

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, May 11, 2022

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/84602101239>

Meeting ID: 846 0210 1239

By Phone: 1 312 626 6799

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

a.

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

Article 6. Approval of Consent Agenda

a. Receive and File Minutes

1. Township Board – 4/27/2022

b. Receive and File Reports

1. Treasurer’s Department Report – March 2022

2. Cascade Downtown Development Authority Annual Report – 2021

3. Building Department Report – April 2022

c. Receive and File Education Requests

1. Todd Pell – NFPA Certified Fire Plan Examiner Class – Brighton, MI – June 13-16, 2022

d. Receive and File Communication

1.

Article 7. Financial Actions

a.

Township Board Agenda

May 11, 2022

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Article 8. Unfinished Business

Article 9. New Business

030-2022 Consider Authorization to Proceed to Construction Document Phase for Fire Station #1 Project

031-2022 Consider Establishment of the Cascade Township Pathway Committee I(Roll Call)

032-2022 Consider Approval of the Township Engineer Position (formerly Director of Public Works)

Article 10. Discussion

1. Egypt Creek Landscaping Zoning Problem Update
2. Worm Farm Zoning Problem Update

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

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

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

Wednesday, April 27, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees McDonald, Shipley and Noordhoek
Absent: Trustee Koessel (excused)
Also Present: Township Manager Swayze, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee McDonald to approve the agenda with the addition of a Discussion item about tree and plant program and the removal of a Closed Session. Motion carried unanimously.
- Article 4.** **Presentations**
None
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
None
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
 - 1. Township Board – 4/13/2022
 - b. Receive and File Reports
 - 1. Sabo PR First Quarter 2022 Report
 - c. Receive and File Education Requests
 - 1. Oxana Sourine – 2022 MMTA Advanced Institute – Midland, MI – May 15-18, 2022
 - 2. Jennifer Genter – IAAO Annual Conference – Boston, MA – Q August 28-31, 2022
 - 3. Holly Benedict – IAAO Annual Conference – Boston, MA – August 28-31, 2022
 - d. Receive and File Communication
 - 1. Liquor License Compliance Review – M&M Golf Properties, LLC
- Motion by Trustee Shipley, seconded by Trustee McDonald to approve the Consent Agenda. Motion carried unanimously.

Township Board Minutes

April 27, 2022

Article 7. Financial Actions
None

Article 8. Unfinished Business
027-2022 Consider Pathway Project and Crossing on Cascade Road between Kenrob and 36th Street
Motion by Trustee McDonald, seconded by Clerk Slater to remove item from table. Motion carried unanimously.
Considerable discussion.
Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve. Motion carried unanimously.

Article 9. New Business
028-2022 Consider Approval of the Township Stormwater Ordinance
Clerk Slater advised that an address correction should be made on the draft ordinance. Motion by Trustee Shipley, seconded by Trustee McDonald to approve. Motion carried unanimously by roll call vote.

029-2022 Consider Modification to the PFAS Interim Water Solutions Project
Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

Article 10. Discussion

1. Egypt Creek Landscaping Zoning Problem Update-Supervisor Lesperance requested that this issue be placed on the next meeting's agenda. Manager Swayze met with Supervisor Lesperance, Attorney Homier, and Planner Hilbrands to discuss ways to address the items against Township ordinances. EGLE does not plan to address the wetlands issue at this time, so Attorney Homier is looking at what authority the Township has in this matter. A cease-and-desist letter went out this week to the business owner. Treasurer Peirce, Clerk Slater, and Supervisor Lesperance saw the property firsthand after the last meeting. Supervisor Lesperance said that if the business has expanded the scope and use of the non-conforming use, it is a violation. Trustee Shipley would like to see the Township take swift action.
2. Worm Farm Zoning Problem Update-The Township's Attorney has issued a cease-and-desist letter, and the business owner has agreed to stop their operation. The Planning Commission formed a subcommittee to determine where the use can be allowed. Planner Hilbrands is doing more research, as this is not something the Township has faced.
3. Trustee Shipley would like to start a program in 2023 giving residents an opportunity to purchase quality trees and/or plants native to the area. It was suggested that the Parks Committee and Pathways Committee be a starting point. Other municipalities participate in similar programs that have been well received. Manager Swayze suggested that the Township partner with Land Conservancy. Trustee McDonald would like to see a citizen-led committee led by a staff member so as not to take away from the work of the Parks Committee.

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

1. Brian Holcomb-3415 Glenstone Ct-Thanked the Board for their attention to the problem with Egypt Creek Landscaping.
2. Joe Gindzin-3420 Glenstone Ct-Re Egypt Creek Landscaping: Appreciates those members of the Board who stopped by the neighborhood. He wasn't expecting such quick action.
3. Wendy Sturm-2570 Hunter Green Ct-Re Worm Farm: Asked for clarification. Re Tree Purchasing Program: Supports it and asked if a tax incentive could be given to participating businesses?
4. Jeff Hughes-7250 Red Bud Lane-The Burton Park commitment is to protect the flora and fauna, per the ordinance. If we have too many deer, they will overgraze and get rid of flora. Invasive species will then take over. Supports ideas by Trustee Shipley for a tree program. He recently met a Kent County worker who collects the deer carcasses in the county; Thornapple River Drive is a busy area for him.
5. Scot VanSolkema-2570 Orange Ct-He is glad to hear that the Township is taking steps to fix the Egypt Creek Landscaping issue. He suggests that if tickets and citations do not work, perhaps Building & Grounds staff could clean it and put a lien on their taxes. Is the Zoning Administrator position still available? It is showing open on the website, but he received an email that the position has been filled.

Article 12. Closed Session
Not needed.

Article 13. Manager Comments

1. On May 11, the Fire Department will hold an open house from 6PM-7PM. This is an opportunity for the public to see the proposed project for Fire Station #1. Postcards were sent to all residents.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked all in attendance, both in person and virtually.
2. Trustee McDonald-An ordinance was put in place 15 years ago for setbacks and landscaping requirements. This is an opportunity for businesses to create attractive landscapes.
3. Trustee Noordhoek-DDA could offer a program to businesses to plant more trees. He asked about the refund to the police millage transfer. Manager Swayze advised that it will happen on April 28. It will be recorded as an expense of the 2022 budget.

Article 14. Adjournment
Motion by Trustee Shipley, seconded by Clerk Slater to adjourn. Motion carried unanimously.
Meeting adjourned at 8:04 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

Township Board Minutes
April 27, 2022

TREASURER'S DEPARTMENT

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

MARCH 2022

BANK BALANCES

TOWNSHIP BALANCES

BANK AMOUNT

REGISTER AMOUNT

FLAGSTAR BANK

FLAGSTAR BANK

TAX CHECKING \$3,592.59

TAX CHECKING \$3,592.59

FLAGSTAR BANK

FLAGSTAR BANK

DELINQUENT TAX \$20,336.90

DELINQUENT TAX \$20,336.90

FLAGSTAR BANK

FLAGSTAR BANK

TAX WIRE ACCT \$917.27

TAX WIRE ACCT \$917.27

GRAND TOTAL \$24,846.76

GRAND TOTAL \$24,846.76

Oxana 4/27/22

Kenneth B. Peirce 4/27/22

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Reviewed by
KENNETH B. PEIRCE
TREASURER

Date

CASCADE CHARTER TOWNSHIP
TREASURER'S OFFICE REPORT

MARCH 2022

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	FLAGSTAR	191,277.26	0.15									
	FLAGSTAR MMA	1,589,043.13	0.25									
	KENT CTY POOL	1,180,630.94	0.46									
	MI CLASS	457,536.26	0.27									
	MERCANTILE			535,196.94	2.45	7/26/2022						
	ADVENTURE CU			561,348.57	1.05	9/24/2025						
	HORIZON BANK	527,983.12	0.07									
	GRAND RIVER			539,829.11	0.15	6/19/2022						
	CONSUMERS CU			269,648.86	0.75	1/8/2023						
	LMCU			1,044,648.34	0.90	6/2/2024						
	MSUFCU			500,015.00	0.80	8/24/2022						
	COMERICA SECUR						500,015.63	1.13	1/26/2026			
	TOTAL GENERAL FUND		3,946,470.71	0.28	3,450,686.82	1.02				500,015.63	1.13	7,897,173.16
151 CEMETERY	LMCU	126,443.54	0.35	-							126,443.54	0.35
206 FIRE FUND	FLAGSTAR	1,407,546.41	0.25									
	MI CLASS	707,072.13	0.27									
	COM CHOICE CU			278,486.90	0.45	4/20/2022						
	CONSUMERS CU			277,245.99	0.65	5/23/2023						
TOTAL FIRE FUND		2,114,618.54	0.26	1,072,794.30	1.22				-		3,187,412.84	0.58
207 POLICE FUND	FLAGSTAR	845,726.16	0.25									
	NORTHPOINTE BANK	278,214.26	0.35									
	CIBC/ fna PRIVATE			828,328.94	1.00	3/25/2023						
	LMCU			412,762.10	1.00	3/18/2024						
TOTAL POLICE FUND		1,123,940.42	0.19	1,241,091.04	1.00				-		2,365,031.46	0.61
208 HAZMAT FUND	LMCU	44,963.45	0.25								44,963.45	0.25
209 OPEN SPACE	HUNTINGTON BANK	810,924.93	0.01									
	MI CLASS	380,429.61	0.27									
TOTAL OPEN SPACE		1,191,354.54	0.09	-							1,191,354.54	0.09
211 DAM REPAIR	MI CLASS	225,015.80	0.27									
	LMCU			348,202.46	1.00	3/10/2024						
TOTAL DAM REPAIR		225,015.80	0.27	348,202.46	1.00				-	-	573,218.26	0.71
216 PATHWAY FUND	MACATAWA	483,087.51	0.01									
	MI CLASS	108,735.69	0.27									
	GRAND RIVER			518,170.99	2.05	10/4/2022						
TOTAL PATHWAY FUND		591,823.20	0.06	518,170.99	2.05				-		1,109,994.19	0.99
220 LARAWAY LAKE IMP	FLAGSTAR	11,076.81	0.25								11,076.81	0.25
230 THORAPPLE RIVER	FLAGSTAR	108,647.43	0.25								108,647.43	0.25
243 BROWNFIELD R. A.	CONSUMERS CU	313,001.87	0.40								313,001.87	0.40
246 PUBLIC UTILITY	FLAGSTAR	1,430,347.79	0.25									
	IRF MI CLASS	851,940.70	0.27									
TOTAL PUBLIC UTILITY		2,282,288.49	0.26	-					-	-	2,282,288.49	0.26
248 DDA FUND	FLAGSTAR	1,279,416.26	0.25									
	MI CLASS	829,929.69	0.27									
	UNION BANK			261,997.60	0.45	8/26/2022						
	ADVENTURE CU			220,919.55	1.05	10/27/2025						
TOTAL DDA FUND		2,109,345.95	0.26	482,917.15	0.72				-	-	2,592,263.10	0.34
249 BLDG. INSPECTION	FLAGSTAR BANK	338,607.73	0.25									
	FLAGSTARL BANK R.	243,584.79	0.25									
	MI CLASS	7,182.65	0.27									
	CONSUMERS CU	319,726.58	0.30									
	HUNTINGTON BANK			569,753.35	1.93	10/28/2022						
	FNB OF AMERICA			320,815.75	0.90	10/19/2024						
	FNB OF AMERICA			111,514.75	0.70	12/18/2022						
	FNB OF AMERICA			226,536.98	1.05	9/18/2026						
FNB OF MI			556,467.53	0.30	6/11/2022							
INDEPENDENT BANK			336,681.55	0.25	9/16/2022							
TOTAL BLDG. INSPECT.	CHEMICAL BANK	909,101.75	0.27	2,121,769.91	0.92						3,030,871.66	0.73
270 LIBRARY FUND	UNITED BANK	688,866.32	0.15									
	MI CLASS	466,692.21	0.27									
	WMCB	273,404.74	0.10									
	LMCU			453,604.26	1.00	3/27/2024						
	NORTHPOINTE BANK			575,731.39	0.25	4/8/2022						
TOTAL LIBRARY FUND		1,428,963.27	0.16	1,029,335.65	0.58				-		2,458,298.92	0.34
282 CARES ACT FUND	LMCU	1,043,876.50	0.35								1,043,876.50	0.35
701 T & A	HUNTINGTON BANK	186,818.70	0.01								186,818.70	0.01
701 JAMES TIMMONS	LMCU			12,400.00	1.10	3/22/2027					12,400.00	1.10
701 JACK SMITH INV.	HUNTINGTON BANK	23,120.91	0.01								23,120.91	0.01
701 HENRY KRAMER	HUNTINGTON BANK	15,371.55	0.01								15,371.55	0.01
TOTAL		16,752,366.93	0.25	10,277,368.32	1.01				500,015.63	1.13	28,573,627.38	0.53

Submitted by Oxana Sourine Date 4/27/22
Oxana Sourine Deputy Treasurer

Reviewed by Ken Peirce Date 4/27/22
Ken Peirce Treasurer



CASCADE CHARTER TOWNSHIP



Cascade Downtown Development Authority

2021 Annual Report

Annual Report on Status of Tax Increment Financing PI

Treas- StateSharePropTaxes@michigan.gov	Cascade Charter Township	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2021.	Downtown Development Authority	DDA Development Plan & Tax Increment	2021
Year AUTHORITY (not TIF plan) was created:	1993		
Year TIF plan was created or last amended to extend its duration:	2012		
Current TIF plan scheduled expiration date:	2042		
Did TIF plan expire in FY21?	No		
Year of first tax increment revenue capture:	1995		
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No		
If yes, authorization for capturing school tax:			
Year school tax capture is scheduled to expire:			

Revenue:	Tax Increment Revenue	\$ 1,096,646
	Property taxes - from DDA levy	\$ -
	Interest	\$ 10,913
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$ -
	Other income (grants, fees, donations, etc.)	\$ 72,126
	Total	\$ 1,179,685

Tax Increment Revenues Received

From counties	\$ 529,952
From municipalities (city, twp, village)	\$ 305,780
From libraries (if levied separately)	\$ 111,602
From community colleges	\$ 149,312
From regional authorities (type name in next cell)	\$ -
From regional authorities (type name in next cell)	\$ -
From regional authorities (type name in next cell)	\$ -
From local school districts-operating	\$ -
From local school districts-debt	\$ -
From intermediate school districts	\$ -
From State Education Tax (SET)	\$ -
From state share of IFT and other specific taxes (sch)	\$ -
Total	\$ 1,096,646

Expenditures

Membership/Dues/Education/Misc./Mileage	\$ 3,782
DDA Administrative	\$ 99,426
Engineering/Legal	\$ 4,731
Bus Service - 28th Street	\$ 226,852
Utilities/Maintenance & Repairs	\$ 51,314
Property Tax Refund	\$ 12,409
Special Projects	\$ 4,836
Office Equipment	\$ 1,925
Metro Cruise Warmup	\$ 5,331
DDA Equipment	\$ 30,435
Cascade Rd. Pathway	\$ 32,876
Transfers to other municipal fund (list fund name)	\$ -
Transfers to other municipal fund (list fund name)	\$ -
Transfers to General Fund	\$ -
Total	\$ 473,917

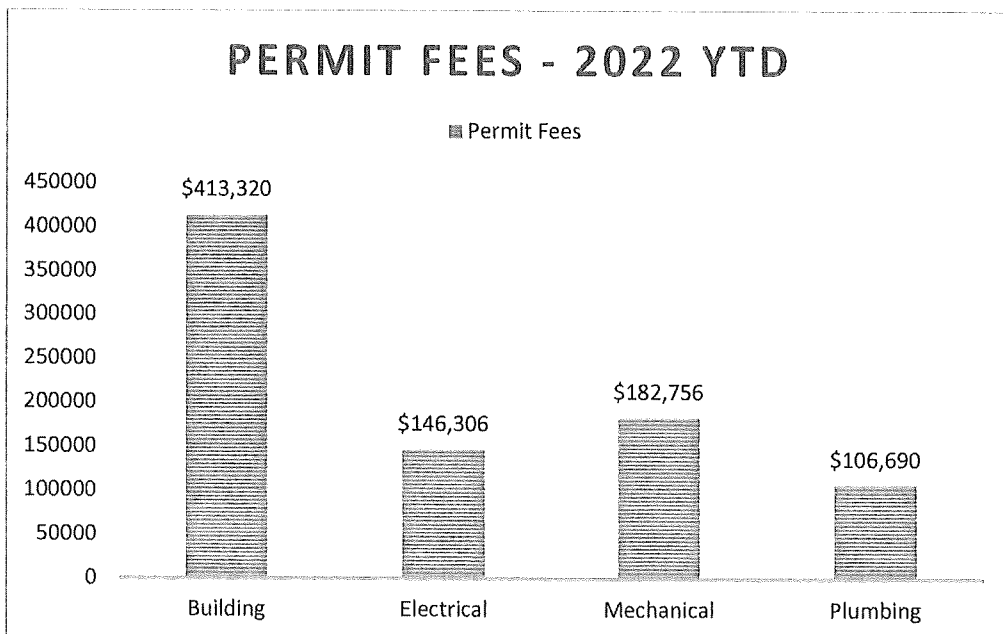
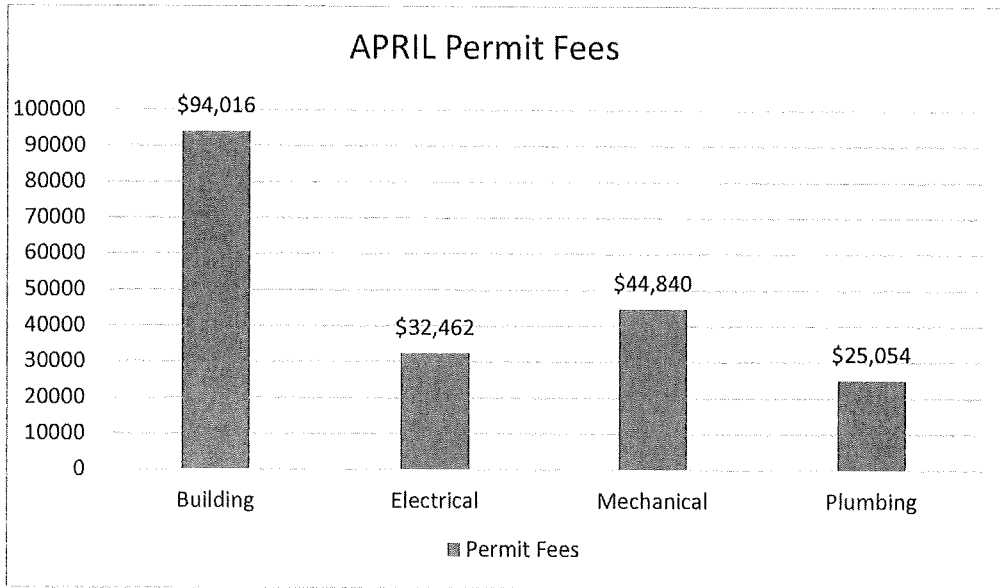
Outstanding non-bonded indebtedness	Principal	\$ -
	Interest	\$ -
Outstanding bonded indebtedness	Principal	\$ 70,000
	Interest	\$ 24,050
	Total	\$ 94,050

Bond Reserve Fund Balance	\$ -
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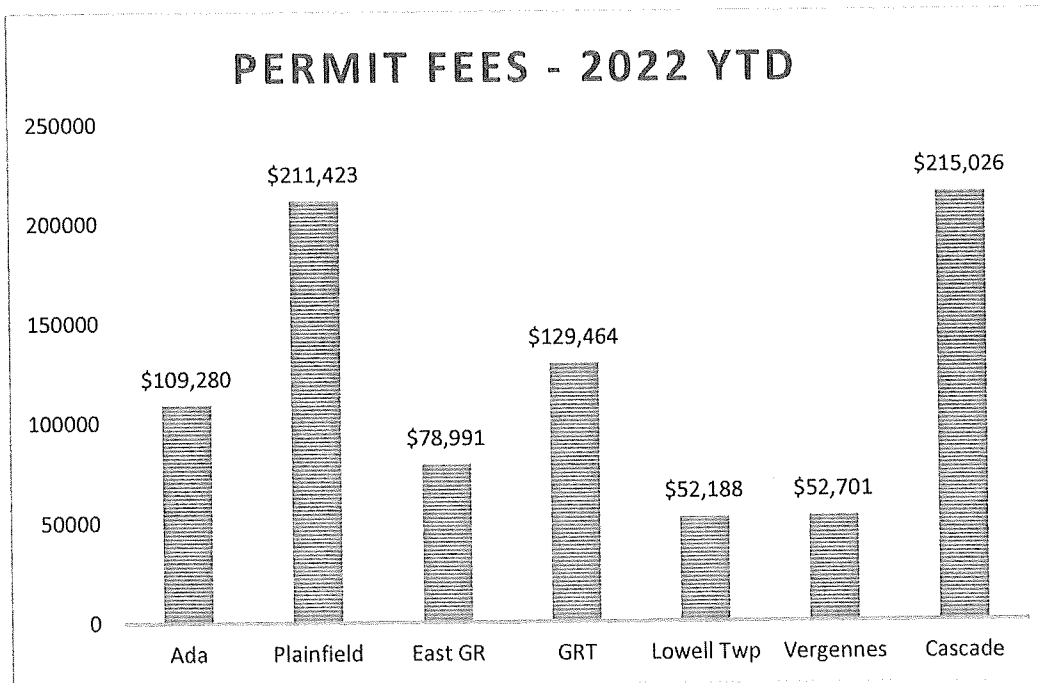
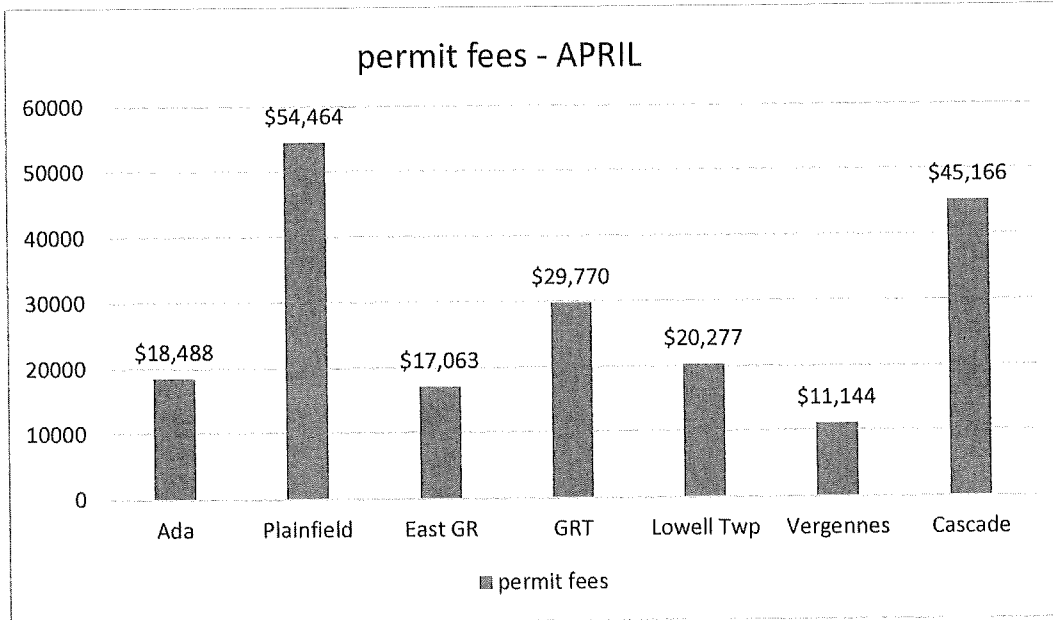
Cascade Inspection Services

APRIL 2022

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	507	\$319,304.00	543	\$113,844.00	918	\$137,916.00	417	\$81,636.00	2385	\$652,700.00
APRIL										
Cascade	64	\$24,249.00	46	\$6,695.00	57	\$10,535.25	30	\$3,687.00	197	\$45,166.25
Lowell Twp	18	\$11,469.00	15	\$3,563.00	18	\$2,470.00	11	\$2,775.00	62	\$20,277.00
Ada	32	\$6,360.00	29	\$3,374.96	37	\$5,905.00	15	\$2,848.00	113	\$18,487.96
Vergennes	9	\$7,453.00	7	\$1,039.00	12	\$1,890.00	3	\$762.00	31	\$11,144.00
GR Twp	50	\$16,338.00	27	\$3,089.00	55	\$7,780.00	18	\$2,563.00	150	\$29,770.00
EGR	28	\$7,267.00	26	\$3,601.00	32	\$4,060.00	15	\$2,135.00	101	\$17,063.00
Plainfield	58	\$20,880.00	58	\$11,100.00	70	\$12,200.00	55	\$10,284.00	241	\$54,464.00
									0	\$0.00
MONTH TOTAL	259	\$ 94,016.00	208	\$ 32,461.96	281	\$ 44,840.25	147	\$ 25,054.00	895	\$196,372.21

YTD										
TOTAL -2021	766	\$ 413,320.00	751	\$ 146,305.96	1199	\$ 182,756.25	564	\$ 106,690.00	3280	\$ 849,072.21
TOTAL -2020	1974	\$ 765,878.00	2429	\$ 434,571.60	4018	\$ 509,156.00	1818	\$ 257,436.00	10239	\$ 1,967,041.60
TOTAL -2019	1628	\$ 803,244.00	2017	\$ 307,137.85	3410	\$ 403,536.80	1616	\$ 212,701.00	8671	\$ 1,726,619.65
TOTAL -2018	1675	\$ 631,143.50	2288	\$ 347,205.00	3478	\$ 406,781.95	1469	\$ 206,608.00	8910	\$ 1,591,688.45
TOTAL -2017	1705	\$ 920,876.00	2116	\$ 380,754.00	3585	\$ 456,603.00	1654	\$ 238,664.00	9060	\$ 1,996,897.00
TOTAL -2016	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL -2015	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$ 1,414,495.24
TOTAL -2014	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL -2013	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL -2012	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$ 1,409,673.76
TOTAL -2011	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$ 1,065,999.29
TOTAL -2010	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$ 859,303.35
TOTAL -2009	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$ 756,490.25
TOTAL -2008	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$ 571,382.75
TOTAL -2007	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$ 951,266.55
TOTAL -2006	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$ 723,879.15
TOTAL -2005	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$ 940,523.41
	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$ 967,209.45

CASCADE CONSOLIDATED FEES

YEAR 2022

MONTH	Building Comm.	Building Residential	Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$979.00	\$5,974.00	\$9,237.00	\$9,231.00	\$3,949.00	\$29,370.00
FEBRUARY	\$22,696.00	\$6,474.00	\$12,096.00	\$7,809.00	\$3,737.00	\$52,812.00
MARCH	\$42,826.00	\$8,920.00	\$12,838.00	\$14,906.50	\$8,187.00	\$87,677.50
APRIL	\$12,050.00	\$12,199.00	\$6,695.00	\$10,535.25	\$3,687.00	\$45,166.25
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$78,551.00	\$33,567.00	\$40,866.00	\$42,481.75	\$19,560.00	\$215,025.75
PERMIT # FOR MONTH	20	44	46	57	30	197
PREV PERMIT TOTAL	25	69	136	204	78	512
PERMIT TOTAL FOR YR	45	113	182	261	108	709
YEAR TO DATE	2022	\$215,025.75				
YEAR TO DATE	2021	\$175,057.10				
OVER	\$39,968.65					

CASCADE SINGLE FAMILY HOMES

	APRIL	YTD 2022	2021	2020	2019
Number of Permits					
New Residential Homes	4	10	69	55	38
VALUE - RESIDENTIAL	\$ 2,070,000.00	\$ 6,329,783.00	\$ 36,003,102.00	\$ 36,322,102.00	\$ 18,187,545.00

Cascade Twp -Permit Report by Category/ Fe

1/1/2022 12:00:00 to 4/30/2022 12:00:00

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee
Res. Single Family					
PB22000412	BOVERHOF BUILDERS	7900 GLENWOOD POND DR SE	04/15/2022	420,000	1,319.00
PB22000643	T BOSGRAAF HOMES	I5827 GOLDEN HOLLOW DR SE	04/12/2022	400,000	1,301.00
PB22000707	ENGELSMA HOMES	LI7673 SILVERTHORN DR SE	04/25/2022	750,000	2,320.00
PB22000826	LOWN HOMES LLC	2681 MEADOW CROSSING DR SE	04/26/2022	500,000	1,834.00
				2,070,000	6,774.00
4	Permits	Value Total		2,070,000	6,774



Cascade Charter Township Seminar/Conference Attendance Request Form

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

Conditions:

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

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

Name: Todd Pell Application Date: 4/25/2022

Name of Proposed Seminar/Conference: NFPA Certified Fire Plan Examiner Class

Seminar/Conference Date(s): June 13-16 2022

Location of Seminar/Conference: Brighton, MI

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

Plan review gets further in to blue prints and site plans for occupancies related to fire inspection.

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

Certified Plan Examiner is the next required class to be completed for the position of Fire inspector.

Cost of the Seminar/Conference:

Registration \$ 375.00

Lodging \$ 480.00

Travel \$ 0.00 - Staff Car

Account # _____

Applicant: 
Signature

Approvals:

Department Head: 
Signature

4-25-22
Date

Township Manager: 
Signature

5.5.22
Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting



NFPA CERTIFIED FIRE PLAN EXAMINER (CFPE) CLASS

The NFPA CFPE class is scheduled for four days (32 hours) of instruction for four modules. Class schedule will typically be four days in a week.

Cost of class: \$375 per student

Class fee includes:

- Classroom instruction
- Printed Student Workbook including presentation slides, activity worksheets (electronic version available)
- NFPA CFPE Candidate Handbook
- NFPA CFPE Practicum Manual

Not included in fee:

- Textbooks – students should already have the correct books. If books are needed, there will be an additional fee of \$350
- NFPA CFPE Examination
- Lunch or breaks

MFIS is no longer offering written exams. NFPA offers a computer-based format for Certified Fire Inspector I (CFI-I), Certified Fire Plan Examiner (CFPE), and Certified Fire Inspector II (CFI-II) exams which are available at testing centers around the world. To locate a computer-based testing center near you, visit the [test center website](#).

The following link offers a brief tutorial about NFPA Certification and Testing: [TUTORIAL](#)

Questions:

Tammi Connell, administrator@mfis.org, 517.899.1304

CASCADE TOWNSHIP  FIRE DEPARTMENT

Dedicated to Serving You

May 5, 2022

Township Board Staff Report

Station 1 Design Development

Members of the Board,

The Fire Department Design Team, Williams Architects, and Triangle Construction have completed the design development process for new fire station 1, as well as new detailed estimates for the bidding process expected this coming summer of 2022. The Design Development Set, Outline Specification, Product Data Catalog, updated cost estimates, and an authorization letter to proceed to the construction document phase has been completed for your review.

This project will be presented at the Zoning Board of Appeals Meeting on Tuesday May 10, classified as an essential public service. Findings and recommendations from the ZBA meeting will be available at the Board meeting on the 11th.

The Fire Department is requesting Board approval to proceed to the Construction Document Phase. This phase is anticipated to conclude with Board review of construction bids in August.

The Fire Department Design Team, Williams Architects, and Triangle Construction will all be present at the May 11th Township Board meeting and community listening session to present information and answer any questions. Thank you for your time and consideration.

Respectfully,



Adam T. Magers
Fire Chief, Cascade Township

26 April 2022

Adam Magers, Fire Chief
Cascade Charter Township
Fire Station No. 1
2865 Thornhills SE
Grand Rapids, MI 49546

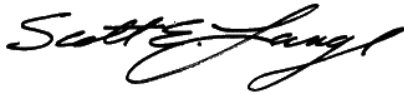
RE: Cascade Charter Township Fire Station No. 1 – Authorization to Proceed to Construction Document Phase
WA Project No.: 2021-033

Dear Adam:

Your signature on this document authorizes Williams Architects to proceed to the Construction Document Phase per the Owner/Architect Agreement, and further represents that you have reviewed the Design Development Phase documents including drawings, Outline Specifications, Product Data Catalog, and updated project estimate prepared by the Township's Construction Manager and narratives presented to you.

Authorization to proceed to the Construction Document Phase must be received by 04 May 2022 to maintain the project schedule.

Cordially,



Scott E. Lange, AIA, LEED AP
Vice President / Principal

AUTHORIZED BY:

Authorized Cascade Charter Township Representative

Date

Printed Name and Title – Authorized Cascade Charter Township
Representative

g:\2021\2021-033 cascade charter township fire station\lb genrl_basic serv\lb07 correspdnc\owner\2022 04 07 authorization to proceed_cd.docx

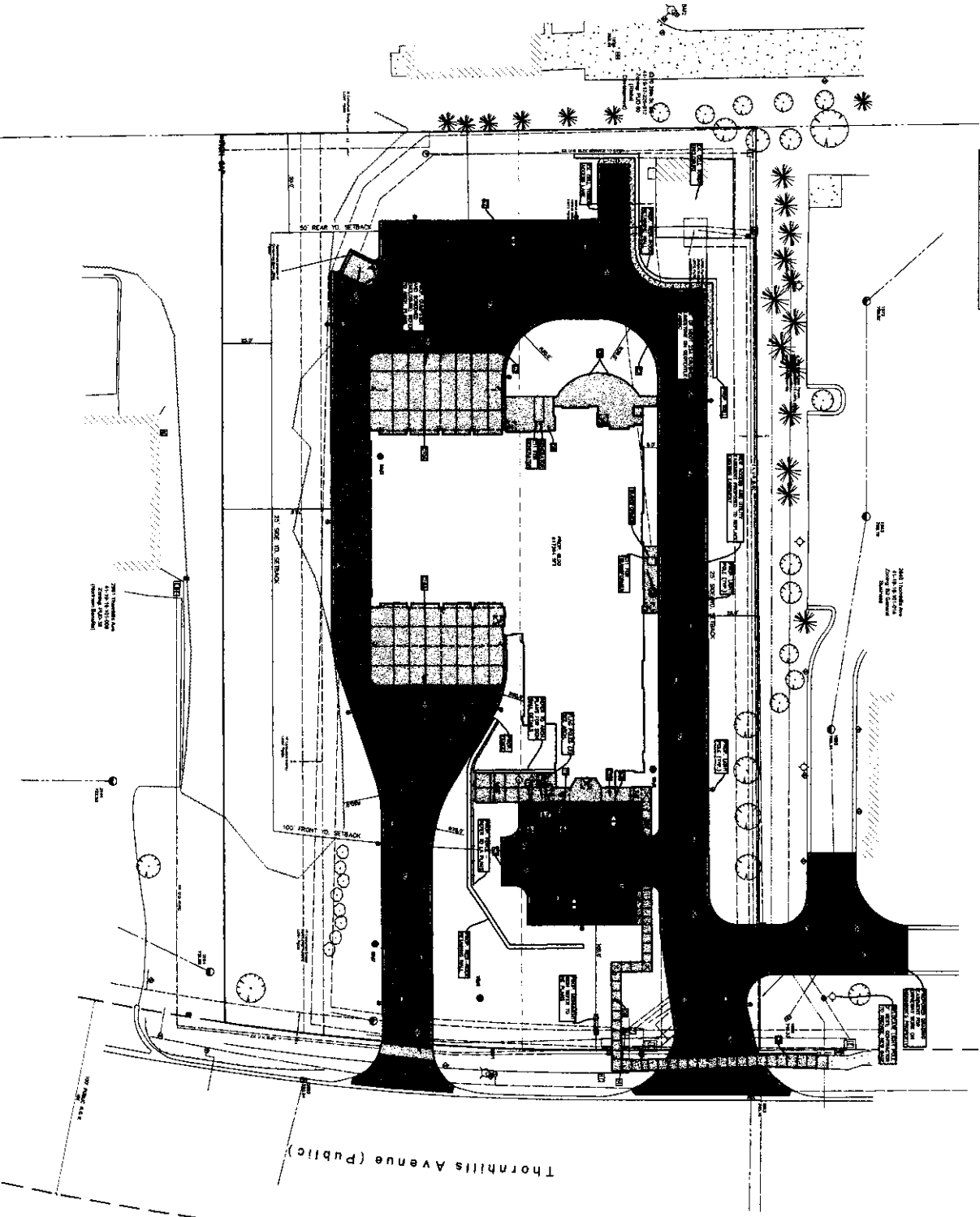
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REVISIONS

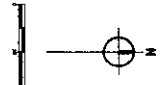
NO. 1
DATE
BY
DESCRIPTION

PROJECT DATA INFORMATION

PROJECT NO.: 11111
 CLIENT: CASCADE CHARTER TOWNSHIP
 PROJECT NAME: FIRE STATION NO. 1
 PROJECT ADDRESS: 2865 THORNHILLS AVENUE S.E.
 GRAND RAPIDS, MI 49546
 ARCHITECT: WILLIAMS ARCHITECTS
 800 Pine Bluff Ave., Suite 802, Grand Rapids, MI 49543
 PHONE: 616-961-1212 FAX: 616-961-1210



Thornhills Avenue (Public)



SITE LEGEND

EXISTING BUILDING FOOTPRINT	---
PROPOSED BUILDING FOOTPRINT	---
EXISTING DRIVE	---
PROPOSED DRIVE	---
EXISTING SIDEWALK	---
PROPOSED SIDEWALK	---
EXISTING UTILITY EASEMENT	---
PROPOSED UTILITY EASEMENT	---
EXISTING LANDSCAPE	---
PROPOSED LANDSCAPE	---
EXISTING SETBACK	---
PROPOSED SETBACK	---
EXISTING SIDEWALK	---
PROPOSED SIDEWALK	---

SITE LAYOUT NOTES

1. ALL EXISTING UTILITIES SHOWN ARE BASED ON THE RECORD DRAWINGS AND FIELD SURVEY.
2. ALL PROPOSED UTILITIES SHOWN ARE BASED ON THE RECORD DRAWINGS AND FIELD SURVEY.
3. ALL PROPOSED UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
4. ALL PROPOSED UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
5. ALL PROPOSED UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
6. ALL PROPOSED UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
7. ALL PROPOSED UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.

SITE DATA

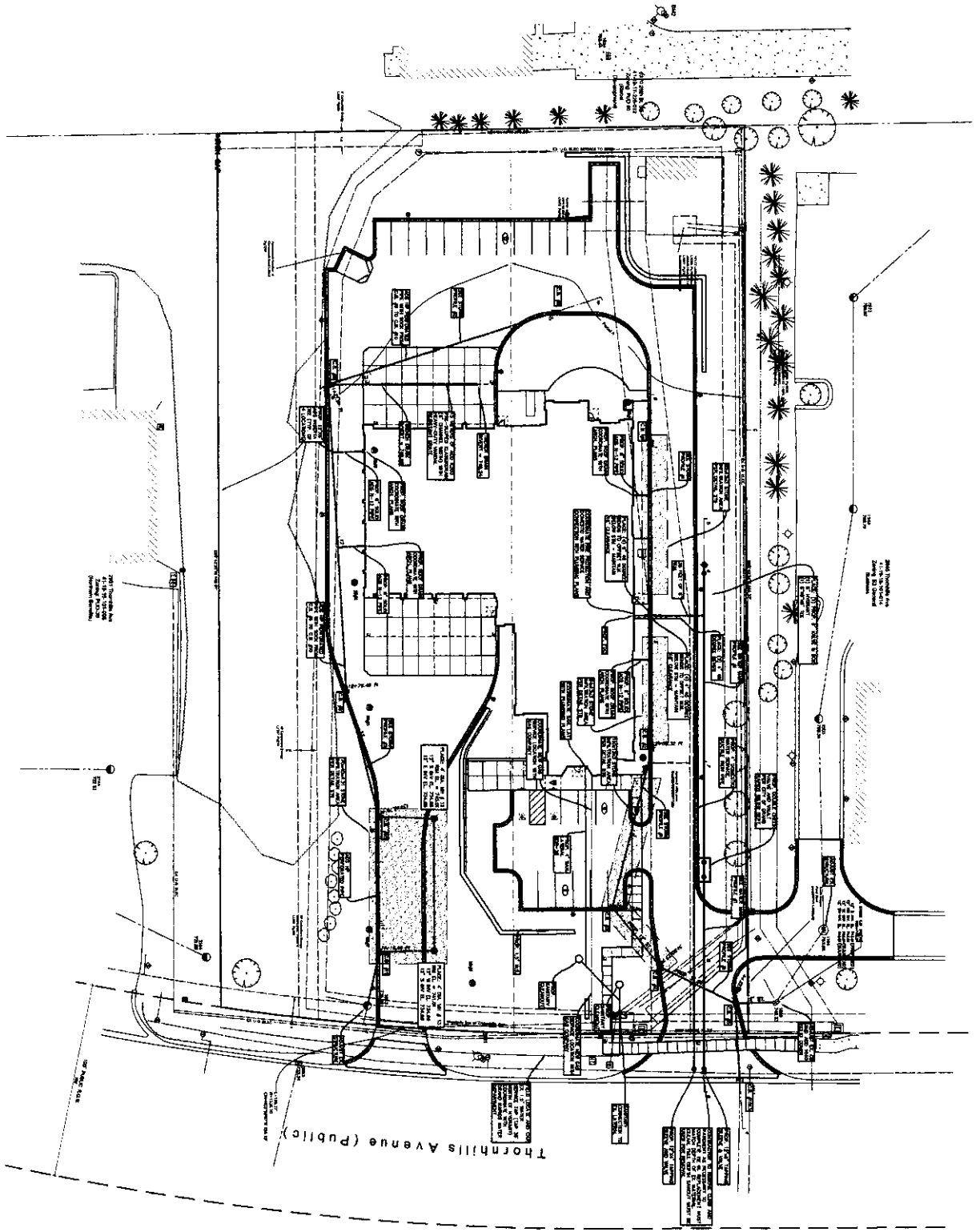
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DATE	11/20/2011
BY	WILLIAMS ARCHITECTS
CHECKED BY	WILLIAMS ARCHITECTS
SCALE	AS SHOWN
DATE	11/20/2011
BY	WILLIAMS ARCHITECTS
CHECKED BY	WILLIAMS ARCHITECTS
SCALE	AS SHOWN
DATE	11/20/2011
BY	WILLIAMS ARCHITECTS
CHECKED BY	WILLIAMS ARCHITECTS
SCALE	AS SHOWN

SITE LAYOUT KEY

EXISTING BUILDING FOOTPRINT	---
PROPOSED BUILDING FOOTPRINT	---
EXISTING DRIVE	---
PROPOSED DRIVE	---
EXISTING SIDEWALK	---
PROPOSED SIDEWALK	---
EXISTING UTILITY EASEMENT	---
PROPOSED UTILITY EASEMENT	---
EXISTING LANDSCAPE	---
PROPOSED LANDSCAPE	---
EXISTING SETBACK	---
PROPOSED SETBACK	---
EXISTING SIDEWALK	---
PROPOSED SIDEWALK	---



NOT FOR CONSTRUCTION

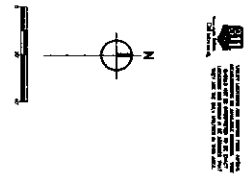


STANDARD NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE MICHIGAN BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
5. ALL UTILITIES SHALL BE PROTECTED AND DEEPLY REPAIRED OR REPLACED AS NECESSARY.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING UTILITIES AND STRUCTURES.
7. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
8. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORK SITE AT ALL TIMES.
9. ALL MATERIALS SHALL BE STORED PROPERLY AND PROTECTED FROM THE ELEMENTS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING UTILITIES AND STRUCTURES.

UTILITY LEGEND

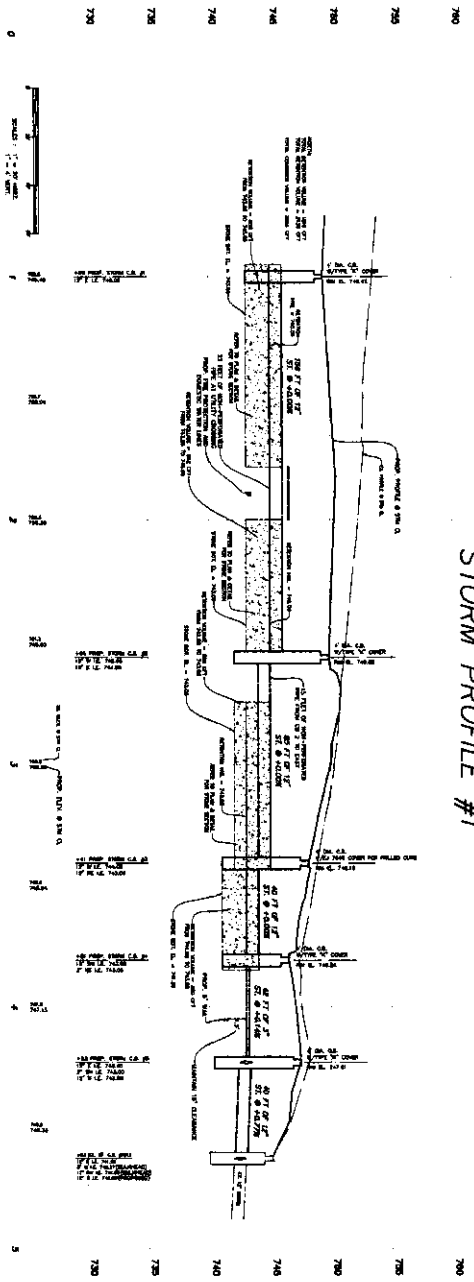
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- SEWER
- GAS
- TELEPHONE
- CABLE
- FIBER OPTIC
- POWER
- RAIN
- STORM
- SANITARY
- FIRE
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- RAIN
- STORM
- SANITARY
- FIRE



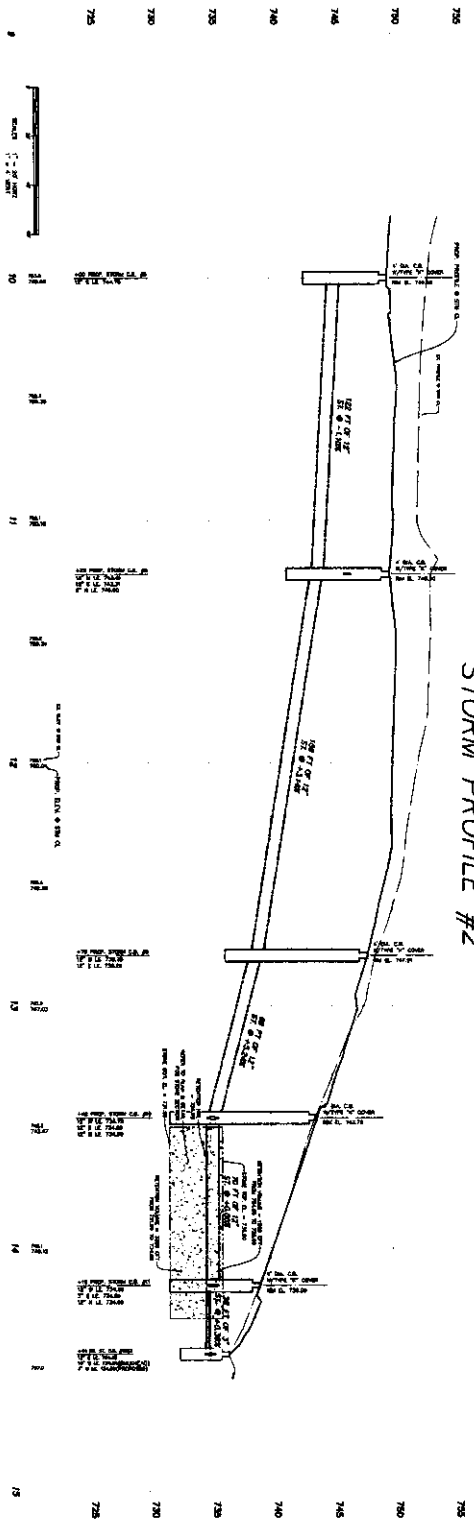
<p>C400</p>	<p>WILLIAMS ARCHITECTS ARCHITECTS PLANNING INTERIORS</p>	<p>North</p>	<p>FIRE STATION NO. 1 CASCADE CHARTER TOWNSHIP 2865 THORNHILLS AVENUE S.E. GRAND RAPIDS, MICHIGAN 49546</p>	<p>Prein & Newhof REGISTERED PROFESSIONAL ENGINEER 325 UNIVERSITY DR. SE, GRAND RAPIDS, MI 49509 PHONE: (616) 941-1100</p>

NOT FOR CONSTRUCTION

STORM PROFILE #1



STORM PROFILE #2

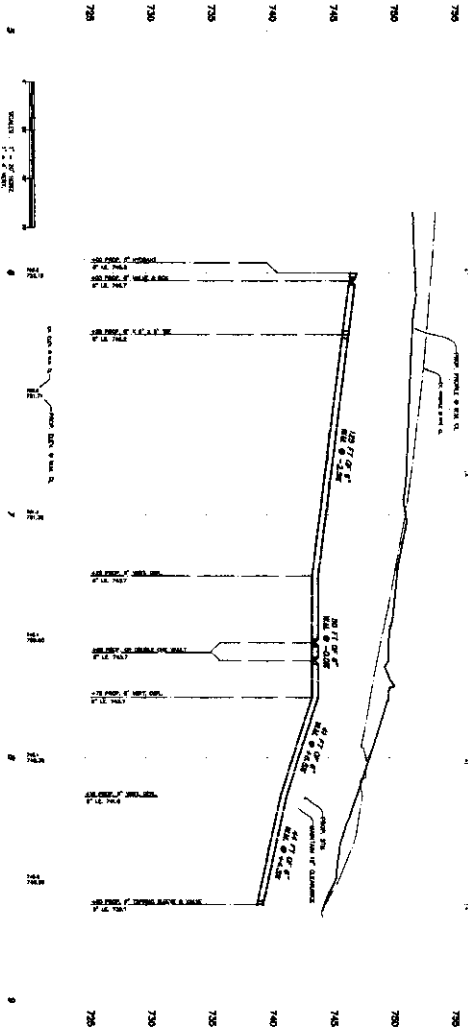


STATE OF MICHIGAN
 DEPARTMENT OF TRANSPORTATION
 220 N. ZEEB ROAD
 LANSING, MI 48206
 (313) 237-2000

WILLIAMS ARCHITECTS ARCHITECTURE PLANNING INTERIORS INTERIORS 200 Park Boulevard, Suite 200, Grand Rapids, MI 49503 Phone: 616-221-1212 Fax: 616-221-1202	North	REVISIONS DATE: _____ REVISION: _____	M.A. No. 2022451 Date: 11/09/17 Name: KAGE Checked: REV	FIRE STATION NO. 1 CASCADE CHARTER TOWNSHIP 2865 THORNHILLS AVENUE S.E. GRAND RAPIDS, MICHIGAN 49546	Prein & Newhof 1386 EVERETT DR. SE, GRAND RAPIDS, MI 49505 PHONE: (616) 941-1100 www.preinnewhof.com
		C401 DATE: _____ UNIT: _____ PLAN: _____	PROJECT NO. _____ SHEET NO. _____	PROJECT: _____ SHEET: _____	PROJECT: _____ SHEET: _____

NOT FOR CONSTRUCTION

WATER MAIN PROFILE #1



NOT FOR CONSTRUCTION

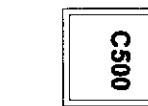
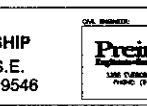
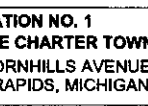
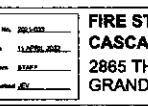
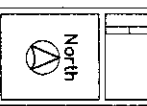
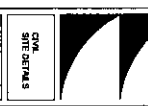
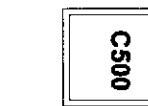
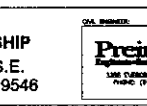
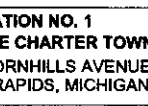
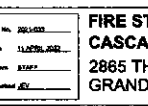
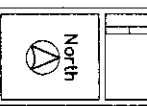
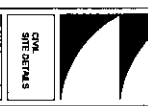
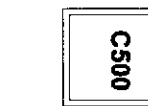
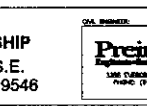
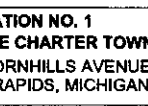
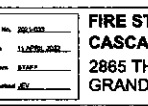
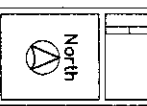
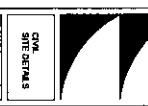
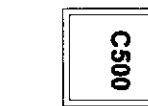
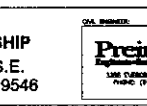
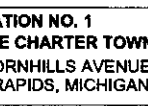
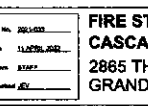
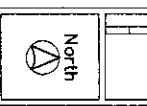
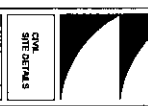
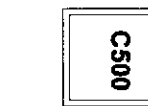
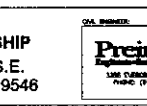
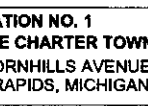
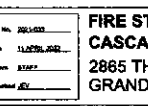
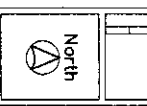
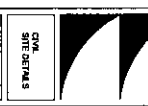
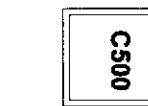
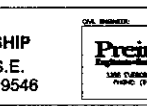
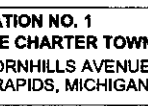
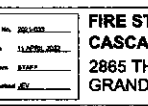
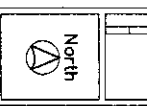
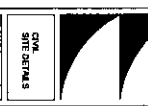
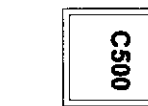
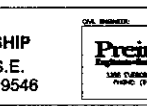
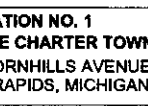
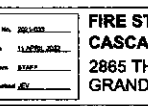
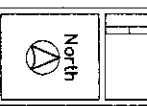
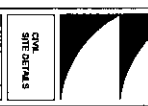
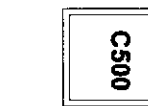
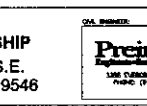
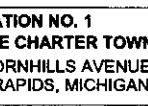
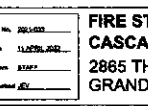
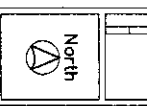
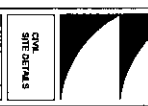
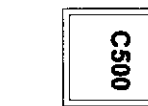
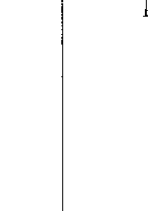
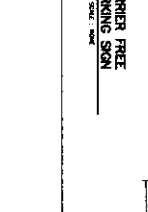
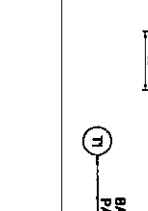
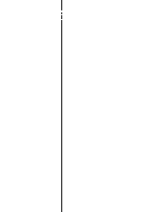
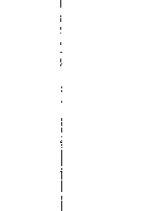
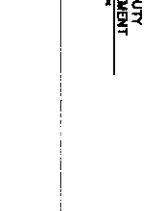
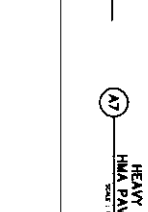
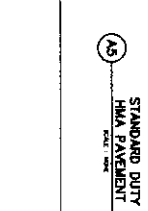
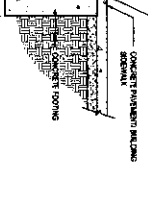
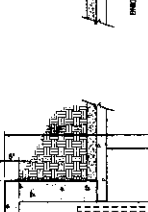
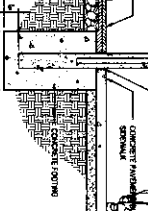
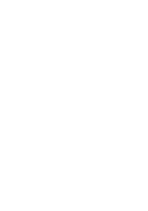
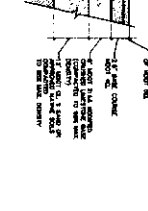
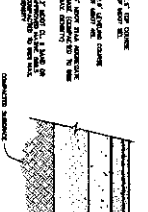
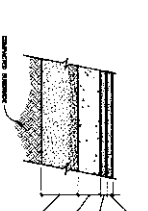
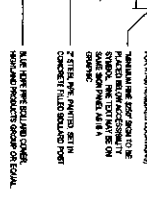
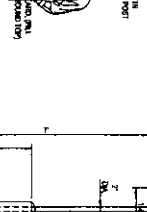
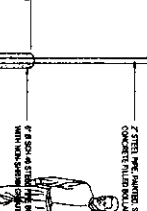
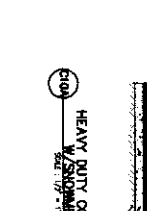
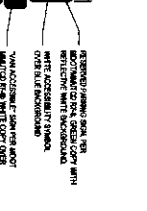
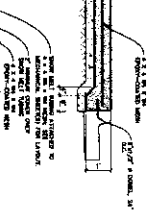
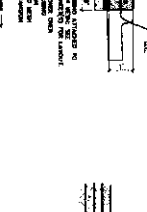
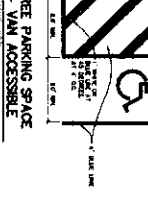
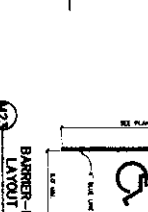
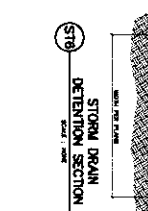
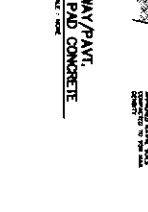
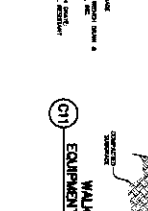
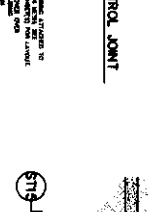
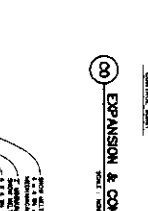
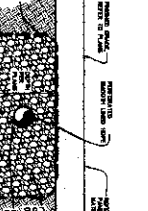
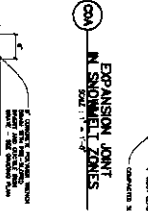
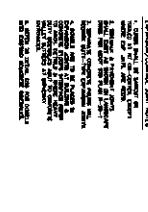
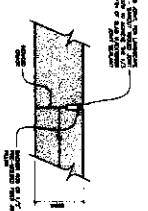
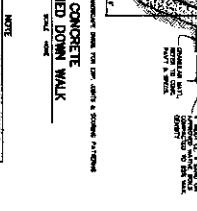
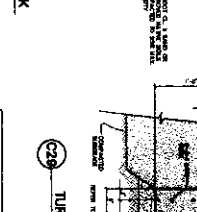
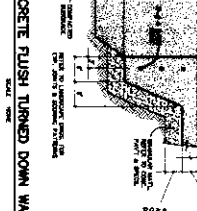
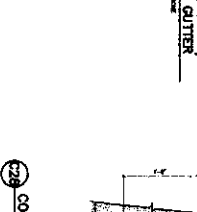
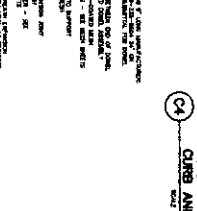
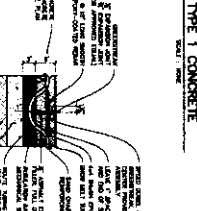
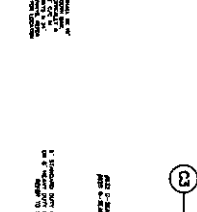
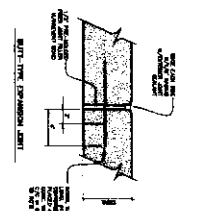
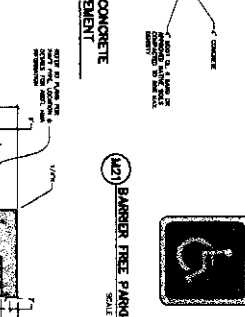
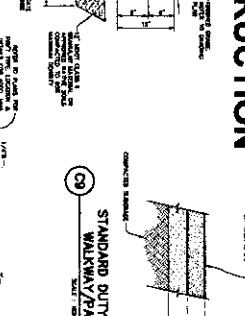
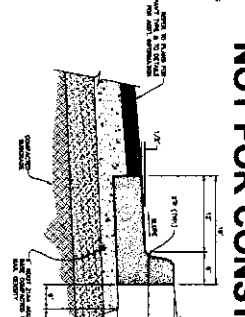
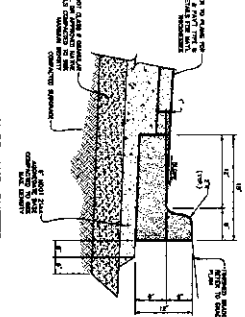
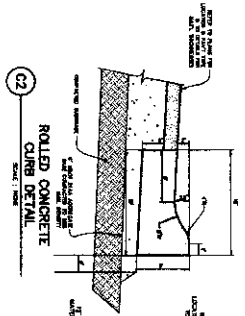


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				REVISIONS	DATE	DESCRIPTION															
W.A. No.	C402-01																				
Date	11/20/11																				
Drawn	BJE/ML																				
Checked	AVJ																				
<p>C402</p>	<p>DATE: 11/20/11</p>	<p>WILLIAMS ARCHITECTS ARCHITECTURE PLANNING INTERIORS LANDSCAPE 300 Park Boulevard, Suite 800, Grand Rapids, MI 49503 Phone: 616-221-1212 / Fax: 616-221-1225</p>	<p>CONTRACT NO. 11-001</p>																		

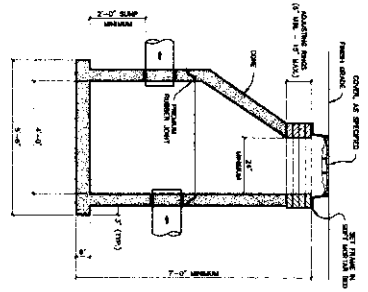
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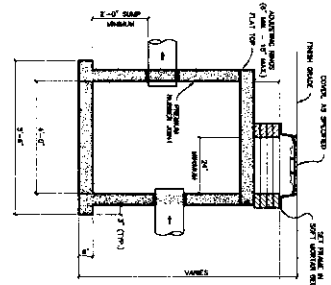
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 PARALLEL TO LANDING
 AND WALKWAY SURFACES
 ORIENTED TO MATCH SURFACES
 SCALE: 1/2" = 1'-0"



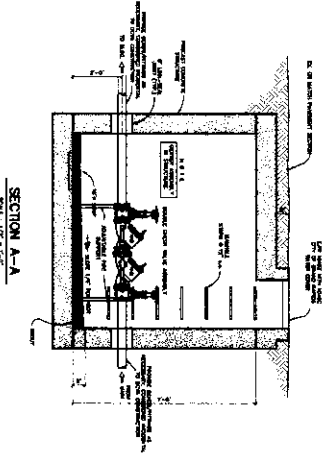
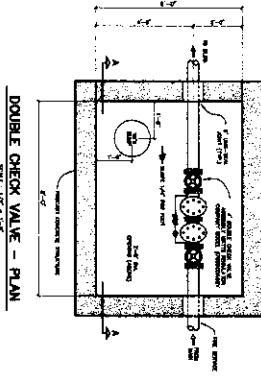
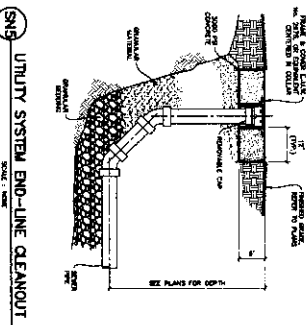
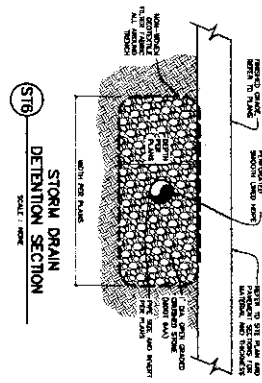
NOT FOR CONSTRUCTION



- STANDARD CATCH BASIN**
(PRECAST CONCRETE)
- NOTES
1. PRECAST CONCRETE CATCH BASIN SHALL MEET ASTM C1500.
 2. 4\"/>



- STANDARD CATCH BASIN**
(PRECAST CONCRETE)
- NOTES
1. PRECAST CONCRETE CATCH BASIN SHALL MEET ASTM C1500.
 2. 4\"/>



C600



WILLIAMS ARCHITECTS
ARCHITECTURE | PLANNING | LANDSCAPE | INTERIORS
960 Park Boulevard, Suite 800, Grand Rapids, MI 49503
Phone: (616) 221-1212 / Fax: (616) 221-1201



NO.	REVISION

Scale: AS SHOWN
DATE: 11/09/2008
DRAWN BY: JLM
CHECKED BY: JLM

FIRE STATION NO. 1
CASCADE CHARTER TOWNSHIP
2865 THORNHILLS AVENUE S.E.
GRAND RAPIDS, MICHIGAN 49546

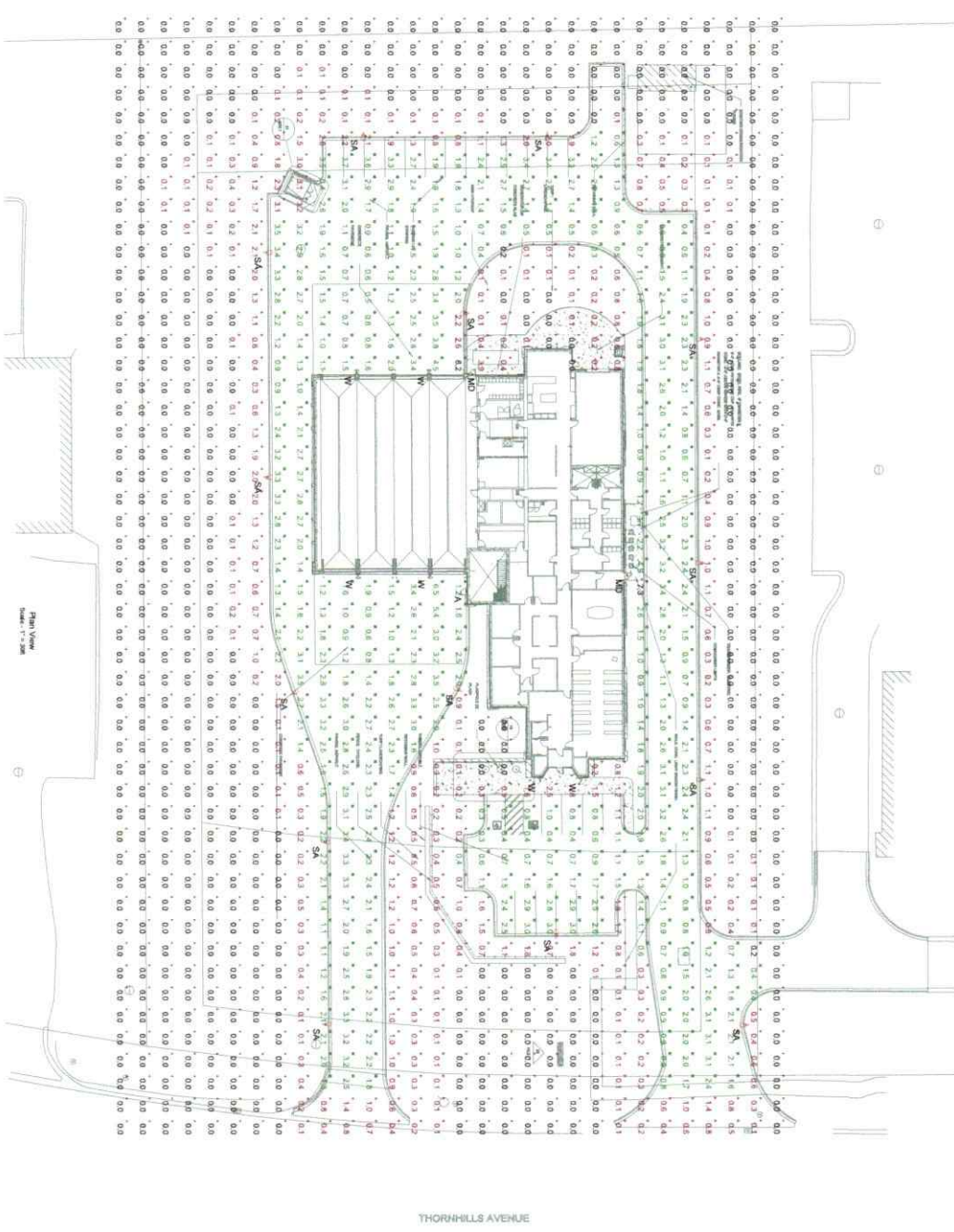
Prein & Newhof
1304 EVERETT DR. SE, GRAND RAPIDS, MI 49505
PHONE: (616) 951-1111
WWW.PREINANDNEWHOF.COM

DATE: 11/09/2008

Station	Station	Station	Station	Station	Station	Station	Station	Station	Station
1	2	3	4	5	6	7	8	9	10

Station	Station	Station	Station	Station	Station	Station	Station	Station	Station
1	2	3	4	5	6	7	8	9	10

Luminaire Locations	Location	Location	Location	Location	Location	Location	Location	Location	Location
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99	SA	-214.00	20.00	20.00	180.00	0.00			
100	SA	-214.00	20.00	20.00	180.00	0.00			



SITE PHOTOMETRIC PLAN

SPH.1

SITE PHOTOMETRIC PLAN

WILLIAMS ARCHITECTS
ARCHITECTURE | PLANNING | AQUATICS | INTERIORS
800 Park Boulevard, Suite 100, Grand Rapids, MI 49504
Phone: 616-221-1212 | Fax: 616-221-1228

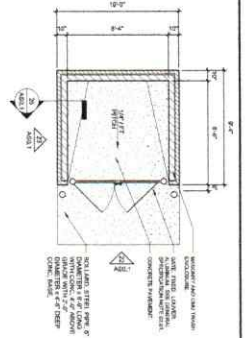
NO.	DATE	REVISIONS	DESCRIPTION
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WT No. 2001-001
Date: 11/17/20
Drawn: C.M. MC
Checked: B.D.

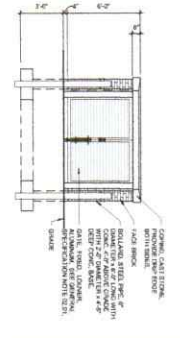
FIRE STATION NO. 1
CASCADE CHARTER TOWNSHIP
2865 THORNHILLS AVENUE S.E.
GRAND RAPIDS, MICHIGAN 49546

WT GROUP
Engineering | Design | Consulting

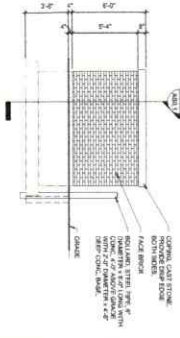
WT GROUP
2865 Thornhills Avenue S.E.
Grand Rapids, Michigan 49546
Phone: 616-221-1212 | Fax: 616-221-1228



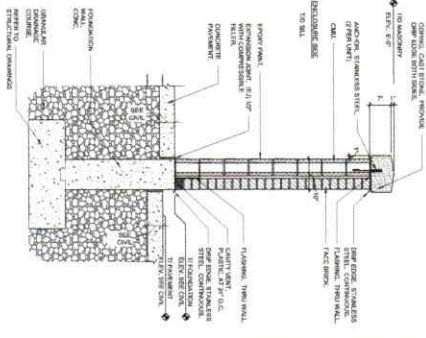
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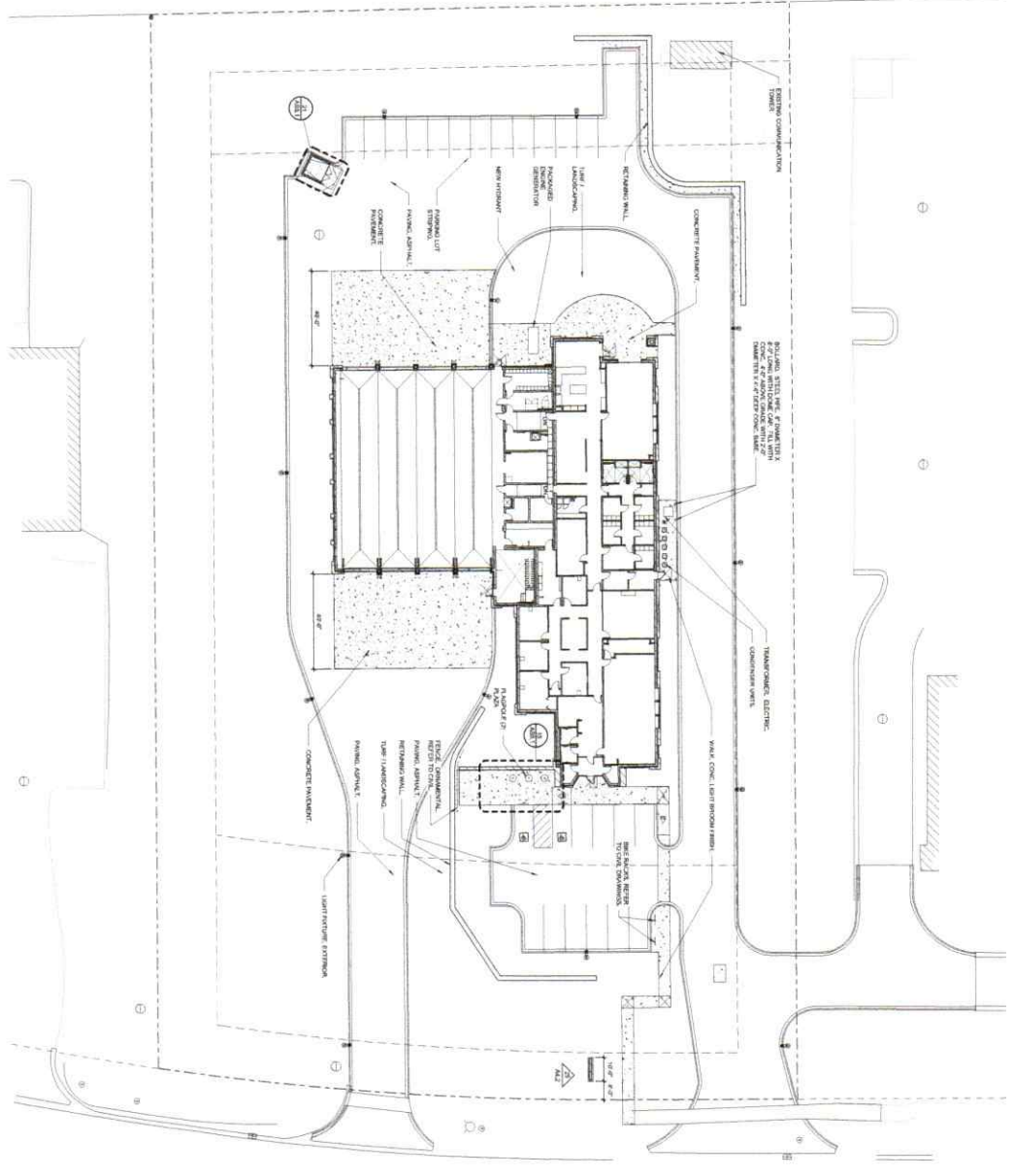
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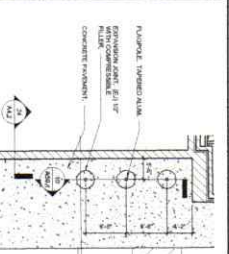
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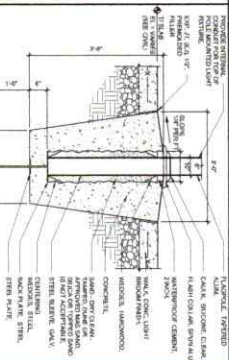
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SITE PLAN



ENLARGED PLAN / FLAG POLE PLAZA SCALE: 3/4" = 1'-0" **20**



FLAGPOLE FOUNDATION SCALE: 3/4" = 1'-0" **15**



CONSTRUCTION SIGN SCALE: 1/2" = 1'-0" **10**

		SHEET NO. 1 SHEET DESCRIPTION:	IWA NO. 2025-032 Date: 11/17/2022 Drawn: JLM Checked: SEL	FIRE STATION NO. 1 CASCADE CHARTER TOWNSHIP 2865 THORNHILLS AVENUE S.E. GRAND RAPIDS, MICHIGAN 49546
		REVISIONS:	437022 10.30.41 AM	



CASCADE CHARTER TOWNSHIP NEW FIRE STATION



FRONT PERSPECTIVE





CASCADE CHARTER TOWNSHIP NEW FIRE STATION



EAST ELEVATION PERSPECTIVE



WEST ELEVATION PERSPECTIVE





CASCADE CHARTER TOWNSHIP NEW FIRE STATION

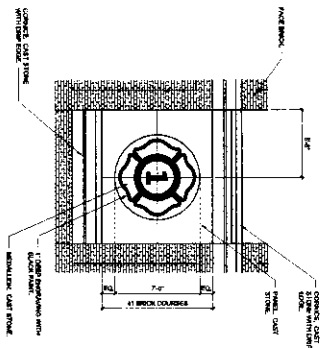


SOUTH ELEVATION PERSPECTIVE

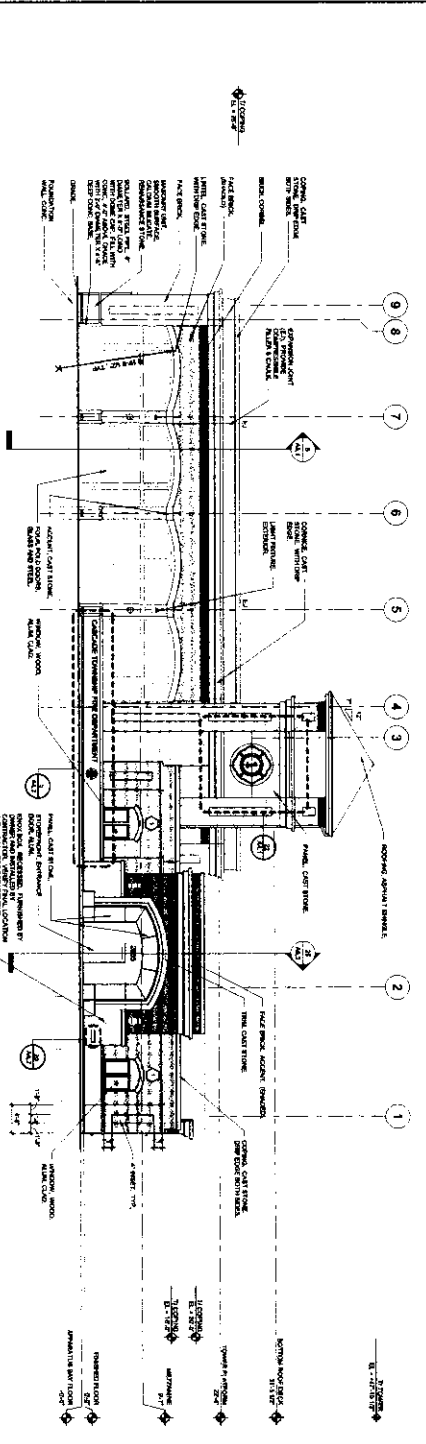


NORTH ELEVATION PERSPECTIVE

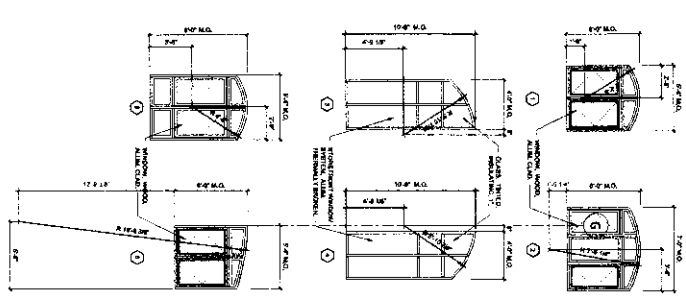




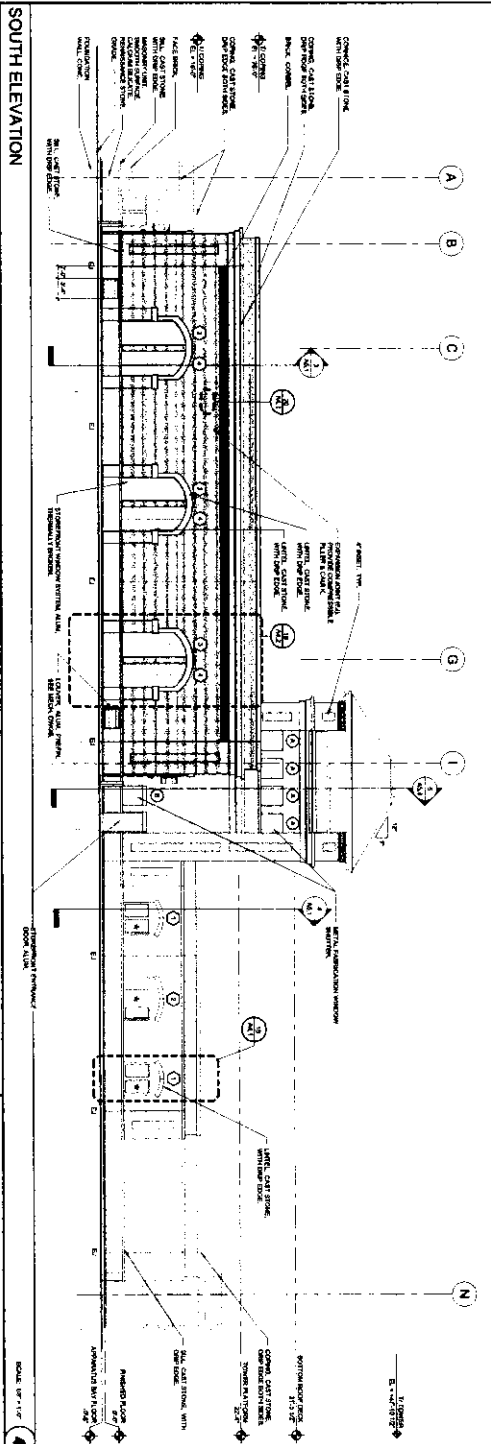
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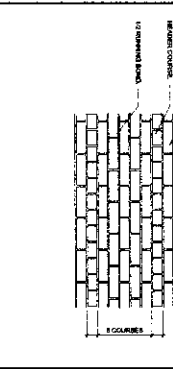
EAST ELEVATION
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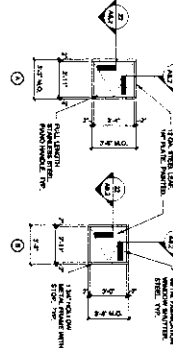
EXTERIOR WINDOW SCHEDULE
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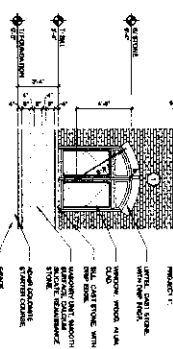
SOUTH ELEVATION
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ENL. ELEV./ WINDOW SCHEDULE
SCALE: 1/8" = 1'-0"



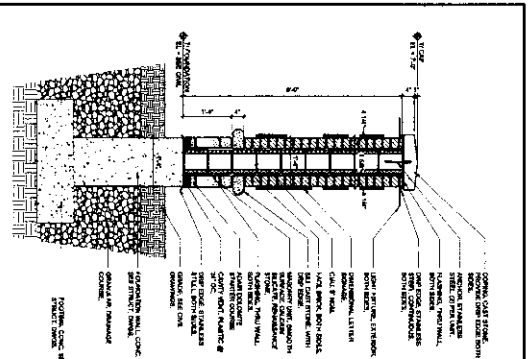
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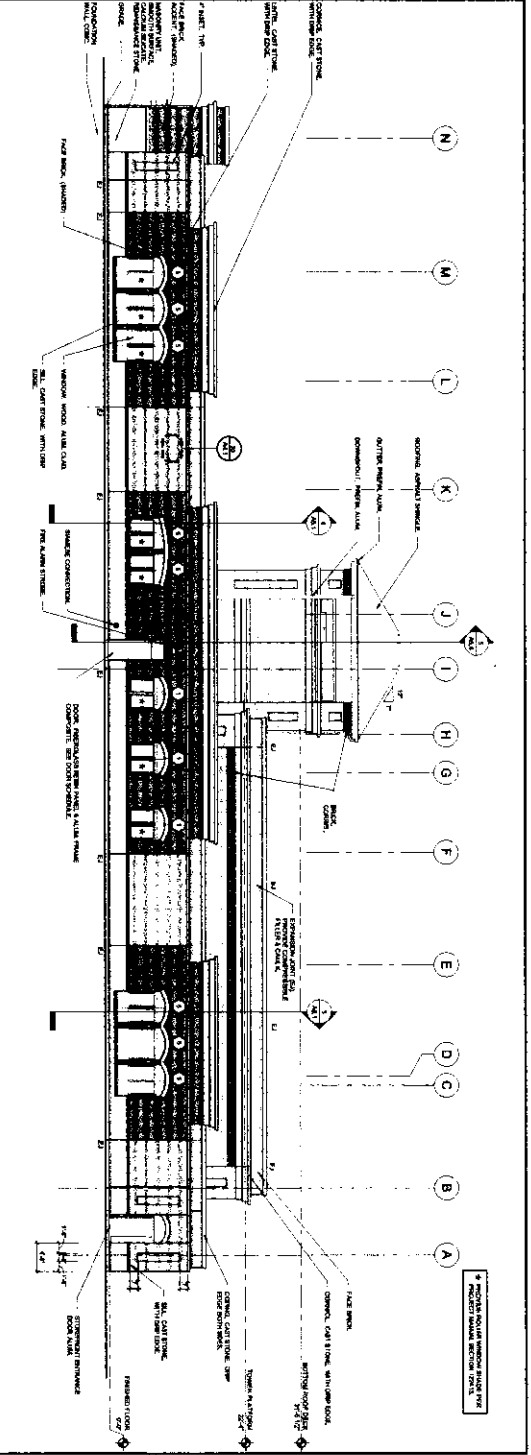
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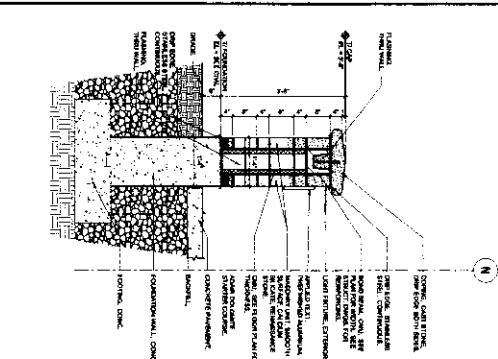
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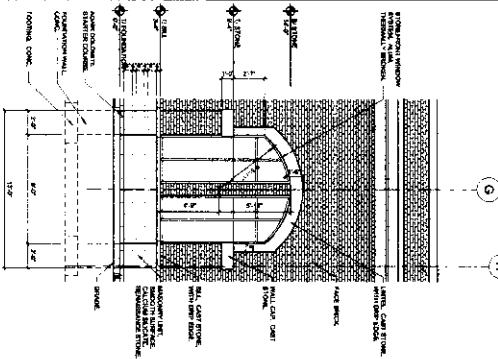
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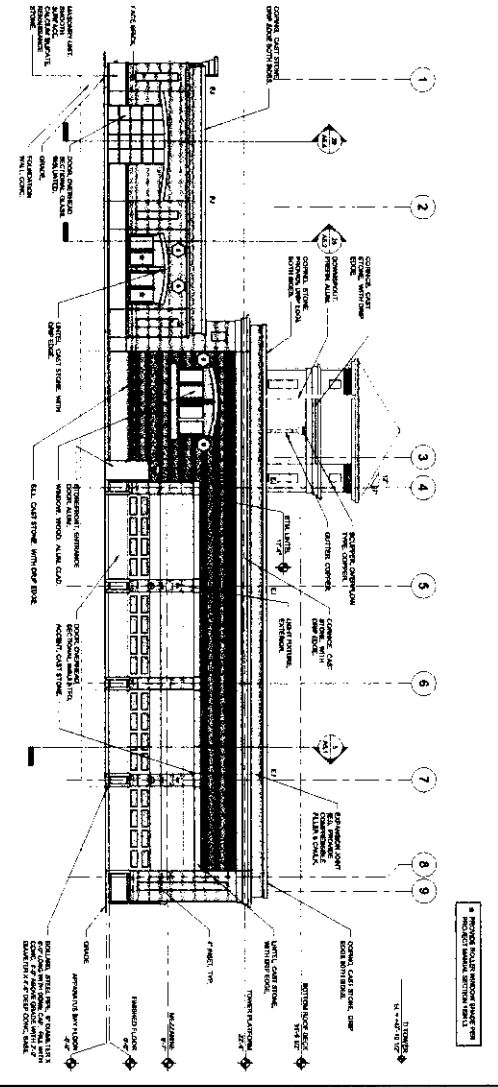
NORTH ELEVATION
SCALE: 3/4" = 1'-0"



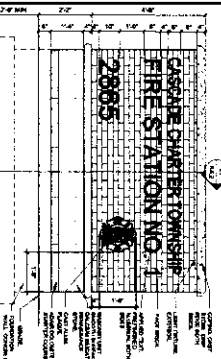
WALL SECTION / SPONGE WALL
SCALE: 3/4" = 1'-0"



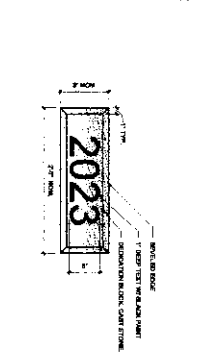
ENL. ELEV. / APPOSITUS BAY WINDOW
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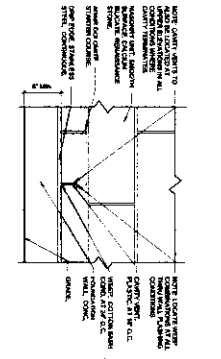
WEST ELEVATION
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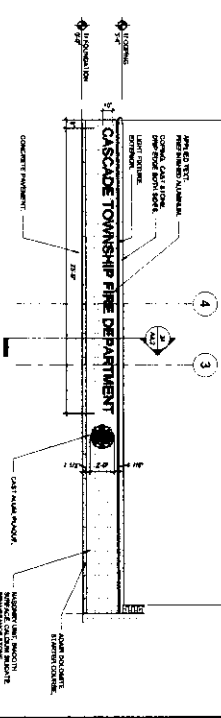
ENL. ELEV. / MONUMENT SIGN ELEVATION
SCALE: 3/4" = 1'-0"



ENL. ELEV. / DEPOSITION BLOCK
SCALE: 1/2" = 1'-0"



DETAIL / WEST ELEVATION
SCALE: 1/2" = 1'-0"



ENL. ELEV. / SPONGE WALL EAST
SCALE: 3/4" = 1'-0"

CONTRACTOR: B. BROWN
4/25/22 10:22:42 AM
PROJECT: FIRE STATION NO. 1
DATE: 11/14/2022
DRAWN BY: JH
CHECKED BY: JH
SCALE: 3/4" = 1'-0"

WILLIAMS ARCHITECTS
ARCHITECTURE | PLANNING | INTERIORS
880 Park Boulevard, Suite 200, Grand Rapids, MI 49503
Phone: 616-455-2511 | Fax: 616-455-2512 | www.williamsarchitects.com

CASCADE CHARTER TOWNSHIP
FIRE STATION NO. 1
2865 THORNHILLS AVENUE S.E.
GRAND RAPIDS, MICHIGAN 49546

A4.2
LAYOUT
ELEVATIONS



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: May 11, 2022
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Consider a "Resolution to Establish the Cascade Charter Township Pathways Committee"

FACTS:

At an April 2022 Township Board meeting, discussion was held on the potential establishment of a pathways committee which would provide advisory information and recommendations to the Township Board, similar to the current function of the Parks Committee which was established by the Township in the late 1970's.

The purpose of the committee would be to provide research and recommendations to the Township Board regarding all aspects of the pathway system including funding, regulations, maintenance and potential expansion. If the committee is established by the Township Board, the next step would be for the committee to be seated (potentially in late may or June). The committee would be first charged with establishing by-laws (most likely modeled after the Parks Committee by-laws) which would be dually adopted by the Pathway Committee and Township Board.

Attached for your review are:

- Resolution to Establish the Cascade Charter Township Pathways Committee

ANALYSIS & CONCLUSIONS:

The resolution establishing the Pathway Committee was drafted similarly to other committees that have been established by the Township Board in the past. If approved, the resolution will set forth the following items:

- Committee will be established for the purpose of advising the Township Board regarding various aspects of the Cascade Charter Township Pathway System.
- Committee will be recommendatory and advisory only
- Committee will be responsible to comply with all aspects of the Open Meetings Act
- Committee will be comprised of one Township Board member, one Planning Commission member, one Parks Committee member and 4 residents at-large
- Township Manager or his/her designee will serve as an ex officio member of the committee
- Committee members will be appointed by the Township Supervisor and approved by the Township Board for 3-year terms and can be removed by the Township Board after a hearing for cause
- Committee will meet at an interval and time/place to be determined

If the Township Board establishes the committee, it will become effective the day after enactment.

FINANCIAL CONSIDERATIONS:

There will not be any direct cost to establishing the Pathway Committee and any recommendations that involve financial considerations would be considered for approval by the Township Board at the time the recommendations are made.

RECOMMENDED ACTION:

Consider "Resolution to Establish the Cascade Charter Township Pathways Committee"

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION ___ of 2022

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

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

PRESENT: Members _____

ABSENT: Members _____

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

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The Pathway Committee is hereby created and established to advise the Township Board regarding the various aspects of the Cascade Charter Township Pathway System.
2. The Committee will be recommendatory and advisory only.
3. The Committee shall comply with the Michigan Open Meetings Act, being MCL 15.261 *et seq.* (the “OMA”). Such compliance shall include, but not be limited to, holding only public meetings, posting the meetings ahead of time as required, allowing reasonable public comment at the public meetings and preparing and adopting written minutes of each meeting.
4. The Committee shall be comprised of three (7) members. At least one member of the Committee shall also be a member of the Township Board. At least one member of the Committee shall also be a member of the Planning Commission. At least one member of the Committee shall also be a member of the Parks Committee. The other members of the Committee shall be Cascade Township residents.
5. The Township Manager, or his/her designee, shall serve as an ex officio member of the committee but shall have no voting rights
6. Members of the Committee shall be appointed by the Township Supervisor and approved by the Township Board for three-year terms. The terms of the members shall end on December 31 and any new term shall begin on January 1.
7. Members of the Committee may be removed by the Township Board after a hearing for cause.
8. The Committee shall meet on a regular basis at intervals and a time/place recommended by the committee and approved by the Township Board.
9. This Resolution shall become effective one day after its enactment.

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

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED

Susan B. Slater, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on May 11, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Susan B. Slater, Township Clerk



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: May 11, 2022
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Township Position Realignment and Addition

FACTS:

In early 2022 the Township Board approved an organizational realignment plan that created a new position in the Township titled the “Director of Public Works”

Director of Public Works - Under the direction of the Township Manager, the Director of Public Works is responsible for overseeing the physical assets of the Township including public facilities, public spaces, parks and pathways. Also serves as the Township point-of-contact for Township infrastructure partnerships including utility infrastructure, roadway infrastructure and drain infrastructure Provides technical expertise and administrative support to the Township Manager and Township Board regarding the physical assets of the Township.

This position was advertised in February/March 2022 and interviews were conducted in March/April 2022. The Township interviewed 7 candidates (all that applied) and ultimately selected a final candidate. Despite making a very strong offer to the candidate, the candidate did not accept that position. There is not another candidate that the Township feels comfortable making an offer to at this time.

Out of the candidates that were interviewed, it was clear that the strongest candidates came from a strong engineering background. Before the position is readvertised, staff is recommending the position be retitled “Township Engineer.” Attached you will find the reworked job description, which retains a majority of the duties previously assigned to the position but also reflects a more “engineering” oriented position. In addition, it is recommended that the position be moved to a Pay Grade 9 to reflect the tight labor market for the skill set we are seeking. For 2022, the Pay Grade 9 salary range is \$76,962 - \$104,127

Attached for your review is:

- “Marked-up” job description for Township Engineer position (showing changes from previous Director of Public Works position.
- Clean job description for Township Engineer position

ANALYSIS & CONCLUSIONS:

Given that the strongest candidates for the new position from the first round of interviews came with very strong engineering backgrounds, and that the opportunity for concurrent cost savings for the Township would come from the successful candidate being able to take on significant engineering activities, staff feels that the position change is appropriate. The redefined position

title and increased salary range for the position will assist the Township in attracting the highest quality candidates possible one the position is readvertised.

We are anticipating advertising the position in May with interviews in early June and onboarding in late June.

FINANCIAL CONSIDERATIONS:

Given the position was budgeted for a full year in the FY2022 budget, no amendment will be needed to reflect the updated salary range. Depending on the salary that is assigned, an increase for the position may be necessary when the FY2023 budget is prepared.

RECOMMENDED ACTION:

To approve the realignment of the previously approved Director of Public Works position to Township Engineer

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: ~~Director of Public Works~~ Township Engineer
Department: Various
Reports to: Township Manager
Position(s) Supervised: Buildings & Grounds Supervisor
Employment Status: Full-Time; Exempt
Pay Grade: ~~89~~

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the ~~Director of Public Works~~ Township Engineer is responsible for overseeing the physical assets of the Township including public facilities, public spaces, parks and pathways. Also serves as the Township point-of-contact for Township infrastructure partnerships including utility infrastructure, roadway infrastructure and drain infrastructure. Provides technical expertise and administrative support to the Township Manager and Township Board regarding the physical assets of the Township. Assists Planning Commission in technical aspects of site plan reviews and oversight of site development.

ESSENTIAL FUNCTIONS:

1. Directs the development and implementation of strategies, goals, objectives, policies, procedures and programs; provides administrative policies, procedures and work standards to ensure goals and objectives are met and programs provide mandated services in an effective manner.
- 1-2. Provide oversight and management of all physical assets of the Township including, but not limited to, Township parks, pathways, public spaces and facilities.
3. Serve as the Design Engineer and Project Manager for all Township infrastructure improvements in partnership with the corresponding Department Head.
4. Prepare bid proposal, contract specifications and engineer's estimate for proposed Public Improvement projects as assigned.
- 2-5. Administers professional service contracts related to township projects and activities; schedules projects; provides technical oversight, inspects work in progress and ensures that all work complies with contract specifications and applicable codes and standards.
- 3-6. Provide supervision to the Buildings & Grounds Supervisor and provide administrative management to the Buildings & Grounds Department in the maintenance of Township physical assets.
- 4-7. In conjunction with the HR Director, responsible for hiring, training, supervision, discipline and termination of all Buildings and Grounds department staff with oversight of the Township Manager.

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- ~~5.8.~~ Manages assigned staff; assigns tasks, responsibilities and projects; evaluates performance, resolves workload and technical issues, and assures that goals are communicated and achieved.
- ~~6.9.~~ Work with Township Manager to develop and manage departmental budgets in area of responsibility.
- ~~7.10.~~ Serves as the Township Stormwater coordinator and implements the requirements of all Township stormwater permits.
- ~~8.11.~~ Works cooperatively with the Township Planning Director in the implementation of the Township Stormwater Ordinance including all Stormwater maintenance agreements.
- ~~9.12.~~ Works cooperatively with the City of Grand Rapids to provide oversight of the public water and sewer utility systems as outlined in the Utility Master Agreements. Serves as Township representative to the Utility Advisory Board.
- ~~10.13.~~ Works cooperatively with the Kent County Road Commission and Michigan Department of Transportation to insure proper maintenance and improvements to the Township public road system.
- ~~11.14.~~ Works cooperatively with the Kent County Drain Commission to insure proper maintenance and improvements to the Township public drain system.
- ~~12.15.~~ Assists in the development and implementation of various Township Capital Planning documents (Parks and Recreation Master Plan, Pathways Plan, Capital Improvements Plan, Etc...)
- ~~13.16.~~ Serve as the Township representative on various regional planning organizations and committees (REGIS, Grand Valley Metro Council, etc....)
- ~~14.17.~~ All other duties as assigned.

BASIC KNOWLEDGE AND SKILLS:

- 1. Expert knowledge of civil engineering principles, practices and procedures.
- 2. Expert knowledge of the principles, practices, and techniques of municipal public infrastructure and utility operations and associated regulatory requirements.
- 3. Knowledge of governmental budgeting processes.
- 3.4. Applicable laws, codes and regulations.
- 4.5. Interpersonal skills to establish and maintain effective working relationships with public officials, consultants, contractors, fellow employees, residents and the general public.
- 5.6. Strong administrative, managerial, organizational and leadership skills.
- 6.7. Ability to make effective oral and written presentations to a variety of audiences

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7.8. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priority.

8.9. Good computer skills including Microsoft Office package, BSA.net software package and ArcView GIS package.

9.10. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours.

MINIMUM EDUCATION & BACKGROUND:

- Bachelor's degree in Civil Engineering, ~~Construction Management, Public Administration or a related field.~~ Master's degree preferred
- ~~A history of progressively responsible professional experience in civil engineering: some supervisory experience preferred.~~
- ~~A history of progressively responsible professional experience in civil engineering: some supervisory experience preferred. At least five (5) years of progressively responsible professional experience in civil engineering, construction management, public works or a related field with at least two (2) years in a supervisory capacity.~~
- American Society of Civil Engineers (ASCE) Certification or ~~State of Michigan Professional Engineer (PE) license.~~ preferred.
- Valid State of Michigan driver's license

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MINIMUM ENVIRONMENTAL EXPECTATIONS:

- While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person.
- Position requires regularly reviewing public property and construction projects outdoors where there can be uneven terrain in all weather conditions. An employee in this position must have the strength, stamina and physical coordination needed to gain access to and traverse sites as described above.

MINIMUM PHYSICAL EXPECTATIONS:

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

- Position requires the ability to operate a motor vehicle.

REVIEW AND APPROVAL:

Position Incumbent

Date

Supervisor

Date

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

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title:	Township Engineer
Department:	Various
Reports to:	Township Manager
Position(s) Supervised:	Buildings & Grounds Supervisor
Employment Status:	Full-Time; Exempt
Pay Grade:	9

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Manager, the Township Engineer is responsible for overseeing the physical assets of the Township including public facilities, public spaces, parks and pathways. Also serves as the Township point-of-contact for Township infrastructure partnerships including utility infrastructure, roadway infrastructure and drain infrastructure. Provides technical expertise and administrative support to the Township Manager and Township Board regarding the physical assets of the Township. Assists Planning Commission in technical aspects of site plan reviews and oversight of site development.

ESSENTIAL FUNCTIONS:

1. Directs the development and implementation of strategies, goals, objectives, policies, procedures and programs; provides administrative policies, procedures and work standards to ensure goals and objectives are met and programs provide mandated services in an effective manner.
2. Provide oversight and management of all physical assets of the Township including, but not limited to, Township parks, pathways, public spaces and facilities.
3. Serve as the Design Engineer and Project Manager for all Township infrastructure improvements in partnership with the corresponding Department Head.
4. Prepare bid proposal, contract specifications and engineer's estimate for proposed Public Improvement projects as assigned.
5. Administers professional service contracts related to township projects and activities; schedules projects; provides technical oversight, inspects work in progress and ensures that all work complies with contract specifications and applicable codes and standards.
6. Provide supervision to the Buildings & Grounds Supervisor and provide administrative management to the Buildings & Grounds Department in the maintenance of Township physical assets.
7. In conjunction with the HR Director, responsible for hiring, training, supervision, discipline and termination of all Buildings and Grounds department staff with oversight of the Township Manager.

8. Manages assigned staff; assigns tasks, responsibilities and projects; evaluates performance, resolves workload and technical issues, and assures that goals are communicated and achieved.
9. Work with Township Manager to develop and manage departmental budgets in area of responsibility.
10. Serves as the Township Stormwater coordinator and implements the requirements of all Township stormwater permits.
11. Works cooperatively with the Township Planning Director in the implementation of the Township Stormwater Ordinance including all Stormwater maintenance agreements.
12. Works cooperatively with the City of Grand Rapids to provide oversight of the public water and sewer utility systems as outlined in the Utility Master Agreements. Serves as Township representative to the Utility Advisory Board.
13. Works cooperatively with the Kent County Road Commission and Michigan Department of Transportation to insure proper maintenance and improvements to the Township public road system.
14. Works cooperatively with the Kent County Drain Commission to insure proper maintenance and improvements to the Township public drain system.
15. Assists in the development and implementation of various Township Capital Planning documents (Parks and Recreation Master Plan, Pathways Plan, Capital Improvements Plan, Etc...)
16. Serve as the Township representative on various regional planning organizations and committees (REGIS, Grand Valley Metro Council, etc....)
17. All other duties as assigned.

BASIC KNOWLEDGE AND SKILLS:

1. Expert knowledge of civil engineering principles, practices and procedures.
2. Expert knowledge of the principles, practices, and techniques of municipal public infrastructure and utility operations and associated regulatory requirements.
3. Knowledge of governmental budgeting processes.
4. Applicable laws, codes and regulations.
5. Interpersonal skills to establish and maintain effective working relationships with public officials, consultants, contractors, fellow employees, residents and the general public.
6. Strong administrative, managerial, organizational and leadership skills.
7. Ability to make effective oral and written presentations to a variety of audiences

8. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priority.
9. Good computer skills including Microsoft Office package, BSA.net software package and ArcView GIS package.
10. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies outside of business hours.

MINIMUM EDUCATION & BACKGROUND:

- Bachelor's degree in Civil Engineering, Master's degree preferred
- A history of progressively responsible professional experience in civil engineering; some supervisory experience preferred.
- American Society of Civil Engineers (ASCE) Certification or State of Michigan Professional Engineer (PE) license.
- Valid State of Michigan driver's license

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person.
- Position requires regularly reviewing public property and construction projects outdoors where there can be uneven terrain in all weather conditions. An employee in this position must have the strength, stamina and physical coordination needed to gain access to and traverse sites as described above.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires visits to current or proposed construction sites.
- Position requires the ability to push, pull or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

REVIEW AND APPROVAL:

Position Incumbent

Date

Supervisor

Date

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