolition	\$ 29,600		
Specialized Demolition	\$ 72,750		
06100 - DEMOLITION & CARPENTRY			
Erhardt Construction	\$ 19,230	\$ 19,230	Install all casework
Grand Valley Wood Products	\$ 13,700	\$ 13,700	Breakroom, conference rooms, window sills
B&W Woodwork	\$ 21,489		
Handorn	\$ 27,450		
CMS	\$ 47,807		
07500 MEMBRANE ROOFING			
Mikalan Roofing	\$ 59,650	\$ 59,650	Remove and Replace roofing at lower office
Great Lakes Systems	\$ 61,381		
07900 - SEALANTS & CAULKING			
Custom Caulking Inc.	\$ 3,520	\$ 3,520	
Premier Caulking	\$ 6,600		
08100 - DOORS FRAMES AND HARDWARE			
Erhardt Construction	\$ 26,981	\$ 26,981	Install Frames, Doors & Hardware
SA Morman	\$ 34,400	\$ 34,400	Frames, Doors & Hardware
Architectural Openings & Access	\$ 28,910		
08800 - ALUMINUM/GLASS & GLAZING			
Prism Glass	\$ 18,370	\$ 18,370	New Storefront windows & Entrances
Superior Glass	\$ 22,460		
Vos Glass Inc	\$ 29,985		
09200 - FIREPROOFING / METAL STUDS / DRYWALL / ACOUSTICAL			
Triad Interiors	\$ 91,551	\$ 91,551	New walls, ceilings, patching
Schepers Brothers	\$ 140,411		
D9 Systems	\$ 140,440		
Ritsema	\$ 169,900		

Packaging Compliance Lab

3498 Kraft Ave SE Grand Rapids, MI 49512

Job No. 4253

Subcontractor/Vendor	Bids	In Estimate	Notes
09300 - FLOORING & WALL TILE			
Commercial Flooring & Install	\$ 56,675	\$ 56,675	Incl. add. LVT for Gathering Space
Century Flooring	\$ 76,810		
09900 - PAINTING / WALL COVERINGS			
Eckhoff & Devries	\$ 54,495	\$ 54,495	
H.L. Bolkema	\$ 65,345		
DeMaat	\$ 74,800		
Dave Cole Painters	\$ 121,800		
Meulenberg Painting	\$ 154,600		
10000 - TOILET PARTITIONS & ACCESSORIES			
Erhardt Construction	\$ 2,601	\$ 2,601	Install toilet accessories
SA Morman	\$ 9,550	\$ 9,550	Toilet Partitions & Accessories
12000 - WINDOW COVERINGS			
Great Lakes Window Coverings	\$ 13,225	\$ 13,225	Blinds at offices, conference room, breakroom
Budget Blinds	\$ 14,596		
21000 - FIRE PROTECTION			
Total Fire	\$ 32,350	\$ 32,350	Base proposal amount
22000 PLUMBING			
Godwin Plumbing	\$ 125,925	\$ 125,925	Includes trench drain and compressed air
Gale Plumbing	\$ 121,165		
DHE Plumbing	\$ 145,780		
Godwin Plumbing - RO System	\$ 45,000	\$ 45,000	
23000 - MECHANICAL			
Quality Air	\$ 187,271	\$ 187,271	Replace warehouse units, add unit for lab, new GRDs
26000 - ELECTRICAL			
Highpoint Electrical	\$ 261,615	\$ 261,615	New lighting & power as required for base bid
VanHaren Electric	\$ 289,000		
Circuit Electric	\$ 379,300		
Subtotal		\$ 1,178,213	

Packaging Compliance Lab

3498 Kraft Ave SE Grand Rapids, MI 49512

Job No. 4253

6-Sep-22

	Base Amount
Subtotal from Page 2, forward	\$ 1,178,213
<u>General Conditions</u>	\$ 203,475
Supervision, Project Management, IT Services, Phones, Copier, Toilets, UPS Printing, Temp Partitions, Trucking, OSHA Safety, Disposal, Cleanup, Final Cleaning	
<u>Builders Risk Insurance</u>	\$ -
<u>General Liability Insurance</u>	\$ 11,388
<u>Permits</u>	\$ 10,856
<u>Erhardt Contingency @ 3%</u>	\$ 42,118
<u>Overhead & Fee @ 5.0%</u>	\$ 72,303
Total Amount	\$ 1,518,353

BY OWNER

QUALIFICATIONS

1. Utility consumption costs are by owner
2. Builders Risk Insurance by owner.
3. Snow removal by owner
4. Final Cost to be determined after completion of MEP scope design and final scope & schedule review.

Alternates

2nd Floor Buildout	\$ 315,404
2nd Phase Equipment Hookups	\$ 36,186
3rd Phase Equipment Hookups%	\$ 45,213
Replace Door 114	\$ 6,353
EIFS Repair at Office Façade	\$ 22,107
New doors in lieu of existing	\$ 8,839
Open Office 125 Ceiling	\$ 2,468
Open Office 207/214 Ceiling	\$ 11,757
Seal & Stripe Front Parking Lot	\$ 8,288
Seal & Stripe Rear Parking Lot	\$ 9,693
Mill & Fill Front Parking Lot	\$ 63,536
Mill & Fill Rear Parking Lot	\$ 61,325

Cascade Charter Township

Memo

To: State Tax Commission

From: Jennifer Genter, MMAO Assessor Cascade Charter Township

cc: Sandra Korhorn, Economic Development Director, Cascade Charter Township
Assessing Department, Packaging Compliance Real Estate LLC IFT File

Date: 9/30/2022

Re: Certification by Assessor of Obsolescence of existing Packaging Compliance
research and development flex building – 3498 Kraft Ave SE

On September 19, 2022 Jennifer Genter, Assessor, and Sandra Korhorn, Economic Development Director, inspected the existing facility with Matt Lapham representing Packaging Compliance Real Estate LLC. Mr. Lapham showed and explained the elements of the building he felt were obsolete. An application dated 9/16/2022 included documents detailing the scope of the project and itemized costs. The file has been reviewed along with our findings from the inspection.

The 2022 assessment was calculated using the income approach which does not separate land and building calculations. The true cash value of the property is \$1,933,600. The State Equalized Value (SEV) is \$966,800. To meet the definition of more than 50% obsolete, there should be at least \$483,400 of discovered obsolescence.

The following parts of the building are considered obsolete:

1. The roof structure at the lower office needs to be removed and replaced. The existing flat membrane roof leaks and does not meet current township requirements. The cost is \$59,650.
2. Replacement of obsolete storefront windows and entrance doors with more energy efficient units and hardware. Cost \$29,370
3. Update electrical distribution system and changes to accommodate new layout requirement throughout entire building; install replacement LED lighting in all areas such as office, shop/warehouse facility, clean rooms, laboratories, and parking lot. Cost \$261,615
4. Remove and update HVAC (heating, ventilation and air conditioning) throughout entire building; remove six antiquated roof top units and replace with a new energy efficient system throughout the facility. Cost \$187,271

5. Update plumbing to meet township requirements for number of employees as well as modifications necessary for machinery and equipment, including trench drain, compressed air and RO system. Cost \$170,925
6. The interior space is not functional for the anticipated flex use which includes new research and development laboratories, new engineering space, updated office space and updated warehouse/shop facility space. The facility will undergo significant changes that include interior demolition and restoration, improved interior appearance, floor replacement, improved wall placement, upgraded fire protection and other modifications. Combined cost \$456,157

Based on our inspection and the documents submitted to our office, it is my opinion the subject building is more than 50% obsolete as required by statute.

Jennifer Genter, MMAO
Assessor
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Email: jgenter@cascadetwp.com
Phone: 616-949-6176



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: October 12, 2022
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider a "Resolution to Adopt the By-Laws of the Cascade Charter Township Pathways Committee"

FACTS:

In May 2022 the Township Board established by resolution a pathways committee which would provide advisory information and recommendations to the Township Board, similar to the current function of the Parks Committee which was established by the Township in the late 1970's.

The purpose of the committee is to provide research and recommendations to the Township Board regarding all aspects of the pathway system including funding, regulations, maintenance and potential expansion. The Pathway Committee began meeting this fall and as it's first order of business, drafted by-laws to assist in the orderly conduct of business of the group. The proposed by-laws are based on the Parks Committee by-laws recently amended and approved by the Township Board.

Attached for your review are:

- Proposed Resolution to Adopt the By-Laws and Rules of Procedure of the Cascade Charter Township Pathway Committee
- Proposed Cascade Charter Township Pathway Committee By-Laws and Rules of Procedure
- Resolution No.5 of 2022 Establishing the Cascade Charter Township Pathways Committee

ANALYSIS & CONCLUSIONS:

Given that the Pathway Committee was established as a permanent committee of the Township, it is important for them to have established by-laws and rules of procedure to assist in conducting of business of the committee. As the purpose of the committee was similar in scope to the purpose of the Parks Committee (...with a focus on pathways rather than parks) it made sense to utilize the Parks Committee existing by-laws as a source document. The only substantial difference between the two is the structure of the committee, which was previously established in the creation resolution.

FINANCIAL CONSIDERATIONS:

There will not be any direct cost to approving the Pathway Committee by-laws and rules of procedure. Any recommendations that involve financial considerations would be considered for approval by the Township Board at the time the recommendations are made.

RECOMMENDED ACTION:

Consider "Resolution to Adopt the By-Laws and Rules of Procedure of the Cascade Charter Township Pathways Committee"

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION ___ of 2022

**RESOLUTION TO ADOPT THE BY-LAWS AND RULES OF PROCEDURE OF THE
CASCADE CHARTER TOWNSHIP PATHWAY COMMITTEE**

Minutes of a regular meeting of the Township Board of Cascade Charter Township, County of Kent, State of Michigan, held at the Cascade Library – Wisner Center 2870 Jacksmith Ave. SE, Grand Rapids MI, 49546, on October 12, 2022 at 7:00 o'clock p.m., Eastern Daylight Time

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Board Member _____ and supported by Board Member _____.

WHEREAS, the Cascade Charter Township Board has established the Cascade Charter Township Pathways Committee pursuant to Resolution #5 of 2022 to provide recommendations to the Township Board on the funding, regulations, maintenance and potential expansion of the pathway system; and,

WHEREAS, the Pathway Committee has developed a set of by-laws and rules of procedure to handle its advisory duties to the Cascade Charter Township Board; and,

WHEREAS, the Parks Committee is requesting that the Township Board adopt the recommended by-laws and rules of procedure to assure the efficient operations of the advisory body.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

The by-laws and rules of procedure for the Cascade Charter Township Pathway Committee are adopted.

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

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED

Susan B. Slater, Township Clerk

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 October 12, 2022, 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 PATHWAYS COMMITTEE

BY-LAWS AND RULES OF PROCEDURE

1. AUTHORITY

These rules of procedures are adopted by the Cascade Charter Township Pathways Committee (hereinafter referred to as the Committee) pursuant to Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 *Selection.* At the first meeting of the year, the Committee shall select from its membership a chairperson, vice-chairperson and secretary who shall serve for a twelve-month period and who shall be eligible for re-election. The vice-chairperson may also hold the position of secretary.

2.2 *Duties.* A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chairperson shall act in the capacity of the chairperson in the absence of the chairperson. The secretary shall execute documents in the name of the Pathways Committee, and perform such other duties as the Committee may determine. The Cascade Township Manager or his/her designee shall serve as the recording secretary who shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering notices of public hearings, and performing related administrative duties to assure efficient and informed Committee operations.

2.3 *Tenure.* The officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

2.4 *Succession.* In the event of a vacancy in the office of the chair, the vice-chair shall succeed to the office of chair and will serve in that position until the Committee selects a new chair and vice-chair at the earliest practicable time

3. MEMBERSHIP

3.1 *Membership.* The Pathways Committee shall consist of seven (7) members. All members shall be representative of the Township and the major interests present in the Township. All voting members shall be residents and qualified voters within Cascade Charter Township. One (1) member of the Township Board shall be on the Committee, with their term of service running concurrent with his/her current term of service on the Township Board. One (1) member of the Township Planning Commission shall be on the Committee, with their term of service running concurrent with his/her current term of service on the Township Planning Commission. One (1) member of the Township Parks Committee shall be on the Committee, with their term of service running concurrent with his/her current term of service on the Parks Committee.

3.2 *Terms.* Members of the Pathways Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for

three (3) years, and may extend only to an additional three (3) year term if reappointed by the Supervisor and approved by the Township Board. Members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed. However, the Township Board, Planning Commission and Parks Committee representative terms will run concurrent with their appointed term.

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

If a member moves outside of the jurisdictional boundaries of the Township, that shall constitute a resignation from the Pathways Committee effective upon the date a replacement is appointed by the Township Supervisor and approved by the Township Board.

- 3.4 *Member Absence.* In the event that a member cannot attend a meeting they shall call and inform the Recording Secretary as soon as possible, but no later than 2 hours prior to the meeting. Should a member have three (3) consecutive absences from regularly scheduled meetings or miss at least fifty (50) percent of the meetings within any twelve (12) month period, it shall constitute a reasonable ground for removal. To initiate this action the chairperson shall prepare a memorandum requesting that member to resign. The memorandum of attendance or a letter of resignation shall be forwarded to the Township Supervisor, with a request that an appointment be made to fill the vacancy.

- 3.5 *Removal.*

a. Reason for Removal – Members of the Pathways Committee shall be removable by the Township Board for non-performance of duty or misconduct in office on written charges and after public hearing. Failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest shall constitute misconduct in office.

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

- 1) The member has a direct financial interest in the outcome of the matter at issue; or
- 2) The matter at issue involves the member's business or place of employment; or
- 3) Participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
- 4) The member has such close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.

4. MEETINGS

- 4.1 *Meeting Notices.* All meetings shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.
- 4.2 *Regular Meeting.* Regular meetings of the Committee shall be held in accordance with the meeting schedule dually adopted by the Committee and the Township Board. At the Pathway Committee's meeting in November the Recording Secretary shall submit to the Committee a proposed meeting schedule for the upcoming calendar year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by the Pathways Committee. The dates and times shall be posted at the Cascade Charter Township Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Committee shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act.
- 4.3 *Special Meetings.* A special meeting may be called by two members of the Committee upon request to the Secretary or by the Chairperson. The business which the Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Recording Secretary shall send written notice of a special meeting to committee members not less than 48 hours in advance of the meeting.
- 4.4 *Quorum.* In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of the voting members shall be present. When a quorum is not present, no official action except for closing of the meeting may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and noticed in accordance with the Open Meetings Act.
- 4.5 *Hearings.* Hearings shall be scheduled and due notice given in accordance with the provisions of the act cited in Section 1. Public hearings conducted by the Committee shall be run in an orderly and timely fashion.
- 4.6 *Motions.* Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- 4.7 *Voting.* An affirmative vote of the majority of the Committee shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be voice vote; provided however that a roll call shall be required if requested by any Committee member or directed by the Chairperson. All members of the Committee including the chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bonafide

conflict of interest as recognized by the majority of the remaining members of the Committee. Any member abstaining from a vote shall not participate in the discussion of that item.

- 4.8 *Order of Business.* A written agenda for all regular meetings shall be prepared by the Chairperson and Recording Secretary. Members may submit items for the agenda to either the Chairperson or Recording Secretary at least one week prior to the scheduled meeting date.

A written agenda for special meetings shall be prepared and followed.

- 4.9 *Rules of Order.* All meetings of the Committee shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Orders."
- 4.10 *Notice of Decision.* A written notice containing the decision of the Committee will be sent to petitioners and originators of a request.

5. MINUTES

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

6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 6.1 All meetings of the Committee shall be opened to the public and held in a place available to the general public.
- 6.2 All deliberations and decisions of the Committee shall be made at a meeting open to the public.
- 6.3 A person shall be permitted to address a hearing of the Committee under the rules established in subsection 4.5 and to address the Committee concerning non-hearing matters under the rules established in Section 4.8 to the extent that they are applicable.
- 6.4 A person shall not be excluded from a meeting of the Committee except for breach of the peace, committed at the meeting.
- 6.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

7. BYLAWS AMENDMENTS

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

**CASCADE CHARTER
TOWNSHIP KENT
COUNTY, MICHIGAN**

RESOLUTION No. 5 of 2022

**RESOLUTION TO ESTABLISH THE CASCADE CHARTER TOWNSHIP
PATHWAYS COMMITTEE**

Minutes of a regular meeting of the Township Board of Cascade Charter Township, County of Kent, State of Michigan, held at the Cascade Library- Wisner Center 2870 Jacksmith Ave. SE, Grand Rapids MI, 49546, on May 11th, 2022 at 7:00 o'clock p.m., Eastern Daylight Time.

PRESENT: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Noordhoek, and Shipley

ABSENT: None

The following preamble and resolution were offered by Board Member Koessel and supported by Board Member Shipley.

WHEREAS, Cascade Charter Township has an established multi-use pathway system; and,

WHEREAS, the pathway system is funded, in part or in whole, by a dedicated millage voted by the residents of Cascade; and,

WHEREAS, the Cascade Township Board of Trustees wishes to establish a committee to provide recommendations to the Township Board on the funding, regulations, maintenance and potential expansion of the pathway system.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Pathway Committee is hereby created and established to advise the

Township Board regarding the various aspects of the Cascade Charter Township Pathway System.

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 seven (7) members. At least one member of the Committee shall also be a member of the Township Board. At least one member of the Committee shall also be a member of the Planning Commission. At least one member of the Committee shall also be a member of the Parks Committee. The other members of the Committee shall be Cascade Township residents.
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 by the Township Supervisor 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 on a regular basis at intervals and a time/place

recommended by the committee and approved by the Township Board.

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

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

YEAS: McDonald, Noordhoek, Peirce, Koessel, Shipley, Slater, and Lesperance

NAYS: None

ABSTAIN: None


ABSENT: None

RESOLUTION DECLARED ADOPTED


Susan B. Slater, Township Clerk

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 May 11, 2022, 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: 5/11/22


Susan B. Slater, Township Clerk



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: October 12, 2022
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider 2023 Pathway Repair and Maintenance Program

FACTS:

The Cascade Charter Township Pathways Committee was established by the Township Board earlier this year and began meeting this fall. The primary topic of conversation to this point has been the maintenance of the existing pathway system, some of which have been in existence for 25+ years. In order to facilitate a multi-year repair and maintenance program, Township Engineer Aric Thorne has developed the Township's first Pathway Network Assessment and Asset Management Plan. The purpose of the plan is to:

- Establish a standard for regular inspection
- Target an acceptable level of service for the pathways
- Identify existing deficiencies in the pathway network
- Recommend repair and maintenance treatments to reach and sustain the target level of service throughout the network.

The report culminates with a cost estimate for the repair and maintenance of each segment of pathway in the system. The type of repair/maintenance activity recommended is based on the assigned condition of the pathway segment. The total cost estimate for the entire system at this point is approximately \$4 million.

The Pathway Committee reviewed the report at their October meeting and have begun discussions on preparing a long-term maintenance and repair plan to ensure the system is in satisfactory condition prior to the expiration of the current pathway millage. In the meantime, the committee also believes that the Township should be taking substantial repair and maintenance measures in 2023. The committee noted that as part of the recently adopted Strategic Plan, the top priority of residents was "Keep up on parks and trail maintenance responsibilities."

After reviewing the condition assessments, age of the various segments of pathways, observed usage volume of the various segments and cost estimates, the pathway committee is recommending the Township conduct maintenance and repair on the following Pathway segment "Groups"

1. Group 1 – Cascade/Spaulding (1.33 miles) - \$406,978
2. Group 2 – Cascade/Burton (1.28 miles) - \$346,769
3. Group 8 – Buttrick Ave (1.35 miles) - \$400,106
4. Group 9 – Buttrick Ave (1.38 miles) - \$406,103

Again, it should be noted that the cost estimates are for budgeting purposes only

Attached for your review are:

- Pathway Network Assessment and Asset Management Plan
- Survey #2 Results from Strategic Plan
- Pathway Fund Financial Forecast Through End of Current Millage

ANALYSIS & CONCLUSIONS:

Should the Township Board agree to move forward with the repair and maintenance of the recommended pathway groups, the next step would be to conduct further analysis of the recommended sections to use in the development of bid documents. Once bids are let and received, they would be evaluated by the Pathway Committee for recommendation to the Township Board. Bid documents would be developed so that the Board could approve by group in case the bids exceed the budget projections. In addition, bidding would allow for flexible construction periods to maximize financial efficiencies in the bids.

Township Engineer Aric Thorne will be in attendance to answer any questions the Board may have regarding the Pathway Network Assessment and Asset Management Plan or the bidding process. Pathway Committee member Scott Rissi will be in attendance to answer any questions regarding the Pathway Committee recommendation.

FINANCIAL CONSIDERATIONS:

The cost estimate for groups recommended for the 2023 pathway repair and maintenance program is approximately \$1.5 - \$1.6 million dollars. The Pathway fund is estimated to have approximately \$1 million in fund balance at the end of FY2022 (including the unspent pathway maintenance allocation) and will have an additional \$630,000 in revenues in FY 2023. It is probable that the Township Board will have to allocate additional General Fund money to the program in order to cover the program costs and maintain the 30% fund balance level set by Township policy. A better understanding of that amount will be known once bids are received, but it is still anticipated a majority of the cost can be funded from the pathways fund.

RECOMMENDED ACTION:

Consider 2023 Pathway Repair and Maintenance Program

Pathway Network

Assessment and Asset Management Plan | 09/28/22



Summary

This document outlines the process and effort to collect and analyze pedestrian pathway condition data in Cascade Charter Township. The ongoing goal of this project is to create an asset management plan that:

1. Establishes a standard for regular inspection;
2. Targets an acceptable level of service for pathways;
3. Identifies existing deficiencies in the pathway network; and
4. Recommends repair and maintenance treatments to reach and sustain that level of service throughout the entirety of the network.

The asset management plan should forecast needs several years ahead to facilitate planning and anticipate costs. There are a number of attachments as part of the initial inspection and analysis included at the end of this document and discussed in more detail below.

Identifying the Network

Cascade Charter Township advertises a total pedestrian pathway length of over 17 miles. These pathways are divided into the following five named sections:

1. Spaulding Burton Loop;
2. Laraway Lake Loop;
3. Thornhills Ctr. Segments;
4. Cascade Rd. / 30th – 36th St. Loop; and
5. Buttrick Avenue Segment.

These sections are composed of multiple surface materials (concrete, asphalt, brick, wood) in a variety of conditions. To best capture the areas of need, these sections have been divided into smaller components. The start and end limits of these components are defined by one or more of the following:

1. Crossroads;
2. Surface material changes;
3. Width changes; or
4. A clear and substantial change in surface condition.

An example of a component in the Laraway Lake Loop is *Laraway Lake Dr SE from Cascade Farms Dr SE to Laraway Ln SE*. The entirety of this component is asphalt surface. Should either end of the component feature a concrete ramp, then that ramp would be divided as a separate component. The same applies for portions of differing widths or clear and substantial changes in surface condition. Each component is treated separate and assigned its own condition rating.

Pathway Assessment Scale

A Pathway Assessment Scale has been developed to apply numerical ratings to pathway components. This is based on the Pavement Surface Evaluation and Rating (PASER) scale. The PASER scale is published by the Michigan Transportation Asset Management Council to assess roadway condition throughout the state. This modified version for pathways eliminates or reduces emphasis on load-related (vehicle) distresses. It focuses on deficiencies primarily arising from the climate and underlying failures in base material that arise in pathways.

The Pathway Assessment Scale is provided at the end of this document. It uses the same numerical scale as PASER: Good (8-10), Fair (5-7), and Poor (1-4). Asphalt and concrete surface materials are assessed on different criteria. Brick and wood materials are assessed on abbreviated scales. Refer to the document for score criteria.

Data Collection

The entire pathway network was first visually inspected September 19-23, 2022. Subsequent inspections should be conducted on minimum three year intervals. During inspection each component is assigned a numerical value based on criteria provided in the Pathway Assessment Scale. Ratings for components receiving treatment should be updated following construction in the same year as the treatment performed.

A Geographic Information System (GIS) has been created with the purpose to manage data on pathway components. These data include surface material, width, length, and condition. (It is open for expansion, such as adding surface material thickness and year treated or constructed as this information becomes known.) GIS provides a means to generate color coded maps to identify deficient areas in the network and to highlight components intended for treatment plans.

Any user on GIS may interact with individual components to review and amend data. It provides an interface for interaction; zooming; selecting; and filtering components based on data.

Data Analysis

Pathway data may be exported from GIS in a number of ways, including as an electronic spreadsheet. As part of the initial pathway assessment, a spreadsheet has already been setup for receiving these data. This spreadsheet automatically outputs average condition ratings per section (e.g., the Spalding Burton Loop) and provides a cost estimate for performing treatment on individual components; on full sections; and on the entire network and splits costs by surface material (concrete and asphalt).

Treatment methods for asphalt pavements include (from least to most intensive): overband crack seal (OCS), mill and fill (MF), overlay (OL), and reconstruction (RE). For most asphalt components a combination of these is necessary. Treatment methods are prescribed on a percentage surface area per square yard for each component based on rating. Typically, a

combination of methods is used. The table below provides the current prescription model for asphalt surface treatment methods.

Table 1. Asphalt Surface Treatment Method Prescription by Rating

Rating	OCS		MF		OL		RE		Total
	Qty	Unit P/Syd	Qty	Unit P/Syd	Qty	Unit P/Syd	Qty	Unit P/Syd	
10									
9									
8	100%	\$ 0.50							\$ 0.50
7	100%	\$ 0.75							\$ 0.75
6	75%	\$ 1.25	25%	\$ 23.25	100%	\$ 25.00			\$ 31.75
5	50%	\$ 1.25	50%	\$ 23.25	100%	\$ 25.00			\$ 37.25
4			50%	\$ 23.25	50%	\$ 25.00	50%	\$ 56.45	\$ 52.35
3			25%	\$ 23.25	25%	\$ 25.00	75%	\$ 56.45	\$ 54.40
2							100%	\$ 56.45	\$ 56.45
1							100%	\$ 56.45	\$ 56.45
<i>Cost per square yard</i>									

For example, an asphalt component rated 5 is expected to receive OCS on 50%; MF on 50%; and OL on 100% of its surface area for a cost of \$37.25 per square yard total. The user can adjust the prescription model as desired. This should be considered a tool only to approximate maintenance needs and costs. The most cost-effective treatment action will vary from component to component and require field review and engineering judgement.

The treatment method costs (e.g., OCS, MF, etc.) are calculated from user input unit costs for specific pay items associated with performing each method. Not all pay items are associated with each method and additional items may need to be considered on a case-by-case basis, such as tree root removal, casting adjustments, storm drain features, etc. Unit costs should be updated on a yearly basis to account for inflation. The pay items and current estimated unit costs for asphalt surface treatment methods are provided below:

Table 2. Asphalt Pathway Treatment Pay Items

Pay Item	Unit	Unit Price
_Overband Crack Seal	Lb	\$ 2.50
Cold Mill HMA Surface	Syd	\$ 1.75
HMA Surface, Rem	Syd	\$ 1.75
HMA, 13A	Ton	\$ 150.00
Excavate Earth	Cyd	\$ 10.00
Aggregate Base, 21AA, 6 inch	Syd	\$ 15.00
_Preparation	Syd	\$ 3.50
_Restoration	Syd	\$ 5.00

Concrete pavements are assumed to be removed and replaced in *flags*, or *squares*. This is the area between successive joints (typically 6-feet in spacing). A similar model is implemented and provided below. Component lengths shorter than 18-feet are assumed to be removed and replaced entirely. For lengths 18-feet and longer a percentage of flags is assumed.

Table 3. Concrete Pathway Treatment Method Prescription by Rating

Rating	Replace for Length < L_{min}			Replace for Length $\geq L_{min}$		
	Qty	Unit Price	Unit P/Syd	Qty	Unit Price	Unit P/Syd
10						
9						
8						
7	100%	\$ 93.50	\$ 93.50	5.0%	\$ 93.50	\$ 4.68
6	100%	\$ 93.50	\$ 93.50	7.5%	\$ 99.75	\$ 7.48
5	100%	\$ 93.50	\$ 93.50	10.0%	\$ 101.83	\$ 10.18
4	100%	\$ 93.50	\$ 93.50	12.5%	\$ 106.00	\$ 13.25
3	100%	\$ 93.50	\$ 93.50	15.0%	\$ 118.50	\$ 17.78
2	100%	\$ 93.50	\$ 93.50	17.5%	\$ 118.50	\$ 20.74
1	100%	\$ 93.50	\$ 93.50	20.0%	\$ 118.50	\$ 23.70
<i>Cost per square yard</i>						
<i>L_{min} (ft) 18</i>						

For example, a concrete component 18-feet or over and rated 5 is expected to have 10% of its flags removed and replaced. On a 150-foot-long and 6-foot-wide component (100 square yard area), this would total \$1,018. Again, this is a tool only to approximate maintenance needs and costs and can be adjusted by the user. The table below provides the pay items associated with concrete pavement removal and replacement and current estimated unit costs.

Table 4. Concrete Pathway Treatment Pay Items

Pay Item	Unit	Unit Price
Sidewalk, Rem	Syd	\$ 3.00
Sidewalk, Conc, 4 inch	Sft	\$ 9.00
Sidewalk, Conc, 6 inch	Sft	\$ 10.00
_Tree Roots, Rem	Ea	\$ 100.00
_Restoration	Syd	\$ 5.00

An additional method to consider is *grinding*. This is a relatively quick and inexpensive method used to remove joint faults between flags. It is not accounted for here, but may be used on a case-by-case basis. Brick and wood surface treatments are not provided for in this spreadsheet. The infrequent occurrence and unique nature of each requires that deficiencies be evaluated individually to determine proper repair and maintenance actions.

Current Assessment

The table below provides the average rating per pathway section as determined from data collected in the initial September 19-23, 2022 inspection. A color-coded map for condition by each component is provided at the end of this document. Note that where sections overlap (e.g., Spaulding Burton Loop, Laraway Lake Loop, and Thornhills Ctr. Segments along Cascade Rd SE) that only one section is credited with owning the components inside the overlap (in this case, Cascade Rd SE is made part of the Thornhills Ctr. Segments). This can be seen in the pathway section inspection reports also included at the end of this document.

Table 3. Current Pathway Section Average Rating

Pathway Section	Average Rating
Spaulding Burton Loop	4.8
Laraway Lake Loop	4.7
Thornhills Ctr. Segments	7.1
Cascade Rd 30-36 th St Loop	4.6
Buttrick Avenue Segment	4.5
Cascade Township Park	5.9

All sections have an average assessment of fair to poor condition. The pathway section inspection reports highlight surface distresses that are characteristic of the pathway network and their locations. Photos are included with each. These are not all inclusive of the deficiencies, but only select samples.

Maintenance and Repair Plan

Contractor cost to perform treatment methods is best mitigated by concentrating construction at one time in a specific area (e.g., isolate work under one contract to the Spaulding Burton Loop). The exception to this may be in using the overband crack seal method, which is a faster and more mobile operation than the other more intensive methods. Should a contractor be hired specifically and only to overband crack seal, it may be cost-effective to treat multiple or all sections of pathway in need at one time.

As a first attempt to identify potential improvement areas, fourteen groups of adjacent components are identified as potential contract work limits. Groups are typically 1.0-1.5 miles in total length and are created with the intention to lump similar condition components and a total sum value of treatment work together. Exceptions are isolated pathways and/or majority concrete pathway areas. A map of these groups and tables with the cost per component in each is provided at the end of this document.

The groups and treatment methods (and in turn, costs) are amenable and may be adjusted to suit budget and acceptable level of service. What is provided for here is an aggressive approach with the intention for longevity.

Conclusion and Attachments

The following is provided for in this report and as part of the development of an asset management plan for the pedestrian pathway network in Cascade Charter Township:

1. Creation of a Pathways Assessment Scale;
2. Development of GIS to store and present pathway condition and treatment data;
3. An electronic spreadsheet for analyzing existing pathway condition data and prescribing treatment methods and estimating costs; and
4. An initial attempt to identify deficient pathway areas and quantify necessary future maintenance and repair activities on the network.

Important action items to fine tune the asset management plan to the desires and the capabilities of the Township include determining acceptable level of service (e.g., maintaining pathways at a rated 7 or higher condition) and the projected annual budget for maintenance and repair in the years ahead.

A final part in the effort to establish process for pathway network assessment and management was setting up the software Roadsoft. This is an asset management system for collecting, storing, and analyzing data for transportation infrastructure. Roadsoft is maintained by the Center of Technology & Training at Michigan Technological University for local road agencies in Michigan. It is similar to GIS; it can receive exports from GIS; and it displays the same data as GIS.

Roadsoft provides a considerably easier to navigate interface, particularly for the inexperienced user. This makes it a more suitable and useful tool for anyone at the Township to view data. Any employee with access to the shared drive where the database is stored can download Roadsoft and be assigned an account. The account can be granted all or limited permissions to eliminate their potential to accidentally edit or delete data. Beyond pathways, it affords tools and methods to track and analyze other assets such as street lights, traffic signals, etc., which could prove useful toward other future asset management goals.

Attachments:

Pathway Assessment Scale
Current Pathway Rating Map
Pathway Section Inspection Reports
 Spaulding Burton Loop
 Laraway Lake Loop
 Thornhills Ctr. Segments
 Cascade Rd. 30th – 36th St. Loop
 Buttrick Avenue Segment
 Cascade Township Park
Pathway Group Treatment Plan Map
Pathway Group Treatment Plan Cost Estimate

Pathway Assessment Scale



Rating		Asphalt	Concrete
Good	10	Newly constructed (Age < 1 year) No defects Smooth surface	
	9	Like new condition (Age > 1 year) No defects Smooth surface	
	8	Transverse cracks > 40' spacing Infrequent defects All cracks tight	Meander cracks isolated and tight Occasional minor defects Few pop outs
Fair	7	Transverse cracks 10' – 40' spacing Occasional longitudinal cracks Very little to no surface raveling Crack openings < 1/4"	Transverse cracks isolated First signs of cracks at corners Minor scaling Moderate pop outs
	6	Transverse cracks < 10' spacing Frequent longitudinal cracks First signs of edge cracking Crack openings < 1/2"	Minor map cracking Settlement or heaves isolated Scaling < 25% surface Crack openings < 1/4"
	5	Block cracking 1' – 5' areas Persistent edge cracking Moderate surface raveling Crack openings > 1/2"	Cracks at corners with broken pieces Scaling and/or spalling < 50% surface Multiple joint faults < 1/2" Crack openings > 1/4"
Poor	4	Block cracking < 1' areas Deterioration of edge Significant surface raveling Rutting or distortion < 1"	Map cracking > 50% surface Scaling and/or spalling > 50% surface Prevalent joint and/or corner deterioration Multiple joint faults < 1"
	3	Development of alligator cracking Moderate crack erosion Rutting or distortion < 2"	Crack openings > 1" Severe spalling Multiple joint faults < 2"
	2	Alligator cracking > 25% surface Extensive crack erosion Rutting or distortion > 2"	Significant settlement or heaves Multiple joint faults > 2"
	1	Severe distress Loss of surface integrity and visible base	

Notes

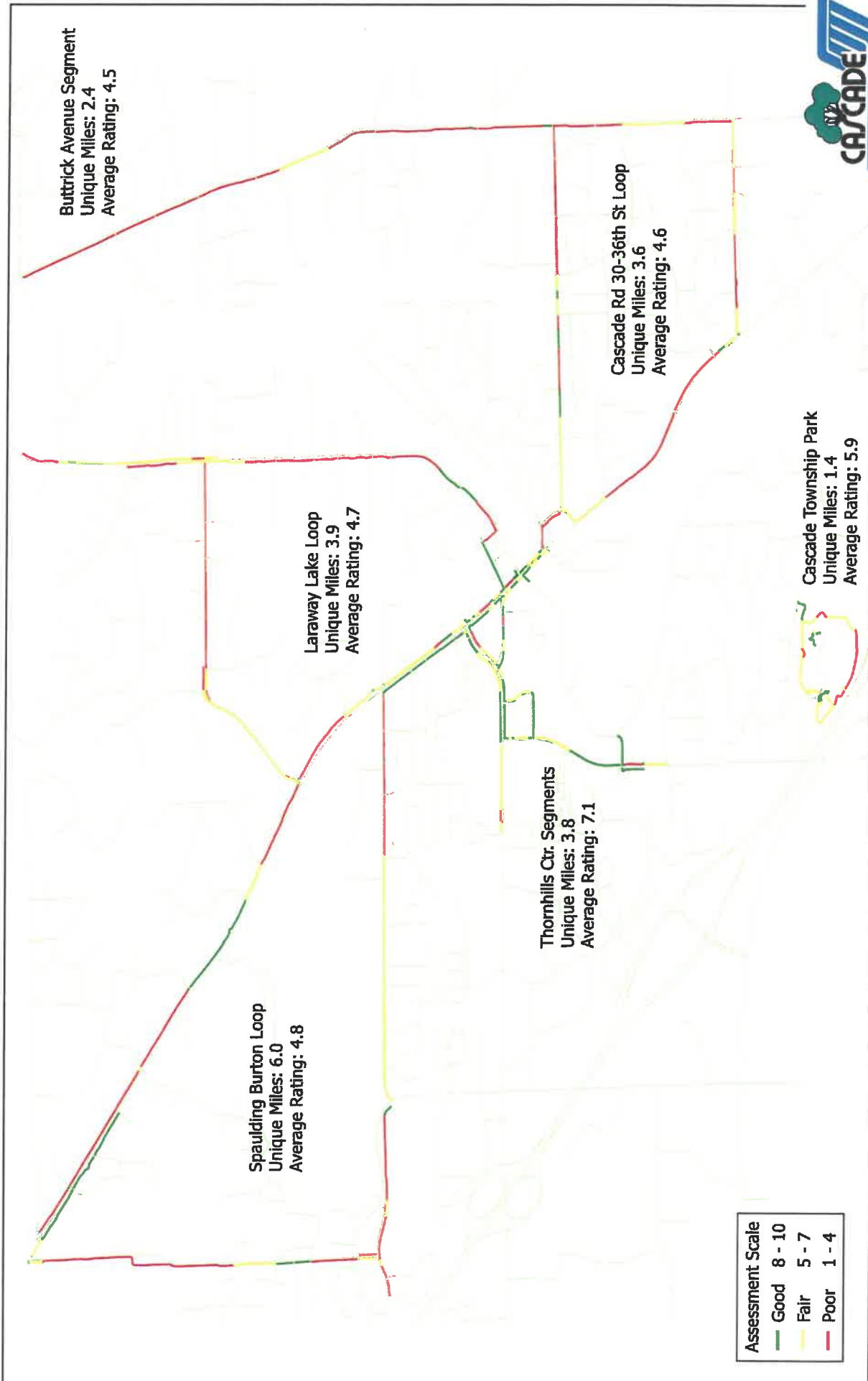
Brick material pathways are assessed on an abbreviated scale. 10: No defects. 7: Minor settlement or heaves. 4: Multiple faulted bricks < 1". 1: Multiple faulted bricks > 2" and/or missing bricks.

Wood material pathways are assessed on an abbreviated scale. 10: No defects. 7: Boards starting to exhibit deterioration. 4: Faults present due warping or deteriorated boards. 1: Missing or completely deteriorated parts of boards.

Assess based on current visual distresses. Do not consider prior known distresses (e.g., treated with overlay or crack seal) or anticipate future ones.

Assess each segment based on the worst prevailing condition in that segment. For example, one occurrence of the development of alligator cracking in an asphalt segment dictates the rating for that entire segment (3).

Percentage values of distresses are interpreted on a per width basis for asphalt and a per flag basis for concrete. A flag of concrete is considered the space between two joints.



Spaulding Burton Loop
09/21/22

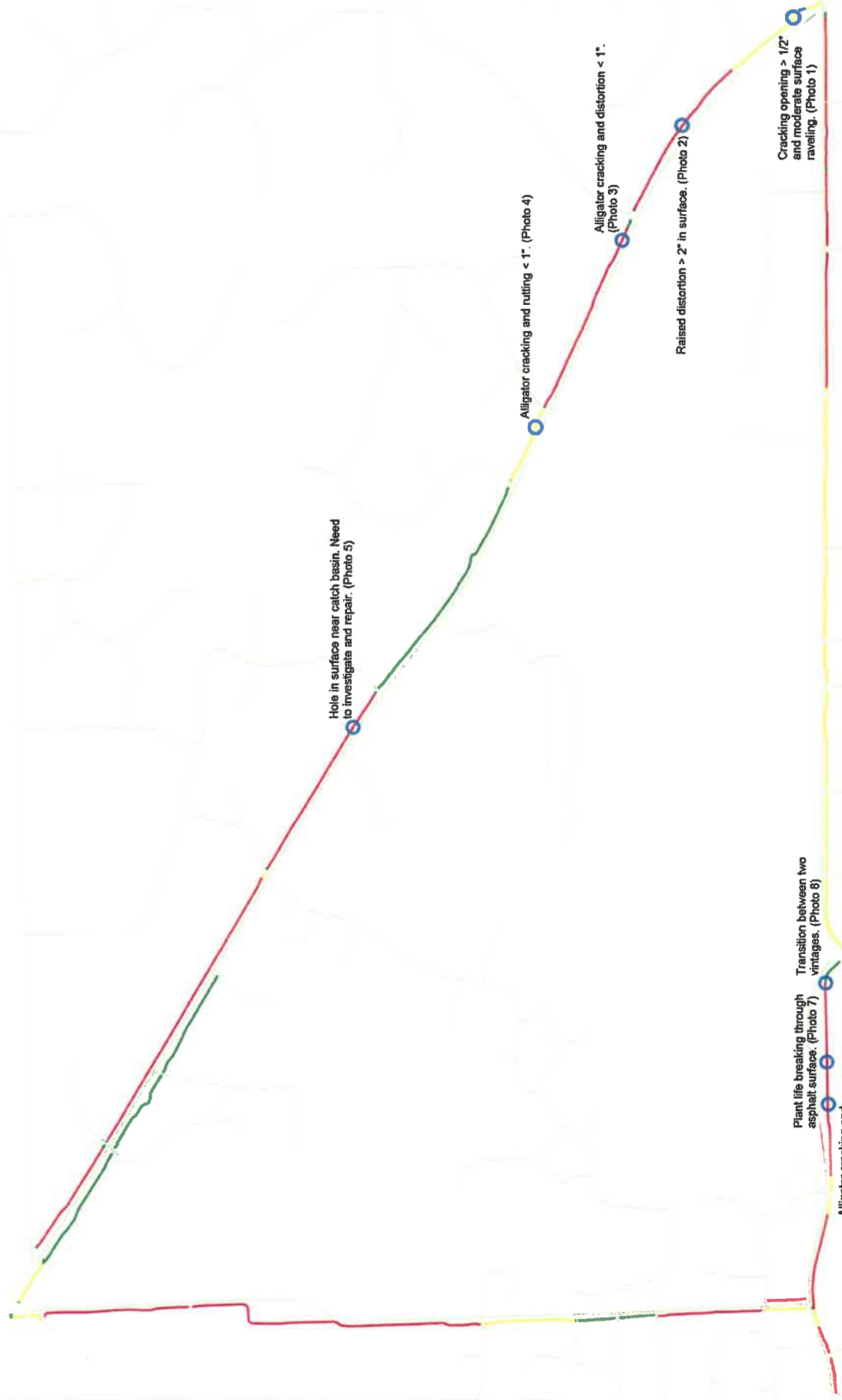




Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8

Laraway Lake Loop
09/23/22

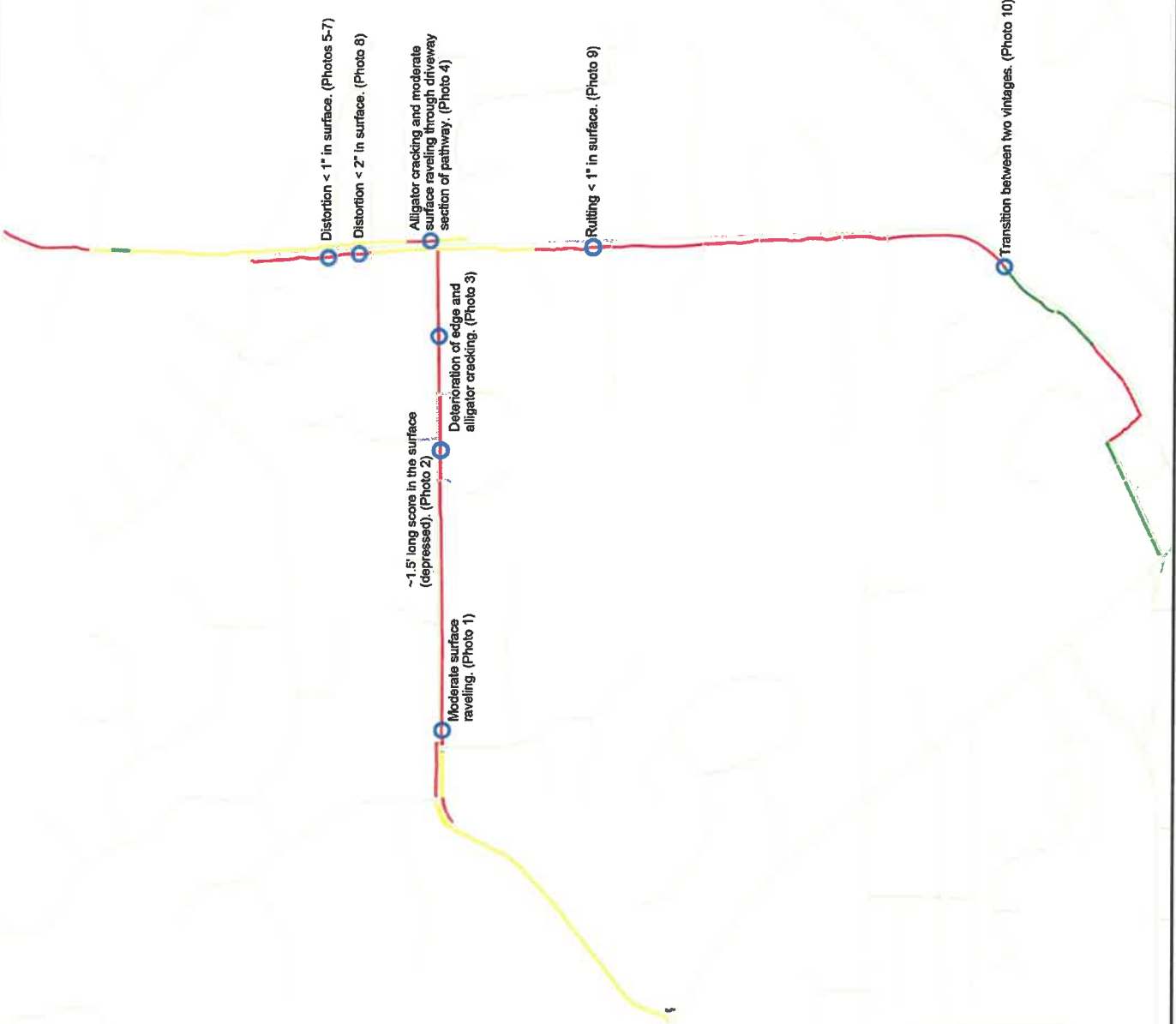




Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10

Thornhills Ctr. Segments
09/19/22

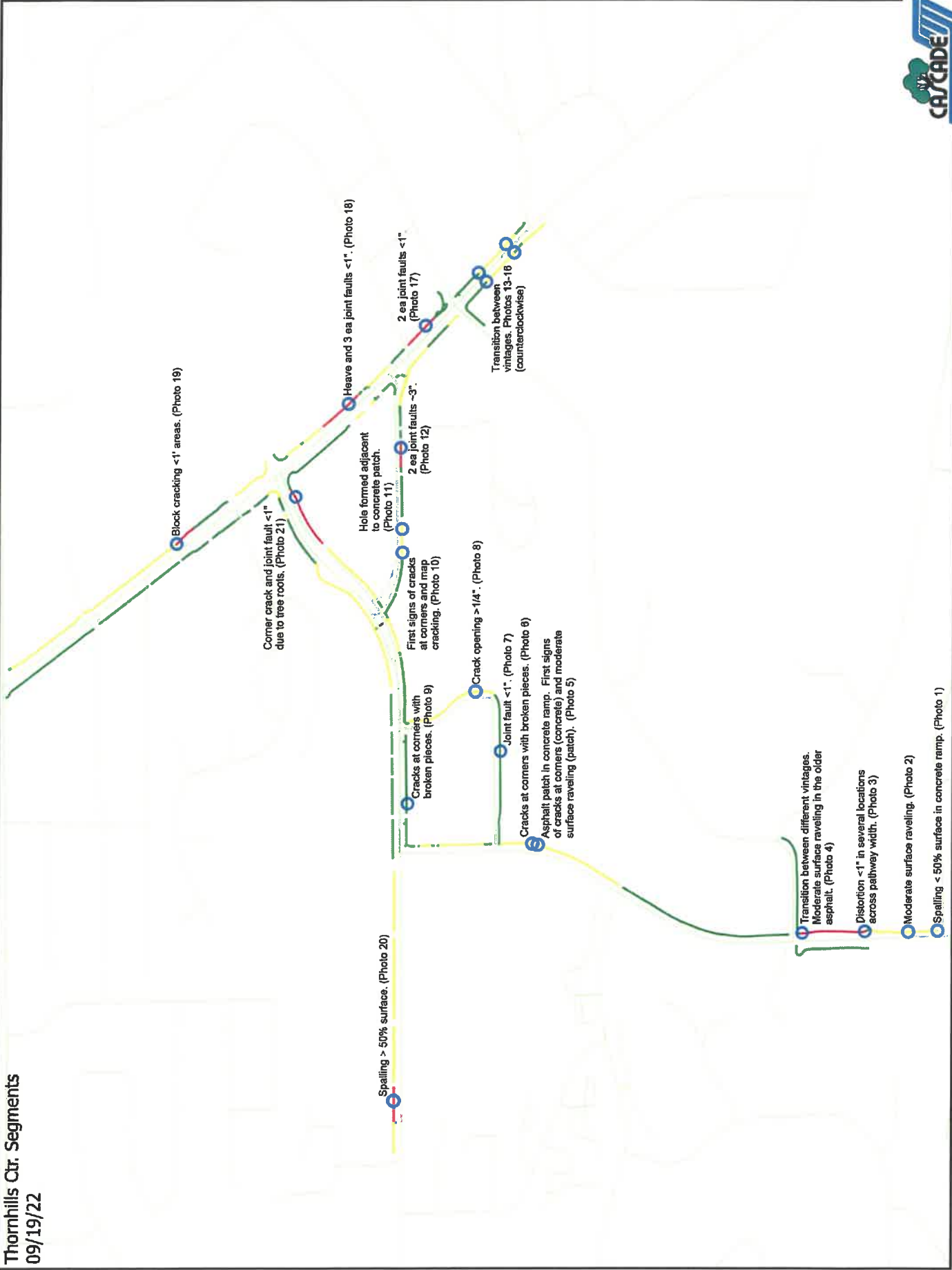




Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21

Cascade Rd 30-36th St Loop
09/23/22

Distortion ~5" (depression) in
surface. (Photo 1)

12" Reinforced concrete pipe storm sewer
Needs to be addressed. (Photos 2-3)





Photo 1



Photo 2



Photo 3

Buttrick Avenue Segment
09/22/22

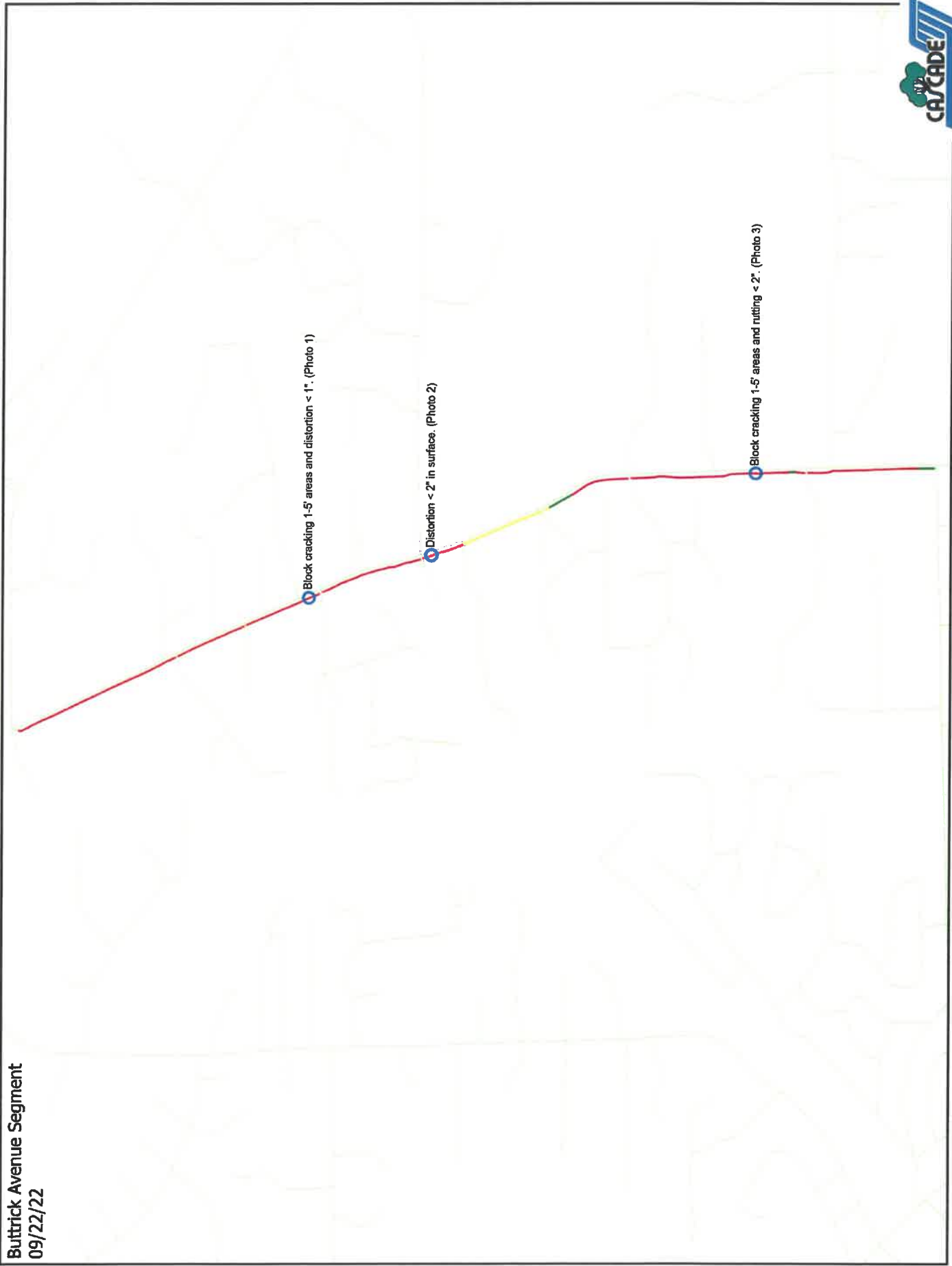




Photo 1



Photo 2

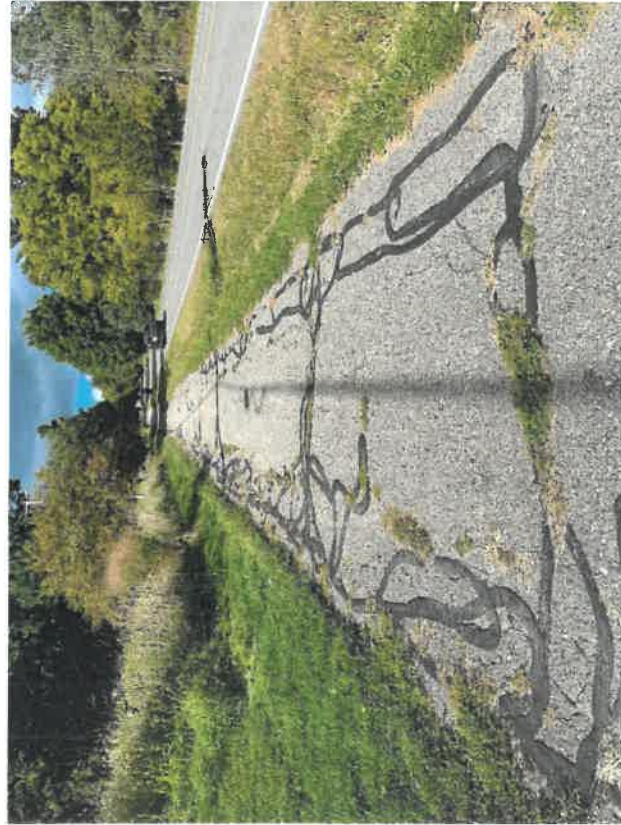


Photo 3

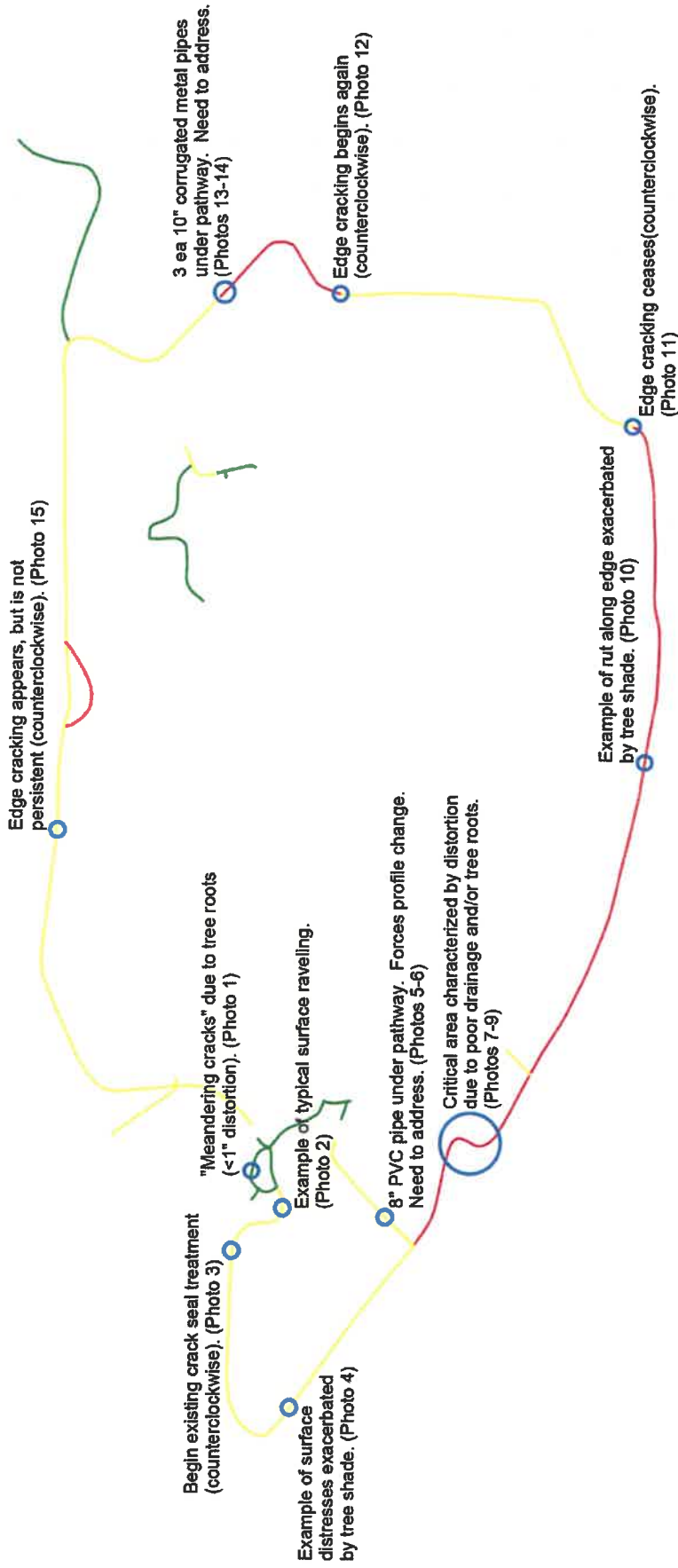




Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



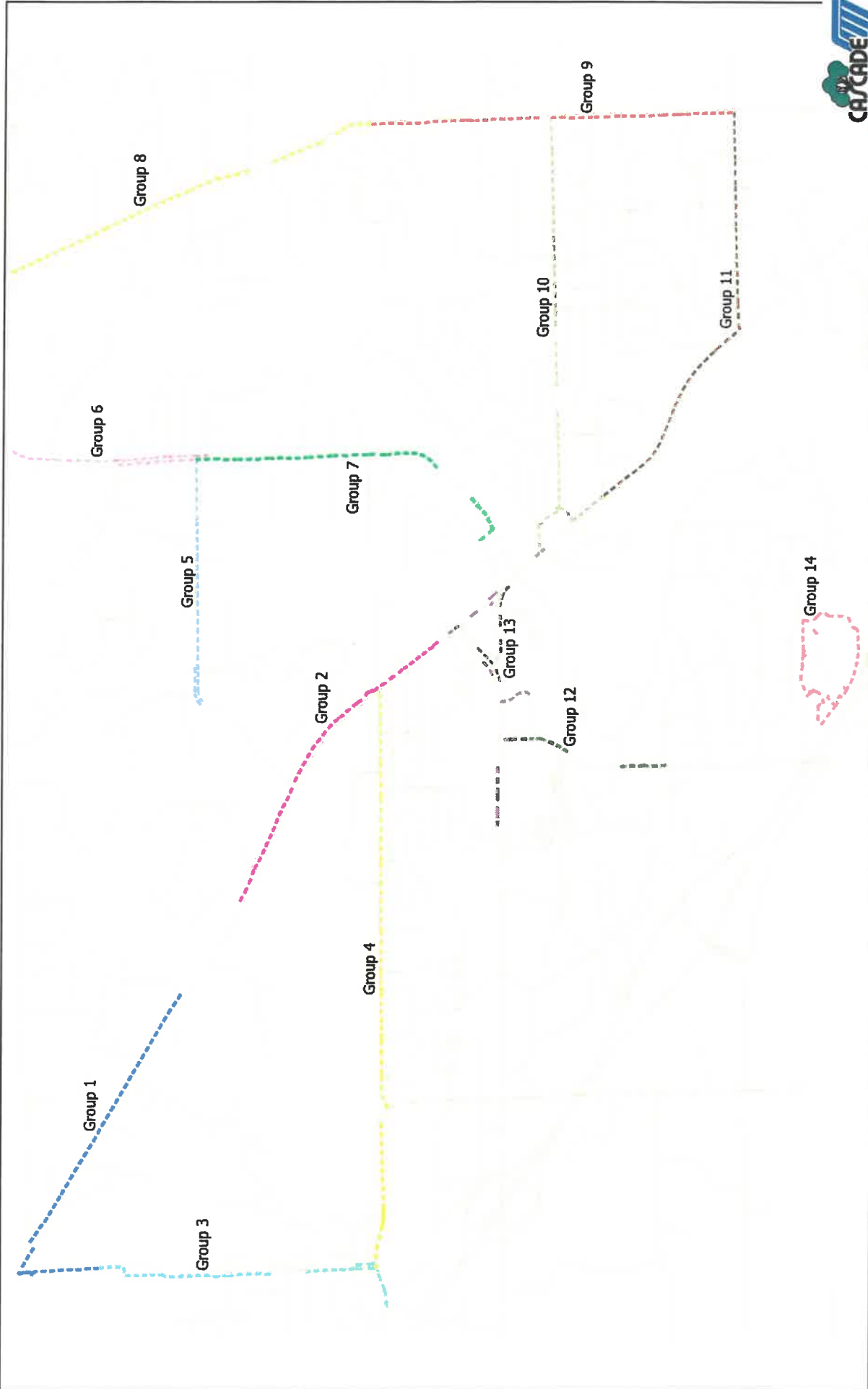
Photo 13



Photo 14



Photo 15



Segment	Material	Width	Thickness	Length	Year	Condition	GID	Group	Total
Cascade Rd SE	Asphalt	10	0	952	0	3	137	1 \$	57,543
Cascade Rd SE	Asphalt	10	0	2,423	0	3	140	1 \$	146,457
Cascade Rd SE	Asphalt	10	0	1,632	0	3	143	1 \$	98,645
Cascade Rd SE	Asphalt	10	0	355	0	5	124	1 \$	14,693
Spaulding Ave SE	Asphalt	8	0	129	0	7	169	1 \$	86
Spaulding Ave SE	Asphalt	10	0	136	0	5	170	1 \$	5,629
Spaulding Ave SE	Asphalt	10	0	1,405	0	3	168	1 \$	84,924
				1.33				\$	407,978

Cascade Rd SE	Asphalt	10	0	573	0	5	149	2 \$	23,716
Cascade Rd SE	Asphalt	10	0	412	0	5	155	2 \$	17,052
Cascade Rd SE	Asphalt	10	0	307	0	5	156	2 \$	12,706
Cascade Rd SE	Asphalt	10	0	150	0	7	159	2 \$	125
Cascade Rd SE	Asphalt	10	0	1,367	0	4	161	2 \$	79,514
Cascade Rd SE	Asphalt	10	0	1,509	0	2	163	2 \$	94,648
Cascade Rd SE	Asphalt	10	0	520	0	6	517	2 \$	18,344
Cascade Rd SE	Asphalt	10	0	707	0	6	518	2 \$	24,941
Cascade Rd SE	Asphalt	10	0	134	0	4	508	2 \$	7,794
Burton St SE	Asphalt	10	0	1,083	0	2	102	2 \$	67,928
				1.28				\$	346,769

Spauling Ave SE	Asphalt	10	0	884	0	6	176	3 \$	31,186
Spauling Ave SE	Asphalt	10	0	1,415	0	4	177	3 \$	82,306
Spauling Ave SE	Asphalt	10	0	1,487	0	3	178	3 \$	89,881
Burton St SE	Asphalt	10	0	237	0	2	114	3 \$	14,865
Spauling Ave SE	Asphalt	10	0	351	0	4	172	3 \$	20,417
Spauling Ave SE	Asphalt	10	0	345	0	5	173	3 \$	14,279
Spauling Ave SE	Asphalt	10	0	1,003	0	3	174	3 \$	60,626
Burton St SE	Asphalt	10	0	155	0	6	116	3 \$	5,468
Burton St SE	Asphalt	10	0	201	0	4	122	3 \$	11,692
				1.15				\$	330,718

Burton St SE	Asphalt	10	0	520	0	4	104	4 \$	30,247
Burton St SE	Asphalt	10	0	974	0	3	105	4 \$	58,873
Burton St SE	Asphalt	10	0	1,081	0	5	106	4 \$	44,741
Burton St SE	Asphalt	10	0	617	0	6	107	4 \$	21,766
Burton St SE	Asphalt	10	0	286	0	6	108	4 \$	10,089
Burton St SE	Asphalt	10	0	710	0	6	109	4 \$	25,047
Burton St SE	Asphalt	10	0	540	0	6	110	4 \$	19,050
Burton St SE	Asphalt	10	0	546	0	7	111	4 \$	455
Burton St SE	Asphalt	10	0	127	0	7	113	4 \$	106
Burton St SE	Asphalt	10	0	690	0	4	118	4 \$	40,135
Burton St SE	Asphalt	10	0	127	0	6	119	4 \$	4,480
Burton St SE	Asphalt	10	0	1,371	0	3	120	4 \$	82,869
				1.44				\$	337,859

Laraway Lake Dr SE	Asphalt	10	0	192	0	5	322	5 \$	7,947
Laraway Lake Dr SE	Asphalt	10	0	359	0	4	308	5 \$	20,882
Laraway Lake Dr SE	Asphalt	10	0	11	0	4	309	5 \$	640
Laraway Lake Dr SE	Asphalt	10	0	198	0	2	301	5 \$	12,419
Laraway Lake Dr SE	Asphalt	10	0	11	0	4	310	5 \$	640
Laraway Lake Dr SE	Asphalt	10	0	7	0	4	311	5 \$	407
Laraway Lake Dr SE	Asphalt	10	0	1800	0	4	312	5 \$	104,700
Laraway Lake Dr SE	Asphalt	10	0	976	0	3	302	5 \$	58,994
Laraway Lake Dr SE	Asphalt	10	0	291	0	6	332	5 \$	10,266
Laraway Lake Dr SE	Asphalt	10	0	564	0	4	320	5 \$	32,806
				0.84				\$	249,700

Thornapple River Dr SE	Asphalt	10	0	540	0	6	326	6 \$	19,050
Thornapple River Dr SE	Asphalt	10	0	1099	0	3	305	6 \$	66,428
Thornapple River Dr SE	Asphalt	10	0	173	0	6	327	6 \$	6,103
Thornapple River Dr SE	Asphalt	10	0	1080	0	5	323	6 \$	44,700

Segment	Material	Width	Thickness	Length	Year	Condition	GID	Group	Total
Thornapple River Dr SE	Asphalt	10	0	23	0	6	328	6 \$	811
Thornapple River Dr SE	Asphalt	10	0	207	0	5	324	6 \$	8,568
Thornapple River Dr SE	Asphalt	10	0	572	0	6	329	6 \$	20,179
Thornapple River Dr SE	Asphalt	10	0	270	0	6	330	6 \$	9,525
Thornapple River Dr SE	Asphalt	10	0	279	0	6	331	6 \$	9,843
Thornapple River Dr SE	Asphalt	10	0	258	0	4	318	6 \$	15,007
Thornapple River Dr SE	Asphalt	10	0	795	0	4	319	6 \$	46,243
Thornapple River Dr SE	Asphalt	10	0	45	0	3	307	6 \$	2,720
Thornapple River Dr SE	Asphalt	5	0	250	0	6	333	6 \$	4,410
				1.06				\$	253,586

Thornapple River Dr SE	Asphalt	10	0	879	0	6	325	7 \$	31,009
Thornapple River Dr SE	Asphalt	10	0	682	0	3	303	7 \$	41,223
Thornapple River Dr SE	Asphalt	10	0	829	0	3	304	7 \$	50,108
Thornapple River Dr SE	Asphalt	10	0	494	0	4	313	7 \$	28,734
Thornapple River Dr SE	Asphalt	10	0	736	0	4	314	7 \$	42,811
Thornapple River Dr SE	Asphalt	10	0	357	0	4	315	7 \$	20,766
Thornapple River Dr SE	Asphalt	10	0	1133	0	4	316	7 \$	65,903
Peace St SE	Asphalt	10	0	338	0	4	317	7 \$	19,660
Thornapple River Dr SE	Asphalt	10	0	668	0	3	306	7 \$	40,377
				1.16				\$	340,591

Buttrick Ave SE	Asphalt	10	0	779	0	3	910	8 \$	47,086
Buttrick Ave SE	Asphalt	10	0	28	0	5	912	8 \$	1,159
Buttrick Ave SE	Asphalt	10	0	1029	0	5	913	8 \$	42,589
Buttrick Ave SE	Asphalt	10	0	1301	0	4	915	8 \$	75,675
Buttrick Ave SE	Asphalt	10	0	1890	0	4	916	8 \$	109,935
Buttrick Ave SE	Asphalt	10	0	2126	0	4	917	8 \$	123,662
				1.35				\$	400,106

Buttrick Ave SE	Asphalt	10	0	1391	0	3	904	9 \$	84,078
Buttrick Ave SE	Asphalt	10	0	127	0	4	905	9 \$	7,387
Buttrick Ave SE	Asphalt	10	0	2021	0	4	909	9 \$	117,555
Buttrick Ave SE	Asphalt	10	0	983	0	4	725	9 \$	57,178
Buttrick Ave SE	Asphalt	10	0	130	0	5	726	9 \$	5,381
Buttrick Ave SE	Asphalt	10	0	559	0	4	727	9 \$	32,515
Buttrick Ave SE	Asphalt	10	0	903	0	3	728	9 \$	54,581
Buttrick Ave SE	Asphalt	10	0	874	0	5	729	9 \$	36,174
Buttrick Ave SE	Asphalt	10	0	319	0	6	730	9 \$	11,254
				1.38				\$	406,103

Thorncrest Dr SE	Asphalt	10	0	337	0	4	743	10 \$	19,602
Wycliff Dr SE	Asphalt	10	0	462	0	3	744	10 \$	27,925
30th St SE	Asphalt	10	0	16	0	5	701	10 \$	662
30th St SE	Asphalt	10	0	509	0	3	702	10 \$	30,766
30th St SE	Asphalt	10	0	900	0	4	703	10 \$	52,350
30th St SE	Asphalt	10	0	915	0	4	704	10 \$	53,223
30th St SE	Asphalt	10	0	246	0	5	705	10 \$	10,182
30th St SE	Asphalt	10	0	227	0	4	706	10 \$	13,204
30th St SE	Asphalt	10	0	41	0	7	707	10 \$	34
Wycliff Dr SE	Asphalt	10	0	350	0	6	745	10 \$	12,347
Cascade Rd SE	Asphalt	10	0	755	0	5	742	10 \$	31,249
30th St SE	Asphalt	10	0	1179	0	6	708	10 \$	41,593
30th St SE	Asphalt	10	0	250	0	5	709	10 \$	10,347
30th St SE	Asphalt	10	0	689	0	3	711	10 \$	41,646
30th St SE	Asphalt	10	0	252	0	5	713	10 \$	10,430
				1.35				\$	355,560

Cascade Rd SE	Asphalt	10	0	2094	0	4	733	11 \$	121,801
Cascade Rd SE	Asphalt	10	0	1197	0	4	736	11 \$	69,626
Cascade Rd SE	Asphalt	10	0	130	0	4	737	11 \$	7,562
Cascade Rd SE	Asphalt	10	0	258	0	5	741	11 \$	10,678

Segment	Material	Width	Thickness	Length	Year	Condition	GID	Group	Total
36th St SE	Asphalt	10	0	407	0	7	719	11	\$ 339
36th St SE	Asphalt	10	0	1194	0	4	720	11	\$ 69,451
36th St SE	Asphalt	10	0	626	0	5	721	11	\$ 25,909
36th St SE	Asphalt	10	0	382	0	4	722	11	\$ 22,220
36th St SE	Asphalt	10	0	740	0	5	723	11	\$ 30,628
				1.33					\$ 358,214

Thornhills Ave SE	Asphalt	10	0	209	0	7	540	12	\$ 174
Thornhills Ave SE	Asphalt	10	0	563	0	7	541	12	\$ 469
Thornhills Ave SE	Asphalt	8	0	455	0	4	506	12	\$ 21,173
Thornapple River Dr SE	Asphalt	10	0	427	0	5	512	12	\$ 17,673
Thornhills Ave SE	Asphalt	10	0	311	0	6	524	12	\$ 10,971
				0.37					\$ 50,460

Cascade Rd SE	Concrete	6	0	199	0	6	519	13	\$ 993
Cascade Rd SE	Concrete	6	0	118	0	6	520	13	\$ 589
28th St SE	Concrete	6	0	399	0	5	509	13	\$ 2,709
Old 28th St SE	Concrete	6	0	165	0	7	534	13	\$ 514
Old 28th St SE	Concrete	6	0	142	0	2	501	13	\$ 1,963
Cascade Rd SE	Concrete	6	0	196	0	6	521	13	\$ 978
Cascade Rd SE	Concrete	6	0	40	0	7	537	13	\$ 125
28th St SE	Concrete	6	0	13	0	7	538	13	\$ 810
28th St SE	Concrete	6	0	174	0	7	539	13	\$ 542
Jacksmith Ave SE	Concrete	6	0	634	0	5	510	13	\$ 4,304
Thornhills Ave SE	Concrete	10	0	79	0	6	523	13	\$ 657
28th St SE	Concrete	6	0	397	0	5	514	13	\$ 2,695
28th St SE	Concrete	6	0	267	0	5	515	13	\$ 1,813
28th St SE	Concrete	6	0	169	0	4	507	13	\$ 1,493
Cascade Rd SE	Concrete	6	0	190	0	7	546	13	\$ 592
Cascade Rd SE	Concrete	6	0	167	0	6	525	13	\$ 833
Old 28th St SE	Concrete	10	0	145	0	5	516	13	\$ 1,641
28th St SE	Concrete	6	0	264	0	6	526	13	\$ 1,317
				0.71					\$ 24,566

Cascade Township Park	Asphalt	8	0	166	0	7	1114	14	\$ 111
Cascade Township Park	Asphalt	8	0	396	0	4	1107	14	\$ 18,427
Cascade Township Park	Asphalt	8	0	1073	0	4	1101	14	\$ 49,930
Cascade Township Park	Asphalt	8	0	310	0	4	1110	14	\$ 14,425
Cascade Township Park	Asphalt	8	0	460	0	6	1105	14	\$ 12,982
Cascade Township Park	Asphalt	8	0	172	0	5	1113	14	\$ 5,695
Cascade Township Park	Asphalt	8	0	244	0	5	1111	14	\$ 8,079
Cascade Township Park	Asphalt	8	0	59	0	7	1123	14	\$ 39
Cascade Township Park	Asphalt	6	0	61	0	5	1121	14	\$ 1,515
Cascade Township Park	Asphalt	8	0	34	0	5	1126	14	\$ 1,126
Cascade Township Park	Asphalt	8	0	151	0	7	1115	14	\$ 101
Cascade Township Park	Asphalt	8	0	11	0	6	1132	14	\$ 310
Cascade Township Park	Asphalt	8	0	128	0	6	1118	14	\$ 3,612
Cascade Township Park	Asphalt	6	0	177	0	4	1112	14	\$ 6,177
Cascade Township Park	Asphalt	8	0	150	0	5	1116	14	\$ 4,967
Cascade Township Park	Asphalt	8	0	753	0	5	1102	14	\$ 24,933
Cascade Township Park	Asphalt	8	0	697	0	6	1103	14	\$ 19,671
Cascade Township Park	Asphalt	8	0	347	0	7	1108	14	\$ 231
Cascade Township Park	Asphalt	8	0	603	0	6	1104	14	\$ 17,018
				1.13					\$ 189,350

\$ 4,051,561

Survey #2 Results

A second survey was launched on June 6th, 2022 and closed on July 5th, 2022. The purpose was to validate the Priorities and Tasks developed during the rest of the process. The Township received 355 responses to the online survey.

For each task, respondents were given choices to rate in terms of how important they were to them. The options were "Not Important", "Neutral/No Opinion", "Somewhat Important", and "Very Important". In compiling the results, a score was assigned to each option (Not Important = 1, Very Important = 4), and averaged the score to determine the popularity of each statement.

The top 5 priorities overall were:

- Keep up on parks and trail maintenance responsibilities. – **3.7/4**
- Ensure that existing parks have facilities that match residents' needs. – **3.5/4**
- Improve pedestrian and bicycle safety along Cascade Road in the "Village area". – **3.5/4**
- Work with the Kent County Road Commission to address safety concerns at key intersections, such as 28th/Kraft, Cascade/Spaulding, and others. – **3.4/4**
- Make it safer and easier to cross the Thornapple River (near the "Village") on a bicycle or on foot. – **3.3/4**

Priorities – Parks And Trails

Keep up on parks and trail maintenance responsibilities. – **3.7**

Ensure that existing parks have facilities that match residents' needs. – **3.5**

Establish a Pathways Committee to assist with trails funding, maintenance, planning, and other activities. – **3.1**

Create new parks and/or nature preserves as the community grows. **3.1**

Increase Township staffing for parks maintenance and operations. – **2.8**

Find a location for a community gathering space. – **2.4**

Construct facilities and hold events at a designated community gathering space. – **2.3**

Establish a nature education program. – **2.2**

Priorities – Land Use And Economic Development

Promote high-quality building and architectural standards with provisions in the Zoning Ordinance. – **3.0**

Assess and inventory the Township's broadband "dead zone" areas for better infrastructure. – **3.0**

Inventory and prioritize segments along commercial and industrial roads and businesses for sidewalk improvements. – **2.9**

Increase protections and tools for farmland preservation. – **2.9**

Develop a road maintenance plan for commercial and industrial streets. – **2.9**

Update the 10-Year Master Plan to guide residential growth to targeted areas, such as Quiggle Road near Ada Bible Church. – **2.6**

Update the 10-Year Master Plan to accommodate small/local mixed-use nodes in targeted areas, such as the corner of Cascade Road and Whitneyville Avenue. – **2.6**

Update the Township's brand (including logos, website, social media, and other items). – **1.9**

Priorities – Village Character And Development

Improve pedestrian and bicycle safety along Cascade Road in the "Village area." – **3.5**

Make it safer and easier to cross the Thornapple River (near the "Village") on a bicycle or on foot. – **3.3**

Attract and retain businesses along 28th Street. – **3.2**

Attract new businesses to the "Village" area. – **3.2**

Redesign Cascade Road in the "Village" area for slower speeds. – **3.1**

Improve pedestrian and bicycle safety along 28th Street. – **3.1**

Partner with private developers to construct additional mixed use development in the "Village" area. – **2.9**

Revise the zoning along 28th Street to improve aesthetics. – **2.9**

Redesign 28th Street for safer turns and more efficient access to businesses. – **2.9**

Revise the zoning along 28th Street to promote mixed-use development. – **2.8**

Revise the zoning along 28th Street to restrict auto-centric land uses (gas stations, car washes, etc). – **2.8**

Create an outdoor park space near the library. – **2.6**

Enhance local community spirit by means of community events, festivals, business showcases, and others. – **2.6**

Construct new development around the library to create an "Upper Village". – **2.6**

Priorities – Preservation Of The Thornapple River

Identify actionable steps for Thornapple River preservation (such as developing a river preservation plan, limiting development in flood hazard areas, land acquisitions along the river, etc.) – **3.2**

Priorities – Travel And Safety

Work with the Kent County Road Commission to address safety concerns at key intersections, such as 28th/Kraft, Cascade/Spaulding, and others. – **3.4**

Continue working with the Kent County Road Commission to prioritize bike facilities in the Township. – **3.2**

Target busy commercial and industrial roadways for maintenance and improvements. – **2.9**

Partner with The Rapid (and potentially a private transportation company) to replace Route 29 with a more efficient mode of public transportation to connect riders to important community destinations. – **2.4**

Priorities – Township Processes And Organization

Ensure that zoning processes are clear, efficient, and promote both economic development and Township planning goals. – **3.2**

Populate Boards and Commissions with residents who represent the diversity of the Township. – **3.1**

Allocate resources to Township Management Staff to assist with Township daily functions, such as clear defined employee roles, assuring departments have adequate staffing, and others. – **2.8**

CASCADE CHARTER TOWNSHIP PATHWAYS FUND

10-YEAR FORECAST (2019 - 2028)

GL NUMBER	DESCRIPTION	2022	2023	2024	2025	2026	2027	2028	NOTES
REVENUES									
216-000-401-402	TAX LEVY	548,902	559,880	571,078	582,499	594,149	606,032	618,153	Assumes 2% Annual Increase
216-000-401-410	PERSONAL PROPERTY TAX	35,232	35,937	36,655	37,388	38,136	38,899	39,677	Assumes 2% Annual Increase
216-000-401-412	DELINQUENT TAX LEVY	1,500	1,500	1,500	1,500	1,500	1,500	1,500	Flat
216-000-401-437	ABATEMENT TAXES-LEVY	5,317	5,423	5,532	5,642	5,755	5,870	5,988	Assumes 2% Annual Increase
216-000-401-445	PENALTIES & INTEREST ON TAX	120	100	100	100	100	100	100	Flat
216-000-401-441	COMMUNITY STABLIZATION SHARE	24,075	24,557	25,048	25,549	26,060	26,581	27,112	Assumes 2% Annual Increase
216-000-665-000	INTEREST REVENUE	31,220	8,411	11,329	14,300	17,324	20,401	23,531	1% Return on Fund Balance
TOTAL REVENUES		646,366	635,807	651,241	666,979	683,024	699,383	716,061	
EXPENDITURES									
216-758-728-000	OPERATING SUPPLIES	18,000	18,360	18,727	19,102	19,484	19,873	20,271	Assumes 2% Annual Increase
216-758-821-100	ENGINEERING	15,000	15,450	15,914	16,391	16,883	17,389	17,911	Assumes 3% Annual Increase
216-758-931-000	MAINT & REPAIR	250,000	257,500	265,225	273,182	281,377	289,819	298,513	Assumes 3% Annual Increase
216-758-931-200	PATHWAY MAINTENANCE	50,974	52,503	54,078	55,701	57,372	59,093	60,866	Assumes 3% Annual Increase
216-758-950-000	PROPERTY TAX REFUNDS	300	200	200	200	200	200	200	Flat Amount
TOTAL Expenditures		334,274	344,013	354,144	364,575	375,315	386,374	397,760	
NET OF REVENUES/APPROPRIATIONS		312,092	291,794	297,097	302,403	307,709	313,009	318,301	
BEGINNING FUND BALANCE		528,998	841,090	1,132,884	1,429,981	1,732,385	2,040,094	2,353,103	
ENDING FUND BALANCE		841,090	1,132,884	1,429,981	1,732,385	2,040,094	2,353,103	2,671,404	
FUND BAL. AS % BDGT		251.62%	329.31%	403.79%	475.18%	543.57%	609.02%	671.61%	

TOWNSHIP MEMORANDUM

To: Cascade Charter Township Board of Trustees
From: Brian Hilbrands, Planning Director
Subject: Parks Committee Recommendation to name the property at 2977 Wycliffe Drive to Wycliffe Trailhead Park
Meeting Date: October 12, 2022

Within the last year the Township has acquired the property at 2977 Wycliffe Drive. After acquiring the property, the Parks Committee was asked to review what possible uses and amenities would be appropriate for the property. The Parks Committee is currently in the midst of this review, which has been tied to the development of the revised Parks master plan. Two concept plans for the property have been included in the draft parks plan. The next step for the draft parks plan and the concepts for the Wycliffe property is to undergo a 30-day public review period.

Looking ahead to the 30-day review period, the Parks Committee believed that it would be important to have a name settled on so that the property could be properly identified. The property benefits from being located adjacent to the pathway system, as well as the parking lot on the Unity Spiritual Community Church property that may be used by Township residents. The Parks Committee has met with the church on multiple occasions so that its members can provide input. They are also in discussions to create an easement that would run from the church parking lot directly to the park property. While there may be other amenities on the Wycliffe property, it is believed that the primary function will be that of a trailhead for the pathway system.

At the August 16 Parks Committee meeting, the motion was made to recommend naming the property at 2977 Wycliffe Drive, "Wycliffe Trailhead Park." The motion carried with a 5 to 0 vote. At this time, the Parks Committee is requesting that the Township Board approve the name "Wycliffe Trailhead Park" for the Township property at 2977 Wycliffe Drive.

Attachments: 8/16/22 Parks Committee Meeting Minutes

Minutes
Cascade Charter Township
Parks Committee
Tuesday, August 16, 2022
8:30 am
5920 Tahoe Dr

ARTICLE 1. Chair Wanty called the meeting to order at 8:30 A.M.
Members Present: Chair Ginny Wanty, Joe Engel, Mike Reese, Windy Korstange,
Supervisor Grace Lesperance
Members Absent: None

Others Present: Planning Director Brian Hilbrands, Building and Grounds Supervisor Jim MacDonald, Planning Administrative Assistant Madi Dodge, Rachel Walsh with Troyer Group, and those listed on the sign-in sheet.

ARTICLE 2. Approve the current Agenda

Motion was made by Member Engel to approve the current agenda. Supported by Member Korstange. Motion carried 4 to 0.

Member Reese arrived at 8:32 A.M.

ARTICLE 3. Presentation- Dr. David Warners, Plaster Creek Stewards Program

Plaster Creek Stewards Program, led by Dr. David Warners, aims to restore health to the Plaster Creek watershed that runs through a portion of Cascade Township. Due to excessive runoff from rain, snow, and pollution, the water quality of the Plaster Creek Watershed has drastically decreased and is now considered a public health hazard. The Thornapple River, like Plaster Creek, has a River Management Plan approved by the state which makes water improvements eligible for state funding.

Many steps have been taken to improve the water quality and biodiversity surrounding Plaster Creek and these improvements are transferable to other rivers that run through Cascade. With community and volunteer assistance, bioswales, rain gardens, curb-cut rain gardens, and flood plains are being constructed. Chair Wanty mentioned a neighborhood in Holland that was re-doing their roads and residents were able to add curb-cut rain gardens.

Member Reese asked who had been maintaining these projects. Dr. Warners said they are working with Kent County Parks volunteer coordinator and student volunteers. Cascade Township can also seek assistance from these volunteers.

Dr. Warners stated that many of the projects are funded by partnerships and grants; he and his team would be happy to partner with Cascade.

ARTICLE 4. Approve the Minutes of the July 19, 2022 Meeting.

Motion was made by Supervisor Lesperance to approve the July 19, 2022 meeting minutes as written. Supported by Member Reese. Motion carried 5 to 0.

ARTICLE 5. Acknowledge any visitors wishing to speak to non-agenda items

There was no one that wished to speak.

ARTICLE 6. Review Bylaws

Revision suggestions:

- Section 1: Remove the word “purpose”.
- Section 3.5: Remove the entire phrase in number 3 to instead read, “Any other conflict of interest perceived by the Committee not listed above” and switch the order of numbers 3 and 4.
- Section 4.8: Remove the gap after “New Business”.
- Section 6.4: Restructure the sentence to say “in accordance with the Open Meetings Act, a person shall not be excluded from a meeting of the Committee except for a breach of peace”.

These revisions will be shown to the attorney to ensure clarity.

Motion was made by Member Engel to approve the bylaws in the packet with the revisions listed above-pending attorney review. Supported by Supervisor Lesperance. Motion carried 5 to 0.

ARTICLE 7. Wycliffe Property

Member Engel recommended naming the park “Wycliffe Trailhead Park” and the Committee agreed on the condition that the spelling matches the street name.

Motion was made by Member Engel to recommend the name “Wycliffe Trailhead Park” to the Township Board. Supported by Supervisor Lesperance. Motion carried 5 to 0.

ARTICLE 8. Troyer Group Amendment to Contract

Member Reese presented the proposal to create a final master plan for the Wycliffe property. As part of the agreement, they will visit the site, analyze existing conditions, meet with Cascade Township and representatives of the church to discuss the property, and develop options to review with the Parks Committee. Upon plan agreement, the draft master plan will be prepared along with preliminary estimates and costs. Materials will also be prepared for public review of the master plan. Based on the public review, a final master plan will be created for this property. The total contract amount, inclusive of amendments, equated to \$24,230.

B&G Supervisor MacDonald brought up the clogged drain that runs under Wycliffe Trailhead Park. He said that it floods the park and a neighboring resident’s yard. He

TOWNSHIP MEMORANDUM

To: Cascade Charter Township Board of Trustees
From: Brian Hilbrands, Planning Director
Subject: Opening of Thirty Day Public Comment Period and Scheduling of Public Hearing for the 5-Year Parks & Recreation Master Plan
Meeting Date: October 12, 2022

The Parks Committee has been working closely with staff and the Troyer Group on a revised 5-Year Parks & Recreation Master Plan for Cascade Township. A draft of the 5-Year Parks Plan has now been completed for review. DNR standards require that a 30-day public comment period and public hearing be held before the plan can be adopted by the Township.

The creation of the revised Parks Plan began in fall of 2021. This included a review of the previous plan, current conditions, and receiving public input. Public input included an open house held at the Wisner Center, as well as a parks survey. The survey received nearly 1,000 responses, and additional input was gathered from parks-related questions in the Strategic Plan survey. After the review of the Parks Plan began, the Township acquired the property at 2977 Wycliffe Drive. The development of this property has been brought into the Parks Plan, as shown in the two concept plans included in the Parks Plan. The Parks Committee has worked with staff and the Troyer Group to take all of this information and produce the draft Parks Plan being presented.

The draft Parks Plan will be reviewed by the Parks Committee at a special meeting at 7:30am, Tuesday, October 11. If the Parks Committee recommends any significant changes, staff will work to incorporate those into the plan that is presented to the Board.

At this time, the Board is being requested to consider opening the required thirty-day public comment period for the plan, as well as schedule the required public hearing. The thirty-day public comment period would begin on Thursday, October 13, and extend to Friday, November 11. During the comment period the draft Parks Plan will be made available at Township Hall as well as on the Township website. The Parks Committee will also consider holding an open house to review the plan and concepts for the Wycliffe property.

A public hearing is required to be held after the thirty-day public comment period has closed. The Board is being requested to schedule the public hearing to be held at the Township Board meeting on Wednesday, November 16.

Attachments: Draft Cascade Township 5-Year Parks & Recreation Master Plan 2023-2027

CASCADE TOWNSHIP
**DRAFT 5-YEAR PARKS
& RECREATION**

MASTER PLAN



| 2023-2027 |

CASCADE TOWNSHIP

5920 Tahoe Dr. SE
Grand Rapids, MI 49546-7123
(616) 949-1500

CONTENTS

ACKNOWLEDGEMENTS

- Cascade Township Parks Committee:**
President..... Ginny Wanty
Vice President..... Joe Engel
Member..... Windy Korstange
Member..... Grace Lesperance
Member..... Milke Reese
- Township Board:**
Supervisor..... Grace Lesperance
Clerk..... Susan Slater
Treasurer..... Ken Peirce
Trustee..... Tom McDonald
Trustee..... John Shipley
Trustee..... Timmy Noordhoek
Trustee..... Jim Koessel
- Township Manager**
Ben Swayze
- Township Planning Director**
Brian Hilbrands



Consultant:

4519 Cascade Rd SE Suite 15 | Grand Rapids, MI 49546 | 574-359-9976

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INTRODUCTION

The development of a parks master plan is important for Cascade Township to ensure its parks support the goals of the township, meet the needs of its residents, and contribute to a high quality of life in the community. More now than ever, people are choosing to live in a community based on lifestyle and quality of life rather than the jobs available in that area. Research has shown that a strong parks system and public open spaces contribute greatly to residents' quality of life. This five-year master plan will analyze the existing parks, context of the community, benchmark against other communities and state recreation standards, review public input, and provide recommendations to help the Cascade Township Parks Committee, Township staff, and Township Board make decisions over the next five years and beyond.



COMMUNITY DESCRIPTION

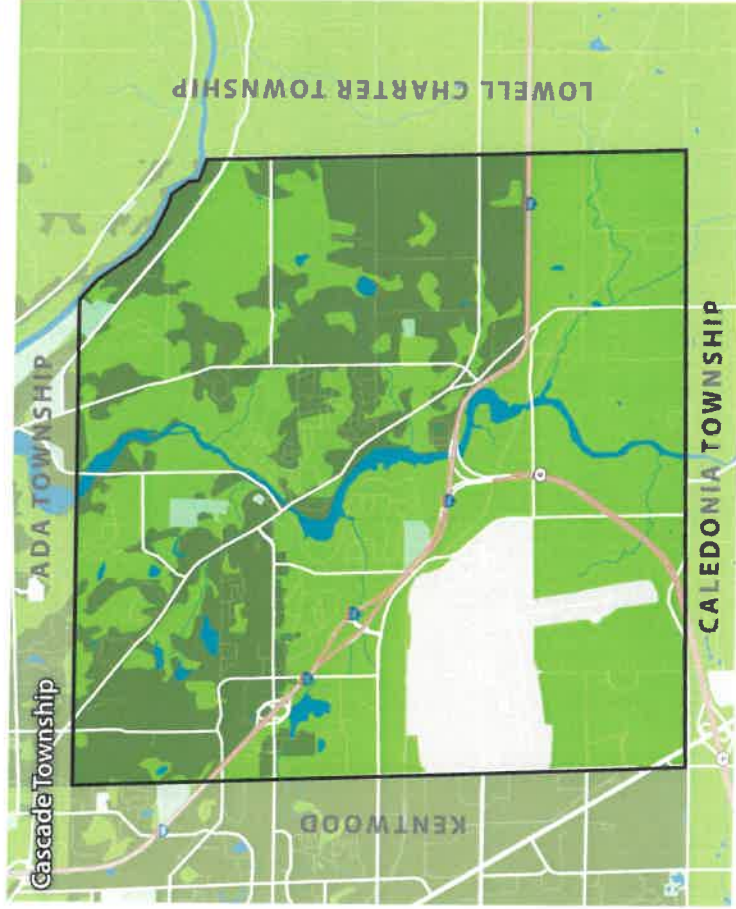
CASCADE TOWNSHIP is one of the most desirable communities for families in the greater Grand Rapids area. It is one of the fastest growing areas in West Michigan, with nearly 15% population growth within the last decade (2020 Census). The residents and visitors of Cascade Township love the vast areas of preserved natural space, and find it to be a great place to connect with nature in a family-oriented environment. To continue to serve the current and future residents of the Township, this 5-year master plan provides a blueprint for growth, maintenance, and policy to keep up with the changing needs of Cascade Township.



Cascade Township is in the southeast corner of Kent County in central-west Michigan. The Township is part of the Grand Rapids metropolitan area, and is approximately 10 miles southeast of the inner city of Grand Rapids. Cascade Township is bordered by Ada Township, Lowell Charter Township, Caledonia Township, and the City of Kentwood.

Interstate 96, which runs across the state from Muskegon to Detroit, bisects the township from the northwest corner to the southeast side, and divides south into M-6, or the Paul B. Henry Freeway, in the center of the Township. I-96 provides access to the Gerald R. Ford International Airport; the primary airport serving the west Michigan region.

The Thornapple River runs north-south through the center of the Township. The Thornapple River is a tributary of the Grand River, which borders the northeast corner of the Township. There are several lakes and reservoirs, including Laraway Lake, Walden Lake, Wood Lake, and Quiggle Lake. Lake Michigan is approximately 40 miles west of the township.



COMMUNITY DEMOGRAPHICS

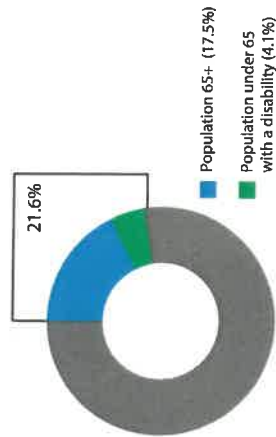
DEMOGRAPHICS

Cascade Township is closely aligned with the demographics of the greater Kent County area. The township serves a diverse age range, with slightly higher rates of persons over the age of 65. With higher rates of persons aged 65 or older, along with 4.1% of the population under age 65 that lives with a disability, it is important to consider accessibility and universal design during the parks and pathways design process.

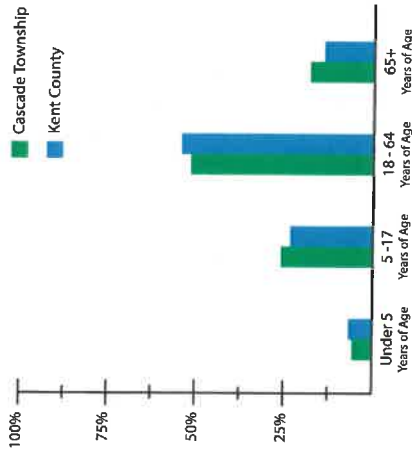
The majority of residents in Cascade Township identify as the white alone demographic (88%). Non-white and mixed race individuals make up approximately 12% of the population, as well as 7.5% identifying as foreign born. Special considerations for outreach and services targeted to minority populations should always be made during current and future planning and design efforts.

Compared to the overall demographics of Kent County, Cascade Township has significantly higher rates of household income and education attainment, as well as slightly higher rates of household technology access. These factors can be taken into account when it comes to communication, millage assessment, and outreach to community members.

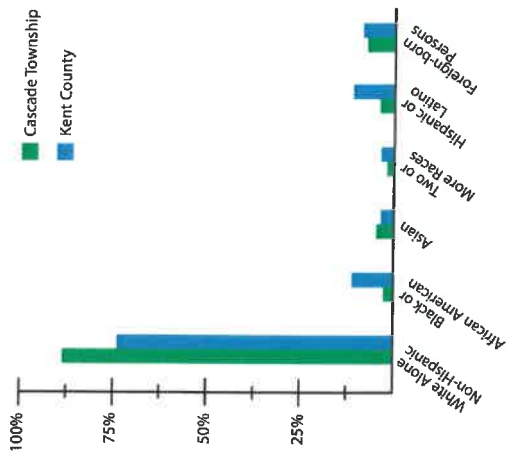
Disability



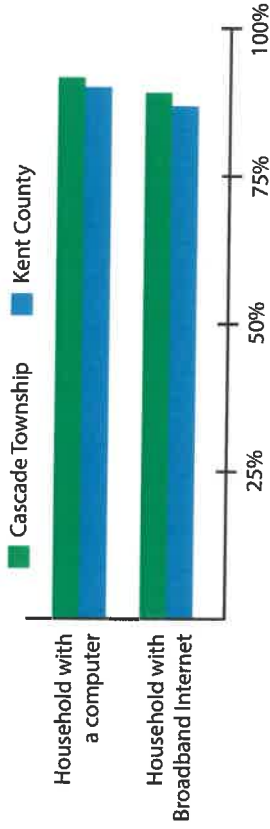
Age Demographics



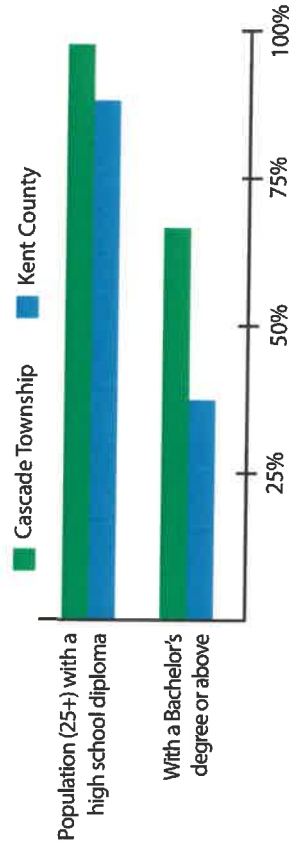
Racial Demographics



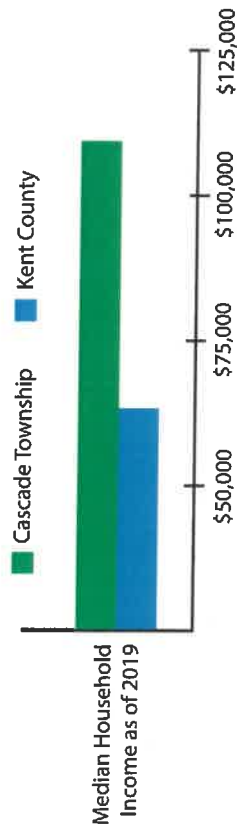
Technology Access



Education Attainment



Household Income



ADMINISTRATIVE STRUCTURE

TOWNSHIP STAFF & PARKS BOARD

Governing Body

The Cascade Charter Township Board of Trustees is the elected body that functions as the main governing body representing citizen interests. The Township Parks Committee is a voluntary board of citizens appointed by the Township Board, who meet monthly and serve in an advisory role to the Township Board. The Parks Committee concentrates on acquiring and managing land, overseeing maintenance of existing properties, and seeking ways to continue to provide outstanding recreational opportunities for residents of Cascade Township.

A Township Pathways Committee was also recently formed, and held their first meeting in September of 2022. Similar to the Parks Committee, the Pathways Committee is a voluntary board of citizens appointed by the Township Board, who serve in an advisory role to the Township Board. While not focused directly on parks or recreation, the Pathways Committee will concentrate on overseeing maintenance of existing pathways and opportunities for expansion of the pathway system.

Parks and Recreation Programming

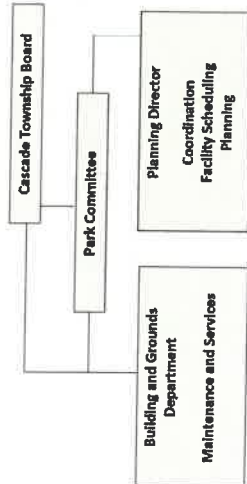
The responsibility for planning, developing, programming, budgeting, operating and maintaining the Township's recreational facilities and programs belongs to the Parks Committee, with assistance from Township staff. Township employees and seasonal staff currently handle park maintenance with some of the mowing done by a lawn service. The Township does not offer any formal recreation programs but does cooperate in scheduling fields for organization use. Seven local organizations reserved time on township fields in spring of 2022, while five organizations reserved time in fall of 2022.

School Districts and Other Public Agencies

Cascade Township families and youth benefit from area recreational offerings through regional school districts including Forest Hills Public Schools, Lowell Area Schools, and Caledonia Community Schools as well as programs offered through the Kent County Parks and Recreation Department. In addition, youth are provided the opportunity of organized sports through the American Youth Soccer Organization (AYSO) Region 571 serving Ada and Cascade.

Organizational Chart

An organizational chart graphically illustrating current park responsibilities is shown below. This plan identifies a goal of reviewing the Township's parks organizational structure, which includes the possibility of hiring additional staff. One potential staff position would be a Parks Director, who would directly assist the Parks Committee in all parks related matters.



Volunteers

The Township has an agreement with the Kent Conservation District (KCD) for treatment of invasive species. As a result, KCD has hosted a number of volunteer work days at Township park properties. The Township has benefited from a number of local businesses and organizations that have staff who volunteered their time at these work days. These volunteer groups include local businesses, schools, eagle scout groups, and individual Cascade residents.

Annual Budgets and Funding

Each year, the Township Board of Trustees sets the General Fund appropriation for the Parks Committees operating budget through a comprehensive budgeting process. The Township Board oversees budgeting and allocates the appropriate funding amount based on projected needs.

Funding for the parks in Cascade Township is appropriated from the Township's general fund with the exception of the pathway millage and open space millage. The budget, expenditures and revenues for the Township's recreational facilities for the past five (5) years are summarized in the appendix.

The Township receives payments for the reservation of park space for large groups at Cascade Township (Rec) Park; in 2021 these payments amounted to \$8,230.

COMMUNITY GRANT HISTORY

For each park that was partially or completely acquired and/or developed with recreation grant funds, the information below must be reported. These funds include the Land and Water Conservation Fund, the Michigan Natural Resources Trust Fund (formerly known as the Michigan Land Trust Fund), the Clean Michigan Initiative Recreation Bond Fund, and the 1988 Recreation Bond Fund.

Cascade Township has received recreation grants from the State of Michigan for several projects. They are as follows:

TOWNSHIP PARKS AND OPEN SPACE GRANT HISTORY

Program & Year	Grant Number	Amount	Project Location
Michigan Natural Resources Trust Fund and the Nature Conservancy (2008)	TF08-149	\$1.2 Million	Cascade Natural Area (Peace Park) 8900 Grand River Dr.
Land and Water Conservation Fund (1992)	26-01517	\$20,327	Township Park Shelter 3810 Thornapple River Dr SE
Land and Water Conservation Fund (1978)	26-01060x1	\$40,289	Cascade Recreation Park 3810 Thornapple River Dr SE
Land and Water Conservation Fund (1975)	26-00649	\$35,916	Cascade Recreation Park 3810 Thornapple River Dr SE



2

INVENTORY

This section discusses the existing parks and facilities within Cascade Township that are managed by the Township staff, Board, and Parks Committee. This section analyzes the walkability and includes ratings for the accessibility of each park.



6 PARKS



407
ACRES OF PARK

17.3
MILES OF
TRAIL

PARKS & PATHWAYS



3
LARGE
NATURAL
AREAS



1
PLAYGROUND
LOCATION



1
DOG
PARK



2
BASEBALL
FIELDS



2
BASKETBALL
COURT



1
WATER
PLAY
FEATURE



2
MULTI-USE
FIELDS



2
VOLLEYBALL
NETS



1
AMPHI-
THEATER



1
DISC GOLF
COURSE



8
TENNIS +
PICKLEBALL
COURTS



6
RESTROOMS
& PICNIC
SHELTERS

PARKS & PATHWAYS

CASCADE PARKS SYSTEM

The Cascade Township parks system is comprised of six parks that are spread throughout the half of the township north of I-96. Cascade Peace Park, Michael McGraw Park, an Cascade Burton Park are larger natural wooded areas with trails that serve as passive recreation parks. Cascade Township Park, also known

as Recreation Park, serves the townships more active recreation uses with several outdoor sports facilities. Leslie E. Tassell Park and Cascade Museum Garden are smaller green spaces located near the downtown village area. An expansive pathway system traverses most areas of the township north of I-96.



PATHWAYS

CASCADE PATHWAYS SYSTEM

The township is well connected through a system of pedestrian routes, including extensive paved trails, public sidewalks, and low volume residential streets. Further development of these pathways is a priority for the township, to further connect the parks, schools, and other community assets.



MCGRAW PARK

Michael McGraw Park

The 68.8-acre park property was donated in 2002 by Mick McGraw. The waterfront park lies on the northeast corner of Cascade Township, and into the southeast corner of Ada township. The park runs along the Grand River, and lies mostly within the floodplain. McGraw Park contains a few hiking trails and a paved pathway. Hiking and passive recreation are the main uses of the park. A small two-acre parcel owned by Forest Hills Public Schools is located on the south end of the park, and serves as the school's access to the Grand River for their crew teams.

Amenity	Quantity/Size	Accessibility	Surface
Boat House	1	Y	N/A
Paved Trail	1	Y	Asphalt
Parking	1	N	Natural



Accessibility Assessment

The paved trail through McGraw Park is well maintained and accessible. However, there is no accessible path from the parking area to the trail start point, and the parking area is a dirt, non-accessible surface. Noted accessibility improvements would be to add accessible surface parking, and a paved connection from the parking area to the trail start.

DMR Accessibility Grading System for Parks and Recreation Facilities

Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design



CASCADE PEACE PARK

Cascade Peace Park

The 198 acer park property consists of extensive old growth forest. The park has a system of natural surface hiking trails, and is used for passive recreation.

The Cascade Township open space study identified the land as having desirable features for preservation. In order to acquire the property the Township worked with the assistance of The Land Conservancy of West Michigan, The Nature Conservancy, The Michigan Department of Natural Resources, Disability Advocates of West Michigan as well as local landscapers. The property was acquired with assistance by the Michigan Department of Natural Resources Trust Fund and The Nature Conservancy.

The park has two entrances, one off Grand River Dr and one off Bolt Dr. Stone parking areas, litter receptacles and park signage are available at both entrances. The Grand River Drive entrance has a portable restroom and bike racks.

Two parcels, located to the east and northeast of current park property, are under consideration for potential future acquisition for the park.

Accessibility Assessment

Peace Park is a natural area that includes several miles of natural surface trails. The trails in general do not meet trail accessibility guidelines. There are two gravel parking lots at the entrances off of Grand River Dr and Bolt Dr. The entrance off of Bolt Dr includes a delineated accessible parking space, and the entrance off of Grand River Dr includes one accessible portable restroom.

Future accessibility improvements should include providing paved accessible parking spaces in both parking lots and creating an accessible route to the restroom. Improving a portion of the trail from the Bolt Dr parking area to meet accessibility requirements should be explored.

DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design



Amenity	Quantity/Size	Accessibility	Surface
Trails	4 Miles	N	Natural
Bike Racks	2	N	N/A
Parking	2	N	Stone



CASCADE TOWNSHIP PARK

Cascade Township (Rec) Park

Cascade Township Park is the main sports facility park in the township and serves as the hub of recreational activity. The 55 acre park is used by residents and leagues for softball, baseball, soccer, football and lacrosse. Some of the organized leagues assist in improving the fields. The sports fields, pavilions, trails, playground and other facilities are utilized by the township, and require continuous maintenance to ensure recreational needs and services are met.

Accessibility Assessment

Most of the facilities are accessible and the parking areas include accessible parking. However there are some areas that do not have accessible routes to them including the baseball/softball fields, volleyball court, horseshoe pits, or picnic shelter next to the playground. The playground is relatively new and in good condition, and was designed with universal design standards.

Some suggested accessibility improvements include a paved trail connecting to the park entrance, and accessible routes to the ball fields, volleyball court, shelter by the playground, and horseshoe pits. Permanent accessible restrooms should also be considered.

Amenity	Quantity/Size	Accessible	Surface
Paved Trail	1 Mile	Y	Asphalt
ADA Parking	2	Y	Asphalt
ADA Van Parking	2	Y	Asphalt
WiFi	Park-wide	N/A	N/A
Playground	1	Y	PIP
Basketball Court	2	Y	Asphalt
Tennis	2	Y	Asphalt
Pickleball	6	Y	Asphalt
Multi-use Field	1	N	Grass
18 Hole Disc Golf	1	N	Grass
Soccer Field	1	Y	Grass
Ball Fields	2	N	Dirt/Grass
Sand Volleyball	1	N	Sand
Horseshoe	1	N	Grass
Dog Park	1	Y	Grass
Pavilion	3	Y	Concrete
Grill	2	Y	N/A
Sledding Hill	1	N	Grass
Restroom	1	Y	Concrete
Drinking Station	2	Y	N/A



LESLIE E. TASSELL PARK

Leslie E. Tassel Park

In 2000, the Township began the development of Tassel Park along the west bank of the Thornapple River, near the village downtown area. The proposed park would serve as a passive focal point for the village area. The park now serves Cascade as a community-gathering place along the Thornapple River immediately below the Cascade Dam. The approximately 4-acre park's general purpose is to provide passive recreation opportunities and river access close to the downtown area.

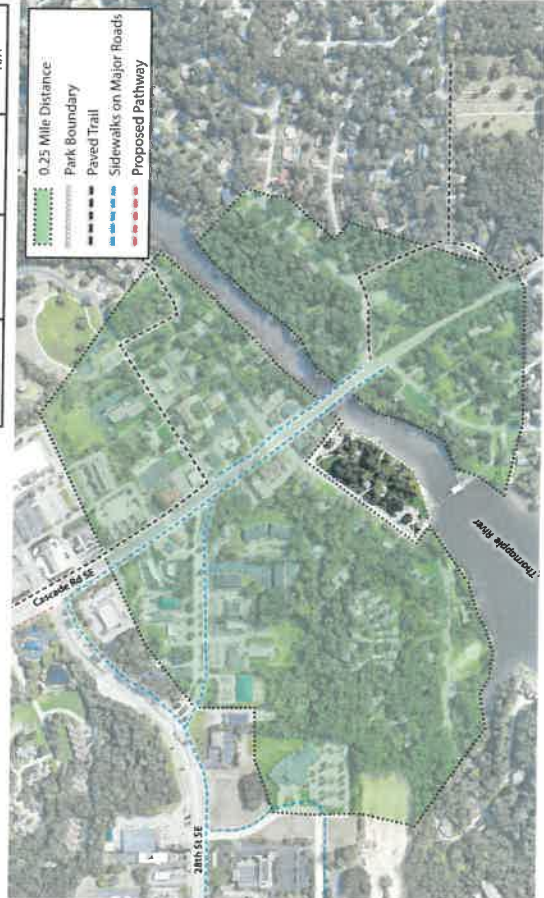
The Township owns the Cascade Dam along the Thornapple River adjacent to the south end of Tassel Park and has leased it to STS which operates it for hydroelectric power, which is sold to Consumers Energy Company. The upstream east bank off Thorncrest Street is most accessible for boating and canoeing. The west bank, both up and downstream, are used primarily for fishing and has a canoe portage.

DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines.
2	Some facilities meet accessibility guidelines.
3	Minor facilities meet accessibility guidelines.
4	The entire park meets accessibility guidelines.
5	The entire park was developed using the principles of universal design.

Accessibility Assessment

The park is almost entirely accessible, with the exception of the pathway along the riverfront, which also falls within the floodplain. The park is includes an accessible parking space in both the south and north parking lots. The entirety of the park is well lit with overhead and path lights, and included an emergency call box near the shelter. Suggested accessibility improvements for the future would include completing an accessible path to the Dam viewing area and open space below the central pavilion.

Amenity	Quantity/Size	Accessible	Surface
Paved Trail	N/A	Y	Concrete/Mixed
Sculpture Park	1	Y	Mixed
ADA Van Parking	2	Y	Asphalt/Concrete
WiFi	Park-wide	N/A	N/A
Fire Pit	1	N	Natural
Interactive Water Feature	1	Y	Concrete
Pavilion	2	Y	Concrete
Restrooms	1	Y	Concrete
Boardwalk	1	Y	Concrete/Wood
Emergency Call Post	1	Y	Concrete
Bike Rack	3	Y	Concrete
Riverside Trail	1	N	Natural
Kayak Launch	1	N	N/A



CASCADE BURTON PARK

Cascade Burton Park

The property consists of mostly wooded area with considerable topography and meadow areas. The main use of the property is for passive recreational uses, with extensive hiking trails. The park is located in close proximity to residential areas, with walking paths and bike routes within a quarter-mile of the park boundary.

The Township purchased the 80 acre parcel of land through the Cascade Township Open Space Fund, which was established in 2009 as a result of a successful millage election (.23 mills) in late 2008. The Township Board adopted a Master Plan for the park in November 2009 and then started the process to develop and open the park. According to the adopted millage for Burton Park, the park is to remain a minimally improved site that encourages uses that are low-impact and environmentally sensitive.

Accessibility Assessment

Burton Park has ample accessible parking at the entrances and within the park. There is one accessible paved path that runs through the park, however all other trails are considered non-accessible surfaces. Future accessibility improvements may include adding an accessible pathway to a seating area near the park entrance.

Amenity	Quantity/Size	Accessibility	Surface
Trails	2.5 Miles	N	Natural
Paved Path	0.5 Miles	Y	Asphalt
Restrooms	2	Y	N/A
ADA Parking	3	Y	Asphalt



DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design



WESTDALE MEMORIAL PARK

Westdale Memorial Park

Westdale Memorial Park (formerly Museum Gardens Park) was recently renamed to honor Virgil Westdale, a local World War I veteran that passed away in February 2022. The park serves as a small passive recreation area and perennial garden in the downtown village area of Cascade Township. The 0.4-acre park consists of paved walkways, unique bench seating, planting beds, and musical play components. The park is directly off the busy intersection of Cascade Rd SE and Thornapple River Dr SE, and is adjacent to the Township Museum building as well as several small local shops and boutiques.

Accessibility Assessment

The site is easily accessed by sidewalks and is enjoyed by residents as a reflection of the areas local historic and cultural heritage. The park is entirely accessible.



Amenity	Quantity/Size	Accessibility	Surface
Paved Path	N/A	Y	Concrete/Pavers
Bike Racks	2	Y	N/A
Sculpture Park	N/A	Y	N/A
Musical Play Features	2	Y	N/A
Drinking Station	1	Y	N/A
ADA Parking	1	Y	Asphalt

DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design



WYCLIFFE TRAILHEAD PARK

Wycliffe Trailhead Park

The Wycliffe Trailhead Park property was recently purchased by Cascade Township. The 2.10 acre parcel is located directly off of the existing pathway system, and is within a quarter mile of Tassell Park and Downtown Cascade. The park is located next to the United Spiritual Community Church, who will share the existing parking lot with park visitors.

The Wycliffe Trailhead Park property is planned to be a passive recreation site and trail head. Preliminary development ideas include way finding signage, additional shared parking, restrooms, natural play features, and other pedestrian amenities such as tables, receptacles, and bike racks.

Accessibility Assessment

The Wycliffe property current has accessible shared and access to the paved pathway system along Wycliffe Road. Accessibility and universal design will be applied to the development of the property.

Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design



3 THE PLANNING PROCESS



OVERVIEW OF THE PLANNING PROCESS

OVERVIEW OF THE PLANNING PROCESS

The planning process for this five year parks and recreation master plan for Cascade Township was primarily conducted through the Parks Committee, consisting of members Ginny Wanty, Joseph Engel, Grace Lesperance, Mike Reese, and Windy Korstange. The interim Township Manager, Brian Hilbrands, provided oversight for committee meetings.

Meetings to discuss continuous steps within the planning process were held in conjunction with the parks committee meetings on the third Tuesday of every month.

During the planning process, several developments occurred including the finalization of the property acquisition template, the Township acquisition of the Wycliffe property, and the formation of the pathways committee. These new developments were accounted for in the goals, objectives, action items, and future recommendations.

The online survey, developed by the parks committee, was available from August 2021 to January 2022 to collect public input. The survey collected nearly 1000 individual responses, a significant increase from the public feedback collected in the previous Township parks master plan. A public open house was also held on August 31, 2021.

The public engagement for the Township Strategic Plan was conducted during the same time period as the making of this plan. The Strategic Plan public engagement helped provide secondary data for parks, pathways, and recreation related topics. The consultants for the Strategic Plan conducted a Parks and Recreation focus group session that was attended by Parks Committee members as well as the Troyer Group consultants, and the themes and feedback from that focus group session is included in the engagement summary of this plan.

The 30-day public comment period for the draft plan will be available from October 13, 2022 through November 13, 2022. During this time, a Public Open House will also be held to obtain further public feedback. Plan adoption by the Township Board is set for November 2022 once updates are made following the public review period.

**Parks and Recreation Plan
Online Public Survey**
Aug. 2021 - Jan. 2022

**Parks and Recreation Plan
Public Open House**
August 31, 2021

**Strategic Plan Parks & Rec
Focus Group Session**
March 29, 2022

**Parks & Recreation Master
Plan Public Comment Period**
Oct. 13, 2022 - Nov. 13, 2022

**Parks & Recreation Master
Plan Adoption**
November 2022



COMMUNITY BENCHMARKING

	Cascade	Ada	Lowell
Number of ballfields	2	3	4
Miles of non-motorized trails	17.3	15.5	16.8
Number of Playground Locations	1	2	4
Number of Restroom Facilities	2	2	2
Number of Pavilions/Shelters	4	2	3
Number of Pickleball Courts	6	3	0
Number of Tennis Courts	2	6	0
Number of Basketball Courts	2	1	2
Number of Volleyball Courts	2	1	1
Number of Soccer/Multi-use Fields	2	1	8
Community/Senior Center	N	N	Y
Dog Park	Y	N	Y
Skate Park	N	N	Y
Disc Golf Course	Y	N	N
Amphitheater/Performance Stage	Y	N	N

	Cascade	Ada	Lowell
Population	19,700	14,412	6,289
Size (Sq. Mi.)	34.86	37.11	33.32
Population Per Sq. Mi.	565	388	189
Number of Parks/Preserves	7	6	8
Total Acreage of Parks	407	445	203
Total Acreage Per 1,000 Residents	20.66	30.88	32.28

BENCHMARKING DESCRIPTION

Cascade Township compares fairly with similar surrounding communities in terms of provided recreational amenities and facilities. Cascade Township, particularly, uniquely provides extensive pathways that connect throughout and beyond the community. Cascade is slightly lacking in overall park and preservation space, where it falls short in park acreage compared to population size. Programming is another area where compared to neighboring communities of similar size and population, Cascade Township does not provide as many opportunities to its residents.



MEETING WITH ADJACENT COMMUNITIES

During the planning process, meetings were held with adjacent communities to discuss their parks, staffing, programs, funding, trail connections and potential collaborative opportunities. This included meetings with Grand Rapids Parks, Kent County Parks, Lowell Township, Kent County Parks, and Ada Township. While Grand Rapids, Kentwood, and Kent County have much larger parks systems, and Lowell Township is smaller, each discussion was beneficial to learn about how they operate and future opportunities. Some of the key takeaways from the meetings include:

- Leveraging resources is critical for progress and growth, whether through volunteers, donors, parks foundation or "friends of" groups, and community partners
- Communities have been successful passing a millage to improve maintenance capabilities and capital improvement projects. The more detailed and transparent the proposed millage is, the better the chance for success.
- Sharing resources between government departments such as maintenance staff, engineering, programs, and events
- Realizing the importance of passion and expertise in staff and committee members, and how it impacts the direction of parks and programming (i.e. natural resources vs active recreation/athletics)
- There is a lot of funding available for trail development and collaboration between communities is helpful for connectivity and funding opportunities
- Just having the conversations, learning what is going on in neighboring communities, and discussing ideas with parks peers was a beneficial process and collaborative discussions should continue.

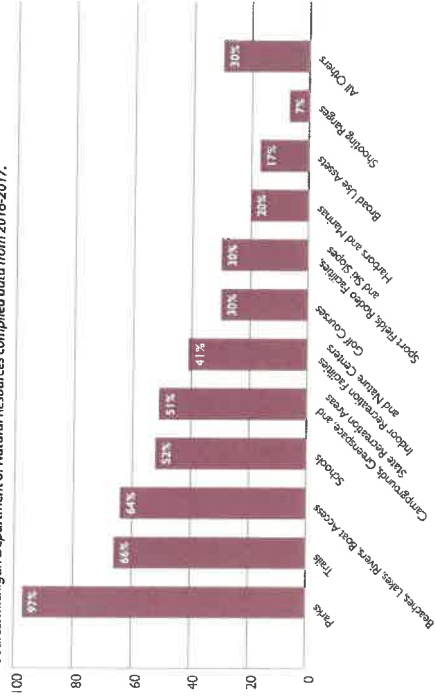
STATE LEVEL BENCHMARKING

Compared with the state level recreation facilities identified in the 2018-2022 Michigan Statewide Comprehensive Outdoor Recreational Plan (SCORP), Cascade Township falls short of the state average of Park/Preserve acreage for its residential size. With an overall state population of 9,974 million, and 103 state park and recreation areas totaling 306,000 acres, Michigan provides approximately 30.68 acres of park and recreation per 1,000 residents.

Looking at the recreation inventory recorded by the Michigan SCORP: relaxing outdoors, walking, visiting parks or playgrounds, birdwatching, and sightseeing were listed as the top recorded activities for participation from Michigan residents. Cascade Township does well in providing these desired passive recreation activities, but has opportunities to increase available parks and recreation areas throughout the township, to increase options, accessibility, and equity for its residents. When looking at recent trends, the highest increase in participation is in stand-up paddleboarding, cross-country skiing, fat tire biking, and mountain biking. Improving and providing additional facilities for these activities should be considered.

When looking at other community's five-year recreation plans, 64% list beaches, lakes, rivers, and boat access as part of the inventory or continued recreation plans. With ample access to the Thornapple and Grand Rivers, Cascade Township has opportunity to further provide amenities that contribute to water recreation and access. Additional information on recreational assets mentioned in statewide master plans is shown below.

2018-2022 Michigan Statewide Comprehensive Outdoor Recreational Plan
Percent of Five-year Master Plans that Include Lists of Outdoor Recreation Assets
Source: Michigan Department of Natural Resources compiled data from 2016-2017.

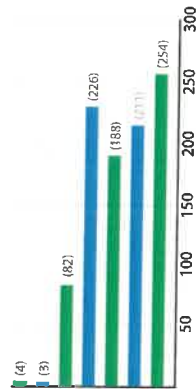


PUBLIC SURVEY

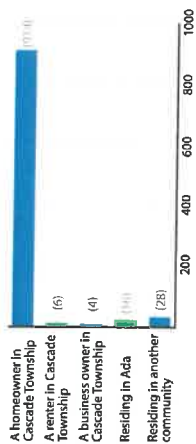
CASCADE PARKS SYSTEM

A public survey was conducted in late 2021/early 2022 regarding the parks and trails within Cascade Township. The following pages contain the graphic results of the survey data collected.

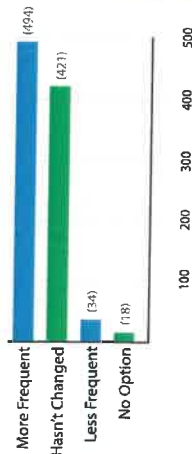
What is your age?



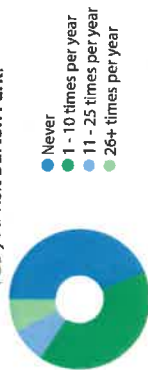
I am currently:



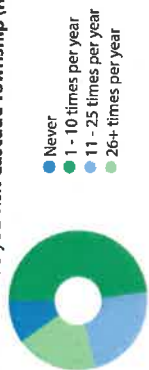
Have you used parks, trails, and open space more frequently since the onset of the pandemic?



How often do you visit Burton Park?



How often do you visit Cascade Township (Rec) Park?



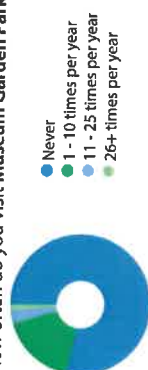
How often do you visit Cascade Peace Park?



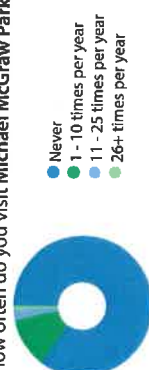
How often do you visit Leslie E. Tassell Park?



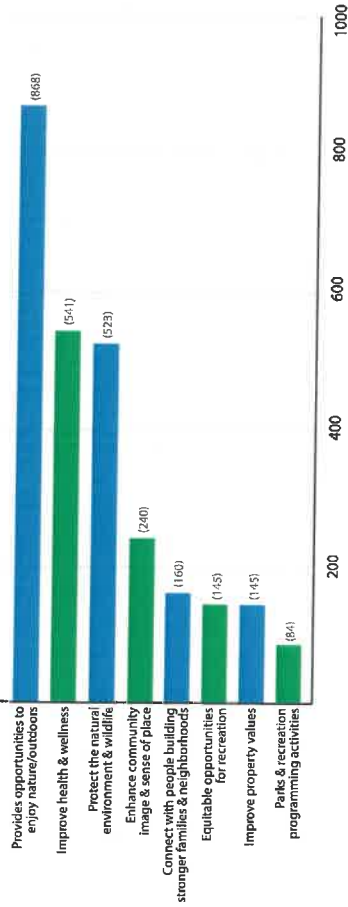
How often do you visit Museum Garden Park?



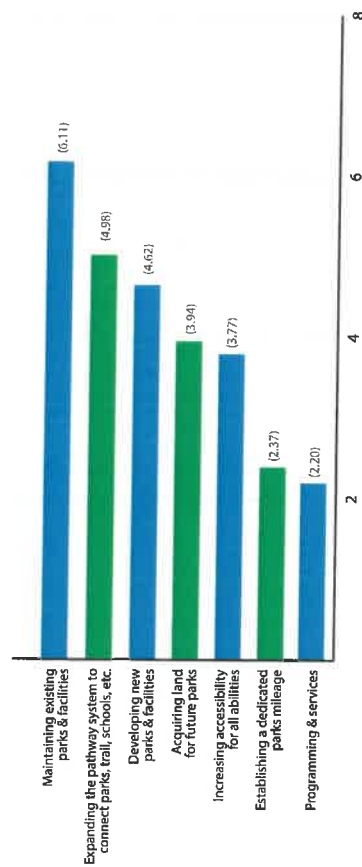
How often do you visit Michael McGraw Park?



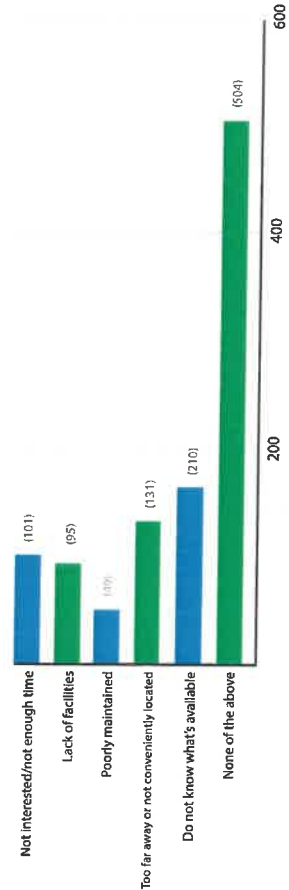
Which of the following benefits of parks and recreation are most important to you? (Select Top 3)



How important are the following in improving parks and recreation offerings in Cascade Township? Please rank in order, with one being the most important and seven being the least important.

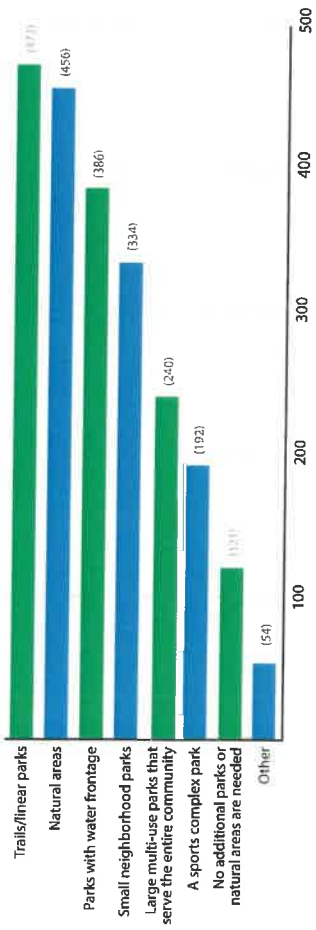


Which of the following, if any, create challenges to your current use of parks in Cascade Township? Please select any that apply.

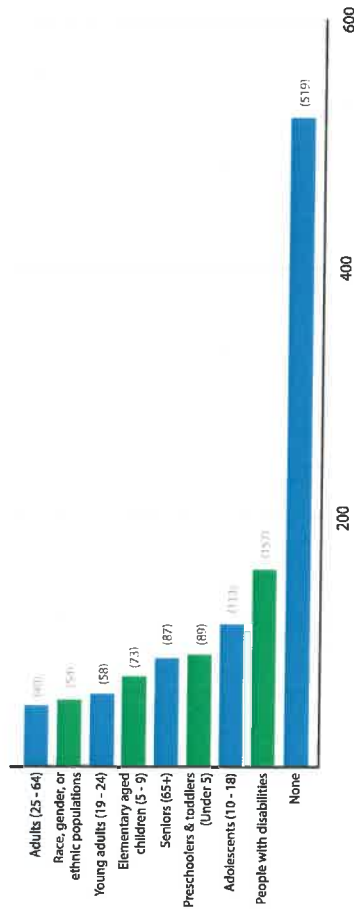


PUBLIC SURVEY

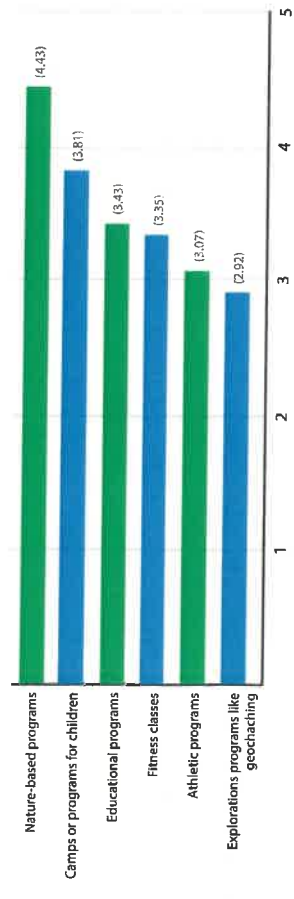
What types of parks are most needed in Cascade Township? Please select any that apply.



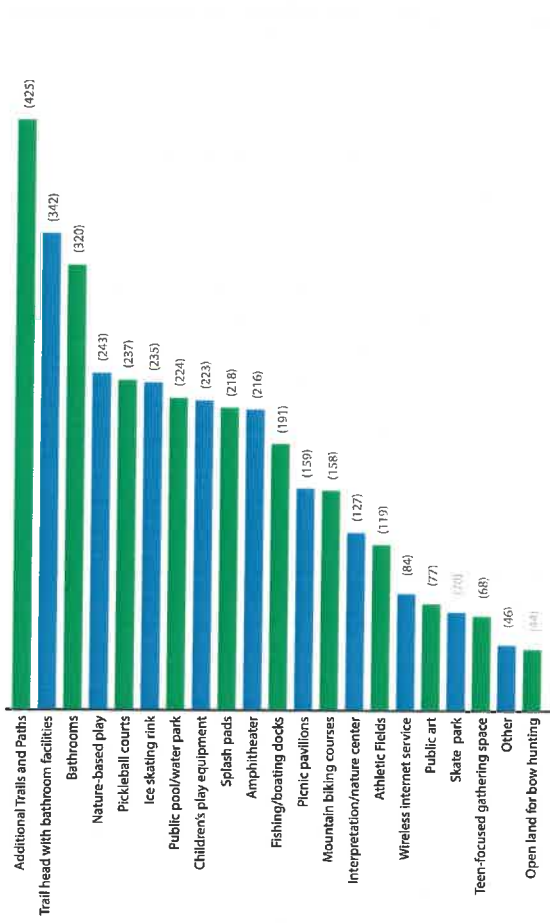
Do you think any groups are under-served by current recreation services and amenities? Please select any that apply.



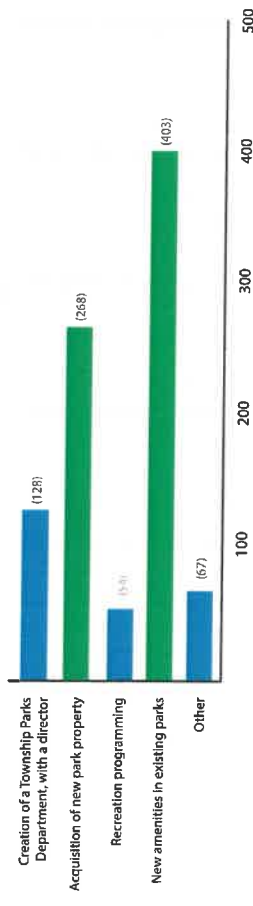
What types of programming would be a priority? (Please rank in order with one being the highest)



What parks and recreation amenities and facilities are you most interested in? Please check your top 5 choices.



If the Township made additional funding available to parks, what would you like the money used for? (Please rank in order with one being the highest)



At present, most recreational programming in Cascade Township is provided by FHPS or other private organizations like the YMCA, AYSO etc. Would you be supportive of the Township expanding its offerings in this area?



Are you willing to support a parks millage? If so, how much is your household willing to spend per year to support your priorities from the above question?



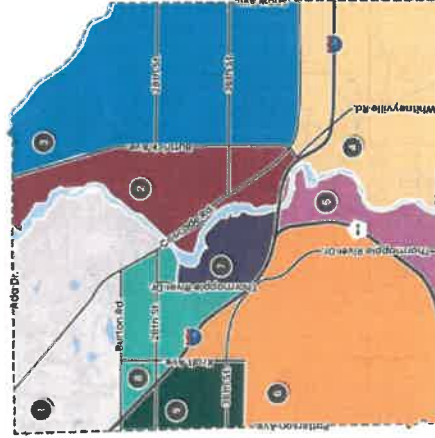
STRATEGIC PLAN ENGAGEMENT

STRATEGIC PLAN SURVEY

Cascade Township underwent the engagement process for the Township Strategic Plan in tandem with engagement for the Parks and Recreation Plan. The Strategic Plan survey garnered about 1,890 responses, with similar demographics to the Park and Recreation survey. The survey helped determine concerns and priorities within the community, and broke them down by age demographics as well as geographic location. Looking at the parks related concerns and priorities from this survey, we were able to understand further the age and geographic groups within the community that may be under-served in these areas. Some of the key take aways from the Strategic Plan survey in regards to parks and recreations are listed below.

- Lake and River preservation is critically important, especially for those that live along waterfront areas. It is a concern for the younger generations.
- Not having enough parks is a concern of younger generations and is of particular concern for sections south of I-96 and east of the Thornapple River.
- Pathway maintenance is a larger concern for residents who live west of the Thornapple River.
- Neighborhood parks would benefit under-served areas, promote residential growth, and serve as gathering space.
- Section 5 and 6 (south and east) are under-served from existing facilities and should be a priority for new development.
- 18 - 49 age demographics tend to rank parks, public space, and pedestrian pathway maintenance and development as higher priorities than older demographics.
- While not raising taxes is widely important, the parks survey indicated the majority of respondents (67.5%) were willing to spend at least \$100/per on a parks mileage, with 33% indicated they were willing to spend over \$100/year on a parks mileage.

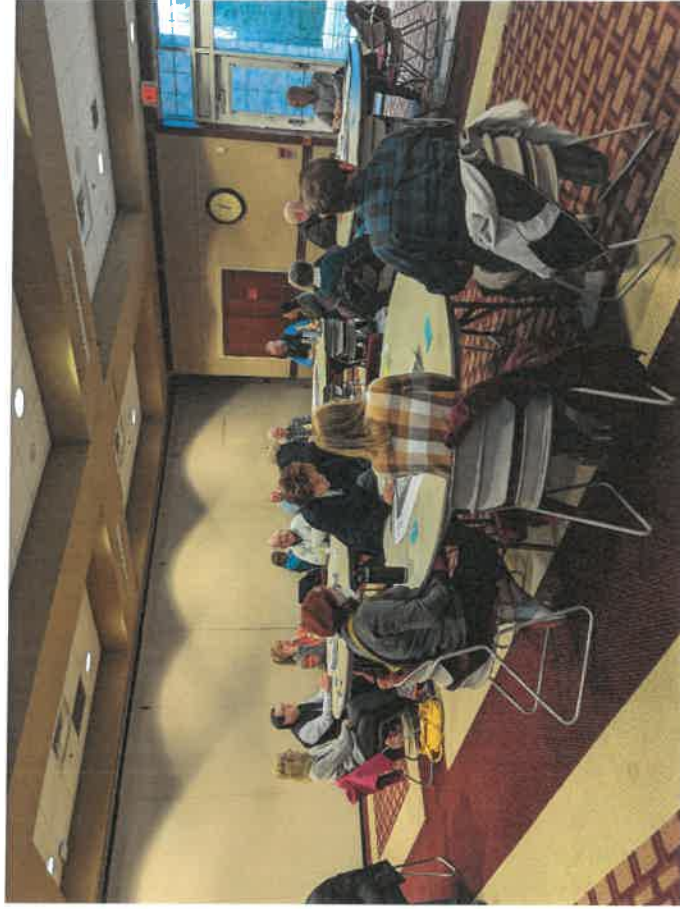
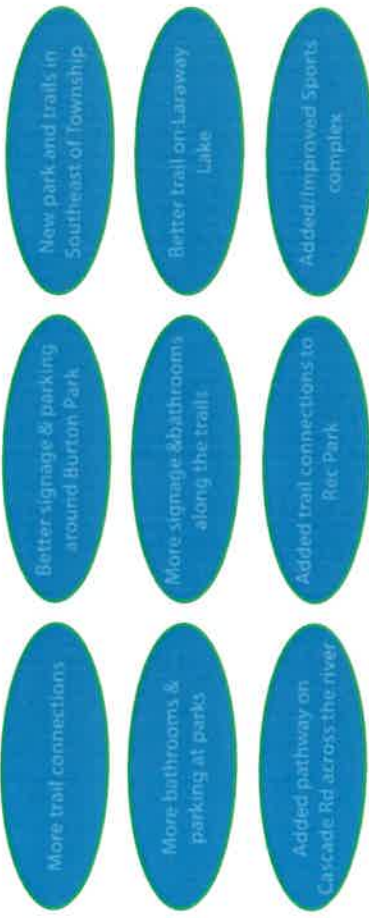
- Creating a Village is the number one or two priority across all age and location demographics. Integrating green space or gathering space into downtown village developments can accomplish multiple goals.
- Section 5 indicated the desire for most parks improvements throughout the rankings and had the lowest overall ranking for Not Raising Taxes (4). This area should receive consideration for new facilities.
- Maintenance of existing trails and parks rated higher in the parks survey than the strategic plan survey
- Not raising taxes was a high priority, but people responded positively to the option of a parks millage. When given a specific positive outcome of increased tax dollars it is more favorable than generally speaking of raising taxes.
- Integrating a gathering space/green space with a "downtown village" can address multiple priorities
- Targeting additional parks or parks improvements and maintenance in areas that are under-served based on geographic response
- Increased awareness of improving and protecting the Thornapple River



STRATEGIC PLAN PARKS FOCUS GROUP

The Strategic Plan consultants conducted several focus group workshops, one of which specifically focused on Parks and Recreation.

FOCUS GROUP THEMES



PUBLIC ENGAGEMENT SUMMARY

SURVEY RESPONSES

2014 Parks Survey: 170 responses
2021 Parks Survey: 970 responses
Strategic Plan Survey: 1,887 responses

Similar demographics were found across all surveys.

THEMES FROM STRATEGIC PLAN ENGAGEMENT

Preservation

Lake and river preservation is critically important, especially for those that live along waterfront areas. It is a concern for the younger generations.

Maintenance

Pathway maintenance is a primary concern for residents, especially those who live west of the Thornapple River.

Equity

Neighborhood parks would benefit underserved areas, promote residential growth, and serve as gathering space. Section 5 and 6 (south and west) are underserved from existing facilities and should be a priority for new development. North and eastern sections are also underserved and would like to see further improvements of existing facilities as well as the development of new facilities. Section 5 was illustrated to desire most parks improvements throughout the rankings, and had the lowest overall ranking for not raising taxes (4). This area of the township should be a priority for planning and development.

Future generations

18 – 49 Age demographics tend to rank parks, public space, and pedestrian pathway maintenance and development as higher priorities than older demographics. Not having enough parks is a concern for younger generations and is of particular concern for sections south of I-96 and east of the Thornapple River.

Community and Identity

Community identity should be a focus of future parks and rec development and improvements. Creating a village is the number one or two priority across all age and location demographic.

THEMES FROM PARKS SURVEY ENGAGEMENT

Least utilized parks: McGraw, Museum Garden Park
Even split use: Burton, Peace Park,
Most Utilized: Township (Rec) Park & Tassell Park

Maintenance

Maintaining existing parks was a top priority recorded across the public engagement efforts. The public is concerned about current amenity maintenance before adding new amenities. More personnel and resources were identified as necessary to continue proper maintenance of parks and pathways.

Types of parks

Trails and connections between the parks are clearly desired. Natural areas, small neighborhood parks and waterfront parks are most desired and will be considered when acquiring spaces.

Amenities & Facilities

Increased trails, and bathrooms are the most requested facilities. Youth-targeted facilities are also highly desired (playground, nature-based play, splash pads, public pool, and ice rink).

Millage

Most of the survey respondents are in favor of supporting the expansion of Township recreational program offerings, and the majority of those respondents said they would support a millage. While many oppose raising taxes in general, the parks survey indicated the majority of respondents (67.5%) were willing to spend at least \$100/year on a parks millage, with 33% indicated they were willing to spend more than \$100/year on a parks millage.

Trail Expansion

Most noted areas for increased pathways included Thornapple River Drive, Buttrick Avenue, Burger Drive, 28th Street, Whitneyville, Burton Park, Cascade Road, Peace Park. These locations will be prioritized in future pathway expansion planning.

Additional Comments

- Trail maintenance, expansion, and upkeep (winter upkeep)
- Invasive species management
- More park amenities and spaces for children
- Pedestrian travel across the river
- Public kayak launches
- Biking trails
- Small neighborhood parks and open spaces
- Pickleball courts: more courts, indoor courts, wind shield, and bathrooms
- Dog Park maintenance
- Safe space for teenagers
- More water access
- Stewardship and volunteer programs

USING THE ENGAGEMENT IN THE PLANNING PROCESS

The public engagement informs the planning process, and helps to provide clear direction for the goals, objectives, and action items that will be set for the next five years. As maintenance was heard as a concern throughout the process, maintenance of facilities, and proper maintenance planning, were built into the goals and action items of this plan. Types of desired parks and location equity, will continue to inform the parks acquisition process and pathway connection planning efforts. Desired amenities and generational needs will guide capital improvement planning and development. While not raising taxes was described as a community concern, the majority favor for parks funding and a parks millage indicates that the community is willing to pay for parks improvements and maintenance, but needs action and transparency as to what the funding is going towards. The goals and objectives aim to provide guidance on how efforts and funding should be utilized, and the annual action plans provide a checklist to help obtain those goals and objectives over the next five years.



PREVIOUS IMPLEMENTATION PLAN

TERM	PROJECT	COMPLETION STATUS
SHORT TERM	<p>GOAL: Increase park publicity and awareness for all parks. Tasks include quarterly parks updates in Township newsletter, updated parks maps, improved way-finding signage, and digital tool development for park location information.</p> <p>STATUS: Some awareness and publicity efforts are underway, including website updates for the parks and facilities, regular newsletters, and improved park signage. Further signage updates are continuous. Online facility sign-ups and payment would be beneficial for the township.</p>	In Progress
	<p>GOAL: Host community focus group discussions to review the existing dog owner's policies and guidelines as they relate to individual parks.</p> <p>STATUS: Completed. Enforcement of guidelines and regulations needs management.</p>	Completed
	<p>GOAL: Establish essential pilot programs for youth outdoor education, organized sports, volunteer events, and stewardship organizations.</p> <p>STATUS: Some programs and organizations have been established. Could be further developed.</p>	In Progress
	<p>GOAL: Complete short neighborhood pathway connections in critical areas.</p> <p>STATUS: Some connections have been made. More to be developed.</p>	In Progress
	<p>GOAL: Develop barrier-free handicap accessible, and universally designed children's play area in existing Cascade Township (Rec) Park as well as new properties such as the Village Center or Cascade Public Library.</p> <p>STATUS: The children's playground in Rec Park was completed in 2016 through Township and donor funds. Universal design will be continuously implemented in future developments across the township.</p>	Completed
	<p>GOAL: Organize Friends of Cascade Parks and Trails.</p> <p>STATUS: A Friends of Cascade Parks and Trails organization has not been established. This is something that would be beneficial to establish.</p>	Not In Progress
	<p>GOAL: Develop an off-leash dog park at Cascade Township (Rec) Park.</p> <p>STATUS: This project is complete.</p>	Completed

MID TERM

<p>GOAL: Develop basketball courts at Cascade Township (Rec) Park with transitional ice skating rink.</p> <p>STATUS: Basketball courts were implemented in Rec Park in 2015. The courts have not been utilized as a transitional ice skating rink, a location for a seasonal rink is being looked into.</p>	In Progress
<p>GOAL: Prepare preliminary engineering plans for a regional trail system that will connect Cascade Township recreation areas with adjacent communities including Lowell, Caledonia, and Grand Rapids.</p> <p>STATUS: Some preliminary conceptual trail planning has taken place.</p>	Not In Progress
<p>GOAL: Construct all-inclusive, barrier free playground.</p> <p>STATUS: This has been completed in Rec Park in 2016.</p>	Completed
<p>GOAL: Implement Gateway Concept Plan at Museum Garden Park.</p> <p>STATUS: Some preliminary concepts have been completed, however no implementation is currently underway.</p>	Not In Progress

LONG TERM

<p>GOAL: Long term maintenance plan for pathways and trails extension.</p> <p>STATUS: Pathway maintenance and trail extension are continuously identified, a specified maintenance plan has not been put in place.</p>	In Progress
<p>GOAL: Compile database of properties on the Thornapple River and Grand River to explore options for land acquisition and expansion of waterfront public park space.</p> <p>STATUS: Some properties have been identified by the parks board for possible acquisition. An acquisition template is being developed. No official database has been implemented.</p>	In Progress
<p>GOAL: Regional trail network connections to adjacent communities including Paul Henry Thornapple Trail and Fred Meijer M-6 Trail.</p> <p>STATUS: Connections to regional trail networks have not been planned or implemented.</p>	Not In Progress
<p>GOAL: Develop multi-use athletic field complex.</p> <p>STATUS: Potential sites are being analyzed as available, but no design or implementation has taken place.</p>	In Progress
<p>GOAL: Redevelop Village area with focus on unique and diverse recreation amenities.</p> <p>STATUS: Village area is under continuous planning and development. Parks and recreation will support Village development where necessary.</p>	In Progress



4

THE NEXT STEPS

This section outlines the newly developed mission, goals, objectives, and corresponding action items for the 2023- 2027 cascade township parks and pathways. The Action Program outlines the specific priority of action items to accomplish over the next five years.

MISSION STATEMENT

Cascade Township Parks protects and preserves its natural resources through strategic acquisition, stewardship, education, and management while providing accessible, quality recreational amenities and experiences to equitably enrich the lives of residents and future generations.

GOALS, STRATEGIES, & ACTION ITEMS

1

ENSURE THAT EXISTING PARKS MEET THE NEEDS OF THE COMMUNITY THAT THEY SERVE.

- 1.1 Ensure sufficient resources in the annual budget for routine and long-term parks maintenance costs.
 - 1.1.1 Conduct a biannual meeting between Township personnel, parks committee, and maintenance director to identify critical maintenance needs and develop a cost estimate to recommend be devoted to parks maintenance from the appropriate funding sources.
- 1.2 Create long-term maintenance plan for parks, pathways, and parks trails extensions.
 - 1.2.1 Parks committee to meet with parks maintenance director on a biannual basis to identify short- and long-term maintenance needs and create an ongoing checklist to tackle improvements.
 - 1.2.2 Pathways committee to review trail system condition and develop a trail maintenance/replacement plan.
- 1.3 Allocate sufficient funding sources to assist with costs of parks and pathway maintenance and land acquisition purchases.
 - 1.3.1 Use funding determinations to create a parks millage proposal that will allocate funds to maintaining and improving existing parks and acquiring new property.
 - 1.3.2 Pathways committee to prioritize maintenance/improvements projects for the remaining millage period (2027) to utilize available funding.
- 1.4 Add amenities, infrastructure, and support facilities to best serve the community.
 - 1.4.1 Parks committee to have work sessions biannually to determine improvement priorities. Refer to the public engagement survey and focus group feedback from the 2023-2027 Parks Masterplan and Strategic Plan to identify desired amenity and infrastructure improvements and implement as applicable with future projects. (Trailheads, bathrooms, nature-based play, pickleball, ice skating rink, & splash pads, were the highest ranked amenities and facilities.)
 - 1.4.2 Coordinate with surrounding communities including Ada, Lowell, Kentwood, and Caledonia as needed to determine connections, shared resources, needed amenities, and programming.
- 1.5 Recommend capital improvement projects to the Township Board based on the master plan.
 - 1.5.1 Parks committee to utilize the public input from the 2023-2027 Parks Masterplan to identify parks-related capital improvement projects most desired by the community to target over the next five years. Develop a corresponding plan of action and funding to present to Township Board.
 - 1.5.2 Complete a masterplan for the Cascade Township recreation Park.
 - 1.5.3 Implement improvements at Wycliffe Park based on the masterplan.
 - 1.5.4 Accessibility and universal design improvements at all parks.

2

PATHWAYS COMMITTEE TO COORDINATE WITH PARKS COMMITTEE AND TOWNSHIP TO CREATE PLANS THAT IDENTIFY FUTURE PATHWAY ROUTES THAT CONNECT TO NEIGHBORING COMMUNITIES, REGIONAL TRAIL SYSTEMS, AND CONTINUE TO CONNECT TO EXISTING COMMUNITY AMENITIES AND NEIGHBORHOODS.

- 2.1 Identify and plan for pathway connections to regional trail systems.
 - 2.1.1 Pathways committee to review existing Cascade Township Pathways map, Regional Trails maps, and State Trail Plan maps, and identify future potential connections to include in the pathways development plan.
- 2.2 Identify pathway routes to connect to the surrounding communities.
 - 2.2.1 Pathways Committee to review existing pathway maps from neighboring communities including Ada, Lowell, Caledonia, Kentwood, and Grand Rapids, and communicate with neighboring pathway/park committees to coordinate future development and pathway connections.
- 2.3 Plan for continuation of Pathway Millage to continue to provide funding for pathway system expansions.
 - 2.3.1 Pathways Committee to create a plan for maintenance, improvements, and future connections and the required funding to prepare for a pathways millage when the current millage expires in 2027.
- 2.4 Identify and prioritize critical neighborhood pathway connections and projects with a particular focus on connecting the southern half of the Township.
 - 2.4.1 Identify neighborhoods where pathway connections and connections to parks are incomplete or nonexistent and develop an implementation plan with prioritization and phasing.
 - 2.4.2 Develop a trails masterplan that identifies connections and extensions for the pathway system.

3

REFINE THE TOWNSHIP'S PARKS ORGANIZATION STRUCTURE AND SUPPORT.

- 3.1 Establish consistent collaboration between the Parks Committee and newly formed Pathways Committee.
 - 3.1.1 Parks Committee to have member(s) attend Pathways Committee meetings as needed or have a member that is on both committees.
- 3.2 Hire additional Township staff to assist with routine tasks for parks and recreation.
 - 3.2.1 Hire a Parks Director that will manage all efforts related to parks.
 - 3.2.2 Plan for additional park staff such as a program director and seasonal maintenance staff.
- 3.3 Organize Friends of Cascade Parks to aid in planning, fundraising, maintenance, and volunteer opportunities.
 - 3.3.1 Parks committee to help establish Friends of Cascade Parks group and appoint a director of the group to coordinate volunteers and fundraising.
- 3.4 Establish a volunteer program for the parks to assist with parks efforts such as invasive species control, programming, and maintenance.
 - 3.4.1 Appoint a person within Township Personnel to develop a contact database of volunteers within the Township utilizing online volunteering platforms or other appropriate tools and communicate volunteer opportunities.
- 3.5 Review Parks Committee By-Laws and amend to best fit the needs of the Township and its residents. Use this as a model for the Pathways Committee.

GOALS, STRATEGIES, & ACTION ITEMS

4

IDENTIFY AND ALLOCATE APPROPRIATE FUNDS TO ACQUIRE PROPERTY, IMPROVE AND MAINTAIN PARKS, ADD AMENITIES, AND HIRE STAFF TO SUPPORT THE PARKS AND PATHWAY SYSTEMS.

- 4.1 Collaborate between the Parks Committee, Pathways Committee, and Township personnel to review funding needs to develop a plan.
 - 4.1.1 Committees to meet with Township staff biannually to discuss needs and funding.
- 4.2 Build information, materials, and support for educating voters.
 - 4.2.1 Create a plan that includes necessary maintenance items, desired improvements, and property acquisition goals with the required funding needs.
- 4.3 Propose a parks millage that will provide necessary funds to acquire park property, improve and maintain parks, and amenities, and hire staff including a parks director.
 - 4.3.1 Create materials with education on parks millage (what the funding will be used for and why, it is beneficial to the Township) and post to Township website, social media, and newsletter. Utilize various methods to engage voter base.
- 4.4 Identify and apply for applicable grant opportunities.
 - 4.4.1 Research grant opportunities available at the local, state, and federal level, and apply as applicable for desired improvements or land acquisition.
- 4.5 Explore opportunities for donors, volunteers, and fundraising.
 - 4.5.1 Engage with potential donors and volunteers to discuss parks needs. Partner with community organizations such as the schools, Eagle Scouts, Community Foundation, churches, etc.

5

PRESERVE NATURAL RESOURCES AND OPEN SPACE WITHIN THE TOWNSHIP.

- 5.1 Continue Township green space preservation efforts through appropriate land acquisition.
 - 5.1.1 Create a database of properties that are desired for future acquisition utilizing the parks committee acquisition template. Target acquisition efforts based on community needs and opportunity.
- 5.2 Establish Thornapple River clean up and preservation initiatives and raise awareness of impacts to the water quality.
 - 5.2.1 Parks committee to work with Friends of Cascade Parks and/or Township personnel to establish annual/biannual volunteer event based around Thornapple River clean up.
 - 5.2.2 Perform testing and analysis of water quality.
 - 5.2.3 Write articles for the newsletter regarding water quality and how people can help.
- 5.3 Contain and remove invasive and diseased species throughout the township.
 - 5.3.1 Work with conservationists and partners to identify invasive species within the community parks and organize eradication solutions and volunteer work days.
 - 5.3.2 Continue use of Township newsletter to educate residents about the types of invasive species, their impact on the local environment, and best methods for eradication.

6

COLLABORATE AS APPROPRIATE WITH THE TOWNSHIP BOARD TO DEVELOP A PARK OR OPEN SPACE THAT SERVES AS A GATHERING SPACE INTEGRATED WITH PLANNED DOWNTOWN VILLAGE DEVELOPMENT OUTLINED IN THE CASCADE TOWNSHIP STRATEGIC PLAN.

- 6.1 Build consensus for the location for the gathering space.
 - 6.1.1 Township to create a subcommittee with representation from Township staff, the Parks committee, planning commission, DDA, and the Township board.
 - 6.1.2 Organize appropriate leadership, partners, and funding for the proposed gathering space.
- 6.2 Implement gathering space project integrated into the village development process.
 - 6.2.1 Work with consultant to design the proposed central gathering space and lead a public engagement process.

7

IDENTIFY SPACE FOR NEW COMMUNITY PARKS, PRESERVATION AREAS, AND OPEN SPACE TO SERVE GROWING POPULATION AND TO PRESERVE NATURAL FEATURES AND CHARACTER OF THE TOWNSHIP.

- 7.1 Determine areas that lack access to parks and analyze opportunities for land acquisition.
 - 7.1.1 Proactively compile and continuously update a database of potential properties for land acquisition and expansion of public parks space and analyze potential benefit with the property acquisition template.
- 7.2 Identify land available for smaller neighborhood parks and parks with water frontage; two highly ranked types of parks desired by residents.
- 7.3 Encourage and incentivize open space, parks, or recreation areas in future residential developments.
 - 7.3.1 Parks committee, planning director, and planning commission should review the zoning ordinance and requirements for developers to determine appropriate provisions for open space and parks.
- 7.4 Explore joint ventures with other entities to provide access to and use of open spaces, water frontage, and other recreational opportunities for members of the community.
 - 7.4.1 Parks committee and/or Township personnel to analyze opportunities and collaborate with entities in the community such as schools, the library, sports leagues, etc.

GOALS, STRATEGIES, & ACTION ITEMS

8

INCREASE PUBLICITY AND AWARENESS OF PARKS, PROGRAMS, AND FACILITIES.

- 8.1 Further develop the parks section of the Township website to offer online facility scheduling and payments.
 - 8.1.1 Work with Township personnel to identify an existing position, or hire a new communications and scheduling position, to manage scheduling and payments of facilities online, including sports fields, courts, and shelters.
- 8.2 Increase the exposure of parks in Township communications.
 - 8.2.1 Actively post parks content on Township social media and website.
 - 8.2.2 Include parks-related information in the Township quarterly newsletters.
- 8.3 Conduct an annual review of parks maps and signage to confirm accuracy and quality.
 - 8.3.1 Parks and pathways committees to conduct an annual review of existing signage and maps, both in the field and online. Coordinate updates as necessary.
- 8.4 Coordinate Parks branding efforts to align with Township branding, and emulate throughout new amenities and development.
 - 8.4.1 Township personnel and/or its marketing consultant shall present and discuss marketing/branding annually at a Parks Committee and Pathways Committee meeting.

9

DEVELOP PARKS PROGRAMMING TO PROVIDE RESIDENTS MORE OPPORTUNITIES FOR RECREATION, EDUCATION, AND EXPERIENCING NATURE.

- 9.1 Identify partnerships and leverage resources within the community.
 - 9.1.1 Parks committee and/or Township personnel to analyze opportunities and make contact with entities in the community such as schools, the library, the YMCA, Ada Township Parks, sports leagues, etc.
- 9.2 Assign recreation programming and coordination role with the existing Township Personnel or hire a Recreational Programming Director to facilitate growing Township recreation opportunities if the need is justified.
 - 9.2.1 Parks committee to meet with Township personnel to discuss the role and responsibilities of a staff position to handle programming.
- 9.3 Develop programming for nature education, invasive species management, recreation, and other parks and recreation activities.
 - 9.3.1 Develop pilot programming events for different topics and review effectiveness.

ACTION PROGRAM

2023

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Create a parks maintenance plan	1	All	TMD, PC
Review maintenance checklist/plan (biannual)	1	All	TMD, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	MD, TS, PC, & TB
Implement Wycliffe Trailhead Park Improvements	1 & 7	Wycliffe Property	PC, TS, & TB
Create masterplan for Township Rec Park	1 & 5	Rec Park	PC, TS, & TB
Peace Park Drainage Improvements	1	Peace Park	PC, TS, & TB
Create a pathways maintenance plan	1 & 2	Pathways	PWC & TS
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Identify proposed local pathway connections	2	Pathways	PWC & TS
Establish Parks Committee collaboration with Pathways Committee	2 & 3	Pathways	PC & PWC
Resurface or reconstruct high priority sections of existing pathways	2	Pathways	PWC, TS, & TB
Review staff roles and responsibilities for parks, & identify needs	3	All	PC, TS, & TB
Research parks millage needs for improvements, maintenance, & funding	4	All	PC, TS, & TB
Build information, materials, & support for parks millage	4	All	PC, TS, & TB
Create list of properties scored with the land acquisition template	5 & 7	All/Acquisition	PC & TS
Educate public about invasive species & tree diseases	5 & 8	N/A	PC, TS, & TB
Hold invasive species eradication work days	5	Burton & Peace	PC & TS
Host spring Thornapple River clean up day	5	N/A	PC & TS
Test & analyze Thornapple River quality	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Explore options & opportunities for a deer cull	5	N/A	PC & TS
Begin planning efforts for downtown gather space	6	New Site	PC, TS, DDA, & TB
Review & update zoning ordinance for open space requirements	7	N/A	PC, TS, & PLC
Establish partnerships for use of open space	7 & 9	N/A	PC & TS
Update Township Parks website	8	N/A	PC & TS
Increase parks presence through Township social media	8	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS

2023 - 2027 GOALS

- 1 Ensure that existing parks meet the needs of the community we serve
- 2 Create plans that identify future pathway routes
- 3 Refine the Township's parks organization structure & support
- 4 Identify and allocate appropriate funds for parks
- 5 Preserve natural areas and open space
- 6 Develop a gathering space with planned downtown village
- 7 Identify space for new parks and preservation
- 8 Increase public awareness of parks
- 9 Develop parks programming

2024

RESPONSIBILITY ENTITY

- PC = Parks Committee
- TMD = Township Maintenance Director
- TS = Township Staff
- DDA = Downtown Development Authority
- PC = Pathways Committee
- TB = Township Board
- PC = Planning Commission

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	TMD, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	MD, TS, PC, & TB
Apply for DNR grant for Rec Park Improvements	1 & 7	Rec Park	PC, TS, & TB
Recreation Park Infrastructure/Maintenance Improvements	1	Rec Park	PC, TS, & TB
Acquisition of water frontage or neighborhood park/open space property	1 & 5	N/A	PC, TS, & TB
McGraw Park accessibility improvements and trail resurfacing	1	McGraw Park	PC, PWC, TS, TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Preliminary engineering for top proposed local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	2	Pathways	PWC, TS, & TB
Hire a Township Parks Director	3	N/A	PC & TS, & TB
Organize a volunteer program for the parks	3	All	PC & TS
Propose a parks millage	4	All	PC, TS, & TB
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases (ongoing)	5 & 8	All	PC & TS
Hold invasive species eradication work days	5	Burton, Peace	PC & TS
Host spring Thornapple River clean up day	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Design of the downtown gather space	6	New Site	PC, TS, DDA, & TB
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC & TS
Develop pilot parks programs	9	N/A	PC & TS

ACTION PROGRAM

RESPONSIBILITY ENTITY

- PC = Parks Committee
- TMD = Township Maintenance Director
- TS = Township Staff
- DDA = Downtown Development Authority
- PC = Pathways Committee
- TB = Township Board
- PC = Planning Commission

2025

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	TMD, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	TMD, TS, PC, & TB
Begin design/implementation of Recreation Park improvements	1 & 4	Rec Park	PC, TS, & TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Peace Park accessibility improvements	1	Peace Park	PC, PWC, TS, & TB
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Construction of top proposed local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	1 & 2	Pathways	PWC, TS, & TB
Preliminary Engineering for regional trail connection	2	Pathways	PWC, PC, TS, & TB
Review Parks Director role and Township staffing needs for parks	3	N/A	PC, TB, & TS
Organize a Friends of Cascade Parks and Pathways group	3	N/A	PC & TS
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases (ongoing)	5 & 8	N/A	PC & TS
Hold invasive species eradication work days	5	Burton, Peace	PC & TS
Host spring Thornapple River clean up day	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Test Thornapple River water quality	5	N/A	N/A
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS
Continue successful parks programs and initiate new programs	9	N/A	PC & TS
Construction of the downtown gathering space	6	New Site	PC, TS, DDA, TB

2023 - 2027 GOALS

- 1 Ensure that existing parks meet the needs of the community we serve
- 2 Create plans that identify future pathway routes
- 3 Refine the Township's parks organization structure & support
- 4 Identify and allocate appropriate funds for parks
- 5 Preserve natural areas and open space
- 6 Develop a gathering space with planned downtown village
- 7 Identify space for new parks and preservation
- 8 Increase public awareness of parks
- 9 Develop parks programming

2026

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	TMD, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	TMD, TS, PC, & TB
Complete construction of Recreation Park improvements	1 & 4	Rec Park	PC, TS, & TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Tassell Park accessibility improvements	1	Tassell Park	PC, TS, & TB
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Preliminary Engineering of next highest ranked local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	1 & 2	Pathways	PWC, TS, & TB
Construction of regional trail connection	2	Pathways	PWC, PC, TS, & TB
Prepare plan for upcoming renewal of pathways millage	2 & 4	Pathways	PWC, TB, & TS
Analyze Township staffing for parks	3	N/A	PC & TS
Analyze funding from millage and maintenance/CIP expenses	4	All	PC & TS
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases (ongoing)	5 & 8	N/A	PC & TS
Hold invasive species eradication work days	5	Burton, Peace	PC & TS
Host spring Thornapple River clean up day	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS
Continue successful parks programs and initiate new programs	9	N/A	PC & TS
Construction of the downtown gathering space	6	New Site	PC, TS, DDA, TB

ACTION PROGRAM

2023 - 2027 GOALS

- 1 Ensure that existing parks meet the needs of the community we serve
- 2 Create plans that identify future pathway routes
- 3 Refine the Township's parks organization structure & support
- 4 Identify and allocate appropriate funds for parks
- 5 Preserve natural areas and open space
- 6 Develop a gathering space with planned downtown village
- 7 Identify space for new parks and preservation
- 8 Increase public awareness of parks
- 9 Develop parks programming

RESPONSIBILITY ENTITY

- PC = Parks Committee
- TMD = Township Maintenance Director
- TS = Township Staff
- DDA = Downtown Development Authority
- PC = Pathways Committee
- TB = Township Board
- PC = Planning Commission

2027

ACTION ITEM	CORRESPONDING GOAL	PARK/SITE	RESPONSIBILITY
Review maintenance checklist/plan (biannual)	1	All	TMD, TS, & PC
Review of maintenance & improvements budget (biannual)	1 & 4	All	TMD, TS, PC, & TB
Burton Park accessible trail and accessibility improvements	1	Tassell Park	PC, TS, & TB
Update the pathways maintenance plan	1 & 2	Pathways	PWC & TS
Acquisition of water frontage, neighborhood park or open space property	1, 5 & 7	New Site	PC, TS, & TB
Review regional pathways connection/opportunities (ongoing)	2	Pathways	PWC & TS
Construction of next highest ranked local pathways connection	2	Pathways	PWC & TS
Resurface or reconstruct high priority sections of existing pathways	1 & 2	Pathways	PWC, TS, & TB
Propose renewal of pathways millage	2 & 4	Pathways	PWC, TS, & TB
Update list of properties scored with the land acquisition template	5 & 7	Acquisition	PC & TS
Educate public about invasive species and tree diseases (ongoing)	5 & 8	N/A	PC & TS
Hold invasive species eradication work days	5	Burton, Peace	PC & TS
Host spring Thornapple River clean up day	5	N/A	PC & TS
Write articles for newsletter regarding resource preservation	5 & 8	N/A	PC & TS
Establish new and continue existing partnerships for use of open space	7 & 9	N/A	PC & TS
Annual review of signage & maps for parks & trails	8	All, Pathways	PC, PWC, & TS
Annual review of parks & Township brand/marketing/communications	8	N/A	PC, PWC, & TS
Continue successful parks programs and initiate new programs	9	N/A	PC & TS

FUNDING SOURCES

GRANTS

This plan has been developed both to reflect the needs and goals of the community and to meet the Michigan Department of Natural Resources requirements for eligibility for Federal and State funding. Potential grant opportunities include:

- Land and Water Conservation Fund
- Natural Resources Trust Fund
- Recreation Passport Grant Program
- Outdoor Recreation Legacy Partnership Program
- Michigan Spark Grants

Additional grants are available for trails and pathways such as the Michigan Trails Fund, Recreation Trails Program (RTP) Grants, Safe Routes to School and other alternative transportation funds.

PARKS MILLAGE

Many surrounding communities rely on a parks millage to provide critical funding for maintenance and capital improvements. The Township should develop a plan with necessary funding needs and propose a millage to voters.

TOWNSHIP FUNDS

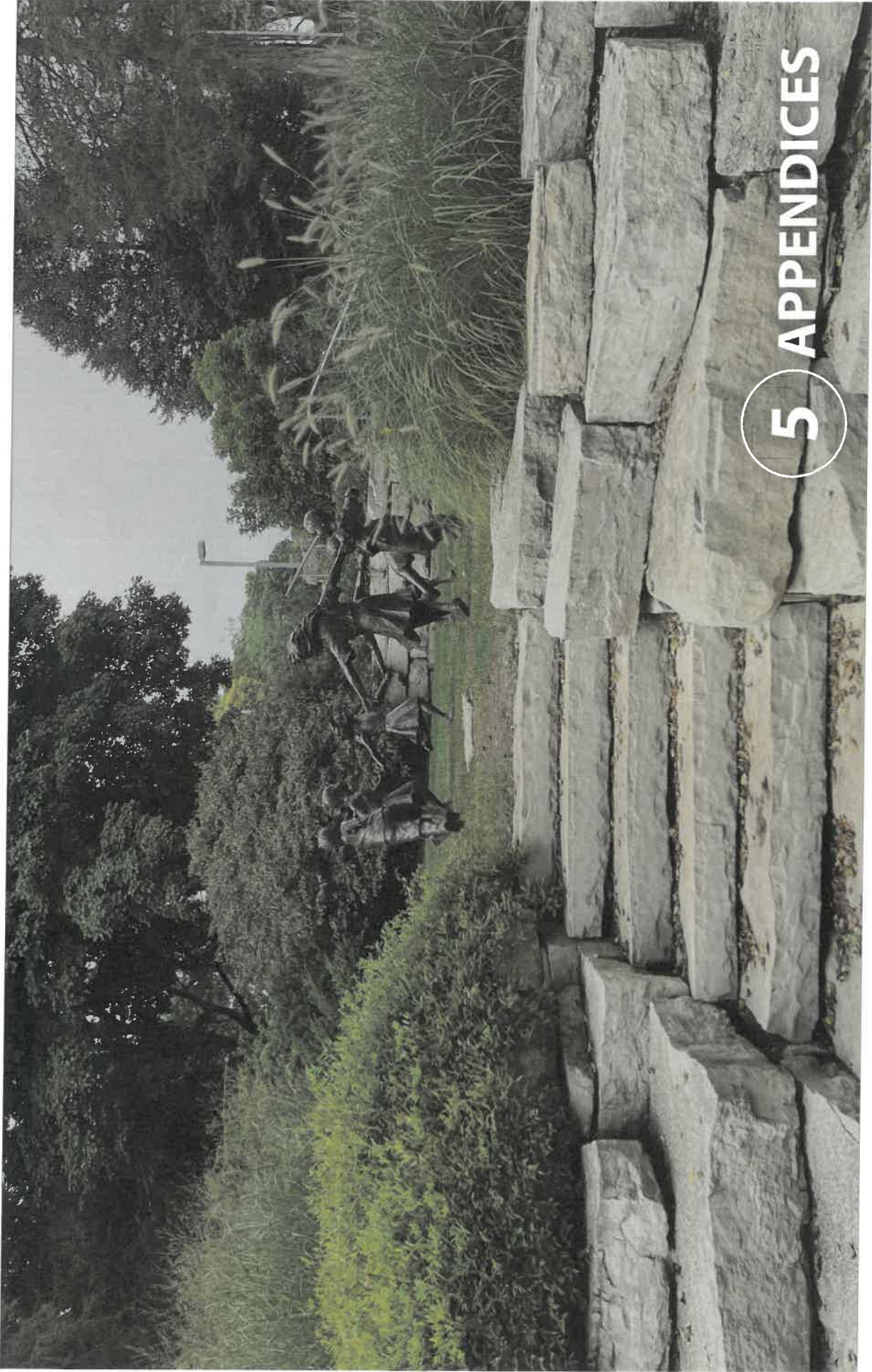
Current funding for parks, pathways, and recreation improvements and maintenance throughout the township comes from general fund, parks budget, and pathways millage.

Cascade Township received \$2 Million in ARPA funding. The disbursement will be under consideration by the Township Board and a portion of this funding could potentially be utilized for park improvement projects.

OTHER RESOURCES

Other partners can be beneficial in implementation of projects such as Community Foundations, schools, private entities and donors, associations for specific activities such as the West Michigan Mountain Biking Alliance, local groups like Eagle Scouts, volunteers, etc. Also the Township can look into ways to produce parks revenue through facility rentals and programming.





5 APPENDICES

PUBLIC MEETING NOTICE

NOTICE OF DRAFT PLAN FOR PUBLIC COMMENT

NOTICE OF PUBLIC HEARING

PUBLIC HEARING MINUTES

**TRANSMITTAL LETTERS TO THE COUNTY/
REGIONAL PLANNING AGENCIES**

ADOPTION RESOLUTION MEETING MINUTES

WYCLIFFE TRAILHEAD PARK PLAN A



- (A) Shared Parking
- (B) Additional Parking
- (C) Unity Spiritual Community Church
- (D) Utility Shed (Church)
- (E) Rose Garden (Church)
- (F) Native Species Restoration
- (G) Existing Asphalt Trail
- (H) Proposed Accessible Trail
- (I) Natural Surface Trail
- (J) Trailhead Signage
- (K) Single Restroom
- (L) Seating/Picnic Area
- (M) Nature Play Area
- (N) Site Drainage Area (Wooded Wetland Plants)



Accessible Trail - Asphalt or Crushed Stone



Natural Surface Trail



Integrated Nature Play Area



Wayfinding & Trail Head Signage



Restroom - Portable or Single

WYCLIFFE TRAILHEAD PARK PLAN B



- A Shared Parking
- B Additional Parking
- C Church Building
- D Utility Shed (Church)
- E Rose Garden (Church)
- F Native Species Restoration
- G Existing Asphalt Trail
- H Proposed Accessible Trail
- I Natural Surface Trail
- J Trailhead Signage
- K Single Restroom
- L Seating/Picnic Area
- M Nature Play Area
- N Trail Side Natural Play Features
- O Barrier Fencing
- P Swinging Bench
- Q Site Drainage Area (Wooded Wetland Plants)



Trail Head Signage



Barrier Fencing



Swinging Bench



Educational Signage

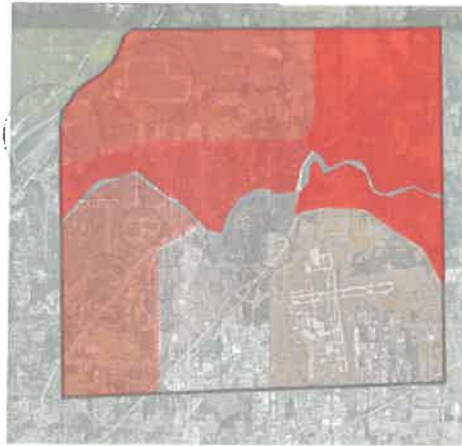


Trail Side Nature Play Features

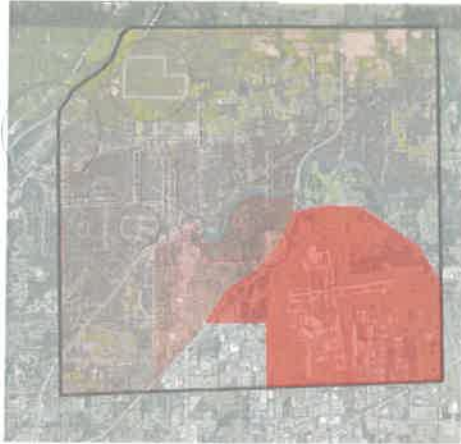


PUBLIC FEEDBACK MAPPING

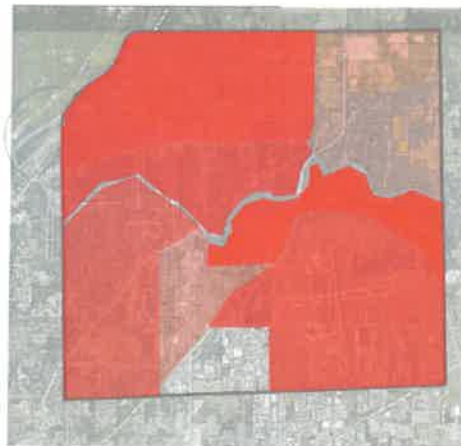
These graphics illustrate the issues within the strategic plan that were related to parks and recreation. Darker colors indicate areas that ranked that specified issue higher, and lighter colors indicate areas that ranked that specified issue as of lower concern. The overlap map combines the 3 issues of Concern maps and shows the areas where more people ranked parks and recreation related issues as a higher concern.



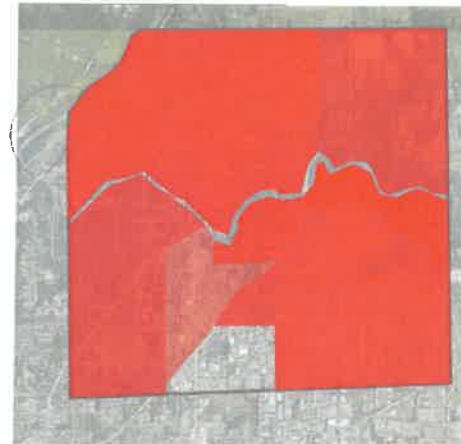
Issues of Concern
Not enough Parks



Issues of Concern
Pathway Maintenance

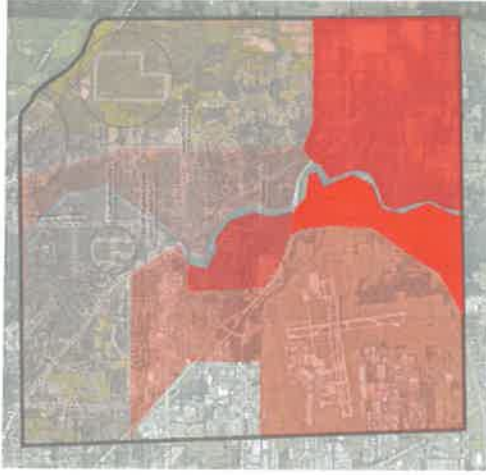


Issues of Concern
Lack of River/Lake Preservation

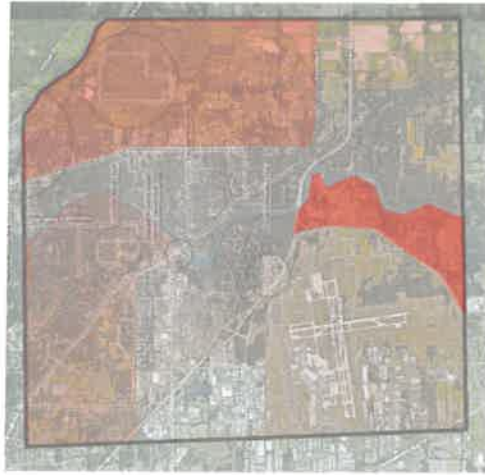


Issues of Concern
Overlap

These graphics illustrate the priorities within the strategic plan that were related to parks and recreation. Darker colors indicate areas that ranked the specified area as a higher priority, and lighter colors indicate areas that ranked the specified area as a lower priority.



Priorities
Cleaning Up The Thornapple River



Priorities
Pedestrian Facilities



Priorities
More Parks



Priorities
Community Gathering Space



Priorities
Improving Existing Parks

PUBLIC FEEDBACK MAPPING



Parks Related Priorities (listed within top 5) Overlap

The priority compilation map illustrates areas that ranked parks and recreation priorities within their top 5. The darker colors indicate areas that ranked multiple parks and recreation related priorities within their top 5 overall priorities within the strategic plan. Lighter colors indicate areas that ranked 1 – 2 parks related priorities within their top 5.

PARKS BUDGET

GENERAL FUND	2018	2019	2020	2021	2022
Revenues					
Park Income	\$7,000	\$7,000	\$7,000	\$7,000	\$8,400
	\$7,000	\$7,000	\$7,000	\$7,000	\$8,400
Expenditures					
Full Time Wages	\$207,772	\$272,176	\$286,887	\$297,711	\$350,637
Seasonal Wages	\$50,989	\$69,920	\$75,360	\$77,600	\$57,600
Parks Operating Supplies	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Parks Electricity	\$5,800	\$5,800	\$5,800	\$5,800	\$6,900
Parks Phones	\$900	\$900	\$1,920	\$1,920	\$1,000
Parks Water/Sewer	\$3,200	\$3,200	\$3,200	\$3,200	\$2,800
Parks Maintenance	\$40,000	\$55,000	\$86,000	\$61,000	\$60,000
Parks Small Equipment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Parks Capital Improvements - FFE	\$45,000	\$109,000	\$45,000	\$36,000	\$33,000
Parks Capital Improvements - Land Imp	\$0	\$0	\$0	\$0	\$100,000
Parks Capital Improvements - Building	\$0	\$0	\$0	\$0	\$0
Parks Capital Improvements - Bid/Imp	\$250,000	\$150,000	\$0	\$0	\$0
	\$614,211	\$666,996	\$465,367	\$784,431	\$632,937

OPEN SPACE FUND	2018	2019	2020	2021	2022
Revenues					
Tax Levy	\$305,700	\$320,265	\$333,604	\$347,090	\$355,161
Personal Property Tax	\$2,600	\$23,433	\$29,390	\$24,623	\$23,054
Delinquent Taxes	\$1,500	\$2,000	\$1,500	\$1,000	\$1,000
Abatement Taxes	\$2,500	\$7,604	\$2,814	\$4,102	\$3,479
Community Stabilization Share	\$4,035	\$10,300	\$10,300	\$13,666	\$15,753
Interest	\$4,000	\$2,400	\$4,000	\$500	\$2,500
Interest on Homeyer Fund	\$1,800	\$8,000	\$9,000	\$1,000	\$1,000
Donations	\$1,000	\$1,000	\$0	\$0	\$0
	\$364,135	\$370,002	\$384,508	\$391,861	\$405,947

Real Property Tax Revenue	\$355,161	\$370,002	\$384,508	\$391,861	\$405,947
Personal Property Tax Revenue	\$2,600	\$23,433	\$29,390	\$24,623	\$23,054
Delinquent Personal Property Tax Revenue	\$1,500	\$2,000	\$1,500	\$1,000	\$1,000
IFT Tax Revenue	\$2,500	\$7,604	\$2,814	\$4,102	\$3,479
State Revenue for PPT Replacement	\$4,035	\$10,300	\$10,300	\$13,666	\$15,753
Interest on Fund Balance	\$4,000	\$2,400	\$4,000	\$500	\$2,500
Interest on Fund Balance Dedicated to Homeyer Fund	\$1,800	\$8,000	\$9,000	\$1,000	\$1,000
Donations	\$1,000	\$1,000	\$0	\$0	\$0
	\$364,135	\$370,002	\$384,508	\$391,861	\$405,947

Open Space Park Electricity	\$3,000	\$2,000	\$2,500	\$2,800	\$3,000
Open Space Park Gas	\$2,000	\$1,500	\$0	\$2,000	\$2,000
Open Space Water/Sewer	\$500	\$500	\$750	\$1,000	\$1,000
Open Space Parks Maintenance Materials and Service	\$20,000	\$200,000	\$70,000	\$20,000	\$20,000
Tax Refunds	\$100	\$100	\$0	\$250	\$250
Capital Outlay - FFE	\$0	\$0	\$24,000	\$0	\$0
Bond Principal	\$254,000	\$269,000	\$274,000	\$279,000	\$286,000
Bond Interest	\$11,723	\$36,605	\$49,237	\$43,843	\$38,412
	\$349,825	\$525,705	\$370,487	\$348,893	\$348,652