

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, November 15, 2017

7:00 P.M.

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

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

- a. **Sandra Korhorn – DDA/Economic Development Director – DDA Marketing Plan.**

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

Article 6. Approval of Consent Agenda

- a. Receive and File Various Meeting Minutes
 1. Regular/Closed Session Township Board Minutes for 11/01/17.
 2. DDA Minutes for 09/19/17.
 3. Planning Commission Minutes for 10/16/17.
- b. Receive and File Reports
 1. Building Department Monthly Report for October, 2017.
 2. Kent County Sheriff Department Quarterly Report.
- c. Receive and File Communications
 1. State of Michigan – Notice of Hearing – Case No. U-18231
 2. Letter from Comcast – re: International Channel Package Launch.
 3. Memo from Kent County Drain Commission – re: Laraway Lake – Lake Level Special Assessment District.

Article 7. Financial Actions

- a. **Consider Approval of Pay Application 2 for the Cascade Hall Renovations.**
- b. **Consider Approval of FY 2017 2nd Quarter Budget Amendments. (roll call)**
- c. **Consider Approval of Resolution to Approve the Special Assessment Roll for 2017. (roll call)**

- Article 8. Unfinished Business**
- Article 9. New Business**
077-2017 Consider Approval of Resolutions for VA/Purple
Community Run to Close Public Streets for 5K Run/Walk on
April 28, 2018. (roll call)
- Article 10. Public Comments – Any comments...whether it is on the Agenda or not.**
(limit comments to 3 minutes)
- Article 11. Manager Comments**
- Article 12. Board Member Comments**
- Article 13. Adjournment**

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Presentation of DDA Marketing Plan

Meeting Date: November 15, 2017

Nancy Shore of Q+M Agency has been working on a branding/marketing plan for the DDA district. The goal of the plan was to create a coordinated image and associated campaign for Cascade DDA, as well as highlight the features of our community with the result of attracting citizens, businesses and other entities to the different areas of our Township.

In order to develop this plan, Q+M spent time talking with and learning from a variety of stakeholders over the phone, through in-person meetings, and through an online survey.

This plan first covers the stakeholder research, then moves into a higher-level discussion of goals, audience and messaging. Next, it discusses the strategies and tactics Q+M felt best accomplish the outlined goals.

Along with the tactics, the plan presents the logo chosen by the Cascade DDA Board to deliver the tactics. Finally, tables are provided that will provide an understanding of the different directions the DDA can take and how Q+M can help get us there.

The DDA, at their meeting next week, will discuss which tactics to move forward with.

CASCADE TOWNSHIP DDA

*Branding and Marketing
Plan*



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Executive Summary

The best way to understand what is special about a particular place is to ask the people that live there. What restaurants do locals enjoy? Where do they shop to buy that special gift? What parks do they visit to take a quiet walk? The answers to these questions help define the key strengths of a community. A strong branding and marketing plan builds on and amplifies those strengths to best convey what a community has to offer.

The Cascade Township DDA District (herein called The District) is no different. While lack of a mailing address contributes to an identity problem, there are many unique characteristics of The District that can help form that identity. The key opportunity lies in leveraging what people love most about The District and showing them why The District is a great place to shop, work and play. The more we bring out its special features, the stronger The District's identity will become and the easier it will be for people to recognize what makes it great. While The District does face some challenges in its built environment, there are many ways we can use this environment to our advantage, creating spaces that cause people to linger rather than drive by. These and many other ideas are outlined below.

In order to develop this plan, Q+M spent time talking with and learning from a multitude of stakeholders over the phone, through in-person meetings, and through an online survey. The key takeaways from all of these stakeholder activities are summarized below. We have provided the Cascade DDA with more detailed findings in separate report documents.

This plan first covers our stakeholder research, then moves into a higher-level discussion of goals, audience and messaging. Next, we discuss the strategies and tactics we feel best accomplish the outlined goals. Along with the tactics, we present the logo chosen by the Cascade DDA Board to deliver our tactics. Finally, we provide tables that will leave you with an understanding of the different directions you can take and how we can help you get there.

Stakeholder Feedback

Speaking with stakeholders is a crucial part of any Marketing Plan. Q+M spent two months visiting stakeholders in-person, conducting phone interviews and surveying residents to find out their perspective on Cascade and The District. Below is a summary of our efforts. More detailed results from each stakeholder method are in documents provided to the Cascade DDA.

STAKEHOLDER FEEDBACK SESSIONS

We spent half a day conducting Stakeholder Feedback Sessions on August 25, 2017. We met with a total of 20 stakeholders, including Township Board and Staff, DDA Board and Staff, and representatives from each area of the Cascade DDA (The Village, Interstate/28th Street Corridor, Centennial Park).

KEY FINDINGS FROM IN-PERSON STAKEHOLDER FEEDBACK SESSIONS

- » Many participants noted that the lack of identity is a problem that makes it hard to promote Cascade. Coupled with this observation, participants spoke about some challenges to marketing Cascade related to the built environment (congestion, lack of walkability, etc.).
- » While Cascade may have challenges when it comes to identity, participants also mentioned many wonderful community assets (events, natural features, special places/businesses). The community continues to move in the right direction. The momentum is positive.
- » Participants noted that Cascade has a huge variety of activities and users and is in a convenient location.
- » Businesses in the different areas of the DDA are interested in more recognition and promotion.

ONLINE SURVEY

In order to get feedback from as many residents, employees and visitors as possible, Q+M created an online survey using Survey Monkey (an online survey tool). The survey asked respondents open-ended questions to identify the places, words and activities respondents most associate with Cascade. The survey also asked respondents to give their suggestions for how to promote Cascade. As an extra incentive to take the survey, we included a drawing for 2 \$25 gift certificates to JT's Pizza and Spirits to two survey respondents who provided their email address. The survey remained open for two weeks from September 5th to September 16th,

2017. A total of 442 respondents completed the survey. Complete survey results accompany this Marketing Plan as a separate document.

KEY FINDINGS FROM THE ONLINE SURVEY

- » Responses were generally positive, describing the township as a great place to live, work and shop.
- » Respondents identified the schools, and the clean, safe small town feel as key reasons they live in Cascade.
- » In addition, respondents identified both natural features (the river, trees), activities (biking, walking) and shopping destinations that make Cascade a special place.
- » Respondents identified several local establishments among their favorite places to shop and eat, such as Harvest Health, Parooz, Sugar Mama, Cascade Roadhouse, Thornapple Brewing and many more.
- » Responses to the survey were similar regardless of age of respondent and whether the respondent was a resident or not.
- » Respondents identified activities they enjoy in Cascade, including the Fourth of July Parade and going to the library.
- » Respondents offered many suggestions to improve the look and feel of Cascade, which were provided to the DDA in a separate document.

TELEPHONE INTERVIEWS

Q+M conducted telephone interviews with 11 stakeholders including the Director of the Kent District Library—Cascade Branch, the Forest Hills School District Superintendent, Board Members of the Forest Hills Business Association, bankers, brokers and staff at hotels and sports facilities.

KEY FINDINGS FROM TELEPHONE INTERVIEWS:

- » Stakeholders are very passionate about Cascade. There is a lot of optimism and positivity about the direction that Cascade is going. At the same time, there was a feeling that these positive things (new businesses, events, etc.) could be better promoted.
- » Stakeholders were generally open to helping to promote what The District has to offer to their

target audiences. In particular, individuals that work at places that serve customers and visitors were interested in having materials they could share about businesses in the Cascade DDA area.

- » Many stakeholders noted the variety of businesses and activities that exist in Cascade and called this out as an asset.
- » Businesses want to play a role in promoting The District and their own businesses.
- » Stakeholders noted some of the same positive aspects of the community as did respondents of the online survey: great schools, convenient location, safe community.

What Problems Will Our Branding and Marketing Plan Solve?

There is a lot that can be accomplished with branding and marketing. Our Marketing Plan can help the Cascade DDA in the following ways:

- » Create a unified identity for The District
- » Create a stronger sense of place for The District
- » Market and promote the businesses within The District
- » Attract more people and interest to The District
- » Clarify what is unique about The District and what it has to offer
- » Define who we should be marketing to and why

What our Branding and Marketing Plan Can't do

While branding and marketing can do a lot, they are not a silver bullet for all challenges faced by a community. As with any public engagement efforts, our process revealed deeper challenges facing Cascade Township and The District. These challenges are important for the DDA to recognize. The good news is the DDA has recognized and identified many of these challenges already and are working towards possible solutions.

Here is an overview of some of the challenges identified by stakeholders that will take more than marketing to overcome:

- » **Change the built environment/infrastructure of The District.** Marketing can promote existing places, events and activities of a community. Marketing alone will not make The District more walkable or reduce congestion.
- » **Address bigger picture challenges (political, cultural).** In order to move The District forward, this is essential, but is beyond the scope of what this plan can do.
- » **Promise The District is something that it's not.** When marketing is done well, it communicates sincerity. Our plan and marketing approach can't turn The District into something it's not. We don't need to do that. Rather, we should embrace what The District is and where it is heading.
- » **Instant, overnight success and press.** This is a long game, but we can have some small short-term wins.

Focusing Our Plan: Work, Shop, Eat, Play

Trying to accomplish too much in a single Branding and Marketing Plan is tempting and all too common. We tried to avoid that trap by focusing our plan on encouraging our target audiences to shop, eat and conduct activities in The District. This means we consciously made a decision to not focus on creating a Branding and Marketing plan to promote The District as a place to live. Our philosophy is to capture the low hanging-fruit first—creating a brand and showcasing what The District has to offer—then move on to tackling other market segments and opportunities. Our efforts to promote The District as a great place to shop, work, eat and play also serve to make it a desirable place to live, all be it in a less direct way.

With many new housing developments being built in The District, we acknowledge that creating a plan to encourage people to live in The District is important. However, a Branding and Marketing plan encouraging people to work, shop, eat and play in The District is distinct enough from encouraging people to live in The District, that we decided to tackle the former before moving on to the latter.

Our recommendation is to establish The District brand first by highlighting the great things you can do here and then moving on to developing a plan to direct that message and brand to potential residents.

In addition, our conversations with businesses and residents revealed many opportunities to promote what is currently happening to those already here. This is a great first step and positions us well for many other efforts in the future.

Marketing Plan Elements

In order to develop our Marketing Plan, we identified the key goals, messages, audiences and other elements.

Goals

SHORT TERM

- » Develop a cohesive brand and identity for The District that builds on its strengths to increase awareness of The District and what it has to offer.
- » Create materials and activities that help to promote the The District's brand and identity.
- » Highlight the businesses and activities that showcase the unique character of The District.

LONG TERM

- » Increase the perception of The District as a desirable place to shop, eat, work and play.
- » Increase engagement and promotion of The District by residents, visitors and employees over social media and through word of mouth.

Measurements of Success

We can use these measurements to determine if we have successfully met our goals:

- » Positive engagement with Cascade Township and The District over social media channels as measured by likes and shares.
- » Positive feedback from business owners as measured by online engagement, comments at personal visits, etc.
- » Increasing attendance at events conducted in partnership with The District.
- » Increase in social posts related to Cascade Township and The District over social media.

Target Audiences

RESIDENT OF CASCADE TOWNSHIP (PRIMARY)

A resident of Cascade is our primary target audience for this plan. That's because they are the ones most likely to be frequent customers to District businesses. In our conversations with residents, we found that many of them were interested in more promotion of The District and learning more about what The District has to offer. This is a great initial audience we can target easily and effectively with our marketing efforts.

KEY CHARACTERISTICS

- » Family-oriented
- » Generally affluent
- » Active
- » Top Professionals (Management, Sales, Admin Services)
- » Lives here because of the schools, the natural features, the small-town feel
- » Generally positive about The District, but would like to see more promotion of businesses and events
- » Has pride in the town, loves the river and doing activities along the river
- » Wants fun things to do with kids, nice places to go out to eat

BUSINESS OWNERS AND MANAGERS IN THE DISTRICT (SECONDARY)

Business owners and managers are an important audience for our marketing efforts. They can be strong advocates and promoters of The District.

KEY CHARACTERISTICS

- » Resident of Cascade or surrounding small town
- » Focused on running his/her business
- » Wants to feel welcome and promoted

EMPLOYEE OF THE DISTRICT (TERTIARY)

Employees are also a frequent user of The District. Promoting The District to these employees can increase their use of what The District has to offer. There is also an opportunity here to attract more employees to The District.

KEY CHARACTERISTICS

- » Resident of Cascade or surrounding small town
- » Works in professional services, retail, sales
- » Works in Cascade because of their employer
- » Enjoys the convenience and location of Cascade
- » Wants a place to grab lunch with coworkers

VISITOR TO THE DISTRICT (TERTIARY)

Because of the many hotels, sports facilities and surrounding towns, there are a variety of visitors. This audience represents a great opportunity to promote The District brand.

KEY CHARACTERISTICS

- » Business Traveler
 - › Short stay
 - › Corporate
 - › Mostly from small companies
 - › Staying at a hotel
 - › Never been to Cascade before
 - › Wants to know of good places to eat and get other services
- » Families with school age kids
 - › Visiting because of travel sports event/tournament
 - › Wants healthy/fast places to eat
 - › Doesn't really know what Cascade has to offer
- » Resident of nearby town: Ada/Lowell, etc.
 - › Family-oriented
 - › Generally affluent to middle class
 - › Likes small towns
 - › Enjoys sports, small towns, parks
 - › Doesn't really know what Cascade has to offer
 - › Wants a family-friendly place—not the big City

Key Messages

Below are the messages we feel most capture The District brand. The messages used will vary depending on the target audience.

- » **Everything you need:** Everything you want and need is right here in The District.
- » **Close to it all:** Come to The District and you will be close to it all—great parks, great library, great places to eat.
- » **Connected to it all:** The District is a place where you can be connected to it all—the airport, natural features, Grand Rapids, and more.
- » **Pride:** Pride in the small-town feel, the local events, the schools, and the changing face of Cascade.
- » **Made in Cascade:** Great local businesses live here.
- » **Welcome:** New businesses are welcome in The District. You are welcome to shop and enjoy all that The District has to offer. Think of a welcome mat at someone's door.

Strategic Recommendations

Strategy 1

Create a unified and highly visible identity that promotes The District and what it has to offer to residents, business owners, employees and visitors.

Show people who and WHERE Cascade is through a strong brand that communicates the strengths of The District with a strong visual message.

Tactics

LOGO AND BRAND SPECIFIC TO THE DISTRICT

Create a stand-alone brand for The District that calls out its strengths and characteristics.

IDENTITY PIECE GIVEAWAYS

Identity pieces that can be given away during events and offered to businesses help encourage promotion of The District and create a sense of pride. Identity pieces that work well for this tactic include shopping bags, notebooks, and decals.

LAMPPOST BANNERS

Lampost banners positioned on 28th Street can both create a visual sense of where The District is and also communicate the different activities you can conduct in the district.

LOGO AND BRAND FOR THE DISTRICT

This simple concept allows room for application elsewhere. This also allows a color coded approach to identify the different areas of and activities in The District quickly and easily as it becomes more recognizable throughout materials. We chose a classic and timeless serif typeface paired with a sans serif to add contrast.



BANNER MOCK-UP



Strategy 2

Launch The District brand with a multi-channel toolkit of resources.

A campaign launching The District brand will help to showcase the wonderful and unique local businesses and activities in The District. By telling the stories of these business and activities, The District can show visitors, residents and employees what Cascade has to offer.

Tactics

PHOTO LIBRARY TO SUPPORT ALL TACTICS

All of the tactics outlined below will be much more engaging and exciting if we use real high-quality photos. Having photos that showcase the businesses and activities in The District firmly identifies The District as a place where great things happen. We also know that sharing photos of people on social media leads to more shares, likes and engagement. We recommend having our photographer out in The District on two separate days to capture a range of businesses and activities when they are at their best. We would work with the Cascade DDA to determine the shot list and schedule.

MADE IN CASCADE CAMPAIGN

We've learned from experience that targeted campaigns are the best way to launch an effort to your audiences. The concept of Made in Cascade brings attention to Cascade as a place and focuses on the local businesses and activities that make The District unique and worth visiting. This campaign will show residents, visitors and employees what is Made in Cascade through a multi-channel campaign that covers both digital and print.

Our goal is to provide you with a strong grounding through creating templates and designs that you can use to build out the campaign. We can help launch the campaign, or you can choose to do it on your own.

MADE IN CASCADE LAUNCH CAMPAIGN FEATURES

MadeinCascade.org Microsite

MadeinCascade.org serves as the central hub to highlight and showcase the businesses and activities happening in the district. The site would be an easy place for residents, visitors and employees to find out about The District. Businesses would be invited to be included on the website.

The microsite would include:

- » A news/blog page highlighting the stories of businesses in the DDA area through photos, videos and long form articles.
- » An events page to showcase the many events happening in the area.
- » A page that would serve as a directory of businesses in The District.

Q+M can create this microsite template in such a way that the Cascade DDA can easily edit pages and update content.

Made in Cascade Digital Activity and Event Highlights

In order to promote The District and bring people to the microsite to learn more about The District, we recommend developing activity and event-focused content.

The Made in Cascade Digital Activity and Event Highlights would include 4 long form articles showcasing the different activities you can do in the District (work, shop, play, eat) and 2 articles highlighting events you can do in The District (Fourth of July and another event, such as the Summer Concert Series). We would incorporate the photos from our photo library to build out the articles.

Content from the long form articles can then be adapted into social media posts that can further promote The District. Finally, this content can be used for The District newsletter. More information about the newsletter is below.

Q+M can write the long form articles and turn them into social media content for all of your social channels.

Made in Cascade Digital Paid Campaign

The Made in Cascade Paid Campaign would serve to promote the content above to our target audiences

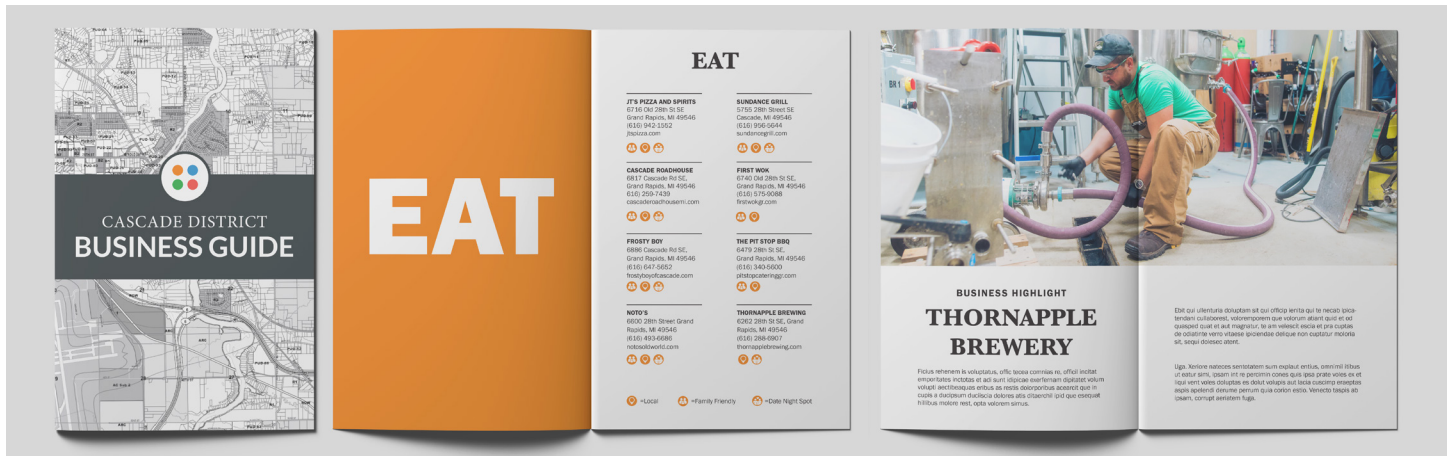
and drive traffic to the Made in Cascade microsite. We recommend two four week paid digital campaigns (one during the Holiday season and one during the spring) to maximize our dollars and concentrate our message. Q+M can create and execute the digital campaign.

EMAIL AND PRINT NEWSLETTER TEMPLATES

The District newsletter would serve as another way to engage our target audiences and promote what The District has to offer. We can use our launch campaign articles as initial content and offer suggestions for ongoing content for the future. The email newsletter would be highly visual with photos from our library and would direct readers to social media or the microsite for more information. Sign up would be included on the Made in Cascade microsite. Q+M would develop the template for this newsletter, including setting it up in an email platform if the Cascade DDA does not already have one. The intent would be to provide you with a template you can use and add content to on your own.

In addition, Q+M can create a branded template design for the existing Cascade Township printed newsletter that would allow The District to promote activities and businesses to Cascade residents.

BUSINESS GUIDE MOCK UP



PRINTED PIECES

A great way to firmly establish The District as a place is to create physical printed materials that call attention to what is happening in The District.

BUSINESS GUIDE

The business guide would be a booklet featuring businesses, activities and events in The District. This versatile guide would be provided to businesses and worksites as well as area hotels and sports facilities for easy distribution to all audiences. The booklet would highlight places in The District to work, eat, shop and play. Business highlights in the booklet would allow us to feature some of the unique businesses that exist in The District. Q+M can design this guide with the Cascade DDA's assistance to determine the businesses and activities featured.

EVENTS POSTER

In order to bring attention to the events happening in The District, we recommend creating a stand-alone poster that includes events happening in The District for a season (Spring, Summer, Winter, Fall). This poster would be provided to businesses to display. This poster includes both events conducted by the DDA as well as events conducted by area businesses. This would help to promote the area businesses and also show that many activities and events are already happening in The District.

Strategy 3

Increase visibility of existing district activities to make it easy for residents and visitors to find out what's already happening in The District.

Tactics

EVENTS POSTER

The poster (as described above) would serve to promote the activities currently happening in The District. This poster can be posted at business throughout The District showcasing the many existing events.

EVENTS PAGE ON THE MADE IN CASCADE MICROSITE

The events page on the Made in Cascade website would provide a digital way to showcase events in The District.

ORGANIC SOCIAL MEDIA PROMOTION OF DISTRICT EVENTS

Q+M recommends that The District share photos from existing events on social media. As part of our content production, we would create social media posts to share around two events happening in The District, as outlined above.

Strategy 4

Create more events to encourage residents, employees and visitors to shop, eat and play in The District.

Tactics

GETTING CREATIVE WITH LOCATIONS

When we visited Cascade, we saw many spaces that could be used creatively for any of the events below. We encourage the Cascade DDA to partner with local businesses to make this happen.

Some spaces we identified and suggested events to consider:

- » Beer-themed event in shopping area with Thornapple Brewing and Blue Moose.
- » Activities at Centennial Park:
 - › Centennial Park offers a variety of wonderful green-spaces as well as ample parking that make this place ideal for events.
 - › Since this an office park, it would be well suited for weekend activities. Especially nice would be kid-friendly events and concerts or food truck rallies.
- » Events in other parking lots:
 - › Cascade already conducts events in parking lots. These large spaces should be considered for even more events in the future.

LAUNCH TWO ADDITIONAL EVENTS IN THE DISTRICT

The feedback we received from residents clearly pointed to an interest in more events in The District. The DDA is already looking for ways to conduct more events. Below are some additional suggestions for the types of events to conduct. Q+M can support two new events by creating a promotional plan and marketing materials.

SHOPPING-FOCUSED EVENTS

Cascade Days

- » A week long or weekend event that highlights many of the small businesses in the area.

Included in this promotion:

- » **Passport or Scavenger Hunt:** Create a passport or scavenger hunt guide with all willing small businesses and local community partners. Patrons get stamps for all the businesses they visit and activities they engage in. Stamps add up to get you incentives.
- » **Contests to determine which businesses have the best food, best gifts, etc.** These contests would be shared on social media.
- » **Business expo** to highlight the businesses in Cascade.
- » **Sidewalk sales.**

Midnight Madness Holiday Shopping Event

Give residents and visitors an excuse to go out and shop at night and during the holidays. The Cascade DDA would provide support to businesses by bringing in other events and activities to make the holiday event more of an experience, such as a visit with Mrs. Claus, holiday lights and more.

FOOD-FOCUSED EVENTS

The District has a great array of restaurants. To highlight these restaurants and create positive buzz, the Cascade DDA can develop events that encourage our audiences to explore the eating establishments in The District.

Some suggestions include:

- » **Taste of Cascade:** Area food establishments set up booths and offer small tastes of their foods to entice customers to come in for more.
- » **Restaurant Week:** Area restaurants offer a special menu and pricing during a week in the summer or fall.
- » **Food Truck Rally:** Food trucks gather at a parking lot and offer fun foods to try. Other events and entertainment would round out the experience.

FITNESS-FOCUSED EVENTS

Cascade is an active community. Bringing in a 5K or bike race would bring out this asset.

COMMUNITY FOCUSED EVENTS

Events that celebrate the community and work towards a good cause are great ways to generate community pride.

Some suggestions include:

- » **Youth Art Month:** Allow school students to showcase their art at local businesses.
- » **Community fund-raiser:** Raise funds for a local charity with a benefit night at local restaurants and businesses.

MUSIC-FOCUSED EVENTS

Music Series/Concerts

Many residents suggested more concerts in The District. The Cascade DDA is already working with the Library on a Summer Concert Series. These type of events are a great way to encourage residents to linger. Throw in food trucks and you have a complete event.

Strategy 5

Welcome businesses to The District so they feel positive about doing businesses there.

Tactics

NEW BUSINESS WELCOME PACKAGE

Establishing trust, partnership and pride with businesses once they enter The District will help those business to better promote The District and what it has to offer. Q+M recommends developing a welcome package to provide to new businesses once they enter The District. This package includes giveaway items, a District decal, business guide and a one-sheet to explain the DDA and its role in The District. Once this package is developed, we recommend distributing it to more established businesses as well, as a way to continue to build relationships and trust with these businesses. Q+M can design this package for the DDA to distribute.

Strategy 6

Leverage community and business pride.

This strategy directly relates to the feedback we received from our different stakeholder activities. There is a strong sense of pride among residents and community leaders about Cascade and The District. The Cascade DDA can leverage this pride to build a stronger, more connected community and bring more interest to The District.

Tactics

DISTRICT ADVISORY GROUP

We spoke to both residents and business stakeholders who were more than happy to provide ideas and feedback to the DDA on how to better promote the District. However, many of these people would not be able to attend a monthly DDA meeting. To that end, we recommend establishing an advisory group of residents and businesses that meets four times a year. This group would both serve as place to pitch new ideas and a place to get more and better ideas for promoting The District.

EVENTS POSTER

As described above, the events poster would serve to show the great events happening in The District, and through that generate a sense of pride in the community by residents and business owners/managers.

EVENTS PAGE ON THE MADE IN CASCADE MICROSITE

As described above, we recommend creating an events page on the Made in Cascade microsite to showcase events happening in The District.

SOCIAL MEDIA TOOLKIT FOR BUSINESSES

In order to encourage businesses to promote The District to customers, we recommend creating a social media

toolkit. It would include digital assets (logo, photos, etc.) for social media sharing and suggestions for promoting The District brand over social media. Q+M can put together this package for the Cascade DDA to distribute.

LAUNCH TWO ADDITIONAL EVENTS

As described above, events are great ways to celebrate The District and what it has to offer.

COMMUNITY PARTNERSHIPS

The Cascade DDA already works with many great partners including the Library. We recommend continuing and enhancing these partnerships through providing materials to your partners, conducting activities with partners, and finding other ways to show the value of The District to your partners.

Since many residents live in Cascade because of the quality of the schools, we also recommend strengthening your partnership with area schools to engage young people and their parents in District businesses and events. The schools are always looking at ways children can learn real-world skills. Setting up a partnership between schools and local businesses in The District would help each partner gain something valuable.

Additional Tactics for Future Consideration

We also considered the following tactics, but didn't include them in the main plan because of cost considerations. These would be good tactics to consider if additional budget is available or in future years.

CALENDAR FOR RESIDENTS

To bring attention to the great activities and businesses in The District, we recommend creating a calendar targeted at residents featuring a local business or activity from The District every month. Events would be included right on the calendar. The calendar would be a year-long reminder to residents of why The District is such a great place to live and encourage them to shop, eat and play there. Q+M can design this calendar, including taking specific photos, as needed.

RESIDENT DIRECT MAIL CAMPAIGN

To continue to bring attention to The District, we recommend using the photos and information created in the Made in Cascade Campaign and turning it into a direct mail campaign targeted at residents. Each piece would highlight upcoming events, include a business highlights, and provide incentives (such as a coupon) to encourage residents to shop in The District. Q+M can design and execute this campaign, with support from the Cascade DDA.

ACTIVITY-FOCUSED VIDEOS

Video would be the next level up from taking photos and writing articles about the different activities you can do in The District. Each video would highlight an activity you can do in The District (eat, shop, play, work). They would be a strong storytelling tool used on social media to promote The District. Q+M can script, shoot and edit the videos.

Strategic Recommendations Table

These tables include all tactics recommended by Q+M with the cost paid to Q+M to execute each tactic. Media and materials cost estimates are included where necessary.

STRATEGY 1: Create a unified and highly visible identity.

TACTIC	DESCRIPTION	ROLES	BUDGET
Logo and branding	<ul style="list-style-type: none"> • Logo and brand specific to The District. 	<ul style="list-style-type: none"> • Q+M to design final version after feedback from Cascade DDA 	<ul style="list-style-type: none"> • Total Q+M Fees: Included in Marketing and Branding Plan budget
Identity piece giveaways	<ul style="list-style-type: none"> • This tactic includes graphics for shopping bags, notebooks, and decals for businesses. 	<ul style="list-style-type: none"> • Q+M to design final version after feedback from Cascade DDA 	<ul style="list-style-type: none"> • Total Q+M Fees: Included in Marketing and Branding Plan budget • Materials Costs: Depends on items selected
Lamppost banners	<ul style="list-style-type: none"> • Lamppost Banners positioned on 28th Street to reinforce the visual identity and establish The District as a place. • At least 4 different banner designs. 	<ul style="list-style-type: none"> • Q+M to design final version after feedback from Cascade DDA 	<ul style="list-style-type: none"> • Total Q+M Fees: \$300 • Materials Costs: \$150-\$200 per banner

STRATEGY 2: Launch The District brand with a multi-channel toolkit of resources.

TACTIC	DESCRIPTION	ROLES	BUDGET
Photo library to support all tactics	<ul style="list-style-type: none"> 2 visits to Cascade to take photos to use for digital and print materials. 	<ul style="list-style-type: none"> Q+M to take photos Cascade DDA to provide shot list 	<ul style="list-style-type: none"> Total Q+M Fees: \$2,000 for 2 days of photography
Made in Cascade– Microsite	<ul style="list-style-type: none"> Microsite template to serve as a hub for The District brand. Includes page for long form articles (blog posts), events, and business directory. 	<ul style="list-style-type: none"> Q+M to design, code and launch Cascade DDA to create and add content 	<ul style="list-style-type: none"> Total Q+M Fees: \$6,000 for microsite design that is simple for the Cascade DDA to edit
Made in Cascade Campaign Launch– Digital activity and event highlights	<ul style="list-style-type: none"> 4 long form articles with photos that highlight different activities to do in The District (shop, eat, play, work). From these articles, we will create 8 posts for social media. 2 articles highlighting events in The District (The Fourth of July Parade and Summer Concert Series). From these articles, we will create 4 posts for social media. Content will also be used for the email newsletter. 	<ul style="list-style-type: none"> Q+M to create articles, social posts and posting schedule Cascade DDA to launch articles and social posts 	<ul style="list-style-type: none"> Total Q+M Fees: \$5,000
Made in Cascade Campaign Launch– Digital Campaign	<ul style="list-style-type: none"> 2 four week paid social and digital campaigns promoting The District during two times during the year: Holiday Season and the spring. 	<ul style="list-style-type: none"> Q+M to create digital ads and execute campaign 	<ul style="list-style-type: none"> Total Q+M Fees: \$2,000 Media budget: \$2,000 Total cost: \$4,000
Email newsletter template	<ul style="list-style-type: none"> Monthly email newsletter to promote businesses and events in The District. Sign up would be included on the Made in Cascade Microsite. 	<ul style="list-style-type: none"> Q+M to provide digital template and set up Cascade DDA to promote write and send emails 	<ul style="list-style-type: none"> Total Q+M Fees: \$500
Print newsletter template	<ul style="list-style-type: none"> Template that can be inserted into current Cascade Township newsletter to promote The District to residents by featuring events and businesses. 	<ul style="list-style-type: none"> Q+M to provide template Cascade to create and add content 	<ul style="list-style-type: none"> Total Q+M Fees: \$500
Business guide	<ul style="list-style-type: none"> A booklet featuring businesses, activities and events in The District provided to businesses, area hotels and sports facilities. 	<ul style="list-style-type: none"> Q+M to design Cascade DDA to provide initial copy Q+M to copy edit 	<ul style="list-style-type: none"> Total Q+M Fees: \$3,000 Materials Cost (2,000): \$1,200–\$1,800, depending on number of pages
Events poster	<ul style="list-style-type: none"> Stand-alone poster that includes events happening in The District. 	<ul style="list-style-type: none"> Q+M to design Cascade DDA to provide initial copy Q+M to copy edit 	<ul style="list-style-type: none"> Q+M Fees: \$1,000 for first poster, \$500 for 3 additional posters (1 per season) Total Q+M Fees: \$2,500 Materials Cost (500): \$200–\$300

STRATEGY 3: Increase visibility of existing district events to make it easy for residents and visitors to find out what’s already happening in the district.

TACTIC	DESCRIPTION	ROLES	BUDGET
Events poster	<ul style="list-style-type: none"> Stand-alone poster that includes events happening in The District. 	<ul style="list-style-type: none"> Q+M to design Cascade DDA to provide initial copy Q+M to copy edit 	<ul style="list-style-type: none"> Total Q+M Fees: This is the same item as in Strategy 3
Events page on Made in Cascade Microsite	<ul style="list-style-type: none"> Microsite page featuring the events happening in The District in digital form. 	<ul style="list-style-type: none"> Q+M to design as part of website Cascade DDA to add content 	<ul style="list-style-type: none"> Total Q+M Fees: This cost would be included in the microsite fee
Organic social media promotion of District events	<ul style="list-style-type: none"> Content on social media sites featuring District events. 	<ul style="list-style-type: none"> Q+M to design and copy edit Cascade to execute 	<ul style="list-style-type: none"> Total Q+M Fees: This cost would be included in the digital activity and event highlights fee

STRATEGY 4: Create more events to encourage residents, employees and visitors to shop, eat and play in the Cascade DDA District.

TACTIC	DESCRIPTION	ROLES	BUDGET
Launch two additional events	<ul style="list-style-type: none"> Create two additional events focused on attracting more people to shop, eat and play in The District. 	<ul style="list-style-type: none"> Q+M to provide marketing support (promotion plan and materials) Cascade DDA to execute 	<ul style="list-style-type: none"> Total Q+M Fees: \$2,000 (\$1,000 per event).

STRATEGY 5: Welcome businesses to The District so they feel positive about doing businesses there.

TACTIC	DESCRIPTION	ROLES	BUDGET
New business welcome package	<ul style="list-style-type: none"> Welcome package to provide to new businesses once they enter the community to welcome them. Includes decal, one-sheet welcoming them to The District, other District giveaway items. 	<ul style="list-style-type: none"> Q+M to design Cascade DDA to provide copy and provide packet to new businesses 	<ul style="list-style-type: none"> Total Q+M Fees: \$1,000 Materials Costs: \$100-\$300

STRATEGY 6: Leverage community/business pride.

TACTIC	DESCRIPTION	ROLES	BUDGET
District Advisory Group	<ul style="list-style-type: none"> Establish an Advisory Group of residents and businesses that meets 4 times a year to provide feedback n ways to promote and highlight The District. 	<ul style="list-style-type: none"> Cascade DDA to execute 	<ul style="list-style-type: none"> Total Q+M Fees: N/A
Events poster	<ul style="list-style-type: none"> Stand-alone poster that would include events happening in The District. 	<ul style="list-style-type: none"> Q+M to design Cascade DDA to provide initial copy Q+M to copy edit 	<ul style="list-style-type: none"> Total Q+M Fees: This is the same item as in Strategy 3
Events page on Made in Cascade Microsite	<ul style="list-style-type: none"> Microsite page featuring the events happening in The District in digital form. 	<ul style="list-style-type: none"> Q+M to design as part of website Cascade DDA to add content 	<ul style="list-style-type: none"> Total Q+M Fees: This cost would be included in the microsite fee
Social Media toolkit for businesses	<ul style="list-style-type: none"> Toolkit provided to businesses that contains digital assets for social media sharing and suggestions for promoting the brand over social media. 	<ul style="list-style-type: none"> Q+M to create toolkit Cascade DDA to provide to businesses 	<ul style="list-style-type: none"> Total Q+M Fees: \$1,000
Launch 2 additional events 2018	<ul style="list-style-type: none"> Create 2 additional events focused on attracting more people to shop, eat and play in The District. 	<ul style="list-style-type: none"> Q+M to provide marketing support (promotional plan and materials) Cascade DDA to execute 	<ul style="list-style-type: none"> Total Q+M Fees: This is the same item as in Strategy 4
Community partnerships	<ul style="list-style-type: none"> Provide District materials to the schools and community organizations to generate awareness of what The District has to offer. Partner with the schools and the library and other community organizations. 	<ul style="list-style-type: none"> Cascade DDA to execute 	<ul style="list-style-type: none"> Total Q+M Fees: N/A

TOTAL ESTIMATED COSTS TO EXECUTE ALL TACTICS

Q+M FEES.....	\$25,800
BUDGET REMAINING FROM MARKETING AND BRANDING PLAN	\$5,000
MEDIA COSTS.....	\$2,000
MATERIALS COST.....	AT LEAST \$4,500

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

Wednesday, November 1, 2017

7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order.
Present: Supervisor Beahan, Clerk Slater, Treasurer Peirce, Trustee McDonald, Lewis and Shipley.
Absent: Trustee Koessel (excused)
Also Present: Manager Swayze, Community Development Director Peterson, Building Official Wilson and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Trustee Lewis and supported by Trustee McDonald to approve the agenda as presented. Motion carried.
- Article 4. Presentations**
a. **Daniel Waugh, Citizens Pathway Committee – Pathway Recommendation.**
Daniel Waugh highlighted the recommendations made by the Pathway Committee for the pathway system extensions.
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
a. **Receive and File Various Meeting Minutes**
1. Regular Township Board Minutes for 10/25/17.
b. **Receive and File Communications**
1. Letter from Hidden Hills Neighborhood Association – re: Speed signs
Motion was made by Clerk Slater and supported by Trustee Lewis to approve the Consent Agenda as presented. Motion carried.
- Article 7. Financial Actions**
- Article 8. Unfinished Business**
- Article 9. New Business**
074-2017 a. Public Hearing – Rezone to P.U.D. to allow for 31 lot Subdivision – 1701 Spaulding.
Motion was made by Trustee McDonald and supported by Trustee Shipley to move into public hearing. Motion carried.
Community Development Director Peterson reviewed the rezone with the Board. Discussion followed.
Ingrid Anastasiu, 1921 Deerfield Ct., HOA President of Abbeydale expressed some concerns regarding safety of our children with traffic going thru our neighborhood.
Jack Sablan, 1850 Abbeydale Ct., addressed the Board regarding the drainage potential might cause issues.
Stacey Zhao, 5091 Abbeydale Dr., voiced concern regarding the extension of Abbeydale Dr. and eliminate the existing cul-de-sac and removing many of the adjacent forests right next to our area.

Motion was made by Trustee Lewis and supported by Trustee Shipley to reconvene into regular session. Motion carried.

b. Consider Ordinance to Amend the Cascade Charter Township Zoning Ordinance and Zoning Map to Establish the Cascade One Planned Unit Development.

Supervisor Beahan opened discussion with the Board.

Motion was made by Clerk Slater and supported by Trustee McDonald to approve the Ordinance to Amend the Cascade Charter Township Zoning Ordinance and Zoning Map to Establish the Cascade One Planned Unit Development – 1701 Spaulding. Motion carried by roll call vote.

075-2017 Consider Approval of Bid for 60th Street Water Main Connection and authorize the Township Manager to sign the contract documents on behalf of the Township.

Manager Swayze reviewed the water main connection with the Board. Motion was made by Trustee McDonald and supported by Trustee Shipley to approve the Bid for 60th Street Water Main Connection to Dykema Excavators, Inc in the amount of \$101,309.00, and authorize the Township Manager to sign the contract. Motion carried.

Article 10. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

Diane Cutler, Branch Manager for KDL informed the Board of some events coming up in November at KDL.

Tom Richardson, 3438 N. Applecrest Ct., addressed the Board again on his lack of confidence in Trustee Shipley's ability to carry out his duties based on his failure of oversight related to events in the Fire Department last year. "I continue to have concerns about his service on the Board. I believe it's in the interest of the Township to have a Board of Trustees that is capable of credibly advocating and providing oversight for best practices in all areas. Thus, I continue to believe it would be in the best interest of Cascade Township for Trustee Shipley to resign."

Supervisor Beahan offered an explanation on why the Township Board has not attempted to remove an elected board member. The short answer is "we can't." We have been advised that once a person has been lawfully elected to a public office, that person is entitled to serve in that position under Michigan law unless:

- That person dies or loses the right to serve by being defeated in another election.
- That person ceases to be a resident of the township.
- That person is removed by the Governor for misconduct directly related to the duties of the elected office.
- That person is recalled by voters.

To date, none of those conditions has occurred, so the Township Board is unable to take action. We appreciate your comments and concerns and it is something we share also...on the credibility of this whole Board.

Article 11. Closed Session

a. To Consider the lease of real property for the Building Inspections Department.

Motion was made by Trustee McDonald and supported by Trustee Shipley to move into closed session regarding the lease of real property for the Building Inspections Department. Motion carried by roll call vote.

Motion was made by Trustee Shipley and supported by Trustee McDonald to reconvene into regular session. Motion carried by roll call vote.

Article 12. New Business
076-2017

Consider the Lease of Real Property for the Building Inspections Department.

Motion was made by Trustee Shipley and supported by Trustee Lewis to approve the Lease of the New Facility for the Building Inspections Department with the conditions and changes that were stipulated in the previous conversations. Motion carried.

Article 13. Manager Comments

Manager Swayze offered the following comment:

- “I wanted to say “thank you” to the Board for allowing me to attend the ICMA Conference last week. As always, it was a great opportunity to learn about some of the emerging trends in City Management from what cities of a million people are doing all the way down to what cities of 500 are doing. Some great takeaways, and some things I hope to implement in the coming years. Always appreciative of the education opportunity.”

Article 14. Board Member Comments

Treasurer Peirce offered the following comment:

- Question on the pathways...questioned the amount of millage to be levied, more or less?
Manager Swayze stated that another sub-committee would probably be put together to just look at the numbers.

Article 15. Adjournment

Motion was made by Treasurer Peirce and supported by Trustee Shipley to adjourn. Motion carried.

Meeting adjourned at 8.56 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

Robert S. Beahan, Supervisor

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
Tuesday September 19, 2017
5:30 P.M.
Cascade Library – Wisner Center

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

ARTICLE 2. Approve the current Agenda.

**Motion was made by Member Pupilava to approve the Agenda, minus Article 7.
Supported by Member Kingsland. Motion carried 7 to 0.**

ARTICLE 3. Approve the Minutes of the August 15, 2017 Meeting.

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

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

No one came forward.

ARTICLE 5. Discuss Future Projects

Director Korhorn stated that at the August meeting, the DDA Board asked the Township Engineer to look at the cost breakdown of the Orchard Vista Streetscape outside loop to see if the cost estimate was on target.

Ryan LaReau (engineer) and Tony Kuhtz (electrical engineer) ran a new estimate for the outside loop. Mr. LaReau did a full quality take off on expected items and ran the unit prices to come up with a more reliable estimate than the cost per foot method. The numbers are fairly close, but Mr. LaReau added a little healthier contingency. The estimated cost comes in just shy of \$600,000. This estimate also assumes light fixtures similar to the ones that are in the rest of Centennial Park, however, may want to look at a different manufacturer given the issues that happened with the other lights. A good match could probably be found.

In addition to the sidewalk project, Director Korhorn also suggested a possible road project in Centennial Park. The Kent County Road Commission (“KCRC”), in their evaluation of township roads, has said the roads in Centennial Park rate at either “poor” or “fair” condition and are in need of being reconstructed. The Centennial Park Master Plan shows road updates or features throughout the park. They include boulevards on Lucerne, Charlevoix, Coach and Foremost Drive, roundabouts on Foremost Drive, Charlevoix and Tahoe and some road narrowing. The thought was, if the KCRC is

redoing the road in the park, it would be a good time to partner and complete some of these road beautification projects. Mr. Berrevoets was in attendance to discuss the sidewalk and road projects and give rough estimates.

Mr. Berrevoets stated that the outside loop estimate was, as stated by Director Korhorn, just shy of \$600,000. Three roundabouts would be approximately \$350,000 each. Overall, the entirety of the projects could reach \$2.5 million with inclusion of the road projects.

Mr. Wiersma of Centennial Park gave his input concerning the projects and stated that the businesses would like to see the sidewalks completed. He spoke to the possibility of the businesses partnering with the DDA to help with the costs. The Centennial Park Association is a volunteer organization and any money toward these projects from the businesses would be purely voluntary. However, they will be working with Director Korhorn to see where they can help to make Centennial Park even better.

The Board was in agreement that Centennial Park was a priority for the DDA. However, it was decided there was not enough in the DDA budget to complete the outside loop at a cost of \$600,000, which then led to a discussion about a more comprehensive project, doing roundabouts, road projects and sidewalks. Many questions emerged such as (1) is it too big a project to consider at this time; (2) can it be done with a bond; and (3) can the Board get more of a definite commitment from the owners and businesses in the Park

Motion was made by Member Puplava to table funding for these projects until the following is accomplished:

- 1. Wait for a comprehensive list of all projects to consider funding (not just Centennial Park);**
- 2. Get a more detailed DDA budget;**
- 3. Acquire more accurate numbers for the Centennial Park projects; and**
- 4. Acquire bond information as a possibility for the Centennial Park projects.**

Supported by Member Rowland. Motion carried 7 to 0.

ARTICLE 6. Discuss Metal Fence on Cascade Road

Director Korhorn stated that at the prior meeting, she presented this issue and the Board asked for some additional information before they could make a decision on the fence. The property owner at 6883 Cascade Road contacted her with regards to the metal fence located along his property frontage. The tenants in the building would like the fence removed. The same fence is on the South (or West) side of Cascade Road through the village. The fence was installed back in the late 90's or early 2000's as a way to create more of a "village" ambiance in the area. A few years ago, the fence near Bridal Elegance was hit by a car and damaged. Maintenance wise, the fence is in rough shape, paint chipping, plants that grow seasonally and look terrible the rest of the year. Director Korhorn suggested that the Building and Maintenance Department may be able to remove the fence without cost to the DDA.

Discussion followed concerning, the decrepit look of the fence, whether it should be replaced, taking it out completely and doing nothing, taking out both sides of fence vs. just one side and who would do the work.

Motion was made by Member Kingsland to remove the fence on the East side of Cascade Road for now, leaving the fence on the West side of Cascade Road and also to find out first if building and maintenance can remove the East side without cost to the DDA. Supported by Member Pupilava. Motion carried 7 to 0.

ARTICLE 7. Discuss Bus Funding

Removed from Agenda for lack of additional information.

ARTICLE 8. Any Other Business

- a. Update on Planning Activities
- b. Library Concert Series

ARTICLE 9. Adjournment.

Motion was made by Member Beahan to adjourn. Supported by Member Pupilava. Motion carried 7 to 0. The meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Diana Kingsland, Secretary

MINUTES

Cascade Charter Township
Planning Commission
Monday, October 16, 2017
7:00 P.M.

ARTICLE 1. Vice Chairman Sperla called the meeting to order at 7:00 P.M.
Members Present: Katsma, Johnson, Lewis, Mead, Pennington, Rissi, Robinson and Williams (as of Article 5)
Members Absent:
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Pledge of Allegiance.

ARTICLE 3. Approve the current Agenda.

Motion was made by Member Rissi to approve the Agenda. Supported by Member Robinson. Motion carried 8 to 0.

ARTICLE 4. Approve the Minutes of the September 18, 2017 Meeting.

Motion was made by Member Johnson to approve the Minutes. Supported by Member Rissi. Motion carried 8 to 0.

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

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

**ARTICLE 6. Case #17-3411 Troy Ruby
Public Hearing**

Property Address: 8358 28th St.

Requested Action: The Applicant is requesting a Special Use Permit to construct an addition to an accessory building in excess of 832 ft.

Director Peterson stated that the Applicant is requesting permission to construct a 1,184 sq. ft. addition to the existing building (1,008 sq. ft.) This would bring the building to 2,192 sq. ft. Because it would be over 832 sq. ft., a special use permit is required.

With less than 3 acres, they are only allowed this one building. The addition will be about 20 feet tall measured to the midpoint. This requires a setback of 60 feet. The site plan shows a setback of 70 feet in the nearest property line.

The location of the building is a little unusual in that it is on the opposite side of the street from the home. Since the addition is behind the existing building, the location of the right-of-way ("ROW") is not an issue.

The plans do not indicate the type of siding or roofing. However, inspection revealed that the area has a mix of natural siding as well as metal.

Director Peterson recommends approval of the Special Use Permit to construct an addition to the building as requested under the following conditions:

1. The building is not used for living space or to run a business; and
2. Any outdoor lighting meets our regulations.

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

Mr. Ruby came forward simply to inform the members that the purpose of the addition/building is for personal storage of cars, boats, etc. and he would not be running a business out of the building. The building would be black steel sided with a silver steel roof and a cement foundation. Mr. Ruby added that he spoke with a couple of the neighbors and no one had complaints about him putting on the addition.

Motion was made by Member Rissi to open Public Hearing. Supported by Member Robinson. Motion carried 9 to 0.

No one from the public came forward.

Motion was made by Member Pennington to close Public Hearing. Supported by Member Rissi. Motion carried 9 to 0.

Motion was made by Member Mead to approve the Special Use Permit to construct an addition to an accessory building in excess of 832 sq. ft. with the conditions listed by Director Peterson above. Supported by Member Robinson. Motion carried 9 to 0.

ARTICLE 7. Case #17-3412 Joe Priest

Public Hearing

Property Address: 2860 Cascade Springs SE

Requested Action: The Applicant is requesting a Type I Special Use Permit to allow a 6 feet tall fence in the front yard.

Director Peterson stated that the Applicant is requesting a Type I Special Use Permit to allow for a taller fence in the front yard. They are asking to have 32 feet of fence in the front yard 6 feet tall. Fences in the front yard are limited to 4 feet tall without a Special Use Permit. The fence is planned to be a white vinyl fence.

The fence would actually be on the side lot line perpendicular with Dorset, but because it is in the front yard it is limited to 4 feet. Upon inspection, he found that the taller fence would not cause a vision problem.

Director Peterson recommends approval of the request for a Type I Special Use Permit to allow the 6 feet tall fence in the front yard as proposed.

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

Mr. Priest came forward to make a correction to Director Peterson's presentation. He stated that the fence would be parallel to Dorset, not perpendicular. The purpose of the fence is for a little more privacy and play area from Dorset. Applicant has spoken to a couple of neighbors and has received positive comments from them.

Motion was made by Member Rissi to open Public Hearing. Supported by Member Mead. Motion carried 9 to 0.

No one from the public came forward.

Motion was made by Member Rissi to close Public Hearing. Supported by Member Lewis. Motion carried 9 to 0.

Motion was made by Member Pennington to approve the Type I Special Use Permit to allow for a 6 feet tall fence in the front yard. Supported by Member Robinson. Motion carried 9 to 0.

ARTICLE 8. Any other business.

ARTICLE 9. Adjournment

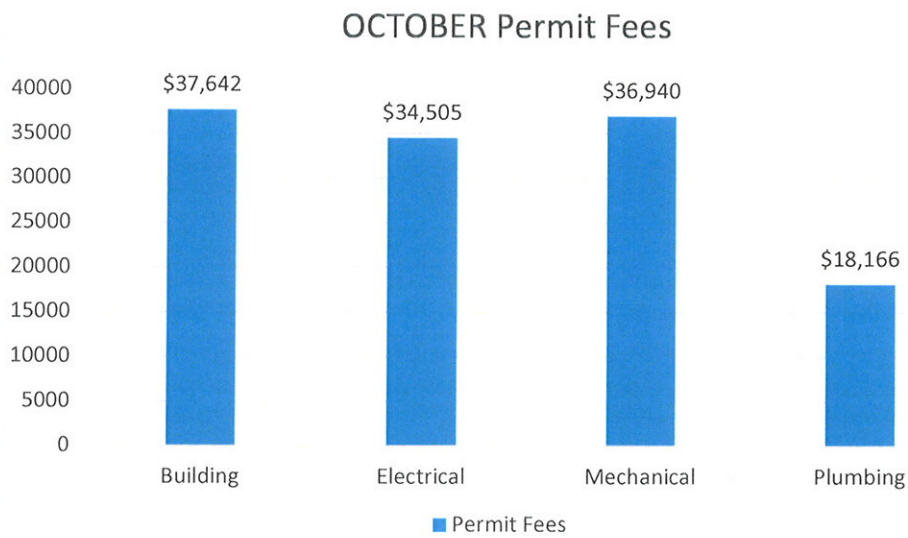
Motion was made by Member Mead to adjourn. Supported by Member Rissi. Motion carried 9 to 0. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,
Scott Rissi, Secretary

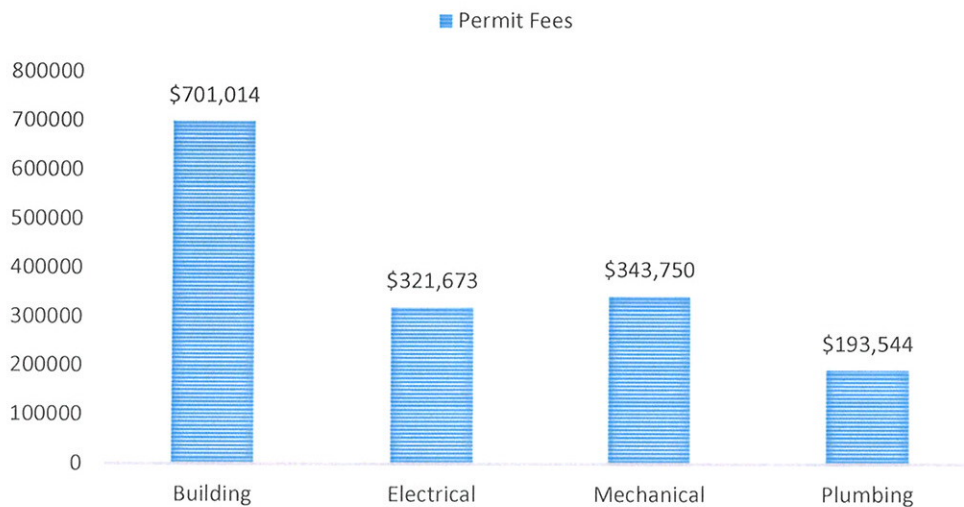
Cascade Inspection Services

OCTOBER 2017

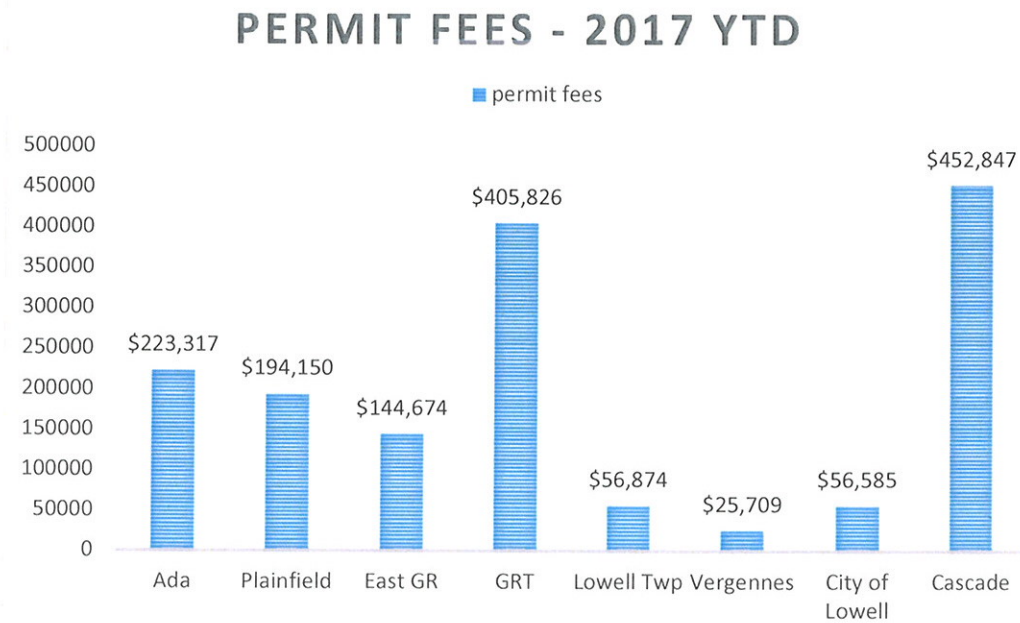
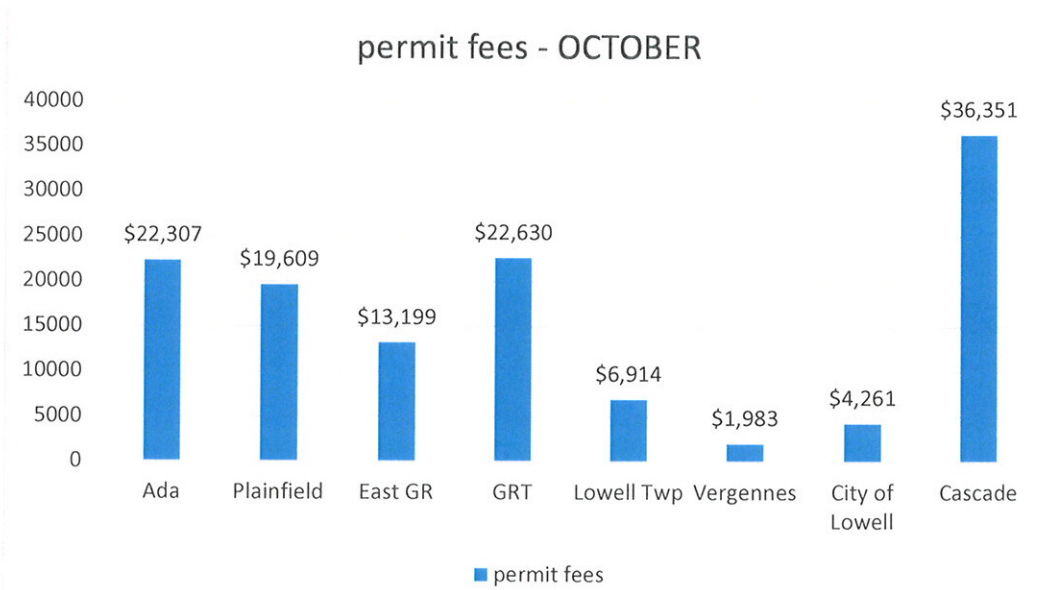
Permit Fees by Type



PERMIT FEES - 2017 YTD



Permit Fees by Municipality



Township	#of Per	Building	#of Per	Electrical	# of Per	Mechanical	# of Per	Plumbing	Total Permits	Total Fees
PREV YTD TOTAL	1406	\$663,372.00	1547	\$287,168.00	2409	\$306,809.75	1148	\$175,378.00	6510	\$1,432,727.75
OCTOBER										
Cascade	54	\$11,307.00	52	\$10,624.00	82	\$10,350.75	32	\$4,069.00	220	\$36,350.75
Lowell Twp	11	\$3,793.00	8	\$1,291.00	7	\$925.00	4	\$905.00	30	\$6,914.00
Ada	31	\$8,463.00	23	\$5,008.00	46	\$6,403.50	16	\$2,432.00	116	\$22,306.50
Vergennes			9	\$1,228.00	7	\$755.00			16	\$1,983.00
GR Twp	32	\$7,750.00	35	\$6,223.00	51	\$5,816.00	27	\$2,841.00	145	\$22,630.00
EGR	28	\$4,508.00	28	\$3,408.00	32	\$3,135.00	19	\$2,148.00	107	\$13,199.00
Plainfield			45	\$5,642.00	79	\$8,549.75	37	\$5,417.00	161	\$19,608.75
City of Lowell	9	\$1,821.00	7	\$1,081.00	7	\$1,005.00	3	\$354.00	26	\$4,261.00
MONTH TOTAL	165	\$ 37,642.00	207	\$ 34,505.00	311	\$ 36,940.00	138	\$ 18,166.00	821	\$127,253.00
YTD 2017										
TOTAL-2016	1571	\$ 701,014.00	1754	\$321,673.00	2720	\$ 343,749.75	1286	\$ 193,544.00	7331	\$ 1,559,980.75
TOTAL-2015	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$1,414,495.24
TOTAL-2014	1510	\$ 665,025.51	1948	\$327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL-2013	1354	\$ 615,191.80	1780	\$297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL-2012	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$1,409,673.76
TOTAL-2011	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-2010	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$859,303.35
TOTAL-2009	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$756,490.25
TOTAL-2008	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$571,382.75
TOTAL-2007	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$951,266.55
TOTAL-2006	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$723,879.15
TOTAL-2005	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

CASCADE CONSOLIDATED FEES

YEAR 2017

MONTH	Building Comm.	Building Residential	Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$20,215.00	\$7,445.00	\$5,437.00	\$5,210.00	\$2,160.00	\$40,467.00
FEBRUARY	\$27,256.00	\$5,206.00	\$4,738.00	\$4,965.00	\$2,589.00	\$44,724.00
MARCH	\$24,077.00	\$7,913.00	\$6,126.00	\$8,929.75	\$5,132.00	\$52,177.75
APRIL	\$23,693.00	\$12,560.00	\$6,416.00	\$8,040.00	\$4,618.00	\$55,327.00
MAY	\$21,860.00	\$5,709.00	\$11,151.00	\$9,673.25	\$3,879.00	\$52,272.25
JUNE	\$7,686.00	\$9,586.00	\$6,329.00	\$7,846.25	\$6,014.00	\$37,461.25
JULY	\$37,685.00	\$9,714.00	\$4,145.00	\$6,907.50	\$4,204.00	\$62,655.50
AUGUST	\$3,351.00	\$8,418.00	\$6,359.00	\$6,870.75	\$3,946.00	\$28,944.75
SEPTEMBER	\$7,900.00	\$8,795.00	\$13,168.00	\$8,490.25	\$4,113.00	\$42,466.25
OCTOBER	\$3,733.00	\$7,574.00	\$10,624.00	\$10,350.75	\$4,069.00	\$36,350.75
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$177,456.00	\$82,920.00	\$74,493.00	\$77,283.50	\$40,694.00	\$452,846.50
PERMIT # FOR MONTH	16	38	52	82	32	220
PREV PERMIT TOTAL	107	308	359	554	252	1580
PERMIT TOTAL FOR YR	123	346	411	636	284	1800
YEAR TO DATE	2017	\$452,846.50				
YEAR TO DATE	2016	\$375,071.24				
OVER	\$77,775.26					

CASCADE SINGLE FAMILY HOMES

	OCTOBER	YTD 2017	2015	2014	2013
Number of Permits					
New Residential Homes	4	47	62	154	74
VALUE - RESIDENTIAL	\$ 2,113,995.00	\$ 28,209,035.00	\$ 26,706,215.00	\$ 39,466,458.00	\$ 30,714,184.00

Cascade Twp -Permit Report by Category/ Fee

10/1/2017 12:00: to 10/31/2017 12:0

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB17001451	ROERSMA & WURN B	4928 STREAMSIDE POINTE DR S	10/02/2017	361,875	919.00	RESIDENCE W/FINISHED BASEMI
PB17001547	DAECO BUILDERS IN	1358 NOTTINGHILL CT SE	10/12/2017	1,100,000	987.00	RESIDENCE W/FINISHED BASEMI
PB17001592	SHURLOW CUSTOM H	5035 S QUAIL CREST DR SE	10/20/2017	302,120	801.00	RESIDENCE W/FINISHED BASEMI
PB17001577	BUDDY MARK	2413 HIGHRIDGE HILLS LN SE	10/31/2017	350,000	691.00	RESIDENCE W/FINISHED BASEMI
				2,113,995	3,398.00	

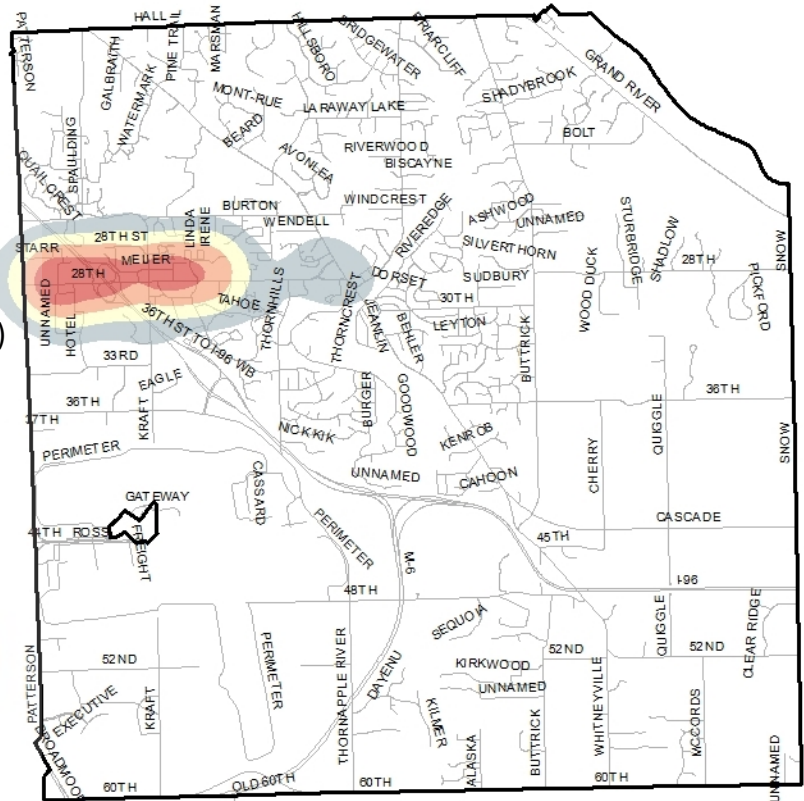
4	Permits	Value Total	3,398.00	Fee Total
		2,113,995	3,398.00	



Kent County Sheriff Department

Calls for Service "Hotspot" Map

1 ●●●



● Total 3rd Qtr Reported Offenses: 317 (3rd)

● Top 3 Calls For Service: ●●● 2

1. Alarm (193 Calls)
2. Suspicious Condition/Noise/Subject (108 Calls)
3. Fraud - Retail/Fraud (107 Calls)

● Top 3 Repeat Call Addresses: ●●● 3

1. 5800 blk 28th St SE (90 Calls)
2. 5100 blk 28th St SE (86 Calls)
3. 5500 blk 28th St SE (67 Calls)

● Top 3 Responding Units: ●●● 4

1. 4321 (238 Calls)
2. 4121 (202 Calls)
3. 4225 (200 Calls)

● Avg. # of Units Assigned Per Call: 1.77 (5th)

● Avg. Hold Time: 10 Min, 35 Seconds ●●● 5

● Avg Response Time: 20 Min, 7 Seconds ●●● 6

● Top 3 Crimes ●●● 7

1. Retail Fraud - 74
2. Obstructing Justice - 36
3. Violation of Controlled Substance - 27

● Total Detective Bureau Time: 187 Hours (5th)

Legend

- Low Density
- Medium
- Medium High
- High Density



Click on flame for hotspot details

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-18231**

- In the Matter, on the Commission's own motion, regarding the regulatory reviews, revisions, determinations, and/or approvals necessary for Consumers Energy Company to fully comply with Public Act 295 of 2008.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A public hearing will be held:

DATE/TIME: **Thursday, November 16, 2017 at 9:00 A.M.**
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge **Dennis W. Mack**

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) September 29, 2017 application, which seeks Commission's approval to determine that the Company's Renewable Energy (RE) Plan is reasonable and prudent, and that it meets all applicable requirements of Act 295, as amended by Act 342. Also, to approve the Company's RE Plan, including any surcharges; and other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by Wednesday, November 8, 2017 (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2008 PA 295, MCL 460.1001 et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.]



November 2, 2017

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

Re: International Channel Package Launch

Dear Mr. Swayze:

We are pleased to share another enhancement we are making to our Xfinity TV offerings.

Comcast will launch up to 42 international channels and up to 30 new international packages beginning on or around December 6, 2017. This launch will give customers access to more international content such as Bollywood movies, Brazilian telenovelas and Chinese news, to name a few.

Xfinity TV customers who would like to purchase these new international offerings will need the necessary equipment to access this cable programming, e.g. X1 or the Xfinity Beta App on Roku.

When these new international channels and packages launch, we will have a dedicated landing page - xfinity.com/moreinternational, which will provide additional information in early December.

As always, feel free to contact me directly at 616-575-0479 with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Snyder", with a long, sweeping flourish extending to the right.

Jeffrey Snyder
Manager of External Affairs
Comcast, Heartland Region
3500 Patterson Ave. SE
Grand Rapids, MI 49512



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

Date: November 10th, 2017
To: Supervisor Beahan and Township Board
From: Ben Swayze, Township Manager
Subject: Laraway Lake – Lake Level Special Assessment District

At a Township Board meeting in May, the Township Board approved a project to assist the homeowners on Laraway Lake with an ongoing lake level issue. At the time, it was determined that the elevated lake levels and localized flooding was due to a blockage in the outlet pipe. After being petitioned by the residents for assistance, the following plan of action was approved by the Township Board:

1. Township would accept an easement for the current outlet pipe.
2. The Laraway Lake residents would be responsible for petitioning the Kent County Drain Commissioner to establish a Lake Level Special Assessment District.
3. Once the petition was received by the KCDC, the Township would fix the blockage in the current drain pipe and establish a manhole for a cleanout.
4. The Township would cover the costs of establishing the Lake Level Special Assessment District.
5. Once established, all future costs associated with Laraway Lake Drainage issue would be the responsibilities of the Laraway Lake homeowners through the SAD.

To date, steps 1-3 have been completed. Attached is a memo from the Kent County Drain Commissioner outlining the costs associated with establishing the Lake Level Special Assessment District. They have requested that the Township Board approve a motion acknowledging the estimated costs, which will be done through the approval of the consent agenda.

A handwritten signature in black ink that reads "Benjamin Swayze". The signature is written in a cursive, flowing style.

Benjamin Swayze
Township Manager



OFFICE OF THE DRAIN COMMISSIONER

Kenneth J Yonker, Drain Commissioner

November 6, 2017

Cascade Charter Township
2865 Thornhills SE
Grand Rapids, MI 49546-7192
Attn: Ben Swayze – Manager

Re: Laraway Lake – Lake Level

Dear Mr. Swayze,

As we discussed during our November 6, 2017 meeting concerning the proposed establishment of a Legal Lake Level for Laraway Lake, the following items were considered:

- The petition appears to be sufficient and is to be forwarded to the Kent County Board of Commissioner for its action.
- Cascade Charter Township is offering to pay the costs of establishing the Lake Level.
- This will include an estimated \$10,000 in legal fees.
- It will also include an estimated \$15,000 for an engineering study.
- The Cascade Charter Township will approve a motion confirming this.

Please provide me a copy of the minutes of the Township Board approving its intent to pay the cost of the establishment of the Lake Level.

Sincerely,

A handwritten signature in black ink that reads "Kenneth Yonker". The signature is fluid and cursive, written over a faint, larger version of the name.

Kenneth Yonker
Kent County Drain Commissioner

Cc: Robert Beahan – Township Supervisor
Steve Peterson – Planner
D. Spote
A. Latvaitis

MEMORANDUM

To: Cascade Charter Township Board
From: Steve Peterson, Community Development Director
Subject: Laraway Lake drainage
Meeting Date: May 24, 2017

The Township has had a history of drainage issue with Laraway Lake. In short, the lake does not have a good outlet. According to the KCRC the lake used to have an open ditch that helped drain the lake when it started to flood. Then a pipe was installed (possibly in the late 80's or early 90's) at 1995 Laraway Lake. This pipe has been an issue since, and the Township last assisted in relief of some flooding issues in 2006. However, the neighbors did not come up with a long term solution to address this issue.

Pursuant to our storm water implementation program the neighbors have turned in a petition to help with the flooding due to the pipe not working properly. Due to the flooding concerns (possible septic tanks and homes) the Township went ahead and had our engineer put a camera into the pipe to find out what was going on. The result was finding a rootball blockage in the pipe about 120 from the road right-of-way.

The proposed solution is to drop a catch basin structure into the area with the blockage. This will both remove the blockage and essentially provide a clean out for future maintenance. The neighbors have been able to secure some additional signatures and have attempted to provide an easement to the Township for the maintenance of this pipe. Our township attorney has reviewed the proposed easement and had a few concerns that will need to be addressed. Most notably is that if the township accepts the easement we will take on the obligation to maintain the pipe. However, we could revise the document slightly to allow the township to go in a fix the issue at hand with the understanding that the lake owners would petition the KCDC for the long-term maintenance of the pipe.

The recommendation is that the Township only obtain a temporary easement to do the immediate fix. Under the condition that we will pay for and construct the immediate fix as well as pay for the lake level act process once the lake owners have secured the proper number of signatures to petition the KCDC to establish the lake level.

**Attachments: KCDC Petition
Easement
Township engineer proposal
Lake level act
Historical letters regarding issue
Township attorney email
Township storm water implementation policy**

GRANT OF DRAINAGE EASEMENT AND ACCESS EASEMENT FOR MAINTENANCE

IN CONSIDERATION OF ONE DOLLAR (\$1.00) SEUNG HO HAN and SOON JU HAN, husband and wife, the Grantors, whose address is 1995 Laraway Lake Drive SE, Grand Rapids, Michigan, 49546, conveys and releases to Cascade Charter Township, a Michigan charter township, with offices at 2865 Thornhills Drive, S.E., Grand Rapids, Michigan, 49506 (the "Township"), a permanent easement and right-of-way in which to maintain, improve, repair, replace, and/or remove drains and storm drainage facilities or any combination thereof, over, across, under and through the following parcel of land situated in Cascade Charter Township, Kent County, Michigan, and legally described as follows:

See attached Exhibit "A"

Township, its agents or assignees shall maintain the existing six inch plastic drainage pipe that drains Laraway Lake to the storm water facility provided by the Township which runs through the easement parcel as described in Exhibit A (the "Drain").

No buildings, fences, shrubs, decorative landscaping or construction of any kind or nature shall be placed upon the easement and right-of-way without the prior written consent of the Township.

By this conveyance the Grantor releases the Township or its agents or assignees from any and all claims for damage arising from or incidental to the exercise of any of the foregoing powers, except that if the Township shall disturb the parcel described above in the exercise of its foregoing powers, then the Township shall restore the parcel with topsoil and seed. Fences, landscaping, structures or other obstructions installed, after the grant of the easement, within the easement by the property owners shall be replaced by the property owner at the expense of the property owner.

This conveyance shall be deemed a sufficient conveyance to vest in the Cascade Charter Township, or its assignees, an easement over said parcel of land for the uses and purposes of drainage of Laraway Lake with such rights of entry upon, passage over, temporary storing of equipment and materials including excavated earth as may be necessary or useful for the operation, maintenance and improvement of said Drain.

This Grant of Easement is intended to run with the land and shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns.

Steve

From: Berrevoets, Michael <miberrevoets@ftch.com>
Sent: Wednesday, May 17, 2017 12:00 PM
To: Steve
Subject: Laraway Lake
Attachments: Laraway Lake Outlet Manhole.pdf

Steve – Attached is the plan.

The idea is the following:

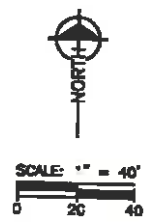
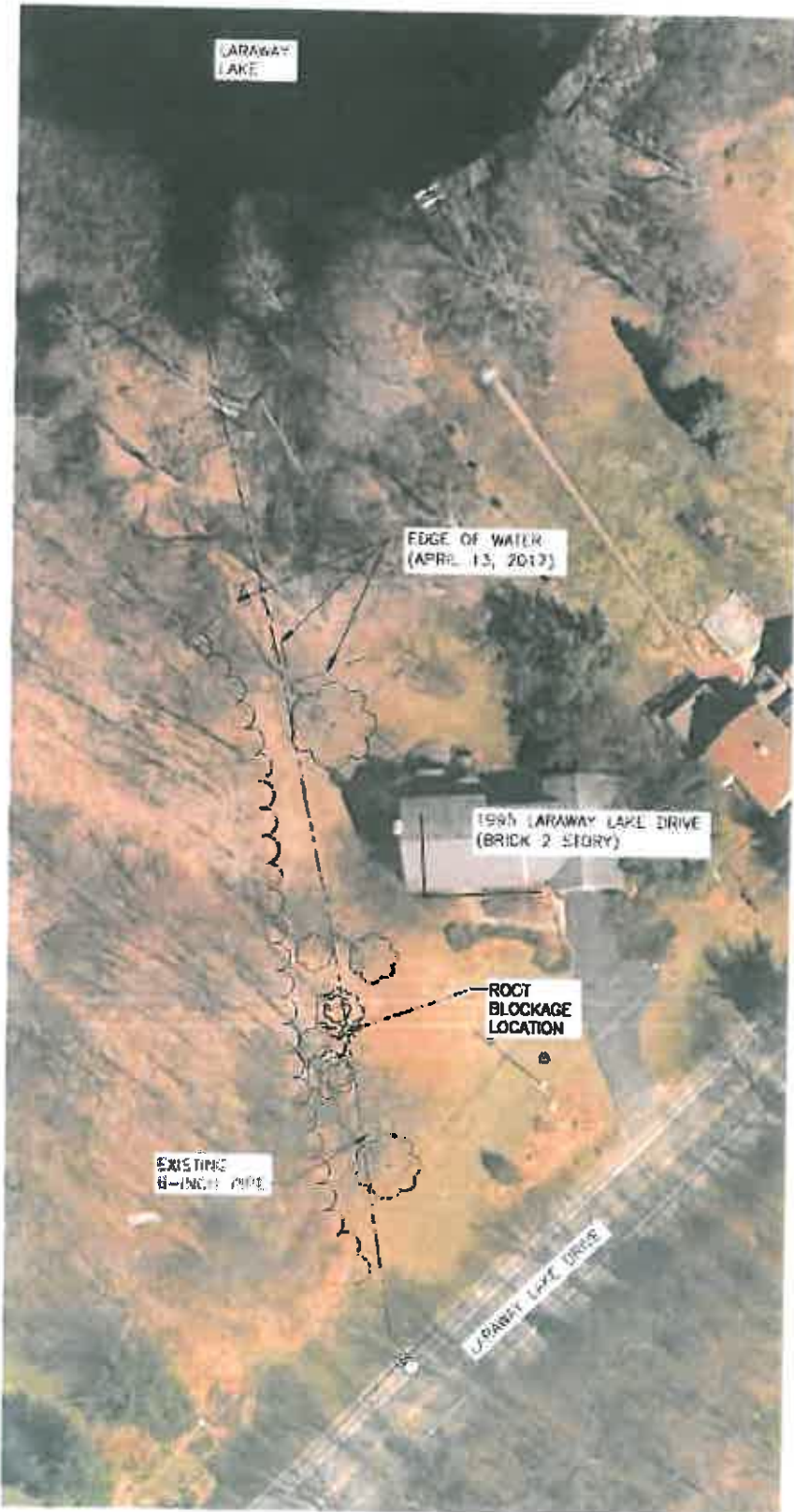
1. Remove the two closest trees so they have some room to work outside of the lawn area. (And the trees are probably the source of the root problem)
2. Excavate down and find the root intrusion. Cut back the roots.
3. Place a doghouse manhole on top of the root area. Doghouse manhole is a flat cookie with a separate manhole barrel on top with openings that look like a dog house to slip over the pipe. grout around the pipe openings in the manhole.
4. Cut out the blockage and let it flow. The doghouse manhole will keep the flow contained.
5. Probably wait to finish off the manhole for a few days just so we can monitor flow.
6. If needed the manhole could be sandbagged to build a weir and stop or slow down the flow.

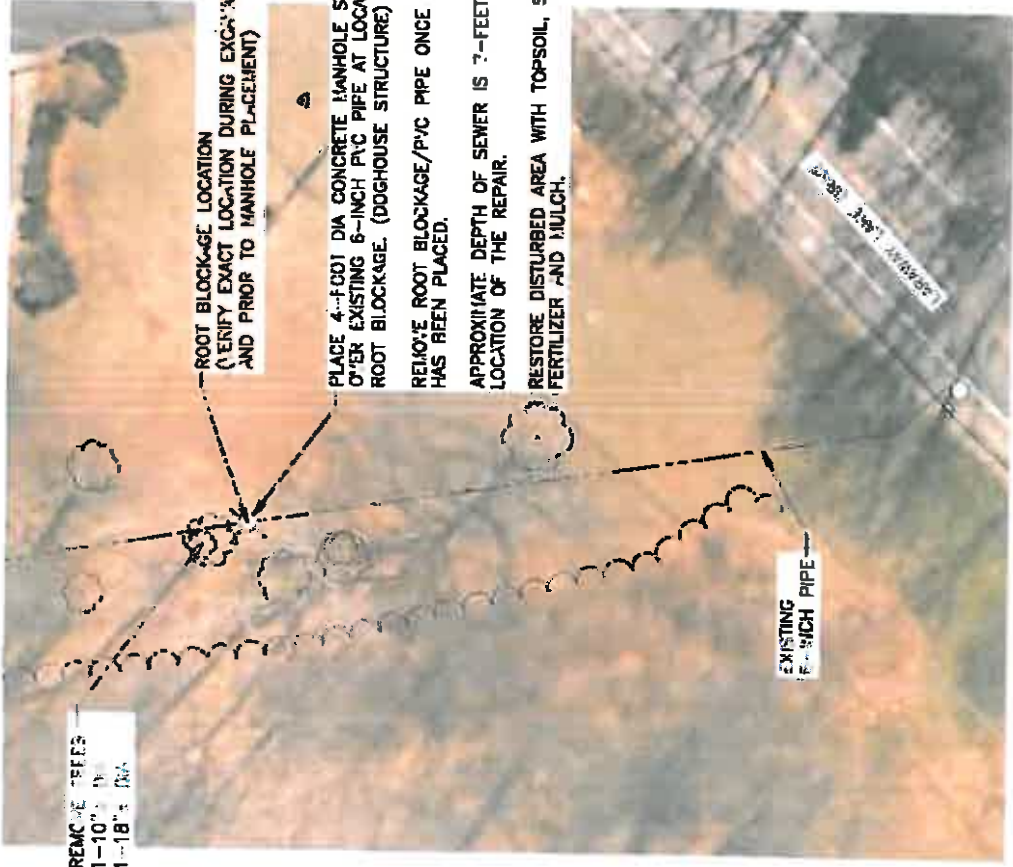
Let me know what you think. I'd like to get this out to Bob this afternoon if possible.

Thanks,

Mike

Michael L. Berrevoets, PE | Vice President/Senior Civil Engineer | Direct.616.464.3927 Cell.616.299.2126 | www.ftch.com
Fishbeck, Thompson, Carr & Huber, Inc. | Engineers, Scientists, Architects, Constructors





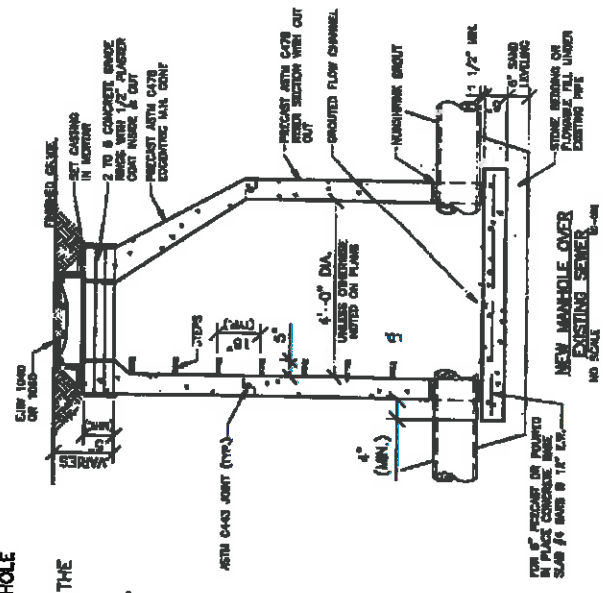
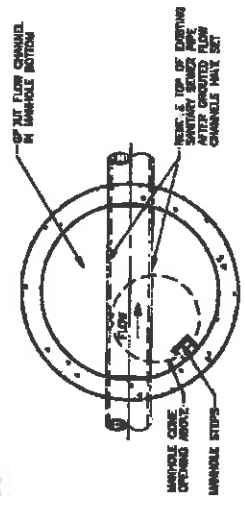
ROOT BLOCKAGE LOCATION
 (VERIFY EXACT LOCATION DURING EXCAVATION
 AND PRIOR TO MANHOLE PLACEMENT)

PLACE 4'-FOOT DIA CONCRETE MANHOLE STRUCTURE
 OVER EXISTING 6-INCH PVC PIPE AT LOCATION OF
 ROOT BLOCKAGE. (DOGHOUSE STRUCTURE)

REMOVE ROOT BLOCKAGE/PVC PIPE ONCE MANHOLE
 HAS BEEN PLACED.

APPROXIMATE DEPTH OF SEWER IS 7'-FEET AT THE
 LOCATION OF THE REPAIR.

RESTORE DISTURBED AREA WITH TOPSOIL, SEED,
 FERTILIZER AND MULCH.



NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT)
Act 451 of 1994

PART 307
INLAND LAKE LEVELS

324.30701 Definitions.

Sec. 30701. As used in this part:

(a) "Commissioner" means the county drain commissioner or the county road commission in counties not having a drain commissioner, and, if more than 1 county is involved, each of the drain commissioners or drain commissioner and road commission in counties having no drain commissioner.

(b) "County board" means the county board of commissioners, and if more than 1 county is involved, the boards of commissioners of each of those counties.

(c) "Court" means a circuit court, and if more than 1 judicial circuit is involved, the circuit court designated by the county board or otherwise authorized by law to preside over an action.

(d) "Dam" means an artificial barrier, structure, or facility, and appurtenant works, used to regulate or maintain the level of an inland lake.

(e) "Delegated authority" means the county drain commissioner or any other person designated by the county board to perform duties required under this part.

(f) "Inland lake" means a natural or artificial lake, pond, impoundment, or a part of 1 of those bodies of water. Inland lake does not include the Great Lakes or Lake St. Clair.

(g) "Interested person" means the department and a person who has a record interest in the title to, right of ingress to, or reversionary right to land that would be affected by a permanent change in the natural or normal level of an inland lake.

(h) "Normal level" means the level or levels of the water of an inland lake that provide the most benefit to the public; that best protect the public health, safety, and welfare; that best preserve the natural resources of the state; and that best preserve and protect the value of property around the lake. A normal level shall be measured and described as an elevation based on national geodetic vertical datum.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Compiler's note: For transfer of authority, powers, duties, functions, and responsibilities of the Land and Water Management Division, with the exception of the farmland and open space preservation program, natural rivers program, and Michigan information resource inventory system, to the Director of the Michigan Department of Environmental Quality, see E.R.O. No. 1995-16, compiled at MCL 324.99901 of the Michigan Compiled Laws.

Popular name: Act 451

Popular name: NREPA

324.30702 Determination of normal inland lake level; motion or petition to initiate action; delegation of powers and duties by county board; maintenance.

Sec. 30702. (1) The county board of a county in which an inland lake is located may upon the board's own motion, or shall within 45 days following receipt of a petition to the board of 2/3 of the owners of lands abutting the inland lake, initiate action to take the necessary steps to cause to be determined the normal level of the inland lake.

(2) Unless required to act by resolution as provided in this part, the county board may delegate powers and duties under this part to that county's commissioner, road commission, or other delegated authority.

(3) If a court-determined normal level is established pursuant to this part, the delegated authority of the county or counties in which the lake is located shall maintain that normal level.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Compiler's note: For transfer of authority, powers, duties, functions, and responsibilities of the Land and Water Management Division, with the exception of the farmland and open space preservation program, natural rivers program, and Michigan information resource inventory system, to the Director of the Michigan Department of Environmental Quality, see E.R.O. No. 1995-16, compiled at MCL 324.99901 of the Michigan Compiled Laws.

Popular name: Act 451

Popular name: NREPA

324.30703 Preliminary study; costs; contents of study.

Sec. 30703. (1) Before proceeding on a motion made or a petition filed under section 30702, the county board may require that a preliminary study be conducted by a licensed professional engineer. The county board, by resolution, may require a cash payment from the petitioners sufficient to cover the actual preliminary study costs or of \$10,000.00, whichever is less.

Rendered Friday, October 05, 2007

Page 1 Michigan Compiled Laws Complete Through PA 68, and PAs 77,
79, and 92-94 of 2007

- (2) A preliminary study shall include all of the following:
- (a) The feasibility of a project to establish and maintain a normal level of the inland lake.
 - (b) The expediency of the normal level project.
 - (c) Feasible and prudent alternative methods and designs for controlling the normal level.
 - (d) The estimated costs of construction and maintenance of the normal level project.
 - (e) A method of financing initial costs.
 - (f) The necessity of a special assessment district and the tentative boundaries if a district is necessary.
 - (g) Other information that the county board resolves is necessary.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30704 Initiating proceeding for determining normal inland lake level and establishing special assessment district; required finding; multicounty lake; Joinder permitted.

Sec. 30704. (1) If the county board, based on the preliminary study, finds it expedient to have and resolves to have determined and established the normal level of an inland lake, the county board shall direct the prosecuting attorney or other legal counsel of the county to initiate a proceeding by proper petition in the court of that county for determination of the normal level for that inland lake and for establishing a special assessment district if the county board determines by resolution that one is necessary as provided in section 30711.

(2) If the waters of an inland lake are located in 2 or more counties, the normal level of the lake may be determined in the same manner if the county boards of all counties involved, by resolution, direct the prosecuting attorney or other legal counsel of 1 or more of the counties to institute proceedings. All counties may make a single preliminary study.

(3) The department may join a proceeding initiated under this section.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30705 Special assessment bonds; lake level orders; proceedings; issuance of notes; full faith and credit.

Sec. 30705. (1) The special assessment district may issue bonds or lake level orders in anticipation of special assessments. All proceedings relating to the making, levying, and collection of special assessments authorized by this part and the issuance of bonds or lake level orders in anticipation of the collection of bonds or orders shall conform as nearly as possible to the proceedings for levying special assessments and issuing special assessment bonds or lake level orders as set forth in the drain code of 1956, 1956 PA 40, MCL 280.1 to 280.630.

(2) The special assessment district may issue notes in anticipation of special assessments made against lands in the special assessment district or public corporation at large. The final maturity of the notes shall be not later than 10 years from their date. The notes are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(3) A county board by a vote of 2/3 of its members may pledge the full faith and credit of a county for payment of bonds or notes issued by a special assessment district.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995;—Am. 2002, Act 215, Imd. Eff. Apr. 29, 2002.

Popular name: Act 451

Popular name: NREPA

324.30706 Initiation of proceedings by director of department.

Sec. 30706. If the department finds it expedient to have the normal level of an inland lake determined, the department may initiate by civil action on behalf of the state, in the court of any county in which the lake is located, a proceeding for determination of the normal level.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30707 Hearing; notice; service; powers and duties of court.

Sec. 30707. (1) Upon filing of a civil action under this part, the court shall set a day for a hearing. The prosecuting attorney or other legal counsel of the county or counties or the department shall give notice of the hearing by publication in 1 or more newspapers of general circulation in the county and, if the waters of the inland lake are situated in 2 or more counties, in 1 or more newspapers of general circulation in each of the counties in which the inland lake is located. The notice shall be published at least once each week for 3 successive weeks before the date set for the hearing.

(2) The commissioner shall serve a copy of the published notice of hearing by first-class mail at least 3 weeks prior to the date set for the hearing to each person whose name appears upon the latest city or township tax assessment roll as owning land within a tentative special assessment district at the address shown on the roll; to the governing body of each political subdivision of the state in which the lake is located; and to the governing body of each affected political subdivision of the state. If an address does not appear on the roll, then a notice need not be mailed to the person. The commissioner shall make an affidavit of mailing. The failure to receive a notice properly mailed shall not constitute a jurisdictional defect invalidating proceedings under this part.

(3) The prosecuting attorney or the legal counsel of the county shall serve notice on the department at least 21 days prior to the date of the hearing.

(4) In a determination of the normal level of an inland lake, the court shall consider all of the following:

- (a) Past lake level records, including the ordinary high-water mark and seasonal fluctuations.
- (b) The location of septic tanks, drain fields, sea walls, docks, and other pertinent physical features.
- (c) Government surveys and reports.
- (d) The hydrology of the watershed.
- (e) Downstream flow requirements and impacts on downstream riparians.
- (f) Fisheries and wildlife habitat protection and enhancement.
- (g) Upstream drainage.
- (h) Rights of riparians.
- (i) Testimony and evidence offered by all interested persons.
- (j) Other pertinent facts and circumstances.

(5) The court shall determine the normal level to be established and maintained, shall have continuing jurisdiction, and may provide for departure from the normal level as necessary to accomplish the purposes of this part. The court shall confirm the special assessment district boundaries within 60 days following the lake level determination. The court may determine that the normal level shall vary seasonally.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30708 Maintenance of normal level; acquisition by gift, grant, purchase, or condemnation; contract for operation and maintenance of existing dam; dam in adjoining county; operation of pumps and wells.

Sec. 30708. (1) After the court determines the normal level of an inland lake in a proceeding initiated by the county, the delegated authority of any county or counties in which the inland lake is located shall provide for and maintain that normal level.

(2) A county may acquire, in the name of the county, by gift, grant, purchase, or condemnation proceedings, an existing dam that may affect the normal level of the inland lake, sites for dams, or rights in land needed or convenient in order to implement this part. A county may enter into a contract for operation and maintenance of an existing dam. The county may construct and maintain a dam that is determined by the delegated authority to be necessary for the purpose of maintaining the normal level. A dam may be acquired, constructed, or maintained in a county adjoining the county in which the lake is located.

(3) For the purpose of maintaining the normal level, a delegated authority may drill wells or pump water from another source to supply an inland lake with additional water, may lower the level of the lake by pumping water from the lake, and may purchase power to operate pumps, wells, or other devices installed as part of a normal level project.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30709 Powers of department.

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79, and 82-84 of 2007

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Sec. 30709. (1) After the court determines the normal level of an inland lake in a proceeding initiated by the department, the department may provide for and maintain that normal level.

(2) In a proceeding initiated by the department, the department has the same powers in connection with a normal level project as a county has under sections 30708, 30713, and 30718.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30710 Condemnation of private property.

Sec. 30710. If the department or the delegated authority determines that it is necessary to condemn private property for the purpose of this part, the department or county may condemn the property in accordance with the uniform condemnation procedures act, Act No. 87 of the Public Acts of 1980, being sections 213.51 to 213.77 of the Michigan Compiled Laws.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30711 Defraying project costs by special assessment; special assessment roll; reassessment.

Sec. 30711. (1) The county board may determine by resolution that the whole or a part of the cost of a project to establish and maintain a normal level for an inland lake shall be defrayed by special assessments against the following that are benefited by the project: privately owned parcels of land, political subdivisions of the state, and state owned lands under the jurisdiction and control of the department. If the county board determines that a special assessment district is to be established, the delegated authority shall compute the cost of the project and prepare a special assessment roll.

(2) If the revenues raised pursuant to the special assessment are insufficient to meet the computation of cost included in section 30712, or if these revenues are insufficient to meet bond obligations, the special assessment district may be reassessed without hearing using the same apportioned percentage used for the original assessment.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30712 Computation of project costs.

Sec. 30712. (1) Computation of the cost of a normal level project shall include the cost of all of the following:

- (a) The preliminary study.
 - (b) Surveys.
 - (c) Establishing a special assessment district, including preparation of assessment rolls and levying assessments.
 - (d) Acquiring land and other property.
 - (e) Locating, constructing, operating, repairing, and maintaining a dam or works of improvement necessary for maintaining the normal level.
 - (f) Legal fees, including estimated costs of appeals if assessments are not upheld.
 - (g) Court costs.
 - (h) Interest on bonds and other financing costs for the first year, if the project is so financed.
 - (i) Any other costs necessary for the project which can be specifically itemized.
- (2) The delegated authority may add as a cost not more than 15% of the sum calculated under subsection (1) to cover contingent expenses.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30713 Contract with agency or corporation; provisions.

Sec. 30713. The delegated authority of a county in which an inland lake is located may contract with a state or federal government agency or a public or private corporation in connection with a project for the establishment and maintenance of a normal level. The contract may specify that the agency or corporation will pay the whole or a part of the cost of the project or will perform the whole or a part of the work

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connected with the project. The contract may provide that payment made or work done relieves the agency or corporation in whole or in part from assessment for the cost of establishment and construction of the project.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30714 Special assessment roll; public hearing; notice; approval; appeal.

Sec. 30714. (1) A special assessment roll shall describe the parcels of land to be assessed, the name of the owner of each parcel, if known, and the dollar amount of the assessment against each parcel.

(2) The delegated authority shall set a time and place for a public hearing or hearings on the project cost and the special assessment roll. Notice of a hearing shall be by both of the following:

(a) By publication of notice at least twice prior to the hearing in a newspaper that circulates in the special assessment district, the first publication to be at least 10 days before the hearing.

(b) As provided in Act No. 162 of the Public Acts of 1962, being sections 211.741 to 211.746 of the Michigan Compiled Laws.

(3) At or after a public hearing, the delegated authority may approve or revise the cost of the project or the special assessment roll. Before construction of a project is begun, the county board shall approve the cost and the special assessment roll by resolution.

(4) The special assessment roll with the assessments listed shall be final and conclusive unless appealed in a court within 15 days after county board approval.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30715 Assessment payments; installments; amount; interest, penalty, and collection; lien; preliminary study payment credited.

Sec. 30715. (1) The county board may provide that assessments under this part are payable in installments.

(2) Assessment payments shall be sufficient to meet bond and note obligations of the special assessment district.

(3) Special assessments under this part shall be spread upon the county tax rolls, and shall be subject to the same interest and penalty charges and shall be collected in the same manner as county taxes.

(4) From the date of approval of the special assessment roll by the county board, a special assessment under this part shall constitute a lien on the parcel assessed. The lien shall be of the same character and effect as a lien created for county taxes.

(5) A payment for the cost of the preliminary study under section 30703 shall be credited against an assessment for the amount of the payment made by the person assessed.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30716 Bonds and notes; issuance.

Sec. 30716. With approval of the county board and subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, the district may issue bonds or notes that shall be payable by special assessments under this part. Bonds or notes shall not be issued exceeding the cost of the lake level project that is being financed.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995;—Am. 2002, Act 216, Imd. Eff. Apr. 29, 2002.

Popular name: Act 451

Popular name: NREPA

324.30717 Acceptance and repayment of advance.

Sec. 30717. The delegated authority may accept the advance of work, material, or money in connection with a normal level project. The obligation to repay an advance out of special assessments under this part may be evidenced by a note or contract. Notes and contracts issued under this section are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995;—Am. 2002, Act 217, Imd. Eff. Apr. 29, 2002.

Popular name: Act 451

Popular name: NREPA

324.30718 Dam construction or maintenance; plans and specifications; approval by department; bids; work relief project.

Sec. 30718. Plans and specifications for a dam constructed or maintained under this part shall be prepared by a licensed professional engineer under the direction of the delegated authority. The plans and specifications shall be approved by the department before construction begins. The department shall review and approve or reject the plans and specifications within 30 days after they are received by the department. If the plans and specifications are rejected, the department shall propose changes in the plans and specifications that would result in their approval by the department. Bids for doing the work may be advertised in the manner the delegated authority directs. The contract shall be let to the lowest responsible bidder giving adequate security for the performance of the contract, but the delegated authority may reserve the right to reject any and all bids. The county may erect and maintain a dam as a work relief project in accordance with the law applicable to a work relief project.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30719 Dam construction; underspill device; fish ladder.

Sec. 30719. (1) The department may require that a new dam that is proposed to be constructed be equipped with an underspill device for the release of cold bottom waters for the protection of downstream fish habitats.

(2) The department may require the installation of a fish ladder or other device to permit the free passage of fish.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30720 Unauthorized change of level; penalty.

Sec. 30720. A person who is not authorized by a delegated authority or the department to operate a dam or other normal level control facility and who changes, or causes to change, the level of an inland lake, the normal level of which has been established under this part or any previous act governing lake levels, and for which the delegated authority or the department has taken steps to maintain the normal level, is guilty of a misdemeanor punishable by a fine of not more than \$1,000.00 or imprisonment for not more than 1 year, or both, and shall be required to pay the actual cost of restoration or replacement of the dam and any other property including any natural resource that is damaged or destroyed as a result of the violation.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30721 Establishment of normal inland lake level prohibited in certain cases.

Sec. 30721. A normal level shall not be established for an inland lake in either of the following cases:

(a) The inland lake is used as a reservoir for a municipal water supply system, unless a normal level determination is petitioned for by the governing body of the municipality.

(b) The state has title, flowage rights, or easements to all riparian land surrounding the inland lake, unless a normal level determination is petitioned for by the department.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30722 Inspection; report; repairs; penalty; expenditure.

Sec. 30722. (1) The delegated authority of a county shall cause an inspection to be made of each dam on an inland lake within the county which has a normal level established under this part or under any previous act governing lake levels. The inspection shall be conducted by a licensed professional engineer. The inspection shall take place every third year from the date of completion of a new dam or every third year from the determination of a normal level for an existing dam. An inspection report shall be submitted promptly to the department in the form and manner the department prescribes.

(2) If a report discloses a need for repairs or a change in condition of the dam that relates to the dam's safety or danger to natural resources, the department shall conduct an inspection to confirm the report. If the

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79, and 92-84 of 2007

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report is confirmed and the public safety or natural resources are endangered by the risk of failure of the dam, the department may require the county either to repair or to replace the dam. Plans and specifications for the repairs or replacement shall be prepared by a licensed professional engineer under the direction of the delegated authority. The plans and specifications shall be approved by the department before construction begins. The department shall review and approve or reject the plans and specifications within 30 days after they are received by the department. If the plans and specifications are rejected, the department shall propose changes in the plans and specifications that would result in their approval by the department. If the dam is in imminent danger of failure, the department may order an immediate lowering of the lake level until necessary repair or replacement is complete.

(3) A person failing to comply with this section, or falsely representing dam conditions, is guilty of misconduct in office.

(4) If an inspection discloses the necessity for maintenance or repair, the delegated authority, without approval of the county board, may spend not more than \$10,000.00 annually for maintenance and repair of each lake level project. An expenditure of more than \$10,000.00 annually shall be approved by resolution of the county board.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

324.30723 Other requirements not abrogated.


Sec. 30723. This part does not abrogate the requirements of other state statutes.

History: Add. 1995, Act 59, Imd. Eff. May 24, 1995.

Popular name: Act 451

Popular name: NREPA

Township Board Memorandum

To: Cascade Charter Township Board
From: Jay W. Cravens, Township Manager 
Subject: Consider Amending the Laraway Lake Weed Harvesting Special Assessment District to Include the Repair, Replacement and Installation of a Drainage Pipe to Maintain Lake Levels
Date: August 3, 2005

Last September, I had a meeting with residents within the Laraway Lake Weed Harvesting Special Assessment District to discuss the progress of weed harvesting process. During this meeting the topic of the lake drainage pipe came up. Those attending the meeting expressed concern about the condition of the drainage pipe and its ability to control the water levels. Following that meeting I asked our engineers at Fishbeck, Thompson, Carr & Huber (FTC&H) to look at the pipe and provide any recommendations on ways to improve the reliability of the drainage system.

Laraway Lake has a drainage pipe, located at 1995 Laraway Lake Drive that regulates the lake level. A drainage pipe has apparently been used by area residents for several years (20+ years) as a means to keep the water levels at a specific elevation to avoid flooding of property along the shoreline.

FTC&H reviewed the condition of the pipe and recommended that the end section of the pipe be replaced at the lake inlet with a new stand pipe. I sent a letter to all property owners regarding this recommendation and even supplied them with a cost estimate from a contractor the Township had used before on projects of similar nature. The letter and estimate were sent with the thought that the property owners could decide on their own whether or not they wanted to do this improvement.

In November 2004, Owen Pyle, one of the property owners affected by the high water levels called and said he would be willing to contribute all the funds to do the improvements FTC&H recommended. Mr. Pyle asked if the Township could make arrangements to have the work completed and he would reimburse the Township for these costs. I agreed to do so and the work was completed in the spring of 2005. Mr. Pyle has reimbursed the Township as he had promised.

Unfortunately, the newly installed stand pipe did not completely resolve the lake level issue. Further investigation through videotaping the pipe by FTC&H revealed two problems. Two pipe joints near the catch basin in Laraway Lake Drive were offset and a high point in the pipe was discovered approximately 100 feet from the catch basin towards the lake. It is not likely that these two problems were caused by trucks using the access easement to the lake because the pipe is of sufficient depth to handle the weight of these vehicles. The video indicates the pipe and pipe joints are offset not broken, which indicates the pipe and joints were not adequately connected when installed or moved as a result of the freeze / thaw cycle over time.

While the offset joints should be corrected, it was found that the high point is acting as the flow restriction. Removing the high point would require the relaying of approximately 100 feet of the outlet pipe. The high point in the pipe allows water to drain, but at about half its normal capacity. As a result of this diminished capacity, some property owners still are noticing higher water levels and flooding on their property.

A couple of property owners have asked if the cost of this drainage pipe replacement could be rolled into the weed harvesting special assessment cost that everyone is currently charged. We have asked our engineers to contact a contractor to see how much the repair or replacement of this pipe would cost. The cost estimate for replacement is \$4,700.

The replacement cost cannot be rolled into the current special assessment without the Township Board amending the original special assessment district to expand its purpose. This would require a series of public hearings with the affected property owners.

In June I sent a letter to the property owners explaining the drainage pipe situation and asked them for their opinion on the matter. I sent out a self-addressed, stamped post card to all property owners requesting their position. I received 9 responses in favor of replacing the pipe and 6 responses not in favor of replacing the pipe. There are 24 property owners within the special assessment district, therefore 9 property owners did not respond.

Finding no distinct consensus on this issue, I sent a follow-up letter to all property owners in mid-July indicating that the Board would be discussing this matter at their August 10, 2005 meeting. Some of the property owners indicated to me that they would be circulating a special assessment petition to expand the current district to address this drainage pipe issue. I informed them it would be preferred that a distinct majority (13 or more property owners) of affected property owners should sign a petition in order for the Board to be comfortable with amending the special assessment district.



JUN 1 8 2006

CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140
June 15, 2006

Mr. Thomas Koster
4180 - 44th Street SE
Grand Rapids MI 49512

Re: Repair of Lake Drainage Pipe

Dear Mr. Koster:

On April 12, 2006, the Cascade Charter Township Board approved the contract to have MacDonald's Plumbing repair the drainage pipe in Laraway Lake. MacDonald Plumbing began working on the drainage pipe on Monday, April 17, 2006. The initial work completed by the contractor consisted of repairing a portion of the damaged pipe near the road and resetting the water inlet pipe in the lake. After these tasks were completed, water began flowing into the pipe and lowering the lake levels. Because of the amount of water flow, the contractor and Township Engineer decided to delay fixing the remainder of the pipe near the road until the lake levels were lowered and the water flow was more manageable.

On June 2, 2006 MacDonald Plumbing completed the project by replacing the pipe joints near the road and replacing a portion of the pipe that was kinked upwards. The repairs to the pipe should resolve the high lake level problem you experienced. The main cause of the flow blockage was the upward kink in the pipeline. The problem appears to have been caused by soil action and was not caused by the weed harvesting contractor driving over the pipe while gaining access to the lake. Nor was it associated with the reconstruction of Laraway Lake back in the mid-1990's. The Township has placed pictures of this project on our website in case you would like to see the damaged pipe. Our website is cascadetwp.com. Look under the "What's Happening" section and then click the line titled, "Laraway Lake Drainage Pipe Project". This link will be available for the next few months.

The most important information to provide you in this letter is that the cost of this repair will not be assessed to the property owners along Laraway Lake. The Township Board, citing health concerns (possible submerged septic systems) decided to pick up the costs of the project. Should the pipe need to be repaired in the future, it will be the responsibility of the affected parties. The cost to repair the pipe was \$3,880. This did not include any of the engineering costs that occurred prior to and during the repair process. The Township Board has stated that if any property owners would like to contribute funds to defray the costs of this project it would be appreciated. Send your check to "Cascade Charter Township" and we will send you a receipt of your donation so that it may be tax-deductible.

Sincerely,
Cascade Charter Township


Jay W. Cravens
Township Manager

Assessing
949-6176

Zoning
949-3765

Building & Grounds
949-9379

Clerk
949-1508

Fire
949-1320

Manager
949-1500

Planning
949-0224

Treasurer
949-6944

www.cascadetwp.com

Steve

From: Huff, John M. <jmhuff@varnumlaw.com>
Sent: Tuesday, May 16, 2017 12:06 PM
To: Steve
Subject: Easement

Steve,

Dave Caldon tells me that the description in the easement agreement matches up with the illustrated easement, which I believe you told me is an ingress/egress easement for weed control. If that is true and the pipe is actually located as illustrated on the drawing, then there is no legal description for the new easement and there would obviously need to be one. Dave also said that if the township is only temporarily accepting the easement to do a "quick fix", that should likely be spelled out in the easement so that the easement can either be assigned to the drain commissioner or returned to the property owner. He said if the township retains the easement and fails to maintain the pipe, any damages that result from that failure may be assessed against the township. That is surely a result we do not want.

John

John M. Huff
Partner
Direct: (616) 336-6239



Varnum LLP
333 Bridge Street NW
Grand Rapids, Michigan 49504

Main: (616) 336-6000
Fax: (616) 336-7000
www.varnumlaw.com





**Implementation Plan
for the
Storm Water Management Plan**

- 1. Create list of culverts from the report in need of sediment removal and request either the private property owner or the public agency with jurisdiction to perform the required maintenance (KCRC, KCDC, MDOT, etc)**
- 2. Coordinate with KCRC for replacement of culverts noted in report to be of possible inadequate size.**
- 3. Identify stabilization measures required in County Drains and request maintenance by KCDC.**
- 4. Identify possible flood control projects and encourage property owners to work with the KCDC for establishment of a County Drain.**
- 5. Township to annually allocate approximately \$10,000 to provide for public education regarding storm water quality and stream bank stabilization measures.**
- 6. Township to annually allocate approximately \$10,000 to provide analysis of specific problem areas and provide opportunities for public meetings.**
- 7. Township to annually allocate approximately \$50,000 per year to perform work related to erosion control and stream bank stabilization. Money could also be used to help buy property to assist in storm water control i.e. regional detention pond. Specific projects may be identified by the Township or through submittal of a Petition submitted by an individual or group of property owners**

Projects will be prioritized based on:

- a. Property owner contribution either through in-kind services or cash .**
 - b. Severity of the degradation and the magnitude of the positive impact of the improvements on the drainage district**
 - c. Accessibility for the required repair(s).**
 - d. Availability of adequate funds**
- 8. Encourage property owners within drainage districts requiring work to petition for a public project for the purposes of forming Special Assessment Districts under Public Act 116 of 1923. Approximately \$50,000 will be allocated**

TO OWNER/CLIENT:
 Cascade Township
 2865 Thornhills Avenue SE
 Grand Rapids, Michigan 49546

PROJECT:
 Cascade/Hall Renovations
 2865 Thornhills Avenue SE
 Grand Rapids, Michigan 49546

APPLICATION NO: 2
 INVOICE NO: 2
 PERIOD: 09/21/17 - 10/20/17
 PROJECT NO: 171103
 CONTRACT DATE: 06/20/2017

DISTRIBUTION TO:

FROM CONTRACTOR:
 Fishbeck Thompson Carr & Huber, Inc
 1515 Arboretum Drive, SE
 Grand Rapids, Michigan 49546

VIA ARCHITECT/ENGINEER:

**CONTRACT FOR: Cascade/Hall Renovations Prime Contract
 CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$ 272,794.30
2. Net change by change orders	<u>\$ 8,530.46</u>
3. Contract sum to date (line 1 ± 2)	<u>\$ 281,324.76</u>
4. Total completed and stored to date (Column G on detail sheet)	<u>\$ 140,573.08</u>
5. Retainage:	
a. 8.57% of completed work:	<u>\$ 12,044.02</u>
b. 0.00% of stored material:	<u>\$ 0.00</u>
Total retainage (Line 5a + 5b or total in column I of detail sheet)	<u>\$ 12,044.02</u>
6. Total earned less retainage (Line 4 less Line 5 Total)	<u>\$ 128,529.06</u>
7. Less previous certificates for payment (Line 6 from prior certificate)	<u>\$ 65,116.43</u>
8. Current payment due:	<u>\$ 63,412.63</u>
9. Balance to finish, including retainage (Line 3 less Line 6)	<u>\$ 152,795.70</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$ 0.00	\$ 0.00
Total approved this Month:	\$ 8,530.46	\$ 0.00
Totals:	\$ 8,530.46	\$ 0.00
Net change by change orders:	\$ 8,530.46	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Fishbeck Thompson Carr & Huber, Inc

By: _____ Date: _____

State of: Michigan

County of: Kent

Subscribed and sworn to before

me this 31st day of October, 2017

Notary Public:

My commission expires:

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 63,412.63

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified)

ARCHITECT/ENGINEER:

By: _____ Date: _____

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 2
APPLICATION DATE:
PERIOD: 09/21/17 - 10/20/17
ARCHITECTS/ENGINEERS PROJECT NO:

Contract Lines

ITEM NO.	COST CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	6-100 - General Trades	6-1 - General Trades	\$ 18,945.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 18,945.00	\$ 0.00
2	7-100 - Roofing	7-1 - Roofing	\$ 48,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 48,500.00	\$ 0.00
3	23-100 - HVAC	23-1 - Heating, Ventilating and Air Conditioning	\$ 17,812.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 17,812.00	\$ 0.00
4	26-100 - Electrical	26-1 - Electrical	\$ 35,420.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 35,420.00	\$ 0.00
5	32-200 - Asphalt Pavement	32-2 - Asphalt Paving	\$ 107,777.00	\$ 60,770.00	\$ 47,007.00	\$ 0.00	\$ 107,777.00	100.00%	\$ 0.00	\$ 10,777.70
6	48-100 - Construction Fee	CM Fee	\$ 17,190.30	\$ 7,114.92	\$ 2,680.20	\$ 0.00	\$ 9,795.12	56.98%	\$ 7,395.18	\$ 979.51
7	48-200 - Architectural	48-200 - Architect C/A Services	\$ 17,800.00	\$ 2,670.00	\$ 8,932.40	\$ 0.00	\$ 11,602.40	65.18%	\$ 6,197.60	\$ 0.00
8	1-100 - General Conditions	1-1 - General Conditions	\$ 9,350.00	\$ 1,500.00	\$ 1,368.10	\$ 0.00	\$ 2,868.10	30.67%	\$ 6,481.90	\$ 286.81
TOTALS:			\$ 272,794.30	\$ 72,054.92	\$ 59,987.70	\$ 0.00	\$ 132,042.62	48.40%	\$ 140,751.68	\$ 12,044.02

Whole Change Order Packages

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
9	PCCO#001: Asphalt / Concrete Adjustments	\$ 8,530.46	\$ 0.00	\$ 8,530.46	\$ 0.00	\$ 8,530.46	100.00%	\$ 0.00	\$ 0.00
TOTALS:		\$ 8,530.46	\$ 0.00	\$ 8,530.46	\$ 0.00	\$ 8,530.46	100.00%	\$ 0.00	\$ 0.00

Grand Totals

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$ 281,324.76	\$ 72,054.92	\$ 68,518.16	\$ 0.00	\$ 140,573.08	49.97%	\$ 140,751.68	\$ 12,044.02



PCCO #001

Fishbeck, Thompson, Carr & Huber, Inc.
1515 Arboretum Drive, SE
Grand Rapids, Michigan 49546
Phone: (616) 575-3824
Fax: (616) 575-8155

Project: 171103 - Cascade/Hall Renovations
2865 Thornhills Avenue SE
Grand Rapids, Michigan 49546

Prime Contract Change Order #001: Asphalt / Concrete Adjustments

TO: Cascade Township
2865 Thornhills Avenue SE
Grand Rapids, Michigan 49546

FROM: Fishbeck Thompson Carr & Huber, Inc
1515 Arboretum Drive, SE
Grand Rapids Michigan 49546

DATE: **REVISION:** 0

DESCRIPTION:

ATTACHMENTS:

[PC4b.pdf](#) [PC4.pdf](#) [PC2 Approval.pdf](#) [PC1 Quote.pdf](#) [PC1 Approval.pdf](#) [PC3 Approval.pdf](#) [PC3 Quote.pdf](#) [PC2 Quote.pdf](#)

CHANGE ORDER LINE ITEMS:

PCCO #001

#	Description	Amount
1	Crack patching East Lot, crack patching at fire doors, asphalt wedging.	\$ 2,700.00
2	Header curb replacement and 2 slabs near building department entrance.	\$ 2,171.00
3	ADA Ramp remove/replace and curb replacement near Fire Station.	\$ 4,417.00
4	Irrigation repair (\$373.54) and handrail (\$384.00).	(\$757.54)
Total:		\$8,530.46

The Original Contract
Net change by previously authorized Change Orders
Contract sum prior to this Change Order
Change Order amount
New contract sum including this Change Order
The contract time will not be changed by this Change Order

\$ 272,794.30
\$ 0.00
\$ 272,794.30
\$ 8,530.46
\$ 281,324.76

Cascade Township
2865 Thornhills Avenue SE
Grand Rapids Michigan 49546

Fishbeck Thompson Carr & Huber, Inc
1515 Arboretum Drive, SE
Grand Rapids Michigan 49546

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

NAME TITLE

Brian Wilson

NAME TITLE

Kent Moeggenborg

Construction Services Director



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: October 25th, 2017
To: Supervisor Beahan & Township Board Members
From: Ben Swayze, Township Manager
Subject: FY 2017 Budget Amendments – 2nd Quarter

I have conducted the 2nd quarter budget review meetings with the Township department head staff, and am submitting to you the recommended 2nd quarter budget amendments.

This memo serves as a narrative of the amendments, while the budget and account details are provided in the attached spreadsheets and resolutions.

General Fund

Department: Revenues

There are four adjustments in this department:

- Increase the ***Community Stabilization Share (101-000-401-441)*** line by \$57,641 to account for actual amount of revenue received from the State.
- Increase the ***Water & Sewer Implementation (101-000-600-611)*** line by \$14,000 to reflect higher than anticipated hook-up fees.
- Increase the ***Miscellaneous Income (101-000-671-671)*** line by \$18,000 to reflect the dividend received by Accident Fund (Workers Comp), and a refund from REGIS.
- Increase the ***Election Reimbursement (101-000-676-000)*** line by \$13,616 to reflect reimbursement from Kent ISD for the March election.

Department: Treasurer

There is one adjustment in this department:

- Increase the ***Treasurer Service Contracts (101-253-939-000)*** line by \$200 to reflect an additional software upgrade that was purchased.

Department: Elections

There is one adjustment in this department:

- Increase the ***Election Salaries / PT Help (101-262-703-000)*** line by \$3,000 to reflect increase in staffing (that was reimbursed by Kent ISD) for the March 2017 election.

Department: Buildings & Grounds

There are two adjustments to this department:

- Increase the **Wages/Salaries Overtime (101-265-709-000)** line by \$2,500 to reflect an increase in Overtime in the Department.
- Increase the **Education (101-265-724-000)** line by \$750 to provide for additional educational opportunities in the department.

Department: Administrative

There are five adjustments to this department:

- Increase the **Insurance/Contract Svcs (101-295-810-000)** line by \$1402 to reflect the actual cost of insurance this year.
- Increase the **Computer Cost ISP (101-295-810-000)** line by \$1000 to reflect increased cost for website hosting.
- Increase the **Legal Fees (101-295-826-000)** line by \$30,000 to reflect an increase in legal costs this year..
- Increase the **Kent County Aerial Photo (101-295-952-100)** line by \$7,500 to purchase the Apex Sketch conversion program as part of the aerial photography package.
- Increase the **Special Projects (101-295-967-000)** line by \$25,000 to reflect the Communication services partnership with Sabo PR that was approved by the Township Board.

Department: Drain

There is one adjustment to this department:

- Increase the **Drain Maintenance (101-445-816-000)** line by \$15,000 to reflect work being done on the Laraway Lake and Tammarron drainage issues.

Department: Community Development

There is one adjustment to this department:

- Increase the **Small Equipment (101-721-981-000)** line by \$1,000 to reflect a computer replacement purchase.

Department: Parks

There is one adjustment to this department:

- Increase the **Park Maintenance (101-756-935-000)** line by \$15,000 to reflect the additional park maintenance in Tassel Park and additional tree plantings in the Recreation Park

Cemetery Fund

Department: Cemetery

There is one adjustment to this department:

- Increase the ***Other Expenses (151-276-787-000)*** line by \$500 to reflect the purchase of additional bronze flag holders and flags for display at the cemetery.

Fire Department Fund

Department: Revenues

There is one adjustment in this department:

- Increase the ***Community Stabilization Share (206-000-401-441)*** line by \$12,570 to account for actual amount of revenue received from the State.

Department: Fire Department

There are four adjustments to this department:

- Increase the ***Wage/Salaries Overtime (206-336-709-000)*** line by \$30,000 to reflect an increase in overtime cost due to lower availability of POC firefighters to fill shifts.
- Decrease the ***Fire Paid On Call (206-336-710-000)*** line by \$20,000 to reflect a decrease in POC wages due to lower availability of POC firefighters to fill shifts.
- Increase the ***Fire Property/Con/Vehicle Ins (206-336-810-000)*** line by \$625 to reflect the actual cost of insurance in 2017.
- Increase the ***Fire Station Maintenance (206-336-936-000)*** line by \$15,000 to reflect the cost of several projects, including the rekeying of the stations and an upgrade to the proximity card system panels.

Police Fund

Department: Revenues

There is one adjustment to this department:

- Decrease the ***Community Stabilization Share (207-000-401-441)*** line by \$2,931 to account for actual amount of revenue received from the State.

Department: Police

There is one adjustment to this department:

- Increase the ***Other Expenses (207-301-787-000)*** line by \$7,500 for the speed sign project that was approved by the Township Board.

CCT Open Space Fund

Department: Revenues

There is one adjustment to this department:

- Increase the ***Community Stabilization Share (209-000-401-441)*** line by \$15,435 to account for actual amount of revenue received from the State.

Department: Open Space Preservation

There is one adjustment to this department:

- Increase the ***Park Maintenance (209-751-935-000)*** line by \$14,000 to account for the FY2016 Invasive Species Management program that was erroneously charged to the FY2017 budget.

Pathways Fund

Department: Revenues

There is one adjustment to this department:

- Increase the ***Community Stabilization Share (216-000-401-441)*** line by \$27,141 to account for actual amount of revenue received from the State.

Infrastructure Revolving Fund

Department: Revenues

There is one adjustment to this department:

- Increase the ***Hook-Up Fees (246-000-630-000)*** line by \$150,000 to reflect higher than anticipated tap fees received in FY2017

Department: Administrative

There is one adjustment to this department:

- Increase the ***Admin 10%/Hookup to General*** line by \$15,000 to reflect higher than anticipated tap fees received in FY2017.

Department: Capital Outlay

There is one adjustment to this department:

- Increase the ***Capital Outlay – Land Imp (246-901-974-000)*** line by \$150,000 to reflect the 60th Street Watermain purchase project that was approved by the Township Board..

Downtown Development Authority Fund

Department: Revenues

There is one adjustment to this department:

- Increase the ***DDA Contributions - Misc*** line by \$6,500 to reflect the grant that was received by the DDA for the Village area Christmas decorations project.

Department: DDA Operations

There are two adjustments to this department:

- Increase the **DDA Membership (248-170-723-000)** line by \$660 to reflect the 2016 MDA membership being charged to the FY17 budget.
- Increase the **DDA Property Tax Refunds (248-170-950-000)** line by \$5,066 to reflect the Tax Tribunal Refund ordered for property 41-19-17-229-005.

Library Fund

Department: Revenues

There is one adjustment to this department:

- Increase the **Community Stabilization Share (270-000-401-441)** line by \$10,216.12 to account for actual amount of revenue received from the State.

Department: Library

There are two adjustments to this department:

- Increase the **Library Janitorial Contract (270-790-802-200)** line by \$25,200 to correct a typo in the original budget document (\$2,800 instead of \$28,000).
- Increase the **Library Property Insurance (270-790-810-000)** line by \$555 to reflect the actual cost of insurance.

Department: Capital Outlay

There is one adjustment to this department:

- Increase the **Library CIP (270-901-980-650)** line by \$60,000 to reflect the Wisner Center basement shelving project that was approved by the Board and carry over project funds for new library furniture that were not utilized in FY2016.

General Fund - 101

<u>Line Item</u>	<u>Department:</u> Revenues (000) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
101-000-401-441	Community Stabilization Share	\$ 25,575.00	\$ -	\$ 57,641.00	\$ -	\$ -	\$ 83,216.00	Adjusted to Revenue Received (Based on MDT Calculations)
100-000-600-611	Water & Sewer Implimentation	\$ 21,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ 35,000.00	Higher than Anticipated Hook-Up Fees
101-000-671-671	Miscellaneous Income	\$ 4,000.00	\$ -	\$ 18,000.00	\$ -	\$ -	\$ 22,000.00	Accident Fund Dividend; REGIS Refund
101-000-676-000	Election Reimbursement	\$ -	\$ -	\$ 13,616.00	\$ -	\$ -	\$ 13,616.00	Reimbursement from Kent ISD

<u>Line Item</u>	<u>Department:</u> Township Board (101) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Supervisor/Manager (171) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Clerk (215) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Treasurer (253) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
101-253-939-000	Treasurer Service Contracts	\$ 2,400.00		\$ 200.00			\$ 2,600.00	Purchase Updated Copy of Quickbooks

<u>Line Item</u>	<u>Department:</u> Assessing (257) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Elections (262) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
101-262-703-000	Election Salaries / PT Help	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 6,000.00	Reimbursed by Kent ISD

<u>Line Item</u>	<u>Department:</u> Buildings & Grounds (265) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
101-265-709-000	Wages/Salaries Overtime	\$ 7,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 10,000.00	Additional Overtime
101-265-724-000	Education	\$ 750.00	\$ -	\$ 750.00	\$ -	\$ -	\$ 1,500.00	Additional Education Opportunities

<u>Line Item</u>	<u>Department:</u> Cemetery (276) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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Department: Administrative (295)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-295-810-000	Insurance/Contract Svcs	\$ 14,000.00	\$ -	\$ 1,402.00	\$ -	\$ -	\$ 15,402.00	Adjust to Actual
101-295-815-000	Computer Costs ISP	\$ 2,560.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 3,560.00	Website Costs Increased
101-295-826-000	Legal Fees	\$ 35,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 65,000.00	Additional Legal Work
101-295-952-100	Kent County Aerial Photo	\$ 4,000.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ 11,500.00	Additional Apex Sketch Conversion Purchase
101-295-967-000	Special Projects	\$ 67,500.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 92,500.00	Public Relations Contract

Department: Drain (445)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-445-816-000	Drain Maintenance	\$ 12,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 27,000.00	Laraway Lake Drainage Issue; Tammarron Drainage Issue

Department: Roads (446)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	

Department: Yard Waste Removal (447)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	

Department: Streetlights (448)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	

Department: Transportation (652)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	

Department: Community Development (721)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-721-981-000	Small Equipment	\$ 1,200.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 2,200.00	Computer Replacement

Department: Parks (756)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-756-935-000	Park Maintenance	\$ 30,800.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 45,800.00	Additional Tassel Park Work, Tree Work

Department: Historical (803)		2017 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2017 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	

<u>Line Item</u>	Department: Benefits/Insurance (803) <u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	Department: Capital Outlay (901) <u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	Department: Transfers Out (803) <u>Description</u>	<u>2016 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2016 Amended Budget</u>	<u>Notes</u>
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Total Revenues:	\$ 4,498,687.00	\$ -	\$ 103,257.00	\$ -	\$ -	\$ -	\$ 4,601,944.00	
Total Expenditures:	\$ 4,466,220.00	\$ -	\$ 102,352.00	\$ -	\$ -	\$ -	\$ 4,568,572.00	
Net Revenues of Expenditures:	\$ 32,467.00	\$ -	\$ 905.00	\$ -	\$ -	\$ -	\$ 33,372.00	

Cemetery Trust Fund - 101

<u>Line Item</u>	<u>Department:</u> Revenues (000) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Cemetery (276)) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
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151-276-787-000	Other Expenses	\$ 250.00	\$ -	\$ 500.00	\$ -	\$ -	\$ 750.00	Additional Flags & Flag Holders
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Total Revenues:	\$ 5,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,850.00
Total Expenditures:	\$ 2,250.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 2,750.00
Net Revenues of Expenditures:	\$ 3,600.00	\$ -	\$ (500.00)	\$ -	\$ -	\$ -	\$ 3,100.00

Fire Fund - 151

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
206-000-401-437	Revenues (000)	Community Stabilization Share	\$ 33,266.00	\$ -	\$ 12,570.00	\$ -	\$ -	\$ 45,836.00	Adjusted to Revenue Received (Based on MDT Calculations)

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
206-336-709-000	Fire Department (336)	Wages/Salaries Overtime	\$ 45,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 75,000.00	Reduced POC Availability
206-336-710-000		Fire Paid On Call	\$ 173,915.00	\$ -	\$ (20,000.00)	\$ -	\$ -	\$ 153,915.00	Reduced POC Availability
206-336-810-000		Fire Property/Con/Vehicle Ins	\$ 13,930.00	\$ -	\$ 625.00	\$ -	\$ -	\$ 14,555.00	Adjust to Actual
206-336-936-000		Fire Station Maintenance	\$ 16,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 31,000.00	Rekey Station; upgraded Access System; Upgrade Fire Alarm Panel

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
	Benefits/Insurance (850)								

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
	Capital Outlay (901)								

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
	Debt Service (990)								

Total Revenues:	\$ 2,297,252.00	\$ -	\$ 12,570.00	\$ -	\$ -	\$ 2,309,822.00
Total Expenditures:	\$ 2,677,740.00	\$ -	\$ 25,625.00	\$ -	\$ -	\$ 2,703,365.00
Net Revenues of Expenditures:	\$ (380,488.00)	\$ -	\$ (13,055.00)	\$ -	\$ -	\$ (393,543.00)

Police Fund - 207

<u>Line Item</u>	<u>Department:</u> Revenues (000) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
207-000-401-441	Community Stabilization Share	\$ 11,612.00	\$ -	\$ 2,931.00	\$ -	\$ -	\$ 14,543.00	Adjusted to Revenue Received (Based on MDT Calculations)

<u>Line Item</u>	<u>Department:</u> Police (301) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
207-301-787-000	Other Expenses	\$ -	\$ -	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	Speed Signs & Accessories

Total Revenues:	\$ 667,344.00	\$ -	\$ 2,931.00	\$ -	\$ -	\$ -	\$ 670,275.00
Total Expenditures:	\$ 626,776.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 634,276.00
Net Revenues of Expenditures:	\$ 40,568.00	\$ -	\$ (4,569.00)	\$ -	\$ -	\$ -	\$ 35,999.00

CCT Open Space Fund - 209

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
209-000-401-441	Revenues (000)	Community Stabilization Share	\$ 5,817.00	\$ -	\$ 15,435.00	\$ -	\$ -	\$ 21,252.00	Adjusted to Revenue Received (Based on MDT Calculations)

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
209-751-935-000	Open Space Preservation (751)	Park Maintenance	\$ 20,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ 34,000.00	2016 Invasive Species Work Charged to 2017

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
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Total Revenues:	\$	331,202.00	\$	-	\$	15,435.00	\$	-	\$	-	\$	346,637.00
Total Expenditures:	\$	371,934.00	\$	-	\$	14,000.00	\$	-	\$	-	\$	385,934.00
Net Revenues of Expenditures:	\$	(40,732.00)	\$	-	\$	1,435.00	\$	-	\$	-	\$	(39,297.00)

Pathways Fund - 216

<u>Line Item</u>	<u>Department:</u> Revenues (000)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
216-000-401-441		Community Stabilization Share	\$ 9,681.00	\$ -	\$ 27,141.00	\$ -	\$ -	\$ 36,822.00	Adjusted to Revenue Received (Based on MDT Calculations)

<u>Line Item</u>	<u>Department:</u> Pathways (758)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>

<u>Line Item</u>	<u>Department:</u> Capital Outlay (970)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>

<u>Line Item</u>	<u>Department:</u> Debt Service (990)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>

Total Revenues:	\$ 569,306.00	\$ -	\$ 27,141.00	\$ -	\$ -	\$ -	\$ 596,447.00
Total Expenditures:	\$ 406,374.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 406,374.00
Net Revenues of Expenditures:	\$ 162,932.00	\$ -	\$ 27,141.00	\$ -	\$ -	\$ -	\$ 190,073.00

Infrastructure Revolving Fund - 246

<u>Line Item</u>	<u>Department:</u> Revenues (000) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
246-000-630-000	Hook-Up Fees	\$ 200,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 350,000.00	Higher Than Anticipated Tap Fees

<u>Line Item</u>	<u>Department:</u> Administrative (295) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
246-295-964-000	Admin 10%/Hookup to General	\$ 20,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 35,000.00	Higher Than Anticipated Tap Fees

<u>Line Item</u>	<u>Department:</u> Capital Outlay (901) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>
246-901-974-000	Capital Outlay - Land Imp	\$ 750,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 900,000.00	60th Street Watermain Purchase

<u>Line Item</u>	<u>Department:</u> Transfers Out (965) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>

<u>Line Item</u>	<u>Department:</u> Debt Service (990) <u>Description</u>	<u>2017 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2017 Amended</u> <u>Budget</u>	<u>Notes</u>

Total Revenues:	\$ 238,645.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 388,645.00
Total Expenditures:	\$ 882,789.00	\$ -	\$ 165,000.00	\$ -	\$ -	\$ 1,047,789.00
Net Revenues of Expenditures:	\$ (644,144.00)	\$ -	\$ (15,000.00)	\$ -	\$ -	\$ (659,144.00)

Downtown Development Authority Fund - 248

<u>Line Item</u>	<u>Department:</u> Revenues (000)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
248-000-675-000		DDA Contributions - Misc	\$ -	\$ -	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	Grant from Community Foundation

<u>Line Item</u>	<u>Department:</u> DDA Operations (171)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
248-170-723-000		DDA Memberships	\$ 940.00	\$ -	\$ 660.00	\$ -	\$ -	\$ 1,600.00	2016 MDA Membership Charged to 2017
248-170-950-000		DDA Property Tax Refunds	\$ 5,000.00	\$ -	\$ 5,066.00	\$ -	\$ -	\$ 10,066.00	Tax Tribunal Refund for 41-19-17-229-005

<u>Line Item</u>	<u>Department:</u> Capital Outlay (901)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Transfers Out (965)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Debt Service (990)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
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Total Revenues:	\$ 678,484.00	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -	\$ 684,984.00
Total Expenditures:	\$ 508,585.00	\$ -	\$ 5,726.00	\$ -	\$ -	\$ -	\$ 514,311.00
Net Revenues of Expenditures:	\$ 169,899.00	\$ -	\$ 774.00	\$ -	\$ -	\$ -	\$ 170,673.00

Library Fund - 270

<u>Line Item</u>	<u>Department:</u> Revenues (000)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
270-000-401-441		Community Stabilization Share	\$ 3,644.00	\$ -	\$ 10,216.00	\$ -	\$ -	\$ 13,860.00	Adjusted to Revenue Received (Based on MDT Calculations)

<u>Line Item</u>	<u>Department:</u> Library (790)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
270-790-802-200		Library Janitorial Contract	\$ 2,800.00	\$ -	\$ 25,200.00	\$ -	\$ -	\$ 28,000.00	Typo in Original Budget
270-790-810-000		Library Property Insurance	\$ 11,574.00	\$ -	\$ 555.00	\$ -	\$ -	\$ 12,129.00	Adjust to Actual

<u>Line Item</u>	<u>Department:</u> Capital Outlay (901)	<u>Description</u>	<u>2017 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2017 Amended Budget</u>	<u>Notes</u>
270-901-980-650		Library CIP	\$ -	\$ -	\$ 60,000.00		\$ -	\$ 60,000.00	Wisner Center Shelving Project; Furniture Project (2016 Carryover)

<u>Line Item</u>	<u>Department:</u> Debt Service (990)	<u>Description</u>	<u>2015 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2015 Amended Budget</u>	<u>Notes</u>
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Total Revenues:	\$ 275,928.00	\$ -	\$ 10,216.00	\$ -	\$ -	\$ -	\$ 286,144.00
Total Expenditures:	\$ 183,810.00	\$ -	\$ 85,755.00	\$ -	\$ -	\$ -	\$ 269,565.00
Net Revenues of Expenditures:	\$ 92,118.00	\$ -	\$ (75,539.00)	\$ -	\$ -	\$ -	\$ 16,579.00

**2017 BUDGET ADJUSTMENTS
BOARD APPROVED
NOVEMBER 01, 2017**

101 - GENERAL FUND

151 – CEMETERY TRUST FUND

206 - FIRE FUND

207 – POLICE FUND

209 – CCT OPEN SPACE FUND

216 – PATHWAYS FUND

246 – IRF FUND

248 - DDA FUND

270 - LIBRARY

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# __/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 General Fund Budget as follows:

SEE EXHIBIT A

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS:

ABSENT:

Resolution declared adopted November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

EXHIBIT-A FOR GENERAL FUND BUDGET
 RESOLUTION # ___/2017
 BOARD AMENDED - NOVEMBER 01, 2017

REVENUE INCREASE:

101-000-401-441	COMMUNITY STABILIZATION SHARE	\$ 57,641
101-000-600-611	WATER & SEWER IMPLEMENTATION	\$ 14,000
101-000-671-671	MISCELLANEOUS INCOME	\$ 18,000
101-000-676-000	ELECTION REIMBURSEMENT	\$ 13,616

TOTAL INCREASE TO REVENUE	\$103,257
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TOTAL DECREASE TO REVENUE	\$0
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NET INCREASE TO REVENUE	\$103,257
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EXPENDITURES INCREASE:

101-253-939-000	TREASURER'S SERVICE CONTRACTS	\$200
101-262-703-000	ELECTION SALARIES/PT HELP	\$3,000
101-295-709-000	WAGES/SALARIES OVERTIME	\$2,500
101-265-724-000	EDUCATION	\$750
101-295-810-000	INSURANCE/CONTRACT SVCS	\$1,402
101-295-815-000	OMPUTER COST ISWP	\$1,000
101-295-826-000	LEGAL FEES	\$30,000
101-295-952-000	ENT COUNTY AERIAL PHOTO	\$7,500
101-295-967-000	SPECIAL PROJECTS	\$25,000
101-445-816-000	DRAIN MAINTENANCE	\$15,000
101-721-981-000	SMALL EQUIPMENT	\$1,000
101-756-935-000	PAEK MAINTENANCE	\$15,000

TOTAL INCREASE TO EXPENDITURES	\$102,352
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EXPENDITURES DECREASE

INCREASE TO REVENUE	\$103,257
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NET INCREASE TO EXPENDITURES	\$102,352
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NET INCREASE TO FUND BALANCE	\$905
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REVENUE OVERER EXPENDITURES FOR THE YEAR	\$33,372
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BUDGET SUMMARY 2015
GENERAL FUND - 101
RESOLUTION# _____
BOARD AMENDED - NOVEMBER 01, 2017

2017 REVENUES

TAXES:

Tax Revenue from	
Property Owners	\$ 1,250,075
Personal Property	\$ 97,365
Community Stabilization Grand	\$83,216
Street Light Levy	\$63,000
Delinquent Taxes	\$10,000
Abatement Taxes	\$6,270
Penalties & Interest on Taxes	\$10,500
Tax Administration Fee	\$540,000
TOTAL	\$ 2,060,426

LICENSES & PERMITS:

Cable & Telecommunications	\$450,880
Cable Peg Fees	\$75,000
Dog Licenses	\$200
Other Permits	\$750
TOTAL	\$526,830

STATE SHARED REVENUES:

SALES TAX	\$1,363,316
PA 48 (METRO AUTHORITY)	\$15,500
LIQUOR LICENSE	\$21,000
DEQ-SAW GRANT	\$93,150
TOTAL	\$1,492,966

CHARGES FOR SERVICES:

East GR Zoning Fees	
Planning/Zoning Fees	\$25,000
Summer Tax Collection Fees	\$25,850
PA 198 Tax Application	\$2,000
Passport Application Fee	\$20,000
Yard Waste Tag Fees	\$2,000
Sewer & Water Implement.	\$35,000
Grave Openings	\$15,800
NSF Fees	\$100
Sale of Printed Materials	\$100
TOTAL	\$125,850

INTEREST & RENTALS:

General Fund/Interest on Investments	\$59,905
Timmons Park Fund	\$75
Dam Lease	\$70,400
Rentals	\$1,200
TOTAL	\$131,580

OTHER REVENUE:

Sale of Assets	\$500
Contributions(Halloween & July 4th)	\$20,000
Election Reimbursements	\$13,616
Interfund Reimbursements	\$99,336
Park Income	\$6,500
Donations	\$4,000
Park Donations	
Miscellaneous Income	\$22,000
Miscellaneous Income-TRANSIT TICK	\$3,000
Refunds & Rebates	\$1,000
Sale of Voters Registration Info	
TOTAL	\$169,952

OTHER FINANCING
TRF FROM IRF

2017 EXPENDITURES

LEGISLATIVE:

Township Board	\$44,843
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GENERAL GOVERNMENT:

Supervisor & Manager	\$153,140
Elections	\$11,500
Assessor/Board of Review	\$226,259
Clerk	\$88,781
Treasurer	\$131,786
Bldg. & Grounds	\$456,932
Cemetery	\$65,000
Other Admin.	\$661,112
Planning	\$266,899
TOTAL	\$2,061,409

PUBLIC WORKS:

Drains	\$150,002
Highways/Roads	\$387,300
Yard Waste Removal	\$62,200
Streetlighting	\$113,000
Hydrant Rental	
Transporation	
TOTAL	\$712,502

RECREATION & CULTURE:

Park & Recreation	\$62,700
Historical	\$9,480
TOTAL	\$72,160

OTHER TOWNSHIP:

Insurance & Benefits	\$710,158
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CAPITAL OUTLAY:

Capital - Bldg & Grds	\$136,000
Capital - Land Aquisition	
Capital - General	\$75,000
Capital - Bldg Imp	\$136,000
Capital - Land Improvement	\$315,000
TOTAL	\$526,000

DEBT SERVICE:

Principal	\$0
Interest & Fees	\$0
TOTAL	\$0

TOTAL EXPENDITURES

BEFORE TRANSFERS:	\$4,127,072
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OTHER FINANCING

OPERATING TRANSFERS OUT:

Transfer/Cemetery Trust	\$1,500
Transfer/Dam Major Repair	\$40,000
Transfer/Fire Fund	\$400,000
Transfer/A. Homeyer/Open Space	

TOTAL	\$441,500
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BUDGET SUMMARY 2015
GENERAL FUND - 101
RESOLUTION# _____
BOARD AMENDED - NOVEMBER 01, 2017

TRF FROM DDA FUND \$94,340.00
TOTAL \$94,340.00

TOTAL REVENUES: \$4,601,944 TOTAL APPROPRIATED: \$4,568,572

TOTAL AVAIL/APPROPRIATE: \$4,601,944

REVENUE UNDER EXPENSES \$33,372

FUND BALANCE 1/1/2017 \$9,080,233
PLUS REVENUE \$4,601,944
LESS EXPENSES \$4,568,572
FUND BALANCE 12/31/2017 \$9,113,605

FUND BALANCE - COMMITTED PENSION 2012 \$499,543
FUND BALANCE - COMMITTED PP TAX 2012 \$475,000
UNDESIGNATED FUND BALANCE PROJECTION | \$8,139,062
FUND BALANCE PROJECTION FOR 12/31/2017 \$9,113,605

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Cemetery Trust Fund Budget as follows:

INCREASE EXPENDITURES	
151-276-787-000 OTHER EXPENSES	\$ 500
DECREASE TO FUND BALANCE	\$ 500
REVENUE OVER EXPENDITURES FOR YEAR:	\$ 3,600

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS:
NAYS:
ABSENT:

Resolution declared adopted November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on August 26, 2015.

Susan Slater
Cascade Charter Township Clerk

BU151

BUDGET SUMMARY 2017
 CEMETERY TRUST FUND - 151
 RESOLUTION# ___/2017
 BOARD AMENDED - NOVEMBER 01, 2017

2017 REVENUES

INTEREST REVENUE: 350
 OTHER REVENUE 5,500

2017 EXPENDITURES

MISCELLANEOUS EXPENSE 250
 CEMETERY IMPROVEMENTS 2,000

TRANSFER FROM GENERAL FUND

TOTAL REVENUES:	5,850	TOTAL APPROPRIATED:	2,250
TOTAL AVAILABLE TO APPROPRIATE	5,850		
REVENUE OVER EXPENSES	3,600		

FUND BALANCE 1/1/2015	98,777
PLUS REVENUE	5,850
LESS EXPENSES	2,250
FUND BALANCE 12/31/2015	<u>102,377</u>
COMMITTED FUNDS/MONUMENTS/WHITNEYVILLE 2011	<u>5,000</u>
NET FUND BALANCE PROJECTION FOR 12/31/2015	97,377
FUND BALANCE PROJECTION FOR 12/31/2015	<u><u>102,377</u></u>

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Fire Fund Budget as follows:

SEE EXHIBIT A

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS: ,
ABSENT:

Resolution declared adopted November 01, 2017

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on October 26, 2016.

Susan Slater
Cascade Charter Township Clerk

FIRE FUND
EXHIBIT A FOR RESOLUTION # ___/2017
BOARD AMENDED - NOVEMBER 01, 2017

REVENUE INCREASES		
206-000-401-437	COMMUNITY SHARE STABILIZATION	12,570.00
INCREASE TO REVENUE		12,570.00
EXPENDITURES INCREASE:		
206-336-709-000	WAGES/SALARIES OVERTIME	30,000.00
-206-336-810	FIRE PROPERTY/CON/VEHICLE INS	625.00
206-336-936-000	FIRE STATION MAINTENANCE	15,000.00
INCREASE TO EXPENDITURES		<u>45,625.00</u>
EXPENDITURES DECREASE:		
206-336-710-000	FIRE PAID ON CALL	20,000.00
DECREASE TO EXPENDITURES		<u>20,000.00</u>
NET INCREASE TO EXPENDITURES		25,625.00
DECREASE TO FUND BALANCE		(13,055.00)
REVENUE UNDER EXPENDITURES FOR YEAR		393,543

BUDGET SUMMARY 2017
 FIRE FUND - 206
 RESOLUTION# ___/2017
 BOARD AMENDED - NOVEMBER 01, 2017

2017 REVENUES

2017 EXPENDITURES

TAXES:

Tax Revenue from Property Owners	\$ 1,701,175
Personal Property Tax	\$ 131,800
Abatement Taxes	\$ 8,486
Community Stabilization	\$ 45,836
Penalties & Interest on Taxes	\$ 300
TOTAL	\$ 1,887,597

\$2,072,595

GRANTS

INTEREST REVENUE: \$ 18,725

FINES AND FORFEITURES \$ 500

OTHER REVENUE: \$ 3,000

OTHER FINANCING

OPERATING TRANSFERS IN TRANSFER FROM GENERAL FUND \$ 400,000

HAZMAT EXPENSE

\$ -

CAPITAL OUTLAY

\$ 630,770

DEBT SERVICE:

Principal Payments
Interest Payments

TOTAL

\$ -

TOTAL REVENUES: \$ 2,309,822

TOTAL AVAILABLE TO APPROPRIATE \$ 2,309,822

TOTAL APPROPRIATED: \$2,703,365

REVENUE OVER EXPENSES \$ (393,543)

FUND BALANCE 1/1/2017	\$ 2,655,708
PLUS REVENUE	\$ 2,309,822
LESS EXPENSES	\$ 2,703,365
FUND BALANCE PROJECTED FOR 12/31/2017	<u>\$ 2,262,165</u>
FUND BALANCE COMMITTED - RESCUE VEH 2012	\$ 198,000
FUND BALANCE COMMITTED - PP TAX 2012	\$ 660,000
FUND BALANCE - RESTRICTED	\$ 1,404,165
FUND BALANCE PROJECTION FOR 12/31/2017	<u>\$ 2,262,165</u>

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING AUGUST 26, 2015
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Police Fund Budget as follows:

DECREASE TO REVENUE

207-000-401-441 COMMUNITY STABILIZATION \$ 2,931

INCREASE TO EXPENDITURES

207-301-787-000 OTHER EXPENSES \$ 7,500

DECREASE TO FUND BALANCE \$ 10,431

REVENUE UNDER EXPENDITURES FOR THE YEAR: \$ 40,568

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS:

NAYS:

ABSENT:

Resolution declared adopted November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017

Susan Slater
Cascade Charter Township Clerk

BUDGET SUMMARY 2017
POLICE FUND - 207
RESOLUTION# ___/2017
BOARD AMENDED - NOVEMBER 01, 2017

2017 REVENUES

2017 EXPENDITURES

TAXES:

Tax Revenue from Property Owners	\$593,650
Personl Property Taxes	\$46,000
Abatement Taxes	\$2,962
Community Stabilization	\$11,612
Penalties & Interest on Taxes	\$120
TOTAL	\$654,344

OTHER EXPENDITURES	\$ 250
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SHERIFF PROTECTION	\$ 626,526
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INTEREST REVENUE:

INTEREST REVENUE	\$13,000
TOTAL	<u>\$13,000</u>

OTHER REVENUE:

DONATIONS

TOTAL REVENUES:	\$667,344
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TOTAL AVAILABLE TO APPROPRIATE	\$667,344
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TOTAL APPROPRIATED:	\$ 626,776
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REVENUES UNDER EXPENDITURES	\$40,568
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FUND BALANCE 1/1/2017	\$1,283,785
PLUS REVENUES	\$667,344
LESS EXPENDITURES	\$626,776
FUND BALANCE PROJECTION FOR 12/31/2017	<u>\$1,324,353</u>
FUND BALANCE - COMMITTED PP TAX 2012	<u>\$230,000</u>
FUND BALANCE - RESTRICTED	\$1,094,353
FUND BALANCE PROJECTION FOR 12/31/2017	<u>\$1,324,353</u>

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION # ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 CCT Open Space Fund Budget as follows:

INCREASE TO REVENUE	
209-000-401-441 COMMUNITY STABILIZATION	\$ 15,435
INCREASE TO EXPENDITURES	
209-751-935-000 PARK MAINTENANCE	\$ 14,000
INCREASE TO FUND BALANCE	\$ 1,435
REVENUE UNDERER EXPENDITURES FOR THE YEAR:	\$ 39,297

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS:

ABSENT:

Resolution declared adopted November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

BUDGET SUMMARY 2017
 CCT OPEN SPACE FUND - 209
 RESOLUTION# ___/2017
 BOARD AMENDED -NOVEMBER 01, 2017

2017 REVENUES

TAXES:

Tax Revenue from	
Property Owners	\$ 295,900
Personal Property	\$ 23,050
Delinquent Taxes	\$ 1,700
Abatement Taxes	\$ 1,485
Community Stabilization	\$ 21,252
Penalties & Interest on Taxes	\$ 100
TOTAL	\$ 343,487

GRANTS

INTEREST REVENUE:

Interest Revenue	\$ 400
Interest on A. Homeyer	\$ 1,750
	\$ 2,150

OTHER REVENUE:

Sale of Assets	
Donations	\$ 1,000
TOTAL	\$ 1,000

OTHER FINANCING

\$ -

TOTAL REVENUES: \$ 346,637

TOTAL AVAILABLE TO APPROPRIATE \$ 346,637

REVENUE UNDER EXPENDITURES \$ (39,297)

FUND BALANCE 1/1/2017	\$ 739,046.00
PLUS REVENUE	\$ 346,637.00
LESS EXPENDITURES	\$ 385,934.00
FUND BALANCE PROJECTION FOR 12/31/2017	\$ 699,749.00

2017 EXPENDITURES

OTHER EXPENSE \$ 38,150

LAND ACQUISITION AND CONSTR

DEBT SERVICE

CAPITAL IMPROV BOND PRINCIPAL	\$ 215,000
CAPITAL IMPROV BOND INTEREST	\$ 132,784
	\$ 347,784

TOTAL EXPENDITURES \$ 385,934

BEFORE TRANSFERS: \$ 385,934

OTHER FINANCING

OPERATING TRANSFERS OUT:

TOTAL APPROPRIATED: \$ 385,934

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Pathways Fund Budget as follows:

INCREASE TO REVENUE

216-000-401-441	COMMUNITY STABILIZATION	\$ 27,141
INCREASE TO FUND BALANCE		\$ 27,141
REVENUE OVER EXPENDITURES FOR THE YEAR:		\$ 190,073

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS:

ABSENT:

Resolution declared adopted November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

BU216

BUDGET SUMMARY 2015
 PATHWAYS FUND - 216
 RESOLUTION# 49/2015
 BOARD AMENDED - DECEMBER 16, 2015

2017 REVENUES

TAXES:
 Tax Revenue from
 Property Owners \$512,700
 Personal Property Tax \$39,950
 Abatement Taxes \$2,575
 Delinquent Property Tax \$3,000
 Penalties & Interest on Taxes \$100
 Community Stabilization \$36,822
 TOTAL \$595,147

INTEREST REVENUE: \$1,300

OTHER REVENUE
 MISCELLANEOUS INCOME

2017 EXPENDITURES

RECREATION & CULTURAL:
 PATHWAYS 113,200

CAPITAL OUTLAY

DEBT SERVICE:
 PRINCIPAL 287,000
 INTEREST & FISCAL CHARGES 6,174
 TOTAL 293,174

OTHER FINANCING SOURCE:

BOND REVENUE- REFINANCING

0

TOTAL REVENUES: \$596,447

TOTAL AVAILABLE TO APPROPRIATE \$596,447

TOTAL APPROPRIATED: 406,374

REVENUE OVER EXPENDITURES \$190,073

FUND BALANCE 1/1/2017	\$162,932
PLUS REVENUE	\$596,447
LESS EXPENDITURES	<u>\$406,374</u>
FUND BALANCE PROJECTION FOR 12/31/2017	<u>\$200,000</u>
FUND BALANCE COMMITTED - PP TAX 2012	<u>\$153,005</u>
FUND BALANCE RESTRICTED	<u>\$353,005</u>
FUND BALANCE PROJECTION FOR 12/31/2017	<u>\$353,005</u>

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Improvement Revolving Fund Budget as follows:

INCREASE TO REVENUE		
246-000-630-000	HOOKUP FEES	\$ 15,000
INCREASE TO EXPENDITURES		
246-901-974-000	CAPITAL OUTLAY – LAND IMP	\$ 15,000
INCREASE/DECREASE TO FUND BALANCE		\$ 0
REVENUE UNDER EXPENDITURES FOR THE YEAR		\$ 644,144

The foregoing Resolution was offered by _____,
supported by _____, with the vote being as follows:

YEAS:
ABSENT:

Resolution declared adopted October 26, 2016.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017

Susan Slater
Cascade Charter Township Clerk

BU246

BUDGET SUMMARY
 IMPROVEMENT REVOLVING FUND - 246
 RESOLUTION# ___/2017
 BOARD AMENDED - NOVEMBER 01, 2017

<u>2017 REVENUES</u>		<u>2017 EXPENDITURES</u>	
HOOKUP FEES	\$200,000	ADMINISTRATIVE	\$53,500
INTEREST ON INVESTMENTS	\$2,000	DEBT SERVICE	
INT & PENALTIES ON SP ASSESSMENTS	\$4,500	PRINCIPAL PAYMENTS	\$77,000
SP ASSESSMENT REVENUE	\$32,145	INTEREST PAYMENTS	\$2,289
MISCELLANEOUS INCOME		CAPITAL OUTLAY:	
OTHER REVENUE		CAPITAL OUTLAY - LAND IMP	\$750,000
SP ASSESSMENT INACTIVE			\$750,000
<u>OTHER FINANCING</u>			
		OTHER FINANCING	
		OPERATING TRANSFER OUT:	
		TRANSFER/GENERAL FUND	
 TOTAL REVENUES:	 \$238,645	 TOTAL APPROPRIATED:	 \$882,789
 TOTAL AVAILABLE TO APPROPRIATE	 \$238,645		
 REVENUE UNDER EXPENDITURES	 (\$644,144)		
 FUND BALANCE 1/1/2017		 \$1,596,219	
PLUS REVENUE		\$238,645	
LESS EXPENDITURES		\$882,789	
FUND BALANCE PROJECTION FOR 12/31/2017		\$952,075	

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Improvement Revolving Fund Budget as follows:

INCREASE TO REVENUE		
246-000-630-000	HOOKUP FEES	\$ 150,000
INCREASE TO EXPENDITURES		
246-295-964-000	ADMIN 10% HOOKUP TO GENERAL	\$ 15,000
246-901-974-000	CAPITAL OUTLAY – LAND IMP	<u>\$ 150,000</u>
INCREASE TO EXPENDITURES		\$ 165,000
DECREASE TO FUND BALANCE		\$ 15,000
REVENUE UNDER EXPENDITURES FOR THE YEAR		\$ 659,144

The foregoing Resolution was offered by _____,
supported by _____, with the vote being as follows:

YEAS:

ABSENT:

Resolution declared adopted October 26, 2016.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017

Susan Slater
Cascade Charter Township Clerk

BU246

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Improvement Revolving Fund Budget as follows:

INCREASE TO REVENUE		
246-000-630-000	HOOKUP FEES	\$ 150,000
INCREASE TO EXPENDITURES		
246-295-964-000	ADMIN 10% HOOKUP TO GENERAL	\$ 15,000
246-901-974-000	CAPITAL OUTLAY – LAND IMP	<u>\$ 150,000</u>
INCREASE TO EXPENDITURES		
		\$ 165,000
DECREASE TO FUND BALANCE		\$ 15,000
REVENUE UNDER EXPENDITURES FOR THE YEAR		\$ 659,144

The foregoing Resolution was offered by _____,
supported by _____, with the vote being as follows:

YEAS:

ABSENT:

Resolution declared adopted October 26, 2016.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017

Susan Slater
Cascade Charter Township Clerk

BU246

BUDGET SUMMARY
 IMPROVEMENT REVOLVING FUND - 246
 RESOLUTION# ___/2017
 BOARD AMENDED - NOVEMBER 01, 2017

<u>2017 REVENUES</u>		<u>2017 EXPENDITURES</u>	
HOOKUP FEES	\$350,000	ADMINISTRATIVE	\$68,500
INTEREST ON INVESTMENTS	\$2,000	DEBT SERVICE	
INT & PENALTIES ON SP ASSESSMENTS	\$4,500	PRINCIPAL PAYMENTS	\$77,000
SP ASSESSMENT REVENUE	\$32,145	INTEREST PAYMENTS	\$2,289
MISCELLANEOUS INCOME		CAPITAL OUTLAY:	
OTHER REVENUE		CAPITAL OUTLAY - LAND IMP	\$900,000
SP ASSESSMENT INACTIVE			\$900,000
<u>OTHER FINANCING</u>			
	_____	OTHER FINANCING	
		OPERATING TRANSFER OUT:	
		TRANSFER/GENERAL FUND	
TOTAL REVENUES:	\$388,645	TOTAL APPROPRIATED:	\$1,047,789
TOTAL AVAILABLE TO APPROPRIATE	\$388,645		
REVENUE UNDER EXPENDITURES	(\$659,144)		
FUND BALANCE 1/1/2017		\$1,596,219	
PLUS REVENUE		\$388,645	
LESS EXPENDITURES		\$1,047,789	
FUND BALANCE PROJECTION FOR 12/31/2017		\$937,075	

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 DDA Fund Budget as follows:

INCREASE TO REVENUE		
248-000-675-000	DDA CONTRIBUTION-MISC	\$ 6,500
INCREASE EXPENDITURES		
248-170-723-000	DDA MEMBERSHIP	\$ 660
248-170-950-000	DDA PROPERTY TAX REFUNDS	\$ 5,066
TOTAL INCREASE TO EXPENDITURES		<u>\$ 5,726</u>
INCREASE TO FUND BALANCE		\$ 774
REVENUE OVER EXPENDITURES FOR YEAR:		\$ 170,673

The foregoing Resolution was offered by Board _____,
supported by Board _____, with the vote being as follows:

YEAS: ,
ABSENT:

Resolution declared adopted November 01, 2017

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017

Susan Slater
Cascade Charter Township Clerk

BU248

BUDGET SUMMARY 2017
 DDA FUND - 248
 RESOLUTION# ___/2017
 BOARD AMENDED - NOVEMBER 01, 2017

2017 REVENUES

TAXES:

G.R.C.C.	\$95,000
KENT COUNTY	\$300,954
KENT DISTRICT LIBRARY	\$67,815
CASCADE TOWNSHIP	\$186,715
TOTAL	\$650,484

INTEREST REVENUE: \$5,500

OTHER REVENUE:

REIMBURSEMENT/REFUNDS	
SCULPTURE DONATION	\$7,500
DDA CONTRIBUTION-MISC	\$6,500
DONATION - METRO CRUISE WU	\$15,000
TOTAL	\$29,000

OTHER FINANCING

TOTAL REVENUES: \$684,984

TOTAL AVAILABLE TO APPROPRIATE \$684,984

REVENUE OVER EXPENDITURES \$170,873

FUND BALANCE 1/1/2017	\$401,788
PLUS REVENUE	\$684,984
LESS EXPENDITURES	\$514,311
BALANCE PROJECTION FOR 12/31/2017	\$572,461

2017 EXPENDITURES

DDA OPERATION MAINTENANCE:

OTHER EXPENSES	\$10,000
ENGINEERING	\$10,000
LEGAL	\$2,500
ELECTRICITY	\$27,000
STREETLIGHTS	\$8,000
CELL PHONE/DATA	\$900
WATER	\$6,500
MAINT & REPAIR	\$37,800
SMALL EQUIP & FURNITURE	\$500
SPECIAL PROJECT	\$75,000
DDA PROPERTY TAX REFUND	\$10,066
METRO CRUISE WU	\$20,000
BUS SERVICE - 28TH ST	\$97,187
MEMBERSHIP DUES	\$1,600
EDUCATION	\$2,000
MILEAGE	\$400
TOTAL	\$309,453

CAPITAL OUTLAY

DDA CONSTRUCTION & LAND ACQUISITION

DEBT SERVICE	
PRINCIPAL PAYMENTS	\$95,000
INTEREST & FEES	\$15,518
TOTAL	\$110,518

BEFORE TRANSFERS \$419,971

OTHER FINANCING

TRANSFER / GENERAL FUND	\$94,340
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TOTAL APPROPRIATED: \$514,311

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
BOARD MEETING NOVEMBER 01, 2017
2017 BUDGET RESOLUTION
RESOLUTION# ___/2017**

WHEREAS, Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

WHEREAS, Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

NOW, THEREFORE, BE IT RESOLVED THAT: The Cascade Charter Township Board amends the 2017 Library Fund Budget as follows:

INCREASE TO REVENUE		
270-000-401-441	COMMUNITY STABILIZATION	\$ 10,216
INCREASE TO EXPENDITURES		
270-790-802-000	LIBRARY JANITORIAL CONTRACT	\$ 25,200
270-790-810-000	LIBRARY PROPERT INS	\$ 555
270-901-980-650	LIBRARY CIP	<u>\$ 60,000</u>
	TOTAL INCREASE TO EXPENDITURES	\$ 85,755
DECREASE TO FUND BALANCE		\$ 75,539
REVENUE OVER EXPENDITURES FOR THE YEAR:		\$ 16,579

The foregoing Resolution was offered by _____,
supported by Board _____, with the vote being as follows:

YEAS:

ABSENT:

Resolution declared adopted November 01, 2017

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on November 01, 2017.

Susan Slater
Cascade Charter Township Clerk

BU270

BUDGET SUMMARY 2017
 LIBRARY FUND - 270
 RESOLUTION# ___/2017
 BOARD AMENDED NOVEMBER 01, 2017

2017 REVENUES

TAXES:

Tax Revenue from		
Property Owners	\$	193,125
Personal Property Tax	\$	15,050
Delinquent Tax	\$	1,200
Abatement Taxes	\$	965
Penalties & Interest on Taxes	# \$	75
Community Stabilization	\$	13,860
TOTAL	\$	224,275

INTERGOVERNMENTAL SOURCES

Kent District Library Payments	\$	32,869
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INTEREST REVENUE:

\$	29,000
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OTHER REVENUE:

DONATIONS		
MISCELLANEOUS INCOME		
SALE OF ASSETS		
	\$	-

OTHER FINANCING SOURCES:

\$	-
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TOTAL REVENUES:	\$	286,144
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TOTAL AVAILABLE TO APPROPRIATE	\$	286,144
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REVENUE UNDER EXPENDITURES	\$	16,579
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2017 EXPENDITURES

RECREATION & CULTURAL:
LIBRARY

\$	193,229
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DEBT SERVICE:

PRINCIPAL
INTEREST & FISCAL CHARGES

TOTAL	\$	-
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CAPITAL OUTLAY

\$	60,000
----	--------

TRANSFERS:

\$	16,336
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\$	-
----	---

\$	-
----	---

TOTAL	\$	16,336
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TOTAL APPROPRIATED:	\$	269,565
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\$	1,979,228
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TOTAL BEGINNING FUND BALANCE 1/01/2017

	\$	286,144
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PLUS REVENUE	\$	269,565
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LESS EXPENDITURES	\$	1,995,807
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FUND BALANCE PROJECTION 12/31/2015	\$	400,000
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COMMITTED - MAJOR REPAIR 2011	\$	195,000
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COMMITTED FUNE - PP TAX 2012	\$	1,400,807
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NET RESTRICTED FUND BALANCE PROJECTION 12/31/2015	\$	1,995,807
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FUND BALANCE PROJECTION 12/31/2015



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

Date: November 11, 2017
To: Rob Beahan, Township Supervisor
CC: Township Board Members
From: Oxana Sourine, Deputy Treasurer
Subject: Special Assessment Resolution for the year 2017

The Treasurer's Office adds the costs associated with streetlights to the winter tax roll each year. We also put a lien for all unpaid water, sewer and ordinance charges on the property to insure their payment.

Here is the list of all Special Assessments charges:

Streetlights	\$64,843.41
2008 Water	\$ 815.67
2014 Sewer	\$ 1,326.70
2017 Delq. Water	\$ 1,525.00
<u>Oak Terrace Water</u>	<u>\$ 5,634.36</u>
Total	\$75,145.14

RESOLUTION NO. _____
CHARTER TOWNSHIP OF CASCADE
KENT COUNTY, MICHIGAN

WHEREAS, The Charter Township of Cascade has instituted certain light districts and wishes to warrant the costs to the 2017 Tax Roll;

WHEREAS, The Charter Township of Cascade wishes to warrant to the Tax Roll certain water and sewer special assessments, and delinquent sewer and water usage for 2017;

BE IT THEREFORE RESOLVED, The streetlight roll of \$64,843.41, the sewer and water assessments of \$7,776.73, and the delinquent sewer and water usage of \$1,525.00 be warranted to the 2017 Tax Roll.

The foregoing Resolution was offered by Board Member _____ supported by Board Member _____ and the vote being as follows:

YEAS: _____

NAYS: _____

ABSENT:

Resolution declared adopted on November 15, 2017.

Susan B. Slater, Clerk
Cascade Charter Township

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a regular Board meeting of the Cascade Charter Township Board, held on Nov. 15, 2017.

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Approval of Resolutions for VAI Purple Community Run to close public streets for 5K Run/Walk on April 28, 2018

Meeting Date: November 15, 2017

VAI Purple Community is working with Groove City Events to hold a 5K run on Saturday, April 28, 2018. The run will begin at the Mary Free Bed YMCA, continue east down Burton St. to Santiago, loop through Caravelle Village and back to the YMCA (see attached map).

Representatives from VAI and Groove City have been working with the Kent County Sheriff Department (KCSD) regarding the route, traffic movements and road closures for the event. The Kent County Road Commission is fine with the event provided the event coordinators use the KCSD for traffic control and residents along and off the closed portion of Burton are aware of the event date and time.

The event coordinators will begin to notify residents 2 months prior to the event, with subsequent door hangers, yard sides and road closure signage as the event gets close.

Attached is a resolution regarding road closure on Burton St. from 7:45 a.m. to 9:30 a.m.

Maps (along with further information) are included in the packet for your review. Representatives from VAI and Groove City Events will be at the meeting to answer questions.

Proposal for VAI Purple Community 5K Run, April 28, 2018 at 8AM

The following plan has been agreed to by VAI Purple Comm. 5K, Kent County Sheriff and the Mary Free Bed YMCA.

Burton St will be shut down to through traffic (from Cascade to Kraft) during the event from 8am to 9am (9:30am at the latest). Residential traffic will be allowed to move in during the event as needed.

Pre-planning:

Communicating with the neighbors—

- Mailer to all the homes 2 months before the event
- Door knockers as a reminder 3 weeks before the event
- **Yard signs advertising the event 3 weeks before event (need some discussion from township)**

Communicating with YMCA members –

1. Close circuit television notices
2. Email notices

Day of traffic plans: (see attached **route**)

- Burton closed between 8am and 9am (9:30am at the latest)
- Closing Burton Ave to through traffic at race time. Only traffic allowed to travel will be residential and business related vehicles (landscapers; builders/trades working on homes in the area).
- Officers closing Burton to through traffic and assisting with traffic control:
 - 2 officers at Burton/Kraft intersection, vehicles allowed to proceed north/south on Kraft as gaps in the participants permit. Officers will adjust traffic signals as necessary.
 - 1 officer at Santiago/Burton intersection
 - 2 officers at Burton/San Marie
 - 1 officer Burton/Cascade intersection.
- “Competent Volunteers” (a.k.a., adults) will monitor all intersecting streets along Burton assisting vehicles on exiting/entering neighborhoods
- The residents of Santiago, San Marie egresses will be asked to use Santiago Rd and exit east on Burton if possible.
- All other vehicle movements will be handled on an “as-needed” basis based on runnersafety.

Route Details:

- Runners/walkers will start/finish on the trail on the north side of the YMCA. This will allow the YMCA drive from Kraft to remain open for vehicle travel before the event. This drive will be closed to exiting vehicle traffic during the event. Members and participants will be required to leave the YMCA only at main entrance on Burton.
- Participants will travel east on the trail crossing Kraft into the east-bound lane on Burton.
- Participants will use the east-bound lane on Burton until reaching Santiago.
- Participants will turn south on Santiago moving clockwise through the neighborhoods using the inner most lane (staying to the inside of the loop)
- Runners will then turn west again on Burton using the west-bound lane
- Walkers will return along Burton on the trail. This way we can open Burton sooner.
- Volunteers will assist walkers with vehicle traffic at all intersections
- Participants will cross Kraft from Burton running a diagonal route to the return on the trail on the north side of the YMCA.
- Officers will remain at intersection of Kraft/Burton to assist walkers crossing to the finish.



KENT COUNTY SHERIFF'S OFFICE
Lawrence A. Stelma – Sheriff



Lieutenant Bryan Muir - Special Events Coordinator - Events line: 632-6232
Event email: SpecialEvents@kentcountymi.gov

November 1, 2017

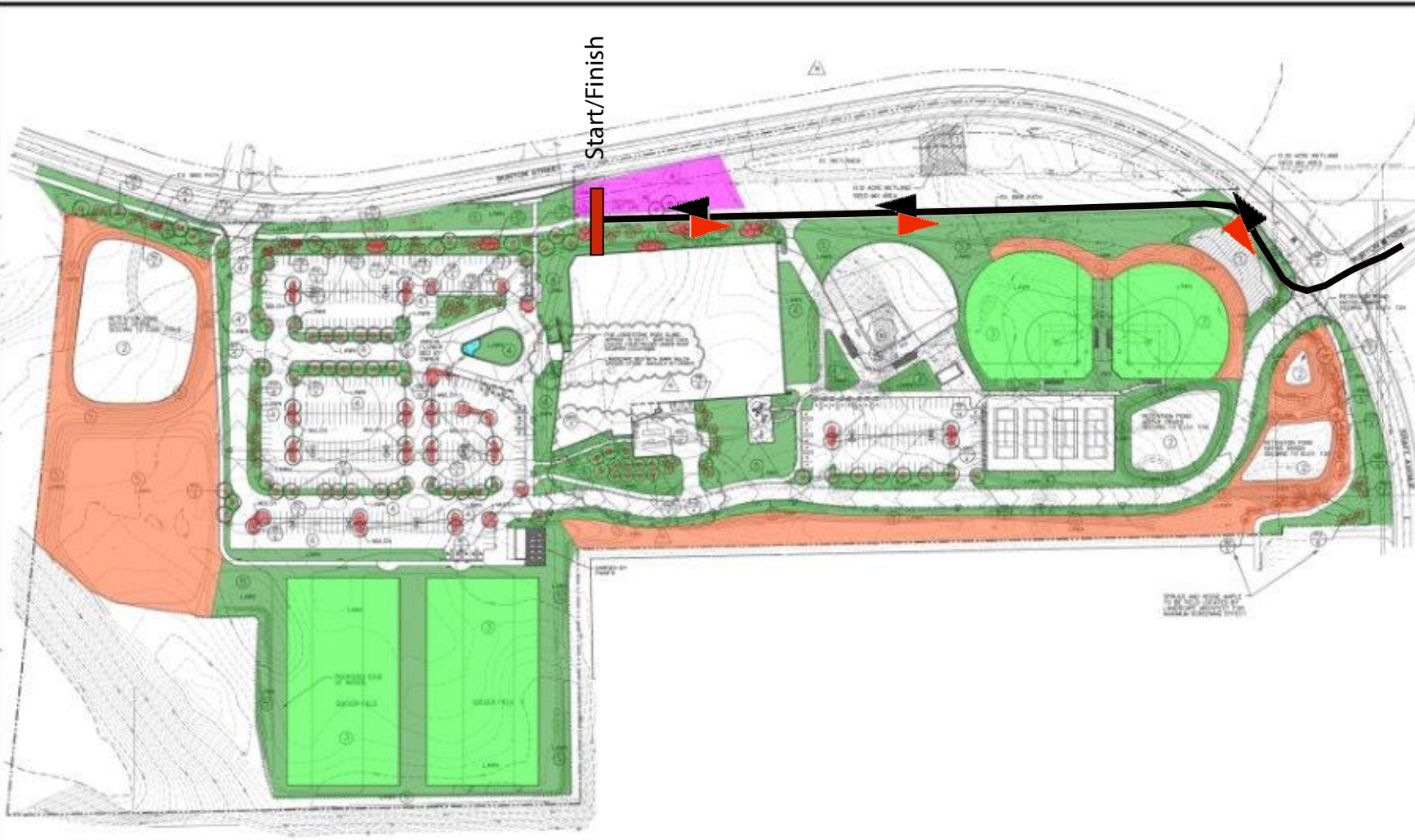
To Whom It May Concern:

Based on the information provided by Doug Bostian on October 24th, 2017, the Kent County Sheriff's Office has been provided preliminary information about the intended Mary Free Bed YMCA 5k Race to be held on April 28th, 2018 in Cascade Township.

Based on the initial plans provided, the Sheriff's Office has agreed to provide traffic control assistance and a law enforcement presence sufficient enough to ensure the safety of all participants through its special events division.

All costs for the additional law enforcement presence will be charged to the event coordinator.

Lt. Bryan Muir
Special Events Coordinator
Kent County Sheriff's Office



Start/Finish

LEGEND:

	Mowing
	Mulch Beds & Tree Rings
	Stone Beds & Tree Rings
	Monthly Mowing
	Unfertilized Lawn
	Irrigation Controls
	Park Here
	Special Request
	Annual Flowers

Measured Date:
11/03/2015
Measured By:
LJP

YMCA - Mary Free Bed
Lawn Site Map
5500 Burton Street SE, Grand Rapids, MI

DJS LANDSCAPE MANAGEMENT
 4700 Lyndale SE, Grand Rapids, MI 49503
 616.221.1111
 www.djslandscape.com

Scale:
Not to Scale

Cascade Charter Township
Kent County, Michigan
Resolution # of 2017

The Cascade Charter Township Board Hereby Resolves:

Whereas, VAI and Groove City Events would like to hold a 5K Run on April 28, 2018; and

Whereas, they will need to close Burton Street from approximately 7:45 a.m. to 9:30 a.m.; and

Whereas, Burton Street is a primary street; and

Whereas, VAI & Groove City Events is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on April 28, 2018 from 7:45 a.m. to 9:30 a.m.

Be It Further Resolved, that the Cascade Township Board hereby directs the Clerk to forward this request to the Kent County Road Commission for the necessary permit.

The foregoing Resolution was offered by Board Member , supported by Board Member . The roll call vote being as follows:

YEAS:
NAYS:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan B. Slater
Township Clerk

CERTIFICATION

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Wisner Center on the 15th day of November, 2017, at 7:00 p.m., pursuant to the required statutory procedures.

November 15, 2017

By _____
Susan B. Slater
Township Clerk