

AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, May 9, 2018
7:00 P.M.

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

Expected Meeting Procedures

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

- Article 1. Call to Order, Roll Call**
- Article 2. Pledge of Allegiance to the Flag**
- Article 3. Approval of Agenda**
- Article 4. Presentations**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
 1. Regular Township Board Minutes for 04/25/18.
 - b. Receive and File Reports
 1. Cascade Inspection Services Report – April 2018
 2. Treasurer’s Report – November 2017
 - c. Receive and File Communication
 1. Comcast Letter Re: Programming Updates
 2. Charter Letter Re: Programming Updates
 3. Charter Letter Re: Programming Updates
 - d. Education Requests
 - 1.
- Article 7. Financial Actions**
- a. Consider Approval of March 2018 General and Special Fund Financial Reports
- Article 8. Unfinished Business**
- Article 9. New Business**
- 032-2018 Consider Approval of a Bid for the Township Space Needs and Facilities Study Project**

**033-2018 Consider Approval of a Resolution to Amend the Articles of
Incorporation of the Grand Valley Metro Council (Roll Call)**

- Article 10. Public Comments – Any comments...whether it is on the Agenda or not.
(limit comments to 3 minutes)**
- Article 11. Manager Comments**
- Article 12. Board Member Comments**
- Article 13. Adjournment**

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

Wednesday, April 25, 2018

7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order.
Present: Supervisor Beahan, Clerk Slater, Trustees Lewis, Koessel, Shipley, McDonald and Treasurer Peirce.
Absent: None
Also Present: Manager Swayze, Community Development Director Peterson and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Trustee Lewis and supported by Trustee Shipley to approve the Agenda as presented. Motion carried unanimously.
- Article 4. Presentations**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
 - 1. Regular Township Board Minutes for 04/11/18.
 - 2. Regular Planning Commission Minutes for 3/19/18.
 - b. Receive and File Reports
 - 1. Treasurers Department Monthly Report October, 2017.
 - 2. Historical Society Annual Report for 2018.
 - c. Education Requests
 - 1. Robert Norris – Michigan IAAI Annual Arson School, May 22-25 – Traverse City, MI.
 - d. Receive and File Communication
 - 1. Letter from State of Michigan – Department of Environmental Quality – re: Increase use of carbon monoxide emission at the Kawasaki Motors Corp, 5080 36th St.
 - 2. Letter from Charter Communications – re: Station information.
 - 3. Letter from Comcast – re: Channel lineup changes.
 - 4. Letter from State of Michigan – Department of Environmental Quality – re: Use of Firefighting Foam at the Gerald R. Ford International Airport, 5500 44th St.
 - 5. Letter from City of Grand Rapids – re: Urban Cooperation Act.
- Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Consent Agenda. Motion carried unanimously.
- Article 7. Financial Actions**
- Article 8. Unfinished Business**

Article 9. New Business
031-2018 Consider Recommendation to Hire Planning Consultant for Master Plan Update.

Community Development Director Peterson reviewed the recommendation by staff for a planning consultant for Master Plan Update. Discussion followed. Motion was made by Trustee McDonald and supported by Trustee Shipley to approve Williams and Works as the Planning Consultant for the Master Plan Update for the amount of \$85,675. Motion carried unanimously.

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

David O'Donnaghue, 7667 Apple Hill Ct., commented on excellent service received from the Assessing Office.

Requested the reduction of the sewer hook-up fee to connect to sewer service at new residence at 2885 Cascade Springs Dr.

Ryan Roe, Community Policing Officer, update on panhandler situation.

Article 11. Manager Comments

Manager Swayze offered the following comments:

- Prior to our meeting tonight, we met with a group of home owners for the Thornapple River Dr. neighborhood regarding the round of pathways.
- Today we took a trip to Paragon A&E's open house.

Article 12. Board Member Comments

Trustee Shipley offered the following comments:

- Thanked residents in attendance.

Treasurer Peirce offered the following comments:

- Attended the "Pinning Ceremony" for the Fire Department last week – it was very impressive.

Article 13. Adjournment

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

Meeting adjourned at 7:18 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

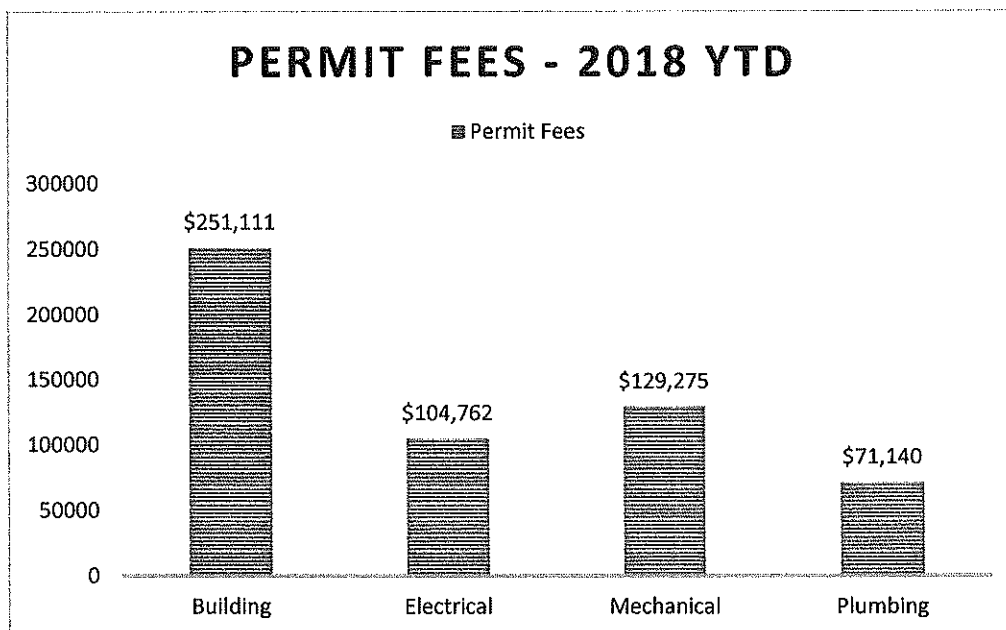
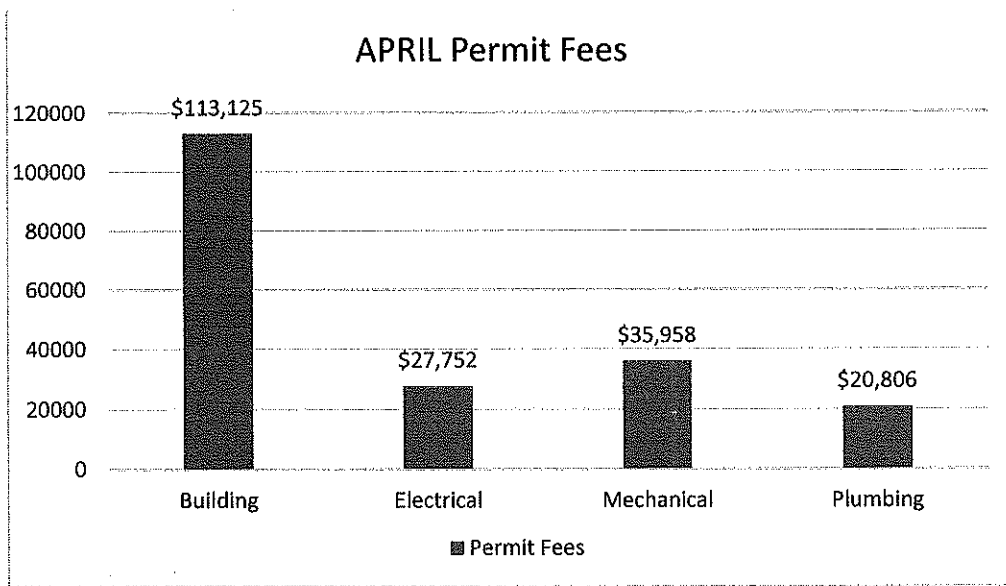
Susan B. Slater, Clerk

DRAFT

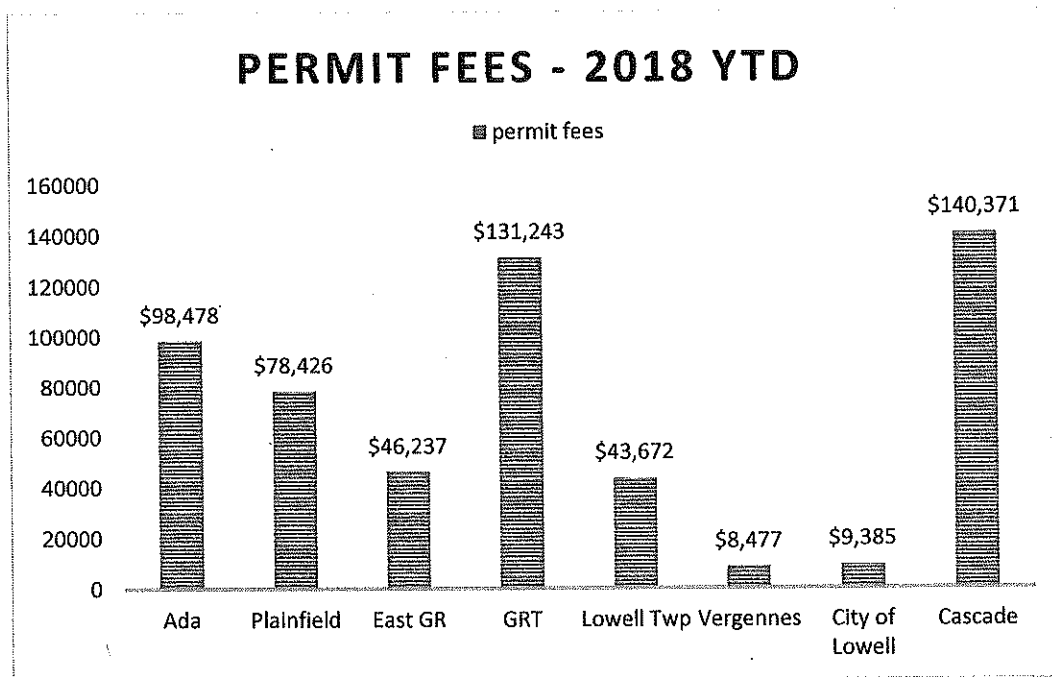
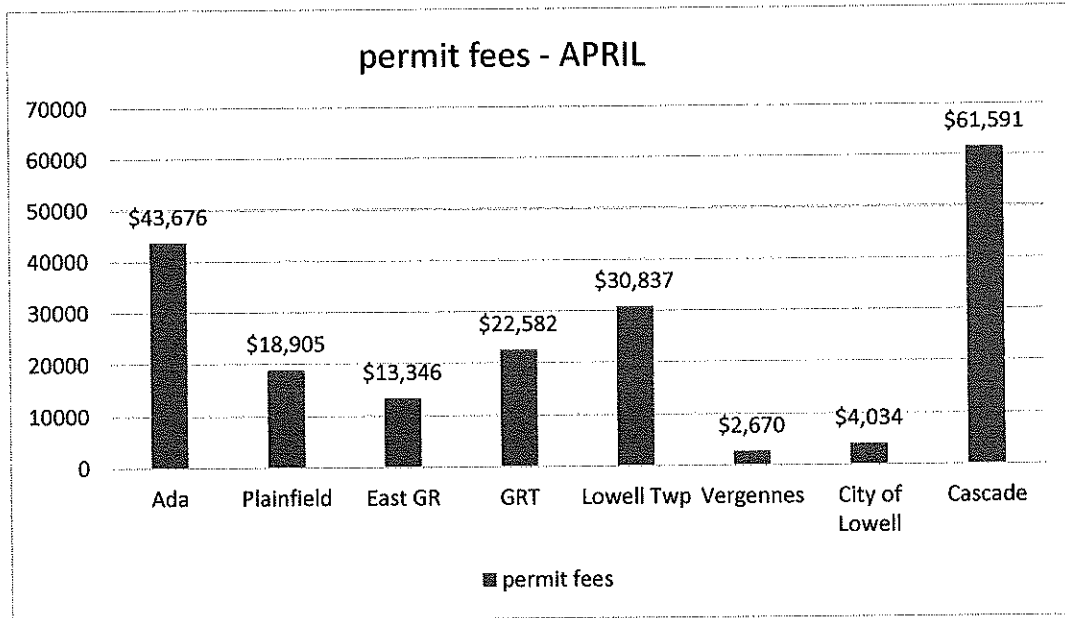
Cascade Inspection Services

APRIL 2018

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	295	\$137,986.00	487	\$77,010.00	748	\$93,317.30	348	\$50,334.00	1878	\$358,647.30
APRIL										
Cascade	50	\$40,624.00	25	\$5,866.00	47	\$12,075.00	21	\$3,026.00	143	\$61,591.00
Lowell Twp	19	\$26,273.00	6	\$1,110.00	15	\$2,340.00	6	\$1,114.00	46	\$30,837.00
Ada	61	\$28,974.00	30	\$6,531.00	31	\$4,405.00	25	\$3,766.00	147	\$43,676.00
Vergennes			7	\$793.00	6	\$900.00	4	\$977.00	17	\$2,670.00
GR Twp	23	\$8,947.00	18	\$3,829.00	45	\$5,523.00	26	\$4,283.00	112	\$22,582.00
EGR	21	\$5,313.00	22	\$2,498.00	37	\$3,415.00	19	\$2,120.00	99	\$13,346.00
Plainfield			49	\$6,666.00	61	\$6,930.00	38	\$5,309.00	148	\$18,905.00
City of Lowell	21	\$2,994.00	4	\$459.00	4	\$370.00	2	\$211.00	31	\$4,034.00
MONTH TOTAL	195	\$ 113,125.00	161	\$ 27,752.00	246	\$ 35,958.00	141	\$ 20,806.00	743	\$197,641.00

YTD 2018	490	\$ 251,111.00	648	\$ 104,762.00	994	\$ 129,275.30	489	\$ 71,140.00	2621	\$ 556,288.30
TOTAL-2017	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL-2016	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$1,414,495.24
TOTAL-2015	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL-2014	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL-2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$1,409,673.76
TOTAL-2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$1,065,999.29
TOTAL-2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$859,303.35
TOTAL-2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$756,490.25
TOTAL-2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$571,382.75
TOTAL-2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$951,266.55
TOTAL-2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$723,879.15
TOTAL-2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$940,523.41
TOTAL-2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$967,209.45

CASCADE CONSOLIDATED FEES

YEAR 2018

MONTH	Building	Building	Electrical	Mechanical	Plumbing	TOTAL
	Comm.	Residential				
JANUARY	\$400.00	\$2,583.00	\$12,791.00	\$6,745.00	\$2,498.00	\$25,017.00
FEBRUARY	\$1,755.00	\$7,545.00	\$4,264.00	\$6,710.05	\$2,830.00	\$23,104.05
MARCH	\$685.00	\$10,820.00	\$6,784.00	\$6,465.50	\$5,904.00	\$30,658.50
APRIL	\$18,291.00	\$22,333.00	\$5,866.00	\$12,075.00	\$3,026.00	\$61,591.00
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$21,131.00	\$43,281.00	\$29,705.00	\$31,995.55	\$14,258.00	\$140,370.55
PERMIT # FOR MONTH	7	43	26	47	21	143
PREV PERMIT TOTAL	21	64	95	156	84	420
PERMIT TOTAL FOR YR	28	107	120	203	105	563
YEAR TO DATE	2018	\$140,370.55				
YEAR TO DATE	2017	\$192,695.75				
UNDER	\$52,325.20					

CASCADE SINGLE FAMILY HOMES

Number of Permits	APRIL	YTD 2018	2017	2016	2015
New Residential Homes	13	23	57	56	62
VALUE - RESIDENTIAL	\$ 6,894,157.00	\$ 12,744,695.00	\$ 32,980,308.00	\$ 24,019,640.00	\$ 26,706,215.00

Cascade Twp -Permit Report by Category/ Fee

4/1/2018 12:00:0 to 4/30/2018 12:00:

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB18000092	SCHLABACH WAYNE	6341 BAINBROOK WAY	04/11/2018	946,439	2,536.00	TOWNHOUSES - BAYBERRY CHA
PB18000093	SCHLABACH WAYNE	6302 BAINBROOK WAY	04/10/2018	1,404,555	3,910.00	TOWNHOUSES - - BAYBERRY CH
PB18000094	SCHLABACH WAYNE	6336 BAINBROOK WAY	04/11/2018	1,404,555	3,910.00	TOWNHOUSES - BAYBERRY CHA
PB18000311	VENEKLASSEN A J	3031 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000312	VENEKLASSEN A J	3033 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000313	VENEKLASSEN A J	3035 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000314	VENEKLASSEN A J	3040 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000315	VENEKLASSEN A J	3042 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000316	VENEKLASSEN A J	3044 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000317	VENEKLASSEN A J	3053 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000318	VENEKLASSEN A J	3055 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000319	VENEKLASSEN A J	3057 WEST BLUFFS DRIVE	04/11/2018	251,512	699.00	TOWNHOUSE W/FINISHED BASEN
PB18000500	BYKER GARY BUILD	3115 THORNCREST DR SE	04/24/2018	875,000	1,173.00	RESIDENCE W/FINISHED BASEME
				6,894,157	17,820.00	

13	Permits	Value Total	6,894,157	Fee Total	17,820.00
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TREASURER'S DEPARTMENT

CASCADE CHARTER TOWNSHIP

TAX ACCOUNTS

NOVEMBER 2017

BANK BALANCES

BANK	AMOUNT
<u>CHEMICAL BANK</u>	
TAX CHECKING	\$47,338.69
<u>CHEMICAL BANK</u>	
DELINQUENT TAX	\$638.82
<u>CHEMICAL BANK</u>	
TAX WIRE ACCT	\$18.01
GRAND TOTAL	<u><u>\$47,995.52</u></u>

TOWNSHIP BALANCES

REGISTER	AMOUNT
<u>CHEMICAL BANK</u>	
TAX CHECKING	\$47,338.69
<u>CHEMICAL BANK</u>	
DELINQUENT TAX	\$638.82
<u>CHEMICAL BANK</u>	
TAX WIRE ACCT	\$18.01
GRAND TOTAL	<u><u>\$47,995.52</u></u>

Oxana

2/14/2018

Submitted by
OXANA SOURINE
DEPUTY TREASURER

Date

Kenneth B. Peirce

2/14/2018

Reviewed by
KENNETH B. PEIRCE
TREASURER

CASCADE CHARTER TOWNSHIP
 TREASURER'S OFFICE REPORT
 November 2017

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS		
		\$	%	\$	%	DATE	\$	%	DATE	\$	%	
101 GENERAL FUND	CHEMICAL	860,599.36	0.05									
	KENT CTY POOL	3,605,086.87	1.10									
	INDEPENDENT			312,389.49	1.20	9/27/2019						
	MERCANTILE			510,599.72	0.90	7/20/2018						
	FLAGSTAR			261,087.90	1.00	5/22/2018						
	HUNTINGTON				0.91	9/13/2017						
	COMERICA BANK			528,848.86	1.61	9/23/2019						
	HORIZON BANK			500,000.00	1.25	3/9/2019						
	GRAND RIVER			500,000.00	1.55	6/19/2019						
	CONSUMERS CU			255,959.76	0.80	7/8/2019						
	MACATAWA			256,761.60	1.20	11/21/2018						
	FLAGSTAR			505,780.89	1.00	9/12/2018						
	PRIVATE BANK/CIBC			500,000.00	1.50	3/15/2020						
	COMERICA SECUR./JPM						500,000.00	1.10	8/16/2018			
COMERICA SECUR./CP						988,975.00	1.50	6/25/2018				
TOTAL GENERAL FUND		4,365,686.23	0.89	4,131,428.22	1.24				1,488,975.00	1.37	9,986,089.45	1.11
151 CEMETERY	LMCU	102,380.23	0.50								102,380.23	0.50
206 FIRE FUND	CHEMICAL	158,207.52	0.05									
	LMCU	464,004.32	0.50									
	LEVEL ONE			262,828.10	1.30	11/21/2018						
	COM CHOICE CU			252,902.29	1.40	2/16/2019						
	FNBA			531,427.61	1.60	7/24/2018						
	HUNTINGTON				0.55	11/17/2017						
	MACATAWA			300,000.00	1.38	7/26/2018						
	ADVENTURE CU			255,693.63	1.50	3/23/2020						
	COMERICA SECUR./FHLMC						500,000.00	1.50	3/13/2019			
TOTAL FIRE FUND		622,211.84	0.39	1,602,851.63	1.43				500,000.00	1.50	2,725,063.47	1.20
207 POLICE FUND	FLAGSTAR	162,931.25	0.60									
	NORTHPOINTE BANK			257,568.39	1.30	10/8/2018						
	PRIVATE BANK			759,534.49	1.85	9/25/2019						
	FIRST COMMUNITY BANK			250,000.00	1.00	3/13/2020						
TOTAL POLICE FUND		162,931.25	0.60	1,267,100.88	1.57						1,430,032.13	1.46
208 HAZMAT FUND	LMCU	34,343.09	0.35								34,343.09	0.35
209 OPEN SPACE	CHEMICAL	140,483.78	0.05									
	LMCU (HOMEYER)	356,261.13	0.50									
	CWCW			200,000.00	0.90	10/15/2018						
TOTAL OPEN SPACE		496,744.91	0.37	200,000.00	0.90						696,744.91	0.52
211 DAM REPAIR	LMCU	284,768.01	0.50									
	LMCU			322,164.57	1.40	9/10/2018						
TOTAL DAM REPAIR		284,768.01	0.50	322,164.57	1.40						606,932.58	0.98
216 PATHWAY FUND	MACATAWA	98,763.98	0.25									
	PRIVATE BANK/CIBC			503,000.00	2.05	10/17/2020						
	ADVENTURE CU			524,327.53	1.10	10/8/2018						
TOTAL PATHWAY FUND		98,763.98	0.25	1,027,327.53	1.57						1,126,091.51	1.45
246 PUBLIC UTILITY IRF	CHEMICAL BANK	273,484.76	0.05									
	LMCU	416,010.06	0.50									
	CHEMICAL BANK			500,000.00	0.95	6/29/2018						
TOTAL PUBLIC UTILITY		689,494.82	0.32	500,000.00	0.95						1,189,494.82	0.59
248 DDA FUND	LMCU	366,259.32	0.50									
	CHEMICAL BANK	252,802.87	0.20									
	ADVENTURE CU			204,555.90	1.50	2/24/2020						
TOTAL DDA FUND		619,062.19	0.38	204,555.90	1.50						823,618.09	0.66
249 BLDG. INSPECTION	CHEMICAL BANK	209,822.48	0.05									
	CHEMICAL BANK R.	38,181.25										
	CONSUMERS CU			305,310.87	1.00	3/10/2020						
	CHEMICAL BANK			500,000.00	1.55	10/28/2019						
	CHEMICAL BANK			300,000.00	1.75	4/30/2019						
	FNB OF AMERICA			301,649.26	1.80	10/19/2020						
	FNB OF AMERICA			100,879.52	1.40	12/18/2017						
	FNB OF AMERICA			208,934.50	1.60	9/18/2019						
	FNB OF MI			511,395.83	1.15	10/11/2018						
	FIRST COMMUNITY B			250,000.00	1.00	5/27/2018						
	INDEPENDENT BANK			310,211.97	1.40	6/16/2019						
	CHEMICAL BANK											
	TOTAL BLDG. INSPECT.		248,003.73	0.04	2,788,381.95	1.40						3,036,385.68
270 LIBRARY FUND	UNITED BANK	401,667.85	0.40									
	LMCU			860,306.43	1.40	9/21/2018						
	WMCB			254,471.21	0.85	6/1/2018						
	NORTHPOINTE BANK			533,905.65	1.30	4/7/2018						
TOTAL LIBRARY FUND		401,667.85	0.40	1,648,683.29	1.28						2,050,351.14	1.11
701 T & A	CHEMICAL BANK	154,527.84	0.05								154,527.84	0.05
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	2.00	3/21/2022					12,400.00	2.00
701 JACK SMITH INV.	CHEMICAL BANK	22,835.55	0.05								22,835.55	0.05
701 HENRY KRAMER	CHEMICAL BANK	15,188.45	0.05								15,188.45	0.05
TOTAL		8,318,609.97	0.63	13,704,893.97	1.35				1,988,975.00	1.40	24,012,478.94	1.10

Oxana Sourine
 Submitted by
 Oxana Sourine
 Deputy Treasurer

4/25/18
 Date

Ken Peirce
 Reviewed by
 Ken Peirce
 Treasurer

4/25/18
 Date



April 26, 2018

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

RE: Important Information—Channel Lineup Changes

Dear Mr. Swayze:

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

Comcast will launch up to 42 international channels and up to 31 international packages beginning around May 30, 2018. This launch will give customers access to more international content such as Bollywood movies, Brazilian telenovelas and Chinese news, to name a few.

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

When these new international channels and packages launch, we will have a dedicated landing page - xfinity.com/moreinternational, which will provide additional information once the international channel package launch occurs.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 616-575-0479.

Sincerely,

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



April 25, 2018

Cascade Township
2865 Thornhills Avenue SE
Grand Rapids, MI 49546

Dear Franchise Official,

Charter Communications ("Charter") is making changes to our channel lineup for customers in Cascade Township.

- Effective on or after May 29, 2018, *WZZM 2 - Weather* on channel 191 will no longer be available. The channel will be replaced with *WZZM 4 - Quest* on channel 175 in the Spectrum Basic line up.

As always, please feel free to contact me by phone at (616) 607-2377 if you have any questions on this matter.

Sincerely,

Marilyn Passmore

Marilyn Passmore
Director, State Government Affairs - Michigan
Charter Communications



April 27, 2018



T3 P1 381 *****AUTO**ALL FOR AADC 493

Cascade Township
2865 Thornhills Ave. SE
Grand Rapids, MI 49546-7195

Dear Franchise Official:

This letter is to inform you of changes to our channel line-up taking effect on or after May 28, 2018:

- Charter will launch a new channel, "Newsy," on channel 172 (HD). Newsy is a national news network that "strives to deliver more context, more solutions and greater understanding on the people and events that shape our world." Newsy will be available on Spectrum TV Silver/Digi Tier 1.
- Animal Planet found on Spectrum TV Silver/Digi Tier 1 will be available on Spectrum Select service. Moving this channel to Spectrum Select will provide customers with network availability without the need to subscribe to the Spectrum Silver/Digi Tier 1 service level going forward. The channel numbers will remain the same.

Charter Communications customers in your community are already receiving information regarding this new addition.

If you have any questions related to these changes, please contact me at (616) 607-2377.

Sincerely,

A handwritten signature in blue ink that reads "Marilyn Passmore".

Marilyn Passmore
Director, State Government Affairs
Charter Communications

FINANCIAL REPORTS
GENERAL / SPECIAL FUNDS
MARCH 2018
PRE-AUDIT

FUND NAME	FUND BALANCE	LIABILITIES LONG TERM DEBT	BOND FINAL PAYMENT	CALLABLE DATE	CURRENT INTEREST RATE
GENERAL FUND - 101 UNASSIGNED	\$10,080,812.46				
GENERAL FUND - 101 COMMITTED NONSPENDABLE	\$ 974,543.00				
	\$ 13,092.33				
GENERAL FUND BALANCE	\$11,068,447.79				
FIRE FUND - 206 RESTRICTED	\$3,077,229.66				
FIRE FND - COMMITTED NONSPENDABLE	\$ 858,000.00				
FIRE FUND BALANCE	\$3,935,229.66				
POLICE FUND - 207 RESTRICTED	\$1,732,248.99				
POLICE FUND - 207 COMMITTED	\$230,000.00				
POLICE FUND BALANCE	\$1,962,248.99				
HAZMAT FUND - 208 RESTRICTED	\$32,542.91				
CCT OPEN SPACE FUND - 209 RESTRICTED	\$588,873.88	2017 \$	3,090,536.57	2028	1.94
CCT OPEN SPACE FUND - 209 COMMITTED	\$116,000.00				
AUGUST HOMEYER - 209 COMMITTED	\$ 356,412.12 **				
CCT OPEN SPACE FUND BALANCE	\$1,061,286.00				
DAM MAJOR REPAIR FUND - 211 RESTRICTED	\$367,302.35				
DAM MAJOR REPAIR FUND - 211 COMMITTED	\$250,000.00				
DAM MAJOR REPAIR FUND BALANCE	\$617,302.35				
PATHWAYS FUND - 216 RESTRICTED	\$1,552,206.58				
PATHWAYS FUND - 216 COMMITTED	\$ 200,000.00				
PATHWAYS FUND BALANCE	\$1,752,206.58				
IMPROVEMENT REVOLVING FUND	\$1,203,388.35				
DDA FUND - 248 RESTRICTED	\$ 1,028,088.54	REF/2010	\$321,331.00	2020	3.25
BUILDING INSP FUND - 249 RESTRICTED	\$2,893,167.78				
BUILDING INSP FUND - 249 NONSPENDABLE	\$9,445.32				
BUILDING INSP FUND BALANCE	\$2,902,613.10				
LIBRARY FUND - 270 RESTRICTED	\$1,601,491.15				
LIBRARY FUND - 270 COMMITTED	\$ 595,000.00				
LIBRARY FUND BALANCE	\$2,196,491.15				
TOTAL ALL FUNDS	\$27,759,845.42	\$	3,411,867.57		
TRUST AND AGENCY FUNDS					
CEMETERY TRUST FUND - 151 UNSPENDABLE	\$100,042.76				
CEMETERY TRUST FUND - 151 (COMMITTED)	\$5,000.00				
TOTAL CEMETERY TRUST FUND	\$105,042.76				
TRUST & AGENCY FUND -701	216,658.56				
TAX FUND - 703	42,515.34				
TOTAL TRUST & AGENCY	\$364,216.66				

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

Printed 4/25/2018
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FOR DETAILS OF COMMITTED FUNDS SEE BALANCE SHEET OF EACH FUND
BOARD RESOLUTION 104-2012

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR		UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18	INCR (DECR)			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)			AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 101 - GENERAL FUND										
Revenues										
Dept 000										
101-000-401-401	GENERAL PROPERTY TAXES	1,252,151.64	1,295,100.00	1,295,100.00	1,270,966.25	8,974.15		24,133.75	0.00	98.14
101-000-401-405	STREETLIGHT	62,185.45	66,000.00	66,000.00	63,967.15	627.56		2,032.85	0.00	96.92
101-000-401-410	PERSONAL PROPERTY TAX	95,727.84	95,500.00	95,500.00	91,111.99	2,328.73		4,388.01	0.00	95.41
101-000-401-420	DELINQUENT TAXES	9,001.44	10,000.00	10,000.00	0.00	0.00		10,000.00	0.00	0.00
101-000-401-437	ABATEMENT TAXES	6,481.00	10,400.00	10,400.00	10,357.38	1,408.15		42.62	0.00	99.59
101-000-401-441	COMMUNITY STABILIZATION SHARE TAX	83,215.90	35,450.00	35,450.00	94,078.79	0.00		(58,628.79)	0.00	265.38
101-000-401-445	INTEREST & PENALTIES ON TAXES	10,267.42	11,000.00	11,000.00	9,276.32	7,420.44		1,723.68	0.00	84.33
101-000-401-447	TAX ADMINISTRATION FEES	606,384.35	560,000.00	560,000.00	130,993.28	2,264.55		429,006.72	0.00	23.39
101-000-450-460	CABLE / FIBER OPTIC	381,007.34	352,000.00	352,000.00	89,633.90	2,117.53		262,366.10	0.00	25.46
101-000-450-465	CABLE - PEG FEES	58,465.79	76,000.00	76,000.00	19,135.60	0.00		56,864.40	0.00	25.18
101-000-450-490	DOG LICENSES	73.60	150.00	150.00	0.00	0.00		150.00	0.00	0.00
101-000-450-498	OTHER PERMITS	560.00	750.00	750.00	70.00	40.00		680.00	0.00	9.33
101-000-451-000	LIQUOR LICENSE	23,928.30	23,000.00	23,000.00	0.00	0.00		23,000.00	0.00	0.00
101-000-539-010	DEQ-SAW GRANT 2017	42,770.25	72,843.00	72,843.00	5,485.50	0.00		67,357.50	0.00	7.53
101-000-539-576	STATE SHARED REV.-SALES TAX	1,227,787.00	1,447,269.00	1,447,269.00	242,243.00	242,018.00		1,205,026.00	0.00	16.74
101-000-539-581	PA 48 (METRO AUTHORITY) NOW STABI	15,565.41	15,400.00	15,400.00	500.00	0.00		14,900.00	0.00	3.25
101-000-600-608	PLANNING AND ZONING FEES	33,727.51	25,000.00	25,000.00	9,266.24	2,573.80		15,733.76	0.00	37.06
101-000-600-610	SUMMER TAX COLLECTION FEE	26,012.00	26,000.00	26,000.00	0.00	0.00		26,000.00	0.00	0.00
101-000-600-611	SEWER & WATER IMPLEMENTATION	36,567.95	21,000.00	21,000.00	0.00	0.00		21,000.00	0.00	0.00
101-000-600-614	PA 198 TAX APPLICATION FEE	2,776.43	2,000.00	2,000.00	0.00	0.00		2,000.00	0.00	0.00
101-000-600-626	PASSPORT APPLICATION FEE	22,275.00	20,000.00	20,000.00	8,625.00	2,700.00		11,375.00	0.00	43.13
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	21,545.00	15,800.00	15,800.00	6,400.00	1,650.00		9,400.00	0.00	40.51
101-000-600-644	NSF FEES	0.00	100.00	100.00	0.00	0.00		100.00	0.00	0.00
101-000-600-647	YARD WASTE TAG FEE	1,382.00	2,000.00	2,000.00	10.00	10.00		1,990.00	0.00	0.50
101-000-600-648	SALE OF PRINTED MATERIAL	103.00	100.00	100.00	2.00	0.00		98.00	0.00	2.00
101-000-665-000	INTEREST ON INVESTMENTS	62,133.39	73,000.00	73,000.00	6,948.19	6,948.19		66,051.81	0.00	9.52
101-000-665-001	INTEREST TIMMONS FUND	235.42	250.00	250.00	42.12	42.12		207.88	0.00	16.85
101-000-665-002	DAM LEASE PAYMENTS	68,667.47	68,000.00	68,000.00	17,310.51	0.00		50,689.49	0.00	25.46
101-000-665-003	RENTAL OF FACILITIES	1,670.00	1,200.00	1,200.00	2,510.00	1,040.00		(1,310.00)	0.00	209.17
101-000-665-004	CELLULAR TOWERS	147,028.49	101,850.00	101,850.00	41,943.85	12,229.41		59,906.15	0.00	41.18
101-000-665-031	INTEREST ON INVESTMENT- WELLS FAR	3,316.38	11,050.00	11,050.00	0.00	0.00		11,050.00	0.00	0.00
101-000-665-210	INT ON INVEST-GF COAMERICA 983 QRT	5,924.66	4,150.00	4,150.00	0.00	0.00		4,150.00	0.00	0.00
101-000-671-653	PARK INCOME	7,675.00	7,000.00	7,000.00	110.00	0.00		6,890.00	0.00	1.57
101-000-671-671	MISCELLANEOUS INCOME	21,321.15	4,000.00	4,000.00	6,787.64	118.65		(2,787.64)	0.00	169.69
101-000-671-680	MISC INCOME - TRANSIT TICKETS	1,341.00	1,500.00	1,500.00	150.00	0.00		1,350.00	0.00	10.00
101-000-671-683	REIMBURSEMENTS/REFUNDS	15.36	1,000.00	1,000.00	2,171.75	2,171.75		(1,171.75)	0.00	217.18
101-000-673-000	SALE OF ASSETS	50.00	500.00	500.00	0.00	0.00		500.00	0.00	0.00
101-000-674-000	4TH OF JULY SPONSORS	13,550.00	15,000.00	15,000.00	8,750.00	4,700.00		6,250.00	0.00	58.33
101-000-674-200	HALLOWEEN SPONSORS	1,730.00	2,000.00	2,000.00	0.00	0.00		2,000.00	0.00	0.00
101-000-676-000	ELECTION REIMBURSEMENT	13,615.58	15,000.00	15,000.00	0.00	0.00		15,000.00	0.00	0.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTI	93,357.90	95,000.00	95,000.00	13,016.16	4,620.81		81,983.84	0.00	13.70
101-000-679-200	INTERFUND REIMBURSEMENT/LIBRARY	16,336.00	16,336.00	16,336.00	0.00	0.00		16,336.00	0.00	0.00
101-000-699-100	TRANSFER FROM	0.00	31,499.00	31,499.00	0.00	0.00		31,499.00	0.00	0.00
101-000-699-248	TRF FROM DDA	94,340.00	98,077.00	98,077.00	0.00	0.00		98,077.00	0.00	0.00
Total Dept 000		4,572,269.42	4,729,274.00	4,729,274.00	2,151,862.62	306,003.84		2,577,411.38	0.00	45.50
TOTAL REVENUES										
		4,572,269.42	4,729,274.00	4,729,274.00	2,151,862.62	306,003.84		2,577,411.38	0.00	45.50
Expenditures										
Dept 101 - TOWNSHIP BOARD										
101-101-703-000	TRUSTEE SALARIES	23,842.56	36,000.00	36,000.00	9,000.00	3,000.00		27,000.00	0.00	25.00
101-101-723-000	TOWNSHIP DUES	16,331.57	16,900.00	16,900.00	578.00	230.00		16,322.00	0.00	3.42
101-101-724-000	EDUCATION	0.00	1,700.00	1,700.00	0.00	0.00		1,700.00	0.00	0.00
101-101-860-000	TRUSTEE MILEAGE	0.00	250.00	250.00	0.00	0.00		250.00	0.00	0.00
101-101-862-500	TRUSTEE EXPENSE ACCOUNT	18.07	500.00	500.00	0.00	0.00		500.00	0.00	0.00
101-101-924-100	TRUSTEE CELL PHONES	705.43	900.00	900.00	214.67	86.41		685.33	0.00	23.85
101-101-981-000	TRUSTEE SMALL EQUIP AND FURNITURE	0.00	1,500.00	1,500.00	0.00	0.00		1,500.00	0.00	0.00
Total Dept 101 - TOWNSHIP BOARD		40,897.63	57,750.00	57,750.00	9,792.67	3,316.41		47,957.33	0.00	16.96
Dept 171 - SUPERVISOR/MANAGER										
101-171-703-000	SUPERVISOR SALARY	15,000.00	20,000.00	20,000.00	5,000.01	1,666.67		14,999.99	0.00	25.00
101-171-706-000	MANAGERS SALARY	108,595.26	114,500.00	114,500.00	26,423.10	8,807.70		88,076.90	0.00	23.08
101-171-723-000	SUP/MGR MEMBERSHIPS AND DUES	1,557.43	2,085.00	2,085.00	200.00	0.00		1,885.00	0.00	9.59
101-171-724-000	EDUCATION	3,333.08	4,600.00	4,600.00	782.46	56.14		3,817.54	0.00	17.01
101-171-725-100	TUITION REIMBURSEMENT	0.00	2,500.00	2,500.00	0.00	0.00		2,500.00	0.00	0.00
101-171-860-000	SUP/MGR/DEPT MILEAGE	3,544.24	3,600.00	3,600.00	429.31	236.54		3,170.69	0.00	11.93
101-171-862-500	SUPERVISOR EXPENSE ACCOUNT	188.91	500.00	500.00	0.00	0.00		500.00	0.00	0.00
101-171-862-550	MANAGER EXPENSE ACCOUNT	274.06	650.00	650.00	20.43	20.43		629.57	0.00	3.14
101-171-901-000	MANAGER PUBLICATIONS	124.00	500.00	500.00	0.00	0.00		500.00	0.00	0.00
101-171-925-000	MANAGER CELL PHONE	1,940.45	1,800.00	1,800.00	325.17	147.80		1,474.83	0.00	18.07
101-171-967-000	SPECIAL PROJECTS	0.00	15,000.00	15,000.00	0.00	0.00		15,000.00	0.00	0.00

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04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR		UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18	UNENCUMBERED			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED	
101-171-981-000	SMALL EQUIPMENT/FURNITURE	14.99	1,000.00	1,000.00	110.55	110.55	889.45	0.00	11.06	
Total Dept 171 - SUPERVISOR/MANAGER		134,572.42	166,735.00	166,735.00	33,291.03	11,045.83	133,443.97	0.00	19.97	
Dept 215 - CLERK										
101-215-703-000	CLERK SALARY	11,701.20	16,000.00	16,000.00	3,999.99	1,333.33	12,000.01	0.00	25.00	
101-215-704-000	DEPUTY CLERK	6,733.00	6,962.00	6,962.00	0.00	0.00	6,962.00	0.00	0.00	
101-215-704-050	HR DIRECTOR	60,639.58	62,656.00	62,656.00	16,065.66	5,355.22	46,590.34	0.00	25.64	
101-215-704-100	ADDITIONAL HELP/OVERTIME	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	
101-215-723-000	CLERK MEMBERSHIPS AND DUES	509.00	550.00	550.00	30.00	0.00	520.00	0.00	5.45	
101-215-724-000	EDUCATION	843.56	3,000.00	3,000.00	721.54	121.54	2,278.46	0.00	24.05	
101-215-860-000	CLERK MILEAGE	560.10	1,000.00	1,000.00	72.59	60.60	927.41	0.00	7.26	
101-215-862-500	CLERK'S EXPENSE ACCOUNT	0.00	300.00	300.00	0.00	0.00	300.00	0.00	0.00	
101-215-925-000	CLERK CELL PHONE	702.77	1,400.00	1,400.00	248.71	134.57	1,151.29	0.00	17.77	
101-215-981-000	SMALL EQUIPMENT/FURNITURE	0.00	2,300.00	2,300.00	2,754.54	2,754.54	(454.54)	0.00	119.76	
Total Dept 215 - CLERK		81,689.21	95,168.00	95,168.00	23,893.03	9,759.80	71,274.97	0.00	25.11	
Dept 253 - TREASURER										
101-253-703-000	TREASURER SALARY	11,701.20	16,000.00	16,000.00	3,999.99	1,333.33	12,000.01	0.00	25.00	
101-253-707-000	DEPUTY TREASURER	53,289.20	55,583.00	55,583.00	14,251.20	4,750.40	41,331.80	0.00	25.64	
101-253-707-050	ACCOUNT CLERK I	5,916.00	6,176.00	6,176.00	0.00	0.00	6,176.00	0.00	0.00	
101-253-707-060	ACCOUNT CLERK II	47,954.40	49,553.00	49,553.00	11,433.61	3,811.20	38,119.39	0.00	23.07	
101-253-707-100	ADDITIONAL HELP/OVERTIME	1,257.00	2,500.00	2,500.00	642.00	0.00	1,858.00	0.00	25.68	
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	585.00	600.00	600.00	100.00	50.00	500.00	0.00	16.67	
101-253-724-000	EDUCATION	755.15	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	
101-253-860-000	TREASURER MILEAGE	185.67	500.00	500.00	56.14	56.14	443.86	0.00	11.23	
101-253-862-500	TREASURER'S EXPENSE ACCOUNT	0.00	200.00	200.00	0.00	0.00	200.00	0.00	0.00	
101-253-924-100	TREASURER'S CELL PHONES	176.33	300.00	300.00	49.34	17.28	250.66	0.00	16.45	
101-253-939-000	TREASURER SERVICE CONTRACTS	2,575.95	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	
101-253-981-000	SMALL EQUIPMENT/FURNITURE	2,403.16	3,300.00	3,300.00	2,160.76	2,160.76	1,139.24	0.00	65.48	
Total Dept 253 - TREASURER		126,799.06	139,712.00	139,712.00	32,693.04	12,179.11	107,018.96	0.00	23.40	
Dept 257 - ASSESSING										
101-257-703-000	ASSESSOR	87,249.30	90,157.00	90,157.00	20,805.42	6,935.14	69,351.58	0.00	23.08	
101-257-706-000	ASSESSING BOARD OF REVIEW EXPENSE	2,285.43	3,370.00	3,370.00	1,320.00	1,320.00	2,050.00	0.00	39.17	
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	65,048.75	67,535.00	67,535.00	15,585.00	5,195.00	51,950.00	0.00	23.08	
101-257-708-500	RESIDENTIAL APPRAISER	47,702.07	49,526.00	49,526.00	11,428.92	3,809.64	38,097.08	0.00	23.08	
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	1,509.00	1,945.00	1,945.00	0.00	0.00	1,945.00	0.00	0.00	
101-257-724-000	EDUCATION	3,944.07	8,525.00	8,525.00	1,298.71	488.76	6,976.29	250.00	18.17	
101-257-727-000	ASSESSING OFFICE SUPPLIES	304.49	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00	0.00	
101-257-860-000	ASSESSING MILEAGE	1,875.26	2,900.00	2,900.00	170.47	58.74	2,729.53	0.00	5.88	
101-257-862-500	ASSESSING EXPENSE ACCOUNT	19.26	100.00	100.00	0.00	0.00	100.00	0.00	0.00	
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	1,902.45	5,200.00	5,200.00	0.00	0.00	5,200.00	0.00	0.00	
101-257-924-100	CELL PHONES/DATA	176.33	300.00	300.00	49.34	17.28	250.66	0.00	16.45	
101-257-939-000	ASSESSING SERVICE CONTRACTS	3,292.20	3,525.00	3,525.00	1,994.00	0.00	2,100.20	(569.20)	40.42	
101-257-981-000	ASSESSING SMALL EQUIP AND FURNITURE	1,227.27	700.00	700.00	0.00	0.00	700.00	0.00	0.00	
Total Dept 257 - ASSESSING		216,535.88	235,583.00	235,583.00	52,651.86	17,824.56	183,250.34	(319.20)	22.21	
Dept 262 - ELECTIONS										
101-262-703-000	ELECTION SALARIES/PT HELP	5,610.00	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00	0.00	
101-262-703-100	WAGES & SALARIES- EK	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	
101-262-756-000	ELECTION SUPPLIES	544.34	1,500.00	1,500.00	1,343.80	0.00	(4,707.80)	4,864.00	413.85	
101-262-788-000	ELECTION MISC EXPENSES	1,629.63	2,500.00	2,500.00	225.98	135.98	2,274.02	0.00	9.04	
101-262-932-000	MAINT/OFFICE EQUIP & COMPUTER REI	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00	
Total Dept 262 - ELECTIONS		7,783.97	39,000.00	39,000.00	1,569.78	135.98	32,566.22	4,864.00	16.50	
Dept 265 - BUILDING AND GROUNDS										
101-265-707-000	BLDG & GROUNDS SUPERVISOR	46,913.60	50,589.00	50,589.00	11,673.60	3,891.20	38,915.40	0.00	23.08	
101-265-707-100	BLDG & GROUNDS ADDITIONAL HELP	47,916.25	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00	0.00	
101-265-707-200	BLDG & GROUNDS LABORER I	33,693.21	40,000.00	40,000.00	8,232.00	2,744.00	31,768.00	0.00	20.58	
101-265-707-250	BLDG & GROUNDS LABORER I	35,324.00	35,674.00	35,674.00	9,040.73	3,135.87	26,633.27	0.00	25.34	
101-265-707-300	BLDG & GROUNDS LABORER I	33,706.00	36,347.00	36,347.00	9,411.25	2,795.20	26,935.75	0.00	25.89	
101-265-707-400	BLDG & GROUNDS LABORER I	33,851.45	35,674.00	35,674.00	8,249.16	2,744.00	27,424.84	0.00	23.12	
101-265-709-000	WAGES/SALARIES OVERTIME	7,085.31	10,000.00	10,000.00	1,958.54	965.91	8,041.46	0.00	19.59	
101-265-724-000	EDUCATION	715.00	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00	0.00	
101-265-768-000	BLDG & GROUNDS UNIFORMS	1,623.93	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00	0.00	
101-265-802-200	JANITORIAL CONTRACT	5,544.00	8,300.00	8,300.00	924.00	462.00	3,680.00	3,696.00	55.66	
101-265-863-000	BLDG & GRDS VEHICLE MAINTENANCE	24,327.58	35,000.00	35,000.00	10,521.13	5,342.35	23,027.73	1,451.14	34.21	
101-265-864-000	BLDG & GRDS VEHICLE FUEL	12,561.24	18,000.00	18,000.00	1,441.88	0.00	16,023.17	534.95	10.98	
101-265-921-000	COMPLEX ELECTRICITY	27,564.89	30,000.00	30,000.00	4,895.21	2,045.87	25,104.79	0.00	16.32	
101-265-923-000	COMPLEX HEATING	5,520.24	12,000.00	12,000.00	3,603.16	1,672.31	8,396.84	0.00	30.03	
101-265-924-000	COMPLEX PHONES	7,503.16	8,000.00	8,000.00	1,369.26	996.93	6,630.74	0.00	17.12	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	1,951.66	2,400.00	2,400.00	843.68	414.45	1,556.32	0.00	35.15	
101-265-927-000	COMPLEX WATER-SEWER	7,468.32	7,500.00	7,500.00	824.89	61.34	6,675.11	0.00	11.00	
101-265-931-000	COMPLEX MAINTENANCE	31,798.21	60,000.00	60,000.00	6,927.60	2,246.72	42,251.94	10,820.46	29.58	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	10,645.00	12,250.00	12,250.00	2,410.00	2,410.00	8,340.00	1,500.00	31.92	
101-265-939-000	SERVICE CONTRACTS	110.00	800.00	800.00	0.00	0.00	800.00	0.00	0.00	

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR		UNENCUMBERED AVAIL BALANCE	ENCUMBERED YEAR-TO-DATE	% BGD USED
		12/31/2017 NORM (ABNORM)	ORIGINAL BUDGET	2018 AMENDED BUDGET	03/31/2018 NORM (ABNORM)	MONTH 03/31/18 INCR (DECR)				
101-265-961-000	MUSEUM MAINTENANCE	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-981-000	SMALL EQUIPMENT/FURNITURE	2,566.00	2,800.00	2,800.00	1,012.37	1,012.37	1,787.63	0.00	36.16	
Total Dept 265 - BUILDING AND GROUNDS		378,409.05	469,784.00	469,784.00	83,338.46	32,940.52	368,442.99	18,002.55	21.57	
Dept 276 - CEMETERY										
101-276-820-000	BACKHOE SERVICES	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
101-276-821-000	ENGINEERING COSTS	15,509.87	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00
101-276-921-000	CEMETERY ELECTRICITY	841.29	1,000.00	1,000.00	229.92	110.09	770.08	0.00	22.99	
101-276-931-000	MAINT & REPAIR/IMPROVEMENTS	9,880.22	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00
101-276-932-000	CEMETERY MAINT	3,919.75	4,000.00	4,000.00	3,017.88	712.56	982.12	0.00	75.45	
Total Dept 276 - CEMETERY		30,151.13	35,000.00	35,000.00	3,247.80	822.65	31,752.20	0.00	9.28	
Dept 295 - ADMINISTRATIVE										
101-295-704-000	SR ACCOUNTANT	63,275.27	65,103.00	65,103.00	15,024.00	5,008.00	50,079.00	0.00	23.08	
101-295-704-050	FRONT DESK CLERK (FT)	8,706.25	13,892.00	13,892.00	0.00	0.00	13,892.00	0.00	0.00	
101-295-707-000	FRONT DESK CLERK (PT)	30,349.98	23,438.00	23,438.00	8,777.89	3,054.94	14,660.11	0.00	37.45	
101-295-708-000	ADMIN ADDITIONAL HELP	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
101-295-709-000	WAGES/SALARIES OVERTIME	2,157.56	2,000.00	2,000.00	187.80	187.80	1,812.20	0.00	9.39	
101-295-723-000	MEMBERSHIP AND DUES	365.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
101-295-724-000	EDUCATION	2,183.42	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00
101-295-725-100	TUITION REIMBURSEMENT	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
101-295-726-000	EMPLOYEE TRAINING	683.06	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00
101-295-727-000	OFFICE SUPPLIES	8,688.54	10,000.00	10,000.00	3,978.60	1,883.29	1,629.97	4,391.43	83.70	
101-295-730-000	POSTAGE	12,034.16	19,000.00	19,000.00	2,869.56	2,869.56	10,838.44	5,292.00	42.96	
101-295-787-000	OTHER EXPENSES	8,338.95	10,700.00	10,700.00	2,616.80	377.74	6,141.20	1,942.00	42.61	
101-295-787-300	OTHER EXP - POSITIVE PAY FEE	0.00	250.00	250.00	0.00	0.00	250.00	0.00	0.00	0.00
101-295-807-000	AUDIT FEES & SERVICES	14,560.00	14,800.00	14,800.00	5,600.00	5,600.00	0.00	9,200.00	100.00	
101-295-810-000	INSURANCE/CONTRACT SVCS	16,065.10	16,860.00	16,860.00	15,225.00	0.00	1,635.00	0.00	90.30	
101-295-814-000	TAX/ASSESSING ADMIN COSTS	18,958.54	22,000.00	22,000.00	1,869.50	1,869.50	20,130.50	0.00	8.50	
101-295-815-000	COMPUTER COSTS-ISP	2,743.75	3,500.00	3,500.00	1,011.50	263.00	(161.50)	2,650.00	104.61	
101-295-815-100	COMPUTER COSTS-WEB SITE	3,983.00	5,850.00	5,850.00	0.00	0.00	5,850.00	0.00	0.00	0.00
101-295-816-000	INSECT/WEED CONTROL	36,247.05	36,000.00	36,000.00	2,696.89	2,696.89	33,303.11	0.00	7.49	
101-295-821-000	ENGINEERING COSTS	30,263.10	35,000.00	35,000.00	4,873.41	1,179.50	30,126.59	0.00	13.92	
101-295-826-000	LEGAL FEES	81,460.25	35,000.00	35,000.00	6,549.00	4,525.00	28,451.00	0.00	18.71	
101-295-860-000	ADMINISTRATIVE MILEAGE	0.00	500.00	500.00	7.09	0.00	492.91	0.00	1.42	
101-295-881-000	FOURTH OF JULY	49,942.48	50,000.00	50,000.00	21,187.50	0.00	28,812.50	0.00	42.38	
101-295-881-200	HALLOWEEN	1,286.58	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00
101-295-881-300	KDL MUSIC PROGRAMING	3,500.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00
101-295-882-000	SENIOR CITIZENS	1,615.00	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00
101-295-885-000	NEWSLETTER	23,458.83	20,000.00	20,000.00	3,374.51	3,374.51	1,148.44	15,477.05	94.26	
101-295-900-000	PRINTING/PUBLISHING	5,992.80	7,500.00	7,500.00	178.00	178.00	7,322.00	0.00	2.37	
101-295-901-000	PUBLICATIONS	375.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-924-100	CELL PHONES/DATA	176.33	600.00	600.00	49.34	17.28	550.66	0.00	8.22	
101-295-939-000	SERVICE CONTRACTS	16,831.58	14,200.00	14,200.00	3,682.80	2,365.61	10,517.20	0.00	25.94	
101-295-941-000	POSTAGE MACHINE LEASE	2,038.17	2,700.00	2,700.00	688.17	688.17	(52.68)	2,064.51	101.95	
101-295-950-000	PROPERTY TAX REFUNDS	538.80	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00	100.00	
101-295-952-000	REGIS	38,231.16	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00	0.00
101-295-952-100	KENT COUNTY AERIAL PHOTO	10,200.41	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00
101-295-954-000	NPDES PHASE II	2,855.00	2,900.00	2,900.00	0.00	0.00	2,900.00	0.00	0.00	0.00
101-295-955-000	COMMUNITY MEDIA CENTER	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00	
101-295-956-000	RIGHT PLACE PROGRAM CONTRIBUTION	7,500.00	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	100.00	
101-295-957-000	GENERAL FUND PHYSICAL EXAMS	202.74	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
101-295-967-000	SPECIAL PROJECTS	38,372.53	70,000.00	70,000.00	9,603.68	9,557.10	60,396.32	0.00	13.72	
101-295-981-000	SMALL EQUIPMENT/FURNITURE	1,171.19	2,500.00	2,500.00	3,237.04	3,237.04	(737.04)	0.00	129.48	
Total Dept 295 - ADMINISTRATIVE		585,351.83	600,093.00	600,093.00	160,788.08	48,932.93	998,287.93	41,016.99	33.63	
Dept 445 - DRAIN										
101-445-816-000	DRAIN MAINTENANCE	24,832.90	37,000.00	37,000.00	0.00	0.00	37,000.00	0.00	0.00	0.00
101-445-818-000	STORM WATER GRANT MATCH/KCDC	4,756.25	7,476.00	7,476.00	609.50	0.00	6,866.50	0.00	8.15	
101-445-818-010	STORM WATER/SAW GRANT CONTR SEF	42,806.25	77,021.00	77,021.00	5,485.50	0.00	71,535.50	0.00	7.12	
101-445-821-000	DRAIN ENGINEERING	17,138.75	15,000.00	15,000.00	198.00	0.00	14,802.00	0.00	1.32	
101-445-822-000	ILLCIT DISCHARGE PLAN	500.00	500.00	500.00	500.00	0.00	(500.00)	500.00	200.00	
101-445-823-000	LGROW MEMBERSHIP DUES	400.00	400.00	400.00	0.00	0.00	400.00	0.00	0.00	0.00
Total Dept 445 - DRAIN		90,434.15	137,397.00	137,397.00	6,793.00	0.00	130,104.00	500.00	5.31	
Dept 446 - ROADS										
101-446-818-000	DUST CONTROL LAYER	2,082.85	3,300.00	3,300.00	0.00	0.00	3,300.00	0.00	0.00	0.00
101-446-819-000	ROAD REPAIR	217,881.53	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
101-446-821-000	ROAD OVERLAYS	36,127.92	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00
101-446-821-500	ROAD ENGINEERING STUDIES	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00
Total Dept 446 - ROADS		256,092.30	407,300.00	407,300.00	0.00	0.00	407,300.00	0.00	0.00	0.00
Dept 447 - YARD WASTE REMOVAL										
101-447-787-000	YARD WASTE OTHER EXPENSES	733.46	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00
101-447-818-000	CONTRACTED SERVICES	34,525.50	34,000.00	34,000.00	0.00	0.00	34,000.00	0.00	0.00	0.00

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2017 NORM (ABNORM)	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 03/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	UNENCUMBERED AVAIL BALANCE	ENCUMBERED YEAR-TO-DATE	% BDGT USED
101-447-820-000	SPRING/FALL CLEAN-UP	22,236.99	27,000.00	27,000.00	0.00	0.00	27,000.00	0.00	0.00
Total Dept 447 - YARD WASTE REMOVAL		57,495.95	62,200.00	62,200.00	0.00	0.00	62,200.00	0.00	0.00
Dept 448 - STREET LIGHTS									
101-448-926-000	STREETLIGHTING	112,115.39	110,000.00	110,000.00	19,601.22	9,839.79	90,398.78	0.00	17.82
101-448-927-100	TRAFFIC SIGNALS	466.68	3,000.00	3,000.00	21.83	11.34	2,978.17	0.00	0.73
Total Dept 448 - STREET LIGHTS		112,582.07	113,000.00	113,000.00	19,623.05	9,851.13	93,376.95	0.00	17.37
Dept 652 - TRANSPORTATION									
101-652-859-000	TRANSPORTATION SERVICES	41,563.50	47,000.00	47,000.00	7,788.00	3,679.50	39,212.00	0.00	16.57
101-652-859-100	TRANSPORTATION SERVICE-GO BUS TIC	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
101-652-861-000	BUS SERVICE 33RD & 36TH	43,556.14	26,865.00	26,865.00	6,630.99	2,210.33	20,234.01	0.00	24.68
101-652-861-100	BUS SERVICE 28TH ST	252,800.17	250,995.00	250,995.00	65,980.44	21,993.48	185,014.56	0.00	26.29
Total Dept 652 - TRANSPORTATION		337,919.81	326,860.00	326,860.00	80,399.43	27,883.31	246,460.57	0.00	24.60
Dept 721 - PLANNING									
101-721-703-000	COMMUNITY DEVELOPMENT DIRECTOR	85,513.72	88,364.00	88,364.00	20,391.54	6,797.18	67,972.46	0.00	23.08
101-721-704-500	PLANNING INTERN	5,392.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00
101-721-705-500	DDA ECONOMIC DEVELOPMENT DIRECT	64,622.59	66,777.00	66,777.00	15,409.92	5,136.64	51,367.08	0.00	23.08
101-721-705-550	COMMUNITY STANDARDS OFFICER	28,880.36	50,129.00	50,129.00	11,592.10	3,880.10	38,536.90	0.00	23.12
101-721-706-000	PLANNING COMMISSION PER DIEM	7,380.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	0.00
101-721-707-000	ZONING BOARD PER DIEM	1,585.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
101-721-708-000	WAGES/SALARIES-PLANNING OVERTIME	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	968.00	1,000.00	1,000.00	510.00	365.00	490.00	0.00	51.00
101-721-724-000	EDUCATION	5,457.62	7,000.00	7,000.00	526.38	20.00	6,473.62	0.00	7.52
101-721-727-000	COMM DEV SUPPLIES	198.70	500.00	500.00	0.00	0.00	500.00	0.00	0.00
101-721-768-000	COMM DEV UNIFORMS	238.34	500.00	500.00	0.00	0.00	500.00	0.00	0.00
101-721-787-000	PLANNING OTHER EXP/MINUTES	2,318.86	3,000.00	3,000.00	451.05	246.45	(4,083.70)	6,632.65	236.12
101-721-860-000	COMM DEV MILEAGE	2,586.61	2,500.00	2,500.00	281.97	194.22	2,218.00	0.00	11.28
101-721-862-500	COMM DEV EXPENSE ACCOUNT	472.53	600.00	600.00	23.55	19.11	576.45	0.00	3.93
101-721-900-000	PRINTING & PUBLISHING	14,859.85	9,000.00	9,000.00	3,646.18	3,017.38	5,353.82	0.00	40.51
101-721-901-000	DIGITAL IMAGING	4,579.30	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00
101-721-925-000	COMM DEV CELL/DATA	1,543.92	1,800.00	1,800.00	304.71	137.57	1,495.29	0.00	16.93
101-721-967-000	SPECIAL PROJECTS	3,017.50	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00	0.00
101-721-981-000	COMM DEV SMALL EQUIP AND FURNIT	1,332.70	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00	0.00
Total Dept 721 - PLANNING		230,947.60	341,370.00	341,370.00	53,137.40	19,813.65	281,599.95	6,632.65	17.51
Dept 756 - PARKS									
101-756-756-000	PARK OPERATING SUPPLIES	4,319.33	6,000.00	6,000.00	257.76	214.60	3,706.84	2,035.40	38.22
101-756-921-000	PARK ELECTRICITY	5,072.04	5,800.00	5,800.00	1,019.54	421.30	4,780.46	0.00	17.58
101-756-924-000	PARK PHONES	729.72	900.00	900.00	183.92	121.80	716.08	0.00	20.44
101-756-927-000	PARK WATER-SEWER	3,173.33	3,200.00	3,200.00	269.43	269.43	2,930.57	0.00	8.42
101-756-935-000	PARK MAINTENANCE	43,984.75	40,000.00	40,000.00	3,683.04	2,542.29	27,711.72	8,605.24	30.72
101-756-981-000	SMALL EQUIPMENT/FURNITURE	4,699.56	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00
Total Dept 756 - PARKS		61,978.73	60,900.00	60,900.00	5,413.69	3,569.42	44,845.67	10,640.64	26.36
Dept 803 - HISTORICAL									
101-803-758-000	PROJECTS, PROMOTIONS & PROGRAM	5,000.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00
101-803-921-000	MUSEUM - ELECTRICITY	715.24	720.00	720.00	130.91	54.12	589.09	0.00	18.18
101-803-923-000	MUSEUM - HEATING/UTILITY	836.73	1,080.00	1,080.00	352.27	158.91	727.73	0.00	32.62
101-803-927-000	MUSEUM WATER-SEWER	1,106.45	260.00	260.00	65.11	65.11	194.89	0.00	25.04
101-803-961-000	MUSEUM MAINTENANCE	1,424.64	2,400.00	2,400.00	128.43	72.81	1,963.14	308.43	18.20
Total Dept 803 - HISTORICAL		9,083.06	10,460.00	10,460.00	676.72	350.95	9,474.85	308.43	9.42
Dept 850 - BENEFITS/INSURANCE									
101-850-715-000	FICA-EMPLOYER	78,083.12	93,149.00	93,149.00	18,664.89	6,307.91	74,484.11	0.00	20.04
101-850-717-000	WORKERS COMP INSURANCE	21,244.50	22,630.00	22,630.00	2,488.00	0.00	20,142.00	0.00	10.99
101-850-718-000	VISION INSURANCE BENEFITS	1,810.29	2,186.00	2,186.00	506.42	203.90	1,679.58	0.00	23.17
101-850-719-000	HEALTH INSURANCE BENEFITS	125,548.51	132,877.00	132,877.00	30,163.57	14,709.11	102,713.43	0.00	22.70
101-850-719-100	OPT-OUT INSURANCE	3,500.00	4,500.00	4,500.00	750.00	500.00	3,750.00	0.00	16.67
101-850-719-200	MI CLAIMS TAX- HEALTH	0.00	850.00	850.00	0.00	0.00	850.00	0.00	0.00
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	7,505.28	8,399.00	8,399.00	2,798.52	1,488.22	5,600.48	0.00	33.32
101-850-721-000	DENTAL INSURANCE BENEFITS	12,646.01	15,260.00	15,260.00	4,876.22	1,521.30	10,383.78	0.00	31.95
101-850-721-200	MI CLAIMS TAX - DENTAL	108.04	250.00	250.00	38.50	9.78	211.50	0.00	15.40
101-850-722-000	PENSION PLAN BENEFITS	112,719.49	129,488.00	129,488.00	28,190.33	9,388.27	101,297.67	0.00	21.77
101-850-723-000	OTHER BENEFITS	3,000.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
Total Dept 850 - BENEFITS/INSURANCE		366,165.24	411,089.00	411,089.00	88,476.45	34,128.49	322,612.55	0.00	21.52
Dept 901 - CAPITAL OUTLAY									
101-901-970-000	CAPITAL OUTLAY - FFE	68,371.80	125,000.00	125,000.00	7,519.38	4,858.58	100,428.24	17,052.38	19.66
101-901-971-000	CAPITAL OUTLAY - LAND	922.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-901-974-000	CAPITAL OUTLAY - LANDIMP	254,892.62	540,000.00	540,000.00	52,392.66	0.00	487,607.34	0.00	9.70
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	59,784.14	100,000.00	100,000.00	1,918.50	0.00	91,206.50	6,875.00	8.79
Total Dept 901 - CAPITAL OUTLAY		383,970.90	765,000.00	765,000.00	61,830.54	4,858.58	679,242.08	23,927.38	11.21
Dept 965 - TRANSFERS OUT									

PG 4

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
101-965-999-004	TRANSFER TO CEMETERY TRUST FUN	2,775.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	30,000.00	40,000.00	40,000.00	10,000.00	0.00	30,000.00	0.00	25.00
101-965-999-006	TRANSFER TO FIRE FUND	400,000.00	400,000.00	400,000.00	66,666.66	0.00	333,333.34	0.00	16.67
Total Dept 965 - TRANSFERS OUT		432,775.00	441,500.00	441,500.00	76,666.66	0.00	364,833.34	0.00	17.37
TOTAL EXPENDITURES		3,941,634.99	4,915,901.00	4,915,901.00	794,282.69	237,413.32	4,016,044.87	105,573.44	18.31
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		4,572,269.42	4,729,274.00	4,729,274.00	2,151,862.62	306,003.84	2,577,411.38	0.00	45.50
TOTAL EXPENDITURES		3,941,634.99	4,915,901.00	4,915,901.00	794,282.69	237,413.32	4,016,044.87	105,573.44	18.31
NET OF REVENUES & EXPENDITURES		630,634.43	(186,627.00)	(186,627.00)	1,357,579.93	68,590.52	(1,438,633.49)	(105,573.44)	670.86
BEG. FUND BALANCE		9,080,233.43	9,080,233.43	9,080,233.43	9,080,233.43				
NET OF REVENUES/EXPENDITURES - 2017					630,634.43		630,634.43		
END FUND BALANCE		9,710,867.86	8,893,606.43	8,893,606.43	11,068,447.79				

765

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
101-000-001-001	CASH DRAWER-PETTY CASH	175.00	
101-000-001-103	CASH- CHEMICAL WIRE# 7505	1.00	
101-000-001-190	CHEMICAL -CASH OPER	848,968.72	
101-000-001-301	COMERICAL PAPER- GENERAL FUND	988,975.00	
101-000-001-500	GF CASH - K.C. POOL	3,515,265.24	
101-000-001-510	CASH - POOL ACCOUNTS	1,000,000.00	
101-000-003-001	CD - INDEPENDENT BANK 9019789418 M9/16	312,032.12	
101-000-003-005	CD - COAMERICA M 8/17, 8/18	1,028,848.86	
101-000-003-019	CD- FLAGSTAR BANK M5/22/2018	766,868.79	
101-000-003-022	CD- MERCANTILE BANK OF MI 7/20/2018	510,599.72	
101-000-003-025	CD - MACATAWA BANK M 11/21/2018	256,761.60	
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2019	255,959.76	
101-000-003-033	CD - PRIVATE BANK M3/15/2020	500,000.00	
101-000-003-036	HORIZON BANK CD M3/9/2019	500,000.00	
101-000-003-038	GRAND RIVER BANK CD ACCT 2917 M6/19/2019	500,000.00	
101-000-020-000	TAXES RECEIVABLE	767,199.01	
101-000-040-000	ACCOUNTS RECEIVABLE	130,453.55	
101-000-084-000	DUE FROM OTHER FUNDS	827,670.52	
101-000-123-000	PREPAID EXPENSE	13,092.33	
101-000-202-000	ACCOUNTS PAYABLE		33,821.26
101-000-204-000	ACCRUED PAYROLL		18,365.79
101-000-211-000	CONTRACT PAYABLE-RETAINAGE		9,433.70
101-000-231-220	DEPENDENT LIFE W/H	176.12	
101-000-231-221	ADDITIONAL LIFE W/H	1,940.54	
101-000-231-222	SHORT TERM DISABILITY W/H		165.41
101-000-231-224	LONG TERM CARE W/H	72.50	
101-000-339-000	DEFERRED REVENUE		1,594,826.43
101-000-390-000	FUND BALANCE - UNASSIGNED		8,092,598.10
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012		499,543.00
101-000-391-003	FUND BALANCE - COMMITTED/ PP TAX 2012		475,000.00
101-000-393-000	FUND BALANCE - NONSPENDABLE		13,092.33
101-000-401-401	GENERAL PROPERTY TAXES		1,270,966.25
101-000-401-405	STREETLIGHT		63,967.15
101-000-401-410	PERSONAL PROPERTY TAX		91,111.99
101-000-401-437	ABATEMENT TAXES		10,357.38
101-000-401-441	COMMUNITY STABILIZATION SHARE TAX		94,078.79
101-000-401-445	INTEREST & PENALTIES ON TAXES		9,276.32
101-000-401-447	TAX ADMINISTRATION FEES		130,993.28
101-000-450-460	CABLE / FIBER OPTIC		89,633.90
101-000-450-465	CABLE - PEG FEES		19,135.60
101-000-450-498	OTHER PERMITS		70.00
101-000-539-010	DEQ-SAW GRANT 2017		5,485.50
101-000-539-576	STATE SHARED REV.-SALES TAX		242,243.00
101-000-539-581	PA 48 (METRO AUTHORITY) NOW STABILIZATON		500.00
101-000-600-608	PLANNING AND ZONING FEES		9,266.24
101-000-600-626	PASSPORT APPLICATION FEE		8,625.00
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS		6,400.00
101-000-600-647	YARD WASTE TAG FEE		10.00
101-000-600-648	SALE OF PRINTED MATERIAL		2.00

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-000-665-000	INTEREST ON INVESTMENTS		6,948.19
101-000-665-001	INTEREST TIMMONS FUND		42.12
101-000-665-002	DAM LEASE PAYMENTS		17,310.51
101-000-665-003	RENTAL OF FACILITIES		2,510.00
101-000-665-004	CELLULAR TOWERS		41,943.85
101-000-671-653	PARK INCOME		110.00
101-000-671-671	MISCELLANEOUS INCOME		6,787.64
101-000-671-680	MISC INCOME - TRANSIT TICKETS		150.00
101-000-671-683	REIMBURSEMENTS/REFUNDS		2,171.75
101-000-674-000	4TH OF JULY SPONSORS		8,750.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION FUND		13,016.16
101-101-703-000	TRUSTEE SALARIES	9,000.00	
101-101-723-000	TOWNSHIP DUES	578.00	
101-101-924-100	TRUSTEE CELL PHONES	214.67	
101-171-703-000	SUPERVISOR SALARY	5,000.01	
101-171-706-000	MANAGERS SALARY	26,423.10	
101-171-723-000	SUP/MGR MEMBERSHIPS AND DUES	200.00	
101-171-724-000	EDUCATION	782.46	
101-171-860-000	SUP/MGR/DEPT MILEAGE	429.31	
101-171-862-550	MANAGER EXPENSE ACCOUNT	20.43	
101-171-925-000	MANAGER CELL PHONE	325.17	
101-171-981-000	SMALL EQUIPMENT/FURNITURE	110.55	
101-215-703-000	CLERK SALARY	3,999.99	
101-215-704-050	HR DIRECTOR	16,065.66	
101-215-723-000	CLERK MEMBERSHIPS AND DUES	30.00	
101-215-724-000	EDUCATION	721.54	
101-215-860-000	CLERK MILEAGE	72.59	
101-215-925-000	CLERK CELL PHONE	248.71	
101-215-981-000	SMALL EQUIPMENT/FURNITURE	2,754.54	
101-253-703-000	TREASURER SALARY	3,999.99	
101-253-707-000	DEPUTY TREASURER	14,251.20	
101-253-707-060	ACCOUNT CLERK II	11,433.61	
101-253-707-100	ADDITIONAL HELP/OVERTIME	642.00	
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	100.00	
101-253-860-000	TREASURER MILEAGE	56.14	
101-253-924-100	TREASURER'S CELL PHONES	49.34	
101-253-981-000	SMALL EQUIPMENT/FURNITURE	2,160.76	
101-257-703-000	ASSESSOR	20,805.42	
101-257-706-000	ASSESSING BOARD OF REVIEW EXPENSE	1,320.00	
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	15,585.00	
101-257-708-500	RESIDENTIAL APPRAISER	11,428.92	
101-257-724-000	EDUCATION	1,298.71	
101-257-860-000	ASSESSING MILEAGE	170.47	
101-257-924-100	CELL PHONES/DATA	49.34	
101-257-939-000	ASSESSING SERVICE CONTRACTS	1,994.00	
101-262-756-000	ELECTION SUPPLIES	1,343.80	
101-262-788-000	ELECTION MISC EXPENSES	225.98	
101-265-707-000	BLDG & GROUNDS SUPERVISOR	11,673.60	
101-265-707-200	BLDG & GROUNDS LABORER I	8,232.00	
101-265-707-250	BLDG & GROUNDS LABORER I	9,040.73	

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-265-707-300	BLDG & GROUNDS LABORER I	9,411.25	
101-265-707-400	BLDG & GROUNDS LABORER I	8,249.16	
101-265-709-000	WAGES/SALARIES OVERTIME	1,958.54	
101-265-802-200	JANITORIAL CONTRACT	924.00	
101-265-863-000	BLDG & GRDS VEHICLE MAINTENANCE	10,521.13	
101-265-864-000	BLDG & GRDS VEHICLE FUEL	1,441.88	
101-265-921-000	COMPLEX ELECTRICITY	4,895.21	
101-265-923-000	COMPLEX HEATING	3,603.16	
101-265-924-000	COMPLEX PHONES	1,369.26	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	843.68	
101-265-927-000	COMPLEX WATER-SEWER	824.89	
101-265-931-000	COMPLEX MAINTENANCE	6,927.60	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	2,410.00	
101-265-981-000	SMALL EQUIPMENT/FURNITURE	1,012.37	
101-276-921-000	CEMETERY ELECTRICITY	229.92	
101-276-932-000	CEMETERY MAINT	3,017.88	
101-295-704-000	SR ACCOUNTANT	15,024.00	
101-295-707-000	FRONT DESK CLERK (PT)	8,777.89	
101-295-709-000	WAGES/SALARIES OVERTIME	187.80	
101-295-727-000	OFFICE SUPPLIES	3,978.60	
101-295-730-000	POSTAGE	2,869.56	
101-295-787-000	OTHER EXPENSES	2,616.80	
101-295-807-000	AUDIT FEES & SERVICES	5,600.00	
101-295-810-000	INSURANCE/CONTRACT SVCS	15,225.00	
101-295-814-000	TAX/ASSESSING ADMIN COSTS	1,869.50	
101-295-815-000	COMPUTER COSTS-ISP	1,011.50	
101-295-816-000	INSECT/WEED CONTROL	2,696.89	
101-295-821-000	ENGINEERING COSTS	4,873.41	
101-295-826-000	LEGAL FEES	6,549.00	
101-295-860-000	ADMINISTRATIVE MILEAGE	7.09	
101-295-881-000	FOURTH OF JULY	21,187.50	
101-295-885-000	NEWSLETTER	3,374.51	
101-295-900-000	PRINTING/PUBLISHING	178.00	
101-295-924-100	CELL PHONES/DATA	49.34	
101-295-939-000	SERVICE CONTRACTS	3,682.80	
101-295-941-000	POSTAGE MACHINE LEASE	688.17	
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	
101-295-955-000	COMMUNITY MEDIA CENTER	5,000.00	
101-295-956-000	RIGHT PLACE PROGRAM CONTRIBUTIONS (2014)	7,500.00	
101-295-967-000	SPECIAL PROJECTS	9,603.68	
101-295-981-000	SMALL EQUIPMENT/FURNITURE	3,237.04	
101-445-818-000	STORM WATER GRANT MATCH/KCDC	609.50	
101-445-818-010	STORM WATER/SAW GRANT CONTR SERVICE	5,485.50	
101-445-821-000	DRAIN ENGINEERING	198.00	
101-445-822-000	ILLICIT DISCHARGE PLAN	500.00	
101-448-926-000	STREETLIGHTING	19,601.22	
101-448-927-100	TRAFFIC SIGNALS	21.83	
101-652-859-000	TRANSPORTATION SERVICES	7,788.00	
101-652-861-000	BUS SERVICE 33RD & 36TH	6,630.99	
101-652-861-100	BUS SERVICE 28TH ST	65,980.44	

768

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-721-703-000	COMMUNITY DEVELOPMENT DIRECTOR	20,391.54	
101-721-705-500	DDA ECONOMIC DEVELOPMENT DIRECTOR	15,409.92	
101-721-705-550	COMMUNITY STANDARDS OFFICER	11,592.10	
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	510.00	
101-721-724-000	EDUCATION	526.38	
101-721-787-000	PLANNING OTHER EXP/MINUTES	451.05	
101-721-860-000	COMM DEV MILEAGE	281.97	
101-721-862-500	COMM DEV EXPENSE ACCOUNT	23.55	
101-721-900-000	PRINTING & PUBLISHING	3,646.18	
101-721-925-000	COMM DEV CELL/DATA	304.71	
101-756-756-000	PARK OPERATING SUPPLIES	257.76	
101-756-921-000	PARK ELECTRICITY	1,019.54	
101-756-924-000	PARK PHONES	183.92	
101-756-927-000	PARK WATER-SEWER	269.43	
101-756-935-000	PARK MAINTENANCE	3,683.04	
101-803-921-000	MUSEUM - ELECTRICITY	130.91	
101-803-923-000	MUSEUM - HEATING/UTILITY	352.27	
101-803-927-000	MUSEUM WATER-SEWER	65.11	
101-803-961-000	MUSEUM MAINTENANCE	128.43	
101-850-715-000	FICA-EMPLOYER	18,664.89	
101-850-717-000	WORKERS COMP INSURANCE	2,488.00	
101-850-718-000	VISION INSURANCE BENEFITS	506.42	
101-850-719-000	HEALTH INSURANCE BENEFITS	30,163.57	
101-850-719-100	OPT-OUT INSURANCE	750.00	
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	2,798.52	
101-850-721-000	DENTAL INSURANCE BENEFITS	4,876.22	
101-850-721-200	MI CLAIMS TAX - DENTAL	38.50	
101-850-722-000	PENSION PLAN BENEFITS	28,190.33	
101-901-970-000	CAPITAL OUTLAY - FFE	7,519.38	
101-901-974-000	CAPITAL OUTLAY - LANDIMP	52,392.66	
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	1,918.50	
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	10,000.00	
101-965-999-006	TRANSFER TO FIRE FUND	66,666.66	
Total Fund 101 - GENERAL FUND			
NET OF REVENUES/EXPENDITURES - 2017		13,519,343.07	630,634.43
			13,519,343.07

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
 Period Ending 03/31/2018
 PRE-AUDIT

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000-001-001	CASH DRAWER-PETTY CASH	175.00
101-000-001-103	CASH- CHEMICAL WIRE# 7505	1.00
101-000-001-190	CHEMICAL -CASH OPER	848,968.72
101-000-001-301	COMERICAL PAPER- GENERAL FUND	988,975.00
101-000-001-500	GF CASH - K.C. POOL	3,515,265.24
101-000-001-510	CASH - POOL ACCOUNTS	1,000,000.00
101-000-003-001	CD - INDEPENDENT BANK 9019789418 M9/16	312,032.12
101-000-003-005	CD - COAMERICA M 8/17, 8/18	1,028,848.86
101-000-003-019	CD- FLAGSTAR BANK M5/22/2018	766,868.79
101-000-003-022	CD- MERCANTILE BANK OF MI 7/20/2018	510,599.72
101-000-003-025	CD - MACATAWA BANK M 11/21/2018	256,761.60
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2019	255,959.76
101-000-003-033	CD - PRIVATE BANK M3/15/2020	500,000.00
101-000-003-036	HORIZON BANK CD M3/9/2019	500,000.00
101-000-003-038	GRAND RIVER BANK CD ACCT 2917 M6/19/2019	500,000.00
101-000-020-000	TAXES RECEIVABLE	767,199.01
101-000-040-000	ACCOUNTS RECEIVABLE	130,453.55
101-000-084-000	DUE FROM OTHER FUNDS	827,670.52
101-000-123-000	PREPAID EXPENSE	13,092.33
	Total Assets	12,722,871.22
*** Liabilities ***		
101-000-202-000	ACCOUNTS PAYABLE	33,821.26
101-000-204-000	ACCRUED PAYROLL	18,365.79
101-000-211-000	CONTRACT PAYABLE-RETAINAGE	9,433.70
101-000-231-220	DEPENDENT LIFE W/H	(176.12)
101-000-231-221	ADDITIONAL LIFE W/H	(1,940.54)
101-000-231-222	SHORT TERM DISABILITY W/H	165.41
101-000-231-224	LONG TERM CARE W/H	(72.50)
101-000-339-000	DEFERRED REVENUE	1,594,826.43
	Total Liabilities	1,654,423.43
*** Fund Balance ***		
101-000-390-000	FUND BALANCE - UNASSIGNED	8,092,598.10
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012	499,543.00
101-000-391-003	FUND BALANCE - COMMITTED/ PP TAX 2012	475,000.00
101-000-393-000	FUND BALANCE - NONSPENDABLE	13,092.33
	Total Fund Balance	9,080,233.43
	Beginning Fund Balance - 2017	9,080,233.43
	Net of Revenues VS Expenditures - 2017	630,634.43

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
	*2017 End FB/2018 Beg FB	9,710,867.86
	Net of Revenues VS Expenditures - Current Year	1,357,579.93
	Ending Fund Balance	11,068,447.79
	Total Liabilities And Fund Balance	12,722,871.22
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2017 NORM (ABNORM)	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 03/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	UNENCUMBERED AVAIL BALANCE	ENCUMBERED YEAR-TO-DATE	% BDGT USED
Fund 151 - CEMETERY TRUST FUND									
Revenues									
Dept 000									
151-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
151-000-600-636	CEMETERY-CARE FEE	3,725.00	4,000.00	4,000.00	95.00	35.00	3,905.00	0.00	2.38
151-000-665-000	INTEREST ON INVESTMENTS	485.08	350.00	350.00	84.93	84.93	265.07	0.00	24.27
151-000-699-101	TRANSFER FROM GENERAL FUND	2,775.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		6,985.08	5,850.00	5,850.00	179.93	119.93	5,670.07	0.00	3.08
TOTAL REVENUES		6,985.08	5,850.00	5,850.00	179.93	119.93	5,670.07	0.00	3.08
Expenditures									
Dept 276 - CEMETERY									
151-276-787-000	OTHER EXPENSES	512.64	500.00	500.00	385.92	385.92	114.08	0.00	77.18
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
Total Dept 276 - CEMETERY		512.64	2,500.00	2,500.00	385.92	385.92	2,114.08	0.00	15.44
TOTAL EXPENDITURES		512.64	2,500.00	2,500.00	385.92	385.92	2,114.08	0.00	15.44
Fund 151 - CEMETERY TRUST FUND:									
TOTAL REVENUES		6,985.08	5,850.00	5,850.00	179.93	119.93	5,670.07	0.00	3.08
TOTAL EXPENDITURES		512.64	2,500.00	2,500.00	385.92	385.92	2,114.08	0.00	15.44
NET OF REVENUES & EXPENDITURES		6,472.44	3,350.00	3,350.00	(205.99)	(265.99)	3,555.99	0.00	6.15
BEG. FUND BALANCE		98,776.31	98,776.31	98,776.31	98,776.31				
NET OF REVENUES/EXPENDITURES - 2017					6,472.44		6,472.44		
END FUND BALANCE		105,248.75	102,126.31	102,126.31	105,042.76				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 151 - CEMETERY TRUST FUND			
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	105,052.76	
151-000-040-000	ACCOUNTS RECEIVABLE		10.00
151-000-390-000	FUND BALANCE - NONSPENDABLE		93,776.31
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11		5,000.00
151-000-600-636	CEMETERY-CARE FEE		95.00
151-000-665-000	INTEREST ON INVESTMENTS		84.93
151-276-787-000	OTHER EXPENSES	385.92	
Total Fund 151 - CEMETERY TRUST FUND			
NET OF REVENUES/EXPENDITURES - 2017		105,438.68	6,472.44
			105,438.68

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 151 - CEMETERY TRUST FUND		
*** Assets ***		
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	105,052.76
151-000-040-000	ACCOUNTS RECEIVABLE	(10.00)
	Total Assets	105,042.76
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
151-000-390-000	FUND BALANCE - NONSPENDABLE	93,776.31
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M :	5,000.00
	Total Fund Balance	98,776.31
	Beginning Fund Balance - 2017	98,776.31
	Net of Revenues VS Expenditures - 2017	6,472.44
	*2017 End FB/2018 Beg FB	105,248.75
	Net of Revenues VS Expenditures - Current Year	(205.99)
	Ending Fund Balance	105,042.76
	Total Liabilities And Fund Balance	105,042.76
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)			NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401-402	TAX LEVY	1,694,987.29	1,755,000.00	1,755,000.00	1,720,448.83	12,147.88	34,551.17	0.00	98.03
206-000-401-410	PERSONAL PROPERTY TAX	129,582.27	130,000.00	130,000.00	123,334.45	3,152.33	6,665.55	0.00	94.87
206-000-401-412	DELINQUENT TAXES-LEVY	4,946.86	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00
206-000-401-437	ABATEMENT TAXES-LEVY	8,773.03	14,250.00	14,250.00	14,020.27	1,906.15	229.73	0.00	98.39
206-000-401-441	COMMUNITY STABILIZATION SHARE TAX	45,835.77	48,005.00	48,005.00	51,815.63	0.00	(3,810.63)	0.00	107.94
206-000-401-445	PENALTIES & INTEREST ON TAXES	328.63	350.00	350.00	211.90	170.22	138.10	0.00	60.54
206-000-655-661	DISTRICT COURT FINES	33.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00
206-000-665-000	INTEREST REVENUE	27,013.40	42,000.00	42,000.00	498.15	498.15	41,501.85	0.00	1.19
206-000-665-210	INT ON INVESTMENT COAMERICA PIR14	3,750.00	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00	0.00
206-000-671-671	MISCELLANEOUS INCOME	89.00	250.00	250.00	0.00	0.00	250.00	0.00	0.00
206-000-671-675	DONATIONS	0.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00
206-000-671-683	REIMBURSEMENTS/REFUNDS	21.80	250.00	250.00	0.00	0.00	250.00	0.00	0.00
206-000-673-000	SALE OF ASSETS	7,041.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
206-000-699-000	TRANSFER FROM GENERAL FUND	400,000.00	400,000.00	400,000.00	66,666.66	0.00	333,333.34	0.00	16.67
Total Dept 000		2,322,402.05	2,406,855.00	2,406,855.00	1,976,995.89	17,874.73	429,859.11	0.00	82.14
TOTAL REVENUES		2,322,402.05	2,406,855.00	2,406,855.00	1,976,995.89	17,874.73	429,859.11	0.00	82.14
Expenditures									
Dept 336 - FIRE DEPARTMENT									
206-336-703-000	FIREFIGHTERS SALARY	695,867.08	735,348.00	735,348.00	195,988.44	62,837.26	539,359.56	0.00	26.65
206-336-705-000	FIRE CHIEF	46,618.17	87,500.00	87,500.00	20,192.28	6,730.76	67,307.72	0.00	23.08
206-336-707-000	LIEUTENANT-RR	80,608.00	73,919.00	73,919.00	17,246.96	5,685.85	56,672.04	0.00	23.33
206-336-708-000	LIEUTENANT-TS	67,395.56	66,474.00	66,474.00	15,277.27	5,113.44	51,196.73	0.00	22.98
206-336-708-200	LIEUTENANT-DV	78,326.58	73,919.00	73,919.00	17,057.54	5,685.84	56,861.46	0.00	23.08
206-336-708-400	FIRE INSPECTOR	65,673.20	68,129.00	68,129.00	15,720.00	5,240.00	52,409.00	0.00	23.07
206-336-709-000	WAGES/SALARIES OVERTIME	78,726.17	45,000.00	45,000.00	23,988.76	9,144.91	21,011.24	0.00	53.31
206-336-710-000	FIRE PAID ON CALL	129,265.96	178,064.00	178,064.00	22,881.33	6,856.40	155,182.67	0.00	12.85
206-336-723-000	FIRE MEMBERSHIP AND DUES	970.00	1,200.00	1,200.00	406.00	0.00	794.00	0.00	33.83
206-336-724-000	FIRE EDUCATION	3,882.22	8,000.00	8,000.00	1,798.62	1,305.88	6,201.38	0.00	22.48
206-336-725-000	FIRE TUITION	4,454.16	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00	0.00
206-336-726-000	FIRE TRAINING	2,600.15	10,000.00	10,000.00	649.00	49.00	9,351.00	0.00	6.49
206-336-727-000	FIRE OFFICE SUPPLIES	3,379.52	3,000.00	3,000.00	750.61	169.44	1,760.58	488.81	41.31
206-336-738-000	FIRE MAINT SUPPLIES	821.70	1,500.00	1,500.00	397.36	5.18	1,102.64	0.00	26.49
206-336-745-000	FIRE FUELS	14,342.31	20,000.00	20,000.00	2,772.84	1,228.32	17,227.16	0.00	13.86
206-336-768-000	FIRE UNIFORMS	7,390.75	24,000.00	24,000.00	10,462.74	9,480.27	13,537.26	0.00	43.59
206-336-787-000	FIRE OTHER EXPENSES	1,806.10	2,200.00	2,200.00	1,543.27	1,267.87	656.73	0.00	70.15
206-336-802-000	FIRE CONTRACTUAL SERVICE	3,559.04	6,900.00	6,900.00	5,830.88	49.80	243.88	825.24	96.47
206-336-802-100	FIRE DISPATCH SERVICE	31,267.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206-336-803-000	FIRE FIGHTER HIRING	1,595.00	2,000.00	2,000.00	1,118.00	1,058.00	882.00	0.00	55.90
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,730.00	2,775.00	2,775.00	1,050.00	1,050.00	0.00	1,725.00	100.00
206-336-810-000	FIRE PROPERTY/CON/VEHICLE INS	14,555.10	13,930.00	13,930.00	15,225.00	0.00	(1,295.00)	0.00	109.30
206-336-826-000	FIRE LEGAL FEES	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
206-336-860-000	FIRE MILEAGE	0.00	300.00	300.00	0.00	0.00	300.00	0.00	0.00
206-336-887-000	FIRE PUBLIC RELATIONS	1,661.56	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
206-336-901-000	FIRE PUBLICATIONS	1,451.68	2,500.00	2,500.00	2,491.08	0.00	8.92	0.00	99.64
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	7,422.61	9,000.00	9,000.00	1,287.36	598.32	7,712.64	0.00	14.30
206-336-923-002	FIRE HEATING/BUTTRICK	2,353.71	4,320.00	4,320.00	1,134.50	577.38	3,185.50	0.00	26.26
206-336-924-000	FIRE PHONES	3,455.39	7,000.00	7,000.00	852.69	487.57	6,147.31	0.00	12.18
206-336-924-002	FIRE PHONES/BUTTRICK	2,132.78	3,000.00	3,000.00	713.58	409.58	2,286.42	0.00	23.79
206-336-924-100	CELL PHONES/DATA-MODEMS	7,354.85	4,500.00	4,500.00	1,489.83	631.96	3,010.17	0.00	33.11
206-336-927-002	FIRE WATER/BUTTRICK	1,533.93	1,750.00	1,750.00	122.70	122.70	1,627.30	0.00	7.01
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	3,378.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00
206-336-936-000	FIRE STATION MAINT	30,395.46	16,000.00	16,000.00	313.00	1,232.70	11,232.59	4,454.41	29.80
206-336-936-002	FIRE STATION MAINT/BUTTRICK	36,949.11	17,000.00	17,000.00	1,428.40	738.24	14,451.78	1,119.82	14.99
206-336-937-000	FIRE RADIO MAINT	530.56	12,000.00	12,000.00	494.63	297.76	11,275.87	229.50	6.03
206-336-938-000	FIRE EQUIPMENT MAINT	41,477.47	48,000.00	48,000.00	6,705.20	3,938.18	39,636.83	1,657.97	17.42
206-336-939-000	FIRE COPIER/LEASE/SERVICE	1,680.74	1,500.00	1,500.00	343.91	163.62	893.01	263.08	40.47
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	600.00	900.00	900.00	150.00	150.00	750.00	0.00	16.67
206-336-950-000	PROPERTY TAX REFUNDS	65.76	200.00	200.00	0.00	0.00	200.00	0.00	0.00
206-336-957-000	FIRE PHYSICAL EXAMS	13,347.52	18,000.00	18,000.00	13,856.48	12,125.00	4,143.52	0.00	76.98
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	8,280.28	13,000.00	13,000.00	125.00	125.00	11,465.62	1,409.38	11.80
206-336-959-000	FIRE PROTECTIVE CLOTHING	3,521.23	25,000.00	25,000.00	2,473.28	1,309.69	22,526.72	0.00	9.89
206-336-960-960	FIRE HAZMAT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
206-336-981-000	SMALL EQUIPMENT/FURNITURE	13,155.72	22,600.00	22,600.00	14,360.12	14,360.12	5,301.42	2,938.46	76.54
Total Dept 336 - FIRE DEPARTMENT		1,516,582.13	1,643,428.00	1,643,428.00	418,698.66	160,226.04	1,209,617.67	15,111.67	26.40
Dept 850 - BENEFITS/INSURANCE									
206-850-715-000	FICA-EMPLOYER	90,820.31	101,619.00	101,619.00	23,823.91	7,836.30	77,795.09	0.00	23.44
206-850-717-000	WORKERS COMP INSURANCE	52,856.32	55,976.00	55,976.00	6,190.00	0.00	49,786.00	0.00	11.06

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
206-850-718-000	VISION INSURANCE BENEFITS	2,310.08	2,610.00	2,610.00	582.62	202.98	2,027.38	0.00	22.32
206-850-719-000	HEALTH INSURANCE BENEFITS	118,408.35	137,618.00	137,618.00	33,539.42	8,387.54	104,078.58	0.00	24.37
206-850-719-100	OPT-OUT INSURANCE	3,000.00	5,500.00	5,500.00	2,250.00	0.00	3,250.00	0.00	40.91
206-850-719-200	MI CLAIMS TAX- HEALTH	0.00	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00	0.00
206-850-720-000	LIFE & DISABILITY INSURANCE	8,651.04	10,018.00	10,018.00	2,882.08	1,507.94	7,135.92	0.00	28.77
206-850-720-100	FIRE CASUALTY INSURANCE	6,171.00	6,200.00	6,200.00	0.00	0.00	6,200.00	0.00	0.00
206-850-721-000	DENTAL INSURANCE BENEFITS	20,026.69	22,274.00	22,274.00	6,976.45	1,450.00	15,297.55	0.00	31.32
206-850-721-200	MI CLAIMS TAX - DENTAL	174.94	350.00	350.00	64.54	16.40	285.46	0.00	18.44
206-850-722-000	PENSION PLAN BENEFITS	117,168.54	137,135.00	137,135.00	30,429.99	9,860.73	106,705.01	0.00	22.19
Total Dept 850 - BENEFITS/INSURANCE		419,587.27	480,700.00	480,700.00	106,739.01	29,261.89	373,960.99	0.00	22.20
Dept 901 - CAPITAL OUTLAY									
206-901-970-000	CAPITAL OUTLAY - FFE	388,130.97	130,000.00	130,000.00	30,525.40	0.00	99,474.60	0.00	23.48
206-901-974-000	CAPITAL OUTLAY - LAND IMP	70,999.93	0.00	0.00	38,711.05	0.00	(38,711.05)	0.00	100.00
206-901-975-000	CAPITAL OUTLAY - BLDGIMP	29,901.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		489,032.75	130,000.00	130,000.00	69,236.45	0.00	60,763.55	0.00	53.26
TOTAL EXPENDITURES		2,425,202.15	2,254,128.00	2,254,128.00	594,674.12	189,487.93	1,644,342.21	15,111.67	27.05
Fund 206 - FIRE FUND:									
TOTAL REVENUES		2,322,402.05	2,406,855.00	2,406,855.00	1,976,995.89	17,874.73	429,859.11	0.00	82.14
TOTAL EXPENDITURES		2,425,202.15	2,254,128.00	2,254,128.00	594,674.12	189,487.93	1,644,342.21	15,111.67	27.05
NET OF REVENUES & EXPENDITURES		(102,800.10)	152,727.00	152,727.00	1,382,321.77	(171,613.20)	(1,214,483.10)	(15,111.67)	895.20
BEG. FUND BALANCE		2,655,707.99	2,655,707.99	2,655,707.99	2,655,707.99				
NET OF REVENUES/EXPENDITURES - 2017					(102,800.10)		(102,800.10)		
END FUND BALANCE		2,552,907.89	2,808,434.99	2,808,434.99	3,935,229.66				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 206 - FIRE FUND			
206-000-001-001	CASH DRAWER-PETTY CASH	80.00	
206-000-001-100	CASH -CHEM	400,282.33	
206-000-001-510	MI CLASS CASH - POOL ACCOUNTS	464,453.76	
206-000-001-700	CASH - GIFT CARDS	200.00	
206-000-003-000	CASH	0.05	
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00	
206-000-003-024	FIRST NATL BANK OF AMERICA #303659 7/15	531,427.61	
206-000-003-025	CD - MACATAWA BANK	300,000.00	
206-000-003-032	COMMUNITY CHOICE CR UN M 2/16/19	252,902.29	
206-000-003-035	ADVENTURE CR UNION	255,688.63	
206-000-003-039	LEVEL ONE BANK CD M11/21/2018	262,828.10	
206-000-015-005	MONEY MARKET LAKE MICH CR UN	144.67	
206-000-017-001	COMMERCIAL PAPER- CHEMICAL -BANK	989,804.44	
206-000-020-000	TAXES RECEIVABLE	864,899.09	
206-000-084-000	DUE FROM OTHER FUNDS	1,030,833.24	
206-000-120-210	COAMERICA INVEST- FHL P1R148983 9/3/19	500,000.00	
206-000-123-000	PREPAID EXPENSE	12,575.94	
206-000-202-000	ACCOUNTS PAYABLE		13,167.35
206-000-204-000	ACCRUED PAYROLL		22,089.10
206-000-211-000	CONTRACT PAYABLE-RETAINAGE		7,075.27
206-000-231-205	COBRA	7,168.56	
206-000-339-000	DEFERRED REVENUE		1,895,732.33
206-000-390-000	FUND BALANCE - RESTRICTED		1,785,132.05
206-000-391-003	FUND BALANCE - COMMITTED RESCUE VEH 12		198,000.00
206-000-391-004	FUND BALANCE - COMMITTED/ PP TAX 2012		660,000.00
206-000-393-000	FUND BALANCE - NONSPENDABLE		12,575.94
206-000-401-402	TAX LEVY		1,720,448.83
206-000-401-410	PERSONAL PROPERTY TAX		123,334.45
206-000-401-437	ABATEMENT TAXES-LEVY		14,020.27
206-000-401-441	COMMUNITY STABILIZATION SHARE TAX		51,815.63
206-000-401-445	PENALTIES & INTEREST ON TAXES		211.90
206-000-665-000	INTEREST REVENUE		498.15
206-000-699-000	TRANSFER FROM GENERAL FUND		66,666.66
206-336-703-000	FIREFIGHTERS SALARY	195,988.44	
206-336-705-000	FIRE CHIEF	20,192.28	
206-336-707-000	LIEUTENANT-RR	17,246.96	
206-336-708-000	LIEUTENANT-TS	15,277.27	
206-336-708-200	LIEUTENANT-DV	17,057.54	
206-336-708-400	FIRE INSPECTOR	15,720.00	
206-336-709-000	WAGES/SALARIES OVERTIME	23,988.76	
206-336-710-000	FIRE PAID ON CALL	22,881.33	
206-336-723-000	FIRE MEMBERSHIP AND DUES	406.00	
206-336-724-000	FIRE EDUCATION	1,798.62	
206-336-726-000	FIRE TRAINING	649.00	
206-336-727-000	FIRE OFFICE SUPPLIES	750.61	
206-336-738-000	FIRE MAINT SUPPLIES	397.36	
206-336-745-000	FIRE FUELS	2,772.84	
206-336-768-000	FIRE UNIFORMS	10,462.74	

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
206-336-787-000	FIRE OTHER EXPENSES	1,543.27	
206-336-802-000	FIRE CONTRACTUAL SERVICE	5,830.88	
206-336-803-000	FIRE FIGHTER HIRING	1,118.00	
206-336-807-000	FIRE AUDIT FEES & SERVICES	1,050.00	
206-336-810-000	FIRE PROPERTY/CON/VECHICLE INS	15,225.00	
206-336-901-000	FIRE PUBLICATIONS	2,491.08	
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	1,287.36	
206-336-923-002	FIRE HEATING/BUTTRICK	1,134.50	
206-336-924-000	FIRE PHONES	852.69	
206-336-924-002	FIRE PHONES/BUTTRICK	713.58	
206-336-924-100	CELL PHONES/DATA-MODEMS	1,489.83	
206-336-927-002	FIRE WATER/BUTTRICK	122.70	
206-336-936-000	FIRE STATION MAINT	313.00	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	1,428.40	
206-336-937-000	FIRE RADIO MAINT	494.63	
206-336-938-000	FIRE EQUIPMENT MAINT	6,705.20	
206-336-939-000	FIRE COPIER/LEASE/SERVICE	343.91	
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	150.00	
206-336-957-000	FIRE PHYSICAL EXAMS	13,856.48	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	125.00	
206-336-959-000	FIRE PROTECTIVE CLOTHING	2,473.28	
206-336-981-000	SMALL EQUIPMENT/FURNITURE	14,360.12	
206-850-715-000	FICA-EMPLOYER	23,823.91	
206-850-717-000	WORKERS COMP INSURANCE	6,190.00	
206-850-718-000	VISION INSURANCE BENEFITS	582.62	
206-850-719-000	HEALTH INSURANCE BENEFITS	33,539.42	
206-850-719-100	OPT-OUT INSURANCE	2,250.00	
206-850-720-000	LIFE & DISABILITY INSURANCE	2,882.08	
206-850-721-000	DENTAL INSURANCE BENEFITS	6,976.45	
206-850-721-200	MI CLAIMS TAX - DENTAL	64.54	
206-850-722-000	PENSION PLAN BENEFITS	30,429.99	
206-901-970-000	CAPITAL OUTLAY - FFE	30,525.40	
206-901-974-000	CAPITAL OUTLAY - LAND IMP	38,711.05	
Total Fund 206 - FIRE FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2017		102,800.10	
		6,570,767.93	6,570,767.93

PG 18

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
 Period Ending 03/31/2018
 PRE-AUDIT

GL Number	Description	Balance
Fund 206 - FIRE FUND		
*** Assets ***		
206-000-001-001	CASH DRAWER-PETTY CASH	80.00
206-000-001-100	CASH -CHEM	400,282.33
206-000-001-510	MI CLASS CASH - POOL ACCOUNTS	464,453.76
206-000-001-700	CASH - GIFT CARDS	200.00
206-000-003-000	CASH	0.05
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00
206-000-003-024	FIRST NATL BANK OF AMERICA #303659 7/15	531,427.61
206-000-003-025	CD - MACATAWA BANK	300,000.00
206-000-003-032	COMMUNITY CHOICE CR UN M 2/16/19	252,902.29
206-000-003-035	ADVENTURE CR UNION	255,688.63
206-000-003-039	LEVEL ONE BANK CD M11/21/2018	262,828.10
206-000-015-005	MONEY MARKET LAKE MICH CR UN	144.67
206-000-017-001	COMMERCIAL PAPER- CHEMICAL -BANK	989,804.44
206-000-020-000	TAXES RECEIVABLE	864,899.09
206-000-084-000	DUE FROM OTHER FUNDS	1,030,833.24
206-000-120-210	COAMERICA INVEST- FHL P1R148983 9/3/19	500,000.00
206-000-123-000	PREPAID EXPENSE	12,575.94
	Total Assets	5,866,125.15
*** Liabilities ***		
206-000-202-000	ACCOUNTS PAYABLE	13,167.35
206-000-204-000	ACCRUED PAYROLL	22,089.10
206-000-211-000	CONTRACT PAYABLE-RETAINAGE	7,075.27
206-000-231-205	COBRA	(7,168.56)
206-000-339-000	DEFERRED REVENUE	1,895,732.33
	Total Liabilities	1,930,895.49
*** Fund Balance ***		
206-000-390-000	FUND BALANCE - RESTRICTED	1,785,132.05
206-000-391-003	FUND BALANCE - COMMITTED RESCUE VEH 12	198,000.00
206-000-391-004	FUND BALANCE - COMMITTTED/ PP TAX 2012	660,000.00
206-000-393-000	FUND BALANCE - NONSPENDABLE	12,575.94
	Total Fund Balance	2,655,707.99
	Beginning Fund Balance - 2017	2,655,707.99
	Net of Revenues VS Expenditures - 2017	(102,800.10)
	*2017 End FB/2018 Beg FB	2,552,907.89
	Net of Revenues VS Expenditures - Current Year	1,382,321.77
	Ending Fund Balance	3,935,229.66

Pg 19

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
	Total Liabilities And Fund Balance	5,866,125.15
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT USED
		12/31/2017 NORM (ABNORM)	ORIGINAL BUDGET	2018 AMENDED BUDGET	03/31/2018 NORM (ABNORM)	MONTH 03/31/18 INCR (DECR)			
Fund 207 - POLICE FUND									
Revenues									
Dept 000									
207-000-401-402	TAX LEVY	591,648.28	611,900.00	611,900.00	600,537.14	4,240.35	11,362.86	0.00	98.14
207-000-401-410	PERSONAL PROPERTY TAX	45,231.83	45,100.00	45,100.00	43,050.91	1,100.29	2,049.09	0.00	95.46
207-000-401-412	DELINQUENT TAXES-LEVY	1,726.51	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
207-000-401-437	ABATEMENT TAXES-LEVY	3,062.30	4,900.00	4,900.00	4,893.96	665.36	6.04	0.00	99.88
207-000-401-441	COMMUNITY STABILIZATION SHARE TAX	8,681.33	16,757.00	16,757.00	9,813.21	0.00	6,943.79	0.00	58.56
207-000-401-445	INTEREST & PENALTIES ON TAX	114.70	120.00	120.00	73.91	59.37	46.09	0.00	61.59
207-000-665-000	INTEREST REVENUE	12,075.51	8,750.00	8,750.00	705.81	705.81	8,044.19	0.00	8.07
Total Dept 000		662,540.46	690,527.00	690,527.00	659,074.94	6,771.18	31,452.06	0.00	95.45
TOTAL REVENUES		662,540.46	690,527.00	690,527.00	659,074.94	6,771.18	31,452.06	0.00	95.45
Expenditures									
Dept 301 - POLICE DEPARTMENT									
207-301-787-000	OTHER EXPENSES	5,354.00	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00	0.00
207-301-801-000	SHERIFF PROTECTION	637,774.83	645,322.00	645,322.00	0.00	0.00	645,322.00	0.00	0.00
207-301-950-000	PROPERTY TAX REFUNDS	22.95	150.00	150.00	0.00	0.00	150.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		643,151.78	652,972.00	652,972.00	0.00	0.00	652,972.00	0.00	0.00
Dept 965 - TRANSFERS OUT									
207-965-999-000	TRANSFER TO OTHER FUND	0.00	31,499.00	31,499.00	0.00	0.00	31,499.00	0.00	0.00
Total Dept 965 - TRANSFERS OUT		0.00	31,499.00	31,499.00	0.00	0.00	31,499.00	0.00	0.00
TOTAL EXPENDITURES		643,151.78	684,471.00	684,471.00	0.00	0.00	684,471.00	0.00	0.00
Fund 207 - POLICE FUND:									
TOTAL REVENUES		662,540.46	690,527.00	690,527.00	659,074.94	6,771.18	31,452.06	0.00	95.45
TOTAL EXPENDITURES		643,151.78	684,471.00	684,471.00	0.00	0.00	684,471.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		19,388.68	6,056.00	6,056.00	659,074.94	6,771.18	(653,018.94)	0.00	10,889.01
BEG. FUND BALANCE		1,283,785.37	1,283,785.37	1,283,785.37	1,283,785.37				
NET OF REVENUES/EXPENDITURES - 2017					19,388.68		19,388.68		
END FUND BALANCE		1,303,174.05	1,289,841.37	1,289,841.37	1,962,248.99				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 207 - POLICE FUND			
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05	
207-000-003-019	POLICE FUND CD- FLAGSTAR BANK	300,000.00	
207-000-003-027	CD - NORTHPOINTE BANK 10/08/2018	257,566.39	
207-000-003-029	CD - FIRST COMMUNITY BANK M3/10/2020	250,000.00	
207-000-003-033	CD - PRIVATE BANK	759,534.49	
207-000-015-019	POLICE M/M FLAGSTAR BANK	395,148.06	
207-000-020-000	TAXES RECEIVABLE	301,901.36	
207-000-084-000	DUE FROM OTHER FUNDS	359,819.51	
207-000-339-000	DEFERRED REVENUE		661,720.87
207-000-390-000	FUND BALANCE - RESTRICTED		1,053,785.37
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012		230,000.00
207-000-401-402	TAX LEVY		600,537.14
207-000-401-410	PERSONAL PROPERTY TAX		43,050.91
207-000-401-437	ABATEMENT TAXES-LEVY		4,893.96
207-000-401-441	COMMUNITY STABILIZATION SHARE TAX		9,813.21
207-000-401-445	INTEREST & PENALTIES ON TAX		73.91
207-000-665-000	INTEREST REVENUE		705.81
Total Fund 207 - POLICE FUND			
NET OF REVENUES/EXPENDITURES - 2017		2,623,969.86	19,388.68
			2,623,969.86

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 207 - POLICE FUND		
*** Assets ***		
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05
207-000-003-019	POLICE FUND CD- FLAGSTAR BANK	300,000.00
207-000-003-027	CD - NORTHPOINTE BANK 10/08/2018	257,566.39
207-000-003-029	CD - FIRST COMMUNITY BANK M3/10/2020	250,000.00
207-000-003-033	CD - PRIVATE BANK	759,534.49
207-000-015-019	POLICE M/M FLAGSTAR BANK	395,148.06
207-000-020-000	TAXES RECEIVABLE	301,901.36
207-000-084-000	DUE FROM OTHER FUNDS	359,819.51
	Total Assets	2,623,969.86
*** Liabilities ***		
207-000-339-000	DEFERRED REVENUE	661,720.87
	Total Liabilities	661,720.87
*** Fund Balance ***		
207-000-390-000	FUND BALANCE - RESTRICTED	1,053,785.37
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012	230,000.00
	Total Fund Balance	1,283,785.37
	Beginning Fund Balance - 2017	1,283,785.37
	Net of Revenues VS Expenditures - 2017	19,388.68
	*2017 End FB/2018 Beg FB	1,303,174.05
	Net of Revenues VS Expenditures - Current Year	659,074.94
	Ending Fund Balance	1,962,248.99
	Total Liabilities And Fund Balance	2,623,969.86
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2017 NORM (ABNORM)	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 03/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	UNENCUMBERED AVAIL BALANCE	ENCUMBERED YEAR-TO-DATE	% BDGT USED
Fund 208 - HAZMAT FUND									
Revenues									
Dept 000									
208-000-607-500	HAZMAT - CASCADE TWP	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
208-000-607-600	HAZMAT KENTWOOD	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
208-000-607-700	HAZMAT - GAINES TWP	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
208-000-665-000	HAZMAT INTEREST	124.17	200.00	200.00	19.10	19.10	180.90	0.00	9.55
Total Dept 000		124.17	6,200.00	6,200.00	19.10	19.10	6,180.90	0.00	0.31
TOTAL REVENUES		124.17	6,200.00	6,200.00	19.10	19.10	6,180.90	0.00	0.31
Expenditures									
Dept 344 - HAZMAT									
208-344-726-000	HAZMAT SUPPLIES	381.01	500.00	500.00	0.00	0.00	500.00	0.00	0.00
208-344-787-000	HAZMAT EQUIPMENT REPAIRS	1,885.43	1,500.00	1,500.00	221.00	0.00	1,279.00	0.00	14.73
208-344-789-000	HAZMAT TRAINING	0.00	3,000.00	3,000.00	875.00	875.00	2,125.00	0.00	29.17
208-344-958-000	HAZMAT EQUIPMENT	486.05	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
Total Dept 344 - HAZMAT		2,752.49	8,000.00	8,000.00	1,096.00	875.00	6,904.00	0.00	13.70
TOTAL EXPENDITURES		2,752.49	8,000.00	8,000.00	1,096.00	875.00	6,904.00	0.00	13.70
Fund 208 - HAZMAT FUND:									
TOTAL REVENUES		124.17	6,200.00	6,200.00	19.10	19.10	6,180.90	0.00	0.31
TOTAL EXPENDITURES		2,752.49	8,000.00	8,000.00	1,096.00	875.00	6,904.00	0.00	13.70
NET OF REVENUES & EXPENDITURES		(2,628.32)	(1,800.00)	(1,800.00)	(1,076.90)	(855.90)	(723.10)	0.00	59.83
BEG. FUND BALANCE		36,248.13	36,248.13	36,248.13	36,248.13				
NET OF REVENUES/EXPENDITURES - 2017					(2,628.32)		(2,628.32)		
END FUND BALANCE		33,619.81	34,448.13	34,448.13	32,542.91				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 208 - HAZMAT FUND			
208-000-015-005	MM LAKE MICH CR UN 112010265771	32,542.91	
208-000-390-000	FUND BALANCE - RESTRICTED		36,248.13
208-000-665-000	HAZMAT INTEREST		19.10
208-344-787-000	HAZMAT EQUIPMENT REPAIRS	221.00	
208-344-789-000	HAZMAT TRAINING	875.00	
Total Fund 208 - HAZMAT FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2017		2,628.32	
		36,267.23	36,267.23

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 208 - HAZMAT FUND		
*** Assets ***		
208-000-015-005	MM LAKE MICH CR UN 112010265771	32,542.91
	Total Assets	32,542.91
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
208-000-390-000	FUND BALANCE - RESTRICTED	36,248.13
	Total Fund Balance	36,248.13
	Beginning Fund Balance - 2017	36,248.13
	Net of Revenues VS Expenditures - 2017	(2,628.32)
	*2017 End FB/2018 Beg FB	33,619.81
	Net of Revenues VS Expenditures - Current Year	(1,076.90)
	Ending Fund Balance	32,542.91
	Total Liabilities And Fund Balance	32,542.91
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 209 - CCT OPEN SPACE									
Revenues									
Dept 000									
209-000-401-402	TAX LEVY	296,385.47	306,700.00	306,700.00	300,839.23	2,124.17	5,860.77	0.00	98.09
209-000-401-410	PERSONAL PROPERTY TAX	22,659.64	22,600.00	22,600.00	21,567.02	551.21	1,032.98	0.00	95.43
209-000-401-412	DELINQUENT TAXES-LEVY	864.85	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
209-000-401-437	ABATEMENT TAXES-LEVY	1,534.07	2,500.00	2,500.00	2,451.67	333.33	48.33	0.00	98.07
209-000-401-441	COMMUNITY STABILIZATION SHARE TAX	21,252.18	8,395.00	8,395.00	24,035.25	0.00	(15,640.25)	0.00	286.30
209-000-401-445	INTEREST & PENALTIES ON TAXES	57.39	75.00	75.00	36.98	29.69	38.02	0.00	49.31
209-000-665-000	INTEREST ON INVESTMENTS	462.96	4,000.00	4,000.00	28.53	28.53	3,971.47	0.00	0.71
209-000-665-408	INTEREST ON HOMEYER FUND	1,773.70	1,800.00	1,800.00	305.17	305.17	1,494.83	0.00	16.95
209-000-671-675	DONATIONS	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
209-000-689-000	BOND SALE PROCEEDS	3,050.00	0.00	0.00	3,050.00	0.00	(3,050.00)	0.00	100.00
Total Dept 000		348,040.26	348,570.00	348,570.00	352,313.85	3,372.10	(3,743.85)	0.00	101.07
TOTAL REVENUES		348,040.26	348,570.00	348,570.00	352,313.85	3,372.10	(3,743.85)	0.00	101.07
Expenditures									
Dept 751 - OPEN SPACE PRESERVATION									
209-751-921-000	ELECTRICITY	1,623.99	2,000.00	2,000.00	432.21	202.82	1,567.79	0.00	21.61
209-751-923-000	HEATING/UTILITY	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
209-751-927-000	WATER-SEWER	342.33	500.00	500.00	70.15	70.15	429.85	0.00	14.03
209-751-935-000	PARK MAINTENANCE	27,534.60	20,000.00	20,000.00	41.70	13.90	19,916.60	41.70	0.42
209-751-950-000	TAX REFUNDS	11.50	100.00	100.00	0.00	0.00	100.00	0.00	0.00
Total Dept 751 - OPEN SPACE PRESERVATION		29,512.42	24,100.00	24,100.00	544.06	286.87	23,514.24	41.70	2.43
Dept 990 - DEBT SERVICE									
209-990-991-201	BOND PRINCIPAL REFINANCE	0.00	29,000.00	29,000.00	0.00	0.00	29,000.00	0.00	0.00
209-990-992-001	BOND PRINCIPAL PAYMENT	215,000.00	225,000.00	225,000.00	0.00	0.00	225,000.00	0.00	0.00
209-990-992-201	BOND INTEREST REFINANCE	0.00	58,907.00	58,907.00	0.00	0.00	58,907.00	0.00	0.00
209-990-996-001	INTEREST AND FEES BA 2009	133,057.40	12,818.00	12,818.00	0.00	0.00	12,818.00	0.00	0.00
Total Dept 990 - DEBT SERVICE		348,057.40	325,725.00	325,725.00	0.00	0.00	325,725.00	0.00	0.00
TOTAL EXPENDITURES		377,569.82	349,825.00	349,825.00	544.06	286.87	349,239.24	41.70	0.17
Fund 209 - CCT OPEN SPACE:									
TOTAL REVENUES		348,040.26	348,570.00	348,570.00	352,313.85	3,372.10	(3,743.85)	0.00	101.07
TOTAL EXPENDITURES		377,569.82	349,825.00	349,825.00	544.06	286.87	349,239.24	41.70	0.17
NET OF REVENUES & EXPENDITURES		(29,529.56)	(1,255.00)	(1,255.00)	351,769.79	3,085.23	(352,983.09)	(41.70)	28,026.14
BEG. FUND BALANCE		739,045.77	739,045.77	739,045.77	739,045.77				
NET OF REVENUES/EXPENDITURES - 2017					(29,529.56)		(29,529.56)		
END FUND BALANCE		709,516.21	737,790.77	737,790.77	1,061,286.00				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 209 - CCT OPEN SPACE			
209-000-001-100	CASH -CHEM	501,518.71	
209-000-001-550	MI CLASS CASH - POOL ACCT/HOMEYER	356,610.05	
209-000-003-015	CD - COMMUNITY WEST CR UN/M 10/15/18	200,000.00	
209-000-015-005	MONEY MARKET LAKE MICH CR UN HOMEYER	107.24	
209-000-020-000	TAXES RECEIVABLE	151,239.40	
209-000-040-000	ACCOUNTS RECEIVABLE	3,050.00	
209-000-084-000	DUE FROM OTHER TWP FUNDS	180,250.70	
209-000-339-000	DEFERRED REVENUE		331,490.10
209-000-390-000	FUND BALANCE - RESTRICTED		271,173.18
209-000-391-001	FUND BALANCE - COMMITTED/PP TAX 2012		116,000.00
209-000-391-004	FUND BALANCE - COMMITTTED HOMEYER 12/15		351,872.59
209-000-401-402	TAX LEVY		300,839.23
209-000-401-410	PERSONAL PROPERTY TAX		21,567.02
209-000-401-437	ABATEMENT TAXES-LEVY		2,451.67
209-000-401-441	COMMUNITY STABILIZATION SHARE TAX		24,035.25
209-000-401-445	INTEREST & PENALTIES ON TAXES		36.98
209-000-665-000	INTEREST ON INVESTMENTS		28.53
209-000-665-408	INTEREST ON HOMEYER FUND		305.17
209-000-689-000	BOND SALE PROCEEDS		3,050.00
209-751-921-000	ELECTRICITY	432.21	
209-751-927-000	WATER-SEWER	70.15	
209-751-935-000	PARK MAINTENANCE	41.70	
Total Fund 209 - CCT OPEN SPACE			
DEFICIENCY OF REVENUES/EXPENDITURES - 2017		29,529.56	
		1,422,849.72	1,422,849.72

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 209 - CCT OPEN SPACE		
*** Assets ***		
209-000-001-100	CASH -CHEM	501,518.71
209-000-001-550	MI CLASS CASH - POOL ACCT/HOMEYER	356,610.05
209-000-003-015	CD - COMMUNITY WEST CR UN/M 10/15/18	200,000.00
209-000-015-005	MONEY MARKET LAKE MICH CR UN HOMEYER	107.24
209-000-020-000	TAXES RECEIVABLE	151,239.40
209-000-040-000	ACCOUNTS RECEIVABLE	3,050.00
209-000-084-000	DUE FROM OTHER TWP FUNDS	180,250.70
	Total Assets	1,392,776.10
*** Liabilities ***		
209-000-339-000	DEFERRED REVENUE	331,490.10
	Total Liabilities	331,490.10
*** Fund Balance ***		
209-000-390-000	FUND BALANCE - RESTRICTED	271,173.18
209-000-391-001	FUND BALANCE - COMMITTED/PP TAX 2012	116,000.00
209-000-391-004	FUND BALANCE - COMMITTED HOMEYER 12/15	351,872.59
	Total Fund Balance	739,045.77
	Beginning Fund Balance - 2017	739,045.77
	Net of Revenues VS Expenditures - 2017	(29,529.56)
	*2017 End FB/2018 Beg FB	709,516.21
	Net of Revenues VS Expenditures - Current Year	351,769.79
	Ending Fund Balance	1,061,286.00
	Total Liabilities And Fund Balance	1,392,776.10
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 211 - DAM MAJOR REPAIR FUND									
Revenues									
Dept 000									
211-000-665-000	INTEREST REVENUE	11,581.26	11,000.00	11,000.00	249.08	249.08	10,750.92	0.00	2.26
211-000-675-000	CONTRIBUTIONS	5,000.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00
211-000-699-101	TRANSFERS FROM GENERAL FUND	30,000.00	40,000.00	40,000.00	10,000.00	0.00	30,000.00	0.00	25.00
Total Dept 000		46,581.26	56,000.00	56,000.00	10,249.08	249.08	45,750.92	0.00	18.30
TOTAL REVENUES		46,581.26	56,000.00	56,000.00	10,249.08	249.08	45,750.92	0.00	18.30
Expenditures									
Dept 901 - CAPITAL OUTLAY									
211-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	270,000.00	270,000.00	0.00	0.00	270,000.00	0.00	0.00
211-901-990-000	INSPECTION REPORTS	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	275,000.00	275,000.00	0.00	0.00	275,000.00	0.00	0.00
TOTAL EXPENDITURES		0.00	275,000.00	275,000.00	0.00	0.00	275,000.00	0.00	0.00
Fund 211 - DAM MAJOR REPAIR FUND:									
TOTAL REVENUES		46,581.26	56,000.00	56,000.00	10,249.08	249.08	45,750.92	0.00	18.30
TOTAL EXPENDITURES		0.00	275,000.00	275,000.00	0.00	0.00	275,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		46,581.26	(219,000.00)	(219,000.00)	10,249.08	249.08	(229,249.08)	0.00	4.68
BEG. FUND BALANCE		560,472.01	560,472.01	560,472.01	560,472.01				
NET OF REVENUES/EXPENDITURES - 2017					46,581.26		46,581.26		
END FUND BALANCE		607,053.27	341,472.01	341,472.01	617,302.35				

PG 30

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 211 - DAM MAJOR REPAIR FUND			
211-000-001-510	MI CLASS CASH - POOL ACCOUNTS	295,049.05	
211-000-003-014	CD - LAKE MICH CR UN #43 9/10/2018	322,164.57	
211-000-015-005	MM LAKE MICH CR UN- DAM REPAIR 1026577-0	88.73	
211-000-390-000	FUND BALANCE - RESTRICTED		310,472.01
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12		250,000.00
211-000-665-000	INTEREST REVENUE		249.08
211-000-699-101	TRANSFERS FROM GENERAL FUND		10,000.00
Total Fund 211 - DAM MAJOR REPAIR FUND			
NET OF REVENUES/EXPENDITURES - 2017		617,302.35	46,581.26
			617,302.35

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 211 - DAM MAJOR REPAIR FUND		
*** Assets ***		
211-000-001-510	MI CLASS CASH - POOL ACCOUNTS	295,049.05
211-000-003-014	CD - LAKE MICH CR UN #43 9/10/2018	322,164.57
211-000-015-005	MM LAKE MICH CR UN- DAM REPAIR 1026577-0	88.73
	Total Assets	617,302.35
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
211-000-390-000	FUND BALANCE - RESTRICTED	310,472.01
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS1	250,000.00
	Total Fund Balance	560,472.01
	Beginning Fund Balance - 2017	560,472.01
	Net of Revenues VS Expenditures - 2017	46,581.26
	*2017 End FB/2018 Beg FB	607,053.27
	Net of Revenues VS Expenditures - Current Year	10,249.08
	Ending Fund Balance	617,302.35
	Total Liabilities And Fund Balance	617,302.35
* Year Not Closed		

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 216 - PATHWAYS FUND									
Revenues									
Dept 000									
216-000-401-402	TAX LEVY	513,547.16	531,250.00	531,250.00	521,262.66	3,680.57	9,987.34	0.00	98.12
216-000-401-410	PERSONAL PROPERTY TAX	39,260.94	39,150.00	39,150.00	37,367.76	955.00	1,782.24	0.00	95.45
216-000-401-412	DELINQUENT TAX LEVY	1,498.60	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
216-000-401-437	ABATEMENT TAXES-LEVY	2,658.07	4,250.00	4,250.00	4,247.95	577.54	2.05	0.00	99.95
216-000-401-441	COMMUNITY STABILIZATION SHARE TAX	36,821.72	14,545.00	14,545.00	41,623.17	0.00	(27,078.17)	0.00	286.17
216-000-401-445	PENALTIES & INTEREST ON TAX	99.61	100.00	100.00	64.25	51.61	35.75	0.00	64.25
216-000-665-000	INTEREST REVENUE	3,972.92	18,600.00	18,600.00	184.03	184.03	18,415.97	0.00	0.99
Total Dept 000		597,859.02	610,895.00	610,895.00	604,749.82	5,448.75	6,145.18	0.00	98.99
TOTAL REVENUES		597,859.02	610,895.00	610,895.00	604,749.82	5,448.75	6,145.18	0.00	98.99
Expenditures									
Dept 758 - PATHWAYS									
216-758-728-000	OPERATING SUPPLIES	13,149.97	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00	0.00
216-758-821-100	ENGINEERING	21,687.40	30,000.00	30,000.00	1,056.00	726.00	28,944.00	0.00	3.52
216-758-931-000	MAINT & REPAIR	77,392.97	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00	0.00
216-758-950-000	PROPERTY TAX REFUNDS	19.92	100.00	100.00	0.00	0.00	100.00	0.00	0.00
Total Dept 758 - PATHWAYS		112,250.26	113,100.00	113,100.00	1,056.00	726.00	112,044.00	0.00	0.93
Dept 990 - DEBT SERVICE									
216-990-992-007	BOND PRINCIPAL- 2012 REFINANCE	287,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-990-996-207	BOND INTEREST- 2012 REFINANCE	5,423.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 990 - DEBT SERVICE		292,423.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		404,673.28	113,100.00	113,100.00	1,056.00	726.00	112,044.00	0.00	0.93
Fund 216 - PATHWAYS FUND:									
TOTAL REVENUES		597,859.02	610,895.00	610,895.00	604,749.82	5,448.75	6,145.18	0.00	98.99
TOTAL EXPENDITURES		404,673.28	113,100.00	113,100.00	1,056.00	726.00	112,044.00	0.00	0.93
NET OF REVENUES & EXPENDITURES		193,185.74	497,795.00	497,795.00	603,693.82	4,722.75	(105,898.82)	0.00	121.27
BEG. FUND BALANCE		955,327.02	955,327.02	955,327.02	955,327.02				
NET OF REVENUES/EXPENDITURES - 2017					193,185.74		193,185.74		
END FUND BALANCE		1,148,512.76	1,453,122.02	1,453,122.02	1,752,206.58				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 216 - PATHWAYS FUND			
216-000-003-016	CD-OPTION ONE CR UN M 10/08/2018	524,327.53	
216-000-003-033	CD - PRIVATE BANK/CIBC M 10/17/20	503,000.00	
216-000-015-025	PATHWAYS M/M MACATAWA BANK	728,302.08	
216-000-020-000	TAXES RECEIVABLE	262,048.99	
216-000-084-000	DUE FROM OTHER FUNDS	312,320.67	
216-000-211-000	CONTRACT PAYABLE-RETAINAGE		3,423.03
216-000-339-000	DEFERRED REVENUE		574,369.66
216-000-390-000	FUND BALANCE - RESTRICTED		755,327.02
216-000-391-001	FUND BALANCE - COMMITTED - PP TAX 2012		200,000.00
216-000-401-402	TAX LEVY		521,262.66
216-000-401-410	PERSONAL PROPERTY TAX		37,367.76
216-000-401-437	ABATEMENT TAXES-LEVY		4,247.95
216-000-401-441	COMMUNITY STABILIZATION SHARE TAX		41,623.17
216-000-401-445	PENALTIES & INTEREST ON TAX		64.25
216-000-665-000	INTEREST REVENUE		184.03
216-758-821-100	ENGINEERING	1,056.00	
Total Fund 216 - PATHWAYS FUND			
NET OF REVENUES/EXPENDITURES - 2017		2,331,055.27	193,185.74
			2,331,055.27

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 216 - PATHWAYS FUND		
*** Assets ***		
216-000-003-016	CD-OPTION ONE CR UN M 10/08/2018	524,327.53
216-000-003-033	CD - PRIVATE BANK/CIBC M 10/17/20	503,000.00
216-000-015-025	PATHWAYS M/M MACATAWA BANK	728,302.08
216-000-020-000	TAXES RECEIVABLE	262,048.99
216-000-084-000	DUE FROM OTHER FUNDS	312,320.67
	Total Assets	2,329,999.27
*** Liabilities ***		
216-000-211-000	CONTRACT PAYABLE-RETAINAGE	3,423.03
216-000-339-000	DEFERRED REVENUE	574,369.66
	Total Liabilities	577,792.69
*** Fund Balance ***		
216-000-390-000	FUND BALANCE - RESTRICTED	755,327.02
216-000-391-001	FUND BALANCE - COMMITTED - PP TAX 2012	200,000.00
	Total Fund Balance	955,327.02
	Beginning Fund Balance - 2017	955,327.02
	Net of Revenues VS Expenditures - 2017	193,185.74
	*2017 End FB/2018 Beg FB	1,148,512.76
	Net of Revenues VS Expenditures - Current Year	603,693.82
	Ending Fund Balance	1,752,206.58
	Total Liabilities And Fund Balance	2,329,999.27
* Year Not Closed		

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 246 - IRF									
Revenues									
Dept 000									
246-000-630-000	HOOKUP FEES	362,654.00	200,000.00	200,000.00	56,598.00	52,198.00	143,402.00	0.00	28.30
246-000-665-000	INTEREST ON INVESTMENTS	3,629.15	2,000.00	2,000.00	373.58	373.58	1,626.42	0.00	18.68
246-000-669-000	INT & P S/A-ORDINANCE	3,944.82	4,500.00	4,500.00	1,605.25	0.00	2,894.75	0.00	35.67
246-000-669-006	INT & P S/A-KRAFT #28S	253.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-000-669-011	INT & P S/A OAK TERRACE	(1,117.56)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-000-672-000	S/A REVENUE-ORDINANCE	(675.00)	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	0.00
246-000-672-008	S/A REVENUE-INACTIVE	(9,750.00)	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00	0.00
246-000-672-011	S/A REVENUE - OAK TERRACE	(4,656.48)	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00
246-000-672-888	FOREST SHORES SPECIAL ASSESSMENT	0.00	940.00	940.00	0.00	0.00	940.00	0.00	0.00
246-000-672-889	S/A REV ORDINANCE- MARACAIBO SHO	0.00	205.00	205.00	0.00	0.00	205.00	0.00	0.00
Total Dept 000		354,282.68	238,645.00	238,645.00	58,576.83	52,571.58	180,068.17	0.00	24.55
TOTAL REVENUES		354,282.68	238,645.00	238,645.00	58,576.83	52,571.58	180,068.17	0.00	24.55
Expenditures									
Dept 295 - ADMINISTRATIVE									
246-295-821-000	ADMIN ENGINEERING COSTS	78,729.40	30,000.00	30,000.00	10,187.12	8,425.15	19,812.88	0.00	33.96
246-295-826-000	ADMIN LEGAL FEES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00
246-295-964-000	ADMIN 10%/HOOKUP TO GENERAL	36,265.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	0.00
246-295-980-000	ADMIN MISCELLANEOUS EXPENSE	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 295 - ADMINISTRATIVE		114,994.40	53,500.00	53,500.00	10,187.12	8,425.15	43,312.88	0.00	19.04
Dept 901 - CAPITAL OUTLAY									
246-901-974-000	CAPITAL OUTLAY - LANDIMP	595,141.82	120,000.00	120,000.00	6,078.09	139,530.97	113,921.91	0.00	5.07
Total Dept 901 - CAPITAL OUTLAY		595,141.82	120,000.00	120,000.00	6,078.09	139,530.97	113,921.91	0.00	5.07
Dept 990 - DEBT SERVICE									
246-990-992-001	BOND PRINCIPAL-2012 REFINANCE	77,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-990-996-201	BOND INTEREST-2012 REFINANCE	2,288.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 990 - DEBT SERVICE		79,288.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		789,425.20	173,500.00	173,500.00	16,265.21	147,956.12	157,234.79	0.00	9.37
Fund 246 - IRF:									
TOTAL REVENUES		354,282.68	238,645.00	238,645.00	58,576.83	52,571.58	180,068.17	0.00	24.55
TOTAL EXPENDITURES		789,425.20	173,500.00	173,500.00	16,265.21	147,956.12	157,234.79	0.00	9.37
NET OF REVENUES & EXPENDITURES		(435,142.52)	65,145.00	65,145.00	42,311.62	(95,384.54)	22,833.38	0.00	64.95
BEG. FUND BALANCE		1,596,219.25	1,596,219.25	1,596,219.25	1,596,219.25				
NET OF REVENUES/EXPENDITURES - 2017					(435,142.52)		(435,142.52)		
END FUND BALANCE		1,161,076.73	1,661,364.25	1,661,364.25	1,203,388.35				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 246 - IRF			
246-000-001-510	MI CLASS CASH - POOL ACCOUNTS	616,417.50	
246-000-003-030	CD - TALMER BANK & TRUST M	500,000.00	
246-000-015-004	MONEY MARKET - CHEMICAL BANK	15,541.59	
246-000-015-005	IRF MM LAKE MICH CR UN	125.23	
246-000-030-001	S/A ORDINANCE RECEIVABLE	5,286.47	
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61	
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	37,251.92	
246-000-030-099	S/A RECEIVABLE-INACTIVE-SEWER	1,166,488.52	
246-000-030-100	S/A RECEIVABLE-INACTIVE-WATER	2,178,823.30	
246-000-040-001	ACCOUNTS RECEIVABLE-ORDINANCE		8,075.56
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE		68.97
246-000-081-000	DUE FROM OTHER GOVERNMENT UNITS	133,452.88	
246-000-085-000	DUE FROM TAXES	8,132.03	
246-000-211-000	CONTRACT PAYABLE-RETAINAGE		5,000.00
246-000-339-000	DEFERRED REVENUE-ORDINANCE		313,823.03
246-000-339-001	DEFERRED REV-INACTIVE-SEWER		1,166,488.52
246-000-339-002	DEFERRED REV-INACTIVE-WATER		2,208,073.30
246-000-339-011	DEFERRED REVENUE- OAK TERRACE		31,431.32
246-000-390-000	FUND BALANCE - RESTRICTED		1,596,219.25
246-000-630-000	HOOKUP FEES		56,598.00
246-000-665-000	INTEREST ON INVESTMENTS		373.58
246-000-669-000	INT & P S/A-ORDINANCE		1,605.25
246-295-821-000	ADMIN ENGINEERING COSTS	10,187.12	
246-901-974-000	CAPITAL OUTLAY - LANDIMP	6,078.09	
Total Fund 246 - IRF			
DEFICIENCY OF REVENUES/EXPENDITURES - 2017		435,142.52	
		5,387,756.78	5,387,756.78

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 246 - IRF		
*** Assets ***		
246-000-001-510	MI CLASS CASH - POOL ACCOUNTS	616,417.50
246-000-003-030	CD - TALMER BANK & TRUST M	500,000.00
246-000-015-004	MONEY MARKET - CHEMICAL BANK	15,541.59
246-000-015-005	IRF MM LAKE MICH CR UN	125.23
246-000-030-001	S/A ORDINANCE RECEIVABLE	5,286.47
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	37,251.92
246-000-030-099	S/A RECEIVABLE-INACTIVE-SEWER	1,166,488.52
246-000-030-100	S/A RECEIVABLE-INACTIVE-WATER	2,178,823.30
246-000-040-001	ACCOUNTS RECEIVABLE-ORDINANCE	(8,075.56)
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE	(68.97)
246-000-081-000	DUE FROM OTHER GOVERNMENT UNITS	133,452.88
246-000-085-000	DUE FROM TAXES	8,132.03
	Total Assets	4,928,204.52
*** Liabilities ***		
246-000-211-000	CONTRACT PAYABLE-RETAINAGE	5,000.00
246-000-339-000	DEFERRED REVENUE-ORDINANCE	313,823.03
246-000-339-001	DEFERRED REV-INACTIVE-SEWER	1,166,488.52
246-000-339-002	DEFERRED REV-INACTIVE-WATER	2,208,073.30
246-000-339-011	DEFERRED REVENUE- OAK TERRACE	31,431.32
	Total Liabilities	3,724,816.17
*** Fund Balance ***		
246-000-390-000	FUND BALANCE - RESTRICTED	1,596,219.25
	Total Fund Balance	1,596,219.25
	Beginning Fund Balance - 2017	1,596,219.25
	Net of Revenues VS Expenditures - 2017	(435,142.52)
	*2017 End FB/2018 Beg FB	1,161,076.73
	Net of Revenues VS Expenditures - Current Year	42,311.62
	Ending Fund Balance	1,203,388.35
	Total Liabilities And Fund Balance	4,928,204.52

* Year Not Closed

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 248 - DDA									
Revenues									
Dept 000									
248-000-401-401	TAXES - CASCADE TOWNSHIP	186,381.34	210,630.00	210,630.00	208,805.87	0.00	1,824.13	0.00	99.13
248-000-401-402	TAXES - G.R.C.C.	106,138.39	110,000.00	110,000.00	(919.43)	0.00	110,919.43	0.00	(0.84)
248-000-401-403	TAXES-KENT COUNTY	349,495.94	375,000.00	375,000.00	102,741.52	0.00	272,258.48	0.00	27.40
248-000-401-406	KDL TAXES-DDA	67,690.43	76,500.00	76,500.00	75,834.62	0.00	665.38	0.00	99.13
248-000-665-000	INTEREST REVENUE	6,413.77	4,000.00	4,000.00	358.28	358.28	3,641.72	0.00	8.96
248-000-675-000	DDA CONTRIBUTIONS - MISC	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-675-300	DDACONTRIB & DONATION- METRO CR	6,823.25	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00	0.00
Total Dept 000		729,443.12	782,130.00	782,130.00	386,820.86	358.28	395,309.14	0.00	49.46
TOTAL REVENUES		729,443.12	782,130.00	782,130.00	386,820.86	358.28	395,309.14	0.00	49.46
Expenditures									
Dept 170 - DDA OPERATIONS/CONSTRUCTION									
248-170-723-000	DDA - MEMBERSHIP AND DUES	1,600.00	900.00	900.00	50.00	0.00	850.00	0.00	5.56
248-170-724-000	DDA - EDUCATION	872.85	2,000.00	2,000.00	134.00	109.00	1,866.00	0.00	6.70
248-170-787-000	OTHER EXPENSES	15,178.20	5,000.00	5,000.00	0.00	0.00	2,600.00	2,400.00	48.00
248-170-821-000	ENGINEERING	1,415.75	15,000.00	15,000.00	1,287.00	660.00	13,713.00	0.00	8.58
248-170-826-265	LEGAL	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00
248-170-860-000	DDA - MILEAGE	144.17	400.00	400.00	20.25	11.25	379.75	0.00	5.06
248-170-861-100	BUS SERVICE 28TH ST	96,064.05	104,000.00	104,000.00	21,993.48	7,331.16	82,006.52	0.00	21.15
248-170-921-000	ELECTRICITY	20,963.85	25,000.00	25,000.00	5,089.46	2,197.39	19,910.54	0.00	20.36
248-170-922-000	STREETLIGHTS	281.78	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-170-924-100	CELL PHONES	777.08	900.00	900.00	149.90	67.56	750.10	0.00	16.66
248-170-927-000	WATER-SEWER	6,815.33	5,500.00	5,500.00	9.36	0.00	5,490.64	0.00	0.17
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	17,630.50	72,800.00	72,800.00	984.29	348.00	71,815.71	0.00	1.35
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE \	5,143.85	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00
248-170-950-000	DDA PROPERTY TAX REFUNDS	10,065.23	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00
248-170-967-000	SPECIAL PROJECTS	57,501.76	60,000.00	60,000.00	19,041.41	19,041.41	32,813.59	8,145.00	45.31
248-170-981-000	SMALL EQUIP AND FURNITURE	0.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00
Total Dept 170 - DDA OPERATIONS/CONSTRUCTION		234,454.40	319,500.00	319,500.00	48,759.15	29,765.77	260,195.85	10,545.00	18.56
Dept 965 - TRANSFERS OUT									
248-965-999-101	TRANSFER TO GENERAL FUND	94,340.00	98,077.00	98,077.00	0.00	0.00	98,077.00	0.00	0.00
Total Dept 965 - TRANSFERS OUT		94,340.00	98,077.00	98,077.00	0.00	0.00	98,077.00	0.00	0.00
Dept 990 - DEBT SERVICE									
248-990-992-003	MUN BOND 2010 /PRINCIPAL	94,000.00	97,000.00	97,000.00	0.00	0.00	97,000.00	0.00	0.00
248-990-996-003	MUN BOND 2010 / INT & FEES	13,229.00	10,362.00	10,362.00	5,181.00	5,181.00	5,181.00	0.00	50.00
Total Dept 990 - DEBT SERVICE		107,229.00	107,362.00	107,362.00	5,181.00	5,181.00	102,181.00	0.00	4.83
TOTAL EXPENDITURES		436,023.40	524,939.00	524,939.00	53,940.15	34,946.77	460,453.85	10,545.00	12.28
Fund 248 - DDA:									
TOTAL REVENUES		729,443.12	782,130.00	782,130.00	386,820.86	358.28	395,309.14	0.00	49.46
TOTAL EXPENDITURES		436,023.40	524,939.00	524,939.00	53,940.15	34,946.77	460,453.85	10,545.00	12.28
NET OF REVENUES & EXPENDITURES		293,419.72	257,191.00	257,191.00	332,880.71	(34,588.49)	(65,144.71)	(10,545.00)	125.33
BEG. FUND BALANCE		401,788.11	401,788.11	401,788.11	401,788.11				
NET OF REVENUES/EXPENDITURES - 2017					293,419.72		293,419.72		
END FUND BALANCE		695,207.83	658,979.11	658,979.11	1,028,088.54				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 248 - DDA			
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	615,047.99	
248-000-003-035	ADVENTURE CR UNION	204,550.90	
248-000-015-004	MONEY MARKET - CHEMICAL BANK	206,804.57	
248-000-015-005	M/M LAKE MICH CR UN 0001026578	1,680.08	
248-000-015-010	OPTION 1 CR UN-MM	5.00	
248-000-084-000	DUE FROM OTHER FUNDS	208,805.87	
248-000-339-000	DEFERRED REVENUE		208,805.87
248-000-390-000	FUND BALANCE - RESTRICTED		401,788.11
248-000-401-401	TAXES - CASCADE TOWNSHIP		208,805.87
248-000-401-402	TAXES - G.R.C.C.	919.43	
248-000-401-403	TAXES-KENT COUNTY		102,741.52
248-000-401-406	KDL TAXES-DDA		75,834.62
248-000-665-000	INTEREST REVENUE		358.28
248-170-723-000	DDA - MEMBERSHIP AND DUES	50.00	
248-170-724-000	DDA - EDUCATION	134.00	
248-170-821-000	ENGINEERING	1,287.00	
248-170-860-000	DDA - MILEAGE	20.25	
248-170-861-100	BUS SERVICE 28TH ST	21,993.48	
248-170-921-000	ELECTRICITY	5,089.46	
248-170-924-100	CELL PHONES	149.90	
248-170-927-000	WATER-SEWER	9.36	
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	984.29	
248-170-967-000	SPECIAL PROJECTS	19,041.41	
248-990-996-003	MUN BOND 2010 / INT & FEES	5,181.00	
Total Fund 248 - DDA			
NET OF REVENUES/EXPENDITURES - 2017		1,291,753.99	293,419.72
			1,291,753.99

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 248 - DDA		
*** Assets ***		
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	615,047.99
248-000-003-035	ADVENTURE CR UNION	204,550.90
248-000-015-004	MONEY MARKET - CHEMICAL BANK	206,804.57
248-000-015-005	M/M LAKE MICH CR UN 0001026578	1,680.08
248-000-015-010	OPTION 1 CR UN-MM	5.00
248-000-084-000	DUE FROM OTHER FUNDS	208,805.87
	Total Assets	1,236,894.41
*** Liabilities ***		
248-000-339-000	DEFERRED REVENUE	208,805.87
	Total Liabilities	208,805.87
*** Fund Balance ***		
248-000-390-000	FUND BALANCE - RESTRICTED	401,788.11
	Total Fund Balance	401,788.11
	Beginning Fund Balance - 2017	401,788.11
	Net of Revenues VS Expenditures - 2017	293,419.72
	*2017 End FB/2018 Beg FB	695,207.83
	Net of Revenues VS Expenditures - Current Year	332,880.71
	Ending Fund Balance	1,028,088.54
	Total Liabilities And Fund Balance	1,236,894.41
* Year Not Closed		

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 249 - BUILDING FUND									
Revenues									
Dept 000									
249-000-607-483	CASCADE TWP BLDG COM PERMITS	180,886.00	150,000.00	150,000.00	2,840.00	685.00	147,160.00	0.00	1.89
249-000-607-484	CASCADE TWP BLDG RES PERMITS	93,979.00	90,000.00	90,000.00	20,913.00	10,720.00	69,087.00	0.00	23.24
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	84,775.00	80,000.00	80,000.00	23,559.00	6,504.00	56,441.00	0.00	29.45
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	92,525.25	100,000.00	100,000.00	19,990.55	6,050.50	80,009.45	0.00	19.99
249-000-607-487	CASCADE TWP PLUMBING PERMITS	46,053.00	55,000.00	55,000.00	11,232.00	5,904.00	43,768.00	0.00	20.42
249-000-607-488	CASCADE TWP PLAN REVIEWS	150,046.00	90,000.00	90,000.00	17,770.00	2,798.00	72,230.00	0.00	19.74
249-000-607-490	CASCADE TWP CONTRACTOR REG	10,755.00	8,000.00	8,000.00	1,590.00	495.00	6,410.00	0.00	19.88
249-000-607-500	LOWELL TWP BUILDING PERMITS	30,881.00	30,000.00	30,000.00	7,125.00	5,430.00	22,875.00	0.00	23.75
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	13,678.00	15,000.00	15,000.00	1,860.00	743.00	13,140.00	0.00	12.40
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	13,105.00	15,000.00	15,000.00	2,090.00	585.00	12,910.00	0.00	13.93
249-000-607-503	LOWELL TWP PLUMBING PERMITS	8,496.00	8,000.00	8,000.00	1,570.00	672.00	6,430.00	0.00	19.63
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	11,338.00	10,000.00	10,000.00	1,641.00	866.00	8,359.00	0.00	16.41
249-000-607-512	VERGENNES TWP MECHANICAL PERMIT	14,360.00	14,000.00	14,000.00	1,885.00	590.00	12,115.00	0.00	13.46
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	7,143.00	14,000.00	14,000.00	1,753.00	368.00	12,247.00	0.00	12.52
249-000-607-520	ADA TWP BUILDING PERMITS	135,722.00	120,000.00	120,000.00	20,759.00	7,902.00	99,241.00	0.00	17.30
249-000-607-521	ADA TWP PLUMBING PERMITS	27,593.00	35,000.00	35,000.00	7,973.00	3,090.00	27,027.00	0.00	22.78
249-000-607-523	ADA TWP ELECTRICAL PERMITS	46,849.00	50,000.00	50,000.00	12,671.00	4,455.00	37,329.00	0.00	25.34
249-000-607-524	ADA TWP MECHANICAL PERMITS	52,430.25	55,000.00	55,000.00	12,776.00	5,025.00	42,224.00	0.00	23.23
249-000-607-531	GR TWP BUILDING PERMITS	219,211.00	110,000.00	110,000.00	73,327.00	8,818.00	36,673.00	0.00	66.66
249-000-607-532	GR TWP ELECTRICAL PERMITS	88,488.00	55,000.00	55,000.00	7,845.00	4,282.00	47,155.00	0.00	14.26
249-000-607-533	GR TWP MECHANICAL PERMITS	84,623.85	65,000.00	65,000.00	16,866.25	4,312.75	48,133.75	0.00	25.95
249-000-607-534	GR TWP PLUMBING PERMITS	43,359.00	40,000.00	40,000.00	9,765.00	7,062.00	30,235.00	0.00	24.41
249-000-607-536	EAST GR BUILDING PERMITS	66,181.00	55,000.00	55,000.00	11,072.00	2,832.00	43,928.00	0.00	20.13
249-000-607-537	EAST GR ELECTRICAL PERMITS	32,330.00	35,000.00	35,000.00	5,235.00	1,628.00	29,765.00	0.00	14.96
249-000-607-538	EAST GR MECHANICAL PERMITS	39,759.50	40,000.00	40,000.00	10,450.00	4,180.00	29,550.00	0.00	26.13
249-000-607-539	EAST GR PLUMBING PERMITS	24,684.00	25,000.00	25,000.00	5,656.00	2,011.00	19,344.00	0.00	22.62
249-000-607-541	EAST GR-RENTAL INSP	2,550.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS	82,020.00	70,000.00	70,000.00	21,802.00	6,953.00	48,198.00	0.00	31.15
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	104,640.90	90,000.00	90,000.00	25,894.50	10,030.25	64,105.50	0.00	28.77
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	53,987.00	50,000.00	50,000.00	10,739.00	3,480.00	39,261.00	0.00	21.48
249-000-607-555	PLAINFIELD INSPECTION FEES -NP	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS	26,249.00	20,000.00	20,000.00	1,665.00	350.00	18,335.00	0.00	8.33
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS	16,113.00	10,000.00	10,000.00	1,005.00	311.00	8,995.00	0.00	10.05
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMIT	10,417.50	8,000.00	8,000.00	1,985.00	610.00	6,015.00	0.00	24.81
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS	8,133.00	7,000.00	7,000.00	679.00	110.00	6,321.00	0.00	9.70
249-000-665-000	INTEREST REVENUE	14,817.40	25,400.00	25,400.00	10.87	10.87	25,389.13	0.00	0.04
249-000-671-671	MISCELLANEOUS INCOME	1,670.00	1,000.00	1,000.00	875.00	400.00	125.00	0.00	87.50
249-000-673-000	SALE OF ASSETS	0.00	0.00	0.00	75.00	0.00	(75.00)	0.00	100.00
Total Dept 000		1,939,848.65	1,651,400.00	1,651,400.00	374,944.17	120,263.37	1,276,455.83	0.00	22.70
TOTAL REVENUES		1,939,848.65	1,651,400.00	1,651,400.00	374,944.17	120,263.37	1,276,455.83	0.00	22.70
Expenditures									
Dept 371 - BUILDING DEPARTMENT									
249-371-703-000	DIRECTOR OF INSPECTIONS	87,160.33	90,066.00	90,066.00	20,784.24	6,928.08	69,281.76	0.00	23.08
249-371-706-000	BLDG WAGES/SALARY- KD	64,117.17	65,689.00	65,689.00	15,158.88	5,052.96	50,530.12	0.00	23.08
249-371-706-302	BLDG INSPECTOR - JB	63,758.31	65,008.00	65,008.00	15,001.92	5,000.64	50,006.08	0.00	23.08
249-371-706-303	BLDG INSPECTOR - WB	66,825.77	68,791.00	68,791.00	15,874.80	5,291.60	52,916.20	0.00	23.08
249-371-706-304	BLDG INSPECTOR - DH	67,837.98	69,169.00	69,169.00	15,961.92	5,320.64	53,207.08	0.00	23.08
249-371-706-305	BLDG INSPECTOR - JV/VM	63,758.31	65,009.00	65,009.00	15,001.92	5,000.64	50,007.08	0.00	23.08
249-371-706-306	BLDG INSPECTOR / PT - SB	61,801.57	64,830.00	64,830.00	14,960.64	4,986.88	49,869.36	0.00	23.08
249-371-706-309	BLDG INSPECTOR - DHU	58,560.72	60,359.00	60,359.00	13,928.76	4,642.92	46,430.24	0.00	23.08
249-371-706-400	BUILDING CLERICAL I	39,285.20	40,040.00	40,040.00	9,240.02	3,080.02	30,799.98	0.00	23.08
249-371-706-401	BUILDING CLERICAL II - JC	10,300.05	17,858.00	17,858.00	2,635.00	850.00	15,223.00	0.00	14.76
249-371-706-402	BUILDING CLERICAL II - JK	27,753.75	39,494.00	39,494.00	9,120.00	3,040.00	30,374.00	0.00	23.09
249-371-706-500	BLDG ADDITIONAL HELP	10,727.50	22,000.00	22,000.00	1,505.00	490.00	20,495.00	0.00	6.84
249-371-707-000	INSPECTOR-JS	0.00	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00	0.00
249-371-723-000	MEMBERSHIPS AND DUES	1,000.00	4,000.00	4,000.00	875.00	200.00	3,125.00	0.00	21.88
249-371-724-000	EDUCATION	2,810.38	6,000.00	6,000.00	826.98	826.98	5,173.02	0.00	13.78
249-371-727-000	SUPPLIES	3,341.38	8,000.00	8,000.00	1,635.24	1,115.89	232.30	6,132.46	97.10
249-371-757-000	SUPPLIES-ICC BOOKS	3,259.87	8,000.00	8,000.00	125.00	125.00	5,000.00	2,875.00	37.50
249-371-768-000	DEPARTMENT UNIFORMS	3,823.49	4,200.00	4,200.00	1,814.71	1,171.72	2,041.55	343.74	51.39
249-371-787-000	OTHER EXPENSES	219.31	1,500.00	1,500.00	70.74	(446.66)	1,429.26	0.00	4.72
249-371-787-200	OTHER EXPENSES- CREDIT CARD FEES	13,307.68	14,000.00	14,000.00	2,136.08	2,136.08	11,863.92	0.00	15.26
249-371-807-000	AUDIT FEES & SERVICES	910.00	1,000.00	1,000.00	350.00	350.00	75.00	575.00	92.50
249-371-810-000	INSURANCE	7,277.55	6,700.00	6,700.00	7,613.00	0.00	(913.00)	0.00	113.63
249-371-821-000	BLDG ENGINEERING	471.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
249-371-860-000	MILEAGE	55,551.84	58,000.00	58,000.00	11,905.64	4,594.13	46,094.36	0.00	20.53
249-371-862-500	DEPT HEAD, SUPV EXPENSES	417.58	500.00	500.00	70.26	0.00	429.74	0.00	14.05
249-371-924-000	PHONES	925.01	1,500.00	1,500.00	233.09	154.68	1,266.91	0.00	15.54

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BGD USED
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	
249-371-924-100	CELL PHONES	6,803.87	7,500.00	7,500.00	1,339.65	579.81	6,160.35	0.00	17.86
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	4,088.56	17,600.00	17,600.00	6,536.12	973.00	3,462.84	7,601.04	80.32
249-371-939-000	SERVICE CONTRACTS	11,020.09	13,100.00	13,100.00	5,117.05	564.90	(7,321.55)	15,304.50	155.89
249-371-940-000	BUILDING RENTAL-LEASE	10,522.78	65,000.00	65,000.00	22,862.46	6,079.61	(2,307.39)	44,444.93	103.55
249-371-941-000	POSTAGE & MACHINE LEASE	600.00	1,000.00	1,000.00	150.00	150.00	850.00	0.00	15.00
249-371-957-000	BLDG PHYSICAL EXAMS	402.76	750.00	750.00	0.00	0.00	750.00	0.00	0.00
249-371-967-000	BLDG - SPECIAL PROJECTS	35,524.60	24,000.00	24,000.00	5,920.47	2,292.78	16,916.61	1,162.92	29.51
249-371-981-000	SMALL EQUIPMENT/FURNITURE	4,834.82	8,000.00	8,000.00	5,342.44	4,902.50	2,097.50	560.06	73.78
Total Dept 371 - BUILDING DEPARTMENT		788,999.73	975,663.00	975,663.00	224,097.03	75,454.80	672,566.32	78,999.65	31.07
Dept 850 - BENEFITS/INSURANCE									
249-850-715-000	FICA-EMPLOYER	44,745.85	55,347.00	55,347.00	10,656.20	3,488.41	44,690.80	0.00	19.25
249-850-717-000	WORKERS COMP INSURANCE	10,877.18	11,512.00	11,512.00	1,274.00	0.00	10,238.00	0.00	11.07
249-850-718-000	VISION INSURANCE BENEFITS	1,214.40	1,422.00	1,422.00	291.36	97.12	1,130.64	0.00	20.49
249-850-719-000	HEALTH INSURANCE BENEFITS	89,206.12	114,353.00	114,353.00	24,402.18	6,368.36	89,950.82	0.00	21.34
249-850-719-100	OPT-OUT INSURANCE	3,000.00	3,000.00	3,000.00	1,000.00	0.00	2,000.00	0.00	33.33
249-850-719-200	MI CLAIMS TAX- HEALTH	0.00	200.00	200.00	0.00	0.00	200.00	0.00	0.00
249-850-720-000	LIFE & DISABILITY INSURANCE	5,069.08	6,031.00	6,031.00	1,767.00	883.50	4,264.00	0.00	29.30
249-850-721-000	DENTAL INSURANCE BENEFITS	7,327.42	10,078.00	10,078.00	2,536.05	614.76	7,541.95	0.00	25.16
249-850-721-200	MI CLAIMS TAX - DENTAL	63.80	200.00	200.00	22.88	5.82	177.12	0.00	11.44
249-850-722-000	PENSION PLAN BENEFITS	70,760.07	82,036.00	82,036.00	16,516.34	5,467.76	65,519.66	0.00	20.13
249-850-960-000	BLDG UNEMPLOYMENT COSTS	0.00	0.00	0.00	2,327.00	2,327.00	(2,327.00)	0.00	100.00
Total Dept 850 - BENEFITS/INSURANCE		232,263.92	284,179.00	284,179.00	60,793.01	19,252.73	223,385.99	0.00	21.39
Dept 901 - CAPITAL OUTLAY									
249-901-975-000	CAPITAL OUTLAY - BLDGIMP	100,901.78	0.00	0.00	38,711.05	0.00	(38,711.05)	0.00	100.00
Total Dept 901 - CAPITAL OUTLAY		100,901.78	0.00	0.00	38,711.05	0.00	(38,711.05)	0.00	100.00
Dept 964 - PAYMENTS TO OTHER TOWNSHIPS									
249-964-964-100	PERMITS DUE TO LOWELL TWP	13,192.80	13,600.00	13,600.00	1,043.00	681.00	12,557.00	0.00	7.67
249-964-964-200	PERMITS DUE TO VERGENNES TWP	6,208.80	7,600.00	7,600.00	747.40	341.20	6,852.60	0.00	9.83
249-964-964-300	PERMITS DUE TO GR TWP	87,191.57	54,000.00	54,000.00	16,749.90	12,718.40	37,250.10	0.00	31.02
249-964-964-400	PERMITS DUE TO ADA TWP	52,556.85	52,000.00	52,000.00	6,684.40	2,640.20	45,315.60	0.00	12.85
249-964-964-500	PERMITS DUE TO EAST GR	32,557.90	31,000.00	31,000.00	4,335.40	1,753.00	26,664.60	0.00	13.99
249-964-964-600	PERMITS DUE PLAINFIELD	48,118.58	42,000.00	42,000.00	7,732.65	3,743.20	34,267.35	0.00	18.41
249-964-964-700	PERMITS DUE CITY OF LOWELL	12,234.30	9,000.00	9,000.00	766.00	188.00	8,234.00	0.00	8.51
249-964-964-800	PERMITS DUE CASCADE TWP	96,749.85	95,000.00	95,000.00	9,624.21	4,620.81	85,375.79	0.00	10.13
Total Dept 964 - PAYMENTS TO OTHER TOWNSHIPS		348,810.65	304,200.00	304,200.00	47,682.96	26,685.81	256,517.04	0.00	15.67
TOTAL EXPENDITURES		1,470,976.08	1,564,042.00	1,564,042.00	371,284.05	121,393.34	1,113,758.30	78,999.65	28.79
Fund 249 - BUILDING FUND:									
TOTAL REVENUES		1,939,848.65	1,651,400.00	1,651,400.00	374,944.17	120,263.37	1,276,455.83	0.00	22.70
TOTAL EXPENDITURES		1,470,976.08	1,564,042.00	1,564,042.00	371,284.05	121,393.34	1,113,758.30	78,999.65	28.79
NET OF REVENUES & EXPENDITURES		468,872.57	87,358.00	87,358.00	3,660.12	(1,129.97)	162,697.53	(78,999.65)	86.24
BEG. FUND BALANCE		2,430,080.41	2,430,080.41	2,430,080.41	2,430,080.41				
NET OF REVENUES/EXPENDITURES - 2017					468,872.57		468,872.57		
END FUND BALANCE		2,898,952.98	2,517,438.41	2,517,438.41	2,902,613.10				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 249 - BUILDING FUND			
249-000-001-100	CASH - CHEM	129,938.51	
249-000-003-001	CD - INDEPENDENT BANK M 6/19/2019	310,211.97	
249-000-003-018	CD - CHEMICAL BANK M 4/2019	300,000.00	
249-000-003-021	FIRST NATIONAL BANK OF MI/ M 10/11/2015	511,395.83	
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	616,117.75	
249-000-003-028	CONSUMER CREDIT UNION M 3/10/2020	305,310.87	
249-000-003-029	CD - FIRST COMMUNITY BANK M5/27/2018	250,000.00	
249-000-003-037	CHEMICAL BANK CD M10/28/2019	500,000.00	
249-000-123-000	PREPAID EXPENSE	9,445.32	
249-000-202-000	ACCOUNTS PAYABLE		10,645.79
249-000-204-000	ACCRUED PAYROLL		12,086.09
249-000-211-000	CONTRACT PAYABLE-RETAINAGE		7,075.27
249-000-390-000	FUND BALANCE - RESTRICTED		2,420,635.09
249-000-393-000	FUND BALANCE - NONSPENDABLE		9,445.32
249-000-607-483	CASCADE TWP BLDG COM PERMITS		2,840.00
249-000-607-484	CASCADE TWP BLDG RES PERMITS		20,913.00
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS		23,559.00
249-000-607-486	CASCADE TWP MECHANICAL PERMITS		19,990.55
249-000-607-487	CASCADE TWP PLUMBING PERMITS		11,232.00
249-000-607-488	CASCADE TWP PLAN REVIEWS		17,770.00
249-000-607-490	CASCADE TWP CONTRACTOR REG		1,590.00
249-000-607-500	LOWELL TWP BUILDING PERMITS		7,125.00
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS		1,860.00
249-000-607-502	LOWELL TWP MECHANICAL PERMITS		2,090.00
249-000-607-503	LOWELL TWP PLUMBING PERMITS		1,570.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS		1,641.00
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS		1,885.00
249-000-607-516	VERGENNES TWP PLUMBING PERMITS		1,753.00
249-000-607-520	ADA TWP BUILDING PERMITS		20,759.00
249-000-607-521	ADA TWP PLUMBING PERMITS		7,973.00
249-000-607-523	ADA TWP ELECTRICAL PERMITS		12,671.00
249-000-607-524	ADA TWP MECHANICAL PERMITS		12,776.00
249-000-607-531	GR TWP BUILDING PERMITS		73,327.00
249-000-607-532	GR TWP ELECTRICAL PERMITS		7,845.00
249-000-607-533	GR TWP MECHANICAL PERMITS		16,866.25
249-000-607-534	GR TWP PLUMBING PERMITS		9,765.00
249-000-607-536	EAST GR BUILDING PERMITS		11,072.00
249-000-607-537	EAST GR ELECTRICAL PERMITS		5,235.00
249-000-607-538	EAST GR MECHANICAL PERMITS		10,450.00
249-000-607-539	EAST GR PLUMBING PERMITS		5,656.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS		21,802.00
249-000-607-552	PLAINFIELD MECHANICAL PERMITS		25,894.50
249-000-607-553	PLAINFIELD - PLUMBING PERMITS		10,739.00
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS		1,665.00
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS		1,005.00
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMITS		1,985.00
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS		679.00
249-000-665-000	INTEREST REVENUE		10.87

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-000-671-671	MISCELLANEOUS INCOME		875.00
249-000-673-000	SALE OF ASSETS		75.00
249-371-703-000	DIRECTOR OF INSPECTIONS	20,784.24	
249-371-706-000	BLDG WAGES/SALARY- KD	15,158.88	
249-371-706-302	BLDG INSPECTOR - JB	15,001.92	
249-371-706-303	BLDG INSPECTOR - WB	15,874.80	
249-371-706-304	BLDG INSPECTOR - DH	15,961.92	
249-371-706-305	BLDG INSPECTOR - JV/VM	15,001.92	
249-371-706-306	BLDG INSPECTOR / PT - SB	14,960.64	
249-371-706-309	BLDG INSPECTOR - DHU	13,928.76	
249-371-706-400	BUILDING CLERICAL I	9,240.02	
249-371-706-401	BUILDING CLERICAL II- JC	2,635.00	
249-371-706-402	BUILDING CLERICAL II - JK	9,120.00	
249-371-706-500	BLDG ADDITIONAL HELP	1,505.00	
249-371-723-000	MEMBERSHIPS AND DUES	875.00	
249-371-724-000	EDUCATION	826.98	
249-371-727-000	SUPPLIES	1,635.24	
249-371-757-000	SUPPLIES-ICC BOOKS	125.00	
249-371-768-000	DEPARTMENT UNIFORMS	1,814.71	
249-371-787-000	OTHER EXPENSES	70.74	
249-371-787-200	OTHER EXPENSES- CREDIT CARD FEES	2,136.08	
249-371-807-000	AUDIT FEES & SERVICES	350.00	
249-371-810-000	INSURANCE	7,613.00	
249-371-860-000	MILEAGE	11,905.64	
249-371-862-500	DEPT HEAD, SUPV EXPENSES	70.26	
249-371-924-000	PHONES	233.09	
249-371-924-100	CELL PHONES	1,339.65	
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	6,536.12	
249-371-939-000	SERVICE CONTRACTS	5,117.05	
249-371-940-000	BUILDING RENTAL-LEASE	22,862.46	
249-371-941-000	POSTAGE & MACHINE LEASE	150.00	
249-371-967-000	BLDG - SPECIAL PROJECTS	5,920.47	
249-371-981-000	SMALL EQUIPMENT/FURNITURE	5,342.44	
249-850-715-000	FICA-EMPLOYER	10,656.20	
249-850-717-000	WORKERS COMP INSURANCE	1,274.00	
249-850-718-000	VISION INSURANCE BENEFITS	291.36	
249-850-719-000	HEALTH INSURANCE BENEFITS	24,402.18	
249-850-719-100	OPT-OUT INSURANCE	1,000.00	
249-850-720-000	LIFE & DISABILITY INSURANCE	1,767.00	
249-850-721-000	DENTAL INSURANCE BENEFITS	2,536.05	
249-850-721-200	MI CLAIMS TAX - DENTAL	22.88	
249-850-722-000	PENSION PLAN BENEFITS	16,516.34	
249-850-960-000	BLDG UNEMPLOYMENT COSTS	2,327.00	
249-901-975-000	CAPITAL OUTLAY - BLDGIMP	38,711.05	
249-964-964-100	PERMITS DUE TO LOWELL TWP	1,043.00	
249-964-964-200	PERMITS DUE TO VERGENNES TWP	747.40	
249-964-964-300	PERMITS DUE TO GR TWP	16,749.90	
249-964-964-400	PERMITS DUE TO ADA TWP	6,684.40	
249-964-964-500	PERMITS DUE TO EAST GR	4,335.40	
249-964-964-600	PERMITS DUE PLAINFIELD	7,732.65	

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-964-964-700	PERMITS DUE CITY OF LOWELL	766.00	
249-964-964-800	PERMITS DUE CASCADE TWP	9,624.21	
Total Fund 249 - BUILDING FUND			
NET OF REVENUES/EXPENDITURES - 2017		3,303,704.30	468,872.57
			3,303,704.30

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 249 - BUILDING FUND		
*** Assets ***		
249-000-001-100	CASH - CHEM	129,938.51
249-000-003-001	CD - INDEPENDENT BANK M 6/19/2019	310,211.97
249-000-003-018	CD - CHEMICAL BANK M 4/2019	300,000.00
249-000-003-021	FIRST NATIONAL BANK OF MI/ M 10/11/2015	511,395.83
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	616,117.75
249-000-003-028	CONSUMER CREDIT UNION M 3/10/2020	305,310.87
249-000-003-029	CD - FIRST COMMUNITY BANK M5/27/2018	250,000.00
249-000-003-037	CHEMICAL BANK CD M10/28/2019	500,000.00
249-000-123-000	PREPAID EXPENSE	9,445.32
	Total Assets	2,932,420.25
*** Liabilities ***		
249-000-202-000	ACCOUNTS PAYABLE	10,645.79
249-000-204-000	ACCRUED PAYROLL	12,086.09
249-000-211-000	CONTRACT PAYABLE-RETAINAGE	7,075.27
	Total Liabilities	29,807.15
*** Fund Balance ***		
249-000-390-000	FUND BALANCE - RESTRICTED	2,420,635.09
249-000-393-000	FUND BALANCE - NONSPENDABLE	9,445.32
	Total Fund Balance	2,430,080.41
	Beginning Fund Balance - 2017	2,430,080.41
	Net of Revenues VS Expenditures - 2017	468,872.57
	*2017 End FB/2018 Beg FB	2,898,952.98
	Net of Revenues VS Expenditures - Current Year	3,660.12
	Ending Fund Balance	2,902,613.10
	Total Liabilities And Fund Balance	2,932,420.25
* Year Not Closed		

PG 47

04/24/2018

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	END BALANCE	2018		YTD BALANCE	ACTIVITY FOR	UNENCUMBERED	ENCUMBERED	% BDGT
		12/31/2017	ORIGINAL	2018	03/31/2018	MONTH 03/31/18			
		NORM (ABNORM)	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	AVAIL BALANCE	YEAR-TO-DATE	USED
Fund 270 - LIBRARY FUND									
Revenues									
Dept 000									
270-000-401-402	TAX LEVY	193,444.69	200,100.00	200,100.00	196,348.96	1,385.25	3,751.04	0.00	98.13
270-000-401-410	PERSONAL PROPERTY TAX	14,778.73	15,000.00	15,000.00	14,066.20	359.51	933.80	0.00	93.77
270-000-401-412	DELINQUENT TAX LEVY	564.05	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
270-000-401-437	ABATEMENT TAXES-LEVY	1,000.40	1,600.00	1,600.00	1,598.88	217.39	1.12	0.00	99.93
270-000-401-441	COMMUNITY STABILIZATION SHARE TAX	13,860.12	5,475.00	5,475.00	15,667.95	0.00	(10,192.95)	0.00	286.17
270-000-401-445	PENALTIES & INTEREST ON TAX	37.48	50.00	50.00	24.11	19.36	25.89	0.00	48.22
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT	32,869.52	32,869.00	32,869.00	0.00	0.00	32,869.00	0.00	0.00
270-000-665-000	INTEREST REVENUE	29,189.28	40,600.00	40,600.00	342.21	342.21	40,257.79	0.00	0.84
Total Dept 000		285,744.27	296,694.00	296,694.00	228,048.31	2,323.72	68,645.69	0.00	76.86
TOTAL REVENUES		285,744.27	296,694.00	296,694.00	228,048.31	2,323.72	68,645.69	0.00	76.86
Expenditures									
Dept 790 - LIBRARY									
270-790-727-000	LIBRARY SUPPLIES	3,868.36	6,600.00	6,600.00	1,783.22	718.09	1,600.00	3,216.78	75.76
270-790-729-000	LIB ELECTRONIC SUBSCRIPTIONS	882.00	900.00	900.00	0.00	0.00	900.00	0.00	0.00
270-790-787-000	LIBRARY OTHER EXPENSES	63.25	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
270-790-802-200	LIBRARY JANITORIAL CONTRACT	34,728.60	28,000.00	28,000.00	5,951.20	2,975.60	(1,756.00)	23,804.80	106.27
270-790-810-000	LIBRARY PROPERTY INSURANCE	12,129.25	12,736.00	12,736.00	12,688.00	0.00	48.00	0.00	99.62
270-790-921-000	LIBRARY ELECTRICITY	51,807.35	55,000.00	55,000.00	9,744.17	4,579.32	45,255.83	0.00	17.72
270-790-923-000	LIBRARY HEATING	7,063.83	12,000.00	12,000.00	4,105.28	1,951.55	7,894.72	0.00	34.21
270-790-924-000	LIBRARY PHONES	690.87	800.00	800.00	183.92	121.80	616.08	0.00	22.99
270-790-927-000	LIBRARY WATER-SEWER	8,165.49	6,500.00	6,500.00	973.24	0.00	5,526.76	0.00	14.97
270-790-931-000	LIBRARY MAINTENANCE	64,953.16	65,000.00	65,000.00	17,803.26	(159.95)	34,833.54	12,363.20	46.41
270-790-931-100	LIBRARY MAINT/ADDITIONAL	16,336.00	16,336.00	16,336.00	0.00	0.00	16,336.00	0.00	0.00
270-790-950-000	PROPERTY TAX REFUNDS	7.50	50.00	50.00	0.00	0.00	50.00	0.00	0.00
270-790-981-000	SMALL EQUIPMENT/FURNITURE	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 790 - LIBRARY		200,695.66	205,922.00	205,922.00	53,232.29	10,186.41	113,304.93	39,384.78	44.98
Dept 901 - CAPITAL OUTLAY									
270-901-970-000	CAPITAL OUTLAY - FFE	0.00	40,000.00	40,000.00	7,631.51	7,631.51	24,736.99	7,631.50	38.16
270-901-980-650	LIBRARY CIP	34,970.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		34,970.00	40,000.00	40,000.00	7,631.51	7,631.51	24,736.99	7,631.50	38.16
TOTAL EXPENDITURES		235,665.66	245,922.00	245,922.00	60,863.80	17,817.92	138,041.92	47,016.28	43.87
Fund 270 - LIBRARY FUND:									
TOTAL REVENUES		285,744.27	296,694.00	296,694.00	228,048.31	2,323.72	68,645.69	0.00	76.86
TOTAL EXPENDITURES		235,665.66	245,922.00	245,922.00	60,863.80	17,817.92	138,041.92	47,016.28	43.87
NET OF REVENUES & EXPENDITURES		50,078.61	50,772.00	50,772.00	167,184.51	(15,494.20)	(69,396.23)	(47,016.28)	236.68
BEG. FUND BALANCE		1,979,228.03	1,979,228.03	1,979,228.03	1,979,228.03				
NET OF REVENUES/EXPENDITURES - 2017					50,078.61		50,078.61		
END FUND BALANCE		2,029,306.64	2,030,000.03	2,030,000.03	2,195,491.15				
TOTAL REVENUES - ALL FUNDS									
		11,866,120.44	11,823,040.00	11,823,040.00	6,803,835.40	515,375.66	5,019,204.60	0.00	57.55
TOTAL EXPENDITURES - ALL FUNDS									
		10,727,587.49	11,111,328.00	11,111,328.00	1,894,392.00	751,289.19	8,959,648.26	257,287.74	19.36
NET OF REVENUES & EXPENDITURES		1,138,532.95	711,712.00	711,712.00	4,909,443.40	(235,913.53)	(3,940,443.66)	(257,287.74)	653.66
BEG. FUND BALANCE - ALL FUNDS		21,816,911.83	21,816,911.83	21,816,911.83	21,816,911.83				
END FUND BALANCE - ALL FUNDS		22,955,444.78	22,528,623.83	22,528,623.83	27,864,888.18				

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 270 - LIBRARY FUND			
270-000-003-014	CD - LAKE MICH CR UN #46 M9/20/2018	860,306.43	
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2018	254,471.21	
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2018	533,905.65	
270-000-015-023	LIBRARY M/M UNITED BANK	547,807.86	
270-000-020-000	TAXES RECEIVABLE	98,630.05	
270-000-084-000	DUE FROM OTHER FUNDS	117,709.13	
270-000-339-000	DEFERRED REVENUE		216,339.18
270-000-390-000	FUND BALANCE - RESTRICTED		1,384,228.03
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11		400,000.00
270-000-391-003	FUND BALANCE - COMMITTED/PP TAX 2012		195,000.00
270-000-401-402	TAX LEVY		196,348.96
270-000-401-410	PERSONAL PROPERTY TAX		14,066.20
270-000-401-437	ABATEMENT TAXES-LEVY		1,598.88
270-000-401-441	COMMUNITY STABILIZATION SHARE TAX		15,667.95
270-000-401-445	PENALTIES & INTEREST ON TAX		24.11
270-000-665-000	INTEREST REVENUE		342.21
270-790-727-000	LIBRARY SUPPLIES	1,783.22	
270-790-802-200	LIBRARY JANITORIAL CONTRACT	5,951.20	
270-790-810-000	LIBRARY PROPERTY INSURANCE	12,688.00	
270-790-921-000	LIBRARY ELECTRICITY	9,744.17	
270-790-923-000	LIBRARY HEATING	4,105.28	
270-790-924-000	LIBRARY PHONES	183.92	
270-790-927-000	LIBRARY WATER-SEWER	973.24	
270-790-931-000	LIBRARY MAINTENANCE	17,803.26	
270-901-970-000	CAPITAL OUTLAY - FFE	7,631.51	
Total Fund 270 - LIBRARY FUND			
NET OF REVENUES/EXPENDITURES - 2017		2,473,694.13	50,078.61
			2,473,694.13

04/24/2018

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2018
PRE-AUDIT

GL Number	Description	Balance
Fund 270 - LIBRARY FUND		
*** Assets ***		
270-000-003-014	CD - LAKE MICH CR UN #46 M9/20/2018	860,306.43
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2018	254,471.21
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2018	533,905.65
270-000-015-023	LIBRARY M/M UNITED BANK	547,807.86
270-000-020-000	TAXES RECEIVABLE	98,630.05
270-000-084-000	DUE FROM OTHER FUNDS	117,709.13
	Total Assets	2,412,830.33
*** Liabilities ***		
270-000-339-000	DEFERRED REVENUE	216,339.18
	Total Liabilities	216,339.18
*** Fund Balance ***		
270-000-390-000	FUND BALANCE - RESTRICTED	1,384,228.03
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS1	400,000.00
270-000-391-003	FUND BALANCE - COMMITTED/PP TAX 2012	195,000.00
	Total Fund Balance	1,979,228.03
	Beginning Fund Balance - 2017	1,979,228.03
	Net of Revenues VS Expenditures - 2017	50,078.61
	*2017 End FB/2018 Beg FB	2,029,306.64
	Net of Revenues VS Expenditures - Current Year	167,184.51
	Ending Fund Balance	2,196,491.15
	Total Liabilities And Fund Balance	2,412,830.33
* Year Not Closed		

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2018
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 701 - TRUST AND AGENCY			
701-000-003-002	CD-HENRY KRAMER BOND M 10/16/2015	15,194.19	
701-000-003-004	CD-JACK SMITH/INVEST M 10/16/2015	22,852.82	
701-000-003-018	CD - CHEMICAL BANK JAMES TIMMONS	12,400.00	
701-000-015-004	MONEY MARKET - CHEMICAL BANK	158,032.05	
701-000-214-000	DUE TO GENERAL FUND		4.63
701-000-230-004	T&A INTERST DUE GF		15.03
701-000-250-080	CASCADE POINTE-PATHWAY BOND		9,554.62
701-000-250-173	PATHWAYS-WOLVERINE BLDG GROUP- 6010 28TH		1,800.00
701-000-250-174	PAYHWAYS - WOOD BUILDERS HOME 8/2017		500.00
701-000-252-040	ROUND HILL PROJECT S/W12/2016	3,836.75	
701-000-252-050	WALMART S/W INSP GR 3/2013		826.83
701-000-252-166	REDWOOD LIVING/WHITE WATER S/W 4/2014		3,413.30
701-000-252-167	RIDGES OF CASCADE S/W 4/2014		948.12
701-000-252-168	STONESHIRE PHASE II S/W 4/2014		1,559.25
701-000-252-200	GROOTERS 52ND ST PROJ S/W 4/2017	4,342.75	
701-000-252-215	BAYBERRY CHASE/RL SW 12/17/2017		16,400.50
701-000-252-227	CASCADE MARKETPLACE 5/08		8,858.33
701-000-252-230	FORD AIRPORT PK LOT S/W		8,468.75
701-000-252-231	DRURY DEVELOPMENT S/W 9/2015		4,201.08
701-000-252-232	FORD AIRPORT VIEWING PARK		32.00
701-000-252-236	LACKS TRIM DIV S/W 1/2016		4,518.05
701-000-252-751	GLENWOOD HILLS S/W BOND		23,211.72
701-000-253-221	UNIVERSAL SIGN SYSEMS 17-3397 7/2017		48.34
701-000-253-328	MIEDEMA METAL BUILDING SYSTEM 11/14		26.00
701-000-253-360	WOLVERING BLDG GROUP 16-3318 6/2016		500.00
701-000-253-373	ROBERT GROOTER 17-3386 5/2017		500.00
701-000-253-375	WATERFALL SHOPPES LLC 17-3389 6/2017		500.00
701-000-253-376	TOWN CENTER INN & SUITES 17-3391 6/2017		500.00
701-000-253-377	JAMNBEAN/FREEDOM REINS FARM 17-3392 7/17		500.00
701-000-253-378	PARADIGM DESIGN INC 17-3395 7/17		500.00
701-000-253-379	2771 ORANGE AVE LLC 17-3401 8/2017		500.00
701-000-253-382	RJP CONSULTING INC 17-3407 9/2017		500.00
701-000-253-385	INNOVATIVE DESIGN PC 17-3419 10/2017		500.00
701-000-253-386	LACK ENTERPRISES INC 17-3421 10/2017		500.00
701-000-253-387	NEDERVELD 17-3423 10/2017		500.00
701-000-253-388	BENITEAU RESIDENTIAL LLC 17-3424 11/2017		500.00
701-000-253-389	ALPHA LIMA VENTURES LLC 17-3425 11/2017		500.00
701-000-253-390	QUAIL RIDGE GOLF COURSE 17-3428 12/2017		500.00
701-000-253-391	THORNAPPLE EVANGELICAL 17- 3429 12/17		500.00
701-000-253-392	THORNAPPLE RIVER NURSERY 18-3433 1/18		500.00
701-000-253-393	PERRY M PETRILLO ARCHITECTS 18-3435 1/18		500.00
701-000-253-394	THE EAGLE PROPERTIES 18-3438 2/2018		500.00
701-000-253-395	KAMMINGA & ROODVOETS 18-3444 2/2018		500.00
701-000-253-396	KCRC 18-3446 2/2018		500.00
701-000-253-397			500.00
701-000-255-000	CUSTOMER DEPOSIT AND INTEREST PAYABLE		500.00
701-000-255-741	JAMES TIMMONS TRUST		12,400.00
701-000-255-742	JACKS SMITH (IRF) M 10/16/2015		22,852.82

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
701-000-255-743	CUSTOMER DEPOSITS- SOLICITATION BONDS		825.00
701-000-283-004	REDWOOD LIVING PERFORMANCE BOND 13-3139		10,000.00
701-000-283-008	KOOISTRA, DAVID PRIVATE RD BOND 09/2017		60,000.00
701-000-283-740	HENRY KRAMER PERFORMANCE BOND		15,194.19
Total Fund 701 - TRUST AND AGENCY		216,658.56	216,658.56

04/24/2018

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2018
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 703 - CURRENT TAX COLLECTION FUND			
703-000-001-000	CASH-TAX DISB ACCT PNC 4/08/10		3,919,522.27
703-000-001-001	CASH (CASH DRAWER)	150.00	
703-000-001-100	CASH -CHEM	3,921,833.83	
703-000-001-102	CASH-CHEM /DELQ TAX	39,997.09	
703-000-001-103	CASH- CHEM /TAX WIRE	56.69	
703-000-214-112	CCT - OVER/SHORT		0.38
703-000-222-175	KENT COUNTY - DOG LICENSE		1,233.60
703-000-230-001	TAX INT- DUE TO OTHER UNIT GOVT		706.65
703-000-230-002	DELQ TAX - DUE TO OTHER UNIT OF GOVT		39,983.53
703-000-230-003	WIRE ACCT-DUE TO OTHER UNIT GOVT		1.00
703-000-230-032	DELQ TAX OVER AND SHORT	4.66	
703-000-230-043	WIRE- ONLINE SERVICE FEES		56.18
703-000-230-044	TAX NSF FEES		87.89
703-000-274-000	UNDISTRIBUTED TAX COLLECTION		450.77
Total Fund 703 - CURRENT TAX COLLECTION FUND		3,962,042.27	3,962,042.27
Total - All Funds:		43,862,604.14	43,862,604.14



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: May 9, 2018
To: Supervisor Beahan & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Township Space Needs and Facilities Study Bid Award

FACTS:

Over the past several years the Township has been looking into the space needs and facilities of the Township. In 2015-16, in the face of deferred maintenance and space issues at Township Hall, the Township undertook a study to determine the feasibility of constructing a new Township Hall. The 3-part study produced a schematic layout and cost estimate for a new Township Hall to be located on Township property located adjacent to the Cascade library. Due to public feedback, the Township Board chose not to move forward with that proposed facility at that time.

During the past year, the Township has taken several measures to address deferred facility maintenance and space needs:

- Projects at Township Hall/Station #1 and Station #2 including new roofing, HVAC maintenance, strategic parking lot repairs and electric work to accommodate a full-building generator.
- Relocation of the Building Department to a leased facility.
- Approval of work to the Burton Park facility to accommodate further Buildings & Grounds Department use.

While these projects alleviate the short term space needs and facilities issues of the Township, none are considered long-term solutions at this time. During the previous Township Hall feasibility study, common feedback included that the Township needed to look at the Township operations and facilities holistically rather than focusing solely on the Township Hall issue. Additionally, feedback included the desire for more alternatives for addressing all of the Township organization space needs.

Earlier this year the Township Board authorized the issuance of an RFP for a Space Needs and Facilities Study. The RFP was issued by the Township, with bids due April 9. The Township received 4 bids for the project, which are outlined below:

<u>Firm</u>	<u>Price</u>
Fleis & Vandenbrink	\$69,800 (+ optional \$21,805 for Fire Station Study)
Wightman	\$58,965
Tower Pinkster	\$72,300
Progressive AE	\$61,720

Attached for your review is:

- Proposed RFP for a Township Space Needs and Facilities Study
- Bid from Progressive AE

ANALYSIS & CONCLUSIONS:

The Infrastructure Committee met on May 2 to review the four proposals. The proposals were reviewed against the criteria that were laid out in the RFP, which included:

- Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
- Completeness of the proposal
- Responsiveness to all elements outlined in the request for proposal.
- Project proposal and the likelihood it will satisfactorily address the needs of the Township in regards to the scope of services.
- Experience and qualifications of the Respondent and all team members identified.
- Experience and results in performing the services desired by the Township.
- Cost proposal that is advantageous to the Township.

After reviewing each proposal carefully, the Infrastructure Committee has recommended the Township Board approve the bid from Progressive AE. The Infrastructure Committee has recommended Progressive AE for several reasons:

- Experience in completing similar projects, including Kent County Facility Plan and Envision Ada project.
- Robust public input process, including Public Connection website.
- Relative experience of project principles.
- History of successful past projects with Cascade Township
- Cost proposal

FINANCIAL CONSIDERATIONS:

The cost of the proposal from Progressive AE is \$61,720 (plus direct costs, estimated at less than \$2,500). This project was originally budgeted at \$50,000 in the FY 17 budget. A budget amendment will be needed to carry the costs into the 2018 budget, as well as an adjustment for the difference.

RECOMMENDED ACTION:

To accept the bid from Progressive AE for the Cascade Township Space Needs and Facilities Study.

**CASCADE CHARTER TOWNSHIP
REQUESTS FOR PROPOSALS
Township Space Needs and Facilities Study**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing a ***Space Needs and Facilities Study*** for the Cascade Charter Township Board.

Proposals shall be due April 9, 2018 at 10:00 a.m. Please mark the sealed envelope as "Cascade Township Space Needs and Facilities Study." A complete Request for Proposal document may be obtained at:

Cascade Charter Township
ATTN: Benjamin Swayze
Township Manager
2865 Thornhills SE
Grand Rapids, MI 49546
Phone: 616-949-1500

Or on the Web at:
<http://www.cascadetwp.com/Reference-Desk/Bids.aspx>



Cascade Township Request for Proposals 2018 Space Needs & Facilities Study

Cascade Charter Township hereby requests proposals from qualified firms interested in providing a comprehensive Space Needs and Facilities Study to the Township.

These specifications describe the conditions, requirements and responsibilities accepted by consultants when bidding on providing these services to Cascade Charter Township (Cascade *or* the Township).

I. INTRODUCTION

1.1 Background

Cascade is a full-service Charter Township that offers the following services:

- Township Administrative Services
- Clerk
- Treasurer
- Assessing
- Community Development (Planning, Zoning, Economic Development)
- Buildings and Grounds
- Parks, Pathways and Cemeteries
- Emergency Services (Fire, Medical, Accident)
- Building Inspections (Including contracted services with neighboring communities)
- Library (In partnership with Kent District Library)
- Police (In partnership with the Kent County Sheriff's Department)
- Water/Sewer (In partnership with The City of Grand Rapids)
- Downtown Development Authority

This **Request for Proposal** is intended to solicit and secure proposals from consultants with experience working with diverse interests within municipalities of a size similar to Cascade. The Township seeks services to assist the Township in developing a comprehensive space needs and facilities study. The Township has experienced decades of sustained growth and is anticipating that trend continuing well into the future. Because of that growth, the Township has organically grown the Township staff in order to continue to provide high-quality services to the residents, and the result has been crowded and potentially outdated facilities. A detailed scope of services follows in **Section 4**.

During 2015 and 2016 the Township engaged in a process to build a potential new Township Hall, which included a needs analysis, property plan and schematic/estimate for a new Township Hall facility. Due to resident feedback, this process was stopped in favor of a more holistic approach that included ALL Township facilities and departments, not just Township Hall. That final report is included in this RFP as Appendix A.

1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: “Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township”. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
4. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.
5. Cancellation: Cancellation clause of insurance not less than thirty (30)

days.

6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.

- B. The successful bidder will be required to enter into a professional service contract with the Township.

1.3 Funding

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

1.4 Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about May 1, 2018 and conclude November 30, 2018.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Benjamin Swayze
Township Manager
2865 Thornhills SE
Grand Rapids, MI 49546

Telephone: (616) 949-1500
E-mail: bswayze@cascadetwp.com

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

- Issue request for proposals March 1, 2018
- Proposals due April 9, 2018

- Infrastructure Committee evaluates proposals TBD
- Township Board approves contract April 25, 2018
- Project Begins May 1, 2018
- Project Concludes November 30, 2018

2.3 Submission of Proposals

Responding firms are required to submit four (4) copies of their proposal, which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 10:00 a.m., local time, on Monday April 9, 2018.

Proposals must include all information as outlined in Section 4 of this document.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked “Cascade Township Space Needs and Facilities Study” and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.8 Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

2.9 Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

2.11 Rejection of Proposals

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. SCOPE OF WORK

3.1 General Scope of Work

The intent of this study is to evaluate current and projected space needs and formulate strategic thinking regarding facility and site use and future planning direction. The Township is open to considering unique and creative processes for this project, but any project should include the following items at a minimum.

- 1. Space Needs Analysis** – Develop an assessment of the current and future space needs of the organization for all functions and departments.
- 2. Facility Inventory** – Review the state of all current Township facilities including Township Hall, Fire Station #1, Fire Station #2, Building Department Facility (lease), Cascade Library/Wisner Center, Burton Street Garage and all Buildings and Grounds outbuildings, as well as Township properties that could be potentially used for future Township facilities.
- 3. Facility Planning** – Using space needs analysis and facility inventory information, develop several facility plan alternatives for the Township to consider. Lead the process, including community input, for the selection of a final alternative.
- 4. Cost Estimating** – Develop preliminary cost estimates for all recommended facility plan alternatives.
- 5. Prioritization** – Develop a prioritization schedule for addressing facility needs.

3.2 Public Input Opportunities

The Cascade Township Board is committed to gathering as much public input as possible during this process. Bidders are encouraged to include as much public input opportunity as possible through several different channels (open house, survey, charrette, etc...). At a minimum, the process must include two public meetings where input from residents is gathered prior to the presentation of the final proposal.

IV. PROPOSAL CONTENT

Bidders are encouraged to be creative in their project submissions, however each proposal must contain, at a minimum, the following information:

4.1 Business Organization

State the full name and address of your organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(es) and respondent's website address.

4.2 Executive Summary

Summarize the respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders. Include a brief description of the scope, staffing and dates.

4.3 Project Proposal

Describe in narrative form, the methods proposed for conducting the study. Identify deliverables with emphasis on the stated scope and intent of the project, including tasks and timelines. Emphasis on clarity and detail of the proposal is an important consideration in evaluation of the responses. Proposal must identify a timeline for this project, including proposed beginning date, length of time to conduct each phase and completion date.

4.4 Public Input

Describe in detail the methods and processes you will utilize to collect and analyze public input during the process. At a minimum, proposal must include two public meetings prior the presentation of the final recommendations.

4.5 Project Staffing

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication and provide a brief role description with responsibilities for each person as they relate to the solicitation. Provide resumes for each person assigned to the project.

4.6 Pricing Methodology

Provide a price methodology with attention to detail and understandability that includes a properly designed and implemented all-inclusive response. The Respondent shall include all associated costs to successfully complete the project including travel, printing telephones expenses, etc...

4.7 Authorized Negotiations

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the Township.

4.8 References

Provide a minimum of three (3) relevant references preferably of similar scope and complexity. Include the names of the projects, location, completion date, project cost and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Provide permission for the Township to contact any municipality or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating the Proposal. The Township retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the Township may contact and utilize such information.

4.9 Additional Information

The respondent may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

IV. EVALUATION CRITERIA

5.1 Evaluation Subcommittee

The Infrastructure Committee of the Cascade Township Board will be responsible for evaluating the submitted proposals and submitting a recommendation of project award to the full Township Board for consideration. Though there is no formal evaluation criteria, the Infrastructure Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.

4. Project proposal and the likelihood it will satisfactory address the needs of the Township in regards to the scope of services.
5. Experience and qualifications of the Respondent and all team members identified.
6. Experience and results in performing the services desired by the Township.
7. Cost proposal that is advantageous to the Township.

5.2 Subcommittee Recommendation

The Infrastructure Committee will be responsible for making recommendations on the choice of a proposal to the full Cascade Township Board. The Cascade Township Board remains the sole body responsible for awarding a contract. The Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Personnel Subcommittee or the Cascade Township Board, they will receive a minimum of seven (7) days' notice.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.

CASCADE CHARTER TOWNSHIP

Township Space Needs and Facilities Study

April 9, 2018



1811 4 Mile Road NE
Grand Rapids, MI 49525
phone 616.361.2664
fax 616.361.1493
progressiveae.com

April 9, 2018

Ben Swayze
Township Manager
Cascade Charter Township
2865 Thornhills SE
Grand Rapids, MI 49546

Re: Township Space Needs and Facilities Study

Dear Ben:

Today we expect so much more from our townships. Beyond services and facilities, we residents want to be a part of visioning and planning. We want our township to help provide a sense of place and community. Our aspirations through a visioning study like this is to excite you and Cascade Charter Township residents with the process of discovery. Our definition of discovery is an inclusive one, where all members of the community are encouraged to dream and participate. It is one that challenges us to stretch our definitions of work, play, socialization and stewardship.

How do we create environments that both serve and inspire? How can our Performance Based Design process support Cascade Charter Township's future vision? How will this study explore, convey and evolve the history of Cascade Charter Township facilities and community?

These are just a few of the questions we look forward to exploring with you.

In this journey we aim to create memorable and positive experiences for Cascade Charter Township residents that will frame our collective expectations for community-based facilities and services. We will explore what community services are needed and the manner in which they are delivered.

Within this package you will find our team, talent, and proposed work effort. The work effort is flexible and meant as a starting point to tailor the deliverables to match Cascade Charter Township's needs. We will be available to work through the options with you at your earliest convenience. Please do not hesitate to contact us regarding any questions or additional information you may require.

Our team has the passion and talent for your project. We have expertise in all disciplines to successfully execute this study and your vision. Our commitment to you is to "provide the narrative" that will create the roadmap for community involvement. We sincerely appreciate the opportunity to submit our qualifications and would like to partner with you on this exciting project.

Sincerely,


James F. Horman, AIA
Principal

Table of Contents

PROJECT UNDERSTANDING AND
APPROACH

PROJECT TEAM

SIMILAR PROJECT EXPERIENCE AND
REFERENCES

PROPOSED FEES

ADDITIONAL INFORMATION /
SUPPLEMENTAL DELIVERABLE
DOCUMENT SAMPLES (*not full reports*)



PROJECT UNDERSTANDING & APPROACH

Project Understanding and Approach

We understand through conversations with you that Cascade Charter Township has recently (2015-16) programmed and designed township hall options utilizing Fishbeck Thompson Carr & Huber (FTC&H). Following this work, township citizens requested there be more effort applied to understanding all of the township facilities, assets and services in order to more thoroughly apply a solution for today's needs with a vision for tomorrow's township.

Progressive AE has a sophisticated design process combined with community engagement expertise to help lead the township through the next phase of visioning, which we believe is being requested by Cascade Charter Township residents. Talent, training, experience and a truly collaborative culture is what Progressive AE will be bringing to your team.

The township has multiple assessment and strategic needs: facility condition, space needs, operational, programmatic, and strategic visioning. Our approach to leading these needs with you is driven by including the public from the very beginning via our design process of Frame/Aspire/Create. Our work plan offered within this proposal elaborates on tactical activities that our architects, interior designers and engineers use in this rigorous design process. In addition, we have provided applicable examples for similar projects that give better insight for what you can expect for process and deliverables. We will explore and dream with you for establishing current state all the way through visioning a future state. We will be aspiring together to clearly define goals you are striving to achieve. With a focus on listening to Cascade Charter Township residents, business owners and staff we will more accurately develop the design road map. The process rolls out like this:

Frame – *Identify Cascade Charter Township's Current Conditions*

The foundation of our process is a thorough understanding of Cascade Charter Township's current conditions, strategy, and objectives. We believe it is an essential reference when defining what the township needs for future resident and business opportunities.

Aspire – *Imagine Cascade Charter Township's Future Success*

We engage with township stakeholders in a public vision session to imagine unique organizational and operation-specific principles that will determine measures of success for the project.

Create – *Discover the Conceptual Direction*

We challenge assumptions and encourage dreaming in an immersive public design event to explore purposeful solutions. The aspirational based principles are embodied in our work and serve as the foundation for all design decisions.

Validate – *Measure Performance*

During and after this study, we verify design measures have been met or exceeded the township's goals. These goals will impact future township projects, which we will then celebrate project success and its ability to fuel innovation and growth.

Ultimately, we will finish the approach with Cascade Charter Township so that the township staff's experience and knowledge can be collected to contribute to the final plan.

Project Understanding and Approach *cont.*

WORK PLAN

- A. FRAME** – Township Current State May-July
1. **Public connection website**
 2. Meeting: project kick-off session with township staff
 3. Due diligence: plans and document collection from township
 4. Work sessions: **facility inventory** assessments
 - One-day site visits, interviews, and documentation process per facility
 5. Work session: **space needs analysis**
 - Internal work session with township staff
 6. Meeting: assessment and needs review
 - Internal work session with township staff
 - Synthesis and Aspire prep by Progressive AE
- B. ASPIRE** – Township Future State August
1. **Public visioning workshop**
 - Community at large, stakeholders, partners
 - Event space and prep by township
 - Group program design exercise
 2. Post production synthesis
 - Summary documentation and analysis by Progressive AE
 3. Meeting: Aspire synthesis review
 - Internal work session with township staff
 - Synthesis and Create prep by Progressive AE
 4. Performance Based Design: design principles and measures established
 - Establishing how the township wins
 - Determining metrics to ensure the township's investment success



C. CREATE - Township Design

September-October

1. Public design charrette

- Community at large, stakeholders, partners
- Event space and prep by township
- Operational input for services and community assets
- Group conceptual design exercise

2. Work session: production by Progressive AE

- **Facility planning** - conceptual plan development
- **Cost estimation** - quantify conceptual opportunities
- **Prioritization** - develop prioritized schedule

D. VALIDATE - Township Design

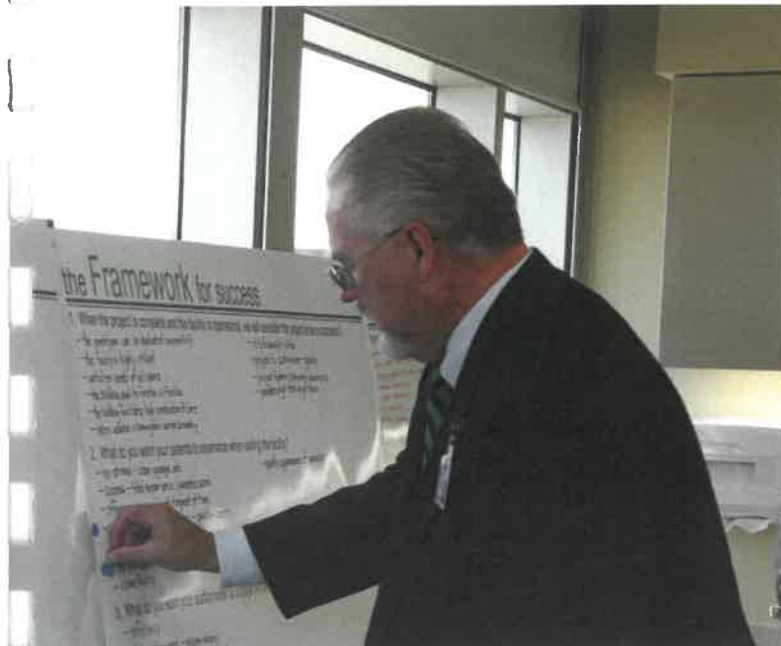
November

1. Production

- Synthesis of community input and professional tools

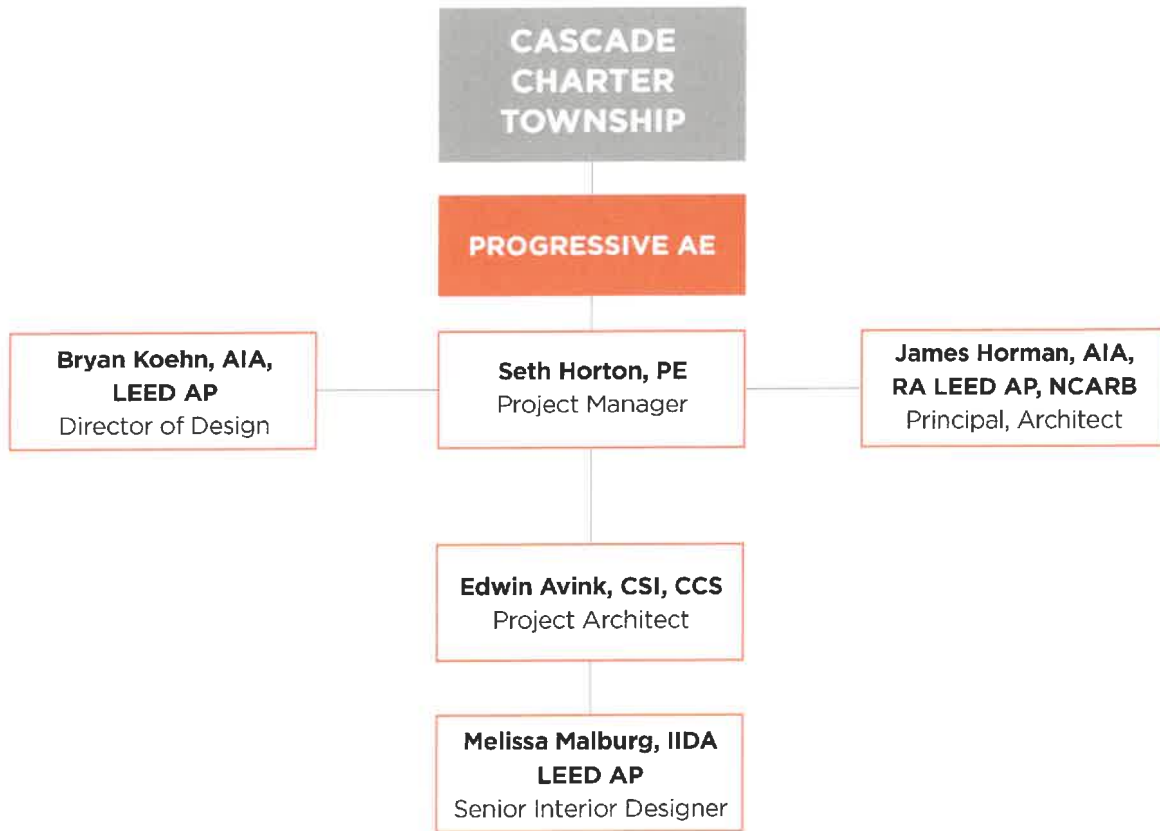
2. Delivery

- Digital delivery of the final report for township use





PROJECT TEAM



James Horman, AIA
LEED AP

Principal, Architect

hormanj@progressiveae.com
616.447.3322



Jim lends his creative talents and thoughtful insight to assist clients in realizing their vision and creating workable solutions. His strong communication skills allow him to express his designs in a manner that is collaborative; the foundation of his ability to build lasting client relationships.

Education

Bachelor of Environmental Design,
Architecture, Miami University

Master of Science, Architecture, The
University of Michigan

Kent County Space Needs Assessment

Principal-in-Charge for review of multiple County-owned facilities for utilization. Recommendations were provided for maintenance, consolidation or liquidation.

**Charter Township of Texas
Township Hall**

My role is as a principal-in-charge and client manager. As an architect I use my public engagement experience to connect township values and vision with resulting real estate improvements that not only satisfies schedule and budget, but also delivers on the township's service commitments to the community.

Dominican Sisters of Grand Rapids

Principal-in-Charge on master planning project which later led to assisting the sisters with developing the business case to move forward with the one of the proposed project options that came out of the master plan.

**Grand Rapids Area Chamber of Commerce
West Michigan Headquarters**

- Principal for technology-integrated workplace designed to increase employee and member engagement, improve attraction and retention, and bolster membership offerings.
- The Chamber's new workplace reduces their operational occupancy from 80% to 14% while still accommodating staff growth, allowing them to leverage the balance of space for membership programming and shared gathering areas.

The Right Place

- Principal in Charge for interior renovation of a fourth floor suite in the historic Ledyard Building
- Blended contemporary design within an historic building environment
- Public and private zones to support confidentiality
- Provides concentrated conferencing and training area
- Access to different work zones including enclosed offices, social cafe and open office environments



Bryan Koehn, AIA
LEED AP

Principal, Director of Design

koehnb@progressiveae.com
616.447.3435

As the director of design, Bryan applies his experience, expertise and thought leadership to help clients optimize performance. He works collaboratively with clients to frame the overall business needs, goals and objectives in order to create strategic spaces. Bryan earned AIA Michigan's Young Architect of the Year Award, as well as over 25 design awards throughout his architectural career.

Education

Associates of Architectural
Technology, Ferris State University

Bachelor of Architecture, Magna
Cum Laude, Lawrence Technological
University

Master of Architecture, with High
Distinction, University of Michigan

Spectrum Health Corporation

- Blodgett Campus renovation and addition; ambulatory branding and prototype implementation
- Dr. B. Swanson Orthopedic Museum; redesigned newly commissioned orthopedic museum for the history of joint replacement surgery

Western Michigan University

- School of Engineering new campus master planning
- Art school schematic design, gallery, café, retail, auditorium, faculty offices, art labs, and master labs
- Sangren Hall renovation study and conceptual design

Stryker Corporation

Project designer for Instruments office master plan

Waterford Place Assisted Living

Master planning, programming, and schematic design for phase two, a 150,000 square foot active retirement community

University of Detroit Mercy

Student Union Center master plan and schematic design; chapel, faculty offices, student services, book store, café, cafeteria, study lounge, dance lounge, and meeting rooms

Ave Maria University

Master plan, schematic design and design development for liberal arts campus with classrooms, library, lounge, chemistry labs, auditorium, meeting rooms, faculty offices, chapel, and dorms

Lafayette Performing Arts Center


Concept designs for six phase master plan of 2,500 seat theater with lobby, mixed-use retail, rehearsal studios, art museum, parking structure and renovation of existing theater and performing arts center

St. John Vianney Parish

Master planning

St. Peter's Catholic Church

New church and master planning



Seth Horton, PE
CPC, LEED AP

Senior Project Manager

hortons@progressiveae.com
616.365.8565

Seth joined Progressive AE in 2006 as a Project Manager. He has diverse experience in project planning and budgeting including construction. His project experience is wide and has included municipal, transit, churches, higher education, and industrial using a multitude of delivery methods.

Education

Bachelor of Science, Construction Engineering, Western Michigan University

Kent County Space Needs Assessment

Project manager for review of multiple County-owned facilities for utilization. Recommendations provided for maintenance, consolidation or liquidation.

Goodwill Industries

Corporate office lobby remodel and renovation of a Catholic Church to serve as the education center.

Interurban Transit Partnership Wealthy Operations Center

Project manager for a modern renovation/expansion of a 285,000 maintenance and storage facility for 165 vehicles. The project was funded by the FTA as well as ARRA funding. The project successfully achieved LEED Gold Status, and included under-deck employee parking for 200, 18 maintenance bays and a dedicated body shop. It also met the DBE participation goal.

Crawford County Transportation

Added a geothermal system to a storage/maintenance/administration center.

Blue Water Convention Center

Project manager for the addition of a 36,000 square foot convention center to the Hilton Double Tree Hotel.

Georgetown Township Hall

Project manager for a new township hall, Veteran's plaza, and marketplace.

Grand Rapids Community College

Project manager for engineering infrastructure bond projects.

Cornerstone University

Site supervisor and estimator for a second floor remodel from classrooms to a TV studio for the Media Studies program.

The Rapid Amtrak Station

Project manager for the relocation of the Amtrak Station to complete the last phase of an intermodal campus. The project was funded by the FTA, FTA, MDOT, and the downtown development authority. Being unmanned, it was necessary to be constructed of very durable materials. Project included public participation during design.



Edwin Avink
CSI, CCS

Project Architect

avinke@progressiveae.com
616.365.8560

Ed has been a project leader, specification writer, and technical leader since joining Progressive AE in October of 1987. He has over 30 years of experience with commercial, hospitality, educational, industrial, residential, governmental, and health facilities and is also responsible for coordination, production, and writing of specifications for Progressive AE.

Education

Grand Rapids Junior College,
Associate of Applied Science in
Architectural Technology, 1973

University of Wisconsin, Extension
Manville Corporation, Attendee of
BURSI, 1989

Davenport College, Attendee of
Project Management Training, 1989

University of Michigan, Attendee
of Masonry Construction Extension
School, 1988

Roofing Design Conference, Carlisle,
Pennsylvania, Attendee, 1988

Registration

Certified Construction Specifier
(CCCS)

Lake Michigan College

- Campus re-roofing
- Mendel Center for Arts and Technology

Godwin Heights Public School

District re-roofing

Muskegon State Park

ADA evaluation, design, and cost estimates for Winter Sports Lodge

John Ball Zoo

Quality control project architect for projects including master planning, gift shop, funicular and treehouse

Interurban Transit Partnership The Rapid

- Interior and exterior renovations
- New bus maintenance facility

Fifth Third Bank (formerly Old Kent Bank), Various Locations:

- More than 30 new Fifth Third branches, including the main branch at the corporate office in Grand Rapids, MI
- ADA surveys

Kent Intermediate School District

- New Pine Grove Learning Center, special education facility
- Miscellaneous additions and interior renovations

Ferris State University

- New chiller building with associated interior renovations
- ADA compliance surveys for auditorium building

Central Michigan University

Residence Halls life safety compliance survey and renovations

Zeeland Christian Schools

New K-12 and junior high school addition



Melissa Malburg
IIDA LEED AP

Senior Interior Designer
malburgm@progressiveae.com
616.447.3354

Melissa has more than thirteen years of experience on the Progressive AE team designing environments that inspire. Capitalizing on an organization's strategic mission, she works with the project team to provide integrated solutions accommodating client processes and operations, physical comfort and control, corporate culture, and public image. She focuses on human factors that relate to perception, intuitive use, accessibility and wayfinding.

Education

Bachelor of Fine Arts, Interior Design with honors, Kendall College of Art and Design

Kent County Space Needs Assessment

Interior design lead for review of multiple County-owned facilities for utilization. Recommendations were provided for maintenance, consolidation or liquidation.

Grand Rapids Area Chamber of Commerce

Workplace strategy development to support a new business model; interior design lead for roughly 10,000 square feet of workplace and membership engagement

Steelcase Inc.

- Interior design, planning, branding, architectural and technology coordination, furniture design, layout, and specification for 11 WorkLife centers across North America with extensive work in New York, Chicago and Santa Monica and new spaces in Grand Rapids, Dallas, Philadelphia, and Washington DC
- Workplace needs assessments, design and implementation of new workplace strategies for various regional offices and corporate headquarters
- Partner and consultant for ongoing product development and research
- Events - design, coordination, and logistics for Steelcase sponsored speaker series, strategic partnership meetings, and tradeshow nationwide

Stryker Instruments

- Ongoing workplace consulting to discover worker processes and practices and bring the workplace into alignment to best support these needs
- Development of division master plan and change management processes to support leadership and facilities in roll out of new design
- Architectural programming for new 500,000+ square foot research and design facility to align business practices to the built environment

DeKalb Office Environments

Workplace consulting, Interior design, planning, furniture design and specification for regional furniture dealer offices and showrooms to make work processes more transparent and connected, while showcasing brand and product offerings

SpartanNash

Workplace strategy development and assessments leading to future state workplace recommendations



SIMILAR PROJECT EXPERIENCE AND REFERENCES

Advance Publications National Rollout

Nationwide

Scale

42 sites throughout the U.S.

Size

2,000 - 60,000 square feet
750,000 square feet total

Services

Architecture, engineering,
interior design, design-build



The Challenge

Advance Publications, the parent company of more than 30 local newspapers across the United States, knew that the change in the business of media would require a change in how they worked. As news and information consumption continues to evolve, the role of media groups must do the same.

Knowing this, Advance Publications set out to completely change the landscape of local media—and tasked Progressive AE with supporting their bold, new step.

Advance Publications wanted to create two new entities in each of their core markets to execute their new business strategy:

- A public-facing media company with regional “HUBs” which would be responsible for content generation, curation, sales and marketing.
- A central services company which is responsible for production, circulation, ad building, accounting, human resources, facilities management and information technology.



THE GOALS	BUSINESS NEEDS
<p>Advanced Publications and Progressive AE worked closely to uncover market insights and business desires. Ultimately, the goal was both functional and cultural. The space needed to:</p> <ul style="list-style-type: none"> • Be open in nature • Make work for visual • Support a work-anywhere mentality • Foster trust • Attract new employees • Celebrate the company's fearless transformation 	<ul style="list-style-type: none"> • Reduce operating expense associated with declining print revenue • Increase digital revenue • Increase staff recruitment and retention • Increase speed, frequency and effectiveness of internal communication • Execute a nationwide real estate rollout managed by one corporate leader



The Solution

The reinvention of 42 locations across the country started with Advance Publications' Michigan headquarters and local MLive offices. Knowing the road would be long and winding, Progressive AE's team set about to create a cohesive, repeatable concept that could be applied and adapted to meet the needs of all locations.

The concept was wrapped around the Advance Publications' brand, while giving it room to breathe. In essence, it became a design toolkit known as a "kit-of-parts." This innovative approach allowed local teams to create a space that met their needs while allowing the Advanced Publications brand to shine through.

The team also procured real estate options to analyze which were prioritized based on location condition and programmatic fit. Accessibility, image and vitality of the area were all considered and influenced the selection process. This service was quick, strategic and provided a strong foundation for decision making, laying the groundwork for the new business model which was rolled out across the country.



Results

At the project's conclusion, 42 Advance Publications sites across the United States had been transformed. Each addressed needs at the local level, while maintaining a clear and consistent brand.

With the four design principles guiding the project, elements were implemented to address each:

Culture Change

- Adjacent "my" work and "team" work spaces allowed for easy transitions and an opportunity to change postures and locations.
- Mobile neighborhoods allowed transient staff to work in ways that support "how they work."

Community Engagement

- Transparent facade and visible lounge furniture near the entry welcomes the public.
- Community areas are on display at street level to show activity.
- Street-facing branding and live media streaming create a sense of place and interaction for outsiders.

Talent Retention and Recruitment

- Unique and inspiring entrances illustrate a sense of pride for company, staff and guests.
- Each location is customized to provide a local flavor promoting a sense of belonging and place.
- Natural light and prominent views are showcased and treated as an asset.

Sustainable Operations

- Transitioned from owned to leased spaces allowing resources to be reinvested back into the core business.
- Flexible work environment means that it can be transformed to support an ever-changing market and the work styles of staff.

Mercy Health Facilities Assessment

Grand Rapids, MI

Scale

52 sites throughout West Michigan

Size

1.2 million square feet total

Services

Architecture, engineering, consulting



The Challenge

Mercy Health partnered with Progressive AE as a strategic partner in an enterprise-wide evaluation of over 50 sites and to develop a future capital expenditure plan. Major components of the project included working with Mercy Health to identify the current function of each space, and assess the functional condition based on the current size and layout. Suites or practices were then identified as Under Utilized, Properly Utilized, Over Utilized, or Critically Over Utilized.

Progressive AE took the following steps to generate information that was eventually compiled into a comprehensive final assessment report:

- 1. User Feedback (building specific)** – These interviews were conducted with Progressive AE staff and any Mercy Health staff or stakeholders that the facilities team felt would contribute value to the project. Items discussed will included current use of the building, quantity of staff currently working in the space, potential future growth needs, and considerations for relocation or rightsizing.
- 2. Field Investigation** – Immediately following the user interview for the building, site visits with both project architects and engineers were conducted. They reviewed the building for accuracy against as-built drawings provided by Mercy Health, and worked to confirm square footages. General systems and operational observations as to the condition and effectiveness of the facility were also made. Focus was on architectural, mechanical, electrical, structural, and envelope items.
- 3. Information Analysis** – Field notes were reviewed, information was compared against as built drawings, and considerations regarding appropriateness of space for use based on existing conditions were identified.

Facility Assessment Summary	
Priority Summary	
1 - Urgent (2000-2005)	\$20,000
2 - Critical (5-10 years)	\$281,000
3 - Moderate (10-15 years)	\$458,500
4 - Low (15-20 years)	\$15,500
5 - Not (20+ years)	\$173,000
Total	\$938,000
Life/Operational Summary	
0 - Shell	\$1,000
C - Interior	\$395,000
D - Services	\$180,700
F - Equipment and Furnishings	\$800
G - Exterior	\$154,200
Total	\$731,800



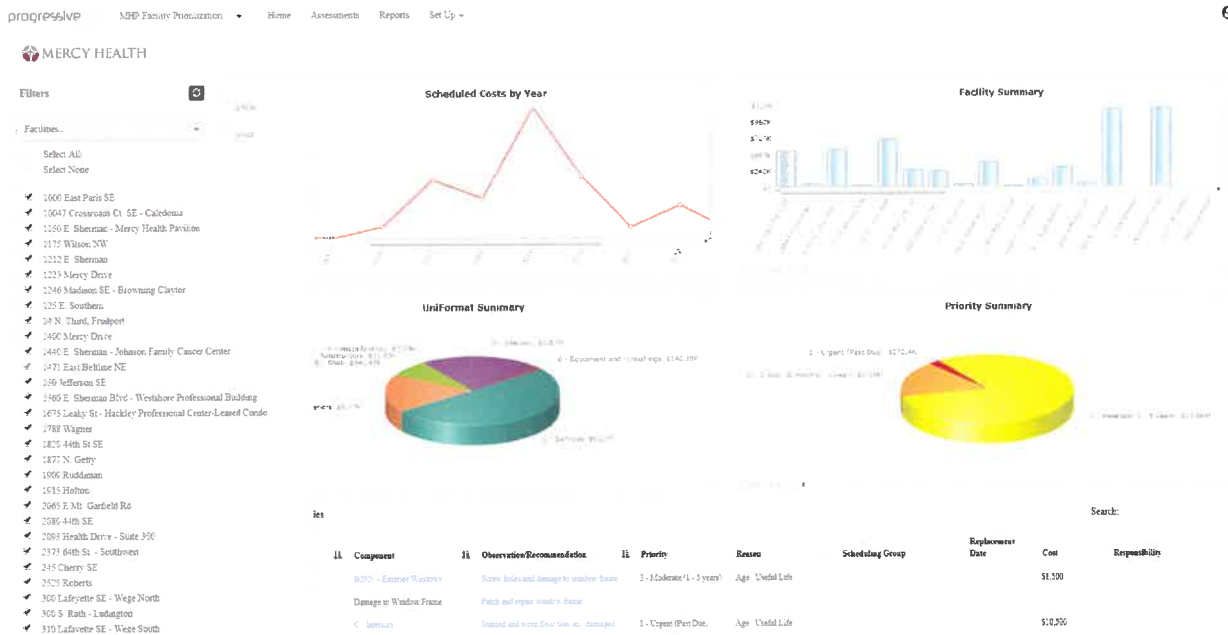
4. Report Findings - A site specific report was drafted for each building, and compiled into one large document that was provided at the end of the project.

5. Presentation - Upon completion of the study, Progressive AE reviewed our findings with Mercy Health and clarified any information we might need prior to finalization of the study.

The Solution

By utilizing records available and provided by Mercy Health, the multidisciplinary team at Progressive assessed the condition of the assets located at each site. In depth data was then compiled into a system that was accessible to Mercy Health to show current state conditions including photographs of site components, future recommended changes, prioritization of the recommended changes and subsequent costs.

By providing these dashboards for each facility, Progressive AE was able to provide a thorough assessment of more than 1.2 million square feet of property which later informed business decisions for Mercy Health to maintain current facilities and consider alternative locations and/or consolidation options to help them grow and prosper in West Michigan.



Results

The value of this effort included helping Mercy Health make more informed decisions regarding business practices and decisions including:

- Annual budget preparation
- Articulation of “Rule of Thumb” annual expenditure
- Comprehensive view of cost needs
- Estimation of year for improvements
- Reports – Total enterprise to single site
- Cost/Value analysis (whether to stay or look for other alternatives)
- Priority Objectivity (past due items, life safety items, etc.)
- Project setup

Additionally, the value of the prepared reports helped Mercy Health with further facility considerations with specific emphasis on real estate negotiations including:

- Better lease language
- Detail for leverage with Landlord’s responsibilities
- Separate evaluation of different Suites within buildings
- Good location for as-builts, BOMA calculations and plans, etc.

Village of Ada Envision Ada Re-Design

Ada, MI

Size

40 acres

Cost

Ada Village: \$13,000,000

Completion

2015

Services

Stakeholder engagement, master planning, civil engineering, landscape architecture

- Master planning and visioning process that engaged diverse stakeholder groups; including Township officials, local business owners, property owners, and involved community members through in-person community forums and virtually through social media applications and websites
- Development of a sustainable plan utilizing green street design standards and storm water management techniques that reduces impacts to the river and fully realizes it as a community asset
- Solutions focused on infrastructure improvements such as increased pedestrian access, and increased availability of residential properties within the village, as-well-as improvements to encourage social interaction through the creation of community gathering spaces for public events
- Additional planning and construction projects resulting from the Envision Ada process include; Headley Street Relocation, Ada Drive, and Settler's Grove Park. All the improvements implemented with these projects enhance the sense of place within Ada and help contribute to a sustainable community to ensure long-term success



References

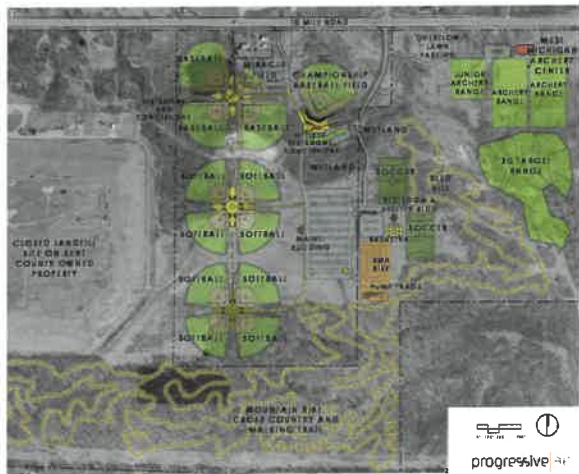
James Ferro
Planning Director
Ada Township
jferro@adatownshipmi.com
616.676.9191

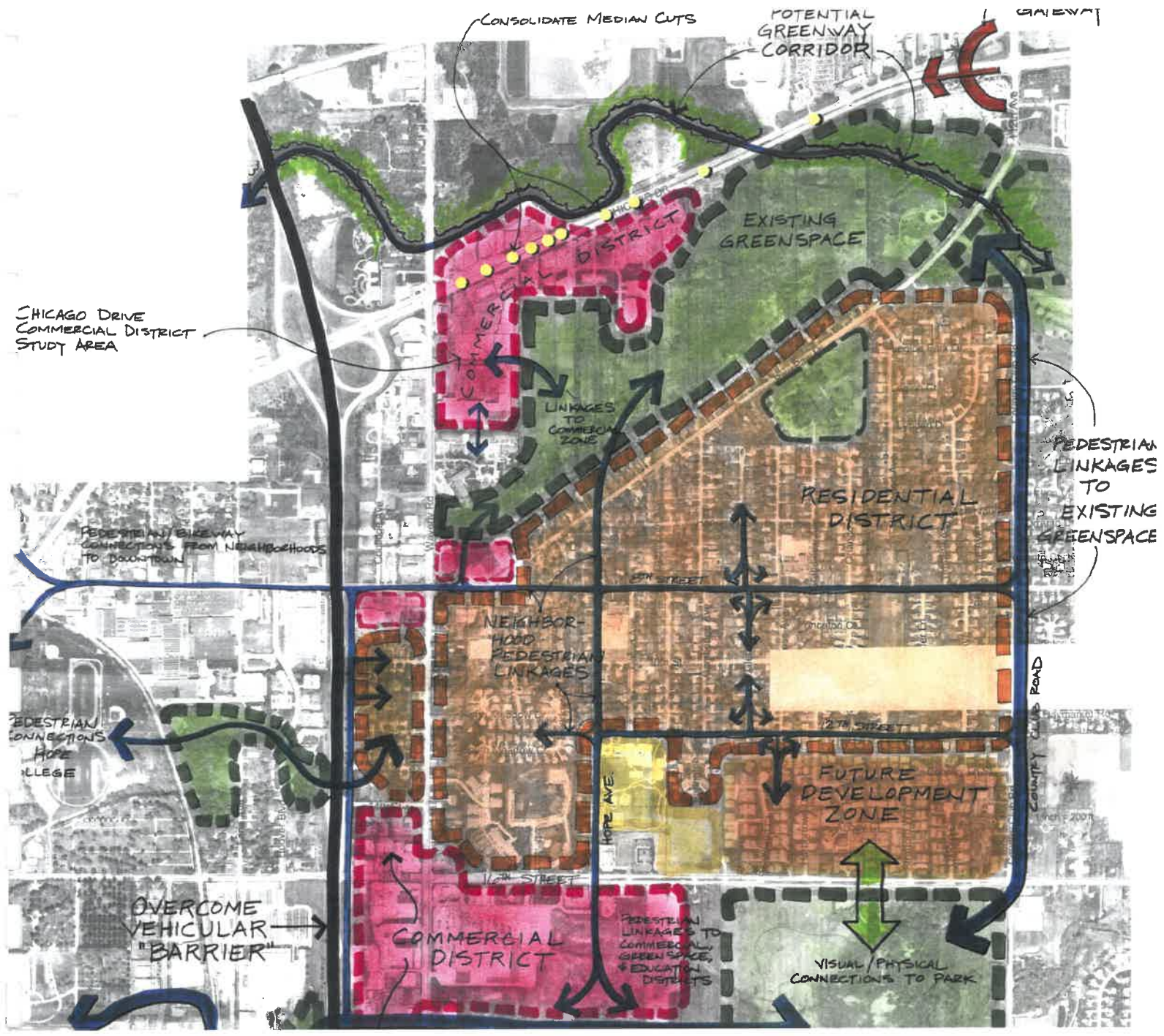
George Haga
Township Supervisor
Ada Township
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616.676.9191

Rick Baker
President and CEO
Grand Rapids Area Chamber of Commerce
bakerr@grandrapids.org
616.771.0322

Allan Jano
Facilities Director
Kent County Facilities Management
AJJano@kentcountymi.gov
616.632.7603

Mike Guswiler
President
West Michigan Sports Commission
miguswiler@westmichigansportscommission.com
616.233.3561





PROPOSED FEES

Proposed Fees

Progressive AE proposes the following compensation for our professional services. Our response contains the requested services listed in the RFP, and includes the scope of work described in our process and corresponding value broken down per phase:

A. FRAME - Township Current State	
• Public connection website creation (<i>for Township Use*</i>):	\$2,500
• Meetings and due diligence:	\$3,020
• Facility inventory assessments (10 facilities*):	\$25,000
• Space needs assessment and analysis:	\$6,480
B. ASPIRE - Township Future State	
• Public visioning workshop (<i>3-4 staff for up to 80 participants*</i>):	\$4,000
• Post production, synthesis and <u>PBD</u> measures:	\$5,350
C. CREATE - Township Design	
• Public design charrette (<i>3-4 staff for up to 80 participants*</i>):	\$4,500
• Production, planning, estimating, prioritization:	\$7,420
D. VALIDATE - Township Delivery	
• Post-production refinement and delivery:	\$3,450

The above fees correspond with the work plan created by Progressive AE without the input of Cascade Charter Township. Variables indicated by an (*) may be refined via conversation and may be beneficial to the township. We are available to host that conversation and would appreciate the opportunity to validate the work plan. Per the offered work plan, compensation for this effort is proposed to be a stipulated sum of \$61,720 (sixty one thousand seven hundred twenty dollars). Reimbursable expenses will be billed at actual cost and are estimated at \$2,500 (two thousand five hundred dollars).



Schedule of Invoice Rates - 2018

Hourly Staff Charges

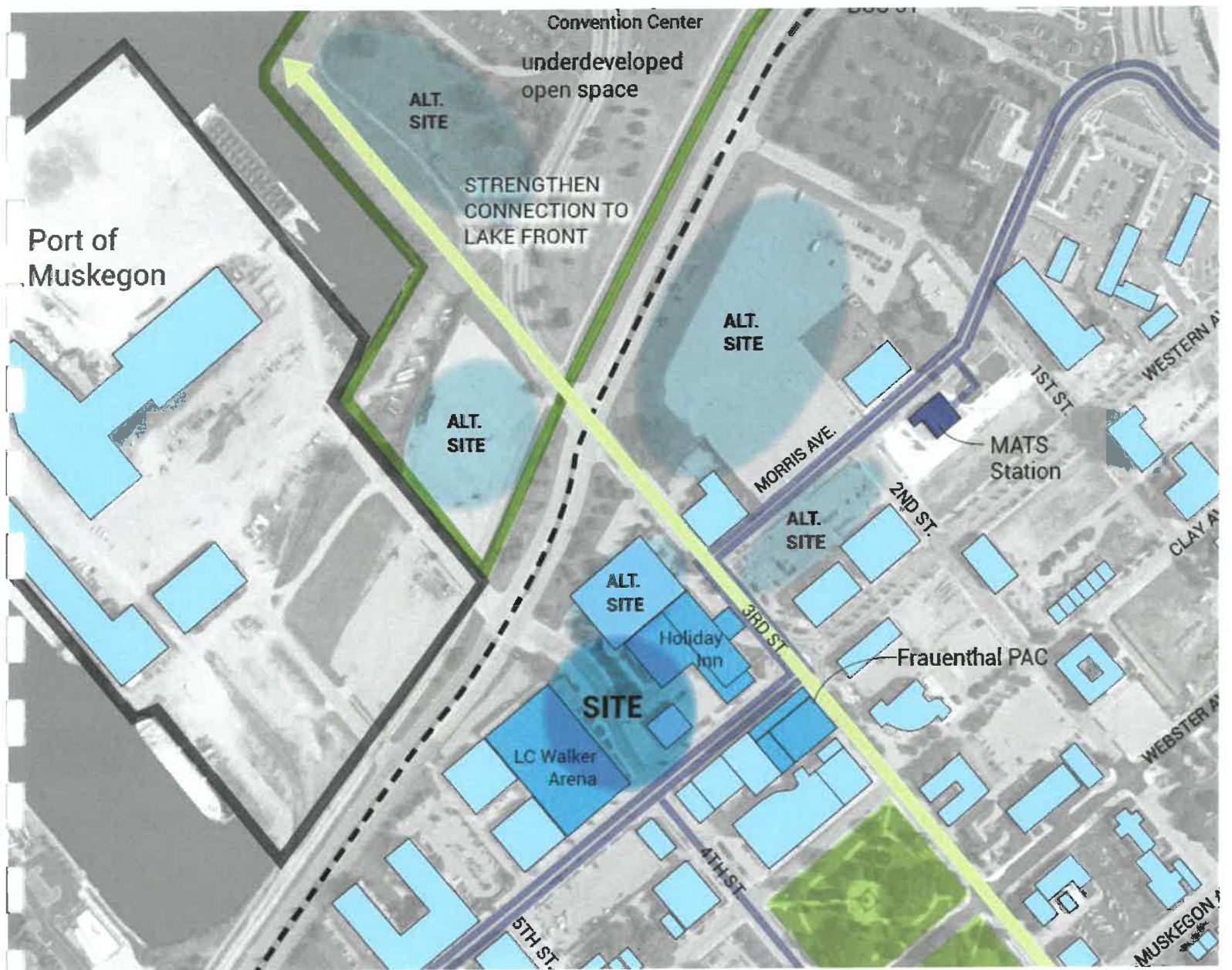
Class 9 Personnel:	Principals	\$195/hour
Class 8 Personnel:	Principals and Senior Project Managers	\$180/hour
Class 7 Personnel:	Senior Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts and Construction Administrators	\$150/hour
Class 6 Personnel:	Senior Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts and Construction Administrators	\$125/hour
Class 5 Personnel:	Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts, Construction Administrators, Designers and Surveyors	\$110/hour
Class 4 Personnel:	Project Managers, Intermediate Architects, Engineers, Designers, Landscape Architects, Environmental Analysts, Construction Administrators and Surveyors	\$95/hour
Class 3 Personnel:	Graduate Architects, Engineers, Designers, Environmental Analysts, Construction Administrators, Technicians and Surveyors	\$80/hour
Class 2 Personnel:	Technicians, Project Assistants, Graduate Architects and Surveyors	\$65/hour
Class 1 Personnel:	Project Assistants and Technicians	\$50/hour

Reimbursable Expenses

1. Fees for securing permits and approvals of authorities having jurisdiction over projects at cost.
2. Outside services, consultants, travel and lodging at cost plus 10%.
3. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
4. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 54.5¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
5. Overtime expenses requiring higher than normal rates if authorized by owner.

Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.



ADDITIONAL INFORMATION/ SUPPLEMENTAL DELIVERABLE DOCUMENT SAMPLES *(not full reports)*

- Firm Overview: Pages 26-29
- Community Engagement - Muskegon County: Pages 30-48
- Community Engagement - Ada Village: Pages 49-59
- Space Needs Analysis, Facility Planning and Prioritization: Pages 60-69
- Facility Inventory Analysis: Pages 70-72



Creative
people thinking
strategically
and **strategic**
people working
creatively.

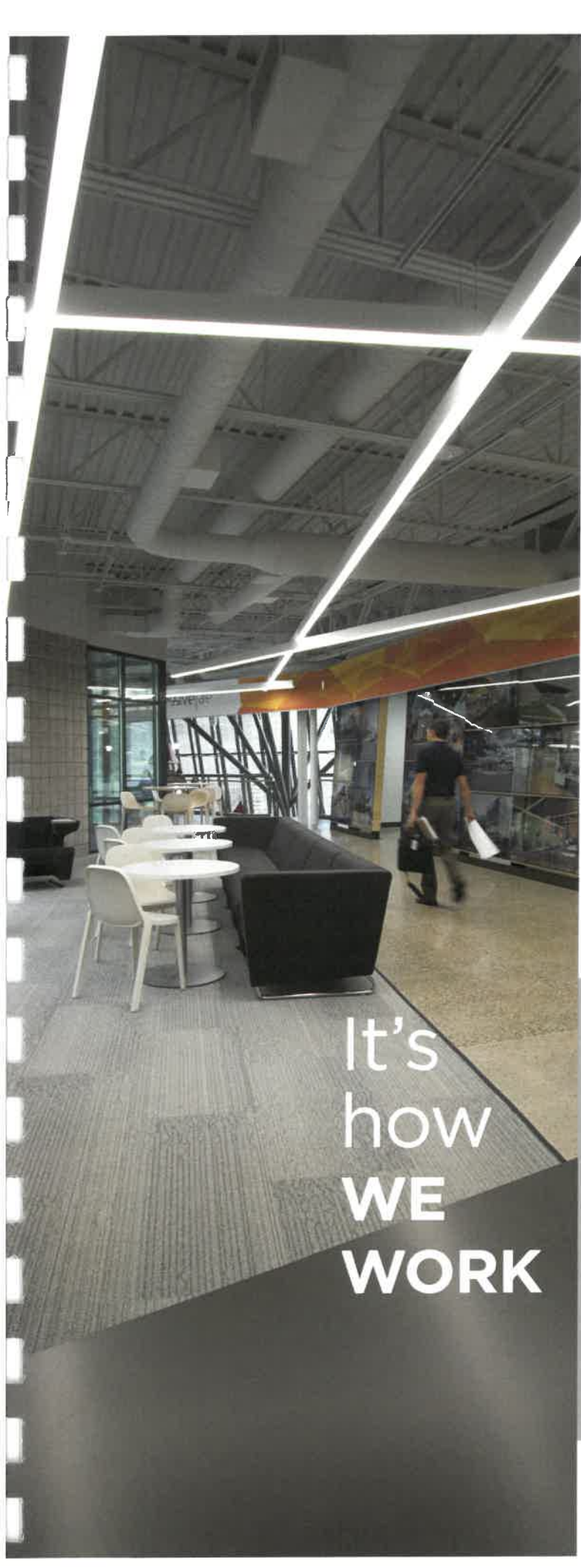
OUR STORY: INNOVATION

Our firm has continued to innovate for more than half a century. We have gained considerable wisdom over those years and seen remarkable growth with offices in Michigan and North Carolina and active work in the 48 contiguous states. With 200+ professionals and a full range of expertise, Progressive AE is leading the way in thought leadership and innovative design.

One thing we know is each client faces one-of-a-kind needs that must be met, while keeping the future in mind. This is exciting to us. No challenge is too great, thanks to our comprehensive range of services.

Whatever discipline is required, we have subject matter experts on hand to find the right solution. Our areas of expertise include:

- Architecture
- Design-build
- Engineering
- Interior Design and Procurement
- Landscape Architecture and Urban Planning
- Planning and Consulting
- Water Resources



It's
how
WE
WORK

OUR INSPIRATION: YOU

Perhaps even more important than “what” we do is “why” we do it. The answer is simple: your success matters to us.

We predicate our recommendations on the vision you aspire to achieve. We employ certain measures, as well as design and validation checkpoints throughout your project. We assess organizational performance improvements once your company is operating in its transformed environment.

There is a powerful sense of fulfillment that comes from what we do. It is rewarding to celebrate our clients' achievements, and it's a privilege to know we were integral in the process.

OUR APPROACH: PROVEN

As your partner, we'll work with you to set an engagement strategy. To build a better understanding of your organization, we immerse ourselves in your culture, your vision and your changing needs. This enables us to develop a deep understanding of your operational activities and initiatives. There is nothing left to chance in this relationship, because we have a proven process for great results.

Our design process is unique. We call it Performance-based Design. It allows us to develop exceptional solutions for each of our clients, based on needs and aspirations.

Frame

Identify current conditions

Aspire

Imagine future success

Create

Discover conceptual direction

Integrate

Advance client aspirations

Validate

Measure performance.

OUR GOAL: DRIVING PERFORMANCE

We seek purposeful solutions to drive your organization's performance. To this end, we work in a wide range of industries - from industrial plants to retail stores. Each is home to a dedicated, multi-disciplinary team whose talents are marked by fresh design, technical precision and productive spaces. Having experts who specialize in your industry brings you a tremendous experiential advantage and a deep knowledge base of what you do, current trends and critical elements of success.

Where we work:

- Community
- Healthcare
- Housing
- Industrial
- Learning
- Retail
- Senior Living
- Sports
- Workplace
- Worship

OUR ATTITUDE: HOW CAN WE HELP?

Providing exceptional service has been the cornerstone of our success since we opened our doors. We appreciate and enjoy building strong relationships, earning trust and investing ourselves in our clients. As forward-thinkers we consider it a privilege to work with you to find the perfect architectural, engineering or design solution.

Our clients have included:

- | | |
|------------------------------|-----------------------------|
| AAA | Las Vegas Motor Speedway |
| Advance Publications | Meijer |
| Amway Hotel Corporation | Mercy Health |
| Appleton Alliance Church | MetLife |
| Arby's | Michigan State University |
| Babies"R"Us | MLive |
| Barings | Priority Health |
| Charlotte Motor Speedway | Sonic Automotive |
| DeVos Place | Spectrum Health |
| Downtown Market Grand Rapids | Steelcase |
| Food Lion | Stryker |
| Frederik Meijer Gardens | The Rapid |
| Goodwill Industries | Toys"R"Us |
| Grand Rapids Art Museum | University of North Florida |
| John Ball Zoo | Wolverine World Wide |



OUR DRIVING FORCE: THOUGHT LEADERSHIP

As a community of professionals, we bring a diverse collection of skills and perspectives to the table. Unity and a collaborative outlook are championed at every level. Our leadership not only takes time to assess our strategic path, but actively engages in the work to share in our clients' collective successes.

We consider it a privilege to earn your trust, as we help you anticipate what lies ahead, prioritize resources, and chart a flexible course for ongoing success.

Thank you for your interest in Progressive AE. We look forward to discussing your needs.

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Muskegon County Convention Center

Muskegon, MI

PERFORMANCE BASED DESIGN PROJECT BRIEF 2016

June 10, 2016 | #73530003



Table of Contents

FRAME

Project Goals	08
Site Observation	10
Program	12

ASPIRE

Collage Exercise	18
Big Sheet Exercise	20
Priority Cards Exercise	22
Design Principles	24

CREATE

Design Charrette	28
Developed Concepts	32
Chosen Concept	38
Cost Estimate	42

FRAME

identify current conditions

The foundation of our work is a thorough understanding of your organization and the work that you do.

PROJECT GOALS

THIS PROJECT WILL BE A SUCCESS IF IT...



BUILDS COMMUNITY

“Brings new eyes on Muskegon” (Visitors, planners, potential residents)

Improves community perception and pride

Ties together and changes the look and feel of Downtown

Spurs growth of both Downtown and the Waterfront



STRENGTHENS THE HOTEL & CONVENTION CENTER

“Gets Buy-in” from Hotel, City, County & Residents

Financially Sustainable

Raises hotel’s Average Daily Rate annually

Builds shoulder season and winter hotel occupancy

Captures additional leisure traffic

Gives guests additional entertainment options

DATE
FOR
Ground Breaking

KEY-IN
Hotel owners
City
County
State

Raise
ADR annually

Builds shoulder—
and winter-season
occupancy + ADR

IN
O

Keep eyes on
Kagon: Planning,
etc. potential

Successful if the
Project is
Financially Sustainable

Drive new
visitors to
area

ATTRACTS LOCAL
SHOWS - (RV, A/D, Boat,
etc.)
None here now

Increased Room Tax
Revenue (because of
occupancy) by 20%

Increase favorably
Muskegon's
image

Revenue
Supported

Ties together
downtown
Changes the look
& feel of the
downtown

Capture additional
leisure travel

ASPIRE

imagine future success

We engage with you to imagine how your values and aspirations might be realized through a successful project.

COLLAGE EXERCISE

WHO IS MUSKEGON?

as defined in Master Plan Committee Visioning workshops

WE CELEBRATE CONTRASTS

An Industrial town by the lake
Diversity is the City's strength

WE'RE A STRONG COMMUNITY

Coming together to get things done
Determined. Strong Work Ethic.
We're loyal and we care.

WE DISPROVE MISCONCEPTIONS

We're not struggling, we're succeeding

Art Museum, beaches, festivals

Pilot Court System

Innovation in waste water treatment

Aerospace technology

Farm-to-Table connections with local farmers

We're committed to security but viewed as unsafe

WE LOOK TO THE FUTURE

Fresh and innovative vibe
Clean and green; moving from industry to renewable energy
A city center that celebrates water



HOW WILL THE MUSKEGON COUNTY CONVENTION CENTER IMPACT AND BROADEN MUSKEGON'S REACH?

as defined in Master Plan Committee Visioning workshops

BRINGS THE WORLD TO MUSKEGON AND MUSKEGON TO THE WORLD

Project and process will broaden the view of the Community. "We need to get our heads out of the sand."

Increased media exposure

Increased tourism

Hosting larger groups will bring resources of regional and national conventions

FILLS REGIONAL NEEDS

Fuel further investment in Downtown

Increase transportation options (pedestrian, bike, bus, boat)

A regional workforce training and retreat center.

Increases travel through airport

Only coastal West Michigan convention resource

Job opportunities, training, and growth

WE DISPROVE MISCONCEPTIONS

The convention center offers opportunity to celebrate resources (natural, community, commercial) of the County

More diversity of events Downtown and broader range of visitors

Improved connections to the Waterfront

Creates a new center for Downtown



WHAT WE HEARD

as defined in Master Plan Committee Visioning workshops

TOP PRIORITIES*



- City Center & Social Connectivity
- Connection to Waterfront

• CUSTOMER SATISFACTION



- Flexibility & Ease of Change
- DIVERSITY OF EVENTS*

• TECHNOLOGY INFRASTRUCTURE

ease of customer experience. asset for recruitment.

- Increase Positive Visibility



- CREATE A DESTINATION*
- Operating Costs



• INCREASE HOTEL OCCUPANCY

- INCREASE GROWTH & DEVELOPMENT

1 BUILDING + SITE
STRUCTURE

2

4

OPERATIONAL COSTS

INCREASE HOTEL
OCCUPANCY

3 BUSINESS OPERATIONS

5

PROFITABILITY IN
SPACE OF CHANGES

6 HUMAN EXPERIENCE

7

NEW CONCEPTS
LOCAL COMMUNITIES

8

CONNECTIONS
TO NEIGHBORHOODS

9 CREATE A
DESTINATION

10 FINANCIAL +
SUSTAINABLE RESULTS

WE WILL CREATE...

...a center that becomes an **ECONOMIC MAGNET** by **ATTRACTING TOURISTS** and **DRAWING TALENT**. The center's trajectory will **PROMOTE RETURN VISITORS**, impacting Muskegon's growth and image.

...an iconic center that is a **DESTINATION** with **DIVERSE ACTIVITIES AND EVENTS**. This will bring exposure to Muskegon and reveal the true opportunity and leverage the "**DIAMOND IN THE ROUGH**".

...a **POSITIVE AND SEAMLESS GUEST EXPERIENCE** within the center, **PROMOTING FUN AND FESTIVITY**, that radiates out to the community. The center will highlight Muskegon's connectivity to the **Waterfront** and commitment to **CLEAN ENERGY, LOCAL FARMING** and **SUSTAINABILITY**.

ATTRAC...

1) / (DRAW THE CENTERS IT
OF ACTIVITIES RETURN VISITORS THAT (

DEVEL (COUNTY)
GUEST EXP.

VISITORS (ALL GROUPS)
AVERAGE WATERFRONT

CON.

ECONOMIC IMPACT

WE WILL

GUEST EXPERIENCE

CENTER THAT RADIATES OUT TO

THE COMMUNITY

MUSKOGEE'S COMMITMENT TO

CONNECTION TO THE WATERFRONT

HIGH LIGHTING

HOTEL OCC

DIVERSITY OF EVENTS

CREATE A DESTINATION

CUSTOMER SATISFACTION

TECHNOLOGY + INFRASTRUCTURE

SOCIAL COMMUNITY

WILL CREATE AN ICONIC CENTER THAT
IS A DESTINATION WITH DIVERSE ACTIVITIES
AND REVEAL THE TRUE OPPORTUNITY AND LEVER
THIS WILL BRING EXPOSURE TO

INCREASE HOTEL
DIVERSITY OF EVENTS
CREATE A DESTINATION
CUSTOMER SATISFACTION

TECHNOLOGY + INFRASTRUCTURE
SOCIAL COMMUNITY

TOURISM / (DRAW TALENT
DIVERSITY OF ACTIVITIES
EXPOSURE

DEVEL (COUNTY)
POSITIVE GUEST EXP.

RETURN VISITORS (ALL GROUPS)
AVERAGE WATERFRONT

CREATE

discover conceptual direction

We challenge assumptions and encourage dreaming in an immersive design event to explore purposeful solutions.

DESIGN CHARRETTE

SITE INVESTIGATION

Investigating multiple sites for the Muskegon County Convention Center concept became imperative to the success of this project, to interconnect between Downtown and the Waterfront. All sites selected were based on available land, pedestrian access, proximity to a hotel for conventioners, and a connection to Downtown and the Waterfront. Sites A1, A2, A3 and B rose to the top of being the most desirable to meet the needs of Muskegon County and support a convention center.

SITE A1: Acts as a gateway to the city, celebrating views of the Waterfront and access to Downtown. This site also connects directly to the hotel, making it a convenient location for conventioners.

SITE A2: Bridges a connection between the convention center and LC Walker Arena, with views to the Waterfront and access to Downtown. This site also connects directly to the hotel, making it a convenient location for conventioners.

SITE A3: Bridges a connection between the convention center and LC Walker Arena, with direct pedestrian access to Downtown. This site also connects directly to the hotel, making it a convenient location for conventioners.

SITE B: Embedded in the urban fabric of Downtown Muskegon, this site promotes pedestrian traffic throughout the city. This site also connects directly to the hotel, making it a convenient location for conventioners.

SITE C: Acts as a gateway to the city, while being convenient and easily accessible by vehicles and pedestrian cruise traffic. This site is more remote from Downtown and not convenient to conventioners who will be staying at a neighboring hotel.

SITE D: Acts as a gateway to the city, while being easily accessible by vehicles and pedestrian access to Downtown. This site is more remote within Downtown and not

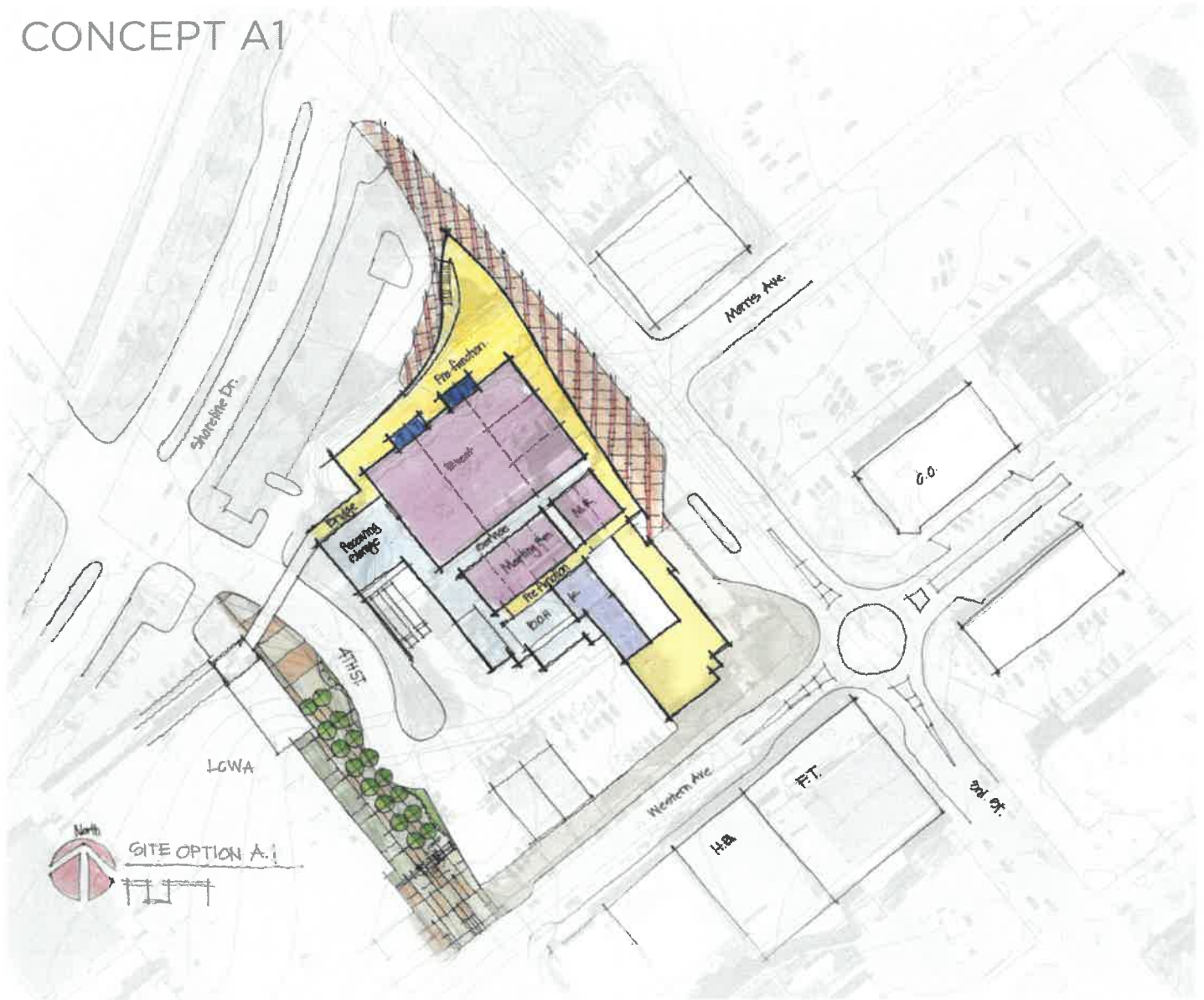


1. Holiday Inn
2. LC Walker Arena & Event Center

DESIGN CHARRETTE

CHOSEN CONCEPT

CONCEPT A1



Concept A1 is sited to serve as a **GATEWAY** to the city of Muskegon. **ICONIC** in shape and easily recognizable, this concept brings pedestrians to the city while facing and **CELEBRATING THE WATER**. Bounded by Shoreline Drive and 3rd Street, this location is convenient for vehicular traffic, pedestrian traffic, and offers ample space for parking. Connected to the current Holiday Inn hotel, this concept utilizes program elements from the hotel such as meeting rooms and a full service kitchen. The location provides **EASY ACCESS** for conventioners that need overnight accommodations.



View of Convention Center looking south along 3rd Street.

ENVISION ADA 2013



CONTENTS

INTRODUCTION i

I: PRE-DESIGN

- Existing Conditions** I-1
 - Study Area** I-2
 - Boundaries and Activity** I-2
 - Thoroughfares** I-2
 - Landscape** I-4
 - Land Use** I-9
 - Buildings** I-10
 - Parking** I-12
 - Public Utilities** I-12
- Public Engagement** I-13
 - Project Website/Facebook Page** I-13
 - Walking Tour** I-14
 - Stakeholder Meetings** I-14
 - Agency Meetings** I-15
 - Community Open House** I-16

INTRODUCTION

How to grow a village? That was the fundamental question encountered by the design team and the citizens of Ada at the start of this effort.

Certainly, in Ada Village, the seeds of growth are present: a lovely one-block main street with old and new businesses; a fully-leased strip shopping center one long block away, ready for a remake; a winding river, largely hidden; much-desired housing and schools located nearby; and, across the state road, the global headquarters of a major corporation, housing 4000 workers.

But, in addition to recent economic factors, there have been impediments to that growth. The large gap between the two commercial centers dissipates the Village's retail energy. The absence of a civic open space limits public gathering. The design of Village roadways deters pedestrian activity. The low elevation of the Village's main street results in periodic flooding. And the high-speed geometry of Michigan 21 inhibits Amway employees from walking into town. It could be said that weak connective tissue is getting in the way of the Village becoming more than the sum of its parts.

People want to live and work in Ada Village. Amway workers want to eat and drink there. Shoppers want access to a wider variety of goods and services, all within a pleasant walking distance. And the people of Ada want to convene more frequently in the heart of their community. Growing this Village properly means subtly reorganizing its center in a way that knits all of its assets together around a common heart, while preserving its unique small-town character.

Such is the objective of this Plan, a community-led effort that arose out of literally hundreds of hours of public involvement. As directed by the citizens and merchants

of Ada, the proposal described in these pages gives the Village a heart, celebrates its hidden river, unifies its commercial areas, rationalizes and calms its streets, lifts Ada Drive out of the floodplain, transforms MI-21 from a highway into a boulevard, and introduces a significant amount of compatible new housing on adjacent properties, further contributing activity to downtown.



This report describes the plan in five sections:

Part I, Pre-Design describes the existing conditions in Ada Village and documents the public outreach process that led up to the September, 2013 Design Charrette.

Part II, Preliminary Design presents the three preliminary plans that were created for the purpose of further gauging public input at the Charrette, and summarizes the response that these plans received.

Part III, Final Design describes in full detail the final plan that arose out of the Design Charrette.

Part IV, Thoroughfares

documents the changes that are prescribed for all streets within the study area.

Part V, Building Types provides prototypical floor plans and elevations for all of the new types of buildings proposed in the plan.

Appendix 3.1, Regulating Plan and Design Regulations turns the key feature of the Plan into a legal instrument which, when adopted, replaces existing zoning on site, to ensure that future development occurs in a way that corresponds with the Plan.



Figure I-1. Ada Drive Streetscape.

I: PRE-DESIGN



ENVISION ADA 2013
JULY 24-25, 2013 72730001

NATURAL FEATURES - FIRST IMPRESSIONS

progressive
OFFICE OF COMMUNITY DEVELOPMENT

PUBLIC ENGAGEMENT

The Envision Ada 2013 Plan is the result of strong direction provided by the Ada community. The public engagement process employed a wide variety of tools and methods to gain meaningful and broad-based community input. All participants had many opportunities to voice their opinions and ideas both prior to and during the design process. Below is a summary description of the engagement process.

Project Website/Facebook Page

The Envision Ada 2013 website and Facebook page were created to offer the Ada community and other interested parties an opportunity to express their views and comment on the designs. The site was regularly updated to inform the public of upcoming meetings, read various links regarding community design and walkability, review the input results and design plans as they became available.

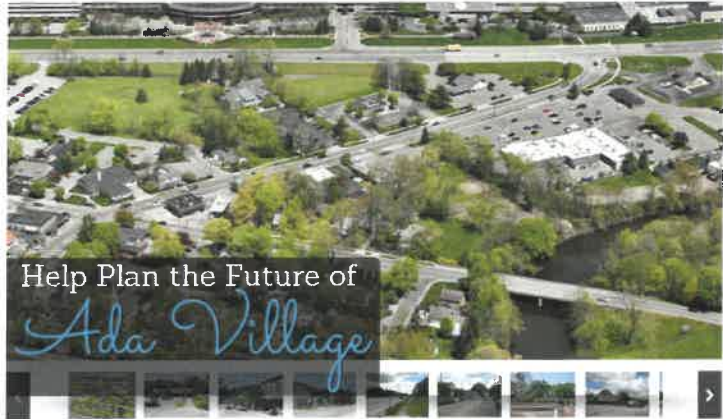


Envision Ada

ADA VILLAGE DESIGN PLAN

Facebook Twitter Resources

Home Background Steering Committee Meetings Design Principles Documents Contact Us Resources



A FEW WORDS ABOUT ENVISION ADA



Welcome to EnvisionAda.com!
We created this website as a source for the people of Ada, and anyone who cares about what is happening with the redevelopment of our village. We want to hear the opinions of everyone with constructive input and ideas for the betterment of our community. Be sure to attend one of our [public workshops](#) or check out the [meeting minutes](#) if you can't make one of the available dates.

CONTACT US
616-676-9191 EXT. 31
PO Box 370
7330 Thornapple River Dr. SE
Ada, MI 49301
info@envisionada.com

DESIGN WORKSHOP (9/3 - 9/6)

Over 100 people gathered on Friday, September 6 to see the results of the week-long Design Workshop conducted as part of the Ada Village Design Plan process. The draft plan, produced during this process can be viewed and downloaded [here](#).

Community input is now welcomed on this draft plan. Written comment can be submitted using the 'Contact Us' tab on the top ribbon.

PUBLIC INPUT EXERCISE RESULTS
Look under the [Documents](#) tab for the results of the three input exercises conducted during the Open House, as well as the 'What's on Your Radar' comments from the public.

Figure I-15. Facebook page and website page.

I: PRE-DESIGN

Walking Tour

As part of the June 17th kickoff meeting, Jeff Speck and members of the Progressive team conducted a walking tour of Ada Village in order to familiarize the stakeholders with the study area. This was a great opportunity to ask questions about possible design ideas as well as the issues and potentials that exist within the Village.

Topics discussed included pedestrian safety, walkability, traffic circulation, parking, utilization of natural amenities, and potential land uses. Similar walking tours continued throughout the pre-design phase with various stakeholders to confirm existing conditions and gather critical dimensional information which would be used later to support the design.

Stakeholder Meetings

The project team conducted twelve stakeholder meetings in July and August of 2013. The meetings included business owners, tenants, civic organizations and user groups interested in the future of Ada. The following is the list of stakeholder groups interviewed.

- Ada Arts Council
- Ada Historical Society
- Ada Downtown Development Authority
- Ada DDA Citizens Council
- Ada Community Church
- Thornapple Village Shopping Center Tenants
- Amway Employees
- Envision Ada 2013 Steering Committee
- Empty Nesters Group
- Ada Parks Committee
- Ada Business Owners
- Millennials Group

The meetings began with a brief description of the project, its goals, and a review of the ten Design and Development Principles formulated during the 2006 Village Design Charrette. In most cases, stakeholders were then divided into teams of five and participated in a research exercise called "What's-on-your-Radar?" This exercise allowed participants to record on sticky notes their ideas, opinions, and

concerns, and place them on a pre-prepared "radar screen" diagram of four concentric circles (labeled *Critical, Important, Peripheral, and Not Important*) each, divided into several key topics (labeled *Land Use, Transportation, Open Space/Green Infrastructure, Civic/Cultural Space and Other*). This exercise allowed the participants to quickly formulate numerous ideas and rank them in order of importance.

The aggregated exercise results for the top ranked ideas are shown below and in Appendix 1.1.



Figure I-16. "What's on Your Radar" Session.

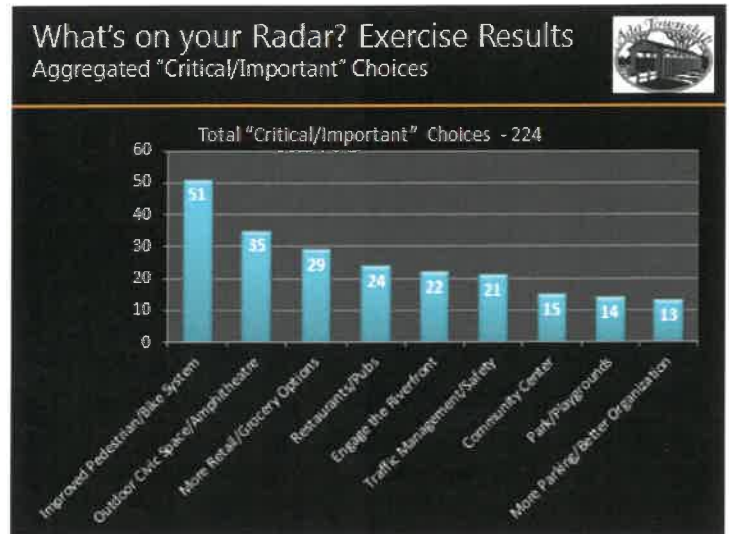


Figure I-17. Results sample.

Agency Meetings

Michigan Department of Transportation (MDOT) and Kent County Road Commission (KCRC)

Meetings were held with both roadway agencies at least twice during the master plan process. Initial meetings (July 8 with KCRC, July 15 with MDOT) were primarily held with staff from each agency to describe the current and upcoming Envision Ada process and to obtain their up-front input and perspective regarding roadway system opportunities and constraints. The real focus was the plan's expectation to push beyond their current standards regarding street design in order to provide a more complete and walkable street system for all its current and future motorized and non-motorized users. Key initial feedback from the two agencies included support for a raised center median on portions of M-21, tentative support for use of "complete streets" design tenets on the County system (existing and new streets), and some resistance to the concept of multi-lane roundabouts on M-21.

After public and stakeholder meetings and subsequent initial Envision Ada plan design efforts, follow-up meetings were held with both agencies (September 27 with KCRC, September 30 with MDOT) to review the plan's proposed roadway/street elements. One of the main topics of discussion was the proposed "new" Headley Street alignment and the related shift of Thornapple Drive at the east end and new major intersection with M-21 at the west end. Both agencies staff supported the new alignment although MDOT again expressed a strong preference for traffic control other than a roundabout at the new M-21/Headley intersection (as well as at the longer term new intersection of M-21/"Main" further east). Additional feedback included:

- Need to revise the geometry of the new Headley Street at/near its west end to provide smoother transition for this future primary roadway (KCRC);
- Confirmed support of a raised center median on M-21 where applicable – likely requiring widening of M-21 along south side to accommodate 15-16+ foot wide median (MDOT);
- Acceptance of east end transition of Thornapple to Headley in part due to resulting reduced traffic safety/operational issues at the skewed Ada Drive/Thornapple Drive intersection (KCRC);

- The need for new/improved streets other than Ada Drive, Thornapple Drive and the new Headley Street to be considered private roads that will not be accepted into the county public street system (KCRC);
- The need for MDOT to complete internal reviews/analyses to confirm potential signalization at the proposed M-21/Headley intersection (key for safe pedestrian crossing also); and
- Specific right-of-way and cross section design input for the new and revised county streets (KCRC).

Upon revisions to the earlier plan, an additional meeting was held at the KCRC request on November 4th to discuss subsequent feedback from the KCRC commissioners. With the caveat that the primary new or reconstructed street would meet the general KCRC design parameters, the commissioners accepted the plan, except for the unrevised west end of new Headley Street. Subsequent discussions resolved that issue with a slightly revised version of the curvature and boulevard design in that area.

Additional information can be found in the roadway agency meeting notes included in the appendix of this report.

Michigan Department of Environmental Quality (MDEQ)

A meeting with Matt Occhipinti, PE, Grand Rapids District Engineer for Water Resources Division of the MDEQ, was held on July 24, 2013. We discussed the master plan basic principles, and inquired about what development opportunities would be feasible within the floodplain and floodway of the Thornapple River. Mr. Occhipinti stated that any work within the floodplain would require a permit and that all infill within that area would require compensatory storage excavation. This excavation would conform to a 1:1 ratio fill volume below the 100 year flood elevation (approximately 631). Compensatory excavation was described as being placed "as close to the fill action as possible," but moveable to other areas within the drainage boundary. Volume could also be created underground, with Rosell Park and Amway land as additional options.

It was also learned that the floodway mapping can be modified by submitting a hydraulic model (HECRAZ) and other required documentation. In addition, an open amphitheater, parking, and boardwalk that could be flooded would be allowed in the floodplain without requiring compensatory storage. An

I: PRE-DESIGN

boardwalks and retaining walls would be evaluated to make sure that they meet the Inland Lakes and Streams Act 301 permit requirements.

Mr. Occhipinti would be interested in seeing active use of the river, and suggested a Kayak launch for the plan.

Community Open House

A two-day Community Open House was held on August 24 and 25, 2013. This event was designed to enable those not included in a stakeholder meeting to express their ideas. The Open House was very well attended with 204 people participating.

Three Public Input Stations were created to engage the participants.

1. **PET (Preserve, Enhance or Transform) Station** - This station allowed the public to visualize and communicate the Village's assets, opportunities and areas of concern by placing colored sticky notes (blue for *Preserve*, yellow for *Enhance* and pink for *Transform*) on a large aerial photograph of the study area.
2. **Community Preference Ballot Station** - Participants were given a preference ballot sheet with three basic questions to answer.
 - What three things or places do you like about Ada Village now?
 - What three things or places within Ada Village would you like to change?
 - What three things would you like to have or experience in Ada Village in the future
3. **Design Element Preference Ballot Station** - This activity is similar to the "What's-on-your-Radar? Exercise in that the participants were asked to rank elements by importance. The ballot identified several specific items in each category that the voter was asked to rank. This exercise delved deeper into the detail on several topics that had evoked a diversity of opinion in prior exercises.

The outcomes of the Open House input stations are shown in Appendix 1.2.



Figure I-18. P.E.T. results.

II: PRELIMINARY DESIGN

DESIGN: PHASE 1

1. THE PRELIMINARY PLANS

True public participation in a plan can only happen through an iterative design process, through which the public is asked to respond to preliminary plans which lay out all of the physical ideas that have surfaced up to that time in the effort. Towards that end, the design team initiated its September design charrette with the presentation of three separate plans for the Ada Village, plans which manifested a wide variety of design options. Each of these will be described in detail in the pages that follow.

The 2007 Charrette Plan

Before turning to these plans, however, it is worth reviewing the plan that began it all, which is the one that arose out of the large public effort called the Ada Village Design Charrette, completed in 2007 and led by ACP Visioning and Planning. This plan contained a large number of excellent ideas—as will be discussed—but suffered, necessarily, from being overly ambitious in some regards and inadequately ambitious in others.

Specifically, the plan was overly ambitious in that it failed to anticipate—who did?—the Great Recession that arrived shortly after its completion, resulting in the economic stagnation that cause most of its ideas to go unexecuted. And it was inadequately ambitious in the sense that, completed without the participation of the largest landowner and employer in Ada, it could not imagine the investments that Amway was considering making in order to improve



Figure II-1. The 2007 Charrette brought together a large representation of the Ada community to imagine the future of the Village.

the heart of its host community. Now that Amway has acquired a large portion of the study area, with a stated goal of participating in the Village's growth, it is possible to return to the plan with renewed vigor.

All that said, the Charrette Plan, pictured in Figure II-2, contained the following concepts that continue to resonate within the community:

II: PRELIMINARY DESIGN

- A new thoroughfare crossing Fulton Street at the principal Amway entrance and accessing the community, to intersect with Ada Drive and continue to the Thornapple Village Shopping Center. This connection will calm traffic on Fulton Street and invite Amway employees to take advantage of the Village.
- A roundabout at the intersection of the New Street with Ada Drive. While there remain mixed opinions about the proper location and use of roundabouts, there is a growing understanding about the potential benefits of this tool.
- A second new entrance to Fulton Street from the closest curve of Headley Street, also at a prominent entrance to Amway. Like the other new entry, this one acknowledges that traffic in the Village will flow more efficiently if it is given multiple ways to access Fulton Street.
- A tree median in the center of Fulton Street, improving views and calming traffic.
- A small street breaking up the large block between Headley and Thornapple, alongside the Ada community Reformed Church. Studies show that small-block systems are safer and more useful to pedestrians, and this block is currently unusually large.
- A more formal green between Headley and Fulton street, amenitized by a civic building. This proposal also included an amphitheater in this location, which makes sense in terms of visibility but perhaps not in terms of highway noise.
- Infill buildings along Headley Street. These buildings present a better face to Fulton Street by replacing some of the parking lots currently in that location. However, they do create a significant loss of parking capacity with a simultaneous increase in parking demand.
- Additional new buildings framing streets, giving proper shape to the public realm and providing additional commercial activity downtown. The Market Analysis accompanying the Charrette Plan determined that, if properly oriented towards convenience, shopping, and dining/drinking uses, there existed (in 2007) a capacity for more than 80,000 square feet of new commercial use.



Figure II-2. 2007 Charette Plan

- An eastern hamlet: the undeveloped site east of the Thornapple Village Shopping Center was laid out as a collection of small single-family homes and provided with an additional access point to Fulton Street.
- A new shopping street: drive aisle in front of the Shopping Center is re-conceptualized as a one-sided main street, flowing directly into the new hamlet.
- An extensive walkway system around the Thornapple River basin, helping to make that amenity more visible and visited.

These are only some of the positive features of the Charrette Plan, which was accompanied by a Form-Based Code Overlay that allows new development to be more compatible with Ada Village's historical fabric than was possible under the pre-existing coding regime.



Ada Village
Design Charrette
Preliminary Design
Conceptual Drawing

II: PRELIMINARY DESIGN

2. THE PUBLIC RESPONSE

Immediately subsequent to the public presentation of the three Plan Alternatives above, a large group of community charrette members collected in the basement of the Ada Community Reformed Church to make their opinions known. Groups surrounded eleven tables to discuss and critique the plans, noting their favorite and least favorite aspects of each, and making additional design suggestions. Each table reported its findings to the assembled group, also making written notes on the plans.

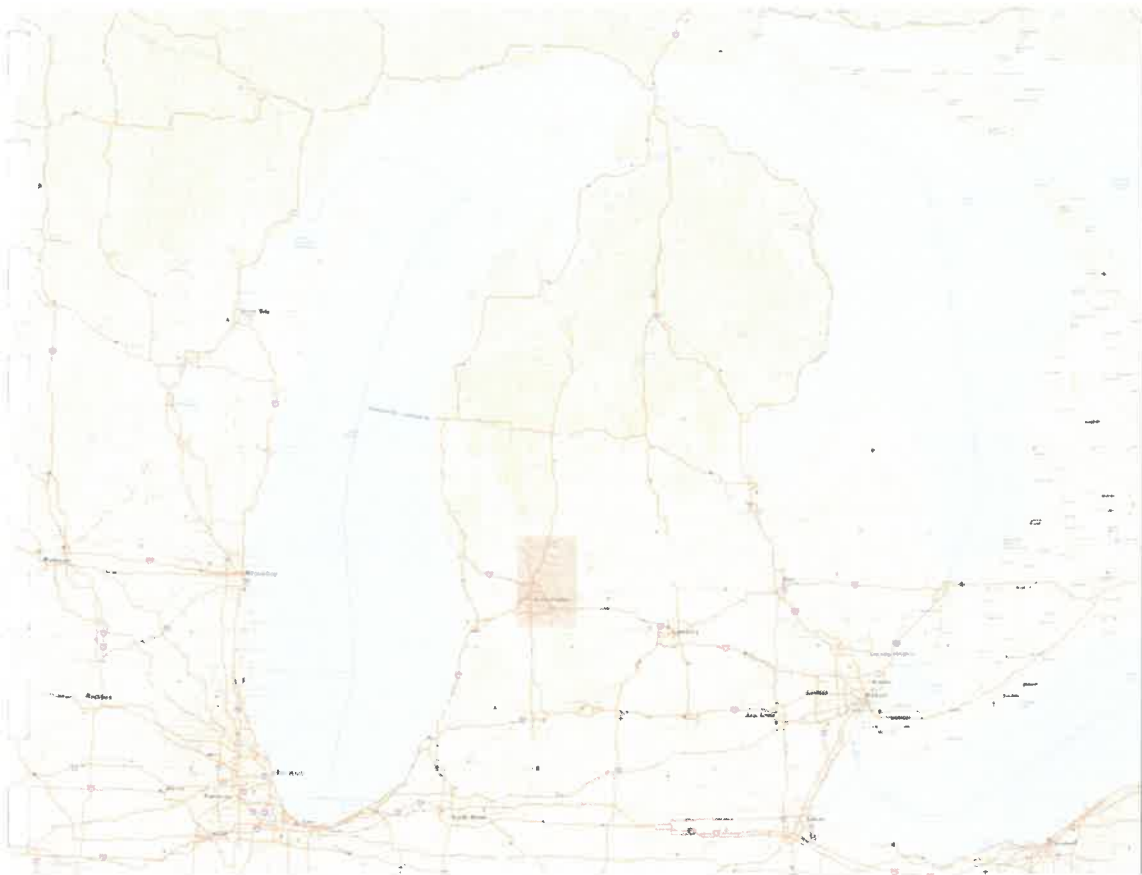
While not every opinion can be recorded here, what follows, in rough order of interest shown, are some of the key opinions and ideas that arose from the tables:

- Tremendous support for the new riverfront drive.
- Tremendous support for a new footbridge across the river.
- Strong support for an amphitheater at the riverbend.
- Strong support for the diversion of traffic from Thornapple to Headley.
- Support for a boardwalk or path at the river's edge.
- Support for the central green (and moving Speedway).
- Support for the hamlet to the east.
- Slightly more support than non-support for the roundabout and its New Street.
- Slightly more support than non-support for the new street at the Church.
- Non-support for a parking plaza at Thornapple Village Shopping Center.
- Strong non-support for the highway-oriented retail district proposed to the west.

When discussing the various schemes holistically, those attendees that expressed an opinion all preferred Plan B to Plan A. There was also more support for Plan B than Plan C, but many people voiced an interest in combining the best parts of both, specifically integrating the new street and riverfront features of Plan B with the central green and diverted traffic of Plan C. This charge led the subsequent development of the plan.



Figure II-8. Charrette participants respond to the three plan alternatives.



Kent County

2015 SPACE NEEDS STUDY

progressive|ae

Table of Contents

PART 01 EXECUTIVE SUMMARY

Page 01	Summary
Page 02	Executive Summary

PART 02 BUILDING/DEPARTMENT FINDINGS

Page 03	Current	Page 36	Construction
Page 04	Administrative Building	Page 37	Construction Delay
Page 05	Exterior	Page 38	Construction Safety
Page 06	Interior	Page 39	Construction Safety Culture
Page 07	Interior Management	Page 40	Construction Safety Culture
Page 08	Interior Management	Page 41	Construction Safety Culture
Page 09	Interior Management	Page 42	Construction Safety Culture
Page 10	Interior Management	Page 43	Construction Safety Culture
Page 11	Interior Management	Page 44	Construction Safety Culture
Page 12	Interior Management	Page 45	Construction Safety Culture
Page 13	Interior Management	Page 46	Construction Safety Culture
Page 14	Interior Management	Page 47	Construction Safety Culture
Page 15	Interior Management	Page 48	Construction Safety Culture
Page 16	Interior Management	Page 49	Construction Safety Culture
Page 17	Interior Management	Page 50	Construction Safety Culture
Page 18	Interior Management	Page 51	Construction Safety Culture
Page 19	Interior Management	Page 52	Construction Safety Culture
Page 20	Interior Management	Page 53	Construction Safety Culture
Page 21	Interior Management	Page 54	Construction Safety Culture
Page 22	Interior Management	Page 55	Construction Safety Culture
Page 23	Interior Management	Page 56	Construction Safety Culture
Page 24	Interior Management	Page 57	Construction Safety Culture
Page 25	Interior Management	Page 58	Construction Safety Culture
Page 26	Interior Management	Page 59	Construction Safety Culture
Page 27	Interior Management	Page 60	Construction Safety Culture
Page 28	Interior Management	Page 61	Construction Safety Culture
Page 29	Interior Management	Page 62	Construction Safety Culture
Page 30	Interior Management	Page 63	Construction Safety Culture
Page 31	Interior Management	Page 64	Construction Safety Culture
Page 32	Interior Management	Page 65	Construction Safety Culture
Page 33	Interior Management	Page 66	Construction Safety Culture
Page 34	Interior Management	Page 67	Construction Safety Culture
Page 35	Interior Management	Page 68	Construction Safety Culture

Executive Summary

INTRODUCTION

A number of overarching philosophies were uncovered during the investigation process to aid in steering recommendations.

These include the following:

1. Technology continues to decrease the demand for physical space, primarily in the area of digitizing paper files. Many departments and groups have the ability to reduce their physical paper storage needs where regulations now allow for the scanning and storage of files electronically.
2. The County has excess building area (square footage). A higher number of buildings studied had excess square footage compared to those that had too little square footage.
3. The Fuller Complex has land development opportunities. Vacant land already owned by the County can support additional buildings as needed.
4. Building operating costs drive value based decisions (+ or -). Time was spent evaluating the operating costs and reviewing this information against selling or improving each facility to determine the best use.

What follows are key strategic modifications to the asset list for the County which will help to better position the County from an operational expense perspective as well as from an efficient use of space perspective. We recognize the need to maintain some space within facilities for future growth. We do not want to suggest the County should operate with no excess square footage as that would limit any opportunity to expand. We also evaluated the properties based on whether they were owned or leased by the County. Due to the fact that the County has available square footage that is currently owned, it is in its best interest to move the departments that reside in leased spaces to spaces that are owned.

Following the individual assessments, facilities were organized according to performance characteristics [facility health, workplace improvements, and building area]. Considering this and all collected data, recommendations were developed for relocation. This chart outlines the basic recommendations, while the summary and detailed report that follows provides additional detail and reasoning behind each recommendation.

FACILITY	LOCATION	SQUARE FOOTAGE	OWN OR LEASE	WORKPLACE IMPROVEMENT NEEDED	EXCESS BUILDING AREA	MOVE	RECOMMENDATION
Bochco	Downtown	108,000	Own	Yes	50%	Yes	Vacate and sell building
Coventry Detention Center	Fuller Complex	77,190	Own	Yes	0	No	Relocate to A, E & C
Parks Department Headquarters	Perimeter	2,708	Own	Yes	100%	No	Find permanent facility on existing site
North County Civic	Perimeter	3,500	Lease	Yes	0	Yes	Terminate lease; relocate to new North Complex
Department of Public Works	Perimeter	---	Lease	Yes	10%	Yes	Expire; relocation with Parks
Community Center	Fuller Complex	44,157	Own	No	20%	No	Relocate to provide new building site
The Haven	Fuller Complex	15,083	Own	Yes	0	No	Expand and renovate building
Fleet Services	Fuller Complex	17,700	Own	Yes	-25%	Yes	Build new facility within Fuller Complex
Administration Building	Downtown	56,000	Own	Yes	15%	No	Opportunity for higher utilization
Health Department	Fuller Complex	78,000	Own	Yes	30%	No	Opportunity for higher utilization
Kent County Courthouse	Downtown	341,049	Own	Yes	15%	No	Additional space for future court expansion
Correctional Facility	Fuller Complex	440,627	Own	Yes	0	No	Opportunities for minor updates
I.T. Building	Downtown	17,107	Own	Yes	50%	Yes	Relocate to make room for Prosecutor
MSU Cooperative Extension	Fuller Complex	11,029	Own	Yes	50%	Yes	Opportunity for higher utilization
Northwest Center	Perimeter	5,751	Own	N/A	N/A	Yes	Vacate and sell building
Sheriff's North Substation	Perimeter	3,458	Own	Yes	0	Yes	Vacate and sell building; relocate to new North Complex
Community Archives and Research Center	Downtown	13,800	Own	No	15%	No	Relocate to Fuller Complex
Sheriff Administration - K Building	Fuller Complex	73,133	Own	No	-5%	No	Opportunities for minor updates to add efficiencies
Human Services Complex	Perimeter	137,600	Own	No	0	No	Need for additional parking
Animal Shelter	Fuller Complex	25,000	Own	No	0	No	No changes needed
63 rd District Court	Perimeter	29,902	Own	No	0	No	No changes needed
Drain Commission	Perimeter	---	Lease	No	0%	No	No changes needed
Veterans Services	Fuller Complex	5,292	Own	No	10%	No	No changes needed
Sheriff's South Substation	Perimeter	5,824	Lease	No	0	No	No changes needed
South Clinic	Perimeter	16,840	Own	No	0	No	No changes needed

--- No improvements needed pending completion of renovation for veterans services
 --- Not including 70% renovation

Workplace Improvement refers to opportunities to increase facility and most importantly employee performance through updates, rearrangement, or enhancement of the workplace environment.

DOWNTOWN

- A** ADMINISTRATION BUILDING
page 19
- B** IT BUILDING
page 22
- C** 82 IONIA
page 23
- D** KENT COUNTY COURTHOUSE
page 26



Administration Building

BUILDING PROFILE

- Owned by Kent County
- Year of Original Construction: 1969
- Site Acreage: 1.71
- Building Square Feet: 66,000
- Parking: No County-owned on site parking

INTERVIEW SUMMARY

PAE interviewed directors and other staff members in eight departments within the Administration Building. Those interviewed include:

- County Clerk/Register of Deeds and Deputy Chief Court Clerk
- County Treasurer
- Central Services Supervisor
- Human Resources Director
- Fiscal Services Director along with additional department staff
- Bureau of Equalization and Property Description and Mapping Director along with additional department staff
- Facilities Management Director and Facilities Project Manager
- County Administrator / Controller

In conjunction with the interviews, full building tours were performed to observe and understand utilization of the spaces.



OBSERVATIONS, FINDINGS AND RECOMMENDATIONS

With two main pedestrian entrances and the shared entrance from the parking garage, this building requires significant wayfinding to assist the public in finding the services they seek. While steps have been taken to aid in improving wayfinding, we recommend continuing to monitor additional opportunities.

This building has no dedicated security contingency on site, but many groups are outfitted with security buttons that connect to the Sheriff at the Courthouse across the street. Response rates are rapid. Additional security concerns could be rectified with on-site Sheriff personnel if concerns grow in the future.

Storage within the Administration Building is distributed and somewhat fractured aside from the large, caged space on the Monroe Level. Many departments leverage archival storage at the Community Archives and Research Center (CARC), but have the need for on-site records and storage for items that need more frequent retrieval or with shorter retention rates. Consolidating into a larger, more contiguous storage space could bring efficiencies. Realized space could also be leveraged for the storage of bulk supplies, allowing the county to save additional funds on frequently purchased items.

County Clerk and Register of Deeds

This group has the highest frequency of outside visitors of all departments within the Administration Building. For this reason, the current location offers the most convenience for the public of anywhere in the building, and the location within this building is critical to maintain public access and awareness of services. Many are one-time or infrequent visitors, and wayfinding could be improved to assist visitors in understanding where to go and who to talk to.

The County Clerk office overall has excess space for day-to-day functions, but uses this space regularly for special events and other internal needs (such as mobilizing for and coordinating elections). Therefore, consolidation is not possible without accommodating a shared space elsewhere in the building that could be reserved for these functions.

The Register of Deeds has the right amount of space. However, it is not arranged in the best manner to support appropriate security as well as separation between internal function and public access. A separate entrance to the work room for public visitors or

relocation of the workroom to allow for immediate access through a vestibule, similar to the Treasurer's suite, would improve security greatly.

Treasurer

The Treasurer receives a large volume of visitors daily, as they handle the receipt and accounting for payments/revenues coming into the County and must remain visible and accessible for the transactions they perform. Due to the large volume of cash received and distributed, this visibility and access needs to be balanced with security and separation.

This department overall has excess space for the current staff count. Unless record maintenance requirements change, the excess space does not appear to be enough for an additional group or department.

Central Services

This department is responsible for volume printing and publishing; sign and decal production, and ordering/management of supplies. They purchase supplies in large quantities to maximize savings with buying power, but currently the lack of storage space is reducing the County's ability to realize the full savings potential. Additional space would also lead to increased efficiency and improved workflow. Currently equipment and materials must be relocated or moved within the suite multiple times a day in order to accommodate necessary activities within the cramped footprint.

Central Services also oversees mail receiving and distribution, which is currently located across the hall from the main Central Services office. This poses a challenge for staff to be available for employees needing assistance, as it's difficult for those in the Central Services office to have visibility to customers entering the mail room. Immediate adjacency or collocation of these functions to allow direct and constant visibility would remedy this situation.

Bureau of Equalization

This group produces and maintains tax maps and tax descriptions, processes applications to split parcels, and assists taxpayers with property questions. There is often a great deal of back and forth between this department and the City Assessor's office and the Register of Deeds.

There is a need to improve the workflow at the counter in this department. Staff serving the counter should be immediately adjacent to the counter area for visibility and ease of access, but need to have a level of separation that aids in appropriate work flow. The counter area also needs to be separated appropriately from the work space to ensure appropriate security and ability to focus for staff. Currently, the counter space is undersized for some of the materials referenced by visitors.

Large materials and paper storage will not reduce significantly in the future due to retention rates of materials stored. However, the department would benefit from centralization of storage and equipment into common storage and work areas. Even greater efficiency can be realized through reorganization of staff and work stations to eliminate unnecessary vacant spaces.

Human Resources

The Human Resources (HR) department handles a number of employee matters such as recruiting and hiring; retirement services; health and welfare benefits; labor relations; diversity, inclusion and development. They interact and collaborate frequently with Payroll, IT, Risk Management, and Fiscal Services. Due to this, there is a lot of movement in and out of the space by staff, vendors and potential hires.

The reception station is often the first face to the organization and serves a valuable purpose for greeting and welcoming visitors. It's also a secure point and staff working in this area sometimes have to deal with angry or disgruntled individuals.

There is a high demand for meeting spaces in this area both to serve internal and external functions of HR and adjacent groups. The existing Learning and Development center is used often and critical for the meeting and training functions of the HR group. Conference rooms 2D and 2E are heavily used by all staff on this floor. There is potential to renovate the open area in the southwest corner of the 2nd floor into a conference room which will help with the demand for meeting space.

In regards to the work areas for HR, there is excess space that could be consolidated to create additional work or meeting areas.

Fiscal Services

This department is responsible for maintaining and distributing County funds, and includes Payroll, Purchasing, Budgeting, and Accounting for the entire County organization. They also coordinate shared purchasing arrangements with a number of other counties and governmental entities. As such, staff interacts with and collaborate with all other County groups and many outside groups. Shared meeting space is critical and sometimes they have a hard time finding adequate meeting space. Video conferencing equipment is often used.

In addition to meeting space, a library/work room would benefit the group both by storing shared resources, and accommodating needs for laying out large volumes of information.

Facilities Management

Although this department has oversight of all County facilities and land, the group residing at the Administration building is comprised of the director, a project manager, and administrative assistant. This group works directly with Fiscal Services for budgeting, purchasing and accounts payable, and is therefore well served by their collocation with this group. The current space meets their needs for meeting and for storing project files and drawings.

Administration

Following recent reorganization in the Administration area, the suite is functioning relatively well. A few additional modifications will help with efficiencies and work flow. There is not any growth planned in the near future, so the footprint is adequate for the next three to five years.

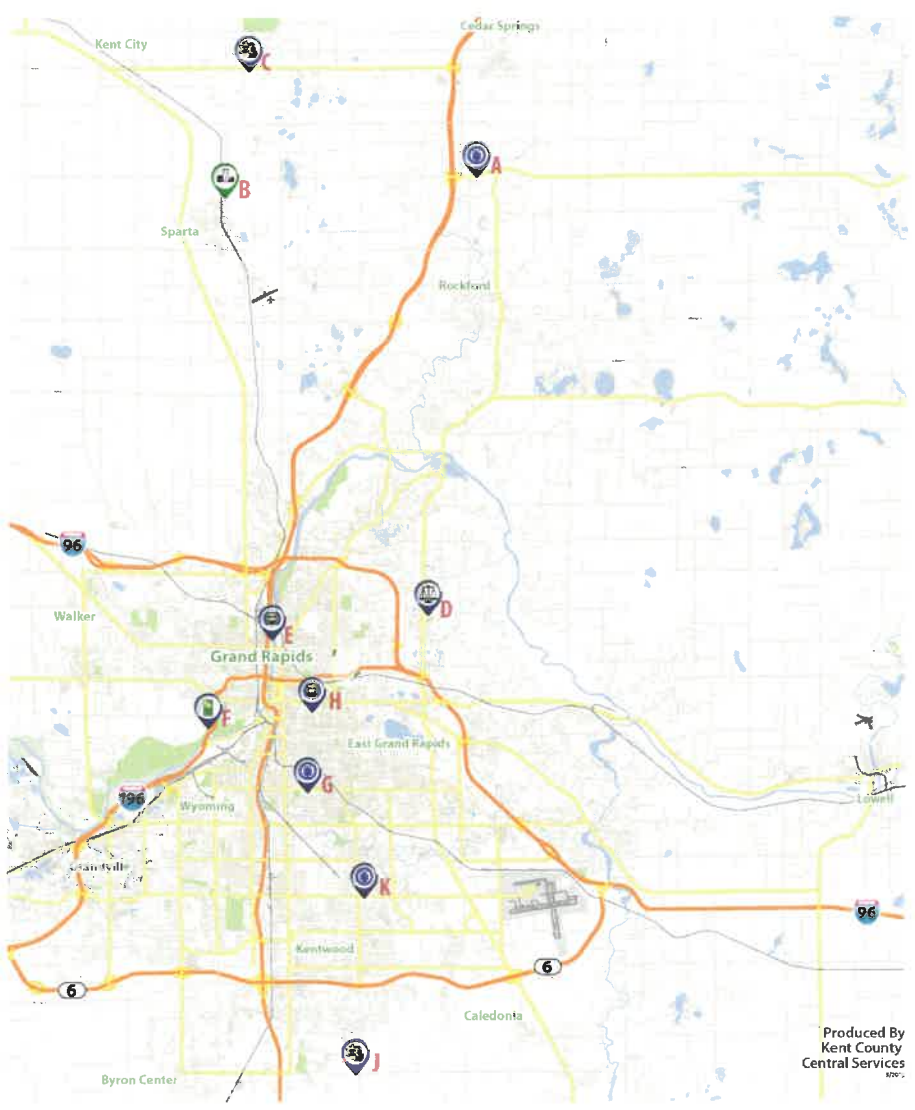
FULLER COMPLEX

- A** HEALTH DEPARTMENT
page 31
- B** ANIMAL SHELTER
page 33
- C** SHERIFF ADMINISTRATION
page 34
- D** CORRECTIONAL FACILITY
page 35
- E** MSU COOPERATIVE EXTENSION
page 36
- F** FLEET SERVICES
page 37
- G** COMMUNITY RE-ENTRY CENTER
page 37
- H** VETERANS SERVICES
page 38
- J** THE HAVEN
page 38
- K** JUVENILE DETENTION CENTER
page 39



PERIMETER

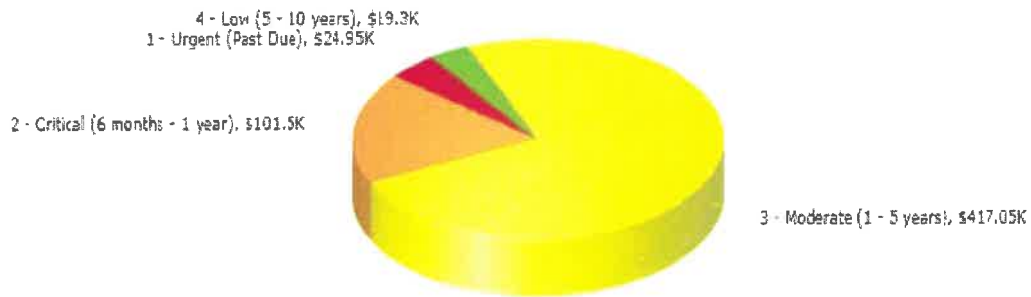
- A** NORTH COUNTY CLINIC
page 41
- B** NORTHWEST CENTER
page 42
- C** SHERIFF'S NORTH SUBSTATION
page 42
- D** 63RD DISTRICT COURT
page 43
- E** DRAIN COMMISSION
page 44
- E** DEPARTMENT OF PUBLIC WORKS
page 44
- F** PARKS DEPARTMENT HEADQUARTERS
page 45
- G** HUMAN SERVICES COMPLEX
page 46
- H** COMMUNITY ARCHIVE AND RESEARCH CENTER
page 48
- J** SHERIFF'S SOUTH SUBSTATION
page 48
- K** SOUTH CLINIC
page 49



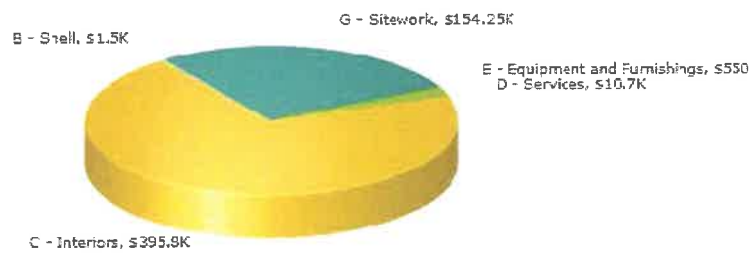
Produced By
Kent County
Central Services
2015

Facility Assessment Summary

Priority Summary



UniFormat Summary



Priority Summary

1 - Urgent (Past Due)	\$24,950
2 - Critical (6 months - 1 year)	\$101,500
3 - Moderate (1 - 5 years)	\$417,050
Total	\$543,500

UniFormat Summary

B - Shell	\$1,500
C - Interiors	\$395,800
D - Services	\$2,200
E - Equipment and Furnishings	\$550
G - Sitework	\$143,450
Total	\$543,500

Facility Assessment Summary

Priority: 1 - Urgent (Past Due)
UniFormat Section: G2020.10 - Parking Lot Pavement
Location: East Parking Lot
Description: Pavement remove and replace
Assessment Date: 2/15/2017
Observation: Severe pavement failure. Tripping at entry due to pavement cracking and pot holes. See Photo 12, 13, and 16.
Recommendations: Remove and replace asphalt. Compact existing base and fill holes as needed. Replace up to 4,500 square feet.
Evaluation Rating: 2 - Most functions do not perform
Reason for Replacement: Life / Safety / Health
Today's Cost: \$24,000



Priority: 2 - Critical (6 months - 1 year)
UniFormat Section: G2020.10 - Parking Lot Pavement
Location: East Parking Lot
Description: Pavement Repairs
Assessment Date: 2/15/2017
Observation: Severe pavement failure. See Photo 8 and 9.
Recommendations: Cut and Patch, pictures 8 and 9
Replace up to 3,000 square feet.
Evaluation Rating: 1 - Non-Functioning
Reason for Replacement: Age / Useful Life
Today's Cost: \$14,000



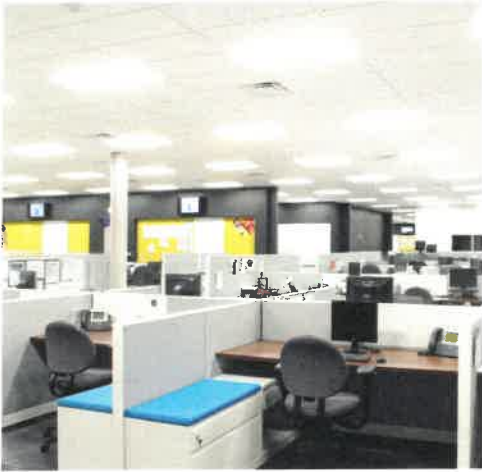
Facility Assessment Summary

Priority: 3 - Moderate (1 - 5 years)
UniFormat Section: C20 - Interior Finishes
Location: Overall
Description: Dated Interior Finishes
Year New: 1996
Useful Life: 10 years
Assessment Date: 1/5/2017
Observation: Dated interior finishes.
Recommendations: Update carpeting, wall finishes, and ceiling tiles.
Evaluation Rating: 3 - Some functions do not perform
Reason for Replacement: Age / Useful Life
Replacement Time Frame: 1/1/2005
Today's Cost: \$250,000



Priority: 3 - Moderate (1 - 5 years)
UniFormat Section: G2020.10 - Parking Lot Pavement
Location: South Parking Lot
Description: Pavement Patching
Assessment Date: 2/15/2017
Observation: Pavement cut and patch asap, See Photo 13, 14, and 15.
Recommendations: Patching this spring, remove and replace in 1 - 3 years
Patch and Repair up to 3,000 square feet.
Evaluation Rating: 3 - Some functions do not perform
Reason for Replacement: Age / Useful Life
Today's Cost: \$14,000





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CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: May 9, 2018
To: Supervisor Beahan and Township Board Members
From: Ben Swayze, Township Manager
Subject: Resolution to Amend Articles of Incorporation of GVMC

FACTS:

On March 1, 2018 the Grand Valley Metro Council adopted Amendment No. 40 to its Articles of Incorporation, which added the Village of Caledonia as a member. Amendments to the Articles of the Grand Valley Metro Council must be approved by the legislative bodies of all the local governments that have representatives on the Metro Council.

Attached for your review are:

- Letter from GVMC regarding the proposed resolution
- Proposed Resolution
- Descriptive Narrative of Amendment No.40

ANALYSIS & CONCLUSIONS:

Approval of the resolution is a procedural item for the Township Board. The addition of the the Village of Caledonia will only add to the regional benefit provided by the Metro Council.

FINANCIAL CONSIDERATIONS:

There are no direct financial ramifications of approving the proposed resolution.

RECOMMENDED ACTION:

Approve the Resolution to Approve Amendment No. 40 in the Articles of Incorporation of Grand Valley Metropolitan Council.



GRAND VALLEY METROPOLITAN COUNCIL

ADA TOWNSHIP Ÿ ALGOMA TOWNSHIP Ÿ ALLENDALE TOWNSHIP Ÿ ALPINE TOWNSHIP Ÿ BELDING Ÿ BYRON TOWNSHIP Ÿ CALEDONIA TOWNSHIP Ÿ CANNON TOWNSHIP Ÿ CASCADE TOWNSHIP Ÿ CEDAR SPRINGS
COOPERSVILLE Ÿ COURTLAND TOWNSHIP Ÿ EAST GRAND RAPIDS Ÿ GAINES TOWNSHIP Ÿ GEORGETOWN TOWNSHIP Ÿ GRAND RAPIDS Ÿ GRAND RAPIDS TOWNSHIP Ÿ GRANDVILLE Ÿ GREENVILLE Ÿ HASTINGS
HUDSONVILLE Ÿ IONIA Ÿ JAMESTOWN TOWNSHIP Ÿ KENT COUNTY Ÿ KENTWOOD Ÿ LOWELL Ÿ LOWELL TOWNSHIP Ÿ MIDDLEVILLE Ÿ NELSON TOWNSHIP Ÿ OTTAWA COUNTY Ÿ PLAINFIELD TOWNSHIP Ÿ ROCKFORD Ÿ SAND
LAKE Ÿ SPARTA Ÿ TALLMADGE TOWNSHIP Ÿ WALKER Ÿ WAYLAND Ÿ WYOMING

May 4, 2018

To: Clerks of all Local
Governmental Members of
Grand Valley Metropolitan Council

As you may know, on March 1, 2018, the Grand Valley Metropolitan Council approved a motion to add the Village of Caledonia as a member community. Amendment No. 40 to the Articles of Incorporation is required to officially add the Village of Caledonia as a GVMC member.

After the public notice is printed in a paper of general circulation (the Advance – All Areas on March 18th), the Amendment must be approved by **all** of the local governmental units that have representatives on Metro Council. **Please submit this amendment to the members of your legislative body for their vote of approval after March 18th.**

Enclosed for your convenience is a descriptive narrative of Amendment No. 40 for your Board / Council to review and a sample resolution to adopt.

Upon approval of the amendment by your legislative body, please arrange for the resolution to be signed and returned to me showing the date of adoption.

If I can assist you in any way, please let me know.

Thank you.

Yours Truly,

Gayle L. McCrath
Director of Administration
And Human Resources
Grand Valley Metropolitan Council

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION __ of 2018

**RESOLUTION TO APPROVE AMENDMENT NO. 40 IN THE ARTICLES OF
INCORPORATION OF GRAND VALLEY METROPOLITAN COUNCIL**

Minutes of a regular meeting of the Township Board of Cascade charter Township, County of Kent, State of Michigan, held at the Wisner Center in said Township on May 9, 2018 at 7:00 o'clock p.m., Eastern Daylight Time

PRESENT: Members: _____

ABSENT: Members: _____

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

WHEREAS, the members of Grand Valley Metropolitan Council (“Metro Council”) have by majority vote approved Amendment No. 40 (Addition the Village of Caledonia) in the Articles of Incorporation of Grand Valley Metropolitan Council; and

WHEREAS, the Township Board of the Charter Township of Cascade has considered Amendment No 40 in the Articles of Incorporation of Metro Council.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. Amendment No. 40 in the Articles of Incorporation of Grand Valley Metropolitan Council is hereby APPROVED.

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 9, 2018, 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

AMENDMENT NO. 40

To Add the Village of Caledonia as a Member

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

ARTICLES OF INCORPORATION GRAND VALLEY METROPOLITAN COUNCIL

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, City of Hastings, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, Jamestown Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, the Village of Sand Lake, Lowell Township, Nelson Township, the Village of Sparta, and the Village of Caledonia for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").