

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, August 10, 2022

7:00 P.M.

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/82958716270>

Meeting ID: 829 5871 6270

By Phone: 1 312 626 6799

Expected Meeting Procedures

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

Article 1. Call to Order, Roll Call

Article 2. Pledge of Allegiance to the Flag

Article 3. Approval of Agenda

Article 4. Presentations

a.

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

Article 6. Approval of Consent Agenda

a. Receive and File Minutes

1. Township Board – 7/27/2022

b. Receive and File Reports

1. Building Department – July 2022

2.

c. Receive and File Education Requests

1.

d. Receive and File Communication

1. DIRECTV, LLC Annual Video Report for U-verse Video Service in Michigan

2. Dr. Keys' Deer Study

Article 7. Financial Actions

a.

Township Board Agenda

August 10, 2022

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- Article 8. Unfinished Business**
- 048-2022 Consider Directing Staff to Prepare for Board Approval of Modification of Cascade Township’s Deer Hunt Application Process**
- Article 9. New Business**
- 051-2022 a) Public Hearing to Consider Zoning Amendment Regarding Composting**
- b) Consider Zoning Amendment Regarding Composting (Roll Call)**
- 052-2022 Consider Resolutions for Streetlight Request for Tammarron North (Roll Call)**
- 053-2022 Consider Approval of Outdoor Gathering Permit for the Cascade Heritage Festival**
- 054-2022 Consider Resolution for Special License Permit for Cascade Heritage Festival (Roll Call)**
- 055-2022 Consider Resolution for Road Closures for Cascade Heritage Festival (Roll Call)**
- 056-2022 Consider Resolution to Approve the Levy of the 2022 Millage Rates (Roll Call)**
- 057-2022 Consider Sizing of Fire Station Capital Improvement Bonds**
- 058-2022 Consider Acceptance of the Planning Commission Process Recommendations Subcommittee Report**
- 059-2022 Consider Award of Fire Station #1 Construction Early Bid Package**
- Article 10. Discussion**
- 1.**
- 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, July 27, 2022

Wisner Center

2870 Jacksmith Dr SE

Grand Rapids, MI 49546

AND

Virtual Zoom Meeting

7:00 P.M.

HYBRID FORMAT

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: None
Also Present: Township Manager Swayze, Hunter Zuk-Sabo PR, Chris Khorey-McKenna, Deputy Clerk Brott, and those listed in the Supplement
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee Koessel to approve. 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)**
1. Ginny Wanty-6255 Heathmoor Ct-Re Cascade Cemetery Expansion: Evergreen trees have Japanese Knotweed. Is there any recourse available from the engineer originally hired? Kent Conservation treated with Garlon 4.
 2. Robert Richardson-5105 Whitneyville-Re Strategic Plan: Commercial zoning should stick to 28th St. There should be no development east of Thornapple River - he does not support commercial development at Whitneyville and Cascade.
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board – 7/13/2022
 - b. Receive and File Reports
 1. Cascade Township Communications Update – Q2 2022
 - c. Receive and File Education Requests
 - 1.
 - d. Receive and File Communication
 - 1.
- Motion by Trustee Shipley, seconded by Trustee McDonald to approve the Consent Agenda. Motion carried unanimously.

Township Board Minutes

July 27, 2022

- 1 -

Article 7. Financial Actions

a. Consider Approval of June 2022 Financial Reports
Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

Article 8. Unfinished Business

Article 9. New Business

046-2022 Consider Approval of the Cascade Township Strategic Plan 2022
Motion by Trustee McDonald, seconded by Supervisor Lesperance to postpone until the Board has held a workshop and results made publicly available. Motion carried unanimously.

047-2022 Consider Issuance of the Cascade Charter Township Request for Proposals for Engineering Services
Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

048-2022 Consider Directing Staff to Prepare for Board Approval of Modification of Cascade Township's Deer Hunt Application Process
Motion by Trustee Koessel, seconded by Trustee McDonald to approve. Motion carried unanimously.

049-2022 Consider Directing Staff to Prepare for Board Approval of Green Burial Options for Cascade Township Cemeteries
Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

050-2022 Consider Increasing Compensation for Planning Commission Members
Motion by Trustee McDonald, seconded by Trustee Koessel to direct staff to evaluate compensation for the Planning Commission and Zoning Board of Appeals. Motion carried unanimously.

Article 10. Discussion

1. Trustee Shipley requested an Egypt Creek Landscaping update. Manager Swayze advised that the Township is being stonewalled by both the owner and the owner's attorney. The next step is to involve the Township Attorney.
2. Trustee Noordhoek requested that the Board formally adopt the recommendations from the Round Hill Subcommittee.
3. Supervisor Lesperance would like the property on Thornapple River to be included in the Strategic Plan. The river should be accessible to the public.

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

1. Brian Holcomb-3415 Glenstone Ct-The owner of Egypt Creek Landscaping is bringing in lawn waste and piling on top of brush.

2. Scot VanSolkema-2570 Orange Ct-The Village Bike Shop is for sale; the Township should buy it and sell the property that is 10-11 parcels in and vacant. Re Egypt Creek Landscaping: Is the new Zoning Administrator giving citations to the owner? Give tickets for each offense until resolved. The County Prosecutor could do it.
3. Jeff Hughes-7250 Redbud Lane-Re Deer Population: Why are there so many? One reason is climate variation. Saying “the deer were here first” is irrelevant to the issue.

Article 12. Manager Comments

1. Bids were received for the Fire Station Number 1 project pre-bidding.
2. Re Street Project: The Kent County Road Commission received bids higher than engineers projected to widen Cascade Road and will postpone until 2023.
3. The Township’s bid for the tax foreclosed property was accepted. The Township may purchase it for \$5808.21.

Article 13. Board Member Comments

1. Trustee Shipley-Thanked everyone for coming to the meeting.
2. Supervisor Lesperance-Asked Manager Swayze for initial drawings for the pedestrian bridge. Manager Swayze stated that Kent County is working on pre-preliminary drawings.

Article 14. Adjournment

Motion by Trustee Shipley, seconded by Trustee McDonald to adjourn. Motion carried unanimously.
Meeting adjourned at 8:37 pm.

Krissi Brott
Deputy Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

Building Department

July Report Summary

- 934 permits issued
- 1899 inspections

July was another strong month with a high level of construction activity, although trending down slightly from May and June. There are anecdotal reports from contractors that new starts are slowing...not surprising given the interest rate increases and uncertainty in the economy.

The department is positioned well to service residents and contractors. The combination of higher construction values and the fee increases implemented in January are providing the resources needed to administer the permit and inspection process, even if a slowdown in construction is around the corner. Permit revenues are up, and expenses remain relatively low due to unfilled inspector positions. We have had a few inquiries, but the job market is still very tight for inspectors.

We have filled the new part-time administrative position, as well as a temporary position while Carol is out on leave. Ryan and Andrea are welcome additions to the department and are off to a great start!

Finally, efforts are ongoing to streamline department processes and increase efficiency. Exciting options for cloud software, automated workflows and other enhancements are currently being evaluated...more to come soon!

Please let me know if there are any questions.

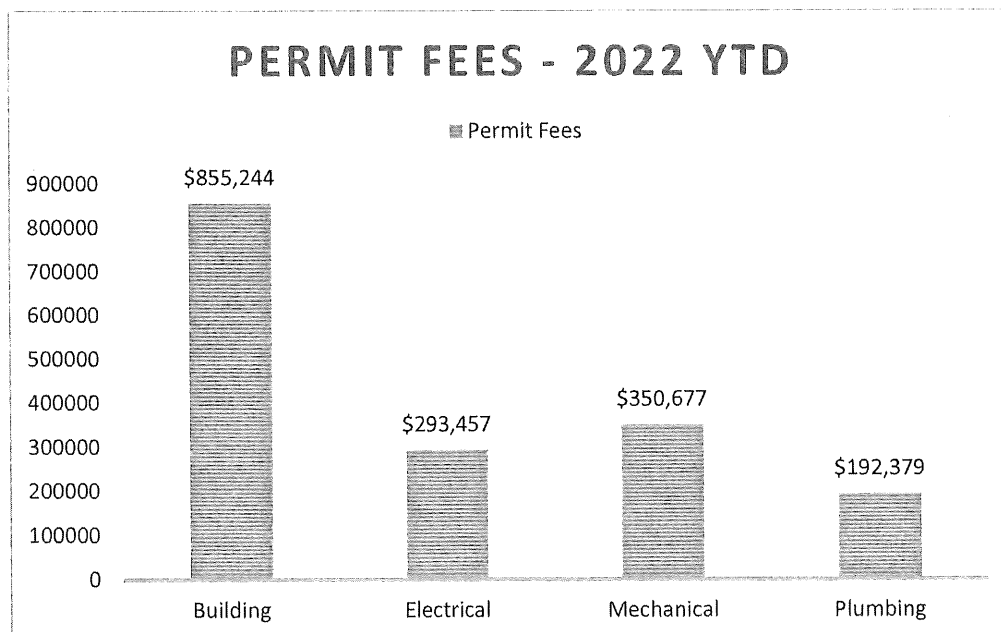
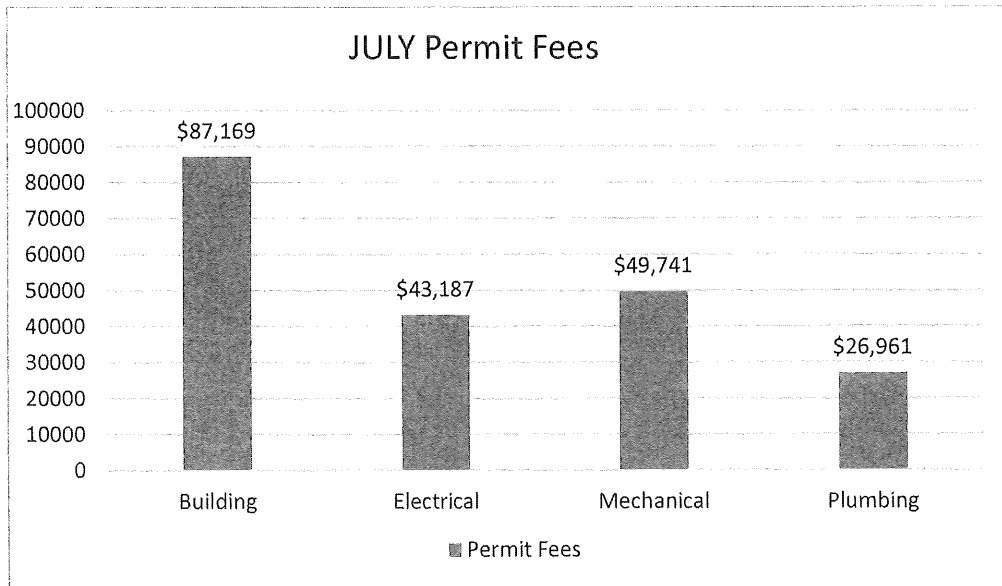

Brian Wilson

Director of Inspections

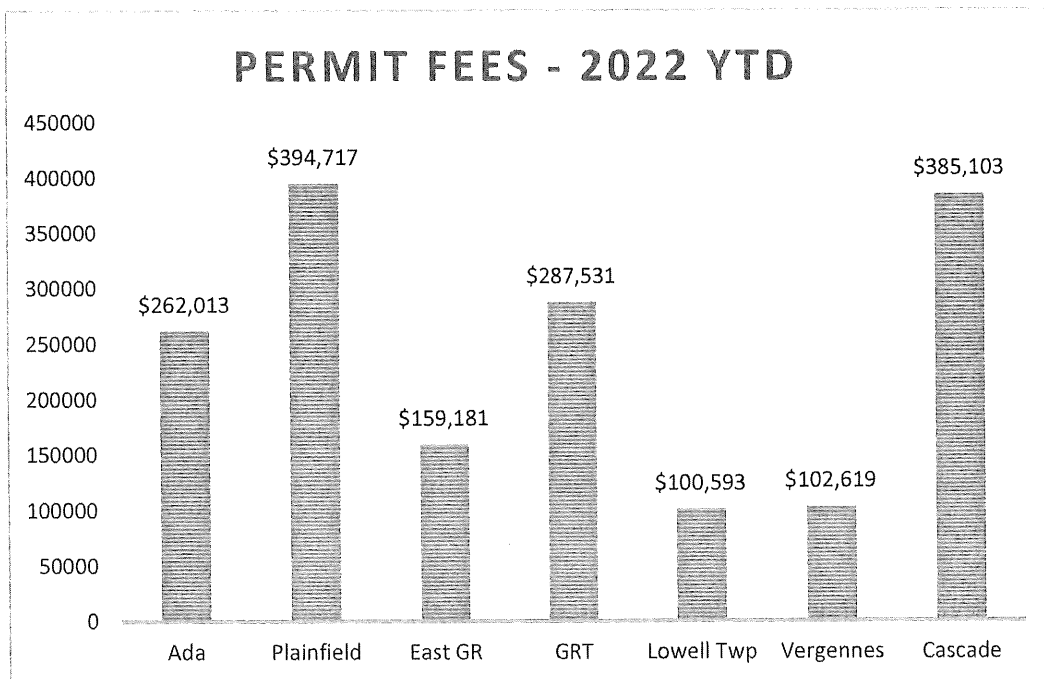
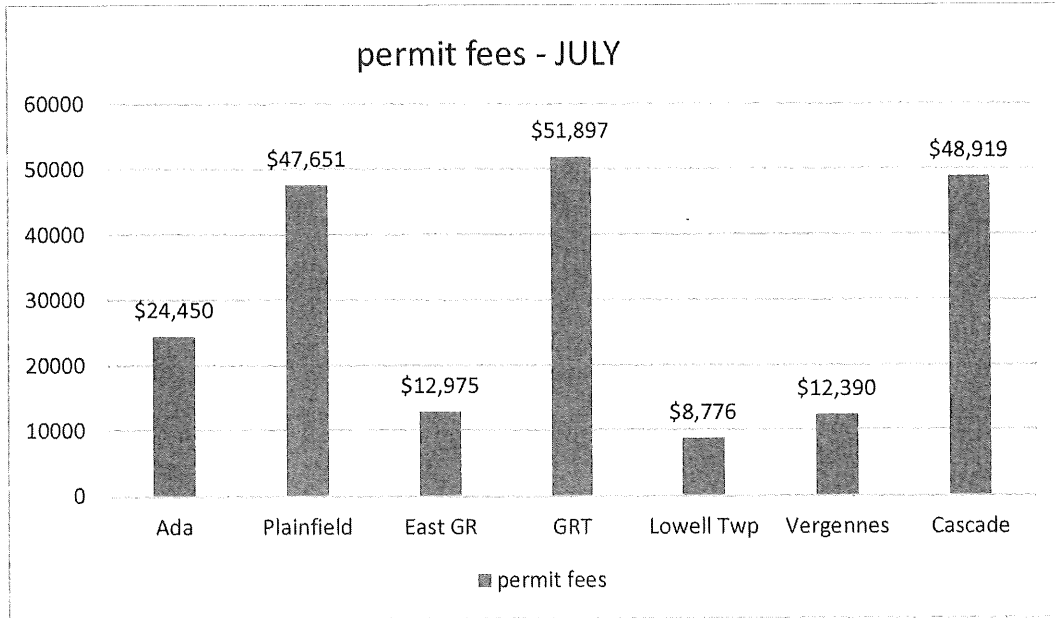
Cascade Inspection Services

JULY 2022

Permit Fees by Type



Permit Fees by Municipality



Township	#of Per	Building	#of Per	Electrical	# of Per	Mechanical	# of Per	Plumbing	Total Permits	Total Fees
PREV YTD TOTAL	1383	\$768,075.00	1236	\$250,269.96	2030	\$300,936.25	893	\$165,418.00	5542	\$1,484,699.21
JULY										
Cascade	51	\$19,638.00	47	\$13,418.00	73	\$10,040.00	32	\$5,823.00	203	\$48,919.00
Lowell Twp	9	\$1,728.00	16	\$3,400.00	18	\$3,000.00	4	\$648.00	47	\$8,776.00
Ada	27	\$7,935.00	27	\$5,723.00	43	\$5,915.50	16	\$4,876.00	113	\$24,449.50
Vergennes	12	\$7,603.00	8	\$1,398.00	13	\$1,470.00	8	\$1,919.00	41	\$12,390.00
GR Twp	58	\$33,368.00	29	\$5,952.00	62	\$9,420.00	16	\$3,157.00	165	\$51,897.00
EGR	19	\$3,455.00	19	\$3,014.00	42	\$4,740.00	14	\$1,766.00	94	\$12,975.00
Plainfield	47	\$13,442.00	60	\$10,282.00	115	\$15,155.00	49	\$8,772.00	271	\$47,651.00
MONTH TOTAL	223	\$ 87,169.00	206	\$ 43,187.00	366	\$ 49,740.50	139	\$ 26,961.00	934	\$207,057.50

YTD	1606	\$ 855,244.00	1442	\$ 293,456.96	2396	\$ 350,676.75	1032	\$ 192,379.00	6476	\$ 1,691,756.71
TOTAL -2021	1974	\$ 765,878.00	2429	\$ 434,571.60	4018	\$ 509,156.00	1818	\$ 257,436.00	10239	\$ 1,967,041.60
TOTAL -2020	1628	\$ 803,244.00	2017	\$ 307,137.85	3410	\$ 403,536.80	1616	\$ 212,701.00	8671	\$ 1,726,619.65
TOTAL -2019	1675	\$ 631,143.50	2288	\$ 347,205.00	3478	\$ 406,781.95	1469	\$ 206,608.00	8910	\$ 1,591,688.45
TOTAL -2018	1705	\$ 920,876.00	2116	\$ 380,754.00	3585	\$ 456,603.00	1654	\$ 238,664.00	9060	\$ 1,996,897.00
TOTAL-2017	1758	\$ 753,389.00	2210	\$ 376,979.00	3273	\$ 412,867.25	1485	\$ 219,324.00	8726	\$ 1,762,559.25
TOTAL-2016	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$ 1,414,495.24
TOTAL-2015	1510	\$ 665,025.51	1948	\$ 327,865.00	3070	\$ 385,822.30	1361	\$ 216,089.00	7889	\$ 1,594,801.81
TOTAL-2014	1354	\$ 615,191.80	1780	\$ 297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	7251	\$ 1,469,705.70
TOTAL-2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$ 1,409,673.76
TOTAL-2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$ 1,065,999.29
TOTAL-2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$ 859,303.35
TOTAL-2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$ 756,490.25
TOTAL-2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$ 571,382.75
TOTAL-2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$ 951,266.55
TOTAL-2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$ 723,879.15
TOTAL-2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$ 940,523.41
TOTAL-2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$ 967,209.45

CASCADE CONSOLIDATED FEES
YEAR **2022**

MONTH	Building Comm.	Building Residential	Electrical	Mechanical	Plumbing	TOTAL
JANUARY	\$979.00	\$5,974.00	\$9,237.00	\$9,231.00	\$3,949.00	\$29,370.00
FEBRUARY	\$22,696.00	\$6,474.00	\$12,096.00	\$7,809.00	\$3,737.00	\$52,812.00
MARCH	\$42,826.00	\$8,920.00	\$12,838.00	\$14,906.50	\$8,187.00	\$87,677.50
APRIL	\$12,050.00	\$12,199.00	\$6,695.00	\$10,535.25	\$3,687.00	\$45,166.25
MAY	\$15,198.00	\$24,437.00	\$9,339.00	\$10,478.00	\$2,895.00	\$62,347.00
JUNE	\$7,587.00	\$16,581.00	\$11,532.00	\$15,923.25	\$7,188.00	\$58,811.25
JULY	\$1,871.00	\$17,767.00	\$13,418.00	\$10,040.00	\$5,823.00	\$48,919.00
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$103,207.00	\$92,352.00	\$75,155.00	\$78,923.00	\$55,466.00	\$385,103.00
PERMIT # FOR MONTH	7	44	47	73	32	203
PREV PERMIT TOTAL	63	226	287	447	162	1185
PERMIT TOTAL FOR YR	70	270	334	520	194	1388
YEAR TO DATE	2022	\$385,103.00				
YEAR TO DATE	2021	\$301,325.00				
OVER	\$63,778.00					

CASCADE SINGLE FAMILY HOMES

	JULY	YTD 2022	2021	2020	2019
Number of Permits					
New Residential Homes	6	21	69	55	38
VALUE - RESIDENTIAL	\$ 3,239,952.00	\$ 22,698,530.00	\$ 36,003,102.00	\$ 36,322,102.00	\$ 18,187,545.00

Cascade Twp -Permit Report by Category/ Fe

1/1/2022 12:00:00 to 7/31/2022 12:00:00

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee
Res. Single Family					
PB22001526	COLONIAL BUILDERS	1971 FOREST SHORES DR SE	07/01/2022	680,618	2,522.00
PB22001537	VANDERKAM ERIC	5989 HALLIDAY RIDGE DR SE	07/01/2022	300,000	1,519.00
PB22001548	DEHAAN BUILDERS IN	6384 LAMPPOST CIR SE	07/08/2022	400,000	1,895.00
PB22001550	T BOSGRAAF HOMES I	5951 GOLDEN HOLLOW DR SE	07/14/2022	570,000	1,685.00
PB22001611	EPIQUE HOMES INC	5145 HICKORY POINTE WOODS	07/14/2022	1,017,835	2,086.00
PB22001645	CUTTING EDGE BUILD	2303 THORNAPPLE RIVER	07/14/2022	271,499	898.00
				3,239,952	10,605.00
6	Permits	Value Total			10,605



July 07, 2022

Dear Clerk of Municipality,

Re: DIRECTV, LLC Annual Video Report for U-verse Video Service in Michigan

DIRECTV, LLC (“DIRECTV”) submits this Annual Video Report to the Michigan Public Service Commission and franchising entities in the State of Michigan as required by Michigan’s Uniform Video Services Local Franchise Act (2006 Public Act 480, as amended or “Video Act”).

On or about August 11, 2021, each of the municipalities served by Michigan Bell Telephone Company (“AT&T Michigan”) were notified that their Uniform Video Local Franchise Agreement (“Agreement”) was transferred to DIRECTV and that AT&T retains a majority economic interest in DIRECTV, with TPG Capital holding a minority economic interest. DIRECTV is a separate, affiliate company and operates independently of AT&T. As required by the transfer process established by the Video Act, each local entity was provided with an Attachment 2 form to their Agreement.

DIRECTV will continue to meet the terms of those Agreements and of the Video Act, as it relates to the continued provision of the U-verse IP-enabled video service. As required under Sec. 9 (1) of the Video Act, DIRECTV does not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides. Existing customers can continue to enjoy the same high-quality U-verse video service without the need for any additional action on their part.

U-verse TV includes:

- Access to live video programming and on-demand and interactive content
- Ability to access more than 242 IPTV National HD channel
- Ability to record up to 4 shows at once with Total Home DVR
- Ability to view programs via a subscriber’s smartphone or tablet
- Public, Educational, and Government (PEG) channels for communities who are providing or request to provide PEG programming
- Customer service via call centers
- Online 24/7 customer service and technical support is available at <https://www.att.com/support/topic/u-verse-tv/>

Questions regarding this report can be referred to me.

Sincerely,

Scott J. Alexander
Senior Director – External Affairs
DIRECTV
2260 E. Imperial Hwy.
El Segundo, CA 90245
e-mail: scott.alexander@directv.com
telephone: 214-202-3185



June 22, 2022

Ben Swayze
Grace Lesperance
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546-7123

Dear Ben and Grace,

I enjoyed getting to know you both a bit this morning. I am attaching a prospectus of the deer study project for you to review. If you have any questions about this, please do not hesitate to contact me. I look forward to working with you over the next few months to try to get a handle on what might be happening at Burton Park related to the white-tailed deer using the park as a part of their habitat.

As we discussed, if it is possible for the Township to provide us with the batteries to operate our cameras, that would be greatly appreciated. We generally use Energizer Lithium AA batteries and will probably need around 100 batteries for the project.

Sincerely,

Robert Keys, PhD
Professor of Environmental Biology and
Science Education
rob.keys@cornerstone.edu
616.949.5300 x1306



June 22, 2022

**Cascade Charter Township
Burton Park
White-tailed Deer Survey**

Objective: To make a camera survey of white-tailed deer making use of Burton Park in Cascade Charter Township, Kent County, Michigan

Outcomes: An estimated white-tailed deer usage of Burton Park. This is not a population study given the open system nature of this park with multiple deer corridors in and out of the park.

Synopsis of Research:

- Starting in late August/early September four (4) infra-red motion sensor cameras will be installed in random locations throughout Burton Park on known white-tailed deer trails. Cameras will not be used on public paths where normal foot traffic is occurring. Cameras will be labeled as belonging to Cornerstone University with contact information.
- Cameras will be deployed from late August/early September until mid-December.
- During this four month period, three two-week periods will be randomly chosen; one two-week period during the pre-rut, one two-week period during the rut, and one two-week period during the post-rut.
- At the end of each two-week data collection, data will be downloaded from cameras for analysis.
- Pictures from these two-week periods will be analyzed for white-tailed deer bucks and compared with each other to make an estimation of buck numbers coming through the park.
- At the conclusion of the research, all cameras will be removed from the park.
- This buck estimate will be multiplied by 3-5* to give a final white-tailed deer park usage estimate.
- When all results have been tabulated, we will issue a report to Cascade Charter Township.
- Results of the survey are not a population count, but a usage count given the multiple white-tailed deer corridors emanating from this park.
- Actions based on the results are to be determined by Cascade Charter Township.

***Research estimate 3-5 white-tailed deer doe/fawn for each white-tailed deer buck.**

TOWNSHIP MEMORANDUM

To: Cascade Charter Township Board of Trustees
From: Brian Hilbrands, Planning Director
Subject: Zoning Amendment regarding Composting
Meeting Date: August 10, 2022

Attached is a draft zoning ordinance amendment regarding vermiculture/composting that was developed by the Planning Commission Composting Use Subcommittee.

To summarize the amendments, commercial composting would be a use permitted by Special Use Permit in the ARC (Agricultural/Rural Conservation), FP (Farmland Preservation), and I (Industrial) zoning districts, subject to the design standards which would be included in Section 17.07 of the Zoning Ordinance.

As a reminder, the Township had received a complaint in December of 2021 regarding a worm farm/composting operation (Wormies, LLC) located in the agricultural (ARC) zoning district at 5745 Whitneyville. After previous discussion with the Township Attorney and the Planning Commission, it was determined that a worm farm/composting operation is not a use permitted by right in the ARC zoning district, and that the use should be reviewed further to determine where it might be appropriately located.

The Planning Commission wanted to encourage Board members, as well as members of the public, to review the meeting packet and recording from the 4/18/22 Planning Commission meeting when the discussion mentioned above was held. At this meeting representatives from Wormies, LLC attended, as well as the Compost Program Coordinator for EGLE, who provided helpful background information and knowledge on how the state reviews and regulates composting operations. The representatives from Wormies, LLC provided additional information demonstrating their future plans for the property and how it would be used, which was included in the Planning Commission meeting packet. The 4/18/22 meeting packet and recording can be found on the website at the following link - <https://www.cascadetwp.com/reference-desk/meetings/planning-commission/2022>. The discussion regarding the worm farm/composting begins at the 2:18:00 mark of the meeting recording video.

The Planning Commission formed a subcommittee to further review composting as a use. The Composting Use Subcommittee held a total of four meetings in April and May with staff and legal counsel present. The subcommittee reviewed what specific regulations the Township would want to include, which zoning districts would be most appropriate for the use, and whether or not neighboring communities provided any composting regulations.

After a number of iterations, the subcommittee provided the draft zoning ordinance amendment being proposed. There was much discussion held regarding setbacks, buffering, type and amount of materials allowed, and size of operation. The subcommittee believes that the proposed design standards will allow the Township to regulate composting operations and minimize potential negative effects on neighboring properties.

As a reminder, this zoning ordinance amendment simply allows potential composting operations to apply for a Type 2 special use permit. Any application for a special use permit will be required to go before the Planning Commission for a public hearing, where they will forward on a recommendation to the Township Board.

The Planning Commission held a public hearing to review the proposed amendments at the July 11, 2022 meeting. The written comments that were received in response to the notice are attached. After the public hearing the Planning Commission recommended that the amendments be adopted by a vote of 9-0.

Attachments: Proposed Zoning Ordinance Amendment
 Written Comments Received
 4/18/22 Staff Memo to Planning Commission
 4/18/22, 6/6/22 and 7/11/22 Planning Commission Meeting Minutes

CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN
Ordinance #_ of 2022
AN ORDINANCE TO AMEND CERTAIN PORTIONS OF THE CASCADE
CHARTER TOWNSHIP ZONING ORDINANCE

CASCADE CHARTER TOWNSHIP ORDAINS:

Section 1. Chapter 3 of the Cascade Charter Township Zoning Ordinance is amended to read as follows:

Section 3.03 Definitions

The following definitions are added to the Zoning Ordinance:

Commercial Composting Operation:

Composting that collects composting intakes generated off-site for the purpose of creating composted material or compost on the premises. Commercial composting operations shall not include composting accessory to a principal nursery or greenhouse use, which shall be regulated and approved in the same manner as nurseries and greenhouse as set forth in this ordinance.

Composting Intakes:

Any organic biodegradable and compostable material including, but not limited to: lawn clippings and leaves, woodchips, animal or paunch manure, any other plant or food waste or a mixture of any of the above. For purposes of this ordinance, composting intakes does not include raw sewage or treated sewage sludge, nor does it include inventory items/bulk materials used solely for landscaping purposes on-site.

Personal/On-Site Composting:

Composting that is an accessory use to the primary agricultural or residential use of the property, that uses composting intake materials generated on-site for the purpose of creating composted material or compost that is used for agricultural or residential use. Compost piles located in residential districts must be less than 100 cubic feet in area, located in the rear yard, and set back at least 10 feet from any lot line. Personal/On-Site Composting is permitted only as an accessory use in the R1, R2, ARC and FP zoning districts.

Vermiculture or Vermicomposting:

The controlled and managed process by which live worms convert materials into finished compost product.

Section 2. Chapter 7 and 7a of the Cascade Charter Township Zoning Ordinance are amended to read as follows:

Chapter 7 ARC, Agricultural Rural Conservation

Section 7.04 Uses Permitted by Special Use Permit

Section 7.04 is amended to allow for the following use by special use permit:

16. Commercial composting operations involving one (1) cubic yard or less per month of waste from sorting of Composting Intakes. Section 17.07.2.t

Chapter 7a FP, Farmland Preservation

Section 7.04a Uses Permitted by Special Use Permit

Section 7.04a is amended to allow for the following use by special use permit:

16. Commercial composting operations involving one (1) cubic yard or less per month of waste from sorting of Composting Intakes. Section 17.07.2.t

Section 3. Chapter 13 of the Cascade Charter Township Zoning Ordinance is amended to read as follows:

Chapter 13 I, Industrial

Section 13.04 Uses Permitted by Special Use Permit

Section 13.04 is amended to allow for the following use by special use permit:

15. Commercial composting operations. Section 17.07.2.t

Section 4. Chapter 17 of the Cascade Charter Township Zoning Ordinance is amended to read as follows:

Chapter 17 Special Uses

Section 17.07 Type II Special Use Design Standards

Section 17.07 is amended to add the following design standard:

t. Commercial composting operations with associated limited retail and wholesale trade of material created on the premises.

- 1) Minimum parcel size shall be 10 acres in the ARC and FP zoning districts and 2 acres in the I zoning district. Operational areas (buildings, composting areas, material storage, etc.) in the ARC and FP districts shall be located a minimum of 150 feet from property lines and 250 feet from adjacent residential dwellings. Operational areas in the I zoning district must meet the setback requirements of that district and shall also be located a minimum of 250 feet from adjacent residential dwellings.
- 2) Operational areas shall be visually screened from neighboring parcels with a screen consisting of berming, fencing, and/or vegetation buffer if the operational areas are within 400 feet of a residential parcel.
- 3) The operation must be registered with the Michigan Department of Environment, Great Lakes and Energy - Material Management Division (EGLE MMD) within one year of commencing operations. The operation must comply with all other applicable federal, state, and local laws, rules and regulations. The operation must comply with all standards, rules, and regulations of EGLE MMD registered compost operations.
- 4) When located in the ARC or FP districts, operational areas are limited to 30% of the total area of the parcel and 50% of the total area of the parcel must be kept natural, landscaped, or used for agriculture.
- 5) Equipment operation and receiving or distribution of materials, including retail/wholesale sales, may only occur between the hours of 7:00am to 9:00pm.
- 6) The use shall comply with all applicable Township and local Ordinances, regulations and standards including, but not limited to, the Township Noise Ordinance, stormwater regulations and lighting regulations.
- 7) The applicant must return to the Planning Commission for an annual review for a minimum of two years after receiving the special land use permit, and, thereafter, at the discretion of the Planning Commission. The applicant shall keep an inventory log showing the amount of Composting Intake and the total composted output, which shall be provided to the Township Planning Commission at the annual review and as otherwise requested by the Township.
- 8) An operation located on a parcel 20 acres or less in size in the ARC or FP districts is limited to 3,000 cubic yards of intake material and 3,000 cubic yards of output material per year. Facilities exceeding 3,000 cubic yards of intake and/or output per year may be permitted at the discretion of the Township, but must be located on a parcel that exceeds 20 acres in size, or in the I district.
- 9) An operation may have a maximum of 4,500 cubic yards of compost/composting intake/finished compost on site at any one time, with no more than 1,000 cubic yards being composting intake. Greater volume may be allowed at the discretion of the Township for operations located in the I district or on parcels 20 acres or more in size in the ARC or FP districts.
- 10) The facility must take reasonable action to mitigate the potential of odor leaving the site, such as using negative aeration systems or other common industry methods for odor mitigation. Such odor mitigation methods are subject to review and approval of

the Township through the special land use approval process. The site shall be kept neat and clean and there shall be no noxious odors or garbage affecting neighboring properties.

- 11) In the case of vermiculture, the species of worms that may be used are limited to red wiggler (*Eisenia fetida*), red worms (*lumbricus rubellus*), and other species that are native to Michigan, at the discretion of the Township.
- 12) All machinery and equipment, except for motor vehicles and trailers used in the conduct of business, shall be stored within a completely enclosed building. Motor vehicles and trailers shall be stored indoors, out-of-view when not in use for longer than a two-week period.
- 13) Retail and wholesale sales on the premises to the general public shall be limited to material created on the site.
- 14) If waste from sorting exceeds one (1) cubic yard per month, that sorting process must be located in the Industrial (I) zoning district.
- 15) All Composting Intake material must be covered or stored so that it is contained and protected from wildlife and leaving the site.

Section 5. Effective Date

This ordinance/ordinance amendment shall become effective upon publication in the Grand Rapids Press, a newspaper of general circulation within Cascade Charter Township.

Section 6. Effect

The Cascade Charter Township Zoning Ordinance, as amended, except as otherwise expressly amended herein, shall remain in full force and effect.

The foregoing Ordinance amendment was offered by Board Member _____ supported by Board Member _____. The roll call vote being as follows:

YEAS:

NAYS:

ABSENT:

ABSTAIN:

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 ___th day of _____ 2022.

Sue Slater
Cascade Charter Township Clerk

87192:00001:6351275-2

Brian Hilbrands

From: John Said <jsaid@adatownshipmi.com>
Sent: Friday, July 1, 2022 2:49 PM
To: Brian Hilbrands
Cc: Brent Bajdek
Subject: RE: Text amendment - commercial composting facility - and Master Plan note

Follow Up Flag: Follow up
Flag Status: Flagged

Brian:

Thanks very much for the information. I'll provide some general comments, which are only reflective of my perspectives and position as the Director of Planning for Ada Township, and do not reflect an 'official' Township position nor the opinions of any other Township officials, including our elected Board.

So with all that in mind, I'll offer the following (please share with the Planning Commission at the public hearing for the record):

- The specific location of a composting facility in the location on Whitneyville Road south of 52nd Street would not appear to raise any concerns for Ada Township, due to its distance from our community; however, the planned allowance of such facilities in the ARC (Agriculture Rural Conservation) District raises some concerns, even when allowed only as a special use.
- If such uses were proposed in ARC areas close to Ada Township residential areas, concerns will arise regarding potential odors, truck traffic and similar effects. This is all exacerbated by the potential transition of operations into larger-scale business activities than approved by the Township, without Township knowledge.
- It is not perceived that such a use would be consistent with the legislative intent of the ARC District, as identified in Sec. 7.02 of the Cascade Township Zoning Ordinance. The intent appears to clearly identify the areas in these districts for agriculture, open space, and low-density residential uses. A commercial composting facility would appear to be inconsistent with this intent and these uses.

(Also a quick note: in the draft document, was the word "composting" – listed several times – supposed to be "composting"?)

If you have any questions on my comments, please let me know. Above all, thanks very much for the opportunity to comment.

Thanks very much,

Brian Hilbrands

From: Vicky <
Sent: Monday, July 11, 2022 11:03 AM
To: Brian Hilbrands
Subject: Wormies

Myself and a lot of people in cascade twp are in favor of them coming to our area on Whitneyville road. Please consider this!!

Vicky Freund
2571 Shadlow trail
Ada

Sent from my iPhone

MEMORANDUM

To: Cascade Charter Township Planning Commission
From: Brian Hilbrands, Planning Director
Subject: Worm Farm/Composting Use
Meeting Date: April 18, 2022

Staff have been directed to review worm farm/composting as a land use activity to determine where it would be most appropriately located within the Township, and if any special use regulations should apply. As a reminder, the Township had received a complaint in December of 2021 regarding a worm farm/composting operation (Wormies, LLC) located in the agricultural (ARC) zoning district at 5745 Whitneyville. After previous discussion with the Township Attorney and the Planning Commission, it was determined that a worm farm/composting operation is not a use permitted by right in the ARC zoning district, and that the use should be reviewed further to determine where it might be appropriately located.

The direction provided during initial discussion involved viewing the use as being permitted as a special use in either the industrial (I) or ARC zoning districts. The most similar uses that are currently permitted by the zoning ordinance would be "A" Grouping Basic Manufacturing of Agricultural Products and Food and Kindred Products which is permitted by-right in the Industrial district, and Nurseries and Greenhouses which are permitted as a special use in the ARC and Farmland Preservation (FP) districts. These sections of the zoning ordinance are included in the following pages in the meeting packet.

I think that is also important to note that the Township Board held a separate discussion with the Township Attorney regarding this issue, and the direction from the Board was that they believe this use would be most appropriately located within the Industrial zoning district.

Staff have reached out to planning and zoning staff from all neighboring municipalities to determine if they have any formal regulations regarding a worm farm/composting use. I also reached out to Georgetown Township, where Wormies was previously located. Only one municipality had formal regulations regarding composting, while some other staff members provided their opinion on where the use would potentially be allowed in their municipality. Those responses are included in the following table:

Municipality	Formal Regulations	Staff Comments
Lowell Township	No	No regulations dealing with this type of business.
Vergennes Township	No	Might be allowed as specialized farming operation, which requires a special use permit.

Georgetown Township	No	Would treat it as a permitted use under the agricultural zoning district's chapter with no additional standards.
Bowne Township	Yes	Commercial composting operations are permitted as a special use in the AG district only and require at least 40 acres.
Grand Rapids Township	No	Believe that it would be allowed in Suburban Residential and Single-Family Residential Districts as "Farms and Farm Operations". Requires at least 10 acres and would be regulated by Right to Farm Act.
Caledonia Township	No	If it follows GAAMPS/Right to Farm Act it would be permitted as an agricultural use by right.
Ada Township	No	No language in zoning ordinance that references this type of use.
Gaines Township	No	Would most likely be allowed in Agricultural/Agri-business district as a permitted use, and allowed in Agricultural/Residential district as a special use.
Kentwood	No	Would most likely fall under the industrial zoning district, possibly as a recycling center which would be a special land use.

To summarize the responses, one municipality (Bowne Township) formally regulates commercial composting as a special use in the Ag district, three municipalities might allow it as a by-right use in Ag districts, two might allow it as a special use in Ag districts, and one might allow it as a special use in the industrial zoning district. The Bowne Township special use requirements are included in the meeting packet.

Wormies, LLC has recently provided a Project Proposal for their proposed operation at 5745 Whitneyville. This is included in your packet. The project proposal describes the operation as a "Medium Composting Facility" and states that it will meet all state regulations and requirements.

The next step would be for staff to work with the Township Attorney to draft a proposed amendment to the zoning ordinance to allow for commercial composting as an allowed use somewhere in the Township. At this time, staff are looking for direction from the Planning

regarding proximity to the airport. A lighting photometric plan will be required as the subdivision ordinance requires lights and none were indicated in the site plan. No sidewalks are proposed in the area and, if they did put in sidewalks, they wouldn't connect to any other sidewalks in Cascade. The Planning Commission can require a traffic study but staff do not believe it is necessary because the road has a lower traffic demand than originally predicted as the office use on the south side of Charlevoix Woods Ct. was never constructed. If the Planning Commission agrees that all procedural information is provided, the applicant should proceed to a public hearing to consider the PUD. At that stage the merits of the request will be considered and a detailed site plan will be available for review.

Before the public hearing, staff recommends submission of the following information: plans indicating the private road meet township design standards, a full civil plan set, a landscaping plan, approval from the Township Engineer and Fire Chief, plans reviewed by the KCDC for their comments on the storm water system, the location and type of street lights proposed, and a photometric plan.

Member Rissi asked if there was a maintenance agreement for Charlevoix Woods and who is responsible for the road being maintained and suggested that be looked into before development is approved.

Multiple members made comments that the area currently needs to be cleaned up.

Member Korstange and Deering asked if there was enough space for emergency vehicles to get to the buildings and the assisted living. Planning Director Hilbrands said that would be something that the fire department would look into when it comes to their approval.

Jacob Heglund of JH Realty, the property developer, came forward to answer any questions about the property. Chair Noordyke asked if the road was one-way or two-way and Heglund responded that it is a two-way street and met all of the regulations when they engineered it.

Member Rowland asked what the rent range would be and Heglund said they were modeling it after Knoll of Ada at Cascade Rd and Spalding. They will look like condos and would like to set the rent at \$2,400.

Member Rissi asked if there would be a dumpster corral or if each building would have its own trash can. The developer said that they had planned to have individual trash cans but could be flexible.

Heglund did the title work for Charlevoix Woods Ct and found that, when Walmart was originally built, the township required easements that were never completed. He requested the Planning Commission assist them in resolving this issue, even if it takes longer to get the project underway. Member Rissi suggested looking at PUD 58 to see if the problem came about when the assisted living center was built.

ARTICLE 12. Discussion of Worm Farm/Composting Use

The township received a complaint in December of 2021 regarding a worm farm/composting operation off of Whitneyville Ave in the ARC zoning district. The matter was discussed at the first February Planning Commission meeting and the township attorney and staff were asked to determine which type of zoning they think a worm farm/composting operation may fit in. The township board also discussed the matter and instructed the attorney to write and send a cease-and-desist letter to the property owner in mid-March with a second letter following a few weeks later to clarify that the property owner should not be accepting any new compostable material as the township considers amendments to the zoning ordinance.

Steps moving forward include this meeting's discussion, the drafting of an amendment to the zoning ordinance, the Planning Commission reviewing the amendment, the date for a public hearing would be set, and then the Planning Commission would submit the amendment for possible approval by the township board. Discussion of this at a previous meeting suggested allowing it as a Special Use in ARC or Industrial zoned districts. Information as to surrounding municipalities that had regulations on composting and project information from Wormies, the aforementioned vermiculture company that spurred the potential zoning amendment, was provided in the meeting packet.

Motion was made by Member Rowland to invite the founder of Wormies, Luis Chen, to the podium so they could learn more about his operation and vermiculture in general. Supported by Member Korstange. Motion carried 8 to 0.

Chen explained that worm farming consisted of collecting food waste, mixing it with organic material such as woodchips, and then allowing the temperature to increase so that the material starts to compost. They then feed that mixture to the worms who turn it into healthier soil. His operation is different than traditional composting operations because it is much smaller, most companies don't feed the compost to worms, and they don't end up with the same nutrient rich level of soil. Chen stated that he submitted his business plan to previous Community Development Director Steve Peterson who said that this was an acceptable use of land in the ARC district. He wasn't fully operational when, a few months prior, a concerned neighbor brought the project to the township. The activities that will be available in his facility include more education and are on a much smaller scale than other composting operations. They intend to only use 16% of the space for composting and regenerate other portions of the space. It is a 13-acre site and 2-acres will have the actual composting space. In the first step they receive the food waste and sort it, then it is put into rows with the worms. After six months, the material is sifted and any large items, woodchips, and worms are removed from the soil. The soil is then bagged and distributed.

Member Korstange shared concern that there are multiple phases to vermiculture and that each phase of the lifecycle needs to be regulated. She believes that the three main phases are the taking in and sorting of food waste, the actual composting, and the packaging and distribution of the material.

Chen said that they offer the service of taking local customer's food waste in for composting as well as selling the now nutrient rich soil after the worms have processed it. They aren't targeting farmers as they are a small operation and most people wouldn't come to their property looking for the product, they would often be taking the product to the customer in a pickup truck. He emphasized that the company is not a landfill and they remind the customers every week what is acceptable to send in.

Member Rissi asked if Chen was aware that there was a complaint from a neighbor and he said he was aware but he wished he knew who it was so that he could address it and believed it was a concern more than a complaint. Member Rissi said that he would like to hear what steps they intend to take to mitigate the problem that the neighbor is facing. Member Korstange said that the problem with considering how Wormies can address the current problem with the neighbor with their designs is that they haven't built the facilities in which the worm farm will be housed and the surrounding landscaping is not complete or even started.

Arthur Siegal, legal counsel for Luis Chen, spoke via Zoom about how both his office and Foster Swift see this type of use as a legal one, but the conversation is more on how Chen's optimally planned facility can be used as an example for rules the township may want to build into the ordinance. He shared that Chen's plan addresses all of the possible components according to the state and EGLE and now they just need to craft an amendment to the zoning ordinance with a use like his to be able to seek approval.

Foster Swift lawyer Genovich agreed with Siegal that the conversation tonight was to determine regulations potentially surrounding vermiculture facilities and what type of land they would be allowed on.

Member Rapin asked about the amount of waste they receive and what it is. Chen said that any type of plastic, glass, etc. are considered contaminants and need to be discarded but only have been coming in in small amounts, such as a sticker left on a banana peel, and could fill a five-gallon bucket about once every two months with the amount of waste they are currently receiving. His associate, Chandler Michalsky, stated that the targeted customers are environmentally conscious and are interested in the business of creating diverse, nutrient rich soil. Member Rapin clarified the amount of material that is brought in and the frequency. Chen said they bring in about a yard of food scraps per day which is approximately the size of the bed of a pickup truck.

Member Korstange added an emphasis on scale and, while Wormies is producing on a very small scale, there will be companies interested in producing on a much larger scale. There was suggestion from the Planning Commission that they should consider basing the regulations on scale.

Member Rissi asked if the rows of composting worms are covered to which Chen said they didn't have to be covered but there is a benefit to covering them. He asked if the process of the decomposition produced offensive odors. Chen said that there wasn't an offensive odor as they had been doing this type of work for five years and they have many controls in place to mitigate that risk. There was conversation about if the

content of what is put into the compost determines the scent. Chen affirmed that they don't have large customers and so, even if someone left a bucket out in the sun, it would be such a small amount it wouldn't make a difference. He said he thought he would bring in approximately 2,500 cubic yards per year. The process is staged and at five to six months, the stages are complete.

Member Rowland thanked Wormies for complying with the cease-and-desist and bringing in educational information; he then asked how long it would take to get the property as it currently is to the state shown on his project plan. Chen said that the project is funded through a grant and they are dividing the project into phases. An additional year was added to the timeline by the state due to Cascade Township putting the project on hold, so the time for the project to reach the final phase of construction is four years, though he'd like it to be much sooner. Member Rowland asked about the volume reduction of input to output and Chen stated there will always be a reduction and on 2,500 cubic yards, there would be a reduction of about 30% from beginning to completion. Member Rowland asked about how the operation can grow over the years and the land can have more and more of it dedicated to holding composting material. Chen shared that there is only so much demand for this type of project in a local area and that they instead would have a lab where they would put effort into improving the soil mixture and creating better fertilizer to sell; they would also work on liquid fertilizer and fertilization additives for sprinklers.

Member Korstange asked if their customers are generally both the ones bringing in the material to compost and the ones getting fertilizer deliveries. Chen said that many companies that do this are co-ops or non-profits but they are different because they are creating a value-added product.

Member Rissi shared that he had thought, going into this meeting, that this type of use belonged in industrial zoned areas but this presentation had shifted his mindset to thinking that it may belong in ARC zoned areas. Member Korstange shared that she believes that the core of this type of use is agricultural and that speaks volumes to where it should be an allowed use.

Planning Director Hilbrands asked which parts of the process would be enclosed and which would be in the open air. Chen said that the black area of the plan will be the first step, the bays will include the woodchips with a covering. The second step is the brown section containing the rows of worms that they are looking into covering and the third step will take place in the hoop house where the product is sifted and stored.

Member Korstange asked if the worms always need to be covered to work or if it helps them work in the winter. Michalsky said that this winter was the first time they had the worms composting outside and they had frozen but when things warmed up, the worms were all still alive. They said that the covering isn't required but it definitely speeds up the composting process.

Chair Noordyke asked if anyone would be living on the site and Chen said that was yet to be determined, though there won't currently be anyone living there. He then asked

about the type of people who would purchase the product or service. Chen said that it would be mostly residents, not large restaurants bringing in dump truck loads. The average size of a container coming in is a five-gallon bucket. Chen also shared that they don't like publicizing their location so that people think they can come and drop off waste.

Member Engel asked if any other areas in the US are looking to regulate and address the same issue. Chen said he knew a few companies that are facing similar issues in the state but that is better left to EGLE.

Aaron Hiday, the EGLE Compost Coordinator, came forward to speak on composting regulations and processes in other areas of the state. He said that Michigan is very behind on everything related to recycling, but even more specifically, organics recycling. He said there are a vast range in the level of quality of operations across the state. Keeping the program so it can't be seen from the road goes a long way to prevent illegal dumping and items going into five-gallon buckets tend to be much cleaner than those taking in food waste. The hill coming up the driveway is so steep that even a 20 ft building wouldn't be visible from the road.

Planning Director Hilbrands asked how EGLE and the state regulate these processes from an enforcement and monitoring perspective. Hiday said that the only regulations on composting are in part 115, section 11521 and that only applies to yard waste facilities. Wood chips are exempt and food waste is exempt if being used for a program such as this where it is turned into a new product, so EGLE has no regulatory authority over this site unless the company chooses to register with his program. Hiday is part of The Department of Environment Great Lakes Energy, Materials Management Division, Solid Waste Section, Sustainable Materials Management Unit, Composting Program. The name it goes by is the EGLE Composting Program. He explained that, even with yard waste programs, he is the only person who educates, manages, and regulates this department. He has some assistance from local EGLE districts with solid waste staff who donate their time but, when it comes to emergency planning for situations like the Type-A influenza, he may not be able to address less pressing violations.

Hiday stated that if yard waste is added to anything, it is all considered yard waste. He said that 100 cubic yards is about the size of a shipping container and if a company fills more than two of those with yard clippings, they have to register with the program. He was on track to visit all of the registered facilities in Michigan but COVID occurred so now he believes he will have it completed in about two years. Most of the time when he is coming back to a facility it is to deal with a complaint as he doesn't have the extra time or manpower to monitor all of the current facilities; there are about 120 active sites in both peninsulas of Michigan. He said that the Grand Rapids area has many composting facilities and, though there are many yard clipping facilities, most don't accept food waste.

Member Korstange suggested the township require anyone who applies for the special use to register with EGLE. She asked if there were any other agencies that would

regulate this type of program and Hiday mentioned the EPA, EGLE's Water Resources Division if it is water related, and odors could be reported to the air quality division.

Hiday recommends that townships looking to regulate vermiculture require applicants to become registered with his EGLE program and require them to be in compliance with all parts of the National Resource and Environmental Protection Act of 1994 (NREPA). This is so that, if EGLE determines that the property is not in compliance with their statutes, the township will also get a notification that a violation notice was issued. EGLE is then able to go down their lane of enforcement and, if necessary, the township can revoke their special use permit.

Member Rissi asked if Hiday generally sees this type of operation in a downtown setting or a more rural setting and he said that he sees it in both and that the zoning is across the board but is most highly concentrated in agricultural and secondarily commercial zoned areas. He said the most common complaint is odor but that is very subjective. He hasn't gotten complaints of rodents but he has about birds, seagulls in particular. There are also rules about how far these facilities have to be from airports: 5000 ft from the prop and 10000 ft from a jet turbine.

Hiday said that they would be able to find his contact information and other resources on the EGLE website.

The most beneficial ratio of carbon to nitrogen in fertilizer is 30:1 because this reduces odors. Wormies will utilize an aeration system that will also increase efficiency and cut down on odors. Hiday recommended the commission not regulate based on how much material is being brought in, but rather, the maximum amount of material that will be in the process at one time, as it is fluid. He also cautioned them not to overregulate the process as that's how townships have ended up with nowhere to send their organic waste. Some municipalities put in strong protections to keep this type of process out of their municipality but ended up having to create exemptions for anyone to be able to compost. Hiday agreed to look at the commission's proposed amendments to the zoning ordinance when it is further along.

Motion was made by Chair Noordyke to form a subcommittee to draft initial feedback on the proposed amendment to the zoning ordinance that will be created by Planning Director Hilbrands, reviewed by the full Planning Commission, and brought before the Township Board. It will consist of Member Rissi as chairman and Members Rapin, Korstange, and Deering as members. Supported by Member Korstange. Motion carried 8 to 0.

Member Rowland was excused and left at 10:36 PM.

ARTICLE 13. Old Business

Roundhill/Process Implementation Subcommittee: Member Moxley shared that the subcommittee is meeting bi-weekly on Wednesdays at 4:00pm at the Township office. Meetings last approximately an hour and have been attended by Planning Director Hilbrands and Manager Swayze. Minutes for these meetings are taken by Member Rissi.

fence around that area. The fence will be located along the west property line, by the service drive, extending up the entire south property line. Planning Director Hilbrands also noted that, when he was on a site visit, he saw that there is an existing approximately 6'1" tall fence along Cascade Road. The applicant would like to keep this fence and it is noted in the special use permit application. Due to the uniqueness of the through lot, staff believe the applicant meets the standard for a special use permit and staff recommend approval to build a 6' tall fence in the front yard of the property.

The applicants, Andrew and Kate Albright (2970 Thorncrest Dr), came forward to answer the commission's questions. Member Korstange asked how far the fence would extend along the yard and Albright said it would extend from the service drive to the property line adjacent to Cascade Road. Albright clarified that the fence will not completely enclose the pool.

Planning Director Hilbrands said he had received two letters of support of the pool variance but he had not received any other feedback regarding the fence.

Member Rowland asked if it was a wooden fence and Albright said that it will be a pre-stained, wooden, dog-eared fence.

Motion was made by Member Rissi to go to a public hearing. Supported by member Moxley. Motion carried 8-0.

No one wished to speak.

Motion made by member Rissi to close the public hearing. Supported by member Moxley. Motion carried 8-0.

Member Rowland inquired as to if there was an ordinance that said cross supports had to be on the inside of the fence. Planning Director Hilbrands answered that all supports had to be on the inside of the fence, facing the property owner.

Motion was made by Member Rissi to approve the Special Use Permit to build a 6' fall fence in the front yard as written. Supported by Member Korstange. Motion carried 8-0.

ARTICLE 8.

Update from Composting Subcommittee and Review of Draft Ordinance Amendment

Planning Director Hilbrands shared that the Composting Use Subcommittee has held 4 meetings between April and May with staff and legal counsel present. The draft amendment to the zoning ordinance would allow commercial composting as a special use permit in the ARC, FP, and Industrial zoned districts, subject to township conditions. Member Rissi chaired these meetings and stated that this special use is more restrictive than most in Cascade, including 15 conditions composting facilities must abide by to be considered for a special use permit. He said they wrote the amendment to be more restrictive in ARC and FP zoned parcels than in the Industrial district. The amendment calls for annual review of composting facilities, by the Planning Commission, for the first 1-3 years of their operation to ensure conditions continue to be met. Once they have

established compliance, special use recipients will not have required yearly reviews, as long as the commission believes the conditions are being met.

Member Rowland commented that there may be a time down the road where the applicants have shown they are regularly in compliance and the commission won't have to review them each year, switching to sending an inspector to the property every two to three years to check for compliance. Planning Director Hilbrands explained that the township can request special use permit recipients to come back for a review if there is a complaint from a neighbor or they want to confirm continued compliance. They would still be required to keep their intake log current, even if they were no longer being reviewed yearly, and the township could ask to see it at any point in time.

Chair Noordyke requested a few members of the composting use subcommittee attend the Township Board meeting to help present the zoning amendment.

Member Rowland asked if it would be beneficial for Wormies do their presentation at the board meeting but Member Rissi said that would be a question for legal counsel as the amendment isn't just regarding their application but rather composting on a larger scale. Abdoo said that, while this amendment isn't only to regulate Wormies, she doesn't think it would be a conflict for them to present and it could help frame the situation for the board and they have used Wormies' guidance to craft this amendment. Members said they would encourage members of the Township Board to review recordings of Wormies related meetings prior to considering the ordinance, but Wormies will not need to come back and give a new presentation. The board members will also be sent Wormies presentation packet and the link to the video where Wormies presented with the time that Wormies began presenting during the meeting. They will also send the meeting information to Wormies so they can attend the board meeting to answer questions the board may want to direct at subject matter experts.

Some members were concerned that the Township Board members wouldn't be open minded when reviewing this amendment to the ordinance, since they did not have a favorable opinion of allowing vermiculture in the township prior to their presentation. Member Noordyke said that the Township Board relies on its committees and commissions to take a deep dive into complicated questions and the Board will realize that now as well.

One of the questions EGLE had about the draft amendment was if the township intended to require these types of operations to use negative aeration or if they should include a list of other acceptable practices that effectively accomplish the same goal. Member Korstange said that she believes they would need to do more research to allow for other methods of aeration or odor removal. They also didn't want to referencing only one type of aeration technology when there may be other technologies that do the same job or an even better one further down the line.

Luis Chen (5745 Whitneyville), founder of Wormies, spoke to the commission to clarify which step of the process the aeration needs to occur during. He also said that it is impossible for the board to loosely require negative aeration variation for all types of

composting. Chen will only need to utilize this technology in the first 21 days, while material is still volatile.

Chandler Michalsky (5745 Whitneyville), also a member of the Wormies team, shared that there are already other methods, such as EM technologies, that are used to neutralize odor at farms and manure application sites. He also asked if woodchips count in section t(10) that states only 1,000 cubic yards of raw, volatile, composting material on site at one time, since they can and will be used for various purposes. Abdoo said they may need to redefine intakes and clarify which items are used solely for composting and which have other intended uses. They didn't currently want to consider un-composted woodchips, soil, etc. as part of the 1,000 yards of raw waste. Member Rissi said that they did still want to put a limit on the amount of inventory they could keep on site. Chen said they would need to be allowed an additional 4,000 yards of un-composted input material. Planning Director Hilbrands clarified that they can have a maximum of 4,500 cubic yards of compost/composting intake/finished compost on site at any one time, with no more than 1,000 cubic yards being composting intake material.

Chen further explained their soil mixing operation where finished compost could be added to soil to create fertilizer and sold as a value-added product. At this time, compost, woodchips, and soil will be mixed together and he wanted to ensure that the soil, woodchips, and fertilizer inputs, such as hay bales and moss, wouldn't count towards composting intake as they are not raw waste or a nuisance. Planning Director Hilbrands stated that these items would still fall under the same setback requirements as composting materials, and would need to fit in the operational area that is only allowed to make up a maximum of 30% of the parcel. The commissioners reiterated one of their goals was to allow composting in the ARC district but if an organization is getting too big, producing, mixing and selling mass amounts of product, they will need to move at least part of their process out of the agricultural zoned area and into the industrial area. The 30% operational area limit is only applicable in the ACR zoned area and not the industrial zoned district.

The commission decided that these changes could be completed by Planning Director Hilbrands and legal counsel then discussed either via another subcommittee meeting or electronically with the subcommittee members.

ARTICLE 9. Discussion of Airport Area Zoning

Chair Noordyke talked about the zoning for different portions of the airport property and that, due to the ground water and PFAS situation that the township is currently dealing with, the commission may want to consider further restricting what 'non-aeronautical areas' of the property can be used for and what is allowed in terms of irrigation. Chair Noordyke, Planning Director Hilbrands, Supervisor Lesperance, and Manager Swayze had a meeting where they concluded that the Planning Commission should form a subcommittee to look into land use and ground water concerns on non-aeronautical airport property and bring their findings back to the Planning Commission. Chair Noordyke recommended Member Rissi to chair the subcommittee due to his experience on the Thornapple River Association.

Minutes
Cascade Charter Township
Planning Commission
Monday, July 11, 2022
7:00 P.M.
2870 Jacksmith Ave SE

ARTICLE 1. Chair Noordyke called the meeting to order at 7:00 P.M.
Members Present: Noordhoek, Rowland, Rissi, Moxley, Noordyke, Deering, Rapin, Korstange and Engel
Members Absent: None
Others Present: Planning Director Brian Hilbrands, Laura Genovich of Foster and Swift, and those listed on the sign-in sheet.

ARTICLE 2. Pledge of Allegiance

ARTICLE 3. Approve the current Agenda

Motion was made by Member Deering to approve the current Agenda. Supported by Member Moxley. Motion carried 9 to 0.

ARTICLE 4. Disclose any Conflicts of Interest

There were not any conflicts of interest disclosed.

ARTICLE 5. Approve the Minutes of the June 6, 2022 Meeting

Member Rapin noticed an error in the title of Article 9, the word “area” is missing an “a”.

Member Engel stated in Article 10 that “hopeful” should be changed to “hope”.

Motion was made by Member Rapin to approve the minutes of June 6, 2022, with the previously mentioned edits. Supported by Member Korstange. Motion carried 9 to 0.

ARTICLE 6. Accept the Minutes of the Composting Use Subcommittee Meetings

Motion was made by Member Rissi to accept the minutes of the Composting Use Subcommittee meetings. Supported by Member Rapin. Motion carried 9 to 0.

ARTICLE 7. Acknowledge visitors and those wishing to speak.

There was no one that wished to speak.

ARTICLE 8. Case #22-3719/Cascade Charter Township

Requested Action: Planning Commission recommendation to amend the Zoning Ordinance to allow commercial composting as a special use in the ARC, FP, and I zoning districts.

Planning Director Hilbrands gave an update. The draft of the possible amendments from the zoning ordinance was given to each member at the June 6th meeting and two changes have since been made. At the previous meeting, there was discussion on whether to consider woodchips as composting intake and if the township should require negative aeration at composting sites. Changes were made to the definition of composting intake, clarifying that it does not include inventory or bulk items. There was also a change to state that negative aeration is not the only way to mitigate odor. Planning Director Hilbrands encouraged the committee to discuss further Wormies' potential soil blending operation where they will take finished compost and mix it with intaks, such as topsoil, to create different soil blends. The committee needed to decide whether the material used in this operation should be counted towards the total allowed input/output of composting material, or if it should be treated as an accessory to composting use.

Planning Director Hilbrands clarified that Wormie's worms had been fed and they allowed Wormies to bring in a specific amount of product to do so.

Member Rissi pointed out that the minutes from a previous composting special committee meeting had an error stating 20,000 acres, instead of 20 acres.

Motion was made by Member Rapin to open public hearing. Supported by Member Deering. Motion carried 9 to 0.

Planning Director Hilbrands explains that the zoning ordinance amendment requires sending the amendment to neighboring municipalities. Ada Township's Director of Planning, John Said, responded back with a letter with the following comments:

- The specific location of a composting facility in the location on Whitneyville Road south of 52nd Street would not appear to raise any concerns for Ada Township, due to its distance from our community; however, the planned allowance of such facilities in the ARC (Agriculture Rural Conservation) District raises some concerns, even when allowed only as a special use.
- If such uses were proposed in ARC areas close to Ada Township residential areas, concerns will arise regarding potential odors, truck traffic and similar effects. This is all exacerbated by the potential transition of operations into larger-scale business activities than approved by the Township, without Township knowledge.
- It is not perceived that such a use would be consistent with the legislative intent of the ARC District, as identified in Sec. 7.02 of the Cascade Township Zoning Ordinance. The intent appears to clearly identify the areas in these districts for agriculture, open space, and low-density residential uses. A commercial composting facility would appear to be inconsistent with this intent and these uses.

Planning Director Hilbrands also received two letters of support for the new ordinance amendments.

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

Planning Director Hilbrands clarified a question pertaining to section 7.02 stating he did look into chapter 7. In summary, that section is intended to conserve land suitable for agriculture and other specialized rural uses. In Planning Commission and subcommittee discussions, he believed they had viewed composting as a rural use with potential harm to neighbors. This is why they created conditions that must be met.

Member Noordhoek disagreed with allowing a commercial operation in the agricultural district: he felt that the size of the parcel with residential houses right next door was not a good fit. Member Korstange explained that this is a special use, meaning individuals must apply and present to the board to use their property in this way.

Member Rowland expressed concern with hours of operation saying that 9:00 pm was too late to allow operations, even though the commercial noise ordinance restricts volume after 10:00 pm and the residential one doesn't restrict volume until 11:00 pm. Member Korstange stated that there were numerous discussions on the timing of the operation at subcommittee meetings, and the time selected was what everyone agreed on.

Member Rissi questioned if our conditions are strong enough to ensure applicants for this special use will not branch into something bigger than approved. Planning Director Hilbrands said he shared some of the same concerns, but that is why they included specific conditions such as an annual review and a strict operational area to limit special use to its intended purpose. Also, if there are neighbor complaints, the committee can request applicants come back in front of the board.

Chair Noordyke suggested adding to number 7 that the planning commission may modify or edit an approved special use permit at its discretion. Attorney Genovich advised the board to proceed with caution when amending approved permits, while also providing ways the board can circumvent future amendments. She suggested alternatives including setting different hours of operation depending on the district's zoning and requiring restricted hours as a condition of the special use permit.

The committee continued to have varying opinions on the timing of operation. Some members believed that having shorter hours would better preserve the agricultural area while also adhering to potential neighbor complaints and wishes. Others thought that the ordinance was already strict enough and that there are enough regulations in place to ensure compliance of residents wishing to apply for this special use permit.

Chair Noordyke moved on to discuss the accessory mixing operation, he believed it should be included in the 3,000 square feet that would be counted as inventory items. There were concerns about mixing and that the amount would exceed the 3,000 square feet allowed, once piles were combined. Member Rissi clarified that an operation may have a maximum of 4,500 cubic yards of compost, composting intake, and finished compost on-site at any one time, with no more than 1,000 yards being composting intake.

Luis Chen (5745 Whitneyville) explained that composting intakes reduce by 50% of the original volume by the end of the composting process, so there won't be a surplus after mixing.

Member Rowland inquired about number 10 and what would be considered reasonable action to take. It was stated that it would be difficult to set requirements for technology because there are always newer and better products being invented. Keeping this section broad allowed for leniency for the applicants to come up with their own, potentially even better, technology to present to the Planning Commission when filing for a permit. Attorney Genovich stated that "reasonable" is defined by the board upon application for a special use permit. Residents applying for this special use permit must be able to explain their technology and demonstrate how it is used to mitigate odor to the board.

Motion was made by Member Rapin to recommend the amendments to the zoning ordinance to allow for commercial composting as a special use in the ARC, FP, and I zoning districts. Supported by Member Deering. Motion carried 9 to 0.

Member Korstange thanked everyone on behalf of the subcommittee.

Chair Noordyke asked Planning Director Hilbrands to keep the committee informed on when the Township Board will be considering their recommendation. He also requested someone, preferably a subcommittee member, to be present during that Township Board meeting. Member Rissi and Planning Director Hilbrands previously met with Supervisor Lesperence to summarize the subcommittee's findings.

ARTICLE 9. Old Business

Member Rissi mentioned the airport land-use subcommittee that he will be chairing and asked if there were any members who wanted to be a part of it. He proposed holding the first meeting on July 28th. Members Korstange, Moxley, and Rapin agreed to be on the committee.

Member Moxley thanked everyone who has been a part of the Process Implementation subcommittee and shared that they would be making their final recommendation to the Board of Trustees at their meeting, later in the week.

ARTICLE 10. Any Other Business

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board
From: Sandra Korhorn, DDA/Economic Development Director *SKK*
Subject: Consider Resolutions for Streetlight request for Tammarron North
Meeting Date: August 10, 2022

Bruce Johnson, Tammarron North (Ballybunion Ct.) Homeowners President, has been working with Consumers Energy regarding updating the streetlights in the neighborhood. The design and details are now completed and Cascade has to approve the resolution/contract for the work.

There will be twelve (12) new light poles and fixtures installed, which will replace the existing streetlights in the Tammarron North development. The HOA is prepared to pay the cost of installation of the new streetlights up front, which is \$45,716.00.

Included in the packet is the map with streetlight locations, two change in contract forms as well as two resolutions for approval. One resolution is for the removal of the existing lights and the other is for installation of the new poles/fixtures.

Bruce Johnson, Tammarron North HOA President will be at the meeting for questions.



CEM Support Center

Consumers Energy, CEM Support Center, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

July 12, 2022

NOTIFICATION #:
1059220408

CASCADE TOWNSHIP
2865 THORNHILLS AVE SE
GRAND RAPIDS, MI 49546-714C

REFERENCE: BALLEY BUNION CT, ADA

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:	\$ 45,716.00
Winter Construction Costs:	\$ -
Installation Charge:	\$ -
Additional Costs	
Total Estimated Cost:	\$ 45,716.00
Less Prepayment Received:	\$ -
Total Estimated Cost Due:	<u>\$45,716.00</u>

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

GABRIEL POLETTI at 810-760-3485



AGREEMENT FOR MODIFICATIONS OF ELECTRIC FACILITIES (NONREFUNDABLE)

PART I

Effective Date: 12/15/2021 Notification Number: 1059220408 (Drawing Attached, Exhibit A)

Company:

CONSUMERS ENERGY COMPANY a Michigan Corporation

Customer:

CASCADE TOWNSHIP (Name)

530 W. Willow St

2865 THORNHILLS AVE SE (Street and Number)

Lansing, MI 48909-7662 (Address)

GRAND RAPIDS, MI 49546-7140 (City, State and Zip Code)

Attention: SANDRA

Service Location: BALLEY BUNION CT ADA

Township CASCADE

County KENT

Town 06

Range 10

Section 04

Price: \$ 45,716.00

NOTE: ADDITIONAL CHARGES MAY BE OWED. SEE PART II, SECTION 2 and 5 FOR DETAILS.

The Price is good for sixty (60) days from the effective date above. Part II, CONSUMERS' FACILITIES AGREEMENT TERMS AND CONDITIONS is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS. CONSUMERS ENERGY COMPANY EXPRESSLY REJECTS ANY ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS SET FORTH IN ANY PURCHASE ORDER ISSUED BY CUSTOMER OR IN ANY OTHER CONTRACT DOCUMENT ISSUED BY CUSTOMER.

CONSUMERS ENERGY COMPANY

CASCADE TOWNSHIP (Customer)

By (Signature)

By (Signature)

(Print or Type Name)

(Print or Type Name)

(Date Signed)

(Date Signed)

Title

Title



**AGREEMENT FOR MODIFICATIONS OF
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS
PART II**

1. For any new facilities being installed to accommodate new load to the Company's system, a non-refundable contribution pursuant to tariffs filed with the Michigan Public Service Commission (Rule C6) is included in the Price.

In consideration of Customer's request and agreement to pay all the costs of relocation/modification of Consumers' facilities, Consumers hereby agrees to relocate and/or modify its electric facilities. The facilities to be relocated or modified are shown on the drawing attached as Exhibit A. Pursuant to tariffs filed with the Michigan Public Service Commission (Rule C1), when relocation or modification of Consumers' facilities is requested or made necessary by a customer, all costs for the relocation or modification may be charged to the requesting party.

For the above mentioned activities, all costs are non-refundable and are due prior to the start of construction. The Customer shall pay the Price identified in Part I upon execution of this Agreement.

2. After all work is completed, Consumers will invoice the Customer for any additional amounts owed.

The Customer is solely responsible to contact the owner of any phone, cable TV or any other facility that may be attached to Consumers' poles and make arrangements for the removal and/or relocation of those facilities at the Customer's expense. The Price identified in Part I does not include any cost the owner of those facilities may charge for the removal and/or relocation.

The Customer shall also be responsible for additional extraordinary construction costs that result from, but are not limited to site conditions, environmental contamination, underground, or buried obstructions, permit fees or other governmental restrictions. If work is to be completed outside of Consumers' normal working hours at the Customer's request, incremental costs shall apply, and these costs will be the Customer's responsibility.

Any amounts to be paid pursuant to this Agreement are exclusive of federal, state, county, municipal, or local property, license, excise, sales use, gross receipt or similar tax with respect to the work covered hereunder and if Consumers is required by applicable law or regulation to pay or collect any such tax or if any such taxes are assessed against Consumers on account of performance of this Agreement, no matter when such assessment is made, then such tax or taxes shall be paid by the Customer to Consumers in addition to the amounts provided for herein.

3. Prior to the installation of the facilities, and as a condition precedent thereto, the Customer shall provide, at no expense to the Company, recordable easements, on a form provided by the Company, granting all necessary rights of way for installation and maintenance of said facilities. If said facilities are to serve a residential subdivision, said easements shall include, but not be limited to, rights of way for streetlighting in the subdivision by means of underground facilities, even though Consumers does not undertake to provide streetlighting facilities and service as a part of this Agreement. If said easements are not secured and delivered to Consumers within thirty (30) days after execution of this Agreement, Consumers may, at its option, refund all payments made to it hereunder by the Customer, without interest, after deducting reasonable expenses incurred by Consumers on account of this Agreement, and this Agreement shall thereupon terminate.

4. For any underground facilities included in the work to be performed hereunder, the Customer shall provide, at no expense to Consumers, rough grading (not more than three inches below finished grade) so that the underground facilities can be properly installed in relation to the finished grade level. The Customer shall maintain the average elevation within six feet of any cable, conduit wire, conductor or other underground facility thereafter at a level not to exceed twelve inches above or three inches below the grade level established at the time of installation of said underground facilities. Further, the Customer shall maintain the ground surface elevation in an area four feet wide around any transformer pad, subsurface transformer, junction vault or other support at an elevation of not less than three inches and not more than six inches below the base of any transformer mounted on a pad or other support and not more than six inches below the top of any subsurface transformer or junction vault; provided, however, that changes in the ground surface elevation in excess of the limits herein prescribed may be permitted upon written consent of Consumers. Consumers will backfill and place excavated earth over any area of construction; the Customer is responsible for the final restoration of the construction area.



**AGREEMENT FOR MODIFICATIONS OF
ELECTRIC FACILITIES (NONREFUNDABLE)**

TERMS AND CONDITIONS (CONT.)

5. If any underground facilities or any portion thereof are to be installed between December 15 and April 15, the Customer shall, prior to installation of said underground facilities or portion thereof, pay Consumers an additional nonrefundable contribution per trench foot as stated in the "Computation of Electric Distribution System Line Extension Deposit and Contribution" for the portion of said facilities installed during said period (Winter construction/practical difficulties charge). The Customer will receive a credit for any part of such winter charge paid by other utilities for joint use of the trench or paid by the Customer for installation, by Consumers, of gas pipe in the same trench. No portion of said facilities will be installed between December 15 and April 15, unless the Customer has paid such additional contribution.

In addition, a further nonrefundable contribution in addition to that provided for herein may be required where, in Consumers' judgment, practical difficulties not considered in determining the Customer's estimate such as water conditions or rock near the surface are encountered during construction. If the Customer does not make such additional contribution within fifteen (15) days after receiving written notice of the necessity for and amount of such additional contribution, Consumers may, at its option, refund all payments made to it hereunder by the Customer, without interest and deducting reasonable expenses incurred by Consumers, and this Agreement shall thereupon terminate.

6. Consumers shall not be in breach of contract as a result of any delay in performing its obligations if such delay is due to strikes or other labor troubles; inability to obtain labor, materials, components, supplies, for any reason, including default of suppliers or subcontractors; acts of God; fire; flood; storm; earthquake or other natural calamities; war; insurrections; riot; embargoes; curtailment; order; regulations or restriction imposed by governmental authorities; or any other cause which is beyond the reasonable control of Consumers, whether of a similar or dissimilar nature and whether or not existing or foreseeable on the scheduled date of commencement of the work. Consumers shall have no obligation to settle any strike or other labor difficulty in a manner not completely satisfactory to it. Should any such delay occur, the time for the performance of Consumers' obligations shall be extended by a time equal to the length of the delay plus such additional time as is reasonably necessary to enable Consumers to resume performance of its obligations.

7. Consumers warrants that any work performed under this Agreement shall be performed by properly skilled personnel in accordance with generally accepted standards for the work being performed. The sole liability of Consumers for defective work under this warranty or otherwise, shall be limited to reperforming any such work on the same conditions as the original work. The foregoing is the Customer's exclusive remedy and, EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

In no event shall Consumers be liable for any loss or damage whatsoever, by reason of its failure to discover, report or modify latent defect or defects inherent in the subject matter of the work. The aforementioned warranty is subject to the following conditions:

(a) Consumers shall not be responsible for repairs, replacements, or corrections made by others with respect to the work performed by Consumers.

(b) The Customer shall notify Consumers in writing of any breach or warranty with respect to the services performed by Consumers within ten (10) days after completion of the work.

8. THE TOTAL LIABILITY OF CONSUMERS, ITS AGENTS, EMPLOYEES, VENDORS AND CONTRACTORS WITH RESPECT TO ANY AND ALL CLAIMS ARISING OUT OF THIS CONTRACT INCLUDING THE PERFORMANCE OF OBLIGATIONS IN CONNECTION WITH THE WORK HEREUNDER, WHETHER BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED IN AGGREGATE ONE THOUSAND DOLLARS (\$1,000.00) AND SHALL IN NO EVENT INCLUDE INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE INCLUDING, BUT NOT LIMITED TO, LOSS OF REVENUE OR ITS USE; LOSS BY REASON OF PLANT OR EQUIPMENT SHUTDOWN OR INABILITY TO OPERATE AT RATED CAPACITY; INCREASED EXPENSE OR OPERATION OF PLANT OR EQUIPMENT; INCREASED COSTS OF PURCHASING OR PROVIDING EQUIPMENT, MATERIALS, SUPPLIES OR SERVICES OUTSIDE CONSUMERS' SCOPE OR SUPPLY; COSTS OR REPLACEMENT POWER OR CAPITAL; CLAIMS OF THE CUSTOMER'S CUSTOMERS; OR INVENTORY OR USE CHARGES, EVEN IF CONSUMERS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.



**AGREEMENT FOR MODIFICATIONS OF
ELECTRIC FACILITIES (NONREFUNDABLE)**

TERMS AND CONDITIONS (CONT.)

This limitation of liability section shall prevail over any conflicting or inconsistent provisions contained herein or in any other applicable document and shall be in effect even if the remedy or remedies set forth herein fail in their essential purpose.

9. The Customer shall indemnify and hold Consumers, its agents, employees, vendors and contractor(s) harmless from and against, and shall at Consumers' option undertake the defense of, any and all claim, losses, liability and damage (including environmental harm) and including reasonable attorney's fees which Consumers might sustain or incur or which might be asserted by any third party against Consumers as a result of the services provided under this Agreement, whether based on warranty, contract, tort (including negligence), strict liability or otherwise, unless caused solely by the negligence of Consumers, its agents or employees.

10. Any assignment or any part thereof by the Customer without the previous written permission of Consumers shall be void and of no effect. Consumers may subcontract any services hereunder.

11. This agreement does not create an employer/employee relationship between the parties. Consumers will retain sole and absolute discretion over the manner and means of carrying out Consumers' responsibilities hereunder.

12. The terms of this Agreement shall not be changed superseded or supplemented, except in writing by an authorized representative of Consumers and by a duly authorized representative of Customer.

13. This Agreement shall be deemed a Michigan contract and shall be construed in accordance with and governed by the laws of the State of Michigan. With respect to the subject matter hereof, this Agreement supersedes all previous representations, understandings and negotiations, either written or oral, between the parties hereto or their representatives and constitutes the entire contract between the parties. This Agreement is intended for the benefit of the parties hereto and does not grant any rights to any third parties unless otherwise specifically stated herein. No part of any purchase order, request for proposal or other documents issued by Customer shall be binding upon Consumers or affect its rights or obligations hereunder unless signed by a duly authorized representative of Consumers.

14. This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the Parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither Party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

15. Additional Items



AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED) FORM 547

Contract Number: 100000373306

Consumers Energy Company is authorized as of _____, by the Township _____ of CASCADE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township _____ of CASCADE, dated 10/23/2018.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1059220408

Construction Work Order Number(s):

11325829

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/23/2018 shall remain in full force and effect.

Township _____ of CASCADE

By:

(Signature)

Susan B. Slater

(Printed)

Its

Clerk

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of CASCADE, dated 10/23/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____, heretofore submitted to and considered by this commission council board ;and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN

COUNTY OF Kent

I, Susan B. Slater, Clerk of the Township of CASCADE, do hereby certify that the foregoing resolution was duly adopted by the commission council board of said municipality, at the meeting held on August 10, 2022.

Dated:

Municipal Customer Type: Township

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	100	HPS	Post Top	Washington	Remove	1215 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1337 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1344 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1369 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1379 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1381 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1415 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1505 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1539 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1320 BALLYBUNION CT SE
1	100	HPS	Post Top	Washington	Remove	1538 BALLYBUNION CT SE (PRIVATE)
1	100	HPS	Post Top	Washington	Remove	1301 ROYAL COUNTY DOWN SE



AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT (COMPANY-OWNED) FORM 547

Contract Number: 103034062978

Consumers Energy Company is authorized as of _____, by the Township _____ of CASCADE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township _____ of CASCADE, dated 10/23/2018.

Lighting Type:

General Unmetered Light Emitting Diode Lighting Rate GU-LED

Notification Number(s):

1059220408

Construction Work Order Number(s):

11325829

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/23/2018 shall remain in full force and effect.

Township _____ of CASCADE

By:

(Signature)

Susan B. Slater

(Printed)

Its

Clerk

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of CASCADE, dated 10/23/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____, heretofore submitted to and considered by this commission council board ;and

RESOLVED, further, that the Township Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN

COUNTY OF Kent

I, Susan B. Slater, Clerk of the Township of CASCADE, do hereby certify that the foregoing resolution was duly adopted by the commission council board of said municipality, at the meeting held on August 10, 2022.

Dated:

Municipal Customer Type: Township

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	79	LED	Post Top	Washington	Install	1215 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1320 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1337 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1344 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1369 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1379 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1381 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1415 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1505 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1539 BALLYBUNION CT SE
1	79	LED	Post Top	Washington	Install	1301 ROYAL COUNTY DOWN SE
1	79	LED	Post Top	Washington	Install	1538 BALLYBUNION CT SE (PRIVAT

NO OUTAGE REQUIRED FOR THIS WORK.

BALLY BUNION CT SE AND ROYAL COUNTY DOWN SE ARE BOTH PRIVATE DRIVES.
BALLY BUNION ROW WIDTH 66'.
ROYAL COUNTY DOWN ROW WIDTH 36'.

TAMARRON NORTH IS A PRIVATE COMMUNITY WITH GATED ACCESS. SCHEDULING TO COORDINATE CONSTRUCTION WITH COMMUNITY TO MAKE ENSURE CREWS HAVE ACCESS.

MISS DIG System, Inc.
1-800-482-7171

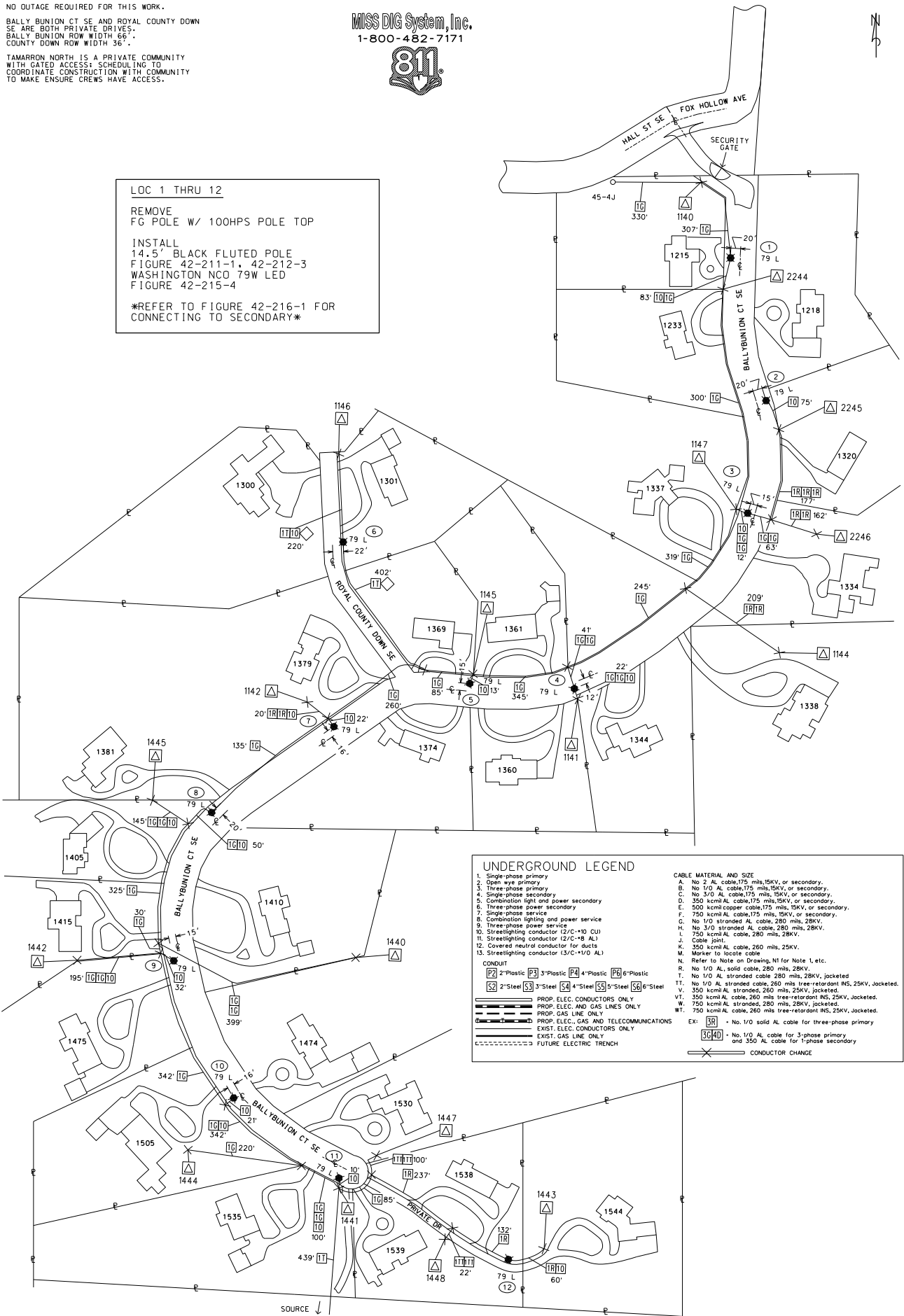


LOC 1 THRU 12

REMOVE
FG POLE W/ 100HPS POLE TOP

INSTALL
14.5' BLACK FLUTED POLE
FIGURE 42-211-1, 42-212-3
WASHINGTON NCO 79W LED
FIGURE 42-215-4

*REFER TO FIGURE 42-216-1 FOR
CONNECTING TO SECONDARY*



UNDERGROUND LEGEND

1. Single-phase primary
 2. Open eye primary
 3. Three-phase primary
 4. Single-phase secondary
 5. Combination light and sewer secondary
 6. Three-phase power secondary
 7. Single-phase service
 8. Combination lighting and power service
 9. Three-phase power service
 10. Streetlighting conductor (2/C-10 CU)
 11. Streetlighting conductor (2/C-8 AL)
 12. Covered neutral conductor for ducts
 13. Streetlighting conductor (15/C-1/0 AL)
- CONDUIT
- [P2] 2" Plastic [P3] 3" Plastic [P4] 4" Plastic [P6] 6" Plastic
 - [S2] 2" Steel [S3] 3" Steel [S4] 4" Steel [S5] 5" Steel [S6] 6" Steel
- PROP. ELEC. CONDUCTORS ONLY
- PROP. ELEC. AND GAS LINES ONLY
- PROP. GAS LINE ONLY
- PROP. ELEC., GAS AND TELECOMMUNICATIONS
- EXIST. ELEC. CONDUCTORS ONLY
- EXIST. GAS LINE ONLY
- FUTURE ELECTRIC TRENCH

- CABLE MATERIAL AND SIZE
- A. No 2 AL cable, 175 mils, 15KV, or secondary.
 - B. No 1/0 AL cable, 175 mils, 15KV, or secondary.
 - C. No 3/0 AL cable, 175 mils, 15KV, or secondary.
 - D. 350 kcmil AL cable, 175 mils, 15KV, or secondary.
 - E. 500 kcmil copper cable, 175 mils, 15KV, or secondary.
 - F. 750 kcmil AL cable, 175 mils, 15KV, or secondary.
 - G. No 1/0 stranded AL cable, 280 mils, 28KV.
 - H. No 3/0 stranded AL cable, 280 mils, 28KV.
 - I. 750 kcmil AL cable, 280 mils, 28KV.
 - J. Cable joint.
 - K. 350 kcmil AL cable, 260 mils, 25KV.
 - M. Marker to locate cable.
 - N. Refer to Note on Drawing, NI for Note 1, etc.
 - R. No 1/0 AL solid cable, 280 mils, 28KV.
 - T. No 1/0 AL stranded cable, 280 mils, 28KV, jacketed.
 - TT. No 1/0 AL stranded cable, 260 mils free-retardant NS, 25KV, jacketed.
 - V. 350 kcmil AL stranded, 260 mils, 25KV, jacketed.
 - VT. 350 kcmil AL cable, 260 mils free-retardant NS, 25KV, jacketed.
 - W. 750 kcmil AL stranded, 280 mils, 28KV, jacketed.
 - WT. 750 kcmil AL cable, 260 mils free-retardant NS, 25KV, jacketed.
- EX: [S] No 1/0 solid AL cable for three-phase primary
- [S] [G] [4] No 1/0 AL cable for 3-phase primary and 350 AL cable for 1-phase secondary
- CONDUCTOR CHANGE

SUBSTATION	WD NO.	BALLY BUNION CT, ADA - ECNC LED	JOB PURPOSE:	UPDATE STREET LIGHTS IN PRIVATE COMMUNITY AT CUSTOMER REQUEST.
BIRCHWOOD	1549	CM NO. 100006641773		
CIRCUIT	LCY	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
LARAMAY LAKE	01	1059220408	11325829	
		CE STAKING REQ'D	Yes	No
		FORESTRY REQ'D	Yes	No
		CONSUMERS ENERGY CONTACTS		
SYSTEM PROTECTIVE DEVICE: D149 125A RISER		COORDINATOR	AL DELWOOD	248 W 801 199 166 705
LOCATION: W/O LARAMAY LAKE DR SE		DESIGNER	KEVIN WOLF	231 779 5513
SHEET D SHEET 1 OF 1 SCALE NTS		KENT	CD	CASCADE TWP T 06N R 10W SEC. 04



CASCADE TOWNSHIP
5920 TAHOE DR SE
GRAND RAPIDS MI 49546-7123

Amount Due: \$45,716.00
Please pay by: July 26, 2022

▶ Invoice Number	9323172068
PO Number	
PO Date	
Bill Date	07/12/22

▶ **Account: 3000 1992 5506** ◀

▶ BALLEY BUNION CT ADA - STREETLIGHTING - NOTIFICATION NUMBER (s): - - - - - 1059220408 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-CIAC	1.0 EA	\$45,716.00	\$45,716.00

TOTAL DUE: \$45,716.00

See Page 2 for Payment Options.
Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: GABRIEL POLETTI -810-760-3485 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
PO Box 30162
Lansing, MI 48909-7662

PREPAYMENT REQUEST

Account: 3000 1992 5506

Amount Due: \$45,716.00
Please pay by: July 26, 2022
▶ **Enclosed:**

6 330032434793 000045716008 0000 2056 3 300019925506 H

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Approval of Outdoor Gathering Permit for the Cascade Heritage Festival

Meeting Date: August 10, 2022

The Cascade Heritage Festival is an event open to the public and is being held Saturday, September 10, 2022. The event location is changing this year to the Cascade Christian Church and Cascade Historical Museum properties.

The event will consist of a cornhole tournament, beer tent, bands, food trucks and an ice cream social.

The Buildings and Grounds crew will help setup the stage prior to the event, but the committee is securing volunteers to help with the event.

Attached is information addressing the requirements of the Outdoor Gathering permit.

Outdoor Gathering Permit – Cascade Heritage Festival

The Cascade Heritage Festival is an event open to the public and will be held at Cascade Christian Church and the Cascade Historical Museum & Park property. Brad Anderson, a Forest Hills Public School teacher, is heading up the committee along with township staff, Cascade Christian Church pastor, Jill Forton and Historical Committee member, Vic Gillis.

The event location is changing this year to the Cascade Christian Church and Cascade Historical Museum & Park properties. The change keeps the event closer to the museum and downtown village area. The relocation also allows for the Museum to be open during the festivities.

The event will consist of a cornhole tournament, beer tent, bands, food trucks, ice cream social and kid's activities.

The cornhole tournament will begin at 4:00, with the remainder of the festivities starting at 5:00 p.m. and ending at 9:00 p.m.

Both Deputy Dieppa and Chief Magers are aware of the event and the layout. KCSD will have a few deputies onsite to help with traffic control and street crossing.

Restroom facilities (port a johns) and handwashing stations will be available to the public.

Cascade Christian Church has two (2) parking lots on Hurley St, which will accommodate approximately 100 vehicles. Hurley St. will be closed from Thornapple River Dr. to the first parking lot, vehicles can access the lots from Orange Ave.

Buildings and Grounds crew and volunteers will provide clean up after the festival. There will be trash cans on site for waste disposal. A band will play from 5-9 p.m., which is well within the confines of the Cascade noise ordinance regulations and there may be a small (single or duo) playing near the Historical Museum.

The Township insurance policy covers this event.



Tim Van Stensel Realtor

Orange Ave SE

Hurley St SE

6875

Orange Ave SE

Hurley St SE

6859

Bridal Elegance
Bridal shop

30 x 60 TENT

2811

Cascade Christian Church

STAGE

Cascade Christian
After Sch Cr

161'

Cascade East
Temporarily closed

Rock Kauffman Design

FOOD TRUCKS

Thornapple

CORNHOLE

Cascade Rd SE

ICE CREAM

6895

BAND

2839

280'

Thornapple River Dr SE

2826

~750'
Total

REVA GR

Google

2840



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7123

OUTDOOR GATHERING APPLICATION

1. Name of Applicant: Cascade Township 2. Name of Property Owner: Cascade Christian Church & Cascade Township

3. Address of Event: 2829 Thornapple River Dr., 6895 Cascade Rd.

4. Type of Event to be Held: Cascade Heritage Festival – Cornhole Tournament, Beer Tent, Bands, Ice Social, Food Trucks, Kids Activities

5. Date of Event: 9/10/22 6. Hours of Event: 4:00 -9:00 p.m.

7. Number of Attendants: 300+

Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective licensee’s plans to provide for the following:

- a. Police and Fire Protection
- b. Food and Water Supply and Facilities
- c. Health and Sanitation Facilities
- d. Medical Facilities and Services, including Emergency Vehicles and Equipment
- e. Vehicle Access and Parking
- f. Camping and Trailer Facilities
- g. Illumination Facilities
- h. Communications Facilities
- i. Noise Control and Abatement
- j. Facilities for Clean up and Waste Disposal
- k. Insurance and Bonding Arrangements

In addition, the application shall be accompanied by a map or maps of the overall site of the proposed outdoor assembly.

Signature of Applicant/Property Owner:  Date: 8.4.22

Office Use Only

Township Board:

Approved: _____ Denied: _____ Date: _____

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board
From: Sandra Korhorn, DDA/Economic Development Director *SKK*
Subject: Consider Resolution for Special License Permit for Cascade Heritage Festival
Meeting Date: August 10, 2022

A beer tent will be part of the Cascade Heritage Festival on September 10. In order to serve beer at the event, the Township needs to obtain a Special License Permit from the Michigan Liquor Control Commission (MLCC).

A Special License is a limited term license, generally only for one day, that can be issued to a nonprofit organization for fundraising purposes. Can be issued for beer, wine, and spirits sales and consumption and for a wine auction with wine donated by private individuals. An organization may only be issued twelve (12) Special Licenses each calendar year.

Similar to last year, the Township will contract with Wildwood Family Farms to serve beer. They have trained servers to also help with prevention of sales to minors and overserving visibly intoxicated persons.

Attached is the application and resolution for your review and consideration. The application has also been submitted to the Kent County Sheriff Department for their review and approval.



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Cascade Charter Township			
Applicant address: 5920 Tahoe Dr. SE			
City: Grand Rapids		Zip Code: 49546	
Contact name: Ben Swayze	Phone: 616-949-1500	Email: bswayze@cascadetwp.com	
Alternate contact name: Sandra Korhorn	Phone: 616-949-1500	Email: sandra@cascadetwp.com	
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No			<i>Leave Blank - MLCC Use Only</i>
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)			
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Date the applicant organization was established (month/day/year): _____ 1848			
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No			

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 2829 Thornapple River Dr. SE, 6895 Cascade Rd. SE	
City, township, or village where event will be held: Cascade Township	County: Kent
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
161	feet X 420 feet = 67,620 square feet
Width	Length
Describe type and height of the barrier that will be used to enclose the outdoor area: Snow Fencing	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Kent County Sheriff Deputies will be on site to help ensure liquor barriers are in place and not breached. The staff being utilized to serve beer has been trained to prevent sales to minors and overserving visibly intoxicated persons.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.
8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)
9. Will the event(s) involve an auction of donated wine? Yes No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.
10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? Yes No
11. Is the event location within the commons area of a Social District? Yes No
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Sep 10, 2022		Describe event being held: Heritage Festival - Cornhole Tournament, Food Trucks, Live Music, Beer Tent, Ice Cream Social,
	Date		
	5:00 pm	9:00 pm	
	Start Time	End Time	
Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

2			Describe event being held:
	Date		
	Start Time	End Time	
Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

3			Describe event being held:
	Date		
	Start Time	End Time	
Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

4			Describe event being held:
	Date		
	Start Time	End Time	
Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

5			Describe event being held:
	Date		
	Start Time	End Time	
Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

6			Describe event being held:
	Date		
	Start Time	End Time	
Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No			If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

8	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

9	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

10	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

11	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

12	Date		Describe event being held:		
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Kent County Sheriff Department	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
_____ Signature of Reviewing Officer	_____ Date

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: Cascade Christian Church	
Address of church or school: 2829 Thornapple River Dr. SE	
City: Grand Rapids	Zip Code: 49546
Phone number: 616-949-1360	Email: jforton@cascadechristian.com
Name of clergy member or superintendent: Pastor Jill Forton	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
_____ Signature of Clergy Member or Superintendent	_____ Date

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
_____ Signature of Authorized Signer for Licensee	_____ Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
 (Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by Supervisor Lesperance on 8/10/22 at 7:00 p.m.
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Cascade Charter Township
(Name of Organization)

for a Special License to serve alcohol on Saturday, September 10, 2022
(Event Date or Dates)

to be located at 2829 Thornapple River Dr. SE & 6895 Cascade Rd. SE, Grand Rapids, MI 49546
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____
 Nays: _____
 Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on 8/10/22
(Date)

 Print Name & Title of Authorized Officer Signature of Authorized Officer Date



LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

MasterCard Visa Discover

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input checked="" type="checkbox"/> Special License Fee(s):	\$50.00	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer License(s):	_____	4038
<input type="checkbox"/> Wholesaler License(s):	_____	4085
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> Conditional License	_____	4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



Tim Van Stensel Realtor

Orange Ave SE

Hurley St SE

Orange Ave SE

Hurley St SE

Orange Ave SE

Bridal Elegance
Bridal shop

Cascade Christian Church

Cascade Christian
After Sch Cr

Cascade East
Temporarily closed

Rock Kauffman Design

30'

30 x 60 TENT

STAGE

161'

Hurley St SE

FOOD TRUCKS

CORNHOLE

290'

ICE CREAM

BAND

80'

63'

Thornapple River Dr SE

~750'
Total

Google

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Resolution for Road Closure for Cascade Heritage Festival

Meeting Date: August 10, 2022

The Township is holding a Heritage Festival Saturday, September 10, 2022. The festival events begin with a cornhole tournament at 4:00 p.m. and the beer tent/band starting at 5:00 p.m.

Road closures are required for the festival. There is a road closure request for a portion of Hurley St. for the Heritage Festival event from noon – 10:00 p.m. This allows for setup before and clean up after the event.

The event committee has been working with Cascade Fire and the Kent County Sheriff Department on event details.

While the Kent County Road Commission (KCRC) is responsible for road closures, they require resolutions from the Township Board before they will consider the request.

Cascade Charter Township
Kent County, Michigan
Resolution # of 2022

The Cascade Charter Township Board Hereby Resolves:

Whereas, Cascade Charter Township would like to hold the Cascade Heritage Festival on Saturday, September 10, 2022; and

Whereas, they will need to close the following street from approximately noon to 10:00 p.m.:

- Hurley St. from Thornapple River Drive to approximately 110 feet east/north

Whereas, Hurley St. is a local road; and

Whereas, Cascade Charter Township is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on Saturday, September 10, 2022 from noon to 10:00 p.m.

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

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

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Susan Slater
Township Clerk

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held on the 10th day of August, 2022, at 7:00 p.m., pursuant to the required statutory procedures.

Dated:

By _____
Susan Slater
Township Clerk

Memo

To: Cascade Township Board
From: Jennifer Genter, Manager of Assessment Services
CC: Ben Swayze
Date: 8/3/2022
Re: Request to approve Resolution to Approve the Levy the 2022 Millage Rates

The Board approves this resolution each year announcing the millage rates that will be levied on the winter tax bill. The millage rates do have a reduction due to the Headlee millage rollback. I have included a copy of the 2022 Millage Reduction Fraction calculation worksheet, Form L-4034, for your review. We announced our intent to levy the millage by resolution back in December 15, 2021. We are now, by resolution, stating we are going to levy the millage.

COUNTY : KENT
 UNIT : CASCADE TOWNSHIP
 YEAR : 2022

2021 Unit Total TV 1,770,361,805
 2022 Unit Total TV 1,869,832,030

HEADLEE & MCL 211.34ROLLBACK COMPUTATIONS

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED & REDUCED NEWLY VOTED MILLAGE (SEE MCL 211.34d(9))	CURRENT MILLAGE REDUCTION FRACTION		CURRENT PERM. REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
	Last year's L-4029 col. (7)	L-4029 col. (6)		L-4029 col. (7)	L-4029 col. (8)	L-4029 col. (9)
ALLOCATED OPERATING	<u>0.9607</u>	x <u>0.9981</u>	=	0.9588	x <u>1.0000</u>	= <u>0.9588</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED FIRE/POLICE	<u>0.4323</u>	x <u>0.9981</u>	=	0.4314	x <u>1.0000</u>	= <u>0.4314</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED FIRE	<u>0.5023</u>	x <u>0.9981</u>	=	0.5013	x <u>1.0000</u>	= <u>0.5013</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED LIBRARY	<u>0.1482</u>	x <u>0.9981</u>	=	0.1479	x <u>1.0000</u>	= <u>0.1479</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED POLICE	<u>0.2462</u>	x <u>0.9981</u>	=	0.2457	x <u>1.0000</u>	= <u>0.2457</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED PARKS	<u>0.2274</u>	x <u>0.9981</u>	=	0.2269	x <u>1.0000</u>	= <u>0.2269</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED FIRE	<u>0.5735</u>	x <u>0.9981</u>	=	0.5724	x <u>1.0000</u>	= <u>0.5724</u>
Was the above millage approved since April 30th? Y = YES						
EXTRA VOTED PATHWAYS	<u>0.3475</u>	x <u>0.9981</u>	=	0.3468	x <u>1.0000</u>	= <u>0.3468</u>
Was the above millage approved since April 30th? Y = YES						
	<u>3.4381</u>			<u>3.4312</u>		
				2022 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE & MCL 211.34		= <u>3.4312</u>

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

TRUTH IN TAXATION COMPUTATIONS

2022 BASE TAX RATE FRACTION:	(from L-4034)	<u>0.9662</u>	(1)
2021 OPERATING MILLAGE RATE:	(actually levied)	<u>3.3219</u>	(2) Actual =s Max. if GU Levies Maximum
2022 BASE TAX RATE:	(w/out hearing)	<u>3.3219</u>	(1) x (2) = (3)
2022 MAX. ALLOWABLE OPERATING MILLAGE RATE:	(B.T.R.)	<u>3.4312</u>	(from above) = (4)
2022 MINUS BASE TAX RATE:	(with a hearing)	<u>0.1093</u>	(3) = (5)
MILLAGE INCREASE:			(4) - (5) = (6) or
			(7) - (5) = (6)

MILLAGE INCREASE	<u>0.1093</u>	
2022 BASE TAX RATE	3.3219	= <u>3.29%</u>
MILLAGE INCREASE FROM HEARING*		
2022 TV x .001 x MILLAGE INCREASE		= \$ <u>204,373</u>
REVENUE INCREASE FROM HEARING		

2022 TV x	2022 BASE	-1	=	<u>6,211,395</u>
2021 TV x	2021 ACTUAL OPER RATE			6,086,881 = <u>2.05%</u>
2022 OVER 2021 REVENUE INCREASE WITHOUT HEARING				

*Must be published in notice of public hearing on increasing property taxes. Your 2022 millage cannot exceed your maximum under Truth in Taxation unless authorized by the governing body at the hearing. Your 2022 millage cannot exceed your Headlee maximum without a millage election.

**CASCADE TOWNSHIP
TRUTH IN TAXATION REVENUE GAIN CALCULATION**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MILLAGE GAIN WITH TRUTH IN TAXATION		UNIT'S TAXABLE VALUE		TRUTH IN TAXATION REVENUE GAINED
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>0.9588</u>	<u>0.0305</u>	x	1,869,832,030	=	<u>\$ 57,030</u>
<u>EXTRA VOTED</u>	<u>FIRE/POLICE</u>	<u>0.4314</u>	<u>0.0137</u>	x	1,869,832,030	=	<u>\$ 25,617</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5013</u>	<u>0.0160</u>	x	1,869,832,030	=	<u>\$ 29,917</u>
<u>EXTRA VOTED</u>	<u>LIBRARY</u>	<u>0.1479</u>	<u>0.0047</u>	x	1,869,832,030	=	<u>\$ 8,788</u>
<u>EXTRA VOTED</u>	<u>POLICE</u>	<u>0.2457</u>	<u>0.0078</u>	x	1,869,832,030	=	<u>\$ 14,585</u>
<u>EXTRA VOTED</u>	<u>PARKS</u>	<u>0.2269</u>	<u>0.0072</u>	x	1,869,832,030	=	<u>\$ 13,463</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5724</u>	<u>0.0182</u>	x	1,869,832,030	=	<u>\$ 34,031</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.3468</u>	<u>0.0110</u>	x	1,869,832,030	=	<u>\$ 20,568</u>
		<u>3.4312</u>	<u>0.1091</u>	x	1,869,832,030	=	<u>\$ 203,999</u>
			BALANCES				TO CHECK
			<u>0.1093</u>				<u>\$ 204,373</u>

MAXIMUM ALLOWABLE MILLAGES WITHOUT TRUTH IN TAXATION HEARING

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MULTIPLIER WITHOUT TR. IN TAX.		MAXIMUM MILLAGE WITHOUT TR. IN TAX.		MAXIMUM REVENUE WITHOUT TR. IN TAX.
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>0.9588</u>	x	<u>0.9681</u>	=	<u>0.9283</u>	x \$ <u>1,735,765</u>
<u>EXTRA VOTED</u>	<u>FIRE/POLICE</u>	<u>0.4314</u>	x	<u>0.9681</u>	=	<u>0.4177</u>	x \$ <u>781,029</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5013</u>	x	<u>0.9681</u>	=	<u>0.4853</u>	x \$ <u>907,429</u>
<u>EXTRA VOTED</u>	<u>LIBRARY</u>	<u>0.1479</u>	x	<u>0.9681</u>	=	<u>0.1432</u>	x \$ <u>287,760</u>
<u>EXTRA VOTED</u>	<u>POLICE</u>	<u>0.2457</u>	x	<u>0.9681</u>	=	<u>0.2379</u>	x \$ <u>444,833</u>
<u>EXTRA VOTED</u>	<u>PARKS</u>	<u>0.2269</u>	x	<u>0.9681</u>	=	<u>0.2197</u>	x \$ <u>410,802</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.5724</u>	x	<u>0.9681</u>	=	<u>0.5542</u>	x \$ <u>1,036,261</u>
<u>EXTRA VOTED</u>	<u>FIRE</u>	<u>0.3468</u>	x	<u>0.9681</u>	=	<u>0.3358</u>	x \$ <u>627,890</u>
<u>TOTALS</u>		<u>3.4312</u>				<u>3.3221</u>	<u>\$ 6,211,769</u>
						TO CHECK	TO CHECK
						<u>3.3219</u>	<u>6,211,395</u>

2022 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	KENT	2022 Taxable Value (All)	1,869,832,030
Local Government Unit	CASCADE TOWNSHIP	2022 Taxable minus RenZones	1,869,832,030

PLEASE READ THE ENCLOSED INSTRUCTIONS CAREFULLY.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2021 Millage Rate Permanently Reduced by MCL 211.34d	2022 Current Year Millage Reduction Fraction	2022 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATED	OPERATING	2/20/1979	1.1000	0.9607	0.9981	0.9588	1.0000	0.9588			UNLIMITED
EXTRA VOTED	FIRE/POLICE	8/5/2008	0.4372	0.4323	0.9981	0.4314	1.0000	0.4314			8/5/2028
EXTRA VOTED	FIRE	8/6/2013	0.5080	0.5023	0.9981	0.5013	1.0000	0.5013			8/5/2034
EXTRA VOTED	LIBRARY	8/6/2013	0.1500	0.1482	0.9981	0.1479	1.0000	0.1479			08/05/24
EXTRA VOTED	POLICE	8/6/2013	0.2491	0.2462	0.9981	0.2457	1.0000	0.2457			08/05/34
EXTRA VOTED	PARKS	11/4/2008	0.2300	0.2274	0.9981	0.2269	1.0000	0.2269			11/03/28
EXTRA VOTED	FIRE	8/3/2004	0.5800	0.5735	0.9981	0.5724	1.0000	0.5724			8/3/2024
EXTRA VOTED	PATHWAYS	11/6/2018	0.3500	0.3475	0.9981	0.3468	1.0000	0.3468			12/31/2027
Prepared by	Co-Sign - Prepared/Verified						Total Operating Allowed	3.4312			
Matthew Woolford							Co-Sign Title		4/12/2022		Co-date

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.246, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

PLEASE ENTER REQUESTED MILLAGE IN COLUMN'S 10 AND/OR 11

<input type="checkbox"/> Clerk	Signature	Type Name	Date
<input type="checkbox"/> Secretary	Signature	Type Name	Date
<input type="checkbox"/> Chairperson	Signature	Type Name	Date
<input type="checkbox"/> President	Signature	Type Name	Date

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT: See instructions on the reverse side for the correct method of calculating the millage rate in column (5).**

KENT COUNTY

CHECK LIST FOR 2022 COUNTY APPORTIONMENT

- Our Tax Authority has completed the following steps as required by M.C.L. 211.24e ((Truth-in-Taxation)):
- A Separate Truth-in-Taxation hearing is NOT necessary. Our Tax Authority complies with Section 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising and print size are contained in M.C.L. 141.412.
- Our Board (Township/School/Commission/Council/Authority/etc.) has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7)
- Our Board (Township/School/Commission/Council/Authority/etc.) has published a hearing notice containing the proposed additional millage rate and percentage increase in operating revenue which would be generated from permitted ad valorem tax levies at least 6 days before the hearing date. (M.C.L. 211.24e, subsection 6 and 9) date. (M.C.L. 211.24e, subsection 6 and 9)
- Our Board (Township/School/Commission/Council/Authority/etc.) held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6)
- Our Board (Township/School/Commission/Council/Authority/etc.) has adopted a resolution adopting additional operating millage which does not exceed that which appeared in the hearing notice published at least 10 days earlier. (M.C.L. 211.24e, subsection 8)
- Our Board (Township/School/Commission/Council/Authority/etc.) is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding tax year for operating purposes
- Our Board (Township/School/Commission/Council/Authority/etc.) has verified and updated the Date of Election and Millage Expiration Date on the L-4029 form.

Send all support documents for new millages or millage renewals to _____

Kent County Equalization. _____

Taxing Jurisdiction (city, township, etc.)

Clerk or Secretary

Chairperson, President or Supervisor

Dated this _____ day of _____ 2022

INSTRUCTIONS TO NEWSPAPERS

UNIT: CASCADE TOWNSHIP

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The _____ of the _____ **CASCADE TOWNSHIP**
name of governing body name of taxing unit
will hold a public hearing on a proposed increase of 0.1093 mills in the operating tax
millage rate to be levied on property in 2022 -

The hearing will be held on _____ at _____
day date time a.m./p.m.
at _____
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 3.29% over such revenues generated by levies permitted

without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 2.05% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

CASCADE TOWNSHIP
name of taxing unit

street address

city, state, zip

phone

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

STARTING IN 1996, this notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, PA 2 of 1978 as amended, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

MCL, Section 211.24e as amended by P.A. 75 of 1991 requires that notice of a public hearing be published by a local taxing unit which proposes to increase operating tax levies over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to MCL, Section 141.412. The preceding model notice fulfills the requirements under MCL, Section 211.24e. It can be completed with all the information provided and forwarded to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

Carefully read the instructions on page 2.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes KENT	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022 1,869,832,030
Local Government Unit Requesting Millage Levy CASCADE CHARTER TOWNSHIP	2022 Taxable Value (All) 1,869,832,030

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOCATED	Operating	2/20/1976	1.1000	0.9607	0.9981	0.9588	1.0000	0.9588		0.9588	Unlimited
Extra Voted	Fire/Police	8/5/2008	0.4372	0.4323	0.9981	0.4314	1.0000	0.4314		0.4314	12/31/27
Extra Voted	Fire	8/6/203	0.5080	0.5023	0.9981	0.5013	1.0000	0.5013		0.5013	12/31/33
Extra Voted	Library	8/6/2013	0.1500	0.1482	0.9981	0.1479	1.0000	0.1479		0.1479	12/31/23
Extra Voted	Police	8/6/2013	0.2491	0.2462	0.9981	0.2457	1.0000	0.2457		0.2457	12/31/33
Extra Voted	Parks	11/4/2008	0.2300	0.2274	0.9981	0.2269	1.0000	0.2269		0.2269	12/31/27
Extra Voted	Fire	8/3/2004	0.5800	0.5735	0.9981	0.5724	1.0000	0.5724		0.5724	12/31/23
Extra Voted	Pathways	11/6/2018	0.3500	0.3475	0.9981	0.3468	1.0000	0.3468		0.3468	12/31/27

Prepared by **Jennifer Genter** Telephone Number **(616) 949-1500** Title of Preparer **Manager of Assessment Services** Date _____

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		Susan B. Slater	
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		Grace Lesperance	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.	Rate
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Instructions For Completing Form 614 (L-4029) 2022 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2022 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2021 permanently reduced rate can be found in column 7 of the 2021 Form L-4029. For operating millage approved by the voters after April 30, 2021, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2022 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2022 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2022. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2022 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2022 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2022. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2022 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2022. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

CASCADE CHARTER TOWNSHIP
Kent County, Michigan
Resolution / 2022

RESOLUTION TO APPROVE THE LEVY OF THE 2022 MILLAGE RATES

WHERE AS, Cascade Charter Township has complied with Section 16 of the Uniform Budgeting and Accounting Act by stating in the Annual Budget Meeting that "The property tax millage rate proposed to be levied to support the proposed budget will be subject of **this hearing**". Thus, the Township is not required to hold a separate Truth in Taxation hearing. Further, the Board has passed a "Resolution of Intent to Levy the 2022 Millage Rate", Resolution #46-2021 on December 15, 2021.

WHERE AS, the Act requires that the proposed millage rate, as defined in the Act, be established by resolution of the Township Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CASCADE CHARTER TOWNSHIP BOARD:

1. In order to provide sufficient revenue for the Township for operating purposes for the 2022 fiscal year, the Township shall levy total mills of 3.4312. This includes 0.9588 mills for operating purposes, 0.4314 mills for fire/police, 0.5013 mills for fire, 0.1479 mills for library, 0.2457 mills for police, 0.2269 mills for parks, 0.5724 mills for fire and 0.3468 mills for pathways.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

The foregoing resolution was offered on August 10, 2022 by Trustee _____ and supported by Trustee _____ with the vote being as follows:

YEAS:

NAYS:

ABSENT:

Resolution declared _____.

Susan Slater
Cascade Charter Township Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Cascade Charter Township Board at a Regular Board Meeting held on August 10, 2022.

Susan Slater
Cascade Charter Township Clerk



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

Date: August 10, 2022
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Bond Sizing for Issuance of 2022 Capital Improvement Bonds

FACTS:

At the May 11, 2022 Township Board meeting, the Fire Department Design Team, Williams Architects and Triangle Construction presented the design development documents and updated estimated budget for the Fire Station #1 project. At the meeting the Township Board authorized the construction document development/bidding phase of the project, which will culminate in the review and consideration of bids for the project in August or early September. It is anticipated that construction will commence in early fall and take approximately 1 year, depending on material procurement timelines.

The Township Board has also indicated that bonds will be issued as part of the funding for the project. To this end, the Township has already adopted a Resolution of Intent to issue bonds, approved professional service agreements for bond counsel and financial advisory services and adopted a resolution authorizing the issuance of the 2022 Capital Improvement Bonds. The resolution was drafted with the full initial budgetary amount (\$9.8 million) included to allow the Township Board the greatest amount of latitude when deciding what the final bond amount and term should be.

The next step in the process is for the Township Board to determine the bond sizing. Currently the project cost is estimated at approximately \$10.4 million. At this point, approximately \$250,000 of that amount has been utilized for architectural, engineering and construction management services.

The Board has indicated a desire to pay the debt service on the proposed fire station bonds utilizing the increase in revenue sharing that came from the 2020 census population adjustments. Based on Michigan Department of Treasury estimates, the Township will realize approximately \$438,000 in additional constitutional revenue sharing over what was budgeted in the FY 2022 budget. I have included an amortization schedule over 20 years of the expected revenue sharing allocations in the Township budget.

The remaining cost of the project is anticipated to come from cash on hand (fund balances.) There are three funds that are eligible to be utilized for this project: General Fund, Fire Fund and ARPA Fund. I have included a spread sheet of the current (12/31/21) and anticipated (12/31/22) fund balances of all of the Township funds.

I have requested our financial advisor MFCI to provide preliminary sizing reports for \$6, \$6.5 and \$7 million dollar bonds, payable over 20 years, at the current prevailing interest rates plus 25 basis points (a reasonable worst case scenario.) The hope is that our bond rating (currently under

review with S&P but AAA with Moody's) will provide us with a more advantageous rate. If any board members would like to see additional scenarios, please let me know and I will have them prepared.

Attached for your review are:

- Preliminary bond sizing reports for \$6, \$6.5 and \$7 million bonds
- 20 Year projected revenue sharing report
- Fund balance report

ANALYSIS & CONCLUSIONS:

The Township Fund balance calls for the Township to retain a minimum of 40% of operating expenditures in each fund. For the General Fund, the estimated 2022 end of FY fund balance is \$7,262,241 which would represent 154% of expenditures. If you removed transfers and capital improvements, that number increases substantially. For the Fire Fund, the estimated 2022 end of FY fund balance is \$1,281,408 which would represent 41% of expenditures. For the ARPA funds, there is no fund balance recommendation, these funds need to be appropriated by the Township Board no later than 12/31/2024 and expended no later than 12/31/2026. The Township has \$2,035,263 in ARPA funds.

Due to fund balance levels, it is not recommended that the Fire Fund be utilized for the funding of this project. The Fund Balance in the Fire Fund has been purposefully drawn down in recent years, but an anticipated millage renewal/increase is expected to be reviewed by the Township Board for consideration on the ballot. A combination of General Fund and ARAP Funds would be appropriate to utilize for this project.

The anticipated debt service (year 1) for the presented bond sizings are as follows:

- \$6 million - \$425,052
- \$6.5 million - \$458,125
- \$7 million - \$495,900

The anticipated FY 2023 increase in revenue sharing (over FY 2022 budgeted amounts) is \$438,000. It is anticipated that the amount of revenue sharing will increase 2% year over year (based on historical trends) and a schedule is included for your review. In general, the anticipated increase in constitutional revenue sharing will be able to service any of these debt amounts within the first couple years of the bonds.

FINANCIAL CONSIDERATIONS:

The proposed debt sizing reports are estimates only, but based on the recent experience of MFCI. Once bond proceeds are received, all of the bond revenue, as well as fund balances needed, will be transferred to a project construction fund and utilized specifically for the Fire Station #1 project. Once a decision is made the amount of the bond proceeds will be absolute, and the remaining cash funds needed will ultimately be dependent on the bids received. All costs of the issuance of the bonds are paid from bond proceeds.

RECOMMENDED ACTION:

To approve the Bond Sizing for Issuance of 2022 Capital Improvement Bonds

Cascade Charter Township

2022 Capital Improvement Bonds

\$6,000,000/\$6,500,000/\$7,000,000 - Estimated Debt Service Comparison - Interest rates as of 07/28/22 plus 25bps

FY Ending	\$6,000,000			\$6,500,000			\$7,000,000		
	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I
12/31/2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12/31/2023	210,000	215,052	425,052	225,000	233,125	458,125	245,000	250,900	495,900
12/31/2024	235,000	186,543	421,543	255,000	202,266	457,266	275,000	217,639	492,639
12/31/2025	240,000	181,961	421,961	260,000	197,294	457,294	280,000	212,277	492,277
12/31/2026	245,000	177,017	422,017	265,000	191,938	456,938	290,000	206,509	496,509
12/31/2027	255,000	171,627	426,627	275,000	186,108	461,108	295,000	200,129	495,129
12/31/2028	260,000	165,889	425,889	280,000	179,920	459,920	300,000	193,491	493,491
12/31/2029	265,000	159,649	424,649	285,000	173,200	458,200	310,000	186,291	496,291
12/31/2030	270,000	152,892	422,892	295,000	165,933	460,933	315,000	178,386	493,386
12/31/2031	280,000	145,872	425,872	300,000	158,263	458,263	325,000	170,196	495,196
12/31/2032	285,000	138,172	423,172	310,000	150,013	460,013	335,000	161,259	496,259
12/31/2033	295,000	130,049	425,049	320,000	141,178	461,178	345,000	151,711	496,711
12/31/2034	305,000	120,314	425,314	330,000	130,618	460,618	355,000	140,326	495,326
12/31/2035	315,000	109,914	424,914	340,000	119,365	459,365	365,000	128,221	493,221
12/31/2036	325,000	98,826	423,826	350,000	107,397	457,397	380,000	115,373	495,373
12/31/2037	335,000	87,093	422,093	365,000	94,762	459,762	390,000	101,655	491,655
12/31/2038	350,000	74,732	424,732	380,000	81,293	461,293	405,000	87,264	492,264
12/31/2039	360,000	61,502	421,502	390,000	66,929	456,929	420,000	71,955	491,955
12/31/2040	375,000	47,570	422,570	410,000	51,836	461,836	440,000	55,701	495,701
12/31/2041	390,000	32,720	422,720	425,000	35,600	460,600	455,000	38,277	493,277
12/31/2042	405,000	16,808	421,808	440,000	18,260	458,260	475,000	19,713	494,713
Total	\$ 6,000,000	\$ 2,474,196	\$ 8,474,196	\$ 6,500,000	\$ 2,685,292	\$ 9,185,292	\$ 7,000,000	\$ 2,887,267	\$ 9,887,267

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Sources & Uses

Dated 09/14/2022 | Delivered 09/14/2022

Sources Of Funds

Par Amount of Bonds	\$6,500,000.00
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Total Sources	\$6,500,000.00
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Uses Of Funds

Total Underwriter's Discount (1.500%)	97,500.00
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Costs of Issuance	85,475.00
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Deposit to Project Construction Fund	6,317,025.00
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Total Uses	\$6,500,000.00
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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
11/01/2023	Serial Coupon	1.750%	1.750%	225,000.00	100.000%	225,000.00
11/01/2024	Serial Coupon	1.950%	1.950%	255,000.00	100.000%	255,000.00
11/01/2025	Serial Coupon	2.060%	2.060%	260,000.00	100.000%	260,000.00
11/01/2026	Serial Coupon	2.200%	2.200%	265,000.00	100.000%	265,000.00
11/01/2027	Serial Coupon	2.250%	2.250%	275,000.00	100.000%	275,000.00
11/01/2028	Serial Coupon	2.400%	2.400%	280,000.00	100.000%	280,000.00
11/01/2029	Serial Coupon	2.550%	2.550%	285,000.00	100.000%	285,000.00
11/01/2030	Serial Coupon	2.600%	2.600%	295,000.00	100.000%	295,000.00
11/01/2031	Serial Coupon	2.750%	2.750%	300,000.00	100.000%	300,000.00
11/01/2032	Serial Coupon	2.850%	2.850%	310,000.00	100.000%	310,000.00
11/01/2033	Serial Coupon	3.300%	3.300%	320,000.00	100.000%	320,000.00
11/01/2034	Serial Coupon	3.410%	3.410%	330,000.00	100.000%	330,000.00
11/01/2035	Serial Coupon	3.520%	3.520%	340,000.00	100.000%	340,000.00
11/01/2036	Serial Coupon	3.610%	3.610%	350,000.00	100.000%	350,000.00
11/01/2037	Serial Coupon	3.690%	3.690%	365,000.00	100.000%	365,000.00
11/01/2038	Serial Coupon	3.780%	3.780%	380,000.00	100.000%	380,000.00
11/01/2039	Serial Coupon	3.870%	3.870%	390,000.00	100.000%	390,000.00
11/01/2040	Serial Coupon	3.960%	3.960%	410,000.00	100.000%	410,000.00
11/01/2041	Serial Coupon	4.080%	4.080%	425,000.00	100.000%	425,000.00
11/01/2042	Serial Coupon	4.150%	4.150%	440,000.00	100.000%	440,000.00
Total	-	-	-	\$6,500,000.00	-	\$6,500,000.00

Bid Information

Par Amount of Bonds	\$6,500,000.00
Gross Production	\$6,500,000.00
Total Underwriter's Discount (1.500%)	\$(97,500.00)
Bid (98.500%)	6,402,500.00
Total Purchase Price	\$6,402,500.00
Bond Year Dollars	\$75,873.61
Average Life	11.673 Years
Average Coupon	3.5391646%
Net Interest Cost (NIC)	3.6676678%
True Interest Cost (TIC)	3.6579639%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Project Summary

Dated 09/14/2022 | Delivered 09/14/2022

Sources Of Funds

Par Amount of Bonds	\$6,500,000.00
Total Sources	\$6,500,000.00

Uses Of Funds

Total Underwriter's Discount (1.500%)	97,500.00
Costs of Issuance	85,475.00
Deposit to Project Construction Fund	6,317,025.00
Total Uses	\$6,500,000.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$6,317,025.00
Total Draws	\$6,317,025.00

Bond Statistics

Average Life	11.673 Years
Average Coupon	3.5391646%
Net Interest Cost (NIC)	3.6676678%
Bond Yield for Arbitrage Purposes	3.4939792%
True Interest Cost (TIC)	3.6579639%
All Inclusive Cost (AIC)	3.8046843%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2022	-	-	-	-
05/01/2023	-	-	130,022.76	130,022.76
11/01/2023	225,000.00	1.750%	103,101.75	328,101.75
05/01/2024	-	-	101,133.00	101,133.00
11/01/2024	255,000.00	1.950%	101,133.00	356,133.00
05/01/2025	-	-	98,646.75	98,646.75
11/01/2025	260,000.00	2.060%	98,646.75	358,646.75
05/01/2026	-	-	95,968.75	95,968.75
11/01/2026	265,000.00	2.200%	95,968.75	360,968.75
05/01/2027	-	-	93,053.75	93,053.75
11/01/2027	275,000.00	2.250%	93,053.75	368,053.75
05/01/2028	-	-	89,960.00	89,960.00
11/01/2028	280,000.00	2.400%	89,960.00	369,960.00
05/01/2029	-	-	86,600.00	86,600.00
11/01/2029	285,000.00	2.550%	86,600.00	371,600.00
05/01/2030	-	-	82,966.25	82,966.25
11/01/2030	295,000.00	2.600%	82,966.25	377,966.25
05/01/2031	-	-	79,131.25	79,131.25
11/01/2031	300,000.00	2.750%	79,131.25	379,131.25
05/01/2032	-	-	75,006.25	75,006.25
11/01/2032	310,000.00	2.850%	75,006.25	385,006.25
05/01/2033	-	-	70,588.75	70,588.75
11/01/2033	320,000.00	3.300%	70,588.75	390,588.75
05/01/2034	-	-	65,308.75	65,308.75
11/01/2034	330,000.00	3.410%	65,308.75	395,308.75
05/01/2035	-	-	59,682.25	59,682.25
11/01/2035	340,000.00	3.520%	59,682.25	399,682.25
05/01/2036	-	-	53,698.25	53,698.25
11/01/2036	350,000.00	3.610%	53,698.25	403,698.25
05/01/2037	-	-	47,380.75	47,380.75
11/01/2037	365,000.00	3.690%	47,380.75	412,380.75
05/01/2038	-	-	40,646.50	40,646.50
11/01/2038	380,000.00	3.780%	40,646.50	420,646.50
05/01/2039	-	-	33,464.50	33,464.50
11/01/2039	390,000.00	3.870%	33,464.50	423,464.50
05/01/2040	-	-	25,918.00	25,918.00
11/01/2040	410,000.00	3.960%	25,918.00	435,918.00
05/01/2041	-	-	17,800.00	17,800.00
11/01/2041	425,000.00	4.080%	17,800.00	442,800.00
05/01/2042	-	-	9,130.00	9,130.00
11/01/2042	440,000.00	4.150%	9,130.00	449,130.00
Total	\$6,500,000.00	-	\$2,685,292.01	\$9,185,292.01

Yield Statistics

Bond Year Dollars	\$75,873.61
Average Life	11.673 Years
Average Coupon	3.5391646%
Net Interest Cost (NIC)	3.6676678%
True Interest Cost (TIC)	3.6579639%
Bond Yield for Arbitrage Purposes	3.4939792%
All Inclusive Cost (AIC)	3.8046843%

IRS Form 8038

Net Interest Cost	3.5391646%
Weighted Average Maturity	11.673 Years

2022 LTGO-6.5m | SINGLE PURPOSE | 7/28/2022 | 5:03 PM

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
12/31/2022	-	-	-	-
12/31/2023	225,000.00	1.750%	233,124.51	458,124.51
12/31/2024	255,000.00	1.950%	202,266.00	457,266.00
12/31/2025	260,000.00	2.060%	197,293.50	457,293.50
12/31/2026	265,000.00	2.200%	191,937.50	456,937.50
12/31/2027	275,000.00	2.250%	186,107.50	461,107.50
12/31/2028	280,000.00	2.400%	179,920.00	459,920.00
12/31/2029	285,000.00	2.550%	173,200.00	458,200.00
12/31/2030	295,000.00	2.600%	165,932.50	460,932.50
12/31/2031	300,000.00	2.750%	158,262.50	458,262.50
12/31/2032	310,000.00	2.850%	150,012.50	460,012.50
12/31/2033	320,000.00	3.300%	141,177.50	461,177.50
12/31/2034	330,000.00	3.410%	130,617.50	460,617.50
12/31/2035	340,000.00	3.520%	119,364.50	459,364.50
12/31/2036	350,000.00	3.610%	107,396.50	457,396.50
12/31/2037	365,000.00	3.690%	94,761.50	459,761.50
12/31/2038	380,000.00	3.780%	81,293.00	461,293.00
12/31/2039	390,000.00	3.870%	66,929.00	456,929.00
12/31/2040	410,000.00	3.960%	51,836.00	461,836.00
12/31/2041	425,000.00	4.080%	35,600.00	460,600.00
12/31/2042	440,000.00	4.150%	18,260.00	458,260.00
Total	\$6,500,000.00	-	\$2,685,292.01	\$9,185,292.01

Yield Statistics

Bond Year Dollars	\$75,873.61
Average Life	11.673 Years
Average Coupon	3.5391646%
Net Interest Cost (NIC)	3.6676678%
True Interest Cost (TIC)	3.6579639%
Bond Yield for Arbitrage Purposes	3.4939792%
All Inclusive Cost (AIC)	3.8046843%

IRS Form 8038

Net Interest Cost	3.5391646%
Weighted Average Maturity	11.673 Years

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Operation Of Project Construction Fund

Date	Principal	Rate	Receipts	Disbursements	Cash Balance
09/14/2022	6,317,025.00	-	6,317,025.00	6,317,025.00	-
Total	\$6,317,025.00	-	\$6,317,025.00	\$6,317,025.00	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	GIC
Default investment yield target	Unrestricted
Cost of Investments Purchased with Bond Proceeds	6,317,025.00
Total Cost of Investments	\$6,317,025.00
Target Cost of Investments at bond yield	\$6,317,025.00
Yield to Receipt	-
Yield for Arbitrage Purposes	3.4939792%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Detail Costs Of Issuance

Dated 09/14/2022 | Delivered 09/14/2022

COSTS OF ISSUANCE DETAIL

Financial Advisor	\$28,175.00
Bond Counsel	\$33,150.00
Rating Agency Fee	\$16,250.00
POS/Official Statement	\$4,000.00
Miscellaneous	\$2,000.00
MAC Fee	\$400.00
Paying Agent Fee	\$500.00
State of Michigan Fee	\$1,000.00
TOTAL	\$85,475.00

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Proof of Bond Yield @ 3.4939792%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
09/14/2022	-	1.0000000x	-	-
05/01/2023	130,022.76	0.9783955x	127,213.69	127,213.69
11/01/2023	328,101.75	0.9615966x	315,501.51	442,715.20
05/01/2024	101,133.00	0.9450860x	95,579.38	538,294.58
11/01/2024	356,133.00	0.9288589x	330,797.32	869,091.90
05/01/2025	98,646.75	0.9129105x	90,055.65	959,147.55
11/01/2025	358,646.75	0.8972359x	321,790.73	1,280,938.28
05/01/2026	95,968.75	0.8818304x	84,628.16	1,365,566.44
11/01/2026	360,968.75	0.8666894x	312,847.79	1,678,414.23
05/01/2027	93,053.75	0.8518084x	79,263.97	1,757,678.19
11/01/2027	368,053.75	0.8371829x	308,128.31	2,065,806.50
05/01/2028	89,960.00	0.8228085x	74,019.85	2,139,826.35
11/01/2028	369,960.00	0.8086809x	299,179.60	2,439,005.96
05/01/2029	86,600.00	0.7947959x	68,829.33	2,507,835.29
11/01/2029	371,600.00	0.7811493x	290,275.10	2,798,110.39
05/01/2030	82,966.25	0.7677371x	63,696.27	2,861,806.65
11/01/2030	377,966.25	0.7545551x	285,196.35	3,147,003.00
05/01/2031	79,131.25	0.7415994x	58,683.69	3,205,686.69
11/01/2031	379,131.25	0.7288662x	276,335.95	3,482,022.63
05/01/2032	75,006.25	0.7163516x	53,730.85	3,535,753.48
11/01/2032	385,006.25	0.7040519x	271,064.38	3,806,817.86
05/01/2033	70,588.75	0.6919634x	48,844.83	3,855,662.68
11/01/2033	390,588.75	0.6800824x	265,632.53	4,121,295.21
05/01/2034	65,308.75	0.6684054x	43,652.72	4,164,947.94
11/01/2034	395,308.75	0.6569289x	259,689.76	4,424,637.69
05/01/2035	59,682.25	0.6456495x	38,533.82	4,463,171.51
11/01/2035	399,682.25	0.6345637x	253,623.86	4,716,795.37
05/01/2036	53,698.25	0.6236683x	33,489.90	4,750,285.27
11/01/2036	403,698.25	0.6129600x	247,450.87	4,997,736.14
05/01/2037	47,380.75	0.6024355x	28,543.85	5,026,279.98
11/01/2037	412,380.75	0.5920917x	244,167.22	5,270,447.21
05/01/2038	40,646.50	0.5819255x	23,653.24	5,294,100.44
11/01/2038	420,646.50	0.5719339x	240,581.99	5,534,682.44
05/01/2039	33,464.50	0.5621138x	18,810.86	5,553,493.29
11/01/2039	423,464.50	0.5524624x	233,948.20	5,787,441.50
05/01/2040	25,918.00	0.5429766x	14,072.87	5,801,514.37
11/01/2040	435,918.00	0.5336538x	232,629.28	6,034,143.64
05/01/2041	17,800.00	0.5244910x	9,335.94	6,043,479.58
11/01/2041	442,800.00	0.5154855x	228,256.97	6,271,736.55
05/01/2042	9,130.00	0.5066346x	4,625.57	6,276,362.12
11/01/2042	449,130.00	0.4979357x	223,637.88	6,500,000.00
Total	\$9,185,292.01	-	\$6,500,000.00	-

Derivation Of Target Amount

Par Amount of Bonds	\$6,500,000.00
Original Issue Proceeds	\$6,500,000.00

2022 LTGO-6.5m | SINGLE PURPOSE | 7/28/2022 | 5:03 PM

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,500,000

Derivation Of Form 8038 Yield Statistics

Maturity	Issuance Value	Coupon	Price	Issuance Price	Exponent	Bond Years
11/01/2023	225,000.00	1.750%	100.000%	225,000.00	1.1305556x	254,375.00
11/01/2024	255,000.00	1.950%	100.000%	255,000.00	2.1305556x	543,291.67
11/01/2025	260,000.00	2.060%	100.000%	260,000.00	3.1305556x	813,944.44
11/01/2026	265,000.00	2.200%	100.000%	265,000.00	4.1305556x	1,094,597.22
11/01/2027	275,000.00	2.250%	100.000%	275,000.00	5.1305556x	1,410,902.78
11/01/2028	280,000.00	2.400%	100.000%	280,000.00	6.1305556x	1,716,555.56
11/01/2029	285,000.00	2.550%	100.000%	285,000.00	7.1305556x	2,032,208.33
11/01/2030	295,000.00	2.600%	100.000%	295,000.00	8.1305556x	2,398,513.89
11/01/2031	300,000.00	2.750%	100.000%	300,000.00	9.1305556x	2,739,166.67
11/01/2032	310,000.00	2.850%	100.000%	310,000.00	10.1305556x	3,140,472.22
11/01/2033	320,000.00	3.300%	100.000%	320,000.00	11.1305556x	3,561,777.78
11/01/2034	330,000.00	3.410%	100.000%	330,000.00	12.1305556x	4,003,083.33
11/01/2035	340,000.00	3.520%	100.000%	340,000.00	13.1305556x	4,464,388.89
11/01/2036	350,000.00	3.610%	100.000%	350,000.00	14.1305556x	4,945,694.44
11/01/2037	365,000.00	3.690%	100.000%	365,000.00	15.1305556x	5,522,652.78
11/01/2038	380,000.00	3.780%	100.000%	380,000.00	16.1305556x	6,129,611.11
11/01/2039	390,000.00	3.870%	100.000%	390,000.00	17.1305556x	6,680,916.67
11/01/2040	410,000.00	3.960%	100.000%	410,000.00	18.1305556x	7,433,527.78
11/01/2041	425,000.00	4.080%	100.000%	425,000.00	19.1305556x	8,130,486.11
11/01/2042	440,000.00	4.150%	100.000%	440,000.00	20.1305556x	8,857,444.44
Total	\$6,500,000.00	-	-	\$6,500,000.00	-	\$75,873,611.11

Description of Bonds

Final Maturity Date	11/01/2042
Issue price of entire issue	6,500,000.00
Stated Redemption at Maturity	6,500,000.00
Weighted Average Maturity = Bond Years/Issue Price	11.673 Years
Bond Yield for Arbitrage Purposes	3.4939792%

Uses of Proceeds of Issue

Proceeds used for accrued interest	-
Proceeds used for bond issuance costs (including underwriters' discount)	182,975.00
Proceeds used for credit enhancement	-
Proceeds allocated to reasonably required reserve or replacement fund	-

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Sources & Uses

Dated 09/14/2022 | Delivered 09/14/2022

Sources Of Funds

Par Amount of Bonds	\$6,000,000.00
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Total Sources	\$6,000,000.00
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Uses Of Funds

Total Underwriter's Discount (1.500%)	90,000.00
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Costs of Issuance	85,475.00
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Deposit to Project Construction Fund	5,824,525.00
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Total Uses	\$6,000,000.00
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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
11/01/2023	Serial Coupon	1.750%	1.750%	210,000.00	100.000%	210,000.00
11/01/2024	Serial Coupon	1.950%	1.950%	235,000.00	100.000%	235,000.00
11/01/2025	Serial Coupon	2.060%	2.060%	240,000.00	100.000%	240,000.00
11/01/2026	Serial Coupon	2.200%	2.200%	245,000.00	100.000%	245,000.00
11/01/2027	Serial Coupon	2.250%	2.250%	255,000.00	100.000%	255,000.00
11/01/2028	Serial Coupon	2.400%	2.400%	260,000.00	100.000%	260,000.00
11/01/2029	Serial Coupon	2.550%	2.550%	265,000.00	100.000%	265,000.00
11/01/2030	Serial Coupon	2.600%	2.600%	270,000.00	100.000%	270,000.00
11/01/2031	Serial Coupon	2.750%	2.750%	280,000.00	100.000%	280,000.00
11/01/2032	Serial Coupon	2.850%	2.850%	285,000.00	100.000%	285,000.00
11/01/2033	Serial Coupon	3.300%	3.300%	295,000.00	100.000%	295,000.00
11/01/2034	Serial Coupon	3.410%	3.410%	305,000.00	100.000%	305,000.00
11/01/2035	Serial Coupon	3.520%	3.520%	315,000.00	100.000%	315,000.00
11/01/2036	Serial Coupon	3.610%	3.610%	325,000.00	100.000%	325,000.00
11/01/2037	Serial Coupon	3.690%	3.690%	335,000.00	100.000%	335,000.00
11/01/2038	Serial Coupon	3.780%	3.780%	350,000.00	100.000%	350,000.00
11/01/2039	Serial Coupon	3.870%	3.870%	360,000.00	100.000%	360,000.00
11/01/2040	Serial Coupon	3.960%	3.960%	375,000.00	100.000%	375,000.00
11/01/2041	Serial Coupon	4.080%	4.080%	390,000.00	100.000%	390,000.00
11/01/2042	Serial Coupon	4.150%	4.150%	405,000.00	100.000%	405,000.00
Total	-	-	-	\$6,000,000.00	-	\$6,000,000.00

Bid Information

Par Amount of Bonds	\$6,000,000.00
Gross Production	\$6,000,000.00
Total Underwriter's Discount (1.500%)	\$(90,000.00)
Bid (98.500%)	5,910,000.00
Total Purchase Price	\$5,910,000.00
Bond Year Dollars	\$69,938.33
Average Life	11.656 Years
Average Coupon	3.5376816%
Net Interest Cost (NIC)	3.6663664%
True Interest Cost (TIC)	3.6566193%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Project Summary

Dated 09/14/2022 | Delivered 09/14/2022

Sources Of Funds

Par Amount of Bonds	\$6,000,000.00
Total Sources	\$6,000,000.00

Uses Of Funds

Total Underwriter's Discount (1.500%)	90,000.00
Costs of Issuance	85,475.00
Deposit to Project Construction Fund	5,824,525.00
Total Uses	\$6,000,000.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$5,824,525.00
Total Draws	\$5,824,525.00

Bond Statistics

Average Life	11.656 Years
Average Coupon	3.5376816%
Net Interest Cost (NIC)	3.6663664%
Bond Yield for Arbitrage Purposes	3.4924550%
True Interest Cost (TIC)	3.6566193%
All Inclusive Cost (AIC)	3.8158699%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2022	-	-	-	-
05/01/2023	-	-	119,943.02	119,943.02
11/01/2023	210,000.00	1.750%	95,109.00	305,109.00
05/01/2024	-	-	93,271.50	93,271.50
11/01/2024	235,000.00	1.950%	93,271.50	328,271.50
05/01/2025	-	-	90,980.25	90,980.25
11/01/2025	240,000.00	2.060%	90,980.25	330,980.25
05/01/2026	-	-	88,508.25	88,508.25
11/01/2026	245,000.00	2.200%	88,508.25	333,508.25
05/01/2027	-	-	85,813.25	85,813.25
11/01/2027	255,000.00	2.250%	85,813.25	340,813.25
05/01/2028	-	-	82,944.50	82,944.50
11/01/2028	260,000.00	2.400%	82,944.50	342,944.50
05/01/2029	-	-	79,824.50	79,824.50
11/01/2029	265,000.00	2.550%	79,824.50	344,824.50
05/01/2030	-	-	76,445.75	76,445.75
11/01/2030	270,000.00	2.600%	76,445.75	346,445.75
05/01/2031	-	-	72,935.75	72,935.75
11/01/2031	280,000.00	2.750%	72,935.75	352,935.75
05/01/2032	-	-	69,085.75	69,085.75
11/01/2032	285,000.00	2.850%	69,085.75	354,085.75
05/01/2033	-	-	65,024.50	65,024.50
11/01/2033	295,000.00	3.300%	65,024.50	360,024.50
05/01/2034	-	-	60,157.00	60,157.00
11/01/2034	305,000.00	3.410%	60,157.00	365,157.00
05/01/2035	-	-	54,956.75	54,956.75
11/01/2035	315,000.00	3.520%	54,956.75	369,956.75
05/01/2036	-	-	49,412.75	49,412.75
11/01/2036	325,000.00	3.610%	49,412.75	374,412.75
05/01/2037	-	-	43,546.50	43,546.50
11/01/2037	335,000.00	3.690%	43,546.50	378,546.50
05/01/2038	-	-	37,365.75	37,365.75
11/01/2038	350,000.00	3.780%	37,365.75	387,365.75
05/01/2039	-	-	30,750.75	30,750.75
11/01/2039	360,000.00	3.870%	30,750.75	390,750.75
05/01/2040	-	-	23,784.75	23,784.75
11/01/2040	375,000.00	3.960%	23,784.75	398,784.75
05/01/2041	-	-	16,359.75	16,359.75
11/01/2041	390,000.00	4.080%	16,359.75	406,359.75
05/01/2042	-	-	8,403.75	8,403.75
11/01/2042	405,000.00	4.150%	8,403.75	413,403.75
Total	\$6,000,000.00	-	\$2,474,195.52	\$8,474,195.52

Yield Statistics

Bond Year Dollars	\$69,938.33
Average Life	11.656 Years
Average Coupon	3.5376816%
Net Interest Cost (NIC)	3.6663664%
True Interest Cost (TIC)	3.6566193%
Bond Yield for Arbitrage Purposes	3.4924550%
All Inclusive Cost (AIC)	3.8158699%

IRS Form 8038

Net Interest Cost	3.5376816%
Weighted Average Maturity	11.656 Years

2022 LTGO | SINGLE PURPOSE | 7/28/2022 | 5:01 PM

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
12/31/2022	-	-	-	-
12/31/2023	210,000.00	1.750%	215,052.02	425,052.02
12/31/2024	235,000.00	1.950%	186,543.00	421,543.00
12/31/2025	240,000.00	2.060%	181,960.50	421,960.50
12/31/2026	245,000.00	2.200%	177,016.50	422,016.50
12/31/2027	255,000.00	2.250%	171,626.50	426,626.50
12/31/2028	260,000.00	2.400%	165,889.00	425,889.00
12/31/2029	265,000.00	2.550%	159,649.00	424,649.00
12/31/2030	270,000.00	2.600%	152,891.50	422,891.50
12/31/2031	280,000.00	2.750%	145,871.50	425,871.50
12/31/2032	285,000.00	2.850%	138,171.50	423,171.50
12/31/2033	295,000.00	3.300%	130,049.00	425,049.00
12/31/2034	305,000.00	3.410%	120,314.00	425,314.00
12/31/2035	315,000.00	3.520%	109,913.50	424,913.50
12/31/2036	325,000.00	3.610%	98,825.50	423,825.50
12/31/2037	335,000.00	3.690%	87,093.00	422,093.00
12/31/2038	350,000.00	3.780%	74,731.50	424,731.50
12/31/2039	360,000.00	3.870%	61,501.50	421,501.50
12/31/2040	375,000.00	3.960%	47,569.50	422,569.50
12/31/2041	390,000.00	4.080%	32,719.50	422,719.50
12/31/2042	405,000.00	4.150%	16,807.50	421,807.50
Total	\$6,000,000.00	-	\$2,474,195.52	\$8,474,195.52

Yield Statistics

Bond Year Dollars	\$69,938.33
Average Life	11.656 Years
Average Coupon	3.5376816%
Net Interest Cost (NIC)	3.6663664%
True Interest Cost (TIC)	3.6566193%
Bond Yield for Arbitrage Purposes	3.4924550%
All Inclusive Cost (AIC)	3.8158699%

IRS Form 8038

Net Interest Cost	3.5376816%
Weighted Average Maturity	11.656 Years

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Operation Of Project Construction Fund

Date	Principal	Rate	Receipts	Disbursements	Cash Balance
09/14/2022	5,824,525.00	-	5,824,525.00	5,824,525.00	-
Total	\$5,824,525.00	-	\$5,824,525.00	\$5,824,525.00	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	GIC
Default investment yield target	Unrestricted
Cost of Investments Purchased with Bond Proceeds	5,824,525.00
Total Cost of Investments	\$5,824,525.00
Target Cost of Investments at bond yield	\$5,824,525.00
Yield to Receipt	-
Yield for Arbitrage Purposes	3.4924550%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Detail Costs Of Issuance

Dated 09/14/2022 | Delivered 09/14/2022

COSTS OF ISSUANCE DETAIL

Financial Advisor	\$28,175.00
Bond Counsel	\$33,150.00
Rating Agency Fee	\$16,250.00
POS/Official Statement	\$4,000.00
Miscellaneous	\$2,000.00
MAC Fee	\$400.00
Paying Agent Fee	\$500.00
State of Michigan Fee	\$1,000.00
TOTAL	\$85,475.00

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Proof of Bond Yield @ 3.4924550%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
09/14/2022	-	1.0000000x	-	-
05/01/2023	119,943.02	0.9784048x	117,352.82	117,352.82
11/01/2023	305,109.00	0.9616128x	293,396.73	410,749.56
05/01/2024	93,271.50	0.9451091x	88,151.74	498,901.30
11/01/2024	328,271.50	0.9288886x	304,927.65	803,828.94
05/01/2025	90,980.25	0.9129465x	83,060.10	886,889.04
11/01/2025	330,980.25	0.8972779x	296,981.28	1,183,870.32
05/01/2026	88,508.25	0.8818783x	78,053.51	1,261,923.83
11/01/2026	333,508.25	0.8667430x	289,065.95	1,550,989.78
05/01/2027	85,813.25	0.8518675x	73,101.52	1,624,091.29
11/01/2027	340,813.25	0.8372472x	285,344.95	1,909,436.25
05/01/2028	82,944.50	0.8228779x	68,253.20	1,977,689.45
11/01/2028	342,944.50	0.8087552x	277,358.15	2,255,047.60
05/01/2029	79,824.50	0.7948749x	63,450.49	2,318,498.09
11/01/2029	344,824.50	0.7812328x	269,388.21	2,587,886.30
05/01/2030	76,445.75	0.7678248x	58,696.94	2,646,583.24
11/01/2030	346,445.75	0.7546470x	261,444.24	2,908,027.48
05/01/2031	72,935.75	0.7416953x	54,096.10	2,962,123.58
11/01/2031	352,935.75	0.7289659x	257,278.12	3,219,401.70
05/01/2032	69,085.75	0.7164549x	49,496.83	3,268,898.53
11/01/2032	354,085.75	0.7041587x	249,332.57	3,518,231.10
05/01/2033	65,024.50	0.6920736x	45,001.74	3,563,232.84
11/01/2033	360,024.50	0.6801958x	244,887.15	3,808,119.99
05/01/2034	60,157.00	0.6685219x	40,216.27	3,848,336.26
11/01/2034	365,157.00	0.6570483x	239,925.79	4,088,262.05
05/01/2035	54,956.75	0.6457717x	35,489.51	4,123,751.56
11/01/2035	369,956.75	0.6346886x	234,807.32	4,358,558.88
05/01/2036	49,412.75	0.6237957x	30,823.46	4,389,382.34
11/01/2036	374,412.75	0.6130897x	229,548.61	4,618,930.96
05/01/2037	43,546.50	0.6025675x	26,239.71	4,645,170.66
11/01/2037	378,546.50	0.5922259x	224,185.05	4,869,355.71
05/01/2038	37,365.75	0.5820618x	21,749.18	4,891,104.89
11/01/2038	387,365.75	0.5720721x	221,601.15	5,112,706.03
05/01/2039	30,750.75	0.5622539x	17,289.73	5,129,995.76
11/01/2039	390,750.75	0.5526042x	215,930.49	5,345,926.25
05/01/2040	23,784.75	0.5431200x	12,917.97	5,358,844.23
11/01/2040	398,784.75	0.5337987x	212,870.78	5,571,715.01
05/01/2041	16,359.75	0.5246373x	8,582.94	5,580,297.95
11/01/2041	406,359.75	0.5156332x	209,532.59	5,789,830.53
05/01/2042	8,403.75	0.5067836x	4,258.88	5,794,089.42
11/01/2042	413,403.75	0.4980859x	205,910.58	6,000,000.00
Total	\$8,474,195.52	-	\$6,000,000.00	-

Derivation Of Target Amount

Par Amount of Bonds	\$6,000,000.00
Original Issue Proceeds	\$6,000,000.00

2022 LTGO | SINGLE PURPOSE | 7/28/2022 | 5:01 PM

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$6,000,000

Derivation Of Form 8038 Yield Statistics

Maturity	Issuance Value	Coupon	Price	Issuance Price	Exponent	Bond Years
11/01/2023	210,000.00	1.750%	100.000%	210,000.00	1.1305556x	237,416.67
11/01/2024	235,000.00	1.950%	100.000%	235,000.00	2.1305556x	500,680.56
11/01/2025	240,000.00	2.060%	100.000%	240,000.00	3.1305556x	751,333.33
11/01/2026	245,000.00	2.200%	100.000%	245,000.00	4.1305556x	1,011,986.11
11/01/2027	255,000.00	2.250%	100.000%	255,000.00	5.1305556x	1,308,291.67
11/01/2028	260,000.00	2.400%	100.000%	260,000.00	6.1305556x	1,593,944.44
11/01/2029	265,000.00	2.550%	100.000%	265,000.00	7.1305556x	1,889,597.22
11/01/2030	270,000.00	2.600%	100.000%	270,000.00	8.1305556x	2,195,250.00
11/01/2031	280,000.00	2.750%	100.000%	280,000.00	9.1305556x	2,556,555.56
11/01/2032	285,000.00	2.850%	100.000%	285,000.00	10.1305556x	2,887,208.33
11/01/2033	295,000.00	3.300%	100.000%	295,000.00	11.1305556x	3,283,513.89
11/01/2034	305,000.00	3.410%	100.000%	305,000.00	12.1305556x	3,699,819.44
11/01/2035	315,000.00	3.520%	100.000%	315,000.00	13.1305556x	4,136,125.00
11/01/2036	325,000.00	3.610%	100.000%	325,000.00	14.1305556x	4,592,430.56
11/01/2037	335,000.00	3.690%	100.000%	335,000.00	15.1305556x	5,068,736.11
11/01/2038	350,000.00	3.780%	100.000%	350,000.00	16.1305556x	5,645,694.44
11/01/2039	360,000.00	3.870%	100.000%	360,000.00	17.1305556x	6,167,000.00
11/01/2040	375,000.00	3.960%	100.000%	375,000.00	18.1305556x	6,798,958.33
11/01/2041	390,000.00	4.080%	100.000%	390,000.00	19.1305556x	7,460,916.67
11/01/2042	405,000.00	4.150%	100.000%	405,000.00	20.1305556x	8,152,875.00
Total	\$6,000,000.00	-	-	\$6,000,000.00	-	\$69,938,333.33

Description of Bonds

Final Maturity Date	11/01/2042
Issue price of entire issue	6,000,000.00
Stated Redemption at Maturity	6,000,000.00
Weighted Average Maturity = Bond Years/Issue Price	11.656 Years
Bond Yield for Arbitrage Purposes	3.4924550%

Uses of Proceeds of Issue

Proceeds used for accrued interest	-
Proceeds used for bond issuance costs (including underwriters' discount)	175,475.00
Proceeds used for credit enhancement	-
Proceeds allocated to reasonably required reserve or replacement fund	-

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Sources & Uses

Dated 09/14/2022 | Delivered 09/14/2022

Sources Of Funds

Par Amount of Bonds	\$7,000,000.00
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Total Sources	\$7,000,000.00
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Uses Of Funds

Total Underwriter's Discount (1.500%)	105,000.00
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Costs of Issuance	85,475.00
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Deposit to Project Construction Fund	6,809,525.00
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Total Uses	\$7,000,000.00
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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
11/01/2023	Serial Coupon	1.750%	1.750%	245,000.00	100.000%	245,000.00
11/01/2024	Serial Coupon	1.950%	1.950%	275,000.00	100.000%	275,000.00
11/01/2025	Serial Coupon	2.060%	2.060%	280,000.00	100.000%	280,000.00
11/01/2026	Serial Coupon	2.200%	2.200%	290,000.00	100.000%	290,000.00
11/01/2027	Serial Coupon	2.250%	2.250%	295,000.00	100.000%	295,000.00
11/01/2028	Serial Coupon	2.400%	2.400%	300,000.00	100.000%	300,000.00
11/01/2029	Serial Coupon	2.550%	2.550%	310,000.00	100.000%	310,000.00
11/01/2030	Serial Coupon	2.600%	2.600%	315,000.00	100.000%	315,000.00
11/01/2031	Serial Coupon	2.750%	2.750%	325,000.00	100.000%	325,000.00
11/01/2032	Serial Coupon	2.850%	2.850%	335,000.00	100.000%	335,000.00
11/01/2033	Serial Coupon	3.300%	3.300%	345,000.00	100.000%	345,000.00
11/01/2034	Serial Coupon	3.410%	3.410%	355,000.00	100.000%	355,000.00
11/01/2035	Serial Coupon	3.520%	3.520%	365,000.00	100.000%	365,000.00
11/01/2036	Serial Coupon	3.610%	3.610%	380,000.00	100.000%	380,000.00
11/01/2037	Serial Coupon	3.690%	3.690%	390,000.00	100.000%	390,000.00
11/01/2038	Serial Coupon	3.780%	3.780%	405,000.00	100.000%	405,000.00
11/01/2039	Serial Coupon	3.870%	3.870%	420,000.00	100.000%	420,000.00
11/01/2040	Serial Coupon	3.960%	3.960%	440,000.00	100.000%	440,000.00
11/01/2041	Serial Coupon	4.080%	4.080%	455,000.00	100.000%	455,000.00
11/01/2042	Serial Coupon	4.150%	4.150%	475,000.00	100.000%	475,000.00
Total	-	-	-	\$7,000,000.00	-	\$7,000,000.00

Bid Information

Par Amount of Bonds	\$7,000,000.00
Gross Production	\$7,000,000.00
Total Underwriter's Discount (1.500%)	\$(105,000.00)
Bid (98.500%)	6,895,000.00
Total Purchase Price	\$6,895,000.00
Bond Year Dollars	\$81,603.89
Average Life	11.658 Years
Average Coupon	3.5381491%
Net Interest Cost (NIC)	3.6668194%
True Interest Cost (TIC)	3.6570411%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Project Summary

Dated 09/14/2022 | Delivered 09/14/2022

Sources Of Funds

Par Amount of Bonds	\$7,000,000.00
Total Sources	\$7,000,000.00

Uses Of Funds

Total Underwriter's Discount (1.500%)	105,000.00
Costs of Issuance	85,475.00
Deposit to Project Construction Fund	6,809,525.00
Total Uses	\$7,000,000.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$6,809,525.00
Total Draws	\$6,809,525.00

Bond Statistics

Average Life	11.658 Years
Average Coupon	3.5381491%
Net Interest Cost (NIC)	3.6668194%
Bond Yield for Arbitrage Purposes	3.4928798%
True Interest Cost (TIC)	3.6570411%
All Inclusive Cost (AIC)	3.7933359%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2022	-	-	-	-
05/01/2023	-	-	139,936.99	139,936.99
11/01/2023	245,000.00	1.750%	110,963.25	355,963.25
05/01/2024	-	-	108,819.50	108,819.50
11/01/2024	275,000.00	1.950%	108,819.50	383,819.50
05/01/2025	-	-	106,138.25	106,138.25
11/01/2025	280,000.00	2.060%	106,138.25	386,138.25
05/01/2026	-	-	103,254.25	103,254.25
11/01/2026	290,000.00	2.200%	103,254.25	393,254.25
05/01/2027	-	-	100,064.25	100,064.25
11/01/2027	295,000.00	2.250%	100,064.25	395,064.25
05/01/2028	-	-	96,745.50	96,745.50
11/01/2028	300,000.00	2.400%	96,745.50	396,745.50
05/01/2029	-	-	93,145.50	93,145.50
11/01/2029	310,000.00	2.550%	93,145.50	403,145.50
05/01/2030	-	-	89,193.00	89,193.00
11/01/2030	315,000.00	2.600%	89,193.00	404,193.00
05/01/2031	-	-	85,098.00	85,098.00
11/01/2031	325,000.00	2.750%	85,098.00	410,098.00
05/01/2032	-	-	80,629.25	80,629.25
11/01/2032	335,000.00	2.850%	80,629.25	415,629.25
05/01/2033	-	-	75,855.50	75,855.50
11/01/2033	345,000.00	3.300%	75,855.50	420,855.50
05/01/2034	-	-	70,163.00	70,163.00
11/01/2034	355,000.00	3.410%	70,163.00	425,163.00
05/01/2035	-	-	64,110.25	64,110.25
11/01/2035	365,000.00	3.520%	64,110.25	429,110.25
05/01/2036	-	-	57,686.25	57,686.25
11/01/2036	380,000.00	3.610%	57,686.25	437,686.25
05/01/2037	-	-	50,827.25	50,827.25
11/01/2037	390,000.00	3.690%	50,827.25	440,827.25
05/01/2038	-	-	43,631.75	43,631.75
11/01/2038	405,000.00	3.780%	43,631.75	448,631.75
05/01/2039	-	-	35,977.25	35,977.25
11/01/2039	420,000.00	3.870%	35,977.25	455,977.25
05/01/2040	-	-	27,850.25	27,850.25
11/01/2040	440,000.00	3.960%	27,850.25	467,850.25
05/01/2041	-	-	19,138.25	19,138.25
11/01/2041	455,000.00	4.080%	19,138.25	474,138.25
05/01/2042	-	-	9,856.25	9,856.25
11/01/2042	475,000.00	4.150%	9,856.25	484,856.25
Total	\$7,000,000.00	-	\$2,887,267.24	\$9,887,267.24

Yield Statistics

Bond Year Dollars	\$81,603.89
Average Life	11.658 Years
Average Coupon	3.5381491%
Net Interest Cost (NIC)	3.6668194%
True Interest Cost (TIC)	3.6570411%
Bond Yield for Arbitrage Purposes	3.4928798%
All Inclusive Cost (AIC)	3.7933359%

IRS Form 8038

Net Interest Cost	3.5381491%
Weighted Average Maturity	11.658 Years

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Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
12/31/2022	-	-	-	-
12/31/2023	245,000.00	1.750%	250,900.24	495,900.24
12/31/2024	275,000.00	1.950%	217,639.00	492,639.00
12/31/2025	280,000.00	2.060%	212,276.50	492,276.50
12/31/2026	290,000.00	2.200%	206,508.50	496,508.50
12/31/2027	295,000.00	2.250%	200,128.50	495,128.50
12/31/2028	300,000.00	2.400%	193,491.00	493,491.00
12/31/2029	310,000.00	2.550%	186,291.00	496,291.00
12/31/2030	315,000.00	2.600%	178,386.00	493,386.00
12/31/2031	325,000.00	2.750%	170,196.00	495,196.00
12/31/2032	335,000.00	2.850%	161,258.50	496,258.50
12/31/2033	345,000.00	3.300%	151,711.00	496,711.00
12/31/2034	355,000.00	3.410%	140,326.00	495,326.00
12/31/2035	365,000.00	3.520%	128,220.50	493,220.50
12/31/2036	380,000.00	3.610%	115,372.50	495,372.50
12/31/2037	390,000.00	3.690%	101,654.50	491,654.50
12/31/2038	405,000.00	3.780%	87,263.50	492,263.50
12/31/2039	420,000.00	3.870%	71,954.50	491,954.50
12/31/2040	440,000.00	3.960%	55,700.50	495,700.50
12/31/2041	455,000.00	4.080%	38,276.50	493,276.50
12/31/2042	475,000.00	4.150%	19,712.50	494,712.50
Total	\$7,000,000.00	-	\$2,887,267.24	\$9,887,267.24

Yield Statistics

Bond Year Dollars	\$81,603.89
Average Life	11.658 Years
Average Coupon	3.5381491%
Net Interest Cost (NIC)	3.6668194%
True Interest Cost (TIC)	3.6570411%
Bond Yield for Arbitrage Purposes	3.4928798%
All Inclusive Cost (AIC)	3.7933359%

IRS Form 8038

Net Interest Cost	3.5381491%
Weighted Average Maturity	11.658 Years

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Operation Of Project Construction Fund

Date	Principal	Rate	Receipts	Disbursements	Cash Balance
09/14/2022	6,809,525.00	-	6,809,525.00	6,809,525.00	-
Total	\$6,809,525.00	-	\$6,809,525.00	\$6,809,525.00	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	GIC
Default investment yield target	Unrestricted
Cost of Investments Purchased with Bond Proceeds	6,809,525.00
Total Cost of Investments	\$6,809,525.00
Target Cost of Investments at bond yield	\$6,809,525.00
Yield to Receipt	-
Yield for Arbitrage Purposes	3.4928798%

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Detail Costs Of Issuance

Dated 09/14/2022 | Delivered 09/14/2022

COSTS OF ISSUANCE DETAIL

Financial Advisor	\$28,175.00
Bond Counsel	\$33,150.00
Rating Agency Fee	\$16,250.00
POS/Official Statement	\$4,000.00
Miscellaneous	\$2,000.00
MAC Fee	\$400.00
Paying Agent Fee	\$500.00
State of Michigan Fee	\$1,000.00
TOTAL	\$85,475.00

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Proof of Bond Yield @ 3.4928798%

Date	Cashflow	PV Factor	Present Value	Cumulative PV
09/14/2022	-	1.0000000x	-	-
05/01/2023	139,936.99	0.9784022x	136,914.66	136,914.66
11/01/2023	355,963.25	0.9616083x	342,297.22	479,211.88
05/01/2024	108,819.50	0.9451027x	102,845.60	582,057.47
11/01/2024	383,819.50	0.9288803x	356,522.38	938,579.85
05/01/2025	106,138.25	0.9129364x	96,897.47	1,035,477.33
11/01/2025	386,138.25	0.8972662x	346,468.81	1,381,946.13
05/01/2026	103,254.25	0.8818650x	91,056.31	1,473,002.44
11/01/2026	393,254.25	0.8667281x	340,844.50	1,813,846.94
05/01/2027	100,064.25	0.8518510x	85,239.83	1,899,086.78
11/01/2027	395,064.25	0.8372293x	330,759.37	2,229,846.15
05/01/2028	96,745.50	0.8228586x	79,607.87	2,309,454.01
11/01/2028	396,745.50	0.8087345x	320,861.78	2,630,315.79
05/01/2029	93,145.50	0.7948529x	74,036.97	2,704,352.76
11/01/2029	403,145.50	0.7812095x	314,941.11	3,019,293.88
05/01/2030	89,193.00	0.7678004x	68,482.42	3,087,776.29
11/01/2030	404,193.00	0.7546214x	305,012.67	3,392,788.96
05/01/2031	85,098.00	0.7416686x	63,114.51	3,455,903.48
11/01/2031	410,098.00	0.7289381x	298,936.06	3,754,839.53
05/01/2032	80,629.25	0.7164261x	57,764.90	3,812,604.43
11/01/2032	415,629.25	0.7041290x	292,656.59	4,105,261.03
05/01/2033	75,855.50	0.6920428x	52,495.26	4,157,756.28
11/01/2033	420,855.50	0.6801642x	286,250.84	4,444,007.12
05/01/2034	70,163.00	0.6684894x	46,903.22	4,490,910.34
11/01/2034	425,163.00	0.6570150x	279,338.49	4,770,248.83
05/01/2035	64,110.25	0.6457376x	41,398.40	4,811,647.23
11/01/2035	429,110.25	0.6346538x	272,336.44	5,083,983.68
05/01/2036	57,686.25	0.6237602x	35,982.39	5,119,966.06
11/01/2036	437,686.25	0.6130536x	268,325.12	5,388,291.18
05/01/2037	50,827.25	0.6025307x	30,624.98	5,418,916.16
11/01/2037	440,827.25	0.5921885x	261,052.84	5,679,969.00
05/01/2038	43,631.75	0.5820238x	25,394.72	5,705,363.72
11/01/2038	448,631.75	0.5720336x	256,632.44	5,961,996.15
05/01/2039	35,977.25	0.5622149x	20,226.94	5,982,223.10
11/01/2039	455,977.25	0.5525646x	251,956.91	6,234,180.00
05/01/2040	27,850.25	0.5430801x	15,124.92	6,249,304.92
11/01/2040	467,850.25	0.5337583x	249,718.96	6,499,023.88
05/01/2041	19,138.25	0.5245965x	10,039.86	6,509,063.74
11/01/2041	474,138.25	0.5155920x	244,461.91	6,753,525.65
05/01/2042	9,856.25	0.5067421x	4,994.58	6,758,520.22
11/01/2042	484,856.25	0.4980441x	241,479.77	7,000,000.00
Total	\$9,887,267.24	-	\$7,000,000.00	-

Derivation Of Target Amount

Par Amount of Bonds	\$7,000,000.00
Original Issue Proceeds	\$7,000,000.00

2022 LTGO-7.0m | SINGLE PURPOSE | 7/28/2022 | 5:04 PM

Cascade Charter Township

Proposed 2022 Bonds

Preliminary Sizing - Rates as of 07/28/22+25bps

\$7,000,000

Derivation Of Form 8038 Yield Statistics

Maturity	Issuance Value	Coupon	Price	Issuance Price	Exponent	Bond Years
11/01/2023	245,000.00	1.750%	100.000%	245,000.00	1.1305556x	276,986.11
11/01/2024	275,000.00	1.950%	100.000%	275,000.00	2.1305556x	585,902.78
11/01/2025	280,000.00	2.060%	100.000%	280,000.00	3.1305556x	876,555.56
11/01/2026	290,000.00	2.200%	100.000%	290,000.00	4.1305556x	1,197,861.11
11/01/2027	295,000.00	2.250%	100.000%	295,000.00	5.1305556x	1,513,513.89
11/01/2028	300,000.00	2.400%	100.000%	300,000.00	6.1305556x	1,839,166.67
11/01/2029	310,000.00	2.550%	100.000%	310,000.00	7.1305556x	2,210,472.22
11/01/2030	315,000.00	2.600%	100.000%	315,000.00	8.1305556x	2,561,125.00
11/01/2031	325,000.00	2.750%	100.000%	325,000.00	9.1305556x	2,967,430.56
11/01/2032	335,000.00	2.850%	100.000%	335,000.00	10.1305556x	3,393,736.11
11/01/2033	345,000.00	3.300%	100.000%	345,000.00	11.1305556x	3,840,041.67
11/01/2034	355,000.00	3.410%	100.000%	355,000.00	12.1305556x	4,306,347.22
11/01/2035	365,000.00	3.520%	100.000%	365,000.00	13.1305556x	4,792,652.78
11/01/2036	380,000.00	3.610%	100.000%	380,000.00	14.1305556x	5,369,611.11
11/01/2037	390,000.00	3.690%	100.000%	390,000.00	15.1305556x	5,900,916.67
11/01/2038	405,000.00	3.780%	100.000%	405,000.00	16.1305556x	6,532,875.00
11/01/2039	420,000.00	3.870%	100.000%	420,000.00	17.1305556x	7,194,833.33
11/01/2040	440,000.00	3.960%	100.000%	440,000.00	18.1305556x	7,977,444.44
11/01/2041	455,000.00	4.080%	100.000%	455,000.00	19.1305556x	8,704,402.78
11/01/2042	475,000.00	4.150%	100.000%	475,000.00	20.1305556x	9,562,013.89
Total	\$7,000,000.00	-	-	\$7,000,000.00	-	\$81,603,888.89

Description of Bonds

Final Maturity Date	11/01/2042
Issue price of entire issue	7,000,000.00
Stated Redemption at Maturity	7,000,000.00
Weighted Average Maturity = Bond Years/Issue Price	11.658 Years
Bond Yield for Arbitrage Purposes	3.4928798%

Uses of Proceeds of Issue

Proceeds used for accrued interest	-
Proceeds used for bond issuance costs (including underwriters' discount)	190,475.00
Proceeds used for credit enhancement	-
Proceeds allocated to reasonably required reserve or replacement fund	-

FY 2023 - 2042 Projected Revenue Sharing

<u>Fiscal Year</u>	Anticipated Revenue Sharing	Base RS (FY2022)	RS Increase from Base
2023	\$2,094,284.00	\$1,655,768.00	\$438,516.00
2024	\$2,136,169.68	\$1,655,768.00	\$480,401.68
2025	\$2,178,893.07	\$1,655,768.00	\$523,125.07
2026	\$2,222,470.94	\$1,655,768.00	\$566,702.94
2027	\$2,266,920.35	\$1,655,768.00	\$611,152.35
2028	\$2,312,258.76	\$1,655,768.00	\$656,490.76
2029	\$2,358,503.94	\$1,655,768.00	\$702,735.94
2030	\$2,405,674.01	\$1,655,768.00	\$749,906.01
2031	\$2,453,787.50	\$1,655,768.00	\$798,019.50
2032	\$2,502,863.24	\$1,655,768.00	\$847,095.24
2033	\$2,552,920.51	\$1,655,768.00	\$897,152.51
2034	\$2,603,978.92	\$1,655,768.00	\$948,210.92
2035	\$2,656,058.50	\$1,655,768.00	\$1,000,290.50
2036	\$2,709,179.67	\$1,655,768.00	\$1,053,411.67
2037	\$2,763,363.26	\$1,655,768.00	\$1,107,595.26
2038	\$2,818,630.53	\$1,655,768.00	\$1,162,862.53
2039	\$2,875,003.14	\$1,655,768.00	\$1,219,235.14
2040	\$2,932,503.20	\$1,655,768.00	\$1,276,735.20
2041	\$2,991,153.26	\$1,655,768.00	\$1,335,385.26
2042	\$3,050,976.33	\$1,655,768.00	\$1,395,208.33

**** Assumes a 2% increase in revenue sharing year over year**

Cascade Fund Balances

<u>Fund</u>	<u>12/31/2020</u>	<u>12/31/2021</u>	<u>12/31/2022 (Est.)</u>
General Fund	\$6,977,759.00	\$6,767,619.00	\$7,262,241.00
Cemetery Trust Fund	\$118,574.00	\$126,306.00	\$130,386.00
Fire Fund	\$2,355,600.00	\$1,753,539.00	\$1,281,408.00
Police Fund	\$1,565,958.00	\$1,662,813.00	\$1,805,806.00
Hazmat Fund	\$38,325.00	\$43,837.00	\$41,957.00
Open Space Fund	\$766,857.00	\$814,064.00	\$871,424.00
Dam Fund	\$511,247.00	\$563,145.00	\$529,145.00
Pathway Fund	\$660,035.00	\$528,999.00	\$841,091.00
IRF Fund	\$2,065,014.00	\$2,241,644.00	\$2,270,883.00
DDA Fund	\$1,425,600.00	\$2,037,319.00	\$2,384,558.00
Building Fund	\$2,762,793.00	\$2,856,309.00	\$2,902,594.00
Library Fund	\$2,166,583.00	\$2,241,068.00	\$2,241,894.00
ARPA Fund	-	-	\$2,035,263.00

PROCESS RECOMMENDATIONS FINAL REPORT

Planning Commission

Process Recommendations Sub-Committee

Presented to the Cascade Township Board of Directors at the
7/13/2022 Meeting

June 30, 2022

Cascade Charter Township Board of Trustees,

Supervisor Grace Lesperance, Treasurer Ken Peirce, Clerk Sue Slater, and

Manager Ben Swayze:

Attached is the final report issued by the Planning Commission Process Recommendations Committee.

On January 12 the Planning Commission issued a brief report on the internal Planning Department process problems that were amplified by the Round Hill development and the erosion problems related to that project. The original report cited nine issues that required attention and process revisions. This report goes into more detail on the problems and what is needed to make sure they do not recur in the future.

The Committee met every other week on Wednesday afternoons at 4:00 pm. Meetings lasted one hour. All meetings were held at Township offices to make it more convenient for Township staff to attend.

Planning Commission members on the Committee included Scott Rissi, Alan Rowland, Timmy Noorhoek, Ben Rapin, and myself. Joining us for our regular meetings were Manager Ben Swayze, Planning Director Brian Hilbrands, and Zoning Director Madison Smith-Jacoby.

Brian Wilson from the Building Inspection Services Department joined us for a discussion on record keeping software. Brian Powell joined us via Zoom to discuss BS & A software possible application for Planning and Zoning record keeping.

Meeting minutes were provided by member Scott Rissi and member Alan Rowland.

Alan Rowland and myself will present the Committees' recommendations at the July 13th Board of Trustees meeting. This report is being provided to you in

advance of the meeting so that you have a chance to read it and ask us any questions that may arise from the report. We will keep our presentation brief so that we allow adequate time for any questions you may have.

It has been my pleasure to serve the Township in developing and issuing this report. It has also been a personal pleasure to work with Township staff that participated in our bi-weekly Committee meetings.

Sincerely,

Ralph W. Moxley, AIA, LEED AP

Planning Commission Vice-Chair

Cascade Charter Township
Planning Commission
Process Recommendations Committee
Final Report to the Board of Trustees

June 30, 2022

Report Index

Section 1: Original Recommendations by the Planning Commission
(dated January 5, 2022)

Section 2: Committee Meeting Minutes (Notes from 7 meetings)

Section 3: Planned Unit Development (PUD) Review Process (Proposed changes by Committee members are noted in bold type)

Section 4: BS & A Computer Software Upgrade Recommendation

Section 5: Planning Director Hiring Process (Draft copy provided by Ben S.)

Section 6: Duties and Ordinance Responsibility and Procedures (Draft copy provided by Alan R, Brian H. and Madison S.)

Section 7: Plan Review and Inspection Services - Responsible Organizations (Wayne Harrall of KCRC and Brian H.)

Section 8: Coordination of KCRC Soil Erosion & Sedimentation Controls with CCT Storm Water Ordinance (Notes by Ralph M.)

Cascade Charter Township

Recommendations by the Planning Commission

January 5, 2022

No. 1: All documents, including PUD Ordinances, Master Deeds, Storm Water Maintenance Agreements, etc., must be recorded in accordance with current rules.

The Problem: In the case of Round Hill, neither the Master Deed nor the PUD Ordinance was recorded prior to the start of construction.

A copy of the Master Deed must be recorded by the **County Clerk**. The Master Deed must be signed, sealed and preserved. Signatures must be provided by the Township Supervisor and Clerk. No building permits can be issued and no work can be started until the Master Deed is recorded. The only exception will be surveys, soil testing, or other work that does not permanently change or impact the site.

No. 2: A process needs to be defined and used to record key documents and milestones.

The Problem: In the case of Round Hill, there was no organizational chart or checklist available to make sure Master Deeds, bonds, and other project documents, were recorded.

A defined development process needs to be developed and used for the tracking of projects, including bonds, approvals and deposits. Documents are to be filed with the **Township Clerk**. All Township stakeholders should have access.

If the construction work is done in phases then there should be established deadlines for completing tasks outlined in the Work Plan. Set firm deadlines for key infrastructure elements (retaining walls, storm water systems, retention ponds, roadways, etc.) that must be completed before the builder can continue. The applicant must notify the **Planning Director** when a key infrastructure element is completed.

No. 3: Establish a selection and approval process for a new Township Planning Director. This is consistent with the wording in the draft Planning Commission Bylaws.

The **Township Board of Trustees**, in consultation with the **Planning Commission**, is responsible for hiring a **Planning Director**.

No. 4: Any deviation from the original approved site plan needs to be approved before changes are started.

The Problem: In the case of Round Hill, the former Planning Director made minor changes, as allowed in the PUD ordinance. The Planning Commission feels many of these changes were not minor. With no written records of the changes found, and without the Board of Trustees or Planning Commission ever receiving notice of changes, this makes it more difficult for Township officials to follow the PUD Ordinance accurately.

Cascade Charter Township Zoning Ordinance states: “Minor changes to a site plan may be approved, in writing, in advance by the **Planning Director**, providing the plan complies with all applicable requirements of this Ordinance and all other Township regulations, or State law. The **Planning Director** may approve changes to a site plan for the following:

1. Change of location or type of landscape materials.
2. Minor changes to an approved site plan which involve the addition or relocation of any of the following items: sidewalks, refuse containers, lighting, driveways/entrances, signage, retention/detention ponds.
3. Decrease in building size from an approved site plan.
4. Moving a proposed building on an approved site plan no more than 10 feet, or 5% of the distance to the closest property line, whichever is smaller.
5. An increase in building size that does not exceed 5,000 SF, or 5% of the gross floor area, whichever is smaller.
6. New parking lots”

All changes need to be documented and retained by the **Planning Director**. All changes should also be reviewed by the **Planning Commission** on a regular basis.

If the builder proceeds with a change before approval is granted, the builder proceeds at their own risk.

No. 5: Establish roles and responsibilities for enforcement of Zoning Ordinances and Site Plans.

The Problem: Staff responsible for enforcement and oversight was not clearly identifiable by citizens and staff.

Roles and responsibilities should clearly outline staff responsible for enforcement and oversight of projects. Those responsible, including the **Planning Director**, need to be empowered and willing to stop a project, or part of a project. Given this responsibility, they need to be very knowledgeable about process and ordinances; preferably, they should have job site experience and/or a civil engineering background.

As incidents arise, they should be regularly reported to the **Planning Commission**. This way, if a request to modify a PUD Ordinance, or if questions come before the **Planning Commission**, members will be more familiar with the history.

Before all or part of a project is to be stopped, the **Planning Director** should notify the builder and developer of any violations in writing in advance of taking such action and provide a reasonable timeline to cure the problem. If a problem is not corrected and the project is stopped, the **Planning Director** must notify the **Planning Commission**.

No. 6: Need for an official seal to use on approved documents.

The Problem: Upon request by members of this Committee, no one at the Township office could identify which set of plans was current. None of the site plans appeared to be clearly labeled and dated.

The **Planning Director** needs to stamp, sign and date all approved documents. In addition, the Chairperson of the **Planning Commission** should sign off on all site plan pages after they are reviewed and approved by the **Planning Commission**.

No. 7: Need to coordinate KCRC Soil Erosion & Sedimentation Controls with CCT Storm Water Ordinance.

The Problem: At Round Hill, CCT deferred to KCRC for enforcement of all water run-off problems.

CCT Storm Water Ordinance focuses on water flow, while SESC focuses on sedimentation. They are tied together. Kent County Road Commission enforces the SESC rules. The Board of Trustees or Staff should designate a person responsible for monitoring and enforcing the Storm Water Ordinance to prevent run-off onto neighboring properties.

No. 8: Establish and document a concern resolution process for Cascade residents.

The Problem: The Round Hill neighbors voiced their complaints about erosion for two years without satisfactory resolution.

Share the concern resolution process on the Cascade Charter Township website.

No. 9: Implementation Plan

Selected members of the Planning Commission and Township Staff (including the Manager, Planning Director, and other staff members as needed) should work cooperatively to establish an implementation plan for the recommendations, and provide the plan to the Township Board on or before **June 30, 2022**, for their consideration.

Cascade Charter Township

Process Recommendations Committee

Meeting No. 1

March 23, 2022, at 4:00 pm

Cascade Township Offices Front Conference Room

Chair Moxley called the meeting to order at 4 pm.

Members Present: Manager Swayze, Member Rapin, Trustee Nordhoek, Member Rowland, Planning Director Hilbrands, Chairman Moxley, and Secretary Rissi .

The Committee discussed a schedule and approved of meeting every other Wednesday at the same time and place beginning April 13th. Future meetings will be April 27, May 11, May 25, June 8, and June 22.

Manager Swayze said he would reserve the larger conference room for future sub-committee meetings. Currently, that room is being used by the accountants for annual review of financial records.

While discussing the Implementation plan items that should be posted with these minutes or on the website as part of the meeting packet, Member Rowland mentioned he wants better reporting specific to **Agenda Item 5E**: Establish roles and responsibilities for reporting and enforcement of Zoning Ordinances and site plans.

Agenda Item 5F: There was consensus to have the Planning Commission Chair stamp all pages of site plans.

Trustee Noordhoek cautioned since some aspects of an inspection may be out of the silo of some Cascade Township Staff they may not be noticed. However, staff should still report or question obvious or peculiar items noticed on site.

Manager Swayze said this group needs to decide how often a formal report is due to the PC for projects under way. A regular project report would help catch and prevent issues.

Member Rapin mentioned **Agenda Item 5A**, we should get rid of **Etc.** and be more specific.

Chair Moxley said that **Building Inspection Dept. Director Wilson** was very clear that Township staff stay inside their silos and be focused on what they inspect.

A discussion continued on noting minor changes.

Member Rowland asked that minor changes get emailed to the Chair to be reported to the PC at future meetings.

Manager Swayze recommended that they be included in the Quarterly project report/updates and shared that way.

Member Rissi asked that Planning Director Hilbrands speak up and report changes at PC meetings and we make sure it is reported in the minutes. Planner Hilbrands stated the quarterly report method would work better if someone was looking for the information in the future and wished to easily find it. Trustee Noordhoek indicated that in 15 years he would like to be able to locate important information easily, if needed, without having to read years' worth of PC minutes.

Manager Swayze recommended we meet with the **Kent County Soil Erosion Enforcement** team at a future meeting. Also, he would be willing to set up a demo with **BS & A** staff for software exploration.

Motion made by Member Rapin, supported by Member Rissi, to adjourn the meeting at 4:41PM.

Respectfully Submitted,

Scott Rissi

Recording Secretary

Cascade Charter Township

Process Recommendations Committee

Meeting No. 2

April 13, 2022 at 4:00 pm

Cascade Township Offices - Back Conference Room

Acting Chairman Rissi called the meeting to order at 4:00 pm.

Members Present: Manager Swayze, Member Rapin, Trustee Noordhoek, Member Rowland (acting Secretary), Planning Director Hilbrands, Chairman Moxley (via Zoom), and Secretary Rissi (acting Chairman).

Member Rapin made a motion to approve the Agenda. Trustee Noordhoek supported. All members were in favor.

Member Rapin made a motion to approve the March 23 meeting minutes. Trustee Noordhoek supported. All members were in favor.

Acting Chair Rissi acknowledged any visitors wishing to speak. None were present.

It was agreed that future meetings would be held every other week on Wednesdays at 4 pm at the Township offices in the back conference room.

Member Rapin suggested we change the committee's name to "Process Recommendation Committee".

PUD Review Process

Basic Plan Review

B. Member Rapin suggested we remove the word "legal".

F. Member Rapin suggested we change "known" to "proposed".

Preliminary Plan Review

A. Acting Chair Rissi wants to review Zoning Ordinance 21 at the next meeting.

C. Member Rapin suggested “proposed timeline, including intended phasing and milestones for all “infrastructure” be added.

D. Member Rapin suggested we change all semicolons to comas.

E. Member Rapin suggested we add the word “plan” after utilities.

Acting Secretary Rowland made a motion to table the rest of the discussion until the next meeting. Trustee Noordhoek supported. All were in favor.

Acting Chair Rissi adjourned the meeting at 5:03 pm.

Respectfully Submitted,

Alan Rowland

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Minutes for Meeting No. 3

Wednesday, April 27, 2022, 4:00 pm

Cascade Township Hall - Back Conference Room

Chair Moxley called the meeting to order at 4:04pm with all members present. (Rapin, Moxley, Rissi, Rowland, Noordhoek). Manager Swayze was also present.

Manager Swayze asked that all approved minutes be provided to Jessica and Sandra in the future for proper filing and posting.

Member Rissi moved to approve the agenda, supported by member Rowland. Motion approved.

Member Rissi made a motion to approve the minutes of the April 13th meeting that had been prepared by Member Rowland. Rowland supported the motion and it was approved.

Chair Moxley handed out the Planning Commission Recommendations, and a copy of Chapter 21 of the Cascade Charter Township Zoning Ordinance.

On Section 21.04 member Rapin recommended striking the word “addition” from paragraph 2 of the Ordinance. Also, strike item f. (retention/detention ponds). Much discussion occurred, but all agreed.

On Paragraph No. 7, parking lot increases under 10% in size was the language the committee felt most comfortable with.

Member Rapin asked about the use of pronouns in the Ordinance. Discussion about using “them” or “they” continued. Member Rowland liked the use of ‘developer’ as opposed to pronouns.

The group then picked up where they left off at the last meeting - Cascade Charter Township PUD Review Process, 2nd page, Site Condominium Plans review.

Manager Swayze asked us to define “Construction Commencing”.

Member Noordhoek recommended that we ask the CCT Building Department for help on that, and see how they define it. Member Rapin wants the use of milestones. There was discussion on Certificates of Occupancy and Building Permits which can be used as leverage for staff to get a developer to meet the scheduled milestones.

Member Rissi recommended adding the word “retaining walls” to items #5 & #7.

Manager Swayze said we could discuss the titles of these plans such as the “utility plan” and “streets plan” with Planner Hilbrands to verify the best place for retaining walls to be listed.

Member Rowland asked about Fire Department reviews. Currently there are none.

The group discussed the May 25th meeting with BS&A, which will start at 3:30pm. Our next committee meeting is May 11th at 4pm.

Member Rissi moved and support by Member Noordhoek to adjourn at 5pm.

Submitted by:

Scott Rissi

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Meeting No. 4

Wednesday, May 11, 2022, 4:00 pm

Cascade Township Hall- Back Conference Room

Chair Moxley called the meeting to order at 4:03 pm in the back conference room of the township offices. All members were present, including Manager Swayze and Planning Director Hilbrands. (Members Moxley, Rissi, Nordhoek, Rowland and Rapin)

Member Rapin moved to approve the agenda. Member Rowland supported. Agenda was approved thru a unanimous vote.

Member Rissi made a motion to approve the minutes of the April 27th meeting. Member Rapin supported the motion and all members voted in favor of the minutes.

We had no conflicts of interest reported and no visitors.

Future meetings are scheduled for May 25th (3:30pm) with BS&A to discuss and see software options they provide. Also scheduled are June 8th and June 22nd. Member Rissi will be absent and Member Rowland offered to take the minutes in member Rissi's absence.

Discussion followed about the presentation of Recommendations to the Township Board on January 12.

Sec: 21.04, item #2 - put "addition" back in, strike F., and D. to read "interior driveways".

Manager Swayze offered to work on the process for selection of new Township Planning Director, should there be a need in the future.

Member Rissi, and Planner Hilbrands will work on roles and responsibilities of staff for Ordinance enforcement and site plan follow up.

Member Moxley tested the stamp now used by the Planning Department to document approved site plans. The stamp worked and he approved it.

Ralph will follow up on Kent County Road Commission SESC requirements.

Member Rowland will review the Proposed Complaint Procedures process.

Member Rapin asked about the website citizens intake options.

Member Rissi drafted a definition for commencing construction: Infrastructure, roads, utilities. No earth moving or tree clearing, as those are property owners rights.

An Idle Project requires a review from staff, which is then brought to the PC. The PC after the staff report can require a site plan review. An "Idle Project" is defined as no new building permits or inspections in a 12 month period.

Member Rapin, with support from Member Rissi, moved to adjourn the meeting at 5:10 pm.

Submitted by:

Scott Rissi

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Meeting No. 5

Wednesday, May 25, 2022, 4:00 pm

Cascade Township Hall - back conference room

Chairman Moxley called the meeting to order in the Township offices conference room at 3:31 PM. All Committee members were present: Moxley, Rissi, Rapin, Rowland, and Noordhoek. Others attending the meeting: Brian Powell (via zoom) with BS&A, Zoning Administrator Madison Smith-Jacoby, Manager Swayze, and Planning Director Hilbrands.

Member Rissi motioned to approve the Agenda. Member Rapin supported the motion. All voted in favor.

Member Rissi motioned to approve the May 11 meeting minutes. Member Rapin supported the motion. All voted in favor.

Future Committee meetings on June 8th and June 22nd will be held starting at 4:00 pm.

Much of the meeting was spent listening to Brian Powell's presentation, representing **BS&A** software. All members and staff asked many good questions. Member Rapin commented that this is 90% of what we need and the gaps can be filled with the right process in place. Member Moxley asked how to move forward. Manager Swayze indicated we need to get the cost for the software upgrade prior to moving forward. Member Rapin and Planning Director Hilbrands will work on the implementation together if we move forward.

Member Moxley asked that Brian Wilson from the **Building Inspection Services** department to be present at the next meeting. Manager Swayze agreed that Brian Wilson needs to be involved. Planning Director Hilbrands indicated Wilson is aware of us exploring the BS&A software as he pointed us to it.

Manager Swayze will update us on the selection and approval process for Planning Director replacements in the future. Manager Swayze handed out a new draft **Duties & Ordinance**

Responsibility chart. The information was appreciated by all. Several members liked the addition of a second contact.

Member Moxley handed out a three page document compiled from his Round Hill Committee notes. The document focused on Kent County Road Commission SESC enforcement and Cascade Charter Township Storm Water Ordinance enforcement and the overlap between the two organizations. He also had a separate handout of inspection services and responsible organizations related to the PUD review process.

Member Rowland was excused at 4:29 PM. We are hopeful he will update us on his thoughts regarding a **Concern Resolution Process** for Cascade Citizens at the June 8th meeting.

Member Rissi, supported by Member Rapin, motioned to end the meeting. By unanimous vote the meeting was adjourned at 5:02pm.

Submitted by:

Scott Rissi

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Meeting No. 6

Wednesday, June 8, 2022, 4:00 pm

Cascade Township Hall - back conference room

Chair Moxley called the meeting to order at 4:00pm with all members present. (Rapin, Moxley, Rissi, Rowland, Noordhoek) Manager Swayze, Planning Director Hilbrands, and Zoning Administrator Smith-Jacobey. Building Department official Brian Wilson also attended.

Member Rissi moved to approve the Agenda, supported by Member Rowland. Motion approved.

Member Rissi made a motion to approve the minutes of the May 25th meeting. Member Rapin supported the motion and it was approved.

Final meeting of the Committee is expected to be **June 22nd**. Chair Moxley and Member Rowland will make a brief presentation and answer questions at the **July 13 CCT Board of Trustees** meeting.

The Committee then had a discussion about the **BS&A software presentation** from May 25th with Brian Powell. Zoning Administrator Smith-Jacobey clarified that we have the software, we just need the training. Planning Director Hilbrands has requested the costs from BS&A and will communicate with Manager Swayze when they respond. Manager Swayze also stated that the Township has a budget for staff training. Brian Wilson said the BS&A software does all they need in the Building Department. He wants to be involved to make sure the Planning - Zoning side of the software does not mess up the Building Dept. side. Both Building

Department and Planning Department will work together on the software to ensure a smooth implementation.

Enforcement will be in the same folder the Building Department currently uses, so we need to consider that.

Brian Wilson was excused at 4:26pm. We thanked him for his input.

Member Rapin commented about the rollout being phased. Planning Director Hilbrands indicated that they may add some past cases for software practice.

Manager Swayze handed out a draft policy for **Planning Director Hiring Process** in the event it is needed in the future. All members liked the idea of a policy and accepted the draft, but did not want to use the process any time soon.

Ralph handed out a contact list for **Plan Review and Inspection Services-Responsible Organizations** he compiled with help from Wayne Harrall of Kent County Road Commission. Manager Swayze asked that we change the language to say that the Township Engineer will conduct storm water inspections, instead of FTC&H.

Member Rowland and Zoning Administrator Smith-Jacobey are working together to test the **Concern Resolution Process** and improve it. Member Rowland wants an easier to spot contact link on the Township website with a computer generated email response.

Member Rissi moved and was supported by Member Rowland to adjourn our meeting at 4:42pm.

Submitted by:

Scott Rissi

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Meeting No. 7

June 22, 2022, at 4:00pm

Cascade Township Offices - back conference room

Chairman Moxley called the meeting to order at 4:01 pm.

Members Present: Chairman Moxley, Manager Swayze, Member Rapin (via Zoom), Trustee Noordhoek, Member Rowland (acting Secretary), Planning Director Hilbrands, and Zoning Administrator Madison Smith-Jacoby.

Member Rowland made a motion to approve the agenda, Trustee Noordhoek supported. All members were in favor.

Member Rowland made a motion to approve the June 8th meeting minutes, Trustee Noordhoek supported. All members were in favor.

Chair Moxley asked if there were any potential conflicts of interest. There were none.

Chair Moxley acknowledged any visitors wishing to speak. None were present.

Chair Moxley stated this was the final meeting of the Recommendations Committee and that Chair Moxley and member Rowland would be presenting the recommendations of the Committee to the Township Board on July 13th, 7:00 pm at the Wisner Center.

The BS&A quote for \$4,700 has been received for the recommended software implementation and staff training.

The committee reviewed the proposed handout for the Township Board discussing the Committee recommendations. Minor changes will be made including an index, page numbers, Section 21 changes, and section dividers.

Chair Moxley and member Rowland briefly reviewed with the Committee what they would be presenting to the Township Board.

There was no other business to discuss.

Chair Moxley thanked the Committee members for their active participation.

Member Rowland made a motion to adjourn the meeting, Trustee Noordhoek supported. All members were in favor.

Chair Moxley adjourned the meeting at 4:47pm

Respectfully Submitted,

Alan Rowland

Cascade Charter Township

Procedures Manual

Planned Unit Development (P.U.D.) Review Process

May 4, 2022

The Basic Plan Review shall contain the following information (recommended changes are highlighted in bold):

- a. A sketch plan of the Planned Unit Development
- b. A description of the property
- c. Total number of acres to be included in the project
- d. Approximate number of residential units and the number, type and square footage of non-residential units.
- e. Approximate number of acres to be occupied or devoted to each type of use.
- f. **Proposed** deviations from Ordinance regulations to be sought.
- g. Number of acres to be preserved as open space or recreation space.
- h. Known natural resources and natural features to be preserved.

The Preliminary Development Plan shall contain the following information:

(unless specifically waived by the Planning Director or the Planning Commission)

- a. A site plan meeting all the requirements for site plan review under section 21 of the Zoning Ordinance.
- b. Common description of the property and a complete legal description.
- c. Statement of intent of proposed use of land and **proposed timeline, including intended phasing and milestones for all infrastructure.**

- d. Name, address, and phone number of firm or individual who prepared the plans, owner of the property, and applicant.
- e. Intentions with respect to utilities **plan**.
- f. Gross and net density calculations; number and types of units; and floor area per habitable space.
- g. Number and location of areas to be preserved as open or recreational space, and each proposed use for such areas.
- h. Planning Director may require a topographical map if the size of the project and the nature of the topography indicated that such a document would be meaningful.
- i. Specification of all deviations from the Zoning Ordinance which will be applicable.
- j. If the property is on three or more acres the Planning Commission may require one or more of the following as part of the PUD submission:
 - 1. Evidence of market need and economic feasibility of the project.
 - 2. A community impact statement.
 - 3. A traffic impact statement.
 - 4. An environmental impact statement.
 - 5. A fiscal impact assessment.

Miscellaneous Requirements:

- a. **Performance Guarantees:** The Township Board may require reasonable performance guarantees to insure the completion of improvements. (Note: At Round Hill, no performance bonds were posted, as required by BOT at meeting on 3/9/2016. Performance bonds included \$8,200 for landscaping, and \$50,000 for storm water maintenance agreement. Also, the SE retaining wall was not built as required.)
- b. **Time limitation of PUD Zoning:** Construction shall be commenced within one year following approval of PUD. If construction is not commenced within such time approval of the final plan shall expire.

PUD Site Condominium Plans review process required information:

1. Project description which describes the nature and intent of the proposed development.
2. A survey plan of the site condominium subdivision.
3. A floodplain plan, if the project lies in a floodplain area.
4. A site plan consistent with Chapter 21 of the Zoning Ordinance, showing the location, size, shape, area and width of all condominium units.
5. A utility plan which includes all necessary easements (i.e. sewer, water, sidewalks, bike paths, **retaining walls**, etc.).
6. A street construction, paving and maintenance plan for all private streets within the proposed site condominium subdivision.
7. A storm drainage and storm water management plan, including all lines, swales, drains, basins, **retaining walls** and other facilities.
8. A soil erosion and sedimentation control plan consistent with CCT SESC Ordinance #4 of 1988.
9. A description of the common elements of the project as will be contained in the Master Deed.
10. The use and occupancy restrictions as will be contained in the Master Deed.
11. "Consent to Submission of Real Property to Condominium Project" Evidence of authority or right that the developer has a legal option to purchase the subject property from the owner(s) of record.

Miscellaneous Requirements:

1. **Special Assessment Agreement:** The Township Board may require the developer to enter into an agreement with the Township for the imposition of a special assessment for the construction of sewer and water lines.
2. **Master Deed:** A copy of the Master Deed as filed with the Kent County Register of Deeds for recording must be provided to the Township within 10 days after such filing with the County. (Note: At Round Hill Condominium, the Master Deed was not filed until 4/27/2018, roughly 25 months after approval by CCT BOT).

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Process for Implementing Amendments to PUD Review

Process and Chapter 21 Amendments

The proposed amendments to the PUD Review Process and the Administrative Review Process will require amending the Zoning Ordinance. The process for amending the Zoning Ordinance is described in Chapter 25 of the ordinance. A zoning ordinance amendment will require the following steps and meetings:

- Introduction of proposed amendments to the Planning Commission (PC) at a regular meeting.
- If the PC is satisfied with the proposed amendments, a public hearing date can be set. If the PC is not satisfied, they can direct staff to revise the amendments and bring them back for another introduction.
- Staff will schedule a date for a public hearing on the proposed amendments.
- At the public hearing the PC shall provide a recommendation on the proposed amendments to the Township Board.
- The proposed amendments will then be brought to the Township Board for consideration of adoption.

Cascade Charter Township

Planning and Zoning Requirements

Chapter 21

Proposed modifications to Section 21.04: Administrative Plan Review

Minor changes to a site plan may be approved administratively by the Planning Director provided the plan complies with all applicable requirements of the Ordinance and all other Township regulations or State law. The Planning Director may approve a site plan for the following:

1. Change of location or type of landscape materials.
2. Minor changes to an approved site plan which involve the addition or relocation of any of the following items:
 - a. Sidewalks
 - b. Refuse containers
 - c. Lighting
 - d. Interior driveways
 - e. Signs
3. Decrease in building size from an approved site.
4. Moving a proposed building on an approved site plan no more than 10 feet or 5% of the distance to the closest property line, whichever is smaller.
5. An increase in building size that does not exceed 5,000 square feet or 5% of the gross floor area, whichever is smaller.
6. A building or structure which does not exceed 5,000 SF of gross floor area and for any use which does not require a special use permit, as provided by Chapter 15 of this Ordinance.
7. Modifications to parking lots within 10% of original size.

Cascade Charter Township

Planning Commission

Process Recommendations Committee

Computer Software Upgrade Recommendation

Recommendation No. 2: A process needs to be defined and used to record key documents and milestones.

The Cascade Township Building Inspections Department, managed by Brian Wilson, currently uses computer software provided by BS & A to track construction projects in the Township and record activities on those projects. The software has been programmed to meet the Inspections Department needs, and their staff has been trained to use the software to monitor construction activities and record inspections notes provided by their staff.

We recommend that same BS & A software be utilized for Cascade Township Planning and Zoning projects. Cascade already owns the BS & A software, and has received a proposal from BS & A to provide programming updates and staff training to meet Planning Department project tracking requirements.

Staff training will be provided on an as-needed basis, based on full day cost. BS & A has proposed four full days of staff training. If only three days are required for staff training then Cascade will only need to pay for the three days. Half day training will be billed as a full day of training due to travel time required for BS & A staff to drive to Cascade.


Brian Powell from BS & A conducted an on-line Q&A session for the Recommendations Committee to outline their proposed programming and training process, and to answer any questions of Planning Commission members

or Cascade Township staff. The session was very detailed and informative for all Committee members. Ben Rapin, PC member and professional programmer, had many questions for Brian Powell, which were answered in a thorough manner.

Brian Wilson of the Cascade Township Building Inspections Department also went into considerable detail on how the BS & A software has helped their staff in tracking of current projects, and has provided long-term records on past construction projects. Brian Wilson did express his concerns that Planning and Zoning record keeping of current developments not interrupt Building Department project records in any way.

In terms of a project development timeline, BS & A has projected programming and staff training to take place over the next two months, once the proposal is approved and they are given the go-ahead by Cascade Township management. Brian Hilbrands has received the BS & A proposal and can outline the cost for their services to the Township.

The Process Recommendations Committee endorses the current plan of computer software development and staff training proposed by BS & A.

CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES	# OF PAGES: 2	POLICY #: TBD
	SUBJECT: Planning Director Hiring Process		APPROVED BY: TOWNSHIP SUPERVISOR GRACE LESPERANCE
	DEPARTMENT: Administration	SUPERCEDES: None	DATE OF ISSUE: TBD

I. PURPOSE

The purpose of this policy is to establish a process for the hiring of the Township Planning Director position that is inclusive of the Township vested parties, including the Planning Commission and Township Board.

II. POLICY STATEMENT

The Township has identified that the position of Planning Director plays a key role in providing information and recommendations to the Planning Commission and Township Board, including responsibilities clearly defined in the Township Zoning Ordinance. As such, it is the policy of the Township that a robust recruitment process, inclusive of the Township Board, Planning Commission and Township Manager will be used in the recruitment and selection of the Planning Director.

III. PROCEDURES

- A. Position Advertisement** – Should the position of Planning Director become vacant, the position will be advertised in the same manner as other open positions in the Township through the Human Resource Director.
- B. Interview Committee** – The interview committee for the recruitment of the Planning Director will consist of the following.
1. **Township Manager**
 2. **Human Resources Director**
 3. **Township Supervisor (or his/her designee).**
 4. **Planning Commission Chair (or his/her designee)**

The policy recognizes that in some cases, a promotion process may be recommended rather than an open advertisement of the position. If the promotion process involves a single candidate, an interview may be waived but all members of the interview committee will be consulted prior to a recommendation.

- C. Planning Commission Review** – Based on input from the interview committee, the Township Manager will present a candidate for consideration to the Planning Commission at a regularly scheduled meeting. The Planning Commission will be responsible for making a recommendation to the Township Board regarding the proposed candidate.

- D. Township Board Approval** – The Township Manager will present the candidate for consideration, including the recommendation from the Planning Commission, to the Township Board at a regularly scheduled meeting. The Township Board can confirm the recommended candidate utilizing a simple majority vote.

IV. REGULATION

A. Enforcement of Policy

The members of the interview committee shall be responsible for the enforcement of the provisions contained within this policy.

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption and amendment of this policy. Recommendations for amendments by the Township Manger or Planning Commission should be forwarded to the Township Board for consideration.

APPROVED TO FORM

Township Attorney

Date

Duties & Ordinance Responsibility

Ordinance/Complaint	Department	Primary Contact	Secondary Contact	Other Comments
Accessory Buildings	Planning	Madison Jacoby-Smith Zoning Administrator	Brian Hilbrands Planning Director	
Barking Dogs	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	Can Also Contact KCSD Non-Emergency Number 616-336-3113
Bike Helmets	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Building Code	Building	Brian Wilson Director of Inspections	Julie Kutchins/Carol Meyer Bldg. Admin Assistant	Bldg. Dept.- Permits/Inspections of Electrical, Furnace, Decks etc. 949-3765
Cemetery	Clerk Department	Krisst Brott Public Services Admin.	Sue Slater/Clerk Ben Swayze/Town. Mgr.	
Conspicuous Display of Vehicles (For Sale)	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Dog License	Treasurer	Aaron Newton Account Clerk I	Oxana Sourine Deputy Treasurer	
Drainage/Flooding - Individual	Planning/Building	VACANT Township Engineer	Brian Hilbrands Planning Director	Brian Wilson, Planning Director, may also be involved
Drainage/Flooding - Development	Planning/Building	Brian Hilbrands Planning Director	VACANT Township Engineer	Brian Wilson, Planning Director, may also be involved
Fences	Planning	Madison Jacoby-Smith Zoning Administrator	Brian Hilbrands Planning Director	
FEMA Flood Data	Planning	Brian Hilbrands Planning Director	Madison Jacoby-Smith Zoning Administrator	
Fire Department Questions	Fire Department	Officer On Duty 949-1320	Cindy Holzhei FD Assistant	i.e. Fire pits, Burn times, What can burn, Burn permits
Fire Prevention / Inspection	Fire Department	Todd Pell Fire Inspector	Doug Poolman Fire Marshall	e-mail: firedepartment@cascadetwp.com
FOIA	Administration	Ben Swayze Township Manager	Jessica Stine Management Assistant	
Home Occupations	Planning	Madison Jacoby-Smith Zoning Administrator	Brian Hilbrands Planning Director	i.e. Running a business out of their home
Human Resources	Administration	Katie Murawski Human Resources Dir.	Ben Swayze Township Manager	
Junk & Inoperable Vehicles	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Liquor Control - Licensing	Economic Development	Sandra Korhorn DDA/ED Director	Ben Swayze Township Manager	
Liquor Control - Inspections	Economic Development	Sandra Korhorn DDA/ED Director	Ben Swayze Township Manager	

Lot Splits	Planning	Madison Jacoby-Smith Zoning Administrator	Brian Hilbrands Planning Director	
Noise	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Notary	Administration	Karen/Julie Front Desk Clerk	Krissi Brott Public Services Admin.	
Noxious Weeds	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Open Burning	Fire Department	Officer On Duty 949-1320	Adam Magers Fire Chief	
Outdoor Gatherings – Permitting	Administration	Sandra Korhorn DDA/ED Director	Ben Swayze Township Manager	
Park Concerns	Parks	Jim MacDonald Buildings & Grounds Sup	VACANT Township Engineer	
Park Reservations	Parks	VACANT Planning Admin Assis.	Julie/Karen Front Desk Clerk	
Parking & Storage of Rec. or Commercial Vehicles	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Passports	Administration	Krissi Brott Public Services Admin.	Jessica Stine Management Assis.	
Pathways - Concerns	Parks	VACANT Township Engineer	Jim MacDonald Building & Grounds Sup.	**Current handled by Building Dept. until positions are filled**
Pathways – Cut Permits	Parks	VACANT Planning Assis.	VACANT Township Engineer	
Portable Signs	Planning	Brian Hilbrands Planning Director	Madison Jacoby-Smith Zoning Administrator	Complaints can be directed to the KCRC (616-242-6950) unless they specifically ask to talk to someone from the Township
Potholes	Administration	Kent County Road Commission	Ben Swayze Township Manager	
Private Streets	Planning	Brian Hilbrands Planning Director	VACANT Township Engineer	
Signs – Permitting	Planning	Brian Hilbrands Planning Director	Madison Jacoby-Smith Zoning Administrator	Sign permit application through Building Department
Signs – Complaints	Planning	Madison Jacoby-Smith Zoning Administrator	Brian Hilbrands Planning Director	Including Campaign Signage
Snowplow Complaints - Pathways	Parks	VACANT Township Engineer	Jim MacDonald Building & Grounds Sup.	

Still to add: Assessing; Taxes; IFT Applications; Elections; General Ordinance; Special Use Permits
Split: Yard Waste/Clean-up Day?; Planning/Zoning?

Snowplow Complaints – Public Roads	Administration	Kent County Road Commission	Ben Swayze Township Manager	Complaints can be directed to the KCRC (616-242-6950) unless they specifically ask to talk to someone from the twp
Snowplow Complaints – Contractors & Private Drives	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Social Media and Communications	Administration	Jessica Stine Management Assis.	Ben Swayze Township Manager	** Contact can also be made with Hunter Zuk, Sabo PR**
Special Events	DDA/Economic Dev. Dept.	Sandra Korhorn DDA/ED Director	Ben Swayze Township Manager	
Soil Erosion & Sedimentation	Planning	VACANT Township Engineer	Brian Hilbrands Planning Director	Complaints can be directed to the KCRC (616-242-6950) unless they specifically ask to talk to someone from the twp
Solicitors/Permits	Administration	Jessica Stine Management Assis.	Katie Murawski Human Resources Dir.	
Street Lights	Administration	Consumers Energy	VACANT Township Engineer	Light outages should be reported on Consumers Energy Website
Township Property Issues	Administration	Ben Swayze Township Manager	VACANT Township Engineer	
Swimming Pool Regulations	Building/Planning	Brian Hilbrands Planning Director	Brian Wilson Dir. Of Inspections	Actual Permit Applications go to Building Department
Trash Complaints	Administration	Madison Jacoby-Smith Zoning Administrator	Ben Swayze Township Manager	
Waste Pick-Up (Township Programs)	Administration	Jessica Stine Management Assis.	Jim McDonald Buildings & Grounds Super.	Includes Clean-Up Day, Yard Waste and Hazardous Waste
Water & Sewer - Availability	Administration	Sandra Korhorn ED/DDA Director	VACANT Township Engineer	City of Grand Rapids: (616) 456-3200 or watersewerservice@grcity.us
Water & Sewer - Complaints	Administration	City of Grand Rapids	VACANT Township Engineer	Complaints can be directed to the City of GR unless they ask specifically to talk to someone from the Township
Water & Sewer – Special Assessments	Administration	Sandra Korhorn ED/DDA Director	Ben Swayze Township Manager	
Wisner Center Reservation	Administration	Jessica Stine Management Assis.	Julie/Karen Front Desk Clerk	
Planning/Zoning	Planning	Brian Hilbrands Planning Director	Madison Jacoby-Smith Zoning Administrator	

Cascade Charter Township

Proposed Complaint Procedures

June 10, 2022

Cascade Website Homepage: There needs to be an easy to identify section for submitting resident complaints on the website homepage. This section needs to include a phone number, email address, Madison Smith-Jacoby's name, and that Madison will initially respond back to the resident within 48 hours.

- Add to the homepage blue boxes by modifying the "Ordinance" box to say "Ordinances & Complaints"
- Add a contact box at the top of this page with my contact information and a "contact me" box - directed to my email when a complaint is submitted.

Auto Email Response: When a complaint is submitted via email and auto response needs to be generated saying the township will respond within 48 hours.

- "Thank you for reaching out to the Zoning Administrator with your concern. Madison has received your message and will get back to you within 48 hours."

Complaint Calls: All called-in complaints will be responded to within 48 hours. Madison's voicemail will reflect this information.

BS&A Software: This will be used to track complaints, document follow up's, next steps, and resolution. Next steps/progress needs to be regularly communicated to the resident who issued the complaint.

- Progress will be reported back to the complainant at their request only. The general process communicated to the complainant is 15 days for the issue to be resolved, and no less than 5 days (per the General Code).

Escalation Path: If the resident is not happy with the resolution, or the time it's taking to get to resolution, there needs to be a clear escalation path. Example: If the complaint is within Zoning Ordinances, then the resident can come to a Zoning meeting to complain. Or, if the resident is not happy with Madison, they can escalate their complaint to Brian or Ben, depending on the case.

- Residents are allowed a maximum of 15 days to self-comply. If they take longer, the Township can pursue further enforcement (as outlined in the General Code).
- If a complaint is "invalid" or results in a non-enforceable offense, the complainant will be notified that there is no violation. Should the resident remain unhappy about the situation, Ben Swayze or Brian Hilbrands will be brought in to resolve the issue.
- Ben Swayze handles General Code issues and Brian Hilbrands would step in for Zoning or Planning related issues. This corresponds with the triage list created and reflected on the website's Ordinance and Complaint page.

Cascade Charter Township

Planned Unit Development Review Process

Plan Review and Inspection Services -

Responsible Organizations:

June 20, 2022

Storm Water Inspection: Civil engineering firm/consultant to CCT

Erosion Control Inspection (SESC): Kent County Road Commission

(Andrew Reinhardt, Soil Erosion Inspector) (616-242-6910 ext. 6975)

River and Wetlands: EGLE (Environment, Great Lakes, & Energy) (State of MI)

Address Assignments: Kent County Road Commission

(Sharon Schmucker) (616-242-6920)

Zoning Approval: CCT Planning Director (Brian Hilbrands)

Building Inspection: CCT Building Inspection Services (Brian Wilson)

Storm Drains: Kent County Drain Commissioner (involved only if storm drains are impacted)

Cascade Charter Township

Planning Commission

Process Recommendations Committee

June 22, 2022

Recommendation No. 7: Need to coordinate Kent County Road Commission Soil Erosion & Sedimentation Controls (SESC) with CCT Storm Water Ordinance

CCT Storm Water Ordinance focuses on water flow, while SESC focuses on sedimentation. They are tied together. Kent County Road Commission enforces the SESC rules. The CCT Planning Director should be responsible for monitoring and enforcing the Storm Water Ordinance to prevent run-off onto neighboring properties.

Notes from Recommendations for the Planning Commission, dated December

11, 2021: At Round Hill, the Kent County Road Commission was involved since there was a need for soil and sediment permits. KCRC filed more than 20 notices of violations and inspection reports on Round Hill. They eventually asked Cascade Township, through the Building Inspections Department, to issue a "Stop Work Order" on Round Hill. EGLE was also involved in the Round Hill project since some of the sediment from Round Hill found its way into the Thornapple River bayou, and EGLE filed complaints. EGLE fined the Round Hill developer a small amount of money.

Notes from Round Hill issues as of August 23, 2021:

Who is in charge of enforcing Zoning Ordinances and CCT Storm Water Ordinance?

Steve Peterson effectively said No when asked in the Complaint. But, as Planning Director, under our Zoning Ordinance (Section 24.02.1), the Planning Director is in charge of enforcing the Zoning Ordinance.

The CCT Storm Water Ordinance states that the Township Manager and the Planning Director can issue violation notices and levy fines. From Section 6.01 of the Ordinance:

“The Township Manager or Planning Director is authorized to issue municipal civil infraction citations to any person alleged to be violating any provision of the Ordinance”.

Coordination between KCRC and CCT:

- a. KCRC had at least 20 inspections of the site based on the records we have reviewed.
- b. KCRC issued notices of violations to the Builder and Developer on the following dates: 11/6/2017, 5/17/2018, 8/1/2018, 8/31/2018, 10/3/2018
- c. On 8/27/2019 Steve Peterson sent a short email to Tom Guisti saying that CCT would issue no more permits or Certificates of Occupancy until the Ordinance issue is resolved.

Notes from Round Hill Sub-Committee meeting minutes of August 25, 2021

The question of enforcement of the Zoning Ordinance and the Storm Water and Soil Erosion plans: CCT has an arrangement that allocates the permitting and enforcement powers for the sedimentation and soil erosion issue permits to the Kent County Road Commission. Storm water issues do not seem to be covered by this delegation to the Federal regulator and are mentioned in the Ordinances as being applicable to the Round Hill PUD, but there is no hint that CCT attempted to inject themselves in any part of the erosion and wash out problems coming from Round Hill, even though both problems were caused by storm water.

Notes from Round Hill Sub-Committee meeting minutes of September 13, 2021

This is particularly a problem with storm water and the damage it can do. CCT has an arrangement (said to be required by State law) that allocates the permitting and enforcement powers for the Sedimentation Control and Soil Erosion (SESC) issue to the Kent County Road Commission (KCRC). Storm water issues, however, seem to be a Township responsibility and the Township does have a Storm Water Ordinance. The storm water issues are mentioned in the Ordinances applicable to the Round Hill PUD amendments, but there is no hint that CCT attempted to involve itself in any part of the erosion and wash out problems coming from Round Hill, even though both were caused by storm water.

Kent County Road Commission letters of Notice of Violation to T. Guisti

- November 6, 2017: Wayne Harrall to Tom Guisti, Violation of Kent County SESC Ordinance
- May 17, 2018: Bruce Schutte to Tom Guisti, Violation of Kent County SESC Ordinance
- August 1, 2018: Andrew Reinhardt to Tom Guisti, Violation of Kent County SESC Ordinance
- August 31, 2018: Wayne Harrall to Tom Guisti, Municipal Civil Infraction for SESC Violations - \$1,000 fine
- October 11, 2018: Wayne Harrall to Tom Guisti, list of site work items to be completed

Cascade Charter Township Building Inspection Services

October 3, 2018: Brian Wilson to Tom Guisti, issuing a Stop Work Order

State of Michigan Department of Environmental Quality

August 8, 2018: Brandie Stefanski to Tom Guisti, SESC Compliance Inspection



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

Date: August 10, 2022
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Fire Station #1 – Early Bid Package Award

FACTS:

Earlier this summer the Township Board discussed releasing an early bid package for the Fire Station #1 project. The reasoning for the early bid package was extended procurement timelines for some roofing and electrical material/equipment that could directly impact the construction schedule's critical path and end date. Based on the discussion held by the Township Board early bid packages were let for the following project items: Membrane Roofing, Electrical Switchgear, Generator and Fire Alarm. Bidding documents were released in early July and due July 26. Bid results are summarized below and further details are attached to this staff report.

Roofing

- Number of proposals received = 4
- Apparent low bidder on bid day = Mikalan Roofing
- Budget Value = \$288,004.00
- Bid Value = \$271,200.00

Electrical Switchgear

- Number of proposals received = 2
- Apparent low bidder on bid day = Excel Electric
- Budget Value = \$53,000.00
- Bid Value = \$38,000.00

Generator

- Number of proposals received = 3
- Apparent low bidder on bid day = Total Energy Systems
- Apparent low bidder had lead times of 52-55 weeks
- Budget Value = \$67,500.00
- Recommended Bid Value = \$93,200.00 + \$1,500.00 (Alt) = \$94,700.00

Fire Alarm

Fire alarm vendors were issued an addendum that revised the specifications to allow manufacturers beyond just Honeywell. Bid due date for fire alarm was extended to Tuesday 8/9/22

Attached for your review are:

- Overall bid tabulations award recommendation summary for the Roofing, Electrical Switchgear and Generator items
- Individual bid tabulations and recommendation letter for each individual bid item

ANALYSIS & CONCLUSIONS:

The three recommended bids have a construction manager's budget value of \$393,504 and a base bid of \$384,440 representing a 2.3% savings over the project estimate. The bids for the Fire Alarm will be available for the Township Board to review at the August 24 meeting, with the remaining project bid award recommendations available for consideration in September. Triangle Project Manager Nick Ballou will be in attendance at the Board meeting to answer any questions the Board may have regarding the recommendations.

FINANCIAL CONSIDERATIONS:

The bids being recommended for award total \$384,440. Current total project estimates are \$10.4 million. The project is being paid through a combination of Bond proceeds (with debt to be serviced by increases in constitutional revenue sharing) and cash on hand.

RECOMMENDED ACTION:

To approve the recommended bid awards for membrane roofing, electrical switchgear and generator for the Fire Station #1 project.



Cascade Fire Station No. 1 BID TABULATION

BID DATE:	July 26th, 2022 (11:00 AM)					
LOCATION:	Cascade Township					
CM JOB#:	21006-00					
ARCH. JOB#:	2021-033					
WORK CATEGORY NUMBER	WORK CATEGORY TITLE	BUDGET VALUE	APPARENT LOW BIDDER	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	NOTES
075	MEMBRANE ROOFING	\$ 288,004.00	MIKALAN ROOFING	Y	\$ 271,200.00	\$ -
260-1	ELECTRICAL	\$ 38,000.00	EXCEL ELECTRIC	Y	\$ 29,000.00	\$ -
260-2	GENERATOR	\$ 67,500.00	TOTAL ENERGY SYSTEMS (KOHLER)	Y	\$ 84,240.00	\$ -
TOTALS		\$ 393,504.00	N/A	N/A	\$ 384,440.00	#N/A



075 - MEMBRANE ROOFING

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	NOTES
075	MEMBRANE ROOFING	\$ 288,004.00			
	MIKALAN ROOFING		Y	\$ 271,200.00	
	GREAT LAKES SYSTEMS, INC.		Y	\$ 359,739.00	
	VERSATILE		Y	\$ 287,205.00	
	J. STEVENS CONSTRUCTION		Y	\$ 377,000.00	
APPARENT LOW BIDDER	MIKALAN ROOFING	\$ -	Y	\$ 271,200.00	\$ -



260-1 - ELECTRICAL SWITCHGEAR

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	NOTES
260-1	ELECTRICAL	\$ 38,000.00			
	ALL-PHASE ELECTRIC		Y	\$ 29,361.00	
	EXCEL ELECTRIC		Y	\$ 29,000.00	
APPARENT LOW BIDDER	EXCEL ELECTRIC	\$ -	Y	\$ 29,000.00	\$ -



260-2 - GENERATOR

WORK CATEGORY NUMBER	WORK CATEGORY TITLE AND BIDDERS	BUDGET VALUES	ACKNOWLEDGED ALL ADDENDA (Y/N)	BASE BID	NOTES
260-2	GENERATOR	\$ 67,500.00			
	TOTAL ENERGY SYSTEMS (KOHLER)		Y	\$ 84,240.00	
	ALL PHASE ELECTRIC		Y	\$ 111,394.00	
	EXCEL ELECTRIC		Y	\$ 93,200.00	
APPARENT LOW BIDDER	TOTAL ENERGY SYSTEMS (KOHLER)	\$ -	Y	\$ 84,240.00	\$ -



Construction · Commitment · Unparalleled

August 3, 2022

Ben Swayze
Township Manager
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

**RE: Cascade Fire Station No. 1
BP 01 Recommendation to Award – WC 075 Roofing**

Dear Ben,

Triangle Associate's Inc. has concluded bid packaging, bidding and buyout of bid package 01 for the Cascade Fire Station No.1. The project documents were titled as follows.

- Williams Architects Plans – Cascade Charter Township Fire Station No. 1 – Bid Release -1, dated July 1, 2022
- Williams Project Manual – Bid Release – 1, dated July 1, 2022.
- Addendum #1, dated July 22, 2022
- Triangle Associates Front Ends.

Below is a summary of our post bid notes and clarifications for work category 075 – Roofing as well as our recommendation to award.

Roofing:

- Number of proposals received = 4
- Apparent low bidder on bid day = Mikalan Roofing
- Budget Value = \$288,004.00
- Bid Value = \$271,200.00
- Post bid notes:
 1. Alternate pricing is as follows – No alternates apply to this trade.
 2. Schedule was agreed to and endorsed by this contractor.
 3. Membrane and roof insulation lead times are running 3-5 months.
 4. Material escalation costs are included in the base bid.
 5. Mikalan will store all material for the project that is procured prior to scheduled installation.
 6. After post bid interviews, we concluded that Mikalan Roofing had included the full scope of work for this category and Triangle recommends them for this project. Your signature below will authorize Triangle Associates, Inc. to issue a subcontract for this work.

APPROVED:

Ben Swayze, Township Manager

Date



Construction · Commitment · Unparalleled

August 3, 2022

Ben Swayze
Township Manager
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

**RE: Cascade Fire Station No. 1
BP 01 Recommendation to Award – WC 260-1 Electrical Switchgear**

Dear Ben,

Triangle Associate's Inc. has concluded bid packaging, bidding and buyout of bid package 01 for the Cascade Fire Station No.1. The project documents were titled as follows.

- Williams Architects Plans – Cascade Charter Township Fire Station No. 1 – Bid Release -1, dated July 1, 2022
- Williams Project Manual – Bid Release – 1, dated July 1, 2022.
- Addendum #1, dated July 22, 2022
- Triangle Associates Front Ends.

Below is a summary of our post bid notes and clarifications for work category 260-1 – Electrical Switchgear as well as our recommendation to award.

Roofing:

- Number of proposals received = 2
- Apparent low bidder on bid day = Excel Electric
- Budget Value = \$53,000.00
- Bid Value = \$38,000.00
- Post bid notes:
 1. Alternate pricing is as follows – No alternates apply to this trade.
 2. Schedule was agreed to and endorsed by this contractor.
 3. Bid includes Eaton Cutler Hammer Switch gear.
 4. Switchgear lead times are running 16-20 weeks.
 5. Clarification that CT cabinet was included with Consumer's meter socked and separate 600 A breaker mounted next to the meter. Meter Assembly shown in drawing details is not available/approved by Consumers Energy
 6. After post bid interviews, we concluded that Excel Electric had included the full scope of work for this category and Triangle recommends them for this project. Your signature below will authorize Triangle Associates, Inc. to issue a Purchase Order for this work.

APPROVED:

Ben Swayze, Township Manager

Date



Construction · Commitment · Unparalleled

August 3, 2022

Ben Swayze
Township Manager
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

**RE: Cascade Fire Station No. 1
BP 01 Recommendation to Award – WC 260-2 Generator**

Dear Ben,

Triangle Associate's Inc. has concluded bid packaging, bidding and buyout of bid package 01 for the Cascade Fire Station No.1. The project documents were titled as follows.

- Williams Architects Plans – Cascade Charter Township Fire Station No. 1 – Bid Release -1, dated July 1, 2022
- Williams Project Manual – Bid Release – 1, dated July 1, 2022.
- Addendum #1, dated July 22, 2022
- Triangle Associates Front Ends.

Below is a summary of our post bid notes and clarifications for work category 260-2 – Generator as well as our recommendation to award.

Roofing:

- Number of proposals received = 3
- Apparent low bidder on bid day = Total Energy Systems
- Apparent low bidder had lead times of 52-55 weeks
- Budget Value = \$67,500.00
- Recommended Bid Value = \$93,200.00 +\$1,500.00 (Alt) = \$94,700.00
- Post bid notes:
 1. Alternate pricing
 - a. \$1,500.00 ADD was provided for purchasing Generac Generator (32-38 weeks lead time) in lieu of Cummins (low bid – 68 weeks lead time). This would save 30-36 weeks in the procurement process and maintain the construction schedule.
 2. Schedule was agreed to and endorsed by this contractor.
 3. After post bid interviews, we concluded that Excel Electric had included the full scope of work for this category and Triangle recommends them for this project. Your signature below will authorize Triangle Associates, Inc. to issue a Purchase Order for this work.

APPROVED:

Ben Swayze, Township Manager

Date