

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, February 11, 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 1/14 and 1/28/15.
  2. Planning Commission Meeting Minutes 1/19/15.
- b. Receive and File Various Reports
  1. Treasurer's Department Report of Current Depositories and Investments.
- c. Education Requests
  1. Jim Walker – EMS Instructors Conference – March 12-15 – Traverse City, MI.
- d. Receive and File Communications
  1. Letter from Charter Communications – re: Adjustments to Channel Lineup.
  2. Letter from The Right Place - re: Thank you for payment.

**Article 6. Financial Actions**

**Article 7. Unfinished Business**

**Article 8. New Business**

- 008-2015 a. Public Hearing – Consideration of Resolutions of Acceptance and Use of Community Development Block Grant (CDBG) money.**

**b. Consider Approval of Resolution of Acceptance and Use of Community Development Block Grant (CDBG) money. (roll call)**

**009-2015 Consider Approval of Resolutions for Tris4Health to close public streets for Triathlon on June 14, 2015. (roll call)**

**010-2015 Consider Approval of Bid for the Museum Gardens Parks Renovation.**

**011-2015 Consider Approval of Kent County Drain Commission – Thornhills Drain Easement.**

**Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**

**Article 10. Manager Comments**

**Article 11. Board Member Comments**

**Article 12. Adjournment**

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

Wednesday, January 14, 2015

7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order at 7:00 p.m.  
Present: Supervisor Beahan, Trustee Goldberg, McDonald, Koessel, Lewis, Treasurer Peirce and Clerk Goodyke.  
Absent: None  
Also Present: Manager Swayze, Fire Chief Sigg, ED/DDA Director Korhorn and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Trustee Goldberg and supported by Clerk Goodyke to approve the Agenda as presented. Motion carried unanimously.
- 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 of 12/10/14.
    - 2. Downtown Development Meeting Minutes of 10/21/14.
    - 3. Zoning Board of Appeals Minutes of 11/11/14.
  - b. Education Requests
    - 1. Vince Milito – Mechanical Inspectors Spring Conference – Clare, Michigan – March 26-27, 2015.
    - 2. Vince Milito – Code Officials 2015 Winter Conference – Lansing, Michigan – February, 3-4, 2015.
    - 3. Firefighter Steven Drake – Medical Training – Rockford, Michigan – February 3, 2015.
    - 4. Firefighter David Lintemuth – Medical Training – Rockford, Michigan – February 3, 2015.
  - c. Receive and File Various Reports
    - 1. Building Department Summary Report for 2014.
    - 2. Treasurer’s Department Report for November 2014.
    - 3. Fire Department Report for November 2014.
  - d. Receive and File Communications
    - 1. Comcast – re: New ChannelsMotion was made by Trustee Lewis and supported by Clerk Goodyke to approve the consent agenda as presented. Motion carried unanimously.
- Article 6.** **Financial Actions**
- a. **Consider Approval of November, 2014 General/Special Funds.** Motion was made by Trustee Koessel and supported by Trustee Goldberg to approve the November, 2014 General/Special Funds. Motion carried unanimously.

**b. Consider Approval of November, 2014 Payables, Payroll and Transfers.**

Motion was made by Trustee Lewis and supported by Trustee Goldberg to approve the November, 2014 Payables, Payroll and Transfers. Motion carried unanimously.

**Article 7. Unfinished Business**

**Article 8. New Business**

**001-2015 Consider Plans for the Enhanced Intersection at Thornapple River Dr. and Cascade Rd.**

ED/DDA Director Korhorn reviewed the projects as a "whole". Mike Berrevoets was present to give the Board the detail on the projects. The DDA Board has seen these projects and have voted to do some wider cross walks, stamped concrete, signal improvements including mast arms at the intersections (removing some of the wires in the area). The KCRC was positive about these improvements. Construction will begin on these projects when school gets out in June. The re-alignment of Old 28<sup>th</sup> St. at Cascade Rd. will also be done at this time along with the re-development of the Museum Gardens.

Trustee Lewis asked if after this construction will the no turn right sign come down. Director Korhorn stated part of all the work being done will include the KCRC installing a dedicated right turn lane for Thornapple River Dr. onto Cascade Road. There will still be some "no turn on red" options there...it will be a modified signal. Discussion followed regarding the no right hand turn signal. Motion was made by Trustee Goldberg and supported by Trustee Koessel to approve the re-done intersection as presented on Cascade Rd. and Thornapple River Dr. with the change that we request the KCRC to make it a full time right turn on red movement between the hours of 7:00 a.m. – 9:00 a.m. on weekdays. Trustee McDonald stated he would like to wait until we get a recommendation from the KCRC.

Trustee Goldberg amended the motion with support from Trustee Koessel to say during morning rush hour times on weekdays as determined by the KCRC. Township Manager Swayze asked for clarification on whether or not the project moves forward with or without the approval of the KCRC on the no turn on red. Trustee Goldberg stated that the project is a definite improvement even if we got stuck with a sign that has these limited movements, the benefit is far greater with the change that without it...so I would like to see the request for the change made. Motion carried unanimously.

- 002-2015 Consider Plans for the Enhanced Intersection at Cascade Rd. and 28<sup>th</sup> St.**  
Engineer Berrevoets reviewed the plans with the Board. Motion was made by Trustee Mc Donald and supported by Clerk Goodyke to approve the Plans for the Enhanced Intersection at Cascade Rd. and 28<sup>th</sup> St. Motion carried unanimously.
- 003-2015 Consider Plans for the Mid-Block Crossing on Cascade Rd.**  
Engineer Berrevoets reviewed the plans with the Board. Motion was made by Trustee McDonald and supported by Clerk Goodyke to approve the plans for the Mid-block Crossing on Cascade Rd. Discussion followed. Motion carried.  
Ayes – 6      Nays – 1 (Peirce)
- 004-2015 Consider Approval of Fireworks Delegation of Authority Agreement.**  
Chief Sigg was present to review the Agreement with the Board. Motion was made by Trustee Goldberg and supported by Clerk Goodyke. Motion carried unanimously.
- 005-2015 Consider Approval of Cascade Road Sewer Project – Increase in Scope.**  
Manager Swayze reviewed the project with the Board. The Infrastructure Committee has determined it would be in the best interest of the Township to replace this section of forcemain now. Discussion followed. Motion was made by Trustee Koessel and supported by Trustee McDonald to approve Option 3 (proposed by the Engineers) of the Cascade Road Sewer Project. Motion carried unanimously.
- 006-2015 Acceptance of Phase I and Consider Authorization of Phase II of the Township Facility Master Plan.**  
Dan Durkee from Fishbeck, Thompson, Carr & Huber was present to review Phase I with the Board. Discussion followed. Manager Swayze proceeded to inform the Board on the proposed Phase II of the Township Facility Master Plan. Motion was made by Trustee Koessel and supported by Trustee Lewis to accept Phase I study and also Authorize Phase II to get a better picture of what options we have. Motion carried unanimously.
- 007-2015 Consider Approval of Supervisor Appointments to Various Boards and Commissions.**  
Motion was made by Trustee Koessel and supported by Clerk Goodyke to approve the Supervisor appointments to

the Construction Board of Appeals and the Board of Review. Motion carried unanimously. Motion was made by Trustee McDonald and supported by Trustee Goldberg to approve the Supervisor appointments to the DDA. Motion carried unanimously.

**Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**  
Diane Cutler was present to discuss Library issues with the Board.

**Article 10. Manager Comments**

Township Manager Swayze offered the following comments:

- I have the Trustee Budget books with me tonight.
- We are having a retirement Party for Steve Bennett Firefighter on Friday at 6:00 p.m.
- We are moving forward with the technology upgrades that we budgeted for 2015. This involves computer replacements, we did budget to expand our tablets, including the Board members, along with the Wisner Center upgrades.

**Article 11. Board Member Comments**

Trustee Lewis offered the following comments:

- I will be gone for the month of February.

**Article 12. Adjournment**

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

Meeting adjourned at 8:58 p.m.

Respectfully submitted,

Denise M. Biegalle  
Deputy Clerk

Approved by:

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Ron Goodyke, Clerk

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Robert S. Beahan, Supervisor

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

Wednesday, January 28, 2015  
7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order at 7:00 p.m.  
Present: Supervisor Beahan, Trustee Goldberg, McDonald, Koessel,  
Lewis, Treasurer Peirce and Clerk Goodyke.  
Also Present: Kent County Sheriff Deputy Roe.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Clerk Goodyke and supported by Trustee Koessel to  
approve the Agenda as presented. Motion carried unanimously.
- Article 4. Presentations/Public Comments (limit comments to 3 minutes)**
- Article 5. Approval of Consent Agenda**  
a. Receive and File Various Meeting Minutes  
1. Planning Commission Minutes of December 1, 2014.  
b. Receive and File Various Reports  
1. Fire Department Report for December, 2014.  
Motion was made by Trustee Lewis and supported by Trustee Goldberg to  
approve the Consent Agenda as presented. Motion carried unanimously.
- Article 6. Financial Actions**  
a. **Consider Approval of December, 2014 General/Special Funds.**  
Motion was made by Trustee Goldberg and supported by Clerk  
Goodyke to approve the December, 2014 General/Special Funds as  
presented. Motion carried unanimously.  
b. **Consider Approval of December, 2014 Payables, Payroll and  
Transfers.**  
Motion was made by Trustee Koessel and supported by Trustee  
Goldberg to approve the December, 2014 Payables, Payroll and  
Transfers as presented. Motion carried unanimously.
- Article 7. Unfinished Business**
- Article 8. New Business (none)**
- Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**  
Kent County Sheriff Deputy Roe was present to update the Board on  
happenings in the East Precinct.
- Article 10. Manager Comments (none)**
- Article 11. Board Member Comments**  
Trustee Lewis offered the following comments:  
  - Expressed his concerns on a post office in Cascade Township.

**Article 12. Adjournment**

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

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Denise M. Biegalle  
Deputy Clerk

Approved by:

\_\_\_\_\_  
Ron Goodyke, Clerk

\_\_\_\_\_  
Robert S. Beahan, Supervisor

Draft

## MINUTES

Cascade Charter Township Planning Commission  
Monday, January 19, 2015  
7:00 P.M.

**ARTICLE 1.** Chairman Pennington called the meeting to order at 7:00 PM.  
Members Present: Lewis, Pennington, Rissi, Robinson, Waalkes, Williams  
Members Absent: Hammond, Mead, Sperla (Excused)  
Others Present: Community Development Director, Steve Peterson, and others listed on the sign in sheet.

**ARTICLE 2. Pledge of Allegiance to the flag.**

**ARTICLE 3. Approve the current Agenda.**

**Motion by Member Lewis to approve the Agenda. Support by Member Robinson. Motion carried 6-0.**

**ARTICLE 4. Approve the Minutes of the December 1, 2014 meeting.**

**Motion by Member Robinson to approve the minutes of the December 1, 2014 meeting as written. Support by Member Rissi. Motion carried 6-0.**

**ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items (Comments are limited to five minutes per speaker.)**

Ken Carey, 2929 Thornapple River Drive came forward. I spoke at the last meeting regarding drainage. I have a lawsuit pending and the new development behind Portabella Road concerns me. I am not opposed to it. I would just like to know the procedures taken by the Board in approving it and how it addresses drainage. I'm still looking for information regarding my issues and want to make sure the paperwork is available and where I can get the information. I'd like to see the procedures that are followed by the Board and I feel you need to do a better job of protecting residents that are already in the locations you are approving.

**ARTICLE 6. Case #14-3225 Vaneck Enterprises**

**Public Hearing**

**Property Address: 5630 28<sup>th</sup> Street & 2828 Kraft SE**

**Requested Action: The applicant is requesting to rezone property to Planned Unit Development for new 4,500 sq. ft. restaurant and make minor modifications to 2828 Kraft Avenue.**

Director Peterson presented the case. This property is part of the Centennial

Park Development and is already zoned Planned Unit Development. The property's boundary is Kraft Avenue to the West and 28<sup>th</sup> Street to the north. This is the vacant lot that currently has the sign for 2828 Kraft. They're essentially breaking out for their own PUD for this specific project. The building will be approximately 4,500 sq. ft. with a drive-thru for a Panera Bread restaurant. They'll be moving Panera Bread from the Wendy's plaza. There are some minor modifications to the property to the south where they're making some improvements to the parking on the site.

The Centennial Park PUD is in place as well as the Centennial Park Overlay Zoning District which sets parameters of what's allowed in the district. This project is following the guidelines with a few minor items that aren't meeting all of our requirements which is why the PUD rezoning is warranted. 28<sup>th</sup> Street has the Clear Vision corner which is quite common on a main road so we don't have the full buffer yard requirement from the property line to the parking lot. They're not technically meeting the requirement of some space between the property line and the parking lot. This is very similar to how we treated the buffer yard in front of Meijer. They're also seven feet (7) short of the buffer yard requirements on the back of the site. There's still enough room for plantings and landscaping on the site. The last exception is the driveway spacing onto Foremost Drive. The new driveway is 85 feet from the existing driveway and we require 100 feet of spacing. The 15' difference would be an exception to our Ordinance. I would be more concerned about this on a busier street, but this is a less traveled road with slower speeds. The project has been reviewed by the Centennial Park Review Board which is made up of business owners and township representatives to make sure all requirements are met for the Centennial Park Overlay District. Their comments have been addressed and they're meeting the requirements for signage according to the Centennial Park Overlay Zoning District. The lights along 28<sup>th</sup> Street and Foremost will match what the DDA has installed and the lights along Kraft Avenue will be the typical lights you see throughout the rest of the Township. Storm water will be underground detention which meets our Storm Water Ordinance and the Township Engineer has reviewed the plans. The only item not addressed is the Storm Water Maintenance Agreement and that's something we follow up on when the project has been approved. The Engineer has recommended approval. The Master Plan for this area is mixed use which allows for commercial, office, and residential. This fits into what we'd envisioned for this site. There will be some cross connections between the two properties and there will be some pedestrian connections from the site into the DDA sidewalks as well. It's my recommendation that we approve the request with the following conditions:

- We execute the Storm Water Maintenance Agreement.
- We execute the cross access agreement.
- We execute the Centennial Park sign easement.

Member Williams asked if the existing office building and the new restaurant are owned by the same company. Director Peterson stated that it is the same owner. Member Lewis stated he was concerned with a drive-thru and the stacking of vehicles in the parking lot, but feels this plan was very well thought out and he no longer has any concerns with the drive-thru. Director Peterson stated that it does have a lot of stacking.

I wanted to point out there is going to be a small retaining wall along the pathway that will only be about 1-2 feet high. The sign that's currently there will be removed, but there will be space for a future Centennial Park business sign.

Member Rissi asked if there was any concern with the driveways being so close together and would it be better to combine the two driveways. Director Peterson stated since it's a very low volume, low speed exit, it's not as great a concern. It would be better to have the traffic on Foremost rather than an additional curb cut onto Kraft Avenue.

Member Lewis stated because the Centennial Park Review Board approved he's very comfortable with the plan moving forward.

Member Waalkes asked whether the Road Commission was okay with the two separate drives rather than one. Director Peterson stated the Road Commission was more concerned with getting the driveway as far away from 28<sup>th</sup> Street as possible. It does meet our spacing requirements from 28<sup>th</sup> Street.

Chairman Pennington requested the applicant come forward with comments.

Jeffrey Parker, Jeffrey Parker Architects, answered questions on behalf of the Applicant. Director Peterson did a nice job presenting our project. The only question unanswered was the ownership of the property. Mike Kasmauskis who owns the Image building as well as this piece of property will continue to own it. The land Panera sits on will be a land lease. The building and everything on it will be maintained by Panera Bread.

Member Rissi asked how many parking spaces will be on the site. Mr. Parker responded we usually have between 45-50 spaces.

**Member Waalkes made a motion to open the Public Hearing. Support by Member Rissi. Motion Carried 6-0.**

Chairman Pennington asked if there was anyone wishing to speak on the Public Hearing to please come forward.

No one wished to speak at the Public Hearing.

**Member Robinson made a motion to close the Public Hearing. Support by Member Rissi. Motion carried 6-0.**

**Member Waalkes made a motion to approve the rezoning to Planned Unit Development with the conditions for the Storm Water Maintenance Agreement, the Cross Access Agreement, and the easement for Centennial Park signage. Support by Member Robinson. Motion Carried 6-0.**

**ARTICLE 7. Proposed Work Plan for 2015**

Director Peterson presented the Proposed Work Plan for 2015.

- M-37/60<sup>th</sup> Street/Patterson Avenue – options were discussed to encourage development.
- Current vision within the Village area with the DDA.
- Food Truck Regulations.
- Transit Options are ongoing.

**ARTICLE 8. Planning Department 2014 Annual Report**

**ARTICLE 9. Election of Officers**

**Member Lewis made a motion to re-elect the current officers to their positions.**

- **Member Mead - Secretary/VRDC Rep.**
- **Member Pennington – Chairman**
- **Member Waalkes – Vice Chair**
- **Member Hammond – Zoning Board of Appeals**

**Support by Member Robinson. Motion carried 6-0.**

**ARTICLE 10. Any other business**

**ARTICLE 11. Adjournment**

**Motion by Member Robinson to adjourn. Support by Member Waalkes . Motion carried 6-0. Meeting adjourned at 7:42 PM.**

Respectfully submitted,  
Aaron Mead, Secretary

Ann Seykora/Debra Groendyk  
Planning Administrative Assistant

February, 2015

To: Cascade Township Board

From: Kenneth Peirce, Treasurer  
List of Current Depositories and Investments

Each year the Treasurer is required to disclose to the Township Board the financial institutions in which the Township funds are placed. Township funds are currently placed in insured financial institutions in accordance with the Investment Policy approved on February 10, 2010.

These institutions are:

Bank of Holland  
Chemical Bank  
Fifth Third Bank  
First National Bank of America  
First National Bank of Michigan  
Flagstar Bank  
Founders Bank & Trust  
Huntington National Bank  
Independent Bank  
Macatawa Bank  
Mercantile Bank  
Northpointe Bank  
United Bank  
West MI Community Bank

Community West Credit Union  
Lake Michigan Credit Union  
Option1 Credit Union  
Consumers Credit Union

**Kent County Pool**

Township funds were placed in Money Market Institutional Funds and Government Agency Mortgage-Backed Securities, which qualify under our Investment Policy and matured during 2013 with:

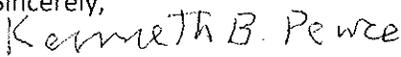
**Fifth Third Securities, Inc.**

An investment, Federal Home Loan Banks Step UP IG-9019 was made with:

**Comerica Securities, Inc.**

A copy of the bank relationship analysis dated February 2015 is attached for your information.

Sincerely,

  
Kenneth B. Peirce, Treasurer

**Bank Relationship Analysis**

February 3, 2015

Boldness indicates a change from last update

	<u>Short Term</u>	<u>Moody's Long Term</u>	<u>Outlook</u>	<u>Bauer</u>	<u>Total Deposits</u> IN THOUSANDS
<b>Cascade Township Banks</b>					
Chemical Bank	N/A	N/A	N/A	4	5,573,792
Comerica Bank	N/A	N/A	N/A	5	58,826,453
Fifth Third Bank (OHIO)	P-2	A3	STABLE	5	100,724,589
First National Bank of America	N/A	N/A	N/A	3	550,287
First National Bank of MI	N/A	N/A	N/A	4	313,019
Founders Bank & Trust <b>072413638</b>	N/A	N/A	N/A	5	391,779
Old National	N/A	N/A	N/A	4	8,400,565
Bank of Holland	N/A	N/A	N/A	4	671,804
Huntington National Bank	P-2	A3	STABLE	5	50,987,542
Macatawa Bank	N/A	N/A	N/A	3.5	1,218,631
Mercantile	N/A	N/A	N/A	5	2,275,265
Northpointe Bank	N/A	N/A	N/A	3.5	283,179
Flagstar (OCC Enforcement 11/16/2012)	N/A	N/A	N/A	3.5	7,460,993
Independent Bank	N/A	N/A	N/A	4	1,924,993
United Bank	P-2	A3	STABLE	4	381,673
U.S. Bank NA	P-1	Aa3	STABLE	4	284,226,575
West MI Community Bank	N/A	N/A	N/A	3	206,279
Lake Michigan Credit Union <b>272480678</b>	N/A	N/A	N/A	5	2,709,577
Option One Credit Union	N/A	N/A	N/A	5	225,856
Community West Credit Union	N/A	N/A	N/A	5	104,291
Consumers Credit Union	N/A	N/A	N/A	5	477,840
<b>Other Banks &amp; Credit Unions</b>					
PNC	P-1	A2	STABLE	4	230,514,641
JPMorganChase	P-1	Aa3	STABLE	4	1,377,661,000
Bank of America	P-1	A2	STABLE	4	1,202,846,000
Hastings City Bank	N/A	N/A	N/A	5	257,675
My Personal Credit Union	N/A	N/A	N/A	4	106,718
River Valley Credit Union	N/A	N/A	N/A	4	75,224
Commercial Bank	N/A	N/A	N/A	4	321,214

Bold Indicates New  
Rating From Last  
Look-Up

9/30/2014/ C.U. 12/31/14

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FIRE DEPARTMENT MEMORANDUM

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**TO:** BENJAMIN SWAYZE - TOWNSHIP MANAGER  
**FROM:** JOHN SIGG - FIRE CHIEF *John*  
**SUBJECT:** EDUCATION REQUEST JIM WALKER - EMS INSTRUCTORS CONFERENCE  
**DATE:** JANUARY 27, 2015  
**CC:** TOWNSHIP BOARD

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This conference is a collection of Instructors, resources and topics that are put together to help Michigan EMS instructors develop and deliver classes. By attending this conference FF Walker will be updating his instructor knowledge with a special course in Traffic Incident Management for one of the days of the conference. He also will be receiving updates from the State of MI EMS office on new changes to EMS laws and protocols. A special focus of this conference will be on stress management and conflict resolutions.

This will be the 4th year FF Walker has continued to serve our department as the state licensed EMS Instructor Coordinator (EMS IC). He works to make sure EMS and fire service topics are cohesive in delivery and practice. He plans, coordinates and administrates all the paperwork necessary that provides 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. FF Walker has saved us monies in reducing outside training times for Fire/ EMS personnel to obtain these CE's.

The State of MI requires EMS Instructors that want to maintain an EMS IC license must also obtain EMS IC continuing education credits that are both different and separate from their own EMS medical license. The EMS IC CE's are different in nature because they focus on professional development, student instruction and program evaluation. At this conference FF Walker will be able to obtain some of these CE's that will apply towards his licensure. The Society of MI EMS Instructor Coordinators Conferences is one of the only places these special types of CE's are offered for FF 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 Walter

Application Date: \_\_\_\_\_

Location of Seminar/Conference Traverse City, MI

Name of Proposed Seminar/Conference: Society of MI EMS Instructor  
Coordinator - Professional Development Conference

Description of Seminar/Conference: (may also be attached) Please See Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Cost of the Seminar/Conference: (Registration) \$ 285<sup>00</sup>

(Lodging) \$ 253<sup>50</sup> (Travel) \$ (.56 x 141.5) x 2 = 158.59

Account #: 706-336-724

Your Signature: Jim Walker

Approvals:

Department Head: John C. Seeg Date: 1-27-15

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

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

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

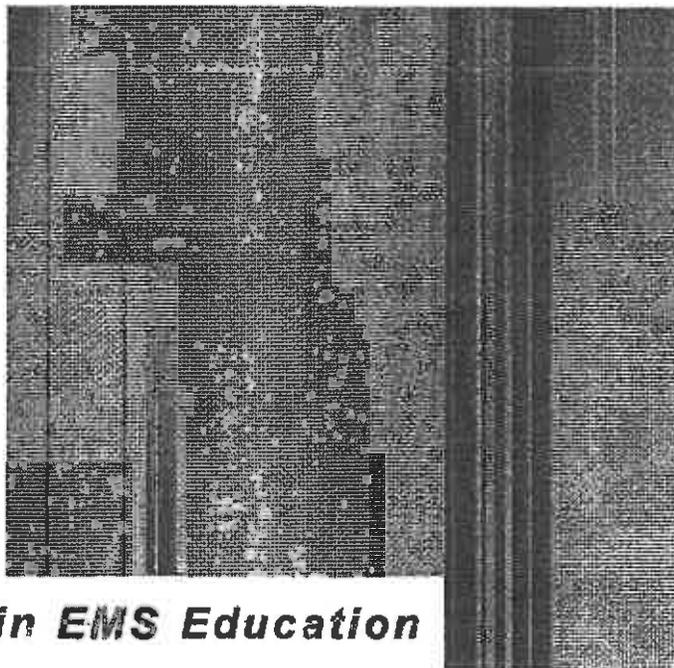
1 copy to Accounting



**Society of Michigan EMS  
Instructor Coordinators**



**72<sup>nd</sup>**  
SPRING **2015**  
PROFESSIONAL DEVELOPMENT  
**CONFERENCE**



**12**  
**13**  
MARCH 2015  
**14**  
**15**

**Laughing for Health in EMS Education**

*"It is how people respond to stress that determines whether they will profit from misfortune or be miserable."*

*Mihaly Csikszentmihalyi (1990)*

**GRAND TRAVERSE RESORT  
TRAVERSE CITY - MI**

## Leading in EMS education

# JOIN US FOR THE SPRING 2015 CONFERENCE

The conference is being held March 12-15, 2015 at the Grand Traverse Resort in Traverse City, Michigan. Presentations will focus on providing you with information to assist in your educational programs and challenge you to improve and grow as an EMS educator.

### Conference Location

All conference sessions and activities will take place at the Grand Traverse Resort in Traverse City, MI.

### Transportation/Parking

Directions to the Grand Traverse Resort can be obtained on our conference page at [www.smemsic.net](http://www.smemsic.net). There is plenty of parking at the resort. For out of State speakers and attendees, the Cherry Capital Airport in Traverse City is very close to the resort and the resort has a dedicated shuttle service from the airport to the hotel.

### HOTEL INFORMATION:

#### GRAND TRAVERSE RESORT

800-888-7352 [www.smemsic.net](http://www.smemsic.net)

This is the primary hotel for lodging and is the conference center as well. All conference activities will take place here.

#### Hotel & Conf Center Address

Grand Traverse Resort  
100 Grand Traverse Village Blvd  
Acme, MI 49610



### CONFERENCE SPEAKERS:

#### 1. KAREN VADINO

MSW, LPCC, Youngstown, OH  
Karen is a motivational speaker, Humorist, Trainer and Consultant. She is a nationally recognized trainer on stress management.

#### 2. MIKE CLUMPNER

Threat Suppression, Inc, Concord, NC  
Mike is the President and CEO of the Public Safety and EMS Consulting firm Threat Suppression Inc.

#### 3. MARIA WILLOUGHBY-BYRWA

MDCH, Lansing, MI  
Maria is the medical control coordinator and EMS for Children Coordinator at MDCH.

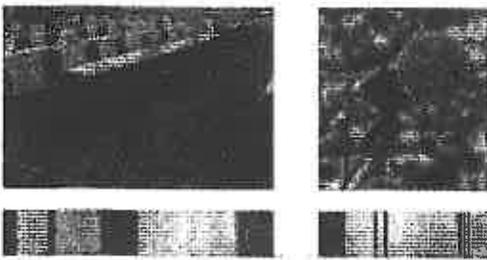
#### 4. TERRIE GODDE

MDCH, Lansing, MI  
Terrie is the EMS Education Coordinator for the State of Michigan EMS Division.

#### 5. DOUG SMITH

Platinum Educational Group, Jenison, MI  
Doug is a co-founder of Platinum Educational Group. He has been a speaker at numerous State and National Conferences.

Additional speaker information is available on our web site at [smemsic.net](http://smemsic.net)



### 3 WAYS TO REGISTER:

#### ONLINE

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

#### 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 3 Day Conference</b> Registration includes Friday, Saturday and Sunday. Includes lunch and breaks.	\$195	\$195
<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
<b>Preconference Sessions</b> Preconference sessions occur on Thursday and cost depends on session selected. Full day sessions include lunch.	Varies	Varies

#### LATE REGISTRATION

There is a late fee for any registrations postmarked or received online after 2/27/2015.

#### 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.net](http://www.smemsic.net) or call 855-763-6742. Registration discounts are available online.

## Society of Michigan EMS Instructor Coordinators



855-763-6742

P.O. Box 175, Hudsonville, MI 49426 855-763-6742 [www.smemsic.net](http://www.smemsic.net)

# SCHEDULE OF EVENTS

THURSDAY, MARCH 12

7:30am - 8:00am

Pre-conference Registration

8:00am - 5:00pm

David Feichtner

Pre-conference Traffic Incident Management Course \*

In response to Congress' directive to improve the efficiency and safety of the U.S. highway system, the Federal Highway Administration (FHWA) is offering this multi-disciplinary traffic incident management (TIM) process and training program. The unique training for first responders promotes a shared understanding of the requirements for safe, quick clearance at traffic incident scenes; prompt, reliable and open communications; and motorist and responder safeguards. The TIM training program focuses on a response effort that protects motorists and responders while minimizing the impact on traffic flow. Based on the severity or type of incident, first responders may represent law enforcement, fire, transportation, emergency medical services, public safety, towing and recovery, public works and hazardous materials (HAZMAT) disciplines. The training covers many topics including recommended TIM procedures and techniques. In addition to the below listed credits, IC's will receive a certificate for completing the course work and will be able to implement the presented material in their initial or CE classrooms as they deem appropriate. If an IC wishes to become an official trainer for the FHWA program to teach outside of the EMS classroom, there are additional requirements which will be described during the training.

Credits: 8 Instructional Technique, 3 Lecture Preparatory, 3 Lecture Operations

12:00pm - 1:00pm

Traffic Incident Management Course

Break for Lunch

Lunch provided for traffic incident management course participants only.

1:00pm - 5:00pm

Early Regular Conference Registration

Beat the Friday morning conference check in rush.

1:00pm - 5:00pm

Maria Willoughby-Byrwa

Pre-conference Practical Pediatric Instruction \*

This session will provide practical applications of pediatric lessons for instructors to apply in their own classroom (whether it be CE or initial education). The session will cover some common weaknesses found in pediatric EMS skills, through published studies, and how to improve those skills in your students of all licensure levels. This session will also provide ways to find and address deficiencies with proper evaluation of pediatric skills in your providers. It will also cover hands on training for pediatric medication administration, using the MI-MEDIC card.

Credits: 3 Instructional Technique, 1 Measurement & Evaluation, 1 Lecture & 1 Practical Special Considerations (Pediatrics)

5:30pm - 8:00pm

Sponsored by Platinum Educational Group

M&E Pizza Party In-service

Join us for a pizza dinner and then a presentation that is sure to improve your measurement and evaluation skills. Whether you are involved in continuing or initial education, this session will help you to better evaluate your students.

Credits: 2 Measurement & Evaluation

6:00pm - 9:00pm

SMEMSIC

Board of Directors & Education Committee Meetings

The SMEMSIC Board of Directors will meet at 6pm 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.

FRIDAY, MARCH 13

7:30am - 8:30am

Regular Conference Registration

8:30am - 10:30am

State EMS Division

MDCH EMS Report

Representatives from the State of Michigan will provide reports of past activity and an update about current activities and future plans for the management of EMS Education throughout Michigan. The representatives have been invited to join us for lunch so take the opportunity to share your thoughts and concerns after this session.

Credits: 2 Education Administration

10:30am - 11:00am

Exhibitor Area

Exhibitor Visits - M&E Worksheet Completion

Please follow the instructions on the M&E worksheets in your notebook.

Credits: 1 Measurement & Evaluation

11:00am - 12:00pm

Breakout Session I - Select your preference on the registration form

Session A

SMEMSIC Region Representatives

Region 1 & UP Action Forum

Upper Peninsula and the counties in the north and western lower peninsula.

Credits: 1 Education Administration

Session B

SMEMSIC Region Representatives

Region 2 Action Forum

The counties in the southwest and central lower peninsula.

Credits: 1 Education Administration

Session C

SMEMSIC Region Representatives

Region 3 Action Forum

The counties in southeast lower peninsula surrounding Detroit.

Credits: 1 Education Administration

\* The pre-conference sessions on Thursday have additional fees please check the registration page for additional information.

Friday sessions continued on next page

# SCHEDULE OF EVENTS

FRIDAY, MARCH 13 CONT.

12:00pm - 1:00pm

Lunch Provided (Exhibitor Visits)

1:00pm - 2:00pm

Karen Vadino

## Keynote Presentation: Laughing Just for the Health of It

Humor and laughter are essential ingredients for healthy selves and healthy relationships. Understanding and accepting ourselves can provide a bridge to connecting with others. Laughter and humor impact on our lives in many ways. This plenary session will explore that impact and provide opportunities for us to examine our own sense of humor. We will determine strategies for adding more humor into our lives to increase our resiliency and improve our job satisfaction. All conference attendees are invited to join with Karen as we explore ways to increase awareness of the importance of humor in our lives and how appropriate humor can be of benefit in the EMS classroom to improve our instructional technique.

Credits: 1 Instructional Technique, 1 Lecture Preparatory

2:00pm - 2:30pm

Exhibitor Area

Afternoon Break -Snacks Provided (Exhibitor Visits)

2:30pm - 3:30pm

Workshop Session II - Select your preference on the registration form

Session D

Karen Vadino

## All Stressed Up and No One to Choke

This stress management workshop is designed to help instructors recognize stressors, become aware of their own personal stress level and discover some healthy, effective methods to reduce stress in our lives and the education environment. Time management and humor are discussed as methods for effective stress management and for effective education administration. A personal stress level assignment and plan for healthy stress management will be the outcome of the training.

Credits: 1 Education Administration, 1 Lecture Preparatory

Session E

Collin Kelly & Stephen MacBride

## Why Can't We All Just Get Along

Our students occasionally opt for a career after EMS schooling exclusively in either Fire or EMS. This interactive and hopefully entertaining presentation will explore the conflicting perceptions we gradually develop related to "the dirty other side". In order to better prepare our students, we will discuss the "do's" and "don'ts" in our interactions between EMS and Fire and find out, in the end, we are more alike than we realize!

Credits: 1 Instructional Technique

Session F

Dena Smith

## Team Based Learning

Team-based learning is the use of learning teams to enhance student engagement and the quality of student or trainee learning. It has been found to be beneficial for adult learners engaged in initial educational programs as well as in the workplace for ongoing training/education. We will explore how to bring team based learning to your classroom.

Credits: 1 Instructional Technique

3:45pm - 5:15pm

SMEMSIC Board of Directors

## General Membership Meeting

Please attend and let your voice be heard. SMEMSIC is involved in some very exciting work on your behalf and your input is important. Action will be taken on items from the just completed EMS Region Action Forums.

Credits: 1 Education Administration

5:15pm - 6:15pm

Exhibitor Area

## Member/Exhibitor Reception

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!

SATURDAY, MARCH 14

7:30am - 8:30am

Regular Conference Registration

8:30am - 10:00am

Mike Clumpner

## Plenary Session: Medical Response to the Active Shooter

The shootings at Columbine High School, Virginia Tech University and the events of 9-11 have required EMS agencies small and large to analyze their abilities to provide care in the tactical environment. This session will discuss many of the considerations while providing care in the hot zone, as well as discussing new treatment trends in tactical medicine. With the increased threat of active shooters in schools, this lecture will explore the profile of the active shooter, as well as current law enforcement tactics used to stop the active shooter. This lecture will also discuss various injury patterns, stages of care in tactical medicine, and treatments that are currently being tested in the battlefield of Iraq and Afghanistan. This session is designed for active emergency medical services instructors and providers. EMS instructors will gain insight into presenting this material in the EMS classroom to better prepare the EMS student for this area of EMS response.

Credits: 1.5 Instructional Technique, 1 Lecture Operations

10:00am - 10:30am

Exhibitor Area

Exhibitor Visits - M&E Worksheet Completion Time

10:30am - 12:00pm

Breakout Session III - Select your preference on the registration form

Session G

Mike Clumpner

## Conflict Resolution in the EMS Education Environment

Conflict is a part of daily life. In the EMS Education and Provider environment working together as a team is of paramount importance. Simple inter-personal conflicts can have catastrophic results for students, instructors and care providers. This session will address potential conflicts in the classroom and workplace and ways to handle conflicts. This session will focus on decreasing conflict as well conflict mitigation. EMS instructors will gain insight on preparing EMS students for conflict resolution in their future careers. Instructors will also be better prepared to implement conflict resolution techniques in the education institution environment and classroom. Role play and class discussion will be used. Participants are strongly encouraged to be interactive.

Credits: 1 Instructional Technique, 5 Education Administration

Session H

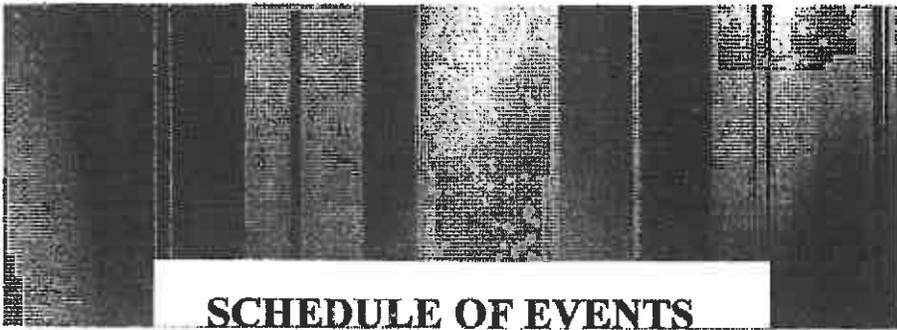
Doug Smith

## Testing for Success

This workshop will involve participants in providing progressive testing, item writing and pre and post test item validation

Credits: 1.5 Measurement & Evaluation

Saturday sessions continued on next page



## SCHEDULE OF EVENTS

SATURDAY, MARCH 14 CONT.

12:00pm - 1:00pm

Lunch Provided (Exhibitor Visits)

1:00pm - 2:30pm

MMR Education Services

### Plenary Session: M&E Tricks of the Trade

Join with Mobile Medical Response Education Services 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

2:30pm - 3:00pm

Exhibitor Area

Afternoon Break - Snacks Provided

Exhibitor visit time

3:00pm - 4:30pm

Breakout Session IV - Select your preference on the registration form

Session I

Dena Smith

### Team Based Learning

Team-based learning is the use of learning teams to enhance student engagement and the quality of student or trainee learning. It has been found to be beneficial for adult learners engaged in initial educational programs as well as in the workplace for ongoing training/education. We will explore how to bring team based learning to your classroom. This is a repeat of session F with the introduction of some evaluation tools.

Credits: 1.5 Instructional Technique, .5 Measurement & Evaluation

Session J

Doug Smith

### Testing for Success (Repeat of Session H)

This workshop will involve participants in providing progressive testing, item writing and pre and post test item validation.

Credits: 1.5 Measurement & Evaluation

Session K

Chet Dalski

### High-Fidelity Medical Simulation

This workshop will present the results of a 4-year study on high fidelity medical simulation applied to Paramedic initial education programs. The study collected 495 hours of video data from the simulations, briefings, debriefings, and exit interviews. The overarching research question was "How do Paramedic students learn in a high fidelity medical simulation program that includes audio/video and instructor mediated feedback?" The results of this study may have implications for the administration of any EMS education program.

Credits: 1.5 Education Administration

4:30pm

Sessions Conclude for the Day

Dinner on your own

SUNDAY, MARCH 15

8:30am - 10:30am

Breakout Session V - Select your preference on the registration form

Session L

Thomas Worthington

### What We Have Here is a Failure to Communicate

Are you communicating with your students on their level? Are your words and actions lost in the abyss of today's technology? This session will discuss the paradigm shift in effective communication and how to communicate with your students in ways they understand. We will discuss the use of technology as an aid to communicating effectively with our students. Using these skills will assist instructional staff in providing timely notification, checking for understanding, and receiving productive feedback. This session will look into today's communication techniques and provide a glimpse of where we fail as instructors to meet student's expectations.

Credits: 2 Instructional Technique

Session M

MMR Education Services

### Preparing for the Advanced Practical Exam

The advanced level NREMT psychomotor examinations are standardized examinations administered in a variety of settings. This session will provide EMS instructors with information on how to best help their EMS students prepare for and take the NREMT psychomotor examination. This session is sponsored by Mobile Medical Response Education Services.

Credits: 2 Measurement & Evaluation

10:30am

Conference Concludes - Safe Travel

# 72ND PDC REGISTRATION

## ATTENDEE INFORMATION

<i>James Walker</i>			
<i>4277 42nd</i>			
<i>Grandville</i>		<i>MI</i>	<i>49418</i>
<i>616-862-7804</i>		<i>616-949-1320</i>	
<i>jwalk153@qmarl.com</i>			
Region 1	Region 2	Region 3	Upper Peninsula

## COST & SESSION INFORMATION

<b>Base Conference Fee Required</b> (Check the box next to selections below)	\$10	\$50	\$ <u>10</u>	Session A (UP & 1)	
<b>Pre-Conference (Select One)</b>				Session B (Reg 2)	
Traffic Safety Course	\$80	\$80		Session C (Reg 3)	
Practical Pediatrics	\$40	\$40			
			\$ <u>80</u>	<b>Saturday Breakfast</b>	
<b>Regular Conference (Select One)</b>				Session D	X
3 day (Fri, Sat & Sun)	\$195	\$195		Session E	
Friday Only	\$100	\$100		Session F	
Saturday Only	\$100	\$100			
Saturday & Sunday Only	\$155	\$155		<b>Sunday Breakfast</b>	
Sunday Only	\$55	\$55		Session G	
None (Pre-conf Only)	\$0	\$0	\$ <u>195</u>	Session H	X
<b>Extra Cost (Select all that apply)</b>					
Late Fee after 2/27/15	\$35	\$45		Session I	X
Renew Membership	\$50	N/A		Session J	
Companion Lunch Tickets	\$35	\$35	\$ <u>285</u>	Session K	
			\$ <u>285</u>		
			\$ <u>285</u>	<b>Session L</b>	X
				<b>Session M</b>	

There is a discount for registering online at [www.smemsic.net](http://www.smemsic.net). \*An Email address is required for registration by mail or online. Cancellations must be received by US mail by February 27, 2015 to receive a refund. To register by mail, remove this page at the perforation 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 Grand Traverse Resort & Conference Center. You may call 800-968-7352 for information or reservations. Please make your reservations 15 days prior to the conference if possible. Mention the code EMS0315 to receive the discount rate. Room blocks will be released on February 26, 2015 so please make your reservations early.



February 2, 2015



T7 P2 589 \*\*\*\*\*AUTO\*\*ALL FOR AADC 493  
 Cascade Township  
 2865 Thornhills Ave. SE  
 Grand Rapids, MI 49546-7195

Dear Franchise Official:

Charter's video lineup is continually evolving to meet the changing needs of its customers. Recently we increased our total high-definition lineup and boosted our video on demand offering and increased our broadband speeds following our move to an All Digital platform.

From time-to-time Charter makes adjustments to its channel lineup designed to enhance and improve our video product. Effective March 3, 2015, some channels will be removed from our lineup while others will move between video packages Charter offers in your community.

Channel Name	Channel #
The Sportsman Channel, The Sportsman Channel HD	217, 768
UP, UP HD	155, 827
World Fishing Network, World Fishing Network HD	223, 767
Pivot, Pivot HD	156, 805

The following networks will move into new programming tiers on March 3, 2015:

Channel Name	Current Tier	New Tier
Disney XD	Charter Digital Home/Charter Select	Digital View Plus/Digi Tier 1
Esquire Network	Charter Digital Home/Charter Select	Digital View Plus/Digi Tier 1
Golf Channel	Charter Digital Home/Charter Select	Digital View Plus/Digi Tier 1

Customers with questions are encouraged to call **1-888-GET CHARTER**. To review the complete channel lineup visit: [www.charter.com/channellineup](http://www.charter.com/channellineup). Please contact me with any questions or comments you may have at (606) 604-2377 or [marilyn.passmore@charter.com](mailto:marilyn.passmore@charter.com).

Sincerely,

Marilyn Passmore  
 Director, Government Affairs - Michigan  
 Charter Communications



**BOARD OF DIRECTORS**

**CHAIR**

Richard C. Breen  
Spectrum Health

**VICE-CHAIR**

Brian Walker  
Herman Miller, Inc.

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The PNC Financial Services Group

Rick Baker  
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Huntington National Bank

Dennis Eidson  
SpartanNash

Steven C. Ender, Ed.D.  
Grand Rapids Community College

Dan Gaydou  
MLive Media Group

Thomas J. Haas, Ph.D.  
Grand Valley State University

Brian Harris  
BT-Harris Consulting LLC

Bryan Harrison  
Caledonia Township

Richard Haslinger  
Chase

John T. Hendrickson  
Perrigo Company plc

Peter Hungerford  
ADAC Automotive

Sandy Jellinski  
Lake Michigan Credit Union

William Johnson  
Representing The Fremont Area  
Community Foundation

Mitchell Joppich  
PricewaterhouseCoopers LLP

James P. Keane  
Steelcase Inc.

John C. Kennedy  
Autocom Medical

Birgit M. Klohs  
The Right Place, Inc.

Blake W. Krueger  
Wolfe/Wolfe Worldwide, Inc.

Daniel J. Malone  
Consumers Energy

Paul McCarthy  
Rhoades McKee PC

Hank Meljer  
Meljer, Inc.

Lawrence J. Murphy  
Vanrum Law

Craig A. Mulch  
Miller Johnson

Richard J. Pappas, Ed.D.  
Davenport University

John C. Porterfield  
Commerce Bank

Dr. Mareha Rappley  
Michigan State University

Mark Stiers  
DTE Gas

Greg Sundstrom  
City of Grand Rapids

Chris Thelen  
Representing the Ionia County Economic Alliance

David Van Andel  
Van Andel Institute

Michelle Van Dyke  
Fifth Third Mortgage Company

Mike VanGessel  
Rockford Construction Company, Inc.

Douglas E. Wagner  
Warner Norcross & Judd LLP

January 30, 2015

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

Dear Ben,

Thank you and Cascade Charter Township for your \$5,000 payment received on January 15, 2015 on your \$20,000 commitment to The Right Place, Inc. As you know, this contribution is not deductible as a charitable donation.

Our challenge still remains to continue to invigorate our economy. Your investment in our region's vitality is evidenced by your commitment to our goals of developing opportunities for economic growth.

Please know that your continuing support is greatly appreciated.

Sincerely,

Birgit M. Klohs  
President & CEO

Jill May  
Director, Fund Development

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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:** Public Hearing and Consideration of Resolutions of Acceptance and Use of Community Development Block Grant (CDBG) money

**Meeting Date:** February 11, 2015

---

As you know each year Kent County allocates a majority of the Community Development Block Grant (CDBG) funds to participating local units of government. In order to spend these funds, the project must meet specific guidelines and standards.

We are projected to receive \$8,443.00 for 2015. We also currently have \$1,594.52 that is in jeopardy of being returned to Kent County Community Development if we do not spend it. As in the past, the Township does not have any low/mod income tracts.

Last year we allocated money to Hope Network. In the past we have also placed funds in the Kent County Community Development Housing Rehabilitation Program.

For 2015, staff recommends we allocate \$7,158.48 to Hope Network and allocate the \$1,594.52 to the Housing Rehabilitation Program.

Funds allocated to Hope Network fall under the Public Services category of the CDBG program which stipulates that not more than 15% of the total County allocation of funds can be spend on Public Services.

Again, staff is recommending that Cascade Township distribute the following dollars:

- \$7,158.48 to Hope Network
- \$1,594.52 to KCCD Housing Rehabilitation Program

I have attached a resolution authorizing the acceptance of CDBG Funds and a resolution authorizing the use of the funds to the above listed service.

**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution # of 2015

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM KENT COUNTY**

WHEREAS, federal monies are made available under the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development (HUD) through the Kent County Community Development Department; and

WHEREAS, it is necessary for Cascade Charter Township to approve the acceptance of CDBG funds from Kent County; and

WHEREAS, the Cascade Charter Township Board requests that the allocation for the Housing Rehabilitation program be disbursed from the 2012 year balance; and

NOW, THEREFORE BE IT RESOLVED, that the Cascade Charter Township Board does hereby accept the award of:

<b>Program Description</b>	<b>Allocation</b>
KCCD Housing Rehabilitation Program	\$ 1,594.52
<u>Hope Network</u>	<u>\$ 7,158.48</u>
<b>TOTAL</b>	<b>\$ 8,753.00</b>

from HUD through Kent County to be used for eligible activities approved by Kent County.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

**RESOLUTION DECLARED ADOPTED.**

---

Ronald H. Goodyke  
Township Clerk

**CERTIFICATION**

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Township Library Wisner Center on the 11<sup>th</sup> day of February, 2015, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: February 11, 2015

By \_\_\_\_\_  
Ronald H. Goodyke  
Township Clerk

**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution # of 2015

**A RESOLUTION AUTHORIZING THE USE OF  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM KENT COUNTY**

WHEREAS, federal monies are made available under the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development (HUD) through the Kent County Community Development Department; and

WHEREAS, after a public hearing and due consideration, Cascade Charter Township has recommended that an application be submitted to the Kent County Community Development Department for the following projects and budgets: Kent County Community Development Housing Rehabilitation Program - \$1,594.52 and Hope Network - \$7,158.48; and

WHEREAS, it is necessary for the Township Board to approve the preparation and filing of an application for Cascade Charter Township to receive funds from this program for specific projects;

NOW, THEREFORE BE IT RESOLVED, that the Cascade Charter Township Board does hereby approve the use of CDBG funds for the above-named projects and the submission of an application to Kent County Community Development Department; and that the Township Manager is hereby authorized to sign all necessary documents on behalf of the Cascade Charter Township Board; and that authority is hereby granted to the DDA/Economic Development Director to take the necessary steps to prepare and file the application for funds under this program and in accordance with this resolution.

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

**RESOLUTION DECLARED ADOPTED.**

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Ronald H. Goodyke  
Township Clerk

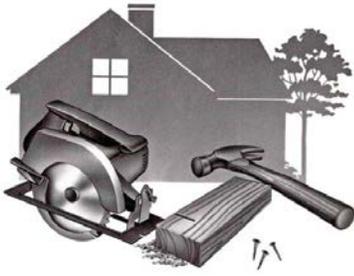
**CERTIFICATION**

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Dated: February 11, 2015

By \_\_\_\_\_  
Ronald H. Goodyke  
Township Clerk

# Kent County Housing Rehabilitation Program



Kent County's Housing Rehabilitation Program is administered by the Kent County Department of Community Development in cooperation with the U.S. Department of Housing and Urban Development.

The purpose of the program is to provide financial assistance for needed home repairs to low and moderate income households.

## Eligible Repairs

- Repair or replacement of major structural and mechanical systems
- Disability access and ADA repairs
- Pest & hazard abatement
- Energy saving improvements
- Connection to water and sewer lines

## Financing Types

- **Deferred Payment Loans** a non-interest bearing loan, with no payback required unless the borrower sells or transfers title or discontinues residence in the dwelling. Payments may be made voluntarily on a Deferred Payment Loan.
- **Grants**, homeowners who are income eligible and are also 62 years or older may be eligible for a grant to be used for accessibility improvements, hazard abatement and emergency repairs with partner agencies.

## Are You Eligible?

- Do I own and occupy my home?
- Do I meet the income eligibility criteria presented in this brochure?
- Do I live within Kent County, outside of Grand Rapids or Wyoming? (Grand Rapids & Wyoming administer their own Housing Rehabilitation Programs)
- Is the home improvement I'm interested in necessary?

## Income Limits

Number of Persons in Household	Maximum Allowable Income
1	\$35,000
2	\$40,000
3	\$45,000
4	\$50,000
5	\$54,000
6	\$58,000
7	\$62,000
8	\$66,000

**For more information please call the Kent County Community Development Department at (616) 632-7410**

**Or visit: [www.accesskent.com/YourGovernment/Departments/CommunityDevelopment/Housing\\_Rehabilitation.htm](http://www.accesskent.com/YourGovernment/Departments/CommunityDevelopment/Housing_Rehabilitation.htm)**

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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 Approval of Resolutions for Tris4Health to close public streets for Triathlon on June 14, 2015

**Meeting Date:** February 11, 2015

---

Tris4Health would like to hold a triathlon event on Sunday, June 14, 2015. While the majority of the event would take place in Ada Township to the east (Lowell Township, Ionia County); the running event of the triathlon will occur in Cascade.

Tris4Health is offering 3 levels to complete in – the Sprint, Olympic and Half-Iron. The transition area is in Ada Township on Buttrick Avenue from Thornapple River Drive to Ada Park. This area is where the competitors will begin and end each event.

There is a change in the running route for 2015. In the past, the runners who signed up for the Half Iron event would use Orange Ct. as their turn around point. This year those Half Iron only runners will use Shagbark as part of their route.

Attached are seven resolutions regarding road closures on Thornapple River Dr., Grachen, Mt Ash, Hurley, Peace Streets and Orange Ave and Shagbark from 4:00 a.m. to 6:00 p.m.

Maps (along with further information) are included in the packet for your review. Representatives from Tris4Health will be at the meeting to answer questions.

# GRAND RAPIDS TRIATHLON

JUNE 14, 2015  
Cascade Township, MI



A portion of all proceeds will benefit:



Kids' Food Basket is a force for "Attacking Childhood Hunger in greater Grand Rapids." We began over nine years ago by serving 125 kids each school day through our Sack Supper program and now serve over 4,800 kids each day. Sack Suppers are evening meals that provide 1000 calories and five food groups—nutrition that's critical to the development of kids' brains and bodies.

# GRAND RAPIDS TRIATHLON

## INTRODUCTION

Thank you for considering approval of the Grand Rapids 2015 Triathlon.

### Who we are – Tris4Health, LLC

We are a group of triathletes who are passionate about growing our community healthy. The owners of Tris4Health, LLC are: Andrew Vidro (President) and Ann Vidro (Treasurer and Secretary). As we ourselves have progressed in the triathlon sport and as triathlon participation continues to hit all-time highs across the country, we felt it was time to bring a USAT Sanctioned Sprint, Olympic and Half-Iron to Cascade and Ada MI. There are no other events at this caliber in the area. We feel this event will not only bring top athletes from across the country it will also encourage the beginner athlete to participate by providing training classes and mentors.

### What the Grand Rapids Triathlon is:

This triathlon event is a chance for athletes of all skill levels to compete on a scenic riverside course, perfect for the novice through the seasoned triathlete. This USA Triathlon sanctioned event promises heart pounding excitement from start to the finish. We will offer three events: Sprint, Olympic and Half-Iron. In addition, there will be a kid's triathlon.

## BENEFITS

**Give back to the community.** A portion of all proceeds will be donated to: Kids Food Basket. Kids' Food Basket is a force for "Attacking Childhood Hunger in greater Grand Rapids." We began over nine years ago by serving 125 kids each school day through our Sack Supper program and now serve over 4,800 kids each day. Sack Suppers are evening meals that provide 1000 calories and five food groups—nutrition that's critical to the development of kids' brains and bodies

**Be involved with one of the fastest growing sports in the country.** The general excitement for the sport of triathlon received a boost of popularity when triathlon debuted at the 2000 Olympic Games in Sydney, Australia. It is estimated that approximately 150,000 people participate in multi-sport in the United States each year. And the numbers continue to grow!

**Positions Cascade/ Ada with a healthy lifestyle and lifelong fitness associated with swimming, biking and running.** Like no other, the sports of swimming, biking and running embrace the concepts of maintaining a healthy and active lifestyle. You can often see participants at local races that range in age from 10-85 years old! All three sports require aerobic power, excellent endurance and tactical thinking.

## REQUEST

We are requesting approval of the following:

- 1.) To hold this annual event in the Cascade Township on June 14<sup>th</sup>, 2015 and for years to come.
- 2.) Attached are maps of the course, suggested parking areas and street closings. The transition area will be the only area where the streets will need to be completely closed. The run and bike routes will be on the side of the road and will not require any re-routing of traffic.
- 3.) Specific road closures and times: Run portion of the Triathlon
  - a. Run: Thornapple River Drive closed from Township line (north) to Cascade Rd. Hours of closure is from 4am to 6pm
  - b. Run: Grachen St and Mountain Ash St from 4 am to 6pm
  - c. Run Turnaround: Orange Ave SE closed from 4am to 6pm
  - d. Run: Hurley St will be closed 4am to 6pm
  - e. Run: Peace St will be closed 4am to 6pm
  - f. Run: Shagbark Ave will be closed 4am to 6pm
- 4.) We request a letter from the Township of Cascade stating the above has been approved.

Tris4Health will have Cascade Township as an additional insured. We will also send out a mailer to all of the residents that live on the run course. One week prior to the race we will place 3 changeable message signs in Cascade and Ada.

**Andy Vidro**

Andy's role with Tri4Health is President.

Andy is responsible for handling the technical side of the race ensuring all details are followed and sanctioning rules are adhered to. He also oversees all operations of the race.

Andy owns and operates Vidro Property Services LLC.

Andy has always enjoyed organized sports, 5k's, 10k's and half-marathons. Since entering the triathlon world, he has taken home several wins in the Clydesdale Division.

**Ann Vidro, CPA**

Ann's role with Tri4Health is Secretary and Treasurer.

Ann has been a resident of West Michigan for over 20 years and is a consultant (and owner) in several small businesses in the Grand Rapids area. She enjoys giving back to the community in many ways including holding the position of Treasurer for Grand Rapids Initiative for Leaders and leading a weekly bible study group for women.

Ann has been participating in organized races since 1996 and joined the triathlon world eight years ago.



# GRAND RAPIDS TRIATHLON

---



Helping to support:





Kids' Food Basket is a force for "Attacking Childhood Hunger in greater GrandRapids." We began over nine years ago by serving 125 kids each school day through our Sack Supper program and now serve over 4,800 kids each day. Sack Suppers are evening meals that provide 1000 calories and five food groups—nutrition that's critical to the development of kids' brains and bodies



# Grand Rapids Triathlon

Ada / Cascade MI  
June 14, 2015

## Triathlon Participation, Growth Trends and Demographics (updated July 2010 from USAT Website)

Triathlon participation in the United States is at an all-time high, following unprecedented growth over the past decade. USA Triathlon can easily track the surge through its membership numbers, which approached 133,000 annual members in March 2010. To put that into perspective, annual membership hovered between 15,000 and 21,000 from 1993-2000.

At the end of 1999, annual membership stood at **19,060**. Those numbers had more than doubled to 40,299 by the end of 2002 and doubled again to 84,787 by the end of 2006. Much of the growth in 2006 could be owed to mandatory youth memberships, but adult memberships still soared at a 15 percent rate over the previous year. The growth during 2007 continued at close to a 16 percent rate, bringing membership to 100,674.

After rising to 107,231 at the end of 2008, annual membership jumped nearly 20 percent to **128,653** to close 2009.

Additionally, 312,489 one-day memberships to compete in USAT sanctioned events were purchased in 2009, growing from just over 100,000 in 2000.



# Grand Rapids Triathlon

Cascade MI  
June 14, 2015



## Cascade Township Road Closures

Thornapple River Dr from Ada Township Line South to Cascade Rd

- 4am to 6pm

Grachen St and Mountain Ash St

- 4am to 6pm

Orange St from Cascade Rd North

- 4am to 6pm

Peace St , Hurley St, and Shagbark

- 4am to 6pm

# Grand Rapids Triathlon

## Race Timeline

- **Notify Residents – Have race information in Township Newsletter to residents**
- **Friday June 5, 2015– Setup 3 Changeable message signed on Thornapple River Dr - 2 and Buttrick Ave – 1**
- **Transition Setup on June 13<sup>th</sup> at 6pm. Transition is on Buttrick Ave**
- **Setup Road Closures signage on Run Course. Road Closure on Thornapple River Dr, Grachen St, Mountain Ash St Orange, and Hurley at 4am on June 14<sup>th</sup>**
- **Transition Area Opens – 5:15 – 7:45 am**  
**Course Meeting @ 6:45**
- **Race Start Times:**
  - Half Iron – 7:00 am**
  - Olympic – 7:45 am**
  - Sprint – 8:30 am**
- **Half Iron Cutoff Times:**
  - Swim – 9:15 am**
  - Bike – 12:00 pm**
  - Run – 3:15 pm**
- **Road Opens at 6:00 pm**

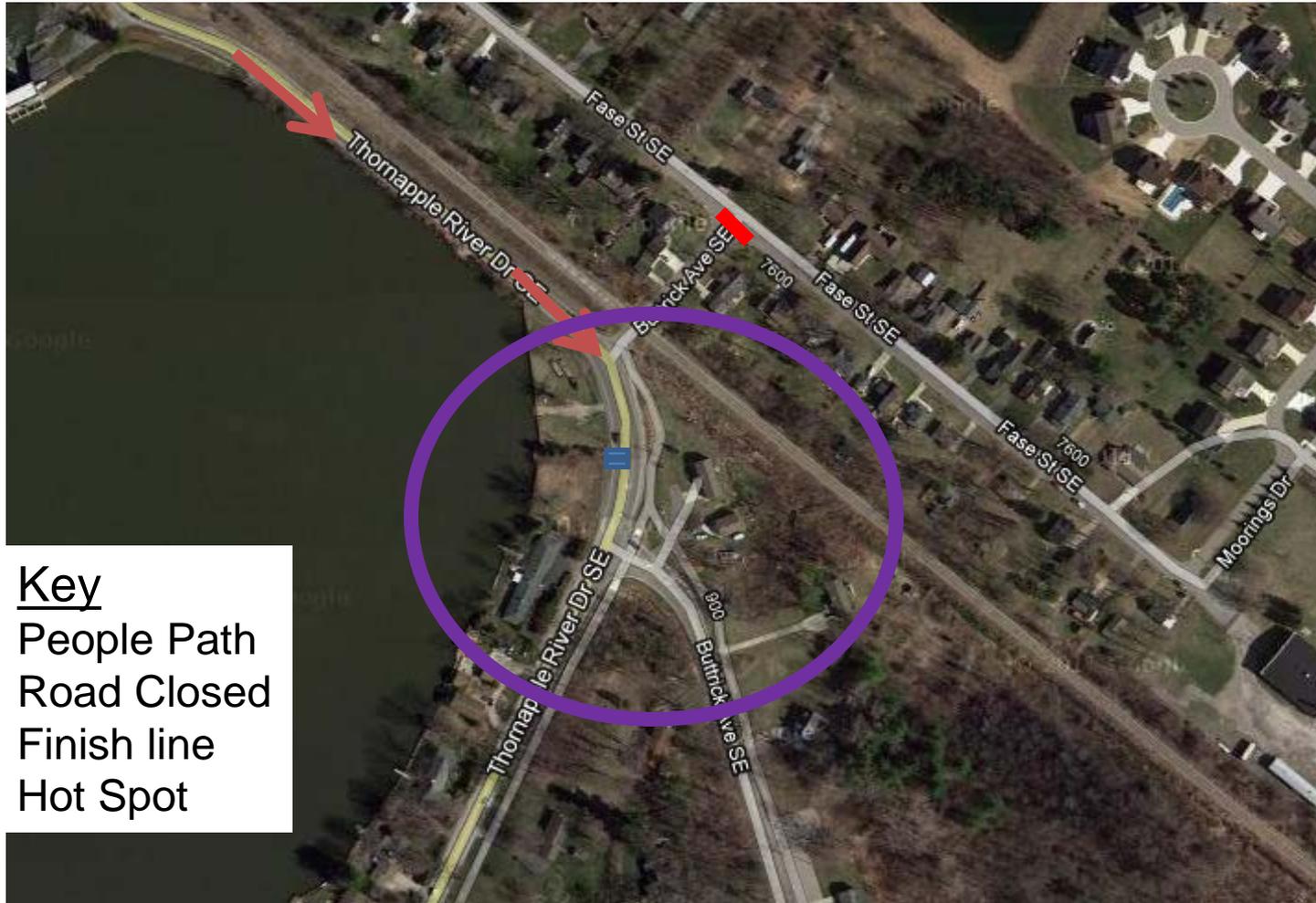
# Athlete Drop Off



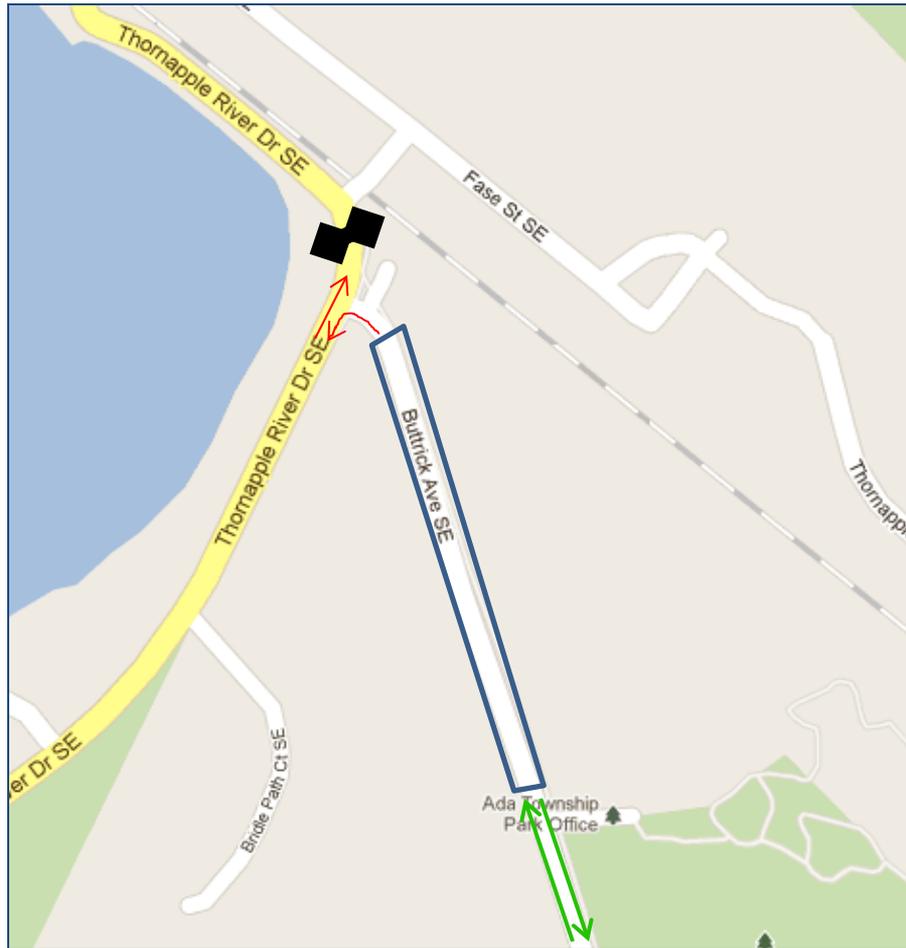
**Key**

- Road Closure █
- Traffic Direction →
- Drop Off ■
- People Path —

# Main Location for Race



# Transition Area and Finish line

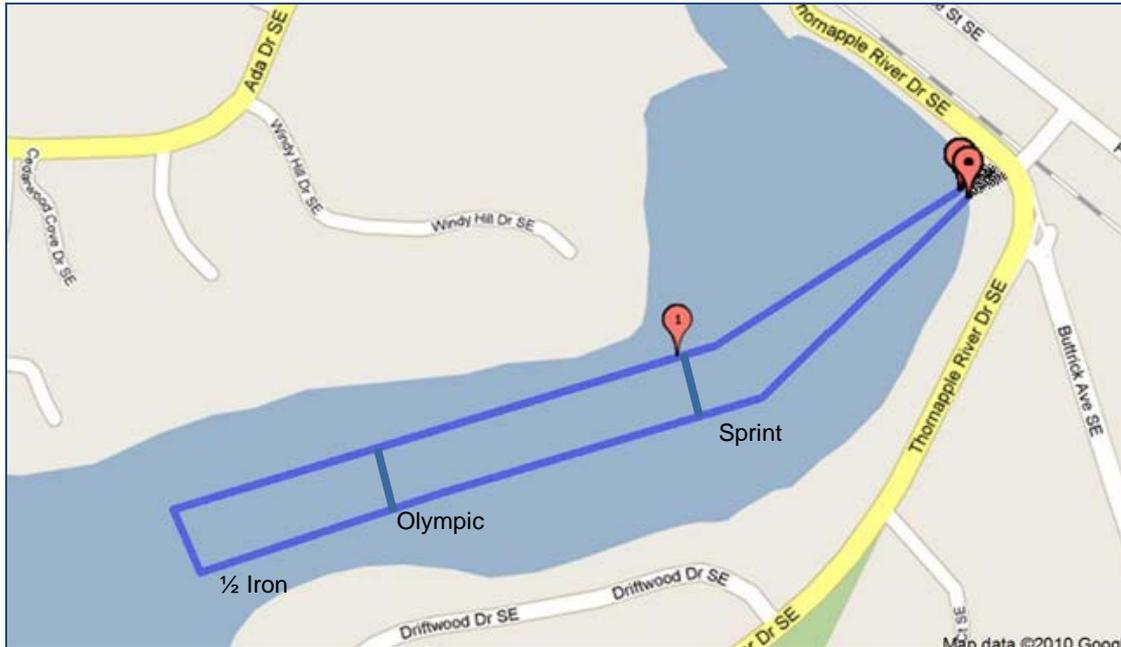


## Key

- Transition Fence
- Bike In/Out
- Run In/Out
- ◆ Finish Line

# Swim

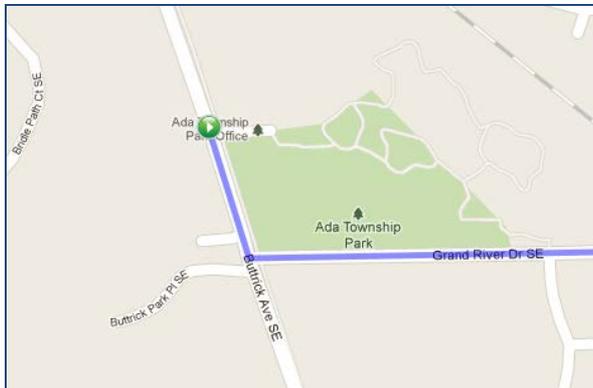
Sprint – 750 meters  
Olympic – 1500 meters  
½ Iron – 1.2 miles



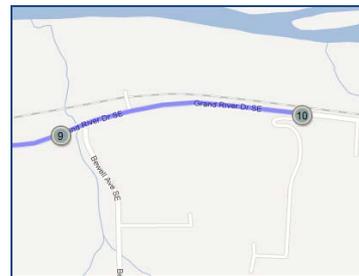
# Bike – Olympic and Sprint 40K and 20K



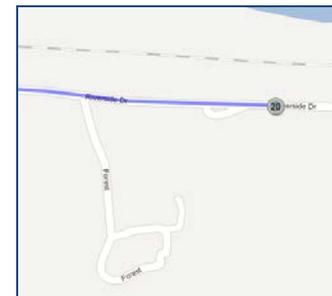
## Bike Turn Around



Bike - Start and Finish

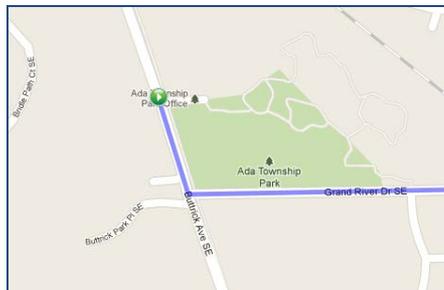
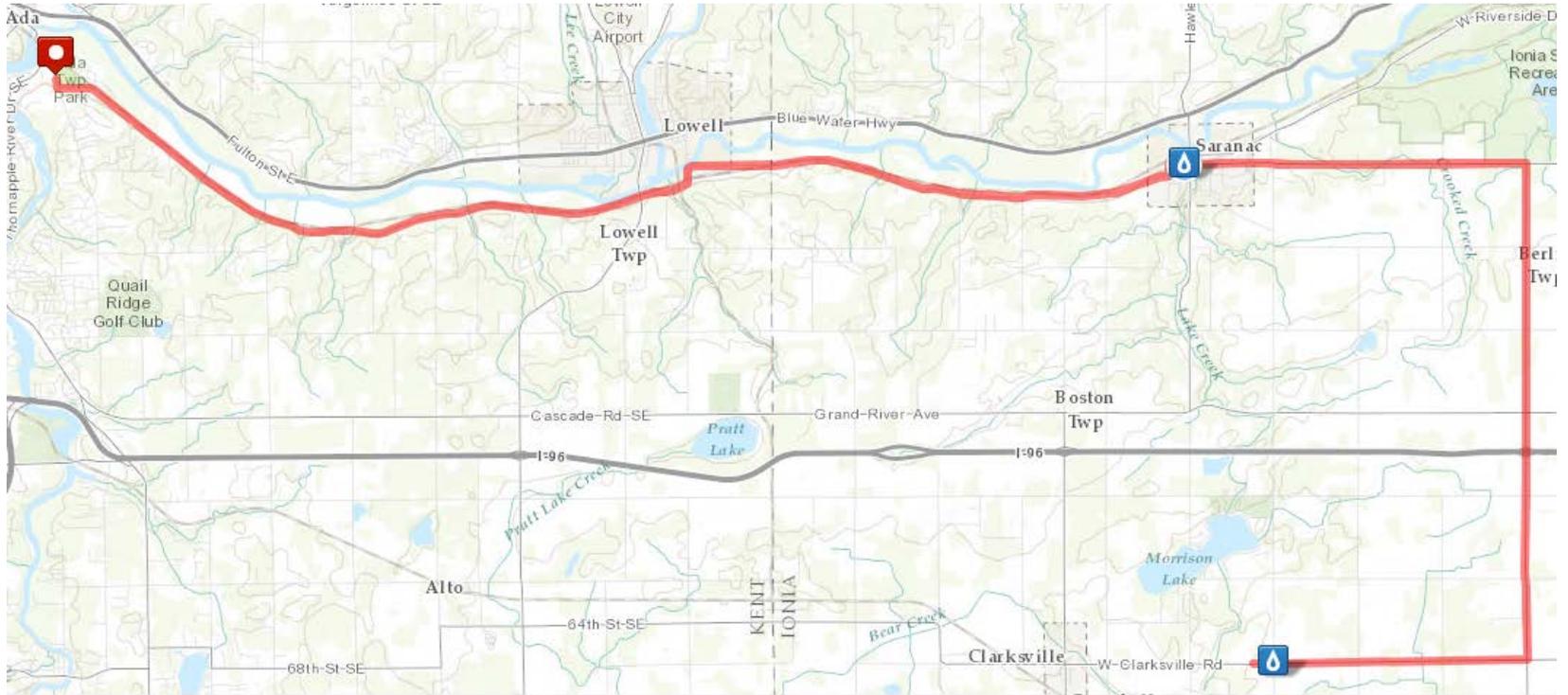


20K Bike



40K Bike

# Bike – ½ Iron 56 Miles



Bike - Start and Finish

# Run – Olympic and Sprint

## 10K 5K



Run – Start and Finish



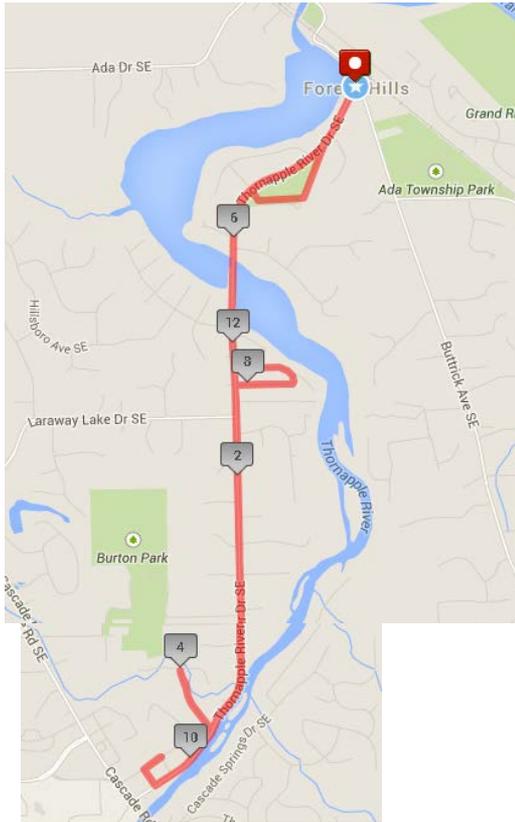
Sprint Turn Around



Olympic Turn Around

# Run – ½ Iron 13.1 Miles

## Double Loop



Run - Start and Finish



Run - Turn Around Points

**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Grachen Street from approximately 4:00 a.m. – 6:00 p.m.; and

Whereas, Grachen Street is a local street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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

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

YEAS:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED.**

---

Ronald H. Goodyke  
Township Clerk

**CERTIFICATION**

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Wisner Center on the 11<sup>th</sup> day of February, 2015, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: February 11, 2015

By \_\_\_\_\_  
Ronald H. Goodyke  
Township Clerk

**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Mountain Ash Street from approximately 4:00 a.m. – 6:00 p.m.; and

Whereas, Mountain Ash Street is a local street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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Ronald H. Goodyke  
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**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Hurley Street from approximately 4:00 a.m. – 6:00 p.m.; and

Whereas, Hurley Street is a local street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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Ronald H. Goodyke  
Township Clerk

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**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Peace Street from approximately 4:00 a.m. – 6:00 p.m.; and

Whereas, Peace Street is a local street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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Ronald H. Goodyke  
Township Clerk

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**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Orange Ave from approximately 4:00 a.m. – 6:00 p.m.; and

Whereas, Orange Ave is a local street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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By \_\_\_\_\_  
Ronald H. Goodyke  
Township Clerk

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**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Thornapple River Drive from Cascade Rd. to Storeybook Ln from approximately 4:00 a.m. – 6:00p.m.; and

Whereas, Thornapple River Drive is a primary street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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

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

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Dated: February 11, 2015

By \_\_\_\_\_  
Ronald H. Goodyke  
Township Clerk

**Cascade Charter Township**  
**Kent County, Michigan**  
Resolution of 2015

The Cascade Charter Township Board Hereby Resolves:

Whereas, Tris4Health, LLC would like to hold a Triathlon on Sunday, June 14, 2015; and

Whereas, they will need to close Shagbark Ave. from approximately 4:00 a.m. – 6:00 p.m.; and

Whereas, Shagbark Ave is a local street; and

Whereas, Tris4Health is working with the Kent County Road Commission and Kent County Sheriff Department regarding this request.

Therefore Be It Resolved, the Cascade Charter Township Board hereby approves the request for the street closure on June 14, 2015 from 4:00 a.m. to 6:00 p.m.

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

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

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Ronald H. Goodyke  
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 Approval of Bid for the Museum Gardens Parks  
Renovation

Meeting Date: February 11, 2015

---

Cascade Township received bids on January 31, 2015 for the above referenced project. Two bids were received for the project. They are as follows:

APEX Contractors Inc:	\$289,293.11
Katerberg Verhage, Inc.	\$312,270.00

This work will be done this summer. We left the start date somewhat flexible for the contractor. The bid document stated that work must be completed in an 8-10 week window between April 1 and October 15, 2015.

Pat Cornelisse of Cornelisse Design Associates reviewed the bids and is recommending the project be awarded to APEX Contractors.



Cornelisse  
Design Associates, Inc.  
LANDSCAPE ARCHITECTURE

January 30, 2015

**TO: Sandra Korhorn, Cascade Township**

**RE: Letter of Recommendation  
Cascade Township Gateway Park Improvements**

Dear Sandra:

We have reviewed the two bids that Cascade Township received for the above project. They are as follows:

APEX Contractors Inc:	\$289,293.11
Katerberg Verhage, Inc.	\$312,270.00

Both are good firms and would do a great job. We are, however, recommending that you accept the low bidder, **APEX Contractors, Inc** of Dorr, Michigan. We have worked with them before and are confident they can do the job.

Should you have further questions regarding the bids, please give us a call.

Sincerely yours,

Patricia Cornelisse, ASLA, LLA  
**Cornelisse Design Associates, Inc.**

site planning ■  
land planning  
park planning & design



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** February 11th, 2015  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Kent County Drain Commission – Thornhills Drain Easement

---

## **FACTS:**

In late 2013, the Township Board authorized an engineering services agreement with Fishbeck in order to design rehabilitation activities to the Thornapple Hills Drain. In 2014 the Township worked with Fishbeck and the Kent County Drain Commission to design proposed rehabilitation activities to the Drain. Through that process, the Kent County Drain Commission discovered that, while the drain is a County Drain under the jurisdiction of the Kent County Drain Commission, they did not have all the necessary easements for the drain.

Preliminary design for the project has been completed, but it was determined that the project should not go forward until the needed easements are obtained. In all, there are 7 permanent easements that are needed, as well as two temporary grading easements if rehabilitation activities are to take place.

An easement is required of Cascade Township for this project. The Township owns the land at the end of the drain, between the 666' line and the beginning of the river (basically the last portion of land before the drain enters the river.)

Attached for your review are:

- Letter from the Kent County Drain Commission outlining the need for the easement.
- Pictures of some of the areas in need of rehabilitation
- Grant of Drainage Easement Document
- Sketch of the Permanent Drain Easement

## **ANALYSIS & CONCLUSIONS:**

The Thornapple Hills Drain has always been treated as a county drain, and it only recently came to light that the KCDC did not have all of the necessary easements for this County Drain. The Township only has this land because of our ownership of the dam, and has never utilized this land for a public purpose. The granting of the easement to the KCDC (along with the easements from the other property owners on the drainage course) will allow the Township to consider moving this project to a bidding phase with approval from the Township Board.

The Infrastructure Committee will be reviewing the request at their meeting scheduled 2/9/15 and a recommendation will be forwarded to the Township Board.

**FINANCIAL CONSIDERATIONS:**

Granting of the easement will involve no expenditures. The granting of the easement will technically be in consideration of \$1.00 to be in compliance with state statutes. Drain rehabilitation alternatives and funding alternatives will be presented to the Township Board once the appropriate easements have been received.

**RECOMMENDED ACTION:**

To approve the grant of drainage easement to the Kent County Drain Commission for the Township Property located in the Thornapple Hills Drain.

# OFFICE OF THE DRAIN COMMISSIONER

William R. Byl, Drain Commissioner  
1500 Scribner NW, Grand Rapids, Michigan 49504-3233  
Telephone: (616) 336-3688 Fax: (616) 336-3575



December 15, 2014

Township of Cascade  
3020 Thornapple River Dr SE  
Grand Rapids, MI 49546

Re: Thomapple Hills Drain – Cascade Township  
Property ID #41-19-16-176-014

Dear Township of Cascade:

You are receiving this letter because you own property within the Thornapple Hills Drain Drainage District and your parcel (or parcels) has been identified as requiring a drainage easement agreement for a proposed improvement project on the Thornapple Hills Drain (Drain).

In June 2013, the Kent County Drain Commissioner determined improvements of the Drain were prudent and necessary to ensure public health, convenience and welfare. The cost of the project will be paid for directly by Cascade Township.

Work activities are proposed to occur at site-specific locations from the Point of Ending, Forest Hills Condominium, and downstream to the Point of Beginning, Thornapple River. Proposed work activities include relocating portions of the Drain to create a stable pattern and installing grade control structures to stabilize steep grade. Outfall pipes near Forest Hill Condominium will be reconstructed and unstable banks will be tapered and graded. Releases of Right-of-Way are required from properties traversed by the proposed project, and we would appreciate your cooperation in this effort.

A drainage easement agreement is requested for your parcel(s) described in the enclosed form. The drainage easement grants permission for the Kent County Drain Commissioner, or authorized representatives, to enter the easement area during construction, maintenance or inspection of the Drain. Please note this is a private easement and for drainage purposes only and does not permit the public to access your property.

Please review the drainage easement agreement, sign and date the document where indicated, in the presence of a Notary Public.

Please return the executed drainage easement agreement to the Project Engineer, Fishbeck, Thompson, Carr & Huber, Inc., using the enclosed stamped addressed envelope as soon as possible or no later than December 23, 2014. The Kent County Drain Commissioner will then record the easement with the Kent County Register of Deeds office. A copy of the recorded easement will be mailed to you.

We appreciate your cooperation in this matter. If you have any questions, please feel free to contact either myself at (616) 336-3688 or Ms. Cheryl Pitchford (FTCH) at 517-887-4018.

Sincerely,

A handwritten signature in blue ink that reads "W. R. Byl".

Mr. William R. Byl  
Kent County Drain Commissioner



Typical unstable grade; sediment in Drain (install grade control structure)



Bank erosion and undercutting of trees (channel to be relocated/stabilized)



Typical eroding outfall structures (install drop structure and new outfall tile)



Unstable grade and eroding banks near Forest Hill Condominiums (stabilize channel and banks)

## GRANT OF DRAINAGE EASEMENT

IN CONSIDERATION OF ONE DOLLAR (\$1.00), Cascade Township, a local unit of government formed under the laws of the State Michigan, whose address is 3020 Thornapple River Drive, Grand Rapids, Michigan 49546, (the "Grantor"), conveys and releases to the Thornapple Hills Drainage District, whose address is 1500 Scribner, NW, Grand Rapids, Michigan 49504 (the "District"), a permanent easement and right-of-way in which to construct, operate, maintain, improve, repair, replace, and/or remove drains, sewers, storm drainage facilities or any combination thereof, over, across, under and through the following parcel of land situated in the Charter Township of Cascade, Kent County, Michigan, and legally described as follows:

See attached Exhibit "A"

No buildings, fences, shrubs, decorative landscaping or construction of any kind or nature shall be placed upon the easement and right-of-way without the prior written consent of the District.

No buildings, fences, shrubs, decorative landscaping or construction of any kind or nature shall be placed upon the easement and right-of-way without the prior written consent of the District.

The District, at its expense, shall have the right to remove or demolish any existing buildings, structures or fences on the parcel described above required by the reasonable exercise of the foregoing powers. By this conveyance the Grantor releases the District from any and all claims for damage arising from or incidental to the exercise of any of the foregoing powers, except that if the District shall disturb the parcel described above in the exercise of its foregoing powers, then the District shall restore the parcel with topsoil and seed. Fences, landscaping, structures or other obstructions installed, after the grant of the easement, within the easement by the property owner shall be replaced by the property owner at the expense of the property owner.

This conveyance shall be deemed a sufficient conveyance to vest in the Thornapple Hills Drain Drainage District an easement over said parcel of land for the uses and purposes of drainage with such rights of entry upon, passage over, temporary storing of equipment and materials including excavated earth as may be necessary or useful for the construction, operation, maintenance and improvement of said Drain.

By this conveyance the Grantor releases the District from any and all claims for damage arising from or incidental to the exercise of any of the foregoing powers.

This Grant of Easement is intended to run with the land and shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns and may not be amended or modified without prior written approval of the District. Any amendment or modification to this Grant of Easement shall be by an instrument in recordable form executed by both the Grantor and the District and recorded at the office of the Kent County Register of Deeds.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

GRANTORS:

\_\_\_\_\_  
(name of entity)

By: \_\_\_\_\_

\*

Its: \_\_\_\_\_

And By: \_\_\_\_\_

\*

Its: \_\_\_\_\_

STATE OF MICHIGAN    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_ and \_\_\_\_\_, the \_\_\_\_\_ and \_\_\_\_\_, respectively, of \_\_\_\_\_, a corporation, partnership or limited liability company, (circle one that applies) formed under the laws of the State of \_\_\_\_\_.

My Commission expires  
Notary Public \_\_\_\_\_ County, MI

Prepared by:  
William R. Byl  
Kent County Drain Commissioner  
1500 Scribner Ave. NW  
Grand Rapids, MI 49504

EXHIBIT A  
 SKETCH OF PERMANENT DRAIN EASEMENT  
 FOR THE THORNAPPLE HILLS DRAIN  
 CASCADE TOWNSHIP, T6N, R10W,  
 KENT COUNTY, MICHIGAN

**fish&h**

engineers

scientists

architects

constructors

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PARCEL NO.: 41-19-16-176-014

PROPERTY DESCRIBED IN TAX DESCRIPTION:

LOTS 14 15 16 17 & 18 \* THORNAPPLE HOMESITES. ALSO S 60 FT OF LOT 51 \* CASCADE RIVERVIEW PARK. ALSO THAT PART OF GOVT LOTS 4 5 6 & 7 LYING BELOW CONT 666 FT ON LT BANK OF THORNAPPLE RIVER EX THAT PART OF GOVT LOT 4 LYING W OF A N&S LINE WHICH WOULD INT A POINT 1590 FT N & 463 FT S 80D E FROM SW COR OF SD GOVT LOT ALSO EX THAT PART OF GOVT LOT 5 LYING E OF A N&S LINE WHICH WOULD INT A POINT 1590 FT N & 670 FT N 80D W FROM SE COR OF SD LOT ALSO ALL THAT PART OF GOVT LOTS 1 2 & 3 SLY OF CASCADE RD LYING ELY OF THORNAPPLE RIVER & WLY OF CONT 666 FT EX PART OF GOVT LOT 1 LYING NELY OF FOL DESC LINE - COM 323.10 FT S 42D 55M W ALONG ELY LINE OF LOT 51 OF CASCADE RIVERVIEW PARK FROM MOST ELY COR THEREOF & EXT N 47D 05M W TO ELY BANK OF THORNAPPLE RIVER. SEC 16 T6N R10W

PERMANENT DRAIN EASEMENT DESCRIPTION:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 16, T6N, R10W, CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN; THENCE ALONG THE NORTH LINE OF SAID SECTION, N89°42'36"E 1444.60 FEET; THENCE S00°17'24"E 1523.90 FEET TO THE POINT OF BEGINNING; THENCE N89°46'24"E 110.24 FEET; THENCE S65°22'09"E 42.13 FEET; THENCE S79°49'08"E 73.77 FEET; THENCE N66°35'56"E 55.73 FEET; THENCE S23°24'04"E 66.27 FEET TO CONTOUR 666; THENCE NORTHEASTELRY ALONG CONTOUR 666 TO THE POINT OF BEGINNING.

SAID PERMANENT DRAIN EASEMENT CONTAINS 14,833 SQUARE FEET, MORE OR LESS.

BASIS OF BEARING: NORTH LINE OF SECTION 16, T6N, R10W, CASCADE TOWNSHIP, KENT COUNTY, MICHIGAN

**Cascade Charter Township**  
 Kent County, Michigan  
**Thornapple Hills Drain**  
**Drain Easement**

11/21/14

PROJECT NO.

G130842

FIGURE NO.

1 of 2

PLOT INFO 2 20141028 04:32 SURVEY/EASEMENTS 41 19 16 176 014 DRG LAYOUT LAYOUT DATE 11/21/2014 TIME 9:47:41 AM USER MLN

FISHBECK, THOMPSON, CARR & HUBER, INC.  
 1515 ARBORETUM DRIVE SE  
 GRAND RAPIDS, MI 49546  
 616.575.3824 PHONE  
 616.464.0476 FAX

EXHIBIT A  
 SKETCH OF PERMANENT DRAIN EASEMENT  
 FOR THE THORNAPPLE HILLS DRAIN  
 CASCADE TOWNSHIP, T6N, R10W,  
 KENT COUNTY, MICHIGAN

**fish**  
**and**  
**h**

engineers

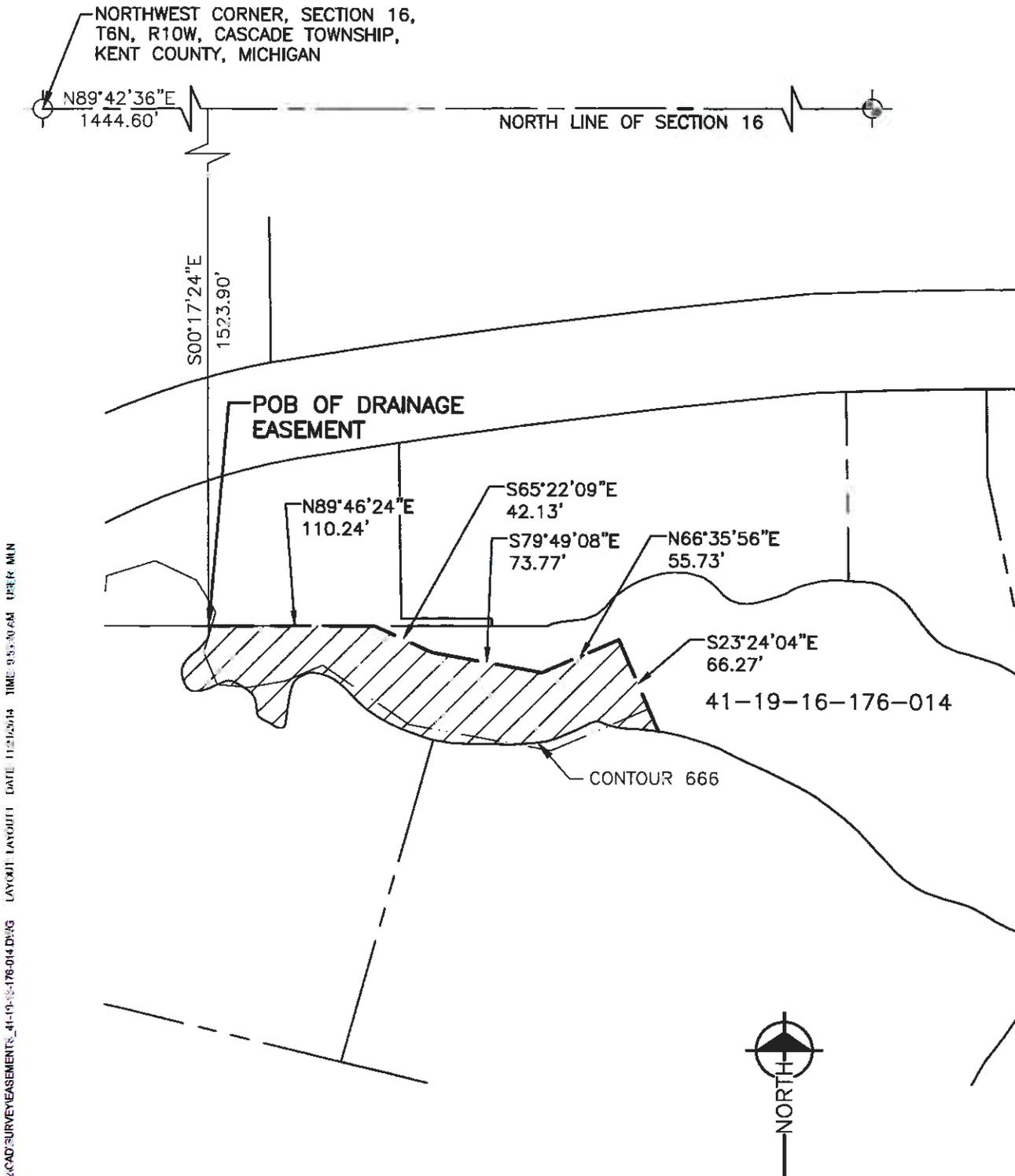
scientists

architects

constructors

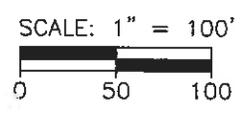
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 not be accurate for  
 any other size.



**Cascade Charter Township**  
 Kent County, Michigan  
**Thornapple Hills Drain  
 Drain Easement**

PLOT INFO: Z:\2013\11\21\14\CAD\SURVEY\EASEMENTS\_41-19-16-176-014.DWG LAYOUT LAYOUT DATE: 11/21/2014 TIME: 9:53:00AM USER: MIM



FISHBECK, THOMPSON, CARR & HUBER, INC.  
 1515 ARBORETUM DRIVE SE  
 GRAND RAPIDS, MI 49546  
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11/21/14

PROJECT NO.  
 G130842

FIGURE NO.

2 of 2