

**AGENDA  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**

Wednesday, February 24, 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 02/10/2016.
  2. DDA Minutes for 11/17/2015.
- b. Education Requests
  1. Vince Milito – Spring Mechanical Conference (MIAM) – April 14-15, 2016 – Clare, MI.
- c. Receive and File Communications
  1. Letter from Supervisor Beahan – re: Letter of support for the Grand River Revitalization Project.
  2. Memo from Manager Swayze – re: Memo regarding Clerk Replacement – Recommended process.
  3. Memo from Community Development Director Peterson – re: Use of Recreation Park by Grand Rapids Amateur Astronomical Association.

**Article 6. Financial Actions**

**Article 7. Unfinished Business**

**001-2016 Consider Approval of Ordinance to Amend P.U.D. #55 to permit 10 Unit Single Family Detached homes for Roundhill. (Remanded back to the Planning Commission on 1/13/16)**

**009-2016 (Tabled) Consider Approval of Resolutions of Acceptance and Use of Community Development Block Grant (CDBG).**

**Article 8. New Business**

**014-2016 Consider Approval for Tree Cutting/trimming at Tassell Park.**

**015-2016      Consider Approval of Finance Committee Recommendation  
for funding of a new Township Hall.**

**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, February 10, 2016  
7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order at 7:00 p.m.  
Present: Supervisor Beahan, Treasurer Peirce, Clerk Goodyke, Trustee Goldberg Koessel and McDonald.  
Absent: Trustee Lewis  
Also Present: Manager Swayze, Fire Chief Sigg, DDA/ED Director Korhorn and those listed in Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Clerk Goodyke and supported by Trustee Koessel to approve the Agenda as presented. Motion carried unanimously.
- Article 4.** **Presentations/Public Comments (limit comments to 3 minutes)**  
Ken Carey, 2929 Thornapple River Dr., asked the Board to be put on the Agenda, possibly in the April timeframe...having to do with the issues surrounding his lawsuit with the Summit and Mr. Westerhof.  
Supervisor Beahan stated he did not think this was the appropriate venue for discussing a lawsuit like yours as a Board item. The best thing to do is to talk to Ben and see what direction is the best way for the Township to take a look at that.
- Article 5.** **Approval of Consent Agenda**  
a. Receive and File Various Meeting Minutes  
1. Regular Township Board Minutes for 01/27/2016.  
2. Planning Commission Minutes for 01/11/2016.  
b. Receive and File Reports  
1. Treasurer's Department Monthly Report for Dec., 2015.  
2. Building Department Monthly Report for Jan., 2016.  
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 Approval of December, 2015 General/Special Funds.**  
Motion was made by Trustee Koessel and supported by Treasurer Peirce to approve the December, 2015 General/Special Funds.  
Motion carried.  
b. **Consider Approval of January, 2016 Payables, Payroll and Transfers.**  
Motion was made by Treasurer Peirce and supported by Trustee Goldberg to approve the January, 2016 Payables, Payroll and Transfers. Motion carried.
- Article 7.** **Unfinished Business**

009-2016

**a. Public Hearing on Use of Community Development Block Grant (CDBG).**

DDA/ED Director Korhorn reviewed the process for the use of CDBG Funds. Discussion followed.

Motion was made by Trustee Goldberg and supported by Clerk Goodyke to move into public hearing. Motion carried.

No comments heard.

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

**b. Consider Approval of Resolutions of Acceptance and Use of Community Development Block Grant (CDBG).**

Motion was made by Trustee Goldberg and supported by Trustee Koessel to table the item and ask staff to come up with a recommendation to the Board at the next regular Board meeting concerning the allocation of the CDBG monies taking into consideration upcoming Township projects that may have uses that we could put that money to as well as any offsets such as the Hope Network offset that would make it counter-productive not to allocate monies there. Motion carried.

010-2016

**Consider Approval of Resolution to Amend and Restate our Governmental Non-ERISA Retirement Plan. (John Hancock)**

Manager Swayze reviewed the Resolution with the Board members. The Finance Committee has reviewed the plan with one change that if you wish to put additional tax money into the plan up to 90%. Motion was made by Trustee Koessel and supported by Treasurer Peirce to approve the Resolution to Amend and Restate our Governmental Non-ERISA Retirement Plan with the addition of the above mentioned change. Motion carried by roll call vote.

011-2016

**Consider Approval of Purchase of New Brush Truck**

Fire Chief Sigg was present to review the particulars on the purchase of a new brush truck. Motion was made by Trustee Koessel and supported by Trustee Goldberg to approve the purchase of a new brush truck at the cost of \$32,178.96, also allowing them to equip with necessary emergency equipment for a final cost not to exceed \$36,500.00. Motion carried.

012-2016

**Consider Approval of Purchase of Bullex Digital Fire Training System.**

Fire Chief Sigg was present to review the purchase of Bullex Digital Fire Training System. Discussion followed. Motion was made by Trustee Goldberg and supported by Clerk Goodyke to approve the purchase of the Bullex Digital Fire Training System at the cost of \$17,982.45. Motion carried.

013-2016

**Consider Approval to Replace B&G Dump Truck.**

Manager Swayze reviewed the request by B&G. Motion was made by Trustee Goldberg and supported by Clerk Goodyke to approve to replace the B&G Dump Truck with the following:

- ¼ Ton pickup truck ..... \$24,722.00
  - Dump Insert ..... \$ 3,780.00
  - Plow ..... \$ 5,448.05
- \$33,950.05

Motion carried.

**Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**  
Ken Carey, 2929 Thornapple River Dr., commented on businesses and their signage.

**Article 10. Manager Comments**

Manager Swayze offered the following comments:

- Passed out a memo to the Board regards to an issue that will coming up at the next Township Board Meeting.
- Met with the Finance Committee 2 weeks ago...it has developed a recommended financing plan for a potential Township Hall building. This item will be coming in front of the Board at the next meeting. At that time we will set a date for a public meeting, so we can invite the public out to take a look at the plans/financing and offer comments.
- Next week we will be having a grade inspection on the Cascade Rd. project for this upcoming year. The Road Commission is going to be resurfacing and in certain areas widening Cascade Rd. between Hall and Burton St. This will be a big project coming up in the Township by the Road Commission in 2016.
- The Governor released his budget recommendations this week and as he did the last 2 years, he is recommending cutting the statutory revenue sharing for Townships. We will be working with our Representatives to ensure that the fairness and the statutory revenue continues and we are allocated our share.

**Article 11. Board Member Comments**

Trustee Koessel offered the following comments:

- They put up some of the street signs on Cascade Rd. and 28<sup>th</sup> St., but they never completed them down at Thornapple River Dr. Just curious on the installation of the signs. DDA/ED Director Korhorn stated they are waiting for some parts.

Treasurer Peirce offered the following comments:

- My wife and I have really enjoyed the YMCA...it is a great facility.
- Also have heard a lot of comments regarding the bus service, as they are very happy about it.

Trustee Goldberg offered the following comments:

- Wondering about the right on red issue at Thornapple River Dr. and Cascade Rd. Supervisor Beahan stated they still needed to schedule a meeting with Tim at the Road Commission.
- With our grant being turned down, any thoughts as to why that happened and whether there would be another opportunity for a similar grant in the future.

Manager Swayze responded that we have not heard anything back from them yet.

Trustee McDonald offered the following comments:

- Concerned with the widening of Cascade Rd. and the potential of faster speeds and how close the pedestrian path is to the roadway. There is so little margin in some of those areas. I hope the Road Commission can

take into account some kind of “calming” element (i.e., trees) to put a buffer between the pathway and the road.

Clerk Goodyke offered the following comments:

- Had comments on the widening of Cascade and the speed the cars are traveling.
- Informed the Board that he is announcing his resignation effective March 31<sup>st</sup>.
- Will be absent from the next Board meeting.

Supervisor Beahan offered the following comments:

- Offered comments regarding the impact Clerk Goodyke has had on the community.

**Article 12. Adjournment**

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

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Denise M. Biegalle  
Deputy Clerk

Approved by:

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

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

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, November 17, 2015  
5:30 P.M.  
Cascade Library - Wisner Center  
2870 Jacksmith Ave SE

**ARTICLE 1. Call the Meeting to Order**

Chairman Huhn called the meeting to order at 5:30 p.m.  
Members Present: Jennifer Puplava, Kim Ridings, Paula Rowland, Matt Smith, David Huhn, Diana Kingsland, Rick Siegle  
Members Absent: Rob Beahan, Steve Stephan (excused)  
Others Present: DDA/ED Director Sandra Korhorn and others listed on the sign in sheet

**ARTICLE 2. Approve the Agenda**

**Motion was made by Member Puplava to approve the Agenda. Support by Member Kingsland. Motion carried, 6-0.**

**ARTICLE 3. Approve the Minutes of the August 8, 2015 Meeting**

**Motion was made by Member Kingsland to approve the minutes of the August 8, 2015 meeting as written. Support by Member Rowland. Motion carried 6-0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items. *(Comments are limited to five minutes per speaker)***

Mike Kasmauski from the Centennial Park Business Association gave an update on the status of the business park. With the departure of George Wanty, the business association took a hiatus, but they are back on track. He also thanked the DDA for their support, for the completion of the projects within the park and read a letter from Novo 1 indicating their appreciation for the sidewalks, lights and trees in the business park.

**ARTICLE 5. Discuss and Consider Sponsorship for the 2016 Metro Cruise Warmup Event**

DDA/ED Director Korhorn presented. The event was held this past August at the D&W/Pal's Diner plaza. The DDA was the title sponsor with their \$5,000 donation for the event. The event was very successful and brings people into the community and business district. Staff is recommending the DDA continue to sponsor the Metro Cruise Warm up event for 2016.

Member Siegle arrived at 5:45.

Discussion followed regarding participation from store fronts in the D&W plaza, parking concerns, space concerns and the possibility of relocating the event to the Thornapple Centre or having the event at a number of locations. Laura McDowell, Carmen Villahermosa de Cox and Kevin Matthews from the Metro Cruise Warm up Committee spoke regarding these questions.

**Member Puplava made a motion to support the Metro Cruise Warm up as a \$5,000 sponsor for 2016. Support by Member Kingsland . Motion carried 7-0.**

**ARTICLE 6. Discuss and Consider DDA Signage – Drury Hotel**

DDA/ED Director Korhorn presented. The DDA has had a vision of gateway signage throughout the district for a few years. The sign is one that we hope to replicate in the district as well as outside the DDA. As part of the vision, staff has been working with the Drury Hotel to construct a gateway sign. The Township budgeted \$80,000 for the sign. Preliminary costs came in at \$110,000.

The Infrastructure Committee met to discuss the sign and made a favorable recommendation to the Township Board to move forward as well as recommended the DDA pick up the “non budgeted” cost of the sign since it is located in the district.

Discussion followed. There was concern about the cost for the sign as well as cost for the additional signs to be placed throughout the district. There was discussion about the location of this sign, location and size of the other signs, the cost that Drury is incurring for their part of the sign and the sign materials.

**Member Puplava made a motion for staff to bring this item back to the DDA Board with more information. Support by Member Smith. Motion carried 7-0.**

**ARTICLE 7. Discuss and Consider Street Trees – Replacement**

DDA/ED Director Korhorn presented. H.A. Irish removed approximately 31 trees from Charlevoix Dr., between 28<sup>th</sup> St. and Orchard Vista. The DDA Board needs to discuss whether some trees should be replanted in this area. The trees are located in the road right-of-way and can only be replanted after approval from the Kent County Road Commission as well as an understanding of future responsibility.

As part of a larger discussion, DDA/ED Director Korhorn stated the DDA should discuss whether street tree replacement in all areas of the district is something to pursue when we have to remove dead trees or whether there are other options.

**Member Rowland made a motion for staff to work with a landscape architect on a replacement plan for this location, not to exceed \$6,000.00. Support by Member Puplava. Motion carried 7-0.**

**RTICLE 8. Discuss 2016 Projects**

DDA/ED Director Korhorn presented. At the August joint meeting with the Planning Commission, the groups rated a number of potential projects to help determine priorities for future projects. Based on those responses, staff placed the following projects in the budget for 2016:

- a) **28<sup>th</sup> Street Sidewalk – Hotel Ave. to Drury Hotel**
- b) **Create a plan for the library property**
- c) **Create a plan for the Thornapple Centre redevelopment.**
- d) **Lighting of Tassell Park**

Discussion followed regarding the each of these projects, the DDA budget for 2016 and what each project involves. The Township Board will review and approve the 2016 budget in December. After the budget is approved, the DDA can finalize the project list for 2016.

**ARTICLE 9. Discuss Streetlights – Convert to LED**

DDA/ED Director Korhorn presented. Staff was approached at a conference inquiring as to whether we have considered retrofitting our streetlights to LED. Staff spoke to our lighting consultants and was informed that the best option would be to replace the fixtures to LED instead of retrofitting, due to the logistics involved. Staff was wondering if the DDA Board was interested in pursuing this.

Discussion followed regarding costs for this type of work. The DDA Board felt it was too costly at this time to look into this.

**ARTICLE 10. Consider 2016 Meeting Schedule**

DDA/ED Director Korhorn presented the 2016 meeting schedule to the DDA Board members. The schedule reflects a meeting on the 3<sup>rd</sup> Tuesday of each month.

**Member Kingsland made a motion to approve the 2016 meeting schedule. Support by Member Pupilava. Motion carried 7-0.**

**ARTICLE 11. Any Other Business**

DDA/ED Director Korhorn gave an update on the Village road projects and the Museum Garden Park redevelopment project. The road projects are close to completion and the Museum Gardens project still has a few weeks left. The planting may not be completed until spring.

Staff also updated the DDA Board on public transit. The Township Board approved a 3 year pilot program for public transit throughout the district. The service will begin in January, 2016.

**ARTICLE 12. Adjournment**

**Member Siegle made a motion to adjourn. Support by Member Puplava.  
Motion carried 7-0. Meeting Adjourned at 6:45 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Sandra Korhorn, DDA/Economic Development Director



Cascade Charter Township  
Seminar/Conference Attendance Request

Conditions for Reimbursement:

- Cascade Charter Township will send employees at Township expense for required and/or approved work related seminars/conferences. Individual seminars/conferences must be directly related to the employee's current job duties in the organization.
- Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore are not covered by this policy.
- Any seminar/conference request that requires an overnight stay or expenditure over \$200 shall receive Township Board approval prior to attending the seminar/conference.
- Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$200 for a seminar/conference prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of the 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: VINCENT C. MILITO

Application Date: 2.03.16

Location of Seminar/Conference: CLARE MI

Name of Proposed Seminar/Conference: SPRING MECHANICAL CONFERENCE (MIAMI)

Date of Proposed Seminar/Conference: APRIL 14<sup>th</sup> & 15<sup>th</sup> 2016

Description of Seminar: (may also be attached) \_\_\_\_\_

8 HRS TECH & 8 HRS SPECIALTY

How will the Seminar/Conference benefit the employee and the Township? REQUIRED

ACT 54 HAS REQUIRED PER STATE OF MICHIGAN.

EDUCATION FOR 2016 COEF CYCLE.

Cost of Seminar/Conference: 225.00 Lodging: \$ MEMBERSHIP DUES <sup>\$75.00</sup> Travel: \$ 164 mi

Your Signature: [Signature] ROWNO TRIP

Approvals:

Department Head: [Signature] Date: 2.8.16

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

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

(Showing Township Board approval)

249-371-724-000 ✓ BW

# MECHANICAL INSPECTORS ASSOCIATION OF MICHIGAN

560 Barrington Road Grosse Pointe Park, Michigan 48230

PHONE (248) 649-5443 FAX (313) 483-7192 s\_schippert@yahoo.com mechanicalinspector.com

## SPRING CONFERENCE REGISTRATION

DOHERTY HOTEL, CLARE, 602 N McEWAN

APRIL 14-15, 2016

TENTATIVE

Vince Milito 5362  
Cascade Charter Twp  
2865 Thornhills  
Grand Rapids, MI 49546

Email Vmilito@CASCADERTWP.COM Cell 616.340.1058

### 1 NIGHT PACKAGE + 16 CREDITS = \$225

Reminder – We will take care of your hotel reservation, please call MIAM with any questions.  
REGISTRATION AVAILABLE BY MAIL, EMAIL, OR FAX 313-483-7192

### FULL PACKAGE – ROOM THURSDAY 17 CREDITS EDUCATION, ALL MEALS

MEMBER RATE - \$225 You need to be 2016 dues paid MIAM

EXTEND STAY WEDNESDAY \_\_\_ \$75.00 OR FRIDAY \_\_\_ \$75.00

SHARE ROOM WITH INSPECTOR – MEMBER RATE \$375.00 SHARE NAME \_\_\_\_\_  
SPECIAL REQUIREMENTS- LODGING \_\_\_\_\_

### EDUCATION ONLY PACKAGES

MEMBER RATE - \$150 NO ROOM, 16 CREDITS, ALL MEALS

MEMBER RATE - \$100.00 ONE DAY EDUCATION PACKAGE – LUNCH (THURSDAY OR FRIDAY)

### AFTER MAR 14- \$50 LATE FEE/ CANCELLATION PAYMENT

Checks payable to MIAM, 560 Barrington Road, Grosse Pointe Park, MI 48230

Master Card/ Visa Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_ Signature \_\_\_\_\_  
Mailing Address of Credit Card \_\_\_\_\_

### MEAL SELECTION

Day	Event	#Attending	Spouse/Guest Name
Thursday 11:30 am	Light Lunch	1	
Thursday 5:00 pm	Light Dinner Bingo Meet and Greet	1	
Friday 7:30 am	Breakfast Buffet	1	
Friday 11:30 am	Awards Lunch Buffet	1	

Please fill in the number of people, include yourself, spouse and children.

Thursday, April 14, 2016

### TENTATIVE AGENDA

8:30-4:30 4TE/4SP

Presidents Welcome, Brian Shields  
Fire Suppression, Brent Gooden, FSCI

Friday, April 15, 2016

8:30-4:30 4 TE/4SP

- Lunch/ Awards Banquet from 11:30-12:30 pm - Everyone Invited  
Building & Life Safety Codes, David Dodge, McKeon Door Co. ICC Class

Adjourn See you in the Fall

249-371-723-000 ✓ Bw



# MECHANICAL INSPECTORS ASSOCIATION OF MICHIGAN

560 Barrington Road Grosse Pointe Park, Michigan 48230  
PHONE (248) 649-5443 FAX (313) 483-7192 s\_schippert@yahoo.com mechanicalinspector.com

## ACTIVE/CONTRIBUTING MEMBER

APPLICATION AND DUES INVOICE 2016

Vincent Milito 5362  
Cascade Charter Township  
2865 Thornhills Ave.  
Grand Rapids, MI 49546-7140

IS ALL INFORMATION CORRECT? PLEASE PROVIDE OR CORRECT INFORMATION WHERE NEEDED

COMMUNITY/COMPANY	Cascade Charter Township
PHONE	616-949-3765
FAX	616-949-7271
EMAIL	vmilito@cascadetwp.com
CELL	616-340-1058

Are you currently employed as a mechanical inspector?  YES  NO

Are you a new member of MIAM?  YES  NO

Please list all of the Communities you are responsible for inspecting:

*Handwritten:* HIDA TWP, LOWELL TWP, CASCADE TWP, CITY OF LOWELL, EBR TWP, RIVINGTON TWP, GRAND RAPIDS TWP & VENTNERS TWP

Please send my mail to my:  HOME  OFFICE

**\*ACTIVE/CONTRIBUTING MEMBER (\$75 PER CALENDAR YEAR)**

\*Shall be a person a mechanical inspector, registered as such under Act #54.

Payment method: Check \_\_\_\_\_ Master Card \_\_\_\_\_ Visa \_\_\_\_\_

Checks payable to **MECHANICAL INSPECTORS ASSOCIATION OF MICHIGAN** forward with application to above address. Please note when using credit card need billing address and zipcode to complete.

<b>Credit Card Number</b>	<b>Exp. Date</b>	<b>CVV</b>	<b>Signature</b>
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"Dues payments are deductible by members for Federal income tax purposes as ordinary and necessary expenses within the limits of the Internal Revenue Code. However, such payments are not to be construed as charitable contributions or gifts for Federal income tax purposes."



**March 31<sup>st</sup> DUES PAYMENT DEADLINE FOR MEMBERSHIP REGISTRATION  
HONORARY MEMBERS CONFIRM INFORMATION AND PLEASE FORWARD TO MIAM**

### Maintain Improve And Monitor



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Mr. Chris Muller, Co-Founder  
Mr. Chip Richards, Co-Founder  
Grand Rapids Whitewater  
502 2nd Street, NW, #300  
Grand Rapids, Michigan 49504

Mr. Eric DeLong, Deputy City Manager  
City of Grand Rapids  
300 Monroe Ave., NW  
Grand Rapids, Michigan 49503

Dear Messrs. Richards, Muller & DeLong:

Cascade Charter Township offers this letter of support for the Grand River Revitalization Project planned for the Grand River where it flows through downtown Grand Rapids. We believe Grand Rapids Whitewater's team of engineers and scientists has proposed a thoughtful, inclusive approach to river connectivity, aquatic habitat improvement, and improved recreational opportunities, while addressing potential invasive species issues.

The Township cares deeply about our region's water resources and has demonstrated a commitment to protect and improve water quality through the implementation of innovative stormwater management projects within the Thornapple River, Plaster Creek, and Grand River Watersheds.

The River Revitalization project holds great hope for a more ecologically balanced and healthy Grand River. In addition to the ecological improvements, our region will benefit from additional acres for fishing, improved and safer access, additional boat launches, parking, and other amenities.

We understand that the proposed plan is an historic opportunity to restore the namesake rapids to Grand Rapids, improve the Grand River's ecology and enhance recreational opportunities. We are excited to be a part of this project and look forward to its completion.

Sincerely,

Rob Beahan  
Cascade Township Supervisor  
(on behalf of Cascade Township)

Assessing  
949-6176

Building  
949-3765

Buildings & Grounds  
682-4836

Clerk  
949-1508

Fire  
949-1320

Manager  
949-1500

Planning  
949-0224

Treasurer  
949-6944



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** February 24, 2016  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Clerk Replacement – Recommended Process

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## **FACTS:**

At the regularly scheduled Township Board meeting on February 10<sup>th</sup>, 2016, Clerk Ronald Goodyke announced his resignation from his position as Township Clerk effective March 31st, 2016. The election/appointment of elected officers in the Township form of government is governed by Public Act 116 of 1954, commonly known as the Michigan Election Law Act. Townships are specifically governed by Chapter 16 of the Act, and section 168.367 through section 168.370a deal specifically with the resignation of an elected official and the procedure for filling that position.

The process for filling the position can be designed by the Township Board based on whatever the needs of the Township may be. However, there are several provisions of the Act that should be kept in mind in order to ensure that the selection for appointment is legitimate and recognized by the State. What follows are some key points of the Act that should be kept in mind when considering the replacement of an elected official that has resigned their position.

### ***Filling Vacancy in Township Office; Procedure (MCL 168.370)***

This section of the Act indicates if a vacancy occurs in an elective or appointive Township office, the vacancy shall be filled by appointment by the Township Board, and the person appointed shall hold the office for the remainder of the unexpired term.

- If a Township official submits a written resignation from an elective Township office with a specified time and date that the resignation is effective then the Township Board, within 30 days before that effective time and date, may appoint a person to fill the vacancy at the effective date and time of the resignation. The resigning official shall not vote on the appointment.
- If the Township Board does not make the replacement appointment in the 30 day period before the effective date of the resignation, the Township Board has 45 days after the effective day of the resignation to make the appointment.
- If the Township Board fails to make an appointment within 45 days of the effective date of the vacancy, the County clerk shall call a special election within 5 calendar days to fill the vacancy.
  - In the case of a special election to fill the vacancy, not later than 4pm on the fifteenth calendar day after the county clerk calls the special election the Township party committee for each political party in the Township shall submit a nominee to fill the vacancy.
  - The special election shall be held on the next regular election date that is not less than 60 days after the deadline for submitting nominees (70 days after the deadline for even years.)

- The special election must be given in the manner outlined in Section 168.653(a) of the Michigan Election Law Act.

### **ANALYSIS & CONCLUSIONS:**

Essentially, the Act allows for the Township Board to appoint someone to the vacant position in any manner they see fit according to the following parameters.

- The Township Board may choose to appoint someone to the position of Township Clerk, effective after the prescribed resignation date of the current Clerk, anytime in the 30 days preceding the resignation. Therefore, this appointment can only happen on or after March 2<sup>nd</sup>, 2016.
- If the Township Board does not make an appointment prior to the effective resignation date of the current Township Clerk, it has 45 days after the resignation date to make an appointment.

The Personnel Committee met on 2/18/16 to talk about the process that should be followed to appoint a replacement for the vacant Clerk position following the effective date of the resignation. The Personnel Committee considered many factors including historical precedent for the process for appointing a replacement official, the length of the remaining term (7 months), the timing of the next election (nominating petitions due April 19<sup>th</sup>) and the availability of current candidates (several residents have been recommended or otherwise expressed interest in the position). Taking into consideration all factors, the Personnel Committee is recommending the Township Board consider the following process.

- The Personnel Committee, along with Deputy Clerk Biegalle, will hold interviews with the potential candidates that have been identified the week of March 14<sup>th</sup>.
- Recommendation, along with supporting documentation, will be forwarded to all board members following interviews and deliberation among the Personnel Committee.
- Township Board will consider appointment at the March 23<sup>rd</sup> regularly scheduled board meeting.
- New Clerk will take office April 1<sup>st</sup>.

### **FINANCIAL CONSIDERATIONS**

None

### **RECOMMENDATION**

To consent to the process to appoint a replacement for the Clerk position as recommended by the Personnel Committee.

**MICHIGAN ELECTION LAW (EXCERPT)**  
**Act 116 of 1954**

CHAPTER XVI  
TOWNSHIP OFFICES

**168.341 Elective township offices and officers.**

Sec. 341. Elective township offices shall consist of a supervisor, township clerk, township treasurer, not to exceed 4 constables, and not to exceed 4 trustees. Elective township officers may include library directors and park commission members.

*History:* 1954, Act 116, Eff. June 1, 1955;—Am. 1966, Act 44, Imd. Eff. June 2, 1966;—Am. 1980, Act 112, Imd. Eff. May 14, 1980

*Popular name:* Election Code

**168.342 Township office; eligibility; eligibility for membership on board of review; violation of MCL 38.412a.**

Sec. 342. (1) A person shall not be eligible to a township office unless the person is a registered and qualified elector of the township in which election is sought by the filing deadline. A person shall not be eligible for membership on the board of review unless, in addition to the qualifications for eligibility to a township office, the person is a landowner and taxpayer in the township.

(2) A person who has been convicted of a violation of section 12a(1) of 1941 PA 370, MCL 38.412a, shall not be eligible for election or appointment to an elective or appointive township office for a period of 20 years after conviction.

*History:* 1954, Act 116, Eff. June 1, 1955;—Am. 1982, Act 505, Eff. Mar. 30, 1983;—Am. 1999, Act 218, Eff. Mar. 10, 2000.

*Popular name:* Election Code

**168.343 Repealed. 1965, Act 212, Eff. Mar. 31, 1966.**

*Compiler's note:* The repealed section pertained to township caucus, nominating procedure, and certification of candidates.

*Popular name:* Election Code

**168.343a Repealed. 2012, Act 276, Eff. Aug. 16, 2012.**

*Compiler's note:* The repealed section pertained to membership in township political party committee.

*Popular name:* Election Code

**168.344 Repealed. 1965, Act 212, Eff. Mar. 31, 1966.**

*Compiler's note:* The repealed section authorized referendum to determine choice between township caucus and primary system.

*Popular name:* Election Code

**168.345 Candidates for township offices; nomination at primary.**

Sec. 345. A primary of all political parties shall be held in every organized township of this state on the Tuesday succeeding the first Monday in August preceding every general November election, at which time the qualified and registered electors of each political party may vote for party candidates for township offices.

*History:* 1954, Act 116, Eff. June 1, 1955;—Am. 1965, Act 212, Eff. Mar. 31, 1966.

*Popular name:* Election Code

**168.346 Primaries; inspector of elections, appointment.**

Sec. 346. The township board of election commissioners shall appoint 3 or more qualified and registered electors of such township for each precinct, who shall act as inspectors of election at such primary.

*History:* 1954, Act 116, Eff. June 1, 1955.

*Popular name:* Election Code

**168.347 Primaries; provisions governing; recounts; duties of township clerk.**

Sec. 347. Except as otherwise provided in this act, the laws governing nominating petitions, the conduct of general primary elections, the furnishing of ballots, and the depositing, counting, and canvassing of ballots shall, as near as may be, apply to primaries held under the provisions of this chapter. Recounts shall be conducted by the board of county canvassers. All duties that, under the parts of this act relating to general elections or primary elections, fall upon the county clerk shall be performed in the same manner by the township clerk.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1955, Act 271, Imd. Eff. June 30, 1955;—Am. 2013, Act 51, Imd. Eff. June 11, 2013.

**Popular name:** Election Code

**168.348 Repealed. 2003, Act 302, Eff. Jan. 1, 2005.**

**Compiler's note:** The repealed section pertained to notice, publication, and posting of primary elections.

**Popular name:** Election Code

**168.349 Candidate for township office; nominating petitions; signatures; form; filing; list of candidates.**

Sec. 349. (1) To obtain the printing of the name of a person as a candidate for nomination by a political party for a township office under the particular party heading upon the official primary ballots, there shall be filed with the township clerk nominating petitions signed by a number of qualified and registered electors residing within the township as determined under section 544f. Nominating petitions shall be in the form prescribed in section 544c. Until December 31, 2013, the township clerk shall receive nominating petitions up to 4 p.m. of the twelfth Tuesday before the August primary. Beginning January 1, 2014, the township clerk shall receive nominating petitions up to 4 p.m. of the fifteenth Tuesday before the August primary.

(2) Within 4 days after the last day for filing nominating petitions, the township clerk shall deliver to the county clerk a list setting forth the name, address, and political affiliation and office sought of each candidate who has qualified for a position on the primary ballot.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1965, Act 212, Eff. Mar. 31, 1966;—Am. 1966, Act 58, Imd. Eff. June 7, 1966;—Am. 1976, Act 3, Imd. Eff. Feb. 3, 1976;—Am. 1990, Act 7, Imd. Eff. Feb. 12, 1990;—Am. 1996, Act 583, Eff. Mar. 31, 1997;—Am. 1999, Act 218, Eff. Mar. 10, 2000;—Am. 2012, Act 276, Eff. Aug. 16, 2012.

**Popular name:** Election Code

**168.349a Repealed. 1966, Act 58, Imd. Eff. June 7, 1966.**

**Compiler's note:** The repealed section pertained to qualification for printing of new parties on official ballot.

**Popular name:** Election Code

**168.350 Repealed. 1966, Act 58, Imd. Eff. June 7, 1966.**

**Compiler's note:** The repealed section required township clerk to certify nominees in absence of contest for office.

**Popular name:** Election Code

**168.351 Candidates for nomination; withdrawal, notice.**

Sec. 351. After the filing of a nominating petition by or in behalf of a proposed candidate for a township office, such candidate shall not be permitted to withdraw unless a written notice of withdrawal is served on the township clerk not later than 4 o'clock, eastern standard time, in the afternoon of the third day after the last day for filing such petitions as in this act provided, unless the third day falls on a Saturday, Sunday or legal holiday, in which case the notice of withdrawal may be served on the clerk up to 4 o'clock, eastern standard time, on the next secular day.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1959, Act 173, Eff. Mar. 19, 1960.

**Popular name:** Election Code

**168.352 Candidate for township office; death; selection of candidate to fill vacancy; ballots.**

Sec. 352. If a candidate of a political party for a township office, after having qualified as a candidate, dies after the last day for qualifying, leaving the political party without a candidate for a township office, a candidate to fill the vacancy may be selected by the members of the county executive committee of the candidate's political party residing in the township if 3 or more members of the county executive committee of that political party reside in the township. If less than 3 members of the county executive committee of that political party reside in the township, the county executive committee of that political party may select a candidate to fill the vacancy for that office. The name of the candidate selected shall be transmitted to the township officials required by law to print and distribute ballots. The name of the candidate shall be printed on the ballots, but if the ballots have been printed, the township officials shall have the ballots reprinted with the candidate's name on the ballots and the reprinted ballots shall be distributed to the various voting precincts within the township.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1966, Act 322, Imd. Eff. July 19, 1966;—Am. 2012, Act 276, Eff. Aug. 16, 2012.

**Popular name:** Election Code

**168.353 Primaries; absent voters, provisions applicable.**

Sec. 353. The provisions of this act relative to absent voters shall apply to primaries held under the provisions of this chapter: Provided, That the duties of the county clerk relative to the furnishing and distribution of ballots shall be performed by the township clerk.

**History:** 1954, Act 116, Eff. June 1, 1955.

**Popular name:** Election Code

**168.354 Candidate for township office; write-in.**

Sec. 354. If, for any reason, the number of candidates of a political party to a township office is equal to less than the total number to be nominated and elected, a sufficient number of blank spaces shall be provided on the official primary ballots that affords every elector to the political party an opportunity to vote for as many candidates as are to be nominated and elected by writing in the name or names of his or her selection.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 2012, Act 276, Eff. Aug. 16, 2012.

**Popular name:** Election Code

**168.355 Candidates for township offices; nominees, certification; list.**

Sec. 355. (1) The candidate or candidates of each political party to a township office receiving the greatest number of votes cast for candidates of that office, as set forth in the report of the board of county canvassers, based on the returns from the various election precincts, or as determined by the board of county canvassers as the result of a recount, shall be declared the nominee or nominees of that political party for that office at the next ensuing November election. The board of county canvassers shall certify the nomination or nominations to the township clerk within 48 hours after the polls close.

(2) Within 4 days following the primary, the township clerk shall deliver to the county clerk a list setting forth the names, addresses, political affiliation, and office sought of all candidates nominated at the primary.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1966, Act 58, Imd. Eff. June 7, 1966;—Am. 2013, Act 51, Imd. Eff. June 11, 2013.

**Popular name:** Election Code

**168.356 Repealed. 1965, Act 212, Eff. Mar. 31, 1966.**

**Compiler's note:** The repealed section authorized abandonment of primary system for nominating township candidates.

**Popular name:** Election Code

**168.357 Candidate for township office; death or disqualification; write-in.**

Sec. 357. If a candidate of a political party, after having been nominated for a township office, dies, moves from the township, or becomes disqualified for any reason, the township board of election commissioners shall provide a blank space or spaces on the official ballots that affords every elector of the political party an opportunity to vote for a candidate to fill the vacancy by writing in the name of his or her selection.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 2012, Act 276, Eff. Aug. 16, 2012.

**Popular name:** Election Code

**168.358 Election of township officers and submission of propositions; general November election.**

Sec. 358. (1) In every township, there shall be a general November election in each even-numbered year for the election of officers and the submission of propositions, as provided by law. At the 1980 general November election, there shall be elected by ballot all of the following township officers:

- (a) A supervisor.
- (b) A clerk.
- (c) A treasurer.
- (d) Two trustees.
- (e) Not more than 4 constables.
- (f) If authorized by law and after a township takes the actions provided in section 11 of 1877 PA 164, MCL 397.211, 6 free public library directors.

(g) If a township takes the actions provided in section 1 of former 1931 PA 271 or section 6 of 1905 PA 157, MCL 41.426, the number of park commission members provided for under section 6 of 1905 PA 157, MCL 41.426.

(2) Except as otherwise provided in this subsection, the order of offices on the township portion of the ballots shall be the same as the order in which the officers are listed in subsection (1). Free public library directors shall be listed on the nonpartisan portion of the ballot.

(3) Subject to the limitation in subsection (1), the number of constables to be elected at the 1992 general

November election and each general November election at which township offices are regularly to be elected after 1992 shall be determined by the township board by resolution not less than 6 months before the township primary election preceding the general November election. The resolution that specifies the number of constables to be elected applies in that township until a subsequent resolution is adopted altering that number. If a determination as to the number of constables to be elected is not made by the township board by the deadline under this subsection for the 1992 general election, the number of constables to be elected shall be the same number that was elected in that township in the 1988 general November election until a resolution is adopted to provide for the election of a different number of constables.

(4) In a township having a population of 5,000 or more, or having 3,000 or more qualified and registered electors as shown by the registration records at the close of registration for the last preceding general November election, there may be elected 4 trustees. In other townships there shall be 2 trustees. A township shall not elect 4 trustees unless the election of additional trustees is approved by the voters at a general November election or by a majority of the voters attending at an annual meeting. The township board of a township having a population of 5,000 or more, or having 3,000 or more qualified and registered electors, shall cause the question of electing additional trustees to be voted on at the first general November election or annual meeting following the township's qualifying for additional trustees. If a majority of the electors voting on the question vote in favor of electing 4 trustees, the township shall thereafter elect 4 trustees. If a majority of the electors voting on the question do not vote in favor of electing 4 trustees, the township board may resubmit the question at a subsequent general November election or annual meeting or the question shall be submitted at the first general November election or annual meeting held not less than 84 days following the submission of a petition containing the signatures of not less than 10% of the registered and qualified electors of the township, as shown by the registration records at the close of registration for the last general November election, asking that the question be submitted.

(5) At the first general November election in a township held not less than 4 months after the provisions of this section relative to additional trustees are adopted by a township, there shall be elected the number of trustees necessary to make a total of 4 trustees. If the additional trustees are elected at a general November election that is not a regular township election, the additional trustees shall hold office only until a successor is elected at the next regular township election and qualifies for office.

(6) This section does not prohibit townships electing 4 trustees as of September 13, 1958 from continuing to do so.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1958, Act 192, Eff. Sept. 13, 1958;—Am. 1966, Act 44, Imd. Eff. June 2, 1966;—Am. 1967, Act 215, Imd. Eff. Nov. 2, 1967;—Am. 1978, Act 5, Imd. Eff. Feb. 7, 1978;—Am. 1980, Act 112, Imd. Eff. May 14, 1980;—Am. 1982, Act 150, Imd. Eff. May 6, 1982;—Am. 1986, Act 33, Imd. Eff. Mar. 17, 1986;—Am. 1988, Act 431, Eff. Mar. 30, 1989;—Am. 1988, Act 433, Eff. Mar. 30, 1989;—Am. 1990, Act 7, Imd. Eff. Feb. 12, 1990;—Am. 1999, Act 16, Imd. Eff. Apr. 27, 1999.

**Popular name:** Election Code

#### **168.358a Special election; purpose; notice.**

**Sec. 358a.** The township board of a township may call a special election to be held in the township for the purpose of submitting a ballot question to the electors of the township. A special election shall be held on a regular election date. Notice of the special election shall be given in the same manner required by section 653a.

**History:** Add. 1956, Act 104, Eff. Aug. 11, 1956;—Am. 1990, Act 235, Imd. Eff. Oct. 10, 1990;—Am. 2003, Act 302, Eff. Jan. 1, 2005.

**Popular name:** Election Code

#### **168.359 Repealed. 1968, Act 65, Eff. July 1, 1968.**

**Compiler's note:** The repealed section required township board to make certificate of election and deliver same to clerk.

**Popular name:** Election Code

#### **168.360 Repealed. 2013, Act 51, Imd. Eff. June 11, 2013.**

**Popular name:** The repealed section pertained to filing of statement and determination of election results by township board of canvassers.

**Popular name:** Election Code

#### **168.361 Repealed. 1978, Act 596, Imd. Eff. Jan. 4, 1979.**

**Compiler's note:** The repealed section pertained to annual meeting of township electors.

**Popular name:** Election Code

#### **168.362 Township officers; terms; qualification; vacancy; election; commencement of**

Rendered Tuesday, February 9, 2016

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Michigan Compiled Laws Complete Through PA 8 of 2016

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**duties; failure to take oath.**

Sec. 362. (1) The term of office of township trustees elected in 1978 shall be 2 years. The term of office of all township officers listed in section 358 shall be 4 years beginning in the 1980 general election, and in all subsequent elections at which township officials are elected. All township officers' terms shall commence at 12 noon on November 20 next following their election and they shall qualify before assuming the duties of their office. Each township officer shall hold office until a successor is elected and qualified, but not beyond January 1 following the election. Failure of an elected township official to qualify by January 1 following the official's election shall create a vacancy which shall be filled as provided in section 370. All elective township officers, other than those listed in section 358, shall be elected at the November election immediately preceding the expiration of their term and shall commence the duties of their office on November 20 but not before they qualify following their election.

(2) A township officer elected in the general election shall remain in office for the full term if the officer failed to take the oath of office within the time prescribed by law and was subsequently appointed by the township board to the office for which the officer ran.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1955, Act 175, Eff. Oct. 14, 1955;—Am. 1958, Act 192, Eff. Sept. 13, 1958;—Am. 1965, Act 4, Eff. Mar. 26, 1965;—Am. 1966, Act 44, Imd. Eff. June 2, 1966;—Am. 1967, Act 215, Imd. Eff. Nov. 2, 1967;—Am. 1968, Act 156, Imd. Eff. June 17, 1968;—Am. 1973, Act 103, Imd. Eff. Aug. 16, 1973;—Am. 1978, Act 5, Imd. Eff. Feb. 7, 1978;—Am. 1980, Act 112, Imd. Eff. May 14, 1980.

**Popular name:** Election Code

**168.363 Township officers; oath of office.**

Sec. 363. All township officers shall, before entering upon the duties of their offices, take and subscribe the oath as provided in section 1 of article 11 of the state constitution before the township clerk or other officer authorized to administer oaths, and file the same with the township clerk who shall record the same; and such oath shall be administered without reward and certified by the officer before whom the same was taken, with the date of taking the same.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1967, Act 215, Imd. Eff. Nov. 2, 1967.

**Popular name:** Election Code

**168.364 Township treasurer; bond, approval, filing.**

Sec. 364. Each township treasurer, within the time limited for filing his oath of office and before he shall enter upon the duties of his office, shall give a bond to the township in such sum and with such sureties as the supervisor shall require and approve and the supervisor shall endorse his approval thereon. It shall be the duty of such treasurer to file within the time above mentioned said bond with the township clerk of such township, who shall record the same in a book to be provided for that purpose. The township clerk shall, after recording same, deliver the bond to the supervisor who shall file it in his office.

**History:** 1954, Act 116, Eff. June 1, 1955.

**Popular name:** Election Code

**168.365 Constables; bond.**

Sec. 365. Every person elected or appointed to the office of constable, before he enters upon the duties of his office and within the time prescribed by law for filing his official oath, shall execute, with sufficient sureties to be approved by the supervisor or clerk of his township, an instrument in writing by which said constable and his sureties shall jointly and severally agree to pay to each and every person who may be entitled thereto all such sums of money as the said constable may become liable to pay on account of any neglect or default of said constable in the service or return of any process that may be delivered to him for service or collection or on account of any misfeasance of the said constable in the discharge of, or failure of, said constable to faithfully perform any of the duties of his office.

**History:** 1954, Act 116, Eff. June 1, 1955.

**Popular name:** Election Code

**168.366 Repealed. 1978, Act 540, Imd. Eff. Dec. 22, 1978.**

**Compiler's note:** The repealed section pertained to bond of justice of the peace.

**Popular name:** Election Code

**168.367 Resignation of township officer.**

Sec. 367. Resignation of a township officer shall be in writing, signed by the officer resigning, and addressed to the township board, and shall be delivered to and filed by the township clerk.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1978, Act 540, Imd. Eff. Dec. 22, 1978.

**Popular name:** Election Code

**168.368 Events creating vacancy in township offices.**

Sec. 368. The township offices become vacant upon the happening of any of the following events: Death of the incumbent; his resignation; his removal from office for cause; his ceasing to be a resident of the township where his office is located; his conviction of an infamous crime, or of an offense involving the violation of his oath of office; the decision of a competent tribunal declaring his election or appointment void, habitual drunkenness; his refusal or neglect to take and subscribe to the oath as provided in section 2 of article 16 of the state constitution and deposit the same in the manner and within the time prescribed by law; his refusal or neglect to give bond in the amount and manner and within the time prescribed by law; or the failure of the office to be filled at an election which is scheduled for the purpose of filling the office.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1973, Act 24, Imd. Eff. June 12, 1973.

**Popular name:** Election Code

**168.369 Removal of township officer; grounds; service of charges; hearing; effect of removal.**

Sec. 369. The governor shall remove a township officer chosen by the electors of any township, when the governor is satisfied from the evidence submitted that the officer has been guilty of official misconduct, wilful neglect of duty, extortion, habitual drunkenness, or has been convicted of being drunk, or when it appears by a certified copy of the judgment of a court of record of this state that the officer, after the officer's election or appointment, was convicted of a felony. The governor shall not take action upon the charges made against the officer until the charges are exhibited in writing, verified by the affidavit of the party making the charges that the party believes the charges to be true. The officer shall not be removed for misconduct or neglect until charges of the misconduct or neglect are exhibited to the governor as provided in this section, a copy of the charges served on the officer, and an opportunity given to the officer of being heard in his defense. The service of the charges upon the officer shall be made by handing to the officer a copy of the charges, together with the affidavits or exhibits which may be attached to the original petition if the officer can be found; if the officer cannot be found a copy shall be left at the last place of residence of the officer with a person of suitable age, if a person can be found. If a person cannot be found, a copy shall be posted in a conspicuous place upon the officer's last known place of residence. An officer who has been removed in accordance with this section shall not be eligible for election or appointment to an office for a period of 3 years after the date of removal from office.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1978, Act 540, Imd. Eff. Dec. 22, 1978.

**Popular name:** Election Code

**168.370 Elective or appointive township office; appointment to fill vacancy; temporary appointment; effect of resignation; special election; vacancy in office of township constable.**

Sec. 370. (1) Except as provided in section 370a or subsection (2), if a vacancy occurs in an elective or appointive township office, the vacancy shall be filled by appointment by the township board, and the person appointed shall hold the office for the remainder of the unexpired term.

(2) If 1 or more vacancies occur in an elective township office that cause the number of members serving on the township board to be less than the minimum number of board members that is required to constitute a quorum for the transaction of business by the board, the board of county election commissioners shall make temporary appointment of the number of members required to constitute a quorum for the transaction of business by the township board. An official appointed under this subsection shall hold the office only until the official's successor is elected or appointed and qualified. An official who is temporarily appointed under this subsection shall not vote on the appointment of himself or herself to an elective or appointive township office.

(3) If a township official submits a written resignation from an elective township office, for circumstances other than a resignation related to a recall election, that specifies a date and time when the resignation is effective, the township board, within 30 days before that effective date and time, may appoint a person to fill the vacancy at the effective date and time of the resignation. The resigning official shall not vote on the appointment.

(4) Except as provided in subsection (5), if the township board does not make an appointment under subsection (3), or if a vacancy occurs in an elective township office and the vacancy is not filled by the township board or the board of county election commissioners within 45 days after the beginning of the vacancy, the county clerk of the county in which the township is located shall call a special election within 5

calendar days to fill the vacancy. Not later than 4 p.m. on the fifteenth calendar day after the county clerk calls a special election under this section, the township party committee for each political party in the township shall submit a nominee to fill the vacancy. The special election shall be held on the next regular election date that is not less than 60 days after the deadline for submitting nominees under this section or 70 days after the deadline for submitting nominees under this section if the next regular election date is the even year August primary or the general November election. Notice of the special election shall be given in the same manner required by section 653a. A special election called under this section does not affect the rights of a qualified elector to register for any other election. A person elected to fill a vacancy shall serve for the remainder of the unexpired term.

(5) Subsection (4) does not apply to the office of township constable. If a vacancy occurs in the office of township constable, the township board shall determine if and when the vacancy shall be filled by appointment. If the township board does not fill the vacancy by appointment, the office of township constable shall remain vacant until the next general or special election in which township offices are filled.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1968, Act 36, Imd. Eff. May 21, 1968;—Am. 1980, Act 193, Imd. Eff. July 8, 1980;—Am. 1983, Act 226, Imd. Eff. Nov. 28, 1983;—Am. 1990, Act 83, Imd. Eff. May 25, 1990;—Am. 2003, Act 302, Eff. Jan. 1, 2005;—Am. 2005, Act 71, Imd. Eff. July 14, 2005;—Am. 2014, Act 94, Imd. Eff. Apr. 3, 2014.

**Compiler's note:** Enacting section 4 of Act 71 of 2005 provides:

"Enacting section 4. If any portion of this amendatory act or the application of this amendatory act to any person or circumstances is found invalid by a court, the invalidity shall not affect the remaining portions or applications of this amendatory act that can be given effect without the invalid portion or application, if the remaining portions are not determined by the court to be inoperable, and to this end this amendatory act is declared to be severable."

**Popular name:** Election Code

#### **168.370a Filling vacancy in township office; term of appointee; term of elected successor.**

Sec. 370a. Notwithstanding the provisions of section 370, if a vacancy occurs in an elective or appointive township office, which vacancy is filled by appointment by the township board or the board of county election commissioners and the vacancy occurs more than 7 days before the nominating petition filing deadline as provided in section 349 for the general November election that is not the general November election at which a successor in office would be elected if no vacancy, then the person appointed shall hold office only until a successor is elected at the next general November election in the manner provided by law and qualifies for office. The successor shall hold the office for the remainder of the unexpired term.

**History:** Add. 1968, Act 156, Imd. Eff. June 17, 1968;—Am. 1990, Act 7, Imd. Eff. Feb. 12, 1990;—Am. 1990, Act 83, Imd. Eff. May 25, 1990;—Am. 2014, Act 94, Imd. Eff. Apr. 3, 2014.

**Popular name:** Election Code

#### **168.371 Township officers; primary election, recount of votes.**

Sec. 371. The votes cast for any candidate to a township office at any primary or election shall be subject to recount as provided in chapter 33 of this act.

**History:** 1954, Act 116, Eff. June 1, 1955.

**Popular name:** Election Code

#### **168.372 Township officers; recall.**

Sec. 372. Any person elected to a township office shall be subject to recall as provided in chapter 36 of this act.

**History:** 1954, Act 116, Eff. June 1, 1955.

**Popular name:** Election Code

#### **168.373 Township clerk; appointment of substitute to perform election law duties.**

Sec. 373. If neither the township clerk nor any deputy township clerk shall be available to perform any necessary functions in connection with registrations, nominations or elections during the usual or required times for performing such functions, the township board shall appoint some qualified person who is a registered elector of the township to perform such functions until such time as the clerk or a deputy resume their duties. Any such person so appointed shall have all of the powers and authority of a deputy appointed by the clerk pertaining to registrations, nominations and elections.

**History:** Add. 1957, Act 221, Eff. Sept. 27, 1957.

**Popular name:** Election Code

## MEMORANDUM

To: Cascade Charter Township Board  
From: Steve Peterson, Community Development Director  
Meeting Date: February 24, 2016  
Re: Use of Recreation Park by Grand Rapids Amateur Astronomical Association.

We have received a request to hold another event March 11 and 12. The event would be similar to past events, although this event is probably the shortest event in that it would end by 9 pm. Technically the park closes at dark so they need the permit to be in the park later than allowed. We have never had an issue with their events and staff would support this new request. The Parks Committee is also recommending approval of the request. Request email attached.

Attachment: letter of request.

**Steve**

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**From:** jm0506@comcast.net  
**Sent:** Monday, February 08, 2016 1:13 PM  
**To:** Steve  
**Cc:** Dave DeBruyn  
**Subject:** Request For Cascade Township Park

Steve my name is Jack McCarthy and I am the chairperson of the Grand Rapids Amateur Astronomical Association's Public and Visitor Service Committee. Dave DeBruyn asked me to make contact with you to request approval for our organization to hold a Winter Star Party at Cascade Township Park on March 11 and 12, 2016. Here are the specifics:

When- Friday March 11 and Saturday March 12, 2016

Time- 7:30 p.m. to 9:00 p.m.

Location- Cascade Township Park 3810 Thornapple River Drive

Organization- Grand Rapids Amateur Astronomical Association (G.R.A.A.A.)

The event will be similar to the Persied Meteor and Lunar Eclipse events we held at the park in August and September last year. We will have several members of the organization on site to greet and direct visitors to our telescopes for viewing the crescent moon, Jupiter as well as the Orion Nebula, Pleiades and other objects not visible during the summertime skies. As in the past these are "clear sky" only events and so we would not plan to use the park in the event of cloudy or inclement weather.

Members of the G.R.A.A.A. will be on site roughly an hour before and after the public viewing to setup/take down our equipment. We will also plan to come back during daylight hours to check for any lost and found items and clean up any litter. In the past you have coordinated with the fire and grounds crew to ensure the park and bathrooms are open which has helped in the success of these evening events.

In the event you need me to appear before the board to make this request in person please let me know.

Thank you for your consideration.

Jack McCarthy  
3535 South Applecrest Ct.  
Ada, MI 49301  
616.560.3017  
[jm0506@comcast.net](mailto:jm0506@comcast.net)

P.S. Dave DeBruyn is currently in Florida but will be back in time to participate in the event. His email address if you need to contact him is [ddebruyn@grmuseum.org](mailto:ddebruyn@grmuseum.org).

## Memorandum

To: Cascade Charter Township Board  
From: Steve Peterson, Community Development Director  
Subject: Case 15-3229 RJ Ventures  
Meeting date: February 24, 2016

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The Cascade Charter Township Board remanded this project back to the Planning Commission for further review and a recommendation on the following items:

1. Landscape Plan around the perimeter of the site.
2. Evaluate the current storm water maintenance agreement to see if it needs to be improved.
3. Review the need for a performance bond for the project during construction.

After review by the Planning Commission, which include taking public comment, the Planning Commission has again recommended approval of the project under the following conditions

1. Approval of the landscape plan dated 1/22/16 and a landscape bond of \$8,200
2. Execute the revised storm water maintenance agreement.
3. Include a provision in the PUD Ordinance to reference the approved landscape plan.
4. Provide the township with a \$50,000 performance bond for the construction of the site. To be released once the site has been stabilized to the satisfaction of the Township.

Although this is not a public hearing I did send notice to the neighbors about this meeting.

Attachments: Landscape plan  
Revised Storm water maintenance agreement  
Revised PUD Ordinance  
KCRC letter re: SESC  
Rhode packet dated 1/25/16  
Letter from Rhode's attorney Tim Newhouse dated 1/27/16  
PC minutes 2/1/16 (draft)  
PC memo for 2/1/16 meeting

## Memorandum

To: Cascade Charter Township Planning Commission  
From: Steve Peterson, Community Development Director  
Subject: Case 15-3229 RJ Ventures  
Meeting date: February 1, 2016

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The Cascade Charter Township Board has remanded this project back to the Planning Commission for further review and a recommendation on the following items:

1. Landscape Plan around the perimeter of the site.
2. Evaluate the current storm water maintenance agreement to see if it needs to be improved.
3. Review the need for a performance bond for the project during construction.

1. The applicant has now supplied you with a new landscape plan, dated 1/22/16, showing landscaping around the perimeter of the site. I would suggest that if you approve of the landscape plan that we obtain a landscape bond in the amount of \$8,200 and include a provision in the PUD Ordinance. I have included a revised PUD Ordinance that includes a provision for the landscape plan.

2. Our attorney has made revisions to the storm water maintenance agreement in an attempt to improve upon it.

3. We have also confirmed that the KCRC has reviewed the SESC control plan and is agreeable to it. The KCRC will also require a SESC bond in the amount of \$5,000. The applicant has also agreed to supply the Township with a \$50,000 performance bond during the construction of the project (this would be released once the site has been stabilized, it would not be held indefinitely or for individual home site construction).

Mr. Rhode has also sent you another packet of information. While he is entitled to his opinion I don't believe that his packet accurately reflects the decision of the Township Board. His attorney has also sent you a letter stated objection to the approval of the project.

I believe the items in the packet address the issues that the Township Board has asked you to review. I recommend that you forward a positive recommendation to the Township Board for approval of the PUD rezoning with the following conditions:

1. Approval of the landscape plan dated 1/22/16 and a landscape bond of \$8,200

2. Execute the revised storm water maintenance agreement.
3. Include a provision in the PUD Ordinance to reference the approved landscape plan.
4. Provide the township with a \$50,000 performance bond for the construction of the site. To be released once the site has been stabilized to the satisfaction of the Township.

Although this is not a public hearing I did send notice to the neighbors about this meeting.

After your recommendation, the Township Board will consider this matter at their first available meeting.

Attachments:           Landscape plan  
                              Revised Storm water maintenance agreement  
                              Revised PUD Ordinance  
                              KCRC letter re: SESC  
                              Rhode packet dated 1/25/16  
                              Letter from Rhode's attorney Tim Newhouse dated 1/27/16

**SITE DEVELOPMENT AND STORM WATER RUNOFF FACILITY  
MAINTENANCE AGREEMENT**

This Site Development and Storm Water Runoff Facility Maintenance Agreement (the "Agreement") is executed on this \_\_\_ day of \_\_\_\_\_, 2016, between Cascade Charter Township, a Michigan charter township, whose address is 2865 Thornhills Ave, Grand Rapids Michigan 49546 (the "Township"); and \_\_\_\_\_ a Michigan \_\_\_\_\_, whose address is \_\_\_\_\_ (the "Developer").

**Background**

WHEREAS, the Developer has obtained a storm water permit from the Township for the development of the real property described on the attached Exhibit A (the "Property") (the "Storm Water Ordinance") pursuant to the Cascade Charter Township Storm Water Ordinance, Ordinance #7 of 2002, as amended, as a single-family residential condominium project; and

WHEREAS, the Storm Water Ordinance requires the Developer to maintain storm water runoff facilities on the Property and to enter into a maintenance agreement with the Township; and

WHEREAS, the Developer agrees that the construction, operation and maintenance of the storm water runoff facilities on the Property are necessary to protect the public health, safety and welfare.

**Agreement**

NOW, THEREFORE, in consideration of the Developer's development of the Property (the "Project"), the parties enter into this Agreement as follows:

**1. Storm Water Drainage.** The Township has agreed to approve the site plan for the Project so long as the Project (and any and all portions thereof) always complies with the Cascade Charter Township Storm Water Ordinance (as that ordinance may be amended from time to time, as well as any successor ordinance or ordinances) and this Agreement. Accordingly, the Project is required to always ensure the proper installation, permanent maintenance and repair of any and all storm drainage and water retention systems, pipes, ponds,

and facilities for the Project and on the Property (collectively, the “Facilities”) shown on the approved site plan or as otherwise required by the Storm Water Ordinance (as that ordinance may be amended from time to time, as well as any successor ordinance or ordinances) and this Agreement. Such requirements and obligations include, but are not necessarily limited to, the following:

(a) Maintenance and repair regarding the following items shall be done on a regular basis and in such fashion as to ensure that all components of the Facilities function reasonably and properly at all times: (i) Sediment removal; (ii) Erosion control; (iii) Ensuring constant structural integrity of the physical systems; (iv) Designated access to the facilities and (v) such other work as is reasonably necessary to ensure that the Facilities are functioning properly and in full compliance with the Storm Water Ordinance and this Agreement.

(b) The Township (including its designated officials, officers, agents, and contractors) shall have the right to physically inspect all aspects of the Facilities at all reasonable times, or any other times if, in the opinion of the Township, there is a threat to the public health, safety, or welfare.

(c) Buildings, structures, landscaping, trees, or similar items shall not be installed, planted, or placed over any portion of the Facilities without prior written Township approval.

(d) The Developer shall supply the Township with a permanent recordable easement (in a form acceptable to the Township) regarding the following after installation of the Facilities and within 60 days of the date requested by the Township for the following: (i) Storm sewer pipes; (ii) Basins; (iii) Spillways; (iv) Waterways; and (iv) Designated access routes.

(e) The Township shall be supplied by the Developer with an engineer’s “as-built” certification to certify that the Facilities as constructed and installed matches the approved design. The Township shall also be supplied with a reduced copy of the approved site plan graphically showing the Facilities, together with any and all easements therefor.

(f) The Township shall also be supplied by the Developer with a permanent easement or irrevocable license allowing the Township (as well as its designated officials, officers, agents, and contractors) to have access between the public road right-of-way to any and all portions of the Facilities.

## **2. Enforcement.**

(a) Should the Facilities not be properly installed, maintained, and/or repaired in compliance with all of the requirements of the approved site plan, this Agreement and/or the Storm Water Ordinance (whether due to the fault or neglect of the Developer, the condominium association or any Unit owner), and any such noncompliance or deficiency shall not have been fully remedied within 30 days of the date when the Township has given written notice of any such noncompliance or deficiencies to the Developer and the condominium association, the Township, at its sole option and discretion, shall have the right and authority to perform any and all installations, repairs, and/or maintenance which is reasonably required and charge back the costs thereof to the Developer and the condominium association together with reasonable

administrative costs and legal fees. Such costs and expenses shall also be a lien on the common areas and individual Units of the condominium until any and all such costs and expenses have been paid to or reimbursed to the Township in full (and the Township is hereby authorized to record a written lien or liens to that effect with the Kent County Register of Deeds records).

(b) Should the Township be involved in any lawsuit, litigation or legal proceedings with regards to the enforcement, interpretation or otherwise involving this Agreement (or any matters pertaining to or arising out of this Agreement), and the Township prevails in whole or in part in any such litigation or legal proceeding, the Developer and the condominium association shall be jointly and severally responsible for reimbursing the Township for the Township's reasonable attorney fees and costs involved in any such litigation, legal proceedings and appeals.

(c) All of the remedies for the Township pursuant to this Agreement shall be deemed to be cumulative and non-exclusive, including the special assessment district specified in Section 3 hereof.

**3. Special Assessment District.** In addition to the remedies available to the Township pursuant to Section 2 of this Agreement (and potentially in furtherance thereof), all of the Unit owners within the condominium on the Property agree and consent by the acceptance of title to their respective condominium Unit to the automatic creation of a special assessment district by the Township for the Property to cover any and all costs to the Township should the Facilities not be properly installed, maintained and/or repaired in compliance with all of the requirements in the approved site plan, this Agreement and the Storm Water Ordinance and should such non-compliance or deficiency not be cured within the time limit specified in Section 2(a) hereof. All Unit owners are hereby deemed to consent and agree to the creation of a special assessment district pursuant to Public Act 188 of 1954, as amended, as well as any and all other applicable Michigan statutes.

**4. Disclosure.** This Agreement (as well as any and all of the obligations and requirements contained herein) binds not only the Developer and the condominium association, but also the individual Units in the condominium on the Property. Accordingly, should the Developer and/or the condominium association fail to comply with the requirements of this Agreement and/or the Storm Water Ordinance with regard to the Facilities (or be unable to do so), the owners of the individual Units in the condominium shall also be responsible for ensuring and effectuating compliance with this Agreement, as well as the Storm Water Ordinance, with regard to the Facilities.

**5. Other Laws.** This Agreement does not negate the requirement that the Developer, condominium association and individual Unit owners comply with the PUD zoning approval for the project on the Property, as well as any and all other applicable Cascade Charter Township, Kent County, State of Michigan and federal laws, requirements and regulations with regards to the Facilities. Given the location of the Facilities and the slopes involved, the maintenance and repair of the Facilities could potentially prove difficult in the future, but such maintenance and repair will nevertheless have to occur.

**6. Recording.** The obligations under this Agreement are deed restrictions/covenants that permanently run with the land, and bind the successors in title of the Developer (including the condominium association and the individual Unit owners). This Agreement shall be recorded with the Kent County Register of Deeds at the Developer's sole expense and a copy of the recorded Agreement shall be supplied to the Township.

This Agreement shall be deemed effective as of the \_\_\_\_ day of \_\_\_\_\_ 2016.

**TOWNSHIP:**

Cascade Charter Township

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

Rob Beahan  
Its Supervisor

State of Michigan    )  
                                  ) ss.  
County of Kent        )

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me a Notary Public, personally appeared Rob Beahan, the Supervisor of Cascade Charter Township (and on behalf of the Township) who, being first duly sworn did say they signed this document on behalf of the Township.

\_\_\_\_\_  
Notary Public, Kent County, Michigan  
Acting in Kent County, Michigan  
My commission expires: \_\_\_\_\_

**DEVELOPER:**

\_\_\_\_\_, LLC

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

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

State of Michigan    )  
                                  )ss.  
County of Kent        )

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me a Notary Public, personally appeared \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_, a Michigan limited liability company who being first duly sworn, did say they signed this document on behalf of said \_\_\_\_\_.

\_\_\_\_\_

Notary Public, Kent County, Michigan  
Acting in Kent County, Michigan  
My commission expires: \_\_\_\_\_

Drafted by/After Recording, Return to:

Mr. Steve Peterson  
Planning Director  
2865 Thornhills SE  
Grand Rapids MI 49546

**EXHIBIT A**

**Description of the Property**

CASCADE CHARTER TOWNSHIP

Ordinance of 2016

AN ORDINANCE TO Amend the  
**Sentinel Pointe**  
**Ordinance #1 of 1980**  
**as amended by Ord No 6 of 1984**  
PLANNED UNIT DEVELOPMENT PROJECT.

CASCADE CHARTER TOWNSHIP ORDAINS:

SECTION I. AN AMENDMENT TO THE CASCADE CHARTER TOWNSHIP ZONING ORDINANCE.

The application received from Driftwood Ventures or its assigns (hereafter referred to as the "Developer") is to amend the Sentinel Pointe Planned Unit Development to replace the 40 unit elderly housing facility with a ten unit single family residential development called Roundhill (hereinafter referred to as the "Project"). The existing 154 unit retirement facility is not part of this amendment. The project was recommended by the Cascade Charter Township Planning Commission for approval on \_\_\_\_\_, to amend the current PUD, Planned Unit Development. Approval of the proposed PUD amendment requires an amendment to the Cascade Charter Township Zoning Ordinance and Zoning Map to incorporate the Planning Commission's recommendations and the final actions of the Cascade Charter Township Board on \_\_\_\_\_.

SECTION II. LEGAL DESCRIPTION.

1. Ten unit condominium project - Roundhill

PART OF NW 1/4 COM AT NW COR OF SEC TH 90D 00M 00S E ALONG N SEC LINE 1475.51 FT TO E LINE OF LOT 7 OF ARDEN HILLS PLAT EXT N TH S 0D 08M 00S E ALONG SD EXT E LOT LINE & SD E LOT LINE & SD E LOT LINE EXT S 0D 08M 00S E 1125.46 FT TO BEG OF THIS DESC - TH S 78D 30M 00S W 212.73 FT TH N 85D 00M 00S W 759.30 FT TO ELY LINE OF THORNHILLS AVE /100 FT WIDE/ TH NLY ALONG ELY LINE OF SD AVE TO A PT 895 FT S FROM N SEC LINE TH E PAR WITH N SEC LINE TO E LINE OF SD LOT 7 EXT S TH S 0D 08M 00S E ALONG SD EXT E LOT LINE TO BEG \* SEC 16 T6N R10W 5.24 A.

2. Existing 154 unit retirement home

411916103012 PART OF NW 1/4 COM AT NW COR OF SEC TH 90D 00M E ALONG N SEC LINE 1475.51 FT TO E LINE OF LOT 7 OF ARDEN HILLS EXT N TH S 00D 08M E ALONG SD EXT E LOT LINE TO CL OF THORNAPPLE RIVER DR TH S 63D 15M 32S W 234.98 FT TH S 46D 34M 38S W 129.5 FT

TO BEG OF THIS DESC- TH N 45D 00M W 275.0 FT TH N 49D 00M E 175.0 FT TH N 57D 00M E 187.47 FT TH N 85D 00M W 759.30 FT TO ELY LINE OF THORNHILLS AVE /100 FT WIDE/ TH SWLY ALONG SD ELY LINE TO A PT 288.21 FT N FROM E&W 1/4 LINE TH E 10 FT TH S 24.21 FT TO N LINE OF S 264 FT OF NW 1/4 TH E ALONG SD N LINE TO CL OF THORNAPPLE RIVER DR TH NELY ALONG SD CL TO BEG \* SEC 16 T6N R10W 18.25 A.

### SECTION III. GENERAL PROVISIONS.

The conditions, requirements, and regulations contained in this document shall apply to the Project in addition to those requirements and regulations contained in Chapter XVI of the Cascade Charter Township Zoning Ordinance (Ordinance No. 11 of 1988).

### SECTION IV. PURPOSE.

The Project occupies approximately 5.24 acres of land that is proposed to be developed as a 10 unit single family residential condominium development. The Planned Unit Development technique has been chosen by the Developer to provide more control over the development's aesthetics and appearance.

The conditions, requirements, and regulations contained in this document are established to ensure high quality development of the Project. Additionally, they are designed to achieve integration of this development with adjacent and area land uses.

### SECTION V. APPROVAL LIMITATIONS.

- A. The provisions of this Ordinance/Ordinance amendment ("this Ordinance") are not intended as a substitute for the Cascade Charter Township Zoning Ordinance and the General Development Plan, nor do they in any way relieve the Developer from obtaining all approvals and permits required by the Township, except as otherwise expressly provided herein. In the event that a development issue or site plan element is not expressly addressed by this Ordinance, the specifications and requirements of the Cascade Charter Township Zoning Ordinance shall apply. Furthermore, all other applicable Cascade Charter Township ordinances shall still govern the Project where applicable.
- B. Except as expressly otherwise provided herein, the Developer and its assigns must meet all applicable provisions, ordinance requirements, and regulations of Cascade Charter Township, as well as federal, county, and state law, and must obtain all necessary approvals from state and county governmental agencies that are required for construction, operation, or use.
- C. This PUD approval is expressly contingent upon all conditions of approval herein remaining fully effective and valid. If any condition imposed herein is determined to be invalid, illegal or contrary to law as a result of a successful legal challenge by the Developer or its assigns, or any other party, the Township reserves the right to review the entire Project under the PUD provisions of the Cascade Charter Township Zoning Ordinance, and further, to withdraw its

approval of this PUD if the Township finds that, absent the effect of any condition imposed herein, the PUD no longer meets the standards for PUD approval contained in the Zoning Ordinance.

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

“Driftwood Ventures has fully read the above PUD ordinance amendment, understands its provisions and fully agrees with all requirements and conditions contained in the same, on behalf of it and its assigns, successors and transferees in and to the property involved.”

#### SECTION VI. PERMITTED USES.

The permitted uses for the Sentinel Pointe PUD are as follows:

- A. 10 Single Family Residences - Roundhill
- B. The Existing 154 unit retirement facility – Sentinel Pointe
- C. Signs. All signs for the Project shall conform with Section 6.02 of the Cascade Charter Township Sign Ordinance (Ordinance 14 of 1997, as amended).

**Section VII. Design Guidelines, Requirements and Limitations.**

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

- A. Maximum Number of Residential Units
  - 1. Roundhill – Ten (10) single-family detached condominium units.
  - 2. Existing retirement facility - 154
- B. Maximum Building or Structure Height
  - 1. Roundhill – 35 feet or two and a half stories whichever is less
  - 2. Existing retirement facility – as constructed
- C. Setback Requirements
  - 1. Roundhill - All condominium buildings and structures shall be placed within the building footprint area as shown on the final approved site plan dated \_\_\_\_\_.
  - 2. Existing retirement facility – as constructed
- D. Minimum Floor Area
  - 1. Roundhill -Each dwelling on a condominium unit shall contain a minimum of:
    - (a) One Story: 1300 square feet on the main floor, finished livable area above grade level, exclusive of garages, decks, porches and breezeways.
    - (b) Two Story: 1600 square feet, with a minimum of 800 square feet on the first floor, finished livable area above grade level, exclusive of garages, decks, porches and breezeways.
  - 2. Existing retirement facility
    - (a) As constructed

**Section VIII. Private Street Development - Roundhill.**

- A. The Developer shall submit to the Township a street construction, maintenance, and pavement plan consistent with Section 16.11(4)(f) of the Zoning Ordinance. The Developer may establish private streets to serve the Project provided the roads are constructed in accordance with the “Cascade Charter Township Engineering Design Requirements and Standards for Private Streets” and the following specifications:
  - 1. The road grades shall not exceed a six percent (6%) grade. All grades shall be sufficient to allow safe ingress/egress of emergency vehicles.
  - 2. The private streets shall be posted with signs stating the street names. These signs shall be consistent with Kent County Road Commission standards and requirements and shall be installed at the Developer’s cost.
  - 3. Any private street shall intersect any public road at a 90 degree angle.
  - 4. Copies of any permits required by the Kent County Road Commission to connect the private street to any public road shall be provided to the Township Planning Department by the Developer.
  
- B. In accordance with Section G of the “Cascade Charter Township Engineering Design Requirements and Standards for Private Streets,” the Developer of the Project shall provide a disclosure statement on all property deeds to all owners of the private street, all those who utilize the private street and all persons securing a building permit to construct a building or structure served by the private street, stating that by applying for and securing a building permit for construction of a building or structure that utilizes the private street, all such persons shall use the private street at their own risk and the Township (and its employees, officials, and agents) shall not be responsible for any aspect of the private street.
  
- C. In accordance with Section I of the “Cascade Charter Township Engineering Design Requirements and Standards for Private Streets,” it shall be the responsibility of the Developer and its successors or the individual property owners to fully maintain and keep the private streets in good repair at all times and to ensure that snow and ice is removed in a timely fashion during the winter.
  
- D. No building may be erected within the Project until a temporary access road is constructed to within 100 feet of the furthest point of a structure. Such road shall be a minimum 18 feet wide and be able to support 20 tons on a single axle with dual wheels and standard road tires.

**Section IX. Temporary Buildings.**

No structure of a temporary nature, including, but not limited to, any trailer, tent or construction shack shall be constructed, placed or maintained within the Project except lawfully accessory to and during construction of any building or infrastructure improvement.

**Section X. Utilities.**

A. Water and Sewer – The individual units in the Project will be served by public water and sewer. Such systems shall be designed, installed, and approved by Cascade Township and the City of Grand Rapids.

B. Stormwater Drainage –

In lieu of requiring that an Act 433 agreement or a drainage district be established with the Kent County Drain Commissioner, Cascade Charter Township has agreed to approve the site plan for the Project so long as the Project (and any and all portions thereof) always complies with the Cascade Charter Township Stormwater Ordinance (as that ordinance may be amended from time to time, as well as any successor ordinance or ordinances). Accordingly, the property owner’s association (the “Association”) and all landowners within the Project (“Co-Owners”) are required to ensure the proper installation and permanent maintenance of any and all storm drainage and water retention systems, pipes, ponds, and facilities for the Project (collectively, the “Facilities”) shown on the approved site plan or as otherwise required by the Cascade Charter Township Stormwater Ordinance (as that ordinance may be amended from time to time, as well as any successor ordinance or ordinances, all of which shall collectively be referred to hereinafter as the “Stormwater Ordinance”). Such requirements and obligations of the Association and Co-Owners include, but are not necessarily limited to, the following:

1. Maintenance and repair regarding the following items shall be done on a regular basis and in such fashion as to ensure that all components of the Facilities function properly at all times:
  - (a) Sediment removal;
  - (b) Erosion control;
  - (c) Ensuring constant structural integrity of the physical systems; and
  - (d) Designate access to the facilities.
  - (e) Cleaning of catch basin sumps
  - (f) Sediment and debris removal from the infiltration basin
  - (g) Landscape maintenance of the infiltration basin to maintain the design volume and ensure the system is operating as designed.
  - (h) Other maintenance procedures as outlined by the applicant’s engineer in their letter dated June 4, 2015.

2. The Township (including its designated officials, officers, agents, and contractors) shall have the right to physically inspect all aspects of the Facilities at all reasonable times, or any other times if, in the opinion of the Township, there is a threat to the public health, safety, or welfare.
3. Buildings, structures, landscaping, trees, or similar items shall not be installed, planted, or placed over any portion of the Facilities without prior written Township approval.
4. The Township shall be supplied with an engineer's "as-built" certification to certify that the Facilities as constructed and installed matches the approved design. The Township shall also be supplied with a reduced copy of the approved site plan graphically showing the Facilities, together with any and all easements therefor.
5. The Township shall be supplied with a permanent easement or irrevocable license allowing the Township (as well as its designated officials, officers, agents, and contractors) to have access between the public road right-of-way to any and all portions of the Facilities.
6. Should the Facilities not be properly installed, maintained, and/or repaired, in compliance with all of the requirements of this Section XII.B, the approved site plan, and the Stormwater Ordinance (whether due to the fault or neglect of the developer, the Association, and/or the Co-Owners), and any such noncompliance or deficiency shall not have been fully remedied within 30 days of the date when the Township has given the Association written notice of any such noncompliance or deficiencies, the Township, at its sole option and discretion, shall have the right and authority to perform any and all installations, repairs, and/or maintenance which is reasonably required and charge back the costs thereof to the Association and Co-Owners (together with reasonable administrative costs and legal fees). Should any challenge occur regarding the Township's actions, the following shall be applicable:
  - (a) Establishment of a Special Assessment District. The Township may establish a special assessment district for the Project to pay for or reimburse the Township for any and all such costs (as well as to ensure future required repairs and maintenance) pursuant to whichever state statute the Township desires to utilize. In such event, all of the Co-Owners and the Association shall be deemed to have consented to the establishment of such a special assessment district.
  - (b) Proceeding to Collect Pursuant to the Master Deed and Condominium Documents. Alternately, the Township shall also have the authority to collect or seek reimbursement for any and all

such costs from the Association and Co-Owners as if such obligations of the Association and Co-Owners were in the form of a permanent deed restriction or covenant on the Project. Should the Township pursue this remedy, the Township would have any and all rights attributable to the Association when collecting dues or assessments from Co-Owners. Additionally, such costs shall be ~~a lien on each of the Units, which shall be enforceable~~ in accordance with Act No. 94 of the Public Acts of 1933, as amended from time to time. Any such charges which are delinquent for six (6) months or more may be certified annually to the Township Treasurer, who shall enter the lien on the next tax roll against the applicable Unit, and the costs shall be collected and the lien shall be enforced in the same manner as provided for in the collection of taxes assessed upon the roll in the enforcement of a lien for taxes. In addition to any other lawful enforcement methods, the Township shall have all remedies authorized by Act No. 94 of the Public Acts of 1933, as amended.

The above alternate remedies (being (a) and (b)) shall be deemed to be in addition to any and all other remedies provided for elsewhere in the Master Deed or condominium documents or at law or equity. The Township shall have the sole authority and discretion to determine whether or not to proceed pursuant to (a) or (b), above.

- C. Before construction commences, the Developer shall provide to the Township (and any other applicable governmental units and utilities) all necessary permanent easements within the Project for telephone, telecommunications, electricity, gas and cable television to the appropriate utility provider without cost. Said easements shall be recorded with the Kent County Register of Deeds and provided to each utility provider for their records.

#### **Section XI. Landscape Plan**

The landscaping along the perimeter of the site shall be installed and maintained and shall include at a minimum the plantings that are shown on the approved landscaping plan dated 1/22/16.

#### **Section XII. Soil Erosion Control Requirements.**

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

**Section XIII. Performance Guarantee.**

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

**Section XIV. The Gerald R. Ford International Airport.**

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

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

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

**Section XVI. Consistency With Planned Unit Development (PUD) Standards.**

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

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

The Project has been determined by the Township to be compatible with the 2009 Comprehensive Plan of the Township and with the spirit and intent of the Planned Unit Development Chapter of the Zoning Ordinance. The Project has been determined to be a "Residential" use, which is consistent with the Cascade Township Comprehensive Plan.

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

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

This Ordinance also incorporates and adopts the staff comments and conclusions on pages 3-4 of the staff report dated January 7, 2016 as additional findings by the Township Board.

Finally, the Township recognizes the Project will be under single ownership or control. The Township recognizes that the Developer or its assigns will retain ownership and control of the Premises until a majority of the site condominium units are purchased for single family residential purposes.

**SECTION XVII. EFFECTIVE DATE.**

This Ordinance/Ordinance amendment shall become effective upon the expiration of seven (7) days after publication of this documents (or a summary) in the *Grand Rapids Press*, a newspaper of general circulation within Cascade Charter Township.

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

YEAS:

NAYS:

ABSENT:

\_\_\_\_\_  
Ron Goodyke  
Cascade Charter Township Clerk

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of an Ordinance/Ordinance amendment adopted at a Regular Meeting of the Cascade Charter Township Board on the \_\_<sup>th</sup> day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Ron Goodyke  
Cascade Charter Township Clerk

Applicant Statement:

“Driftwood Ventures has fully read the above PUD ordinance amendment, understands its provisions and fully agrees with all requirements and conditions contained in the same, on behalf of it and its assigns, successors and transferees in and to the property involved.”

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_



**Kent County  
Road Commission**

JANUARY 14, 2016

TO : STEVE PETERSON  
CASCADE TOWNSHIP

REF: 3000 THORNHILLS

THE KENT COUNTY ROAD COMMISSION HAS PERFORMED A CURSORY REVIEW OF THE PROPOSED SESC PLAN AND FEEL IF ADEQUATELY MAINTAINED WILL BE SUFFICIENT FOR THE PROPOSED GRADING ASSOCIATED WITH THE PROPOSED DEVELOPMENT.

BASED ON A 5 ACRE DISTURBANCE KCRRC WILL REQUIRE \$ 5000 SURETY IN THE FORM OF CASH OR LETTER OF CREDIT.

PLEASE CALL IF YOU HAVE QUESTIONS.

Wayne A. Howell  
Deputy Managing Director  
616-262-0668

Monday  
January 25, 2016

Mr. Steve Peterson  
Planning Director  
Cascade Township Planning Commission  
2865 Thornhills Ave. SE  
Grand Rapids, MI 49546-7192

Re: **Proposed Round Hill Amended PUD**  
**CASE # 15-3229 DRIFTWOOD VENTURES**  
**Board Public Hearing: January 13, 2016**  
**Tabling of Proposal for Further Planning Commission Review**  
**Review of Issues with Documentation**

Members of the Planning Commission;

As you are aware, the Cascade Board tabled the above proposal at the public hearing on Wednesday, January 13. There was considerable discussion and concern voiced on three issues in the proposal, both from the Trustees and other knowledgeable speakers. In my presentation to the Board, I represented not only myself as an adjacent land owner but the interests of Sentinel Pointe Investors LLC and added our concern on the issues. The three issues are;

1. **High concrete retaining walls are located in the middle of 15' Property Setbacks and there is a body of opinion that this may be against Cascade Ordinances.**
2. **There was concern that a landscape plan should have been required, but the Board specifically wanted the Applicant to create a landscape buffer plan to screen adjacent property owners from the considerable grade change and retaining walls at the property perimeter.**
3. **The retention pond design has many potential flaws, especially that the pond is virtually inaccessible. The Board wanted a review of the design and maintainability issues by the Township Engineer, and confirmation that the pond design was correct and could be reasonably maintained.**

To assist the Planners to make an informed review and decision regarding these issues, I have created this presentation, with appropriate documentation, to allow the Planners to understand the Board's concerns, as well as affected Cascade area residents.

1. **HIGH CONCRETE RETAINING WALLS ARE LOCATED IN THE MIDDLE OF 15' PROPERTY SETBACKS AND MAY BE AGAINST CASCADE ORDINANCES.**

There is approximately 600'+ of concrete retaining walls located in the middle of the perimeter 15' property line setback. Most of the retaining walls exceed 10' in height and are shown in either the middle [centerline 7.5' from property line] or 6' from the property line. Assuming a wall thickness of at least 1', the concrete retaining walls are within 5.5'-7' from the property line. These walls could not be constructed without trespassing on adjacent properties.

I engaged Varnum Law [Randy Kraker] to research this issue and create a legal opinion [See attached pages 5-6]. **Varnum's opinion is that the current retaining wall design and height cannot legally be in the property line setback.** Cascade ordinances allow only a maximum 6' high wall within a setback, and the wall must be at least 10' from the property line, which allows for access to construct the wall. **The higher Round Hill retaining walls may not be constructed without a public hearing on the issue, and the granting of a Cascade Township Special Use Permit.**

With this legal opinion, it appears the Cascade Planning Commission is left with one of two options regarding this issue;

- A. It must direct the Applicant to revise his site plan to relocate the retaining walls outside the 15' property line setback. or;
  - B. The Planners may give the Applicant the option of relocating the walls 10' from the property lines, and attach a condition of approval by the Board to be that the Applicant must first obtain a special use permit allowing the walls within the property line setback.
2. THERE WAS CONCERN THAT A LANDSCAPE PLAN SHOULD HAVE BEEN REQUIRED, BUT THE BOARD SPECIFICALLY WANTED THE APPLICANT TO CREATE A LANDSCAPE BUFFER PLAN TO SCREEN ADJACENT PROPERTY OWNERS FROM THE CONSIDERABLE GRADE CHANGE AND RETAINING WALLS AT THE PROPERTY PERIMETER.

Before the Planners can give proper instructions to the Applicant to prepare a landscape buffer plan for the Planners' review, **there must be some clarification on whether a full landscape plan is also required,** or only the screening and buffer landscaping. In his presentation to the Planners at the Planning Public Hearing on August 17, 2016. In giving his directions to the Planners, Director Peterson stated *"(Round Hill) is being treated as a "Residential" development and does not require a landscape plan"*. He also stated *"(Round Hill) meets all Ordinances"*. [See Page 7 for August 17, 2015 Minutes]. In accepting Director Peterson's interpretation of the type of development in the proposal, the Planners recommended the proposal for approval.

In our legal review of the Round Hill Amended PUD Proposal, it is self-evidently a Condo PUD proposal, which affirmatively requires a landscape plan. **We firmly request a written legal opinion from Township Counsel, which offers a justification for this unusual "Residential" interpretation of what appears to be a "Condo PUD" proposal, so the Planners may determine whether a landscape plan should have been required in the initial recommendation.**

With this legal issue, it appears the Cascade Planning Commission is left with one of three options regarding a direction on the extent of the required landscaping;

- A. If a written legal opinion by Township counsel provides a logical justification for classifying Round Hill as a “Residential” proposal, the Planners may direct the Applicant to only provide a screening and buffering landscape design for Planning review.
- B. If, as we believe, this project is correctly classified as a “Condo PUD” proposal, then the Round Hill Proposal does not comply with the Landscape Ordinance requirements and Planners must direct the Applicant to provide a full landscape plan as well as a screening/buffering plan. It should again be noted that, at a May 15, 2015 Planning meeting, *“The Applicant stated the he would replace what is taken out and they want it nicely landscaped and dense.” [See attached Page 8 for May 15, 2015 Planning Minutes]* or;
- C. If this project is correctly classified as a “Condo PUD” proposal, and a landscape plan is required, the Planners may vote to eliminate the Landscape Ordinance landscape plan requirement for this proposal. Then, the Applicant would again have to only provide a screening/buffering plan.
- 3. THE RETENTION POND DESIGN HAS MANY POTENTIAL FLAWS, ESPECIALLY THAT THE POND IS VIRTUALLY INACCESSIBLE. THE BOARD WANTED A REVIEW OF THE DESIGN AND MAINTAINABILITY ISSUES BY THE TOWNSHIP ENGINEER, AND CONFIRMATION THAT THE POND DESIGN WAS CORRECT AND COULD BE REASONABLY MAINTAINED.**

Amongst the issues that were discussed at the Board Public Hearing, regarding the retention pond design and location, are;

- ◆ Fishbeck required, in writing, that the Applicant take two soil borings [KCDC 10’ deep required] to confirm that the retention pond design would function properly. The Applicant confirmed, also in writing, that he would do so, but only dug two shallow test pits at unknown locations. The Board and speakers all were concerned about the possibility the pond would not function properly.
- ◆ The retention pond is at the bottom of a 30’ deep steep and wooded drop-off against the property line with Sentinel Pointe. The drawings show no access to maintain the retention pond. The Board and speakers all speculated on what type of equipment and cost would be involved to maintain this pond in such a remote location. [See attached retention pond plan Page 9].
- ◆ There was concern that the retention pond design had an overflow which would direct storm water onto Sentinel Pointe land without an easement. Director Peterson opined that an easement agreement shall not be required, and temporary Cascade Township Counsel Bloom thought that if there were an overflow it would be a “Civil suit” matter. I noted that the idea was to prevent “civil problems” like the ones The Summit has only 200 yards away” and prevent the potential problem by requiring an easement with Sentinel Pointe. [See attached MDEQ drawing with overflow issues onto Sentinel Pointe property, Page 10].

At the end of the discussion, my notes indicated that the Board was going to require the Township engineer to look into the design and issues and report back to the planners with any changes or requirements that the Planners should request from the Applicant.

I believe it is appropriate, in fulfilling the request from the Board on this issue, that the Planners should direct the following occur;

- A. The Planners should direct the Township Engineer to review and report to the planners on the following issues, along with suggested actions the Planners should take, regarding the proposal;
- 1) Should the Planners require the Applicant to take two soil borings and follow-up analysis to confirm the retention pond design will function properly? If Fishbeck does not require these borings, will Fishbeck and the Applicant jointly guarantee the pond performance in the absence of such borings?
  - 2) Fishbeck should provide the Planners with a *ways and means* narrative on what type of equipment and methods would be used to maintain a pond in such a remote location, and an estimated cost for dredging the pond and removal of sediment.
  - 3) Fishbeck should give a written opinion on a recommendation to obtain a storm water easement for overflow storm water run-off on to Sentinel Pointe property, and if the MDEW would likely require any rip-rap or other structures to handle such run-off before it goes into the Thornapple Hills Drain. As part of this opinion, it should be asked of Fishbeck as to the likelihood that an overflow runoff of storm water would occur.

In concluding this presentation, I will note that I have retained a new attorney to represent the interests of Sentinel Pointe and myself in any matters going forward. Both Cascade Township and I lost our attorneys as a result of the merger of Varnum & Law/Weathers, because of conflict-of-interest issues. **Our new attorney is Timothy Newhouse, of Byron Center, MI. Tim has represented Rohde Construction for a number of years and has a good understanding of the issues involved herein.** Tim may be making a separate presentation, regarding the issues above, after he finishes his own legal review of the still unresolved problems.

I look forward to being at the Planning meeting in which Round Hill is discussed, and would be happy to answer any of questions addressed to me by the Planners.

**Respectfully Submitted;**

**MARK DOUGLAS ROHDE PE  
HOME ADDRESS: 3087 THORNAPPLE RIVER DR. SE  
GRAND RAPIDS, MI 49546**

**SENTINEL POINTE RETIREMENT COMMUNITY  
2900 THORNHILLS AVE.  
GRAND RAPIDS, MI 49546**

# VARNUM

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Dirk Hoffius  
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Scott R. Sekhanga

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Bernid M. Soudan II  
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Thomas L. Lockhart  
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David E. Preston  
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Hilary F. Snel  
Larry J. Trefley  
Kent J. Vana  
Carl E. Van Beek

December 30, 2015

Mark D. Rohde  
3087 Thornapple River Drive SE  
Grand Rapids, MI 49546

Re: *Round Hill PUD/Retaining Wall Issue*

Dear Mr. Rohde:

Based on the drawings describing the proposed Round Hill Condominium PUD project proposed in Cascade Township, it appears that there are significant retaining walls that are a necessary part of this project. The precise location of those retaining walls is not apparent from the drawings submitted to the Township. More precise drawings, especially since the Township property on the north side of the project is also affected, would appear to be in order. The construction process for these retaining walls will not only affect your property but will also have significant impact on the Township property to the north.

It's clear under the zoning ordinance that the retaining walls are structures. The definition of structures includes fences, but the definition of fence specifically excludes retaining walls. So, the net result is that a retaining wall is, in fact, a structure.

The location of structures is governed by various definitions and regulations in the zoning ordinance. Required yards are not to be occupied or obstructed by encroachments such as structures unless specifically permitted by the zoning ordinance. No part of a structure may be located within the building setback line unless specifically provided by the ordinance. Section 4.08.4.b provides that structures that are not buildings (such as a retaining wall) may project no

closer than 10 feet to any side or rear property line. Section 4.30 does permit a wall to be erected along a property line.

Thus, it appears from various provisions of the zoning ordinance that the wall must be located either on the property line or at least 10 feet from the property line. It appears from the drawings that the property retaining wall fits neither of those categories in that it is three or four feet off from the property line. I assume you will refuse to provide them with a temporary easement to construct the wall along your property line thereby forcing them to either attempt to construct it on the property line from their property without trespassing on yours or place the wall at least 10 feet from your property line, which appears to be a more reasonable solution.

In addition and importantly, Section 4.30.2 places specific limits on the height of such retaining wall. The proposed residential PUD would appear to be limited to a height of six feet without the issuance of a special use permit.

Even assuming that the location of the wall complies with the zoning ordinance (which it may not), the project still cannot be built without the issuance of a special use permit to allow the extreme height of the proposed walls. There are very specific standards that must be met to justify a special use permit and you will have an opportunity to be heard through a special land use public hearing process.

In summary, you have legitimate objections and challenges to both the location of the walls and the height of the retaining walls, if a rezoning is granted for the proposed project.

Very truly yours,

VARNUM



Randall W. Kraker

RWK/bjs

**ROUND HILL RETAINING WALLS, WHICH ARE MUCH HIGHER THAN 6', ARE ILEGALLY LOCATED WITHIN PROPERTY LINE SETBACKS AND MUST BE RELOCATED. WALLS CANNOT BE SHOWN IN CURRENT LOCATION DURING PLANNING AND CAN ONLY BE SHOWN THERE IF A SPECIAL USE PERMIT HAS BEEN GRANTED.**

The Applicant stated that for clarification they have designed their retention basin to accommodate the 100 year storm and we have the emergency spillway. We are very comfortable with what we have presented.

Member Williams asked about all of the trees that would be removed. Director Peterson stated that with all of the construction and grading that would occur he could not dispute the trees being removed. It would be a similar impact to any other residential site in the area.

Member Sperla asked if there was a detailed landscaping plan. Director Peterson stated that we typically do not require landscaping plans for residential developments. There are some street trees being placed out front. There are no plans to landscape the perimeter of the site.

**\* Landscaping Plan is Required, as well as a Bond and Applicant promised dense landscaping**

Member Williams asked why the developer dropped back to 10 sites rather than the 15 that were originally proposed. The Applicant stated this is a better fit for the site. Member Williams asked if this then increased the price of the units. The Applicant stated that this was the price point that was originally planned.

Member Mead asked if it was the Applicants intention to get 100% of the site developed and stabilized prior to construction or are you going incrementally build the site. The Applicant stated that they will build the road and the infrastructure and the site will be completely build ready. Member Mead asked what the time frame for this project would be to be absorbed by the market. The Applicant stated that it would most likely be a two-year build out.

**A Landscaping Bond is Often Required by Cascade Township**

Member Mead asked what the typical bond amount that is given on a project such as this. Director Peterson stated that there typically is not a bond.

Member Lewis stated that everyone has a right to proceed as long as they meet all the requirements. The Applicant meets all of our Ordinances. In that regard, I would support any favorable motion. **Round Hill Violates 11 PUD and 3 Subdivision Variance Ordinances and Should be Rejected by**

**Member Lewis**  
Member Lewis made a motion that Case 15:3229 RJV Venture request to amend PUD #55 to permit 10 single family detached homes be approved with the conditions by Staff.

1. Sign the Storm Water Maintenance Agreement
2. Review and approval of condominium documents to ensure compliance with Township requirements.
3. Add swale around south side of project as discussed.

Support by Member Robinson. Motion carried 7-0.

Member Sperla asked if these would be considered retirement living and would there be an affiliation with Sentinel Pointe. The Applicant stated the apartments would not be retirement living but more for empty nesters.

Member Lewis asked the proposed square footage of the units. The Applicant stated the units would be approximately 2,500 sq. ft. of living space plus the basement.

We want the residents to be able to access the library and other Township amenities. It may not be from the rear of the site but there will be access. Member Sperla asked if there would be sidewalks within the site. The Applicant stated they are open to suggestions.

Member Mead stated that some of the units will not have any additional parking available at the unit and asked if there would be an area for overflow parking for these units. The Applicant stated the layout of the buildings is not set in stone and we are really not in that part of the planning phase at this point. That being said, we do want the units to be well done and these types of ideas will be considered.

Member Waalkes asked if the 15 units was their critical mass or density needed for the project. The Applicant stated they were looking to see what would work best on the site with the land that is available.

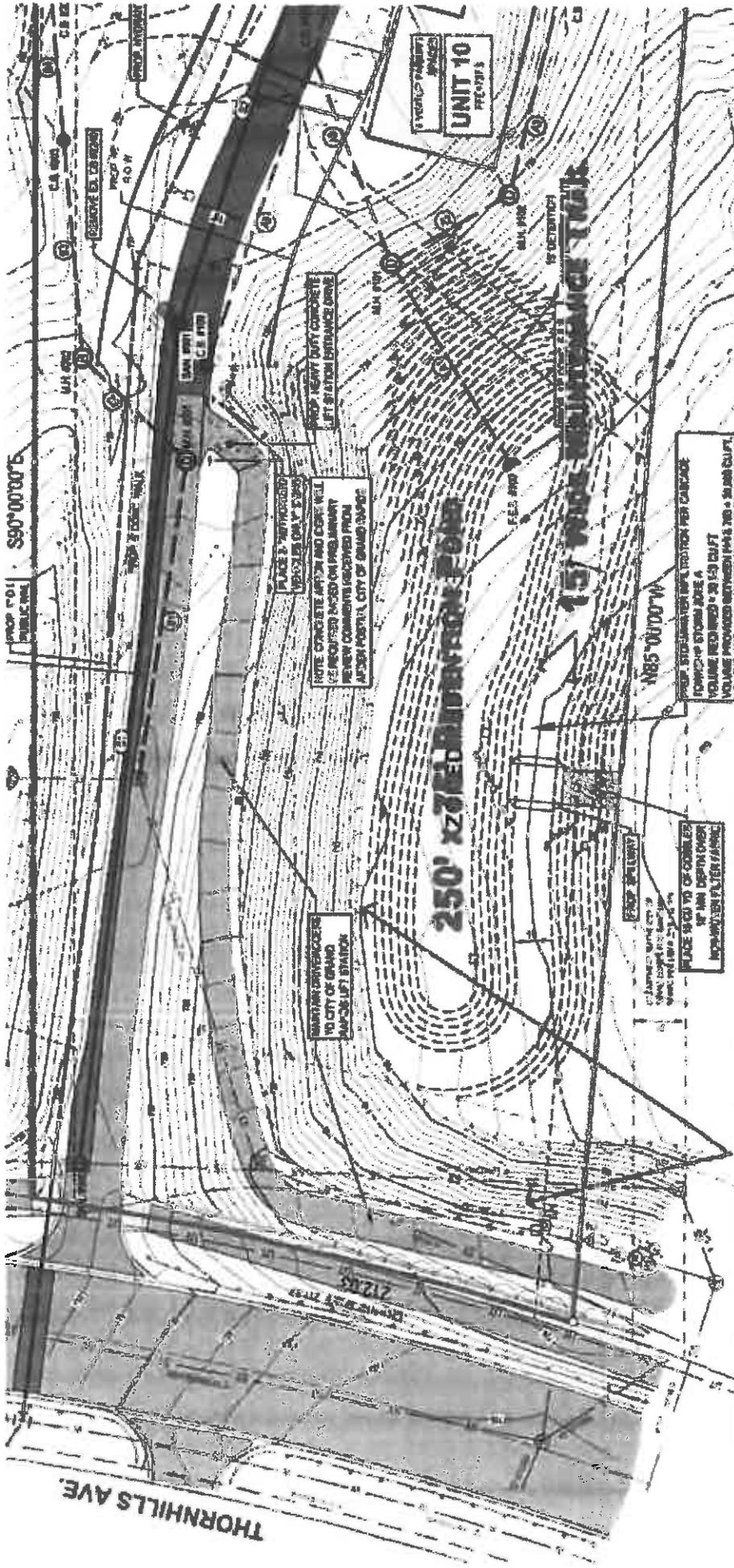
#### **Dense Landscaping Promised But Planners Required NO Commitment**

Member Sperla stated the site had a lot of trees and were they planning on replacing the trees with landscaping. The Applicant stated they would replace what is taken out and they do want it to be nicely landscaped and dense.

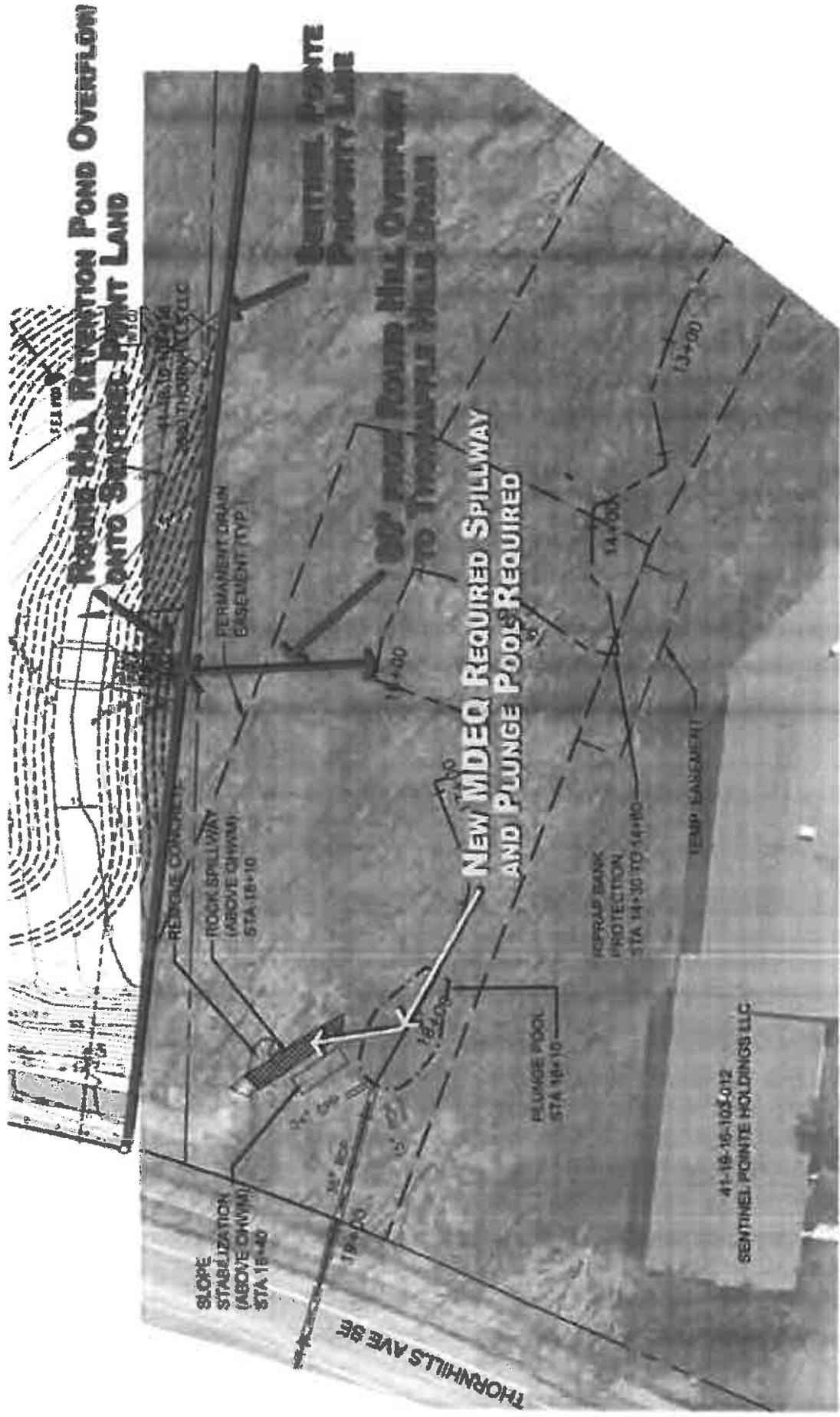
Member Sperla asked the Applicant if they were in favor of the connector to the library. The Applicant stated they were very open to it. They want people to be able to walk to the library and surrounding businesses. The Commissioners would prefer the connector be placed on the Township property rather than trespassing through someone's back yard to cut the corner to the library.

Member Waalkes asked the Applicant if they were planning to market this community as a zero step or minimal step community. The Applicant stated they were thinking the units would be a typical ranch with a step down.

Member Hammond asked the Applicant if they were planning on having these be 2 unit homes. The Applicant stated they had thought about that, but felt that would have a duplex feel which is not what they want. The price point they're anticipating is \$500,000 - \$600,000 because of the amenities inside which they'll



**The Round Hill Retention Pond Design has NO WAY TO ACCESS  
 A 250' x 75' Retention Pond with Large Backhoe and Dump Truck  
 Necessary to Remove Debris and Sediment and Haul it to a Road  
 and Ofsite When there ar 1 in 3 Wooded Slopes Preventing Access.**



PLAN  
 STA 12+50 - 19+50  
 SCALE: 1" = 60'  
 NORTH

RECEIVED  
 September 30, 2015  
 Water Resources Division  
 Grand Rapids

 engineers scientists architects constructors	
<small>Notes: Pump-out &amp; haul to area not cut</small> <small>Hand copy is required to be 1/8" x 11" when printed. Dates indicated on graphic sheets may not be accurate to any other date.</small>	
<b>Cascade Township</b> Cascade Township, Kent County, Michigan <b>Thornapple Hills Drain Restoration</b>	
B/30/2015 MDEQ PERMIT	
PROJECT NO. G130842	
FIGURE NO. <b>7</b>	
<b>PAGE 10</b>	

TIMOTHY R. NEWHOUSE  
ATTORNEY AT LAW, P.C.

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BYRON CENTER, MI 49315

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Email: tim@newhouselaw.com

Facsimile (616) 366-1003

January 27, 2016

Cascade Township Planning Commission  
2865 Thornhills Avenue SE,  
Grand Rapids, MI 49546-7192

Dear Commissioners:

I represent Mark and Gail Rohde ("Rohde") regarding the proposed amendment to Sentinel Pointe Ordinance #1, 1980 as amended by Ordinance #6 of 1984. ("PUD"). The applicant, RJV Ventures (now Driftwood) is seeking to amend the existing PUD and replace the senior living facility of that PUD with a 10 unit Residential site condominium. Rohde, as well as Sentinel Pointe Investors, LLC (SP), being the owners of a portion of the property included in the original PUD, are adamantly opposed to this project as being violative of various requirements contained in the Cascade Township ordinances which govern development in Cascade Township.

PUD development is governed by Section 16 of the Cascade Township Zoning Ordinance. This proposed development and the procedures used to attempt approval violate numerous provisions of Cascade Township's Zoning Ordinances as more fully set forth below.

**STANDARDS**

The intent of the PUD Ordinance is set forth in Section 16.02. The proposed amendment does not meet the standards of Sections 16.02 (1), (2) and (5).

1. Chapter 16, PUD Planned Unit Development District, Section 16.02 (1):

"To encourage the use of land in accordance with its character and adaptability."

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The proposal will require substantial alteration to the site.

2. Chapter 16, PUD Planned Unit Development District, Section 16.02 (2):

"To promote the conservation of natural features and resources."

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The plan will require that the developer basically clear out all of the mature trees on this property. The Developer will also have to remove a substantial amount of dirt in order to make the project remotely viable-engineering wise. This project will also alter the natural water flow in the area.

3. Chapter 16, PUD Planned Unit Development District, Section 16.02 (5):

"To promote and ensure greater compatibility of design and use between neighboring properties."

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The design of this plan requires numerous variations from normal site plan standards including retaining walls, which violate other ordinances, lack of buffers in accordance with other zoning laws, and lack of landscaping.

REGULATIONS

Section 16.03 sets forth the regulations that must be met in order to approve this Amendment to the PUD.

Chapter 16, PUD Planned Unit Development District, Section 16.03 (2) (a) requires that this PUD amendment will:

"result in a recognizable and substantial benefit to the ultimate users of the project and to the community."

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

Nowhere in the records and minutes of the Planning Commission or the Board has there been a determination or definition of the recognizable and substantial benefit which this 10 unit residential site condominium provides. Blanket statements of a recognizable benefit do not define what that benefit actually is.

Chapter 16, PUD Planned Unit Development District, Section 16.03 (2) (b) requires that the proposed development:

"not place a material burden upon the subject or surrounding land or property owners and occupants, or the natural environment."

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

This development does exactly the opposite. It creates a material burden on the surrounding property and the natural environment. The proposed development will create storm water drainage issues which cannot be overcome.

Chapter 16, PUD Planned Unit Development District, Section 16.03 (2) (f) requires that the proposed development:

"shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with this Ordinance."

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The development is under the control of separate entities-one of which opposes the development (SP). While Section 16.03(f) allows the transfer of ownership upon due notice to the Planning Director of the Township, the fact that there are two separate owners of the land in this PUD creates issues which preclude the approval of this amendment and show why this single ownership requirement is included in the ordinance.

SP is the owner of a portion of the property contained in this PUD. SP does not approve of this development. This development requires that there be a storm water plan approved in accordance with the Cascade Township Storm Water Ordinance (Ordinance #7, 2002 as amended by Ordinance #7 of 2008) ("SWOr"). The SWOr requires all easements necessary to implement the approved drainage plan (SWOr Section 2.02 (6) and Section 7.02). The amendment, as proposed, requires that drainage from the proposed development transverse over the SP property to the county drain. There is no easement for such drainage across SP's property. As such, this plan is in violation of Cascade Township's own specific ordinances and cannot be approved. The proposed amendment does not meet this standard.

On February 20, 2015, the Planning Director authored a staff report which read in part:

"Given that they are amending an existing PUD, we will need to get the signature of the Sentinel Pointe property since we are amending a portion of the project they are in."

However, the same Planning Director stated at the Planning Commission meeting August 17, 2015, in response to a specific inquiry from Commissioner Mead:

"We have never gotten signatures from those that are impacted by the changes. Since this change does not impact the existing Retirement facility we would not require them to sign off."

The Planning Director was correct in his initial staff report: there must be approval from SP. SP's property is part of this development. It is directly affected by this proposed amendment since this new development completely changes the approved PUD. It changes the storm water drainage and directs it over SP's property. The storm water drainage plan as approved in 1980 is not the same as this proposed plan. The storm water under this new plan is now diverted to run over the land and discharge in the county drains to the South. How will it get there? Only by transversing SP's property. SP does not-and has not-granted an easement for such drainage.

This example is the exact reason why property in a PUD must be under one ownership. The applicant and SP now control parcels contained in this PUD. However, their interests differ. SP does not approve of this amendment, and specifically does not approve of the negative impacts that it will suffer if this drainage plan-which diverts substantially more water onto its property-is approved.

The Township cannot simply approve the diversion of storm water over another's property without the proper and necessary permissions, including appropriate easements. The proposed ordinance approving this plan requires such easements (Section X Utilities). That proposed ordinance further requires the property owners to agree that, should they fail to maintain these "facilities", then the Township has the right to do so and assess the residents and owners. Common sense would dictate that SP must agree to that in writing before it could be enforceable as they are not part of this proposed amendment and do not approve of it.

This storm water drainage issue involves other concerns which prevent the approval of this project. The retention pond is located on the property line. This project requires a retention pond. The amended plan proposes the use of the retention pond. However, there is no way that the required maintenance agreement can be complied with since there is no viable access to this pond. There simply is no way to maintain this pond as required by the zoning ordinances. The applicant's statement that it intends to use bobcats to maintain the retention pond is not sufficient.

#### PROJECT DESIGN STANDARDS

Section 16.04 sets forth the Project design standards required for PUD.

Chapter 16, PUD Planned Unit Development District, Section 16.04 Mixed Uses

(2) requires compliance with Chapter 20 (Landscape and Buffer Regulations) of Cascade Township Zoning Ordinance.

#### **THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

There is no landscape plan.

Chapter 16, PUD Planned Unit Development District, Section 16.04 (3) Applicable Regulations

(a) requires compliance with all regulations regarding lot size, setbacks, landscaping, general provisions and to other improvements and facilities shall apply, except that in projects within an underlying residential district which contain mixed uses, the most restrictive district regulations within this ordinance under which each non-residential use would otherwise be permitted.

#### **THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The drawings of this Plan propose significant retaining walls as a necessary part of the project. The proposed retaining walls violate the setback requirements of the township's ordinances. These retaining walls are within 10 feet of the property line-a clear violation. Moreover, these walls also violate Section 4.30 of the Cascade Township Zoning Ordinance regarding their location and height as set forth in attorney Kraker's correspondence.

Chapter 16, PUD Planned Unit Development District, Section 16.04 Natural Resources and Features

(4) requires the preservation of natural resources and natural features unless it is in the public interest to destroy or impair them.

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The proposal specifies removal of dirt in excess of 30,000 cubic yards, basically leveling the site and removing 3 acres of vegetation.

Chapter 16, PUD Planned Unit Development District, Section 16.04 (5) Compatibility

(a) Perimeter setbacks

**THE PROPOSED AMENDMENT DOES NOT MEET THIS STANDARD.**

The retaining wall structures are within the setbacks and violate the Zoning Ordinance.

This Amendment is tantamount to a taking. It will also cause irreparable harm should any storm water be diverted. The first shovel which alters in any way the storm water drainage will cause irreparable harm to SP. This proposed plan does not meet the standards and regulations of the Cascade Township Zoning Ordinance and should not be approved.

I respectfully request that this proposed amendment be denied, or at the very least, tabled until such time as all of these concerns are addressed and corrected.

Very truly yours,

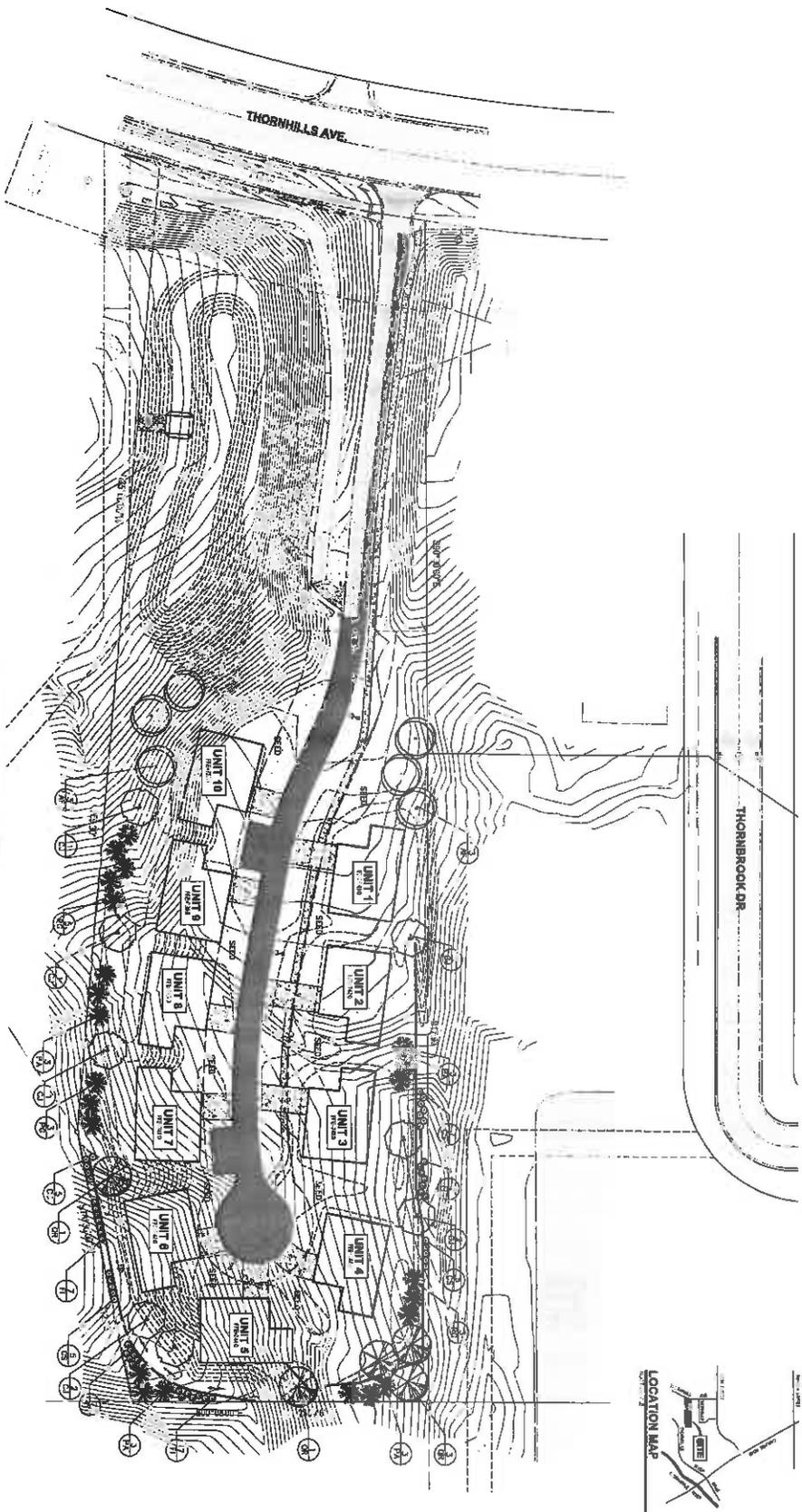


Timothy R. Newhouse

**PLANT LIST**

NO.	SYMBOL	SYMBOL NAME	COMMON NAME	HT.	WID.	COMMENTS
01	(Symbol)	SPRING BURNING BUSH	SPRING BURNING BUSH	6'	3" DIA.	S.E.A.
02	(Symbol)	RED TWIG DOGWOOD	RED TWIG DOGWOOD	8'	3" DIA.	S.E.A.
03	(Symbol)	DOGWOOD	DOGWOOD	8'	3" DIA.	S.E.A.
04	(Symbol)	DOGWOOD	DOGWOOD	8'	3" DIA.	S.E.A.
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**LANDSCAPE PLAN**



- PLANTING NOTES**
1. LANDSCAPING SHALL BE INSTALLED WITHIN NINETY (90) DAYS OF COMPLETION OF THE ROAD TO THE SITE.
  2. TO BE PLANTED ON THE DATE OF COMPLETION. QUANTITIES ARE INDICATED IN THE DRAWING.
  3. CONTRACTOR SHALL PROVIDE SPECIFIC SPECIES AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL APPLICABLE REGULATIONS AND STANDARDS. CONTRACTOR SHALL PROVIDE SPECIES AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL APPLICABLE REGULATIONS AND STANDARDS. CONTRACTOR SHALL PROVIDE SPECIES AND OTHER PLANT MATERIALS THAT COMPLY WITH ALL APPLICABLE REGULATIONS AND STANDARDS.
  4. ALL LANDSCAPING SHALL BE INSTALLED WITHIN NINETY (90) DAYS OF COMPLETION OF THE ROAD TO THE SITE.
  5. ALL PLANTING, AND LANDSCAPING IMPROVEMENTS SHALL BE COMPLETED WITHIN NINETY (90) DAYS OF COMPLETION OF THE ROAD TO THE SITE.
  6. SEED SHALL BE PLANTED OVER A TOPSOIL IN ALL PROPOSED HARD SEED AREAS AND ALL AREAS DESIGNATED BY CONTRACTOR. SEED AREAS SHALL BE AS FOLLOWS:

DATE	ISSUED FOR
1/10/2018	Number 1000
<p>16004</p> <p>SHEET NAME</p> <p>LANDSCAPE PLAN</p> <p>1/100</p>	

Landscape Plan

# Round Hill

Cascade Township, Kent County, MI

**RJM Design**

Lead Planner & Landscape Architecture

1718 BROADWAY, SUITE 100, GRAND RAPIDS, MI 49503

TEL: 616.451.1111 FAX: 616.451.1112

WWW.RJMDSIGN.COM

## MINUTES

Cascade Charter Township Planning Commission  
Monday, February 01, 2016  
7:00 P.M.

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

**ARTICLE 4.** Approve the Minutes of the January 11, 2016 meeting.

**Motion by Member Sperla to approve the minutes of the January 11, 2016 meeting as written. Support by Member Mead. Motion carried 7-0.**

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

No one wished to speak on a non-agenda item.

**ARTICLE 6.** Case #15-3229 RJ Ventures

**Property Address: 3000 Thornhills Avenue SE**

**Requested Action: The Township Board has remanded this project back to the Planning Commission for further review.**

Director Peterson presented the case. The Township Board sent this case back to the Planning Commission for clarification on a few points:

- Landscaping around the perimeter of the site
- Storm Water Maintenance Agreement
- Performance Bond during construction

While the Township Board could have made these changes they remanded back to the Planning Commission so that there would not be any surprises by the changes.

The Applicant has provided a Landscaping Plan which includes a buffer around the perimeter of the site. Buffer yards are not required but if we are including one

we should request a Landscaping Bond of \$8,200. The language in the PUD Ordinance states that the landscaping will be completed in accordance with the plan.

Cliff Bloom, Attorney - Law Weathers is representing the Township in this case. He has taken a look at the Storm Water Maintenance Agreement and it has been modified slightly and he has improved the language.

The need for a Performance Bond was discussed for soil erosion control mechanisms and processes. The Road Commission has taken a look at their soil erosion plan. They have not issued a permit yet but they seem agreeable. A Soil Erosion Bond of \$5,000 would be required by the KCRC. Our Township Engineer was asked what the worst case scenario damage would cost to clear the site. They have recommended a \$50,000 Performance Bond. This Bond would be in place just during the construction phase of the project and once the site was stabilized the Bond would be released. It would not be in place during home construction. The county could require individual soil erosion permits for each house.

The Township Board modified the language of the new PUD Ordinance slightly to incorporate a sentence that states the Ordinance incorporates and adopts Staffs comments and the conclusions from the Staff report.

There is communications in the packet from Mr. Rohde and his Attorney requesting that the case be reheard but the purpose of tonight is to look at the three items the Township Board requested. I did also put into the packet a private communication between Mr. Rohde and Member Lewis that we are publicly disclosing.

The Planning Commission has a couple of options before them:

- The recommendation can be sent back as originally presented to the Board.
- The recommendation may be amended to the Board to include all the changes.
- The recommendation may contain a combination.

Staff is comfortable with the new Landscaping Plan, the new Storm Water Maintenance Agreement and the Performance Bond the Township Engineer has recommended.

Member Sperla asked if Mr. Rohde and his counsel had a chance to review the new Storm Water Maintenance Agreement. I saw that there were changes that I have not seen in the past and I really like that the new enforcement provisions are stronger and I would like to see this in future Storm Water Agreements. I

would be interested to know if you have received any feedback from Mr. Rohde on the new language in this Storm Water Agreement. Director Peterson stated that he had not received any feedback. We did not specifically send the new Storm Water Maintenance Agreement to Mr. Rohde but it was available on-line. Member Sperla stated that he liked the provisions, it provides a lot more clout and enforcement rights. I know if I was sitting in Mr. Rohde's shoes, I would feel pretty good about this Agreement.

Member Pennington asked Director Peterson to highlight the changes to the Storm Water Maintenance Agreement. Director Peterson stated that he would defer to Mr. Bloom the Township Attorney.

Cliff Bloom, Township Attorney came forward with comments.

There were no substantive changes on pages one and two. On page three the important provision is just above B. The Maintenance Agreement as it existed was quite good for most municipalities. As Member Sperla stated, this nails it down more. We wanted to make it clear that the obligation to maintain the storm water retention/detention facility doesn't stop with the developer. It runs with the land. This language makes it clear that not only is the developer responsible while it's involved, but thereafter the Association is responsible and the individual units are also. For if some reason the Association went bankrupt than it would be an obligation of the unit owners and there would be a lien on the property. Member Sperla stated that this would be a recorded instrument for any prospective purchasers within the development. Mr. Bloom concurred stating that this document would be recorded so that everyone will know when they purchase a unit within the condominium. Statement B states that if the Township has to enforce the agreement and prevails in court, it can recover its attorney fees which normally you cannot do in absence of a contract.

In the middle of the Special Assessment District, if for whatever reason the Township wants to clean up the site and doesn't want to go against the unit owners they can agree ahead of time for the creation of a Special Assessment District. The benefit is that it simply goes on the tax rolls automatically and is easier to collect.

A disclosure was added to alert the homeowners that in the event the Association went defunct that they would be held responsible individually.

Number five (5) made it clear that this Agreement does not negate the requirements that they comply with all laws: state, county and federal.

**Chairman Waalkes asked anyone with comments to come forward.**

Tim Newhouse, Attorney on behalf of Mark Rohde, 3087 Thornapple River Drive came forward with comments. Mr. Newhouse stated that he had the opportunity to review the Storm Water Maintenance Agreement. In the packet is the correspondence from Mr. Rohde stating his objections to the proposed amendment to the PUD, as well as, my outline as to why we feel this amendment does not comply with your Zoning Ordinance. I realize that you have already approved the proposed amendment to the Township Board and they have returned it for three items. The new Landscaping Plan is designed to cover up one of the bigger issues Mr. Rohde believes prevents this plan from being adopted. The other main issue is the retention pond and the Maintenance Agreement. The drainage plan in this proposed amendment diverts most of the water to the retention pond on the SW corner. This parcel is now split into two different parcels with competing interests. By approving this amendment, you are potentially diverting all of the storm water and runoff from the retention pond onto Sentinel Pointe's property. Sentinel Pointe has indicated that they do not approve of this particular amendment. They are part of this PUD. I think the proper approach would be to amend the PUD to remove this 40 acre parcel and then propose their development. In my opinion, they would then have to get an easement for the drainage over the Sentinel Pointe property.

Member Sperla asked if Mr. Newhouse was aware that Mr. Rohde was the original developer of Sentinel Pointe, in two phases, he was not only the Owner but the Engineer as well. It seems a little problematic that somebody that causes the split and sells it to someone else, still wants to retain control over how it is developed. If he wanted that why didn't he just continue to own the property? He sold it to someone and they obviously were going to make some use of it which is contrary to what the Sentinel Pointe original PUD ordinance provided for. Mr. Newhouse states, when he sold the property there were two attempts, as I understand it, to have an elderly facility proposed there that didn't make it past the Planning Commission because of drainage issues. Member Sperla states that seems to me that he turned around and sold the property knowing that some use was going to be made of that property, it was not going to be part of the Sentinel Pointe development in accordance to the approved plan that had a Phase A and Phase B. Mr. Newhouse said that he looked for the original PUD through a FOIA request, but it was not found. Member Sperla reiterates that if he wanted to control how it was developed he should not have sold it. When he sold the property he gave up the right of ownership and control over what could be built on the property. He had to know that the property was going to be developed at some point and most likely not to his liking. If you want to control it, you have to own it. But again, he gave up that control when he sold the property. Mr. Newhouse states that Mr. Rohde would probably agree with that and regrets that decision. Mr. Newhouse says the maintenance agreement with the overflow is not going to happen. Mr. Bloom made a comment that it is going to be stated that the Unit owners will be aware of their requirements to maintain this

retaining pond. The only time anything will happen is if there is an event and then it is too late. There will be no dredging, the home owners association will probably have it in their dues that it be maintained, but nobody will do anything about it. The water will be spilling over into other people's property and because, in our opinion, the storm ordinance is not followed with its borings, there may be potential liability on the Township and we would like to prevent that from happening.

Chairman Waalkes asked anyone with comments to come forward.

Tom Giusti, representing RJ Ventures the proposed developer. Mr. Giusti states that the comments regarding trees being cleared and moving forward developing the property is not correct, we will not touch the property until we get the proper permitting and approval from the Township. Secondly, as Director Peterson mentioned, the Kent County Road Commission suggested that on top of their Bond, we have provided a landscape plan with screening. Each of the Units will be required to have a soil erosion permit at the time of construction, so there will be two layers of protection. The landscape plan shows all the deciduous and evergreen trees around the whole perimeter. We also have shrubs protecting the retaining wall on the south and north side. We also do not need permission from any of the adjoining neighbors because we will not be on any of their properties for these retaining walls.

Cherie Grunske, 3056 Thornapple River Dr., our property is downstream from the property in question. Our concern with this is that there will now be hard surfaces and possibly sand and could cause a problem with this coming downstream.

Chairman Waalkes stated that all the hard surface paving is draining directly to that pond, as it is a retention pond. It is a 100 percent infiltration. This could be an improvement to the problem.

Mr. Giusti states that it seems there has been negligence in prior developments, there are safety valves put in and are stringent on what we are going to be required to do, to not allow any erosion and sedimentation into the river. We are doing everything possible to not disturb the people downstream or anyone around this particular piece of property. Nederveld has taken their time and done their due diligence on the retention pond and complied with the Township and Fishbeck's requirements on what they need to have.

Ron McCollum, 3010 Thornapple River Dr., the one thing that I am concerned about is this is not a 100 percent retention pond, as it does have an emergency spill way. Mr. Giusti said they did everything that Nederveld and Fishbeck asked as far as the retention pond, but the two soil borings weren't done as demanded

to be done by Fishbeck. I am also concerned that this pond doesn't drain properly and is a spill way, when you have a hundred year rain it may spill over. If it is sand and can handle it, that's great. But if it does go over, it will dump sand and erosion in the Cascade Bayou. We have a petition to look into dredging the Bayou and would like to look into plunge pits. Down by the river ideally there could be a plunge pit that could be dug out. We just don't want any more sediment coming down on our properties.

Kenneth Carey, 2929 Thornapple River Dr., it is quite humorous how they think they can catch all this water, but nobody knows more than I do the things that can go wrong. Over the past 5 years I have dealt with problems from the Summit. Attorney's fees and Engineering Fees and everything else that has gone along with this excluding Attorney and Engineering Fees from the Township, have easily exceeded \$100,000.00. Mr. Bloom has said, so eloquently at the last meeting, that if things go wrong there is a civil remedy. And by a civil remedy it means that you are going to have to get an Attorney and sue. You are going to have to go through the same five years that my wife and I have gone through, along with tens of thousands of dollars' worth of damage. If you lay the Summit over the drawing, my home is directly down from the homes here. All the drainage from the non-porous structures, including the driveways in front of the homes and all roof structures. The driveways were all angled and dumped off the back of the hill, focus drainage. I know how Mr. Bloom feels about focus drainage, he is well published and I had a conversation over the phone with him. He told me he solved this problem, and I believe he was upset when another home was built and allowed to dump off the back of the property. This has cost me tens of thousands of dollars in damages and I have had a law suit going for a year and a half. You tell me there is going to be no problems here, but I know differently. The civil remedy that Mr. Bloom talks about is devastating to the people involved. The people that live in the Bayou and below now is the time to settle this. Not years from now when everyone is going to have to pay up. The only reason this came to a forefront is because I had Legal and engineering coverages for this lawsuit otherwise this would never have happened. They know this. They count on the fact that people do not have the resolve or the financial reserves to fight this. They counted wrong on my part when it came to me. This is what you are dealing with here. It all looks fine and dandy when it's presented to you but the plans will not be followed. Now Mr. Peterson at the last meeting January 13, 2016, indicated that there were a lot of problems here and that's not going to happen again. Well, when the trees came down in this area for that latest home that was built in the Summit, I raised the concerns early, and I was always assured that things were going to be done properly. Even though at the time he knew they would not be and that is where I am right now, I had to settle for reduced damages. The man who built the home is ready to tear his hair out. He trusted people and he trusted the wrong people. I warned him that if you pursue you will be in court. This is what you guys have to decide. I did not deserve this. We

voiced our concerns early and they said nothing was going to go wrong, but it did. It went terribly wrong. Good luck to the residents because they are not going to have the financial reserves to fight this and you guys are all counting on that.

Tom Giusti stated that he feels bad for this gentleman for what he has gone through and I am not minimizing it and it is unfortunate. We have to take what we have here and do the best we can with engineers and the process to capture rain water, roof water, driveway and street water and put it all in retention and do the best we can to make this the best solution. It is unfortunate that someone's negligence in the past has caused hardship. We are trying not to do that and to do our best to make everything the best that we can to do this right.

Member Williams asked if the borings had been done as suggested. Mr. Guisti stated that Nederveld had confirmed with Fishbeck that we had performed the appropriate tests and in line with the Township requires for a retention basin.

Member Pennington asked the Board to focus on the three items the Planning Commission was asked to review and not the drainage aspect as this had been approved at the last meeting.

Member Mead asked if the Storm Water Maintenance Agreement and adding additional language to it, I question the ability to further enforce this down the road. I continue to hear that we are adding to a problem that is existing, do we have an existing Storm Water Agreement that covers this PUD as a whole and is it being fully enforced today? Director Peterson stated that we do not have such an Agreement. The Storm Water Maintenance Agreement is a relatively newer tool that we use. The Storm Water Ordinance is new as well and was not in effect when the original Sentinel Pointe was built. The Storm Water Maintenance Agreement only addresses the property that is under development. Some of the issues that people are speaking about and the problems around it are really separate. Some of the work that is planned to be done are not really coming from areas here but rather west of Thornhills. That is what the Township has been studying with the Township Engineer to see what can be done for a long term fix. Our engineer pointed out that they are quite confident in this site meeting the current standards for our Storm Water Ordinance which are much more stringent than any of the sites around it.

Member Mead stated if it is safe to say that by this proposed development we are taking the water runoff that is freely running as of today and trying to capture it and divert it to the infiltration basin. Director Peterson stated that this was correct. The water would now seep into the ground rather than running down the hill. Member Mead stated that in theory this development could alleviate some of the problems this PUD is having on the surrounding environment. Director Peterson stated that little things can contribute a great deal to water

runoff, such as tree growth or reshaping a yard can have a significant impact over time on how water reacts on site. Certainly the intent of a Storm Water Ordinance is to minimize the impact from the water runoff created by a development. Our standards are not getting easier but rather tougher. This developer is meeting and exceeding our requirements.

Member Sperla stated that we can't hold a developer on a defined piece of property to correct every problem that exists coming from other parcels. All they can do is put before us what their proposed plan is, the detention ponds. The Storm Water Ordinance came into existence in 2005 and I have had my own issues in the past and have looked at it quite extensively. You cannot impose newly adopted Ordinances on developments that took place 15-20 years ago. Nor can you ask a developer or an owner of another piece of property to correct problems in other parts of the Township unless it's part of the original plan. I don't believe this was. I believe part of the problem they have created themselves. I do believe that this is in an area where it has the most stringent requirements, it says when possible they require 100% infiltration. That does not mean there can't be a spillway. There is a big hill and it goes into the river but the design of this pond is 100% infiltration. The Engineer has stated that this will occur and we have to be careful of trying to impose burdens on other parties that really did not create the pre-existing problems that existed prior to the Storm Water Ordinance being adopted in 2005.

Chairman Waalkes stated for clarification, we are reviewing the Landscaping Plan with its associated Landscape Bond, the slight revision in the PUD that references the Landscape Plan, the revised Storm Water Maintenance Agreement and the \$50,000 Performance Bond during construction.

Member Rissi asked if it was typical to see a Landscaping Plan that shows the landscape around the perimeter but not around the individual units. Director Peterson stated that it would be unusual to see the landscaping around the homes. The borings that were requested at the last meeting the developer addressed and was it satisfactory to our Ordinance.

Member Pennington stated that typically we do not require a landscape buffer for residential builds and I am fine with what we previously approved but if the Planning Commission wanted to include these requirements, I would support that too.

Chairman Waalkes stated that he is in agreement with Member Pennington but he is willing to support the additional requirements.

**Member Sperla made a motion to approve the changes that have been outlined in the Staff report and to forward a positive recommendation to the Township Board to include the following:**

- Landscaping around the perimeter of the site
- Landscaping Bond of \$8,200
- Updated Storm Water Maintenance Agreement
- Performance Bond during construction of \$50,000

**Support by Member Mead. Motion carried 7-0.**

**ARTICLE 7. Case #16-3293 John Slagboom**

**Property Address: 5210 52<sup>nd</sup> Street**

**Requested Action: The Applicant is requesting site plan approval for a 4,800 sq. ft. warehouse addition.**

Director Peterson presented the case. South side of 52<sup>nd</sup> Street with existing warehouse. When we approved this Special Use, approximately 10 years ago, they had several other buildings planned as well as outdoor storage. They have only built the few buildings up front and a few smaller buildings than originally planned. In reference to Storm Water, the site was designed and constructed to accommodate much more construction. We have approved a few smaller building administratively but we are to the point where any further additions must come before the Planning Commission. The Applicant has indicated that the addition will be used for storage and light maintenance and repair. It fits within the purview of the industrial zoning and their Special Use Permit for their project. The Township Engineer looked at the plans and the site can already accommodate the addition. The Township Fire Department did not have any issues or comments. This is pretty straightforward and I am recommending approval of their site plan. They will have to do a Storm Water Maintenance Agreement that essentially would be agreeing to what they have already done.

Member Pennington asked if the original proposal requesting more singular buildings or one large building. Director Peterson stated that the original plan was to continue the larger buildings and it has evolved as they have used the site.

**Chairman Waalkes asked the Applicant to come forward with comments.**

John Slagboom, 5210 52<sup>nd</sup> Street came forward as the Applicant.

The Applicant stated that the original plan was for nine (9) buildings similar to the first three buildings.

Member Sperla asked if there was going to be water and electric to the building. The Applicant stated that there would be electrical for lights only.

**Member Rissi made a motion for Site Plan Approval on Case #16-3293- John Slagboom for a 4,800 sq. ft. warehouse addition with the condition that they sign the Storm Water Maintenance Agreement. Support by Member Williams. Motion carried 7-0.**

**ARTICLE 8. Case #15-3295 Cascade Township  
Accessory Building Zoning Requirements Discussion**

Director Peterson presented the case. I have provided a summary of accessory buildings from 2010-2015. This gives a sense of the size of the buildings that have come before the Board. What is important to remember is that the accessory buildings that we are seeing are much larger than 832 sq. ft. on average. The 832 sq. ft. correlates to the size of the attached garage that you are allowed. That size can then increase based on the size of your house. Director Peterson stated that he is comfortable with the 832 sq. ft. and that if we raise the allowed square footage too much it could cause a few issues in some of our neighborhoods if we were permitting larger buildings with just a staff review. It seems we would open up a whole new set of issues. After reviewing the data I really like what we have.

Member Sperla stated that we have a unique position in Cascade having the airport, industrial parks around the airport, we have agricultural areas, high-end neighborhoods and some older neighborhoods. We have a real conglomeration of underlying uses. I have been thinking about building an accessory building and I think 832 sq. ft. is reasonable. If you need a bigger building it makes sense that you apply for a Special Use Permit given the challenges that are unique to the Township. Director Peterson concurred that we have some neighborhoods that are completely different from one another and we have some very unique areas in the Township. We are one of the very few Townships that do not arbitrarily limit the size of an accessory building. We have a threshold that once you go over the limit you apply for a Special Use Permit.

Member Pennington stated that when he built his accessory building he built it right to 832 sq. ft. and if he had been allowed to build it bigger he would have. In retrospect he realizes that the building would not have fit into his neighborhood and would potentially have caused problems with his neighbors.

Member Rissi stated that he had studied the summary and feels that 832 sq. ft. is a good number. The only possible way of changing it in my mind, is that in the agricultural/conservation zoned district you have an arrangement that you can go up to 50% of the size of the home on a multiple acre site. You start to get into charts and may open a large can of worms.

Member Sperla stated it gets complex and you can't look at the circumstances surrounding you. You have to have enough authority to take into consideration the property owners adjacent to the property. Member Rissi stated we are not doing an extreme amount of them.

Member Mead stated that the requests we had in 2015 were substantially larger than the 832 sq. ft. allowed. At least half of these cases would have had to come before the Planning Commission even if we allowed a 1,500 sq. ft. building.

Member Katsma stated that we need to have some level of protection to be able to hear neighbor's concerns in the situation where one neighbor has no consideration of his neighbor's concerns. This gives us a level of protection while still approving larger accessory buildings where they fit into the neighborhood.

Chairman Waalkes stated that it sounds like everyone feels that the data supports our current accessory building requirements. All Members were in agreement.

**ARTICLE 9. Any other business**

There was no new business.

**ARTICLE 10. Adjournment**

**Motion made by Member Sperla to Adjourn. Support by Member Mead. Motion carried 7-0. Meeting adjourned at 8:14 PM.**

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

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## TOWNSHIP BOARD MEMORANDUM

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**To:** Cascade Charter Township Board

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

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

**Meeting Date:** February 24, 2016

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At the last meeting, the Board asked me to look into using funds for ADA requirements for the new Township hall. After speaking with Community Development staff, while allocating funds towards ADA compliance is an approved use, in this instance, there are a few drawbacks. They are as follows:

1. HUD is moving away from communities banking funds.
2. Davis-Bacon Act will apply – This requires contractors to pay prevailing wages & fringe benefits, have a certain number of minority workers, stringent reporting requirements, etc.
3. Environmental reviews would have to be completed on the property.
4. State Historic Preservation Office would have to complete a review of the property.

Based on the above information, staff is recommending we allocate:

- \$7,158.48 to Hope Network
- \$1,728.52 to Home Repair Services

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

**Cascade Charter Township  
Kent County, Michigan  
Resolution # of 2016**

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

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

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

WHEREAS, the Cascade Charter Township Board hereby requests that the allocation for the Home Repair Services be disbursed from the 2014-2015 year balance; and

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

<b>Program Description</b>	<b>Allocation</b>
Home Repair Services	\$1,728.52
<u>Hope Network</u>	<u>\$7,158.48</u>
	\$8,887.00

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

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

**RESOLUTION DECLARED ADOPTED.**

---

Ronald H. Goodyke  
Township Clerk

**CERTIFICATION**

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Township Library Wisner Center on the 24th<sup>th</sup> day of February, 2016, at 7:00 p.m.; pursuant to the required statutory procedures.

Dated: February 24, 2016

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

**Cascade Charter Township  
Kent County, Michigan  
Resolution# of 2016**

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

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

WHEREAS, after a public hearing and due consideration, Cascade Charter Township has recommended that an application be submitted to the Kent County Community Development Department for the following projects and budgets: Home Repair Services - \$1,728.52 and Hope Network - \$7,158.48; and

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

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

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

YEAS:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

---

Ronald H. Goodyke  
Township Clerk

**CERTIFICATION**

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Library Wisner Center on the 24<sup>th</sup> day of February, 2016, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: February 24, 2016

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

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**TOWNSHIP BOARD MEMORANDUM**


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**To:** Cascade Charter Township Board  
**From:** Steve Peterson, Community Development Director  
**Subject:** Consider Approval for tree cutting/trimming at Tassell Park  
**Meeting Date:** February 24, 2016

After a tree came down at Tassell Park we had a couple of tree companies review the park and provide recommendations and a quote to cut and trim the trees in the park. This is something that we did not have budgeted for the year but can use some of the park maintenance budget to get this project done. This would require a budget adjustment during the year.

The reason for wanting to do the project now is because this is the best time to cut the trees and the limited use of the park. We did ask that they also provide a quote to replant where appropriate. Bartlett provided a quote through Rooks Landscaping but HA Irish did not provide any replanting.

Company	Bid amount
Bartlett (tree removal and trimming) Rooks (tree planting)	\$15,019 (Tree removal and trimming) + 5,624 (tree planting)
HA Irish (tree cutting and trimming)	\$13,900

Although the bid from HA Irish was about \$1,200 less than Bartlett, I felt that the Bartlett proposal was a little more detailed and thorough.

Given the popularity of the park, the fact that we have had a tree fall, and the safety issues involved this is the best time to get this done while the park is not as busy and during a time that is good for the trees. I am asking that you approve the ability to hire Bartlett and Rooks for the work at Tassell Park.

Attachments: Proposals



**Client: 9313111**

Cascade Township  
2865 Thornhills S.E.  
Grand Rapids, MI 49546  
Mobile Phone: 616-318-8785 Jim  
E-Mail Address: [steve@cascadetwp.com](mailto:steve@cascadetwp.com)  
E-Mail Address: [jmacdonald@cascadetwp.com](mailto:jmacdonald@cascadetwp.com)  
Business: 616-949-0224 Steve

**Printed on: 2/18/2016**

**Created on: 2/9/2016**

Bartlett Tree Experts  
Scott Van Wyk - Representative  
900 Ken-O-Sha  
Industrial Park Dr. E  
Grand Rapids, MI 49508  
Fax Number: (616) 245-3805  
E-Mail Address: [svanwyk@bartlett.com](mailto:svanwyk@bartlett.com)  
Business: (616) 245-9449

**Property Address: Leslie E. Tassell Park, 2900 Thornapple River Drive, Grand Rapids, MI 49546**

The following program is recommended for certain trees and shrubs on your property. In addition to a thorough plant health care program, Bartlett Tree Experts recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions relating to your trees or shrubs. THIS IS NOT AN INVOICE.

Thank you for entrusting Bartlett Tree to provide a quote for the care of your trees!

Bartlett Tree Experts is very proud to announce that for the **FOURTH CONSECUTIVE YEAR** our office was awarded the Angie's List "Super Service Award".

What does the Super Service Award mean?

Each year Angie's List awards this "highest honor" to companies that have given **OUTSTANDING SERVICE** according to members, while maintaining an "A" average. Only the top 5% of qualifying companies on Angie's List receive the award annually.

So...check us out on Angie's List and read what other clients say about Bartlett Tree Experts. We are Tree Care!

Please contact me with any questions about your proposal!

Scott Van Wyk  
Certified Arborist MI-0025

## **Tree and Shrub Work**

Prune 15" vine-covered elm located at the NE corner of the Park according to the following specifications:

- With bucket, clear the security lightpole lamp by as much as is practical. Just downhill (other side of white pine), remove the overextended elm limb hanging low over the lawn.

Remove resulting debris.

Amount: \$268.00

With bucket, remove the hollow, defective 2-trunked birch located at the east edge of the Park. Leave stump as close to grade as possible. Remove resulting debris.

Amount: \$292.00

With crane, bucket/trailer, wood truck, chip truck & chipper, remove the dying borer-infested ash trees (32", 17", 29", 13", 6") located at the lower parking lot at the east side of the Park. Leave stump as close to grade as possible. Also, remove remaining 34" standing trunk by the river.

- NOTE: crew will need upper/lower parking blocked during removals. Also, as cars are sometimes parked on the other side of the fence, the neighbor will need to be alerted.

Amount: \$4,590.00

Grind the large ash stump located at the upper edge of the lower parking lot at the east edge of the Park to approximately 12 inches below existing grade. Scatter grindings in the brushy area nearby.

Amount: \$196.00

Prune group of 5 river birch located at the gazebo according to the following specifications:

- Remove lower limbs in keeping with location. Clear gazebo pillar. Remove 3" limb over the bench.

Remove resulting debris.

Amount: \$200.00

Prune 2-trunked black locust located at the bench along the river walk (across sidewalk from the Spring Ballet frog sculpture) according to the following specifications:

- Clean to remove all dead, diseased and broken branches 1/2" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure. An occasional dead branch larger than specified may be left where it is impractical to remove it.

Remove resulting debris.

Install 1 supplemental support cable to limit branch movement to reduce the risk of branch failure.

Cables require periodic inspection for evidence of fatigue and to verify functionality. Please contact your Bartlett Arborist to schedule the inspection each year.

Amount: \$890.00

Prune large 2-trunked silver maple located at the lawn area about halfway between the fountain water feature & the Wisner pavilion according to the following specifications:

- Clean to remove all dead, diseased and broken branches ½" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure. An occasional dead branch larger than specified may be left where it is impractical to remove it.

Remove resulting debris (Deere).

Amount: \$1,179.00

Prune 23" black locust located at the sidewalk near the Wisner Family picnic table according to the following specifications:

- Clean to remove all dead, diseased and broken branches ½" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure. An occasional dead branch larger than specified may be left where it is impractical to remove it.

Remove resulting debris (Deere).

Install 1 supplemental support cable to limit branch movement to reduce the risk of branch failure.

Cables require periodic inspection for evidence of fatigue and to verify functionality. Please contact your Bartlett Arborist to schedule the inspection each year.

Amount: \$446.00

Prune 31" sugar maple located at the Charters memorial bench according to the following specifications:

- Clean to remove all dead, diseased and broken branches ½" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure.

Remove resulting debris.

Amount: \$266.00

Prune 24" black locust & large sugar maple (lower half of maple only) located at the yard area about halfway between Charters memorial bench and street according to the following specifications:

- Clean to remove all dead, diseased and broken branches ½" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure.

Remove resulting debris.

Amount: \$379.00

Prune 2-trunked sugar maple located at the lawn area about halfway between Wisner bench and street according to the following specifications:

- Clean to remove all dead, diseased and broken branches ½" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure.

Remove resulting debris.

Install 1 supplemental support cable to limit branch movement to reduce the risk of branch failure.

Cables require periodic inspection for evidence of fatigue and to verify functionality. Please contact your Bartlett Arborist to schedule the inspection each year.

*Amount: \$425.00*

Prune 27" and 15" sugar maples located at the end of the wing wall below the Wisner pavilion according to the following specifications:

- Clean to remove all dead, diseased and broken branches ½" in diameter and larger throughout crown to improve health and appearance and reduce risk of branch failure.

Remove resulting debris.

*Amount: \$244.00*

With Gehl & wood truck, carefully remove the large very defective basswood located at the area halfway between the Wisner pavilion & the Tassell/Bottrall memorial picnic table. Leave stump as close to grade as possible. Remove resulting debris.

*Amount: \$2,788.00*

Remove the dead 10" elm located at the small wooded area between the Wisner pavilion and the parking lot (near dam). Leave stump low. Remove resulting debris.

*Amount: \$165.00*

With crane & bucket/trailer, and parking lot blocked, remove the defective 16" sugar maple & adjoining defective 22" white pine located at the area between the west parking lot & restrooms. Leave stump as close to grade as possible. Remove resulting debris.

*Amount: \$1,890.00*

Grind the maple & pine stump located at the area between the west parking lot and the restrooms to approximately 12 inches below existing grade. Scatter grindings in woody area.

- Note: we will need lamp wiring exposed.

Client: 9313111

Printed on: 2/18/2016

Created on: 2/9/2016

Amount: \$147.00

With Gehl, remove the medium-sized ash (4) located at the NE area of the Park. Leave stump low. Remove resulting debris.

Amount: \$458.00

Grind the ash (4) stump located at the NE area of the Park to approximately 12 inches below existing grade. Scatter grindings neatly.

Amount: \$196.00

**Total Amount: \$15,019.00**

Hi Jim, the preceding proposal is based on a very thorough visual examination of the trees at Tassell Park, with a focus on safety as first priority and aesthetics secondly.

Items #5 (\$200), #7 (\$1179), #10 (\$379), #11 (\$425), and #14 (\$165) are all lower-priority needs in comparison to the others.

Best regards,  
Scott

If you would prefer to receive proposals and/or lab analysis results via email, please enter your email address below:

Email Address: \_\_\_\_\_

Please review the information and the terms and conditions attached, which become part of the agreement, and sign and return one copy authorizing the program.

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Bartlett Representative - Scott Van Wyk)

\_\_\_\_\_  
(Date)

**Client: 9313111**

**Printed on: 2/18/2016**

**Created on: 2/9/2016**

Prices are guaranteed if accepted within thirty days.  
All accounts are net payable upon receipt of invoice.  
Work is done in accordance with ANSI A300 Tree Care Standards.

To access a certificate of liability insurance for Bartlett Tree Experts, please navigate to  
<http://www.bartlett.com/BartlettCOI.pdf>

A Job Site Safety Analysis was completed for your property, please contact your arborist for further details.

ROOKS LANDSCAPING, INC.

9244 36TH ST SE  
 ADA, MI 49301

# Quote

Date	Quote #
2/17/2016	1364

Name / Address
CASCADE VILLAGE TOWNSHIP 2865 THORNHILLS DR. SE GRAND RAPIDS, MI 49546

Description	P.O. No.	Rep	Project
		TR	TASSELL 16
	Qty	Rate	Total
<b>TASSELL PARK TREE REPLACEMENT</b>			
4" CAL. TREES (INSTALLED PRICE) (2) BALD CYPRESS, (3) AMERICAN HORNBEAM, (1) KENTUCKY COFFEE TREE, (1) DAWN REDWOOD	7	750.00	5,250.00
<b>** REPAIR AREAS WHERE TREES REMOVED **</b>			
YDS. SCREENED TOPSOIL	2	21.00	42.00
GRASS SEED & MULCH	1	42.00	42.00
HRS. LABOR	5	58.00	290.00
* TREES GROWN AT ROOKS TREE FARM MAY BE INSPECTED PRIOR TO PLANTING.			
* SEE ATTACHED PHOTOS.			
Quote does not include repairs or changes to sprinkling, lighting, dog fences, driveways or walks.		<b>Total</b>	
		\$5,624.00	



**Remove**

**Remove**

**plant two bald cypress near trees  
to be removed. these form a triangle  
with existing bald cypress in back ground**



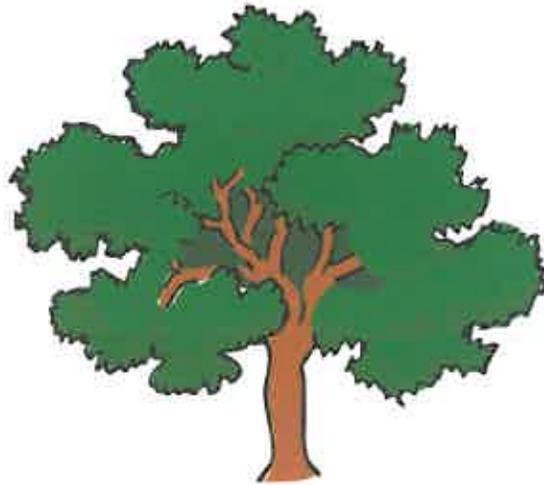
**plant three hornbeam in exact location of existing ash trees to be removed**



**Remove**

replace ash with dawn redwood. location adjusted due to existing ash roots

***Estimate for Cascade Township:  
Leslie E Tassell Park***



**H.A. Irish Tree Service**

1150 76<sup>th</sup> St S.W.  
Byron Center, MI 49315

*616-881-3113 – Russell Hall*  
*616-881-9726 – Harvey Irish*

## Cascade Township/Leslie E. Tassell Park

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### **Area 1: By Tuffy Muffler by the wall:**

*6 trees removed with the stumps*

*7 trees trimmed as needed.*

*Clean up all wood and brush*

**\$3,500.00**

### **Area 2: Kingsland Park Area along the river**

*Cable and trim double mulberry tree*

*Biggest cherry tree removed – no stump*

*15 trees trimmed as needed*

*Clean-up wood and brush*

**\$2,000.00**

### **Area 3: Lower Area by Dam**

*14 trees trimmed as needed*

*4 trees removed – no stump*

*Clean-up wood and brush*

**\$2,500.00**

### **Area 4: Mid-Level Dam Area**

*5 trees trimmed as needed*

*2 trees removed – no stumps*

*Clean-up wood and brush*

**\$1,400.00**

### **Area 5: Upper Level Dam Area**

*18 trees trimmed as needed*

*4 trees removed – no stumps, aside from larger ash – remove stump*

*Clean-up wood and brush*

**\$2,500.00**

### **Area 6: Upper Level Road Side**

*27 trees trimmed*

*Clean-up wood and brush*

**\$2,000.00**

## Cascade Township/Leslie E. Tassell Park

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**Area 1: By Tuffy Muffler by the wall - \$3,500.00**

**Area 2: Kingsland Park Area along the river: \$2,000.00**

**Area 3: Lower Area by Dam - \$2,500.00**

**Area 4: Mid-Level Dam Area - \$1,400.00**

**Area 5: Upper Level Dam Area - \$2,500.00**

**Area 6: Upper Level Road Side - \$2,000.00**

**Total Cost for all areas: \$13,900.00**

### **H.A. Irish Tree Service**

1150 76<sup>th</sup> St S.W.

Byron Center, MI 49315

616-881-3113 – Russell Hall

616-881-9726 – Harvey Irish



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** February 24<sup>th</sup>, 2016  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Township Hall Project – Funding Options

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## **FACTS:**

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

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

The approved project was split into three phases:

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

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

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

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

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

Phase III of the study began with a tour of several local municipal facilities with a group that included members of the Infrastructure Committee and Township Department Head staff. From that meeting, direction was given to the architects by the working group, in consideration of the findings of Phases I and II of the study, on what was to be incorporated into the new facility. Through a series four additional development meetings, the group worked on several iterations of the floor plans and elevations. The group worked cohesively to tackle several issues including a single floor vs. dual floor facility, parking constraints, building orientation and customer circulation. After a final floor plan and elevation was selected by the group, the architects developed a detailed cost estimate from the proposal, which totaled approximately \$7.5 million, including construction costs, softs costs and site furnishings as well as significant contingencies. In the fall of 2015, the Township Board voted to receive the proposed plans and directed the Finance Committee to develop a funding proposal for the project.

The work to develop a funding proposal was delayed through the budgeting process for the FY 2016 budget due to time constraints and the desire to hold a public open house for the project after the holiday season. At their January meeting, the finance committee had the opportunity to explore several funding scenarios that were developed by Township staff with assistance from the Township financial advisor. Those scenarios are included as attachments and are summarized in the next section as follows.

Attached for your review are:

- Final Township Hall Facially Master Plan and Administrative Design Office Study
- Estimated Township Hall Construction Budget
- Spreadsheets outlining various funding scenarios
- 10 year budget forecast for Millage funds
- 2016 building fund budget
- Funding Scenario Summary & Estimation Reports from Hutchinson, Shockey, Erley & Co (Township Financial Advisor)

## **ANALYSIS & CONCLUSIONS:**

The Finance Committee spent quite a bit of time reviewing the following proposed funding scenarios and offered the following insights:

- **All Cash Funded Project** – The main pro of this scenario is that it would eliminate all financing costs, meaning the project cost would be the true cost of construction. The Finance Committee did not like this option as it would significantly spend down the Township fund balance and would limit our financial flexibility, bond rating and ability to withstand an economic downturn.
- **Finance Entire Project Over 20 Years** – The main pro of this scenario is that our financial stability and flexibility would remain intact. The Finance committee did not like this option as it adds significant cost to the project (\$3 million in interest) and there was worry that the general fund operating budget and/or building fund would not be able to handle the annual debt service without tapping fund balance anyways.
- **Finance Construction Costs Over 20 Years** - In this scenario the Township would pay cash for the furnishings and soft costs and finance the base construction costs over a period of 20 years. Again, the Committee’s main issue was this scenario was that it drove up the overall cost of construction when we do have enough cash to pay for a significant part of the project. Ability to meet debt service was less of a concern in this scenario, but could still stress the budget in “lean” years.
- **Finance Construction Costs Over 10 Years** – The same scenario as above, but reducing the debt service period from 20 to 10 years. The benefit here over the above scenario is reducing the financing cost from \$2.8 million to \$1.3 million. However, the debt service skyrockets to what the Finance Committee determined was an unsustainable amount.
- **Finance 50% of Construction Costs Over 15 Years** – In this scenario the Township would pay cash for the furnishings and soft costs as well as 50% of the base construction costs. The remaining base construction costs, about \$3.1 million, would be financed over 15 years. The Finance Committee liked both this scenario and the next scenario the best. It seems to strike an appropriate balance between utilizing cash reserves and financing without putting a particular stress on either the financial health of the Township or the Budget going forward.
- **Finance 50% of Construction Costs Over 10 Years** – Same as the scenario above, but reducing the debt service period to 10 years. This increases the annual debt service requirements, but reduces the overall cost of financing about \$400,000.

After debating the pros and cons of each scenario, and bringing up other scenarios that the Township Board could consider, the Finance Committee has recommended that the Township Board select the funding scenario where the furnishings and soft costs, as well as 50% of the construction costs would be paid for utilizing General Fund and Building Department fund balance, and the remaining costs would be financed over a period of 10 years. The analysis shows that both funds would continue to maintain a health fund balance, and the 10 year budget projection shows that each fund can handle the debt service without stressing the funding of General Operations. The Finance Committee is focused on the Building Fund providing 25% - 30% of the support for the project, but has asked staff to do more research before that recommendation is made.

**FINANCIAL CONSIDERATIONS:**

For the General Fund, the cash outlay will end up being somewhere between \$3-\$3.5 million. The current fund balance for the general fund is over \$8 million dollars which means that the new fund balance will be between \$4-\$5 million, still well above 100% of regular operating expenditures. The debt service for the general fund will be around \$275,000, while our 10 year budget project shows significant surpluses (\$480,000 - \$1,000,000 +) in 8 of the next 10 years.

For the Building Fund, the cash outlay would be between \$1.1-\$1.3 million. The current fund balance for the building fund is around \$2.1 million, which means that the new building fund fund balance would be around \$1 million. It is important that the Building Fund fund balance remain at least at 100% of regular operating expenditures given the volatile nature of permit revenues. This scenario would maintain the balance at that level. The debt service to come from the Building Fund would be around \$100,000 depending on the final mix of support. Staff is working on exactly where that portion will come from, but unless we see a significant economic recession again we do not see covering that cost to be an issue. The Building Fund has run significant surpluses (\$400,000+) over the past several years.

**RECOMMENDED ACTION:**

To accept the Finance Committee recommendation for funding of a new Township Hall and direct staff to schedule an open house for the project to solicit resident feedback.



# Cascade Charter Township

Facility Master Plan and  
Administrative Office Design Study



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

September 4, 2015





September 4, 2015  
Project No. G140721

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

Re: Township Facility Master Plan and Administrative Office Design Study

Dear Ben:

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

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

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

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

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

Daniel E. Durkee, AIA, LEED AP

Gregg A. Yeomans, RA

pjb  
By email



## **Phase 1 - Programming**

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

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

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

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



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

Cities	Trends										Projections									
	1970		1980		2000		2010		2015		2020		2025		2030					
	Pop	Trend	Pop	Trend	Pop	Trend	Pop	Trend												
Cedar Springs	1,807	2,815	2,800	3,508	3,750	3,922	3,906	3,982	4,335	4,105	4,059	4,105	4,105	4,105	4,105	4,105				
East Grand Rapids	12,565	10,914	10,807	10,684	10,689	10,615	10,496	10,336	10,296	10,296	10,296	10,296	10,296	10,296	10,296	10,296				
Grand Rapids	187,649	181,843	188,126	188,040	185,180	186,782	185,887	185,484	185,755	173,400	184,812	184,812	184,812	184,812	184,812	184,812				
Grandville	10,764	12,412	15,024	16,378	14,938	16,968	18,202	18,202	18,202	14,051	15,950	17,850	17,850	17,850	17,850	17,850				
Kentwood	20,310	30,438	37,828	45,285	48,707	50,433	52,430	54,154	55,877	53,885	59,877	63,600	63,600	63,600	63,600	63,600				
Lowell	3,068	3,707	3,863	3,763	3,658	3,771	3,883	3,769	4,003	3,438	3,747	4,114	4,114	4,114	4,114	4,114				
Rockford	2,428	3,324	3,760	4,626	6,288	6,335	6,688	6,812	7,067	7,359	7,658	7,905	8,185	8,185	8,185	8,185				
Walker	11,482	15,088	17,278	23,537	24,385	25,243	26,021	26,990	28,704	28,060	28,656	29,277	29,900	30,523	31,146	31,769				
Wyoming	58,560	56,616	63,891	69,388	73,504	74,153	74,806	75,459	76,112	76,765	77,418	78,071	78,724	79,377	80,030	80,683				
Villages																				
Calistonia	716	722	885	1,511	1,718	1,714	1,721	1,820	1,817	1,930	2,125	2,140	2,140	2,329	2,323	2,350				
Cassovia (partial)	205	157	189	176	176	175	173	176	170	178	178	178	178	178	171	184				
Kent City	888	880	888	1,057	1,055	1,081	1,128	1,063	1,200	1,051	1,159	1,271	1,049	1,163	1,163	1,343				
Sand Lake	380	388	468	500	504	514	520	508	527	512	541	559	516	554	579	579				
Sparta	3,094	3,373	3,698	4,140	4,131	4,241	4,315	4,121	4,480	4,112	4,442	4,685	4,102	4,543	4,840	4,840				
Townships																				
Ada	4,470	4,472	7,576	13,142	14,772	15,046	16,319	18,402	18,980	18,487	18,032	22,674	19,662	20,757	25,851	25,851				
Alpena	3,088	4,411	5,488	7,596	11,100	11,463	12,686	12,288	13,034	15,435	13,436	14,985	14,604	16,136	18,356	20,906				
Alpine	8,163	8,634	9,863	13,336	13,016	13,855	14,302	14,873	15,449	12,378	15,192	16,505	12,056	15,810	17,562	17,562				
Bowne	1,428	1,718	1,907	2,743	3,255	3,387	3,425	3,689	3,877	3,598	3,982	4,423	3,766	4,265	4,870	4,870				
Byron	7,483	10,104	13,235	20,317	21,609	22,855	24,683	25,081	24,953	28,010	24,463	27,271	33,356	25,845	29,589	37,703				
Calistonia	3,128	4,205	5,369	10,821	12,301	12,903	14,151	13,780	14,785	17,480	16,228	18,789	20,810	16,739	18,750	24,140				
Carmon	3,690	4,983	7,928	13,338	13,967	15,280	17,694	14,597	22,051	15,226	18,199	28,409	15,853	21,153	30,787	30,787				
Cascade	5,243	10,120	12,868	17,134	18,148	18,902	21,951	18,181	20,669	26,844	20,175	22,437	31,706	21,186	24,204	36,564				
Countfield	2,198	3,272	3,950	5,617	7,678	8,009	8,983	10,074	10,288	12,470	10,470	11,993	14,868	11,400	12,898	17,262				
Galien	8,704	10,364	14,533	20,112	25,148	27,863	30,801	30,180	32,458	36,835	32,697	36,110	42,880	35,214	39,765	48,525				
Grand Rapids	6,823	9,294	10,760	14,056	16,881	17,884	19,684	19,268	20,228	22,667	20,588	22,011	25,670	21,871	23,785	28,673				
Grafton	1,883	2,575	2,876	3,621	3,696	3,814	4,034	3,991	4,008	4,447	3,726	4,189	4,881	3,761	4,391	5,274				
Lowell	2,180	3,972	4,774	5,219	5,949	6,454	7,253	6,678	6,658	7,044	7,466	8,882	7,408	7,970	11,167	11,167				
Nelson	1,558	2,253	2,950	3,700	4,264	4,548	4,719	5,160	5,115	5,110	5,930	7,041	5,982	7,290	8,298	10,633				
Oriskany	2,150	2,983	3,842	5,068	6,144	6,410	6,985	6,506	8,206	6,888	7,667	8,421	7,290	8,298	10,633	10,633				
Plainfield	16,935	20,811	24,946	30,852	31,331	32,827	34,154	31,709	37,957	32,088	35,976	40,569	32,468	37,551	43,781	43,781				
Solon	2,114	2,809	3,648	4,682	5,974	6,530	7,338	7,288	8,701	7,942	8,421	10,065	8,568	9,237	11,428	11,428				
Sparta	3,372	3,561	4,749	4,779	5,068	5,141	5,284	5,191	5,311	5,257	5,482	5,653	5,352	5,682	6,148	6,148				
Shenker	1,455	2,355	3,184	3,980	4,100	4,283	4,508	4,608	4,608	5,659	4,379	4,830	4,518	5,253	7,958	7,958				
Tyrone	1,747	2,163	2,869	3,486	3,714	3,768	3,836	3,828	4,975	4,145	4,506	4,813	4,360	4,579	5,251	5,251				
Vergennes	1,400	1,819	2,492	3,811	4,189	4,746	5,232	4,767	5,304	5,058	5,681	7,318	5,345	6,418	8,362	8,362				
Kent County	411,044	444,508	500,831	602,622	616,768	634,834	684,700	630,908	687,047	728,888	645,053	699,259	789,037	658,186	731,472	851,176				

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

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

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



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

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

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

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

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



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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



engineers  
scientists  
architects  
constructors

2015 GRAND RAPIDS, MI

# Cascade Charter Township

2865 Thornhill Ave SE, Grand Rapids MI

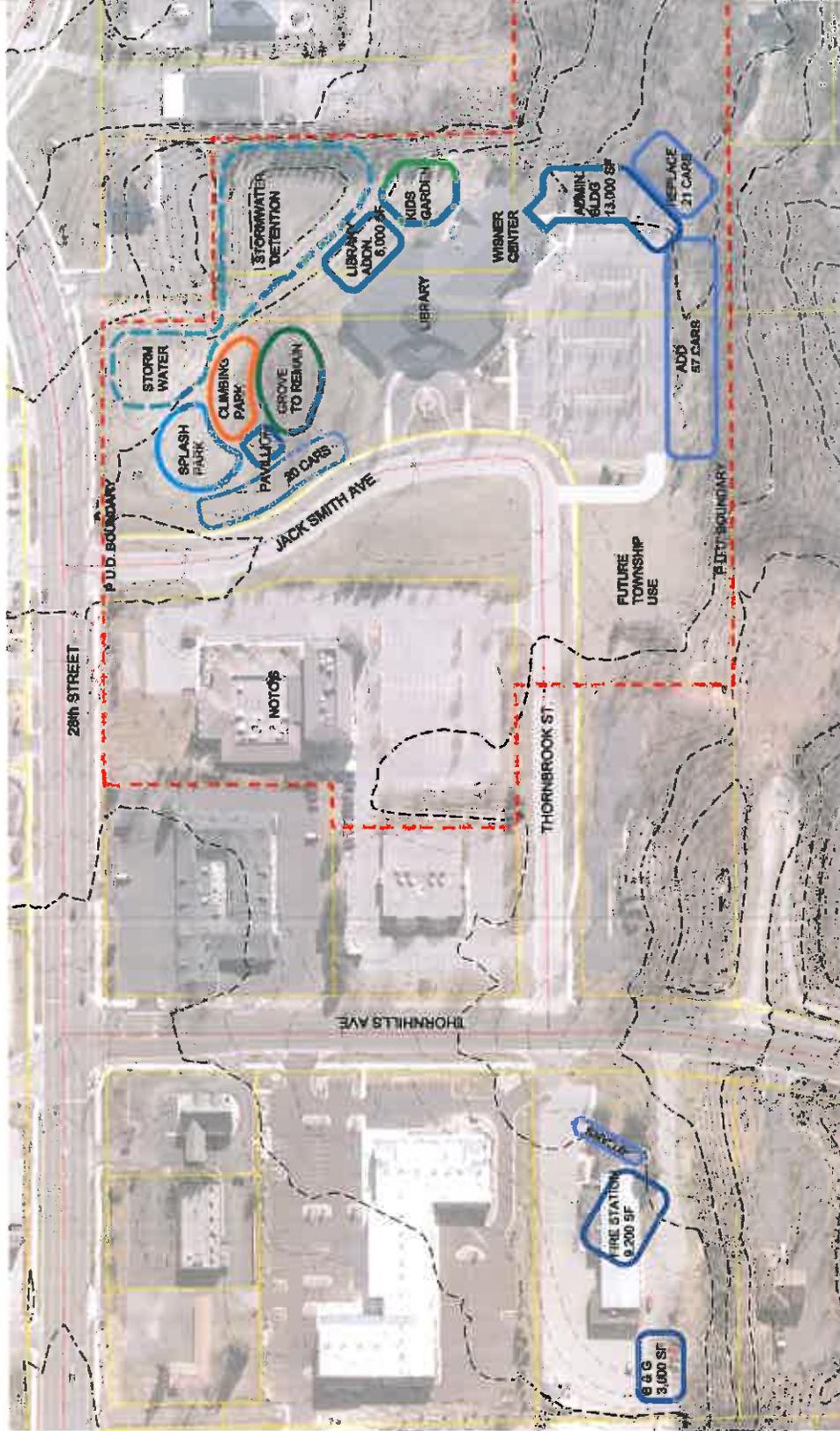
Master Planning

PROJECT NO  
0140721

SHEET NO

**A-1.1**  
4-28-2015

DATE



PARKING COUNT	
100 CARS	EXISTING
100 CARS	NEW
100 CARS	MIN. ALLOWABLE TOTAL



SITE PLAN

SCALE: 1" = 20'

DATE: 4-28-2015

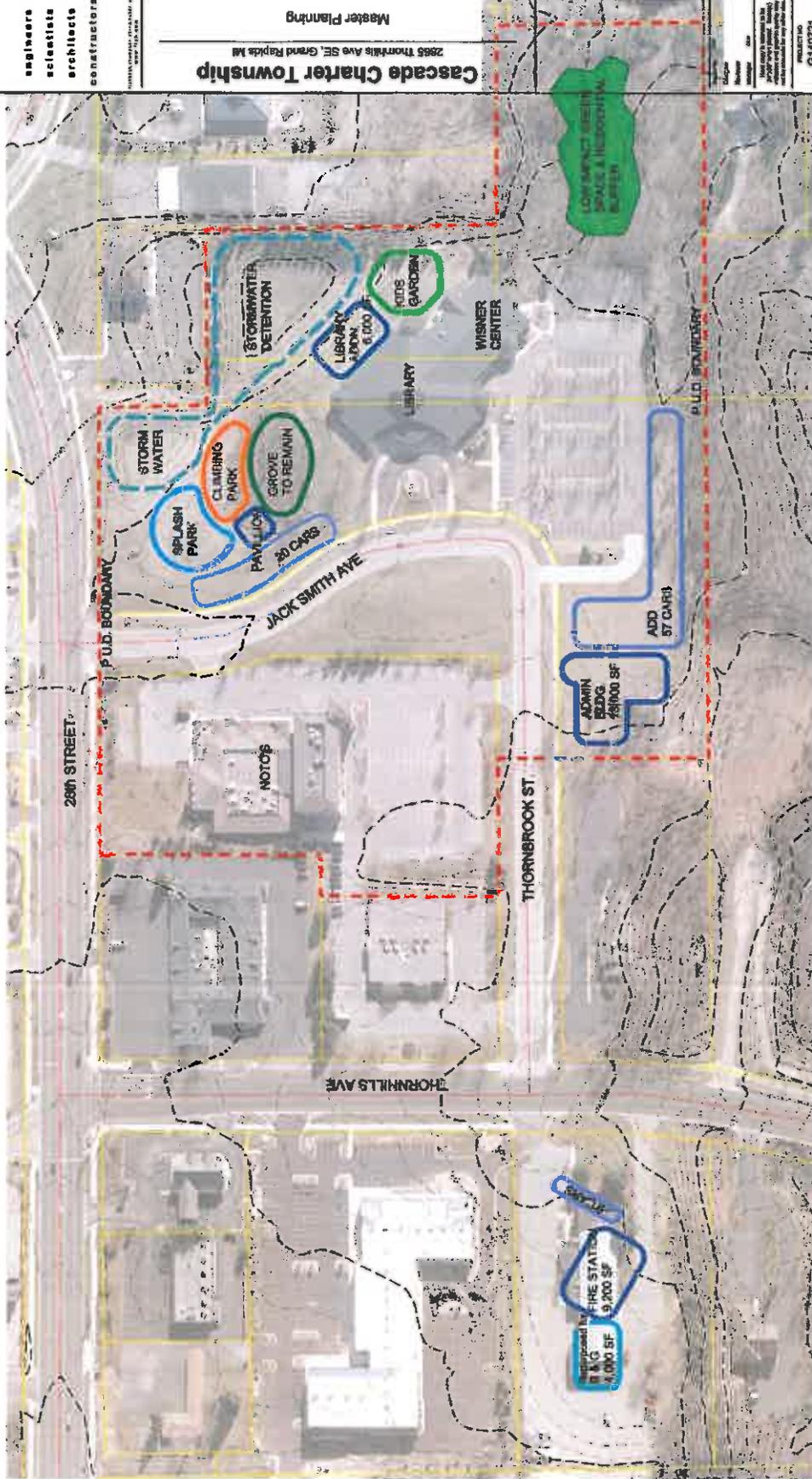




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10000 UNIVERSITY AVENUE SUITE 100  
DENVER, CO 80202

**Cascade Charter Township**  
2865 Thornhill Ave SE, Grand Rapids MI  
Master Planning



PARKING COUNT	
18 CARS	EXISTING
57 CARS	REQUIRED NEW*
18 CARS	REMOVED FROM EXISTING
18 CARS	NEW ALLOWABLE TOTAL*



**B-1.1**  
4-18-2015  
PROJECT NO. 140721  
G140721  
SHEET NO.







## Phase 3 - Schematic Design

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

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

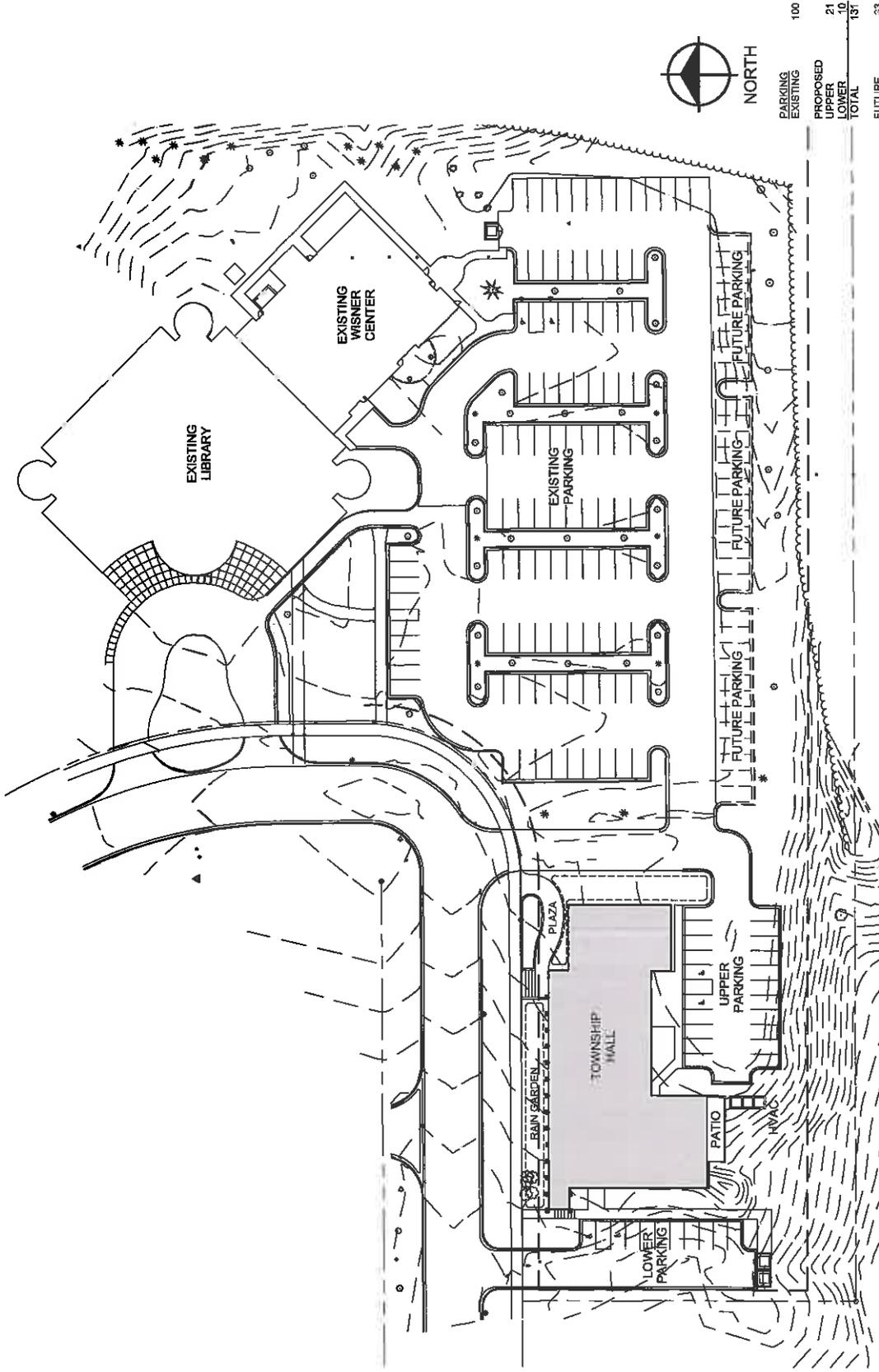
As an expression of the Township's commitment toward sustainable design, the site and building will be designed to meet Leadership in Energy and Environmental Design (LEED) standards for certification at the silver or gold level. Attached is a copy of a preliminary LEED scorecard which was prepared during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



September 2, 2015 | 140721

## CASCADE CHARTER TOWNSHIP

ficch



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

CASCADE CHARTER TOWNSHIP

SITE PLAN

fishbeck, thompson, carr & huber, inc.

08/02/15

SCALE: 1" = 60'-0"



CASCADE CHARTER TOWNSHIP

FIRST FLOOR

12,903 GSF

SCALE: 1/16" = 1'-0"

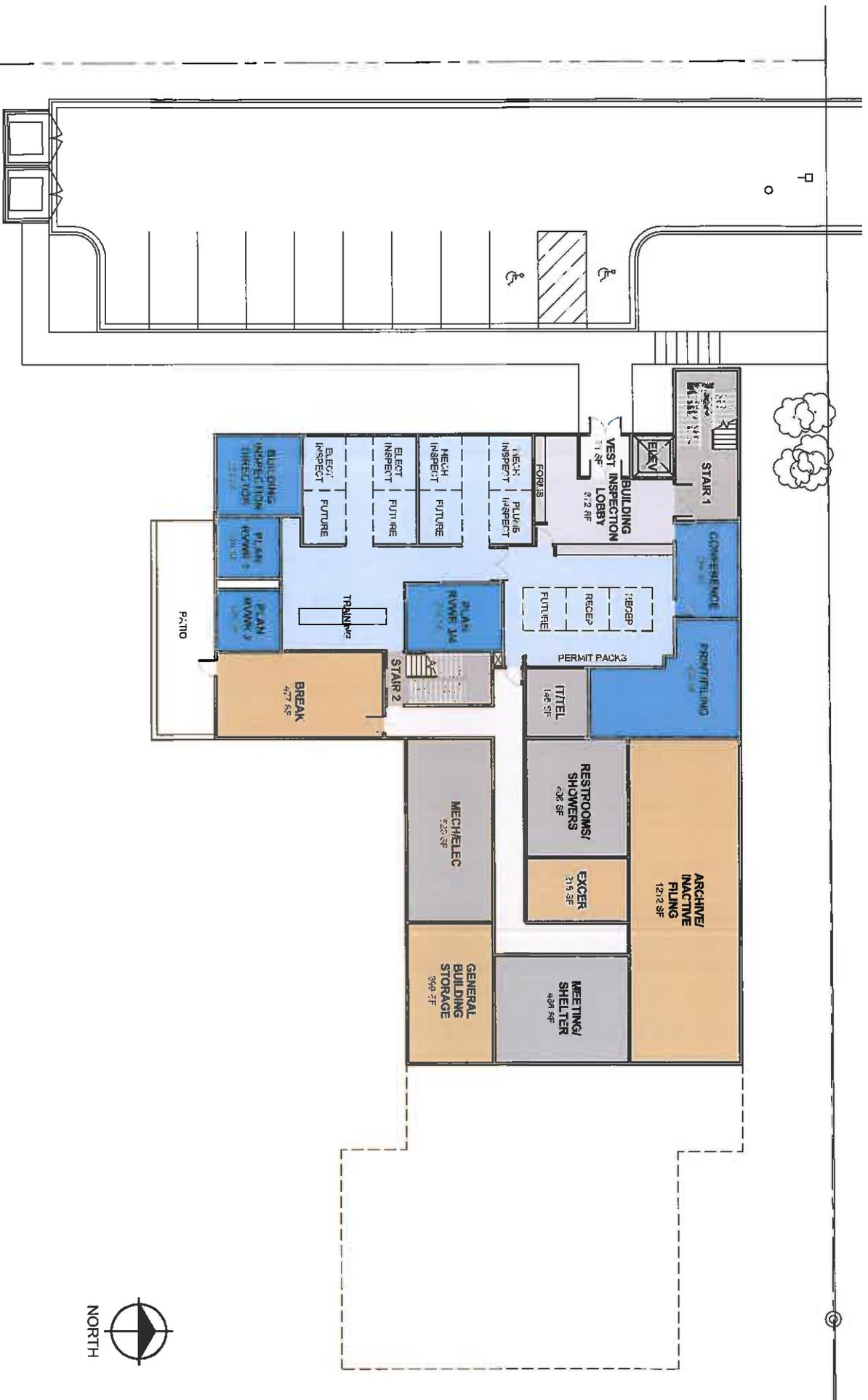
fishbeck, thompson, carr & huber, inc.

09/02/15

CASCADE CHARTER TOWNSHIP  
8,937 GSF

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

Fishbeck, thompson, carr & huber, inc.  
09/02/15

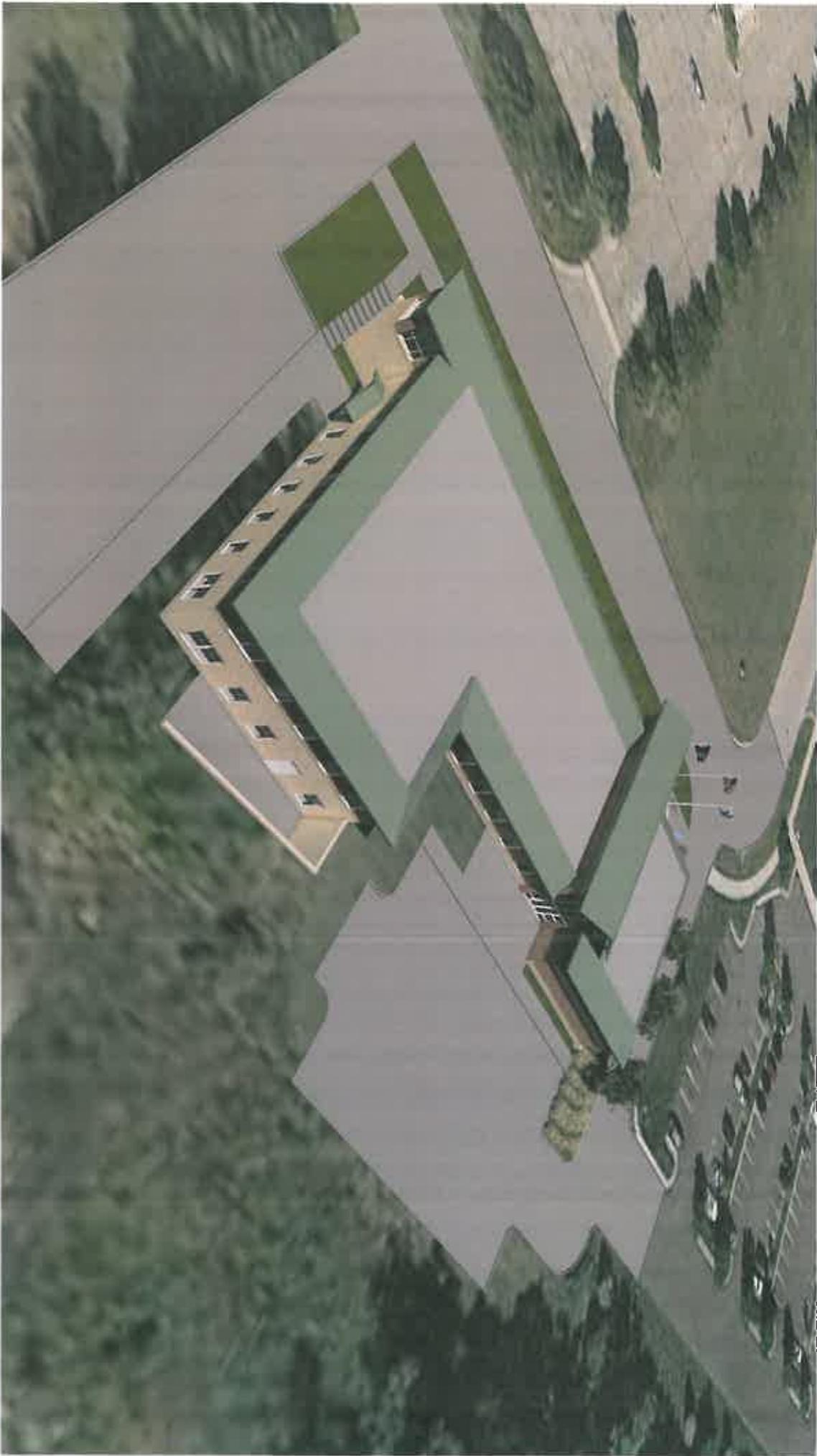


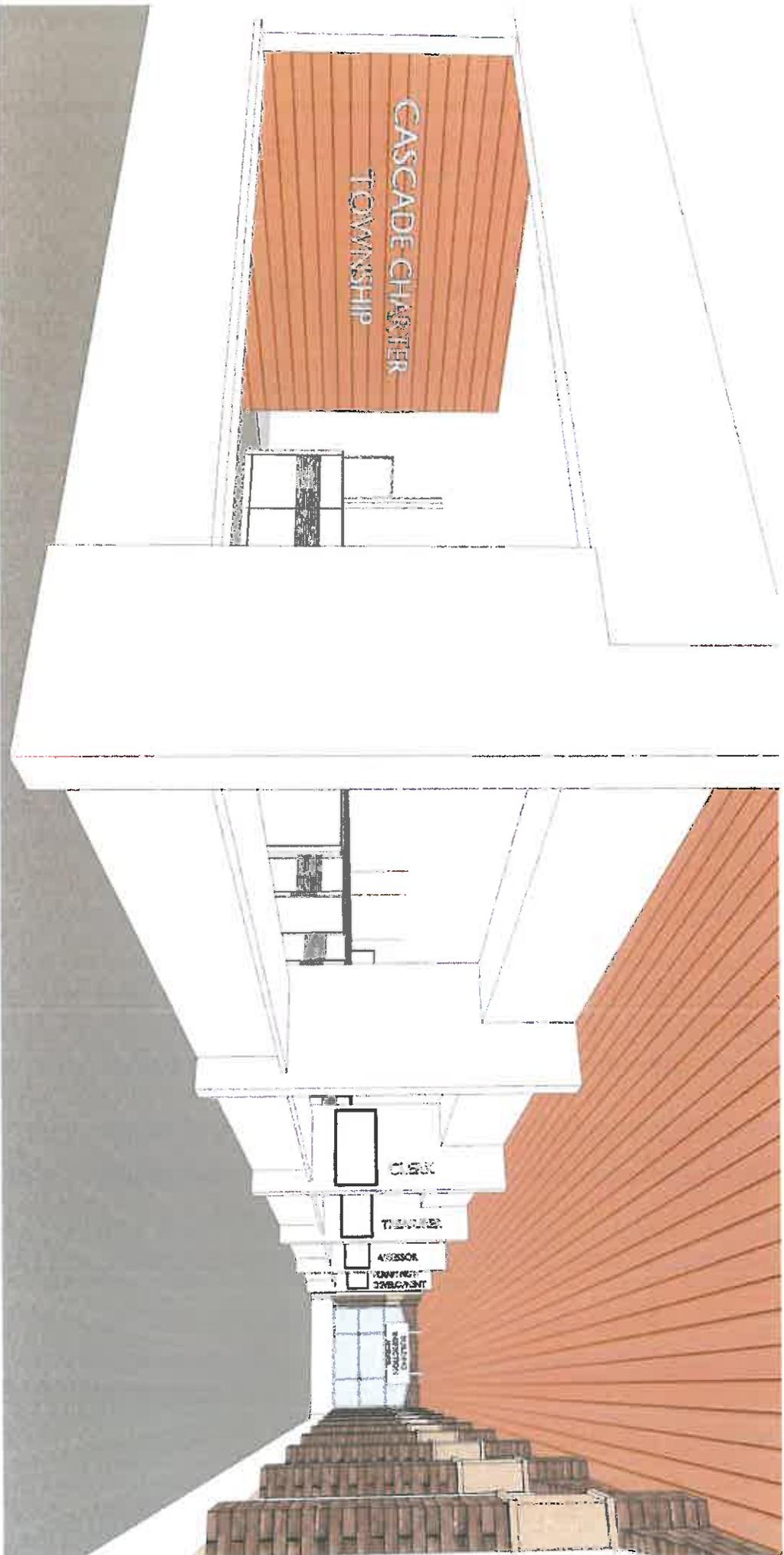


September 2, 2015 | 140721

CASCADE CHARTER TOWNSHIP







## Preliminary Construction Cost Estimate

Cascade Charter Township Office

August 24, 2015

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

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

## Scenario 0 - All Cash Funded Project

Amount Paid Cash: **\$7,505,833**  
 Amount Financed: **\$0**  
 Average Service: **\$0**  
 Interest Paid: **\$0**

Under this scenario, the Township would pay cash for the entire project.

	Level of Building Department Support			
	20%	25%	30%	35%
General Fund Cash:	\$6,004,666.40	\$5,629,374.75	\$5,254,083.10	\$4,878,791.45
General Fund Debt Service:	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund Cash:	\$1,501,166.60	\$1,876,458.25	\$2,251,749.90	\$2,627,041.55
Building Fund Debt Service:	\$0.00	\$0.00	\$0.00	\$0.00
Years on Debt Service:	0	0	0	0
General Fund Total Cost:	\$6,004,666.40	\$5,629,374.75	\$5,254,083.10	\$4,878,791.45
Building Fund Total Cost:	\$1,501,166.60	\$1,876,458.25	\$2,251,749.90	\$2,627,041.55
<b>Total Project Cost:</b>	<b>\$7,505,833.00</b>	<b>\$7,505,833.00</b>	<b>\$7,505,833.00</b>	<b>\$7,505,833.00</b>

## Scenario 1 - Finance Entire Project Over 20 Years

Amount Paid Cash: \$0  
 Amount Financed: \$7,505,833  
 Average Service: \$546,717  
 Interest Paid: \$3,356,550

Under this scenario, the Township would finance the entire project over a period of 20 years.

	<u>Level of Building Department Support</u>			
	<u>20%</u>	<u>25%</u>	<u>30%</u>	<u>35%</u>
General Fund Cash:	\$0.00	\$0.00	\$0.00	\$0.00
General Fund Debt Service	\$437,373.60	\$410,037.75	\$382,701.90	\$355,366.05
Building Fund Cash:	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund Debt Service:	\$109,343.40	\$136,679.25	\$164,015.10	\$191,350.95
Years on Debt Service:	20	20	20	20
General Fund Total Cost:	\$8,747,472.00	\$8,200,755.00	\$7,654,038.00	\$7,107,321.00
Building Fund Total Cost:	\$2,186,868.00	\$2,733,585.00	\$3,280,302.00	\$3,827,019.00
Total Project Cost:	\$10,934,340.00	\$10,934,340.00	\$10,934,340.00	\$10,934,340.00

## Scenario 2: Finance Construction Costs Over 20 Years

Amount Paid Cash: **\$1,337,050**  
 Amount Financed: **\$6,168,783**  
 Average Service: **\$450,336**  
 Interest Paid: **\$2,767,079**

Under this scenario, the Township would pay cash for the furnishings and soft costs and finance the base construction costs over a period of 20 years.

	<u>20%</u>	<u>25%</u>	<u>30%</u>	<u>35%</u>
General Fund Cash:	\$1,069,640.00	\$1,002,787.50	\$935,935.00	\$869,082.50
General Fund Debt Service	\$360,268.80	\$337,752.00	\$315,235.20	\$292,718.40
Building Fund Cash:	\$267,410.00	\$334,262.50	\$401,115.00	\$467,967.50
Building Fund Debt Service:	\$90,067.20	\$112,584.00	\$135,100.80	\$157,617.60
Years on Debt Service:	20	20	20	20
General Fund Total Cost:	\$8,275,016.00	\$7,757,827.50	\$7,240,639.00	\$6,723,450.50
Building Fund Total Cost:	\$2,068,754.00	\$2,585,942.50	\$3,103,131.00	\$3,620,319.50
Total Project Cost:	\$10,343,770.00	\$10,343,770.00	\$10,343,770.00	\$10,343,770.00

## Scenario 2 - Finance Construction Costs Over 10 Years

Amount Paid Cash: \$1,337,050  
 Amount Financed: \$6,168,783  
 Average Service: \$747,389  
 Interest Paid: \$1,267,475

Under this scenario, the Township would pay cash for the furnishings and soft costs and finance the base construction costs over a period of 10 years.

	<u>Level of Building Department Support</u>			
	<u>20%</u>	<u>25%</u>	<u>30%</u>	<u>35%</u>
General Fund Cash:	\$1,069,640.00	\$1,002,787.50	\$935,935.00	\$869,082.50
General Fund Debt Service	\$597,911.20	\$560,541.75	\$523,172.30	\$485,802.85
Building Fund Cash:	\$267,410.00	\$334,262.50	\$401,115.00	\$467,967.50
Building Fund Debt Service:	\$149,477.80	\$186,847.25	\$224,216.70	\$261,586.15
Years on Debt Service:	10	10	10	10
General Fund Total Cost:	\$7,048,752.00	\$6,608,205.00	\$6,167,658.00	\$5,727,111.00
Building Fund Total Cost:	\$1,762,188.00	\$2,202,735.00	\$2,643,282.00	\$3,083,829.00
Total Project Cost:	\$8,810,940.00	\$8,810,940.00	\$8,810,940.00	\$8,810,940.00

### Scenario 3 - Finance 50% of Construction Costs Over 15 Years

Amount Paid Cash: \$4,405,833  
 Amount Financed: \$3,100,000  
 Average Service: \$276,417  
 Interest Paid: \$1,006,083

Under this scenario, the Township would pay cash for the furnishings and soft costs as well as 50% of the base construction costs and finance the remaining base construction costs over a period of 15 years.

	<u>Level of Building Department Support</u>			
	<u>20%</u>	<u>25%</u>	<u>30%</u>	<u>35%</u>
General Fund Cash:	\$3,524,666.40	\$3,304,374.75	\$3,084,083.10	\$2,863,791.45
General Fund Debt Service:	\$221,133.60	\$207,312.75	\$193,491.90	\$179,671.05
Building Fund Cash:	\$881,166.60	\$1,101,458.25	\$1,321,749.90	\$1,542,041.55
Building Fund Debt Service:	\$55,283.40	\$69,104.25	\$82,925.10	\$96,745.95
Years on Debt Service:	15	15	15	15
General Fund Total Cost:	\$6,841,670.40	\$6,414,066.00	\$5,986,461.60	\$5,558,857.20
Building Fund Total Cost:	\$1,710,417.60	\$2,138,022.00	\$2,565,626.40	\$2,993,230.80
Total Project Cost:	\$8,552,088.00	\$8,552,088.00	\$8,552,088.00	\$8,552,088.00

### Scenario 3 - Finance 50% of Construction Costs Over 10 Years

Amount Paid Cash: \$4,405,833  
 Amount Financed: \$3,100,000  
 Average Service: \$380,291  
 Interest Paid: \$644,454

Under this scenario, the Township would pay cash for the furnishings and soft costs as well as 50% of the base construction costs and finance the remaining base construction costs over a period of 10 years.

	<u>Level of Building Department Support</u>		
	<u>20%</u>	<u>25%</u>	<u>30%</u>
General Fund Cash:	\$3,524,666.40	\$3,304,374.75	\$3,084,083.10
General Fund Debt Service:	\$304,232.80	\$285,218.25	\$266,203.70
Building Fund Cash:	\$881,166.60	\$1,101,458.25	\$1,321,749.90
Building Fund Debt Service:	\$76,058.20	\$95,072.75	\$114,087.30
Years on Debt Service:	10	10	10
General Fund Total Cost:	\$6,566,994.40	\$6,156,557.25	\$5,746,120.10
Building Fund Total Cost:	\$1,641,748.60	\$2,052,185.75	\$2,462,622.90
Total Project Cost:	\$8,208,743.00	\$8,208,743.00	\$8,208,743.00

35%  
 \$2,863,791.45  
 \$247,189.15

\$1,542,041.55  
 \$133,101.85

\$5,335,682.95  
 \$2,873,060.05

CASCADE CHARTER TOWNSHI  
10 YEAR FORECAST  
MILLAGE FUNDS  
2012 THROUGH 2025  
PRINT DATE 1/22/2016

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 ESTIMATE	2016 ESTIMATE	2017 ESTIMATE	2018 ESTIMATE	2019 ESTIMATE	2020 ESTIMATE	2021 ESTIMATE	2022 ESTIMATE	2023 ESTIMATE	2024 ESTIMATE	2025 ESTIMATE	
<b>101- GENERAL FUND</b>															
<b>FUNDS</b>															
REVENUE	3,927,909	3,937,657	3,966,424	4,007,867	4,078,431	4,112,228	4,198,340	4,293,901	4,401,106	4,497,209	4,605,445	4,605,445	4,605,445	4,605,445	59,842,852
EXPENSE	3,402,248	3,030,031	3,363,333	4,070,530	4,167,788	3,631,178	3,980,715	3,809,468	3,884,725	3,490,485	3,581,222	3,667,673	3,813,912	3,881,955	51,775,263
NET REV/EXPENSE	525,661	907,626	603,091	(62,662)	(89,357)	481,050	217,625	484,433	516,381	1,006,724	1,024,223	937,771	791,533	723,489	8,067,589
BEGINNING FUND BALANCE	6,215,657	6,741,318	7,648,944	8,252,035	8,189,372	8,100,015	8,581,065	8,798,690	9,283,123	9,799,504	10,806,228	11,830,451	12,768,223	13,559,756	6,215,657
ENDING FUND BALANCE	6,741,318	7,648,944	8,252,035	8,189,372	8,100,015	8,581,065	8,798,690	9,283,123	9,799,504	10,806,228	11,830,451	12,768,223	13,559,756	14,283,246	14,283,246
<b>FIRE FUND</b>															
REVENUE	2,199,055	2,104,703	2,183,382	2,259,760	2,184,357	2,233,397	2,284,476	2,331,561	2,387,008	2,446,284	2,499,841	2,559,198	2,625,220	2,693,410	32,990,652
EXPENSE	2,374,142	2,133,068	2,452,255	2,093,780	2,292,240	2,109,775	2,619,228	2,173,016	2,232,721	2,316,745	2,378,104	2,442,231	2,509,273	2,579,394	32,655,972
NET REV/EXPENSE	(175,087)	(28,365)	(268,873)	165,980	(107,883)	123,623	(334,752)	158,545	154,287	129,539	121,736	116,967	115,947	114,016	334,680
BEGINNING FUND BALANCE	2,537,805	2,401,718	2,373,353	2,104,480	2,270,460	2,162,576	2,286,199	1,951,446	2,109,992	2,264,279	2,393,818	2,515,555	2,632,522	2,748,469	2,527,805
ENDING FUND BALANCE	2,401,718	2,373,353	2,104,480	2,270,460	2,162,576	2,286,199	1,951,446	2,109,992	2,264,279	2,393,818	2,515,555	2,632,522	2,748,469	2,862,485	2,862,485
<b>POLICE FUND</b>															
REVENUE	605,213	594,373	607,719	626,056	632,605	629,260	644,805	663,331	681,831	700,847	719,581	738,629	758,269	781,206	9,383,725
EXPENSE	577,531	546,154	573,107	589,465	606,475	624,124	642,406	661,318	680,864	701,049	721,882	743,373	765,536	788,386	9,221,660
NET REV/EXPENSE	27,682	48,219	34,612	36,591	26,130	5,136	2,399	2,013	967	(202)	(2,301)	(4,744)	(7,267)	(7,180)	162,065
BEGINNING FUND BALANCE	1,114,552	1,142,244	1,190,463	1,225,075	1,261,666	1,287,796	1,292,932	1,295,331	1,297,344	1,298,311	1,298,109	1,295,808	1,291,064	1,283,798	1,114,552
ENDING FUND BALANCE	1,142,244	1,190,463	1,225,075	1,261,666	1,287,796	1,292,932	1,295,331	1,297,344	1,298,311	1,298,109	1,295,808	1,291,064	1,283,798	1,276,617	1,276,617
<b>CCT OPEN SPACE</b>															
REVENUE	307,019	296,418	309,428	313,799	319,268	316,301	323,897	333,028	342,256	351,816	361,138	370,609	380,458	392,090	4,717,546
EXPENSE	358,792	356,971	364,656	368,826	367,360	365,283	367,605	364,823	365,466	365,782	365,345	369,216	367,580	370,433	5,118,139
NET REV/EXPENSE	(51,773)	(60,553)	(55,228)	(55,028)	(48,092)	(48,982)	(43,708)	(31,795)	(23,210)	(13,966)	(4,207)	1,393	12,879	21,657	(400,593)
BEGINNING FUND BALANCE	638,014	586,261	525,708	470,480	415,452	367,360	318,378	274,670	242,874	219,664	205,698	201,492	202,885	215,764	638,014
ENDING FUND BALANCE	586,261	525,708	470,480	415,452	367,360	318,378	274,670	242,874	219,664	205,698	201,492	202,885	215,764	237,421	237,421

CASCADE CHARTER TOWNSHI  
10 YEAR FORECAST  
MILLAGE FUNDS  
2012 THROUGH 2025  
PRINT DATE 1/22/2016

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 ESTIMATE	2016 ESTIMATE	2017 ESTIMATE	2018 ESTIMATE	2019 ESTIMATE	2020 ESTIMATE	2021 ESTIMATE	2022 ESTIMATE	2023 ESTIMATE	2024 ESTIMATE	2025 ESTIMATE	
<b>PATHWAYS</b>															
REVENUE	1,436,348	514,709	523,540	545,475	552,404	545,610	557,802	2,068	1,296	(478)	(760)	(1,043)	(1,328)	(1,614)	4,674,028
EXPENSE	1,764,995	429,023	578,102	473,462	966,483	824,746	461,824	56,412	356,000	56,000	55,900	55,900	55,900	55,900	6,190,648
NET REV/EXPENSE	(328,647)	85,686	(54,562)	72,013	(414,079)	(279,136)	95,978	(54,344)	(354,704)	(56,478)	(56,660)	(56,943)	(57,228)	(57,514)	(1,516,619)
BEGINNING FUND BALANCE	1,036,260	707,613	793,299	738,737	810,750	396,671	117,535	213,513	159,168	(195,536)	(252,013)	(308,675)	(365,618)	(422,846)	1,036,260
ENDING FUND BALANCE	707,613	793,299	738,737	810,750	396,671	117,535	213,513	159,168	(195,536)	(252,013)	(308,675)	(365,618)	(422,846)	(480,359)	(480,359)
<b>LIBRARY</b>															
REVENUE	572,165	523,244	561,608	238,065	235,999	241,175	245,386	251,634	258,047	264,193	270,382	277,792	285,382	293,206	4,518,297
EXPENSE	558,023	739,692	229,814	291,189	228,061	560,572	218,620	226,808	260,440	244,778	254,333	264,370	274,906	285,962	4,637,566
NET REV/EXPENSE	14,162	(216,448)	331,794	(53,124)	7,938	(319,397)	26,766	24,826	(2,394)	19,415	16,050	13,422	10,476	7,244	(119,269)
BEGINNING FUND BALANCE	1,802,765	1,816,927	1,600,479	1,932,273	1,879,149	1,887,088	1,567,691	1,594,456	1,619,283	1,616,889	1,636,304	1,652,354	1,665,776	1,676,257	1,683,496
ENDING FUND BALANCE	1,816,927	1,600,479	1,932,273	1,879,149	1,887,088	1,567,691	1,594,456	1,619,283	1,616,889	1,636,304	1,652,354	1,665,776	1,676,257	1,683,496	1,683,496
<b>TOTAL ALL MILLAGE FUNDS</b>															
REVENUE	9,046,749	7,971,104	8,152,101	7,991,021	8,003,064	8,077,972	8,254,706	7,875,522	8,071,544	8,259,873	8,455,626	8,550,629	8,653,446	8,763,743	116,127,101
EXPENSE	8,985,721	7,234,939	7,561,267	7,887,251	8,628,407	8,115,679	8,290,398	7,291,845	7,780,216	7,174,839	7,356,786	7,542,763	7,787,108	7,962,030	109,599,248
NET REV/EXPENSE	61,028	736,165	590,834	103,769	(625,343)	(37,707)	(35,692)	583,678	291,328	1,085,034	1,098,841	1,007,866	866,339	801,713	6,527,853
BEGINNING FUND BALANCE	13,335,053	13,396,081	14,132,246	14,723,079	14,826,848	14,201,505	14,163,799	14,128,106	14,711,784	15,003,112	16,088,145	17,186,985	18,194,853	19,061,193	13,335,053
ENDING FUND BALANCE	13,396,081	14,132,246	14,723,079	14,826,849	14,201,505	14,163,798	14,128,106	14,711,784	15,003,112	16,088,146	17,186,985	18,194,851	19,061,192	19,862,906	19,862,906

\*\* The projection are based on the actual prior years balance and adopted budget for the current year. Figures are subject to change throughout the year; forecast does not reflect the current year activity.\*\*

01/22/2016

BUDGET REPORT FOR CASCADE CHARTER TOWNSHIP

Calculations as of 12/31/2015

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ACTIVITY	2016 RECOMMENDED BUDGET	2016 RECOMMENDED AMT CHANGE	2016 RECOMMENDED % CHANGE
		THRU 12/31/15					

Fund 249 - BUILDING FUND

ESTIMATED REVENUES

Dept 000							
249-000-600-644	NSF FEES	40					
249-000-607-483	CASCADE TWP BLDG COM PERMITS	105,799	152,606	257,317	130,000	(127,300)	(48.70%)
249-000-607-484	CASCADE TWP BLDG RES PERMITS	90,039	128,228	94,835	95,000	5,000	5.56%
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	63,800	81,232	105,856	70,000	(27,000)	(27.84%)
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	85,436	99,061	116,960	80,000	(26,000)	(24.53%)
249-000-607-487	CASCADE TWP PLUMBING PERMITS	44,532	53,549	61,509	55,000	(1,400)	(2.54%)
249-000-607-488	CASCADE TWP PLAN REVIEWS	104,904	92,861	110,484	85,000	(23,000)	(27.06%)
249-000-607-490	CASCADE TWP CONTRACTOR REG	11,510	9,895	7,110	8,000	800	9.75%
249-000-607-500	LOWELL TWP BUILDING PERMITS	24,759	18,215	19,939	21,000	1,000	4.76%
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	10,361	9,200	9,156	8,000	(1,000)	(12.50%)
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	8,585	9,120	10,505	8,000	(1,000)	(12.50%)
249-000-607-503	LOWELL TWP PLUMBING PERMITS	7,359	5,318	5,768	6,000	600	10.00%
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	3,701	9,828	9,969	8,000	(1,000)	(12.50%)
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS	5,736	9,485	9,350	7,000	(1,000)	(14.29%)
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	7,083	6,172	5,592	8,000	1,000	12.50%
249-000-607-520	ADA TWP BUILDING PERMITS	160,896	77,891	99,084	80,000	(8,000)	(9.09%)
249-000-607-521	ADA TWP PLUMBING PERMITS	19,534	19,352	29,413	30,000	5,000	16.67%
249-000-607-523	ADA TWP ELECTRICAL PERMITS	41,791	34,389	41,732	35,000	(5,000)	(14.29%)
249-000-607-524	ADA TWP MECHANICAL PERMITS	39,797	39,648	47,595	35,000	(1,000)	(2.86%)
249-000-607-531	GR TWP BUILDING PERMITS	200,856	154,445	109,932	105,000	(11,000)	(10.48%)
249-000-607-532	GR TWP ELECTRICAL PERMITS	66,566	51,977	46,019	50,000	4,000	8.00%
249-000-607-533	GR TWP MECHANICAL PERMITS	74,276	63,882	58,210	58,000	4,000	6.90%
249-000-607-534	GR TWP PLUMBING PERMITS	39,071	36,841	32,704	38,000	8,600	22.63%
249-000-607-536	EAST GR BUILDING PERMITS	51,392	67,223	64,424	56,000	(5,000)	(8.93%)
249-000-607-537	EAST GR ELECTRICAL PERMITS	32,883	36,360	37,295	32,000	(1,000)	(3.13%)
249-000-607-538	EAST GR MECHANICAL PERMITS	40,052	42,410	42,214	40,000	(2,000)	(5.00%)
249-000-607-539	EAST GR PLUMBING PERMITS	22,246	24,380	27,994	24,000	(2,000)	(8.33%)
249-000-607-541	EAST GR-RENTAL INSP	2,900	3,250	2,450	4,000	1,000	25.00%
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS	59,933	68,094	69,411	62,000	(5,000)	(8.06%)
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	75,492	91,832	95,069	84,000	(10,000)	(11.90%)
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	165	47,495	48,456	42,000	(5,000)	(11.90%)
249-000-607-555	PLAINFIELD INSPECTION FEES -NP	14,050	16,338	2,550	2,000	(500)	(25.00%)
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS	11,228	16,584	19,355	18,000	(1,000)	(5.56%)
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS	8,413	6,568	7,347	7,000	(300)	(4.29%)

249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMITS	4,263	3,589	5,160	5,000				
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS	2,393	2,820	4,653	5,000				
249-000-665-000	INTEREST REVENUE	534	1,248	11,583	18,850		7,150		61.11
249-000-671-671	MISCELLANEOUS INCOME	3,589	1,926	1,866	1,000				
249-000-673-000	SALE OF ASSETS		100						
249-000-676-000	REIMBURSEMENT INSURANCE/ELECTION			(1,845)					
Totals for dept 000-		1,545,964	1,593,512	1,727,021	1,420,850		(170,150)		(10,69)
TOTAL ESTIMATED REVENUES		1,545,964	1,593,512	1,727,021	1,420,850		(170,150)		(10,69)

APPROPRIATIONS									
Dept 371-BUILDING DEPARTMENT									
249-371-703-000	DIRECTOR OF INSPECTIONS	86,436	81,906	71,828	84,980	5,246			6.58
249-371-706-000	BLDG WAGES/SALARY- KD	57,156	59,167	61,297	62,830	1,533			2.50
249-371-706-302	BLDG INSPECTOR - JB	41,237	54,808	60,960	62,484	1,524			2.50
249-371-706-303	BLDG INSPECTOR - WB	45,385	59,885	63,538	65,127	1,589			2.50
249-371-706-304	BLDG INSPECTOR - DH	66,546	65,043	66,083	67,141	1,058			1.60
249-371-706-305	BLDG INSPECTOR - JV/NM	59,533	48,211	60,960	62,485	1,525			2.50
249-371-706-306	BLDG INSPECTOR / PT - SE	30,553	34,974	47,517	59,944	11,944			24.88
249-371-706-307	BLDG INSPECTOR - JH	2,500							
249-371-706-309	BLDG INSPECTOR - DHU		39,749	54,037	57,143	3,106			5.75
249-371-706-400	BUILDING CLERICAL I	41,232	34,097	36,067	39,032	2,958			8.20
249-371-706-401	BUILDING CLERICAL II- JC	9,217	11,802	13,507	16,900	1,352			8.70
249-371-706-402	BUILDING CLERICAL PART-TIME KH	10,761	11,695	13,145	16,900	1,352			8.70
249-371-706-500	BLDG ADDITIONAL HELP	47,252	19,812	16,563	28,000				16.67
249-371-723-000	MEMBERSHIPS AND DUES	1,937	1,462	3,464	3,200				
249-371-724-000	EDUCATION SUPPLIES	1,670	3,023	1,959	6,000				
249-371-727-000	DEPARTMENT SUPPLIES	5,142	3,296	3,784	9,000				
249-371-756-000	SUPPLIES-ICC BOOKS	5,561	10,908						
249-371-757-000	DEPARTMENT UNIFORMS	1,468	2,214	2,366	3,900	1,500			62.50
249-371-787-000	OTHER EXPENSES	1,575	72	514	1,600				
249-371-787-200	OTHER EXPENSES- CREDIT CARD FEES	1,371	6,396	11,012	12,000	3,500			41.18
249-371-807-000	AUDIT FEES & SERVICES	1,242	1,214	750	1,300	420			47.73
249-371-810-000	INSURANCE	5,416	5,717	6,346	5,800				
249-371-860-000	MILEAGE	55,305	52,404	58,692	54,000	4,000			8.00
249-371-862-500	DEPT HEAD, SUPV EXPENSES	67	220	286	500				
249-371-900-000	PRINTING & PUBLISHING		655		2,000				
249-371-924-000	PHONES	1,888	1,153	979	1,800				
249-371-924-100	CELL PHONES	3,555	5,734	5,652	5,500				
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	8,347	980		6,000	3,500			140.00
249-371-939-000	SERVICE CONTRACTS	3,427	8,523	9,904	12,000	3,000			33.33
249-371-941-000	POSTAGE & MACHINE LEASE	750	750	750	1,000				
249-371-950-000	DEPARTMENT REFUNDS	275							
249-371-957-000	BLDG PHYSICAL EXAMS		514		750				

249-371-967-000	BLDG - SPECIAL PROJECTS	289	73	24,514	24,000	(11,000)	(31,43)
249-371-981-000	SMALL EQUIPMENT/FURNITURE	343	831	5,056	6,000	(1,300)	(17,87)
Totals for dept 371-BUILDING DEPARTMENT		597,436	628,926	704,293	787,816	40,104	5,36

Dept 850-BENEFITS/INSURANCE

249-850-715-000	FICA-EMPLOYER	37,253	37,724	41,876	47,657	2,845	6,35
249-850-717-000	WORKERS COMP INSURANCE	8,090	9,374	11,432	10,026	1,132	12,73
249-850-718-000	VISION INSURANCE BENEFITS	793	1,037	1,214	1,391	226	19,40
249-850-719-000	HEALTH INSURANCE BENEFITS	34,547	64,952	80,847	90,936	9,255	11,33
249-850-719-100	OPT-OUT INSURANCE	1,500	1,000	1,500	2,000	500	33,33
249-850-719-200	MI CLAIMS TAX - HEALTH	624	(35)		200		
249-850-720-000	LIFE & DISABILITY INSURANCE	2,739	3,054	4,014	4,803	555	13,06
249-850-721-000	DENTAL INSURANCE BENEFITS	6,004	7,062	9,323	10,738	(910)	(7,81)
249-850-721-200	MI CLAIMS TAX - DENTAL	79	77	72	200		
249-850-722-000	PENSION PLAN BENEFITS	38,577	43,438	204,286	56,117	(118,227)	(29,94)
Totals for dept 850-BENEFITS/INSURANCE		130,206	167,683	354,564	224,068	(134,624)	(37,53)

Dept 901-CAPITAL OUTLAY

249-901-970-000	CAPITAL OUTLAY - FFE	19,672	5,149	11,579		(24,000)	(100,00)
Totals for dept 901-CAPITAL OUTLAY		19,672	5,149	11,579		(24,000)	(100,00)

Dept 964-PAYMENTS TO OTHER TOWNSHIPS

249-964-964-100	PERMITS DUE TO LOWELL TWP	10,183	8,353	8,958	8,600		
249-964-964-200	PERMITS DUE TO VERGENNES TWP	3,304	5,094	5,112	4,600		
249-964-964-300	PERMITS DUE TO GR TWP	76,027	61,399	49,328	50,200	(400)	(0,79)
249-964-964-400	PERMITS DUE TO ADA TWP	52,366	34,246	43,582	36,000		
249-964-964-500	PERMITS DUE TO EAST GR	29,324	34,091	34,401	30,400		
249-964-964-600	PERMITS DUE PLANFIELD	25,840	41,436	42,572	37,600	(5,000)	(11,74)
249-964-964-700	PERMITS DUE CITY OF LOWELL	5,259	5,932	7,304	7,000		
249-964-964-800	PERMITS DUE CASCADE TWP	62,344	102,920	127,275	86,000	(19,000)	(75,21)
Totals for dept 964-PAYMENTS TO OTHER TOWNSHIPS		264,647	293,471	318,532	260,400	(59,000)	(18,08)

TOTAL APPROPRIATIONS

		1,011,961	1,095,229	1,388,968	1,272,284	(157,520)	(11,02)
NET OF REVENUES/APPROPRIATIONS - FUND 249		534,003	492,283	338,053	148,566	12,636	(11,84)

BEGINNING FUND BALANCE	765,994	1,299,998	1,798,280	2,136,333
ENDING FUND BALANCE	1,299,997	1,798,281	2,136,333	2,284,899

**CALCAGENT SUMMARY**

**Comparison of Financings Options**

Description	Delivery Date	Par	TIC	Avg. Annual Debt Service	Total Debt Service	Project Fund
Scenario 1 - 20 Yr. Fully Bonded Project	07/01/2016	7,350,000.00	3.637%	546,717	10,706,550	7,505,833
Scenario 2 - 20 Yr. Est. Construction Cost	07/01/2016	6,055,000.00	3.636%	450,336	8,819,079	6,168,783
Scenario 2 - 10 Yr. Est. Construction Cost	07/01/2016	5,895,000.00	2.742%	747,389	7,162,475	6,168,783
Scenario 3 - 15 Yr. 50% of Est. Construction Cost	07/01/2016	3,025,000.00	3.277%	276,417	4,031,083	3,100,000
Scenario 3 - 10 Yr. 50% of Est. Construction Cost	07/01/2016	3,000,000.00	2.742%	380,291	3,644,454	3,100,000

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**#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

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**HUTCHINSON, SHOCKEY, ERLEY & CO. DISCLAIMER LANGUAGE****#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN****Non-Advice Disclaimer****Important Information about Our Communications with You**

In connection with its responsibilities under the federal securities laws and the rules of the Municipal Securities Rulemaking Board, Hutchinson, Shockey, Erley & Co. wants to ensure that you understand the purpose of our communications with you and the role we intend to play in any transactions that we may engage in with you. We are communicating with you for the purpose of soliciting business as an underwriter of municipal securities. We propose to serve as an underwriter, not as a financial advisor or municipal advisor, in connection with any transaction that may result from our communications. Please note that:

- » *HSE is not recommending that you take any action;*
- » *HSE is not acting as the advisor to you or any obligated person on a municipal securities issue and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you or any obligated person with respect to the information and material contained in this communication;*
- » *HSE is acting for its own interests; and*
- » *You and any person that will have a repayment obligation with respect to any municipal securities issue being considered should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you or the obligated person deem appropriate before acting on this information or material.*

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**SOURCES AND USES OF FUNDS**

**#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date                   07/01/2016  
Delivery Date               07/01/2016

**Sources:**

<b>Bond Proceeds:</b>	
Par Amount	7,350,000.00
Original Issue Discount	(4,945.50)
Premium	310,574.00
	<b>7,655,628.50</b>

**Uses:**

<b>Project Fund Deposits:</b>	
Base Construction Budget	6,168,783.00
Total Furnishings Budget	607,200.00
Total Soft Cost/Fee Budget	729,850.00
	<b>7,505,833.00</b>
<b>Cost of Issuance:</b>	
Costs of Issuance (est)	75,000.00
<b>Underwriter's Discount:</b>	
Underwriting Discount (1%) *Estimate	73,500.00
<b>Other Uses of Funds:</b>	
Additional Proceeds	1,295.50
	<b>7,655,628.50</b>

**Notes:**

Base CUSIP of Issuer: 147384  
All Costs of Issuance & Underwriter's Discount are estimated and subject to change  
Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND SUMMARY STATISTICS**

**#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016
First Coupon	02/01/2017
Last Maturity	02/01/2036
Arbitrage Yield	3.497649%
True Interest Cost (TIC)	3.636833%
Net Interest Cost (NIC)	3.717447%
All-In TIC	3.749679%
Average Coupon	3.993635%
Average Life (years)	11.435
Weighted Average Maturity (years)	11.307
Duration of Issue (years)	8.990
Par Amount	7,350,000.00
Bond Proceeds	7,655,628.50
Total Interest	3,356,550.00
Net Interest	3,124,421.50
Bond Years from Dated Date	84,047,500.00
Bond Years from Delivery Date	84,047,500.00
Total Debt Service	10,706,550.00
Maximum Annual Debt Service	538,200.00
Average Annual Debt Service	546,717.45
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	103.158211

Bond Component	Par Value	Price	Average Coupon	Average Life	Duration	PV of 1 bp change
Serial Bond	7,350,000.00	104.158	3.994%	11.435	9.024	5,634.30
	<b>7,350,000.00</b>			<b>11.435</b>		<b>5,634.30</b>

	TIC	All-In TIC	Arbitrage Yield
Par Value	7,350,000.00	7,350,000.00	7,350,000.00
+ Accrued Interest			
+ Premium (Discount)	305,628.50	305,628.50	305,628.50
- Underwriter's Discount	(73,500.00)	(73,500.00)	
- Cost of Issuance Expense		(75,000.00)	
- Other Amounts			
Target Value	7,582,128.50	7,507,128.50	7,655,628.50
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	3.636833%	3.749679%	3.497649%

**BOND PRICING**

**#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)	
Serial Bond:										
	02/01/2017	225,000.00	3.000%	0.850%	101.247				2,805.75	
	02/01/2018	255,000.00	3.000%	1.170%	102.861				7,295.55	
	02/01/2019	265,000.00	4.000%	1.490%	106.336				16,790.40	
	02/01/2020	275,000.00	4.000%	1.820%	107.528				20,702.00	
	02/01/2021	290,000.00	4.000%	2.080%	108.350				24,215.00	
	02/01/2022	300,000.00	4.000%	2.330%	108.694				26,082.00	
	02/01/2023	310,000.00	4.000%	2.570%	108.608				26,684.80	
	02/01/2024	325,000.00	4.000%	2.790%	108.216				26,702.00	
	02/01/2025	340,000.00	4.000%	2.920%	108.145				27,693.00	
	02/01/2026	350,000.00	4.000%	3.060%	107.754				27,139.00	
	02/01/2027	365,000.00	4.000%	3.210%	106.470	C	3.272%	02/01/2026	100.000	23,615.50
	02/01/2028	380,000.00	4.000%	3.340%	105.372	C	3.434%	02/01/2026	100.000	20,413.60
	02/01/2029	395,000.00	4.000%	3.440%	104.536	C	3.550%	02/01/2026	100.000	17,917.20
	02/01/2030	415,000.00	4.000%	3.560%	103.543	C	3.666%	02/01/2026	100.000	14,703.45
	02/01/2031	430,000.00	4.000%	3.670%	102.643	C	3.763%	02/01/2026	100.000	11,364.90
	02/01/2032	450,000.00	4.000%	3.770%	101.832	C	3.842%	02/01/2026	100.000	8,244.00
	02/01/2033	465,000.00	4.000%	3.850%	101.190	C	3.902%	02/01/2026	100.000	5,533.50
	02/01/2034	485,000.00	4.000%	3.930%	100.551	C	3.956%	02/01/2026	100.000	2,672.35
	02/01/2035	505,000.00	4.000%	4.000%	100.000					
	02/01/2036	525,000.00	4.000%	4.070%	99.058				(4,945.50)	
<b>7,350,000.00</b>									<b>305,628.50</b>	

Dated Date	07/01/2016	
Delivery Date	07/01/2016	
First Coupon	02/01/2017	
Par Amount	7,350,000.00	
Premium	305,628.50	
Production	7,655,628.50	104.158211%
Underwriter's Discount	(73,500.00)	(1.000000%)
Purchase Price	7,582,128.50	103.158211%
Accrued Interest		
Net Proceeds	7,582,128.50	

Notes:

Market Rate Assumptions: (As of Sep-29-2015) +50 Basis Points  
 Bank Qualified - Limited Tax General Obligation  
 Optional Redemption Feature : 10 year call at Par  
 Interest Rates are preliminary and subject to change  
 Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND DEBT SERVICE**

**#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

Period Ending	Principal	Coupon	Interest	Debt Service
12/31/2017	225,000.00	3.000%	309,925.00	534,925.00
12/31/2018	255,000.00	3.000%	278,625.00	533,625.00
12/31/2019	265,000.00	4.000%	269,500.00	534,500.00
12/31/2020	275,000.00	4.000%	258,700.00	533,700.00
12/31/2021	290,000.00	4.000%	247,400.00	537,400.00
12/31/2022	300,000.00	4.000%	235,600.00	535,600.00
12/31/2023	310,000.00	4.000%	223,400.00	533,400.00
12/31/2024	325,000.00	4.000%	210,700.00	535,700.00
12/31/2025	340,000.00	4.000%	197,400.00	537,400.00
12/31/2026	350,000.00	4.000%	183,600.00	533,600.00
12/31/2027	365,000.00	4.000%	169,300.00	534,300.00
12/31/2028	380,000.00	4.000%	154,400.00	534,400.00
12/31/2029	395,000.00	4.000%	138,900.00	533,900.00
12/31/2030	415,000.00	4.000%	122,700.00	537,700.00
12/31/2031	430,000.00	4.000%	105,800.00	535,800.00
12/31/2032	450,000.00	4.000%	88,200.00	538,200.00
12/31/2033	465,000.00	4.000%	69,900.00	534,900.00
12/31/2034	485,000.00	4.000%	50,900.00	535,900.00
12/31/2035	505,000.00	4.000%	31,100.00	536,100.00
12/31/2036	525,000.00	4.000%	10,500.00	535,500.00
	<b>7,350,000.00</b>		<b>3,356,550.00</b>	<b>10,706,550.00</b>

**BOND DEBT SERVICE**

**#1 (Entire Project) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/01/2017	225,000.00	3.000%	168,700.00	393,700.00	
08/01/2017			141,225.00	141,225.00	534,925.00
02/01/2018	255,000.00	3.000%	141,225.00	396,225.00	
08/01/2018			137,400.00	137,400.00	533,625.00
02/01/2019	265,000.00	4.000%	137,400.00	402,400.00	
08/01/2019			132,100.00	132,100.00	534,500.00
02/01/2020	275,000.00	4.000%	132,100.00	407,100.00	
08/01/2020			126,600.00	126,600.00	533,700.00
02/01/2021	290,000.00	4.000%	126,600.00	416,600.00	
08/01/2021			120,800.00	120,800.00	537,400.00
02/01/2022	300,000.00	4.000%	120,800.00	420,800.00	
08/01/2022			114,800.00	114,800.00	535,600.00
02/01/2023	310,000.00	4.000%	114,800.00	424,800.00	
08/01/2023			108,600.00	108,600.00	533,400.00
02/01/2024	325,000.00	4.000%	108,600.00	433,600.00	
08/01/2024			102,100.00	102,100.00	535,700.00
02/01/2025	340,000.00	4.000%	102,100.00	442,100.00	
08/01/2025			95,300.00	95,300.00	537,400.00
02/01/2026	350,000.00	4.000%	95,300.00	445,300.00	
08/01/2026			88,300.00	88,300.00	533,600.00
02/01/2027	365,000.00	4.000%	88,300.00	453,300.00	
08/01/2027			81,000.00	81,000.00	534,300.00
02/01/2028	380,000.00	4.000%	81,000.00	461,000.00	
08/01/2028			73,400.00	73,400.00	534,400.00
02/01/2029	395,000.00	4.000%	73,400.00	468,400.00	
08/01/2029			65,500.00	65,500.00	533,900.00
02/01/2030	415,000.00	4.000%	65,500.00	480,500.00	
08/01/2030			57,200.00	57,200.00	537,700.00
02/01/2031	430,000.00	4.000%	57,200.00	487,200.00	
08/01/2031			48,600.00	48,600.00	535,800.00
02/01/2032	450,000.00	4.000%	48,600.00	498,600.00	
08/01/2032			39,600.00	39,600.00	538,200.00
02/01/2033	465,000.00	4.000%	39,600.00	504,600.00	
08/01/2033			30,300.00	30,300.00	534,900.00
02/01/2034	485,000.00	4.000%	30,300.00	515,300.00	
08/01/2034			20,600.00	20,600.00	535,900.00
02/01/2035	505,000.00	4.000%	20,600.00	525,600.00	
08/01/2035			10,500.00	10,500.00	536,100.00
02/01/2036	525,000.00	4.000%	10,500.00	535,500.00	535,500.00
	<b>7,350,000.00</b>		<b>3,356,550.00</b>	<b>10,706,550.00</b>	<b>10,706,550.00</b>

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CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

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**#2 (Est. Construction Costs) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

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**SOURCES AND USES OF FUNDS****#2 (Est. Construction Costs) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date                   07/01/2016  
 Delivery Date               07/01/2016

**Sources:**

<b>Bond Proceeds:</b>	
Par Amount	6,055,000.00
Original Issue Discount	(4,050.60)
Premium	255,984.20
	<b>6,306,933.60</b>

**Uses:**

<b>Project Fund Deposits:</b>	
Base Construction Budget	6,168,783.00
<b>Cost of Issuance:</b>	
Costs of Issuance (est)	75,000.00
<b>Underwriter's Discount:</b>	
Underwriting Discount (1%) *Estimate	60,550.00
<b>Other Uses of Funds:</b>	
Additional Proceeds	2,600.60
	<b>6,306,933.60</b>

**Notes:**

Base CUSIP of Issuer: 147384

All Costs of Issuance & Underwriter's Discount are estimated and subject to change

Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND SUMMARY STATISTICS**

**#2 (Est. Construction Costs) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016
First Coupon	02/01/2017
Last Maturity	02/01/2036
Arbitrage Yield	3.497208%
True Interest Cost (TIC)	3.636448%
Net Interest Cost (NIC)	3.717119%
All-In TIC	3.773679%
Average Coupon	3.993637%
Average Life (years)	11.431
Weighted Average Maturity (years)	11.302
Duration of Issue (years)	8.987
Par Amount	6,055,000.00
Bond Proceeds	6,306,933.60
Total Interest	2,764,079.17
Net Interest	2,572,695.57
Bond Years from Dated Date	69,212,083.33
Bond Years from Delivery Date	69,212,083.33
Total Debt Service	8,819,079.17
Maximum Annual Debt Service	443,600.00
Average Annual Debt Service	450,335.96
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	103.160753

Bond Component	Par Value	Price	Average Coupon	Average Life	Duration	PV of 1 bp change
Serial Bond	6,055,000.00	104.161	3.994%	11.431	9.021	4,639.55
	<b>6,055,000.00</b>			<b>11.431</b>		<b>4,639.55</b>

	TIC	All-In TIC	Arbitrage Yield
Par Value	6,055,000.00	6,055,000.00	6,055,000.00
+ Accrued Interest			
+ Premium (Discount)	251,933.60	251,933.60	251,933.60
- Underwriter's Discount	(60,550.00)	(60,550.00)	
- Cost of Issuance Expense		(75,000.00)	
- Other Amounts			
Target Value	6,246,383.60	6,171,383.60	6,306,933.60
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	3.636448%	3.773679%	3.497208%

**BOND PRICING**

**#2 (Est. Construction Costs) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)
Serial Bond:									
	02/01/2017	185,000.00	3.000%	0.850%	101.247				2,306.95
	02/01/2018	210,000.00	3.000%	1.170%	102.861				6,008.10
	02/01/2019	220,000.00	4.000%	1.490%	106.336				13,939.20
	02/01/2020	230,000.00	4.000%	1.820%	107.528				17,314.40
	02/01/2021	235,000.00	4.000%	2.080%	108.350				19,622.50
	02/01/2022	245,000.00	4.000%	2.330%	108.694				21,300.30
	02/01/2023	255,000.00	4.000%	2.570%	108.608				21,950.40
	02/01/2024	270,000.00	4.000%	2.790%	108.216				22,183.20
	02/01/2025	280,000.00	4.000%	2.920%	108.145				22,806.00
	02/01/2026	290,000.00	4.000%	3.060%	107.754				22,485.60
	02/01/2027	300,000.00	4.000%	3.210%	106.470	C 3.272%	02/01/2026	100.000	19,410.00
	02/01/2028	315,000.00	4.000%	3.340%	105.372	C 3.434%	02/01/2026	100.000	16,921.80
	02/01/2029	325,000.00	4.000%	3.440%	104.536	C 3.550%	02/01/2026	100.000	14,742.00
	02/01/2030	340,000.00	4.000%	3.560%	103.543	C 3.666%	02/01/2026	100.000	12,046.20
	02/01/2031	355,000.00	4.000%	3.670%	102.643	C 3.763%	02/01/2026	100.000	9,382.65
	02/01/2032	370,000.00	4.000%	3.770%	101.832	C 3.842%	02/01/2026	100.000	6,778.40
	02/01/2033	385,000.00	4.000%	3.850%	101.190	C 3.902%	02/01/2026	100.000	4,581.50
	02/01/2034	400,000.00	4.000%	3.930%	100.551	C 3.956%	02/01/2026	100.000	2,204.00
	02/01/2035	415,000.00	4.000%	4.000%	100.000				
	02/01/2036	430,000.00	4.000%	4.070%	99.058				(4,050.60)
<b>6,055,000.00</b>									<b>251,933.60</b>

Dated Date	07/01/2016	
Delivery Date	07/01/2016	
First Coupon	02/01/2017	
Par Amount	6,055,000.00	
Premium	251,933.60	
Production	6,306,933.60	104.160753%
Underwriter's Discount	(60,550.00)	(1.000000%)
Purchase Price	6,246,383.60	103.160753%
Accrued Interest		
Net Proceeds	6,246,383.60	

Notes:

Market Rate Assumptions: (As of Sep-29-2015) +50 Basis Points  
 Bank Qualified - Limited Tax General Obligation  
 Optional Redemption Feature : 10 year call at Par  
 Interest Rates are preliminary and subject to change  
 Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND DEBT SERVICE**

**#2 (Est. Construction Costs) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date                   07/01/2016  
Delivery Date               07/01/2016

Period Ending	Principal	Coupon	Interest	Debt Service
12/31/2017	185,000.00	3.000%	255,329.17	440,329.17
12/31/2018	210,000.00	3.000%	229,550.00	439,550.00
12/31/2019	220,000.00	4.000%	222,000.00	442,000.00
12/31/2020	230,000.00	4.000%	213,000.00	443,000.00
12/31/2021	235,000.00	4.000%	203,700.00	438,700.00
12/31/2022	245,000.00	4.000%	194,100.00	439,100.00
12/31/2023	255,000.00	4.000%	184,100.00	439,100.00
12/31/2024	270,000.00	4.000%	173,600.00	443,600.00
12/31/2025	280,000.00	4.000%	162,600.00	442,600.00
12/31/2026	290,000.00	4.000%	151,200.00	441,200.00
12/31/2027	300,000.00	4.000%	139,400.00	439,400.00
12/31/2028	315,000.00	4.000%	127,100.00	442,100.00
12/31/2029	325,000.00	4.000%	114,300.00	439,300.00
12/31/2030	340,000.00	4.000%	101,000.00	441,000.00
12/31/2031	355,000.00	4.000%	87,100.00	442,100.00
12/31/2032	370,000.00	4.000%	72,600.00	442,600.00
12/31/2033	385,000.00	4.000%	57,500.00	442,500.00
12/31/2034	400,000.00	4.000%	41,800.00	441,800.00
12/31/2035	415,000.00	4.000%	25,500.00	440,500.00
12/31/2036	430,000.00	4.000%	8,600.00	438,600.00
	<b>6,055,000.00</b>		<b>2,764,079.17</b>	<b>8,819,079.17</b>

**BOND DEBT SERVICE**

**#2 (Est. Construction Costs) - 20 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/01/2017	185,000.00	3.000%	138,979.17	323,979.17	
08/01/2017			116,350.00	116,350.00	440,329.17
02/01/2018	210,000.00	3.000%	116,350.00	326,350.00	
08/01/2018			113,200.00	113,200.00	439,550.00
02/01/2019	220,000.00	4.000%	113,200.00	333,200.00	
08/01/2019			108,800.00	108,800.00	442,000.00
02/01/2020	230,000.00	4.000%	108,800.00	338,800.00	
08/01/2020			104,200.00	104,200.00	443,000.00
02/01/2021	235,000.00	4.000%	104,200.00	339,200.00	
08/01/2021			99,500.00	99,500.00	438,700.00
02/01/2022	245,000.00	4.000%	99,500.00	344,500.00	
08/01/2022			94,600.00	94,600.00	439,100.00
02/01/2023	255,000.00	4.000%	94,600.00	349,600.00	
08/01/2023			89,500.00	89,500.00	439,100.00
02/01/2024	270,000.00	4.000%	89,500.00	359,500.00	
08/01/2024			84,100.00	84,100.00	443,600.00
02/01/2025	280,000.00	4.000%	84,100.00	364,100.00	
08/01/2025			78,500.00	78,500.00	442,600.00
02/01/2026	290,000.00	4.000%	78,500.00	368,500.00	
08/01/2026			72,700.00	72,700.00	441,200.00
02/01/2027	300,000.00	4.000%	72,700.00	372,700.00	
08/01/2027			66,700.00	66,700.00	439,400.00
02/01/2028	315,000.00	4.000%	66,700.00	381,700.00	
08/01/2028			60,400.00	60,400.00	442,100.00
02/01/2029	325,000.00	4.000%	60,400.00	385,400.00	
08/01/2029			53,900.00	53,900.00	439,300.00
02/01/2030	340,000.00	4.000%	53,900.00	393,900.00	
08/01/2030			47,100.00	47,100.00	441,000.00
02/01/2031	355,000.00	4.000%	47,100.00	402,100.00	
08/01/2031			40,000.00	40,000.00	442,100.00
02/01/2032	370,000.00	4.000%	40,000.00	410,000.00	
08/01/2032			32,600.00	32,600.00	442,600.00
02/01/2033	385,000.00	4.000%	32,600.00	417,600.00	
08/01/2033			24,900.00	24,900.00	442,500.00
02/01/2034	400,000.00	4.000%	24,900.00	424,900.00	
08/01/2034			16,900.00	16,900.00	441,800.00
02/01/2035	415,000.00	4.000%	16,900.00	431,900.00	
08/01/2035			8,600.00	8,600.00	440,500.00
02/01/2036	430,000.00	4.000%	8,600.00	438,600.00	
	<b>6,055,000.00</b>		<b>2,764,079.17</b>	<b>8,819,079.17</b>	<b>8,819,079.17</b>

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**#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

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**HUTCHINSON, SHOCKEY, ERLEY & CO. DISCLAIMER LANGUAGE**

**#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

**Non-Advice Disclaimer****Important Information about Our Communications with You**

In connection with its responsibilities under the federal securities laws and the rules of the Municipal Securities Rulemaking Board, Hutchinson, Shockey, Erley & Co. wants to ensure that you understand the purpose of our communications with you and the role we intend to play in any transactions that we may engage in with you. We are communicating with you for the purpose of soliciting business as an underwriter of municipal securities. We propose to serve as an underwriter, not as a financial advisor or municipal advisor, in connection with any transaction that may result from our communications. Please note that:

- » *HSE is not recommending that you take any action;*
- » *HSE is not acting as the advisor to you or any obligated person on a municipal securities issue and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you or any obligated person with respect to the information and material contained in this communication;*
- » *HSE is acting for its own interests; and*
- » *You and any person that will have a repayment obligation with respect to any municipal securities issue being considered should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you or the obligated person deem appropriate before acting on this information or material.*

**MSRB Rule G-17**

HSE would serve as an underwriter in connection with the proposed Offering of municipal securities, not as a financial advisor. Rule G-17 of the Municipal Securities Rulemaking Board requires an underwriter such as HSE to deal fairly at all times with both municipal issuers and investors. HSE's primary role in the Offering would be to purchase securities with a view to distribution in an arm's-length commercial transaction with the Issuer, and HSE has financial and other interests that differ from those of the Issuer. Unlike a municipal advisor, HSE as an underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. HSE will have a duty to purchase any securities sold in the offering from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell those securities to investors at prices that are fair and reasonable. HSE makes no recommendation with regard to the hiring of a municipal advisor by the Issuer. HSE's compensation as an underwriter would be contingent on the closing of the Offering. Such contingent compensation presents a conflict of interest, because it may cause HSE to recommend the Offering even if it is unnecessary or to recommend that the size of the Offering be larger than is necessary. If retained, HSE will review the official statement for the securities sold in the Offering in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the Offering.

**Informational Accuracy and Future Performance Disclaimer**

Some information contained herein has been obtained from sources believed to be reliable, but is not necessarily complete and its accuracy cannot be guaranteed. Any opinions expressed are subject to change without notice. Any performance information shown represents historical market information only and does not infer or represent any past performance. It should not be assumed that any historical market performance information discussed herein will equal such future performance.

**SOURCES AND USES OF FUNDS****#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016

**Sources:**

<b>Bond Proceeds:</b>	
Par Amount	5,895,000.00
Premium	412,198.75
	<b>6,307,198.75</b>

**Uses:**

<b>Project Fund Deposits:</b>	
Base Construction Budget	6,168,783.00
<b>Cost of Issuance:</b>	
Costs of Issuance (est)	75,000.00
<b>Underwriter's Discount:</b>	
Underwriting Discount (1%) *Estimate	58,950.00
<b>Other Uses of Funds:</b>	
Additional Proceeds	4,465.75
	<b>6,307,198.75</b>

**Notes:**

Base CUSIP of Issuer: 147384

All Costs of Issuance &amp; Underwriter's Discount are estimated and subject to change

Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND SUMMARY STATISTICS**

**#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016
First Coupon	02/01/2017
Last Maturity	02/01/2026
Arbitrage Yield	2.548706%
True Interest Cost (TIC)	2.742464%
Net Interest Cost (NIC)	2.860645%
All-In TIC	2.992813%
Average Coupon	3.965972%
Average Life (years)	5.421
Weighted Average Maturity (years)	5.467
Duration of Issue (years)	4.903
Par Amount	5,895,000.00
Bond Proceeds	6,307,198.75
Total Interest	1,267,475.00
Net Interest	914,226.25
Bond Years from Dated Date	31,958,750.00
Bond Years from Delivery Date	31,958,750.00
Total Debt Service	7,162,475.00
Maximum Annual Debt Service	718,500.00
Average Annual Debt Service	747,388.70
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	105.992345

Bond Component	Par Value	Price	Average Coupon	Average Life	Duration	PV of 1 bp change
Serial Bond	5,895,000.00	106.992	3.966%	5.421	4.918	3,026.15
	<b>5,895,000.00</b>			<b>5.421</b>		<b>3,026.15</b>

	TIC	All-In TIC	Arbitrage Yield
Par Value	5,895,000.00	5,895,000.00	5,895,000.00
+ Accrued Interest			
+ Premium (Discount)	412,198.75	412,198.75	412,198.75
- Underwriter's Discount	(58,950.00)	(58,950.00)	
- Cost of Issuance Expense		(75,000.00)	
- Other Amounts			
Target Value	6,248,248.75	6,173,248.75	6,307,198.75
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	2.742464%	2.992813%	2.548706%

**BOND PRICING**

**#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Premium (-Discount)
Serial Bond:						
	02/01/2017	480,000.00	3.000%	0.850%	101.247	5,985.60
	02/01/2018	510,000.00	3.000%	1.170%	102.861	14,591.10
	02/01/2019	530,000.00	4.000%	1.490%	106.336	33,580.80
	02/01/2020	550,000.00	4.000%	1.820%	107.528	41,404.00
	02/01/2021	575,000.00	4.000%	2.080%	108.350	48,012.50
	02/01/2022	600,000.00	4.000%	2.330%	108.694	52,164.00
	02/01/2023	625,000.00	4.000%	2.570%	108.608	53,800.00
	02/01/2024	650,000.00	4.000%	2.790%	108.216	53,404.00
	02/01/2025	675,000.00	4.000%	2.920%	108.145	54,978.75
	02/01/2026	700,000.00	4.000%	3.060%	107.754	54,278.00
		<b>5,895,000.00</b>				<b>412,198.75</b>

Dated Date	07/01/2016	
Delivery Date	07/01/2016	
First Coupon	02/01/2017	
Par Amount	5,895,000.00	
Premium	412,198.75	
Production	6,307,198.75	106.992345%
Underwriter's Discount	(58,950.00)	(1.000000%)
Purchase Price	6,248,248.75	105.992345%
Accrued Interest		
Net Proceeds	6,248,248.75	

Notes:

Market Rate Assumptions: (As of Sep-29-2015) +50 Basis Points  
 Bank Qualified - Limited Tax General Obligation  
 Optional Redemption Feature : 10 year call at Par  
 Interest Rates are preliminary and subject to change  
 Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND DEBT SERVICE**

**#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
12/31/2017	480,000.00	3.000%	237,525.00	717,525.00
12/31/2018	510,000.00	3.000%	203,850.00	713,850.00
12/31/2019	530,000.00	4.000%	185,600.00	715,600.00
12/31/2020	550,000.00	4.000%	164,000.00	714,000.00
12/31/2021	575,000.00	4.000%	141,500.00	716,500.00
12/31/2022	600,000.00	4.000%	118,000.00	718,000.00
12/31/2023	625,000.00	4.000%	93,500.00	718,500.00
12/31/2024	650,000.00	4.000%	68,000.00	718,000.00
12/31/2025	675,000.00	4.000%	41,500.00	716,500.00
12/31/2026	700,000.00	4.000%	14,000.00	714,000.00
	<b>5,895,000.00</b>		<b>1,267,475.00</b>	<b>7,162,475.00</b>

**BOND DEBT SERVICE**

**#2 (Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
02/01/2017	480,000.00	3.000%	131,775.00	611,775.00	
08/01/2017			105,750.00	105,750.00	717,525.00
02/01/2018	510,000.00	3.000%	105,750.00	615,750.00	
08/01/2018			98,100.00	98,100.00	713,850.00
02/01/2019	530,000.00	4.000%	98,100.00	628,100.00	
08/01/2019			87,500.00	87,500.00	715,600.00
02/01/2020	550,000.00	4.000%	87,500.00	637,500.00	
08/01/2020			76,500.00	76,500.00	714,000.00
02/01/2021	575,000.00	4.000%	76,500.00	651,500.00	
08/01/2021			65,000.00	65,000.00	716,500.00
02/01/2022	600,000.00	4.000%	65,000.00	665,000.00	
08/01/2022			53,000.00	53,000.00	718,000.00
02/01/2023	625,000.00	4.000%	53,000.00	678,000.00	
08/01/2023			40,500.00	40,500.00	718,500.00
02/01/2024	650,000.00	4.000%	40,500.00	690,500.00	
08/01/2024			27,500.00	27,500.00	718,000.00
02/01/2025	675,000.00	4.000%	27,500.00	702,500.00	
08/01/2025			14,000.00	14,000.00	716,500.00
02/01/2026	700,000.00	4.000%	14,000.00	714,000.00	714,000.00
	<b>5,895,000.00</b>		<b>1,267,475.00</b>	<b>7,162,475.00</b>	<b>7,162,475.00</b>

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CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

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**HUTCHINSON, SHOCKEY, ERLEY & CO. DISCLAIMER LANGUAGE**

**#3 (50% Est. Construction Costs) - 15 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

**Non-Advice Disclaimer****Important Information about Our Communications with You**

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- » *HSE is not acting as the advisor to you or any obligated person on a municipal securities issue and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you or any obligated person with respect to the information and material contained in this communication;*
- » *HSE is acting for its own interests; and*
- » *You and any person that will have a repayment obligation with respect to any municipal securities issue being considered should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you or the obligated person deem appropriate before acting on this information or material.*

**MSRB Rule G-17**

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**SOURCES AND USES OF FUNDS****#3 (50% Est. Construction Costs) - 15 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date                   07/01/2016  
 Delivery Date               07/01/2016

**Sources:**

<b>Bond Proceeds:</b>	
Par Amount	3,025,000.00
Premium	180,503.00
	<b>3,205,503.00</b>

**Uses:**

<b>Project Fund Deposits:</b>	
Base Construction Budget	3,100,000.00
<b>Cost of Issuance:</b>	
Costs of Issuance (est)	75,000.00
<b>Underwriter's Discount:</b>	
Underwriting Discount (1%) *Estimate	30,250.00
<b>Other Uses of Funds:</b>	
Additional Proceeds	253.00
	<b>3,205,503.00</b>

**Notes:**

Base CUSIP of Issuer: 147384

All Costs of Issuance & Underwriter's Discount are estimated and subject to change

Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND SUMMARY STATISTICS**

**#3 (50% Est. Construction Costs) - 15 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016
First Coupon	02/01/2017
Last Maturity	02/01/2031
Arbitrage Yield	3.025552%
True Interest Cost (TIC)	3.276936%
Net Interest Cost (NIC)	3.391498%
All-in TIC	3.623650%
Average Coupon	3.986923%
Average Life (years)	8.342
Weighted Average Maturity (years)	8.320
Duration of Issue (years)	7.044
Par Amount	3,025,000.00
Bond Proceeds	3,205,503.00
Total Interest	1,006,083.33
Net Interest	855,830.33
Bond Years from Dated Date	25,234,583.33
Bond Years from Delivery Date	25,234,583.33
Total Debt Service	4,031,083.33
Maximum Annual Debt Service	270,700.00
Average Annual Debt Service	276,417.14
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	104.967041

Bond Component	Par Value	Price	Average Coupon	Average Life	Duration	PV of 1 bp change
Serial Bond	3,025,000.00	105.967	3.987%	8.342	7.069	1,938.55
	<b>3,025,000.00</b>			<b>8.342</b>		<b>1,938.55</b>

	TIC	All-In TIC	Arbitrage Yield
Par Value	3,025,000.00	3,025,000.00	3,025,000.00
+ Accrued Interest			
+ Premium (Discount)	180,503.00	180,503.00	180,503.00
- Underwriter's Discount	(30,250.00)	(30,250.00)	
- Cost of Issuance Expense		(75,000.00)	
- Other Amounts			
Target Value	3,175,253.00	3,100,253.00	3,205,503.00
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	3.276936%	3.623650%	3.025552%

**BOND PRICING**

**#3 (50% Est. Construction Costs) - 15 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)	
Serial Bond:										
	02/01/2017	145,000.00	3.000%	0.850%	101.247				1,808.15	
	02/01/2018	155,000.00	3.000%	1.170%	102.861				4,434.55	
	02/01/2019	165,000.00	4.000%	1.490%	106.336				10,454.40	
	02/01/2020	170,000.00	4.000%	1.820%	107.528				12,797.60	
	02/01/2021	175,000.00	4.000%	2.080%	108.350				14,612.50	
	02/01/2022	185,000.00	4.000%	2.330%	108.694				16,083.90	
	02/01/2023	190,000.00	4.000%	2.570%	108.608				16,355.20	
	02/01/2024	200,000.00	4.000%	2.790%	108.216				16,432.00	
	02/01/2025	205,000.00	4.000%	2.920%	108.145				16,697.25	
	02/01/2026	215,000.00	4.000%	3.060%	107.754				16,671.10	
	02/01/2027	225,000.00	4.000%	3.210%	106.470	C	3.272%	02/01/2026	100.000	14,557.50
	02/01/2028	235,000.00	4.000%	3.340%	105.372	C	3.434%	02/01/2026	100.000	12,624.20
	02/01/2029	245,000.00	4.000%	3.440%	104.536	C	3.550%	02/01/2026	100.000	11,113.20
	02/01/2030	250,000.00	4.000%	3.560%	103.543	C	3.666%	02/01/2026	100.000	8,857.50
	02/01/2031	265,000.00	4.000%	3.670%	102.643	C	3.763%	02/01/2026	100.000	7,003.95
		<b>3,025,000.00</b>								<b>180,503.00</b>

Dated Date	07/01/2016		
Delivery Date	07/01/2016		
First Coupon	02/01/2017		
Par Amount	3,025,000.00		
Premium	180,503.00		
Production	3,205,503.00	105.967041%	
Underwriter's Discount	(30,250.00)	(1.000000%)	
Purchase Price	3,175,253.00	104.967041%	
Accrued Interest			
Net Proceeds	3,175,253.00		

Notes:

Market Rate Assumptions: (As of Sep-29-2015) +50 Basis Points  
 Bank Qualified - Limited Tax General Obligation  
 Optional Redemption Feature : 10 year call at Par  
 Interest Rates are preliminary and subject to change  
 Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND DEBT SERVICE**

**#3 (50% Est. Construction Costs) - 15 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
12/31/2017	145,000.00	3.000%	125,658.33	270,658.33
12/31/2018	155,000.00	3.000%	111,325.00	266,325.00
12/31/2019	165,000.00	4.000%	105,700.00	270,700.00
12/31/2020	170,000.00	4.000%	99,000.00	269,000.00
12/31/2021	175,000.00	4.000%	92,100.00	267,100.00
12/31/2022	185,000.00	4.000%	84,900.00	269,900.00
12/31/2023	190,000.00	4.000%	77,400.00	267,400.00
12/31/2024	200,000.00	4.000%	69,600.00	269,600.00
12/31/2025	205,000.00	4.000%	61,500.00	266,500.00
12/31/2026	215,000.00	4.000%	53,100.00	268,100.00
12/31/2027	225,000.00	4.000%	44,300.00	269,300.00
12/31/2028	235,000.00	4.000%	35,100.00	270,100.00
12/31/2029	245,000.00	4.000%	25,500.00	270,500.00
12/31/2030	250,000.00	4.000%	15,600.00	265,600.00
12/31/2031	265,000.00	4.000%	5,300.00	270,300.00
	<b>3,025,000.00</b>		<b>1,006,083.33</b>	<b>4,031,083.33</b>

**BOND DEBT SERVICE**

**#3 (50% Est. Construction Costs) - 15 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date 07/01/2016  
Delivery Date 07/01/2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/01/2017	145,000.00	3.000%	68,833.33	213,833.33	
08/01/2017			56,825.00	56,825.00	270,658.33
02/01/2018	155,000.00	3.000%	56,825.00	211,825.00	
08/01/2018			54,500.00	54,500.00	266,325.00
02/01/2019	165,000.00	4.000%	54,500.00	219,500.00	
08/01/2019			51,200.00	51,200.00	270,700.00
02/01/2020	170,000.00	4.000%	51,200.00	221,200.00	
08/01/2020			47,800.00	47,800.00	269,000.00
02/01/2021	175,000.00	4.000%	47,800.00	222,800.00	
08/01/2021			44,300.00	44,300.00	267,100.00
02/01/2022	185,000.00	4.000%	44,300.00	229,300.00	
08/01/2022			40,600.00	40,600.00	269,900.00
02/01/2023	190,000.00	4.000%	40,600.00	230,600.00	
08/01/2023			36,800.00	36,800.00	267,400.00
02/01/2024	200,000.00	4.000%	36,800.00	236,800.00	
08/01/2024			32,800.00	32,800.00	269,600.00
02/01/2025	205,000.00	4.000%	32,800.00	237,800.00	
08/01/2025			28,700.00	28,700.00	266,500.00
02/01/2026	215,000.00	4.000%	28,700.00	243,700.00	
08/01/2026			24,400.00	24,400.00	268,100.00
02/01/2027	225,000.00	4.000%	24,400.00	249,400.00	
08/01/2027			19,900.00	19,900.00	269,300.00
02/01/2028	235,000.00	4.000%	19,900.00	254,900.00	
08/01/2028			15,200.00	15,200.00	270,100.00
02/01/2029	245,000.00	4.000%	15,200.00	260,200.00	
08/01/2029			10,300.00	10,300.00	270,500.00
02/01/2030	250,000.00	4.000%	10,300.00	260,300.00	
08/01/2030			5,300.00	5,300.00	265,600.00
02/01/2031	265,000.00	4.000%	5,300.00	270,300.00	270,300.00
	<b>3,025,000.00</b>		<b>1,006,083.33</b>	<b>4,031,083.33</b>	<b>4,031,083.33</b>

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CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

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**HUTCHINSON, SHOCKEY, ERLEY & CO. DISCLAIMER LANGUAGE**

**#3 (50% Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

**Non-Advice Disclaimer****Important Information about Our Communications with You**

In connection with its responsibilities under the federal securities laws and the rules of the Municipal Securities Rulemaking Board, Hutchinson, Shockey, Erley & Co. wants to ensure that you understand the purpose of our communications with you and the role we intend to play in any transactions that we may engage in with you. We are communicating with you for the purpose of soliciting business as an underwriter of municipal securities. We propose to serve as an underwriter, not as a financial advisor or municipal advisor, in connection with any transaction that may result from our communications. Please note that:

- » *HSE is not recommending that you take any action;*
- » *HSE is not acting as the advisor to you or any obligated person on a municipal securities issue and do not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you or any obligated person with respect to the information and material contained in this communication;*
- » *HSE is acting for its own interests; and*
- » *You and any person that will have a repayment obligation with respect to any municipal securities issue being considered should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you or the obligated person deem appropriate before acting on this information or material.*

**MSRB Rule G-17**

HSE would serve as an underwriter in connection with the proposed Offering of municipal securities, not as a financial advisor. Rule G-17 of the Municipal Securities Rulemaking Board requires an underwriter such as HSE to deal fairly at all times with both municipal issuers and investors. HSE's primary role in the Offering would be to purchase securities with a view to distribution in an arm's-length commercial transaction with the Issuer, and HSE has financial and other interests that differ from those of the Issuer. Unlike a municipal advisor, HSE as an underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. HSE will have a duty to purchase any securities sold in the offering from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell those securities to investors at prices that are fair and reasonable. HSE makes no recommendation with regard to the hiring of a municipal advisor by the Issuer. HSE's compensation as an underwriter would be contingent on the closing of the Offering. Such contingent compensation presents a conflict of interest, because it may cause HSE to recommend the Offering even if it is unnecessary or to recommend that the size of the Offering be larger than is necessary. If retained, HSE will review the official statement for the securities sold in the Offering in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the Offering.

**Informational Accuracy and Future Performance Disclaimer**

Some information contained herein has been obtained from sources believed to be reliable, but is not necessarily complete and its accuracy cannot be guaranteed. Any opinions expressed are subject to change without notice. Any performance information shown represents historical market information only and does not infer or represent any past performance. It should not be assumed that any historical market performance information discussed herein will equal such future performance.

**SOURCES AND USES OF FUNDS****#3 (50% Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016

**Sources:**

<b>Bond Proceeds:</b>	
Par Amount	3,000,000.00
Premium	209,683.50
	<b>3,209,683.50</b>

**Uses:**

<b>Project Fund Deposits:</b>	
Base Construction Budget	3,100,000.00
<b>Cost of Issuance:</b>	
Costs of Issuance (est)	75,000.00
<b>Underwriter's Discount:</b>	
Underwriting Discount (1%) *Estimate	30,000.00
<b>Other Uses of Funds:</b>	
Additional Proceeds	4,683.50
	<b>3,209,683.50</b>

**Notes:**

Base CUSIP of Issuer: 147384

All Costs of Issuance &amp; Underwriter's Discount are estimated and subject to change

Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND SUMMARY STATISTICS**

**#3 (50% Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date	07/01/2016
Delivery Date	07/01/2016
First Coupon	02/01/2017
Last Maturity	02/01/2026
Arbitrage Yield	2.548046%
True Interest Cost (TIC)	2.741961%
Net Interest Cost (NIC)	2.860127%
All-In TIC	3.238495%
Average Coupon	3.965872%
Average Life (years)	5.417
Weighted Average Maturity (years)	5.463
Duration of Issue (years)	4.899
Par Amount	3,000,000.00
Bond Proceeds	3,209,683.50
Total Interest	644,454.17
Net Interest	464,770.67
Bond Years from Dated Date	16,250,000.00
Bond Years from Delivery Date	16,250,000.00
Total Debt Service	3,644,454.17
Maximum Annual Debt Service	366,900.00
Average Annual Debt Service	380,290.87
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	105.989450

Bond Component	Par Value	Price	Average Coupon	Average Life	Duration	PV of 1 bp change
Serial Bond	3,000,000.00	106.989	3.966%	5.417	4.914	1,538.75
	<b>3,000,000.00</b>			<b>5.417</b>		<b>1,538.75</b>

	TIC	All-In TIC	Arbitrage Yield
Par Value	3,000,000.00	3,000,000.00	3,000,000.00
+ Accrued Interest			
+ Premium (Discount)	209,683.50	209,683.50	209,683.50
- Underwriter's Discount	(30,000.00)	(30,000.00)	
- Cost of Issuance Expense		(75,000.00)	
- Other Amounts			
Target Value	3,179,683.50	3,104,683.50	3,209,683.50
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	2.741961%	3.238495%	2.548046%

**BOND PRICING**

**#3 (50% Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Premium (-Discount)
Serial Bond:	02/01/2017	245,000.00	3.000%	0.850%	101.247	3,055.15
	02/01/2018	260,000.00	3.000%	1.170%	102.861	7,438.60
	02/01/2019	270,000.00	4.000%	1.490%	106.336	17,107.20
	02/01/2020	280,000.00	4.000%	1.820%	107.528	21,078.40
	02/01/2021	295,000.00	4.000%	2.080%	108.350	24,632.50
	02/01/2022	305,000.00	4.000%	2.330%	108.694	26,516.70
	02/01/2023	315,000.00	4.000%	2.570%	108.608	27,115.20
	02/01/2024	330,000.00	4.000%	2.790%	108.216	27,112.80
	02/01/2025	345,000.00	4.000%	2.920%	108.145	28,100.25
	02/01/2026	355,000.00	4.000%	3.060%	107.754	27,526.70
<b>3,000,000.00</b>						<b>209,683.50</b>

Dated Date	07/01/2016	
Delivery Date	07/01/2016	
First Coupon	02/01/2017	
Par Amount	3,000,000.00	
Premium	209,683.50	
Production	3,209,683.50	106.989450%
Underwriter's Discount	(30,000.00)	(1.000000%)
Purchase Price	3,179,683.50	105.989450%
Accrued Interest		
Net Proceeds	3,179,683.50	

Notes:

Market Rate Assumptions: (As of Sep-29-2015) +50 Basis Points  
 Bank Qualified - Limited Tax General Obligation  
 Optional Redemption Feature : 10 year call at Par  
 Interest Rates are preliminary and subject to change  
 Underlying Rating of the Issuer : Aa1 / AAA / NR

**BOND DEBT SERVICE**

**#3 (50% Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date 07/01/2016  
Delivery Date 07/01/2016

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
12/31/2017	245,000.00	3.000%	120,854.17	365,854.17
12/31/2018	260,000.00	3.000%	103,700.00	363,700.00
12/31/2019	270,000.00	4.000%	94,400.00	364,400.00
12/31/2020	280,000.00	4.000%	83,400.00	363,400.00
12/31/2021	295,000.00	4.000%	71,900.00	366,900.00
12/31/2022	305,000.00	4.000%	59,900.00	364,900.00
12/31/2023	315,000.00	4.000%	47,500.00	362,500.00
12/31/2024	330,000.00	4.000%	34,600.00	364,600.00
12/31/2025	345,000.00	4.000%	21,100.00	366,100.00
12/31/2026	355,000.00	4.000%	7,100.00	362,100.00
	<b>3,000,000.00</b>		<b>644,454.17</b>	<b>3,644,454.17</b>

**BOND DEBT SERVICE**

**#3 (50% Est. Construction Costs) - 10 Yr.  
CHARTER TOWNSHIP OF CASCADE  
COUNTY OF KENT, STATE OF MICHIGAN**

Dated Date           07/01/2016  
Delivery Date       07/01/2016

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/01/2017	245,000.00	3.000%	67,054.17	312,054.17	
08/01/2017			53,800.00	53,800.00	365,854.17
02/01/2018	260,000.00	3.000%	53,800.00	313,800.00	
08/01/2018			49,900.00	49,900.00	363,700.00
02/01/2019	270,000.00	4.000%	49,900.00	319,900.00	
08/01/2019			44,500.00	44,500.00	364,400.00
02/01/2020	280,000.00	4.000%	44,500.00	324,500.00	
08/01/2020			38,900.00	38,900.00	363,400.00
02/01/2021	295,000.00	4.000%	38,900.00	333,900.00	
08/01/2021			33,000.00	33,000.00	366,900.00
02/01/2022	305,000.00	4.000%	33,000.00	338,000.00	
08/01/2022			26,900.00	26,900.00	364,900.00
02/01/2023	315,000.00	4.000%	26,900.00	341,900.00	
08/01/2023			20,600.00	20,600.00	362,500.00
02/01/2024	330,000.00	4.000%	20,600.00	350,600.00	
08/01/2024			14,000.00	14,000.00	364,600.00
02/01/2025	345,000.00	4.000%	14,000.00	359,000.00	
08/01/2025			7,100.00	7,100.00	366,100.00
02/01/2026	355,000.00	4.000%	7,100.00	362,100.00	
	<b>3,000,000.00</b>		<b>644,454.17</b>	<b>3,644,454.17</b>	<b>3,644,454.17</b>