

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, May 14, 2025

7:00 P.M.

Wisner Center
2870 Jacksmith Drive SE,
Grand Rapids, MI 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/87282892141>

Meeting ID: 872 8289 2141

By Phone: 1 312 626 6799

Expected Meeting Procedures

1. During public comments you may speak on any item not noted on the agenda for a public hearing.
2. Please limit comments to 3 minutes per person and the Board may or may not choose to respond.
3. Please limit your comments to a specific issue.
4. Please turn OFF cellular phones.
5. In accordance with the ADA, any accommodation request should be directed to the Township at 616-949-1500

- 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 Minutes
 1. Township Board Meeting & Closed Session-4/23/25
 2. Planning Commission-4/7/25
 - b. Receive and File Reports
 1. Zoning Enforcement Report-April 2025
 2. Building Dept Report-April 2025
 - c. Receive and File Communication
- Article 7. Financial Actions**
- a. Request for Invoices to be paid on 5/15/2025

Article 8. Unfinished Business

Article 9. New Business

031-2025 Consider Approval of Resolution for Adoption of Ordinance to Amend the Zoning Ordinance Map at 1701 Spaulding Ave to Rezone to Agricultural Rural Conservation *(Roll Call)*

032-2025 Consider Adoption and Implementation of Compensation Policy and Wage Study

033-2025 Consider Approval of Resolution to Rescind Resolution #10 of 2023, Resolution #5 of 2022, and Resolution #23 of 2022 and Create a New Parks & Pathways Committee and Adopt the By-laws and Rules of Procedure *(Roll Call)*

Article 10. Discussion

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

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

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

Wednesday, April 23, 2025

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

And Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Korstange, Trustees Shipley, Rissi, Noordyke and Noordhoek
Absent: None
Also Present: Community Planning & Development Director Hendrick, Manager Smith, Deputy Clerk Jager, Finance & Budget Director Nenciarini and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Supervisor Lesperance amended the agenda adding Article 11.5 Closed Session MCL 15.268 by State or Federal Statute. Motion by Trustee Shipley, seconded by Treasurer Korstange to approve the amended agenda. Motion carried unanimously.
- Article 4. Presentations**
None
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (Limit comments to 3 minutes)**
Public Comment was made by AJ Bsharah-4810 Cavalcade Dr
- Article 6. Approval of Consent Agenda**
a. Receive and File Minutes
1. Township Board Meeting-4/9/25
2. Planning Commission-1/20/25 & 3/20/25
b. Receive and File Reports
c. Receive and File Communication
Motion by Trustee Shipley, seconded by Trustee Noordhoek to approve Consent Agenda. Motion carried unanimously.
- Article 7. Financial Actions**
a. Request for Invoices to be paid on 4/24/25
b. Financial Statement-March 2025
Motion by Trustee Rissi, seconded by Treasurer Korstange to approve with additional invoices presented by Director Nenciarini. Motion carried unanimously.
- Article 8. Unfinished Business**
None

Article 9. New Business
030-2025 Consider Approval of Introduction of Ordinance to Amend the Zoning Ordinance Map at 1701 Spaulding Ave to Rezone to Agricultural Rural Conservation Motion by Trustee Shipley, seconded by Trustee Noordyke to approve. Motion carried unanimously.

Article 10. Discussion
None

Article 11. Public Comments
None

Article 11.5 Closed Session Information subject to State or Federal Statute MCL 15.268
Motion by Trustee Noordyke, seconded by Trustee Shipley to enter closed session at 7:17 pm. Motioned carried unanimously by roll call vote. Motion by Trustee Rissi, seconded by Trustee Shipley to return to open session at 7:52 pm. Motion carried unanimously.

Article 12. Manager Comments
None

Article 13. Board Member Comments

1. Trustee Shipley thanked those in attendance and for their participation.
2. Trustee Rissi inquired on bipartisan sign at entrance of Cascade Rec Park and the caution tape from a utility company. Also, he inquired on road closure signs left on the west side of Cascade Rd.
3. Trustee Noordhoek inquired on solicitors without Township solicitation permits.

Article 14. Adjournment
Motion by Trustee Shipley, seconded by Trustee Rissi to adjourn. Motion carried unanimously. Meeting adjourned at 8:01 pm.

Jennifer Jager
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

MINUTES
CASCADE CHARTER TOWNSHIP PLANNING COMMISSION
MONDAY, April 7, 2025
6:00 pm
2870 Jacksmith Ave SE

- ARTICLE 1.** Chair Rowland called the meeting to order at 6:00 pm.
Members Present: Korstange, Kraemer, Rowland, Cribbs, Madiol
Members Absent: None
Others Present: Community Planning and Development Director (Director) Andrea Hendrick, Planning & Zoning Administrator Ryan Sennett, Legal Counsel (LC) Leslie Abdoo of Foster Swift, Planning Administrative Assistant Nick Govan and others listed on the sign-in sheet.
- ARTICLE 2. Pledge of Allegiance to the Flag**
- ARTICLE 3. Approve the current Agenda**
Motion was made by Vice Chair Kraemer to approve the current agenda. Supported by Treasurer Korstange. Motion carried 5 to 0.
- ARTICLE 4. Disclose any Conflict of Interest**
There were no conflicts of interest disclosed.
- ARTICLE 5. Approve the Minutes of the March 10, 2025 Meeting.**
Treasurer Korstange provided a correction that needed addressing:
Article 7. Incorrect property address “7320 Whispering Ridge Dr” corrected to “1701 Spaulding Ave SE”.
Motion was made by Vice Chair Kraemer to approve the minutes of the March 10, 2025 meeting with the edits provided. Supported by Treasurer Korstange. Motion carried 5 to 0.
- ARTICLE 6. Acknowledge visitors and those wishing to speak.**
There was no one wishing to speak.
- ARTICLE 7. Case #25-3880 – Public Hearing**
Applicant: Bruce Wright (Shaggy Pines Dog Park)
Property Address: 3895 Cherry Lane SE
Parcel Number: 41-19-23-100-008
Requested Action: Amendment to previously approved site plan for a Type I Special Use Permit for an accessory building over 832 square feet.

Community Planning and Development Director Hendrick presented the case, explaining that this hearing was procedural in nature. The applicant had previously received approval for an accessory building but was now requesting to move the building from the south side of the property to a more central location. Director Hendrick noted that the footprint remains the same and the new location would not require removal of any trees. She recommended approval of the amendment.

Bruce Wright, the applicant, presented his request explaining that the new location works better with existing infrastructure including the septic system, for which they now have health department approval. He noted that the soil erosion

permit had been obtained from the road commission, and the new location is farther from property lines. He confirmed the building footprint remains unchanged.

Treasurer Korstange inquired about the conditions from the previous approvals, noting that these should be included in any new motion to ensure all conditions remain in effect. Community Planning and Development Director Hendrick confirmed that the draft motion in the staff review referenced the previous case numbers and conditions. She also confirmed that the minutes would include the full conditions from the previous case.

Motion was made by Treasure Korstange to open public hearing. Supported by Vice Chair Kraemer. Motion carried 5 to 0.

There was no one wishing to speak.

Motion was made by Chair Rowland to close public hearing. Supported by Member Cribbs. Motion carried 5 to 0.

Motion was made by Vice Chair Kraemer to APPROVE Case Number 25-3880, an amendment to the site plan associated with a special use approval for an accessory building over 832 square feet located at 3895 Cherry Lane SE, with the following conditions:

1. All outdoor lighting shall comply with requirements of the Township Ordinance.
2. All stormwater runoff shall be retained on site.
3. The site meets all the Township Engineer's requirements.
4. The accessory building shall only be utilized for accessory activities, incidental to the principal use, and shall not be used as a residential dwelling.
5. The existing trees on the site remain for screening except as shown on the site plan.
6. The lighting on the site is downcast and turned off at 9:00 pm.
7. Privacy fencing be used to block the view from the two homes on Cherry Lane.
8. The fence be setback 25 feet from the property line.
9. The applicant receives permits and approvals for all required construction activities from the Township Planning Department and Building Department.
10. The general rules and regulations as documented in the application regarding keying of gates, refuse pickup, and vaccinations shall be the baseline. If any of those changes including hour of operations, they must come back before the Planning Commission for approval.
11. The applicant agrees to alert Staff with site plan alterations in any way.
12. There shall be no boarding on parcel 41-19-23-100-008.

**Supported by Treasurer Korstange.
Motion carried 5 to 0.**

ARTICLE 8.

Case #25-3881

Applicant: Cascade Charter Township

Property Address: 1701 Spaulding Ave SE

Parcel Number: 41-19-06-327-016

Requested Action: Zoning Map Amendment from PUD-97 to ARC (Agricultural Rural Conservation).

Community Planning and Development Director Hendrick presented the case for rezoning 1701 Spalding Avenue. She explained that PUD-97 was approved in 2017, but many of the requirements were never fulfilled, and the PUD had expired. After consultation with legal counsel, the recommendation was to revert the property back to its original ARC zoning to provide a clean slate for any future development.

Director Hendrick noted she had spoken with the property owner who lives in Arizona and requested that the Planning Commission wait until May for their recommendation to the Board. She clarified this rezoning was procedural in nature and did not approve any development on the site.

Chair Rowland confirmed that this action would simply revert the property to its original zoning, and any future development would still require Planning Commission approval.

Motion was made by to Chair Rowland to open public hearing. Supported by Treasure Korstange. Motion carried 5 to 0.

AJ Busharah (4810 Cavalcade Dr SE) stated he supports rezoning the property back to ARC, also requesting two conditions be put in place if possible. First, he requested the removal of a 729-foot paved path constructed between his property and his neighbor's property. He showed photos of the path and explained it separates their yards and has received no maintenance. Second, he requested termination of an easement established between the landowner and Graystone Homes, as the landowner has not maintained the path as required. He also requested that the township enforce performance guarantees on any future development to ensure significant tree planting along the border with neighboring properties.

Bill Bos (1674 Spaulding Ave SE) inquired about township property ownership in the area and confirmed that a county drain runs through the property. Staff clarified which property nearby was township property.

Motion was made by Chair Rowland to close public hearing. Supported by Treasure Korstange. Motion carried 5 to 0.

Chair Rowland inquired about legal options for addressing the pathway issue. Legal Counsel Abdo explained she would need to review the easement to determine what rights the township might have, noting that typically the township cannot force termination of an easement between private property owners. She advised that future development approvals could include conditions regarding maintenance of the path.

Legal Counsel Abdo also addressed concerns about financial surety for erosion control, noting that the current ordinance requires only a \$200 deposit which is insufficient for the correction of tree removal and earth moving work that had already been done. Treasurer Korstange added that the current Township Board and Planner have been working to establish more appropriate surety bonds to ensure completion of projects and compliance with requirements.

Treasurer Korstange commented that this rezoning was essentially a formality, noting after reviewing the legal recommendations that since the PUD is already null and void, this process simply puts the property back to its original zoning designation to ensure it has proper labeling for future reference.

Legal Counsel Abdo further supported this, explaining that the Township Board directed the Planning Commission to pursue this rezoning because maintaining an expired PUD designation would create confusion for any future development applications. She explained that unlike conditional rezoning, PUDs do not automatically revert to their original zoning designation upon expiration. Therefore, following the Michigan Zoning Enabling Act, this formal rezoning process was necessary to provide a clean slate for future development proposals.

Motion was made by Treasure Korstange to recommend the rezoning of 1701 Spaulding Ave from Cascade One PUD to ARC: Agricultural Rural Conservations based on the following findings:

- 1. The Township Board approved the rezoning of the subject parcel on November 1, 2017.**
- 2. The applicant failed to fulfill the requirements of the PUD.**
- 3. The applicant did not commence construction within a year or seek an extension from the Township Board.**
- 4. The Township Board, by resolution, requested the rezoning.**

**Supported by Vice Chair Kraemer.
Motion carried 5 to 0.**

ARTICLE 10. Acknowledge visitors and those wishing to speak.

There was no one wishing to speak.

ARTICLE 11. Other Business

There was no other business.

ARTICLE 12. Adjourn

**Motion was made by Treasure to adjourn. Supported by Vice Chair Kraemer,
Motion carried 5 to 0. The meeting adjourned at 6:40 pm.**

Respectfully submitted,

Andrea Hendrick, Community Planning and Development Director, Recording Secretary



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE • Grand Rapids, MI 49546

Cascade Planning Department Code Enforcement Monthly Report Month of April 2025

New Cases

5

Closed Cases

7

Total Open Cases

11

Current Open Enforcement Cases

Enforcements by Status

05/06/2025

1/1

IN PROGRESS

Enforcement #	Address	Category	Filed	Closed
EN240094	2672 THORNAPPLE RIV DR SE	ZONING	08/27/2024	
EN250013	1855 LARAWAY LAKE DR SE	ZONING	02/27/2025	
EN250021	6548 BURTON ST SE	ZONING	03/10/2025	
EN250033	7283 GRACHEN DR SE	CASCADE TWP ORDINANC	04/01/2025	
EN250038	6355 BURTON ST SE	ZONING	04/14/2025	
EN250045	2768 THORNAPPLE RIV DR SE	ZONING	04/24/2025	
EN250047	7450 CASCADE RD SE	ZONING	05/02/2025	

Total # for In Progress: 7

MONITOR

Enforcement #	Address	Category	Filed	Closed
EN230143	3334 THORNAPPLE RIVER DR SE	ZONING	08/14/2023	
EN240068	7380 CASCADE RD SE	CASCADE TWP ORDINANC	06/13/2024	
EN240111	7341 SHEFFIELD DR SE	CASCADE TWP ORDINANC	10/03/2024	
EN250031	7040 THORNCREST DR SE	CASCADE TWP ORDINANC	03/31/2025	

Total # for Monitor: 4

Total # of Enforcements: 11

New Enforcement Cases Filed in April 2025

Enforcements by Status

05/07/2025

1/1

IN PROGRESS

Enforcement #	Address	Category	Filed	Closed
EN250033	7283 GRACHEN DR SE	CASCADE TWP ORDINANC	04/01/2025	
EN250038	6355 BURTON ST SE	ZONING	04/14/2025	
EN250045	2768 THORNAPPLE RIV DR SE	ZONING	04/24/2025	

Total # for In Progress: 3

RESOLVED

Enforcement #	Address	Category	Filed	Closed
EN250039	3079 TORIAN CT SE	ZONING	04/14/2025	05/01/2025
EN250046	3220 BUCKHAVEN DR SE	ZONING	04/28/2025	05/01/2025

Total # for Resolved: 2

Total # of Enforcements: 5

Enforcement Cases Closed in April 2025

Enforcements by Status

05/07/2025

1/1

RESOLVED

Enforcement #	Address	Category	Filed	Closed
EN240095	7070 BURGER DR SE	ZONING	07/17/2024	04/17/2025
EN240139	2396 CASCADE SPRINGS DR SE	CASCADE TWP ORDINANC	11/27/2024	04/09/2025
EN240065	2568 LINDA AVE SE	ZONING	04/11/2024	04/03/2025
EN250034	1667 HILLSBORO AVE SE	CASCADE TWP ORDINANC	03/20/2025	04/03/2025
EN250030	3525 THORNAPPLE RIV DR SE	ZONING	03/31/2025	04/02/2025
EN240043	6231 PINTA CT SE	ZONING	03/13/2024	04/01/2025
EN240138	1570 TAMMARRON AVE SE	CASCADE TWP ORDINANC	11/26/2024	04/01/2025

Total # for Resolved: 7

Total # of Enforcements: 7

April 2025 Inspection Summary

Enforcement List - Inspection Summary

05/07/2025

1/2

Enforcement #	Address	Status	Filed	Closed
EN240095	7070 BURGER DR SE	Resolved	07/17/24	04/17/25

Complaint: Gazebo/awning structure within 10ft side yard setback

Inspection Type	Status	Scheduled	Completed	Code Officer
Ordinance	Violations	03/25/25	03/25/25	Ryan Sennett
Ordinance	Complied	04/15/25	04/15/25	Ryan Sennett

Enforcement #	Address	Status	Filed	Closed
EN250030	3525 THORNAPPLE RIV DR SE	Resolved	03/31/25	04/02/25

Complaint: Received a complaint that the property owner is not abiding by the EGLE restoration plan from previous enforcement

Inspection Type	Status	Scheduled	Completed	Code Officer
Ordinance	Completed	04/01/25	04/02/25	Ryan Sennett

Enforcement #	Address	Status	Filed	Closed
EN240138	1570 TAMMARRON AVE SE	Resolved	11/26/24	04/01/25

Complaint: Piles of wood and other items in side yard near the road. Commercial vehicle and trailers often parked in front yard.

Inspection Type	Status	Scheduled	Completed	Code Officer
General Code	Violations	12/10/24	12/10/24	Ryan Sennett
General Code	Violations	03/25/25	03/25/25	Ryan Sennett
General Code	Complied	04/01/25	04/01/25	Ryan Sennett

Enforcement #	Address	Status	Filed	Closed
EN240094	2672 THORNAPPLE RIV DR SE	In Progress	08/27/24	

Complaint: 6ft tall fence located in front yard - citation has been issued

Inspection Type	Status	Scheduled	Completed	Code Officer
Ordinance	Violations	08/23/24	08/23/24	Madison Smith-Jac
Ordinance	Violations	11/25/24	11/25/24	Andrea Hendrick
Follow-Up Contact	Violations	01/13/25	01/13/25	Andrea Hendrick
Ordinance	Violations	03/12/25	03/12/25	Ryan Sennett
Follow-Up Contact	Violations	03/20/25	03/20/25	Andrea Hendrick
Follow-Up Contact	Partially Complie	03/21/25	03/21/25	Andrea Hendrick
Follow-Up Contact	Scheduled	04/04/25		Ryan Sennett
Ordinance	Partially Complie	04/08/25	04/08/25	Ryan Sennett
Ordinance	Partially Complie	04/15/25	04/15/25	Ryan Sennett
Follow-Up Contact	Partially Complie	04/23/25	04/23/25	Andrea Hendrick
Ordinance	Partially Complie	04/24/25	04/24/25	Andrea Hendrick
Follow-Up Contact	Partially Complie	04/30/25	04/30/25	Andrea Hendrick

April 2025 Inspection Summary

Enforcement List - Inspection Summary

05/06/2025

2/2

Enforcement #	Address	Status	Filed	Closed
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EN250013	1855 LARAWAY LAKE DR SE	In Progress	02/27/25	
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Complaint: Accessory Structure in violation of the side-yard setback requirement

Inspection Type	Status	Scheduled	Completed	Code Officer
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Ordinance	Violations	03/26/25	04/01/25	Ryan Sennett
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Ordinance	Violations	04/08/25	04/08/25	Ryan Sennett
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Enforcement #	Address	Status	Filed	Closed
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EN250033	7283 GRACHEN DR SE	In Progress	04/01/25	
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Complaint: Violation of accumulation of junk & commercial/recreational vehicle ordinances

Inspection Type	Status	Scheduled	Completed	Code Officer
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General Code	Violations	04/01/25	04/01/25	Ryan Sennett
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General Code	Violations	04/08/25	04/08/25	Ryan Sennett
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General Code	Partially Complied	04/15/25	04/15/25	Ryan Sennett
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Enforcement #	Address	Status	Filed	Closed
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EN250045	2768 THORNAPPLE RIV DR SE	In Progress	04/24/25	
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Complaint: Recreational vehicles parked in front yard of riverfront property with no dwelling. Constructed parking surface near road, possibly in ROW.

Inspection Type	Status	Scheduled	Completed	Code Officer
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General Code	Completed	04/25/25	04/25/25	Ryan Sennett
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General Code	Scheduled	05/06/25		Ryan Sennett
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Building Department

April Report Summary

- 884 Permits Issued
- 1909 Inspections Performed

April permits were steady with seasonal volumes. Several large projects are under development in partner communities that should be permitted late this year or next.

New report formatting continues this month.

- Page 1 = same basic stats, narrative and fund balance details
- Pages 2&3 = same charts with visual details
- Pages 4-7 = system generated GL reports (rev&exp/balance sheet)
- Pages 8+ = system generated detail reports per unit – month

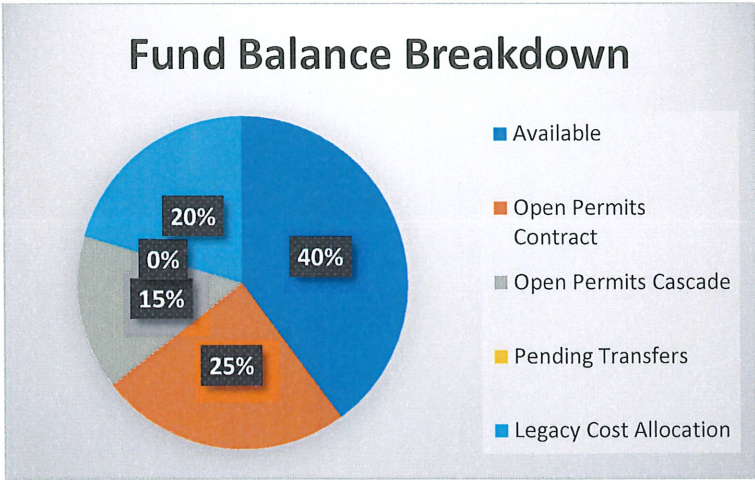
Hopefully, this new format will provide quick access to key data points and also have the detail for those wanting a more complete picture. I am happy to answer any questions or concerns you may have. Thanks for your continued support!

Prelim Financial Information April 30, 2025:

Fund Balance	\$4,889,402
Annual Expenses (est.)	\$3,353,041

Data from March 5, 2025

Open Permits – Total @ 80% remaining	\$1,941,168
Open Permits – Contract	\$1,204,563
Open Permits – Cascade	\$736,605

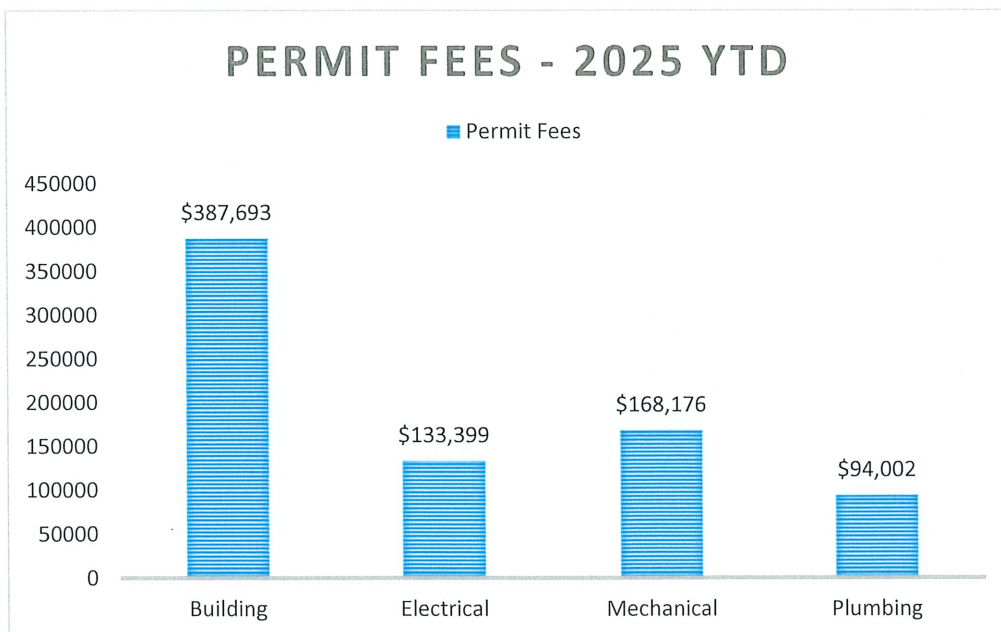
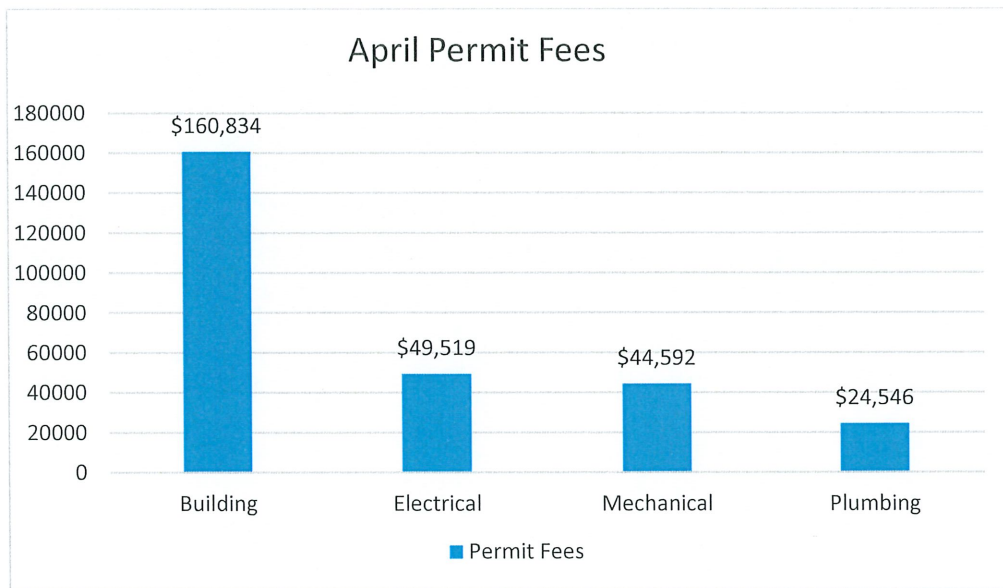


Brian Wilson
Director of Inspections

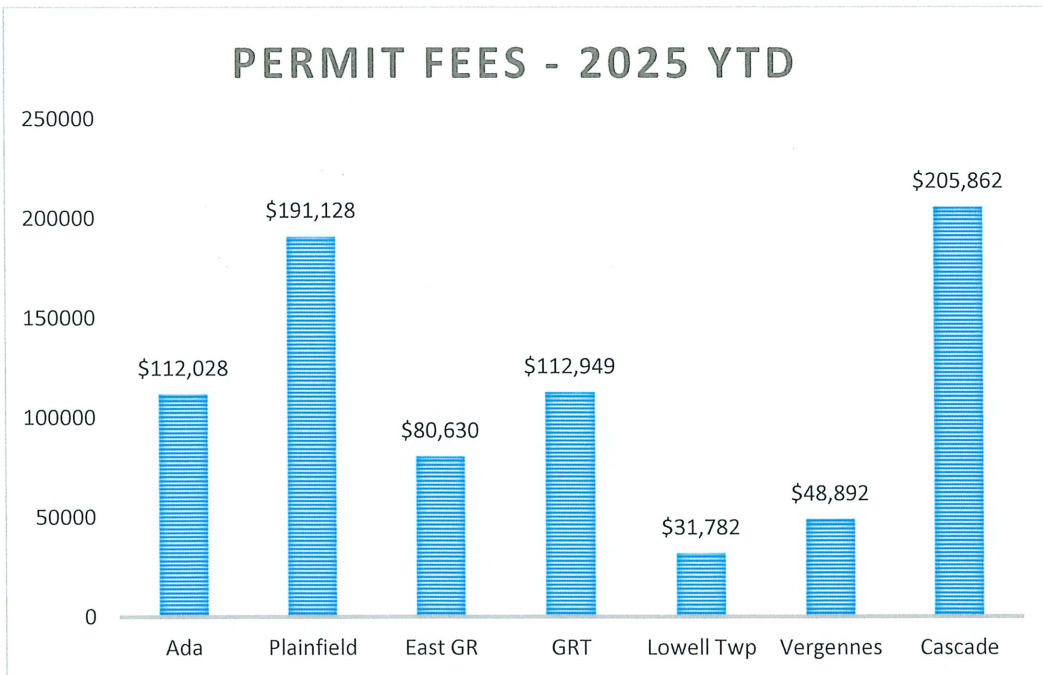
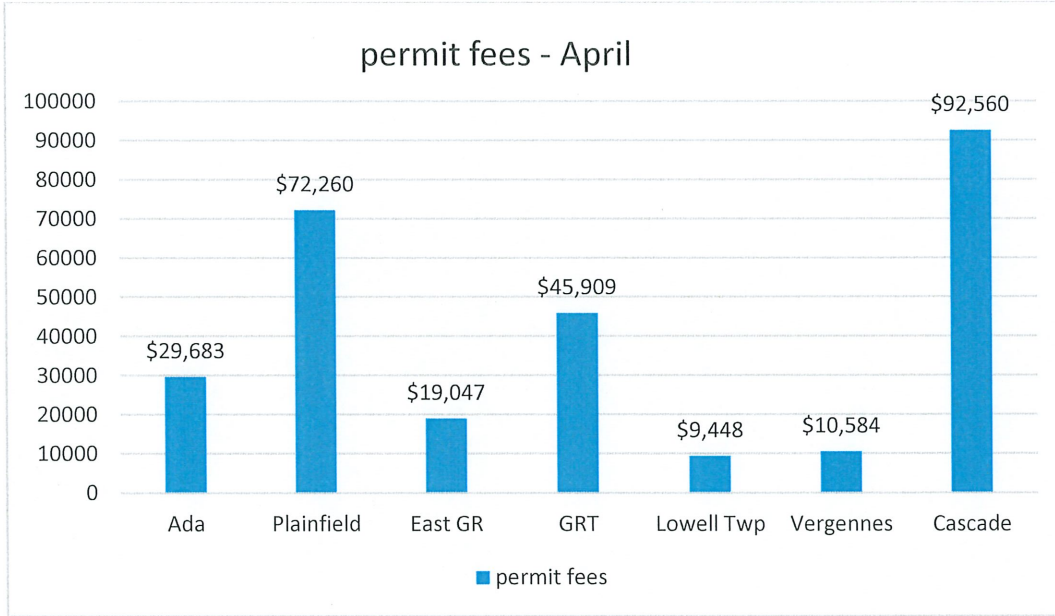
Cascade Inspection Services

April 2025

Permit Fees by Type



Permit Fees by Municipality



REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP

Balance As of 04/30/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Increase (Decrease)	Activity For 04/30/2025	Balance 04/30/2025 Normal (Abnormal)	Available 04/30/2025	% Bgdt Used
Fund: 249 BUILDING FUND								
Account Category: Revenues								
Department: 000								
249-000-600-644	NSF FEES	0.00	25.00	0.00	0.00	(25.00)	100.00	
249-000-607-100	BUILDING PERMITS	0.00	247,196.00	161,004.00	161,004.00	(247,196.00)	100.00	
249-000-607-200	ELECTRICAL PERMITS	0.00	78,185.00	49,429.00	49,429.00	(78,185.00)	100.00	
249-000-607-300	PLUMBING PERMITS	0.00	49,150.00	24,546.00	24,546.00	(49,150.00)	100.00	
249-000-607-400	MECHANICAL PERMITS	0.00	86,740.90	44,846.65	44,846.65	(86,740.90)	100.00	
249-000-607-484	CASCADE TWP BLDG RES PERMITS	320,000.00	32,317.00	0.00	0.00	287,683.00	10.10	
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	90,000.00	10,947.00	0.00	0.00	79,053.00	12.16	
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	110,000.00	16,694.50	0.00	0.00	93,305.50	15.18	
249-000-607-487	CASCADE TWP PLUMBING PERMITS	50,000.00	9,442.00	0.00	0.00	40,558.00	18.88	
249-000-607-490	CASCADE TWP CONTRACTOR REG	9,000.00	4,410.00	945.00	945.00	4,590.00	49.00	
249-000-607-500	LOWELL TWP BUILDING PERMITS	80,000.00	5,436.00	0.00	0.00	74,564.00	6.80	
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	28,000.00	2,344.00	0.00	0.00	25,656.00	8.37	
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	23,000.00	2,975.00	0.00	0.00	20,025.00	12.93	
249-000-607-503	LOWELL TWP PLUMBING PERMITS	20,000.00	1,141.00	0.00	0.00	18,859.00	5.71	
249-000-607-510	VERGENNES TWP BUILDING PERMITS	70,000.00	14,046.00	0.00	0.00	55,954.00	20.07	
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	20,000.00	2,666.00	0.00	0.00	17,334.00	13.33	
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS	24,000.00	3,225.00	0.00	0.00	20,775.00	13.44	
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	16,000.00	1,431.00	0.00	0.00	14,569.00	8.94	
249-000-607-520	ADA TWP BUILDING PERMITS	280,000.00	32,311.00	0.00	0.00	247,689.00	11.54	
249-000-607-521	ADA TWP PLUMBING PERMITS	50,000.00	5,385.00	0.00	0.00	44,615.00	10.77	
249-000-607-523	ADA TWP ELECTRICAL PERMITS	65,000.00	10,362.00	0.00	0.00	54,638.00	15.94	
249-000-607-524	ADA TWP MECHANICAL PERMITS	65,000.00	14,705.75	0.00	0.00	50,294.25	22.62	
249-000-607-531	GR TWP BUILDING PERMITS	200,000.00	16,841.00	0.00	0.00	183,159.00	8.42	
249-000-607-532	GR TWP ELECTRICAL PERMITS	65,000.00	6,048.00	0.00	0.00	58,952.00	9.30	
249-000-607-533	GR TWP MECHANICAL PERMITS	85,000.00	13,820.00	0.00	0.00	71,180.00	16.26	
249-000-607-534	GR TWP PLUMBING PERMITS	50,000.00	6,232.00	0.00	0.00	43,768.00	12.46	
249-000-607-536	EAST GR BUILDING PERMITS	150,000.00	11,543.00	0.00	0.00	138,457.00	7.70	
249-000-607-537	EAST GR ELECTRICAL PERMITS	60,000.00	7,897.00	0.00	0.00	52,103.00	13.16	
249-000-607-538	EAST GR MECHANICAL PERMITS	60,000.00	9,010.00	0.00	0.00	50,990.00	15.02	
249-000-607-539	EAST GR PLUMBING PERMITS	35,000.00	11,342.00	0.00	0.00	23,658.00	32.41	
249-000-607-541	EAST GR-RENTAL INSP	4,500.00	0.00	0.00	0.00	4,500.00	0.00	
249-000-607-550	PLAINFIELD BUILDING PERMITS	310,000.00	28,173.00	0.00	0.00	281,827.00	9.09	
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS	100,000.00	14,905.00	0.00	0.00	85,095.00	14.91	
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	130,000.00	21,210.00	0.00	0.00	108,790.00	16.32	
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	80,000.00	9,741.00	0.00	0.00	70,259.00	12.18	
249-000-665-000	INTEREST REVENUE	150,000.00	25,668.41	0.00	0.00	124,331.59	17.11	
249-000-675-675	MISCELLANEOUS INCOME	1,500.00	150.00	0.00	0.00	1,350.00	10.00	
Total Dept 000		2,801,000.00	813,715.56	280,770.65	280,770.65	1,987,284.44	29.05	
Revenues		2,801,000.00	813,715.56	280,770.65	280,770.65	1,987,284.44	29.05	
Account Category: Expenditures								
Department: 250 BENEFITS/INSURANCE								
249-250-715-000	FICA-EMPLOYER	98,636.00	28,091.32	7,043.98	7,043.98	70,544.68	28.48	
249-250-716-000	DEFINED CONTRIBUTION PLAN	121,282.00	35,335.21	8,268.78	8,268.78	85,946.79	29.13	
249-250-717-000	WORKERS COMP INSURANCE	25,000.00	0.00	0.00	0.00	25,000.00	0.00	
249-250-718-000	VISION INSURANCE BENEFITS	1,915.00	848.63	0.00	0.00	1,066.37	44.31	
249-250-718-200	OTHER BENEFITS	0.00	23,760.00	0.00	0.00	(23,760.00)	100.00	
249-250-719-000	HEALTH INSURANCE BENEFITS	302,065.00	75,787.34	17,342.04	17,342.04	226,277.66	25.09	

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP

Balance As Of 04/30/2025

*NOTE: Available balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025		Activity For 04/30/2025 Increase (Decrease)	Balance Normal	Available 04/30/2025 (Abnormal)	% Bgdt Used
			Normal	Abnormal				
Fund: 249 BUILDING FUND								
Account Category: Expenditures								
Department: 250 BENEFITS/INSURANCE								
249-250-720-000	LIFE & DISABILITY INSURANCE	15,484.00	3,212.90	671.39	12,271.10	20.75		
249-250-721-000	DENTAL INSURANCE BENEFITS	33,740.00	6,650.40	1,573.72	27,089.60	19.71		
249-250-722-000	PENSION PLAN BENEFITS	95,117.00	15,852.76	0.00	79,264.24	16.67		
	Total Dept 250 - BENEFITS/INSURANCE	693,239.00	189,538.56	34,899.91	503,700.44	27.34		
Department: 371 BUILDING DEPARTMENT								
249-371-702-000	WAGES- FULL TIME	1,226,412.00	371,144.37	94,150.89	855,267.63	30.26		
249-371-704-000	WAGES- PART TIME	62,934.00	9,665.34	1,654.22	53,288.66	15.35		
249-371-707-000	WAGES - PER DIEM	0.00	0.00	0.00	(1,692.30)	100.00		
249-371-723-000	MEMBERSHIPS AND DUES	6,000.00	1,495.00	45.00	4,505.00	24.92		
249-371-724-000	EDUCATION	10,000.00	2,188.94	625.00	7,811.06	21.89		
249-371-727-000	OFFICE SUPPLIES	10,000.00	832.35	81.65	9,167.65	8.32		
249-371-752-101	KITCHEN SUPPLIES	700.00	105.11	64.78	594.89	15.02		
249-371-757-000	BOOKS	7,500.00	3,939.66	2,454.12	3,560.34	52.53		
249-371-787-101	CLEANING & PAPER SUPPLIES	800.00	364.36	0.00	435.64	45.55		
249-371-787-200	CREDIT CARD FEES	42,000.00	0.00	0.00	42,000.00	0.00		
249-371-807-000	AUDIT FEES & SERVICES	1,000.00	100.00	100.00	900.00	10.00		
249-371-810-000	LIABILITY INSURANCE	45,000.00	33,419.50	0.00	11,580.50	74.27		
249-371-860-000	MILEAGE	80,000.00	20,111.70	5,850.60	59,888.30	25.14		
249-371-862-500	DEPT HEAD, SUPV EXPENSES	750.00	203.71	0.00	546.29	27.16		
249-371-923-000	HEATING/UTILITY	9,000.00	1,873.06	0.00	7,126.94	20.81		
249-371-924-000	PHONES	6,000.00	1,549.70	526.31	4,450.30	25.83		
249-371-924-100	CELL PHONES/DATA	10,000.00	2,402.64	796.29	7,597.36	24.03		
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	12,000.00	7,319.44	903.50	4,680.56	61.00		
249-371-939-000	SERVICE CONTRACTS	98,398.00	26,697.69	403.78	71,700.31	27.13		
249-371-941-000	POSTAGE & MACHINE LEASE	1,000.00	0.00	0.00	1,000.00	0.00		
249-371-957-000	BLDG PHYSICAL EXAMS	750.00	0.00	0.00	750.00	0.00		
249-371-967-000	BLDG - SPECIAL PROJECTS-FURNITURE UP	15,000.00	0.00	0.00	15,000.00	0.00		
249-371-967-200	SPECIAL PROJECTS - IT SERVICES	33,000.00	10,677.40	10,677.40	22,322.60	32.36		
249-371-981-000	OFFICE EQUIPMENT	12,000.00	275.99	0.00	11,724.01	2.30		
	Total Dept 371 - BUILDING DEPARTMENT	1,690,264.00	496,058.26	118,333.54	1,194,205.74	29.35		
Department: 964 PAYMENTS TO OTHER TOWNSHIPS								
249-964-964-100	PERMITS DUE TO LOWELL TWP	30,200.00	4,466.80	2,087.60	25,733.20	14.79		
249-964-964-200	PERMITS DUE TO VERGENNES TWP	26,000.00	7,661.60	3,388.00	18,338.40	29.47		
249-964-964-300	PERMITS DUE TO GR TWP	80,000.00	13,408.00	4,819.80	66,592.00	16.76		
249-964-964-400	PERMITS DUE TO ADA TWP	92,000.00	16,468.95	3,916.20	75,531.05	17.90		
249-964-964-500	PERMITS DUE TO EAST GR	61,000.00	12,316.60	4,358.20	48,683.40	20.19		
249-964-964-600	PERMITS DUE PLAINFIELD	124,000.00	23,773.60	8,967.80	100,226.40	19.17		
249-964-964-800	PERMITS DUE CASCADE TWP	125,000.00	22,660.35	8,780.25	102,339.65	18.13		
	Total Dept 964 - PAYMENTS TO OTHER TOWNSHIPS	538,200.00	100,755.90	36,317.85	437,444.10	18.72		
Department: 965 CONTINGENCIES								
249-965-998-000	PERSONNEL CONTINGENCIES	100,000.00	0.00	0.00	100,000.00	0.00		
	Total Dept 965 - CONTINGENCIES	100,000.00	0.00	0.00	100,000.00	0.00		
Department: 966 TRANSFERS OUT								
249-966-955-206	TRANSFER TO FIRE FUND FROM BLDG	20,000.00	0.00	0.00	20,000.00	0.00		
249-966-955-249	TRANSFER TO GF FROM BLDG	311,338.00	0.00	0.00	311,338.00	0.00		

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP

Balance As Of 04/30/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 04/30/2025 Normal (Abnormal)	Increase (Decrease)	Activity For 04/30/2025	Balance Normal	Available 04/30/2025 (Abnormal)	% Bdg Used
	Fund: 249 BUILDING FUND							
	Account Category: Expenditures							
	Department: 966 TRANSFERS OUT							
	Total Dept 966 - TRANSFERS OUT	331,338.00	0.00	0.00	0.00	331,338.00		0.00
	Expenditures	<u>3,353,041.00</u>	<u>786,352.72</u>	<u>189,551.30</u>	<u>2,566,688.28</u>	<u>23.45</u>		
	Fund 249 - BUILDING FUND:							
	TOTAL REVENUES	2,801,000.00	813,715.56	280,770.65	1,987,284.44	29.05		
	TOTAL EXPENDITURES	<u>3,353,041.00</u>	<u>786,352.72</u>	<u>189,551.30</u>	<u>2,566,688.28</u>	<u>23.45</u>		
	NET OF REVENUES & EXPENDITURES:	<u>(552,041.00)</u>	<u>27,362.84</u>	<u>91,219.35</u>	<u>(579,403.84)</u>			

BALANCE SHEET REPORT FOR CASCADE CHARTER TOWNSHIP
Balance As Of 04/30/2025

GL Number	Description	YTD Balance 04/30/2025 Normal (Abnormal)
Fund: 249 BUILDING FUND		
*** Assets ***		
249-000-001-111	-CASH-RECEIVING - FLAGSTAR	342,456.19
249-000-001-510	MI CLASS CASH - POOL ACCOUNTS	460,697.76
249-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	1,522,285.08
249-000-003-021	FNB OF MI M 3/11/24	582,852.82
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	234,395.52
249-000-017-401	US TREASURY NOTES	955,040.00
249-000-017-405	COMERICA SECURITIES # 148983	1,210,028.58
249-000-040-000	ACCOUNTS RECEIVABLE	250.00
249-000-084-000	DUE FROM OTHER FUNDS	2,702.50
249-000-123-000	PREPAID EXPENSE	24,217.72
Total Assets		5,334,926.17
*** Liabilities ***		
249-000-214-000	DUE TO OTHER FUNDS	405,341.74
249-000-237-000	DUE TO IRF SW CONNECTIONS	31,280.00
249-000-257-000	ACCRUED PAYROLL	8,901.80
Total Liabilities		445,523.54
*** Fund Equity ***		
249-000-390-000	FUND BALANCE	4,618,695.69
Total Fund Equity		4,618,695.69
Total Fund 249:		
TOTAL ASSETS		5,334,926.17
BEG. FUND BALANCE - 2024		4,618,695.69
+ NET OF REVENUES/EXPENDITURES - 2024		243,344.10
+ NET OF REVENUES & EXPENDITURES		27,362.84
= ENDING FUND BALANCE		4,889,402.63
+ LIABILITIES		445,523.54
= TOTAL LIABILITIES AND FUND BALANCE		5,334,926.17

05/01/2025

CONTRACT - CAT SUMMM MONTH

Category	Construction Value	Permit Fee	Number of Permits
Ada Township			
Commercial, Add/Alter/Repair	\$100,000	\$748.00	2
DECK	\$19,500	\$1,050.00	6
DEMOLITION	\$10,000	\$85.00	1
Detached Accessory Building	\$250,000	\$1,531.00	3
Electrical	\$0	\$6,347.00	28
Mechanical	\$0	\$7,155.00	42
Plumbing	\$0	\$2,471.00	17
Res. Add/Alter/Repair	\$423,440	\$1,120.00	7
Res. Single Family	\$3,065,000	\$7,986.00	5
Residential - Other	\$7,468	\$85.00	1
Roofing	\$270,920	\$1,020.00	12
Roofing/Siding	\$12,600	\$85.00	1
Subtotal	\$4,158,928	\$29,683	125

CONTRACT - CAT SUMMM MONTH

05/01/2025

Category	Construction Value	Permit Fee	Number of Permits
CASCADE			
Commercial, Add/Alter/Repair	\$1,441,126	\$8,745.00	4
Commercial, New Building	\$5,812,000	\$43,146.00	1
DECK	\$120,194	\$700.00	4
Detached Accessory Building	\$115,000	\$506.00	2
Electrical	\$0	\$13,303.00	48
Mechanical	\$0	\$9,535.75	57
Plumbing	\$0	\$6,176.00	31
Res. Add/Alter/Repair	\$229,861	\$1,120.00	7
Res. Single Family	\$3,650,000	\$7,838.00	4
Residential - Other	\$15,882	\$380.00	4
Roofing	\$170,899	\$765.00	9
Roofing/Siding	\$27,875	\$85.00	1
Sign	\$5,440	\$85.00	1
Swimming Pool	\$33,500	\$175.00	1
Subtotal	\$11,621,777	\$92,560	174

05/01/2025

CONTRACT - CAT SUMMM MONTH

Category	Construction Value	Permit Fee	Number of Permits
East Grand Rapids			
Commercial, Add/Alter/Repair	\$478,000	\$2,600.00	1
DECK	\$13,430	\$175.00	1
DEMOLITION	\$47,650	\$85.00	1
Electrical	\$0	\$5,083.00	35
Mechanical	\$0	\$4,475.00	34
Plumbing	\$0	\$2,983.00	23
Res. Add/Alter/Repair	\$1,081,000	\$2,651.00	7
Residential - Other	\$23,236	\$225.00	2
Roofing	\$118,285	\$510.00	6
Roofing/Siding	\$13,989	\$85.00	1
Swimming Pool	\$144,000	\$175.00	1
Subtotal	\$1,919,590	\$19,047	112

05/01/2025

CONTRACT - CAT SUMMM MONTH

Category	Construction Value	Permit Fee	Number of Permits
Grand Rapids Township			
Commercial, Add/Alter/Repair	\$1,185,000	\$7,225.00	5
Commercial, New Building	\$3,600,000	\$8,891.00	1
DECK	\$60,000	\$525.00	3
Detached Accessory Building	\$194,000	\$704.00	3
Electrical	\$0	\$10,040.00	44
Mechanical	\$0	\$9,045.90	46
Plumbing	\$0	\$4,698.00	23
Res. Add/Alter/Repair	\$1,072,500	\$3,395.00	11
Residential - Other	\$11,889	\$225.00	2
Roofing	\$279,933	\$1,020.00	12
Sign	\$25,000	\$140.00	1
Subtotal	\$6,428,322	\$45,909	151

05/01/2025

CONTRACT - CAT SUMMM MONTH

Category	Construction Value	Permit Fee	Number of Permits
Lowell Township			
Detached Accessory Building	\$90,000	\$382.00	1
Electrical	\$0	\$2,479.00	12
Mechanical	\$0	\$1,965.00	12
Plumbing	\$0	\$695.00	4
Res. Single Family	\$1,051,700	\$3,587.00	3
Roofing	\$60,260	\$255.00	3
Roofing/Siding	\$10,500	\$85.00	1
Subtotal	\$1,212,460	\$9,448	36

05/01/2025

CONTRACT - CAT SUMMM MONTH

Category	Construction Value	Permit Fee	Number of Permits
Plainfield Township			
Commercial, Add/Alter/Repair	\$1,669,722	\$8,189.00	8
Commercial, New Building	\$3,969,000	\$16,719.00	2
DECK	\$146,025	\$1,125.00	6
Detached Accessory Building	\$101,500	\$521.00	2
Electrical	\$0	\$10,145.00	66
Mechanical	\$0	\$9,050.00	66
Plumbing	\$0	\$6,156.00	33
Res. Add/Alter/Repair	\$513,300	\$1,887.00	6
Res. Single Family	\$4,372,484	\$13,968.00	11
Residential - Other	\$156,658	\$2,395.00	14
Roofing	\$162,027	\$935.00	11
Roofing/Siding	\$74,065	\$340.00	4
Sign	\$64,329	\$480.00	5
Swimming Pool	\$196,100	\$350.00	2
Subtotal	\$11,425,209	\$72,260	236

CONTRACT - CAT SUMMM MONTH

Category	Construction Value	Permit Fee	Number of Permits
Vergennes Township			
DECK	\$74,147	\$525.00	3
Detached Accessory Building	\$30,000	\$387.00	1
Electrical	\$0	\$2,122.00	11
Mechanical	\$0	\$3,365.00	20
Plumbing	\$0	\$1,367.00	9
Res. Add/Alter/Repair	\$83,000	\$175.00	1
Res. Single Family	\$700,000	\$2,388.00	2
Roofing	\$39,992	\$170.00	2
Roofing/Siding	\$21,922	\$85.00	1
Subtotal	\$949,061	\$10,584	50
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Monthly Total	\$37,715,346	\$279,490.65	884

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

ALL DATES, POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 101 GENERAL FUND					
Department: 000					
101-000-231-220	DEPENDENT LIFE W/H (C) GF	MUTUAL OF OMAHA INSURANCE	04/18/2025	001879614738	19.50
101-000-231-221	ADDITIONAL LIFE W/H (D) GF	MUTUAL OF OMAHA INSURANCE	04/18/2025	001879614738	195.80
101-000-673-000	SALE OF ASSETS	GREENMARK	04/30/2025	E07851	(23,750.00)
101-000-699-246	CHEVY PICKUP TRUCK	BERGER CHEVROLET	04/15/2025	393998	0.00
Total Department 000					(23,534.70)
Department: 101 TOWNSHIP BOARD					
101-101-723-000	TOWNSHIP DUES	AMERICAN SOCIETY OF COMPOS	04/20/2025	200012107547	16.01
101-101-723-000	TOWNSHIP DUES	MICHIGAN DOWNTOWN ASSOCIAT	05/05/2025	3610	750.00
101-101-860-000	TOWNSHIP BOARD MILEAGE	SLATER, SUE	05/01/2025	APRIL 2025	16.75
101-101-924-100	TOWNSHIP BOARD CELL PHONES/DATA	SLATER, SUE	05/01/2025	APRIL 2025	50.00
Total Department 101 TOWNSHIP BOARD					832.76
Department: 215 CLERK					
101-215-724-000	EDUCATION	MICHIGAN TOWNSHIPS ASSOCIA	04/23/2025	REGISTRATION	100.00
Total Department 215 CLERK					100.00
Department: 225 ADMINISTRATIVE					
101-225-727-000	OFFICE SUPPLIES	STAPLES	05/01/2025	6031068963	62.30
101-225-752-000	SUPPLIES	290 SIGN SYSTEMS	04/21/2025	0404143-IN	59.28
101-225-752-101	KITCHEN SUPPLIES	STAPLES	04/18/2025	6029599149	42.47
101-225-794-700	PLANTS/PLANT MAINTENANCE	EASTERN FLORAL & GIFTS	05/01/2025	7062	110.00
101-225-794-700	PLANTS/PLANT MAINTENANCE	EASTERN FLORAL & GIFTS	04/30/2025	7108	59.00
101-225-807-000	AUDIT FEES & SERVICES	VREDEVELD HAEFNER LLC	04/30/2025	6762	10,400.00
101-225-815-100	COMPUTER COSTS-WEB SITE	MUNIWEB	05/06/2025	1006	230.00
101-225-821-000	ENGINEERING COSTS	FLEIS & VANDENBRINK	01/01/2025	71861	2,360.00
101-225-821-000	ENGINEERING COSTS	FLEIS & VANDENBRINK	01/01/2025	70765	295.00
101-225-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911781	8,619.00
101-225-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911812	612.00
101-225-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911801	3,672.00
101-225-860-000	ADMINISTRATIVE MILEAGE	JAN BAUMAN	05/06/2025	MILEAGE - MAR-MAY 6	35.00
101-225-900-000	NEWSLETTER 2 - PUBLICATION	FCPA HOLDINGS, LLC	03/21/2025	364254011	4,852.70
101-225-932-000	MAINT/OFFICE EQUIP & COMPUTER REP	BSB COMMUNICATIONS INC	04/29/2025	189766	478.75
101-225-939-000	SERVICE CONTRACTS	BS&A SOFTWARE	04/16/2025	161045	619.00
101-225-939-000	SERVICE CONTRACTS	KONICA MINOLTA BUSINESS SO	04/30/2025	501873820	133.85
101-225-939-000	SERVICE CONTRACTS	KONICA MINOLTA BUSINESS SO	04/30/2025	501873737	277.58
101-225-939-000	SERVICE CONTRACTS	KONICA MINOLTA BUSINESS SO	04/30/2025	501873372	41.63
101-225-939-000	SERVICE CONTRACTS	REHMANN ROBSON, LLC	03/10/2025	RR951904	4,747.02
101-225-952-100	KENT COUNTY AERIAL PHOTO	COUNTY OF KENT	04/29/2025	25042901050	2,945.25
101-225-967-200	SUPPORT, LICENSING AND UPGRADES	BUSINESS SOLUTIONS, LLC	03/31/2025	63044	122.61
101-225-967-200	SUPPORT, LICENSING AND UPGRADES	BUSINESS SOLUTIONS, LLC	04/01/2025	63045	122.61
101-225-967-200	SUPPORT, LICENSING AND UPGRADES	BUSINESS SOLUTIONS, LLC	05/01/2025	63287	2,403.96
Total Department 225 ADMINISTRATIVE					43,301.01
Department: 250 BENEFITS/INSURANCE					
101-250-718-000	VISION INSURANCE BENEFITS	NATIONAL VISION ADMINISTRA	04/17/2025	4456617	236.47
101-250-720-000	LIFE INSURANCE BENEFITS (A)	MUTUAL OF OMAHA INSURANCE	04/18/2025	001879614738	1,446.42
101-250-723-000	OTHER BENEFITS	UNEMPLOYMENT INSURANCE AGE	04/16/2025	L0149023326	50.00
Total Department 250 BENEFITS/INSURANCE					1,732.89
Department: 253 TREASURER					
101-253-724-000	EDUCATION	BRUNO IVOS	05/02/2025	REIMBURSEMENT	72.61

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

ALL DATES, POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 101 GENERAL FUND					
Department: 253 TREASURER					
101-253-724-000	EDUCATION	KORSTANGE, WINDY J	05/02/2025	REIMBURSEMENT	1,080.48
101-253-860-000	MILEAGE	BRUNO IVOS	05/02/2025	REIMBURSEMENT	58.10
101-253-860-000	MILEAGE	KORSTANGE, WINDY J	05/02/2025	REIMBURSEMENT	113.40
101-253-924-100	CELL PHONES/DATA	KORSTANGE, WINDY J	05/02/2025	REIMBURSEMENT	200.00
101-253-939-000	SERVICE CONTRACTS	BS&A SOFTWARE	04/16/2025	159728	3,196.00
Total Department 253 TREASURER					4,720.59
Department: 257 ASSESSING					
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	KENT COUNTY ASSOC. OF ASSE	04/24/2025	KCAA0	120.00
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	KENT COUNTY ASSOC. OF ASSE	04/24/2025	KCAA0	120.00
101-257-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911811	357.00
101-257-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911808	229.50
101-257-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911803	126.50
101-257-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911802	50.00
101-257-826-000	LEGAL FEES	FOSTER, SWIFT, COLLINS & S	04/18/2025	911790	4,539.00
Total Department 257 ASSESSING					5,542.00
Department: 262 ELECTIONS					
101-262-756-000	ELECTION SUPPLIES	PSI PRINTING SYSTEMS INC	04/25/2025	237775	41.06
Total Department 262 ELECTIONS					41.06
Department: 265 BUILDING AND GROUNDS					
101-265-802-200	MUTT MITTS	BEHRENS LIMITED LLC	05/02/2025	3881	0.00
101-265-802-200	JANITORIAL & MAINTENANCE	CORPORATE CLEANING & FACIL	05/01/2025	5225	1,990.00
101-265-802-200	JANITORIAL & MAINTENANCE	KINGSLAND'S ACE HARDWARE	04/18/2025	223001	5.03
101-265-863-000	VEHICLE MAINT	CARLETON EQUIPMENT	04/29/2025	02-709665	211.58
101-265-863-000	VEHICLE MAINT	KINGSLAND'S ACE HARDWARE	04/15/2025	222981	9.13
101-265-863-000	VEHICLE MAINT	KINGSLAND'S ACE HARDWARE	04/15/2025	222984	14.46
101-265-863-000	VEHICLE MAINT	KINGSLAND'S ACE HARDWARE	04/10/2025	222944	24.61
101-265-863-000	VEHICLE MAINT	KINGSLAND'S ACE HARDWARE	04/14/2025	222968	1.89
101-265-864-000	FUEL	WEX BANK	04/30/2025	104479896	1,363.08
101-265-921-000	1000 1205 2419 6569 THORNBROOK	CONSUMERS ENERGY	04/20/2025	APRIL 2025	59.48
101-265-921-000	1030 3693 2491 - 5920 TAHOE DR S	CONSUMERS ENERGY	05/01/2025	N/A	1,402.91
101-265-923-000	9200 176 5118 2-- 5920 TAHOE DR S	DTE ENERGY	04/28/2025	MULTIPLE	2,013.75
101-265-931-000	COMPLEX MAINTENANCE- TRASH/ RECYC	ARROWASTE	05/01/2025	MAY 2025	297.19
101-265-931-000	COMPLEX MAINTENANCE	B&V MECHANICAL INC.	04/16/2025	106257	819.03
101-265-931-000	COMPLEX MAINTENANCE	B&V MECHANICAL INC.	04/25/2025	106391	985.41
101-265-931-000	COMPLEX MAINTENANCE	KERKSTRA PORTABLE RESTROOM	05/05/2025	269227	300.00
101-265-931-000	COMPLEX MAINTENANCE	THORNAPPLE RIVER NURSERY,	04/30/2025	1636297	129.00
101-265-931-000	COMPLEX MAINTENANCE	THORNAPPLE RIVER NURSERY,	04/30/2025	1636298	60.00
101-265-931-000	COMPLEX MAINTENANCE	THORNAPPLE RIVER NURSERY,	04/30/2025	1636294	60.00
101-265-931-000	COMPLEX MAINTENANCE	TIP TOP GRAVEL CO.	04/30/2025	046641	234.13
101-265-931-000	COMPLEX MAINTENANCE	WEST MICH DOCUMENT SHREDDI	04/29/2025	155850	90.00
101-265-939-000	SERVICE CONTRACTS	CORPORATE CLEANING & FACIL	05/01/2025	5258	1,706.00
Total Department 265 BUILDING AND GROUNDS					11,776.68
Department: 276 CEMETERY					
101-276-921-000	1030 5108 4178 5601 WHITNEYVILLE	CONSUMERS ENERGY	04/20/2025	APRIL 2025	62.05
101-276-932-000	CEMETERY MAINT	COLLINS FLAGS	04/29/2025	101349693	361.87
Total Department 276 CEMETERY					423.92
Department: 443 YARD WASTE REMOVAL					

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

ALL DATES, POSTED AND UNPOSTED
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GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 101 GENERAL FUND					
Department: 443 YARD WASTE REMOVAL					
101-443-820-000	SPRING/ FALL CLEANUP	ARROWASTE	05/05/2025	3101254	17,766.66
Total Department 443 YARD WASTE REMOVAL					17,766.66
Department: 448 STREET LIGHTS					
101-448-926-000	STREETLIGHTING	CONSUMERS ENERGY	04/25/2025	9328592062	600.00
101-448-926-000	1000 1196 5082 2870 JACK SMITH	CONSUMERS ENERGY	04/20/2025	APRIL 2025	146.30
101-448-926-000	STREETLIGHTING	CONSUMERS ENERGY	04/30/2025	205903420745	8,759.36
101-448-926-000	STREETLIGHTING	CONSUMERS ENERGY	04/30/2025	204568631394	3,739.55
Total Department 448 STREET LIGHTS					13,245.21
Department: 701 PLANNING					
101-701-724-000	EDUCATION	HENDRICK, ANDREA	04/01/2025	REIMBURSEMENT	668.01
101-701-900-000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	04/30/2025	3110094	711.00
Total Department 701 PLANNING					1,379.01
Department: 756 PARKS					
101-756-756-000	PARK OPERATING SUPPLIES	THE HOME DEPOT CREDIT SERV	04/14/2025	7343546	10.92
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/02/2025	222881	15.55
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/23/2025	223027	53.96
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/24/2025	223036	188.23
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/25/2025	223045	125.96
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/15/2025	222975	118.98
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/08/2025	222930	67.49
101-756-756-000	PARK OPERATING SUPPLIES	KINGSLAND'S ACE HARDWARE	04/09/2025	222942	31.49
101-756-787-101	CLEANING & PAPER SUPPLIES	BEHRENS LIMITED LLC	05/02/2025	3881	7,120.00
101-756-787-101	CLEANING & PAPER SUPPLIES	STAPLES	04/18/2025	6029599150	187.11
101-756-880-000	COMMUNITY PROMOTION	ANGELA FLETCHER	04/19/2025	2	250.00
101-756-880-000	COMMUNITY PROMOTION	FAST SIGNS	04/17/2025	467-146986	259.34
101-756-880-000	COMMUNITY PROMOTION	THE HOME DEPOT CREDIT SERV	04/15/2025	6011206	31.88
101-756-880-000	COMMUNITY PROMOTION	KINGSLAND'S ACE HARDWARE	04/15/2025	222973	10.76
101-756-921-000	1030 5108 4186 2900 THORNAPPLE R	CONSUMERS ENERGY	04/20/2025	APRIL 2025	557.20
101-756-935-000	PARK MAINTENANCE-TRASH/ RECYCLE	ARROWASTE	05/01/2025	MAY 2025	406.68
101-756-935-000	PARK MAINTENANCE-TRASH/ RECYCLE	ARROWASTE	05/05/2025	3101254	0.00
101-756-935-000	PARK MAINTENANCE	B&V MECHANICAL INC.	04/02/2025	106090	142.50
101-756-935-000	PARK MAINTENANCE	GOOSE CONTROL OF WEST MICH	05/01/2025	250501	400.00
101-756-935-000	PARK MAINTENANCE	KERKSTRA PORTABLE RESTROOM	04/29/2025	268708	590.00
101-756-935-000	PARK MAINTENANCE	KINGSLAND'S ACE HARDWARE	04/03/2025	222896	74.35
101-756-935-000	PARK MAINTENANCE	KINGSLAND'S ACE HARDWARE	04/03/2025	222899	(10.00)
101-756-935-000	PARK MAINTENANCE	MCDONALD PLUMBING, INC	04/25/2025	149381950	368.00
101-756-935-000	PARK MAINTENANCE	STATE OF MICHIGAN	04/30/2025	761-11270096	262.42
101-756-935-000	PARK MAINTENANCE	STATE OF MICHIGAN	04/30/2025	761-11276763	262.42
101-756-935-000	PARK MAINTENANCE	THORNAPPLE RIVER NURSERY,	04/30/2025	1636340	284.00
Total Department 756 PARKS					11,809.24
Department: 803 HISTORICAL					
101-803-921-000	1030 5108 4194 2839 THORNAPPLE R	CONSUMERS ENERGY	04/20/2025	APRIL 2025	71.11
101-803-923-000	9100 206 5254 1- MUSEUM DTE	DTE ENERGY	04/28/2025	MULTIPLE	397.80
Total Department 803 HISTORICAL					468.91
Department: 901 CAPITAL OUTLAY					
101-901-970-000	CAPITAL OUTLAY - FFE	BERGER CHEVROLET	04/15/2025	393998	48,648.00
101-901-983-000	TRACTOR	GREENMARK	04/30/2025	E07851	52,665.00

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GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 101 GENERAL FUND					
Department: 901 CAPITAL OUTLAY					
Total Department 901 CAPITAL OUTLAY					101,313.00
Total Fund 101 GENERAL FUND					190,918.24
Fund: 206 FIRE FUND					
Department: 250 BENEFITS/INSURANCE					
206-250-717-000	WORKERS COMP INSURANCE	MICHIGAN MUNICIPAL LEAGUE	03/21/2025	4903207	27,241.00
206-250-718-000	VISION INSURANCE BENEFITS	NATIONAL VISION ADMINISTRA	04/17/2025	4456617	380.32
206-250-720-000	LIFE INSURANCE BENEFITS (A)	MUTUAL OF OMAHA INSURANCE	04/18/2025	001879614738	1,587.78
Total Department 250 BENEFITS/INSURANCE					29,209.10
Department: 336 FIRE DEPARTMENT					
206-336-726-000	FIRE TRAINING	DINGES FIRE CO.	04/16/2025	69738	96.00
206-336-726-000	FIRE TRAINING	KINGSLAND'S ACE HARDWARE	04/23/2025	223029	38.64
206-336-726-000	FIRE TRAINING	KINGSLAND'S ACE HARDWARE	04/14/2025	222970	4.49
206-336-726-000	FIRE TRAINING	KINGSLAND'S ACE HARDWARE	04/07/2025	222919	52.96
206-336-726-000	FIRE TRAINING	PLUMMERS DISPOSAL SERVICE	05/05/2025	INV/2025/6846	149.00
206-336-726-000	FIRE TRAINING	STEVENSON, TODD ROY	03/01/2025	REIMBURSEMENT	235.28
206-336-727-000	FIRE OFFICE SUPPLIES	STAPLES	04/18/2025	6029599148	238.95
206-336-738-000	FIRE MAINT SUPPLIES	KINGSLAND'S ACE HARDWARE	04/02/2025	222891	16.18
206-336-745-000	FIRE FUELS	FLYERS ENERGY LLC	04/30/2025	CFS-4236884	35.23
206-336-745-000	FIRE FUELS	KINGSLAND'S ACE HARDWARE	04/15/2025	222980	64.78
206-336-745-000	FIRE FUELS	WEX BANK	04/30/2025	104479896	2,574.11
206-336-752-000	SUPPLIES	IMS ALLIANCE	03/31/2025	25-0699	191.61
206-336-756-000	DEPARTMENT SUPPLIES	DINGES FIRE CO.	04/16/2025	69683	161.11
206-336-756-000	DEPARTMENT SUPPLIES	DINGES FIRE CO.	04/15/2025	69618	363.33
206-336-756-000	DEPARTMENT SUPPLIES	DINGES FIRE CO.	04/21/2025	69850	28.99
206-336-768-000	FIRE UNIFORMS	GRX GROUP, LLC	03/11/2025	32171	152.00
206-336-768-000	FIRE UNIFORMS	GRX GROUP, LLC	03/20/2025	32322	104.80
206-336-768-000	FIRE UNIFORMS	GRX GROUP, LLC	03/31/2025	#32514	2,969.55
206-336-768-000	FIRE UNIFORMS	JOEL BAKER	03/05/2025	REIMBURSEMENT	76.32
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	04/23/2025	913795A	89.00
206-336-768-000	FIRE UNIFORMS	NYE UNIFORM COMPANY	04/29/2025	913795	140.00
206-336-768-000	FIRE UNIFORMS	SHELDON CLEANERS	05/01/2025	APRIL 2025	86.25
206-336-787-959	TURNOUT GEAR LOCKERS	GEARGRID CORPORATION	04/24/2025	002593-IN	1,321.00
206-336-802-000	CONTRACTUAL SERVICES	HUMATIX, LLC.	05/01/2025	CASFD10034	2,600.00
206-336-802-000	CONTRACTUAL SERVICES	HUMATIX, LLC.	04/07/2025	CASFC10033	2,600.00
206-336-807-000	FIRE AUDIT FEES & SERVICES	VREDEVELD HAEFNER LLC	04/30/2025	6762	1,950.00
206-336-850-000	COMMUNICATIONS- PHONES	COMCAST	04/18/2025	XFINITY - MAY 2025	49.06
206-336-850-000	COMMUNICATIONS- PHONES	COMCAST	04/20/2025	MAY 2025	27.99
206-336-850-000	COMMUNICATIONS- PHONES	COMCAST	04/20/2025	MAY 2025	96.90
206-336-863-000	VEHICLE MAINT	B&K GRAPHICS, INC.	04/30/2025	32129	50.00
206-336-863-000	VEHICLE MAINT	KINGSLAND'S ACE HARDWARE	04/12/2025	222955	43.53
206-336-863-000	VEHICLE MAINT	KLEYN MOBILE REPAIR, LLC.	04/10/2025	52517	3,518.42
206-336-863-000	VEHICLE MAINT	KLEYN MOBILE REPAIR, LLC.	04/10/2025	52518	591.39
206-336-863-000	VEHICLE MAINT	KLEYN MOBILE REPAIR, LLC.	04/22/2025	52650	226.93
206-336-863-000	VEHICLE MAINT	KLEYN MOBILE REPAIR, LLC.	04/30/2025	52810	881.62
206-336-863-000	VEHICLE MAINT	KLEYN MOBILE REPAIR, LLC.	04/30/2025	52794	100.28
206-336-928-000	1001 0083 1708 2865 THORNHILLS S	CONSUMERS ENERGY	04/20/2025	APRIL 2025	2,404.03
206-336-928-000	9100 206 5269 9- DTE FS#2	DTE ENERGY	04/28/2025	MULTIPLE	2,788.91
206-336-936-000	FIRE STATION MAINT	ARROWASTE	05/01/2025	MAY 2025	220.91

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

ALL DATES, POSTED AND UNPOSTED
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GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 206 FIRE FUND					
Department: 336 FIRE DEPARTMENT					
206-336-936-000	FIRE STATION MAINT	ARROWASTE	05/05/2025	3101254	0.00
206-336-936-000	FIRE STATION MAINT	FLAGS UNLIMITED LTD	04/18/2025	000999	805.96
206-336-936-000	FIRE STATION MAINT	FLAGS UNLIMITED LTD	04/14/2025	INV #000999	805.96
206-336-936-000	FIRE STATION MAINT	THORNAPPLE RIVER NURSERY,	04/30/2025	1636295	225.00
206-336-936-002	FIRE STATION MAINT/BUTTRICK- TRAS	ARROWASTE	05/01/2025	MAY 2025	124.00
206-336-936-002	FIRE STATION MAINT/BUTTRICK- TRAS	ARROWASTE	05/05/2025	3101254	0.00
206-336-936-002	FIRE STATION MAINT/BUTTRICK	KINGSLAND'S ACE HARDWARE	04/03/2025	222897	31.49
206-336-936-002	FIRE STATION MAINT/BUTTRICK	THORNAPPLE RIVER NURSERY,	04/30/2025	1636289	245.00
206-336-938-000	FIRE EQUIPMENT MAINT	KINGSLAND'S ACE HARDWARE	04/03/2025	222893	47.86
206-336-939-000	FIRE COPIER/LEASE/SERVICE	KONICA MINOLTA BUSINESS SO	04/26/2025	501722749	99.00
206-336-957-000	FIRE PHYSICAL EXAMS	UNIVERSITY OF MICHIGAN HEA	04/14/2025	ACCT # 218	22,589.96
Total Department 336 FIRE DEPARTMENT					52,313.78
Total Fund 206 FIRE FUND					81,522.88
Fund: 207 POLICE FUND					
Department: 301 POLICE DEPARTMENT					
207-301-801-000	TOWNSHIP LAW- EAST PRECINCT -MARC COUNTY OF KENT		04/24/2025	25042201026	70,869.47
Total Department 301 POLICE DEPARTMENT					70,869.47
Total Fund 207 POLICE FUND					70,869.47
Fund: 208 OPEN SPACE FUND					
Department: 751 OPEN SPACE PRESERVATION					
208-751-921-000	1000 4177 2151 6803 BURTON ST SE CONSUMERS ENERGY		04/20/2025	APRIL 2025	262.95
208-751-923-000	9200 088 8845 4-6803 BURTON ST SE DTE ENERGY		04/28/2025	MULTIPLE	1,379.56
Total Department 751 OPEN SPACE PRESERVATION					1,642.51
Total Fund 208 OPEN SPACE FUND					1,642.51
Fund: 246 IRF					
Department: 225 ADMINISTRATIVE					
246-225-821-000	ADMIN ENGINEERING COSTS	SPALDING DEDECKER	04/22/2025	00103077	121.00
Total Department 225 ADMINISTRATIVE					121.00
Department: 901 CAPITAL OUTLAY					
246-901-974-000	CAPITAL OUTLAY - LANDIMP	SPALDING DEDECKER	04/22/2025	00103076	12,931.00
Total Department 901 CAPITAL OUTLAY					12,931.00
Total Fund 246 IRF					13,052.00
Fund: 248 DDA					
Department: 190 DDA OPERATIONS/CONSTRUCTION					
248-190-861-100	TRANSPORTATION SERVICES	HOPE NETWORK	04/30/2025	100025513	4,066.50
248-190-921-000	1000 1190 1541 6800 CASCADE R	CONSUMERS ENERGY	04/20/2025	APRIL 2025	1,434.94
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	THORNAPPLE RIVER NURSERY,	04/30/2025	1636312	88.00
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	THORNAPPLE RIVER NURSERY,	04/30/2025	1636231	234.00
Total Department 190 DDA OPERATIONS/CONSTRUCTION					5,823.44
Total Fund 248 DDA					5,823.44
Fund: 249 BUILDING FUND					
Department: 000					
249-000-607-400	MECHANICAL PERMITS	DESIGN HEATING & AIR CONDI	04/23/2025	REFUND PERMIT	160.00

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

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GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 249 BUILDING FUND					
Department: 000					
Total Department 000					160.00
Department: 250 BENEFITS/INSURANCE					
249-250-718-000	VISION INSURANCE BENEFITS	NATIONAL VISION ADMINISTRA	04/17/2025	4456617	217.06
249-250-720-000	LIFE INSURANCE BENEFITS (A)	MUTUAL OF OMAHA INSURANCE	04/18/2025	001879614738	850.74
Total Department 250 BENEFITS/INSURANCE					1,067.80
Department: 371 BUILDING DEPARTMENT					
249-371-724-000	EDUCATION - LODGING / 1MEAL	JEREMY REISTER	05/02/2025	REIMBURSEMENT	377.51
249-371-724-000	EDUCATION	ROWLADER, DENNIS	05/02/2025	REIMBURSEMENT	320.38
249-371-807-000	AUDIT FEES & SERVICES	VREDEVELD HAEFNER LLC	04/30/2025	6762	650.00
249-371-860-000	MILEAGE - M. BONNEY	MICHAEL BONNEY	05/02/2025	MILEAGE 4/14 -5/2	394.80
249-371-860-000	MILEAGE - B. BOONENBERG	BOONENBERG, BRETT	05/02/2025	MILEAGE 4/14 -5/2	49.70
249-371-860-000	MILEAGE - CRAIG SMITH	CRAIG SMITH	05/02/2025	MILEAGE 4/14 -5/2	569.80
249-371-860-000	MILEAGE - TOM DEMAAGD	DEMAAGD, TOM	05/02/2025	MILEAGE 4/14 -5/2	518.00
249-371-860-000	MILEAGE - TOM HANSON	THOMAS HANSON	05/02/2025	MILEAGE 4/14 -5/2	556.50
249-371-860-000	MILEAGE- HUYSER	HUYSER, DANIEL A.	05/02/2025	MILEAGE 4/14 -5/2	529.90
249-371-860-000	MILEAGE MILITO-	VINCENT MILITO	05/02/2025	MILEAGE- 4/14 -5/2	448.70
249-371-860-000	MILEAGE - JEREMY REISTER	JEREMY REISTER	05/02/2025	REIMBURSEMENT	352.80
249-371-860-000	MILEAGE - D. ROWLADER	ROWLADER, DENNIS	05/02/2025	REIMBURSEMENT	445.20
249-371-860-000	MILEAGE - J. VANTIL	JEFFREY C. VANTIL	05/02/2025	MILEAGE 4/14 -5/2	496.30
249-371-860-000	MILEAGE	PAUL WESTHOUSE	05/02/2025	MILEAGE 4/14 -5/2	547.40
249-371-860-000	MILEAGE WILSON	BRIAN WILSON	05/02/2025	MILEAGE 4/14 -5/2	90.30
249-371-923-000	1030 3693 2491 5920 TAHE DR SE	CONSUMERS ENERGY	04/20/2025	APRIL 2025	0.00
249-371-923-000	1030 3693 2491 - 5920 TAHOE DR S	CONSUMERS ENERGY	05/01/2025	N/A	690.99
249-371-923-000	9200 176 5118 2 - BLDG INSPECTION	DTE ENERGY	04/28/2025	MULTIPLE	991.85
249-371-939-000	SERVICE CONTRACTS	BS&A SOFTWARE	04/16/2025	159728	7,597.00
249-371-939-000	SERVICE CONTRACTS	FIRST CHOICE COFFEE SERVIC	04/16/2025	DT-318925	184.77
249-371-939-000	SERVICE CONTRACTS	FIRST CHOICE COFFEE SERVIC	02/19/2025	DT-187729	124.82
249-371-967-200	SUPPORT, LICENSING AND UPGRADES	BUSINESS SOLUTIONS, LLC	03/31/2025	63044	60.39
249-371-967-200	SUPPORT, LICENSING AND UPGRADES	BUSINESS SOLUTIONS, LLC	04/01/2025	63045	60.39
249-371-967-200	SUPPORT, LICENSING AND UPGRADES	BUSINESS SOLUTIONS, LLC	05/01/2025	63287	1,184.04
Total Department 371 BUILDING DEPARTMENT					17,241.54
Department: 964 PAYMENTS TO OTHER TOWNSHIPS					
249-964-964-100	PERMITS DUE TO LOWELL TWP	LOWELL TOWNSHIP	05/01/2025	APRIL 2025	1,889.60
249-964-964-200	PERMITS DUE TO VERGENNES TWP	VERGENNES TOWNSHIP	05/01/2025	APRIL 2025	2,116.80
249-964-964-300	PERMITS DUE TO GR TWP	GRAND RAPIDS CHARTER TOWNS	05/01/2025	APRIL 2025	9,181.78
249-964-964-400	PERMITS DUE TO ADA TWP	ADA TOWNSHIP	05/01/2025	APRIL 2025	5,936.60
249-964-964-500	PERMITS DUE TO EAST GR	EAST GRAND RAPIDS/CITY OF	05/01/2025	APRIL 2025	3,809.40
249-964-964-600	PERMITS DUE PLAINFIELD	PLAINFIELD CHARTER TOWNSHI	05/01/2025	APRIL 2025	14,452.00
249-964-964-800	PERMITS DUE CASCADE TWP	CASCADE CHARTER TOWNSHIP	05/01/2025	APRIL 2025	18,477.95
Total Department 964 PAYMENTS TO OTHER TOWNSHIPS					55,864.13
Total Fund 249 BUILDING FUND					74,333.47
Fund: 271 LIBRARY FUND					
Department: 000					
271-000-211-000	CONTRACT PAYABLE-RETAINAGE	CARBONSIX CONSTRUCTION, IN	04/30/2025	APPL. # 3	(44,934.71)
Total Department 000					(44,934.71)
Department: 790 LIBRARY					

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

ALL DATES, POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
Fund: 271 LIBRARY FUND					
Department: 790 LIBRARY					
271-790-802-200	JANITORIAL & MAINTENANCE	CORPORATE CLEANING & FACIL	05/01/2025	5258	5,119.00
271-790-921-000	1000 0028 4784 2870 JACK SMITH	CONSUMERS ENERGY	04/20/2025	APRIL 2025	3,834.91
271-790-923-000	9100 206 6816 6- LIBRARY DTE	DTE ENERGY	04/28/2025	MULTIPLE	1,026.53
271-790-924-000	LIBRARY PHONES	COMCAST	04/20/2025	MAY 2025	0.00
271-790-931-000	LIBRARY MAINTENANCE- TRASH/ RECYC	ARROWASTE	05/01/2025	MAY 2025	321.96
271-790-931-000	LIBRARY MAINTENANCE- TRASH/ RECYC	ARROWASTE	05/05/2025	3101254	0.00
271-790-931-000	LIBRARY MAINTENANCE	B&V MECHANICAL INC.	04/30/2025	106467	110.00
271-790-931-000	LIBRARY MAINTENANCE	MCDONALD PLUMBING, INC	04/25/2025	149376546	1,489.00
271-790-931-000	LIBRARY MAINTENANCE	THORNAPPLE RIVER NURSERY,	04/30/2025	1636296	405.00
Total Department 790 LIBRARY					12,306.40
Department: 901 CAPITAL OUTLAY					
271-901-970-000	CAPITAL OUTLAY - FFE	CARBONSIX CONSTRUCTION, IN	04/30/2025	APPL. # 3	449,347.12
Total Department 901 CAPITAL OUTLAY					449,347.12
Total Fund 271 LIBRARY FUND					416,718.81

INVOICE DISTRIBUTION REPORT FOR CASCADE CHARTER TOWNSHIP

ALL DATES, POSTED AND UNPOSTED
OPEN

GL Number	Invoice Line Desc	Vendor Name	Invoice Date	Invoice Number	Amount
--- TOTALS BY FUND ---					
		101		GENERAL FUND	190,918.24
		206		FIRE FUND	81,522.88
		207		POLICE FUND	70,869.47
		208		OPEN SPACE FUND	1,642.51
		246		IRF	13,052.00
		248		DDA	5,823.44
		249		BUILDING FUND	74,333.47
		271		LIBRARY FUND	416,718.81
		Total For All Funds:			<u>854,880.82</u>

I certify that the items listed are valid claims against the resources of Cascade Charter Township, and that said items are in compliance with statutory, budgetary, and accounting requirements.

Lorna Nenciarini

Lorna Nenciarini
Finance & Budget Director



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49548-7140

REQUEST FOR BOARD ACTION

MEETING DATE: May 14, 2025

ITEM: Adopt Ordinance 2 of 2025, An Ordinance to Amend the Zoning Ordinance Map at 1701 Spaulding Avenue to Rezone to Agricultural Rural Conservation

PRESENTER: Andrea Hendrick, Community Planning & Development Director

INDIVIDUAL PRESENT: Mike Homier, Foster Swift

EXECUTIVE SUMMARY:

This is the final request in the adoption process of rezoning the property located at 1701 Spaulding Avenue SE with the Township. If the Board passes Resolution 11 of 2025 to Adopt Ordinance 2 of 2025, it will become effective 7 days after the posting. The Board will have accomplished the goal of creating an orderly process for addressing the expired PUD status and considering any future development proposals for the property.

In November 2017, the Township approved PUD-97 for 1701 Spaulding, rezoning the 32.2-acre parcel from Agricultural Rural Conservation (ARC) to Planned Unit Development (PUD). The original developer never completed construction or fulfilled required approvals. The PUD has now expired under Township Zoning Ordinance §16.08(2).

In November 2024, the Planning Commission heard a request from JTB Homes and KRG Acquisitions (the "Applicants") to amend the development of PUD-97, 15.6 acres of a currently vacant 32.2-acre site.

Following the Applicants' presentation of their proposed amendments and a public hearing, the Planning Commission unanimously moved to reject the application/amendments.

After the hearing, the Planning Department requested a legal opinion to determine the status of the Planned Unit Development in question.

FEBRUARY 26TH, 2025, BOARD OF TRUSTEES MEETING

Based on the recommendation of the Township Attorney, Cascade Township Staff presented the Board with a proposed Ordinance to amend the Cascade Charter Township Zoning Map and requested that the Board initiate a Zoning Map Amendment for the subject property.

APRIL 7TH, 2025, PLANNING COMMISSION: SUMMARY OF PUBLIC COMMENTS

Per the request of the Township Board, the Planning Commission held a public hearing for the rezoning on April 7th, 2025.

Two individuals spoke at the Public Hearing. A summary can be found below:

“AJ Busharah (4810 Cavalcade Dr SE) stated he supports rezoning the property back to ARC with lower density but requested two conditions. First, he requested the removal of a 729-foot paved path constructed between his property and his neighbor's property. He showed photos of the path and explained it separates their yards and has received no maintenance. Second, he requested termination of an easement established between the landowner and Graystone Homes, as the landowner has not maintained the path as required. He also requested that the township enforce performance guarantees on any future development to ensure significant tree planting along the border with neighboring properties.

Bill Bos (1674 Spalding Ave) inquired about township property ownership in the area and confirmed that a county drain runs through the property. Staff clarified which property nearby was township property.”

Planning Staff spoke with the owner of the property, James Wickstra. He first voiced concern over the proposal but later stated in an email that he would likely “be all right” with the rezoning. He stated that he intended to speak at the April 7th hearing by zoom. However, he did not do so at the hearing.

Planning Commission Motion

Motion was made by Treasure Korstange to recommend the rezoning of 1701 Spaulding Ave from Cascade One PUD to ARC: Agricultural Rural Conservations based on the following findings:

1. The Township Board approved the rezoning of the subject parcel on November 1, 2017.
2. The applicant failed to fulfill the requirements of the PUD.
3. The applicant did not commence construction within a year or seek an extension from the Township Board.
4. The Township Board, by resolution, requested the rezoning.

Supported by Vice Chair Kraemer.

Motion carried 5 to 0.

Other site concerns were raised related to soil erosion and storm water on the site. These have been addressed with Legal Counsel and will be addressed separate from the rezoning of property.

APRIL 23, 2025, BOARD OF TRUSTEES MEETING

The Township Board was presented with the comments collected from the public hearing and the recommendations of the Planning Commission, and unanimously voted to introduce the Ordinance, now known as Ordinance 2 of 2025, as presented.

STRATEGIC PLANS/GOALS:

Land Use and Economic Development: Priority 2

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

- Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance Township priority.

BUDGET IMPLICATIONS: No budget implications.

IMPLEMENTATION PLAN:

The introduction of the proposed Ordinance is consistent with the schedule presented to the Township Board on February 26th, 2025.

- March 3, 2025: Planning Commission sets the Public Hearing for April 7th, 2025
- April 7, 2025: Planning Commission Public Hearing
- April 23, 2025: Introduce Ordinance to Amend the Zoning Map
- **May 14, 2025: Adopt the Ordinance to Amend the Zoning Map**
- Zoning Map Amendment is effective seven (7) days after the Ordinance is posted.

DIRECTOR'S RECOMMENDATION: Yes

MANAGER'S RECOMMENDATION: Yes

ACTION REQUESTED: Motion to adopt Ordinance 2 of 2025, an "Ordinance to Amend the Zoning Ordinance Map at 1701 Spaulding Avenue to Rezone to Agricultural Rural Conservation."

ATTACHMENTS:

1. Resolution & Ordinance
2. Planning Commission Packet – April 7th, 2025
3. Planning Commission Additional Documents

CASCADE CHARTER TOWNSHIP

RESOLUTION NO. 11- 2025

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND THE ZONING ORDINANCE
MAP**

At a meeting of the Township Board of Cascade Charter Township (the “Township”), Kent County, Michigan, held at the Wisner Center, 2870 Jacksmith Avenue SE, Grand Rapids, Michigan 49546 on the 14th day of May 2025, at 7:00 P.M.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, pursuant to the Michigan Zoning Enabling Act (“MZEA”), 2006 PA 110, the Township has authority to adopt and amend zoning ordinances regulating the use of land in the Township; and

WHEREAS the Township desires to amend its Zoning Map to rezone certain real property described in the proposed Ordinance to Amend the Zoning Map (“Proposed Ordinance”), which is attached as **Exhibit A**; and

WHEREAS, pursuant to the MZEA, the Township’s Planning Commission held a public hearing on April 7th, 2025 to consider amendments to the Zoning Map of the Charter Township of Cascade; and

WHEREAS, the Planning Commission recommended approval of the Amendments to the Township Board; and;

WHEREAS, the Planning Commission transmitted a summary of comments received at the hearing and a proposed ordinance to amend the Zoning Ordinance, including any recommendations, to the Township Board; and

WHEREAS, the Township Board wishes to consider amending the Zoning Ordinance, as recommended by the Planning Commission.

NOW, THEREFORE, the Township Board of the Cascade Charter Township, Kent County, Michigan, resolves as follows:

1. The Township hereby adopts Ordinance No. 2-2025, Ordinance Amending the Zoning Map to rezone certain real property described in the proposed Ordinance to Amend the Zoning Map (“Proposed Ordinance”), attached as Exhibit A.

2. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

3. Pursuant to Section 20 of the Michigan Charter Township Act, Act 82 of 1994, MCL 42.1 et seq. (the "Act"), the Clerk is directed to publish the Ordinance in accordance with Section 8 of the Act by posting it in the office of the Clerk and on the Township's web site. The Clerk is further directed to publish notice of the posting in a form in accordance with the law in a newspaper of general circulation in the Township within seven (7) days after the posting. The notice, which shall be substantially in the form attached as **Exhibit B**, shall describe the purpose of the Ordinance and state that the Ordinance is posted in the office of the Clerk and on the Township's web site.

4. Any resolutions or portions of resolutions that are inconsistent with this resolution are hereby repealed.

YEAS: _____

NAYS: _____

ABSENT: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF KENT)

CERTIFICATION

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 14, 2025, 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.

Susan Slater
Township Clerk

EXHIBIT A

CASCADE CHARTER TOWNSHIP

ORDINANCE NO. 2-2025

AN ORDINANCE TO AMEND THE ZONING MAP

CASCADE CHARTER TOWNSHIP ORDAINS:

Section 1. Amendment to Township Zoning Map.

The Township Zoning Map is amended to rezone the following real property:

Parcel No. 41-19-06-327-016

1701 Spaulding Ave. SE, Grand Rapids, Michigan, 49546

Commencing at the Northwest corner of said SW 1/4; thence S02°51'20" E 646.86 feet along the West line of said SW 1/4; thence N88°38'54"E 500.17 feet along the North line of the South 12.00 feet of the North 1/2 of the North 1/2 of said SW 1/4 to the point of beginning; thence N88°38'54"E 2164.63 feet; thence S01°27'49"E 66.00 feet along the N-S 1/4 of said Section 6; thence S88°38'54"W 300.00 feet along the South line of the North 54.0 feet of the South 1/2 of the North 1/2 of said SW 1/4; thence S01°27'49"E 607.22 feet along the West line of the of the East 300.00 feet of said SW 1/4; thence S88°38'32"W 2,348.43 feet along the South line of the North 1/2 of said SW 1/4; thence N02°51'18"W 273.70 feet along the west line of said SW 1/4; thence N88°38'54"E 500.17 feet; thence N02°51'20"W 400.00 feet to the point of beginning.

from Planned Unit Development 97 ("PUD-97") to Agricultural Rural Conservation ("ARC"). Corresponding ARC regulations and land uses are hereby established for the above described property.

Section 2. Validity and Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 3. Repealer.

Any ordinances in conflict with the Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Effective Date.

This Ordinance is effective seven (7) days after publication.

EXHIBIT B

PLEASE TAKE NOTICE that at its meeting on April 23, 2025, the Township Board introduced a proposed ordinance entitled “An Ordinance to Amend the Zoning Map” which was adopted on **May 14, 2025 at 7:00 p.m.**, at a meeting of the Township Board at Wisner Center, 2870 Jacksmith Avenue SE, Grand Rapids, Michigan 49546.

AN ORDINANCE TO AMEND THE ZONING MAP

Section 1. Amendment to Township Zoning Map.

The Township Zoning Map is amended to rezone the following real property:

Parcel No. 41-19-06-327-016, 1701 Spaulding Ave. SE, Grand Rapids, Michigan, 49546

Commencing at the Northwest corner of said SW 1/4; thence S02°51'20" E 646.86 feet along the West line of said SW 1/4; thence N88°38'54"E 500.17 feet along the North line of the South 12.00 feet of the North 1/2 of the North 1/2 of said SW 1/4 to the point of beginning; thence N88°38'54"E 2164.63 feet; thence S01°27'49"E 66.00 feet along the N-S 1/4 of said Section 6; thence S88°38'54"W 300.00 feet along the South line of the North 54.0 feet of the South 1/2 of the North 1/2 of said SW 1/4; thence S01°27'49"E 607.22 feet along the West line of the of the East 300.00 feet of said SW 1/4; thence S88°38'32"W 2,348.43 feet along the South line of the North 1/2 of said SW 1/4; thence N02°51'18"W 273.70 feet along the west line of said SW 1/4; thence N88°38'54"E 500.17 feet; thence N02°51'20"W 400.00 feet to the point of beginning.

from Planned Unit Development 97 (“PUD-97”) to Agricultural Rural Conservation (“ARC”). Corresponding ARC regulations and land uses are hereby established for the above described property.

Section 2. Validity and Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 3. Repealer.

Any ordinances in conflict with the Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Effective Date.

This ordinance amendment shall take effect seven (7) days upon publication in the Grand Rapids Press, a newspaper of general circulation within Cascade Charter Township.

Susan Slater
Cascade Charter Township Clerk

A copy of this ordinance, in its entirety, is available at the Cascade Charter Township Offices, 5920 Tahoe Drive SE, Grand Rapids, MI 49546 during regular business hours.

**CASCADE CHARTER TOWNSHIP
PLANNING COMMISSION**

**MONDAY, April 7, 2025
6:00 PM**

ARTICLE 8.

Case #25-3881 – Public Hearing

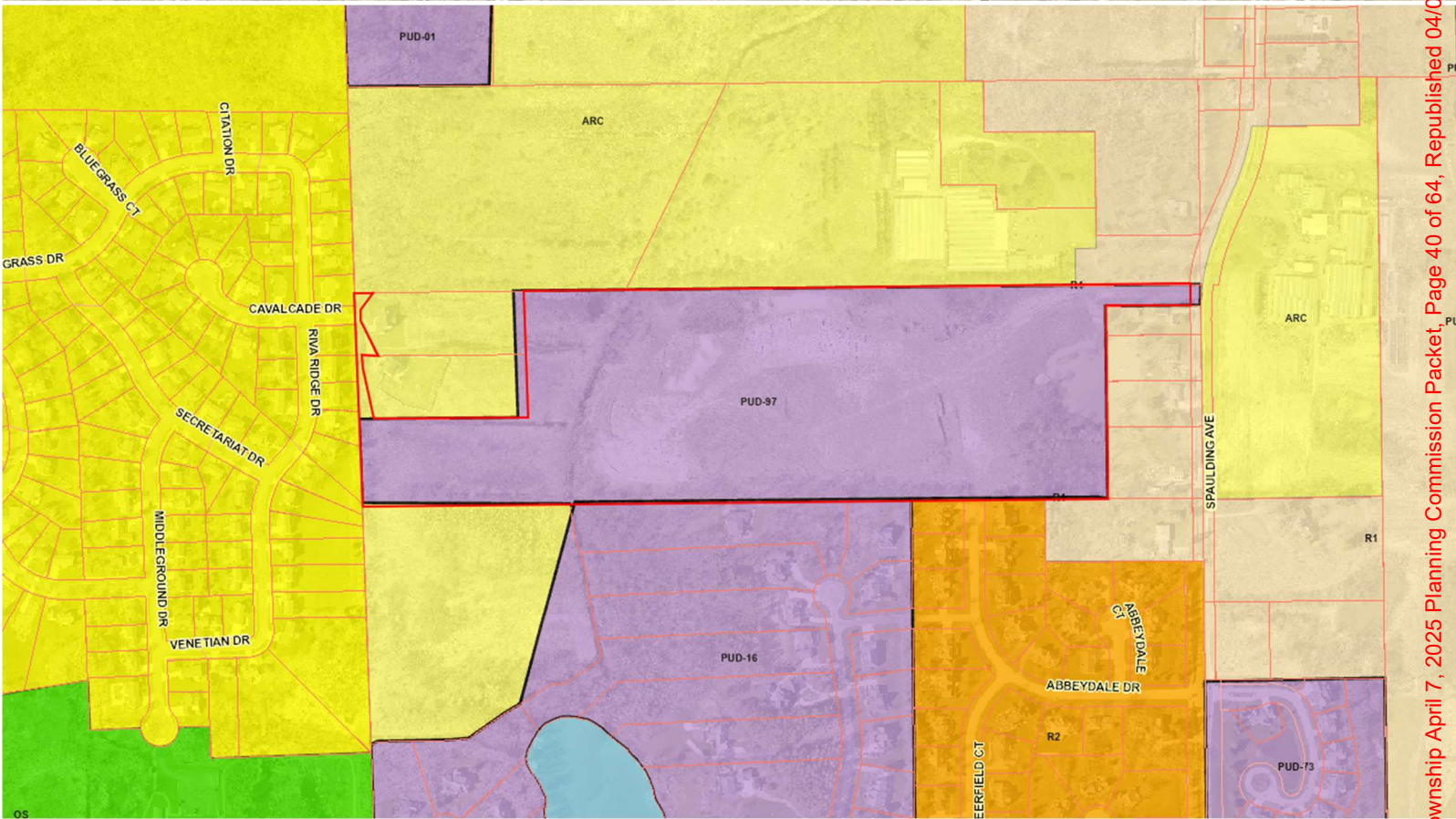
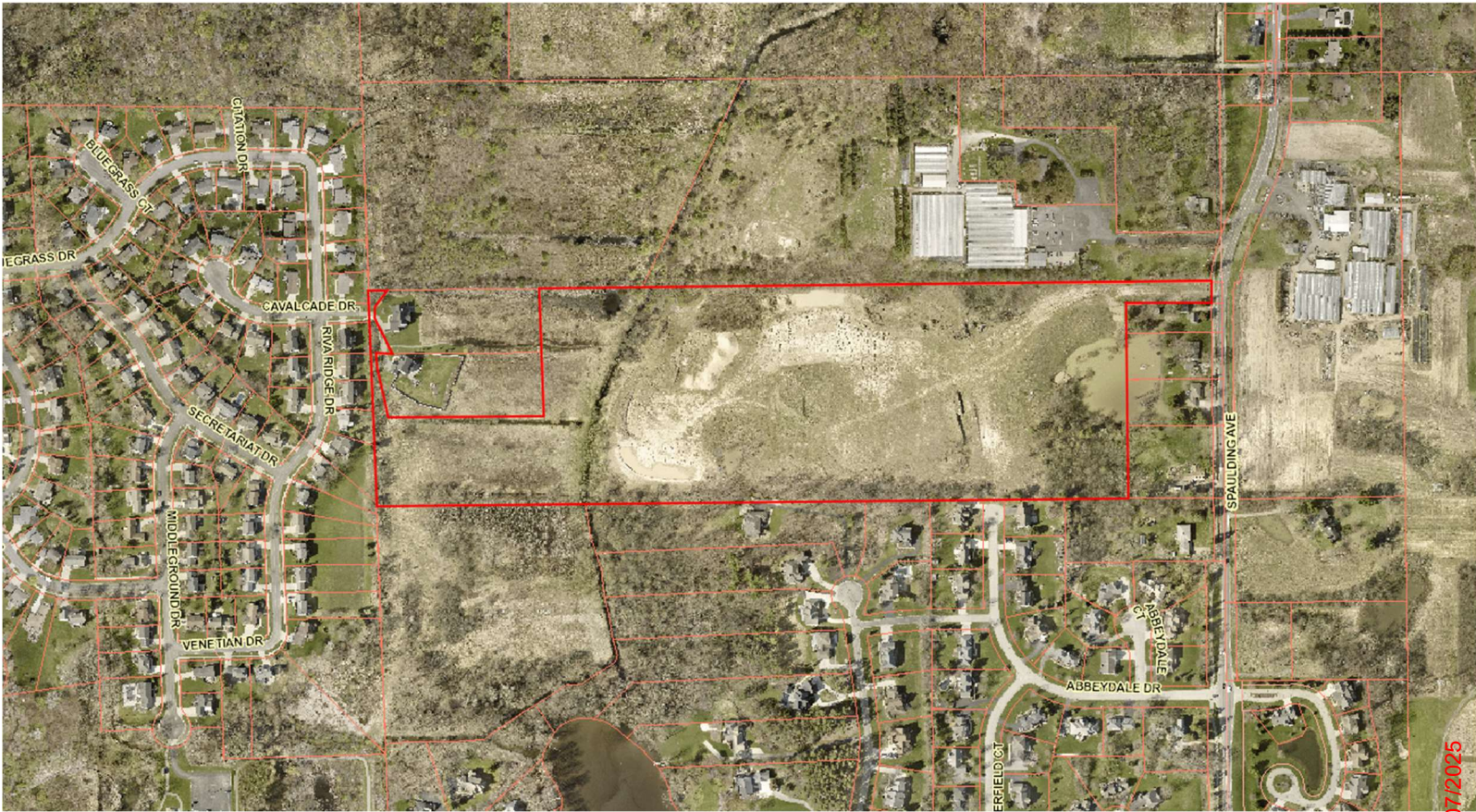
Applicant: Cascade Charter Township

Property Address: 1701 Spaulding Ave SE

Parcel Number: 41-19-06-327-016

Requested Action: Request to rezone from PUD-97 Cascade
One PUD back to Agricultural Rural Preservation
(ARC).

Parcel & Zoning Map





CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

PLANNING DEPARTMENT STAFF REPORT

STAFF REPORT: Case # 25-3881
REPORT DATE: April 2, 2025
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: April 7, 2025
PREPARED BY: Andrea Hendrick, Community Planning & Development Director

APPLICATION SUMMARY:

APPLICANT: Cascade Township Board of Trustees
ADDRESS: 1701 Spaulding Ave S.E. Grand Rapids, MI 49546
PARCEL NUMBER: 41-19-06-327-016
REQUESTED ACTION: Public Hearing – Rezone the subject address from Cascade One PUD to ARC Agriculture Rural Conservation
REQUIREMENTS: Cascade Charter Township Zoning Ordinance
Section 16.08(2) Commencement & Completion of Construction
Section 16.09 Effect of Approval
Ordinance #10 of 2017 Cascade One PUD (AKA PUD-97)
Section V. Approval Limitations
EXISTING ZONING: PUD-97
GENERAL LOCATION: The subject property is located on the west side of Spaulding between Cascade Road and Abbeydale Drive.
PARCEL SIZE: Approximately 32.2 acres
EXISTING LAND USE: Vacant
ADJACENT PROPERTIES: N: ARC – Greenhouse & MDOT property
W: ARC - Single Family Residential Development
S: PUD 16/R-2 Single Family Residential Development
E: R-1 – Single Family Residential Development

PROPERTY HISTORY

Case #17-3367 Rezoned to PUD 97

- 2017-03-06 Planning Commission Basic Site Plan Review
- 2017-09-11 Planning Commission Public Hearing – Preliminary Review
- 2017-11-01 Township Board Adoption
- 2017-11-02 Adopted Ordinance 10 of 2017

Case #24-3862

- 2024-11-18 Planning Commission Public Hearing – Preliminary Review

Site development and conditions between 2017 & 2024

Parcels excluded from the PUD that remained ARC on the northwest side of the subject property were split. Two single family homes were built. The pathway was constructed on Parcel A (4800 Cavalcade Dr SE – Parcel 41-19-06-327-015) running west to east from Cavalcade Drive up to Martin Beak County Drain. The pathway is currently not maintained and floods often. The previous land was never developed, however, many of the trees were clearcut and the grading was changed. Visible erosion is occurring along with pooling of water throughout the site. The property owner has recently implemented soil erosion measures for the site. The Township has no evidence of SESC being obtained from the County. The 2024 applicant, JTB Homes, is no longer under contract with the property owner. The future of the property is unknown.

2018 Aerial Image of Subject Property



2023 Aerial Image of Subject Property



PUD-97 CASCADE ONE

PUD 97 was adopted by Ordinance 10 of 2017 on November 1, 2017. The following requirements within the original Ordinance are not documented as complete in the Township records:

- *Section V.E.*
Ordinance 10 of 2017 was supposed to be recorded with the Kent County Register of Deeds by the developer. This was never completed.
- *Section V.G.*
A statement by the developer was supposed to be added to the signed statement to the Ordinance before recording it with the County. This was never completed.
- *Section VI.A*
Site Condominium Rules and Bylaws were supposed to be developed and recorded in the Master Deed. No such documents were submitted or recorded.
- *Section VI.B*
A final site plan indicating where each building envelope will be located, along with a full engineering plan, were to be submitted for approval to the Township Engineer. The final plans were supposed to be documented as “Approved” by the Township Engineer. This was never completed.
- *Section XII*
A soil erosion control plan. No soil erosion control plans is found on file.
- *Section XIV.A*
This section mentions an improved site plan dated 9/25/17, however, the case file has no plans submitted with this date. They were not included in any of the recorded packets and are not available digitally or physically.

SECTION 16.08(2) COMMENCEMENT AND COMPLETION OF CONSTRUCTION

Per the referenced section, the Planned Unit Development has expired. Furthermore, this section provides options for extensions to be granted by the Township Board. The applicant has not requested any such extension to the Township Board. Therefore, the Township Board, through the process laid out in this section and the Michigan Zoning Enabling Act, is pursuing rezoning back to the original zoning of the parcel.

2. Commencement and Completion of Construction: Construction shall be commenced within one (1) year following final approval of a Planned Unit Development, or within one (1) year of any other necessary governmental approval for commencement of the project, whichever is later, provided all other necessary approvals have been actively pursued. If construction is not commenced within such time, approval of the final plan for the project shall expire. An extension for a specified period may be granted by the Township Board upon good cause shown if such request is made to the Township Board prior to the expiration of the initial period. Moreover, in the event a final plan has expired, the Township Board may rezone the property in any reasonable manner.

RECOMMENDATION

Staff recommend that the Planning Commission hold the required public hearing and RECOMMEND REZONING of 1701 Spaulding Ave S.E. from PUD-97 to ARC: Agricultural Rural Conservation.

Sample Motion

Motion to recommend the rezoning of 1701 Spaulding from Cascade One PUD to ARC: Agricultural Rural Conservations based on the following findings:

1. The Township Board approved the rezoning of the subject parcel on November 1, 2017.

2. The applicant failed to fulfill the requirements of the PUD
3. The applicant did not commence construction within a year or seek an extension for the Township Board.
4. The Township Board, by resolution, requested the rezoning consistent with Section 16.08(2) of the Cascade Township Zoning Ordinance.

ATTACHMENTS

1. Cascade Township Board Resolution #7 of 2025
2. Planning Department Staff Memo to Board 2025-02-26
3. [September 11, 2017](#), Planning Commission Minutes
4. [November 1, 2017](#), Board of Trustees Minutes
5. [November 18, 2024](#), Planning Commission Packet (Link only)
6. Cascade One PUD Ordinance #10 of 2017

CASCADE CHARTER TOWNSHIP

RESOLUTION NO. 7-2025

RESOLUTION TO DIRECT THE PLANNING COMMISSION TO CONSIDER AN ORDINANCE TO AMEND THE ZONING ORDINANCE MAP

At a meeting of the Township Board of Cascade Charter Township (the “Township”), Kent County, Michigan, held at the Wisner Center, 2870 Jacksmith Avenue SE, Grand Rapids, Michigan 49546 on the 26th day of February 2025.

PRESENT: Noordhoek, Noordyke, Shipley, Lesperance, Slater, Korstange, Rissi

ABSENT: None

The following preamble and resolution was offered by Trustee Rissi and seconded by Treasurer Korstange.

WHEREAS, pursuant to the Michigan Zoning Enabling Act (“MZEA”), 2006 PA 110, the Township has authority to adopt and amend zoning ordinances regulating the use of land in the Township; and

WHEREAS, the Township desires to amend its Zoning Map to rezone certain real property described in the proposed Ordinance to Amend the Zoning Map (“Proposed Ordinance”), which is attached as **Exhibit A**; and

WHEREAS, pursuant to the MZEA, the Township’s Planning Commission, after holding a public hearing, may make recommendations on zoning ordinance amendments to the Township Board; and

WHEREAS, the Township Board directs the Planning Commission to schedule a public hearing to consider the Proposed Ordinance and make a recommendation to the Township Board.

NOW, THEREFORE, the Township Board of the Cascade Charter Township, Kent County, Michigan, resolves as follows:

1. The Township Board directs the Planning Commission to schedule a public hearing to consider the Proposed Ordinance attached to this resolution as **Exhibit A** and make a recommendation to the Township Board.

2. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: Noordhoek, Noordyke, Shipley, Lesperance, Slater, Korstange, Rissi

NAYS: None

ABSENT: None

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF KENT)

CERTIFICATION

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 February 26, 2025, 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.



Susan B. Slater, Clerk

Cascade Charter Township

EXHIBIT A

CASCADE CHARTER TOWNSHIP

ORDINANCE NO. 2-2025

AN ORDINANCE TO AMEND THE ZONING MAP

CASCADE CHARTER TOWNSHIP ORDAINS:

Section 1. Amendment to Township Zoning Map.

The Township Zoning Map is amended to rezone the following real property:

Parcel No. 41-19-06-327-016

1701 Spaulding Ave. SE, Grand Rapids, Michigan, 49546

Commencing at the Northwest corner of said SW 1/4; thence S02°51'20" E 646.86 feet along the West line of said SW 1/4; thence N88°38'54"E 500.17 feet along the North line of the South 12.00 feet of the North 1/2 of the North 1/2 of said SW 1/4 to the point of beginning; thence N88°38'54"E 2164.63 feet; thence S01°27'49"E 66.00 feet along the N-S 1/4 of said Section 6; thence S88°38'54"W 300.00 feet along the South line of the North 54.0 feet of the South 1/2 of the North 1/2 of said SW 1/4; thence S01°27'49"E 607.22 feet along the West line of the of the East 300.00 feet of said SW 1/4; thence S88°38'32"W 2,348.43 feet along the South line of the North 1/2 of said SW 1/4; thence N02°51'18"W 273.70 feet along the west line of said SW 1/4; thence N88°38'54"E 500.17 feet; thence N02°51'20"W 400.00 feet to the point of beginning.

from Planned Unit Development 97 ("PUD-97") to Agricultural Rural Conservation ("ARC"). Corresponding ARC regulations and land uses are hereby established for the above described property.

Section 2. Validity and Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 3. Repealer.

Any ordinances in conflict with the Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Effective Date.

This Ordinance is effective seven (7) days after publication.

87192:00001:201193539-1

REQUEST FOR BOARD ACTION
MEETING DATE: February 26, 2025

ITEM: Request that the Township Board Initiate a Zoning Map Amendment for 1701 Spaulding Avenue to Rezone to Agricultural Rural Conservation

PRESENTER: Andrea Hendrick, Community Planning & Development Director

INDIVIDUAL PRESENT: Mike Homier, Foster Swift

EXECUTIVE SUMMARY:

In November 2017, the Township approved PUD-97 for 1701 Spaulding, rezoning the 32.2-acre parcel from Agricultural Rural Conservation (ARC) to Planned Unit Development (PUD). The original developer never completed construction or fulfilled required approvals. The PUD has now expired under Township Zoning Ordinance §16.08(2).

In November 2024, the Planning Commission heard a request from JTB Homes and KRG Acquisitions (the “Applicants”) to amend the development of PUD-97, 15.6 acres of a currently vacant 32.2-acre site.

- Modification of the Abbeydale Drive connection to Spaulding Avenue.
- Reduction from two public cul-de-sacs to one with a shared driveway.
- Implementation of a two-phase construction plan.
- Increase from 31 to 34 residential lots.
- Incorporation of public pathway connections and bridge.

Following the Applicants’ presentation in of their proposed amendments and a public hearing, the Planning Commission unanimously moved to reject the application/amendments.

After the hearing, the Planning Department requested a legal opinion to determine the status of the Planned Unit Development in question. Attached you will find the legal opinion provided by Foster Swift and a resolution to amend the subject property back to Agricultural Rural Conservation. Please review and consider. This proactive approach by the Township will create an orderly process for addressing the expired PUD status and considering any future development proposals for the property.

STRATEGIC PLANS/GOALS:

Land Use and Economic Development: Priority 2

Ensure that zoning processes are clear, efficient, and promote both economic development and

Township planning goals.

- Instruct the Planning Director and Planning Commission to conduct a "Lean Zoning" audit of the Zoning Ordinance to remove regulations that do not specifically advance Township priority.

BUDGET IMPLICATIONS: No budget implications.

IMPLEMENTATION PLAN:

The Township must follow the Michigan Zoning Enabling Act for Public Notice. The proposed schedule will provide adequate time for noticing and public engagement.

- March 3, 2025: Planning Commission sets the Public Hearing for April 7th, 2025
- April 7, 2025: Planning Commission Public Hearing
- April 23, 2025: Introduce Ordinance to Amend the Zoning Map
- May 14, 2025: Adopt the Ordinance to Amend the Zoning Map
- Zoning Map Amendment is effective seven (7) days after the Ordinance is published.

DIRECTOR'S RECOMMENDATION: Yes

MANAGER'S RECOMMENDATION: Yes

ACTION REQUESTED: Motion to pass the Resolution to Direct the Planning Commission to Consider an Ordinance to Amend the Zoning Ordinance Map as presented.

MINUTES
Cascade Charter Township
Planning Commission
Monday, September 11, 2017
7:00 P.M.

ARTICLE 1. Secretary Rissi called the meeting to order at 7:00 P.M.
Members Present: Katsma, Johnson, Lewis, Mead, Pennington, Robinson, Sperla and Williams
Members Absent: none
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Pledge of Allegiance.

ARTICLE 3. Approve the current Agenda.

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

ARTICLE 4. Approve the Minutes of the August 21, 2017 Meeting.

Motion was made by Member Mead to approve the Minutes as written. Supported by Member Sperla. Motion carried 9 to 0.

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

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

ARTICLE 6. Case #17-3367 Cascade One LLC

Public Hearing

Property Address: 1701 Spaulding Avenue SE

Requested Action: The Applicant is requesting a Preliminary Approval to Rezone to P.U.D. to allow for a 31 lot plat.

Director Peterson stated that the Applicant is requesting Preliminary approval in order to rezone approximately 36 acres for a new Planned Unit Development called Cascade One. This rezoning request is for 31 single family lots.

This project is similar to the project Applicant applied for in 2014. At that time, the project was proposed for 27 single family lots. Due to the increase in the number of lots and the numerous layout changes, staff determined that this should move forward as a new project, rather than just an update of the old one. The developer has provided all new information for this new project.

The Applicant is requesting to cluster the homes in an open space concept with the development on the upland areas of the property.

The developer is choosing to develop the project under the township's subdivision ordinance using the 25% open space method. This allows lot sizes as small as 25,000 sq. ft. with public and sewer. Since Applicant is seeking approval with lot sizes less than 25,000 sq. ft., they are requesting P.U.D. rezoning. Lots will range in size from 15,000 to 28,000 sq. ft. The developer is also proposing smaller setbacks than normal to accommodate the smaller lot sizes.

Applicant has submitted a test plan showing how they could meet the 50% open space method with 14,500 sq. ft. lots and have 33 lots without needing P.U.D. rezoning approval.

Using the 25% open space development technique for this project, the open space or common areas need to be clearly identified on the plan, along with a plan showing how they calculated the density to make sure it fits with the township's subdivision ordinance.

These lot sizes would compare to those in the Jennydale, Abbeydale, and Tall Pines subdivisions. However, those subdivisions do not provide any open space or common areas.

The subdivision includes the use of new public roads. This is a change from the new project originally presented. The main issue was regarding the slope of the road connecting to Spaulding Avenue. The developer has now received approval from the Kent County Road Commission ("KCRC") for the new road design and will proceed as a public road. The road names will need to be approved by KCRC. This plan also includes a connection to Spaulding and Abbeydale Drive.

The development is proposed to be served by both public sewer and public water. The utility plans have been approved by the Township Engineer. The Township Engineer has also approved the storm water plan for this project.

The plan does include a pedestrian connection from our path on Spaulding through the development to Cavalcade Drive in Kentwood. This will be a private walk that will be open to the public.

The path crosses the Martin Beek Drain. The Kent County Drain Commission ("KCDC") will have to permit the work in the drainage easement. This crossing is planned to be wooden boardwalk and would be part of the general common element to be maintained by the association.

The Applicant is also proposing to connect to the Abbeydale subdivision to the South. This was contemplated when Abbeydale was constructed in the late 80's and early 90's. Due to the topography issue, the development does not plan to connect the north for future development of that area.

The site is impacted by some small wetland areas which should be evaluated for need of any MDEQ permits. As done in the past with other open space developments, the township has tried to include the most sensitive areas within the open space areas. This

helps to protect these areas from being used or disturbed by future owners. The developer has done this on the site, which required the P.U.D. rezoning to allow for some smaller lots than allowed, but this is only because they are keeping some of the drainage system in the common areas.

The plan includes an area about 3.8 acres in size that they are leaving out of the project. This area has direct connection to Cavalcade Drive in Kentwood. This area would be able to accommodate two parcels.

The Applicant has indicated the subdivision will have light poles and street trees in the development.

Director Peterson recommends approval of the plan. If approved, staff will put together the P.U.D. ordinance amendments with the Applicant for the Planning Commission's review so they can then make a recommendation to the Township Board.

Secretary Rissi asked the Applicant to come forward with any comments.

Mr. Barker, owner of Cascade One LLC, and his engineer, Mr. VanKooten, came forward and gave a brief overview and history of the project. They also added that Phase I of the project will consist of lots 1 through 9 off Abbeydale. The other phases will come in time and make their way down toward Spaulding. At that time, the driveway/pedestrian road will be put in connecting to Spaulding. They anticipate Phase I will be completed in the Spring/early Summer 2018, with approximately 1 year between phases.

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

Several members of the public came forward to voice a variety of concerns concerning this project, including:

1. **Second Entrance.** There was a consensus that there should be a second road put in at the start of construction (versus later in Phase 3) off of Spaulding that could help handle the flow of construction vehicles in and out of the project. One entrance off of Abbeydale into the project will create increased traffic, traffic backups, as well as a concern for the well-being of children walking to and from school bus stops, as there are no sidewalks.
2. **Pedestrian Connection.** There was a concern about the joint driveway/pedestrian pathway. The public felt the driveway and the pedestrian sidewalk should be separate, mainly for safety reasons.
3. **3.8 Acres Not Included in Project.** There was concern from residents around the 3.8 acres being left alone.
4. **Trees.** Many were disturbed about the clearcutting of so many trees to do this project. Many felt it should be looked at again to save as many trees as possible.

Motion was made by Member Mead to close Public Hearing. Supported by Member Robinson. Motion carried 9-0.

Secretary Rissi invited the Applicant to come forward to address the public's concerns.

Applicant did come forward to try to address the concerns brought forward by the public.

1. **Second Entrance.** The developer agreed to install the road off from Spaulding Ave to provide for construction traffic off from Spaulding rather than using Abbeydale.
2. **Pedestrian Connection.** Applicant feels that they could easily accommodate a separate drive and sidewalk, instead of a joint one.
3. **3.8 Acres.** In reference to the two empty lots they don't plan to use, Applicant didn't feel anything needed to be done and that they would meet the township rules of setbacks.
4. **Trees.** Applicant explained that it is never a good idea to take out trees unless it was necessary. The trees that are being removed are being removed mainly because of regulations they need to follow while building. For example, a retention pond needs to go in, then trees need to be removed. Staff did remind everyone that they would be required to plant street trees with the construction of the homes.

Discussion followed between the Applicant and the board members concerning all of these topics.

Motion was made by Member Sperla to approve Applicant's request for preliminary approval to rezone the P.U.D. to allow for a 31 lot plat, with the following conditions:

1. **Separate driveway and pedestrian sidewalk;**
2. **When the building permit is pulled for the 25th lot, the driveways and sidewalks will be constructed to Cavalcade dr. or no later than within 5 years of the start of the project, whichever is first; and**
3. **The second entrance to Spaulding is moved to Phase I instead of Phase II.**

Supported by Member Robinson. Motion carried 9-0.

ARTICLE 7. Case #16-3309 Reibel PUD-Redwood

Property Address: 6370 28th Street

Requested Action: Recommendation to the Township Board for approval of the P.U.D. amendment and site plan.

Director Peterson stated that at the Public Hearing on August 7, 2017, the Planning Commission awarded preliminary approval of the site plan and instructed staff to write the P.U.D. amendment for the project.

The P.U.D. Ordinance amendment has been reviewed by the Applicant and addresses all of their comments as well as the approval from August 7.

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

Wednesday, November 1, 2017

7:00 P.M.

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

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

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

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

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

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

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

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

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

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

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

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

**Article 11. Closed Session
a. To Consider the lease of real property for the Building Inspections Department.**

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

CASCADE CHARTER TOWNSHIP
Ordinance #10 of 2017
AN ORDINANCE TO AMEND THE CASCADE CHARTER TOWNSHIP
ZONING ORDINANCE AND ZONING MAP TO ESTABLISH THE
CASCADE ONE
PLANNED UNIT DEVELOPMENT PROJECT.

Cascade Charter Township (the "Township") Ordains:

Section I. An Amendment to the Cascade Charter Township Zoning Ordinance.

The application received from Dave Barker of Cascade One LLC (hereinafter referred to as the "Developer") for Planned Unit Development designation for the proposed Cascade One Planned Unit Development Project (hereinafter referred to as the "Project") was recommended by the Cascade Charter Township Planning Commission for approval at the September 11, 2017 Planning Commission meeting. The Project is recommended for rezoning from ARC, Agricultural Rural Conservation to PUD, Planned Unit Development, thus permitting a site condominium development. This action requires an amendment to the Cascade Charter Township Zoning Ordinance and Zoning Map to incorporate the Planning Commission's recommendations and the Cascade Charter Township Board of Trustees' action on the November 1, 2017.

Section II. Legal Description.

The legal description of the Project is made up of the following:

That part of the SW 1/4 of Section 6, T5N, R10W, Cascade Township, Kent County, Michigan, described as: Commencing at the Northwest corner of said SW 1/4; thence S02°51'20" E 646.86 feet along the West line of said SW 1/4; thence N88°38'54"E 500.17 feet along the North line of the South 12.00 feet of the North 1/2 of the North 1/2 of said SW 1/4 to the point of beginning; thence N88°38'54"E 2164.63 feet; thence S01°27'49"E 66.00 feet along the N-S 1/4 of said Section 6; thence S88°38'54"W 300.00 feet along the South line of the North 54.0 feet of the South 1/2 of the North 1/2 of said SW 1/4; thence S01°27'49"E 607.22 feet along the West line of the of the East 300.00 feet of said SW 1/4; thence S88°38'32"W 2,348.43 feet along the South line of the North 1/2 of said SW 1/4; thence N02°51'18"W 273.70 feet along the west line of said SW 1/4; thence N88°38'54"E 500.17 feet; thence N02°51'20"W 400.00 feet to the point of beginning.

Section III. General Provisions.

The following provisions shall hereby apply to the Project, in addition to those provisions outlined in Chapter 16 of the Cascade Charter Township Zoning Ordinance (Ordinance No. 11 of 1988, as amended).

Section IV. Purpose.

The Project occupies approximately 36 acres of land in the Township. The Project will be a site condominium development containing 31 single-family site condominium units. Approximately 41% of the property is to be preserved as open space. This technique has been chosen by the Developer to give it and the eventual owners of each unit more control over the Project's aesthetics and appearance. This development technique provides the Developer with the ability to develop the Project in a manner to meet market expectations where more traditional mechanisms such as creating subdivision plats do not.

The regulations contained herein are established to define the procedures necessary to ensure high quality development in the Project. Additionally, they are designed to achieve integration of this development with adjacent land uses.

Section V. Approval Limitations.

- A. The provisions of this Ordinance/Ordinance amendment ("this Ordinance") are not intended as a substitute for the Cascade Charter Township Zoning Ordinance and the General Development Plan, nor do they in any way relieve the Developer from obtaining all approvals and permits required by the Township, except as otherwise expressly provided herein. In the event that a development issue or site plan element is not expressly addressed by this Ordinance, the specifications and requirements of the Cascade Charter Township Zoning Ordinance shall apply. Furthermore, all other applicable Cascade Charter Township ordinances shall still govern the Project where applicable.
- B. Except as expressly otherwise provided herein, the Developer and his assigns must meet all applicable provisions, ordinance requirements, and regulations of Cascade Charter Township, as well as federal and state law, and must obtain all necessary approvals from state and county governmental agencies that are required for construction, operation, or use.
- C. This PUD approval is expressly contingent upon all conditions of approval herein remaining fully effective and valid. If any condition imposed herein is determined to be illegal or contrary to law as a result of a successful legal challenge by the Developer or its assigns, or any other party, the Township reserves the right to review the entire Project under the PUD provisions of the Cascade Charter Township Zoning Ordinance, and further, to withdraw its approval of this PUD if the Township finds that, absent the effect of any condition imposed herein, the PUD no longer meets the standards for PUD approval contained in the Zoning Ordinance.

- D. All conditions contained herein and in the final approved site plan shall be binding upon the Developer, as well as its successors, tenants and assigns. The conditions may be modified or amended only pursuant to a formal amendment of the PUD approval, approved site plan, and ordinance amendment. The Project must be constructed and operated, and all properties therein used, in strict compliance with the PUD approval (including this Ordinance and the final approved site plan), and no deviations can occur without prior formal written approval by the Township. So-called minor deviations shall not occur unilaterally by the Developer or its successors, tenants, or assigns. Any deviation without prior formal written approval by the Township will constitute a violation of this Ordinance and the Cascade Charter Township Zoning Ordinance.
- E. **This approval document shall be recorded with the Kent County Register of Deeds by the Developer prior to construction occurring on site and shall run with and bind the lands involved. Copies of this recorded document shall be supplied by the Developer to the Cascade Charter Township Clerk.**
- F. Failure to comply with the site plan or any condition of approval herein shall be deemed to be both a nuisance per se and a violation of the Cascade Charter Township Zoning Ordinance.
- G. **Prior to recording a copy of this document as specified in Section V(E) hereof, the Developer shall type the following statement onto the end of this document (or add an additional page to the document) as follows, and shall sign and date the same:**

“I, Dave Barker, have fully read the above PUD ordinance amendment, understand its provisions and fully agree with all requirements and conditions contained in the same, on behalf of myself and my assigns, successors and transferees in and to the property involved.”

Section VI. Site Condominium Documents and Plans.

- A. Specific controls relating to architectural elements, common elements of the site condominium project, construction materials, size and space requirements, improvements and out buildings, specific prohibitions and rules of conduct shall be governed by site condominium bylaws and master deed. These restrictions shall become part of this Ordinance by reference.
- B. The Project shall be developed exactly in accordance with the site plan approved and signed by the Township. The site plan shall indicate where each building envelope will be located and shall provide appropriate measurements demonstrating compliance with Section 16.11(2) of the Zoning Ordinance. Engineering plans and documents relating to utilities, topography, drainage, and the survey of the Project shall be reviewed and approved by the Township Engineer. Approval of these documents shall be based upon their meeting the requirements of Section 16.11(4) of the Zoning Ordinance and also meeting

recognized, acceptable engineering standards and practices. Once it has been determined that the plans have met Township requirements, the Township Engineer shall sign and mark these plan documents as "Approved," and forward them to the Developer. Only approved plan documents shall be recorded with the appropriate county and state agencies.

- C. The number of building sites may be reduced or consolidated within the Project only after the review by and written approval of the Township Planning Department. The proposed changes to the site/survey plan to reduce or consolidate building sites shall be reviewed by the Planning Department to ensure compliance with the Cascade Charter Township Zoning Ordinance, this PUD Ordinance, and any other requirements. Once approved by the Planning Department, the amended site/survey shall then be recorded with the Kent County Register of Deeds Office and the appropriate state agencies by the Developer at his cost. A copy of the recorded site/survey plan shall be forwarded to the Planning Department, so that accurate files regarding the development can be maintained.

Section VII. Permitted Uses.

The permitted uses for the Cascade One PUD are as follows:

- A. Single Family Residences.
- B. Accessory buildings customarily incidental to a single family residence, subject to the provisions of Section 4.08 and 4.09 of the Cascade Charter Township Zoning Ordinance, as it may be amended.
- C. Signs. All signs for the Project shall conform with Section 6.02 of the Cascade Charter Township Sign Ordinance (Ordinance 14 of 1997, as amended).

Section VIII. Design Guidelines, Requirements and Limitations.

The Project shall be developed in exact accordance with the site plan approved by the Township. No alterations, expansions or additions may occur as to the Project without a formal amendment to this Ordinance, unless expressly otherwise authorized herein.

- A. Maximum Number of Residential Units - The maximum number of single-family detached site condominium units within the Project shall be limited to thirty-one (31) units.
- B. Maximum Building or Structure Height - 35 feet or 2½ stories whichever is the less.
- C. Setback Requirements

All site condominium buildings and structures shall meet the following minimum setback requirements:

1. Front Yard Setback: 25 feet
2. Side Yard Setback: minimum of 10 feet with both sides totaling at least 20 feet
3. Rear Yard Setback: 25 feet.

D. Minimum Floor Area

Each dwelling on a site condominium unit shall contain a minimum of:

1. One Story & Bi-Level – 1,800 square feet on the main floor, top floor of a bi-level, finished livable area above grade level, exclusive of garages, decks, porches and breezeways.
2. Two Story – 2,000 square feet, with a minimum of 800 square feet on the first floor, finished livable area above grade level, exclusive of garages, decks, porches and breezeways.

E. Street Trees. All street trees shall be planted after each home is constructed in compliance with Township regulations

F. Sidewalks. All sidewalk on the site shall be built along with the homes construction for each lot. All sidewalk must be construed to connect Spaulding Ave to Cavalcade Dr (Kentwood) before the 25th building permit is issued or with five years of the start of the project whichever is first. The sidewalk connecting to Cavalcade must be separated from the proposed drive off from Cavalcade Dr.

Section IX. Public Street Development.

- A. The Developer has chosen to construct public roads to serve this development. these plans must be done in accordance with the Kent County Road Commission.
- B. The developer has agreed to construct the access to Spaulding Ave first to allow all construction traffic to use this entrance rather than the connection to Abbeydale Dr.
- C. No combustible building materials may be erected on the Project until a temporary access road is constructed to within 100 feet of the furthest point of a structure. Such road shall be a minimum 18 feet wide and be able to support 20 tons on a single axle with dual wheels and standard road tires.

Section X. Temporary Buildings.

No structure of a temporary nature; trailer, tent or construction shack shall be constructed, placed or maintained within the Project except accessory to and during construction of any building or infrastructure improvement.

Section XI. Utilities.

- A. Water and Sewer – The individual units in the Project will be served by public sewer and public water. Such systems shall be designed, installed, and maintained pursuant to all applicable requirements of the City of Grand Rapids.
- B. Stormwater Drainage - All proposed stormwater drainage facilities shall be reviewed and approved by the Township Engineer, and the Kent County Drain Commissioner's office, and the Michigan Department of Environmental Quality (if it has jurisdiction) prior to the development of the Project. The Developer shall provide the Township Planning Department with copies of all correspondence and permits received from the Kent County Drain Commissioner and the Michigan Department of Environmental Quality regarding stormwater disposal.
- C. The Developer shall provide all necessary easements within the Project for telephone, electricity, gas and cable television to the appropriate utility provider without cost. Said easements shall be recorded with the Kent County Register of Deeds and be provided to each utility provider for their records.
- D. Exterior Lighting. All street lighting shall either be installed prior to the issuance of any certificate of occupancy for the first building in the Project or paid for prior to the issuance of any certificate of occupancy for the project.

Section XII. Soil Erosion Control Requirements.

The Developer shall submit a soil erosion control plan showing all temporary and permanent soil erosion control measures to be taken before, during, and after construction on the Project. This plan shall be reviewed and approved by the Township Engineer prior to commencing any excavation on the site.

Section XIII. Performance Guarantee.

To ensure compliance with this Ordinance and any conditions herein, the Township may require reasonable performance guarantees to ensure completion of improvements such as, but not limited to, landscaping, drainage, lighting, roads, and utilities. The Township Board, Engineer, or Planning Department may require such guarantees at any time they deem reasonably necessary to ensure completion of the improvements. The form (including the bank or surety involved), duration, and amount of the performance guarantee as shall be approved by the Township.

Section XIV. Permanent Common Open Space.

The permanent common open space area is to remain in its present undeveloped state in perpetuity. To ensure this occurs, the following regulations shall apply to the permanent common open space area:

- A. No buildings, structures, fences, or driveways shall be erected, constructed or placed within the common open space area. All improvements shown on the approved site plan dated 9/25/17, may encroach into this area provided they are consistent with the development plan for this Project.

Section XV. The Gerald R. Ford International Airport.

Within the recorded Master Deed, the Developer shall expressly disclose in writing that the Project is located in the vicinity of the Gerald R. Ford International Airport and that there may be noise, vibration, and property valuation impacts associated with such location.

Section XVI. Consistency of the Master Deed and/or Deed Restrictions/Covenants with the PUD Approval.

If the Project will be a condominium project (in whole or in part), the master deed (and attachments) shall be reviewed and approved by the Township Attorney prior to final recording to ensure consistency with this Ordinance. If some or all of the Project will be governed by deed restrictions/restrictive covenants apart from a condominium master deed, such deed restrictions/restrictive covenants shall be reviewed and approved by the Township Attorney before recording to ensure consistency with this Ordinance.

Section XVII. Consistency With Planned Unit Development (PUD) Standards.

The rezoning to Planned Unit Development will result in a recognizable benefit to the ultimate users of the Project and to the community. Current and future residents will recognize the benefits of a residential development that offers a low-density land use.

In relation to the underlying zoning (ARC) the Township finds the Project will not result in a material increase in the need for public services, facilities and utilities and will not place a material burden upon the subject property and the surrounding properties. The Project is not anticipated to cause undo impact to the stormwater drainage of the surrounding area. All stormwater and soil erosion control plans have been approved by the Township Engineer and the appropriate County and State agencies.

The Project has been determined by the Township to be compatible with the 1999 Comprehensive Plan of the Township and with the spirit and intent of the Planned Unit Development Chapter of the Zoning Ordinance. The Project has been determined to be a "Residential" use, which is consistent with the Cascade Township Comprehensive Plan.

The Township finds the Project will not result in an unreasonable negative economic impact upon surrounding properties.

The Township finds the Project to have at least the same amount of green areas and usable open space than would typically be required by the Township Zoning Ordinance.

Finally, the Township recognizes the Project will be under single ownership or control. The Township recognizes that the Developer or its assigns will retain ownership and control of the

Premises until a majority of the site condominium units are purchased for single family residential purposes.

Section XVIII. Effective Date.

This Ordinance shall become effective seven (7) days after publication of the ordinance, or a summary thereof, in *The Grand Rapids Press*, a newspaper of general circulation within Cascade Charter Township.

The foregoing Ordinance was offered for adoption by Board Member Slater, supported by Board Member McDonald. The roll call vote being as follows:

YEAS: Lewis, Slater, Beahan, Shipley, Peirce, McDonald

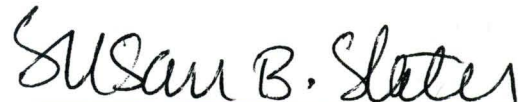
NAYS:

ABSENT: Koessel


Sue Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of an Ordinance adopted at a Regular Meeting of the Cascade Charter Township Board on the 1st day of November 2017.


Sue Slater
Cascade Charter Township Clerk

“I, Dave Barker, have fully read the above PUD ordinance amendment, understand its provisions and fully agree with all requirements and conditions contained in the same, on behalf of myself and my assigns, successors and transferees in and to the property involved.”

Dave Barker

Date

**CASCADE CHARTER TOWNSHIP
PLANNING COMMISSION**

**MONDAY, April 7, 2025
6:00 PM**

ARTICLE 8.

Case #25-3881 – Public Hearing

**ADDITIONAL DOCUMENTS
SUBMITTED PRIOR TO MEETING**

LETTER FROM PROPERTY OWNER

April 3, 2025

Andrea Hendrick

5920 Tahoe Dr. SE

Grand Rapids, MI 49546

Dear Ms. Hendrick:

I am writing pursuant to our phone conversation this morning regarding the rezoning of my property, case number 25-3881. I want to thank you for taking the time to talk to me, and I look forward to getting the documents you promised to send me.

I received my Notice of Public Hearing at 1:30pm PDT (in Arizona) on April 2, 2025. Today is the first day that I can respond to the rezoning. I view the rezoning as a downzoning and I oppose it. However, with more information, I may reconsider my opposition. As you could tell in our conversation, I had not thought through the matter totally (for example, my questions about the Master Plan and my consideration of lot size allowable in the Agricultural Rural Preservation District). Those were two thoughts off the top of my head during our conversation. I give them as examples of what I call “noodling”: thinking through the problem.

My basic appeal to you is that I have only three days to develop a reasonable position and present it to the Planning Commission. I have recently had a heart attack, and I’m not sure I could even fly to GR in time for the meeting. I spent \$ 22,250 on 10-31-24 as required for soil and sedimentation control required by Kyler Marble of the Kent County Road Commission. I attach the operative permits from the Road Commission and from EGLE.

I believe that having an approved PUD makes my land more valuable than if it were zoned ARP. But I’d like to investigate whether this is true. As such, I’d like you to advocate for postponing the Planning Commission Hearing on my land until June of 2025. This will give me time to prepare a proper presentation to the Planning Commission if I decide that the downzoning negatively affects my land value. Whether I am given a clean bill of health from the Road Commission and EGLE would be good to know, and I won’t know that until May 1. This PUD-97 has been in place since 2018 and I believe that another couple of months will not make much difference to the Cascade Township Board.

Respectfully submitted,

James Wickstra, sole member of Cascade One, LLC



Kent County Road Commission

October 23, 2024

Cascade One LLC
7117 W Clay Rd
New Era, MI 49446

**RE: Soil Erosion and Sedimentation Control Permit #18-512
Residential Development- Blackhawk Phase #1 / 1701 Spaulding Ave
Cascade Township, Section 6 Kent County**

To whom it may concern:

This letter is written to extend this soil erosion and sedimentation permit until May 1, 2025 in order to complete the project and to establish growth in all disturbed areas. All requirements remain the same as stated on the permit issued on October 2, 2018.

Sincerely,

Amy Koets
Engineering Department

Kyler Marble Inspector

Working to keep Kent County moving

1900 4 Mile Rd NW Walker, MI 49544 | (616) 242-6900 | kentcountyroads.net



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING



PHILLIP D. ROOS
DIRECTOR

November 13, 2024

Cascade One LLC

SUBJECT: NPDES Permit No. **MIR118264**
Designated Site Name: Cascade-Meadows of Abbeydale
Authorization to Discharge Stormwater from Construction Activities under the National
Pollutant Discharge Elimination System (NPDES)

This is to acknowledge that the Department of Environment, Great Lakes, and Energy (EGLE) received your complete request for extension **October 23, 2024**. On **August 20, 2024**, you became authorized, under NPDES, to discharge stormwater from your construction activities at **Meadows of Abbeydale; 1701 Spaulding Ave NE, Grand Rapids, MI 49546**. The NPDES permit number for this site is **MIR118264**. Please refer to this number in all future correspondence with EGLE concerning this permit.

PLEASE NOTE: The authorization to discharge stormwater pursuant to the provisions of Michigan's Permit-by-Rule expires on **May 1, 2025**, consistent with the expiration of the Soil Erosion and Sedimentation Control (SESC) permit **#18-512** issued by the local agency. **Notice of Coverage (NOC) authorization may be extended or modified prior to expiration by submitting an NOC Renewal request via EGLE's MiEnviro Portal system, along with a copy of the renewed and/or extended SESC permit.** The MiEnviro Portal Web site is located at <https://MiEnviro.Michigan.gov>. You may renew this permit as many times as needed through **August 19, 2029**. If this authorization expires or your project is not completed within this 5-year period, a new administratively complete NOC (including the fee) must be submitted to obtain stormwater authorization.

Please be advised that the authorization to discharge requires that the soil erosion and sedimentation controls be under the supervision of a state-certified stormwater operator. A copy of Michigan's Permit-by-Rule can be found on EGLE's Web site at <https://www.michigan.gov/eglestormwater>. These requirements must be followed during the entire period of your stormwater discharge authorization.

The issuance of this permit does not authorize violation of any federal, state, or local laws or regulations, nor does it obviate the necessity of obtaining such permits, including any other DEQ permits, or approvals from other units of government as may be required by law.

A Notice of Termination (NOT) must be submitted to EGLE once the construction site is completely stabilized. The NOT form is available in and submitted via MiEnviro Portal.

If you have any questions about your authorization to discharge storm water, please contact your compliance person, Brandie Stefanski at 616-401-2352, or stefanskib@michigan.gov. For questions regarding renewing your NOC, or a New NOC application, please contact Tiffany Wilson, Permits Section, Water Resources Division, at 517-256-1425, or wilsont15@michigan.gov.

Sincerely,

Christe Alwin, Supervisor
Stormwater Permits Unit
Permits Section
Water Resources Division

**CASCADE CHARTER TOWNSHIP
PLANNING COMMISSION**

**MONDAY, April 7, 2025
6:00 PM**

ARTICLE 8.

Case #25-3881 – Public Hearing

**ADDITIONAL DOCUMENTS
SUBMITTED PRIOR TO MEETING**

LETTER FROM NEIGHBOR



Re: Planning meeting 4-7-25

From Andrew Bsharah <ajbsharah0912@yahoo.com>
Date Mon 4/7/2025 3:29 PM
To Andrea Hendrick <AHendrick@cascadetwp.com>

Thanks!

Sent from my iPhone

On Apr 7, 2025, at 2:58 PM, Andrea Hendrick <AHendrick@cascadetwp.com> wrote:

Andrew,

I will make sure the Planning Commission has them and I will share them on the screen tonight. Thanks for reaching out.

Andrea Hendrick

Community Planning & Development Director

Cascade Charter Township

5920 Tahoe Dr. SE

Grand Rapids MI 49546

Cell: 616-980-5867

ahendrick@cascadetwp.com

From: Andrew Bsharah <ajbsharah0912@yahoo.com>
Sent: Monday, April 7, 2025 1:55 PM
To: Andrea Hendrick <AHendrick@cascadetwp.com>
Subject: Fwd: Planning meeting 4-7-25

Hi Andrea,

I wanted to send these along to see if you could please provide them to the planning commission for tonight's meeting. I intend on speaking on 1701 Spaulding and these are some reference materials. If these are too late to include in the packet, I completely understand. I just want them to be able to be referenced by the commission somehow.

Thanks!

A.J. Bsharah
4810 Cavalcade Dr

<image0.jpeg>

<image1.jpeg>

<Path1.jpg>

<Path3.jpg>



263.9 ft



739.8 ft





3241
7, 2
240/120
25

201809270076056		
Electronic Recording	Pages: 6	12:44PM
Lisa Posthumus Lyons	09/27/2018	SEAL
Kent Cnty MI Rgstr		
CONSIDERATION	\$0.00	
COUNTY TAX	\$0.00	
STATE TAX	\$0.00	
TOTAL TAX	\$0.00	

PATH EASEMENT AGREEMENT

This easement agreement (the Agreement) is entered into on the 17TH day of ~~August~~ ^{SEPTEMBER} 2018 between Graystone Homes, LLC, a Michigan limited liability company whose address is 7114 Gladys SE, Grand Rapids, MI 49546 (Grantor), and Cascade One, LLC, a Michigan limited liability company whose address is 2925 Hillcrest Drive, New Era, MI 49446 (Grantee), on the terms and conditions set forth below:

RECITALS

- A. Grantor owns land in Cascade Township, Kent County, Michigan and legally described on the attached and incorporated Exhibit A (the "Grantor Parcel").
- B. Grantee owns adjacent land in Cascade Township, Kent County, Michigan and legally described as on the attached and incorporated Exhibit B (the "Grantee Parcel"), on which a site condominium project is to be developed.
- C. Grantor and Grantee intend for the construction of a bike path across that portion of the Grantor's Parcel shown on the attached Exhibit A (the "Easement Area") to connect with a bike path to be constructed across the Grantee's Parcel.

NOW THEREFORE, the Grantor and Grantee covenant and agree as follows:

1. **Grant of Easement.** Grantor hereby conveys and grants to Grantee, its successors and assigns, a non-exclusive, perpetual and permanent easement and right-of way (the "Easement") over, along, across and upon the Easement Area, together with the right of ingress and egress to, from and over the Easement Area for the purpose of constructing and maintaining a bike path and related improvements. This Easement is for the benefit of the general public to provide bicycle and pedestrian access over and across the Easement Area.
2. **Construction, maintenance, improvement, repair, and removal of snow and ice.** Grantee shall install the bike path within the Easement Area and shall maintain, repair, replace and snowplow the path within the Easement Area as necessary. The easement rights of the Grantee shall include, but not be limited to, the right to enter upon

the same for the purpose of constructing, maintaining, repairing and replacing of the path and/or other improvements within the Easement Area.

3. **Noninterference.** No building or construction of any kind or nature will be placed upon the easement without the prior written consent of the Grantee. Grantor shall not do anything within the Easement Area which would interfere with the use of the easement by the public or Grantee, or interfere with the Grantee's rights under this agreement.

4. **Covenants Running with the Land/Assignment.** The parties to this Agreement acknowledge and agree that the Easement and other rights conferred by this Agreement are intended to, and do, constitute covenants that run with the land and shall inure to the benefit of and be binding upon the parties and their respective grantees, heirs, successors and assigns.

5. **Consideration.** This Easement is given for good and valuable consideration, the receipt of which is acknowledged by Grantor.

This easement has been given for a consideration of less than One Hundred Dollars (\$100), and accordingly is exempt from the Michigan real estate transfer tax under MCL 207.526(a) and MCL 207.505(a).

6. **Indemnification.** Grantee agrees to indemnify and hold harmless Grantor from any and all claims, debts, causes of actions, or judgments for any damage to any property or injury to any person that may arise out of Grantee's actions within, use of, or around the Easement Area, by themselves, their agents, employees, representatives, and contractors.

7. **Entire agreement.** This Agreement contains the entire understanding of the parties regarding the conveyance of this Easement and the parties acknowledge that there have been no representations or understandings other than those expressly set forth in this Agreement. This Agreement may not be modified except by a written document signed by both parties.

8. **Severability.** If any term, covenant, or condition of this Agreement or the application of which to any party or circumstance shall be to any extent invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall be effective, and each term, covenant, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

9. **Jurisdiction and venue.** Any disputes under this conveyance shall be subject to the laws of the state of Michigan and venue for any disputes shall lie in Kent County, Michigan.

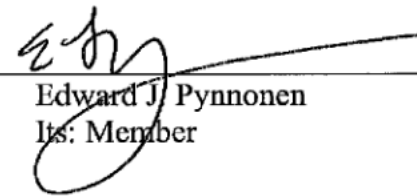
10. Counterparts. This Agreement may be executed by the parties in any number of separate counterparts and all such counterparts so executed constitute one agreement binding on the parties, notwithstanding that all parties are not signatories to the same counterpart.

GRANTOR:

GRANTEE:

Graystone Homes, LLC,
a Michigan limited liability company

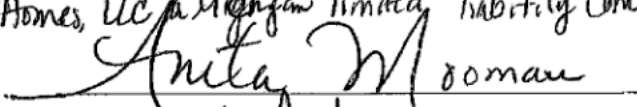
Cascade One, LLC, a Michigan
limited liability company

By: 
Edward J. Pynnonen
Its: Member

By: _____
James P. Wickstra, President
Kronos Corporation, a
Michigan corporation
Its: Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

Acknowledged before me on this 17th day of September, 2018, by Edward J. Pynnonen, Member of Graystone Homes, LLC a Michigan limited liability company.


Anita Moomau

Notary Public, Kent County, Michigan
My commission expires: 3-10-2020
Acting in Kent County

10. Counterparts. This Agreement may be executed by the parties in any number of separate counterparts and all such counterparts so executed constitute one agreement binding on the parties, notwithstanding that all parties are not signatories to the same counterpart.

GRANTOR:

GRANTEE:

Graystone Homes, LLC,
a Michigan limited liability company

Cascade One, LLC, a Michigan
limited liability company

By: _____
Edward J. Pynnonen
Its: Member

By: James P. Wickstra
James P. Wickstra, President
Kronos Corporation, a
Michigan corporation
Its: Manager

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

Acknowledged before me on this ____ day of August, 2018, by Edward J. Pynnonen.

Notary Public, Kent County, Michigan
My commission expires: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF ~~KENT~~)
 OCEANA

Acknowl before me on this 17TH day of SEPTEMBER, 2018 by James P. Wickstra,
President of Kronos Corporation., a Michigan corporation, the Manager of Cascade One,
LLC, a Michigan limited liability company.



Eisa Kute

OCEANA

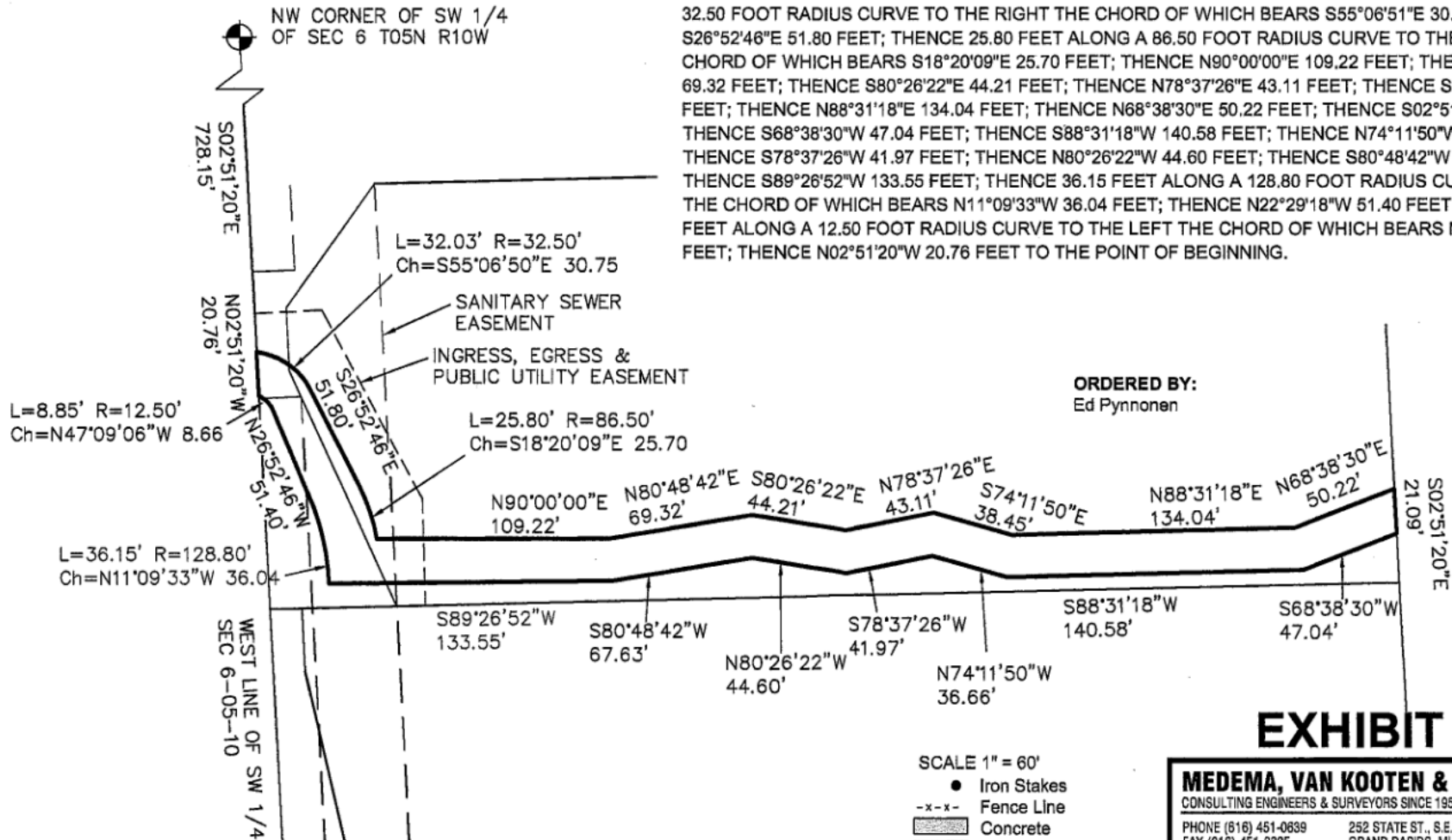
Notary Public, ~~Kent~~ County, Michigan
My commission expires: 12-26-19

Prepared by and after recording return to:
Steven A. Cook
1015 Parchment Dr. SE
Grand Rapids, MI 49546

ppc

LEGAL DESCRIPTION

THAT PART OF THE SW 1/4 OF SECTION 6, T5N, R10W, CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF SAID SW 1/4; THENCE S02°51'20" E 735.78 FEET ALONG THE WEST LINE OF SAID SW 1/4 TO THE POINT OF BEGINNING; THENCE 32.03 FEET ALONG A 32.50 FOOT RADIUS CURVE TO THE RIGHT THE CHORD OF WHICH BEARS S55°06'51"E 30.75 FEET; THENCE S26°52'46"E 51.80 FEET; THENCE 25.80 FEET ALONG A 86.50 FOOT RADIUS CURVE TO THE RIGHT THE CHORD OF WHICH BEARS S18°20'09"E 25.70 FEET; THENCE N90°00'00"E 109.22 FEET; THENCE N80°48'42"E 69.32 FEET; THENCE S80°26'22"E 44.21 FEET; THENCE N78°37'26"E 43.11 FEET; THENCE S74°11'50"E 38.45 FEET; THENCE N88°31'18"E 134.04 FEET; THENCE N68°38'30"E 50.22 FEET; THENCE S02°51'20"E 21.09 FEET; THENCE S68°38'30"W 47.04 FEET; THENCE S88°31'18"W 140.58 FEET; THENCE N74°11'50"W 36.66 FEET; THENCE S78°37'26"W 41.97 FEET; THENCE N80°26'22"W 44.60 FEET; THENCE S80°48'42"W 67.63 FEET; THENCE S89°26'52"W 133.55 FEET; THENCE 36.15 FEET ALONG A 128.80 FOOT RADIUS CURVE TO THE LEFT THE CHORD OF WHICH BEARS N11°09'33"W 36.04 FEET; THENCE N22°29'18"W 51.40 FEET; THENCE 8.85 FEET ALONG A 12.50 FOOT RADIUS CURVE TO THE LEFT THE CHORD OF WHICH BEARS N47°09'07"W 8.66 FEET; THENCE N02°51'20"W 20.76 FEET TO THE POINT OF BEGINNING.



ORDERED BY:
Ed Pynnonen



EXHIBIT "A"

- SCALE 1" = 60'
- Iron Stakes
 - x-x- Fence Line
 - ▨ Concrete
 - ▩ Asphalt Pavement

MEDEMA, VAN KOOTEN & ASSOCIATES
 CONSULTING ENGINEERS & SURVEYORS SINCE 1955

PHONE (616) 451-0639 252 STATE ST., S.E.
 FAX (616) 451-9225 GRAND RAPIDS, MI 49503
 www.mvkengineering.com

MVK

DATE: 08-09-18

This Survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49548-7140

REQUEST FOR BOARD ACTION

MEETING DATE: May 14, 2025

ITEM: Adoption and Implementation of Compensation Policy and Wage Study

PRESENTER: Jade Smith, Township Manager
Katie Murawski, HR Director
Lorna Nenciarini, Finance Director

INDIVIDUALS PRESENT:

EXECUTIVE SUMMARY: Compensation studies assist in ensuring that the Township's wage and benefit offerings allow us to compete with other employers for the best talent and ensures internal equity within and across positions. The adoption of the recommended Compensation Policy will better position the Township to be successful in recruiting and retaining the talent needed to meet the needs and standards of Cascade Townships residents and maintain its success as a desirable place to live. The policy will provide a structure to evaluate position changes internally (avoiding consultant costs) in order to maintain the structure and integrity moving forward, which has been inconsistent in the past. It will also give better transparency and certainty around the Township's annual pay adjustments, as the current somewhat subjective merit-based system is transitioned to a straightforward step-based structure.

Best practices for human resources recommend that a compensation study be performed every 3-5 years. On a practical basis, a 5-7 year study gap isn't uncommon. The Township last performed a study 11 years ago, in 2014. In the summer of 2024, firms were invited to bid on a project to perform a wage study and recommend a compensation policy for Board adoption. After interviewing the 3 respondents, and considering their approach to the project and qualifications, Rehmann Consultants were selected.

In the fall of 2024, all full-time staff, regardless of job title, completed a Job Assessment Questionnaire (JAQ). The JAQ responses were evaluated based on a 10-Point Factor Tool. This is a common quantitative method that assigns points to positions based on measures such as supervisory responsibility, judgement and independence of action, and the impact of the position on the organization. This analysis allows disparate positions (e.g. Firefighters, Zoning Administrator, Treasury Clerk) to be fairly compared. The number of points determine where positions are placed onto a Township-wide pay grade scale. At the same time that pay grades, and internal equity was being crafted, each Township position was compared to 3 similar (not just in job title, but in job duties and org chart hierarchy) positions in local communities (the

Township's competition). The goal with the external comparison is to ensure that the Township is able to attract the best candidates by offering salaries that are slightly (~3 %) above the average comparable market rate based on experience, education, certifications, performance and the expectations of the Township.

It's important to note that pay grades and salary ranges are developed without consideration of the person that currently occupies the position. The final implementation step is to place staff onto the new structure. This is a delicate operation, balancing internal seniority and current wages. When implemented for the first pay of June, no staff will see a wage decrease, and most increases will be less than 4 percent. For full transparency, there are a few people and positions that will see larger increases, because their positions have been historically undervalued. The FY 2025 budget was developed with the knowledge that a compensation study was in the works. Each Fund that compensates staff directly (General, Fire, and Building) has a Personnel Contingency expenditure budget that easily covers the recommended changes.

STRATEGIC PLANS/GOALS:

ACTION REQUESTED: Approve the attached Compensation Policy, effective immediately, and authorize the Township Manager to implement wage changes effective as of June 2, 2025.

BUDGET IMPLICATIONS: This project is included in the original FY 2025 budgets for the General, Fire, and Building Funds.


IMPLEMENTATION PLAN: Personnel Finance Committee and Department Heads have reviewed the recommended Compensation Policy. Upon Board adoption, the Policy will be shared with staff, and they will be notified of their new Grade and Step.

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Approval

ATTACHMENTS:

- a. Compensation Policy
- b. Wage Study

	CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES		# OF PAGES: <u>27</u>	POLICY #: <u>Board – 2025-01</u>
	SUBJECT: Compensation Policy		APPROVED BY: Jade Smith, Township Manager	
	DEPARTMENT: All	SUPERCEDES: N/A	DATE OF ISSUE: 5/14/2025	DATE OF EFFECT: Immediate

Compensation Policy Components

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I. Purpose

The purpose of this policy is to outline the compensation structure for Cascade Township, ensuring fairness, transparency, and competitiveness.

Cascade Township embraces a compensation philosophy and structure that aims to attract, retain, and motivate a skilled workforce while adhering to legal requirements and best practices. Cascade Township uses a multi-prong approach to establish base pay that includes market comparison, 10-point factor analysis, and annual cost of living adjustment reviews to ensure competitiveness, fiscal responsibility and to remain a good steward of taxpayer dollars.

Cascade Township is committed to:

- a. **Equal Pay Compliance:** Providing equal pay for equal work, regardless of gender, race, or any other protected characteristic, in accordance with the Equal Pay Act and other applicable laws.
- b. **Fair Labor Standards Act (FLSA) Compliance:** Ensuring that all non-exempt employees (except fire suppression 24-hour employees) receive overtime pay at a rate of one and one-half times their regular rate for hours worked over 40 in a workweek.
 - 1. Actual Hours Worked -Time off including but not limited to PTO, holiday time-off, disability leave, workers’ compensation time off is not included in the overtime worked calculation.
 - 2. Fire Department
 - i. Full-time Fire Department employees assigned to fire suppression 24-hour shifts receive overtime (1.5x) when working any additional shifts (except trade time) beyond their scheduled work hours and for hours worked greater than 212 hours in a designated work period (established 28-day cycle).

- ii. Paid On Call Fire Department employees receive overtime at 1.5x their regular rate of pay for hours worked greater than 212 hours in a designated work period (predefined and established 28-day cycle).
 3. Fire Department - FLSA Overtime for the work period (predefined and established 28-day cycle) is calculated based on the ***actual hours worked*** (excluding trade time).
 - i. **Actual Hours Worked** - Time off including but not limited to PTO, holiday time-off, disability leave, workers' compensation time off is not included in the overtime worked calculation.
- c. **Minimum Wage Compliance:** Ensuring that all employees are paid at least the applicable minimum wage for their work location.
 1. MI Minimum Wage Rates are reviewed annually and are posted on the Department of Labor Website available on the following webpage:
<https://www.dol.gov/agencies/whd/minimum-wage/state#mi>
 - d. **Recordkeeping Requirements:** Maintaining accurate records of hours worked, wages paid, and other employment conditions as required by the FLSA and other relevant regulations.
 - e. **Social Security Number Privacy Statement:** Protecting the privacy and security of employees' personal information, including Social Security numbers. Social Security numbers will only be collected, used, and disclosed in accordance with applicable laws and company policies. Access to Social Security numbers is restricted to authorized personnel who require this information for legitimate business purposes. Cascade Township employs appropriate safeguards to protect Social Security numbers from unauthorized access, disclosure, or misuse.
 - f. **Anti-Discrimination and Harassment:** Adhering to compensation practices that are designed to prevent discrimination and harassment, ensuring a fair, respectful, and equitable workplace for all employees.
 - g. **Regular Audits and Reviews:** Conducting regular audits and reviews of our compensation practices to ensure ongoing compliance with all applicable laws and to address any disparities or issues that may arise.
 - h. **Transparency and Communication:** Transparency in our compensation practices and will communicate any changes or updates to the compensation policy in a timely and clear manner.

II. At-will Employment Statement

- a. **At-will Employment** - All employees of Cascade Township are at-will employees. At will employment is for an indefinite period and it is subject to termination by the employee or Cascade Township, with or without cause, with or without notice, and at any time.
- b. Nothing in this policy or any other Cascade Township policy shall be interpreted to conflict with or to eliminate or modify in any way, the at-will employment status of Cascade Township employees.
- c. The at-will employment status of an employee may be modified only in a written employment agreement with that employee which is signed by the Township Manager or designee.
- d. Nothing in this policy or the employee personnel manual is intended to constitute a contract of employment, express or implied.

III. FLSA Employment Classifications

- a. **Exempt** - Individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because he or she is classified as an executive, professional, administrative or outside sales employee, and meets the specific criteria for the exemption. Certain computer professionals may also be exempt.
- b. **Non-Exempt Status** - An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.
 1. Fire Department - Cascade Township Fire Department employees who are assigned to a fire suppression 24-hour workday are due overtime for hours worked greater than 212 hours in a work period (designated 28-day cycle) as permitted under FLSA guidelines.

IV. Employee Classifications

- a. **Regular Full-time**—Employed on a regularly scheduled 40-hour basis for an unspecified period.
 1. Full-time employees are eligible to participate in all benefit plans the company offers once eligibility requirements have been met.
 2. Regular Full-time employees are typically scheduled to work 2080 hours in a calendar year (80 Hours Per Pay Period x 26 Pay Periods Per Year).
 3. Fire Department - Full-time Fire Department employees assigned to fire suppression 24-hour shifts are employed on a predetermined rotating shift basis for an unspecified period and work an average of 53 hours per week when calculated on an annual basis.
 - i. Full-time Fire Department employees are also eligible to participate in all benefit plans the company offers once eligibility requirements have been met.
 - ii. Full-time Fire Department suppression employees are typically assigned to work 2756 hours in a calendar year (Average 53 hours per pay period x 26 pay periods per year).
- b. **Reduced Full-time** – Employed on a regularly scheduled basis working 32 to 39.5 hours for an unspecified period. Reduced full-time employment is available on a limited basis based on operational needs of the department served and as approved by the Township Manager. Reduced Full-time employees are paid on an hourly basis for hours worked. Reduced Full-time employees are eligible to participate in all benefit plans the company offers once eligibility requirements have been met.
 1. Benefits such as time off accruals and holiday pay may be prorated.
- c. **Part-time** - Employed on a regularly scheduled basis averaging less than 24 hours per week for an unspecified period.
- d. **Seasonal** – Employed for less than seven months per calendar year and whose period of employment begins at approximately the same time each year.
- e. **Variable Hour** – Employed in a position where hours fluctuate week to week. Work hours are determined based on workload and availability. An employee in this type of position will primarily work during a defined season and may be scheduled to work intermittently during the remainder of the year.

V. Pay Frequency

- a. Cascade Township follows a bi-weekly pay schedule.
- b. Paychecks are issued on the Tuesday that follows the pay period end date.
- c. Each paycheck will include earnings for all work performed through the end of the previous payroll period.
- d. In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay the next workday following a day off.
- e. Employees may have pay directly deposited into their bank or credit union account if they provide advance written authorization to the Township.
- f. Employees receiving an actual paycheck or electing direct deposit will receive an itemized statement of wages each pay period.

VI. Time Sheets

- a. Timesheets are due by 10 A.M. on Friday of each pay period.
- b. All **Non-Exempt Employees** are required to attest to the time worked and time off taken by accurately recording their daily hours and reviewing, approving and submitting their time sheet by the posted deadline each pay period.
- c. Employees who fail to submit their timesheet by the posted deadline may delay their payroll processing until the next scheduled pay period.
- d. Exempt salaries are determined by the position, not the hours worked. Therefore, exempt employees are not required to submit a timecard detailing hours worked; however exempt employees are required to submit a timecard to document PTO used during each pay period.

VII. Overtime Pay / Compensatory Time Earned – Non-Fire / Non-Exempt Employees

- a. On occasion, overtime is necessary to complete a job or satisfy a citizen's needs. The success of the Township depends on providing high quality and timely service to our citizens. Therefore, employees are expected to work overtime when required. Each department head will attempt to give you as much advance notice as possible before overtime is scheduled and will attempt to distribute overtime work as equitably as possible.
- b. Overtime compensation or compensatory time off ("comp time") will be given to all nonexempt employees who work in excess of forty (40) hours during the normal workweek. This overtime compensation will be at one and one-half (1.5x) times the employee's regular hourly rate in the case of overtime pay or one and one-half (1.5x) times the number of hours actually worked in excess of forty (40) hours per week in the case of comp time.

1. Time off including but not limited to PTO, holiday time-off, disability leave, workers' compensation time off is not included in the overtime worked calculation.
- c. Employees who are required to work on the recognized holiday will receive 2x their rate of pay
- d. Parks & Facilities emergency/ off shift coverage who are called in after hours or who are called in to work on the weekend to open parks over their 40-hour regular schedule will be paid at the OT rate of 1.5x and will receive a minimum of 2 hours pay.
 1. The Department Head or designee retains the right to assign additional duties during the minimum two (2) hour call-in period based on operational needs. If the employee is required to work greater than two hours to perform the additional duties, the employee will be paid at the appropriate overtime rate for all hours worked.

VIII. Overtime Pay – Fire Department

- a. All full time Fire Department employees are expected to work reasonable amounts of overtime upon request.
- b. Fire Department full time employees shall be paid time and one-half the employee's straight time hourly rate for all hours worked (including pre-approved training) beyond the employee's regularly scheduled days.
- c. Any full-time employee called back to work for an incident/all-call shall be guaranteed a minimum of one [1] hour of pay.
 1. If the employee is held over from their full-time shift, they will only be paid overtime for the time they were held over.
 - i. Hold over overtime will be calculated in 15-minute increments.

- d. Holiday work – Prevention and Suppression employees will receive overtime pay at 2X their regular hourly rate of pay if they work on a holiday that is outside of their regular assigned shift schedule.
 - 1. Holiday time premiums apply to the regular scheduled shift that falls on the recognized holiday.
 - i. Premium Pay is paid from Shift Start 07:00am to Shift End 07:15am following day on all recognized Fire Department Holidays.
 - ii. Suppression Employees are eligible for 2x overrate if they are held over into the holiday.
- e. Any overtime or compensatory time shall have prior approval and will be filled with Paid On Call personnel before going to full time personnel.
- f. Fire suppression personnel shall refer to the Fire Department Policy Handbook for additional detail regarding overtime compensation.

IX. Shift Substitution – Fire Department

In accordance with the Fair Labor Standards Act of 1938, 'substituting of time' (aka trade time or swap time) is permitted for Fire Protection and Law Enforcement Employees in a Public Agency with NO overtime entitlement for substituted hours.

- a. Shift substitution regulations for public sector Fire Protection employees can be found under 29 CFR §553.31, which specifically state: “where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.”
- b. The following criteria is required for shift substitutions to be permitted.
 - 1. The Fire Department must be a public agency
 - 2. The Fire Department must approve the substitution
 - 3. The substitution must be voluntary. - Substitutions must be “made freely and without coercion, direct or implied” by the employer.
 - 4. The individuals substituting must be employed by the same agency and in the same capacity.

X. Compensatory Time Scheduling and Balances

- a. The scheduling of compensatory time off shall be arranged in advance by the employee with their department head.
- b. A request for use of comp time may be denied or canceled if it would unduly disrupt the Township's operations.
- c. Compensatory time off may be accumulated to a maximum of **eighty (80) hours**.
- d. Compensatory time off balances in excess of forty (40) hours as of December 31st each year shall be paid out in January. After the excess comp time is paid out, balance will be returned to a maximum of forty (40) hours to start the year.
 1. It is Township policy to avoid overtime whenever possible, therefore, hours **in excess of** one's regularly scheduled workday may not be worked without the prior approval of the employee's supervisor or department head.
 2. Time off including but not limited to PTO, holiday time-off, disability leave, workers' compensation time off is not included in the overtime worked calculation.

XI. Compensatory Time - Exempt Employees

- a. Exempt Employees do not earn comp time.
- b. Exempt Employees are often expected to work outside the normal scheduled workday. They may be required to attend early morning or evening meetings in addition to being on duty during normal office hours. Exempt salaries are determined by the position, not the hours worked.
- c. Therefore, exempt employees are not required to submit a timecard detailing hours worked; however exempt employees are required to submit a timecard to document PTO taken during each pay period.
- d. The Department Head or Township Manager may provide flexibility for the work schedule of the exempt employees they supervise on a case-by-case basis determined by workload, and coverage during office hours.

XII. Holidays – General Employees (Excludes Fire Suppression):

- a. Cascade Township will grant paid holiday time off to all full-time employees (except fire suppression), on the holidays listed below:
 1. New Year's Day (January 1)
 2. President's Day
 3. Memorial Day (last Monday in May)
 4. Independence Day (July 4)
 5. Labor Day (first Monday in September)
 6. Veterans Day (November 11)
 7. Thanksgiving (fourth Thursday in November)
 8. Day after Thanksgiving
 9. Christmas Eve (December 24)
 10. Christmas (December 25)
 11. New Year's Eve (December 31)
 12. Floating Holiday (1 Full Day)
- b. Cascade Township will grant paid holiday time off to all eligible nonexempt employees immediately upon assignment to an eligible employment classification.
- c. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have regularly been scheduled to work on that day.
- d. Time off for holidays will not be counted as hours worked for the purposes of determining overtime.
- e. Recognized Holidays / Observed Holidays
 1. For the general employee group (Monday thru Friday schedules):
 - i. A recognized holiday that falls on a Saturday will be observed on the preceding Friday.
 - ii. A recognized holiday that falls on a Sunday will be observed on the following Monday.

2. For full-time reduced employees (32 to 39.5 hours per week), employees will be paid their normal scheduled hours for the holiday.
 - i. I.e. Employees who work 6.5 hours per day, Monday thru Friday as a normal schedule will be paid 6.5 hours for the holiday.
 - ii. Employees who are on a reduced schedule (32 to 39.5 hours per week) and who are not regularly scheduled to work on the recognized holiday do not receive holiday pay for that day.
3. To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless those days have been pre-approved for a paid absence prior to the scheduled holiday (e.g. PTO or other approved leave).
4. If eligible nonexempt employees work on a recognized holiday, they will receive pay at double their straight-time rate for the hours worked on the holiday **in lieu of holiday pay.**
5. Employees will receive the holiday pay premium (2x rate) on the day the Township is closed for the recognized holiday.
 - i. In example, if an employee is scheduled to work the observed holiday on Friday and the actual holiday on Saturday, the employee would only receive the holiday premium for the observed holiday.

XIII. Holidays - Fire Department Suppression Personnel:

- a. Fire suppression personnel, including full-time and paid-on-call firefighters, shall not receive holiday pay but shall receive time and one-half (1.5x) their straight time hourly rate for **hours worked** on the recognized holidays listed below.
- b. Suppression employees who work extra hours outside of their regularly scheduled shift (excluding trade time) will receive overtime pay at 2X their regular hourly rate for hours worked on the holidays listed below.
 1. New Year's Day (January 1)
 2. President's Day
 3. Easter
 4. Memorial Day (last Monday in May)
 5. Independence Day (July 4)
 6. Labor Day (first Monday in September)
 7. Veterans Day (November 11)
 8. Thanksgiving (fourth Thursday in November)
 9. Christmas Eve (December 24)
 10. Christmas (December 25)
 11. New Year's Eve (December 31)
 12. Floating Holiday (1 Full Day)

XIV. Job Factor Analysis

As outlined earlier, Cascade Township used a multi-prong approach to establish base pay that includes market comparison, 10-point factor analysis, and annual cost of living adjustments. The 10-point factor analysis is designed to break down jobs into compensable factors identified during the job analysis to ensure pay equity.

- a. In early 2025 Cascade Township used a 10-Point Factor Tool evaluating the following for each position.
 1. Education and Relevant Experience
 2. Judgement and Independence of Action
 3. Internal and External Relations
 4. Supervisory Responsibility
 5. Job Complexity
 6. Impact of Rights of Others
 7. Technology Use
 8. Impact on Organization
 9. Documentation Concentration / Analytical Responsibilities
 10. Work Environment

- b. Factors were weighted based on the positions impact to the organization. The total points were calculated for each position and based on the point range the positions were placed into one of the corresponding pay grades.
- c. The point factor method is a commonly used quantitative technique that requires an agency to quantify total points for each unique job, determining the impact of the position on the organization and identifying the appropriate pay grade.
- d. Advantages of Using a 10-Point Factor System include:
 - 1. Objectivity: Provides a clear, quantifiable basis for job evaluation.
 - 2. Consistency: Ensures that all jobs are evaluated using the same criteria.
 - 3. Transparency: Used to explain and justify pay decisions throughout the organization.
 - 4. Pay Equity: Detailed analysis is used to ensure pay equity for positions with similar functions and responsibilities.
- e. To provide consistency, the 10-point Factor Analysis will continue to be used when adding new positions to the wage scale or when reclassifying positions due to material changes in the compensable factors.

XV. Wage Scale Structure

Upon completion of the factor analysis and comprehensive wage study, Cascade Township implemented two new wage scales in May 2025 which will be maintained outside of this policy.

- a. General Employee Group Wage Scale - Excludes Fire Department positions except for the Fire Chief which falls under Department Heads on the General Wage Scale.
- b. Fire Department Wage Scale – Includes all Fire Suppression and Prevention positions except the Fire Chief. Separate wage scale required due to the unique nature of the Fire Department’s 24/7 responsibilities and fire suppression’s 24 hour scheduled work assignments.
- c. The wage scales consist of defined pay grades or levels within the wage scale that group similar jobs together.
- d. Each paygrade includes defined steps.
 - 1. The step system provides a structured approach to wage increases, where eligible employees progress through “steps” within the positions pay grade.
 - 2. Each step represents a defined wage increase until the employee reaches the max step of the paygrade.
- e. Grade and step systems provide transparency and predictability
 - 1. Employees can see their potential salary progression, aiding in long-term financial planning.
 - 2. Clear paths for salary growth help reward and recognize employees to remain with the organization.

XVI. Cost-of-Living Increases

Cascade Township is committed to providing fair and competitive compensation to its employees. As part of this commitment, Cascade Township annually reviews and adjust salaries based on changes in the cost of living.

- a. Cost of Living wage scale adjustments apply to all positions covered on both the General and Fire Wage Scale.
- b. Guidelines - Review Frequency
 1. COLA reviews will be conducted annually, typically at the end of the fiscal year.
- c. Determination of COLA Adjustment Calculation:
 1. As of October 2024, Cascade began using the Bureau of Labor Statistics Employment Cost Index (ECI) from the 3rd quarter to determine the COLA adjustment for the following calendar year.
 2. The ECI provides data for adjusting contracts and compensation levels, ensuring that public sector wages and benefits are competitive and keep pace with private sector trends.
- d. Eligibility:
 1. Eligible active employees covered by one of Cascade Township's approved wage scales. Employee must be actively working and in good standing to be eligible for COLA increase.

b. Reclassifying Positions

1. Positions may be reclassified when material changes are made to the job description that significantly impact the compensatory factors.
 - i. Reclassified positions must be reviewed for budget impact prior to the reclassification being approved.
 - ii. Based on the updated / revised job description, the revised position will be refactored to determine their appropriate pay grade. Cascade Township may also obtain and consider comparable community data when determining the appropriate grade placement for reclassified positions.

c. Administrative Changes

- a. Approval Process – Administrative changes (adding positions / removing positions / reclassifying positions) to the approved wage scale require approval by the Township Manager and Human Resources Director. Changes will be effective at the beginning of the next budget year, except in extenuating circumstances.
 1. Notification will also be provided to the Finance Director and the Department Head.

d. Compensation Study / Market Adjustment

In addition to COLA increases, Cascade Township will periodically review the wage scale to ensure market competitiveness and fiscally responsibility. Based on the results of the compensation study, a market adjustment may be warranted.

1. Approval Process – Market Adjustment to the approved wage scale requires approval by the Township Manager, Human Resources Director, and Finance Director.

XVIII. Starting Hourly or Annual Rates - New Hire Rates

- a. New hire employees will be placed at the starting rate for the position.
- b. New hires may be placed at a higher starting rate if their relevant verifiable education and work experience, certifications or licensing **exceeds the minimum requirements of the job description and will fill an identified operational need of the organization.**
- c. New hire rates will be determined based on the job classification and approved pay scale, internal equity, qualifications exceeding the job description requirements.
 1. Recommended new hire placement above step 3 in the appropriate grade requires the Township Manager's approval.
- d. Starting Salary: New employees will be offered a starting salary within the established pay range for their job classification.
- e. Negotiation: Starting salaries may be negotiated within the pay range when qualifications and verifiable related work experience **exceed** the job description minimum requirements or when current market conditions demand a higher starting rate of pay to attract and retain qualified candidates.
 1. Starting salaries that exceed step 3 on approved wage scale must be documented and approved by the HR Director and Township Manager with concurrence of the hiring Department Head.

XIX. Step Increases / Anniversary Increases

- a. Annual anniversary step increases are outlined on the wage scale for each pay grade recognizing employee's loyalty and service.
- b. Step increases are processed annually on the employee's anniversary date for active employees in good standing until the employee reaches the maximum step for the applicable pay grade.
 1. Original step increase anniversary date defaults to the employee's date of hire.
 - a. Step increase anniversary date resets upon promotion to full-time, or promotion to a higher classification.
 - b. Step increase anniversary dates for lateral transfers or reclassifications remain the same as the current position.
 - c. Step increase anniversary dates for demotions (voluntary or involuntary) reset to the date of the new position.
- c. **Max Step of Pay Grade**
 1. Upon reaching the max step of the designated pay grade for the position, step increases will end.
 2. Employees who have reached the max step of the pay grade will continue to be eligible for annual COLA adjustments as applicable wage scale adjustments are implemented.

- a. In extenuating circumstances, the Township Manager may approve one-time lump sum payments for employees who have reached the max step of the designated pay grade in accordance with Section 24 - Merit Increases.

d. Actively working / Good Standing

1. Employees must be actively working and in good standing to be eligible for anniversary step increase.
2. Employees who are off on extended leave (including but not limited to: Family Medical Leave, Short Term Disability, Long Term Disability, Extended Military Leave exceeding two weeks, unpaid leave) will receive their scheduled anniversary increase effective the date they return to work.
 - a. No retro pay is processed.
 - b. Future anniversary increases will return to the regular schedule and be processed on the employee's anniversary date contingent on the employee being active.
3. Employees who are on an active Performance Improvement Plan (PIP) are not eligible for step increases while on the active PIP.
 - a. No retro pay is processed.
 - b. Step increase will be processed upon successful completion of the PIP.
 - c. Future anniversary increases will return to the regular schedule and be processed on the employee's anniversary date contingent on the employee remaining in good standing with no active performance improvement plans in place.

XX. Promotional Pay Rate

- a. Promoted employees will be placed on the appropriate step (Start thru Max Step) which provides a minimum of 5.0% increase over the employee's current rate.
- b. The employee's step anniversary date will reset to the new promotional date.

- c. Management reserves the right to take into consideration the employee's current scheduled anniversary date increase when determining the promotional rate if next scheduled step increase is within 120 days of promotional date.

XXI. Lateral Position Changes

- a. Lateral transfers within the same paygrade will remain at their current rate of pay.
- b. The employee's step anniversary date will remain the same as their current position.

XXII. Reclassified Position – Higher Classification

- a. Reclassification into a higher classification is required when material changes have been made to an employee's existing position warranting a wage increase.
- b. Job descriptions will be updated, and positions may be retitled when warranted.
- c. As outlined in Section 13, a factor analysis will be performed to determine if the changes to the job description warrant a change in classification based on the 10-point factor analysis.
- d. If changes are warranted, the results of the factor analysis will be used to determine the appropriate paygrade. Human Resources may also obtain comparable data from designated communities to validate wage placement during the reclassification process.
- e. Approved reclassifications will be placed at the step in the new paygrade that provides an increase over the employee's current rate of pay.
 1. Reclassifications are based on the work function being performed in the current position; therefore, the employee's step anniversary date will remain the same as their current position.

XXIII. Demotions

- a. **Voluntary Demotions** – Will be placed at the step in the new pay grade that is closest to, but not greater than, the employee’s current rate of pay.
- b. **Involuntary Demotions** - Will be evaluated on a case-by-case basis and placed at the appropriate step in the pay grade as determined by the Township Manager and Human Resources Director.
- c. In the case of voluntary and involuntary demotions, the employee’s step anniversary date will reset to the effective date of the new position.

XXIV. Benefit Eligibility

Cascade Township offers a competitive benefit package to all full-time and reduced full-time employees (32 hours per week or greater).

- a. Benefit eligibility is governed by the official plan documents for full-time and reduced full-time employment classifications.
 - 1. Medical, dental and vision coverage begin on date of hire.
 - i. Medical, dental and vision end on date of termination.
 - 2. MERS Retirement Plan Eligibility, Life Insurance, Short-Term and Long-Term Disability become effective 90 days after date of hire.
 - i. Retirement Benefits, Life Insurance, Short-Term and Long-Term Disability end on date of termination.

XXV. Merit Increases

Annual merit increase reviews were eliminated in June 2025 with the implementation of the new wage scales which now includes the starting step with 8 scheduled step increases to reach the maximum.

- a. Due to the complex Township operations, it is recognized that a limited number of Merit increases may be warranted to adhere to specific employment contract language, to address a critical skills shortage, or for extenuating and unforeseen circumstances. In such cases, the Township Manager and/or Township Board reserve the right to approve **lump sum** merit increases when circumstances warrant.
- b. The request to issue a lump sum Merit increase and the approval process will be officially documented and a copy of all relevant justification including rationale and approval, will be forwarded to the Human Resources Director for final review and placement in the employee's personnel file for auditing purposes.

XXVI. Temporary Interim Assignments

From time-to-time employees may be required to work outside of their regular classification due to extended leaves, vacancies, or other extenuating circumstances.

- a. When officially approved to serve in a higher capacity for an extended period of time, employees will be stepped up into the appropriate classification.
- b. Employees will be placed at the appropriate step in the higher classification that provides a minimum of a 5.0% increase over their current rate of pay.
- c. Temporary assignments must be pre-approved by Township Manager and Human Resources Director.
- d. Temporary Interim job titles and pay rates will be updated in the payroll and timekeeping system for tracking purposes and to be included in the payroll processing.
- e. Employees do not receive temporary interim assignment pay when shadowing an incumbent for training or development purposes.

XXVII. Overpayments

Cascade Township is committed to ensuring accurate and timely payment of salaries to its employees. In the event of an overpayment, the organization will take appropriate steps to rectify the situation in a manner that is fair and transparent.

a. Definitions:

1. **Overpayment:** Any payment made to an employee that exceeds the amount they are entitled to receive under their employment contract or organizational policies.
2. **Payroll Adjustment:** The process of correcting an overpayment by adjusting future payroll amounts or requesting repayment from the employee.

b. Guidelines:

1. Identification of Overpayment:

- i. Overpayments may be identified through regular payroll audits, employee reports, or other means.
- ii. Employees are required to report any suspected overpayments to the Human Resources Department immediately.

2. Notification:

- i. Upon identification of an overpayment, the Human Resources Department will notify the affected employee in writing, detailing the amount of the overpayment and the circumstances leading to it.
- ii. The notification will include a proposed plan for repayment or adjustment.

3. Repayment Options ~ Employees may choose to repay the overpayment through one of the following methods:

- i. **Lump Sum Repayment:** The employee can repay the full amount of the overpayment in a single payment.
- ii. **Payroll Deduction:** The overpayment can be deducted from future payroll amounts over a period agreed upon by the employee and the organization.
- iii. **Other Arrangements:** Alternative repayment arrangements may be considered on a case-by-case basis.

4. Dispute Resolution:

- i. If an employee disputes the overpayment or the proposed repayment plan, they may request a review by the Human Resources Department.
- ii. The review process will involve a thorough examination of payroll records and any relevant documentation.

5. Impact on Taxes and Benefits:

- i. Any adjustments to payroll due to overpayments will be reflected in the employee's tax withholdings and benefits calculations.
- ii. The Human Resources Department will ensure that all necessary corrections are made to maintain compliance with tax regulations and benefits policies.
- iii. All information related to overpayments and repayment arrangements will be handled with strict confidentiality to the extent permitted by law.
- iv. Only authorized personnel will have access to details regarding overpayments.
- v. The Human Resources Department is responsible for identifying overpayments, notifying affected employees, and managing repayment processes.
- vi. The Human Resources Department is responsible for handling disputes and ensuring compliance with this policy.

XXVIII. Payroll Deductions

Cascade Township is committed to providing accurate and timely payment of wages to its employees. As part of this commitment, the organization will make necessary deductions from employee salaries in accordance with legal requirements and organizational policies.

- a. All deductions will be made in compliance with applicable federal, state, and local laws.
- b. All information related to payroll deductions will be handled with strict confidentiality to the fullest extent permitted by law.
- c. Only authorized personnel will have access to details regarding deductions.
- d. The Human Resources Department is responsible for processing all payroll deductions and maintaining accurate records.
- e. The Human Resources Department will work with the employee to resolve any disputes and to ensure compliance with this policy.
- f. **Guidelines:**

- 1. Mandatory Deductions:**

- i. *Federal, state, and local income taxes.*
- ii. *Social Security and Medicare (FICA) contributions.*
- iii. *Any other deductions required by court order. (i.e. Friend of the Court, Wage Garnishments and Tax Levies, etc.)*
- iv. *Required pension contributions (if applicable)*
- v. *Required healthcare, dental and vision insurance contributions (if applicable)*

- 2. Voluntary Deductions:**

- i. Employee additional contributions to retirement plans (e.g., 401(k), pension plans).
- ii. Excess Life and disability insurance premiums.
- iii. Charitable donations.
- iv. Other voluntary deductions authorized by the employee.

- 3. Involuntary Deductions:**

- i. Repayment of salary overpayments.

g. Authorization for Voluntary Deductions:

1. Employees must provide written authorization for any voluntary deductions.
2. Authorization forms must be completed and submitted to the Human Resources Department.
3. Employees may modify or revoke their authorization for voluntary deductions at any time by providing written notice.
4. Authorized changes to voluntary deductions will be processed as soon as possible and in accordance with IRS Guidelines and plan documents (if applicable).
5. Most changes will typically be made by the next scheduled payroll

h. Notification of Deductions:

1. Employees will be notified of any deductions made from their salary through their pay stubs or payroll statements. Detailed information about the amount and purpose of each deduction will be provided.
2. Human Resources will make reasonable attempt to notify employees in advance when new court ordered deductions are received.
3. Human Resource shall comply with all court ordered deductions until a revised court order is received modifying the previous request.
4. If the employee contest a court order, it is the employee's responsibility to contact the court and facilitate having a corrected court order sent to Cascade Township.

i. Dispute Resolution

1. If an employee disputes a deduction, they may request a review by the Human Resources Department.
2. The review process will involve a thorough examination of payroll records and any relevant documentation.
3. Any errors identified will be corrected promptly.

XXIX. Building Closing

At times, emergencies such as severe weather, fires, power failures, can disrupt township operations. In extreme cases, these circumstances may require the closing of the township administrative functions.

- a. Employees will be notified of building closures through official communication channels, including communication from the Township Manager, Human Resources, department head or designee. Notification may come via email, phone, text message and/or the organization's intranet. Notifications will include the expected duration of the closure and any specific instructions for employees.

- b. When the decision to close is made AFTER the workday has begun, employees will receive official notification from their department head. In these situations, time off from scheduled work will be paid.
- c. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with the Township Manager's approval, employees may use available paid leave time, such as unused PTO or floating holiday benefits.
- d. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused PTO or floating holiday benefits.
- e. Employees in essential operations {e.g. Fire Department) may be required to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.


XXX. Compliance

- a. This policy will be implemented in compliance with applicable federal, state, and local laws and regulations.
- b. The Human Resources Department is responsible for ensuring compliance with this policy and for addressing any questions or concerns from employees.
- c. Increase Amount: Reclassification increases will be determined based on the new job classification's pay range.
- d. This policy is designed to operate in conjunction with all other Cascade Township approved policies. In the event of any discrepancy between this policy and another approved policy, the following steps should be taken:
 - 1. Identify the Discrepancy: Document the specific areas where the policies conflict, including the relevant sections and the nature of the discrepancy.
 - 2. Notify Human Resources: Inform Human Resources about the identified discrepancy.
 - 3. Review and Analysis: Human Resources will review the conflicting policies to understand the implications and determine the appropriate course of action. This may involve consulting with legal experts or other relevant stakeholders.
 - 4. Develop a Resolution Plan: Based on the review, a plan will be developed to resolve the discrepancy. This may include revising one or both policies, providing additional guidance, or implementing temporary measures.
 - 5. Implement the Resolution: Execute the resolution plan promptly to ensure consistency and compliance across all policies.
 - 6. Monitor and Review: After implementing the resolution, monitor the situation to ensure the discrepancy has been effectively addressed and prevent similar issues in the future.

XXXI. Review and Updates

- a. Annual Review: The compensation policy will be reviewed annually to ensure it remains competitive and compliant with legal requirements.
- b. Updates: Necessary updates will be made based on market trends, legal changes, and organizational needs.

April 1, 2025



Wage Study Cascade Township

Final Report Wage Study for Cascade Township

Submitted by:

Kerreen Conley, Principal

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Cascade Township expressed an interest in utilizing an experienced compensation consultant in conducting a wage study. The project included comparing Cascade Township wages for the following positions:

- Account Clerk II
 - Administrative Assistant/Front Desk Clerk
 - Assessing Technician
 - Assessor
 - B & G Worker
 - B & G Supervisor
 - Building + Inspection Services Director
 - Building Inspector
 - Chief Inspectors (Bldg., Plumbing, Mechanical)
 - Communication Coordinator (Part-time)
 - Community Planning Director
 - DDA Manager
 - Deputy Assessor
 - Deputy Clerk
 - Director of Human Resources
 - Election Specialist (PT)
 - Executive Office Assistant
 - Finance and Budget Director
 - Parks & Facilities Director
 - Parks / Facilities Coordinator
 - Permit Manager
 - Residential Appraiser
 - Senior Accountant
 - Township Engineer
 - Township Manager
 - Treasury Services Manager
 - Zoning Administrator
- Fire Prevention/ Suppression Positions:**
- Firefighter EMT
 - Fire Inspector
 - Fire Lieutenant
 - Fire Marshal
 - Fire Captain
 - Deputy Fire Chief
 - Fire Chief

The objective of the final report is to provide the information necessary to allow Cascade to comprehensively evaluate employee base salaries against benchmark comparisons using current relevant data. The resulting compensation report will enhance the organization's ability to recruit, retain, and motivate quality employees. To accomplish this, Rehmann representatives met with the Township Manager and Human Resources Director multiple times throughout the project to:

1. Understand the history behind the existing wage scale.
2. Identify challenges of the existing wage scale.
3. Ensure Rehmann has a solid understanding of the specific duties and responsibilities of each position included in the study, based on the job descriptions provided by Cascade Township and recommended updates provided during the Job Analysis Questionnaire Process.
4. Identify three comparables for each position.
5. Identify which Department Heads / Supervisors would be interviewed as part of the compensation study.
6. Validate wage comparisons.
7. Present the survey data in a comprehensive and useful manner.
8. Complete a 10-Point Factor Analysis on Each Position.

9. Review 10-Point Factor Tool, Worksheets and Factor Analysis Summary for Identified Positions.
10. Provide 10-Point Factor Tool for Cascade to utilize when evaluating new positions moving forward.

In summary, it was the intention to gather extensive comparable data, summarize this data in a meaningful way and use the results to develop recommendations for updating the wage scales for Cascade Township.

EXECUTIVE SUMMARY

Project Description & Methodology

Cascade Township requested the assistance of Rehmann for a comprehensive wage survey. The findings of the wage survey will help Cascade Township recruit and retain highly qualified and competent staff within an internally equitable and competitive market.

Cascade Township identified the following positions to be included in the scope of this project:

- Account Clerk II
 - Administrative Assistant/Front Desk Clerk
 - Assessing Technician
 - Assessor
 - B & G Worker
 - B & G Supervisor
 - Building + Inspection Services Director
 - Building Inspector
 - Chief Inspectors (Bldg., Plumbing, Mechanical)
 - Communication Coordinator (Part-time)
 - Community Planning Director
 - DDA Manager
 - Deputy Assessor
 - Deputy Clerk
 - Director of Human Resources
 - Election Specialist (PT)
 - Executive Office Assistant
 - Finance & Budget Director
 - Parks & Facilities Director
 - Parks / Facilities Coordinator
 - Permit Manager
 - Residential Appraiser
 - Senior Accountant
 - Township Engineer
 - Township Manager
 - Treasury Services Manager
 - Zoning Administrator
- Fire Prevention/ Suppression Positions:**
- Firefighter EMT
 - Fire Inspector
 - Fire Lieutenant
 - Fire Marshal
 - Fire Captain
 - Deputy Fire Chief
 - Fire Chief

Kick Off Meeting

To begin the project, a kickoff meeting was held with the Township Manager, the Human

Resources Director and Rehmann to review project methodology.

After the kickoff meeting, the project began with the review of the current job descriptions, completion of job analysis questionnaire (JAQ) process, interviews with identified department heads / supervisory staff, review of current wage scales and identification of the comparable communities to be used in the market study.

Step 1. Job Descriptions Evaluated

Cascade's existing job descriptions were reviewed and placed into a matrix identifying the following for each position:

1. Current Pay Grade
2. Reports To
3. Education Requirement
4. Experience Requirements
5. Licensing / Certification Requirements
6. Supervisory Duties
 - a. Positions Supervised – Direct / Indirect
7. FLSA Classification
8. Required versus Preferred Requirements

Step 2 - Job Analysis Questionnaire (JAQ) Process Completed

In conjunction with the job description review process, each employee was asked to review their current job description and complete a Job Analysis Questionnaire to ensure the following items listed on the job description were current:

1. The broad statement of responsibilities accurately reflects the functions of the position.
2. Essential functions listed were current.
3. Minimum environmental expectations were accurately reflected on the Job Description
4. Minimum physical expectations were accurately reflected on the Job Description
5. Any significant recommended changes were noted.

After the employee's completed the JAQ, Supervisors were required to review and approve any requested changes to ensure they agreed with changes before forwarding to the HR Director for final review and approval.

Copies of the completed, approved forms were then forwarded to Rehmann to be evaluated in relation to the job description requirements.

Recommendation - Job Descriptions should be formally updated with all approved changes as listed on the Job Analysis Questionnaire.

- More Specific job descriptions revisions will be recommended later in the report.

Step 3 - Interviews with Supervisory Staff

In addition to meeting with the Township Manager and Human Resources Director, Rehmann also met individually with 9 members of the Supervisory Team to gain their perspective as related to Cascade's compensation, employee values and competitiveness to recruit and retain qualified candidates.

Individuals interviewed were cooperative and candid in their responses offering insight into current challenges while sharing their recommendations and discussing different options. All suggestions were considered and several of the recommendations were incorporated into the recommended wage scales.

Recommendation - Prior to implementation, meet with all department heads to thoroughly explain the rollout process.

- Consider including an all-staff meeting or communication to explain the changes. With the recommendation to eliminate the current merit-based increase process and incorporating additional annual step increases up to Step 8 – MAX, it is important that employees all have the same opportunity to hear one consistent message related to implementation date for the new wage scale, placement on the recommended wage scale, etc.
- Ensuring that the Department Heads understand the changes and support the changes during the implementation process and beyond is critical to the success of the rollout of the revised wage scales.
- As will be discussed in more detail later in this report, updating the employee handbook and creating supporting pay policies will also be critical to the successful roll-out of the new wage scale while ensuring consistent and transparent compensation practices.

Step 4 – Evaluation of current Wage Scale

Evaluation of the current wage scale identified several discrepancies that need to be addressed for pay transparency and pay equity purposes.

1. Firefighter EMT, Fire Lieutenant, Fire Captain are listed on the current annual wage scale; however, based on an annual work schedule of 2756 hours the annual rates for these three positions do not fall within the stated pay ranges.
2. Fire Inspector and Fire Marshal are listed on the annual wage scale however the annual rate for these two positions have been calculated differently than the traditional 2080-hour employee; therefore, the annual rates for these two positions do not fall with the current stated pay ranges for the respective grades.
3. Several positions, including the department heads are out of alignment based on education, experience, job responsibility and essential functions of the position.
4. Inconsistent number of designated steps for each grade before moving into the current merit- based increase range.

Wage Scale Effective 1/1/2025 illustrates that designated annual steps differ by grade under the current wage scale.

CASCADE 2025 Annual Rates									
Grade	Min - Step	Step 2	Step 3	Step 4	Step 5	Column	Maximum - Step	Spread	
1	40,355.00	\$ 42,126					\$ 54,210	34.33%	
2	44,815.00	\$ 46,826					\$ 60,642	35.32%	
3	48,750.00	\$ 50,870	\$ 53,012				\$ 65,910	35.20%	
4	52,094.00	\$ 54,390	\$ 56,685				\$ 70,479	35.29%	
5	61,035.00	\$ 63,702	\$ 66,413				\$ 82,546	35.24%	
6	64,424.00	\$ 67,222	\$ 70,108	\$ 72,928			\$ 87,159	35.29%	
7	75,595.00	\$ 78,917	\$ 82,284	\$ 85,585			\$ 102,309	35.34%	
8	83,421.00	\$ 87,159	\$ 90,832	\$ 94,461			\$ 112,758	35.17%	
9	89,586.00	\$ 93,542	\$ 97,499	\$ 101,456	\$ 105,435		\$ 121,196	35.28%	
10	111,993.00	\$ 116,933	\$ 121,896	\$ 126,793	\$ 131,777		\$ 151,517	35.29%	

5. Inconsistent percent change between grades.

Wage Scale Effective 1/1/2025 illustrates that designated increases between pay grades differ by grade under the current wage scale.

Current Pay Grade Differential - Annual Rate									
Grade	Min - Step	Step 2	Step 3	Step 4	Step 5	Column	Maximum - Step	Spread	
1									
2	11.05%								
3	8.78%								
4	6.86%								
5	17.16%								
6	5.55%								
7	17.34%	17.40%	17.37%	17.36%					
8	10.35%	10.44%	10.39%	10.37%					
9	7.39%	7.32%	7.34%	7.41%					
10	25.01%	25.01%	25.02%	24.97%	24.98%				

Recommendation - Based on review of the current wage scale, revised wage scale needs to be transparent, competitive and equitable. Recommendation is to separate the Fire Department positions out onto a separate Fire Wage Scale (except for the Fire Chief position which falls under department heads on the general wage scale).

Step 5. Identification of Comparables

Based on Cascade’s structure the following comparables were used.

<ul style="list-style-type: none"> ⊗ Account Clerk II ADA Twp Holland Twp Plainfield Twp ⊗ Administrative Assistant/Front Desk Clerk ADA Twp Holland Twp Plainfield Twp ⊗ Assessing Technician ADA Twp Kentwood (City) Wyoming (City) ⊗ Assessor ADA Twp Kentwood (City) Plainfield Twp ⊗ B & G Maintenance Worker ADA Twp Byron Twp Plainfield Twp ⊗ B & G Supervisor Byron Twp Grand Haven Twp Plainfield Twp ⊗ Building Inspector Byron Twp Grand Haven Twp Grand Rapids (City) Wyoming (City) ⊗ Communication Coordinator (Part-time) Grand Rapids (City) Plainfield Twp Wyoming (City) ⊗ Community Planning Director ADA Twp Grand Haven Twp Holland Twp ⊗ DDA Manager ADA Twp Wyoming (City) ⊗ Deputy Assessor Grand Rapids (City) Kentwood (City) Wyoming (City) 	<ul style="list-style-type: none"> ⊗ Deputy Clerk ADA Twp Holland Twp Plainfield Twp ⊗ Director of Human Resources Grand Haven Twp Wyoming (City) ⊗ Director of Inspections Grand Haven Twp Grand Rapids (City) Kentwood (City) Wyoming (City) ⊗ Executive Office Assistant ADA Twp Grand Rapids (City) Wyoming (City) ⊗ Finance & Budget Director Grand Haven Twp Holland Twp Plainfield Twp ⊗ Parks & Facilities Director ADA Twp Byron Twp Plainfield Twp ⊗ Parks / Facilities Coordinator ADA Twp Byron Twp Grand Haven Twp ⊗ Permit Manager Caledonia Twp Grand Rapids (City) Wyoming (City) ⊗ Planning Admin Assistant ADA Twp Caledonia Twp Grand Haven Twp Holland Twp ⊗ Residential Appraiser ADA Twp Kentwood (City) Plainfield Twp ⊗ Senior Accountant ADA Twp Holland Twp Plainfield Twp 	<ul style="list-style-type: none"> ⊗ Township Engineer Delta Township Wyoming (City) ⊗ Township Manager ADA Twp Holland Twp Plainfield Twp ⊗ Treasury Services Manager ADA Twp Grand Haven Twp Grand Rapids (City) Wyoming (City) ⊗ Zoning Administrator ADA Twp Caledonia Twp Grand Haven Twp Holland Twp 	<ul style="list-style-type: none"> ⊗ Deputy Fire Chief Kentwood Plainfield Township Wyoming ⊗ Fire Captain Kentwood Plainfield Township Wyoming ⊗ Fire Chief Grandville Kentwood Plainfield Township Wyoming ⊗ Fire Inspector Kentwood Plainfield Township Wyoming ⊗ Fire Lieutenant Grandville Kentwood Plainfield Township Wyoming ⊗ Fire Marshal Grandville Kentwood Wyoming ⊗ Firefighter Grandville Kentwood Plainfield Township Wyoming
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When selecting comparables, we identified other public sector organizations that are similar in size, industry, geographic location. Alternate comparables were used if no data was available for the initial agencies identified.

Step 6. Data Gathering and Comparable Analysis

To secure information, data was requested directly from each of the communities through a Freedom of Information request. Multiple communities requested an extension which delayed the information by an additional 10 business days.

FOIA requests were submitted to obtain the comparable agencies:

1. Job descriptions
2. Bargaining unit contracts – if unionized
3. Pay scales
4. Pay policies
5. Org Charts – If available
6. Payroll Census information

In addition to the local comparable data, Rehmann also pulled market benchmarks for identified positions as an additional data reference point.

Data was organized and analyzed to allow for further comparison - a summary of the comparables for both the general group and the fire department are included in the exhibits.

1. Exhibit A – General Group Comparison Summary
2. Exhibit B – Fire Department Comparison Summary
 - a. *Fire Chief is under Department Head – Grade 17 on General Wage Scale*

This wage study reviewed Cascade’s current compensation structure as compared to the identified comparables to identify any disparities or areas for improvement. Comparables used in this study were reviewed and mutually agreed upon during the scheduled touch base meetings held between Cascade Township and Rehmann throughout the project.

Step 7. Ten (10) Point Factor Analysis

In addition to obtaining and evaluating comparable wages, Rehmann also completed a 10-Point Factor Analysis on the surveyed positions. The Point Factor Analysis is a structured and defined approach to job evaluation that breaks down jobs into compensable factors (i.e. education, experience, skill level, effort, responsibility, and working conditions) and assigns points to each factor based on its importance to the job and the organization. A ten (10) Point Factor Tool was used to analyze the current job descriptions and to evaluate the supplemental responses received during the Job Analysis Questionnaire process.

The 10-Point Factor System used for Cascade Township included the following identified factors each with different weighting based on the factors impact to the position and organization:

1. Education and Relevant Experience
2. Judgement and Independence of Action
3. Internal and External Relations
4. Supervisory Responsibility

5. Job Complexity
6. Impact of Rights of Others
7. Technology Use
8. Impact on Organization
9. Documentation Concentration
10. Work Environment

Using the 10-Point Factor Tool, each of the identified positions were evaluated, and points were assigned based on each of the factors. Factors were weighted based on their significance to the organization. The total points were calculated for each position and based on the point range the positions were placed into one of the corresponding pay grades. There are a total of 19 recommended pay grades to correspond with the 10-Point Factor Tool. Positions with higher point totals fall into higher pay ranges.

The point factor method is a commonly used quantitative technique that requires an agency to quantify total points for each unique job, determining the impact of the position on the organization and helping to identify the appropriate pay grade. Advantages of Using a 10-Point Factor System include:

1. **Objectivity:** Provides a clear, quantifiable basis for job evaluation.
2. **Consistency:** Ensures that all jobs are evaluated using the same criteria.
3. **Transparency:** Makes it easier to explain and justify pay decisions to employees.
4. **Defensible:** Detailed analysis can be used as a defense against pay equity claims.

The Point Factor Analysis is designed to break down jobs into compensable factors identified during the job analysis. Based on the results of the point factor process, positions are placed into the appropriate paygrade. The point factor process should be treated as a confidential tool or testing system to be used by Human Resources. Keeping the Point Factor Tool confidential is crucial for several reasons including the following:

1. Preventing Bias and Manipulation when Assigning Pay Grades
2. Maintaining Fairness When Assigning Pay Grades
3. Ensuring Consistency when Assigning Pay Grades
4. Protecting Organizational Compensation Strategy

Confidentiality helps ensure that the evaluation process is consistent across all departments and roles. It prevents any external influence or pressure that could affect the objectivity of the evaluations. By keeping the point factor tool confidential, organizations can maintain the integrity, fairness, and effectiveness of their compensation systems.

Utilizing a 10-Point Factor System that corresponds with a 19-pay grade wage scale provides a structured and fair compensation plan that promotes fairness and consistency to align with Cascade's compensation philosophy.

Recommendation - The 10-Point Factor System is based on the minimum requirements as listed on the approved job description. It is important to note that the Point Factor is based on the position itself and not the incumbent(s) in the position. The 10-Point Factor Analysis and market comparable study outlined in Steps 7 and Step 8 of the wage survey identified the following positions that were out of alignment.

Planning Administrative Assistant - New Job Description and Retitle

The current job description, qualifications and essential functions did not align with current functions being performed. A new position, Planning Specialist will be added. A new job description will be created to accurately reflect the functions of the position.

- After the job description is created, the position should be factored to confirm the appropriate grade. The incumbent should be reclassified accordingly.

Parks + Facilities Maintenance Technician (previously titled Building and Grounds Worker) – Additional Level

- The Compensation study found the Parks + Facilities Technician payrate fell behind the comparables, this was also supported by the interview with the Parks + Facilities Director.
- Creating a Parks + Facilities Tech I and Parks + Facilities Tech II position will provide career progression and compensate the incumbents who are working at the higher-level addressing pay equity and compression concerns.
- Providing appropriate compensation for employees working at higher levels is crucial for maintaining motivation and retaining top talent.
 - Parks + Maintenance Tech II position will have increased requirements and higher-level responsibility.
- Two separate job descriptions will exist for the Level I and Level II positions.

Account Clerk – Additional Level

- Based on operational needs of the department, recommend creating an additional Level for Account Clerk to equitably compensate for higher level functions that are needed.
- Account Clerk I and Account Clerk II position will enhance operations while allowing for career progression to assist in retaining qualified individuals in the position.
- Account Clerk II position will have increased requirements and higher-level responsibility.
- Two separate job descriptions will exist for the Level I and the Level II positions.

See next page for additional recommendations.

Recommendations (Continued):**Pay Equity**

Equal pay for equal work is a fundamental principal of any compensation system ensuring that individuals performing the same or substantially similar work receive the same compensation regardless of age, gender, race or any other protected characteristics. Key elements of pay equity include skill, effort, responsibility, job qualifications and internal and external impact to the organization.

- **Department Heads**

- Current scale has department heads inconsistently placed within three different pay grades.
- All department heads are part of the Leadership Team and based on job description criteria, and the 10-Point Factor Analysis that evaluated factors including education and experience, supervisory responsibilities, internal and external impact to the organization and pay equity, the recommendation is that department heads should be classified within the same pay grade due to the impact each of the department heads have within Cascade's existing organizational structure.

- **Additional Positions**

- The compensation study also found that the following positions should have pay parity to ensure pay equity and the recommendation is to place these positions within the same grade:
 - Deputy Clerk and Treasury Services Manager should be in the same pay grade
 - Parks + Facilities Foreman and Parks + Facilities Coordinator should be in the same pay grade.
 - Revisions to Parks + Facilities Job Description Needed
 - Revision to the job description is required based on the how the functions of the position have evolved over the years.

Qualifications and Compensation out of Alignment

- Permit Manager - Based on the job description requirements and the essential functions of the position the Permit Manager is currently placed at a higher paygrade then is supported by the Factor Analysis and the comparables; therefore, to bring this back into alignment this position is being recommended for Pay Grade 6 on the new wage scale.

See next page for additional recommendations.

Recommendations (Continued):**Compression**

- Wage compression was found among several Fire Department positions. Wage compression, also known as salary or pay compression, occurs when there is a small difference in pay between employees regardless of their skills, experience, tenure or impact of the position within the organization.
- Wage Compression can lead to dissatisfaction among long-serving firefighters who feel undervalued compared to newer recruits. This issue can also affect the pay differences between ranks, where lower-ranking personnel could earn more than their higher-ranking counterparts reducing the incentive to promote to leadership positions.
- To address wage compression, we are recommending the Fire Department have its own dedicated wage scale for Fire related positions (with exception of Fire Chief which remains classified with the department heads on the general wage scale). Wage differentials will then be applied between the established Fire Department ranks, as detailed later in this report to address pay compression concerns.

Step 8 - Defined Cascade's Compensation Philosophy:

- a. After meeting with the Township Manager and Human Resources Director and gaining a comprehensive understanding of Cascade's principles and values that guide compensation decisions, the findings of this study confirmed that Cascade strives to attract the best candidates by offering salaries that are above the comparable market rate based on experience, education, certifications, performance and the expectations of the community being served.

Recommendation – Based on the identified Compensation Philosophy, the recommended wage scale is structured with Step 4 of each grade on the wage scales targeting 3.0% above the average of the identified comparables midpoint.

- The initial transition to the new wage scale targets placing individuals at a competitive step while allowing for future progression through the steps on their anniversary date.
- Individuals with less than 4 years of time in position were placed at the appropriate grade and step on the new wage scale based on actual time in position, unless their current rate was higher than that step.
 - If current rate was higher, the individual was placed at the next step in the pay grade that provided an increase over their current rate.
- Individuals with 4 or more years of time in position were placed on the new wage scale at a minimum of Step 4 of the appropriate grade or if their current rate was higher, they were placed at the step that was closest to but no lower than their current rate.
- This approach allowed for competitive placement on the new wage scale for the initial transition year. Anniversary Date progression through the steps will begin after the May 1st implementation.

Step 9 - Development of Revised Recommended Wage Scales

- a. Recommend moving from one organization wide grade scale to two grade scales with the Fire Department being carved out from the other Township Departments.

1. General Group Wage Scale

- a. Incorporating 19 Pay Grades
 1. The 19-grade wage scale aligns with the corresponding 10 Point Factor Analysis System.
- b. Placed positions within appropriate grade using results of the comparable market survey and the 10-Point Factor Analysis completed for all identified positions.
- c. Grades 1 thru 15 are built with a 6% difference between each grade.
 1. The scheduled anniversary rate step increases (start plus 8 additional step increases) provide 4.0% increase between each step.
 2. The spread for each pay grade from the starting rate to Step 8 (Max) is 36.86%.
- d. Grades 16 thru 18 are designed with 9% difference between each grade.
 1. The scheduled anniversary rate step increases (start plus 8 additional step increases) provide 4.0% increase between each step.
 2. The spread for each pay grade from the starting rate to Step 8 (Max) is 36.86%.
- e. Grade 19 is reserved for Township Manager.
 1. Grade 19 reserved for Township Manager to allow Board flexibility when establishing initial pay rate based on experience, COLA increases, anniversary increases, or merit increases (if applicable and approved by Township Board).
 2. Township Manager may continue to follow COLA increases, and 4% anniversary increases like the remainder of the General Group unless otherwise dictated by the Board based on meeting stated objectives.
- f. Promotional Rates
 1. Recommendation to establish promotional rate at the start of promotional grade or advances to the step that provides minimum 5.00% increase over current rate if the start rate is less than 5% percent increase over current rate to avoid pay compression and encourage career advancement.
- g. Cost of Living Increases
 1. Wage scale be increased annually to correspond with the current Cost-of-Living increase established process.
- h. Additional Wage Scale Adjustments
 1. The wage scale is a living document that may require additional adjustments to the wage scale as needed when new positions are added, existing positions are reclassified, or as market demands for hard to fill positions.
 2. Changes to the recommended wage scale should be done in a consistent manner in accordance with the Compensation Policy (to be developed).
 3. Changes should be time stamped with effective date and well documented for future reference if/when needed.
 4. The recommendation is complete a formal wage study every 3 to 5 years to ensure Cascade can adjust for market demands and retain a competitive wage scale.

2. Fire Department Wage Scale

- a. Implementation of separate wage scale for Fire Positions with exception of the Fire Chief which falls under the department heads on the general wage scale.
- b. Establishing Firefighter EMT as base position with established differentials between ranks as follows:
 1. Fire Inspector – Starting step placed at 8% Higher than Step 4 of Firefighter EMT
 2. Fire Lieutenant – Starting step placed 8% Higher than Step 4 of Firefighter EMT
 3. Fire Marshal – Starting step placed 16% Higher than Step 4 of Firefighter EMT
 4. Fire Captain – Starting step placed 16% Higher than Step 4 of Firefighter EMT
 5. Deputy Fire Chief – Starting Step placed 24% Higher than Step 4 of Firefighter EMT
 6. Fire Chief – Wages as outlined under General Scale for Department Heads
- c. To avoid compression, promotional rate placed at start of promotional grade or advances to step that provides a minimum of a 5.00% increase over current rate.
- d. Fire hourly rates are calculated based on Annual Rate / Annual Hours unless otherwise noted on the approved wage scale
- e. Separate wage scale is being recommended for Fire to ensure wages are transparent based on the annual scheduled work hours.
 1. The following Fire Department positions are scheduled for 2756 Hours Annually.
 - Firefighter EMT
 - Fire Lieutenant
 - Fire Captain
 2. The following Fire Department positions are scheduled for 2080 Hours Annually.
 - Fire Inspector
 - Fire Marshal
 - Deputy Fire Chief
 - Fire Chief
- f. The scheduled anniversary rate step increases (start plus 8 additional step increases) provide 4.0% increase between each step.
- g. The spread for each pay grade from the starting rate to Step 8 (Max) is 36.86%.

Recommendation – Consider incorporating pay scale changes based on summary provided below.

General Group Wage Scale Recommendations

- Incorporate 19 Pay Grades
- Place positions within appropriate grade using results of the comparable market survey and the 10-Point Factor Analysis.
- Grades 1 thru 15 structured with 6% difference between each grade
 - Scheduled steps provide 4% increase between each step
- Grades 16 thru 18 structured with 9% difference between each grade
 - Scheduled steps provide 4% increase between each step
- Grade 19 is reserved for Township Manager
 - Township Manager may continue to follow COLA increases, and 4% anniversary increases similar to the General Group unless otherwise dictated by the Board for meeting stated objectives.
- Promotional rate placed at start of promotional grade or advances to step that provides minimum 5.00% increase over current rate (whichever is greater).
- Wage scale be increased annually to correspond with the Cost-of-Living increases.
- Permit additional adjustments to the wage scale as needed when new positions are added, existing positions are reclassified, or as market demands for hard to fill positions.
- Conduct formal wage study every 3 to 5 years.

Fire Department Wage Scale

- Implementation of separate wage scale for Fire Positions with exception of the Fire Chief which falls under the Department Heads.
- Establishing Firefighter EMT as base position.
- Incorporating differentials to the Firefighter EMT position as follows:
 - Fire Inspector – Starting step placed at 8% Higher than Step 4 of Firefighter EMT
 - Fire Lieutenant – Starting step placed 8% Higher than Step 4 of Firefighter EMT
 - Fire Marshal – Starting step placed 16% Higher than Step 4 of Firefighter EMT
 - Fire Captain – Starting step placed 16% Higher than Step 4 of Firefighter EMT
 - Deputy Fire Chief – Starting Step placed 24% Higher than Step 4 of Firefighter EMT
 - Fire Chief – Wages as outlined under General Scale for Department Heads.
- Promotional rate placed at start of promotional grade or advances to step that provides Minimum 5.00% increase over current rate to avoid compression and encourage career advancement.
- Fire Hourly Rates are calculated based on Annual Rate / Annual Hours unless otherwise noted on approved wage scale.
- Separate wage scales recommended for Fire to ensure wages are transparent based on scheduled annual hours.

Step 10 - Ensure Legal Compliance:

- a. When updating and creating new policies it is important to ensure compensation practices comply with relevant laws and regulations, such as the:
 1. Equal Pay Act
 2. Fair Labor Standards Act
 3. FLSA Overtime for Individuals involved in Fire Fighting professions.

Recommendation - Regularly review and update your policies to stay compliant

- Regularly review and audit pay practices to ensure compliance with laws and regulations. Identify and address any discrepancies or areas for improvement.
 - Transparency in these audits can further strengthen trust among employees
- Provide leadership team with updates related to compensation practices to ensure they remain informed, understand and support Cascade's pay philosophy.

Step 11 – Create/ Update Policies and Provide Education

Fostering a culture where employees feel comfortable going to their supervisor to discuss compensation and developing a transparent compensation plan is crucial for several reasons:

1. **Equitable Compensation** - Open discussions can help dispel myths and misconceptions about pay and contribute to a more inclusive workplace. This can also reduce perceptions of favoritism/ bias and ensure that everyone is compensated based on clear, objective criteria
 2. **Fairness and Equity** - Transparency ensures that all employees are aware of how compensation is determined, which helps to promote fairness and equity.
 3. **Increased Moral and Retention** - When employees understand how their pay is determined, they are more likely to feel valued and motivated. This can lead to higher job satisfaction and lower turnover rates increasing employee morale and retention.
 4. **Accountability** - Transparent compensation plans can enhance accountability and trust between employees and management. It holds the organization accountable for its compensation decisions and helps to build a culture of openness and integrity
 5. **Compliance** - Transparency in compensation can help public sector organizations comply with legal and regulatory requirements. It can also protect against claims of discrimination or unfair pay practices
 6. **Transparency and Trust** - A transparent compensation plan can make the public sector more attractive to potential employees. It signals that the organization values fairness and equity, which can be a significant draw for top talent
 7. **Fiscal Responsibility** - Transparent compensation plans can help ensure that public funds are used efficiently and effectively. By clearly outlining how compensation is determined, organizations can better manage their budgets and avoid overspending
- Overall, transparency in compensation is essential for creating a fair, accountable, and effective public sector workforce.

Recommendation – Adopt a formal Job Analysis Questionnaire process and the 10-Point Factor Tool for Human Resources to use for objective pay grade placement while providing training and education to equip managers and HR personnel with the skills to discuss compensation transparently and effectively. This includes training on how to explain the company’s pay philosophy and pay structure, address employee concerns, and understanding when to refer to Human Resources when necessary to handle more complex questions and salary negotiation request. In conjunction with education and implementation it will be important to establish written policy language that clearly outlines:

- **Creating a Compensation Policy defining procedures for:**
 - Step Increases Eligibility
 - Delayed increase when on Active Performance Improvement Plan
 - Delayed increases when on Extended Leave of Absence
 - Cost-of-Living Increases Procedures
 - Administration of Wage Scale updates outside of Cost-of-Living Adjustments
 - Pay Ranges
 - Minimum to Maximum
 - Addressing Rates that fall outside of Established Range Maximum due to legacy rate.
 - Options could include redlining or lump sum increases.
 - Promotional process / promotional pay rate
 - Reclassification process / reclassification pay rate
 - Reclassification Anniversary Date Clarification
 - Recommend Anniversary Date remain the same as prior position for reclassifications.
 - Merit Increases if / when applicable
 - Approval process
 - Fiscal Responsibility
 - FLSA Compliance
 - Fire FLSA Overtime
 - Cycle Pay Range Outlined
 - Cycle Threshold Hours Defined
 - Included / Excluded FLSA Overtime Hours Defined
 - FLSA Fire Overtime Calculations Defined
 - Step Up Pay when assigned to work outside of Classification for extended period.
- **Utilize 10-Point Factor Tool**
 - Utilizing the recommended 10-Point Factor Analysis when adding new positions to the new wage scale or when reclassifying existing positions moving forward.
 - The 10-Point Factor analysis should be completed anytime there are material changes to an existing job description to ensure the changes do not impact the existing grade placement.
 - New and changing duties and responsibilities should be evaluated closely to ensure they are assigned appropriately for pay equity purposes.
 - Rebalancing duties and responsibilities as needed to maintain a fair and equitable compensation system will enhance job performance, employee satisfaction and overall organizational effectiveness.

Recommendation Continued:**• Job Analysis Questionnaire (JAQ)**

- A job analysis questionnaire is another important tool used by employers to collect data on various aspects of a job. The JAQ process involves sending out a set of structured questions to employees and supervisors to capture details about tasks, duties, responsibilities, requirements, and working conditions.
- Adopting an updated standardized Job Analysis Questionnaire to be used in conjunction with the job description and the 10-Point Factor Analysis Tool will be a critical piece for Cascade's HR Department to factor new or changing positions and to maintain an equitable pay scale moving forward.

• Employee Handbook

- A well-crafted handbook serves as a legal safeguard and best practice for protecting the business, covering topics like harassment prevention and paid sick leave; therefore, it is important that Cascade Township review / revise employee handbook to ensure that handbook adheres to current practices and all legal requirements.
- Outdated handbooks can pose liability to agency and can pose challenges when attempting to defend a discipline or termination based on violation of handbook practices if not all articles are being enforced as outlined.
- The handbook should reflect compliance with all required local, State and Federal employment laws incorporating highlights and language that reference key points while informing employees where they can access more detailed information when needed. Referencing to required law and existing Cascade Policy where applicable may help prevent having to update handbook when minor changes to the laws or policies are made.
 - Handbook language would still need to be updated when new laws are added.
 - Employees should be informed where they can obtain the full policy language or read the full statement related to the employment law.
- Periodic updates and employee training should be conducted to ensure that employees have a good understanding of all Handbook Topics including but not limited to Earned Sick Time Act (ESTA), FMLA, Workers' Comp, FLSA, ADA, Zero Tolerance, Just Cause Testing, Harassment and Discrimination Policies, Employee Complaint-Resolution, etc.
- Written acknowledgment of having received the handbook, including any revisions, should be maintained in the employee's personnel file.

Step 12 – Estimated Financial impact

1. Estimated annual impact for **initial implementation** (moving employees to the correct grade / step on the new wage scale).
 - a. General Group –**Estimated Initial Implementation Cost** to place **full-time** employees into revised grade / step scale = \$97,746
 - b. Fire Group – **Estimated Initial Implementation Cost** to place Fire Employees into revised Grade / Step = \$67,916
 - c. Employees would continue to receive annual step increases on their anniversary date until they reach Step 8 MAX.
 - d. Any additional compensation above Step 8 MAX would be administered in accordance with the Compensation Policy with the required approvals.
 - e. Education is needed to ensure all employees / supervisors understand the new wage scale.

Recommendation – Prior to implementation, update Finance Director of the initial transitional adjustment recommendations to place all employees into the appropriate grade and step on the new scales and to confirm sustainability of recommended ongoing 4% annual step increases for all positions until they hit step 8 – MAX on the appropriate grade for their position (contingent on eligibility for increase).

- The 9 designated steps (Start + 8 Steps) and COLA increases position Cascade to be competitive in attracting and retaining top talent.
- More detailed education will be needed for supervisors to ensure that there is a clear understanding of the initial transitional adjustment to the new scale (targeting step 4 as the competitive step in comparison with the average midpoint of the comparables), the scheduled step increases thereafter until Step 8 – Max is reached, and the elimination of merit-based increases (replaced by 8 structured scheduled anniversary step increases).
- Based on data obtained from the comparables, Step 4 of each pay grade on the new wage scales targets being 3% above the average midpoint of the identified comparables.
- The initial transition to the new wage scale targets placing individuals at a competitive step while also allowing for future progression through the steps on their anniversary date.
- Individuals with less than 4 years of time in position were placed at the appropriate grade and step on the new wage scale based on time in position, unless their current rate was higher than that step.
 - If current rate was higher, the individual was placed at the next step in the pay grade that provided an increase over their current rate.
- Individuals with 4 or more years of time in position were placed at the on the new wage scale at Step 4 of the appropriate grade or the step that was closest to but no lower than their current rate.
- Three different implementation options were reviewed in detail with the Township Manager and the Human Resources Director. After detailed analysis and discussion the implementation process outlined above is the most fiscally responsible and sustainable while allowing for additional scheduled steps rewarding individuals for their service and continued career progression with Cascade Township.
 - This approach allows for competitive placement on the new wage scale for the initial transition year, while also helping to retain employees with scheduled anniversary steps until the max step is attained (Step 8).
 - Anniversary Date progression through the steps will begin after the May 1st implementation.

Step 13 – Implementation

Upon approval of the recommended wage scale, establish timeline for implementation.

Recommendation –

- Provide leadership updates and education before implementation.
- Department head understanding and public support of the recommendations is critical for a successful roll out.
- Grade placement for each position (job title) is determined based on 10 factors as outlined in the approved job description and not based on the individual in the position.
- Consider and all-staff meeting or all-staff communication to ensure a consistent message across the organization.
- Provide **Wage Adjustment Notifications** to all employees via email confirming grade and step placement on new wage scale during transition to new wage scale
- Establish a timeline for implementation.
 - Recommendation to implement May 1st or as soon as reasonably possible.
 - Allow time for Human Resources to process the wage adjustments.
 - Allow time for employees to make changes to withholdings or deductions if desired.

Closing

The information presented in this compensation study provides a comprehensive analysis of Cascade Township's current standing in comparison to the identified comparable communities. The scope of this evaluation was to evaluate base wages only. The findings highlight both strengths and opportunities for improvement in aligning the Township's wages to target 3% above the comparable community's midpoint.

Cascade Township demonstrates a commitment to remaining competitive in attracting and retaining top talent. The recommendations provided are designed to ensure that Cascade Township maintains its position as a desirable employer while addressing wage gaps that may hinder competitiveness. By implementing these strategic adjustments, the Township can strengthen its compensation framework, promote employee satisfaction, and support long-term workforce stability.

Regular benchmarking and periodic reviews are encouraged to ensure that Cascade Township continues to align its compensation with evolving market trends and employee needs. This proactive approach will reinforce the Township's reputation as a forward-thinking and supportive employer.

We want to thank Cascade Township for providing the opportunity to assist in recommending an equitable and market driven wage program. Implementing the recommendations will assist Cascade Township in recruiting and retaining employees and providing transparent pay equity for all positions within the organization.

It has been a pleasure to work with your team. We at Rehmann wish you prosperity and continued success!

EXHIBIT A

General Employee Wage Comparison Summary

Summary Comparison - General Group Positions

Updated 2/19/2025 1:45pm

Grouping	Position	Pay Grade	Cascade 2025 Wage Structure			Comparable Summary Averages			Comparable Summary Variances			Comparable Summary % Change		
			01/01/25 MIN - Annual	01/01/2025 MID (Calculated)	01/01/2025 MAX - Annual	1/1/25 Average MIN	1/1/25 Average MID	1/1/25 Average MAX	Variance MIN	Variance MID	Variance MAX	% Variance MIN	% Variance MID	% Variance MAX
General Admin	Administrative Assistant/Front Desk Clerk	1	\$ 40,355	\$ 47,438	\$ 54,521	\$ 45,505	\$ 52,701	\$ 59,898	(5,149.92)	(5,263.38)	(5,376.83)	-12.76%	-11.10%	-9.86%
Public Services	B & G Maintenance Worker	1	\$ 40,355	\$ 47,438	\$ 54,521	\$ 41,781	\$ 52,755	\$ 63,729	(1,425.57)	(5,316.89)	(9,208.21)	-3.53%	-11.21%	-16.89%
Planning	Planning Admin Assistant	2	\$ 44,815	\$ 52,729	\$ 60,642	\$ 46,557	\$ 52,694	\$ 58,831	(1,741.88)	34.56	1,811.00	-3.89%	0.07%	3.08%
Assessing	Assessing Technician	2	\$ 44,815	\$ 52,729	\$ 60,642	\$ 46,380	\$ 52,730	\$ 59,079	(1,565.30)	(1.38)	1,562.55	-3.49%	0.00%	2.64%
General Admin	Executive Office Assistant	2	\$ 44,815	\$ 52,729	\$ 60,642	\$ 46,619	\$ 56,168	\$ 65,717	(1,803.69)	(3,439.30)	(5,074.91)	-4.02%	-6.52%	-8.37%
General Admin	Account Clerk II	2	\$ 44,815	\$ 52,729	\$ 60,642	\$ 50,412	\$ 57,917	\$ 65,421	(5,597.18)	(5,188.10)	(4,779.01)	-12.49%	-9.84%	-7.88%
General Admin	Communication Coordinator (Part-time)	3	\$ 23.44	\$ 27.57	\$ 31.69	\$ 29.91	\$ 32.81	\$ 35.71	(6.47)	(5.25)	(4.02)	-27.61%	-19.04%	-12.69%
Building	Permit Manager	4	\$ 52,094	\$ 61,287	\$ 70,479	\$ 48,360	\$ 54,236	\$ 67,308	3,734.00	7,050.50	3,171.13	7.72%	13.00%	4.71%
Assessing	Residential Appraiser	4	\$ 52,094	\$ 61,287	\$ 70,479	\$ 54,753	\$ 63,776	\$ 72,799	(2,659.07)	(2,489.37)	(2,319.66)	-5.10%	-4.06%	-3.29%
Public Services	Parks / Facilities Coordinator	4	\$ 52,094	\$ 61,287	\$ 70,479	\$ 54,729	\$ 64,049	\$ 73,369	(2,634.94)	(2,762.47)	(2,890.00)	-5.06%	-4.51%	-4.10%
Public Services	B & G Supervisor	4	\$ 52,094	\$ 61,287	\$ 70,479	\$ 57,843	\$ 67,205	\$ 76,568	(5,748.53)	(5,918.88)	(6,089.24)	-11.03%	-9.66%	-8.64%
Planning	Zoning Administrator	5	\$ 61,035	\$ 71,791	\$ 82,546	\$ 63,423	\$ 70,883	\$ 78,343	(2,387.76)	907.69	4,203.14	-3.91%	1.28%	5.37%
General Admin	Senior Accountant - (If Reposted)	5	\$ 61,035	\$ 71,791	\$ 82,546	\$ 67,975	\$ 77,534	\$ 87,093	(6,939.71)	(5,743.41)	(4,547.10)	-11.37%	-8.00%	-5.51%
General Admin	Deputy Clerk (32H - Paid based on Hrs Worked)	5	\$ 61,035	\$ 71,791	\$ 82,546	\$ 69,868	\$ 79,881	\$ 89,894	(8,832.73)	(8,090.35)	(7,347.97)	-14.47%	-11.27%	-8.90%
General Admin	Treasury Services Manager	6	\$ 64,424	\$ 75,792	\$ 87,159	\$ 58,801	\$ 67,404	\$ 76,007	5,622.79	8,387.39	11,151.99	9.56%	12.44%	14.67%

Summary Comparison - General Group Positions

		Cascade 2025 Wage Structure				Comparable Summary Averages			Comparable Summary Variances			Comparable Summary % Change		
Grouping	Position	Pay Grade	01/01/25 MIN - Annual	01/01/2025 MID (Calculated)	01/01/2025 MAX - Annual	1/1/25 Average MIN	1/1/25 Average MID	1/1/25 Average MAX	Variance MIN	Variance MID	Variance MAX	% Variance MIN	% Variance MID	% Variance MAX
Building	Building Inspector	6	\$ 64,424	\$ 75,792	\$ 87,159	\$ 66,179	\$ 75,945	\$ 85,711	(1,754.88)	(153.69)	1,447.50	-2.72%	-0.20%	1.69%
General Admin	DDA Manager	6	\$ 64,424	\$ 75,792	\$ 87,159	\$ 69,748	\$ 79,559	\$ 89,370	(5,324.05)	(3,767.64)	(2,211.22)	-8.26%	-4.97%	-2.54%
Assessing	Deputy Assessor	6	\$ 64,424	\$ 75,792	\$ 87,159	\$ 70,473	\$ 81,165	\$ 85,230	(6,049.00)	(5,373.50)	1,928.70	-9.39%	-7.09%	2.26%
Public Services	Parks & Facilities Director	7	\$ 75,595	\$ 88,952	\$ 102,309	\$ 80,205	\$ 93,698	\$ 99,706	(4,610.00)	(4,746.00)	2,603.00	-6.10%	-5.34%	2.61%
General Admin	Director of Human Resources	7	\$ 75,595	\$ 88,952	\$ 102,309	\$ 87,281	\$ 98,769	\$ 110,257	(11,686.00)	(9,817.00)	(7,948.00)	-15.46%	-11.04%	-7.77%
Planning	Community Planning Director	8	\$ 83,421	\$ 98,090	\$ 112,758	\$ 84,385	\$ 95,116	\$ 105,848	(963.63)	2,973.18	6,910.00	-1.16%	3.13%	6.53%
General Admin	Finance & Budget Director	8	\$ 83,421	\$ 98,090	\$ 112,758	\$ 87,086	\$ 103,159	\$ 119,231	(3,665.31)	(5,069.50)	(6,473.00)	-4.39%	-5.17%	-5.74%
Building	Chief Building Inspector (Alternate Director of	9	\$ 89,586	\$ 105,391	\$ 121,196	\$ 78,115	\$ 89,675	\$ 106,900	11,471.00	15,716.00	14,296.00	14.68%	17.53%	13.37%
Assessing	Assessor	9	\$ 89,586	\$ 105,391	\$ 121,196	\$ 88,814	\$ 107,268	\$ 125,721	772.02	(1,876.59)	(4,525.20)	0.87%	-1.78%	-3.73%
General Admin	Township Engineer	9	\$ 89,586	\$ 105,391	\$ 121,196	\$ 95,176	\$ 108,715	\$ 122,254	(5,590.30)	(3,324.00)	(1,058.00)	-6.24%	-3.15%	-0.87%
General Admin	Township Manager	10	\$ 111,993	\$ 131,755	\$ 151,517	\$ 131,781	\$ 151,230	\$ 170,679	(19,788.22)	(19,475.36)	(19,162.49)	-17.67%	-14.78%	-12.65%

EXHIBIT B

Fire Department Wage Comparison Summary

EXHIBIT C

Cascade Township Current Wage Scale

Effective 1/1/2025

Cascade Charter Township - FY25 Compensation System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Open Range: Performance Based	Maximum Step 9
1	\$40,355	\$42,126	Open Range - Performance Based				\$54,521
	\$19.40	\$20.25					\$26.21
2	\$44,815	\$46,826	Open Range - Performance Based				\$60,642
	\$21.55	\$22.51					\$29.15
3	\$48,750	\$50,870	\$53,012	Open Range - Performance Based			\$65,910
	\$23.44	\$24.46	\$25.49				\$31.69
4	\$52,094	\$54,390	\$56,685	Open Range - Performance Based			\$70,479
	\$25.05	\$26.15	\$27.25				\$33.88
5	\$61,035	\$63,702	\$66,413	Open Range - Performance Based			\$82,546
	\$29.34	\$30.63	\$31.93				\$39.69
6	\$64,424	\$67,222	\$70,108	\$72,928	Open Range - Performance Based		\$87,159
	\$30.97	\$32.32	\$33.71	\$35.06			\$41.90
7	\$75,595	\$78,917	\$82,284	\$85,585	Open Range - Performance Based		\$102,309
	\$36.34	\$37.94	\$39.56	\$41.15			\$49.19
8	\$83,421	\$87,159	\$90,832	\$94,461	Open Range - Performance Based		\$112,758
	\$40.11	\$41.90	\$43.67	\$45.41			\$54.21
9	\$89,586	\$93,542	\$97,499	\$101,456	\$105,435	Open Range - Performance Based	\$121,196
	\$43.07	\$44.97	\$46.87	\$48.78	\$50.69		\$58.27
10	\$111,993	\$116,933	\$121,896	\$126,793	\$131,777	Open Range - Performance Based	\$151,517
	\$53.84	\$56.22	\$58.60	\$60.96	\$63.35		\$72.84
CPI FACTOR =							1.051

EXHIBIT D

Proposed General Wage Scale

Hourly

Annual

EXHIBIT E

Proposed Fire Wage Scale

Hourly

Annual

PROPOSED CASCADE HOURLY FIRE WAGES - 2025

HOURLY ADJUSTED FOR SCHEDULED HOURS (2080 OR 2756)	Current Pay Grade	Annual Hours	Min - START	Step 1 (1 YR)	Step 2 (2 YR)	Step 3 (3 YR)	Step 4 (4 YR)	Step 5 (5 YR)	Step 6 (6 YR)	Step 7 (7 YR)	Step 8 - MAX
Firefighter EMT	Fire Grade 3	2756	\$ 23.44	\$ 24.38	\$ 25.35	\$ 26.36	\$ 27.42	\$ 28.52	\$ 29.66	\$ 30.84	\$ 32.08
Fire Inspector	Fire Grade 4	2080	\$ 39.24	\$ 40.81	\$ 42.44	\$ 44.14	\$ 45.90	\$ 47.74	\$ 49.65	\$ 51.63	\$ 53.70
Fire Lieutenant	Fire Grade 5	2756	\$ 29.61	\$ 30.80	\$ 32.03	\$ 33.31	\$ 34.64	\$ 36.03	\$ 37.47	\$ 38.97	\$ 40.53
Fire Marshal	Fire Grade 6	2080	\$ 42.14	\$ 43.83	\$ 45.58	\$ 47.40	\$ 49.30	\$ 51.27	\$ 53.32	\$ 55.46	\$ 57.67
Fire Captain	Fire Grade 7	2756	\$ 31.81	\$ 33.08	\$ 34.40	\$ 35.78	\$ 37.21	\$ 38.70	\$ 40.24	\$ 41.85	\$ 43.53
Deputy Fire Chief	Fire Grade 8	2080	\$ 45.05	\$ 46.85	\$ 48.72	\$ 50.67	\$ 52.70	\$ 54.81	\$ 57.00	\$ 59.28	\$ 61.65
Fire Chief- Wages will not be included when distributed - Reference Only	See General Grade Scale - Department Head	2080	\$ 48.35	\$ 50.29	\$ 52.30	\$ 54.39	\$ 56.56	\$ 58.83	\$ 61.18	\$ 63.63	\$ 66.17

Recommend Promotion Placed at Start of Promotional Grade or Step that provides Minimum 5.00% Increase over current rate (Which Ever is Greater)

Fire Hourly Rates are calculated based on Annual Rate / Annual Hours unless otherwise noted

PROPOSED CASCADE ANNUAL FIRE WAGES - 2025

ANNUAL ADJUSTED FOR SCHEDULED HOURS (2080 OR 2756)	Current Pay Grade	Annual Hours	Comment	Min - START	Step 1 (1 YR)	Step 2 (2 YR)	Step 3 (3 YR)	Step 4 (4 YR)	Step 5 (5 YR)	Step 6 (6 YR)	Step 7 (7 YR)	Step 8 - MAX
Firefighter EMT	Fire Grade 3	2756	Adjusted Start slightly lower to Match Census Starting Rate	\$ 64,594	\$ 67,178	\$ 69,865	\$ 72,659	\$ 75,566	\$ 78,588	\$ 81,732	\$ 85,001	\$ 88,401
Fire Inspector	Fire Grade 4	2080	Start Rate Differential 8% Higher than Firefighter Step 4	\$ 81,611	\$ 84,876	\$ 88,271	\$ 91,801	\$ 95,473	\$ 99,292	\$ 103,264	\$ 107,395	\$ 111,690
Fire Lieutenant	Fire Grade 5	2756	Start Rate Differential 8% Higher than Firefighter Step 4	\$ 81,611	\$ 84,876	\$ 88,271	\$ 91,801	\$ 95,473	\$ 99,292	\$ 103,264	\$ 107,395	\$ 111,690
Fire Marshal	Fire Grade 6	2080	Start Rate Differential 16% Higher than Firefighter Step 4	\$ 87,656	\$ 91,163	\$ 94,809	\$ 98,602	\$ 102,546	\$ 106,647	\$ 110,913	\$ 115,350	\$ 119,964
Fire Captain	Fire Grade 7	2756	Start Rate Differential 16% Higher than Firefighter Step 4	\$ 87,656	\$ 91,163	\$ 94,809	\$ 98,602	\$ 102,546	\$ 106,647	\$ 110,913	\$ 115,350	\$ 119,964
Deputy Fire Chief	Fire Grade 8	2080	Start Rate Differential 24% Higher than Firefighter Step 4	\$ 93,702	\$ 97,450	\$ 101,348	\$ 105,402	\$ 109,618	\$ 114,002	\$ 118,562	\$ 123,305	\$ 128,237
Fire Chief- Wages will not be included when distributed - Reference Only	See General Grade Scale - Department Head	2080	As Listed on General Wage Scale - Department Heads	\$ 100,571	\$ 104,593	\$ 108,777	\$ 113,128	\$ 117,653	\$ 122,359	\$ 127,254	\$ 132,344	\$ 137,638

Recommend Promotion Placed at Start of Promotional Grade or Step that provides Minimum 5.00% Increase over current rate (Which Ever is Greater)

Fire Hourly Rates are calculated based on Annual Rate / Annual Hours unless otherwise noted



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49548-7140

REQUEST FOR BOARD ACTION

MEETING DATE: May 12, 2025

ITEM: Approval of A Resolution to Rescind Resolution #10 of 2023, Resolution #5 of 2022, and Resolution #23 of 2022 and create a new Parks & Pathways Committee and Adopt the by-laws and rules of procedure

PRESENTER: Grace Lesperance, Township Supervisor

INDIVIDUAL PRESENT: None Anticipated

EXECUTIVE SUMMARY: Currently the Township Parks Committee and Pathways Committee meet on a monthly and bi-monthly basis respectively. This was previously necessary to fulfill Township needs related to parks and pathways, but since the time of their creation, the Township has developed a Parks and Facilities department who now handles much of the planning and execution related to Township parks and pathways. Due to the success in revitalizing current pathways, future pathway projects have become too intertwined with parks projects for their continued separation to be beneficial.

STRATEGIC PLANS/GOALS: N/A

BUDGET IMPLICATIONS: None

IMPLEMENTATION PLAN: Upon adoption, the Parks Committee and Pathways Committee will be dissolved, and the Parks & Pathways Committee will begin meeting in their place.

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Approval

ACTION: I move to approve A Resolution to Rescind Resolution #10 of 2023, Resolution #5 of 2022, and Resolution #23 of 2022 and create a new Parks & Pathways Committee and Adopt the by-laws and rules of procedure appended to the resolution.

ATTACHMENTS:

1. A Resolution to Rescind Resolution #10 of 2023, Resolution #5 of 2022, and Resolution #23 of 2022 and create a new Parks & Pathways Committee and Adopt the by-laws and rules of procedure appended to the resolution.
2. Cascade Parks & Pathways Committee Rules of Procedure
3. Resolution #10 of 2023
4. Resolution #5 of 2022
5. Resolution #23 of 2022

Cascade Charter Township

Resolution 12 of 2025

WHEREAS, the Cascade Charter Township Board had established a Cascade Charter Township Park Board by Resolution #1 of 1977, consisting of six citizens to advise the Township on matters related to the Cascade Charter Township Park; and,

WHEREAS, the Cascade Charter Township Board adopted Resolution #71 of 1993 to rescind Resolution #1 of 1977, and to rename the Park Board the Cascade Charter Township Parks Committee, and transfer all powers and duties of the Park Board to the Parks Committee in accordance with the by-laws and rules of procedure adopted with the resolution; and,

WHEREAS, the Cascade Charter Township Board adopted Resolution #10 of 2023 to rescind Resolution #17 of 2022, and to rescind the amended by-laws and rules of procedure adopted and attached to that resolution; and,

WHEREAS, the Cascade Charter Township Board established a Cascade Charter Township Pathways Committee by Resolution #5 of 2022, consisting of seven citizens to advise the Township on matters related to Township Board funding, regulations, maintenance, and potential expansion of the pathways system; and,

WHEREAS, the installation of a Cascade Township Parks and Facilities Director, Parks and Facilities Coordinator, Volunteer Coordinator, and Township Engineer, who are professionally equipped to fulfill many of the duties previously undertaken by the Parks Committee and Pathways Committee, require less active involvement from the committees; and,

WHEREAS, the Parks and Facilities Department now plays a larger role in the execution of park and pathway initiatives and believes that the goals of the Parks Committee and Pathways Committee are too intertwined to continue benefitting from separate meetings;

THEREFORE BE IT RESOLVED, that Resolution #10 of 2023, Resolution #5 of 2022, and Resolution #23 of 2022 are hereby rescinded and a new Parks & Pathways Committee is created with the by-laws and rules of procedure attached to this resolution.

The foregoing Resolution was offered by Board Member _____ supported by Board Member _____.

The roll call was as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

Sue Slater
Cascade Charter Township Clerk

CERTIFICATION

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 the 14th day of May 2025, 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.

Sue Slater
Cascade Charter Township Clerk

CASCADE CHARTER TOWNSHIP PARKS & PATHWAYS COMMITTEE

BY-LAWS AND RULES OF PROCEDURE (May 14, 2025)

1. AUTHORITY

- 1.1. These rules of procedures are adopted by the Cascade Charter Township Parks Committee (“The Committee”) pursuant to Public Act 267 of 1976, as amended, the Open Meetings Act, MCL 15.261 et seq. (“Open Meetings Act”)

2. OFFICERS

- 2.1 *Selection.* At the first meeting The Committee shall select officers from its membership, including a chair, vice-chair and secretary. Each shall serve for a twelve-month period. The vice chair may also hold the position of secretary.
- 2.2 *Duties.* The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. In the absence of the chair, the vice chair shall act in the capacity of the chair. The secretary may execute documents in the name of The Committee and perform such other duties as The Committee may determine. The Cascade Township Manager or his/her designee shall serve as the recording secretary and shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering notices of public hearings, working with the chair on the preparation of meeting agendas, and performing related administrative duties to ensure efficient and informed Committee operations.
- 2.3 *Tenure.* The officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.
- 2.4 *Succession.* In the event of a vacancy in the office of the chair, the vice-chair shall succeed to the office of chair and will serve in that position until The Committee selects a new chair and vice-chair at the earliest practicable time.

3. MEMBERSHIP

- 3.1 *Membership.*
 - a. The Committee shall consist of seven (7) voting members. All voting members shall be residents and qualified voters within Cascade Charter Township. They shall be representative of the Township and the major interests present in the Township. One (1) member of the Township Board shall be on The Committee, with their term of service running concurrent with his/her service on the Township Board.
 - b. The initial composition of the committee will be of all members of the Parks Committee and Pathways Committee that are dissolved in creation of this new Parks & Pathways Committee, regardless of if the total membership exceeds the intended

membership of seven (7) voting members. These members will serve the remainder of their unexpired term and through expiration of terms, attrition, and resignation, the committee will revert to seven (7) voting members through the appointment process set forth in section 3.1 a.

A representative of the Forest Hills Schools administration may serve as an ex-officio member of The Committee, for purposes of communicating common recreation needs to the township. This representative shall not have any voting privileges on The Committee.

3.2 *Terms.* Members of The Committee shall be appointed by the Township Supervisor with approval by the Township Board. The term of each member shall be for three (3) years and may extend only to one additional consecutive three (3) year term if reappointed by the Township Supervisor and Township Board. Members shall be appointed with staggered terms, but members may continue to serve until their successors have been appointed. However, the Township Board representative terms will run concurrent with their appointed term.

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

If a member moves outside of the jurisdictional boundaries of the Township, that shall constitute a resignation from The Committee, effective upon the date of such a move or when a replacement is appointed by the Township Supervisor and approved by the Township Board, whichever comes first.

3.4 *Member Attendance.* In the event a member cannot attend a meeting they shall inform the chair or recording secretary before 5:00 p.m. the day prior to the meeting. If a member has three (3) consecutive absences from regularly scheduled meetings or misses at least fifty (50) percent of the meetings within any twelve (12) month period, it shall constitute a reasonable ground for removal. To initiate this action the chairperson shall prepare a memorandum requesting that member resign. The memorandum of attendance or a letter of resignation shall be forwarded to the Township Supervisor, with a request that an appointment be made to fill the vacancy.

3.5 *Removal.*

a. *Reason for Removal* – On recommendation of The Committee, members may be removed by the Township Board for 1.) non-performance of duty or misconduct in office or on written charges and after public hearing or, 2.) failure of a member to disqualify himself/herself from a vote in which he/she has a conflict of interest as set forth in section 3.5 b.

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

1) The member has a direct financial interest in the outcome of the matter at issue;
or

2) The matter at issue involves the member’s business or place of employment;
or

3) The member has such close personal ties to the applicant/issue that the member cannot reasonably be expected to exercise sound judgment in the public interest;
or

4) Participation in the matter might violate the letter or spirit of a member’s code of professional responsibility; or

Any other personal conflict of interest perceived by the Committee not listed above.

4. MEETINGS

4.1 *Meeting Notices.* All meetings shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. The notice shall include the date and time of the meeting.

4.2 *Regular Meetings.* Regular meetings of The Committee shall be held in accordance with the meeting schedule dually adopted by The Committee and the Township Board. At The Committee meeting in November the chair and the recording secretary shall submit to The Committee a proposed meeting schedule for the upcoming calendar year. At this meeting, the schedule shall be approved as submitted or amended to reflect the changes directed by The Committee. The dates and times shall be posted on the Cascade Charter Township website and at the Cascade Charter Township Hall in accordance with the Open Meetings Act. Any changes to the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, The Committee may select alternate dates in the same month, in accordance with the Open Meetings Act.

4.3 *Special Meetings.* A special meeting may be called by two members of The Committee upon request to the secretary or to the chair. The business which The Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the recording secretary shall send written notice of a special meeting to members not less than 48 hours in advance of the meeting.

- 4.4 *Quorum.* For The Committee to conduct business or take any official action, a quorum consisting of a majority of the voting members shall be present. When a quorum is not present, no official action except for closing of the meeting may take place. The members of The Committee may discuss matters of interest but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting in accordance with the Open Meetings Act.
- 4.5 *Public Hearings.* Public hearings shall be scheduled when required by law, noticed, and conducted in accordance with the provisions of the Open Meetings Act.
- 4.6 *Motions.* Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- 4.7 *Voting.* An affirmative vote of a majority of The Committee shall be required for the approval of any requested action or motion placed before The Committee. Voting shall ordinarily be voice vote; provided however that a roll call shall be required if requested by any member or directed by the Chair. All members including the chair shall vote on all matters, but the Chair shall vote last. Any member will be excused from voting if that person has a conflict of interest as described in section 3.5b and as recognized by the majority of the remaining members present. Any member abstaining from a vote shall not participate in the discussion of that item.
- 4.8 *Order of Business.* A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:
- Call to order
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Old Business
 - New Business
 - Any Other Business
 - Public Comment
 - Adjournment
- A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.
- 4.9 *Rules of Order.* All meetings of The Committee may be conducted in accordance with generally accepted parliamentary procedure, and as otherwise governed by “Robert’s Rules of Orders”.

5. MINUTES

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

6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 6.1 All meetings of The Committee shall be opened to the public and held in a place available to the public, in accordance with the Open Meetings Act.
- 6.2 All deliberations and decisions of The Committee shall be made at a meeting open to the public, in accordance with the Open Meetings Act.
- 6.3 A person shall be permitted to address The Committee in accordance with the Open Meetings Act and under the rules established by the Township for public comment at meetings. Public comment will be limited to three (3) minutes per person.
- 6.4 In accordance with the Open Meetings Act, a person shall not be excluded from a meeting of The Committee except for breach of peace committed at the meeting. This determination will be made by the chair or other officer presiding at the meeting.
- 6.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act, MCL 15.231 et seq.

7. BYLAWS AMENDMENTS

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

THESE BY-LAWS AND RULES OF PROCEDURES HAVE BEEN ADOPTED BY THE CASCADE CHARTER TOWNSHIP BOARD THIS FOURTEENTH DAY OF MAY, 2025.

Sue Slater
Cascade Charter Township Clerk

Cascade Charter Township

Resolution 10 of 2023

WHEREAS, the Cascade Charter Township Board had established a Cascade Charter Township Park Board by Resolution #1 of 1977, consisting of six citizens to advise the Township on matters related to the Cascade Charter Township Park;

WHEREAS, the Cascade Charter Township Board adopted Resolution #71 of 1993 to rescind Resolution #1 of 1977, and to rename the Park Board the Cascade Charter Township Parks Committee, and transfer all powers and duties of the Park Board to the Parks Committee in accordance with the by-laws and rules of procedure adopted with the resolution;

WHEREAS, since its existence, the Parks Committee has met on a regular basis to address the recreational needs of the residents of Cascade Charter Township;

WHEREAS, with the instatement of a Cascade Township Parks and Recreation Director, the current membership of the Parks Committee has amended the by-laws and rules of procedure;

WHEREAS, the Parks Committee has requested that the Township Board adopt the recommended amendments to the by-laws and rules of procedure to assure the efficient operations of this advisory body;

THEREFORE BE IT RESOLVED, that Resolution #17 of 2022 is hereby rescinded and the amended by-laws and rules of procedure for the Cascade Charter Township Parks Committee are adopted and attached to this resolution.

The foregoing Resolution was offered by Board Member Koessel supported by Board Member Korstange.

The roll call was as follows:

YEAS: Korstange, Noordhoek, Shipley, Koessel, McDonald, Slater, Lesperance

NAYS: None

ABSTAIN: None

ABSENT: None

Sue Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board on the 24th day of May 2023.

Sue Slater
Cascade Charter Township Clerk

**CASCADE CHARTER
TOWNSHIP KENT
COUNTY, MICHIGAN**

RESOLUTION No. 5 of 2022

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

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

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

ABSENT: None

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

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

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

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

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

recommended by the committee and approved by the Township Board.

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

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

RESOLUTION DECLARED ADOPTED

Susan B. Slater
Susan B. Slater, Township Clerk

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

Dated: 5/11/22

Susan B. Slater
Susan B. Slater, Township Clerk

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION 23 of 2022

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

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

PRESENT: Members Lesperance, Slater, Peirce, Koessel, McDonald, Noordhoek, Shipley

ABSENT: Members None

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

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

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

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

YEAS: Board members Noordhoek, Peirce, Shipley, McDonald, Koessel, Slater, Lesperance

NAYS: Board members None

ABSTAIN: Board members None

ABSENT: Board members None

RESOLUTION DECLARED ADOPTED

Susan B. Slater, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on October 12, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Susan B. Slater, Township Clerk