

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, June 12, 2019

7:00 P.M.

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

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

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

Article 6. Approval of Consent Agenda

- a. Receive and File Various Meeting Minutes
 1. Regular Board Meeting Minutes 05/22/2019.
 2. Regular Planning Commission Minutes 05/13/2019, 5/20/19.
 3. Regular DDA Minutes 3/19/19.
- b. Receive and File Reports
 1. Treasurer's Report for April, 2019.
 2. Building Department Report for May, 2019.
- c. Receive and File Communications
 - 1.
- d. Education Requests
 1. Ken Peirce, MTA Township Treasurers' Professional Retreat – July 15-16, 2019 – Bellaire, MI.
 2. Jeff Biegalle, MIAM Fall Conference – October 17-18, 2019 – Clare, MI.

Article 7. Financial Actions

- a. **Consider Approval of May, 2019 Payroll, Payables and Transfers.**
- b. **Consider Approval of May, 2019 Financial Reports.**

Article 8. Unfinished Business

043-2019 (TABLED) Consider Adoption of the MERS Health Care Savings Program Uniform Resolution Adopting the MERS Health Care Savings Program Participation Agreement (Roll Call

044-2019 Consider (re)setting a Public Hearing for a Proposed Ordinance Prohibiting Marihuana Establishments and Facilities in Cascade Charter Township

Article 9. New Business

045-2019 Consider Approval of Resolution for Road Closure for Vinewood Ave. (roll call)

046-2019 Consider Approval of the HVAC Preventative Maintenance Contract with B&V Mechanical

046-2019 Consider Approval of a Bid for a Mobile Generator

047-2019 Consider Approval of a Work Order for Survey and Plans for Quiggle Road Reconstruction

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

Article 11. Manager Comments

Article 12. Board Member Comments

Article 13. Adjournment

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
March 19th, 2019
5:30 P.M.
Cascade Library – Wisner Center

ARTICLE 1. Chairman Puplava called the meeting to order at 5:30 P.M.
Members Present: Beahan, Kingsland, Stephan, Growney, Siegle, Puplava, McNeil-Chapman, DeWitt
Members Absent: Makkar
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 Siegle to approve the Agenda. Supported by Member McNeil-Chapman. Motion carried 8 to 0.

ARTICLE 3. Approve the Minutes of the February 19, 2019 Meeting.

Motion was made by Member Siegle to approve the Minutes as presented. Supported by Member Kingsland. Motion carried 8 to 0.

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

No one came forward.

ARTICLE 5. Discuss and Consider DDA recommendation for the Centennial Park Streetscape Project.

Director Korhorn started by showing construction drawings for the project, stating that nothing has changed since they were last seen at a meeting. She then stated that there have been meetings with the property owners in Centennial Park that they still need permanent easements, temporary easements, or grading easements from. The response has been good so far from them. In order to move this forward, Director Korhorn said that she does need a recommendation for the Township Board. This project will be bonded for at a cost of around one million dollars.

Motion was made by Member Kingsland to move forward with sending this to the Township Board. Supported by Member Siegle. Motion carried 8 to 0.

ARTICLE 6. Discuss and Consider DDA Sponsorship for the Sunday Afternoon Live Concert Series.

Director Korhorn stated that this will be Season 5 of seven months of free concerts held at the Wisner Center, one afternoon each month from October through April. There is a \$1,500 sponsorship being requested from the DDA for these events.

There is an average of 110 attendees per show, and the total project cost for the series is \$24,390. This sponsorship level is the same as years past.

Director Korhorn states that staff is recommending approval of this project.

Motion was made by Member McNeil-Chapman to have the DDA sponsor this series. Supported by Member Kingsland. Motion carried 8-0.

ARTICLE 7. Discuss and Consider DDA Sponsorship for the Family Nights at the Library Series.

Director Korhorn stated this is a series that was started last year to use and promote the space of the outdoor gathering area. There were five family friendly summer programs last summer that were very popular. In addition to the five programs again this summer, there will be three concerts added to the schedule. Total cost for the program is \$3,000, of which \$1,550 is being requested from the DDA. Last year the Sponsorship was \$1,400 from the DDA. Director Korhorn stated that since there are no pathways or ADA access to the outdoor gathering area site, last year the use of a golf cart was donated to assist residents with mobility issues to the site. Renting a golf cart from US Golf in Caledonia for use this summer would be \$1,625. That would include delivery, 3 months use, and then pick-up when the series is over. The gas operated cart would more than likely be stored at Burton Park, transported by the Building and Grounds staff. There has also been a suggestion of having a tent for shade since there is none in that area; rental of a 20x20 tent from Kingsland would be \$200-\$400.

Director Korhorn invited Vanessa Walstra (Branch Manager of the library) to come forward with comments about the Series. She stated that many residents commented on how nice it was to have music and entertainment in that area. This year potential musical performers are Voices of Freedom, The Bucket of Maybes, Pint Size Polkas, and The 126 Army Band. These concerts are usually around an hour long. Marketing is done through KDL promotional materials, as well as the Township promotions and publications.

Motion was made by Member Siegle to have the DDA sponsor the Family Nights and Summer Concert Series in the requested amount of \$1,550. Supported by Member Growney. Motion carried 7-0.

ARTICLE 8. Discuss and Consider Golf Cart Rental for Family Night series.

Member Siegle asked about the Townships Kubota that plows snow from walkways and if it would be suitable to use instead of a golf cart. Director Korhorn stated that it is not easy to climb in and out of, and for persons with limited mobility it would not work very well. The proposed golf cart would be staffed and driven by a member of the KDL Staff. KDL has liability coverage for drivers of the cart. Director Korhorn stated that she did look into purchasing a golf cart instead of renting one, but that if the Outdoor Gathering Space is completed it will have paths and walkways for easier travel.

Motion was made by Member DeWitt to approve the rental of a golf cart for the upcoming Family Night Series. Supported by Member McNeil-Chapman. Motion carried 8-0.

Discussion was then opened by Chairman Puplava about the rental of a tent. She stated that a tent may be useful for more events that the Township has throughout the year, and questioned if purchasing one would make more financial sense. Director Korhorn stated that she was unfamiliar with what size tent would work best for these events, suggesting that renting one first might help if the decision is made to purchase one (and what size tent) in the future. The suggestion was made to rent a tent for upcoming events this year, and to look into the purchase of a tent for 2020's events.

Motion was made by Member Beahan to rent a tent at the cost of \$250 as needed this year, and to look into the purchase of a tent for the following years events. Supported by Member DeWitt. Motion carried 8-0.

ARTICLE 9. Discuss and Consider Special Event Permit Application

Director Korhorn stated that she has had discussions with local business in the district that are interested in holding events for the community, and that there is no clear form for them to fill out for permission, or to request funding for an event. She stated that there is a draft copy of a form for Members to look at in their packets. This form would be filled out by the business, and submitted to Sandra for approval or denial by the DDA. Chairman Puplava stated that the part of the form that requests funding for events from the DDA should be separated from the initial application for approval of an event, by being either written on a separate page, or stated in a different manor. The intention to serve alcohol at an event should also be stated so that the proper channels and rules can be followed with the Liquor Control. An outdoor event or gathering with over 200 persons in attendance does need a permit approved by the Board.

Director Peterson stated that these forms would be filled out for events held at various locations on Township Property, as well as on a business' property. These events will all be required to be open to the public, as DDA funds are only to be used for public purpose. Member Siegle suggested that the forms should only need to come in front on the Board if funds are being requested from the DDA, but also be open to Director Korhorns discretion for Board approval.

Director Korhorn stated that an Events Committee is being formed to discuss potential events to be held in the district for the community.

Director Korhorn stated that she will produce a revised form for funding request from the DDA.

ARTICLE 10. Any Other Business

a. Planning Activities

Director Korhorn stated there are no planning projects to update or talk about at this time.

b. Special Meeting – May 21, 2019, 5:30pm

Director Korhorn stated that this will be a joint meeting with the Planning Commission, Zoning Board, Township Board, and DDA Board. The Master Plan will be discussed along with projects and a vision for the area.

Director Korhorn stated that the Master Plan Meeting has taken place. It is in a draft form on at this point, but Director Korhorn told the Board that she would send them the link so they can look at it. At the next Township Board Meeting, there will be a resolution that the Board will have to approve that states that the Master Plan will be opened to the public for review for a period of 63 days. Comments are welcomed during that time. A public hearing will be held in the early part of June for the Planning Commission to review the Plan and comments received, and make a recommendation to the Township Board for the approval of the Master Plan.

Director Korhorn stated that there is a change in Michigan DDA Law. The DDA is now required to hold two informational meetings a year. The taxing authorities that are collected from need to be invited. These include Kent County, Grand Rapids Community College, Kent District Library, and Cascade Township. These meeting are also open to the public. No action needs to be taken at these meetings, they will be for informational purposes only.

ARTICLE 11. Adjournment.

Motion was made by Member Beahan to adjourn. Supported by Member DeWitt. Motion carried 8 to 0. The meeting was adjourned at 6:30 p.m.

MINUTES
Cascade Charter Township
Planning Commission
Monday, May 13, 2019
7:00 P.M.

ARTICLE 1. Vice Chairman Rissi called the meeting to order at 7:00 P.M.
Members Present: Johnson, Katsma, Krieter, Lewis, Rissi, Moxley, and Sperla
Members Absent: (Excused) Noordyke, Pennington
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 Lewis to approve the Agenda. Supported by Member Katsma. Motion carried 6 to 0.

ARTICLE 4. **Approve the Minutes of the April 15, 2019 meeting.**

Motion was made by Member Johnson to approve the minutes of April 15, 2019 with noted correction. Supported by Member Krieter. Motion carried 6 to 0.

Chairman Sperla arrived to the meeting at 7:05.

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

Ron McCollum (6660 Old 28th St Suite 203) came forward to distribute information about the Round Hill PUD Amendment scheduled for next week. Director Peterson allowed Mr. McCollum to distribute the information to present Members, and reminded those present that discussion may not be held with anyone in the public, or with each other before the scheduled meeting.

ARTICLE 6. **Case #19-3524 Jeff Tolan**

Public Hearing

Property Address: 8505 60th St

Requested Action: The Applicant is requesting a special use permit to construct an accessory building over 832 sq ft.

Director Peterson stated that Applicant is requesting a special use permit to construct a building that is 40x40, 18ft tall at the midpoint, so that requires at least a 40ft setback. The nearest property line is about 180ft away. The building is intended to be used for storage, and will be metal sided, and metal roofed, described to be consistent with that area of the township.

Director Peterson recommends approval of the special use permit under the usual conditions that it may not be used to run a business, have any type of living space, and that any lighting will meet Township regulations.

Vice Chairman Rissi invited the Applicant to come forward with any comments.

Mr. Tolan stated that he did not have anything to add, but came forward to clarify that this space would be used for mechanic work on his dirt bike, truck, and other personal items.

Motion was made by Member Johnson to open public hearing. Supported by Member Krieter. Motion carried 7 to 0.

Vice Chairman Rissi invited members of the public to come forward with comment.

Mr. Jeff Dionne (2984 Thornapple River Drive) came forward to support Mr. Tolans special use permit application to construct this accessory building.

Motion was made by Member Krieter to close public hearing. Supported by Member Johnson. Motion carried 7 to 0.

Motion was made by Member Krieter to approve the special use permit to construct an accessory building over 832 sq ft. with the three conditions previously outlined by Director Peterson. Supported by Member Sperla. Motion carried 7 to 0.

ARTICLE 7.

Case #19-3526 Robert Grooters Development Co.

Property Address: 5400 International Parkway

Requested Action: Site Plan Review for a new 112,188 sq ft distribution/warehouse facility building.

Director Peterson stated there are a couple of maps for reference in the packets. This will be in the Meadowbrook Business Park, and will need to go through the Meadowbrook Review Board, which they have received their approval for. The Road Commission has approved the access to their site with some modifications to boulevards in the area, the Fire Department has reviewed and approved the plan with the addition of a yard hydrant in the rear of the building. The Drain Commission has approved the plan with no additional water detention necessary. The airport is also aware and is without additional comment.

Director Peterson is recommending approval of the Site Plan, and states that a photometric site plan, and routine stormwater agreement is still needed.

Vice Chairman Rissi invited the Applicant to come forward with comment.

Justin Longstreth with Moore & Bruggink came forward representing Robert Grooters Development Co. stating that he will be happy to answer any questions asked of him, and states that they are very comfortable with the conditions listed in the Staffs review letter.

Motion was made by Member Lewis to approve the Site Plan Review for a new 112,188 sq ft distribution/warehouse facility building with the conditions previously listed by Director Peterson. Supported by Member Sperla. Motion carried 7 to 0.

ARTICLE 8. Any other business

ARTICLE 9. Adjournment

Motion was made by Member Krieter to adjourn. Supported by Member Lewis. Motion carried 7 to 0. The meeting was adjourned at 7:16 p.m.

Respectfully submitted,
Phil Johnson, Secretary

MINUTES

Cascade Charter Township
Planning Commission
Monday, May 20, 2019
7:00 P.M.

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

ARTICLE 2. Pledge of Allegiance.

ARTICLE 3. Approve the current Agenda.

Motion was made by Member Lewis to approve the Agenda. Supported by Member Pennington. Motion carried 9 to 0.

ARTICLE 4. Approve the Minutes of the May 13, 2019 meeting.

Motion was made by Member Johnson to approve the minutes of May 13, 2019. Supported by Member Rissi. Motion carried 9 to 0.

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

Mr. Kerry Gorsuch (3044 Thornapple River Drive) came forward to state that he lives at the bottom of the creek where the sediment sand from Roundhill and Thornapple Creek is drained to. Mr. Gorsuch stated that it deposits into the bayou where his boat lift is, and is filling up fast. Mr. Gorsuch did state that at draw down he does have to move as much sediment out of the way as possible in order to lower his boat lift to get his boat on it. He then stated that he feels it is a losing battle, and something more needs to be done to control the erosion better. Mr. Gorsuch then states that he has been in front of the Township Board regarding this mater as well.

Mr. Judd Rohde (3087 Thornapple River Drive) came forward to read a letter written by his father, Mark Rohde. The letter states that four years ago he conducted an analysis, code review, and presentation to the Planning Commission regarding the then proposed Roundhill PUD. Mark Rohde states that he has over four decades of experience as a Michigan registered civil engineer. Mr. Rohde states that at that time, there were two State of Michigan law violations in the design that should have prevented its approval, and that attorneys (including representation from Varnum) confirmed these violations in writing. He then states these illegalities were ignored with no response. Roundhill PUD was approved in spring of 2016. Mr. Rohde states that in July of 2017, his request from the Planning Department for a copy of the drawings was denied.

Mr. Rohde claims that Roundhill PUD made no requests for an Amended PUD as violations continued to be documented and sent to the Township in summer and late 2018, and that he had received no response from the Township regarding these violations. Mr. Rohde continues on to say that in the fall of 2018, there was a major breach of the Roundhill property line; sediment flowed onto adjacent properties, into the drains on Thornhills, and into the Thornapple River. The Kent County Road Commission called in Roundhills PUD soil erosion bond, stopped construction, and called in outside help to construct additional sediment barriers to prevent further problems with adjacent properties. Mr. Rohde states that Roundhill PUD does not yet have a soil erosion control plan, which would have prevented this problem. In the spring of 2019, a soil erosion bond was reissued with no amended PUD to the Roundhill PUD. Mr. Rohde continues on to state that the single home that has been built is larger than the approved footprint, and has a three-stall garage instead of the two-stall garage that was PUD approved.

Chairman Sperla interrupted to state that he believes this is related to the Agenda item, and to remind Mr. Rohde that visitor comments are limited to 5 minutes. Chairman Sperla states that he will let Mr. Rohde continue this time.

Mr. Judd Rohde continued to read the letter written by his father, Mark Rohde. Mr. Rohde states that he believes the Planning Commission has no fault in any of these violations, but is the source of the solution, and that they should act accordingly.

Mrs. Cherie Grunske (3056 Thornapple River Drive) came forward to express her concerns regarding the erosion coming from the raw dirt flowing into the bayou from the Roundhill property. She stated that when it rains, mud flows into the bayou, and then water from the river flows backwards and stands stagnant. Mrs. Grunske stated that she would like to see some sort of retaining wall built on the Roundhill property to keep the dirt and sand (mud) on the Roundhill property.

Chairman Sperla stated that municipal bodies do not have jurisdiction over a lake or stream, and that jurisdiction would fall with the Inland Lakes and Streams Act under the Department of Conservation, Department of Natural Resources, and Department of Environmental Quality, nor does the portion of road in question fall under the jurisdiction of Cascade Township.

Mr. Ron McCollum (6660 Old 28th St) came forward to express his concern that this project was approved for a condominium PUD, not site condominium project as it is now being built. Director Peterson clarified that the form of ownership is not what is regulated by the Planning Commission, but things like setbacks and the number and size of units are regulated. Director Peterson did state that Roundhills original presentation was as a condominium. Mr. McCollum again expressed his concern that this is turning from a condominium project into a subdivision. Chairman Sperla stated that it is not a specific structure that is approved, and that legally the structures can take different forms with different characteristics.

**ARTICLE 6. Case #19-3527 Roundhill PUD Amendments- Sentenel Pointe
Public Hearing**

Property Address: 3000 Thornhills

Requested Action: Amend the existing PUD to allow for decks for the single-family portion of the project to extend beyond the approved building envelope, but no closer than 25 feet from the rear property line.

Director Peterson stated that this is the original subdivision plan in the form of a condominium, which is why the building envelopes are identified. Building envelopes identify where buildings and structures can be built. Decks over 30 inches tall are defined as a building and structure, below 30 inches would be considered a patio, which is not regulated. Unit number 8 of Roundhill has been built on and they would like to add a deck, which has actually already been built. This is an after-the-fact enforcement proceeding, Director Peterson stated that the Township will certainly work with an Applicant as they are going through the process for a variance or approval. There has not been a permit issued yet for the deck. Upon submission for approval of the PUD, it was noticed that the deck itself goes beyond the building envelope. Roundhill would like to amend the project to allow for decks only to expand outside of the original building envelope, provided they are not any closer to the normal rear yard setback of 25 ft. Director Peterson stated that the buildings (homes) themselves would stay inside of the building envelope. If approval of this PUD Amendment is suggested, Director Peterson offered that a side yard setback of 10 ft (the normal minimum) be discussed as well.

If the PUD Amendment request is denied, the deck that has been built on Unit 8 will need to be removed, or reduced in size to fit within the approved building envelope.

Director Peterson stated that at the last meeting there was a packet given to the Planning Commission by the neighbors with a list of concerns, some of which have been addressed tonight, and they have also received a letter of support from a nearby person. He then stated that he would like to address bullet points of the large letter to clarify the Townships perspective on these issues.

The first point addressed is the claim there is no soil erosion plan in place. Director Peterson stated that that is untrue, and stated that when a meeting was held with the County Road Commission and Mr. Rohde, that specific question was asked of the County (who has the jurisdiction about soil erosion), and whether or not an active permit was in place. The County stated that everything Roundhill has filed with them is in order. Director Peterson reiterated that the soil erosion permit is where it is supposed to be with the County. Enforcement is up to the County.

The second point addressed is the claim that the PUD site development plan completely changed in construction. Director Peterson stated that he does not find that to be the case, but states the project is not yet finished, so it is not unusual for final grades to be completed until the project is done. If there is something they want to change, they will need to apply for an amendment, or build the project as originally approved.

The third point addressed is the thought that the home size has violated the PUD approval requirements. Director Peterson stated the buildings are limited to the

building envelopes, and they need to stay within those lines. The current home and second home that has been started are both within those envelopes. Director Peterson stated that only minimum house size would be regulated, not maximum as long as it is within the building envelope.

The fourth point addressed is that the recently completed home deck requires Planning Commission approval. Director Peterson agrees, and states that is why they are having this meeting. Approval is needed to be outside of that building envelope.

The fifth point addressed is the PUD mandated landscape buffer cannot be installed as required. Director Peterson stated that is something expected to be completed during final stages of construction, not while construction is still happening.

The sixth point addressed is that the site fill was improperly compacted at the south property unit locations. Director Peterson stated that Mr. Mark Rohdes concern about fill being out for other sites this is something that was discussed with Mr. Rohde when they met. The Building Department was made aware that it was there, and it is up to them whether or not to require any testing.

There was also reference to a letter from an attorney at Varnum that talks about the retaining wall, and a comment was made that that was the Townships attorney. Director Peterson states that although Varnum is the Townships attorney at this time, they were not when that letter was written.

Chairman Sperla asked Director Peterson if there has been any contact with the Department of Natural Resources regarding the concern of soot and materials drifting into the river. Director Peterson states there has not been recently, but the Township Board has sent their engineer out to test the bayou for materials in the past, and tests have come back as mostly organic to the river. Director Peterson then states that a couple of years ago there was a big drain project completed to stabilize a hill near Centennial Park (west of Thornhills, east of the condo project) where it was believed a lot of fill was coming from and flowing into the river. They have both been completed in the past few years.

Director Peterson was asked how far beyond the approved envelope the deck is that has been built onto the complete unit (#8). Director Peterson stated that is well beyond the normal 25 ft setback requirement, and is also beyond the building envelope. He did not have an exact measurement.

Member Moxley thanked Director Peterson for the background regarding the points in the letter for those on the Planning Commission that do not have the history on the project, or were not here when the project was approved.

Member Rissi asked Director Peterson if an extension were to be granted for decks to be built outside of the buildable envelope, would that conflict with the retaining walls being built as construction continues? Director Peterson states that he has had that conversation with the builder, and the builder has indicated there should be no reason

the decks would alter the approved grading plan. Director Peterson stated that that would be a good question for the applicant for the record.

Member Pennington asked for clarification that the decks would be in compliance with the required 25 ft rear yard setback. Director Peterson stated that yes, it would be in compliance with the required setback, and also the 10 ft side yard setback.

Chairman Sperla invited the Applicant to come forward with comment.

Mr. Tom Guisti came forward and introduced himself as one of the developers, general contractor, and builder of the site. Mr. Guisti stated that they were not aware the decks needed to be shown on the original drawing submitted of the individual units. Mr. Guisti stated that the south side of the property (lots 5-10) are walkout lots, so they would require a deck for safety and egress out of the back of the house from the first floor. He then states that they have lessened some of the sloping on the south side of the property and installed some high velocity erosion matting, and soil stabilization seed to encourage growth on the slope in back that is in question. Mr. Guisti stated that Mr. Rohde has expressed from the beginning that he does not want the retaining wall that was approved to be put up, so they are doing what they can to try to keep him happy and not build the retaining wall as he is right behind them. Mr. Guisti stated that they are meeting all of their requirements, and have a storm water operator visit the site once a week or after every rain event to document and report to the DEQ. He continues on to state that the stormwater retention pond has been tested and come back with results as good or better than the original report.

Mr. Guisti stated that the decks are 10 feet deep off the back of the house, and it extends to 13 feet to allow for a landing down to grade. Mr. Guisti believes that this development is a great addition to the downtown area of Cascade, being within walking distance to the library, shopping, and dining in the Downtown District. He states that the first unit was a great success with no comparable properties in the area.

Member Rissi asked Mr. Guisti if he still planned to build the planned retaining wall on the north side of the property if they chose not to put up the wall on the south side. Mr. Guisti stated that they would probably not put the retaining wall up on the north side of the property either, as the grades are not what they thought they would be. Runoff from the library or the units themselves will run to the catch basins. With grading, landscaping, and seeding, Mr. Guisti stated that everything is doing what it is supposed to do.

Mr. Guisti asked what the status of construction currently is. He stated that the first complete property is occupied, the others have not even been listed as of now. They are trying to go easy and keep things contained as best possible.

Member Rissi asked Director Peterson if omitting the retaining walls is a choice Mr. Guisti can make without Staff approval. Director Peterson stated that he would need to see their revised engineering plan and the impact on engineering before he can make that call.

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

Chairman Sperla invited members of the public to come forward with comment.

Mr. Ken Clapp (6800 Tricklewood Ct.) came forward to express his concern regarding the confusion of adhering to the original plan. He is questioning the removal of the retaining walls, or addition of the deck without prior approval. He then asked Director Peterson if the bayou has been tested for erosion debris since the start of this project. Director Peterson stated that he does not have an exact date of reports, but can look them up. Director Peterson states that conclusions of testing in the past has been a lot of organic fill from the river. Chairman Sperla stated that this information is available to the public through the Freedom of Information Act.

Mr. Patrick Brady (2870 Overlook Summit Dr. SE) came forward and introduced himself as the President of the Homeowners Association of the Bluffs of Cascade. He stated that he has really enjoyed living in Cascade for the past two years, and has seen growth in that time. Mr. Brady states that he became interested after hearing about this project and the concerns of the neighboring owner from his property manager. Mr. Brady states that the builder of this project (Mr. Guisti) built a home for him 17 years ago in Plainfield Township, and has since built hundreds of homes with a reputation for constructing high end homes that bring a lot of value to the areas that they are in. Mr. Brady states that he also believes Mr. Guisti does things right. He continued on to say that he loved their home, and they got a lot of money for it when they downsized to come to Cascade. He states his opinion that its great that a developer and builder took a risk to build on this property and do something different that will possibly increase property values.

Mr. Craig Meurlin (6333 Thornhills) came forward to confirm the home is occupied. Chairman Sperla confirmed that it is. Mr. Meurlin questioned how it had a building permit granted if it was in violation of the PUD, Chairman Sperla answered that a temporary permit can be given subject to the proceeding that is currently being held to amend the PUD. Chairman Sperla explained that applying for an amended PUD makes more sense than applying for a variance in this instance. The PUD will allow for all structures built to have a deck; a variance would have to be done on an individual basis in a separate proceeding with the ZBA. Chairman Sperla explained that if the Planning Commission recommends approval, it will go in front of the Township Board for final approval. Without recommendation from the Planning Commission, the Township Board still has final approval. Mr. Meurlin asked how may temporary building permits the Township of Cascade issues in a year. Director Peterson answered that it is a rare occurrence.

Mr. Jeff Dionne (2984 Thornapple River Drive) came forward to comment that last February he was in front of the Board to ask that his 10 ft side setback be reduced to 7 ft, and it was denied. He then states that the rules are clear in the Township Ordinances to what is allowed. He gives his opinion that leaving the decks off of the initial site plan was missed on purpose, as setbacks are a critical part for any developer, and believes the Township needs more clear, established enforcement. Mr. Dionne states that he will be upset if this PUD does get approved, as he spent four to five thousand dollars

redrawing an initial plan for his home that met the ten ft side setback after being denied a seven ft side setback. Member Katsma asked Mr. Dionne if he was denied by the Zoning Board, or Planning Commission as they have different standards to follow. Mr. Dionne states he was in front of the Zoning Board.

Ms. Aleen Leipprandt (49 Monroe Ave) came forward and introduced herself as an attorney with Hilger Hammond, a law firm in Grand Rapids. She states that she has been retained by some Cascade Township residents, some of whom are adjoining to this development. Ms. Leipprandt states that when the PUD was improved in 2016, it was done so on the basis of a condominium, and the building envelopes were considered also on the basis of a condominium, and how tight things are on the site. The PUD approval process takes into account the necessary perimeter setbacks of building envelopes. She shares her concern that the addition of the decks should not have been missed by the builder, or Staff that approved the original PUD. Ms. Leipprandt then states that the original square footage of these homes would be 2,700 square feet, with a garage of approximately 400 sq ft. She states that these properties are now being advertised as 5,000 square feet, with a three-stall garage. She continues to say that although the building envelope may still be the same, there has been substantial increases in garage size, and cement driveways along with the increase in square footage of the home. Ms. Leipprandt suggests that this Amendment be tabled until the Applicant can submit a new drawing with actual sizes of the decks, and how the decks will relate to the grading, drainage, and green space that was approved in 2016.

Mr. Ron McCollum (6660 Old 28th St) came forward to say that he would like to see changes to a PUD made only with an Amendment. He states that original plan had a detention pond that is now a retention pond, and the changes in the grading on the north and south side to not need retention walls are both changes made without amendments. Mr. McCollum expressed his concern that the project has changed from a condominium site to a sub division development without the proper Amendments, in some cases with Amendments being applied for after changes have been completed.

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

Member Rissi then stated that the developer made a comment about potentially not building the walls. Member Rissi stated that he had previously asked Director Peterson if this was possible, Director Peterson stated that the plan would have to be reviewed and could possibly lead to an amendment. Member Rissi then asked if there was merit in tabling this decision to give Director Peterson an opportunity to meet with the developer in order to add all proposed changes to one amendment. Chairman Sperla then clarified with Director Peterson that there are no other plans to be reviewed at the current time. Director Peterson confirmed.

Member Rissi then suggested the proposed decks need to have a specific size stated in order to be approved, Director Peterson stated that the setback of 25 ft in the rear, and 10 ft on the side is the normal parameter on any lot in the township for decks. Chairman Sperla stated that having more specific size measurements does have merit, however he will not propose that at this time. Director Peterson stated that if the

Planning Commission does decide to request more specifics, you will need to clearly state what items he is looking for in order for the Applicant to produce what Chairman Sperla is looking for.

Member Rissi asked if the addition of the decks is still within the approved building envelope. Mr. Guisti answered that no, it is not. Mr. Guisti stated that the approved building envelope is approximately 52' x 72', and the deck would extend 13' maximum outside of that envelope. Mr. Guisti clarified that the back of the house is 72 ft in width, the deck would run along 25 ft of that width, and extend a maximum of 13 ft further from the structure of the house. Member Rissi suggested that since only one house has been built at this point, the decks on the houses built in the coming future should fit into the approved building envelope. Mr. Guisti stated that would make the houses very shallow in depth. Chairman Sperla asked if this would affect houses on both the north and south side of the development, Mr. Guisti stated that yes, it will.

Member Krieter asked if each house will have a different style and deck style proposed since this is a site condominium, or if each home will follow the same basic plan.

Member Rissi asked about the depth point on Lot 6, and noted that it looks larger than the building envelope. Mr. Guisti stated that it is planned as a walk out, and will have to be modified, especially if anything is done with the retaining wall or grades in the back of the property. Mr. Guisti then stated that nothing can or will be done or changed without approval from the Township Engineer. Member Rissi asked Mr. Guisti if the deck size would need to be larger than 25' x 13'; Mr. Guisti answered no, they would not. Member Rissi clarifies with Mr. Guisti that the decks with the required setbacks would fit within the PUD Amendment Mr. Guisti is asking for today. Mr. Guisti answers that yes, they will fit.

The question was asked from a member of the public if Unit #5 will fit within the required setback. Mr. Guisti answered that yes, it will fit within the required setback after modifications of the depth of the unit, and the same will need to be done with Unit #6. Director Peterson clarifies that when Mr. Guisti mentions he will need to modify the unit, he is not talking about the building envelope, rather the unit placement inside that envelope.

A member of the public states that the completed unit (#8) is outside of the building envelope after the addition of the third stall to the garage. Director Peterson states he has been given different information from the applicant, but can be looked into further if needed.

Chairman Sperla states that a decision needs to be made in this matter. He adds that there can be a yes vote, a no vote, or a vote to table the matter until further information is gathered. Chairman Sperla stated that once a motion is made to table the matter, no further discussion can be held.

Member Rissi stated that there needs to be a solid reason to table, and perhaps that may be to verify whether or not the house is inside of the building envelope. Member

Rissi then adds that he believes the retaining wall issue of the wall(s) either being built or not needs to be further addressed, and a solid decision needs to be made.

Member Pennington states that he believes the dimensions of the decks, and impact to the building envelope needs to be more clearly defined. Member Pennington then also agrees with Member Rissi that the retaining wall issue should be firmly decided on.

Member Katsma asked Mr. Guisti how far along he is with having all of the grades set, and all of the other homes designed. Mr. Guisti state that where the houses sit is at grade, the southern slope of where the retaining wall will either be or not be is the only grading in question at this time. Mr. Guisti stated that all home designs will be the same, although possibly reversed to put garage towards garage. Color schemes may be different.

A member of the public states that he would like to have a survey done of the unit that has been built (#8) since it has not been verified, and since there is no plan for the deck that has already been built on it.

Chairman Sperla states that it is not the Townships responsibility to complete surveys.

Chairman Sperla asks if a motion if ready to be made.

Motion is made by Member Katsma to table this item based on comments heard at this meeting, and the need for further clarification as described below. Supported by Member Rissi. Motion carried 9 to 0.

Director Peterson asks for specifics on what is being asked to be clarified. Member Katsma states better clarification is needed on actual deck size and how it relates to the building envelope, and whether or not the elimination or changes made to the retaining wall will have an impact on grading of the site. Member Rissi states that he would like to add a survey of the lot (#8) that shows the house and the deck as it sits now, with the buildable envelope shown on the survey.

ARTICE 7. Any other business

Chairman Sperla reminds the Commission there is a meeting with the Township Board tomorrow (May 21st) at 5:30 in the same location.

ARTICLE 8. Adjournment

Motion was made by Member Rissi to adjourn. Supported by Member Katsma. Motion carried 9 to 0. The meeting was adjourned at 8:47 p.m.

Respectfully submitted,
Phil Johnson, Secretary

MINUTES
Cascade Charter Township
Downtown Development Authority Board of Directors
March 19th, 2019
5:30 P.M.
Cascade Library – Wisner Center

ARTICLE 1. Chairman Puplava called the meeting to order at 5:30 P.M.
Members Present: Beahan, Kingsland, Stephan, Growney, Siegle, Puplava, McNeil-Chapman, DeWitt
Members Absent: Makkar
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 Siegle to approve the Agenda. Supported by Member McNeil-Chapman. Motion carried 8 to 0.

ARTICLE 3. Approve the Minutes of the February 19, 2019 Meeting.

Motion was made by Member Siegle to approve the Minutes as presented. Supported by Member Kingsland. Motion carried 8 to 0.

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

No one came forward.

ARTICLE 5. Discuss and Consider DDA recommendation for the Centennial Park Streetscape Project.

Director Korhorn started by showing construction drawings for the project, stating that nothing has changed since they were last seen at a meeting. She then stated that there have been meetings with the property owners in Centennial Park that they still need permanent easements, temporary easements, or grading easements from. The response has been good so far from them. In order to move this forward, Director Korhorn said that she does need a recommendation for the Township Board. This project will be bonded for at a cost of around one million dollars.

Motion was made by Member Kingsland to move forward with sending this to the Township Board. Supported by Member Siegle. Motion carried 8 to 0.

ARTICLE 6. Discuss and Consider DDA Sponsorship for the Sunday Afternoon Live Concert Series.

Director Korhorn stated that this will be Season 5 of seven months of free concerts held at the Wisner Center, one afternoon each month from October through April. There is a \$1,500 sponsorship being requested from the DDA for these events.

There is an average of 110 attendees per show, and the total project cost for the series is \$24, 390. This sponsorship level is the same as years past.

Director Korhorn states that staff is recommending approval of this project.

Motion was made by Member McNeil-Chapman to have the DDA sponsor this series. Supported by Member Kingsland. Motion carried 8-0.

ARTICLE 7. Discuss and Consider DDA Sponsorship for the Family Nights at the Library Series.

Director Korhorn stated this is a series that was started last year to use and promote the space of the outdoor gathering area. There were five family friendly summer programs last summer that were very popular. In addition to the five programs again this summer, there will be three concerts added to the schedule. Total cost for the program is \$3, 000, of which \$1,550 is being requested from the DDA. Last year the Sponsorship was \$1,400 from the DDA. Director Korhorn stated that since there are no pathways or ADA access to the outdoor gathering area site, last year the use of a golf cart was donated to assist residents with mobility issues to the site. Renting a golf cart from US Golf in Caledonia for use this summer would be \$1,625. That would include delivery, 3 months use, and then pick-up when the series is over. The gas operated cart would more than likely be stored at Burton Park, transported by the Building and Grounds staff. There has also been a suggestion of having a tent for shade since there is none in that area; rental of a 20x20 tent from Kingsland would be \$200-\$400.

Director Korhorn invited Vanessa Walstra (Branch Manager of the library) to come forward with comments about the Series. She stated that many residents commented on how nice it was to have music and entertainment in that area. This year potential musical performers are Voices of Freedom, The Bucket of Maybes, Pint Size Polkas, and The 126 Army Band. These concerts are usually around an hour long. Marketing is done through KDL promotional materials, as well as the Township promotions and publications.

Motion was made by Member Siegle to have the DDA sponsor the Family Nights and Summer Concert Series in the requested amount of \$1,550. Supported by Member Growney. Motion carried 7-0.

ARTICLE 8. Discuss and Consider Golf Cart Rental for Family Night series.

Member Siegle asked about the Townships Kubota that plows snow from walkways and if it would be suitable to use instead of a golf cart. Director Korhorn stated that it is not easy to climb in and out of, and for persons with limited mobility it would not work very well. The proposed golf cart would be staffed and driven by a member of the KDL Staff. KDL has liability coverage for drivers of the cart. Director Korhorn stated that she did look into purchasing a golf cart instead of renting one, but that if the Outdoor Gathering Space is completed it will have paths and walkways for easier travel.

Motion was made by Member DeWitt to approve the rental of a golf cart for the upcoming Family Night Series. Supported by Member McNeil-Chapman. Motion carried 8-0.

Discussion was then opened by Chairman Puplava about the rental of a tent. She stated that a tent may be useful for more events that the Township has throughout the year, and questioned if purchasing one would make more financial sense. Director Korhorn stated that she was unfamiliar with what size tent would work best for these events, suggesting that renting one first might help if the decision is made to purchase one (and what size tent) in the future. The suggestion was made to rent a tent for upcoming events this year, and to look into the purchase of a tent for 2020's events.

Motion was made by Member Beahan to rent a tent at the cost of \$250 as needed this year, and to look into the purchase of a tent for the following years events. Supported by Member DeWitt. Motion carried 8-0.

ARTICLE 9. Discuss and Consider Special Event Permit Application

Director Korhorn stated that she has had discussions with local business in the district that are interested in holding events for the community, and that there is no clear form for them to fill out for permission, or to request funding for an event. She stated that there is a draft copy of a form for Members to look at in their packets. This form would be filled out by the business, and submitted to Sandra for approval or denial by the DDA. Chairman Puplava stated that the part of the form that requests funding for events from the DDA should be separated from the initial application for approval of an event, by being either written on a separate page, or stated in a different manor. The intention to serve alcohol at an event should also be stated so that the proper channels and rules can be followed with the Liquor Control. An outdoor event or gathering with over 200 persons in attendance does need a permit approved by the Board.

Director Peterson stated that these forms would be filled out for events held at various locations on Township Property, as well as on a business' property. These events will all be required to be open to the public, as DDA funds are only to be used for public purpose. Member Siegle suggested that the forms should only need to come in front on the Board if funds are being requested from the DDA, but also be open to Director Korhorns discretion for Board approval.

Director Korhorn stated that an Events Committee is being formed to discuss potential events to be held in the district for the community.

Director Korhorn stated that she will produce a revised form for funding request from the DDA.

ARTICLE 10. Any Other Business

a. Planning Activities

Director Korhorn stated there are no planning projects to update or talk about at this time.

b. Special Meeting – May 21, 2019, 5:30pm

Director Korhorn stated that this will be a joint meeting with the Planning Commission, Zoning Board, Township Board, and DDA Board. The Master Plan will be discussed along with projects and a vision for the area.

Director Korhorn stated that the Master Plan Meeting has taken place. It is in a draft form on at this point, but Director Korhorn told the Board that she would send them the link so they can look at it. At the next Township Board Meeting, there will be a resolution that the Board will have to approve that states that the Master Plan will be opened to the public for review for a period of 63 days. Comments are welcomed during that time. A public hearing will be held in the early part of June for the Planning Commission to review the Plan and comments received, and make a recommendation to the Township Board for the approval of the Master Plan.

Director Korhorn stated that there is a change in Michigan DDA Law. The DDA is now required to hold two informational meetings a year. The taxing authorities that are collected from need to be invited. These include Kent County, Grand Rapids Community College, Kent District Library, and Cascade Township. These meeting are also open to the public. No action needs to be taken at these meetings, they will be for informational purposes only.

ARTICLE 11. Adjournment.

Motion was made by Member Beahan to adjourn. Supported by Member DeWitt. Motion carried 8 to 0. The meeting was adjourned at 6:30 p.m.

TREASURER'S DEPARTMENT
CASCADE CHARTER TOWNSHIP
TAX ACCOUNTS
APRIL 2019

BANK BALANCES

TOWNSHIP BALANCES

BANK	AMOUNT
 <u>FLAGSTAR BANK</u>	
TAX CHECKING	\$2,163.73
 <u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$19,675.93
 <u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$83.90
 GRAND TOTAL	 <u><u>\$21,923.56</u></u>

REGISTER	AMOUNT
 <u>FLAGSTAR BANK</u>	
TAX CHECKING	\$2,163.73
 <u>FLAGSTAR BANK</u>	
DELINQUENT TAX	\$19,675.93
 <u>FLAGSTAR BANK</u>	
TAX WIRE ACCT	\$83.90
 GRAND TOTAL	 <u><u>\$21,923.56</u></u>

Oxana Sourine

5/22/2019

Submitted by
OXANA SOURINE
 DEPUTY TREASURER

Date

Kenneth B. Peirce 5/22/19

Reviewed by
KENNETH B. PEIRCE
 TREASURER

Date

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	FLAGSTAR	495,550.76	0.80									
	FLAGSTAR MMA	505,786.06	1.40									
	KENT CTY POOL	1,143,727.43	2.23									
	MI CLASS	2,201,664.42	2.53									
	INDEPENDENT			312,389.49	1.20	9/27/2019						
	MERCANTILE			524,560.03	2.00	7/28/2019						
	COMERICA BANK			528,848.86	1.81	9/23/2019						
	HORIZON BANK			512,673.80	2.80	3/9/2020						
	GRAND RIVER			500,000.00	1.55	6/19/2019						
	CONSUMERS CU			255,959.78	0.80	7/8/2019						
	LMCU			1,000,000.00	2.85	6/2/2020						
	MACATAWA			282,944.89	2.80	5/21/2020						
	PRIVATE BANK/CIBC			500,000.00	1.50	3/15/2020						
COMERICA SECUR./WF						500,000.00	2.80	8/17/2020				
COMERICA SECUR./BONDS							2.10	4/1/2019				
COMERICA SECUR./TN						999,876.34	2.34	11/30/2019				
TOTAL GENERAL FUND		4,346,758.67	2.12	4,397,376.63	2.01				1,499,876.34	2.49	10,244,011.64	2.13
151 CEMETERY	LMCU	109,686.16	0.50								109,686.16	0.50
206 FIRE FUND	FLAGSTAR	104,689.18	1.40									
	MI CLASS	1,134,227.81	2.53									
	COM CHOICE CU			281,290.23	3.05	4/18/2021						
	LEVEL ONE			286,244.86	2.30	11/21/2019						
	MACATAWA			304,197.50	2.18	7/26/2019						
	ADVENTURE CU			255,693.63	1.50	3/23/2020						
	COMERICA SECUR/ CP								991,248.61	2.40	5/28/2019	
COMERICA SECUR/ FHLMC								500,000.00	1.50	9/13/2019		
TOTAL FIRE FUND		1,238,916.99	2.43	1,087,426.22	2.26			1,491,248.61	2.10		3,817,591.82	2.25
207 POLICE FUND	FLAGSTAR	322,902.94	1.40									
	NORTHPOINTE BANK			264,005.12	2.30	5/9/2020						
	FLAGSTAR			250,000.00	2.50	7/15/2019						
	PRIVATE BANK			759,534.49	1.85	9/25/2019						
	FIRST COMMUNITY BANK			250,000.00	1.00	3/13/2020						
TOTAL POLICE FUND		322,902.94	1.40	1,523,539.61	1.90						1,846,442.55	1.81
208 HAZMAT FUND	LMCU	27,379.00	0.36								27,379.00	0.36
209 OPEN SPACE	CHEMICAL	417,529.81	0.80									
	MI CLASS	367,176.11	2.53									
	CHEMICAL											4/18/2019
TOTAL OPEN SPACE		784,706.02	1.61								784,706.02	1.61
DAM REPAIR	MI CLASS	363,677.57	2.53									
TOTAL DAM REPAIR	LMCU	363,677.57	2.53	328,971.95	2.50	3/10/2020					692,649.52	2.52
216 PATHWAY FUND	MACATAWA	348,077.62	0.50									
	MI CLASS	302,168.87	2.53									
	PRIVATE BANK/CIBC			503,000.00	2.05	10/17/2020						
	GRAND RIVER			500,000.00	2.40	10/4/2019						
	ADVENTURE CU			541,810.74	2.80	4/9/2020						
TOTAL PATHWAY FUND		650,246.49	1.44	1,544,810.74	2.36						2,195,157.23	2.09
246 PUBLIC UTILITY	FLAGSTAR	165,966.11	1.40									
	IRF	833,432.41	2.53									
	CHEMICAL BANK			514,640.80	2.25	1/5/2020						
TOTAL PUBLIC UTILITY		999,428.52	2.34	514,640.80	2.25						1,514,069.32	2.31
248 DDA FUND	FLAGSTAR	248,266.17	1.40									
	MI CLASS	831,896.45	2.53									
	UNION BANK			250,000.00	2.70	8/28/2020						
	ADVENTURE CU			204,555.80	1.50	2/24/2020						
	TOTAL DDA FUND		1,080,262.62	2.27	454,555.80	2.16						1,534,818.52
249 BLDG. INSPECTION	FLAGSTAR BANK	130,955.79	1.40									
	FLAGSTAR BANK R.	55,193.11	1.40									
	MI CLASS	302,168.87	2.53									
	CONSUMERS CU			305,310.87	1.00	3/10/2020						
	CHEMICAL BANK			600,000.00	1.55	10/28/2019						
	CHEMICAL BANK			307,919.91	2.50	4/30/2021						
	FNB OF AMERICA			301,649.26	1.80	10/19/2020						
	FNB OF AMERICA			105,533.99	1.85	12/18/2020						
	FNB OF AMERICA			208,934.50	1.60	9/18/2019						
	FNB OF MI			529,133.59	2.70	2/11/2020						
	5/3 BANK			257,604.00	2.00	12/4/2019						
	INDEPENDENT BANK			310,211.97	1.40	6/18/2019						
	TOTAL BLDG. INSPECT.	CHEMICAL BANK	488,317.77	2.10	2,826,298.09	1.88						3,314,615.86
270 LIBRARY FUND	UNITED BANK	529,736.98	0.40									
	MI CLASS	456,553.63	2.55									
	LMCU			428,459.83	2.65	3/27/2020						
	WMCB			258,829.54	2.60	6/1/2020						
	NORTHPOINTE BANK			547,852.06	2.00	4/7/2020						
TOTAL LIBRARY FUND		986,290.61	1.40	1,235,141.43	2.35						2,221,432.04	1.93
701 T & A	CHEMICAL BANK	89,702.35	0.80								89,702.35	0.80
701 JAMES TIMMONS	CHEMICAL BANK										12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	23,000.15	0.75								23,000.15	0.75
701 HENRY KRAMER	CHEMICAL BANK	15,297.92	0.75								15,297.92	0.75
TOTAL		11,526,573.78	2.01	13,925,261.37	2.08			2,991,124.95	2.30		28,442,960.10	2.08

Submitted by
Oxana Sourine

Deputy Treasurer

Date

Reviewed by
Ken Peirce

Date
Treasurer

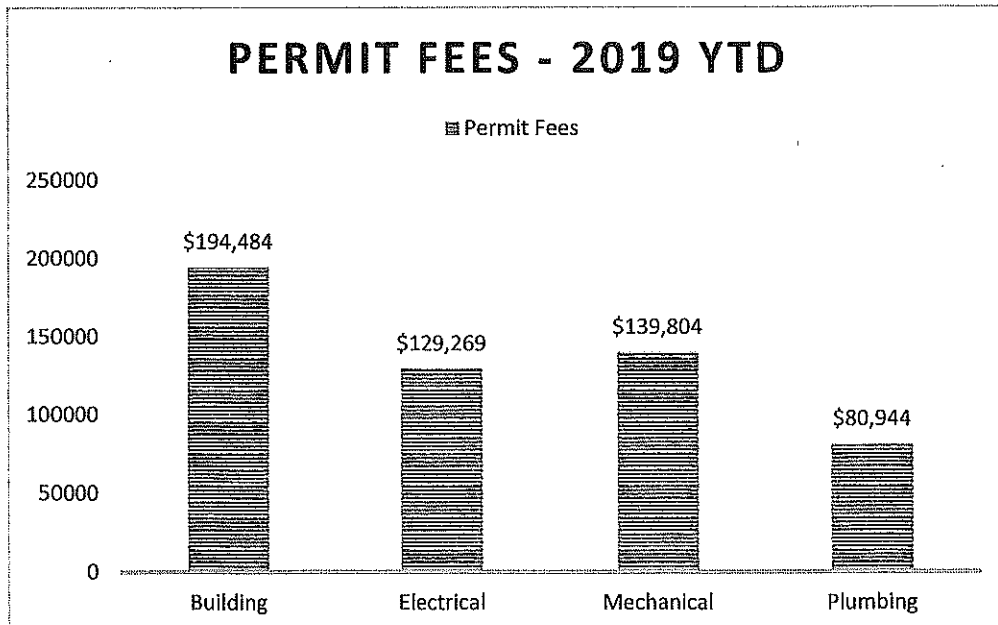
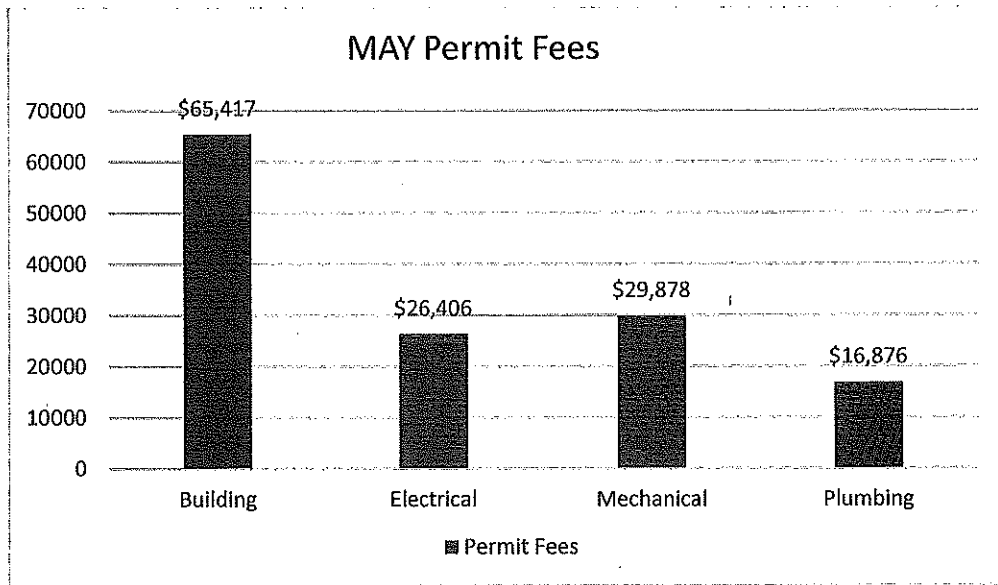
Oxana Sourine 5/22/19

Ken Peirce 5/22/19

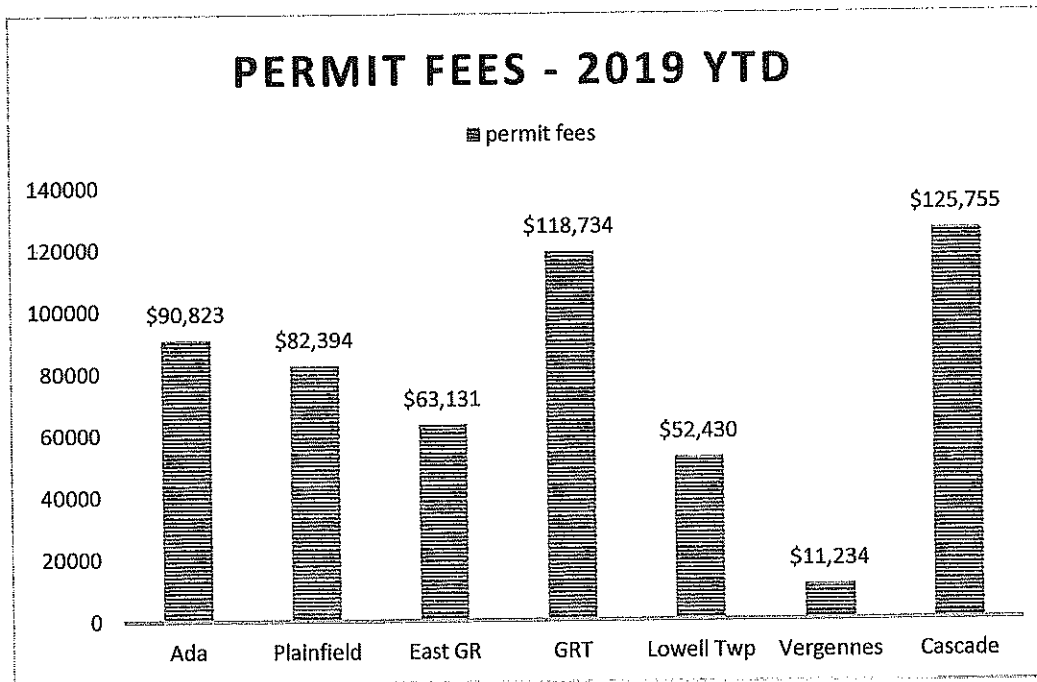
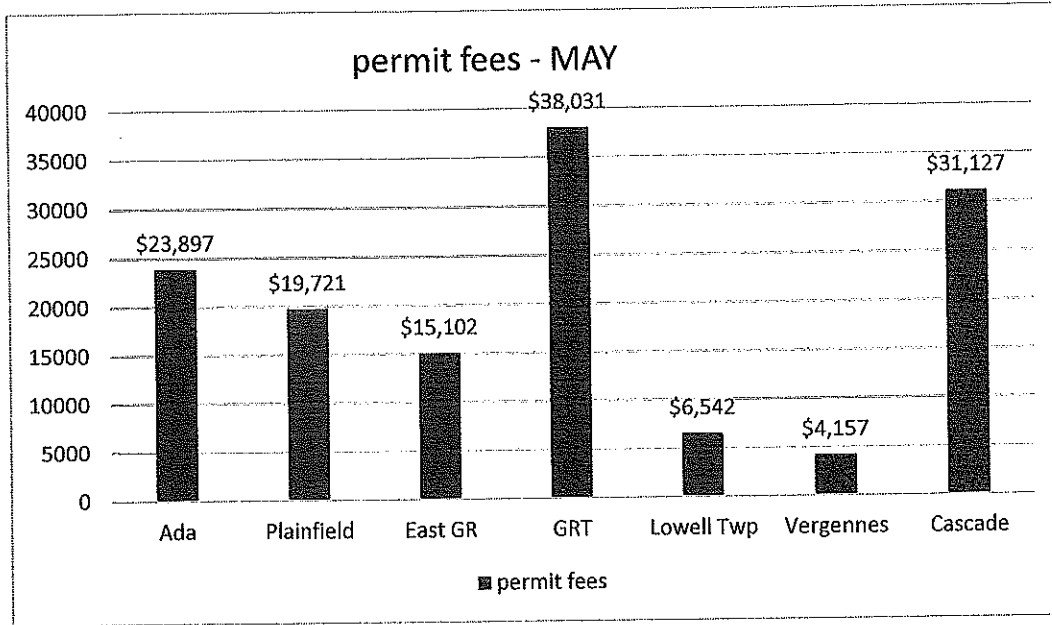
Cascade Inspection Services

MAY 2019

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	436	\$129,067.00	614	\$102,863.00	939	\$109,925.50	415	\$64,068.00	2404	\$405,923.50
MAY										
Cascade	43	\$16,503.00	33	\$4,806.00	59	\$6,870.00	30	\$2,948.00	165	\$31,127.00
Lowell Twp	10	\$2,414.50	10	\$1,292.00	17	\$1,950.00	4	\$885.00	41	\$6,541.50
Ada	41	\$10,706.00	39	\$5,430.00	44	\$4,777.25	15	\$2,984.00	139	\$23,897.25
Vergennes			16	\$2,043.00	18	\$1,585.00	4	\$529.00	38	\$4,157.00
GR Twp	36	\$28,997.00	21	\$2,279.00	41	\$4,695.00	20	\$2,060.00	118	\$38,031.00
EGR	44	\$6,796.00	23	\$2,848.00	29	\$2,815.00	21	\$2,643.00	117	\$15,102.00
Plainfield			61	\$7,708.00	68	\$7,185.80	30	\$4,827.00	159	\$19,720.80
									0	\$0.00

MONTH TOTAL 174 \$ 65,416.50 203 \$ 26,406.00 276 \$ 29,878.05 124 \$ 16,876.00 777 \$138,576.55

2019 YTD	610	\$ 194,483.50	817	\$ 129,269.00	1215	\$ 139,803.55	539	\$ 80,944.00	3181	\$ 544,500.05
TOTAL -2018	1705	\$ 920,876.00	2116	\$ 380,754.00	3585	\$ 456,603.00	1654	\$ 238,664.00	9060	\$ 1,996,897.00
TOTAL-2017	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL-2016	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$ 1,414,495.24
TOTAL-2015	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL-2014	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL-2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$ 1,409,673.76
TOTAL-2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$ 1,065,999.29
TOTAL-2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$ 859,303.35
TOTAL-2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$ 756,490.25
TOTAL-2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$ 571,382.75
TOTAL-2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$ 951,266.55
TOTAL-2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$ 723,879.15
TOTAL-2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$ 940,523.41
TOTAL-2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$ 967,209.45

CASCADE CONSOLIDATED FEES

YEAR 2019

MONTH	Building		Electrical	Mechanical	Plumbing	TOTAL
	Comm.	Residential				
JANUARY	\$2,335.00	\$3,398.00	\$4,084.00	\$5,960.00	\$3,517.00	\$19,294.00
FEBRUARY	\$1,177.00	\$4,855.00	\$9,292.00	\$5,248.00	\$4,621.00	\$25,193.00
MARCH	\$2,700.00	\$6,501.00	\$3,700.00	\$3,770.00	\$2,404.00	\$19,075.00
APRIL	\$12,168.00	\$6,366.00	\$6,616.00	\$7,656.00	\$3,220.00	\$36,026.00
MAY	\$9,292.00	\$7,211.00	\$4,806.00	\$6,870.00	\$2,948.00	\$31,127.00
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$27,672.00	\$28,331.00	\$28,498.00	\$29,504.00	\$16,710.00	\$130,715.00
PERMIT # FOR MONTH	14	29	33	59	30	165
PREV PERMIT TOTAL	39	108	121	197	90	555
PERMIT TOTAL FOR YR	53	137	154	256	120	720
YEAR TO DATE	2019	\$130,715.00				
YEAR TO DATE	2018	\$200,658.55				
UNDER	\$69,943.55					

CASCADE SINGLE FAMILY HOMES

	MAY	YTD 2019	2018	2017	2016
Number of Permits					
New Residential Homes	3	13	43	57	56
VALUE - RESIDENTIAL	\$ 1,925,000.00	\$ 5,679,940.00	\$ 28,327,352.00	\$ 32,980,308.00	\$ 24,019,640.00

Cascade Twp -Permit Report by Category/ Fee

5/1/2019 12:00:0 to 5/31/2019 12:00:

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB19000301	ENGELSMAN HOMES L	1215 BALLYBUNION CT SE	05/06/2019	850,000	1,459.00	New home
PB19000308	THOMAS MICHAEL H	6551 ROUND HILL CT SE	05/13/2019	500,000	1,121.00	RESIDENCE W/FINISHED BASEMENT
PB19000499	IRISH ROOFING AND	8159 45TH ST SE	05/16/2019	575,000	853.00	RESIDENCE
				1,925,000	3,433.00	

3 Permits Value Total **1,925,000** Fee Total **3,433.00**



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

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over \$200 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$200 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: Ken Peirce

Application Date: May 29, 2019

Location of Seminar/Conference Bellaire, MI

Name of Proposed Seminar/Conference: Township Treasurers' Professional Retreat

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

(over)

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

Cost of the Seminar/Conference: (Registration) \$ 329.00

(Lodging) \$ 320.00 (Travel) \$190.00

Account #: 101-253-724-000

Your Signature: Ken Penice 05/29/2019

Approvals:

Department Head: Ken Penice Date: 05/29/2019

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



Effective strategies ♦ Practical techniques ♦ Valuable resources

As a township leader, you are expected to have solutions for a wide variety of challenges. How do you ensure you're equipped to anticipate and develop strategies to overcome virtually any situation that arises in your community? Join fellow treasurers from around the state on July 15-16 for the **Township Treasurers' Professional Development Retreat**. Held at Shanty Creek Resort in Bellaire, this retreat offers premier educational programming and excellent networking opportunities.

Educational sessions include:

Unpacking the mysteries of revenue sources

Gain insights into the various revenue streams coming into your township. From fees and charges to taxes and special assessments. We'll share the formula for determining special assessments, offer collection tips, and help you understand the interplay between prepayments and outstanding special assessment districts bonds. Learn how to handle shortfalls and surplus funds at the end of a project and discover how the Headlee Amendment impacts township-wide special assessments.

Tips for creating engaging newsletters

Township newsletters are a great way to get the word out and get people interested, and involved, in what's going on in their community. It's also a great way to promote township pride. We'll share content and design ideas to help you begin—or improve—your township's efforts to engage residents.

Managing risk to township funds

This informative two-part session takes a deep dive into township funds with a focus on potential areas of risk you should be aware of. First, we'll help you evaluate your current banking services and offer insights into fraud detection tools like positive pay and FDIC insurance on your deposits. After the break, we'll review of investment types allowable under Public Act 20 of 1943, including tips for assessing levels of risk. Walk away with practical guidance you can implement to protect your township's funds.

Collecting personal property tax

Examine practical issues that arise in the collection of personal property tax and how collection techniques vary depending on the property involved. We'll explore different methods of getting paid for outstanding personal property taxes including effectively "seizing" property, filing UCC-1 financing statements, collections via small claims court and more! Take away practical tips, "how-to's," forms and anecdotes.

Defending your tax collection process

Property taxes and millages are a significant source of local government revenue. Explore the nuances of tax trouble-spots. *What happens when the county sends a bill with an error or oversight? How do we handle the surplus or shortfall of funds?* Learn what you need to know (and do!) to document and defend your collection methods and clean up any errors along the way. We'll also help you identify when it's time to contact legal counsel.

Payroll: Records, roles and requirements

Don't miss this opportunity to learn what payroll records are required, how to retain them and their record retention schedule. Review key elements of forms I-9, W-4, W-9, the New Hire Reporting Form and more. Learn who must complete what forms and how to file forms with other agencies when required. Access to payroll forms and retention periods for each form will also be discussed.

How do legislators view local government?

Short-term rentals. Sand and gravel mines. Child foster care facilities. Local authority over these issues is already at risk—and the new legislative session is just underway. Lawmakers debate and create laws regularly that impact townships, limit local control and affect local revenues. Do they understand the local impact? Do they have a negative impression of local officials? What role can you as a township official have? Learn how to build and improve relationships, advocate for local control and help shape future laws and influence public policy.

Uniform Chart of Accounts: Are you in compliance?

Proper accounting and auditing in compliance with the Uniform Chart of Accounts will help your township prepare a budget that accurately reflects your financial condition and ensure services are within your means. Gain insights into the Uniform Chart of Accounts—from how and where the numbers come from to what's changing. This plain English, hands-on session will make choosing funds a breeze.

Agenda

Monday, July 15

9:30 a.m.
Registration check-in
10 a.m.
Unpacking the mysteries of revenue sources

11:45 a.m.
Tips for creating engaging newsletters
12:45 p.m.
Networking luncheon
1:45 p.m.
Managing risk to township funds
4:45 p.m.
Break (*Hotel check-in*)

6 p.m.
Networking dinner and evening activity

Tuesday, July 16

7:30 a.m.
Breakfast buffet
8 a.m.
Collecting personal property tax

9:30 a.m.
Defending your tax collection process
10:45 a.m.
Break (*Hotel check-out*)

11:15 a.m.
Payroll: Records, roles and requirements

12:30
Networking luncheon
1:30 p.m.
How do legislators view local government?

3 p.m.
Uniform Chart of Accounts: Are you in compliance?

4 p.m.
Adjourn

Driving directions and lodging information

there

Shanty Creek Resort
Shanty Creek Rd., Bellaire
MI 49705-3000

When you arrive at the resort, proceed to the Lakeview Conference Center at Summit Village to attend the *Township Treasurers' Professional Retreat*.

For those with special needs (dietary, accessibility) please email kristin@michigantownships.org or call the office at (517) 321-6467 at least a week in advance.

Directions

MI-31: At Mancelona, head west on M-88 for 10 miles. Make a right onto Del Mason Rd., then turn left onto Kurfman/Shanty Creek Rd. Drive about 1/2 mile and turn left to stay on Shanty Creek Rd., where the signs to the Lakeview Hotel at Summit Village are located.

For turn-by-turn directions from your location, use the map above with your favorite smartphone app, or a GPS system.



Overnight accommodations

Shanty Creek offers comfortable, well-appointed rooms, equipped with a mini-fridge, microwave and coffeemaker. Enjoy complimentary WiFi throughout the resort, plus access to a fitness center with steam room and whirlpool, indoor and outdoor pools, multiple golf courses, wellness spa, gift shop, and several on-site restaurants and lounges—not to mention the breathtaking views!

Housing is not included in retreat registration rates; make your reservations with Shanty Creek directly. Visit www.bit.ly/2019MTATreasurers to make your reservation online or www.michigantownships.org for a downloadable reservation form or call (866) 695-5004. Be sure to reference which retreat you are attending. *Some hotel rooms may be accessible by stairs only. Please indicate any accessibility needs at the time you make your reservation.*

Check-in: 5 p.m. Check-out: Noon

Rates: \$139/standard (two queens), \$165/studio parlor (king with sitting area)

Rates do not include 9% resort fee and 5% local assessment.

Rooms and discounted rates are based on availability after June 14. Don't delay, make your housing reservations today!

Cancellations & Substitutions: Written cancellation requests received at the MTA office by June 17 will receive a full refund and those received by July 1 will receive one-half of the registration fee; no refunds will be issued thereafter. You may substitute another individual from your township for your registration without incurring a charge. Please notify the office of any changes. Hotel reservations must be made directly with Shanty Creek; see hotel confirmation for cancellation policies.



1000
Lansing Drive
Lansing, MI 48908-0078
Phone: (517) 489-0078

Prsrt Std.
US Postage
Paid
Lansing, MI
Permit #765

*****AUTO**ALL FOR AADC 493 ### 4
KENNETH PEIRCE TREASURER
CASCADE CHTR. TWP.
2865 THORNHILLS AVE SE STE 2
GRAND RAPIDS MI 49546-7197

Inclusive Event for Treasurers & Deputy Treasurers!



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

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

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4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$200 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: JEFF BIGALLE

Application Date: _____

Location of Seminar/Conference CLARE MI. DONALDY HOTEL

Name of Proposed Seminar/Conference: MIAM

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

(over)

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

REQUIRED NRS FOR LICENSE

Cost of the Seminar/Conference: (Registration) \$ 250⁰⁰

(Lodging) \$ INCLUDED (Travel) \$ 81.20

Account #: 249-371-724-000

Your Signature: [Signature]

Approvals:

Department Head: [Signature] Date: 6.4.19

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

Mechanical Inspectors Association of Michigan
560 Barrington Road • Grosse Pointe Park, MI 48230
248-649-5443 • Fax 313-483-7192 s schippert@yahoo.com • mechanicalinspector.com

OCT 17-18, 2019 - MIAM FALL CONFERENCE
Doherty Hotel, 604 N. McEwan, Clare, MI

Tentative Agenda

Hoods, Fire Wrap, Wet Chemical Suppression, and Air Balance

PRESIDENTS WELCOME ED BARTRAM

Thursday 10/17/19

8:00 – 12:00 Commercial Kitchen Hood Ventilation-Whole Restaurant –4 T
12:00 Light lunch (Everyone welcome)
12:30 – 4:30 "Fire Wrap and Updates - Joe Miller 4T

Friday 10/18/19

7:30 – 10:30 Air Balance – Testing, Adjusting, Balancing 3T Kevin Macauley
10:30 – 1:30 Wet Chemical Suppression – NFPA 17a TBD 3T
1:30 – 2:30 Lunch and Awards

Adjourn

Attendees must be dues paid for 2019 to receive education credits. \$50 Late Fee after September 16, 2019

- \$250 registration fee includes one night's stay and all meals at the Doherty.
- \$75 MIAM Active/Contributing dues
- Additional night stay for \$85/day
- \$425 – Share room with dues paid Inspector (Name _____)
- Two day education only fee is \$175 and includes all meals
- One day education only fee is \$125 and includes lunch only

MIAM will arrange hotel reservations - please do not contact the hotel directly.

Name JEFF BITBALL BCC _____ Cell _____ Email JBITBALL@CASCADETEMP.COM

Spouse/Guest Name _____

Payment Method: Check Payable to MIAM Visa Master Card

Credit Card Number _____ CVV _____ Exp Date _____

Billing Address _____ City _____ State _____ Zip Code _____

**Please complete and return to MIAM at: 560 Barrington Road, Grosse Pointe Park, Michigan 48230
or fax to: 313-483-7192.**

06/02/19

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 05/01/2019 - 05/31/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
FUND 101 - GENERAL FUND							
05/02/2019	GENF	69347	CARLETON EQUIPMENT	TOOLCAT MUFFLER	863-000	265	444.19
05/02/2019	GENF	69348	CASCADE PRINTING & GRAPHICS	FOURTH OF JULY	881-000	295	121.21
05/02/2019	GENF	69349	CONSUMERS ENERGY	STREETLIGHTING ACCT #1030 3406 2978	926-000	448	277.54
05/02/2019	GENF	69352	GRAND VALLEY METRO COUNCIL	REGIS DUES APRIL - SEPT 2019	952-000	295	19,282.16
05/02/2019	GENF	69353*#	THE HOME DEPOT CREDIT SERVICES	JIGSAW AND BATTERY	863-000	265	308.00
05/02/2019	GENF	69353	THE HOME DEPOT CREDIT SERVICES	OVERFLOW PARKING SIGN HARDWARE	881-000	295	72.01
				CHECK GENF 69353 TOTAL FOR FUND 101:			380.01
05/02/2019	GENF	69354	INTERNATIONAL ASSOCIATION OF	IAAO CONFERENCE REGISTRATION- R. MCCARTY	724-000	257	645.00
05/02/2019	GENF	69355	INTERNATIONAL ASSOCIATION OF	IAAO CONFERENCE REGISTRATION- J. GENTER	724-000	257	645.00
05/02/2019	GENF	69356*#	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 33RD & 36TH FEB 2019	861-000	652	2,163.75
05/02/2019	GENF	69356	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 33RD & 36TH MARCH 2019	861-000	652	2,163.75
05/02/2019	GENF	69356	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 33RD & 36TH APRIL 2019	861-000	652	2,163.75
05/02/2019	GENF	69356	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST	861-100	652	21,530.69
05/02/2019	GENF	69356	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST	861-100	652	21,530.69
				CHECK GENF 69356 TOTAL FOR FUND 101:			49,552.63
05/02/2019	GENF	69358	KENT COUNTY - HEALTH DEPT	PARK WATER TESTING	935-000	756	68.00
05/02/2019	GENF	69359#	KENT COUNTY ROAD COMMISSION	FOURTH OF JULY	881-000	295	165.46
05/02/2019	GENF	69359	KENT COUNTY ROAD COMMISSION	TRAFFIC SIGNALS	927-100	448	12.41
05/02/2019	GENF	69359	KENT COUNTY ROAD COMMISSION	TRAFFIC SIGNALS	927-100	448	12.33
				CHECK GENF 69359 TOTAL FOR FUND 101:			190.20
05/02/2019	GENF	69360	KENT COMMUNICATIONS INC.	PREPAY POSTAGE- INSECT/WEED CONTROL MAIL	816-000	295	563.37
05/02/2019	GENF	69361	KENT COMMUNICATIONS INC.	CASCADE BOARD NEWSLETTER- SPECIAL EDITIO	885-000	295	1,771.12
05/02/2019	GENF	69362	KOENES AUTO BODY	RUBBER BUSHING REPLACEMENT	967-000	721	693.14
05/02/2019	GENF	69363	MCCARTY, RYAN	REIMBURSE 132 MILES	724-000	257	** VOIDED **
05/02/2019	GENF	69363	MCCARTY, RYAN	REIMBURSE PARKING FEE	724-000	257	** VOIDED **
05/02/2019	GENF	69363	MCCARTY, RYAN	REIMBURSE 75 MILES	860-000	257	** VOIDED **
05/02/2019	GENF	69364*#	MIDSTATE SECURITY CO.	DOOR SECURITY SYSTEM UPGRADE	931-000	265	945.08
05/02/2019	GENF	69364	MIDSTATE SECURITY CO.	ALARM MONITORING	939-000	265	216.00
				CHECK GENF 69364 TOTAL FOR FUND 101:			1,161.08
05/02/2019	GENF	69365	MLIVE MEDIA GROUP	PUBLIC HEARING AD	900-000	295	512.40
05/02/2019	GENF	69366*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C)	231-220	000	11.70
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) GF	231-221	000	17.00
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) FIRE	231-221	000	36.00
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) GF	231-221	000	78.10
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) FIR	231-221	000	356.90
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) BLDG	231-221	000	50.00
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	35.66
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	234.50
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	593.69
				CHECK GENF 69366 TOTAL FOR FUND 101:			1,413.55
05/02/2019	GENF	69367	STEVEN A PETERSON	REIMBURSE 120 MILES- S. PETERSON	860-000	721	69.60
05/02/2019	GENF	69367	STEVEN A PETERSON	REIMBURSE PARKING FEES	860-000	721	1.10
				CHECK GENF 69367 TOTAL FOR FUND 101:			70.70
05/02/2019	GENF	69368	PHOENIX RESOURCES	SPRING YARD WASTE DUMPSTERS 2018	818-000	447	7,280.00
05/02/2019	GENF	69370	PROGRESSIVE AE	SPACE NEEDS STUDY	967-000	295	9,288.80
05/02/2019	GENF	69371*#	REPUBLIC SERVICES	COMPLEX MAINTENANCE REPUBLIC	931-000	265	873.23
05/02/2019	GENF	69371	REPUBLIC SERVICES	PARK MAINTENANCE REPUBLIC	935-000	756	206.62
				CHECK GENF 69371 TOTAL FOR FUND 101:			1,079.85
05/02/2019	GENF	69372	RYAN'S MODERN SEWER CLEANING INC	CLEANED AND DISPOSED OF DEBRIS FROM PITS	935-000	756	1,502.00
05/02/2019	GENF	69373*#	SUPERIOR GROUNDCOVER INC	14 YARDS, TOWNSHIP OFFICE	931-000	265	686.00
05/02/2019	GENF	69373	SUPERIOR GROUNDCOVER INC	14 YARDS, MUSEUM	931-000	265	686.00

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 05/01/2019 - 05/31/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/02/2019	GENF	69373	SUPERIOR GROUNDCOVER INC	120 YARDS, DOG PARK	935-000	756	5,880.00
05/02/2019	GENF	69373	SUPERIOR GROUNDCOVER INC	58 YARDS, TASSELL PARK	935-000	756	2,842.00
				CHECK GENF 69373 TOTAL FOR FUND 101:			10,094.00
05/02/2019	GENF	69374*#	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	75.47
05/02/2019	GENF	69374	SUPPLYGEEKS.BIZ	RETURN DEFECTIVE ITEM #QUA44182	727-000	295	(22.78)
				CHECK GENF 69374 TOTAL FOR FUND 101:			52.69
05/02/2019	GENF	69375	TONY BETTEN & SON'S FORD INC	NEW WATER PUMP, THERMOSTAT, SERP BELT	863-000	265	1,010.09
05/03/2019	GENF	5341(A)	CONSUMERS ENERGY	ACCT # 9315428190 - LAND LEASE	787-000	295	600.00
05/03/2019	GENF	5343(A)*#	FISHBECK THOMPSON CARR & HUBER	ENGINEERING COSTS	821-000	295	165.00
05/03/2019	GENF	5343(A)	FISHBECK THOMPSON CARR & HUBER	SITE PLAN REVIEWS	821-000	295	3,136.25
05/03/2019	GENF	5343(A)	FISHBECK THOMPSON CARR & HUBER	DRAIN ENGINEERING	821-000	445	839.00
05/03/2019	GENF	5343(A)	FISHBECK THOMPSON CARR & HUBER	SCHOOLHOUSE CREEK	821-000	445	4,386.00
05/03/2019	GENF	5343(A)	FISHBECK THOMPSON CARR & HUBER	CEMETERY STUDY	974-000	901	623.50
				CHECK GENF 5343(A) TOTAL FOR FUND 101:			9,149.75
05/03/2019	GENF	5345(A)	HOPE NETWORK	TRANSPORTATION SERVICES MARCH 2019	859-000	652	3,778.50
05/03/2019	GENF	5347(A)	OVERHEAD DOOR CO OF GR, INC	NEW ROLLERS, LUBRICANT, ADJUSTMENT	935-000	756	209.10
05/03/2019	GENF	5348(A)	SABO PUBLIC RELATIONS	SPECIAL PROJECTS	967-000	295	1,631.26
05/03/2019	GENF	5350(A)*#	VREDEVELD HAEFNER LLC	AUDIT BILLING THROUGH MARCH 2019	807-000	295	10,240.00
05/09/2019	GENF	69378	123NET	EVC 100708	924-000	265	699.00
05/09/2019	GENF	69378	123NET	EVC 100709	924-000	265	699.00
				CHECK GENF 69378 TOTAL FOR FUND 101:			1,398.00
05/09/2019	GENF	69380	ROBERT BEAHAN	SUPERVISOR MILEAGE	860-000	171	58.00
05/09/2019	GENF	69380	ROBERT BEAHAN	SUPERVISOR CELL PHONE	925-000	171	50.00
				CHECK GENF 69380 TOTAL FOR FUND 101:			108.00
05/09/2019	GENF	69382	DENISE M BIEGALLE	REIMBURSE 32 MILES - D. BIEGALLE	860-000	215	18.56
05/09/2019	GENF	69388	CONSUMERS ENERGY	STREETLIGHTING ACCT #1030 3406 2978	926-000	448	66.88
05/09/2019	GENF	69388	CONSUMERS ENERGY	STREETLIGHTING APRIL 2019	926-000	448	10,660.07
05/09/2019	GENF	69388	CONSUMERS ENERGY	STREETLIGHTING APRIL 2019 CREDIT ON ACCT	926-000	448	(559.88)
				CHECK GENF 69388 TOTAL FOR FUND 101:			10,167.07
05/09/2019	GENF	69389	CRYSTAL MOUNTAIN	CRYSTAL MTN CONFERENCE - J.GENTER	724-000	257	596.07
05/09/2019	GENF	69391*#	DTE ENERGY	COMPLEX HEATING DTE ENERGY	923-000	265	550.72
05/09/2019	GENF	69391	DTE ENERGY	MUSEUM HEATING DTE ENERGY	923-000	803	81.11
				CHECK GENF 69391 TOTAL FOR FUND 101:			631.83
05/09/2019	GENF	69392*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS MAY 2019	718-000	850	214.31
05/09/2019	GENF	69393	FRUIT BASKET FLOWERLAND	SUN & SHADE MIX	932-000	276	99.99
05/09/2019	GENF	69396	HIGGINS, JOSH	CLOTHING ALLOWANCE - J.HIGGINS	768-000	265	74.50
05/09/2019	GENF	69401	ROGER MC CARTY	REIMBURSE 132 MILES - R.MCCARTY	724-000	257	76.56
05/09/2019	GENF	69401	ROGER MC CARTY	REIMBURSE 75 MILES - R.MCCARTY	860-000	257	43.50
05/09/2019	GENF	69401	ROGER MC CARTY	REIMBURSE PARKING - R.MCCARTY	860-000	257	1.25
				CHECK GENF 69401 TOTAL FOR FUND 101:			121.31
05/09/2019	GENF	69403	MGFOA	MGFOA GASB 84 CONFERENCE - COOK, TAMI	724-000	295	70.00
05/09/2019	GENF	69406	MKSK	FOUR CORNERS MULTI MODAL PLAN	967-000	721	950.00
05/09/2019	GENF	69407#	MLIVE MEDIA GROUP	ELECTION MISC EXPENSES	788-000	262	166.42
05/09/2019	GENF	69407	MLIVE MEDIA GROUP	PRINTING/PUBLISHING AD 9119618	900-000	295	238.80
05/09/2019	GENF	69407	MLIVE MEDIA GROUP	PRINTING & PUBLISHING 18:3524	900-000	721	64.60
				CHECK GENF 69407 TOTAL FOR FUND 101:			469.82
05/09/2019	GENF	69408	AARON NEWTON	MMTA BASIC INSTITUTE CONF - A.NEWTON	724-000	253	133.37
05/09/2019	GENF	69409	NORTHWEST KENT MECHANICAL CO	SEWAGE PUMP, ACCESSORIES	935-000	756	1,436.19
05/09/2019	GENF	69415	TONY BETTEN & SON'S FORD INC	NOX SENSOR REPLACEMENT	864-000	265	629.32

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05/09/2019	GENF	69416*#	VERIZON WIRELESS	SUPERVISOR CELL PHONE APR 2019	925-000	171	63.07
05/09/2019	GENF	69416	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES APRIL 2019	924-100	265	183.69
05/09/2019	GENF	69416	VERIZON WIRELESS	COMM DEV CELL/DATA APR 2019	925-000	721	103.12
				CHECK GENF 69416 TOTAL FOR FUND 101:			349.88
05/10/2019	GENF	5351(A)*	ALTEC NUECO, LLC	CAPITAL OUTLAY - FFE BUCKET TRUCK	970-000	901	15,000.00
05/10/2019	GENF	5354(A)*#	CONSUMERS ENERGY	103023462197 2867 THORNHILLS AVE SE	921-000	265	28.06
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100000285161 2865 THORNHILLS AVE SE	921-000	265	1,889.23
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	25.40
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012548051 5601 WHITNEYVILLE AVE SE	921-000	276	25.40
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012957591 7200 30TH ST SE	921-000	276	29.39
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	OTHER EXP- LAND RENTS/LEASE-ELECTRIC	787-000	295	50.00
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE	926-000	448	101.72
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012592265 2900 THORNAPPLE RIVER DR	921-000	756	161.45
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100014570673 3804 THORNAPPLE RIVE	921-000	756	129.38
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100014570889 3820 THORNAPPLE RIVER D	921-000	756	34.97
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012592398 2839 THORNAPPLE RIVER DR	921-000	803	51.86
				CHECK GENF 5354(A) TOTAL FOR FUND 101:			2,526.86
05/10/2019	GENF	5357(A)	NAPA AUTO PARTS	VEHICLE MAINT	863-000	265	49.47
05/10/2019	GENF	5360(A)*#	KINGSLAND'S ACE HARDWARE	GARDEN GOVES	768-000	265	18.52
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	MEGUIAR PASTE WAX	863-000	265	17.98
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	CABLE TIES & TERRY TOWELS	863-000	265	26.06
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	1GAL 2CYC OIL PICCO NARROW BAR STIHL CH	864-000	265	111.50
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	WINDEX REFILL	931-000	265	10.79
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	CEMETERY MAINT - CUTTER RENTAL	932-000	276	233.40
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	TRIMMER LINE	932-000	276	32.35
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	20LB SCOTTS CLASSIC SUN SHADE	932-000	276	49.49
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	DEPOSIT RETURN FROM INV 205962	932-000	276	(75.00)
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	PICCO NARROW BAR & STIHL CHAIN	935-000	756	59.26
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	SAFETY GLASSES	935-000	756	10.79
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	15.25
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	BLEACH & TOWELS	935-000	756	25.05
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	BKPACK BLOWER,	935-000	756	859.70
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	RTU GROUND CLEAR RTU ROUND-UP	935-000	756	60.28
				CHECK GENF 5360(A) TOTAL FOR FUND 101:			1,455.42
05/10/2019	GENF	5361(A)*#	KONICA MINOLTA BUSINESS SOLUTIONS	C308 PRINTING COSTS APR 2019	900-000	295	62.72
05/10/2019	GENF	5361(A)	KONICA MINOLTA BUSINESS SOLUTIONS	C308 PRINTING COSTS APR 2019	900-000	295	54.95
05/10/2019	GENF	5361(A)	KONICA MINOLTA BUSINESS SOLUTIONS	C558 PRINTING COSTS APR 2019	900-000	295	292.80
				CHECK GENF 5361(A) TOTAL FOR FUND 101:			410.47
05/10/2019	GENF	5365(A)	THORNAPPLE RIVER NURSERY, INC.	PROMIX, WOOD CHIPS	932-000	276	428.00
05/10/2019	GENF	5365(A)	THORNAPPLE RIVER NURSERY, INC.	CEMETERY MAINT - PROMIX , WOOD CHIPS	932-000	276	53.00
				CHECK GENF 5365(A) TOTAL FOR FUND 101:			481.00
05/10/2019	GENF	5368(A)*#	WEX BANK	FUEL SPEEDWAY/WEX APRIL 2019	864-000	265	1,437.29
05/16/2019	GENF	69419*#	BARTLETT TREE EXPERTS	FOLIAGE TREATMENT 2865 THORNHILLS SE	931-000	265	128.00
05/16/2019	GENF	69421	CASCADE CHARTER TOWNSHIP	TRANSFER TO FIRE FUND	999-006	965	33,333.33
05/16/2019	GENF	69423*#	CINTAS	2019 RUG CLEANING SERVICE COMPLEX APR 19	931-000	265	571.48
05/16/2019	GENF	69424	CNA SURETY DIRECT BILL	OTHER EXPENSES NOTARY BOND	787-000	295	55.00
05/16/2019	GENF	69425	CONTROL LOGIC	OFFICE EQUIP/COMPUTER REPAIR	932-000	265	142.00
05/16/2019	GENF	69426	DISCOUNT TIRE	TIRES, KIT, INSTALLATION	863-000	265	285.00
05/16/2019	GENF	69428*#	GODWIN HARDWARE & PLUMBING	PARK MAINTENANCE TWP PARK BACK FLOW	935-000	756	85.00
05/16/2019	GENF	69428	GODWIN HARDWARE & PLUMBING	MUSEUM MAINTENANCE BACK FLOW	961-000	803	85.00
				CHECK GENF 69428 TOTAL FOR FUND 101:			170.00
05/16/2019	GENF	69430*#	GRAND RAPIDS CITY TREASURER	COMPLEX WATER-SEWER	927-000	265	791.52
05/16/2019	GENF	69432	KENT COUNTY SUPERVISORS ASSOC	SUP/MGR MEMBERSHIPS KCSA BEAHAN 2019	723-000	171	75.00
05/16/2019	GENF	69433	KENT COUNTY TREASURERS ASSOC	KCTA LUNCH - PEIRCE,SOURINE,NEWTON	723-000	253	60.00
05/16/2019	GENF	69434	KENT COMMUNICATIONS INC.	GYPSY MOTH MAILING COSTS	885-000	295	636.86

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05/16/2019	GENF	69436	MINER SUPPLY COMPANY	TOILET PAPER, PAPER TOWEL, KLEENEX, LINE	756-000	756	210.27
05/16/2019	GENF	69436	MINER SUPPLY COMPANY	TOILET PAPER, BAGS, GLOVES, DISINFECTANT	935-000	756	404.16
				CHECK GENF 69436 TOTAL FOR FUND 101:			614.43
05/16/2019	GENF	69437*#	MUNIWEB	WEBSITE HOSTING	815-000	295	268.00
05/16/2019	GENF	69441	SOURINE, OXANA	REIMBURSE 112 MILES - O.SOURINE	860-000	253	64.96
05/16/2019	GENF	69443	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	36.53
05/16/2019	GENF	69443	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	(22.78)
				CHECK GENF 69443 TOTAL FOR FUND 101:			13.75
05/16/2019	GENF	69451*#	VERIZON WIRELESS	TRUSTEE CELL PHONES	924-100	101	47.14
05/16/2019	GENF	69451	VERIZON WIRELESS	MANAGERS CELL PHONE	925-000	171	31.44
05/16/2019	GENF	69451	VERIZON WIRELESS	CLERK CELL PHONE	925-000	215	31.44
05/16/2019	GENF	69451	VERIZON WIRELESS	TREASURER'S CELL PHONES	924-100	253	15.72
05/16/2019	GENF	69451	VERIZON WIRELESS	CELL PHONES/DATA	924-100	257	15.72
05/16/2019	GENF	69451	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES	924-100	265	40.46
05/16/2019	GENF	69451	VERIZON WIRELESS	CELL PHONES/DATA	924-100	295	15.72
05/16/2019	GENF	69451	VERIZON WIRELESS	COMM DEV CELL/DATA	925-000	721	31.44
				CHECK GENF 69451 TOTAL FOR FUND 101:			229.08
05/17/2019	GENF	5370(A)	EASTERN FLORAL & GIFTS	PLANT MAINTENANCE MAY 2019	787-000	295	54.00
05/17/2019	GENF	5379(A)	THORNAPPLE RIVER NURSERY, INC.	YARD WASTE TAGS	818-000	447	6,708.00
05/17/2019	GENF	5386(A)*#	X-CEL CHEMICAL SPECIALTIES CO.	3 GALLONS SANITIZER/CLEANER CONCENTRATE	935-000	756	519.00
05/23/2019	GENF	69452	B & B TRUCK EQUIPMENT INC	52" RECYCLER KIT, STANDARD POWER CHUTE	863-000	265	683.00
05/23/2019	GENF	69453	BALSAM HILL CONDO ASSOC	REFUND CR 201906739	665-003	000	100.00
05/23/2019	GENF	69456	BS&A SOFTWARE	DELQ PP TAX ANNUAL SERVICE/SUPPORT FEE	939-000	253	601.00
05/23/2019	GENF	69456	BS&A SOFTWARE	TAX ANNUAL SERVICE/SUPPORT FEE	939-000	253	1,726.00
				CHECK GENF 69456 TOTAL FOR FUND 101:			2,327.00
05/23/2019	GENF	69458#	CASCADE PRINTING & GRAPHICS	#9 BLUE ENVELOPES USED IN REAPPRAISAL	900-000	257	295.00
05/23/2019	GENF	69458	CASCADE PRINTING & GRAPHICS	SIGNS	881-000	295	225.17
				CHECK GENF 69458 TOTAL FOR FUND 101:			520.17
05/23/2019	GENF	69460*#	FIRST BANKCARD	SUPERVISOR MILEAGE	860-000	171	8.00
05/23/2019	GENF	69460	FIRST BANKCARD	MANAGER EXPENSE ACCOUNT	862-550	171	14.26
05/23/2019	GENF	69460	FIRST BANKCARD	ELECTION MISC EXPENSES	788-000	262	62.87
05/23/2019	GENF	69460	FIRST BANKCARD	ELECTION MISC EXPENSES	788-000	262	69.49
05/23/2019	GENF	69460	FIRST BANKCARD	ELECTION MISC EXPENSES	788-000	262	22.00
05/23/2019	GENF	69460	FIRST BANKCARD	AIR COMPRESSOR, PARTS	931-000	265	1,224.74
05/23/2019	GENF	69460	FIRST BANKCARD	OFFICE SUPPLIES	727-000	295	196.94
05/23/2019	GENF	69460	FIRST BANKCARD	OFFICE SUPPLIES	727-000	295	12.99
05/23/2019	GENF	69460	FIRST BANKCARD	OFFICE SUPPLIES	727-000	295	115.43
05/23/2019	GENF	69460	FIRST BANKCARD	OFFICE SUPPLIES	727-000	295	45.98
05/23/2019	GENF	69460	FIRST BANKCARD	OFFICE SUPPLIES	727-000	295	47.19
05/23/2019	GENF	69460	FIRST BANKCARD	OFFICE SUPPLIES	727-000	295	159.57
05/23/2019	GENF	69460	FIRST BANKCARD	INDEED ONLINE ADS - D.BIEGALLE	787-000	295	63.50
05/23/2019	GENF	69460	FIRST BANKCARD	MISCELLANEOUS	787-000	295	0.99
05/23/2019	GENF	69460	FIRST BANKCARD	MISCELLANEOUS	787-000	295	39.66
05/23/2019	GENF	69460	FIRST BANKCARD	TAX/ASSESSING ADMIN COSTS	814-000	295	50.00
05/23/2019	GENF	69460	FIRST BANKCARD	MIAPA INSTITUTE REGISTRATION - S. PETERS	724-000	721	150.00
05/23/2019	GENF	69460	FIRST BANKCARD	IPAD ACCESSORIES	787-000	721	67.98
05/23/2019	GENF	69460	FIRST BANKCARD	IPAD CASES	787-000	721	130.86
05/23/2019	GENF	69460	FIRST BANKCARD	MISCELLANEOUS	787-000	721	55.99
				CHECK GENF 69460 TOTAL FOR FUND 101:			2,538.44
05/23/2019	GENF	69461*#	FIRST BANKCARD	MARRIOTT STAY - J.GENTER	724-000	257	637.97
05/23/2019	GENF	69461	FIRST BANKCARD	FOREIGN TRAN FEE FOR CANADA STAY	724-000	257	19.13
05/23/2019	GENF	69461	FIRST BANKCARD	OFFICE EQUIPMENT	981-000	257	34.19
05/23/2019	GENF	69461	FIRST BANKCARD	MAY 7 ELECTION WORKERS LUNCH	788-000	262	67.51
05/23/2019	GENF	69461	FIRST BANKCARD	AMAZON PRIME FEE MAY 2019	727-000	295	12.99
05/23/2019	GENF	69461	FIRST BANKCARD	OFFICE EQUIPMENT	981-000	295	33.99
				CHECK GENF 69461 TOTAL FOR FUND 101:			805.78

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05/23/2019	GENF	69467	KENT COMMUNICATIONS INC.	4 NEWSLETTERS AND MAILING	885-000	295	1,895.88
05/23/2019	GENF	69469	MCDONALD PLUMBING	ADA STALL, NEW HANDLE AND DIAPHRAGM	939-000	265	213.51
05/23/2019	GENF	69471	MUNICIPAL ADVISORY COUNCIL OF MICH	TAX/ASSESSING ADMIN COSTS	814-000	295	100.00
05/23/2019	GENF	69474#	RIVERHOUSE	CLERK UNIFORMS	768-000	215	114.92
05/23/2019	GENF	69474	RIVERHOUSE	COMM DEV UNIFORMS	768-000	721	15.98
				CHECK GENF 69474 TOTAL FOR FUND 101:			130.90
05/23/2019	GENF	69478	STATE OF MICHIGAN	LEGAL FEES NEWTON NOTARY APPLICATION	826-000	295	10.00
05/23/2019	GENF	69479	STATE OF MICHIGAN	PROPERTY TAX REFUNDS 411925426011	950-000	295	14.59
05/23/2019	GENF	69481	SUPERIOR GROUNDCOVER INC	5 YARDS AT MANUS POCKET PARK	935-000	756	375.00
05/23/2019	GENF	69482*#	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	109.88
05/23/2019	GENF	69482	SUPPLYGEEKS.BIZ	GENERAL FUND OFFICE SUPPLIES	727-000	295	46.53
				CHECK GENF 69482 TOTAL FOR FUND 101:			156.41
05/23/2019	GENF	69485	STEVEN WIERENGA	CLOTHING ALLOWANCE - S.WIERENGA	768-000	265	57.98
05/24/2019	GENF	30(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	17,408.22
05/24/2019	GENF	5390(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS JUN 2019	721-000	850	1,698.89
05/24/2019	GENF	5392(A)*#	QUALITY AIR	05/15/19-06/14/19 MAINTENANCE CONTRACT	931-000	265	1,390.12
05/24/2019	GENF	5393(A)	THORNAPPLE RIVER NURSERY, INC.	COMPLEX MAINTENANCE	931-000	265	42.00
05/30/2019	GENF	69487*#	BARTLETT TREE EXPERTS	FOLIAGE TREATMENT 2865 THORNHILLS SE	931-000	265	128.00
05/30/2019	GENF	69488	CNA SURETY DIRECT BILL	OTHER EXPENSES NOTARY BOND	787-000	295	55.00
05/30/2019	GENF	69489*#	COMCAST	COMPLEX PHONES	924-000	265	167.50
05/30/2019	GENF	69489	COMCAST	PARK PHONES	924-000	756	22.83
				CHECK GENF 69489 TOTAL FOR FUND 101:			190.33
05/30/2019	GENF	69493*#	THE HOME DEPOT CREDIT SERVICES	COMPLEX MAINTENANCE	931-000	265	211.43
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	COMPLEX MAINTENANCE	931-000	265	47.00
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	COMPLEX MAINTENANCE	931-000	265	41.91
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	DRILL KIT, PATCH CABLE	931-000	265	213.38
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	BOARDS, BRACKETS, SCREWS	931-000	265	602.66
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	COMPLEX MAINTENANCE	931-000	265	(184.30)
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	PARK MAINTENANCE	935-000	756	151.25
05/30/2019	GENF	69493	THE HOME DEPOT CREDIT SERVICES	15 BAGS OF QUIKRETE BLACKTOP PATCH	935-000	756	206.25
				CHECK GENF 69493 TOTAL FOR FUND 101:			1,289.58
05/30/2019	GENF	69495	MCDONALD PLUMBING	PARK MAINTENANCE	935-000	756	173.31
05/30/2019	GENF	69497*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C)	231-220	000	11.70
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) GF	231-221	000	17.00
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) FIRE	231-221	000	36.00
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) GF	231-221	000	78.10
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) FIR	231-221	000	356.90
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) BLDG	231-221	000	50.00
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	234.50
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	35.66
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	593.69
				CHECK GENF 69497 TOTAL FOR FUND 101:			1,413.55
05/30/2019	GENF	69498*#	REPUBLIC SERVICES	COMPLEX MAINTENANCE REPUBLIC	931-000	265	871.88
05/30/2019	GENF	69498	REPUBLIC SERVICES	PARK MAINTENANCE REPUBLIC	935-000	756	490.65
				CHECK GENF 69498 TOTAL FOR FUND 101:			1,362.53
05/30/2019	GENF	69499	SLATER, SUE	43 CLERK MILES- S. SLATER	860-000	215	24.94
05/30/2019	GENF	69499	SLATER, SUE	CLERK CELL PHONE	925-000	215	50.00
				CHECK GENF 69499 TOTAL FOR FUND 101:			74.94
05/30/2019	GENF	69501*#	WINDSTREAM	CELL PHONES/DATA	924-100	295	193.12
05/30/2019	GENF	69501	WINDSTREAM	PARK PHONES	924-000	756	128.75
				CHECK GENF 69501 TOTAL FOR FUND 101:			321.87
05/31/2019	GENF	5397(A)	FUNNY BUSINESS AGENCY INC	FOURTH OF JULY EVENT ID 96395	881-000	295	20,837.50

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05/31/2019	GENF	5399(A)	WEST INVESTIGATIONS INC	BACKGROUND CHECK - C.KOHN	787-000	295	60.00
Total for fund 101 GENERAL FUND							<u>273,629.98</u>
FUND 151 - CEMETERY TRUST FUND							
05/02/2019	GENF	69350	COLLINS FLAGS	12X18 FLAG	787-000	276	397.44
05/02/2019	GENF	69350	COLLINS FLAGS	12X18 FLAG FREIGHT	787-000	276	41.76
CHECK GENF 69350 TOTAL FOR FUND 151:							<u>439.20</u>
Total for fund 151 CEMETERY TRUST FUND							<u>439.20</u>
FUND 206 - FIRE FUND							
05/02/2019	GENF	69351	COMCAST	FIRE PHONES/BUTTRICK XFINITY MAY 2019	924-002	336	42.33
05/02/2019	GENF	69351	COMCAST	FIRE PHONES/BUTTRICK COMCAST MAY 2019	924-002	336	94.90
05/02/2019	GENF	69351	COMCAST	CELL PHONES/DATA-MODEMS	924-100	336	382.96
CHECK GENF 69351 TOTAL FOR FUND 206:							<u>520.19</u>
05/02/2019	GENF	69353*#	THE HOME DEPOT CREDIT SERVICES	SAFETY GLASSES, HARD HAT	958-000	336	38.06
05/02/2019	GENF	69357	J&B MEDICAL SUPPLY	FIRE SUPPLEMENTAL EQUIPMENT	958-000	336	28.00
05/02/2019	GENF	69357	J&B MEDICAL SUPPLY	FIRE SUPPLEMENTAL EQUIPMENT	958-000	336	17.70
CHECK GENF 69357 TOTAL FOR FUND 206:							<u>45.70</u>
05/02/2019	GENF	69364*#	MIDSTATE SECURITY CO.	DOOR SECURITY SYSTEM UPGRADE	936-000	336	945.08
05/02/2019	GENF	69364	MIDSTATE SECURITY CO.	ANNUAL MONITORING	936-002	336	660.00
CHECK GENF 69364 TOTAL FOR FUND 206:							<u>1,605.08</u>
05/02/2019	GENF	69366*#	MUTUAL OF OMAHA INSURANCE	FIRE DEPENDENT LIFE W/H (C)	231-220	000	23.40
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	48.58
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	319.50
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	688.95
CHECK GENF 69366 TOTAL FOR FUND 206:							<u>1,080.43</u>
05/02/2019	GENF	69369	PHOENIX SAFETY OUTFITTERS	HELMETS	959-000	336	553.82
05/02/2019	GENF	69371*#	REPUBLIC SERVICES	FIRE STATION MAINT REPUBLIC	936-002	336	313.63
05/02/2019	GENF	69373*#	SUPERIOR GROUNDCOVER INC	3 YARDS, BUTTRICK FIRE STATION	936-002	336	225.00
05/02/2019	GENF	69374*#	SUPPLYGEEKS.BIZ	FIRE FUND OFFICE SUPPLIES	727-000	336	67.18
05/03/2019	GENF	5340(A)	CASCADE AUTOMOTIVE SERVICE	FIRE EQUIPMENT MAINT	938-000	336	45.29
05/03/2019	GENF	5342(A)	DINGES FIRE CO.	FLASHLIGHTS	938-000	336	212.89
05/03/2019	GENF	5344(A)	FUEL MANAGEMENT SYSTEM	FIRE FUELS	745-000	336	152.50
05/03/2019	GENF	5344(A)	FUEL MANAGEMENT SYSTEM	FIRE FUELS DISCOUNT	745-000	336	(4.20)
CHECK GENF 5344(A) TOTAL FOR FUND 206:							<u>148.30</u>
05/03/2019	GENF	5346(A)	NYE UNIFORM COMPANY	EMBLEM- T. STEVENSON	768-000	336	41.05
05/03/2019	GENF	5349(A)	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	41.15
05/03/2019	GENF	5350(A)*#	VREDEVELD HAEFNER LLC	AUDIT BILLING THROUGH MARCH 2019	807-000	336	1,920.00
05/09/2019	GENF	69385	CASCADE PRINTING & GRAPHICS	BUSINESS CARDS KNOWLES & DETTWILER	727-000	336	69.00
05/09/2019	GENF	69391*#	DTE ENERGY	BUTTRICK HEATING DTE ENERGY	923-002	336	328.86
05/09/2019	GENF	69392*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS MAY 2019	718-000	850	211.31
05/09/2019	GENF	69398	J&B MEDICAL SUPPLY	MED SUPPLIES	958-000	336	214.97
05/09/2019	GENF	69402	MELSE FIRE PROTECTION LLC	PRESSURE GAUGES 5LB ARC RC	938-000	336	105.00
05/09/2019	GENF	69413	STEVENSON, TODD ROY	REIMBURSE 260 MILES - T. STEVENSON	724-000	336	150.80
05/09/2019	GENF	69414	TECH MASTER INC	REPAIRS	938-000	336	8,511.05
05/09/2019	GENF	69416*#	VERIZON WIRELESS	FIRE PHONES APR 2019	924-100	336	112.82
05/10/2019	GENF	5352(A)	BATTERIES PLUS - 383	12V CAM10065	938-000	336	75.98
05/10/2019	GENF	5353(A)	BEST CLEANERS	CLEANING	768-000	336	762.35

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05/10/2019	GENF	5354(A)*#	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	921-002	336	738.86
05/10/2019	GENF	5360(A)*#	KINGSLAND'S ACE HARDWARE	TIDE PODS	936-000	336	11.86
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	BATTERIES	936-000	336	6.28
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	BOUNCE & TIDE PODS	936-000	336	28.32
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	DAWN & PLAS FUNNEL STRAINER	936-000	336	11.16
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	DRILL FOR #2	936-002	336	226.60
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	FIRE EQUIPMENT MAINT	938-000	336	26.84
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	WD40 SMART STRAW	938-000	336	5.03
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	THREADLOCKER BOLTS & WASHERS	938-000	336	7.37
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	PRE PAY BENCH FEE	938-000	336	13.50
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	PRE PAY BENCH FEE	938-000	336	13.50
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	SMALL ENGINE REPAIR LABOR & PREPAY BENCH	938-000	336	22.85
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	WIRE STRIPPER & SPLICE PACK	938-000	336	31.38
				CHECK GENF 5360(A) TOTAL FOR FUND 206:			<u>404.69</u>
05/10/2019	GENF	5366(A)	VALLEY CITY LINEN INC	RUG & TOWEL CLEANING MAY 2019	936-000	336	41.15
05/10/2019	GENF	5368(A)*#	WEX BANK	FIRE FUEL SPEEDWAY/WEX APRIL 2019	745-000	336	1,832.46
05/16/2019	GENF	69428*#	GODWIN HARDWARE & PLUMBING	FIRE STATION MAINT/BUTTRICK	936-002	336	145.00
05/16/2019	GENF	69429	GORDON FOOD SERVICE STORE	BADGE CEREMONY MAY 2019	787-000	336	48.89
05/16/2019	GENF	69435	MAKUCH, JOHN	TUITION REIMB- MAKUCH, JOHN	725-000	336	796.50
05/16/2019	GENF	69438	PHOENIX SAFETY OUTFITTERS	FIRE PROTECTIVE CLOTHING	959-000	336	135.00
05/16/2019	GENF	69438	PHOENIX SAFETY OUTFITTERS	GEAR/BOOTS	959-000	336	2,132.49
				CHECK GENF 69438 TOTAL FOR FUND 206:			<u>2,267.49</u>
05/16/2019	GENF	69439	RICHARD RAVIOLO	LINENS REIMBURSEMENT - R.RAVIOLO	787-000	336	55.10
05/16/2019	GENF	69440	RIVERHOUSE	POLOS	768-000	336	365.82
05/16/2019	GENF	69442	SUPERIOR PEST CONTROL INC	FIRE STATION MAINT MAY 2019	936-000	336	75.00
05/16/2019	GENF	69451*#	VERIZON WIRELESS	MODEMS APR 2019	924-000	336	152.04
05/16/2019	GENF	69451	VERIZON WIRELESS	CELL PHONES/DATA-MODEMS	924-100	336	15.72
				CHECK GENF 69451 TOTAL FOR FUND 206:			<u>167.76</u>
05/17/2019	GENF	5371(A)	FRONT LINE SERVICES INC.	E-5 LIGHTS	938-000	336	319.95
05/17/2019	GENF	5372(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - T.HEMMI	768-000	336	143.49
05/17/2019	GENF	5372(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - A.FRIZZLE	768-000	336	79.90
05/17/2019	GENF	5372(A)	NYE UNIFORM COMPANY	BRASS/KNOWLES	768-000	336	322.00
				CHECK GENF 5372(A) TOTAL FOR FUND 206:			<u>545.39</u>
05/17/2019	GENF	5373(A)	OVERHEAD DOOR CO OF GR, INC	STATION 2 DOOR #3	936-002	336	236.17
05/17/2019	GENF	5384(A)	VALLEY CITY LINEN INC	RUG & TOWEL CLEANING MAY 2019	936-000	336	41.15
05/17/2019	GENF	5385(A)	WEST SHORE SERVICES, INC	SERVICE CALL, PARTS, REPAIR FOR SIREN	938-000	336	406.90
05/17/2019	GENF	5385(A)	WEST SHORE SERVICES, INC	TORNADO SIREN MAINTENANCE	938-000	336	289.10
				CHECK GENF 5385(A) TOTAL FOR FUND 206:			<u>696.00</u>
05/23/2019	GENF	69457	BSB COMMUNICATIONS INC	PHONE LINE #2	936-002	336	484.74
05/23/2019	GENF	69460*#	FIRST BANKCARD	LIVE BURN ACADEMY - POOLMAN & SNYDER	726-000	336	361.53
05/23/2019	GENF	69460	FIRST BANKCARD	LIVE BURN TRAINING	726-000	336	14.82
05/23/2019	GENF	69460	FIRST BANKCARD	MGMT SEMINAR - J.DETTWILER	726-000	336	299.00
05/23/2019	GENF	69460	FIRST BANKCARD	MISCELLANEOUS	787-000	336	58.47
05/23/2019	GENF	69460	FIRST BANKCARD	MISCELLANEOUS	787-000	336	58.97
05/23/2019	GENF	69460	FIRST BANKCARD	MISCELLANEOUS - COFFEE	787-000	336	81.00
05/23/2019	GENF	69460	FIRST BANKCARD	FIRE FIGHTER HIRING	803-000	336	55.69
05/23/2019	GENF	69460	FIRST BANKCARD	FIRE FIGHTER HIRING	803-000	336	11.52
05/23/2019	GENF	69460	FIRST BANKCARD	FIRE STATION MAINT	936-000	336	116.56
05/23/2019	GENF	69460	FIRST BANKCARD	FIRE STATION MAINT/BUTTRICK	936-002	336	53.98
05/23/2019	GENF	69460	FIRST BANKCARD	FIRE EQUIPMENT MAINT	938-000	336	42.88
05/23/2019	GENF	69460	FIRST BANKCARD	CANON LP-E17 BATTERY PACK	958-000	336	59.95
05/23/2019	GENF	69460	FIRST BANKCARD	CAPITAL OUTLAY - FFE	970-000	901	249.99

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05/23/2019	GENF	69460	FIRST BANKCARD	CAPITAL OUTLAY - FFE CHECK GENF 69460 TOTAL FOR FUND 206:	970-000	901	257.90 1,722.26
05/23/2019	GENF	69461*#	FIRST BANKCARD	MARRIOTT STAY FOR FIRE - T.STEVENSON	724-000	336	583.06
05/23/2019	GENF	69466	INTEGRITY BUSINESS SOLUTIONS, LLC	FIRE OFFICE SUPPLIES	727-000	336	48.17
05/23/2019	GENF	69472	POOLMAN, MICHAEL	REIMB CLASS - M.POOLMAN	726-000	336	35.50
05/23/2019	GENF	69480	STERICYCLE INC	STERICYCLE WASTE DISPOSAL JUN 2019	936-000	336	88.50
05/23/2019	GENF	69482*#	SUPPLYGEEKS.BIZ	FIRE FUND OFFICE SUPPLIES	727-000	336	61.66
05/23/2019	GENF	69483	TARGETS SOLUTIONS LEARNING LLC	ANNUAL SUBSCRIPTION	802-000	336	3,878.46
05/23/2019	GENF	69484	VERIZON WIRELESS	ACCT #542095061-00001 APR 2019	924-100	336	320.08
05/24/2019	GENF	30(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	16,030.27
05/24/2019	GENF	5388(A)	BIO CARE	FIREFIGHTER PHYSICALS	957-000	336	1,155.00
05/24/2019	GENF	5389(A)	CASCADE AUTOMOTIVE SERVICE	FIRE EQUIPMENT MAINT	938-000	336	69.71
05/24/2019	GENF	5390(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS JUN 2019	721-000	850	1,983.29
05/24/2019	GENF	5391(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - J.DETTWILER	768-000	336	34.50
05/24/2019	GENF	5391(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	67.00
05/24/2019	GENF	5391(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - J.KNOWLES	768-000	336	57.50
05/24/2019	GENF	5391(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - Z.CHRISTIAN	768-000	336	37.50
				CHECK GENF 5391(A) TOTAL FOR FUND 206:			196.50
05/24/2019	GENF	5394(A)	VALLEY CITY LINEN INC	RUG & TOWEL CLEANING MAY 2019	936-000	336	41.15
05/30/2019	GENF	69489*#	COMCAST	FIRE PHONES	924-000	336	60.91
05/30/2019	GENF	69489	COMCAST	FIRE PHONES/BUTTRICK	924-002	336	53.30
				CHECK GENF 69489 TOTAL FOR FUND 206:			114.21
05/30/2019	GENF	69490	COMCAST	FIRE PHONES/BUTTRICK XFINITY JUN 2019	924-002	336	42.33
05/30/2019	GENF	69490	COMCAST	FIRE PHONES/BUTTRICK COMCAST JUN 2019	924-002	336	94.90
05/30/2019	GENF	69490	COMCAST	CELL PHONES/DATA-MODEMS	924-100	336	382.97
				CHECK GENF 69490 TOTAL FOR FUND 206:			520.20
05/30/2019	GENF	69493*#	THE HOME DEPOT CREDIT SERVICES	FIRE EQUIPMENT MAINT	938-000	336	28.73
05/30/2019	GENF	69494	J&B MEDICAL SUPPLY	FIRE SUPPLEMENTAL EQUIPMENT	958-000	336	113.89
05/30/2019	GENF	69497*#	MUTUAL OF OMAHA INSURANCE	FIRE DEPENDENT LIFE W/H (C)	231-220	000	23.40
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	319.50
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	48.58
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	781.38
				CHECK GENF 69497 TOTAL FOR FUND 206:			1,172.86
05/30/2019	GENF	69498*#	REPUBLIC SERVICES	FIRE STATION MAINT REPUBLIC	936-002	336	313.92
05/30/2019	GENF	69500	JAMES WALKER	FIRE ACADEMY COMMISSARY - J.WALKER	724-000	336	172.00
05/30/2019	GENF	69501*#	WINDSTREAM	FIRE PHONES	924-000	336	128.75
05/30/2019	GENF	69501	WINDSTREAM	FIRE PHONES/BUTTRICK	924-002	336	257.50
				CHECK GENF 69501 TOTAL FOR FUND 206:			386.25
				Total for fund 206 FIRE FUND			55,697.70
FUND 207 - POLICE FUND							
05/31/2019	GENF	5398(A)	KENT COUNTY TREASURER	SHERIFF PROTECTION APR 2019	801-000	301	52,896.34
				Total for fund 207 POLICE FUND			52,896.34
FUND 216 - PATHWAYS FUND							

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05/09/2019	GENF	69399	CITY OF KENTWOOD	REIMBURSE MEALS HZMAT CLASS	787-000	344	229.63
				Total for fund 208 HAZMAT FUND			229.63
05/10/2019	GENF	5354(A)*#	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE	921-000	751	199.60
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE	921-000	751	25.40
				CHECK GENF 5354(A) TOTAL FOR FUND 209:			225.00
05/10/2019	GENF	5359(A)	KERKSTRA PORTABLE RESTROOM SERVICE	RESTROOM RENTAL MAY 2019	935-000	751	125.00
05/10/2019	GENF	5360(A)*#	KINGSLAND'S ACE HARDWARE	GLOVES	935-000	751	24.28
05/16/2019	GENF	69428*#	GODWIN HARDWARE & PLUMBING	PARK MAINT PEACE & BURTON BACK FLOW	935-000	751	85.00
05/16/2019	GENF	69428	GODWIN HARDWARE & PLUMBING	PARK MAINT BURTON PRK BACK FLOW	935-000	751	145.00
				CHECK GENF 69428 TOTAL FOR FUND 209:			230.00
				Total for fund 209 CCT OPEN SPACE			604.28
05/02/2019	GENF	69353*#	THE HOME DEPOT CREDIT SERVICES	DIABLO 9" SAW BLADE	931-000	758	23.97
05/03/2019	GENF	5339(A)	BEHRENS LIMITED LLC	90 CASES OF 2-PLY DOG REFUSE BAGS	728-000	758	5,265.00
05/03/2019	GENF	5343(A)*#	FISHBECK THOMPSON CARR & HUBER	ENGINEERING PATHWAYS PHASE 2	821-100	758	11,924.97
05/24/2019	GENF	5395(A)	VERMEER OF MICHIGAN	MACHINE RENTAL	931-000	758	1,000.00
				Total for fund 216 PATHWAYS FUND			18,213.94
FUND 248 - DDA FUND							
05/02/2019	GENF	69356*#	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST	861-100	170	7,176.89
05/02/2019	GENF	69356	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST	861-100	170	7,176.89
				CHECK GENF 69356 TOTAL FOR FUND 248:			14,353.78
05/02/2019	GENF	69373*#	SUPERIOR GROUNDCOVER INC	5 YARDS, CASCADE ROAD (TREES)	931-000	170	375.00
05/02/2019	GENF	69373	SUPERIOR GROUNDCOVER INC	10 YARDS, OLD 28TH ST	931-000	170	750.00
05/02/2019	GENF	69373	SUPERIOR GROUNDCOVER INC	5 YARDS, 28TH ST, CASCADE TO THORNHILLS	931-000	170	375.00
05/02/2019	GENF	69373	SUPERIOR GROUNDCOVER INC	5 YARDS, 28TH ST ISLAND, 28TH & I-96	931-000	170	375.00
				CHECK GENF 69373 TOTAL FOR FUND 248:			1,875.00
05/03/2019	GENF	5343(A)*#	FISHBECK THOMPSON CARR & HUBER	ENGINEERING DDA ORCHARD VISTA	821-000	170	7,685.50
05/03/2019	GENF	5343(A)	FISHBECK THOMPSON CARR & HUBER	ENGINEERING DDA PATHWAYS PHASE 2	821-000	170	1,612.00
				CHECK GENF 5343(A) TOTAL FOR FUND 248:			9,297.50
05/09/2019	GENF	69404	MICHIGAN ECONOMIC DEVELOPERS ASSOC	2019 MEMBERSHIP DUES - S.KORHORN	723-000	170	295.00
05/09/2019	GENF	69416*#	VERIZON WIRELESS	CELL PHONES APR 2019	924-100	170	50.14
05/10/2019	GENF	5351(A)*	ALTEC NUECO, LLC	CAPITAL OUTLAY - FFE BUCKET TRUCK	970-000	901	29,900.00
05/10/2019	GENF	5354(A)*#	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE	921-000	170	259.59
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE	921-000	170	121.55
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100063460503 5770 FOREMOST DR SE	921-000	170	140.16
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE	921-000	170	186.83
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100054379084 5196 28TH ST SE	921-000	170	206.00
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100054393572 5434 28TH ST SE	921-000	170	69.54
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100041058650 6116 28TH ST SE	921-000	170	80.40
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100041059278 5905 28TH ST SE	921-000	170	93.49
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100041081355 5613 28TH ST SE	921-000	170	78.39
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST SE	921-000	170	197.89
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012017305 6610 28TH ST SE	921-000	170	138.55
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100012213862 6658 28TH ST	921-000	170	25.40
05/10/2019	GENF	5354(A)	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	170	118.15
				CHECK GENF 5354(A) TOTAL FOR FUND 248:			1,715.94

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05/10/2019	GENF	5358(A)	KENTWOOD OFFICE FURNITURE	DESK CHAIR	981-000	170	349.00
05/10/2019	GENF	5360(A)*#	KINGSLAND'S ACE HARDWARE	LIME FLAGGING TAPE	931-000	170	1.79
05/16/2019	GENF	69418	B & B TRUCK EQUIPMENT INC	2 54' RECYCLER KITS	931-000	170	588.00
05/16/2019	GENF	69419*#	BARTLETT TREE EXPERTS	FOLIAGE TREATMENT OLD 28TH STREET	931-000	170	125.00
05/16/2019	GENF	69420	BUIST ELECTRIC INC	REMOVED DAMAGED POLE, BUILT/SET NEW POLE	931-000	170	528.00
05/16/2019	GENF	69428*#	GODWIN HARDWARE & PLUMBING	MAINT & REPAIR/IMPV 6658 28TH ST BACK FLO	931-000	170	85.00
05/16/2019	GENF	69428	GODWIN HARDWARE & PLUMBING	MAINT & REPAIR/IMPV 6820 CASCADE BACK FL	931-000	170	85.00
				CHECK GENF 69428 TOTAL FOR FUND 248:			<u>170.00</u>
05/16/2019	GENF	69437*#	MUNIWEB	WEBSITE HOSTING MADEINCASCADE.ORG	787-000	170	135.00
05/16/2019	GENF	69451*#	VERIZON WIRELESS	CELL PHONES	924-100	170	15.72
05/23/2019	GENF	69460*#	FIRST BANKCARD	OFFICE EQUIPMENT	981-000	170	55.99
05/23/2019	GENF	69473	Q+M	BUSINESS GUIDE UPDATE	967-000	170	450.00
05/30/2019	GENF	69487*#	BARTLETT TREE EXPERTS	FOLIAGE TREATMENT OLD 28TH STREET	931-000	170	125.00
				Total for fund 248 DDA			<u><u>60,030.86</u></u>

FUND 249 - BUILDING FUND

05/02/2019	GENF	69346	BAY CITY DOUBLE TREE	COCM CONFERENCE HOTEL STAY- D. ROWLADER	724-000	371	** VOIDED **
05/02/2019	GENF	69346	BAY CITY DOUBLE TREE	COCM CONFERENCE HOTEL STAY- B. BENOIT	724-000	371	** VOIDED **
05/02/2019	GENF	69366*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C)	231-220	000	3.90
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	24.54
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	161.41
05/02/2019	GENF	69366	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	404.68
				CHECK GENF 69366 TOTAL FOR FUND 249:			<u>594.53</u>
05/02/2019	GENF	69376	BAY CITY DOUBLE TREE	COCM CONFERENCE HOTEL STAY- D. ROWLADER	724-000	371	228.90
05/02/2019	GENF	69377	BAY CITY DOUBLE TREE	COCM CONFERENCE HOTEL STAY- B. BENOIT	724-000	371	228.90
05/03/2019	GENF	5350(A)*#	VREDEVELD HAEFNER LLC	AUDIT BILLING THROUGH MARCH 2019	807-000	371	640.00
05/09/2019	GENF	69379	ADA TOWNSHIP	PERMITS DUE TO ADA TWP APRIL PERMITS	964-400	964	3,909.20
05/09/2019	GENF	69381	BENOIT, BILL	REIMBURSE 750 MILES B.BENOIT	860-000	371	435.00
05/09/2019	GENF	69383	BIEGALLE, JEFFREY	REIMBURSE 925 MILES J.BIEGALLE	860-000	371	536.50
05/09/2019	GENF	69384	BS&A SOFTWARE	USAGE FEE - PERMITS	939-000	371	1,896.00
05/09/2019	GENF	69384	BS&A SOFTWARE	ONLINE SERVICE FEE & SUPPORT	939-000	371	4,003.00
				CHECK GENF 69384 TOTAL FOR FUND 249:			<u>5,899.00</u>
05/09/2019	GENF	69386	CASCADE CHARTER TOWNSHIP	PERMITS DUE CASCADE TWP APRIL PERMITS	964-800	964	6,213.20
05/09/2019	GENF	69387	CASCADE CHARTER TOWNSHIP	SW AIRPORT 5500 JOHN J OOSTEMA BLVD	237-000	000	384.00
05/09/2019	GENF	69390	KEN DAVIS	REIMBURSE 541 MILES K.DAVIS	860-000	371	313.78
05/09/2019	GENF	69392*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS MAY 2019	718-000	850	119.36
05/09/2019	GENF	69394	GRAND RAPIDS CHARTER TOWNSHIP	PERMITS DUE TO GR TWP APRIL 2019	964-300	964	2,735.20
05/09/2019	GENF	69395	DANIEL L HEYER	REIMBURSE 688 MILES - D.HEYER	860-000	371	399.04
05/09/2019	GENF	69397	HUYSER, DANIEL A.	REIMBURSE 882 MILES D.HUYSER	860-000	371	511.56
05/09/2019	GENF	69400	KUTCHINS, JULIE	MILEAGE KUTCHINS	860-000	371	17.40
05/09/2019	GENF	69405	VINCENT MILITO	REIMBURSE 782 MILES - V.MILITO	860-000	371	453.56
05/09/2019	GENF	69410	REITSMA, RON	REIMBURSE 186 MILES R.REITSMA	860-000	371	107.88

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 05/01/2019 - 05/31/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/09/2019	GENF	69411	ROWLADER, DENNIS	CLOTH ALLOW D.ROWLADER	768-000	371	63.58
05/09/2019	GENF	69411	ROWLADER, DENNIS	REIMBURSE 457 MILES D.ROWLADER	860-000	371	265.06
				CHECK GENF 69411 TOTAL FOR FUND 249:			328.64
05/09/2019	GENF	69412	RON SABIN	REIMBURSE 680 MILES R.SABIN	860-000	371	394.40
05/09/2019	GENF	69416*#	VERIZON WIRELESS	CELL PHONES APRIL 2019	924-100	371	464.30
05/09/2019	GENF	69417	BRIAN WILSON	REIMBURSE 320 MILES B.WILSON	860-000	371	185.60
05/10/2019	GENF	5355(A)	EAST GRAND RAPIDS/CITY OF	PERMITS DUE TO EAST GR APRIL 2019	964-500	964	2,843.60
05/10/2019	GENF	5356(A)	FIRST CHOICE COFFEE SERVICE	COFFEE SERVICE FOR BLDG DEPT	939-000	371	60.08
05/10/2019	GENF	5361(A)*#	KONICA MINOLTA BUSINESS SOLUTIONS	C454 APRIL 2019	939-000	371	21.12
05/10/2019	GENF	5362(A)	LOWELL TOWNSHIP	PERMITS DUE TO LOWELL TWP APRIL 2019	964-100	964	2,443.40
05/10/2019	GENF	5363(A)	PLAINFIELD CHARTER TOWNSHIP	PERMITS DUE PLAINFIELD APRIL 2019	964-600	964	4,226.10
05/10/2019	GENF	5367(A)	VERGENNES TOWNSHIP	PERMITS DUE TO VERGENNES TWP APRIL 2019	964-200	964	549.40
05/16/2019	GENF	69422	CASCADE CHARTER TOWNSHIP	SW CONNECTION 6551 ROUNDHILL CT SE	237-000	000	2,200.00
05/16/2019	GENF	69427	ENGINEERING SUPPLY AND IMAGING	HP INK FOR THE PLOTTER	932-000	371	579.05
05/16/2019	GENF	69451*#	VERIZON WIRELESS	MODEMS APR 2019	924-100	371	41.56
05/16/2019	GENF	69451	VERIZON WIRELESS	CELL PHONES	924-100	371	141.45
05/16/2019	GENF	69451	VERIZON WIRELESS	10.5" IPAD AIR	981-000	371	379.99
				CHECK GENF 69451 TOTAL FOR FUND 249:			563.00
05/17/2019	GENF	5369(A)	3040 CHARLEVOIX II, LLC	RENT 3040 CHARLEVOIX JUNE 2019	940-000	371	5,030.64
05/17/2019	GENF	5374(A)	RICOH USA INC	MP C4504ex COPIER/PRINTER	727-000	371	98.24
05/23/2019	GENF	69454	BENOIT, BILL	EDUCATION REIMBURSE MEALS - B.BENOIT	724-000	371	18.15
05/23/2019	GENF	69454	BENOIT, BILL	REIMBURSE 721 MILES - B.BENOIT	860-000	371	418.18
				CHECK GENF 69454 TOTAL FOR FUND 249:			436.33
05/23/2019	GENF	69455	BIEGALLE, JEFFREY	REIMBURSE 381 MILES J.BIEGALLE	860-000	371	220.98
05/23/2019	GENF	69459	KEN DAVIS	REIMBURSE 584 MILES K.DAVIS	860-000	371	338.72
05/23/2019	GENF	69460*#	FIRST BANKCARD	DEPT HEAD, SUPV EXPENSES	862-500	371	19.00
05/23/2019	GENF	69463	FOX POOLS	PERMIT REFUND PB19600519	607-531	000	75.00
05/23/2019	GENF	69464	DANIEL L HEYER	REIMBURSE 587 MILES - D.HEYER	860-000	371	** VOIDED **
05/23/2019	GENF	69465	HUYSER, DANIEL A.	REIMBURSE 590 MILES D.HUYSER	860-000	371	342.20
05/23/2019	GENF	69468	KUTCHINS, JULIE	REIMBURSE 20 MILES - J.KUTCHINS	860-000	371	11.60
05/23/2019	GENF	69470	VINCENT MILITO	REIMBURSE 697 MILES - V.MILITO	860-000	371	404.26
05/23/2019	GENF	69475	ROWLADER, DENNIS	EDUCATION - REIMBURSE MEALS D.ROWLADER	724-000	371	40.85
05/23/2019	GENF	69475	ROWLADER, DENNIS	REIMBURSE 567 MILES - D.ROWLADER	860-000	371	328.86
				CHECK GENF 69475 TOTAL FOR FUND 249:			369.71
05/23/2019	GENF	69476	RON SABIN	REIMBURSE 561 MILES R.SABIN	860-000	371	325.38
05/23/2019	GENF	69477	JIM SPAAK	REIMBURSE 132 MILES - J.SPAAK	860-000	371	76.56
05/23/2019	GENF	69486	BRIAN WILSON	REIMBURSE 332 MILES B.WILSON	860-000	371	192.56
05/24/2019	GENF	30(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	9,595.78
05/24/2019	GENF	5387(A)	3040 CHARLEVOIX II, LLC	RENT/UTILITIES APR 2019	940-000	371	1,212.22
05/24/2019	GENF	5390(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS JUN 2019	721-000	850	813.96
05/24/2019	GENF	5396(A)	WOLVERINE PRINT SOLOUTIONS	FORMS	727-000	371	220.00

**CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 05/01/2019 - 05/31/2019**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/30/2019	GENF	69489*#	COMCAST	PHONES	924-000	371	53.30
05/30/2019	GENF	69492	DANIEL L HEYER	REIMBURSE 587 MILES - D.HEYER	860-000	371	340.46
05/30/2019	GENF	69497*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C)	231-220	000	3.90
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	24.54
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	161.41
05/30/2019	GENF	69497	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	404.68
				CHECK GENF 69497 TOTAL FOR FUND 249:			<u>594.53</u>
05/30/2019	GENF	69501*#	WINDSTREAM	PHONES	924-000	371	64.37
				Total for fund 249 BUILDING FUND			<u><u>59,421.50</u></u>
FUND 270 - LIBRARY FUND							
05/02/2019	GENF	69353*#	THE HOME DEPOT CREDIT SERVICES	EXTERIOR STAIN, WEATHERSTRIPPING	931-000	790	105.00
05/02/2019	GENF	69353	THE HOME DEPOT CREDIT SERVICES	CEMENT ANCHOR, U-POST	931-000	790	58.34
05/02/2019	GENF	69353	THE HOME DEPOT CREDIT SERVICES	BEHR PAINT	931-000	790	17.47
05/02/2019	GENF	69353	THE HOME DEPOT CREDIT SERVICES	LIBRARY MAINTENANCE	931-000	790	69.35
				CHECK GENF 69353 TOTAL FOR FUND 270:			<u>250.16</u>
05/02/2019	GENF	69371*#	REPUBLIC SERVICES	LIBRARY MAINTENANCE REPUBLIC	931-000	790	662.30
05/02/2019	GENF	69373*#	SUPERIOR GROUNDCOVER INC	25 YARDS, LIBRARY	931-000	790	1,225.00
05/09/2019	GENF	69391*#	DTE ENERGY	LIBRARY HEATING DTE ENERGY	923-000	790	806.18
05/10/2019	GENF	5354(A)*#	CONSUMERS ENERGY	100000284784 2870 JACK SMITH AVE SE	921-000	790	4,086.15
05/10/2019	GENF	5360(A)*#	KINGSLAND'S ACE HARDWARE	WIRE NUTS & BOLTS	931-000	790	9.40
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	TRANS BLUE PAIL & QUIKRETE CONCRETE MIX	931-000	790	47.45
05/10/2019	GENF	5360(A)	KINGSLAND'S ACE HARDWARE	GALV CORNER BRACE	931-000	790	7.73
				CHECK GENF 5360(A) TOTAL FOR FUND 270:			<u>64.58</u>
05/10/2019	GENF	5364(A)	THE LIGHT BULB COMPANY	LIGHT BULBS FOR LIBRARY	931-000	790	116.34
05/16/2019	GENF	69423*#	CINTAS	2019 RUG CLEANING SERVICE LIBRARY APR 19	931-000	790	469.72
05/16/2019	GENF	69430*#	GRAND RAPIDS CITY TREASURER	LIBRARY WATER-SEWER	927-000	790	56.66
05/16/2019	GENF	69430	GRAND RAPIDS CITY TREASURER	LIBRARY WATER-SEWER	927-000	790	933.48
05/16/2019	GENF	69430	GRAND RAPIDS CITY TREASURER	LIBRARY WATER-SEWER	927-000	790	31.33
				CHECK GENF 69430 TOTAL FOR FUND 270:			<u>1,021.47</u>
05/17/2019	GENF	5386(A)*#	X-CEL CHEMICAL SPECIALTIES CO.	BR 13/1 MW SERIAL #5423 WASH AUTO SCRUB	931-000	790	1,985.00
05/23/2019	GENF	69462	FRUIT BASKET FLOWERLAND	ANNUAL FLOWER FLATS	931-000	790	602.55
05/24/2019	GENF	5392(A)*#	QUALITY AIR	REPLACED BEARINGS/SEAL ON BOILER MOTOR	931-000	790	247.75
05/24/2019	GENF	5392(A)	QUALITY AIR	WATER LEAK @ PUMP;GASKET REPLACEMENT	931-000	790	1,181.79
				CHECK GENF 5392(A) TOTAL FOR FUND 270:			<u>1,429.54</u>
05/30/2019	GENF	69489*#	COMCAST	LIBRARY PHONES	924-000	790	15.23
05/30/2019	GENF	69491	FRUIT BASKET FLOWERLAND	LIBRARY MAINTENANCE	931-000	790	105.95
05/30/2019	GENF	69493*#	THE HOME DEPOT CREDIT SERVICES	LIBRARY MAINTENANCE	931-000	790	12.38
05/30/2019	GENF	69496	MINER SUPPLY COMPANY	LIBRARY MAINTENANCE	931-000	790	69.00
05/30/2019	GENF	69498*#	REPUBLIC SERVICES	LIBRARY MAINTENANCE REPUBLIC	931-000	790	663.31
05/30/2019	GENF	69501*#	WINDSTREAM	LIBRARY PHONES	924-000	790	128.75
				Total for fund 270 LIBRARY FUND			<u><u>13,713.61</u></u>
FUND 703 - CURRENT TAX COLLECTION FUND							
05/16/2019	GENF	69431	KENT COUNTY - HEALTH DEPT	KENT COUNTY - DOG LICENSE	222-175	000	482.20
05/16/2019	GENF	69444	CASCADE CHARTER TOWNSHIP	DELQ TAX - FIRE	230-002	000	855.63
05/16/2019	GENF	69444	CASCADE CHARTER TOWNSHIP	DELQ TAX - INTEREST	230-002	000	27.23
				CHECK GENF 69444 TOTAL FOR FUND 703:			<u>882.86</u>

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 05/01/2019 - 05/31/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/16/2019	GENF	69445	CASCADE CHARTER TWP	DELQ TAX - OPERATING	230-002	000	632.09
05/16/2019	GENF	69445	CASCADE CHARTER TWP	DELQ TAX - INTEREST & PENALTY	230-002	000	546.41
05/16/2019	GENF	69445	CASCADE CHARTER TWP	DELQ TAX - ADMIN	230-002	000	174.05
05/16/2019	GENF	69445	CASCADE CHARTER TWP	DELQ TAX OVER AND SHORT	230-032	000	(1.70)
				CHECK GENF 69445 TOTAL FOR FUND 703:			1,350.85
05/16/2019	GENF	69446	LIBRARY FUND	DELQ TAX - LIBRARY	230-002	000	97.45
05/16/2019	GENF	69446	LIBRARY FUND	DELQ TAX - INTEREST	230-002	000	3.07
				CHECK GENF 69446 TOTAL FOR FUND 703:			100.52
05/16/2019	GENF	69447	CASCADE CHARTER TOWNSHIP	DELQ TAX - OPEN SPACE	230-002	000	149.61
05/16/2019	GENF	69447	CASCADE CHARTER TOWNSHIP	DELQ TAX - INTEREST	230-002	000	4.73
				CHECK GENF 69447 TOTAL FOR FUND 703:			154.34
05/16/2019	GENF	69448	PATHWAYS FUND	DELQ TAX - PATHWAYS	230-002	000	229.41
05/16/2019	GENF	69448	PATHWAYS FUND	DELQ TAX - INTEREST	230-002	000	7.39
				CHECK GENF 69448 TOTAL FOR FUND 703:			236.80
05/16/2019	GENF	69449	POLICE FUND	DELQ TAX - POLICE	230-002	000	298.61
05/16/2019	GENF	69449	POLICE FUND	DELQ TAX - INTEREST	230-002	000	9.52
				CHECK GENF 69449 TOTAL FOR FUND 703:			308.13
05/16/2019	GENF	69450	KENT DISTRICT LIBRARY	DELQ TAX - KDL	230-002	000	831.94
05/16/2019	GENF	69450	KENT DISTRICT LIBRARY	DELQ TAX - INTEREST	230-002	000	26.46
				CHECK GENF 69450 TOTAL FOR FUND 703:			858.40
05/17/2019	GENF	5375(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - OPERATING	230-002	000	1,136.21
05/17/2019	GENF	5375(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - INTEREST	230-002	000	34.00
				CHECK GENF 5375(A) TOTAL FOR FUND 703:			1,170.21
05/17/2019	GENF	5376(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - DEBT	230-002	000	629.85
05/17/2019	GENF	5376(A)	CALEDONIA COMMUNITY SCHOOLS	DELQ TAX - INTEREST	230-002	000	18.09
				CHECK GENF 5376(A) TOTAL FOR FUND 703:			647.94
05/17/2019	GENF	5377(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - OPERATING	230-002	000	1,931.16
05/17/2019	GENF	5377(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - DEBT	230-002	000	2,237.21
05/17/2019	GENF	5377(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - REC	230-002	000	322.20
05/17/2019	GENF	5377(A)	FOREST HILLS PUBLIC SCHOOLS	DELQ TAX - INTEREST	230-002	000	263.82
				CHECK GENF 5377(A) TOTAL FOR FUND 703:			4,754.39
05/17/2019	GENF	5378(A)	GRAND RAPIDS COMMUNITY COLLEGE	DELQ TAX - OPERATING	230-002	000	571.93
05/17/2019	GENF	5378(A)	GRAND RAPIDS COMMUNITY COLLEGE	DELQ TAX - INTEREST	230-002	000	47.22
				CHECK GENF 5378(A) TOTAL FOR FUND 703:			619.15
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - OPERATING	230-002	000	1,381.82
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - JAIL	230-002	000	511.46
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - SENIOR	230-002	000	323.88
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - VETERANS	230-002	000	32.25
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - ZOO/MUSEUM	230-002	000	285.04
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - CHILD EDUCATION	230-002	000	159.60
05/17/2019	GENF	5380(A)	KENT COUNTY TREASURER	DELQ TAX - INTEREST	230-002	000	155.26
				CHECK GENF 5380(A) TOTAL FOR FUND 703:			2,849.31
05/17/2019	GENF	5381(A)	KENT COUNTY TREASURER-SET	DELQ TAX - SET	230-002	000	1,937.06
05/17/2019	GENF	5381(A)	KENT COUNTY TREASURER-SET	DELQ TAX - INTEREST	230-002	000	159.84
				CHECK GENF 5381(A) TOTAL FOR FUND 703:			2,096.90
05/17/2019	GENF	5382(A)	KENT INTERMEDIATE SCHOOLS	DELQ TAX - KISD	230-002	000	1,823.03
05/17/2019	GENF	5382(A)	KENT INTERMEDIATE SCHOOLS	DELQ TAX - INTEREST	230-002	000	150.42
				CHECK GENF 5382(A) TOTAL FOR FUND 703:			1,973.45
05/17/2019	GENF	5383(A)	LOWELL AREA SCHOOLS	DELQ TAX - DEBT	230-002	000	525.00
05/17/2019	GENF	5383(A)	LOWELL AREA SCHOOLS	DELQ TAX - OPERATING	230-002	000	441.09
05/17/2019	GENF	5383(A)	LOWELL AREA SCHOOLS	DELQ TAX - BLDG/SITE	230-002	000	73.60
05/17/2019	GENF	5383(A)	LOWELL AREA SCHOOLS	DELQ TAX - INTEREST	230-002	000	31.21
				CHECK GENF 5383(A) TOTAL FOR FUND 703:			1,070.90
				Total for fund 703 CURRENT TAX COLLECTION FUND			19,556.35
				TOTAL - ALL FUNDS			554,433.39

*#1-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

*#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Transactions Log for Payroll Deductions
MONTH ENDING: MAY 2019

Direct Deposit

Date Submitted	<u>5.14.19</u>	Transaction#	_____	Amount	<u>82,720.21</u>
Date Submitted	<u>5.28.19</u>	Transaction#	_____	Amount	<u>77,903.31</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

Deferred Comp

Date Submitted	<u>5.14.19</u>	Transaction#	_____	Amount	<u>874.72</u>
Date Submitted	<u>5.28.19</u>	Transaction#	_____	Amount	<u>1114.24</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

Payroll Taxes

Date Submitted	<u>5.14.19</u>	Transaction#	<u>95595701</u>	Amount	<u>33,358.95</u>
Date Submitted	<u>5.24.19</u>	Transaction#	<u>70568563</u>	Amount	<u>30,916.87</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

HSA

Date Submitted	<u>5.14.19</u>	Transaction#	_____	Amount	<u>4178.70</u>
Date Submitted	<u>5.28.19</u>	Transaction#	_____	Amount	<u>3723.00</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

ICMA RC

Date Submitted	<u>5.14.19</u>	Transaction#	_____	Amount	<u>490.67</u>
Date Submitted	<u>5.28.19</u>	Transaction#	_____	Amount	<u>1864.73</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

MERS DB EE

Date Submitted	<u>5.28.19</u>	Transaction#	<u>95011-2</u>	Amount	<u>8156.46</u>
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MERS DB ER

Date Submitted	<u>5.28.19</u>	Transaction#	<u>95011-2</u>	Amount	<u>16,052.00</u>
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MERS DC

Date Submitted	<u>5.14.19</u>	Transaction#	<u>BATCH #34</u>	Amount	<u>11,704.29</u>
Date Submitted	<u>5.28.19</u>	Transaction#	<u>BATCH #35</u>	Amount	<u>12,152.85</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

Monthly Check Register - Gross

Date Submitted	<u>5.28.19</u>	Amount	<u>398,329.13</u>
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Clerk's Office
Date 5.28.19

**FINANCIAL REPORTS
MAY 2019**

<u>FUND NAME</u>	<u>FUND BALANCE</u>	<u>LIABILITIES LONG TERM DEBT</u>	<u>BOND FINAL PAYMENT</u>	<u>CURRENT INTEREST RATE</u>
GENERAL FUND - 101 UNASSIGNED	7,056,786			
GENERAL FUND - 101 COMMITTED	2,999,543			
GENERAL FUND BALANCE	\$ 10,056,329			
FIRE FUND - 206 RESTRICTED	3,567,341			
FIRE FUND BALANCE	\$ 3,567,341			
POLICE FUND - 207 RESTRICTED	1,563,854			
POLICE FUND - 207 COMMITTED	230,000			
POLICE FUND BALANCE	\$ 1,793,854			
HAZMAT FUND - 208 RESTRICTED	\$ 29,149			
CCT OPEN SPACE FUND - 209 RESTRICTED	427,844	REF/2017	2,941,343	2028
AUGUST HOMEYER - 209 COMMITTED	356,412	**		1.94
CCT OPEN SPACE FUND BALANCE	\$ 784,256			
DAM MAJOR REPAIR FUND - 211 RESTRICTED	442,650			
DAM MAJOR REPAIR FUND - 211 COMMITTED	250,000			
DAM MAJOR REPAIR FUND BALANCE	\$ 692,650			
PATHWAYS FUND - 216 RESTRICTED	2,177,180			
PATHWAYS FUND BALANCE	\$ 2,177,180			
IMPROVEMENT REVOLVING FUND - 246 RESTRICTED	\$ 1,531,099			
DDA FUND - 248 RESTRICTED	\$ 1,476,788	REF/2010	210,364	2020
 				3.45
BUILDING INSP FUND - 249 RESTRICTED	2,297,443			
BUILDING INSP FUND - 249 COMMITTED	1,000,000			
BUILDING INSP FUND BALANCE	\$ 3,297,443			
LIBRARY FUND - 270 RESTRICTED	1,816,036			
LIBRARY FUND - 270 COMMITTED	400,000			
LIBRARY FUND BALANCE	\$ 2,216,036			
TOTAL ALL FUNDS	\$ 27,622,126		\$ 3,151,707	
<u>TRUST AND AGENCY FUNDS</u>				
CEMETERY TRUST FUND - 151 UNSPENDABLE	102,589			
CEMETERY TRUST FUND - 151 (COMMITTED)	8,728			
TOTAL CEMETERY TRUST FUND	\$ 111,317			
TRUST & AGENCY FUND -701	\$ 157,865			
TAX FUND - 703	\$ 15,816			
TOTAL TRUST & AGENCY	\$ 284,998			

**** A portion of A Homeyer balance has not been committed by Board as of statement date.****

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019	MONTH 05/31/2019	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-401-401	GENERAL PROPERTY TAXES	1,294,768.40	1,353,060.00	1,318,680.49	0.00	34,379.51	97.46
101-000-401-405	STREETLIGHT	64,956.12	73,200.00	71,685.43	0.00	1,514.57	97.93
101-000-401-410	PERSONAL PROPERTY TAX	91,103.84	98,527.00	95,825.39	0.00	2,701.61	97.26
101-000-401-420	DELINQUENT TAXES	4,259.56	8,000.00	1,978.57	632.09	6,021.43	24.73
101-000-401-437	ABATEMENT TAXES	10,357.38	11,003.00	10,472.05	0.00	530.95	95.17
101-000-401-441	COMMUNITY STABILIZATION SHARE TAX	94,078.79	80,134.00	27,237.81	0.00	52,896.19	33.99
101-000-401-445	INTEREST & PENALTIES ON TAXES	12,671.66	12,000.00	13,763.86	546.41	(1,763.86)	114.70
101-000-401-447	TAX ADMINISTRATION FEES	571,240.10	600,000.00	155,788.77	174.05	444,211.23	25.96
101-000-450-460	CABLE REVENUE	340,399.27	352,400.00	85,110.50	71,079.30	267,289.50	24.15
101-000-450-465	CABLE - PEG FEES	69,976.48	74,000.00	18,425.21	14,215.85	55,574.79	24.90
101-000-450-490	DOG LICENSES	65.60	150.00	47.20	16.80	102.80	31.47
101-000-450-498	OTHER PERMITS	405.00	750.00	175.00	175.00	575.00	23.33
101-000-451-000	LIQUOR LICENSE	35,933.15	23,000.00	13.75	13.75	22,986.25	0.06
101-000-539-010	DEQ-SAW GRANT 2017	28,414.80	0.00	0.00	0.00	0.00	0.00
101-000-539-576	STATE SHARED REV.-SALES TAX	1,513,703.00	1,512,337.00	236,336.00	0.00	1,276,001.00	15.63
101-000-539-579	ELECTION REIMBURSEMENTS	7,370.00	0.00	0.00	0.00	0.00	0.00
101-000-539-581	PA 48 (METRO AUTHORITY) NOW STABILIZATON	15,341.96	14,800.00	0.00	0.00	14,800.00	0.00
101-000-600-608	PLANNING AND ZONING FEES	30,793.98	25,000.00	2,876.85	1,626.85	22,123.15	11.51
101-000-600-610	SUMMER TAX COLLECTION FEE	25,762.80	26,000.00	0.00	0.00	26,000.00	0.00
101-000-600-611	SEWER & WATER IMPLEMENTATION	51,809.12	21,000.00	0.00	0.00	21,000.00	0.00
101-000-600-614	PA 198 TAX APPLICATION FEE	3,000.00	2,000.00	1,000.00	0.00	1,000.00	50.00
101-000-600-626	PASSPORT APPLICATION FEE	30,470.00	34,000.00	16,590.00	2,870.00	17,410.00	48.79
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	22,950.00	19,000.00	8,104.00	650.00	10,896.00	42.65
101-000-600-644	NSF FEES	0.00	100.00	0.00	0.00	100.00	0.00
101-000-600-647	YARD WASTE TAG FEE	1,470.00	1,500.00	632.00	31.00	868.00	42.13
101-000-600-648	SALE OF PRINTED MATERIAL	2.00	100.00	0.00	0.00	100.00	0.00
101-000-665-000	INTEREST ON INVESTMENTS	99,462.41	100,000.00	103,860.26	13,398.44	(3,860.26)	103.86
101-000-665-001	INTEREST TIMMONS FUND	206.53	250.00	0.00	0.00	250.00	0.00
101-000-665-002	DAM LEASE PAYMENTS	70,318.94	70,000.00	99,651.67	0.00	(29,651.67)	142.36
101-000-665-003	RENTAL OF FACILITIES	7,950.00	1,200.00	565.00	(2,620.00)	635.00	47.08
101-000-665-004	CELLULAR TOWERS	143,048.65	104,906.00	48,344.73	2,346.00	56,561.27	46.08
101-000-665-014	CELL TOWER - KEPS ANTENA LEASE	375.00	0.00	0.00	0.00	0.00	0.00
101-000-665-031	INTEREST ON INVESTMENT- WELLS FARGO	1,189.61	0.00	0.00	0.00	0.00	0.00
101-000-665-210	INT ON INVEST-GF COAMERICA 983 QRT JP	0.00	50,000.00	0.00	0.00	50,000.00	0.00
101-000-665-301	INTEREST ON COMM PAPER	11,025.00	0.00	0.00	0.00	0.00	0.00
101-000-671-653	PARK INCOME	365.00	7,000.00	3,595.00	3,595.00	3,405.00	51.36
101-000-671-671	MISCELLANEOUS INCOME	15,922.97	4,000.00	11,513.80	2.80	(7,513.80)	287.85
101-000-671-675	DONATIONS	4,000.00	0.00	0.00	0.00	0.00	0.00
101-000-671-676	PARK DONATIONS	0.00	0.00	500.00	500.00	(500.00)	100.00
101-000-671-680	MISC INCOME - TRANSIT TICKETS	1,017.00	1,500.00	450.00	180.00	1,050.00	30.00
101-000-671-683	REIMBURSEMENTS/REFUNDS	2,260.98	1,000.00	0.00	0.00	1,000.00	0.00
101-000-673-000	SALE OF ASSETS	0.00	0.00	8,783.00	150.00	(8,783.00)	100.00
101-000-674-000	4TH OF JULY SPONSORS	20,200.00	20,000.00	17,030.00	1,400.00	2,970.00	85.15
101-000-674-200	HALLOWEEN SPONSORS	2,155.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION FUND	113,884.66	95,000.00	18,654.40	6,213.20	76,345.60	19.64
101-000-679-200	REIMBURSEMENT FROM LIBRARY	32,672.00	16,336.00	0.00	0.00	16,336.00	0.00
101-000-699-100	TRANSFER FROM	31,499.00	31,499.00	0.00	0.00	31,499.00	0.00
101-000-699-248	TRF FROM DDA	98,077.00	98,077.00	0.00	0.00	98,077.00	0.00
TOTAL REVENUES		4,976,932.76	4,944,829.00	2,377,690.74	117,196.54	2,567,138.26	
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-703-000	TRUSTEE SALARIES	36,000.00	36,756.00	0.00	0.00	36,756.00	0.00
101-101-704-000	WAGES- PART TIME	0.00	0.00	15,672.00	3,134.40	(15,672.00)	100.00
101-101-723-000	TOWNSHIP DUES	17,835.95	17,950.00	357.00	0.00	17,593.00	1.99
101-101-724-000	EDUCATION	0.00	1,700.00	0.00	0.00	1,700.00	0.00
101-101-860-000	TRUSTEE MILEAGE	0.00	250.00	0.00	0.00	250.00	0.00
101-101-862-500	TRUSTEE EXPENSE ACCOUNT	98.84	500.00	0.00	0.00	500.00	0.00
101-101-924-100	TRUSTEE CELL PHONES	932.57	1,000.00	223.50	47.14	776.50	22.35
101-101-981-000	OFFICE EQUIPMENT	0.00	2,500.00	1,853.39	0.00	646.61	74.14
Net - Dept 101 - TOWNSHIP BOARD		54,867.36	60,656.00	18,105.89	3,181.54	42,550.11	
Dept 171 - SUPERVISOR							
101-171-702-000	WAGES- FULL TIME	0.00	0.00	48,090.02	9,248.08	(48,090.02)	100.00
101-171-703-000	SUPERVISOR SALARY	20,000.04	20,420.00	0.00	0.00	20,420.00	0.00
101-171-703-200	ASSIGNABLE SALARY	0.00	29,967.00	0.00	0.00	29,967.00	0.00
101-171-704-000	WAGES- PART TIME	0.00	0.00	8,706.65	1,741.33	(8,706.65)	100.00
101-171-706-000	MANAGERS SALARY	115,073.33	116,905.00	0.00	0.00	116,905.00	0.00
101-171-723-000	SUPERVISOR MEMBERSHIPS AND DUES	1,376.00	2,100.00	250.00	75.00	1,850.00	11.90
101-171-724-000	EDUCATION	3,010.85	4,600.00	250.69	0.00	4,349.31	5.45
101-171-725-100	TUITION REIMBURSEMENT	0.00	2,500.00	0.00	0.00	2,500.00	0.00
101-171-860-000	SUPERVISOR MILEAGE	3,205.98	3,600.00	649.22	66.00	2,950.78	18.03
101-171-862-500	SUPERVISOR EXPENSE ACCOUNT	4.48	500.00	0.00	0.00	500.00	0.00
101-171-862-550	MANAGER EXPENSE ACCOUNT	174.34	650.00	212.75	14.26	437.25	32.73
101-171-901-000	SUPERVISOR PUBLICATIONS	0.00	500.00	0.00	0.00	500.00	0.00

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019	MONTH 05/31/2019	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
101-171-925-000	SUPERVISOR CELL PHONE	2,087.27	1,940.00	580.32	144.51	1,359.68	29.91
101-171-967-000	SPECIAL PROJECTS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
101-171-981-000	OFFICE EQUIPMENT	110.55	1,500.00	759.98	0.00	740.02	50.67
Net - Dept 171 - SUPERVISOR		145,042.84	195,182.00	59,499.63	11,289.18	135,682.37	
Dept 215 - CLERK							
101-215-702-000	WAGES- FULL TIME	0.00	0.00	29,100.24	5,596.20	(29,100.24)	100.00
101-215-703-000	CLERK SALARY	15,999.96	16,336.00	0.00	0.00	16,336.00	0.00
101-215-704-000	WAGES- PART TIME	6,962.00	71,080.00	6,965.35	1,393.07	64,114.65	9.80
101-215-704-050	HR DIRECTOR	62,995.92	0.00	0.00	0.00	0.00	0.00
101-215-704-100	ADDITIONAL HELP/OVERTIME	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-723-000	CLERK MEMBERSHIPS AND DUES	299.00	320.00	800.00	0.00	(480.00)	250.00
101-215-724-000	EDUCATION	1,143.26	2,600.00	594.60	0.00	2,005.40	22.87
101-215-768-000	UNIFORMS	0.00	0.00	114.92	114.92	(114.92)	100.00
101-215-860-000	CLERK MILEAGE	318.99	1,000.00	158.92	43.50	841.08	15.89
101-215-862-500	CLERK'S EXPENSE ACCOUNT	45.04	300.00	47.45	0.00	252.55	15.82
101-215-925-000	CLERK CELL PHONE	1,073.98	1,100.00	377.65	-81.44	722.35	34.33
101-215-981-000	OFFICE EQUIPMENT	2,754.54	2,000.00	759.98	0.00	1,240.02	38.00
Net - Dept 215 - CLERK		91,592.69	95,736.00	38,919.11	7,229.13	56,816.89	
Dept 253 - TREASURER							
101-253-702-000	WAGES- FULL TIME	0.00	0.00	43,640.38	7,838.40	(43,640.38)	100.00
101-253-703-000	TREASURER SALARY	15,999.96	16,336.00	0.00	0.00	16,336.00	0.00
101-253-704-000	WAGES- PART TIME	0.00	0.00	6,965.35	1,393.07	(6,965.35)	100.00
101-253-707-000	WAGES- CASUAL	55,903.63	56,751.00	974.50	0.00	55,776.50	1.72
101-253-707-050	ACCOUNT CLERK I	6,176.00	6,306.00	0.00	0.00	6,306.00	0.00
101-253-707-060	ACCOUNT CLERK II	54,313.05	43,000.00	0.00	0.00	43,000.00	0.00
101-253-707-100	ADDITIONAL HELP/OVERTIME	3,282.94	2,500.00	0.00	0.00	2,500.00	0.00
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	585.00	600.00	110.00	60.00	490.00	18.33
101-253-724-000	EDUCATION	0.00	2,500.00	1,150.62	133.37	1,349.38	46.02
101-253-860-000	TREASURER MILEAGE	318.24	500.00	142.68	64.96	357.32	28.54
101-253-862-500	TREASURER'S EXPENSE ACCOUNT	0.00	200.00	0.00	0.00	200.00	0.00
101-253-924-100	TREASURER'S CELL PHONES	215.27	250.00	63.81	15.72	186.19	25.52
101-253-939-000	TREASURER SERVICE CONTRACTS	2,273.00	2,350.00	2,327.00	2,327.00	23.00	99.02
101-253-981-000	OFFICE EQUIPMENT	2,222.56	1,500.00	759.98	0.00	740.02	50.67
Net - Dept 253 - TREASURER		141,289.65	132,793.00	56,134.32	11,832.52	76,658.68	
Dept 257 - ASSESSING							
101-257-702-000	WAGES- FULL TIME	0.00	0.00	86,616.82	16,657.08	(86,616.82)	100.00
101-257-703-000	ASSESSOR	90,597.21	92,051.00	0.00	0.00	92,051.00	0.00
101-257-706-000	ASSESSING BOARD OF REVIEW EXPENSE	2,147.48	3,370.00	0.00	0.00	3,370.00	0.00
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	67,864.88	68,954.00	0.00	0.00	68,954.00	0.00
101-257-708-500	RESIDENTIAL APPRAISER	49,767.23	50,566.00	0.00	0.00	50,566.00	0.00
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	1,720.00	1,655.00	190.00	0.00	1,465.00	11.48
101-257-724-000	EDUCATION	8,768.06	9,780.00	2,732.37	2,619.73	7,047.63	27.94
101-257-727-000	ASSESSING OFFICE SUPPLIES	397.15	6,800.00	48.51	0.00	6,751.49	0.71
101-257-808-000	BOARD OF REVIEW EXPENSES	0.00	0.00	1,397.64	0.00	(1,397.64)	100.00
101-257-860-000	ASSESSING MILEAGE	1,712.51	2,900.00	189.44	44.75	2,710.56	6.53
101-257-862-500	ASSESSING EXPENSE ACCOUNT	54.87	100.00	0.00	0.00	100.00	0.00
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	125.74	1,000.00	799.00	295.00	201.00	79.90
101-257-924-100	CELL PHONES/DATA	215.27	500.00	63.81	15.72	436.19	12.76
101-257-939-000	ASSESSING SERVICE CONTRACTS	3,343.20	3,525.00	2,042.00	0.00	1,483.00	57.93
101-257-981-000	OFFICE EQUIPMENT	369.00	3,100.00	1,507.59	34.19	1,592.41	48.63
Net - Dept 257 - ASSESSING		227,082.60	244,301.00	95,587.18	19,666.47	148,713.82	
Dept 262 - ELECTIONS							
101-262-703-000	ELECTION SALARIES/PT HELP	21,469.00	10,000.00	0.00	0.00	10,000.00	0.00
101-262-703-100	WAGES & SALARIES- EK	1,188.00	2,000.00	0.00	0.00	2,000.00	0.00
101-262-707-000	WAGES- CASUAL	0.00	0.00	2,018.50	1,379.50	(2,018.50)	100.00
101-262-756-000	ELECTION SUPPLIES	13,861.35	1,000.00	0.00	0.00	1,000.00	0.00
101-262-788-000	ELECTION MISC EXPENSES	9,173.01	1,000.00	388.29	388.29	611.71	38.83
101-262-801-000	ELECTION CONTRACT INSPECTOR	820.00	0.00	0.00	0.00	0.00	0.00
101-262-932-000	MAINT/OFFICE EQUIP & COMPUTER REPAIR	0.00	0.00	444.60	0.00	(444.60)	100.00
Net - Dept 262 - ELECTIONS		46,511.36	14,000.00	2,851.39	1,767.79	11,148.61	
Dept 265 - BUILDING AND GROUNDS							
101-265-702-000	WAGES- FULL TIME	0.00	0.00	110,490.82	21,080.03	(110,490.82)	100.00
101-265-707-000	WAGES- CASUAL	49,649.28	51,652.00	1,921.26	569.75	49,730.74	3.72
101-265-707-100	BLDG & GROUNDS ADDITIONAL HELP	66,195.98	65,920.00	0.00	0.00	65,920.00	0.00
101-265-707-200	BLDG & GROUNDS LABORER I	35,850.49	36,422.00	0.00	0.00	36,422.00	0.00
101-265-707-250	BLDG & GROUNDS LABORER I	39,068.61	41,102.00	0.00	0.00	41,102.00	0.00
101-265-707-300	BLDG & GROUNDS LABORER I	38,360.14	37,102.00	0.00	0.00	37,102.00	0.00
101-265-707-400	BLDG & GROUNDS LABORER I	35,976.44	36,422.00	0.00	0.00	36,422.00	0.00
101-265-709-000	WAGES/SALARIES OVERTIME	7,893.86	10,000.00	0.00	0.00	10,000.00	0.00
101-265-713-000	OVERTIME	0.00	0.00	1,298.73	339.31	(1,298.73)	100.00
101-265-724-000	EDUCATION	0.00	1,250.00	105.00	0.00	1,145.00	8.40
101-265-768-000	BLDG & GROUNDS UNIFORMS	2,508.99	3,200.00	278.18	151.00	2,921.82	8.69

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

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GL NUMBER	DESCRIPTION	2018		2019		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	BALANCE	NORM (ABNORM)		
101-265-802-200	JANITORIAL & MAINTENANCE	5,999.00	8,700.00	553.00	0.00	8,147.00	6.36		
101-265-863-000	VEHICLE MAINT	34,099.05	35,000.00	13,036.53	2,515.79	21,963.47	37.25		
101-265-864-000	FUEL	20,130.35	20,000.00	5,493.34	2,178.11	14,506.66	27.47		
101-265-921-000	COMPLEX ELECTRICITY	26,251.68	30,000.00	9,017.70	1,942.69	20,982.30	30.06		
101-265-923-000	COMPLEX HEATING	8,702.90	12,000.00	4,093.51	550.72	7,906.49	34.11		
101-265-924-000	COMPLEX PHONES	17,544.58	21,900.00	7,839.34	1,565.50	14,060.66	35.80		
101-265-924-100	BLDG AND GROUNDS CELL PHONES	2,685.38	2,300.00	824.62	224.15	1,475.38	35.85		
101-265-927-000	COMPLEX WATER-SEWER	6,531.85	7,500.00	1,612.39	791.52	5,887.61	21.50		
101-265-931-000	COMPLEX MAINTENANCE	56,398.14	60,000.00	24,701.15	7,544.32	35,298.85	41.17		
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	11,336.25	12,750.00	5,277.00	142.00	7,473.00	41.39		
101-265-939-000	SERVICE CONTRACTS	0.00	800.00	429.51	429.51	370.49	53.69		
101-265-961-000	MUSEUM MAINTENANCE	139.05	0.00	0.00	0.00	0.00	0.00		
101-265-981-000	OFFICE EQUIPMENT	2,297.28	10,000.00	899.99	0.00	9,100.01	9.00		
Net - Dept 265 - BUILDING AND GROUNDS		467,619.30	504,020.00	187,872.07	40,024.40	316,147.93			
Dept 276 - CEMETERY									
101-276-820-000	BACKHOE SERVICES	0.00	5,000.00	0.00	0.00	5,000.00	0.00		
101-276-821-000	ENGINEERING COSTS	0.00	2,500.00	0.00	0.00	2,500.00	0.00		
101-276-921-000	CEMETERY ELECTRICITY	885.33	1,000.00	227.62	54.79	772.38	22.76		
101-276-931-000	MAINT & REPAIR/IMPROVEMENTS	75.00	5,000.00	500.00	0.00	4,500.00	10.00		
101-276-932-000	CEMETERY MAINT	4,751.21	10,000.00	1,357.86	821.23	8,642.14	13.58		
Net - Dept 276 - CEMETERY		5,711.54	23,500.00	2,085.48	876.02	21,414.52			
Dept 295 - ADMINISTRATIVE									
101-295-702-000	WAGES- FULL TIME	0.00	0.00	38,504.97	7,404.80	(38,504.97)	100.00		
101-295-702-050	HR DIRECTOR SALARY	0.00	55,000.00	0.00	0.00	55,000.00	0.00		
101-295-704-000	WAGES- PART TIME	67,595.25	61,260.00	0.00	0.00	61,260.00	0.00		
101-295-704-050	FRONT DESK CLERK (FT)	0.00	34,200.00	0.00	0.00	34,200.00	0.00		
101-295-707-000	WAGES- CASUAL	40,974.20	0.00	0.00	0.00	0.00	0.00		
101-295-708-000	ADMIN ADDITIONAL HELP	0.00	5,000.00	0.00	0.00	5,000.00	0.00		
101-295-709-000	WAGES/SALARIES OVERTIME	1,581.98	2,000.00	0.00	0.00	2,000.00	0.00		
101-295-723-000	MEMBERSHIP AND DUES	310.00	775.00	50.00	0.00	725.00	6.45		
101-295-724-000	EDUCATION	1,078.65	4,900.00	70.00	70.00	4,830.00	1.43		
101-295-725-100	TUITION REIMBURSEMENT	0.00	1,500.00	0.00	0.00	1,500.00	0.00		
101-295-726-000	EMPLOYEE TRAINING	2,745.00	10,000.00	523.16	0.00	9,476.84	5.23		
101-295-727-000	OFFICE SUPPLIES	14,678.31	15,000.00	3,976.06	761.25	11,023.94	26.51		
101-295-730-000	POSTAGE	21,588.62	19,000.00	2,817.01	0.00	16,182.99	14.83		
101-295-787-000	MISCELLANEOUS	13,706.71	12,200.00	3,706.94	978.15	8,493.06	30.38		
101-295-788-000	ORDINANCE VIOLATIONS	(474.60)	0.00	0.00	0.00	0.00	0.00		
101-295-807-000	AUDIT FEES & SERVICES	15,400.00	15,040.00	12,640.00	0.00	2,400.00	84.04		
101-295-810-000	LIABILITY INSURANCE	15,448.00	15,987.00	16,998.00	0.00	(1,011.00)	106.32		
101-295-814-000	TAX/ASSESSING ADMIN COSTS	13,614.69	22,000.00	5,149.15	150.00	16,850.85	23.41		
101-295-815-000	COMPUTER COSTS-ISP	3,388.50	3,500.00	2,735.00	268.00	765.00	78.14		
101-295-815-100	COMPUTER COSTS-WEB SITE	4,074.00	6,000.00	0.00	0.00	6,000.00	0.00		
101-295-816-000	INSECT/WEED CONTROL	78,291.09	81,600.00	563.37	563.37	81,036.63	0.69		
101-295-821-000	ENGINEERING COSTS	32,689.62	35,000.00	6,337.50	0.00	28,662.50	18.11		
101-295-826-000	LEGAL FEES	76,657.99	35,000.00	18,207.60	10.00	16,792.40	52.02		
101-295-860-000	ADMINISTRATIVE MILEAGE	7.09	500.00	0.00	0.00	500.00	0.00		
101-295-881-000	FOURTH OF JULY	51,879.00	50,000.00	43,083.85	21,183.88	6,916.15	86.17		
101-295-881-200	HALLOWEEN	2,245.74	2,500.00	0.00	0.00	2,500.00	0.00		
101-295-881-300	KDL MUSIC PROGRAMING	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00		
101-295-882-000	SENIOR CITIZENS	1,666.25	2,000.00	0.00	0.00	2,000.00	0.00		
101-295-885-000	NEWSLETTER	14,545.57	20,000.00	7,967.02	4,303.86	12,032.98	39.84		
101-295-900-000	PRINTING/PUBLISHING	5,129.83	12,000.00	2,786.96	649.27	9,213.04	23.22		
101-295-924-100	CELL PHONES/DATA	638.15	250.00	838.00	208.84	(588.00)	335.20		
101-295-939-000	SERVICE CONTRACTS	13,770.52	17,000.00	1,161.00	0.00	15,839.00	6.83		
101-295-941-000	POSTAGE MACHINE LEASE	2,752.68	2,700.00	688.17	0.00	2,011.83	25.49		
101-295-950-000	PROPERTY TAX REFUNDS	896.39	1,000.00	532.13	14.59	467.87	53.21		
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00		
101-295-952-000	REGIS	38,564.32	40,000.00	19,282.16	0.00	20,717.84	48.21		
101-295-952-100	KENT COUNTY AERIAL PHOTO	2,647.31	3,000.00	0.00	0.00	3,000.00	0.00		
101-295-954-000	NPDES PHASE II	2,855.00	2,900.00	0.00	0.00	2,900.00	0.00		
101-295-955-000	COMMUNITY MEDIA CENTER	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00		
101-295-956-000	RIGHT PLACE PROGRAM	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00		
101-295-957-000	GENERAL FUND PHYSICAL EXAMS	313.94	2,000.00	0.00	0.00	2,000.00	0.00		
101-295-967-000	SPECIAL PROJECTS	102,740.77	78,000.00	40,232.45	0.00	37,767.55	51.58		
101-295-981-000	OFFICE EQUIPMENT	5,074.53	4,400.00	5,986.39	33.99	(1,586.39)	136.05		
Net - Dept 295 - ADMINISTRATIVE		700,075.10	724,212.00	242,336.89	36,600.00	481,875.11			
Dept 445 - DRAIN									
101-445-816-000	DRAIN MAINTENANCE	1,184.12	37,000.00	813.50	0.00	36,186.50	2.20		
101-445-818-000	STORM WATER GRANT MATCH/KCDC	3,157.20	0.00	0.00	0.00	0.00	0.00		
101-445-818-010	STORM WATER/SAW GRANT CONTR SERVICE	28,414.80	0.00	0.00	0.00	0.00	0.00		
101-445-821-000	DRAIN ENGINEERING	15,063.00	15,000.00	20,884.00	0.00	(5,884.00)	139.23		
101-445-822-000	ILLICIT DISCHARGE PLAN	500.00	500.00	500.00	0.00	0.00	100.00		
101-445-823-000	LGROW MEMBERSHIP DUES	400.00	400.00	0.00	0.00	400.00	0.00		
Net - Dept 445 - DRAIN		48,719.12	52,900.00	22,197.50	0.00	30,702.50			

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Dept 446 - ROADS							
101-446-818-000	DUST CONTROL LAYER	2,272.62	3,300.00	0.00	0.00	3,300.00	0.00
101-446-821-000	ROAD OVERLAYS	1,414,976.27	400,000.00	228.63	0.00	399,771.37	0.06
101-446-821-500	ROAD ENGINEERING STUDIES	165.00	3,000.00	0.00	0.00	3,000.00	0.00
Net - Dept 446 - ROADS		1,417,413.89	406,300.00	228.63	0.00	406,071.37	
Dept 447 - YARD WASTE REMOVAL							
101-447-787-000	MISCELLANEOUS	0.00	1,400.00	446.18	0.00	953.82	31.87
101-447-818-000	CONTRACTED SERVICES	36,046.00	34,000.00	13,988.00	13,988.00	20,012.00	41.14
101-447-820-000	SPRING/FALL CLEAN-UP	17,052.57	26,000.00	3,383.48	0.00	22,616.52	13.01
Net - Dept 447 - YARD WASTE REMOVAL		53,098.57	61,400.00	17,817.66	13,988.00	43,582.34	
Dept 448 - STREET LIGHTS							
101-448-926-000	STREETLIGHTING	128,043.60	120,000.00	42,842.06	10,396.33	77,157.94	35.70
101-448-927-100	TRAFFIC SIGNALS	1,152.94	3,000.00	59.26	0.00	2,940.74	1.98
Net - Dept 448 - STREET LIGHTS		129,196.54	123,000.00	42,901.32	10,396.33	80,098.68	
Dept 652 - TRANSPORTATION							
101-652-859-000	TRANSPORTATION SERVICES	35,226.83	44,000.00	9,916.50	0.00	34,083.50	22.54
101-652-859-100	TRANSPORTATION SERVICE-GO BUS TICKETS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-652-861-000	BUS SERVICE 33RD & 36TH	128,263.50	26,289.00	8,655.00	0.00	17,634.00	32.92
101-652-861-100	BUS SERVICE 28TH ST	153,028.78	127,894.00	86,122.76	0.00	41,771.24	67.34
Net - Dept 652 - TRANSPORTATION		316,519.11	200,183.00	104,694.26	0.00	95,488.74	
Dept 721 - PLANNING							
101-721-702-000	WAGES- FULL TIME	0.00	0.00	99,251.23	19,159.42	(99,251.23)	100.00
101-721-703-000	COMMUNITY DEVELOPMENT DIRECTOR	88,794.96	90,220.00	0.00	0.00	90,220.00	0.00
101-721-704-000	WAGES- PART TIME	0.00	32,747.00	0.00	0.00	32,747.00	0.00
101-721-704-500	PLANNING INTERN	5,928.00	12,500.00	0.00	0.00	12,500.00	0.00
101-721-705-500	DDA ECONOMIC DEVELOPMENT DIRECTOR	67,127.15	68,180.00	0.00	0.00	68,180.00	0.00
101-721-705-550	COMMUNITY STANDARDS OFFICER	51,378.50	51,182.00	0.00	0.00	51,182.00	0.00
101-721-706-000	PLANNING COMMISSION PER DIEM	6,030.00	9,000.00	0.00	0.00	9,000.00	0.00
101-721-707-000	WAGES- CASUAL	1,020.00	3,000.00	0.00	0.00	3,000.00	0.00
101-721-708-000	WAGES/SALARIES-PLANNING OVERTIME	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	1,113.00	1,300.00	425.00	0.00	875.00	32.69
101-721-724-000	EDUCATION	2,215.38	7,000.00	320.00	150.00	6,680.00	4.57
101-721-727-000	COMM DEV SUPPLIES	436.44	500.00	146.03	0.00	353.97	29.21
101-721-768-000	COMM DEV UNIFORMS	232.85	500.00	123.90	15.98	376.10	24.78
101-721-787-000	MISCELLANEOUS	874.20	500.00	371.03	254.83	128.97	74.21
101-721-860-000	COMM DEV MILEAGE	3,600.34	4,000.00	231.94	0.00	3,768.06	5.80
101-721-862-500	COMM DEV EXPENSE ACCOUNT	264.81	600.00	233.27	0.00	366.73	38.88
101-721-900-000	PRINTING & PUBLISHING	16,612.58	12,000.00	787.03	64.60	11,212.97	6.56
101-721-901-000	DIGITAL IMAGING	18,502.95	6,000.00	0.00	0.00	6,000.00	0.00
101-721-925-000	COMM DEV CELL/DATA	1,689.67	1,700.00	539.91	134.56	1,160.09	31.76
101-721-967-000	SPECIAL PROJECTS	96,947.66	60,000.00	11,496.94	1,643.14	48,503.06	19.16
101-721-981-000	OFFICE EQUIPMENT	339.66	2,200.00	759.98	0.00	1,440.02	34.54
Net - Dept 721 - PLANNING		363,108.15	364,129.00	114,686.26	21,422.53	249,442.74	
Dept 756 - PARKS							
101-756-756-000	PARK OPERATING SUPPLIES	3,191.80	6,000.00	447.53	210.27	5,552.47	7.46
101-756-921-000	PARK ELECTRICITY	5,045.91	5,800.00	1,069.97	325.80	4,730.03	18.45
101-756-924-000	PARK PHONES	792.49	900.00	455.08	151.58	444.92	50.56
101-756-927-000	PARK WATER-SEWER	2,926.16	3,200.00	298.62	0.00	2,901.38	9.33
101-756-935-000	PARK MAINTENANCE	55,328.70	55,000.00	20,618.13	15,510.86	34,381.87	37.49
101-756-981-000	OFFICE EQUIPMENT	567.06	5,000.00	0.00	0.00	5,000.00	0.00
Net - Dept 756 - PARKS		67,852.12	75,900.00	22,889.33	16,198.51	53,010.67	
Dept 803 - HISTORICAL							
101-803-758-000	COMMUNITY PROMOTION	6,000.00	6,000.00	6,000.00	0.00	0.00	100.00
101-803-921-000	MUSEUM - ELECTRICITY	685.32	750.00	202.11	51.86	547.89	26.95
101-803-923-000	MUSEUM - HEATING/UTILITY	1,074.19	1,100.00	547.60	81.11	552.40	49.78
101-803-927-000	MUSEUM WATER-SEWER	1,088.22	300.00	74.76	0.00	225.24	24.92
101-803-961-000	MUSEUM MAINTENANCE	1,697.41	2,400.00	226.25	85.00	2,173.75	9.43
Net - Dept 803 - HISTORICAL		10,545.14	10,550.00	7,050.72	217.97	3,499.28	
Dept 850 - BENEFITS/INSURANCE							
101-850-715-000	FICA-EMPLOYER	86,772.59	99,393.00	38,235.78	6,895.73	61,157.22	38.47
101-850-716-000	DEFINED CONTRIBUTION PLAN	66,469.53	0.00	59,612.23	24,284.75	(59,612.23)	100.00
101-850-717-000	WORKERS COMP INSURANCE	31,475.00	30,051.00	1,815.00	0.00	28,236.00	6.04
101-850-718-000	VISION INSURANCE BENEFITS	1,978.96	2,605.00	1,063.07	214.31	1,541.93	40.81
101-850-718-200	OTHER BENEFITS	0.00	0.00	21,000.00	1,000.00	(21,000.00)	100.00
101-850-719-000	HEALTH INSURANCE BENEFITS	137,551.84	185,092.00	83,328.07	21,453.40	101,763.93	45.02
101-850-719-100	OPT-OUT INSURANCE	4,500.00	4,000.00	500.00	0.00	3,500.00	12.50
101-850-719-200	MI CLAIMS TAX- HEALTH	0.00	850.00	0.00	0.00	850.00	0.00
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	8,652.69	10,058.00	5,056.52	1,727.70	5,001.48	50.27
101-850-721-000	DENTAL INSURANCE BENEFITS	15,326.13	20,396.00	13,279.70	3,803.72	7,116.30	65.11

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/2019 INCR (DECR)	BALANCE NORM (ABNORM)	
101-850-721-200	MI CLAIMS TAX - DENTAL	90.03	250.00	0.00	0.00	250.00	0.00
101-850-722-000	PENSION PLAN BENEFITS	139,229.32	171,725.00	29,776.45	(6,557.14)	141,948.55	17.34
101-850-723-000	OTHER BENEFITS	1,500.00	20,500.00	0.00	0.00	20,500.00	0.00
Net - Dept 850 - BENEFITS/INSURANCE		493,546.09	544,920.00	253,666.82	52,822.47	291,253.18	
Dept 901 - CAPITAL OUTLAY							
101-901-970-000	CAPITAL OUTLAY - FFE	114,054.39	140,000.00	97,313.41	7,000.00	42,686.59	69.51
101-901-971-000	CAPITAL OUTLAY - LAND	616.60	0.00	0.00	0.00	0.00	0.00
101-901-974-000	CAPITAL OUTLAY - LANDIMP	95,206.13	450,000.00	655.50	0.00	449,344.50	0.15
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	253,835.35	30,000.00	(1,388.00)	0.00	31,388.00	(4.63)
Net - Dept 901 - CAPITAL OUTLAY		463,712.47	620,000.00	96,580.91	7,000.00	523,419.09	
Dept 965 - TRANSFERS OUT							
101-965-999-004	TRANSFER TO CEMETERY TRUST FUN	3,000.00	1,500.00	0.00	0.00	1,500.00	0.00
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	40,000.00	40,000.00	10,000.00	0.00	30,000.00	25.00
101-965-999-006	TRANSFER TO FIRE FUND	400,000.00	400,000.00	166,666.65	33,333.33	233,333.35	41.67
Net - Dept 965 - TRANSFERS OUT		443,000.00	441,500.00	176,666.65	33,333.33	264,833.35	
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,976,932.76	4,944,829.00	2,377,690.74	117,196.54	2,567,138.26	48.08
TOTAL EXPENDITURES		5,686,503.64	4,895,182.00	1,562,772.02	287,846.19	3,332,409.98	31.92
NET OF REVENUES & EXPENDITURES		(709,570.88)	49,647.00	814,918.72	(170,649.65)	(765,271.72)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
101-000-001-001	CASH DRAWER-PETTY CASH	175.00	
101-000-001-110	FLAGSTAR BANK - CASH GENERAL FUND	308,048.15	
101-000-001-111	GENL CASH RECEIVING & WIRE - FLAGSTAR	73.51	
101-000-001-500	GF CASH - K.C. POOL	1,143,727.43	
101-000-001-510	MI CLASS CASH - POOL ACCOUNTS	2,201,694.42	
101-000-001-700	CASH - GIFT CARDS	350.00	
101-000-003-001	CD - INDEPENDENT BANK M 9/27/19	312,389.49	
101-000-003-005	CD - COMERICA M 8/17, 8/18	1,028,848.86	
101-000-003-022	CD- MERCANTILE BANK OF MI M 7/26/19	524,560.03	
101-000-003-025	CD - MACATAWA BANK M 5/21/2020	262,944.89	
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2019	255,959.76	
101-000-003-033	CD - PRIVATE BANK M3/15/2020	500,000.00	
101-000-003-036	HORIZON BANK CD M3/9/2019	512,673.60	
101-000-003-038	GRAND RIVER BANK CD M 6/19/19	500,000.00	
101-000-003-041	LAKE MICH CREDIT UNION CD M 6/02/2020	1,000,000.00	
101-000-015-019	M/M - FLAGSTAR BANK	505,786.06	
101-000-017-401	US TREASURY NOTES	999,876.34	
101-000-228-000	DUE TO STATE		1,645.38
101-000-231-201	HEALTH SAVINGS ACCOUNT WITHHOLDING		1,000.00
101-000-231-220	DEPENDENT LIFE W/H	90.32	
101-000-231-221	ADDITIONAL LIFE W/H	1,869.14	
101-000-231-222	SHORT TERM DISABILITY W/H		165.41
101-000-231-224	LONG TERM CARE W/H	72.50	
101-000-390-000	FUND BALANCE - UNASSIGNED		6,241,866.99
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012		499,543.00
101-000-391-004	FUND BAL - COMMIT FUTURE FACIL IMP 2018		2,500,000.00
101-000-401-401	GENERAL PROPERTY TAXES		1,318,680.49
101-000-401-405	STREETLIGHT		71,685.43
101-000-401-410	PERSONAL PROPERTY TAX		95,825.39
101-000-401-420	DELINQUENT TAXES		1,978.57
101-000-401-437	ABATEMENT TAXES		10,472.05
101-000-401-441	COMMUNITY STABILIZATION SHARE TAX		27,237.81
101-000-401-445	INTEREST & PENALTIES ON TAXES		13,763.86
101-000-401-447	TAX ADMINISTRATION FEES		155,788.77
101-000-450-460	CABLE REVENUE		85,110.50
101-000-450-465	CABLE - PEG FEES		18,425.21
101-000-450-490	DOG LICENSES		47.20
101-000-450-498	OTHER PERMITS		175.00
101-000-451-000	LIQUOR LICENSE		13.75
101-000-539-576	STATE SHARED REV.-SALES TAX		236,336.00
101-000-600-608	PLANNING AND ZONING FEES		2,876.85
101-000-600-614	PA 198 TAX APPLICATION FEE		1,000.00

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-000-600-626	PASSPORT APPLICATION FEE		16,590.00
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS		8,104.00
101-000-600-647	YARD WASTE TAG FEE		632.00
101-000-665-000	INTEREST ON INVESTMENTS		103,860.26
101-000-665-002	DAM LEASE PAYMENTS		99,651.67
101-000-665-003	RENTAL OF FACILITIES		565.00
101-000-665-004	CELLULAR TOWERS		48,344.73
101-000-671-653	PARK INCOME		3,595.00
101-000-671-671	MISCELLANEOUS INCOME		11,513.80
101-000-671-676	PARK DONATIONS		500.00
101-000-671-680	MISC INCOME - TRANSIT TICKETS		450.00
101-000-673-000	SALE OF ASSETS		8,783.00
101-000-674-000	4TH OF JULY SPONSORS		17,030.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION FUND		18,654.40
101-101-704-000	WAGES- PART TIME	15,672.00	
101-101-723-000	TOWNSHIP DUES	357.00	
101-101-924-100	TRUSTEE CELL PHONES	223.50	
101-101-981-000	OFFICE EQUIPMENT	1,853.39	
101-171-702-000	WAGES- FULL TIME	48,090.02	
101-171-704-000	WAGES- PART TIME	8,706.65	
101-171-723-000	SUPERVISOR MEMBERSHIPS AND DUES	250.00	
101-171-724-000	EDUCATION	250.69	
101-171-860-000	SUPERVISOR MILEAGE	649.22	
101-171-862-550	MANAGER EXPENSE ACCOUNT	212.75	
101-171-925-000	SUPERVISOR CELL PHONE	580.32	
101-171-981-000	OFFICE EQUIPMENT	759.98	
101-215-702-000	WAGES- FULL TIME	29,100.24	
101-215-704-000	WAGES- PART TIME	6,965.35	
101-215-723-000	CLERK MEMBERSHIPS AND DUES	800.00	
101-215-724-000	EDUCATION	594.60	
101-215-768-000	UNIFORMS	114.92	
101-215-860-000	CLERK MILEAGE	158.92	
101-215-862-500	CLERK'S EXPENSE ACCOUNT	47.45	
101-215-925-000	CLERK CELL PHONE	377.65	
101-215-981-000	OFFICE EQUIPMENT	759.98	
101-253-702-000	WAGES- FULL TIME	43,640.38	
101-253-704-000	WAGES- PART TIME	6,965.35	
101-253-707-000	WAGES- CASUAL	974.50	
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	110.00	
101-253-724-000	EDUCATION	1,150.62	
101-253-860-000	TREASURER MILEAGE	142.68	
101-253-924-100	TREASURER'S CELL PHONES	63.81	
101-253-939-000	TREASURER SERVICE CONTRACTS	2,327.00	
101-253-981-000	OFFICE EQUIPMENT	759.98	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-257-702-000	WAGES- FULL TIME	86,616.82	
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	190.00	
101-257-724-000	EDUCATION	2,732.37	
101-257-727-000	ASSESSING OFFICE SUPPLIES	48.51	
101-257-808-000	BOARD OF REVIEW EXPENSES	1,397.64	
101-257-860-000	ASSESSING MILEAGE	189.44	
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	799.00	
101-257-924-100	CELL PHONES/DATA	63.81	
101-257-939-000	ASSESSING SERVICE CONTRACTS	2,042.00	
101-257-981-000	OFFICE EQUIPMENT	1,507.59	
101-262-707-000	WAGES- CASUAL	2,018.50	
101-262-788-000	ELECTION MISC EXPENSES	388.29	
101-262-932-000	MAINT/OFFICE EQUIP & COMPUTER REPAIR	444.60	
101-265-702-000	WAGES- FULL TIME	110,490.82	
101-265-707-000	WAGES- CASUAL	1,921.26	
101-265-713-000	OVERTIME	1,298.73	
101-265-724-000	EDUCATION	105.00	
101-265-768-000	BLDG & GROUNDS UNIFORMS	278.18	
101-265-802-200	JANITORIAL & MAINTENANCE	553.00	
101-265-863-000	VEHICLE MAINT	13,036.53	
101-265-864-000	FUEL	5,493.34	
101-265-921-000	COMPLEX ELECTRICITY	9,017.70	
101-265-923-000	COMPLEX HEATING	4,093.51	
101-265-924-000	COMPLEX PHONES	7,839.34	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	824.62	
101-265-927-000	COMPLEX WATER-SEWER	1,612.39	
101-265-931-000	COMPLEX MAINTENANCE	24,701.15	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	5,277.00	
101-265-939-000	SERVICE CONTRACTS	429.51	
101-265-981-000	OFFICE EQUIPMENT	899.99	
101-276-921-000	CEMETERY ELECTRICITY	227.62	
101-276-931-000	MAINT & REPAIR/IMPROVEMENTS	500.00	
101-276-932-000	CEMETERY MAINT	1,357.86	
101-295-702-000	WAGES- FULL TIME	38,504.97	
101-295-723-000	MEMBERSHIP AND DUES	50.00	
101-295-724-000	EDUCATION	70.00	
101-295-726-000	EMPLOYEE TRAINING	523.16	
101-295-727-000	OFFICE SUPPLIES	3,976.06	
101-295-730-000	POSTAGE	2,817.01	
101-295-787-000	MISCELLANEOUS	3,706.94	
101-295-807-000	AUDIT FEES & SERVICES	12,640.00	
101-295-810-000	LIABILITY INSURNACE	16,998.00	
101-295-814-000	TAX/ASSESSING ADMIN COSTS	5,149.15	
101-295-815-000	COMPUTER COSTS-ISP	2,735.00	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-295-816-000	INSECT/WEED CONTROL	563.37	
101-295-821-000	ENGINEERING COSTS	6,337.50	
101-295-826-000	LEGAL FEES	18,207.60	
101-295-881-000	FOURTH OF JULY	43,083.85	
101-295-885-000	NEWSLETTER	7,967.02	
101-295-900-000	PRINTING/PUBLISHING	2,786.96	
101-295-924-100	CELL PHONES/DATA	838.00	
101-295-939-000	SERVICE CONTRACTS	1,161.00	
101-295-941-000	POSTAGE MACHINE LEASE	688.17	
101-295-950-000	PROPERTY TAX REFUNDS	532.13	
101-295-952-000	REGIS	19,282.16	
101-295-956-000	RIGHT PLACE PROGRAM	7,500.00	
101-295-967-000	SPECIAL PROJECTS	40,232.45	
101-295-981-000	OFFICE EQUIPMENT	5,986.39	
101-445-816-000	DRAIN MAINTENANCE	813.50	
101-445-821-000	DRAIN ENGINEERING	20,884.00	
101-445-822-000	ILLICIT DISCHARGE PLAN	500.00	
101-446-821-000	ROAD OVERLAYS	228.63	
101-447-787-000	MISCELLANEOUS	446.18	
101-447-818-000	CONTRACTED SERVICES	13,988.00	
101-447-820-000	SPRING/FALL CLEAN-UP	3,383.48	
101-448-926-000	STREETLIGHTING	42,842.06	
101-448-927-100	TRAFFIC SIGNALS	59.26	
101-652-859-000	TRANSPORTATION SERVICES	9,916.50	
101-652-861-000	BUS SERVICE 33RD & 36TH	8,655.00	
101-652-861-100	BUS SERVICE 28TH ST	86,122.76	
101-721-702-000	WAGES- FULL TIME	99,251.23	
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	425.00	
101-721-724-000	EDUCATION	320.00	
101-721-727-000	COMM DEV SUPPLIES	146.03	
101-721-768-000	COMM DEV UNIFORMS	123.90	
101-721-787-000	MISCELLANEOUS	371.03	
101-721-860-000	COMM DEV MILEAGE	231.94	
101-721-862-500	COMM DEV EXPENSE ACCOUNT	233.27	
101-721-900-000	PRINTING & PUBLISHING	787.03	
101-721-925-000	COMM DEV CELL/DATA	539.91	
101-721-967-000	SPECIAL PROJECTS	11,496.94	
101-721-981-000	OFFICE EQUIPMENT	759.98	
101-756-756-000	PARK OPERATING SUPPLIES	447.53	
101-756-921-000	PARK ELECTRICITY	1,069.97	
101-756-924-000	PARK PHONES	455.08	
101-756-927-000	PARK WATER-SEWER	298.62	
101-756-935-000	PARK MAINTENANCE	20,618.13	
101-803-758-000	COMMUNITY PROMOTION	6,000.00	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-803-921-000	MUSEUM - ELECTRICITY	202.11	
101-803-923-000	MUSEUM - HEATING/UTILITY	547.60	
101-803-927-000	MUSEUM WATER-SEWER	74.76	
101-803-961-000	MUSEUM MAINTENANCE	226.25	
101-850-715-000	FICA-EMPLOYER	38,235.78	
101-850-716-000	DEFINED CONTRIBUTION PLAN	59,612.23	
101-850-717-000	WORKERS COMP INSURANCE	1,815.00	
101-850-718-000	VISION INSURANCE BENEFITS	1,063.07	
101-850-718-200	OTHER BENEFITS	21,000.00	
101-850-719-000	HEALTH INSURANCE BENEFITS	83,328.07	
101-850-719-100	OPT-OUT INSURANCE	500.00	
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	5,056.52	
101-850-721-000	DENTAL INSURANCE BENEFITS	13,279.70	
101-850-722-000	PENSION PLAN BENEFITS	29,776.45	
101-901-970-000	CAPITAL OUTLAY - FFE	97,313.41	
101-901-974-000	CAPITAL OUTLAY - LANDIMP	655.50	
101-901-975-000	CAPITAL OUTLAY - BLDGIMP		1,388.00
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	10,000.00	
101-965-999-006	TRANSFER TO FIRE FUND	166,666.65	
Total Fund 101 - GENERAL FUND		11,623,299.52	11,623,299.52

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000-001-001	CASH DRAWER-PETTY CASH	175.00
101-000-001-110	FLAGSTAR BANK - CASH GENERAL FUND	308,048.15
101-000-001-111	GENL CASH RECEIVING & WIRE - FLAGSTAR	73.51
101-000-001-500	GF CASH - K.C. POOL	1,143,727.43
101-000-001-510	MI CLASS CASH - POOL ACCOUNTS	2,201,694.42
101-000-001-700	CASH - GIFT CARDS	350.00
101-000-003-001	CD - INDEPENDENT BANK M 9/27/19	312,389.49
101-000-003-005	CD - COMERICA M 8/17, 8/18	1,028,848.86
101-000-003-022	CD- MERCANTILE BANK OF MI M 7/26/19	524,560.03
101-000-003-025	CD - MACATAWA BANK M 5/21/2020	262,944.89
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2019	255,959.76
101-000-003-033	CD - PRIVATE BANK M3/15/2020	500,000.00
101-000-003-036	HORIZON BANK CD M3/9/2019	512,673.60
101-000-003-038	GRAND RIVER BANK CD M 6/19/19	500,000.00
101-000-003-041	LAKE MICH CREDIT UNION CD M 6/02/2020	1,000,000.00
101-000-015-019	M/M - FLAGSTAR BANK	505,786.06
101-000-017-401	US TREASURY NOTES	999,876.34
	Total Assets	10,057,107.54
*** Liabilities ***		
101-000-228-000	DUE TO STATE	1,645.38
101-000-231-201	HEALTH SAVINGS ACCOUNT WITHHOLDING	1,000.00
101-000-231-220	DEPENDENT LIFE W/H	(90.32)
101-000-231-221	ADDITIONAL LIFE W/H	(1,869.14)
101-000-231-222	SHORT TERM DISABILITY W/H	165.41
101-000-231-224	LONG TERM CARE W/H	(72.50)
	Total Liabilities	778.83
*** Fund Balance ***		
101-000-390-000	FUND BALANCE - UNASSIGNED	6,241,866.99
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012	499,543.00
101-000-391-004	FUND BAL - COMMIT FUTURE FACIL IMP 2018	2,500,000.00
	Total Fund Balance	9,241,409.99
	Beginning Fund Balance	9,241,409.99
	Net of Revenues VS Expenditures	814,918.72
	Ending Fund Balance	10,056,328.71
	Total Liabilities And Fund Balance	10,057,107.54

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 151 - CEMETERY TRUST FUND							
Revenues							
151-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	0.00	1,500.00	0.00	0.00	1,500.00	0.00
151-000-600-636	CEMETERY-CARE FEE	4,885.00	3,500.00	2,340.00	2,070.00	1,160.00	66.86
151-000-665-000	INTEREST ON INVESTMENTS	540.29	550.00	179.39	44.91	370.61	32.62
151-000-699-101	TRANSFER FROM GENERAL FUND	3,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		8,425.29	5,550.00	2,519.39	2,114.91	3,030.61	
Dept 276 - CEMETERY							
151-276-787-000	MISCELLANEOUS	1,073.27	500.00	439.20	439.20	60.80	87.84
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	3,364.00	2,000.00	0.00	0.00	2,000.00	0.00
Net - Dept 276 - CEMETERY		4,437.27	2,500.00	439.20	439.20	2,060.80	
Fund 151 - CEMETERY TRUST FUND:							
TOTAL REVENUES		8,425.29	5,550.00	2,519.39	2,114.91	3,030.61	45.39
TOTAL EXPENDITURES		4,437.27	2,500.00	439.20	439.20	2,060.80	17.57
NET OF REVENUES & EXPENDITURES		3,988.02	3,050.00	2,080.19	1,675.71	969.81	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 151 - CEMETERY TRUST FUND			
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	111,316.96	
151-000-390-000	FUND BALANCE - UNASSIGNED		104,236.77
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11		5,000.00
151-000-600-636	CEMETERY-CARE FEE		2,340.00
151-000-665-000	INTEREST ON INVESTMENTS		179.39
151-276-787-000	MISCELLANEOUS	439.20	
Total Fund 151 - CEMETERY TRUST FUND		111,756.16	111,756.16

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 151 - CEMETERY TRUST FUND		
*** Assets ***		
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	111,316.96
	Total Assets	<u>111,316.96</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
151-000-390-000	FUND BALANCE - UNASSIGNED	104,236.77
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11	5,000.00
	Total Fund Balance	<u>109,236.77</u>
	Beginning Fund Balance	109,236.77
	Net of Revenues VS Expenditures	2,080.19
	Ending Fund Balance	<u>111,316.96</u>
	Total Liabilities And Fund Balance	<u>111,316.96</u>

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/2019 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 206 - FIRE FUND							
Revenues							
206-000-401-402	TAX LEVY	1,752,668.85	1,831,552.00	1,784,972.06	0.00	46,579.94	97.46
206-000-401-410	PERSONAL PROPERTY TAX	123,326.56	134,070.00	129,712.77	0.00	4,357.23	96.75
206-000-401-412	DELINQUENT TAXES-LEVY	4,694.02	8,000.00	2,633.32	855.63	5,366.68	32.92
206-000-401-437	ABATEMENT TAXES-LEVY	14,020.27	14,894.00	14,175.33	0.00	718.67	95.17
206-000-401-441	COMMUNITY STABILIZATION SHARE TAX	51,815.63	47,558.00	40,739.06	0.00	6,818.94	85.66
206-000-401-445	PENALTIES & INTEREST ON TAXES	348.25	350.00	361.00	27.23	(11.00)	103.14
206-000-655-661	DISTRICT COURT FINES	0.00	500.00	660.00	660.00	(160.00)	132.00
206-000-665-000	INTEREST REVENUE	59,980.97	70,000.00	21,702.61	2,513.98	48,297.39	31.00
206-000-665-210	INT ON INVESTMENT COAMERICA PIR148983	3,750.00	7,500.00	0.00	0.00	7,500.00	0.00
206-000-671-671	MISCELLANEOUS INCOME	60.00	250.00	0.00	0.00	250.00	0.00
206-000-671-675	DONATIONS	0.00	500.00	0.00	0.00	500.00	0.00
206-000-671-683	REIMBURSEMENTS/REFUNDS	4,919.58	250.00	5.00	0.00	245.00	2.00
206-000-673-000	SALE OF ASSETS	0.00	2,000.00	24,000.00	0.00	(22,000.00)	1,200.00
206-000-699-000	TRANSFER IN	400,000.00	400,000.00	166,666.65	33,333.33	233,333.35	41.67
TOTAL REVENUES		2,415,584.13	2,517,424.00	2,185,627.80	37,390.17	331,796.20	
Dept 336 - FIRE DEPARTMENT							
206-336-702-000	WAGES- FULL TIME	0.00	0.00	519,276.38	109,289.15	(519,276.38)	100.00
206-336-703-000	FIREFIGHTERS SALARY	883,772.78	950,256.00	0.00	0.00	950,256.00	0.00
206-336-703-200	ASSIGNABLE SALARY	0.00	34,827.00	0.00	0.00	34,827.00	0.00
206-336-705-000	FIRE CHIEF	87,927.29	89,338.00	0.00	0.00	89,338.00	0.00
206-336-707-000	WAGES- CASUAL	76,094.63	77,748.00	78,049.47	12,184.01	(301.47)	100.39
206-336-708-000	LIEUTENANT-TS	69,140.99	73,274.00	0.00	0.00	73,274.00	0.00
206-336-708-200	LIEUTENANT-DV	76,191.46	77,719.00	0.00	0.00	77,719.00	0.00
206-336-708-400	FIRE INSPECTOR	68,430.96	69,560.00	0.00	0.00	69,560.00	0.00
206-336-709-000	WAGES/SALARIES OVERTIME	85,297.81	70,000.00	0.00	0.00	70,000.00	0.00
206-336-710-000	FIRE PAID ON CALL	90,780.56	120,000.00	0.00	0.00	120,000.00	0.00
206-336-713-000	OVERTIME	0.00	0.00	30,970.00	2,303.65	(30,970.00)	100.00
206-336-723-000	FIRE MEMBERSHIP AND DUES	1,281.00	1,700.00	812.12	0.00	887.88	47.77
206-336-724-000	FIRE EDUCATION	6,438.56	10,000.00	9,000.05	905.86	999.95	90.00
206-336-725-000	FIRE TUITION	3,076.00	4,500.00	4,843.00	796.50	(343.00)	107.62
206-336-726-000	FIRE TRAINING	8,025.87	12,000.00	5,388.55	710.85	6,611.45	44.90
206-336-727-000	FIRE OFFICE SUPPLIES	3,058.17	3,000.00	1,342.19	178.83	1,657.81	44.74
206-336-738-000	FIRE MAINT SUPPLIES	2,136.24	1,700.00	1,041.59	0.00	658.41	61.27
206-336-745-000	FIRE FUELS	19,667.84	20,000.00	7,016.04	1,980.76	12,983.96	35.08
206-336-768-000	FIRE UNIFORMS	22,000.71	10,000.00	4,928.94	1,911.11	5,071.06	49.29
206-336-787-000	MISCELLANEOUS	4,266.01	4,000.00	1,130.24	302.43	2,869.76	28.26
206-336-802-000	CONTRACTUAL SERVICES	11,227.46	12,600.00	8,146.46	3,878.46	4,453.54	64.65
206-336-803-000	FIRE FIGHTER HIRING	1,603.00	2,000.00	2,492.89	67.21	(492.89)	124.64
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,325.00	2,805.00	2,370.00	0.00	435.00	84.49
206-336-810-000	LIABILITY INSURANCE	16,150.00	15,987.00	16,998.00	0.00	(1,011.00)	106.32
206-336-826-000	FIRE LEGAL FEES	608.00	1,000.00	0.00	0.00	1,000.00	0.00
206-336-860-000	FIRE MILEAGE	0.00	300.00	0.00	0.00	300.00	0.00
206-336-887-000	FIRE PUBLIC RELATIONS	1,236.74	3,000.00	1,457.20	0.00	1,542.80	48.57
206-336-901-000	FIRE PUBLICATIONS	2,777.08	1,500.00	481.75	0.00	1,018.25	32.12
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	7,929.83	12,000.00	3,540.47	738.86	8,459.53	29.50
206-336-923-002	FIRE HEATING/BUTTRICK	3,538.36	4,320.00	2,658.13	328.86	1,661.87	61.53
206-336-924-000	FIRE PHONES	5,372.27	7,000.00	1,462.98	341.70	5,537.02	20.90
206-336-924-002	FIRE PHONES/BUTTRICK	2,720.67	3,000.00	1,836.01	448.03	1,163.99	61.20
206-336-924-100	CELL PHONES/DATA-MODEMS	5,539.16	4,500.00	4,295.59	831.59	204.41	95.46
206-336-927-002	FIRE WATER/BUTTRICK	1,103.75	2,500.00	194.96	0.00	2,305.04	7.80
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	2,666.45	4,000.00	300.49	0.00	3,699.51	7.51
206-336-936-000	FIRE STATION MAINT	15,071.35	16,000.00	5,685.42	590.78	10,314.58	35.53
206-336-936-002	FIRE STATION MAINT/BUTTRICK	16,528.25	25,000.00	7,039.51	2,659.04	17,960.49	28.16
206-336-937-000	FIRE RADIO MAINT	5,782.83	10,000.00	4,610.79	0.00	5,389.21	46.11
206-336-938-000	FIRE EQUIPMENT MAINT	63,129.92	48,000.00	16,905.27	10,151.97	31,094.73	35.22
206-336-939-000	FIRE COPIER/LEASE/SERVICE	2,950.64	2,500.00	786.57	0.00	1,713.43	31.46
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	750.00	900.00	150.00	0.00	750.00	16.67
206-336-950-000	PROPERTY TAX REFUNDS	0.00	200.00	0.00	0.00	200.00	0.00
206-336-957-000	FIRE PHYSICAL EXAMS	15,109.42	16,000.00	14,416.82	1,155.00	1,583.18	90.11
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	10,297.30	13,000.00	5,562.87	434.51	7,437.13	42.79
206-336-959-000	FIRE PROTECTIVE CLOTHING	29,542.69	40,000.00	11,124.90	2,821.31	28,875.10	27.81
206-336-960-960	FIRE HAZMAT	0.00	2,000.00	0.00	0.00	2,000.00	0.00
206-336-981-000	OFFICE EQUIPMENT	18,870.20	25,000.00	3,704.23	0.00	21,295.77	14.82
Net - Dept 336 - FIRE DEPARTMENT		1,750,417.25	1,904,734.00	780,019.88	155,010.47	1,124,714.12	
Dept 850 - BENEFITS/INSURANCE							
206-850-715-000	FICA-EMPLOYER	104,089.28	116,882.00	48,372.85	9,072.59	68,509.15	41.39
206-850-716-000	DEFINED CONTRIBUTION PLAN	137,641.65	0.00	49,148.92	30,646.63	(49,148.92)	100.00
206-850-717-000	WORKERS COMP INSURANCE	78,309.65	74,776.00	4,501.20	0.00	70,274.80	6.02
206-850-718-000	VISION INSURANCE BENEFITS	2,495.64	3,010.00	1,069.71	211.31	1,940.29	35.54
206-850-718-200	OTHER BENEFITS	0.00	0.00	16,000.00	0.00	(16,000.00)	100.00
206-850-719-000	HEALTH INSURANCE BENEFITS	140,985.27	172,310.00	96,768.58	9,539.76	75,541.42	56.16
206-850-719-100	OPT-OUT INSURANCE	6,113.10	6,000.00	1,500.00	0.00	4,500.00	25.00

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered

GL NUMBER	DESCRIPTION	2018		2019		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE		AMENDED BUDGET		05/31/2019	MONTH 05/31/2019	BALANCE	
						NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
206-850-719-200	MI CLAIMS TAX- HEALTH	0.00		1,400.00		0.00	0.00	1,400.00	0.00
206-850-720-000	LIFE & DISABILITY INSURANCE	9,866.22		11,893.00		6,804.33	2,206.49	5,088.67	57.21
206-850-720-100	FIRE CASUALTY INSURANCE	18,649.00		0.00		0.00	0.00	0.00	0.00
206-850-721-000	DENTAL INSURANCE BENEFITS	19,523.87		23,160.00		9,177.64	3,898.06	13,982.36	39.63
206-850-721-200	MI CLAIMS TAX - DENTAL	143.86		350.00		0.00	0.00	350.00	0.00
206-850-722-000	PENSION PLAN BENEFITS	152,550.90		205,351.00		33,205.28	(11,127.19)	172,145.72	16.17
206-850-723-000	OTHER BENEFITS	0.00		21,000.00		0.00	0.00	21,000.00	0.00
Net - Dept 850 - BENEFITS/INSURANCE		670,368.44		636,132.00		266,548.51	44,447.65	369,583.49	
Dept 901 - CAPITAL OUTLAY									
206-901-970-000	CAPITAL OUTLAY - FFE	77,461.30		35,000.00		34,932.93	507.89	67.07	99.81
206-901-974-000	CAPITAL OUTLAY - LAND IMP	6,269.84		0.00		0.00	0.00	0.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		83,731.14		35,000.00		34,932.93	507.89	67.07	
Fund 206 - FIRE FUND:									
TOTAL REVENUES		2,415,584.13		2,517,424.00		2,185,627.80	37,390.17	331,796.20	86.82
TOTAL EXPENDITURES		2,504,516.83		2,575,866.00		1,081,501.32	199,966.01	1,494,364.68	41.99
NET OF REVENUES & EXPENDITURES		(88,932.70)		(58,442.00)		1,104,126.48	(162,575.84)	(1,162,568.48)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 206 - FIRE FUND			
206-000-001-001	CASH DRAWER-PETTY CASH	80.00	
206-000-001-510	MI CLASS CASH - POOL ACCOUNTS	884,227.81	
206-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	104,236.78	
206-000-003-000	53RD -CASH	0.05	
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00	
206-000-003-025	CD - MACATAWA BANK M 7/26/19	304,197.50	
206-000-003-031	WELLS FARGO CD 949763SX5 M 9/13/19	500,000.00	
206-000-003-032	COMMUNITY CHOICE CR UN M 4/18/21	261,290.23	
206-000-003-035	ADVENTURE CR UNION M 2/23/20	255,688.63	
206-000-003-039	LEVEL ONE BANK CD M11/21/2019	266,244.86	
206-000-015-005	MONEY MARKET LAKE MICH CR UN	5.00	
206-000-017-001	COMERICA CP M 5/28/19	991,248.61	
206-000-231-220	FIRE DEPENDENT LIFE W/H	117.00	
206-000-390-000	FUND BALANCE - UNASSIGNED		2,463,214.99
206-000-401-402	TAX LEVY		1,784,972.06
206-000-401-410	PERSONAL PROPERTY TAX		129,712.77
206-000-401-412	DELINQUENT TAXES-LEVY		2,633.32
206-000-401-437	ABATEMENT TAXES-LEVY		14,175.33
206-000-401-441	COMMUNITY STABILIZATION SHARE TAX		40,739.06
206-000-401-445	PENALTIES & INTEREST ON TAXES		361.00
206-000-655-661	DISTRICT COURT FINES		660.00
206-000-665-000	INTEREST REVENUE		21,702.61
206-000-671-683	REIMBURSEMENTS/REFUNDS		5.00
206-000-673-000	SALE OF ASSETS		24,000.00
206-000-699-000	TRANSFER IN		166,666.65
206-336-702-000	WAGES- FULL TIME	519,276.38	
206-336-707-000	WAGES- CASUAL	78,049.47	
206-336-713-000	OVERTIME	30,970.00	
206-336-723-000	FIRE MEMBERSHIP AND DUES	812.12	
206-336-724-000	FIRE EDUCATION	9,000.05	
206-336-725-000	FIRE TUITION	4,843.00	
206-336-726-000	FIRE TRAINING	5,388.55	
206-336-727-000	FIRE OFFICE SUPPLIES	1,342.19	
206-336-738-000	FIRE MAINT SUPPLIES	1,041.59	
206-336-745-000	FIRE FUELS	7,016.04	
206-336-768-000	FIRE UNIFORMS	4,928.94	
206-336-787-000	MISCELLANEOUS	1,130.24	
206-336-802-000	CONTRACTUAL SERVICES	8,146.46	
206-336-803-000	FIRE FIGHTER HIRING	2,492.89	
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,370.00	
206-336-810-000	LIABILITY INSURNACE	16,998.00	
206-336-887-000	FIRE PUBLIC RELATIONS	1,457.20	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
206-336-901-000	FIRE PUBLICATIONS	481.75	
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	3,540.47	
206-336-923-002	FIRE HEATING/BUTTRICK	2,658.13	
206-336-924-000	FIRE PHONES	1,462.98	
206-336-924-002	FIRE PHONES/BUTTRICK	1,836.01	
206-336-924-100	CELL PHONES/DATA-MODEMS	4,295.59	
206-336-927-002	FIRE WATER/BUTTRICK	194.96	
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	300.49	
206-336-936-000	FIRE STATION MAINT	5,685.42	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	7,039.51	
206-336-937-000	FIRE RADIO MAINT	4,610.79	
206-336-938-000	FIRE EQUIPMENT MAINT	16,905.27	
206-336-939-000	FIRE COPIER/LEASE/SERVICE	786.57	
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	150.00	
206-336-957-000	FIRE PHYSICAL EXAMS	14,416.82	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	5,562.87	
206-336-959-000	FIRE PROTECTIVE CLOTHING	11,124.90	
206-336-981-000	OFFICE EQUIPMENT	3,704.23	
206-850-715-000	FICA-EMPLOYER	48,372.85	
206-850-716-000	DEFINED CONTRIBUTION PLAN	49,148.92	
206-850-717-000	WORKERS COMP INSURANCE	4,501.20	
206-850-718-000	VISION INSURANCE BENEFITS	1,069.71	
206-850-718-200	OTHER BENEFITS	16,000.00	
206-850-719-000	HEALTH INSURANCE BENEFITS	96,768.58	
206-850-719-100	OPT-OUT INSURANCE	1,500.00	
206-850-720-000	LIFE & DISABILITY INSURANCE	6,804.33	
206-850-721-000	DENTAL INSURANCE BENEFITS	9,177.64	
206-850-722-000	PENSION PLAN BENEFITS	33,205.28	
206-901-970-000	CAPITAL OUTLAY - FFE	34,932.93	
Total Fund 206 - FIRE FUND		4,648,842.79	4,648,842.79

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 206 - FIRE FUND		
*** Assets ***		
206-000-001-001	CASH DRAWER-PETTY CASH	80.00
206-000-001-510	MI CLASS CASH - POOL ACCOUNTS	884,227.81
206-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	104,236.78
206-000-003-000	53RD -CASH	0.05
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00
206-000-003-025	CD - MACATAWA BANK M 7/26/19	304,197.50
206-000-003-031	WELLS FARGO CD 949763SX5 M 9/13/19	500,000.00
206-000-003-032	COMMUNITY CHOICE CR UN M 4/18/21	261,290.23
206-000-003-035	ADVENTURE CR UNION M 2/23/20	255,688.63
206-000-003-039	LEVEL ONE BANK CD M11/21/2019	266,244.86
206-000-015-005	MONEY MARKET LAKE MICH CR UN	5.00
206-000-017-001	COMERICA CP M 5/28/19	991,248.61
	Total Assets	3,567,224.47
*** Liabilities ***		
206-000-231-220	FIRE DEPENDENT LIFE W/H	(117.00)
	Total Liabilities	(117.00)
*** Fund Balance ***		
206-000-390-000	FUND BALANCE - UNASSIGNED	2,463,214.99
	Total Fund Balance	2,463,214.99
	Beginning Fund Balance	2,463,214.99
	Net of Revenues VS Expenditures	1,104,126.48
	Ending Fund Balance	3,567,341.47
	Total Liabilities And Fund Balance	3,567,224.47

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 207 - POLICE FUND							
Revenues							
207-000-401-402	TAX LEVY	611,783.55	639,306.00	623,046.64	0.00	16,259.36	97.46
207-000-401-410	PERSONAL PROPERTY TAX	43,048.16	46,555.00	45,276.60	0.00	1,278.40	97.25
207-000-401-412	DELINQUENT TAXES-LEVY	1,638.31	5,000.00	919.07	298.61	4,080.93	18.38
207-000-401-437	ABATEMENT TAXES-LEVY	4,893.96	5,200.00	4,947.98	0.00	252.02	95.15
207-000-401-441	COMMUNITY STABILIZATION SHARE TAX	9,813.21	16,601.00	14,582.62	0.00	2,018.38	87.84
207-000-401-445	INTEREST & PENALTIES ON TAX	121.47	150.00	125.98	9.52	24.02	83.99
207-000-665-000	INTEREST REVENUE	12,054.27	30,000.00	1,448.43	415.87	28,551.57	4.83
TOTAL REVENUES		683,352.93	742,812.00	690,347.32	724.00	52,464.68	
Dept 301 - POLICE DEPARTMENT							
207-301-787-000	MISCELLANEOUS	5,626.14	5,000.00	0.00	0.00	5,000.00	0.00
207-301-801-000	SHERIFF PROTECTION	637,991.34	665,000.00	207,903.43	52,896.34	457,096.57	31.26
207-301-950-000	PROPERTY TAX REFUNDS	0.00	150.00	0.00	0.00	150.00	0.00
Net - Dept 301 - POLICE DEPARTMENT		643,617.48	670,150.00	207,903.43	52,896.34	462,246.57	
Dept 965 - TRANSFERS OUT							
207-965-999-000	TRANSFER TO OTHER FUND	31,499.00	31,499.00	0.00	0.00	31,499.00	0.00
Net - Dept 965 - TRANSFERS OUT		31,499.00	31,499.00	0.00	0.00	31,499.00	
Fund 207 - POLICE FUND:							
TOTAL REVENUES		683,352.93	742,812.00	690,347.32	724.00	52,464.68	92.94
TOTAL EXPENDITURES		675,116.48	701,649.00	207,903.43	52,896.34	493,745.57	29.63
NET OF REVENUES & EXPENDITURES		8,236.45	41,163.00	482,443.89	(52,172.34)	(441,280.89)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 207 - POLICE FUND			
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05	
207-000-003-019	CD- FLAGSTAR BANK M 7/15/19	250,000.00	
207-000-003-027	CD - NORTHPOINTE BANK M 5/09/20	264,005.12	
207-000-003-029	CD - FIRST COMMUNITY BANK M 3/13/20	250,000.00	
207-000-003-033	CD - PRIVATE BANK M 9/25/19	759,534.49	
207-000-015-019	POLICE M/M FLAGSTAR BANK	270,314.73	
207-000-390-000	FUND BALANCE - UNASSIGNED		1,081,410.50
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012		230,000.00
207-000-401-402	TAX LEVY		623,046.64
207-000-401-410	PERSONAL PROPERTY TAX		45,276.60
207-000-401-412	DELINQUENT TAXES-LEVY		919.07
207-000-401-437	ABATEMENT TAXES-LEVY		4,947.98
207-000-401-441	COMMUNITY STABILIZATION SHARE TAX		14,582.62
207-000-401-445	INTEREST & PENALTIES ON TAX		125.98
207-000-665-000	INTEREST REVENUE		1,448.43
207-301-801-000	SHERIFF PROTECTION	207,903.43	
Total Fund 207 - POLICE FUND		2,001,757.82	2,001,757.82

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 207 - POLICE FUND		
*** Assets ***		
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05
207-000-003-019	CD- FLAGSTAR BANK M 7/15/19	250,000.00
207-000-003-027	CD - NORTHPOINTE BANK M 5/09/20	264,005.12
207-000-003-029	CD - FIRST COMMUNITY BANK M 3/13/20	250,000.00
207-000-003-033	CD - PRIVATE BANK M 9/25/19	759,534.49
207-000-015-019	POLICE M/M FLAGSTAR BANK	270,314.73
	Total Assets	1,793,854.39
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
207-000-390-000	FUND BALANCE - UNASSIGNED	1,081,410.50
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012	230,000.00
	Total Fund Balance	1,311,410.50
	Beginning Fund Balance	1,311,410.50
	Net of Revenues VS Expenditures	482,443.89
	Ending Fund Balance	1,793,854.39
	Total Liabilities And Fund Balance	1,793,854.39

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 208 - HAZMAT FUND							
Revenues							
208-000-607-500	HAZMAT - CASCADE TWP	0.00	2,000.00	0.00	0.00	2,000.00	0.00
208-000-607-600	HAZMAT KENTWOOD	0.00	2,000.00	0.00	0.00	2,000.00	0.00
208-000-607-700	HAZMAT - GAINES TWP	0.00	2,000.00	2,000.00	2,000.00	0.00	100.00
208-000-665-000	HAZMAT INTEREST	105.13	200.00	31.50	7.85	168.50	15.75
TOTAL REVENUES		105.13	6,200.00	2,031.50	2,007.85	4,168.50	
Dept 344 - HAZMAT							
208-344-726-000	HAZMAT SUPPLIES	0.00	500.00	0.00	0.00	500.00	0.00
208-344-787-000	MISCELLANEOUS	0.00	1,500.00	358.64	229.63	1,141.36	23.91
208-344-789-000	HAZMAT TRAINING	1,266.93	3,000.00	0.00	0.00	3,000.00	0.00
208-344-958-000	HAZMAT EQUIPMENT	4,981.50	3,000.00	0.00	0.00	3,000.00	0.00
Net - Dept 344 - HAZMAT		6,248.43	8,000.00	358.64	229.63	7,641.36	
Fund 208 - HAZMAT FUND:							
TOTAL REVENUES		105.13	6,200.00	2,031.50	2,007.85	4,168.50	32.77
TOTAL EXPENDITURES		6,248.43	8,000.00	358.64	229.63	7,641.36	4.48
NET OF REVENUES & EXPENDITURES		(6,143.30)	(1,800.00)	1,672.86	1,778.22	(3,472.86)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 208 - HAZMAT FUND			
208-000-015-005	MM LAKE MICH CR UN 112010265771	29,149.37	
208-000-390-000	FUND BALANCE - UNASSIGNED		27,476.51
208-000-607-700	HAZMAT - GAINES TWP		2,000.00
208-000-665-000	HAZMAT INTEREST		31.50
208-344-787-000	MISCELLANEOUS	358.64	
Total Fund 208 - HAZMAT FUND		29,508.01	29,508.01

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 208 - HAZMAT FUND		
*** Assets ***		
208-000-015-005	MM LAKE MICH CR UN 112010265771	29,149.37
	Total Assets	<u>29,149.37</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
208-000-390-000	FUND BALANCE - UNASSIGNED	27,476.51
	Total Fund Balance	<u>27,476.51</u>
	Beginning Fund Balance	27,476.51
	Net of Revenues VS Expenditures	1,672.86
	Ending Fund Balance	<u>29,149.37</u>
	Total Liabilities And Fund Balance	<u>29,149.37</u>

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/2019 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 209 - CCT OPEN SPACE							
Revenues							
209-000-401-402	TAX LEVY	306,473.11	320,265.00	312,118.17	0.00	8,146.83	97.46
209-000-401-410	PERSONAL PROPERTY TAX	21,565.64	23,443.00	22,681.74	0.00	761.26	96.75
209-000-401-412	DELINQUENT TAXES-LEVY	820.82	2,000.00	460.39	149.61	1,539.61	23.02
209-000-401-437	ABATEMENT TAXES-LEVY	2,451.67	2,604.00	2,478.81	0.00	125.19	95.19
209-000-401-441	COMMUNITY STABILIZATION SHARE TAX	24,035.25	8,317.00	6,350.74	0.00	1,966.26	76.36
209-000-401-445	INTEREST & PENALTIES ON TAXES	60.67	75.00	63.00	4.73	12.00	84.00
209-000-665-000	INTEREST ON INVESTMENTS	4,690.54	2,400.00	2,307.01	113.42	92.99	96.13
209-000-665-408	INTEREST ON HOMEYER FUND	6,699.46	8,000.00	3,064.53	764.15	4,935.47	38.31
209-000-671-674	DONATIONS - HOMEYER	1,000.00	0.00	0.00	0.00	0.00	0.00
209-000-671-675	DONATIONS	0.00	1,000.00	0.00	0.00	1,000.00	0.00
TOTAL REVENUES		367,797.16	368,104.00	349,524.39	1,031.91	18,579.61	
Dept 751 - OPEN SPACE PRESERVATION							
209-751-921-000	ELECTRICITY	1,872.93	2,000.00	1,048.32	225.00	951.68	52.42
209-751-923-000	HEATING/UTILITY	0.00	1,500.00	0.00	0.00	1,500.00	0.00
209-751-927-000	WATER-SEWER	359.56	500.00	85.07	0.00	414.93	17.01
209-751-935-000	PARK MAINTENANCE	16,249.42	20,000.00	834.28	379.28	19,165.72	4.17
209-751-950-000	TAX REFUNDS	0.00	100.00	0.00	0.00	100.00	0.00
Net - Dept 751 - OPEN SPACE PRESERVATION		18,481.91	24,100.00	1,967.67	604.28	22,132.33	
Dept 905 - DEBT SERVICE							
209-905-993-001	DEBIT SERVICE PAYING AGENT FEES	750.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 905 - DEBT SERVICE		750.00	0.00	0.00	0.00	0.00	
Dept 990 - DEBT SERVICE							
209-990-991-201	BOND PRINCIPAL REFINANCE	29,000.00	35,000.00	35,000.00	0.00	0.00	100.00
209-990-992-001	BOND PRINCIPAL PAYMENT	225,000.00	230,000.00	230,000.00	0.00	0.00	100.00
209-990-992-201	BOND INTEREST REFINANCE	58,906.97	52,235.00	26,287.00	0.00	25,948.00	50.32
209-990-996-001	INTEREST AND FEES BA 2009	12,818.13	4,370.00	4,370.00	0.00	0.00	100.00
Net - Dept 990 - DEBT SERVICE		325,725.10	321,605.00	295,657.00	0.00	25,948.00	
Fund 209 - CCT OPEN SPACE:							
TOTAL REVENUES		367,797.16	368,104.00	349,524.39	1,031.91	18,579.61	94.95
TOTAL EXPENDITURES		344,957.01	345,705.00	297,624.67	604.28	48,080.33	86.09
NET OF REVENUES & EXPENDITURES		22,840.15	22,399.00	51,899.72	427.63	(29,500.72)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 209 - CCT OPEN SPACE			
209-000-001-100	CASH -CHEM	417,079.97	
209-000-001-550	MI CLASS CASH - POOL ACCT/HOMEYER	367,176.11	
209-000-390-000	FUND BALANCE - UNASSIGNED		375,944.24
209-000-391-004	FUND BALANCE - COMMITTTED HOMEYER 12/15		356,412.12
209-000-401-402	TAX LEVY		312,118.17
209-000-401-410	PERSONAL PROPERTY TAX		22,681.74
209-000-401-412	DELINQUENT TAXES-LEVY		460.39
209-000-401-437	ABATEMENT TAXES-LEVY		2,478.81
209-000-401-441	COMMUNITY STABILIZATION SHARE TAX		6,350.74
209-000-401-445	INTEREST & PENALTIES ON TAXES		63.00
209-000-665-000	INTEREST ON INVESTMENTS		2,307.01
209-000-665-408	INTEREST ON HOMEYER FUND		3,064.53
209-751-921-000	ELECTRICITY	1,048.32	
209-751-927-000	WATER-SEWER	85.07	
209-751-935-000	PARK MAINTENANCE	834.28	
209-990-991-201	BOND PRINICIPAL REFINANCE	35,000.00	
209-990-992-001	BOND PRINICIPAL PAYMENT	230,000.00	
209-990-992-201	BOND INTEREST REFINANCE	26,287.00	
209-990-996-001	INTEREST AND FEES BA 2009	4,370.00	
Total Fund 209 - CCT OPEN SPACE		1,081,880.75	1,081,880.75

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 209 - CCT OPEN SPACE		
*** Assets ***		
209-000-001-100	CASH -CHEM	417,079.97
209-000-001-550	MI CLASS CASH - POOL ACCT/HOMEYER	367,176.11
	Total Assets	784,256.08
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
209-000-390-000	FUND BALANCE - UNASSIGNED	375,944.24
209-000-391-004	FUND BALANCE - COMMITTTED HOMEYER 12/15	356,412.12
	Total Fund Balance	732,356.36
	Beginning Fund Balance	732,356.36
	Net of Revenues VS Expenditures	51,899.72
	Ending Fund Balance	784,256.08
	Total Liabilities And Fund Balance	784,256.08

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 211 - DAM MAJOR REPAIR FUND							
Revenues							
211-000-665-000	INTEREST REVENUE	12,713.24	7,000.00	2,883.01	751.67	4,116.99	41.19
211-000-675-000	CONTRIBUTIONS	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
211-000-699-101	TRANSFERS FROM GENERAL FUND	40,000.00	40,000.00	10,000.00	0.00	30,000.00	25.00
TOTAL REVENUES		57,713.24	52,000.00	17,883.01	751.67	34,116.99	
Dept 901 - CAPITAL OUTLAY							
211-901-990-000	INSPECTION REPORTS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		0.00	5,000.00	0.00	0.00	5,000.00	
Fund 211 - DAM MAJOR REPAIR FUND:							
TOTAL REVENUES		57,713.24	52,000.00	17,883.01	751.67	34,116.99	34.39
TOTAL EXPENDITURES		0.00	5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		57,713.24	47,000.00	17,883.01	751.67	29,116.99	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 211 - DAM MAJOR REPAIR FUND			
211-000-001-510	MI CLASS CASH - POOL ACCOUNTS	363,677.57	
211-000-003-014	CD - LAKE MICH CR UN 3/10/2020	328,971.95	
211-000-390-000	FUND BALANCE - UNASSIGNED		424,766.51
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12		250,000.00
211-000-665-000	INTEREST REVENUE		2,883.01
211-000-675-000	CONTRIBUTIONS		5,000.00
211-000-699-101	TRANSFERS FROM GENERAL FUND		10,000.00
Total Fund 211 - DAM MAJOR REPAIR FUND		692,649.52	692,649.52

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 211 - DAM MAJOR REPAIR FUND		
*** Assets ***		
211-000-001-510	MI CLASS CASH - POOL ACCOUNTS	363,677.57
211-000-003-014	CD - LAKE MICH CR UN 3/10/2020	328,971.95
	Total Assets	<u>692,649.52</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
211-000-390-000	FUND BALANCE - UNASSIGNED	424,766.51
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12	250,000.00
	Total Fund Balance	<u>674,766.51</u>
	Beginning Fund Balance	674,766.51
	Net of Revenues VS Expenditures	17,883.01
	Ending Fund Balance	<u>692,649.52</u>
	Total Liabilities And Fund Balance	<u>692,649.52</u>

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 216 - PATHWAYS FUND							
Revenues							
216-000-401-402	TAX LEVY	531,024.49	489,539.00	478,426.07	0.00	11,112.93	97.73
216-000-401-410	PERSONAL PROPERTY TAX	37,365.37	35,648.00	33,333.21	0.00	2,314.79	93.51
216-000-401-412	DELINQUENT TAX LEVY	1,422.07	2,000.00	706.16	229.41	1,293.84	35.31
216-000-401-437	ABATEMENT TAXES-LEVY	4,247.95	3,981.00	3,788.66	0.00	192.34	95.17
216-000-401-441	COMMUNITY STABILIZATION SHARE TAX	41,623.17	12,712.00	11,003.34	0.00	1,708.66	86.56
216-000-401-445	PENALTIES & INTEREST ON TAX	105.60	100.00	96.78	7.39	3.22	96.78
216-000-665-000	INTEREST REVENUE	18,581.96	12,000.00	2,603.43	776.68	9,396.57	21.70
216-000-671-000	INSURANCE REIMBURSEMENT	6,970.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		641,340.61	555,980.00	529,957.65	1,013.48	26,022.35	
Dept 758 - PATHWAYS							
216-758-728-000	OPERATING SUPPLIES	5,284.95	8,000.00	5,265.00	5,265.00	2,735.00	65.81
216-758-821-100	ENGINEERING	28,159.25	15,000.00	38,596.67	0.00	(23,596.67)	257.31
216-758-931-000	MAINT & REPAIR	64,061.35	100,000.00	1,263.71	1,000.00	98,736.29	1.26
216-758-955-000	MISCELLANEOUS EXPENSE	0.00	55,000.00	0.00	0.00	55,000.00	0.00
Net - Dept 758 - PATHWAYS		97,505.55	178,000.00	45,125.38	6,265.00	132,874.62	
Fund 216 - PATHWAYS FUND:							
TOTAL REVENUES		641,340.61	555,980.00	529,957.65	1,013.48	26,022.35	95.32
TOTAL EXPENDITURES		97,505.55	178,000.00	45,125.38	6,265.00	132,874.62	25.35
NET OF REVENUES & EXPENDITURES		543,835.06	377,980.00	484,832.27	(5,251.52)	(106,852.27)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 216 - PATHWAYS FUND			
216-000-001-510	MI CLASS CASH - POOL ACCOUNTS	302,168.87	
216-000-003-016	CD- ADVENTURE CU M 4/09/20	541,910.74	
216-000-003-033	CD - PRIVATE BANK M 10/17/20	503,000.00	
216-000-003-038	GRAND RIVER BANK M 10/4/19	500,000.00	
216-000-015-025	PATHWAYS M/M MACATAWA BANK	330,100.48	
216-000-390-000	FUND BALANCE - UNASSIGNED		1,692,347.82
216-000-401-402	TAX LEVY		478,426.07
216-000-401-410	PERSONAL PROPERTY TAX		33,333.21
216-000-401-412	DELINQUENT TAX LEVY		706.16
216-000-401-437	ABATEMENT TAXES-LEVY		3,788.66
216-000-401-441	COMMUNITY STABILIZATION SHARE TAX		11,003.34
216-000-401-445	PENALTIES & INTEREST ON TAX		96.78
216-000-665-000	INTEREST REVENUE		2,603.43
216-758-728-000	OPERATING SUPPLIES	5,265.00	
216-758-821-100	ENGINEERING	38,596.67	
216-758-931-000	MAINT & REPAIR	1,263.71	
Total Fund 216 - PATHWAYS FUND		2,222,305.47	2,222,305.47

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 216 - PATHWAYS FUND		
*** Assets ***		
216-000-001-510	MI CLASS CASH - POOL ACCOUNTS	302,168.87
216-000-003-016	CD- ADVENTURE CU M 4/09/20	541,910.74
216-000-003-033	CD - PRIVATE BANK M 10/17/20	503,000.00
216-000-003-038	GRAND RIVER BANK M 10/4/19	500,000.00
216-000-015-025	PATHWAYS M/M MACATAWA BANK	330,100.48
	Total Assets	2,177,180.09
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
216-000-390-000	FUND BALANCE - UNASSIGNED	1,692,347.82
	Total Fund Balance	1,692,347.82
	Beginning Fund Balance	1,692,347.82
	Net of Revenues VS Expenditures	484,832.27
	Ending Fund Balance	2,177,180.09
	Total Liabilities And Fund Balance	2,177,180.09

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/2019 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 246 - IRF							
Revenues							
246-000-630-000	HOOKUP FEES	517,228.00	200,000.00	25,288.00	2,584.00	174,712.00	12.64
246-000-665-000	INTEREST ON INVESTMENTS	27,758.62	15,000.00	7,216.24	1,919.01	7,783.76	48.11
246-000-669-000	INT & P S/A-ORDINANCE	3,765.59	4,500.00	829.42	0.00	3,670.58	18.43
246-000-672-000	S/A REVENUE-ORDINANCE	18,119.69	15,000.00	0.00	0.00	15,000.00	0.00
246-000-672-008	S/A REVENUE-INACTIVE	0.00	12,000.00	675.00	0.00	11,325.00	5.63
246-000-672-011	S/A REVENUE - OAK TERRACE	6,984.74	4,000.00	6,402.66	0.00	(2,402.66)	160.07
246-000-672-012	S/A REVENUE - TRD	0.00	0.00	12,196.24	0.00	(12,196.24)	100.00
TOTAL REVENUES		573,856.64	250,500.00	52,607.56	4,503.01	197,892.44	
Dept 295 - ADMINISTRATIVE							
246-295-821-000	ADMIN ENGINEERING COSTS	16,316.27	30,000.00	2,338.46	0.00	27,661.54	7.79
246-295-826-000	ADMIN LEGAL FEES	4,230.00	2,500.00	0.00	0.00	2,500.00	0.00
246-295-964-000	ADMIN 10%/HOOKUP TO GENERAL	51,722.80	20,000.00	0.00	0.00	20,000.00	0.00
246-295-980-000	ADMIN MISCELLANEOUS EXPENSE	55.00	1,000.00	0.00	0.00	1,000.00	0.00
Net - Dept 295 - ADMINISTRATIVE		72,324.07	53,500.00	2,338.46	0.00	51,161.54	
Dept 901 - CAPITAL OUTLAY							
246-901-974-000	CAPITAL OUTLAY - LANDIMP	251,772.62	0.00	0.00	0.00	0.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		251,772.62	0.00	0.00	0.00	0.00	
Fund 246 - IRF:							
TOTAL REVENUES		573,856.64	250,500.00	52,607.56	4,503.01	197,892.44	21.00
TOTAL EXPENDITURES		324,096.69	53,500.00	2,338.46	0.00	51,161.54	4.37
NET OF REVENUES & EXPENDITURES		249,759.95	197,000.00	50,269.10	4,503.01	146,730.90	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 246 - IRF			
246-000-001-510	MI CLASS CASH - POOL ACCOUNTS	833,432.41	
246-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	168,580.11	
246-000-003-018	CD - CHEMICAL BANK 1/5/20	514,640.80	
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61	
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	14,551.55	
246-000-030-012	TRD SEWER	231,729.82	
246-000-040-001	ACCOUNTS RECEIVABLE-ORDINANCE	1,439.56	
246-000-339-000	DEFERRED REVENUE-ORDINANCE		261,823.27
246-000-339-011	DEFERRED REVENUE- OAK TERRACE		14,551.56
246-000-339-012	DEFERRED REVENUE TRD SEWER		231,729.82
246-000-390-000	FUND BALANCE - UNASSIGNED		1,480,830.11
246-000-630-000	HOOKUP FEES		25,288.00
246-000-665-000	INTEREST ON INVESTMENTS		7,216.24
246-000-669-000	INT & P S/A-ORDINANCE		829.42
246-000-672-008	S/A REVENUE-INACTIVE		675.00
246-000-672-011	S/A REVENUE - OAK TERRACE		6,402.66
246-000-672-012	S/A REVENUE - TRD		12,196.24
246-295-821-000	ADMIN ENGINEERING COSTS	2,338.46	
Total Fund 246 - IRF		2,041,542.32	2,041,542.32

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 246 - IRF		
*** Assets ***		
246-000-001-510	MI CLASS CASH - POOL ACCOUNTS	833,432.41
246-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	168,580.11
246-000-003-018	CD - CHEMICAL BANK 1/5/20	514,640.80
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	14,551.55
246-000-030-012	TRD SEWER	231,729.82
246-000-040-001	ACCOUNTS RECEIVABLE-ORDINANCE	1,439.56
	Total Assets	2,039,203.86
*** Liabilities ***		
246-000-339-000	DEFERRED REVENUE-ORDINANCE	261,823.27
246-000-339-011	DEFERRED REVENUE- OAK TERRACE	14,551.56
246-000-339-012	DEFERRED REVENUE TRD SEWER	231,729.82
	Total Liabilities	508,104.65
*** Fund Balance ***		
246-000-390-000	FUND BALANCE - UNASSIGNED	1,480,830.11
	Total Fund Balance	1,480,830.11
	Beginning Fund Balance	1,480,830.11
	Net of Revenues VS Expenditures	50,269.10
	Ending Fund Balance	1,531,099.21
	Total Liabilities And Fund Balance	2,039,203.86

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered

GL NUMBER	DESCRIPTION			YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		2018 AUDITED BALANCE	2019 AMENDED BUDGET	05/31/2019 NORM (ABNORM)	MONTH 05/31/2019 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA							
Revenues							
248-000-401-401	TAXES - CASCADE TOWNSHIP	208,805.87	241,884.00	241,283.43	0.00	600.57	99.75
248-000-401-402	TAXES - G.R.C.C.	122,845.58	130,000.00	(304.38)	0.00	130,304.38	(0.23)
248-000-401-403	TAXES-KENT COUNTY	401,765.77	465,000.00	139,645.65	0.00	325,354.35	30.03
248-000-401-406	KDL TAXES-DDA	75,834.62	88,953.00	88,734.71	0.00	218.29	99.75
248-000-665-000	INTEREST REVENUE	13,505.12	20,000.00	7,370.24	2,015.46	12,629.76	36.85
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE WU	3,450.00	5,000.00	2,000.00	2,000.00	3,000.00	40.00
TOTAL REVENUES		826,206.96	950,837.00	478,729.65	4,015.46	472,107.35	
Dept 170 - DDA OPERATIONS/CONSTRUCTION							
248-170-723-000	DDA - MEMBERSHIP AND DUES	915.00	915.00	345.00	295.00	570.00	37.70
248-170-724-000	DDA - EDUCATION	1,198.74	2,000.00	103.66	0.00	1,896.34	5.18
248-170-787-000	MISCELLANEOUS	3,533.49	5,000.00	887.00	135.00	4,113.00	17.74
248-170-821-000	ENGINEERING	21,964.50	15,000.00	24,268.50	0.00	(9,268.50)	161.79
248-170-826-265	LEGAL	650.00	2,000.00	30.00	0.00	1,970.00	1.50
248-170-860-000	DDA - MILEAGE	182.06	400.00	20.97	0.00	379.03	5.24
248-170-861-100	BUS SERVICE 28TH ST	87,511.11	127,894.00	28,707.56	0.00	99,186.44	22.45
248-170-921-000	ELECTRICITY	23,466.53	25,000.00	8,380.74	1,715.94	16,619.26	33.52
248-170-922-000	STREETLIGHTS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
248-170-924-100	CELL PHONES	787.95	850.00	264.71	65.86	585.29	31.14
248-170-927-000	WATER-SEWER	5,523.31	6,500.00	9.64	0.00	6,490.36	0.15
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	24,465.03	77,800.00	3,718.82	3,412.79	74,081.18	4.78
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	3,633.18	12,000.00	300.00	0.00	11,700.00	2.50
248-170-950-000	DDA PROPERTY TAX REFUNDS	0.00	10,000.00	149.85	0.00	9,850.15	1.50
248-170-967-000	SPECIAL PROJECTS	41,961.18	50,000.00	450.00	450.00	49,550.00	0.90
248-170-981-000	OFFICE EQUIPMENT	199.52	2,000.00	784.98	404.99	1,215.02	39.25
Net - Dept 170 - DDA OPERATIONS/CONSTRUCTION		215,991.60	342,359.00	68,421.43	6,479.58	273,937.57	
Dept 901 - CAPITAL OUTLAY							
248-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	29,900.00	29,900.00	(29,900.00)	100.00
Net - Dept 901 - CAPITAL OUTLAY		0.00	0.00	29,900.00	29,900.00	(29,900.00)	
Dept 965 - TRANSFERS OUT							
248-965-999-101	TRANSFER TO GENERAL FUND	98,077.00	98,077.00	0.00	0.00	98,077.00	0.00
Net - Dept 965 - TRANSFERS OUT		98,077.00	98,077.00	0.00	0.00	98,077.00	
Dept 990 - DEBT SERVICE							
248-990-992-003	MUN BOND 2010 /PRINCIPAL	97,000.00	100,000.00	0.00	0.00	100,000.00	0.00
248-990-996-003	MUN BOND 2010 / INT & FEES	10,362.00	7,210.00	3,604.75	0.00	3,605.25	50.00
Net - Dept 990 - DEBT SERVICE		107,362.00	107,210.00	3,604.75	0.00	103,605.25	
Fund 248 - DDA:							
TOTAL REVENUES		826,206.96	950,837.00	478,729.65	4,015.46	472,107.35	50.35
TOTAL EXPENDITURES		421,430.60	547,646.00	101,926.18	36,379.58	445,719.82	18.61
NET OF REVENUES & EXPENDITURES		404,776.36	403,191.00	376,803.47	(32,364.12)	26,387.53	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 248 - DDA			
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	831,996.45	
248-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	190,235.31	
248-000-003-035	ADVENTURE CU CD M 2/24/20	204,550.90	
248-000-003-040	CD - UNION BANK M 8/26/20	250,000.00	
248-000-015-010	OPTION 1 CR UN-MM	5.00	
248-000-390-000	FUND BALANCE - UNASSIGNED		1,099,984.19
248-000-401-401	TAXES - CASCADE TOWNSHIP		241,283.43
248-000-401-402	TAXES - G.R.C.C.	304.38	
248-000-401-403	TAXES-KENT COUNTY		139,645.65
248-000-401-406	KDL TAXES-DDA		88,734.71
248-000-665-000	INTEREST REVENUE		7,370.24
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE WU		2,000.00
248-170-723-000	DDA - MEMBERSHIP AND DUES	345.00	
248-170-724-000	DDA - EDUCATION	103.66	
248-170-787-000	MISCELLANEOUS	887.00	
248-170-821-000	ENGINEERING	24,268.50	
248-170-826-265	LEGAL	30.00	
248-170-860-000	DDA - MILEAGE	20.97	
248-170-861-100	BUS SERVICE 28TH ST	28,707.56	
248-170-921-000	ELECTRICITY	8,380.74	
248-170-924-100	CELL PHONES	264.71	
248-170-927-000	WATER-SEWER	9.64	
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	3,718.82	
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	300.00	
248-170-950-000	DDA PROPERTY TAX REFUNDS	149.85	
248-170-967-000	SPECIAL PROJECTS	450.00	
248-170-981-000	OFFICE EQUIPMENT	784.98	
248-901-970-000	CAPITAL OUTLAY - FFE	29,900.00	
248-990-996-003	MUN BOND 2010 / INT & FEES	3,604.75	
Total Fund 248 - DDA		1,579,018.22	1,579,018.22

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 248 - DDA		
*** Assets ***		
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	831,996.45
248-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	190,235.31
248-000-003-035	ADVENTURE CU CD M 2/24/20	204,550.90
248-000-003-040	CD - UNION BANK M 8/26/20	250,000.00
248-000-015-010	OPTION 1 CR UN-MM	5.00
	Total Assets	1,476,787.66
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
248-000-390-000	FUND BALANCE - UNASSIGNED	1,099,984.19
	Total Fund Balance	1,099,984.19
	Beginning Fund Balance	1,099,984.19
	Net of Revenues VS Expenditures	376,803.47
	Ending Fund Balance	1,476,787.66
	Total Liabilities And Fund Balance	1,476,787.66

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION			YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		2018	2019	05/31/2019	MONTH 05/31/2019	BALANCE	
		AUDITED BALANCE	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
Fund 249 - BUILDING FUND							
Revenues							
249-000-607-483	CASCADE TWP BLDG COM PERMITS	218,896.00	150,000.00	17,175.00	6,616.00	132,825.00	11.45
249-000-607-484	CASCADE TWP BLDG RES PERMITS	99,503.00	90,000.00	28,546.00	7,211.00	61,454.00	31.72
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	101,326.00	80,000.00	27,016.00	4,768.00	52,984.00	33.77
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	100,870.30	100,000.00	29,715.00	7,271.00	70,285.00	29.72
249-000-607-487	CASCADE TWP PLUMBING PERMITS	48,848.00	55,000.00	16,710.00	3,131.00	38,290.00	30.38
249-000-607-488	CASCADE - PR	152,948.00	110,000.00	13,427.00	2,786.00	96,573.00	12.21
249-000-607-490	CASCADE TWP CONTRACTOR REG	6,830.00	8,000.00	5,415.00	1,590.00	2,585.00	67.69
249-000-607-500	LOWELL TWP BUILDING PERMITS	82,527.00	55,000.00	16,760.50	2,414.50	38,239.50	30.47
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	16,971.00	24,000.00	15,881.00	1,292.00	8,119.00	66.17
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	16,450.25	20,000.00	9,809.00	1,885.00	10,191.00	49.05
249-000-607-503	LOWELL TWP PLUMBING PERMITS	10,310.00	14,000.00	8,789.00	1,143.00	5,211.00	62.78
249-000-607-504	LOWELL TWP - PR	0.00	0.00	1,255.00	0.00	(1,255.00)	100.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	10,679.00	12,000.00	3,979.00	2,043.00	8,021.00	33.16
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS	12,530.00	14,000.00	5,225.00	1,585.00	8,775.00	37.32
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	8,626.00	14,000.00	2,030.00	529.00	11,970.00	14.50
249-000-607-520	ADA TWP BUILDING PERMITS	170,879.00	130,000.00	37,969.00	9,779.00	92,031.00	29.21
249-000-607-521	ADA TWP PLUMBING PERMITS	50,737.00	50,000.00	10,263.00	3,039.00	39,737.00	20.53
249-000-607-523	ADA TWP ELECTRICAL PERMITS	71,435.00	60,000.00	19,074.00	5,908.00	40,926.00	31.79
249-000-607-524	ADA TWP MECHANICAL PERMITS	88,033.75	70,000.00	21,776.50	4,722.25	48,223.50	31.11
249-000-607-525	ADA TWP - PR	0.00	0.00	1,852.00	927.00	(1,852.00)	100.00
249-000-607-531	GR TWP BUILDING PERMITS	196,712.00	120,000.00	52,996.00	22,191.00	67,004.00	44.16
249-000-607-532	GR TWP ELECTRICAL PERMITS	50,468.00	55,000.00	17,535.00	2,163.00	37,465.00	31.88
249-000-607-533	GR TWP MECHANICAL PERMITS	73,983.80	65,000.00	23,456.25	4,765.00	41,543.75	36.09
249-000-607-534	GR TWP PLUMBING PERMITS	37,393.00	40,000.00	14,017.00	2,328.00	25,983.00	35.04
249-000-607-535	GRT - PR	0.00	0.00	10,674.00	6,746.00	(10,674.00)	100.00
249-000-607-536	EAST GR BUILDING PERMITS	143,075.00	55,000.00	20,959.00	6,696.00	34,041.00	38.11
249-000-607-537	EAST GR ELECTRICAL PERMITS	32,253.00	35,000.00	13,953.00	2,908.00	21,047.00	39.87
249-000-607-538	EAST GR MECHANICAL PERMITS	49,923.25	40,000.00	17,171.50	2,880.00	22,828.50	42.93
249-000-607-539	EAST GR PLUMBING PERMITS	24,503.00	25,000.00	10,262.00	2,643.00	14,738.00	41.05
249-000-607-540	EGR - PR	0.00	0.00	850.00	100.00	(850.00)	100.00
249-000-607-541	EAST GR-RENTAL INSP	3,050.00	4,000.00	0.00	0.00	4,000.00	0.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS	92,845.00	90,000.00	29,762.00	7,193.00	60,238.00	33.07
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	116,097.25	110,000.00	33,516.30	7,105.80	76,483.70	30.47
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	55,249.00	60,000.00	18,820.00	4,633.00	41,180.00	31.37
249-000-607-555	PLAINFIELD INSPECTION FEES -NP	8,291.00	20,000.00	1,150.00	150.00	18,850.00	5.75
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS	7,039.00	0.00	0.00	0.00	0.00	0.00
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS	3,078.00	0.00	0.00	0.00	0.00	0.00
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMITS	4,260.00	0.00	0.00	0.00	0.00	0.00
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS	2,556.00	0.00	0.00	0.00	0.00	0.00
249-000-665-000	INTEREST REVENUE	27,411.38	60,000.00	11,287.03	828.44	48,712.97	18.81
249-000-671-671	MISCELLANEOUS INCOME	2,025.00	1,000.00	850.00	0.00	150.00	85.00
249-000-673-000	SALE OF ASSETS	75.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,192,686.98	1,836,000.00	569,926.08	141,969.99	1,266,073.92	
Dept 371 - BUILDING DEPARTMENT							
249-371-702-000	WAGES- FULL TIME	0.00	0.00	286,363.30	54,827.46	(286,363.30)	100.00
249-371-703-000	DIRECTOR OF INSPECTIONS	90,517.45	91,958.00	0.00	0.00	91,958.00	0.00
249-371-703-200	ASSIGNABLE SALARY	0.00	16,198.00	0.00	0.00	16,198.00	0.00
249-371-704-000	WAGES- PART TIME	0.00	0.00	4,060.00	945.00	(4,060.00)	100.00
249-371-706-000	BLDG WAGES/SALARY- KD	66,009.03	67,069.00	0.00	0.00	67,069.00	0.00
249-371-706-302	BLDG INSPECTOR - JB	65,325.56	66,374.00	0.00	0.00	66,374.00	0.00
249-371-706-303	BLDG INSPECTOR - WB	69,100.85	70,236.00	0.00	0.00	70,236.00	0.00
249-371-706-304	BLDG INSPECTOR - DH	69,467.87	70,622.00	0.00	0.00	70,622.00	0.00
249-371-706-305	BLDG INSPECTOR - JV/VM	65,237.21	66,375.00	0.00	0.00	66,375.00	0.00
249-371-706-306	BLDG INSPECTOR / PT - SB	65,145.79	66,192.00	0.00	0.00	66,192.00	0.00
249-371-706-309	BLDG INSPECTOR - DHU	60,666.71	61,627.00	0.00	0.00	61,627.00	0.00
249-371-706-400	BUILDING CLERICAL I	40,235.37	40,881.00	0.00	0.00	40,881.00	0.00
249-371-706-401	BUILDING CLERICAL II - JC	10,473.50	18,214.00	0.00	0.00	18,214.00	0.00
249-371-706-402	BUILDING CLERICAL II - JK	39,725.28	40,324.00	0.00	0.00	40,324.00	0.00
249-371-706-500	BLDG ADDITIONAL HELP	30,716.00	30,000.00	0.00	0.00	30,000.00	0.00
249-371-707-000	WAGES- CASUAL	12,923.10	59,208.00	4,440.00	1,320.00	54,768.00	7.50
249-371-723-000	MEMBERSHIPS AND DUES	4,172.50	4,000.00	1,295.00	0.00	2,705.00	32.38
249-371-724-000	EDUCATION	5,728.76	6,000.00	2,500.80	516.80	3,499.20	41.68
249-371-727-000	SUPPLIES	9,870.17	12,000.00	2,135.18	318.24	9,864.82	17.79
249-371-757-000	BOOKS	455.50	4,000.00	372.70	0.00	3,627.30	9.32
249-371-768-000	DEPARTMENT UNIFORMS	3,857.15	4,200.00	2,127.24	63.58	2,072.76	50.65
249-371-787-000	MISCELLANEOUS	1,553.01	1,500.00	0.00	0.00	1,500.00	0.00
249-371-787-200	CREDIT CARD FEES	15,308.99	14,000.00	4,462.28	0.00	9,537.72	31.87
249-371-807-000	AUDIT FEES & SERVICES	775.00	935.00	790.00	0.00	145.00	84.49
249-371-810-000	LIABILITY INSURANCE	7,613.00	7,994.00	8,499.00	0.00	(505.00)	106.32
249-371-821-000	BLDG ENGINEERING	515.00	2,000.00	0.00	0.00	2,000.00	0.00
249-371-860-000	MILEAGE	57,778.16	58,000.00	23,375.45	6,619.54	34,624.55	40.30
249-371-862-500	DEPT HEAD, SUPV EXPENSES	310.15	500.00	37.83	19.00	462.17	7.57
249-371-900-000	PRINTING & PUBLISHING	163.48	0.00	0.00	0.00	0.00	0.00

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered

GL NUMBER	DESCRIPTION	2018	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AUDITED BALANCE	AMENDED BUDGET	05/31/2019	MONTH 05/31/2019	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
249-371-924-000	PHONES	1,006.18	2,000.00	461.51	117.67	1,538.49	23.08
249-371-924-100	CELL PHONES	7,814.73	8,250.00	2,546.20	647.31	5,703.80	30.86
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	6,662.57	9,000.00	637.05	579.05	8,362.95	7.08
249-371-939-000	SERVICE CONTRACTS	16,524.82	14,500.00	10,675.63	5,980.20	3,824.37	73.63
249-371-940-000	BUILDING RENTAL-LEASE	69,797.24	75,000.00	34,848.71	6,242.86	40,151.29	46.46
249-371-941-000	POSTAGE & MACHINE LEASE	750.00	1,000.00	150.00	0.00	850.00	15.00
249-371-957-000	BLDG PHYSICAL EXAMS	0.00	750.00	0.00	0.00	750.00	0.00
249-371-967-000	BLDG - SPECIAL PROJECTS	20,754.89	24,000.00	7,559.29	0.00	16,440.71	31.50
249-371-981-000	OFFICE EQUIPMENT	5,803.94	8,000.00	6,437.90	379.99	1,562.10	80.47
Net - Dept 371 - BUILDING DEPARTMENT		922,758.96	1,022,907.00	403,775.07	78,576.70	619,131.93	
Dept 850 - BENEFITS/INSURANCE							
249-850-715-000	FICA-EMPLOYER	49,445.20	55,011.00	22,097.78	4,008.16	32,913.22	40.17
249-850-716-000	DEFINED CONTRIBUTION PLAN	99,166.77	0.00	60,057.90	23,233.29	(60,057.90)	100.00
249-850-717-000	WORKERS COMP INSURANCE	16,115.35	15,386.00	943.80	0.00	14,442.20	6.13
249-850-718-000	VISION INSURANCE BENEFITS	1,165.44	1,275.00	592.72	119.36	682.28	46.49
249-850-718-200	OTHER BENEFITS	0.00	0.00	9,000.00	0.00	(9,000.00)	100.00
249-850-719-000	HEALTH INSURANCE BENEFITS	90,623.70	100,472.00	49,784.31	5,663.43	50,687.69	49.55
249-850-719-100	OPT-OUT INSURANCE	3,000.00	3,000.00	1,000.00	0.00	2,000.00	33.33
249-850-719-200	MI CLAIMS TAX- HEALTH	0.00	200.00	0.00	0.00	200.00	0.00
249-850-720-000	LIFE & DISABILITY INSURANCE	5,423.25	6,143.00	3,543.78	1,181.26	2,599.22	57.69
249-850-721-000	DENTAL INSURANCE BENEFITS	7,209.80	8,125.00	2,785.12	1,409.52	5,339.88	34.28
249-850-721-200	MI CLAIMS TAX - DENTAL	50.92	200.00	0.00	0.00	200.00	0.00
249-850-722-000	PENSION PLAN BENEFITS	105,507.55	111,457.00	18,941.35	(11,069.45)	92,515.65	16.99
249-850-723-000	OTHER BENEFITS	0.00	11,000.00	0.00	0.00	11,000.00	0.00
249-850-960-000	BLDG UNEMPLOYMENT COSTS	2,327.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 850 - BENEFITS/INSURANCE		380,034.98	312,269.00	168,746.76	24,545.57	143,522.24	
Dept 901 - CAPITAL OUTLAY							
249-901-975-000	CAPITAL OUTLAY - BLDGIMP	6,269.84	0.00	0.00	0.00	0.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		6,269.84	0.00	0.00	0.00	0.00	
Dept 964 - PAYMENTS TO OTHER TOWNSHIPS							
249-964-964-100	PERMITS DUE TO LOWELL TWP	25,323.25	22,600.00	9,177.60	2,443.40	13,422.40	40.61
249-964-964-200	PERMITS DUE TO VERGENNES TWP	6,521.80	8,000.00	1,415.40	549.40	6,584.60	17.69
249-964-964-300	PERMITS DUE TO GR TWP	71,679.36	56,000.00	16,140.65	2,735.20	39,859.35	28.82
249-964-964-400	PERMITS DUE TO ADA TWP	76,089.55	62,000.00	13,348.45	3,909.20	48,651.55	21.53
249-964-964-500	PERMITS DUE TO EAST GR	48,721.85	31,000.00	9,593.70	2,843.60	21,406.30	30.95
249-964-964-600	PERMITS DUE PLAINFIELD	52,823.25	52,000.00	12,534.70	4,226.10	39,465.30	24.11
249-964-964-700	PERMITS DUE CITY OF LOWELL	5,962.00	0.00	0.00	0.00	0.00	0.00
249-964-964-800	PERMITS DUE CASCADE TWP	113,884.66	95,000.00	18,654.40	6,213.20	76,345.60	19.64
Net - Dept 964 - PAYMENTS TO OTHER TOWNSHIPS		401,005.72	326,600.00	80,864.90	22,920.10	245,735.10	
Fund 249 - BUILDING FUND:							
TOTAL REVENUES		2,192,686.98	1,836,000.00	569,926.08	141,969.99	1,266,073.92	31.04
TOTAL EXPENDITURES		1,710,069.50	1,661,776.00	653,386.73	126,042.37	1,008,389.27	39.32
NET OF REVENUES & EXPENDITURES		482,617.48	174,224.00	(83,460.65)	15,927.62	257,684.65	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 249 - BUILDING FUND			
249-000-001-111	-CASH-RECEIVING - FLAGSTAR	117,667.36	
249-000-001-510	MI CLASS CASH - POOL ACCOUNTS	302,168.87	
249-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	51,289.58	
249-000-003-001	CD - INDEPENDENT BANK M 6/19/19	310,211.97	
249-000-003-007	CD - 53RD BANK M 12/4/19	257,604.00	
249-000-003-018	CD - CHEMICAL BANK M 4/30/19	307,919.91	
249-000-003-021	FNB OF MI M 2/11/20	529,133.59	
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	616,117.75	
249-000-003-028	CONSUMER CR UN M 3/10/20	305,310.87	
249-000-003-037	CHEMICAL BANK CD M 10/28/19	500,000.00	
249-000-231-220	DEPENDENT LIFE W/H	19.50	
249-000-390-000	FUND BALANCE - UNASSIGNED		2,380,904.05
249-000-391-001	FUND BAL- COMMITTED FUTURE FAC IMP 2018		1,000,000.00
249-000-607-483	CASCADE TWP BLDG COM PERMITS		17,175.00
249-000-607-484	CASCADE TWP BLDG RES PERMITS		28,546.00
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS		27,016.00
249-000-607-486	CASCADE TWP MECHANICAL PERMITS		29,715.00
249-000-607-487	CASCADE TWP PLUMBING PERMITS		16,710.00
249-000-607-488	CASCADE - PR		13,427.00
249-000-607-490	CASCADE TWP CONTRACTOR REG		5,415.00
249-000-607-500	LOWELL TWP BUILDING PERMITS		16,760.50
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS		15,881.00
249-000-607-502	LOWELL TWP MECHANICAL PERMITS		9,809.00
249-000-607-503	LOWELL TWP PLUMBING PERMITS		8,789.00
249-000-607-504	LOWELL TWP - PR		1,255.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS		3,979.00
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS		5,225.00
249-000-607-516	VERGENNES TWP PLUMBING PERMITS		2,030.00
249-000-607-520	ADA TWP BUILDING PERMITS		37,969.00
249-000-607-521	ADA TWP PLUMBING PERMITS		10,263.00
249-000-607-523	ADA TWP ELECTRICAL PERMITS		19,074.00
249-000-607-524	ADA TWP MECHANICAL PERMITS		21,776.50
249-000-607-525	ADA TWP - PR		1,852.00
249-000-607-531	GR TWP BUILDING PERMITS		52,996.00
249-000-607-532	GR TWP ELECTRICAL PERMITS		17,535.00
249-000-607-533	GR TWP MECHANICAL PERMITS		23,456.25
249-000-607-534	GR TWP PLUMBING PERMITS		14,017.00
249-000-607-535	GRT - PR		10,674.00
249-000-607-536	EAST GR BUILDING PERMITS		20,959.00
249-000-607-537	EAST GR ELECTRICAL PERMITS		13,953.00
249-000-607-538	EAST GR MECHANICAL PERMITS		17,171.50
249-000-607-539	EAST GR PLUMBING PERMITS		10,262.00

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-000-607-540	EGR - PR		850.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS		29,762.00
249-000-607-552	PLAINFIELD MECHANICAL PERMITS		33,516.30
249-000-607-553	PLAINFIELD - PLUMBING PERMITS		18,820.00
249-000-607-555	PLAINFIELD INSPECTION FEES -NP		1,150.00
249-000-665-000	INTEREST REVENUE		11,287.03
249-000-671-671	MISCELLANEOUS INCOME		850.00
249-371-702-000	WAGES- FULL TIME	286,363.30	
249-371-704-000	WAGES- PART TIME	4,060.00	
249-371-707-000	WAGES- CASUAL	4,440.00	
249-371-723-000	MEMBERSHIPS AND DUES	1,295.00	
249-371-724-000	EDUCATION	2,500.80	
249-371-727-000	SUPPLIES	2,135.18	
249-371-757-000	BOOKS	372.70	
249-371-768-000	DEPARTMENT UNIFORMS	2,127.24	
249-371-787-200	CREDIT CARD FEES	4,462.28	
249-371-807-000	AUDIT FEES & SERVICES	790.00	
249-371-810-000	LIABILITY INSURNACE	8,499.00	
249-371-860-000	MILEAGE	23,375.45	
249-371-862-500	DEPT HEAD, SUPV EXPENSES	37.83	
249-371-924-000	PHONES	461.51	
249-371-924-100	CELL PHONES	2,546.20	
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	637.05	
249-371-939-000	SERVICE CONTRACTS	10,675.63	
249-371-940-000	BUILDING RENTAL-LEASE	34,848.71	
249-371-941-000	POSTAGE & MACHINE LEASE	150.00	
249-371-967-000	BLDG - SPECIAL PROJECTS	7,559.29	
249-371-981-000	OFFICE EQUIPMENT	6,437.90	
249-850-715-000	FICA-EMPLOYER	22,097.78	
249-850-716-000	DEFINED CONTRIBUTION PLAN	60,057.90	
249-850-717-000	WORKERS COMP INSURANCE	943.80	
249-850-718-000	VISION INSURANCE BENEFITS	592.72	
249-850-718-200	OTHER BENEFITS	9,000.00	
249-850-719-000	HEALTH INSURANCE BENEFITS	49,784.31	
249-850-719-100	OPT-OUT INSURANCE	1,000.00	
249-850-720-000	LIFE & DISABILITY INSURANCE	3,543.78	
249-850-721-000	DENTAL INSURANCE BENEFITS	2,785.12	
249-850-722-000	PENSION PLAN BENEFITS	18,941.35	
249-964-964-100	PERMITS DUE TO LOWELL TWP	9,177.60	
249-964-964-200	PERMITS DUE TO VERGENNES TWP	1,415.40	
249-964-964-300	PERMITS DUE TO GR TWP	16,140.65	
249-964-964-400	PERMITS DUE TO ADA TWP	13,348.45	
249-964-964-500	PERMITS DUE TO EAST GR	9,593.70	
249-964-964-600	PERMITS DUE PLAINFIELD	12,534.70	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-964-964-800	PERMITS DUE CASCADE TWP	18,654.40	
Total Fund 249 - BUILDING FUND		3,950,830.13	3,950,830.13

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 249 - BUILDING FUND		
*** Assets ***		
249-000-001-111	-CASH-RECEIVING - FLAGSTAR	117,667.36
249-000-001-510	MI CLASS CASH - POOL ACCOUNTS	302,168.87
249-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	51,289.58
249-000-003-001	CD - INDEPENDENT BANK M 6/19/19	310,211.97
249-000-003-007	CD - 53RD BANK M 12/4/19	257,604.00
249-000-003-018	CD - CHEMICAL BANK M 4/30/19	307,919.91
249-000-003-021	FNB OF MI M 2/11/20	529,133.59
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	616,117.75
249-000-003-028	CONSUMER CR UN M 3/10/20	305,310.87
249-000-003-037	CHEMICAL BANK CD M 10/28/19	500,000.00
	Total Assets	3,297,423.90
*** Liabilities ***		
249-000-231-220	DEPENDENT LIFE W/H	(19.50)
	Total Liabilities	(19.50)
*** Fund Balance ***		
249-000-390-000	FUND BALANCE - UNASSIGNED	2,380,904.05
249-000-391-001	FUND BAL- COMMITTED FUTURE FAC IMP 2018	1,000,000.00
	Total Fund Balance	3,380,904.05
	Beginning Fund Balance	3,380,904.05
	Net of Revenues VS Expenditures	(83,460.65)
	Ending Fund Balance	3,297,443.40
	Total Liabilities And Fund Balance	3,297,423.90

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

**NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered*

GL NUMBER	DESCRIPTION	2018 AUDITED BALANCE	2019 AMENDED BUDGET	YTD BALANCE 05/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2019 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 270 - LIBRARY FUND							
Revenues							
270-000-401-402	TAX LEVY	200,023.02	208,947.00	203,636.86	0.00	5,310.14	97.46
270-000-401-410	PERSONAL PROPERTY TAX	14,065.30	15,204.00	14,787.21	0.00	416.79	97.26
270-000-401-412	DELINQUENT TAX LEVY	535.35	1,000.00	300.02	97.45	699.98	30.00
270-000-401-437	ABATEMENT TAXES-LEVY	1,598.88	1,698.00	1,616.03	0.00	81.97	95.17
270-000-401-441	COMMUNITY STABILIZATION SHARE TAX	15,667.95	5,412.00	4,141.79	0.00	1,270.21	76.53
270-000-401-445	PENALTIES & INTEREST ON TAX	39.60	50.00	41.05	3.07	8.95	82.10
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT	32,869.52	32,869.00	16,434.76	8,217.38	16,434.24	50.00
270-000-665-000	INTEREST REVENUE	41,216.18	10,000.00	4,486.17	1,138.07	5,513.83	44.86
TOTAL REVENUES		306,015.80	275,180.00	245,443.89	9,455.97	29,736.11	
Dept 790 - LIBRARY							
270-790-727-000	LIBRARY SUPPLIES	5,291.01	6,600.00	553.55	0.00	6,046.45	8.39
270-790-729-000	LIB ELECTRONIC SUBSCRIPTIONS	882.00	900.00	0.00	0.00	900.00	0.00
270-790-787-000	MISCELLANEOUS	0.00	1,000.00	0.00	0.00	1,000.00	0.00
270-790-802-200	JANITORIAL & MAINTENANCE	35,707.20	41,000.00	2,975.60	0.00	38,024.40	7.26
270-790-810-000	LIABILITY INSURANCE	12,688.00	13,088.00	14,165.00	0.00	(1,077.00)	108.23
270-790-921-000	LIBRARY ELECTRICITY	58,738.51	55,000.00	17,086.92	4,086.15	37,913.08	31.07
270-790-923-000	LIBRARY HEATING	12,997.34	12,000.00	6,799.93	806.18	5,200.07	56.67
270-790-924-000	LIBRARY PHONES	755.12	840.00	416.90	143.98	423.10	49.63
270-790-927-000	LIBRARY WATER-SEWER	6,316.52	8,000.00	2,115.31	1,021.47	5,884.69	26.44
270-790-931-000	LIBRARY MAINTENANCE	109,557.95	65,000.00	29,642.14	7,405.67	35,357.86	45.60
270-790-931-100	LIBRARY MAINTENANCE	32,672.00	16,336.00	0.00	0.00	16,336.00	0.00
270-790-950-000	PROPERTY TAX REFUNDS	0.00	50.00	0.00	0.00	50.00	0.00
270-790-981-000	OFFICE EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Net - Dept 790 - LIBRARY		275,605.65	220,814.00	73,755.35	13,463.45	147,058.65	
Dept 901 - CAPITAL OUTLAY							
270-901-970-000	CAPITAL OUTLAY - FFE	15,369.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 901 - CAPITAL OUTLAY		15,369.00	0.00	0.00	0.00	0.00	
Fund 270 - LIBRARY FUND:							
TOTAL REVENUES		306,015.80	275,180.00	245,443.89	9,455.97	29,736.11	89.19
TOTAL EXPENDITURES		290,974.65	220,814.00	73,755.35	13,463.45	147,058.65	33.40
NET OF REVENUES & EXPENDITURES		15,041.15	54,366.00	171,688.54	(4,007.48)	(117,322.54)	
TOTAL REVENUES - ALL FUNDS							
		13,050,017.63	12,505,416.00	7,502,288.98	322,174.96	5,003,127.02	59.99
TOTAL EXPENDITURES - ALL FUNDS							
		12,065,856.65	11,195,638.00	4,027,131.38	724,132.05	7,168,506.62	35.97
NET OF REVENUES & EXPENDITURES		984,160.98	1,309,778.00	3,475,157.60	(401,957.09)	(2,165,379.60)	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 270 - LIBRARY FUND			
270-000-001-510	CASH - MI CLASS	456,553.63	
270-000-003-014	CD - LAKE MICH CR UN #40 M3/27/2020	428,459.83	
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2018	258,829.54	
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2020	547,852.06	
270-000-015-023	LIBRARY M/M UNITED BANK	524,341.27	
270-000-390-000	FUND BALANCE - UNASSIGNED		1,644,347.79
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11		400,000.00
270-000-401-402	TAX LEVY		203,636.86
270-000-401-410	PERSONAL PROPERTY TAX		14,787.21
270-000-401-412	DELINQUENT TAX LEVY		300.02
270-000-401-437	ABATEMENT TAXES-LEVY		1,616.03
270-000-401-441	COMMUNITY STABILIZATION SHARE TAX		4,141.79
270-000-401-445	PENALTIES & INTEREST ON TAX		41.05
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT		16,434.76
270-000-665-000	INTEREST REVENUE		4,486.17
270-790-727-000	LIBRARY SUPPLIES	553.55	
270-790-802-200	JANITORIAL & MAINTENANCE	2,975.60	
270-790-810-000	LIABILITY INSURNACE	14,165.00	
270-790-921-000	LIBRARY ELECTRICITY	17,086.92	
270-790-923-000	LIBRARY HEATING	6,799.93	
270-790-924-000	LIBRARY PHONES	416.90	
270-790-927-000	LIBRARY WATER-SEWER	2,115.31	
270-790-931-000	LIBRARY MAINTENANCE	29,642.14	
Total Fund 270 - LIBRARY FUND		2,289,791.68	2,289,791.68

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 05/31/2019

GL Number	Description	Balance
Fund 270 - LIBRARY FUND		
*** Assets ***		
270-000-001-510	CASH - MI CLASS	456,553.63
270-000-003-014	CD - LAKE MICH CR UN #40 M3/27/2020	428,459.83
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2018	258,829.54
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2020	547,852.06
270-000-015-023	LIBRARY M/M UNITED BANK	524,341.27
	Total Assets	2,216,036.33
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
270-000-390-000	FUND BALANCE - UNASSIGNED	1,644,347.79
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11	400,000.00
	Total Fund Balance	2,044,347.79
	Beginning Fund Balance	2,044,347.79
	Net of Revenues VS Expenditures	171,688.54
	Ending Fund Balance	2,216,036.33
	Total Liabilities And Fund Balance	2,216,036.33

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 701 - TRUST AND AGENCY			
701-000-003-002	CD-HENRY KRAMER BOND M 10/16/2015	15,297.92	
701-000-003-004	CD-JACK SMITH/INVEST M 10/16/2015	23,000.15	
701-000-003-018	CD - CHEMICAL BANK JAMES TIMMONS	12,400.00	
701-000-015-004	MONEY MARKET - CHEMICAL BANK	94,777.35	
701-000-214-000	DUE TO GENERAL FUND		4.63
701-000-230-004	T&A INTERST DUE GF		760.18
701-000-250-080	CASCADE POINTE-PATHWAY BOND		9,554.62
701-000-250-173	PATHWAYS-WOLVERINE BLDG GROUP- 6010 28TH		1,800.00
701-000-250-174	PAYHWAYS - WOOD BUILDERS HOME 8/2017		500.00
701-000-250-175	PATHWAYS - CASCADE TRAILS SENIOR LIVING		3,000.00
701-000-250-176	PATHWAYS- KANAAN COMMUNICATIONS		500.00
701-000-252-050	WALMART S/W INSP GR 3/2013		826.83
701-000-252-166	REDWOOD LIVING/WHITE WATER S/W 4/2014		3,413.30
701-000-252-167	RIDGES OF CASCADE S/W 4/2014		948.12
701-000-252-168	STONESHIRE PHASE II S/W 4/2014		1,559.25
701-000-252-200	GROOTERS 52ND ST PROJ S/W 4/2017	5,916.25	
701-000-252-215	BAYBERRY CHASE/RL SW 12/17/2017	1,440.00	
701-000-252-227	CASCADE MARKETPLACE 5/08		8,858.33
701-000-252-230	FORD AIRPORT PK LOT S/W		8,468.75
701-000-252-231	DRURY DEVELOPMENT S/W 9/2015		4,201.08
701-000-252-232	FORD AIRPORT VIEWING PARK		32.00
701-000-252-236	LACKS TRIM DIV S/W 1/2016		4,518.05
701-000-252-237	LEISURE LIVING MGT 5/2018	5,033.55	
701-000-252-751	GLENWOOD HILLS S/W BOND		23,211.72
701-000-253-221	UNIVERSAL SIGN SYSEMS 17-3397 7/2017		48.34
701-000-253-328	MIEDEMA METAL BUILDING SYSTEM 11/14		26.00
701-000-253-360	WOLVERING BLDG GROUP 16-3318 6/2016		500.00
701-000-253-373	ROBERT GROOTER 17-3386 5/2017		500.00
701-000-253-375	WATERFALL SHOPPES LLC 17-3389 6/2017		500.00
701-000-253-376	TOWN CENTER INN & SUITES 17-3391 6/2017		500.00
701-000-253-377	JAMNBEAN/FREEDOM REINS FARM 17-3392 7/17		500.00
701-000-253-378	PARADIGM DESIGN INC 17-3395 7/17		500.00
701-000-253-379	2771 ORANGE AVE LLC 17-3401 8/2017		500.00
701-000-253-382	RJP CONSULTING INC 17-3407 9/2017		500.00
701-000-253-385	INNOVATIVE DESIGN PC 17-3419 10/2017		500.00
701-000-253-386	LACK ENTERPRISES INC 17-3421 10/2017		500.00
701-000-253-387	NEDERVELD 17-3423 10/2017		500.00
701-000-253-388	BENITEAU RESIDENTIAL LLC 17-3424 11/2017		500.00
701-000-253-389	ALPHA LIMA VENTURES LLC 17-3425 11/2017		500.00
701-000-253-390	QUAIL RIDGE GOLF COURSE 17-3428 12/2017		500.00
701-000-253-391	THORNAPPLE EVANGELICAL 17- 3429 12/17		500.00
701-000-253-392	THORNAPPLE RIVER NURSERY 18-3433 1/18		500.00

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
701-000-253-394	THE EAGLE PROPERTIES 18-3438 2/2018		500.00
701-000-253-395	KAMMINGA & ROODVOETS 18-3444 2/2018		500.00
701-000-253-397	DYKEMA EXCAVATORS INC 18:3450		500.00
701-000-253-398	SIBSCO LLC 18-3456 5/2018		500.00
701-000-253-399	GREEN CASTLE PROPERTIES 18-3458 5/2018		500.00
701-000-253-401	THORNAPPLE ENTERPRISES 18-3464 5/2018		500.00
701-000-253-404	NEDERVELD 18-3471 6/2018		500.00
701-000-253-405	NEWCO DESIGN BUILD LLC 18:3477		500.00
701-000-253-407	LANTERS 18:3488		500.00
701-000-253-408	PARADIGM DESIGN INC 18-3492 9/2018		500.00
701-000-253-409	LACKS TRIM SYSTEMS 18:3501 11/2018		500.00
701-000-253-410	APPLIED IMAGING 18:3503		500.00
701-000-253-411	BUFFUM HOMES LLC 18:3507		500.00
701-000-253-412	ROGUE LLC 18:3508		500.00
701-000-253-413	ROGUE LLC 18:3509		500.00
701-000-253-414	BDR EXECUTIVE HOMES		500.00
701-000-253-415	GLENWOOD DEVELOPMENT PARTNERS 19:3516		500.00
701-000-253-416	GOLDEN VALLEY DEVELOPMENT 19:3519		500.00
701-000-253-417	ROBERT GROOTERS DEVELOPMENT CO 19:3526		500.00
701-000-253-418	TOM GIUSTI/ ROUND HILL 19:3527		500.00
701-000-255-000	CUSTOMER DEPOSIT AND INTEREST PAYABLE		500.00
701-000-255-741	JAMES TIMMONS TRUST		12,400.00
701-000-255-742	JACKS SMITH (IRF) M 10/16/2015		22,991.78
701-000-255-743	CUSTOMER DEPOSITS- SOLICITATION BONDS		950.00
701-000-283-004	REDWOOD LIVING PERFORMANCE BOND 13-3139		10,000.00
701-000-283-168	RON DYKSTRA 2769 TRD		500.00
701-000-283-740	HENRY KRAMER PERFORMANCE BOND		15,292.24
701-000-283-741	PERFORMANCE BOND 5801 KRAFT		5,000.00
Total Fund 701 - TRUST AND AGENCY		157,865.22	157,865.22

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 05/31/2019**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 703 - CURRENT TAX COLLECTION FUND			
703-000-001-001	CASH (CASH DRAWER)	150.00	
703-000-001-103	CASH- CHEM /TAX WIRE	57.07	
703-000-001-110	FLAGSTAR BANK - CASH	2,110.73	
703-000-001-111	CASH RECEIVING & WIRE - FLAGSTAR	28.71	
703-000-001-112	CASH DELINQUENT - FLAGSTAR	13,469.57	
703-000-222-175	KENT COUNTY - DOG LICENSE		1,702.60
703-000-230-001	TAX INT- DUE TO OTHER UNIT GOVT		116.40
703-000-230-002	DELQ TAX - DUE TO OTHER UNIT OF GOVT		13,411.12
703-000-230-003	WIRE ACCT-DUE TO OTHER UNIT GOVT		1.00
703-000-230-012	DELQ TAX INT- DUE OTHER UNIT GOVT		40.23
703-000-230-013	WIRE ACCT INT - DUE TO OTHER GOVT		3.67
703-000-230-043	WIRE- ONLINE SERVICE FEES		56.30
703-000-230-044	TAX NSF FEES		112.89
703-000-274-000	UNDISTRIBUTED TAX COLLECTION		371.87
Total Fund 703 - CURRENT TAX COLLECTION FUND		15,816.08	15,816.08



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: May 17, 2019
To: Supervisor Beahan & Cascade Township Board
From: Ben Swayze, Township Manager
Subject: MERS Health Care Savings Program

****THIS ITEM IS SCHEDULED TO BE REVIEWED BY THE PERSONNEL AND FINANCE COMMITTEE ON 6/12/19 AN MAY BE SUBJECT TO REVISION****

****THIS ITEM MUST BE REMOVED FROM THE TABLE BEFORE IT CAN BE CONSIDERED****

FACTS

As part of the benefit package for Township Full-Time employees, the Township Board adopted a FY 2019 budget that included:

- \$1,000 HSA contribution for each employee enrolled in the Cascade Township Health Insurance Program
- \$1,000 MERS Health Care Saving Program (HCSP) contribution for each employee not covered by the Cascade Township Health Insurance Program

The MERS Health Care Savings Program is designed to help participants prepare for the costs of health care after they leave employment, with an invested account they manage. It's an employer sponsored program providing a tax-free medical Savings account for covering the cost of post-employment medical expenses.

Attached for your review is:

- MERS Health Care Savings Program Brochure
- MERS Health Care Savings Program Participation Agreement
- MERS Health Care Savings Program Uniform Resolution

Analysis and Conclusion

Currently all employees that are enrolled in the Cascade Township Health Care program have access to a Health Savings Account (HSA). While the HSA can be utilized to save money, tax-free, for current qualified health care expenses, it can also be used as a vehicle to save money, tax-free, for future qualified medical expenses, including those in retirement.

In order to be eligible for an HSA account, you must be enrolled in a qualified high-deductible health insurance program. Since we have several employees that opt-out of our health insurance, they do not have access to an HSA, even for voluntary contributions. The MERS HCSP will

allow employees to begin to save for retirement health care costs, as the Township does not provide any retirement health insurance.

The MERS HCSP participation agreement requires both a uniform employee group and a uniform contribution model. The Covered Employee group has been defined as *Full-time employees not covered by township health insurance*. The uniform employer contributions have been identified as *\$1,000 per year*. Employees will be able to make voluntary, after-tax, contributions if they so desire.

Financial Considerations

The Township currently has 12 employees that are eligible for the MERS HCSP, which will equate to \$12,000 in Township contributions. These contributions have been budgeted, and will be made in June for FY2019. Starting in 2020 they will be made in January of each year.

Recommendation

Adopt the MERS Health Care Savings Program Uniform Resolution adopting the MERS Health Care Savings Program Participation Agreement and Authorize the Township Manager to execute it on behalf of the Township.



Health Care Savings Program

Participant Handbook

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myMERS Online Account Access

With myMERS, you can access your MERS plan(s) 24 hours a day, seven days a week for account details, statements, beneficiary information, publications, forms, calculators and much more.

Join the thousands of MERS participants who are already enjoying the benefits of myMERS. To get started, visit www.mersofmich.com.



Who Is MERS?

The Municipal Employees' Retirement System (MERS) of Michigan is an independent professional retirement services company that was created to administer the retirement plans for Michigan's local units of government on a not-for-profit basis.

MERS Retirement Board

MERS is administered by a nine-member Retirement Board, made up of representatives from municipalities at the employer, employee, and retiree level, and the general public. It has the fiduciary responsibility for the investment of assets and oversees the System.

The Board appoints the Chief Executive Officer, who manages and administers MERS under the supervision and direction of the Board. The Board also oversees the MERS Health Care Savings Program Plan Document, which governs the Plan.

It Pays to Understand Rising Health Care Costs

The rising costs of health care can't be ignored. Consider these statistics:

- By the year 2050, life expectancy is expected to increase to between 89-93 years for women and to between 83-86 for men
- Studies show health care costs rank second only to food for retiree expenses, and can erode an individual's retirement savings without proper planning
- The standard Medicare Part B monthly premium continues to increase annually
- Medicare only covers 51% of costs, and does not include long term care, dental expenses, vision expenses or hearing aids

A Closer Look at the MERS Health Care Savings Program

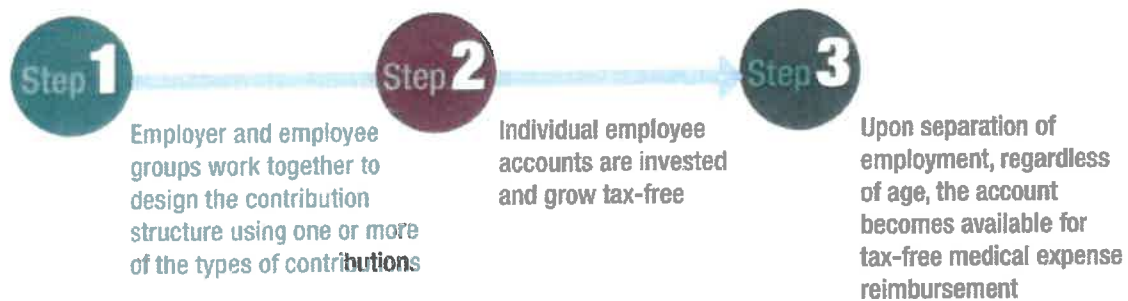
The MERS Health Care Savings Program is designed to help you prepare for the costs of health care after you leave your employer, with an invested account you manage. It's an employer-sponsored program providing a tax-free medical savings account for covering the costs of post-employment medical expenses. Your account is available for tax-free reimbursements for you, your spouse and any legal dependents and the ability to name a beneficiary to utilize the account on a taxable basis should the account balance exceed the life of you, your spouse and dependents.

Your MERS Health Care Savings Program is not the same as a Health Savings Account, Flexible Spending Account, or Health Reimbursement Account.

The MERS Health Care Savings Program is a tax-exempt Section 115 Governmental Integral Part Trust, healthcare reimbursement account. Features include:

- No requirements for a high-deductible health plan or any specific type of health plan
- Trust is approved by an IRS Private Letter ruling, which clarifies its tax-exempt status
- Can be used tax-free by your dependents
- Available for reimbursements after leaving employment

How it Works



Contributions

The money you will eventually use in your account starts with what's put into it — in the form of contributions. Your employer makes contributions to your account based on the provisions they've adopted. For more information regarding your plan provisions, contact your employer or MERS' Service Center.

Basic Employer Contributions

Your employer may contribute either a fixed dollar amount or a percentage of salary on a pre-tax basis. Your employer's contributions may also have vesting requirements. Vesting is the required amount of service credit you must earn to gain ownership of your employer's contributions. MERS calculates your service based on whole calendar months of employment.

Employers may choose their vesting options, some examples are listed:

- **Immediate Vesting** — You are fully vested in your employer's contributions upon deposit into the MERS Health Care Savings Program
- **Cliff Vesting** — You are fully vested in your employer's contributions upon completion of a stated number of years of service
- **Graded Vesting** — For each year of service you complete, you are vested in a percentage of your employer's contribution account balance

Mandatory Salary Reduction

Your group may have a fixed dollar or required percentage for mandatory salary reductions. While you are actively working, you cannot suspend your reductions. These are withheld pre-tax and submitted by your employer through a payroll deduction.

Leave Conversion Contributions

Leave time that is not used (either a portion or all) may be contributed to your MERS Health Care Savings Program account. Some examples of leave include vacation, personal time, sick time, or severance pay. The leave conversion is deposited into your MERS Health Care Savings Program account either annually or at separation of employment. If your employer has selected a leave conversion contribution, it is mandatory.

Post-Tax Voluntary Employee Contributions

The program also allows you to contribute to your account on a voluntary, post-tax basis, which means these contributions are submitted by your employer after taxes. You may start or stop these contributions at any time. The funds are invested after taxes, and investment returns and reimbursements are made on a tax-free basis.

You can begin making voluntary contributions by completing the *Investment Change Form (MD-102)*, available on myMERS, and returning it to us.



There are no federally mandated maximums for the Health Care Savings Program.

MERS Investments

The MERS Health Care Savings Program is an invested account, meaning you take an active role in determining your financial goals, making investment choices and monitoring your portfolio. The decisions you make today will affect the results you see tomorrow.

The MERS Investment Menu is simplified into two categories to help you find the investment mix that best meet your investment style.

1

“Do it for me”

The **Retirement Strategies** are a simplified way to invest. These options are fully diversified, professionally managed, and automatically adjust over time as you get closer to retirement. All newly enrolled participants are defaulted into Retirement Strategies unless they elect otherwise.

2

“Help me do it”

These **Premium Selected Options** were actively chosen for you by MERS. Here you have access to pre-built portfolios that MERS helps you manage by monitoring the investment managers and rebalancing the portfolio quarterly. It also gives you access to selected funds to help you build your own portfolio.

Once you separate from employment, you will see a transfer of \$1,000 of your assets deposited into a money market fund through Alerus. This ensures appropriate assets are available for reimbursement at the time you begin using your account for reimbursement of medical expenses. Your total account balance will always reflect the full market value as of the last business day and claims will be processed until your account reaches zero balance.

You'll find additional information on our website, as well as forms, benefit calculators, and helpful tutorials. **Log in to *myMERS* for your specific account details, investment information, and to make changes.**

You can also contact MERS Service Center weekdays by calling **800.767.6377**.

Making Investment Changes

With myMERS www.mersofmich.com, you have access to your MERS Health Care Savings Program account anytime. By creating a free myMERS account, you can make investment changes to your MERS Health Care Savings Program, track fund performance, download forms, as well as many other useful benefits.

You can also download the *Payroll/Investment Election Form (MD-102)* from myMERS, or call us to help you.

Investment Oversight — and Insight

While we've made investing easier with the MERS Investment Menu, there are other ways we help you, too.

The MERS Retirement Board and Office of Investments provide oversight of the investment lineup, actively managing the investment options available to you. We review our investment menu on a regular basis and changes are made if appropriate. If a fund is removed, you will be given at least 30 days notice before the change.

You'll also find some insight in the *Understanding the MERS Investment Menu* publication, which offers a closer look at each of the investment options, instructions on changing your investment selections, glossary and more.

In addition to the account statements we send you quarterly, another important publication we offer is the *MERS Investment Menu Summary*, which details the performance and fees of each of our funds. The summary is updated on a quarterly basis, making sure you have the most up-to-date investment information. You can download a copy of the publications from our website, or call us to have them sent to you.



Death, Disability and Divorce – What Happens to Your Benefits?

When the unexpected happens, the MERS Health Care Savings Program can offer employees and their families peace of mind. This section looks at how you're covered in the event of death, disability or divorce.

Death

In the event of your death, your spouse and legal dependent(s) can continue to use your account for reimbursement of medical expenses until the account reaches a zero balance. MERS will work with the spouse/legal dependents and inform them on how to use the account on a tax-free basis. If you have no spouse or legal dependent(s), your beneficiary will be able to access your account on a taxable basis. If there are employer contributions associated with your account and you have not vested, any basic employer contributions will be forfeited back to your municipality.

Disability

If you are collecting a disability benefit from MERS or another a public pension plan, you may be eligible to use your account early. Once your employer notifies us of your disabled status, you'll receive information on how to begin receiving reimbursements from your account.

Extended Medical Leave

If you take an extended medical leave from your employer, you will be eligible to use your account after six months. If you return from extended medical leave, you must stop using your account, although any eligible medical expenses from your leave period will still qualify for reimbursement.

Divorce

Your MERS Health Care Savings Program account is not considered a legal marital asset unless specifically outlined in a Domestic Relations Order as part of the Judgment of Divorce.

If you find yourself in the process of a divorce, please follow these steps:

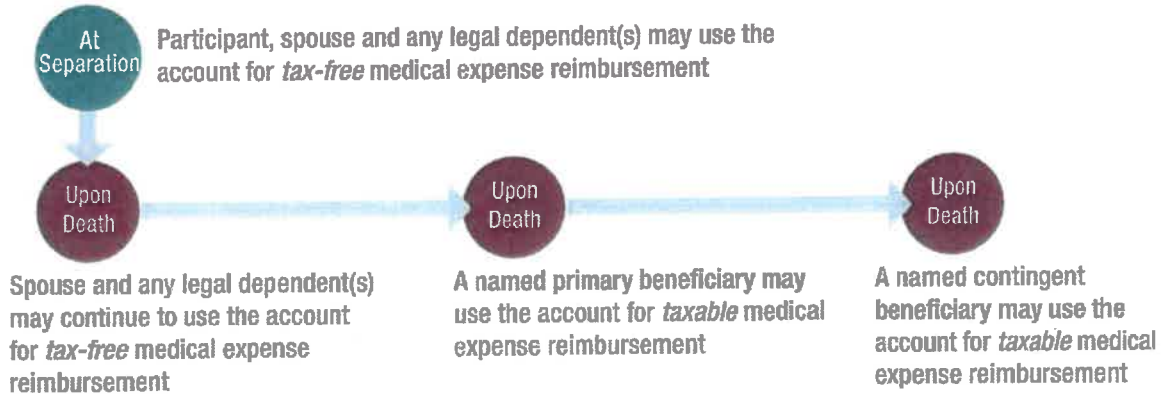
1. [Download a model domestic relations order \(DRO/QDRO/EDRO\)*](#) from our website — your attorney may find it helpful.
2. Send us a copy of your proposed order for review and approval before entry by the court.
3. Send us a complete copy of your Judgment of Divorce and a copy of the final Domestic Relations Order after your divorce is granted.

Once we have received the documentation for review and approval, we will distribute the account as directed.

** Domestic Relations Order (DRO), Qualified Domestic Relations Order (QDRO) and Eligible Domestic Relations Orders (EDRO) are specific types of court orders. Processing fees may apply.*

A Benefit That Keeps Working

The ability for a designated beneficiary to use the balance of your MERS Health Care Savings Program account after you pass away is unique to MERS.



Changing Jobs Within Your Municipality

If you change jobs within your municipality, there are two possible scenarios:

Moving into a Division That Offers MERS Health Care Savings Program

- Vesting is calculated from your original hire date, not the date of your transfer.
- Your MERS Health Care Savings Program account will transfer to the current division's provisions.
- Your MERS Health Care Savings Program account will be accessible to you upon separation of employment.

Moving into a Division That Does Not Offer MERS Health Care Savings Program

- Vesting is calculated using your original date of hire, not the date of your transfer.
- You may not receive further employer contributions or make further deposits.
- Your MERS Health Care Savings Program account is only accessible to you for medical expenses after separation of employment (either termination or retirement).

Changing the Beneficiary

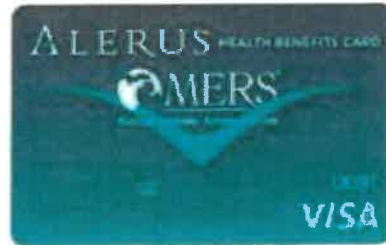
It's easy to change or update a beneficiary for the MERS Health Care Savings Program. You can add, edit or delete beneficiary information in your [myMERS account](#). Changes to your beneficiary can be made at any time, before or after you leave current employment.

Reimbursement Options

You may begin receiving reimbursements for qualified medical expenses after you leave employment. There are three ways you can be reimbursed for purchases using the MERS Health Care Savings Program:

Health Benefits Debit Card

Each Health Care Savings Program participant will be provided with a debit card approximately seven days from the time the participant's termination date has been reported to MERS. The debit card is a convenient way to use your Health Care Savings Program account for reimbursement of eligible medical expenses. Unlike a traditional debit card, the Health Benefits debit card does not require a PIN and automatically identifies a medical expense at the time of purchase. It is important to keep your receipts as you will likely be asked to submit them for verification.



For your security, the Health Benefits debit card has a daily swipe limit of \$10,000.

Online/Mobile Reimbursements

You can also request reimbursements online by using the claims management section of myMERS or the Alerus Retirement and Benefits app. From here, you can update banking information for direct deposit, and upload third party receipts showing which expenses have been paid. Processing your request takes one business day. All reimbursements are processed by direct deposit.

Additionally, you can pay providers directly through myMERS or the mobile app. Simply follow the instructions for uploading the bill you received, enter the payment information for the vendor and schedule the direct payment. Participants utilizing this payment option should monitor their account to ensure the payment was distributed from their account in a timely manner.

Reimbursement by Mail

You can also submit your requests by mail. A reimbursement form along with a copy of the applicable receipts is required. All reimbursements are processed by direct deposit within 10 business days. You can access Reimbursement and Direct Deposit forms through your myMERS online account.

You may receive information from Alerus Financial, which has partnered with MERS to provide trading and custodial services. If you have any questions regarding your claims, please call Alerus' Call Center at 866.808.7823 option 3.

Account Eligibility

You can begin using the money in your MERS Health Care Savings Program account after you have a separation from employment, if collecting disability from a public pension plan, or on extended medical leave (six months or longer). Please refer to the previous section for more information about disability and medical leave.

Once we're notified by your employer of your separation, you'll receive information on how to begin receiving reimbursements from your account.

Eligible Medical Expenses

An eligible medical expense is defined as those expenses paid for care as described in Section 213(d) of the Internal Revenue Code. Eligible medical expenses may include:

- Ambulance Transport
- Artificial limbs
- Blood tests
- Blood transfusions
- Braces
- Cardiographs
- Chiropractor
- Contact lenses
- Crutches
- Dental treatment
- Dentures
- Dermatologists
- Diagnostic fees
- Drug addiction therapy
- Drugs (prescription)
- Elastic hosiery (prescription)
- Eyeglasses
- Healing services
- Hearing aids
- Health care insurance premiums*
- Insulin treatment
- Lab tests
- Long-term care insurance
- Medicare B premium
- Operating room costs
- Ophthalmologist
- Orthopedist
- Osteopath
- Pediatrician
- Primary Care Physician
- Podiatrist
- Practical nurse for medical services
- Prescription medicines
- Splints
- Surgeon
- Therapy equipment
- Vaccines
- X-rays

**Note: Health insurance premiums when paid by salary reduction (for you or your spouse) or on a pre-tax basis are not eligible for reimbursement from HCSP.*

For more detailed information, please refer to www.mersofmich.com.

Who Can Use My Account?

Your account is available for reimbursement for you, a spouse, or legal dependents.

The definition of legal dependent has been expanded to include any children under 27 at the end of the year. This means adult children can use your MERS Health Care Savings Program account whether or not they are:

- married
- living with you
- in school
- financially dependent on you

In the event of death with no spouse or legal dependent to use your funds, your account may be available to use by a named beneficiary on a taxable basis. See page 6 for details.

Retiree Health Care Exchange

MERS is pleased to provide you with access to a private retiree health care exchange – Mercer Marketplace 365 – to support you in choosing a health plan that best meets your needs.

With licensed benefits counselors to guide you through understanding options for pre-65 and Medicare insurance plans, Mercer is dedicated to helping you feel confident about your retiree health care choices.

To learn more, call 1.855.694.5369 or visit retiree.mercermarketplace.com/mers to view and compare plans in your area.

Helping You Prepare

The road to a sound financial future is paved with preparation, and we're here to help you. As you learn more about your program, there are always questions and concerns that arise. We provide you with quality, unbiased educational resources so you can make thoughtful, informed choices.

Seminars and Workshops

Whether you're in the middle of your career and need help preparing for retirement, or are ready to retire, we're here to help. MERS has a variety of seminars to help meet your needs.

- Group presentations and one-on-one consultations at municipalities
- Seminars and workshops are offered at different times and locations throughout the year
- Visit www.mersofmich.com for up-to-date information

Statements

Every quarter, you'll receive a statement detailing all your account information and the performance of your fund choices. You can also log in to your account at myMERS to find up-to-date information about your MERS account.

Service Center

MERS Service Center offers friendly, knowledgeable, over-the-phone assistance for a wide variety of benefit questions and issues. The Service Center staff is available weekdays at 800.767.MERS (6377).

Full Picture Report

The Full Picture report builder is available by logging in to your myMERS account. You can customize retirement goals, add spouse information and include non-MERS retirement accounts to create a "full picture" of your retirement readiness.

Social Media

Want to make the most out of your plan and receive tips to help you with your financial future? MERS delivers relevant news articles, helpful resources, tips and videos. Follow us today.



Municipal Employees' Retirement System of Michigan
1134 Municipal Way • Lansing, MI 48917
800.767.MERS (6377)
www.mersofmich.com

This publication contains a summary description of MERS benefits, policies or procedures. MERS has made every effort to ensure that the information provided is accurate and up to date as of 04/19/2019. If this publication conflicts with the relevant provisions of the Plan Document, the Plan Document Controls. MERS, as a governmental plan, is exempted by state and federal law from registration with the SEC. However, it employs registered investment advisors to manage the trust fund in compliance with Michigan Public Employee Retirement System Investment Act. Past performance is not a guarantee of future returns. Please make independent investment decisions carefully and seek the assistance of independent experts when appropriate.

PUB 3125 2019-04-19

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmi.org

I. PARTICIPATING EMPLOYER

Employer Name: Cascade Charter Township
(Name of municipality or court)

Municipality Number: 4110 **Division Number:** _____

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:
6/1/19
(Date)
2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _____
(Date)

Note: You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Employees not covered by township health insurance
(Name/s of HCSP covered group/s)

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows (next page):

MERS Health Care Savings Program Participation Agreement

Check one or more (A or B, C and/or D):

- A. **Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify): \$1,000 per year

For active employees, please check one or more below (B, C, and/or D).

- B. **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon _____ year(s).
(Stated years)
- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

- Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- Be transferred to the Retiree Health Funding Vehicle ("RHFV")

MERS Health Care Savings Program Participation Agreement

- C. Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

- D. Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

Check one or more:

- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.

MERS Health Care Savings Program Participation Agreement

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the ____ day of _____, 20____ at the official meeting held by Cascade Charter Township
(Name of approving employer)

Authorized Signature: _____

Name: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)

MERS Health Care Savings Program Uniform Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

WHEREAS, the Municipal Employees Retirement Act authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs including but not limited to defined benefit and defined contribution program (MERS Plan Document Section 72; MCL 38.1536(2)(a)).

WHEREAS, the Board has authorized MERS' establishment of the health care savings program ("HCSP" or "Program"), which a participating municipality or court, or another eligible public employer that constitutes a "municipality" under MERS Plan Document Section 2; MCL 38.1502b(2) ("Eligible Employer"), may adopt for its Eligible Employees.

WHEREAS, MERS has been determined by the Internal Revenue Service to be a tax qualified "governmental plan" and trust under section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code section 501(a) (IRS Letter of Favorable Determination dated October 8, 2016).

WHEREAS, the Board has established a governmental trust (the "Trust Fund") to hold the assets of the HCSP, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed Program Administrator.

WHEREAS, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 et seq. ("PA 149") provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries.

WHEREAS, a separate MERS health care trust fund created under PA 149 also constitutes a governmental trust established by an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the PA 149 trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code.

WHEREAS, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality as defined by the MERS 401(a) Plan Document, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the Annual Meeting as provided under Plan Section 78; MCL 38.1545.

WHEREAS, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the MERS Health Care Savings Program, Retiree Health Funding Vehicle, or Investment Service Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the Annual meeting under Plan Document Section Document 78; MCL 38.1545.

MERS Health Care Savings Program Uniform Resolution

WHEREAS, adoption of this Uniform Resolution and the HCSP Participation Agreement (the "Uniform Resolution") by each Eligible Employer is necessary and required in order that the benefits available under the MERS HCSP may be extended to the Eligible Employer's employees.

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this HCSP Resolution that Section 43 of the MERS Plan Document shall not apply to this Uniform Resolution Adopting MERS HCSP, the Participation Agreement, the HCSP Plan Document, the Trust Agreement, and their administration or interpretation.
- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS HCSP is made or occurs, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to administer (or to have administered) the Trust Fund, or to continue administration.

WHEREAS, concurrent with this HCSP Uniform Resolution, and as a continuing obligation, this governing body has completed, approved, and submitted to MERS documents necessary for participation in and implementation of the HCSP. This obligation applies to any documents deemed necessary to the operation of the Trust Fund by MERS.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts (or readopts) the MERS HCSP as provided below.

SECTION 1. HCSP PARTICIPATION

EFFECTIVE _____, 20____, (to be known as the ADOPTION DATE) the

MERS HCSP is hereby adopted by the _____
(MERS municipality or court or other eligible employer)

- (A) **CONTRIBUTIONS** shall be as allowed and specified in the MERS Health Care Savings Program Participation Agreement. Basic Employer Contributions, Mandatory Salary Reduction Contributions, Mandatory Leave Conversion Contributions, and Post-Tax Employee Contributions, shall be remitted pursuant to MERS by the Eligible Employer, and credited to the Eligible Employer's separate fund within the MERS Trust Fund.
- (B) **INVESTMENT** of funds accumulated and held in the Health Care Savings Program Trust Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to the Public Employee Retirement System Investment Act ("PERSIA"), 1965 PA 314, as provided by MERS Plan Document Section 76; MCL 38.1539, and PA 149.
- (C) **THE ELIGIBLE EMPLOYER** shall abide by the terms of the HCSP, including the HCSP Plan Document, HCSP Trust Agreement, all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.

MERS Health Care Savings Program Uniform Resolution

SECTION 2. IMPLEMENTATION DIRECTIONS FOR MERS

- (A) The governing body of this Eligible Employer desires that all assets placed in its MERS HCSP Trust Fund (as a sub-fund within all pooled HCSP trust funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under PERSIA, pursuant to PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.
- (B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS HCSP Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all HCSP funds held in trust for all Eligible Employers.
- (C) All monies in the MERS HCSP Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of "Eligible Employees" who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.
- (D) The Eligible Employer will fund on a defined contribution, individual account, basis its MERS HCSP Trust sub-fund to provide funds for health care benefits for "Eligible Employees" who shall constitute "qualified persons" under the Internal Revenue Code. Participation in and any coverage under HCSP shall not constitute nor be construed to constitute an "accrued financial benefit" under Article 9 Section 24 of the Michigan Constitution of 1963.
- (E) The Eligible Employer designates and incorporates as "Eligible Employees" who shall constitute "qualified persons" under this HCSP Resolution those who are "Eligible Employees as defined in the HCSP Participation Agreement under this HCSP.
- (F) The Eligible Employer may designate employer contacts who shall receive necessary reports, notices, etc. and shall act on behalf of the Eligible Employer.

SECTION 3. EFFECTIVENESS OF THIS HCSP UNIFORM RESOLUTION

This Resolution shall have no legal effect until an executed copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 72, PA 149 and other relevant laws, and this Resolution have been met. Upon MERS' determination that all necessary documents have been submitted, MERS shall execute this Resolution, and return a copy to the Eligible Employer's designated primary contact.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such Resolution or action may be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the Program Administrator if necessary). Section 86 of the MERS Plan Document shall apply to this Resolution and all acts performed under MERS' authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

MERS Health Care Savings Program Uniform Resolution

I hereby certify that the above is a true copy of the Uniform Resolution Adopting The MERS Health Care Savings Program, adopted at the official meeting held by the governing body of this municipality:

On _____, 20____
(Signature of authorized official)

Printed name: _____ Position title: _____
(Authorized Official - printed) (Authorized Official - position)

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____
(Authorized MERS signatory)



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: June 12, 2019
To: Supervisor Beahan and Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: **Reset** Public Hearing for an Ordinance Prohibiting Marihuana Establishments and Facilities in Cascade Charter Township

FACTS:

The Michigan Regulation and Taxation of Marihuana Act was approved by the voters in the State of Michigan in November 2018. Section 6 of the act specifically permits municipalities to prohibit Marihuana Establishments within their boundaries. Marihuana Establishments are defined by the act to mean: a commercial grower, a marihuana compliance facility, a marihuana processor, a marihuana retailer, and any other marihuana business licensed by the Department of Licensing and Regulatory Affairs.

The Medical Marihuana Facilities Licensing Act of 2016 also deals with these types of business, for the purposes of marihuana used for medical purposes as outlined in the law. This Act refers to these businesses as Marihuana Facilities. The most common type of Marihuana Facility is a Marihuana Dispensary. To our understanding, there are no Marihuana Facilities operating in the Township. In order for a Marihuana Facility to operate in the Township, the Township Board would need to explicitly allow them through a Zoning Ordinance and licensing process. The Township Board has chosen not to pursue this action.

At the direction of the Governance Committee, staff have caused to be prepared a proposed General Ordinance to prohibit Marihuana Establishments and Facilities in Cascade Township. In order to consider the proposed ordinance, the Township Board must set a public hearing to receive public comment on the proposed ordinance. It is being recommended that the public hearing be set for Wednesday June 26 at 7:00pm at the Wisner Center during the regularly scheduled Township Board meeting. If approved by the Township Board, the public hearing will be published in the Grand Rapids Press a minimum of 10 days prior to the hearing as required by law.

Attached for your review are:

- Proposed Ordinance to Prohibit Marihuana Establishments and Facilities in Cascade Charter Township
- Michigan Regulation and Taxation of Marihuana Act of 2018
- Medical Marihuana Facilities Licensing Act of 2016

ANALYSIS & CONCLUSIONS:

The proposed ordinance prohibits marihuana businesses as defined in the acts only. It does not prohibit activities that may legally be carried on by private individuals in accordance with the

new laws. By adopting this ordinance, commercial grow operations, processing operations, retail stores and dispensaries would be prohibited in the Township, whether for recreational or medical purposes. The ordinance could also be modified to allow one or the other (recreational or medical). However, if the Township Board wishes to allow medical marihuana facilities they must also proactively pass a zoning ordinance allowing them and establish a licensing program.

The State of Michigan has announced that it will issue proposed regulations for Marihuana Establishments in June and expects to have final regulations in place by September. If the Township does not pass an ordinance prohibiting Marihuana Establishments prior to those regulations being approved, such businesses will be permitted by the new law and any applications filed prior to the Township acting (if at all) would be grandfathered in and not subject to any Township prohibition. As such, many municipalities are opting to prohibit such facilities until such a time that the State licensing framework can be reviewed. If the Township chooses in the future to allow such facilities, the general ordinance can be repealed.

Township legal counsel has also recommended that whatever action the Township Board chooses, the decision eventually be memorialized in a zoning ordinance regulation as well. At this time, Township Staff is not recommending adoption of a companion zoning regulation until after the State regulatory framework has been established. Legal counsel has concurred with the recommendation and indicates the lack of an immediate zoning ordinance regulation will not otherwise weaken the proposed general ordinance

The issue was reviewed in-depth with the Governance Committee. After review, that committee agreed that the Township should prohibit Marihuana Establishments until such time that the State regulatory framework can be reviewed and analyzed. As such, the Governance Committee has recommended the Township Board adopt a resolution prohibiting Marihuana Establishments.

The action sought is to establish a public hearing for the proposed ordinance, to be held June 26, 2019 at the Wisner Center at 7:00pm during the regularly scheduled Township Board meeting. Once the public hearing has been held, the Township may take action on the proposed ordinance, at that meeting or any subsequent meeting.

FINANCIAL CONSIDERATIONS:

Other than staff time and publication costs there are no financial considerations in setting the public hearing.

RECOMMENDED ACTION:

To set the public hearing for the proposed Ordinance Prohibiting Marihuana Establishments and Facilities in Cascade Charter Township for June 26, 2019 at the Wisner Center at 7:00pm during the Regularly Scheduled Township Board Meeting.

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

**AN ORDINANCE PROHIBITING MARIHUANA
ESTABLISHMENTS AND FACILITIES IN
CASCADE CHARTER TOWNSHIP**

**Ordinance No. _____ of 2019
Adopted: _____, 2019**

At a regular meeting of the Township Board for Cascade Charter Township held at the Cascade Library Wisner Center on _____, 2019, beginning at 7:00 p.m., the following Ordinance was offered for adoption by Township Board Member _____ and was seconded by Township Board Member _____.

An Ordinance to secure the public health, safety, and general welfare of the residents and property owners in Cascade Charter Township, Kent County, Michigan, by prohibiting marihuana establishments and facilities within said Township and to repeal all ordinances or parts of ordinances inconsistent with or less restrictive than this Ordinance.

THE CHARTER TOWNSHIP OF CASCADE (THE "TOWNSHIP") ORDAINS:

MARIHUANA ESTABLISHMENTS AND FACILITIES

Section 1 Definitions.

The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *IHRA* means the Industrial Hemp Research Act, 2014 PA 547, MCL 286.841 *et seq.*
- (b) *Marihuana establishment* means that term as defined in the MRTMA.
- (c) *Marihuana facility* means that term as defined in the MMFLA.
- (d) *MMFLA* means the Medical Marihuana Facilities Licensing Act, 2016 PA 281, as amended.
- (e) *MMMA* means the Michigan Medical Marihuana Act, 2008 IL 1, as amended.

(f) *MRTMA* means the Michigan Regulation and Taxation of Marihuana Act, 2018 IL 1, as amended.

Section 2 Marihuana Establishments and Facilities Prohibited.

(a) Pursuant to Section 6 of the MRTMA, marihuana establishments are prohibited within the boundaries of Cascade Charter Township.

(b) Marihuana facilities are prohibited within the boundaries of Cascade Charter Township.

Section 3 Rights Unaffected by Ordinance.

(a) Except as specifically provided in Section 7.151, this Ordinance shall not affect the rights or privileges of any individual or other person preserved under the MRTMA.

(b) This Ordinance does not affect the rights or privileges of a marihuana facility outside of Cascade Charter Township to engage in activities within Cascade Charter Township that it is permitted to engage in under the MMFLA within a municipality that has not authorized marihuana facilities to operate within its boundaries.

(c) This Ordinance does not affect the rights or privileges of registered qualifying patients or registered primary caregivers under the MMMA or the MMFLA.

(d) This Ordinance does not affect the rights or privileges of any individual or other person under the IHRA.

(e) This Ordinance does not affect the rights or privileges of any individual or other person under any other federal or state law, rule or regulation related to the medical use of marihuana.

Section 4 Severability.

If any part of this Ordinance shall be found to be invalid or unconstitutional by any Court of competent jurisdiction, said finding shall not affect the remaining portions hereof which shall remain in full force and effect.

Section 5 Effective Date.

This Ordinance shall become effective thirty (30) days after publication.

The vote to adopt this Ordinance was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I certify the foregoing to be a true copy of an Ordinance adopted at a Regular Meeting of the Cascade Township Board on the ___ day of _____, 2019.

Susan Slater
Cascade Charter Township Clerk

MICHIGAN REGULATION AND TAXATION OF MARIHUANA ACT
Initiated Law 1 of 2018

An initiation of legislation to allow under state law the personal possession and use of marihuana by persons 21 years of age or older; to provide for the lawful cultivation and sale of marihuana and industrial hemp by persons 21 years of age or older; to permit the taxation of revenue derived from commercial marihuana facilities; to permit the promulgation of administrative rules; and to prescribe certain penalties for violations of this act. If not enacted by the Michigan State Legislature in accordance with the Michigan Constitution of 1963, the proposed legislation is to be voted on at the General Election, November 6, 2018.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

The People of the State of Michigan enact:

333.27951 Short title.

Sec. 1. This act shall be known and may be cited as the Michigan Regulation and Taxation of Marihuana Act.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27952 Purpose and intent.

Sec. 2. The purpose of this act is to make marihuana legal under state and local law for adults 21 years of age or older, to make industrial hemp legal under state and local law, and to control the commercial production and distribution of marihuana under a system that licenses, regulates, and taxes the businesses involved. The intent is to prevent arrest and penalty for personal possession and cultivation of marihuana by adults 21 years of age or older; remove the commercial production and distribution of marihuana from the illicit market; prevent revenue generated from commerce in marihuana from going to criminal enterprises or gangs; prevent the distribution of marihuana to persons under 21 years of age; prevent the diversion of marihuana to illicit markets; ensure the safety of marihuana and marihuana-infused products; and ensure security of marihuana establishments. To the fullest extent possible, this act shall be interpreted in accordance with the purpose and intent set forth in this section.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27953 Definitions.

Sec. 3. As used in this act:

(a) "Cultivate" means to propagate, breed, grow, harvest, dry, cure, or separate parts of the marihuana plant by manual or mechanical means.

(b) "Department" means the department of licensing and regulatory affairs.

(c) "Industrial hemp" means a plant of the genus *cannabis* and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration that does not exceed 0.3% on a dry-weight basis, or per volume or weight of marihuana-infused product, or the combined percent of delta-9-tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus *cannabis* regardless of moisture content.

(d) "Licensee" means a person holding a state license.

(e) "Marihuana" means all parts of the plant of the genus *cannabis*, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including marihuana concentrate and marihuana-infused products. For purposes of this act, marihuana does not include:

(1) the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil, or cake, or any sterilized seed of the plant that is incapable of

germination;

(2) industrial hemp; or

(3) any other ingredient combined with marihuana to prepare topical or oral administrations, food, drink, or other products.

(f) "Marihuana accessories" means any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marihuana into the human body.

(g) "Marihuana concentrate" means the resin extracted from any part of the plant of the genus *cannabis*.

(h) "Marihuana establishment" means a marihuana grower, marihuana safety compliance facility, marihuana processor, marihuana microbusiness, marihuana retailer, marihuana secure transporter, or any other type of marihuana-related business licensed by the department.

(i) "Marihuana grower" means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments.

(j) "Marihuana-infused product" means a topical formulation, tincture, beverage, edible substance, or similar product containing marihuana and other ingredients and that is intended for human consumption.

(k) "Marihuana microbusiness" means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.

(l) "Marihuana processor" means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.

(m) "Marihuana retailer" means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.

(n) "Marihuana secure transporter" means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.

(o) "Marihuana safety compliance facility" means a person licensed to test marihuana, including certification for potency and the presence of contaminants.

(p) "Municipal license" means a license issued by a municipality pursuant to section 16 of this act that allows a person to operate a marihuana establishment in that municipality.

(q) "Municipality" means a city, village, or township.

(r) "Person" means an individual, corporation, limited liability company, partnership of any type, trust, or other legal entity.

(s) "Process" or "Processing" means to separate or otherwise prepare parts of the marihuana plant and to compound, blend, extract, infuse, or otherwise make or prepare marihuana concentrate or marihuana-infused products.

(t) "State license" means a license issued by the department that allows a person to operate a marihuana establishment.

(u) "Unreasonably impracticable" means that the measures necessary to comply with the rules or ordinances adopted pursuant to this act subject licensees to unreasonable risk or require such a high investment of money, time, or any other resource or asset that a reasonably prudent businessperson would not operate the marihuana establishment.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27954 Scope of act; unauthorized activities with marihuana and marihuana accessories; limitations; application of privileges, rights, immunities, and defenses under other marihuana laws; employer rights; property owner rights.

Sec. 4. 1. This act does not authorize:

(a) operating, navigating, or being in physical control of any motor vehicle, aircraft, snowmobile, off-road recreational vehicle, or motorboat while under the influence of marihuana;

(b) transfer of marihuana or marihuana accessories to a person under the age of 21;

(c) any person under the age of 21 to possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marihuana;

(d) separation of plant resin by butane extraction or another method that utilizes a substance with a flashpoint below 100 degrees Fahrenheit in any public place, motor vehicle, or within the curtilage of any residential structure;

(e) consuming marihuana in a public place or smoking marihuana where prohibited by the person who owns, occupies, or manages the property, except for purposes of this subdivision a public place does not include an area designated for consumption within a municipality that has authorized consumption in designated areas that are not accessible to persons under 21 years of age;

(f) cultivating marihuana plants if the plants are visible from a public place without the use of binoculars, aircraft, or other optical aids or outside of an enclosed area equipped with locks or other functioning security devices that restrict access to the area;

(g) consuming marihuana while operating, navigating, or being in physical control of any motor vehicle, aircraft, snowmobile, off-road recreational vehicle, or motorboat, or smoking marihuana within the passenger area of a vehicle upon a public way;

(h) possessing marihuana accessories or possessing or consuming marihuana on the grounds of a public or private school where children attend classes in preschool programs, kindergarten programs, or grades 1 through 12, in a school bus, or on the grounds of any correctional facility; or

(i) Possessing more than 2.5 ounces of marihuana within a person's place of residence unless the excess marihuana is stored in a container or area equipped with locks or other functioning security devices that restrict access to the contents of the container or area.

2. This act does not limit any privileges, rights, immunities, or defenses of a person as provided in the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430, the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801, or any other law of this state allowing for or regulating marihuana for medical use.

3. This act does not require an employer to permit or accommodate conduct otherwise allowed by this act in any workplace or on the employer's property. This act does not prohibit an employer from disciplining an employee for violation of a workplace drug policy or for working while under the influence of marihuana. This act does not prevent an employer from refusing to hire, discharging, disciplining, or otherwise taking an adverse employment action against a person with respect to hire, tenure, terms, conditions, or privileges of employment because of that person's violation of a workplace drug policy or because that person was working while under the influence of marihuana.

4. This act allows a person to prohibit or otherwise regulate the consumption, cultivation, distribution, processing, sale, or display of marihuana and marihuana accessories on property the person owns, occupies, or manages, except that a lease agreement may not prohibit a tenant from lawfully possessing and consuming marihuana by means other than smoking.

5. All other laws inconsistent with this act do not apply to conduct that is permitted by this act.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27955 Lawful activities by person 21 years of age or older; terms, conditions, limitations, and restrictions; denial of custody or visitation prohibited.

Sec. 5. 1. Notwithstanding any other law or provision of this act, and except as otherwise provided in section 4 of this act, the following acts by a person 21 years of age or older are not unlawful, are not an offense, are not grounds for seizing or forfeiting property, are not grounds for arrest, prosecution, or penalty in any manner, are not grounds for search or inspection, and are not grounds to deny any other right or privilege:

(a) except as permitted by subdivision (b), possessing, using or consuming, internally possessing, purchasing, transporting, or processing 2.5 ounces or less of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate;

(b) within the person's residence, possessing, storing, and processing not more than 10 ounces of marihuana and any marihuana produced by marihuana plants cultivated on the premises and cultivating not more than 12 marihuana plants for personal use, provided that no more than 12 marihuana plants are possessed, cultivated, or processed on the premises at once;

(c) assisting another person who is 21 years of age or older in any of the acts described in this section; and

(d) giving away or otherwise transferring without remuneration up to 2.5 ounces of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate, to a person 21 years of

age or older, as long as the transfer is not advertised or promoted to the public.

2. Notwithstanding any other law or provision of this act, except as otherwise provided in section 4 of this act, the use, manufacture, possession, and purchase of marihuana accessories by a person 21 years of age or older and the distribution or sale of marihuana accessories to a person 21 years of age or older is authorized, is not unlawful, is not an offense, is not grounds for seizing or forfeiting property, is not grounds for arrest, prosecution, or penalty in any manner, and is not grounds to deny any other right or privilege.

3. A person shall not be denied custody of or visitation with a minor for conduct that is permitted by this act, unless the person's behavior is such that it creates an unreasonable danger to the minor that can be clearly articulated and substantiated.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27956 Adoption or enforcement of ordinances by municipality; marihuana establishment local license; annual fee; restrictions on transportation or other facilities prohibited.

Sec. 6. 1. Except as provided in section 4, a municipality may completely prohibit or limit the number of marihuana establishments within its boundaries. Individuals may petition to initiate an ordinance to provide for the number of marihuana establishments allowed within a municipality or to completely prohibit marihuana establishments within a municipality, and such ordinance shall be submitted to the electors of the municipality at the next regular election when a petition is signed by qualified electors in the municipality in a number greater than 5% of the votes cast for governor by qualified electors in the municipality at the last gubernatorial election. A petition under this subsection is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488.

2. A municipality may adopt other ordinances that are not unreasonably impracticable and do not conflict with this act or with any rule promulgated pursuant to this act and that:

- (a) establish reasonable restrictions on public signs related to marihuana establishments;
- (b) regulate the time, place, and manner of operation of marihuana establishments and of the production, manufacture, sale, or display of marihuana accessories;
- (c) authorize the sale of marihuana for consumption in designated areas that are not accessible to persons under 21 years of age, or at special events in limited areas and for a limited time; and
- (d) designate a violation of the ordinance and provide for a penalty for that violation by a marihuana establishment, provided that such violation is a civil infraction and such penalty is a civil fine of not more than \$500.

3. A municipality may adopt an ordinance requiring a marihuana establishment with a physical location within the municipality to obtain a municipal license, but may not impose qualifications for licensure that conflict with this act or rules promulgated by the department.

4. A municipality may charge an annual fee of not more than \$5,000 to defray application, administrative, and enforcement costs associated with the operation of the marihuana establishment in the municipality.

5. A municipality may not adopt an ordinance that restricts the transportation of marihuana through the municipality or prohibits a marihuana grower, a marihuana processor, and a marihuana retailer from operating within a single facility or from operating at a location shared with a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27957 Implementation, administration, and enforcement by department; powers; duties; public meetings; annual report.

Sec. 7. 1. The department is responsible for implementing this act and has the powers and duties necessary to control the commercial production and distribution of marihuana. The department shall employ personnel and may contract with advisors and consultants as necessary to adequately perform its duties. No person who is pecuniarily interested, directly or indirectly, in any marihuana establishment may be an employee, advisor, or consultant involved in the implementation, administration, or enforcement of this act. An employee, advisor, or consultant of the department may not be personally liable for any action at law for damages sustained by a person because of an action performed or done in the performance of their duties in the

implementation, administration, or enforcement of this act. The department of state police shall cooperate and assist the department in conducting background investigations of applicants. Responsibilities of the department include:

(a) promulgating rules pursuant to section 8 of this act that are necessary to implement, administer, and enforce this act;

(b) granting or denying each application for licensure and investigating each applicant to determine eligibility for licensure, including conducting a background investigation on each person holding an ownership interest in the applicant;

(c) ensuring compliance with this act and the rules promulgated thereunder by marihuana establishments by performing investigations of compliance and regular inspections of marihuana establishments and by taking appropriate disciplinary action against a licensee, including prescribing civil fines for violations of this act or rules and suspending, restricting, or revoking a state license;

(d) holding at least 4 public meetings each calendar year for the purpose of hearing complaints and receiving the views of the public with respect to administration of this act;

(e) collecting fees for licensure and fines for violations of this act or rules promulgated thereunder, depositing all fees collected in the marihuana regulation fund established by section 14 of this act, and remitting all fines collected to be deposited in the general fund; and

(f) submitting an annual report to the governor covering the previous year, which report shall include the number of state licenses of each class issued, demographic information on licensees, a description of enforcement and disciplinary actions taken against licensees, and a statement of revenues and expenses of the department related to the implementation, administration, and enforcement of this act.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27958 Rules; limitations.

Sec. 8. 1. The department shall promulgate rules to implement and administer this act pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to MCL 24.328, including:

(a) procedures for issuing a state license pursuant to section 9 of this act and for renewing, suspending, and revoking a state license;

(b) a schedule of fees in amounts not more than necessary to pay for implementation, administration, and enforcement costs of this act and that relate to the size of each licensee or the volume of business conducted by the licensee;

(c) qualifications for licensure that are directly and demonstrably related to the operation of a marihuana establishment, provided that a prior conviction solely for a marihuana-related offense does not disqualify an individual or otherwise affect eligibility for licensure, unless the offense involved distribution of a controlled substance to a minor;

(d) requirements and standards for safe cultivation, processing, and distribution of marihuana by marihuana establishments, including health standards to ensure the safe preparation of marihuana-infused products and prohibitions on pesticides that are not safe for use on marihuana;

(e) testing, packaging, and labeling standards, procedures, and requirements for marihuana, including a maximum tetrahydrocannabinol level for marihuana-infused products, a requirement that a representative sample of marihuana be tested by a marihuana safety compliance facility, and a requirement that the amount of marihuana or marihuana concentrate contained within a marihuana-infused product be specified on the product label;

(f) security requirements, including lighting, physical security, and alarm requirements, and requirements for securely transporting marihuana between marihuana establishments, provided that such requirements do not prohibit cultivation of marihuana outdoors or in greenhouses;

(g) record keeping requirements for marihuana establishments and monitoring requirements to track the transfer of marihuana by licensees;

(h) requirements for the operation of marihuana secure transporters to ensure that all marihuana establishments are properly serviced;

(i) reasonable restrictions on advertising, marketing, and display of marihuana and marihuana establishments;

(j) a plan to promote and encourage participation in the marihuana industry by people from communities that have been disproportionately impacted by marihuana prohibition and enforcement and to positively

impact those communities; and

(k) penalties for failure to comply with any rule promulgated pursuant to this section or for any violation of this act by a licensee, including civil fines and suspension, revocation, or restriction of a state license.

2. In furtherance of the intent of this act, the department may promulgate rules to:

(a) provide for the issuance of additional types or classes of state licenses to operate marihuana-related businesses, including licenses that authorize only limited cultivation, processing, transportation, delivery, storage, sale, or purchase of marihuana, licenses that authorize the consumption of marihuana within designated areas, licenses that authorize the consumption of marihuana at special events in limited areas and for a limited time, licenses that authorize cultivation for purposes of propagation, and licenses intended to facilitate scientific research or education; or

(b) regulate the cultivation, processing, distribution, and sale of industrial hemp.

3. The department may not promulgate a rule that:

(a) establishes a limit on the number of any type of state licenses that may be granted;

(b) requires a customer to provide a marihuana retailer with identifying information other than identification to determine the customer's age or requires the marihuana retailer to acquire or record personal information about customers other than information typically required in a retail transaction;

(c) prohibits a marihuana establishment from operating at a shared location of a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801, or prohibits a marihuana grower, marihuana processor, or marihuana retailer from operating within a single facility; or

(d) is unreasonably impracticable.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27959 License to operate a marihuana establishment; application; qualifications; issuance; disclosure.

Sec. 9. 1. Each application for a state license must be submitted to the department. Upon receipt of a complete application and application fee, the department shall forward a copy of the application to the municipality in which the marihuana establishment is to be located, determine whether the applicant and the premises qualify for the state license and comply with this act, and issue the appropriate state license or send the applicant a notice of rejection setting forth specific reasons why the department did not approve the state license application within 90 days.

2. The department shall issue the following state license types: marihuana retailer; marihuana safety compliance facility; marihuana secure transporter; marihuana processor; marihuana microbusiness; class A marihuana grower authorizing cultivation of not more than 100 marihuana plants; class B marihuana grower authorizing cultivation of not more than 500 marihuana plants; and class C marihuana grower authorizing cultivation of not more than 2,000 marihuana plants.

3. Except as otherwise provided in this section, the department shall approve a state license application and issue a state license if:

(a) the applicant has submitted an application in compliance with the rules promulgated by the department, is in compliance with this act and the rules, and has paid the required fee;

(b) the municipality in which the proposed marihuana establishment will be located does not notify the department that the proposed marihuana establishment is not in compliance with an ordinance consistent with section 6 of this act and in effect at the time of application;

(c) the property where the proposed marihuana establishment is to be located is not within an area zoned exclusively for residential use and is not within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, unless a municipality adopts an ordinance that reduces this distance requirement;

(d) no person who holds an ownership interest in the marihuana establishment applicant:

(1) will hold an ownership interest in both a marihuana safety compliance facility or in a marihuana secure transporter and in a marihuana grower, a marihuana processor, a marihuana retailer, or a marihuana microbusiness;

(2) will hold an ownership interest in both a marihuana microbusiness and in a marihuana grower, a marihuana processor, a marihuana retailer, a marihuana safety compliance facility, or a marihuana secure transporter; and

(3) will hold an ownership interest in more than 5 marihuana growers or in more than 1 marihuana microbusiness, except that the department may approve a license application from a person who holds an ownership interest in more than 5 marihuana growers or more than 1 marihuana microbusiness if, after January 1, 2023, the department promulgates a rule authorizing an individual to hold an ownership interest in more than 5 marihuana growers or in more than 1 marihuana microbusiness.

4. If a municipality limits the number of marihuana establishments that may be licensed in the municipality pursuant to section 6 of this act and that limit prevents the department from issuing a state license to all applicants who meet the requirements of subsection 3 of this section, the municipality shall decide among competing applications by a competitive process intended to select applicants who are best suited to operate in compliance with this act within the municipality.

5. All state licenses are effective for 1 year, unless the department issues the state license for a longer term. A state license is renewed upon receipt of a complete renewal application and a renewal fee from any marihuana establishment in good standing.

6. The department shall begin accepting applications for marihuana establishments within 12 months after the effective date of this act. Except as otherwise provided in this section, for 24 months after the department begins to receive applications for marihuana establishments, the department may only accept applications for licensure: for a class A marihuana grower or for a marihuana microbusiness, from persons who are residents of Michigan; for a marihuana retailer, marihuana processor, class B marihuana grower, class C marihuana grower, or a marihuana secure transporter, from persons holding a state operating license pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801; and for a marihuana safety compliance facility, from any applicant. One year after the department begins to accept applications pursuant to this section, the department shall begin accepting applications from any applicant if the department determines that additional state licenses are necessary to minimize the illegal market for marihuana in this state, to efficiently meet the demand for marihuana, or to provide for reasonable access to marihuana in rural areas.

7. Information obtained from an applicant related to licensure under this act is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018..

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27960 Lawful activities by marihuana grower, processor, transporter, or retailer; limitations; contracts related to operation of marihuana establishments.

Sec. 10. 1. Notwithstanding any other law or provision of this act, and except as otherwise provided in section 4 of this act or the rules promulgated thereunder, the following acts are not unlawful, are not an offense, are not grounds for seizing or forfeiting property, are not grounds for arrest, prosecution, or penalty in any manner, are not grounds for search or inspection except as authorized by this act, and are not grounds to deny any other right or privilege:

(a) a marihuana grower or an agent acting on behalf of a marihuana grower who is 21 years of age or older, cultivating not more than the number of marihuana plants authorized by the state license class; possessing, packaging, storing, or testing marihuana; acquiring marihuana seeds or seedlings from a person who is 21 years of age or older; selling or otherwise transferring, purchasing or otherwise obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for goods or services;

(b) a marihuana processor or agent acting on behalf of a marihuana processor who is 21 years of age or older, possessing, processing, packaging, storing, or testing marihuana; selling or otherwise transferring, purchasing or otherwise obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for goods or services;

(c) a marihuana secure transporter or an agent acting on behalf of a marihuana secure transporter who is 21 years of age or older, possessing or storing marihuana; transporting marihuana to or from a marihuana establishment; or receiving compensation for services;

(d) a marihuana safety compliance facility or an agent acting on behalf of a marihuana safety compliance facility who is 21 years of age or older, testing, possessing, repackaging, or storing marihuana; transferring, obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for services;

(e) a marihuana retailer or an agent acting on behalf of a marihuana retailer who is 21 years of age or older, possessing, storing, or testing marihuana; selling or otherwise transferring, purchasing or otherwise obtaining,

or transporting marihuana to or from a marihuana establishment; selling or otherwise transferring marihuana to a person 21 years of age or older; or receiving compensation for goods or services; or

(f) a marihuana microbusiness or an agent acting on behalf of a marihuana microbusiness who is 21 years of age or older, cultivating not more than 150 marihuana plants; possessing, processing, packaging, storing, or testing marihuana from marihuana plants cultivated on the premises; selling or otherwise transferring marihuana cultivated or processed on the premises to a person 21 years of age or older; or receiving compensation for goods or services.

(g) leasing or otherwise allowing the use of property owned, occupied, or managed for activities allowed under this act;

(h) enrolling or employing a person who engages in marihuana-related activities allowed under this act;

(i) possessing, cultivating, processing, obtaining, transferring, or transporting industrial hemp; or

(j) providing professional services to prospective or licensed marihuana establishments related to activity under this act.

2. A person acting as an agent of a marihuana retailer who sells or otherwise transfers marihuana or marihuana accessories to a person under 21 years of age is not subject to arrest, prosecution, forfeiture of property, disciplinary action by a professional licensing board, denial of any right or privilege, or penalty in any manner, if the person reasonably verified that the recipient appeared to be 21 years of age or older by means of government-issued photographic identification containing a date of birth, and the person complied with any rules promulgated pursuant to this act.

3. It is the public policy of this state that contracts related to the operation of marihuana establishments be enforceable.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27961 Marihuana establishments; requirements; limitations.

Sec. 11. (a) A marihuana establishment may not allow cultivation, processing, sale, or display of marihuana or marihuana accessories to be visible from a public place outside of the marihuana establishment without the use of binoculars, aircraft, or other optical aids.

(b) A marihuana establishment may not cultivate, process, test, or store marihuana at any location other than a physical address approved by the department and within an enclosed area that is secured in a manner that prevents access by persons not permitted by the marihuana establishment to access the area.

(c) A marihuana establishment shall secure every entrance to the establishment so that access to areas containing marihuana is restricted to employees and other persons permitted by the marihuana establishment to access the area and to agents of the department or state and local law enforcement officers and emergency personnel and shall secure its inventory and equipment during and after operating hours to deter and prevent theft of marihuana and marihuana accessories.

(d) No marihuana establishment may refuse representatives of the department the right during the hours of operation to inspect the licensed premises or to audit the books and records of the marihuana establishment.

(e) No marihuana establishment may allow a person under 21 years of age to volunteer or work for the marihuana establishment.

(f) No marihuana establishment may sell or otherwise transfer marihuana that was not produced, distributed, and taxed in compliance with this act.

(g) A marihuana grower, marihuana retailer, marihuana processor, marihuana microbusiness, or marihuana testing facility or agents acting on their behalf may not transport more than 15 ounces of marihuana or more than 60 grams of marihuana concentrate at one time.

(h) A marihuana secure transporter may not hold title to marihuana.

(i) No marihuana processor may process and no marihuana retailer may sell edible marihuana-infused candy in shapes or packages that are attractive to children or that are easily confused with commercially sold candy that does not contain marihuana.

(j) No marihuana retailer may sell or otherwise transfer marihuana that is not contained in an opaque, resealable, child-resistant package designed to be significantly difficult for children under 5 years of age to open and not difficult for normal adults to use properly as defined by 16 C.F.R. 1700.20 (1995), unless the marihuana is transferred for consumption on the premises where sold.

(k) No marihuana establishment may sell or otherwise transfer tobacco.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27962 Deduction of certain expenses from income.

Sec. 12. In computing net income for marihuana establishments, deductions from state taxes are allowed for all the ordinary and necessary expenses paid or incurred during the taxable year in carrying out a trade or business.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27963 Imposition of excise tax.

Sec. 13. 1. In addition to all other taxes, an excise tax is imposed on each marihuana retailer and on each marihuana microbusiness at the rate of 10% of the sales price for marihuana sold or otherwise transferred to anyone other than a marihuana establishment.

2. Except as otherwise provided by a rule promulgated by the department of treasury, a product subject to the tax imposed by this section may not be bundled in a single transaction with a product or service that is not subject to the tax imposed by this section.

3. The department of treasury shall administer the taxes imposed under this act and may promulgate rules pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to MCL 24.328, that prescribe a method and manner for payment of the tax to ensure proper tax collection under this act.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27964 Marihuana regulation fund; creation; administration; allocation of expenditures.

Sec. 14. 1. The marihuana regulation fund is created in the state treasury. The department of treasury shall deposit all money collected under section 13 of this act and the department shall deposit all fees collected in the fund. The state treasurer shall direct the investment of the fund and shall credit the fund interest and earnings from fund investments. The department shall administer the fund for auditing purposes. Money in the fund shall not lapse to the general fund.

2. Funds for the initial activities of the department to implement this act shall be appropriated from the general fund. The department shall repay any amount appropriated under this subsection from proceeds in the fund.

3. The department shall expend money in the fund first for the implementation, administration, and enforcement of this act, and second, until 2022 or for at least two years, to provide \$20 million annually to one or more clinical trials that are approved by the United States food and drug administration and sponsored by a non-profit organization or researcher within an academic institution researching the efficacy of marihuana in treating the medical conditions of United States armed services veterans and preventing veteran suicide. Upon appropriation, unexpended balances must be allocated as follows:

(a) 15% to municipalities in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the municipality;

(b) 15% to counties in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the county;

(c) 35% to the school aid fund to be used for K-12 education; and

(d) 35% to the Michigan transportation fund to be used for the repair and maintenance of roads and bridges.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27965 Violations; penalties.

Rendered Thursday, May 18, 2019

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Sec. 15. A person who commits any of the following acts, and is not otherwise authorized by this act to conduct such activities, may be punished only as provided in this section and is not subject to any other form of punishment or disqualification, unless the person consents to another disposition authorized by law:

1. Except for a person who engaged in conduct described in sections 4(1)(a), 4(1)(b), 4(1)(c), 4(1)(d), 4(1)(g), or 4(1)(h), a person who possesses not more than the amount of marihuana allowed by section 5, cultivates not more than the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than the amount of marihuana allowed by section 5, is responsible for a civil infraction and may be punished by a fine of not more than \$100 and forfeiture of the marihuana.

2. Except for a person who engaged in conduct described in section 4, a person who possesses not more than twice the amount of marihuana allowed by section 5, cultivates not more than twice the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than twice the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than twice the amount of marihuana allowed by section 5:

(a) for a first violation, is responsible for a civil infraction and may be punished by a fine of not more than \$500 and forfeiture of the marihuana;

(b) for a second violation, is responsible for a civil infraction and may be punished by a fine of not more than \$1,000 and forfeiture of the marihuana;

(c) for a third or subsequent violation, is guilty of a misdemeanor and may be punished by a fine of not more than \$2,000 and forfeiture of the marihuana.

3. Except for a person who engaged in conduct described by section 4(1)(a), 4(1)(d), or 4(1)(g), a person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants:

(a) for a first violation, is responsible for a civil infraction and may be punished as follows:

(1) if the person is less than 18 years of age, by a fine of not more than \$100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling; or

(2) if the person is at least 18 years of age, by a fine of not more than \$100 and forfeiture of the marihuana.

(b) for a second violation, is responsible for a civil infraction and may be punished as follows:

(1) if the person is less than 18 years of age, by a fine of not more than \$500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling; or

(2) if the person is at least 18 years of age, by a fine of not more than \$500 and forfeiture of the marihuana.

4. Except for a person who engaged in conduct described in section 4, a person who possesses more than twice the amount of marihuana allowed by section 5, cultivates more than twice the amount of marihuana allowed by section 5, or delivers without receiving any remuneration to a person who is at least 21 years of age more than twice the amount of marihuana allowed by section 5, shall be responsible for a misdemeanor, but shall not be subject to imprisonment unless the violation was habitual, willful, and for a commercial purpose or the violation involved violence.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27966 Failure to act by department; application to municipality.

Sec. 16. 1. If the department does not timely promulgate rules as required by section 8 of this act or accept or process applications in accordance with section 9 of this act, beginning one year after the effective date of this act, an applicant may submit an application for a marihuana establishment directly to the municipality where the marihuana establishment will be located.

2. If a marihuana establishment submits an application to a municipality under this section, the municipality shall issue a municipal license to the applicant within 90 days after receipt of the application unless the municipality finds and notifies the applicant that the applicant is not in compliance with an ordinance or rule adopted pursuant to this act.

3. If a municipality issues a municipal license pursuant to this section:

(a) the municipality shall notify the department that the municipal license has been issued;

(b) the municipal license has the same force and effect as a state license; and

(c) the holder of the municipal license is not subject to regulation or enforcement by the department during the municipal license term.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

333.27967 Construction of act; effect of federal law; severability.

Sec. 17. This act shall be broadly construed to accomplish its intent as stated in section 2 of this act. Nothing in this act purports to supersede any applicable federal law, except where allowed by federal law. All provisions of this act are self-executing. Any section of this act that is found invalid as to any person or circumstances shall not affect the application of any other section of this act that can be given full effect without the invalid section or application.

History: 2018, Initiated Law 1, Eff. Dec. 6, 2018.

Compiler's note: This new act was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. The proposed language was certified to the legislature on April 26, 2018 with the 40-day consideration period lapsing on June 5, 2018. The initiative petition was submitted to the voters as proposal 18-1 at the November 6, 2018 general election where it was approved 2,356,422 for and 1,859,675 against.

MEDICAL MARIHUANA FACILITIES LICENSING ACT
Act 281 of 2016

AN ACT to license and regulate medical marihuana growers, processors, provisioning centers, secure transporters, and safety compliance facilities; to allow certain licensees to process, test, or sell industrial hemp; to provide for the powers and duties of certain state and local governmental officers and entities; to create a medical marihuana licensing board; to provide for interaction with the statewide monitoring system for commercial marihuana transactions; to create an advisory panel; to provide immunity from prosecution for marihuana-related offenses for persons engaging in certain activities in compliance with this act; to prescribe civil fines and sanctions and provide remedies; to provide for forfeiture of contraband; to provide for taxes, fees, and assessments; and to require the promulgation of rules.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;—Am. 2018, Act 648, Eff. Mar. 28, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

The People of the State of Michigan enact:

PART 1. GENERAL PROVISIONS

333.27101 Short title.

Sec. 101. This act shall be known and may be cited as the "medical marihuana facilities licensing act".

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27102 Definitions.

Sec. 102. As used in this act:

- (a) "Advisory panel" or "panel" means the marihuana advisory panel created in section 801.
- (b) "Affiliate" means any person that controls, is controlled by, or is under common control with; is in a partnership or joint venture relationship with; or is a co-shareholder of a corporation, a co-member of a limited liability company, or a co-partner in a limited liability partnership with a licensee or applicant.
- (c) "Applicant" means a person who applies for a state operating license. Applicant includes, with respect to disclosures in an application, for purposes of ineligibility for a license under section 402, or for purposes of prior board approval of a transfer of interest under section 406, and only for applications submitted on or after January 1, 2019, a managerial employee of the applicant, a person holding a direct or indirect ownership interest of more than 10% in the applicant, and the following for each type of applicant:
 - (i) For an individual or sole proprietorship: the proprietor and spouse.
 - (ii) For a partnership and limited liability partnership: all partners and their spouses. For a limited partnership and limited liability limited partnership: all general and limited partners, not including a limited partner holding a direct or indirect ownership interest of 10% or less and who does not exercise control over or participate in the management of the partnership, and their spouses. For a limited liability company: all members and managers, not including a member holding a direct or indirect ownership interest of 10% or less and who does not exercise control over or participate in the management of the company, and their spouses.
 - (iii) For a privately held corporation: all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of 10% or less, and their spouses.
 - (iv) For a publicly held corporation: all corporate officers or persons with equivalent titles and their spouses, all directors and their spouses, and all stockholders, not including those holding a direct or indirect ownership interest of 10% or less, and their spouses.
 - (v) For a multilevel ownership enterprise: any entity or person that receives or has the right to receive more than 10% of the gross or net profit from the enterprise during any full or partial calendar or fiscal year.
 - (vi) For a nonprofit corporation: all individuals and entities with membership or shareholder rights in accordance with the articles of incorporation or the bylaws and their spouses.
- (d) "Board" means the medical marihuana licensing board created in section 301.
- (e) "Cutting" means a section of a lead stem or root stock that is used for vegetative asexual propagation.

- (f) "Department" means the department of licensing and regulatory affairs.
- (g) "Grower" means a licensee that is a commercial entity located in this state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor, provisioning center, or another grower.
- (h) "Industrial hemp" means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.
- (i) "Industrial hemp research and development act" means the industrial hemp research and development act, 2014 PA 547.
- (j) "Licensee" means a person holding a state operating license.
- (k) "Marihuana" means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.
- (l) "Marihuana facility" means a location at which a licensee is licensed to operate under this act.
- (m) "Marihuana plant" means any plant of the species *Cannabis sativa* L. Marihuana plant does not include industrial hemp.
- (n) "Marihuana-infused product" means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product is not considered a food for purposes of the food law, 2000 PA 92, MCL 289.1101 to 289.8111.
- (o) "Marihuana tracking act" means the marihuana tracking act, 2016 PA 282, MCL 333.27901 to 333.27904.
- (p) "Michigan medical marihuana act" means the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430.
- (q) "Municipality" means a city, township, or village.
- (r) "Paraphernalia" means any equipment, product, or material of any kind that is designed for or used in growing, cultivating, producing, manufacturing, compounding, converting, storing, processing, preparing, transporting, injecting, smoking, ingesting, inhaling, or otherwise introducing into the human body, marihuana.
- (s) "Person" means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.
- (t) "Plant" means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.
- (u) "Processor" means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center or another processor.
- (v) "Provisioning center" means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a registered primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.
- (w) "Registered primary caregiver" means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act.
- (x) "Registered qualifying patient" means a qualifying patient who has been issued a current registry identification card under the Michigan medical marihuana act or a visiting qualifying patient as that term is defined in section 3 of the Michigan medical marihuana act, MCL 333.26423.
- (y) "Registry identification card" means that term as defined in section 3 of the Michigan medical marihuana act, MCL 333.26423.
- (z) "Rules" means rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the department in consultation with the board to implement this act.
- (aa) "Safety compliance facility" means a licensee that is a commercial entity that takes marihuana from a marihuana facility or receives marihuana from a registered primary caregiver, tests the marihuana for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- (bb) "Secure transporter" means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- (cc) "Seed" means the fertilized, ungerminated, matured ovule, containing an embryo or rudimentary plant, of a marihuana plant that is flowering.
- (dd) "Seedling" means a marihuana plant that has germinated and has not flowered and is not harvestable.

(ee) "State operating license" or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:

- (i) A grower.
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.

(ff) "Statewide monitoring system" or, unless the context requires a different meaning, "system" means an internet-based, statewide database established, implemented, and maintained by the department under the marihuana tracking act, that is available to licensees, law enforcement agencies, and authorized state departments and agencies on a 24-hour basis for all of the following:

- (i) Verifying registry identification cards.
- (ii) Tracking marihuana transfer and transportation by licensees, including transferee, date, quantity, and price.
- (iii) Verifying in commercially reasonable time that a transfer will not exceed the limit that the patient or caregiver is authorized to receive under section 4 of the Michigan medical marihuana act, MCL 333.26424.

(gg) "Tissue culture" means a marihuana plant cell, cutting, tissue, or organ, that is kept under a sterile condition on a nutrient culture medium of known composition and that does not have visible root formation. A tissue culture is not a marihuana plant for purposes of a grower.

(hh) "Usable marihuana" means the dried leaves, flowers, plant resin, or extract of the marihuana plant, but does not include the seeds, stalks, and roots of the plant.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;—Am. 2018, Act 582, Eff. Jan. 1, 2019;—Am. 2018, Act 648, Eff. Mar. 28, 2019;—Am. 2019, Act 3, Imd. Eff. Apr. 16, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 2. APPLICATION OF OTHER LAWS

333.27201 Protected activities; person owning or leasing property upon which marihuana facility located subject to penalties or sanctions prohibited; conditions; activities of certified public accountant or financial institution not subject to certain penalties or sanctions; other provisions of law inconsistent with act; definitions.

Sec. 201. (1) Except as otherwise provided in this act, if a person has been granted a state operating license and is operating within the scope of the license, the licensee and its agents are not subject to any of the following for engaging in activities described in subsection (2):

- (a) Criminal penalties under state law or local ordinances regulating marihuana.
- (b) State or local criminal prosecution for a marihuana-related offense.
- (c) State or local civil prosecution for a marihuana-related offense.
- (d) Search or inspection, except for an inspection authorized under this act by law enforcement officers, the municipality, or the department.
- (e) Seizure of marihuana, real property, personal property, or anything of value based on a marihuana-related offense.
- (f) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau based on a marihuana-related offense.

(2) The following activities are protected under subsection (1) if performed under a state operating license within the scope of that license and in accord with this act, rules, and any ordinance adopted under section 205:

- (a) Growing marihuana.
- (b) Purchasing, receiving, selling, transporting, or transferring marihuana from or to a licensee, a licensee's agent, a registered qualifying patient, or a registered primary caregiver.
- (c) Possessing marihuana.
- (d) Possessing or manufacturing marihuana paraphernalia for medical use.
- (e) Processing marihuana.
- (f) Transporting marihuana.
- (g) Testing, transferring, infusing, extracting, altering, or studying marihuana.
- (h) Receiving or providing compensation for products or services.

(3) Except as otherwise provided in this act, a person who owns or leases real property upon which a marihuana facility is located and who has no knowledge that the licensee violated this act is not subject to any of the following for owning, leasing, or permitting the operation of a marihuana facility on the real property:

- (a) Criminal penalties under state law or local ordinances regulating marihuana.
- (b) State or local civil prosecution based on a marihuana-related offense.
- (c) State or local criminal prosecution based on a marihuana-related offense.
- (d) Search or inspection, except for an inspection authorized under this act by law enforcement officers, the municipality, or the department.
- (e) Seizure of any real or personal property or anything of value based on a marihuana-related offense.
- (f) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau.

(4) Except as otherwise provided in this act, a certified public accountant who is licensed under article 7 of the occupational code, 1980 PA 299, MCL 339.720 to 339.736, is not subject to any of the following for engaging in the practice of public accounting as that term is defined in section 720 of the occupational code, 1980 PA 299, MCL 339.720, for an applicant or licensee who is in compliance with this act, rules, and the Michigan medical marihuana act:

- (a) Criminal penalties under state law or local ordinances regulating marihuana.
- (b) State or local civil prosecution based on a marihuana-related offense.
- (c) State or local criminal prosecution based on a marihuana-related offense.
- (d) Seizure of any real or personal property or anything of value based on a marihuana-related offense.
- (e) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau based on a marihuana-related offense.

(5) Except as otherwise provided in this act, a financial institution is not subject to any of the following for providing a financial service to a licensee under this act:

- (a) Criminal penalties under state law or local ordinances regulating marihuana.
- (b) State or local civil prosecution based on a marihuana-related offense.
- (c) State or local criminal prosecution based on a marihuana-related offense.
- (d) Seizure of any real or personal property or anything of value based on a marihuana-related offense.
- (e) Any sanction, including disciplinary action or denial of a right or privilege, by a business or occupational or professional licensing board or bureau based on a marihuana-related offense.

(6) For the purposes of regulating the commercial entities established under this act, any provisions of the following acts that are inconsistent with this act do not apply to a grower, processor, secure transporter, provisioning center, or safety compliance facility operating in compliance with this act:

- (a) The business corporation act, 1972 PA 284, MCL 450.1101 to 450.2098.
- (b) The nonprofit corporation act, 1982 PA 162, MCL 450.2101 to 450.3192.
- (c) 1931 PA 327, MCL 450.98 to 450.192.
- (d) The Michigan revised uniform limited partnership act, 1982 PA 213, MCL 449.1101 to 449.2108.
- (e) The Michigan limited liability company act, 1993 PA 23, MCL 450.4101 to 450.5200.
- (f) 1907 PA 101, MCL 445.1 to 445.5.
- (g) 1913 PA 164, MCL 449.101 to 449.106.
- (h) The uniform partnership act, 1917 PA 72, MCL 449.1 to 449.48.

(7) As used in this section:

(a) "Financial institution" means any of the following:

- (i) A state or national bank.
- (ii) A state or federally chartered savings and loan association.
- (iii) A state or federally chartered savings bank.
- (iv) A state or federally chartered credit union.
- (v) An insurance company.
- (vi) An entity that offers any of the following to a resident of this state:
 - (A) A mutual fund account.
 - (B) A securities brokerage account.
 - (C) A money market account.
 - (D) A retail investment account.
- (vii) An entity regulated by the Securities and Exchange Commission that collects funds from the public.
- (viii) An entity that is a member of the National Association of Securities Dealers and that collects funds from the public.

(ix) Another entity that collects funds from the public.

(b) "Financial service" means a deposit; withdrawal; transfer between accounts; exchange of currency;

loan; extension of credit; purchase or sale of any stock, bond, certificate of deposit, or other monetary instrument; or any other payment, transfer, or delivery by, through, or to a financial institution, by whatever means effected.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27203 Registered qualifying patient or registered primary caregiver; criminal prosecution or sanctions prohibited; conditions.

Sec. 203. A registered qualifying patient or registered primary caregiver is not subject to criminal prosecution or sanctions for purchasing marihuana from a provisioning center if the quantity purchased is within the limits established under the Michigan medical marihuana act. A registered primary caregiver is not subject to criminal prosecution or sanctions for any transfer of 2.5 ounces or less of marihuana to a safety compliance facility for testing.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27204 Medical purpose defense.

Sec. 204. This act does not limit the medical purpose defense provided in section 8 of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26428, to any prosecution involving marihuana.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27205 Marihuana facility; ordinance; requirements.

Sec. 205. (1) The board shall not issue a state operating license to an applicant unless the municipality in which the applicant's proposed marihuana facility will operate has adopted an ordinance that authorizes that type of facility. A municipality may adopt an ordinance to authorize 1 or more types of marihuana facilities within its boundaries and to limit the number of each type of marihuana facility. A municipality may adopt other ordinances relating to marihuana facilities within its jurisdiction, including zoning regulations, but shall not impose regulations regarding the purity or pricing of marihuana or interfering or conflicting with this act or rules for licensing marihuana facilities. A municipality that adopts an ordinance under this subsection that authorizes a marihuana facility shall provide the department with all of the following on a form prescribed and provided by the department:

(a) An attestation that the municipality has adopted an ordinance under this subsection that authorizes the marihuana facility.

(b) A description of any zoning regulations that apply to the proposed marihuana facility within the municipality.

(c) The signature of the clerk of the municipality or his or her designee.

(d) Any other information required by the department.

(2) A municipal ordinance may establish an annual, nonrefundable fee of not more than \$5,000.00 to help defray administrative and enforcement costs associated with the operation of a marihuana facility in the municipality.

(3) The department may require a municipality to provide the following information to the department on a form prescribed and provided by the department regarding a licensee who submits an application for license renewal:

(a) Information that the board declares necessary to determine whether the licensee's license should be renewed.

(b) A description of a violation of an ordinance or a zoning regulation adopted under subsection (1) committed by the licensee, but only if the violation relates to activities licensed under this act and rules or the Michigan medical marihuana act.

(c) Whether there has been a change to an ordinance or a zoning regulation adopted under subsection (1) since the license was issued to the licensee and a description of the change.

(4) Information a municipality obtains from an applicant under this section is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246. Except as otherwise provided in this subsection, information a municipality provides to the department under this section is subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27206 Rules.

Sec. 206. The department, in consultation with the board, shall promulgate rules and emergency rules as necessary to implement, administer, and enforce this act. The rules must ensure the safety, security, and integrity of the operation of marihuana facilities, and must include rules to do the following:

- (a) Set appropriate standards for marihuana facilities and associated equipment.
- (b) Subject to section 408, establish minimum levels of insurance that licensees must maintain.
- (c) Establish operating regulations for each category of license to ensure the health, safety, and security of the public and the integrity of marihuana facility operations.
- (d) Establish qualifications and restrictions for persons participating in or involved with operating marihuana facilities.
- (e) Establish testing standards, procedures, and requirements for marihuana sold through provisioning centers.
- (f) Provide for the levy and collection of fines for a violation of this act or rules.
- (g) Prescribe use of the statewide monitoring system to track all marihuana transfers, as provided in the marihuana tracking act and this act, and provide for a funding mechanism to support the system.
- (h) Establish quality control standards, procedures, and requirements for marihuana facilities.
- (i) Establish chain of custody standards, procedures, and requirements for marihuana facilities.
- (j) Establish standards, procedures, and requirements for waste product disposal and storage by marihuana facilities.
- (k) Establish chemical storage standards, procedures, and requirements for marihuana facilities.
- (l) Establish standards, procedures, and requirements for securely and safely transporting marihuana between marihuana facilities.
- (m) Establish standards, procedures, and requirements for the storage of marihuana by marihuana facilities.
- (n) Establish labeling and packaging standards, procedures, and requirements for marihuana sold or transferred through provisioning centers, including a prohibition on labeling or packaging that is intended to appeal to or has the effect of appealing to minors.
- (o) Establish daily and monthly purchasing limits at provisioning centers for registered qualifying patients and registered primary caregivers to ensure compliance with the Michigan medical marihuana act.
- (p) Establish marketing and advertising restrictions for marihuana products and marihuana facilities.
- (q) Establish maximum tetrahydrocannabinol levels for marihuana-infused products sold or transferred through provisioning centers.
- (r) Establish health standards to ensure the safe preparation of products containing marihuana that are intended for human consumption in a manner other than smoke inhalation.
- (s) Establish restrictions on edible marihuana-infused products to prohibit shapes that would appeal to minors.
- (t) Establish standards, procedures, and requirements for the sale of industrial hemp from a provisioning center to a registered qualified patient. The rules promulgated under this subdivision must be promulgated before March 1, 2019.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;—Am. 2018, Act 648, Eff. Mar. 28, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27207 Third-party inventory control and tracking system; exception for statewide monitoring system.

Sec. 207. (1) Except as otherwise provided in subsection (2), a licensee shall adopt and use a third-party inventory control and tracking system that is capable of interfacing with the statewide monitoring system to allow the licensee to enter or access information in the statewide monitoring system as required under this act

and rules. The third-party inventory control and tracking system must have all of the following capabilities necessary for the licensee to comply with the requirements applicable to the licensee's license type:

(a) Tracking all marihuana plants, products, packages, patient and primary caregiver purchase totals, waste, transfers, conversions, sales, and returns that are linked to unique identification numbers.

(b) Tracking lot and batch information throughout the entire chain of custody.

(c) Tracking all products, conversions, and derivatives throughout the entire chain of custody.

(d) Tracking marihuana plant, batch, and product destruction.

(e) Tracking transportation of product.

(f) Performing complete batch recall tracking that clearly identifies all of the following details relating to the specific batch subject to the recall:

(i) Sold product.

(ii) Product inventory that is finished and available for sale.

(iii) Product that is in the process of transfer.

(iv) Product being processed into another form.

(v) Postharvest raw product, such as product that is in the drying, trimming, or curing process.

(g) Reporting and tracking loss, theft, or diversion of product containing marihuana.

(h) Reporting and tracking all inventory discrepancies.

(i) Reporting and tracking adverse patient responses or dose-related efficacy issues.

(j) Reporting and tracking all sales and refunds.

(k) Electronically receiving and transmitting information as required under this act, the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430, and the marihuana tracking act.

(l) Receiving testing results electronically from a safety compliance facility via a secured application program interface into the system and directly linking the testing results to each applicable source batch and sample.

(m) Identifying test results that may have been altered.

(n) Providing the licensee with access to information in the tracking system that is necessary to verify that the licensee is carrying out the marihuana transactions authorized under the licensee's license in accordance with this act.

(o) Providing information to cross-check that product sales are made to a registered qualifying patient or a registered primary caregiver on behalf of a registered qualifying patient and that the product received the required testing.

(p) Providing the department and state agencies with access to information in the database that they are authorized to access.

(q) Providing law enforcement agencies with access to only the information in the database that is necessary to verify that an individual possesses a valid and current registry identification card.

(r) Providing licensees with access only to the information in the system that they are required to receive before a sale, transfer, transport, or other activity authorized under a license issued under this act.

(s) Securing the confidentiality of information in the database by preventing access by a person who is not authorized to access the statewide monitoring system or is not authorized to access the particular information.

(t) Providing analytics to the department regarding key performance indicators such as the following:

(i) Total daily sales.

(ii) Total marihuana plants in production.

(iii) Total marihuana plants destroyed.

(iv) Total inventory adjustments.

(2) If the statewide monitoring system is capable of allowing a licensee to access or enter information into the statewide monitoring system without use of a third-party inventory control and tracking system, a licensee may access or enter information into the statewide monitoring system directly and the licensee is not required to adopt and use a third-party inventory control and tracking system.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27208 Marihuana facility and property; examination by local and state police.

Sec. 208. A marihuana facility and all articles of property in that facility are subject to examination at any time by a local police agency or the department of state police.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:
"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 3. MEDICAL MARIHUANA LICENSING BOARD

333.27301 Medical marihuana licensing board; creation; membership; appointment; terms; vacancy; reimbursement for expenses; other public office; eligibility; removal of member; appointment and employment limitations; financial disclosure statement; direct or indirect interest.

Sec. 301. (1) The medical marihuana licensing board is created within the department of licensing and regulatory affairs.

(2) The board consists of 5 members who are residents of this state, not more than 3 of whom are members of the same political party. The governor shall appoint the members. One of the members shall be appointed from 3 nominees submitted by the senate majority leader and 1 from 3 nominees submitted by the speaker of the house. The governor shall designate 1 of the members as chairperson.

(3) The members shall be appointed for terms of 4 years, except, of those who are first appointed, 1 member shall be appointed for a term of 2 years and 2 members shall be appointed for a term of 3 years. A member's term expires on December 31 of the last year of the member's term. If a vacancy occurs, the governor shall appoint a successor to fill the unexpired term in the manner of the original appointment.

(4) Each member of the board shall be reimbursed for all actual and necessary expenses and disbursements incurred in carrying out official duties.

(5) A board member shall not hold any other public office for which he or she receives compensation other than necessary travel or other incidental expenses.

(6) A person who is not of good moral character or who has been indicted for, charged with, or convicted of, pled guilty or nolo contendere to, or forfeited bail concerning any felony or a misdemeanor involving a controlled substance violation, theft, dishonesty, or fraud under the laws of this state, any other state, or the United States or a local ordinance in any state involving a controlled substance violation, dishonesty, theft, or fraud that substantially corresponds to a misdemeanor in that state is not eligible to serve on the board.

(7) The governor may remove any member of the board for neglect of duty, misfeasance, malfeasance, nonfeasance, or any other just cause.

(8) The board shall not appoint or employ an individual if any of the following circumstances exist:

(a) During the 3 years immediately preceding appointment or employment, the individual held any direct or indirect interest in, or was employed by, a person who is licensed to operate under this act or under a corresponding license in another jurisdiction or a person with an application for an operating license pending before the board or in any other jurisdiction. The board shall not employ an individual who has a direct or indirect interest in a licensee or a marihuana facility.

(b) The individual or his or her spouse, parent, child, child's spouse, sibling, or spouse of a sibling has an application for a license pending before the board or is a member of the board of directors of, or an individual financially interested in, any licensee or marihuana facility.

(9) Each member of the board and each key employee as determined by the department shall file with the governor a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of the member and key employee and his or her spouse, if any, affirming that the member and key employee are in compliance with subsection (8)(a) and (b). The financial disclosure statement shall be made under oath and filed at the time of employment and annually thereafter.

(10) Each employee of the board shall file with the board a financial disclosure statement listing all assets and liabilities, property and business interests, and sources of income of the employee and his or her spouse. This subsection does not apply to a key employee.

(11) A member of the board or key employee shall not hold any direct or indirect interest in, be employed by, or enter into a contract for services with an applicant, a board licensee, or a marihuana facility for a period of 4 years after the date his or her employment or membership on the board terminates. The department in consultation with the board shall define the term "direct or indirect interest" by rule.

(12) For 2 years after the date his or her employment with the board is terminated, an employee of the board shall not acquire any direct or indirect interest in, be employed by, or enter into a contract for services with any applicant, licensee, or marihuana facility.

(13) For 2 years after the termination of his or her office or employment with the board, a board member or an individual employed by the board shall not represent any person or party other than this state before or against the board.

(14) A business entity in which a former board member or employee or agent has an interest, or any partner, officer, or employee of the business entity, shall not make any appearance or represent a party that the former member, employee, or agent is prohibited from appearing for or representing. As used in this subsection, "business entity" means a corporation, limited liability company, partnership, limited liability partnership, association, trust, or other form of legal entity.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marijuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27302 Board; duties.

Sec. 302. The board has general responsibility for implementing this act. The board has the powers and duties specified in this act and all other powers necessary and proper to fully and effectively implement and administer this act for the purpose of licensing, regulating, and enforcing the licensing and regulation system established under this act for marijuana growth, processing, testing, and transporting. The board is subject to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328. The board's duties include all of the following:

- (a) Granting or denying each application for a state operating license within a reasonable time.
- (b) Deciding all license applications in reasonable order.
- (c) Conducting its public meetings in compliance with the open meetings act, 1976 PA 267, MCL 15.231 to 15.246.
- (d) Consulting with the department in promulgating rules and emergency rules as necessary to implement, administer, and enforce this act. The board shall not promulgate a rule establishing a limit on the number or type of marijuana facility licenses that may be granted.
- (e) Implementing and collecting the application fee described in section 401 and, in conjunction with the department of treasury, the tax described in section 601 and regulatory assessment described in section 603.
- (f) Providing for the levy and collection of fines for a violation of this act or rules.
- (g) Providing oversight of a marijuana facility through the board's inspectors, agents, and auditors and through the state police or attorney general for the purpose of certifying the revenue, receiving complaints from the public, or conducting investigations into the operation of the marijuana facility as the board considers necessary and proper to ensure compliance with this act and rules and to protect and promote the overall safety, security, and integrity of the operation of a marijuana facility.
- (h) Providing oversight of marijuana facilities to ensure that marijuana-infused products meet health and safety standards that protect the public to a degree comparable to state and federal standards applicable to similar food and drugs.
- (i) Reviewing and ruling on any complaint by a licensee regarding any investigative procedures of this state that are believed to be unnecessarily disruptive of marijuana facility operations. The need to inspect and investigate is presumed at all times. The board may delegate authority to hear, review, or rule on licensee complaints to a subcommittee of the board. To prevail on the complaint, a licensee must establish by a preponderance of the evidence that the procedures unreasonably disrupted its marijuana facility operations.
- (j) Holding at least 2 public meetings each year. Upon 72 hours' written notice to each member, the chairperson or any 2 board members may call a special meeting. Three members of the board constitute a quorum, including when making determinations on an application for a license. Three votes are required in support of final determinations of the board on applications for licenses and all other licensing determinations, except that 4 votes are required in support of a determination to suspend or revoke a license. The board shall keep a complete and accurate record of all of its meetings and hearings. Upon order of the board, 1 of the board members or a hearing officer designated by the board may conduct any hearing provided for under this act or by rules and may recommend findings and decisions to the board. The board member or hearing officer conducting the hearing has all powers and rights regarding the conduct of hearings granted to the board under this act. The record made at the time of the hearing shall be reviewed by the board or a majority of the board, and the findings and decision of the majority of the board are the order of the board in the case.
- (k) Maintaining records that are separate and distinct from the records of any other state board. The records shall be made available for public inspection subject to the limitations of this act and shall accurately reflect all board proceedings.
- (l) Reviewing the patterns of marijuana transfers by the licensees under this act as recorded in a statewide database established for use in administering and enforcing this act and making recommendations to the governor and the legislature in a written annual report to the governor and the legislature and additional

reports that the governor requests. The annual report shall be submitted by April 15 of each year and shall include the report required under section 702, a statement of receipts and disbursements by the board, the actions taken by the board, and any additional information and recommendations that the board considers appropriate or that the governor requests.

(m) Except as otherwise provided in this act, all information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board are subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, except for the following:

(i) Unless presented during a public hearing or requested by the licensee or applicant who is the sole subject of the data, all of the information, records, interviews, reports, statements, memoranda, or other data supplied to, created by, or used by the board related to background investigation of applicants or licensees and to trade secrets, internal controls, and security measures of the licensees or applicants.

(ii) All information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board that have been received from another jurisdiction or local, state, or federal agency under a promise of confidentiality or if the release of the information is otherwise barred by the statutes, rules, or regulations of that jurisdiction or agency or by an intergovernmental agreement.

(iii) All information in the statewide monitoring system.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27303 Board; powers.

Sec. 303. (1) The board has jurisdiction over the operation of all marihuana facilities. The board has all powers necessary and proper to fully and effectively oversee the operation of marihuana facilities, including the authority to do all of the following:

(a) Investigate applicants for state operating licenses, determine the eligibility for licenses, and grant licenses to applicants in accordance with this act and the rules.

(b) Investigate all individuals employed by marihuana facilities.

(c) At any time, through its investigators, agents, auditors, or the state police, without a warrant and without notice to the licensee, enter the premises, offices, facilities, or other places of business of a licensee, if evidence of compliance or noncompliance with this act or rules is likely to be found and consistent with constitutional limitations, for the following purposes:

(i) To inspect and examine all premises of marihuana facilities.

(ii) To inspect, examine, and audit relevant records of the licensee and, if the licensee fails to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records, and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored.

(iii) To inspect the person, and inspect or examine personal effects present in a marihuana facility, of any holder of a state operating license while that person is present in a marihuana facility.

(iv) To investigate alleged violations of this act or rules.

(d) Investigate alleged violations of this act or rules and take appropriate disciplinary action against a licensee.

(e) Consult with the department in adopting rules to establish appropriate standards for marihuana facilities and associated equipment.

(f) Require all relevant records of licensees, including financial or other statements, to be kept on the premises authorized for operation of the marihuana facility of the licensee or in the manner prescribed by the board.

(g) Require that each licensee of a marihuana facility submit to the board a list of the stockholders or other persons having a 1% or greater beneficial interest in the facility in addition to any other information the board considers necessary to effectively administer this act and rules, orders, and final decisions made under this act.

(h) Eject, or exclude or authorize the ejection or exclusion of, an individual from a marihuana facility if the individual violates this act, rules, or final orders of the board. However, the propriety of the ejection or exclusion is subject to a subsequent hearing by the board.

(i) Conduct periodic audits of marihuana facilities licensed under this act.

(j) Consult with the department as to appropriate minimum levels of insurance for licensees in addition to the minimum established under section 408 for liability insurance.

(k) Delegate the execution of any of its powers that are not specifically and exclusively reserved to the board under this act for the purpose of administering and enforcing this act and rules.

(l) Take disciplinary action as the board considers appropriate to prevent practices that violate this act and rules.

(m) Review a licensee if that licensee is under review or the subject of discipline by a regulatory body in any other jurisdiction for a violation of a controlled substance or marihuana law or regulation in that jurisdiction.

(n) Take any other reasonable or appropriate action to enforce this act and rules.

(2) The board may seek and shall receive the cooperation and assistance of the department of state police in conducting background investigations of applicants and in fulfilling its responsibilities under this act. The department of state police may recover its costs of cooperation under this subsection.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27305 Board; disclosure form; providing certain notices to chairperson; ex parte communication; outside employment; personal transaction involving marihuana with licensee or applicant; violation.

Sec. 305. (1) By January 31 of each year, each member of the board shall prepare and file with the governor's office and the board a disclosure form in which the member does all of the following:

(a) Affirms that the member or the member's spouse, parent, child, or child's spouse is not a member of the board of directors of, financially interested in, or employed by a licensee or applicant.

(b) Affirms that the member continues to meet any other criteria for board membership under this act or the rules promulgated by the board.

(c) Discloses any legal or beneficial interests in any real property that is or that may be directly or indirectly involved with operations authorized by this act.

(d) Discloses any other information as may be required to ensure that the integrity of the board and its work is maintained.

(2) By January 31 of each year, each employee of the board shall prepare and file with the board an employee disclosure form in which the employee does all of the following:

(a) Affirms the absence of financial interests prohibited by this act.

(b) Discloses any legal or beneficial interests in any real property that is or that may be directly or indirectly involved with operations authorized by this act.

(c) Discloses whether the employee or the employee's spouse, parent, child, or child's spouse is financially interested in or employed by a licensee or an applicant for a license under this act.

(d) Discloses such other matters as may be required to ensure that the integrity of the board and its work is maintained.

(3) A member, employee, or agent of the board who becomes aware that the member, employee, or agent of the board or his or her spouse, parent, or child is a member of the board of directors of, financially interested in, or employed by a licensee or an applicant shall immediately provide detailed written notice thereof to the chairperson.

(4) A member, employee, or agent of the board who within the previous 10 years has been indicted for, charged with, or convicted of, pled guilty or nolo contendere to, or forfeited bail concerning a misdemeanor involving controlled substances, dishonesty, theft, or fraud or a local ordinance in any state involving controlled substances, dishonesty, theft, or fraud that substantially corresponds to a misdemeanor in that state, or a felony under Michigan law, the laws of any other state, or the laws of the United States or any other jurisdiction shall immediately provide detailed written notice of the conviction or charge to the chairperson.

(5) Any member, employee, or agent of the board who is negotiating for, or acquires by any means, any interest in any person who is a licensee or an applicant, or any person affiliated with such a person, shall immediately provide written notice of the details of the interest to the chairperson. The member, employee, or agent of the board shall not act on behalf of the board with respect to that person.

(6) A member, employee, or agent of the board shall not enter into any negotiations for employment with any person or affiliate of any person who is a licensee or an applicant and shall immediately provide written notice of the details of any such negotiations or discussions in progress to the chairperson. The member, employee, or agent of the board shall not take action on behalf of the board with respect to that person.

(7) Any member, employee, or agent of the board who receives an invitation, written or oral, to initiate a

discussion concerning employment or the possibility of employment with a person or affiliate of a person who is a licensee or an applicant shall immediately report that he or she received the invitation to the chairperson. The member, employee, or agent of the board shall not take action on behalf of the board with respect to the person.

(8) A licensee or applicant shall not knowingly initiate a negotiation for or discussion of employment with a member, employee, or agent of the board. A licensee or applicant who initiates a negotiation or discussion about employment shall immediately provide written notice of the details of the negotiation or discussion to the chairperson as soon as he or she becomes aware that the negotiation or discussion has been initiated with a member, employee, or agent of the board.

(9) A member, employee, or agent of the board, or former member, employee, or agent of the board, shall not disseminate or otherwise disclose any material or information in the possession of the board that the board considers confidential unless specifically authorized to do so by the chairperson or the board.

(10) A member, employee, or agent of the board or a parent, spouse, sibling, spouse of a sibling, child, or spouse of a child of a member, employee, or agent of the board shall not accept any gift, gratuity, compensation, travel, lodging, or anything of value, directly or indirectly, from any licensee or any applicant or affiliate or representative of a licensee or applicant, unless the acceptance conforms to a written policy or directive that is issued by the chairperson or the board. Any member, employee, or agent of the board who is offered or receives any gift, gratuity, compensation, travel, lodging, or anything of value, directly or indirectly, from any licensee or any applicant or affiliate or representative of an applicant or licensee shall immediately provide written notification of the details to the chairperson.

(11) A licensee or applicant, or an affiliate or representative of an applicant or licensee, shall not, directly or indirectly, give or offer to give any gift, gratuity, compensation, travel, lodging, or anything of value to any member, employee, or agent of the board that the member, employee, or agent of the board is prohibited from accepting under subsection (10).

(12) A member, employee, or agent of the board shall not engage in any conduct that constitutes a conflict of interest and shall immediately advise the chairperson in writing of the details of any incident or circumstances that would present the existence of a conflict of interest with respect to performing board-related work or duties.

(13) A member, employee, or agent of the board who is approached and offered a bribe as described in section 118 of the Michigan penal code, 1931 PA 328, MCL 750.118, or this act shall immediately provide written account of the details of the incident to the chairperson and to a law enforcement officer of a law enforcement agency having jurisdiction.

(14) A member, employee, or agent of the board shall disclose his or her past involvement with any marijuana enterprise in the past 5 years and shall not engage in political activity or politically related activity during the duration of his or her appointment or employment.

(15) A former member, employee, or agent of the board may appear before the board as a fact witness about matters or actions handled by the member, employee, or agent during his or her tenure as a member, employee, or agent of the board. The member, employee, or agent of the board shall not receive compensation for such an appearance other than a standard witness fee and reimbursement for travel expenses as established by statute or court rule.

(16) A licensee or applicant or any affiliate or representative of an applicant or licensee shall not engage in ex parte communications with a member of the board. A member of the board shall not engage in any ex parte communications with a licensee or an applicant or with any affiliate or representative of an applicant or licensee.

(17) Any board member, licensee, or applicant or affiliate or representative of a board member, licensee, or applicant who receives any ex parte communication in violation of subsection (16), or who is aware of an attempted communication in violation of subsection (16), shall immediately report details of the communication or attempted communication in writing to the chairperson.

(18) Any member of the board who receives an ex parte communication in an attempt to influence that member's official action shall disclose the source and content of the communication to the chairperson. The chairperson may investigate or initiate an investigation of the matter with the assistance of the attorney general and state police to determine if the communication violates subsection (16) or subsection (17) or other state law. The disclosure under this section and the investigation are confidential. Following an investigation, the chairperson shall advise the governor or the board, or both, of the results of the investigation and may recommend action as the chairperson considers appropriate. If the chairperson receives such an ex parte communication, he or she shall report the communication to the governor's office for appropriate action.

(19) A new or current employee or agent of the board shall obtain written permission from the director of the department or his or her designee before continuing outside employment held at the time the employee

begins to work for the board. Permission shall be denied, or permission previously granted shall be revoked, if the director of the department or his or her designee considers the nature of the work to create a possible conflict of interest or if it would otherwise interfere with the duties of the employee or agent for the board.

(20) An employee or agent of the board granted permission for outside employment shall not conduct any business or perform any activities, including solicitation, related to outside employment on premises used by the board or during the employee's working hours for the board.

(21) The chairperson shall report any action he or she has taken or proposes to take under this section with respect to an employee or agent or former employee or former agent to the board at the next meeting of the board.

(22) Except as allowed under the Michigan medical marihuana act, a member, employee, or agent of the board shall not enter into any personal transaction involving marihuana with a licensee or applicant.

(23) If a licensee or applicant, or an affiliate or representative of a licensee or applicant, violates this section, the board may deny a license application, revoke or suspend a license, or take other disciplinary action as provided in section 407.

(24) Violation of this section by a member of the board may result in disqualification or constitute cause for removal under section 301(7) or other disciplinary action as recommended by the board to the governor.

(25) A violation of this section by an employee or agent of the board need not result in termination of employment if the board determines that the conduct involved does not violate the purpose of this act. However, all of the following apply:

(a) If, after being offered employment or beginning employment with the board, the employee or agent intentionally acquires a financial interest in a licensee or an applicant, or an affiliate or representative of a licensee or applicant, the offer or employment with the board shall be terminated.

(b) If a financial interest in a licensee or an applicant, or an affiliate or representative of a licensee or applicant, is acquired by an employee or agent that has been offered employment with the board, an employee of the board, or the employee's or agent's spouse, parent, or child, through no intentional action of the employee or agent, the individual shall have up to 30 days to divest or terminate the financial interest. Employment may be terminated if the interest has not been divested after 30 days.

(c) Employment shall be terminated if the employee or agent is a spouse, parent, child, or spouse of a child of a board member.

(26) Violation of this section does not create a civil cause of action.

(27) As used in this section:

(a) "Outside employment", in addition to employment by a third party, includes, but is not limited to, the following:

(i) Operation of a proprietorship.

(ii) Participation in a partnership or group business enterprise.

(iii) Performance as a director or corporate officer of any for-profit or nonprofit corporation or banking or credit institution.

(iv) Performance as a manager of a limited liability company.

(b) "Political activity" or "politically related activity" includes all of the following:

(i) Using his or her official authority or influence for the purpose of interfering with or affecting the result of an election.

(ii) Knowingly soliciting, accepting, or receiving a political contribution from any person.

(iii) Running for the nomination or as a candidate for election to a partisan political office.

(iv) Knowingly soliciting or discouraging the participation in any political activity of any person who is either of the following:

(A) Applying for any compensation, grant, contract, ruling, license, permit, or certificate pending before the board.

(B) The subject of or a participant in an ongoing audit, investigation, or enforcement action being carried out by the board.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 4. LICENSING

333.27401 Licensure; application; background investigation; consent to inspections,

examinations, searches, and seizures; disclosure of confidential records; interest in other state operating license; fee; additional costs; notification to municipality.

Sec. 401. (1) Beginning December 15, 2017, a person may apply to the board for state operating licenses in the categories of class A, B, or C grower; processor; provisioning center; secure transporter; and safety compliance facility as provided in this act. The application shall be made under oath on a form provided by the board and shall contain information as prescribed by the board, including, but not limited to, all of the following:

(a) The name, business address, business telephone number, Social Security number, and, if applicable, federal tax identification number of the applicant.

(b) The identity of every person having any ownership interest in the applicant with respect to which the license is sought. If the disclosed entity is a trust, the application shall disclose the names and addresses of the beneficiaries; if a privately held corporation, the names and addresses of all shareholders, officers, and directors; if a publicly held corporation, the names and addresses of all shareholders holding a direct or indirect interest of greater than 5%, officers, and directors; if a partnership or limited liability partnership, the names and addresses of all partners; if a limited partnership or limited liability limited partnership, the names of all partners, both general and limited; or if a limited liability company, the names and addresses of all members and managers.

(c) An identification of any business that is directly or indirectly involved in the growing, processing, testing, transporting, or sale of marihuana, including, if applicable, the state of incorporation or registration, in which an applicant or, if the applicant is an individual, the applicant's spouse, parent, or child has any equity interest. If an applicant is a corporation, partnership, or other business entity, the applicant shall identify any other corporation, partnership, or other business entity that is directly or indirectly involved in the growing, processing, testing, transporting, or sale of marihuana in which it has any equity interest, including, if applicable, the state of incorporation or registration. An applicant may comply with this subdivision by filing a copy of the applicant's registration with the Securities and Exchange Commission if the registration contains the information required by this subdivision.

(d) Whether an applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning any criminal offense under the laws of any jurisdiction, either felony or controlled-substance-related misdemeanor, not including traffic violations, regardless of whether the offense has been reversed on appeal or otherwise, including the date, the name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration.

(e) Whether an applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action.

(f) Whether an applicant has filed, or been served with, a complaint or other notice filed with any public body, regarding the delinquency in the payment of, or a dispute over the filings concerning the payment of, any tax required under federal, state, or local law, including the amount, type of tax, taxing agency, and time periods involved.

(g) A statement listing the names and titles of all public officials or officers of any unit of government, and the spouses, parents, and children of those public officials or officers, who, directly or indirectly, own any financial interest in, have any beneficial interest in, are the creditors of or hold any debt instrument issued by, or hold or have any interest in any contractual or service relationship with an applicant. As used in this subdivision, public official or officer does not include a person who would have to be listed solely because of his or her state or federal military service.

(h) A description of the type of marihuana facility; anticipated or actual number of employees; and projected or actual gross receipts.

(i) Financial information in the manner and form prescribed by the board.

(j) A paper copy or electronic posting website reference for the ordinance or zoning restriction that the municipality adopted to authorize or restrict operation of 1 or more marihuana facilities in the municipality.

(k) A copy of the notice informing the municipality by registered mail that the applicant has applied for a license under this act. The applicant shall also certify that it has delivered the notice to the municipality or will do so by 10 days after the date the applicant submits the application for a license to the board.

(l) Any other information the department requires by rule.

(2) The board shall use information provided on the application as a basis to conduct a thorough

background investigation on the applicant. A false application is cause for the board to deny a license. The board shall not consider an incomplete application but shall, within a reasonable time, return the application to the applicant with notification of the deficiency and instructions for submitting a corrected application. Information the board obtains from the background investigation is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(3) An applicant must provide written consent to the inspections, examinations, searches, and seizures provided for in section 303(1)(c)(i) to (iv) and to disclosure to the board and its agents of otherwise confidential records, including tax records held by any federal, state, or local agency, or credit bureau or financial institution, while applying for or holding a license. Information the board receives under this subsection is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(4) An applicant must certify that the applicant does not have an interest in any other state operating license that is prohibited under this act.

(5) A nonrefundable application fee must be paid at the time of filing to defray the costs associated with the background investigation conducted by the board. The department in consultation with the board shall set the amount of the application fee for each category and class of license by rule. If the costs of the investigation and processing the application exceed the application fee, the applicant shall pay the additional amount to the board. All information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board in the course of its review or investigation of an application for a license under this act shall be disclosed only in accordance with this act. The information, records, interviews, reports, statements, memoranda, or other data are not admissible as evidence or discoverable in any action of any kind in any court or before any tribunal, board, agency, or person, except for any action considered necessary by the board.

(6) By 10 days after the date the applicant submits an application to the board, the applicant shall notify the municipality by registered mail that it has applied for a license under this act.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27402 License; issuance; ineligibility; circumstances; other considerations granting license; fingerprint processing fee; criminal history check; requirements applicable to fingerprints; definitions; review of application; informing applicant of decision; issuance; duration; renewal; notice; expiration; consent to inspections; examinations, searches, and seizures; information required to be provided by applicant.

Sec. 402. (1) The board shall issue a license to an applicant who submits a complete application and pays both the nonrefundable application fee required under section 401(5) and the regulatory assessment established by the board for the first year of operation, if the board determines that the applicant is qualified to receive a license under this act.

(2) An applicant is ineligible to receive a license if any of the following circumstances exist:

(a) The applicant has been convicted of or released from incarceration for a felony under the laws of this state, any other state, or the United States within the past 10 years or has been convicted of a controlled substance-related felony within the past 10 years.

(b) Within the past 5 years the applicant has been convicted of a misdemeanor involving a controlled substance, theft, dishonesty, or fraud in any state or been found responsible for violating a local ordinance in any state involving a controlled substance, dishonesty, theft, or fraud that substantially corresponds to a misdemeanor in that state.

(c) The applicant has knowingly submitted an application for a license under this act that contains false information.

(d) The applicant is a member of the board.

(e) The applicant fails to demonstrate the applicant's ability to maintain adequate premises liability and casualty insurance for its proposed marihuana facility.

(f) The applicant holds an elective office of a governmental unit of this state, another state, or the federal government; is a member of or employed by a regulatory body of a governmental unit in this state, another state, or the federal government; or is employed by a governmental unit of this state. This subdivision does not apply to an elected officer of or employee of a federally recognized Indian tribe or to an elected precinct delegate.

- (g) The board determines that the applicant is not in compliance with section 205(1).
 - (h) The applicant fails to meet other criteria established by rule.
- (3) In determining whether to grant a license to an applicant, the board may also consider all of the following:
- (a) The integrity, moral character, and reputation; personal and business probity; financial ability and experience; and responsibility or means to operate or maintain a marihuana facility of the applicant and of any other person that meets either of the following:
 - (i) Controls, directly or indirectly, the applicant.
 - (ii) Is controlled, directly or indirectly, by the applicant or by a person who controls, directly or indirectly, the applicant.
 - (b) The financial ability of the applicant to purchase and maintain adequate liability and casualty insurance.
 - (c) The sources and total amount of the applicant's capitalization to operate and maintain the proposed marihuana facility.
 - (d) Whether the applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any relevant criminal offense under the laws of any jurisdiction, either felony or misdemeanor, not including traffic violations, regardless of whether the offense has been expunged, pardoned, or reversed on appeal or otherwise.
 - (e) Whether the applicant has filed, or had filed against it, a proceeding for bankruptcy within the past 7 years.
 - (f) Whether the applicant has been served with a complaint or other notice filed with any public body regarding payment of any tax required under federal, state, or local law that has been delinquent for 1 or more years.
 - (g) Whether the applicant has a history of noncompliance with any regulatory requirements in this state or any other jurisdiction.
 - (h) Whether at the time of application the applicant is a defendant in litigation involving its business practices.
 - (i) Whether the applicant meets other standards in rules applicable to the license category.
- (4) Each applicant shall ensure that 1 set of fingerprints is submitted to the department of state police. The applicant shall submit with its application the applicant's written consent to the criminal history check described in this section and the submission of the applicant's fingerprints to, and the inclusion of the applicant's fingerprints in, the state and federal database systems described in subsection (7).
- (5) The fingerprints required under subsection (4) may be taken by a law enforcement agency or any other person determined by the department of state police to be qualified to take fingerprints. The applicant shall submit a fingerprint processing fee to the department in an amount required under section 3 of 1935 PA 120, MCL 28.273, and any costs imposed by the Federal Bureau of Investigation.
- (6) The department of state police shall do all of the following:
- (a) Conduct a criminal history check on each applicant and request the Federal Bureau of Investigation to make a determination of the existence of any national criminal history pertaining to each applicant.
 - (b) Provide the board with a written report containing the criminal history record information of each applicant.
- (7) All of the following apply concerning fingerprints submitted to the department of state police under this section:
- (a) The department of state police shall store and retain all fingerprints submitted under this section in an automated fingerprint identification system database that searches against latent fingerprints, and provides for an automatic notification if and when a subsequent fingerprint is submitted into the system that matches a set of fingerprints previously submitted under this section or if and when the criminal history of an individual whose fingerprints are retained in the system is updated. Upon receiving a notification, the department of state police shall immediately notify the board. Information in the database maintained under this subsection is confidential, is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, and shall not be disclosed to any person except for purposes of this act or for law enforcement purposes.
 - (b) The department of state police shall forward all fingerprints submitted to it under this section to the Federal Bureau of Investigation for submission of those fingerprints into the FBI automatic notification system. This subdivision does not apply until the department of state police is a participant in the FBI automatic notification system. As used in this subdivision:

(i) "Automatic notification system" means a system that stores and retains fingerprints, and that provides for an automatic notification to a participant if and when a fingerprint is submitted into the system that matches an individual whose fingerprints are retained in the system or if and when the criminal history of an

individual whose fingerprints are retained in the system is updated.

(ii) "FBI automatic notification system" means the automatic notification system that is maintained by the Federal Bureau of Investigation.

(8) The board shall review all applications for licenses and shall inform each applicant of the board's decision.

(9) A license shall be issued for a 1-year period and is renewable annually. Except as otherwise provided in this act, the board shall renew a license if all of the following requirements are met:

(a) The licensee applies to the board on a renewal form provided by the board that requires information prescribed in rules.

(b) The application is received by the board on or before the expiration date of the current license.

(c) The licensee pays the regulatory assessment under section 603.

(d) The licensee meets the requirements of this act and any other renewal requirements set forth in rules.

(10) The department shall notify the licensee by mail or electronic mail at the last known address on file with the board advising of the time, procedure, and regulatory assessment under section 603. The failure of the licensee to receive notice under this subsection does not relieve the licensee of the responsibility for renewing the license.

(11) If a license renewal application is not submitted by the license expiration date, the license may be renewed within 60 days after its expiration date upon application, payment of the regulatory assessment under section 603, and satisfaction of any renewal requirement and late fee set forth in rules. The licensee may continue to operate during the 60 days after the license expiration date if the license is renewed by the end of the 60-day period.

(12) License expiration does not terminate the board's authority to impose sanctions on a licensee whose license has expired.

(13) In its decision on an application for renewal, the board shall consider any specific written input it receives from an individual or entity within the local unit of government in which the applicant for renewal is located.

(14) A licensee must consent in writing to inspections, examinations, searches, and seizures that are permitted under this act and must provide a handwriting exemplar, fingerprints, photographs, and information as authorized in this act or by rules.

(15) An applicant or licensee has a continuing duty to provide information requested by the board and to cooperate in any investigation, inquiry, or hearing conducted by the board.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2017, Act 105, Imd. Eff. July 13, 2017;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27403 Application deficiency; correction.

Sec. 403. If the board identifies a deficiency in an application, the board shall provide the applicant with a reasonable period of time to correct the deficiency.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27404 Repealed. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: The repealed section pertained to a true party of interest.

333.27405 Background check.

Sec. 405. Subject to the laws of this state, before hiring a prospective employee, the holder of a license shall conduct a background check of the prospective employee. If the background check indicates a pending charge or conviction within the past 10 years for a controlled substance-related felony, a licensee shall not hire the prospective employee without written permission of the board.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27406 Transfer, sale, or purchase of license.

Sec. 406. Each license is exclusive to the licensee, and a licensee or any other person must apply for and receive the board's approval before a license is transferred, sold, or purchased. The attempted transfer, sale, or other conveyance of an interest in a license without prior board approval is grounds for suspension or revocation of the license or for other sanction considered appropriate by the board, but only if the transfer, sale, or other conveyance would result in the transferee meeting the definition of applicant.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marijuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27407 Denial, suspension, revocation, or restriction of license.

Sec. 407. (1) If an applicant or licensee fails to comply with this act or rules, if a licensee fails to comply with the marijuana tracking act, if a licensee no longer meets the eligibility requirements for a license under this act, or if an applicant or licensee fails to provide information the board requests to assist in any investigation, inquiry, or board hearing, the board may deny, suspend, revoke, or restrict a license. The board may suspend, revoke, or restrict a license and require the removal of a licensee or an employee of a licensee for a violation of this act, rules, the marijuana tracking act, or any ordinance adopted under section 205. The board may impose civil fines of up to \$5,000.00 against an individual and up to \$10,000.00 or an amount equal to the daily gross receipts, whichever is greater, against a licensee for each violation of this act, rules, or an order of the board. Assessment of a civil fine under this subsection is not a bar to the investigation, arrest, charging, or prosecution of an individual for any other violation of this act and is not grounds to suppress evidence in any criminal prosecution that arises under this act or any other law of this state.

(2) The board shall comply with the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, when denying, revoking, suspending, or restricting a license or imposing a fine. The board may suspend a license without notice or hearing upon a determination that the safety or health of patrons or employees is jeopardized by continuing a marijuana facility's operation. If the board suspends a license under this subsection without notice or hearing, a prompt postsuspension hearing must be held to determine if the suspension should remain in effect. The suspension may remain in effect until the board determines that the cause for suspension has been abated. The board may revoke the license or approve a transfer or sale of the license upon a determination that the licensee has not made satisfactory progress toward abating the hazard.

(3) After denying an application for a license, the board shall, upon request, provide a public investigative hearing at which the applicant is given the opportunity to present testimony and evidence to establish its suitability for a license. Other testimony and evidence may be presented at the hearing, but the board's decision must be based on the whole record before the board and is not limited to testimony and evidence submitted at the public investigative hearing.

(4) Except for license applicants who may be granted a hearing at the discretion of the board under subsection (3), any party aggrieved by an action of the board suspending, revoking, restricting, or refusing to renew a license, or imposing a fine, shall be given a hearing before the board upon request. A request for a hearing must be made to the board in writing within 21 days after service of notice of the action of the board. Notice of the action of the board must be served either by personal delivery or by certified mail, postage prepaid, to the aggrieved party. Notice served by certified mail is considered complete on the business day following the date of the mailing.

(5) The board may conduct investigative and contested case hearings; issue subpoenas for the attendance of witnesses; issue subpoenas duces tecum for the production of books, ledgers, records, memoranda, electronically retrievable data, and other pertinent documents; and administer oaths and affirmations to witnesses as appropriate to exercise and discharge the powers and duties of the board under this act. The director of the department or his or her designee may issue subpoenas and administer oaths and affirmations to witnesses.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marijuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27407a Operation of marijuana facility; license required; violation; penalties.

Sec. 407a. Beginning June 1, 2019, a person shall not hold itself out as operating a marijuana facility if the

person does not hold a license to operate that marihuana facility or if the person's license to operate that marihuana facility is suspended, revoked, lapsed, or void, or was fraudulently obtained or transferred to the person other than pursuant to section 406. A person that violates this section is guilty as follows:

(a) In the case of a first violation, a misdemeanor punishable by a fine of not less than \$10,000.00 or more than \$25,000.00 or imprisonment of not more than 93 days, or both.

(b) In the case of a second or subsequent violation, a misdemeanor punishable by a fine of not less than \$10,000.00 or more than \$25,000.00 or imprisonment of not more than 1 year, or both.

(c) If the violation causes death or serious injury, a felony punishable by a fine of not less than \$10,000.00 or more than \$25,000.00 or imprisonment for not more than 4 years, or both.

History: Add. 2018, Act 582, Eff. Jan. 1, 2019.

333.27408 Proof of financial responsibility.

Sec. 408. (1) Before the board grants or renews any license under this act, the licensee or applicant shall file with the department proof of financial responsibility for liability for bodily injury to lawful users resulting from the manufacture, distribution, transportation, or sale of adulterated marihuana or adulterated marihuana-infused product in an amount not less than \$100,000.00. The proof of financial responsibility may be in the form of cash, unencumbered securities, a liability insurance policy, or a constant value bond executed by a surety company authorized to do business in this state. As used in this section:

(a) "Adulterated marihuana" means a product sold as marihuana that contains any unintended substance or chemical or biological matter other than marihuana that causes adverse reaction after ingestion or consumption.

(b) "Bodily injury" does not include expected or intended effect or long-term adverse effect of smoking, ingestion, or consumption of marihuana or marihuana-infused product.

(2) An insured licensee shall not cancel liability insurance required under this section unless the licensee complies with both of the following:

(a) Gives 30 days' prior written notice to the department.

(b) Procures new proof of financial responsibility required under this section and delivers that proof to the department within 30 days after giving the department the notice under subdivision (a).

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27409 State operating license as revocable privilege.

Sec. 409. A state operating license is a revocable privilege granted by this state and is not a property right. Granting a license does not create or vest any right, title, franchise, or other property interest. A licensee or any other person shall not lease, pledge, or borrow or loan money against a license.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 5. LICENSEES

333.27501 Grower license.

Sec. 501. (1) A grower license authorizes the grower to grow not more than the following number of marihuana plants under the indicated license class for each license the grower holds in that class:

(a) Class A – 500 marihuana plants.

(b) Class B – 1,000 marihuana plants.

(c) Class C – 1,500 marihuana plants.

(2) Except as otherwise provided in this subsection, a grower license authorizes sale of marihuana plants to a grower only by means of a secure transporter. A grower license authorizes the sale or transfer of seeds, seedlings, or tissue cultures to a grower from a registered primary caregiver or another grower without using a secure transporter.

(3) A grower license authorizes a grower to transfer marihuana without using a secure transporter to a processor or provisioning center if both of the following are met:

(a) The processor or provisioning center occupies the same location as the grower and the marihuana is

transferred using only private real property without accessing public roadways.

(b) The grower enters each transfer into the statewide monitoring system.

(4) A grower license authorizes sale of marihuana, other than seeds, seedlings, tissue cultures, and cuttings, to a processor or provisioning center.

(5) Except as otherwise provided in subsections (2) and (3) and section 505, a grower license authorizes the grower to transfer marihuana only by means of a secure transporter.

(6) To be eligible for a grower license, the applicant and each investor in the grower must not have an interest in a secure transporter or safety compliance facility.

(7) Until December 31, 2018, for a period of 30 days after the issuance of a grower license and in accord with rules, a grower may transfer any of the following that are lawfully possessed by an individual formerly registered as a primary caregiver who is an active employee of the grower:

(a) Marihuana plants.

(b) Seeds.

(c) Seedlings.

(8) A grower shall comply with all of the following:

(a) Until December 31, 2021, have, or have as an active employee an individual who has, a minimum of 2 years' experience as a registered primary caregiver.

(b) While holding a license as a grower, not be a registered primary caregiver and not employ an individual who is simultaneously a registered primary caregiver.

(c) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(9) A grower license does not authorize the grower to operate in an area unless the area is zoned for industrial or agricultural uses or is unzoned and otherwise meets the requirements established in section 205(1).

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27502 Processor license; exception for industrial hemp.

Sec. 502. (1) A processor license authorizes purchase of marihuana only from a grower and sale of marihuana-infused products or marihuana only to a provisioning center or another processor.

(2) Except as otherwise provided in section 505 and this subsection, a processor license authorizes the processor to transfer marihuana only by means of a secure transporter. A processor license authorizes a processor to transfer marihuana without using a secure transporter to a grower or provisioning center if both of the following are met:

(a) The grower or provisioning center occupies the same location as the processor and the marihuana is transferred using only private real property without accessing public roadways.

(b) The processor enters each transfer into the statewide monitoring system.

(3) To be eligible for a processor license, the applicant and each investor in the processor must not have an interest in a secure transporter or safety compliance facility.

(4) Until December 31, 2018, for a period of 30 days after the issuance of a processor license and in accord with rules, a processor may transfer any of the following that are lawfully possessed by an individual formerly registered as a primary caregiver who is an active employee of the processor:

(a) Marihuana plants.

(b) Usable marihuana.

(5) A processor shall comply with all of the following:

(a) Until December 31, 2021, have, or have as an active employee an individual who has, a minimum of 2 years' experience as a registered primary caregiver.

(b) While holding a license as a processor, not be a registered primary caregiver and not employ an individual who is simultaneously a registered primary caregiver.

(c) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(6) This act does not prohibit a processor from handling, processing, marketing, or brokering, as those terms are defined in section 2 of the industrial hemp research and development act, MCL 286.842, industrial hemp.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;—Am. 2018, Act 648, Eff. Mar. 28, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:
"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27503 Secure transporter license.

Sec. 503. (1) A secure transporter license authorizes the licensee to store and transport marihuana and money associated with the purchase or sale of marihuana between marihuana facilities for a fee upon request of a person with legal custody of that marihuana or money. It does not authorize transport to a registered qualifying patient or registered primary caregiver. If a secure transporter has its primary place of business in a municipality that has adopted an ordinance under section 205 authorizing that marihuana facility, the secure transporter may travel through any municipality.

(2) To be eligible for a secure transporter license, the applicant and each investor with an interest in the secure transporter must not have an interest in a grower, processor, provisioning center, or safety compliance facility and must not be a registered qualifying patient or a registered primary caregiver.

(3) A secure transporter shall enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(4) A secure transporter shall comply with all of the following:

(a) Each driver transporting marihuana must have a chauffeur's license issued by this state.

(b) Each employee who has custody of marihuana or money that is related to a marihuana transaction shall not have been convicted of or released from incarceration for a felony under the laws of this state, any other state, or the United States within the past 5 years or have been convicted of a misdemeanor involving a controlled substance within the past 5 years.

(c) Each vehicle must be operated with a 2-person crew with at least 1 individual remaining with the vehicle at all times during the transportation of marihuana.

(d) A route plan and manifest must be entered into the statewide monitoring system, and a copy must be carried in the transporting vehicle and presented to a law enforcement officer upon request.

(e) The marihuana must be transported in 1 or more sealed containers and not be accessible while in transit.

(f) A secure transporting vehicle must not bear markings or other indication that it is carrying marihuana or a marihuana-infused product.

(5) A secure transporter is subject to administrative inspection by a law enforcement officer at any point during the transportation of marihuana to determine compliance with this act.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:
"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27504 Provisioning center license.

Sec. 504. (1) A provisioning center license authorizes the purchase or transfer of marihuana only from a grower or processor and sale or transfer to only a registered qualifying patient or registered primary caregiver. Except as otherwise provided in section 505 and this subsection, all transfers of marihuana to a provisioning center from a separate marihuana facility must be by means of a secure transporter. A transfer of marihuana to a provisioning center from a marihuana facility that occupies the same location as the provisioning center does not require a secure transporter if the marihuana is transferred to the provisioning center using only private real property without accessing public roadways.

(2) A provisioning center license authorizes the provisioning center to transfer marihuana to or from a safety compliance facility for testing by means of a secure transporter or as provided in section 505.

(3) To be eligible for a provisioning center license, the applicant and each investor in the provisioning center must not have an interest in a secure transporter or safety compliance facility.

(4) A provisioning center shall comply with all of the following:

(a) Sell or transfer marihuana to a registered qualifying patient or registered primary caregiver only after it has been tested and bears the label required for retail sale.

(b) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(c) Before selling or transferring marihuana to a registered qualifying patient or to a registered primary caregiver on behalf of a registered qualifying patient, inquire of the statewide monitoring system to determine whether the patient and, if applicable, the caregiver hold a valid, current, unexpired, and unrevoked registry

identification card and that the sale or transfer will not exceed the daily and monthly purchasing limit established by the medical marihuana licensing board under this act.

(d) Not allow the sale, consumption, or use of alcohol or tobacco products on the premises.

(e) Not allow a physician to conduct a medical examination or issue a medical certification document on the premises for the purpose of obtaining a registry identification card.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27505 Safety compliance facility license; exception for industrial hemp.

Sec. 505. (1) In addition to transfer and testing authorized in section 203, a safety compliance facility license authorizes the safety compliance facility to do all of the following without using a secure transporter:

(a) Take marihuana from, test marihuana for, and return marihuana to only a marihuana facility.

(b) Collect a random sample of marihuana at the marihuana facility of a grower, processor, or provisioning center for testing.

(2) A safety compliance facility must be accredited by an entity approved by the board by 1 year after the date the license is issued or have previously provided drug testing services to this state or this state's court system and be a vendor in good standing in regard to those services. The board may grant a variance from this requirement upon a finding that the variance is necessary to protect and preserve the public health, safety, or welfare.

(3) To be eligible for a safety compliance facility license, the applicant and each investor with any interest in the safety compliance facility must not have an interest in a grower, secure transporter, processor, or provisioning center.

(4) A safety compliance facility shall comply with all of the following:

(a) Perform tests to certify that marihuana is reasonably free of chemical residues such as fungicides and insecticides.

(b) Use validated test methods to determine tetrahydrocannabinol, tetrahydrocannabinol acid, cannabidiol, and cannabidiol acid levels.

(c) Perform tests that determine whether marihuana complies with the standards the board establishes for microbial and mycotoxin contents.

(d) Perform other tests necessary to determine compliance with any other good manufacturing practices as prescribed in rules.

(e) Enter all transactions, current inventory, and other information into the statewide monitoring system as required in this act, rules, and the marihuana tracking act.

(f) Have a secured laboratory space that cannot be accessed by the general public.

(g) Retain and employ at least 1 staff member with a relevant advanced degree in a medical or laboratory science.

(5) This act does not prohibit a safety compliance facility from taking or receiving industrial hemp for testing purposes and testing the industrial hemp pursuant to the industrial hemp research and development act.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018;—Am. 2018, Act 648, Eff. Mar. 28, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 6. TAXES AND FEES

333.27601 Provisioning center; imposition of tax; rate; administration.

Sec. 601. (1) A tax is imposed on each provisioning center at the rate of 3% of the provisioning center's gross retail receipts. By 30 days after the end of the calendar quarter, a provisioning center shall remit the tax for the preceding calendar quarter to the department of treasury accompanied by a form prescribed by the department of treasury that shows the gross quarterly retail income of the provisioning center and the amount of tax due, and shall submit a copy of the form to the department. If a law authorizing the recreational or nonmedical use of marihuana in this state is enacted, this section does not apply beginning 90 days after the effective date of that law.

(2) The taxes imposed under this section shall be administered by the department of treasury in accordance with 1941 PA 122, MCL 205.1 to 205.31, and this act. In case of conflict between the provisions of 1941 PA

122, MCL 205.1 to 205.31, and this act, the provisions of this act prevail.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27602 Medical marihuana excise fund.

Sec. 602. (1) The medical marihuana excise fund is created in the state treasury.

(2) Except for the application fee under section 401, the regulatory assessment under section 603, and any local fees, all money collected under section 601 and all other fees, fines, and charges, imposed under this act must be deposited in the medical marihuana excise fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the medical marihuana excise fund at the close of the fiscal year remains in the fund and does not lapse to the general fund.

(4) The state treasurer is the administrator of the medical marihuana excise fund for auditing purposes.

(5) The money in the medical marihuana excise fund must be allocated, upon appropriation, as follows:

(a) 25% to municipalities in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the municipality.

(b) 30% to counties in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the county.

(c) 5% to counties in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the county. Money allocated under this subdivision must be used exclusively to support the county sheriffs and must be in addition to and not in replacement of any other funding received by the county sheriffs.

(d) 30% to this state for the following:

(i) Until September 30, 2017, for deposit in the general fund of the state treasury.

(ii) Beginning October 1, 2017, for deposit in the first responder presumed coverage fund created in section 405 of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.405.

(e) 5% to the Michigan commission on law enforcement standards for training local law enforcement officers.

(f) 5% to the department of state police.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27603 Regulatory assessment.

Sec. 603. (1) A regulatory assessment is imposed on certain licensees as provided in this section. All of the following shall be included in establishing the total amount of the regulatory assessment established under this section:

(a) The department's costs to implement, administer, and enforce this act, except for the costs to process and investigate applications for licenses supported with the application fee described in section 401.

(b) Expenses of medical-marihuana-related legal services provided to the department by the department of attorney general.

(c) Expenses of medical-marihuana-related services provided to the department by the department of state police.

(d) Expenses of medical-marihuana-related services provided by the department of treasury.

(e) \$500,000.00 to be allocated to the department for expenditures of the department for licensing substance use disorder programs.

(f) An amount equal to 5% of the sum of the amounts provided for under subdivisions (a) to (d) to be allocated to the department of health and human services for substance-abuse-related expenditures including, but not limited to, substance use disorder prevention, education, and treatment programs.

(g) Expenses related to the standardized field sobriety tests administered in enforcing the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.

(h) An amount sufficient to provide for the administrative costs of the Michigan commission on law enforcement standards.

(2) The regulatory assessment is in addition to the application fee described in section 401, the tax

described in section 601, and any local licensing fees.

(3) The regulatory assessment shall be collected annually from licensed growers, processors, provisioning centers, and secure transporters. The regulatory assessment for a class A grower license shall not exceed \$10,000.00.

(4) Beginning in the first year marihuana facilities are authorized to operate in this state, and annually thereafter, the department, in consultation with the board, shall establish the total regulatory assessment at an amount that is estimated to be sufficient to cover the actual costs and support the expenditures listed in subsection (1).

(5) On or before the date the licensee begins operating and annually thereafter, each grower, processor, provisioning center, and secure transporter shall pay to the state treasurer an amount determined by the department to reasonably reflect the licensee's share of the total regulatory assessment established under subsection (4).

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27604 Marihuana regulatory fund.

Sec. 604. (1) The marihuana regulatory fund is created in the state treasury.

(2) The application fee collected under section 401 and the regulatory assessment collected under section 603 shall be deposited in the marihuana regulatory fund. The state treasurer shall direct the investment of the fund. The state treasurer shall credit to the fund interest and earnings from fund investments.

(3) Money in the marihuana regulatory fund at the close of the fiscal year shall remain in the fund and shall not lapse to the general fund.

(4) The department shall be the administrator of the marihuana regulatory fund for auditing purposes.

(5) Except as provided in section 603(1)(d) and (e), the department shall expend money from the marihuana regulatory fund, upon appropriation, only for implementing, administering, and enforcing this act.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27605 Use of money from Michigan marihuana registry fund.

Sec. 605. The department may use any money appropriated to it from the marihuana registry fund created in section 6 of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26426, for the purpose of funding the operations of the department and the board in the initial implementation and subsequent administration and enforcement of this act.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 7. REPORTS

333.27701 Financial statements.

Sec. 701. By 30 days after the end of each state fiscal year, each licensee shall transmit to the board and to the municipality financial statements of the licensee's total operations. The financial statements shall be reviewed by a certified public accountant in a manner and form prescribed by the board. The certified public accountant must be licensed in this state under article 7 of the occupational code, 1980 PA 299, MCL 339.720 to 339.736. The compensation for the certified public accountant shall be paid directly by the licensee to the certified public accountant.

History: 2016, Act 281, Eff. Dec. 20, 2016.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

333.27702 Report.

Rendered Thursday, May 16, 2019

Page 24

Michigan Compiled Laws Complete Through PA 12 of 2019

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Sec. 702. The board shall submit with the annual report to the governor under section 302(7) and to the chairs of the legislative committees that govern issues related to marihuana facilities a report covering the previous year. The report shall include an account of the board actions, its financial position, results of operation under this act, and any recommendations for legislation that the board considers advisable.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 582, Eff. Jan. 1, 2019.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

PART 8. MARIHUANA ADVISORY PANEL

333.27801 Marihuana advisory panel.

Sec. 801. (1) The marihuana advisory panel is created within the department.

(2) The marihuana advisory panel consists of 17 members, including the director of state police or his or her designee, the director of this state's department of health and human services or his or her designee, the director of the department or his or her designee, the attorney general or his or her designee, the director of the department of agriculture and rural development or his or her designee, and the following members appointed by the governor:

- (a) One registered medical marihuana patient or medical marihuana primary caregiver.
- (b) One representative of the industry from the growers category.
- (c) One representative of the industry from the processors category.
- (d) One representative of the industry from the provisioning centers category.
- (e) One representative of the industry from the safety compliance facilities category.
- (f) One representative of townships.
- (g) One representative of cities and villages.
- (h) One representative of counties.
- (i) One representative of sheriffs.
- (j) One representative of local police.

(k) One physician licensed under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838.

(l) One representative of the industry from the secure transporter category.

(3) The governor shall appoint the first members of the panel by March 1, 2018. The members appointed to the panel shall serve at the pleasure of the governor and shall serve for terms of 3 years or until a successor is appointed, whichever is later.

(4) If a vacancy occurs on the advisory panel, the governor shall make an appointment for the unexpired term in the same manner as the original appointment.

(5) The director of the department or his or her designee shall call the first meeting of the panel within 1 month after the advisory panel is appointed. At the first meeting, the panel shall elect from among its members a chairperson and any other officers it considers necessary or appropriate. After the first meeting, the panel shall meet at least 2 times each year, or more frequently at the call of the chairperson.

(6) A majority of the members of the panel constitute a quorum for the transaction of business. A majority of the members present and serving are required for official action of the panel.

(7) The business that the panel performs must be conducted at a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(8) A writing prepared, owned, used, in the possession of, or retained by the panel in the performance of an official function is subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(9) Members of the panel shall serve without compensation. However, members of the panel may be reimbursed for their actual and necessary expenses incurred in the performance of their official duties as members of the panel.

(10) The panel may make recommendations to the board concerning promulgation of rules and, as requested by the board or the department, the administration, implementation, and enforcement of this act and the marihuana tracking act.

(11) State departments and agencies shall cooperate with the panel and, upon request, provide it with meeting space and other necessary resources to assist it in the performance of its duties.

History: 2016, Act 281, Eff. Dec. 20, 2016;—Am. 2018, Act 10, Imd. Eff. Jan. 26, 2018.

Compiler's note: Enacting section 2 of Act 281 of 2016 provides:

"Enacting section 2. The legislature finds that the necessity for access to safe sources of marihuana for medical use and the immediate need for growers, processors, secure transporters, provisioning centers, and safety compliance facilities to operate under clear requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

requirements establish the need to promulgate emergency rules to preserve the public health, safety, or welfare."

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Resolution for Road Closure for Vinewood Avenue

Meeting Date: June 12, 2019

The Township received a request from the Hidden Hills Neighborhood Association to close Vinewood Ave. for a block party. The neighborhood party will be held Saturday, June 15, 2019 from 10:00 a.m. – 2:00 p.m.

While the Kent County Road Commission (KCRC) is responsible for road closures, they require a resolution from the Township Board before they will consider the request.

Both Chief Magers and Deputy Toonstra have reviewed the request and do not have any concerns with the road closure. The road closure should not affect any traffic movements through the neighborhood.

Staff is recommending approval of the resolution for the road closure.

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION # of 2019

RESOLUTION TO APPROVE A REQUEST FOR A ROAD CLOSURE

The Cascade Charter Township Board Resolves:

WHEREAS, the Hidden Hills Neighborhood Association wishes to hold a block party on Saturday, June 15, 2019; and,

WHEREAS, they will need to close Vinewood Avenue between Candlewood Drive and Aspenwood Dr. between 10:00 am and 2:00 pm to facilitate the block party; and,

WHEREAS, the Kent County Sheriff's Department and Cascade Fire Department have reviewed and approved the request; and,

WHEREAS, Vinewood Avenue is a local street.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT, the Cascade Charter Township Board approves the request for Vinewood Avenue to be closed for the purpose of a block party on Saturday, June 15, 2019 from 10:00 am until 2:00 pm; and,

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:

ABSTAIN:

RESOLUTION DECLARED ADOPTED

Susan B. Slater, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on June 12, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: June 12, 2019

Susan B. Slater, Township Clerk

Leslie Lynn Neal

7485 Candlewood Drive, SE • Grand Rapids, MI 49546
(616) 929-7640
ctleslie@aol.com

Cascade Township
Attn: Clerk's Office
2865 Thornhills Ave. SE
Grand Rapids, MI 49546-7192

To Whom This May Concern,

This letter is a formal request to allow Hidden Hills Neighborhood Association to block off Vinewood Avenue between Candlewood Drive and Aspenwood on Saturday, June 15, 2019 between 10:00 am – 2:00 pm for the purpose of a neighborhood wide block party.

This road closure should not affect the flow of travel through the neighborhood. There are alternate routes for traffic to come and go through the neighborhood.

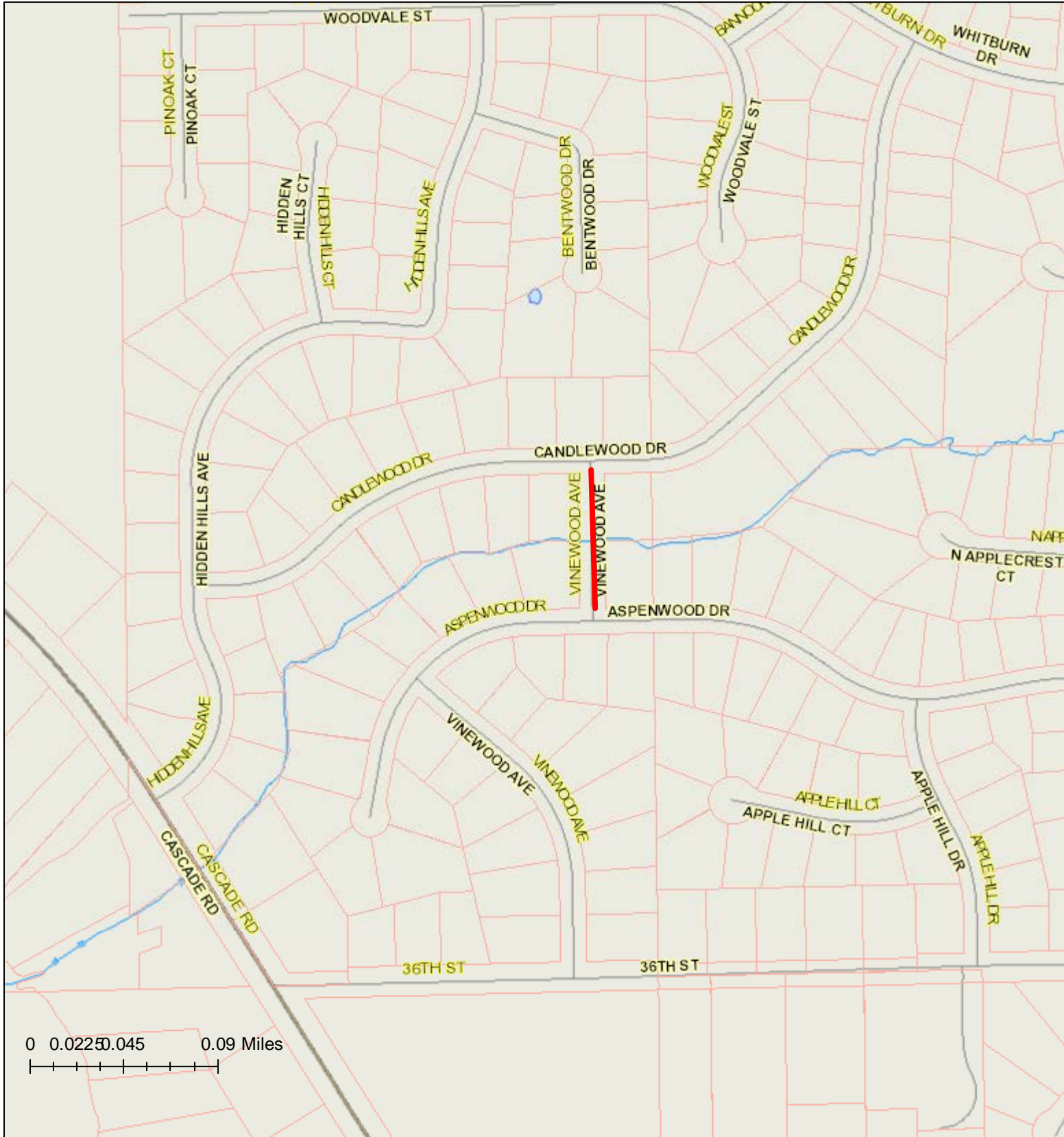
All houses directly affected by the road closure will be notified prior to date of the party.

For any questions or comments please contact Leslie Neal at (616) 929-7640 or ctleslie@aol.com. Thank you for your assistance in this matter.

Leslie Neal,

Hidden Hills Neighborhood Association President & Social Committee Chair

TITLE



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Printed 6/5/2019 1:52:07 PM



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: June 12, 2019
To: Supervisor Beahan and Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Township HVAC Maintenance Contract

FACTS:

The Township is currently in a HVAC maintenance agreement with Quality Air Heating and Cooling, an annual renewable contract that has been in place since 2013. Currently, the general maintenance portion of the contract costs \$16,680 per year. In addition, the Township spends 2 to 3 times that amount for non-regular repairs to our HVAC systems at the recommendation of the contractor. As part of our renewal process, the decision was made to put the annual service contract out for bid. The Township utilized the service of Fishbeck, Thompson, Carr and Huber (FTCH) to help lead the procurement process. The following goals were established as part of the procurement process:

- Partner with a new contractor to properly maintain the HVAC systems of the Township buildings and provide quality service at a fair price.
- Transparent relationship with the selected service provider with demonstrated good value for the money spent on the contract services provided
- Bringing costs under a more manageable and predictable level by providing some of the parts and materials needed for building maintenance
- Ability to cancel the agreement, with or without cause, with 30 days-notice.

A draft Request for Proposal (RFP) was provided for Jim MacDonald, Buildings and Grounds Supervisor, and Township Manager Ben Swayze to review before being sent out to any contractors to ensure all the Township's concerns were covered. FTCH has worked with several local contractors in the past and three were selected to be included in the proposal process based on their reputations and longevity in the workplace. All three contractors were contacted prior to the RFP being sent out to make sure they would be able to be involved in this process.

The RFP was sent, via email, to B&V Mechanical, Correct Mechanical, and Seaman's Mechanical. All three contractors sent a representative to meet with Jim MacDonald the following week, so they could access the buildings and evaluate each site for the maintenance needs each required. A date of May 17, 2019 was given for the date of delivery for the proposals from the contractors. All three of the contractors dropped off proposals by the due date and were reviewed by Bob Skipper, from FTCH, for accuracy and completeness. Bob Skipper met with Jim MacDonald on May 21, 2019 to go over FTCH's recommendations. A list (see below) was provided with some basic breakdowns of the costs and other services offered by each contractor.

	3-yr contract \$ - No parts	3-year contract \$ with all filters, belts, etc.	Per/hour labor rate	% markup	Extra charges	Extra services
B&V Mech.	\$27,450	\$34,935	\$82	15%	None	Backflow and full plumbing services, Utility rebate assistance
Seaman's	\$33,168	\$39,387	\$105	NA	NA	NA
Correct Mech.	\$approx. 34,000	\$approx. 61,000	\$105	30-100%	\$35 truck charge	NA

Attached for your review are:

- RFP for Heating, Ventilating and Air Conditioning Contract Proposals
- Bid Summary and recommendation document from FTCH
- Bid from B&V Mechanical, the recommended bidder
- Proposed Contract Document

ANALYSIS & CONCLUSIONS:

It should be noted that we requested proposals and not just bids or quotes from the selected contractors. We refer to these as proposals since the work is expected to vary somewhat from year to year and true bids are just not possible with the potential changes that are likely to occur. In the end, FTCH and staff evaluated the proposals based on which contractor will provide the best overall value and while cost is a factor, it is not the only factor.

B&V Mechanical's proposal pricing was the lowest of the three by 18% when comparing the base of services (and 31% lower than our current contract). Their labor rates and markup for all extras were the lowest also. They do not charge any extra truck or fuel charges. They also provide full backflow preventer testing, plumbing services, and an energy rebate service. For this rebate service, B&V will reach out to the Township's energy providers and handle all the necessary paperwork to facilitate energy payback incentives that the Township may be eligible for. A simple boiler tune-up could get the Township a \$100 rebate and there could be multiple rebates for most of the buildings currently being maintained. This is a service that is not normally provided by contractors, especially for commercial customers.

Additionally, the contract will provide transparency for non-preventative maintenance work. Labor rates are clearly identified as part of the proposal, and parts mark-up are limited to 15%. All work over \$5,000 is required to be competitively bid, and the Township has to the opportunity to self-source parts if we desire. If the Township feels the contractor is not providing value to the Township, the agreement can be terminated, with or without cause, with 30 days-notice.

The Infrastructure Committee reviewed the recommendations at their June meeting with Township staff and Fishbeck and have recommended the Township Board approve the proposal from B&V Mechanical. In addition, it has been recommended the Township Board approve the contract with the contractor providing all basic preventative maintenance parts and supplies rather than the Township providing those items.

FINANCIAL CONSIDERATIONS:

The current Township HVAC preventative maintenance contract is budgeted at \$16,680 per year. The new contract (with parts included), will cost \$11,465 per year, a savings of 31%. In addition to basic preventative maintenance, the Township budgets approximately \$45,000 per year

(across all buildings) for non-preventative maintenance. It is hopeful that with new cost structure and transparency maintenance provisions in place we will see a reduction in non-preventative costs as well, but those savings are unknown.

RECOMMENDED ACTION:

To approve the HVAC Preventative Maintenance Contract with B&V Mechanical upon final approval of the contract language by the Township Attorney.

April 15, 2019
Project No. 04058

xx
xx
xx
xx, MI 495

Re: Cascade Charter Township
HVAC Preventative Maintenance Contract

Dear :

Cascade Charter Township (Township) will receive proposals to provide preventative maintenance for all HVAC equipment/systems in six buildings located within the Township until May 17, 2019. The work will include general maintenance, repairs, and service calls for the listed buildings.

The existing contract will expire on June 10, 2019. The new contract will start on June 19, 2019, with no gap in the service provided for the buildings. The length of the contract will be for a term of three years starting on the June 19, 2019 date. The six buildings that will be included in this contract are listed below:

Cascade Township Hall/Fire Station #1
2865 Thornhills, SE

Fire Station #2
2990 Buttrick, SE

Kent District Library – Cascade Township Branch Library/Wisner
2870 Jacksmith Avenue, SE

Cascade Township Park – Rec Park Bathroom
3810 Thornapple River Drive, SE

Burton Garage/Park
6805 Burton Street, SE

Museum Gardens Park
2839 Thornapple River Drive, SE

Goals and Objectives

The Township had very high and unexpected additional costs on their last contract because of how the contract was structured. The new contract will be structured to bring some of the extra costs under control. The Township wants competent personnel taking care of their buildings, who they can communicate any concerns or issues to effectively and receive appropriate action.

1. Partner with the new contractor to properly maintain the listed Township buildings and provide quality service at a fair price.
2. The Township desires a very transparent relationship with the service provider selected. The Township wants to feel they are getting good value for the money spent on the contract services provided.



3. Bring costs under a more manageable and predictable level by providing some of the parts and materials needed for maintenance of their buildings.
4. The Township will reserve the right to cancel the service contract at any time if it feels they are not getting the level of service desired or the contract is not being honored for any reason. A 30-day notice will be given to the contractor if the contract is to be terminated. There will be no penalty for either the Township or the contractor.

Schedule

The Township has outlined the following schedule to meet the needs of the Township and users:

- | | |
|----------------|---------------------------------------------------------------------------------------------------------------|
| May 6-10, 2019 | Building and equipment observations by contractors. Answer any questions of contractors. |
| May 17, 2019 | Receive Proposals. |
| May 22, 2019 | Township and Fishbeck will meet to discuss selection of two contractors that best match the Township's needs. |
| May 28, 2019 | Interview (30 to 45 minutes each) the two selected contractors and provide questions and answers time. |
| May 30, 2019 | Notify selected contractor of the recommendation to the Township Board for approval. |
| June 12, 2019 | Township Board approval of selected contractor. |
| June 19, 2019 | Begin contract work by selected contractor. |

Contractor Responsibilities

Proposals shall include all items necessary to complete the work and properly maintain the buildings listed. Any items or costs not identified in the following list shall be included in the Proposal and be clearly identified. The selected contractor shall be responsible for the following major items of work.

1. The Township will provide all filters and belts for each quarterly period on site at a to be determined (TBD) location within the district. The Township will also maintain a small stock of maintenance parts such as pump couplers and humidifier tanks on site. It is possible that a stock of refrigerant may be kept on site for use as needed, but that is a negotiable cost that will need to be addressed in the quotation. Contractor should also provide an option in their quotation to provide all parts, filters, belts necessary to maintain equipment as listed below.
2. For all RTUs, Furnaces, AC Systems, Humidifiers, Exhaust Fans, Cabinet/Unit Heaters, VAVs – The new contractor will be required to change filters (quarterly) and belts (annually), clean condenser coils (water or brush as needed – chemical extra), check refrigerant charge, provide detailed service reports with refrigerant pressures, temperatures, sub-cooling and superheat, clean P-traps, clean flame sensors and ignitors, test all safeties, inspect heat exchangers (visual only unless defects suspected), fully test and check all operations of heating, cooling, economizer, exhaust systems. Humidifiers will need to be serviced twice a year during season and new tanks installed yearly. The rate and frequency of the inspections and filter/belt replacements may be altered if, after a year of run time, both parties agree to the systems needing more or less frequent service (ex., a RTU may need 5 filter changes yearly or belts changed more frequently if unit never shuts off).



3. For all Heating Hot Water Systems – Provide required CSD-1 testing for all boilers, test all safeties including limits, low-water cutoffs, and reset controls or tekmar type controls. Burners and ignitors/flame sensors will need to be cleaned annually. All pumps will need new pump couplers annually and to be oiled/greased as needed. An initial inspection of the pumps by both parties may require a laser alignment of the pumps if found to be improperly aligned. This will be an extra to contract if laser alignment is required. Combustion analysis shall be included in the contract price and not be an extra.
4. The contractor shall provide some sort of log for each unit that will be attached at each unit. This log shall provide date and nature of work provided for each quarterly visit and/or repair. This log shall be protected from the elements and in a sleeve attached to unit. If there is no safe way to protect this log, then a centralized log in each building shall be provided by the contractor and list all work performed. All technicians servicing the buildings shall be notified of the need to fill out the logs.
5. In the past, the Township has not been properly informed of how their buildings HVAC systems operate and would like to be trained by the selected contractor at a later time TBD. The Township understands it will take some time for the contractor to assess each building and learn how each functions. This can be a one-time session or multiple and the cost for such sessions can be negotiated after the contract is awarded.
6. Contractor shall provide 24/7 emergency service as needed for facilities. Please provide the overtime labor rate with the quotation. Emergency calls must be answered immediately, and a technician dispatched to site within 3 hours unless approved by Township.
7. The Township recognizes the need for the contractor to markup parts for profit, but needs to know the level(s) of markup for extras that will be charged for service/repairs. Please provide the markup percent scale that will be applied to all non-covered parts.
8. The Township is looking for a full-service contractor to provide additional services (plumbing, backflow testing, energy rebates, electrical, etc.) if they are offered. Please provide a list of any additional services offered by your company and any listed pricing for those services.
9. Any personnel that performs work on Township property shall wear full PPE including safety glasses, steel toe boots, and cut resistant gloves or leather gloves. Bump cap or other OSHA approved head protection is preferred, but not required. Any power tools or extension cords shall have GFCI protection provided by the contractor. No use of Township tools or equipment is allowed unless approved by the Township.
10. Disposal of old filters, belts, parts may be placed in Township trash receptacles if they will not be full once placed there (Do not discard trash into small trash cans or inside buildings unless approved by Township). All other trash must be removed and disposed of off-site by contractor.
11. Any repair or equipment replacement over the dollar amount of \$???? must be placed out for competitive bid unless it is deemed an emergency by Township. The selected contractor will be the contractor of choice for bids that are equal but, the Township reserves the right to award the bid to any contractor it desires without recourse.
12. The Township would like, within a six-month timeframe after contract is awarded, to have a list of equipment that is deemed to be old or inefficient and would be a likely candidate for replacement. Examples include Units that have had extensive and/or repetitive repairs, units with have parts that are no longer available or costly, etc. The list will not determine any repairs or replacement will take place. The list is intended to provide an assessment of current facility equipment and potential future capital projects.



Items to Be Included in the Proposal

Contractor shall include the information listed below for evaluation of their quotation. The Township, along with assistance from Fishbeck, will evaluate quotations on the information provided. Contractors are invited to submit additional information if they desire.

1. References for past contracts of similar size and scope of work.
2. Schedule of labor rates including overtime labor rates.
3. List of hours per building estimated to perform the maintenance at each building.
4. Schedule of material pricing markup.
5. Provide a breakdown of any reimbursables included in your quotation. Reimbursables include travel costs, mileage or fuel charges, equipment rentals.
6. Provide the names of key individuals who will be providing services for your company including supervisors, technicians, accounting, etc.
7. List of any additional services offered by the company and any listed pricing for such services.
8. Provide an alternate to the quotation to include all parts, filters, belts, etc. as listed in the responsibility section. The Township would like to know what the difference in costs would be from a basic preventative maintenance plan to a comprehensive one with everything included except repairs and replacement of equipment.
9. Provide a lump sum price quotation for each year of the 3-year contract. The bid amount shall include everything necessary to complete the work as stated above. A small percent yearly increase is acceptable and allowed for in this pricing. The Township will reserve the right to extend the contract another three years, if both parties agree, without placing the contract out for bid. The contractor will be required to provide a price breakdown of the contract prior to being awarded the extension to ensure pricing is acceptable to the Township.

Please review the included equipment and filter list to help with the bidding process. Payment for the terms of the contract will be based on a yearly lump sum price broken into 12 equal monthly payments. Length of the contract is to be an initial three years with the option of extending the contract another three years if both parties agree. Contractors can submit alternate quotations provided there is a significant difference in the work being proposed. Bids will be received in the Fishbeck Grand Rapids office until 3 p.m. on May 17, 2019.

The contract may be terminated at any time by the Township if they feel they are not receiving the level of service agreed upon or the contract is not being honored. A 30-day written notice will be provided to the contractor if the contract is terminated. There will be no recourse or penalty to the Township if the contract is terminated.

Enclosed with this letter is are a draft Contract Agreement, Insurance Requirements, and Conditions. These are being provided as a general reference and will be modified under the terms and conditions as agreed upon between the Township and the selected contractor.

The Township reserves the right to reject and or all bids, including without limitation, nonconforming, nonresponsive, unbalanced or conditional Bids. The Township may also reject the bid of any Bidder if it is

Cascade Charter Township
HVAC Preventative Maintenance Contract
April 9, 2019
Page 5

believed that it would not be in the best interest of the Township to make an award to that bidder. The Township also reserves the right to negotiate contract terms with the selected contractor.

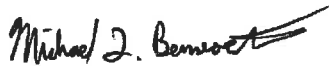
If you have any questions or require additional information, please contact me at 616.464.3880 or rwskipper@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.



Robert W. Skipper, QCxP



Michael L. Berrevoets, PE

nh
By email

MEMO

TO: Cascade Township

FROM: Bob Skipper - QCxP

DATE: May 28, 2019

PROJECT NO.: 04058

RE: Heating, Ventilating, and Air Conditioning Contractor Proposals

At the request of Cascade Township, FTCH was asked to lead the process for seeking out qualified companies to take over the HVAC maintenance contract for Cascade Township. FTCH met with Ben Swayze and Jim MacDonald to compile a list of requirements and desires for the future contract. Some of the following points were noted as important by the Township:

- Transparency in pricing for all contract items including parts markup percentage, additional charges, labor rates, etc.
- Desire for a relationship with the contractor that benefits both parties.
- Clearly defined terms for what is included in the contract price.

A draft Request for Proposal (RFP) was provided for Ben and Jim to review before being sent out to any contractors to ensure all the Township's concerns were covered. FTCH has worked with several local contractors in the past and three were selected to be included in the proposal process based on their reputations and longevity in the workplace. All three contractors were contacted prior to the RFP being sent out to make sure they would be able to be involved in this process. A copy of the RFP originally sent out is attached for review.

On April 29, 2019, the RFP was sent, via email, to the contact person at B&V Mechanical, Correct Mechanical, and Seaman's Mechanical. All three contractors sent a representative to meet with Jim MacDonald the following week, so they could access the buildings and evaluate each site for the maintenance needs each required. A date of May 17, 2019 was given for the date of delivery for the proposals from the contractors. All three of the contractors dropped off proposals by the due date and were reviewed by Bob Skipper, from FTCH, for accuracy and completeness. Bob Skipper met with Jim MacDonald on May 21, 2019 to go over FTCH's recommendations. A list (see below) was provided with some basic breakdowns of the costs and other services offered by each contractor.

	3-yr contract \$ - No parts	3-year contract \$ with all filters, belts, etc.	Per/hour labor rate	% markup	Extra charges	Extra services
B&V Mech.	\$27,450	\$34,935	\$82	15%	None	Backflow and full plumbing services, Utility rebate assistance
Seaman's	\$33,168	\$39,387	\$105	NA	NA	NA
Correct Mech.	\$approx. 34,000	\$approx. 61,000	\$105	30-100%	\$35 truck charge	NA



It should be noted that we requested proposals and not just bids or quotes from the selected contractors. We refer to these as proposals since the work is expected to vary somewhat from year to year and true bids are just not possible with the potential changes that are likely to occur. In the end, we tried to evaluate the proposals based on which contractor will provide the best overall value and while cost is a factor, it is not the only factor.

B&V Mechanical's proposal pricing was the lowest of the three by 18% when comparing the base of services. Their labor rates and markup for all extras were the lowest also. They do not charge any extra truck or fuel charges. They also provide full backflow preventer testing, plumbing services, and an energy rebate service. For this rebate service, B&V will reach out to the Township's energy providers and handle all the necessary paperwork to facilitate energy payback incentives that the Township may be eligible for. A simple boiler tune-up could get the Township a \$100 rebate and there could be multiple rebates for most of the buildings currently being maintained. This is a service that is not normally provided by contractors, especially for commercial customers.

Seaman's Mechanical proposal had slightly better pricing than Correct, as noted, but their labor rate and markup for all extras was very high or not stated. Seaman's did not offer any extra services. Although the price was better than Correct Mechanical's, FTCH does not recommend Seaman's for this contract due to their high labor rates and other unknown charges.

Correct Mechanical's proposal had the highest prices of the three and their hourly rate and parts mark-up was also among the highest.

With the list of services and costs provided and their reputation in the HVAC community, Fishbeck recommends B&V Mechanical to be the service provider for all HVAC maintenance at the Township Buildings.



B & V MECHANICAL, INC.

May 17, 2019

Cascade Charter Township
2865 Thornhills SE
Grand Rapids, MI 49546

Attn: Jim MacDonald

Re: Mechanical Equipment Planned Maintenance

Dear Jim,

Below you will find the investment and the scope of work we are proposing for this 3 year Planned Maintenance proposal for your sites: Township Hall, Fire Stations 1 and 2, the library and its addition, the Township and Burton parks, and the Museum.

We are offering several options based on the proposal request.

This (3) three year agreement will cover labor to provide comprehensive inspection of your HVAC equipment on a quarterly basis, typically during the months of the Fall heating start up in October., the mid-season: January, the Spring cooling start up in April, and the mid- season in July.

These months are flexible based on your needs.

The agreement includes labor to perform all aspects of lubrication, Condenser coil cleaning with water and brushing, (power washing w/ chemical is excluded)

The labor to change your provided air filters quarterly, belts and pump couplers annually, humidifier canisters semi-annually, as well as an annual Combustion Analysis will be included.

Repairs performed upon owner approval will be invoiced separately at a reduced rate of \$82.00/Hr., Parts needed for repairs will be marked up at a rate of 15%

The Emergency rate between the hours of 4:30pm and 7:30 am Monday-Friday and 24 hr. weekend Emergency service will be reduced to \$123.00/Hr.

The particular equipment tasking will be performed based on the included tasking lists, manufactures Recommendations and B&V Mechanical's 35 years' experience. (Tasking to be adjusted based on equipment needs)

Our additional services: Full service Plumbing repair and installation, Back Flow testing and repair
We are licensed Master Plumbers and Licensed Plumbing Contractor, also Unlimited Mechanical Contractor and Boiler service and installation License

Several of our customers are: Benteler Aluminum, CWD, Kent County Fiscal, Gerald R. Ford Int. Airport, and Investmen Property Management

Technicians we would assign to your sites are: Dakota Dunneback, Zack Kulicamp, Elias Munize, and George Waller

Service Manager is Matt Greenland

Dispatcher is Jessica TerVeen

Controller/Accounting Jamie Bruinsma

400 32nd St SE - Wyoming, MI 49548
PHONE: (616) 243-7222 * FAX: (616) 243-4270



B & V MECHANICAL, INC.

The Planned Service investments are as follows:

1st yr. \$9000.00....\$750.00/mo.

2nd yr. \$9180.00....\$765.00/mo.

3rd yr. \$9360.00....\$780.00/mo.

Optional add: Provide and change air filters 4x/yr.
Provide and change pump couplers 1x/yr.
Provide and change humid. Canisters 2x/yr.
Provide and change belts 1x/yr.

\$2,465.00/yr.

Building inspection hours: Township Offices-24
Fire Station 1-12
Fire Station 2-13
Library-16 Addition-35.5
Museum-3
Township Park-4
Burton Park-3.5

Currently to date a 30# cylinder of R-22 is \$486.31

We have no reimbursable charges

Also included with this proposal is the schedule of utility rebates incentives currently offered for equipment Tune Ups such as boilers and rooftop equipment.

These tune ups rebates are available every (2) two years, we record the information during the PM inspections, the rebate incentives help to offset the PM costs.

We appreciate the opportunity to provide this "Planned Maintenance" proposal.

Do not hesitate to contact me if you have questions at 616-485-4455.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Cisler', is written over a horizontal line.

Mark Cisler
Service Sales
B&V Mechanical, Inc.

400 32nd St SE - Wyoming, MI 49548
PHONE: (616) 243-7222 * FAX: (616) 243-4270



IMPORTANT NOTE: Use the reference numbers in the left column to identify and mark all related invoices, specification sheets and other documents related to that measure and submitted with this Application.

Boiler/Furnace Tune-Up Incentive Worksheet

To apply for Boiler/Furnace Tune-ups, enter the quantity(ies) below, then enter the information on the addendum.

Boiler Tune-Up

Ref #	Space Heating Boiler Tune-Up	Incentive	Unit	# of Units	Total Incentives
HG-21	110 - 500 Input MBH*	\$50.00	Boiler		
HG-22	501 - 1,200 Input MBH*	\$150.00	Boiler		
HG-23	> 1,200 Input MBH*	\$300.00	Boiler		
Ref #	Process Boiler Tune-Up	Incentive	Unit	# of Units	Total Incentives
HG-24	≤ 3,000 Input MBH	\$350.00	Boiler		
HG-25	> 3,000 - < 6,000 Input MBH	\$1,000.00	Boiler		
HG-26	≥ 6,000 - < 10,000 Input MBH	\$1,500.00	Boiler		
HG-27	≥ 10,000 Input MBH	\$2,000.00	Boiler		
Ref #	Domestic Hot Water Tune-Up	Incentive	Unit	# of Units	Total Incentives
HG-28	≥ 199 Input MBH	\$75.00	Boiler		

Furnace/RTU Tune-Up

Ref #	Equipment Size	Incentive	Unit	# of Units	Total Incentives
HG-29	40 - 300 Input MBH	\$15.00	Furnace/RTU		
HG-30	301 - 500 Input MBH	\$40.00	Furnace/RTU		
HG-31	> 500 Input MBH	\$75.00	Furnace/RTU		

Process Furnace/Burner Tune-Up

Ref #	Equipment Size	Incentive	Unit	# of Units	Total Incentives
HG-42	≤ 3,000 MBH	\$175.00	Burner		
HG-43	> 3,000 - < 6,000 MBH	\$500.00	Burner		
HG-44	≥ 6,000 - < 10,000 MBH	\$750.00	Burner		
HG-45	≥ 10,000 MBH	\$1,000.00	Burner		

*If there is an asterisk next to the Equipment Type, check the proper box relating to your HVAC type on the bottom of page 14.

Total Boiler/Furnace Tune-up Incentives

All Measures

CASCADE CHARTER TOWNSHIP

PREFERRED CUSTOMER SERVICE AGREEMENT



2865 THORNHILLS SE
GRAND RAPIDS, MI 49546-7192

ATTENTION: JIM MACDONALD



400 32nd Street SE
Wyoming, MI 49548
Phone: 616-243-7222 Fax: 616-243-4270

PREPARED BY: MARK CISLER

HVAC Equipment Summary
LIBRARY Addition-Learning CTR
 2870 JACKSMITH AVE. SE
 Grand Rapids, MI
 5/17/2019

Unit #	Area Served	Manufacturer	Model	Serial	# of Insp.	Filters	Belts
Boiler-1	RADIATION	LAARS	PH1010IN9	TBO	2	NA	NA
HW PMP-1	RADIATION	BELL-GOSSETT	60	TBO	2	NA	NA
HW PMP-2	RADIATION	BELL-GOSSETT	60	TBO	2	NA	NA
HW PMP-3	RADIATION	BELL-GOSSETT	60	TBO	2	NA	NA
ERV	AIR HANDLERS	GREENHECK	ERV521S15A	TBO	4	4-16X25X2 PLTD	1/YR
SPLIT SYS-1	GROUP STUDY	CARRIER	38CKC048	TBO	4	2-16X25X2 PLTD	1/YR
SPLIT SYS-2	PROGRAM ROOM 118	CARRIER	38ARD014	TBO	4	2-16X16X2 PLTD	1/YR
SPLIT SYS-3	SPEC SERV 106	CARRIER	38CKC048	TBO	4	4-16X25X2 PLTD	1/YR
SPLIT SYS-4	BOOKSTORE 001	CARRIER	38CKC042	TBO	4	2-16X25X2 PLTD	1/YR
SPLIT FC-5	PROGRAM ROOM-118	CARRIER	38CKC048	TBO	4	1-20X20X1 PLTD	1/YR
CEF-4	AV SOT RM 122	COOK	SP	TBO	4	NA	NA
CAB HTR ISF-1	BOILER COMB AIR	COOK	CSPA710	TBO	4	NA	NA
CEF-1	WTR/MTR	COOK	BCF107	TBO	4	NA	NA
CEF-2	FAM RR 121	COOK	SP	TBO	4	NA	NA
CEF-3	OUT STORAGE-127	COOK	SP	TBO	4	NA	NA
U HTR-1	OUT STORAGE-124	RITTLING	HR33	TBO	2	NA	NA
CUH-1	STAIR	RITTLING	RW28002	TBO	2	NA	NA
CUH-2	VESTIBULE	RITTLING	RRW32002	TBO	2	NA	NA
VAV BOX BPD	BYPASS	QA	26160BD	TBO	2	NA	NA
VAV BOX 2D1	PROG KIDS 750	QA	12	TBO	2	NA	NA
VAV BOX 2D2	STUD 111, 112, 114	QA	10	TBO	2	NA	NA
VAV BOX 2D3	HIS STOR 110	QA	8	TBO	2	NA	NA
VAV BOX 2D4	PROG KIDS 380	QA	10	TBO	2	NA	NA
VAV BOX 2D5	CORR, STOR, LAB	QA	12	TBO	2	NA	NA

HVAC Equipment Summary

LIBRARY Addition-Learning CTR

2870 JACKSMITH AVE. SE

Grand Rapids, MI

5/17/2019

MUSEUM

FIRE STATION #2

TOWNSHIP PARK

BURTON PARK

Unit #	Area Served	Manufacturer	Model	Serial	# of Insp.	Filters	Belts
VAV BOX 2D6	PROG 118	QA	16	TBO	2	NA	NA
VAV BOX 2D7	CATERING 123	QA	8	TBO	2	NA	NA
VAV BOX 2D8	DAIS	QA	10	TBO	2	NA	NA
	MUSEUM		60	TBO	2	NA	NA
SPLIT SYS	ENTIRE BLDG	TRANE	TTA024	TBO	4	1-16X25X1 MED	NA
FIRE STATION 2							
SPLIT SYS 1	MAIN FLOOR	GOODMAN	GSC13060	TBO	4	1-20X25X1 MED	NA
SPLIT SYS 2	MAIN FLOOR	BRYANT	561CPX060	TBO	4	1-20X25X1 MED	NA
SPLIT SYS 3	MAIN FLOOR	BRYANT	561CPX060	TBO	4	1-20X25X1 MED	NA
MAKE UP AIR	TRUCK GARAGE	APPLIED AIR	DFIM118HRS	TBO	4	6-16X20X1 WA.	1/YR
TOWNSHIP PARK							
				TBO	4	NA	NA
				TBO	4	NA	NA
				TBO	4	NA	NA
HW PMP 1	SNOW MELT	TACO	0011F4	TBO	2	NA	NA
COMB FAN	WATER HEATER	FIELD CONTROLS	CAS4	TBO	2	NA	NA
HOT WTR HTF	BATH/SNOWMELT	TBO		TBO	4	NA	NA
				TBO	2	NA	NA
				TBO	2	NA	NA
BURTON PARK							
CIRC PUMP	BATHROOMS	GRUNFOS	UPS1558FC	TBO	2	NA	NA
CIRC PUMP	BATHROOMS	GRUNDFOS	UP2699F	TBO	2	NA	NA
HW HEATER	BATHROOMS	TRINITY	TI150	TBO	2	NA	NA
HW UHEATER	BATHROOMS	MODINE	HSB86501	TBO	2	NA	NA

PREVENTATIVE MAINTENANCE CHECK LIST



AIR COOLED CONDENSERS

- CHECK AMPERAGE OF COMPRESSORS
- CHECK AMPERAGE OF CONDENSER FAN MOTORS
- CHECK OPERATING TEMPERATURES AND PRESSURES
- VISUALLY INSPECT FOR OIL, REFRIGERANT OR GLYCOL LEAKS
- CHECK BELTS, SHEAVES, AND COUPLING ALIGNMENT. REPLACE AND ADJUST AS REQUIRED UPON ARRIVAL
- CHECK COMPRESSOR OIL LEVEL AND SEND SAMPLE FOR LAB TEST IF SPECIFIED
- CHECK COMPRESSOR CRANKCASE HEATER OPERATION AND AMP DRAW
- CHECK VIBRATION ELIMINATORS, REPLACE OR ADJUST AS REQUIRED
- INSPECT ELECTRICAL CONNECTIONS, CONTACTORS, AND RELAYS
- REVIEW MANUFACTURER'S RECOMMENDATIONS FOR START-UP

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



INDOOR AIR HANDLERS



OUTDOOR AIR HANDLERS

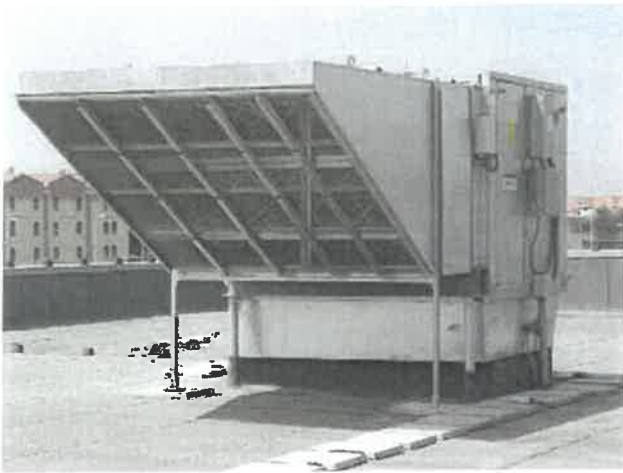
AIR HANDLER

HOT WATER / CHILLER WATER COILS / STEAM

- LUBRICATE FAN BEARINGS PER MANUFACTURER'S RECOMMENDATION
- LUBRICATE MOTOR BEARINGS PER MANUFACTURER'S RECOMMENDATION
- CHECK BELTS AND SHEAVES. ADJUST OR REPLACE AS REQUIRED
- LUBRICATE AND ADJUST DAMPERS AND LINKAGE
- CHANGE AIR FILTERS
- CHECK MOTOR OPERATING CONDITIONS
- INSPECT ELECTRICAL CONNECTIONS, CONTACTORS, RELAYS, OPERATING AND SAFETY CONTROLS
- CHECK STRAINER
- CHECK AND CLEAN DRAINS AND DRAIN PANS
- CHECK ALL COILS FOR LEAKS
- CHECK ACTUATOR VALVE OPERATION

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



AIR MAKE-UP & AIR TURNOVER UNITS

- INSPECT ALL BEARINGS AND LUBRICATE AS NEEDED
- INSPECT ALL PULLEYS FOR WEAR
- CHECK, ADJUST OR REPLACE BELTS AS NEEDED
- CHECK/CLEAN/REPLACE AIR FILTERS
- VISUALLY INSPECT HEAT EXCHANGER AND PROFILE PLATES
- CLEAN AND ADJUST PILOTS AND BURNERS
- CHECK AND LUBRICATE ALL DAMPER LINKAGES
- CHECK MOTORIZED ACTUATOR AND DAMPER OPERATION
- INSPECT AND TIGHTEN ALL ELECTRICAL CONNECTIONS
- CHECK BLOWER MOTOR OPERATION AND AMP DRAWS
- CLEAN SENSING TUBE AND CHECK AIRFLOW SWITCH OPERATION
- CHECK PILOT VALVE OPERATION
- CHECK PILOT AND MAIN FLAME SIGNALS
- CHECK GAS TRAIN BLOCK VALVE AND END SWITCH OPERATION
- CHECK NORMALLY OPEN VENT VALVE OPERATION
- CHECK DISCHARGE TEMPERATURE CONTROLS

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



ROOFTOP HVAC UNITS

- CLEAN DRAIN PAN AND TRAPS ON UNIT
- LUBRICATE ALL MOTORS AND BEARINGS AS REQUIRED
- INSPECT ALL PULLEYS FOR WEAR
- INSPECT ALL BELTS, TIGHTEN, OR REPLACE IF NEEDED
- REPLACE AIR FILTERS IF NEEDED
- INSPECT/TIGHTEN ALL CONTACTORS, RELAYS, AND ELECTRICAL CONNECTIONS
- CHECK COMPRESSOR UNLOADER CYCLE
- CHECK TEMPERATURE DIFFERENCE ON THE EVAPORATOR AND CONDENSER
- CHECK ALL MOTOR AND COMPRESSOR AMP DRAWS
- CHECK ALL REFRIGERANT PRESSURES
- CHECK ALL SAFETIES, LIMITS, AND OPERATING CONTROLS
- CHECK FOR VISUAL REFRIGERANT LEAKS
- CHECK CRANKCASE HEATER
- CHECK ECONOMIZER SETTING AND OPERATION
- CHECK OIL LEVELS – IF POSSIBLE
- CHECK COMPLETE CYCLE OPERATION OF UNIT
- CHECK HEAT EXCHANGER OPERATION

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



BOILER – HOT WATER OR STEAM OPERATIONAL/PERFORMANCE INSPECTION

- VISUALLY INSPECT BOILER PRESSURE VESSEL FOR POSSIBLE LEAKS
- DISASSEMBLE, INSPECT, AND CLEAN LOW-WATER CUTOFF
- CHECK HAND VALVES AND AUTOMATIC FEED EQUIPMENT. CLEAN AND/OR REPLACE STRAINER
- INSPECT, CLEAN AND LUBRICATE THE BURNER AND COMBUSTION CONTROL EQUIPMENT
- CHECK BURNER SEQUENCE OF OPERATION AND COMBUSTION CONTROL
- CHECK FUEL PIPING FOR LEAKS AND PROPER SUPPORT
- CLEAN EXTERNAL SURFACES AS REQUIRED
- CHECK OPERATING AND SAFETY CONTROLS
- TEST LOW-WATER CUTOFF AND PRESSURE RELIEF VALVE
- ADJUST SETTINGS AND PARAMETERS ON BURNER PER MFR. SPECIFICATIONS
- REVIEW BOILER LOG AND LOG ALL OPERATING CONDITIONS
- PERFORM RULE 27 – CSD-1 BOILER CONTROL SAFETY DEVICE CHECK LIST ON BOILERS OVER 400MBH AND LESS THAN 12,500MBH PER CODE REQUIREMENTS
- REVIEW BOILER OPERATION WITH BOILER OPERATOR ONSITE

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



CIRCULATOR PUMPS

- LUBRICATE PUMP BEARINGS PER MANUFACTURER'S RECOMMENDATION
- LUBRICATE MOTOR BEARINGS PER MANUFACTURER'S RECOMMENDATION
- TIGHTEN ALL NUTS AND BOLTS
- CHECK MOTOR MOUNTS AND VIBRATION PADS
- VISUALLY CHECK PUMP ALIGNMENT AND COUPLING
- CHECK MOTOR OPERATING CONDITIONS
- INSPECT ELECTRICAL CONNECTIONS AND CONTACTORS
- CHECK AND CLEAN STRAINERS, CHECK HAND VALVES
- INSPECT MECHANICAL SEALS AND PUMP PACKING AS REQUIRED
- CLEAN EXTERNAL SURFACES AS REQUIRED

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST

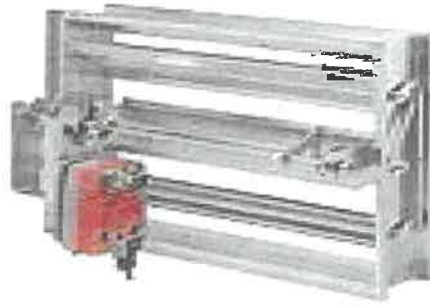


HUMIDIFIERS

- CHECK TEMPERATURE SETTING
- CHECK CYLINDER
- CLEANING OF PAN
- CHECK ELEMENTS

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



Damper and Actuator

- VISUAL INSPECTION
- CHECK AND SECURE ALL FASTENING DEVICES
- CHECK WIRING, STROKE ASSEMBLY TO ASSURE PROPER OPERATION
- CHECK BLADE JOINTS AND ASSURE PROPER SEAL WHEN CLOSED
- TEST POWER LOSS TO ASSURE PROPER FAIL SAFE FUNCTION
- LUBRICATE CRANK ARMS AND PIVOT JOINTS

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



FAN POWERED AND NON FAN POWERED VARIABLE AIR VOLUME BOXES

- INSPECT THE AIR VALVE AND DAMPER OPERATION. CHECK FOR LOOSE GASKETS OR DUCT CONNECTIONS THAT COULD INTERFERE WITH VALVE DAMPER TRAVEL
- LUBRICATE AND ADJUST DAMPERS AND LINKAGE
- CLEAN OR REPLACE FAN-POWERED UNIT FILTERS WHEN THEY BECOME DIRTY OR CLOGGED
- TIGHTEN ALL ELECTRICAL CONNECTIONS AT THE TERMINALS
- VISUALLY INSPECT THE DUCTWORK SURROUNDING THE UNIT TO ENSURE THAT THERE IS NO EXCESSIVE LEAKAGE OR MOVEMENT
- MODULATE THE THERMOSTAT TO VERIFY PROPER CONTROL AND HEAT VALVE OPERATION
- CHANGE FILTERS

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST

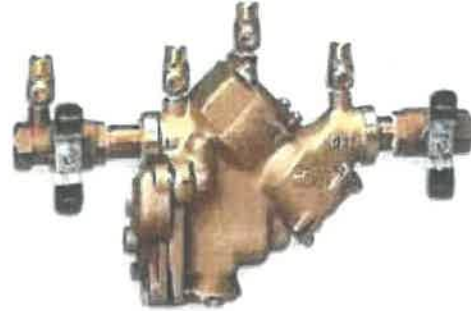


WATER HEATERS

- CHECK THERMOCOUPLE, REPLACE IF REQUIRED
- CHECK TEMPERATURE SETTING
- CHECK GAS PRESSURE
- CHECK AND CLEAN BURNERS AND PILOT ASSEMBLY
- CHECK CONDITION OF STACK
- CHECK AND OIL CIRCULATOR PUMP

Checklist may not apply to all equipment

PREVENTATIVE MAINTENANCE CHECK LIST



BACKFLOW PREVENTER

- VISUAL INSPECTION
- CHECK FOR VISUAL LEAKS
- PERFORM BACKFLOW PREVENTER TEST
- CLEAN AND REPAIR IF NEEDED

Checklist may not apply to all equipment

CONTRACTOR AGREEMENT

THIS CONTRACTOR AGREEMENT is dated as of June 19, 2019 (the "Contract"), by and between **CASCADE CHARTER TOWNSHIP** ("Owner") and B&V Mechanical ("Contractor").

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 – ENGINEER

Fishbeck, Thompson, Carr & Huber, Inc., Owner's engineer (the "Engineer"), will act as Owner's representative in connection with completion of the Contract in accordance with the Contract Documents, as hereinafter identified. The Engineer shall be compensated for its services hereunder pursuant to the terms of a separate agreement.

ARTICLE 2 – CONTRACT TERM

Section 2.1. The term of the Contract will begin on or before June 19, 2019, and continue for a period of three (3) years, ending on June 19, 2022 (the "Contract Term"). If both Owner and Contractor agree, the Contract may be extended for an agreed upon period of time under a negotiated price increase. .

Section 2.2. Owner and Contractor recognize that, for any reason, Owner may terminate the Contract on 30 days prior written notice to Contractor with no recourse or damages by either party.

ARTICLE 3 – CONTRACT SERVICES

Section 3.1. Contractor shall provide all work and services described in its proposal dated May 17, 2019, attached hereto as Exhibit C (the "Proposal"), which shall include, but not be limited to: (i) quarterly comprehensive inspection and maintenance of all HVAC and boiler equipment located on the Owner Properties (as defined below), (ii) 24/7 emergency HVAC and boiler equipment maintenance and repair services, and (iii) all inspection, maintenance, repair, and/or other work and services identified in the Proposal (collectively, the "Contract Work"). Quarterly inspection and maintenance visits to the Owner Properties shall be in October, January, April, and July unless otherwise agreed by the parties in writing. If unable to provide services due to weather or other unforeseen obstacles outside of Contractor's control, Contractor will provide an alternate date(s) to complete the Contract Work. A written report shall be provided for each visit to an Owner Property detailing the work performed and any recommendations for follow up work. Notwithstanding the foregoing, Owner acknowledges that the Burton Street building only needs two (2) visits per calendar year due to the installation of heating only equipment.

Section 3.2 In the performance of the Contract Work, Contractor shall exercise that degree of professional skill and care exercised by other contractors performing similar services under similar circumstances. Contractor shall promptly, upon notice or discovery at any time during or after the Contract Term, correct without additional compensation any Contract Work falling beneath the standard of care required under the Contract. Contractor acknowledges that Owner is relying on Contractor's professional skills and experience in completing the Contract Work. The Contract Work shall be performed by Contractor as expeditiously as is consistent with the standard of care referenced in this Section 3.2.

ARTICLE 4 – CONTRACT PRICE

Section 4.1. Owner shall pay Contractor monthly payments at the agreed upon yearly amounts divided by twelve months according to the following schedule:

- 1st Year: \$9000.00 at \$750.00/month.
- 2nd Year: \$9180.00 at \$765.00/month.
- 3rd Year: \$9360.00 at \$785.00/month.

The Contractor has given the option of including all the necessary filters, belts, pump couplers, and humidifier canisters for all equipment on the Owner Properties for an additional \$2465.00 per year. The current terms of the Contract leave Owner with the cost of supplying all filters, belts, pump couplers, and humidifier canisters and to store them on site for Contractor access. If Owner accepts this option, please sign and date on line and the new cost breakdown will be in the following paragraph.

Sign/Date: _____

- 1st Year: \$11,465.00 at \$955.42/month.
- 2nd Year: \$11,645.00 at \$970.42/month.
- 3rd Year: \$11,825.00 at \$985.42/month.

A single Purchase Order shall be issued by Owner to Contractor on an annual basis during the Contract Term for reference on all invoicing for the ensuing year of the Contract.

ARTICLE 5 – CONTRACTOR'S REPRESENTATION

Section 5.1. In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents (as defined below).

B. Contractor has visited the Project site and is familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress and completion of the Contract Work.

C. Contractor is familiar and shall comply with all federal, state and local laws and regulations that may affect cost, progress and completion of the Contract Work.

D. Contractor is familiar with all means of access to the sites and associated equipment and is able to reasonably access all equipment for service and repairs. No additional costs, unless agreed by the parties in writing, will be an additional cost to Owner.

E. Contractor is aware of all trash receptacles for each building and will not overfill or completely fill a trash receptacle without Owner consent. All waste generated by Contractor in the performance of the Contract Work shall be disposed by Contractor offsite unless Owner provides consent to use its receptacles.

F. Contractor has given Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor, and the Contract Documents are sufficient to indicate and convey understanding of all terms and conditions for completion of the Contract.

G. Contractor shall cause all of its employees, personnel, and subcontractors to use all required personal protection equipment ("PPE") including steel toe boots, GFCI extension cords, safety glasses, hard hats or bump caps (preferred but not required) at no additional cost to Owner. All Contractor personnel, employees, and subcontractors working on the Owner Properties shall be properly trained in using PPE. All personnel, employees, and subcontractors will be given a verbal/written warning if observed not using PPE and if a second violation occurs, such employee or contractor shall be required to leave the site and not allowed back until properly trained in the use of PPE. No use of Owner tools or equipment is allowed without Owner consent.

H. Contractor will provide a written log for each piece of equipment maintained on the Owner Properties with all dates, nature of service, and who performed said work. This log may be attached to the equipment in some manner or in a central location if deemed appropriate in Contractor's reasonable discretion. Contractor agrees to provide copies of all required State testing such as CSD-1 reports to Owner upon request.

I. Contractor will provide 24/7 emergency service as needed for the facilities. Emergency service amounts to any calls requiring work between 4:30pm and 7:30am Monday-Friday and any weekend or holiday times. The labor rate of \$123.00/hour will be charged for all approved emergency service work with parts markup of 15%.

J. Other than the amounts expressly owing under the Contract, Contractor understands that Owner shall not be required to pay any additional amounts for repairs or replacements of equipment or other services performed by Contractor beyond the scope of the Contract Work, unless such repairs, replacements, or other services are approved by Owner in writing. Any repair or replacement of equipment projected to exceed the cost of \$5,000.00 shall to be competitively bid unless deemed an emergency by Owner. Contractor will be the

contractor of choice for bids that are equal, but Owner reserves the right to award the bid to any contractor it desires without recourse.

K. Contractor is not responsible for assuming any cost of refrigerant, power washing of coils, chemical cleaning of coils or any parts beyond what is set forth in the Proposal.

L. Contractor shall assist Owner in submitting energy incentive rebates through Owner's energy providers. Owner will provide all necessary information to Contractor so that it can lead the process for applying for the eligible rebates as stated in the Proposal.

M. Contractor shall provide to Owner a list of any equipment on the Owner Properties that is in need of major repairs or replacement. Contractor shall provide such list to Owner by the end of the 2019 calendar year.

N. Upon request of Owner and at Owner's expense, Contractor shall provide training to Owner on the use and operation of any HVAC and/or boiler equipment located on the Owner Properties and serviced by Contractor under the terms of the Contract. .

O.. Contractor agrees to perform the Contract Work with respect to the equipment located in the following buildings and on the following properties (each, an "Owner Property" and collectively, the "Owner Properties"):

- Cascade Township Hall/Fire Station #1
2865 Thornhills, SE
- Fire Station #2
2990 Buttrick, SE
- Kent District Library – Cascade Township Branch Library/Wisner
2870 Jacksmith Avenue, SE
- Cascade Township Park – Rec Park Bathroom
3810 Thornapple River Drive, SE
- Burton Garage/Park
6805 Burton Street, SE
- Museum Gardens Park
2839 Thornapple River Drive, SE

ARTICLE 6 – CONTRACT DOCUMENTS

Section 5.1. The Contract Documents, which comprise the entire agreement between Owner and Contractor concerning the Contract Work, consist of the following:

- A. This Agreement.
- B. Exhibit C – Contractor's Proposal.
- C. Exhibit D – Insurance Requirements.

- D. Exhibit E – Conditions.
- E. Any written amendments that are not attached to this Agreement amending, modifying or supplementing the Contract Documents, provided such amendment(s) are signed by both Owner and Contractor.

ARTICLE 7 – MISCELLANEOUS

Section 6.1. Contractor shall indemnify, defend and hold Owner, its agents and employees, harmless from all damage, liability, claim or expense (including attorneys' fees), including, without limitation, injury to person (including death) or damage to property (including loss of use thereof), to the extent resulting from the negligence or willful misconduct of Contractor, or any subcontractor, employee or agent of Contractor, in the performance of the Contract Work, or any breach of any contractual duty due to Owner by Contractor under the terms of the Contract. The foregoing indemnification and hold harmless provision shall survive the expiration or termination of the Contract.

Section 6.2. Contractor is an independent contractor. Contractor shall not act as an agent of Owner. Contractor shall not enter into any agreement or incur any obligations on Owner's behalf, or commit Owner in any manner, without Owner's prior written consent.

Section 6.3. Except as otherwise provided herein, all notices, consents, requests, demands, designations or other communications which may or are required to be given by either party to the other hereunder shall be in writing (each, a "Notice") and shall be deemed to have been duly given (i) when personally delivered; or (ii) three (3) days after being deposited in the United States mail, certified, postage prepaid; or (iii) one (1) business day after being deposited with a nationally recognized overnight courier service, and in all instances addressed as provided below to the respective party, or to such other place as such party may from time to time designate in a Notice to the other.

Notice to Owner:

Cascade Charter Township
2865 Thornhills Drive SE
Grand Rapids, Michigan 46546
Attn: Benjamin Swayze, Township Manager

Notice to Contractor:

B & V Mechanical
400 32nd Street SE
Wyoming, Michigan 49548

Section 6.4. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the

effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

Section 6.5. Owner and Contractor each binds itself, its successors, assigns and legal representatives to the other party hereto, its successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

Section 6.6. Any provision or part of the Contract Documents held to be void or unenforceable under any applicable law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

Section 6.7. In the event of any legal dispute between Owner and Contractor, the non-prevailing party as determined by a court of competent jurisdiction shall reimburse the prevailing party for all actual and reasonable legal fees and expenses incurred by the prevailing party in prosecuting or defending any such action.

Section 6.8. The Contract and the Contract Documents shall be governed by the laws of the State of Michigan.

[Signatures are located on the following page.]

IN WITNESS WHEREOF, Owner and Contractor have signed the Contractor Agreement as of the date set forth in the first paragraph hereof.

B&V Mechanical
"Contractor"

By: _____

Its: _____

_____, Michigan _____
(616) 243-7222

CASCADE CHARTER TOWNSHIP
"Owner"

By: _____

Ben Swayze, Manager

2865 Thornhills, SE
Grand Rapids, Michigan 49546-7192
(616) 949-1500

14996254

[Signature page to Contractor Agreement]



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: June 12, 2019
To: Supervisor Beahan and Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Mobile Generator Purchase for Township Hall/Station #1

FACTS:

As part of the 2017 Township Hall/Fire Department renovations the building was outfitted with an electrical hook-up for a full-building generator. The first iteration of the proposal called for a permanent, on-demand generator. This proposal was removed from the final scope of-work as the long-term plans for the facility was not known. The final scope was to provide for the hook-up point for a mobile generator. At the time, two options were presented to the Township:

- Attempt to arrange an “on-demand” generator rental agreement to provide a generator at time of need
- Purchase a mobile generator for use

The Township did budget for a mobile generator unit in the FY2018 Budget. At the time, it was determined that before the Township consider the purchase of a generator, the Township pursue an “on-demand” rental agreement an explore if that was a potential solution. The Township was not able to find an equipment rental company willing to enter into an “on-demand” rental agreement. At the time, the Township decided to consider a program where we would rent a generator when one was needed, but we would not be guaranteed a rental.

During Winter 2019 the Township experienced a long-term power outage. Because the Consumers estimate for return of power was not long, the Township did not pursue renting a generator. After being on for a short time, the power went off again with an “unknown” repair time. When the decision was made to consider renting a generator, none were available.

Given the issues with a generator rental program, and the Township’s inability to control mitigating factors, we issued an RFP for the purchase of a mobile generator. The Township, at the direction of the Infrastructure Committee, utilized the services Fishbeck to develop and issue the RFP and analyze the bids. Bidding was by invitation only, and three bidders were selected.

Attached for your review are:

- RFP for Procurement of a Mobile Engine Generator as Issued
- Bid Summary and recommendation document from Fishbeck

ANALYSIS & CONCLUSIONS:

There is a real need for a full-building generator for the Township Hall/Station#1 facility. Currently this facility serves as the Township primary emergency operations center. However, given that a widespread power outage is the most common emergency we would encounter, there is a good chance the center would need to be relocated during an emergency. In addition,

Township Hall houses the entire IT infrastructure for the Township. Should the EAC be relocated, the Township would not be able to access critical information.

In addition, the Fire Department houses a 24/7 operation and need to have access to power at all times to operate efficiently. The Township also experiences lost productivity at Township Hall during power outages. During the power in February the Township Hal was closed nearly 2 full days due to the power outage. Procurement of a generator would ensure Township operate could continue with little interruption during a widespread power outage.

The RFP was written by a mechanical engineer from Fishbeck who is familiar with our building and operations. The bid was for a 200KW generator, which is sized sufficiently to run our entire building during peak operations. In addition, bidders were invited to submit an alternate bid for a 150 KW unit, as well as other unit sizes as long as the deviations from the specifications were appropriately noted. The Township received two bids that met the base specifications as outlined in the RFP. In addition, the Township received 3 “alternative spec” bids.

After reviewing the bids, the engineer from Fishbeck has recommended the Township Board consider the “base spec, 200 KW” bid from Cummins at a cost of \$109,850. The bid was the lowest of the two base bids, and the alternative bids did not produce enough savings to consider them given that the Township Hall/Station #1 may not be able to fully operate when utilizing them.

The Infrastructure Committee reviewed the recommendations at their June meeting and have recommended the Township Board approve the “Base bid 200KW” from Cummins.

FINANCIAL CONSIDERATIONS:

This project was originally budgeted for in the FY2018 budget with 50% of the cost coming from the General Fund and 50% coming from the Fire Fund. As of December 31, 2018 the General Fund had a fund balance of \$9,241,411 and the Fire Fund had a fund balance of \$2,463,215.

RECOMMENDED ACTION:

To approve the bid from Cummins for a 200KW Generator at a cost of \$109,850

CASCADE CHARTER TOWNSHIP HALL
MOBILE ENGINE GENERATOR

SECTION 01 1000 – PROCUMENT OF MOBILE ENGINE GENERATOR
April 12, 2019

1. Project Name: Cascade Charter Township Hall Mobile Engine Generator
2. Project Address: Cascade Charter Township Hall, 2865 Thornhills Drive SE, Grand Rapids, MI 49503
3. Owner: Cascade Charter Township, Ben Swayze, Township Manager, 616-949-1500, bswayze@cascadetwp.com
4. Engineer: Fishbeck, Thompson, Carr & Huber Inc. (FTCH), Roger M. Maddox, PE, 616-464-3855, rmmaddox@ftch.com.
5. The Township is seeking bids for a mobile engine generator. Provide pricing for equipment as indicated below:
 - a. Provide two separate prices:
 - Base bid unit: 200KW/250KW mobile engine generator.
 - Alternate unit: 150KW/187.5KVA mobile engine generator
 - b. Pricing to include mobile engine generator, spare parts, coordination effort with Owner, delivery, initial start-up, testing, load bank testing, training, refueling, and warranty. See Specification Section 26_32_13 for additional information.
 - c. Agreement type between Owner and Equipment Supplier:
 - Provide total lump sum amount in (\$) for all items.
 - Company Name
 - Place Holder for company representative, title, signature and date
 - Place Holder for Owner representative's name, title, signature and date
 - d. Clearly indicate any exclusions or items that may be required but are not included in pricing:
 - e. Pricing due to Cascade Charter Township Hall by 2pm, Friday April 26.
6. Equipment Supplier Responsibilities:
 - a. Provide shop drawing submittals for review by Engineer and Owner.
 - b. After shop drawing submittals are approved, schedule delivery of equipment to site with Owner.
 - c. Work with Owner to provide spare parts, initial start-up, testing, load bank testing, training, refueling, and warranty as indicated in specifications.
 - d. Repair or replace any items damaged or not working.
 - e. Complete specific punch list items identified by Owner.
 - f. At completion of project, provide Operation and Maintenance Manuals and Warranty for all equipment. Provide all documents in pdf format and at least one paper copy of documents.
 - g. After final payment, provide waivers as required.
 - h. 12 months after delivery, provide one site visit to meet with Owner to answer their questions, review and address any warranty issues.
7. Owner Responsibilities:
 - a. Work in cooperation with the Equipment Supplier.
 - b. Provide Equipment Supplier access to site and building as needed.
 - c. Assist Equipment Supplier in blocking off parking spaces or other areas for equipment delivery and to provide start-up and testing in a safe manner.
 - d. Owner has the right to accept or reject any or all pricing received for any reason whatsoever.
8. Equipment delivery shall occur during a normal business day, Monday thru Friday, between 8 am to 4 pm unless specifically identified or approved by Owner.

SECTION 26 32 13 –MOBILE ENGINE GENERATOR

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the furnishing and installation of the major items listed below:
1. Engine driven generator.
 2. Cooling system.
 3. Exhaust system.
 4. Fuel system.
 5. Battery and battery charging system.
 6. Control and instrument panel.
 7. Camlock connectors on generator to accommodate Owner furnished cables to connect generator to exterior mounted manual transfer switch.
 8. Trailer.

1.2 REFERENCES

- A. Except as herein specified or as indicated on the Drawings, the work of this Section shall comply with the following:
1. Institute of Electrical and Electronics Engineers (IEEE) Standards:
 - a. C62.41 – Recommended Practice on Surge Voltages in Low-Voltage AC Power Circuits
 - b. 446 – Recommended Practice for Emergency and Standby Power Systems for Commercial and Industrial Applications.
 2. National Electrical Manufacturers Association (NEMA) Standards:
 - a. MG 1 – Motors and Generators.
 3. National Fire Protection Association (NFPA) Standards:
 - a. 30 – Flammable and Combustible Liquids Code
 - b. 37 – Stationary Combustion Engines and Gas Turbines.
 - c. 70 – National Electric Code.
 - d. 110 – Emergency and Standby Power Systems.
 4. Underwriters Laboratories (UL) Standards:
 - a. 142 – Sub-base Tanks
 - b. 499 – Standard for Electric Heating Appliances.
 - c. 508 – Standard for Industrial Control Equipment
 - d. 1236 – Battery Chargers.
 - e. 2200 – Standard for Stationary Engine Generator Assemblies
 5. Environmental Protection Agency (EPA) Regulations:
 - a. Tier 4 emissions.

1.3 SYSTEM DESCRIPTION

- A. Standby System Manual Operation:
1. Operator to manually:
 - a. Cascade Township Hall and Fire Station is equipped with an existing 600A Eaton exterior mounted manual transfer switch located on the north side of the building near the existing utility transformer.
 - b. With the mobile engine generator parked in an east/west direction, on the east side of the building, just east of existing handicap parking spaces, connect one end of Owner furnished cables to camlock connectors at mobile engine generator and opposite end to camlock connectors at existing exterior manual transfer switch (Eaton). Provide ramps in walkway areas to minimize trip hazard created by cables.
 - c. Initiate engine generator starting.
 - d. Running under no load condition, confirm generator is operating properly and in normal ranges.
 - e. At existing exterior manual transfer switch, transfer load from utility to off (middle position) to generator power.

- f. With generator connected to building load and running under load condition, monitor load on generator for a period of time to confirm generator is operating properly and is within acceptable ranges.
- g. After utility source has returned and is considered stable, transfer load from generator to off (middle position) back to utility power.
- h. Initiate engine generator shutdown and allow generator to run for a period of time under no load.

- B. The maximum instantaneous voltage dip of the generator shall not exceed the specified percent as defined by NEMA MG1-16.48.

1.4 SUBMITTALS

A. Shop Drawings: For Mobile Engine Generator System:

- 1. Name of Manufacturer.
- 2. Model number.
- 3. Details of construction and installation.
- 4. Assembly drawings, including elevations, plans, sections, dimensions, weight, and conduit entry locations.
- 5. Project Specific Wiring Diagrams:
 - a. Diagrams shall clearly identify all field wiring requirements between generator set(s), manual transfer switch, 120 volt power and other remote devices.
- 6. Engine and generator data.
 - a. Output voltage.
 - b. Rated capacity.
 - c. Fuel type.
 - d. Thermal damage curve for generator.
 - e. Time-current characteristic curves for generator protective device(s).
- 7. Cooling, exhaust, and fuel system data.
- 8. Heat dissipation.
- 9. Ventilation requirements.
- 10. Control panel and instrument details.
- 11. Sound attenuation data
- 12. Color and finish.
- 13. Options and accessories.

B. Operation and Maintenance Manuals:

- 1. Equipment function, normal operating characteristics, and limiting conditions.
- 2. Assembly, installation, alignment, adjustment, and checking instructions.
- 3. Operating instructions for start-up, routine and normal operating, regulation and control, and shutdown and emergency conditions.
- 4. Maintenance instructions.
- 5. Guide to "troubleshooting".
- 6. Parts list and predicted life of parts subject to wear. List of tools and replacement items recommended to be stored at Site for ready access. Include part and drawing numbers, current unit prices, and source of supply.
- 7. Project specific outline and cross-sections, assembly drawings, engineering data, and wiring diagrams. Wiring diagrams shall reflect final, as-installed conditions, and include wire numbers.
- 8. Test and performance data as applicable.

C. Manufacturers Installation Instructions: include recommended commissioning, acceptance testing, and startup procedures, instructions, and guidelines.

D. Test Reports:

- 1. Certified factory performance testing results.
- 2. Load bank testing results.
- 3. Performance and functional testing results.
- 4. Noise level (sound) testing results.
- 5. Emissions testing results.

1.5 QUALITY ASSURANCE

- A. Fabrication and Installation Personnel Qualifications:
 - 1. Trained and experienced in the fabrication and installation of the materials and equipment.
 - 2. Knowledgeable of the design and the reviewed submittals.
- B. Manufacturer's Services:
 - 1. Provide Manufacturer's field service for start-up and testing.
 - 2. Provide Manufacturer's authorized service organization within 100 miles of Site.
- C. Testing:
 - 1. Provide factory performance testing at rated load and power factor for assembled engine generator prior to shipment. Tests shall include: run at full load, maximum power, voltage regulation, transient and steady state governing, single step load pickup, and function of safety shutdowns.
 - 2. Provide load bank and field performance testing as specified herein prior to acceptance.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Deliver, handle and store materials in a manner which will prevent deterioration or damage, contamination with foreign matter, damage by weather or elements, and in accordance with Manufacturer's directions.
- B. Reject damaged, deteriorated, or contaminated materials and immediately remove from the Site. Replace rejected materials with new materials at no additional cost to Owner.

1.7 WARRANTY

- A. Provide a 5 year written warranty from startup date, executed by Manufacturer, agreeing to repair or replace engine generator and auxiliary components that fail within specified warranty period. Warranty shall be comprehensive covering parts and labor with no deductibles allowed for travel time, service hours, repair parts cost, etc.

1.8 MAINTENANCE AGREEMENT

- A. Provide 24 months of full maintenance by skilled employees of Manufacturer's designated service organization. Maintenance agreement shall commence upon Substantial Completion. Agreement shall include the following:
 - 1. Quarterly inspection and exercising to check for proper starting, load transfer, and running under load and no-load conditions.
 - 2. Routine preventive maintenance and adjusting as recommended by manufacturer and as required for proper operation.
 - 3. All parts and supplies provided under the maintenance agreement shall match those used in the manufacture and installation of original equipment.
 - 4. Regularly scheduled oil and coolant sampling and testing as recommended by Manufacturer. Samples shall be tested for iron, chromium, copper, aluminum, silicon, lead, water, fuel dilution, and anti-freeze. Test results (report) shall be provided to Owner after each sampling.
- B. Owner shall have option to extend maintenance agreement after 24 months.

1.9 SPARE PARTS

- A. Furnish the following spare parts:
 - 1. Three of each type and rating. Provide 1 fuse puller.
 - 2. Filters: One set each of lubricating oil, fuel, and combustion-air filters for each engine generator provided.
 - 3. Belts: One complete set for each belt installed.
 - 4. Spare tires: One spare tire for trailer, spare tire to be mounted to trailer.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Engine Generators:
 - 1. Caterpillar.
 - 2. Cummins.
 - 3. Kohler.

- B. Exhaust Silencers:
 - 1. Silex Innovations.
 - 2. EM Products.
 - 3. GT Exhaust Systems.
 - 4. Nelson.

2.2 EQUIPMENT RATING

- A. Engine Generator:
 - 1. Alternator to be reconnectable 12 lead, 208/416-240/480V, three phase wye configuration. Winding temperature rise of 125C (276F) or less for standby power output, 80C (176F) or less for prime power output.
 - 2. 4 position voltage selector switch (277/480 or 139/240 or 120/208V three phase or 120/240V single phase. The operating voltage for this location is 208Y/120V-3φ-4W.
 - 3. Rated Capacity: Size as indicated below at 0.8 P.F., 60 Hz, standby duty.
 - a. Base Bid: 200KW/250KVA
 - b. Alternate Bid: 150KW/187.5KVA
 - 4. Engine generator set shall be capable of accepting a single step load of 100% nameplate kW and power factor, less applicable derating factors, with engine generator set at operating temperature.
 - 5. Fuel: No. 2 premium diesel fuel.
 - 6. Altitude: 600 feet above sea level.
 - 7. Ambient Temperature: 100 degrees F.
 - 8. Engine generator Supplier shall size engine cooling system to provide cooling for engine generator in accordance with Manufacturer's recommendations based on the following design criteria:
 - a. Ambient air temperature: 105 degrees F.
 - b. Altitude: 600 feet above sea level.
 - c. Maximum coolant pressure drop through core: 2 psi.
 - d. Maximum noise level at 24 feet from radiator: 65 dBA.
 - e. Coolant temperature at radiator inlet (top tank): 210 degrees F.
 - f. Air temperature rise: 11 degrees F.
 - g. Coolant:
 - 1) 50% ethylene-glycol-based antifreeze and 50% water, with anticorrosion additives as recommended by engine manufacturer.
 - 2) Freezing protection: -40 degrees C.
 - 3) Boiling protection: 129 degrees C.
 - 4) Coolant shall require no supplemental coolant additives or cleaning agents.
 - 9. Engine generator Supplier shall size fuel cooler(s) to provide cooling for fuel in accordance with Manufacturer's recommendations

2.3 COMPONENTS

- A. Engine:
 - 1. Liquid cooled.
 - 2. Compression ignited.
 - 3. 4-cycle, 1800 RPM maximum.
 - 4. Governor: Electronic isochronous control with $\pm 0.25\%$ steady state regulation.
 - 5. Lubrication system:
 - a. Positive displacement, engine-driven, full pressure, lubrication oil pump.
 - b. Full flow strainer.
 - c. Full flow filter(s) with replaceable canister elements and dipstick oil level indicator.
 - d. Oil level indicating pressure gauges on the upstream and downstream sides of the strainer and filter.

- e. Thermostatically-controlled valve to control flow in system to maintain optimum oil temperature. Unit shall be capable of full flow and designed to be fail-safe.
 - f. Low oil pressure safety shutoff.
 - g. Pressure relief and automatic bypass valves.
 6. Engine-mounted battery charging alternator, 40-ampere minimum, with solid state voltage regulator.
 7. Dry-type heavy duty replaceable air cleaner/filter with restriction indicator.
 8. Crankcase drain arranged for complete gravity drainage to an easily removable container with no disassembly and without use of pumps, siphons, special tools, or appliances. Provide oil drain extension kit as required.
 9. Industrial.
 10. Fully rebuildable.
 11. Replaceable cylinder liners.
 12. Shore power 15 amps, 120 volts for coolant heater and battery charger.
 13. Manufacturer to provide quick fit kit for quick and easy oil change events.
- B. Generator:
1. A permanent magnet generator (PMG) shall be included to provide a reliable source of excitation power for optimum motor starting and short circuit performance. PMG and controls shall be capable of sustaining and regulating current supplied to a single phase or three phase fault at approximately 300% of rated current for not more than 10 seconds and then clear the fault automatically, without damage to generator system components. Performance shall be unaffected by voltage distortion caused by nonlinear loads.
 2. Synchronous, four pole, 2/3 pitch, revolving field, drip-proof construction, single pre-lubricated sealed maintenance-free bearing, air cooled by a direct drive centrifugal blower fan, and directly connected to the engine with flexible drive disc.
 3. Broad range reconnectable. Unit configured for 1 voltage only is not acceptable.
 4. All insulation system components shall meet NEMA MG1 temperature limits for Class H insulation systems. Actual temperature rise measured by resistance method at full load shall not exceed 80 degrees C for prime power, 120 degrees C for standby power.
 5. Subtransient reactance of the alternator shall not exceed 15%, based on standby rating of generator set.
 6. Voltage Regulator:
 - a. Solid state.
 - b. Voltage regulation shall be +0.5% for any constant load between no load and rated load. Random voltage variation with any steady load from no load to full load shall not exceed +0.5%.
 - c. Volts per hertz.
 - d. Environmentally encapsulated.
 7. Frequency regulation shall be isochronous from steady state no load to steady state rated load. Random frequency variation with any steady load from no load to full load shall not exceed $\pm 0.5\%$.
 8. Generator shall produce a clean AC voltage waveform, with not more than 5% total harmonic distortion at full linear load, when measured from line to neutral, and with not more than 3% in any single harmonic, and no third order harmonics or their multiples. Telephone influence factor, determined according to NEMA MG 1, shall not exceed 40%.
 9. Main line circuit breaker, sized to carry the rated output current of the generator set.
 - a. As recommended by generator Manufacturer.
 10. Unit-mounted terminal connection box.
 11. Provide 120VAC anti-condensation heater for the alternator.
- C. Cooling System:
1. Unit-Mounted Radiator: Closed loop, self-contained liquid cooling complete with unit mounted radiator, pusher type fan, integral engine-drive coolant pump, thermostat and radiator duct flange. System shall be rated for full load operation in 122 degrees F (50 degrees C) ambient as measured at the alternator air inlet. Radiator shall be sized based on a core temperature that is 20 degrees F higher than the rated operation temperature, or prototype tested to verify cooling performance of the engine/radiator/fan system in a controlled environment. Size of radiator shall be adequate to contain expansion of total system coolant from cold start to 110% load. Rotating parts shall be guarded against accidental contact.
 2. Coolant: 50% ethylene-glycol-based antifreeze and 50% water, with anticorrosion additives as recommended by engine Manufacturer; good to -40 degrees C (-40 degrees F). Provide radiator coolant level sight glass and low coolant level safety shutdown. Coolant Hose: Flexible assembly with inside surface of nonporous rubber and outer covering of aging-, ultraviolet-, and abrasion-resistant fabric. Hose shall be rated for 50-psi (345-kPa) maximum working pressure with coolant at 180 degrees F

- (82 degrees C), and non-collapsible under vacuum. End fittings shall be flanges or steel pipe nipples with clamps to suit piping and equipment connections.
3. Expansion Tank: Constructed of welded steel plate and rated to withstand maximum closed-loop coolant system pressure for engine used. Equip with gage glass and petcock.
 4. Temperature Control: Self-contained, thermostatic-control valve to modulate coolant flow automatically to maintain optimum constant coolant temperature as recommended by engine Manufacturer.
 5. Coolant Heaters: Thermostatically controlled, engine-mounted, 120-volt ; quantity and wattage as required to maintain coolant temperature as specified herein. Heaters shall be UL499 listed and labeled. Heaters shall be installed on the engine with silicone hose connections. Steel tubing shall be used for connections into the engine coolant system wherever the length of pipe run exceeds 12 inches. Heater installation shall be specifically designed to provide proper venting of the system. Quick disconnect/automatic sealing couplers shall allow the heater element to be replaced without draining the engine cooling system or significant coolant loss. Heater shall be provided with a DC thermostat, installed at the engine thermostat housing. An AC power connection box shall be provided for a single AC power connection to the coolant heater system. Heater(s) shall be sized as recommended by the engine manufacturer to warm the engine to a minimum of 104 degrees F (40 degrees C) in a 40 degrees F (4 degrees C) ambient, in compliance with NFPA 110 Level 1 requirements.
- D. Exhaust System:
1. US Tier IV Final and EU Silla certified engine with meets emissions limits with the use of Diesel Particulate Filter (DPF).
 2. Critical (25-30 dBA) grade silencer.
 3. Aluminized steel construction finished with high temperature paint.
 4. ANSI 125/150# flanges.
 5. Gas-proof stainless steel seamless flexible connector at engine connection.
 6. Silencer condensate drain cock.
 7. Provide ventilated thimbles at roof/wall penetrations.
 8. Provide stainless steel, counterweighted flipper-type rain cap on vertical exhaust discharge.
 9. Silencer shall be mounted inside outdoor enclosure.
- E. Fuel System: Flexible connection to unit.
- F. Diesel Units:
1. Engine driven, mechanical, positive displacement fuel pump with primary fuel filter, water separator, and secondary fuel filter. Filters shall include replaceable canister elements. Provide fuel cooler as required for operation of generator set at full rated load in the ambient temperature specified.
 - a. UL 142 Listed and labeled.
 - b. Normal and emergency vents.
 - c. Closed top diked.
 - d. Pressure relief vent cap.
 - e. Screened atmospheric vent cap.
 - f. Mechanical level gauge.
 - g. Tank drain.
 - h. High and low fuel level alarms wired to generator control panel for local and remote indication.
 - i. Leak detection alarm wired to generator control panel for local and remote alarm indication.
 - j. Meeting Michigan Department of Environmental Quality (MDEQ) requirements.
 - k. Integral lifting provisions.
 - l. Fuel storage for 24 hours of operation at 75% of full load output.
 - n. Fuel storage of approximately 250 gallons.
- G. D.C. Electric Starting System:
1. Heavy duty electric starting motor. Starting system shall be capable of 3 complete cranking cycles without overheating or recharging.
 2. Battery rack and enclosure to prevent accidental contact with battery terminals.
 3. Batteries shall be lead acid type, 24 volt DC, sized as recommended by the engine Manufacturer, complete with battery cables and connectors. Batteries shall be capable of a minimum of three complete 15-second cranking cycles at 40 degrees F ambient temperature when fully charged.
 4. Provide thermostatically-controlled 120VAC battery heater.

5. Provide a minimum 12 amp battery charger with automatic temperature compensation for each generator set battery bank. Generator sets incorporating 2 battery banks shall be provided with 2 chargers connected together and operating in parallel, with alarm output(s) connected in parallel. The charger(s) shall operate on 120VAC and include the following capabilities:
 - a. Charger shall be capable of charging a fully discharged battery without damage to the charger. It shall be capable of returning a fully discharged battery to fully charged condition within 24 hours. Charger shall be UL-labeled with the maximum battery amp-hour rating that can be recharged within 24 hours. Label shall indicate that the charger is suitable for charging of 200AH batteries in accordance with the NFPA requirements.
 - b. Charger shall incorporate a 4-state charging algorithm, to provide trickle charge rate to restore fully discharged batteries, a bulk charge rate to provide fastest possible recharge after normal discharge, an absorption state to return the battery to 100% of charge, and a float stage to maintain a fully charged battery and supply battery loads when the generator set is not operating. In addition, charger shall include an equalization timer. Charge rates shall be temperature compensated based on the temperature directly sensed at the battery.
 - c. DC output voltage regulation shall be within +1%. DC output ripple current shall not exceed 1 amp at rated output current level.
 - d. The charger shall include the following features:
 - 1) Two line alphanumeric display with programming keys to allow display of DC output ammeter and voltmeters (5% accuracy or better), display alarm messages, and perform programming.
 - 2) LED indicating lamp(s) to indicating normal charging condition (green), equalize charge state (amber), and fault condition (red).
 - 3) AC input over-current, over-voltage, and under-voltage protection.
 - 4) DC output over-current protection.
 - 5) Alarm output relay.
 - 6) Corrosion resistant aluminum enclosure.

H. Control and Instrument Panel:

1. Microprocessor-based control system designed to provide automatic starting, monitoring, and control of the generator set.
2. Control panel shall be mounted on the generator set, or may be mounted in a free-standing panel next to the generator set. Control panel shall be vibration isolated and prototype tested to verify durability of all components in system under vibration conditions encountered.
3. Control switches:
 - a. MANUAL-OFF-AUTO selector switch.
 - b. EMERGENCY STOP pushbutton (red mushroom head type).
 - c. RESET pushbutton.
 - d. LAMP TEST pushbutton.
4. Metering and monitoring:
 - a. Digital metering set, 1% accuracy, to indicate generator RMS voltage and current, frequency, output current, output KW, KW hours, and power factor. Generator output voltage shall be available in line to line and line to neutral voltages, and shall display all three-phase voltages (line to neutral or line to line) simultaneously.
 - b. Analog voltmeter, ammeter, frequency meter, power factor meter, and kilowatt (KW) meter. Voltmeter and ammeter shall display all three phases. Meter scales shall be color coded in the following fashion: green shall indicate normal operating condition, amber shall indicate operation in ranges that indicate potential failure, and red shall indicate failure impending. Metering accuracy shall be within 1% at rated output. Both analog and digital metering are required.
 - c. System shall monitor total load on generator set, and maintain data logs of total operating hours at specific load levels ranging from 0 to 110% of rated load, in 10% increments. Display hours of operation at less than 30% load and total hours of operation at more than 90% of rated load.
 - d. System shall log total number of operating hours, total KWH, and total control on hours, as well as total values since reset.
5. High intensity LED alarm and status indicating lamps to identify the following functions:
 - a. Five configurable indicating lamps; field adjustable for color and any status, warning, or shutdown function monitored by the generator set control system.
 - b. Green lamps to indicate that generator set is running at rated frequency and voltage, and that a remote start signal has been received at the generator set. Running signal shall be based on actual sensed voltage and frequency on output terminals of generator set.
 - c. Flashing red lamp to indicate that control is not in automatic state, and red common shutdown lamp.

- d. Amber common warning indication lamp.
- 6. Annunciator:
 - a. Low oil pressure (warning).
 - b. Low oil pressure (shutdown).
 - c. Oil pressure sender failure (warning).
 - d. Low coolant temperature (warning).
 - e. High coolant temperature (warning).
 - f. High coolant temperature (shutdown).
 - g. High oil temperature (warning).
 - h. Engine temperature sender failure (warning).
 - i. Low coolant level (warning).
 - j. Fail to crank (shutdown).
 - k. Fail to start/overcrank (shutdown).
 - l. Overspeed (shutdown).
 - m. Low DC voltage (warning).
 - n. High DC voltage (warning).
 - o. Weak battery (warning).
 - p. Low fuel daytank (warning).
 - q. High AC voltage (shutdown).
 - r. Low AC voltage (shutdown).
 - s. Under frequency (shutdown).
 - t. Over current (warning).
 - u. Over current (shutdown).
 - v. Short circuit (shutdown).
 - w. Ground fault (warning) (optional when required by code or specified).
 - x. Over load (warning).
 - y. Emergency stop (shutdown).
 - z. "System not in auto" (warning, flashing).
 - aa. Four user configurable conditions.

All warning conditions shall also be field-configurable for shutdown. Last 10 warning or shutdown conditions shall be logged.
- 7. Engine status monitoring via a digital status panel:
 - a. Engine oil pressure (psi or kPA).
 - b. Engine coolant temperature (degrees F or C).
 - c. Engine oil temperature (degrees F or C).
 - d. Engine speed (rpm).
 - e. Number of hours of operation (hours).
 - f. Number of start attempts.
 - g. Battery voltage (DC volts).
- 8. Control functions:
 - a. Engine control.
 - 1) Cycle cranking system to allow for user selected crank time, rest time, and number of cycles. Initial settings shall be for 3 cranking periods of 15 seconds each, with 15-second rest period between cranking periods.
 - 2) Idle mode control to allow engine to run in idle mode in the RUN position only. In this mode, the alternator excitation system shall be disabled.
 - 3) Engine governor control to provide steady state frequency regulation as noted as specified herein. Governor control shall include adjustments for gain, damping, and a ramping function to control engine speed and limit exhaust smoke while unit is starting.
 - 4) Time delay start (0-300 seconds, adjustable) and time delay stop (0-600 seconds, adjustable).
 - 5) Sender failure monitoring logic for speed sensing, oil pressure, and engine temperature. System shall be capable of discriminating between failed sender or wiring components, and an actual failure conditions.

- b. Alternator control:
- 1) Full wave rectified automatic digital voltage regulation system that is matched and prototype tested by the engine manufacturer with the governing system provided. System shall be immune from misoperation due to load induced voltage waveform distortion and provide a pulse width modulated output to the alternator exciter. Voltage regulation system shall be equipped with three phase line to neutral RMS sensing and shall control buildup of AC generator voltage to provide a linear rise and limit overshoot. System shall include a torque matching characteristic, which shall reduce output voltage in proportion to frequency below an adjustable frequency threshold. Torque matching characteristic shall be adjustable for roll-off frequency and rate, and be capable of being curve-matched to the engine torque curve with adjustments in the field. Voltage regulator shall include adjustments for gain, damping, and frequency roll off. Adjustments shall be broad range, and made via digital raise-lower switches, with an alphanumeric LED readout to indicate setting level. Rotary potentiometers for system adjustments are not acceptable.
 - 2) A microprocessor-based protection device shall be provided to individually monitor all phases of the output current of the generator set and initiate an alarm (over current warning) when load current exceeds 110% of the rated current of the generator set on any phase for more than 60 seconds. The device shall shut down and lock out the generator set when output current level approaches the thermal damage point of the alternator (over current shutdown). The protective functions provided shall be in compliance with the requirements of NFPA 70, Article 445.
 - 3) A microprocessor-based protection device shall be provided to monitor all phases of the output current for short circuit conditions. The control/protection system shall monitor the current level and voltage. The controls shall shut down and lock out the generator set when output current level approaches the thermal damage point of the alternator (short circuit shutdown). The protective functions provided shall be in compliance with the requirements of NFPA 70, Article 445.
 - 4) Monitor KW load on generator set and initiate an alarm condition (over load) when total load on generator set exceeds generator set rating for more than 5 seconds. Include load shed control to operate a set of dry contacts when generator set is overloaded.
 - 5) A microprocessor-based AC over/under voltage monitoring system that responds only to true RMS voltage conditions. System shall initiate shutdown of generator set when alternator output voltage exceeds 110% of operator-set voltage level for more than 10 seconds, or with no intentional delay when voltage exceeds 130%. Under voltage shutdown shall occur when output voltage of alternator is less than 85% for more than 10 seconds. System shall monitor individual phases and be connected line to neutral on 3-phase 4-wire generator sets, and for systems that are solidly grounded.
 - 6) When required by National Electrical Code, include a ground fault monitoring relay. Relay shall be adjustable from 3.8 to 1200 amps and include adjustable time delay of 0 to 10 seconds. Relay shall be for indication only and not trip or shut down generator set. Coordinate bonding and grounding requirements for generator set and provide relay that will function correctly in system installed.
- c. Other:
- 1) Battery monitoring system shall be provided which initiates alarms when DC control and starting voltage is less than 25VDC or greater than 32 VDC. During engine cranking (starter engaged), low voltage limit shall be disabled and DC voltage shall be monitored as load is applied to battery to detect impending battery failure or deteriorated battery condition.

I. Outdoor Enclosure:

1. Weather-protected Level 1 sound attenuated enclosure.
 - a. Sound pressure level not to exceed 73.4 dBA at 23 ft for 200KW and 72.8dBA at 23 ft for 150KW.
 - b. Enclosure shall be insulated with non-hydroscopic materials.
2. Housing shall provide ample airflow for generator set operation at rated load in the specified ambient temperature. Housing shall have hinged access doors as required to maintain easy access for all operating and service functions. All doors shall be lockable and include retainers to hold the door open during service. Enclosure roof shall be cambered to prevent rainwater accumulation. Openings shall be screened to limit access of rodents into the enclosure. All electrical power and control interconnections shall be made within the perimeter of the enclosure.
3. Enclosure shall be constructed of minimum 12 gage steel for framework and 14 gage steel for panels. All hardware and hinges shall be stainless steel.
4. All sheet metal shall be primed for corrosion protection and finish painted with Manufacturer's standard color using a two step electrocoating paint process, or equal process meeting the performance

requirements specified below. All surfaces of all metal parts shall be primed and painted. The painting process shall result in a coating that meets the following requirements:

- a. Primer thickness, 0.5-2.0 mils. Top coat thickness, 0.8-1.2 mils.
 - b. Gloss, in accordance with ASTM D523, 80% ±5%. Gloss retention after 1 year shall exceed 50%.
 - c. Crosshatch adhesion, in accordance with ASTM D3359, 4B-5B.
 - d. Impact resistance, in accordance with ASTM D2794, 120-160 inch-pounds.
 - e. Salt Spray, in accordance with ASTM B117, 1000+ hours.
 - f. Humidity, in accordance with ASTM D2247, 1000+ hours.
 - g. Water Soak, in accordance with ASTM D2247, 1000+ hours.
5. Painting of hoses, clamps, wiring harnesses, and other non-metallic service parts shall not be acceptable.
 6. Fasteners used shall be corrosion resistant and designed to minimize marring of the painted surface when removed for normal installation or service work.
 7. A factory-mounted exhaust silencer shall be installed inside the enclosure. Exhaust shall exit the enclosure through a rain collar.
 8. Enclosure shall include the following maintenance provisions:
 - a. Flexible coolant and lubricating oil drain lines that extend to the exterior of the enclosure with internal drain valves.
 - b. External radiator fill provisions.
- J. Trailer: Engine generator set enclosure shall be installed on trailer with DOT approved electric brake trailer with heavy duty center mounted jack, ball or pintle hitch. Trailer shall be designed and tested by the manufacturer to accommodate the engine generator set, outdoor enclosure and fuel tank.
- K. Connections: Generator set load connections shall be cam lock type connectors to accept Owner provide cables.
- L. Vibration Isolators: Factory standard pad or spring type as recommended by engine generator Manufacturer.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Generator Equipment Supplier shall fill fuel tank with premium blended diesel fuel and all fluid levels for initial fill, and provide fuel and fluids as required for testing.
- B. Provide visual inspection to ensure unit will operate properly.

3.2 DELIVERY

- A. Deliver mobile engine generator system to Owner in accordance with Manufacturer's recommendations. Coordinate delivery date and initial start-up and testing with Owner.
- B. General:
 1. Mobile engine generator shall be energized in accordance with the equipment Manufacturer's written instructions and recognized industry practices, to ensure that equipment complies with the requirements and serves the intended purposes.
 2. For initial start-up and testing, provide assistance as required to level mobile engine generator.
 3. Assist Owner with cable connections.

3.3 FIELD QUALITY CONTROL

- A. Manufacturer's field service:
 1. Arrange and pay for Manufacturer's authorized representative to:
 - a. Provide services indicated below.
 - b. Minimum onsite time: one day.
 - c. Additional time, as required.
 2. Schedule the following:
 - a. As soon as practicable after installation. Schedule shall be coordinated with related Work.
 - b. At times approved by Engineer and Owner.

3. Manufacturer's representative:
 - a. Check work.
 - b. Provide startup services as recommended by Manufacturer, including all items listed in commissioning, acceptance testing, and startup procedures, instructions, and guidelines.
 - c. Assist with testing.
 - d. Demonstrate operation and maintenance of equipment to Owner's personnel.
 - e. Review operation and maintenance manual with Owner's personnel. Two 2-hour review sessions shall be scheduled to coordinate with schedules of Owner's personnel (i.e., day/morning and afternoon/evening shifts). Each review session shall accommodate up to 8 individuals. Submit detailed outline for each review session prior to scheduling.
 - f. Owner reserves the right to record review sessions on video. All video recording to be done by Owner.
 - g. Submit Manufacturer's written approval of installation.
 - h. Visit site for 4-hours, 12 months after Substantial Completion, to answer Owner's questions and provide refresher training.
 4. Promptly make all changes and additions required by Manufacturer's representative.
- B. Load bank testing to be performed by Manufacturer's representative:
1. 4 hours minimum.
 2. Provide load bank rated for full capacity of generator in kilowatts.
 3. Record in 20-minute intervals during testing:
 - a. Kilowatts.
 - b. Amps.
 - c. Voltage.
 - d. Coolant temperature.
 - e. Room temperature.
 - f. Frequency.
 - g. Oil pressure.
 4. Test alarm and shut down circuits by simulating conditions.
 5. Check all trouble and alarm indicators, including those at the remote annunciator.
 6. Repair deficiencies and repeat test until unit operates within design operating parameters.
 7. Utilize load bank for Performance Testing as required to put load on engine generator system.
- C. Field Performance and Functional Testing:
1. Fuel, lubricating oil, and antifreeze shall be checked for conformity to the Manufacturer's recommendations under the environmental conditions present and expected.
 2. Accessories that normally function while the generator set is standing by shall be checked prior to cranking the engine. This shall include: engine heaters, battery charger, generator strip heaters, remote annunciator, etc.
 3. Performance Testing to be performed by Equipment Supplier.
 - a. All test instruments shall have been calibrated within the last 12 months, traceable to standards of NIST, and adequate for making positive observation of test results. Calibration records shall be available for examination upon request.
 - b. Perform visual, mechanical, and electrical inspections and testing for generators as specified in the latest edition of NETA Acceptance Testing Specification (ATS). Certify compliance with test parameters. Perform additional tests as required by NFPA 110, including, but not limited to, single-step full-load pickup test.
 - c. Battery Tests: Equalize charging of battery cells according to Manufacturer's written instructions. Record individual cell voltages:
 - 1) Measure charging voltage and voltages between available battery terminals for full-charging and float-charging conditions. Check electrolyte level and specific gravity under both conditions.
 - 2) Test for contact integrity of all connectors. Perform an integrity load test and a capacity load test for battery.
 - 3) Verify acceptance of charge for each element of battery after discharge.
 - 4) Confirm that measurements are within Manufacturer's specifications.
 - d. Battery-Charger Tests: Verify specified rates of charge for both equalizing and float-charging conditions.
 - e. System Integrity Tests: Methodically verify proper installation, connection, and integrity of each element of engine-generator system before and during system operation. Check for air, exhaust, and fluid leaks and excessive vibration.

- f. Exhaust System Back-Pressure Test: Use a manometer with a scale exceeding 40-inch wg (120 kPa). Connect to exhaust line close to engine exhaust manifold. Verify that back-pressure at full-rated load is within Manufacturer's written allowable limits for engine.
 - g. Voltage and Frequency Transient Stability Tests: Use recording oscilloscope to measure voltage and frequency transients for 50 and 100% step-load increases and decreases, and verify that performance is as specified.
 - h. Noise Level Tests: After generator is in-place, measure A-weighted level of noise emanating from generator-set, including engine exhaust and cooling-air intake and discharge, at 4 locations on the property line, and compare measured levels with required values. Equipment Supplier shall schedule and coordinate testing. Equipment Supplier shall make corrections as required, at no additional cost to Owner, so equipment does not exceed maximum sound levels as specified herein.
4. Functional Testing to be performed by Equipment Supplier:
- a. Start up under test mode to check for exhaust leaks, path of exhaust gases outside the building, cooling air flow, movement during starting and stopping, vibration during running, normal and emergency line-to-line voltage and phase rotation.
 - b. Manual startup by means of simulated power outage to test starting, transfer of load, and automatic shutdown. Prior to this test, all transfer switch timers shall be adjusted for proper system coordination. Engine temperature, oil pressure and battery charge level along with generator voltage, amperes, and frequency shall be monitored throughout the testing. Testing to be conducted from each transfer switch in the system.

3.4 FUEL AND FLUID TOP OFF

- A. Upon successful completion of testing, Generator Equipment Supplier shall fill fuel tank with premium blended diesel fuel and top off all fluid levels.

3.5 CLEANING

- A. Clean materials installed under this Section.

END OF SECTION 26 32 13

CASCADE CHARTER TOWNSHIP HALL
MOBILE ENGINE GENERATOR

RECOMMENDATION/BID SUMMARY

FTCH Recommendation:

We recommend Cascade Township to purchase the 200KW Diesel unit by Cummins. See notes after table.

**BID SUMMARY
May 6, 2019**

	Cummins	Kohler	Caterpillar
Base bid 200KW Diesel	\$109,850 18'-10"L x 7'-0"W x 7'-7"H, 8,900 lbs wet, 255 gallons Verify weight	--	\$112,735 + \$4,430 19.5'L x 7'-2"W x 7'-8"H, 11,875 lbs wet,
Alternate 150KW Diesel	\$94,620 18'-10"L x 7'-0"W x 7'-7"H, 10,000 lbs wet, 255 gallons	--	--
Voluntary Alternate	--	175KW Diesel \$110,000 17'-1"L x 6'-7"W x 9'-4"H, 9,382 lbs dry, 244 gallons	125KW Diesel \$76,185 + \$4,430
Emissions EPA Tier 4 final	yes	yes	yes
Noise emission rating at 7 meters	73 dB(A)	71 dB(A)	72 dB(A)
DOT fuel tank	UN31A, per Cummins exceeds DOT requirements	Yes	no
Switchable voltage output	Yes, 4 position	Yes, 3 position	Yes, 3 position
Dual axle trailer	Electric brake, hitch, pintle, spare tire	Electric brake, lunette eye, spare tire	Electric brake, 3 inch pintle hitch, No spare tire
Training	Yes	yes	??
24 month maintenance agreement	Yes	yes	yes
Warranty	5 year or 5,000 hours	3 year or 3,000 hours, one year on trailer	5 year, see spec sheet

Notes:

1. Generally, trailer mounted units are standard products and are not as customizable as fixed engine generator sets. Units come in just a few different ratings and these ratings are not the same from manufacturer to manufacturer. For this reason, it is difficult to do side-by-side comparisons. The Equipment Suppliers included minimal testing and load bank testing, but they excluded specified field testing.
2. Before signing an agreement, it would be good if FTCH and a representative from Cascade Township could meet with Cummins to see one of their trailer mounted units in person. In addition, Cummins should mark-up the specification line by line to indicate exceptions. After this document is received, the Township could send a letter of intent or sign an agreement. The manufacturer would then provide formal submittals for review.



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: June 12, 2019
To: Supervisor Beahan and Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Quiggle Road Engineering Work Order

FACTS:

The Township has received a petition request from the residents living along the gravel portion of Quiggle Avenue (from 52nd Street to the dead-end at I-96, approximately 0.50 miles) to conduct preliminary engineering on paving this portion of the road. After talking to the petition circulator, Noor Aqel, the request is in response to the poor condition of the road in the spring the last two years.

The Kent County Road Commission has provided a work order to the Township for consideration to conduct a survey and develop preliminary engineering for paving this section of Quiggle Road. By approving this work order, the Kent County Road Commission will develop plan significant enough to give the Township a reliable cost estimate.

Once the cost estimate is available it will be forwarded to the Infrastructure Committee to review (determine the necessity of the project) and the Personnel and Finance Committee (determine the recommended cost sharing, if any, of the Townships 55% obligation for the project). Those determinations are shared with the petitioners, who must the sign another petition before the construction is considered by the Township Board.

If approved by the Township Board, it is expected that the survey will be done and plans developed through the summer and early fall and shared with the Township in late fall or early winter.

Attached for your review are:

- Proposed Kent County Road Commission Work Order for survey and plans for Quiggle Ave (north of 52nd Street)
- Petition from Quiggle Road residents

ANALYSIS & CONCLUSIONS:

Procuring the site survey and preliminary engineering plans is a requirement for any gravel to pavement conversion project initiated by the Township. The Township has received several complaints from Quiggle Road residents in the past regarding the condition of the road. In 2014 the Township did authorize the KCRC to place limestone aggregate on the road to try to improve the conditions.

During the last two springs, the combination of an unusual freeze/thaw cycle and a wet spring have led to poor road conditions on all of the gravel roads in the Township. Besides this section

of Quiggle Road, several other residents have reached out regarding the petition process. However, to date, this is the only completed petition the Township has received

It should be noted that the estimate from the KCRC is a “not to exceed” budget. The KCRC has indicated they will try to limit the work done as much as possible while still being able to produce the necessary information. It should also be noted that if the project is not constructed, the Township would be required to cover the full cost of the study (rather than 50% as indicated on the work order.)

The Infrastructure Committee reviewed the both the petition from the Quiggle Road residents and the work order from the KCRC and has recommended it be approved by the Township Board as presented.

FINANCIAL CONSIDERATIONS:

The work order calls for a “not-to-exceed” budget of \$40,000 to be shared equally by the Township and Kent County Road Commission. If the Township ultimately chooses not to construct the project, we would be required to pay for 100% of the work. The cost of the study will be taken from the Local Road Improvement budget line item.

RECOMMENDED ACTION:

To approve the work order from the Kent County Road Commission for survey and plans for paving Quiggle Road from 52nd to the dead-end at I-96.

**KENT COUNTY ROAD COMMISSION
WORK ORDER**

DATE 5/15/2019
WORK ORDER _____
PROJECT Quiggle Ave
MUNICIPALITY Cascade Township IF OTHER: _____
ROAD TYPE Local
LENGTH .50 Miles
TYPE OF WORK Engineering work order to establish grade line and alignment for future improvements
LOCATION Quiggle Ave (north of 52nd St)
CATEGORY Reconstruction
ACTIVITY 489
PROJECT YEAR 2021
UTILITIES No

BUDGET

WORK TYPE	<u>000102 - Survey</u>	_____
WORK TYPE	<u>000103 - Plans</u>	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
WORK TYPE	_____	_____
		TOTAL \$ <u>40,000</u>

ESTIMATED COST VALID UNTIL _____

FUNDING

% KCRC	<u>50.00%</u>	\$ <u>20,000</u>
% TOWNSHIP	<u>50.00%</u>	\$ <u>20,000</u>
		TOTAL \$ <u>40,000</u>

NOTES _____

TOWNSHIP SIGNATURE _____ DATE _____

FINANCE USE ONLY

CUSTOMER #	_____	AR	_____
PROJECT	_____	REV	_____

Quiggle Road Project



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