

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, January 27, 2016

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 Township Board Minutes for 01/13/2016.
 2. Planning Commission Minutes for 12/07/2015.
 3. Zoning Board of Appeals Minutes for 12/08/2015.
- b. Receive and File Reports
 1. Treasurer's Department List of Current Depositories and Investments.
 2. Treasurer's Department Monthly Report for Nov., 2015.
 3. Fire Department Monthly Report for Dec., 2015.
 4. Building Department Monthly Report for Dec., 2015 and Department Summary for 2015.
- c. Education Requests
 1. James Walker – Ems Instructor Coordinators Conference – February 25-28, 2016 – Traverse City, MI.

Article 6. Financial Actions

- a. **Consider Pay Application No. 2 Flier Brothers Independent Excavating re: Cascade Rec Park.**

Article 7. Unfinished Business

- 078-2015 Consider Approval of 28th St./I-96 Interchange Township Sign.**

Article 8. New Business

- 007-2016 Consider Approval of Resolution to Approve a Tool & Die Recovery Zone Application for Transfer of Ownership for Tesla Motors LLC. (roll call)**

**008-2016 Consider Approval of Public Records Inspection Policy –
Assessing Department.**

- 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 13, 2016
7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order at 7:00 p.m.
Present: Supervisor Beahan, Clerk Goodyke, Treasurer Peirce, Trustee Koessel, McDonald and Lewis.
Absent: Trustee Goldberg
Also Present: Manager Swayze, Community Development Director Peterson, Fire Chief Sigg 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 Koessel and supported by Trustee Lewis to approve the agenda as presented. Motion carried.
- Article 4. Presentations/Public Comments (limit comments to 3 minutes)**
Scott Rissi, 7238 Cascade Rd., commented on “riverfront property” purchased on Thornapple River regarding creating more access to the river.
Chris Becker, candidate running for Kent County Prosecutor was present to introduce himself to the Board.
Ron Young, 2747 Cascade Springs, questions regarding the “Tassell Park” expansion.
Kier Breckon, 2925 Cascade Springs, commented on “riverfront property”.
Nancy Eardley, 1441 Sandy Point Ave., addressed the Board regarding the “riverfront property” and asked that several questions be answered in writing.
- Article 5. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
 - 1. Regular Township Board Minutes for 12/16/15.
 - b. Receive and File Reports
 - 1. Treasurer’s Department Monthly Report for October, 2015.
 - 2. Fire Department Monthly Reports for Nov., 2015.
 - c. Education Requests
 - 1. Denise M. Biegalle – Labor & Employment Conference – Plymouth, MI – April 14-15, 2016.
 - d. Receive and File Communications
 - 1. Letters from Comcast – re: Channel Lineups.
- Motion was made by Clerk Goodyke and supported by Trustee McDonald to approve the Consent Agenda as presented. Motion carried.
- Article 6. Financial Actions**
- a. **Consider Pay Draw #6 for the Museum Gardens Project.**
Motion was made by Trustee Koessel and supported by Trustee Lewis to approve the Pay Draw #6 for the Museum Gardens Project in the amount of \$13,119.06. Motion carried.
- Article 7. Unfinished Business**

a. Public Hearing – Amend P.U.D #55 to permit 10 Unit Single Family Detached homes for Roundhill.

Community Development Director reviewed the request to permit 10 Unit Single Family Detached homes for Roundhill. Discussion followed. Motion was made by Trustee Koessel and supported by Clerk Goodyke to move into public hearing. Motion carried.

Mark Rohde, 3087 Thornapple River Dr., S.E. , representing himself and Sentinel Pointe addressed the Board regarding the “blighted visual nightmare” for adjacent property owners and other issues.

Cliff Bloom, Township Attorney was asked to publicly address some of the issues Mr. Rohde brought up.

Andy Mayer, 3003 Thornapple River Dr., voiced a few of his concerns and some “glossing overs” to the Board regarding this project.

Ron Young, 2747 Cascade Springs, had concerns regarding the “retaining walls”.

Jeff Dionne, 2984 Thornapple River Dr., had several comments regarding the “civil” cases within his neighborhood and also issues regarding “water runs downstream”.

Ron McCollum, 7550 Cascade Rd., voiced concern regarding protecting the Thornapple Drain.

Discussion followed regarding the “boring tests” with the Township Engineering.

Kyle Wilson, Nederveld Associates the Engineering Firm on the Project was present to review the process taken regarding the soil borings, infiltration basin and perk data.

Kerry Gorsuch, 3044 Thornapple River Dr., must be really careful with the drainage...periodically dredge the bayou.

Motion was made by Trustee McDonald and supported by Trustee Koessel to reconvene into regular session. Motion carried.

b. Consider Approval of Ordinance to Amend P.U.D #55 to permit 10 Unit Single Family Detached homes for Roundhill.

Trustee McDonald stated his reservation regarding the landscaping (i.e., replacement of any trees being taken down).

Kyle Wilson, Nederveld stated the developer has considered and is willing to do some buffering...he intends to provide some buffering and “dress it up”. Additional discussion followed regarding the buffering.

Cliff Bloom stated the landscaping plan is not a requirement, but the Township does have the authority as a “condition of approval” to require a landscaping plan.

Trustee Koessel questioned the erosion issue is a significant one. Is it reasonable to also make a recommendation that a bond be provided in order to further control the erosion...if it should occur, even after they get the soil erosion permit from the County.

Cliff Bloom stated that the Township has full authority to provide security and/or to ask the Planning Commission to look at that.

Trustee Koessel stated he felt this property was zoned for this use. It has met all the ordinance standards; however, it is a unique situation...soil erosion being one. I am also sensitive to the buffering. I think it would be wise for us to remand this back to the Planning Commission to consider the developer provide a detailed landscape plan as well as have the Planning Commission discuss this issue of "bonding" for the soil erosion (during construction) and/or beefing up the maintenance agreement. Motion was made by Trustee Koessel and supported by Trustee Lewis to table this item and remand it back to the Planning Commission for consideration for the following three points: Landscaping Plan (buffer), bonding during construction and the review of the maintenance agreement to see if it could be amended such that it provides a little more protection long term. Motion carried.

Ayes – 5 Nays – 1 (Peirce) Absent – 1

002-2016

Consider Approval of Resolution to Adopt 2016 Poverty Exemption Policy and Guidelines.

Motion was made by Clerk Goodyke and supported by Trustee McDonald to approve the Resolution to Adopt 2016 Poverty Exemption Policy and Guidelines. Motion carried by roll call vote.

003-2016

Consider Approval of Fire Chiefs Vehicle.

Chief Sigg was present to address the Board regarding the purchase of a new Fire Chiefs vehicle. Motion was made by Trustee Koessel and supported by Trustee McDonald to approve the purchase of a Chevrolet Tahoe from Finney Chevrolet in the amount of \$37,512.40 with additional emergency equipment costing \$7,000 for a total estimated purchase price of \$44,512.40. Motion carried.

004-2016

Consider Approval of Resolution of Support for Liquor License for Blue Sky Brewing, LLC at 6262 28th St., S.E.

Manager Swayze reviewed the request being made by Blue Sky Brewing, LLC. Discussion followed. Motion was made by Trustee Lewis and supported by Trustee Koessel to approve the Resolution of support for a Liquor License for Blue Sky Brewing, LLC at 6262 28th St., S.E. Motion carried by roll call vote.

005-2016

Consider Approval of Dog Park Naming Application.

Manager Swayze reviewed the process of naming rights within Cascade Township. Cascade Hospital for Animals/ Dr. Siegle has committed to donating \$25,000 towards the cost of constructing the dog park. Motion was made by Treasurer Peirce and supported by Clerk Goodyke to approve the application to Request a Name for a Township Asset to name the Recreation Park Dog Park the "Cascade Hospital for Animals Dog Park" and accept the gift of \$25,000 from Dr. Richard Seigle to be utilized for construction of the Dog Park. Motion carried.

Consider Approval of Resolution to Recognize the Pine Ridge Elementary PTO as a Non-Profit Organization.

Manager Swayze reviewed the request. Motion was made by Trustee Koessel and supported by Trustee McDonald to approve the Resolution to recognize the Pine Ridge Elementary PTO as A Non-Profit Organization. Motion carried by roll call vote.

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

Mark Rhode, 3087 Thornapple River Dr., thanked the Board for the Thornapple Drain restoration budget for 2016.

Ellen Waalkes, 7346 Ventura, voiced her concern on the development of the DeKoster property into a park.

Nancy Eardley, 1441 Sandy Point Ave., questioned the total cost of the Museum Gardens project. Manager Swayze responded with \$318,000.00.

Jeff Dionne, 2984 Thornapple River Dr., it was nice to see the Board address everyone's concerns tonight. It was nice to witness how government should work. Thank you.

Article 10. Manager Comments

Manager Swayze offered the following comments:

- Budget books were passed out tonight.
- Had a meeting today at the Chamber of Commerce to talk about the dispatch authority.
- We are anticipating by the end of this month on getting word on the Disaster Resiliency Grant.
- We did have the ribbon cutting for the bus this week. The bus is now running up and down 28th St. This was held at the YMCA.

Article 11. Board Member Comments

Trustee Koessel offered the following comments:

- Looking for an update on the infamous "no right turn" lane on Thornapple River Dr. Manager Swayze commented there is no update.
- Right at Riverton and Bridgewater there are some pretty significant potholes in the road. Can the County come and hot patch those until they can be fixed.

Trustee Lewis offered the following comments:

- Talked about the subcommittee structure within the Board. Talked about the possibility of getting an "at large" subcommittee member that the Chairman of the different subcommittees can call to get his quorum back up to (3) board members. I would like to see us go in that direction and appoint some subcommittee "at large" members.

Treasurer Peirce offered the following comments:

- The Township was well represented at the Bus dedication. Ben, Steve, Ron, myself and Rob attended. Supervisor Beahan did an excellent job in representing the Township with his comments before the group.

Trustee McDonald offered the following comments:

- Related to the bus issue, the ZBA approved a bus shelter at Meijer.

Supervisor Beahan offered the following comments:

- Received a comment from the Disability Advocate Group they were very appreciative of having bus service in Cascade.
- Longtime member of our Zoning Board of Appeals Jack Neal passed away on December 25th. Also a previous member of our Planning Commission Gary Burns passed away this past week. The Township sends their condolences to the families.

Article 12.

Adjournment

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

Meeting adjourned at 9:30 p.m.

Draft

MINUTES

Cascade Charter Township Planning Commission
Monday, December 07, 2015
7:00 P.M.

ARTICLE 1. Chairman Pennington called the meeting to order at 7:00 PM.
Members Present: Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Waalkes, Williams
Members Absent: 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 Mead to approve the Agenda. Support by Member Lewis. Motion carried 8-0.

ARTICLE 4. Approve the Minutes of the November 16, 2015 meeting.

Motion by Member Lewis to approve the minutes of the November 16, 2015 meeting as written. Support by Member Waalkes. Motion carried 8-0.

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

Mark Rohde, 3087 Thornapple River Drive, stated that in the meeting minutes from the November 16, 2015 meeting, you recommended for approval the new use for the old Perkins. Part of the approval for the site was increasing the green area and putting up a landscaping bond to make sure it is done. I applaud that and it is consistent with what you have asked other developers to do. I've built 30 projects for Anchor Properties over the last 20 years including the Walgreens on Cascade and 28th and we will be constructing the new Anchor Property. We look forward to making the site more purposeful. With that, I would like to note that on the current project on the agenda, there is no consideration for any landscaping on a project that is taking up three acres of old growth trees and cutting off the top of a hill. The project is also putting in 700 plus feet of retaining walls within 6 or 7 feet of adjacent properties including Cascade Township Library and the future Township Hall. It seems to be an omission and it should be looked at, as you are normally very concerned with landscaping and there is certainly going to be a major change to that land.

ARTICLE 6. Case #15-3270 Cascade Hospital for Animals

Property Address: 6730 Cascade Road

Requested Action: The Applicant is requesting site plan approval for three additions to the building totaling about 3,200 sq. ft.

Director Peterson presented the case. Cascade Hospital for Animals is located on Cascade Road and has been a part of Cascade for many years. There are three additions being added to the building for a total of 3,200 sq. ft. to the north and west side of the building. They did require and receive a variance for set-back purposes for the addition out the rear. We do allow for 7 foot set-backs in the Village area and that is what they currently have on the side. Dr. Siegle has been working with his neighbors as there have been some noise concerns from some of the neighbors. He proposed the addition to try to address those concerns by putting the dogs inside but still giving them a place to be outside as well. Currently the area is concrete and they will convert it to a building addition and the rest will be a turf field to lessen the sound. The Engineer report stated that there is actually a decrease in the amount of impervious surface as a result of the project.

Several neighbors from the Cascade Villas did voice their concerns about noise and construction at the Zoning Board of Appeals meeting. Dr. Siegle stated they would take their concerns into consideration. The Zoning Board made it clear that the Planning Commission does not get in the business of regulating how they are going to construct it from a construction code perspective but that they will meet the building codes. Dr. Siegle did meet with the neighbors prior to coming to the Planning Commission and you have comments from that meeting in the packet. I did not hear any negatives from the meetings and did not hear any further concerns. There are comments from the Fire Chief that a gate be added to the plans so that they may have access to the site from the outside of the project. I am recommending approval of the addition to the Cascade Hospital for Animals with the following conditions:

- They will be required to have a soil erosion permit
- They will have to execute the Storm Water Maintenance Agreement
- In addition to the gate which has been added, there are a few minor requirements from the Fire Chief that we see during construction that must be addressed.

Chairman Pennington asked the Applicant to come forward with any comments.

Dr. Siegle, Hospital Director for Cascade Hospital for Animals, 6730 Cascade Road, came forward as the Applicant. The Applicant stated that Cascade Hospital for Animals has been in Cascade for 60 years. The impetus for the additions is really from the desire to be a good neighbor. While the apartment complex has slowly

transformed into a condo, I have received some complaints. I have been doing the same thing for 20 years but now the community does not appreciate the barking dogs. The issue is not going to go away and I want to be a good neighbor so I am enclosing outdoor exercise yards. The reason it is built this way is that I have to stay under 19,000 sq. ft. or I have to retrofit the entire hospital with a sprinkler system. Everything within the addition and outside will be Canine Grass or Astro Turf. All of the construction will contain sound control without creating an echo chamber within the building. I have done multiple additions and I will make sure the addition is compatible with the building. I will be putting up landscape to buffer it even more for my neighbors.

Member Lewis asked if he was adding the gate that the Fire Department requested. The Applicant stated that it was already added to the plan.

Member Waalkes made a motion for Site Plan Approval for Case 15:3270 Cascade Hospital for Animals with the conditions from Staff:

- They will provide the Township with a soil erosion permit
- They will provide an executed Storm Water Maintenance Agreement
- They comply with all the Fire Department recommendations from the letter dated November 13, 2015.

Support by Member Robinson. Motion carried 8-0.

ARTICLE 7. Case #15-3229 RJV Ventures

Property Address: 3000 Thornhills Avenue SE

Requested Action: The Applicant is requesting a recommendation to the Township Board to amend the PUD #55 to permit 10 single family detached homes.

Director Peterson presented the case. The preliminary project was approved in August. The reason for the delay is that for residential projects we typically look at Master Deeds and Condo Documents to assure that there is nothing in them that would conflict with Township Ordinances. We had been waiting for those documents and our Township Attorney has now reviewed them and did not find any conflicts with our Township Ordinances. One of the things we are responsible for is the PUD Ordinance which is in your packet. This has also been reviewed by our attorney as well as by the Applicant. There was one item to revise on the plans which included the adding of drainage swales in the back. This has been addressed in the plans. At this point, it is forwarding the recommendation of the Ordinance with the plan that you approved to the Township Board. The Township Board will hold a Public Hearing to consider the matter for final approval.

Member Waalkes asked if there was a Landscape Plan in the packet. Director Peterson stated that typically we do not require a Landscape Plan for residential

projects. It's not that it never happens, but it is traditionally not required nor are there buffer yard requirements for residential projects.

Member Mead asked if Director Peterson felt that all open questions had been answered by the Applicant. Director Peterson stated that the project would not be this far if there were questions that remained.

Member Williams stated that this is a Sentinel Pointe PUD and that Sentinel Pointe has not signed off on this project. Is this unusual? Director Peterson stated that it is not unusual and we did have our Township Attorney verify that we are within Township Rights to move forward with the PUD Amendment.

Member Waalkes stated that there were two different names on the case. There is RJV Ventures and Driftwood Ventures. Director Peterson stated that they have changed their legal name to Driftwood Ventures.

Member Lewis made a motion to forward a positive recommendation to the Township Board for Case 15:3229 RJV Ventures to amend PUD #55 to permit 10 single family detached homes with the conditions by staff. Support by Member Mead. Motion carried 8-0.

ARTICLE 8. Any other business

ARTICLE 9. Adjournment

Motion made by Member Mead to Adjourn. Support by Member Williams. Motion carried 8-0. Meeting adjourned at 7:32 PM.

Respectfully submitted,
Aaron Mead, Secretary
Ann Seykora/Julie Kutchins – Planning Administrative Assistant

ZONING MINUTES
Cascade Charter Township
Zoning Board of Appeals
Tuesday, December 08, 2015
7:00 P.M.
Cascade Library Wisner Center
2870 Jackson Avenue SE

ARTICLE 1. Chairman Casey called the meeting to order at 7:00 P.M.
Members Present: Berra, Casey, McDonald, Milliken, Waalkes
Members Absent: None
Others Present: Community Development Director Steve Peterson and those listed on the sign in sheet.

ARTICLE 2. Chairman Casey led the Pledge of Allegiance to the flag.

ARTICLE 3. Approve the current Agenda.

Motion made to approve the Agenda as printed by Member McDonald. Support by Member Berra. Motion carried 5-0.

ARTICLE 4. Approve the Minutes of the November 10, 2015 Meeting.

Motion made by Member McDonald to approve the Minutes of the November 10, 2015 Meeting as written. Support by Member Berra. Motion carried 5-0.

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

No visitors present wished to speak to non-agenda items.

ARTICLE 6. Case #15:3287 Chad Weiss

Public Hearing

Property Address: 7024 Cascade Road

Requested Action: The Applicant is requesting a variance to construct an addition to the house that does not meet the minimum 50 foot front yard setback.

Community Development Director Peterson introduced the case. We do our residential setbacks based on the type of road you are on. Cascade Road is considered a major arterial road and requires a 50 yard setback from the right of way. What is unique about this property, is that the entire home is within the 50 foot front yard setback. Any addition they do would require a variance. What we say about nonconforming buildings is that they can have an addition as long as it meets today's requirements. As the entire structure is within the 50' setback, even an addition off the back would require a variance. We have not had a case like this before where the entire structure is nonconforming where an addition to the rear of the structure required a front yard variance. There are other homes along Cascade Road that are closer than the 50 feet and it is not that unusual in this area. The Applicant is not making the nonconformity any worse as the addition is on the rear of the structure. The home is older and built in the 1920's and conformed to the community standards at that time. As Cascade Road expanded and the Township came up with the 50' setback requirements it made it legal

nonconforming. I am recommending approval for the variance to add an addition to the rear of the home even though it is within the front yard setback. One condition that needs to be pointed out is that they must maintain at least a 10' separation between the garage and the new addition. The Applicant stated that they had planned an 8'6" separation and they have indicated that they will shift the addition to maintain the 10' separation.

Chairman Casey asked the applicant to come forward with comments.

The Applicant did not have any further comments.

Member McDonald made a motion to open the Public Hearing. Second by Member Berra. Motion passes 5-0.

Chairman Casey asked anyone with comments to come forward.

No one came forward with any comments and Director Peterson did not receive any public comments.

Member McDonald made a motion to close the Public Hearing. Second by Member Berra. Motion passes 5-0.

Member McDonald made a motion to approve the variance for Case 15:3287 allowing for the addition within the 50 foot front yard setback with the condition that the detached garage maintain at least 10' of separation from the house addition as per Staff's recommendations. Member Milliken supports. Motion passes 5-0.

ARTICLE 7. Case #15:3288 Cascade Road House

Public Hearing

Property Address: 6817 Cascade Road

Requested Action: The Applicant is seeking a variance to allow a sign on the roof.

Director Peterson introduced the case. They are remodeling the restaurant which is on Cascade Road in the Village area. They want a traditional road house type sign mounted to the roof. We technically do not allow signs mounted to the roof. How a lot of people have gotten around that is that they put a fake façade or front on the building and mount the sign to that. We do not allow them to be mounted directly to the roof structure. The only sign that is similar is Meijer on 28th Street and they did receive a variance. As I looked at this, in my mind what we were trying to prevent by prohibiting signs on the roof is signs above the peak. We don't have anything above a parapet wall or fake façade. They are not above the peak of the roof and that is the important distinction in my mind. I am recommending approval as it is attached to the roof below the peak of the roof and you will not see it from anywhere else just as if they had a parapet wall. I think this looks better than the fake fronts and would prefer this to some of the other options that they would be allowed to do.

Member McDonald stated that the real intent of the ordinance is to prevent people from putting a sign literally on top of the roof. Director Peterson stated this is correct. The intent was to prevent signs from hanging over the tops of buildings that you would

be able to see from great distances. We do not allow signs above the visible roof line or peak. I do not feel this decision will cause a problem in the future as the sign itself is within our size requirements. They could build a fake dormer to get around the variance but I don't think it would look any better and in fact could look worse.

I am recommending approval of the variance as it is below the peak line or roof line. I did want to note that they made the sign smaller than their original plan which I also feel is more in keeping with our Ordinance. They will be required to get a sign permit.

Member Waalkes stated that he did like the size of the newer sign as it seems to fit the building better. They really can't put it on the wall as there are too many windows. This is much cleaner than a pylon sign or a ground mounted sign in this case.

Chairman Casey asked the Applicant to come forward with comments.

Chairman Casey asked the record to show that the Applicant was not present.

Member Waalkes asked if the case should be tabled as the Applicant is not present. Director Peterson stated that as this case is not controversial as no one attended the meeting, he is comfortable with moving forward.

Member McDonald made a motion to open the Public Hearing. Second by Member Waalkes. Motion passes 5-0.

Chairman Casey asked anyone with comments to come forward. No one came forward with comments.

Member McDonald made a motion to close the Public Hearing. Second by Member Berra. Motion passes 5-0.

Member Milliken asked for clarification that if variance was approved would the Applicant be able to make any changes to the sign that we did not agree to this evening. Director Peterson stated the Zoning Board could make the condition that they use the most recent sign drawing submitted. Without that condition they could put anything up that meets our sign ordinance.

Member McDonald made a motion to approve the variance for Case 15:3288 to allow a sign on the roof under the following conditions:

- 1. The top of the sign is still below the peak of the roof.**
- 2. Any lighting will have to comply with township regulations.**
- 3. The sign must be constructed as shown on the drawing submitted and approved by the Zoning Board.**

Second by Member Waalkes. Motion passes 5-0.

ARTICLE 8. Any other business.

ARTICLE 9. Adjournment

**Motion by Member McDonald to adjourn the meeting. Support by Member Berra.
Motion Passed 5-0. Meeting adjourned at 7:19 PM.**

Respectfully submitted,

Ann Seykora/Julie Kutchins
Planning Administrative Assistant

January, 2016

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 Community Bank
First National Bank of America
First National Bank of Michigan
Flagstar Bank
Huntington National Bank
Independent Bank
Macatawa Bank
Mercantile Bank
Northpointe Bank
Old National Bank
Talmer Bank and Trust
United Bank
West MI Community Bank

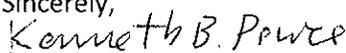
Community West Credit Union
Lake Michigan Credit Union
Option1 Credit Union
Consumers Credit Union

Kent County Pool

Fifth Third Securities, Inc.

Comerica Securities, Inc.

A copy of the bank relationship analysis dated January 2016 is attached for your information.

Sincerely,

Kenneth B. Peirce, Treasurer

Bank Relationship Analysis
January 1, 2016

	<u>Moody's</u>			<u>Bauer</u>	<u>Total Deposits</u>
	<u>Short Term</u>	<u>Long Term</u>	<u>Outlook</u>		
					000
Cascade Township Banks					Sept. 30, 2015
Chemical Bank	N/A	N/A	N/A	4	6,710,613
Comerica Bank	P-1	A-3	STABLE	5	59,601,115
First Community Bank	N/A	N/A	N/A	5	229,430
Fifth Third Bank (OHIO)	P-1	Aa3	STABLE	5	105,189,139
First National Bank of America	N/A	N/A	N/A	3	667,594
First National Bank of MI	N/A	N/A	N/A	4	362,041
Old National	P-1	Aa3	STABLE	4	8,672,889
Bank of Holland	N/A	N/A	N/A	3	622,914
Huntington National Bank	P-1	Aa3	STABLE	4	55,222,773
Macatawa Bank	N/A	N/A	N/A	4	1,371,972
Mercantile	N/A	N/A	N/A	5	2,257,560
Northpointe Bank	N/A	N/A	N/A	4	359,663
Flagstar (OCC Enforcement 11/16/2012)	N/A	N/A	N/A	4	8,363,184
Independent Bank	N/A	N/A	N/A	5	2,088,588
TALMER BANK	N/A	N/A	N/A	5	5,137,827
United Bank	P-1	A1	STABLE	4	386,337
U.S. Bank NA	P-1	Aa1	STABLE	4	305,185,303
WELLS FARGO	P-1	Aa1	STABLE	4	1,241,771,000
West MI Community Bank	N/A	N/A	N/A	5	273,117
Lake Michigan Credit Union 272480678	N/A	N/A	N/A	5	2,977,776
Option One Credit Union	N/A	N/A	N/A	5	228,653
Community West Credit Union	N/A	N/A	N/A	5	133,577
Consumers Credit Union	N/A	N/A	N/A	5	530,986
Other Banks & Credit Unions					
PNC	P-1	Aa2	STABLE	4	249,154,060
JPMorganChase	P-2	A3	STABLE	4	1,302,945,000
Bank of America	P-1	A1	STABLE	4	1,260,726,000
Hastings City Bank	N/A	N/A	N/A	5	259,301
My Personal Credit Union	N/A	N/A	N/A	5	105,030
River Valley Credit Union	N/A	N/A	N/A	4	75,826
Commercial Bank	N/A	N/A	N/A	5	306,366

TREASURER'S DEPARTMENT
 CASCADE CHARTER TOWNSHIP
 TAX ACCOUNTS
 NOVEMBER 2015

BANK BALANCES

BANK	AMOUNT
------	--------

CHEMICAL BANK

TAX CHECKING	\$33,723.37
--------------	-------------

CHEMICAL BANK

DELINQUENT TAX	\$561.55
----------------	----------

CHEMICAL BANK

TAX WIRE ACCT	\$49.26
---------------	---------

GRAND TOTAL	<u><u>\$34,334.18</u></u>
--------------------	----------------------------------

TOWNSHIP BALANCES

REGISTER	AMOUNT
----------	--------

CHEMICAL BANK

TAX CHECKING	\$33,723.37
--------------	-------------

CHEMICAL BANK

DELINQUENT TAX	\$561.55
----------------	----------

CHEMICAL BANK

TAX WIRE ACCT	\$49.26
---------------	---------

GRAND TOTAL	<u><u>\$34,334.18</u></u>
--------------------	----------------------------------

Oxana Sourine 1/5/2016

Submitted by
 OXANA SOURINE
 DEPUTY TREASURER

Date

Kenneth B. Peirce 1/4/2016

Reviewed by
 KENNETH B. PEIRCE
 TREASURER

Date

CASCADE CHARTER TOWNSHIP
 TREASURER'S OFFICE REPORT
 November 15

FUND	INSTITUTION	DEMAND DEPOSIT		CDs			SECURITIES			TOTALS	
		\$	%	\$	%	DATE	\$	%	DATE	\$	%
101 GENERAL FUND	CHEMICAL	761,378.93	0.05								
	CHEMICAL	425.66	0.05								
	KENT CTY POOL	3,428,944.67	0.49								
	INDEPENDENT			300,000.00	1.35	9/27/2016					
	MERCANTILE			510,599.72	0.90	7/20/2018					
	FLAGSTAR			257,674.61	0.65	11/21/2016					
	HUNTINGTON			514,670.13	0.91	9/13/2017					
	UNITED BANK			500,000.00	0.80	4/11/2016					
	CONSUMERS CU			250,000.00	1.50	7/8/2016					
	MACATAWA			250,000.00	0.89	11/21/2016					
	BANK OF HOLLAND			266,373.53	0.75	5/27/2016					
	BANK OF HOLLAND					10/22/2015					
	FLAGSTAR			500,000.00	0.80	1/12/2017					
	COMERICA SECUR./WF						500,000.00	1.00	9/25/2017		
COMERICA SECUR.								9/26/2015			
TOTAL GENERAL FUND		4,190,749.28	0.41	3,349,317.99	0.92		500,000.00	1.00		8,040,067.25	0.66
151 CEMETERY	OLD NATIONAL BANK	81,134.40	0.01	-						81,134.40	0.01
206 FIRE FUND	CHEMICAL	416,425.50	0.05								
	LMCU	407,544.19	0.50								
	LMCU			523,615.60	1.15	4/25/2016					
	FNBA			531,427.61	1.50	7/24/2018					
	HUNTINGTON			259,925.13	0.55	11/17/2017					
	OPTION1			250,005.00	0.75	3/24/2017					
5/3 BANK			250,000.00	0.69	7/21/2016						
TOTAL FIRE FUND		823,969.69	0.27	1,814,973.34	1.05					2,638,943.03	0.81
207 POLICE FUND	FLAGSTAR	526,021.82	0.50								
	NORTHPOINTE BANK			250,000.00	1.20	11/8/2016					
	BANK OF HOLLAND			614,281.25	1.00	8/20/2016					
TOTAL POLICE FUND		526,021.82	0.50	864,281.25	1.06					1,390,303.07	0.65
208 HAZMAT FUND	LMCU	49,484.61	0.40							49,484.61	0.40
209 OPEN SPACE	CHEMICAL	175,461.19	0.05								
	OLD NATIONAL BANK										
	CWCU			250,001.00	0.75	10/15/2016					
TOTAL OPEN SPACE		175,461.19	0.05	250,001.00	0.75					425,462.19	0.46
211 DAM REPAIR	LMCU	212,088.83	0.50								
	LMCU			311,935.66	1.30	3/10/2017					
TOTAL DAM REPAIR		212,088.83	0.50	311,935.66	1.30					524,024.69	0.98
216 PATHWAY FUND	MACATAWA	245,975.15	0.25								
	OPTON1			524,327.53	1.10	10/6/2018					
TOTAL PATHWAY FUND		245,975.15	0.25	524,327.53	1.10					770,302.68	0.83
246 PUBLIC UTILITY	CHEMICAL BANK	415,077.51	0.05								
	IRF										
	LMCU	679,928.62	0.50								
	TALMER			262,812.23	1.00	12/22/2015					
				500,000.00	0.95	8/29/2018					
TOTAL PUBLIC UTILITY		1,095,006.13	0.33	762,812.23	0.97					1,857,818.36	0.59
248 DDA FUND	LMCU	107,041.52	0.50								
	OLD NATIONAL BANK		0.04								
	CHEMICAL BANK	91,659.29	0.05								
	OPTION ONE			200,005.00	0.75	3/24/2017					
	BANK OF HOLLAND			265,466.16	0.75	5/26/2016					
	LMCU			262,812.23	1.00	12/22/2015					
TOTAL DDA FUND		198,700.81	0.29	728,283.39	0.84					926,984.20	0.72
249 BLDG. INSPECTION	CHEMICAL BANK	470,725.95	0.05								
	CHEMICAL BANK R.	30,734.95									
	CONSUMERS CU			300,025.00	0.70	3/10/2017					
	FNB OF AMERICA			100,879.52	1.40	12/18/2017					
	FNB OF AMERICA			200,000.00	1.35	9/18/2016					
	FNB OF MI			511,395.83	1.15	10/11/2018					
	FIRST COMMUNITY B.			250,000.00	1.00	5/12/2018					
	INDEPENDENT BANK			300,000.00	1.10	12/19/2016					
	TOTAL BLDG. INSPECT.		501,460.90	0.05	1,682,300.35	1.08					2,163,761.25
270 LIBRARY FUND	UNITED BANK	358,434.81	0.40								
	LMCU			832,967.83	1.30	3/20/2017					
	WMCB			250,000.00	0.85	6/1/2016					
	BANK OF HOLLAND			526,501.36	0.70	4/7/2016					
TOTAL LIBRARY FUND		358,434.81	0.40	1,609,469.19	1.03					1,967,904.00	0.92
408 HOMEYER O.SP.	LMCU	350,723.94	0.50								
	LMCU										
TOTAL HOMEYER O.SP.		350,723.94	0.50							350,723.94	0.50
701 T & A	OLD NATIONAL	124,163.52	0.04							124,163.52	0.04
701 JAMES TIMMONS	CHEMICAL BANK			12,400.00	1.60	3/21/2017				12,400.00	1.60
701 JACK SMITH INV.	CHEMICAL BANK	22,804.54	0.05							22,804.54	0.05
701 HENRY KRAMER	CHEMICAL BANK	15,167.91	0.05							15,167.91	0.05
TOTAL		8,981,347.51	0.35	11,890,102.13	1.00		500,000.00	###		21,371,449.64	0.73

Oxana Sourine 1/14/16
 Submitted by Oxana Sourine Deputy Treasurer Date

Ken Peirce 1/20/2016
 Reviewed by Ken Peirce Date Treasurer



Cascade Charter Township Fire Department Month End Report
December 2015

Site Plan Review:

We had no site plan reviews this month:

Public Relations:

We participated in two (2) public relation programs this month:

- Meijer Christmas Shopping with Kids
- Infant CPR class at Babies R Us

Meeting attendance:

- KCEMS Agency meeting
- KCEMS Executive Board meeting
- Emergency medical Dispatch new call taking priorities
- Township Benefits review meeting
- Metro Cruise meeting
- FDAC meeting
- Fire Department Training Committee meeting
- Cascade Dam planning meeting
- MABAS 3603 Communications Committee meeting
- Child Preparedness meeting / Red Cross
- Kent County LPT meeting
- Michigan Public Safety Region 6 workshop meeting

On Site Program:

We performed two (2) on-sites this month:

- Both were at Walmart. We had a total over both days of 84 blood pressures checked.

Fires and Fire Investigations:

We had three (3) reported fires and investigations this month:

- Car fire under car port on Lincolnshire Court. Car fully involved with damage to two other cars and roof of car port.
- Large Garage Fire on 52nd. Fully involved on arrival. Aid from Alto, Ada, Caledonia and Kentwood
- Motor fire for pool equipment at Hampton Inn. Fire out on arrival.

New Hires:

We had no new hires this month.

Items Completed by Staff:

- Locking and unlocking township properties

- General repairs to apparatus and equipment
- Monthly trainings – Department and Shift
- Physical fitness
- Cleaned both stations
- Shift Trainings
- Maintenance of buildings
- Department training
- Equipment Maintenance
- Public Relations
- CPR class

Training:

This month's training covered the following topics.

- Department training:
 - Propane hazards-Alto Gas presented program, Ada Fire also attended.

Types of Alarms:

➤ Fire Alarms	18
➤ Automatic Aid	1
➤ Aircraft Alerts	1
➤ Bomb Threat	0
➤ CO Alarm	2
➤ Dumpster Fire	0
➤ Check Welfare	0
➤ Service Calls	3
➤ Fires	3
➤ Grass Fire	3
➤ Hazardous Incident	0
➤ Illegal Burn	3
➤ Lock Out	2
➤ Lift Assist	3
➤ Lightning Strike (no fire)	0
➤ Med 1	58
➤ Med 2	19
➤ Med 3	41
➤ Medical Alarm	4
➤ Mechanical Failure	0
➤ Mutual Aid	3
➤ Gas Leak	0
➤ Odor of Smoke	2
➤ Personal Injury Accidents	7
➤ Property Damage Accidents	5
➤ Stand By	0
➤ Search	0
➤ Technical Rescue	0
➤ Tree Down	2
➤ Vehicle Fire	1
➤ Wires Down	4
➤ Wash Downs	0
➤ Water Leak	0
TOTAL	185

Mutual/Automatic Aid responses:

Ada Fire	Caledonia Fire	Kentwood Fire	Grand Rapids Twp.	Alto Fire	Airport Fire
MA received on garage fire	MA received on garage fire.	MA given on accident on 28 th .	MA given on house fire	MA received on garage fire	
AA received on possible fire on Galbraith		MA given on accident 44 th .	MA given on house fire		
		MA received on accident 52nd			
		MA received on accident on Kraft			
		MA received on garage fire			

Mutual Aid=MA
Automatic Aid=AA

Summary:

We responded to 185 calls for assistance this month with an average turnout per incident of four (4) personnel. As of December 31, 2015, we responded to 1757 calls for the year compared to 1695 as of December 31, 2014. This is an increase of 62 responses from last year. We had 26 calls that overlapped during the month.



John C. Sigg
Fire Chief

Life EMS Ambulance December 2015 Report

Cascade Twp

Total Responses: 126

Total Transports: 106

% Transports: 84%

Suburban Response Interval

Priority 1 12:00
Priority 2 20:00
Priority 3 20:00

Rural Response Interval

Priority 1 15:00
Priority 2 20:00
Priority 3 20:00

Fractile Response Interval

Cascade Twp Suburban Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	2	7	12	17	5	3	0	0	0	0	0	0	0	1	47	84%	0:09:36

Cascade Twp Suburban Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	2	4	3	9	5	3	0	0	3	1	2	1	1	1	35	88%	0:12:07

Cascade Twp Suburban Priority 3

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
1	1	0	6	5	9	8	3	1	1	2	0	1	2	1	41	93%	0:12:52

Cascade Twp Rural Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	3	0	0	2	1	1	0	0	1	0	0	0	8	83%	0:12:24

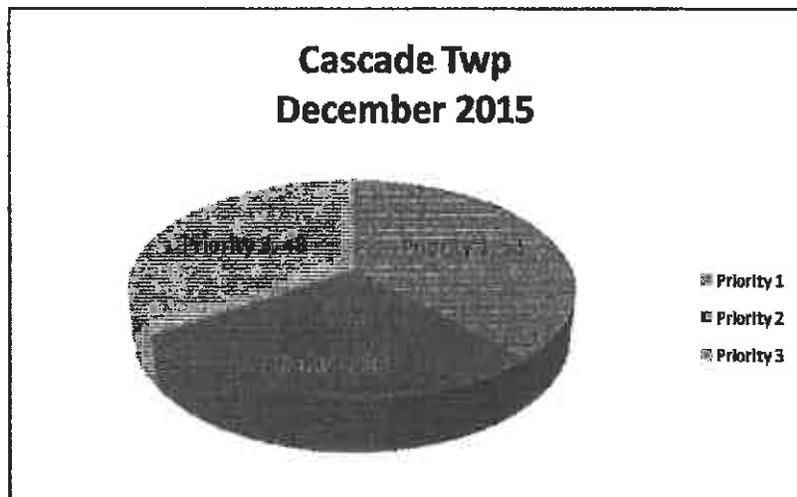
Cascade Twp Rural Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	2	50%	0:25:31

Cascade Twp Rural Priority 3

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	0	2	1	0	0	2	0	0	0	0	5	100%	0:16:39

Response Priority	Total
Priority 1	53
Priority 2	38
Priority 3	48
Grand Total	139





CASCADE CHARTER TOWNSHIP
2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: January 11th, 2016
To: Ben Swayze, Rob Beahan and Township Board Members
From: Brian Wilson, Director of Inspections
Subject: 2015 Building Department Report Summary

2015 Building Department Summary

1. The construction industry remained strong throughout 2015. As a result, permits issued and inspections performed continue to increase.

7900 permits issued, up from 7,264 permits issued in 2014

20,324 inspection, up from 19,930 inspections performed in 2014

2. Numerous large projects were permitted / inspected in Cascade Township including:

Centennial Apartments
Redwood Townhomes (by Walmart)
YMCA
Drury Hotel
Kraft Ave Warehouse
Lacks Warehouse

We continue to work on many of these projects into 2016.

3. Online permit issuance continues to increase. Of the 6390 trade permits issued in 2015, 2391 were processed online. (37.4%) This shift in how contractors apply for permits allows us to efficiently process a higher volume of permits.
4. 215 total new home permits were issued by the building department. Of those, 62 were in Cascade Township.
5. Ron Sabin was hired as a full-time inspector/plan reviewer.
6. Scanning of all old building permit records was completed in 2015. They are in pdf format for retention and ease of access for other departments and FOIA requests.

7. The website has been updated to include new forms and a directory of staff.

Looking ahead for 2016...

The industry is expected to generally remain strong, however, it seems unlikely that we will have as many large projects for 2016. We will continue to look for efficiencies in the department and provide excellent service to our customer communities.

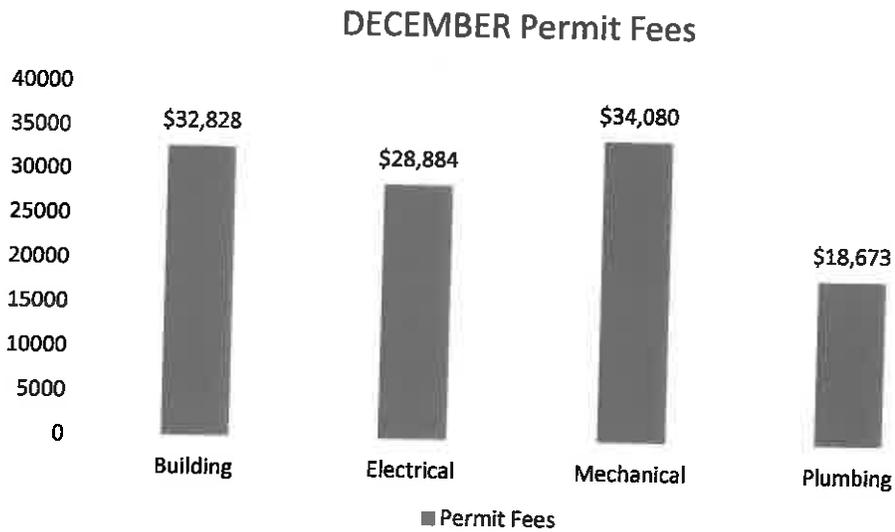
2016 projects include updating the database and transitioning to the new 2015 Residential Code.

Brian Wilson
Director of Inspections

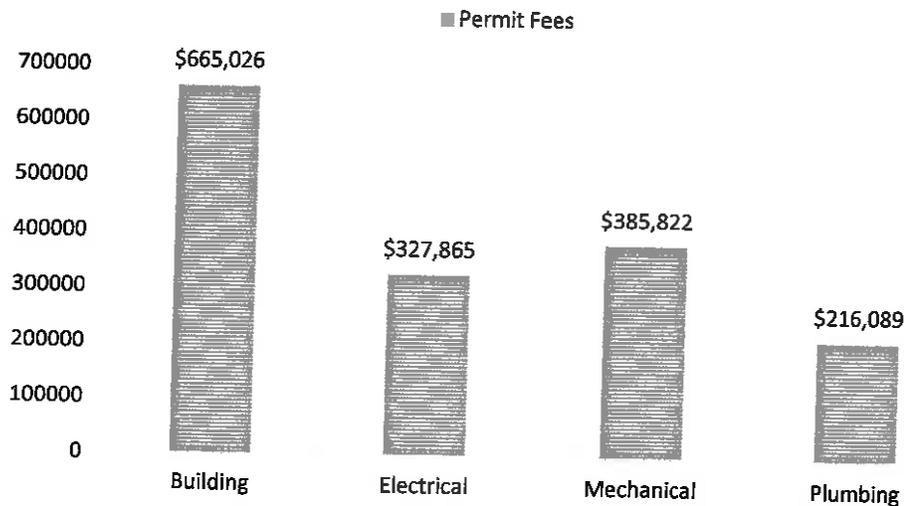
Cascade Inspection Services

DECEMBER 2015

Permit Fees by Type

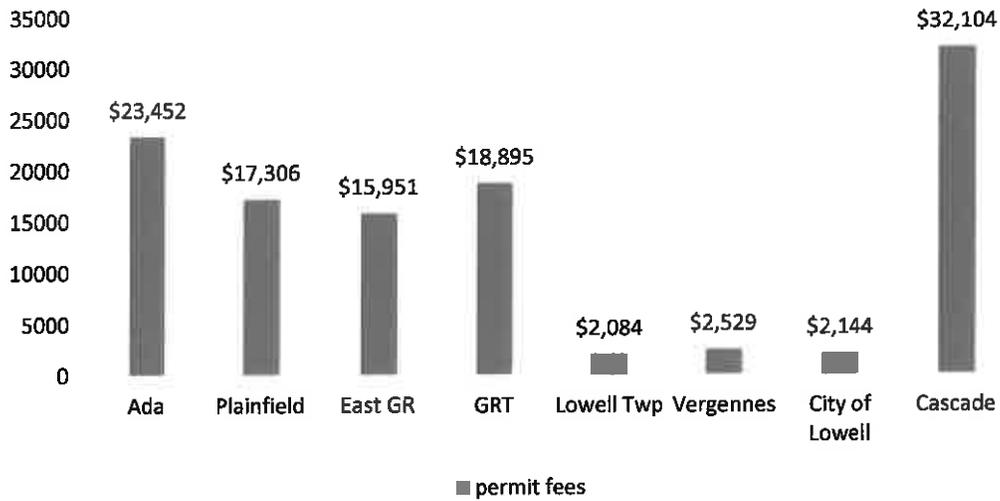


PERMIT FEES - 2015 YTD

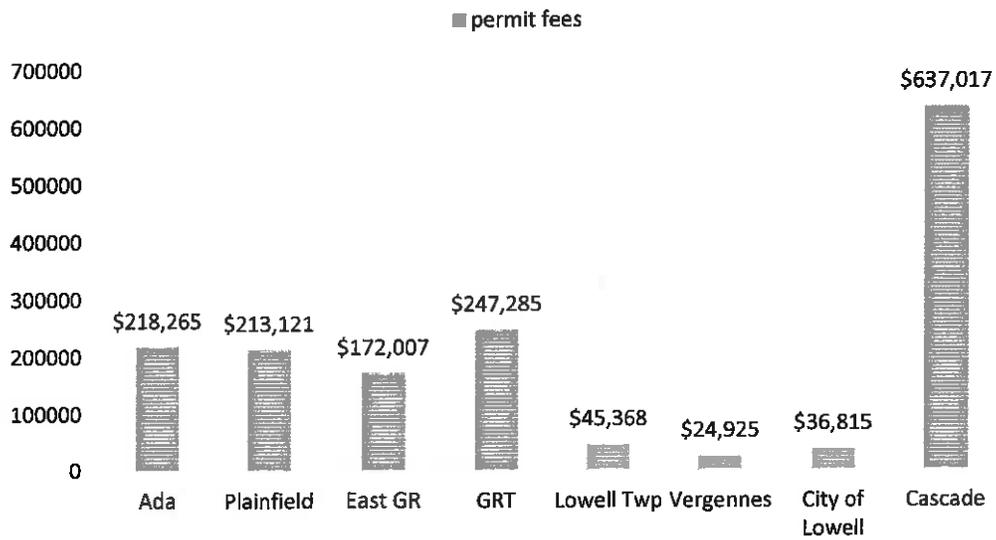


Permit Fees by Municipality

permit fees - DECEMBER



PERMIT FEES - 2015 YTD



Township #of Per Building #of Per Electrical # of Per Mechanical # of Per Plumbing Total Permits Total Fees

PREV YTD TOTAL	1369	\$632,197.51	1778	\$298,981.00	2824	\$351,742.05	1247	\$197,416.00	7,218	\$1,480,336.56
DECEMBER										
Cascade	27	\$6,254.00	29	\$9,598.00	50	\$11,329.00	22	\$4,923.00	128	\$32,104.00 ✓
Lowell Twp	4	\$413.00	10	\$757.00	7	\$625.00	2	\$289.00	23	\$2,084.00 ✓
Ada	28	\$11,223.00	29	\$4,658.00	36	\$3,937.25	25	\$3,634.00	118	\$23,452.25 ✓
Vergennes			3	\$338.00	8	\$1,395.00	3	\$796.00	14	\$2,529.00 ✓
GR Twp	31	\$6,180.00	27	\$3,267.00	53	\$6,191.75	25	\$3,256.00	136	\$18,894.75 ✓
EGR	48	\$8,316.00	19	\$2,734.00	26	\$2,955.00	13	\$1,946.00	106	\$15,951.00 ✓
Plainfield			44	\$6,308.00	63	\$7,382.25	22	\$3,616.00	129	\$17,306.25 ✓
City of Lowell	3	\$442.00	9	\$1,224.00	3	\$255.00	2	\$213.00	17	\$2,144.00 ✓
MONTH TOTAL	141	\$32,828.00	170	\$28,884.00	246	\$34,080.25	114	\$18,673.00	671	\$114,455.25 ✓

YTD 2015	1510	\$665,025.51	1948	\$327,865.00	3070	\$385,822.30	1361	\$216,089.00	7889	\$1,594,801.81 ✓
TOTAL-2014	1354	\$615,191.80	1780	\$297,971.00	2860	\$359,989.90	1257	\$196,553.00	7251	\$1,469,705.70
TOTAL-2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$1,409,673.76
TOTAL-2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$1,065,999.29
TOTAL-2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$859,303.35
TOTAL-2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$756,490.25
TOTAL-2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$571,382.75
TOTAL-2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$951,266.55
TOTAL-2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$723,879.15
TOTAL-2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$940,523.41
TOTAL-2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$967,209.45

CASCADE CONSOLIDATED FEES

YEAR 2015

MONTH	Building		Electrical	Mechanical	Plumbing	TOTAL
	Comm.	Residential				
JANUARY	\$3,028.00	\$5,780.00	\$9,882.00	\$4,620.75	\$3,141.00	\$26,449.75
FEBRUARY	\$1,676.00	\$7,073.00	\$3,869.00	\$5,665.00	\$3,382.00	\$21,665.00
MARCH	\$8,756.00	\$6,037.00	\$6,335.00	\$7,675.00	\$5,775.00	\$34,578.00
APRIL	\$65,895.00	\$6,874.00	\$11,472.00	\$8,022.25	\$4,815.00	\$97,078.25
MAY	\$13,108.00	\$14,049.00	\$15,824.00	\$11,646.75	\$6,647.00	\$63,274.75
JUNE	\$9,838.00	\$10,008.00	\$7,272.00	\$12,003.25	\$6,269.00	\$45,390.25
JULY	\$17,768.00	\$12,508.00	\$6,160.00	\$8,553.00	\$6,005.00	\$50,994.00
AUGUST	\$20,704.00	\$6,568.00	\$8,857.00	\$18,337.50	\$5,503.00	\$59,969.50
SEPTEMBER	\$17,887.00	\$7,501.00	\$11,009.00	\$11,104.50	\$6,217.00	\$53,718.50
OCTOBER	\$91,926.00	\$10,097.00	\$4,114.00	\$11,453.00	\$3,980.00	\$121,570.00
NOVEMBER	\$4,630.00	\$4,189.00	\$11,509.00	\$7,025.25	\$2,852.00	\$30,205.25
DECEMBER	\$2,103.00	\$4,151.00	\$9,598.00	\$11,329.00	\$4,923.00	\$32,104.00
YEAR END TOTAL	\$257,317.00	\$94,835.00	\$105,901.00	\$117,455.25	\$61,509.00	\$637,017.25
PERMIT # FOR MONTH	13	14	29	50	22	128
PREV PERMIT TOTAL	168	283	443	705	305	1904
PERMIT TOTAL FOR YR	181	297	472	755	327	2032
YEAR TO DATE	2015	\$637,017.25				
YEAR TO DATE	2014	\$514,893.85				
OVER	\$122,123.40					

CASCADE SINGLE FAMILY HOMES

Number of Permits	DECEMBER	YTD 2015	2014	2013	2012	2011	2010
New Residential Homes	2	62	154	74	49	34	32
VALUE - RESIDENTIAL	\$ 669,112.00	\$ 26,706,215.00	\$ 39,466,458.00	\$ 30,714,184.00	\$16,148,000.00		

Cascade Twp -Permit Report by Category/ Fee

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

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB15001488	ALLEN EDWIN HOME	8844 ONEAL WOODS CT SE	12/15/2015	366,485	849.00	RESIDENCE
PB15001511	MCGRAW MICHAEL	H 6133 MCALLISTER CT SE	12/21/2015	302,627	801.00	RESIDENCE W/FINISHED BASEMI
				669,112	1,650.00	
2	Permits	Value Total		669,112	1,650.00	Fee Total

FIRE DEPARTMENT MEMORANDUM



TO: BENJAMIN SWAYZE – TOWNSHIP MANAGER
FROM: JOHN SIGG – FIRE CHIEF *John*
SUBJECT: EDUCATION REQUEST FOR FF JAMES WALKER – EMS INSTRUCTOR COORDINATORS CONFERENCE
DATE: JANUARY 18, 2016
CC: TOWNSHIP BOARD

This conference for Firefighter James Walker being held on February 25-28, 2016 in Traverse City 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 special courses in bleeding management and pediatric emergency care. He also will be receiving updates from the State of MI EMS office on changes to EMS laws and protocols. A special focus of this conference will be on stress management and conflict resolutions.

This will be the 5th year FF Walker has continued to serve our Dept. 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 provide our Fire/ EMS personnel with continuing education credits (CE's). These CE's are required by the state for our EMS responders to maintain their EMS licensure. These EMS medical licenses must be renewed once every three (3) years. 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 that 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 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.

There are monies in our education line item, so I ask you approve this request for Firefighter James Walker.



**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 A. Walker

Application Date: 12-24-15

Location of Seminar/Conference Traverse City MI

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

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

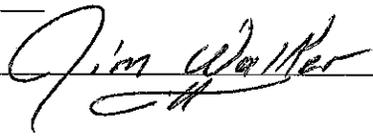
(over)

How will the Seminar/Conference benefit the employee and the township? See Attached
Letter

Cost of the Seminar/Conference: (Registration) \$ 300 -

(Lodging) \$ 379.59 (Travel) \$ 107.20

Account #: 206-336-724 (60 miles x .56) x 2 (there and back home)

Your Signature: 

Approvals:

Department Head:  Date: 1-19-16

Township Manager: _____ Date: _____

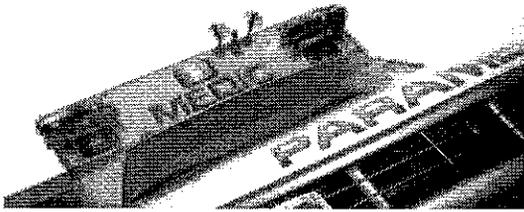
Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



Society of Michigan EMS Instructor Coordinators

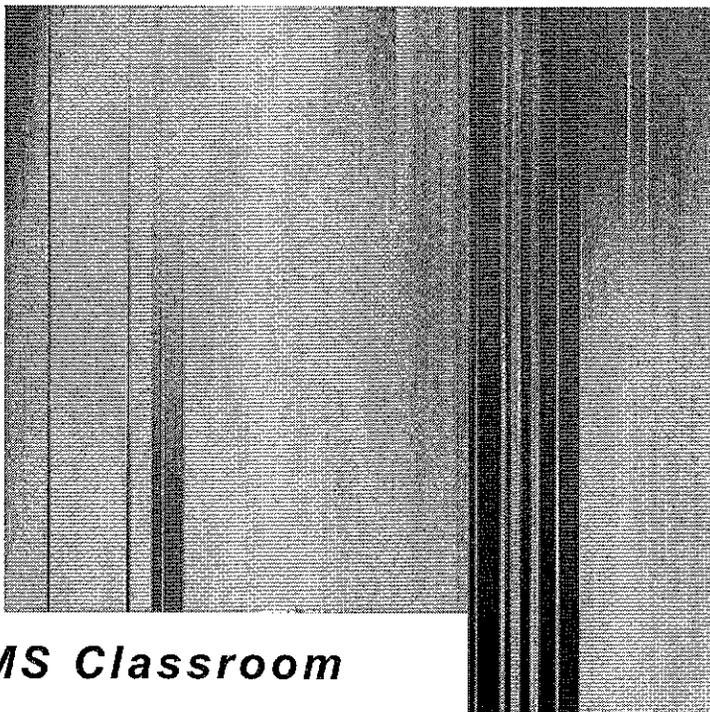


74

th
SPRING

2016

PROFESSIONAL DEVELOPMENT
CONFERENCE



25

26

February 2016

27

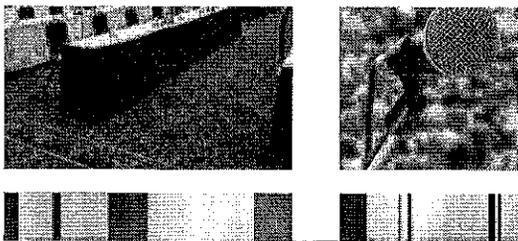
28

Change in the EMS Classroom

"To Improve is to Change; to be perfect is to change often"

Winston Churchill (1874-1965)

GRAND TRAVERSE RESORT
TRAVERSE CITY - MI



3 WAYS TO REGISTER:

ONLINE

Use the fast and secure online form at 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
Base Conference Registration Fee Additional cost will be added based on selections during the registration process.	\$10	\$50
Regular 3 Day Conference Registration includes Friday, Saturday and Sunday. Includes lunch and breaks.	\$195	\$195
Regular 1 Day Conference Registration includes Friday or Saturday depending on the day selected. Includes lunch and breaks on the day selected.	\$100	\$100
Preconference Sessions 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 2/12/2016.

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 or call 855-763-6742. Registration discounts are available online.

Society of Michigan EMS Instructor Coordinators



tel

855-763-6742

P.O. Box 175, Hudsonville, MI 49426 855-763-6742 www.smemsic.net

Leading in EMS education

JOIN US FOR THE SPRING 2016 CONFERENCE

The conference is being held February 25-28, 2016 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. There is plenty of parking at the resort. For out of State speakers and attendees, the Cherry Capitol Airport in Traverse City is very close to the resort and the resort has a dedicated shuttle service from the airport to the hotel.

KEYNOTE SPEAKERS:

1. CHRISTOPHER LE BAUDOUR

Santa Rosa College, Windsor, CA
Chris is well known in EMS education as a passionate and innovative speaker and instructor who specializes in experiential scenario based education for all levels of EMS. Chris uses a "humanities" approach to EMS education and believes strongly in developing the whole person and not just the skills required to be a good field practitioner.



1

2. DR CHRISTOPHER NOLLETTE

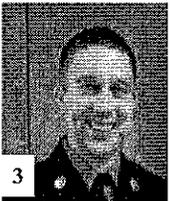
Riverside Comm College, Riverside, CA
Chris has over thirty years of involvement in emergency medical services education, with concurrent professional experience in all risk public safety career fields, including: Air Medical, SWAT and special technical rescue. A passionate teaching style allows him the opportunity to deliver important points and objectives to a variety of learning styles.



2

3. ROMMIE DUCKWORTH

NE Center for Emer Med, Sherman, CT
Rom is a dedicated emergency responder and award-winning educator with more than twenty-five years of experience working in career and volunteer fire departments, hospital health-



3

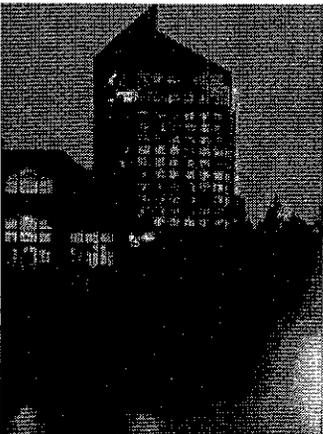
HOTEL INFORMATION:

GRAND TRAVERSE RESORT

800-968-7352 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



Spring 2016

FEBRUARY 25 • THURSDAY

- C** Concurrent Workshop 1 **N** Concurrent Workshop 2 **R** Concurrent Workshop 3 **T** Concurrent Workshop 4
W Concurrent Workshop 5 **F** Conference Administration **P** Plenary Session **E** Pre-conference
S SMEMSIC Business Meeting **L** Social Networking Breaks

7:30am – 8:00am **F** **Pre-conference Registration & Check-in** Registration Area (Grand Traverse Resort)
Registration for preconference session. Early registration for regular conference.

8:00am – 12:00pm **E** **Bleeding Control for the Injured (B-Con) Instructor Course** Michigan Room C (Grand Traverse Resort)
Speakers: Rick Holland, MMR Education Services
The National Association of EMTs (NAEMT) **Bleeding Control for the Injured (B-CON)** course teaches participants basic life-saving medical interventions, including bleeding control with a tourniquet, bleeding control with gauze packs or topical hemostatic agents and bandaging. The course is designed so it can be taught to anyone requiring this training. An additional module provides an orientation to the content of the Hartford Consensus and the changing approach to active shooter or other complex and hazardous responses. Upon completion of the training session participants will be qualified to instruct the B-CON course. In addition the SALT triage system will also be presented. Participants should bring any bleeding control equipment/materials they typically use for the practical portion of the course.
Credits: 3 Instructional Technique, 1 Measurement & Evaluation, 1 Lecture Trauma (Bleeding/Soft Tissue), 1 Practical Trauma (Bleeding/Soft Tissue), 2 Lecture Operations (Emergency Preparedness, Triage & Terrorism)

12:00pm – 1:00pm **L** **Lunch Provided for Pre-Conference Attendees** Michigan Room D (Grand Traverse Resort)
Lunch is provided for pre- conference attendees only.

1:00pm – 5:00pm **E** **Bleeding Control for the Injured (B-Con) Instructor Course (Repeat of Morning Course)** Michigan Room C (Grand Traverse Resort)
Speakers: Rick Holland, MMR Education Services
(This is a repeat of the Morning session) The National Association of EMTs (NAEMT) **Bleeding Control for the Injured (B-CON)** course teaches participants basic life-saving medical interventions, including bleeding control with a tourniquet, bleeding control with gauze packs or topical hemostatic agents and bandaging. The course is designed so it can be taught to anyone requiring this training. An additional module provides an orientation to the content of the Hartford Consensus and the changing approach to active shooter or other complex and hazardous responses. Upon completion of the training session participants will be qualified to instruct the B-CON course. In addition the SALT triage system will also be presented. Participants should bring any bleeding control equipment/materials they typically use for the practical portion of the course.
Credits: 3 Instructional Technique, 1 Measurement & Evaluation, 1 Lecture Trauma (Bleeding/Soft Tissue), 1 Practical Trauma (Bleeding/Soft Tissue), 2 Lecture Operations (Emergency Preparedness, Triage & Terrorism)

1:00pm – 5:00pm **E** **EMS Instructor Pediatric Trauma Workshop** Michigan Room A&B (Grand Traverse Resort)
Speakers: Maria Bywra
This pre-conference workshop is designed to provide EMS Instructors with tools and knowledge to effectively present and provide EMS continuing education on pediatric trauma topics. The course will prepare EMS instructors to provide an overview of pediatric trauma in the continuing education setting. Focus will be placed on instructional techniques for the scope of pediatric trauma, the keys of pediatric patient assessment, the benefits of specialized trauma center resources, and examine how trauma pre-planning tools can assist providers in making the best transport decisions for their patients. This session may include requested information from a pre-course survey, which will be sent to registered participants.
Credits: 4 Instructional Technique, 3 Lecture Special Considerations (Pediatric Assessment & Trauma)

5:30pm – 8:00pm **E** **SMEMSIC M&E Inservice & Pizza Party** Tower BC (Grand Traverse Resort)
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 **S SMEMSIC Board of Directors Meeting** Peninsula A (Grand Traverse Resort)

Staff: SMEMSIC Board of Directors

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.

FEBRUARY 26 • FRIDAY

7:30am – 8:30am **F Regular Conference Registration & Check-In** Registration Area (Grand Traverse Resort)

Check-in for the conference and enjoy some morning coffee. This is a time to network with your peers and meet new friends.

8:30am – 10:30am **P MDHHS EMS Report** Michigan Ballroom (Grand Traverse Resort)

Speakers: Terrie Godde, Tom Knapp, Kathy Wahl

There will be conference opening announcements and then 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 **L Break - Exhibitor Visits and M&E Worksheet Completion Time** Exhibitor Area (Grand Traverse Resort)

Staff: SMEMSIC Education Committee

Please follow the instructions on the M&E worksheet in your notebook. Questions will be posted Friday and Saturday. You must complete both sets of questions from Friday and Saturday to receive the offered M&E credit.

Credits: 1 Measurement & Evaluation (if worksheet is completed on both Friday & Saturday)

11:00am – 12:00pm **C Session A: SMEMSIC Region 1 & UP Forum** Mackinac Ballroom (Grand Traverse Resort)

Staff: SMEMSIC Board of Directors

The regions action forums focus on discussions and action plans for EMS education issues from across Michigan. The sessions will be moderated by the SMEMSIC board of director region representatives from the various regions across the State. This session is for all of the Upper Peninsula and the counties in the north and western lower peninsula.

Credits: 1 Education Administration

11:00am – 12:00pm **C Session B: SMEMSIC Region 2 Forum** Peninsula Ballroom (Grand Traverse Resort)

Staff: SMEMSIC Board of Directors

The regions action forums focus on discussions and action plans for EMS education issues from across Michigan. The sessions will be moderated by the SMEMSIC board of director region representatives from the various regions across the State. This session is for the counties in the southwest and central lower peninsula.

Credits: 1 Education Administration

11:00am – 12:00pm **C Session C: SMEMSIC Region 3 Forum** Mackinac Ballroom (Grand Traverse Resort)

Staff: SMEMSIC Board of Directors

The regions action forums focus on discussions and action plans for EMS education issues from across Michigan. The sessions will be moderated by the SMEMSIC board of director region representatives from the various regions across the State. This session is for the counties in southeast lower peninsula surrounding Detroit.

Credits: 1 Education Administration

12:00pm – 1:00pm **L Lunch Provided for Conference Attendees** Tower Ballroom (Grand Traverse Resort)

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

the M&E worksheet.

-
- 1:00pm – 2:00pm **P Inspiring Audiences - Deliver Your Classroom Message Effectively Every Time** Mackinac Ballroom (Grand Traverse Resort)
Speakers: Rommie Duckworth
When educators develop and present programs, we don't do it to display our PowerPoint skills or to show off the speaking Tips we've gleaned from the latest TED talk. True educators build and deliver programs to inspire and enable their audiences to help move emergency services forward. So where do so many go wrong? This program isn't about PowerPoint tips and tricks (although some are included). Rather, it demonstrates effective communications and message delivery techniques, tools for successful student / attendee engagement, and presentation of a compelling "call to action" designed to motivate attendees to effect positive change in the way that we work for, care for and protect our communities.
Credits: 1 Instructional Technique
-
- 2:00pm – 2:30pm **L Break - Exhibitor Visits and M&E Worksheet Completion Time** Exhibitor Area (Grand Traverse Resort)
Staff: SMEMSIC Education Committee
Please follow the instructions on the M&E worksheet in your notebook. Questions will be posted Friday and Saturday. You must complete both sets of questions from Friday and Saturday to receive the offered M&E credit.
Credits: 1 Measurement & Evaluation (if worksheet is completed on both Friday & Saturday)
-
- 2:30pm – 3:30pm **N Session D: Classroom Tech That Won't Break The Bank: New Tools, Tricks and Techniques** Michigan Ballroom (Grand Traverse Resort)
Speakers: Rommie Duckworth
As educators today we may face unprecedented challenges, but we also have low-cost to no-cost technological resources not available to previous generations. The question is, why are we not using them? The digital revolution has given students tremendous accessibility and flexibility in the way that they connect with information. To prepare students to operate in a world of technology using 19th century education methods is arguably irresponsible. Today's resources are not simply to add some pizzazz to PowerPoint presentations. They enable us to adapt to different learning styles, increase student engagement with the material, impart a responsibility for lifelong learning, and focus our educational resources where they will be most effective.
Credits: 1 Instructional Technique
-
- 2:30pm – 3:30pm **N Session E: Do You Prezi? An Alternative Presentation Platform** Mackinac Ballroom (Grand Traverse Resort)
Speakers: David Maatman
Are you and your audiences tired of the standard presentation software? Looking for something new and fresh? This session will demonstrate the use of Prezi, a presentation software and storytelling tool for presenting ideas on a virtual canvas. Use for live presentations or as self directed enduring material. Available for Windows or Mac operating systems. CAUTION: Incorporating Prezi into your "bag of tricks" may be addictive and cause many hours of lost sleep.
Credits: 1 Instructional Technique
-
- 2:30pm – 3:30pm **N Session F: National Registry Exam Evaluator Workshop** Peninsula Ballroom (Grand Traverse Resort)
Speakers: Terrie Godde
This is a newly updated, required training for those who are current exam evaluators, and those who would like to be NR exam evaluators. There will be heavy review of inter-rater reliability, and some practical scenarios.
Credits: 1 Measurement & Evaluation
-
- 3:45pm – 5:15pm **S SMEMSIC General Membership Meeting** Michigan Ballroom (Grand Traverse Resort)
Staff: SMEMSIC Board of Directors
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 **L Member Exhibitor Reception** Exhibitor Area (Grand Traverse Resort)
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!

FEBRUARY 27 • SATURDAY

- 7:30am – 8:30am **F Regular Conference Registration & Check-In** Registration Area (Grand Traverse Resort)
Check-in for the conference and enjoy some morning coffee. This is a time to network with your peers and meet new friends.
-
- 8:30am – 10:00am **P The Spartan Inside All of Us - A Brain Based Approach** Michigan Ballroom (Grand Traverse Resort)
Speakers: Christopher Nollette
This lecture is one that is built on providing participants with a research based and practical look at leadership but with a twist centered around brain based research. Together, we will explore how leaders face personal and professional trials and tribulations and find the courage to rise above the challenge and chart a winning course. Leaders do not inflict pain – they bear it. This lecture is highly interactive and filled with the walk and less talk on the Spartan Inside All of Us.
Credits: 1 Instructional Technique, .5 Education Administration
-
- 10:00am – 10:30am **L Break - Exhibitor Visits and M&E Worksheet Completion Time** Exhibitor Area (Grand Traverse Resort)
Staff: SMEMSIC Education Committee
Please follow the instructions on the M&E worksheet in your notebook. Questions will be posted Friday and Saturday. You must complete both sets of questions from Friday and Saturday to receive the offered M&E credit.
Credits: 1 Measurement & Evaluation (if worksheet is completed on both Friday & Saturday)
-
- 10:30am – 12:00pm **R Session G: M&E Tricks of the Trade** Michigan Room C&D (Grand Traverse Resort)
Staff: SMEMSIC Education Committee
Join with SMEMSIC Education Committee Instructors as they share measurement and evaluation tools that they use in the classroom both for continuing and initial EMS education. A number of tools and ideas will be shared to improve the way you evaluate students in your EMS education activities.
Credits: 1.5 Measurement & Evaluation
-
- 10:30am – 12:00pm **R Session H: Building Labs and Clinicals that Make a Difference** Michigan Room A&B (Grand Traverse Resort)
Speakers: Christopher Nollette
This lecture centers on how we can be more effective in setting up our labs and clinicals to compliment the students learning. This is a chance to go from good to great as an EMS instructor.
Credits: 1.5 Education Administration
-
- 12:00pm – 1:00pm **L Lunch Provided for Conference Attendees** Tower Ballroom (Grand Traverse Resort)
Lunch is provided for regular conference attendees. This is also a good time to visit the Exhibitors and complete the M&E worksheet.
-
- 1:00pm – 2:30pm **P Flip Your Classroom** Michigan Ballroom (Grand Traverse Resort)
Speakers: Christopher Le Baudour
Perhaps you have heard this term recently and were not sure exactly what it means. Chris will define what a flipped classroom is and why it is so successful. Chris will also share many of his tried and true tools and techniques he has developed for his flipped classroom.
Credits: 1.5 Education Administration
-
- 2:30pm – 3:00pm **L Break - Exhibitor Visits and M&E Worksheet Completion Time** Exhibitor Area (Grand Traverse Resort)
Staff: SMEMSIC Education Committee
Please follow the instructions on the M&E worksheet in your notebook. Questions will be posted Friday and Saturday. You must complete both sets of questions from Friday and Saturday to receive the offered M&E credit.
Credits: 1 Measurement & Evaluation (if worksheet is completed on both Friday & Saturday)
-
- 3:00pm – 4:30pm **T Session I: Sure Fire Success With Scenarios** Michigan Ballroom (Grand Traverse Resort)

Speakers: Christopher Le Baudour

We all understand the value of using scenarios in EMS education, but are we maximizing the learning of each scenario we conduct? We will discuss various ways that scenarios can be used to enhance learning and the importance of a clearly defined "objective" when developing scenarios. Participants will receive six examples of sure fire scenarios as well as template for developing scenarios of their own.

Credits: 1.5 Instructional Technique

3:00pm – 4:30pm **T Session J: Universal Design for Learning in the EMS Classroom** Peninsula Ballroom (Grand Traverse Resort)

Speakers: Kim Schrader

Initially developed for the world of architecture and environment, Universal Design sought to grant accessibility for all. Used in education, it refers to the design of instructional materials and activities to make the content information accessible to all students. Research shows that we all learn differently. We'll look at ways to present curriculum, assess students, and engage them in the learning process with UDL as the driving force.

Credits: 1.5 Instructional Technique

3:00pm – 4:30pm **T Session K: Response To Terrorism For First Responders** Mackinac A (Grand Traverse Resort)

Speakers: Scott Hardy

Pre-incident preparation to possible terrorism. Course prepares student to safely respond to and care for victims of terrorism. Domestic terrorism is the danger we as first responders must be aware of and trained on for our safety. Secondary devices may be planted for arriving fire, police and EMS. Victims of terrorism may present injuries that can be fatal to responders if proper assessment, preparation and equipment is not used.

Credits: 1.5 Instructional Technique, 1 Lecture Operations (Disaster Planning)

FEBRUARY 28 • SUNDAY

8:30am – 10:30am **W Session L: Don't Starve After Going to the Grocery Store - Utilizing Data Collected**

Speakers: David Maatman

Michigan Room A&B (Grand Traverse Resort)

Collecting data, in a relational database (e.g. Microsoft Access), and not incorporating the findings to evaluate strengths, trends or gaps is like going to the grocery store and not eating. If you are gathering food (data) you must digest (analyze) it for it to be beneficial. In this session, using a relational database (Microsoft Access), we will provide an overview of the platform, define and demonstrate key principles, demonstrate generating basic reports and ensure reports are all inclusive. Learn how data can be used for evaluation of and in the EMS initial or continuing education classroom.

Credits: 2 Measurement & Evaluation

8:30am – 10:30am **W Session M: Teaching Students How to Improve Occupant Protection for Non-Critical Pediatric Patients in Ambulances**

Michigan Room C&D (Grand Traverse Resort)

Speakers: Benjamin Stapp

Current research shows that 9 out of 10 child carseats are installed incorrectly, which raises the questions, "How are you transporting children in your ambulances?" This course was developed by a Dr. from Indiana University and focuses specifically how EMS can to properly and safely transport pediatric patients. This course is research based and includes eye opening pediatric ambulance crash tests video.

Credits: 2 Instructional Technique, 1 Lecture Operations (Patient Handling)

74th PDC REGISTRATION

ATTENDEE INFORMATION

Full Name	<i>James Walker</i>				
Address	<i>4277 42nd</i>				
City/State/Zip	<i>Grandville</i>	State	<i>MI</i>	Zip	<i>49418</i>
Home Phone	<i>616-862-2804</i>	Work Phone	<i>616-949-1320</i>		
Email Required	<i>j.walker158@gmail.com</i>				
FMS Region	Region 1 <input type="checkbox"/>	Region 2 <input type="checkbox"/>	Region 3 <input type="checkbox"/>	Upper Peninsula <input type="checkbox"/>	

COST & SESSION INFORMATION

Conference Costs	Member	Non-Member	Late Fee Cost	Friday Breakout I		
Base Conference Fee Required (Check the box next to selections below)	\$10	\$50	\$ <u>10</u>	Session A (UP & 1)	<input type="checkbox"/>	
Pre-Conference (Select One)				Session B (Reg 2)	<input type="checkbox"/>	
Morning Bleeding Control	\$55	\$55	\$ <u>95</u>	Session C (Reg 3)	<input type="checkbox"/>	
Pediatric Workshop	\$40	\$40				
Afternoon Bleeding Control	\$55	\$55				
Regular Conference (Select One)				Friday Breakout II		
3 day (Fri, Sat & Sun)	\$195	\$195	\$ <u>195</u>	Session D	<input checked="" type="checkbox"/>	
Friday Only	\$100	\$100		Session E	<input type="checkbox"/>	
Saturday Only	\$100	\$100		Session F	<input type="checkbox"/>	
Saturday & Sunday Only	\$155	\$155		Saturday Breakout III		
Sunday Only	\$55	\$55		Session G	<input type="checkbox"/>	
None (Pre-conf Only)	\$0	\$0		Session H	<input checked="" type="checkbox"/>	
Extra Cost (Select all that apply)				Saturday Breakout IV		
Late Fee after 2/12/16	\$35	\$45	\$ <u>0</u>	Session I	<input type="checkbox"/>	
Renew Membership	\$50	N/A		Session J	<input type="checkbox"/>	
Companion Lunch Tickets	\$35	\$35		Session K	<input checked="" type="checkbox"/>	
Total Cost <small>Enter the appropriate member or non-member cost for each item above. Then enter the total conference registration cost for the night.</small>				Sunday Breakout V		
				Session L	<input type="checkbox"/>	
				Session M	<input checked="" type="checkbox"/>	

There is a discount for registering online at www.smemsic.net. *An Email address is required for registration by mail or online. Cancellations must be received by US mail by February 12, 2016 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 SMEMSIC conference to receive the discount rate. Room blocks will be released 15 days prior to the conference so please make your reservations early.

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board
From: Steve Peterson, Planning Director
Subject: Consider Pay Application No. 2 Flier Brothers Independent
Excavating re: Cascade Rec Park.
Meeting Date: January 27, 2016

Attached you will find the final Pay Application from Flier Brothers for the construction of the improvements at the Cascade Recreation Park. This project has been substantially completed (painting of the basketball courts and benches in the dog park have yet to be completed) and has been approved by the Township Engineer.

Payment of \$193,965.64 is recommended. The final payment of \$10,000 will be made once the project is completed in the spring.

Attachment: pay application No. 2

APPLICATION AND RECOMMENDATION FOR PAYMENT
 PAGE 1 OF 4

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

FROM (Contractor): Flier Brothers Independent
 9720 – 2 Mile Road
 Lowell, MI 49331

Application No: 2
 Period From: September 29, 2015
 To: January 15, 2016

Project: 2015 Recreation Park Improvements
 FTCH Project Number: G150166

APPLICATION FOR PAYMENT:

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

1.	Original Contract Price	\$474,849.00
2.	Net change by Change Orders	\$0.00
3.	Current Contract Price (1 plus 2)	\$474,849.00
4.	Gross Amount Due (From Unit Price Schedule)	\$437,246.69
5.	Retainage (Per Agreement) Work Substantially Complete \$10,000	
	Total Retainage	\$10,000.00
6.	Amount Eligible to Date (4 minus 5)	\$427,246.69
7.	Less Previous Payments	\$233,281.05
8.	Amount Due This Application (6 minus 7)	\$193,965.64

CHANGE ORDER SUMMARY:

Change Orders Approved by Owner	ADDITIONS	DEDUCTIONS
Net Change by Change Orders	\$0.00	\$0.00

Township Board Memorandum

To: Cascade Township Board
From: Steve Peterson, Community Development Director
Subject: 28th St / I-96 Interchange Township Sign
Date: January 27, 2016

The Township Board tabled this matter at the November 18, 2015 meeting. At that meeting the Township Board asked staff to reduce the cost of the township sign below what was budgeted.

In order to reduce the cost but maintain the same look we contacted Valley City Sign for an estimate. This is only an estimate from Valley City Sign but they have indicated that the cost would increase if the project were to go out to bid.

Original estimate	New estimate	Budgeted amount	Comments
\$109,700	\$62,475	\$80,000	Significant reduction in cost for electrical and "swoosh" fabrication

Staff is asking you to approve the sign project using Valley City Sign. The approval will also allow the Township and Drury to proceed with the project.

Attachments:
TB packet info from November 18, 2015



**Cornelisse
Design Associates, Inc.**
LANDSCAPE ARCHITECTURE

MEMORANDUM

DATE: January 10, 2016
TO: Steve Petersen
PROJECT: Drury Hotel/28th Street -Township Sign and Screen Wall
RE: **Cost Estimate for Construction**

The following is a cost estimate based on where we are in the project after utilizing proprietary signage construction and installation provided for the Swoosh element by Valley City Sign. It assumes Drury Hotels will do all the site preparation, earthwork, and construction of concrete footings and reinforced foundations walls.

CONSTRUCTION COST ESTIMATE

<u>Electrical</u>	<u>\$ 7,500</u>
(including, under cap lighting, power, basic controls)	
<u>Stone Veneer and Precast Caps</u>	<u>\$25,000</u>
(of which \$10,000 is for the 30' long screen wall)	
<u>Swoosh and sign box metal fabrication, Swoosh lighting and installation</u> <u>(by Valley City Sign)</u>	<u>\$25,000</u>
<u>Landscaping/Restoration</u>	<u>\$ 0</u>
<u>Mobilization/bonds/permits</u>	<u>\$ 2,000</u>
TOTAL:	\$59,500
Contingency of 5%	<u>\$ 2,975</u>
GRAND TOTAL:	\$62,475

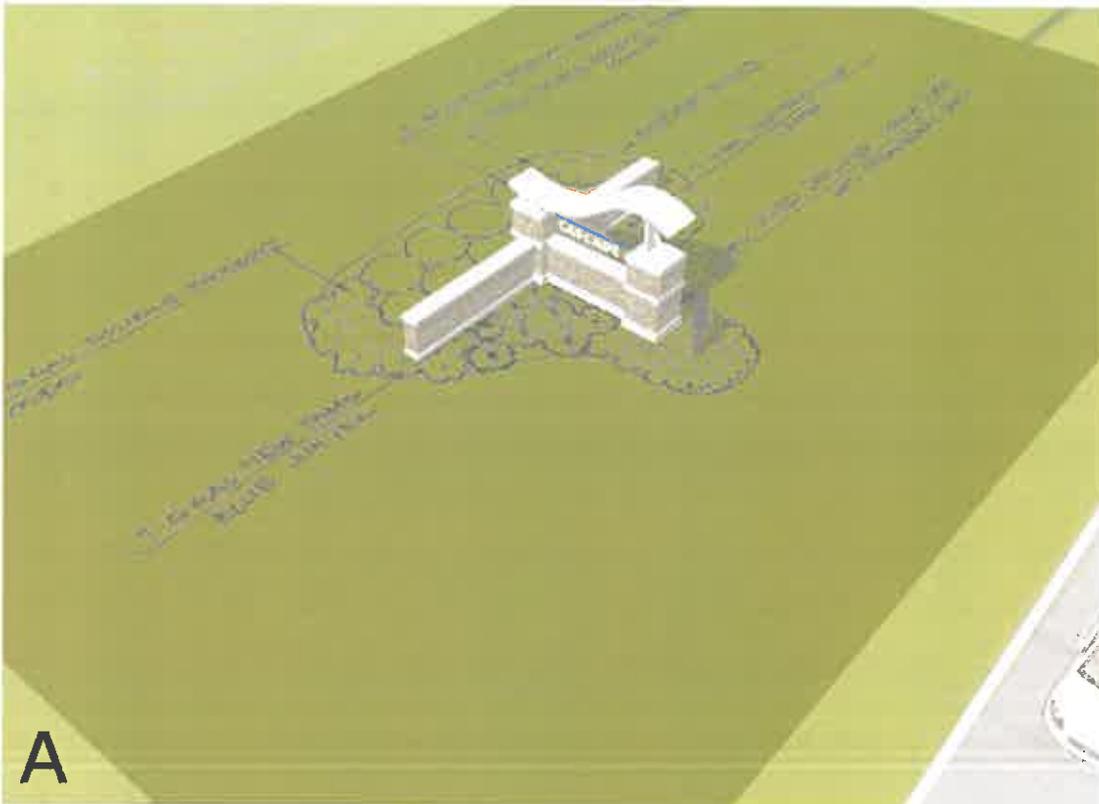
If you have other questions, please let us know.

ISSUED BY: Patricia S. Cornelisse, ASLA, LLA
Cornelisse Design Associates, Inc.

site planning
land planning
park planning & design

ELECTRICAL ESTIMATE ELEMENTS

Electrical cost for power to the sign, tape lighting (to illuminate parts of stone veneer) , and electrical disconnect/conduits/junction boxes is \$6,400. This assumes the lights are controlled dusk to dawn with the nearby sidewalk lighting circuit, so there is no separate lighting controller at the sign. To have any power at the sign the sidewalk lighting circuit would need to be energized, either automatically via photocell or manually with override at the sidewalk lighting controller/power cabinet (on south side of 28th Street).

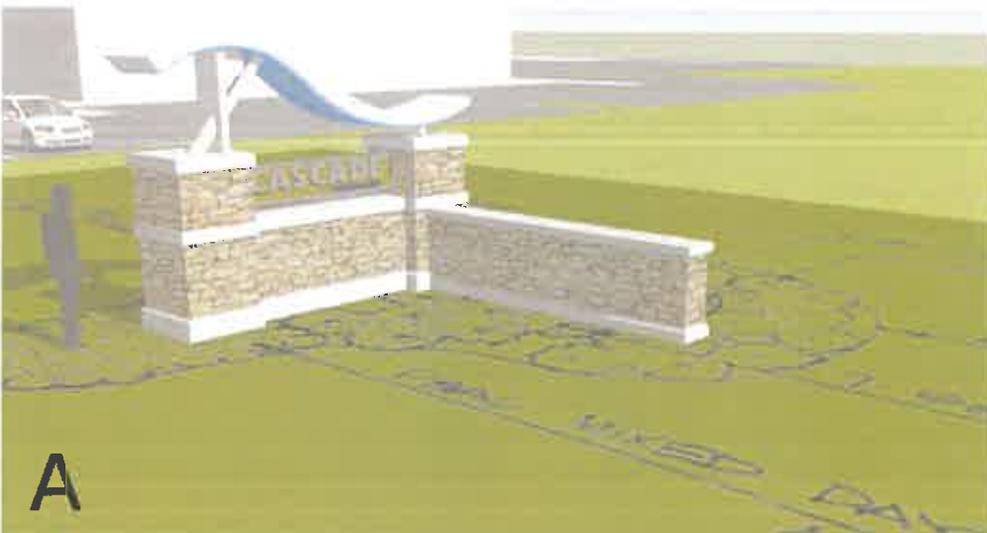
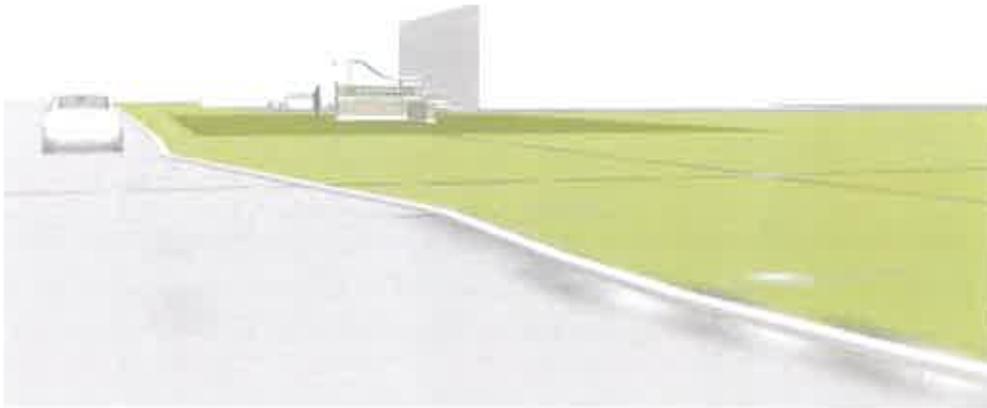


A

**CASCADE TOWNSHIP
SIGNAGE AT DRURY HOTEL/ 28TH ST. OFF RAMP**

9-15-15





**CASCADE TOWNSHIP
SIGNAGE AT DRURY HOTEL/ 28TH ST. OFF RAMP**

9-15-15

077-2015 Consider Approval of Resolution to Authorize Consumers Energy to Make Changes to the Cascade Township Lighting System.

Manager Swayze reviewed the changes to our contract with Consumers Energy. They want to convert three mercury vapor lights in the Township to high pressure sodium. Motion was made by Trustee Goldberg and supported by Clerk Goodyke to approve the Resolution to Authorize Consumers Energy to Make Changes to the Cascade Township Lighting System. Motion carried unanimously by roll call vote.

078-2015 Consider Approval of 28th Street/I-96 Interchange Township Sign.



Manager Swayze reviewed the project regarding the Township sign. Discussion followed. Motion was made by Trustee McDonald and supported by Trustee Lewis to table the item and go back to staff and the infrastructure committee try to nail down costs of the additional signs as well as seek alternative design for the sign that meets the established budget. Motion carried unanimously.

079-2015 Consider Approval of Resolution to warrant to the 2015 Tax Roll, the Street Lighting Roll, the Delinquent Sewer and Water Assessments, and the Delinquent Sewer and Water Usages.

Motion was made by Trustee Goldberg and supported by Trustee Koessel to approve the Resolution to warrant to the 2015 Tax Roll, the Street Lighting Roll, the Delinquent Sewer and Water Assessments, and the Delinquent Sewer and Water Usages. Motion carried unanimously by roll call vote.

Article 9. Public Comments on any other matters. (limit comments to 3 minutes)
Jeff DeJong, 2984 Thornapple River Dr. complimented the Board on the improvements at Cascade Rec Park and the road improvements. Also commented on the proposed size of the sign discussed earlier.

Article 10. Manager Comments
Manager Swayze offered the following comments:

- Thursday, November 19, 2015 the Road Commission will be down doing more paving on our village area project.
- Museum Garden project is coming along as well...
- We have our annual review of our rate setting tomorrow morning at the Utility Advisory Board. It looks like our rates for our Cascade residents will be going up somewhere between 1.5 and 2 percent.
- There is another set of data that comes along with the presentation from Cobalt Community Research.

Article 11. Board Member Comments
Trustee Koessel offered the following comments:

- A citizen inquired about the island in the middle of Cascade Road. Is there any way this could be illuminated. Supervisor Beahan stated that he has talked with the KCRC regarding the illumination of the island.
- Will the street names go on the mast arms? Supervisor Beahan stated that they would be on the arms and also illuminated.



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: November 18th, 2015
To: Supervisor Beahan and Cascade Township Board
From: Ben Swayze, Township Manager
Subject: 28th Street / I-96 Interchange Township Sign

FACTS:

Over the past two years the Township staff and Infrastructure Committee have been working on designing a comprehensive entryway signage program. The purpose of the signage program is to design elements that are replicable not only for Township related signage, but for other elements of the Township as well including parks, open space and buildings. After considering several different elements, the Infrastructure Committee has recommended that the Township focus on the “swoosh” as a common element. The swoosh can currently be found in Tassel Park structural elements, including the park signage (picture attached).

When Drury Hotel applied to the Planning Commission for their hotel project (which is currently under construction) they were required to apply for a height special use permit to extend the height of their building to 72 feet (from 48 feet). In order to receive the special use permit they are required to participate in one or more incentives, as outlined by the Township Zoning Ordinance. After consulting with the Township staff, DDA and Planning Commission, Drury chose the following incentive:

Streetscape Incentive: The project may incorporate entry features in the form of decorative street lighting and landscaping to match those along 28th Street within the Cascade Township Downtown Development Authority

The Township has designed an entryway sign to be placed near the right-of-way in the Consumers Energy property just east of the Drury Hotel project site. The site was selected to be visible to travelers exiting I-96 to 28th Street, as well as travelers moving east and west along 28th Street. In order to receive their height special use, Drury has agreed to provide all of the necessary site improvements including building the sign and wall footings and foundation and providing irrigation to the site. The Township would be responsible for the veneer finish on the wall, all sign elements (including electrical elements) and landscaping.

The Township has had a conceptual/schematic design and cost estimate prepared for the project, which are included for your review. The cost estimate for the Township portion of the sign is \$109,700. For FY15, the Township budgeted \$80,000 for this project.

In order to move forward with the sign project, the Township will need to apply to the Zoning Board of Appeals for a sign variance. Typically Township signage is exempt from sign ordinance regulations if it is placed within the right-of-way. Because the sign does not meet the requirements of the Kent County Road Commission, it is being placed just outside of the right-of-way. The Township will need to apply for the following variances:

- **Height** – Sign ordinance allows for a 5’ sign. The Township sign, including the “swoosh” structural element, is approximately 11’ tall.
- **Placement** – Township is requesting a 0’ setback from the right-of-way.

Attached for your review:

- Conceptual renderings of the proposed sign
- Cost estimate for proposed sign, including breakdown of electrical costs.

ANALYSIS AND CONCLUSION:

The proposed sign will be the first in a series of upgraded entryway and identification signage for the Township. In the Capital Improvement Plan, an upgraded sign is identified for each of the 6 years, including a sign at Patterson and 28th Street in 2016 and a sign at the 36th Street / I-96 interchange as part of a larger landscaping project in 2017. The goal is to have similar thematic elements (including lighting and the “swoosh”) for each sign to serve as a branding aspect for the Township.

The proposed project came in significantly higher than the \$80,000 the Township had originally budgeted for the project. There are two elements of the project that are driving the cost of the project past the original budgeted figure:

- **RGB Ambient Lighting** – Approximately \$25,000
- **Swoosh Fabrication and Installation** - \$30,000 - \$50,000

Given the estimate, Township staff met with the Infrastructure Committee on 11/9 to discuss the project and possible alternatives, including the elimination of the two aforementioned elements of the project. After discussing the possible alternatives, the Infrastructure Committee directed staff to seek the difference between the budgeted amount and the project estimate (approximately \$30,000) from the Downtown Development Authority. The DDA will be considering this request at their Tuesday, 11/17 meeting. An update on the status of this request will be made at the Board meeting. The Infrastructure Committee has recommended that the Township Board approve the proposed signage project, subject to the DDA approving the additional funding.

As mentioned above, the Township will need to seek a variance in order to place the sign for both the height and placement of the signage. The Township has sought (and received) a variance for signage before, including a variance for the Tassel Park entrance sign (height) and other entry signage in the Township (placement) that is not in the right-of-way.

FINANCIAL CONSIDERATIONS:

The Township budgeted \$80,000 for this project in FY2015. Due to project timing, these funds will need to be committed for the project which will be constructed in FY2016. The remaining funds for the project (approximately \$30,000) have been requested from the DDA. These funds will need to be budgeted in FY2016.

RECOMMENDATION:

Approve the I-96 / 28th Street signage project and authorize the Township Manager to seek the required variance from the Zoning Board of Appeals for the sign placement and height.



FINAL CONCEPT A



FINAL CONCEPT A EVENING LIGHTING

**CASCADE CHARTER TOWNSHIP
SIGNAGE AT DRURY HOTEL/ 28TH ST. OFF RAMP**

9-22-15





CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: January 27th, 2016
To: Supervisor Beahan & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Tool & Die Recovery Zone Transfer for Tesla Motors LLC

FACTS:

In 2009 the State of Michigan implemented the Michigan Tool & Die Renaissance Recovery Zone program. This program was designed to assist the fledgling Tool & Die industry in recovery after the onset of the 2008 economic downturn. The program allowed for qualified Tool and Die manufactures to receive a significant tax relief for a period of up to 10 years through the Michigan Renaissance Zone Act, PA 376 of 1996, as amended legislation.

In 2009 Riviera Tool and Die, located at 5460 Executive Parkway SE, applied for and received a Tool & Die Renaissance Recovery Zone designation from the Michigan Strategic Fund, with support (by resolution) from the Cascade Township Board, for a period of 10 years (January 1, 2010 – December 31, 2019). The agreement called for full tax abatement in 2010 – 2016, 75% abatement in 2017, 50% abatement in 2018 and 25% abatement in 2019.

In 2015 Riviera Tool & Die was purchased by Tesla Motors Inc. The function of the facility has remained essentially the same, but now will service Tesla Motors and Tesla Motors suppliers exclusively. In order to assume the Tool & Die Renaissance Zone designation, Tesla Motors must apply to the Michigan Strategic Fund for a transfer of ownership. As part of the application process, Tesla Motors must receive a resolution from the local unit of government recommending the transfer.

Attached for your review:

- Proposed Resolution to approve a Tool & Die Recovery Zone Application for Transfer of Ownership.
- Tool & Die Recovery Zone Application for Transfer of Ownership from Tesla Motors
- Memorandum of Understanding covering the original Tool & Die Renaissance Recovery Zone agreement with Riviera Tool & Die.
- Communication from Michigan Strategic Found awarding the designation to Riviera Tool & Die
- Original Resolution of Support for Riviera Tool & Die

ANALYSIS & CONCLUSIONS:

Township Staff, along with staff from The Right Place, were recently afforded an opportunity to meet the Tesla staff (which were largely retained from Riviera Tool & Die) to review their operations and current plans. The staffing at the plant is currently at 90-100 with several more currently in the process of being hired. This number is up from 88 when the transition took place, but down from 127 when the Renaissance Zone designation was originally awarded. Tesla indicates that they are currently in the process of retooling with several large presses currently

being built in Italy, to be installed later this year. The staff of the plant is optimistic that most new Tool & Die work for Tesla will be in the Cascade plant, and then in the next few years their book of business will be larger than it ever was under Riviera Tool and Die.

By recommending the application be approved, the Township will not be awarding a new abatement, rather transferring an existing abatement to the new owner of the facility. It will be a full abatement in 2016, 75% in 2017, 50% in 2018 and 25% in 2019. By receiving a "full abatement" all property taxes are abated with the exception of property taxes related to bonds, school sinking fund obligations and certain special assessments. In addition, the abatement on personal property will eventually be moot due to personal property tax reform.

In order to retain the designation through 2019, Tesla Motors will be required to abide by all applicable statutes as well as the memorandum of agreement that was originally executed with Riviera Tool & Die.

FINANCIAL CONSIDERATIONS:

A detailed analysis of the tax benefit to Tesla Motors is being completed and will be presented to the Board prior to the meeting.

RECOMMENDED ACTION:

To approve the Resolution to Approve a Tool & Die Recovery Zone Application For Transfer of Ownership for Tesla Motors.

**CASCADE CHARTER TOWNSHIP
KENT COUNTY, MICHIGAN**

RESOLUTION ___ of 2016

**RESOLUTION TO APPROVE A TOOL & DIE RECOVERY ZONE APPLICATION
FOR TRANSFER OF OWNERSHIP**

Minutes of a regular meeting of the Township Board of Cascade Charter Township, County of Kent, State of Michigan, held at the Wisner Center, 2870 Jacksmith Dr. S.E. in said Township on January 27, 2016 at 7:00 o'clock p.m., Eastern Daylight Time

PRESENT: Members _____

ABSENT: Members _____

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

WHEREAS, the Charter Township of Cascade desires to promote economic activity and maintain/increase the number of jobs available to residents of the area; and,

WHEREAS, pursuant to the Michigan Renaissance Zone Act, PA 376 of 1996, the Township Board recommended by Resolution #29 of 2009 that the Michigan Strategic Fund Board, as authorized under Section 8d of the Act, designate Riviera Tool LLC, 5460 Executive Parkway SE, Grand Rapids MI 49512 a Renaissance Recovery Zone under the Act for a duration of up to 10 years; and,

WHEREAS, the Michigan Strategic Fund did approve the request for a period of 10 years (January 1, 2010 – December 31, 2019) subject to a Memorandum of Understanding between the Michigan Strategic Fund, Cascade Charter Township and Riviera Tool, LLC; and,

WHEREAS, Tesla Motors Inc. purchased Riviera Tool, LLC in 2015 and wishes to apply to the Michigan Strategic Fund for a transfer of Ownership under the Michigan Renaissance Zone Program for the remaining term of the agreement; and,

WHEREAS, the Cascade Township Board anticipates that the tax revenue lost would be a small fraction of the benefits of transferring the designation to Tesla Motors Inc. would bring to the community.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT, the Cascade Charter Township Board requests that the Michigan Strategic Fund Board, as authorized by the Michigan Renaissance Zone Act, PA 376 of 1996 as amended, approve the Tool & Die Recovery Zone Application for Transfer of Ownership from Tesla Motors, LLC.

YEAS: Board members _____

NAYS: Board members _____

ABSTAIN: Board members _____

ABSENT: Board members _____

RESOLUTION DECLARED ADOPTED

Ronald Goodyke, Township Clerk

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Cascade Charter Township, County of Kent, Michigan, at a regular meeting held on January 27, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: _____

Ronald Goodyke, Township Clerk

MICHIGAN RENAISSANCE ZONE PROGRAM

**Tool & Die Recovery Zone Application for
Transfer of Ownership
or Amendment**

MICHIGAN STRATEGIC FUND

October 2015

MICHIGAN RENAISSANCE ZONE PROGRAM

Tool & Die Recovery Zone Application

Application Checklist / Submission Instructions

APPLICATION FEE

An Application Fee of \$1,000, made payable to the Michigan Strategic Fund, is due upon receipt of the application.

APPLICATION CHECKLIST

- Completed Application
- Resolution from the Local Unit of Government recommending the amendment.
- A Property Parcel map including boundaries, parcel number(s) and acreage, if changed from the original application.
- A letter from the collaborative. The letter can be written by the Recovery Zone contact person, on behalf of the collaborative members (signature required). The letter should explain that the collaborative supports the change to the original Recovery Zone.
- Applicant must disclose, in a brief narrative, any possible conflicts of interest with members of the Local Unit of Government and/or MSF.
- Copies of the two (2) most recent real property tax bills.

APPLICATION SUBMISSION

The completed original application should be emailed to:

renzoneprogram@michigan.org

OR

The completed original application should be mailed to:

Renaissance Zone Program
Michigan Strategic Fund
c/o Michigan Economic Development Corporation
300 N. Washington Square
Lansing, MI 48913

NOTE: This application, including any attachments, contains information from the Renaissance Zone Program of the Michigan Strategic Fund. This information is intended for use only by the project to which it is released. If you are not the intended recipient of this application, be advised that any dissemination, distribution, or use of the contents of this application is strictly prohibited.

MICHIGAN RENAISSANCE ZONE PROGRAM

Tool & Die Renaissance Recovery Zone

PART 1 – APPLICATION FORM

A. TOOL & DIE RENAISSANCE RECOVERY ZONE –CONTACT/SIGNATORY INFORMATION

Contact Person Name: Jay Baron

Title:

Tool & Die Renaissance Recovery Zone Coalition Name: UTC

Telephone: 734-662-1287

E-mail: jbaron@cargroup.org

Street Address / PO Box: 1000 Victors Way Suite 200

City: Ann Arbor

State: MI

ZIP Code: 48108

I, [TYPE YOUR FULL NAME HERE], CERTIFY THAT THE COMPANY IN THIS APPLICATION IS PARTICIPATING AND COLLABORATING WITH THE TOOL & DIE RENAISSANCE RECOVERY ZONE COALITION ON A REGULAR BASIS AND INFORMATION PROVIDED IS COMPLETE, TRUE AND ACCURATE.

Signature:

Title:

Date:

B. COMPANY INFORMATION

Name of Company: Tesla Motors Inc.

Street Address / PO Box: 5460 Executive Parkway SE

City: Grand Rapids

State: MI

ZIP Code: 49512

Contact Name: Leigh LaLonde

Title: Operations Manager

Telephone: 616-698-2100

E-mail: llalonde@teslamotors.com

Signatory's Name:

Title:

Street Address / PO Box:

City:

State:

Zip:

Telephone:

Email:

C. PROPERTY INFORMATION – CANNOT INCLUDE MORE PROPERTY THAN WHAT WAS ORIGINALLY DESIGNATED (unless application is for amendment only)

Owner Name & Title: Welsh Riviera MI, LLC

Street Address: 4350 Baker Road Suite 400

City: Minnetonka

State: MN

Zip Code: 55343

Telephone: 952 897 7700

E-MAIL: ascheetz@wildamere.com

Total Acres to be included within zone: 5

Number of years remaining of RZ benefit: 4

If the Company is not the owner, please describe the length of the lease and provide verification that the property is leased by the Company: BUILDING LEASE IS THROUGH MAY 31, 2025

D. REQUEST

- Transfer of ownership.
 Recovery Zone Amendment.

MICHIGAN RENAISSANCE ZONE PROGRAM

Tool & Die Renaissance Recovery Zone

Part 2 – DESCRIPTION OF THE PROJECT

A. Describe the history and background of the company.

Riviera Tool, LLC was recently acquired by Tesla Motors, Inc. Riviera was a tool and die shop and still is a tool and die shop operating under different ownership.

B. Describe the amendment request.

Transfer or Ownership to the new owner Tesla Motors, Inc.

C. Describe the corporate structure of the company. (Check one)

- LLC
- C corp
- S corp
- Joint Venture
- Private Partnership
- Other _____

D. Describe what investment has been made at the property since the time of the Recovery Zone designation.

DURING THE TIME IN THE RECOVERY ZONE SOME MACHINERY UPGRADES WERE COMPLETED. RECENTLY BUILDING ENHANCEMENTS AND EQUIPMENT UPGRADES WERE COMPLETED OR IN PROCESS.

E. How many full-time employees were employed at time of designation and how many full-time employees are employed today? If employment levels have decreased, please explain.

127 FULL TIME EMPLOYEES WORKED FOR RIVIERA IN 2009 WHEN THE DESIGNATION WAS FIRST ISSUED. AT TIME OF ACQUISITION WE HAD 88 EMPLOYEES AND NOW HAVE OVER 90 WITH MORE HIRES IN PROCESS.

F. Is any new investment planned and/or any new full-time jobs being created? Please explain.

Currently we are hiring for skilled trade, utility, and we will be hiring for salaried positions here in Grand Rapids. New equipment is being quoted.

G. How often does the Company meet to collaborate with the Tool & Die Renaissance Recovery Zone Coalition?

A minimum twice a year we attend Coalition meetings, but often times attend industry related events to be able to stay current on planning, launches, and statistics.

MICHIGAN RENAISSANCE ZONE PROGRAM

Tool & Die Renaissance Recovery Zone

Part 2 – DESCRIPTION OF THE PROJECT

H. Describe the benefit package provided to the employees.

Health, Dental, Disability (Long and Short term), Workers Compensation, Vision, Life Insurance, 401k, and Equity Grants.

I. Is the Property a single Contiguous Geographic Area? Yes No

J. Real Property Parcel ID#(s): **Should be the same as approved by the Local Unit of Government per their Resolution**

41-19-31-200-060

41-50-18-020-366

K. Legal Description of the property to be included in the Renaissance Zone.

The legal descriptions is: 411931200060 LOT 13 ALSO PART OF OUTLOT B COM AT NE COR OF LOT 13 TH S 88D 30M 59S W ALONG N LINE OF SD LOT 620.0 FT TO NE COR OF LOT 17 TH N 1D 03M 36S E 100.0 FT TO N LINE OF OUTLOT B TH N 88D 30M 59S E ALONG SD N LINE 620.0 FT TH S 1D 03M 36S E 100.0 FT TO BEG * MEADOWBROOKE BUSINESS PARK SPLIT ON 11/05/2004 FROM 41-19-31-200-035, 41-19-31-200-039, 41-19-31-200-045, 41-19-31-200-033;

The parcel is 18 acres

L. Is there any other company located within the building or parcel that is currently designated for your Tool & Die Renaissance Recovery Zone? If yes, please explain.

No

MICHIGAN RENAISSANCE ZONE PROGRAM

Tool & Die Renaissance Recovery Zone

Part 3 – TAX INFORMATION

Will the company file the Corporate Income Tax? Yes No

A. FOREGONE MICHIGAN BUSINESS TAX

Annual savings of Michigan Business Tax for the Company to date since designation \$

B. FOREGONE PROPERTY TAXES (Both Real and Personal)

Annual savings of property taxes for the Company to date since designation \$

C. SEV AND TV ON THE PROPERTY

SEV Year: **2014**

TV Year: **2014**

	SEV	TV
Real Property-LAND	\$449,700	\$
Real Property-BUILDING	\$2,520,800	\$
Personal Property	\$3,500,000	\$3,500,000
TOTALS	\$6,470,500	\$6,427,908

D. ADDITIONAL INFORMATION

Do you certify that all Taxes (property, income and other) are current? Yes No
If no, explain below:

School District Code (Speak with your Treasurer if you do not know your 5-digit School District Code)	41050
Company's Federal Employer Identification Number (FEIN)	91-2197729
Company's Dun & Bradstreet Number (DUNS):	
Senator's Name:	Senate District:
Representative's Name:	House District:

COMPANY CONSENT AND CERTIFICATION

I, [TYPE YOUR FULL NAME HERE], CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS, COMPLETE, TRUE AND ACCURATE. I ALSO CERTIFY THAT THERE ARE NO SUITS OR PROCEEDINGS, PENDING, OUTSTANDING, OR TO THE BEST OF MY KNOWLEDGE, THREATENED, BEFORE ANY COURT, GOVERNMENTAL COMMISSION, BOARD, BUREAU, OR OTHER ADMINISTRATIVE AGENCY OR TRIBUNAL, WHICH, IF RESOLVED [AGAINST THE COMPANY], WOULD HAVE A MATERIAL ADVERSE EFFECT ON THE FINANCIAL CONDITION OR BUSINESS OF THE COMPANY. I UNDERSTAND THAT THIS APPLICATION DOES NOT COVER ALL MATTERS RELEVANT FOR CONSIDERATION BY THE MSF, THE MSF RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION, AND THAT CONSIDERATION OF THE APPLICATION AND INFORMATION SUPPLIED IN NO WAY OBLIGATES THE MSF TO APPROVE ANY REQUESTS.

Signature	Date

Memorandum of Understanding

Tool & Die Recovery Zone Company
with 75 or more full-time employees

This Memorandum of Understanding (the "Agreement") is between the Michigan Strategic Fund ("MSF"), a Michigan public body corporate and politic, Paragon Die & Engineering Company (the "Company"), a Michigan corporation, and Cascade Charter Township (the "Local Unit"), a Michigan township. Collectively, the MSF, Company and Local Unit of government are referred to in this Agreement as the "Parties."

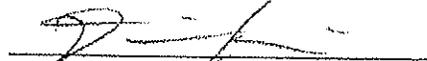
- A) Pursuant to Section 8d(8) of the Michigan Renaissance Zone Act (the "Act"), 1996 PA 376, as amended, a qualified tool and die business that has 75 or more full-time employees may be included in a recovery zone if that business enters into a written agreement with the board of the Michigan Strategic Fund ("MSF") and the local unit(s) of government where the business is located.
- B) The Company applied to the MSF (the "Application") for a Tool & Die Recovery Zone designation in Cascade Charter Township, County of Kent;
- C) The Local Unit, approved a 10 year zone designation;
- D) At its December 16, 2009 meeting, the MSF Board approved of a Recovery Zone designation for the Company, subject to the terms and conditions of this Agreement.

In consideration of the MSF's approval of the recovery zone designation for the Company and the mutual covenants in this Agreement, the Parties agree as follows:

- 1) **Size and Location of Property.** The Company represents that the recovery zone property location is either leased or owned and used primarily for tool and die business operations. The property consists of approximately 12.27 acres, as more particularly described on Exhibit A to this Agreement (the "Property").
- 2) **Duration of Designation.** The Local Unit consented to, and the MSF Board approved, the Recovery Zone for a 10 year period. The designation begins January 1, 2010, and ends December 31, 2019, for Michigan Business Tax ("MBT") and income tax purposes (the "Term"). For property tax calculation purposes, the designation begins December 31, 2009 and ends December 30, 2019.
- 3) **Conditions of Recovery Zone Designation.** As a condition of obtaining the Recovery Zone designation for the Property, the Company shall:
 - a) Not be delinquent in state or local taxes;
 - b) Maintain the Property in good condition, including, but not limited to, buildings, equipment, landscaping, yards, fencing, parking lots and all fixtures;

- c) Comply with all federal, state and local laws and regulations, including, but not limited to, all applicable environmental, building, zoning and noise codes and ordinances in the operation of the business;
 - d) Participate in and comply with the collaborative agreement of the West Michigan Tooling Coalition Recovery Zone; and
 - e) Retain the number of full time employees at the time of designation unless economic conditions prohibit the maintenance of the Company's number of full time employees.
- 4) **Recovery Zone Benefits.** During the Term, the Company shall receive the exemptions, deductions, credits and other benefits of the Recovery Zone designation described in the Act (together, the "Credits"). The Company acknowledges that the benefits provided under the Act do not include relief from the payment of certain property taxes relating to bonds, school sinking fund obligations and special assessments described in MCL 211.7ff.
- 5) **Notices.** All notices provided in connection with this Agreement shall be in writing and deemed given upon personal delivery, or on the next business day if delivered by a commercial overnight carrier, with written verification of receipt service, or the third business day after mail date if sent postage prepaid by United States mail, return receipt requested. All notices shall be addressed as follows:
- | | |
|--|--|
| <p><i>To Company:</i>
 David Muir
 President
 Paragon Die & Engineering Company
 5225 33rd Street SE
 Grand Rapids, Michigan 49512-2071</p> | <p><i>To MSF:</i>
 Michigan Strategic Fund
 MEDC Program Administration, Manager
 Renaissance Zone Program
 300 North Washington Square
 Lansing, Michigan 48913</p> |
|--|--|
- To Local Unit:*
William T. Cousins III
Township Supervisor
Cascade Charter Township
2865 Thornhills Ave SE
Grand Rapids, Michigan 49546-7140
- 6) **Captions.** The captions or headings in this Agreement are for convenience only and in no way define or limit the scope or intent of any provisions or sections of this Agreement.
- 7) **Amendments.** No amendment to this Agreement shall be effective unless it is in writing and signed by the Parties.
- 8) **Effective Date.** This Agreement is effective December 16, 2009 (the "Effective Date").
- 9) **Counterparts.** This Agreement may be executed in one or more counterparts and by facsimile, email or pdf, each of which shall constitute an original, and all of which together shall constitute one and the same instrument

PARAGON DIE & ENGINEERING
COMPANY



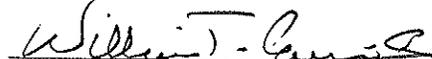
David Muir
President

MICHIGAN STRATEGIC FUND



Michael Pohnl
Fund Manager

CASCADE CHARTER TOWNSHIP



William T. Cousins III
Township Manager

**EXHIBIT A
PROPERTY DESCRIPTION**

As approved by MSF Board Resolution 2009-211, dated December 16, 2009, the Zone shall be comprised of the following property parcels:

41-19-18-401-003
41-19-18-401-006



MICHIGAN STRATEGIC FUND

November 3, 2009

300 N. WASHINGTON SQ.
LANSING, MI 48913

Mr. Daniel W. King
Riviera Tool, LLC
5460 Executive Parkway SE
Grand Rapids, Michigan 49512-5510

MSF BOARD

D. GREGORY MAIN
President and Chair
Michigan Economic
Development Corporation

LINDA EWING
United Auto Workers

JAMES HERBERT
Neogen Corporation

PAUL E. HODGES, III

GEORGE W. JACKSON, JR.
Detroit Economic
Growth Corporation

ROBERT KLEINE
Michigan Department
of Treasury

MITCHELL A. MONDRY
M Group, LLC

JAMES G. PETCOFF
JPFS, LLC

STANLEY PRUSS
Michigan Department
of Energy, Labor &
Economic Growth

RICHARD E. RASSEL
Butzel Long

CHARLES ROTHSTEIN
Beringea LLC

Dear Mr. King:

Congratulations for being approved to become part of the existing collaborative agreement and Recovery Zone with the United Tooling Coalition. Your company was designated as a Tool & Die Renaissance Recovery Zone ("Recovery Zone") by the Michigan Strategic Fund (MSF) at their board meeting on October 28, 2009. The MSF Resolution is enclosed.

Based on the information provided in your application, the duration of your Recovery Zone will be for 10 years. The Recovery Zone designation will become effective on December 31, 2009, for personal and real property tax purposes. The zone will begin on January 1, 2010, for Michigan Business Tax (MBT) and income tax purposes and ends December 31, 2019.

Enclosed is a table with a breakdown of the years and the percent of exemption which will apply each year for your company. The tax benefits will be phased out in 25% increments over the last three (3) years of the Recovery Zone designation.

Please be aware that you must pay your Winter 2009 tax bill and also still file an annual Michigan Business Tax (MBT) return and annual city income tax return, if applicable. You also are required to file an annual Personal Property Statement (PPS) with the Assessor. Failure to submit these tax forms will result in a delinquency and your company can be denied benefits of the program for failing to file the proper tax returns. In addition, if you receive any tax bills for local bond obligations, school sinking fund, or special assessments, you must pay them. Companies are also not exempt from paying Michigan sales tax or any taxes mandated by the federal government.

The Michigan Department of Treasury has contact individuals for Michigan Business Tax (MBT) or Property Tax questions. Questions regarding MBT filing should be directed to Natalie Dunn or Barb Newport at 517-636-4280. For property tax questions, contact Sarah Miller at 517-373-3272.

If you have any questions regarding this designation, please contact me at (517) 335-5810 or crawfords@michigan.org.

Sincerely,

Shannon K. Crawford
Renaissance Zone Analyst
Program Administration

Enclosures

cc: Cascade Charter Township Supervisor
Cascade Charter Township Treasurer
Kent County Equalization Office

**Company Joining an Existing Tool & Die Renaissance Recovery Zone
Effective January 1, 2010**

**Michigan Strategic Fund Board
October 28, 2009**

Riviera Tool LLC

The Michigan Strategic Fund (MSF) received an application from the United Tooling Coalition on behalf of Riviera Tool to allow the company to join the existing Recovery Zone.

Cascade Charter Township, by resolution, approved the creation of a 10 year Recovery Zone that would begin January 1, 2010, for Michigan Business Tax (MBT) and income tax purposes and end December 31, 2019. For both personal and real property tax purposes, the zone would begin December 31, 2009.

Riviera Tool and the Recovery Zone location:

Property Address

5460 Executive Parkway SE, Grand Rapids, Michigan 49512-5510 (Kent County)

Property Parcel Numbers

41-19-31-200-060; 41-57-18-980-310; 41-50-18-020-366

Riviera Tool is joining the United Tooling Coalition, an existing Recovery Zone, for a duration of 10 years, as indicated in the table below. In all cases, the tax benefits will be phased out in 25% increments over the last three years of the zone designation.

<u>Year #</u>	<u>Comprises Tax Year</u>	<u>% of Tax Exemption, Deduction, or Credit</u>
1	2010	100%
2	2011	100%
3	2012	100%
4	2013	100%
5	2014	100%
6	2015	100%
7	2016	100%
8	2017	75%
9	2018	50%
10	2019	25%
	2020	0%

The entire application is on file with the Michigan Economic Development Corporation.

MICHIGAN STRATEGIC FUND

RESOLUTION
2009-159

NEW COMPANY JOINING AN EXISTING TOOL AND DIE RENAISSANCE RECOVERY
ZONE ("RECOVERY ZONE"): Riviera Tool, LLC

WHEREAS, the Michigan Renaissance Zone Act (the "Act"), 1996 PA 376, as amended, authorizes the Michigan Strategic Fund ("MSF") Board to designate up to 35 tool and die renaissance recovery zones ("Recovery Zone") anywhere in the State of Michigan;

WHEREAS, the Act authorizes the MSF Board to consider all applications made by tool and die businesses or qualified local governmental units for a Recovery Zone;

WHEREAS, on December 16, 2004, the MSF Board designated a Recovery Zone for the United Tooling Coalition (the "United Tooling Coalition Recovery Zone"), effective January 1, 2005;

WHEREAS, Section 8d(6) of the Act permits the MSF to modify an existing Recovery Zone to add one or more qualified tool and die businesses to the Recovery Zone with the consent of all other qualified tool and die businesses that are participating in the Recovery Zone;

WHEREAS, the Michigan Economic Development Corporation ("MEDC") provides administrative services for the renaissance zone program, and received an application and supporting materials from the United Tooling Coalition on behalf of Riviera Tool, LLC (the "Company") for approval to join the existing United Tooling Coalition Recovery Zone;

WHEREAS, all the qualified tool and die businesses within the United Tooling Coalition consented to the addition of the Company to the United Tooling Coalition Recovery Zone;

WHEREAS, by resolution, the Cascade Charter Township consented to the addition of the Company to the United Tooling Coalition Recovery Zone; and

WHEREAS, the MEDC fully considered the application and supporting documentation submitted by the United Tooling Coalition on behalf of the Company and recommends approval subject to the following condition:

1. A written agreement is entered into between the Company, the Cascade Charter Township and the MSF pursuant to Section 8d(8) of the Act on or before December 31, 2009.

NOW, THEREFORE, BE IT RESOLVED, that the MSF Board approves the United Tooling Coalition's application to include the Company as part of the United Tooling Coalition Recovery Zone and designates the parcels of property identified in the application for a period of ten (10) years that would begin January 1, 2010, for Michigan Business Tax and income tax purposes, and December 31, 2009, for personal and real property tax purposes, subject to the following condition:

1. A written agreement is entered into between the Company, the Cascade Charter Township and the MSF pursuant to Section 8d(8) of the Act on or before December 31, 2009.

BE IT FURTHER RESOLVED, that the MSF Board authorizes the Fund Manager to take all action necessary to effectuate the terms of this Resolution.

Adopted.

Ayes: Susan Corbin (acting on behalf of Skip Pruss, authorization attached); Linda Ewing;
Mark Haas (acting on behalf of Robert Kleine, authorization attached); Paul Hodges;
George Jackson; Mitchell Mondry; Richard Rassel; Charles Rothstein

Nays:

Recused:

Lansing, Michigan
October 28, 2009

RESOLUTION # 49 /2009

RESOLUTION TO REQUEST A TOOL AND DIE RENAISSANCE
RECOVERY ZONE

At a regular meeting of the Township Board of the Township of Cascade, County of Kent, State of Michigan, held in the Cascade Library, 2870 Jacksmith Drive, S.E., in said Township on the 10th day of September 2009, at 7:00 p.m.

MEMBERS PRESENT: Beahan, Koessel, Goldberg, Lewis

MEMBERS ABSENT: Dood, Goodyke, Fox

The following preamble and resolution was offered by Member Koessel and supported by Member Goldberg.

RESOLUTION TO APPROVE REQUEST

WHEREAS, the Township of Cascade desires to promote economic activity and maintain / increase the number of jobs available to residents of the area, and;

WHEREAS, certain industries in the state are facing difficult times and the tool and die industry, in particular, has sustained losses due to foreign competition and increased productivity;

WHEREAS, the designation of a Tool and Die Renaissance Recovery Zone ("Recovery Zone") will temporarily reduce the tax burden paid by the business enabling it to reposition itself to compete globally, and;

WHEREAS, the business has entered into a collaborative agreement with other business entities having the North American Industry Classification System codes required under Section 8d of the Michigan Renaissance Zone Act, 1996 PA 376, as amended (the "Act"), and;

WHEREAS, the proposed Recovery Zone will consist entirely of qualified tool and die business property, defined in the Act as property leased or owned by a tool and die business and used primarily for tool and die operations; and

WHEREAS, should the area be designated a Recovery Zone, qualified tool and die business property within that zone will be exempt from taxes levied by the city, county, and other units of government as provided under the Act; and

WHEREAS, the Township expects that the tax revenue lost, which is estimated on the attached schedule A, would be a small fraction of the benefits the designation of a Recovery Zone will bring the community.

THEREFORE BE IT RESOLVED, that the Township of Cascade requests that the Michigan Strategic Fund Board, as authorized under Section 8d of the Act, designate Riviera Tool LLC, 5460 Executive Parkway SE, Grand Rapids, MI 49512, with parcel number 41 19 31 200 060 with legal description on attachment B identified by this resolution a Renaissance Recovery Zone under the Act for a duration of up to 10 years.

YEAS:

NAYS:

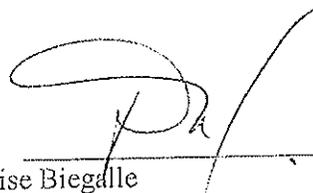
RESOLUTION DECLARED ADOPTED.



Denise Biegalle
Cascade Township Deputy Clerk

CERTIFICATION

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Cascade Township Board of the Township of Cascade, County of Kent, Michigan, at a regular meeting held on September 10, 2009.



Denise Biegalle
Cascade Township Deputy Clerk

ATTACHMENT A

TAX IMPACT OF RIVIERA TOOL LLC EXEMPTION

41 19 31 200 060		\$3,500,000		41 57 18 980 310		\$2,236,100
	Rate		Taxes		Rate	Taxes
Cascade Operating	0.0009716		\$3,400.60	Cascade Operating	0.0004858	\$1,086.30
Cascade Fire	0.0013152		\$4,603.20	Cascade Fire	0.0006576	\$1,470.46
Cascade Police	0.0004591		\$1,606.85	Cascade Police	0.00022955	\$513.30
Cascade Library	0.0003882		\$1,358.70	Cascade Library	0.0001941	\$434.03
Cascade Pathway	0.0003985		\$1,394.75	Cascade Pathway	0.00019925	\$445.54
Cascade Openspace	0.00023		\$805.00	Cascade Openspace	0.000115	\$257.15
			\$13,169.10			\$4,206.77

41 19 xx xxx xxx		\$0		41 57 18 xxx xxx		\$0
	Rate		Taxes		Rate	Taxes
Cascade Operating	0.0009716		\$0.00	Cascade Operating	0.0004858	\$0.00
Cascade Fire	0.0013152		\$0.00	Cascade Fire	0.0006576	\$0.00
Cascade Police	0.0004591		\$0.00	Cascade Police	0.00022955	\$0.00
Cascade Library	0.0003882		\$0.00	Cascade Library	0.0001941	\$0.00
Cascade Pathway	0.0003985		\$0.00	Cascade Pathway	0.00019925	\$0.00
Cascade Openspace	0.00023		\$0.00	Cascade Openspace	0.000115	\$0.00
			\$0.00			\$0.00

41 50 18 020 366		\$1,186,300
	Rate	Taxes
Cascade Operating	0.0009716	\$1,152.61
Cascade Fire	0.0013152	\$1,560.22
Cascade Police	0.0004591	\$544.63
Cascade Library	0.0003882	\$460.52
Cascade Pathway	0.0003985	\$472.74
Cascade Openspace	0.00023	\$272.85
		\$4,463.57

41 55 18 xxx xxx		\$0
	Rate	Taxes
Cascade Operating	0.0004858	\$0.00
Cascade Fire	0.0006576	\$0.00
Cascade Police	0.00022955	\$0.00
Cascade Library	0.0001941	\$0.00
Cascade Pathway	0.00019925	\$0.00
Cascade Openspace	0.000115	\$0.00
		\$0.00

TOTAL TAX LOSS FOR TOOL & DIE ZONE

Cascade Operating	\$5,639.51
Cascade Fire	\$7,633.88
Cascade Police	\$2,664.78
Cascade Library	\$2,253.25
Cascade Pathway	\$2,313.03
Cascade Openspace	\$1,335.00
Admin Fee	\$2,111.90
	\$23,951.35

TAX IMPACT OF RIVIERA TOOL LLC EXEMPTION - TOTAL TAX SAVINGS

41 19 31 200 060		\$3,500,000	Taxes
	Rate		
Total Taxes	0.0475134		\$166,296.90
Caledonia Debt	-0.00035		-\$1,225.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
Admin Fee	1% .		\$1,650.72
			\$166,722.62

41 57 18 980 310		\$2,236,100	Taxes
	Rate		
Total Taxes	0.0117567		\$26,289.16
Caledonia Debt	-0.00175		-\$3,913.18
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
Admin Fee	1% .		\$223.76
			\$22,599.74

xxxx		\$0	Taxes
	Rate		
Total Taxes	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
Admin Fee	1% .		\$0.00
			\$0.00

41 57 18 xxx xxx		\$0	Taxes
	Rate		
Total Taxes	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
Admin Fee	1% .		\$0.00
			\$0.00

41 50 18 020 366		\$1,186,300	Taxes
	Rate		
Total Taxes	0.0235134		\$27,893.95
Caledonia Debt	-0.0035		-\$4,152.05
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
Admin Fee	1% .		\$237.42
			\$23,979.32

Caledonia Debt would not be exempted by Zone

41 55 xxxxx		\$0	Taxes
	Rate		
Total Taxes	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
	0		\$0.00
Admin Fee	1% .		\$0.00
			\$0.00

TOTAL TAX SAVINGS FOR TOOL & DIE ZONE

Total Taxes	\$220,480.00
	-\$9,290.23
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Admin Fee	\$2,111.90
	\$213,301.68

This does not factor the impact of the MBT credit for personal property. MBT is one of the taxes exempted by zone.

ATTACHMENT B

41-19-31-200-060

411931200060 LOT 13 ALSO PART OF OUTLOT B COM AT NE
COR OF LOT 13 TH S 88D 30M 59S W ALONG N LINE OF SD LOT
620.0 FT TO NE COR OF LOT 17 TH N 1D 03M 36S E 100.0 FT TO N
LINE OF OUTLOT B TH N 88D 30M 59S E ALONG SD N LINE 620.0
FT TH S 1D 03M 36S E 100.0 FT TO BEG * MEADOWBROOKE
BUSINESS PARK SPLIT ON 11/05/2004 FROM 41-19-31-200-035,
41-19-31-200-039, 41-19-31-200-045, 41-19-31-200-033;



CASCADE CHARTER TOWNSHIP
2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: January 27th, 2016
To: Supervisor Beahan & Cascade Township Board
From: Benjamin Swayze, Township Manager
Roger McCarty, Assessor
Subject: Public Records Inspection Policy – Assessing Department

FACTS:

In late 2015 Cascade Township was selected by the Michigan State Tax Commission (STC) for an Audit of Minimum Assessing Requirements (AMAR) review. This periodic review is to ensure that the Township is in substantial compliance with the General Property Tax Act. The AMAR review reflects the minimum assessing requirements of a local unit of government based on the Act, STC rules, policies, bulletins and publications. The Cascade Township AMAR went very well, with only a few minor corrective actions that need to be taken.

One of the corrective actions listed was that there needs to be a Township Board approved policy regarding the availability of department records. While the Township currently has a comprehensive FOIA policy, the STC requires a specific policy for the Assessing Department and indicated that an adopted FOIA policy is not acceptable to fulfill the requirement.

Attached for your review:

- Proposed Policy and Procedure for the Public Inspection and Copying of Public Records for the Cascade Charter Township Assessing Department

ANALYSIS & CONCLUSIONS:

The proposed policy has been drafted to comply with our FOIA policy and state statutes. The policy also indicates that any request being made pursuant to the Michigan Freedom of Information Act must be made to the FOIA coordinator and subject to the FOIA statutory requirements. The costs for this policy are the same as the FOIA requests costs. We do not anticipate any conflicts between the two policies, and adoption of the policy will correct a department deficiency identified in the AMAR review.

FINANCIAL CONSIDERATIONS:

There is no financial impact on the Cascade Township budget by adopting the policy.

RECOMMENDED ACTION:

To adopt the “Policy and Procedure for the Public Inspection and Copying of Public Records for the Cascade Charter Township Assessing Department”



Cascade Charter Township
2865 Thornhills SE
Grand Rapids, MI 49546
(616) 949-1500

**POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS FOR THE
CASCADE CHARTER TOWNSHIP ASSESSING DEPARTMENT**

- 1) Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
- 2) This policy shall cover the Cascade Charter Township Assessing Department.
- 3) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 4) All requests should be made to the Township Assessor or his/her designee.
- 5) If verbal request is made, the Township Assessor or his/her designee shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
- 6) The Township Assessor or his/her designee may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
- 7) The Township Assessor or his/her designee shall be responsible for the production of the requested copies.
- 8) The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established in the Cascade Charter Township FOIA fee schedule and attached as "Attachment A"
- 9) If the request is for inspection of public record, the Township Assessor or his/her designee shall respond in a timely manner, not to exceed five business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
- 10) The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the Township Assessor or his/her designee. The place designated for the requested inspection shall be Township Hall. Under no circumstances will official Township records be allowed to leave Township Hall. The Township reserves the right to remain in the room while records are being inspected.
- 11) The Township Assessor or his/her designee shall allow such inspection between the hours of 8:30am to 4:30pm, Monday through Friday.
- 12) Public documents subject to other federal and state statues regarding confidentiality shall be redacted or withheld as required. Examples of items to be excluded include but are not limited to medical records and social security numbers.

CASCADE CHARTER TOWNSHIP
Freedom of Information Act Request Cost Worksheet

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Fee Schedule adopted and periodically revised by the township board.			
Copying (per copy cost): Copying costs may be charged if a copy of a public record is requested, or if a copy is required to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. <div style="text-align: right; margin-right: 20px;"> Letter (single-sided): 8 cents per page Letter (double-sided): 14 cents per page Legal (single-sided): 10 cents per page Legal (double-sided): 18 cents per page 11" x 17" (single-sided): 14 cents per page 11" x 17" (double-sided): 26 cents per page 24" x 36": \$2.00 per page </div> Other Media (tape/disk/drive): _____ Cost: _____		Number of pages: X _____ = X _____ =	Total Cost \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Labor Cost for Copying/Scanning/Preparing:	Hourly Wage Charged: <u>\$18.00</u>	Number of minutes: X _____ =	Total Cost \$ _____
Mailing: <div style="text-align: right; margin-right: 20px;"> No. 10 Business Envelope: 4 cents 9 x 12 Envelope: 6 cents 10 x 13 Envelope: 14 cents Other: ___ cents </div> Postage (select method): \$ <u>.49</u> per stamp \$ _____ per pound \$ _____ per package		Number of envelopes: X _____ = X _____ = X _____ = X _____ = Actual Postage: X _____ = X _____ = X _____ =	Total Cost \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Labor Cost for Search and Separating Exempt from Non-Exempt Information (hourly wage): Due to the nature of the request, a labor charge may be charged for the search, examination, review, and (if appropriate) the deletion and separation of exempt from non-exempt information as provided in Section 4 of the Freedom of Information Act, MCL 15.234. This fee is being charged because failure to do so would result in unreasonably high costs to the township, specifically: _____ _____		Number of minutes: X _____ =	Total Cost \$ _____
		Subtotal	\$ _____
Proof or Affidavit of Indigency Submitted		Subtract \$20.00	\$ _____
		Estimated Cost	\$ _____
Note: When estimated Cost Exceeds \$50.00. Good Faith Deposit of 50% Required <u>Before</u> Request Will Be Processed		50% Deposit Date Paid: _____	\$ _____
Note: Request Will Be Processed, But Balance Must Be Paid <u>Before</u> Copies May Be Picked Up, Delivered, or Mailed		Balance Due	
		Date Paid: _____	\$ _____

January 13, 2016

Kelli Sobel
Michigan Department of Treasury
P.O. Box 30471
Lansing, MI 48909

RE: 2015 AMAR – Cascade Charter Township Corrective Action Plan

Dear MS Sobel

Cascade Township received notification of the results of the 2015 AMAR by letter dated December 11, 2015. The letter noted 3 areas where the Township did not meet the minimum standards and requested the Township provide the Commission with a plan to correct the deficiencies. The Townships plan of action is as follows:

1 – Policy regarding public inspection of records must be approved by Township Board.

The Township Board on January 27, 2016 will approve a policy based on a policy enacted by the City of Alma which was accepted in their AMAR.

2- Lack of documented Land Value Determinations.

It is our understanding that this referred to adjustments with no reason or an inadequate reason listed. Prior to the AMAR appointment, the Township received a printout of the parcels in question and corrected those parcels by adding more detail in the reason area of BSA for the adjustments. We believe this addresses the deficiency.

3- True cash value as indicated on the assessment roll does not agree with the true cash value on the record card with less than 1% overrides and less than 1% flat land values.

The review sheet stated Cascade had .69% of our parcels on override (53 out of 7666) These parcels included hotels, apartments and a condo building that are valued on spreadsheets with the calculated value transferred to BSA as an override. The issue is reported to be 954 flat land values of which 936 are \$0. Cascade does not have a land value on our condo parcels as the land is common area to the project. Subtracting the condo properties from the reported total puts Cascade at under ½ of 1% of parcels with a flat land value. Several of the remaining parcels now have a land calculation for 2016 and we moved some \$0 value road parcels to exempt so the percentage is now lower.

Cascade communicated with Kelli Sobel regarding possible fixes for the condo issue and received approval for a proposed correction on 1/04/2016. The approved correction is to include the notation Condo on the ECF Neighborhood Names as illustrated - QUAIL CREST II CONDOS. Cascade has included the notation **Condos** in all condo ECF Neighborhood Names.

Cascade Township has currently addressed the areas listed in the letter as deficiencies. If you have any questions or concerns with our corrective actions, please contact me.