

**\*\*AMENDED\*\***

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, September 9, 2015

7:00 P.M.

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

**Expected Meeting Procedures**

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

- Article 1. Call to Order, Roll Call**
- Article 2. Pledge of Allegiance to the Flag**
- Article 3. Approval of Agenda**
- Article 4. Presentations/Public Comments (limit comments to 3 minutes)**
- Article 5. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
    1. Regular Board Meeting Minutes for 8/26/15.
  - b. Education Requests
    1. James Walker – Michigan EMS Instructors Conference – October 9-10, 2015 – Lansing, MI
  - c. Receive and File Communications
    1. State of Michigan Public Service Commission Public Hearing Notices.
  - d. Receive and File Reports
    1. Kent County Sheriff Office East Precinct – 2<sup>nd</sup> Qtr. Report.
    2. Building Department Monthly Permit Report for August, 2015.
- Article 6. Financial Actions**
- a. **Consider Approval of the Second Quarter Budget Amendments 2015. (Correction for General Fund).**
  - b. **Consider Approval of Change Order #1 and Pay Draw #1 for the Village Improvements.**
- Article 7. Unfinished Business**
- Article 8. New Business**
- |                 |   |
|-----------------|---|
| <b>058-2015</b> | <b>Consider Approval of an Amendment to the 2015 Local Road Improvements.</b>                         |
| <b>059-2015</b> | <b>Consider Approval of the Township Facility Master Plan and Administrative Office Design Study.</b> |

- Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**
- Article 10. Manager Comments**
- Article 11. Board Member Comments**
- Article 12. Closed Session**
  - a. To consider purchase or lease of real property**
- Article 13. Adjournment**

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

Wednesday, August 26, 2015  
7:00 P.M.

**Article 1.** Supervisor Beahan called the meeting to order at 7:00 P.M.  
Present: Supervisor Beahan, Clerk Goodyke, Trustee McDonald, Koessel and Goldberg.  
Absent: Treasurer Peirce and Trustee Lewis. (both excused)  
Also Present: Manager Swayze, Community Development Director Peterson and those listed on Supplement #1.

**Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.

**Article 3.** Motion was made by Trustee Goldberg and supported by Trustee Koessel to approve the Agenda as presented. Motion carried.

**Article 4. Presentations/Public Comments (limit comments to 3 minutes)**  
Kent County Representative Mandy Bolter was present to give an update on County happenings.

**Article 5. Approval of Consent Agenda**

- a. Receive and File Various Meeting Minutes
  - 1. Regular Board Meeting Minutes for 8/12/15.
  - 2. Planning Commission Meeting Minutes for 07/20/15.
- b. Education Requests
  - 1. Mildred Pinder – MGFOA 66<sup>th</sup> Annual Fall Training Institute – 10/4/15 – 10/7/15 – Mackinac Island, MI
  - 2. Shawn Holzhei – MAA Short Course – MCAT – 10/7 – 10/9 – Bellaire, MI
  - 3. Roger McCarty – MAA Short Course – Using GIS in Assessing – 10/7 – 10/9 – Bellaire, MI.
  - 4. Ben Swayze – 2015 International City/County Managers Association – 9/28 – 9/30 – Seattle, WA.
- c. Receive and File Communications
  - 1. Press Release from Comcast
  - 2. AT&T Michigan – Annual Video Report to the Michigan Public Service Commission.

Motion was made by Clerk Goodyke and supported by Trustee Goldberg to approve the Consent Agenda as presented. Motion carried.

**Article 6. Financial Actions**

- a. **Consider Approval of the Second Quarter Budget Amendments 2015.**  
Manager Swayze reviewed the Budget Amendments with the Board. Motion was made by Trustee Goldberg and supported by Trustee Koessel to approve Second quarter budget amendments for 2015. Motion carried.

**Article 7. Unfinished Business**

**Article 8. New Business**

**053-2015**

**a. Public Hearing – Rezoning of Property at 5905 Broadmoor to Planned Unit Development.**

Community Development Director Peterson reviewed the request with the Board. Motion was made by Trustee

Goldberg and supported by Clerk Goodyke to open the Public Hearing. Motion carried. No public present Motion was made by Trustee McDonald and supported Trustee Koessel to close public hearing and move back into regular session. Motion carried.

**b. Consider Approval of Ordinance to Amend the Cascade Charter Township Zoning Ordinance and Zoning Map to establish the 5905 Broadmoor Planned Unit Development Project.**

Motion was made by Trustee Goldberg and supported by Clerk Goodyke to approve the Ordinance to Amend the Cascade Charter Township Zoning Ordinance and Zoning Map to establish the 5905 Broadmoor Planned Unit Development Project. Motion carried by roll call vote.

054-2015

**Consider Approval of the Automatic Clearing House/Electronic Funds Transfer Policy.**

Manager Swayze reviewed the Policy. Motion was made by Trustee Koessel and supported by Clerk Goodyke to approve the Resolution for Automatic Clearing House/Electronic Funds Transfer Policy. Motion carried by roll call vote.

055-2015

**Consider Approval of the 2<sup>nd</sup> Quarter Strategic Plan Report.**

Motion was made by Trustee Goldberg and supported by Trustee McDonald to approve the 2<sup>nd</sup> Quarter Strategic Plan Report. Motion carried.

056-2015

**Consider Approval of a Resolution for "Prisoner of War/Missing in Action Day".**

Motion was made by Trustee Goldberg and supported by Clerk Goodyke to approve the Resolution for "Prisoner of War/Missing in Action Day. Motion carried by roll call vote.

057-2015

**Consider Approval of 2015 MERS Employee Delegate candidates and Education Requests for attendance at the 2015 MERS Annual Conference in Grand Rapids, MI on 10/8 & 10/9.**

Manager Swayze reviewed the request. Motion was made by Clerk Goodyke and supported by Trustee Goldberg to approve the nominations of Denise Biegalle, Debhra Amos and Mildred Pinder as Employer/Employee delegates and also attendance at the Annual Conference. Motion carried.

**Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**  
Kent County Sheriff Deputy Ryan Roe was present to update the Board on Cascade Township happenings.

**Article 10. Manager Comments**

Manager Swayze offered the following comments:

- This week Shawn Holzhei...our new residential appraiser started work on Monday. He comes from the private sector where he owned his own appraisal company for the past 15 years.
- This Friday, we have a meeting with the representatives from the County and the City to talk about the disaster resiliency grant.
- The Township Hall Feasibility Study will be gearing up again...the Infrastructure Committee will be listening to the proposal at their meeting next Wednesday. It will be coming to the Board to accept.

**Article 11. Board Member Comments**

Trustee Koessel offered the following comments:

- Are we comfortable with the pace of the construction in the Village? Is that the extent of the right turn lane?  
RESPONSE: Manager Swayze stated that it was all that was needed. The project is exactly on schedule.
- Questioned the “no turn on red” sign. Has there been any discussion on that?  
RESPONSE: Manager Swayze stated that there has been further discussion. Sandra has talked to the Road Commission a couple times. We are expecting a written recommendation/explanation from the road commission on what their decision is. This would come back to the Board.

Trustee McDonald offered the following comments:

- The process that Ben has been going thru for the “potential” new Township Hall has been really a productive process.

Trustee Goldberg offered the following comments:

- Wanted to commend all the folks who are working on the disaster resiliency grant. I think it is going to be a wonderful thing and I hope it comes thru for us.

Supervisor Beahan offered the following comments:

- I did put an article in front of all Board members regarding the West Michigan Economic Partnership that was in the Right Place magazine. Ben has been doing a great job in heading this up.
- Ada has “Beers on the Bridge” tomorrow night from 6 – 8 p.m. They are doing a concert series with a local group that has played there before.
- We are starting on the work at the Rec Park. (dog park/basketball court)

**Article 12. Adjournment**

Motion was made by Trustee Goldberg and supported by Clerk Goodyke to adjourn. Motion carried.

Meeting adjourned at 7:52 pm.

Respectfully submitted,

Denise M. Biegalle  
Deputy Clerk

Approved by:

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Ron Goodyke, Clerk

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Robert S. Beahan, Supervisor

Draft

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FIRE DEPARTMENT MEMORANDUM

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**TO:** BENJAMIN SWAYZE – TOWNSHIP MANAGER  
**FROM:** CHIEF JOHN SIGG *John*  
**SUBJECT:** EDUCATION REQUEST JAMES WALKER – MICHIGAN EMS INSTRUCTORS  
CONFERENCE – OCTOBER 9 & 10 2015  
**DATE:** AUGUST 28, 2015  
**CC:** TOWNSHIP BOARD

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This conference is a collection of resources and topics that are put together to help EMS instructors deliver classes in a time sensitive and quality fashion. By attending this conference Firefighter Walker will be given ways in which responders can increase their safety on emergency scenes. Firefighter Walker serves our Department as the state licensed EMS Instructor Coordinator (EMS IC).

He also works seamlessly as a fire instructor and attempts to make sure EMS and fire service topics are cohesive in delivery and practice. He plans, coordinates and administrates all the paperwork necessary that provide our Fire/ EMS personnel with continuing education credits (CE's). These CE's are required by the state for our EMS responders to maintain their EMS licensure. These EMS medical licenses must be renewed once every three (3) years.

The State of Michigan requires all EMS Instructor Coordinators to maintain an EMS IC license. Instructors must obtain EMS IC CE's themselves separate from their own EMS medical license. This EMS IC CE's are different in nature and focus on professional development, student instruction and program evaluation. At this conference Firefighter Walker will be able to obtain some of these CE's that will apply towards his licensure. The Society MI EMS Instructor Coordinators Conferences is the best place to get quality CE's are offered for Firefighter Walker to maintain his licensure.



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

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

Conditions:

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

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

Name: James Walker

Application Date: 8-27-15

Location of Seminar/Conference Radisson Hotel, Lansing MI

Name of Proposed Seminar/Conference: MI Society of MI EMS Instructor  
Coordinators.

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

How will the Seminar/Conference benefit the employee and the township? Please see  
attached letter.

Cost of the Seminar/Conference: (Registration) \$ 195<sup>00</sup>

(Lodging) \$ 118<sup>95</sup> (Travel) \$ 0

Account #: 206-336-724

Your Signature: Jim Walter

Approvals:

Department Head: John Syys Date: 8/20/15

Township Manager: \_\_\_\_\_ Date: \_\_\_\_\_

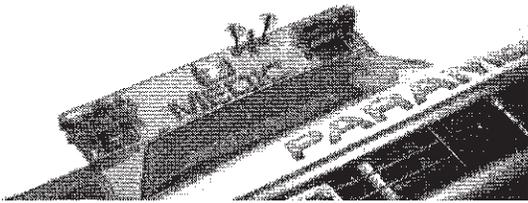
Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



# Society of Michigan EMS Instructor Coordinators

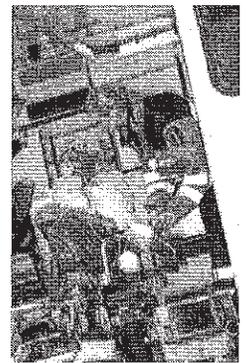


# 73

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Fall

# 2015

## PROFESSIONAL DEVELOPMENT CONFERENCE



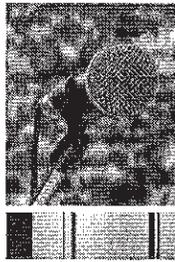
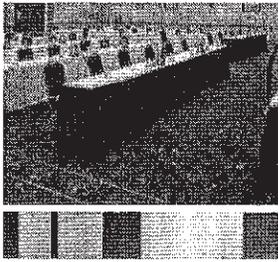
# 9 OCTOBER 2015 10

***Every Second Counts in EMS***

*"About the time we think we can make ends meet, somebody moves the ends."*

*Herbert Hoover (1874 - 1964)*

**RADISSON HOTEL  
LANSING - MI**



### 3 WAYS TO REGISTER:

#### ONLINE

Use the fast and secure online form at [www.smemsic.org](http://www.smemsic.org)

#### FAX

Complete attached form and fax to 888-217-5825

#### MAIL

Complete the form and mail with payment to:  
SMEMSIC  
P.O. Box 175  
Hudsonville, MI 49426

## REGISTRATION FEES AND DEADLINE INFO

Registration fees for the conference are listed below. There is a discount for members and non-members who register online.

### PAYMENT INFORMATION

	Member	Non-Member
<b>Base Conference Registration Fee</b> Additional cost will be added based on selections during the registration process	\$10	\$50
<b>Regular 2 Day Conference</b> Registration includes Friday and Saturday. Includes lunch and breaks.	\$185	\$185
<b>Regular 1 Day Conference</b> Registration includes Friday or Saturday depending on the day selected. Includes lunch and breaks on the day selected.	\$100	\$100

### LATE REGISTRATION

There is a late fee for any registrations postmarked or received online after 9/28/2015.

### METHOD OF PAYMENT

Major credit cards are accepted online for payment. If you register by US Mail, please include a check made out to SMEMSIC. If you Fax your registration, we will call you to process a credit card payment prior to registration approval.

### Questions?

Please visit [www.smemsic.org](http://www.smemsic.org) or call 855-763-6742. Registration discounts are available online.

## Society of Michigan EMS Instructor Coordinators



tel  
855-763-6742

Fall 2015

**OCTOBER 8 • THURSDAY**

- C** Concurrent Workshop 1   **N** Concurrent Workshop 2   **R** Concurrent Workshop 3   **T** Concurrent Workshop 4  
**F** Conference Administration   **P** Plenary Session   **S** SMEMSIC Business Meeting   **L** Social Networking Breaks

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4:00pm – 6:00pm   **F Early Conference Registration and Check**   Registration Area (Radisson, Lansing)  
Avoid the Friday morning regular conference check-in rush. Check-in for the conference and pick up your conference packet early on Thursday afternoon or evening.

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4:00pm – 7:00pm   **S SMEMSIC Board of Directors & Education Committee Meetings**   Regency II (Radisson, Lansing)  
*Staff: SEMSIC Board of Directors*  
The SMEMSIC Board of Directors will meet at 4pm for a regular board meeting. The SMEMSIC Education Committee will meet immediately after the board meeting if there is business for the committee to discuss.

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**OCTOBER 9 • FRIDAY**

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7:30am – 8:30am   **F Regular Conference Registration**   Registration Area (Radisson, Lansing)  
Check-in for the conference and enjoy some morning coffee. This is a time to network with your peers and meet new friends.

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8:30am – 10:00am   **P Every 1/2 Second Counts - A Victim's Perspective on Quality Care**   Capitol I & II (Radisson, Lansing)  
*Speakers: Ridley Barron*  
Ridley Barron knows first-hand the importance of safety in healthcare. Barron's presentation is based on life-changing events that touched his family in 2004. He challenges institutions and individuals to put safety first. Barron's story has been published in many magazines and medical publications. In medical settings, Ridley offers a victim's perspective on patient safety and offers professional suggestions on how to improve the quality of patient care. Barron's presentation is a significant one for every healthcare worker - his powerful message leaves a lasting impression. Carrying the power of personal experience, Ridley approaches the subject of patient safety as few can. The tragic events surrounding his son and his family provide the backdrop for what is a powerful message on quality of care, excellence in health care, full disclosure and the second victim. EMS Instructors will find this information valuable as they prepare their students for careers in emergency medical care.  
**1.5 Instructional Technique**

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10:00am – 10:30am   **L Break - Exhibitor Visits and M&E Worksheet Completion Time**   Exhibitor Area (Radisson, Lansing)  
*Staff: SMEMSIC Education Committee*  
Please follow the instructions on the M&E worksheet in your notebook. Questions will be posted Friday and Saturday. You must complete both sets of questions from Friday and Saturday to receive the offered M&E credit.  
**Credits: 1 Measurement & Evaluation (if worksheet is completed on both Friday & Saturday)**

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10:30am – 12:00pm   **C Session A: Evaluating the Affective Domain**   Capitol I (Radisson, Lansing)  
*Speakers: Cathy Rowley*  
As part of CoEMSP requirements, the Affective Domain must be evaluated for each student minimally at their midterm and at their final exams. Helping to meet CoEMSP requirements, I will discuss what is necessary to evaluate and how to document the tricky affective domain of learning.  
**Credits: 1.5 Measurement & Evaluation**

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10:30am – 12:00pm   **C Session B: Direct On Scene Education training**   Capitol II (Radisson, Lansing)  
*Speakers: Terrie Godde*  
Direct On Scene Education (DOSE) is an innovative attempt at eliminating sleep related infant death due to suffocation, strangulation or positional asphyxia by using First Responders to identify and remove hazards while

delivering education on scene. First Responders are trained to identify and remove hazards from an infant's sleep space while on scene during emergency and non-emergency 911 calls. EMS Instructors will receive valuable information for presentation in the EMS classroom.

**Credits: 1.5 Instructional Technique**

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10:30am – 12:00pm **C Session C: Pediatric Lesson Plans 1** Michigan II & III (Radisson, Lansing)

*Speakers: Maria Willoughby-Byrwa*

This session is designed to give EMS Instructors lesson plans to use to meet the increased pediatric CE requirements recently adopted in Michigan. This Session will focus on pediatric assessment and offer a lesson plan and presentation that EMS Instructors can implement in their initial or continuing education programs.

**Credits: 1.5 Instructional Technique, 1 Lecture Special Considerations (Pediatrics)**

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12:00pm – 1:00pm **L Lunch Provided for Conference Attendees** Capitol III & IV (Radisson, Lansing)

Lunch is provided for regular conference attendees. This is also a good time to visit the Exhibitors and complete the M&E worksheet.

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1:00pm – 2:30pm **P Plenary Presentation: MDCH EMS Update** Capitol I & II (Radisson, Lansing)

*Speakers: Terrie Godde, Marvin Helmker, Tom Knapp*

Representatives from the State of Michigan will provide a brief review of information presented during the EMS update at the Spring conference. In addition, updates about activities and future plans for the management of EMS Education throughout Michigan developed since the spring conference will be provided. The representatives have been invited to join us for lunch and breaks so take the opportunity to share your thoughts and concerns before or after this session. SMEMSIC representatives will conclude this session with organization announcements to prepare for conference education networking activities.

**Credits: 1.5 Education Administration**

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2:30pm – 3:00pm **L Afternoon Break - M&E Worksheet Completion - Snacks Provided** Exhibitor Area (Radisson, Lansing)

*Staff: SMEMSIC Education Committee*

This is a great time to finish up your Friday portion of the M&E worksheet and visit the Exhibitors.

**Credits: 1 Measurement & Evaluation (If the worksheet is completed for both days of the conference)**

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3:00pm – 4:30pm **N Session D: Airway Continuum - Multi-disciplinary Approach** Capitol I (Radisson, Lansing)

*Speakers: David Maatman*

EMS educators are in a unique position to provide airway management education to all levels of Emergency Care Providers (ECP's). This session will demonstrate how enhance critical thinking skills, for ECP's, by reviewing an airway intervention continuum, a graded process of thought that determines the level of airway intervention by matching it to corresponding level of need.

**Credits: 1.5 Instructional Technique, 1 Lecture Airway Management Ventilation**

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3:00pm – 4:30pm **N Session E: MDCH Staff Q&A Session** Capitol II (Radisson, Lansing)

*Speakers: Terrie Godde, Marvin Helmker*

This is your chance to meet with some of the staff from the MDCH office that you may not have met in the past. Questions will be taken about State forms relating to instructor coordinators, education issues and other areas important to EMS instruction in Michigan. This will be an informal interactive session so bring your questions about EMS education activities.

**Credits: 1.5 Education Administration**

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3:00pm – 4:30pm **N Session F: The Challenges of Cardiac Arrest,** Michigan II & III (Radisson, Lansing)

*Speakers: Katie Talk*

Since the 50's we have tried to increase survival in cardiac arrest. We were unsuccessful for 50 years. What are

some systems doing to double (or more) survival in their area? Come learn about new concepts, new technologies, and new educational tools to help your system increase survival in cardiac arrest.

**Credits: 1.5 Instructional Technique, 1 Lecture Medical**

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4:45pm – 6:00pm **L Member/Exhibitor Reception** Exhibitor Area (Radisson, Lansing)  
There will be light snacks and a cash bar along with the major door prize giveaways. The reception is designed to provide an opportunity for attendees to network with exhibitors, board members and other SMEMSIC members. As a reminder, you must be present to win the door prizes!

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## OCTOBER 10 • SATURDAY

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7:30am – 8:30am **F Regular Conference Registration & Check-In** Registration Area (Radisson, Lansing)  
Conference registration and check in. A good time to enjoy some coffee and networking.

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8:30am – 10:00am **P Leadership in Crisis - Lessons Learned from Chicken Little** Capitol I & II (Radisson, Lansing)  
*Speakers: Tina S. Brookes*  
Crisis brings out the best and the worst in leadership. Leaders show what they are really like when the rubber hits the road. Do they run and hide and blame others? Or, are they decisive figures that can calm the waters and reduce chaos? This keynote will focus on the perils of "Chicken Little Leadership" and compare it to the much better option of "Resilient Leadership". It concludes with a frank discussion of the importance of leadership wellness. You will find the content useful to yourselves as EMS Instructor Coordinators and to the EMS students you instruct!  
**Credits: 1.5 Education Administration**

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10:00am – 10:30am **L Exhibitor Visits and M&E Worksheet Completion Time** Exhibitor Area (Radisson, Lansing)  
*Staff: SMEMSIC Education Committee*  
Please follow the instructions on the M&E worksheet in your notebook. Questions will be posted Friday and Saturday. You must complete both sets of questions from Friday and Saturday to receive the offered M&E credit.  
**Credits: 1 Measurement & Evaluation (if worksheet is completed on both Friday & Saturday)**

---

10:30am – 12:00pm **R Session G: Fixing "Boo-Boos" - Caring for Children** Capitol I & II (Radisson, Lansing)  
*Speakers: Tina S. Brookes*  
Treating hurt and frightened children may be one of the most difficult things EMS will ever face. This workshop is dedicated to providing practical tools to EMS as they connect emotionally with and support children in need of their services. It is designed for the EMS Instructor Coordinators to leave with skills that can readily be shared with their EMS students. Working with hurt and frightened children can take a serious emotional toll on EMS so this workshop will conclude with a discussion on burn out, compassion fatigue, and how to build resilience. EMS Instructors will leave with tools to assist with classroom presentations on this topic.  
**Credits: 1.5 Instructional Technique, 1 Lecture Special Considerations (Pediatrics)**

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10:30am – 12:00pm **R Session H: M&E Tricks of the Trade** Michigan II & III (Radisson, Lansing)  
**Join with SMEMSIC Education Committee Instructors as they share measurement and evaluation tools that they use in the classroom both for continuing and initial EMS education. A number of tools and ideas will be shared to improve the way you evaluate students in your EMS education activities.**  
**Credits: 1.5 Measurement & Evaluation**

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12:00pm – 1:00pm **L Lunch Provided for Conference Attendees** Capitol III & IV (Radisson, Lansing)  
Lunch is provided for regular conference attendees. This is also a good time to visit the Exhibitors and complete the M&E worksheet.

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1:00pm – 2:30pm **T Session I: The Care Facts - Teaching Strategies for the Future** Capitol I (Radisson, Lansing)  
*Speakers: David Maatman*  
For years, EMS leaders have desired evidence-based medicine to support the delivery of out-of-hospital patient care. Evidence is slowly coming in and, some of it is not too EMS friendly. EMS Educators will be responsible to

disseminate this information and provide input into any changes that will need to be implemented. This session will discuss the conclusion/recommendations from recent research and identify how EMS Educators should incorporate the findings into education and the evaluation of their students.

**Credits: 1 Measurement & Evaluation, .5 Instructional Technique**

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1:00pm – 2:30pm **T Session J: Growing the Mindset**

Capitol II (Radisson, Lansing)

*Speakers: William Walker*

Throughout our careers we encounter students and colleagues who hold the mentality that they have learned all they can learn related to their jobs. Terms like "training", "growth", and "enrichment" become roadblocks placed by themselves that become barriers for personal growth. In this session, we will discuss the terms "fixed" and "growth" mindsets and will learn how to foster growth mindsets in ourselves, our students, and our colleagues.

**Credits: 1 Education Administration, .5 Instructional Technique**

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1:00pm – 2:30pm **T Session K: Pediatric Lesson Plans 2**

Michigan II & III (Radisson, Lansing)

*Speakers: Maria Willoughby-Byrwa*

This session is designed to give EMS Instructors lesson plans to use to meet the increased pediatric CE requirements recently adopted in Michigan. This Session will focus on pediatric medical emergencies and offer a lesson plan and presentation that EMS Instructors can implement in their initial or continuing education programs.

**Credits: 1.5 Instructional Technique, 1 Lecture Special Considerations (Pediatrics)**

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2:45pm – 3:45pm **S SMEMSIC Member Information Meeting**

Capitol I & II (Radisson, Lansing)

Please attend and let your voice be heard. SMEMSIC is involved in some exciting work on your behalf. Your input is important as we plan organizational education activities. This is not a voting membership meeting. We will go over information discussed at the spring conference membership session and any new updates from SMEMSIC since the spring conference. All are invited to attend.

**Credits: 1 Education Administration**

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# 73RD PDC REGISTRATION

## ATTENDEE INFORMATION

Full Name	James Walker			
Address	4277 42nd			
City/State/Zip	Grandville	State	MI	Zip 49418
Home Phone	616-862-7804	Work Phone	616-949-1320	
Email Required				
EMS Region	Region 1 <input type="checkbox"/>	Region 2 <input type="checkbox"/>	Region 3 <input type="checkbox"/>	Upper Peninsula <input type="checkbox"/>

## COST & SESSION INFORMATION

Conference Costs	Member	Non-Member	Enter Cost	Friday Breakout I	
<b>Base Conference Fee Required</b> (Check the box next to selections below)	\$10	\$50	\$ 10 <sup>00</sup>	Session A	<input type="checkbox"/>
<b>Regular Conference (Select One)</b>				Session B	<input type="checkbox"/>
2 day (Fri & Sat)	\$185	\$185		Session C	<input checked="" type="checkbox"/>
Friday Only	\$100	\$100		<b>Friday Breakout II</b>	
Saturday Only	\$100	\$100	\$ 185 <sup>00</sup>	Session D	<input type="checkbox"/>
<b>Extra Cost (Select all that apply)</b>				Session E	<input type="checkbox"/>
Late Fee after 9/28/15	\$35	\$45		Session F	<input checked="" type="checkbox"/>
Renew Membership	\$50	N/A		<b>Saturday Breakout III</b>	
Companion Lunch Tickets	\$35	\$35	\$ -	Session G	<input type="checkbox"/>
<b>Friday Afternoon Reception</b>	Free	Free	Yes <input type="checkbox"/>	Session H	<input checked="" type="checkbox"/>
<b>Total Cost</b> Enter the appropriate member or non-member cost for each field above. Then enter the total conference registration cost to the right.				<b>Saturday Breakout IV</b>	
			\$ 195	Session I	<input checked="" type="checkbox"/>
				Session J	<input type="checkbox"/>
				Session K	<input type="checkbox"/>

Please be sure to **check the box** for each choice above and indicate which breakout session you will attend from the list on the right column of this page.

There is a discount for registering online at [www.smemsic.org](http://www.smemsic.org). \*An email address is required for registration by mail or online. Cancellations must be received by US mail by September 18, 2015 to receive a refund. To register by mail, complete this page in full and mail with a check made payable to SMEMSIC to:

**SMEMSIC, PO Box 175, Hudsonville, MI 49426**

**Lodging:** All lodging arrangements must be made directly with the Radisson Hotel & Conference Center. You may call 517-482-0188 or toll free at 1-800-333-3333 for information or reservations. Please make your reservations 30 days prior to the conference if possible. Mention the SMEMSIC conference to receive the discount rate. Room blocks will be released on September 20, 2015 so please make your reservations early.

**STATE OF MICHIGAN**  
**BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**  
**\*\*\*REVISED NOTICE OF HEARING\*\*\***  
**CONSUMERS ENERGY COMPANY**  
**CASE NO. U-17908**

- Consumers Energy Company requests Michigan Public Service Commission approval for a certificate of public convenience and necessity to construct facilities and render natural gas service in Sections 26 and 35, Charter Township of Gaines, Kent County, Michigan.
- The information below describes how a person may participate in this case.
- You may contact Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A public hearing will be held:

**REVISED DATE/TIME:** **Friday, September 11, 2015, at 9:00 a.m.**  
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

**BEFORE:** Administrative Law Judge **Martin D. Snider**

**LOCATION:** Michigan Public Service Commission  
7109 West Saginaw Highway  
Lansing, Michigan

**PARTICIPATION:** Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) July 29, 2015 application, which seeks Commission approval for a certificate of public convenience and necessity, pursuant to the requirements of 1929 Public Act 69, as amended, MCL 460.501 et seq. Consumers Energy proposes to install approximately 6,600 feet of new gas main to serve customers along 108<sup>th</sup> Street between Patterson Avenue and East Paris Avenue in 2015, as identified in its filing. Consumers Energy requests the Commission to determine that the certificate of public convenience and necessity requires the construction, operation, and maintenance of a natural gas service line and the provision of gas service by Consumers Energy to provide natural gas service within Sections 26 and 35, Charter Township of Gaines, Kent County, Michigan.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can

be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by September 4, 2015. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets), and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1929 PA 69, as amended, MCL 460.501 et seq.; 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

1048(2)-G

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-17803**

- Consumers Energy Company requests Michigan Public Service Commission to review its implementation of its Renewable Energy Plan reconciliation for the period beginning January 1, 2014 through December 31, 2014 and approve the reconciliation of plan costs with surcharges collected for same 12 month period.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A public hearing will be held:

**DATE/TIME:** **Wednesday, September 16, 2015, at 10:00 a.m.**  
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

**BEFORE:** Administrative Law Judge **Sharon L. Feldman**

**LOCATION:** Michigan Public Service Commission  
7109 West Saginaw Highway  
Lansing, Michigan

**PARTICIPATION:** Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) June 30, 2015 application, which seeks Commission's approval to: 1) determine that the Company's 2014 Renewable Energy Plan reconciliation is reasonable and prudent and meets all relevant requirements under 2008 Public Act 295; 2) reconcile the pertinent revenues recorded and the allowance for the nonvolumetric revenue recovery mechanism with the amounts actually expensed and projected according to the Company's plan for compliance, as described in its filing; 3) establish a price per megawatt hour for renewable energy and advanced cleaner energy capacity and for renewable energy and advanced cleaner energy to be recovered through the power supply

cost recovery clause of \$80.23 per megawatt hour; and 4) allow the Company to utilize surplus Energy Optimization Credits from 2014 to offset future renewable energy requirements.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by September 9, 2015. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets), and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2008 PA 295, MCL 460.1001 et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.



# KENT COUNTY SHERIFF OFFICE EAST PRECINCT

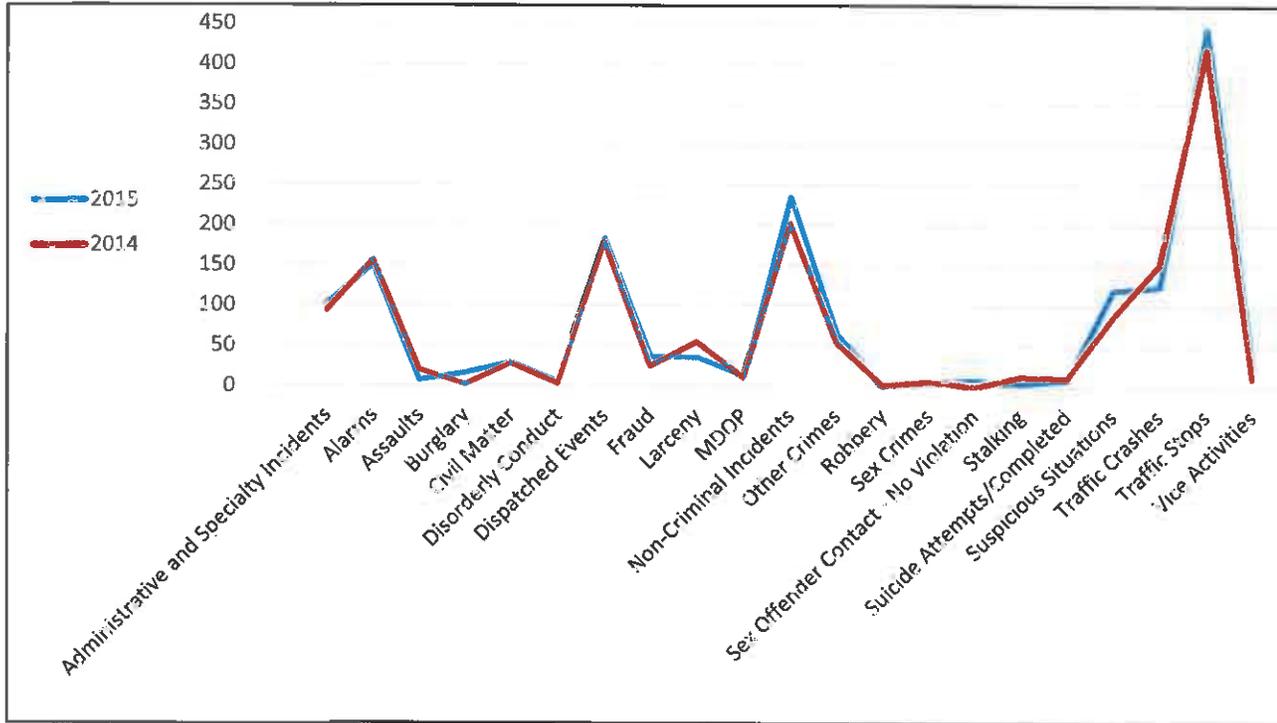
Serving Cascade Township

*"A Partnership for Effective Policing"*

2015 Quarterly Report

2nd Quarter Report

April 1 - June 30, 2015

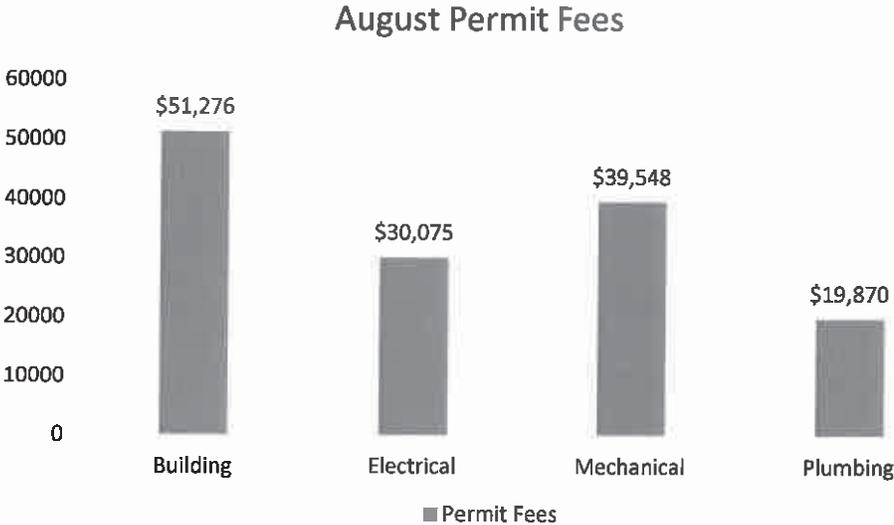


	2015	2014
Administrative and Specialty Incidents	101	94
Alarms	151	157
Assaults	8	21
Burglary	17	3
Civil Matter	30	29
Disorderly Conduct	6	4
Dispatched Events	184	180
Fraud	37	26
Larceny	36	56
MDOP	13	12
Non-Criminal Incidents	235	203
Other Crimes	65	55
Robbery	0	2
Sex Crimes	4	7
Sex Offender Contact - No Violation	7	0
Stalking	3	13
Suicide Attempts/Completed	8	11
Suspicious Situations	119	87
Traffic Crashes	124	152
Traffic Stops	444	418
Vice Activities	23	11
<b>TOTAL</b>	<b>1615</b>	<b>1541</b>

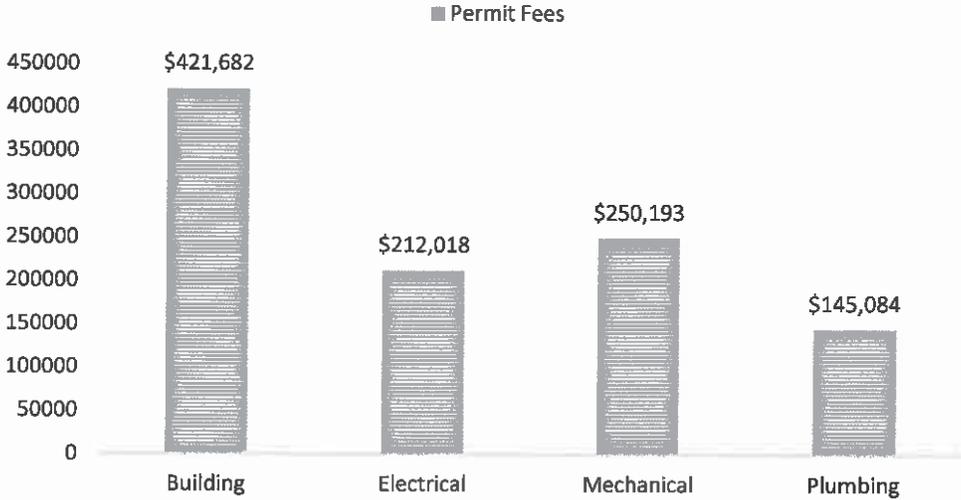
# Cascade Inspection Services

AUGUST 2015

## Permit Fees by Type



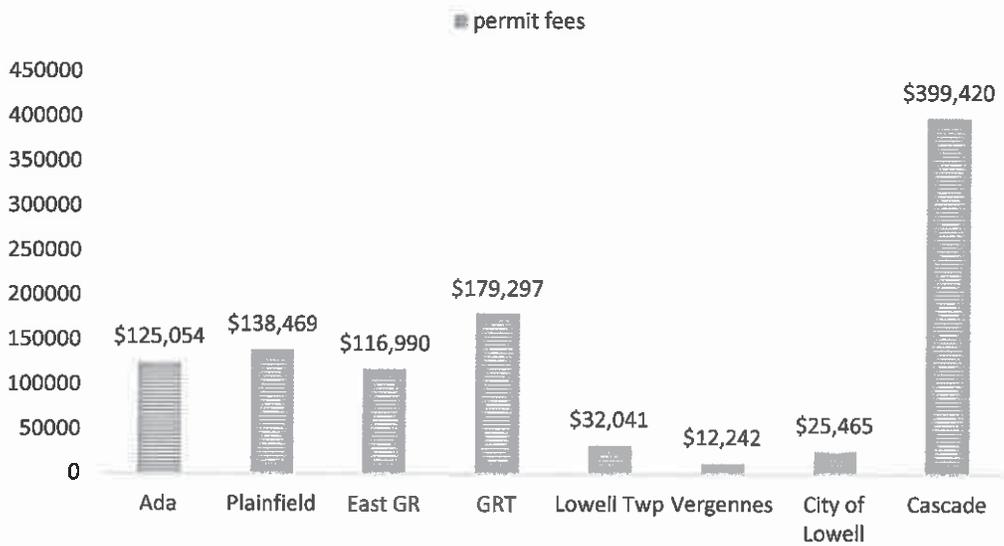
## PERMIT FEES - 2015 YTD



# Permit Fees by Municipality



## PERMIT FEES - 2015 YTD



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	834	\$370,405.75	1076	\$181,943.00	1734	\$210,645.85	773	\$125,214.00	2,877	\$888,208.60
AUGUST										
Cascade	40	\$27,272.00	40	\$8,857.00	75	\$18,337.50	28	\$5,503.00	183	\$59,969.50
Lowell Twp	8	\$2,399.00	7	\$1,001.00	8	\$930.00	4	\$395.00	27	\$4,725.00
Ada	28	\$10,548.76	22	\$3,015.00	33	\$3,830.00	21	\$3,263.00	104	\$20,656.76
Vergennes			5	\$547.00	1	\$185.00			6	\$732.00
GR Twp	25	\$5,629.00	47	\$7,571.00	46	\$5,520.00	18	\$1,785.00	136	\$20,505.00
EGR	26	\$4,890.00	22	\$2,542.00	28	\$2,780.00	19	\$2,489.00	95	\$12,701.00
Plainfield			46	\$5,294.00	63	\$7,005.00	36	\$6,107.00	145	\$18,406.00
City of Lowell	4	\$537.00	10	\$1,248.00	6	\$960.00	3	\$328.00	23	\$3,073.00
MONTH TOTAL	131	\$ 51,275.76	199	\$ 30,075.00	260	\$ 39,547.50	129	\$ 19,870.00	719	\$140,768.26

YTD 2015	965	\$421,681.51	1275	\$212,018.00	1994	\$250,193.35	902	\$145,084.00	3596	\$1,028,976.86
TOTAL-2014	1354	\$ 615,191.80	1780	\$297,971.00	2860	\$ 359,989.90	1257	\$ 196,553.00	2469	\$ 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 2015**

<b>MONTH</b>	<b>Building Comm.</b>	<b>Building Residential</b>	<b>Electrical</b>	<b>Mechanical</b>	<b>Plumbing</b>	<b>TOTAL</b>
<b>JANUARY</b>	\$3,026.00	\$5,780.00	\$9,882.00	\$4,620.75	\$3,141.00	\$26,449.75
<b>FEBRUARY</b>	\$1,676.00	\$7,073.00	\$3,869.00	\$5,685.00	\$3,382.00	\$21,685.00
<b>MARCH</b>	\$8,756.00	\$6,037.00	\$6,335.00	\$7,675.00	\$5,775.00	\$34,578.00
<b>APRIL</b>	\$65,895.00	\$6,874.00	\$11,472.00	\$8,022.25	\$4,815.00	\$97,078.25
<b>MAY</b>	\$13,108.00	\$14,049.00	\$15,824.00	\$11,648.75	\$8,647.00	\$63,274.75
<b>JUNE</b>	\$9,838.00	\$10,008.00	\$7,272.00	\$12,003.25	\$6,269.00	\$45,390.25
<b>JULY</b>	\$17,768.00	\$12,508.00	\$6,160.00	\$8,553.00	\$6,005.00	\$50,994.00
<b>AUGUST</b>	\$20,704.00	\$6,568.00	\$8,857.00	\$18,337.50	\$5,503.00	\$59,969.50
<b>SEPTEMBER</b>						
<b>OCTOBER</b>						
<b>NOVEMBER</b>						
<b>DECEMBER</b>						
<b>YEAR END TOTAL</b>	<b>\$140,771.00</b>	<b>\$68,897.00</b>	<b>\$68,671.00</b>	<b>\$78,543.50</b>	<b>\$43,537.00</b>	<b>\$399,419.50</b>
<b>PERMIT # FOR MONTH</b>	18	22	40	75	28	183
<b>PREV PERMIT TOTAL</b>	104	182	297	425	195	1203
<b>PERMIT TOTAL FOR YR</b>	122	204	337	500	223	1386
<b>YEAR TO DATE</b>	2015	\$399,419.50				
<b>YEAR TO DATE</b>	2014	\$279,654.85				
<b>OVER</b>	\$119,764.65					

## CASCADE SINGLE FAMILY HOMES

Number of Permits	AUGUST	YTD 2015	2014	2013	2012	2011	2010
New Residential Homes	4	47	154	74	49	34	32
VALUE - RESIDENTIAL	\$ 1,935,437.00	\$ 20,319,301.00	\$ 39,466,458.00	\$ 30,714,184.00	\$16,148,000.00		

# Cascade Twp -Permit Report by Category/ Fee

8/1/2015 12:00:0 to 8/31/2015 12:00:

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB15000924	REDSTONE HOMES	2427 HIGHRIDGGE HILLS LN SE	08/17/2015	350,000	719.00	RESIDENCE W/FINISHED BASEME
PB15000981	MCGRAW MICHAEL H	1291 STONESHIRE	08/28/2015	354,522	905.00	RESIDENCE W/DECK
PB15000985	SCHOLLAART TIM BU	8150 ASHWOOD DR SE	08/28/2015	775,000	1,255.00	RESIDENCE W/FINISHED BASEME
PB15000940	ALLEN EDWIN HOME	8920 O'NEAL WOODS CT SE	08/31/2015	455,915	1,107.00	RESIDENCE
				<b>1,935,437</b>	<b>3,986.00</b>	

4	Permits	Value Total	3,986.00	Fee Total
		<b>1,935,437</b>	<b>3,986.00</b>	

**2015 BUDGET ADJUSTMENTS  
CORRECTION  
BOARD APPROVED  
SEPTEMBER 09, 2015**

101 - GENERAL FUND

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN  
BOARD MEETING AUGUST 26, 2015  
2015 BUDGET RESOLUTION CORRECTION  
RESOLUTION# \_\_/2015**

**WHEREAS,** Michigan Public Act 2 of 1968, as amended, requires that the Charter Township Board adopt budgets for the General Fund and all Special Revenue Funds, and

**WHEREAS,** Public Act 621 of 1978, the Uniform Budget Act, requires that the Responsibility of the budget be designated,

**NOW, THEREFORE, BE IT RESOLVED THAT:** The Cascade Charter Township Board amends the 2015 General Fund Budget as follows:

**INCREASE EXPENDITURES**

101-295-881-300	KDL MUSIC PROGRAMING	\$3,000
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**DECREASE EXPENDITURES**

101-295-881-300	KDL MUSIC PROGRAMING	<u>\$5,000</u>
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DECREASE TO FUND BALANCE		\$2,000
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The foregoing Resolution was offered by Board \_\_\_\_\_,  
supported by Board \_\_\_\_\_, with the vote being as follows:

**YEAS:**

**ABSENT:** Lewis, Peirce

Resolution declared adopted September 09, 2015.

\_\_\_\_\_  
Ronald H. Goodyke  
Cascade Charter Township Clerk

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a Resolution adopted at a Regular Meeting of the Cascade Charter Township Board, held on Septemeer 09, 2015.

\_\_\_\_\_  
Ronald H. Goodyke  
Cascade Charter Township Clerk

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## TOWNSHIP BOARD MEMORANDUM

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To: Cascade Charter Township Board

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

Subject: Consider Change Order #1 and Pay Draw #1 for the Village Improvements

Meeting Date: September 9, 2015

---

Attached is the contractor's application for payment #1 for the Cascade Village Improvements project. This project consists of DDA intersection improvements, a mid-block crossing, sewer and storm improvements as well as some work for the Kent County Road Commission. The pay application, pay estimate report and account balance are attached.

The amount due is \$505,237.92. The work completed and recommended for payment in this pay request has been reviewed and approved by FTCH.

There is also a Change Order included with this packet. The original contract price for the project was \$1,702,192.73 and the contract price with all approved change orders is \$1,740,595.18.

Staff recommends approval of Change Order #1 and Pay Draw #1 for the Village Improvements project.

Attachments: Township Engineer letter  
Change Order #1  
Pay Draw #1



# TRANSMITTAL

Ms. Sandra Korhorn  
Cascade Charter Township  
2865 Thornhills Avenue, SE  
Grand Rapids, MI 49546-7192

September 2, 2015

Re: Cascade Charter Township  
2015 DDA Village Improvements

Project No. G140224

- FOR REVIEW
- FOR YOUR USE
- AS REQUESTED

Sent By: Michael L. Berrevoets, PE/jc2

---

COPIES	DATE	DESCRIPTION
1	9/1/2015	Change Order No. 1 with Attachments
1	9/1/2015	Pay Application No. 1 with Attachments

## COMMENTS

Please sign Change Order No. 1 and return it to us. We will forward it to the Contractor for distribution.

We have reviewed the Contractor's Application and Recommendation for Payment No. 1 for the period ending August 28, 2015, and find it in compliance with the work completed to date. Please forward one copy, with payment, to the Contractor and keep a copy for your files.

By email

CHANGE ORDER  
 PAGE 1 OF 1

CONTRACT FOR:	2015 DDA Village Improvements
OWNER:	Cascade Charter Township 2865 Thornhills Avenue, SE Grand Rapids, MI 49546-7192
CONTRACTOR:	Kamminga & Roodvoets, Inc. 3435 Broadmoor, SE Grand Rapids, MI 49512
ENGINEER:	Fishbeck, Thompson, Carr & Huber, Inc. 1515 Arboretum Drive, SE Grand Rapids, MI 49546
ATTACHMENTS:	Contract Modification No. 1 from Field Manager
Contractor shall indicate approval of Change Order through signing of this document and returning to Engineer. Engineer will forward to Owner, who shall indicate approval of Change Order through signing of this document and returning to Engineer. Upon receipt of fully executed (all signatures) Change Order, Engineer will distribute to all parties.	
YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:	
Added sanitary sewer work on Old 28th Street, storm laterals, adjusted concrete and other items.	

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:	Original Contract time:
<u>\$1,702,192.73</u>	Substantial Completion: <u>11/06/2015</u>
	Ready for final payment: <u>11/13/2015</u>
Contract Price prior to this Change Order:	Contract Time prior to this Change Order:
<u>\$1,702,192.73</u>	Substantial Completion: <u>11/06/2015</u>
	Ready for final payment: <u>11/13/2015</u>
Net increase (decrease) of this Change Order:	Net 0 of this Change Order:
<u>\$38,402.45</u>	<u>0 Days</u>
Contract Price with all approved Change Orders:	Contract Time with all approved Change Orders:
<u>\$1,740,595.18</u>	Substantial Completion: <u>11/06/2015</u>
	Ready for final payment: <u>11/13/2015</u>

RECOMMENDED	APPROVED	APPROVED
By: <u>Michael L. Berrevoets</u>	By: <u>David Shawe</u>	By: _____
Engineer	Contractor	Owner
Michael L. Berrevoets, PE Project Manager	DAVID SHAWE VICE PRESIDENT	
Name and Title of Signatory	Name and Title of Signatory	Name and Title of Signatory
Date: <u>September 1, 2015</u>	Date: <u>9/1/15</u>	Date: _____

END OF CHANGE ORDER



# Contract Modification

Fishbeck, Thompson, Carr and Huber, Inc.

8/28/2015 3:23 PM

FieldManager 5.1a

**Contract: \_G140224, Cascade 2015 DDA Village Improvements**

<b>Cont. Mod. Number</b> 1	<b>Revision Number</b>	<b>Cont. Mod. Date</b> 8/28/2015	<b>Electronic File Created</b> No	<b>Net Change</b> \$38,402.45	<b>Awarded Contract Amount</b> \$1,702,192.73
<b>Route</b>		<b>Managing Office</b> Fishbeck, Thompson, Carr & Huber, Inc		<b>District</b> 0	<b>Entered By</b> Michael L Berrevoets
<b>Contract Location</b> Cascade Charter Township					

## Short Description

Change Order #1

## Description of Changes

Add additional sanitary sewer, storm lateral for Orange St and the museum plus additional items that have been encountered.

## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Sanitary Manhole, 4-foot Diameter	_3603017	0017	0115	G140224	0002	Original	2.000	EA	3,375.00000	\$6,750.00
Reason: Added sanitary manholes for additional Old 28th Street sanitary sewer work.										
Storm Sewer, 12-inch, C-76, Class IV	_360302C	0020	0130	G140224	0001	Original	25.000	LFT	89.10000	\$2,227.50
Reason: Moved MH for museum lateral requiring additional sewer length. Adjusted CB locations causing increase in length.										
Aggregate Base, 6-inch	_360302E	0026	0175	G140224	0001	Original	-600.000	SYD	9.67500	\$-5,805.00
Reason: Item quantity reduced. Aggregate base, 3 inch was used instead.										
Decorative Concrete Paving, 9-inch, Colo	_3603034	0034	0255	G140224	0001	Original	-2,250.000	SYD	94.50000	\$-212,625.00
Reason: Colored concrete changed to plain concrete. This decrease offset by increase in corresponding Concrete Pavement, 9-inch increase.										
Concrete Pavement, 9-inch	_360303E	0035	0260	G140224	0001	Original	2,250.000	SYD	84.60000	\$190,350.00
Reason: Item increased to offset decrease in colored concrete item. net savings to project.										



# Contract Modification

8/28/2015 3:23 PM

Fishbeck, Thompson, Carr and Huber, Inc.

FieldManager 5.1a

## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Concrete Joint, Cp, (Dowel Bar Assemblie	_360303€	0036	0265	G140224	0001	Original	-600.000	LFT	14.35500	\$-8,613.00

Reason: Cp joint eliminated in Thornapple River Drive and Cascade Road intersection because of the angled joints. Eliminated per advise of Michigan Concrete Paving association and KCRC.

**Total Dollar Value: \$-27,715.50**

## New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Remove Pavement, Special	2047011	0059	0401	G140224	0002	Extra	500.000	Syd	18.93000	\$9,465.00

Reason: Concrete pavement underlying asphalt pavement. includes sawcutting to remove concrete pavement

_ Remove Pavement, Special	2047011	0059	0402	G140224	0003	Extra	100.000	Syd	18.93000	\$1,893.00
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Reason: Concrete pavement underlying asphalt pavement. includes sawcutting to remove concrete pavement

_ Sanitary Forcemain, 16-inch, DI, Fitting Special	8507050	0060	0403	G140224	0002	Extra	4.000	Ea	1,985.00000	\$7,940.00
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Reason: Additional 16-inch ductile iron 45-degree and 22.5-degree bends required to avoid conflicts with sewers.

Storm Sewer, 15-inch, C-76, Class IV	_1300342	0061	0404	G140224	0001	Extra	8.000	LF	105.00000	\$840.00
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Reason: 15-inch sewer required to replace gap where catch basin was removed.

_ Gate Valve Box Adjust	8237050	0062	0405	G140224	0003	Extra	1.000	Ea	483.95000	\$483.95
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Reason: Buried Gate Valve box was discovered during the asphalt milling operation. Contractor investigated and intended to replace. it was discovered the gate valve box had been abandoned.

Aggregate Base, 3 inch	3020008	0063	0406	G140224	0001	Extra	600.000	Syd	7.00000	\$4,200.00
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Reason: Aggregate base, 3 inch replaces aggregate base 6 inch. in some areas a full 6 inch aggregate base is not needed so a credit is in order. new item will be offset by reduction in 6 inch item



# Contract Modification

Fishbeck, Thompson, Carr and Huber, Inc.

8/28/2015 3:23 PM

FieldManager 5.1a

## New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Storm Sewer, 8-inch	_3604061	0064	0408	G140224	0001	Extra	88.000	LF	66.00000	\$5,808.00

Reason: Added storm sewer for laterla for the museum project and at Orange Street.

Dr Structure, 24 inch dia	4030200	0065	0409	G140224	0001	Extra	1.000	Ea	1,886.00000	\$1,886.00
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Reason: Storm sewer structure installed at Orange Street for storm lateral.

_ Sanitary Sewer Lateral	8507051	0066	0410	G140224	0002	Extra	1.000	LS	650.00000	\$650.00
--------------------------	---------	------	------	---------	------	-------	-------	----	-----------	----------

Reason: Sanitary Sewer lead added. includes tap in structure, pipe and connection to existing sanitary lateral.

_ Sanitary Sewer, 12-inch, PVC D2680	8507001	0067	0411	G140224	0002	Extra	300.000	Ft	109.00000	\$32,700.00
--------------------------------------	---------	------	------	---------	------	-------	---------	----	-----------	-------------

Reason: Added Sanitary sewer in Old 28th Street.

Dr Structure Cover, Type B	4030010	0068	0412	G140224	0003	Extra	1.000	Ea	252.00000	\$252.00
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Reason: Replace casting cover. KCRC request and pay.

**Total Dollar Value: \$66,117.95**

## Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
G140224	Cascade 2015 DDA Village Improvements	0	CNST			
0001	DDA					\$-21,731.50
0002	Sewer					\$57,505.00
0003	KCRC					\$2,628.95

**Total: \$38,402.45**

**Total Net Change Amount: \$38,402.45**

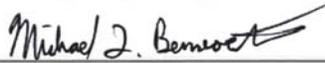


# Contract Modification

Fishbeck, Thompson, Carr and Huber, Inc.

8/28/2015 3:23 PM

FieldManager 5.1a

Prime Contractor: Kamminga & Roodvoets, Inc.		Cascade Charter Township	
_____	_____	_____	_____
Signature	Date	Signature	Date
Prepared by Project Engineer: Mr. Michael Berrevoets, PE			
		September 2, 2015	
_____	_____		
Signature	Date		

Cascade Charter Township  
 2015 DDA Village Improvements  
 Project Number G140224

APPLICATION AND RECOMMENDATION FOR PAYMENT  
 PAGE 1 OF 3

TO: Cascade Charter Township  
 In Care of: Fishbeck, Thompson, Carr & Huber, Inc. (FTCH)  
 1515 Arboretum Drive, SE  
 Grand Rapids, MI 49546

FROM (Contractor): Kamminga & Roodvoets, Inc.  
 3435 Broadmoor, SE  
 Grand Rapids, MI 49512

Application No: 1  
 Period From: July 27, 2015  
 To: August 28, 2015

Project: 2015 DDA Village Improvements  
 FTCH Project Number: G140224

APPLICATION FOR PAYMENT:

Application for Payment is made, as indicated below, in connection with the Contract. Schedule of Values sheet is attached as page 3 of 3.

1.	Original Contract Price		\$1,702,192.73
2.	Net change by Change Orders		\$38,402.45
3.	Current Contract Price (1 plus 2)		\$1,740,595.18
4.	Gross Amount Due (From Unit Price Schedule)		\$561,375.47
5.	Retainage (Per Agreement)	10%of Work Completed:	\$56,137.55
		Total Retainage	\$56,137.55
6.	Amount Eligible to Date (4 minus 5)		\$505,237.92
7.	Less Previous Payments		\$0.00
8.	Amount Due This Application (6 minus 7)		<u>\$505,237.92</u>

CHANGE ORDER SUMMARY:

Change Orders Approved by Owner	ADDITIONS	DEDUCTIONS
Change Order No. 1	\$38,402.45	
Net Change by Change Orders	\$38,402.45	

Cascade Charter Township  
2015 DDA Village Improvements  
Project Number G140224

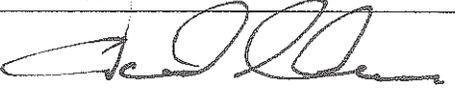
CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of its knowledge (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Dated 9/1, 2015

KAMMINS & ROOFOETS, INC.

Contractor



By  
(Signature)

DAVID SHANE V.A.

Name and Title of Signatory

ENGINEER'S RECOMMENDATION:

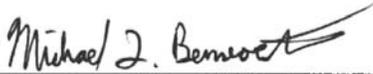
To: Cascade Charter Township

In accordance with the Contract, the undersigned recommends payment to Contractor.

AMOUNT RECOMMENDED: ..... \$505,237.92  
(Attach explanation if amount recommended differs from the amount applied for.)

ENGINEER: Fishbeck, Thompson, Carr & Huber, Inc.

Dated Sept 1, 2015



By  
(Signature)

Michael L. Berrevoets, PE

Name and Title of Signatory

This Recommendation is not negotiable. The AMOUNT RECOMMENDED is payable only to Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of Owner or Contractor under this Contract.

This recommendation for payment is based on a review of the Work performed as compared to the amount of the application. This recommendation does not imply that Engineer is reviewing construction lien documents nor does it imply that Engineer is acting as a guarantor of the property. Any review of construction lien documents by Engineer is for information purposes only.

Cascade Charter Township  
2015 DDA Village Improvements  
Project Number G140224

APPLICATION AND RECOMMENDATION FOR PAYMENT  
PAGE 3 OF 3

TO: Cascade Charter Township  
In Care of: Fishbeck, Thompson, Carr & Huber, Inc. (FTCH)  
1515 Arboretum Drive, SE  
Grand Rapids, MI 49546

FROM (Contractor): Kamminga & Roodvoets, Inc.  
3435 Broadmoor, SE  
Grand Rapids, MI 49512

Application No: 1  
Period From: July 27, 2015  
To: August 28, 2015

Project: 2015 DDA Village Improvements  
FTCH Project Number: G140224

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Gross Amount Due	\$561,375.47
Less 10% Retainage	\$56,137.55
Amount Due to Date	\$505,237.92
Less Previous Payments Recommended	\$0.00
Amount Due This Application	<u>\$505,237.92</u>

END OF SECTION 01 29 16



# Construction Pay Estimate Report

8/31/2015 5:09 PM

Fishbeck, Thompson, Carr and Huber, Inc.

FieldManager 5.1a

**Contract: \_G140224, Cascade 2015 DDA Village Improvements**

Estimate Date	Estimate No.	Entered By	Estimate Type	Electronic File Created	All Contract Work Completed	Construction Started Date
08/31/2015	1	Michael L Berrevoets	Semi-Monthly	No		
<b>Prime Contractor</b> Kammaing & Roodvoets, Inc.				<b>Managing Office</b> Fishbeck, Thompson, Carr & Huber, Inc.		

**Comments**

Pay Application #1 for work completed through August 28, 2015.

## Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
_ Gate Valve Box Adjust	8237050	0062	G140224	0003	0405	SA	001	1.000	\$483.95
_ Remove Pavement, Special	2047011	0059	G140224	0002	0401	SA	001	245.000	\$4,637.85
_ Remove Pavement, Special	2047011	0059	G140224	0003	0402	SA	001	66.700	\$1,262.63
_ Sanitary Forcemain, 16-inch, DI, Fitting Special	8507050	0060	G140224	0002	0403	SA	001	4.000	\$7,940.00
_ Sanitary Sewer Lateral	8507051	0066	G140224	0002	0410	SA	001	1.000	\$650.00
6-inch Header Curb	_3603041	0041	G140224	0001	0300	00	000	69.000	\$2,173.50
Aggregate Base, 3 inch	3020008	0063	G140224	0001	0406	SA	001	538.600	\$3,770.20
Aggregate Base, 6-inch	_3603026	0026	G140224	0001	0175	00	000	427.800	\$4,138.97
Aggregate Base, 6-inch	_3603026	0026	G140224	0002	0170	00	000	584.100	\$5,651.17
Aggregate Base, 6-inch	_3603026	0026	G140224	0003	0180	00	000	30.000	\$290.25
Bituminous Paving, 2C	_3603029	0029	G140224	0001	0205	00	000	89.400	\$7,273.58
Bituminous Paving, 2C	_3603029	0029	G140224	0002	0210	00	000	150.000	\$12,204.00
Bituminous Paving, 2C	_3603029	0029	G140224	0003	0200	00	000	10.000	\$813.60
Bituminous Paving, 5E10	_3603030	0030	G140224	0001	0215	00	000	33.200	\$3,615.48
Bituminous Paving, 5E10	_3603030	0030	G140224	0002	0225	00	000	10.000	\$1,089.00
Bituminous Paving, 5E10	_3603030	0030	G140224	0003	0220	00	000	40.000	\$4,356.00
Catch Basin, 4-foot Diameter	_3603023	0023	G140224	0001	0145	00	000	3.000	\$8,775.00
Cold-Milling Bituminous Surface-TRD	_3603007	0007	G140224	0003	0045	00	000	550.000	\$4,950.00
Concrete Curb and Gutter	_3603031	0031	G140224	0001	0230	00	000	743.500	\$18,401.63
Concrete Curb and Gutter	_3603031	0031	G140224	0002	0240	00	000	41.000	\$1,014.75
Concrete Curb and Gutter	_3603031	0031	G140224	0003	0235	00	000	100.000	\$2,475.00
Concrete Header, 24-inch Wide	_3603037	0037	G140224	0001	0270	00	000	228.000	\$7,695.00
Concrete Pavement, 9-inch	_3603035	0035	G140224	0001	0260	00	000	376.200	\$31,826.52
Concrete Sidewalk, 4-inch	_3603038	0038	G140224	0001	0275	00	000	350.000	\$1,575.00
Concrete Sidewalk, 6-inch	_3603039	0039	G140224	0001	0285	00	000	70.000	\$513.45



# Construction Pay Estimate Report

Fishbeck, Thompson, Carr and Huber, Inc.

8/31/2015 5:09 PM

FieldManager 5.1a

## Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
Decorative Concrete Pavement Test Panels	_3603032	0032	G140224	0001	0245	00	000	6.000	\$2,970.00
Decorative Concrete Paving, 9-inch, Colored and Stamped	_3603033	0033	G140224	0001	0250	00	000	1,337.000	\$16,244.55
Dr Structure Cover, Type B	4030010	0068	G140224	0003	0412	SA	001	1.000	\$252.00
Dr Structure, 24 inch dia	4030200	0065	G140224	0001	0409	SA	001	1.000	\$1,886.00
Electrical Street Lighting	_3603051	0051	G140224	0001	0365	00	000	0.100	\$4,612.50
Flagpole Removal, Storage and Installation	_3603050	0050	G140224	0001	0360	00	000	0.200	\$720.00
Maintaining Traffic	_3603003	0003	G140224	0001	0015	00	000	0.500	\$54,990.00
Mobilization (5% Maximum of Total Bid)	_3603001	0001	G140224	0001	0005	00	000	1.000	\$84,600.00
Remove and Salvage Brick Pavers	_3603014	0014	G140224	0001	0100	00	000	1,994.100	\$3,822.69
Remove and Salvage Brick Pavers	_3603014	0014	G140224	0002	0095	00	000	50.000	\$95.85
Remove Concrete Curb and Gutter	_3603009	0009	G140224	0001	0065	00	000	912.000	\$6,566.40
Remove Concrete Curb and Gutter	_3603009	0009	G140224	0002	0070	00	000	60.000	\$432.00
Remove Concrete Curb and Gutter	_3603009	0009	G140224	0003	0060	00	000	60.000	\$432.00
Remove Concrete Sidewalk	_3603008	0008	G140224	0001	0055	00	000	142.700	\$963.23
Remove Concrete Sidewalk	_3603008	0008	G140224	0002	0050	00	000	20.000	\$135.00
Remove Pavement	_3603006	0006	G140224	0001	0040	00	000	2,460.800	\$34,328.16
Remove Pavement	_3603006	0006	G140224	0002	0030	00	000	205.000	\$2,859.75
Remove Pavement	_3603006	0006	G140224	0003	0035	00	000	50.000	\$697.50
Remove Pavement Markings	_3603004	0004	G140224	0001	0020	00	000	0.250	\$1,125.00
Remove Structure	_3603011	0011	G140224	0001	0080	00	000	4.000	\$900.00
Remove Tree 6 to 18-inch Diameter	_3603010	0010	G140224	0001	0075	00	000	3.000	\$1,215.00
Roadway Grading	_3603024	0024	G140224	0001	0150	00	000	0.200	\$6,588.00
Sanitary Force Main, Maintain Service	_3603019	0019	G140224	0002	0125	00	000	1.000	\$9,000.00
Sanitary Force Main, 16-inch, DI, Special Lining	_3603018	0018	G140224	0002	0120	00	000	522.000	\$117,450.00
Sanitary Manhole, 4-foot Diameter	_3603017	0017	G140224	0002	0115	00	000	2.000	\$6,750.00
Sanitary Sewer, 15-inch, PVC D2680	_3603016	0016	G140224	0002	0110	00	000	72.000	\$8,424.00



# Construction Pay Estimate Report

8/31/2015 5:09 PM

Fishbeck, Thompson, Carr and Huber, Inc.

FieldManager 5.1a

## Item Usage Summary

Item Description	Item Code	Prop. Line	Project	Category	Project Line No.	Item Type	Mod. No.	Quantity	Dollar Amount
Soil Erosion and Sedimentation Control	_3603005	0005	G140224	0001	0025	00	000	0.500	\$4,500.00
Storm Manhole, 4-foot Diameter	_3603022	0022	G140224	0001	0140	00	000	1.000	\$2,880.00
Storm Sewer, 12-inch, C-76, Class IV	_3603020	0020	G140224	0001	0130	00	000	85.000	\$7,573.50
Storm Sewer, 15-inch, C-76, Class IV	_1300342	0061	G140224	0001	0404	SA	001	8.000	\$840.00
Storm Sewer, 8-inch	_3604061	0064	G140224	0001	0408	SA	001	88.000	\$5,808.00
Structure Casting, Adjust	_3603027	0027	G140224	0001	0185	00	000	6.000	\$2,538.00
Structure Casting, Adjust	_3603027	0027	G140224	0002	0190	00	000	1.000	\$423.00
Subbase	_3603025	0025	G140224	0001	0155	00	000	120.400	\$2,058.84
Subbase	_3603025	0025	G140224	0002	0165	00	000	250.000	\$4,275.00
Subbase	_3603025	0025	G140224	0003	0160	00	000	15.000	\$256.50
Traffic Signal Installation, Cascade and Thornapple	_3603057	0057	G140224	0001	0395	00	000	0.100	\$22,055.22
Traffic Signal Staging, Cascade and Thornapple	_3603055	0055	G140224	0001	0385	00	000	0.500	\$2,531.25

**Total Estimated Item Payment: \$561,375.47**

## Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	Overall Contract Site	Completion Date		\$0
<b>Total Liquidated Damages:</b>				<b>\$0</b>

## Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
G140224, Cascade 2015 DDA Village Improvements	0001	\$561,375.47	\$0.00	\$561,375.47
<b>Voucher Total:</b>				<b>\$561,375.47</b>



# Construction Pay Estimate Report

Fishbeck, Thompson, Carr and Huber, Inc.

8/31/2015 5:09 PM

FieldManager 5.1a

## Summary

Current Voucher Total:	\$561,375.47	Earnings to date:	\$561,375.47
-Current Retainage:	\$56,137.55	- Retainage to date:	\$56,137.55
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
<b>Total Estimated Payment:</b>	<b>\$505,237.92</b>	<b>Net Earnings to date:</b>	<b>\$505,237.92</b>
		- Payments to date:	\$0.00
		<b>Net Earnings this period:</b>	<b>\$505,237.92</b>

## Estimate Certification

Mr. Michael Berrevoets, PE (Project Engineer) and/or

September 2, 2015

(Date)



# Construction Pay Estimate Amount Balance Report

Estimate: 1

8/31/2015 5:09 PM  
FieldManager 5.1a

Fishbeck, Thompson, Carr and Huber, Inc.

## Contract: \_G140224, Cascade 2015 DDA Village Improvements

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
_ Gate Valve Box Adjust	8237050	0062	G140224	0003	1.000	1.000	1.000	1.000	100%	483.95000	\$483.95
_ Remove Pavement, Special	2047011	0059	G140224	0002	500.000	245.000	245.000	245.000	49%	18.93000	\$4,637.85
_ Remove Pavement, Special	2047011	0059	G140224	0003	100.000	66.700	66.700	66.700	67%	18.93000	\$1,262.63
_ Sanitary Forcemain, 16-inch, DI, Fitting Special	8507050	0060	G140224	0002	4.000	4.000	4.000	4.000	100%	1,985.00000	\$7,940.00
_ Sanitary Sewer Lateral	8507051	0066	G140224	0002	1.000	1.000	1.000	1.000	100%	650.00000	\$650.00
_ Sanitary Sewer, 12-inch, PVC D2680	8507001	0067	G140224	0002	300.000	0.000	0.000	0.000		109.00000	
6-inch Header Curb	_3603041	0041	G140224	0001	85.000	69.000	69.000	69.000	81%	31.50000	\$2,173.50
ADA Sidewalk Ramp Tactile Warning Plate	_3603042	0042	G140224	0001	448.000	0.000	0.000	0.000		35.10000	
ADA Sidewalk Ramp Tactile Warning Plate	_3603042	0042	G140224	0002	12.000	0.000	0.000	0.000		35.10000	
Aggregate Base, 3 inch	3020008	0063	G140224	0001	600.000	538.600	538.600	538.600	90%	7.00000	\$3,770.20
Aggregate Base, 6-inch	_360302E	0026	G140224	0001	1,370.000	427.800	427.800	427.800	31%	9.67500	\$4,138.97
Aggregate Base, 6-inch	_360302E	0026	G140224	0002	700.000	584.100	584.100	584.100	83%	9.67500	\$5,651.17
Aggregate Base, 6-inch	_360302E	0026	G140224	0003	30.000	30.000	30.000	30.000	100%	9.67500	\$290.25
Bituminous Paving, 2C	_360302E	0029	G140224	0001	355.000	89.400	89.400	89.400	25%	81.36000	\$7,273.58
Bituminous Paving, 2C	_360302E	0029	G140224	0002	165.000	150.000	150.000	150.000	91%	81.36000	\$12,204.00
Bituminous Paving, 2C	_360302E	0029	G140224	0003	10.000	10.000	10.000	10.000	100%	81.36000	\$813.60
Bituminous Paving, 5E10	_360303C	0030	G140224	0001	135.000	33.200	33.200	33.200	25%	108.90000	\$3,615.48
Bituminous Paving, 5E10	_360303C	0030	G140224	0002	55.000	10.000	10.000	10.000	18%	108.90000	\$1,089.00
Bituminous Paving, 5E10	_360303C	0030	G140224	0003	40.000	40.000	40.000	40.000	100%	108.90000	\$4,356.00
Brick Pavers, Place Salvaged	_360304C	0040	G140224	0001	4,900.000	0.000	0.000	0.000		5.17500	
Brick Pavers, Place Salvaged	_360304C	0040	G140224	0002	50.000	0.000	0.000	0.000		5.17500	
Cash Allowances - Testing	_3603002	0002	G140224	0001	25,000.000	0.000	0.000	0.000		1.00000	
Catch Basin, 4-foot Diameter	_360302E	0023	G140224	0001	5.000	3.000	3.000	3.000	60%	2,925.00000	\$8,775.00
Cold-Milling Bituminous Surface-TRD	_3603007	0007	G140224	0003	550.000	550.000	550.000	550.000	100%	9.00000	\$4,950.00

Contract: \_G140224

Estimate: 1



# Construction Pay Estimate Amount Balance Report

Estimate: 1

8/31/2015 5:09 PM  
FieldManager 5.1a

Fishbeck, Thompson, Carr and Huber, Inc.

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Concrete Curb and Gutter	_36030310031		G140224	0001	1,740.000	743.500	743.500	743.500	43%	24.75000	\$18,401.63
Concrete Curb and Gutter	_36030310031		G140224	0002	60.000	41.000	41.000	41.000	68%	24.75000	\$1,014.75
Concrete Curb and Gutter	_36030310031		G140224	0003	100.000	100.000	100.000	100.000	100%	24.75000	\$2,475.00
Concrete Header, 24-inch Wide	_36030370037		G140224	0001	1,420.000	228.000	228.000	228.000	16%	33.75000	\$7,695.00
Concrete Joint, Cp. (Dowel Bar Assemblies)	_360303E0036		G140224	0001	1,220.000	0.000	0.000			14.35500	
Concrete Pavement, 9-inch	_360303E0035		G140224	0001	2,400.000	376.200	376.200	376.200	16%	84.60000	\$31,826.52
Concrete Sidewalk, 4-inch	_360303E0038		G140224	0001	2,290.000	350.000	350.000	350.000	15%	4.50000	\$1,575.00
Concrete Sidewalk, 4-inch	_360303E0038		G140224	0002	160.000	0.000	0.000			4.50000	
Concrete Sidewalk, 6-inch	_360303E0039		G140224	0001	690.000	70.000	70.000	70.000	10%	7.33500	\$513.45
Decorative Concrete Pavement Test Panels	_360303Z0032		G140224	0001	6.000	6.000	6.000	6.000	100%	495.00000	\$2,970.00
Decorative Concrete Paving, 9-inch, Colored	_36030340034		G140224	0001	0.000	0.000	0.000			94.50000	
Decorative Concrete Paving, 9-inch, Colored and Stamped	_360303E0033		G140224	0001	5,990.000	1,337.000	1,337.000	1,337.000	22%	12.15000	\$16,244.55
Dr Structure Cover, Type B	4030010 0068		G140224	0003	1.000	1.000	1.000	1.000	100%	252.00000	\$252.00
Dr Structure, 24 inch dia	4030200 0065		G140224	0001	1.000	1.000	1.000	1.000	100%	1,886.00000	\$1,886.00
Electrical Street Lighting	_36030510051		G140224	0001	1.000	0.100	0.100	0.100	10%	46,125.00000	\$4,612.50
Flagpole Removal, Storage and Installation	_360305C0050		G140224	0001	1.000	0.200	0.200	0.200	20%	3,600.00000	\$720.00
Flowable Fill	_360301Z0012		G140224	0002	20.000	0.000	0.000			225.00000	
Irrigation System Improvements	_360304E0049		G140224	0001	1.000	0.000	0.000			7,285.50000	
Landscaping Planting and Tree Trimming	_360304E0048		G140224	0001	1.000	0.000	0.000			5,073.75000	
Lawn Restoration	_36030470047		G140224	0001	1.000	0.000	0.000			12,600.00000	
Maintaining Traffic	_360300E0003		G140224	0001	1.000	0.500	0.500	0.500	50%	109,980.00000	\$54,990.00
Miscellaneous Work Allowance	_360305E0058		G140224	0001	29,000.000	0.000	0.000			1.00000	

Contract: G140224

Estimate: 1



# Construction Pay Estimate Amount Balance Report

Estimate: 1

8/31/2015 5:09 PM  
FieldManager 5.1a

Fishbeck, Thompson, Carr and Huber, Inc.

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Mobilization (5% Maximum of Total Bid)	_3603001	0001	G140224	0001	1.000	1.000	1.000	1.000	100%	84,600.00000	\$84,600.00
Pavement Marking, 4-inch	_3603043	0043	G140224	0001	6,900.000		0.000			0.29700	
Pavement Marking, Cold Plastic, "ONLY" Symbol	_3603046	0046	G140224	0001	8.000		0.000			129.37500	
Pavement Marking, Cold Plastic, "ONLY" Symbol	_3603046	0046	G140224	0003	1.000		0.000			129.37500	
Pavement Marking, Cold Plastic, 18" Stop Bar	_3603044	0044	G140224	0001	350.000		0.000			7.31700	
Pavement Marking, Cold Plastic, Arrow Symbol	_3603045	0045	G140224	0001	18.000		0.000			140.62500	
Pavement Marking, Cold Plastic, Arrow Symbol	_3603045	0045	G140224	0003	2.000		0.000			140.62500	
Remove and Salvage Brick Pavers	_3603014	0014	G140224	0001	5,500.000	1,994.100	1,994.100	1,994.100	36%	1.91700	\$3,822.69
Remove and Salvage Brick Pavers	_3603014	0014	G140224	0002	50.000	50.000	50.000	50.000	100%	1.91700	\$95.85
Remove Concrete Curb and Gutter	_3603009	0009	G140224	0001	1,810.000	912.000	912.000	912.000	50%	7.20000	\$6,566.40
Remove Concrete Curb and Gutter	_3603009	0009	G140224	0002	60.000	60.000	60.000	60.000	100%	7.20000	\$432.00
Remove Concrete Curb and Gutter	_3603009	0009	G140224	0003	60.000	60.000	60.000	60.000	100%	7.20000	\$432.00
Remove Concrete Sidewalk	_3603008	0008	G140224	0001	330.000	142.700	142.700	142.700	43%	6.75000	\$963.23
Remove Concrete Sidewalk	_3603008	0008	G140224	0002	20.000	20.000	20.000	20.000	100%	6.75000	\$135.00
Remove Pavement	_3603006	0006	G140224	0001	4,935.000	2,460.800	2,460.800	2,460.800	50%	13.95000	\$34,328.16
Remove Pavement	_3603006	0006	G140224	0002	665.000	205.000	205.000	205.000	31%	13.95000	\$2,859.75
Remove Pavement	_3603006	0006	G140224	0003	50.000	50.000	50.000	66.700	133%	13.95000	\$697.50
<b>Quantity Withheld: 16.700</b>											
Remove Pavement Markings	_3603004	0004	G140224	0001	1.000	0.250	0.250	0.250	25%	4,500.00000	\$1,125.00
Remove Structure	_3603011	0011	G140224	0001	11.000	4.000	4.000	4.000	36%	225.00000	\$900.00
Remove Tree 6 to 18-inch Diameter	_3603010	0010	G140224	0001	3.000	3.000	3.000	3.000	100%	405.00000	\$1,215.00
Remove, Salvage and Reinstall Sign	_3603013	0013	G140224	0001	3.000		0.000			180.00000	

Contract: G140224

Estimate: 1



# Construction Pay Estimate Amount Balance Report

Estimate: 1

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FieldManager 5.1a

Fishbeck, Thompson, Cairr and Huber, Inc.

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Roadway Grading	_36030240024		G140224	0001	1,000	0.200	0.200	0.200	20%	32,940.00000	\$6,588.00
Sanitary Force Main, Maintain Service	_36030150019		G140224	0002	1,000	1,000	1,000	1,000	100%	9,000.00000	\$9,000.00
Sanitary Force Main, 16-inch, DI, Special Lining	_36030150018		G140224	0002	530,000	522,000	522,000	522,000	98%	225.00000	\$117,450.00
Sanitary Manhole, 4-foot Diameter	_36030170017		G140224	0002	4,000	2,000	2,000	2,000	50%	3,375.00000	\$6,750.00
Sanitary Sewer, 15-inch, PVC D2680	_36030150016		G140224	0002	95,000	72,000	72,000	72,000	76%	117.00000	\$8,424.00
Sanitary Sewer, 8-inch, PVC D2680	_36030150015		G140224	0002	10,000		0.000			225.00000	
Soil Erosion and Sedimentation Control	_36030050005		G140224	0001	1,000	0.500	0.500	0.500	50%	9,000.00000	\$4,500.00
Storm Manhole, 4-foot Diameter	_36030220022		G140224	0001	2,000	1,000	1,000	1,000	50%	2,880.00000	\$2,880.00
Storm Sewer, 12-inch, C-76, Class IV	_36030200020		G140224	0001	105,000	85,000	85,000	85,000	81%	89.10000	\$7,573.50
Storm Sewer, 15-inch, C-76, Class IV	_13003420061		G140224	0001	8,000	8,000	8,000	8,000	100%	105.00000	\$840.00
Storm Sewer, 18-inch, C-76, Class IV	_36030210021		G140224	0001	16,000		0.000			121.50000	
Storm Sewer, 8-inch	_36040610064		G140224	0001	88,000	88,000	88,000	88,000	100%	66.00000	\$5,808.00
Structure Casting, Adjust	_36030270027		G140224	0001	16,000	6,000	6,000	6,000	38%	423.00000	\$2,538.00
Structure Casting, Adjust	_36030270027		G140224	0002	1,000	1,000	1,000	1,000	100%	423.00000	\$423.00
Structure Casting, Adjust, Type B	_36030250028		G140224	0001	2,000		0.000			675.00000	
Subbase	_36030250025		G140224	0001	335,000	120,400	120,400	120,400	36%	17.10000	\$2,058.84
Subbase	_36030250025		G140224	0002	350,000	250,000	250,000	250,000	71%	17.10000	\$4,275.00
Subbase	_36030250025		G140224	0003	15,000	15,000	15,000	15,000	100%	17.10000	\$256.50
Traffic Signal Installation, Cascade and 28th	_36030550056		G140224	0001	1,000		0.000			192,915.00000	
Traffic Signal Installation, Cascade and Thornapple	_36030570057		G140224	0001	1,000	0.100	0.100	0.100	10%	220,552.20000	\$22,055.22

Contract: \_G140224

Estimate: 1



# Construction Pay Estimate Amount Balance Report

Estimate: 1

8/31/2015 5:09 PM  
FieldManager 5.1a

Fishbeck, Thompson, Carr and Huber, Inc.

Item Description	Item Code	Prop. Line	Project	Category	Authorized Quantity	Quantity This Estimate	Qty. Paid To Date	Total Qty. Placed	% Cpt	Unit Price	Dollar Amt. Paid To Date
Traffic Signal Removal, Cascade and 28th	_3603052	0052	G140224	0001	1.000	0.000	0.000	0.000		2,812.50000	
Traffic Signal Removal, Cascade and Thornapple	_3603053	0053	G140224	0001	1.000	0.000	0.000	0.000		2,812.50000	
Traffic Signal Staging, Cascade and 28th	_3603054	0054	G140224	0001	1.000	0.000	0.000	0.000		5,062.50000	
Traffic Signal Staging, Cascade and Thornapple	_3603055	0055	G140224	0001	1.000	0.500	0.500	0.500	50%	5,062.50000	\$2,531.25

**Percentage of Contract Completed(curr): 32%**  
(total paid to date / total of all authorized work)

**Total Amount Paid This Estimate: \$561,375.47**  
**Total Amount Paid To Date: \$561,375.47**



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** September 9th, 2015  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Amendment to the 2015 Local Road Improvements

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## **FACTS:**

In April of this year, the Township Board approved the FY2015 local road program. The projects that were included were:

- Thornapple Elementary area, involving the removal of the asphalt and repaving of 3 ½” of asphalt on approximately 2.61 miles of local roads. The budgeted cost of this project was \$780,000 with \$390,000 to come from the Township.
- Burger plat area, involving preventative maintenance work which would be a capeseal (chipseal with microsurface) on the roads with a “fair” rating. The work is in anticipation of the Township/KCRC returning to the Burger plat in 2016 to do more intensive repairs on the “poor” roads. The budgeted cost of this project was \$160,000 (2 miles), with the Township responsible for \$80,000.

The work that was completed in the Thornapple Elementary area has been completed, and came in approximately \$80,000 under budget. The Kent County Road Commission has made the suggestion that these savings could be utilized to mill and resurface the top course of Cascade Road between the two intersections that are being rebuilt. The KCRC has received an estimate for this work, and believes it can be completed for the \$80,000 that was saved from the Thornapple Elementary resurfacing project. This would represent \$40,000 of Township funds and \$40,000 of KCRC funds.

## **ANALYSIS & CONCLUSIONS:**

Currently there are five separate work areas in the Village area under construction:

- Rebuilding of Thornapple River Drive/Cascade Road Intersection
- Sewer work at Cascade Road and Orange Ave.
- Realignment of Old 28<sup>th</sup> Street/Cascade Road Intersection
- Pedestrian Crossing on Cascade Road
- Rebuilding of Cascade Road/28<sup>th</sup> Street Intersection

When the projects are all complete, there will be several areas of new patched asphalt, but large stretches of old asphalt with cracking and other deficiencies. This section is currently rated a low “Fair” on the PASER scale and is due for preventative maintenance in the near future.

By milling and resurfacing the entire section of road between the two intersections, it will give the entire project a cohesive and finished feel.

The Infrastructure Committee reviewed this request at their September 2<sup>nd</sup> meeting and has recommended that the Township Board approve allocating the \$40,000 savings from the Thornapple Elementary project to resurfacing Cascade Road between 28<sup>th</sup> Street and Thornapple River Drive.

**FINANCIAL CONSIDERATIONS:**

Funds for the proposed project are savings from an already budgeted project. If the Township Board chooses not to allocate the funds for this project, the General Funds – Roads Department will show a \$40,000 surplus based on the projected savings.

**RECOMMENDED ACTION:**

To approve allocating the \$40,000 savings from the Thornapple Elementary project to resurfacing Cascade Road between 28<sup>th</sup> Street and Thornapple River Drive.



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** September 9<sup>th</sup>, 2015  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Township Facility Master Plan and Administrative Office Design Study

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## **FACTS:**

In fall of 2014 the Township Board approved a Township Facility Master Plan and Administrative Office Design Study. The study was approved in response to several major needed repairs and facility deficiencies at Township Hall, and the sentiment was that we should determine the present and future needs of the Township, and insure our current facilities can fulfill those needs, before investing significant dollars into our current Township Hall facility. Issues that were identified that led to the study being approved included:

- Identification of nearly \$500,000 in repairs needed to the current Township Hall facility including a new roof and a complete overhaul of the HVAC system.
- Building Department has already run out of space, and does not have the space needed to accommodate scheduled equipment upgrades. In addition, future employment needs, including those related to anticipated new work in current customer communities, cannot be accommodated in our current facility.
- Township Hall lacks needed meeting space and it is becoming increasingly difficult to hold on site meetings. Meeting space is often occupied by non-regular operations (elections, auditors, Board of Review, etc...)
- Storage space is extremely limited, most archive record storage is held at the Wisner Center and current space barely meets the needs of regularly stored records.
- Township Hall is out of office space and lacks capacity to add any additional administrative staff.

The approved project was split into three phases:

- **Phase I** – Programming - Determine the programming needs, and subsequently space needs, for the Township operations
- **Phase II** – Master Planning - Plan the library complex land, given the programming and space needs identified in Phase I.
- **Phase III** – Schematic Design – Create a schematic design and elevations for a new Township Hall, renovations for the existing Township Hall, or another new facility need that is identified. The tasks in this phase may be altered based on the outcomes of Phases I and II.

In January 2015 the architects from Fishbeck presented the needs assessment (Phase I), which identified that our current facility significantly lacked the capacity to accommodate the organization for the 20 year timeline, and was already deficient in several areas. During Phase II

of the study, the architects utilized the information gathered from Phase I as well as input from Township staff, officials and community partners (specifically the DDA and Library) to develop several Master Plan alternatives for the Township facilities. This culminated in a charrette-style open house for stakeholders to provide input on the different Master Plan alternatives. Several items of note came out of the open house:

- The area on the corner of 28<sup>th</sup> Street and Jack Smith Ave. should be reserved for a future DDA community gathering area project.
- Any new Fire Station, as well as any future Buildings and Grounds facility, should be located on the current Township Hall/Station #1 site.
- The two most popular spots for a new Township Hall were either a facility connected to the Wisner Center in the south-east portion of the property, or a separate facility located on the green space to the south-west of the current library parking lot.

After considering the two location options, the Township Board selected the green space to the south-west of the current library parking lot as the preferred location for a proposed new Township Hall facility, and authorized Phase III of the study, which entailed the development of schematic floor plans and elevations for the facility, as well as a “turn-key” cost estimate.

Phase III of the study began with a tour of several local municipal facilities with a group that included members of the Infrastructure Committee and Township Department Head staff. From that meeting, direction was given to the architects by the working group, in consideration of the findings of Phases I and II of the study, on what was to be incorporated into the new facility. Through a series four additional development meetings, the group worked on several iterations of the floor plans and elevations. The group worked cohesively to tackle several issues including a single floor vs. dual floor facility, parking constraints, building orientation and customer circulation. After a final floor plan and elevation was selected by the group, the architects developed a detailed cost estimate from the proposal, which was forwarded to the Infrastructure Committee for consideration.

The architects from Fishbeck will be in attendance at the meeting to review the proposed Township Hall schematic design and cost estimate. They will also bring their 3D image modeling program to provide additional perspective on the proposed Township Hall facility.

Attached for your review are:

- Final Township Hall Facially Master Plan and Administrative Design Office Study

### **ANALYSIS & CONCLUSIONS:**

The Infrastructure Committee reviewed the proposed Township Hall schematic design and cost estimates at their September meeting, though all members were also directly involved in the development of the proposed plans as well. The schematic design was well received and met several of the goals of a new facility:

- Office space sufficient to support the 20 year needs as developed in Phase I of the study.
- Provides for a separate, grade level entrance for the Building Department.
- Provides sufficient meeting space that can be converted to Board/Committee/Commission Chambers.

- Elevation design that provides the Township Hall facility with an independent identity while respecting the connection to the Library and Wisner Center
- Design that meets the Village Design Standards as outlined in the Zoning Ordinance.
- Provides for an interesting and engaging public space
- Incorporates LEED standards, aiming for Gold certification.
- Provides for a quality expected of the Township residents while respecting the need to be a good steward of taxpayer dollars.

It should be noted that the working group felt that it was important for the proposed facility to comply with the current Village design guidelines. However, by complying with these guidelines, the Township will need to apply for a PUD amendment as the Village design guidelines were developed after the current PUD was approved and there are several inconsistencies.

The Infrastructure Committee spent quite a bit of time reviewing the proposed cost estimate with the architects to ensure that it truly represented a complete picture of the cost to build a new Township Hall. A couple items of notes:

- The cost estimate includes approximately \$800,000 in contingencies.
- The Infrastructure Committee noted that the cost estimate line for plantings and artwork may be low and should be considered to be raised if the Township Board would like a public art installation at the facility.
- The estimate does not include any costs for demo/rehab/refurb of the current Township Hall facility as a decision has not been reached on what would be done with the facility.
- The cost per square foot estimate is on par with other public projects that Fishbeck is currently working on (including Gerald R. Ford museum expansion) and is close to the same cost to the construction costs for the Wisner Center if they were indexed to 2015 dollars.
- Cost estimate is very similar to the Grand Rapids Community College Preschool Laboratory that broke ground last month (22,000 square feet; \$7.3 million). [http://www.mlive.com/news/grand-rapids/index.ssf/2015/08/grcc\\_hosts\\_groundbreaking\\_for.html#incart\\_river](http://www.mlive.com/news/grand-rapids/index.ssf/2015/08/grcc_hosts_groundbreaking_for.html#incart_river)

The Infrastructure Committee has recommended that the Township Board receive the Township Facility Master Plan and Administrative Office Design Study and direct the Finance Committee to develop a funding and/or financing recommendation for Township Board consideration.

In addition, the Infrastructure Committee has recommended that the Board consider a public hearing to receive input from the public on the proposed facility.

#### **FINANCIAL CONSIDERATIONS:**

Financial consideration of constructing a new facility are not being presented at this time, but will be investigated by the Finance Committee should they be directed to do so.

#### **RECOMMENDED ACTION:**

To receive the Township Facility Master Plan and Administrative Office Design Study and direct the Finance Committee to develop a funding and/or financing recommendation for Township Board consideration.



# Cascade Charter Township

Facility Master Plan and  
Administrative Office Design Study



Fishbeck, Thompson, Carr & Huber, Inc.  
engineers | scientists | architects | constructors

September 4, 2015





September 4, 2015  
Project No. G140721

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

Re: Township Facility Master Plan and Administrative Office Design Study

Dear Ben:

It is an exciting time for Cascade Township as you plan for your future site and building needs. Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to have the opportunity to work together with the Township in identifying current and projected space needs, evaluating how best to utilize your existing site to meet the identified needs, and developing the Schematic Design for a proposed new township hall facility.

As this initial study phase of the project comes to a conclusion, we have assembled the following information developed over the course of our study for your use and review.

- Phase 1 - Programming
  - Population Trends and Projections for Kent County
  - Preliminary Program for Office Areas
  - Preliminary Program for Separate Facilities (Off-Site)
- Phase 2 - Site Master Planning
  - Conceptual Site Master Plan Schemes
  - 3D Site Aerial Images
- Phase 3 - Schematic Design
  - Schematic Design Drawings - Site Plan, Floor Plans, Exterior and Interior Renderings
  - Preliminary LEED Scorecard
  - Preliminary Cost Estimate

Please contact our office if you have any questions regarding our report. We look forward to working together with Cascade Township toward the successful completion of this important project.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

Daniel E. Durkee, AIA, LEED AP

Gregg A. Yeomans, RA

pjb  
By email



## **Phase 1 - Programming**

The programming process began by gathering available information including drawings for each Township facility and population trends and projections for Kent County and Cascade Township (attached). A brief questionnaire was prepared and distributed to Township department leaders. FTCH then met with key Township staff to gain an understanding of current and assessed projected future space needs. Based upon input from Township staff interviews and past FTCH experience with similar municipal clients, the attached preliminary program documents for both office areas and separate facilities (off-site) were prepared for this report.

The first program document is devoted to Township office areas including Administration, Assessing, Building Inspections, Community Development and Planning, and Treasurer. Existing and projected office areas specific to each department are included, followed by common areas such as meeting rooms, and support areas such as mechanical/electrical and public restrooms. The program is concluded with a summary of all net office, common, and support spaces, including application of a grossing factor to accommodate for circulation corridors and partitions. In summary, the total office area is recommended to grow from an existing 8,610 Gross Square Feet (GSF) to 13,140 GSF, representing increases in every department with particular needs in Building Inspections and general meeting spaces to support all departments.

A second program document illustrates space needs in a similar format for other separate facilities (off-site) including Building and Grounds, Fire Station No. 1, and Fire Station No. 2.

This program information provides a foundation and guideline for further evaluation and design in connection with site Master Planning of the Township campus and schematic design for a proposed new administrative office facility.



**Population Trends and Projections through 2030 for Kent County – DRAFT**

Cities	Trends					Projections											
	1970	1980	1990	2000	2010	2015			2020			2025			2030		
						Low	Trend	High	Low	Trend	High	Low	Trend	High	Low	Trend	High
Cedar Springs	1,807	2,615	2,600	3,112	3,509	3,708	3,750	3,922	3,906	3,992	4,335	4,105	4,233	4,748	4,303	4,475	5,162
East Grand Rapids	12,565	10,914	10,807	10,764	10,694	10,659	10,615	10,495	10,624	10,536	10,296	10,589	10,457	10,097	10,554	10,378	9,898
Grand Rapids	197,649	181,843	189,126	197,800	188,040	183,160	186,752	186,897	178,280	185,464	185,755	173,400	184,176	184,612	168,520	182,888	183,469
Grandville	10,764	12,412	15,224	16,263	15,378	14,936	15,569	16,202	14,493	15,759	17,026	14,051	15,950	17,850	13,608	16,140	18,674
Kentwood	20,310	30,438	37,826	45,253	46,707	50,433	52,430	52,430	52,159	56,154	65,732	53,885	59,877	74,245	55,611	63,800	82,758
Lowell	3,068	3,707	3,983	4,013	3,763	3,668	3,771	3,893	3,553	3,759	4,003	3,438	3,747	4,114	3,323	3,735	4,224
Rockford	2,428	3,324	3,750	4,626	5,719	6,266	6,335	6,688	6,812	6,952	7,657	7,359	7,568	8,628	7,905	8,185	9,595
Walker	11,482	15,088	17,279	21,842	23,537	24,386	25,243	26,621	25,232	26,950	29,704	26,080	28,656	32,788	26,927	30,362	35,872
Wyoming	56,560	59,616	63,891	69,368	72,125	73,504	74,153	74,606	74,882	76,182	77,087	76,261	78,210	79,568	77,639	80,239	82,049
<b>Villages</b>																	
Caledonia	716	722	885	1,102	1,511	1,716	1,714	1,721	1,920	1,917	1,930	2,125	2,120	2,140	2,329	2,323	2,350
Casnovia	205	167	189	176	176	176	175	173	176	174	170	176	172	167	176	171	164
Kent City	686	860	899	1,061	1,057	1,055	1,091	1,128	1,053	1,125	1,200	1,051	1,159	1,271	1,049	1,193	1,343
Sand Lake	380	388	456	492	500	504	514	520	508	527	539	512	541	559	516	554	579
Sparta	3,094	3,373	3,696	4,159	4,140	4,131	4,241	4,315	4,121	4,341	4,490	4,112	4,442	4,665	4,102	4,543	4,840
<b>Townships</b>																	
Ada	4,472	6,472	7,578	9,882	13,142	14,772	15,046	16,319	16,402	16,950	19,497	18,032	18,853	22,674	19,662	20,757	25,851
Albion	3,088	4,411	5,496	7,596	9,932	11,100	11,483	12,684	12,268	13,034	15,435	13,436	14,585	18,187	14,604	16,136	20,938
Alpine	8,163	8,934	9,863	13,976	13,336	13,016	13,955	14,392	12,696	14,573	15,449	12,376	15,192	16,505	12,056	15,810	17,562
Bowne	1,493	1,719	1,907	2,743	3,084	3,255	3,387	3,530	3,425	3,689	3,977	3,596	3,992	4,423	3,766	4,295	4,870
Byron	7,493	10,104	13,235	17,553	20,317	21,699	22,635	24,663	23,081	24,953	29,010	24,463	27,271	33,356	25,845	29,589	37,703
Caledonia	3,126	4,205	5,369	7,862	10,821	12,301	12,803	14,151	13,780	14,785	17,480	15,260	16,768	20,810	16,739	18,750	24,140
Cannon	3,690	4,963	7,928	12,075	13,336	13,967	15,290	17,694	14,597	17,245	22,051	15,228	17,199	26,409	15,858	21,153	30,767
Cascade	5,243	10,120	12,869	15,107	17,134	18,148	18,902	21,991	19,161	20,669	26,849	20,175	22,437	31,706	21,188	24,204	36,564
Countland	2,196	3,272	3,950	5,817	7,678	8,609	8,983	10,074	9,539	10,288	12,470	10,470	11,593	14,866	11,400	12,898	17,262
Gaines	8,794	10,364	14,533	20,112	25,146	27,663	28,801	30,991	30,180	32,456	36,835	32,697	36,110	42,880	35,214	39,785	48,525
Grand Rapids	6,823	9,294	10,760	14,056	16,661	17,964	18,444	19,664	19,266	20,228	22,667	20,569	22,011	25,670	21,871	23,795	28,673
Grattan	1,893	2,575	2,876	3,551	3,621	3,656	3,814	4,034	3,691	4,006	4,447	3,726	4,199	4,861	3,761	4,391	5,274
Lowell	2,160	3,972	4,774	5,219	5,949	6,314	6,454	7,253	6,679	6,959	8,556	7,044	7,465	9,862	7,409	7,970	11,167
Nelson	1,558	2,253	2,950	3,700	4,264	4,546	4,719	5,190	4,828	5,175	6,115	5,110	5,630	7,041	5,392	6,086	7,967
Oakfield	2,159	2,983	3,842	5,058	5,782	6,144	6,410	6,995	6,506	7,039	8,208	6,868	7,667	9,421	7,230	8,296	10,633
Plainfield	16,935	20,611	24,946	30,195	30,952	31,331	32,627	34,154	31,709	34,301	37,357	32,088	35,976	40,559	32,466	37,651	43,761
Solon	2,114	2,809	3,648	4,662	5,974	6,630	6,790	7,338	7,285	7,605	8,701	7,942	8,421	10,065	8,598	9,237	11,428
Sparta	3,372	3,561	4,749	4,779	4,970	5,066	5,141	5,264	5,161	5,311	5,559	5,257	5,482	5,853	5,352	5,652	6,148
Spencer	1,458	2,385	3,184	3,681	3,960	4,100	4,283	4,809	4,239	4,606	5,659	4,379	4,930	6,508	4,518	5,253	7,358
Tyone	1,747	2,193	2,869	3,067	3,498	3,714	3,768	4,813	3,929	4,038	4,375	4,145	4,309	4,813	4,360	4,579	5,251
Vergennes	1,400	1,819	2,492	3,611	4,189	4,478	4,746	5,232	4,767	5,304	6,275	5,056	5,861	7,318	5,345	6,418	8,362
<b>Kent County</b>	411,044	444,506	500,631	574,335	602,622	616,766	634,834	664,760	630,909	667,047	726,899	645,053	699,259	789,037	659,196	731,472	851,176

Source: West Michigan Regional Planning Commission; U.S. Census of Population

Notes: Projections are based on trends (10, 20, 30, & 40 year percent and numeric change) and may not be the best indicator of a community's future. Ideally, projections should incorporate planning and the established goals of a community

"High" projections are based on 40-year (1970-2010) percentage change. Trends and "low" projections are based on 10-year (2000-2010) numeric change trends



# Cascade Charter Township Facility Master Plan and Administrative Office Design Study Preliminary Program for Office Areas

Fishbeck, Thompson, Carr & Huber, Inc.  
 Project No. G140721  
 December 4, 2014

Function	EXISTING			PROJECTED			Total Area
	# of Staff	# of Rooms	Room Area	# of Staff	# of Rooms	Room Area	
<b>OFFICE AREAS</b>							
<b>1 ADMINISTRATION</b>							
a Supervisor	1	1	107	1	1	120	120
b Manager	1	1	201	1	1	200	200
c Senior Accountant	1	1	118	1	1	120	120
d Human Resources (future)	0	0	0	1	1	120	120
e Receptionist/Support	1	1	157	1	2	120	240
f Accounting Clerk (future)	0	0	0	1	1	80	80
g Public Computer Counter Station	1	1	40	1	1	40	40
h Receipt Processing	1	1	35	0	0	0	Absorbed into Reception Area
<b>Subtotal - Admin. (NSF)</b>	<b>4</b>		<b>658</b>	<b>6</b>		<b>920</b>	
<b>2 ASSESSING</b>							
a Assessor	1	1	143	1	1	150	150
b Senior Residential Appraiser	1	1	128	1	1	120	120
c Residential Appraiser	1	1	107	1	1	120	120
d Clerk (future)	0	0	0	1	1	80	80
e Deed Counter Station	1	1	108	1	1	110	110
<b>Subtotal - Assessing (NSF)</b>	<b>3</b>		<b>486</b>	<b>4</b>		<b>580</b>	
<b>3 BUILDING INSPECTIONS</b>							
a Building Inspections Director	1	1	192	1	1	200	200
b Permit Technician	1	1	115	0	0	0	0
c Plan Reviewer	2	2	114	4	4	120	480
d Electrical Inspector	2	2	85	2	2	80	160

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Office Areas**

e	Mechanical Inspector	3	3	88	264	2	2	80	160
f	Plumbing Inspector	1	1	88	88	1	1	80	80
g	Inspector/Reviewer (future)	0	0	0	0	4	4	80	320
h	Inspector Conference Area	0	0	0	0	1	1	200	200
i	Drawing Print/Scan & File Space	1	1	120	120	1	1	380	380
j	Receptionist	1	1	138	138	2	2	64	128
k	Counter Space	1	1	70	70	1	1	200	200
l	Lobby/Waiting	1	1	87	87	1	1	200	200
m	General Storage Room	0	0	0	0	1	1	70	70
	<b>Subtotal - Building Inspections</b>	<b>11</b>		<b>1,472</b>		<b>16</b>			<b>2,578</b>
<b>4</b>	<b>CLERK</b>								
a	Clerk	1	1	177	177	1	1	120	120
b	Deputy Clerk	1	1	126	126	1	1	150	150
c	Part-time Election Assistant	1	1	61	61	1	1	64	64
d	Qualified Voter Files (QVF) Work	*	1	61	61	*	1	64	64
e	Passport Area	1	1	35	35	0	0	0	0
f	Cemetery Counter Station	1	1	40	40	1	1	40	40
g	Election Equipment Storage	0	0	0	0	1	1	30	30
	<b>Subtotal - Clerk (NSF)</b>	<b>3</b>		<b>500</b>		<b>3</b>		<b>468</b>	
<b>5</b>	<b>COMMUNITY DEVELOPMENT &amp; PLANNING</b>								
a	Planning Director	1	1	142	142	1	1	170	170
b	DDA/ Economic Development Dir	1	1	126	126	1	1	150	150
c	Planner (future)	0	0	0	0	1	1	120	120
d	Code Enforcement Officer (future)	0	0	0	0	1	1	80	80
e	Part-time Admin. Asst. (future)	0	0	0	0	1	1	64	64
f	Reference Area Shelving	1	1	10	10	1	1	20	20
g	Public Counter	1	1	90	90	1	1	120	120
	<b>Subtotal-Comm Dev &amp; Planning</b>	<b>2</b>		<b>368</b>		<b>5</b>		<b>724</b>	

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Office Areas**

<b>6 TREASURER</b>									
a	Treasurer	1	1	140	140	1	1	150	150
b	Deputy Treasurer	1	1	100	100	1	1	120	120
c	Accounting/Clerical Worker	1	1	80	80	1	1	80	80
d	Counter Station	2	40	80	80	3	40	120	120
e	Drop Box Closet	0	0	0	0	1	20	20	20
	<b>Subtotal - Treasurer (NSF)</b>	<b>3</b>		<b>400</b>		<b>3</b>		<b>490</b>	
	<b>Subtotal- All Departments(NSF)</b>			3,884				5,760	
	GROSSING FACTOR (20-25%)			971				1,152	
	<b>TOTAL OFFICE AREAS (GSF)</b>			<b>4,855</b>				<b>6,912</b>	
<b>COMMON/SUPPORT AREAS</b>									
<b>1 MEETING</b>									
a	Conference/ Work Room	1	100	100		1	150	150	150
b	Small Conference Room	0	0	0		1	150	150	150
c	Medium Conference Room	0	0	0		1	180	180	180
d	Large Conference Rooms	1	287	287		1	350	350	350
	<b>Subtotal - Meeting Areas</b>			<b>387</b>				<b>830</b>	
<b>2 GENERAL OFFICE</b>									
a	Waiting Area/Lobby	1	226	226		1	400	400	400
b	Staff Coat Closet	0	0	0		1	40	40	40
c	Copy, Supply & Mail Room	1	235	235		1	300	300	300
d	Records/File Room - Secure	1	27	27		1	40	40	40
e	Staff Break Room	1	287	287		1	400	400	400
f	Active Files	1	182	182		1	300	300	300
g	Inactive Files	1	450	450		1	450	450	450
h	Archived Files	1	450	450		1	600	600	600
	<b>Subtotal - General Office</b>			<b>1,857</b>				<b>2,530</b>	
<b>3 BUILDING SUPPORT</b>									
a	Entry Vestibule	*	171	171		*	180	180	180
b	Mechanical/Electrical Room	1	121	121		1	400	400	400
c	Computer /Telecom Equip. Rm.	1	74	74		1	80	80	80

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Office Areas**

d	IT Equipment Storage	0	0	0	0	1	80	80
e	Restrooms - Main	1	394	394		1	450	450
f	Janitor's Closet	0	0	0		1	40	40
g	General Building Storage	0	0	0		1	200	200
h	Exercise Room	0	0	0		1	220	220
i	Unisex Restroom & Shower	0	0	0		1	100	100
j	Building Delivery/Staging Area	0	0	0		1	80	80
	<b>Subtotal - Building Support</b>			<b>760</b>				<b>1,830</b>
	<b>Subtotal - Common &amp; Support Areas(NSF)</b>			<b>3,004</b>				<b>5,190</b>
	GROSSING FACTOR (20-25%)			751				1,038
	<b>TOTAL COMMON/SUPPORT AREAS (GSF)</b>			<b>3,755</b>				<b>6,228</b>
	<b>TOTAL OFFICE AREAS (GSF)</b>			<b>4,855</b>				<b>6,912</b>
	<b>TOTAL BUILDING AREA (GSF)</b>			<b>8,610</b>				<b>13,140</b>

# Cascade Charter Township Facility Master Plan and Administrative Office Design Study Preliminary Program for Separate Facilities

Fishbeck, Thompson, Carr & Huber, Inc.  
 Project No. G140721  
 December 4, 2014

		EXISTING		PROJECTED		Remarks	
Department/ Function	# of Rooms	Room Area	Total Area	# of Rooms	Room Area	Total Area	Remarks
<b>1 BUILDINGS &amp; GROUNDS (Offices &amp; Shop)</b>							
a Director	1	110	110	1	150	150	Existing taken from Fire Station #2
b Break & Meeting Room	1	634	634	1	280	280	Existing shared w/Fire Station #2
c Office Storage	0	0	0	1	40	40	
d Locker Area	1	60	60	1	60	60	
e Shop	1	206	206	1	300	300	
<b>Subtotal - Buildings &amp; Grounds (NSF)</b>			<b>1,010</b>			<b>830</b>	
GROSSING FACTOR (20%)							
			202			166	Circulation & partition allowance
<b>TOTAL OFFICE AREAS (GSF)</b>			<b>1,212</b>			<b>996</b>	
<b>COMMON/SUPPORT AREAS</b>							
Department/ Function	# of Rooms	Room Area	Total Area	# of Rooms	Room Area	Total Area	Remarks
<b>BUILDING SUPPORT</b>							
a Entry Vestibule(s)	1	100	100	1	65	65	
b Mechanical/Electrical Room(s)	0	0	0	1	100	100	
c Unisex Restrooms	2	70	140	2	120	240	One of the new to have a shower
d Janitor's Closet	1	55	55	1	40	40	
<b>Subtotal - Building Support</b>			<b>295</b>			<b>445</b>	
GROSSING FACTOR (20%)							
			59			89	Circulation & partition allowance
<b>TOTAL COMMON/SUPPORT AREAS (GSF)</b>			<b>354</b>			<b>534</b>	
<b>TOTAL OFFICE AREAS (GSF)</b>			<b>1,212</b>			<b>996</b>	
<b>TOTAL B&amp;G BUILDING AREA (GSF)</b>			<b>1,566</b>			<b>1,530</b>	

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Separate Facilities**

Department/ Function	EXISTING		PROJECTED		Remarks
	Total Area	Total Area	Total Area	Total Area	
<b>BUILDING &amp; GROUNDS REMOTE EQUIPMENT STORAGE</b>					
a Fire Station #1	200	200	0	0	Remove B&G from Apparatus Rm.
b Fire Station #2	1,200	1,200	0	0	Remove B&G from Apparatus Rm.
c Burton Street Park	6,986	6,986	6,986	6,986	No change
d Tassell Park	576	576	576	576	No change
e Thirtieth Street Cemetery	556	556	556	556	No change
f Cascade Rec. Park- general	1,200	1,200	1,200	1,200	No change
g Cascade Rec. Park- salt storage	480	480	0	0	Double the size @ a new location
h Cascade Rec. Park- athletic storage	0	0	480	480	In area of exist salt storage
i New salt storage	0	0	800	800	Location to be determined
j Relocated from Fire Station #1	0	0	200	200	Location to be determined
k Relocated from Fire Station #2	0	0	1,200	1,200	Location to be determined
l Additional Equipment Area	0	0	600	600	Associated w/Department Offices
<b>TOTAL - REMOTE STORAGE AREAS (GSF)</b>	<b>11,198</b>	<b>11,198</b>	<b>12,598</b>	<b>12,598</b>	

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Separate Facilities**

Department/ Function	EXISTING			PROJECTED			Remarks
	# of Rooms	Room Area	Total Area	# of Rooms	Room Area	Total Area	
<b>2 FIRE STATION #1</b>							
a Fire Chief	1	179	179	1	150	150	
b Deputy Chief	1	176	176	1	120	120	
c Fire Inspector	1	159	159	1	120	120	
d Watch Office	1	147	147	1	150	150	
e Conference Room	1	137	137	1	240	240	
f Copy Room	1	147	147	1	150	150	
g Break Room/ Dining Room	1	188	188	1	180	180	
h Kitchen	1	170	170	1	170	170	
i Day Room	1	210	210	1	200	200	
j Exercise Room	1	630	630	1	500	500	
k Restroom & Shower- Men's	0	0	0	1	130	130	
l Restroom & Shower- Women's	0	0	0	1	120	120	
m Men's Sleeping Room	1	319	319	1	320	320	
n Women's Sleeping Room	0	0	0	1	220	220	
o Storage Room	1	96	96	1	300	300	
p Secure Storage Room	1	312	312	1	100	100	
q Turn-out Gear Lockers	1	136	136	1	140	140	
r Shop	1	93	93	1	120	120	
s Tank Filling Room	0	0	0	1	80	80	
<b>Subtotal - F.S. #1 (NSF)</b>			<b>3,099</b>			<b>3,510</b>	
<b>GROSSING FACTOR (20%)</b>			619			702	Circulation & partition allowance
<b>TOTAL OFFICE AREAS (GSF)</b>			<b>3,718</b>			<b>4,212</b>	
<b>COMMON/SUPPORT AREAS</b>							
Department/ Function	# of Rooms	Room Area	Total Area	# of Rooms	Room Area	Total Area	Remarks
<b>BUILDING SUPPORT</b>							
a Entry Vestibule(s)	1	65	65	1	65	65	
b Mechanical/Electrical Room(s)	1	48	48	1	200	200	Exist. is part of Mezz. Storage Rm.

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Separate Facilities**

c	Computer Server/Telecom Equip.	0	0	0	0	1	80	80
d	Restrooms - Public, Men's	1	97	97		1	70	70
e	Restrooms - Public, Women's	1	68	68		1	70	70
f	Janitor's Closet	0	0	0		1	50	50
g	General Building Storage	0	0	0		1	80	80
h	Building Delivery/Staging Area	0	0	0		1	25	25
	<b>Subtotal - Building Support</b>		<b>278</b>				<b>640</b>	
	GROSSING FACTOR (20%)		55				128	Circulation & partition allowance
	<b>TOTAL COMMON/SUPPORT AREAS (GSF)</b>		<b>333</b>				<b>768</b>	
	<b>TOTAL OFFICE AREAS (GSF)</b>		<b>3,718</b>				<b>4,212</b>	
	<b>TOTAL APPARATUS FLOOR AREA (GSF)</b>		<b>2,800</b>				<b>4,200</b>	Need for wider truck bays
	<b>TOTAL FIRE STATION #1 BUILDING AREA (GSF)</b>		<b>6,851</b>				<b>9,180</b>	

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Separate Facilities**

Department/ Function	EXISTING			PROJECTED			Remarks
	# of Rooms	Room Area	Total Area	# of Rooms	Room Area	Total Area	
<b>3 FIRE STATION #2</b>							
a Private Office	1	110	110	1	110	110	Currently used by Bldg. & Grounds
b Private Office	1	120	120	1	120	120	
c Watch Room	1	140	140	1	140	140	
d Training Room	1	634	634	1	634	634	
e "Public" Kitchen	1	80	80	1	80	80	
f Day Room	1	247	247	1	247	247	
g Kitchen	1	243	243	1	243	243	
h Exercise Room	1	231	231	1	231	231	
i Men's Sleeping Room	1	404	404	1	284	284	
j Women's Sleeping Room	0	0	0	1	120	120	
k Men's Restroom & Shower	1	120	120	1	120	120	
l Women's Restroom & Shower	1	130	130	1	130	130	
m Storage- Open	0	0	0	0	0	0	
n Storage Closets	2	30	60	2	30	60	
o Secure Storage Room	0	0	0	0	0	0	
p Shop	1	206	206	1	206	206	Currently shared w/Bldg. & Grounds
<b>Subtotal - F.S. #2 (NSF)</b>			<b>2,725</b>			<b>2,725</b>	
<b>GROSSING FACTOR (20%)</b>			545			545	Circulation & partition allowance
<b>TOTAL OFFICE AREAS (GSF)</b>			<b>3,270</b>			<b>3,270</b>	
<b>COMMON/SUPPORT AREAS</b>							
Department/ Function	# of Rooms	Room Area	Total Area	# of Rooms	Room Area	Total Area	Remarks
<b>BUILDING SUPPORT</b>							
a Lobby	1	100	100	1	100	100	
b Mechanical/Electrical Room	1	116	116	1	116	116	Plus Mezzanine Area
c Computer Server/Telecom Equip.	0	0	0	0	0	0	
d Restrooms - Public	1	100	100	1	100	100	
e Janitor's Closet	1	55	55	1	55	55	

**Cascade Charter Township  
 Facility Master Plan and Administrative Office Design Study  
 Preliminary Program for Separate Facilities**

f	Common Corridor	1	300	300	1	300	300
g	General Building Storage	0	0	0	0	0	0
	<b>Subtotal - Building Support</b>		<b>671</b>			<b>671</b>	
	GROSSING FACTOR (20%)		134			134	Circulation & partition allowance
	<b>TOTAL COMMON/SUPPORT AREAS (GSF)</b>		<b>805</b>			<b>805</b>	
	<b>TOTAL OFFICE AREAS (GSF)</b>		<b>3,270</b>			<b>3,270</b>	
	<b>TOTAL APPARATUS FLOOR AREA (GSF)</b>		<b>2,495</b>			<b>3,672</b>	Projected includes B&G area
	<b>TOTAL FIRE STATION #2 BUILDING AREA (GSF)</b>		<b>6,570</b>			<b>7,747</b>	

## **Phase 2 - Site Master Planning**

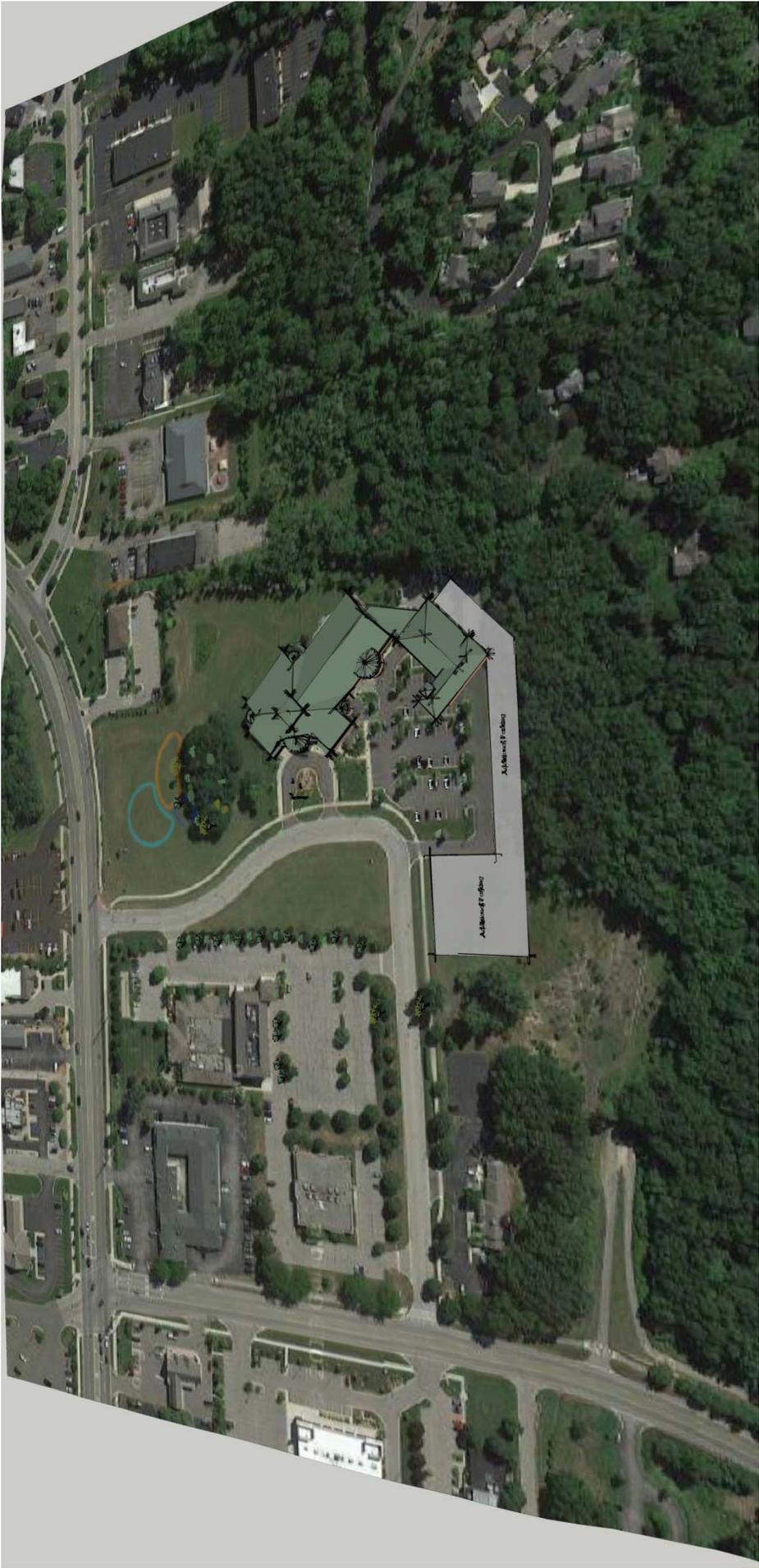
Based upon the building and site needs outlined in the final program document approved at the January 14<sup>th</sup> Township Board meeting, a series of three (3) alternative master plan layouts were developed utilizing properties under Township control. These properties included the existing Township Hall/Fire Station site and land surrounding the Library and Wisner Center facility located within an existing Planned Unit Development (PUD). Each scheme addressed potential placement options of proposed new and future Township facilities and was reviewed with staff at meetings in February and March. A workshop was conducted on April 15<sup>th</sup> with public and staff invited to review and evaluate the master plan schemes, each of which included the following program elements:

- 13,000 square foot Administration Building
- 9,200 s.f. Fire Station with drive-through equipment bays
- Recreation splash/climbing park, along with a support Pavilion and dedicated parking
- 3,000 s.f. office and garage for Buildings & Grounds
- 6,000 s.f. potential expansion to the Library, which remained in the same location for each scheme
- A Children's Garden, located southeast of the Library addition
- Parking in quantities as required to service the new building elements

From this workshop and further input by staff, Schemes A and B were selected for further review and consideration and additional 3D computer models prepared to help illustrate them. Graphic illustrations of these two schemes are attached and were presented at the May 6<sup>th</sup> Infrastructure Committee and May 13<sup>th</sup> Township Board meeting where Scheme B was approved to proceed into the schematic design phase.

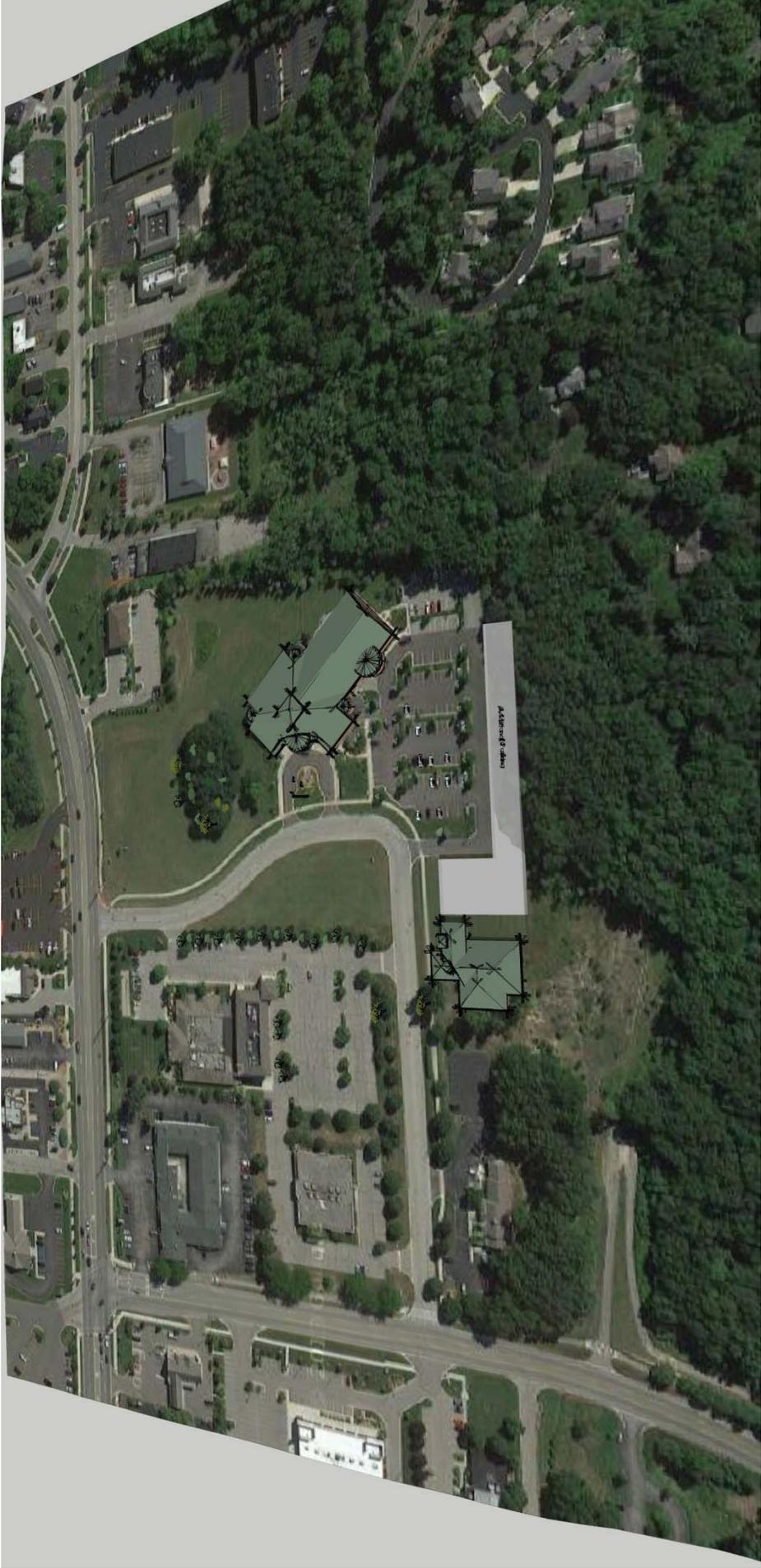






# A





# B



## Phase 3 - Schematic Design

The schematic design phase began on June 2<sup>nd</sup> with tours of the East Grand Rapids, Wyoming, and Kentwood City Hall facilities to learn first-hand how similar municipalities dealt with their site and building design issues. Working with the approved program document and selected master plan layout, schematic design options for a proposed new administrative office facility were prepared and evaluated during a series of design team meetings from June 25<sup>th</sup> to August 14<sup>th</sup>. Options included placing all departments on a single/main level but, due to limitations of the site, the final plan incorporates the Building Inspection department on a lower level, together with other support functions. This approach works well in providing a separate parking area and secure entry to address a frequent need for building inspections staff to conduct early morning meetings with builders without allowing access to other areas of the building. The main level includes an entry corridor with dual access from both Thornbrook Street with a front entry plaza to the north and visitor parking to the south. A multi-purpose meeting room is positioned adjacent to this entry corridor together with public restrooms to allow secure access for after-hours meetings. Public access to each department on the main level is provided by a welcoming service lobby/corridor with north-facing natural light that extends from the entry corridor into adjacent staff areas. An open stair and elevator at the west end of the lobby/corridor provides access to and from the Building Inspections department on the lower level.

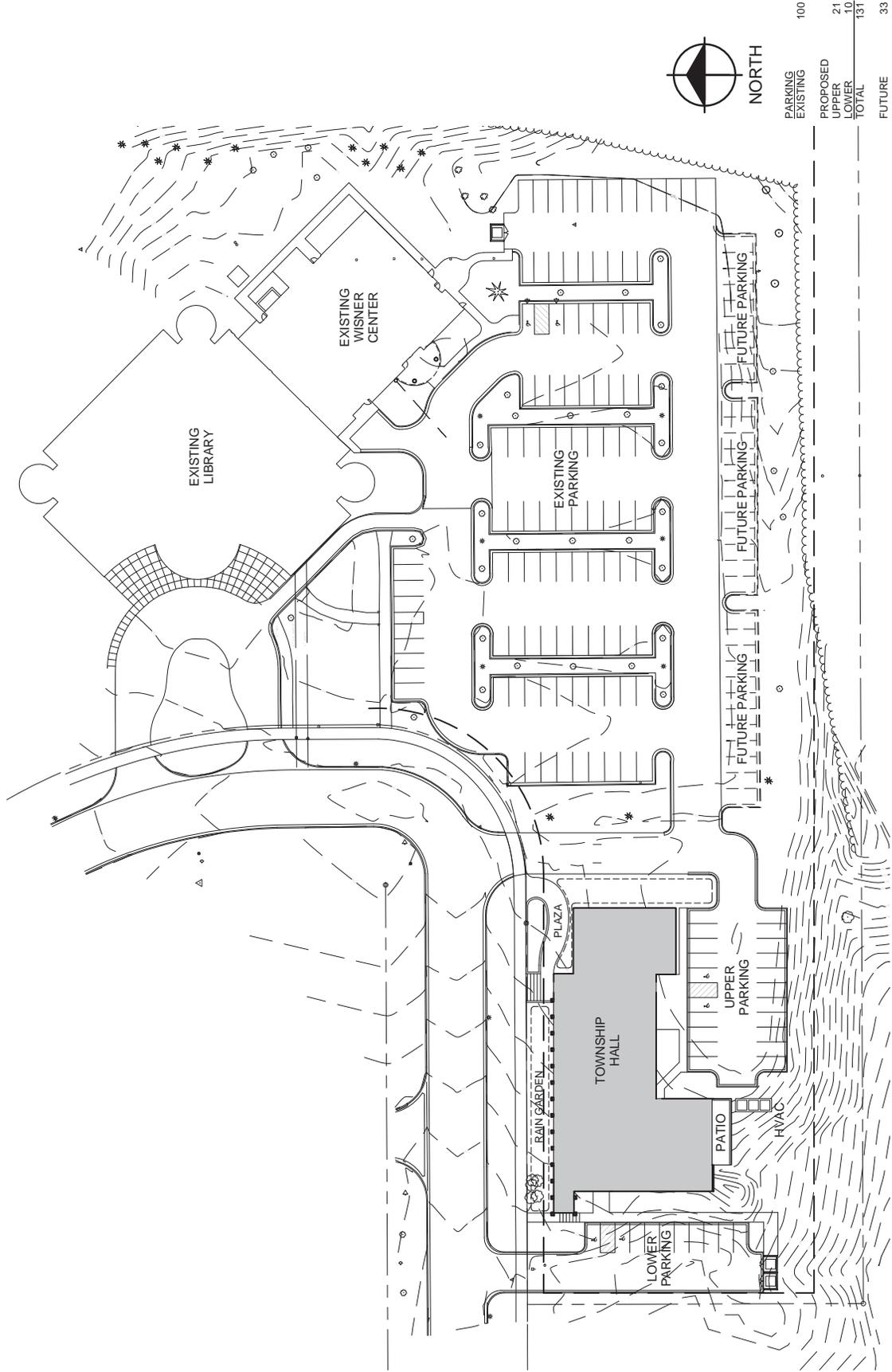
Exterior design of the new building is representative of a classic municipal style with brick masonry set on a stone base and individual window openings at office areas, which is distinct and yet compatible with the existing Library and Wisner Center. Schematic design drawings including site plan, floor plans, and 3D images of the exterior and interior service lobby/corridor are attached, together with a preliminary estimate for construction and other anticipated project costs.

As an expression of the Township's commitment toward sustainable design, the site and building will be designed to meet Leadership in Energy and Environmental Design (LEED) standards for certification at the silver or gold level. Attached is a copy of a preliminary LEED scorecard which was prepared during a review meeting on July 14<sup>th</sup> which indicates credits to be investigated and pursued during the development of the design and selection of building systems.



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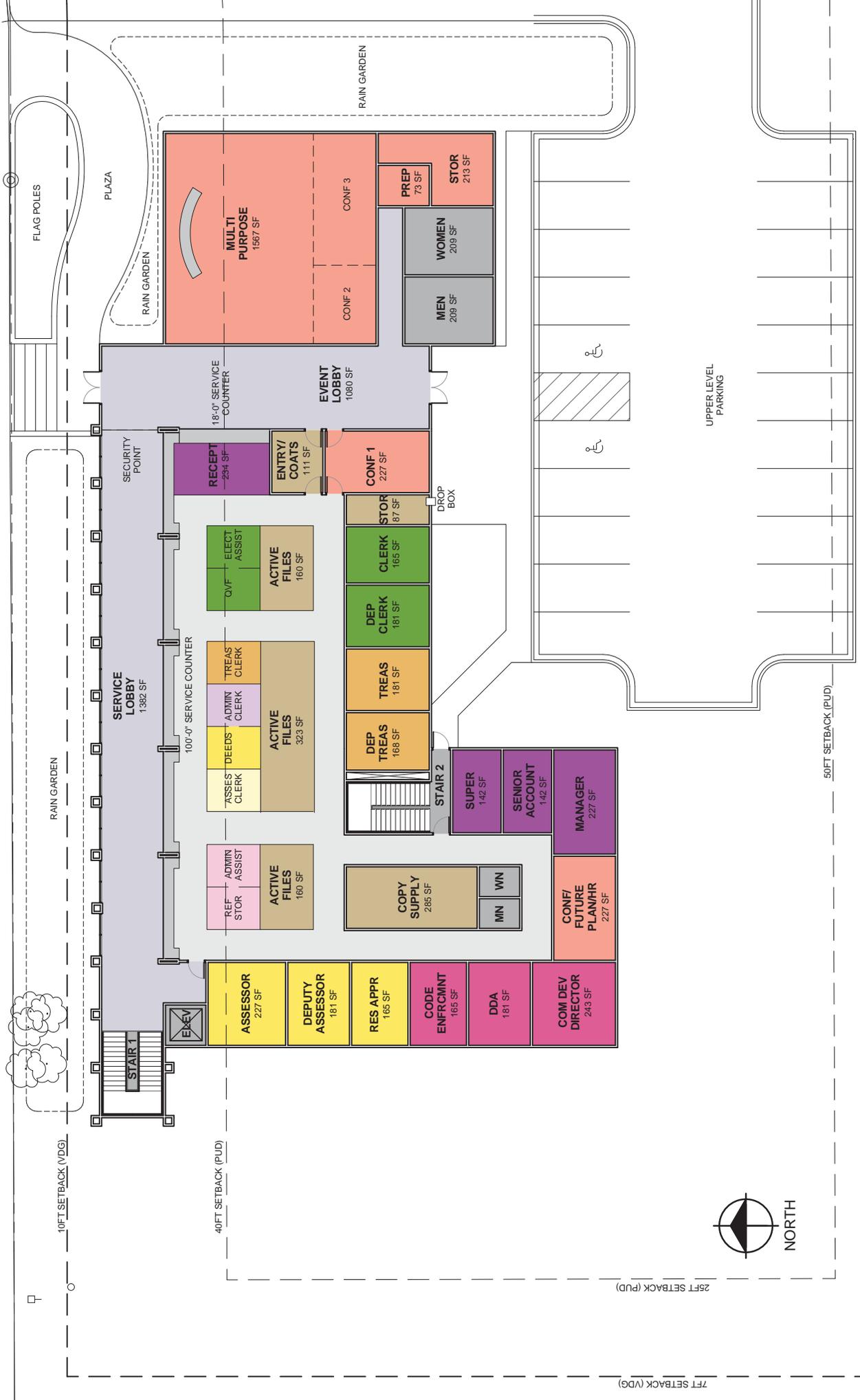
## CASCADE CHARTER TOWNSHIP



PARKING	EXISTING	100
PROPOSED	UPPER	21
	LOWER	10
	TOTAL	131
	FUTURE	33

**CASCADE CHARTER TOWNSHIP**  
 SCALE: 1" = 60'-0"  
 09/02/15

**SITE PLAN**  
 fishbeck, thompson, carr & huber, inc.

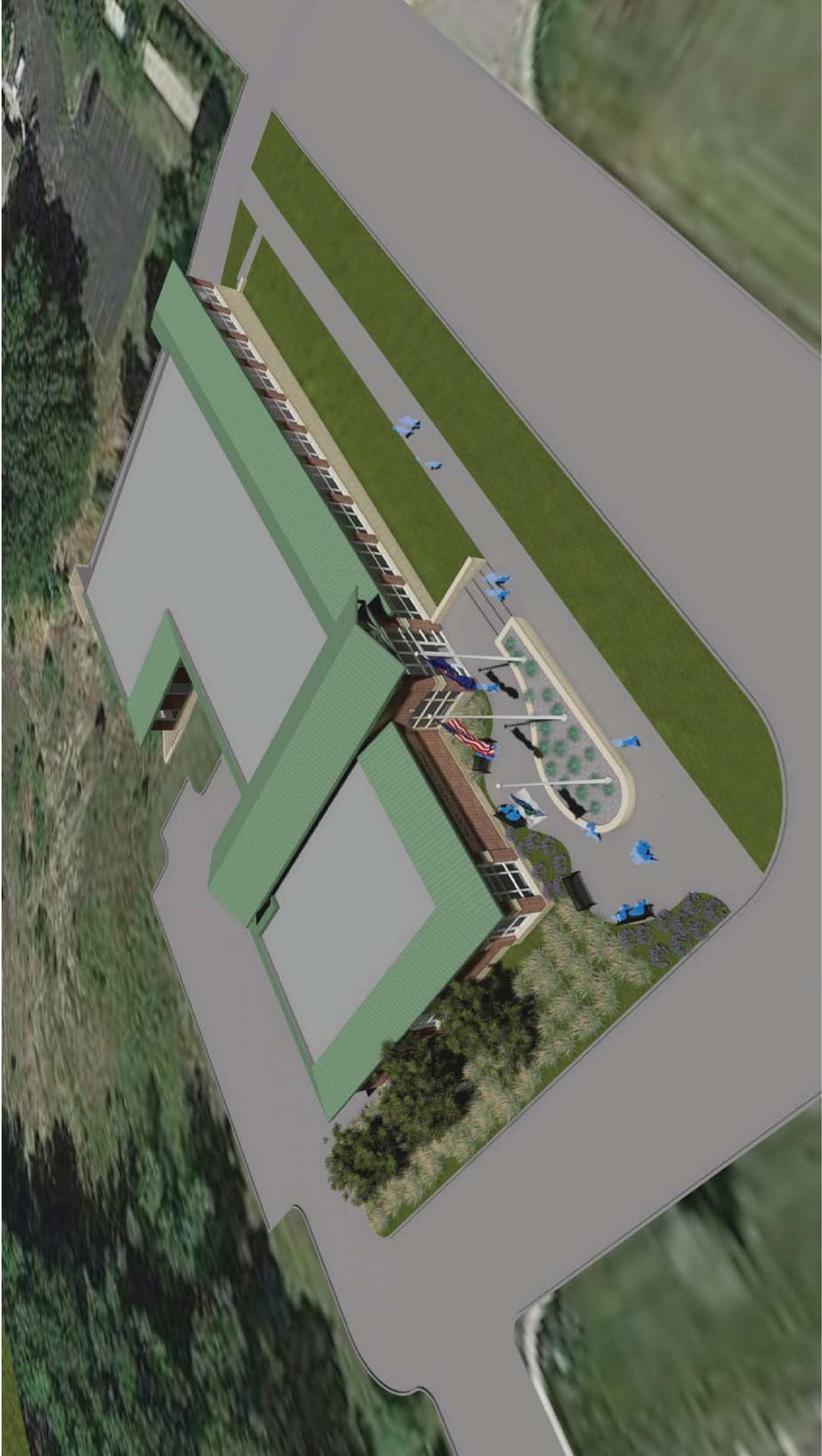




**CASCADE CHARTER TOWNSHIP**  
8,937 GSF

**LOWER LEVEL**  
SCALE: 1/16" = 1'-0"

**fishbeck, thompson, carr & huber, inc.**  
09/02/15



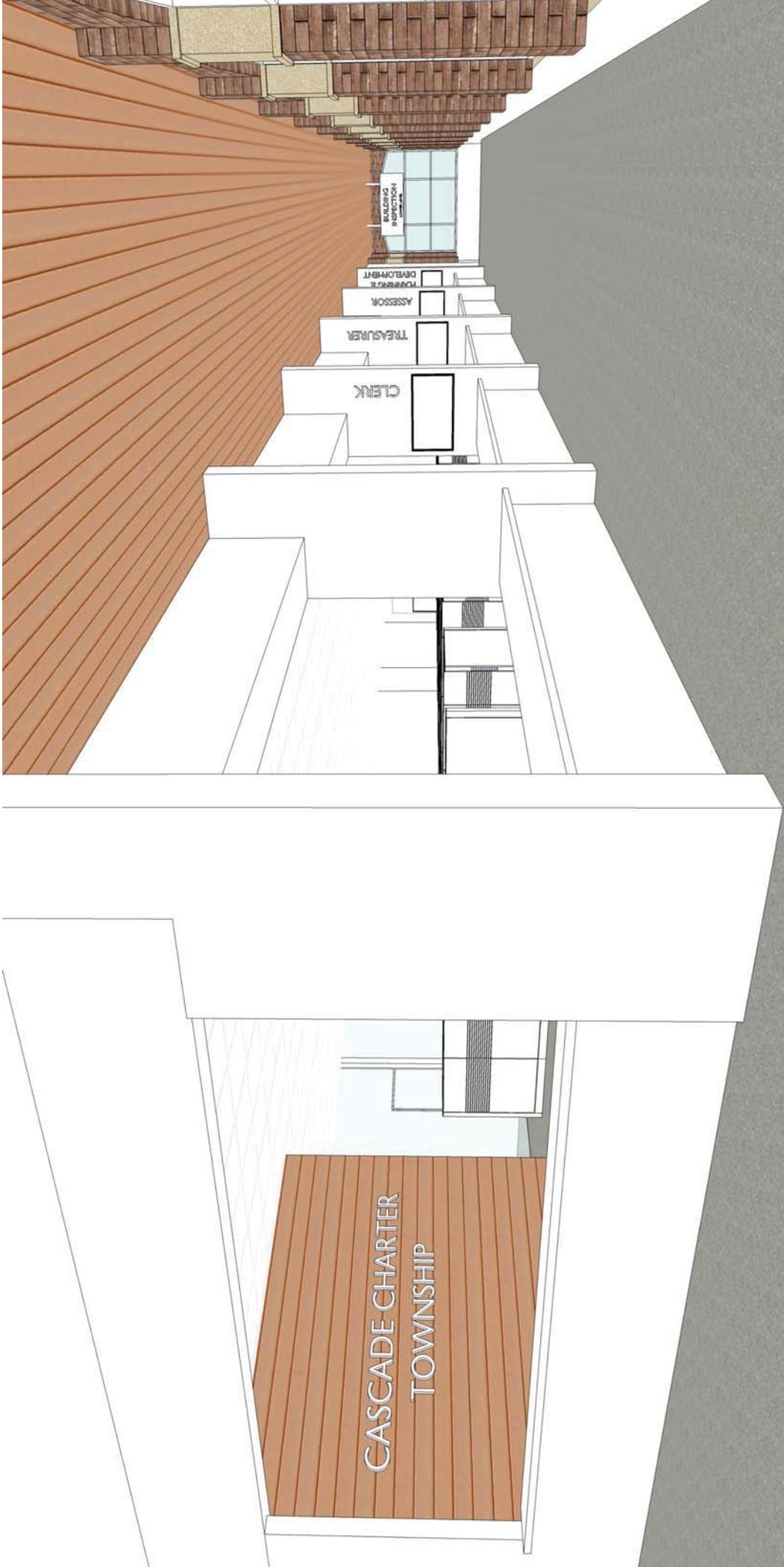
September 2, 2015 | 140721

# CASCADE CHARTER TOWNSHIP





CASCADE CHARTER TOWNSHIP





**LEED v4 for BD+C: New Construction and Major Renovation**  
 Cascade Township Office

				Prerequisites/Credits		Responsibility	
-	-	-				Primary	Secondary
			<b>Project Information</b>				
			PI1 Project Information				
<b>Y</b>	<b>?</b>	<b>N</b>					
<b>1</b>	<b>8</b>	<b>16</b>	<b>Integrative Process</b>		<b>1</b>		
			IPc1 Integrative Process		<b>1</b>		
<b>4</b>	<b>4</b>	<b>8</b>	<b>Location and Transportation</b>		<b>16</b>		
			LTc1 LEED for Neighborhood Development Location		16		
	<b>1</b>		LTc2 Sensitive Land Protection		1		
		<b>2</b>	LTc3 High Priority Site		2		
<b>1</b>	<b>2</b>	<b>2</b>	LTc4 Surrounding Density and Diverse Uses		5		
	<b>1</b>	<b>4</b>	LTc5 Access to Quality Transit		5		
<b>1</b>			LTc6 Bicycle Facilities		4		
<b>1</b>			LTc7 Reduced Parking Footprint		1		
<b>1</b>			LTc8 Green Vehicles		1		
<b>5</b>	<b>5</b>	<b>0</b>	<b>Sustainable Sites</b>		<b>10</b>		
<b>Y</b>			SSp1 Construction Activity Pollution Prevention		Required		
<b>1</b>			SSc1 Site Assessment		1		
	<b>2</b>		SSc2 Site Development - Protect or Restore Habitat		2		
	<b>1</b>		SSc3 Open Space		1		
<b>2</b>	<b>1</b>		SSc4 Rainwater Management		3		
<b>1</b>	<b>1</b>		SSc5 Heat Island Reduction		2		
<b>1</b>			SSc6 Light Pollution Reduction		1		
<b>5</b>	<b>4</b>	<b>2</b>	<b>Water Efficiency</b>		<b>11</b>		
<b>Y</b>			WEp1 Outdoor Water Use Reduction		Required		
<b>Y</b>			WEp2 Indoor Water Use Reduction		Required		
<b>Y</b>			WEp3 Building-Level Water Metering		Required		
<b>1</b>	<b>1</b>		WEc1 Outdoor Water Use Reduction		2		
<b>3</b>	<b>3</b>		WEc2 Indoor Water Use Reduction		6		
		<b>2</b>	WEc3 Cooling Tower Water Use		2		
<b>1</b>			WEc4 Water Metering		1		
<b>12</b>	<b>16</b>	<b>5</b>	<b>Energy and Atmosphere</b>		<b>33</b>		
<b>Y</b>			EAp1 Fundamental Commissioning and Verification		Required		
<b>Y</b>			EAp2 Minimum Energy Performance		Required		
<b>Y</b>			EAp3 Building-Level Energy Metering		Required		
<b>Y</b>			EAp4 Fundamental Refrigerant Management		Required		
	<b>6</b>		EAc1 Enhanced Commissioning		6		
<b>8</b>	<b>6</b>	<b>4</b>	EAc2 Optimize Energy Performance		18		
<b>1</b>			EAc3 Advanced Energy Metering		1		
<b>1</b>	<b>1</b>		EAc4 Demand Response		2		
<b>1</b>	<b>1</b>	<b>1</b>	EAc5 Renewable Energy Production		3		
<b>1</b>			EAc6 Enhanced Refrigerant Management		1		
	<b>2</b>		EAc7 Green Power and Carbon Offsets		2		
<b>1</b>	<b>10</b>	<b>2</b>	<b>Materials and Resources</b>		<b>13</b>		
<b>Y</b>			MRp1 Storage and Collection of Recyclables		Required		
<b>Y</b>			MRp2 Construction and Demolition Waste Management Planning		Required		
	<b>3</b>	<b>2</b>	MRc1 Building Life-Cycle Impact Reduction		5		
	<b>2</b>		MRc2 Building Product Disclosure and Optimization - Environmental Product		2		
	<b>2</b>		MRc3 Building Product Disclosure and Optimization - Sourcing of Raw Materials		2		
	<b>2</b>		MRc4 Building Product Disclosure and Optimization - Material Ingredients		2		
<b>1</b>	<b>1</b>		MRc5 Construction and Demolition Waste Management		2		
<b>16</b>	<b>0</b>	<b>0</b>	<b>Indoor Environmental Quality</b>		<b>16</b>		
<b>Y</b>			IEQp1 Minimum Indoor Air Quality Performance		Required		
<b>Y</b>			IEQp2 Environmental Tobacco Smoke Control		Required		
<b>2</b>			IEQc1 Enhanced Indoor Air Quality Strategies		2		
<b>3</b>			IEQc2 Low-Emitting Materials		3		
<b>1</b>			IEQc3 Construction Indoor Air Quality Management Plan		1		
<b>2</b>			IEQc4 Indoor Air Quality Assessment		2		
<b>1</b>			IEQc5 Thermal Comfort		4		
<b>2</b>			IEQc6 Interior Lighting		2		
<b>3</b>			IEQc7 Daylight		3		
<b>1</b>			IEQc8 Quality Views		1		
<b>1</b>			IEQc9 Acoustic Performance		1		
<b>3</b>	<b>3</b>	<b>0</b>	<b>Innovation</b>		<b>6</b>		
<b>2</b>	<b>3</b>		INc1 Innovation		5		
<b>1</b>			INc2 LEED Accredited Professional		1		
<b>3</b>	<b>1</b>	<b>0</b>	<b>Regional Priority</b>		<b>4</b>		
<b>1</b>			RPc1 Regional Priority: SSc4 Rainwater Management		1		
<b>1</b>			RPc2 Regional Priority: EAc2 Optimize Energy Performance		1		
<b>1</b>			RPc3 Regional Priority: Specific Credit		1		
	<b>1</b>		RPc4 Regional Priority: Specific Credit		1		
<b>50</b>	<b>43</b>	<b>17</b>	<b>TOTALS</b>		<b>Possible Points: 110</b>		

Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110

# Preliminary Construction Cost Estimate

Cascade Charter Township Office

August 24, 2015

Based upon Schematic Design Drawings dated 8/24/15  
 Main Level 12,903 Lower Level 8,937 Total 21,840

Work Item Description	Units	Factored Quantity	Unit Cost	Total Cost	Cost /SF
<b>New Building</b>					
A10 Standard Foundations	LS	1	\$ 256,912	\$ 256,912	
A20 Basement Construction	LS	1	\$ 217,116	\$ 217,116	
B10 Superstructure Construction	LS	1	\$ 745,062	\$ 745,062	
B20 Exterior Closure Construction	LS	1	\$ 674,365	\$ 674,365	
B30 Roof Covering Construction	LS	1	\$ 341,763	\$ 341,763	
C10 Interior Construction	LS	1	\$ 408,070	\$ 408,070	
C20 Stair Construction	LS	1	\$ 40,400	\$ 40,400	
C30 Interior Finishes	LS	1	\$ 346,161	\$ 346,161	
D10 Elevator Construction	LS	1	\$ 68,800	\$ 68,800	
D20 Plumbing	LS	1	\$ 92,697	\$ 92,697	
D30 HVAC	LS	1	\$ 654,330	\$ 654,330	
D40 Fire Protection	LS	1	\$ 76,339	\$ 76,339	
D50 Electrical	LS	1	\$ 528,917	\$ 528,917	
G10 Site Preparation	LS	1	\$ 25,868	\$ 25,868	
G20 Site Improvements	LS	1	\$ 148,681	\$ 148,681	
G30 Site Civil/Mechanical Utilities	LS	1	\$ 2,790	\$ 2,790	
"EV" Charging Station - Dual mount	ALLOW	1	\$ 6,500	\$ 6,500	
G50 Other Site Construction	LS	1	\$ 144,160	\$ 144,160	
Estimating and Design Contingencies	LS	1	\$ 443,893	\$ 443,893	
Builders Risk Insurance	LS	1	\$ 10,000	\$ 10,000	
Michigan Sales Tax	LS	0	\$ 143,173	\$ -	
<b>SUBTOTAL BASE BUILDING AND SITE CONSTRUCTION COST</b>				<b>\$ 5,232,823</b>	
BUILDING PERMITS				\$ 62,922	
GENERAL CONTRACTORS PROFIT				\$ 213,410	
CONTRACTORS OVERHEAD & GENERAL CONDITIONS				\$ 360,000	
SPECIAL INSPECTION & TESTING				\$ 50,000	
PAYMENT & PERFORMANCE BONDS				\$ 59,655	
<b>TOTAL BASE CONSTRUCTION COST</b>				<b>\$ 5,869,155</b>	\$269
CONSTRUCTION CONTINGENCY				\$ 299,628	
<b>BASE CONSTRUCTION BUDGET</b>				<b>\$ 6,168,783</b>	\$282
<b>Furnishings</b>					
Office Furnishings (based on 75% NEW)	LS	1	\$ 320,000	\$ 320,000	
Furnishing Design & Installation Fees	LS	1	\$ 35,000	\$ 35,000	
Audio - Visual Equipment	ALLOW	1	\$ 150,000	\$ 150,000	
Telecommunication/Data/Technology	ALLOW	1	\$ 25,000	\$ 25,000	
Window Treatment	ALLOW	1	\$ 12,000	\$ 12,000	
Artwork and Landscaping	ALLOW	1	\$ 10,000	\$ 10,000	
<b>SUBTOTAL FURNISHINGS BUDGET</b>				<b>\$ 552,000</b>	
CONTINGENCY				\$ 55,200	
<b>TOTAL FURNISHINGS BUDGET</b>				<b>\$ 607,200</b>	\$28
<b>Soft Costs</b>					
Basic Architect/Engineering Fees & Expenses	LS	1	\$ 520,000	\$ 520,000	
LEED Administration	LS	1	\$ 45,000	\$ 45,000	
LEED/GBCI Application & Review	LS	1	\$ 3,500	\$ 3,500	
LEED Fundamental and Enhanced Commissioning	LS	1	\$ 35,000	\$ 35,000	
LEED Energy Modeling	LS	1	\$ 30,000	\$ 30,000	
Moving Costs	ALLOW	1	\$ 10,000	\$ 10,000	
Owner Administrative/Legal Costs	ALLOW	1	\$ 10,000	\$ 10,000	
Building Surveying	LS	1	\$ 5,000	\$ 5,000	
Soil Boring and Geotech	LS	1	\$ 5,000	\$ 5,000	
<b>SUBTOTAL SOFT COSTS/FEEES</b>				<b>\$ 663,500</b>	
CONTINGENCY				\$ 66,350	
<b>TOTAL SOFT COST/FEE BUDGET</b>				<b>\$ 729,850</b>	\$33
<b>Summary</b>					
<b>BASE CONSTRUCTION BUDGET</b>				<b>\$ 6,168,783</b>	
<b>TOTAL FURNISHINGS BUDGET</b>				<b>\$ 607,200</b>	
<b>TOTAL SOFT COST/FEE BUDGET</b>				<b>\$ 729,850</b>	
<b>TOTAL PROJECT BUDGET</b>				<b>\$ 7,505,833</b>	\$344